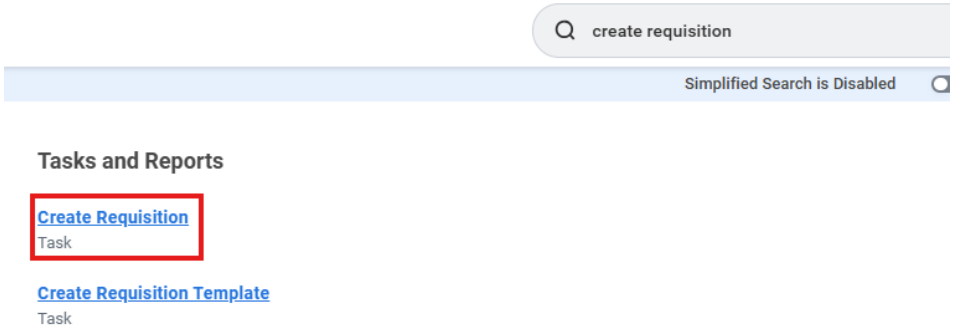
Create a non-catalog items requisition in Workday

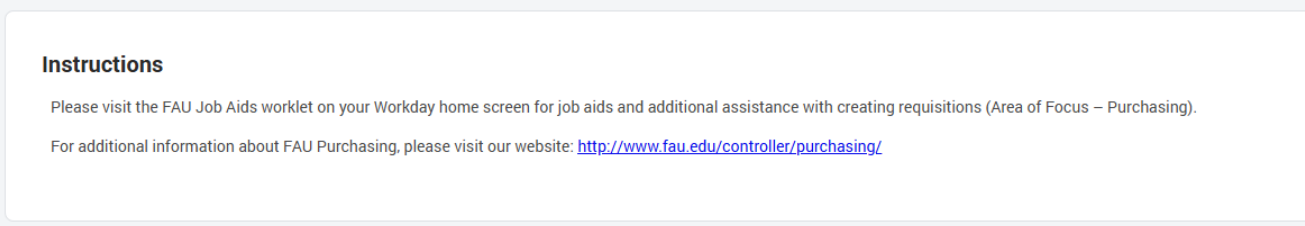
Before you begin, have the following information available:

- Supplier name
- Description of the goods or services
- Quote or supporting documentation, if applicable
- Estimated cost
- Requested delivery date
- Applicable Spend Category
- Required Worktags
- Shipping/building and room information

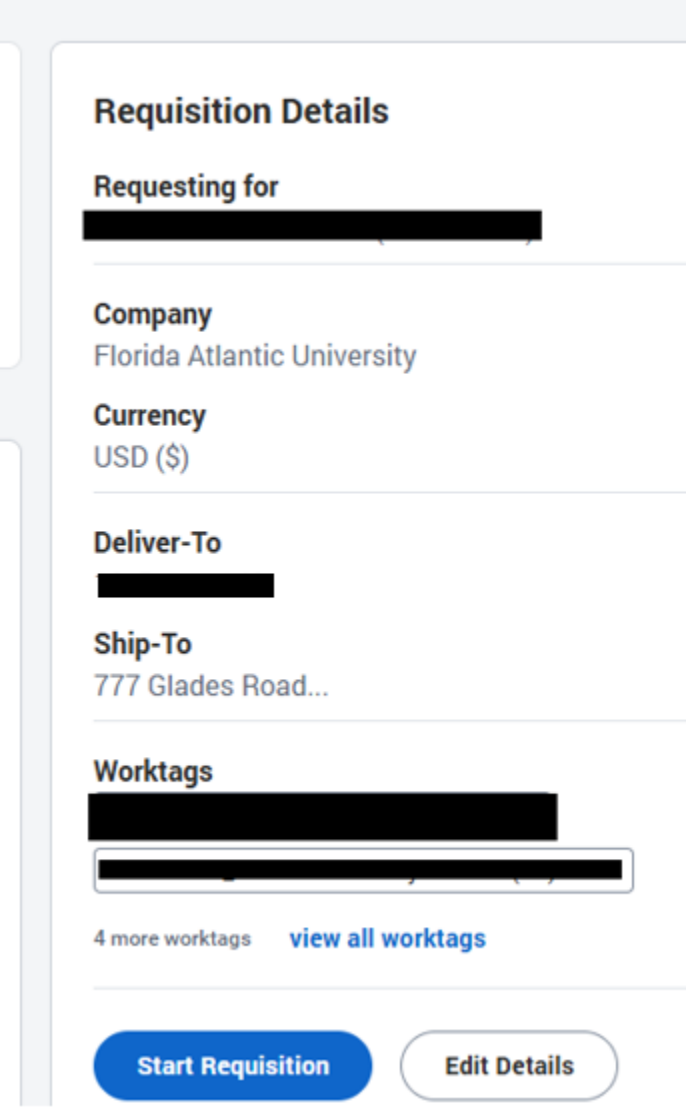
1. In the Workday search box, type in **Create Requisition** and select the **Task**



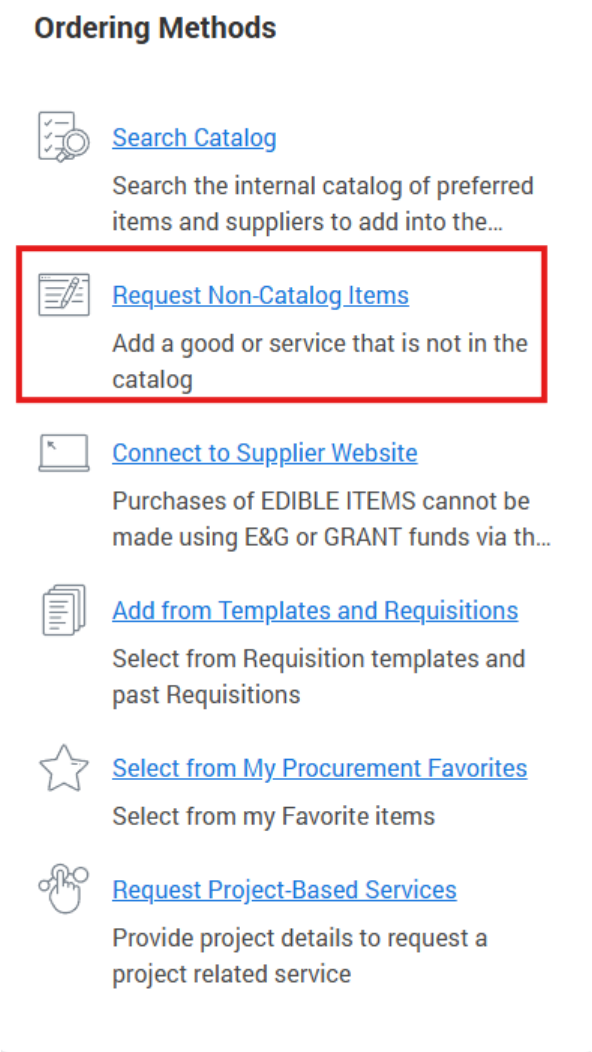
2. The next page provides you with a link to the Purchasing website for any questions or additional information needed for Purchasing



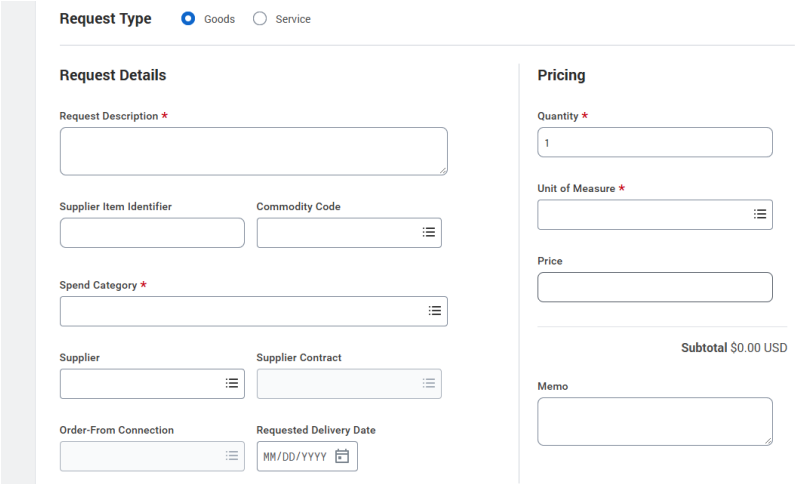
3. Check the **"Requisition Details"** to ensure all information is correct.



4. Scroll down to **Ordering Methods** and select **Request Non-Catalog Items**

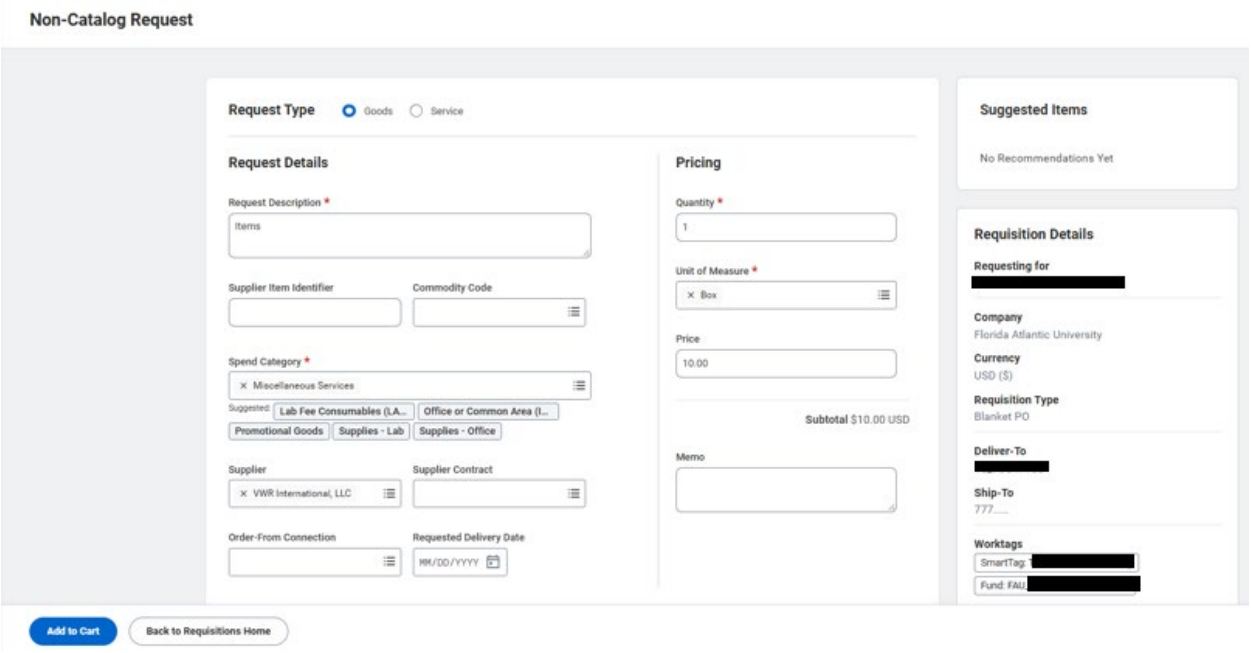


5. Select the **Request Type** and complete the applicable **Request Details**.

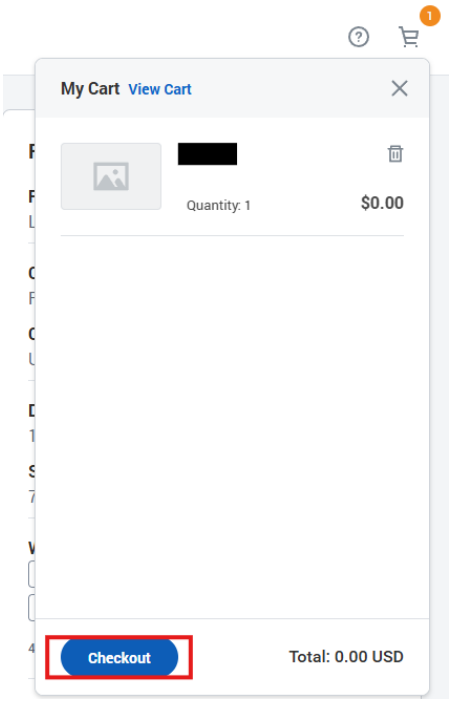


6. When you select **Add to Cart**, you can view the items that are in your Cart in the top right corner

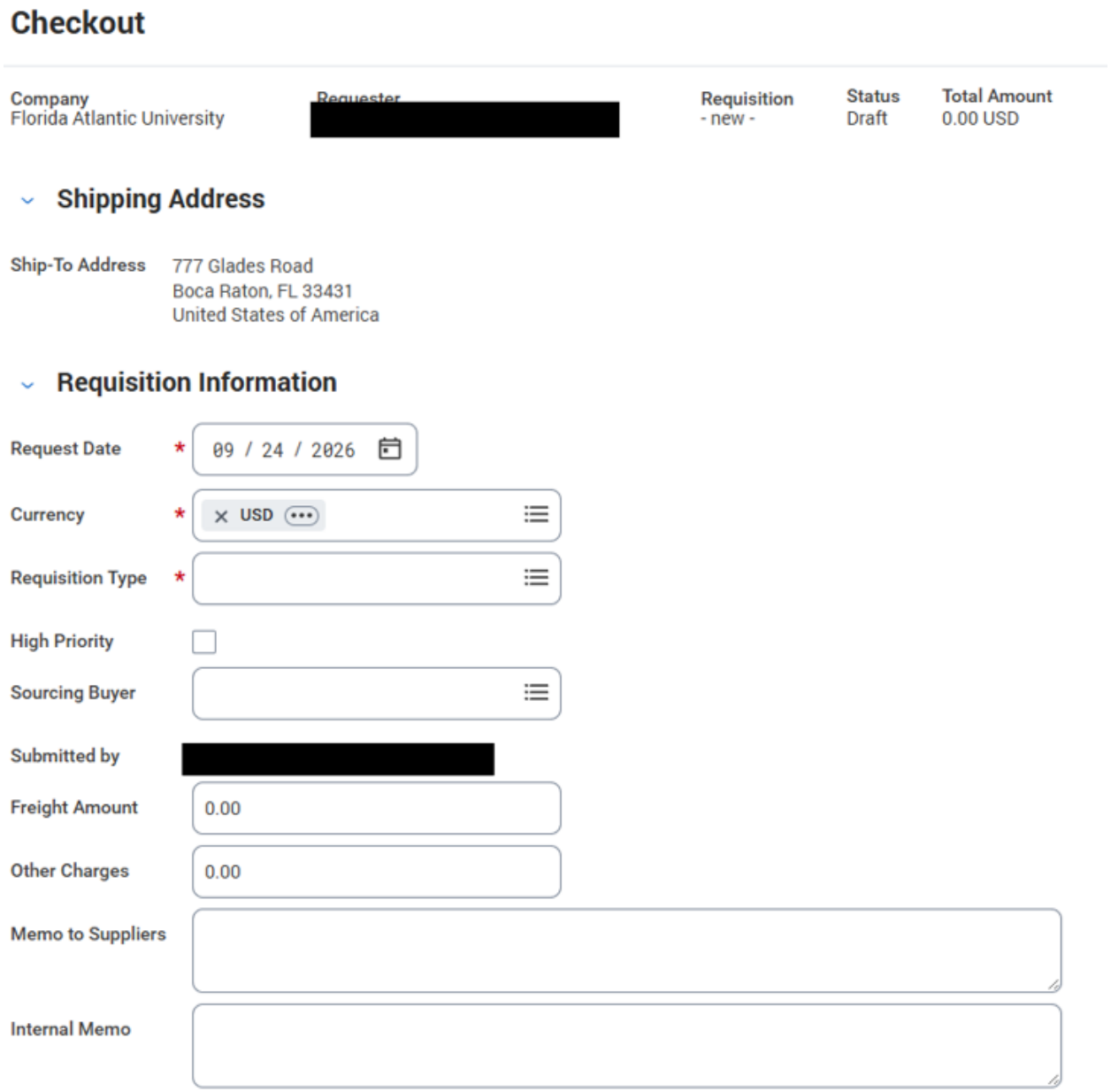


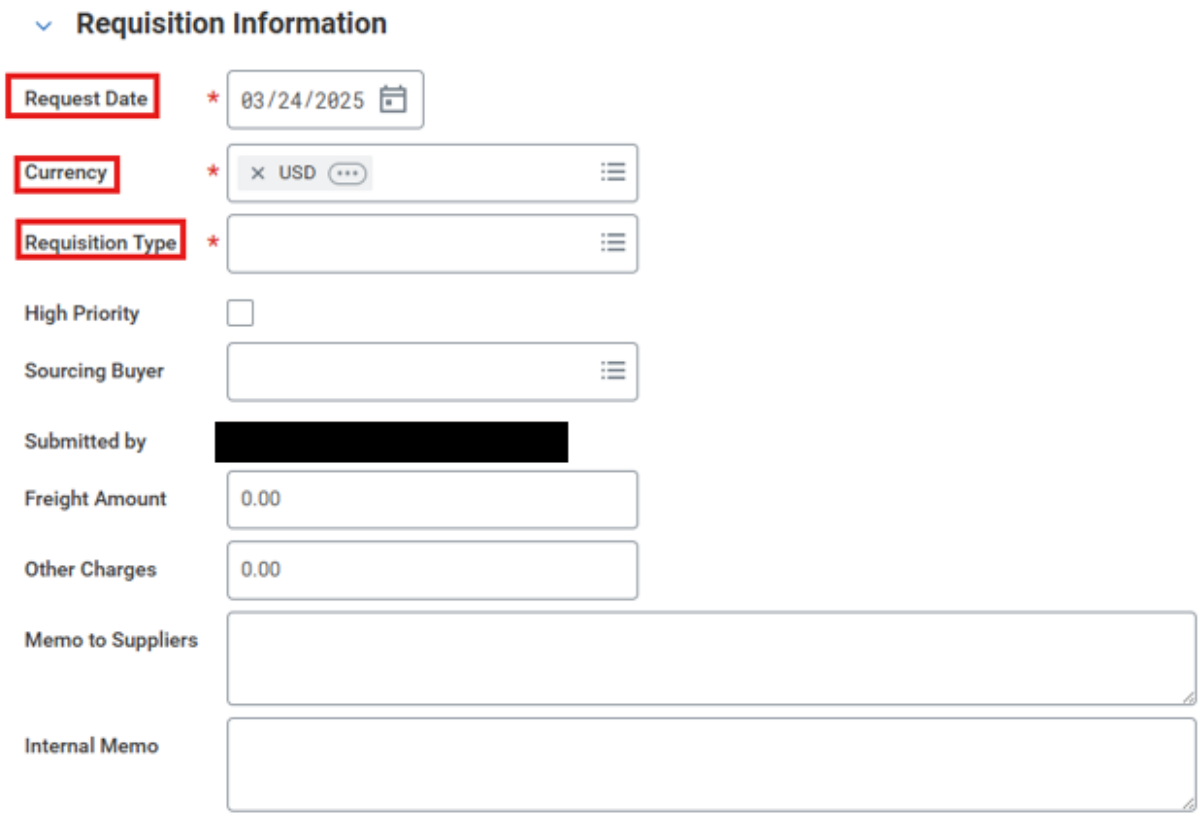


7. When you are ready, select the Cart symbol and select **Checkout**

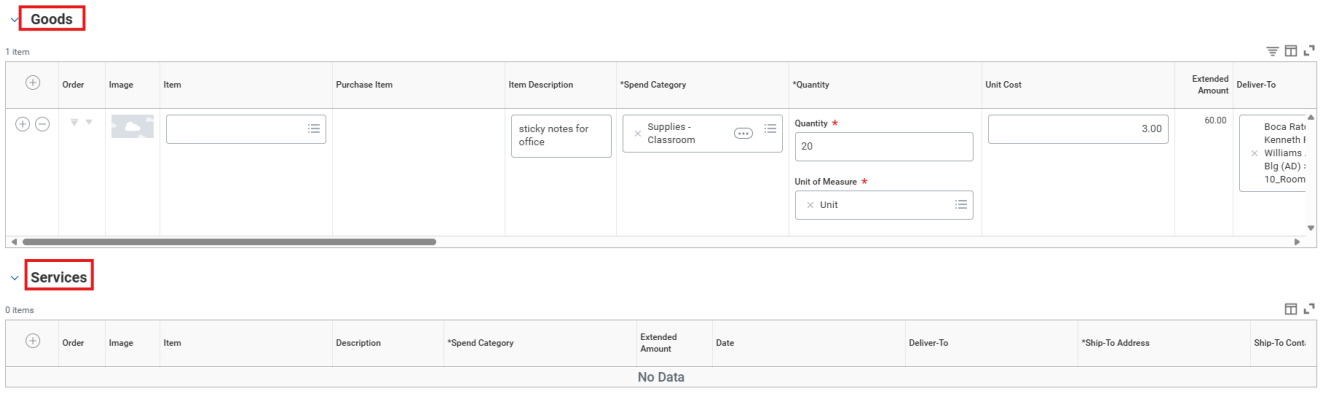


8. Please verify the **Ship-To-Address**, and review and fill in the **Requisition Information** to ensure its correct.





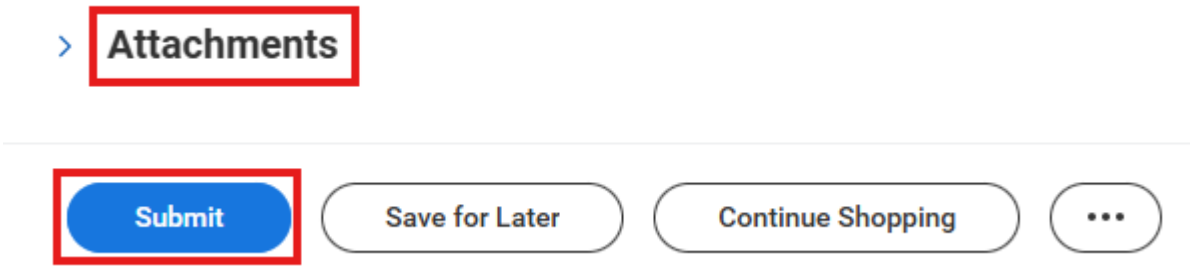
9. If you scroll down to the Goods and Services Lines, determine which one you are using and check if the information is correct



Before submitting, please check the following:

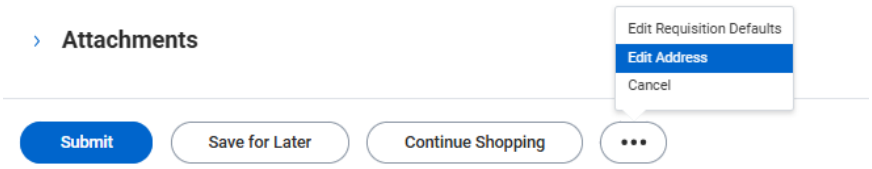
- Correct supplier
- Correct non-catalog item
- Correct quantity/unit price
- Correct spend category
- Correct Worktags
- Required quote/supporting documents
- Delivery/ship-to information is correct

10. Please add all necessary Attachments and then click **Submit**

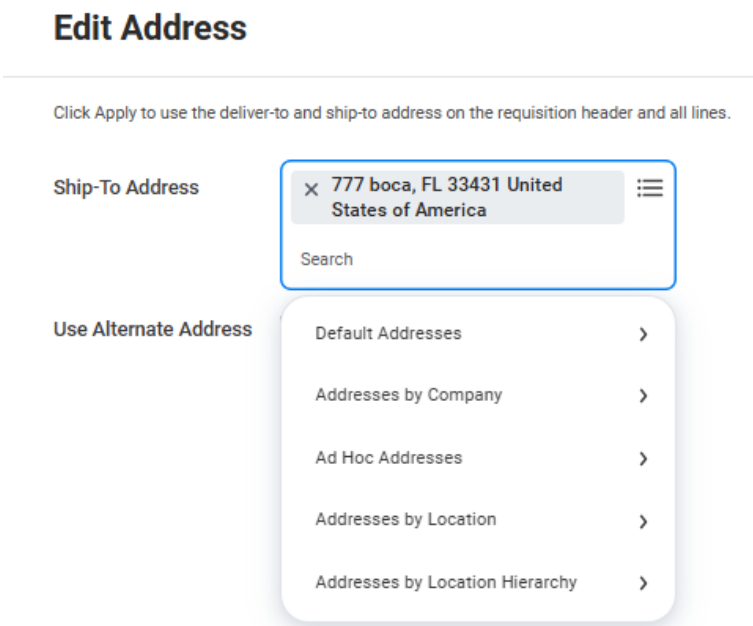


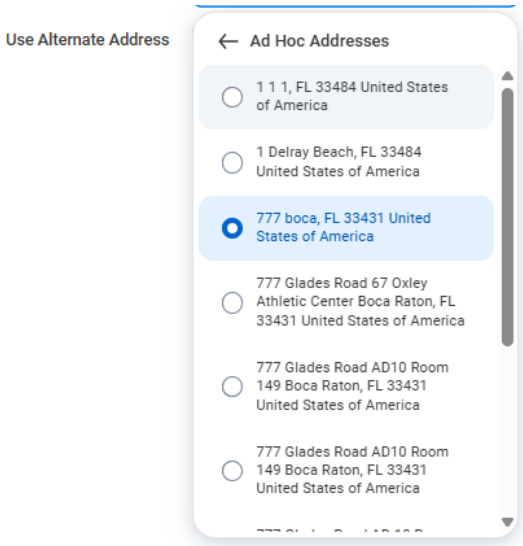
ERROR MESSAGE - If you receive an error message for the **Ship-To-Address** when submitting, please follow the steps below:

1. Click on 3 dots icon (related actions) and select **"Edit Address"**



2. Then select **Ad Hoc Addresses**

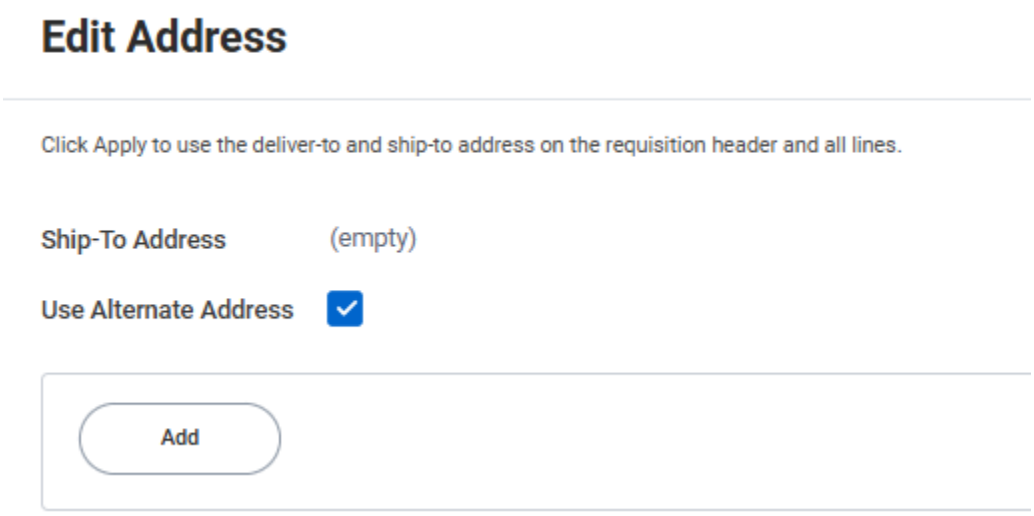




3. Click **“Apply”**



If the desired address is not listed in **AD HOC ADDRESSED,** you will need to check the box marked **“Use Alternate Address”** and then click the **“Add”** button and add all required address lines.



Then, click **“Apply”**

