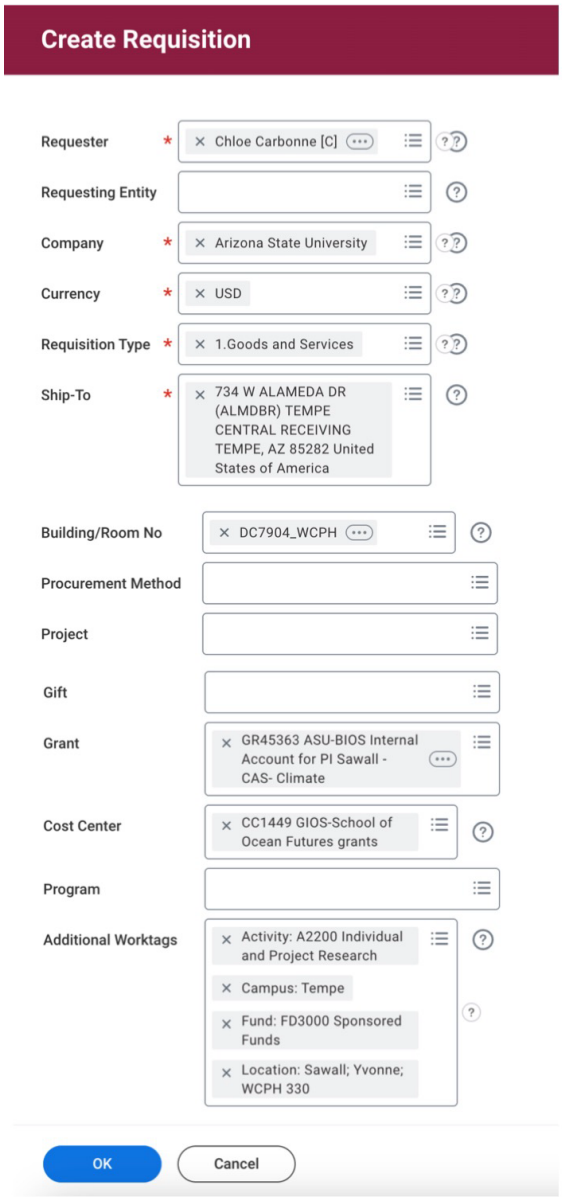
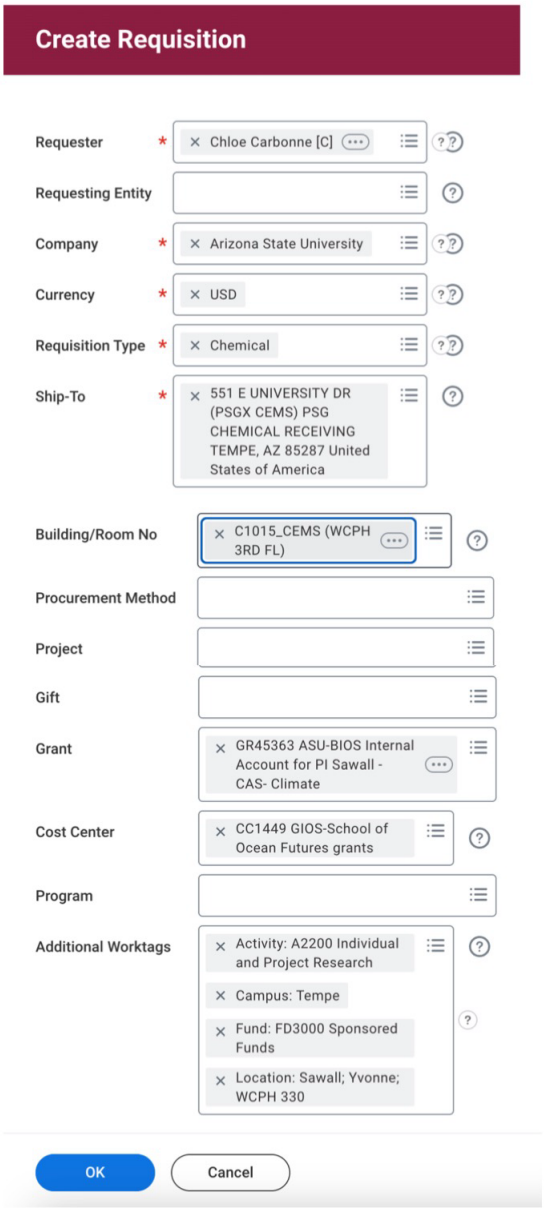
How to order on Workday

By Dr. Chloe Carbonne

Go to your workday and select Purchase. Then to “Actions” => “Create requisition”

If you want to order goods for the lab follow the address and building/room number referenced in picture 1, for chemicals, use the ones in picture 2.
The grant number will be determined by Yvonne depending on the project you are working on.

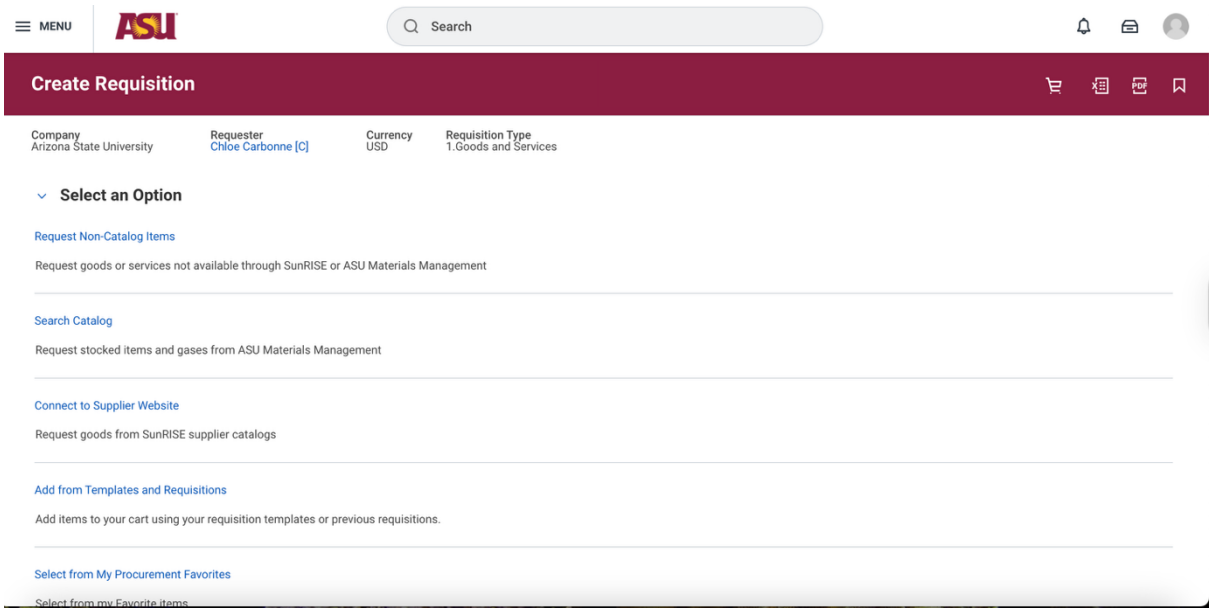




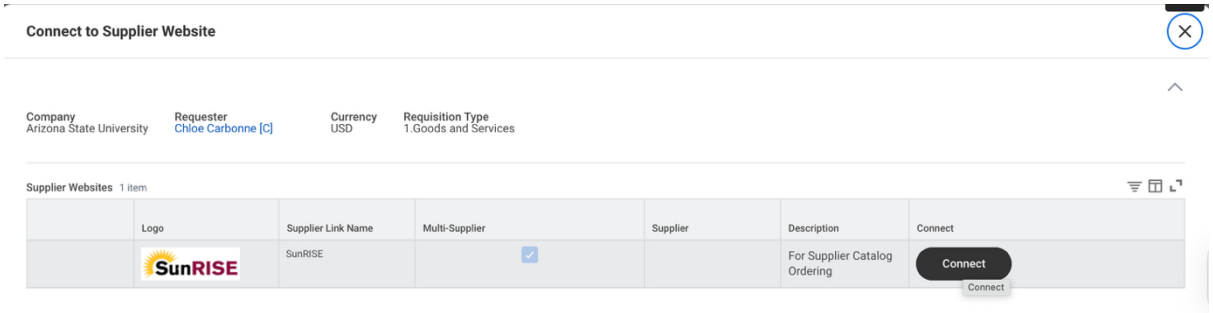
Reference Yvonne Sawall and the room number WCPH 330 (for the lab) on the additional worktags.

A. **<u>If you want to order on the catalog (going to the usual websites: VWR, Fisher Scientific, Sigma Aldrich, McMaster-Carr, Dell, Amazon Pro…)</u>**

Select “Connect to supplier website”

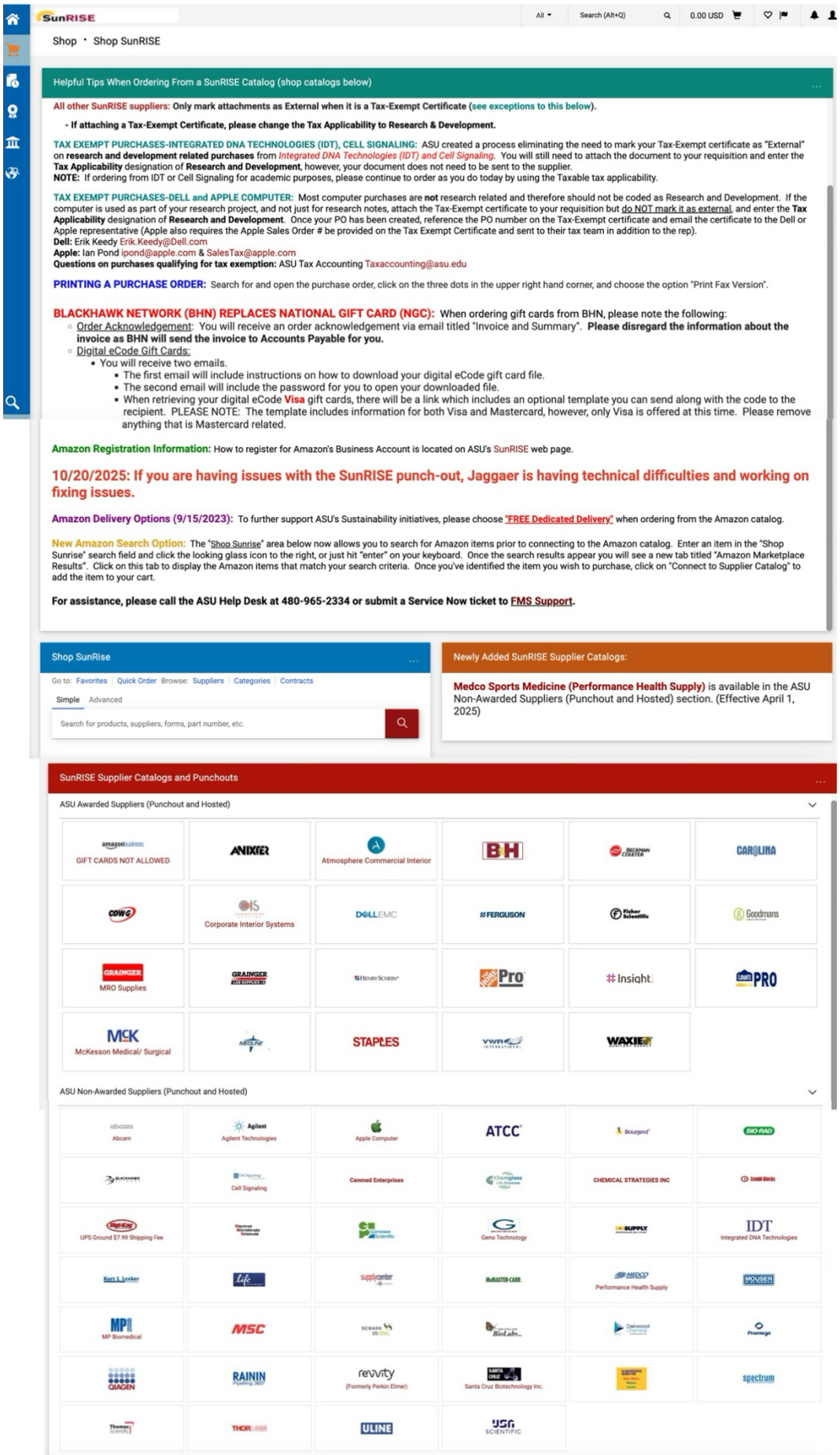


You will be redirected to a SunRise page, select “Connect”



The next page will have the list with the websites of the partners’ catalogs. If you click on the logo, you should be redirected to their website. You will be able to navigate normally on them and select the products you want. If you don’t know where to find something, you can find a research bar on this page too.

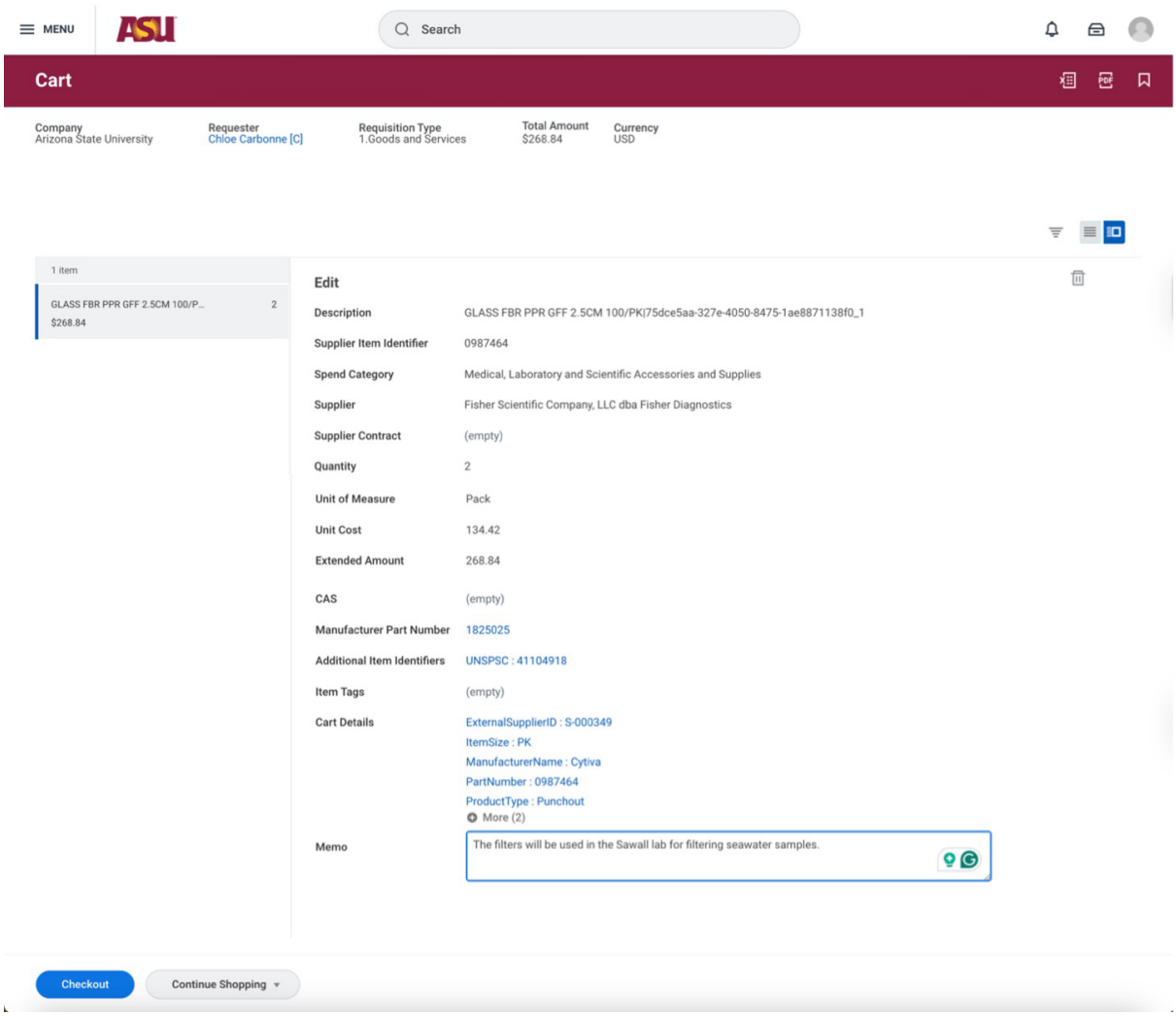
Bermuda Institute of Ocean Sciences | Julie Ann Wrigley Global Futures Laboratory, Arizona State University



When you are done on the website, proceed by accepting the cart. It should send the products to website. Accept every step until you are asked if you want to send the products to Workday.
It is better to close the orders one company at a time and not fuse the carts from different companies in workday.

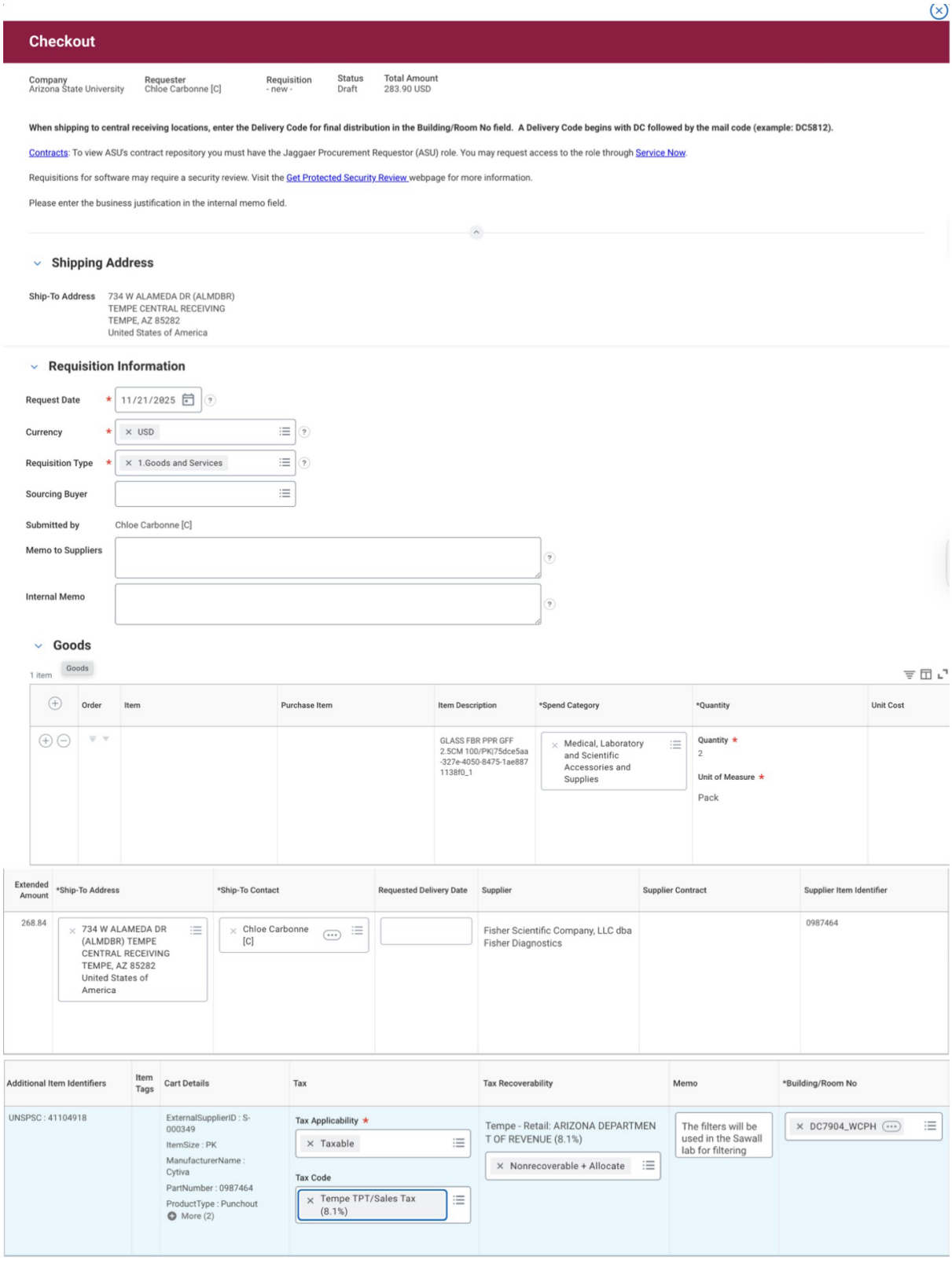
Do not mix chemicals and other supplies in one order, even if they are coming from the same website. Chemicals are tax-free. Do not mix chemicals for cleaning (Isopropanol, ethanol, bleach) on the same order than other chemicals, they are also taxed differently.

When you validate the cart on workday, you will be redirected to another page with the description of each item. As seen on the next image. For each item you have to describe why the object is ordered. You will have to explain what you are going to do with it and specify that it is for the Sawall lab.



When you validate, the next page will be the checkout.

Verify all the information for delivery. You also have to check for each object what its “spent category” is and change it accordingly, add the “tax”: for goods “taxable” and “Tempe TPT/sales tax (8 .1%)”, for chemicals “non-taxable”, for cleaning chemicals “Taxable” and “Tempe Retail Use Tax (7.4%)”.



When you are done, recalculate the taxes (above the tax table).

For the non-taxable chemicals, you must add the tax exemption form. You will find an example and the template in github. The tax exemption form will be added to the document under “tax exemption”.

You can then validate the order and you are done.

For other kinds of orders, please for the “Order How” document provided by Alzira (also on GitHub)