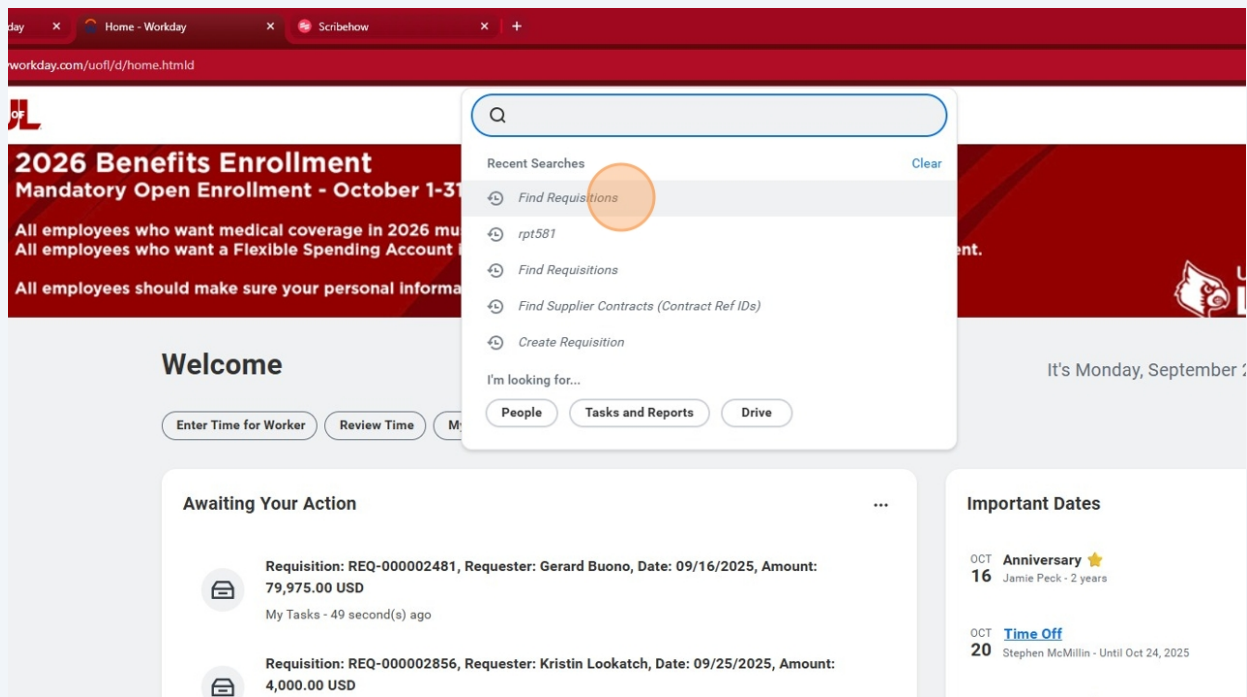
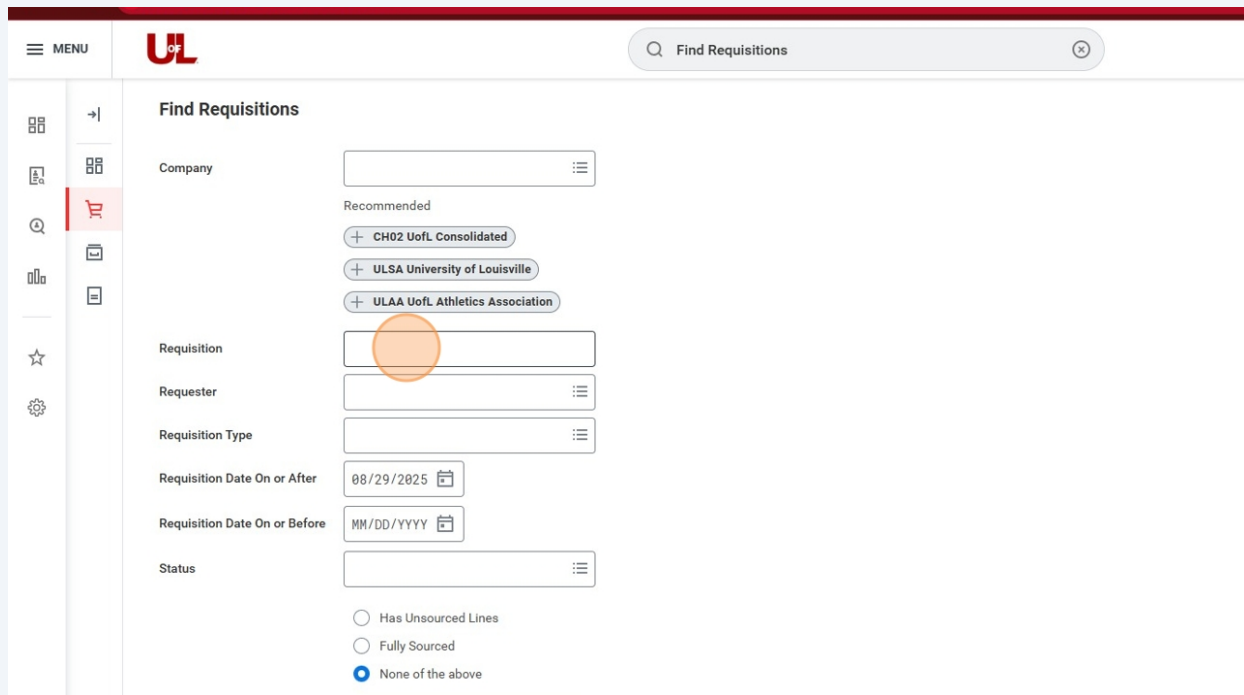


Scribe for windows Workflow

1 Enter "Find Requisitions" in the Search bar



2 Enter requisition number



Find Requisitions

Company

Recommended

- + CH02 UofL Consolidated
- + ULSA University of Louisville
- + ULAA UofL Athletics Association

Requisition

Requester

Requisition Type

Requisition Date On or After 08/29/2025

Requisition Date On or Before MM/DD/YYYY

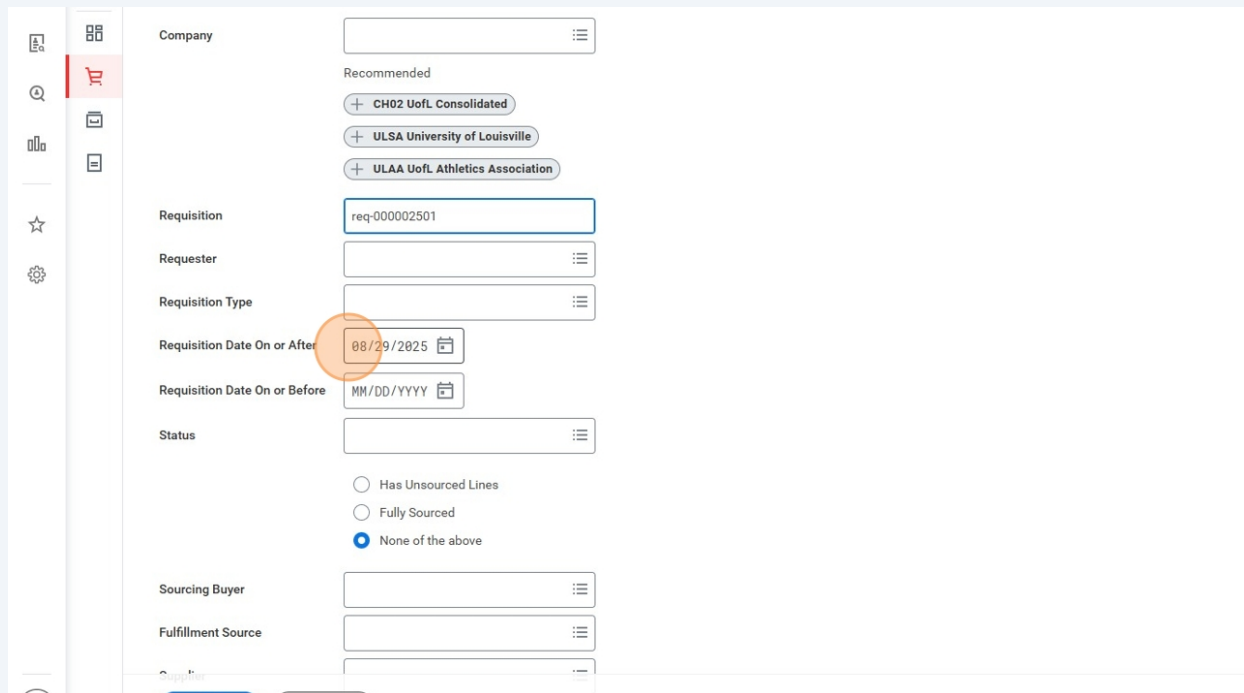
Status

☐ Has Unsourced Lines

☐ Fully Sourced

☒ None of the above

3 Confirm date is within range for requisition. If unsure, enter 01/01/1900.



Find Requisitions

Company

Recommended

- + CH02 UofL Consolidated
- + ULSA University of Louisville
- + ULAA UofL Athletics Association

Requisition

Requester

Requisition Type

Requisition Date On or After 08/29/2025

Requisition Date On or Before MM/DD/YYYY

Status

☐ Has Unsourced Lines

☐ Fully Sourced

☒ None of the above

Sourcing Buyer

Fulfillment Source

4 Click "OK"

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

- Requisition: req-000002501
- Requester: [Empty]
- Requisition Type: [Empty]
- Requisition Date On or After: 01/29/2025
- Requisition Date On or Before: MM/DD/YYYY
- Status: [Empty]
- Has Unsourced Lines: ☐
- Fully Sourced: ☐
- None of the above: ☒
- Sourcing Buyer: [Empty]
- Fulfillment Source: [Empty]

The "OK" button is highlighted with an orange circle. The "Cancel" button is also visible.

5 Right click "Related Actions"

The screenshot shows the 'Find Requisitions' page with the following criteria:

- Report Criteria: Requisition (req-000002501), Requisition Date On or After (01/29/2025)
- Exclude Canceled: Yes
- Exclude Closed: Yes

The 'Requisitions' table shows 1 item:

Requisition Number	Company	Status	Requisition Type	Requester	Requisition Date
REQ-000002501	ULSA University of Louisville	In Progress	Tie-To Requisition (Update Existing PO)	Paula Berry	09/16, 2024

The 'Related Actions' button is highlighted with an orange circle.

6 Click See in New Tab to open requisition in a new window.

Report Criteria

Requisition: req-000002501

Requisition Date On or After: 01/29/2025

Exclude Canceled: Yes

Exclude Closed: Yes

Requisitions: 1 item

Requisition	Requisition Number	Company	Status	Requisition Type	Requester	Requisition Date
Q	REQ-000002501	ULSA University of Louisville	In Progress	Tie-To Requisition (Update Existing PO)	Paula Berry	09/16/2025

- See in New Tab
- Copy URL
- Copy Text
- View Printable Version
- Export to Excel

7 Click "Related Actions REQ-000002501"

View Requisition REQ-000002501

Budget Check Status: Pass

Company: ULSA University of Louisville

Requester: Paula Berry

Status: In Progress

Total Amount: 5,438.72 USD

Requisition Information

Request Date: 09/16/2025

Currency: USD

Requisition Type: Tie-To Requisition (Update Existing PO)

Submitted by: Paula Berry

Consolidate Requisitions on Purchase Orders: No

Exclude Ship-To Address when Consolidating Requisition Lines: No

Memo to Suppliers: (empty)

Internal Memo: (empty)

Shipping Address

Deliver-To: Belknap Campus > Floyd Street Parking Garage (Belknap) > Room 001 (Floyd Street Parking Garage - Belknap)

8

Click "Requisition" and it will show options available.

The screenshot shows the Workday interface for viewing a requisition. The browser address bar displays `myworkday.com/uofl/d/inst/1$1302/1302$8582.html`. The page title is "View Requisition REQ-000002501". The left sidebar contains a "MENU" button and a search bar. The main content area is divided into two sections: "Requisition Information" and "Shipping Address". The "Requisition Information" section includes fields for Request Date, Currency, Requisition Type, Submitted by, Consolidate Requisitions on Purchase Orders, Exclude Ship-To Address when Consolidating Requisition L, Memo to Suppliers, and Internal Memo. The "Shipping Address" section includes a field for Deliver-To, which is set to "Belknap Campus > Floyd Street Park". The "Requisition" dropdown menu is open, showing options: Edit, Add More, and Cancel. The "Requisition" section on the right displays the following details:

Field	Value
Status	In Progress
Company	ULSA University of Louisville
Worker	Paula Berry
Shipping Address	2126 S. Floyd Street Floyd Street Parking Garage LOUISVIL
Date	09/16/2025
Currency	USD
Total Amount	5,438.72
Requisition Type	Tie-To Requisition (Update Existing PO)
Sourcing Buyer	(empty)
Submitted by	Paula Berry
High Priority	No