

# Catalog searching in Buckeye Buy

The Workday default search method-- “Requisition Worklet”

Searching for Univ Warehouse (Stores) items

Identifying a “health systems only” item

The alternative “create requisition” method

Sorting through the supplier websites

# The Requisition Worklet method

- Begin by clicking the Requisitions icon on your Workday dashboard. Then verify that the Buckeye Buy requisition type is selected. Click on the Search Catalog link in Workday and enter a product description and supplier name if desired. Check the supplier and catalog names in the left margin to narrow the search to just that catalog.

The screenshot displays the 'Search for Goods and Services' interface in Workday. On the left, a navigation sidebar shows filters for 'Preferred' (1), 'Supplier' (1/5), 'Category' (4), and 'Item Tags' (6). The 'Supplier' filter is expanded, showing 'ELITE CONSTRUCTION...' selected. The main search area has a search bar containing 'Journeyman Elite'. Below the search bar, it shows '6 Results' and 'Sort by: Relevance'. Two filters are applied: 'Catalog: EliteConstruction' and 'Supplier: ELITE CONSTRUCTION DESIGN MANAGEMENT LLC'. A 'Legend' section is visible below the filters. The search results list two items:

Item Name	Price
Journeyman - PWG, Holiday	\$99.25 USD / Hours
Journeyman - PWG, Standard	\$66.20 USD / Hours

Each item entry includes a quantity input field (set to 1) and an 'Add to Cart' button. The item details for 'Journeyman - PWG, Holiday' are: Supplier: ELITE CONSTRUCTION DESIGN MANAGEMENT LLC | Supplier Item Identifier: EliteJPWH | Manufacturer: Elite Construction Design Management, LLC. | Manufacturer Part Number: EliteJPWH. The item details for 'Journeyman - PWG, Standard' are: Supplier: ELITE CONSTRUCTION DESIGN MANAGEMENT LLC | Supplier Item Identifier: EliteJPWSTD | Manufacturer: Elite Construction Design Management, LLC. | Manufacturer Part Number: EliteJPWSTD.

A search of the Panera catalog by supplier name using the Requisition worklet method returns 50 lines. This is the maximum number of results that will return at one time using this search method.

The screenshot displays a 'Search Results' page in a procurement system. The main search area is titled 'Search for Goods and Services' and shows a search for 'Panera' with 50 results. The results are filtered by 'Supplier: CAD CAPITAL LLC' and 'Catalog: Panera'. The items listed include:

- Catering Service (for use with customized quote)**: Supplier: CAD CAPITAL LLC | Supplier Item Identifier: Panera 650 | Manufacturer: Panera | Manufacturer Part Number: Panera 650. Price: \$1.00 USD / Each.
- Unsweetened Iced Tea Tote**: Supplier: CAD CAPITAL LLC | Supplier Item Identifier: Panera 428 | Manufacturer: Panera | Manufacturer Part Number: Panera 428. Price: \$11.69 USD / Each.
- Tip/Gratuity**: Supplier: CAD CAPITAL LLC | Supplier Item Identifier: Panera 500 | Manufacturer: Panera | Manufacturer Part Number: Panera 500. Price: \$1.00 USD / Each.
- Boxed Breakfast: Spinach and Bacon Baked Egg Souffle**: Supplier: CAD CAPITAL LLC | Supplier Item Identifier: Panera 161. Price: \$8.72 USD / Each.

On the right side, the 'Requisition Details' are shown, including the requester (Christine Keough), company (The Ohio State University), currency (USD (\$)), and requisition type (Buckeye Buy Request). The 'Worktags' section includes cost center and balancing unit information.

# Searching for Univ Warehouse (Stores) items

- Search by item number or a basic description of the product. Select the Inventory box in the left margin to narrow the search to Stores items.
- Stores item descriptions include the word “Stocked” along with the name of the warehouse as shown below. Most Stores items have images associated with them.

The screenshot shows a search interface with a left-hand navigation menu and a main search results area. The search bar contains the text 'copy paper'. The results section shows 10 results, with the first result being '10044202 - COPY PAPER, 8.5X11, 30% RECYCLED, LETTER SIZE, MULTI-USE : STAPLES CONTRACT AND COMMERCIAL INC'. The result includes an image of a box of paper, a price of \$39.97 USD / Case, and an 'Add to Cart' button. The left-hand menu has a 'Clear All' button and two main categories: 'Preferred' (1/3 items) and 'Supplier' (16 items). Under 'Preferred', the 'Inventory' checkbox is checked, while 'Preferred Item' and 'Priority Supplier' are unchecked. Under 'Supplier', three items are listed: 'ADVANCED INSTRUMENTS...', 'ADVANCED STERILIZATION...', and 'ALCOR SCIENTIFIC INC'.

Clear All

Preferred 1 / 3

Inventory

Preferred Item

Priority Supplier

Supplier 16

ADVANCED INSTRUMENTS...

ADVANCED STERILIZATION...

ALCOR SCIENTIFIC INC

Search for Goods and Services

copy paper

10 Results Sort by: Relevance

Applied Preferred: Inventory

Legend

 **10044202 - COPY PAPER, 8.5X11, 30% RECYCLED, LETTER SIZE, MULTI-USE : STAPLES CONTRACT AND COMMERCIAL INC**

Item Identifier: 10044202 | Stocked: UNIV Main Warehouse (Available Quantity: 435)  
Manufacturer: STAPLES | Manufacturer Part Number: 112350TL

\$39.97 USD / Case

1 Add to Cart

## Identifying a “Health System only” item

Health systems items rarely include images and never include the name of a UNIV warehouse.

To verify that an item is Health Systems only, click on the blue link in the description. The OSUHS item tag identifies that item as health systems only.



[10006988 - PAPER PRINTER 5 PLY : STERIS CORPORATION](#)

Item Identifier: 10006988

Supplier: STERIS CORPORATION | Supplier Item Identifier: P-117018-797

Manufacturer: STERIS CORP | Manufacturer Part Number: P-117018-797

### 10006988 - PAPER PRINTER 5 PLY : STERIS CORPORATION

Item Identifier: 10006988

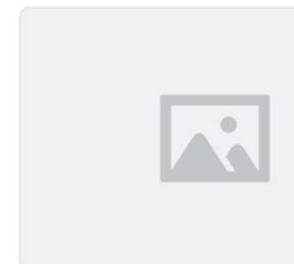
Supplier: STERIS CORPORATION

Supplier Item Identifier: P-117018-797

Manufacturer: STERIS CORP

Manufacturer Part Number: P-117018-797

PAPER PRINTER 5 PLY



UNSPSC	42281808
Spend Category	Med Supplies - Cleaning and Sterilization (SC10460)
Purchase Item Group	Supply
Item Tags	OSUHS, Epic Item

# Stores items vs Health System only items

## Stores items

“Stocked” and the warehouse name in the item description. Most items have images



10044202 - COPY PAPER, 8.5X11, 30% RECYCLED, LETTER SIZE, MULTI-USE : STAPLES CONTRACT AND COMMERCIAL INC

Item Identifier: 10044202 | Stocked: UNIV Main Warehouse (Available Quantity: 480)

Manufacturer: STAPLES | Manufacturer Part Number: 112350TL

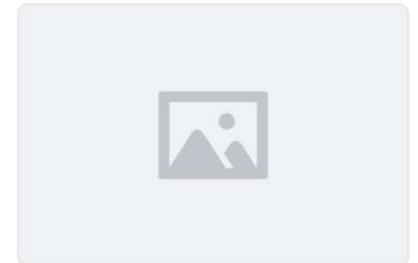
## Medical Center items

Usually lacking images. OSUHS item tag in the detailed view of the description.

10006988 - PAPER PRINTER 5 PLY : STERIS CORPORATION 

Item Identifier: 10006988  
Supplier: STERIS CORPORATION  
Supplier Item Identifier: P-117018-797  
Manufacturer: STERIS CORP  
Manufacturer Part Number: P-117018-797

PAPER PRINTER 5 PLY



UNSPSC	42281808
Spend Category	Med Supplies - Cleaning and Sterilization (SC10460)
Purchase Item Group	Supply
Item Tags	OSUHS, Epic Item

## Requisition Worklet benefits and limitations

**Benefits**—Requisition icon is on the Workday user dashboard. This search is effective if you have an item number or specific product or service description.

An Inventory box in the left margin of the results page makes it easy to narrow the search to just Stores items.

**Limitation**—only 50 lines of results will return even if the catalog has more than 50 items. Only a specific search for an item beyond that 50 will return positive results.

## The Create Requisition method

Enter “create requisition” in the Workday search box, enter the Buckeye Buy requisition type, click on search catalog and enter either supplier name or product description or both.

Check the supplier and catalog boxes in the left margin to narrow the search to only that supplier catalog.

**Benefit**– Best option for searching if you need to see an entire supplier catalog. About half of the Univ Buckeye Buy catalogs have more than 50 items.

**Limitation**-The Stores inventory items are not visible in the create requisition search.

Search of the Panera catalog using the create requisition method. Notice that 126 items return. This is the full catalog.

The screenshot shows a web interface for a requisition system. At the top, there is a navigation bar with a 'MENU' icon, a red logo, and a search bar containing 'create requisition'. Below this is a dark grey header with the text 'Search Catalog'. Underneath, there are four filters: 'Company: The Ohio State University', 'Requester: Christine Keough', 'Currency: USD', and 'Requisition Type: Buckeye Buy Request'. A search bar contains the text 'Panera' and a 'Saved Searches' link. The main content area is split into two columns. The left column, titled 'Current Search', contains 'Save' and 'Clear All' buttons, and three expandable sections: 'Category', 'Supplier' (with 'CAD CAPITAL LLC (126)' selected), and 'Catalog' (with 'Panera (126)' selected). The right column shows '126 Results' and a list of three items, each with a checkbox, an image, a title, and a description: '1 Dozen Petite Cookies' (\$6.11), 'Cookies & Brownies Package' (\$22.49), and 'INDIVIDUAL Cookie' (\$2.60).

**Search Catalog**

Company: The Ohio State University | Requester: Christine Keough | Currency: USD | Requisition Type: Buckeye Buy Request

Q Panera

> Saved Searches

**Current Search**

Save Clear All

> **Category**

▼ **Supplier**

CAD CAPITAL LLC (126)

▼ **Catalog**

Panera (126)

**126 Results**

-  **1 Dozen Petite Cookies**  
CAD CAPITAL LLC | \$6.11 | USD | Each | Food - Restaurants and Catering (SC10671) | Panera 415
-  **Cookies & Brownies Package**  
CAD CAPITAL LLC | \$22.49 | USD | Each | Food - Restaurants and Catering (SC10671) | Panera 414
-  **INDIVIDUAL Cookie**  
CAD CAPITAL LLC | \$2.60 | USD | Each | Food - Restaurants and Catering (SC10671) | Panera 413

# Filtering the supplier websites by supplier name

- Click on the Supplier link name column header and enter supplier name in the Value box and click the blue Filter button to locate the supplier website without scrolling.

### Connect to Supplier Website

Company: The Ohio State University    Requester: Christine Keough    Currency: USD    Requisition Type: Buckeye Buy Request

Supplier Websites 76 items

Logo	Supplier Link Name	Multi-Supplier	Supplier
	↑ Sort Ascending ↓ Sort Descending	<input type="checkbox"/>	ACE SCREEN PRINTING
	Filter Condition * contains	<input type="checkbox"/>	AMER SOLUTIONS FOR BUSINESS
	Value * Life Technologies	<input type="checkbox"/>	AMTEX SUPPLY HOLDINGS INC
	<input type="button" value="Filter"/>	<input type="checkbox"/>	ANC PROMOTIONS

The search is narrowed to the requested supplier website

## Connect to Supplier Website



Company  
The Ohio State University

Requester  
Christine Keough

Currency  
USD

Requisition Type  
Blanket Purchase Order

Supplier Websites 1 of 77 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	
	LIFE TECHNOLOGIES THERMO FISHER (UNIV)	<input type="checkbox"/>	LIFE TECHNOLOGIES	Life sciences products. Custom quotes available. <a href="https://busfin.osu.edu/buy-sell-travel/purchasing/find-supplier">https://busfin.osu.edu/buy-sell-travel/purchasing/find-supplier</a>	<a href="#">Connect</a>