Process Documentation for Rec Sports Space Rental Internal Vendor Selection in Workday

Rec Sports Space Rental - is listed in Workday under Non-Catalog Request.

The Recreational Sports Scheduling Office will continue their work with clients, sending updated confirmations from our event planning system EMS. Clients around the University will be responsible for entering the requisition through Workday (like eRequest), in advance of their event, to be processed and (once approved) dispatched to the Recreational Sports Business Office for tracking and updating.

For Clients:

1) Log into Workday: https://workday.osu.edu
2) Select "Request Travel or Purchase" under the Applications on the Home Page
    a. You can also search for "Create Requisition" in the search bar (top left)
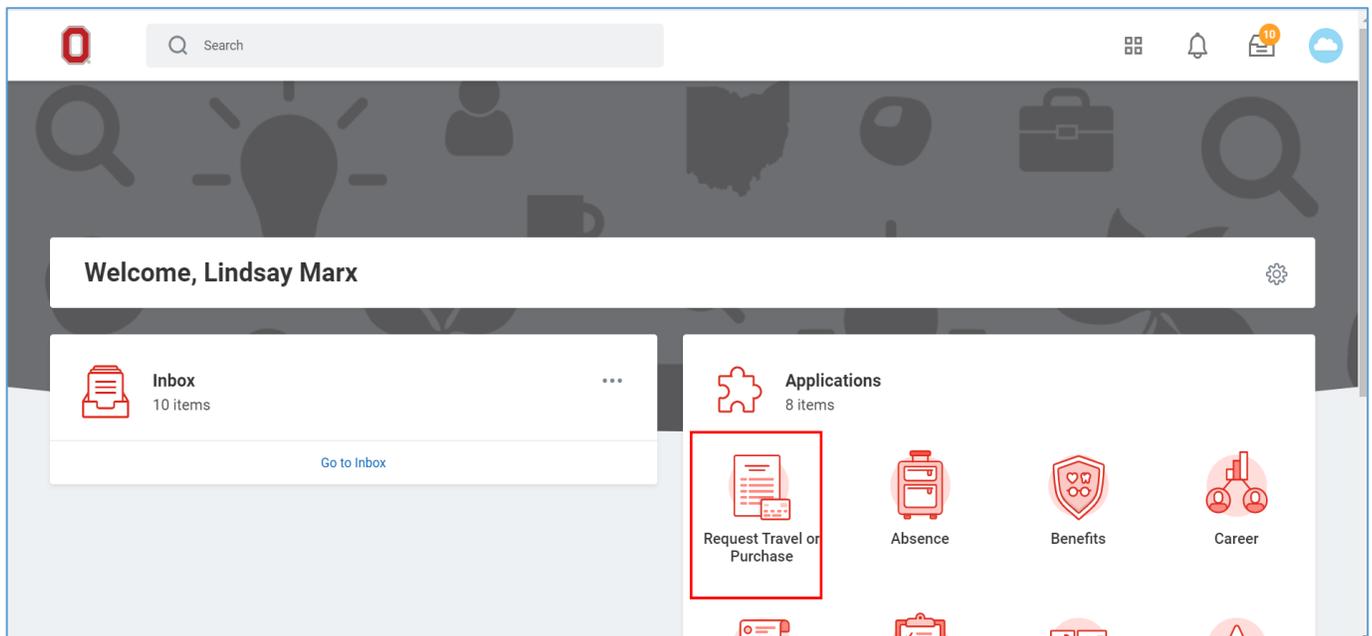
3) Under **I need to…** Select "Request to procure goods and/or services"
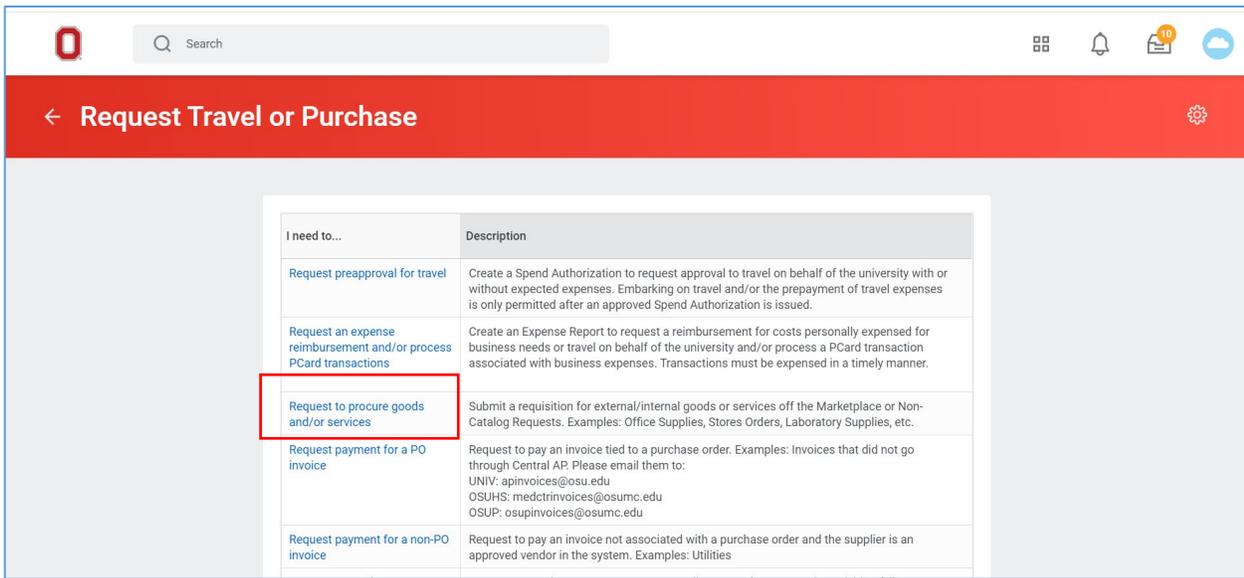
4) The Create Requisition Page
   a. Company – Make sure you are selecting which one you work under (If not medical – the selection should default to "The Ohio State University")
   b. Requester – Defaults to you
   c. Currency – Defaults to USD
   d. Requisition Type
      i. Please select **Non-Catalog Request**
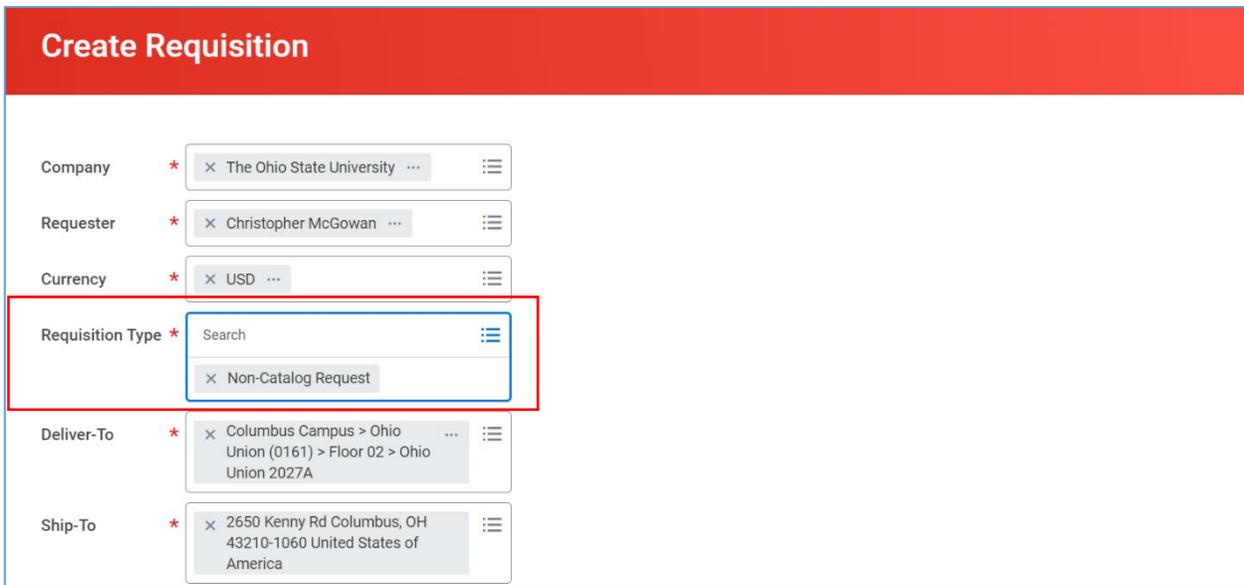
   e. Deliver-To – Address on Campus – does not need to be changed
   f. Ship-To – Defaults to Kenny Road – does not need to be changed

Created 1/13/2021 CWM
Edited 6/10/2021 ZTT

g. Cost Center Information – Enter in the cost center information for the expense (Where the final invoiced amount will be expensed to)

h. Select "OK"

5) Select an Option

a. Select "Request Non-Catalog Items"
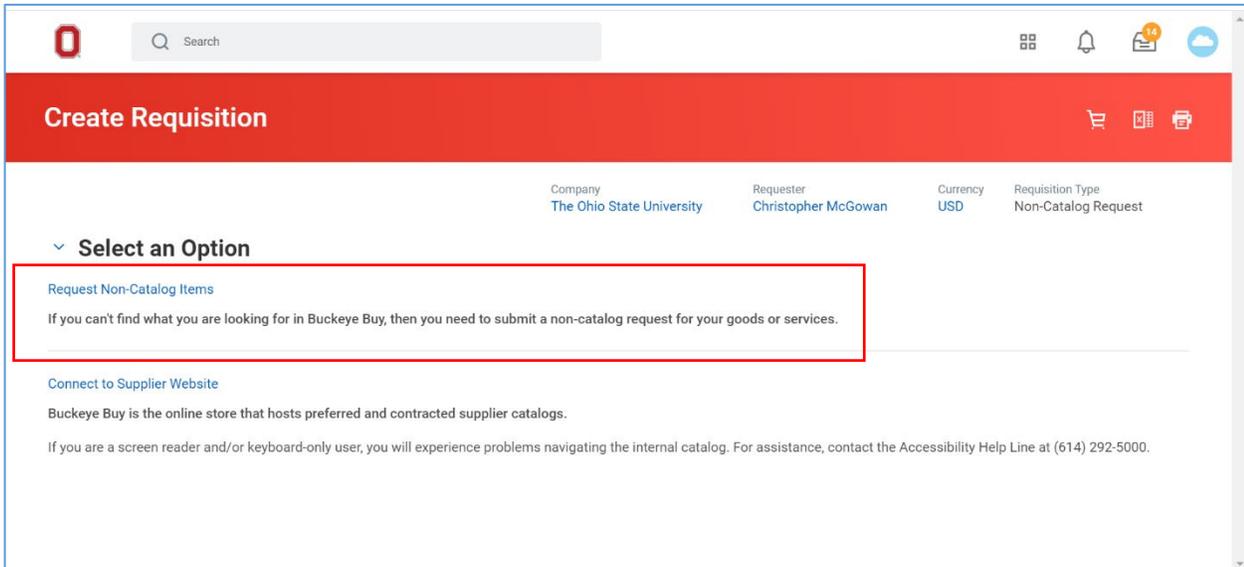
6) Non-Catalog Request Type
   a. New page defaults to Request Goods – The recommendation is to change this to "Request Service"
      i. (Requisition Currency defaults "USD" , does not need to be changed)
   b. Description – Please enter quick description for purchase.
   c. Commodity Code – Does not need to be filled in
   d. Spend Category – Is required to be selected
   e. Supplier – Please search for and select **Rec Sports Space Rental**

○ Request Service

Service Request Details

Description	*	[ ]
Commodity Code		[ ] ☰
Spend Category	*	[ ] ☰
Supplier		Search ☰ ✕ Rec Sports Space Rental ⋯
Supplier Contract		[ ] ☰
Start Date		MM/DD/YYYY 📅
End Date		MM/DD/YYYY 📅
Extended Amount		0.00
Memo		[ ]

Add to Cart   Continue Shopping   Cancel

   f. Supplier Contract – Does not need to be filled in
   g. Start Date – The recommendation is to add the first date of your event
   h. End Date – The recommendation is to add the last date of your event
   i. Extended Amount – The recommendation is to enter the **Grand Total amount** of the most recent confirmation received.
   j. Memo – optional field to enter any additional details as you need/want
   k. Select "Add to Cart

7) My Cart / View Cart
   a. You can Select "View Cart" to review all items listed
   b. You can Select "Checkout" if you do not need/wish to review your cart items
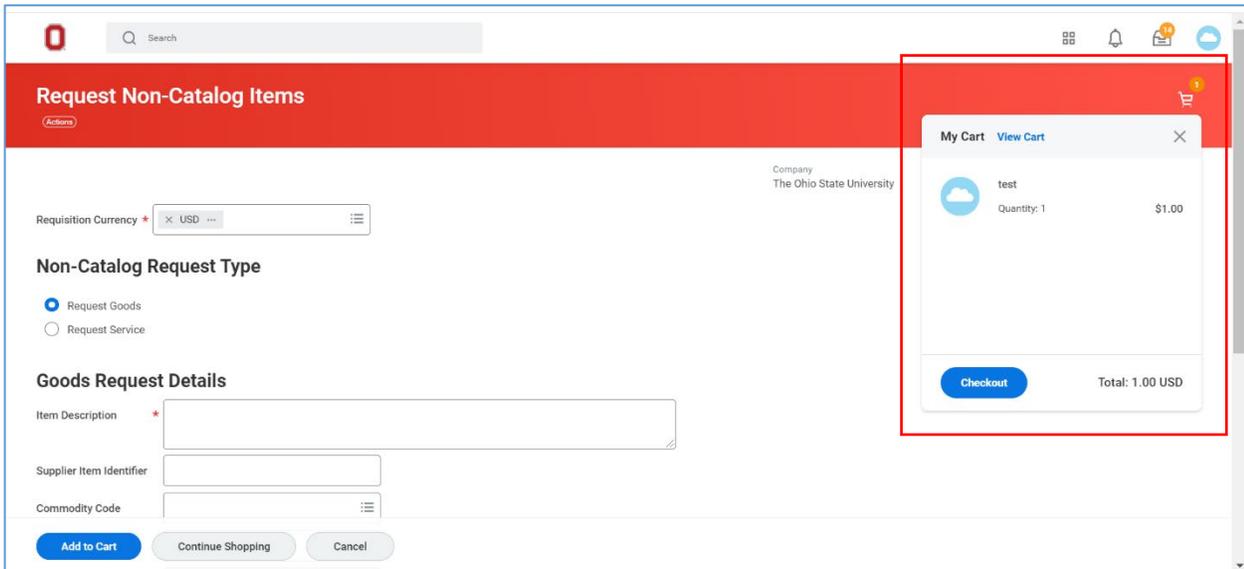
8) Checkout Page
    a. Review All default information listed on the top portion of the page for accuracy
    b. **Internal Memo** – This is the Business Purpose field and is required to be completed. Please enter the **Event Reservation Number** of your upcoming event. That number is 6 digits long and is listed on the front page of your most recent confirmation sent to you by the Recreational Sports Scheduling Office.

˅ Requisition Information

Request Date	* 06/10/2021
Currency	* × USD
Requisition Type	× Non-Catalog Request
High Priority	☐
Sourcing Buyer	
Submitted by	Zachary Talstein
Memo to Suppliers	
Internal Memo	Rec Sports Confirmation Res #123456

    c. Review Services lines for accuracy

˅ Services

1 item

	Image	Item	Description	*Spend Category	Extended Amount	Date
⊖	☁		Rec Sports Confirmation Res #123456 Expand	Commodity Code Spend Category * × Athletic and Recreational Officials (SC10745)	0.00	Start Date MM/DD/YYYY End Date MM/DD/YYYY

    d. Attachments – **Please attach the most recently updated Recreational Sports Event Confirmation** to your request, as well as any other supporting documentation required

Attachments

Drop files here

or

Select files

e. Tax – does not need to be changed
f. Activity – Your (the client) preference to "tag" someone. Tagging someone here will send them a notification of this requisition being submitted.
g. If completed, select "Submit" for processing. If not, there are other options to be selected