



**THE OHIO STATE UNIVERSITY**

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# Workday Requisition Crosswalk

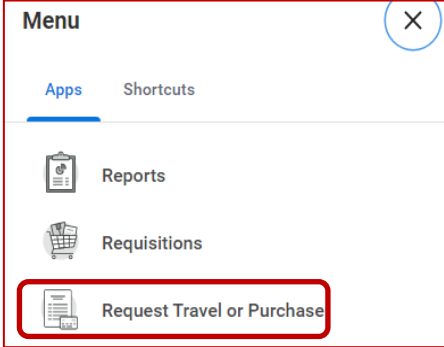

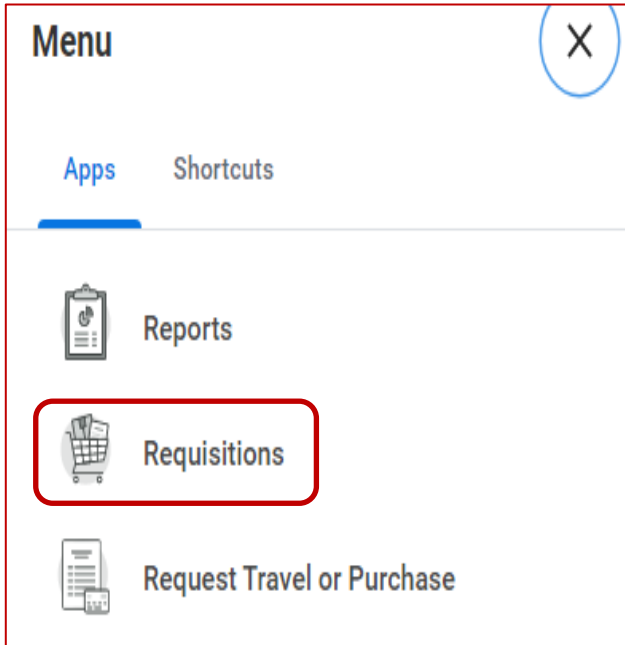


# Purpose

- Workday has been updated to simplify the Requisition purchasing experience.
- The following guide provides comparisons of the “clicks” needed within Workday to complete a Requisition under the old and new purchasing experiences.
  - **Starting a Requisition** – Page 3 & 4
  - **Buckeye Buy Requisition**
    - Hosted Catalog – Page 5
    - RoundTrip/Punchout Suppliers – Page 6 & 7
    - Marketplace Supplier – Page 6 & 7
  - **Non-Catalog Request** – Page 8
  - **Checkout** – Page 9



# Side-by-side comparison – Starting a Requisition

Old Process		New Process									
<p>In the Menu, choose the Request Travel or Purchase app</p> <p>AND</p> <p>Request to procure goods and/or services</p> <p>-OR-</p> <p>Type Create Requisition in the Workday search bar</p>	 <table border="1" data-bbox="598 778 1235 1078"> <thead> <tr> <th>I need to...</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Request preapproval for travel</td> <td>Create a Spend Authorization to request approval to travel on behalf of the university with or without expected expenses. Embarking on travel and/or the prepayment of travel expenses is only permitted after an approved Spend Authorization is issued.</td> </tr> <tr> <td>Request an expense reimbursement and/or process PCard transactions</td> <td>Create an Expense Report to request a reimbursement for costs personally expensed for business needs or travel on behalf of the university and/or process a PCard transaction associated with business expenses. Transactions must be expensed in a timely manner.</td> </tr> <tr> <td>Request to procure goods and/or services</td> <td>Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requets. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc.</td> </tr> </tbody> </table> 	I need to...	Description	Request preapproval for travel	Create a Spend Authorization to request approval to travel on behalf of the university with or without expected expenses. Embarking on travel and/or the prepayment of travel expenses is only permitted after an approved Spend Authorization is issued.	Request an expense reimbursement and/or process PCard transactions	Create an Expense Report to request a reimbursement for costs personally expensed for business needs or travel on behalf of the university and/or process a PCard transaction associated with business expenses. Transactions must be expensed in a timely manner.	Request to procure goods and/or services	Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requets. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc.	<p>In the Menu, click the Requisitions app</p>	
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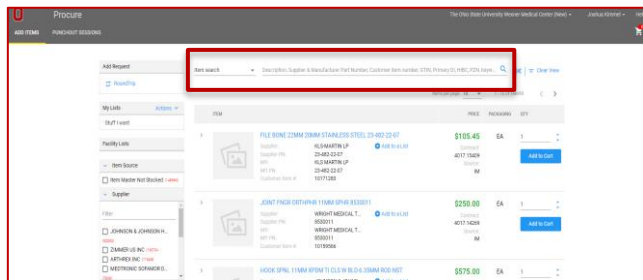
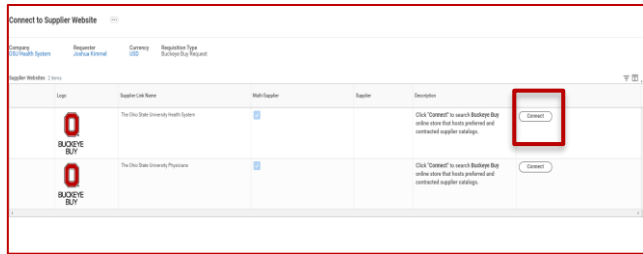
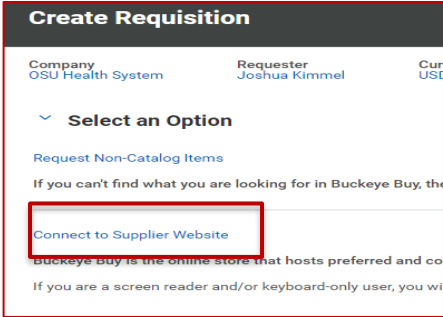
# Side-by-side comparison – Starting a Requisition

Old Process		New Process	
Complete Requisition Information	<p><b>Create Requisition</b></p> <p>Requester * <input type="text" value="Search"/></p> <p>Company * <input type="text" value="The Ohio State University"/></p> <p>Currency * <input type="text" value="USD"/></p> <p>Requisition Type * <input type="text"/></p> <p>Deliver-To * <input type="text"/></p> <p>Ship-To * <input type="text" value="901 Woody Hayes Drive, Columbus, OH 43210 United States of America"/></p>	Click Gear Icon to Complete Requisition Information	



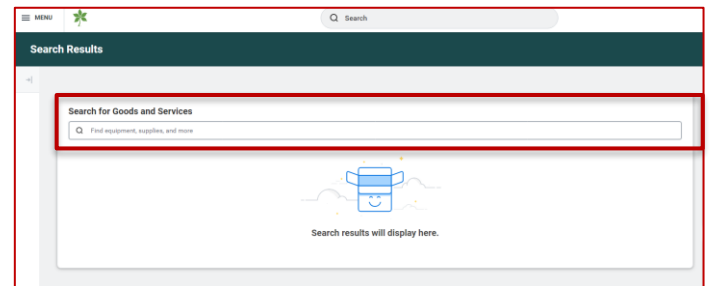
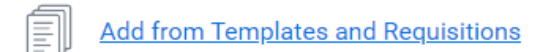
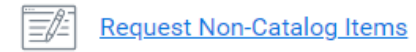
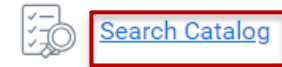
# Side-by-side comparison – Buckeye Buy Requisition

Old Process	New Process
<p>GHX Hosted Catalog –</p> <p>Connect to Supplier Website</p> <p>Click Connect</p>	<p>Search Catalog</p>
<p>Search for Items</p>	<p>Search for Items</p>



## New Process

### Ordering Methods





# Side-by-side comparison – Buckeye Buy Requisition

Old Process	New Process
<p data-bbox="183 575 563 739">GHX RoundTrip / Punchout Suppliers –</p> <p data-bbox="183 803 558 911">Connect to Supplier Website</p> <p data-bbox="219 975 527 1018">Click Connect</p> <p data-bbox="196 1089 547 1139">Click RoundTrip</p> <div data-bbox="639 362 1082 676"> </div> <div data-bbox="606 714 1243 959"> </div> <div data-bbox="606 1025 1243 1302"> </div>	<div data-bbox="1646 494 2305 1153"> <h3 data-bbox="1676 534 1977 572">Ordering Methods</h3> <ul style="list-style-type: none"> <li data-bbox="1684 625 1972 686"> <a href="#">Search Catalog</a></li> <li data-bbox="1684 772 2130 815"> <a href="#">Request Non-Catalog Items</a></li> <li data-bbox="1684 905 2147 976"> <a href="#">Connect to Supplier Website</a></li> <li data-bbox="1684 1048 2262 1096"> <a href="#">Add from Templates and Requisitions</a></li> </ul> </div> <p data-bbox="1360 748 1544 962">Connect to Supplier Website</p>

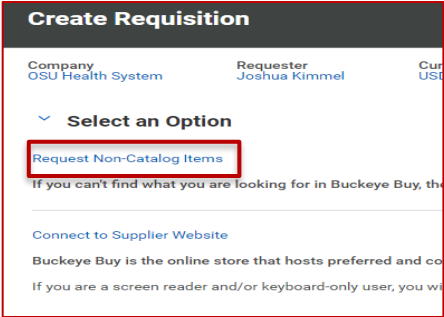
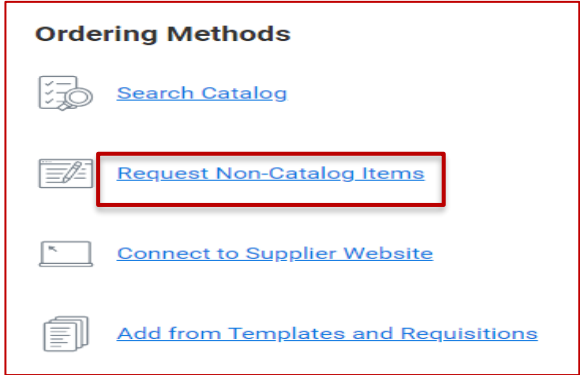
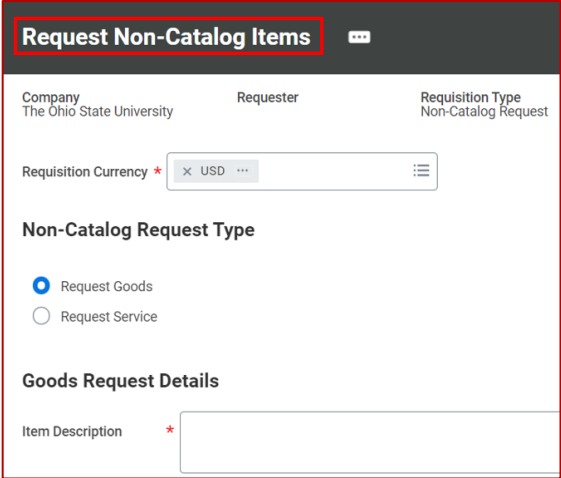
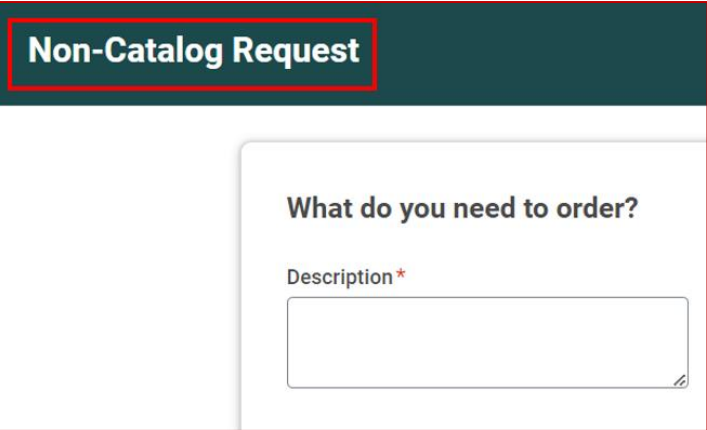


# Side-by-side comparison – Buckeye Buy Requisition

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<p>Select from RoundTrip Suppliers</p>		<p>Select Supplier and Click Connect</p>	<table border="1"> <thead> <tr> <th>Logo</th> <th>Supplier Link Name</th> <th>Multi-Supplier</th> <th>Supplier</th> <th>Description</th> <th>Connect</th> </tr> </thead> <tbody> <tr> <td></td> <td>ACE SCREEN PRINTING (UNIV)</td> <td><input type="checkbox"/></td> <td>ACE SCREEN PRINTING</td> <td>Promotional products. Custom quote calling. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a></td> <td>Connect</td> </tr> <tr> <td></td> <td>AMERICAN HOTEL REGISTER COMPANY (UNIV)</td> <td><input type="checkbox"/></td> <td>AMTEX SUPPLY HOLDINGS INC</td> <td>Hotel amenities and hospitality supplies. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a></td> <td>Connect</td> </tr> <tr> <td></td> <td>AMER SOLUTIONS FOR BUSINESS (UNIV)</td> <td><input type="checkbox"/></td> <td>AMER SOLUTIONS FOR BUSINESS</td> <td>Promotional products. Custom quote calling. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a></td> <td>Connect</td> </tr> <tr> <td></td> <td>AMC PROMOTIONS, JAM DISTRIBUTION (UNIV)</td> <td><input type="checkbox"/></td> <td>AMC PROMOTIONS</td> <td>Promotional products. Custom quote calling. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a></td> <td>Connect</td> </tr> <tr> <td></td> <td>APPLIED INDUSTRIAL TECHNOLOGIES INC (UNIV)</td> <td><input type="checkbox"/></td> <td>APPLIED INDUSTRIAL TECHNOLOGIES INC</td> <td>MRO Supplies Printing. Custom quote available. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a></td> <td>Connect</td> </tr> <tr> <td></td> <td>ARAMARK REFRESHMENT SERVICES (UNIV)</td> <td><input type="checkbox"/></td> <td>ARAMARK REFRESHMENT SERVICES</td> <td>Office Coffee and Hot Beverage Service. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a></td> <td>Connect</td> </tr> <tr> <td></td> <td>B&amp;H PHOTO &amp; ELECTRONICS CORP (UNIV)</td> <td><input type="checkbox"/></td> <td>B&amp;H PHOTO &amp; ELECTRONICS CORP</td> <td>Photo, Video and Audio equipment and supplies. Custom quote available. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a></td> <td>Connect</td> </tr> </tbody> </table>	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect		ACE SCREEN PRINTING (UNIV)	<input type="checkbox"/>	ACE SCREEN PRINTING	Promotional products. Custom quote calling. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a>	Connect		AMERICAN HOTEL REGISTER COMPANY (UNIV)	<input type="checkbox"/>	AMTEX SUPPLY HOLDINGS INC	Hotel amenities and hospitality supplies. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a>	Connect		AMER SOLUTIONS FOR BUSINESS (UNIV)	<input type="checkbox"/>	AMER SOLUTIONS FOR BUSINESS	Promotional products. Custom quote calling. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a>	Connect		AMC PROMOTIONS, JAM DISTRIBUTION (UNIV)	<input type="checkbox"/>	AMC PROMOTIONS	Promotional products. Custom quote calling. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a>	Connect		APPLIED INDUSTRIAL TECHNOLOGIES INC (UNIV)	<input type="checkbox"/>	APPLIED INDUSTRIAL TECHNOLOGIES INC	MRO Supplies Printing. Custom quote available. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a>	Connect		ARAMARK REFRESHMENT SERVICES (UNIV)	<input type="checkbox"/>	ARAMARK REFRESHMENT SERVICES	Office Coffee and Hot Beverage Service. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a>	Connect		B&H PHOTO & ELECTRONICS CORP (UNIV)	<input type="checkbox"/>	B&H PHOTO & ELECTRONICS CORP	Photo, Video and Audio equipment and supplies. Custom quote available. <a href="https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846">https://buy.ohio-state.edu/buyreq/2846/can/buyreq/2846</a>	Connect
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<p>Select Marketplace Quotes</p>		<p>Select Marketplace Quotes</p>																																																	



# Side-by-side comparison – Non-Catalog Request

Old Process		New Process	
Request Non-Catalog Items	 <p><b>Create Requisition</b></p> <p>Company: OSU Health System   Requester: Joshua Kimmel   Currency: USD</p> <p>Select an Option</p> <p><b>Request Non-Catalog Items</b></p> <p>If you can't find what you are looking for in Buckeye Buy, the</p> <p>Connect to Supplier Website</p> <p>Buckeye Buy is the online store that hosts preferred and co</p> <p>If you are a screen reader and/or keyboard-only user, you wi</p>	Request Non-Catalog Items	 <p><b>Ordering Methods</b></p> <ul style="list-style-type: none"> <li>Search Catalog</li> <li><b>Request Non-Catalog Items</b></li> <li>Connect to Supplier Website</li> <li>Add from Templates and Requisitions</li> </ul>
Complete Requisition Information	 <p><b>Request Non-Catalog Items</b></p> <p>Company: The Ohio State University   Requester:   Requisition Type: Non-Catalog Request</p> <p>Requisition Currency: USD</p> <p><b>Non-Catalog Request Type</b></p> <p><input checked="" type="radio"/> Request Goods <input type="radio"/> Request Service</p> <p><b>Goods Request Details</b></p> <p>Item Description *</p>	Complete Requisition Information	 <p><b>Non-Catalog Request</b></p> <p>What do you need to order?</p> <p>Description*</p>





# Side-by-side comparison – Checkout

Old Process	New Process
<p>Submit in GHX</p> <p>View Cart</p> <p>Checkout</p>	<p>Checkout</p>
