



## Create Requisition from a Template

Requisitions created in Workday and approved by a manager will trigger the creation of a Purchase Order. Workday allows templates and prior requisitions (for supplies only) to be used when creating new requisitions. These templates are configured for departments and are adapted by Workday based upon item usage. They can be selected each time a requisition is created. Follow the steps below to create a requisition using a template.

### Create Requisition

1. Search and select **Create Requisition** task in the search bar.
2. Enter appropriate requisition information into required fields. Most information will be auto-populated, but the **Requisition Type** needs to be entered manually.
3. Select **OK**.

### Add from Templates and Requisitions

1. Select **Add from Templates and Requisitions**.
2. Select the appropriate template(s) or past requisition(s) to add to cart.
3. Select **View Items**.
4. Select all necessary items, and make any needed adjustments to the quantity.
5. Select **Add to Cart**.
6. Make a final review of item information in the cart, and select **Checkout**.
7. Select **Submit**.

| Select                   | Quantity | Unit of Measure | Item  |
|--------------------------|----------|-----------------|---|
| <input type="checkbox"/> | 7        | Box             | 115577 - GLOVES NITRILE LARGE               |
| <input type="checkbox"/> | 10       | Each            | 110125 - HANDLE SCAPPEL SAF LF STRL         |
| <input type="checkbox"/> | 3        | Box             | 110867 - NEEDLE HRV BLK SONO PLEX 21GX100MM |
| <input type="checkbox"/> | 5        | Box             | 1166 - BANDAGE ADH STRL 4X2IN               |

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).