

Procurement Services Workday Basic Training



MONTCLAIR
STATE UNIVERSITY

Why This Training Matters

- Access to helpful resources to procure goods or services
- Ensures compliance with NJ laws and University policy
- Protects the University from audit and financial risk
- Enables faster processing and fewer delays
- Required before access to requisitioning/approval roles

Key Procurement Thresholds

Requirement*	General Goods & Services Contract Value	Public Works Contract Value
1 Quote	\$0 - \$23,959	\$0 - \$8,519
3 Quotes (Sole Source / Cooperative exceptions)	\$23,960 - \$119,799	\$8,520 - \$42,599
Bid Threshold – Procurement Involvement Required (Public Bid / Waiver of Advertising / Cooperative)	\$119,800 and above	\$42,600 and above
Board of Trustees Approval	\$850,000 and above	

*University Contracts (UNC's) may be utilized for any threshold. [University-wide UNC's](#) are posted on the website.

New Jersey Compliance Requirements

Requirement*	General Goods & Services Threshold	Public Works Threshold
Business Registration Certificate (BRC)* * (Non-profits and public entities are exempt)	\$17,970	\$6,390
Chapter 51 Approval (EEO333 Political Contributions)** (Non-profits and public entities are exempt)	\$17,500	
Certificate of Employee Information Report (Affirmative Action)** (public entities are exempt)	\$119,800	\$42,600

*Additional information on these requirements can be found on the [Supplier Information](#) page.

**The supplier file can be accessed in Workday to check if these requirements are on file.

Procurement Tools (Quick Guide)

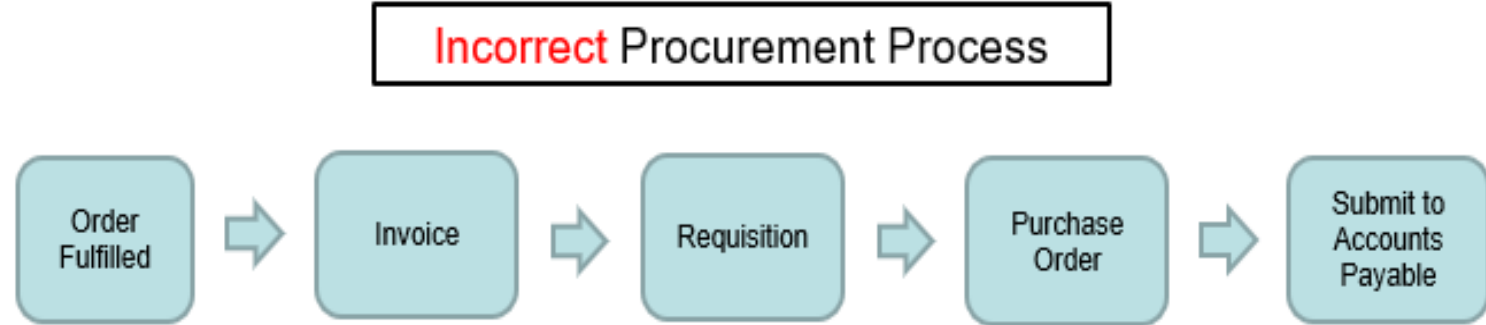
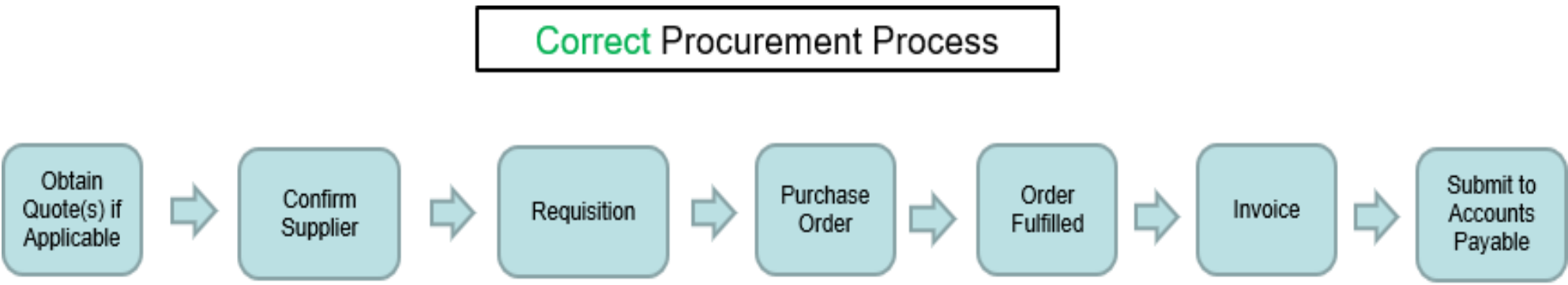
- **Workday Requisition (REQ)**
 - Standard / default purchasing method
- **Workday Strategic Sourcing (WSS)**
 - Initiation for Contracts, procurement RFPs/bids, waivers of advertising
- **Supplier Invoice (SI)**
 - Limited direct pay
- **P-Card**
 - Small, low-risk purchases only
- **Travel Card / Expense Reports**
 - Travel-related costs

Requisition Process (Big Picture)

- 1. Create Requisition**
- 2. Approval Process**
- 3. Purchase Order Issued**
- 4. Receive Goods/Services**
- 5. Invoice & Payment**

Requisitions & Procure-to-Pay Cycle

- Requisitions must be submitted and converted to purchase orders **PRIOR** to the supplier performing any work.
 - No PO = no authorization, compliance risk, and potential payment delays



Before You Create a REQ

- **Confirm budget is available**
 - R002 Report, R134 Report for grants
- **Confirm supplier exists in Workday**
 - Use “Find Suppliers” Report in Workday
 - Initiate “Create Supplier Request” or “Supplier Update” in Workday as needed
 - Refer to the [Supplier Create Group](#) page.
 - Ensure required documents are available
- **For Software (SaaS)**
 - IT approvals required

Requisition Types

- **Requisition Type is driven by the procurement method and determines required documentation:**
 - **1 Quote** - One (1) written quote required under quoting threshold
 - **3 Quotes** - Three (3) written quotes required within quoting threshold
 - **University Contracts (UNC #)** – award through a competitive procurement process issued by Procurement Services (over bid threshold)
 - **Waiver of Advertising** – delegated procurement (over bid threshold)
 - **Cooperative Contract (4 Types)** - Contracts awarded by a cooperative entity that the University can utilize
 - **Sole Source** - Used when only one (1) supplier is capable of providing a good or service
- Refer to the [Requisition Type Methodologies Guide \(pdf\)](#) on the [Training Guides page](#)

Building a Good REQ / Key Fields

- ✓ **Memo to Suppliers** – Enter quote or contract information and “Attn: your full name, building code, room number.”
- ✓ **Item Description** -This information will print on the purchase order for the supplier. Enter all details for the good or service being requested
- ✓ **Spend Category** - Represents the type of service being requested
- ✓ **Cost Center** - Organization from which funds will come out of
- ✓ **Worktags** - Accounting structure
- ✓ **Accurate Amount** – Ensure the amount aligns with the quote/proposal/contract. This includes selecting the correct quantity and unit of measure for goods
- ✓ **Supporting documentation** – Attach the related quotes, contracts, etc.
- ✓ **Supplier Contract** - A tool that allows a REQ to be tracked against a larger contractual agreement with specific supplier(s) – Select if appropriate

Approval Process

- Routes to Cost Center Manager
- May include specialty approvals (IT, Grants, etc.)
- Procurement reviews and issues
- Approvals vary by amount and category
- **Approval Responsibilities** –Primary control point for compliance. Verify that:
 - Purchase is appropriate
 - Description is clear
 - Documentation is attached
 - In compliance with policy

Purchase Order (PO)

- **Once a requisition is fully approved it will be converted to a PO**
 - PO = official authorization to supplier
 - Includes price, terms, and conditions
 - Supplier should NOT begin work without PO

Receiving

- **Requester must:**
 - Confirm goods/services received
 - Enter receipt in Workday
 - Goods → enter quantity
 - Services → enter dollar amount
- **Required for payment**

Invoice Process

- Supplier submits invoice to Accounts Payable at invoices@montclair.edu
- Must include PO number
- Requester may need to forward invoice if received

- **3-Way Match Required for Payment:**
 - PO (Purchase Order)
 - Receipt (Confirmation)
 - Invoice (Supplier Bill)

Missing one = payment delay

Tracking Your Requests

- **Use:**
 - Requisition Lifecycle Report
 - Enter Lifecycle into the search field and select Requisition Lifecycle
 - Dashboard
 - Cost Center Finance application
- **Track:**
 - Req → PO → Receipt → Invoice → Payment

Key Takeaways

- Follow thresholds and process
- Use REQ as the standard method
- No work before PO
- Complete documentation upfront

- Additional Resources:
 - [Procurement Website](#)
 - [Finance Workday Resources Website](#)
 - [Trainings Offered \(ITDS Portal\)](#)

Questions?