COMBINATION REQUISITION

A Combination Requisition is a request for BOTH goods and their associated services or labor in one request. An example of a combination requisition is purchasing carpet and also hiring the supplier to install the carpet. Quotes are still required to be acquired and attached to Combination Requisitions. NOTE – The Unit of Measure for Services/Labor should be listed on the request in **HOURS (HR)**.

When creating a Special Request Requisition, **Goods** must be received on an item by item basis, as is normally the case. The **Services** are for task oriented orders based on dollar amounts rather than quantity. These items will need to be received in Workday based on dollars due rather than quantity.

**Note: Select Goods when requesting Consulting, Professional, or Temporary Services.**

**Obtain a Written Statement**

The first step in purchasing anything, goods and services, is to get a quote, written estimate, bid, or proposal, from the intended supplier(s).

<table>
<thead>
<tr>
<th>For purchases between:</th>
<th>Corresponding quotes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250 - $1,999</td>
<td>1 quote is recommended</td>
</tr>
<tr>
<td>$2,000 - $6,879</td>
<td>2 quotes are recommended</td>
</tr>
<tr>
<td>$6,880 - $34,399</td>
<td>3 written quotes are <strong>REQUIRED</strong></td>
</tr>
</tbody>
</table>

An example of a complete proposal follows. Note, the key components of a good quote, written estimate, bid, or proposal are a quote number, individual line items with specific quantities, part numbers, descriptions, unit prices, and a unique line for shipping/freight, if applicable, and an indication of any separate costs for specific services which are included in the statement.
Check Budget

The first step in creating a requisition is to check the available budget for your organization (Cost Center, Gift, or Project) by running the R002 Report. For Grants, run the R134 Report. If the Requester does not have access to these reports, they should speak with their Cost Center Manager to confirm the budget information.

- In the Search field, enter R002 to find and run the Budget Report.
- In the Search field, enter R134 to find and run the Grant Summary by Ledger Account report.

1) In the Organization field of the R002, select the Prompt icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select Active Cost Centers or All Gifts.

2) In the Organization field of the R134, select the Prompt icon and search for the project you wish to view.

3) Click the OK button.

The R002 Budget Variance Report.
Review the appropriate Parent level Available Budget column to ensure there is money available for the proposed purchase. If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Workday 2020 website to access the Budget Amendment Reference Guide. *The R134 Grant Summary by Ledger Account report.*

Once confirmed that there is enough budget to proceed, begin to build the request.

**Confirm Supplier in Workday**

**BEFORE** beginning the Requisition process, confirm the supplier exists in Workday.

1) Type **Find Suppliers** in the *Search* field in the upper left corner of the screen, and click **Find Suppliers – Report**.

2) On the **Find Suppliers** screen, enter the name of the supplier on the **Supplier** field.

3) Click **Enter** to process the search.
4) From the list of search results, click the **selection box** next to the appropriate supplier for the request.

5) Click the **OK** button.
In the supplier report:

- A status of “Active”, in the Supplier Status column, indicates the supplier is available to use. Other statuses include “Inactive” (supplier has not been used in a specific period of time), “Hold” (temporarily unavailable if there is an issue with this supplier file), and “Draft” (the file is being created or updated).
- The Supplier Contacts column lists the name(s) of the connection(s) within the supplier that works with Montclair State University.
- The Primary Remit-To Address shows the default location of where payments are sent for this supplier.
- The Remit-To Connections displays the alternate addresses on file for where payments can be sent.
- The Order-From Connections lists the associated addresses for where the purchase orders should be sent for this supplier. When checking the status of the supplier, make note of the preferred address of where your specific purchase order should be sent, as you will need to indicate this on the corresponding requisition.
- The Affirmative Action, Business Registration Certificate, and Chapter 51 columns indicate which documents are on hand, the ID numbers, issue and expiration dates for the specific supplier.

If the supplier is does not exist in the system, a Supplier Create/Maintain Form should be sent to the targeted supplier for completion and submission to the Supplier Create team.

A supplier can be used in a transaction, ONLY if their status is “Active”, AND there is data in both the “Primary Remit-To Address” and “Order-From Connections” fields.
### Find Suppliers

**Supplier:** STATE OF NEW JERSEY  
**IRIS 1099 Supplier:** No  

<table>
<thead>
<tr>
<th>Supplier Status</th>
<th>Supplier ID</th>
<th>Supplier Name</th>
<th>Supplier Category</th>
<th>Alternate Name</th>
<th>Supplier Contacts</th>
<th>Parent Supplier</th>
<th>Default PO Issue Email</th>
<th>Primary Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>9-000033943</td>
<td>STATE OF NEW JERSEY</td>
<td>NJ/DIVISION OF VOCATIONAL, REHAB SERV</td>
<td>ASLEE ROGERS, CECELIA HEREDIA, CINDY GOREDIM, DAVID KRUS, COTTIE HESS</td>
<td>Muhammad</td>
<td></td>
<td><a href="mailto:njdfb@dfb.state.nj.gov">njdfb@dfb.state.nj.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

### Enter a Requisition

1) Enter **Create Requisition** into the **Search** bar and click **Create Requisition – Task**.

```
create requisition
```

Alternately, click the **Cost Center Finance & Budget** icon in the **Application window** on the Home page and select **Create Requisition** from the **Tasks** pane on the **Requisitioning** tab.
The Create Requisition screen displays and defaults data in the following fields:

- Company
- Requester
- Currency
- Deliver-To
- Ship-To
- Cost Center
- Division
  Additional Worktags – Fund, Location, Program

2) Click the **prompt** icon to select the **Requisition Type** (previously called the Purchasing Methodology) and is a required field. Requesters must choose from the following:

- 2 Quotes (Delegated Purchasing)
- 3 Quotes (Delegated Purchasing)
- BOT Waiver of Advertising
- Co-Op Choice Partners
- Co-Op Educ Svc Comm Coop of NJ
- Co-Op Hunterdon County Edu Svc
- Co-Op NASPO Cooperative
- Co-Op National IPA
- Co-Op PACE
- Co-Op PEPPM
- Co-Op Sourcewell
- Co-Op TIPS
- Co-Op US Comm Govt Purch
- Emergency Procurements
- GSA Contracts
- New Jersey State Contracts
- Other
- Renewals
- Sole Source
- University Contracts (UNC#)

If the Requisition Type contains an identifying number (contract ID number, BoT Waiver number, etc.), the system will prompt you for the number AFTER you click the Submit
button at the end of the requisition. Once the questionnaire is launched, complete the field with the corresponding number and submit the questionnaire to the system. For definitions of the Requisition Types, or further information on the different Co-Ops, please check the Procurement website.

3) If this requisition is for a cost center than the one defaulted, or for a gift, grant, or project, change the worktags on this screen by clicking the X in the corresponding field to remove the default fields and search for the appropriate worktag via the prompt icon. The updated worktags will then be updated on each line of the requisition.

Note - If a requisition is created for another Cost Center, Grant, Gift, or Project that the requester does NOT have access to view, the system will display the following soft warning:

![Alert](image)

This soft warning will not prevent the request from being submitted in the system.

4) Click the OK button.
5) On the Create Requisition screen, under the Select an Option section, select the type of request to create:

   a. **Non-Catalog Items** – represents Special Request purchases for goods and services including anything that is not within a Punch-Out catalog.

   b. **Connect to Supplier Website** – opens the list of Punch-Out catalogs from which to create requests.
6) Click the Request Non-Catalog Items link to begin a Special Request requisition and display the Request Non-Catalog Items request screen.

Click the Connect to Supplier Website to select from a list of Punch-Out Catalogs. See the Create a Punch-Out Requisition section of this guide for more details.

Discounts and Credit Memos

Please note the following parameters when dealing with discounts and credit memos in requisitions:

- Workday does not allow for discounts to be taken as a separate line item entered as a negative number.
- If applying a discount, deduct it from the individual line item(s) and place a comment in the corresponding internal memo field to identify the discount percentage that was applied.
- If a quote has been received from the supplier with the discounts already applied, use the quote pricing as is because the discount has already been deducted from list price.
- Any credits memos should be sent to Accounts Payable directly, and NOT attached to a requisition.
Non-Catalog Items – REQUEST GOODS

Complete the required fields as listed below:

a) **Non-Catalog Request Type**: Indicate if this is a request for goods or services.  
   **Note**: Select **Goods** when requesting physical objects or Consulting, Professional, and Temporary Services. Any items requested will need to be received in Workday by the requester once delivered.

b) **Item Description**: As this information will print on the purchase order for the supplier, enter all details for the item, including the quote number, manufacturer or part number, and specific description on the item/service being requested.

c) **Spend Category**: Represents the commodity being requested (previously called the Account/Category Code). Click in the field and enter the number, name of the category, or use the dropdown list provided to locate and select the appropriate spend category.
   
   **Note** – Select the spend category based on what is being purchased, not based on the related child account in the budget.

   **Note**- Once the spend category has been selected, click the related actions twinkie to confirm the parent pool name for the spend category.

d) **Supplier** – Leave this field blank as it should be completed at the end of this process, unless instructed to complete by the Procurement Department.

e) **Supplier Contract** – Leave this field blank unless instructed to complete by the Procurement Department.

f) **Quantity** – Enter the number of items for goods, or hours for services, being ordered. **Note** – Workday does not support fractions within the quantity field.

g) **Unit Cost** – Enter the cost of one unit of the line item.

h) **Unit of Measure** – Select the appropriate unit of measure from the dropdown list.

i) **Extended Amount** – This field auto-calculates based on the quantity and cost fields.

j) **Memo** – Enter information in this field for the approver and buyers. This is an internal memo line and does not print on the purchase order.
Non-Catalog Items – REQUEST SERVICES

Complete the required fields as listed below:

a) **Non-Catalog Request Type**: Indicate *Services* for task oriented orders based on dollar amounts rather than quantity. These items will need to be received in Workday based on dollars due rather than quantity.

*Note*: Select *Goods* when requesting Consulting, Professional, Temporary and Services.
b) **Item Description:** As this information will print on the purchase order for the supplier, enter all details for the service being requested.

c) **Spend Category:** Represents the type of service being requested (previously called the Account/Category Code). Click in the field and enter the number, name of the category, or use the dropdown list provided to select the appropriate category.

   **Note** – Select the spend category based on what is being purchased, not based on the related child account in the budget.

   **Note** - Once the spend category has been selected, click the related actions twinkie to confirm the parent pool name for the spend category.

d) **Supplier** – Leave this field blank as it should be completed at the end of this process, unless instructed to complete by the Procurement Department.

e) **Supplier Contract** – Leave this field blank unless instructed to complete by the Procurement Department.

f) **Start Date/End Date** – If the service begins and ends on specific dates, enter them here. This information will print on the purchase order, and is used only as reference within the system.

g) **Extended Amount** – Enter the total cost of the service here.

h) **Memo** – Enter information in this field for the approver and buyers. This is an internal memo line and does not print on the purchase order.
I) Click the **Add to Cart** button in the lower left corner of the screen to include the line information in the request.

The **Add to Cart** confirmation pop-up message displays on the top banner of the screen.

J) Fill in the blank form with the next line item of your order, and click the **Add to Cart** button until all lines have been added to the requisition.

K) Click the **shopping cart icon** in the upper right corner of the screen to review line items in the cart.
The Cart pop-up window displays the goods and/or services that have been added to the cart, on the upper right corner of the screen.

L) To review the details of the line items within the cart, click the View Cart button, within the pop up window. If you do not need to adjust any of the line items, click the Checkout button in the lower left corner of the pop up window.

M) Review each item’s information in the cart and click the Checkout button to proceed with the request when done. **Note** - The only fields which can be edited on this screen are: Description, Quantity, and Memo. Should any line need to be deleted, click the trash can on the corresponding line.
N) If additional items need to be added to the cart, click the Continue Shopping button then select the Request Non-Catalog Items option.
O) Click the Checkout button to continue.

Purchase Orders

When a requisition has been completely approved and issued as a purchase order, the Requester will receive a notification and an email. If changes need to be made to the request, the Requester will need to create a Change Order. Changes to purchase orders can only be:

- Made up to the point of a purchase order being completely received.
- Completed on the price, description, and quantity/amount fields.
- New lines on the original request. (Entire line must be completed)

Any changes to a purchase order will re-initiate the approval flow. The complete change process is as follows:

- Purchase Order is issued.
- Requester initiates a Change Order, after verifying appropriate funding is available.
• Approver(s)/buyer processes change request.
• Requester gets approval notification and must again confirm funding is available for the change.
• Requester approves the Change Order.

Create Receipt

Once the purchase order has been fulfilled by the supplier, the Requester will need to enter the receipt information into the system.

1) Enter Create Receipt into the Search bar and click Create Receipt – Task.

2) On the Create Receipt screen, enter the purchase order in the Purchase Order field, if known. Otherwise, click the prompt icon to filter on the supplier.

   Alternately, go to the My Requisitions report, click on the twinkie of the corresponding PO number to hover over the Receipt option and click Create in order to enter the purchase order number into the initial Create Receipt screen.

3) ONLY if all items or hours have been received for the PO, click the Fully Receive checkbox.

4) Click the OK button.
The *Create Receipt* screen displays.

5) Scroll down and click on the **Lines** tab to enter the actual receipt for goods or services.

When receiving goods, click in the **Quantity to Receive** field on the corresponding item line and enter the **actual amount** of items received. When receiving services, click in the **Amount to Receive** field on the corresponding service line and enter the **actual amount** of units received. **Note** – When receiving within a multi-line purchase order, **all** lines must have a quantity entered. For those lines that do not have a current receipt associated to them, confirm a “0” is in the Quantity to Receive or Amount to Receive field.

6) Scroll up and click the **Attachments** tab to add your receiving document to the header of the request.

7) Click the Edit button on the Attachments screen.

8) Click the **Select files** button to add supporting documentation to the receipt. **Note**: Attachments are required for all receipts.
9) Click the **Submit** button to process the receipt.

The system displays the confirmation banner that the receipt was successfully submitted.

**View Receipts**

1) To view all of your receipts within the system, type **My Receipts** in the **Search** field and select the corresponding search result.

2) When the **My Receipts** page displays, click the **OK** button in the bottom left corner to display all receipts related to your sign on. Otherwise, enter criteria in the appropriate fields to filter your search results.
A list of your related receipts displays.

3) Click on any column header to access and select a sort filter for the data.

4) To view the details of a specific receipt, click on the appropriate receipt name in the Receipt field.

5) Click the Goods Lines or Service Lines tab to view the receipt information.
## Summary
- **Company**: Ministerial State University
- **Supplier**: STOCK TRADE INC
- **Document Date**: 06/24/2019
- **Memo**: (empty)
- **Requisition Type**: Other

## Additional Information
- **Requester**: Ana Pinto
- **Requisition**: RQ-00000000213
- **Purchase Order**: PO-000000116
- **Currency**: USD
- **Created by**: Ana Pinto

### Goods Lines
<table>
<thead>
<tr>
<th>Goods Line</th>
<th>Item and Category</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Cost</th>
<th>Extended Amount</th>
<th>Business Document Lines</th>
<th>Purchase Order Line Details</th>
<th>Delivery Type</th>
<th>Deliver To</th>
<th>Ship To</th>
</tr>
</thead>
</table>
| 1          | Item               | 1        | Each            | 300.00    | 300.00          | Purchase Order Line PO-0000000140 - Line 2 | Quantity Ordered: 1 | Quantity Received: 1 | 1001 Close Road - Overlook Building | 1002 112 St USA  

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