Punchout Requisitions

Staples, VWR, Dell, GovConnection, W.W. Grainger

Requestor creates and submits purchase requisition

Purchase requisition routes automatically for department approvals

Once all department approvals are completed, purchase order is immediately sent electronically to Supplier for fulfillment.

- Procurement not involved in approvals or delivery of purchase orders.

Requestor enters a receipt in Workday after goods are received for orders over $4,500. No receipt needed for orders under $4,500.