



Request Materials and Services (Non-Clinical)

In Workday, requisitions can be created by any employee at VUMC to initiate the purchase of non-clinical items. There are four different Ordering Methods available to choose from. One method is a “Non-Catalog” requisition that is used to request items or services that are not found on VUMC’s Item Master, typically a one-time goods and services requisition. Follow the steps below to create a non-catalog requisition.

CREATE NON-CATALOG REQUISITION

1. From your **Apps**, select the **Requisitions** application (or type “create requisition” into the **Search** box).
 2. In the **Requisition Details** card, select the **configuration (gear) icon** to edit details.
- Note:** From **Requisition Details**, you can edit details such as company (VUC, VHP, or VPS), requisition type, ship-to address, and currency. Use this [guide](#) to view the VUMC SCM Extract Locations Report if you are receiving location errors.
3. After you have entered your requisition details, select **Save**.
 4. In the **Ordering Methods** card, select **Request Non-Catalog Items**.
 5. Complete the **Non-Catalog Request** by entering the item description, spend category, quantity, UOM, cost, and supplier details.
 6. Enter the **business purpose** as the **Memo (required)**.
 7. Select **Add to Cart**.
 8. The **My Cart** pop-up will appear in the upper-right corner under the **View Cart** icon.
 9. Select **Checkout**.
 10. Select **Checkout**.



Request Materials and Services (Non-Clinical) - Page 2

In Workday, requisitions can be created by any employee at VUMC to initiate the purchase of non-clinical items. There are four different Ordering Methods available to choose from. The requisitioning process can be facilitated by creating “favorites” or by copying a past requisition. Follow the steps below to create a requisition from favorites and copy from an existing requisition.

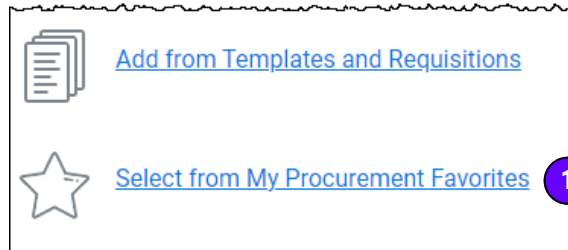
CREATE REQUISITION FROM FAVORITES

From the **Requisitions** application:

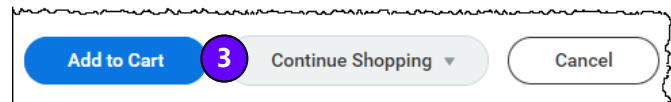
1. In the **Ordering Methods** card, click **Select from My Procurement Favorites**.
2. Select from allowed favorites based on cart settings.

Note: If you have no items, select a step from the **Continue Shopping** button or select the **View Cart** icon.

3. Select **Add to Cart** and continue to Checkout.



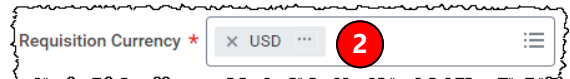
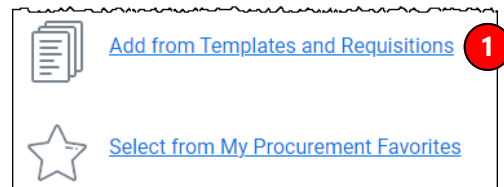
Add	Image	Item	Item Description
<input checked="" type="checkbox"/>		E151480 - GOWN EP ISOLATION	GOWN EP ISOLATION



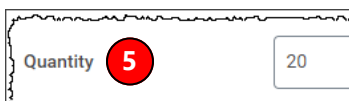
COPY FROM PAST REQUISITION

From the **Requisitions** application:

1. In the **Ordering Methods** card, select **Add from Templates and Requisitions**.
2. Enter **USD** for the **Requisition Currency**.
3. Select a **Past Requisition** to copy.
4. Select **Add to Cart**.
5. Edit the **Quantity** of each item in the cart (if applicable).
6. **Review** the requisition information to confirm all details are accurate including the cost center and any splits.
7. Select **Submit**.



Select	Requisition	Date
<input type="checkbox"/>	REQ1000980	06/30/2022
<input type="checkbox"/>	REQ1000954	06/29/2022



*Cost Center	*Fund	*Operating Entity	Splits
<input checked="" type="checkbox"/> CC01289 AOR Medical Specialties Nolensville Primary Care Joint Venture	<input checked="" type="checkbox"/> FD001 General Fund	<input checked="" type="checkbox"/> OEAOR Adult Outpatient Regional Clinics	2
<input checked="" type="checkbox"/> CC01758 MCA Purchasing & Systems	<input checked="" type="checkbox"/> FD001 General Fund	<input checked="" type="checkbox"/> OEMCA Medical Center Administration	0





Request Materials and Services (Non-Clinical) - Page 3

In Workday, requisitions can be created by any employee at VUMC to initiate the purchase of non-clinical items. There are four different Ordering Methods available to choose from. Follow the steps below to order from the Supplier Website.

CONNECT TO SUPPLIER WEBSITE

From the **Requisitions** application:

1. In the **Ordering Methods** card, select **Connect to Supplier Website**.
2. Select **Connect** to connect to ePlus.
3. From ePlus, use the **Search box** to search the catalog or select a **punchout** catalog on the right.
4. Select the **cart** icon under an item to add to your cart.
5. Select **Checkout** to be directed back to your Workday cart. The supplier and other identifiers will populate in Workday from ePlus.
6. From your Workday cart, select **Checkout**.
7. **Review** the requisition information to confirm all details are accurate including the cost center and splits.
8. Select **Submit**.

1. [Request Non-Catalog Items](#)

1. [Connect to Supplier Website](#)

2. **Connect**

3. **Search Catalog+ (punchouts and hosted)**

4. Qty:

5. **CHECKOUT**

6. **Checkout** | Continue Shopping

1 Item		Edit
Air/Acetylene Filter Assembly	1	Description
\$1,349.80		Supplier Item Identifier
		Commodity Code
		Spend Category

7. *Cost Center

8. **Submit**

*Cost Center	*Fund	*Operating Entity	Splits
<ul style="list-style-type: none"> CC01289 AOR Medical Specialties Nolensville Primary Care Joint Venture 	<ul style="list-style-type: none"> FD001 General Fund 	<ul style="list-style-type: none"> OEAOR Adult Outpatient Regional Clinics 	2
<ul style="list-style-type: none"> CC01758 MCA Purchasing & Systems 	<ul style="list-style-type: none"> FD001 General Fund 	<ul style="list-style-type: none"> OEMCA Medical Center Administration 	0



Request Materials and Services (Non-Clinical) - Page 4

After submitting a Requisition, it will be routed to the appropriate approver for their review. See the table below for more information on approval amounts by level and requisition types.

APPROVAL AMOUNTS BY LEVEL

Workday requisitions (including punchout, special requests, purchased services, consignment) should follow the sequential approval framework based on the cost center of the requester and total dollar value.

Level	Adult /Children's Hospital				Regional Hospital			
	Current Approval Levels		Workday Approval Levels		Current Approval Levels		Workday Approval Levels	
	Above (\$)	Limit (\$)*	Above (\$)	Limit (\$)	Above (\$)	Limit (\$)	Above (\$)	Limit (\$)
Administrative (non-management)	\$0	\$1k	N/A		\$0	\$1k	N/A	
Managers	\$1k	\$10k	\$0	\$10k	\$1k	\$10k	\$0	\$10k
Directors	\$10k	\$25k	\$10k	\$50k	\$10k	\$25k	\$10k	\$25k
Administrator	\$25k	\$50k	\$50k	\$150k	\$25k	\$50k	\$25k	\$50k
Leader	\$50k	\$100k	\$150k	\$500k	\$50k	\$100k	*as needed	
Hospital President	\$100k	\$500k	\$500k	\$1M	\$100k	\$250k	\$50k	\$250k
System CFO, COO, Deputy CEO	> \$500k		\$1M	No upper limit	>\$250k		\$250k	No upper limit

REQUISITION TYPES

- Blanket Order** - Used when a business needs the same goods/services on a recurring basis over a specified period, such as an entire year.
- Bulk Buy** - Buyer obtains large quantities at lower cost to leverage economies of scale.
- Capital** - Capital purchases; used to make a substantial investment in long-term fixed assets. This can include purchasing machinery and equipment; land, buildings, or other infrastructure; furniture and fixtures; and software. Requests for capital must first be entered and approved within Capital Planning, where a Capital Request ID will be issued. This Capital Request ID is required for capital requisitions, in addition to a Trackable Spend Category, a Project ID, and a Location ID.
- Equipment Rental** - Tends to be shorter term rentals. An example would be hospital beds.
- Purchased Services** - Used for a variety of services. Service purchase orders are by amount only and typically configured for 2-way match. Includes consulting and service maintenance agreements.
- Supplies** - All supplies and general purchases.
- TMS Facilities** - Used for the TMS facility purchases that require a work order number.

QUESTIONS?

Please email BusinessEducation@vumc.org.