

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 sidebar contains filters for 'Preferred' (1), 'Priority Supplier', 'Supplier' (1 / 5), and 'Category' (4). The 'Supplier' filter is expanded, showing a list of suppliers with 'ELITE CONSTRUCTION...' selected. The main search area shows 'Journeyman Elite' entered in the search bar. Below the search bar, it indicates '6 Results' and 'Sort by: Relevance'. The search results are filtered by 'Applied' criteria: 'Catalog: EliteConstruction' and 'Supplier: ELITE CONSTRUCTION DESIGN MANAGEMENT LLC'. Two results are shown: 'Journeyman - PWG, Holiday' and 'Journeyman - PWG, Standard'. Each result includes a quantity input field set to '1' and an 'Add to Cart' button.

Item Name	Price	Quantity	Action
Journeyman - PWG, Holiday Supplier: ELITE CONSTRUCTION DESIGN MANAGEMENT LLC Supplier Item Identifier: EliteJPWH Manufacturer: Elite Construction Design Management, LLC. Manufacturer Part Number: EliteJPWH	\$99.25 USD / Hours	1	Add to Cart
Journeyman - PWG, Standard Supplier: ELITE CONSTRUCTION DESIGN MANAGEMENT LLC Supplier Item Identifier: EliteJPWSTD Manufacturer: Elite Construction Design Management, LLC. Manufacturer Part Number: EliteJPWSTD	\$66.20 USD / Hours	1	Add to Cart

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.

Search Results

Filter Results

Clear All

Supplier

1 / 1

☒ CAD CAPITAL LLC

Category

1

☐

Catalog

1 / 1

☒ Panera

Search for Goods and Services

Q Panera

x

50 Results


Sort by: Relevance

Applied

Catalog: Panera

Supplier: CAD CAPITAL LLC

> Legend



Catering Service (for use with customized quote)


Supplier: CAD CAPITAL LLC | Supplier Item Identifier: Panera 650

Manufacturer: Panera | Manufacturer Part Number: Panera 650

\$1.00 USD / Each

1

Add to Cart



Unsweetened Iced Tea Tote


Supplier: CAD CAPITAL LLC | Supplier Item Identifier: Panera 428

Manufacturer: Panera | Manufacturer Part Number: Panera 428

\$11.69 USD / Each

1

Add to Cart



Tip/Gratuity


Supplier: CAD CAPITAL LLC | Supplier Item Identifier: Panera 500

Manufacturer: Panera | Manufacturer Part Number: Panera 500

\$1.00 USD / Each

1

Add to Cart



Boxed Breakfast: Spinach and Bacon Baked Egg Souffle

Supplier: CAD CAPITAL LLC | Supplier Item Identifier: Panera 161

\$8.72 USD / Each

Add to Cart

Requisition Details

Requesting for

Christine Keough

Company

The Ohio State University

Currency

USD (\$)

Requisition Type

Buckeye Buy Request

Deliver-To

Stores and Receiving 101

Ship-To

2650 Kenny Rd...

Worktags

Cost Center: CC11684 Business an...

Balancing Unit: BL1163 Business a...

2 more worktags [view all worktags](#)

Edit Details

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.

Clear All

Preferred

1 / 3

☒ Inventory

☐ Preferred Item

☐ Priority Supplier

Supplier

16

☐ ADVANCED INSTRUMENTS...

☐ ADVANCED STERILIZATION...

☐ ALCOR SCIENTIFIC INC

Search for Goods and Services

Q

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

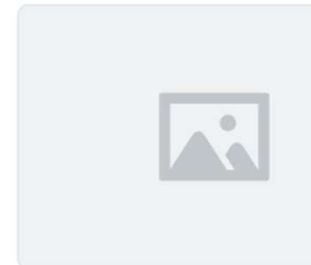
Supplier: STERIS CORPORATION

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

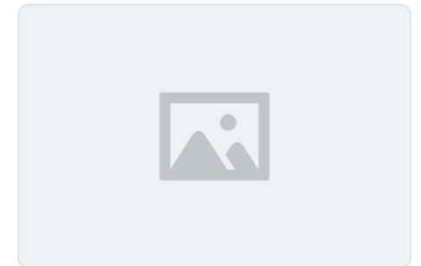
Supplier: STERIS CORPORATION

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

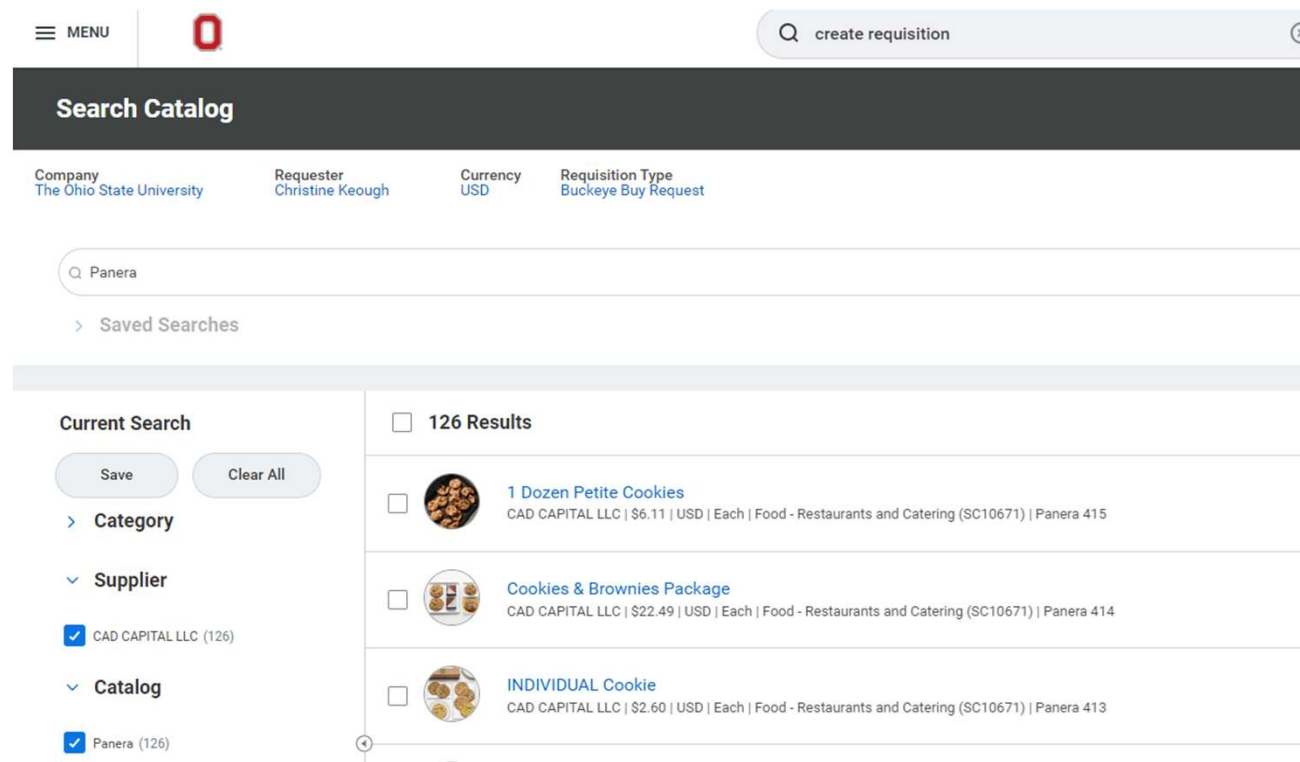
Enter “create requisition” in the Workday search box, enter the Buckeye Buy requisition type, click on search catalog and enter either supplier name or product description or both.

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.



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
		<div>↑ Sort Ascending</div> <div>↓ Sort Descending</div>	<input type="checkbox"/>	ACE SCREEN PRINTING
		<div>Filter Condition *</div> <div>contains ▼</div>	<input type="checkbox"/>	AMER SOLUTIONS FOR BUSINESS
		<div>Value *</div> <div>Life Technologies</div>	<input type="checkbox"/>	AMTEX SUPPLY HOLDINGS INC
		<div>Filter</div>	<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. http://busfin.osu.edu/buy-sell-travel/purchasing/find-supplier	<div>Connect</div>