From your Workday homepage, search for the “Create Requisition” task:

To access our on-line suppliers, select “Punchout to Supplier Site”: 
Click “OK”
Select “Connect to Supplier Website”. A list of Supplier Websites will appear. When you click on “Connect”, you will leave Workday and be taken to Wellesley-specific websites with agreed upon items and pricing. Each supplier site will have a different look and feel.

In this example, let’s choose W.B. Mason by clicking on “Connect”: 

![Connect to Supplier Website](image-url)
This should look just like what you’re used to seeing in ESM.

Let’s go shopping. Click on “Shop” and the “Paper”. We’re going to buy five packets of filler paper:
I selected the first result that was displayed. Enter “5” in the QTY field and the click “Add To Cart”: 
Your cart is in the upper right-hand corner of the screen. It will update like this:

You can either continue to shop or check out. In this example, we’re done shopping and we are selecting “Checkout”. When you do this, you will return to Workday:
You can enter a note in the “Memo” field, however it is not required. If you click “Continue Shopping”, you will return to the “Connect to Supplier Website” screen. Otherwise, Click “Checkout”.

There will be four screens to complete before you are finished—Shipping Address, Information, Attachments and Review & Submit. Most do not require any additional information, but you must click through all of them.

Let’s start with Shipping Address:
Alternate “Deliver To” and Ship To” addresses are available from the pull down menus. If/when you’ve finished making your selections, click “Next”: 
There is nothing here that needs to be updated. If all of the information is correct, click “Next”:
If you have a quote for the item(s) that you are purchasing, please attach it here. Click “Next” when you are done:

You must select a Spend Category for the item(s) being purchased. A pull down list is provided.
You can select a different delivery date if necessary. The previously-selected “Deliver To” and “Ship To” addresses can also be updated if you wish.

Your accounting information will pre-populate; You can update as necessary. In addition, orders can be split amongst multiple accounts using the “Splits” option.

When complete, click “Submit”:

You have submitted

Your requisition will be routed to your Cost Center Manager for approval.