PROCUREMENT MANUAL

A GUIDE TO PURCHASING, APPROVING, AND RECEIVING GOODS AND SERVICES VIA WORKDAY

goodwill

Goodwill
SAN FRANCISCO BAY

TABLE OF CONTENTS

GETTING STARTED:

To purchase items, you begin with a requisition. A requisition is a request that lists the items (e.g., goods/services) you want to purchase. To get started, review the decision tree below and follow the steps.

REQUISITION DECISION TREE

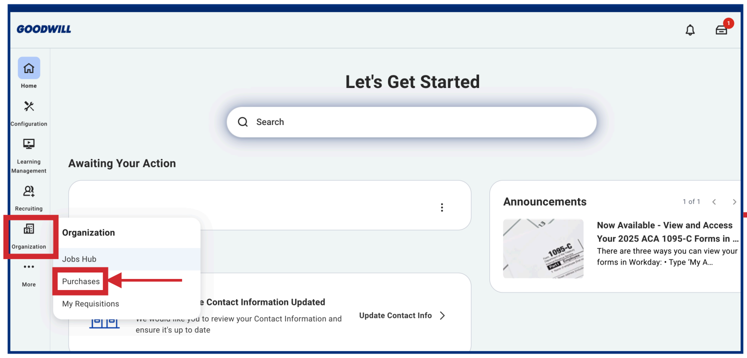
1. Are you attempting to create a requisition to purchase Goods and/or Services from a new Supplier?
    - A. If yes, refer to the **Workday Request a New Supplier Guide.** Continue with Question #2 after the new Supplier is added.
    - B. If no, proceed to Question #2.

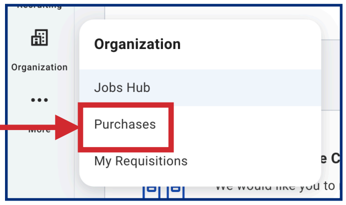
2. Are you attempting to create a Punch Out Requisition to purchase Goods from an external supplier connect such as Amazon or ODP?
    - A. If yes, see pages 4-7
    - B. If no, proceed to question #3

3. Can the Goods and/or Services be found in the Workday catalog for the Supplier?
    - A. If yes, see page 8 for steps on **How to Create a Requisition for Catalog Items**
    - B. If no, see page 10 for steps on **How to Create a Requisition for Non-Catalog Items**

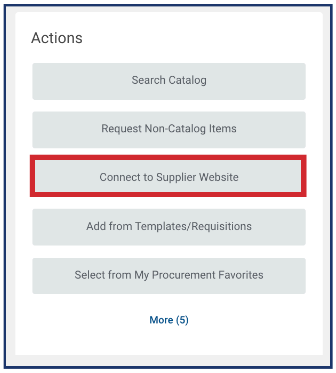
HOW TO CREATE A PUNCH OUT REQUISITION FOR ODP ITEMS

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

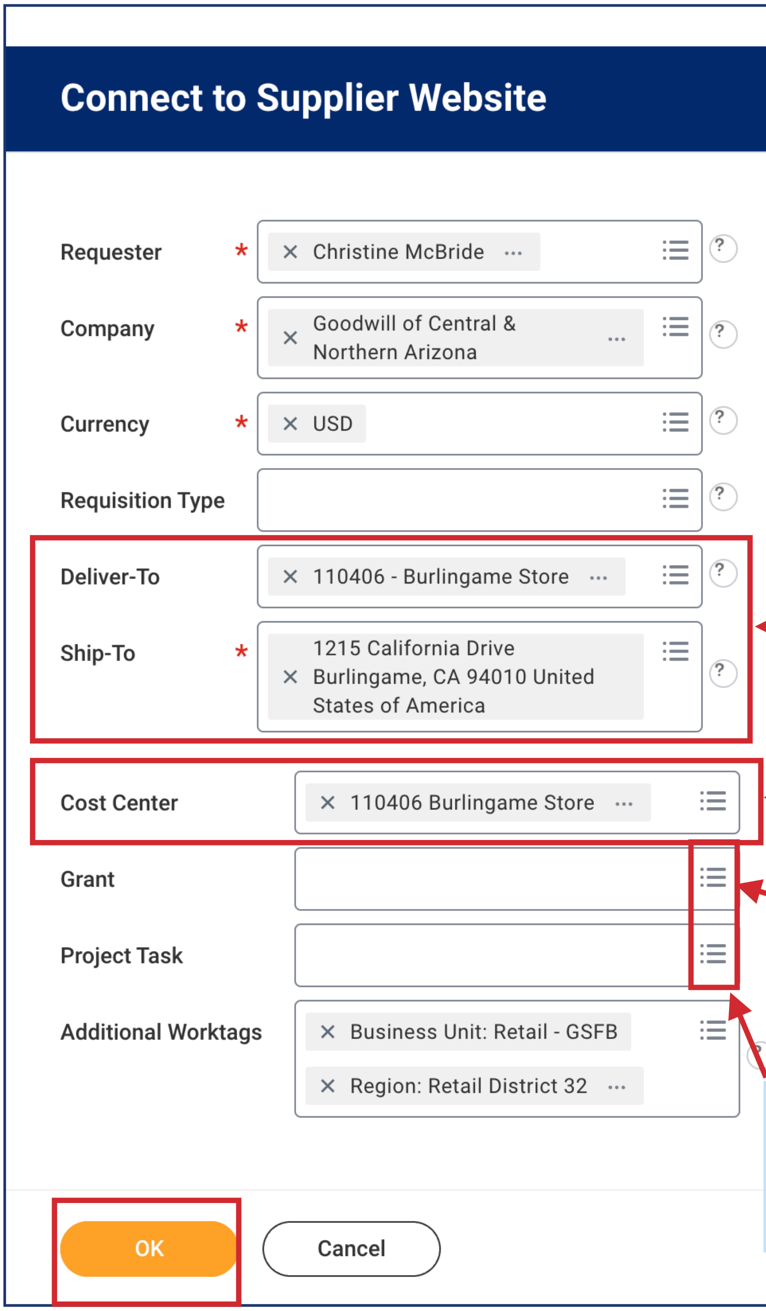




2. Click **Connect to Supplier Website**



3. Under *Requisition Type*, > Review the form > Make changes, if necessary > Click **OK**



IMPORTANT! Confirm that the *Deliver-To* and *Ship-To* locations are correct.

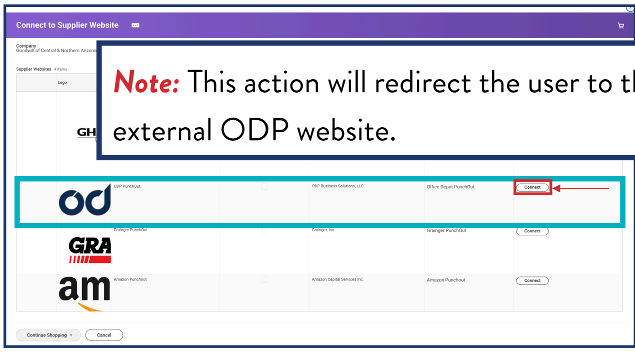
Note: The cost center auto-populates. If the cost center needs to be changed, click the stacked bars icon and select the appropriate option.

Note: If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.

Note: If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option.

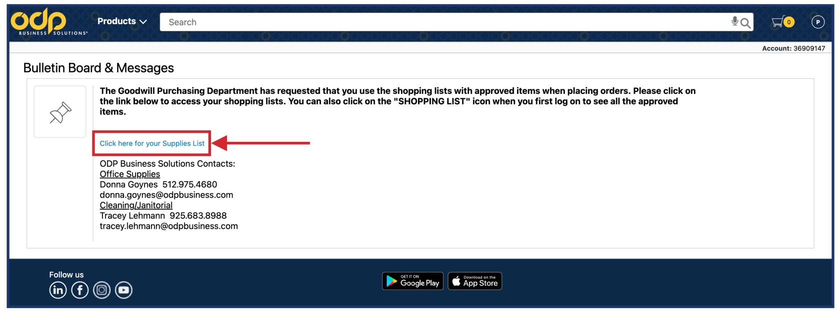
HOW TO CREATE A PUNCH OUT REQUISITION FOR ODP ITEMS

4. Click **Connect** under the *ODP Punchout* row



Note: This action will redirect the user to the external ODP website.

5. Click the blue **Click here for your Supplies List** link

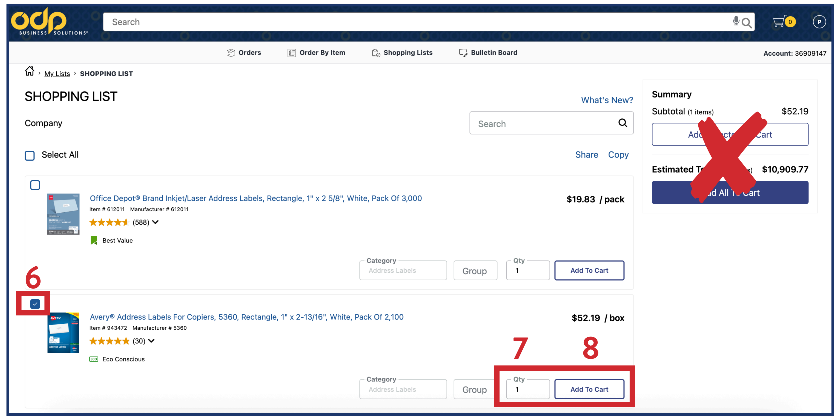


6. Select the checkbox to the left of the desired item

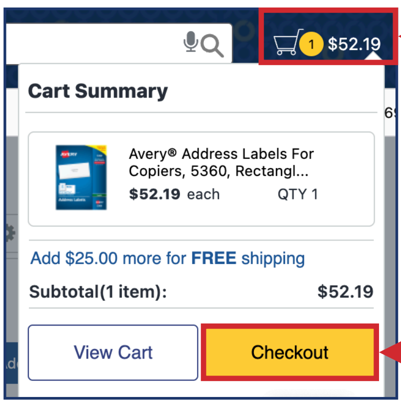
7. Adjust the **quantity (Qty)** [Qty 1] to the desired number

8. Click **Add To Cart** [Add To Cart]

IMPORTANT! Do **NOT** click Add Selected To Cart **OR** Add All To Cart under the *Summary* section.



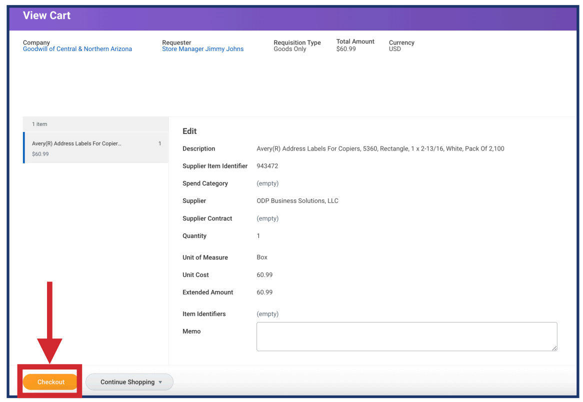
9. Hover over the shopping cart icon > Click **Checkout**



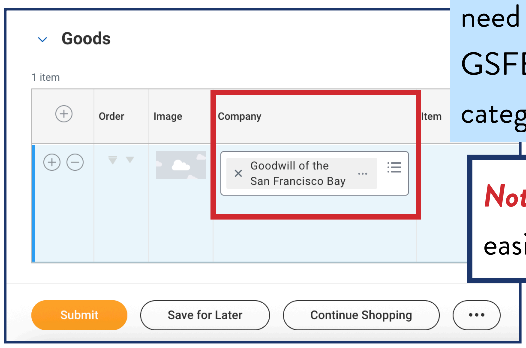
Note: There is a $50 purchase minimum for ODP items.

Note: The user will automatically be redirected back to Workday.

10. Review the form > Click **Checkout**



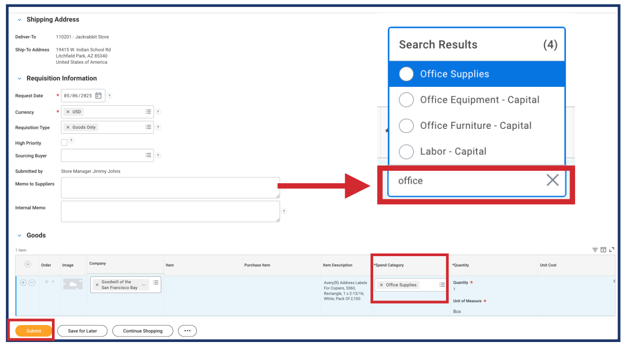
11. Change the *Company* to **Goodwill of the San Francisco Bay**



IMPORTANT! Team members need to change the company to GSFB **AND** add the spend category to **ALL** requisition lines.

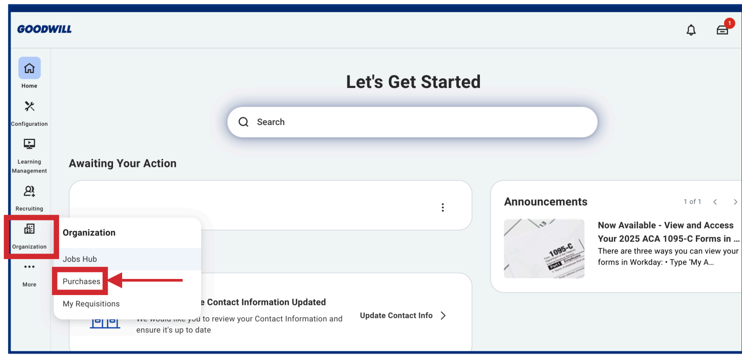
Note: Use the search feature to easily locate spend categories.

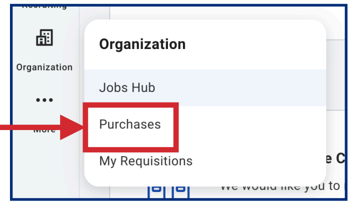
12. Under *Spend Category*, Select either **Office Supplies OR Janitorial Supplies** > Click **Submit**



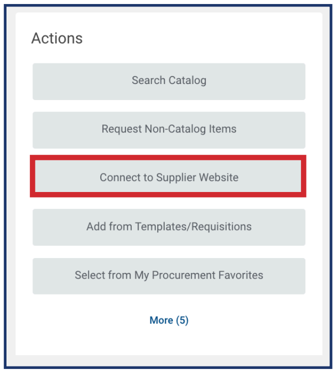
Goodwill SAN FRANCISCO BAY

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

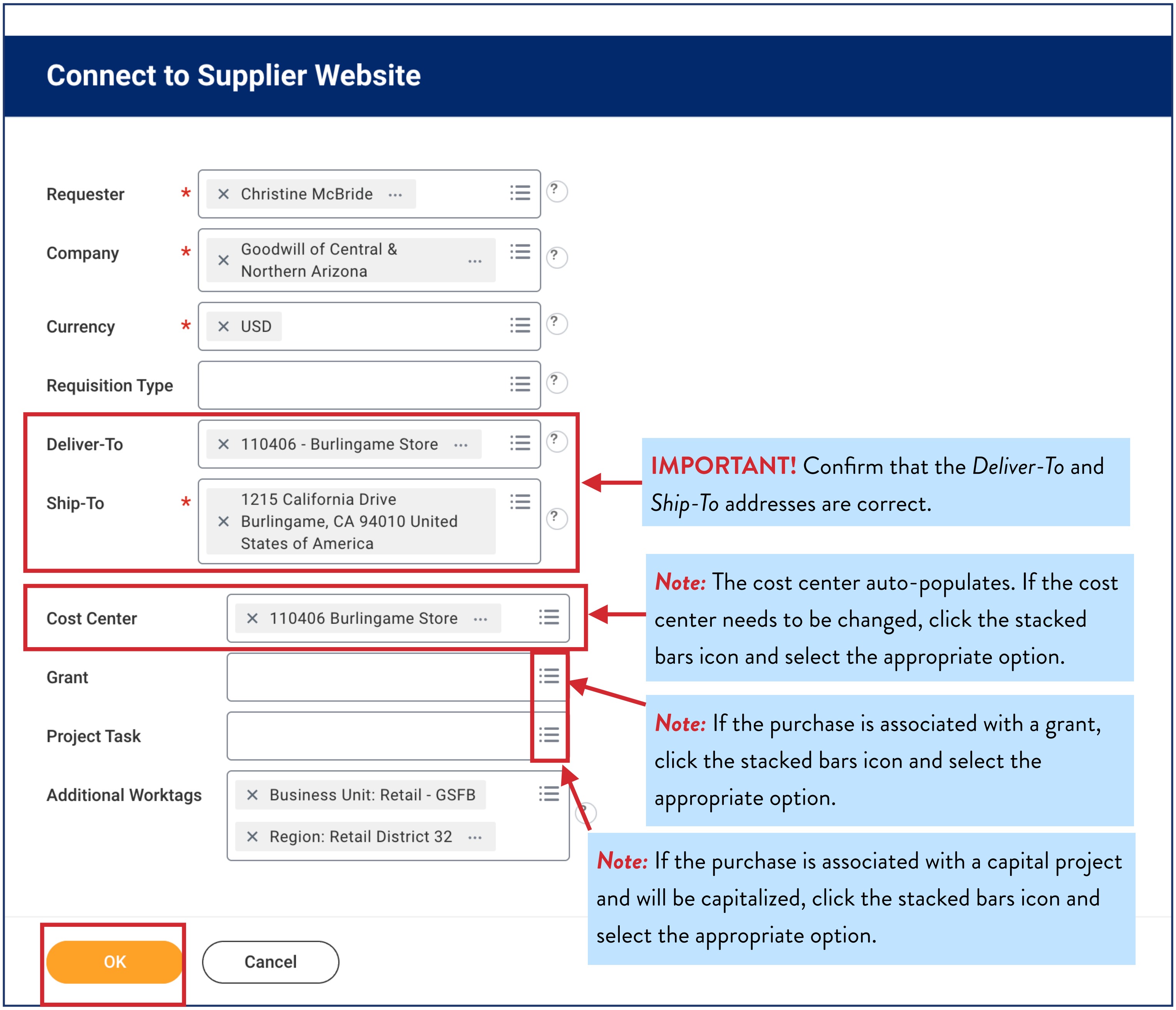




2. Click **Connect to Supplier Website**



3. Under *Requisition Type*, Click to select **Goods Only** > Review the form > Click **OK**



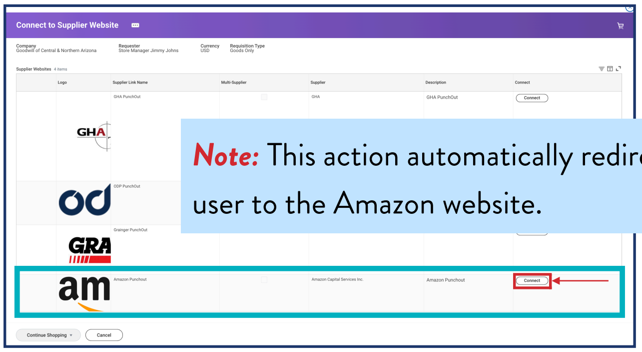
IMPORTANT! Confirm that the *Deliver-To* and *Ship-To* addresses are correct.

Note: The cost center auto-populates. If the cost center needs to be changed, click the stacked bars icon and select the appropriate option.

Note: If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.

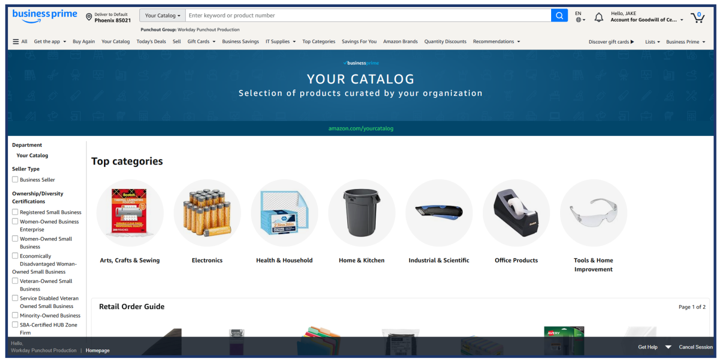
Note: If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option.

4. Click **Connect** under the *Amazon Punchout* row



Note: This action automatically redirects the user to the Amazon website.

5. View items from **Your Catalog**

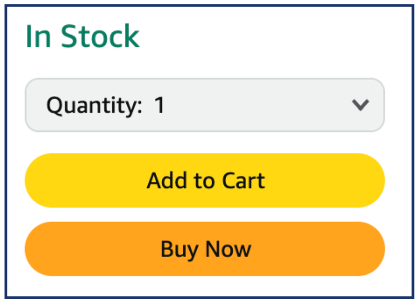


6. Scroll to the bottom of the page > Click **See All Results**

7. Click on an item to select it for purchase

8. Adjust the **Quantity** to the desired number

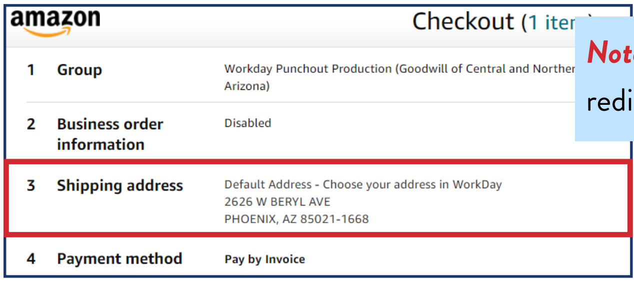
9. Click **Add to Cart**



10. Click the shopping cart icon > Review the cart > Make changes, if necessary

11. Click **Proceed to checkout**

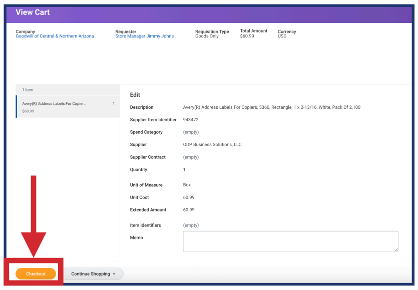
12. Click **Submit order for approval**



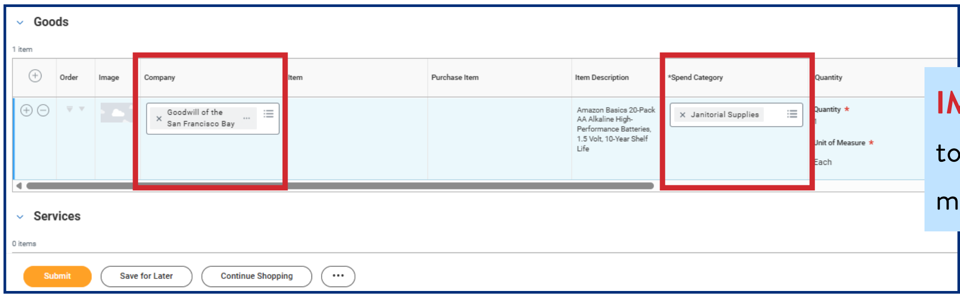
Note: The user will automatically be redirected back to Workday.

Note: The shipping address defaults to Beryl

13. Click **Checkout**

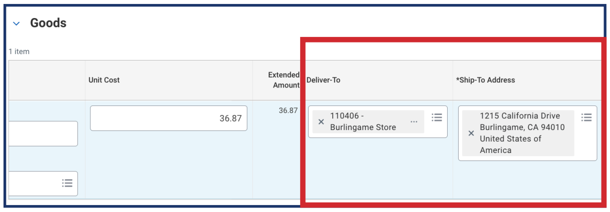


14. Change the *Company* to **Goodwill of the San Francisco Bay** > Enter the appropriate **Spend Category**



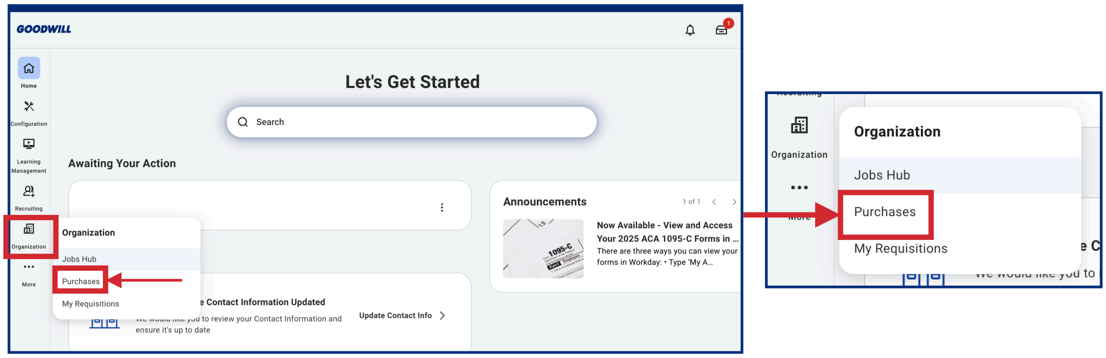
IMPORTANT! The company must be changed to GSFB, and the appropriate spend category must be entered on every requisition line.

15. Scroll to view the right side of the form > Confirm the *Ship-To* and *Deliver-To* locations are set to the appropriate location

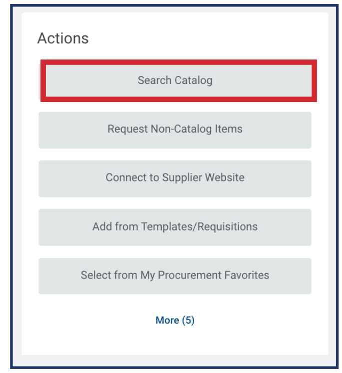


16. Verify the order > Click **Submit**

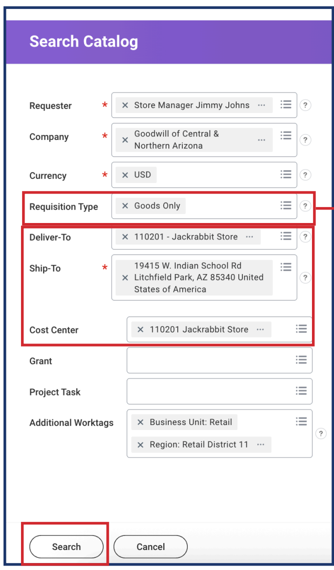
1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

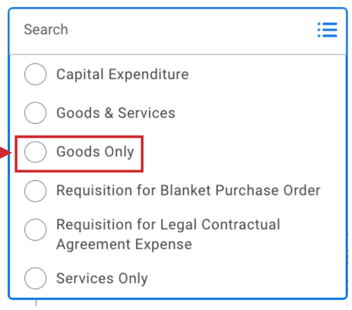


2. Click **Search Catalog**

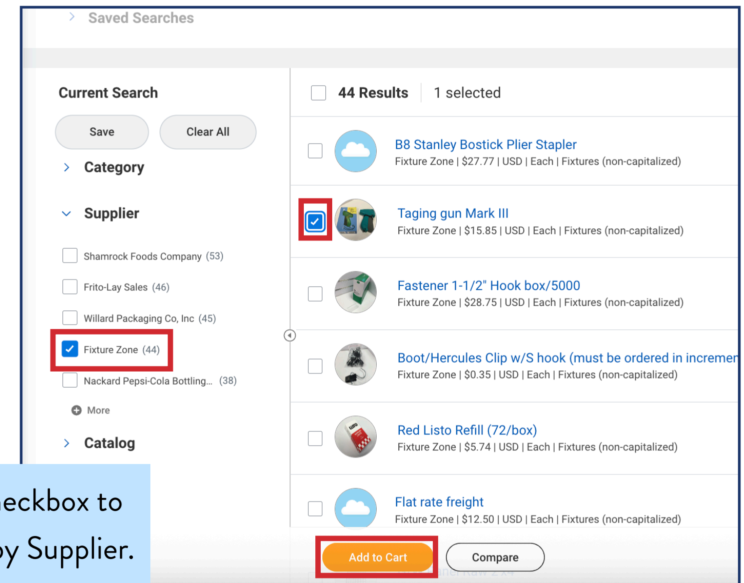


3. Under *Requisition Type*, Click to select **Goods Only** > Confirm the *Deliver-To*, *Ship-To* locations, and the *Cost Center* > Click **Search**



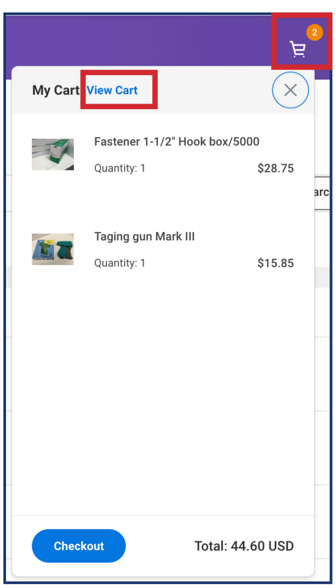


4. Click the checkbox(es) to select the desired item(s) to purchase > Click **Add to Cart**



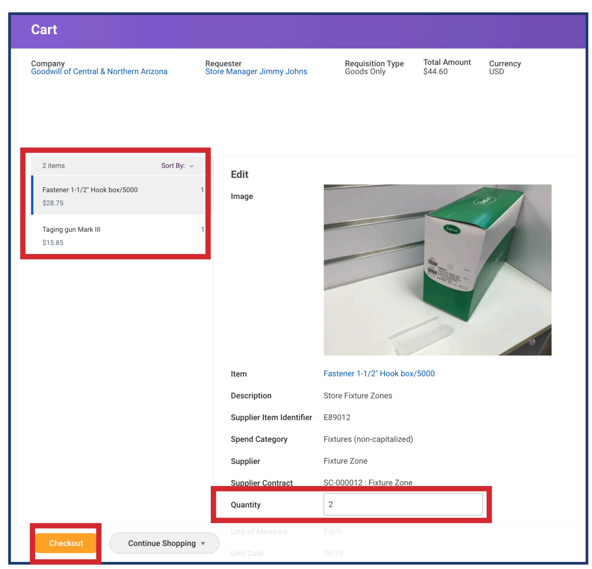
Note: Click the checkbox to filter the catalog by Supplier.

5. Click the shopping cart icon > Click **View Cart**

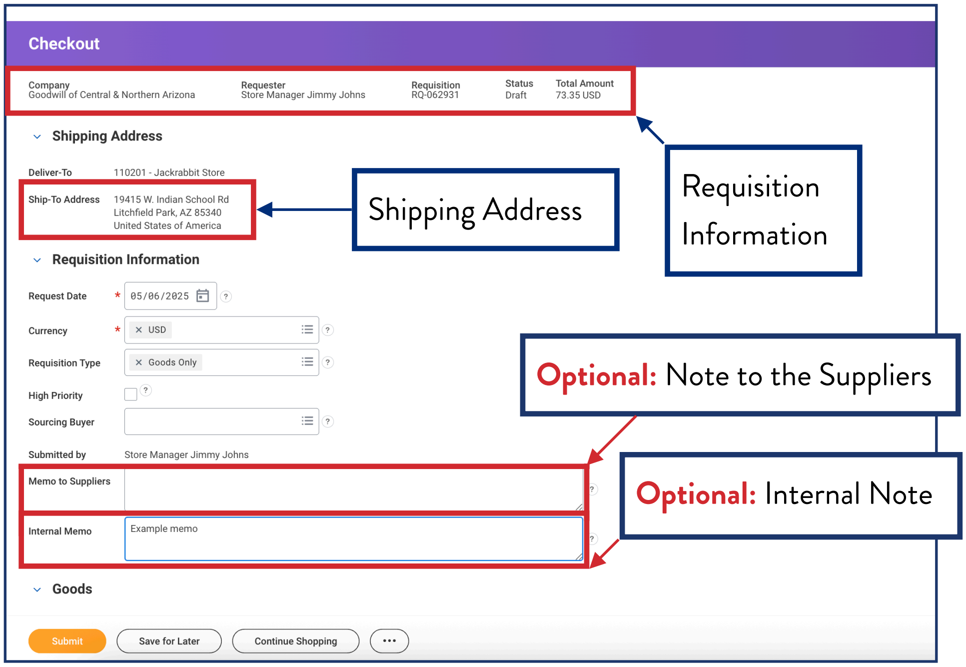


Note: Click the checkbox to filter the catalog by Supplier.

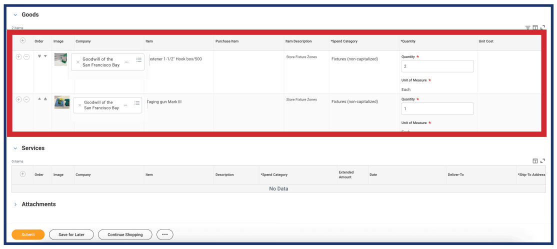
6. Click each item on the list > Enter the desired quantity for each item > Click **Checkout**



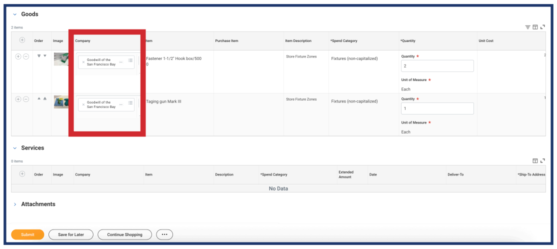
7. Review the information > Enter an internal note and/or note to the supplier(s), if desired > Scroll down on the page



8. Review the Goods section of the form > Scroll to view the right side of the page



9. Change the company to **Goodwill of the San Francisco Bay** on the requisition line.



10. Enter the desired Delivery Date **(Optional)**

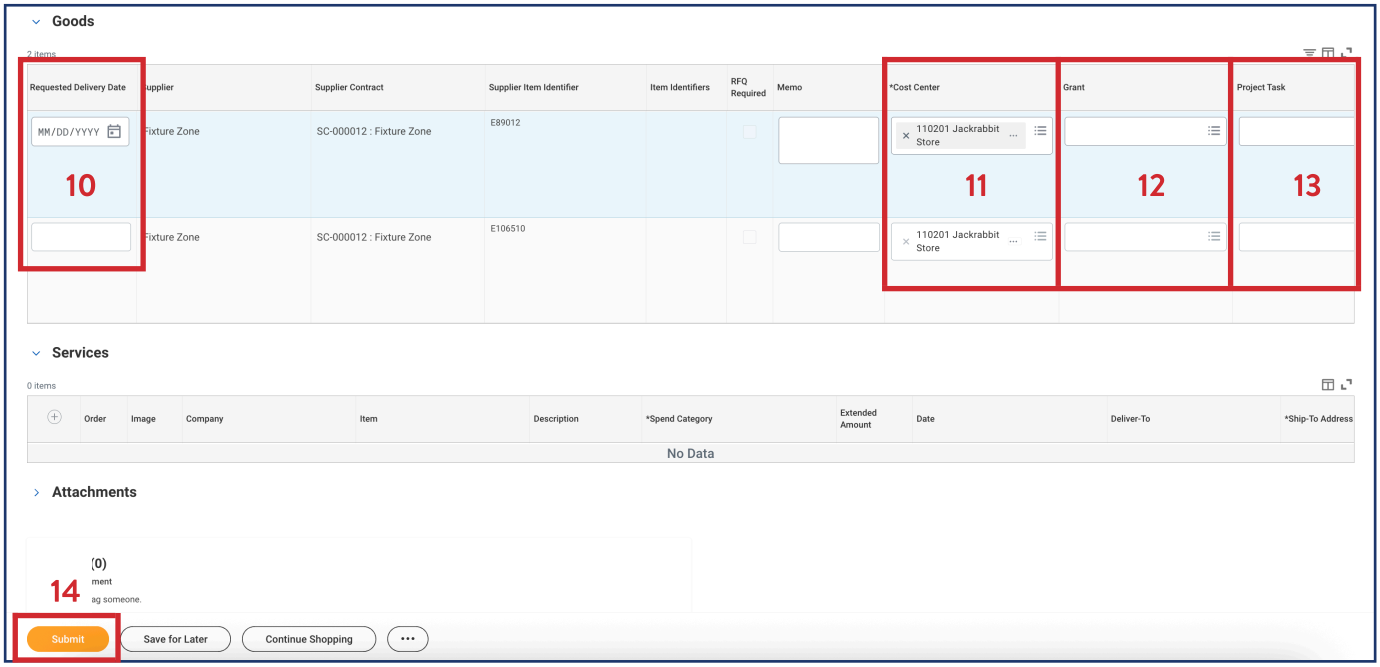
11. Confirm and/or change the Cost Center, if necessary

Note: The cost center auto-populates.

12. If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.

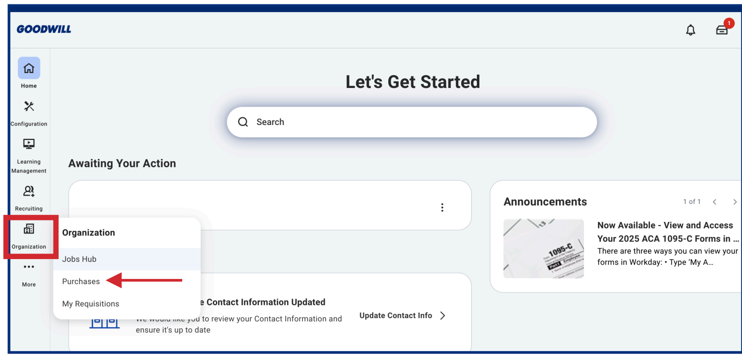
13. If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option

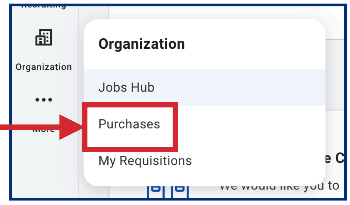
14. Review the entire form for accuracy > Click **Submit**

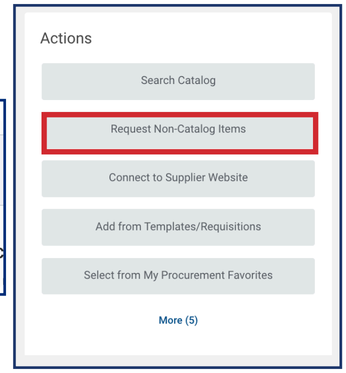


1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

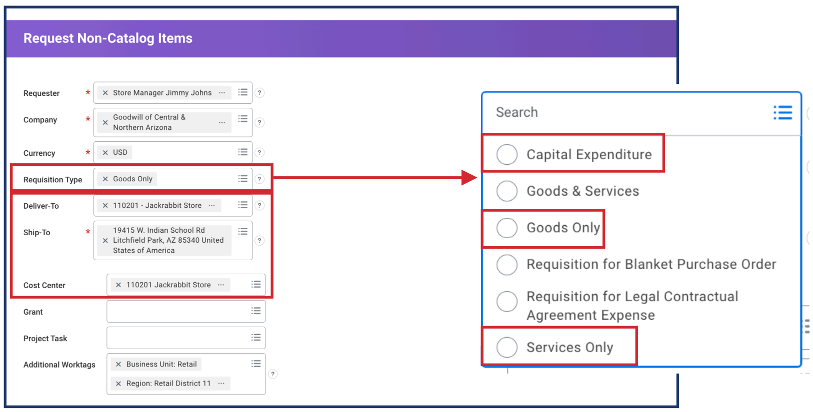
2. Click **Request Non-Catalog Items**





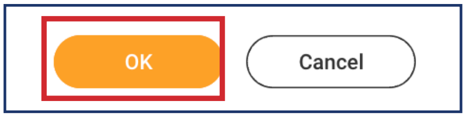


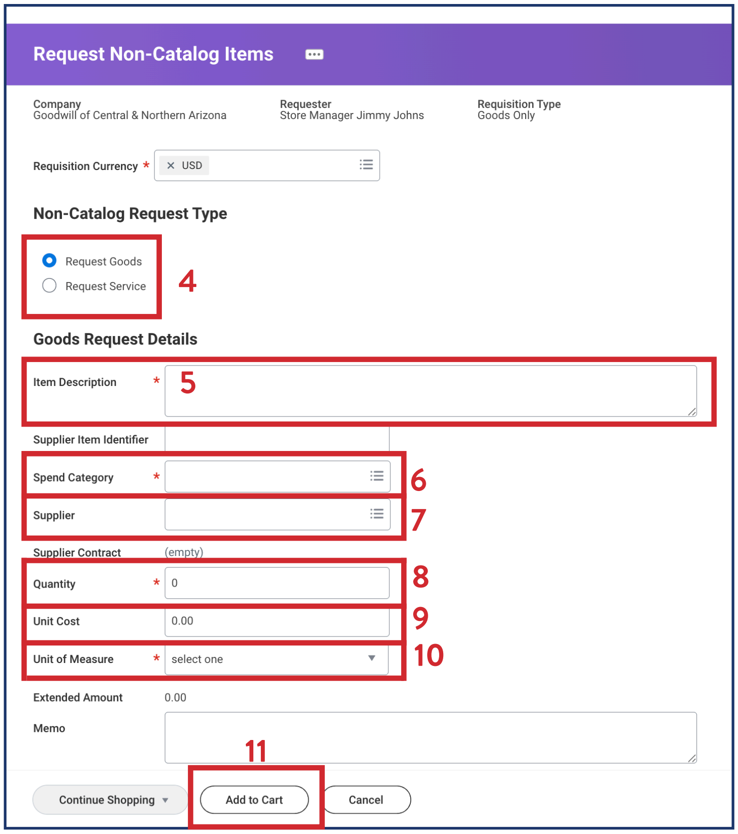
3. Under *Requisition Type*, Click to select the appropriate option > Confirm the *Deliver-To*, *Ship-To* locations and the *Cost Center* > Click **OK** at the bottom of the form



Note: The *Deliver-To*, *Ship-To*, and *Cost Center* should automatically populate.

IMPORTANT! Select either **Goods Only OR Services Only OR Capital Expenditure**





4. Select **Request Goods OR Request Service**

5. Enter a description of the good or service

6. Under *Spend Category*, Click the stacked bar icon > select the category that best describes the good or service

7. Under *Supplier*, Click the stacked bar icon > select the appropriate supplier

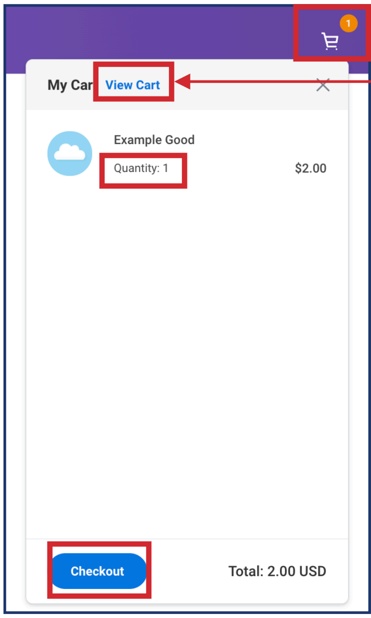
8. Enter the desired quantity

9. Enter the dollar amount

10. Click to select the unit of measure that best describes the purchase

11. Click **Add to Cart**

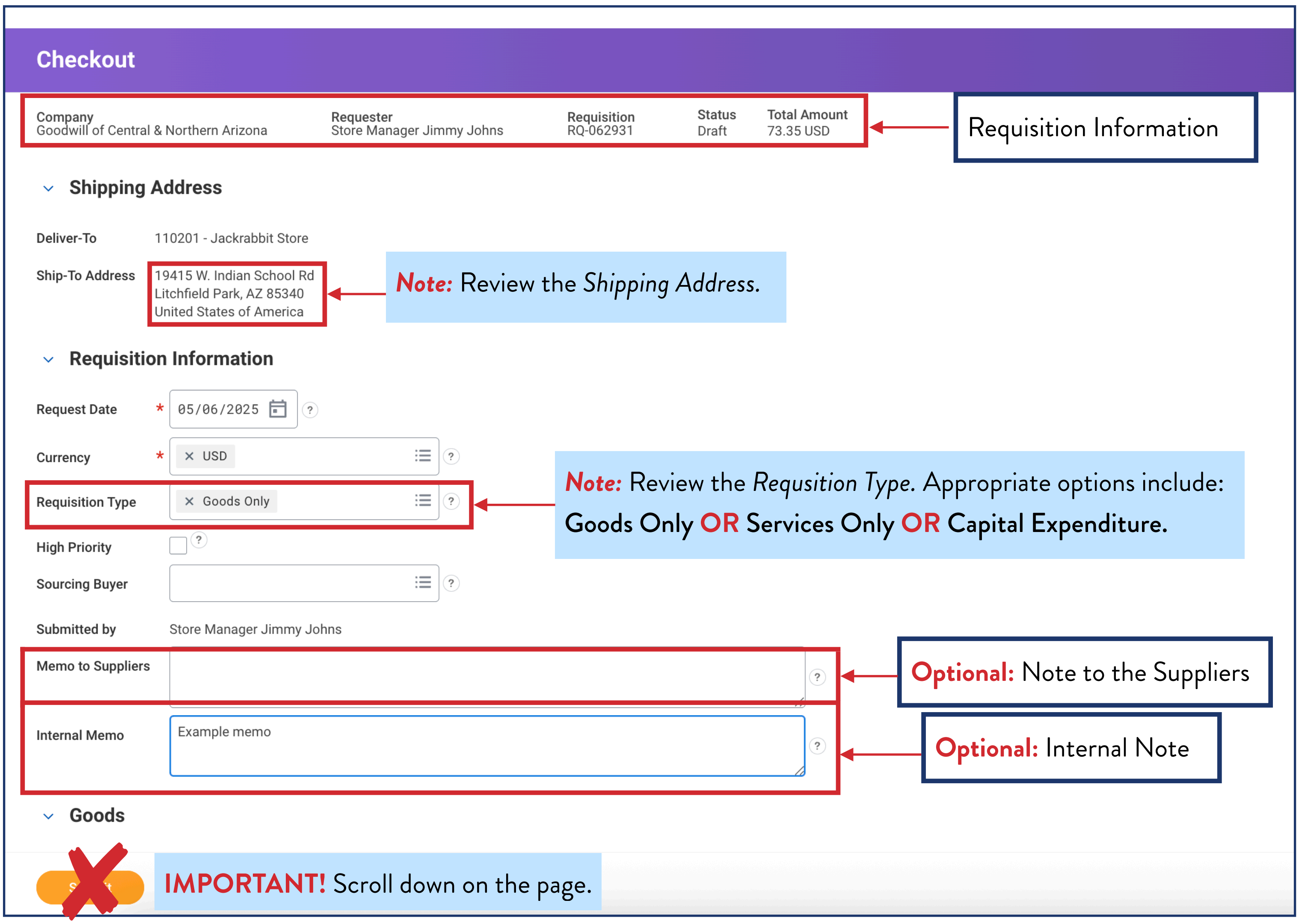
12. Click the shopping cart icon > Verify the quantity amounts are correct > Click **Checkout**



Note: Click *View Cart* to adjust the quantity and/or make additional changes.

Note: Click the trash can icon to delete the item from the cart.

13. Review the information > Enter an internal note and/or note to the supplier(s), if desired > <u>Scroll down on the page</u>



Requisition Information

Note: Review the *Shipping Address.*

Note: Review the *Requsition Type*. Appropriate options include: **Goods Only OR Services Only OR Capital Expenditure.**

Optional: Note to the Suppliers

Optional: Internal Note

IMPORTANT! Scroll down on the page.

GOODS

14A. <u>Scroll to view the right side of the form</u> > Edit the *Company* on the requisition line to **Goodwill of the San Francisco Bay**

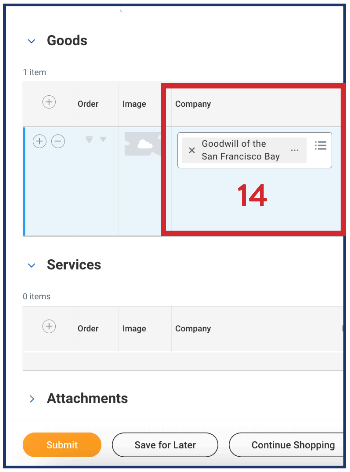
15A. Enter the desired Delivery Date **(Optional)**

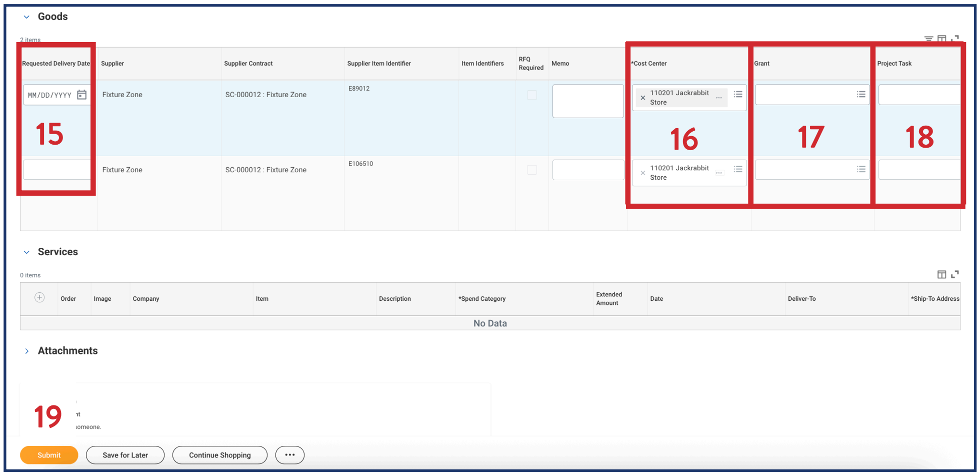
16A. Confirm and/or change the Cost Center, if necessary ***Note:*** The cost center auto-populates.

17A. If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.

18A. If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option

19A. Review the entire form for accuracy > Click **Submit**





SERVICES

14B. <u>Scroll to view the right side of the form</u> > Edit the *Company* on the requisition line to **Goodwill of the San Francisco Bay**

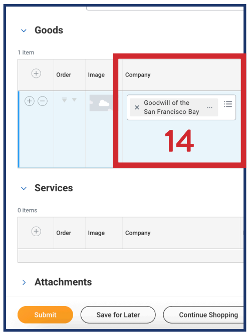
15B. Enter a memo **(Optional)**

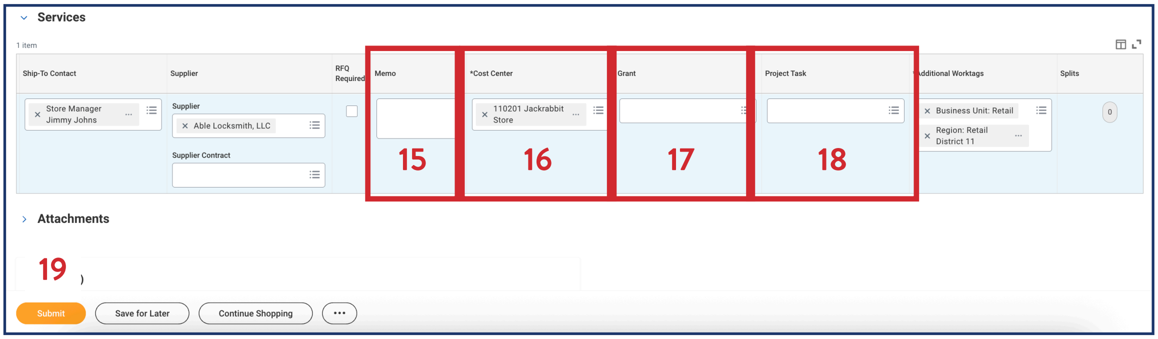
16B. Confirm and/or change the Cost Center, if necessary ***Note:*** The cost center auto-populates.

17B. If the purchase is associated with a grant, click the stacked bars icon and select the appropriate option.

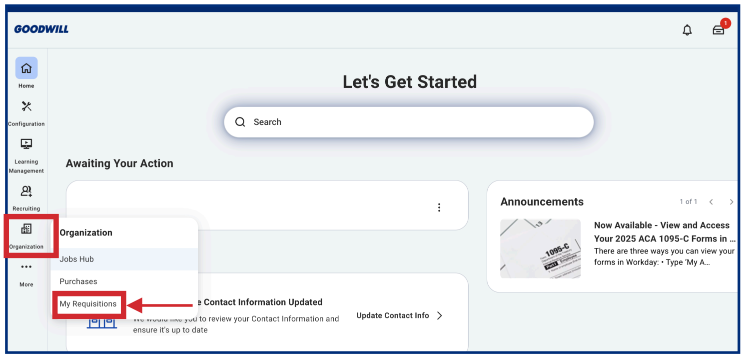
18B. If the purchase is associated with a capital project and will be capitalized, click the stacked bars icon and select the appropriate option

19A. Review the entire form for accuracy > Click **Submit**





1. Log in to Workday > Hover over the *Organization* icon > Select **My Requisitions**



2. View your most recent requisitions > Click **View More Details** to view additional requisitions not displayed

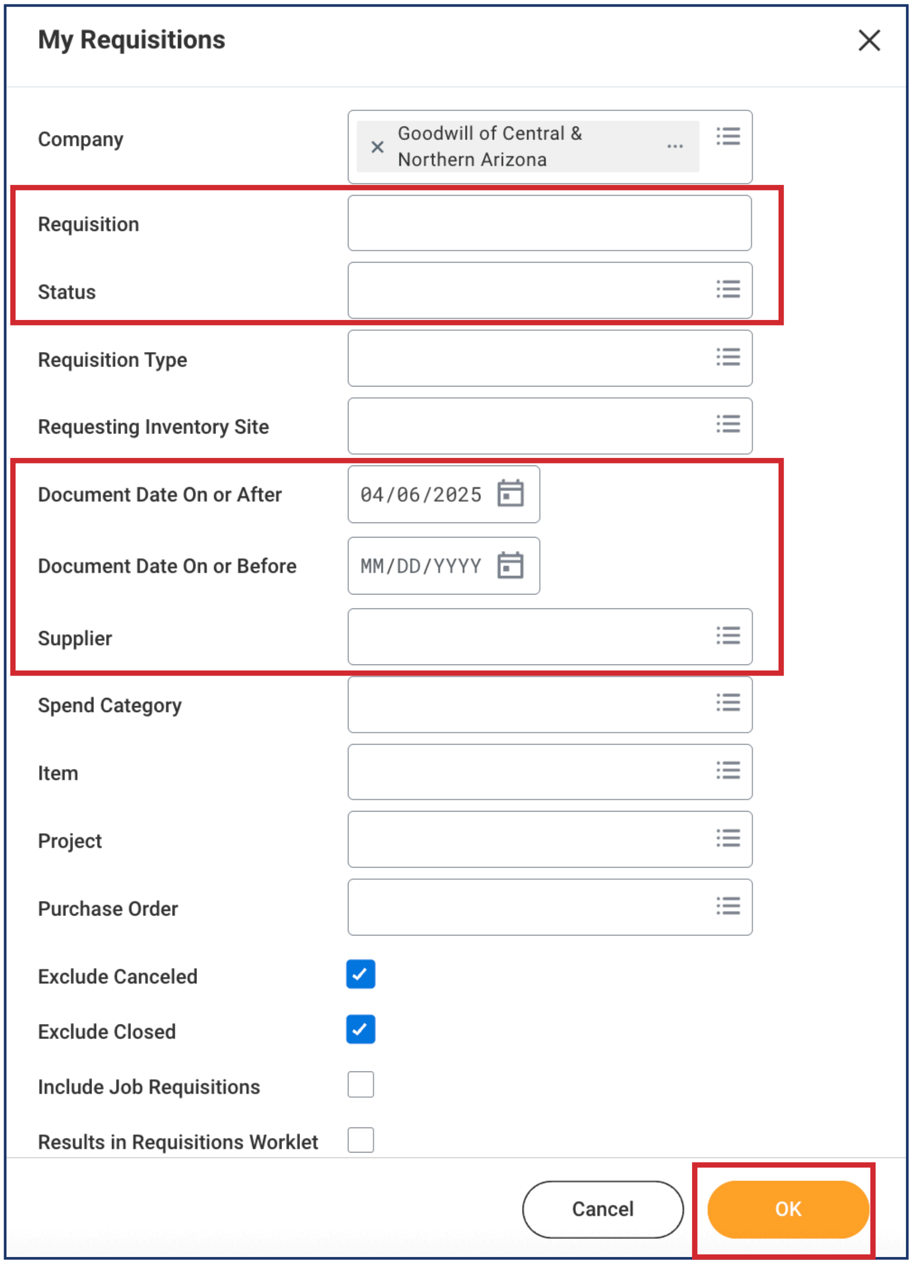
Requisition	Date	Memo to Suppliers	Internal Memo	Status
RQ-061892	04/05/2025			Successfully Completed
RQ-061694	04/01/2025			Successfully Completed
RQ-060828	03/08/2025			Successfully Completed
RQ-060829	03/08/2025			Successfully Completed
RQ-060063	02/14/2025			Successfully Completed

View More Details...

3. Enter search criteria, if desired or just click **OK** to view all requistions

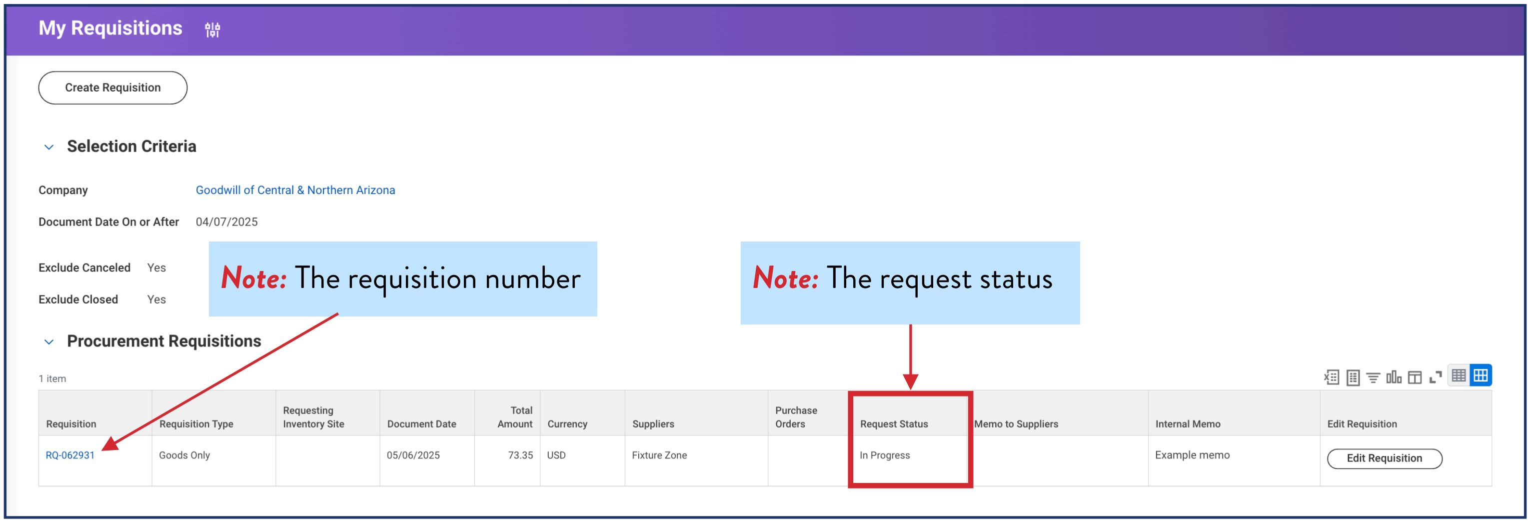
Note: Enter search criteria to narrow down specific requisitions such as:

a. Requistion Number
b. Status
c. Document Date Range
d. Supplier

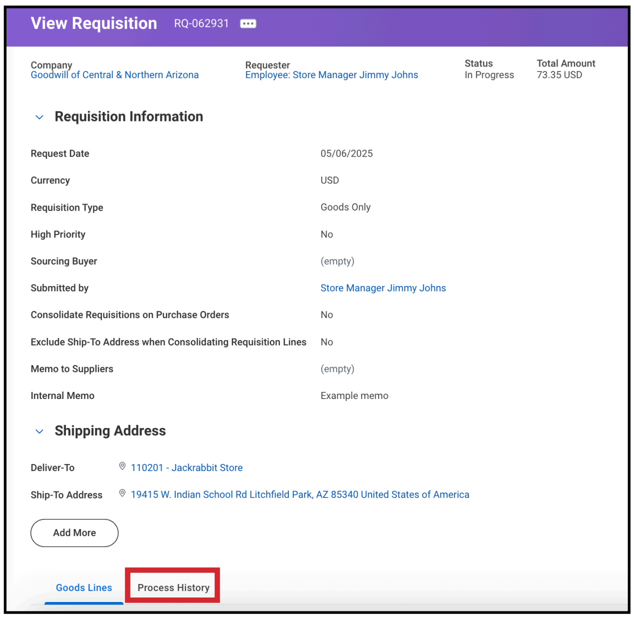


Note: To search for all of your requisitions, Click **OK** without entering any search criteria.

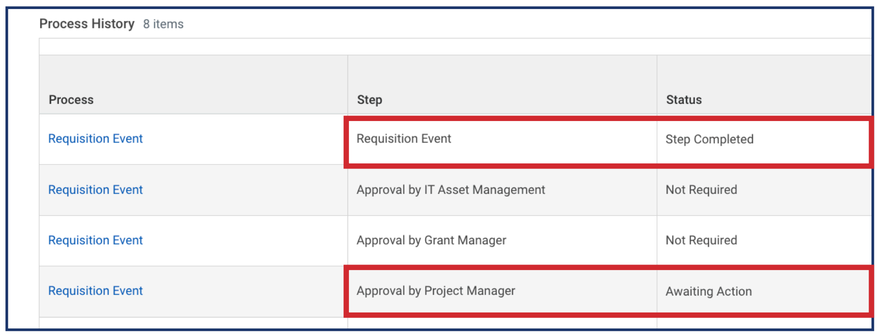
4. View the status of the procurement requisition > Click the **Requistion Number** to view more details



5. Click the **Process Hitory** tab



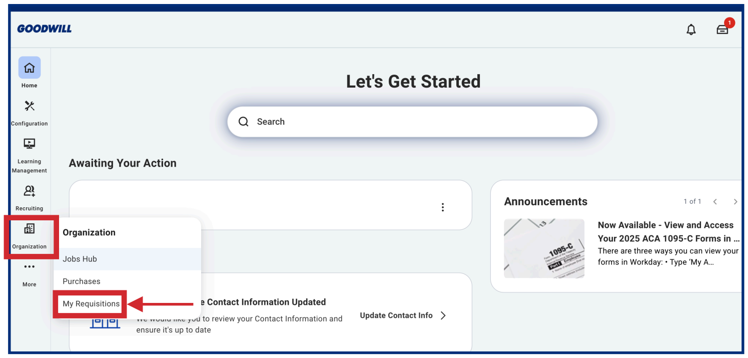
6. Review the *Process* list to determine if an event is awaiting action or if the step is completed.



Goodwill SAN FRANCISCO BAY

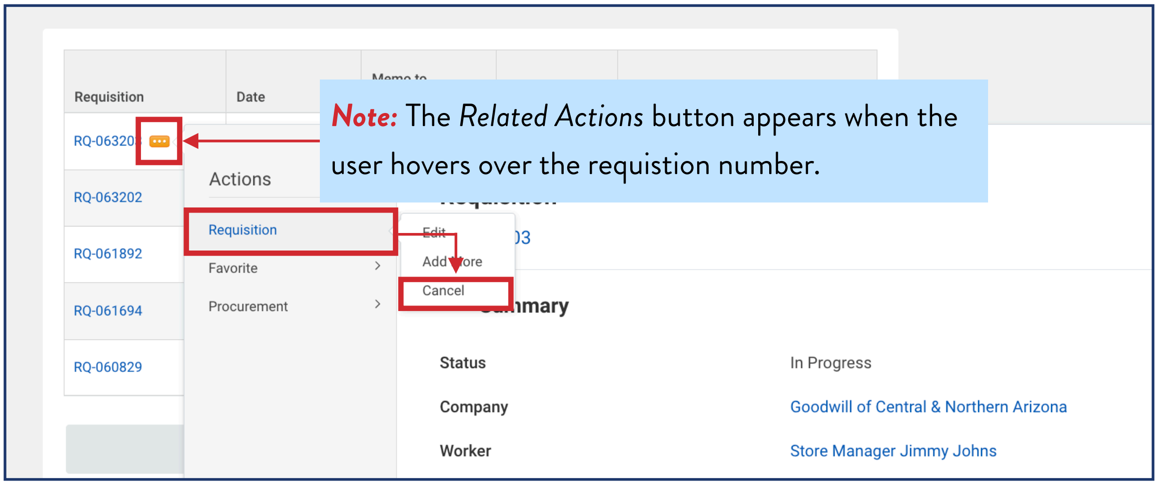
IMPORTANT! The requisition status must be "In Progress" in order to cancel it.

1. Log in to Workday > Hover over the *Organization* icon > Select **My Requisitions**



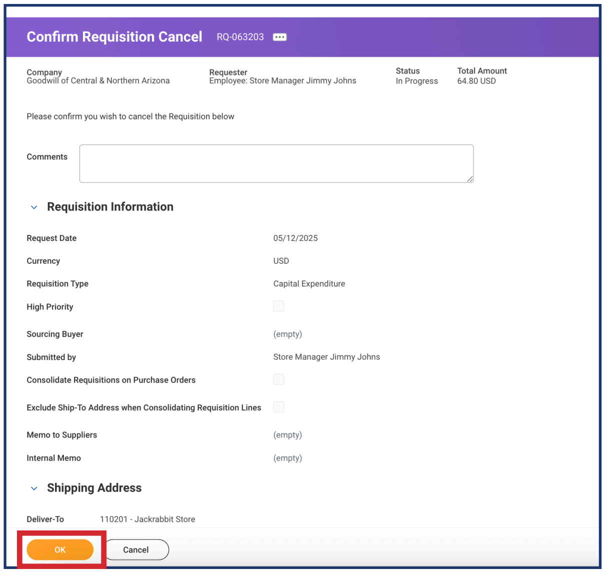
2. Locate the appropriate requisition

3. Click the *Related Actions* button (i.e., three-dot icon) next to the requisition number > *Hover* over Requisition > Click **Cancel**

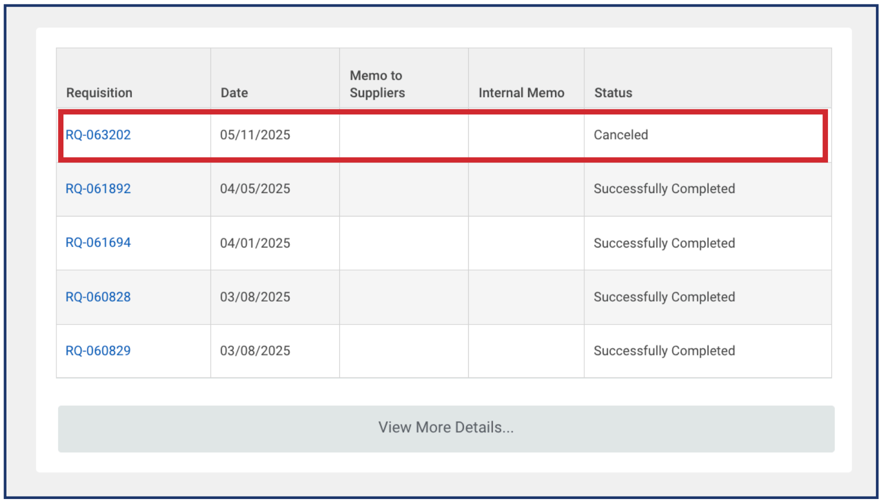


Note: The *Related Actions* button appears when the user hovers over the requsition number.

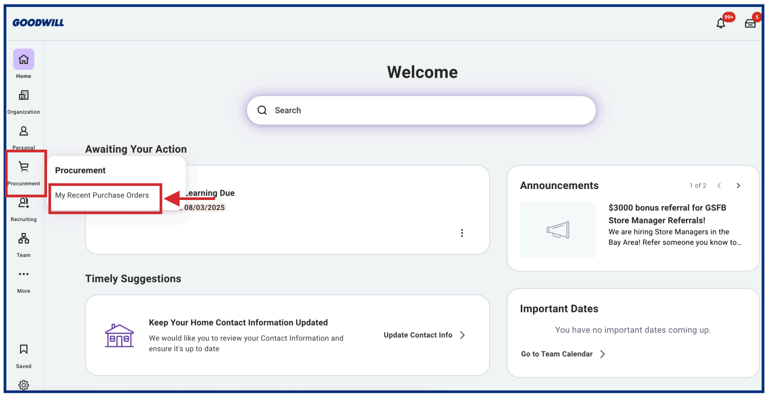
4. Click **OK** > Click **Done** on the next page



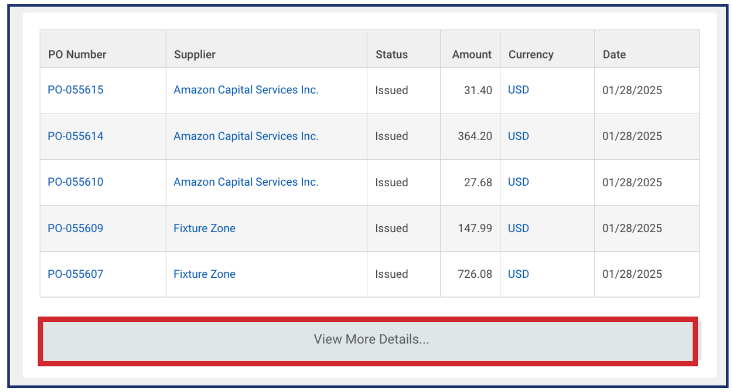
Note: The status of the requisition should show "Canceled".



1. Log in to Workday > Hover over the *Procurement* icon > Select **My Recent Purchase Orders**



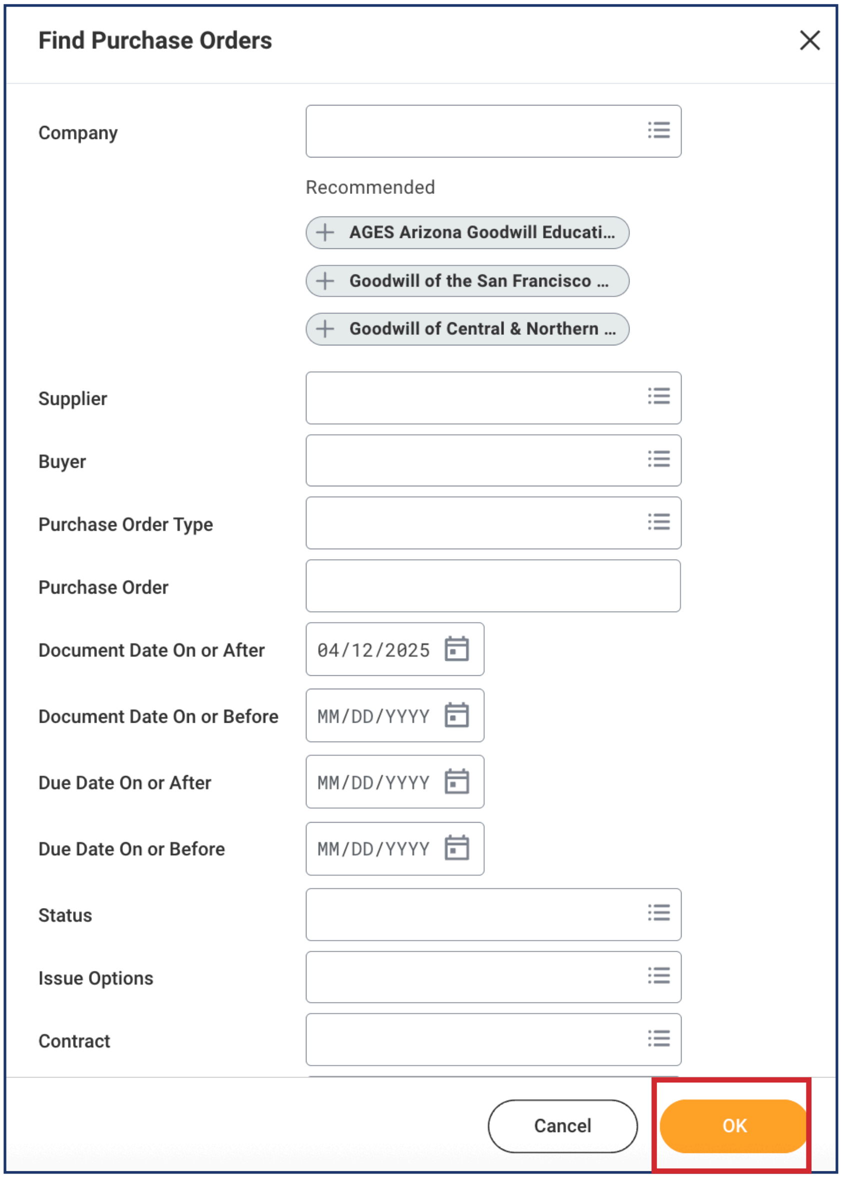
2. View your most recent purchases > Click **View More Details** to view additional purchases not displayed



PO Number	Supplier	Status	Amount	Currency	Date
PO-055615	Amazon Capital Services Inc.	Issued	31.40	USD	01/28/2025
PO-055614	Amazon Capital Services Inc.	Issued	364.20	USD	01/28/2025
PO-055610	Amazon Capital Services Inc.	Issued	27.68	USD	01/28/2025
PO-055609	Fixture Zone	Issued	147.99	USD	01/28/2025
PO-055607	Fixture Zone	Issued	726.08	USD	01/28/2025

View More Details...

3. Enter search criteria, if desired or just click **OK** to view all purchase orders



Find Purchase Orders

Company

Recommended
- AGES Arizona Goodwill Educati...
- Goodwill of the San Francisco ...
- Goodwill of Central & Northern ...

Supplier

Buyer

Purchase Order Type

Purchase Order

Document Date On or After: 04/12/2025

Document Date On or Before: MM/DD/YYYY

Due Date On or After: MM/DD/YYYY

Due Date On or Before: MM/DD/YYYY

Status

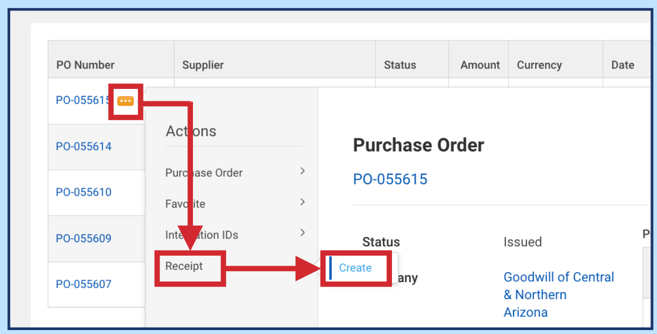
Issue Options

Contract

Cancel | OK

Note: To quickly access the receipt function,

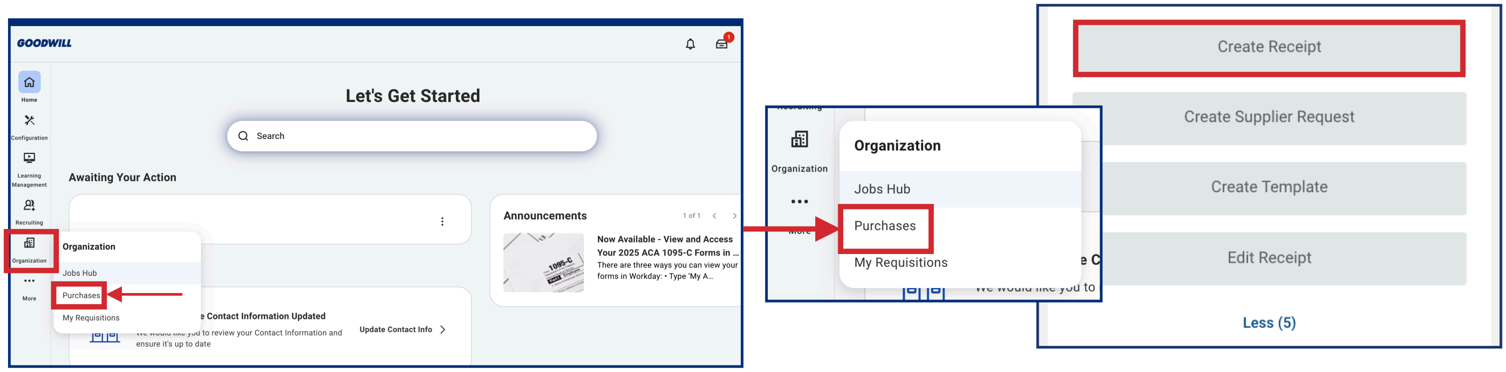
1. Hover over the Purchase Order number
2. Click the three-dot icon (i.e., *Related Actions*)
3. Hover over *Receipt*
4. Click **Create**



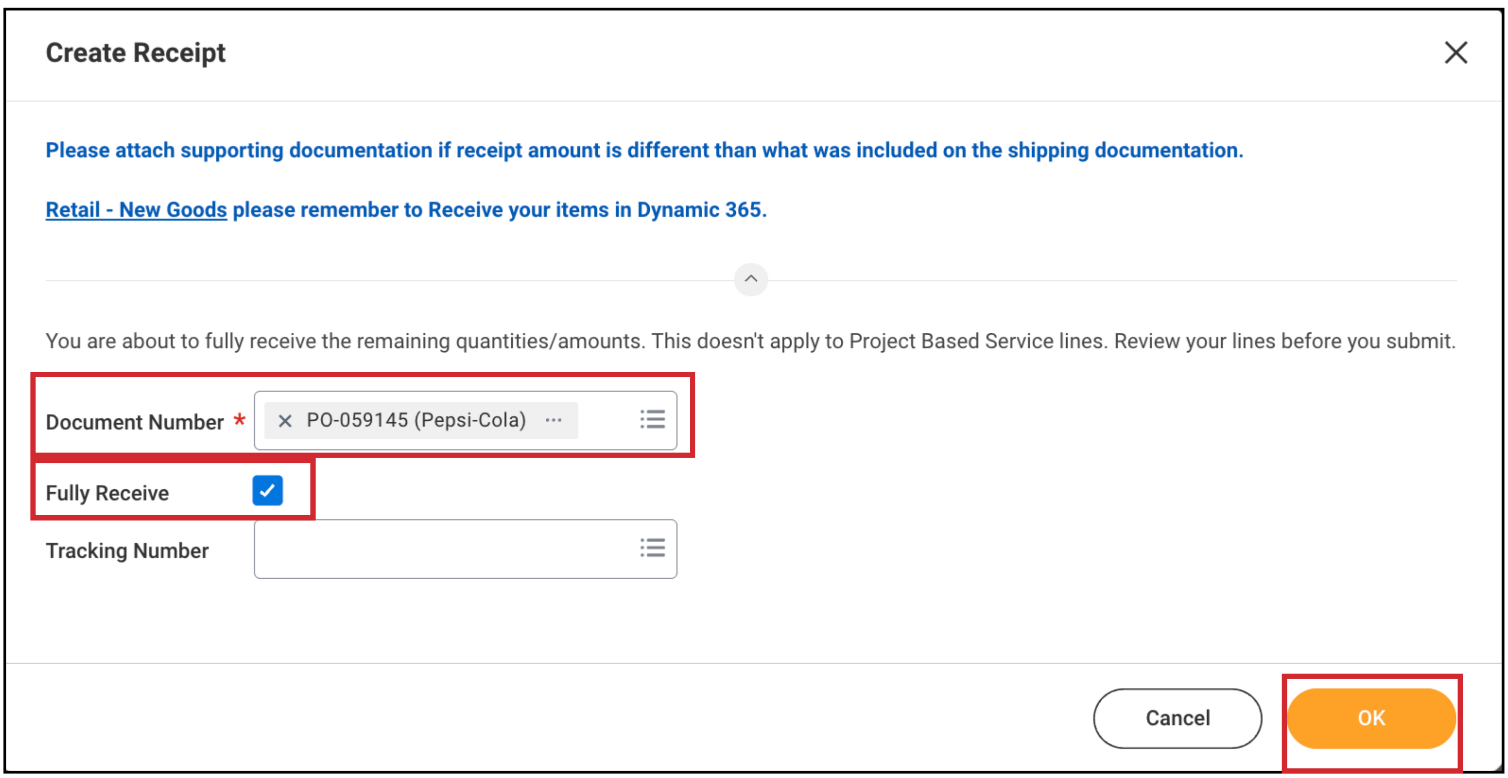
IMPORTANT! Once the vendor has delivered the products and/or performed the requested services, the next step is to create a receipt in Workday. If the store did **NOT** receive all of the products from the order, follow the process on page 22 to create a receipt.

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

2. Click **More** > Click **Create Receipt**



3. Click the field under *Document Number* > Enter the Purchase Order Number > Select the appropriate order



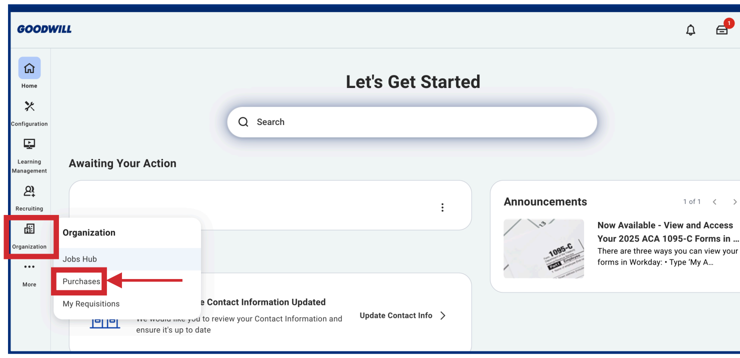
4. If all items from the order were received, check the box > Click **OK**

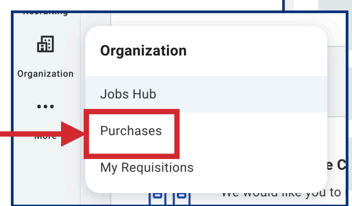
5. Review the information on the next page > Click **Submit**

HOW TO CREATE A RECEIPT—MISSING ITEMS

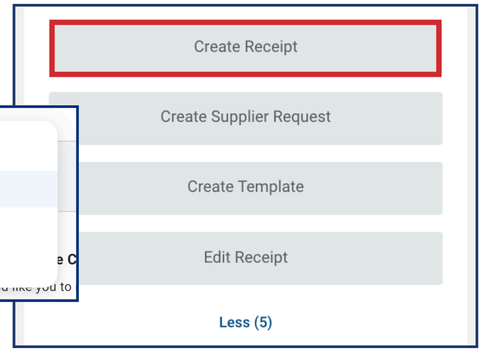
IMPORTANT! Once the vendor has delivered the products and/or performed the requested services, the next step is to create a receipt in Workday. If the store did **NOT** receive all of the products from the order, complete the stops of the following procedure.

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**



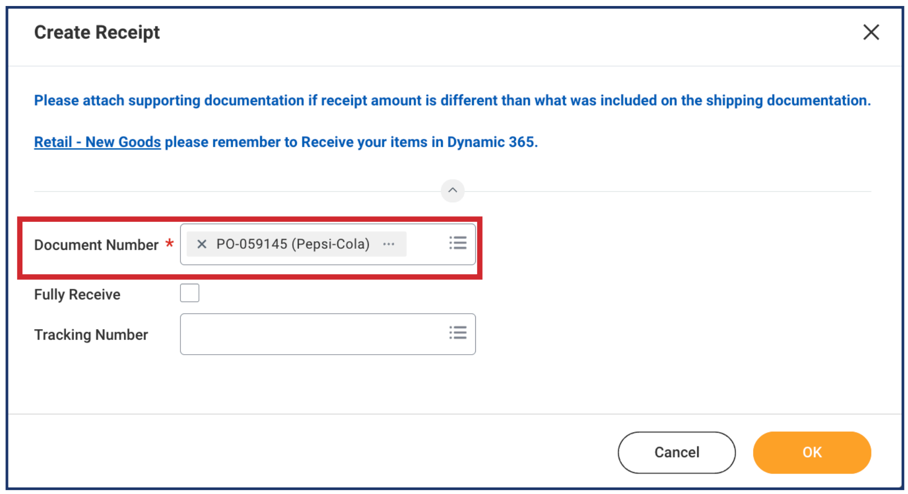


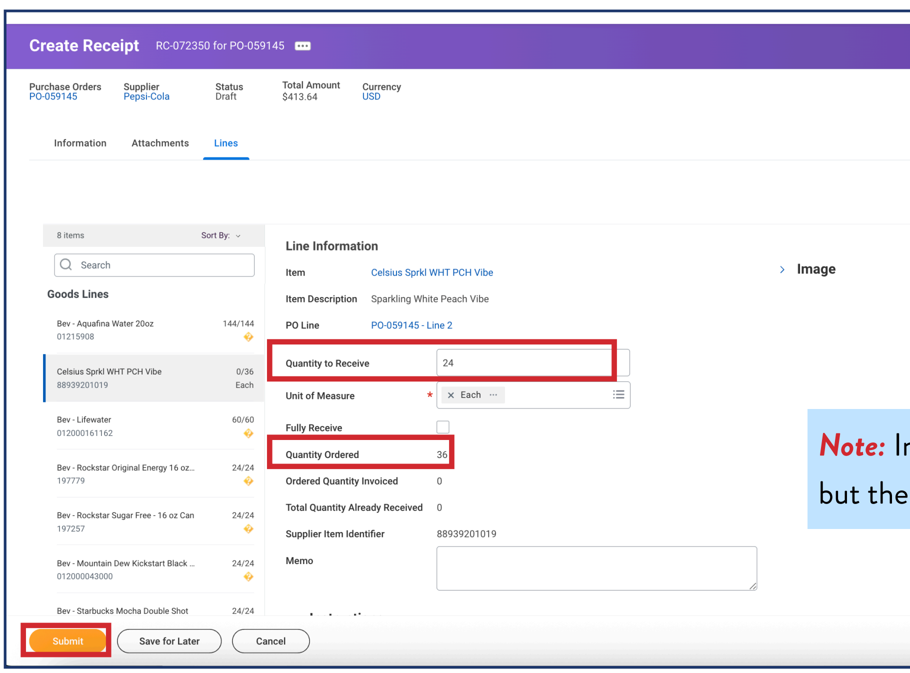
2. Click **More** > Click **Create Receipt**



3. Click the field under *Document Number* > Enter the Purchase Order Number > Select the appropriate order > Click **OK**

IMPORTANT! If the purchase order does not popualte, contact Purchasing at purchasing@goodwillaz.org.





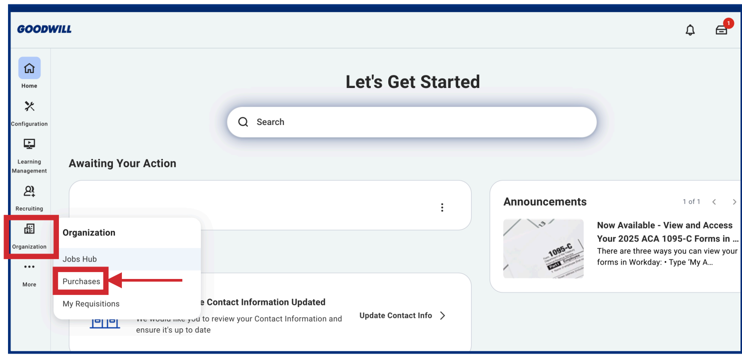
4. Click each line to review > Enter the quantity received from the vendor for each product under *Quantity to Recieve*

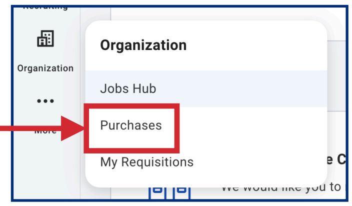
5. Review the form for accuracy > Click **Submit**

Note: In this example, the *Quanity Orderded* was 36, but the vendor only supplied 24 items.

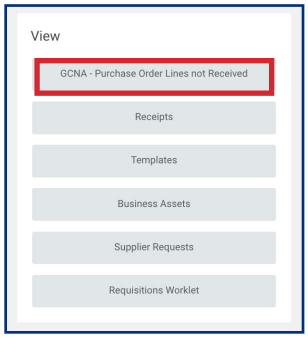
Note: The following procedure can be used to find purchase orders that have not had receipts created. All managers in the store have access to this function even if they are not the manager that submitted the purchase order.

1. Log in to Workday > Hover over the *Organization* icon > Select **Purchases**

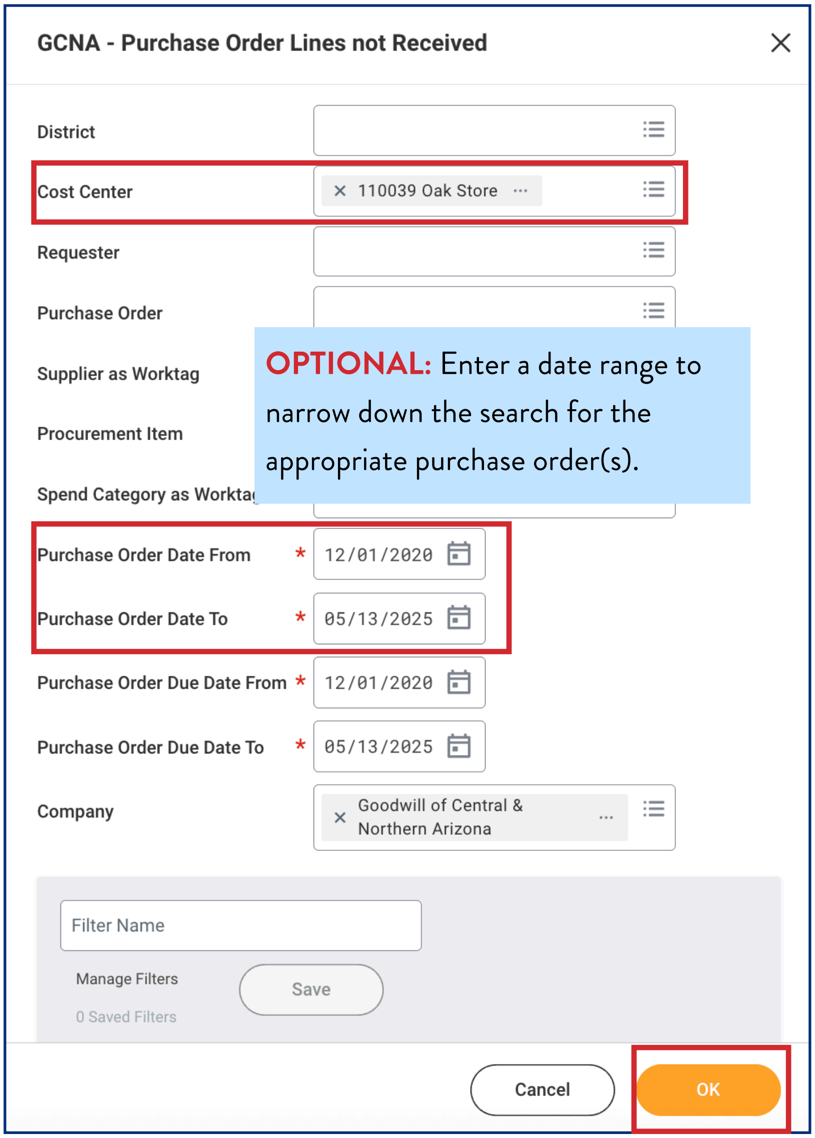




2. Click **GCNA—Purchase Order Lines not Recieved**

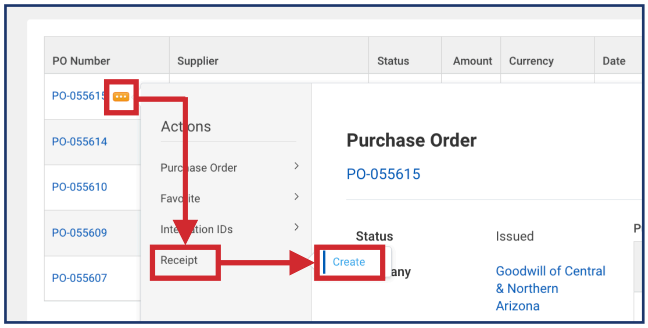


3. Click and select the appropriate store under *Cost Center* > **OK**



OPTIONAL: Enter a date range to narrow down the search for the appropriate purchase order(s).

4. Locate the appropriate purchase order > Hover over the purchase order number > Click the three-dot icon > Hover over *Receipt* > **Create**



IMPORTANT! If <u>**ALL**</u> items from the order were received, follow the process on page 18 to create a receipt. If there are <u>**missing items from the order**</u>, follow the process on page 19 .

Note: Connect with the Purchasing Team at purchasing@goodwillaz.org for questions.