

## 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.

- Request Non-Catalog Items

Company

Florida - Institute of Technology Inc

Approval

Enron E&E Main

Request Currency

USD

Non-Catalog Request Type

Original Order

Revised Order

Service Request Details

Description

Request for (ing) 2014 Chevrolet Equinox

Spec Category

Software as a Service

Supplier

Supplier Contract

41164

Start Date

09/10/2017

End Date

09/30/2018

Estimated Amount

3,000.00

Notes

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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.

- All Items**

Search: All Items

Addressed Search

Create Contract Intake Request in Strategic Sourcing  
RQ-009654, Requestor: Arjun Karmali, Amount: \$,000.00 USD  
Amount: \$,000.00 USD  
Due: 10/04/2023

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Created: 10/01/2023 Due: 10/04/2023

### Complete To Do

Create Contract Intake Request in Strategic Sourcing

For: RQ-009654

Overall Process: Requisition: RQ-009654 Requestor: Arjun Karmali Date: 10/01/2023 Amount: 1000.00 usd

Overall Status: In Progress

Due Date: 10/04/2023

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://clouds.institute-of-technology-inc.us/workdaypscd.com/item\\_request/contract/us](https://clouds.institute-of-technology-inc.us/workdaypscd.com/item_request/contract/us)

enter your comment

Submit Save for Later Cancel

- [illegible]

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.

**Contract Job Aid** Supplier Contract (SC) SUBMIT REQUEST

CONTRACT +

Contract Information +

Contract Summary

Company

Attachments

Supplier

Stakeholders

STAKEHOLDERS

Invite internal team members to collaborate.

OPEN STAKEHOLDERS

NAME	DATE	ROLE	RESPONSIBILITY	EMAIL NOTIFICATION
Armon Kermani <a href="#">armon.kermani@flotech.edu</a>	10/7/2025 at 12:12 PM	Requester	Request/Write	<input checked="" type="checkbox"/> Receive Email Notifications
Thomas Couperthwaite <a href="#">tcouperthwaite@flotech.edu</a>	7/17/2025 at 1:50 PM	Stakeholder	Hold Only	<input checked="" type="checkbox"/> 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.

**All Items** Search: All Items Created: 10/07/2025 | Due: 10/09/2025

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

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