1. For work that needs an estimate, a CMS work order needs to be placed first. After the estimate is completed, the amount is placed in the CMS work order and closed. You can initiate the work order in CMS via the online tool or call the Service2Facilities to request that a work order be created for your estimate. If an estimate is not required, proceed to Step 2.

2. Once you received the estimate (or if an estimate is not required), log in to Workday.

3. In the Applications section, click on the “Request Travel or Purchase” icon.
4. At the “Request Travel or Purchase” page, click on the “Request to procure goods and/or services” option.
5. This will bring you to the actual requisition. Most of the information will be defaulted based on your personal and departmental information. In the “Requisition Type” field, use the drop-down option and select “Buckeye Buy” request.

6. Enter the “Deliver-To” and “Ship-to” information using the drop downs in those fields.

7. Click “OK” at the bottom of the page.
8. This will take you to the Vendor selection area. Click on the “Connect to Supplier Website” link.

9. You will arrive at the Buckeye Buy selection. Click on the “Connect” button on the right side of the entry.
10. You will be brought to the “Procure” page in Workday. In the Supplier box on the left side of the page, you can scroll through the options or use the Filter to find the Vendor you require. For these types of purchase requests, it is either “FOD-Lock & Key Services” for Lock Shop requests or “FOD-Service2Facilities” for everything else.
11. Once you select either of those 2 options, selections will appear on the right.

   a. Select the item matching the hourly rate from the CMS quote. Usually this is “Maintenance labor – Regular”. Enter the quantity from the quote. Then click on the “Add to Cart” button.
b. Then select the “Materials at cost” line option and enter the quoted amount of materials as the quantity, i.e. $19 of materials is 19 quantity on this line. Then click on the “Add to Cart” button.

12. Once you have entered this information, click on the Shopping Cart icon in the upper right corner of the page. Review the items in your cart and click on the Submit button to send the order to the next level of approval. Requisition will workflow through 1 level of approval and become a PO to FOD. This PO creates a billable work order in CMS.