


REQUISITIONS, PURCHASE ORDERS & INVOICES

Search [Find a Supplier](#) on the Business & Finance site and [Procuring Goods and Services](#) on the Administrative Resource Center (ARC) site to understand the standard methods used to procure goods and services.

REQUISITION [RQ] - *Request to purchase goods and/or services not allowable on the PCard.*

The first step in acquiring a Purchase Order is to create a Requisition.

- Either: In the Search field type in **Create Requisition** or
 - Click Workday **MENU** choose **Requisitions** App (which can be added in) or
 - Click Workday **MENU Request Travel or Purchase**, click Request to Procure Goods and/or Services link. Choose Start Requisition.
-  **Request Travel or Purchase**
- After submitting a purchase Requisition, it will go through an approval process.

ORDERING METHODS:

- Search Catalog-[contracted suppliers](#) with catalogs uploaded to Workday system
- Request Non-Catalog Items-internal/non-contracted supplier but no catalog available.
- Connect to Supplier Website-preferred contracted vendors with direct purchase link.

BUCKEYE BUY –[CATALOG] -[Buckeye Buy User Guides](#)

Search Catalog link= STORES - enter a brief-detailed product description, click the Inventory box

Staples- Mandated Supplier for Office Supplies: All OFF-Campus locations are to use the Staples **Regional** Catalog. On-Campus locations use the Staples Columbus catalog.

NON-CATALOG –

For any other purchase that may require a PO and the supplier is not on contract.

GOODS – Use this requisition for a specific quantity to buy. Goods are generally tangible items, but there could be instances where a goods requisition is used to purchase a specific frequency or quantity of services (such as a monthly service arrangement) -Workday will put In-System POs in the Goods line.

SERVICE - Use this requisition for a total dollar amount to purchase. Services are generally intangible, but there could be instances where a services requisition is used to purchase goods, such as in the case of a blanket purchase order.

The [Buckeye Buy Marketplace Quotes](#) website hosts quotations from multiple contracted suppliers. Each supplier has their own portal within the site through which they submit quotations for their services and goods under contract. Quotes can be imported directly into the Workday Financial system. Initiator approves quote from supplier.

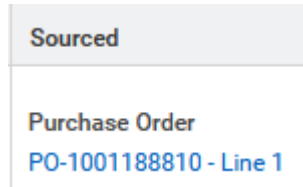
TO FIND REQUISITIONS: as the initiator type “My Requisitions” in Search field or a list of Requisitions can also be found under the Requisitions app. To find Requisitions entered by others, type “Find Requisition” OR type the number directly in the Search field.

PURCHASE ORDER [PO] - Commercial document and official offer from the buyer to seller.

This is the preferred buying tool and requires delivery to an OSU office/location. [Buying Tool Decision Tree](#) The requisition will be sourced to a purchase order, they cannot be issued directly by a requestor. Once approved a Purchase Order number will be created and initiator/supplier will be notified. **The PO number is required before an invoice can be paid.**

TO FIND PURCHASE ORDER NUMBER:

Open Requisition. To find PO#, scroll to the goods or service line. PO# is on the far right under Sourced Column. If no PO# listed, it is not yet created. Initiator will receive notification when a PO is issued from a requisition



Click the PO link to open the “View Service Order Line.” Click the PO# link there as well to get to the “View Purchase Order.”

View Purchase Order

Purchase Order [PO-1000836753](#) Status [Issued](#) Invoice Status [Partially Paid](#)

Summary		Terms and Taxes	
Company	The Ohio State University	Payment Terms	Net 60
Purchase Order Type	Blanket Purchase Order	Due Date	(empty)
Supplier	Janisource, LLC	Default Payment Type	EFT

Status [Issued](#)

Status [Successfully Completed](#)

TO CHANGE A PO (CHANGE ORDER) OR TO CLOSE A PO: Fill out the Webform on the [CFAES Finance Webpage](#), [Service Center Help](#) TAB, [Purchase Order \(PO\) Assistance for Change Order or Closure](#)

TO PRINT PURCHASE ORDERS: not a requirement- option to print: locate a PO in Workday, in View Purchase Order Screen scroll mid-way of page to line of SERVICE LINES, PROCESS HISTORY, ATTACHMENTS, PRINTING RUNS, BALANCES – choose “Printing Runs” and click on link under ‘PDF File’.

STATUS OF PURCHASE ORDERS:

- Issued: ready to use. PO# has been sent to the Supplier- doesn’t mean the supplier has been paid.(Other Status: Partially Paid Fully Paid)

AFTER-THE-FACT PURCHASE ORDERS:

When a GOOD is received or SERVICE is completed before a PO has been requested/when an Invoice has already been received. Must attach the INVOICE instead of a QUOTE and then send the invoice to AP with the PO# typed at the top.

INVOICE [INV]- *A commercial document issued by a seller to a buyer, relating to a sale transaction and indicating the products, quantities, and agreed prices for products or services the seller had provided the buyer.*

- The invoice is scanned with Optical character recognition software so therefore cannot have handwriting on it.
- Invoices must have UNIQUE Invoice Numbers, If invoice number is not provided by supplier, they will need to create a unique invoice number using the account number plus date (preferred) use dates, initials of supplier, etc...
- Lines and description must match the PO.
- PO#s must be typed in the format that Workday requires: PO-100XXXXXXX- at the top- with Invoice NUMBER and Invoice DATE.
- Invoices must be sent to apinvoices@osu.edu by either the supplier or the initiator- not both. If Accounts Payable receives more than one invoice against the PO it can create a Match Exception and freeze the PO until the Match Exception has been cleared. Match Exceptions also occur if the Invoice is over the PO amount.

Business Document Lines

RQ-1000823917
Supplier Invoice:
INV-0001777405 - 700 -
Approved
Supplier Invoice:
INV-0001996340 - 700 -
Approved
Supplier Invoice:
INV-0002269020 - 700 -
Approved
Supplier Invoice:
INV-0002606270 - 700 -
Approved

TO FIND AN INVOICE: once it has been submitted to AP and given time to be processed- drill down in the PO to locate the invoice. Scroll right in the Line to the Business Document Lines to see if the INV # shows below the RQ# there. Then click the INV link to get to the **View Supplier Invoice Line** screen, click Supplier Invoice: INV# link To open the invoice- click on the link on the right side of the screen by **Document Link**.

TO COMPLETE PAYMENT CYCLE: Watch for action in Workday system to approve payment for Blanket PO Invoices and \$3000 & over invoices.

TO FIND UNIPRINT INVOICES: click on the MFDs Copiers TAB on the [UniPrint Webpage](#)

PAYMENT TERMS ARE NET 30, 60, 90: depending on the status of the vendor in Workday or how the vendor is to be paid, either by check or by EFT. Due date is determined by this Net status after the Invoice Date.

TRANSACTION REFERENCE is the Check #, if an **E** in front of this number, that indicates paid by Electronic Funds Transfer – a Direct Deposit. Checks are only cut weekly on Thursdays, and EFTs are done on all business days.

INVOICE STATUS: Paid, Approved, Matched, Unpaid, Match Exception, Partially Paid

DO NOT FAX OR MAIL INVOICES TO COLUMBUS for payment. Invoices are to be emailed to apinvoices@osu.edu in Pdf format only

TO FIND DATE PAID OR REFERENCE NUMBERS: the Activity TAB doesn't show up unless the invoice is in "PAID" status. To find paid date or check/EFT reference numbers: in 'View Supplier Invoice' screen, click on Activity TAB, then ellipsis (...) beside the magnifying glass when hovering over it- Then click 'Accounting- View Accounting' in gray column of popup- that opens "Operational Journal Information" screen to show Check #, or EFT reference #, under 'Additional Worktags' column.

Invoice Lines	Matching Summary	Activity	Process History
Payments 1 item			
Supplier Payment	Payment Date	Status	
q	05/20/2021	Complete	