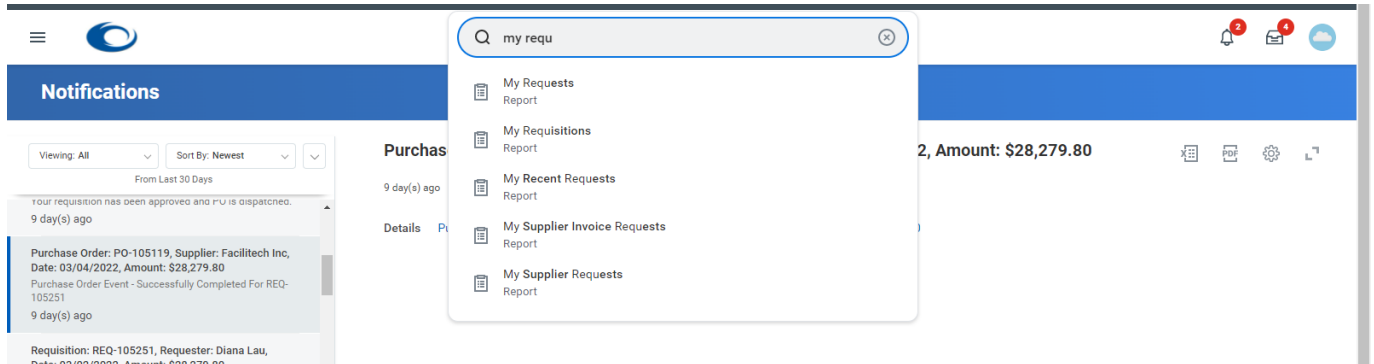


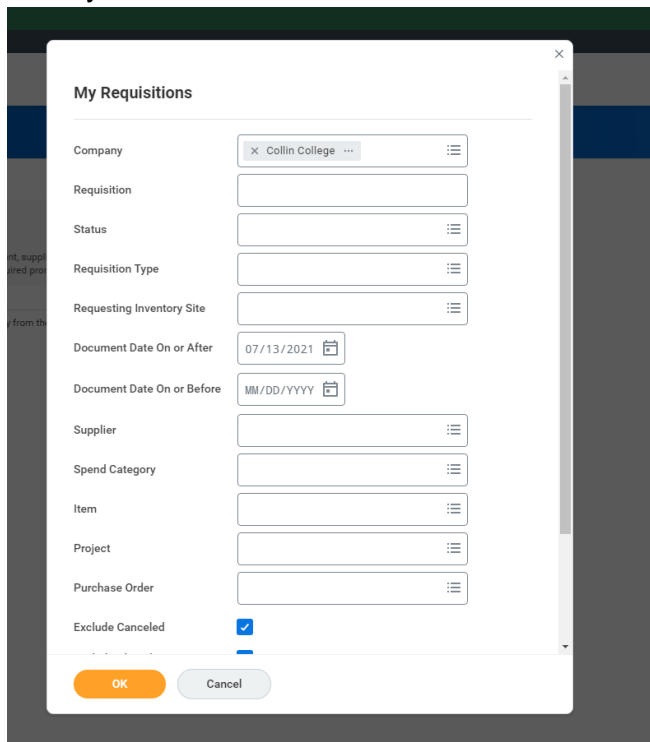
FINDING REQUISITIONS

To find requisitions:

1. Type my requisitions in the search bar and select the My Requisitions report.



2. Enter your search criteria then Click on the OK button at the bottom.



3. To include canceled and closed requisitions, uncheck the Exclude Canceled and Exclude Closed fields.

Search Results

Categories Search Results 1 items

- Common Tasks and Reports
- Assets My Requisitions
- Banking and Settlement View each requisition, date, amount, supplier, edit in-progress requisitions. Required pro...
- Budgets
- Drive Tip: Try selecting another category from the...
- Expenses
- Financial Accounting
- Grants
- Integrations
- Inventory
- Learning
- Organizations
- People
- Processes
- Procurement
- Projects
- Recruiting
- Reporting

Requisition Type

Requesting Inventory Site

Document Date On or After

Document Date On or Before

Supplier

Spend Category

Item

Project

Purchase Order

Exclude Canceled

Exclude Closed

Include Job Requisitions

4. When the search results are returned, Click on the requisition number to view the details of the requisition.

Create Requisition

Selection Criteria

Company [Collin College](#)

Document Date On or After 08/24/2021

Exclude Canceled Yes

Exclude Closed Yes

Procurement Requisitions

52 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers	Internal Memo	Edit Requisition
REQ-100005	One-Time Goods Purchase		09/03/2021	296.69	USD	Punchout Staples Business Advantage	PO-100001	Successfully Completed			
REQ-100008	One-Time Goods Purchase		09/01/2021	173.64	USD	Punchout Grainger	PO-100002	Successfully Completed			
REQ-100064	Cooperative Contract Purchase		09/07/2021	5,000.00	USD	Lowe's Companies Inc	PO-100213	Successfully Completed	SCON-100083 General Hardware, Tools, and ...more		
REQ-100065	Open Purchase Order		09/07/2021	5,000.00	USD	Home Depot Credit Services	PO-100035	Successfully Completed	*General Hardware, Tools, Appliances and ...more		
REQ-100066	Cooperative Contract Purchase		09/07/2021	5,000.00	USD	Johnson Burks Supply Co, Inc.		Successfully Completed	4229-Plumbing fixtures and supplies per McKinn...more		
REQ-100067	Open Purchase Order		09/07/2021	500.00	USD	Elliott Electric Supply	PO-100347	Successfully Completed		Eamon, per David Campbell, Also add ...more	
REQ-100068	Open Purchase Order		09/07/2021	25,000.00	USD	Community Waste Disposal, LP	PO-100114	Successfully Completed	Clause 113: Certificates of Insurance - Certificat...more		

- You can scroll to the line items and scroll to the right to see the Sourced column. In this column will be a link to your purchase order.

Goods Lines

7 items

Ship-To Address	Ship-To Contact	Requested Delivery Date	Supplier	Supplier Item Identifier	Fulfillment Source	Memo	*Cost Center	Grant	Project	*Additional Worktags	Sourced
2550 Bending Branch Way Allen, TX 75013 United States of America	Eamon Wentzel	09/03/2021	Punchout Staples Business Advantage	2494859	Purchase Order		CC1410 Physical Plant Support Services - Technical			Campus: CA19 Collin Technical Campus Division: DV60 Facilities Fund: FD100 Unrestricted Location: Collin College > Technical Campus Program: PG400 Operation and Maintenance of Plant	Purchase Order PO-100001 - Line 1
2550 Bending Branch Way Allen, TX 75013 United States of America	Eamon Wentzel	09/03/2021	Punchout Staples Business Advantage	2802493	Purchase Order		CC1410 Physical Plant Support Services - Technical			Campus: CA19 Collin Technical Campus Division: DV60 Facilities Fund: FD100 Unrestricted Location: Collin College > Technical Campus Program: PG400 Operation and Maintenance of Plant	Purchase Order PO-100001 - Line 2
2550 Bending Branch Way Allen, TX 75013 United States of America	Eamon Wentzel	09/03/2021	Punchout Staples Business Advantage	168492	Purchase Order		CC1410 Physical Plant Support Services - Technical			Campus: CA19 Collin Technical Campus Division: DV60 Facilities Fund: FD100 Unrestricted Location: Collin College > Technical Campus Program: PG400 Operation and Maintenance of Plant	Purchase Order PO-100001 - Line 3
2550 Bending Branch Way Allen, TX 75013 United States of America	Eamon Wentzel	09/03/2021	Punchout Staples Business Advantage	703356	Purchase Order		CC1410 Physical Plant Support Services - Technical			Campus: CA19 Collin Technical Campus Division: DV60 Facilities	Purchase Order PO-100001 - Line 4

Process History

Balance

- You can Click on the purchase order item link then Click on the Purchase Order number.

my requisitions

View Goods Order Line

Receiving Status: Fully Received

Goods Order Line	1
Purchase Order	PO-100001
Supplier	Punchout Staples Business Advantage
Item	(empty)
Supplier Item Identifier	2494859
Spend Category	SC1017 General Supplies
Tax Applicability	(empty)
Tax Code	(empty)



Note: You can return to the Workday Home page by Clicking on the Collin Logo at the left. 