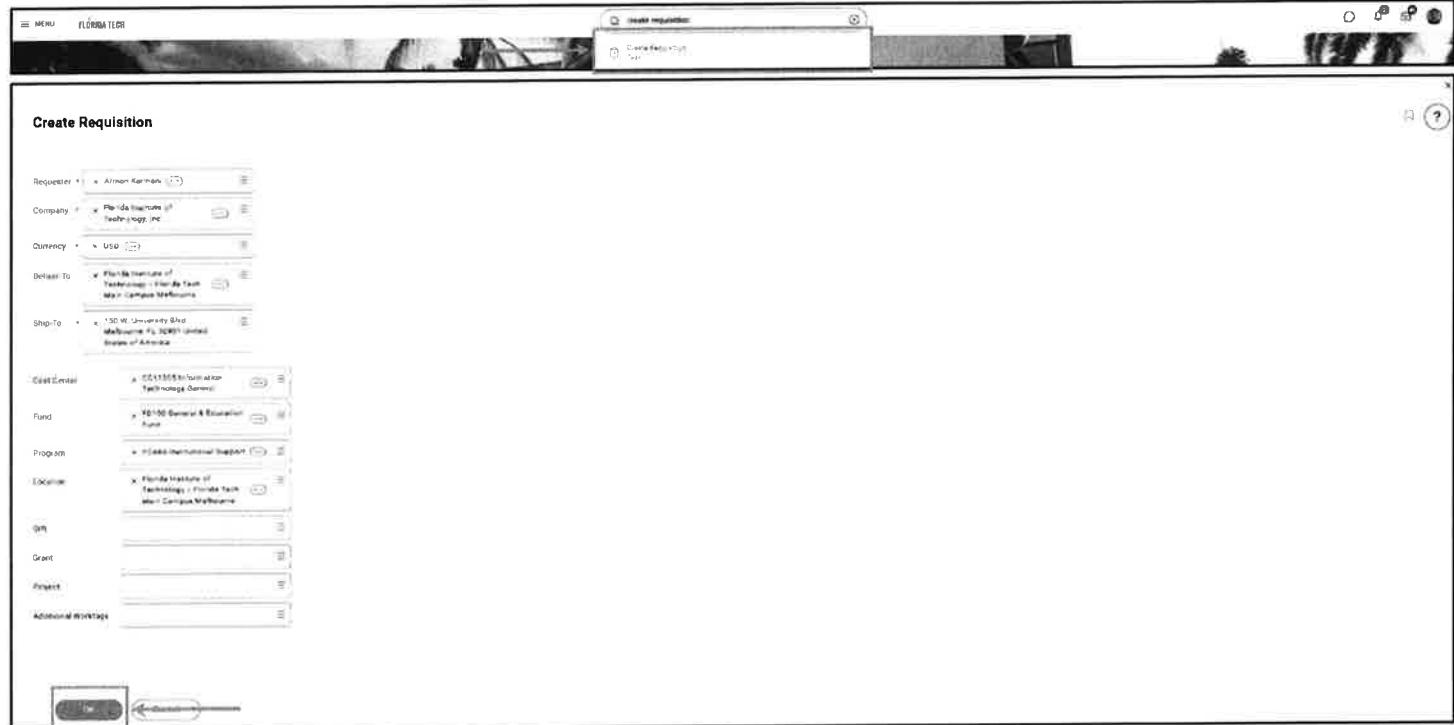FLORIDA TECH
FLORIDA'S STEM UNIVERSITY
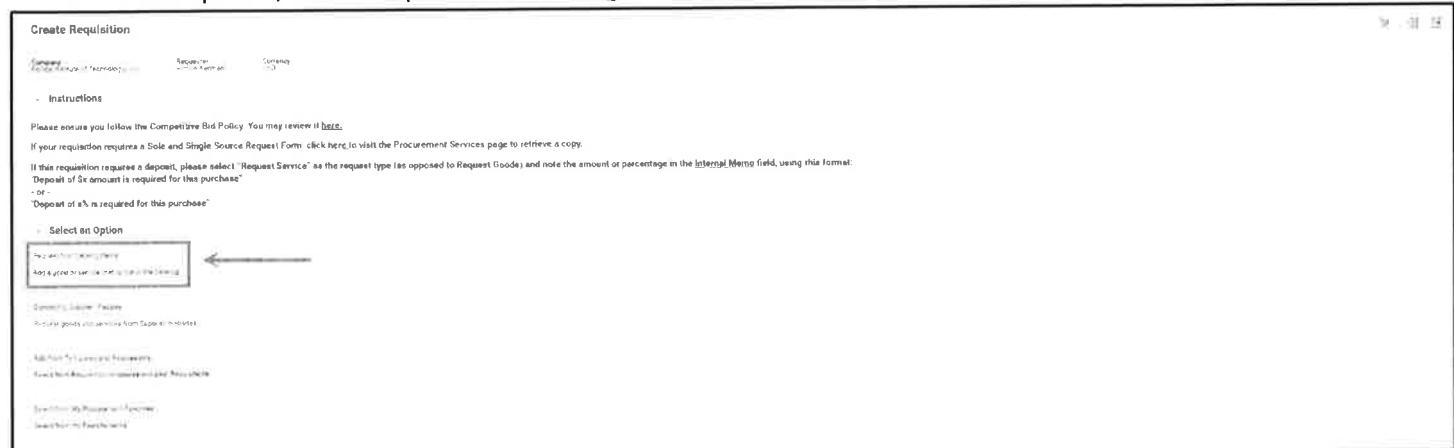
workday.

Strategic Sourcing Projects

Overview

This job aid is intended for the end-user who will be submitting sourcing project requests.
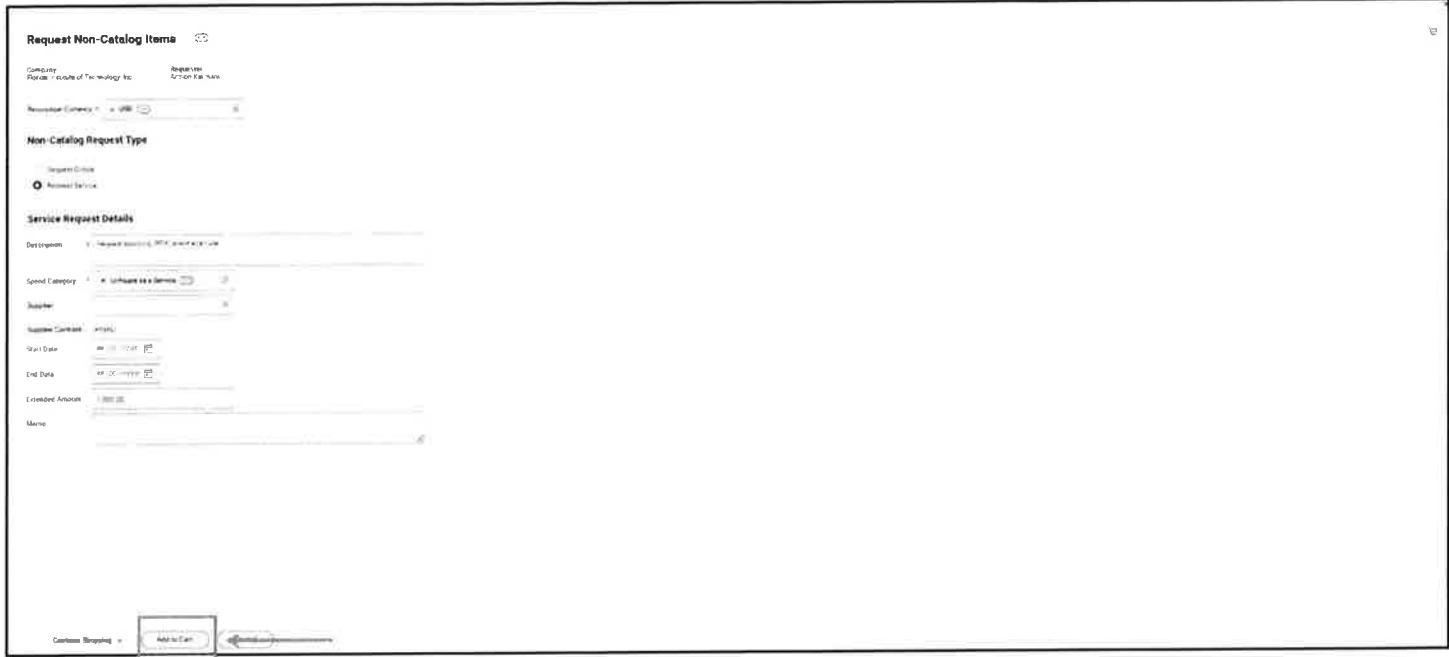
Initiation Process

1. Within the Workday search, enter and select Create Requisition task.

2. Of the options, select Request Non-Catalog Items.

3. Enter any goods/services being requested with an estimated spend as the extended amount. Description field should contain what specifically is being requested. Supplier field should be left blank. Select Add to Cart.

4. Adjust Requisition Type to **RFQ Request** and enable **RFQ Required** checkbox for each line. Select **Submit**.
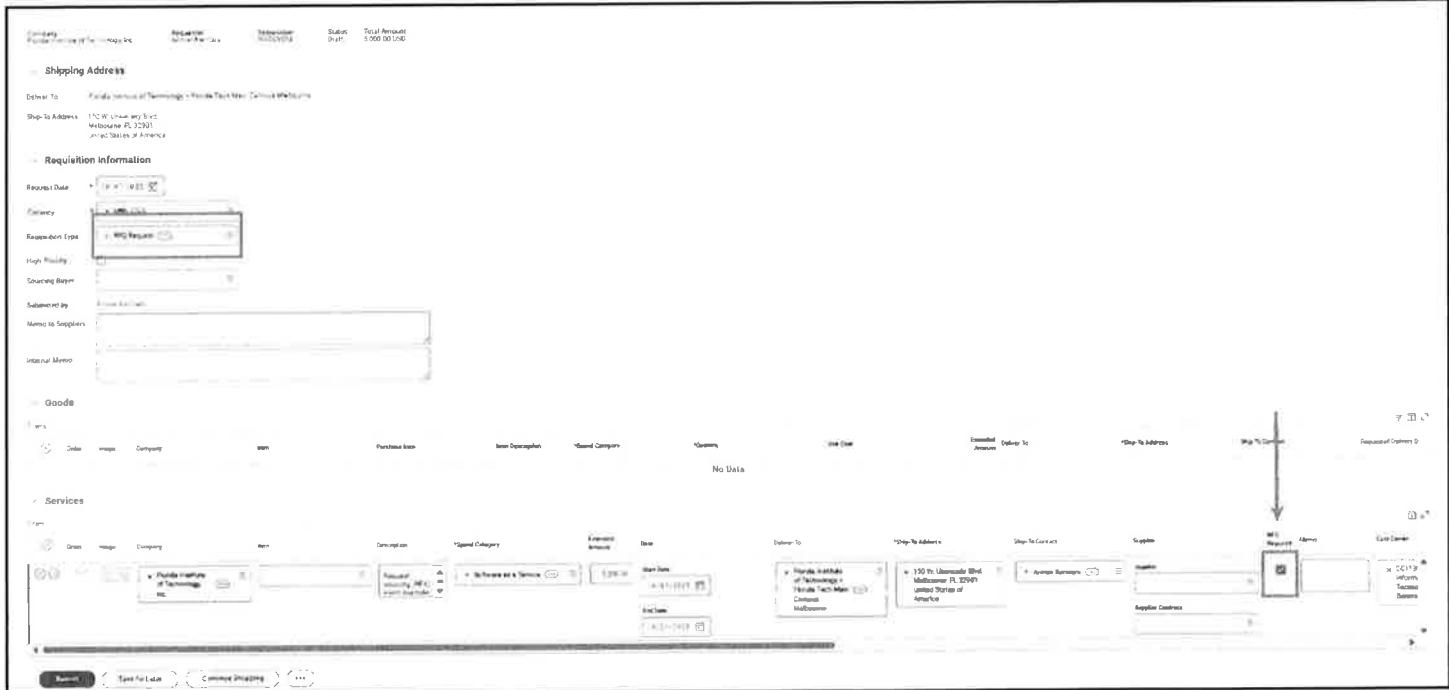
5. Requisition will go through approvals, check budget, and reserve the estimated spend for the request. If any additional information is required, Procurement will reach out.

6. Once RFX event is complete, you may be requested to participate in an evaluation. You will receive an email with details and a direct link to complete the evaluation. Procurement may supply you with the final evaluation results.

7. Procurement will ask which supplier to award and if necessary complete the onboarding process for the supplier if new.

8. You will be requested to enter a new requisition. You can quickly copy the previous RQ and make the required modifications.

   a. Update the supplier to reflect the awarded supplier.
   b. Update the spend to reflect the awarded amount.
   c. Change Requisition Type to be **Contract Request** if there is an associated contract that needs to be reviewed for this requisition.

9. Requisition will route for approvals and check budget. Once complete, you will receive a Workday inbox item to submit a contract request.

10. Under the **Contract Summary** tab, complete all request form questions. Depending on responses, additional questions may be asked.

11. Under the **Attachments** tab, add contract document.
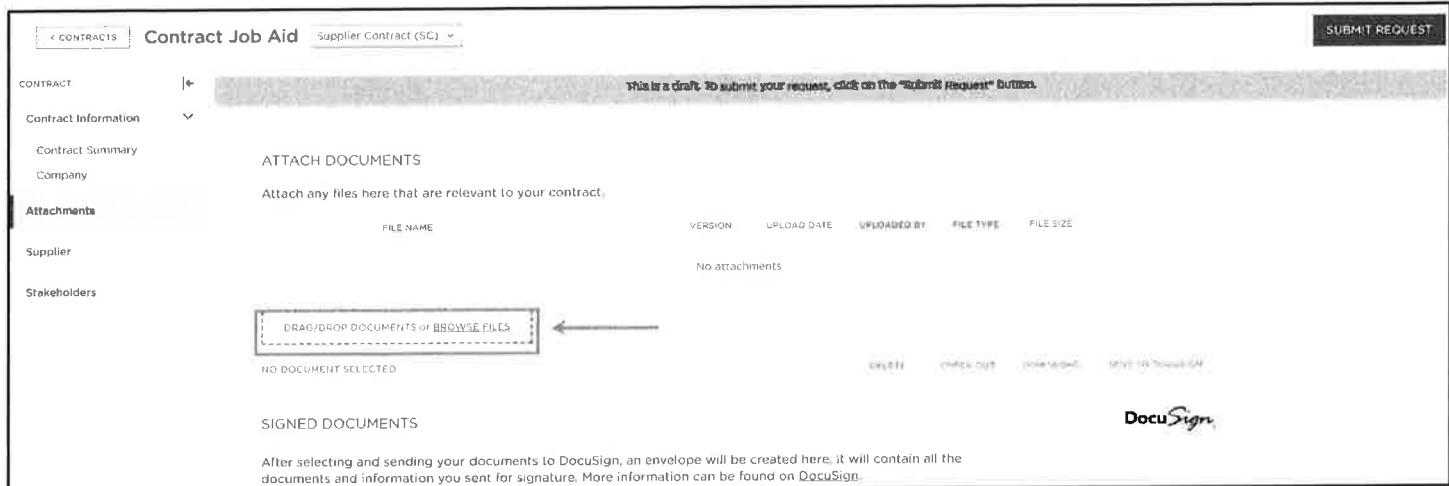
12. Under the **Supplier** tab, add related supplier for RQ.

13. Under the **Stakeholders** tab, add any additional users who may need to be involved.
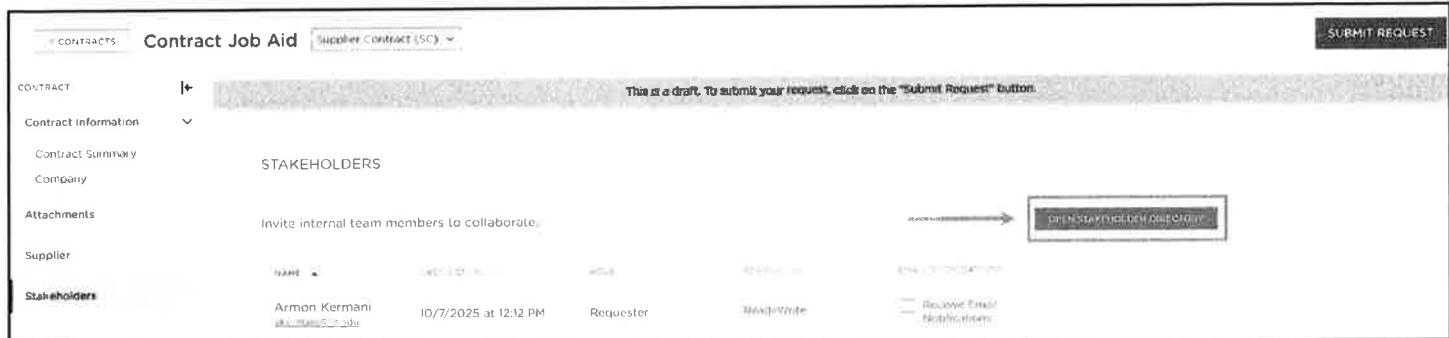
14. Select **Submit Request**. You will receive information regarding a point of contact and may now close this tab.
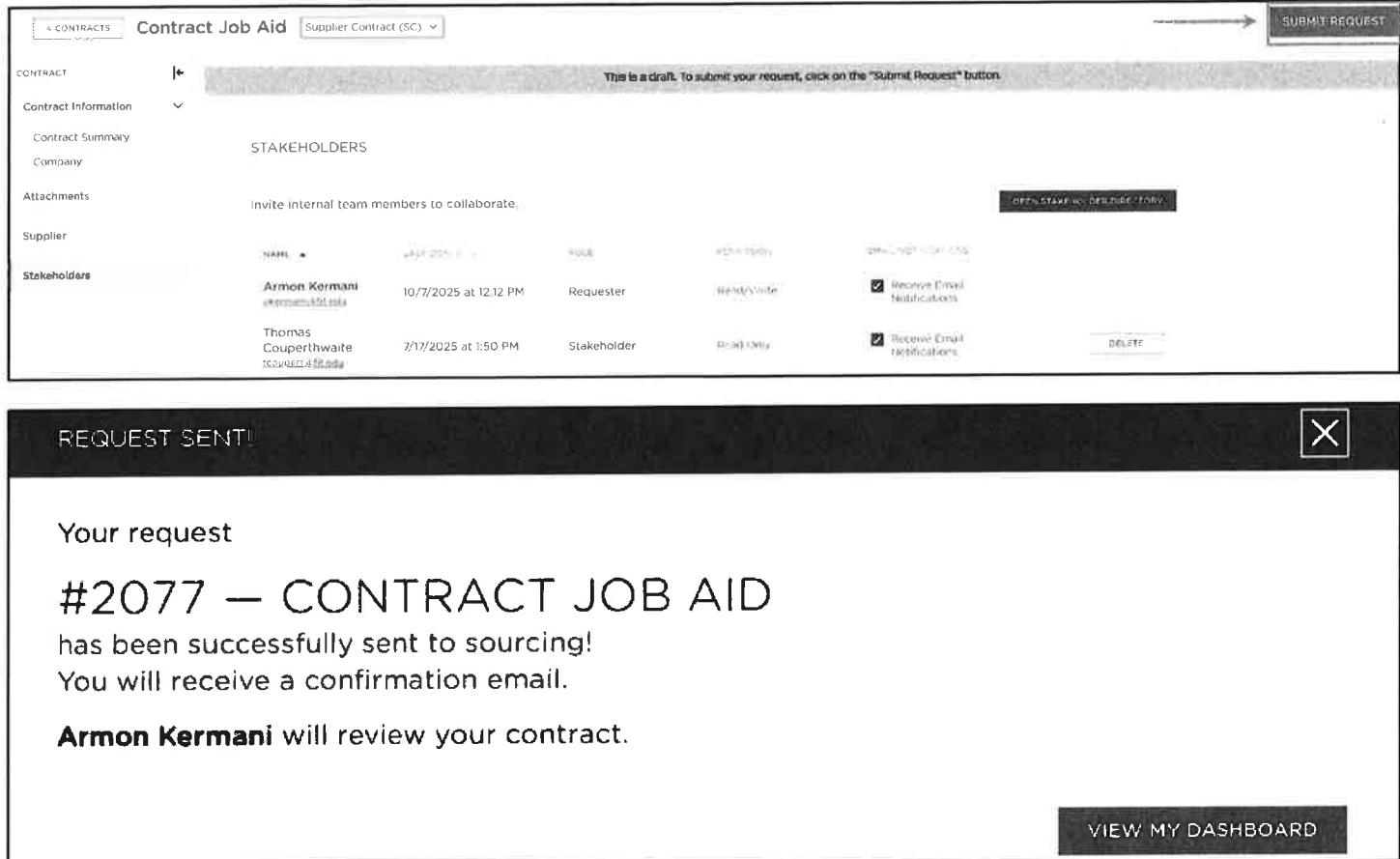
15. Select **Submit** on Workday inbox task to mark complete and advance business process.