



Create a Requisition for a Solicitation

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

Solicitation Types:

(Note: This list highlights the most frequently used solicitation types and does not represent all available solicitation methods.)

- **Request for Quote (RFQ)**

Solicitation Type: Goods

Overview: RFQs are evaluated primarily on cost, with awards typically granted to the lowest responsive and responsible bidder.

Details:

- Includes at least one line item for pricing proposals.
- RFQs may be issued for:
 - One-time purchases
 - Ongoing purchases under fixed pricing agreements

RFQ Use Cases:

Purchase Type	Example	Resulting Agreement
One-Time Purchase	Promotional items for a special event	Purchase Order
Time-Based Purchase	Fixed pricing for autobody parts over a three-year period	Contract Catalog

- **Request for Proposal (RFP)**

Solicitation Type: Services

Overview: RFPs are evaluated based on both technical and cost proposals. They are used for service-based procurements requiring detailed proposals.

Details:

- Two-envelope evaluation:
 - One envelope for technical proposal
 - One sealed envelope for cost proposal
- No line items.
- RFPs may be issued for:
 - Defined-duration projects

RFP Use Cases:

Purchase Type	Example	Resulting Agreement
Project-Based Contract	Lump sum price to provide consulting services	Contract

- **Request for Information (RFI)**

Solicitation Type: Services

Overview: RFIs are exploratory and do not result in a contract award. They are used to gather insights, ideas, and feedback from the vendor community in preparation for a future procurement.

Details:

- Does not result in an award.
- Allows agencies to engage with the vendor community to obtain information and ideas around a future procurement, in an open and transparent format.
- Ultimately canceled once information is collected.

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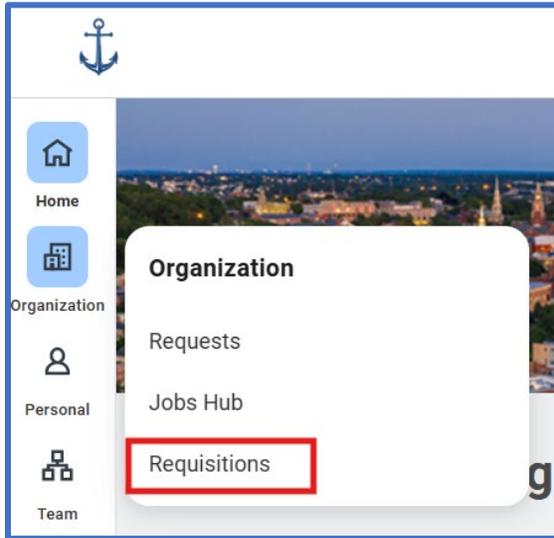
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Process for Submitting a Requisition to Purchase Order

1. In the ERP system, hover over Organization on the left panel toolbar.
2. Under Organization, select Requisitions.
(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **Customize** > **Add Menu Items** > type 'Requisitions' in the **Find Menu Items** field > select the plus-sign > select **Add Item** > select **Save Changes** > select **Save Changes**.)



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 **Solicitation**.
(**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 *	<input type="text"/>
Requesting Entity	<input type="text"/>
Company *	<input type="text" value="x 028 Executive Office of Health and Human Services"/>
Currency *	<input type="text" value="x USD"/>
Requisition Type	<input type="text"/>
Deliver-To	<input type="text" value="x Virks Bldg."/>
Ship-To *	<input type="text" value="x 3 West Road, Cranston, RI 02920, United States of America"/>
Fund	<input type="text" value="x Fund: 010 General Fund"/>
Appropriation	<input type="text" value="x Appropriation: 22001 Office of Health and Human Services"/>
Cost Center	<input type="text"/>
Grant	<input type="text"/>
Project Task	<input type="text"/>
Source of Funds	<input type="text" value="x Source of Funds: 01 General Revenue"/>
Additional Worktags	<input type="text" value="x Budgetary Control Category: PRG01 Program General Revenue"/> <input type="text" value="x Program: 0101028 Operations - Central Management - EOHHS"/>

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

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

Request Details

1. Under the heading **Request Details**, 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.)*
2. 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.)*
3. To select the **Order-From Connection**, select the menu icon, and then make your selection.
*(Note: For suppliers that also function as punch-out suppliers (e.g., WB Mason, Dell, Grainger), the **Order-From Connection** must be updated to an option containing **Print**.)*
4. To specify **what you need**, type in a **Request Description**.
5. Type in a **Quantity**.
6. Type in a **Unit of Measure**.
7. Type in a **Price**.
(Note: Please enter numbers only, no dollar signs.)
8. Select **Add to Cart**.

Request Type

 Goods
 Service

Request Details

Supplier Item Identifier

Commodity Code

Supplier

Order-From Connection

Supplier Contract

Request Description *

Spend Category *

Pricing

Quantity *

Unit of Measure *

Price

Subtotal \$0.00 USD

Memo

Add to Cart

Back to Requisitions Home

9. 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.)*



10. 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

1. Review, and if necessary, edit **Currency**.
2. Review, and if necessary, edit **Requisition Type**, and then scroll down.
(Note: Required fields are indicated by a red asterisk.)

Goods

3. 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.)
4. Use the horizontal scroll bar to navigate to the **Appropriation** field.
5. 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.)

6. 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.)

7. 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

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

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

(Note: You must attach supporting documentation, such as the appropriate Solicitation template to proceed.)

2. Select **Submit**.

The screenshot displays the 'Attachments' section of a procurement system. It features two identical attachment cards. Each card includes a PDF icon, a green checkmark indicating 'Successfully Uploaded!', and three input fields: 'Attachment Category' with a dropdown menu icon, 'External' with an unchecked checkbox, and 'Comment' with a text area. Below the cards is an 'Upload' button. At the bottom, there is a row of buttons: 'Submit' (highlighted with a red box), 'Save for Later', 'Continue Shopping', and a three-dot menu icon.

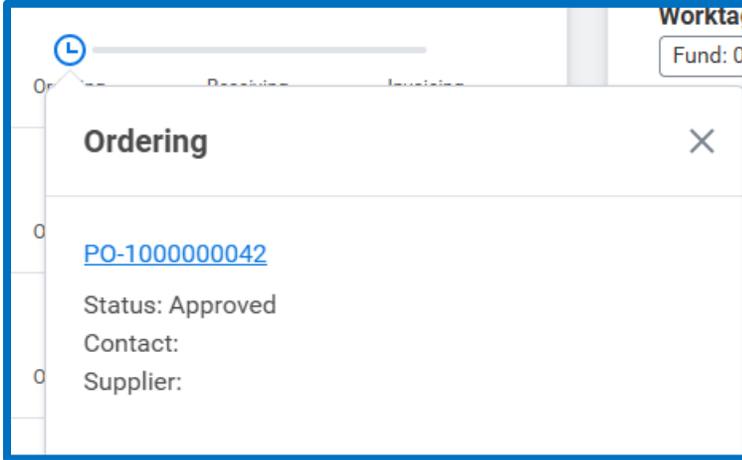
Approval Process

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

1. Once the award is ready for issuance, the Buyer will return your requisition for revision, allowing you to update the Extended Amount, Unit Cost and Supplier to align with the award details in OSP.
2. Navigate to the Goods/Services line and update the required field(s). Once completed, select '**Submit**' to proceed.

Final Steps

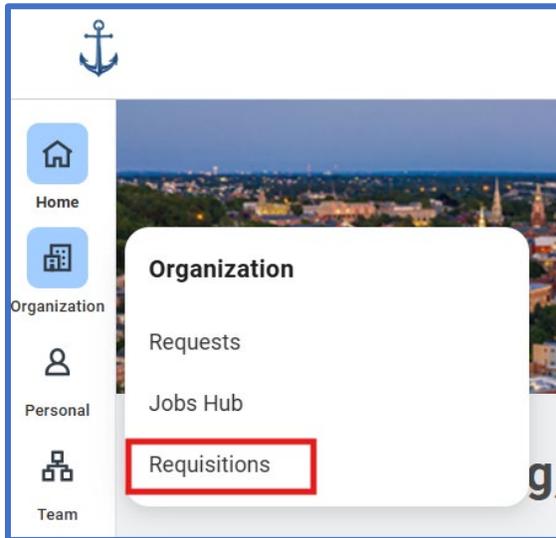
- The requisition will proceed through the designated approval process to confirm the awarded solicitation amount. Once fully approved, the requisition will be redirected to the assigned Buyer to proceed with issuing the award.
- To view the **Purchase Order Number**, return to the **Requisitions** page 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**)



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, hover over Organization on the left panel toolbar.
2. Under Organization, select Requisitions.
(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **Customize** > Add Menu Items > type 'Requisitions' in the **Find Menu Items** field > select the plus-sign > select **Add Item** > select **Save Changes** > select **Save Changes**.)



Requisition Details

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2. 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.
3. **Company** name defaults to your **Company**.
4. The **Currency** field is automatically populated. If necessary, edit by selecting the menu icon, selecting **All Active Currencies**, and then making your selection.
5. To select a **Requisition Type**, select the menu icon, and then select **Solicitation**.
(**Note:** Alternatively, type in a **Requisition Type**, select enter to search, and then select from the search results.)
6. 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.)
7. Select **Save Changes**.
(**Note:** Required fields are indicated by a red asterisk.)

Edit Requisition Details ×

Requesting for *	<input type="text"/>
Requesting Entity	<input type="text"/>
Company *	<input type="text" value="028 Executive Office of Health and Human Services"/>
Currency *	<input type="text" value="USD"/>
Requisition Type	<input type="text"/>
Deliver-To	<input type="text" value="Virks Bldg."/>
Ship-To *	<input type="text" value="3 West Road, Cranston, RI 02920, United States of America"/>
Fund	<input type="text" value="Fund: 010 General Fund"/>
Appropriation	<input type="text" value="Appropriation: 22001 Office of Health and Human Services"/>
Cost Center	<input type="text"/>
Grant	<input type="text"/>
Project Task	<input type="text"/>
Source of Funds	<input type="text" value="Source of Funds: 01 General Revenue"/>
Additional Worktags	<input type="text" value="Budgetary Control Category: PRG01 Program General Revenue"/> <input type="text" value="Program: 0101028 Operations - Central Management - EOHHS"/>

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
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 Request goods and services from Supplier Websites
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 Select from Requisition templates and past Requisitions
-  [Select from My Procurement Favorites](#)
 Select from my Favorite items

Request Type

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

Request Details

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2. 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.)*
3. To select the **Order-From Connection**, select the menu icon, and then make your selection.
*(Note: For suppliers that also function as punch-out suppliers (e.g., WB Mason, Dell, Grainger), the **Order-From Connection** must be updated to an option containing **Print**.)*
4. To specify **what you need**, type in a **Request Description**.
5. Type in a **Quantity**.
6. Type in a **Unit of Measure**.
7. Type in a **Price** as \$0.00.
(Note: Please enter numbers only, no dollar signs.)
8. Select **Add to Cart**.

Request Type

 Goods
 Service

Request Details

Supplier Item Identifier

Commodity Code

Supplier

Order-Fror

Supplier Cor

Request Description *

Spend Category *

Pricing

Quantity *

Unit of Measure *

Price

Subtotal \$0.00 USD

Memo

Add to Cart

Back to Requisitions Home

9. 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

1. Review, and if necessary, edit the **Request Date**.
2. Review, and if necessary, edit **Currency**.
3. Review, and if necessary, edit **Requisition Type**.
4. Type in the **Estimated Control Value** and **Estimated Term Dates** in the header internal memo, and then scroll down.

(Note: Required fields are indicated by a red asterisk.)

Requisition Information

Request Date *

Currency *

Requisition Type *

Submitted by

Memo to Suppliers

Internal Memo

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

Goods

1. 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.)
2. Use the horizontal scroll bar to navigate to the **Memo** field.
3. Type in **Control Value** per appropriation/program in the line **Memo** field.
4. Use the horizontal scroll bar to navigate to the **Appropriation** field.
5. 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.)
6. 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.)
7. 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

8. 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.)
(**Note:** You must attach supporting documentation, such as the appropriate Solicitation template to proceed.)
9. Select **Submit**.

Attachments

PDF Tentative Selection Documentation.pdf
✓ Successfully Uploaded!

Attachment Category

External

Comment

PDF SOW Email with Vendor Responses.pdf
✓ Successfully Uploaded!

Attachment Category

External

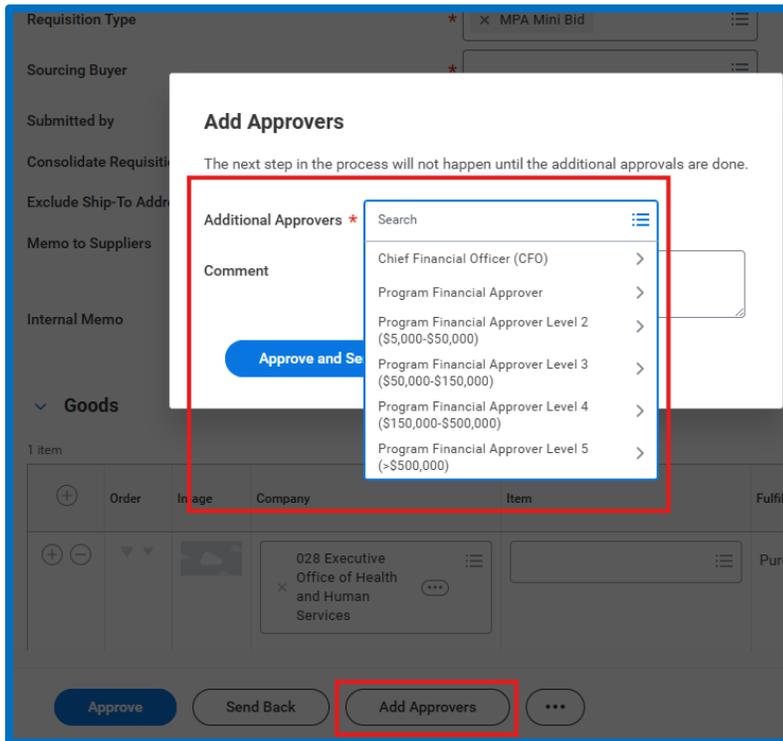
Comment

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.



1. Once the award is ready for issuance, the Buyer will return your requisition for revision, allowing you to update the Extended Amount, Unit Cost and Supplier to align with the award details in OSP.
2. Navigate to the Goods/Services line and update the required field(s). Once completed, select '**Submit**' to proceed.

Final Steps

The requisition will proceed through the designated approval process to confirm the awarded solicitation amount. Once fully approved, the requisition will be redirected to the assigned Buyer to proceed with issuing the award.

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 ✕

[View](#)

[Close Lines](#)

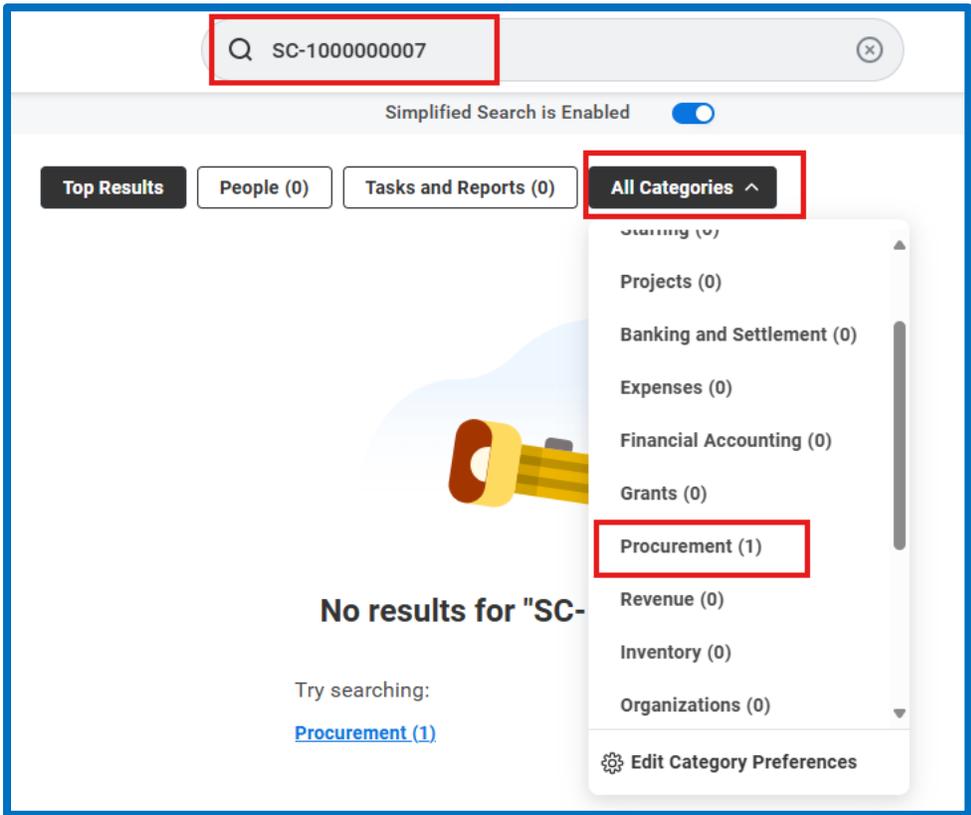
[Close](#)

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

▾ **Requisition Information**

Request Date	04/25/2025
Currency	USD
Requisition Type	MPA Mini Bid
Submitted by	
Consolidate Requisitions on Purchase Orders	No
Exclude Ship-To Address when Consolidating Requisition Lines	No
Memo to Suppliers	(empty)
Internal Memo	Control Value: \$150,000.00 Estimated Term Dates: 04/25/2025 - 04/25/2027 SC-1000000007

- Using the Workday Search Bar, paste the **Supplier Contract Number** and select Enter.
- Under the **All Categories** drop-down menu, select **Procurement**.



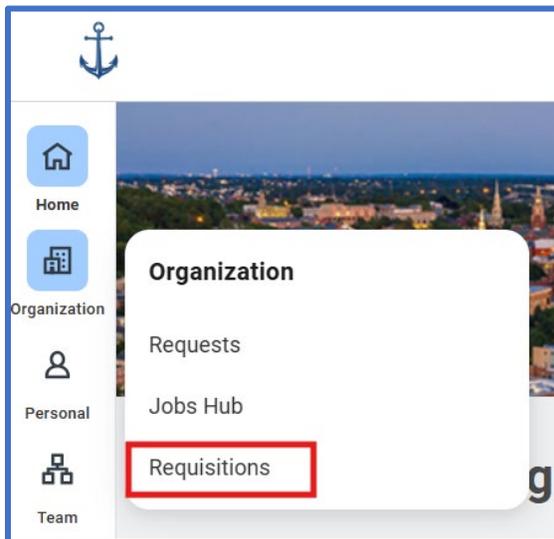
7. Select the **Supplier Contract Number** to view **Supplier Contract**.

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, hover over Organization on the left panel toolbar.
5. Under Organization, select Requisitions.

(**Note:** If the 'Requisitions' app is not listed in your **Menu**, select **Customize** > Add Menu Items > type 'Requisitions' in the **Find Menu Items** field > select the plus-sign > select **Add Item** > select **Save Changes** > select **Save Changes**.)



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5. To select a **Requisition Type**, select the menu icon, and then select **Solicitation**.
(**Note:** Alternatively, type in a Requisition Type, select enter to search, and then select from the search results.)
6. 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.)
7. Select **Save Changes**.
(**Note:** Required fields are indicated by a red asterisk.)

Edit Requisition Details ✕

Requesting for*	<input type="text"/>
Requesting Entity	<input type="text"/>
Company*	✕ 028 Executive Office of Health and Human Services
Currency*	✕ USD
Requisition Type	<input type="text"/>
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	<input type="text"/>
Grant	<input type="text"/>
Project Task	<input type="text"/>
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

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 Find Supplier Contracts...
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4. To specify **what you need**, type in a **Request Description**.
5. Type in a **Quantity**.
6. Type in a **Unit of Measure**.
7. Type in a **Price** as \$0.00.
(Note: Please enter numbers only, no dollar signs.)
8. Select **Add to Cart**.

Request Type Goods Service

Request Details

Supplier Item Identifier Commodity Code

Supplier Order-Fror

Supplier Cot

Request Description *

Spend Category *

Pricing

Quantity *

Unit of Measure *

Price

Subtotal \$0.00 USD

Memo

Add to Cart
Back to Requisitions Home

- 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

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

Requisition Information

Request Date *

Currency *

Requisition Type *

Submitted by

Memo to Suppliers

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

Goods

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(**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.)
6. 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.)
7. 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	x 010 General Fund	22001 General Administration (EDHHS)		

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**.)

8. 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.)

(**Note:** You must attach supporting documentation, such as the appropriate Solicitation template to proceed.)

▼ **Attachments**

PDF

Tentative Selection Documentation.pdf

Attachment Category Tentative Award Documentation

External

Comment (empty)

PDF

SOW Email with Vendor Responses.pdf

Attachment Category Mini Bid SOW

External

Comment (empty)

XLS

MPA-498 Fence Installation and Repair.xlsx

Attachment Category Catalog

External

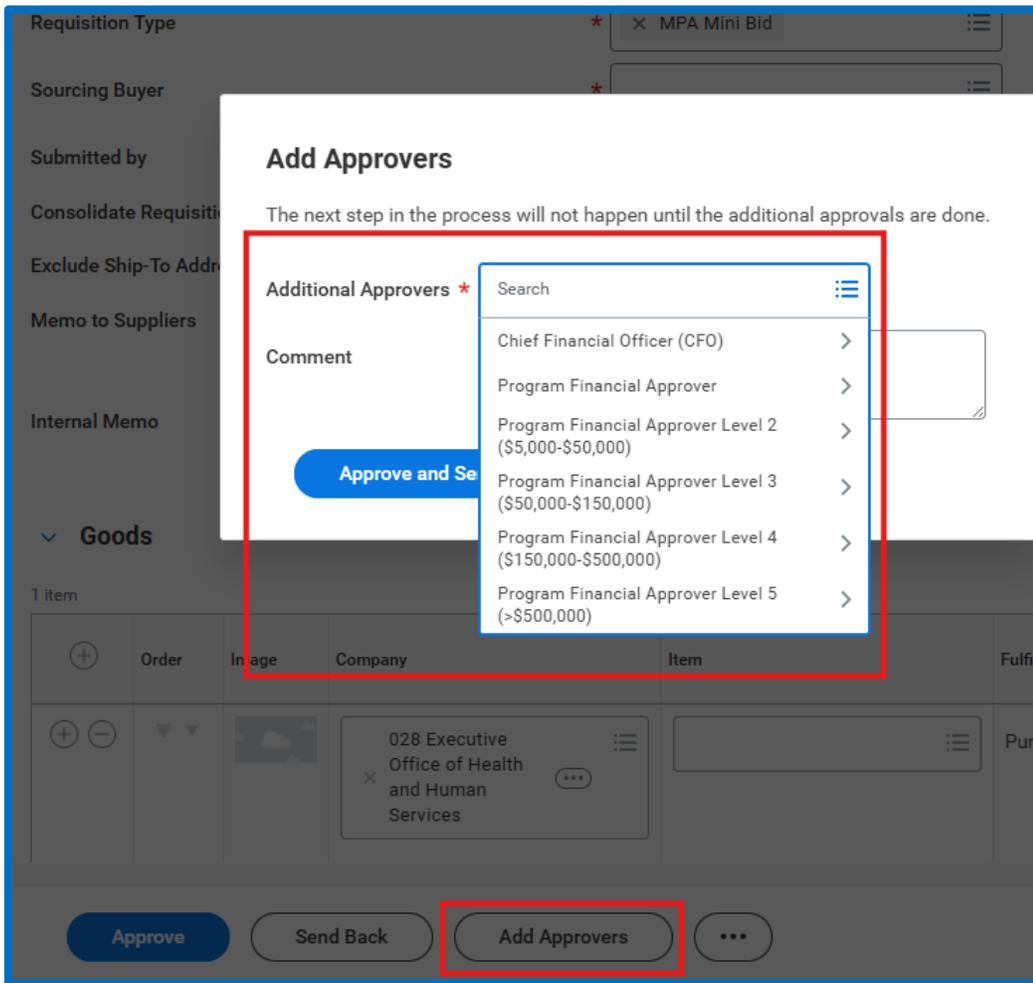
Comment (empty)

9. Select **Submit**.

Approval Process

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



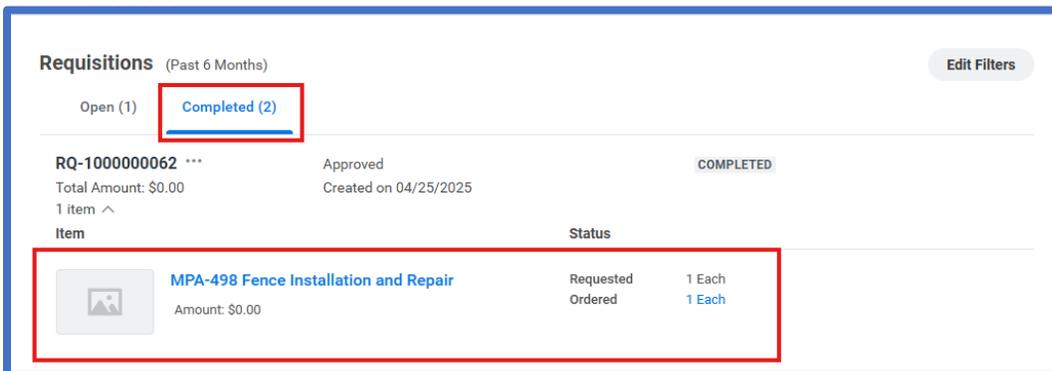


10. Once the award is ready for issuance, the Buyer will return your requisition for revision, allowing you to update the Extended Amount, Unit Cost and Supplier to align with the award details in OSP.
11. Navigate to the Goods/Services line and update the required field(s). Once completed, select '**Submit**' to proceed.

Final Steps

The requisition will proceed through the designated approval process to confirm the awarded solicitation amount. Once fully approved, the requisition will be redirected to the assigned Buyer to proceed with issuing the award.

12. To view the **Supplier Contract**, return to the **Requisitions** page and select the Completed tab.
13. Select the **Action Button** next to the Requisition number.
14. Select **View**.



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

✓ **Requisition Information**

Request Date	04/25/2025
Currency	USD
Requisition Type	MPA Mini Bid
Submitted by	
Consolidate Requisitions on Purchase Orders	No
Exclude Ship-To Address when Consolidating Requisition Lines	No
Memo to Suppliers	(empty)
Internal Memo	Control Value: \$150,000.00 Estimated Term Dates: 04/25/2025 - 04/25/2027 SC-1000000010

16. Using the Workday Search Bar, paste the **Supplier Contract Number** and select Enter.

17. Under the **All Categories** drop-down menu, select **Procurement**.

18. Select the **Supplier Contract Number** to view **Supplier Contract**.

Top Results	People (0)	Tasks and Reports (0)	Procurement (1) ▾
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Procurement

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