

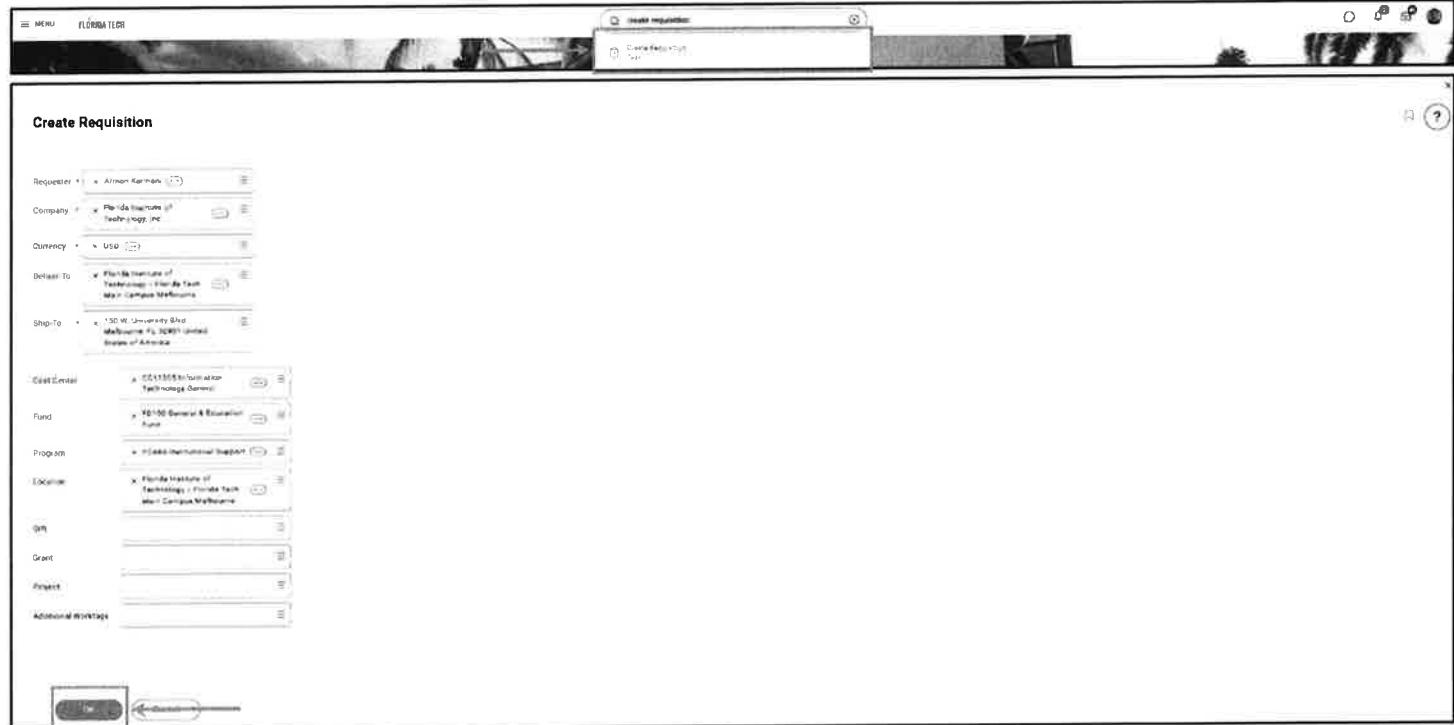
## Strategic Sourcing Projects

### Overview

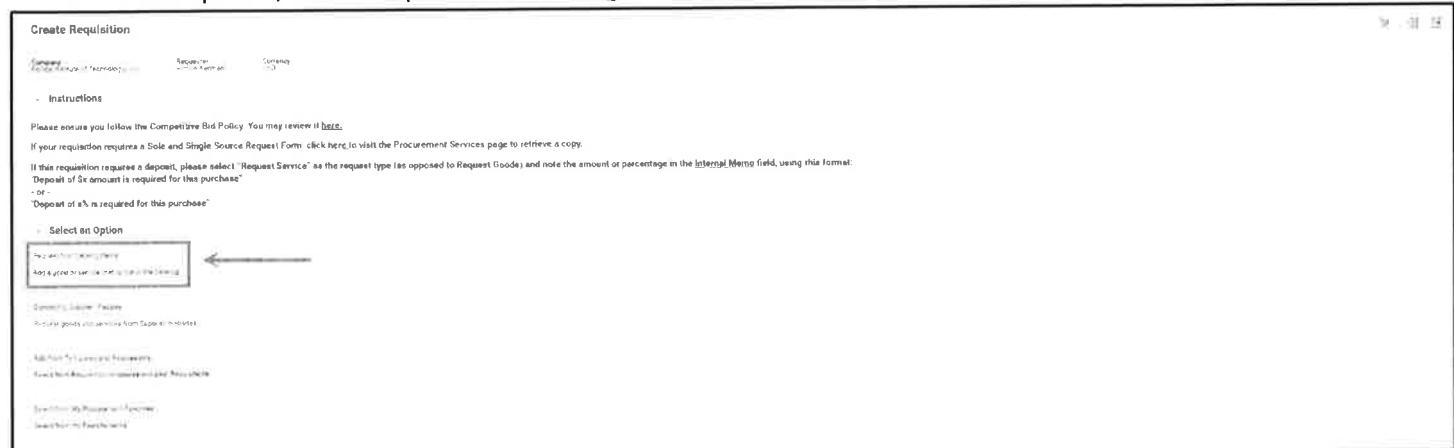
This job aid is intended for the end-user who will be submitting sourcing project requests.

### Initiation Process

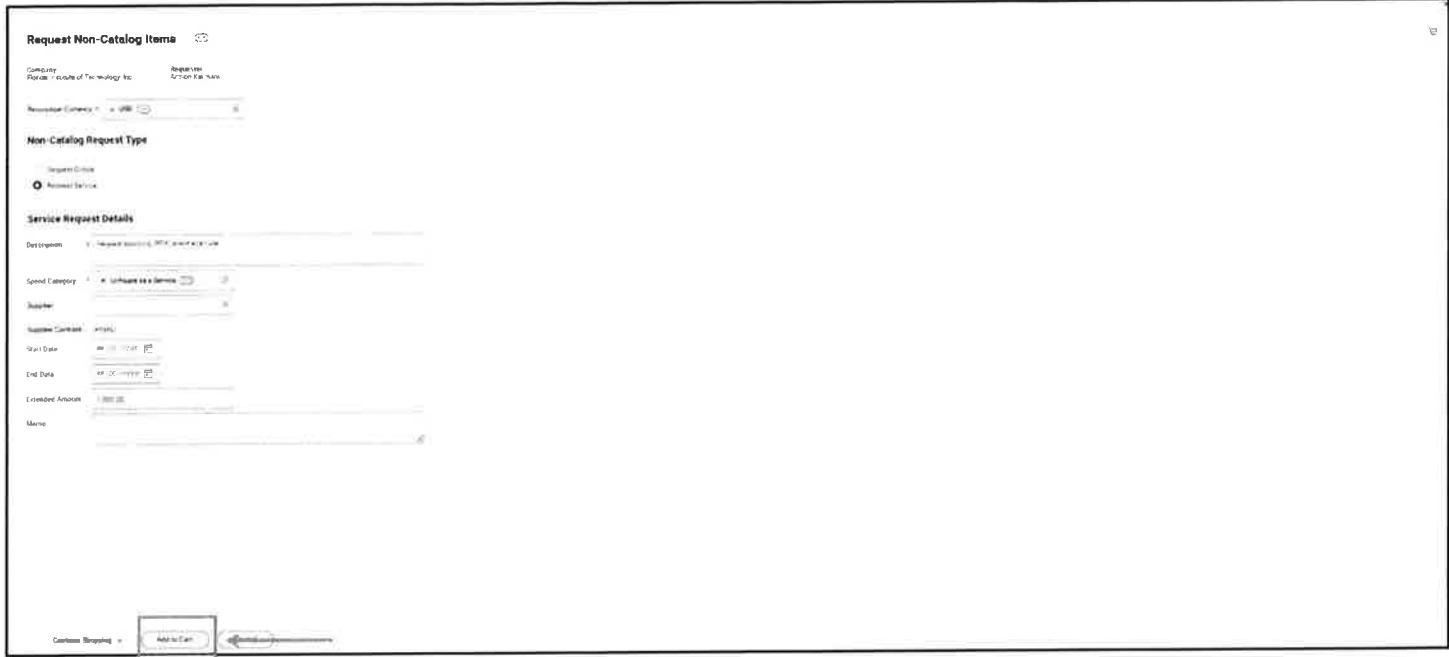
1. Within the Workday search, enter and select Create Requisition task.



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.



Request Non-Catalog Items

Non-Catalog Request Type

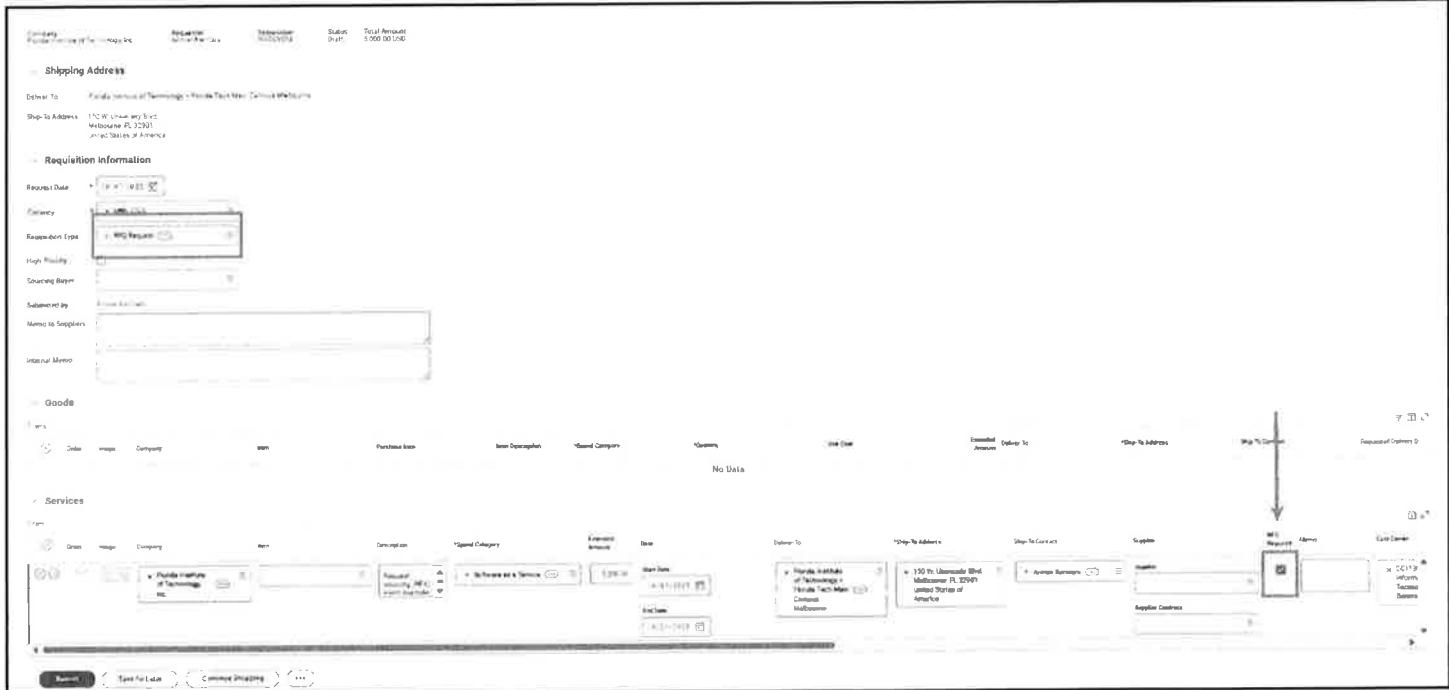
Service Request Details

Description: Florida Tech Workday Job Aid

Supplier: (Leave Blank)

Add to Cart

4. Adjust Requisition Type to **RFQ Request** and enable **RFQ Required** checkbox for each line. Select Submit.



Requisition

Requisition Type: RFQ Request

RFQ Required:

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.

View Requisition RQ-090125

**Requisition**  
RQ-090125

**Requisition Type** Purchase Order

**Supplier**  
Florida Institute of Technology Inc.  
101 University Blvd, Melbourne, FL 32901, United States

- 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.

**Requisition Type** Purchase Order

**Supplier**  
Florida Institute of Technology Inc.  
101 University Blvd, Melbourne, FL 32901, United States

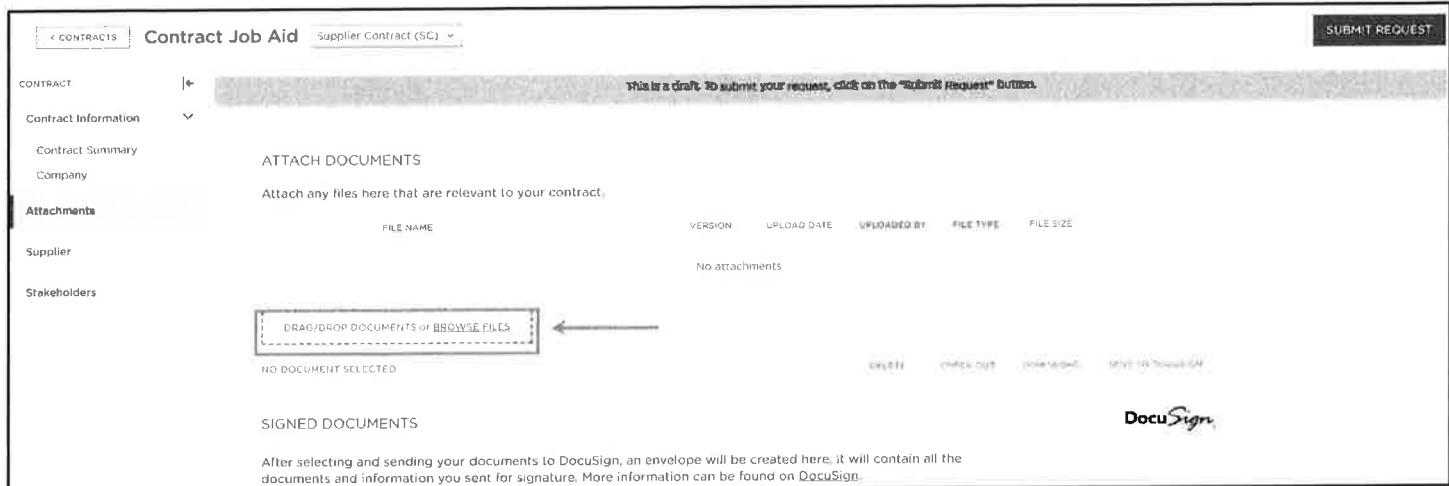
**Requisition Type** Contract Request

**Spent**  
\$5,000.00 USD

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.



CONTRACT

Contract Information

Contract Summary

Company

**Attachments**

Supplier

Stakeholders

ATTACH DOCUMENTS

Attach any files here that are relevant to your contract.

FILE NAME      VERSION      UPLOAD DATE      UPLOADED BY      FILE TYPE      FILE SIZE

No attachments

DRAG/DROP DOCUMENTS or BROWSE FILES

NO DOCUMENT SELECTED

SIGNED DOCUMENTS

DocuSign

After selecting and sending your documents to DocuSign, an envelope will be created here. It will contain all the documents and information you sent for signature. More information can be found on DocuSign.

12. Under the **Supplier** tab, add related supplier for RQ.



CONTRACT

Contract Information

Contract Summary

Company

Attachments

**Supplier**

Stakeholders

SUPPLIER

Suggest new or existing Supplier to your Sourcing Team

ADD SUPPLIER

SUPPLIER DIRECTORY

workday

CHOOSE FILTERS

Workday Inc

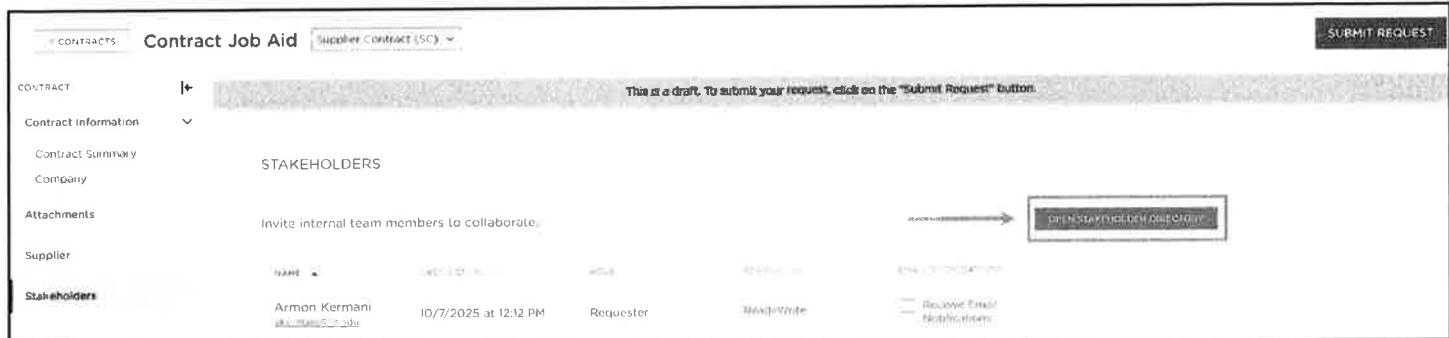
Armon Kermanni

SUPPLIER SELECTED

CLEAR SUPPLIER

ADD TO CONTRACT

13. Under the **Stakeholders** tab, add any additional users who may need to be involved.



CONTRACT

Contract Information

Contract Summary

Company

Attachments

Supplier

**Stakeholders**

STAKEHOLDERS

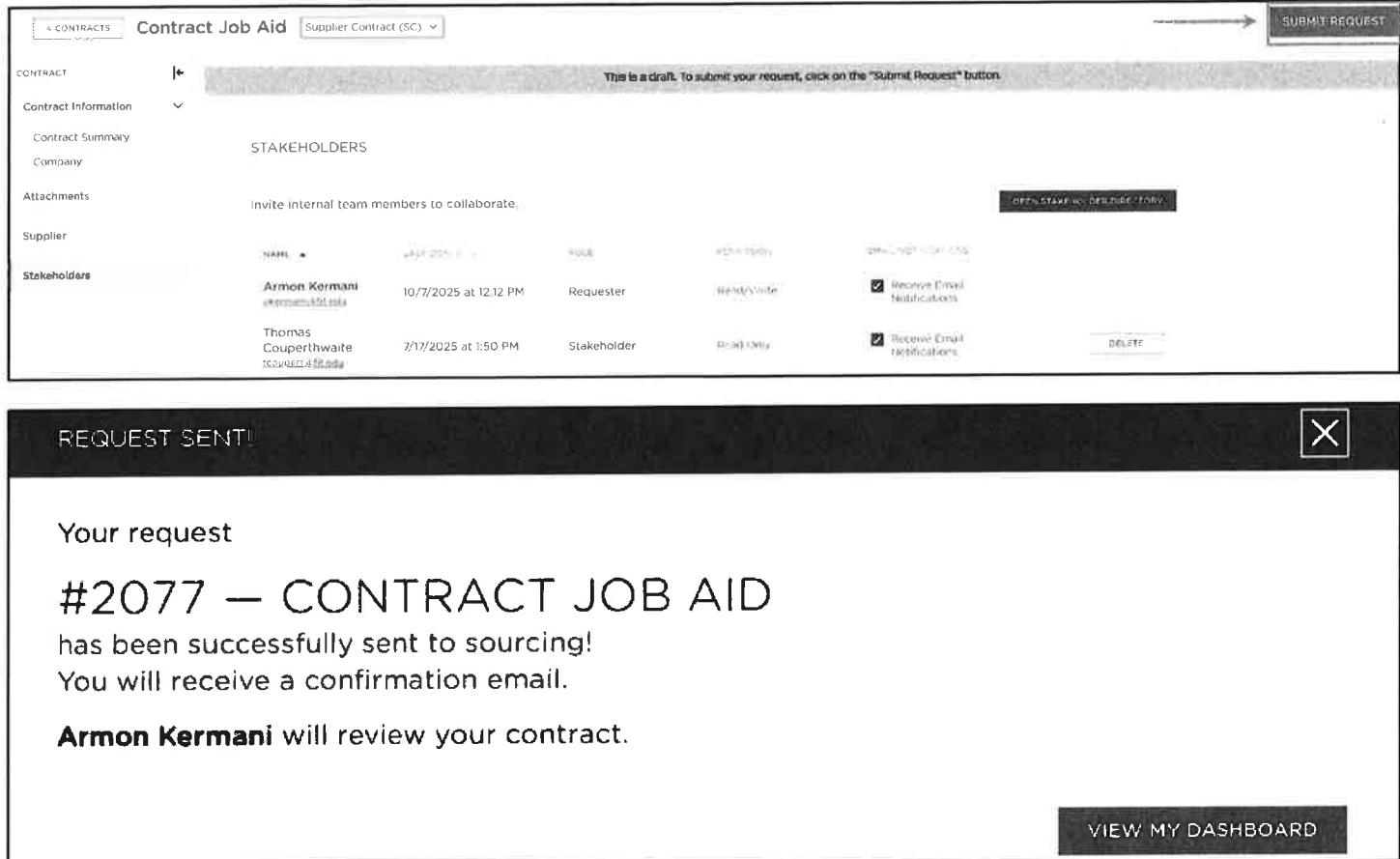
Invite internal team members to collaborate.

NAME      DATE      TIME      STATUS      EMAIL      NOTIFICATIONS

Armon Kermanni      10/7/2025 at 12:12 PM      Requester      Read/Write      Received Email Notifications

OPEN STAKEHOLDER DIRECTORY

14. Select Submit Request. You will receive information regarding a point of contact and may now close this tab.



This is a draft. To submit your request, click on the "Submit Request" button.

**STAKEHOLDERS**

Armon Kermani (armon.kermani@floridatech.edu) 10/07/2025 at 12:12 PM Requester  Receive Email Notifications

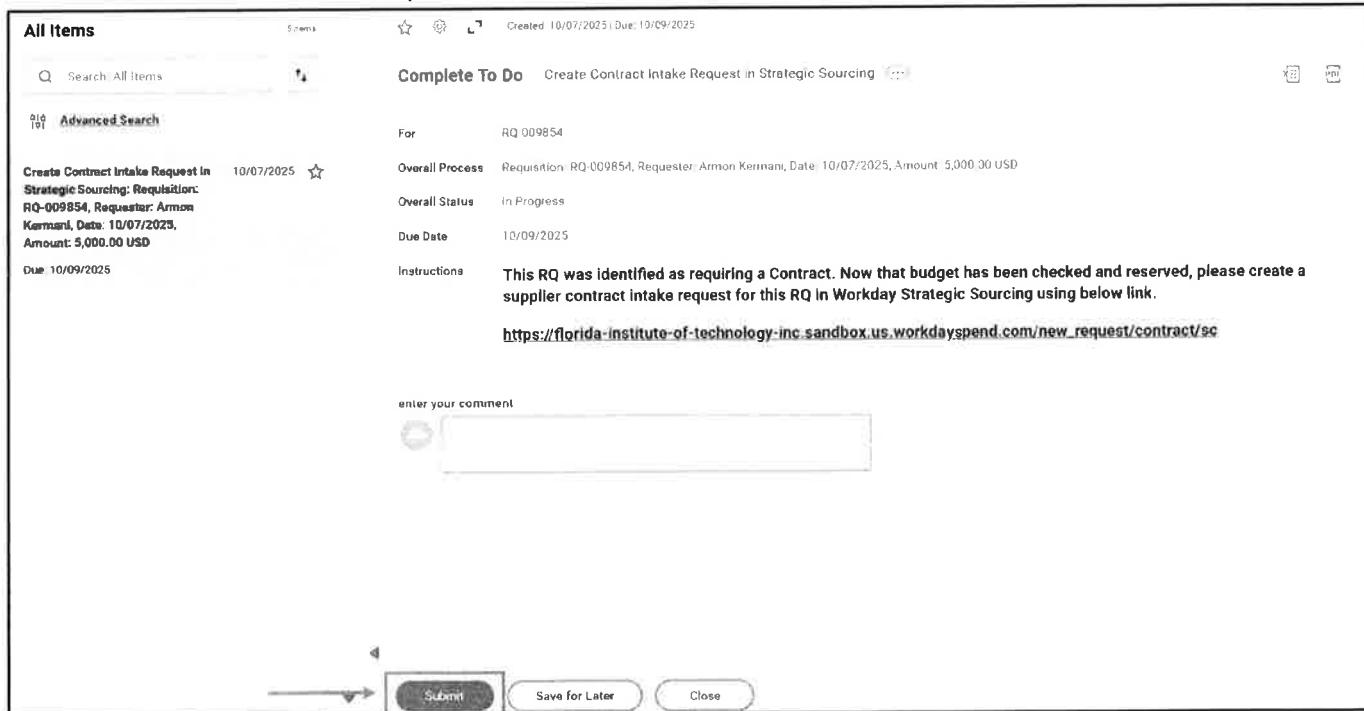
Thomas Couperthwaite (thomas.couperthwaite@floridatech.edu) 7/17/2025 at 1:50 PM Stakeholder  Receive Email Notifications [DELETE](#)

**REQUEST SENT!**

Your request  
**#2077 – CONTRACT JOB AID**  
has been successfully sent to sourcing!  
You will receive a confirmation email.  
**Armon Kermani** will review your contract.

[VIEW MY DASHBOARD](#)

15. Select Submit on Workday inbox task to mark complete and advance business process.



Complete To Do Create Contract Intake Request in Strategic Sourcing

For RQ 009854

Overall Process: Requisition RQ-009854, Requester: Armon Kermani, Date: 10/07/2025, Amount: 5,000.00 USD

Overall Status: In Progress

Due Date: 10/09/2025

Instructions: This RQ was identified as requiring a Contract. Now that budget has been checked and reserved, please create a supplier contract intake request for this RQ in Workday Strategic Sourcing using below link.

[https://florida-institute-of-technology-inc.sandbox.us.workdayspend.com/new\\_request/contract/sc](https://florida-institute-of-technology-inc.sandbox.us.workdayspend.com/new_request/contract/sc)

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