

## Workday requisition entry example and guide:

- Type “Arts” into the Supplier search field and press enter. Scroll down through the list to find Chemistry Instrumentation Support Group
- Include a detailed description of your request, along with contact name, email and phone number, equipment and work to be performed, in the description and memo fields.

**Non-Catalog Request**?🛒🔖

**Request Type**

☐ Goods ☒ Service

**Request Details**

**Request Description \***

(Include a detailed description of the work to be performed, equipment manufacturer and model numbers, and contact information.)

**Supplier**

× Arts and Sciences | Chemistry and Biochemistry | Research Support Services | Chemistry Instrumentation Support Group

**Supplier Contract**

**Commodity Code**

**Spend Category \***

× Equipment Maintenance and Repair Services not Medical (SC10524)

**Additional Details**

**Start Date**

MM/DD/YYYY

**End Date**

MM/DD/YYYY

**Price**

400.00

**Memo**

**Requisition Details**

**Requesting for**

**Company**

The Ohio State University

**Currency**

USD (\$)

**Requisition Type**

Non-Catalog Request

**Deliver-To**

Newman and Wolfrom Laboratory of Chemist...

**Ship-To**

2650 Kenny Rd...

**Worktags**


**Cost Center:**

**Balancing Unit:**


3 more worktags [view all worktags](#)

Edit Details


**Ordering Methods**

 [Search Catalog](#)


Search catalogs for internal supplier as well as external suppliers for products...

 [Request Non-Catalog Items](#)

If you can't find what you are looking for in Buckeye Buy, then you need to submit a...

 [Connect to Supplier Website](#)

Use this link to search third party external supplier websites. If you are a screen...

 [Add from Templates and Requisitions](#)

Use Templates to create a request for commonly ordered items