

Create Requisition & Utilize Requisition App - Goods / Supplies Request (Ad Hoc Shipping Location)

Purpose

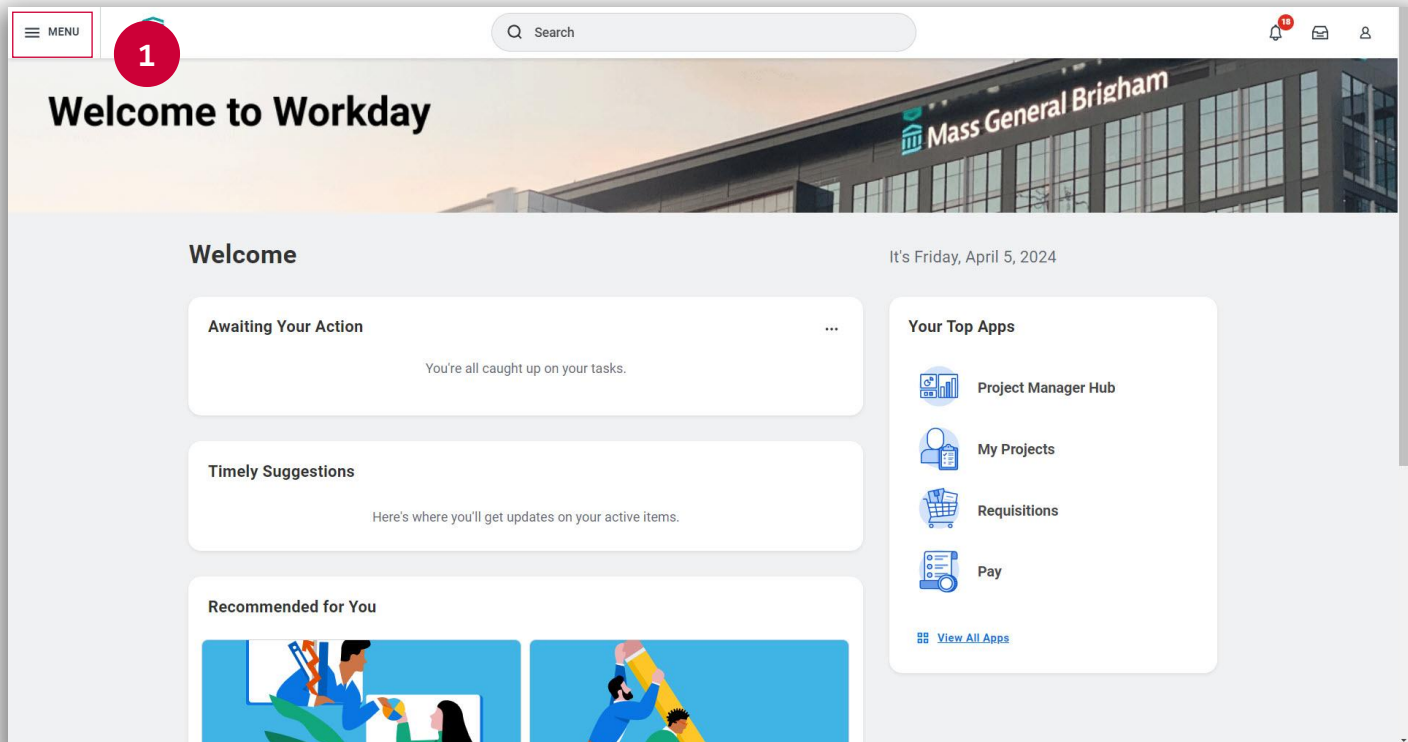
The following job-aid explains how to **Create and Manage a Requisition for Goods / Supplies with an Ad Hoc Shipping Location** in Workday.

Step-by-Step Instructions

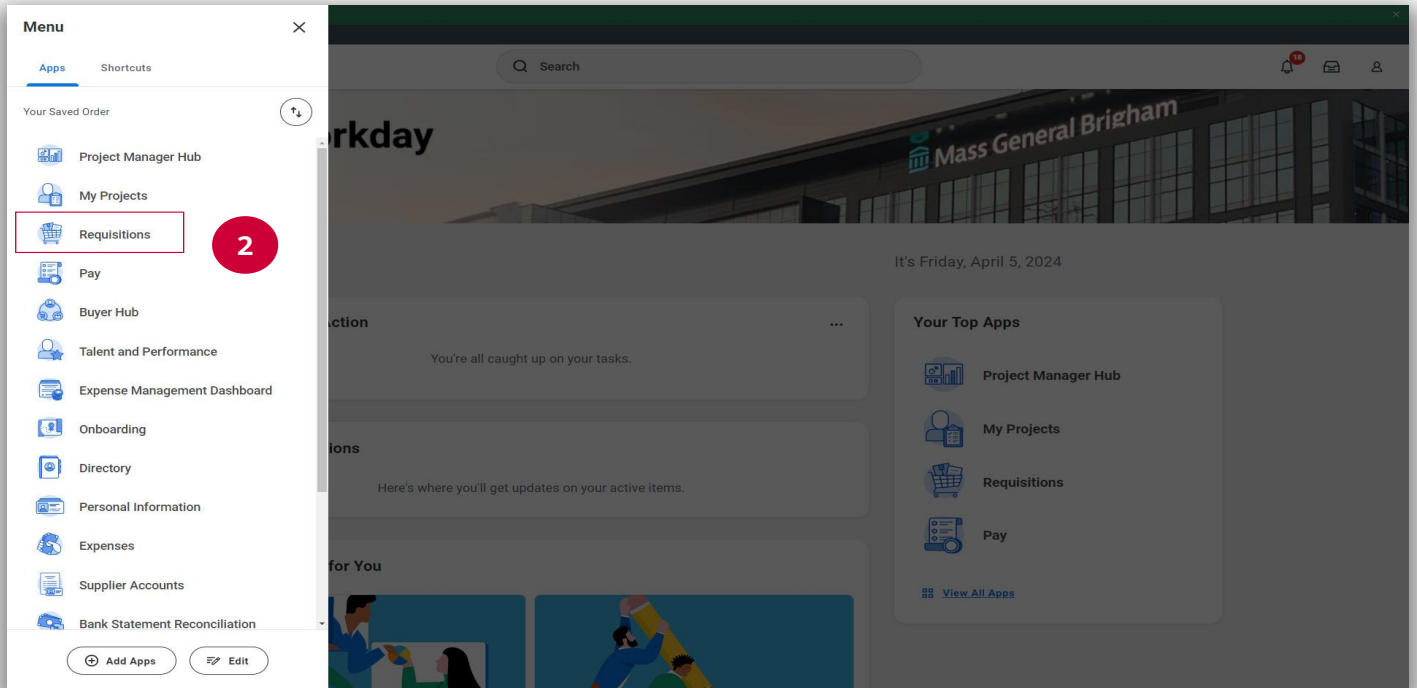
Note:

- The Create Requisition task is available to those with Requisition Requester access.

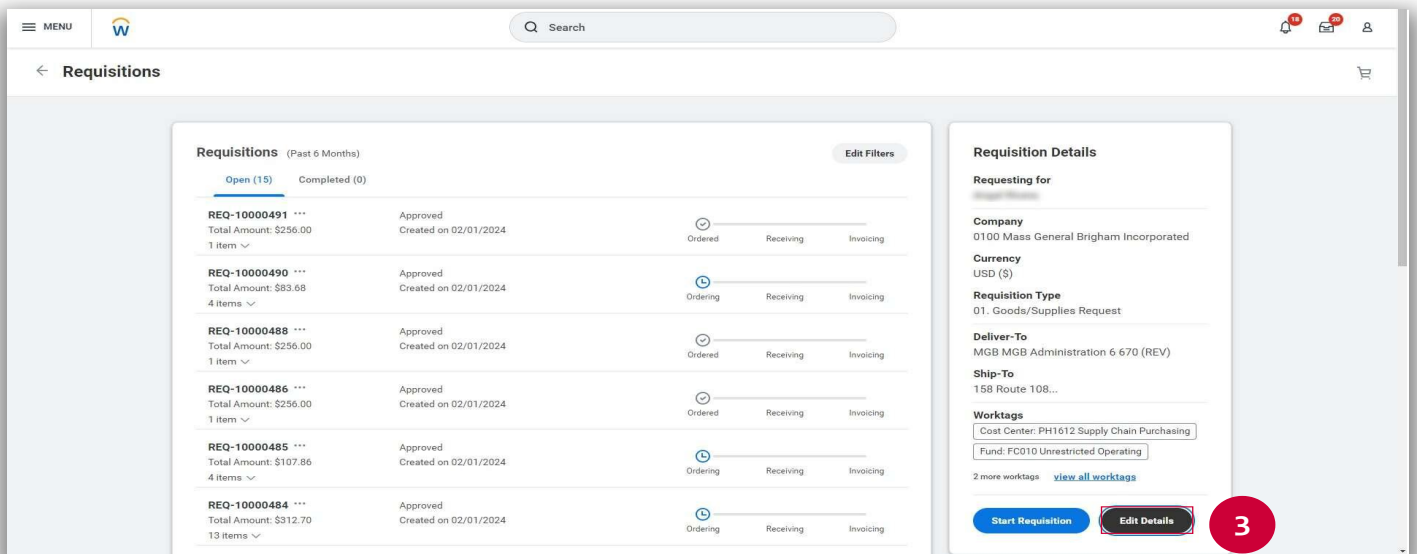
1. Click **Menu**.



2. Click **Requisitions**.



3. Click **Edit Details**.



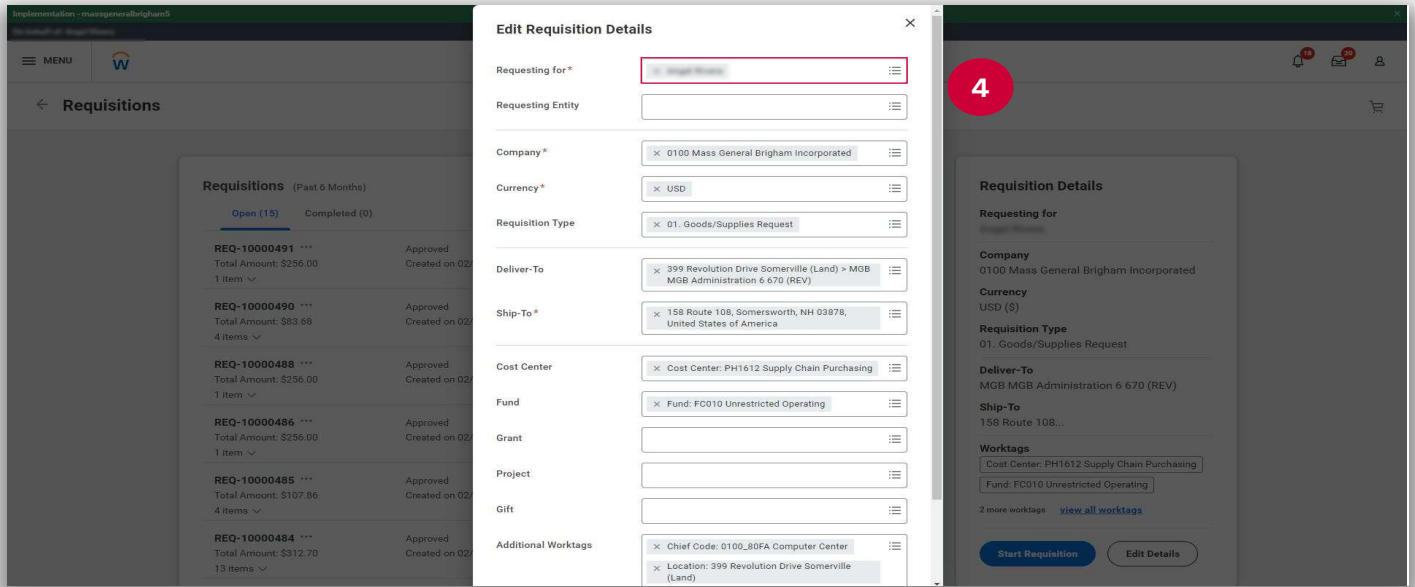
4. Verify or update the **Employee** that you are **Requesting for**.

Note:


- The **Requesting for** field will automatically load with your User Name, but it can be modified if you are ordering on behalf of another Employee.

Critical:

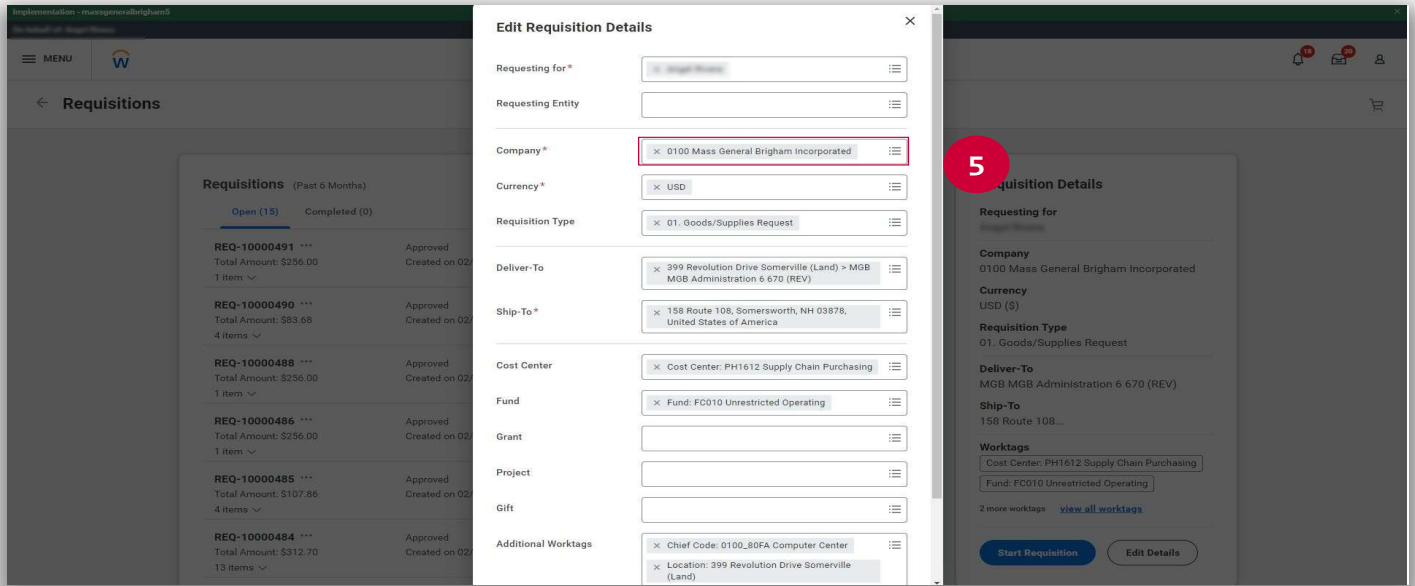
- Always complete Requisition fields from top to bottom as some fields are dependent on others.



5. Verify or update the **Company**.

 **Note:**

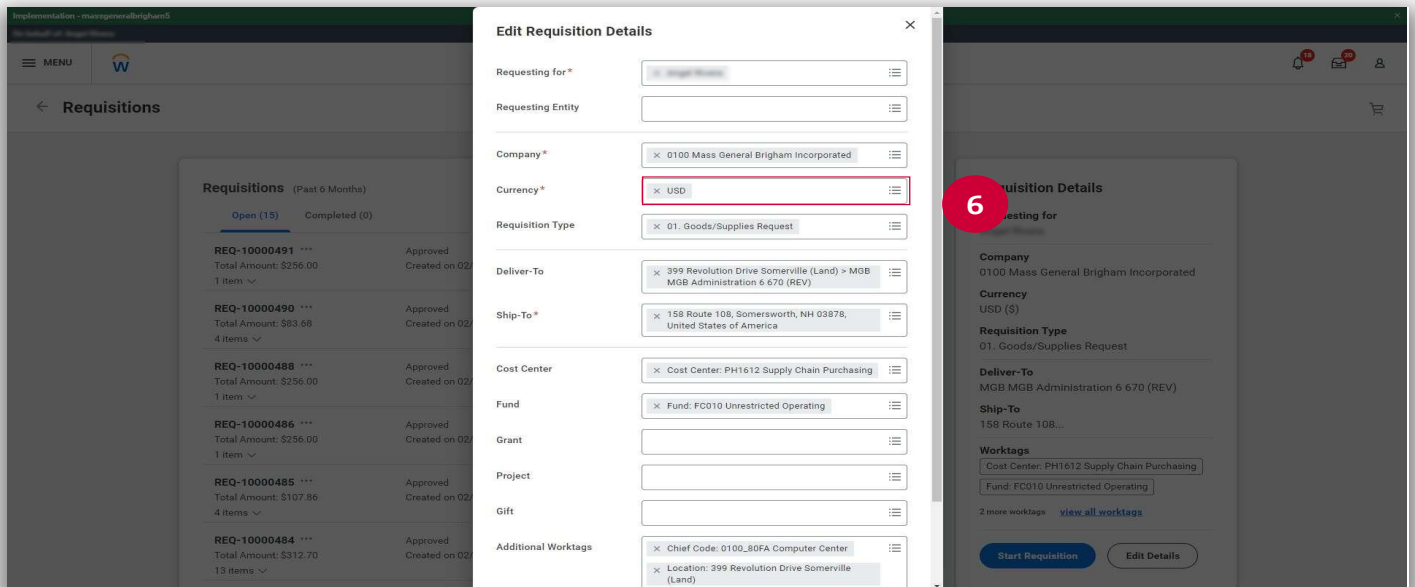
- The Company will automatically load with the Requester's primary Company, but it can be modified if needed.



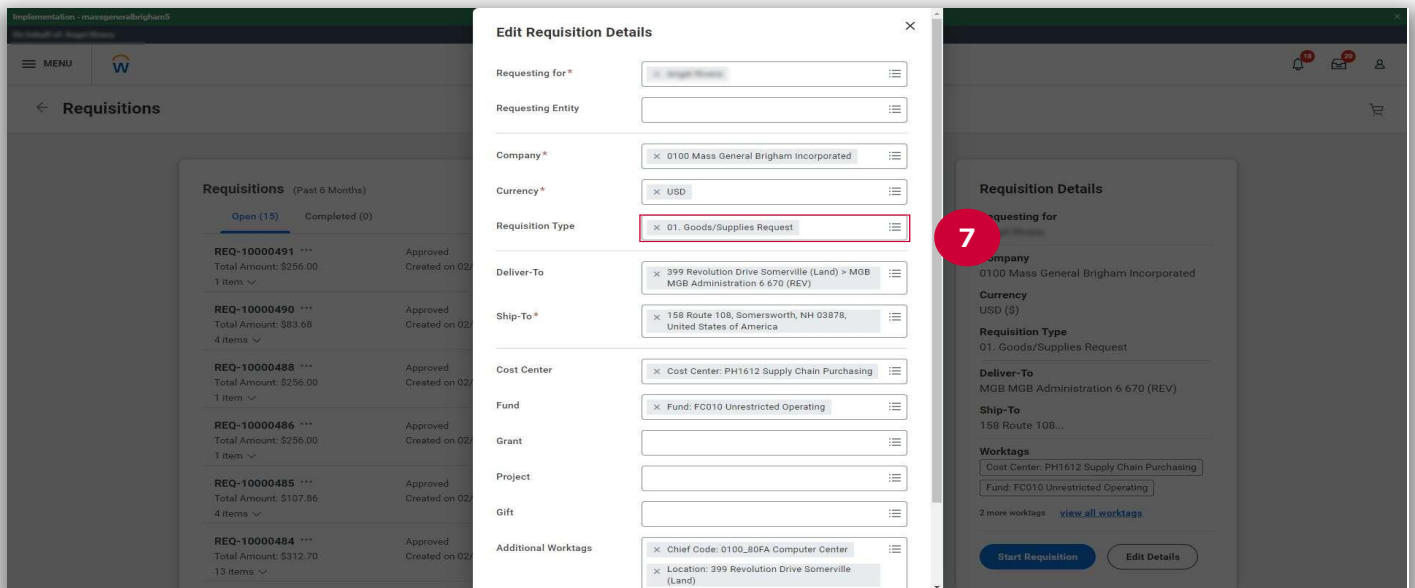
6. Verify the Currency is USD.

Note:


- The Currency will automatically load with the default Currency of USD



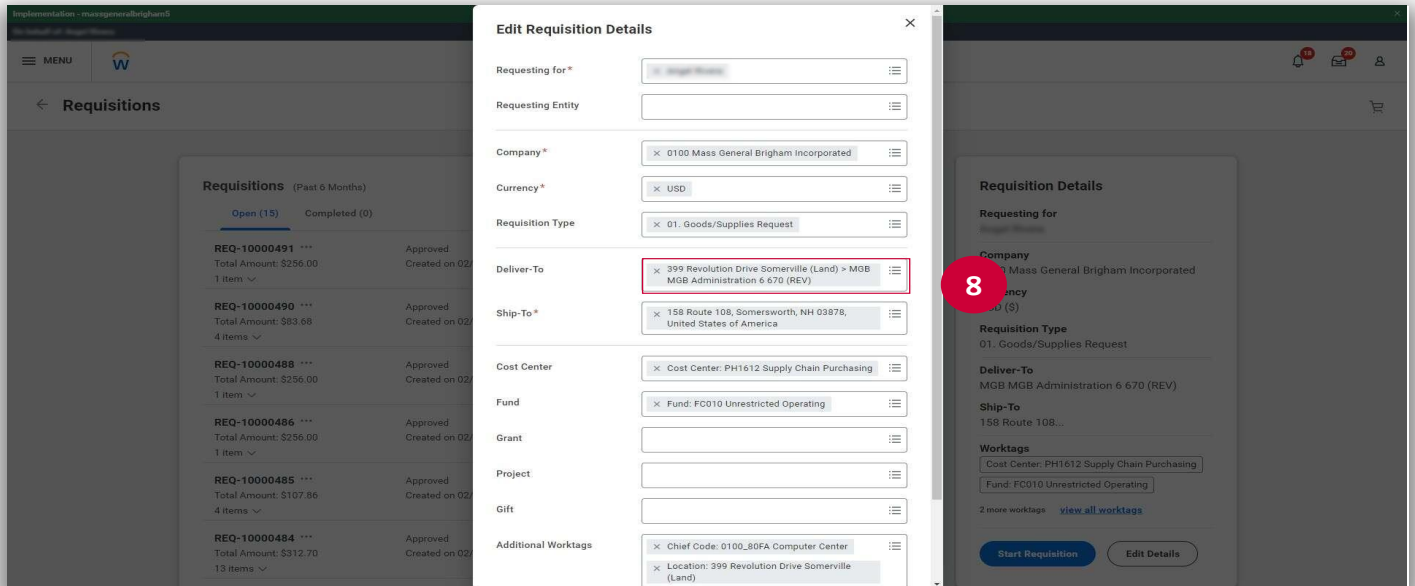
7. Search for and select 01. Goods/Supplies Request as the Requisition Type.



8. Verify or update the **Deliver-To** location.

 **Notes:**

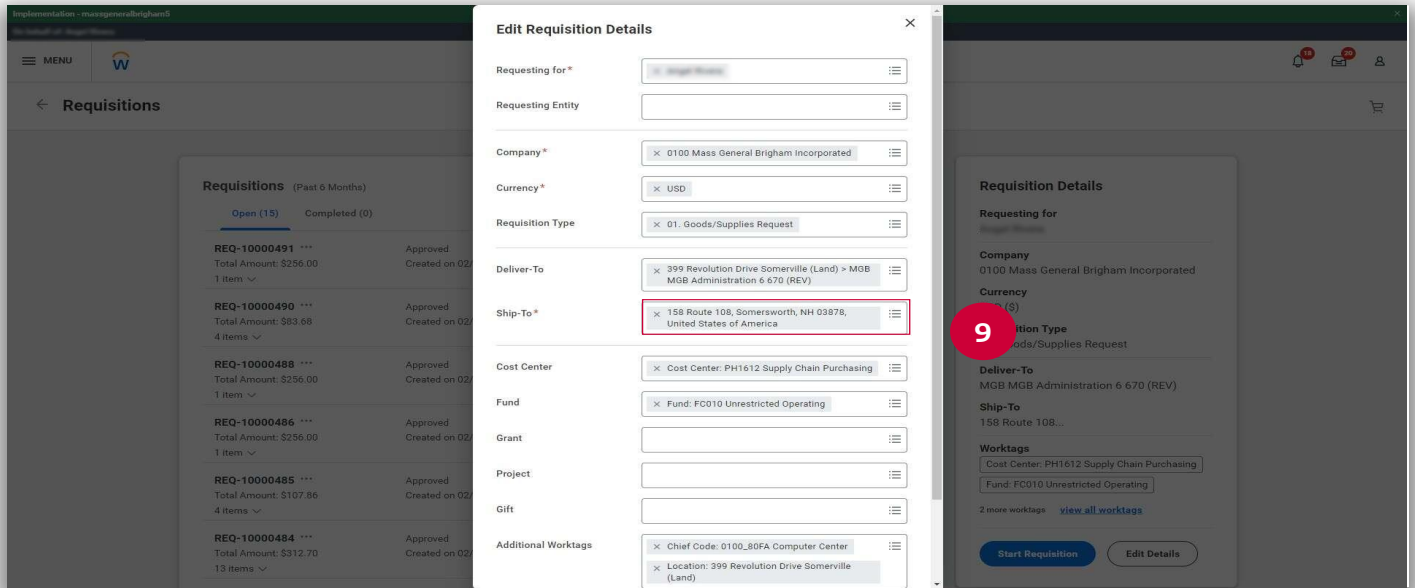
- The Deliver-To location identifies the final location where goods or services should be provided (for example, an employee workstation, workspace, or stock room).
- This field will automatically load with the Requester's primary Deliver-To location, but it can be modified.
- A valid Deliver-To location will contain the street address > site description.



9. Verify the **Ship-To** location defaulted from the **Deliver-To**.

 Notes:

- The Ship-To location is the address where the order will be shipped (e.g., a main building or loading dock).
- This field will automatically populate from the Deliver-To location.



The screenshot displays the 'Edit Requisition Details' modal in a web application. The modal is overlaid on a 'Requisitions' list page. The 'Ship-To' field is highlighted with a red box and a red circle containing the number 9. The 'Deliver-To' field is also visible and populated with the same location information.

Requisitions (Past 6 Months)

REQ-10000491	Approved
Total Amount: \$256.00	Created on 02/01/2025
1 Item	

REQ-10000490	Approved
Total Amount: \$83.68	Created on 02/01/2025
4 Items	

REQ-10000488	Approved
Total Amount: \$256.00	Created on 02/01/2025
1 Item	

REQ-10000486	Approved
Total Amount: \$256.00	Created on 02/01/2025
1 Item	

REQ-10000485	Approved
Total Amount: \$107.86	Created on 02/01/2025
4 Items	

REQ-10000484	Approved
Total Amount: \$312.70	Created on 02/01/2025
13 Items	

Edit Requisition Details

Requesting for*: [Requester Name]

Requesting Entity: [Requesting Entity]

Company*: [0100 Mass General Brigham Incorporated]

Currency*: [USD]

Requisition Type: [01. Goods/Supplies Request]

Deliver-To: [399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)]

Ship-To*: [158 Route 108, Somersworth, NH 03878, United States of America]

Cost Center: [Cost Center: PH1612 Supply Chain Purchasing]

Fund: [Fund: FC010 Unrestricted Operating]

Grant: [Grant]

Project: [Project]

Gift: [Gift]

Additional Worktags: [Chief Code: 0100_80FA Computer Center], [Location: 399 Revolution Drive Somerville (Land)]

Requisition Details

Requesting for: [Requester Name]

Company: [0100 Mass General Brigham Incorporated]

Currency: [USD]

Requisition Type: [01. Goods/Supplies Request]

Deliver-To: [MGB MGB Administration 6 670 (REV)]

Ship-To: [158 Route 108...]

Worktags: [Cost Center: PH1612 Supply Chain Purchasing], [Fund: FC010 Unrestricted Operating]

2 more worktags [view all worktags](#)

[Start Requisition](#) [Edit Details](#)

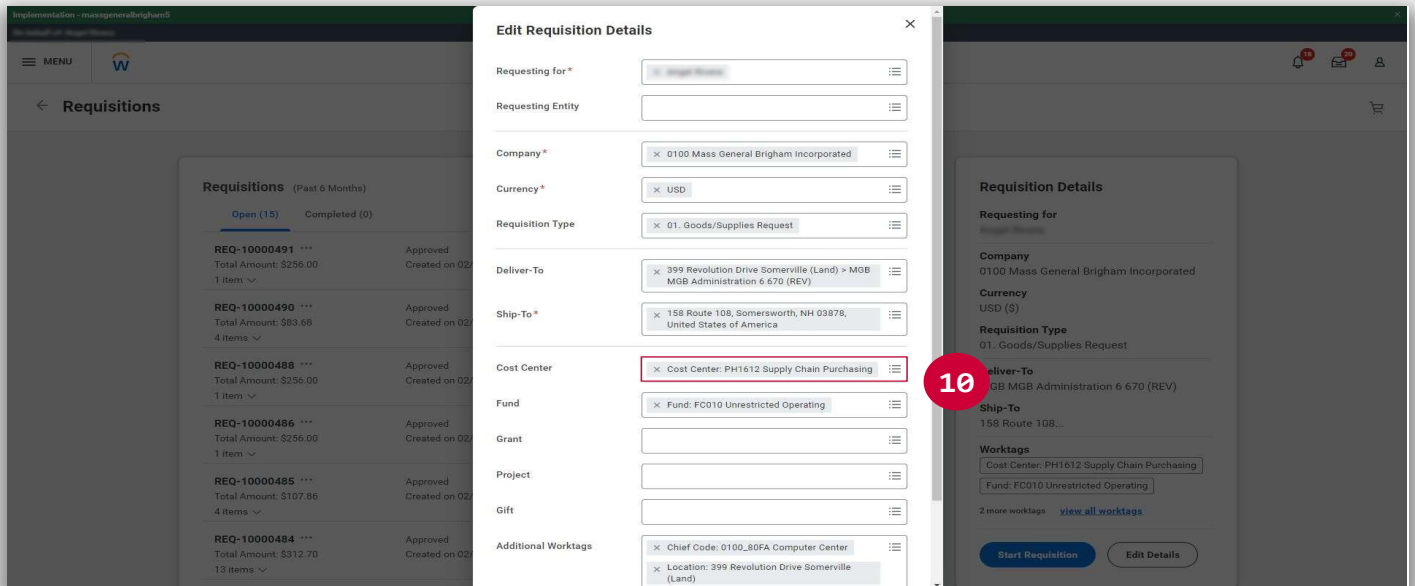
10. Verify or update the **Cost Center**.

 **Notes:**

- This field will automatically load with the Requester's primary Cost Center, but it can be modified.
- If you order for multiple Cost Centers, be sure to select the Cost Center you intend to use for this order.
- The Fund code will automatically populate based on Cost Center, and cannot be updated.

 **Critical Note:**

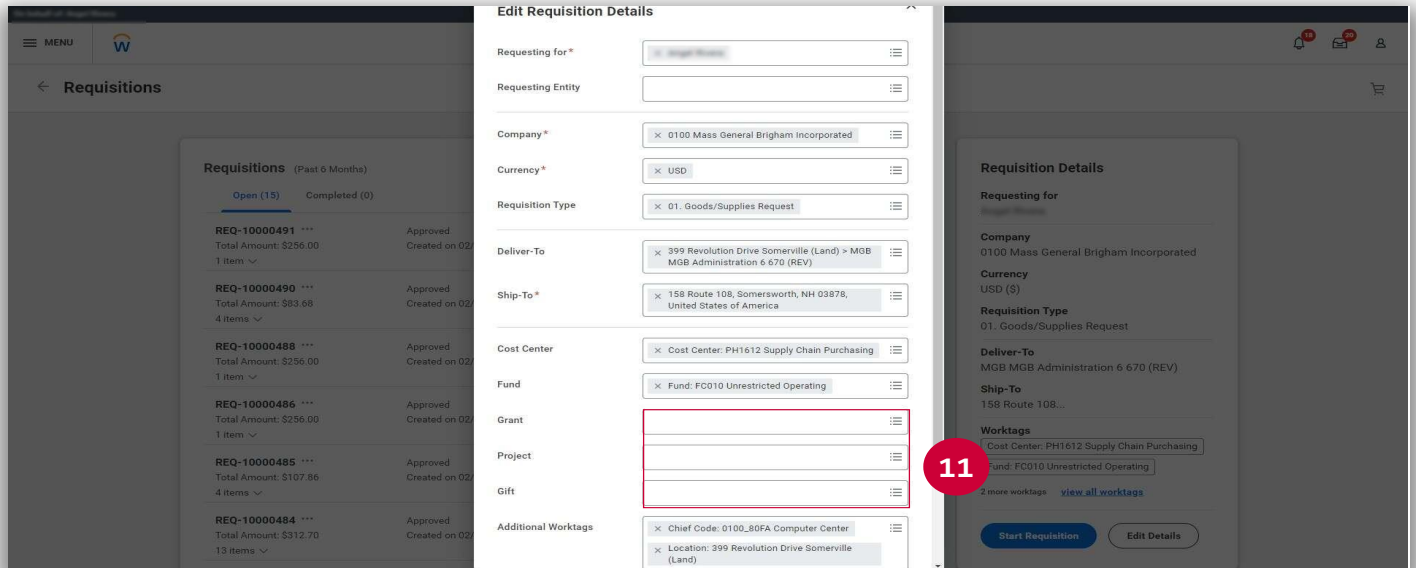
- Cost Centers must align with the Company used on the order.



11. Enter a **Grant** or **Gift**, if applicable.

 **Notes:**

- If a Requisition needs to be allocated to a Grant or Gift, you must enter the Grant or Gift Worktag accordingly.
 - A Project can only be used on Capital and Real Estate Non-Equipment Requisition Types.
- If entered, a Grant or Gift Worktag will override the Cost Center.
- If entered, the Fund code will automatically populate based on the Grant or Gift, and cannot be updated.



The screenshot displays the 'Edit Requisition Details' form in a mobile application. The form includes the following fields:

- Requesting for* (Dropdown)
- Requesting Entity (Dropdown)
- Company* (Dropdown: 0100 Mass General Brigham Incorporated)
- Currency* (Dropdown: USD)
- Requisition Type (Dropdown: 01_Goods/Supplies Request)
- Deliver-To (Dropdown: 399 Revolution Drive Somerville (Land) * MGB MGB Administration 6 670 (REV))
- Ship-To* (Dropdown: 158 Route 108, Somersworth, NH 03878, United States of America)
- Cost Center (Dropdown: Cost Center: PH1612 Supply Chain Purchasing)
- Fund (Dropdown: Fund: FC010 Unrestricted Operating)
- Grant (Empty field, highlighted with a red box)
- Project (Empty field)
- Gift (Empty field)
- Additional Worktags (Dropdown: Chief Code: 0100_S0FA Computer Center; Location: 399 Revolution Drive Somerville (Land))

On the right side of the screen, the 'Requisition Details' summary is visible, including the same dropdown selections. A red circle with the number '11' is overlaid on the 'Grant' field.

12. Verify or update the **Additional Worktags**.

Note:

- Additional Worktags will default from other Worktags selected above (e.g., Location defaults from Cost Center) and should **ONLY** be updated to add a Provider, Chief Code, etc.; do not remove the default Additional Worktags.

The screenshot displays a requisition management system interface. On the left, a 'Requisitions' sidebar shows a list of requisitions with columns for ID, status, and amount. The main area contains a form for editing requisition details, including fields for Company, Currency, Requisition Type, Deliver-To, Ship-To, Cost Center, Fund, Grant, Project, Gift, and Additional Worktags. The 'Additional Worktags' field is highlighted with a red box and a red circle containing the number 12. The right sidebar shows 'Requisition Details' for a specific requisition, including the same fields as the main form.

Requisition ID	Status	Total Amount	Created on
REQ-1000491	Approved	\$256.00	02/02/2024
REQ-1000490	Approved	\$83.68	02/02/2024
REQ-1000488	Approved	\$256.00	02/02/2024
REQ-1000486	Approved	\$256.00	02/02/2024
REQ-1000485	Approved	\$107.86	02/02/2024
REQ-1000484	Approved	\$312.70	02/02/2024

Form Fields:

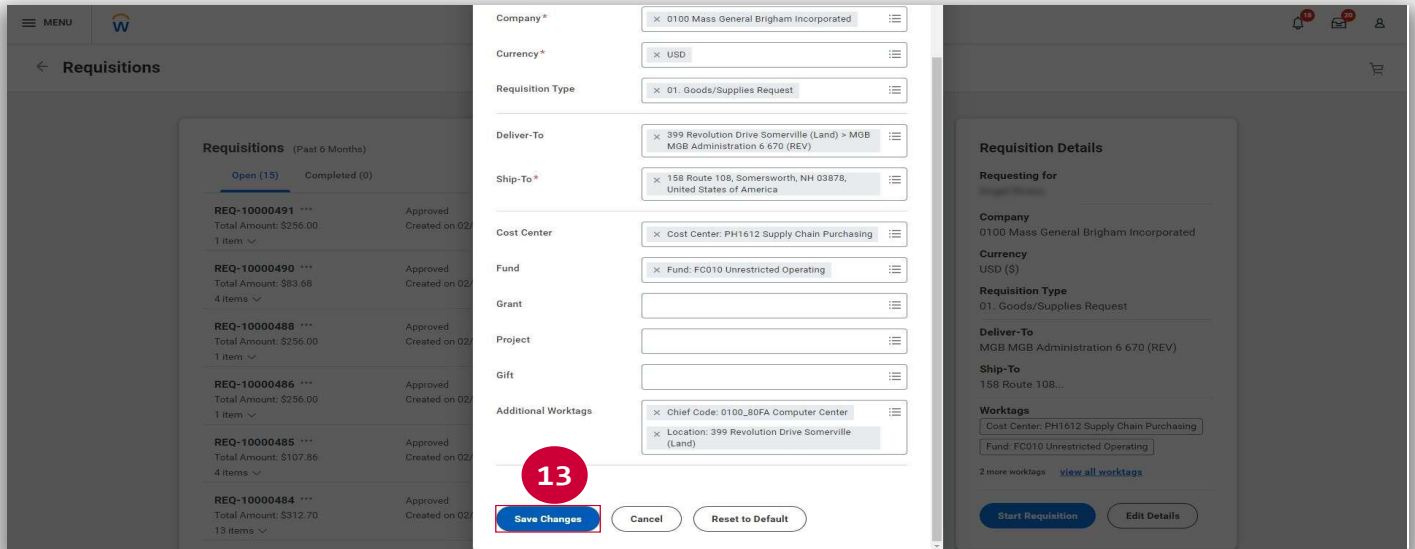
- Company: 0100 Mass General Brigham Incorporated
- Currency: USD
- Requisition Type: 01. Goods/Supplies Request
- Deliver-To: 399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)
- Ship-To: 158 Route 108, Somersworth, NH 03878, United States of America
- Cost Center: Cost Center: PH1612 Supply Chain Purchasing
- Fund: Fund: FC010 Unrestricted Operating
- Grant: (Empty)
- Project: (Empty)
- Gift: (Empty)
- Additional Worktags: Chief Code: 0100_80FA Computer Center, Location: 399 Revolution Drive Somerville (Land)

Buttons: Save Changes, Cancel, Reset to Default

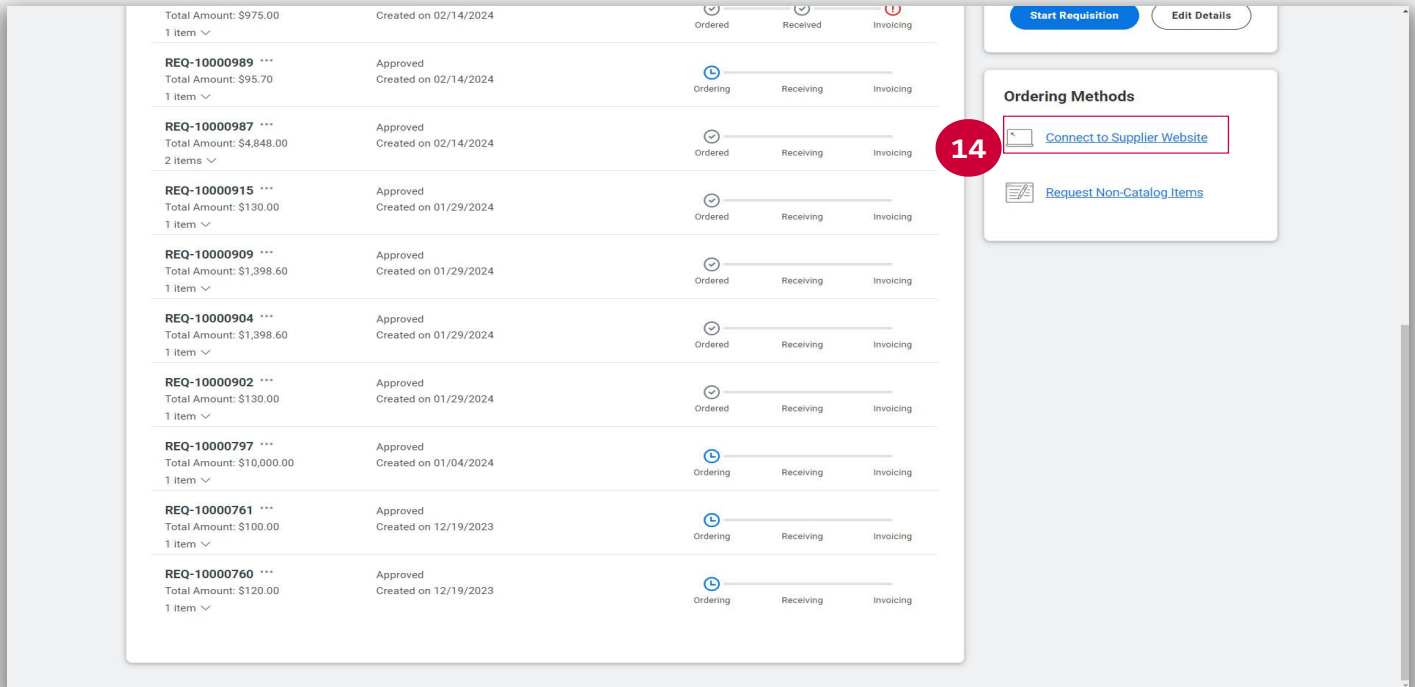
13. Click **Save Changes**.

Note:

- Saving changes to the Requisition Details will retain the field selections and apply them to the next order.



14. Navigate to the **Ordering Methods** section, then click **Connect to Supplier Website**.

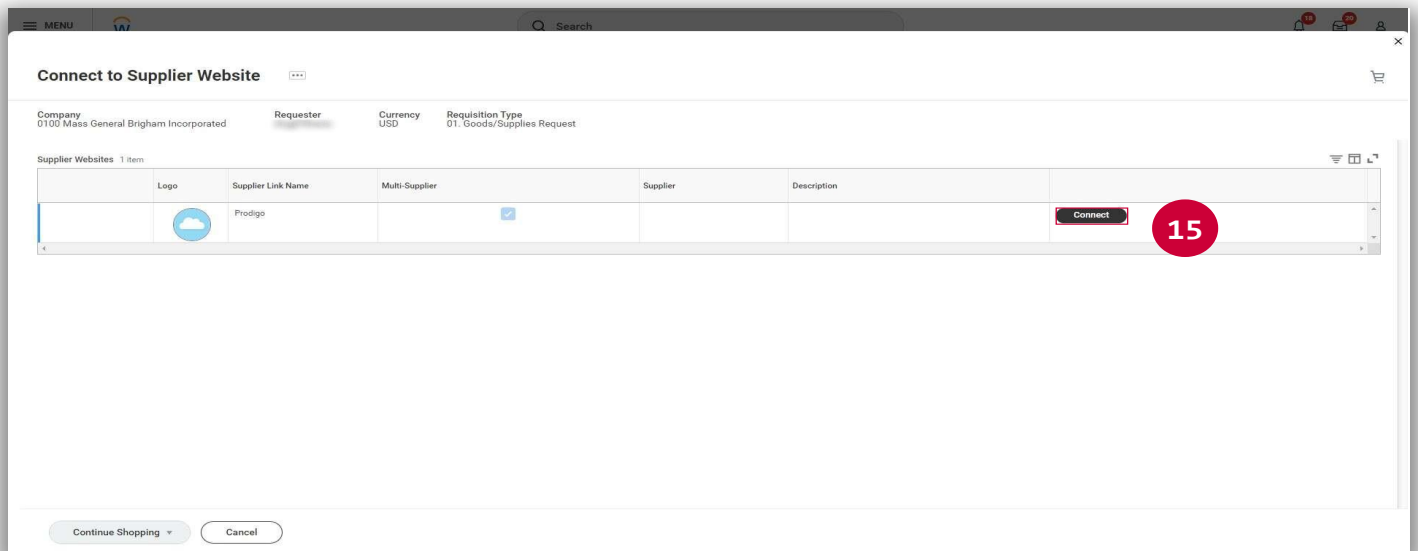


15. Click **Connect**.



Tip:

- After clicking **Connect**, Workday will route to the eBuy Marketplace website.

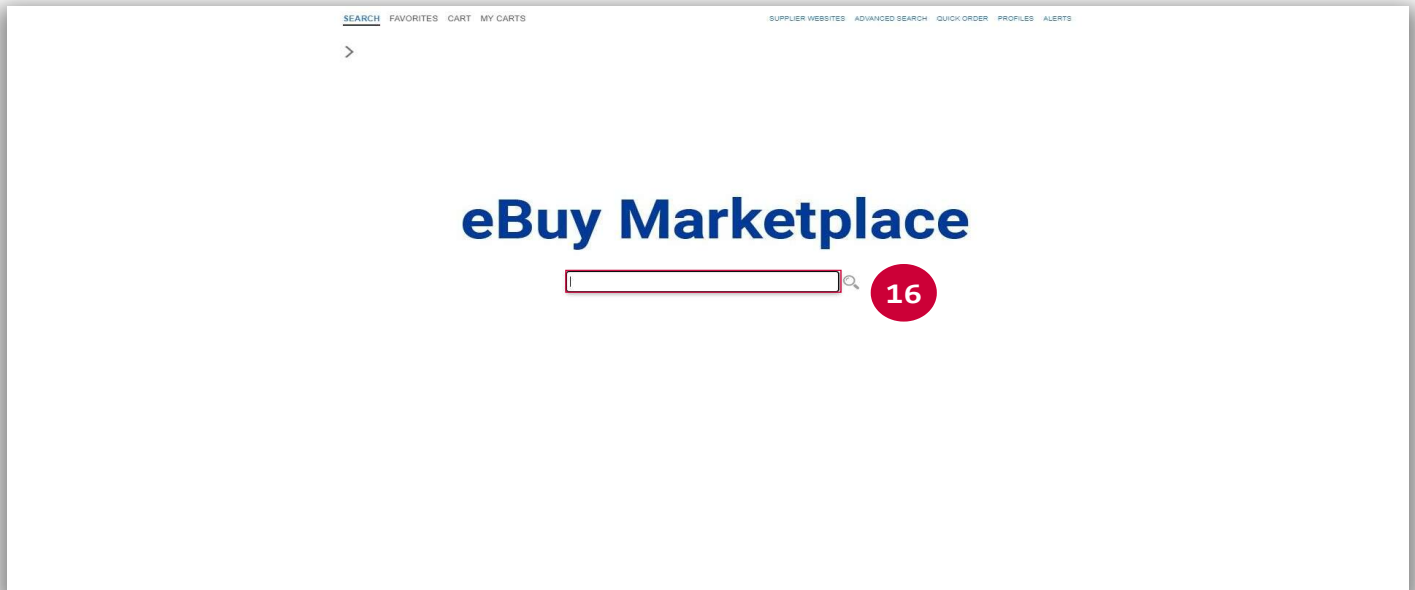


16. Enter the **Item Name** or **Item Number** in the catalog Search bar, then press **enter**.

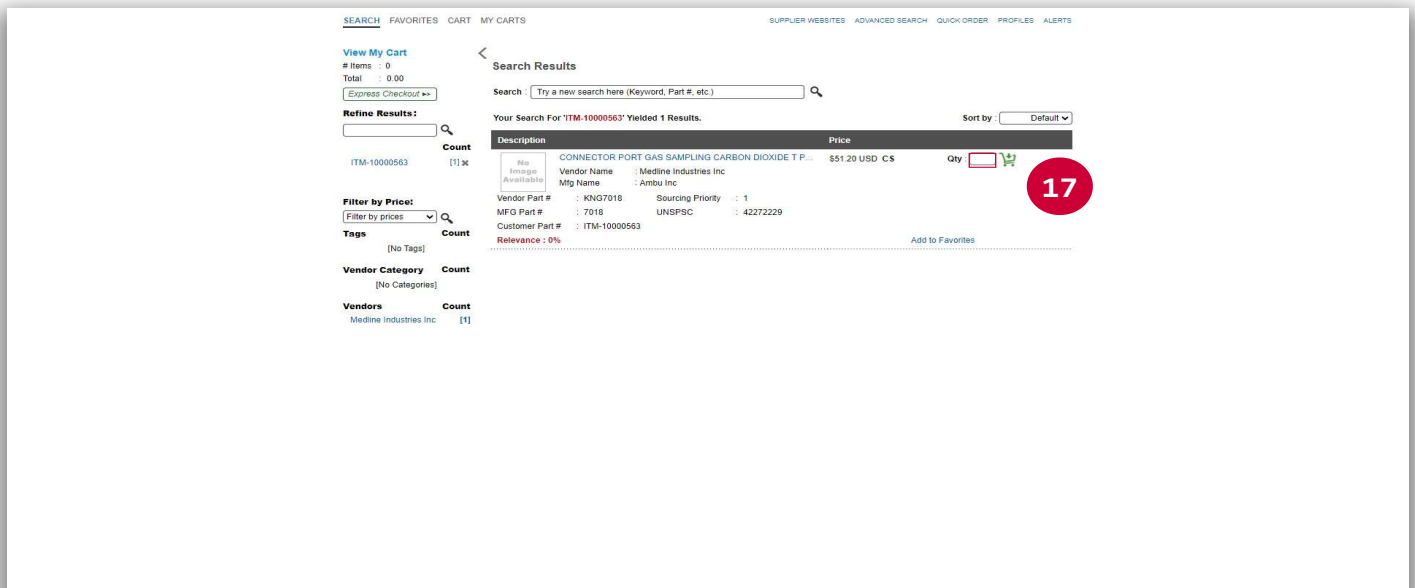


Tips:


- Search for an item using the Search bar by entering keywords such as a product description, supplier name, supplier part number, manufacturer part number, Peoplesoft legacy number, etc.



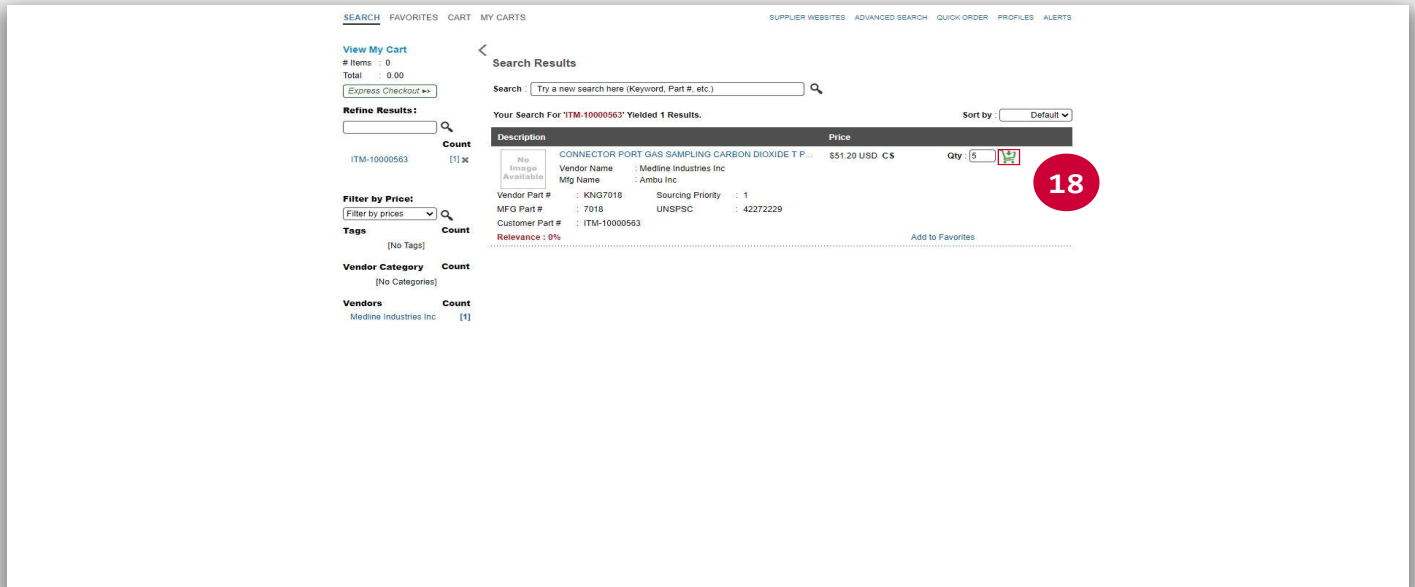
17. Enter the **Quantity** for the item to be purchased.



18. Click the **Add to Cart** icon.

 **Note:**

- Repeat the Search Catalog steps to add additional items to the order



SEARCH FAVORITES CART MY CARTS SUPPLIER WEBSITES ADVANCED SEARCH QUICK ORDER PROFILES ALERTS

View My Cart
Items : 0
Total : 0.00
[Express Checkout](#)

Refine Results:
ITM-10000563 [1] x


Filter by Price:
[Filter by prices]


Tags: [No Tags]

Vendor Category: [No Categories]

Vendors:
Medline industries Inc: [1]

Search Results
Search:
Your Search For 'ITM-10000563' Yielded 1 Results. Sort by: Default

Description	Price
 CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T P... Vendor Name : Medline industries Inc Mfg Name : Ambu Inc Vendor Part # : KNG7018 Sourcing Priority : 1 MFG Part # : 7018 UNSPSC : 42272229 Customer Part # : ITM-10000563 Relevance : 0%	\$51.20 USD C S

Qty: 5 

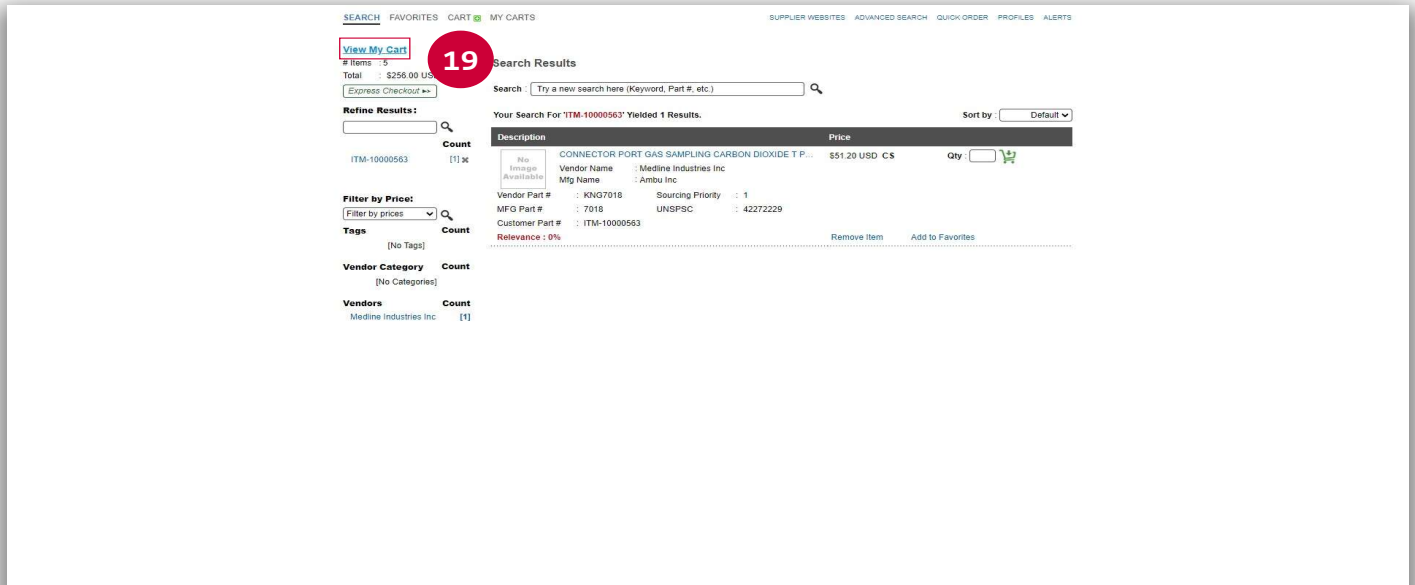
[Add to Favorites](#)

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19. Click the **View My Cart** hyperlink.

 **Tips:**

- Alternatively, click Express Checkout to return to Workday and complete the Requisition process.
- If you select Express Checkout, you cannot revise the products in the order once you return to Workday. In order to revise the quantity, you will need to remove the line and click Continue Shopping to navigate back to eBuy Marketplace.




SEARCH FAVORITES CART MY CARTS SUPPLIER WEBSITES ADVANCED SEARCH QUICK ORDER PROFILES ALERTS

[View My Cart](#) **19** Search Results

Items : 5
Total : \$256.00 US
[Express Checkout](#)

Refine Results: [Search]

Your Search For 'ITM-10000563' Yielded 1 Results. Sort by: Default

Count	Description	Price	Qty
ITM-10000563 [1] x	 CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T P... Vendor Name : Medline Industries Inc Mfg Name : Ambu Inc Vendor Part # : KING7016 Sourcing Priority : 1 MFG Part # : 7016 UNSPSC : 42272229 Customer Part # : ITM-10000563 Relevance : 0%	\$51.20 USD CS	<input type="text"/>

Filter by Price: [Filter by prices]

Tags: [No Tags]

Vendor Category: [No Categories]

Vendors: Medline Industries Inc [1]

20. Verify or update the **Cart** details.



Tips:

- Click "Remove Item" to delete something from your cart.
- Click "Update Item" to change an item's details.
- Click "Add to Favorites" to save an item you like.

SEARCH FAVORITES **CART** MY CARTS SUPPLIER WEBSITES ADVANCED SEARCH QUICK ORDER PROFILES ALERTS

My Shopping Cart

of Items : 5
Total Value : \$256.00 USD
Name this Cart : [Provide a name for future retrieval in Checkout History (Optional)]

Sort by :

No.	A	Description	Price	Qty
1		CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T.PC.CAP STRAIGHT CS/100EA Vendor Name : Medline Industries Inc Mfg Name : Ambu Inc Vendor Part # : KNG7018 Sourcing Priority : 1 MFG Part # : 7018 UNSPSC : 42272229 Customer Part # : ITM-10000563	\$51.20 USD C\$	<input type="text" value="5"/>

20

21. Click Checkout.



Tips:


- If desired, click Continue Shopping to add additional items to the cart.
- Next, the items / products in your Cart from eBay Marketplace will be transferred to your Shopping Cart in Workday and you will be routed back to Workday to complete the Requisition process.

SEARCH FAVORITES **CART** MY CARTS SUPPLIER WEBSITES ADVANCED SEARCH QUICK ORDER PROFILES ALERTS

My Shopping Cart

of Items : 5
Total Value : \$258.00 USD
Name this Cart :

Sort by :

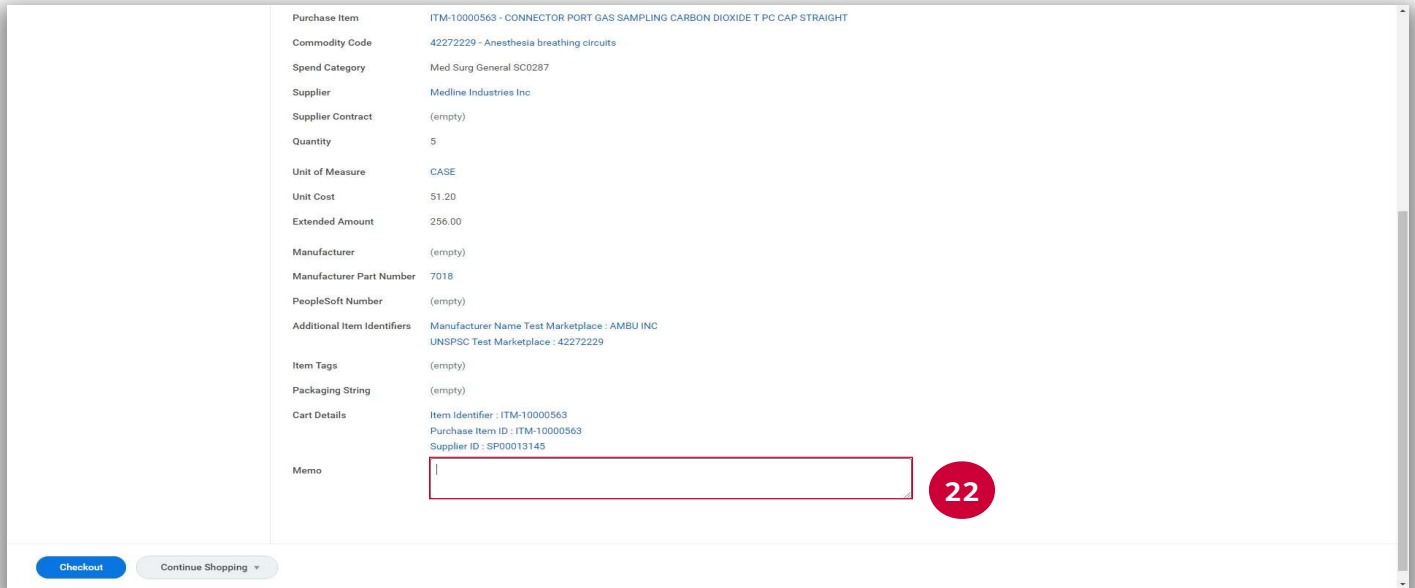
No.	Description	Price
1	 CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT CS/100EA Vendor Name : Madina Industries Inc Mfg Name : Zambu Inc Vendor Part # : KNG7018 Sourcing Priority : 1 MFG Part # : 7018 UNSPSC : 42272229 Customer Part # : ITM-10000563	\$51.20 USD CS Qty: <input type="text" value="5"/>

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22. Scroll down, then enter a comment or instruction as a **Memo** for each item in your Cart in Workday that was transferred from the Marketplace.

 **Note:**

- While optional, the Memo can be used to provide additional information to the Supplier.

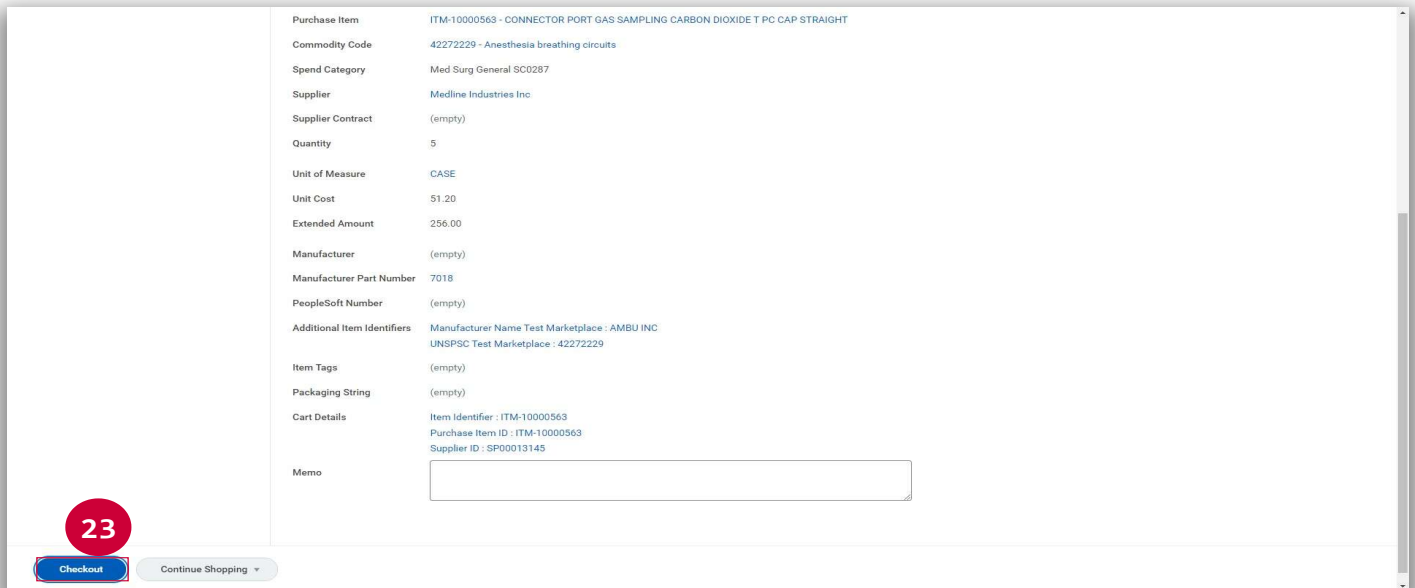


The screenshot shows the details for a cart item. The 'Memo' field is highlighted with a red circle containing the number 22. The item details are as follows:

Purchase Item	ITM-10000563 - CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT
Commodity Code	42272229 - Anesthesia breathing circuits
Spend Category	Med Surg General SC0287
Supplier	Medline Industries Inc
Supplier Contract	(empty)
Quantity	5
Unit of Measure	CASE
Unit Cost	\$1.20
Extended Amount	256.00
Manufacturer	(empty)
Manufacturer Part Number	7018
PeopleSoft Number	(empty)
Additional Item Identifiers	Manufacturer Name Test Marketplace : AMBU INC UNSPSC Test Marketplace : 42272229
Item Tags	(empty)
Packaging String	(empty)
Cart Details	Item Identifier : ITM-10000563 Purchase Item ID : ITM-10000563 Supplier ID : SP00013145
Memo	<input type="text"/>

At the bottom, there are two buttons: 'Checkout' and 'Continue Shopping'.

23. Click **Checkout**.



The screenshot shows the same cart item details as in the previous image. A red circle containing the number 23 highlights the 'Checkout' button at the bottom left. The item details are identical to the previous screenshot.

Purchase Item	ITM-10000563 - CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT
Commodity Code	42272229 - Anesthesia breathing circuits
Spend Category	Med Surg General SC0287
Supplier	Medline Industries Inc
Supplier Contract	(empty)
Quantity	5
Unit of Measure	CASE
Unit Cost	\$1.20
Extended Amount	256.00
Manufacturer	(empty)
Manufacturer Part Number	7018
PeopleSoft Number	(empty)
Additional Item Identifiers	Manufacturer Name Test Marketplace : AMBU INC UNSPSC Test Marketplace : 42272229
Item Tags	(empty)
Packaging String	(empty)
Cart Details	Item Identifier : ITM-10000563 Purchase Item ID : ITM-10000563 Supplier ID : SP00013145
Memo	<input type="text"/>

At the bottom, there are two buttons: 'Checkout' and 'Continue Shopping'.

24. Review the **Deliver-To** and **Ship-To Address** in the **Shipping Address** details.

Checkout

Company: 0100 Mass General Brigham Incorporated | Requester: [redacted] | Requisition: - new - | Status: Draft | Total Amount: 256.00 USD

Shipping Address

Deliver-To: * 399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)

Ship-To Address: 158 Route 108
Somersworth, NH 03878
United States of America

Requisition Information

Request Date: * 02/01/2024 [calendar icon]

Currency: * [x] USD [dropdown]

Requisition Type: * [x] 01. Goods/Supplies Request [dropdown]

High Priority:

Submitted by: [redacted]

Memo to Suppliers: [text area]

Internal Memo: [text area]

Buttons: Submit, Save for Later, Continue Shopping, [More icon]

Note:

- Next, we will add the ad hoc shipping location.

25. Click the **More** icon (...).

Checkout

Company: 0100 Mass General Brigham Incorporated | Requester: [redacted] | Requisition: - new - | Status: Draft | Total Amount: 256.00 USD

Shipping Address

Deliver-To: * 399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)

Ship-To Address: 158 Route 108
Somersworth, NH 03878
United States of America

Requisition Information

Request Date: * 02/01/2024 [calendar icon]

Currency: * [x] USD [dropdown]

Requisition Type: * [x] 01. Goods/Supplies Request [dropdown]

High Priority:

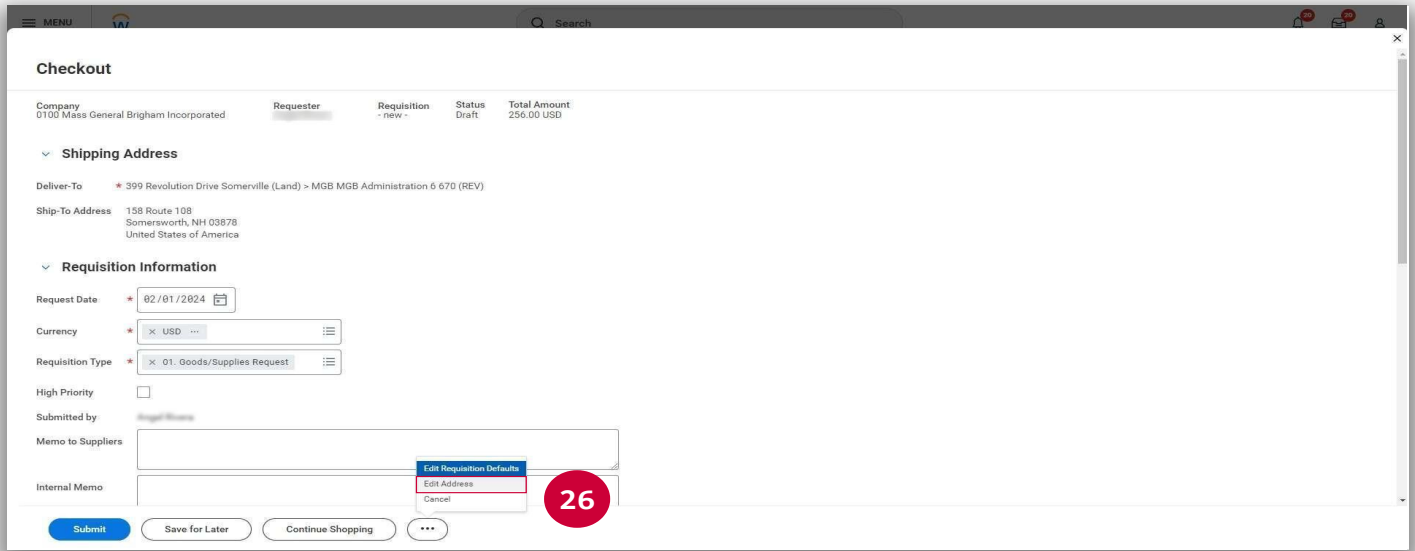
Submitted by: [redacted]

Memo to Suppliers: [text area]

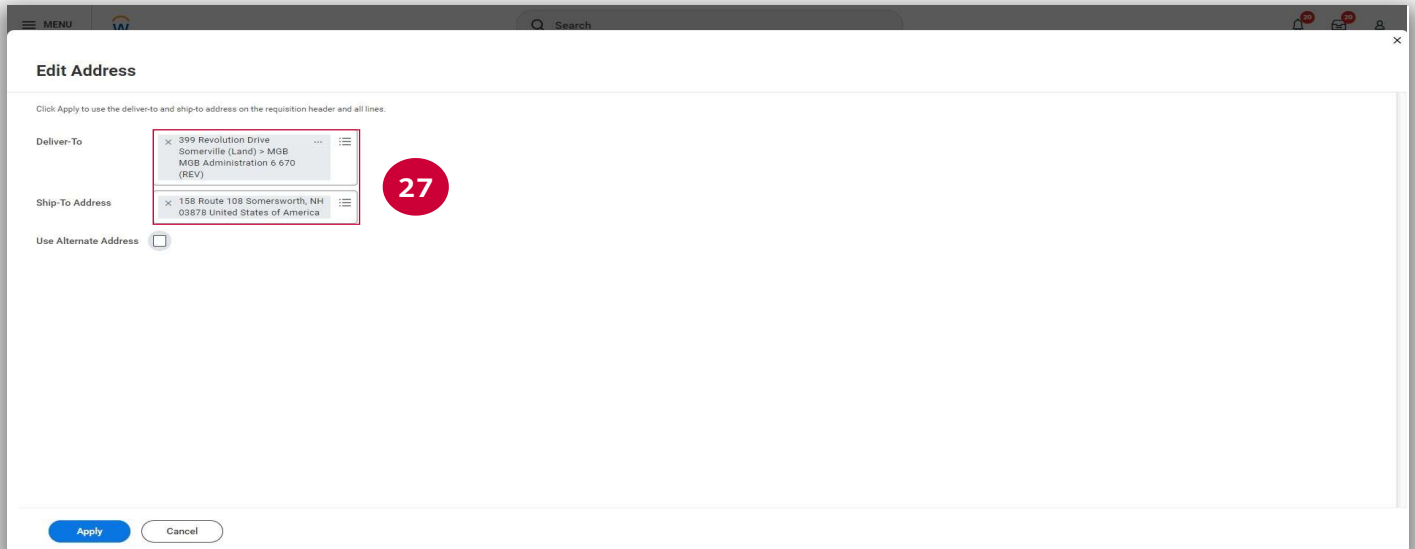
Internal Memo: [text area]

Buttons: Submit, Save for Later, Continue Shopping, [More icon]

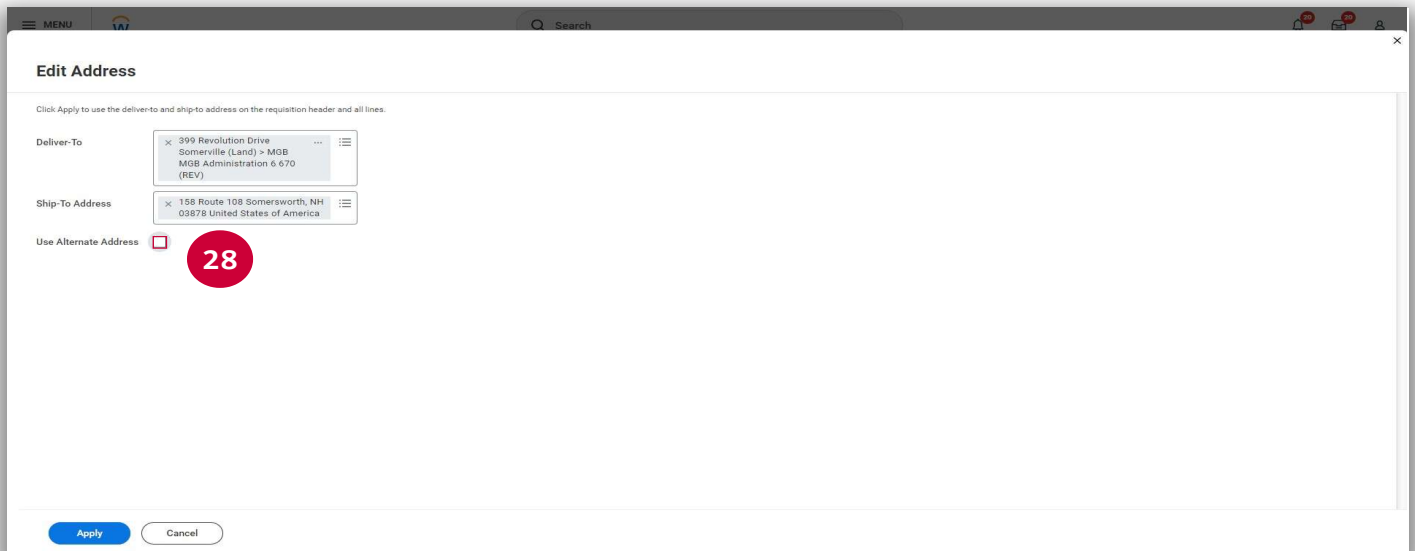
26. Click **Edit Address**.



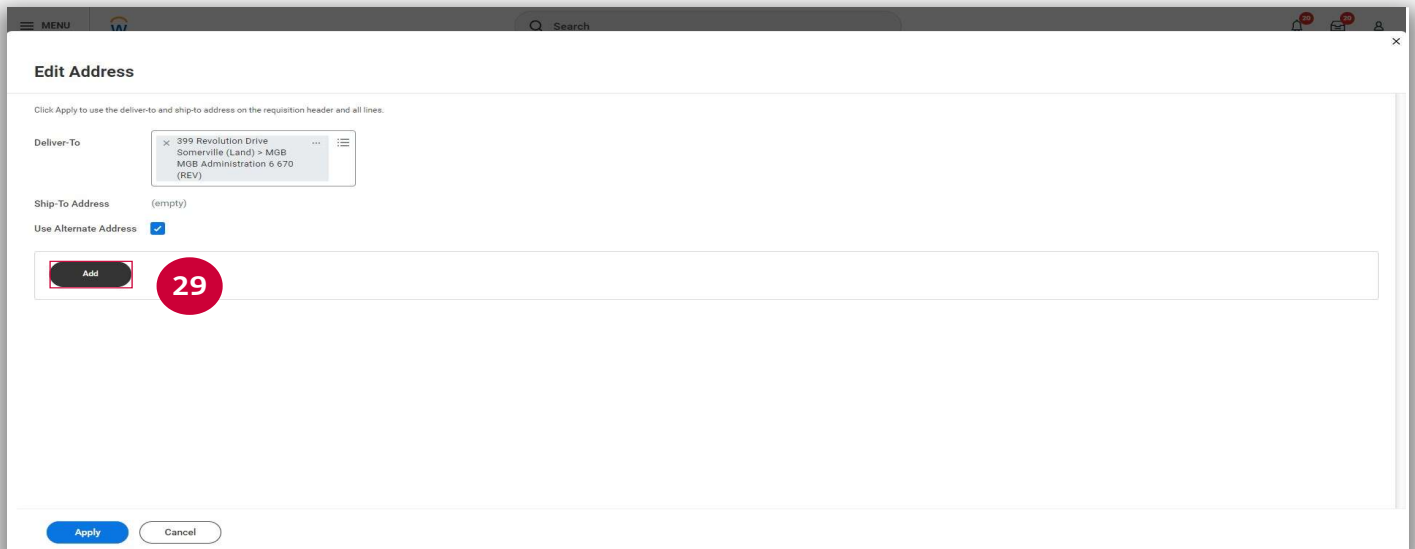
27. Verify or update the **Deliver-To** and **Ship-To Address**. In this example, we will leave the Deliver-To and Ship-To Address alone because we will be entering an ad hoc shipping address.




28. Select the **Use Alternate Address** checkbox.



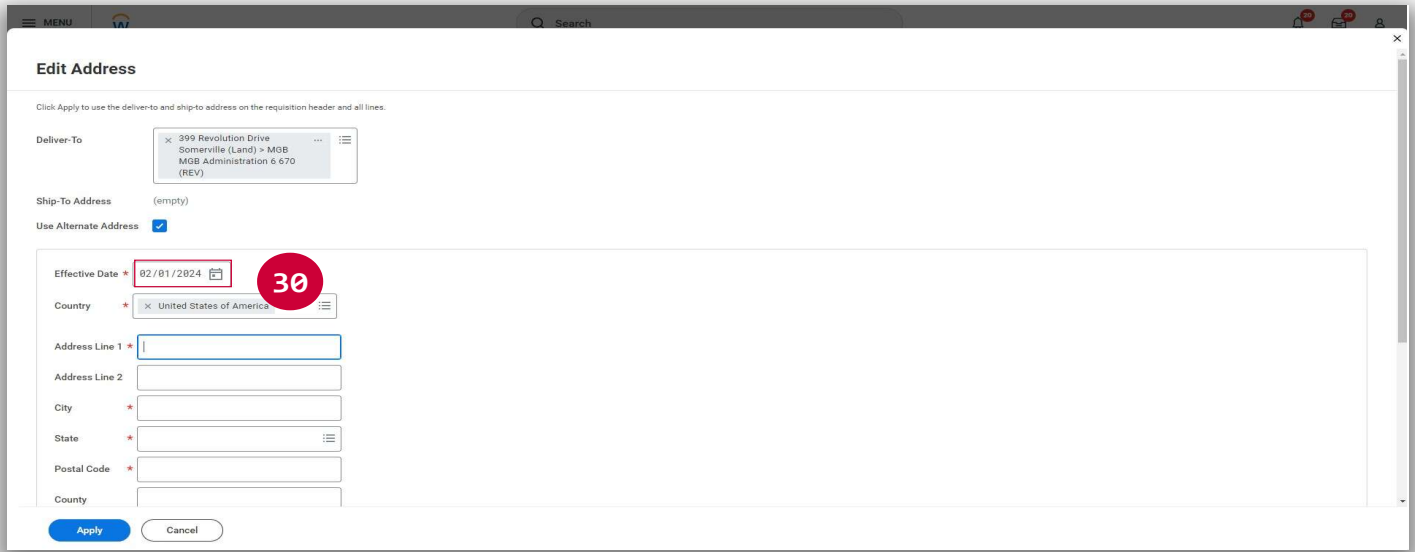
29. Click **Add**.



30. Verify or update the **Effective Date**.

 **Note:**

- The Effective Date will default to today's current date, but it can be modified if needed.




Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To: 999 Revolution Drive
Somerville (Land) > MGB
MGB Administration 6 670
(REV)

Ship-To Address: (empty)

Use Alternate Address:

Effective Date: 02/01/2024  **30**

Country: United States of America

Address Line 1:

Address Line 2:

City:

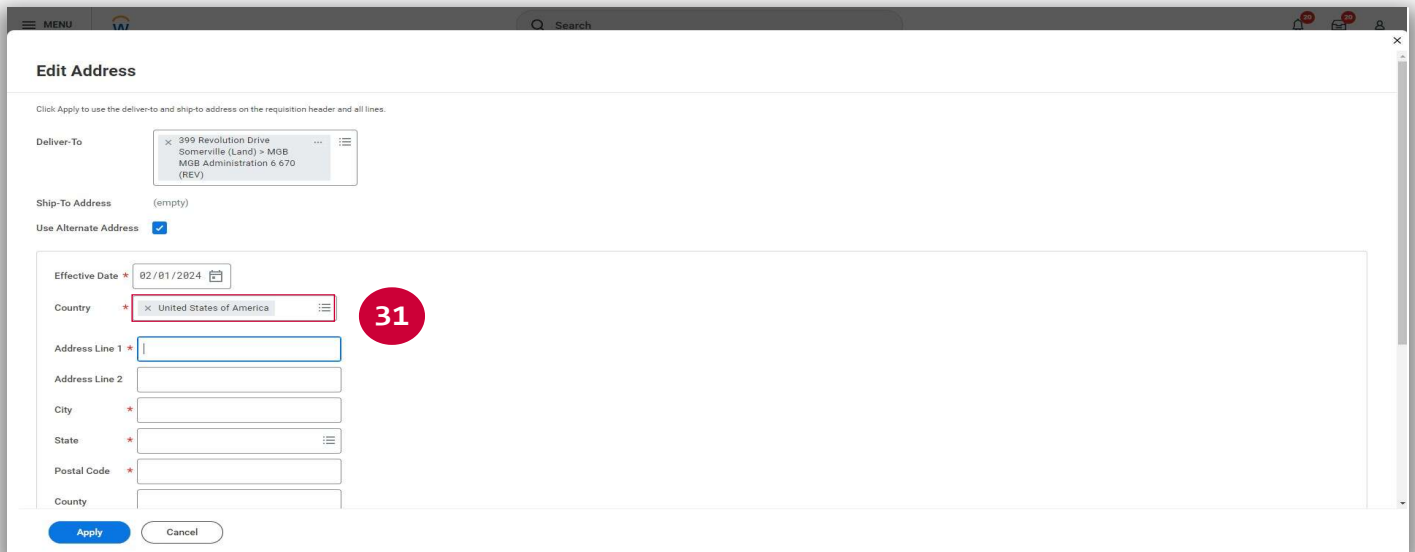
State:

Postal Code:

County:

Apply Cancel

31. Verify or update the **Country**.




Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To: 999 Revolution Drive
Somerville (Land) > MGB
MGB Administration 6 670
(REV)

Ship-To Address: (empty)

Use Alternate Address:

Effective Date: 02/01/2024 

Country: United States of America **31**

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

County:

Apply Cancel

32. Enter the Address.

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To: 999 Revolution Drive, Somerville (Land) > MGB, MGB Administration 6 670 (REV)

Ship-To Address: (empty)

Use Alternate Address:

Effective Date: 02/01/2024

Country: United States of America

Address Line 1: **32**

Address Line 2:

City:

State:

Postal Code:

County:

Buttons: Apply, Cancel

33. Enter the City.

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To: 999 Revolution Drive, Somerville (Land) > MGB, MGB Administration 6 670 (REV)

Ship-To Address: (empty)

Use Alternate Address:

Effective Date: 02/01/2024

Country: United States of America

Address Line 1: 156 Route 108

Address Line 2:

City: **33**

State:

Postal Code:

County:

Buttons: Apply, Cancel

34. Enter the State.

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To

Ship-To Address (empty)

Use Alternate Address

Effective Date *

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

34

35. Enter the Postal Code.

Critical:

- A valid Postal Code is required for the selected State.

Edit Address

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To

Ship-To Address (empty)

Use Alternate Address

Effective Date *

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

35

36. Click **Apply**.

Effective Date * 02/01/2024

Country * United States of America

Address Line 1 * 156 Route 108

Address Line 2

City * Somersworth

State * New Hampshire

Postal Code * 03878

County

Usage

Type * Business

Primary

Use For Billing Remit To Shipping

Visibility Public

Comments

36

Apply Cancel

37. Verify or update the **Requisition Type**.

Requisition Information

Request Date * 02/01/2024

Currency * USD

Requisition Type * 01. Goods/Supplies Request **37**

High Priority

Submitted by

Memo to Suppliers

Internal Memo

Goods

1 Item

Order	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
		0100 Mass General Brigham Incorporated		ITM-1000565 - CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE TPC CAP STRAIGHT	4M CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE TPC CAP STRAIGHT CS/100EA	Med Surg General SC0287	Quantity * 5 Unit of Measure * CASE	Unit Cost 51.20

Services

Submit Save for Later Continue Shopping

38. Select the **High Priority** checkbox, if applicable.

 **Notes:**

- While optional, the High Priority designation should only be selected for Next Day Shipping.
- If selected, additional charges may incur.

Requisition Information

Request Date: 02/01/2024

Currency: USD

Requisition Type: 01. Goods/Supplies Request

High Priority: **38**

Submitted by: [Redacted]

Memo to Suppliers: [Text Area]

Internal Memo: [Text Area]


Goods

Order	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
		0100 Mass General Brigham Incorporated		ITM-10000563 - CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT	4M CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT CS/100EA	Med Surg General SC0287	Quantity: 5 Unit of Measure: CASE	Unit Cost: \$1.20

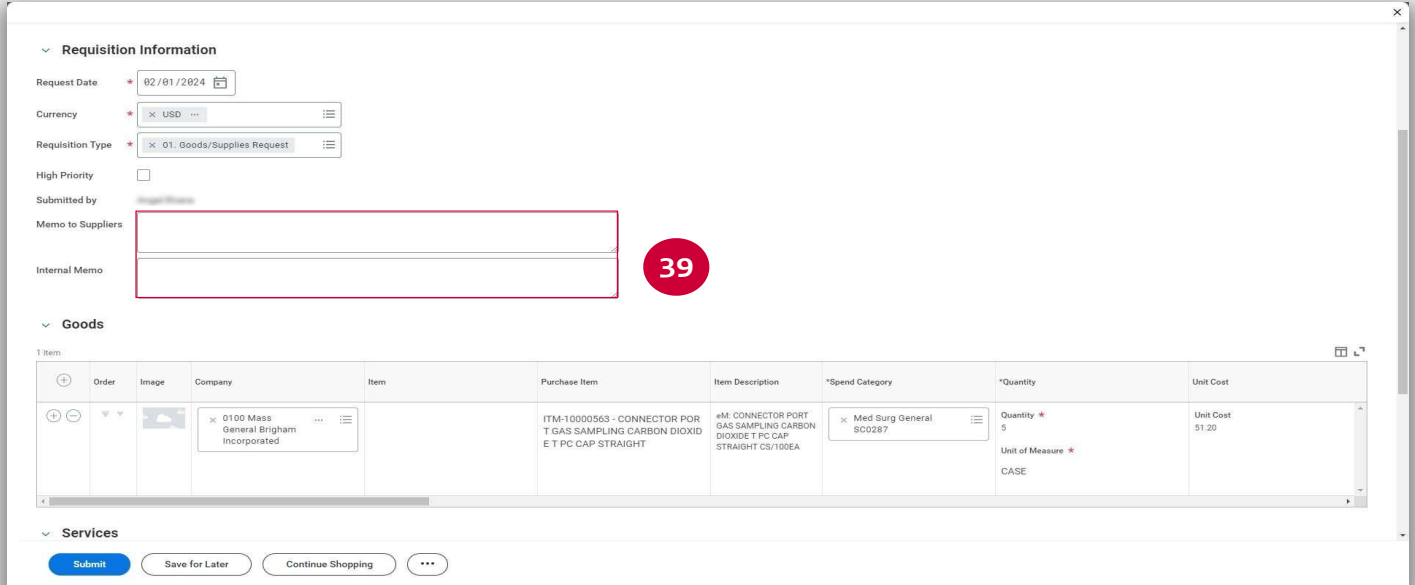
Services

[Submit](#) [Save for Later](#) [Continue Shopping](#) [...](#)

39. Use the **Memo** fields to communicate with the Supplier and/or Supply Chain.

 **Notes:**

- Enter comments or instructions to the Supplier in the "Memo to Suppliers" field.
- Enter comments or instructions to the Buyer, Receiving Specialist, and/or Approvers in the "Internal Memo" field.
 - The "Internal Memo" field will not populate on the Purchase Order document that goes out to the Supplier.



Requisition Information

Request Date * 02/01/2024

Currency * USD

Requisition Type * 01. Goods/Supplies Request

High Priority

Submitted by

Memo to Suppliers

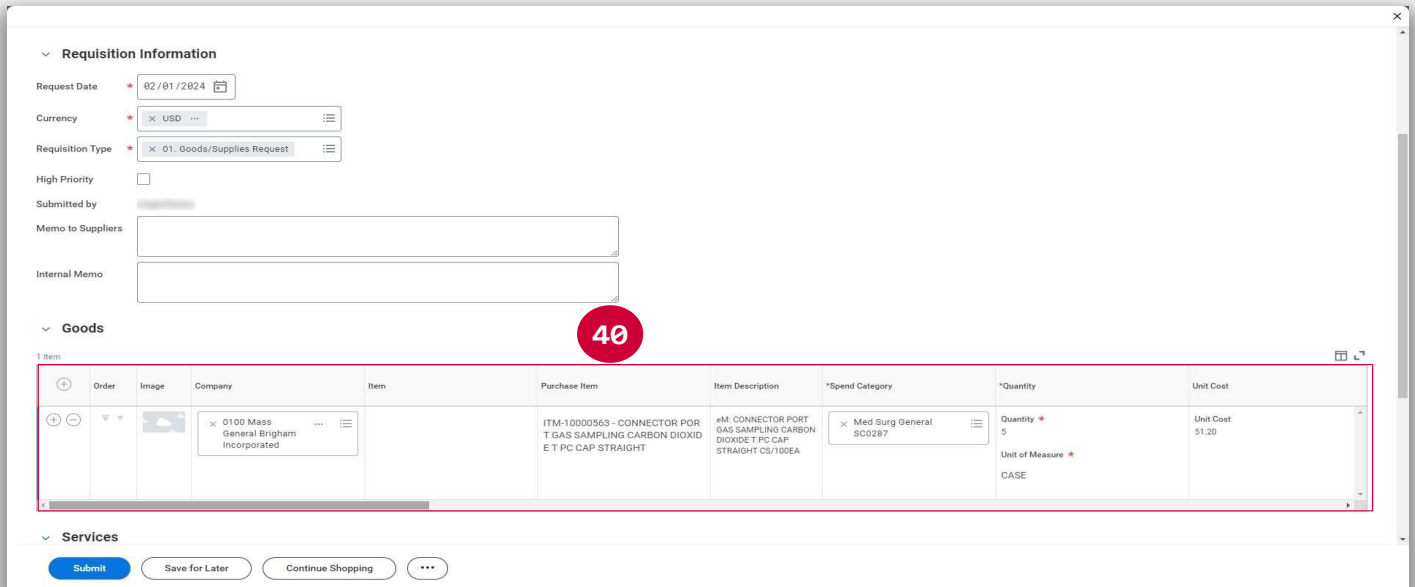
Internal Memo

Goods

Order	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
		0100 Mass General Brigham Incorporated		ITM-10000563 - CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT	4M CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT CS/100EA	Med Surg General SC0287	5	\$1.20

Services: Submit, Save for Later, Continue Shopping

40. Scroll down to the **Goods** section, then verify the line item details.



Requisition Information

Request Date * 02/01/2024

Currency * USD

Requisition Type * 01. Goods/Supplies Request

High Priority

Submitted by

Memo to Suppliers

Internal Memo

Goods

Order	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
		0100 Mass General Brigham Incorporated		ITM-10000563 - CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT	4M CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGHT CS/100EA	Med Surg General SC0287	5	\$1.20

Services: Submit, Save for Later, Continue Shopping

41. Scroll right, then review the updated (ad hoc) **Ship-To Address** details.

▼ **Requisition Information**

Request Date * 02/01/2024

Currency * USD

Requisition Type * 01. Goods/Supplies Request

High Priority

Submitted by

Memo to Suppliers

Internal Memo

▼ **Goods**


1 Item

Category	Quantity	Unit Cost	Extended Amount	Deliver-To	Ship-To Address	Ship-To Contact	Supplier	Order-F
Med Surg General SC0287	Quantity * 5 Unit of Measure * CASE	51.20	256.00	399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)	156 Route 108 Somersworth, NH 03878 United States of America		Medline Industries Inc	

▼ **Services**

Submit Save for Later Continue Shopping

42. Click **Submit**.

 **Notes:**

- Click "Save for Later" to save the Requisition and edit at a later time. The Requisition will save in Draft Status.
- The Requisition will also save in Draft Status if you have not entered the required information or have unresolved errors.

▼ **Requisition Information**

Request Date * 02/01/2024

Currency * USD

Requisition Type * 01. Goods/Supplies Request

High Priority

Submitted by

Memo to Suppliers

Internal Memo

▼ **Goods**

1 Item

Extended Amount	Deliver-To	Ship-To Address	Ship-To Contact	Supplier	Order-From Connection	Supplier Contract	Supplier Item Identifier
256.00	399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)	156 Route 108 Somersworth, NH 03878 United States of America		Medline Industries Inc			KNG7018

▼ **Services**

42 Submit Save for Later Continue Shopping

43. Verify that the Requisition process has been submitted successfully, then click the **Close** icon (X).

The screenshot shows the 'Requisitions' page with a notification overlay. The notification is a white box with a blue checkmark icon and the text 'You have submitted!'. A red circle with the number '43' is positioned to the right of the notification. The background shows a table of requisitions and a 'Requisition Details' sidebar on the right.

Requisition ID	Status	Created On	Ordering	Receiving	Invoicing
REQ-10000492	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000491	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000490	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000488	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000486	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000485	Approved	02/01/2024	Ordered	Receiving	Invoicing

44. Review what is next in the Requisition process.

The screenshot shows the 'Requisitions' page with the 'Requisition Details' sidebar expanded. The sidebar contains information about the requisition, including the company, currency, requisition type, deliver-to, ship-to, and worktags. A red circle with the number '44' is positioned to the right of the requisition table. The background shows the same table of requisitions as in the previous screenshot.

Requisition ID	Status	Created On	Ordering	Receiving	Invoicing
REQ-10000492	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000491	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000490	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000488	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000486	Approved	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000485	Approved	02/01/2024	Ordered	Receiving	Invoicing

45. Review the Requisition's Fulfillment Status.

The screenshot shows the 'Requisitions' page. At the top, there is a navigation bar with a 'MENU' icon, a search bar, and notification icons. The main content area is titled 'Requisitions' and includes a sub-header 'Requisitions (Past 6 Months)' with 'Edit Filters' and tabs for 'Open (16)' and 'Completed (0)'. A list of requisitions is displayed, with the first one, REQ-10000492, highlighted. A red circle with the number '45' is overlaid on the 'Ordering' status indicator of this requisition. To the right, the 'Requisition Details' panel is visible, showing information such as 'Requesting for', 'Company', 'Currency', 'Requisition Type', 'Deliver-To', 'Ship-To', and 'Worktags'. At the bottom of the details panel are 'Start Requisition' and 'Edit Details' buttons.

46. Click the Related Actions icon for the Requisition.

This screenshot is similar to the previous one, showing the 'Requisitions' page. The first requisition, REQ-10000492, is highlighted with a red circle containing the number '46'. This circle is positioned over the 'Related Actions' icon (a square with a red border and a white background) located to the left of the requisition's status bar. The rest of the page, including the list of requisitions and the 'Requisition Details' panel, remains the same as in the previous screenshot.

47. Click **View**.

Note:

- Alternatively, you can click to Edit or Cancel the Requisition before it has been approved.

Requisitions (Past 6 Months) Edit Filters

Open (16) Completed (0)

Requisition ID	Status	Total Amount	Created on	Ordering	Receiving	Invoicing
REQ-10000492	Approved	\$256.00	02/01/2024	Ordering	Receiving	Invoicing
REQ-10000491	Ordered	\$210.00	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000490	Approved	\$83.68	02/01/2024	Ordering	Receiving	Invoicing
REQ-10000488	Approved	\$256.00	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000486	Approved	\$256.00	02/01/2024	Ordered	Receiving	Invoicing
REQ-10000485	Approved	\$107.86	02/01/2024	Ordering	Receiving	Invoicing

Requisition Details

Requesting for
Requester: [Redacted]

Company
0100 Mass General Brigham Incorporated

Currency
USD (\$)

Requisition Type
01. Goods/Supplies Request

Deliver-To
MGB MGB Administration 6 670 (REV)

Ship-To
156 Route 108...

Worktags
Coat Center: PH1612 Supply Chain Purchasing
Fund: FC010 Unrestricted Operating
2 more worktags [view all worktags](#)

[Start Requisition](#) [Edit Details](#)

48. Review the **Requisition** details.

View Requisition REQ-10000492

Company	Requester	Status	Total Amount
0100 Mass General Brigham Incorporated	Employee: [Redacted]	Successfully Completed	256.00 USD

Shipping Address

Deliver-To: 399 Revolution Drive Somerville (Land) - MGB MGB Administration 6 670 (REV)

Ship-To Address: 156 Route 108 Somersworth, NH 03878 United States of America

Requisition Information

Request Date	02/01/2024
Currency	USD
Requisition Type	01. Goods/Supplies Request
High Priority	No
Submitted by	[Redacted]
Consolidate Requisitions on Purchase Orders	No
Exclude Ship-To Address when Consolidating Requisition Lines	No
Memo to Suppliers	(empty)
Internal Memo	(empty)

Alternate Address

49. Click **Alternate Address**.

Currency USD
Requisition Type 01. Goods/Supplies Request
High Priority No
Submitted by [Regal Rivers](#)
Consolidate Requisitions on Purchase Orders No
Exclude Ship-To Address when Consolidating Requisition Lines No
Memo to Suppliers (empty)
Internal Memo (empty)

> **Alternate Address** **49**

Goods Lines Process History

Goods Lines 1 Item

Line	Image	Company	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To	Ship-To Address	Ship-To Country
Q1		0100 Mass General Brigham Incorporated	Item Item Description QM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGI...more Spend Category Med Surg General SC0287	Requested 5 Ordered 5	CASE		51.20 256.00	399 Revolution Drive Somerville (Land) = MGB MGB Administration 6 670 (REV)	156 Route 108 Somersworth NH 03878 United States of America	United States of America

Activity (0)

50. Review the **Alternate Address** details.

Alternate Address

Alternate Address
Effective Date 02/01/2024
Country United States of America
Enter Western Script Yes
Address Line 1 156 Route 108
Address Line 2 (empty)
City Somersworth
State New Hampshire
Postal Code 03878
County (empty)
Usage
Type Business
Primary
Use For Billing
Remit To
Shipping
Visibility Public
Comments (empty)

50

Goods Lines Process History

Goods Lines 1 Item

Line	Image	Company	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To	Ship-To Address	Ship-To Country
------	-------	---------	------	----------	-----------------	-----------	-----------------	------------	-----------------	-----------------

51. Scroll down to the **Goods Lines** section, then review the **Goods Lines** details.

Usage

Type Business

Primary

Use For Billing
Remit To
Shipping

Visibility Public

Comments (empty)

Goods Lines Process History

Goods Lines 1 item

Line	Image	Company	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To	Ship-To Address	Ship-To Cor
Q1		0100 Mass General Brigham Incorporated	Item Item Description eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGI...more Spend Category Med Surg General SC0287	Requested 5 Ordered 5	CASE		51.20 256.00	399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)	156 Route 106 Somersworth, NH 03878 United States of America	View Item

Activity (0)

Type "@" to tag someone. [Post](#)

52. Click the **Process History** tab.

Usage

Type Business

Primary

Use For Billing
Remit To
Shipping

Visibility Public

Comments (empty)

Goods Lines **Process History**

Goods Lines 1 item

Line	Image	Company	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To	Ship-To Address	Ship-To Cor
Q1		0100 Mass General Brigham Incorporated	Item Item Description eM: CONNECTOR PORT GAS SAMPLING CARBON DIOXIDE T PC CAP STRAIGI...more Spend Category Med Surg General SC0287	Requested 5 Ordered 5	CASE		51.20 256.00	399 Revolution Drive Somerville (Land) > MGB MGB Administration 6 670 (REV)	156 Route 106 Somersworth, NH 03878 United States of America	View Item

Activity (0)

Type "@" to tag someone. [Post](#)

53. Review the **Process History** details to see the approval requirements and applicable Next Steps.

Visibility Public

Comments (empty)

Goods Lines Process History **53**

Process History 33 Items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Requisition Event	Requisition Event	Step Completed	02/01/2024 07:21:01 AM	02/03/2024	Step/Status	1	
Requisition Event	Complete Questionnaire	Not Required		02/03/2024		0	
Requisition Event	Review Requisition	Not Required		02/03/2024		0	
Requisition Event	Approval by PPE Approver	Not Required		02/03/2024		0	
Requisition Event	Approval by Radiosafety Approver	Not Required		02/03/2024		0	
Requisition Event	Approval by Radiosafety Approver Buyer	Not Required		02/03/2024		0	
Requisition Event	Approval by Project Manager	Not Required		02/03/2024		0	
Requisition Event	Approval by Project Level 2 Approver	Not Required		02/03/2024		0	
Requisition Event	Approval by Project Level 3 Approver	Not Required		02/03/2024		0	
Requisition Event	Approval by Project Level 4 Approver	Not Required		02/03/2024		0	
Requisition Event	Approval by GL Business Owner - Cost Center Level 3	Not Required		02/03/2024		0	
Requisition Event	Approval by Project Manager	Not Required		02/03/2024		0	

Items per page 30 1:30 of 33 items << < 1 2 > >>

 **Process Complete**

Congratulations, you have learned how to **Create and Manage a Requisition for Goods / Supplies with an Ad Hoc Shipping Location in Workday!**