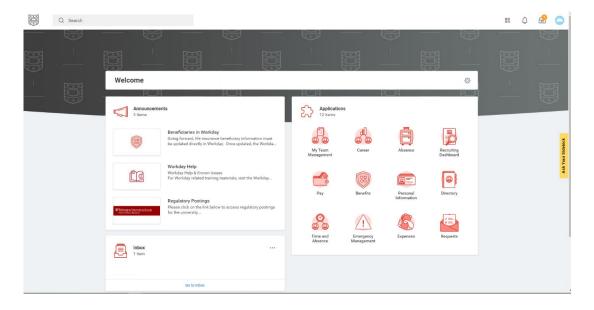
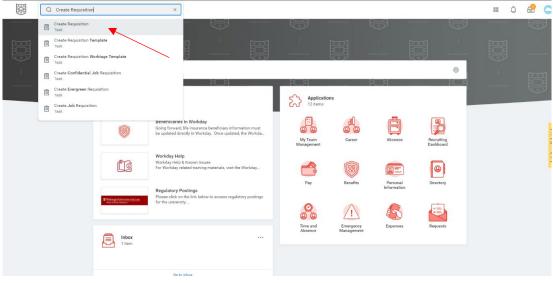
1. Log-in to Workday



2. Search 'Create Requisition' in search bar and select



3. Enter and/or confirm company, requester, currency, requisition type (line item purchase order), delivery address and shipping address.

		*	Û	
Create Requis	sition			
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4. Select 'Connect to Supplier Website'

	Q Create Requisitio	on	×		Û	e	0
Crea	te Requisition						
Compa	ער	Requester	Currency USD	Requisition Type Line Item Purchase Order			
~ I	nstructions						
Enter	"Principal Investigator" as	the requester for RAM.					
Before	you process your requisition, please	se refer to the University Procureme	nt Policy <u>here</u> . If you	have questions or need additional assistance, please submit a ticket with the helpdesk. Quick reference guides can be found here to assist with your request.			
~ \$	elect an Option						
Reque	t Non-Catalog Items						*
Add a	good or service that is not in the ca	atalog					idekic
<u>۱</u>	et to Supplier Website	er Websites					Ask Your Sidekick
							-
Add fr	m Templates and Requisitions						
Select	from Requisition templates and pa	st Requisitions					
Select	from My Procurement Favorites						
Select	from my Favorite items						

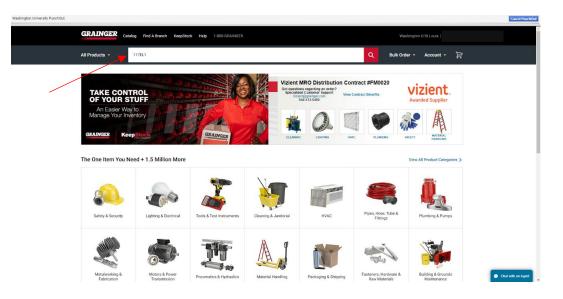
## 5. Connect to 'Marketplace'

	Q Create Requisition		×					88	¢	2	C
Connec	t to Supplier Website										
Company		Requester	Currency USD	Requisition Type Line Item Purchase Order							
			030	Citie Rent Parchase order							
Supplier Web	sites litern		030	Line terri Policilase order				Tum on 1		les view C	
Supplier Web	sites 1 item Supplier Link Name	Multi-Supplier	030	Supplier	Des	cription		Turn on t			

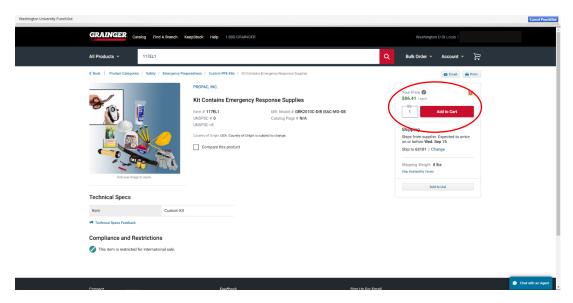
6. In the catalog list, select 'Grainger' under MRO/Facilities

Cancel F			Promotional Products
	Lipic's Engagement Lab Coats/ Scrubs	HÀLO	Consolidus Promotional Itema
			MRO/Facilities
Airgas Street	Mila	GruybaR	GRAINGER
		MuMASTER-CARR.	(Install
	_		Medical
			Alban
		My Resources	

7. Search '117EL1' in the search bar



8. Enter desired number of kits and select 'Add to Cart'



9. Submit cart and hit 'Yes'

Washington University PunchOut							Cancel PunchOut
	GRAINGER Ca	talog Find A Branch Ke	epStock Help 1-800-GRAINGER			Washington U-St Louis	
	All Products 👻	Enter keyword, item, mode	el or part #		Q	Bulk Order 👻 Account 👻 岸	
	< Back					🔁 Print 🗮 Email	
	Delivery Method Shipping	Check Availability 63110	Co				
	Subtotal: Estimated Standard Shi Estimated Other Shippin Estimated Total:					Submit Cart	
	My Products					Clear Cart	
	PROPAC, INC. Kit Contains Em Item # 117EL1 Price \$86.41 / e	ergency Response Supplies ach	Availability Ships from supplier. Expected to arrive on or before <b>Wed. Sep 15</b> .	Update Remove Save For Later	TOTAL \$86.41		
			If you change	d multiple quantities, Update All.			
			Product availability is real-time and updated continuu your organization requires approval of orders on this Grainger receives the order approval, based on produ	account prior to order completion, the prior			

## 10. Complete order in Marketplace

	hopping Cart 🝷							📃 👁 🖶 Cancel PunchOu	t Proceed To
Simple Advance	d							Details	
Search for products, sup	pliers, forms, part number, etc.						Q	For	
Cart Name								Estimate (86.41 USD)	
								Subtotal	86.4
Company	Search	Q						Shipping	0.0
								Handling	0.0
								rotai	00.4
1 Item									
SUPPLIER DETAILS	MODIFY ITEMS   VIEW ITEMS Item(s) w	as retrieved on: 8/31/2021 12:25:26 PI	м						
Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price			
1 TK57251198T Cu	stom Kit	117EL1	EA	86.41	Qty: 1 EA	86.41	… 🗆		
ITEM DETAILS									
Manufacturer M	ame PROPAC, INC.	Contract:							
Manufacturer F Number	art GRK2010C-DIB ISAC-MO-GB								
	coliary ID WWG117EL1								
Supplier Part A									