

Purchasing by Requisition and Receiving Goods

Version Date	October 2026
Policies & Resources	How to Create a Requisition; Amazon Business Instructions
Forms	All forms are built into Workday
Contacts	Purchasing@uada.edu ; AccountsPayable@uada.edu
Related Guides	None

Introduction

There are several methods available when purchasing items for UADA operations, programs, etc. Typical methods, depending on the item and cost, include using a P-Card, T-Card, or Fuel Card, using a county check, using personal funds and requesting reimbursement, and creating a Purchase Requisition in Workday.

Most expenditures should be made by county office personnel creating a requisition in Workday and using the county cost center and appropriate worktag to designate where the expenditure is to be charged. (Purchase requisitions become purchase orders which are then sent to selected vendors for fulfillment.) Although virtually all purchases can be made with a requisition, small dollar purchases such as those for meeting refreshments and supplies can be made directly by issuing a county check or using a county p-card.

When purchasing items on state contract, authorized vendors must be used. If a purchase requisition is entered in Workday, the Purchasing department can ensure state contract compliance. Requisitions must be used for any equipment purchase. If a payment is needed to fulfill a contract obligation or Memorandum of Agreement (MOA), the payment must come from the state office.

This guide describes the process of creating a Purchase Requisition in Workday using a Workday-integrated "punchout" contract. In addition to the steps below, please consult [How to Create a Requisition](#) for non-catalog PO requisitioning.

Creating a Requisition

1. Log into Workday
2. In the search bar, type Create Requisition and select Create Requisition under Tasks and Reports.



UNIVERSITY OF ALBERTA
ADVANCING KNOWLEDGE

Home

Personal

Team

Accounts receivable

HR operations

Payroll

create requisition

×

Simplified Search is Enabled 

Top Results

People (0)

Tasks and Reports (1)

Procurement (0)

Grants (0)

Revenue (0)

All Categories ▾

Tasks and Reports

Create Requisition

Task

Can't find what you are looking for?

View Search Tips



3. Complete the workday screen to start your requisition.

Field Name	Response
Requesting Entity Company * × Division of Agriculture of the University of Arkansas ... Currency * × USD ... Requisition Type * × Standard ... Deliver-To * × UA System All Institution Locations > Division of Agriculture (UADA) > Division of Agriculture (CES) > UADA CES DISTRICT > UADA CES County District Office - Ozark > Izard County Extension Office > Izard County Extension Office ... Ship-To * × 79 Municipal Drive PO Box 428 Melbourne, AR 72556-0428 United States of America ... Cost Center × CC012989 UADA CES Izard County ... Designated Grant Program Project × PR03531 UADA CES FY26 M&O ... Agency Fund × FD209 Restricted Local Appropriations ... Additional Worktags × NACUBO Function: FN0320 Cooperative Extension Service ...	- Requester – Auto Populates - Requesting Entity – Leave Blank - Company – Auto Populates - Currency – Auto Populates - Requisition Type – Standard - Deliver-To – Auto Populates - Ship-To – Auto Populates - Cost Center – Auto Populates (double check to make sure it is the correct cost center) - Designated, Grant, Program or Project need to be completed with information about what account you are charging for the purchase - Agency is left blank - Fund and Additional Worktags auto populate. - Click the OK button

4. Under Create Requisition, select **Connect** to Supplier Website. Then choose the vendor option that applies to your purchase and click **Connect** beside the supplier you need.

Create Requisition

Company

Division of Agriculture of the University of Arkansas

Requester

Christy Tomlinson

Currency

USD

Requisition Type

Standard

Instructions

REQUISITION INSTRUCTIONS

Prior to submitting a requisition please review our institutions policies regarding the process and requirements for creating a requisition. During the requisition process ensure the correct requisition type is selected.

Select an Option

Search Catalog

Search the internal catalog of preferred items and suppliers to add into the shopping cart

Request Non-Catalog Items

Add a good or service that is not in the catalog

Connect to Supplier Website

Request goods and services from Supplier Websites

Add from Templates and Requisitions

Select from Requisition templates and past Requisitions

Select from My Procurement Favorites

Select from my Favorite Items

Connect to Supplier Website

Company

Division of Agriculture of the University of Arkansas

Requester

Christy Tomlinson

Currency

USD

Requisition Type

Standard

Supplier Websites 9 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	Staples Contract & Commercial	☐	Staples Contract & Commercial Inc.	Preferred Supplier for Office Supplies	<button>Connect</button>
	Amazon Business	☐	Amazon Capital Services Inc	Amazon Business	<button>Connect</button>
	American Paper and Twine	☐	American Paper & Twine Co		<button>Connect</button>
	Fastenal Punchout	☐	Fastenal Co.		<button>Connect</button>
	CDW Punchout	☐	CDW Government		<button>Connect</button>
	Grainger Punchout	☐	Grainger		<button>Connect</button>
	VWR Punchout - Non UAF	☐	VWR Funding, INC		<button>Connect</button>

5. Shop on supplier website. Enter your office ZIP code, then click **Continue**.

Delivery ZIP code

Please enter the ZIP Code of your delivery location so we can provide accurate product availability.

For international orders, please enter '00000'.

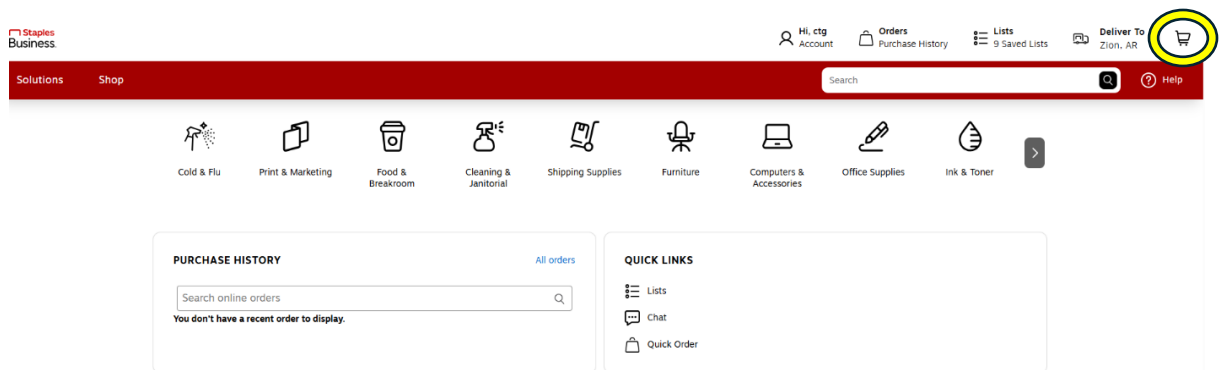
ZIP code

Enter 5 digit ZIP code

Continue

Please note the estimations provided are based off the ZIP code entered, the SKU searched, and the day and time. Our inventories are constantly changing so if any of these variables change then the estimates may no longer be accurate.

6. Browse the supplier site and add needed items to your online cart. When all items are added, go to your cart for review.



7. Click **Submit Order**. Workday will automatically return you to a Workday screen showing the items you selected.

Goods

7 items

	Order	Image	Company	Item	Purchase Item	Item Description	*Spend Category	*Quantity	Unit Cost
			Division of Agriculture of the University of Arkansas			Staples Pop-up Sticky Notes, 3" x 3", Ocean Views Collection, 100 Sheets/Pack, 12 Pads/Pack (S-33WCP12)	SC0085 Office Supplies	Quantity * Unit of Measure * Pack	Unit Cost 8.53 No Charge
			Division of Agriculture of the University of Arkansas			Staples Pop-up Sticky Notes, 3" x 3", Marine Collection, 100 Sheets/Pack, 6 Pads/Pack (S-33WCP6)	SC0085 Office Supplies	Quantity * Unit of Measure * Pack	Unit Cost 3.56 No Charge

Submit Save for Later Continue Shopping

- Review all items again in the Workday cart. Ensure worktags, fund accounts, and costing information are accurate. Also, double check the Spend Category to make sure the default category is appropriate. If all information is correct, click **Submit**.
- After you have finished checking out/submitting, Workday will generate a Requisition Number.
- To go to the final approval step, click **Next Step**.

You have submitted

Event: Requisition: RQ-0000068854, Requester: Christy Tomlinson, Date: 12/09/2025, Amount: 197.08 USD

> Details and Process

Next Step

Cancel

- Review the details one more time. Click **Approve** and you will receive an email message that your event was approved. The system will also provide a requisition number for future reference. It is a good idea to save the email or write the requisition number on supporting documentation, because this number is important for tracking and future reference.

UA SYSTEM OF AGRICULTURE

Search

My Tasks

All Items

Search: All Items

Advanced Search

Requisition: RQ-0000568854, Requester: Christy Tomlinson, Date: 12/09/2025, Amount: 197.06 USD

Due: 12/11/2025

Review Requisition RQ-0000568854

Created: 12/09/2025 | Due: 12/11/2025

Company Division of Agriculture of the University of Arkansas

Requester Christy Tomlinson

Total Amount 197.06 Status In Progress

Line Total Amount 197.06

Shipping Address

Deliver-To * UA System | All Institution Locations > Division of Agriculture (UADA) > Division of Agriculture (CES) > U County Extension Office > Izard County Extension Office

Ship-To Address 79 Municipal Drive
PO Box 428
Melbourne, AR 72556-0428
United States of America

Requisition Information

Request Date * 12/09/2025

Currency * x USD

Requisition Type * x Standard

High Priority ☐

Sourcing Buyer

Submitted by Christy Tomlinson

Consolidate Requisitions on Purchase Orders ☐

Approve Send Back Add Approvers

UA SYSTEM OF AGRICULTURE

Search

My Tasks

All Items

Search: All Items

Advanced Search

Requisition: RQ-0000568854, Requester: Christy Tomlinson, Date: 12/09/2025, Amount: 197.06 USD

Due: 12/11/2025

Review Requisition RQ-0000568854

Created: 12/09/2025 | Due: 12/11/2025

Company Division of Agriculture of the University of Arkansas

Requester Christy Tomlinson

Total Amount 197.06 Status In Progress

Line Total Amount 197.06

Shipping Address

Deliver-To * UA System | All Institution Locations > Division of Agriculture (UADA) > Division of Agriculture (CES) > U County Extension Office > Izard County Extension Office

Ship-To Address 79 Municipal Drive
PO Box 428
Melbourne, AR 72556-0428
United States of America

Requisition Information

Request Date * 12/09/2025

Currency * x USD

Requisition Type * x Standard

High Priority ☐

Sourcing Buyer

Submitted by Christy Tomlinson

Consolidate Requisitions on Purchase Orders ☐

Approve Send Back Add Approvers

Success! Event approved

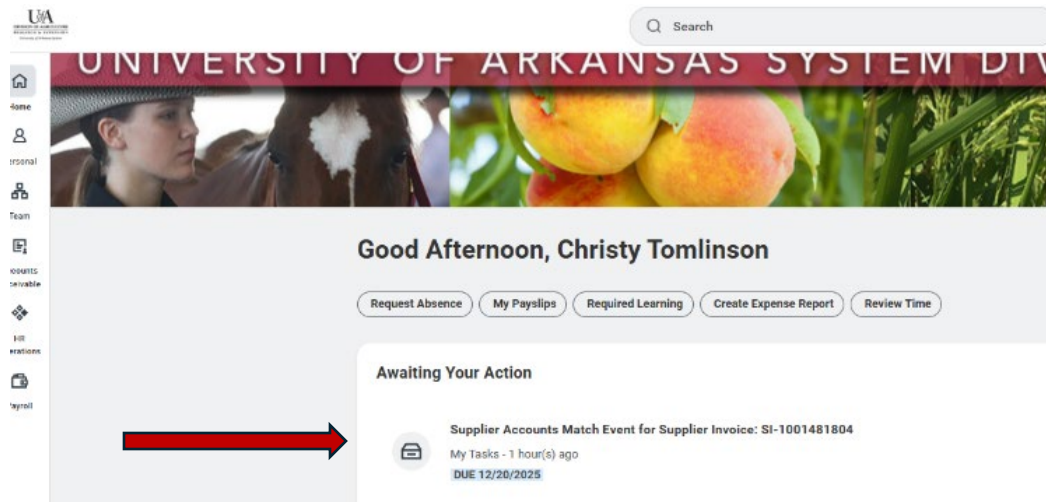
Up Next: Michael A Paskewitz | Review Requisition | Due Date 12/11/2025

[View Details](#)

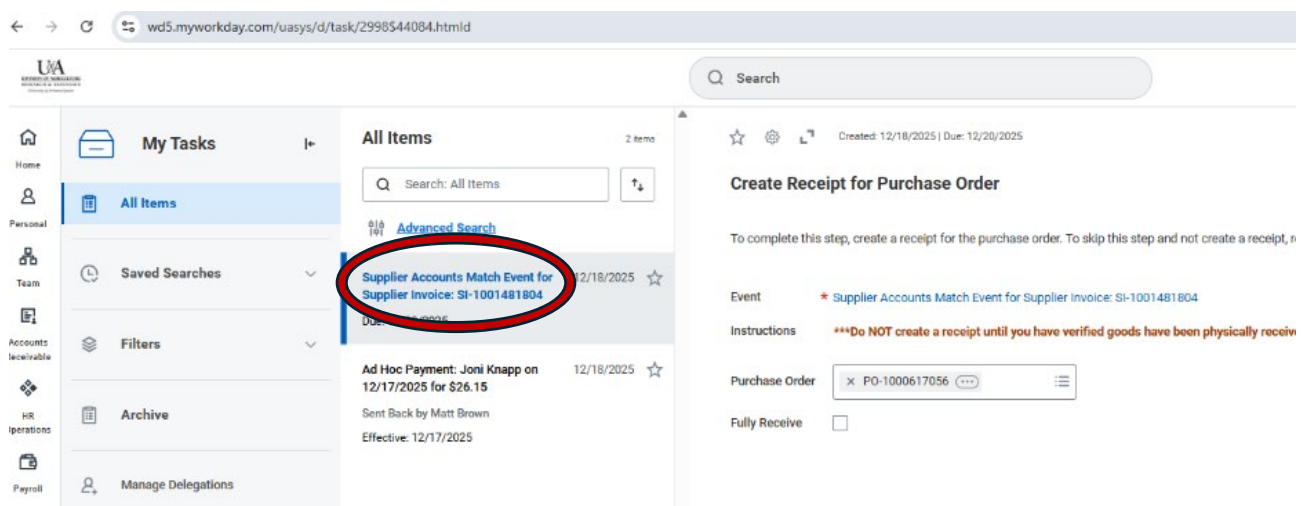
Receiving Goods

1. After you have successfully initiated a Purchase Requisition in Workday, the document will be routed to your supervisor for approval. Depending on the type and amount of the purchase, additional approvals may be required. When all approvals

have been acquired, a Purchase Order will be sent to the vendor, and you will receive a notification called **Supplier Account Match Event for Supplier Invoice** (with Invoice number) when goods are shipped.



2. Notice the SI (Supplier Invoice) number provided in the red circle below. You may want to save that number in case you need to verify payment status and/or details later; however, there are other ways to find the number if you do not save it. Then, select **Supplier Accounts Match Event for Supplier Invoice # . . .** and Workday will take you to the Create Receipt for Purchase Order screen.



4. After receiving ALL items purchased you can click on **Fully Received** and then **Submit**.

Create Receipt

RC-0000796798 for PO-1000617056

Purchase Orders

PO-1000617056

Supplier

Staples Contract & Commercial Inc.

Status

Draft

Total Amount

\$197.66

Currency

USD

Information

Attachments

Lines

7 items

Sort By: ▾

Search

Goods Lines

Staples Pop-up Sticky Notes, 3" x 3",...	1/1	Pack
24295905		
Staples Pop-up Sticky Notes, 3" x 3",...	1/1	Pack
565771		
Staples Smooth Jumbo Paper Clips,...	1/1	Pack
472506		
Scotch Magic Invisible Clear Tape R...	1/1	Pack
610758		
Scotch Heavy Duty Packing Tape w/...	1/1	Pack
495492		
TRU RED 8.5" x 11" Copy Paper, 20 L...	4/4	Carton
135848		
Duracell N Alkaline Battery, 2/Pack (...)	1/1	Pack
275974		

Line Information

Item Description

Staples Pop-up Sticky Notes, 3" x 3", Ocean Views Collection, 100 Sheets/Pad, 12 Pads/Pack (S-33WCP12)

PO Line

PO-1000617056 - Line 1

Quantity to Receive

1

Unit of Measure

Pack

Fully Received

☒

Quantity Ordered

1

Ordered Quantity Invoiced

1

Total Quantity Already Received

0

Manufacturer Part #

ST62681VCC

Supplier Item Identifier

24295905

Memo

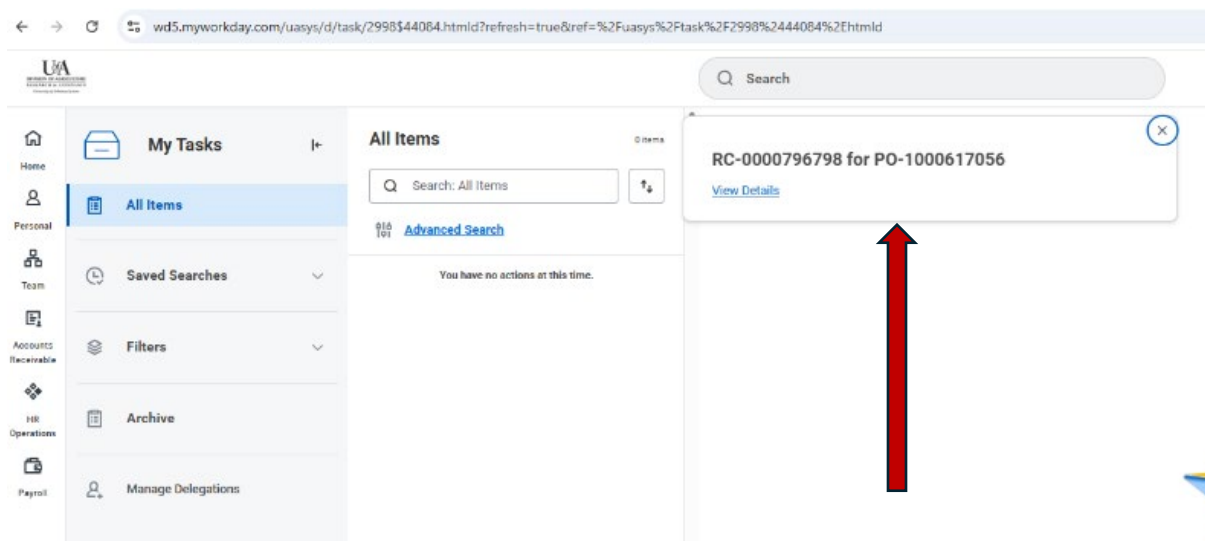
Additional Information

Submit

Save for Later

Cancel

- Make sure the **Fully Received** box is checked on each item and then click **Submit**. You will receive a receipt # that is tied to the purchase order created based on your original purchase requisition.



- While it is possible to denote partial receipts by entering the actual quantity received by line item, it is preferable to wait to complete this screen until all items

are received. If you believe some items will not ever be received, contact AccountsPayable@uada.edu for instructions.

Note: It is critical that **Submit** be selected at the bottom of the **Create Receipt** screen. Failing to do so means that no further processing of the transaction will occur, including paying the vendor. Failure to pay the vendor timely can result in a violation of payment terms and result in late fees.

Amazon Purchases

Amazon purchases are typically made with p-cards, not requisitions. For more information about how to purchase from Amazon, including making tax-exempt purchases for clubs, see [Amazon Business Instructions](#).

Next Steps

When the goods ordered have been received and entered in Workday, a system match of pertinent information will be performed. If all information matches, the vendor payment will be approved. At this point an expense and liability (Accounts Payable) will be created in workday and the expenditure will be included in the RPT – Balance by Designated report. Finally, Cash Management will run the payment job which triggers a check or electronic payment to be sent to the vendor.