



Requisition Types

- **Arch Eng & Consultant (less than \$20k)**
 - **Requisition Use:** For requisitions under \$20,000 involving Architects, Engineers, and Consultants, the AEC justification form and three quotes are required. The form must be signed by the Chief Procurement Officer. Before initiating the AEC process, determine whether the service needed can be fulfilled through an MPA mini-bid utilizing MPA-494: Architectural Services or MPA-584: Engineering Services.
 - **Minimum Required Attachments:** To complete the requisition, the following attachments are mandatory:
 - AE&C Justification Form
 - 3 Quotes
- **Delegated Authority**
 - **Requisition Use:** This requisition type is specifically designated for Delegated Authority and may only be used for approved procurements. Authorization is restricted to procurement activities that the Chief Purchasing Officer or Director of Administration has formally approved in writing, granting the Agency the authority to carry out the specified procurement processes.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Delegated Authority Approval Letter
 - Quote
- **Disaster Recovery**
 - **Requisition Use:** This requisition type is exclusively for declared disasters and associated recovery efforts. It is not intended for single-use emergencies; refer to the "Emergency" requisition type and its procedures for such situations. If you require clarification, consult your CFO for further guidance.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Supporting Documentation
- **Emergency**
 - **Requisition Use:** This requisition type is designated for limited use in emergency procurements necessary to address immediate threats to public health, welfare, or safety; critical equipment failures; or risks to property and essential operations. Prior written emergency authorization must be obtained from the State Purchasing Agent or a Deputy Purchasing Agent before proceeding with the procurement.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Emergency Email Authorization
 - Supporting Documentation
- **Grant**

- **Requisition Use:** This requisition type is designated for Grants requiring a Purchase Order. If you are unsure whether this requisition applies to your grant, contact your CFO or the Grants Management Office for guidance on the appropriate system to use.
- **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Supporting Documentation
- **Lease Equipment**
 - **Requisition Use:** This requisition type is designated for any negotiated leases for equipment.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Supporting Documentation
- **Lease Property/Land**
 - **Requisition Use:** This requisition type is designated for any negotiated leases for property or land. This may require approval from the State Properties Committee.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Supporting Documentation
- **Leg Grant**
 - **Requisition Use:** This requisition type is intended for limited use in processing approved Legislative Leg Grants and requires a Purchase Order. If you are uncertain, please consult your CFO or the Leg Grants Management team for further guidance.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Supporting Documentation
- **MPA Mini Bid**
 - **Requisition Use:** This requisition type is designated for Master Price Agreement (MPA) Mini Bids conducted at the agency. Please ensure that the supporting documentation for the mini-bid, including details of the recommended vendor selected for the award, is attached.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - SOW Email with Vendor Responses
 - Tentative Selection Documentation
- **Other**
 - **Requisition Use:** The 'Other' requisition type should be used sparingly, as agencies are encouraged to select a specific requisition type whenever possible. If you are unsure which requisition type to use, please consult your CFO for guidance. The Division of Purchases will reject your requisition if a more appropriate requisition type is available. Acceptable uses for the 'Other' requisition type include miscellaneous expenses, subscriptions, and vehicle acquisitions.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Supporting Documentation
- **Other – Under \$500**
 - **Requisition Use:** This requisition type is designated for "Other" transactions under \$500 and is intended for limited use. P-Cards should be the primary method of payment for small

transactions. However, for purchases requiring a Purchase Order, this requisition may be used. Examples of applicable transactions include:

- Catering for an event with a required attendee list.
 - Small grant-related expenses.
- **Minimum Required Attachments: To complete the requisition, the following attachment is mandatory:**
 - Supporting Documentation
- **Request for Legal Counsel**
 - **Requisition Use:** This requisition type is designated exclusively for the procurement of Legal Counsel and requires an approved Letter of Engagement. General legal services should be processed under alternative requisition types. If you are uncertain about the appropriate requisition type, please consult with your CFO for guidance.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - RLC Approved form w/Letter of Engagement
 - Exempt Justification
- **Single/Sole Source**
 - **Requisition Use:** This requisition type is designated for Single/Sole Source vendors and requires review and approval by the Division of Purchases.
 - **Minimum Required Attachments:** To complete the requisition, the following attachment is mandatory:
 - Single/Sole Source Justification Form
 - Quote
- **Small Purchases Delegated Authority**
 - **Requisition Use:** This requisition type is designated for Small Purchases Delegated Authority (SPDA) and applies to the procurement of goods and services valued between \$500 and \$10,000. It is available for use by all agencies and requires a three-quote process along with a fully approved justification form. For construction-related goods and services, please utilize the "Small Purchases Delegated Authority – Construction" requisition, as the applicable threshold differs.
 - **Minimum Required Attachments:** To complete the requisition, the following attachments are mandatory:
 - SPDA Justification Form
 - Quote
 - Quote 2
 - Quote 3
- **Small Purchases Delegated Authority – Construction**
 - **Requisition Use:** This requisition is designated for Small Purchases Delegated Authority (SDPA) in Construction within the \$500-\$25,000 threshold. It is available for all agencies and requires the following:
 - A three-quote process to ensure competitive pricing.
 - A fully approved justification form to document the purchase.
 - **Minimum Required Attachments:** To complete the requisition, the following attachments are mandatory:
 - SPDA Justification Form
 - Quote

- Quote 2
 - Quote 3
- **Solicitation**
 - **Requisition Use:** This requisition facilitates the engagement of Purchases to publicly issue a competitive solicitation. Before proceeding with a competitive solicitation, consider whether an MPA Mini Bid or Small Purchases Delegated Authority may fulfill the required service within the established thresholds.
 - **Minimum Required Attachments:** To complete the requisition, the following attachments are mandatory:
 - Supporting Documentation

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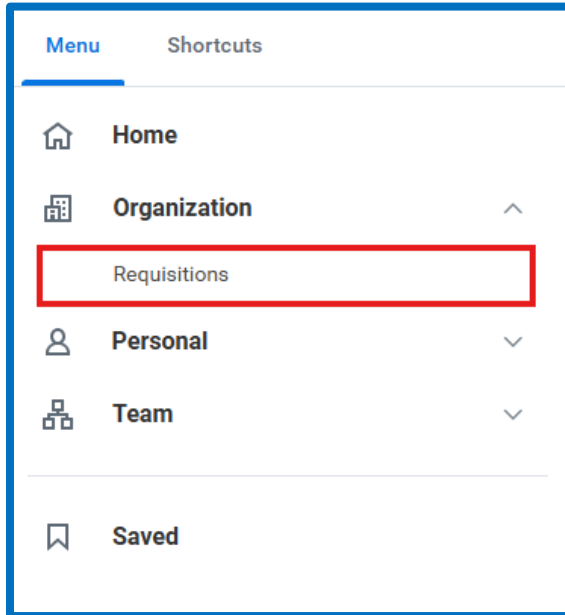
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Process for Submitting a Requisition to Purchase Order

1. In the ERP system, select the Navigation Menu at the top left corner of the toolbar.
2. Under Organization, select Requisitions
(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **(+) Add** > type 'Requisitions' in the **Find Apps** field > select the plus-sign > select **Back to Menu**.)



Requisition Details

3. For convenience, values from your last requisition display. To provide fresh information for a new requisition, under the heading, **Requisition Details**, select **Edit Details**.
4. The **Requesting for** name defaults to your name. To select a different **Requesting for** name, type in a name, select enter to search, and then make your selection.
5. **Company** name defaults to your **Company**.
6. The **Currency** field is automatically populated. If necessary, edit by selecting the menu icon, selecting **All Active Currencies**, and then making your selection.
7. To select a **Requisition Type**, select the menu icon, and then select your requisition type.
(**Note:** Alternatively, type in a **Requisition Type**, select enter to search, and then select from the search results.)
8. To select a **Ship-To** location, select the menu icon, and then select the appropriate option to make your selection.
(**Note:** This is the address that the Supplier will see on the Printed Purchase Order.)
9. Select **Save Changes**.
(**Note:** Required fields are indicated by a red asterisk.)

Edit Requisition Details

Requesting for *

Requesting Entity

Company *

028 Executive Office of Health and Human Services

Currency *

USD

Requisition Type

Deliver-To

Virks Bldg.

Ship-To *

3 West Road, Cranston, RI 02920, United States of America

Fund

Fund: 010 General Fund

Appropriation

Appropriation: 22001 Office of Health and Human Services

Cost Center

Grant

Project Task

Source of Funds

Source of Funds: 01 General Revenue

Additional Worktags

Budgetary Control Category: PRG01 Program General Revenue

Program: 0101028 Operations - Central Management - EOHHS

Save Changes

Cancel

Reset to Default

Ordering Methods


- Under the heading, **Ordering Methods**, select **Request Non-Catalog Items**.


Support: DOA.ERPFINANCE@doa.ri.gov


04/17/25 v1


7


Ordering Methods


[Search Catalog](#)
Find Supplier Contracts...


[Request Non-Catalog Items](#)
Add a good or service that is not in the catalog


[Connect to Supplier Website](#)
Request goods and services from Supplier Websites


[Add from Templates and Requisitions](#)
Select from Requisition templates and past Requisitions


[Select from My Procurement Favorites](#)
Select from my Favorite items

Request Type

11. Specify whether this request type is a **Goods** item or a **Service**.

Request Details

12. Under the heading **Request Details**, to select a **Supplier**, select the menu icon, select **Suppliers by Supplier Group**, select a group, and then make your selection.
*(Note: Alternatively, type in a **Supplier**, select enter to search, and then make your selection from the search results.)*
13. To select a **Commodity Code**, select the menu icon, select **Commodity Code by Type**, select UNSPSC, and then make your selection.
*(Note: By selecting a **Commodity Code** the field **Spend Category** will auto populate.)*
14. To specify **what you need**, type in a **Description**.
15. Type in a **Quantity**.
16. Type in a **Unit of Measure**.
17. Type in a **Price**.
(Note: Please enter numbers only, no dollar signs.)
18. Optionally, type a comment in the **Memo** field.
19. Select **Add to Cart**.

20. To add more items to the cart, type in **What you need to order** for the second item and repeat the steps above. Otherwise, if finished, select the shopping cart icon in the upper right corner.
(**Note:** To start a new requisition, and to search and select more goods or services, select **Edit Details**, and repeat the steps above.)

21. Review the contents of the cart, and once ready, select **Checkout**.
(**Note:** An error message may generate to remind you that an attachment is required.)



Requisition Information

22. Review, and if necessary, edit the **Request Date**.
23. Review, and if necessary, edit **Currency**.
24. Review, and if necessary, edit **Requisition Type**, and then scroll down.
(**Note:** Required fields are indicated by a red asterisk.)

Goods

25. Under the heading, **Goods**, review the information that you entered and then, if necessary, edit.
(**Note:** To add a new row, for additional Goods, select the plus sign icon. To remove a row, select the minus-sign icon.)
(**Note:** You may need to use the horizontal scroll bar to view the entire row.)
26. Use the horizontal scroll bar to navigate to the **Order-From Connection** field.
27. Select the menu icon and make your selection.
28. Use the horizontal scroll bar to navigate to the **Appropriation** field.
29. To specify an **Appropriation**, type in an **Appropriation** and then select **enter** to search.
(**Note:** Alternatively, select the menu icon, select **Active Appropriations by Appropriation Hierarchy**, select an **Appropriations Hierarchy**, and then continue selecting options to ultimately make your selection. (For example, select **Active Appropriations by Appropriation Hierarchy > SORI Appropriation > Education > 026 Rhode Island Council on the Arts > 31002 Film Commission**.)
(**Note:** Once an **Appropriation** is selected, the **Fund** may automatically populate even if you entered a different **Fund** prior to selecting an **Appropriation**. Once an **Appropriation** is selected, **Program** and **Source of Funds** may also automatically populate.)

(**Note:** Alternatively, to select an **Appropriation**, select the menu icon, then, if available, select **My Worktags**, and then make your selection.)

30. If applicable, to select a **Cost Center** select the menu icon, select **Active Cost Centers**, and then make your selection.

(**Note:** Alternatively, type in the name or number of a **Cost Center** and then select enter to search.)

31. If the **Source of Funds** did not automatically populate from the **Appropriation** selected above, to specify a **Source of Funds**, select the menu icon, and then make your selection.

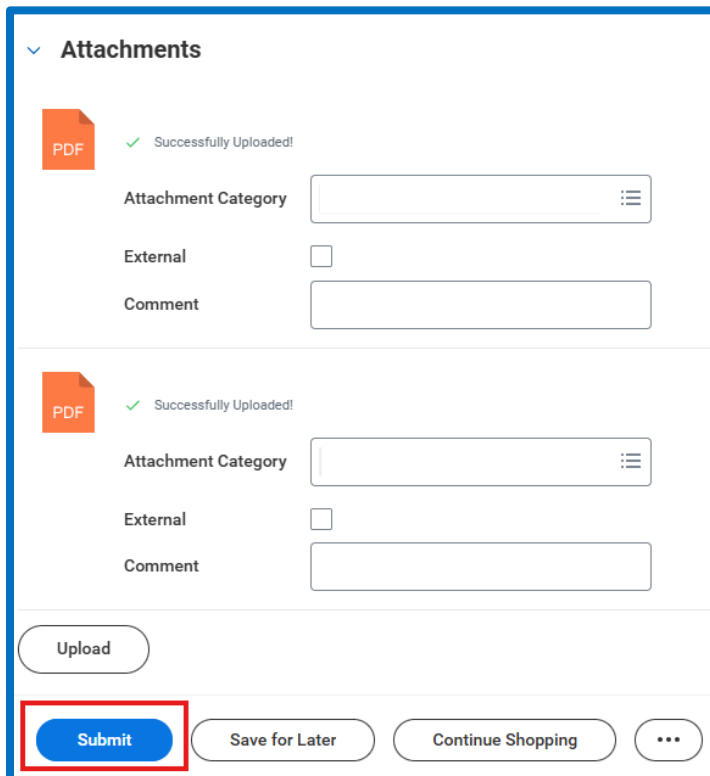
Attachments

32. To provide an **Attachment**, select the arrow preceding > **Attachments**.

- To upload a saved file from your device, select **Select Files**, and then follow your device instructions.
- To select an **Attachment Category**, select the menu icon, and then make your selection.
- To include the attachment on the resulting Purchase Order for the Supplier to view, select the **External** checkbox.
- Optionally, type in a **Comment**.

(**Note:** To attach more documents, select **Upload**. To remove an attachment, select the trash can icon.)

33. Select **Submit**.



Approval Process

Once submitted, your requisition follows an approval workflow and route to the Division of Purchases for Purchase Order creation.

Final Steps

- To view the **Purchase Order Number**, return to the **Requisitions** page and select the icon next to **Ordering**. Select **Printing Runs** to see the **Printed Purchase Order**.
(**Note:** Alternatively, if the **External** checkbox was selected for an attachment, select the **Attachments** tab, then, select the attachment title ending with **_Merged.pdf**)

Workta

Fund: 0


Ordering

PO-1000000042

Status: Approved

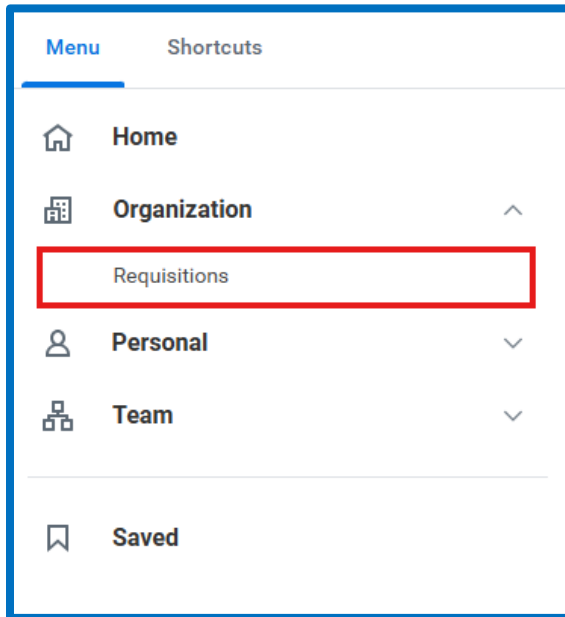
Contact:

Supplier:

Goods Lines	Process History	Attachments	Printing Runs
Printing Runs 1 item			
Printed Date	Issue Option	PDF File	
04/25/2025 11:05:10 AM	Print	 PO-1000000042 2025-04-25 08_05_10-0700.pdf	

Process for Submitting a Requisition to Contract

1. In the ERP system, select the Navigation Menu at the top left corner of the toolbar.
2. Under Organization, select Requisitions
(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **(+) Add** > type 'Requisitions' in the **Find Apps** field > select the plus-sign > select **Back to Menu**.)



Requisition Details

3. For convenience, values from your last requisition display. To provide fresh information for a new requisition, under the heading, **Requisition Details**, select **Edit Details**.
4. The **Requesting for** name defaults to your name. To select a different **Requesting for** name, type in a name, select enter to search, and then make your selection.
5. **Company** name defaults to your **Company**.
6. The **Currency** field is automatically populated. If necessary, edit by selecting the menu icon, selecting **All Active Currencies**, and then making your selection.
7. To select a **Requisition Type**, select the menu icon, and then select your requisition type.
(**Note:** Alternatively, type in a **Requisition Type**, select enter to search, and then select from the search results.)
8. To select a **Ship-To** location, select the menu icon, and then select the appropriate option to make your selection.
(**Note:** This is the address that the Supplier will see on the Printed Purchase Order.)
9. Select **Save Changes**.
(**Note:** Required fields are indicated by a red asterisk.)

×

×

Requesting for *

Requesting Entity

Company *

×

028 Executive Office of Health and Human Services

Currency *

×

USD

Requisition Type

Deliver-To

×

Virks Bldg.

Ship-To *

×

3 West Road, Cranston, RI 02920, United States of America

Fund

×

Fund: 010 General Fund

Appropriation

×

Appropriation: 22001 Office of Health and Human Services

Cost Center

Grant

Project Task

Source of Funds

×

Source of Funds: 01 General Revenue

Additional Worktags

×

Budgetary Control Category: PRG01 Program General Revenue

×

Program: 0101028 Operations - Central Management - EOHHS

Save Changes


Cancel


Reset to Default


Ordering Methods


- Under the heading, **Ordering Methods**, select **Request Non-Catalog Items**.


Ordering Methods


[Search Catalog](#)
Find Supplier Contracts...


[Request Non-Catalog Items](#)
Add a good or service that is not in the catalog


[Connect to Supplier Website](#)
Request goods and services from Supplier Websites


[Add from Templates and Requisitions](#)
Select from Requisition templates and past Requisitions


[Select from My Procurement Favorites](#)
Select from my Favorite items

Request Type

11. Specify whether this request type is a **Goods** item or a **Service**.

Request Details

12. Under the heading **Request Details**, to select a **Supplier**, select the menu icon, select **Suppliers by Supplier Group**, select a group, and then make your selection.
*(Note: Alternatively, type in a **Supplier**, select enter to search, and then make your selection from the search results.)*
13. To select a **Commodity Code**, select the menu icon, select **Commodity Code by Type**, select UNSPSC, and then make your selection.
*(Note: By selecting a **Commodity Code** the field **Spend Category** will auto populate.)*
14. To specify **what you need**, type in a **Description**.
15. Type in a **Quantity**.
16. Type in a **Unit of Measure**.
17. Type in a **Price** as \$0.00.
(Note: Please enter numbers only, no dollar signs.)
18. Optionally, type a comment in the **Memo** field.
19. Select **Add to Cart**.

Request Type
☒ Goods
☐ Service

Request Details

Supplier Item Identifier

Supplier

Supplier Contract

Commodity Code

Request Description *

Spend Category *

Pricing

Quantity *

100

Unit of Measure *

× Foot

Price

0.00

Subtotal \$0.00 USD

Memo

Add to Cart

Back to Requisitions Home

20. Review the contents of the cart, and once ready, select **Checkout**.
 (Note: An error message may generate to remind you that an attachment is required.)



Requisition Information

21. Review, and if necessary, edit the **Request Date**.
 22. Review, and if necessary, edit **Currency**.
 23. Review, and if necessary, edit **Requisition Type**.
 24. Type in **Control Value** and **Estimated Term Dates** in the header internal memo, and then scroll down.
 (Note: Required fields are indicated by a red asterisk.)

Request Date
*
04/25/2025

Currency
*
× USD

Requisition Type
*

Submitted by

Memo to Suppliers

Internal Memo

Control Value: \$150,000.00
Estimated Term Dates: 04/25/2025 - 04/25/2027

Goods

25. Under the heading, **Goods**, review the information that you entered and then, if necessary, edit.
 (Note: To add a new row, for additional Goods, select the plus sign icon. To remove a row, select the minus-sign icon.)
 (Note: You may need to use the horizontal scroll bar to view the entire row.)

26. Use the horizontal scroll bar to navigate to the **Order-From Connection** field.
27. Select the menu icon and make your selection.
28. Use the horizontal scroll bar to navigate to the **Memo** field.
29. Type in **Control Value** per appropriation/program in the line **Memo** field.
30. Use the horizontal scroll bar to navigate to the **Appropriation** field.
31. To specify an **Appropriation**, type in an **Appropriation** and then select *enter* to search.
*(Note: Alternatively, select the menu icon, select **Active Appropriations by Appropriation Hierarchy**, select an **Appropriations Hierarchy**, and then continue selecting options to ultimately make your selection. (For example, select **Active Appropriations by Appropriation Hierarchy** > **SORI Appropriation** > **Education** > **026 Rhode Island Council on the Arts** > **31002 Film Commission**.)*
*(Note: Once an **Appropriation** is selected, the **Fund** may automatically populate even if you entered a different **Fund** prior to selecting an **Appropriation**. Once an **Appropriation** is selected, **Program** and **Source of Funds** may also automatically populate.)*
*(Note: Alternatively, to select an **Appropriation**, select the menu icon, then, if available, select **My Worktags**, and then make your selection.)*
32. If applicable, to select a **Cost Center** select the menu icon, select **Active Cost Centers**, and then make your selection.
*(Note: Alternatively, type in the name or number of a **Cost Center** and then select *enter* to search.)*
33. If the **Source of Funds** did not automatically populate from the **Appropriation** selected above, to specify a **Source of Funds**, select the menu icon, and then make your selection.

Supplier Item Identifier	Manufacturer Part Number	UNSPSC	PTSID	Additional Item Identifiers	Memo	Fund	*Appropriation	Cost Center	Grant
					\$150,000.00	010 General Fund	22001 General Administration (EOHHS)		

Attachments

34. To provide an **Attachment**, select the arrow preceding > **Attachments**.
 - e. To upload a saved file from your device, select **Select Files**, and then follow your device instructions.
 - f. To select an **Attachment Category**, select the menu icon, and then make your selection.
 - g. To include the attachment on the resulting Purchase Order for the Supplier to view, type **External** in the comment field.*(Note: To attach more documents, select **Upload**. To remove an attachment, select the trash can icon.)*
35. Select **Submit**.

PDF

Tentative Selection Documentation.pdf

✓

Successfully Uploaded!

Attachment Category

×

Tentative Award Documentation

:

:

:

External

☐

Comment

PDF

SOW Email with Vendor Responses.pdf

✓

Successfully Uploaded!

Attachment Category

×

Mini Bid SOW

:

:

:

External

☐

Comment

Upload

Submit

Save for Later

Continue Shopping

...

Approval Process

Once submitted, your requisition follows an approval workflow and route to the Division of Purchases for Purchase Order creation.



Add Approvers

The next step in the process will not happen until the additional approvals are done.

Additional Approvers *

Comment

Approve and Send

Search

- Chief Financial Officer (CFO)
- Program Financial Approver
- Program Financial Approver Level 2 (\$5,000-\$50,000)
- Program Financial Approver Level 3 (\$50,000-\$150,000)
- Program Financial Approver Level 4 (\$150,000-\$500,000)
- Program Financial Approver Level 5 (>\$500,000)

028 Executive Office of Health and Human Services

Approve **Send Back** **Add Approvers** **...**

Final Steps

1. To view the **Supplier Contract**, return to the **Requisitions** page and select the Completed tab.
2. Select the **Action Button** next to the Requisition number.
3. Select **View**.

Requisitions (Past 6 Months)

Open (1) **Completed (1)**

RQ-1000000056 **...** Approved

Total Amount: \$0.00 Created on 04/25/2025

1 item

RQ-1000000056 **X**

View

[Close Lines](#)

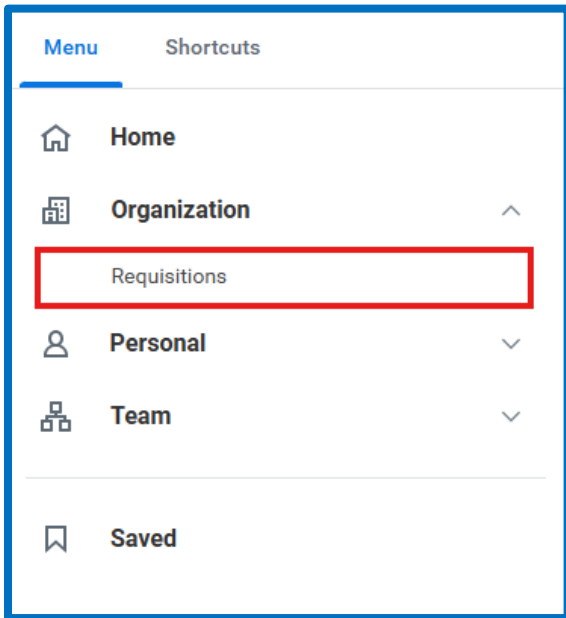
[Close](#)

4. Copy the **Supplier Contract Number** in the **Internal Memo** field.

Process for Submitting a Requisition to Contract Catalog

(**Note:** Since this is a Contract Catalog, you will need to complete the Submit Catalog Load Excel Template before completing your requisition.)

1. Using the **Submit Catalog Load** Excel Spreadsheet, fill in all required columns.
(**Note:** The Submit Catalog Load – Example Template includes self-help text in the description fields to guide users on how to complete each column accurately. Additionally, the spreadsheet provides reference examples to assist with the completion process.)
2. Select **File** and **Save As**. Select **Browse** to save this file to your device. Enter **File Name** with what you wish the Contract Catalog title to be.
3. Select **Save**.
4. In the ERP system, select the Navigation Menu at the top left corner of the toolbar.
5. Under Organization, select Requisitions
(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **(+) Add** > type 'Requisitions' in the **Find Apps** field > select the plus-sign > select **Back to Menu**.)



Requisition Details

6. For convenience, values from your last requisition display. To provide fresh information for a new requisition, under the heading, **Requisition Details**, select **Edit Details**.
7. The **Requesting for** name defaults to your name. To select a different **Requesting for** name, type in a name, select enter to search, and then make your selection.
8. **Company** name defaults to your **Company**.
9. The **Currency** field is automatically populated. If necessary, edit by selecting the menu icon, selecting **All Active Currencies**, and then making your selection.
10. To select a **Requisition Type**, select the menu icon, and then select your requisition type.
(**Note:** Alternatively, type in a Requisition Type, select enter to search, and then select from the search results.)
11. To select a **Ship-To** location, select the menu icon, and then select the appropriate option to make your selection.
(**Note:** This is the address that the Supplier will see on the Printed Purchase Order.)
12. Select **Save Changes**.
(**Note:** Required fields are indicated by a red asterisk.)

Edit Requisition Details
X

Requesting for *

Requesting Entity

Company *

X
028 Executive Office of Health and Human Services

Currency *

X
USD

Requisition Type

Deliver-To

X
Virks Bldg.

Ship-To *

X
3 West Road, Cranston, RI 02920, United States of America

Fund

X
Fund: 010 General Fund

Appropriation

X
Appropriation: 22001 Office of Health and Human Services

Cost Center

Grant

Project Task

Source of Funds

X
Source of Funds: 01 General Revenue

Additional Worktags

X
Budgetary Control Category: PRG01 Program General Revenue
X
Program: 0101028 Operations - Central Management - EOHHS

Save Changes


Cancel


Reset to Default


Ordering Methods


- Under the heading, **Ordering Methods**, select **Request Non-Catalog Items**.


Ordering Methods


[Search Catalog](#)
Find Supplier Contracts...


[Request Non-Catalog Items](#)
Add a good or service that is not in the catalog


[Connect to Supplier Website](#)
Request goods and services from Supplier Websites


[Add from Templates and Requisitions](#)
Select from Requisition templates and past Requisitions


[Select from My Procurement Favorites](#)
Select from my Favorite items

Request Type

14. Specify whether this request type is a **Goods** item or a **Service**.

Request Details

15. Under the heading **Request Details**, to select a **Supplier**, select the menu icon, select **Suppliers by Supplier Group**, select a group, and then make your selection.
*(Note: Alternatively, type in a **Supplier**, select enter to search, and then make your selection from the search results.)*
16. To select a **Commodity Code**, select the menu icon, select **Commodity Code by Type**, select UNSPSC, and then make your selection.
*(Note: By selecting a **Commodity Code** the field **Spend Category** will auto populate.)*
17. To specify **what you need**, type in a **Description**.
18. Type in a **Quantity**.
19. Type in a **Unit of Measure**.
20. Type in a **Price** as \$0.00.
(Note: Please enter numbers only, no dollar signs.)
21. Optionally, type a comment in the **Memo** field.
22. Select **Add to Cart**.
23. Review the contents of the cart, and once ready, select **Checkout**.
(Note: An error message may generate to remind you that an attachment is required.)

31. Use the horizontal scroll bar to navigate to the **Memo** field.
32. Type in **Control Value** per appropriation/program in the line **Memo** field.
33. Use the horizontal scroll bar to navigate to the **Appropriation** field.
34. To specify an **Appropriation**, type in an **Appropriation** and then select **enter** to search.
 (Note: Alternatively, select the menu icon, select **Active Appropriations by Appropriation Hierarchy**, select an **Appropriations Hierarchy**, and then continue selecting options to ultimately make your selection. (For example, select **Active Appropriations by Appropriation Hierarchy > SORI Appropriation > Education > 026 Rhode Island Council on the Arts > 31002 Film Commission.**)
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 (Note: Alternatively, to select an **Appropriation**, select the menu icon, then, if available, select **My Worktags**, and then make your selection.)
35. If applicable, to select a **Cost Center** select the menu icon, select **Active Cost Centers**, and then make your selection.
 (Note: Alternatively, type in the name or number of a **Cost Center** and then select **enter** to search.)
36. If the **Source of Funds** did not automatically populate from the **Appropriation** selected above, to specify a **Source of Funds**, select the menu icon, and then make your selection.

The screenshot shows a 'Goods' form with the following fields and values:

Supplier Item Identifier	Manufacturer Part Number	UNSPSC	PTSID	Additional Item Identifiers	Memo	*Fund	*Appropriation	Cost Center	Grant
					\$150,000.00	x 010 General Fund	22001 General x Administration (EOHHS)		

Attachments

(Note: You **must** upload your completed Submit Catalog Load Excel Template with the **Attachment Category** of **Catalog** for this to become a Contract Catalog.)

37. To provide an **Attachment**, select the arrow preceding **> Attachments**.
 - h. To upload a saved file from your device, select **Select Files**, and then follow your device instructions.
 - i. To select an **Attachment Category**, select the menu icon, and then make your selection.
 - j. To include the attachment on the resulting Purchase Order for the Supplier to view, type **External** in the comment field.

(Note: To attach more documents, select **Upload**. To remove an attachment, select the trash can icon.)

Requisition Type: MPA Mini Bid

Sourcing Buyer

Submitted by

Consolidate Requisition

Exclude Ship-To Address

Memo to Suppliers

Internal Memo

Add Approvers

The next step in the process will not happen until the additional approvals are done.

Additional Approvers *

Comment

Approve and Send

Search

- Chief Financial Officer (CFO)
- Program Financial Approver
- Program Financial Approver Level 2 (\$5,000-\$50,000)
- Program Financial Approver Level 3 (\$50,000-\$150,000)
- Program Financial Approver Level 4 (\$150,000-\$500,000)
- Program Financial Approver Level 5 (>\$500,000)

1 item

Order	Image	Company	Item	Fulfillment
		028 Executive Office of Health and Human Services		Purchase

Approve Send Back **Add Approvers** ...

Requisitioner:

Final Steps

- To view the [Supplier Contract](#), return to the [Requisitions](#) page and select the Completed tab.
- Select the [Action Button](#) next to the Requisition number.
- Select [View](#).

Requisitions (Past 6 Months) [Edit Filters](#)

Open (1) **Completed (2)**

Item	Status
<p>RQ-1000000062 ...</p> <p>Total Amount: \$0.00</p> <p>1 item ^</p> <p>MPA-498 Fence Installation and Repair</p> <p>Amount: \$0.00</p>	<p>Approved</p> <p>Created on 04/25/2025</p> <p>COMPLETED</p> <p>Requested 1 Each</p> <p>Ordered 1 Each</p>

- Copy the [Supplier Contract Number](#) in the [Internal Memo](#) field.

Requisition Information

12. Using the Workday Search Bar, paste the **Supplier Contract Number** and select Enter.
13. Under the **All Categories** drop-down menu, select **Procurement**.
14. Select the **Supplier Contract Number** to view **Supplier Contract**.

Top Results

People (0)

Tasks and Reports (0)

Procurement (1) ▾

Procurement

[SC-1000000010 : MPA-498 Fence Installation and Repair MiniBid](#)
Supplier Contract