Spend Management

Product Summary

October 1, 2026

workday.

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Spend Management

Welcome to the Spend Management book, where you can learn how to:

- Strategically source and engage with suppliers. Easily collaborate with key stakeholders to run sourcing events, streamline supplier selection and contracts.
- Manage purchasing with ease. Bring efficiency to your indirect procurement process and easily process purchase requisitions, purchase orders, goods receiving, supplier invoices, and payment.
- Optimize your inventory. Use inventory management to gain the insight and control you need to store inventory, track usage, and replenish items the way you like.
- Maximize supplier relationships. Easily manage supplier data and risk with integrated reports, collaborative workflows, and internal and external scorecarding.

To learn more about how to use our documentation, see How to Use Workday Documentation or watch the video.

Strategic Sourcing

Strategic Sourcing Admin Setup

Setup Considerations: Workday Strategic Sourcing

You can use this topic to help make decisions when planning your configuration and use of Workday Strategic Sourcing (WSS). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

WSS is a platform that streamlines your sourcing-to-contract process. You can create and manage:

- Projects.
- Sourcing events.
- Contracts.
- Suppliers.

Business Benefits

- Visibility and reporting into ongoing and completed sourcing projects.
- Standardized process for sourcing teams and their business stakeholders.
- Enable stakeholders to stay informed of project status and progress.
- Quickly compare supplier prices and notify suppliers whether you award them business.
- Manage supplier communication and negotiation directly within WSS.
- Organize contract obligations including renewals in a centralized repository.
- Gain control of approvals with visibility throughout the sourcing process.

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- Drive supplier onboarding and information gathering and approval in 1 place.
- Use reporting and the supplier directory to have a single view of all activities with suppliers.

Use Cases

- Manage procurement project processes from start to finish and collaborate with relevant teams.
- Automate contract approval flows and stay informed of upcoming renewal activities.
- Receive insight on key supplier information, such as risk, when onboarding a supplier.
- Collect feedback on vendors from stakeholders to drive sourcing improvements.

Questions to Consider

Subject	Questions	Considerations
Pipeline	How do you want to segment access to projects across users?	You can configure Team Settings for projects in your Pipeline to enable different levels of access for: • Licensed users. • Stakeholders.
Pipeline/Contracts	What project and contract types and processes does your organization use?	You can define project and contract types and templated milestones for each type.
Pipeline	What project types do your stakeholders request?	You can have multiple project types available on intake or a general intake for multiple types of requests.
Pipeline/Contracts	What data on projects and contracts do you need to track and report on?	You can use default and custom fields on project and contract types that your stakeholders and licensed users can complete.
Pipeline	What current or future savings tracking do you need to track?	You can track savings on projects by setting up Savings Types in Company Settings.
Contracts	Do you need contracts approved by other parties before closure?	You can configure approval flows to occur before the contract becomes Active.
Sourcing	Are there RFx templates that your sourcing team uses today to standardize processes?	You can templatize entire sourcing events, questionnaires, and worksheets. Templatizing standard text or questions asked across your organization on RFxs helps create a foundation for sourcing managers to more quickly set up their events.
Sourcing	How are suppliers notified of awarded or rejected bids?	You can set up templates for awards and rejections. The Award Summary function can track awards in Strategic Sourcing for future traceability.

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Subject	Questions	Considerations
Supplier Management	What data do you need tracked on supplier profiles?	You can track and report on your configured custom field data on supplier profiles.
Supplier Management	What information do you gather for initial supplier onboarding?	You can build onboarding form templates in the template library to standardize what information you gather from suppliers.
Supplier Management	What is your approval process to onboard suppliers?	You can set up Supplier Forms to ensure that the correct parties review and approve form answers before finalizing.
Supplier Management	What performance areas do you evaluate suppliers on?	You can create a performance review template to run a performance review. The section headers in the master template dictate the performance areas that you evaluate all suppliers on.
Supplier Management	How do you engage the supplier in the performance review process?	You can determine which suppliers you invite to participate in a performance review created by you or your team.

Recommendations

Pipeline and Contracts	• Create at least 1 team that has full access to all projects. • Keep fields on an intake form minimal to make it simple and quicker for stakeholders to submit. • You can choose to make multiple projects and contracts available on intake or create 1 intake form for their organization. For a small number of custom fields on an intake form or project, move all fields into Project Details. • Use conditional fields to reduce the number of contract and project types needed. • Minimize the number of Active (for projects) and In Progress (for contracts) statuses team members manually move projects through. • Use milestones to indicate approvals that occur while a project is in an Active status or a contract is in an In Progress status. • Use templated milestones to manage tasks that a stakeholder other than the owner needs to own or for reporting purposes. • Manage categories and subcategories with single select, dependent custom fields rather than the default category field for

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	reportability. The default category field doesn't force you to select a subcategory, and when a user selects a subcategory, the category field isn't reportable. • Use the default two-way stakeholder sync for Strategic Sourcing projects unless there's a specific use case needing one-way sync or no sync.
Sourcing	• Track custom fields for an event on the project level to ensure availability of relevant sourcing data in project reporting. • Create at least 1 event template that you share with **My Whole Company**. This template provides a foundation for users to edit and add to for their individual events. • Use Conditional Sections and Conditionally Required Questions when building event templates to reduce the amount of information needed from suppliers. • Decrease the number of event templates shared with select groups of stakeholders to reduce administrative maintenance.
Supplier Management	• Use Conditional Sections and Conditionally Required Questions when building form templates to reduce the amount of information needed from suppliers. • Keep the number of supplier form questions that you map to a supplier profile at a minimum to make viewing supplier profiles easy and simple. • For onboarding information that you complete internally today, track in fields on a project rather than a form template. • Use custom fields rather than tags on a supplier profile. These fields enable standardization of terminology across suppliers and to update the data through data importers.

Requirements

No impact.

Limitations

No impact.

Tenant Setup

No impact.

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Security

Domain	Considerations
In the Integrations functional area: • *Integration Build* domain • *Integration Configure* domain	You can transfer sourcing data between Workday and WSS using an integration.
Security Configuration domain in the System functional area.	You can set up Single Sign-On for WSS.

Business Processes

No impact.

Reporting

Report or Dashboard	Description
Pipeline Overview	The main projects dashboard that summarizes your projects and savings.
Events Dashboard	The main events dashboard that summarizes your events and spend.
Contracts Dashboard	The main contracts dashboard that summarizes your contracts.
Custom reports	The Reports page enables you to create reports based on the data you select.

Integrations

Integration Type	Description
Supplier Connector	Enables onboarding suppliers and transferring supplier information between WSS and Workday.
Award to Requisition Integration	Automates the process of creating requisitions in Workday from awards in WSS.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Steps: Set Up Strategic Sourcing

Prerequisites

View Strategic Sourcing API Documentation for up-to-date URLs.

Context

You can configure your tenant settings to use Workday Strategic Sourcing for:

- Contract and project management.
- Sourcing events, including reverse auctions.
- Supplier onboarding and performance management.

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Steps

1. Access **Settings**.
2. Configure **Global Settings**. As you complete this section, consider:

Option	Description
Categories	Strategic Sourcing includes a set of spend categories that you can add to, edit, or delete based on the spend of your organization. You can use custom fields instead of category fields for improved configurability and reporting.
Built-in Fields	Select which fields that you want to enable on events: • Public: Enable the event sharing on your website or via email. • Sealed Bids: You can't open bids until after the Bid Submission Deadline. • Construction Request: Enable construction request events to include square footage in worksheet calculations. • Commodity Codes: Enable adding commodity codes to events for event solicitation and bulk addition of suppliers. You must have Supplier Onboarding and the Data Importer enabled to use this functionality.
Attachments	Input in minutes the duration of inactivity before a checked out document is automatically checked in.
Currencies	See Enable Multicurrency Options . Workday doesn't convert bids from foreign currencies to your default currency. You can only run events in a single currency.
User Session Expiration	You can change the session expiration time for users in your organization. Users in your company that login through Workday will have their session time set by your session timeout setting in Workday.

   These settings apply throughout your tenant and for all users.
3. As you complete these sections, consider:

Option	Description
User List	Create and assign your internal users to roles, and export the user list.
Teams	Create and edit teams to help your organization maintain project visibility for sourcing managers in your company.

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Option	Description
Company Profile	Upload your company logo, and optionally update your company profile information. Workday recommends that you use a PNG file with a transparent background for better image clarity.

Next Steps

Configure your settings for **Sourcing & Auctions**.

Related Information

Concepts

Concept: Event Spend Categories

Concept: Teams Overview

Tasks

Create and Activate Custom Project Fields

Reference

Reference: Strategic Sourcing User Roles and Permissions

Find Company Name

Context

You can find your company name in your settings. You need the **Company Name** for submitting customer care cases to turn on some Strategic Sourcing features.

Steps

1. Sign in to the Strategic Sourcing and select the company that you need the name of.
2. Access **Settings**.
3. Click **Company Profile** in the navigation panel.
   The name of your company displays in the **Company Name** field.

Enable Multicurrency Options

Prerequisites

Create a sourcing event.

Context

You can set up a default currency for your sourcing events and enable other currency options for sourcing managers to select from.

Steps

1. Access **Currencies** from **Settings**.
2. Select your default currency from the drop-down menu.
3. Select the additional currency options from the list of currencies.
4. (Optional) If you don't see your desired currency, submit a support case to request the addition.

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Result

You now have a default currency for your sourcing events, and sourcing managers can change the currency between the options you've enabled. Your supplier bid prices reflect the enabled currencies for your sourcing events.

Example

The default currency for your sourcing event is USD. Your sourcing managers can change the currency between these enabled currency options:

- Euro
- GBP
- Peso

Set Up Business Purchase Table

Context

Your business purchase table enables users to go to a single source for their procurement and sourcing needs. You can manage your business purchase table to help streamline the procurement and sourcing processes.

Some business purchase options require Workday Procurement. To use these business purchase options, enable Single Sign On (SSO) between Workday and Workday Strategic Sourcing:

- *Internal Catalog*
- *Supplier(s) Website*
- *Requisition*

Steps

1. Access **Business Purchase Table** from **Settings**.
2. As you complete the business purchase options, consider:

Option	Description
Custom URL	Enables users to navigate outside of Workday, if needed.
Intake Form	Navigates users to the WSS procurement intake form.
Internal Catalog	Navigates directly to your Workday Procurement catalog to manage items and pricing.
Supplier(s) Website	Navigates to a supplier website that's set up as a punchout in Workday Procurement. Example: Amazon Business.
Requisition	Navigates to Workday Procurement so users can start the requisition process.

3. Toggle the **Business Purchase Option** to *Active* so users can access the new option.

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4. (Option) Configure filters for your **Business Purchase Table**:
    a) In the **Filters** section, click **Add Filter**.
    b) Enter a filter question and add possible answers. When you're finished, click **Add Filter**.
    c) In the **Table Rows** section, click **apply filters** on the row you want to apply your new filter.
    d) Select the check box answers from your new filter question that you want to apply to the row. Click **Save**.

Related Information
Concepts
Concept: Custom Intake Links
Tasks
Automate Intake

Create Project Workflows

Context

You can define custom workflows that reflect your required business logic, processes, and flow. With the Project Workflow builder, you visualize and understand your project workflows. After you create a new workflow, you can assign the workflow to a project type.

Steps

1. Access **Settings > Project Workflows**.
2. Click **Create New Workflow**.
   You create workflows from existing workflows. The first new workflow that you build will be created from the **Default Projects Workflow**. You can't edit the **Default Projects Workflow**.
3. Enter a name for the workflow and select a workflow to build from.
4. To open the workflow builder, click the name of the new workflow.
5. To edit state settings, click the gear icon.
    a) Click **Edit** next to **State Settings** in the side panel.
    b) As you customize the state settings, consider:

Option	Description
Locked Default Fields **Locked Custom Fields**	Locks fields from being edited.
Locked Milestones	Locks milestones from being added or edited.
Locked Savings Tracker	Locks the ability to add new savings entries.
Required Default Fields **Required Custom Fields**	After transitioning to the next state, Strategic Sourcing adds a red asterisk next to the field and displays an error if a required field is cleared. This doesn't prevent projects from transitioning into the next state.

    c) Save the state and customize the settings for other states as needed.

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6. To edit state transitions, click the gear icon.
    a) Click **Edit** next to **Transitions** in the side panel.
    b) As you customize the state transitions, consider:

Option	Description
Create Milestone	Action. Enter a name for the milestone you want to create when the state transitions. Select the preferred due date for that milestone based on when it is created. Example: On the *Requested* to *Active* transition, if you choose **Next Business Day** and the project is transitioned to *Active* on Friday, the milestone will be due on the following Monday. Select and assignee. Workday automatically assigns them the milestone when the state transitions.
Update Default Field Value	Action. Select a default field you want to update with information when the state transitions. Example: On the *Active* to *Canceled* transition, you can automatically set the final spend for any canceled project to $0. This will only work if the field has no data in it. This action doesn't overwrite existing data in the field. You can also clear a field value when a state transitions by checking the **Clear Field Value** check box.
Required Default Fields Required Custom Fields	Validation. Select the fields that you want to require be completed before the state transitions. When you don't complete required fields, the project can't be transitioned to the next state. Example: On the *Planned* to *Active* transition, you can require the **Estimated Spend default** field or **Category** custom field be completed. The project state can't be transitioned to *Active* unless the fields are completed.
All Milestones Complete	Validation. Validates that all milestones are complete on a project when the state transitions. Example: On the *Active* to *Out for Approval* transition, you can ensure all milestones are completed before a project can be approved. You can also remove the existing validation that requires all milestones to be completed before a project can be marked as *Complete*.
All Savings Complete	Validation. Validates that all **Savings** fields are complete on a project when the state transitions. Example: On the *Active* to *Out for Approval* transition, you can ensure all

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Option	Description
	Savings fields are completed before a project can be approved. This validation only validates **Savings** line fields and doesn't validate other fields in the **Financial Details** section.

c) Save the state and customize the transitions for other states as needed.

Note: When you save changes to a workflow that's assigned to a project type, those changes only apply to new projects.

When you choose to use project approvals in the future, you might need to create new workflows to incorporate the *Out for Approval* and *Approved* states. These states aren't automatically pushed into existing custom workflows. You have two options for managing required custom and default fields:

- If you want to only mark a field as required on a project but not restrict state transition, configure this in **State Settings**.
- If you want to mark a field as required and restrict a state transition, you only need to configure the validation in **Transitions**.

Next Steps

1. In the **Customize Projects** section, access the project you want to assign the new workflow to.
2. Select the name of your new workflow in the **Workflow** prompt. The new workflow only applies to new projects.

Related Information
Reference
2024R1 Feature Release Note: Project Workflow State Settings
2024R2 Feature Release Note: Project Workflow State Transitions

Customize Projects and Contracts

Create Project Types

Prerequisites

Create sourcing projects and identify the types of project you want to create.

Context

You can categorize your projects according to **Project Types**, enabling you to manage the sourcing projects in your **Pipeline** more efficiently.

Steps

1. Access **Settings > Customize Projects > Manage Project Types**.
2. Add a project type name and **Project Type Short Code** and click the **Add New Project Type** button.
3. Select the new project type and click the **Customize** button.
4. (Optional) In the **Project Setup** section, select Include project type on intake to enable your users to select the project type from the intake form.
5. In the **Stakeholder Lists**, select the type of synchronization between the stakeholder list and the supplier-related activities of the project.
6. (Optional) Add an **Active Status** for the project type or **Edit** or **Delete** existing active statuses.

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7. (Optional) In the **Milestone Template** section, add milestones for the project type. Strategic Sourcing adds milestones to the project in the order listed in the section.
8. In the **Customize Layout** section, select which fields you want to display on the project type for the project and the intake form.
9. In **Manage Project Types**, set a **Default Project Type** to control which project type initially displays when your users create a new project.

Result

You can customize and sort your sourcing projects in to types and manage project statuses.

Create Contract Types

Prerequisites

Create contracts and identify the types of contracts you want to create.

Context

You can categorize your contracts according to **Contract Types**, enabling you to manage them in your **Contracts Dashboard** more efficiently.

Steps

1. Access **Settings > Customize Contracts > Manage Contract Types**.
2. Add a contract type name and **Contract Type Short Code** and click the **Add New Contract Type** button.
3. Click the **Customize** button for the new contract type.
4. In the **Contract Setup** section, consider:

Option	Description
Include contract type on intake	When enabled, users can select the contract type from the intake form.
Require contract approval before signature	When enabled, this type of contract must have the Approved status before you can send it to the supplier for signature.

5. (Optional) Add an **In Progress Status** for the contract type or **Edit** or **Delete** existing in progress statuses.
6. (Optional) In the **Milestone Template** section, add milestones for the contract type. Strategic Sourcing adds milestones to the contract in the order listed in the section.
7. In the **Customize Layout** section, select which fields you want to display on the contract type for the contract and to stakeholders on the intake form.
8. In **Manage Contract Types**, set a **Default Contract Type** to control which contract type initially displays when your users create a new contract.

Result

You can customize and sort your contracts by types and manage contract statuses.

Customize Contracts and Contract Intake Forms

Context

You can customize contracts and contract intake forms to fit the business needs of your company.

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Steps

1. Access **Settings > Customize Contracts**.
2. (Optional) In the **General Settings** tab, select **Lock down Final Spend when the contract is approved**. When enabled, sourcing managers can't modify the Final Spend of a contract.

   To modify the Final Spend of an*Active* contract, sourcing managers must revise a contract or change the status to *In Progress*.
3. In the **Manage Contract Types** tab, click **Customize** on the contract type you want to edit.
4. (Optional) Select the **Require contract approval before signature** check box.

   When you select the check box, you can only send contracts in these statuses to DocuSign:

   - *Active*
   - *Approved*
   - *Expired*
5. (Optional) Access **Customize Contracts > Manage Contract Reasons**.

   Create reasons for when you:

   - Cancel contracts.
   - Mark contracts as *Needs Attention* or *Does Not Need Attention*.
   - Terminate contracts.

Related Information
Tasks
Create New Contracts

Steps: Add Custom Fields to Contracts and Projects

Context

You can add custom fields to your:

- Contracts.
- Intake.
- Projects.
- Reports.

You can select to display custom fields to project and contract types when you're customizing each project and contract type. Custom fields you add to the same custom field group display together on the project or contract type. You can rearrange the order of the custom field groups when customizing project and contract types.

Steps

1. Access **Field Settings > Custom Field Groups** from **Settings**.

   Create a custom field group to assign your custom field to.
2. Access **Field Settings > Custom Fields** from **Settings**.

   Create custom fields and assign them to your custom field group.

   To create conditional fields, select *Add Conditions* from the **Options** prompt.
3. Customize Project Type and Contract Layouts .

   In the **Customize Layout** section, select the fields you want to include from the custom field group you created.

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Customize Project Type and Contract Layouts

Prerequisites

Create sourcing projects.

Context

You can customize the appearance of your **Project Types** and **Contracts** in **Pipeline** and **Intake**.

Steps

1. Access **Settings** and select **Customize Projects** or **Customize Contracts**.
2. Select the **Project Type** to configure.
3. On the **Customize Layout** section, drag and drop the field **Sections** to customize the order in which the fields display.

   Click the arrow icon to select specific **Custom Fields** to display in **Custom Field Groups**.

Result

Your customized fields and field groups display in **Project Types** and **Contracts**.

Create and Activate Custom Project Fields

Prerequisites

Create a sourcing project type or contract type.

Context

You can define a variety of fields by using our custom fields functionality and configure fields as conditional. Example: Control the list of available field options based on previous answers from suppliers.

Steps

1. Access **Field Settings > Custom Field Groups** from **Settings**.
2. Enter a group name and click **Add Group**.
3. Access the **Custom Fields** section.
4. Complete the **Custom Fields** grid and click **Add Field**.

   You can select *Add Conditions* from the **Select Option** drop-down menu to add conditions using **If**, **Then**, and **Else** statements.
5. To apply fields to projects, access **Customize Projects** and select the project you want to add or remove custom fields from.
6. In **Customize Layout** , configure **Project Visibility** of custom fields to display or hide them on that project type.

Result

You can see custom fields in your **Projects**. For configuration in contracts or supplier profiles, navigate to similar sections in **Customize Contracts** and **Supplier Profiles**.

Create Milestone Templates

Prerequisites

Create sourcing projects and configure **Project Types**.

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Context

You can create **Milestone Templates** to enable you to configure **Milestones** for any **Project Type** on the **Pipeline** dashboard.

Steps

1. Access **Settings > Customize Projects**.
   To create contract milestone template, access **Settings > Customize Contracts**.
2. Select a project or contract type that you want to add a milestone to.
3. In the **Milestone Template** section, enter a **Milestone Name** and click **Add**.

Result

You can use the template for all future milestones in the project or contract type.

Related Information
Tasks
Add Project Milestones to Pipeline Projects

Bulk Update Projects

Context

You can filter, select, and edit multiple projects in a single update to save time and ensure consistency across projects. Company administrators and sourcing managers can perform bulk updates on projects that they have Read/Write access to either as a stakeholder or through a team.

Steps

1. Select **Navigate > Projects**.
2. Click **Bulk Update**.
3. Select the projects that you want to update.
4. Click **Find Common Fields**.
5. Select all shared common fields from the side panel that you want to update.
6. Make and confirm the changes that you made.

Concept: Custom Intake Links

Custom intake links are tailored URLs that route stakeholders to specific intake forms in Strategic Sourcing, skipping all interaction with the pipeline dashboard. With custom intake links, your team can break out project or contract type requests and send users directly to the intended form from any location, such as an internal database or intranet at your company.

To set up custom intake links, access your **Settings** and select the **Customize Projects** or **Customize Contracts** tab. You can select an option from the menu next to the link to customize the project or contract type that your default intake link will lead to. If your company has selected **Include on intake** for the custom fields, the default intake link displays on the customize projects and customize contracts pages.

Project and contract type links streamline which project or contract type stakeholders will begin drafting their request for when they select the custom intake link. You can configure a custom link for each project or contract type included on intake so that your stakeholders go directly to the correct request page.

You can share these links on any internally used company website or document.

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Approvals

Create Approval Groups

Prerequisites

Company admins can create approval groups for your company.

Context

You can configure approval groups to enable the correct members of your organization to evaluate projects, contracts, or supplier review responses on your forms.

Steps

1. Access **Settings > Approvals > Approval Groups**.
2. Click **Add Approval Group**.
3. Enter a name for the approval group and add approvers. You can only add approvers from the **User List**.
4. Select one of these **Approval Options**:
   - **Any (1) Approver Can Approve**
   - **All Approvers Must Approve**

   If you select **All Approvers Must Approve**, you can set the order of the approvers for the group by selecting the **Set an Approval Order** check box.

   Approval order controls when approvers receive review notifications and can approve or reject:
   - Contracts
   - Projects
   - Supplier responses

Next Steps

You can select approval groups on supplier forms, project workflows, and contract workflows.

Related Information
Tasks
Create Supplier Form Templates

Steps: Create Project Approval Flows

Context

You can require project approvals from individuals and groups in your company. With project approvals, you can:

- Build rules to automate the approval process and order of approvals.
- Enable ad hoc changes to be made to approval flows.

When you enable ad hoc approval changes, these roles can edit the approval workflows of projects:

- Company admins with Read/Write permission
- Department admins with Read/Write permission
- Sourcing managers with Read/Write permission
- The sourcing owner of the project

When you add ad hoc approvers, Strategic Sourcing sends notification emails to newly added and replaced approvers when approvals are sent. When edits are made to an approval flow, these edits won't

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remain if the approval state is retracted. When a record is retracted and then sent for approval again, the ad hoc approval must be re-set up. You can't delete users from the existing approval group on the project. You can change the order of approvers only for Approval Groups which already have an order determined.

Note: When you enable project approvals, existing and new projects will require users to send projects for approval before moving to Completed, even if no approval groups or approval flows are configured. If you don't configure approval groups or approval flows, Strategic Sourcing automatically approves projects when you move them to Send for Approval.

Steps

1. Create Approval Groups .

   When creating approval groups, you can’t route to roles. You must create approval groups with specific users.
2. Access **Approvals > Project Approval Flows** from **Settings**.
3. Click **Create New Flow** to create a new project approval flow.
4. (Optional) Select the **Enable Ad Hoc Approval Changes** to edit project approval workflows within a project.
5. In the new approval flow, click **Add a New Phase**.
6. Click **Create New Rule**.
7. To add project approval workflow criteria, click **Edit Rules**. Select filters and columns to define criteria that a project must meet to begin the approval flow.

   When you add multiple fields to the rule, the project must include 1 value from each of the added fields.

   When you add multiple values to a field, the project must include 1 of the values.
8. Click **Add Approval Groups**. Select approval groups for the defined criteria.

   Approval groups in:

   - A single phase will all receive approval requests simultaneously unless you define an order in the **Then Send To…** section.
   - Consecutive phases receive requests sequentially.

   All rules execute simultaneously within a phase. Once all applicable rules within a phase are approved, the approval process moves on to the next phase.
9. Add additional rules and phases to meet your business needs.

Result

You can:

- Send and monitor approval requests before project completion.
- Retract approval requests.
- Record approval details.

Example

This example illustrates how to create a rule that excludes a specific project type.

The project types for GMS, Inc. are:

- General Project
- Performance Review
- Sourcing
- Supplier Onboarding

To route all project types except the **Performance Review** project type to the Procurement Approval Group:

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1. To add a new rule, click **Edit Rules**.
2. Click **Choose Filters & Columns**.
3. Select *Project Type* in the Pipeline Fields section.
4. Click **Save**.
5. In the **By Project Type** prompt, select these options:
    - *General Project*
    - *Sourcing*
    - *Supplier Onboarding*
6. Click **Add**.
7. Add the *Procurement Approval Group*.
8. Save the rule.

Steps: Approve Contracts

Context

During the contracting process, you can require approvals from individuals or groups in your company. You can:

- Set up approval groups and rules to automate the process.
- Enable ad hoc changes to be made to approval flows.

After you set up approval flows for contracts, you can:

- Send and monitor approval requests.
- Record approval details before executing a contract.

Steps

1. Create Approval Groups .
2. Access **Approvals > Contract Approval Flows** from **Settings**.

    Create approval rules to manage who approves contracts and how Strategic Sourcing evaluates rules from top to bottom.
3. From a contract, set the **Contract Status** to *Send For Approval*.
4. (Optional) To retract an approval request, set the **Contract Status** to *In Progress*.

Result

Strategic Sourcing sends email notifications to approvers. The **Contracts** workbench now has an **Approvals** tab to track approvers and the status of approvals.

Related Information
Reference
Reference: User Roles in Contracts

Reference: Approval Flow Filters

Project Approval Flow Filters

You can select fields to use as filters for your approval flow rules. You can use any custom field as filters, and you can use these fields:

- Project Title
- Project Type
- Category
- Estimated Start Date

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- Estimated Start Date FY
- Estimated Start Date FQ
- Estimated End Date
- Estimated End Date FY
- Estimated End Date FQ
- Estimated Spend
- Estimated Savings
- Final Spend
- Savings Type
- Recognized Savings
- Projected Recognized Savings
- Savings Frequency
- Total Savings

When you set up the Requisition to Project Integration in Workday, you can also filter by these fields:

- Approved Spend
- External ID

Contract Approval Flow Filters

You can select fields to use as filters for your approval flow rules. You can use any custom field as filters, and you can use these fields:

- Contract Type
- Supplier Contract Title
- Auto Renewal
- Start Date
- Start Date FY
- Start Date FQ
- End Date
- End Date FY
- End Date FQ
- Currency
- Spend
- Category

Field Settings

Hide Fields on Contracts, Intake, and Projects

Prerequisites

Create sourcing projects or contracts and configure **Project Types** and **Contract Types**.

Context

You can hide fields on pipeline projects, intake forms, and contracts, enabling you to simplify project views and forms.

Steps

1. Access **Settings > Customize Projects** and select the project type that you want to configure.
   To configure contracts, access **Settings > Customize Contracts** and select a contract type.
2. Access the **Customize Layout** section.

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3. To hide fields on projects and project intake, clear the **Project** or **Intake** check box next to the field that you want to hide.

   To hide fields on contracts and contract intake, clear the **Contract** or **Intake** check box next to the field that you want to hide.

   You can hide all fields in a subsection by clearing the **Contract**, **Project**, **Intake** check box next to **Display all fields on**.

Result

Fields you exclude won't display on contracts, intake forms, or projects.

Add Tooltip Hints to Default Fields

Prerequisites

Create **Default Fields**.

Context

You can add **Tooltips** hints to default fields in your projects to provide additional information and instructions when users create or edit **Project** fields.

Steps

1. Access **Field Settings > Default Fields** from the **Settings** drop down menu.
2. Select the **Default Field** you want to add **Tooltips** to and click the **Edit** button.
3. Add hints or instructions on the **Hint (Optional)** column.

Result

Hints display as hover text on configured **Default Fields**.

Create Dependent Fields for Custom Fields

Prerequisites

Create a project, contract, or supplier profile.

Context

Dependent fields enable you to control the list of available options in certain fields based on prior answers. You can create new dependent field options for any single-select custom field. You can report on dependent fields in the same way as custom fields.

Steps

1. Access **Field Settings > Custom Fields** from **Settings**.
2. (Optional) Add a new field.
3. Click **Add Options** on the field you want to add a dependent field to.
4. Enter your new options and click **Add**.
5. Click **Add Dependent Fields**.
6. Enter a name and click **Save**.
7. Click **Add Options** on each field you want to add dependent fields to.
8. Enter your dependent fields and click **Add**.

   You can further add dependent fields on dependent fields.

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Result

In **Settings**, you can see which fields have dependent fields.

Example

Set up single-select custom fields for states and cities:

Field	Options
California	Los Angeles San Diego San Francisco
Chicago	
New York	Albany New York City

Next Steps

Test your custom fields in contracts, projects, and supplier profiles.

Configure Savings Trackers

Prerequisites

Create sourcing projects.

Context

You can manage and track company spending by setting savings goals and configuring savings types.

Steps

1. Access **Settings > Financial Details**.
2. As you complete the **Financial Details** grids, consider:

Option	Description
Fiscal Year	Set your company fiscal year start date.
Savings Goal	Enter the amount of savings you expect during the fiscal year. The **Savings Tracker** currency matches the default currency set for the company account.
Savings Types	Enter trackable savings types and select recognized or unrecognized savings using the **Recognized Savings** check box. Strategic Sourcing tracks both recognized and unrecognized savings and calculates **Recognized Savings** towards the savings goals defined by your company.

Result

You can determine how close your projects are to achieving savings goals.

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Related Information
Reference
2024R1 Release Note: Project Workflow State Settings

Third-Party Integrations

Set Up Adobe Sign in Strategic Sourcing

Prerequisites

Submit a customer care case in Community for Strategic Sourcing Instance Management and select the Enable Feature option. Specify the adobe_sign feature flag and the name of the environment where you want to enable the flag. You can find environment names in your company profile in **Settings**.

Context

You can obtain digital signatures for your supplier contracts when you connect to Adobe Sign. Connect to Adobe Sign as a company admin to enable it for your sourcing managers.

Only licensed users in Strategic Sourcing can send documents using the Adobe Sign integration.

To initiate signatures in Adobe Sign from Strategic Sourcing, you must have a user profile registered in Adobe Sign with the same email address as your Strategic Sourcing user profile.

Users that initiate Adobe Sign must be in the same Adobe Sign group of the company admin account that authorized the integration connection in Strategic Sourcing. This restriction might affect your current Adobe Sign set up. The company admin that authorized the integration must be a user in each Adobe Sign group that uses the integration.

User changes, such as adding a new user or updating user permissions, made in Adobe Sign can take up to 4 hours to reflect in Strategic Sourcing.

Note: The Adobe Sign integration doesn't work with the Adobe Custom Workflows feature.

Steps

1. Access **Settings > Integrations**.
2. In the Manage E-Sign Integrations section, click **Connect** next to Adobe Sign.
3. Sign in to Adobe Sign using your Adobe Sign credentials.
   You must have the admin role in Adobe Sign to establish the integration.

Related Information
Reference
2022R2 What's New Post: Strategic Sourcing Adobe Sign in Supplier Contracts

Set Up DocuSign in Strategic Sourcing

Prerequisites

Have a DocuSign account.

Context

You can obtain digital signatures for your supplier contracts when you connect to DocuSign. You must connect to DocuSign as a company admin to enable DocuSign for your sourcing managers.

Steps

1. Access **Settings > Integrations** .

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2. In the **Manage E-Sign Integrations** section, click **Connect** next to DocuSign.
3. Click **Allow Access** in the DocuSign permissions request pop-up.
4. Select your company from the drop-down list.

Result

Your sourcing managers can set up DocuSign for their individual Strategic Sourcing accounts. Refer sourcing managers to Set Up DocuSign in a Strategic Sourcing Profile.

Set Up DocuSign Sandbox in Workday Strategic Sourcing Sandbox

Prerequisites

Set up and log into a DocuSign Sandbox account at https://go.docusign.com/sandbox/productshot/.

Context

You can set up and test DocuSign for your contracts in your Workday Strategic Sourcing (WSS) Sandbox environment. You can't connect a DocuSign Production account to WSS Sandbox. Only connect your WSS Sandbox environment to a DocuSign Sandbox account.

Steps

1. Select **Settings**.
2. Click on the **Integrations** tab.
3. In the **Manage E-Sign Integrations** section, click **Connect** next to DocuSign.
4. Click **Allow Access** in the DocuSign permissions request pop-up.
5. Select your company from the drop-down list.
6. Access your user profile.
7. In the **Integrations** section, click **Authorize** next to DocuSign.
8. (Optional) Add additional users to DocuSign Sandbox to enable testing in WSS Sandbox.

   The users need to authorize DocuSign in their WSS user profiles after logging into DocuSign Sandbox.

Set Up Dun & Bradstreet in Strategic Sourcing

Prerequisites

Have the following products with Dun & Bradstreet (D&B):

- Identity Resolution
- Third-Party Risk Insights - Level 1

The D&B integration with Strategic Sourcing is only authorized for use in the countries listed in Reference: D&B Integration Authorized Countries.

Context

You can enable D&B Identity Resolution and Third-Party Risk Insights to:

- Validate supplier Dun & Bradstreet D-U-N-S® Number.
- Display Supplier Stability Index (SSI) and Supplier Evaluation Risk (SER) Rating in supplier profiles.

Identity Resolution enables your organization to validate supplier provided D-U-N-S and obtain D-U-N-S for suppliers that didn't provide that information.

The SSI and SER enable your organization to make informed decisions and proactively mitigate risks. The SSI indicates the likelihood of a supplier experiencing financial stress within 90 days. The SER Rating

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indicates the likelihood of a company ceasing operations or obtaining legal relief from creditors within 12 months.

Steps

1. (Optional) Access **Settings > Supplier Profile > Onboarding Profile Fields**.
    a) In the **Supplier Information** section of the onboarding form, select the **D-U-N-S® Number** check box for **Request from Supplier**.
    b) To require that all suppliers provide a D-U-N-S before submitting their onboarding form, select the **Require** check box.
2. Access **Settings > Integrations**.
3. Select **Dun & Bradstreet**.
4. Enter your D&B **API Key** and **API Secret** and click **Connect**.
5. Select the data blocks you want to enable.
6. (Optional) When you select **Third-Party Risk Insights**, select **Schedule Batch Screening** to schedule when the integration runs.

    Scheduled times and dates are in the UTC time zone.

    Workday recommends scheduling daily or weekly batch screenings to ensure all the latest information is returned from D&B.
7. In the **Risk Level Mapping** section, click **Edit** to map D&B risk levels to your Strategic Sourcing risk levels.
8. (Optional) Select the **Receive Notifications** check box for risk levels. When you select the check box for a risk level, sourcing managers receive a global notification when a supplier changes to that risk level.

Result

The D&B integration displays as connected in your settings.

From the supplier profile, you can:

- Click **View Details** to access the additional data provided by D&B. You can also add internal notes for your team.
- Review the screening results.
- Rescreen the supplier.
- View the screening history in the **Activity** tab.

You can also report on D&B screening results in the *Suppliers* dataset.

Related Information
Reference
2024R2 Feature Release Note: Strategic Sourcing Dun & Bradstreet Integration

Set Up EcoVadis in Strategic Sourcing

Prerequisites

- Have a license with EcoVadis with API credentials. Reach out to your EcoVadis account manager to obtain your EcoVadis.
- Map your existing suppliers in EcoVadis to Strategic Sourcing suppliers using the Strategic Sourcing **Integration ID** found in the *Supplier* dataset in **Reports**.

Context

You can have visibility into the comprehensive vendor sustainability ratings of EcoVadis in your **Supplier Profiles** in Strategic Sourcing.

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EcoVadis-provided scorecards enable your organization to make informed decisions and proactively mitigate risks. These scorecards highlight suppliers' strengths and areas for improvement in sustainability performance. Additionally, the scorecards enable benchmarking against industry peers and global standards.

Steps

1. Access **Settings > Integrations**.
2. Select **EcoVadis**.
3. Enter your EcoVadis **Username** and **Password** and click **Connect**.
4. (Optional) Select **Schedule Batch Screening** to schedule when the integration runs.

   Scheduled times and dates are in the UTC time zone.

   Workday recommends scheduling daily batch screenings to ensure all the latest information is returned from EcoVadis.
5. In the **Risk Level Mapping** section, click Edit to map EcoVadis risk levels to your Strategic Sourcing risk levels.
6. (Optional) Select the **Receive Notifications** check box.

   When you select the check box for a risk level, sourcing managers receive a global notification when a supplier changes to that risk level.

Result

The EcoVadis integration displays as connected in your settings.

From the supplier profile, you can:

- Click **View Details** to access the EcoVadis vendor profile link and additional data provided by EcoVadis such as carbon score, corrective action plan, or scope change. You can also add internal notes for your team..
- Create a supplier request in EcoVadis.
- Review the screening results.
- Rescreen the supplier.
- View the screening history in the **Activity** tab.

You can also report on EcoVadis screening results in the *Suppliers* dataset.

Related Information
Reference
2024R1 What's New Post: Strategic Sourcing EcoVadis Integration

Set Up Office 365 in Strategic Sourcing

Context

You can integrate with Office 365 to edit contract documents directly from your browser. You can also negotiate contracts with your suppliers using Office 365.

You can only use this integration if you have an Office 365 commercial license with access to Word online.

Steps

1. Access **Settings**.
2. In **Customize Contracts > Manage Contract Types**, click **Customize** next to the contract type that you want to enable Office 365 for.
3. In the **Customize Layout** section, select the **Contract** check box next to **Contract Documents**.
4. Repeat for all contract types that you want to enable Office 365 for.

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Result

In the contract types that you customized, a new **Contract Documents** tab displays. You can upload .docx files in **Contract Documents** to start the negotiation process with your suppliers.

When you open an uploaded .docx file, you'll need to sign in to your Office 365 account.

Set Up OneTrust in Strategic Sourcing

Prerequisites

- Have a subscription with OneTrust Third Party Risk Management module.
- Obtain your OneTrust API key.

Context

You can screen suppliers for risk levels either through the supplier profile or with scheduled batch screenings. OneTrust provides supplier risk scores that you can use to identify potential risks early in your procurement processes.

OneTrust refers to suppliers as vendors.

Steps

1. Access **Settings > Integrations**.
2. Select **OneTrust**.
3. Enter the **API Key** you retrieved from OneTrust.
4. (Optional) Select **Schedule Batch Screening** to schedule when the integration runs.

   Scheduled times and dates are in the UTC time zone.

   Workday recommends scheduling daily batch screenings.
5. (Optional) Select the **Create a supplier in OneTrust when you add a new supplier in Workday Strategic Sourcing** check box.

   When you select this check box, new suppliers created in Strategic Sourcing create a new vendor in OneTrust when a scheduled batch screen or a manual screen runs.

   When you deselect the check box and run the integration, Strategic Sourcing tries to find an exact name match in OneTrust. If no match is found, OneTrust doesn't return any risk level data.
6. In the **Risk Level Mapping** section, click Edit to map OneTrust risk levels to your Strategic Sourcing risk levels.
7. (Optional) Select the **Receive Notifications** check box.

   When you select the check box for a risk level, sourcing managers receive a global notification when a supplier changes to that risk level.

Result

The One Trust integration displays as connected in your settings.

From the supplier profile, you can:

- Click View Details to access the OneTrust vendor profile link or add internal notes for your team.
- Review the screening results.
- Rescreen the supplier.
- View screening history in the Activity tab.

You can also report on OneTrust screening results in the Suppliers dataset.

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Related Information
Reference
2023R2 What's New Post: Strategic Sourcing OneTrust Integration

Set Up Relish Data Assure in Strategic Sourcing

Prerequisites

- Have a subscription with Relish Data Assure.
- Obtain your Relish Token User and your Relish Token Password from Relish Data Assure.
- Have the onboarding form enabled in Strategic Sourcing.

Context

You can automatically validate supplier information entered during onboarding. Relish Data Assure validates, flags, or rejects supplier data based on automatic multisource checks.

Strategic Sourcing automatically runs the integration when a supplier submits or updates the standard onboarding form.

Steps

1. Access **Settings > Integrations**.
2. Select **Relish Data Assure**.
3. Enter the **Relish Token User** and the **Relish Token Password**.
4. (Optional) Select **Schedule Batch Screening** to schedule when the integration runs.

   Scheduled times and dates are in the UTC time zone.

   Workday recommends scheduling annual batch screenings because Relish charges per validation check.

Result

The Relish Data Assure integration displays as connected in your settings.

From the supplier profile, you can:

- Add internal notes for your team.
- Click **View Details** to access a link with individual risk assessment results in OneTrust.
- Review the screening results.
- Rescreen the supplier.
- View screening history in the Activity tab.

You can also report on Relish Data Assure screening results in the Suppliers dataset.

Related Information
Reference
2023R2 What's New Post: Strategic Sourcing Relish Data Assure Integration

Set Up Supplier Sanction List Screening in WSS

Prerequisites

Sign up for the International Trade Administration’s (ITA) Data Services Platform and subscribe to the Consolidated Screening List API.

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Context

When you create or change the names of suppliers, you can compare supplier information with the Consolidated Screening List from the ITA. This screening helps you to:

- Comply with federal law.
- Detect and mitigate potential risk to your organization.

Steps

1. Access Integrations from Settings.
2. Click the Enable Sanction List Integration toggle.
3. As you complete this task, consider:

Option	Description
API Key	The API key that you retrieved from the ITA Data Services Platform.
Minimum Name Score Threshold	A value of 100 returns only names that exactly match the characters that you entered as the name of the supplier. A value of 50 returns all names that are 50% similar based upon the matching logic of the search tool. By lowering the threshold, you get a broader result set.

Result

Workday Strategic Sourcing (WSS) pages the name of a supplier against the sanction list when you:

- Add a new supplier.
- Edit the existing name of a supplier.
- Manually rerun the screening.

Sanction list screening results display in the Verifications section on the profile of a supplier. When a supplier potentially or exactly matches a sanctioned entity, Strategic Sourcing:

- Adds a message on the supplier profile.
- Sends a global notification the sourcing manager who screened the supplier.
- Sends the sourcing manager who screened the supplier an email.

Related Information
Reference
International Trade Administration (ITA) Data Services Platform

Reference: D&B Integration Authorized Countries

The Dun & Bradstreet (D&B) integration is authorized for use in these countries:

- Admiralty Islands
- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Anguilla
- Antigua & Barbuda
- Argentina
- Armenia

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- Aruba
- Australia
- Austria
- Azerbaijan
- Azores
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan
- Bolivia
- Bonaire
- Bosnia-Herzegovina
- Botswana
- Brazil
- Brunei
- Bulgaria
- Burkina-Faso
- Burundi
- Cambodia
- Cameroon
- Canada
- Cape Verde
- Cayman Islands
- Central African Rep
- Ceuta
- Chad
- Chile
- China
- Christmas Island
- Colombia
- Comoros
- Congo
- Congo Democratic Rep
- Cook Islands
- Costa Rica
- Croatia
- Cuba
- Curacao
- Cyprus
- Czech Republic
- Denmark
- Djibouti
- Dominica
- Dominican Republic

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- East Timor
- Ecuador
- Egypt
- El Salvador
- Equatorial Guinea
- Eritrea
- Estonia
- Ethiopia
- Falkland Islands
- Faroe Islands
- Fiji
- Finland
- France
- French Guiana
- French Polynesia
- Gabon
- Gambia
- Georgia
- Germany
- Ghana
- Gibraltar
- Greece
- Greenland
- Grenada
- Guadeloupe
- Guam
- Guatemala
- Guernsey- Channel Islands
- Guinea
- Guinea-Bissau
- Guyana
- Haiti
- Heard & Mc Donald Islands
- Honduras
- Hong Kong
- Hungary
- Iceland
- Indonesia
- Iran
- Iraq
- Ireland
- Israel
- Italy
- Ivory Coast
- Jamaica
- Jordan
- Kazakhstan
- Keny
- Kirghizia
- Kiribati

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- Korea
- Kosovo
- Kuwait
- Laos
- Latvia
- Lebanon
- Lesotho
- Liberia
- Libya
- Liechtenstein
- Lithuania
- Luxembourg
- Macao
- Macedonia
- Madagascar/Malagasy
- Madeira Islands
- Malawi
- Maldives
- Mali
- Malta
- Marshall Islands
- Martinique
- Mauritania
- Mauritius
- Mayotte
- Melilla
- Mexico
- Micronesia Fed St
- Moldova
- Monaco
- Mongolia
- Montenegro
- Montserrat
- Morocco
- Mozambique
- Myanmar
- Namibia
- Nauru
- Nepal
- Netherlands
- Netherlands Antilles
- New Caledonia
- New Zealand
- Nicaragua
- Niger
- Nigeria
- Norfolk Island
- Northern Mariana Islands
- Norway
- Oman

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- Pakistan
- Palau
- Panama
- Papua New Guinea
- Paraguay
- Peru
- Philippines
- Poland
- Portugal
- Qatar
- Republic of Northern Cyprus (TRNC)
- Reunion Island
- Romania
- Russian Federation
- Rwanda
- Saint Maarten
- Samoa American
- Samoa Western
- San Marino
- Sao Tome & Principe
- Saudi Arabia
- Senegal
- Serbia
- Seychelles
- Sierra Leone
- Slovakia
- Slovenia
- Solomon Islands
- Somalia
- South Africa
- South Sandwich Islands
- Spain
- Sri Lanka
- St Helena
- St Kitts-Nevis
- St Lucia
- St Pierre
- St Vincent
- Sudan
- Suriname
- Swaziland
- Sweden
- Switzerland
- Syria
- Taiwan
- Tajikstan
- Tanzania
- Togo
- Tokelau
- Tonga

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- Trinidad & Tobago
- Tunisia
- Turkey
- Turkmenistan
- Turks & Caicos Islands
- Tuvalu
- Uganda
- Ukraine
- United Arab Emirates
- United Kingdom
- United States
- Uruguay
- Uzbekistan
- Vanuatu
- Vatican City
- Venezuela
- Vietnam
- Virgin Islands UK
- Wake Island
- Wallis & Futuna Island
- Western Sahara
- Yemen
- Zambia
- Zimbabwe

Related Information
Tasks
Set Up Dun & Bradstreet in Strategic Sourcing

Automate Intake

Context

You can automate contract and project intake by setting up rules to assign requests to specific users. The assignee becomes the owner of the corresponding contract or project created. Automating intake enables your procurement team to self-manage project and contract request allocations.

You can reprioritize and edit your rules, and fix any rules that need reassignment due to changes in your organization.

Steps

1. Access:
    - **Automation > Projects Intake Routing** from **Settings**.
    - **Automation > Contracts Intake Routing** from **Settings**.

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2. Click **Create New Rule**.

   You can assign contracts or projects to active users with a *Sourcing Manager* role or higher.

   When you disable users or update stakeholders responsibilities, rules might need reassignment. When Strategic Sourcing can't assign a request to a user, it comes in unassigned and notifies administrators.

   When you enter multiple users in the **Then Send To...** field, you must select a routing pattern to determine how Strategic Sourcing selects the sourcing owner.

Option	Description
Sequential	Assigns intake requests to sourcing owners in the order listed in the **Then Send To...** field. Example: You create an intake routing rule with 3 users listed in this order: Marcus, Alex, and Sarah. When you receive 4 intake requests, Strategic Sourcing routes those requests as follows: • Marcus receives the first request. • Alex receives the second request. • Sarah receives the third request. • Marcus receives the fourth request.
Even distribution	Assigns intake requests based on the number of projects or contracts they’re currently sourcing owner on.
Team allocation	Enables you to set permissions for all users you add to the rule.

3. (Optional) Drag and drop the rules to reorganize them.

   Strategic Sourcing checks the rules from top to bottom.

Result

Intake forms that match your rules generate an assignment in pipeline and contracts, and notify the assigned user.

Data Importer

Import Data

Prerequisites

Submit a Customer Care Case to enable the **Data Importer**.

Context

You can create new contracts, projects, or suppliers in Workday Strategic Sourcing (WSS) and update existing data in WSS using the **Data Importer**. You can also upload the commodity codes you and your suppliers use.

Workday recommends testing data imports in your Sandbox environment because you can’t mass delete data in WSS.

Steps

1. Select **Navigate > Data Importer**.

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2. Download the template for the type of data that you're importing:
    - Commodity Codes
    - Contracts
    - Custom Options
    - Projects
    - Suppliers
3. Enter and save your data in the downloaded template. As you complete this step, consider:

Option	Description
Data Dictionary Tab	Details settings configuration in the account for use as reference when filling tabs.
Commodity Codes Template	Each row represents a new record or updates to an existing record as you add data to import. When you have both Workday and Strategic Sourcing, Workday recommends configuring your commodity codes in Workday and exporting the list using EIB. You can then transfer your commodity codes to the data importer template to upload them into WSS.
Contracts Template	Each row represents a new record or updates to an existing record as you add data to import. This template contains additional tabs for: • Milestones. • Stakeholders. • Suppliers. You can also import contracts in a hierarchy. See Import Contracts with a Contract Hierarchy .
Custom Options Template	Custom fields that can be imported into Strategic Sourcing are listed in the **Field Name** column of the **Custom Options** tab of the template. Current options are listed next to the respective field name. To add a new custom field option, add the name of the field in a new row and the new option. Add each new option to a new row. Enter *Add* or *Delete* to an option in the *Action* column. You can't delete options that are currently in use in Strategic Sourcing. A custom field must exist in your company settings before you attempt to import its options. Field names are case sensitive and should match what's used in Strategic Sourcing.
Projects Template	Each row represents a new record or updates to an existing record as you add data to import. This template contains additional tabs for: • Milestones. • Savings.

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Option	Description
	• Stakeholders. • Suppliers. When you add or update savings data, the savings amounts are added by line. You can't change existing savings data using the **Data Importer**.
Suppliers Template	Each row represents a new record or updates to an existing record as you add data to import. When you have the standard onboarding form enabled, more tabs display. The **Countries** and **Regions** tabs function as data dictionaries for these tabs: • **Phones** • **Bank Accounts** • **Tax IDs** You only need to populate the tabs if you aren't integrated with Workday. You can use the Supplier Connector to populate this information from Workday into Strategic Sourcing.

- When you delete columns, validation errors occur. You can leave columns blank if there are no values to provide.
- When importing data for updates, any fields left blank in the uploaded spreadsheet won't delete existing data.
- When creating new records, leave the **Contract ID** or **Project ID** columns blank.
- When you enter data for a multiselect field, separate multiple values with a semicolon.
- We recommend contract and project names to be unique per record. No validation occurs on duplicate contract and project names.

4. (Optional) To add attachments to contract and project records, add the name of the file or folder to the **Attachments** column of the record row in the template. As you complete this task, consider:

Option	Description
Single attachment file	You can prepare single attachments in 2 ways: • Add the filename and extension to the **Attachments** column. Example: filename1234.pdf. • Put a single file in a folder and add the folder name to the **Attachments** column.
Multiple attachment files	Put all files in a folder and add the folder name to the **Attachments** column.

Names in the **Attachments** column must be an exact match to the file or folder name you're importing. The name of each item being uploaded needs to be unique. Each file or folder size can only be 5GB. You can only upload 1 file or folder per record.

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5. To upload the data into WSS, click **Start New Import**. As you complete the upload, consider:

Option	Description
Upload Type	When you update existing data, WSS requests a Primary Data Key for edits. Use the System ID in WSS as the primary key. When uploading custom options, select *Add New Data*.
Data Type	Select the data type you're importing.

6. To validate your data, click **Continue to Data Editor**.
7. Click **Start Validation** to validate all data in WSS before uploading the import data.
8. If the validation contains no errors, WSS displays a **Data Valid** check mark on the page.
    - WSS highlights rows with detected errors in red on the data table. Scroll through the columns to see the specific errors. When you click the red cell of a column, a window displays the error that occurred.
    - To address errors, you can directly edit the Excel file or click **Update Data** to export an Excel file. This export lists errors in a **Validation Errors** column in each tab that contains data.
9. (Optional) To attach documents to contract and project records as part of the import process, click **Upload Attachments**.
    a) Add all individual attachments and attachment folders to a single ZIP file. The file size can't exceed 5 GB.
    b) Select the ZIP file to upload.
    c) Once uploaded, click **Start Validation** to validate attachments.

    Note: Some programs use proprietary algorithms to create ZIP files that may not be compatible with Strategic Sourcing, such as ZIP files created with Microsoft Windows Explorer. Strategic Sourcing supports ZIP files created with these popular tools, including but not limited to:

    - 7-Zip (free and open-source)
    - PeaZip (free and open-source)
    - WinRAR
    - WinZip
    - Bandizip
    - MacOS Finder
10. (Optional) After resolving validation errors, click **Update Data**.
    a) Click **Upload Revised Data**.
    b) Click **Start Validation** to identify any errors that persist.
11. When validation is complete, click **Begin Importing Data**. Then click **Begin Import**.
    - Workday recommends conducting a test import on a subset of data to ensure that it reflects accurately once imported into WSS.
    - The import process continues to run if you navigate away from the page or close your browser tab.
    - You can't import any rows with validation errors. The import displays as **Import Failed** in the **Data Importer**, but WSS still imports any valid rows.
12. (Optional) To review data as WSS imports it, select **Navigate > Reports** and view the dataset. New records display in the **Table** visualization as the import runs.

Related Information
Reference
Reference: Data Importer Validation Rules

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Examples

The Next Level: Strategic Sourcing Data Importer Instructions

2023R2 What's New Post: Strategic Sourcing Data Importer for Custom Options

2022R1 What's New Post: Strategic Sourcing Contracts Data Importer

Import Contracts with a Contract Hierarchy

Context

You can import new contract records into Strategic Sourcing in a hierarchy if they're related to the same supplier. You need to format the **Contracts** template to indicate a hierarchy. In the Contracts tab of the template, use the **Hierarchy ID** and **Hierarchy Parent ID** columns to add a hierarchy.

If any row in the Excel file contains contracts that are in a hierarchy, you must fill the **Hierarchy ID** column in for every record. When you aren't importing a hierarchy, you can leave the **Hierarchy ID** and **Hierarchy Parent ID** columns blank.

Steps

1. Add all contracts into the template.
2. Number each contract consecutively in the **Hierarchy ID** column.

   Example: If there are 100 contracts in the template, start at row 2 and label them 1-100 in the **Hierarchy ID** column.

   The order of the rows in the template doesn't affect the hierarchy.

   Strategic Sourcing only uses this ID to establish the hierarchy and doesn't display anywhere in Strategic Sourcing once imported.
3. To indicate a child contract, add the hierarchy ID of the relevant parent contract to the **Hierarchy Parent ID** column.

   For any contracts that aren't children, you can leave this column blank.

Example

Title	Hierarchy ID	Hierarchy Parent ID
ProTech NDA	1	
Catering San Francisco Office	2	
Field Events Vendor - Marketing EMEA	3	
Germany Marketing Event	4	3
Paris Marketing Event	5	3

Contracts 1 and 2 aren't in a hierarchy. Contracts 4 and 5 are children contracts to Contract 3. On any contract that is a child contract, you only need to denote the ID of its parent in the **Hierarchy Parent ID** column.

Related Information
Reference
Reference: Data Importer Validation Rules

Troubleshooting: Data Importer for Custom Options

I received a No Content error when importing my custom options.

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Cause: The value in the **Actions** column is not *Add*, *Ignore*, or *Delete*.

Solution: Enter the correct value for the option. When you're not updating an option, you must enter *Ignore* in the **Actions** column.

I received a Field Name error when importing my custom options.

Cause: You entered a field into the template that doesn't exist as a project or contract custom field in **Settings**.

Solution:

Steps

1. Add the new custom field to in **Settings**.
   See Create and Activate Custom Project Fields.
2. Download a new version of the **Custom Option** template.
   You can add the new field to your current version of the template, but the field must match case exactly.
3. Enter options for the field.
   You can only add 1 option per row in the Excel file.
4. Save the template and import it into Strategic Sourcing.

Reference: Data Importer Validation Rules

The **Data Importer** enables you to import bulk data to create new records or to update existing data. You can only use the **Data Importer** for projects and suppliers.

These validation rules apply to both projects and suppliers:

- For single and multiselect custom fields, errors occur if you supply a value other than the accepted list. Separate multiselect options with a semicolon and no space.
  - Example: IT;Marketing;Facilities
- Data in a currency field must not contain a currency symbol.
- Currency custom fields must not contain a decimal, and you should round to the nearest whole number.
- Data can’t contain special characters, such as non-English characters.
- Date fields must be in either mm/dd/yyyy or yyyy/mm/dd format in Excel.

The **Data Importer** doesn’t create new custom field options or custom fields that you add to the Excel file.

Workday Strategic Sourcing (WSS) doesn’t validate the number of characters for short text custom fields. It’s possible to import more than 140 characters into a short text custom field.

Contract Validation Rules

- If **Auto-Renewal** is *Yes* on an active contract, you must populate the **Renew Number of Times** field.
- If **Auto-Renewal** is *Evergreen*, **Contract End Date** must be blank.
- **Supplier Name** must be an exact match to the name in WSS when importing contracts tied to existing suppliers in Strategic Sourcing. For active Workday suppliers connected to your records, we recommend including the Workday ID of those suppliers in the **External ID** column of the **Suppliers** tab.
- You must include the **Supplier Contact Name** and **Contact Email** to connect a contract to a supplier.

Milestone Validation Rules

If you leave the **Assigned At Date** blank in **Milestones**, the **Assigned** date becomes the date of import.

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Projects Validation Rules

- When importing projects tied to existing suppliers in WSS, Supplier Name must exactly match the name in WSS.
- If you populate Project Estimated Start Date, the date must be before the Estimated End Date.
- For active projects, you must populate the **Actual Start Date**.
- For completed projects, you must populate **Actual Start Date** and **Actual End Date**. The **Actual Start Date** must be before the **Actual End Date**.

Suppliers Validation Rules

- Data import requires these fields at a minimum:
    - Supplier Contact First Name
    - Supplier Contact Last Name
    - Contact Email
- You can't import these fields:
    - Workday Accepted Payment Type
    - Default Payment Type
    - Supplier Category
    - Supplier Group
- When importing the Risk field, use these selection options:
    - High
    - Medium
    - Low
    - Any custom selection options that have been configured
- If you use the Workday Supplier Connector, you can update existing Suppliers in Strategic Sourcing with the Workday Supplier ID by populating the **External ID** column with Workday Supplier IDs.

The Contact Phone Number field doesn't have formatting validation. Enter phone numbers with country codes, and using parentheses and dashes.

Set Up the Public Sourcing Site

Prerequisites

To enable this functionality, submit a customer care case in Community for Strategic Sourcing Instance Management and select the *Enable Feature* option. Specify the **public_bid_site** feature flag, the Sourcing module, and the name of the environment where you want to enable the flag. You can find environment names in your company profile in **Settings**.

Context

You can publish your sourcing opportunities to the public to ensure sourcing events are competitive and transparent. Published public events are on your site until you delete them. You can also publish contracts to your public sourcing site. Anyone can view the information you add to the site without signing in to or registering for Strategic Sourcing.

Steps

1. Access **Public Site Options** from **Settings**. You can use the **Public Site URL** to access your public sourcing site.
2. (Optional) In the **Procurement Link** section, enter the URL you want to direct users to when they leave your public sourcing site homepage. The URL displays as a button on your public sourcing site. You can customize the button label.

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3. (Optional) Enable the *Project IDs* or *Event IDs* option to display the IDs on your public sourcing site. Displaying IDs can help with referencing specific projects or events.
4. (Optional) Enable the *Display active contracts in your public sourcing site* option. To display contracts, you must enable the *Public Visibility* option on each individual contract. You can also use the **Data Importer** to update the *Public Visibility* option.
    a) Access the contract type you want to enable the *Public Visibility* option for.
    b) Select the **Contract** check box for the **Public Visibility** row in the **Contract Summary** section. A *Public Visibility* option displays on your contracts. When you enable **Public Visibility** for a contract, you can also select which contract documents display on your public sourcing site.
5. (Optional) To convert your legacy public events to display in your public sourcing site, click **Find Legacy Public Bids**.
    a) Select the events that you want to convert. You can only convert groups of events based on the event status.
    b) Click **Convert**. Converted legacy public events display on your public sourcing site.

    You can only convert legacy public events in Strategic Sourcing. You can't convert legacy public events from other systems.

Result

Potential suppliers can access your public sourcing site when you share the **Public Site URL**.

Next Steps

Add the **Public Site URL** to the procurement page of your organization.

Set Up Public Sourcing Site Communications

Prerequisites

Enable your public sourcing site.

Context

You can post general communication messages on your public sourcing site, including an introduction to your organization and updates for your potential suppliers.

Steps

1. Access **Settings**.
2. Select **Public Sourcing Options > Public Communications**.
3. Select the **Public Site Communications On** option.

Result

You can access the **Public Site Communications** page from the **Navigate** drop-down menu.

Next Steps

Only company admins can access the **Public Site Communications** page.

1. Access **Navigate > Public Site Communications**.
2. In the **Introductions** tab, enter the introduction for your organization. You can schedule the publication of your introduction.
3. In the **Updates** tab, enter an update. You can schedule the publication of updates.

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When you disable **Public Site Communications**:

- Your introductions and published updates no longer display on your public sourcing site.
- You can't access the **Public Site Communications** page.

Strategic Sourcing retains all data from the **Public Site Communications** page.

Set Up Supplier Self-Registration

Prerequisites

Have the standard supplier onboarding form enabled.

Context

You can set up supplier self-registration so that potential suppliers can register with your organization without using an event invitation. Suppliers can self-register:

- By using a link that you provided to them.
- Through your public bid site, if configured.

Steps

1. Access **Settings > Supplier Profile > Supplier Self-Registration**.
2. Select **Enable Supplier Self-Registration**.

   If you don't have subdomains enabled in your tenant, Strategic Sourcing enables them when you enable the self-registration in your settings. Contact your IT department to ensure you and your stakeholders can access new subdomains.
3. (Optional) In the **Manage Fields** section, select which fields you want to include. These options don't automatically derive from the standard onboarding form.

   All other self-registration form configurations derive from your standard onboarding form configurations.

   You can also enable help text and terms and conditions that are specific to your organization.
4. (Optional) Enable and include instructions for:

   - Self-registration form.
   - Terms and conditions.
   - Attachments.

   You can format text and include links in the instructions you provide to your suppliers.
5. (Optional) Select **Enable similar supplier search**.

   Similar supplier search helps prevent duplicate suppliers in your Supplier Directory. This search initiates an approximate string matching search when a supplier input their company name. Strategic Sourcing identifies similar supplier names within the supplier directory and notifies the supplier to contact their administrator if a match is found.

   Don't enable this feature if you don't want your suppliers to be searchable by other supplier users.

Result

Your potential suppliers can self-register with your organization. You can't modify supplier information from self-registration until you send the supplier the standard onboarding form. In the **Supplier Directory**, you can view if a supplier has self-registered in the **Supplier 360** tab.

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Download Supplier Emails Log

Context

You can download a CSV file of emails sent to suppliers in the previous month with up to 6 years of history. A new file is generated once a month for the previous month.

The log file includes emails sent by Strategic Sourcing but doesn't provide information on whether the email was successfully delivered to a supplier's inbox or opened by the supplier. Some email log entries may not contain an invitation line, event title, or event type.

Steps

1. Access **Settings**.
2. Select the **Supplier Emails** tab.
3. In the **Log File** prompt, select the log file you want to view.
4. Click **Download a Log of Emails Sent to Suppliers**.

Supplier Management Setup

Create Supplier Profile Custom Groups and Fields

Prerequisites

Create sourcing projects.

Context

You can create custom field groups and fields on your **Supplier Profile** to help organize and report on your suppliers in your **Supplier Directory**.

Steps

1. Access **Supplier Profile** from the **Settings** menu.
2. Enter a name for the new group on the **Supplier Profile Custom Field Groups** section and add the group.
3. Drag and drop the groups you created to your preferred order.
4. To add custom fields to your **Custom Field Group**, enter a field name on the Supplier Profile Custom Fields section.
5. Select the **Group** for the new custom field.
6. Select **Add Field**.
7. Select **Edit** on **Supplier Profile Custom Fields** to change the **Field Type**.

Result

You can view and report on suppliers in your **Supplier Directory**.

Steps: Onboard Suppliers and Transfer to Workday Platform

Prerequisites

Security:

- Configure the *Supplier Event* business process and security policy in the Suppliers functional area.
- Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

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Context

You can use standard onboarding forms to onboard suppliers and transfer their information from Workday Strategic Sourcing (WSS) to Workday and automatically:

- Onboard suppliers from WSS to Workday using standard onboarding forms.
- Transfer supplier information from WSS to Workday.

Steps

1. Configure Unified Supplier Integration for Customers Without the Legacy Supplier Connector
2. Create Pipeline Projects .
3. Create Supplier Profile Custom Groups and Fields .
4. (Optional) Create Approval Groups .

   Approval groups enable the approvers that you appoint to evaluate supplier review responses on your forms.
5. To configure fields to share with your company suppliers, access **Settings > Supplier Profile > Onboarding Profile Fields**. See Onboard Suppliers to Strategic Sourcing Only.

Result

Workday changes the supplier status to **Approved** in WSS and enables you to use them in procurement transactions.

Related Information
Examples
2021R2 What's New Post: Centralized Supplier Editing with Strategic Sourcing
2025R2 Feature Release note: Unified Supplier Integration

Mass Import Suppliers to Supplier Directory

Prerequisites

- Create custom field groups and fields on your **Supplier Profile** to add additional data points.
- Format a spreadsheet with 1 header row and at least 3 columns of supplier information.

  Note: The columns must include:

  - **Company Name**
  - **Contact Name**
  - **Email**
- Populate the spreadsheet with supplier data. Strategic Sourcing accepts all standard spreadsheet file types.

Context

You can mass import suppliers to Strategic Sourcing.

Steps

1. Access **Suppliers** from the **Navigate** drop down menu.
2. Copy the spreadsheet data and paste it to the **Import CSV Data** field.
3. Click the **Parse** button to prepare the data import.
4. Select field names from the drop-down menus on each column.
5. Click **Import** to mass import the supplier data.

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Result

Supplier data from the spreadsheet transfers to Strategic Sourcing.

Onboard Suppliers to Strategic Sourcing Only

Prerequisites

Create suppliers.

Context

You can configure onboarding fields on standard **Supplier Onboarding** forms to capture essential supplier information, enabling buyers and sourcing managers to create supplier profiles in Strategic Sourcing.

Steps

1. Access **Settings > Supplier Profile > Onboarding Profile Fields**.
2. (Optional) Add approval groups.
3. Select the **Field Types** you want to include or exclude on the standard form.
4. Select the **Field Types** you want to display or require on supplier profiles from the **Profile Settings** options.
5. Select the **Field Types** you want to request or require from suppliers from the **Supplier Settings** options.
6. (Optional) In **Supplier Profile Editing**, enable supplier editing of their onboarding information after they've finalized their onboarding form and are an active supplier. **Supplier Profile Editing** only applies to the standard onboarding form. As you complete this step, consider:

Option	Description
Suppliers can edit their data after onboarding	You must enable this option before you can enable any other options.
Buyers can approve supplier edits after onboarding	Enables sourcing manager approvals for any supplier edits on active suppliers.
Suppliers can edit "Supplier Information" after onboarding **Suppliers can edit "Business Information" after onboarding** **Suppliers can edit "Banking Information" after onboarding** **Suppliers can edit contacts after onboarding** **Suppliers can edit "Diversity Information" after onboarding**	Enables supplier edits on specific sections of the onboarding form. You can select to enable only some editing capabilities based on the needs of your organization.

Result

Buyers and sourcing managers can access **Supplier Onboarding** standard forms in the **Forms** section on supplier profiles.

They can then send the form to Workday Strategic Sourcing suppliers to capture essential supplier profile information, including:

- **Banking Information**
- **General Business Information**

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- **Tax Information**

When buyers or sourcing managers publish the **Supplier Onboarding** form, suppliers receive a **Request for Information** invitation to respond that contains the preconfigured fields for completion.

Maintain the Performance Review Master Template

Context

You can maintain a template for performance reviews with a standard selection of section categories and questions that your company can use to carry out standardized performance reviews.

Steps

1. Select **Navigate > Templates**.
2. On the **Templates** page, select the **Performance Reviews** tab.
3. From the **Performance Review Template** section, click **Edit** to open the **Performance Review Master Template.**
4. Add new sections and questions to the master template from the sidebar. To update or delete an existing question, click **Edit**.

   The total weight of all questions in a section must equal 100%.

   To delete or duplicate a section, click the header.
5. When you've updated all of your different sections and questions, click **Sections** to open up the **Sections** list. Allocate a percentage weight for each section. The total weight of all sections must equal 100%.

Result

When a stakeholder creates a performance review they can remove and change questions in their performance review, but they can't remove or change default sections. Stakeholders can edit the weighting on sections.

Set Up Supplier Review Forms

Prerequisites

The company admin creates a supplier review form template.

Context

You can set up supplier review forms on any project or contract type to collect pertinent information about your suppliers in a convenient and streamlined way. You can use the *Supplier Onboarding* project type to manage supplier reviews and onboarding.

Steps

1. Access **Customize Layout** in your project or contract type from **Settings**.
2. Enable **Forms**.

Result

You can select forms for designated project and contract types.

Map Form Responses to Supplier Profiles

Prerequisites

Identify the response fields that you want to map from the supplier forms.

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Context

When you're onboarding your suppliers, company admins can map forms to the profiles of suppliers, saving you time and manual effort. It also ensures that all important information about the supplier is in their profile.

Steps

1. Access **Settings**.
2. In the navigation panel, select **Supplier Profile > Custom Fields**.
3. Enter the form questions as custom fields. As you complete this step, consider:

Option	Description
Custom Field Name	The **Custom Field Name** doesn't have to be the same as on the form. .
Group	Add the custom field to a group.
Type	Select the same type of field that the form question is.

4. Once you add the field, click **Add Options** to enter the form question responses. They must match the responses on the supplier forms.

   These field types can have options:

   - Multiple select
   - Single select
5. Scroll down to the **Supplier Profile Mapping** section.
6. Select the new supplier profile field. Example: **Supplier Diversity**.

   You can't edit mapped supplier custom fields.
7. Select a **Question** and click **Add Mapped Field**.

Result

You can see that the mapping is active as the section turns blue. A map icon also displays beside the field in the **Supplier Profile Custom Fields** section. You can also see the map icon beside the supplier profile fields on the supplier profile.

Next Steps

You can add existing multiple choice options to a form that's mapped.

1. Delete the mapping of the form in **Settings > Profile Mapping**.
2. Add the new options to the form.
3. Add the options to the **Profile Mapping** section under **Supplier Profile Custom Fields**.
4. Map the field again.
5. Run or rerun the supplier form.

Previously mapped from information remains in the supplier profile.

Related Information
Reference
The Next Level: Strategic Sourcing Supplier Onboarding Guide

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Create Supplier Form Templates

Context

You can standardize supplier review forms for your company, enabling your team to:

- Quickly and efficiently apply supplier review forms.
- Have complete and up-to-date supplier forms, ensuring your suppliers are compliant with the latest standards in your company.

Only company and department admins can create, edit, and delete form templates. Sourcing managers can use the form templates for projects or events but can't edit templates. Stakeholders that are collaborators can view templates.

Steps

1. Select **Navigate > Templates**.
2. Select the **Supplier Review Forms** tab.
3. Select **Add Supplier Review Form**.

   You can enter a form name, add categories that you configure in **Settings**, and create automatic reminders to notify suppliers when the form is due for review.
4. Click **Save**.
5. Configure the **Supplier Review Form** using the **Manage Supplier Review** tab. As you complete the task, consider:

Option	Description
Set Your Approvers	Add approval groups created in **Settings**.
Invite Suppliers	Select the suppliers that you want to review.
Supplier Options	Select **Manage Supplier Options** to configure whether suppliers can revise their responses after the submission due date.
Build a Scorecard for your Stakeholders	Select **Edit Scorecard** to create an evaluation that can include: • Scoring questions. • Feedback questions.
Flag for an Update	Flag the supplier review form to automatically flag all suppliers in your directory who have completed it.

6. Select and complete the **Draft Supplier Review Form** tab to build the form to send to your suppliers.

   You can build a questionnaire for your suppliers that helps you standardize specific questions.

Result

You have built a standardized supplier review form.

Related Information
Reference
Create Approval Groups
Add a Scorecard to Supplier Forms

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Example: Onboard Suppliers from Strategic Sourcing to Workday Platform

This example illustrates how to onboard new suppliers from Workday Strategic Sourcing (WSS) to Workday using standard onboarding forms.

Context

Your company, Regional Healthcare, plans to open new hospital wards and needs to source and buy a range of goods and services for the expansion. As a supplier administrator, you want to enable buyers to onboard suppliers from a sourcing event in Strategic Sourcing. You can then begin issuing purchase orders from Workday.

Prerequisites

- Configure the *Supplier Event* business process and security policy in the Suppliers functional area.
- Security: These domains in the Integration functional area:
  - *Integration Build*
  - *Integration Configure*

Steps

1. Access the **Create Integration System** task.
2. Configure these values:

Option	Description
System Name	*Ward Expansion Project*
New using Template	*Supplier Onboarding (Scout)*

3. Click **OK**.
4. Select the **Enable All Services** check box.
5. Click **OK**.
6. Select **Integration System > Configure Integration Attributes** from the related actions menu of the Ward Expansion Project integration.
7. On the **Configure Integration Attributes for Integration System** page, configure these values:

Option	Value
Only Verify Connection	Select the check box the first time you run the integration.
Scout API URL	Enter the endpoint URL for the Strategic Sourcing API.
User Email	Enter your Strategic Sourcing **User Profile** email address.
API-key	Copy the **Company Token** from Strategic Sourcing into the attribute **Value** field.
segmentation_status	Select this check box.
description	Select **Supplier Name** field.
Enable Supplier Event BP	Select this check box.
approval status	Select *Approved*.
supplier status	Select *Active*.

8. Click **OK**.

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9. Access the **Launch / Schedule Integration** task.
10. Select the *Ward Expansion Project* integration from the **Integration** prompt.
11. Select **Run Now** from the **Run Frequency** options.
12. Click **OK**.
13. Enter a **Date**.
14. Click **OK**.
15. Access the **View Integration System** report.
16. Select *Ward Expansion Project* from the **Integration System** prompt.
17. Access the **Messages** tab on the integration.
18. To map any new fields, such as **DUNS Number**, to a corresponding field on the Workday platform:
    a) In Strategic Sourcing, access **Settings > Custom Fields > Supplier Profile Custom Fields**.
    b) Find the **DUNS Number** field.
    c) In Workday, select **Integration System > Configure Integration Maps** from the related actions menu on the **Ward Expansion Project** integration.
    d) Select **DUNS Number** from the **Internal Value** drop-down menu.
    e) Select the **From WSS** section of the **Map Provider**.
    f) Select **DUNS Number** from the **Internal Value** drop-down menu.
    g) Click **OK**.
19. Access the **Maintain Supplier Categories** task.
20. Add a row and enter *Ward Expansion* in the **Supplier Category Name** field.
21. Access the **Launch / Schedule Integration** task.
22. Select **Run Now**.
23. Click **OK**.
24. Access **Settings**.
25. Access **Supplier Profile > Onboarding Profile Fields > Supplier Category**.
26. In Strategic Sourcing, access **Settings**.
27. Access **Supplier Profile > Onboarding Profile Fields** to configure the **Supplier Onboarding** standard form.
28. Select the fields to request from suppliers and select required fields or optional responses.
29. Navigate to your project **Pipeline**.
30. Click **New Project**.
31. Configures these values on the **Project Details** grid:

Option	Value
Title	Ward Expansion
Category	Ward Expansion
Project Type	Supplier Forms

32. Access the **Suppliers** tab and click **Open Supplier Directory**.
33. Click **Add New Supplier** and configure these values:

Option	Value
Supplier Status	*Approved*
Supplier Name	*Hospital Suppliers Corp.*
Supplier Category	*Ward Expansion*
Supplier Groups	*Suppliers A - L*

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Option	Value
Banking Information	**Payment Type > Check**

34. Complete the **Contacts** section.
35. Click **Save**.
36. Access **Settings**.
37. Access **Approvals > Approval Groups**.
38. Click **Add Approval Group**.
39. Enter names and email addresses of approvers.
40. Select **All Approvers Must Approve**.
41. Click **Save**.
42. From the **Select Forms** menu on the Ward Expansion project, select **Standard Form > Supplier Onboarding**
43. Click **Add Forms**.
44. On the **Supplier Directory** menu, select *Hospital Suppliers Corp.* and click **Add to Form**.
45. Click the drop-down menu on the **Manage Suppliers** button and add stakeholders.
46. Click **Update Stakeholders**.
47. Click the **Calendar** icon and add a due date a week from today.
48. Click **Publish**
49. Click **Publish Supplier Review Form**.
50. When the supplier completes and submits the form, and after approval groups approve it, click **Finalize**.

Result

The integration displays new suppliers in both the Strategic Sourcing profile and on Workday.

Reference: Supported Fields for Strategic Sourcing Supplier Onboarding

Workday supports these fields on the Strategic Sourcing **Supplier Onboarding** standard form:

Fields	Required or Optional
Supplier Information	Required
Supplier Name	Required
Supplier Category	Required
Description	Optional
Website	Optional
Supplier Groups	Optional
Business Information	Optional
Addresses	Required
Address Line 1	Required
Communication Usage Behavior	Optional
Postal Code	Required
Phones	Optional
Phone Country	Required

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Fields	Required or Optional
Phone Device Type	Required
International Calling Code	Optional
Phone Number	Required
Tax Information	Optional
Tax Country	Required
Banking Information	Optional
Bank Account Nickname	Optional
Bank Account Payment Type	Required
Bank Account Country	Required
Bank Account Type	Required
Bank Account Name	Required
Bank Name	Required
Default Payment Term	Optional
Accepted Currencies	Required
Default Payment Currency	Optional
Payment Types	Required
Default Payment Types	Required

Reference: Supported Fields for Workday and Strategic Sourcing Integration

The Scout Workday Connector supports these fields for integration mapping:

From Strategic Sourcing to Workday Supplier Records	From Workday Supplier Records to Strategic Sourcing
Accepted Payment Types (Required)	**Accepted Payment Types**
Approval Status	**Default Payment Term**
Default Payment Term	**Default Payment Type**
Default Payment Type (Required)	**Duns Number**
Duns Number	**FATCA**
FATCA	**Formatted Address**
Phone Number	**Phone Number**
Supplier Category (Required)	**Supplier Category**
Supplier Group	**Supplier Group**
	Supplier ID
	Supplier Name
	Web Address

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Single Sign On (SSO) for Workday Strategic Sourcing

Steps: Connect SSO Strategic Sourcing with Workday

Prerequisites

You need to engage Workday Professional Services:

- During deployment to set up SSO for Workday Strategic Sourcing completely
- When transitioning from the legacy Workday SSO.

  Note: Note: Workday Professional Services must set up tenant mapping for your Workday tenant in Workday Strategic Sourcing before you can proceed with this procedure.

Implementers can follow the full steps in the SSO Connecting Strategic Sourcing with Workday Community article to complete and troubleshoot connecting SSO.

Context

Security admins can work with implementers to connect a Workday tenant with Workday Strategic Sourcing (WSS).

UPC SSO replaces the Legacy Workday SSO to establish a unified flow between systems. This updated SSO method improves your configuration through:

- Centralized management: Connects infrastructure directly to your tenant through the User Provisioning Workspace (UPW).
- Role mapping: Provisions specific tenanted security groups to defined roles.
- Universal authentication: Consolidates access paths for users.

Workday recommends UPC SSO for all WSS.

Steps

1. To complete setting up tenant mapping for your tenant in Workday Strategic Sourcing, engage:
   a) Your implementation partner if you're in implementation.
   b) The Workday Support Team if you are actively deployed.
2. Set Up Access to User Provisioning
   - Security: *Set Up: User Provisioning* domain in the System functional area.
   - Security: *Report: User Provisioning* Status domain in the System functional area.
   - Security: *Manage: Workday Strategic Sourcing User Provisioning* domain in the System functional area.
3. Access the **Create Security Group** task. For **Type of Tenanted Security Group** select either:
   a) **Role-Based Security Group (Unconstrained)**
   b) **User-Based Security Group**

   Workday recommends provisioning a subset of employee users (or contingent workers) with SSO access to WSS.

   Note: Note: UPW allows mapping of unconstrained security groups to a WSS role. Workday suggests building out role-based security groups for this use case.
4. Access the **Set Up Security Groups for User Provisioning** task and select the security group you created.

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5. Select **Workday Global Navigation Sidebar > Configuration > Manage User Provisioning for Workday Products >User Provisioning Workspace**
    a) In the **Strategic Sourcing** tile, click **Configure**.
    b) In the Provision Users section, click Create/Edit Provisioning Group.
    c) Add the security group you created.
    d) Map security groups to the associated WSS role.

    Note: Note: Don't map an Implementers security group to any WSS roles.
    e) Click **Update Provisioning Group**.
    f) Click the **Preview and Enable Sync** button to review.
    g) Select the checkbox.
    h) Select **Enable Sync**.
6. (Optional) If you have the legacy SSO, you can disable it by completing these steps:
    a) Access the **Manage Workday SSO Configuration** task.

    Security: *Security Administration* domain in the system functional area.
    b) Select the **Disable** checkbox.

    If this option isn't available, the legacy Workday SSO was not configured in this tenant and no action is needed.
    c) Select **OK**.

    Note: Note: This step should be completed only after at least one Workday user has successfully synced to WSS, as an Admin, through UPW. Admin access may be lost during the transition otherwise.

Result

On the first login attempt, provisioned users receive an email to confirm ownership of their address. Users must confirm their email address through the provided link to successfully log in to WSS. If a user does not receive the email within 2 hours, they must check their spam folder or click Did not receive confirmation instructions? on the WSS login screen.

Once completed, users can access the WSS product from the Workday tenant global navigation sidebar.

Next Steps

When you complete this procedure, notify:

- Your implementation partner if you're in implementation.
- The Workday Support Team if you are actively deployed.

Related Information
Reference
26R1 Feature Release Note: Automated Role Management for Workday Strategic Sourcing

Steps: Set Up User Provision for Strategic Sourcing

Prerequisites

Enable Single-Sign On for Workday Strategic Sourcing.

Note: If you don't enable Workday SSO, Strategic Sourcing sends an invitation email to each user that has been invited to Strategic Sourcing with the User Provision Workspace.

Security:

- *Set Up: User Provisioning* domain in the System functional area.
- *Manage: Workday Strategic Sourcing User Provisioning* domain in the System functional area.
- *Report: User Provisioning Status* domain in the System functional area.

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Context

The User Provisioning Workspace (UPW) enables you to authenticate, provision, and sync users to Workday Strategic Sourcing.

Workday recommends using roles like security administrator to set up the UPW, while account managers can configure supported products and view error reports.

You must have Workday SSO enabled before you can provision accounts with the UPW. If you have existing connectors with Workday in place, Workday SSO is likely also enabled.

When you enable UPW, all existing users are prompted to do a one-time email address confirmation the next time they sign in to Strategic Sourcing.

When you enable UPW in your Strategic Sourcing Sandbox, no changes should be made to the Workday tenant connected to the Sandbox. Any changes may result in different Workday IDs between systems and difficulty signing into Strategic Sourcing.

A user's Strategic Sourcing account email address must match their Primary Work Email in Workday. If users have different email addresses associated with Workday and Strategic Sourcing, they can't be provisioned. To resolve this, we recommend changing email addresses in Workday. Email addresses in Strategic Sourcing can't be automatically updated.

When you have Workday SSO enabled for users with your organization's email domain that is set in the Strategic Sourcing identity connection, individual users are not sent sign-in email notifications when they're added to Strategic Sourcing with the UPW. Workday recommends testing Workday SSO to ensure it is set up correctly to avoid triggering email notifications.

Steps

1. In Workday, create a user-based security group. You can use an existing group for this task.

   You can also use a role-based security group, but expect up to an hour delay for security group membership changes to be reflected in Strategic Sourcing. User-based security group changes will be reflected in near real-time.
2. Edit the security policy permissions for the security group. Provide that group **View** and **Modify** access in the **Report/Task Permissions** section. Configure these domains in the System functional area:
   - *Set Up: User Provisioning*. This domain provides access to a task for configuring security groups, for use in the User Provisioning Workspace (UPW).
   - *Manage: Workday Strategic Sourcing User Provisioning*. This domain provides access to UPW and enables you to configure user provisioning for Strategic Sourcing.
   - *Reports: User Provisioning Status*. This domain enables users to view the Sync Report in UPW.
3. Access the **Activate All Pending Authentication Policy Changes** task. Add a required comment on the page and click **Okay**.
4. Set Up Access to User Provisioning.

   Configuring this task enables users from the security group to automatically sync with the UPW, which then syncs with Strategic Sourcing.
5. Create provisioning groups, populate them with security groups, and associate those provisioning groups with Strategic Sourcing in the Workspace.

   See Create User Provisioning Groups.
6. Create a Preview Report and enable sync between Strategic Sourcing and Workday.

   The Preview Report labels users who are already registered in Strategic Sourcing as **Not in Provisioning Group**. These users remain in Strategic Sourcing but their User ID isn't synced with

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Workday, because they aren't included in an allowed Provisioning Group. Workday recommends adding the security groups of these users to the UPW.

In the report, the Error Type column defines whether the error is a data or system error. Address any data errors that occur. System errors will attempt to self-correct within a few hours.

A common error is Invalid resource: Username is required. When you receive this error, the user's Primary Work Email hasn't been set in Workday or doesn't match the domain set up in the Strategic Sourcing identity connection.

7. To sync users, select **Preview and Enable Sync** from the **Configuration** page of Strategic Sourcing in Workday. Click both the check box and **Enable Sync** options to proceed with synchronization.
8. In Strategic Sourcing, access the **User List** in your settings to modify the **User Type** of your provisioned users.

Next Steps

Access **Settings > User List** in Strategic Sourcing to verify that users have been provisioned. The UPW provisions all new users as stakeholders. A company administrator will need to upgrade access for licensed users.

Related Information

Concepts

Concept: User Provisioning

Examples

Example Steps: Deprovision Terminated Workers

Example Steps: Provision Workers Returning from Leave

Map Strategic Sourcing Roles in User Provisioning Workspace

Context

You can map Workday security groups to Strategic Sourcing roles to automate user access management through User Provisioning Workspace (UPW).

Steps

1. Access the **User Provisioning Workspace** task.
2. On the **Strategic Sourcing** tab click **Configure**.
3. On the **Product Details** section, click the **Configuration** tab.

   Note: If this is your initial configuration, click **Create Provisioning Group** instead.
4. Click **Edit Provisioning Group**.
5. Select unconstrained user-based or role-based security groups to enable access to the provisioned product.
6. Add a row to the **Role-Group Mappings** grid.
7. Complete the row:
   a) From the **Role** prompt, select an available WSS role.
   b) From the **Security Group** prompt, select the security groups you designated in step 5.
8. Click **Update Provisioning Group**.
9. Click **Preview and Enable Sync**.
10. On the **Preview** report of provisioning updates, select the **I understand that enabling sync may have irreversible impacts** check box.
11. Click **Enable Sync**.

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Result

When users sign in to Strategic Sourcing, they receive immediate and correct permissions. If multiple roles are assigned to a single user, Workday automatically grants the highest level of privilege. Workday also locks the roles for users provisioned through UPW to prevent manual modifications within **Strategic Sourcing User List** settings.

Related Information
Reference
2026R1 Feature Release Note: Automated Role Management for Workday Strategic Sourcing

Workday Integrations

Setup Considerations: Supplier Contract Connector Integration

You can use this topic to help make decisions when planning your configuration and use of the Workday Strategic Sourcing Supplier Contract Integration. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

The Supplier Contracts Connector Integration enables you to synchronize supplier contracts between Workday Strategic Sourcing (WSS) and Workday.

Business Benefits

The Supplier Contracts helps provide a single source of truth for your contract information, enabling WSS to receive changes to supplier details on a regular basis to ensure accuracy. The integration enables you to:

- Configure and edit contracts that originated in Workday in WSS.
- Identify contract header information in Strategic Sourcing that you can sync into Workday.

Use Cases

We enable you to connect your supplier contracts between Workday Procurement and Workday Strategic Sourcing. We also better enable you to improve your error handling between developers and sources.

Questions to Consider

Questions	Considerations
Have you completed SSO setup steps in Strategic Sourcing?	As you complete the SSO setup, consider. • Workday tenant name. • Which data center is your tenant hosted in? • Have you been able to complete tenant mapping in WSS? Check with your integration consultant.
I haven't done anything to the WSS contract (no direct updates and no revisions), but it	Workday updates WSS contract after they're imported. When you configure the *external_id* field, Workday considers this as an update to the WSS contract, and

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Questions	Considerations
seems to generate an amendment on the next integration run.	uses the integration to create an amendment if the contract already includes transactions. WSS updates the existing contract for Workday contracts with these statuses or that don't include transactions: • Approval • Draft • In Process You can expect Workday to create at least 1 amendment against the contract after the first import.

Recommendations

None.

Requirements

No impact.

Limitations

None.

Tenant Setup

No impact.

Security

Domains	Considerations
Integration Event in the Integration functional area.	Enables users to take related actions to launch and schedule an integration. Users need to have View and Modify report and task permissions.
Process: Supplier Contract - Create/Edit in the Supplier Contracts functional area.	Enables users to retrieve sets of companies and hierarchies they can access when they create contracts in WSS [using a Workday-owned contract type]. Users need to have View and Modify report and task permissions.
Process: Supplier Contract - View in the Supplier Contracts functional area.	Enables users to view spend transaction amounts on contracts. Users need to have View and Modify report and task permissions.
Self-Service: Account in the System functional area.	Enables the transfer of user information between Workday and WSS. Users need to have View report and task permissions.
Set Up: Account Provisioning Applications in the System functional area.	Enables users to activate account provisioning. Users need to have View and Modify report and task permissions.
Workday Strategic Sourcing in the Procurement functional area.	Enables users to access the WSS worklet tile. Note that this domain only supports unconstrained security groups. We recommend you create a user-based security group that

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Domains	Considerations
	includes users that need access to WSS. Users need to have View and Modify report and task permissions.

Business Processes

Business Process	Considerations
Supplier Contract Amendment Event	Enables the WSS Connector to crate and update contract amendments in Workday. Use the *Submit Supplier Contract Amendment* web service to configure the *Business Process Policy* initiating action.
Supplier Contract Event	Enables the WSS Connector to create and update contracts in Workday. Use the *Submit Supplier Contract* web service to configure the *Business Process Policy* initiating action.

Reporting

You can use the **Integration Errors** tab on the **Contracts** module in WSS to view all your contracts that have integration errors. Individual contract pages also include an **Integration Errors** section where you can view the details of any errors.

Integrations

Web Service	Considerations
Get Supplier Contracts *Submit Supplier Contract*	WSS uses the information gathered from the Get web service to determine if a WSS contract already exists in Workday. Workday uses the Submit web services as an initiating action to create supplier contracts, which are then integrated into WSS.
Get Supplier Contract Amendments *Submit Supplier Contract Amendment*	WSS uses the information gathered from the Get web service to determine if a WSS contract amendment already exists in Workday. Workday uses the Submit web services as an initiating action to create supplier contract amendments, which are then integrated into WSS.

Connections and Touchpoints

Connection	Considerations
Procurement	You can account for invoice price variances and how they impact the average cost purchase items and supplier items.
Supplier Accounts	You can onboard suppliers and transfer supplier information between WSS and Workday. You can use the integration to synchronize the onboarding

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Connection	Considerations
	of new suppliers. We enable supplier contacts to synchronize edits to their own information.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Reference
2022R2 What's New Post: Workday Strategic Sourcing Contract Handling

Steps: Set Up Supplier Connector for Strategic Sourcing

Prerequisites

In Workday:

- Enable OAuth 2.0 clients on the **Edit Tenant Setup - Security** task. See Reference: Edit Tenant Setup - Security.

In Strategic Sourcing:

- As a company admin, generate and make a note of your company token and user token. See Create a Personal API Token .

Context

The Supplier Connector synchronizes suppliers and supplier information between Workday and Strategic Sourcing.

We recommend that you onboard new suppliers through Strategic Sourcing. You can use the standard onboarding form to capture supplier information such as addresses, bank details, and tax details. When you approve suppliers in Strategic Sourcing, the connector syncs them to Workday as inactive suppliers and initiates the approval process.

For best results, we recommend that you:

- Use the standard onboarding form to onboard suppliers.
- Enable suppliers to edit their own information on onboarding forms.

Once you approve a supplier, Workday is the source of truth. When you update any shared fields, update them in Workday, with 2 exceptions:

- You can edit supplier contact details in either Workday or Strategic Sourcing after you sync the supplier.
- Suppliers can edit their information in Strategic Sourcing. The connector can sync these changes to Workday and initiate the change approval process.

You run this integration twice on an ad hoc basis as part of the setup:

- Once with certain settings to verify the connection to Strategic Sourcing.
- A second time with different settings to synchronize all existing supplier information.

After these 2 runs, you set up a regular schedule to synchronize information that changed since the previous run.

Note: You must have the supplier_classifications_wday feature flag enabled to sync diversity information between Strategic Sourcing and Workday. Submit a Customer Care case to request to enable this flag.

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Steps

1. (Optional) Configure Single Sign-On (SSO) for Strategic Sourcing.

   When you use the standard onboarding form to onboard suppliers, set up SSO.

   You must configure SSO and a tenant mapping connection in order to use the Unified Supplier Portal.

   See Steps: Configure Single Sign-On (SSO) for Workday Strategic Sourcing.
2. (Optional) In Workday, access the **Maintain Supplier Classifications** task.

   To sync supplier diversity information between Workday and Strategic Sourcing, set up diversity classifications in Workday.

   Assign the Workday-delivered *Diversity* supplier classification category to any new or existing classifications that you want to use to track supplier diversity. Examples: *Minority-Owned* and *Small Business*.

   Note: Configure each diversity classification on a separate row in the **Classification Name** column with the *Diversity* classification category. Workday doesn't recommend configuring multiple classifications in a single row using the **Supplier Classification Type** column.

   If you set a diversity classification as **Inactive** in Workday, you must remove that diversity classification from all Strategic Sourcing suppliers. You must also remove it from your diversity settings in Strategic Sourcing to prevent integration sync errors.

   When you set up diversity classifications for an existing integration, perform a full sync of all supplier data before running your normal integration schedule.
3. (Optional) Access the **Maintain Contact Types** task.

   Map configured contact types to the Supplier Contact role. After you run the integration, all contact types mapped to the *Supplier Contact* option assigned in Workday become available for use in Strategic Sourcing. When a contact type is in use, you can't remove it from **Maintain Contact Types**.

   Security: *Set Up: Supplier* domain in the Suppliers functional area.
4. Configure an Integration System User (ISU) and grant the integration Get and Put access to these domains:

   - *Integration Event* in the Integration functional area.
   - *Set Up: Supplier Contacts* in the Suppliers functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
5. Create Integration System Security Groups.

   Create an unconstrained integration system security group. Add the ISU to the security group.
6. From the related actions menu of the security group, select **Security Group > Maintain Domain Permissions**.

   Assign these permissions:

Option	Description
Domain Security Policies Permitting Modify Access	*Reports: Supplier* *Set Up: Supplier*
Domain Security Policies Permitting View Access	*Reports: Supplier* *Set Up: Supplier*
Domain Security Policies Permitting Put Access	*Set Up: Supplier* *Set Up: Supplier Contacts* (when the domain doesn't inherit permissions from *Set Up: Supplier*)

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Option	Description
Domain Security Policies Permitting Get Access	*Reports: Supplier* *Set Up: Currencies* *Set Up: Settlement* *Set Up: Supplier* *Set Up: Supplier Accounts* *Set Up: Supplier Categories* *Set Up: Supplier Maintenance*

Security: *Security Configuration* domain in the System functional area.

7. Edit Business Process Security Policies.
   Edit the security policy for the *Supplier Event* business process definition.
   Give your security group access to the *Submit Supplier* web service as an initiating action.
8. Access the **Activate Pending Security Policy Changes** task.
   Security:
   - *Customer Central Security Administration* domain in the Customer Central functional area.
   - *Security Activation* domain in the System functional area.
9. Register API Clients for Integrations.
   From the **Scope (Functional Areas)** prompt, select *Integration* and *Suppliers*.
   Make a note of the **Client ID** and **Client Secret**.
10. From the related actions menu of the API client, access the **Manage Refresh Tokens for Integrations** task.
    From the **Workday Account** prompt, select your ISU.
    Generate a new **Refresh Token** and make a note of it.
    Security: *Security Administration* domain in the System functional area.
11. Create Integration System.
    Select the *Supplier Onboarding (WSS)* integration template.
    Enable optional integration services:
    - **Supplier Onboarding (WSS) Change Detection** configures the integration to only transfer suppliers that are new or changed since the last integration run. To improve performance, we recommend that you enable this service on your regular scheduled integration runs.

      Workday doesn't recommend running the integration as back dated. If you back date the integration, it impacts the existing supplier data.
    - **To WSS** transfers supplier information from Workday to Strategic Sourcing.
    - **From WSS** transfers supplier information from Strategic Sourcing to Workday.
12. From the related actions menu of the integration system, select **Integration > Configure Integration Attributes**.
    As you complete the grid, consider:

Integration Attribute	Description
Verify Connection and format WSS configuration	When you enable this attribute, Workday verifies the connection to the Strategic Sourcing endpoint and formats Strategic Sourcing custom fields for integration mapping.

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Integration Attribute	Description
	The integration doesn't transfer any supplier information. Enable this attribute when you run the integration for the first time. Disable this attribute for other runs.
Workday API Client ID	Enter the client ID that you generated on the **Register API Client for Integrations** task.
Workday API Client Secret	Enter the client secret that you generated on the **Register API Client for Integrations** task.
Workday API Refresh Token	Enter the refresh token that you generated on the **Manage Refresh Tokens for Integrations** task.
User Email	Enter the email address from your user profile in Strategic Sourcing. The address must match the email associated with your user and company API tokens.
API-key	Enter your company API token from Strategic Sourcing.
User Token	Enter your user token from Strategic Sourcing.
segmentation_status	Enable this attribute to approve suppliers automatically in Strategic Sourcing if they're approved in Workday. We recommend that you enable this attribute.
description	Select a value from Workday to display in the **Description** field in the supplier directory and on supplier profiles in Strategic Sourcing. We recommend that you select *Supplier ID*.
Enable Supplier Event BP	Select to initiate the *Supplier Event* business process in Workday automatically when you transfer suppliers from Strategic Sourcing. You can't enable this attribute and the **Save Supplier for Later** attribute at the same time. Don't enable this attribute when you want to transfer onboarded suppliers in *Approved* status.
Save Supplier for later	Select to create suppliers in *Draft* status when the integration transfers them from Strategic Sourcing to Workday. Don't enable this attribute when you want to transfer onboarded suppliers in *Approved* status.
Enable Supplier Change Event BP	Select to initiate the *Supplier Change Event* business process in Workday automatically when a supplier changes in Strategic Sourcing.

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Integration Attribute	Description
approval status	Select to only transfer suppliers that have certain approval statuses. For the initial supplier sync, we recommend that you only select the *APPROVED* option. After the first sync, we recommend you select the *DENIED* option also.
supplier status	Select to only sync suppliers that have certain statuses. For the initial supplier sync, we recommend that you only select the *Active* option. After the first sync, we recommend you select the *Inactive* and *Hold* options also.

Security: *Integration: Build* and *Integration: Configure* domains in the Integration functional area.

13. Launch an Integration .

    Run the integration once with the **Verify Connection and format WSS configuration** integration attribute enabled.

    Note: After verifying the connection, don't change any **Field Type** options in the **Onboarding Profile Fields** settings in Strategic Sourcing until you finish setting up the regular integration schedule.

14. (Optional) When you use the standard onboarding form to collect supplier data in Strategic Sourcing, access **Settings** in Strategic Sourcing.

    Access **Supplier Profile > Onboarding Profile Fields** and ensure that any fields required to create suppliers in Workday are also required on the onboarding form.

15. (Optional) When you use custom bank account validations in Workday, test that the validations synced to Strategic Sourcing.

    In Workday, edit the *Self-Service: Account* domain security policy and ensure that all users have *View* and *Modify* permissions for reports and tasks.

    In Strategic Sourcing, access the supplier directory. Create a new supplier record, then navigate to the **General Profile**.

    To test your custom validations:

    a. Approve the supplier.
    b. Access the **Banking Information** and select a **Bank Account Country**.
    c. Enter invalid values in fields for which you configured custom validations on the **Edit Payee Bank Account Validation Override** task in Workday. Ensure that the validations display.

    Ensure that Strategic Sourcing displays the same required and optional fields that you see when creating a supplier in Workday.

    Don’t save the supplier.

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16. Launch an Integration .

After verifying the connection, perform an initial sync of supplier data:

- Edit the integration attributes to disable **Verify Connection and format WSS configuration**.
- Change the **approval status** and **supplier status** integration attributes to only transfer suppliers that are currently active and approved.
- Run the integration a second time.

After the initial sync of supplier data, configure the integration to run regularly:

- For better performance, edit the integration to enable the **Supplier Onboarding (WSS) Change Detection** integration service.
- Edit the **approval status** and **supplier status** integration attributes to include relevant changes in status, such as suppliers that you deny or set as inactive after the initial sync.
- Set up your regular integration schedule.

We recommend that you schedule the integration to run every hour when you enable suppliers to edit their own information.

Result

Once configured and scheduled, the integration regularly synchronizes new or changed supplier information between Workday and Strategic Sourcing.

Note: When you delete an attachment from the **Attachments** section on the **General Profile** in Workday Strategic Sourcing, the attachment isn't removed from the Workday supplier attachments and the other way around.

Next Steps

To perform an ad hoc full sync of all supplier data, see Example: Synchronize All Supplier Data Between Workday and Strategic Sourcing .

Related Information

Reference

Setup Considerations: Integrations

Reference: Edit Tenant Setup - Security

2021R2 What's New Post: Centralized Supplier Editing with Strategic Sourcing

The Next Level: Strategic Sourcing Connectors with Workday: Supplier Connector

The Next Level: Important Workday Configurations for Strategic Sourcing Connector Adoption

Steps: Set Up Supplier Contract Connector

Prerequisites

- Set up Workday Strategic Sourcing (WSS) and WSS user roles.

  Note: You can only run this integration as a company admin.
- Verify that Workday SSO configuration is complete and accurate. See Steps: Configure Single Sign-On (SSO) for Workday Strategic Sourcing.
- Synchronize suppliers between Workday and WSS.
- Set up these security domains. You can access and run the **Test Domain Permissions** task to check if the user belongs to a security domain. If not, configure these domains with the proper users who access WSS:
  - *Integration Event* in the Integration functional area.
  - *Process: Supplier Contract* in the Supplier Contracts functional area.
  - *Self-Service: Account* in the System functional area.
  - *Workday Strategic Sourcing* in the Procurement functional area.

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- Set up these business process and security policies:
  - *Supplier Contract Event*
  - *Supplier Contract Amendment Event*

Context

When you create or revise supplier contracts in WSS, the associated contracts in Workday update during the next integration run.

Contracts only update in Workday when the supplier contract in WSS:

- Is active.
- Has a financial company or company hierarchy, Workday contract type, supplier, requester, and sourcing owner.

Steps

1. In Workday, Access the**Activate Account Provisioning** task.

   Select *Strategic Sourcing* as an **SSO Service** and check that the **Environment** column populates with the correct tenant environment, whether it's in an Implementation, Production, or Sandbox environment.

   Configure only 1 entry on the Strategic Sourcing grid. Disable incorrect entries, if there are multiple rows in the grid.

   Security: *Set Up: Account Provisioning Applications* in the System functional area.
2. In Strategic Sourcing, access the **User Profile** for the company you want to enable the integration for.
   - Select **Generate Token** from the **Personal API Token** section.
   - Copy the **API Token** and **User Token**.
3. In Strategic Sourcing, enable these feature flags:

Feature Flag	Functions
contracts	Enables the contracts module.
contracts_workday_connector	Enables the contract synchronization between both WSS and Workday, and enables companies and company hierarchies. Check in these fields for each contract type.
contract_multi_currency	Enables the ability to select a currency per contract.
Contract_revisions	Adds the **Revise** option to active contracts and enables you to make revisions in WSS to active contracts that sync to Workday.
record_notifications	Displays any errors encountered when importing the WSS contract through the integration.

4. Access the **View Integration Template** report.

   Select the *Workday Strategic Sourcing Contract Integration* template.

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5. From the related actions menu of the **Workday Strategic Sourcing Contract Integration** template that you just created, create an integration system for 1 or more services.

   Note: Workday recommends that you create 2 integration systems for 2 services to:

   - Send all eligible contract types into WSS.
   - Pull all the new active contracts and amendments into Workday.

6. Access the **Create Integration System** task.

   Workday recommends that you select *Yes* for both the **Auto Complete Contract** and **Submit Contract** integration attributes.

   This configuration ensures that WSS creates supplier contracts in *approved* status.

   Security: *Integration Build* domain in the Integration functional area.

Result

You can take action on your supplier contracts once you sync them with Workday, like adding lines, creating purchase orders, supplier invoices, and receipts in Workday. The spend transaction amounts that you maintain in Workday are then visible on the WSS contract. You can factor those amounts into your next contract renewal or extension in WSS.

Related Information
Reference
The Next Level: Strategic Sourcing Connectors with Workday: Supplier Contracts Connector
2022R2 What's New Post: Workday Strategic Sourcing Contract Handling
The Next Level: Important Workday Configurations for Strategic Sourcing Connector Adoption

Steps: Set Up Award to Requisition Integrations

Prerequisites

In Workday:

- Configure Single Sign-On (SSO). Sourcing owners and requesters must be workers in Workday. See Steps: Configure Single Sign-On (SSO) for Workday Strategic Sourcing.
- Synchronize suppliers between Workday and Strategic Sourcing. See Steps: Set Up Supplier Connector for Strategic Sourcing .
- Configure a user-based unconstrained security group for the integration owner. See Create User-Based Security Groups.

In Strategic Sourcing:

- Ask your Named Support Contact to submit a Customer Care Case for Strategic Sourcing Instance Management, requesting to enable these feature flags:
  - **award_wd_requisition**
  - **project_line_items**
  - **projects_workday_connector**
  - **record_notifications**
- Create a Personal API Token

Context

To automate the process of creating requisitions from awards in Strategic Sourcing, you can set up and schedule integrations to:

- Check Strategic Sourcing for awards that are ready for requisition.
- Create corresponding requisitions in Workday, including any attachments from the award.

Note:

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- Workday requires you to sign a Services Agreement with Workday or a certified partner to use the Award to Requisition Connector.
- The Award to Requisition integration doesn't support segmented security for suppliers. Your sourcing managers might be able to add suppliers that they can't access in Workday to Strategic Sourcing projects.

Steps

1. Create an Integration System User (ISU) and grant the ISU Get and Put access to these domains:
   - *Integration Event* in the Integration functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
2. Edit Domain Security Policies.

   In Workday, grant the user-based security group that the integration owner is part of View access to **Report/Task Permissions** for the *Worker Data: Public Worker Reports* domain in the Staffing functional area.
3. Edit Business Process Security Policies.

   Edit the security policy for the *Requisition Event (Default Definition)* business process definition in the Procurement functional area.

   Grant the user-based security group access to the **Initiating Action** for:
   - *Checkout (REST)*
   - *Submit Requisition (Web Service)*

   Add the ISU to the user-based security group.
4. Access the **Activate Pending Security Policy Changes** task.

   Security:
   - *Customer Central Security Administration* domain in the Customer Central functional area.
   - *Security Activation* domain in the System functional area.
5. Register API Clients for Integrations.

   From the **Scope (Functional Areas)** prompt, select *Procurement* and *Staffing*.

   Make a note of the **Client ID** and **Client Secret**.
6. From the related actions menu of the API client, access the **Manage Refresh Tokens for Integrations** task.

   From the **Workday Account** prompt, select your ISU.

   Generate a new **Refresh Token** and make a note of it.

   Security: *Security Administration* domain in the System functional area.
7. Access the **Maintain API Keys** task.

   Select *Strategic Sourcing [API key type]* and enter these values:
   - **Api Key**: Enter the company-wide API token that you generated on your Strategic Sourcing profile.
   - **User Token**: Enter the user-specific API token that you generated on your Strategic Sourcing profile.
   - **User Email**: Enter the email address that you used on your Strategic Sourcing user profile.

   Security: *Security Administration* domain in the System functional area.
8. Create Integration System.

   From the **New Using Template** prompt, select *Award to Requisition (WSS)*.

   Enable the Requisitions from Workday Strategic Sourcing optional service.

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9. From the related actions menu of the integration system, select **Integration System > Configure Integration Attributes**.

   Enter the required integration attributes:

Option	Description
Requisition Submission Option	Select: • *Draft* to create requisitions in *Draft* status so you can edit in Workday before submitting. • *Submit* to submit requisitions automatically and initiate the *Requisition Event* business process. • *Auto Complete* to submit and approve requisitions automatically.
Workday API Client ID	Enter the client ID that you generated on the **Register API Client for Integrations** task.
Workday API Client Secret	Enter the client secret that you generated on the **Register API Client for Integrations** task.
Workday API Refresh Token	Enter the refresh token that you generated on the **Manage Refresh Tokens for Integrations** task.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*

10. Launch an Integration .

    Set up a schedule to run the integration.

11. In Strategic Sourcing, access **Settings**.

    Under **Customize Projects**, select **General Project**.

    In the **Customize Project** section, under **Project Information > Project Details**, select the **Financial Company** check box.

Result

The integration is ready to retrieve award data from Strategic Sourcing.

Next Steps

Create requisitions from awards in Strategic Sourcing.

Related Information
Reference
The Next Level: Strategic Sourcing Connectors with Workday: Award to Requisition Connector
The Next Level: Important Workday Configurations for Strategic Sourcing Connector Adoption

Steps: Set Up Requisition to Project Integration

Prerequisites

- Enable Single Sign-On. See Steps: Configure Single Sign-On (SSO) for Workday Strategic Sourcing.
- If you're using the **Requisition Worklet**, select **RFQ required** from the **Advanced Checkout**.

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- Security: These domains:
  - *Process: Requisition - View* in the Procurement functional area for user groups that require access to this feature.
  - *Workday Graph API Applications* in the System functional area for all users.

Context

You can create sourcing projects in Strategic Sourcing automatically when you create a requisition in Workday.

Steps

1. In Strategic Sourcing, select **Generate Token** from your user profile to generate API token information.
2. In Workday, access the **Edit Tenant Setup – Financials** task and enter this information in the **Strategic Sourcing Experience** section:
   - API Key
   - User Token
   - User Email

   Select **Create Sourcing Projects Automatically when Requisitions Lines are RFQ Required**.
3. In Strategic Sourcing, access the default project type in **Company Settings**. Select the **Requester** field on the **Project Information > Customize Layout** section.

Result

Requisitions that are sent to Strategic Sourcing to be sourced are displayed as unsourced lines on the Requisition Sourcing Console. You can't source these lines to a Purchase Order in Workday.

Example

Next Steps

Related Information
Reference
2023R2 What's New Post: Requisition to Project Integration for Strategic Sourcing
2024R1 Release Note: Requisition to Project Integration: Event Creation

Steps: Set Up Strategic Sourcing Savings Discovery Board

Prerequisites

In Workday:

- Steps: Set Up Tenant for Discovery Boards

In Strategic Sourcing:

- Create a Personal API Token

Context

You can view realized and projected savings information derived from sourcing projects using the **Spend - Strategic Sourcing Savings** discovery board. The discovery board enables you to view and customize visualizations (vizzes) using data from the **Strategic Sourcing Savings** report data source. You populate this report data source by integrating with Workday Strategic Sourcing.

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Steps

1. Create Integration System.

   Select *Workday Strategic Sourcing: Savings* from the **New Using Template** prompt.
2. From the related actions menu of the integration system, select **Integration System → Configure Integration Attributes**.

   Enter these attributes:

   - **WSS API URL**: Enter the Strategic Sourcing endpoint URL for the WSS API. For up-to-date URLs, see Workday Strategic Sourcing API Documentation.
   - **User Email**: Enter the email address that you used in your Strategic Sourcing user profile.
   - **API Key**: Enter the company-wide API token that you generated on your Strategic Sourcing profile.
   - **User Token**: Enter the user-specific API token that you generated on your Strategic Sourcing profile.

   Security: These domains in the Integration functional area:

   - *Integration Build*
   - *Integration Configure*
3. (Optional) From the related actions menu of the integration system, select **Integration System > Configure Integration Maps**.

   To map your custom fields in Strategic Sourcing to the relevant fields in Workday, enter these values in the **Internal Value** column with your corresponding custom field from Strategic Sourcing in the **External Value** column:

   - *Budget Owner*
   - *Cost Center*
   - *Existing Contract Number*
   - *Region*
   - *Type*

   Workday only supports mapping these values to Strategic Sourcing.
4. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Integration Event* in the Integration functional area.
   - *Reports: Strategic Sourcing Savings* in the Procurement functional area.

   See Steps: Grant Integration or External Endpoint Access to Workday.
5. Launch an Integration .

   Set up a schedule for the integration to retrieve data from Strategic Sourcing and configure the ISU you created.
6. Edit Domain Security Policies.

   Configure the *Reports: Strategic Sourcing Savings* domain in the Procurement functional area. This domain enables discovery board users to access the **Strategic Sourcing Savings** report data source.
7. Copy Workday-Delivered Discovery Boards.

   Make a copy of the **Spend - Strategic Sourcing Savings** discovery board.
8. Access your **Drive**.

   Open your copy of the **Spend - Strategic Sourcing Savings** discovery board and click **Edit**.
9. (Optional) Customize your visualizations and data.

   See Steps: Modify Visualizations.

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Next Steps

- Create your own visualizations.
- Share the discovery board with other users.

Related Information

Concepts

Concept: Sharing Discovery Boards

Concept: The Discovery Board Workflow

Reference

The Next Level: Strategic Sourcing Reporting Overview

Example: Synchronize All Supplier Data Between Workday and Strategic Sourcing

This example illustrates how to to synchronize all supplier data between Workday and Strategic Sourcing on an ad hoc basis.

Context

Your *Supplier Onboarding* integration system syncs supplier data between Workday and Strategic Sourcing. The integration runs every hour and only syncs suppliers that are new or changed since the last integration run. To ensure data consistency before you start using new functionality, you want to sync all active suppliers in a single ad hoc integration run.

To perform a full sync, you:

- Suspend your existing integration schedule.
- Edit the integration to disable change detection and to sync active and approved suppliers only.
- Run the integration outside business hours to avoid performance issues.
- Restore the original integration settings and reactivate the hourly integration schedule.

Prerequisites

- Steps: Set Up Supplier Connector for Strategic Sourcing

  Create an integration system named *Supplier Synchronization* that only syncs suppliers that changed since the last run. Schedule the integration to run hourly.
- Security: *Scheduled Process Management* domain in the Tenant Non-Configurable functional area, and these domains in the Integration functional area:
  - *Integration Build*
  - *Integration Configure*
  - *Integration Event*
  - *Integration Reports*

Steps

1. Access the **Scheduled Future Processes** report.

   Suspend the existing integration schedule.
   a) From the **Process** prompt, select your *Supplier Synchronization* integration.
   b) Click **OK**.
   c) In the **Scheduled Process** column, access the related actions menu of the *Supplier Synchronization* process and select **Schedule Future Process > Suspend**.
   d) Click **OK** and **Done**.

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2. Access the **All Integration Systems** report.

   To sync all active supplier data, edit the integration to disable the change detection service and exclude canceled, denied, and inactive suppliers.

   a) From the **Integration Template** prompt, select *Supplier Onboarding (WSS)*.
   b) Click **OK**.
   c) Find your *Supplier Synchronization* integration system in the grid.
   d) From the related actions menu of the *Supplier Synchronization* integration system, select **Integration System > Configure Integration Services**.
   e) Clear the **Enabled** check box for the **Supplier Onboarding (WSS) Change Detection** integration service.
   f) Click **OK**.
   g) From the related actions menu of the *Supplier Synchronization* integration system, select **Integration System > Configure Integration Attributes**.
   h) On the **approval status** row, clear *CANCELED* and *DENIED* from the **Value** prompt.
   i) On the **supplier status** row, clear *Inactive* and *Hold* from the **Value** prompt.
   j) Click **OK**.

3. From the related actions menu of the *Supplier Synchronization* integration system, select **Integration > Launch/Schedule**.

   Schedule the full sync to take place outside business hours.

   a) From the **Run Frequency** prompt, select *Run Once in the Future*.
   b) Click **OK**.
   c) From the **Start Date** prompt, select the current date.
   d) From the **Start Time** prompt, select *9:30 PM*.
   e) Click **OK**.

4. After the integration runs, access the **All Integration Systems** report again.

   To restore the original settings, edit the integration to enable the change detection service and include suppliers that you cancel, deny, or inactivate between runs.

   a) From the **Integration Template** prompt, select *Supplier Onboarding (WSS)*.
   b) Click **OK**.
   c) Find your *Supplier Synchronization* integration system in the grid.
   d) From the related actions menu of the *Supplier Synchronization* integration system, select **Integration System > Configure Integration Services**.
   e) Select the **Enabled** check box for the **Supplier Onboarding (WSS) Change Detection** integration service.
   f) Click **OK**.
   g) From the related actions menu of the *Supplier Synchronization* integration system, select **Integration System > Configure Integration Attributes**.
   h) On the **approval status** row, select *CANCELED* and *DENIED* from the **Value** prompt.
   i) On the **supplier status** row, select *Inactive* and *Hold* from the **Value** prompt.
   j) Click **OK**.

5. Access the **Scheduled Future Process** report.

   Reactivate the original integration schedule.

   a) From the **Process** prompt, select your *Supplier Synchronization* integration.
   b) Click **OK**.
   c) In the **Scheduled Process** column, access the related actions menu of the *Supplier Synchronization* process and select **Schedule Future Process > Activate**.
   d) Click **OK** and **Done**.

Related Information

Tasks

Manage Scheduled Future Processes

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Reference: Supplier Contract Connector Synced Fields

These fields are synced between Workday and Strategic Sourcing through the Supplier Contract Connector:

Strategic Sourcing Contract	Workday Contract	Additional Information
Title	Contract Name	Required.
Contract Description	Contract Overview	Required.
Contract Type	Contract Type	Required. This must be a Workday Contract Type.
Contract Start Date	Start Date	Required.
Contract End Date	End Date	
Final Spend	Total Contract Amount	Required.
Currency	Currency	Required. Currency must be one that the supplier accepts (or the supplier accepts all currencies) in Workday. If the contract currency isn't the same as the default currency of the company or hierarchy, then there must be currency conversion rates defined in Workday.
Financial Company	Company	Required.
Supplier	Supplier	Required. Supplier must not be *Inactive* in Workday. Strategic Sourcing doesn't prevent a user from adding an *Inactive* supplier to a contract. When a contract with an *Inactive* supplier is marked as *Active*, it doesn't sync into Workday.
Creator	Buyer	Required if WD Contract Type supports Purchase Orders. The creator maps to the **Buyer** field on the supplier contract and doesn't automatically give someone a buyer role in Workday. the creator must be an active worker in Workday.
Sourcing Owner	Supplier Contract Specialist	Required. A user doesn't need to have the role of a **Supplier Contract Specialist** assigned to them
Contract ID	Contract Reference	Required. The Contract ID is the ID displayed within the system.

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Troubleshooting: Strategic Sourcing Supplier Connector

Integration Error Messages in Workday

Cause:

Error Message	Cause	Solution
Validation Error Details: Addresses should be present Field: /data/attributes/addresses.	You don’t have an address for a supplier in Workday but Strategic Sourcing requires an address for the supplier.	1. Access **Supplier Profile > Onboarding Profile Fields** in your settings. 2. Clear the **Require on profile** check boxes for **Addresses** and **Address Country**.
Validation Error: An error was encountered while attempting to copy [Supplier Name] to WSS 500 Internal Server Error.	There are duplicate reference IDs for data on the same supplier. These are commonly duplicate Address reference IDs.	1. Review the Integration Trace file to identify the Reference IDs that are duplicate for supplier information like address, contacts, phone numbers or bank information. 2. Delete duplicate information. 3. Create new Reference IDs.
Validation Error: Invalid Number: the number is not recognized. Verify the country phone number.	Phone validations have been configured in your Workday tenant, in the **Global** tab of your tenant setup.	Ensure no extra spaces and additional characters are in the **Phone Number** field on the supplier in Strategic Sourcing.
Validation Error Details: tax_ids should be present Field: /data/attributes/tax_ids	The **Tax ID** is configured as required in the Strategic Sourcing Supplier Profile, but the supplier in Workday doesn't have a tax ID.	You can add a tax ID to the supplier in Workday, or: 1. Access **Supplier Profile > Onboarding Profile Fields** in your settings. 2. Clear the **Require on profile** check box for **Tax ID**.
Validation Error: An unexpected error occurred while updating the supplier group configuration in WSS, some configuration may not have been updated. Detail Processing error occurred. The task submitted is not authorized. Warning: This external value on the To WSS map is an invalid WSS custom field name: Example Web Address.	The **To WSS** and **From WSS** values should be mapped to your Strategic Sourcing custom fields.	1. Work with your deployment consultant to review your integration maps setup for the Supplier Connector. 2. Update your Strategic Sourcing custom fields in **Settings > Supplier Profile Custom Fields**.

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Error Message	Cause	Solution
Validation Error: Default Payment Type Reference is required.	Selection options for the **Accepted Payment Types** custom field in Strategic Sourcing don't match the selection options for reference IDs that are in Workday.	1. Work with your deployment consultant to review your integration maps setup for the Supplier Connector. 2. Update your Strategic Sourcing custom fields in **Settings > Supplier Profile Custom Fields**.
Validation Error: An unexpected error occurred while updating the address components configuration in Scout, some configuration may not have been updated. Detail: error from returned HTTP status: 400 {"error": "invalid_grant"}	Values set within the integration attributes for any of these fields are invalid: • **Workday API Client ID** • **Workday API Client Secret** • **Workday API Refresh Token**	Review and update API tokens if necessary and re-test the integration. You must have the non-expired flag enabled.
Detail: error from returned HTTP status: 401 Unauthorized or HTTP status: 403 Forbidden {"message": "forbidden"}	Your credentials have become invalid. This can happen when: • The user who initiated the integration was disabled. • The integration configuration was copied and is no longer valid. • Values set within the integration attributes for the API Key and API User Token fields or User Email field are invalid..	Create a new personal API token in Strategic Sourcing when you have the Company Admin role. Input the new token information. Input the token information without the prefixes. Including the prefixes for the WSS API tokens will result in a 401 Unauthorized or 403 Forbidden error.
Validation Error: Name has already been taken	Strategic Sourcing doesn't allow duplicate supplier names.	1. Rename suppliers in Workday with unique names. For example, use the Workday ID as the differentiator: *S-00001 Acme Inc*. 2. Use the **Alternate Names** tab on a supplier record in Workday to add the actual supplier name, ensuring accuracy in downstream processes. You do these steps in bulk by extracting data from Workday and Strategic Sourcing into an Excel file to compare duplicates.
Validation Error: Last name must not be empty	In Workday, some supplier contact countries do not require last names, but the Strategic	1. Access the **Maintain Name Components by Country** task in Workday.

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Error Message	Cause	Solution
	Sourcing Connector requires them.	2. Select the country that doesn't require a last name. 3. In **Name Components**, select the **Required** check box in the row for last or given name.
Validation Error: postal_code Postal code must be 4 digits followed by 2 letters. Validation Error: postal_code Postal code must be 5 digits	You can receive this error if you have suppliers in Egypt or Costa Rica.	Correct the postal codes of your suppliers. You can also: 1. Access the **Maintain Localization Settings** task. 2. In **Contact Information**, remove the postal code validations for Costa Rica and Egypt.
Validation Error: postal_code must be 3 or 5 digits.	You can receive this error if you have suppliers with addresses in Taiwan.	Correct the postal codes of your suppliers. You can also: 1. Access the **Maintain Localization Settings** task. 2. In **Contact Information**, remove the postal code validations for Taiwan.
Validation Error: Processing error occurred. The task submitted is not authorized. Http Response Status: 500	The Supplier Connector security group in Workday doesn't have all of the correct **Domain Security Policy** permissions.	In Workday: 1. From the related actions menu of the security group, select **Security Group > Maintain Domain Permissions for Security Group**. 2. In **Domain Security Policies permitting Put access**, add the *Set Up: Supplier Contacts* option.
Validation Error: error from returned HTTP status: 403 {"error":"permission denied","code":"S22"} Http Response Status: 403	The Supplier Connector security group in Workday doesn't have all of the correct **Domain Security Policy** permissions.	In Workday: 1. From the related actions menu of the security group, select **Security Group > Maintain Domain Permissions for Security Group**. 2. Add the *Report: Supplier* and *Set Up: Supplier* options to these fields: • **Domain Security Policies**

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Error Message	Cause	Solution
		permitting Modify access • **Domain Security Policies permitting View access** 3. Access the **Register API Client for Integrations** task. 4. Enter the **Client Name**. 5. From the **Scope (Functional Areas)** prompt, select *Integrations* and *Suppliers*. 6. Copy the Client ID and Client Secret and store them in a secure location. You will copy these values into the Integration Attributes.
Error from returned HTTP status: 422 {"errors":[{"source": {"pointer":"/data/attributes/ deselected_option_ids"},"title":"Validation Error","detail":"deselected_option_ids Option name is selected"}]} - Error occurs when classification are set as inactive	A classification that is present on a supplier is made inactive.	Remove the classification from suppliers in Workday before inactivating the classification.
Error: HTTP status: 422 {"errors":[{"source": {"pointer":"/data/attributes/ base"},"title":"Validation Error","detail":"Cannot delete record because dependent supplier companies exist"}]}error from returned HTTP status: 422 {"errors":[{"source": {"pointer":"/data/attributes/ supplier_classification_fields.external_id"},"title":"Validation Error","detail":"supplier_classification_fields.external_id has already been taken"}	You updated reference IDs for in-use supplier classifications in Workday.	Revert the reference IDs to the previous IDs synched to Strategic Sourcing.
Processing error occurred. Duplicate insert on index: Supplier-External Sourceable ID-External Sourceable ID	You create a new supplier in Strategic Sourcing that already exists as an inactive supplier in Workday and attempt to update the External ID of the new supplier. You update the **External ID** of a supplier through the Strategic Sourcing Data Importer.	Suppliers that have an *Inactive* status in Workday can still be added to Strategic Sourcing events. To enable suppliers with an *Inactive* status in the integration for Strategic Sourcing users, update **Supplier Status** on the integration system. See Workday Supplier Status in Strategic Sourcing.

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Error Message	Cause	Solution
Error: Postal code must be # of digits. Error: postal_code is not valid for this region	A postal code is missing or the postal code validations on the *Submit Supplier EIB* have been turned off. The integration system specifies what format the postal code must be in. These error messages vary by supplier based on the postal code requirement for their region.	Strategic Sourcing validates postal codes. In Workday, turn on postal code validations on the *Submit Supplier EIB*.
An error has occurred while processing [Supplier Name]: You must include a supplier contact email, which must be a Work type email	The only email type for a supplier contact is set to *Home* or the supplier contact doesn't have an email address.	1. Access the **Supplier Contacts** tab of the supplier in Workday. 2. Click **Edit** in the row with the name of the supplier contact. 3. In the **Contact Information** tab, navigate to **Email**. 4. In the **Type** prompt, select *Work*.
Validation Error Details: bic Bank Identification Code (BIC) incorrectly formatted. Refer to SWIFT guidelines for correct format Field: /data/attributes/bank_accounts/0/bic	The BIC is in an incorrect format.	Correct the BIC or remove the incorrect code to send the supplier to Strategic Sourcing. If you remove the code, you must temporarily update your settings in Strategic Sourcing: 1. Access **Supplier Profile > Onboarding Profile Fields** in your settings. 2. Clear the **Require on profile** check box for **Bank Account Country**.
Message Summary: Patching Address Component Rules for Country	**Maintain Localization Settings** is enabled in Workday for various countries. This is most commonly seen on the **City** prompt in Workday.	Temporarily disable localization settings and re-run the Supplier Connector. This will allow the supplier to pass into Workday and localization settings can then be re-enabled after the sync. Localization settings is a tenant setting and may affect other areas of Workday. If possible localization settings should stay disabled, so the suppliers can pass from Strategic Sourcing to Workday without issue. 1. Access the **Maintain Localization Settings** task in Workday. Select

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Error Message	Cause	Solution
		the contact information area. 2. Navigate to the **City** prompt in the **Localized Field** column. 3. Remove the country noted in the error message from the **Allow for Countries or Regions** column. If there are multiple countries, select **Ok**.
Validation error occurred. 1 or more of the addresses you've selected are currently in use on an active supplier remit-to connection. To update or delete an address either remove it from the remit-to connection, or deactivate the remit-to connection.	An address that you are attempting to update or delete in Strategic Sourcing is currently used on a remit-to connection on the supplier.	1. Access the supplier in Workday and select the **Supplier Connections** tab. 2. Under **Remit-To Connections**, click **Edit**. Change the **Remit To Connection Status** field to *Inactive*. 3. Click **Submit**. 4. Access the **Contact Information** tab on the supplier and click **Edit**. 5. In the **Address** section, for the address you made inactive select the **Delete** checkbox. 6. Click **Submit**.

A supplier classification wasn't transferred.

Cause: The classification has fields with duplicate names or matches another classification with the same name for the same country in Workday.

Solution: Access the **Maintain Supplier Classifications** task in Workday to review where there may be duplicates in the **Classification Name** column.

My Workday Supplier Statuses don't populate on Supplier Profiles in Strategic Sourcing.

Cause: The External ID fields in Strategic Sourcing are incorrect or not present.

Solution:

Steps

1. In Strategic Sourcing, access the *Suppliers* dataset in **Reports**.
2. Confirm the **External ID** field is populated.
3. (Optional) Initiate a full sync of the Supplier Connector populate the **External ID** field.
   See Example: Synchronize All Supplier Data Between Workday and Strategic Sourcing.

My integration system is configured to enable the Supplier Event business process, but suppliers are not passing through the business process once they have synched to Workday.

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Cause: The *Supplier Event* business process requires information from the supplier that isn't gathered in Strategic Sourcing.

Solution: Access the **Maintain Custom Validations** task to update validations for your suppliers when sending From Strategic Sourcing.

Suppliers are not syncing from Workday Supplier Accounts to Strategic Sourcing.

Cause: This error can have multiple causes.

Solution: Attempt to identify any issues by viewing multiple items:

- Access the integration system. Select the **Integration System > Integration Events** related action. Select the integration event where the supplier should have attempted to sync and see if there is an error related to that supplier in the **Output Files** and **Messages** tabs.
- In Workday, access the supplier and view the **Process History** tab.
- In Strategic Sourcing, access **General Profile > Supplier Information** of the supplier. View the most recent data in the **History Log**.

If you are unable to sync with the supplier after viewing all items, submit a Product Support Case on Community.

Related Information
Tasks
Register API Clients for Integrations

Troubleshooting: Strategic Sourcing Supplier Contracts Connector

I don’t see anything to select in the Financial Company or Hierarchy field in Strategic Sourcing.

Cause: Your security role doesn't have access to those fields.

Solution:

Steps

Process: Supplier Contract - Create/Edit domain.

1. Configure Single Sign-On (SSO) for Workday Strategic Sourcing.
2. Set Up Workday Strategic Sourcing Worklet.
3. Click the **Workday Strategic Sourcing** worklet tile.
4. Review the security section above to verify role assignments for users in various domains. Your user must have **View** privileges.
5. Access the **Create Supplier Contract** task to view a set of companies and hierarchies.

My integration skipped some of my Strategic Sourcing contracts.

Cause: Your credentials in Strategic Sourcing and Workday don't match.

Solution: Contact a company admin to provide you with the **Company Admin** role in Strategic Sourcing.

Integration fails with a processing error. The task submitted isn’t authorized.

Cause: The user has incorrect security permissions.

Solution:

Check that the user running the integration has the right permissions to *Submit Supplier Contract* and *Submit Supplier Contract Amendment* web services. Also, check that the user has integration permissions on the *Process: Supplier Contract - View* domain.

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Workday creates multiple amendments for contracts in Workday, even when there are no tangible changes against the WSS contract.

Cause: You haven't configured your launch parameters correctly.

Solution:

Steps

1. From the **Value Type** prompt for the Last Successful Run, select *Determine Value at Runtime*.
2. From the **Value** prompt for the Last Successful Run, select *As Of Entry Date/Time of Last Completed Integration Event*.
3. From the **Value Type** prompt for the Current Entry Date/Time, select *Determine Value at Runtime*.
4. From the **Value** prompt for the Current Entry Date/Time, select *Current Moment (Date/Time)*.

Some users receive errors between Workday and WSS.

Cause:

Cause	Solution
The user can't access WSS using the Workday Strategic Sourcing tile on their dashboard.	Enable the *Workday Strategic Sourcing* domain and verify that the user belongs to one of the security groups listed in the domain security policy. Then, add the Workday Strategic Sourcing worklet tile to your dashboard.
Your Contracts Integration user doesn't have permissions to access supplier contract amendment web services.	Access the related actions menu of the **Supplier Contract Event**, business process and select *Business Process Policy -> Edit* to review security groups assigned to the *Submit Supplier Contract* initiating action. You can also edit the business process policy in the related action menu of the **Supplier Contract Amendment Event**, to review security groups assigned to initiating action Submit Supplier Contract Amendment web service.
Your WSS contract creation user doesn't belong to the appropriate security groups.	Access the *Process Supplier Contract* domain and into domain security policy to review security group assignments.
Your user doesn't belong to one of the *Self-Service: Account* domain security groups listed in the security policy.	The user must be in 1 of the security groups that have *View* privileges in the Report/Task Permissions of this domain. Run the **Test Domain Permissions for User** task and check if the user belongs to this security domain. If not, configure this domain to include users who need access to SSO.
The user running the connector doesn't have integration permissions.	Access the *Process: Supplier Contract - View* domain and verify that the user has **Integration** permissions. We require this, because the Connector internally uses Get Supplier Contracts web service to determine whether to create (or) update an existing contract.

Can't retrieve attachments from Workday Strategic Sourcing contract.

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Cause: The contract document attempting to sync to Workday has a special character in its name.

Solution: Rename any contracts that contain special characters.

My deployment is skipping the WSS Contract Number.

Cause: The contract you're attempting to sync with Workday likely has a special character in the name.

Solution: Rename any contracts that contain special characters.

My Supplier Connector Integration syncing is inactive and holding suppliers in Strategic Sourcing.

Cause: The **Supplier Status** integration attribute on the Supplier Onboarding integration is not set to allow suppliers in these statuses.

Solution: Access the **Integration Attributes** section of the integration system and update the . You can find additional instructions for how to change the attributes on Workday Supplier Status in Strategic Sourcing in Community. Strategic Sourcing doesn't prevent a user from adding an inactive supplier to a contract. However, contracts with an inactive status won't transfer into Workday.

Entered information in Strategic Sourcing doesn't meet the restrictions defined for this field.

Cause: The supplier added to an *Active* contract is not yet an *Active* supplier in Workday.

Solution: Set the supplier as *Active* in Workday and launch the integration.

Contract didn't process.

Cause: There are 2 possible causes:

- Required fields on the contract are missing information.
- The contract type is not a synced contract type between Workday and Strategic Sourcing.

Solution: The Supplier Contract Connector attempts to send all contract types with Workday, regardless of whether they are a synced contract type. The warning can be ignored for contract types not synced.

For synced contract types:

Steps

1. Access the contract in Strategic Sourcing.
2. Enter data in all required fields.

Related Information
Reference
2022R2 What's New Post: Workday Strategic Sourcing Contract Handling

Unified Supplier Portal
Concept: Unified Supplier Portal

Supplier contacts can now access all of their customer information from both Workday and Strategic Sourcing in the new Unified Supplier Portal, using Workday Central Login. This new centralized login is secure, intuitive, and easy to set up.

Supplier contacts can sign in once and access:

- Action Items
- Contract Negotiations
- Events (RFPs and Auctions)
- Forms
- Invoices and Payments
- Performance Reviews

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- POs and Catalogs

Set Up the Unified Supplier Portal

Prerequisites

- Set up an integration between Workday and Workday Strategic Sourcing (WSS) using 1 of these methods:
  - Workday Supplier Integration (USI): See Configure Unified Supplier Integration.
  - Legacy Connector: Set up the supplier connector and ensure that the *Supplier Onboarding (WSS) / Supplier Onboarding - Post Processing Provisioning Supplier Contact WCL*integration service is enabled, see Steps: Set Up Supplier Connector for Strategic Sourcing.

  Note: Workday requires you to sign a Services Agreement with Workday or a certified partner to use this integration service.
- Set up the supplier portal in Workday Procurement, see Steps: Set Up the Supplier Portal.
- Enable Workday Central Login Provisioning for Supplier Contact on the **Edit Tenant Setup - Financials task**, see Reference: Edit Tenant Setup - Financials.
- Configure the SSO. SeeSteps: Configure Single Sign-On (SSO) for Workday Strategic Sourcing . This also should cover tenant mapping.
- Configure tenant mapping in the global CSR Portal. Only a user with CSR Admin or Partner Admin permissions can perform this configuration. If you do not have the required role, you must request assistance from an authorized administrator.
  - Log in to the global CSR Portal
  - Search and select the correct tenant.
  - Select the Tenant Mapping from the dropdown menu.
  - Enter the required fields in the SSO Identity section.
- Configure these domains In the Procurement functional area with View/Modify access:
  - Add the *Supplier Contact as Self* security group to the *Process: Supplier Portal* domain.
  - Update and enable security policy for *Set Up: Workday Supplier Account* domain for security groups to allow them to manage permissions for supplier portal tenant access.

Context

Supplier contacts can access all of their customer information from both Workday and Strategic Sourcing in the Unified Supplier Portal, using Workday Central Login.

Steps

1. Access the **Maintain Dashboards**task and ensure these dashboards are enabled:
   - *Invoices and Payments.* Add the **Most Recent Invoice Requests**worklet.
   - *POs and Catalogs.*
   - *Home.* Add the **Contact and Banking** worklet and set it as required for the *Supplier Contact as Self* security group.
2. (Optional) To enable supplier contacts to update their contact and banking information, ensure that the *Supplier Contact as Self* security group can access the *Process: Supplier Portal* security domains.

   See Steps: Set Up Contact Roles on Supplier Portal.

   Access the **Configure Worklet** task and update the **Contact and Banking** worklet to include the actions you want the supplier contact to access in your tenant.
3. To restrict access to supplier portal areas by supplier contact type, see Set Up Granular Security for the supplier portal.

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4. To manage access to the Unified Supplier Portal for a single supplier contact, access the **Supplier Contacts** tab on the supplier and update the **Supplier Portal Tenant Access** field to:
    - *Active* to activate or reactivate the supplier contact's access to the Unified Supplier Portal.
    - *Inactive*to deactivate the supplier contact's access to the Unified Supplier Portal.
5. To manage access to the Unified Supplier Portal for multiple supplier contacts, access the **Find Supplier Contacts** task. Filter the results to include only the supplier contacts you want to give access to. Click **Change Supplier Portal Tenant Access** and select *Active* or *Inactive*.
6. (Optional) Manage provisioning based on your integration setup.

    Use 1 of these methods:

    - Unified Supplier Integration: Provisioning occurs in real time. No further action is required.
    - Legacy Connector: If the Supplier Connector is not scheduled to run automatically, run it manually.
7. Remove additional Email Verification for supplier contacts that access Workday Procurement. This is an additional security option that prompts the supplier to re-verify their email address after logging into the Unified Supplier Portal and before accessing Procurement data in Workday. Workday enables this feature by default.

    To remove email verification, Access the **Manage Authentication Policies** report and select **Edit Workday Managed Auth Policy**. Delete *One Time Passcode - Email* as the **Multi-Factor Authentication Type Restricted** for *WCL Enabled Suppliers*. Click **Activate All Authentication Policies**. Click **Ok**.

Result

When the next supplier connector integration is run to sync supplier information from procurement to strategic sourcing, the supplier contact is sent an email inviting them to sign up or sign in link Are you a supplier - sign in here.

Reset Access to the Unified Supplier Portal

Prerequisites

Steps: Set Up the Unified Supplier Portal

Context

When a supplier contact forgets both their Multi-Authentication Factor details and password for Workday Central Login (WCL), they can reset their WCL access. This revokes their access to procurement information and task.

To enable them to access your procurement information and tasks again, you must re-activate their credentials to enable them to access the Unified Supplier Portal.

Steps

1. Access the **Supplier Contacts** tab on the supplier and update the **Supplier Portal Tenant Access** field for the supplier contact to *Inactive*.
2. Run the supplier connector. See Launch an Integration. For more information, see Steps: Set Up Supplier Connector for Strategic Sourcing.
3. Access the **Supplier Contacts** tab on the supplier and update the **Supplier Portal Tenant Access** field for the supplier contact to *Active*.
4. Run the supplier connector again.

Result

The supplier contact can now access your procurement information in the Unified Supplier Portal.

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FAQ: Unified Supplier Portal

My supplier contact has lost or deleted their Workday Central Login (WCL) welcome email, can I resend it?	They can enter their email address on the login page and start onboarding without the email.
Why can't my supplier contact be given access to the Unified Supplier Portal (USP)?	Supplier contacts can't be given unified supplier portal access when: • There is no primary work email. • Primary work email is duplicated. • They are assigned to additional security groups.
What happens if I don't activate WCL access for my existing supplier contacts? Can they still access the existing supplier portal?	If you don't create a Workday Central Login account for an existing supplier contact, they can continue to access the existing supplier portal using their existing Workday username and password, but they won't be able to access the Unified Supplier Portal. Workday recommends you enable tenant access for all supplier contacts.
What are the options for Supplier Portal Tenant Access Status?	• *Active*. Supplier contacts with this status can access the unified supplier portal. • *Inactive*. Supplier contacts with this status can't access the unified supplier portal. • Blank. Supplier contacts that don't have an active or inactive status can't access the unified supplier portal.
If I delete a supplier contact will access be removed?	Yes.
How will my existing supplier contacts log in to the procurement supplier portal when I have set up the Unified Supplier Portal?	Supplier contacts can still access the procurement supplier portal using their workday credentials until you set up their Workday Central Login account. To check how an existing supplier contact can login, access the **Find Supplier Contacts**task, and check their tenant access. If their access is: • Blank or *Inactive*, they can continue to use their Workday credentials. • *Active*, they can log in using their new WCL credentials
Does a Supplier contact lose access to the tenant if their primary work email address changes?	No but Workday strongly recommends you update their access to their new primary work email.
What information can I share with supplier contacts about setting up WCL?	You can share Sign up for Strategic Sourcing in the Workday User Guide.
Can I set a Maximum Grace Signin Count for Email Verification for supplier contacts?	No. The grace period for skipping verifications is disabled for the email verification.
What happens if a supplier contact has more than 1 work email in Workday?	The primary work email listed in Workday is used.
What happens when a supplier contact needs to update their primary email address?	If the supplier contact updates their Email in Strategic Sourcing, it won't be updated in Workday Procurement. We recommend that the supplier

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	contact doesn't update their own email address, instead they should contact the customer to update their email address. You can't update the email for WCL in Workday. If you update the **Primary Work Email** for a supplier in Workday this updates the email based verification step only, the supplier contact will still need to sign into WCL using their original primary email address. We recommend that you delete the supplier contact with the old email, and create a new supplier contact to update the primary email address for a supplier contact. A new USP account invitation will be issued and the supplier contact can set up a new WCL account to access the USP.

Troubleshooting: Most Recent Provisioning Result

My supplier contact hasn't received an email to access the Unified Supplier Portal.

Access the **Find Supplier Contact** task and view the **Most Recent Provisioning Result** to troubleshoot.

Cause:

Most Recent Provisioning Result	Cause	Solution
Success	Success The email notification was successfully sent, the issue is on the supplier contact side.	The supplier contact has access. Send them a link to sign in.
Pending	This supplier contact is not yet provisioned.	Run the supplier connector manually to sync procurement and strategic sourcing.
Pending	Supplier Contact can't be provisioned because it is not synced with WSS. Sync Supplier Contact with WSS and try again. As a possible next step, we recommend confirming that Workday to WSS SSO is enabled and functioning properly.	Sync supplier contact with Strategic Sourcing. Share the trace file for reference purposes.
Pending	There was an issue provisioning this contact. If this issue persists, contact your administrator.	Administrator needs to investigate the issue between Strategic Sourcing and WCL.
Pending	WSS company configuration is invalid. Update the Customer Billing ID field in the WSS CSR	Contact your NSC to update the Customer Billing ID field for your Strategic Sourcing company.

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Most Recent Provisioning Result	Cause	Solution
	Portal company settings and try again.	

Reference: Supplier Contacts Ineligible for Update

When you change access to the Unified Supplier Portal using the **Find Supplier Contacts** task, Workday lists supplier contacts that can't be updated as Ineligible for Update. To update these supplier contacts, resolve these issues:

Issue	Action
Primary Work Email is Missing	Add a primary work email for this supplier contact.
Primary Work Email is Duplicated	2 or more supplier contacts in this supplier have the same primary work email. Remove duplicates.
There are additional Security Groups.	Remove this supplier contact from all security groups except Supplier Contact as Self.
Workday Account is disabled, expired or locked.	Re-activate the Workday account for this supplier contact and try again.

For every issue in this table, there is a related blocking validation on these tasks:

- **Add Contact**
- **Edit Contact**

Strategic Sourcing Admin Concepts

Concept: Departments Overview

Departments enable you to add structure to sourcing events across your organization. You can manage departments by:

- Adding or removing stakeholders.
- Viewing a consolidated dashboard of all sourcing events that run through your department.
- Creating event spend categories for your department.

You can manage your departments on **Settings**.

After you create a department, you can manage the stakeholders and administrators by accessing the **User List** from **Settings**.

Concept: Teams Overview

Teams enable you to manage project and contract visibility for various roles across your organization. Team permissions persist in events when the event is linked to a project. Changing the Stakeholder Sync Type when customizing contract and project types doesn’t impact these permissions.

When you have no teams created in your tenant, stakeholders can only view contracts and projects they're stakeholders on. Sourcing managers and administrators can view and update everything except the contracts and projects that you add them to with *Read Only* permissions.

You can create these types of teams:

- Full access
- Read only

Full Access

Members of a full access team can edit the records available to the team. You can add these roles to a full access team:

- Company Administrator

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- Department Administrator
- Sourcing Manager

You can mark these users as *Read Only* on a specific record available to the team. If you don't put these users on a team, they can only access projects and contracts that they're the owner of, or are a stakeholder on.

Read Only

Members of a read-only team can view the records available to the team. You can add these roles to a read-only team:

- Company Administrator
- Department Administrator
- Sourcing Manager
- Stakeholder

When you add administrators or sourcing managers to a read-only team, you can mark them as *Read/Write* on a specific record available to the team.

Read-only team permissions overwrite full access team permissions. When you add a sourcing manager or an administrator to a full access team and a read-only team, they can view everything but can only update contracts and projects that you add them to as a stakeholder with *Read/Write* permissions.

Stakeholders that aren't on a team can only access projects and contracts that they're stakeholders on. Stakeholders with read and write access to specific projects or contracts retain their access regardless of assignment to read-only teams. You can also enable a read-only view of the supplier directory for your stakeholders.

Create Teams

You need administrator access to your **Settings** page to create a team. You can create a team by accessing **Teams > Full Access** or **Teams > Read Only**, and selecting **Create New Team**.

When you create a new team, Strategic Sourcing automatically sets the visibility for projects and contracts to **View All**. You can change this configuration by adding filters through **Manage Visibility**.

Assign Teams on User Creation

You can assign teams to users upon user creation by accessing **Settings > User List**.

If the new user is a stakeholder, you can only select read-only teams. Before a user completes registration, you can adjust their membership by selecting **Edit** next to their name in **Settings > User List**. Once a user completes registration, their information displays in the **Team** view.

Concept: Event Custom Fields

Event custom fields enable you to add unique fields to your sourcing events. You can also track these fields in your reports.

You can:

- Manage **Event Custom Fields** on **Settings**.
- Find your custom fields in the **Internal Data** section of any event.
- Pull the event custom fields into your report after a team completes the event.

Related Information

Tasks

Create Sourcing Reports

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Concept: Event Spend Categories

You can track events by event spend categories and subcategories. The role of a user determines how they can interact with event spend categories:

Role	Actions
Company Administrator	Configure company-wide or department-level lists.
Department Administrator	Configure department-level lists.
Sourcing Manager	Assign event spend categories and subcategories to their sourcing events from company-wide or department-level lists.

You can manage **Categories** on **Settings**. You can also perform these actions on the prepopulated categories. If you have 1 or more departments, a department administrator can manage categories on **Departments** on **Settings**.

Concept: Event Types

Event types enable you to identify the type of sourcing event and manage what event types best fit what your organization needs. You can customize the names of your sourcing events and corresponding supplier responses. Company administrators can create new event types in **Settings**.

There are 5 prepopulated event types with their corresponding response names:

Event Type	Response Name
General Bid	Quote
Request for Information (RFI)	Proposal
Request for Proposal (RFP)	Response
Request for Quote (RFQ) *General Inquiry*	Bid

You can manage your **Event Types** on **Settings**.

Concept: Public Sourcing Site

The public sourcing site is an external website that contains solicitation, awarded bid, and awarded contract details so that you can provide fair, open, and transparent sourcing opportunities. You can still create private events if you enable the public sourcing site.

On the public sourcing site, suppliers can:

- Search your public sourcing events and contracts. Suppliers can use quotation marks to get exact match search results.
- Participate in an event. This is no different than participating in a standard, private event.
- View event statuses and outcomes.

You can still share the public link to a specific RFP, but you need to go to the public site to get that link. Strategic Sourcing doesn't expose the public link in the event builder.

The public site is meant to provide enough information to the public so that the appropriate suppliers can decide to bid. This information includes:

- Any files attached to the event.
- Award information for already awarded opportunities.
- Commodity codes.
- Important due dates or milestone dates.

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- Status, such as Open, Closed, or Awarded.

Events on the public bid site display until you delete them.

Submit a customer care case in Community for Strategic Sourcing Instance Management to enable the public_bid_site feature flag. If you don't have subdomains enabled in your tenant, Strategic Sourcing enables them when you have the public bid site enabled. Contact your IT department to ensure you and your stakeholders can access new subdomains.

Commodity Codes

When you add commodity codes to your public events, Strategic Sourcing sends out solicitations to certain suppliers. These suppliers have the same commodity codes associated with their profiles.

Contracts

The **Contracts** tab displays contract record information when a contract enters the Active status. Suppliers and other public users can view:

- Contract end date.
- Contract ID.
- Contract start date.
- Description.
- Supplier name.
- Title.
- Type.

Updates made to an active contract directly or through revisions display on the public bid site. When a contract enters a non-active status, the contract record no longer displays on the public bid site.

Related Information
Reference
2023R1 What's New Post: Strategic Sourcing Public Bid Site

Concept: Message Templates

You can create message templates for:

- Award or rejection emails.
- Reminders to confirm before you publish an event.

You can manage these templates on **Sourcing & Auctions** in **Settings**.

Award and Rejection Emails

You can include awarded spend and mail merge fields to personalize emails to suppliers. Sourcing managers can edit email templates before sending award or rejection messages.

Prepublish Confirmation Messages

Workday displays a reminder message before you publish an event. You can customize the message to meet specific process requirements, such as:

- Adding all necessary stakeholders.
- Attaching RFx documents.
- Entering a baseline.
- Updating the RFx description.

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Concept: Workday Tenant Mapping

The **Workday Tenant Mapping** section of your settings displays which Workday tenant your Strategic Sourcing company is mapped to. This Workday tenant should have Workday SSO and relevant connectors configured to ensure connectivity to Strategic Sourcing.

Workday recommends that you don't edit this section and leave the **Tenant Management Automation Opt-In** prompt set to *No*. If you update the option to *Yes* and save, Strategic Sourcing will delete all of your data with no ability to retrieve the data upon the next refresh of the mapped Workday tenant.

At this time, Workday recommends not selecting *Yes* to the **Tenant Management Automation Opt-In** prompt. This can cause irretrievable data loss since Strategic Sourcing cannot refresh data.

Strategic Sourcing Admin References

Reference: Strategic Sourcing Use Cases

You want to upload a list of users to your User List.	You can't upload a list of users to the user list, but if you have both Workday and Workday Strategic Sourcing you can set up user provisioning to create your Workday users as Strategic Sourcing users automatically. Additionally, when you enable single sign-on, Strategic Sourcing automatically provisions anyone who accesses Strategic Sourcing as a stakeholder user in the **User List**. To set up licensed users, you can: • Add each licensed user to the User List. • Enable user provisioning in Workday to import users as stakeholders. You can change their permissions in Strategic Sourcing. • Request each licensed user to sign in to Strategic Sourcing. This request adds them to the **User List** as a stakeholder. You can upgrade user permissions in the **User List** to a sourcing manager or a company admin.
You no longer use a custom field and want to remove it from being visible on records.	You can't delete custom fields and custom field options once selected on a record. As a company admin, navigate to **Settings > Custom Fields**. On the custom field you want to hide, click the drop-down menu next to the **Edit** button and select **Hide**. You'll need to unhide the field if you want to view and report on the field in the future. In the **Customize Layout** section of every contract and project type, you can deselect the field so that it doesn't show contracts or projects.
Approvals need to occur earlier in the sourcing process before you mark a project Complete or a contract Active.	The ability to send a record for approval by changing the status to Send for Approval can only occur at the end of the contract or project workflow. Workday recommends that you assign milestones to the relevant user that needs to approve. Marking the milestone as complete can act as the approval. Strategic Sourcing tracks and can report on milestone completion date and who completed the milestone.

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You need to track savings reflected on a Contract.	Workday recommends creating a related project from the contract. You can log savings in the **Financial Details** section of the related project. You can create a savings project type with minimal fields and fill them in to log savings.
You want to restrict banking and tax information on the Supplier Profile to a small number of internal users.	All Sourcing managers have Read/Write permissions to supplier profiles. You can limit this to a smaller number of Sourcing Managers by defining these users in the Group Access in settings with the Group Type *Supplier Banking Information, Tax Information, and Attachments Access*. Confidential banking and tax information isn't reportable or immediately visible on the supplier profile. Sourcing managers must click on the eye icon next to the restricted field to view the data. Stakeholders who have visibility into supplier profiles via a read-only team will never have view access to the restricted data.
You need to edit the supplier onboarding form data after a supplier has submitted it, but before it's sent to Workday.	As a company admin, navigate to **Settings > Supplier Profile** and scroll down to the Supplier Profile Editing section. Enable the editing options in this section. When you mark the suppliers as approved and send them to Workday, you can't make any more edits in Strategic Sourcing. You must make internal edits in Workday. If you don't see the **Supplier Profile Editing** section in **Supplier Profile** section, submit a customer care case in Community for Strategic Sourcing Instance Management and select the Enable Feature option. Specify the workday_business_process_tags feature flag and the name of the environment where you want to enable the flag. You can find environment names in your company profile in **Settings**.

Reference: Autofill Options

When creating or editing templates, such as the award or rejection email templates or terms and conditions documents, you can use autofill options. Example: you can insert the *|RECIPIENTS_FIRST_NAME|* option into the Award Email Template to personalize the email for the supplier with the awarded bid. These autofill options are available:

Autofill Option	Description
|RECIPIENTS_FIRST_NAME|	The first name of the supplier who's signing.
|RECIPIENTS_FULL_NAME|	The full name of the supplier who's signing.
|RECIPIENTS_COMPANY|	The supplier company.
|MY_FIRST_NAME|	The first name of the project owner.
|MY_FULL_NAME|	The full name of the project owner.

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Autofill Option	Description
|MY_COMPANY|	The name of your company.
|EVENT_NAME|	The title of the event.
|DATE_PUBLISHED|	The original date of publication.
|SUMBISSION_DUE_DATE|	The current submission date when viewing.
|CURRENT_DATE |	The date of viewing or signing.

Related Information
Concepts
Concept: Message Templates
Concept: Terms and Conditions Documents

Reference: Strategic Sourcing User Roles and Permissions

We provide access levels to these roles:

- Company Administrator: Has full control over all information and data contained within a company as a licensed user.
- Department Administrator: Has full control over all information and data contained within a department as a licensed user.
- Sourcing Manager: Is a licensed user that has full control over all information and data contained within events, projects, and contracts that they've created.
- Stakeholder: Isn't a licensed user, but was invited to a specific event, project, or contract with set permissions.

Administrator, Department Administrator, and Sourcing Manager

This table illustrates actions available to department administrators and sourcing managers. Company administrators can perform all of these actions and set up company settings.

Actions	Department Administrator	Sourcing Manager
Add or disable users on the user list for the company.	No	No
View all data contained in any event in the company account.	Only data contained in any event in their department.	Only events they create or can access as a Read/Write stakeholder.
Create, publish, and delete events.	Yes, but can only delete events in their department.	Create and publish events.
Edit the public profile for your organization.	No	No
Invite stakeholders to events.	Yes	Yes

Stakeholders

When you invite stakeholders, you can set these permissions:

- Answer Q&A: Send answers to suppliers in the message center.
- Read Only: Only view the event and supplier responses.
- Read/Write: Perform all actions like a sourcing manager except adding new suppliers to the supplier directory.

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For each event, you can enable stakeholders to submit evaluations and receive weekly reports.

Related Information
Reference
The Next Level: Strategic Sourcing Stakeholder Guide

Reference: User Roles in Contracts

This table illustrates actions available to sourcing managers and stakeholders. Company administrators can perform all of these actions and set up company contract types, reasons, and statuses in settings. You can perform different contract actions based on the user role. Stakeholders can have different levels of permissions within different contracts.

Actions	Sourcing Manager	Stakeholder
Select and apply filters.	Yes	Yes
Create saved filter views.	Yes	Yes
Start new contracts.	Yes	Only when they send requests.
View contract requests.	Yes	Only on their own requests.
Edit and delete contract requests.	Yes	No
Add, edit, and delete contract statuses.	No	No
Manage template milestones for contract types.	No	No
Manage contract fields.	No	No
Add suppliers.	Yes	Only when they include the supplier in intake.
Change contract statuses.	Yes	Only when they have Read/ Write permission.
Link related contracts.	Yes	No
Invite stakeholders.	Yes	No
Change stakeholder permissions.	Yes	No
Add or delete milestones.	Yes	Only when they have Read/ Write permission.
View milestones.	Yes	Yes
Manage email notifications.	Yes	Only when they have Read/ Write permission.
Authorize DocuSign for the company.	No	No
Attach documents in DocuSign.	Yes	No
Approve contract.	Yes	Yes

Reference: User Roles in Supplier Performance

This topic describes actions that each user role can take in these areas of supplier performance:

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- Reference: User Roles in Supplier Performance
- Reference: User Roles in Supplier Performance
- Reference: User Roles in Supplier Performance
- Reference: User Roles in Supplier Performance
- Reference: User Roles in Supplier Performance
- Reference: User Roles in Supplier Performance

Company administrators can perform all of these actions.

Performance Management Settings

Actions	Sourcing Manager	Stakeholder	Supplier
Set name of performance project type.	No	No	No
Add custom field groups and custom fields to a performance review project.	No	No	No
Add, edit, delete, and sort performance review project type statuses.	No	No	No

Performance Review Project

Actions	Sourcing Manager	Stakeholder	Supplier
Create and manage performance review template.	No	No	No
Create performance review project.	Yes	No	No
Receive email notifications.	Yes	Yes	Yes
Invite stakeholders	Yes	Yes, with Read/Write permission.	No
Change stakeholder permissions.	Yes	Yes, with Read/Write permission.	No
View performance review tab on supplier profile in supplier directory.	Yes	No	No

Performance Review Scorecard

Actions	Sourcing Manager	Stakeholder	Supplier
Edit scorecards in performance reviews.	Yes	Yes, with Read/Write permission.	No

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Actions	Sourcing Manager	Stakeholder	Supplier
Score suppliers.	Yes	Only when granted section visibility.	No
Invite stakeholders to evaluate.	Yes	Yes, with Read/Write permission.	No
Set stakeholder visibility.	Yes	Yes, with read/write permission, except sourcing managers.	No
Publish scorecard.	Yes	No	No
View results	Yes	Only when granted section visibility.	No

Performance Review Survey

Actions	Sourcing Manager	Stakeholder	Supplier
Edit supplier survey in a project.	Yes	Yes, with Read/Write permission.	No
Set deadlines.	Yes	Yes, with Read/Write permission.	No
Invite suppliers.	Yes	Yes, with Read/Write permission.	No
Manage supplier options.	Yes	Yes, with Read/Write permission.	No
Publish survey.	Yes	No	No
View responses.	Yes	Only when granted section visibility.	Yes
Finalize performance review.	Yes	No	No

Action Items

Actions	Sourcing Manager	Stakeholder	Supplier
Create, assign, and complete action items.	Yes	No	No
View action items.	Yes	No	Only when assigned.
Edit action items assigned to me.	Yes	No	No
View action items tab on supplier profile in the supplier directory.	Yes	No	No

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Supplier Directory

Actions	Sourcing Manager	Stakeholder	Supplier
Access supplier profile in the supplier directory.	Yes	When enabled on company settings by a company administrator.	No
Segment suppliers.	Yes	When enabled on company settings by a company administrator.	No

Reference: Strategic Sourcing Allowlist URLs

Add these domains to your allowlist and inform your suppliers to allowlist them:

- *.auth.sandbox.workdayspend.com
- *.auth.workdayspend.com
- amazonses.com
- apidocs.workdayspend.com
- assets.us.workdayspend.com
- auth.workdayspend.com
- sandbox.us.workdayspend.com
- supplier-portal.workdayspend.com
- us.workdayspend.com
- wopi.sandbox.us.workdayspend.com
- wopi.us.workdayspend.com

Reference: Strategic Sourcing API Documentation

You can find all the API documentation for Strategic Sourcing at http://apidocs.workdayspend.com.

Strategic Sourcing User Setup

Change Default Language

Context

You can change the default language for your account.

Steps

1. Hover over your name and click **User Profile**.
2. Select your language on the **Language** prompt.
3. Save the change.

Related Information
Reference
Reference: Strategic Sourcing Supported Languages

Create a Personal API Token

Prerequisites

Create a user profile.

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Context

You want to set up integration with your account to make public API calls or use third-party applications like Tableau and Power BI.

Steps

1. Access your user profile from the **User Navigation** menu that displays when you click your name.
2. In the **Integrations** section, click **Generate Token** to access the API tokens page.
3. Click **Generate New Token**.
4. Enter a description for the token.
5. Click **Generate Token**.

   Note: This is the only time that you can see your token, so copy and save it somewhere safe.

Result

You have 3 API tokens:

- Company
- Personal
- Reporting connector

You can use your reporting connector token to connect your data with Power BI or Tableau. Your company and personal API tokens are transactional tokens.

Next Steps

On the API Tokens page, you can delete existing tokens and create new ones.

Steps: Connect Strategic Sourcing to Tableau using Taco

Prerequisites

- Create a Tableau account.
- Download Tableau Desktop version 2025.2 or later.
- Generate a personal API token in your Strategic Sourcing profile.

Context

Workday provides a packaged data connector (*workday-strategic-sourcing-x.x.x.taco* file) that enables you to connect your Strategic Sourcing data to Tableau Desktop version 2025.2 or later.

Note: This connector is made available solely to enable current Workday customers to export information from their Workday Offering instance to a separately licensed Tableau software application. This Connector is not part of your Workday Service, and the terms and obligations under your agreements with Workday do not apply to this Connector or to the exported information.

By downloading the TACO file, you are agreeing to the license agreement, available here: Download the Connector License Agreement PDF.

Steps

1. Download the Workday Web Data Connector.

Option	Description
App Version	1.1.0
Checksums	• SHA1:0434a916b757d4dc429974f6b4ce2cfb4d9d055f

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Option	Description
	• SHA256: 5d27f0debebffac9a84e091948fb42cd81bf80324028ab2 • SHA512: c4acfd6f9527ce983e3b971b0bd1c90692b53f3185e289

2. Download and unzip the Tableau Data Connector .zip file.
3. Extract the *workday-strategic-sourcing-x.x.x.taco* from the downloaded .zip file.
4. (Optional) To confirm the integrity of your TACO file, open your command prompt or terminal. Use these methods to verify the file's signature:

Option	Description
Check Command Output	Run this command in the command prompt or terminal: *jarsigner -verify* [TACO file path] *-verbose -certs -strict*. If the command output shows *jar verified*, the file is correctly signed. You can safely load and use the file in Tableau.
Calculate Checksums	Calculate the file's SHA1, SHA256, and SHA512 checksums. Compare these calculated checksums with the values provided in the first step. A match confirms the file's integrity.

5. Copy the *workday-strategic-sourcing-x.x.x.taco* file into your My Tableau Repository/Connectors directory:
   a) Windows: C:\Users\[Windows User]\Documents\My Tableau Repository\Connectors
   b) macOS: /Users/[user]/Documents/My Tableau Repository/Connectors
6. Launch Tableau Desktop.
7. Open Workday Strategic Sourcing by Workday under Connect to a server.
8. Consider configuration:

Option	Description
URL	Enter the applicable URL for your region: • United States: https://api.us.workdayspend.com • Canada: https://api.ca.workdayspend.com • Europe: https://api.eu.workdayspend.com
Report Type	Select the datasets that you want to pull in from Strategic Sourcing. Note: To ensure optimal system performance and faster report generation, select only the necessary datasets to generate reports. Selecting excessive data can cause delays and impact system efficiency.
Page Size	Enter the number of records that you want returned.

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Option	Description
Tableau API Token	Use the Power BI and Tableau Token generated from your user settings in Strategic Sourcing.

9. Click **Load Data**.
   This step opens the Tableau Workbook with your selected report data.

Connect Strategic Sourcing to Power BI

Prerequisites

Generate a personal API token in your Strategic Sourcing user profile.

Context

You can use the Strategic Sourcing Custom Data Connector to pull your data into Power BI.

Steps

1. Use Workday Community to download the Custom Connector file at https://community.workday.com/articles/powerbiconnect.
2. Save the file to this folder on your local drive: **Documents\Power BI Desktop\Custom Connectors**.
3. Change your security settings on Power BI to **(Not Recommended) Allow any extension to load without validation or warning**.
4. Click **Get Data > More**.
5. Select **Workday Strategic Sourcing**.
6. Enter your Power BI API token.
7. Select which datasets you want to import into Power BI.
8. (Optional) Change your token in Power BI by clicking **Data Source Settings**.
   a) Select *Workday Strategic Sourcing* and click **Edit (Feed Key)**.
   b) Enter your new token, then click **Save**.

Result

You can view and refresh your report data in Power BI.

Set Up DocuSign in a Strategic Sourcing Profile

Prerequisites

- A company admin sets up DocuSign in Strategic Sourcing.
- Have a DocuSign account.

Context

You can enable DocuSign for your user profile to obtain digital signatures for your supplier contracts.

Steps

1. Access your user profile.
2. In the **Integrations** section, click **Authorize** next to DocuSign.
   When you aren't signed into DocuSign, Strategic Sourcing redirects you to a sign in page.

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Result

Once you're signed in to DocuSign, you're redirected to Strategic Sourcing. You can now send supplier contracts through DocuSign to obtain digital signatures.

Concept: Strategic Sourcing Home Page

The strategic sourcing home page enables you to manage what's due and what's coming up when working through multiple bids, projects, or contracts.

Note: In Community, submit a Customer Care case and select Strategic Sourcing Instance Management to access **Home Page**.

Home Page is a landing page option available from the navigation panel for viewing tasks across the strategic sourcing platform. You can view tasks that you're:

- Directly assigned to using the *My Tasks* widget.
- A stakeholder of using the *Tasks I Follow* widget.

Along with **Home Page**, you can also set your landing page as:

- **Project Pipeline**.
- **Contracts Workbench**.
- **Events**.

Regardless of which option you select, you can continue to navigate to all pages.

Widgets

When viewing the widgets, consider:

Widget	Description
My Tasks	Includes assigned tasks for the person logged in. Only supports milestones as tasks. Displayed milestones: • Are ones you're the assignee for. • Must have a due date.
Tasks I Follow	Includes tasks not assigned to the person logged in. Tasks are part of a project or contract you're a stakeholder of. Only supports milestones as tasks, and displayed tasks don't always have an assignee.

Both widgets also enable you to:

- View upcoming tasks and tasks completed within the past 30 days.
- Mark tasks as complete.
- Dismiss tasks that aren't relevant.

  Note: Dismissing a task doesn't change the status of the task. Example: An incomplete task remains incomplete after you dismiss it, but the task no longer displays on your list.
- Filter by specific calendar ranges or by preset date ranges, such as 30 days, 60 days, and so on.
- Undo an action if you mistakenly dismiss or complete a task.

Concept: Global Notifications Panel

The global notifications panel enables you to receive important updates about what needs your attention without having to navigate back to your email.

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You can find the notifications panel on almost any page. The notifications:

- Alert you of actions you need to take in Strategic Sourcing.
- Contain contextual information and links that help you navigate to the appropriate page.

Notification types include:

Notification Types	
Team Chats Event Chats	In projects or contracts, teams are able to communicate in a chat window as well as directly mention a specific user. Users on the stakeholders list receive notifications for both team chats and event chats. When you receive notifications, the notifications panel: • Distinguishes between project chats and contract chats in the chat type. • Separates direct mentions (@mentions) from standard chat notifications.
Contract Approval State Changes	Strategic Sourcing notifies you of these state changes: • Approval Requests • Approval Rejections • Contract Approved
Third-Party Risk Integrations	Strategic Sourcing notifies you of risk level changes for third-party integrations. A company admin can configure notifications in **Settings**.

When accessing the notifications panel, consider:

Option	Description
Dismiss notifications.	You can dismiss individual notifications. Once you dismiss a notification, you can no longer view it.
Read notifications. Unread notifications.	New notifications are unread, indicated by the shade of the notification card. You can mark individual notifications as read or mark them all as read.
New notifications.	The notifications panel automatically loads new notifications. The notifications panel displays a red counter to indicate the number of new notifications.
Load previous notifications.	The notification panel limits the number of notifications displayed at a time. When you reach the limit, the notifications panel hides older notification cards. You can load previous notification cards to view them.

Related Information
Concepts
Concept: Team Chat

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Reference: Supported Browsers

Strategic Sourcing supports the newest versions of these browsers:

- Chrome
- Firefox
- Internet Explorer
- Microsoft Edge
- Safari

In general, Strategic Sourcing doesn't support the third-oldest version of these browsers. Example: If browser version 5 is the newest version, Strategic Sourcing doesn't support browser version 3.

Supported Browsers

Browser	Supported Version
Chrome	The 2 latest versions.
Firefox	The 2 latest versions.
Internet Explorer	11 Note: Strategic Sourcing no longer supports versions 9 and 10.
Microsoft Edge	The 2 latest versions.
Safari	The 2 latest versions on Mac OS X.

Mobile Support

Strategic Sourcing supports mobile for Chrome and Safari. Mobile browsers aren't the focus of the quality assurance team and we recommend that you don't use them for normal use.

Reference: Strategic Sourcing User Email Use Cases

You receive too many emails from Strategic Sourcing.	Strategic Sourcing has two customization options for emails: • When you're added as a stakeholder to a project or contract, you can determine if you wish to receive emails related to the record on the Stakeholders tab. • In sourcing events, you can choose to enable daily digest emails for individual sourcing event message centers. If you're still receiving too many emails, Workday recommends adding email filters and folders to your email inbox.

Reference: Strategic Sourcing Supported Languages

Strategic Sourcing supports these languages:

- Bulgarian
- Croatian
- Czech
- Danish

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- Dutch
- English
- Estonia
- Finnish
- French
- French Canadian
- German
- Greek
- Hungarian
- Indonesian
- Italian
- Japanese
- Korean
- Latvian
- Lithuanian
- Malay
- Norwegian
- Polish
- Portuguese
- Romanian
- Russian
- Serbian
- Simplified Chinese
- Slovak
- Slovene
- Spanish
- Swedish
- Thai
- Traditional Chinese
- Turkish
- Ukrainian
- Vietnamese

Related Information
Tasks
Change Default Language

FAQ: Account Security

- How can I change the email address for my account?
- How can I confirm my account?
- How can I request a new confirmation email?
- What can I do when my session times out?
- What can I do when I receive a token invalid error?
- I have 2 Strategic Sourcing accounts. Can I consolidate them?
- What can I do when I forget my password?
- How can I unlock my account?
- How can I change my password?

How can I change the email address for my account?	1. Hover over your name and click **User Profile**. 2. Enter your email address in the **Email** field.

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	3. Save the change. 4. Access your old email and follow the instructions in the email you receive. Note: If your organization uses SSO, there could be certain restrictions. Contact your company admin for more information.
How can I confirm my account?	Access your email and click **Finalize Your Account** in the email you receive.
How can I request a new confirmation email?	To request a new one, access the sign-in page and click **Did not receive confirmation instructions?**.
What can I do when my session times out?	Your session times out when you're inactive for a time. To sign back in, click **Log In** or access the sign-in page.
What can I do when I receive a token invalid error?	You receive a token invalid error when you use an expired confirmation email. To resolve this error, access the sign-in page and click **Did not receive confirmation instructions?**.
I have 2 Strategic Sourcing accounts. Can I consolidate them?	You can't consolidate accounts. We recommend informing the sourcing team you work with which email you would like to be contacted at to avoid confusion.

What can I do when I forget my password?	1. Access the sign-in page. 2. Click **Forgot Your Password?**. 3. Enter your email address. 4. Access your email and click **Reset Your Password** in the email you receive. 5. Enter your new password.
How can I unlock my account?	Your account locks when you don't sign in for 90 days. To unlock your account: 1. Access the sign-in page. 2. Click **Did Not Receive Unlock Instructions?**. 3. Enter your email address. 4. Access your email and click **Access My Account** in the email you receive. You can also contact Strategic Sourcing Support to unlock your account.
How can I change my password?	1. Hover over your name and click **User Profile**. 2. Click **Change Password**. 3. Enter your current password in the **Current Password** field and your new password in the **Password** field. 4. Save the change.

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Pipeline

Create Project or Contract Request

Context

You can submit projects for sourcing managers and other stakeholders to approve. You can plan and create sourcing requests. You can use intake to initiate projects and loop in sourcing and procurement teams for help at the appropriate stage.

Workday Strategic Sourcing automatically adds stakeholders based on approval flows to a new contract request. When a project or contract approver is not already in the stakeholder list on a project or contract that requires that approver's action, then we send the project or contract approver an approval needed notification and add them to the project or contract stakeholder list with Receive Email Notifications disabled.

Steps

1. On the home page, click **New Project**. Enter a **Title**, and select a project or contract type.
2. Depending on the project type or contract type you select, you can configure these options:

Option	Description
Attachments	Attach any relevant files to your project.
Contract Summary	When you select a contract type, the **Contract Summary** tab replaces the **Project Information**. You can add a **Category** and **Contract Description**.
Milestones	Add an estimated start and end date for your project.
Project Approvals	Strategic Sourcing adds approval groups automatically depending on what conditions that your request meets.
Related Projects	Create a new project or link your project to an existing one.
Sourcing	Add **Line Items**, **RFXS**, and **Auctions** to your project.
Stakeholders	Access **Open Stakeholder Director** to add stakeholders to your project. To add a new stakeholder to your project, click **Add New Stakeholder** and add their **Name** and **Email**. Set your **Stakeholder Sync Settings** to synchronize stakeholders for the supplier-related activities of the project: • Events • Forms • Performance Reviews

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Option	Description
Suppliers	Click **Add Supplier** to open the **Supplier Directory** and add suppliers to your project. To add a new supplier to your project, click **Suggest a Supplier** and add the: • Supplier Name • Contact Name • Email

The configurable options available might vary based on your organization.

3. When you've completed the project request, select **Submit Request**.

Result

When you submit your request for approval a pop-up notification displays on page with your request number. You also receive an email with your request number. You can track the status of your submission on your Projects and Requests home page.

Create Pipeline Projects

Prerequisites

Create suppliers.

Context

You can build and manage a sourcing project pipeline with planned, active, and completed **Projects**.

Steps

1. Navigate to your **Pipeline** and click the **New Project** or **Quick Add** button.
2. Give your new project a name, and add details in the remaining columns.
3. As you complete the project details, consider:

Option	Description
Project Details	Identify the basics for your **Project**, such as: • **Category** • **Project Description** • **Project Type**
Attach Documents	You and your stakeholders can upload supplier records and documents, up to a 5GB per file limit.
Financial Details	Add an estimate of your project's approved spend, estimated spending, and savings. Note: If the Requisition to Project Integration is enabled, the system will alert when a requisition's currency differs from the default to ensure accurate spend planning.
Sourcing Events	Create and manage all **Sourcing Events** related to your project.

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Option	Description
	You can launch new **Sourcing Events**, such as: • **Auctions** • **RFIs** • **RFPs**
Related Projects	Link your project to an existing project or create a new project linked to your current project.
Stakeholders	Invite others from your sourcing team or other colleagues to collaborate in the project and sourcing events.

Result

You can create sourcing events from your pipeline projects.

Next Steps

Set and regularly update the **Project Status** of your project.

Start Projects from Project Requests

Prerequisites

Receive an intake request form.

Context

You can enable your stakeholders to plan and create their own sourcing requests. Stakeholders can use intake to initiate projects and loop in sourcing and procurement teams for help at the appropriate stage. Using intake also enables you to standardize the way your business submits and executes internal requests.

Steps

1. Navigate to **Pipeline**.
2. In the **Requests** tab, click the project name of the request.
3. (Optional) Edit the details for the project.
4. In the **Stakeholders** section, add stakeholders to the project.
5. Change the status of the project on the action bar. As you complete this step, consider:

Option	Description
Canceled	The company administrator can customize the reasons for cancellation in the settings.
Planned	The start date for the project is in the future.
Active	You can select substatuses within an active project. The company administrator can set up these substatuses in the settings.
On Hold	The company administrator can set up the reasons for being on hold in the settings.

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Result

The project no longer displays in the **New Project Requests** section and, instead, displays in the project status section that you assigned it to.

Add Savings to Projects

Prerequisites

- Configure Savings Trackers in **Settings**.
- Create sourcing projects.

Context

You can track your spend and savings by configuring **Savings Types** on your **Projects**.

Steps

1. From a project, access **Project Information > Financial Details**.
2. Enter savings details and estimates. **Estimated Savings** and **Recognized Savings** display on **Savings Trackers** when they're set up in the current fiscal year.
3. Click the **Add Savings** button to record actual savings.
    - Strategic Sourcing includes **Recognized Savings** in **Savings Trackers** and counts them towards company **Savings Goals**.
    - Strategic Sourcing doesn't include **Unrecognized Savings** in **Saving Trackers** but you can report on them separately.
4. Add **Savings Type**, **Frequency**, **Date**, and savings **Total**.

    When you enter recognized savings as *Calculated* with start and end dates, **Recognized Savings** calculates up to the current date based on the total.

Result

Projects include savings and savings estimates.

Manage Attachments and Versions

Prerequisites

Create sourcing projects.

Context

You can upload, download, and manage versions of supplier documents.

Steps

1. Select **Navigate > Pipeline**.
2. Access your event.
3. Select **Attachments** from the **Project Information** menu.
4. As you complete this task, consider:

Option	Description
Drag/Drop Documents or Browse Files	You can add a new attachment and give it a **Record Name**.

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Option	Description
	A **Record Name** is distinct from a **File Name** but can share the same name as the file. Strategic Sourcing associates **Record Name** with all versions of the document.
Check Out	Prevents other users from updating a new version of a document.
Check In	Enables other users to upload new versions of a document. Only the user who previously checked out the document or your Company Admin can check it in.
Download	Download a copy of any document version.

Add Project Milestones to Pipeline Projects

Prerequisites

Create sourcing projects.

Context

You can break a sourcing **Project** down into smaller components, set individual milestone deadlines, and assign them to **Stakeholders**.

Steps

1. Access **Milestones** in your project.
2. Click **Add Milestone**, and enter a milestone name, completion dates, and assign to a team member.
   Strategic Sourcing adds these **Milestone** statuses:
   - **Active**: Milestone remains active until the date in the **Date** field passes or you click the **Mark Completed** button.
   - **Completed**: **Milestone** grid turns green.
   - **Needs Attention**: **Milestone** grid turns red to signal to the stakeholder that they need to complete more steps.
3. Click the **Milestones** button on your **Pipeline** dashboard to access a list of upcoming **Milestones** assigned to you.

Result

You can track and manage **Milestones** in your sourcing projects.

Manage Filters and Views in Pipeline and Contracts

Prerequisites

Create sourcing projects and contracts and have **Project Types** and **Contract Types** configured.

Context

You can apply filters to your projects or contracts and create filtered views. Use filters to narrow the projects or contracts listed on your dashboard to focus on a specific aspect of your projects or contracts.

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You can share different filtered views with other sourcing managers in your organization.

Steps

1. Access **Filters** from your project dashboard and select filter criteria.
2. Click the **Apply Filters** button.
3. Click the **Save As** button to save your filter and enter a **Saved View Name** and **Description**.
4. To share your **Saved View** with teams and teammates, select teammates from the drop-down menu.
5. Save the filter.

Result

You can access saved **Views** in **Projects**.

Send a Project for Approval

Prerequisites

Meet any of these requirements to send a project for approval:

- Stakeholders with Read/Write permission
- Sourcing owners

Meet any of these requirements to edit the approval workflow:

- Company admins with Read/Write permission
- Department admins with Read/Write permission
- Sourcing managers with Read/Write permission
- The sourcing owner of the project

Context

You can:

- Add ad hoc approvers, if enabled by a company admin.
- Send and monitor approval requests before project completion.
- Retract approval requests.
- Record approval details.

Company admins set up approval flows in your company settings. When a project meets the requirements for an approval flow, Strategic Sourcing adds that flow to the **Project Approvals** tab where you can preview the flow. A project can be assigned more than 1 approval flow. When a project has multiple approval flows, all flows must be completed before the project moves to the *Approved* status.

When an approver is in multiple approval flows or multiple phases of 1 flow, they only have to approve the project once.

Steps

1. Access the project you want to send for approval in your **Pipeline**.

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2. (Optional) To add ad hoc approvers, select the **Project Approvals** tab.
    a) Click **Preview Approval Flow**.
    b) Click **Edit Flow**.
    c) Enter a reason for the approval flow change.
    d) Click **Add Approver** to in the phase where you want to add an ad hoc approver.
    When an approval group requires all approvers to approve, you can reorder the approvers.
    You can't remove approvers from the existing approval group.
    e) Click **Apply and Send** to save the changes. Strategic Sourcing changes the project status to *Out for Approval*.
3. To send a project for approval, select *Send for Approval* from the **Project Status** prompt.

Result

Approvers in the first phase receive notifications to review the project and submit a decision.

Next Steps

Monitor the approval process in the **Project Approvals** tab.

Concept: Savings Trackers

Savings Trackers enable you to set goals and monitor financially recognized and unrecognized savings in your project **Pipeline**. Your company administrator can:

- Configure and schedule savings recognition.
- Create **Savings Types** such as:
    - **Cost Avoidance**
    - **Cost Savings**
    - **Hard Savings**
- Set a fiscal year start date and savings goal for the period.

As a sourcing manager, you can:

- Select a savings type when adding savings to a project.
- Set the recognition date of savings for a project.

Savings Trackers in Overview Charts

You can quickly view your savings against savings goals from the **Pipeline** page using the **Overview** tab.

Identified Savings

- **Active**: Displays estimated savings across all active sourcing projects. **Estimated Savings** must have a value. Estimated end dates must be in the current fiscal year. When there's no estimated end date, the **Actual Start Date** must be in the current fiscal year. **Estimated Savings** won't display if there's no start or end date.
- **Planned**: Displays estimated savings across all planned sourcing projects. Estimated dates must fall in the current fiscal year. The start date must be in the current fiscal year when there's no estimated end date, but there's an estimated start date. **Estimated Savings** needs start or end dates to display.

Realized Savings

- **Recognized**: Displays recognized savings across all completed projects based on the date or time range that you enter at the savings level.

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- **Projected**: Displays projected recognized savings across all completed projects based on the date or time range that you enter at the savings level.

Savings Goal

Your Company Administrator sets the Savings Goal for the fiscal year.

- **Realized**: The total amount of **Recognized** and **Projected** savings.
- **Gap**: The difference between current **Realized Savings** and **Financial Year Savings Goal**.
- **Bonus**: The difference between **Realized Savings** and **Financial Year Savings Goal**.

Concept: Project and Contract Status Reasons

When you change the status of a project or contract, you can select a reason for the status and add notes. Your company admin can customize those reasons to fit business needs for projects and contracts.

These project statuses can have reasons:

Project Statuses	Status Description
Canceled	You can cancel projects that have never been Active and are now inapplicable.
Needs Attention	
On Hold	
Does Not Need Attention	You can snooze or ignore Needs Attention reminders when you select this status. You can select Ignore, which will prevent all upcoming reminders and the item will no longer have the Needs Attention status. You can also select a number of days to snooze reminders.

These contract statuses can have reasons:

Contract Statuses	Status Description
Canceled	You can cancel contracts that have never been Active and are now inapplicable.
Termination	You can only terminate Active contracts.
Needs Attention	
Does Not Need Attention	You can snooze or ignore Needs Attention reminders when you select this status. You can select Ignore, which will prevent all upcoming reminders and the item will no longer have the Needs Attention status. You can also select a number of days to snooze reminders.

Adding more information about a status change in the Notes field provides an insight to change to the stakeholders of the project or contract.

When you change the status to Needs Attention, Strategic Sourcing sends an email to stakeholders who you set to receive email notifications. This email includes the reason and any notes that you add.

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Reference: Pipeline and Intake Email Notifications

As a sourcing manager, you can use this table to understand which scenarios different user types receive email notifications for. Links in email notifications link directly to the record that the link references.

Scenario	Sourcing Manager	Stakeholder
New project request submitted through Intake	Yes	Yes
Invitation to collaborate on a project	No	Yes
Projects assigned to you're marked as *Needs Attention*	Yes	Yes
Status of the project changed to *Completed*	Yes	Yes
Assigned a milestone	No	Yes
Your project milestones are marked as *Needs Attention*	Yes	Yes
Milestone date changes	Yes	Yes
Day a milestone is due	Yes	Yes
You mark your milestone complete	Yes	Yes
Team chat: sent automatically if individual stakeholders or all stakeholders are @mentioned. When there are no @mentions, you receive a digest of messages within 24 hours.	Yes	Yes
Team chat reminder: sent within 24 hours if messages are left unread.	Yes	Yes

Events

Change Event Currency

Prerequisites

Your Company Admin enables additional currencies for your company.

Context

If your organization does business in currencies other than USD, you can update your sourcing events to use the applicable currency.

Steps

1. Access your event.
2. In the **Setup Your Event** section, expand **Event Options**.

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3. Select a currency from the **Currency** prompt.

   Your selected currency applies to all currency fields in your event, including fields in your event worksheets.

Manage Events and Bids from Event Dashboard

Prerequisites

Create a sourcing event.

Context

Event dashboards enable sourcing managers, stakeholders, and evaluators to manage and monitor sourcing events.

Steps

1. Navigate to **Events** and select your event.
2. Select **RFP Options** to enable late bidding or revisions on bids after bid submission deadlines.
3. (Optional) Event Analysis subscribers can use the **Update Request** column in the **Bids Received** tab of the **Suppliers** table to go to **Event Analysis** to review supplier bids and start negotiations.
4. Click a supplier name on the **Suppliers** table to display a supplier action side panel that you can use to manage bids.

   You can use the action side panel to create proxy bids on behalf of suppliers.

   You can use **Supplier Chat** to communicate with suppliers.

Reference: Strategic Sourcing Events Use Cases

You have multiple supplier bidding rounds that you want to manage in one sourcing event.	Within one event, you can provide feedback requesting that suppliers change questionnaire responses or provide lower bid prices. When the supplier must see different information at each stage, you can't have multiple rounds of supplier bidding managed within 1 event. Workday recommends creating multiple events from 1 project so that supplier lists from a project carry over to the event. Similarly, you can only have 1 stakeholder evaluation per event. Once published, stakeholders can respond to all questions related to a supplier bid. Stakeholders can't evaluate multiple rounds in a single event.
You want to communicate additional RFx dates beyond the default three available in the timeline.	The dates available in the RFx timeline trigger email notifications to the supplier, and you can't edit or add to these emails. When you want to communicate additional key dates to suppliers, you can include those dates in the Description section of the event.

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RFx Event Templates

Steps: Set Up Sourcing Event Templates

Context

You can set up sourcing event templates so that you don't have to start sourcing events from scratch. Sourcing event templates enable you to:

- Quickly and efficiently create sourcing events that contain standard questionnaires, price sheets, and files.
- Minimize mistakes, typos, and other errors throughout your sourcing events by making exact copies of existing sourcing events.

Steps

1. Create Sourcing Event Templates .
2. (Optional) Create Templates from Existing Sourcing Events .
3. Start Sourcing Events from Templates .

Create Sourcing Event Templates

Context

You can create sourcing event templates to save you time when you start events in the future.

Steps

1. Navigate to **Events** and click **Start Sourcing Event**.
2. In the **Setup Your Event** section, expand the **Event Options** drop-down menu.
3. Select the **Template** check box.
4. Select who can use the template on the **Share Template With** prompt.
   The teammates you invite can't edit the template.
5. Save the template.

Create Templates from Existing Sourcing Events

Prerequisites

Create a sourcing event.

Context

You can create sourcing event templates from existing sourcing events instead of creating them from scratch.

Steps

1. Navigate to **Events**.
2. Click **Duplicate** from the **Options** menu of a sourcing event.
3. Open the duplicate sourcing event.
4. In the **Setup Your Event** section, expand the **Event Options** drop-down menu.
5. Select the **Template** check box.
6. Select who can use the template on the **Share Template With** prompt.
   The teammates you invite can't edit the template.

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7. Save the template.

Start Sourcing Events from Templates

Prerequisites

Create a sourcing event template.

Context

You can start your sourcing event from a template instead of starting it from scratch.

Steps

1. Navigate to **Events**.
2. In the **Templates** tab, click **Start Event From Template** from the **Options** menu of a template.

Auctions

Steps: Create an Auction

Context

You can create a reverse auction to achieve savings and gain better insight to the market price of each line item in an auction. With multi-lot auctions, you can group line items into different lots and add suppliers to lots that are relevant to them. Multi-lots enable you to manage an auction with multiple lots scheduled to start sequentially.

Steps

1. Select **Navigate > Events** and click **Create Auction**.
   You can also start an auction:
   - From a project. In the **Auctions** section of the **Sourcing** tab, click **Create New Auction**.
   - From a closed sourcing event. In the **Dashboard** of your closed event, select **Build Auction** from the **Download** drop-down menu.
2. Enter your auction details.
3. Configure your auction settings. As you complete this step, consider:

Option	Description
Auction Start	When left blank, your auction starts as soon as you click **Publish**. Workday recommends scheduling auctions for future dates to ensure your suppliers have time to sign up for Strategic Sourcing and prepare for the auction.
Auction End	Set the amount of time each lot in your auction will run for. The estimated end time updates when you add lots. Example: When you set this field to 15 minutes and enter a start time at 11:30 AM, the estimated end time displays 12:15 PM for an auction with 3 lots.
Auction Extension	Enter time extension parameters for your auction so that the auction stays open if suppliers continue to lower their bids. This prevents bid sniping and drives further savings.

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Option	Description
Currency	Select the currency that you want the auction to be in.
Minimum Bid Decrement	Enter an amount that the suppliers have to decrease their total bid by each time to update their current bid.

4. Configure Supplier View Auction Options.
5. Add suppliers in the **Invited Suppliers** section.

   You can add new suppliers in the **Supplier Directory** side panel.
6. Configure your auction lots.
   a) Click **Edit Items**.
   b) Add rows and enter item information for each item in the lot.
   c) (Optional) Click **Edit Lot Details** to rename the title of the lot or select to include a starting price.

      When you include a starting price, a new **Starting Price** column is added.
   d) (Optional) Click **New** in the **Auction Lot** tab to add a new lot.
   e) In the **Auction Lots** section on the **Build Auction** page, use the **Suppliers Invited to This Lot** prompt to assign specific suppliers to a lot.
7. Add suppliers on the **Invite Stakeholders** section.

   You can add new stakeholders in the **Stakeholder Directory** side panel.
8. Click **Publish**.

   When you publish your auction, you can't add or remove suppliers, or edit the lot worksheets.

Result

Suppliers receive an invitation to the auction. A countdown and the list of your lots displays if you publish a scheduled auction.

Next Steps

(Optional) You can pause an auction when it's live.

(Optional) You can end an auction when it's paused.

Related Information
Tasks
Create a Public Event
Edit Live Events
Analyze Completed Auctions

Configure Supplier View Auction Options

Prerequisites

Create a sourcing project and Auction in the Sourcing section.

Context

You can configure what information you want to make visible to auction bidders in relation to their competitors.

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Steps

1. Access your auction from your project or **Events**.
2. On the **Supplier View Options** section, configure visibility options per **Lot** and **Item**. As you perform this step, consider:

Option	Description
Lot	Displays the total bid from a supplier for a specific lot. Example: Select **Lot** for **Lowest or Not** to enable bidders to see their lot bid ranking.
Item	Displays individual item bid price of a supplier in relation to other suppliers. Example: Select **Item** for **Numerical Ranking** to enable bidders to see whether their bid for an auction item ranks **1st Place**, **2nd Place**, or **3rd Place**.
Include Best Price	Displays the current lowest bid value for **Lot**, **Item**, or both **Lot** and **Item**.

Result

Auction bidders only see information you configured for the auction event.

Concept: Live Auction

When your auction is live, you can view the **Auction Prices** chart that displays the activity of your suppliers. The page refreshes every minute so you stay updated on the bids of your suppliers. Suppliers can only submit bids that are less than their previous bids.

The **Overall Bids** table displays a clear breakdown of each supplier bid and your savings compared to the original bid. You can also view the activity status of your suppliers in this table. Next to each supplier name is a circle that indicates their status:

Circle	Status
Green, filled	Supplier is online and viewing the bid sheet.
Red, filled	Supplier is registered with Strategic Sourcing but hasn’t accepted their auction email invitation.
Red, open	Supplier hasn't registered with Strategic Sourcing and hasn’t accepted their auction email invitation.

When the auction ends, refresh your browser to ensure your suppliers submitted no new bids in the last few seconds of the auction that might have extended it.

Use Suppliers Chat During Live Auctions

Prerequisites

Start a live auction.

Context

Send direct messages to your suppliers during live auctions.

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Steps

1. From the auction bidding page, access **Suppliers Chat** to view a list of online, participating suppliers.
2. Select a supplier you want to communicate with.

   Other suppliers can't view messages between the sourcing team and the individual supplier.
3. New messages display in the **Suppliers Chat** box and next to the supplier name on the **Overall Bids** section.
4. Strategic Sourcing sends email notifications for any messages you send to offline suppliers.

Result

You and your suppliers send and receive messages during live auctions.

Reference: Auction Email Notifications

As a sourcing manager, you can use this table to understand which scenarios different user types receive email notifications for. Company admins only receive notifications for auctions when they're the sourcing owner or added as a stakeholder.

Scenario	Sourcing Manager	Stakeholder	Supplier
Invitation to collaborate on an auction	No	No	No
Invitation to participate in an auction	No	No	Yes
Auction scheduled	No	No	Yes
Auction live	Yes	Yes	Yes
Supplier submitted their bid	No	No	No
Specific auction lot is active	No	No	Yes
Specific auction lot closed	No	No	Yes
Auction chat sent	Yes	Yes	Yes
Auction paused	Yes	Yes	Yes
Auction closed	Yes	Yes	Yes
Supplier bid awarded or rejected (optional email sent by the sourcing manager)	No	No	Yes

Event Questionnaires

Create Multiple-Choice Questions

Prerequisites

Create a sourcing event.

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Context

You can create multiple-choice questions in your questionnaires to streamline the sourcing process.

Steps

1. Access your event.
2. In the **Build Response Sheet** section, select **Build Questionnaire** or **Edit Questionnaire** if you've already started one.
3. Select **Add Multiple Choice** from the **Questions** menu.
4. Click **Add Multiple Choice Questions Here** where you want to add the questions.
5. Enter your questions and answers. You can configure the answer options for suppliers.

   Multiple-choice questions don't have a limit on the number of options you can list.

   When creating multiple-choice questions, consider:

Option	Description
Require	Suppliers must provide an answer to the required questions to be able to submit the form.
Allow Supplier to Select Multiple Answers	Enables a multiselect question. You can't control how many options that you want your suppliers to select.
Allow Supplier to Include Comments	Provides suppliers with an option to add a comment to the question.

6. (Optional) After you create your questions, click the question to edit it and add scoring the multiple-choice answers.

Next Steps

(Optional) Link questions from your questionnaires to your event evaluations.

Add Auto-Scoring

Prerequisites

Create multiple choice questions for your questionnaire.

Context

You can use auto-scoring to evaluate the quality and content of supplier responses to your multiple choice questions. Adding auto-scoring to your questionnaire can save you time and focus on making strategic assessments based on questionnaire responses. You can't use auto-scoring for narrative responses.

Note: Auto-scoring doesn't display in exports of the event data or in the evaluation scorecard.

Steps

1. Access your event edit page.
2. In the **Build Your Response Sheet** section, select **Edit Questionnaire**.
3. Click to edit your multiple-choice question.
4. Add scoring for each answer next to the answer text box.

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Result

When you compare the bids you receive, you can expand the **Questionnaire Responses** section to view the auto-scores for supplier answers. You can use **Edit Automatic Scoring** in **Compare Bids** to add or change the auto-scoring.

Add Auto-Scoring to the Event Analysis

Prerequisites

Have multiple choice questions in your event questionnaire.

Context

You can use auto-scoring to evaluate the quality and content of supplier responses to your multiple choice questions. Adding auto-scoring to your questionnaire can save you time and focus on making strategic assessments based on questionnaire responses.

Note: Workday Strategic Sourcing doesn't doesn't display auto-scoring results in exports of the event data or in the evaluation scorecard. You can't use the auto-scoring results in reports.

Steps

1. Access**Event Analysis** in your event.
2. Select the **Questionnaire** tab.
3. Click**View Settings**.
4. In the**View Options**section, select the *Show score options* check box under **Multiple Choice**.
5. Click**Update**.
6. Select the **Add Scores** icon next to your multiple choice questions to add auto-scoring.

Result

You can view the auto-scores for supplier answers in the **Questionnaire Responses** section.

Sort Sections

Prerequisites

Add sections to your questionnaire.

Context

You can rearrange the sections, subsections, and questions in your questionnaires in any order you'd like.

Steps

1. Access your draft event.
2. In the **Build Response Sheet** section, click **Edit Questionnaire**.

   To add a questionnaire, click **Add Questionnaire**.

   You can also sort sections of the questionnaire in the **Build Response Sheet** section. Click the draggable icon and move sections into your desired order.
3. Click **Sections** in the top action bar.
4. In the **Sections** side panel, click and drag sections into your desired order.

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5. To move questions, click the question you want to move.
    a) Click the **Move** button.
    b) To move the question to another section, select the section from the prompt.
    c) To move the question within the current section, click **Move Here** between questions.

    You can also move entire subsections, including all the questions within, using these options.

Event Worksheets

Build an Event Worksheet

Context

You can collect supplier data, such as line item pricing, using event worksheets. You can also use event worksheets to compare and analyze supplier bid submissions at the conclusion of your event.

Steps

1. Select **Navigate > Events**.
2. Access your event.
3. In the **Build Your Response Sheet** section of your event, click **Add Worksheet**.
4. Select a **Worksheet Template** or **Add a Blank Standard Worksheet**.

    When you select multiple worksheet templates, you create a worksheet for each template selected.
5. Click the worksheet name to open and edit the worksheet.
6. (Optional) To edit the worksheet title and add notes for the supplier, click **Edit Worksheet Details**.
7. (Optional) Add new columns to the default event worksheet on the **Add Column** tab.

    In the **Column Names** section, copy and paste column headers from a spreadsheet or enter them manually. Use a single-line break to separate column headers.
    a) Edit a column to define the type.

        Column types set to *Text* accept any combination of characters and numbers. Columns set to *Number* or *Currency* only accept numeric values. Columns set to *Formula* calculate numeric values based on the formula you input.

        To calculate the sum of columns with numeric values, select **Calculate Total** when editing the column.
    b) Define the supplier visibility. As you complete this step, consider:

Option	Description
Show to Supplier	Suppliers can view the column but can't modify the information.
Supplier Fills	Supplier inputs the information.
Hide From Supplier	Supplier can't view the column. This visibility type can be used to include data for internal reference. Example: past pricing information.

8. (Optional) Click and drag column headers to reorder columns.
9. (Optional) To delete columns, select the drop-down menu next to the column title.
    a) From the filter view, click the menu icon.
    b) Select **Delete Column**.
10. (Optional) To add sections to your worksheet, click **Add Section** when viewing the worksheet.

    Strategic Sourcing duplicates your column setup, but you can populate the cells with new information. You can use sections to collect bid amounts that might vary between supplier regions.

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Next Steps

Copy and paste in data from a spreadsheet, or enter data manually.

Configure your **Worksheet Supplier Visibility** for each worksheet and its sections that you create to enable suppliers to view only the items relevant to them.

Set Up Required Columns

Context

You can require responses for certain sections of your event worksheets, enabling you to collect all necessary information before suppliers can submit their bids. You can also set a range of values or prices that limit responses and influence suppliers to enter within an ideal range.

Steps

1. Expand the drop-down menu from the header of the column you want to require.
2. Select **Required > Yes**.

   When a supplier enters data in the event worksheet for any of the other columns, this column now also requires data entry for those rows.
3. (Optional) To make your entire column required regardless if suppliers enter data elsewhere, select the **Require Response On All Line Items** check box.

   Note: Ensure you set the visibility of your required columns to *Supplier Fill*.
4. (Optional) To set a specific range for a selected column, select **Edit Column** and enter your **Required Range**.

   Suppliers can only submit their bids if the values they enter are within the required range.

Result

Suppliers who haven't completed the required columns in your event worksheet receive an error message when attempting to submit their bids.

Concept: Linked Event Worksheets

Linked event worksheets enable you to collect and migrate data from 1 sheet to another. You can:

- Consolidate data from multiple sheets.
- Break out components of complex event worksheets into new sheets.
- Connect data across sheets.

Linked event worksheets help you run sourcing events with several sheets, as well as build more flexible bid sheets to capture supplier responses. Common use cases for linked event worksheets include:

Use Case	Description
Freight Costs	Collect freight costs per pound to various locations, and use pricing to calculate the fully landed cost of each item. Prices are the same across the different items.
Project Costs	Collect rate cards on 1 sheet, then select titles and quantities on a second sheet to build the cost of a project.
Facility Information	Collect general information about production facilities on 1 sheet, then use that information on a second sheet.

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Use Case	Description
Currency Conversion	Store rates on 1 sheet and run conversions on a second sheet.

Reference: Event Worksheet Formulas

When gathering pricing information from suppliers, you can use formulas to calculate different outputs based on their provided data. You can create both simple and complex formulas.

Basic Formulas

Regular formula building supports these basic operations:

- Add
- Subtract
- Multiply
- Divide

You can build out formulas using these operations by referencing any column set as a numeric or currency field column.

When you begin building a new event worksheet, it automatically includes these columns:

Column	Field Type
Title	Text
Unit of Measure	Text
Quantity	Numeric
Price	Currency
Extended Priced	Formula (Quantity * Price)

You can edit and delete columns to customize your event worksheet.

You can also create calculated columns by setting your column type to *Formula*. Select column header names as variables to pull into the formula. Enter numbers and functions, or select from the function options.

Advanced Formulas

To perform more complex calculations, you can use advanced formula options in the Formula Builder, including these functions:

Function	Description	Format
ABS	Calculates the absolute value of the input.	ABS(value)
AVG	Calculates the average of a set of values.	AVG(value1, value 2, …)
FLOOR	Rounds a number (towards zero) to the nearest specified multiple of significance.	FLOOR(value, significance)
IF Statements	Calculates a value based on specified conditions.	IF(something is true, then do something, otherwise do something else)

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Function	Description	Format
MIN	Calculates the smallest value from a supplied set of numeric values.	MIN(number1, [number2], …)
MAX	Calculates the largest value from a supplied set of numeric values.	MAX(number 1, [number2], …)
POWER	Calculates a value raised to a specified power.	Power(value, to the power of)
ROUNDDOWN	Rounds data down to a given number of digits.	ROUNDDOWN(value, number of digits)
ROUNDUP	Rounds data up to a given number of digits.	ROUNDUP(value, number of digits)
SQRT	Calculates the square root of the entered value.	SQRT(value)
SUM	Calculates the sum of a series of values.	SUM(value 1, value2, …)

You can also use these symbols in the Formula Builder:

Math Operators	Comparisons
+	<
-	>
*	< =
/	> =
%	< >
^	! =
|	=
&	

To ensure that your formulas are working properly, use the **Preview** button on your event worksheet. Preview mode enables you to enter supplier data and test your formulas.

Example: Build Linked Event Worksheets

This example illustrates how to build linked event worksheets to convert different currencies on to your bid sheets.

Context

You're a buyer in the United States running an event with suppliers in different European countries. You want to convert the currency of the supplier bids into USD.

Prerequisites

Submit a Customer Care case in Community for Strategic Sourcing Instance Management, and select the Enable Feature option. Specify the *linked_worksheets* feature flag, the Sourcing module, and the name of

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the environment where you want to enable the flag. You can find environment names in your company profile in **Settings**.

Steps

1. Access your event.
2. In the **Build Response Sheet** section, select **Add Worksheet**.
3. In the **Add New Worksheet** side panel, select **Add a Blank Standard Worksheet** and click **Add**.
4. Click **Edit Worksheet Details** to rename the worksheet to *Conversion Rates*. Click **Save & Close**.
5. Click the **Edit Column** drop-down menu and select **Remove All Columns**.
6. Click **Delete All Columns** to confirm deletion.
7. Click **Add Column** and add these 2 columns:

Column Name	Column Type
Currency Type	Text
Conversion Price	Currency

   Ensure you select *Show to Suppliers* for **Visibility** in both columns. Suppliers need to see the currency types in the drop-down menu of this column.
8. To base the conversion rate in USD, enter 2 rows:

Currency Type	Conversion Price
USD	1
EUR	0.94

9. Click **New** to add a new blank standard worksheet and create your bid sheet.
10. Click **Add Column** while in the new worksheet, name the column *Quoted Price*, and enter these values:

Field	Select
Type	*Number*
Visibility	*Supplier Fills*

11. Click **Save**.
12. Click **Add Column**, name the column *Currency*, and enter these values:

Field	Select
Type	*Lookup*
Source Worksheet	*Conversion Rates*
Source Key Column	*Currency Type*
Visibility	*Supplier Fills*

13. Click **Save**.
14. Create another column, name it *Extended Price in US Dollars*, and enter these values:

Field	Select
Type	*Formula*
Visibility	*Show to Suppliers*

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15. Click **Save**.
16. Click into the **Extended Price in US Dollars** column and click **Edit Column**.
17. Click **Edit Formula**.
18. Enter this formula to convert the quoted price from the supplier currency into USD: *Quantity * (Quoted Price * Source Field(Currency, Conversion Price))*.

    Use *Source Field* to lookup the value for the conversion price associated with the option selected by the supplier for currency.
19. Click **Save Formula**.
20. In the **Edit Column** side panel, click **Save** and close the panel.
21. Right-click in the **Price** column and select **Delete Column**.
22. Right-click in the **Extended Price** column and select **Delete Column**.
23. Test your formula:
    a) Enter *1* in the **Quantity** column for row 1.
    b) Click **Preview**.
    c) In the **Quoted Price** column, enter *1*.
    d) In the **Currency** column, select *USD*.

       The **Extended Price in US Dollars** column displays *1.00*.
    e) In the **Currency** column, select *EUR*.

       The **Extended Price in US Dollars** column displays *0.94*.

Supplier Invitations

Invite Suppliers

Prerequisites

Start a sourcing event.

Context

You can invite suppliers to participate in your sourcing events.

Note: A supplier receives certain data when you invite them to RFx events, auctions, or reviews. Once you publish an event, the event data becomes available in the supplier portal. For example, if you:

- Change the due date of a published event, that event updates in the supplier portal.
- Remove an auction, that auction is removed in the supplier portal.

Remove the supplier from the event to stop sending this data. When you remove a supplier from an event, that supplier can no longer access the event data in the supplier portal.

Steps

1. Navigate to **Events** and access your sourcing event.
2. In the **Invite Suppliers** section, click **Open Supplier Directory**.

   When you have commodity codes enabled, you can add all suppliers that use that commodity code. Add the commodity code to your event in the **Commodity Code** section. After you add suppliers using commodity codes, you can modify the **Invite Suppliers** list by adding or removing suppliers.
3. (Optional) Add new suppliers to the supplier directory.
4. Add the suppliers that you want to invite to the event.
5. Publish the sourcing event.

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Result

When you publish your sourcing event, all the invited suppliers receive an email invitation. The suppliers can use this invitation to sign up for Strategic Sourcing.

Run Test Events

Prerequisites

Create a sourcing event.

Context

You can duplicate and test your sourcing event before you publish it to gain insight into the entire supplier experience from start to finish. Alternatively, you can preview what your supplier sees by clicking **Preview** on the action bar as you build your sourcing event.

Steps

1. Navigate to **Events** and access your sourcing event.
2. Click **Duplicate** from the **Options** menu of your sourcing event.
3. Access the duplicate sourcing event.
4. In the **Invite Suppliers** section, click **Open Supplier Directory**.
5. Add a new supplier to the event using an email address that you can access.

   Workday recommends adding your work email address as the supplier email. When you use your work email, you can quickly switch active companies from the **User Navigation** menu.
6. Publish the duplicate sourcing event.
7. To test the duplicate sourcing event, use the email invitation sent to your email address.

Send Customized Invitations

Prerequisites

Publish a sourcing event.

Context

You can send your supplier a customized invitation from Strategic Sourcing.

Steps

1. Access **Navigate > Events**.
2. Select your sourcing event.
3. In the **Suppliers** section of the **Dashboard**, select a supplier.

   Only supplier contacts that have never activated their account are able to receive custom invitations.
4. Click **Send Custom Invite**.
5. Enter the subject of the email and the invitation, and click **Send Email**.

   You can't include hyperlinks in the email.

Send Introductory Emails

Prerequisites

- Start a sourcing event.
- Invite a supplier to the sourcing event.

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Context

You can send an introductory email to your suppliers before you publish a sourcing event. Strategic Sourcing provides you with a default draft message that includes the most important information to share with your suppliers. You can customize the message to fit your needs.

Introductory emails can increase supplier engagement and give you the ability to:

- Promote the opportunity by informing your suppliers the size of the deal, a new partnership, or a need for innovation.
- Simplify the event process by providing more information on support for Strategic Sourcing and your event requirements.

Steps

1. Navigate to **Events > Events** and access your sourcing event.
2. In the **Invite Suppliers** section, click **Draft Introductory Email**.
3. Select the email client you use.
4. Select which suppliers to send the email to and click **Draft Email**.
5. Edit the email in your preferred email client.
6. Send the email.

Concept: Terms and Conditions Documents

Company Administrators can enable terms and conditions documents for organizational use. Sourcing managers can apply those terms and conditions to events. Suppliers must agree to the terms and conditions before they can access events.

You can enable these documents for organizational use by clicking **Add New Terms** on **Sourcing & Auctions > Terms and Condition** on **Settings**.

When at least 1 supplier has agreed to the terms and conditions, you can click **Download** to export an Excel file of the event. In the **Terms and Conditions** tab of the Excel file, each row displays:

- Supplier.
- Type of terms and conditions.
- Response.
- Supplier user that agreed and their email.
- Full text of the terms.

Live Sourcing Events

Create a Public Event

Prerequisites

A company admin must select the **Show "Public"** check box in the **Built-in Fields** section of your global settings.

Context

You can create and share a sourcing event publicly so any potential supplier can access it without an invitation from the sourcing team.

Steps

1. Access the Event edit page.
2. Select **Event options** in the **Set Up Your Event** section.
3. From the **Public** prompt, select **Yes**.

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4. (Optional) Select **Share RFP** to access the URL link for your event, as well as script code that you can embed on your website. The **Share RFP** button displays when you select *Yes* for **Public Bid** in the **Event options** section.

   Note: Once suppliers sign in to access your public event, they must reopen the event URL. It doesn't display on their home page automatically.

Steps: Create a Public Event for the Public Sourcing Site

Prerequisites

A company admin enables and configures the public sourcing site for your organization.

Context

You can create and share a public sourcing event so that it displays on your public sourcing site. Potential suppliers can access the event without an invitation from the sourcing team.

Steps

1. Create a new project.
2. Select the **Sourcing** tab in the project.
3. Click **Create New RFX**.
4. Select **Create Public Event**, and click **Create New RFX**.
5. Complete the **Event Set Up** section. You can add:
   - A title.
   - A description of the event.
   - Any relevant attachments.
   - Commodity codes, if enabled by a company admin.

   You can also update the **Internal data** and **Event options**.
6. Enter deadlines in the **Set Your Timeline** section.
7. (Optional) Invite suppliers to your event. You can select **Restrict by Invite** to allow only invited suppliers to bid on your event. The event still displays on your public sourcing site.
8. Createquestionnairesorworksheetsfor your event. You can also request documents from suppliers.
9. (Optional)Create an evaluation.
10. Invite Stakeholders.
11. Publish your event.

Result

Your event displays on the public sourcing site of your company.

Link to Existing Projects

Prerequisites

Have *Read/Write* permission on both the event and project.

Context

You can link an event to an existing project in pipeline.

Steps

1. Access your event.

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2. Select **Link to Existing Project**.
3. Search your existing projects.
4. Select your project.

Result

You can now view the current project link on your event.

Next Steps

Select **Update Project Link** to update the link if necessary.

Set Up Sealed Bids

Context

You can seal bids on your event so you can't open them before the final submission deadline. A sealed bid event ensures a fair bidding process and is often a requirement for public and governmental institutions. When you seal bids:

- Suppliers can submit bids at any time.
- You as the buyer can't open them until your bid submission deadline passes.

Steps

1. Access the **Setup Your Event** page.
2. Select **Event Options**.
3. From the **Sealed Bids** prompt, select **Yes**.
   Your selection applies across all supplier bids.
   This prompt is only available if a company admin has enabled sealed bids in **Settings**.

Result

The bids you receive on your purchasing event won't be viewable by you or anyone on your team until the deadline has passed.

Add or Remove Suppliers

Prerequisites

Publish a sourcing event.

Context

You can add or remove a supplier from a published sourcing event.

Steps

1. Access your event dashboard.
2. Select the **View Event** tab.
3. In the **Suppliers** section, select **Add Supplier**.

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4. In the **Invite Suppliers** section of the event, add or remove a supplier.

   To add a supplier:

   - Select **Open Supplier Directory**, then select the check box next to the name of the supplier you'd like to add to the event.

   To remove a supplier:

   - Select the **Delete From RFP** button next to the name of the supplier you'd like to remove from the event.

     Note: Deleting the supplier permanently removes all data associated with their bid for this event.
5. (Optional) In the **Build Your Response Sheet** section, click **Edit Supplier Visibility** to modify visibility to worksheets for new suppliers.
6. Click **Publish Updates**.

Bypass Terms of Participation for a Supplier

Prerequisites

Publish an event.

Context

You can bypass the terms of participation for a supplier.

Steps

1. Access your event.
2. In the **Suppliers** section of your event dashboard, select the name of the supplier.
3. In the **Supplier Information** section of the **Invited Supplier** side panel, select the **Agreed to Terms of Participation** check box.

Result

The supplier can access the event without needing to agree to your terms of participation.

Request Documents

Prerequisites

Create an event.

Context

You can request suppliers to upload specific documents to their bids, such as:

- Signed contracts.
- Product information.
- Proof of insurance.

Documents will save to supplier bids for you, making them easily accessible and exportable.

Steps

1. When building a sourcing event, find the **Documents** area in the **Build Your Proposal** section.
2. To identify what documents suppliers should upload, enter a document name and description, as well as instructions if needed.

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3. (Optional) Mark documents as required.

   Note: If you mark a requested document as required, suppliers can only submit their bids to you if they upload a file.
4. Select **Add** to save your document request to your event.

Next Steps

Once suppliers submit their bids, download the documents each supplier uploaded individually or in a zip file.

Invite Stakeholders

Prerequisites

Create an event.

Context

You can invite stakeholders from across your company to collaborate with you on your sourcing event. Stakeholders can access the buyer-side of your event. Often, stakeholders are people from other teams or departments who might be helpful in the event process. Stakeholders can help you:

- Build out your event.
- Answer questions from suppliers.
- Review and evaluate submissions.

You can invite stakeholders before and after you publish the event. When you create a sourcing event from a project, Workday carries over the stakeholders who are already on that project to the event.

Steps

1. Access the **Invite Stakeholders** section of your event.
2. Click **Open Stakeholder Directory**.
3. Select stakeholders to add to your event and individually set their permissions. As you complete this step, consider:

Option	Description
Read Only	Stakeholder can view the sourcing event and corresponding supplier submissions, and can complete evaluations to submit to the sourcing manager.
Answer Q&A	Stakeholder has all the rights of a read only stakeholder. In addition, the stakeholder can answer assigned questions in the message center. Note: The event owner must approve the answer before sending to suppliers.
Read/Write	Stakeholder has the same permissions as the sourcing manager: full access to edit the sourcing event, invite suppliers, respond to questions, and so on.

   You can modify stakeholder permissions before, during, or after running an event.

   To delete a stakeholder who isn't assigned as the Owner from the event, click **Delete** under the **Send Message** option on their row.

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4. (Optional) To add a new stakeholder, click **Add New Stakeholder**.
    a) Enter the name and email address of the person that you want to invite as a stakeholder, and configure their permissions.
    b) Click **Save & Add to Event**.
5. Select **Add to Event**.

Result

Stakeholders from your Stakeholder Directory receive an email invitation to the sourcing event when you publish the event.

New stakeholders receive an email invitation to set up their account and access the sourcing event when you publish the event.

Change Event Owner

Prerequisites

- Create a sourcing event.
- Add the new owner of the event as a stakeholder of any role.

Context

You can change the owner of a sourcing event after you've already created it. The creator of the event is the event owner by default.

Steps

1. Access the **Invite Stakeholders** section of your event.
2. Select the **Edit** button next to the name of the new owner.
3. Select **Owner** from the drop-down menu.
   There must always be an event owner, and there can only be 1 event owner at all times.

Result

The previous event owner remains as a stakeholder on the event. They have read/write permissions instead of event owner permissions.

Related Information
Tasks
Invite Stakeholders

Edit Live Events

Prerequisites

Publish an event.

Context

You can make edits to an event you've already published. When you update an event, you can:

- Change the event name.
- Add new questions.
- Add new suppliers.
- Adjust deadlines.
- Reconfigure your event worksheets.

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- Make any other desired edits.

Steps

1. Access your event.
2. Select the **View Event** tab.
3. Click **Edit RFP**.

   Note: Your suppliers can still access and update their bids while you're editing your event. Editing an event doesn't remove it or prevent suppliers from accessing it.
4. Make your edits.
5. To publish changes, click **Publish Updates**.

   Your event status changes from *Published Currently Editing* back to *Published* once you publish your updates.

Next Steps

Notify your suppliers of any updates that you've made to your event.

Related Information
Concepts
Concept: Message Center
Tasks
Request Bid Updates

End Sourcing Events Before Deadline

Prerequisites

You must have a published sourcing event, such as an RFP, RFI, or RFQ.

Context

Workday Strategic Sourcing provides a direct and efficient way to close your sourcing events (RFPs, RFIs, and RFQs) before their original deadline. This is useful when you've already received enough competitive bids and are ready to move forward with the award process, allowing you to streamline evaluation and award decisions without delay.

When you close your event early, Strategic Sourcing doesn’t automatically notify the invited suppliers. We recommend that you send a Message Center Announcement to all invited suppliers to inform suppliers that the event is closed. See Send Messages to All Suppliers.

Steps

1. Select **Navigate > Events**.
2. Select the specific sourcing event that you wish to close early.
3. From the **Download** menu, select **End Before Deadline**.
4. Click **Confirm**.

Result

Strategic Sourcing:

- Immediately closes the event, preventing suppliers from submitting any further bids.
- Automatically updates the submission deadline date for the event to reflect this earlier closure time.

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FAQ: Closed Events

How do I reopen a closed event?	With live editing, you can reopen a closed event. First open and begin editing your event. On the project timeline, edit the bid submission deadline. To reopen the event, change the deadline to a date and time in the future. You must click **Publish Updates** for the event to reopen.
Can I add new suppliers to a reopened event?	When live editing your event, you can add or delete suppliers in the **Invite Suppliers** section.
How do suppliers know I've reopened an event?	Use the **Message Center** to notify all invited suppliers that the due date has changed.
Can suppliers submit bids after the deadline?	You can enable suppliers to submit their bids past the deadline when you're building out your event. Under the **Event Options** section, select either *Yes* or *No* from the **Late Bids** prompt. You can also change whether suppliers can submit late bids at any time. Select or clear the **Allow Late Bids** check box on the event dashboard. If you: • Select the check box, suppliers are still able to submit bids after the event closes. In this case, reopening an event might encourage more suppliers to submit bids, but it's not necessary. • Clear the check box, you must extend the submission deadline in order to enable additional submissions. Another way to give suppliers more time to work on their bids is by extending the submission deadline.

Provide Question Feedback

Prerequisites

Suppliers submit responses to your questionnaire.

Context

You can provide feedback to suppliers on your questionnaires when misunderstandings or mistakes occur. Question feedback enables you to communicate with suppliers and request updates question-by-question directly within their submitted responses. Giving feedback makes reviewing supplier submissions more efficient and accurate, and helps streamline the communication process.

You can only provide question feedback while an event is published.

Steps

1. Access the **Suppliers** section of your event.
2. Click a supplier name to open the **Invited Supplier** side panel.
3. Click **View Bid** to open a supplier response.

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4. Click**View** to review responses to your questionnaire in the **Response Sheets** section of the supplier bid.
5. Select **Add Feedback** from the side panel.
6. Enter your requests for clarification into the fields next to each question, where applicable.
7. Select the **Prepare Summary** button to save and summarize your comments.
8. On the **Questionnaire Feedback** page, set a new submission deadline for the supplier and draft an email to provide further details or clarification of your update request.

Next Steps

View the history of supplier responses by accessing the questionnaire responses on their resubmitted bids.

Related Information
Tasks
Request Bid Updates

Manage Proxy Bidding

Context

You can use proxy bidding when a supplier is unable to submit their bid online. Proxy bidding enables you to submit or update a bid on behalf of a supplier. When you use proxy bidding, you can ensure that all data is available to compare in 1 location.

Proxy bidding is available for:

- All sourcing events.
- Supplier performance management.
- Supplier forms.

You can also use proxy bidding to update event worksheets and questionnaire responses on behalf of your supplier.

Steps

1. Import a new bid or update an existing bid by accessing the **Invited Suppliers** section of your event dashboard.

   The process for importing a new bid and updating an existing bid is the same.

   Note: When updating an existing bid:

   - If your supplier has already started working, the bid export file contains all of their currently entered work.
   - If you change bid information for your supplier, the import overwrites the supplier bid to match the current file that's importing. You retain a record of the previous supplier bid after import.
   - After updating a supplier bid, the supplier can see the most current bid information in their account upon logging in.
2. Select the supplier that you're proxy bidding for.
3. In the side panel, click **Import Bid**.
4. Click **Export Bid Sheet**.
5. Enter the answers for your supplier into the spreadsheet, then save the updated file to your computer.

   Only enter answers in light blue cells within the file.
6. When you're ready to import the bid, click **Import**.
7. Attach the completed spreadsheet file on your computer under the **Attach Bid Sheet** section. Attach additional documents if needed.

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8. Select the **Submit Bid Sheet** button.

   Note: Importing a bid might take a few minutes. If the import process lasts longer than 5 minutes, contact support for assistance.

Resend Invitations

Prerequisites

Send an event invitation to a supplier.

Context

You can resend a sourcing event invitation to a supplier after publishing the sourcing event. You can do this when:

- Suppliers are unable to locate the original sourcing event invitation email.
- You'd like to send a reminder to those who have not accessed the sourcing event.
- The default Workday invitation.
- A customized invitation.

Steps

1. In the **Suppliers** section of your sourcing event, select the supplier.
2. In the **Invited Supplier** side panel, select a resend option. As you complete this task, consider:

Option	Description
Resend Invitation to All Contacts	Automatically resends an invitation email to all supplier contacts.
Resend Invitation	Automatically resends an invitation email to a supplier contact.
Send Customized Invitation	Opens an email draft in your default email client for you to edit and send to the supplier using your email address.

Related Information
Tasks
Send Customized Invitations

Sync Event Dates to Calendars

Prerequisites

Publish a sourcing event.

Context

You can download event deadlines for a sourcing event and add them to your personal calendar.

Steps

1. Select the **Download Calendar Events** button from the confirmation page for the publication of your event.
2. Import the downloaded ICS file into your external calendar.

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Result

The deadlines you've set on your event display in the calendar where you imported them.

Request Bid Updates

Prerequisites

Suppliers submit bids on your event.

Context

You can request bid updates from your suppliers. Bid updates are helpful when:

- Suppliers misinterpret requirements or provide incorrect information.
- A supplier needs to make edits after the bid submission deadline.
- You'd like to do a modified best-and-final round from a select group of suppliers.

In your request, you can also write a note to your suppliers, attach documents, and provide a timeline specific to the request.

Steps

1. Access your event.
2. In the **Invited Suppliers** section, either:
    - Click the name of your supplier. In the **Invited Supplier** side panel, click **Request Bid Update**.
    - Select **Compare Bids**, then expand the **Actions** menu beneath your supplier and select **Request Bid Update**.
3. Complete the **Request Update** page.
4. Select the **Preview** button to view your drafted bid update request as your supplier will see it.
5. Select **Request Update**.

Result

Your bid update request sends to your supplier in an email that includes you.

Communications

Send Direct Messages to Suppliers

Prerequisites

Publish or close a sourcing event.

Context

You can use the supplier chat to send messages directly to a supplier to discuss a published or closed sourcing event. While the messages are private between the sourcing team and the supplier, the stakeholders for the buyer can view the messages. Stakeholders must have Answer Q&A or Read/Write permissions to send messages directly to suppliers.

Steps

1. Select **Navigate > Events**.
2. Access your sourcing event.
3. Click **Supplier Chat** and select a supplier.

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4. Send your message.

Result

When you send your message, the supplier receives an email notification.

Related Information
Tasks
Send Messages to All Suppliers

Send Messages to All Suppliers

Prerequisites

Create a sourcing event.

Context

You can send messages to all the suppliers for a sourcing event using announcements.

Steps

1. Select **Navigate > Events**.
2. Access your sourcing event.
3. Click the **Message Center** tab.
4. Select the **Send Announcement To All Suppliers** section.
5. Enter your message and click **Send Announcement**.

Related Information
Tasks
Send Direct Messages to Suppliers

Assign Questions to Stakeholders

Prerequisites

- Create a sourcing event.
- Add your teammates as stakeholders to the event.

Context

You can assign your stakeholders questions from suppliers to answer. Stakeholders must have Answer Q&A or Read/Write permissions to answer questions.

Steps

1. Navigate to **Events > Events** and access your sourcing event.
2. Click **Message Center**.
3. Select a stakeholder on the **Assign To** prompt for each question.

Result

The stakeholder receives an email notification that you assigned them a question to answer.

Related Information
Concepts
Concept: Message Center

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Concept: Team Chat

Team chat enables you to communicate with your stakeholders within a sourcing event. You can keep everyone updated on the project and eliminate long and confusing email chains among teammates.

To access the team chat, access your sourcing event and click **Team Chat** on the action bar. Each sourcing event has its own team chat.

Team chat enables you to:

- @mention stakeholders to send email notifications to them. You can only mention stakeholders who have accepted their email invitation to participate in the sourcing event.
- Share files.
- Enter comments that link to the page you were on when you left your comment.
- Remove comments.

Sourcing managers and stakeholders receive email notifications for these scenarios:

- Someone @mentions them. They receive the email immediately.
- Someone @mentions all stakeholders. Sourcing managers and stakeholders receive the email immediately.
- Messages are unread for 24 hours. Strategic Sourcing sends a digest of all messages left unread for 24 hours.

Concept: Message Center

The message center is the line of communication between sourcing managers and suppliers on any given sourcing event. The sourcing manager can send messages to suppliers, and suppliers can send questions to the sourcing manager. Each sourcing event has its own message center.

The message center eliminates the need for communicating with suppliers through email because you can:

- Answer a question directly or share the answer with all suppliers.
- Send messages to all suppliers.
- Attach files to your answers and messages to suppliers.

Answering Supplier Questions

When a supplier submits a question to you through the message center, you can answer the question yourself or assign it to a stakeholder with *Answer Q&A* or *Read/Write* permissions. You can access the **Message Center** by accessing the event and selecting the **Message Center** tab in the navigation pane.

When you answer a question yourself, you can send the answer directly to the supplier that asked it or share the question and answer with all suppliers. When you share a question and answer, Strategic Sourcing makes the supplier that asked the question anonymous. You can edit the question before sharing it.

Stakeholder Permissions

Stakeholders with a permission level of:

- Read Only have no access and aren't able to answer questions.
- Answer Q&A have restricted access and can answer questions, but the sourcing event owner must approve the answers.
- Read/Write have full access and can answer questions independently. They're able to send their answer directly to the supplier or share the question and answer with all suppliers.

Supplier Question Deadlines

You can set a supplier question deadline when you build a sourcing event. After the deadline passes, your suppliers can no longer submit questions for the sourcing event.

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To modify a supplier question deadline for a closed sourcing event, contact the support team.

Notifications

The sourcing manager and stakeholders with read and write permissions receive message center notifications through both email and Strategic Sourcing. These notifications ensure that they're aware of message center activity, such as a supplier sending a question or a stakeholder answering a question.

Strategic Sourcing sends email notifications in twice-daily intervals to limit the number of emails sent to your suppliers and stakeholders.

Sourcing managers and stakeholders receive email notifications in these scenarios:

- A supplier asks a new question in the **Message Center**.
- A sourcing manager or stakeholder posts a new answer to a question.
- A sourcing manager or stakeholder sends a new message to all suppliers.

Stakeholders also receive email notifications when assigned new questions.

Suppliers receive email notifications when the sourcing team:

- Posts a new answer.
- Sends a new message to all suppliers.
- Shares an answer with all suppliers.

Related Information
Tasks
Assign Questions to Stakeholders

Reference: Events Email Notifications

As a sourcing manager, you can use this table to understand which scenarios different user types receive email notifications for. Company admins only receive notifications when a another company admin invites a new team member to the **User List**.

Scenario	Sourcing Manager	Stakeholder	Supplier
Invitation to collaborate on an RFx	No	Yes	No
RFx event published	Yes, if you're the event owner	Yes, if you're a stakeholder on the event	No
Invitation to participate in an RFx	No	No	Yes
A supplier RSVPs to an RFx	Yes	Yes	No
Invitation to collaborate on an RFx (sent by supplier team members)	No	No	Yes
Reminder to submit questions in the Message Center 2 days before	No	No	Yes

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Scenario	Sourcing Manager	Stakeholder	Supplier
Reminder to submit bid sent 2 days before the submission deadline	No	No	Yes
A supplier submitted their bid	Yes	Yes	No
Bid update requested by sourcing manager	Yes	Yes	Yes
A supplier revises their bid	Yes	Yes	No
A supplier resubmits their bid	Yes	Yes	Yes
Event closes	Yes	Yes	No
A supplier has been awarded or rejected	Yes	Yes	Yes
Invitation to evaluate suppliers	Yes	Yes	No
Evaluation has been updated	Yes	Yes	No
Weekly event report	Yes	Yes	No

Submission Evaluations

Download Submitted Files

Context

You can download all the files submitted by your suppliers as a single consolidated file.

Steps

1. Navigate to **Events > Events** and access your sourcing event.
2. In the **Invited zSuppliers** section, click **Analyze Event**.
3. Click **Download All Files** on the action bar.
4. Download the ZIP file.

Result

The file you download has a folder for each supplier that submitted bids on the event. The file includes any documents that your team has attached for your event.

Create and Manage Evaluations

Prerequisites

Start a sourcing event.

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Context

Evaluations dashboards enable stakeholders and evaluators to manage the evaluation process for suppliers and their bids and view their own pending, draft, or completed evaluations. Evaluations enable you to:

- Define questions for stakeholders to evaluate bid submissions.
- Collect a standard set of evaluations from each stakeholder.
- Set a scale for numeric scoring and select weights for questions.

Steps

1. Navigate to the **Events > Events** tab and access your sourcing event from the list of events.
2. Select the **Evaluation** tab from the left side panel.
3. Draft your evaluation in the **Evaluation** section.

   You can link your event questionnaire to your evaluation. See Link Event Questionnaire to an Evaluation.

   Scoring questions are the only questions that you can assign a weight to. To assign a weight to a section, you must add a scoring question to that section. To apply weights evenly to questions in a section, click **Apply even weights** in the **Section Title** section. To enter a weight for each section, select **Sections**. The weight total must equal 100%. To apply weights evenly to sections, click **Apply Evenly**.

   You can adjust stakeholder visibility for sections. When you select the **Results Visibility** check box, all stakeholders can see all evaluation results on the **Evaluation Comparison** page, regardless of stakeholder event permissions.
4. To publish the evaluation, click **Edit Event** to go to the event page.
5. In the **Build an Evaluation** section, enter an evaluation due date and click **Publish Evaluation**.

Result

Stakeholders begin their evaluation when a supplier submits a bid to the event.

Related Information
Concepts
Concept: Scorecard Scoring Logic

Link Event Questionnaire to an Evaluation

Prerequisites

Start a sourcing event with a questionnaire.

Context

You can copy all the questions from a questionnaire into an evaluation so that your stakeholders and score the questions that suppliers responded to.

Steps

1. Access your event.
2. Select the **Evaluation** tab from the left side panel.
3. When editing or creating your evaluation, select **Link with Questionnaire**.

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4. In the **Set Default Evaluation Range** window, configure the default range you want to apply to all questions from the questionnaire.

   You can modify these ranges for each question in the next step.

   Strategic Souring adds a new section to your evaluation that has all the questions from the event questionnaire. When you try to enable **Link with Questionnaire** but don't have a questionnaire in your event, a new section isn't added.

   To delete unwanted sections, click the section title, and then click **Delete**.
5. Add weights to the questions in the section and to the separate sections. You can adjust them individually or apply weights evenly.

   The weight total must equal 100%.
6. (Optional) To hide a question from the evaluation, click the question name and select the **Hide in Evaluation** check box.

Result

When stakeholders start the evaluation, they can view the suppliers questionnaire responses while completing the synced evaluation questions.

Edit Published Event Evaluations

Prerequisites

Sourcing event must be in the *Published* or *Closed* status.

Context

You can make changes to event evaluations after you publish them.

Steps

1. Select **Navigate > Events**.
2. Access you published or closed event.
3. Select **Evaluations**.
4. Select **Edit Evaluation** and confirm that you want to edit.
5. Select **Edit Evaluation** in the **Evaluation** section.
6. Make updates to your evaluation.

   When you add or delete scoring questions in a section, you must update the scoring weights for each question in that section.

   When you add or delete a section, you must update the scoring weights for each section.
7. (Optional) Update the **Set Evaluations Due Date**.
8. Click **Publish Evaluations**.

   Strategic Sourcing automatically notifies all invited stakeholders when you update an evaluation.

Submit Evaluations

Prerequisites

- The sourcing manager or a stakeholder with Read/Write permissions has created an evaluation form.
- One or more of your suppliers have submitted bids.

Context

You can use the evaluation form to submit evaluations for your suppliers.

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Steps

1. Access your sourcing event.
2. Select the **Evaluation** tab in the navigation panel.
3. In the status tabs, select the check boxes of the suppliers you want to evaluate.
   You can only select suppliers that have submitted bids.
4. Click **Start Evaluation**.
   If you select suppliers in the **In Progress** tab, click **Continue Evaluation**.
5. Complete the evaluation. As you complete the evaluation, consider:

Option	Description
Sections	Navigate to separate sections and view how many questions you've answered.
Suppliers	Filter suppliers from your evaluation as you complete it. You won't submit evaluations for suppliers that are in your view.
Team Chat	Collaborate with your team by providing notes or attachments for your suppliers.

   You can also click **Bid Analysis** beneath the name of a supplier to view their bid responses.
6. To submit your evaluations for all suppliers in your view, click **Submit Evaluations**.

Result

Your sourcing manager receives your evaluations.

Next Steps

To view and compare stakeholder responses, click **Compare Evaluation Results** in the Evaluation tab. If the sourcing manager has limited the view of the stakeholders, this option isn't available.

To revise your evaluations after you submit:

1. Select suppliers in the **Completed** tab.
2. Click **View Evaluations**.
3. Click **Revise Evaluations**. You can't revise evaluations after the submission deadline.

Create Supplier Award Recommendation Summaries

Prerequisites

Complete a sourcing event.

Context

You can create award recommendation summaries for preferred suppliers using data from sourcing events. Award summaries enable you to send recommendations to internal stakeholders to build consensus on which supplier to use to fulfill the sourcing event.

Steps

1. Select **Navigate > Events** tab.
2. Access your sourcing event from the list of events.
3. In the **Suppliers** section of your event dashboard, select a supplier you want to add to the award summary.

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4. In the **Invited Supplier** side panel, click **Add to Award Summary**.

   You can also click **Actions** next to a supplier in Event Analysis to open the **Invited Supplier** side panel.
5. (Optional) Drag and drop your preferred suppliers to rank them in the **Award Options Recommendations** section on the **Award Summary** page.

   From the RFP dashboard, you can also select a supplier to add the supplier to the award summary and create an award summary.
6. (Optional) Create a new scenario in Event Analysis to add a scenario as an award option with multiple suppliers.

   You can associate suppliers with specific line items based on the information in **Event Analysis**.
7. (Optional) Edit an award summary option to add internal information about the option. You can add pros, cons, and attachments for each option.

Result

Stakeholders can review and approve recommendations on bids from suppliers.

Award Bids

Context

You can select and notify suppliers of their winning bids, ensuring that your suppliers receive timely notifications.

Steps

1. Select **Navigate > Events**.
2. Access your sourcing event.
3. Click the winning supplier name and select **Award** in the side panel.
4. (Optional) Select the **Email supplier** toggle to notify suppliers when they win a bid.

   You can update the award email template, or enter a message if no template exists.
5. Confirm the award.

Next Steps

To onboard the awarded supplier, you can start a Supplier Onboarding project from the **Invited Supplier** side panel.

Concept: Scorecard Scoring Logic

Evaluations enable you to solicit feedback from your stakeholders on the performance of your suppliers. You can customize the weighted scoring for each question and section in your evaluation. Strategic Sourcing automatically calculates and aggregates results from all your stakeholders.

This scorecard scoring logic applies to performance reviews and sourcing events.

Calculating Total Scores

To calculate the total score, Strategic Sourcing:

1. Adds all the weighted section scores, rounding the total score up to the first decimal place.
2. Averages the total scores for each supplier to produce an overall score.

To calculate the weighted section score, Strategic Sourcing multiplies the section weight as a decimal by the total section score.

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Section	Section Weight	Total Section Score	Weighted Section Score
Pricing & Financials	0.20	86.7%	0.20 × 86.7% = 17.3%
Quality & Level of Service	0.25	97.5%	0.25 × 97.5% = 24.4%
Maintenance	0.25	90%	0.25 × 90% = 22.5%
Account Management	0.10	95%	0.10 × 95% = 9.5%
Innovation	0.20	80%	0.20 × 80% = 16%

In this example, the total supplier score is 89.7%. The total supplier score is the sum total of all the weighted section scores.

Calculating a Section Score with Equally Weighted Questions

To calculate the total section score of equally weighted questions, Strategic Sourcing:

1. Averages all the question scores of each of your stakeholders, excluding any N/A answers and unanswered questions.
2. Computes the average of the stakeholder average scores.

A section has 2 equally weighted questions. Your 4 stakeholders answer the questions with a numeric score of 1-5 out of 5:

Stakeholder	Question 1 Score	Question 2 Score
Stakeholder 1	No answer	2 out of 5
Stakeholder 2	2 out of 5	N/A
Stakeholder 3	4 out of 5	5 out of 5
Stakeholder 4	3 out of 5	3 out of 5

Strategic Sourcing drops N/A answers and unanswered questions from calculations and averages each stakeholder score:

Stakeholder	Calculation
Stakeholder 1	(No Answer + (2 ÷ 5)) ÷ 2 = 2 ÷ 5 = 0.4
Stakeholder 2	((2 ÷ 5) + N/A) ÷ 2 = 2 ÷ 5 = 0.4
Stakeholder 3	((4 ÷ 5) + (5 ÷ 5)) ÷ 2 = 0.9
Stakeholder 4	((3 ÷ 5) + (3 ÷ 5)) ÷ 2 = 0.6

Strategic Sourcing averages all stakeholder scores together to get the percentage: ((0.4 + 0.4 + 0.9 + 0.6) ÷ 4) × 100% = 57.5%.

Calculating a Section Score with Differently Weighted Questions

To calculate the total section score with differently weighted questions, Strategic Sourcing:

1. Averages all the question scores of each of your stakeholders and scales to 100%, excluding any N/A answers and unanswered questions.
2. Computes the average of the stakeholder average scores.

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A section has 2 questions, one weighted 25% and the other weighted 75%. Your 4 stakeholders answer the questions with a numeric score of 1-5 out of 5:

Stakeholder	Question 1 Score, Weighted 25%	Question 2 Score, Weighted 75%
Stakeholder 1	No answer	2 out of 5
Stakeholder 2	2 out of 5	N/A
Stakeholder 3	4 out of 5	5 out of 5
Stakeholder 4	3 out of 5	3 out of 5

Strategic Sourcing drops N/A answers and unanswered questions from calculations and scales each stakeholder score to 100%:

Stakeholder	Calculation
Stakeholder 1	No Answer + (2 ÷ 5) × 100%= (2 ÷ 5) × 100% = 40%
Stakeholder 2	(2 ÷ 5) × 100% + N/A = (2 ÷ 5) × 100% = 40%
Stakeholder 3	(4 ÷ 5) × 25% + (5 ÷ 5) × 75% = 20% + 75% = 95%
Stakeholder 4	(3 ÷ 5) × 25% + (3 ÷ 5) × 75% = 15% + 45% = 60%

Strategic Sourcing averages all stakeholder scores together to get the percentage: (40% + 40% + 95% + 60%) ÷ 4 = 58.8%.

Calculating Question Scores

To calculate a question score, Strategic Sourcing uses this formula: (Score of Stakeholders ÷ Number of Stakeholders That Answered) × Weight Percentage.

Of your 4 stakeholders, only 3 provide answers with a numeric score of 1-5 out of 5:

Stakeholder	Question Score
Stakeholder 1	2 out of 5
Stakeholder 2	N/A
Stakeholder 3	4 out of 5
Stakeholder 4	3 out of 5

Strategic Sourcing averages scores by the number of stakeholders that answered: (((2 ÷ 5) + (5 ÷ 5) + (3 ÷ 5)) ÷ 3) x 100% = 66.7%.

Related Information
Tasks
Create and Manage Evaluations

Create Workday Requisitions from Awards

Prerequisites

A company admin must set up the Award to Requisitions Integration.

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Context

To automate the process of creating requisitions from awards in Strategic Sourcing, you can create projects and mark awards for retrieval by the Award to Requisition integration.

Steps

1. Create a new project to award to a supplier.

   Select the company to create requisitions for. If you can't see your companies from Workday, Single Sign-On might not be configured correctly.
2. From the project, select the **Sourcing** tab, then build a request for proposal (RFP).

   To use the Award to Requisition integration, you must create sourcing events from a project.

   You can build the RFP using 1 or both of these methods:

   - Clicking **Create New RFX**, then clicking **Add a WD Requisition RFP**.
   - Adding goods and services lines directly in the **Line Items** section.
3. Edit the event and add a requisition-enabled worksheet.

   Select either:

   - **Add a Services Requisition Worksheet**
   - **Add a Goods Requisition Worksheet**
4. After the bidding process ends, award the RFP to a supplier.
5. Access the **Award Summary**.

   In the **Award Options Recommendation** section, click **Create Requisition**.

Result

When the Award to Requisition integration runs, Workday retrieves the award data and creates the requisition.

After the integration creates a requisition:

- The **Award Summary** in Strategic Sourcing displays a link to the requisition in Workday.
- The requisition and any resulting purchase order in Workday display a link to the award in Strategic Sourcing.

When the integration fails to create a requisition, Strategic Sourcing displays a notification on the **Award Summary**.

To maintain consistency of data, Workday prevents you from changing some information on requisitions created from awards. You can't:

- Add or remove lines.
- Change line details.
- Change supplier or fulfillment source when sourcing.

Next Steps

Depending on how you configured your integration, continue processing requisitions in Workday:

- Edit and submit requisitions when the integration creates them in *Draft* status.
- Review and approve requisitions when the integration submits them automatically.

Event Analysis

Concept: Event Analysis

Event Analysis enables multifaceted negotiations between sourcing teams and supplier engagement. At the end of a sourcing event, you can use Event Analysis to analyze a side-by-side comparison of supplier

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bids. You can also calculate savings around the best possible outcomes within your supply base. Provide immediate feedback directly to your suppliers on how to improve their bids with actionable data and market trends around their competitors.

You can start the analysis process as soon as you receive bids from your suppliers.

Add and Edit Columns

You can add and edit columns in the Event Analysis module that enables you to add data and create unique columns for each supplier. You can add additional columns to your event data to analyze the bids that your suppliers submit. You can create calculated reference or bid analysis columns by setting the **Analysis Type** to *Formula*.

Column Type	Description
Reference	Edit columns in the Event Analysis module enables you to add data and create unique columns for each supplier. You can add additional columns to your event data to analyze the bids that your suppliers submit. You can create calculated reference or bid analysis columns by setting the **Analysis Type** to *Formula*.
Bid Analysis	You can add bid analysis columns to your event data and use them to analyze responses by filling them with unique information for each supplier. You can view your bid analysis columns alongside submitted supplier bids information on the **Item Details** tab.

Filter Table Columns

In Event Analysis, you can filter your data by:

- **Scenarios**
- **Suppliers**
- **Columns**

You can also request an update from all your suppliers in the **Suppliers** section.

Organizing Columns

When working with large amounts of data, Strategic Sourcing enables you to customize your view to make it easier to read. From the menu of a column header, you can:

- Pin columns to the left or right side of your page.
- Resize columns.
- Set up number filters within the column.

If you need to sort multiple columns, you can Shift-click multiple column headers.

Calculating Cell Data

If you select multiple cells, Strategic Sourcing will calculate these values at the bottom of the Event Analysis grid:

- Average
- Count
- Min
- Max

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- Sum

Supplier Coverage

In the **Supplier Summary** tab in Event Analysis, you can view different types of supplier coverage data. This coverage data enables you to analyze bids per line item, by volume, and by baseline price, providing insight into how each supplier responded to your event.

Column	Description
Line Item Coverage	Line item coverage enables you to view the percentage of line items your suppliers bid on. You can determine whether a supplier can provide sufficient coverage for each line item. Example: When a supplier specializes in a good, you can identify which of your other suppliers are best suited to fulfill different line items.
Volume Coverage	Volume coverage enables you to see how much of the total quantity your suppliers covered, specifically the volume that your suppliers bid on. This coverage provides a measure of the capacity of a supplier as compared to the total quantity out for bid. Example: When a supplier bids on 80% of the total volume out for bid, you can identify the best path for awarding bids while consolidating suppliers.
Baseline Coverage	Baseline coverage enables you to view how much of the business spend is covered based on the supplier. You can evaluate how they performed against a certain benchmark. Example: When a supplier bids on 50% of the baseline spend, you can identify opportunities for negotiation based on spend with each supplier.

Supplier Parameters

In the **Supplier Summary** tab of Event Analysis, you can drill down in supplier bids by grouping your important parameters. You can include additional parameters you want to group your suppliers by like *Quantity* or *Item*. Similar to Excel, when you group by a parameter, you can view the granular details of the coverage of your suppliers.

Item Pivots

Item Pivot enables you to group rows based on column data points. Some common examples for row groupings include section, location, or category. The grouping and structure of the exported pivot table doesn't save, and the **Item Pivot** you create doesn't persist for different sourcing managers or stakeholders.

Access the **Item Pivot** tab in Event Analysis to set up your pivot table.

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Exporting to Excel

When you finish your analysis, you can export your data as an Excel file. Export individual worksheets by right-clicking in the worksheet that you want to export and clicking **Export**. You can export either a CSV or XLSX file. You can't export from the **Item Pivot** tab of a worksheet.

Note: If you have filters, the export excludes any hidden data.

You can also export using the **Export Bid Data** tab. Before you export the data, you can define:

- Which suppliers to include.
- Which data to include.
- How the data displays.

When you export from the **Export Bid Data** tab, you can only export Excel files, and you obtain all event data from the selected suppliers.

Analyze Supplier Bids

Context

You can do a side-by-side comparison of supplier bids on requests for proposal (RFP) or auctions using event analysis.

Steps

1. Select **Navigate > Events**.
   Access the sourcing event that you want to analyze.
2. Navigate to Event Analysis:
   - For auctions, click **Analyze All Bids**.
   - For RFPs, click the **Event Analysis** tab.
3. In the **Item Details** tab, click **Map Data** to set up the data used in each column.
   As you analyze the event, consider:

Option	Description
Item Details	You can only map your data in the **Item Details** tab.
Supplier Summary	You can organize your supplier bids by common data groups with the **Group By** prompt.
Scenario Summary	You can organize your scenarios by common data groups with the **Group By** prompt.
Item Pivot	Strategic Sourcing doesn't persist pivot tables when you export event data.

4. (Optional) Click **Filter Columns** to set up the reference columns you want to compare against your supplier bids.
   Suppliers can't see reference columns. You can add columns after you publish an event and before suppliers submit bids.
5. (Optional) Use the **Analysis Tools** to customize your data display. When using the **Analysis Tools**, consider:

Option	Description
Highlight By	Set up highlights for the lowest value and the highest value in specific columns.

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Option	Description
	The **Item Details** tab highlights the highest or lowest value per item across all suppliers based on your parameters.
Feedback Ranges	Set up feedback ranges to help identify competitive bids on a per line item basis. The **Item Details** tab displays a summary of the results and highlights each supplier bid based on your parameters.
Outlier Analysis	Set up outlier ranges for the columns you want to find outliers in. The **Item Details** tab displays a summary of how many outliers were found per line item and flags outliers in each supplier bid.

6. (Optional) Access the **Scenarios** tab.
   Create new scenarios or manage existing ones in Event Analysis.

Next Steps

Request updates from your suppliers. To request updates from:

- All suppliers, click **Request Update** in the **Suppliers** section of **Filter Table Columns**.
- A specific supplier, click **Request** from the **Actions** menu of a supplier.

Add your suppliers and scenarios to the award summary.

Award or reject your supplier.

Related Information
Concepts
Concept: Scenarios
Examples
Example: Create a Manual Scenario

Analyze Completed Auctions

Context

After an auction event ends, you can use the Event Analysis module to compare:

- Auction bids.
- Savings calculations within your supply base.

Steps

1. Navigate to the project from **Pipeline**.
2. Access the completed auction event in the **Events** tab.
3. Click **Analyze All Bids**.
   If the auction has multiple lots, the first worksheet combines all the line items from each auction lot. You can analyze individual lots from their separate worksheets.
4. (Optional) To use the Side-by-Side comparison, click **Analyze Lot**.
   The Side-by-Side comparison view displays historical bid data instead of first and last bid only.

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Example: Create a Manual Scenario

This example illustrates how to create a manual scenario from an automatic scenario in Event Analysis.

Context

You want a first place scenario for all items, and you want to work with Bluth Family Company for all Gulf Coast region items. Your suppliers provided responses based on region for:

- Hourly rate.
- Number of contractors available.

Prerequisites

Map event data used in each column, including baseline data if you would like to view savings for this scenario.

Steps

1. Access the completed sourcing event.
2. Click the **Event Analysis** tab.
3. Click the **Scenarios** tab.
4. In the **1st Place Scenario**, click the drop-down arrow next to **View**, and select *Copy to Manual Scenario*.
5. Enter these values:

Field	Value
Name	*1st Place with Gulf Coast Bluth Scenario*
Description	*All 1st place choices with incumbent Bluth Family Company in the Gulf Coast region.*

6. Click the **Positions and Rates** worksheet, and go to the **Item Details** tab. Click **Select Columns**.
7. In the **Filter Table Columns** panel, select:
    - *1st Place Scenario*
    - *1st Place with Gulf Coast Bluth*
    - *Region*
    - *Internal Cost for Position*
    - *Hourly Rate*
    - *Net Savings*
    - *Supplier*
8. Click **Update View**.
9. In the **1st Place with Gulf Coast Bluth** worksheet section, manually change the **Supplier** column to *Bluth Family Company* for the Gulf Coast region.

Result

You can compare the sum of your net savings between scenarios.

Related Information
Concepts
Concept: Scenarios

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Concept: Scenarios

You can use Strategic Sourcing Event Analysis to compare supplier bids in specific scenarios to determine their impact on savings targets. You can create your own scenarios or use scenarios provided by Strategic Sourcing.

1st, 2nd, 3rd Place Scenarios

These scenarios identify the first, second, and third lowest-priced supplier for each line item. The **Item Details** tab displays the net savings of each scenario and other response columns per line item. The **Scenario Summary** tab displays spend, savings, and other columns for each scenario either by supplier or another selectable parameter.

Historical Baseline Scenario

You can use this scenario to compare against how much you spent on items. This comparison includes the historic price within rankings and serves as the basis for defining savings.

To run the historical baseline scenario, you need to set up **Baseline Price Per Unit** and **Baseline Total Spend** column mapping and ensure values entered reference baseline columns.

Note: This scenario doesn't display outliers. If you want to include them, you can change the percentage in **Outlier Analysis**.

Incumbent Scenario

You can use this scenario to compare a new supplier against an incumbent. An incumbent can be who you purchased from last year or a preferred supplier.

To run the incumbent scenario, you need to set up the **Incumbent** reference column in the **Item Details** tab.

Manual Scenario

You can create manual scenarios to compare your suppliers in different, unique situations. When you create a manual scenario, you can refine your results to create a preferred award situation.

To create and run a manual scenario, you need to set up applicable references columns in the **Item Details** tab and select the supplier and quantity for each item.

Reference: Event Analysis Tabs

You can analyze event submissions you receive in Strategic Sourcing or export them to Excel. To analyze bids, access your sourcing event, and click the **Event Analysis** tab.

Tab	Description
Worksheets	Compare event worksheet responses from your suppliers. You can: • Limit the comparison to specific columns on your worksheet. • Use Analysis Tools to analyze bid data. • View item details. • View supplier bid summary and scenario summary. • Create an item pivot table.
Scenarios	Create additional scenarios or view the Workday built-in scenarios.

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Tab	Description
Questionnaire	Compare the answers to your questionnaire.
Attached Files	If your suppliers have uploaded documents to include with their bids, you can download all files from: • All suppliers. • A single supplier.
Export Bid Data	Configure how you want to export the event data into Excel.

Related Information
Concepts
Concept: Scenarios
Tasks
Analyze Supplier Bids
Analyze Completed Auctions

Contracts

Concept: Strategic Sourcing Contracts

You can manage contracts throughout the contract lifecycle. You can also set up approval workflows for contracts that display progress and status.

Workday Strategic Sourcing enables you to:

- Create new contracts and templates.
- Create contract revisions.
- Track contract negotiations with your supplier.
- Add start and end dates.
- Assign milestones.
- Add stakeholders.
- Change contract status.

Strategic Sourcing delivers 4 contract types that you can customize:

- Contract Amendments
- Master Service Agreements
- Non-Disclosure Agreements
- Statement of Work

You can customize the delivered contract types and create new types to fit your business needs.

Contract Search

Contract stakeholders can only search for contracts that they have visibility into.

When displaying search results, Strategic Sourcing displays two lines of data listing matches. To view additional matched data beyond this, select expand all.

You must input 3 characters in order to search your contracts. You can enter a space as a character, and the search will return accurate results.

When the contracts machine learning search is enabled, you can search through your contracts using related terms or exact matches. When you select **Related Terms** from **Search Options**, search results

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display the relevant fields, field value, and any passages from the attached documents that relate to the search query.

When you select **Exact Match** from **Search Options**, your results show exact matches from all fields on a contract, including custom fields. Exact match search highlights the search term when displaying results. When you enter multiple words in the search bar using **Exact Match**, the results display all contracts with any of the words. To search for exact phrases, add quotations around the phrase.

You can also search through DOCX and PDF attachments when the contracts machine learning search is enabled.

Contract Statuses

The status indicates where the contract is in the lifecycle. You can assign 1 of these statuses:

Status	Description
In Progress	Applies to open contracts. You can configure the *In Progress* statuses from **Settings**.
Approved	A contract moves to *Approved* once all approval groups approve it and you complete all required custom fields. When you designate a contract as evergreen, you don't have to approve the contract for renewal.
Active	Contracts within the start date and end date are *Active*. When a contract meets the start date condition, Strategic Sourcing automatically moves contracts from *Approved* to *Active*.
Expired	Applies to contracts that pass the signed contract end date and don't automatically renew. You can’t manually change a contract status to*Expired*.
Terminated	You can only terminate *Active* contracts.
Canceled	You can cancel contracts that have never been *Active* and are now inapplicable.
Archived	Applies to a completed revision record. Original contracts can’t be *Archived*.
Doesn't Need Attention	You can snooze or ignore *Needs Attention* reminders when you select this status. You can select *Ignore*, which will prevent all upcoming reminders and the item will no longer have the *Needs Attention* status. You can also select a number of days to snooze reminders.

Contracts Dashboard

The contracts dashboard displays contracts that need work, organized in tabs based on status.

You can also access all active contracts through supplier profiles in the **Supplier Directory**.

You can create filters to specify which contracts display and share those filters with other sourcing managers. You can also access a list of upcoming milestones on the contracts dashboard.

You can't add columns to contracts displayed in the **Request** tab.

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Milestones

Milestones help you break up a contract into smaller components. You can add custom milestones to a contract and assign it to a user with a due date. You can assign these statuses to milestones:

- *Open*
- *Needs Attention*
- *Complete*

Contract Templates

You can store contract documents for later use in Strategic Sourcing by in the **Contracts** tab on the **Templates** page.

You can add new contract templates by uploading files in the **Contracts** tab. You can edit template information or upload a new template document. When you upload a new template document, you create a new version of the template. When you upload .docx or .pdf file templates, you can use them to generate new contracts in the **Contract Documents** tab.

Contract Negotiation

You can track your contract negotiations with your supplier in the **Contract Documents** tab of a contract. Contracts that you use in negotiations must be .docx files. You can edit the contracts in Word from your browser if you have Microsoft 365 enabled.

This integration must not be used to give users based in the People's Republic of China or Russia access to Microsoft 365.

You can identify the major and minor versions of a contract document and see who's responsible for the next action item. When you finalize a contract, you can send it to Adobe Sign or DocuSign for an e-signature.

Contract Hierarchy

You can create a contract hierarchy by linking related contracts together. When organizing and managing your contracts in Strategic Sourcing, you view the relationship tree for easy navigation. A contract must have a supplier to be linked to other contracts and can only have 1 parent contract. Contracts within a contract hierarchy have the same supplier. You can also link contracts to projects.

The relationship tree displays the entire hierarchy of a contract and where the current contract fits into the family. When you click the information icon next to a contract, you can view a summary of the contract and access the contract through **View Contract**.

See Steps: Link Contracts for more information.

Create New Contracts

Context

You can create new contracts with customizable fields and milestones in the contracts module.

Steps

1. Select **Navigate > Contracts**.
2. Click **New Contract**.
3. As you complete the task, consider:

Option	Description
Supplier	You can only have 1 supplier per new contract.

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Option	Description
Contract Summary	If you don't select an **Auto Renewal** option, Strategic Sourcing automatically populates *No*. When you select *Yes* for **Auto Renewal**, you can also set the frequency to send emails to your stakeholders in these fields: • **Renewal Termination Notice** is the amount of time that you agreed to give the supplier when notifying them of a contract cancellation as defined. This notice is informational and doesn't initiate email notifications to you or your supplier. • **Renewal Termination Reminder** is how early you want to be sent an email notification as a reminder that you need to provide the termination notice to the supplier when you haven't set a contract to auto-renew. This notification doesn't impact the automatic contract expiration reminders.
Attachments	You can download or check out attachments. To use DocuSign, you need to authorize your DocuSign account with your Strategic Sourcing account.
Contract Documents	You can use .docx or .pdf files for contract negotiation. Only contract templates in the **Template Library** that are DOCX or PDF file format display in this section when you click **Generate New Contract Document**.
Stakeholders	You can add stakeholders from the **Stakeholder Directory** and update their permissions on the contract. Only stakeholders with the **Receive Email Notifications** check box selected receive email notifications.

Related Information

Concepts

Concept: Strategic Sourcing Contracts

Concept: DocuSign Integration

Extract Metadata from Contracts

Context

You can extract contract metadata from uploaded contract documents with machine learning. After you extract metadata, you can automatically create a contract record with that metadata.

Note: When you use the Supplier Contracts Connector, you can't create a contract with a Workday contract type using this feature.

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Steps

1. Access **Navigate > Contracts**.
2. In the **Contract Tools** tab, select **Metadata Extraction**.
3. Click to upload a PDF or DOCX document or drag and drop a file in the **Upload** section. You can upload multiple documents at a time.
4. Click the document uploaded to review it after processing finishes.

   You can manually enter values that weren't extracted or are incorrect.

   Note: Contract metadata extraction may return incorrect or missing results. You should review all results for accuracy.
5. Enter values in the **Manual Input Fields** to create a new contract record.
6. To create a contract record, click **Finalize & Create**.

   When you create a contract record in the *Active* state, you bypass any approval rules for the contract type.

   You can bulk create contract records with contracts that have been finalized.
7. Click **Create and View Contract** in the confirmation pop-up.

Result

You create a new contract record.

Next Steps

Enter or update any additional information in the new contract.

Revise Contracts

Prerequisites

Create a contract.

Context

You can revise active or expired contracts and view the history of previous versions of contract agreements.

You can revise a contract to:

- Make term changes.
- Renegotiate data changes.

A contract must be active or expired to make revisions. When revising a contract, you can edit these fields:

- Title
- Description
- Category
- End Date (Only when you set Auto Renew to No.)
- Final Spend
- Renewal Termination Notice
- Renewal Termination Reminder
- Custom Fields

You can't change the contract type or supplier company on an active contract.

Documents in the **Contract Documents** tab from the original contract aren't added to the revision record. Once you archive a revision record, documents in the revision record from the **Contract Documents**

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tab aren't merged onto the original contract. In a contract revision record, documents in the **Contract Documents** tab aren't added to **Attachments** in the revision record or the original contract record.

Steps

1. Select **Navigate > Contracts**.
2. Access the active or expired contract that you want to revise.
3. Click the **Revise** button and confirm the creation of a contract revision.
   You can edit the contract revision without impacting the existing contract.
4. Send the contract revision for approval.
5. Once the contract revision is in *Approved* status, select **Complete Revision**.

Result

Workday Strategic Sourcing displays an additional line in the contract history with the creation date of the revision.

Steps: Link Contracts

Prerequisites

Add a supplier to the contract.

Context

You can create relationship links between contracts with a supplier or link contracts to projects.

Steps

1. Access the **Related Contracts** tab from a contract.
   Create a parent or child relationship link to a new or existing contract. You can only have 1 parent per contract.
   You can only link contracts if they have the same supplier.
2. Access the **Related Projects** tab from a contract.
   If you create a new project from this tab, it's automatically linked to the contract.

Next Steps

Access the **Relationship Tree** from the **Related Contracts** tab of a contract to see how contracts are linked.

Related Information
Tasks
Create New Contracts

Bulk Update Contracts

Context

You can make changes to multiple contracts at once to save time and ensure consistency across contracts. Company administrators and sourcing managers can perform bulk updates. A sourcing manager can only bulk update contracts within their teams. You can't bulk update terminated or expired contracts.

If a stakeholder leaves your company and you need to remove them, you can bulk update all contracts that the stakeholder was on.

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You can only bulk update fields common to all selected contracts.

When you bulk update contracts, we refer to sourcing owners as stakeholders when choosing a common field.

You can bulk add a stakeholder with 1 of these permissions to multiple contracts:

- Read
- Read/Write
- Sourcing Owner

When you add a stakeholder with Sourcing Owner as the permission, we update the previous sourcing owner to a stakeholder with Read/Write permission.

Steps

1. Select **Navigate > Contracts**.
2. Click **Bulk Update**.
3. Select the contracts that you want to update.
4. Click **Find Common Fields**.
5. Select all shared common fields from the side panel that you want to update.
6. Make and confirm the changes that you made.

Snooze Needs Attention Alerts

Context

You can silence email notifications for contract and project deadlines to minimize the amount of emails you receive. Snoozing **Needs Attention** email notifications helps you:

- Maintain relevance for records marked as *Needs Attention* in your **Pipeline Dashboard** and **Contracts Dashboard**.
- Provide control on what you receive alerts for.
- Manage your contracts and projects with flexibility.

Steps

1. Access the contract or project.
2. Click the **Contract Status** or **Project Status**.
3. Select *Doesn't Need Attention*.
4. Select a reminder period. To silence notifications completely, select *Ignore*.
5. (Optional) Select a reason for silencing notifications and enter notes.

Result

Your **Needs Attention** email notifications will be silenced for the selected reminder period.

Edit Contract Auto Renewal Fields

Prerequisites

Create a contract.

Context

You can edit auto renewal fields on the original contract and revisions after contracts have been renewed.

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Steps

1. Select **Navigate > Contracts**.
2. Access the contract that you want to edit for auto renewal.
3. Select **Update Autorenewal** from the options menu in the contract summary.

   To access the **Update Autorenewal** button, the original contract must be in active status or the contract revision needs to be In Progress or Approved status.
4. Update these fields:

- **Auto Renew**
- **Contract End Date**
- **Renewal Term/Duration**
- **Renew Number of Times**

5.

Result

After you modify renewal fields and archive revisions, the **Auto Renewal** tab displays on original contracts. The tab enables you to view:

- **Auto Renew**
- **Renewal Number of Times**
- **Renewal Term/Duration**
- **Start Date**
- **End Date**

Example

Next Steps

Concept: Clause Library

Your clause library contains clauses that you use frequently when writing contracts. You can create and maintain clauses by uploading .docx files. Clauses save automatically when you make changes. You can also view version history and create reports on your clauses.

All stakeholders have read access to clauses in the library and have the ability to copy the text of a clause.

When a company admin adds you to a manage access, you can:

- Create and edit clauses.
- Search and view clauses.
- Upload a document containing the content of a clause.
- Upload a new version of a clause.

On the **Settings** page, a company admin can:

- Enable the clause library.
- Configure manage access teams.
- Create clause types.

Only company admins can delete clauses from the **Options** button on a clause.

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Create a Clause in the Clause Library

Prerequisites

In your company settings, a company admin:

- Enables the **Clause Library**.
- Adds you to a **Clause Library** access team.

Context

You can create and maintain frequently used contract clauses in your **Clause Library**.

Steps

1. Select **Navigate > Contracts**.
2. Access **Contract Tools > Clause Library**.
3. Click **Create New Clause**.
4. In **Clause Information**, enter a name for the clause.
   When you fill out these fields, you can filter by them:
   - Code
   - Status
   - Type

   Clause types for your organization are set by your company admin.
5. Select the clause file to upload.
   You can only upload .docx files.

Result

The text of your clause displays, and you can copy the text to add to your contracts.

Example

Watch the video: 1m 11s

Concept: DocuSign Integration

DocuSign enables you to obtain digital signatures securely and efficiently.

You can enable DocuSign for:

- Your company on **Integrations** from **Settings**.
- An individual account from the **User Profile**.

You can only enable DocuSign for an individual account after you enable it for your company.

You can use DocuSign while working in a contract. As you prepare your files to send to DocuSign, you can:

- Select which files to include in your envelope.
- Prioritize your files by dragging them using the gray triangle.
- Flag important documents by clicking the gray triangle.
- **Check Out** documents to lock them for edit.
- **Check In** documents to enable other team members to check them out for edit.

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If you can't click **Send to DocuSign**, ensure you have the proper DocuSign account authorization. Only company administrators and sourcing managers can send documents for signatures. Once you send files to DocuSign, you can select recipients for your envelope.

Stakeholders with access to the contract can click **Download** to view the signed contract even if you don't select them as envelope recipients.

Reference: Contract Email Notifications

As a sourcing manager, you can use this table to understand which scenarios different user types receive email notifications for. Administrators and suppliers don't receive email notifications about contracts.

Scenario	Sourcing Manager	Stakeholder
You receive an invitation to collaborate on a contract.	No	Yes
Someone @mentions you in team chat. Strategic Sourcing sends notifications immediately.	Yes	Yes
You have unread team chats. Strategic Sourcing sends notifications within 24 hours.	Yes	Yes
Someone assigns a milestone to you.	Yes	Yes
A milestone date or assignee changes.	Yes	Yes
A milestone completes.	Yes	Yes
Someone submits a contract request.	Yes	Yes
A contract needs attention.	Yes	Yes
Renewal termination notices and reminders. The sourcing team sets the frequency.	Yes	Yes
30, 60, and 90 days before contract end date. These notifications are in addition to the renewal termination notices and reminders.	Yes	Yes
A contract needs approval. If **Sourcing Manager** and **Stakeholder** are unchecked from contract notifications, they'll still receive emails for approvals.	Yes	Yes
Approval reminders.	Yes	Yes

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Scenario	Sourcing Manager	Stakeholder
Contract owners and stakeholders can customize these notifications.		
A contract receives approval.	Yes	No
An approval group approves a contract.	Yes	No
Someone rejects a contract.	Yes	No
You select *Doesn't Need Attention* from the **Contract Status** prompt.	No	No

Supplier Management

Search and Filter Supplier Directory

Prerequisites

Create suppliers.

Context

You can search for and filter suppliers in your **Supplier Directory**.

Steps

1. Access **Suppliers** from the **Navigate** drop-down menu.
2. Use the search bar to find individual suppliers.
3. Select **Filters > Supplier Filters** to access additional filtering options.
4. Select additional fields to filter from the **Choose Filters & Columns** panel and click **Save** to set the filter parameters.
5. Click the **Apply** button to create your filter.

   If the Supplier Connector is set up for your organization, all approved suppliers in Workday are part of your Strategic Sourcing**Supplier Directory**unless the connector was configured with supplier group or category filters.
6. To save and name your filter as a **Supplier Directory View**, apply your filters and click **Save As... > Save**.

Result

You can create and save filters for suppliers.

Manage Supplier Segmentation

Prerequisites

Create suppliers.

Context

You can assign information about suppliers in your **Supplier Directory**:

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- **Supplier Status**
- **Supplier Segmentation**
- **Risk**

You company admin configures these field options in **Settings**.

Steps

1. Access **Suppliers** from the **Navigate** drop-down menu.
2. Select a supplier and click **Edit Supplier**.
3. Select a status from the **Supplier Status** drop-down.
4. Select a tier level from the **Segmentation** drop-down.
5. Select a level of risk for the supplier from the **Risk** drop-down.
6. Add **Notes** related to the supplier contract.
7. Click the **Save & Exit Edit Mode** button to save your supplier.

Result

Strategic Sourcing saves the statuses, segments, and risk levels of your suppliers.

Automate Supplier Workflows

Prerequisites

Context

You can automate supplier workflows to standardize engagement activities and reduce manual tasks. Workday initiates these workflows based on criteria such as supplier risk level, segmentation, or third-party risk integration results. You can configure up to 20 workflows, with each containing up to 5 rules and 5 automated actions.

Workday initiates automation based on criteria like

- Supplier risk level, status, segmentation, or Workday status.
- Supplier category, group, or address country.
- Diverse or self-registered supplier status.
- Third-party risk integration results.
- Custom fields of all types
- Preferred supplier, onboarding form status, and commodity codes, and tags.
- Standard onboarding fields such as Purchase order issue option, shipping method, shipping terms, certificate of insurance date, Tax authority form type, tax document date, and tax country.
- Supplier classification and supplier classification additional fields.
- Review form title, review form status, risk score, auto risk score, and related dates.
- Performance review title.
- To use Third-party risk integration conditions, set up the integrations first. See Set Up OneTrust in Strategic Sourcing and Set Up EcoVadis in Strategic Sourcing. & D&B/Relish

When the workflow meets these conditions, Workday executes up to 5 automated actions, such as:

- Updating default supplier fields, including risk, status, and segmentation.
- Creating action items for specific users.
- Initiating third-party screenings.
- Automatically creating or rerunning supplier forms
- Updating a custom field
- Running D&B Screening,, or OneTrust Screening.

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- Adding a performance review.
- Adding a form and auto publishing it Finalizing a supplier review form or onboarding form and closing the project.

Note: **Finalize Supplier Review Form and Close Project** doesn't run when a supplier review form has multiple suppliers. When a supplier has multiple custom forms, Workday finalizes all custom forms. When a standard onboarding form isn't finalized, Workday finalizes custom forms but doesn't close the project.

Date-based workflow scheduling

Workday runs a daily job to evaluate date-based workflow conditions so workflows can trigger when a date condition is met, without a supplier profile change.

Date fields in scope include:

- Custom field dates
- Certificate of insurance dates
- Diversity classification additional field dates
- Tax document dates
- Review form dates
- Response submitted dates
- Performance review scorecard completion dates

Workflow maintenance

Workday deactivates a workflow when a configured condition or action becomes invalid, such as when a referenced custom field, tag, or template is removed.

Workday displays more descriptive error messages in workflow configuration and supplier activity history when an action can't run.

Steps

1. Navigate to **Settings > Workflows > Supplier**
2. Click **Create New Workflow**.
3. Enter a workflow name and description.
4. Click **Edit Rules** to define the criteria that initiate the workflow.
5. Click **Edit Actions**to select the automated responses when conditions are met.
6. Activate Workflow.
7. Click **Save**.

Result

Example

Next Steps

Supplier Forms

Add a Scorecard to Supplier Forms

Prerequisites

Set up supplier forms with suppliers and stakeholders.

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Context

Sourcing teams can:

- Include scorecards on supplier forms for suppliers to self-assess.
- Compare self-assessment scores from suppliers with stakeholder scores.

Steps

1. Access the **Forms** tab on a project.
2. In the **Prepublish** drop-down menu, select *Include Scorecard for Suppliers*.
   You must publish the supplier form before you can prepublish the scorecard.
3. Enter a due date for the scorecard.
4. Click **Prepublish**.
   Prepublishing automatically enables stakeholders to begin scoring supplier responses as soon they receive them.

Result

The supplier can score themselves on the supplier form.

Next Steps

On the supplier form, the supplier can:

- Score themselves by selecting **Edit** in the **Scorecard** section.
- Submit the form for review by selecting **Submit Review**.

Related Information

Tasks

Compare Scorecards

Set Up Supplier Forms on Behalf of Suppliers

Prerequisites

Company admin creates a form template.

Context

If you have all the information you need from a supplier, you can set up supplier forms without sending them to the supplier.

Steps

1. Access **Pipeline**, and create a new project for your forms.
2. Select the **Forms** tab.
3. Select **Add Forms**, and select the forms you want in the project in the **Select Forms** side panel. Click **Add Forms**.
4. Select the suppliers you want to add to the forms from the **Supplier Directory** side panel.
   You can also click **Manage Suppliers** on the form to add suppliers.
5. Determine which supplier you want to submit for, and click **Submit on Supplier's Behalf**.
   Selecting this option prevents suppliers from receiving forms when they’re published.
6. Select a supplier review due date and click **Publish**.

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Next Steps

You can fill in a supplier form on behalf of a supplier.

Start Review Forms

Prerequisites

The sourcing manager has created forms, such as security forms, questionnaires, or worksheets, that they want to send to suppliers.

Context

When you have forms that you want to send to multiple suppliers, you can start a review form project.

Steps

1. Select **Navigate > Pipeline**.

   You can also start a review form project from directly from a supplier in the **Supplier Directory**. From the **Forms** tab in the supplier profile, click **Select Forms** and select which forms you want to run for that supplier.
2. Click **New Project**.
3. Select the *Form* type from the **Project Type** prompt.
4. Add suppliers to the project by selecting **Suppliers > Open Supplier Directory**, selecting suppliers, and clicking **Add To Project**.

   When you want to add a supplier but they're not in the supplier directory, click **Add New Suppliers**, enter their profile description, and click **Save and Add to Project**.
5. To add forms to the project, select the **Forms** tab and click **Add Forms** and select the forms you want to send.
6. Enter a due date for suppliers in the project to return their forms complete and click **Publish**.

Result

The suppliers in the project receive notifications to complete the forms before a certain date.

Update Project Details

Prerequisites

You've set up and published your supplier review form.

Context

You can specify detailed information about the project for your team.

Steps

1. Navigate to the project and select **Project Details**.

   You can add basic information such as project title, category, and estimated timeline for the project.
2. Select **Financial Details** for your project and you can enter estimated spend, final spend and estimated savings.
3. You and your stakeholders can attach files to your project in the **Attach Documents** section by dragging and dropping files or using **Browse Files**.
4. If you want to add more suppliers to the project, scroll to **Suppliers**, select **Open Supplier Directory**, and add suppliers to the project.
5. You can configure milestones so your team know when there are deadlines.

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6. Click **Create a New Project** to link a related project to the current project.
7. You can invite team mates to collaborate by scrolling to the **Stakeholders** section, selecting a team mate from **Name**, and clicking **Add**.

   You can set read and write permissions for your stakeholders.

Complete a Supplier Form on Behalf of a Supplier

Prerequisites

Set Up Supplier Forms on Behalf of Suppliers

Context

When you set up a supplier form for a supplier, you can also complete the form for them.

Steps

1. Select *Submit Form* from the **Manage Contacts** prompt on **Supplier Review Forms**.

   This opens the form in a different tab.
2. In the **Fill Out Your Form** section, click **Edit**.

   You can complete the questionnaire for the supplier on the Strategic Sourcing platform or scroll to the **Take Your Form Offline section** and export the form to complete it in Excel offline using **Export Form**.
3. If you complete the form in Excel, import it back into Strategic Sourcing using **Import Form**.
4. Click **Return** to navigate to the main page of the supplier form.
5. Click **Submit Form**.

Next Steps

You can finalize supplier review forms.

Related Information
Tasks
Finalize Supplier Review Forms

Compare Scorecards

Prerequisites

The sourcing manager adds a scorecard to a supplier form.

Context

The sourcing manager can view supplier and stakeholder scores in a side-by-side comparison.

Supplier scores aren't added to their total score.

Steps

1. Access the **Supplier Review Form**.
2. In the **Stakeholder Scorecard**section, select **View Scorecard** for a stakeholder.

   The supplier scores display in the last column on the scorecard.
3. To drill down into the responses, click the stakeholders total score.

   This displays more granular information, such as, why the supplier was awarded this score.

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Result

The sourcing manager can gain a better understanding of the professional relationship between suppliers and stakeholders.

Related Information
Tasks
Add a Scorecard to Supplier Forms

Rerun Supplier Forms

Prerequisites

- Suppliers have returned the completed form to the sourcing team, and completed scorecards, if applicable.
- The approval group has reviewed and finalized the supplier form.

  You can check form status in the **Supplier** section of a project.

Context

To manage and track historical supplier forms more efficiently, you can rerun finalized forms, enabling you to:

- Maintain a history of individual forms for each supplier.
- Make it easier for suppliers to resubmit forms.
- Provide visibility for the sourcing team of concurrently running forms.

You can only rerun custom forms.

Steps

1. Access the **Supplier Directory** on the **Forms** tab of the supplier's profile.
2. Select a supplier to view the supplier profile.
3. Select the Forms tab. This tab only displays when forms have been sent to the supplier.

   You can also:

   - Rerun multiple forms by clicking **Select Forms**.
   - Rerun forms by creating a new project.
4. Click **Re-Run Form**.

   Rerunning creates a new version of the form on the profile of the supplier profile, while still retaining the existing completed form in the **Form History** section on a form in the **Forms** tab.
5. Select a due date and click **Publish**. When you rerun a form, Strategic Sourcing automatically creates a new project for the form.

Result

If your teammate reruns your form and adds it to another project, the same form is in 2 different projects. The secondary form syncs with the original form.

- If you're a stakeholder on the secondary project but not on the original project, you can only view the secondary project.
- The sourcing manager can transfer ownership of the form on the original project to the secondary project. They can remove the form or remove the supplier from the form. In this situation, the sourcing manager on the secondary form receives a notification, asking them to **Accept** and manage the form or to remove it from their project.

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Finalize Supplier Review Forms

Prerequisites

You've published the supplier review form.

Context

When suppliers complete supplier review forms, approvers get an email notifying them that they can review the form.

Finalizing your form prevents:

- Suppliers from submitting any more responses.
- Stakeholders from submitting any more scorecards.

Steps

1. Navigate to the project, click Suppliers, and select the supplier.
2. Click **Review**.
3. When approvers complete reviews, Strategic Sourcing notifies the sourcing manager.
4. The sourcing manager, select the **Forms** tab on the project and click **Finalize**.

Result

Strategic Sourcing stores the existing scorecards on the profile of the supplier.

Next Steps

You can re-run the form.

Compare Supplier Questionnaire Responses with AI

Prerequisites

- Mapped tenant
- SSO enabled

Context

You can use comparison features to evaluate supplier responses to questions in a RFx questionnaire. This feature uses AI to help identify differences in supplier responses by processing data from data submitted for each question. This enables you to quickly identify differences in responses to questionnaires during the evaluation workflow.

Steps

1. Access the **Evaluation** tab for the desired event.
2. Select the suppliers you want to evaluate and click **Continue to Evaluation**.
3. From the questionnaire, click **Generate** for each question.
4. Review the comparison for specific questions.

   Note: This content was generated by AI. Review content before use.
5. (Optional) Rate the accuracy of the comparison by clicking the thumbs up or thumbs down icon.
6. (Optional) If you clicked thumbs down, enter details in the **What made this comparison helpful?** text box and click **Submit Feedback**.
7. Provide a score for the supplier based on the comparison and click **Next**.

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8. Click **Submit Evaluations**.

Result

Workday records your evaluation scores and uses your feedback to refine future suggestions.

Related Information
Examples
2026R1 Feature Release Note: AI-Enabled Questionnaire Response Summary and Evaluation Comparison

Summarize Supplier Questionnaires with AI

Prerequisites

- Mapped tenant
- SSO enabled

Context

You can use AI to generate a high-level summary of all supplier responses for an event. This summary provides a section-by-section breakdown of supplier details to help you plan your configuration and selection strategy.

Steps

1. Access the **Event Dashboard** for the desired event.
2. From the **Event Questionnaire Summary** section, click **Generate**.
3. Review the summarized data for each supplier side-by-side to assess capabilities.
4. (Optional) Rate the accuracy of the summary by clicking the thumbs up or thumbs down icon.
5. (Optional) If you provided a negative rating, enter details in the **What was missing from this summary?** text box and click **Send Feedback**.
6. Click **Close**.

Result

Workday displays a structured summary table of supplier responses. Your feedback is used to help refine future suggestions.

Related Information
Examples
2026R1 Feature Release Note: AI-Enabled Questionnaire Response Summary and Evaluation Comparison

Reference: Supplier Forms Email Notifications

As a sourcing manager, you can use this table to understand which scenarios different user types receive email notifications for. Company admins don't receive email notifications unless you add them as stakeholders or are part of approval groups.

Scenario	Sourcing Manager	Project Stakeholder	Event Stakeholder	Approval Group Used for Forms	Supplier
Sourcing manager creates a	No	No	No	No	No

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Scenario	Sourcing Manager	Project Stakeholder	Event Stakeholder	Approval Group Used for Forms	Supplier
project with a form					
Stakeholders are added to the project	No	Yes	No	No	No
Stakeholders are added to the form	No	No	Yes	No	No
Invitation to participate in supplier review form (sent when the sourcing manager publishes the form)	No	No	No	No	Yes
Sourcing manager prepublishes scorecard so that stakeholders receive notification when suppliers complete the form	No	No	No	No	No
Reminder that the form is due at 30-, 7-, and 1-day intervals before submission deadline	No	No	No	No	Yes
Project status changes to *Active*	No	No	No	No	No
Supplier submits form	Yes	No	Yes	Yes	Yes
Approval group reviews form	Yes	No	Yes	Yes	No
Form is finalized	Yes	No	Yes	No	No

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Scenario	Sourcing Manager	Project Stakeholder	Event Stakeholder	Approval Group Used for Forms	Supplier
Project status changes to *Complete*	Yes	Yes	No	No	No
Form gets flagged When you flag a supplier review form, Strategic Sourcing flags all suppliers in your directory that have completed the form.	No	No	No	No	No

Supplier Performance Management

Create Supplier Performance Reviews and Surveys

Prerequisites

Create suppliers.

Context

You can:

- Assess and record supplier performance.
- Create and track **Performance Reviews** and **Action Items**.
- Standardized review templates.

Steps

1. Access **Navigate > Pipeline**.
2. Create a new project and select the *Performance Review* project type in the drop-down list next to the project name.
3. In the **Reviews** tab in navigation pane, click **New**.
4. In the **Performance Reviews** side panel, select the **Performance Review Template** check box.
   If you don't have a **Performance Review Template** option, select the **Add a Blank Review & Start from Scratch** check box.
5. Click **Add**.
6. In the **Reviews** tab, select **Scorecard**. As you complete this section, consider:

Option	Description
Choose Suppliers to Review	Select which suppliers you want your stakeholders to review.
Invite Your Stakeholders	Select which stakeholders you want to invite to the review.

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Option	Description
Edit You Scorecard	Edit the scorecard sections, questions, and weights. You can also preview the scorecard.
Publish Your Review	Set a due date and publish your review. You can also edit which stakeholders can see which sections.

7. (Optional) In the **Reviews** tab, select **Supplier Survey** and create or modify your supplier survey.

   Your sourcing team can set up a **Questionnaire**, include a **Scorecard**, and add **Worksheets** for your supplier to complete in the **Build Your Supplier Survey** section.

   In the **Publish Your Supplier Survey** section, you can modify the name of the supplier survey and set a timeline before publishing.

   The **Supplier Survey** section might not be available based on your company settings. Contact a company admin to modify the *Performance Review* project type.

Result

You can view the past performance of your suppliers.

Example

Watch the video: 2m 7s

Add Supplier Scorecards to Performance Reviews

Prerequisites

Create **Supplier Performance Reviews**.

Context

You can enable **Stakeholders** to assess supplier relationships and suppliers to self-assess their performance and compare scores.

Steps

1. Create a new project with the **Project Type**: **Performance Review (PERF)** and update the **Title**.
2. On the **Suppliers** section, add supplier for review.
3. Click the **Open Supplier Directory** button, select the **Supplier**, and click the **Add to Project** button.
4. Add sourcing team members on the **Stakeholders** section.
5. On the **Project** menu, click the **New** button on the **Reviews** option.
6. Click the **Add Scorecard** button to enable suppliers to self-assess as part of the review.
7. On the **Set Supplier Survey Timeline** section, set a **Supplier Response Deadline**.
8. Click the **Publish Survey to Suppliers** button.
9. Suppliers edit the survey by clicking the **Edit** button on the **Complete Your Performance Review** page and the **Submit Review** review button to submit the completed review.

   Note: Supplier must click both **Submit Scorecard** and **Submit Performance Review** to submit both.
10. Select **Project > Reviews > Results** and click the **Compare Stakeholder Reviews** button for a side-by-side comparison of performance scores.

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Result

You can assess and compare supplier and **Stakeholder** performance scores.

Configure Action Items

Prerequisites

Create suppliers.

Context

You can configure **Action Items** internally for your team and externally for your suppliers to complete.

Steps

1. Select **Suppliers** from the **Navigate** drop down menu to access your **Supplier Directory**.
2. Search for and select a supplier.
3. Click the **Action Items** tab.
4. Click the **Add Action Item** button to create an **Action Item**.
5. The **Assignee** drop down menu enables you to assign **Action Items** to teammates or to a contact in supplier companies.
6. Click **Save** to save the **Action Items** to the supplier **Action Items** tab.
7. Access the **Action Item** to:
    - Edit the components of the **Action Item**.
    - Complete the **Action Item** and automatically move to the **Completed Action Items** section.
    - Send Email to the **Assignee**.
8. Click the **Link Related Project** button to link the **Action Item** to an existing project. You can also create a new project with a link to the **Action Item** you created.

Result

You can review:

- Attachments.
- Pending and completed **Action Items**.
- Project priorities.

Reference: Supplier Performance Review Email Notifications

As a sourcing manager, you can use this table to understand which scenarios different user types receive email notifications for. Company admins only receive email notifications if you add them as stakeholders.

When you ask the supplier to complete a scorecard and a survey, the supplier must click **Submit** on both the scorecard and the survey. Strategic Sourcing doesn't send notifications when the supplier submits only the scorecard.

Scenario	Sourcing Manager	Project Stakeholder	Event Stakeholder	Supplier
Stakeholders added to the performance management project	No	Yes	No	No
Stakeholders added to	No	No	Yes	No

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Scenario	Sourcing Manager	Project Stakeholder	Event Stakeholder	Supplier
the performance management event (scorecard)				
Supplier survey published	Yes	Yes	Yes	Yes
Scorecard published	Yes	Yes	Yes	Yes
Supplier submits the supplier survey	Yes	Yes	Yes	Yes
Supplier revises the supplier survey	Yes	Yes	Yes	No
Supplier resubmits the supplier survey	Yes	Yes	Yes	Yes
Scorecard updated after publication	Yes	Yes	Yes	Yes
Sourcing owner or stakeholders complete the scorecard	No	No	No	No
Supplier assigned an action item that links to a project	No	No	No	Yes
Supplier action item marked as complete	Yes	No	No	Yes
Stakeholder assigned an action item that links to a project	No	Yes	No	No
Stakeholder action item marked as complete	Yes	No	No	No
Performance review finalized	No	No	No	No
Performance review overdue	No	No	No	No
Performance review overdue and marked as *Needs Attention*	Yes	Yes	Yes	No

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Scenario	Sourcing Manager	Project Stakeholder	Event Stakeholder	Supplier
Status of the performance review project changed to *Completed*	Yes	Yes	No	No

Unified Supplier Integration

Configure Unified Supplier Integration for Customers Migrating off the Legacy Supplier Connector

Prerequisites

- Run the legacy supplier connector and resolve any existing errors with your tenant or supplier data. Contacts must be active on the Workday supplier contact record before you enable the new integration.
- Configure both these authentication methods
  - Tenant Mapping through the global CSR Portal
  - Workday SSO or User Provisioning Workspace
- Ensure that the **Default Payment Type**, **Payment Type**, and **Supplier Category** fields are included on the supplier onboarding form in Workday Strategic Sourcing (WSS).
- Enable OAuth 2.0 Clients within Edit Tenant Setup - Security
- Configure the *Manage: Supplier Synchronization* domain to grant access to the **Supplier Synchronization Errors** task.
- Security: *Set Up Supplier* domain in the supplier functional area to have access to the Configure Unified Supplier Integration task.

Context

You can configure the Unified Supplier Integration (USI) to synchronize supplier attributes between Workday and Workday Strategic Sourcing (WSS) in real time. This integration defines how supplier data is shared and maintained across both systems.

USI doesn't support basic connector customers. Customers need to sync all data through supplier onboarding integration before opting in to USI.

Steps

1. Access the **Configure Unified Supplier Integration task**.
2. On the **Opt In** tab, review the acknowledgement and select the **Confirm** check box.
3. Click **Next**.
4. On the **Manage API Client** tab, click **Refresh** to verify the synchronization with WSS.
5. In the **Configure Synchronization Criteria** section, select the supplier attributes you want to synchronize with WSS.
6. Set up the notification occurrence for the **Supplier Synchronization Error** task.
7. Click **Confirm**
8. Click**Next** .
9. Review the details in the **Review** step.
10. Click **OK**.

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11. (Optional) If you use segmented supplier security, configure security for the integration.
    a) Add the new ISU to the *Spend API Client Configuration* security group.
    b) Edit Domain Security Policies.

    Add the Spend API Client Configuration security group to these domains:

    - Integration Event
    - Reports: Supplier
    - Set Up: Currencies
    - Set Up: Settlement
    - Set Up: Supplier
    - Set Up: Supplier Accounts
    - Set Up: Supplier Categories
    - Set Up: Supplier Contacts
    - Set Up: Supplier Maintenance
    - View: Supplier
    - Workday Graph API Applications

Next Steps

If Workday fails to create the API client, access the **Configure Unified Supplier Integration** task again. In the **Manage API Client** section, select the **Regenerate Credentials** check box and click **Next**.

Related Information
Examples
25R2 Release Note: Unified Supplier Integration for Customers Migrating off the Legacy Supplier Connector

Configure Unified Supplier Integration

Prerequisites

- You must have access to Workday Financials and Strategic Sourcing - Supplier Relationship Management.
- Enable Supplier Onboarding Form in WSS. Ensure no connectors are configured for the supplier onboarding template in Workday.
- Ensure the Workday Unified Supplier Onboarding feature is enabled.
- Configure both these authentication:
    - Tenant Mapping through the global CSR Portal
    - Workday SSO or User Provisioning Workspace
- Ensure that the **Default Payment Type**, **Payment Type**, and **Supplier Category** fields are included on the supplier onboarding form in Workday Strategic Sourcing (WSS).
- Enable OAuth 2.0 Clients within Edit Tenant Setup - Security.
- Configure the *Manage: Supplier Synchronization* domain to grant access to the **Supplier Synchronization Errors** task.
- Security: *Set Up Supplier* domain in the Suppliers functional area.

Context

You can configure the Unified Supplier Integration (USI) to synchronize supplier attributes between Workday and Workday Strategic Sourcing (WSS) in real time. This integration defines how supplier data is shared and maintained across both systems.

Steps

1. Access the **Configure Unified Supplier Integration** task.

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2. On the **Opt In** tab, review the acknowledgement and select the **Confirm** check box.
3. Click **Next**.
4. Click **Refresh** to synchronize the Integration System user with WSS.
5. As you complete the **Opt In** section, consider:

Option	Description
Supplier Groups	Select the supplier groups that contain the suppliers you want to sync to WSS. When you don't select a group, Workday syncs all suppliers.
Supplier Category	Select the supplier categories that contain the suppliers you want to sync to WSS. When you don't select a category, Workday syncs all suppliers.
Supplier Status (Workday supplier status)	Select any 1 of the statuses. When you don’t select a status, Workday syncs suppliers regardless of their status.
Approval Status	Select the *Approved* status. Workday syncs only suppliers with *Approved* supplier status and with no business process in progress.

6. On the **Configure Notification Settings** section, select the required frequency.
7. Select the **Confirm Initial Data Sync** check box.
   Workday doesn’t start the initial supplier data sync until you select this check box.
8. Click **Next**.
9. On the **Supplier Pre-Validation** tab, review the supplier records to identify the synchronization failures.
10. Resolve any synchronization errors by manually fixing the relevant supplier records.
11. On the **Synchronize Data** tab, click **Refresh** to synchronize all supplier data from Workday to WSS.
12. Verify that these supplier data counts match the source data in Workday:

- Payment Terms
- Custom Supplier Classification (only Diversity Category)
- Supplier Contact Types
- Communication usage type
- Payment Types
- Phone Device Types
- Supplier Category
- Supplier Group
- Shipping Terms
- Shipping Methods

13. If you encounter errors related to supplier data syncing to WSS, access the **Supplier Synchronization Errors** task for review.
14. When all counts match in the **Synchronize Data** tab, click **Refresh** again.
15. Click **Next.**
    If 1 or more supplier data sync counts don’t match with WSS, you can’t proceed to the **Synchronize Suppliers** tab.

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16. On the **Synchronize Suppliers** tab, click **Refresh** to view the number of suppliers and supplier contacts that have synchronized.
17. Review the table to view the suppliers and supplier contacts that fail to synchronize to WSS, and resolve the issues.
18. Check the supplier details.
19. Click **Next**.
20. On the **Review** tab, review the summary of synchronization.
21. Click **OK**.
22. (Optional) If you use segmented supplier security, configure security for the integration.
    a) Add the new ISU to the *Spend API Client Configuration* security group.
    b) Edit Domain Security Policies.

    Add the Spend API Client Configuration security group to these domains:

    - Integration Event
    - Reports: Supplier
    - Set Up: Currencies
    - Set Up: Settlement
    - Set Up: Supplier
    - Set Up: Supplier Accounts
    - Set Up: Supplier Categories
    - Set Up: Supplier Contacts
    - Set Up: Supplier Maintenance
    - View: Supplier
    - Workday Graph API Applications

Next Steps

If Workday fails to create the API client, access the Configure Unified Supplier Integration task. Select Manage API Client -> Regenerate Credentials.

(Optional) If you use segmented supplier security, manually add the integration ISU to the Spend API Client Configuration security group in the segmented supplier security domain. The ISU isn't automatically added when you opt in to Unified Supplier Integration.

Related Information
Examples
25R2 Release Note: Unified Supplier Integration

Concept: Unified Supplier Integration

The Unified Supplier Integration (USI) framework enables real-time data synchronization between Workday and Workday Strategic Sourcing (WSS).

USI provides an integration solution for customers who do not have a pre-existing supplier onboarding integration and replaces the legacy supplier connector for existing customers

After you enable USI, you can't revert to the legacy integration.

Note: The Integration System User (ISU) used for Unified Supplier Integration has view and modify access but you can't sign in to the Workday UI or access supplier data. This restriction exists because the ISU has no associated email account or system user.

USI provides:

- Real-time validation of supplier data.
- Automatic data syncing when you change supplier data in either Workday or WSS

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Data Synchronization Details

Workday synchronizes the supplier data automatically and initiates synchronization for on-demand resources, such as payee bank account or address fields, when any supplier record is opened in WSS or when a supplier-related change occurs in Workday.

USI supports only bidirectional data synchronization when you change supplier data in either Workday or WSS.

Supplier data that synchronizes automatically from Workday to WSS:

- Address usage.
- Payment terms.
- Payment types.
- Phone device type.
- Supplier categories
- Supplier classifications (limited to the Diversity category).
- Supplier contact types (limited to the Supplier usage).
- Supplier groups.
- Shipping Terms
- Shipping Methods

In WSS, you can clear these check boxes in Settings so that sourcing managers and suppliers can't select the options. Clearing a check box doesn't remove that option from suppliers that already have it.

Data that Workday synchronizes on demand and caches for 15 minutes:

- Address fields.
- Bank account fields.
- USI now supports the city prompt in **Maintain Localization Setting**.

Workday doesn’t support automatic data syncing for basic supplier connector customers. You must enable the unified supplier onboarding form and synchronize all fields.

Workday does not sync Basic Supplier to WSS.

The USI transaction logs provide a detailed history of data exchanges from Workday to WSS.

Once WSS marks a supplier as Approved and syncs the record to Workday, the sourcing manager can’t edit the standard fields on the supplier record in WSS.

When WSS marks a supplier as *Approved* and syncs the record to Workday, the sourcing manager can’t edit the standard fields on the supplier record in WSS. You can change the supplier status in WSS after Workday syncs the supplier. Changing the status doesn't affect suppliers that are already synced.

When a supplier record has a business process in progress in Workday, you can’t edit supplier contacts in WSS

Synchronization Errors

The **Supplier Synchronization Errors**task displays the latest synchronization errors. The task does not show previously resolved errors.

When you correct a synchronization error, Workday updates the record in WSS. If the correction is successful, Workday automatically removes the error from the **Supplier Synchronization Errors** task. Workday sends notifications for new errors based on the schedule in the **Opt In** tab. Any user with access to the **Supplier Sync Errors**task receives these notifications until you resolve the errors.

For supplier synchronization, the errors appear in a table directly on the **Synchronize Supplier** tab in the **Configure Unified Supplier Integration** task.

Unified Supplier Integration supports linking suppliers that exist in both WSS and Workday and that aren’t linked yet. You can link suppliers:

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- In bulk, using the Data Importer.
- 1 at a time, on the supplier record in WSS.

For the Data Importer, the supplier record must include the Workday **Supplier ID** in the **External ID** field and have a *Link* with Workday status. A scheduled nightly process completes the linking.

On the supplier record, click Options and select Link with Workday Supplier, enter the Workday Supplier ID and Workday links the WSS supplier to the Workday supplier record immediately.

Note: You can't relink a supplier that is already linked.

Business Processes

Workday initiates the *Supplier Event* business process for new suppliers from WSS.

Workday initiates the *Supplier Change* business process when suppliers update their information on the Unified Supplier Portal.

Workday displays the USI integration system user in the process history, related actions, and notifications when that user creates or updates a supplier or supplier change event from WSS. If you use a condition rule to route suppliers from WSS, Workday recommends this configuration on the *Supplier Event* business process:

Recommended Configuration:

- Source External Field or Condition Rule: Created By
- Relational Operator: In selection list
- Comparison Type: Value specified in this filter
- Comparison Value: Spend API Client Configuration - Integration User

Custom Validations

Workday initiates critical custom validations you configure for the supplier business object when either:

- A buyer marks a supplier as *Approved*.
- An existing, synced supplier updates an onboarding form.

Note: To prevent blocking a supplier going to Workday, ensure that you configure critical custom validations only for fields available in WSS.

Supplier Editing

Updates made by an onboarded supplier in the Unified Supplier Portal triggers the *Supplier Change* BP. These changes will not be visible on the WSS supplier record until they are officially approved through the BP.

Once Workday syncs a supplier, the Supplier Account in Workday is the supplier record that WSS uses. When you enable the Unified Supplier Portal, suppliers can update their information there. Sourcing managers in WSS can only update supplier contacts and custom fields on synced suppliers. You must make other changes on the Supplier Account in Workday.

Company admins can select which sections suppliers can update after Workday syncs the supplier:

- Supplier Information
- Business Contact Information
- Tax Information
- Procurement Options
- Banking Information
- Supplier Contacts
- Diversity Information
- Attachments

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Workday initiates the *Supplier Change* business process when an onboarded supplier updates information on the Unified Supplier Portal. Workday doesn't display these changes on the WSS supplier record until the business process completes with *Approved* status.

Supplier Duplication

You can now optionally enable duplicate supplier names on the Supplier Profile.

Reference: Synced Supplier Fields

This table provides a reference for the fields that synchronize between Workday and WSS:

Section in WSS Supplier Profile	Field Name
Supplier Information	**Supplier Name** **Supplier Category** **Supplier Group** **Website** **DUNS Number** **Certificate of Insurance Date** **Alternate Name** **Alternate Name Usage**
Business Information	**Address** **Address Usage** **Primary Address** **Email Address** **Email Usage** **Primary Email** **Phones** **Phone Country Code** **Phone Number** **Phone Device Type** **Phone Extension** **Primary Phone** **Tax Country** **Tax ID Type** **Tax ID** **Primary Tax ID** **Tax Authority Form Type** **Tax Document Date** **Transaction Tax ID**
Procurement Options	**Default PO Issue Email** **Shipping Method**

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	Shipping Terms **Enable ASN** **ASN Due in Days**
Banking Information	**Default Payment Term** **Accept All Currencies** **Default Payment Currency** **Payment Types** **Default Payment Types** **Bank Account Nickname** **Bank Account Payment Types** **Bank Account Type** **Bank Account Country** **Inactive Bank Account**
Supplier Contacts	**Contact First Name** **Contact Last Name** **Contact Type** **Phone Country Code** **Phone Number** **Phone Device Type**
Diversity	**Classification Country** **Classification Name** **Classification Additional Info**
Attachments	**File**

You can’t edit a supplier contact’s name or email address in Workday if the contact is already a registered user. To update this information, the supplier user must sign in and update their user profile.

You can use these fields as functional filters on the Supplier Directory and or Supplier Dataset in reports..

Reference: Synchronization Errors

If a supplier fails to sync to WSS, Workday automatically adds it to the **Supplier Synchronization Errors** task in Workday for review and notifies you based on the USI notification occurrence setting.

When you correct an error in the Workday or WSS, Workday automatically removes the error from the task list.

This task limits the displayed supplier information based on your security access. To troubleshoot failures in configuration settings to WSS, ensure the relevant users have access to all required domains. For supplier categories, access to the Set Up: Supplier Categories domain is required.

Workday doesn't display suppliers with Denied status on the Supplier Synchronization Errors task.

The table shows common errors and their resolutions.

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Error in Task	Resolution for the Error
Duplicate name in WSS.	Delete the supplier in WSS or rename the supplier in Workday to create a new record.
Duplicate Classification name.	Update the classification name or remove the diversity category.
Email isn’t unique for the contact.	Deduplicate the email addresses for supplier contacts.
Email must not be empty.	The supplier contact must have a primary email with the type set to**Work**.
Email is already in use.	Remove the duplicate email address from the supplier record.
External ID is already in use / Wid is already in use.	Create a support ticket.
Supplier Classification ID's are not found	Suppliers have the same diversity classification multiple times. Remove the duplicate diversity classification.
Supplier has multiple entries of the same diversity classification.	Remove the duplicate diversity classification from the supplier.
A new supplier cannot have an active business process.	Resolve the event and Workday automatically syncs the supplier to WSS.

Templates

Create Questionnaire Templates

Context

Questionnaire templates help you standardize specific question groups for various event topics. You can use questionnaire templates as a starting point for creating sourcing events. You can create a new template or modify an existing template.

Different roles have different access to templates:

- Company and department administrators can create, edit, and delete any questionnaire templates.
- Sourcing managers can create and use templates. They can only edit templates that they own.
- Stakeholders can use any of the templates in an event and edit them.

Steps

1. Navigate to **Templates**.
2. Select **Add Question Template**.
3. When you select:
    - *Blank Template*, enter the questions you want to include.
    - *Copy Existing Questions*, select 1 or more questionnaire templates or events to copy.
4. Add or edit questions and section conditions as needed.

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Add Templated Questions

Prerequisites

- Create a sourcing event.
- Create a questionnaire or questionnaire template.

Context

You can use questionnaire templates to reuse your questionnaires from past sourcing events, saving you time and effort when creating your next event.

Steps

1. Navigate to **Templates** to view the template library for your company.
2. (Optional) Select any questionnaire template to view more details to determine which questionnaire to use for your sourcing event.
3. Access your event and select **Build Questionnaire** from the **Build Your Response Sheet** section.
4. On the questionnaire builder, select **Add Template**.
5. Select 1 or more questionnaire templates to use in your sourcing event.

Result

You can now view your selected questionnaires when you open your event.

Next Steps

- Customize an added questionnaire template for your event by editing or deleting questions.
- (Optional) Link questions from your questionnaires to your event evaluations.

Create Performance Review Templates

Prerequisites

Create sourcing projects.

Context

You can configure performance review criteria to standardize your performance reviews.

The **Performance Review Master Template** sets the default sections for every new performance review template that you create in Strategic Sourcing.

Steps

1. Select **Navigate > Templates**.
2. Click the **Performance Reviews** tab to create a new template.
3. Click **Add Performance Review Template**.
4. Edit the performance review template. As you complete this task, consider:

Option	Description
Scorecard	Add stakeholders to the template and edit the scorecard. When editing the scorecard, total weights must equal 100%. You can edit titles that are sections from the master performance review template.

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Option	Description
Supplier Survey	Add questionnaire and worksheets to send to your suppliers.

Result

You can use the performance review template to create future supplier performance reviews.

Create Event Worksheet Templates

Context

You can create standardized worksheet templates for sourcing events across all your RFx events. Worksheet templates enable you to capture pricing and other supplier information while preserving worksheet structures and formulas.

Steps

1. Navigate to **Templates**.
2. On the **Worksheets** tab, select **Add Worksheet Template**.
3. (Optional) To restrict editing on worksheets created from the template, select these check boxes when you add new columns:
   - **Cannot Change Settings**
   - **Cannot Delete**
4. Select a cell in the worksheet to edit the selected column.
5. Use Ctrl + click to select multiple cells.

   Column settings apply to all sections.

Reports

Concept: Sourcing Reports Overview

Use sourcing reports to build customized data tables and translate them into various chart types for visualization of your data.

You can create reports for these data types:

- Action Items
- Contracts
- Contract Milestones
- Events
- Performance Reviews
- Performance Review Answers
- Projects
- Project Milestones
- Review Forms
- Savings
- Suppliers

New data gets fetched every time you access a saved report. If the report library stops, click **Clear** to update the information.

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When accessing your report for the first time, Strategic Sourcing automatically sets your visibility to the **Table** view. You can select one of these visualization types from the **Charts** menu:

- *Bar*
- *Bar Line*
- *Bar Stack*
- *Column*
- *Line*
- *Pie*
- *Pivot*
- *Scatter*

To share a saved report with other members of your organization, you can edit the saved report and add other sourcing managers in the **Share Your Report** field.

You can export the reports you create to:

- Excel
- HTML
- PDF
- Print

Create Sourcing Reports

Prerequisites

Publish or close a sourcing event.

Context

Use sourcing reports to build customized data tables and visualize them in charts.

Steps

1. Navigate to **Reports**.
2. Select a report type from the **Dataset** menu.
3. Click **Filters** and select the criteria that you want to filter by.
4. Click **Choose Filters & Columns** to view the data fields you can report on.

   If you want to create a report from scratch, click **Uncheck All** to clear any checked data fields before selecting the fields you want to report on.

   For project, contract, and event type reports, you can additionally filter by:

   - The report status on the **Choose Filters and Columns** menu.
   - **Range** on the **Filters** menu.

   These additional filters help reflect the cycle time in the report.
5. Click **Save** to save the report fields selected.
6. Click **Refresh Report** to reflect the changes in the report.
7. (Optional) Click **Editor** to select and rearrange the columns to reflect on the report.
8. (Optional) Hover over any column head and click the arrow to sort in ascending or descending order.
9. (Optional) Click the settings icon on any column head to filter rows.

   You can also remove specific rows by clearing the check boxes.
10. (Optional) Click **Charts** and select the chart format that you want to view your report in.

    You can control what your chart displays using the **Editor** menu.
11. Click **Save As** from the **Filters** menu to save your report as a saved report.

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12. Enter a name and description, then click **Save**.
    You can also save your report by clicking **Save As New Report** from the **Save** menu.
13. (Optional) Click **Saved Reports** from the **Filters** menu to view your saved report.
14. (Optional) To share your custom sourcing report, click the pencil icon to edit the saved report and add users in the **Share Your Report** field.
15. (Optional) Click **Export** and select the file format that you want to download your report in.

Result

You now have a saved report.

Next Steps

Export or share your reports with users in your organization.

Identified Savings Report

Prerequisites

- Configure Savings Trackers in **Settings**.
- Create sourcing projects and add savings.

Context

You can use reports to view your identified savings across your active and planned projects, enabling you to monitor unrecognized savings across your projects.

Steps

1. Select Navigate > Reports.
2. Select the Projects dataset.
3. Click **Filters**.
4. In the side panel, click **Choose Filters & Columns**.
5. Select the columns to view based on the report type:

Report Type	Columns
Identified Savings for Planned Projects	• *Estimated End Date FY* • *Estimated Savings* • *Estimated Start Date FY* • *Project State & Status* • *Project Title*
Identified Savings for Active Projects	• *Actual Start Date FY* • *Estimated End Date FY* • *Estimated Savings* • *Project State & Status* • *Project Title*

6. Add these filters from the column header:

Report Type	Column Filters
Identified Savings for Planned Projects	• **By Project State & Status**: Select *Planned*. • **Estimated End Date FY**: Select current FY and blanks.

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Report Type	Column Filters
	• **Estimated Start Date FY**: Clear blanks.
Identified Savings for Active Projects	• **By Project State & Status**: Select all *Active* statuses. • **Estimated End Date FY**: Select current FY and blanks.

If an Active project has no dates in the **Estimated Start Date FY** and **Estimated End Date FY** columns, and if the **Actual Start Date FY** is blank or not within the current FY, it displays in the **Identified Savings for Active Projects** report. To match the savings dials, manually filter projects that match this criteria out of report.

7. Add the sum of the **Estimated Savings** columns from the 2 reports to get your identified savings for all projects.

Realized Savings Report

Prerequisites

- Configure Savings Trackers in **Settings**.
- Create sourcing projects and add savings.

Context

You can use reports to view your realized savings across your active projects, enabling you to monitor savings across your projects.

Steps

1. Select Navigate > Reports.
2. Select the *Savings* dataset.
3. Click **Filters**.
4. In the side panel, click **Choose Filters & Columns**.
5. Select these columns to view:
    - Projected Savings
    - Project State & Status
    - Project Title
    - Realized Date
    - Realized Date FY
    - Realized Savings
    - Savings Type
6. Add these filters for the columns:
    - Project State & Status: Select *Completed*.
    - Realized Date FY: Enter the current fiscal year for the *Range*.
    - Savings Type: Select *All*.
7. Click **Refresh Report**.

    You can save and share the report with the selected data.
8. (Optional) Click **Editor** to view the columns added to the report and ensure you select all columns needed.
9. Select the **Chart** visualization that you want to view.

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Reference: Strategic Sourcing Reporting Use Cases

You can't filter the Request Submitted and Request Opened fields in Filters and Columns.	After adding the fields to the report, Workday recommends using column header filtering on both the **Request Opened** and **Request Submitted** dates to filter and sort by these dates. Click the column header in Row 1 to view the filter. You can use the **Editor** button to remove any of the date columns that aren't relevant to your analysis.
You need to transfer a saved report to a new owner when the current owner has left the company.	Create a support case that specifies the name of current owner and the name of the new owner for assistance.

Suppliers

Supplier Account Setup

Sign up for Strategic Sourcing with Authenticator App

Prerequisites

- You can access Strategic Sourcing by email invitation only.
- Ensure your team enables the **amazonses.com** domain.
- Create a Workday Central Login (WCL) Account.

Context

Workday Strategic Sourcing is a cloud-based sourcing tool that you can use to streamline your procurement process. You register through Workday Central Login (WCL) which enables you to access Workday's suite of products from a single account. To create an account, you need to verify your email, set up a strong password, and pair your authenticator app. You can also sign up for Strategic Sourcing with SMS authentication see Sign up for Strategic Sourcing with SMS Authentication.

Note: As a supplier, you must register your account on a desktop.

Steps

1. In the email, select **Sign up and View this RFP**.

   If you're expecting an email but don't receive it, ensure it's not in your Spam folder.
2. Click **Send a Verification Code** to send a 6-digit one-time password to your email address. This email will be the username you use to log into WCL.
3. Once you've verified your email address, enter your name, create a new password, and click **Create Account**.
4. Scan the QR code using your authenticator app and enter a 6-digit code from your app.
5. Click **Connect Authenticator App**.

   Note: If you stop the account creation process for WCL, your account will be locked. If you delete your authenticator app after you set up your account, you'll be locked out of your account.
6. Select the **Accept Terms of Service** check box.

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7. (Optional) Enter these fields:
    - Job Title
    - Phone Number
    - Language
    - Timezone
8. Click **Save & Finish**. You can now review the event that you've been invited to.

    You can view the event in the **Responses** section of the **Dashboard**.

    If you're unable to sign in, see FAQ: Supplier Sign In and Account Security.
9. Select the title of the event to review and respond to the sourcing team.

    When you're reviewing the event, pay particular attention to the conditions of participation and statement of requirements.
10. (Optional) You can invite teammates to collaborate with you on the event by entering their name and email in the **Invite Team Members** section, and clicking **Add**.

    If your colleague registered in Strategic Sourcing previously, they can sign in and access the bid immediately. Otherwise, they receive an email invitation with a link to create an account on Strategic Sourcing.

    If you can't add them, it might be because they're already registered in Strategic Sourcing under a different company name. To fix, contact the sourcing manager and request that they put you and your teammate under the same company name in their directory.
11. (Optional) You can submit questions and view other messages from the sourcing manager using the **Message Center**.

    Your questions are confidential.
12. (Optional) You can access help and support by selecting the **Contact Support** option from the **Support** tab in the top navigation bar.

Result

You and your teammates are signed up. You can sign into Strategic Sourcing at any time. Once registered with Strategic Sourcing, the next time you sign in, WCL will prompt you to **always trust this browser**. Mark a browser as trusted only for a computer you regularly sign in to.

Example

Watch the video: 1m 53s

Next Steps

You can now set your time zone and manage deadlines.

Sign up for Strategic Sourcing with SMS Authentication

Prerequisites

- You can access Strategic Sourcing by email invitation only.
- Ensure your IT team enables the amazonses.com domain.
- Create a Workday Central Login (WCL) Account.

Context

Workday Strategic Sourcing is a cloud-based sourcing tool that you can use to streamline your procurement process. You register through Workday Central Login (WCL) which enables you to access Workday's suite of products from a single account. To create an account, you need to verify your email, set

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up a strong password, and add your mobile number. You can also sign up for Strategic Sourcing with an authenticator app see Sign up for Strategic Sourcing with Authenticator App

Note: As a supplier, you must register your account on a desktop.

To view a list of supported phone codes and countries, see FAQ: Workday Central Login (WCL) Security Settings.

Steps

1. In the email, select **Sign up and View this RFP**.

   If you're expecting an email but don't receive it, ensure it's not in your Spam folder.
2. Click **Send a Verification Code** to send a 6-digit one-time password to your email address. This email will be the username you use to log into WCL.
3. Once you've verified your email address, enter your name, create a new password, and click **Create Account**.
4. On the **Set Up Authentications Methods** page, click **Set Up** to configure your preferred form of authentication.
5. Enter your phone number on the **Add a Mobile Number** page and click **Add your Mobile Number**. Once you receive a 6-digit verification code on your mobile number, enter it on the **Let's Verify Your Mobile Number** page.
6. Select the **Accept Terms of Service** check box.
7. Click **Save & Finish**.

   If you're unable to sign in, see FAQ: Supplier Sign In and Account Security
8. (Optional) You can invite teammates to collaborate with you on the event by entering their name and email in the **Invite Team Members** section, and clicking **Add**.

Result

You and your teammates are signed up. You can sign into Strategic Sourcing.

Next Steps

Enable SMS Authentication to Sign in to the Strategic Sourcing Supplier Portal

Prerequisites

- Create a Workday Central Login (WCL) Account - contact your buyer to receive an invitation.
- Sign up for Strategic Sourcing with SMS Authentication.

Context

Suppliers can sign in to the Strategic Sourcing Supplier Portal with SMS Authentication by enabling it in Workday Central Login (WCL).

To view a list of supported phone codes and countries, see FAQ: Workday Central Login (WCL) Security Settings.

Steps

1. Sign In to Strategic Sourcing Supplier Portal.
2. Go to your user account.
3. Click **Account Settings**.
4. On the WCL home page, click **Manage WCL Settings**.

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5. In the **Authentication Methods** section of the **Security Settings** tab, click **Set Up SMS Phone Number**.
6. Enter your password and click Verify Password.
7. Enter your mobile number and click **Add Your Mobile Number**.
8. Once you receive a 6-digit verification code on your mobile number, enter the code and click **Verify Code**.
9. You can now select the verified mobile number as an authentication method.

Result

Each time you sign in to the Strategic Sourcing Supplier Portal, you'll receive a verification code to your mobile number.

Self Register

Context

You can register with a buyer without using an event invitation when the buyer has supplier self-registration set up. You can self-register:

- By using a link that a buyer provided to you.
- Through a public bid site.

Steps

1. Access supplier self-registration.
2. Enter your email address, create a password, and click **Continue**.

   If you already have an account, you can click **Sign In**.
3. On the **Register New User** page, enter your name and accept the Terms of Service.

   When you click **Save & Finish**, you'll receive an email to complete your registration.
4. Enter the name of your company.

   When the buyer has similar company search enabled, Strategic Sourcing might prompt you that your company is already registered. If your company name matches any of the companies listed, contact an administrator at your company to gain access to Strategic Sourcing.

   To continue if there isn't a match, select **My company doesn't match any similar companies found**.
5. Complete the self-registration form.

   You must complete all required fields requested by the buyer to finalize your submission.

   When you save the form as a draft, you have to sign out and return to Strategic Sourcing with the buyer self-registration link to access your draft. Contact Support through the **Support** tab if you can't access your draft.

Result

You're added to the supplier directory of the buyer. You can:

- Access the supplier portal.
- Register another supplier.
- Return to the public bid site you registered from.

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Set Up Supplier Profile for Autofill

Prerequisites

- A buyer sends you an invitation to complete an onboarding form or you have completed self-registration for a buyer.
- You've signed up for Strategic Sourcing.

Context

You can set up your supplier profile to:

- Autofill onboarding forms sent by buyers.
- Complete self-registration for a buyer.

When you select the consent check box and add additional supplier contacts to your supplier profile, those added contacts can use your supplier profile to autofill onboarding forms. Added contacts can view all the information on your form, but they can’t edit it.

In your supplier profile, you can add this information:

- Supplier Name
- Website
- Description
- Addresses
- Phones
- Tax information
- Bank accounts
- Payment information
- Contacts

Note: Workday recommends keeping your supplier profile updated. When you use autofill, Strategic Sourcing overwrites any input data in the onboarding form with data from your supplier profile. For any data not entered in the supplier profile, Strategic Sourcing removes entered data in the onboarding form. This only applies to fields on the supplier profile.

Steps

1. After you sign in to Strategic Sourcing, click **Your Supplier Profile** on your **Dashboard**.

   You must have an onboarding invitation to fill out your supplier profile.

   You can also access your supplier profile from the onboarding form while you’re editing the form.
2. Fill out the supplier profile.

   In the **Contacts** section, to save entered contacts, you must select the consent check box. Added contacts can view your profile, including added banking information.
3. Click **Save** to save the supplier profile.

   When you update your supplier profile, the information doesn’t automatically update in submitted forms. Ensure you update any forms previously submitted.

Concept: Customer Directory

You can access the Customer Directory from the Strategic Sourcing Supplier Portal. This directory displays the Strategic Sourcing customers that you have access to. You can only view data that the customer has granted you access to.

In the Customer Directory, you can search to find a Customer Profile by:

- Customer Company Name
- Contract Name

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- Event Name
- Form Name
- Supplier Company Name

Each column displays the total number of events that you're invited to for each customer.

You can access these Strategic Sourcing tabs in a Customer Profile:

- Action Items
- Contracts
- Events
- Forms
- General Profile
- Performance Reviews

Your customers can give you access to the Unified Supplier Portal (USP) and more procurement information. If you have access to the USP for a customer, you can view these tabs:

- Catalogs
- Invoices
- Payments
- Purchase Orders

Note: Not all customers have the USP. Not all supplier contacts will receive access to the USP.

Concept: Unified Supplier Portal for Suppliers

When a customer grants you access to the Unified Supplier Portal (USP), you receive an email where you can sign up with Workday Central Login or sign in if you already have an account.

You use the same Workday Central Login account to sign in and access Strategic Sourcing and procurement information across multiple customers securely. Your primary work email used with multiple customers should be the same, and you must use Workday Central Login to create your account.

To receive access to the USP for different customers, contact each respective customer.

Additional Authentication for USP

A customer can require additional verification when you click **Procurement Portal** or the links in these tabs:

- Catalog
- Invoices
- Payments
- Purchase Orders

The additional verification requires you to enroll with email verification. A six-digit passcode will be emailed to you. After you enter the passcode and click **Verify Code**, you can access the Procurement Portal.

Note: Not all customers require the additional authentication.

Procurement Information and Tasks

You can receive access to these procurement apps:

- *Contacts and Banking*. You can change and view contact and settlement bank account information related to suppliers. To access the Contact and Banking procurement app from Strategic Sourcing:
    1. In the customer profile, click **Procurement Portal**.
    2. In the side menu in the Procurement Portal, click **Contact and Banking**.
- *Invoices and Payments*. You can view the **Most Recent Invoices** and **Most Recent Payments**.

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- *POs and Catalogs*. You can view **Most Recent Catalog Loads** and **Most Recent Purchase Orders**. You can also access these tasks:
  - **View All Catalog Loads**, that you can use to search for catalog loads.
  - **Catalog Load Request for Supplier**, that you can use to add new items, update existing items, and load items to a catalog on Workday.
  - **Find Purchase Order**, that you can use to search for purchase orders by date, and name.
  - **Create Invoice from Purchase Orders**, that you can use to create an invoice request from a purchase order.
  - **Log Time and Tasks**, that you can use to log time worked by contingent workers on a purchase order.

You can only access procurement information in the USP for customers who grant the access. If you have other customers who have chosen not to uptake the Unified Supplier Portal, you can still access their Supplier Portal using the same login process you do today. You can't view them in the USP.

Example: Global Modern Services grants you access to the USP, but ProTech, Inc. doesn’t grant access. In the Global Modern Services customer profile, new tabs display for the information you’ve been granted access to. You can also click the **Procurement Portal** button from the Global Modern Services customer profile. No changes occur to the ProTech, Inc. customer profile.

Note: Not all customers enable access to all apps in the USP.

Email Updates in the Unified Supplier Portal

Email updates made in Workday Central Login don’t update your primary work email in the USP. The email update will be reflected in the user profile in Strategic Sourcing, but this update won’t reach the Supplier Profile in Strategic Sourcing. The customer can’t sync the update.

To update your email address in the USP, Workday recommends that you reach out to your customer to update your primary work email to ensure both Workday Central Login email and verification email remain the same.

Access Supplier Invoice Requests in the Unified Supplier Portal

Context

You can view supplier invoice requests and non-purchase order invoices in the Unified Supplier Portal (USP).

Steps

1. Access your customer from the **Customer Directory**.
2. Select the **Invoices** tab.
3. Click **View Invoices**.

   You can also click **Procurement Portal** and enter **Find Supplier Invoice Request** in the search bar.

Result

Your invoice requests display in the USP.

Password Reset for Suppliers

Prerequisites

Set up your Workday Central Login account.

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Context

You can reset your password for your Workday Central Login account if you've forgotten your password or need to reset it for security reasons.

Steps

1. On the **Workday Strategic Sourcing Sign In** page, click **Sign In**.
2. On the **Supplier Login** page, enter your email address and click **Continue**.
3. On the **Password** page, click **Forgot Your Password?**
4. Click **Reset Your Password**.
5. Enter the 6-digit code from your authenticator app.
6. Enter the 6-digit password sent to your email address.

   If you've added your mobile phone number to your account, click **Try With SMS** and enter the 6-digit code sent to your mobile phone.

   Note: **Try With SMS** is only available after you verify your phone number in Workday Central Login.
7. Enter and confirm your new password.

Next Steps

Sign in with your new password.

Account Recovery for Suppliers

Context

You can reset your account when you meet all of these criteria:

- Forgot your password.
- Unable to access your authenticator app.
- Have no phone number added to your account. This is applicable only to the U.S. and Canada.

Steps

1. On the **Workday Strategic Sourcing Sign In** page, click **Are you a supplier - sign in here** link.
2. On the **Workday Central Login** page, enter your email address and click **Continue**.
3. On the **Password** page, click **Forgot Your Password?**
4. Click **Reset Your Password** on the **Forgot Your Password** page.
5. Click **Recover Account** on the **Let's Verify It's You** page.
6. In the **Account Reset** pop-up, select the acknowledgement check box and click **Reset**.
7. Click **Send Code**.
8. Enter the six-digit, one-time passcode sent to your email address.
9. Set up your authenticator app. See Sign up for Strategic Sourcing.
10. Enter and confirm a new password. Click **Reset Your Password**.
11. Sign in on the **Supplier Login** page with your new password and authenticator app.

    Note: After you recover your account, you lose access to customer procurement information in the Unified Supplier Portal. Contact customers to re-enable your access.

Result

You can access Strategic Sourcing by clicking the link Are you a supplier - sign in here.

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Complete an Onboarding Form

Prerequisites

- A buyer sends you an invitation to complete an onboarding form.
- You've signed up for Strategic Sourcing.

Context

You can complete an onboarding form that buyers invite you to, which enables them to gather critical business and banking information.

When enabled by the buyer, you can login and edit at any time. If the **Edit** button doesn't display, contact the buyer to determine if your profile is going through an approval process.

Steps

1. Access the onboarding form in the **Profile** section by clicking **Manage**.
2. Click **Edit** to make changes to the form and input the requested information.

   When you have a supplier profile filled out, you can autofill the onboarding form for a buyer with information from your profile. When you autofill, any information already enter is overwritten. See Set Up Supplier Profile for Autofill.

   The buyer can add help text at the start of the form for you to review.

   You can add Contacts to this form so that the buyer company has the correct contact information for you and colleagues at your organization. Contact the sourcing manager through the **Message Center** to enable access for new contacts to your profile.

   Your Onboarding Journey displays at the top of the form if the buyer requires you to complete additional custom forms as part of the onboarding process.
3. (Optional) You can submit questions and view other messages from the sourcing manager using the **Message Center**.
4. Once completed and ready to submit, click **Submit**.

   You can click **Save Draft** to save your incomplete form and return to finalize it later.
5. (Optional) To revise the submission, click **Edit**. Ensure you submit the profile once you finish making changes.

Result

The form information that you submit to the buyer ensures a quick and accurate setup for your company.

FAQ: Supplier Sign In and Account Security

I already have a Strategic Sourcing account. How do I register for Workday Central Login?	1. Navigate to the Workday Strategic Sourcing **Sign In** page. 2. Sign in to Strategic Sourcing with your current credentials. 3. Sign out of the supplier portal. 4. On the **Sign In** page, click **Are you a supplier - sign in here** link and sign in with the credentials you used for Strategic Sourcing. You can no longer sign in to Strategic Sourcing directly and must go through Workday Central Login (WCL).

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	5. Follow steps 2 through 9 in Sign up for Strategic Sourcing to finish your WCL registration.
What if I don't have a mobile device?	If you don't have a mobile device, you can use a browser-based option, like 1Password, for multifactor authentication. Browser-based options can scan QR codes in WCL.
If I get a new phone, do I need to reset my authenticator app?	Yes. To reset your authenticator app and pair it with a new device: 1. When WCL prompts you to enter a 6-digit verification code from your authenticator, click **Reset Authenticator** below the prompt. 2. Enter the 6-digit password sent to your email address before synching the authenticator on your new device. 3. Scan the QR code with your new device to sync your authenticator app.
Will my password expire?	No, your password won't expire with Workday Central Login.
How do I reset my password?	See Password Reset for Suppliers.
How can I change the email address for my Strategic Sourcing account?	1. Hover over your name and click **User Profile**. 2. Click **Change Email**. 3. Enter your email address in the **Email** field. 4. Save the change. 5. Access your old email and follow the instructions in the email you receive. Note: Users can't change their email address if your company uses a SSO (Single Sign-On) integration. If your company doesn't use SSO, changes to a user's email address are automatically reflected for any other company they work with in Workday Strategic Sourcing.
How can I change the email address for my Unified Supplier Portal account?	When you need to change your email address for WCL, contact your customers to update the primary work email in Workday to ensure both the WCL email address and the verification email address are the same. For more information, see Concept: Unified Supplier Portal for Suppliers.

How do I keep my account safe?	• Create a strong password with at least:
	  • 8 characters.
	  • 5 or more unique characters.
	  • 1 uppercase, lowercase, numeric, and special character.

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	• Avoid creating passwords that:
	  • Contain spaces.
	  • Use common words, abbreviations, or acronyms.
	  • Are compromised or previously used.
	• Monitor any suspicious account activity by checking your email for security notifications or accessing **Manage Your Account > Security Settings > Show logged in sessions**.
	• Maintain multiple methods of account or password recovery.
	If you think your password is compromised, reset it as soon as possible.

How do I set up different methods of password recovery?	1. On your profile page in Workday Central Login, select **Manage Your Account**.
	2. In the **Personal Info** tab, you can:
	  • Add a mobile number for password recovery with the **Edit Mobile Number**button.
	  • Substitute your current primary email with another email to verify and recover your account with the **Add Email address** button.
	Workday recommends activating both methods of recovery, in case you lose access to either your phone or email.

What if I can't access Workday Central Login or any related links on the site?	If you can't access WCL, delete your browser history, contact your customer administrator, and sign in again. If you tried clicking the **Forgot Your Password?** link on the sign-in page, and it didn't work, clear the cookies and cache of your web browser and try again. Note: Workday collects cookies and other information about your activity on WCL.
What if I have a supplier account and a buyer account?	If you have both account types, you'll be required to sign in through WCL when you select **Supplier portal** on the **Select Company** page. You are required to sign in to the Supplier Portal with MFA even if you have SSO set up.
I forgot my password and don't have access to the authenticator app. What should I do?	You can reset your account. See Account Recovery for Suppliers.
How do I contact Workday Strategic Sourcing if I'm still unable to sign in?	Contact Workday's support team for assistance at scoutsupport@workday.com if you: • Are unable to login after reviewing all documentation.

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	• Lost your authenticator app. • Lost your authenticator app and your password.

FAQ: Contacting Strategic Sourcing

How do I contact Workday Strategic Sourcing if I'm unable to sign in?	If you're still unable to login after reviewing documentation, you may contact Workday's support team for assistance at scoutsupport@workday.com.
How do I contact the sourcing manager?	Access the event and click the **Message Center** button in the **Message Center** section. You can: • Ask the sourcing manager a question. Enter a question in the box, attach a file if applicable, and click **Send Question**. • Chat with the sourcing manager. If the sourcing team sends you a question using **Chat**, click the chat icon and enter your answer. • View questions you've asked and the answers that you've received from the sourcing team. When the sourcing team replies to your questions, you receive an email notification. • View questions and answers from other suppliers that the sourcing manager shares and general messages.
How do I get help before an auction?	Select the **Contact Support** option from the **Support** tab in the top navigation bar.
How do I get help during an auction?	Select the **Contact Support** option from the **Support** tab in the top navigation bar. Strategic Sourcing pays close consideration to support tickets during auctions and you can expect a rapid response.

Reference: Supplier Profile Update Emails

You can receive an email when updating your profile for these reasons:

- Approved
- Blocked
- Failed
- Overridden
- Rejected

If you don’t receive any of these emails and don’t see the **Edit** button, contact Strategic Sourcing Support or the buyer for more information.

Profile Update Approved

Your update was successful. You can log back in and manage your profile by clicking **Edit**.

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Profile Update Blocked

Workday blocks the update you made in Strategic Sourcing because of an in-progress process. Try to make the update again later.

Profile Update Failed

Workday didn’t receive the update you made in Strategic Sourcing. This can occur when:

- A change comes from Workday at the same time as you have made a change in Strategic Sourcing.
- The buyer is editing your profile at the same time and attempts to push their edit to Workday.
- The integration service is down.

Try to make the update again later when the **Edit** button is active.

Profile Update Overridden

A change was already in progress and Workday didn’t receive the latest update you made in Strategic Sourcing. Review your profile, and try to make the updates again.

Profile Update Rejected

A change to your profile was rejected in Workday. To resolve the issue, contact the sourcing manager in Strategic Sourcing through email or the Message Center.

Proposal Events

Complete a Supplier Form

Prerequisites

- A buyer sends you an invitation to complete a form.
- You've signed up for Strategic Sourcing.

Context

You can complete required forms containing questionnaires that buyers send you.

Steps

1. Access the form you want to complete.
2. (Optional) To invite colleagues to edit the form, enter their name and email address in the **Invite Team Members** section and click **Add**. Your colleague receives an email invitation to access the form.
3. To answer questions, click into the sections of the form under **Fill Out Your Form**.

   Forms can have multiple sections of questions for you to complete. Strategic Sourcing automatically saves your question responses. Questions marked with an asterisk are required. At the top of each section, Strategic Sourcing lists the number of:

   - Questions in a section.
   - Required questions in a section.

   If you don't complete required questions, you can’t submit the form.

   Forms can also have conditional sections and questions. When your answers meet a condition, a new section or new questions display for you to respond to.

   You can take your form offline in the **Export or Import Your Form** section once you’ve accessed the form in Strategic Sourcing. When only the *Export* option is available, click **Revise Form** to import the form after you’ve updated the exported Excel file.

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4. (Optional) To contact the buyer, you can click **Message Center** or email the primary contact.
5. Click **Submit** to send your completed form to the buyer. The form **Status** updates on your homepage.
6. (Optional) To revise the submission, click **Revise Form**. After revising the form, click **Resubmit Form** to send your updates to the buyer.

Related Information
Tasks
Sign up for Strategic Sourcing with Authenticator App

Manage Deadlines

Prerequisites

You've signed up to Workday Strategic Sourcing.

Context

The sourcing manager determines the event timeline that consists of these possible deadlines:

- **Supplier RSVP Deadline**
- **Supplier Question Deadline**
- **Bid Submission Deadline**

Steps

1. To ensure you submit information to the sourcing manager on time, set your time zone in your **User Profile** that you can access under your user name on the **Home Page**.
2. When you receive a **Supplier RSVP Deadline**, you can inform the sourcing manager that you plan to bid by selecting **I Intend to Submit** on the invitation before the set time and date. As you decide if you want to participate in a bid event, consider:

Option	Action
You don't receive and invitation.	Either: • You or 1 of your team have already responded to the invitation. • There's no requirement for you to respond.
You're not going to accept the invitation.	Select **I Do Not Intend to Submit** and you can either: • Select a reason why you don't want to participate, as well as provide additional comments. • Select **Submit RSVP**.
You decide you intend to participate in a bid event.	You can select **I Intend to Bid** as long as the invitation hasn't expired.
The deadline passed but you want to bid in the event.	You can submit a ticket to support by clicking **Support**, and they can help you change your response to the invitation.

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Option	Action
You no longer intend to participate in a bid event.	No action is needed.

If the deadline has passed, you can submit a ticket to support by clicking **Support**, and they can help you change your response to the invitation.

3. If you receive a **Supplier Question Deadline** event, you can't submit questions to the sourcing manager from the **Message Center** after the deadline date and time.

   You can continue to view the questions and answers that you or your team submitted before the deadline.

   If you don't see the deadline, you can submit questions to the sourcing team at any time during the RFx process.
4. To submit a bid on the RFP to the sourcing manager, check the due date and time on the **Submission Deadline**, and click the **Submit Bid** button.

   The sourcing manager can set the submission deadline so that you can submit your response after the deadline.

Next Steps

You can start submitting your bid and invite team members to collaborate with you on the bid proposal.

Create Bid Proposals

Prerequisites

You've been invited to submit a bid proposal by the sourcing manager.

Context

You create bid proposals to submit to the sourcing team. Sourcing teams request suppliers to provide pricing and line item quotes.

Steps

1. Navigate to the **Build Your Proposal** section on your bid.
2. In the **Response Sheets** section, click **Edit** and answer questionnaire questions, if applicable.
3. In the **Worksheets** section, click **Edit** to start creating your bid proposal.

   You can view details of any worksheets in the panel on the left.

   To view worksheet instructions and notes from the sourcing manager, click the **Supplier Instructions** button.
4. Enter bids on the highlighted rows of the worksheets. To identify what you need to do to submit your bid, you can select **Validate** to highlight the cells you must complete. A side panel also displays showing the line items and columns that need information. When you complete all highlighted cells, *Worksheet Valid* displays when you select **Validate**.

   You can apply filters to view the items you want to bid on by clicking the 3 horizontal lines in the column header, selecting the conditions and values, and clicking **Apply Filter**. Calculated totals change as you apply filters.

   You can also display or hide columns using **Show/Hide Columns** and clicking **Update View**.
5. In the **Requested Document** section, select the **Browse for File** button.

   Attach requested documents to submit your bid proposal.

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6. In the Additional Documents section, drag and drop files from your PC to the box, or click the **Browse for Files** button.

   Attach additional documents for the attention of the sourcing manager.

   You can attach as many files as you want and each file can be up to 5GB.

   Wait for the upload to complete before navigating away from the page.
7. (Optional) Click **Preview** to view your event submission in a read-only view that the buyer will see.
8. To finalize your bid submission, select **Submit Bid** on the bid event.

Result

The sourcing manager receives an email to notify them that you've submitted your bid. You can submit incomplete bids, however, it's up to the sourcing manager to determine whether to accept an incomplete proposal.

In the **Responded** tab, you can view the status of your submission on the bid event, including the date and time of the submission.

Next Steps

- If you want to change your bid and it's before the bid submission deadline, change your bid by clicking the **Revise Bid** button on the event. After you make your revisions, click the **Resubmit Bid** button.
- If you want to revise the bid proposal but it's after the deadline, contact your sourcing manager directly.
- Respond to requests from the sourcing manager.

  Depending on the bid proposal, the sourcing manager can request, by email or chat, further clarification on your bid submission. Use the **Revise Bid** button on the bid event to edit the proposal and respond to the update request.

Steps: Submit a Bid on a Public Sourcing Site

Context

You can submit a bid proposal to an event on the public bid site of a buyer. You can also use commodity codes to receive information about public events that are related to your organization. Sourcing teams request suppliers to provide pricing and line item quotes.

Steps

1. (Optional) Search for the event on the public sourcing site. You can use quotations to find exact matches for your keywords.
2. On the public sourcing site, click **Bid** next to the event you want to submit a bid proposal to.
3. Sign in to Strategic Sourcing.
4. Create Bid Proposals.

   Note: Buyers can label events as *Restricted* so that only invited suppliers can access them. When you click **Bid** for a *Restricted* event, you can't access the event unless you were invited.

Result

The sourcing manager receives an email to notify them that you've submitted your bid. You can submit incomplete bids, however, it's up to the sourcing manager to determine whether to accept an incomplete proposal.

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Next Steps

You can view the status of your submission on the bid event, including the date and time of the submission.

- If you want to change your bid and it's before the bid submission deadline, change your bid by clicking **Revise Bid** on the event. After you make your revisions, click **Resubmit Bid**.
- If you want to revise the bid proposal but it's after the deadline, contact your sourcing manager directly.
- Respond to requests from the sourcing manager.

  Depending on the bid proposal, the sourcing manager can request, by email or chat, further clarification on your bid submission. Use the **Revise Bid** button on the bid event to edit the proposal and respond to the update request.

Use Excel to Submit Bids

Prerequisites

You've accepted the invitation from the sourcing manager to submit bids.

Context

You can create your bid proposal using Excel.

Steps

1. Access the bid event on your home page.
2. In the **Take Bid Offline** section, select **Export Bid**.

   A copy of your bid proposal downloads to an Excel spreadsheet and organized into multiple tabs. These tabs include questionnaires, worksheets, required documentation, and additional documentation. You can enter bids and information into any cells highlighted in blue.

   If you don't receive questionnaires or worksheets to complete, the sourcing team might ask you to submit specific documentation to complete your bid proposal.
3. Read the **Instructions** tab on the spreadsheet.
4. Save the file when you've fulfilled all the bid proposal requirements.

   When naming the file, don’t include special characters in the name. Special characters can cause errors when uploading.

   Note: Strategic Sourcing can't unlock cells for editing as the format must match what is on the Strategic Sourcing platform. This is to ensure your information imports correctly. Only suppliers can edit the blue cells to provide details.
5. Click **Import Bid** from the **Take Bid Offline** section of your bid event, select your Excel spreadsheet manually using the **Browse for Files** button, or drag and drop the file into the box.
6. When the file finishes loading, click **Import Bid** again to complete the import operation.

Result

A Bid Import Successful message displays and you can view your bid using the **View My Response** button.

You can also view your responses on the Strategic Sourcing platform in their associated sections. Example: If you filled in a questionnaire on Excel, your responses populate in the questionnaire on the bid proposal.

The event now displays in the **Responded** tab on the Home page.

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Next Steps

If you want to change your bid proposal, we recommend that you export the Excel file each time you update to ensure you are working from the most up to date copy of your bid proposal.

Note: If the sourcing team makes any updates to the structure of the bid event, you must export the bid again, because you won't be able to import it back into Strategic Sourcing if the format doesn't match.

Download Terms of Participation

Prerequisites

You've been invited to participate in a bid event.

Context

When responding to a bid event on behalf of your company, your legal department may want a copy of the **Terms of Participation** for their records.

Steps

1. Accept the invitation to participate in the bid event.
2. Access the **Take Bid Offline** section and click the **Export Bid** button.
3. Open the Excel worksheet and click the **Terms of Participation** tab.
   The terms of participation include signatures, names, email addresses and time stamps.
4. Print or take a copy of the **Terms of Participation**.

FAQ: Events

When I attempt to access an event from an email link, I get a Page Not Found error message.	The Page Not Found error message occurs when someone forwards you the event link and you have not been invited to the event by the buyer. You can log into your account to find out if you have access to the event.
Why does the Submit button not display when I've completed my bid?	Ensure you remove all pop-up windows from the event page as they can hide the **Submit** button. Also, you must select an RSVP choice before you can submit your bid.
How do I add internal team members to an event I've been invited to?	You can add internal team members by: • You can invite teammates to collaborate with you on the event by entering their name and email in the **Team Members** section and clicking **Add**. If your colleague registered in Strategic Sourcing previously, they can sign in and access the bid immediately. Otherwise, they receive an email invitation with a link to create an account on Strategic Sourcing. If you can't add them, it might be because they're already registered in Strategic Sourcing under a different company name. To fix this issue, contact the sourcing manager and request that they put you and

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	your teammate under the same company name in their directory. For more information, you can select **Walk me through it** located in the top right of the **Team Members** section. • Contacting the buyer and requesting that they add your team members to the event.
How do I update the primary contact of my company?	You can only update the primary contact once you've been onboarded with a buyer company. If the original primary contact is no longer available, contact Strategic Sourcing Support at **scoutsupport@workday.com**.
Why is the Total field empty in the Price section when I upload a bid?	The buyer uses the **Total** field, and it always displays as empty for suppliers.
How do I change an RSVP response or see if I've responded?	Access **Support > Contact Support** in Strategic Sourcing to reset your RSVP response.
What email address sends notifications from Strategic Sourcing?	Notifications come from: no-reply_strategicsourcing@workday.com.

Reverse Auctions

Steps: Set Up Auction Participation

Prerequisites

You must receive an invitation to participate in an auction.

Context

Workday Strategic Sourcing is a cloud-based procurement tool that you can use to easily and quickly streamline your procurement process.

When the sourcing manager invites you to an auction, in this case, a reverse auction, you can accept or reject the invitation, depending on whether your company meets the conditions of participation and statement of requirements.

A reverse auction is an auction where suppliers bid for the lowest prices they're willing to sell their goods and services.

Steps

1. Sign up for Strategic Sourcing with Authenticator App .
2. Manage Deadlines .
3. Create Bid Proposals .
   You can build a bid proposal online or using Excel.
4. (Optional) Set Auction Pre-Bids .
5. Participate in Auctions .

Result

You've competed in an auction.

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Next Steps

If you won the auction, the sourcing manager will contact you to arrange payment for your goods or services.

Set Auction Pre-Bids

Prerequisites

The sourcing manager invites you to the auction and sets a start time and date.

Context

You can set up and enter initial bids before auctions, enabling you to concentrate on competing during the live auction.

Steps

1. Check the auction timer.

   If the timer displays the countdown to the auction starting, you can start drafting your bids.
2. Read the auction notes the sourcing manager posts on the auction event.
3. Enter your bids in the **New Bid** column.

   Your bids are your initial price offerings for each item in the auction. If the auction starts from a closed sourcing event, your starting price is the last submitted price on the sourcing event.

Participate in Auctions

Prerequisites

The sourcing manager invites you to participate in an auction.

Context

You can participate in reverse auctions that the sourcing manager sets up in advance, or with no notice.

If it's a scheduled auction, you can:

- Read the auction notes that the sourcing manager provides.
- Familiarize yourself with the tool.
- Draft your bids.

Steps

1. On the **Events** dashboard, select the auction you want to participate in.

   You can't invite team members to join you in the auction.
2. Review the auction details in the left hand panel.

   The sourcing manager can decide the expected duration of the auction, or whether they want to extend the duration. You can always view how much time remains in the auction using the timer at the top of the page.

   See Concept: Auction Rules .
3. If your sourcing manager has already set a date and time, you can enter pre-bids using **Set Draft Bid**.

   See Set Auction Pre-Bids .
4. When the auction starts, enter bids on the items you want to bid on, and click **Place Your New Bid**.

   Strategic Sourcing can inform you of your rank. Ranking feedback displays if you submit bids. If you don't submit a bid for a line item, feedback doesn't display.

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5. To apply a percentage discount to all your bids, enter a number in the **Decrease New Bid By** field. You can also manually reduce prices by line item.

   Reduce your prices to improve your competitiveness.

Result

When the auction ends, your sourcing manager notifies you of your final ranking based on your configuration.

Concept: Auction Rules

When the sourcing manager sets up an auction, they can configure auction rules:

Auction Rule	Description
Minimum decrement	The sourcing manager can set an amount by which you must decrease your total bid each time you submit a new bid during the auction.
Extension	The sourcing manager can set time extensions for the auction. They use time extensions to extend the auction when a new bid is submitted near the end of an auction, ensuring that all suppliers have a fair chance to bid. Example: The sourcing manager extends the auction by 2 minutes if a new bid is received within the last 2 minutes of the auction.

Supplier Contracts

Contract Negotiation

Context

You can easily upload changes and collaborate with the buyer during the contract negotiation process.

Steps

1. In the **Contracts** section, select the document with the *Editing - Needs Attention* status.
2. Select the document that you want to edit and click **Download**.
3. When you finish making changes, select the document again and click **Upload New**.

   You can only upload .docx and .pdf file types.
4. Click **Send Changes**.
5. When the buyer sends the document back to you, review the latest updates by downloading the document again.

   You might need to download and update the document multiple times before both you and the buyer reach an agreement.
6. Click **Accept Terms** to accept the terms of the contract.

   When you click **Accept Terms**, you indicate to the buyer that you have no further edits to the contract

Result

When the buyer finalizes the contract after you accept the terms, the contract displays with the *Finalized* status.

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Contract Lifecycle Management

Steps: Set Up Contract Lifecycle Management

Context

You can set up Contract Lifecycle Management (CLM) so you can manage CLM supplier contracts throughout their lifecycle and automatically create procurement contract records.

Steps

1. Enable Innovation Services Feature and AI Data Contributions for MSA Customers

   On the **Innovation Services Opt-In** task, select the **Document Intelligence** service on the **Available Services** tab in the Cross Application Services category.

   Note: You might need to take additional steps to enable this feature depending on your organization's subscription service agreement. For more information, see this Community article.
2. Set up supplier contract types.

   See Steps: Create Supplier Contracts .
3. Set up the User Provisioning Workspace for CLM and Workday Strategic Sourcing.

   See Steps: Set Up User Provision for Strategic Sourcing .
4. Set up the **Buyer Hub**.

   See Steps: Set Up Buyer Hub .
5. Configure Configure Unified Supplier Integration .
   a) Configure Unified Supplier Integration for Customers Migrating off the Legacy Supplier Connector .
6. Enable workflow builder.

   See Concept: Workflow Builder Overview.
7. Set up workflows for CLM supplier contracts.

   In the **Integrations** section, enable the **Workday Procurement** integration. See Steps: Set Up Contract Lifecycle Management Workflows.

Next Steps

Create a CLM supplier contract with a procurement contract type workflow in Workday Strategic Sourcing or Contract Lifecycle Management. See:

- Create Contract Lifecycle Management Supplier Contracts in Strategic Sourcing
- Create Ticket for Contract Review.

Create Contract Lifecycle Management Supplier Contracts in Strategic Sourcing

Prerequisites

Set up Contract Lifecycle Management (CLM). See Steps: Set Up Contract Lifecycle Management

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Context

You can create CLM supplier contracts within Strategic Sourcing projects using the contract lifecycle management workflow. This enables you to initiate a contract ticket that syncs directly with CLM for authoring and review.

Steps

1. Select **Navigate > Pipeline > Projects**.
2. Select the project that you want to create a contract for.
3. Select **Create Contract** from 1 of these locations:
    a) The **Project Details** section of the **Project Information** tab.
    b) The **Authoring Contracts** section of the **Contracts** tab.
    c) A sourcing event in the **RFXs** section of the **Sourcing** tab.
4. In the **Workflow** prompt, select a contract lifecycle management workflow.
5. (Optional) Select a **Supplier** for the contract.
6. Click **Continue to Contract**.
   Workday opens the intake form in Contract Lifecycle Management.
7. Complete the form and click **Create Ticket**.
8. (Optional) To update the name of the contract record, click the **More** icon and select **Rename ticket**.

Result

The new CLM supplier contract is accessible in the **Contracts** tab of the Strategic Sourcing project and in CLM.

Next Steps

In CLM, review, sign, and finalize the contracts. See Steps: Manage Contract Lifecycle Management Workflow Tickets.

Create Contract Lifecycle Management Supplier Contracts Amendments

Context

You can create contract amendments when new legal documentation is required to update an existing agreement. Creating an amendment in Contract Lifecycle Management (CLM) generates a new ticket and document record. Workday pre-populates intake fields from the original contract to ensure data consistency. Once the contract is finalized in CLM, the updated header information syncs to the corresponding supplier contract in Procurement.

If you only need to update header fields without requiring new legal document, you can modify the document record directly in CLM to automatically send an amendment to Procurement.

For updates to non-integrated fields, such as Payment Terms or line-level information, you should make the changes directly in Procurement.

Steps

1. In CLM, navigate to the **Documents** repository, **Search**, or **Dashboards** to find the contract you want to amend.
2. From the related actions menu on the finalized contract, select **Amend**.

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3. Complete the intake form in CLM.

   You can't modify the **Company**, **Contract Type**, **Currency**, or **Supplier** when creating an amendment.
4. Select **Create Ticket**.
5. Complete the ticket workflow in CLM.

   Ensure the file associated with this amendment is unique from the original document.
6. Select **Mark as Complete**.
7. Select **View Completed Document** from the **Ticket** page to access the new document in CLM.
8. From the related actions menu, select **Go to Procurement.**

Result

Workday CLM sends the updated information to Procurement as an amendment to the supplier contract.

Steps: Manage Contract Lifecycle Management Supplier Contracts in Workday Procurement

Prerequisites

Set up Contract Lifecycle Management. See Steps: Set Up Contract Lifecycle Management .

Context

You can view contracts created through the Contract Lifecycle Management (CLM) workflow in Workday's **Buyer Hub**. You can also approve contracts or contract amendments for draft contracts without errors in the **Buyer Hub**.

Steps

1. Configure the **Process: CLM Integrations** security domain to enable select users to view CLM contracts in the **Buyer Hub**.
   a) Select **Domain > Create Security Policy** from the related actions menu of the **Process: CLM Integrations** security domain.
   b) Add security groups with both **View** and **Modify** permissions.
2. (Optional) Configure the *Supplier Contract Event* or *Supplier Contract Amendment Event* business processes to include a review step for CLM integrated contracts.
   a) Select **Business Process > Edit Definition** from the related actions menu on the *Supplier Contract Event* or *Supplier Contract Amendment Event*.
   b) Add a review step after the initiation event and route it to a security group with access to the **Buyer Hub**. You can use the **From CLM** report field to limit this step to only contracts from the CLM integration.
3. Configure the **Maintain Supplier Contract CLM Assignment Rules** task to automatically assign users for the **Buyer** and **Contract Specialist** fields on supplier contracts.

   See Maintain Supplier Contract CLM Assignment Rules .
4. Access the **Buyer Hub** and select **My Tasks for Supplier Contracts** in the **Supplier Contracts** section to view contracts from CLM.

   View pending contracts without errors in the **Contracts Ready for Review** tab. Workday displays a **Review** button on a contract when it's in the user's inbox for review. Users can approve the respective contracts and contract amendments.

   View contracts with errors in the **Contracts Awaiting Action** tab. If your contracts have errors due to CLM linked fields, you'll have to update the values in CLM and submit a new CLM ticket. You can

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edit contracts in Workday Procurement by selecting the **Details** button under the **Action** column if the errors are Workday-only fields.

See Reference: Contract Header Data Mapping from Contract Lifecycle Management to Workday Procurement .

5. View contract spend summary data for a supplier in the **Contract Spend** section on **Supplier 360** in Workday Strategic Sourcing. You must sign in to Strategic Sourcing using SSO.
6. View approved supplier contracts by:
    a) Accessing the **Find Supplier Contracts** report, from Workday's global search or in the **Supplier Contracts** section of the **Buyer Hub**.
    b) Searching for the contract in Workday's global search.

Steps: Migrate Strategic Sourcing Contracts to CLM

Prerequisites

Steps: Set Up Contract Lifecycle Management

Context

You can migrate existing contract records and documents from Workday Strategic Sourcing (WSS) into Contract Lifecycle Management (CLM). This enables you to consolidate your contract repository and use CLM features, such as automated data extraction and unified workflows, for your legacy agreements.

During migration, Workday:

- Automatically identifies and selects the primary contract document from the WSS record.
- Generates a document record for WSS contracts that do not have attachments to ensure data consistency.
- Attaches a summary file containing historic metadata, such as custom fields and chat history, to the new CLM contract.
- Locks the original WSS contract record to maintain CLM as the single source of truth.

Steps

1. Inform your suppliers that previously available contract documents will be removed from the Strategic Sourcing Supplier Portal.
2. From the **Global Settings** page in Strategic Sourcing, access the **Contract Migration** section.
3. Click **Initiate Migration**.
4. Track the progress through the **Contract Migration** status banner.
    a) Pending: The migration is queued to start.
    b) In Progress: Workday is currently transferring documents and data.
    c) Ready to Migrate: Workday has identified the documents and is awaiting final initiation.
5. Review the migration results by clicking **View All** to see records that migrated successfully or encountered errors.

Result

Workday transfers your WSS contract documents and data into the prescribed folder structure in CLM. Once the process is complete, you can no longer edit the legacy records in Strategic Sourcing.

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Manage Supplier Portal Contract Negotiations

Prerequisites

Ensure the Contract Lifecycle Management (CLM) supplier contract is active.

Context

You can manage contract negotiations by sharing documents directly with supplier contacts through the Workday Strategic Sourcing Supplier Portal. This enables you to:

- Share contract documents securely without using email.
- Receive revised versions from suppliers directly into CLM for review.
- Retract documents from the portal if you need to end the negotiation or update the file.

Steps

1. From the **Documents** tab of a CLM ticket, select **Send to Supplier Portal** for the contract document you want to share.
2. In the **Send to Supplier Portal** dialog, select one or more supplier contacts from the list.
3. Click **Send**.

   Workday notifies the supplier contact and updates the document status to **With Supplier**.
4. (Optional) To end a negotiation session or remove supplier access to a document, click **Retract from Supplier Portal**.

   Note: You can only retract documents during the editing or review stage.
5. View the negotiation progress in the **Contract Documents** tab:

Option	Description
Editing	The supplier contact has downloaded the document and is making changes.
Awaiting Response	The supplier contact has not yet taken action in the portal.
Terms Accepted	The supplier contact has agreed to the contract terms.

Result

Workday automatically brings updated documents submitted by the supplier back into CLM as a new version. You can then view the revised document or move the ticket to the next stage in the workflow.

Maintain Supplier Contract CLM Assignment Rules

Prerequisites

Security: *Set Up: Supplier Contracts* domain in the Supplier Contracts functional area.

Context

You can create assignment rules to determine the buyer and supplier contract specialist for contracts in Workday that are created from Contract Lifecycle Management (CLM).

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Steps

1. Access the **Maintain Supplier Contract CLM Assignment Rules** task.
2. As you complete the task, consider:

Option	Description
Resulting Buyer	The buyer that displays in the **Buyer** field of the supplier contract. You can select: • A user from the dropdown menu. • The *Use Submitter as Buyer* option to set the contract submitter from CLM as the default buyer. • The *Skip Rule For Buyer* option to ignore this assignment rule for the **Buyer** field.
Resulting Contract Specialist	The contract specialist that displays in the **Contract Specialist** field of the supplier contract. You can select: • A user from the dropdown menu. • The *Use Submitter as Contract Specialist* option to set the contract submitter from CLM as the default contract specialist. • The *Skip Rule For Contract Specialist* option to ignore this assignment rule for the **Buyer** field.

Result

By default, Workday uses the assignment rules you've configured to determine the **Buyer** and **Contract Specialist**, found in the **Contract Information** section of supplier contracts originating from CLM.

When there are no matching assignment rules, Workday sets the contract submitter from CLM as both the **Contract Specialist** and **Buyer** fields for the contract in Workday. You can update both fields in Workday, but these fields don't appear in CLM.

Terminate Contract Lifecycle Management Supplier Contracts

Prerequisites

Ensure the Contract Lifecycle Management (CLM) supplier contract is in Active status.

Context

You can terminate CLM supplier contracts directly from Procurement to ensure your reporting accurately reflects ended contractual relationships.

Steps

1. Access the supplier contract in Procurement.
2. Select **Amend Supplier Contract** from the related actions menu of the supplier contract.
3. Select the *Termination* option in the **Amendment Type** field, under the Amendment Information section on the **Create Supplier Contract Amendment** page.

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4. Specify the **End Date** for the contract termination.
5. Select **Submit**.

Result

Workday routes the amendment to the supplier contract specialist for approval and the contract status changes to *Amendment in Progress*. Once the termination is approved, the status changes to *Terminated* in Workday CLM and Procurement. This status update applies to the specific contract document and all related amendments.

Workday restricts any further field changes, transactions, or additional amendments, and the associated ticket in CLM remains in the *Completed* stage.

Concept: Contract Lifecycle Management Source-to-Pay Process

With Workday Strategic Sourcing, Contract Lifecycle Management (CLM), and Procurement, you can manage CLM supplier contracts throughout the contracts lifecycle and automatically create procurement contract records.

Once you create a CLM supplier contract in a Strategic Sourcing project module, Workday:

- Uses the CLM workflow to generate the CLM supplier contract document in CLM.
- Creates a direct link to the draft document in CLM that you can use to edit or redline the contract.
- Displays the CLM supplier contract status in Strategic Sourcing so that sourcing managers and stakeholders are aware of the progress in real-time.

After you complete the contract, you can send the contract to the Unified Supplier Portal in Strategic Sourcing for legal review and supplier negotiations.

When you select Procurement for Workday Source to Pay, once the CLM supplier contract is finalized in CLM, Workday generates a supplier contract record in Workday Procurement and links to this record within the CLM supplier contract.

When you use CLM with Workday Procurement, Workday displays supplier contract spend details in the **Contract Spend** section on supplier 360 in Strategic Sourcing. You must sign in to Strategic Sourcing using SSO. See Steps: Connect SSO Strategic Sourcing with Workday.

Reference: Contract Header Data Mapping from Contract Lifecycle Management to Workday Procurement

This table shows how fields from supplier contracts created in Contract Lifecycle Management (CLM) will be mapped onto corresponding procurement contracts in Workday.

Other workflow fields in CLM won’t sync to Workday Procurement.

CLM Field	Workday Procurement Field	Location of Field on Workday Contract
Title	**Contract Name**	**Contract Information** section
Contract Description	**Contract Overview**	**Contract Overview** section
Contract Type	**Contract Type**	**Contract Information** section
Company	**Company**	**Contract Information** section
Supplier	**Supplier**	**Contract Information** section
Start Date	**Start Date**	**Terms and Amounts** section

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CLM Field	Workday Procurement Field	Location of Field on Workday Contract
Upcoming Expiration Date	**End Date**	**Terms and Amounts** section
Final Spend	**Total Contract Amount**	**Terms and Amounts** section
Currency	**Currency**	**Terms and Amounts** section
	Contract Specialist	**Contract Information** section By default, Workday uses the assignment rules you've configured in the **Maintain Supplier Contract CLM Assignment Rules** task to determine the **Contract Specialist** field. See Maintain Supplier Contract CLM Assignment Rules . When there are no matching assignment rules, Workday sets the contract submitter from CLM as both the **Contract Specialist** and **Buyer** for the contract in Workday. You can update both fields in Workday, but these fields don't appear in CLM.
	Buyer	**Contract Information** section By default, Workday uses the assignment rules you've configured in the **Maintain Supplier Contract CLM Assignment Rules** task to determine the **Buyer**. See Maintain Supplier Contract CLM Assignment Rules . When there are no matching assignment rules, Workday sets the contract submitter from CLM as both the **Contract Specialist** and **Buyer** for the contract in Workday. You can update both fields in Workday, but these fields don't appear in CLM.
Doc ID	**CLM Document ID**	Supplier contract header

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Procurement

Procurement Setup

Steps: Set Up Procurement

Prerequisites

Security:

- For the Business View for Purchase Item Order Metrics, ensure users have access to these domains: *Set Up: Purchase Item* (required) ,*Process: Purchase Order - Reporting*, *Reports: Organization Purchase Order Lines*
- For the Business View for Supplier Contract Activity, ensure users have access to these domains: *Process: Supplier Contract - Reporting* (required), *Process: Purchase Order - Reporting* ,*Process: Receipt/ Return - Reports*, *Process: Supplier Invoice - Reporting or Reports: Supplier Accounts* .

Context

Set up Workday Procurement to enable and track the spend on goods, services (project and nonproject-based), and contingent workers.

Steps

1. Edit Domain Security Policies.

   Set up the *Set Up: Procurement* domain in the Procurement functional area.
2. Configure the definitions and security policies for these business processes:
   - *Change Order Event* in the Procurement functional area.
   - *Purchase Order Event* in the Procurement functional area.
   - *Requisition Event* in the Procurement functional area.
   - *Supplier Contract Event* in the Supplier Contracts functional area.
   - *Supplier Contract Amendment Event* in the Supplier Contracts functional area.

   See Steps: Configure Business Process Definitions.
3. Access the **Edit Tenant Setup Financials** task.

   Configure these settings for your tenant:
   - In the **Business Document Sequence IDs** section, configure your sequence ID generators for procurement transactions.
   - In the **Procurement Options** section, configure your tenant-wide settings for procurement.
   - To ensure commitment and obligations balance out, verify that the Use Current Date for Purchase Orders Sourced from Future-Dated Requisitions check box is unselected.

   Security: *Set Up: Tenant Setup - System* domain in the System functional area.

   See Reference: Edit Tenant Setup - Financials.
4. Set up tax defaults for spend transactions:
   - Steps: Set Up Taxes for Purchase Transactions
   - Set Up Tax Recoverabilities for Financial Transactions
   - Set Up Tax Applicability for Financial Transactions

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5. Configure Worktags for Transactions.

   Set up worktags for these procurement transactions:

   - **Purchase Order**
   - **Procurement Card Transaction Verification**
   - **Request for Quote**
   - **Requisition**
   - **Supplier Invoice**

6. Access the **Maintain Units of Measure** task.

   Set up units of measure (UOMs) for your tenant.

   For EDI UOMs that match the CEFACT Common code, enter the UOM in the **EDI Code** column. Without this setup, you'll receive errors during your processing.

   Note: To issue service lines on purchase orders with EDI, set up a UOM row with the name *Hours* and the EDI code *HR*.

7. Access the **Edit Company Procurement Options** task to configure the procurement options for the companies in your tenant.

   Security: *Set Up: Company General* domain in the Common Financial Management functional area.

8. Create and manage suppliers.

   See Steps: Set Up Suppliers .

9. Set up supplier contracts.

   See Steps: Manage Supplier Contracts .

10. Set up your catalogs and items:

    - Steps: Create Commodity Codes
    - Steps: Set Up Purchase Items for Procurement
    - Create Supplier Catalogs and Load Items
    - Define Alternate Types of Identifiers for Items
    - Configure Item Identifier Types for Transactions

11. Review and configure procurement transactions, and customize the related business processes:

    - Steps: Set Up Requisitions for Procurement
    - Set Up the Requisition Business Process
    - Steps: Set Up Purchase Orders for Procurement
    - Set Up the Purchase Order Business Process

12. Access the **Edit Tenant Setup - System** task.

    Enable **Activity Stream Settings** for:

    - Advanced ship notices.
    - Purchase orders and change orders.
    - Receipts and returns.
    - Requisitions.
    - Requests for quotes, quote awards, participant lists, and quote responses.
    - Supplier contracts and supplier contract amendments.

    Security: *Set Up: Tenant Setup - System* domain in the System functional area.

13. (Optional) Configure segmented security for procurement document attachments.

    See Steps: Secure Procurement Document Attachments .

14. (Optional) Provide Spend Transaction Instructions .

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15. (Optional) Create and Edit Custom Object Definitions.

    Create custom objects and user-defined fields for:

    - Purchase orders.
    - Requisition lines.
    - Requisitions.
    - Supplier contracts.

16. (Optional) Configure Custom Validation Messages.

    Note: Workday only dismisses custom validations on requisition checkout fields when the validation condition is met and you click **Save for Later** or **Submit**.

    We recommend you write descriptions for custom validations on requisition checkout so that you inform users to click **Save for Later** or **Submit** to dismiss the error after they enter the required information.

17. (Optional) Access the **Maintain Procurement Conditional Rules** task.

    Create rules to prevent certain actions on transaction documents based on the criteria you define. See Concept: Procurement Conditional Rules .

    Security: *Set Up: Procurement* domain in the Procurement functional area.

18. (Optional) Configure Questionnaires and Questions.

    Set up questionnaires by adding a *Complete Questionnaire* step to these business processes:

    - *Change Order Event*
    - *Purchase Order Event*
    - *Requisition Event*
    - *Supplier Contract Event*
    - *Supplier Contract Amendment Event*

19. (Optional) Customize workflows for maintaining item information with Workday Worksheets.

    See Steps: Set Up Worksheets for Purchase Items .

20. (Optional) Configure security for Business View data sources. To enable users to run reports on the Business View for Purchase Item Order Metrics and Business View for Supplier Contract Activity data sources, ensure they have access to the required security domains.

Next Steps

Review and customize optional procurement transaction documents for your company setup.

Related Information

Concepts

Setup Considerations: Item Pricing

Setup Considerations: Multicompany Procurement

Setup Considerations: Catalog Items

Setup Considerations: Purchase Items with Supplier Information

Reference

Reference: Company Procurement Options

Reference: Edit Tenant Setup - Financials

Reference: Edit Tenant Setup - System

The Next Level: Spend Management

The Next Level: Empower Inventory Management and Procurement on Mobile Devices

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Steps: Set Up Taxes for Purchase Transactions

Context

Set up defaults for tax code and tax applicability so that these values default for suppliers and purchase transactions. These transactions include purchase orders, supplier invoices and adjustments, and ad hoc payments.

Steps

1. Access the **Edit Company Accounting Details** task.

   Select the default procurement tax option at the company level to indicate how you want to record tax for purchase transactions.

   Security: Set up the *Set Up: Company Accounting* domain in the Procurement functional area.

   See Reference: Tax Options.
2. Create Spend Categories .

   For each spend category, specify a default tax applicability and whether to allocate freight and other charges back to the lines.
3. Steps: Set Up Purchase Items for Procurement .

   Set up a default tax applicability for purchase items.
4. Create Suppliers .
   - Specify a default tax code and a default withholding tax code for a supplier. Workday automatically adds the tax codes to the supplier invoice header.
   - Specify business and tax identification numbers by country.
   - When managing multiple IDs for a supplier, specify the transaction tax ID used to record transaction tax for a given country and a single tax ID.
   - Specify a country and the related transaction and withholding tax status.

Next Steps

Configure transaction tax rules to populate tax code and tax applicability to taxable documents in Workday.

Related Information
Tasks
Steps: Configure Transaction Tax Rules

Steps: Secure Procurement Document Attachments

Context

You can configure segment-based security for attachment categories so that security groups can access different types of attachments on procurement documents. You can secure access to attachment categories for:

- Advance shipment notifications
- Lease contract amendments
- Purchase order acknowledgments
- Purchase orders
- Receipt adjustments
- Receipts
- Requisitions
- Returns
- Supplier contracts

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- Supplier contract amendments

Example: Your access policy permits only certain classes of users access to the *Legal Terms and Conditions* category for purchase order attachments. You configure a security segment for this attachment category so only permitted users can add, delete, or view the attachments.

Steps

1. Define Attachment Categories for Procurement Documents .
2. Access the **Create Spend Attachment Category Security Segment** task.

   Create security segments for 1 or more attachment categories.

   Security: *Procurement Segmented Setup* domain in the Procurement functional area.
3. Create Segment-Based Security Groups.

   Apply the security group criteria and access rights to the users for the attachment category segments.
4. Edit Domain Security Policies.

   Add the attachment security groups to the security policy for the *Access Spend Attachment Category (Segmented)* domain in the Common Financial Management functional area.
5. Activate Pending Security Policy Changes.

Result

You configure a security segment for this attachment category so only permitted users can add, delete, or view the attachments.

Mass Change Worker on Procurement Document

Prerequisites

- Create a purchase order or requisition.
- Security: *Mass Change Worker on Procurement Document* Business Policy in the Procurement functional area.

Context

You can take mass change action due to reorganization or attrition on:

- Purchase orders for when you need to change a purchase order buyer.
- Requisitions for when you need to change a requisition requester.

Steps

1. (Optional) Configure the *Mass Change Worker on Procurement Document* business process.

   Add an approval review step to route all requisition requester changes and purchase order buyer changes for review. Purchase orders and requisitions will have the same approver unless you add conditions in your business process.

   See Edit Business Processes.
2. Access the **Mass Change Worker on Procurement Document** task.
3. From the **Procurement Document Type** prompt, select either:
   - *Purchase Order* to access the **Mass Change Buyer on Purchase Order**section.
   - *Requisition* to access the **Mass Change Requisition Requester** section.

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4. If you selected *Purchase Order*, complete the **Mass Change Buyer on Purchase Order** section:

Option	Description
Current Buyer	The current buyer must be active.
Use New Buyer As	(Optional) Select the *Bill-to Contact* and *Bill-to Contact Detail* options to populate these fields with the new buyer.
Purchase Orders	You can't change the purchase order buyer when the purchase order is in 1 of these statuses: • *Canceled* • *Closed* • *Denied* • *Fully Paid* When you update the buyer on a purchase order, Workday also updates the buyer for associated change orders that are *In Progress* and in *Draft* status.

If you selected *Requisition*, complete the **Mass Change Requisition Requester** section:

Option	Description
From Requester	This requestor can be inactive.
To Requester	When you change the requester, the worktags on each requisition will not change.
Requisitions	You can't change the requisition requester when a requisition is in *Closed* status.

Next Steps

- To review all buyer or requester changes for a company, access either the:
  - **Find Mass Change Purchase Order Buyer Requests** report.
  - **Find Mass Change Requisition Requester Requests** report.
- To add the new buyer to the **Purchase Order Buyer** security group, access the **Manage Business Processes for Worker** task.
- To add a new requisition requester to the **Requisition Requester** security group, simply have the user create a new requisition. The user will automatically be part of the **Requisition Requester** security group.

Related Information
Reference
2024R2 What's New Post: Mass Change Buyer on Purchase Order

Steps: Mass Close Procurement Documents

Prerequisites

Create procurement documents that are eligible for closing.

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Context

Close procurement documents when your organization no longer needs to process downstream activities, such as receipts or supplier invoices. You can close, reopen, and close again batches of completed:

- Purchase orders (POs).
- Requisitions.
- Supplier contracts.

You can filter documents with similar characteristics, such as documents in a date range, with the same worktags, or the same supplier.

When you use commitment accounting for procurement, you can liquidate the commitments and obligations associated with the documents.

Steps

1. (Optional) Access the **Manage Exclusions from Mass Close Procurement Documents** task.

   Select purchase orders to manually exclude from mass closing, such as when you intend to roll the POs forward to the next fiscal period. When you set an exclusion on a PO, Workday doesn't display it for selection on the **Mass Close Procurement Documents** task.

   Security: *Process: Purchase Order - Exclude from Mass Close* domain in the Procurement functional area.
2. Access the **Mass Close Procurement Documents** task.

   As you complete the task, consider:

Option	Description
Accounting Date Override	The date you enter can be to a prior open period or the current one. The liquidation created as part of the close process posts using this accounting date.
Close Under Tolerance %	The percentage you enter remains outstanding from the requisition total quantity before it's eligible to close. Example: You specify *5%* for the **Close Under Tolerance %**. When the requisition quantity is 100, you can close requisitions or purchase orders that received quantities of 95 or more.
Close Under Tolerance Amount Tolerance Currency	The amount that can remain outstanding from the requisition or the purchase order total before it's eligible to close. Example: You specify *5,000* for the **Close Under Tolerance Amount** and *USD* for the **Tolerance Currency**. When the total amount is 50,000 USD, you can close documents for which you've received a total amount of 45,000 USD or more.
Worktags	Example: Close documents for obsolete cost centers and projects.
Inactivity Days	The amount of days since the last activity on the procurement document. Procurement documents appear on the **Mass Close Procurement Documents** task when

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Option	Description
	the amount of days since the last activity on the document is greater than or equal to the **Inactivity Days** value. Workday calculates the amount based on the **Last Activity On or Before** field from the procurement document. Example: You enter 30 for the **Inactivity Days** value on the **Mass Close Procurement Documents** task. A purchase order has the **Last Activity Date On or Before** value of February 2, 2026. If today's date is: • March 5, 2026, the days since the last activity on the purchase order is 32 and the purchase order will appear on the **Mass Close Procurement Documents** task. • February 20, 2026, the days since the last activity on the purchase order is 18. The purchase order won't appear on the **Mass Close Procurement Documents** task on February 2, 2026, since it hasn't been 30 or more days since the last activity. Workday sets a document's creation date as the initial **Last Activity On or Before** value. The value is updated when: • You make changes to the procurement document, such as updating the header or lines. • Downstream activity occurs that originates from the document, such as creating a receipt from the originating purchase order.

Security: Configure the *Procurement Document Mass Action Event* business process and security policy.

Next Steps

Access the **Find Procurement Mass Close Requests** report to review mass close requests and access the closed business documents.

Access the **Mass Reopen Procurement Documents** task when you:

- Close documents that contain errors.
- Close documents prematurely.

Reopening enables you to make your changes, corrections, or additions, and then return them to a *Closed* status.

- Reopened purchase orders revert to an *Issued* status.
- Reopened requisitions revert to an *Approved* status.
- Reopened supplier contracts revert to a *Successfully Completed* status.

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- You can only reopen requisitions, purchase orders, and supplier contracts closed in the current open fiscal period.
- For commitment accounting, Workday reinstates liquidated amounts that result from closing procurement documents.

Access the **Manage Exclusions from Mass Close Procurement Documents** task again to remove exclusions when POs are eligible for closing.

Define Attachment Categories for Procurement Documents

Prerequisites

Security: *Set Up: Spend Attachment Categories* domain in the Common Financial Management functional area.

Context

You can define attachment categories to specify on document attachments in requisitions and purchase orders. Attachment categories enable you to easily identify the purpose of an attachment. You can also define business process condition rules to route procurement documents for approval based on attachment categories.

Steps

1. Access the **Maintain Spend Attachment Categories** task.
2. As you complete the task, consider:

Option	Description
Usage	Select on of these options: • *Procurement* to make the category only available on procurement attachments. • *Supplier* to make the category only available on supplier attachments. • *Both* to make the category available on supplier and procurement attachments.
Inactive	An attachment category marked as inactive will display as inactive on the business document. A validation message enables you to update the value to an active attachment category on all editable pages.
In Use	You can't delete an attachment category once it is in use.

3. Click **OK**.

Next Steps

- Secure attachments based on the attachment categories to allow users to access only certain types of attachments on procurement documents.
- Route procurement documents for approval based on the attached document types.
- Configure validations to enforce requirements for document attachments.
- Select attachment categories when you add attachments to your procurement documents.

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Related Information

Concepts

Concept: Step Conditions

Tasks

Steps: Secure Procurement Document Attachments

Steps: Set Up Custom Validations

Set Up Procurement Reasons

Prerequisites

Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

You can create procurement reasons to provide more details for updates to a procurement transaction. Workday enables you to define reasons for:

- Creating receipt adjustments.
- Creating a change order.
- Closing a purchase order.
- Rejecting a purchase item request.
- Canceling or closing a requisition.
- Connecting suppliers together through reason codes.

Steps

1. Access the **Maintain Procurement Reasons** task.
2. Create and review reasons for different procurement activities.
    a) Select a procurement activity to create a reason for it.
    b) As you complete the task, consider:

Option	Description
Name	When you update the name for a reason, Workday automatically updates all instances of a reason to display the latest name. Example: Your users have been using a reason named “Requisition - Cancel” to cancel duplicate requisitions. You change the reason’s name to “Requisition - Cancel - Duplicate.” After the name change, reports that you generate to display reasons for canceling duplicate requisitions will show the new reason name, including the times your users selected this reason before it was renamed.
Description	When you update the description for a reason, Workday automatically updates all instances of a reason to display the latest description.
In Use	Workday selects this check box when a reason has been used. You can’t delete a reason after it’s been used.

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Result

Users can access reasons for:

- Adjusting receipts from the **Receipt Adjustment Reason** prompt on the **Create Receipt Adjustment** task.
- Creating change orders from the **Reason** prompt on the **Create Change Order** task.
- Closing purchase orders from the **Close Reason** prompt on the **Close Purchase Order** task.
- Closing purchase order lines from the **Close Reason** prompt on the **Close Lines** task.
- Rejecting purchase item requests from the **Rejected Reason** prompt on the review task for new purchase item requests in My Tasks.
- Canceling or closing requisitions from the **Reason** prompt when they select **Cancel** or **Close** from the related actions menu of a requisition.
- Connecting suppliers from the **Reason Code** prompt on the **Additional Suppliers for Sending Invoices** table of invoice supplier profiles. Reason codes for connecting suppliers can be viewed but not configured on the **Additional Suppliers for Receiving Invoices** table of purchase order supplier profiles. Users can access these tables under the **Invoicing Options** subsection of the **Procurement Options** tab, in the **Supplier Hierarchy** section, when they select **Supplier > Create Supplier Change** from the related actions menu of a supplier.

You can create custom reports to report on your users' reasons for different procurement activities.

Set Up Shipping Information

Prerequisites

Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

Maintain shipping information, such as shipping terms, shipping methods, and shipping instructions on the tenant setting for purchase orders and request for quotes.

Steps

1. Access the **Maintain Shipping Information** task.
2. In the **Shipping Terms** tab, select only 1 of the rows as **Default**.
3. In the **Shipping Methods** tab, select only 1 of the rows as **Default**.

   You can use the **EDI Code** field to specify a shipping method to your supplier through purchase order transactions issued by the EDI 850 integration.

Result

The selected shipping terms and methods (as default) display on purchase orders, and request for quote responses and awards, when not configured for the company or supplier.

The values you define display in the prompts on the **Company Procurement Options** task.

If you don't define these values in the Company options or on the Supplier, the default values you select here default onto the purchase orders.

Related Information
Concepts
Create Change Orders
Create Ad Hoc Request for Quotes
Submit Request for Quote Responses
Award Request for Quotes to Suppliers

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Set Up Intelligent Intake

Prerequisites

- Subscribe to Innovation Services.
- Security: Set Up: Intelligent Intake and Self-Service: Intelligent Intake security domains.

Context

You can configure Intelligent Intake to define procurement paths using natural language. You define routing rules that use AI to understand user queries and direct them to the correct procurement path, such as a Workday task, an external URL, or a custom text response.

Steps

1. Access the *Maintain Innovation Services Data Selection Opt-In* task and select **Spend Management Machine Learning GA.**
2. Select the **Opt In** check box for Intelligent Intake and click OK.

   New customers with a uMSA contract are automatically opted in. Existing customers might need to subscribe to Innovation Services to use this feature.
3. Enable the *Set Up: Intelligent Intake* security domain and update the security policy permissions. This domain grants access to configure Intelligent Intake.

   This domain only allows unconstrained and user-based security groups.
4. Enable the *Self-Service: Intelligent Intake* security domain and review the security policy permissions. This domain enables users to access the Intelligent Intake landing page.
5. Access the *Intelligent Intake Setup* task to create a routing table.
6. Click **Maintain Routing Rules** to add a rule.
7. Configure the rule:

Option	Description
Route Name	Enter the name of the route.
Route Description	Enter a detailed description of the route using natural language. Providing more detail increases the accuracy of the AI routing.
Route Option	Select the destination for the route: a Workday Task, an External URL, or a Custom Text Response.

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Option	Description
Quick Link	Select this check box to display the route as a clickable link on the Intelligent Intake landing page.

To improve routing accuracy, consider these guidelines when writing the Route Description:

- Write route descriptions in natural language. Providing detailed context improves the AI's routing decisions.
- Avoid broad, generic or conflicting descriptions, which can lead to incorrect or inconclusive route suggestions.
- Include specific terms, synonyms, and exceptions that requesters commonly use.
- Use the testing playground to test your routing rules. If a search term provides an incorrect response, refine the relevant route description with more detail and test again.

The following table provides an example of a less effective description compared to a recommended, more detailed description.

Option	Description
Less Effective Description	Requests for services or one-time purchases.
Recommended Description	Requests for services or one-time purchases, such as consulting services, legal services, temporary staffing, advertising and marketing services, maintenance and repair services, online subscriptions and data sets, custom software development, event planning and execution, specialized training, and capital equipment.

8. Configure a fallback response to display a default message when a search query does not match any routing rules.
9. Test different search terms in the testing playground within Intelligent Intake Setup to verify that Workday applies the routing rules correctly.

   If the routing rules in Intelligent Intake are not functioning as expected, refine your route description. Use clear, natural language and incorporate specific terms and synonyms that your end users commonly use within your industry. A more detailed and user-centric description significantly improves the system's ability to direct users to the correct tasks.

Result

Example

Next Steps

After you configure Intelligent Intake:

- Inform requesters that they can use the new Intelligent Intake task as a centralized starting point for all procurement needs. You can also instruct requesters to add the task to their Apps menu for quick access from their homepage.
- Review deployment considerations for routing rules that use external URLs. If you create a route to a Workday task using an external URL instead of the predefined Workday task option, you must manually update the URL when migrating configurations to a new tenant (e.g., from Sandbox to Production). Routing rules configured using the predefined Workday task option adapt automatically.

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Related Information
Concepts
Concept: Intelligent Intake

Concept: Procurement Dashboard

The Procurement Dashboard is a configurable workspace, providing your users with easy access to the procurement needs of your organization.

Secured to the *Set Up: Company General* domain in the Common Financial Management functional area, the dashboard provides direct access to frequently used procurement-related tasks and reports.

Workday delivers these standard reports to the Procurement Dashboard:

- **Find Catalog Loads**
- **Find Purchase Orders**
- **Find Request for Quotes (RFQ)**
- **Find Requisitions**
- **Find Supplier Contracts**
- **Requisition Sourcing Console**
- **View Catalog Load**
- **View Purchase Item**

You can customize the reports or add new ones to suit your business needs.

You can also select the tasks that you want to display in the default menu using the **Edit** button on the **Maintain Dashboards** report.

Use the **Menu** section on the **Content** tab to label and organize your dashboard menu selections. You can also add the Procurement Dashboard as a worklet on your Home page for quick access.

Related Information
Tasks
Steps: Set Up Dashboards and Landing Pages
Steps: Set Up Dashboards and Landing Pages

Concept: Procurement

Workday Procurement is built for global businesses of today. Workday addresses the unique requirements of both goods and services spend, and doesn't require you to deploy a multitude of disparate systems to bring your spend under management. From the requisition process all the way through to payment, Workday provides complete procure-to-pay functionality. We enable you to support and manage the information, policies, and processes relating to the acquisition of goods and services for your organization. The main goal for a procurement organization is to provide cost savings while implementing best practices in spend management. This often proves to be difficult as the tools necessary to implement these goals lie in multiple, disconnected systems. Workday enables you to bring together user profiles, business process controls, and analytics into a single cohesive solution. Procurement provides employee self-service as well as advanced functionality for administrative users.

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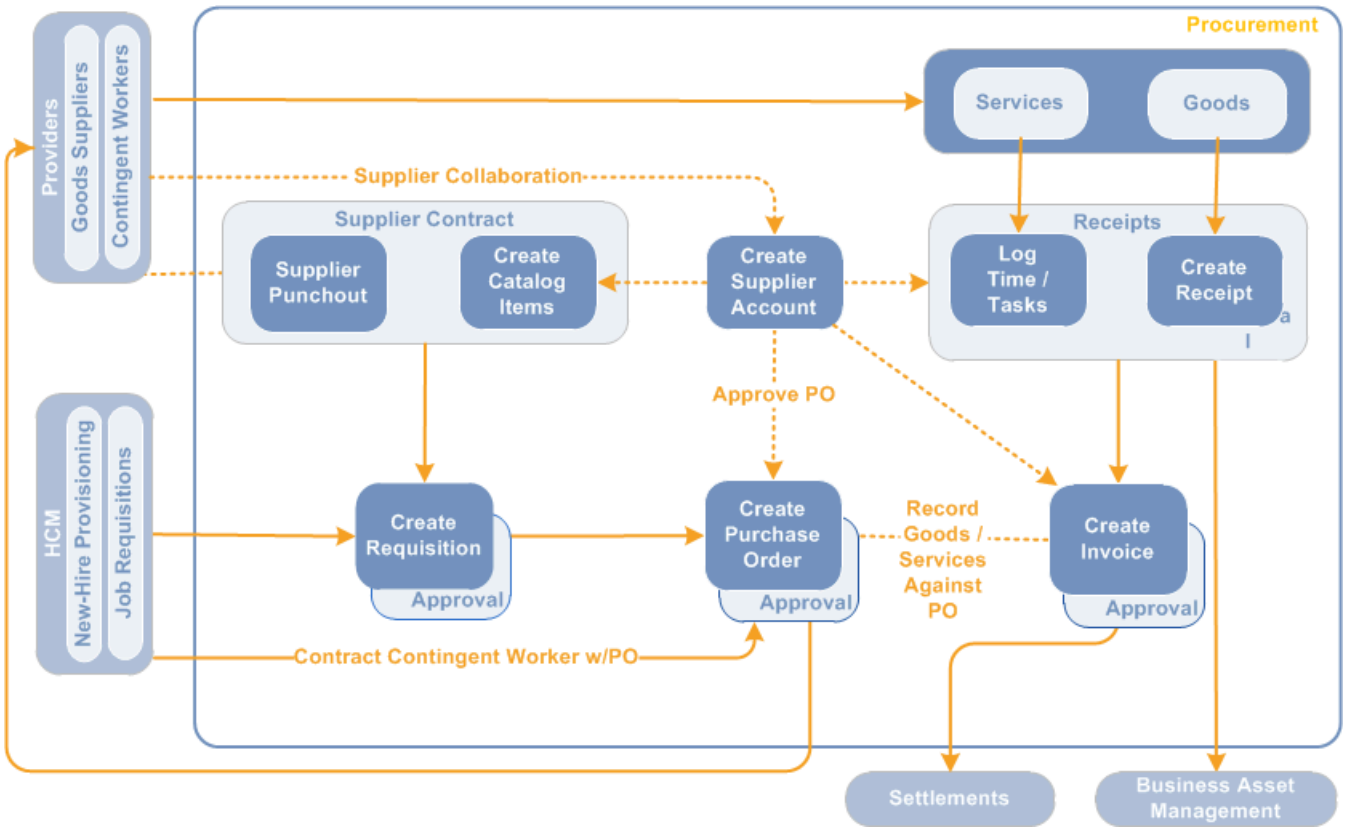

Figure 1: Procurement Workflow

Note: These workflows assume that you've modified the Workday-supplied Procurement business process definitions to support more functionality, such as manager approval and supplier collaboration.

You can configure additional functionality when you:

- Create and report on request for quotes (RFQs).
- Create sourcing rules for auto-sourcing requisitions.
- Create schedules for your auto-sourcing needs.
- Manage backorders with buying alternatives and responses to purchase order acknowledgments.
- Receive or create advance ship notices so you can effectively manage your shipped items and automatically create receipts.
- Provide internal service deliveries with internal service providers and catalogs.
- Configure worker procurement card transactions.
- Enable scheduled procurement documents for supplier contracts.
- Return goods with reasons and requirements for a smooth return process.
- Create internal instructions for workers on how to create requisitions, spend authorizations, expense reports, and RFQs.
- Freeze spend on requisitions, purchase orders, and spend authorizations.

Concept: Procurement Conditional Rules

You can use procurement conditional rules to prevent workers from taking actions against procurement documents in Workday. Workday prevents you from completing actions when the respective rules are true.

On documents that meet the procurement conditional rule criteria, the blocked action won't be visible on the related actions of the document. The document also won't be visible on result tasks. Example: When you have a conditional rule to prevent receipt for a certain supplier, you won't see purchase orders for that

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supplier in the **Create Receipts** task. You won't be able to create receipts off the purchase orders of the supplier.

With procurement conditional rules, you can:

- Prevent the action from starting and limit excess draft transactions in Workday.
- Use any conditional rules with context to the purchase order on procurement conditional rules. If you don't find the field you need when you're creating your conditional rule, you might need to use a calculated field.

Procurement conditional rules won’t trigger for web services, unless specified below. If you want to restrict actions from inbound web services, create a custom validation to prevent document submission. You can also work with your integration partner to restrict the data on the inbound file.

Conditional Rule	Description
Change Order from POA - Prevent Auto Issue	Blocks automatically issuing a change order created from the Purchase Order Acknowledgment (POA).
POA - Prevent Change Order	Prevents the creation of a change order from a Purchase Order Acknowledgment (POA) when the condition rule is met. Use this rule to add various validations to the POA process, such as verifying that a proposed substitute item is a valid replacement for the originally ordered item.
Purchase Order - Prevent ASN	Prevents the creation of advanced ship notices (ASN). Also prevents the creation of ASNs using the web services.
Purchase Order – Prevent Auto Close	Prevents automatic closure of purchase orders.
Purchase Order - Prevent Cancel	Prevents the cancel action when the condition rule is true.
Purchase Order - Prevent Close Line	Blocks the Close Lines related action off the PO. Prevents selection of POs meeting the condition rule on the **Mass Close Procurement Document** task.
Purchase Order - Prevent Close Line for Receiving	Blocks users from closing purchase order lines for receiving.
Purchase Order - Prevent Copy	Blocks users from copying purchase orders from related actions on the **Create Purchase Order** task.
Purchase Order - Prevent Edit Without Change Order	Blocks users from editing purchase orders using the **Edit Without Change Order** task.
Purchase Order - Prevent Receipts	Prevents receipt creation off the related actions and **Create Receipt** task; doesn’t prevent receipt against receivable supplier contracts.
Receipt Adjustment - Prevent Cancel	Blocks users from canceling receipt adjustments.
Receipt - Prevent Cancel	Prevents canceling of receipts from related actions.

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Conditional Rule	Description
Receipt - Prevent Receipt Adjustments	Prevents creating receipt adjustments. Blocks creating off the related action and **Create Receipt Adjustment** task.
Requisition Line - Prevent Auto Sourcing	Prevents automatic sourcing of requisition lines.

Use Cases

Purchase Order - Prevent Cancel

Prevents cancellation when the purchase order status is *Issued*. Requires buyers to close purchase orders and purchase order lines on issued purchase orders instead of canceling the document. The purchase order line **Cancel** action is still available on change orders, but this conditional rule limits the ability to cancel at the purchase order header level once issued.

Purchase Order - Prevent Receipts

- Prevents receipts if there are existing open receipts in *Draft* or *In Progress* status. Streamlines automatically closing purchase orders since Workday doesn't support automatically closing purchase order lines with open receipts.
- Prevents receipts if using a Warehouse Management System (WMS) based on the purchase order type. Prevents receipt of external purchase orders when receiving will be completed in the WMS.

Purchase Order - Prevent Edit Without Change Order

- Workday sets up *Prevent Edit Without Change Order* as *Always True (Workday Delivered)*. Remove this rule if you want to edit without a change order for all purchase orders.
- Prevents editing without a change order when the purchase order status is *Approved*. Prevents buyers from making edits without a change order on a purchase order after it has been approved. Adding the condition rule limits both **Edit** and **Edit Without Change Order** from displaying at the same time on the related actions menu of a purchase order.
- Prevents making edits without a change order when the purchase order is generated from an integration.

Concept: Intelligent Intake

Intelligent Intake is a centralized landing page to begin with your procurement journey. It provides a single starting point for requesters that uses smart assistance to direct to the best buying paths both inside and outside of Workday. The interface understands natural language questions and queries to determine if a matching route exists in the configured routing table and guides the user to the best procurement path. Benefits are:

- Provides a single, easy way for requesters to begin the procurement journey.
- Simplifies procurement by providing smart suggestions on the best way to purchase goods and services.
- Saves time and improves efficiency.

Reference: Company Procurement Options

General Setup

General Setup	Description
Commodity Code Type	Select to populate a default commodity code type on spend transactions when you order the associated catalog item or purchase item.

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General Setup	Description
	Note: When you configure multiple commodity code types for items and you don't select a default from this prompt, Workday may populate commodity code types inconsistently.

Shipping and Billing Defaults

Ship-To Contact	Workday defaults the value that you enter on the stand-alone purchase order (PO). If you create the PO from a requisition, we take the ship-to contact from the requisition. The contact must be a worker in Workday. If you don't configure this option, the ship-to contact defaults to the requisition requester.
Bill-To Contact	Workday defaults the **Bill-To Contact** value that you enter for the company on the **Edit Company Procurement Options** task. The contact must be a worker in Workday. For purchase orders automatically sourced from a requisition, Workday populates the bill-to contact in the following order: 1. Company default 2. Buyer on the contract 3. Buyer from the buyer sourcing rule 4. Current user For ad hoc purchase orders, the bill-to contact will be blank if you don't configure this option.
Shipping Terms	Workday defaults the value that you enter on the stand-alone PO and on to a PO you create from a requisition. When configured, this option defaults to all procurement documents.
Shipping Method	Workday defaults the value that you enter on the stand-alone PO and on to a PO that you create from a requisition. When configured, this option defaults to all procurement documents.
Default Ship-To Location	Workday populates the value that you enter on the stand-alone PO. If you create the PO from a requisition, Workday uses the Default Ship-To from the requisition or follows this defaulting from the: 1. Value on requesting entity when it has a ship-to location exists on the requesting entity. 2. Persisted value on the Document. 3. Ship-To Location from the Defaulted Deliver-To location. 4. Requesting Inventory Site. 5. Par Location. 6. Requesting Worker.

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	7. Procurement Company Options. 8. Company address with Shipping usage from the **Edit Company Contact Information** task. Before you can select a Location object as the default Ship-To location, you must define it with Ship-To usage. When configured, this option defaults to all procurement documents. On POs generated from requisitions, the requisition Ship-To location overrides the default Ship-To location.

Requisition

General Requisition Options	Description
Enable Requisition Line Defaults	Select to enable requisition line parameters, such as: • Requested delivery date. • RFQ required. • Suppliers. • Worktags. You must add defaults to the document header before they default to document lines.
Disable Service Lines on Requisitions	Select to hide service lines section on the **Create Requisition** task. This option disables the ability to procure services for all requesters.
Default Non-Catalog Request Line Type in Requisitions Worklet	You can set your non-catalog requests in the **Requisitions** worklet to not default to either goods or services, default to goods, or default to services. By default, Workday doesn't select any option on the **Default Non-Catalog Request Line Type in Requisitions Worklet** prompt and your non-catalog requests in the worklet default to goods.
Disable ~Project~-Based Service Lines on Requisitions	Select to hide project-based service lines section on the **Create Requisition** task. Disable this option if you aren't using projects.
Enable Transaction Tax on Requisition	Select to specify these tax fields on requisition lines: • **Tax Applicability** • **Tax Code** • **Tax Recoverability** You must configure Transaction Taxes to enable this option. Workday copies transaction taxes to the resulting PO.
Enable Freight and Other Charges on Requisition	Select to add freight and other charges to requisition headers. Workday also automatically populates freight and other charges amounts on the purchase order when you source a requisition to a single purchase order without any changes.

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General Requisition Options	Description
	You must have at least 1 spend category on the requisition that is enabled for miscellaneous and freight charges.
Enable Requisition Line Attributes to Default from Linked Purchase Item	Select to populate these values from the linked purchase item to the requisition line if they're not subject to sourcing or tax rules: • Fulfillment source. • Tax applicability. If you aren't using purchase items, don't enable this option.

Enable Recurring Options in Services on Non-Catalog Request and Web Services	Select to enable the recurring service functionality for non-catalog requests. When you enable recurring services,:
	• The **Additional Details** section when creating non-catalog request for services on the **Non-Catalog Request** page of the **Requisitions** worklet displays:
	  • A **Single** option that you can select if the service requisition is non-recurring.
	  • A **Recurring** option that you can select for recurring service requisitions.
	• You can select the **Recurring** option for a non-catalog service requisition, and use these fields to define the details of your recurring non-catalog request:
	  • **Recurrence**, where you can set the cadence of the recurring request as *Monthly*, *Quarterly*, *Weekly*, *Bi-Weekly*, or *Annual*.
	  • **Duration**, where you can enter the number of installments. Example: If you select *Monthly* for **Recurrence** and enter "3" for **Duration**, this recurring service is a monthly recurring service that lasts for 3 months.
	  • **Total Amount**, where you can enter a total price for Workday to automatically divide across all generated lines. This field still displays as **Price** for non-recurring service requests, or if you select the **Single** option in the **Additional Details** section of a non-catalog service request.
	• Workday adds a **Recurring** column to your service requisition lines with a check box

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General Requisition Options	Description
	to indicate whether or not the line is from a recurring non-catalog request. • Workday adds a **Recurring** column to your service purchase order lines with a check box to indicate whether or not the line is from a recurring non-catalog request. Note: The **Recurring** check box on purchase order service lines is non-editable to ensure integrity of recurring contract data. The **Recurring** check box information will also persist through change orders and audit trails.

Search Catalog Options	Description
Spend Category Hierarchy Root Node for Search Catalog	Select to enable searches by spend category hierarchy on the **Search Catalog** task. Enable this option if your organization created spend category hierarchies.
Exclude Purchase Items that have Catalog/ Supplier Item Entries	Select to update the **Search Catalog** task to: • Exclude purchase items associated to catalog items. • Display supplier items (each unique entry on the **Supplier Information** tab on purchase item tasks). • Displays catalog items. Workday recommends enabling this option to remove duplicates in your search results.
Exclude Catalog Items/Supplier Items from Secondary Supplier	Select to display only primary (priority 1) and unranked supplier information on the **Search Catalog** task. Workday recommends enabling this option to drive your workers to select the preferred item and remove duplicates in your search results.
Show Purchase Items when there is no Priority Supplier	Select to display only purchase items without primary (priority 1) supplier information on the **Search Catalog** task. Workday recommends enabling this option if you use sourcing rules.

Inventory Requisition Options	Description
Inventory Replenishment Requisition Rounding Option	Set the rounding option of ordering quantities when you create inventory replenishment requisitions. Round half down and half up round 0.5 quantities. This option only applies to stocked inventory and is configured at the inventory site or purchase item level.
Par Replenishment Requisition Rounding Option	Set the rounding option of ordering quantities when you create par replenishment requisitions. This option only applies to PAR inventory and is

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Inventory Requisition Options	Description
	configured on the PAR location or purchase item level.

Catalog Item Options

Catalog Item Options	Description
Enable Unit of Measure Change	Select to enable changes to unit of measure (UOM) for catalog items you request. Workday bases the unit price for the item on the UOM you select. You can order in a preferred UOM for the best discount. Enable this option when using catalogs.
Enable Defaulting of Catalog Item Attributes from Linked Purchase Item Defaults	Select to copy values from linked purchase items on to catalog item attributes.

Purchase Item Options

Purchase Item Options	Description
Enable Unit of Measure and Unit Cost Change on Replenishment Requisitions	Select to enable users to update the **Unit of Measure** and **Unit Cost** fields on replenishment-type requisitions. This option only applies to inventory. Enable this option to all for corrections to replenishment requisitions to help resolve potential matching errors in advance.
Enable Unit of Measure Change on Non-replenishment Requisitions	Select to enable users to update **Unit of Measure** on nonreplenishment-type requisitions. This option only applies to inventory. Enable this option to all for corrections to non replenishment-type requisitions to help resolve potential matching errors in advance.
Enable Unit of Measure and Unit Cost Change	A nonstock item is a purchase or supplier item with a spend category that doesn't have the Stock item check box selected. Examples: An Office Supplies spend category with items like Desk Lamp, or Printer Toner. Office Supplies aren't marked as Stock Items. Select to enable users to update **Unit of Measure** and **Unit Cost** for both: • Stock items. • Bill-only type requisitions (consignment). When you enable the check box, and a Requisition or PO are created, you can edit the **Unit Cost** and **Unit of Measure** fields. Enable this option when using items. You can correct wrong UOM or pricing on items to help resolve potential matching errors in advance. This

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Purchase Item Options	Description
	option also enables updates to pricing for bill-only requisitions.

Sourcing

Sourcing Consolidation Options	Description
Consolidate Requisitions on Purchase Orders	Select to source requisition lines to 1 purchase order when these values match: • Buyer. • Company. • Currency. • Ship-to address. • Supplier. • Supplier contract. To automatically source while consolidating, schedule an automatic sourcing job on the **Schedule Requisition Auto-Sourcing** task. When you select this option, you prevent requisitions from automatically sourcing to POs once approved.
Exclude Ship-To Address when Consolidating Requisition Lines	Select to source requisition lines with different ship-to addresses to 1 purchase order when these values match: • Buyer • Company • Supplier • Currency You can select this option if your suppliers will accept multiple ship-to addresses on a PO. The ship-to address is added to each PO line.
Enable Requisition Auto-Sourcing for Non-Catalog Line	Select to source requisition lines to purchase orders for these items: • Non-catalog items. • Purchase items. • Web items. Then, we automatically source the requisition lines when you: • Enter a supplier on the requisition line. • Set up a resulting buyer or supplier contract for the entered supplier. You must define requisition sourcing rules to ensure that a buyer, supplier, and ship-to address can be determined so Workday can automatically source the requisition.

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Sourcing Consolidation Options	Description
Use Recurring Services with Existing Sourcing Rules to Consolidate Requisition Lines	Select to group requisition lines into the same purchase order when they are a recurring service.
Generate PDFs for all Purchase Orders	Select to generate PDFs for purchase orders with an issue option of Print. When you select this option and also the Issue Option for Supplier Portal, there's a slight delay in custom notification emails to the supplier. Workday waits for the PDF to generate before sending the notification to the supplier. Select this option if you want a PDF file for all purchase orders regardless of how they were issued.

Line Level Auto-Sourcing Options	Description
Enable Auto-Sourcing at Requisition Line Level	Select to enable auto-sourcing for any eligible requisition lines. You must source ineligible requisition lines manually. If you don't select this option, all requisition lines must be eligible for auto-sourcing in order to auto-source a requisition.
Exclude Requisitions Without Requisition Type from Auto-Sourcing at Requisition Line Level	Select to exclude requisitions without a Requisition Type from auto-sourcing at the requisition line level. You must select **Enable Auto-Sourcing at Requisition Line Level** for this option to be available.
Exclude Specific Requisition Types from Auto-Sourcing at Requisition Line Level	Select Requisition Types to exclude from auto-sourcing at the requisition line level. You must select **Enable Auto-Sourcing at Requisition Line Level** for this option to be available.

Request for Quote

General Request for Quote Options	Description
Enable Request for Quotes (RFQ) Notifications	Displays Workday-delivered RFQ notification behaviors for the company that you're requesting a quotation from. You must configure business processes to create notifications.

Purchase Order

Purchase Order Options	Description
Disable Default Delivery Type for Stock Items	Select to stop Workday populating *Inventory Replenishment* on the **Delivery Type** field for stocked items on purchase order lines when you: • Copy purchase orders. • Create ad hoc purchase orders. • Create purchase orders from supplier contracts.

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Purchase Order Options	Description
	• Submit purchase orders. You can select this option to reduce data entry on POs. This option only applies to inventory. Note: When purchase orders source from requisitions, the delivery type for stocked items defaults from the requisition type.
Exclude Received Quantities and Amounts from Draft and In Progress Receipts	Select to prevent quantities and amounts on incomplete and unapproved receipts from displaying on purchase orders and supplier contacts. This option affects replenishment calculations by excluding these documents when calculating the quantity to order.
Automatically Close Purchase Orders	Select to automatically close open or issued purchase orders when they are: • Fully received, with receipts in *Approved* status. • Fully paid. Workday only closes purchase orders that become fully received and fully paid while this check box is selected. It doesn't retroactively close purchase orders that are fully received and paid before you enable the functionality. Workday doesn't reopen closed purchase orders automatically when the status of a related document changes, such as when a paid invoice changes to unpaid.

Receipt

Lot Expiration Options	Description
Disable Lot and Serial Capture	Select to enable workers to submit receipts without entering any lot or serial numbers for items on the receipt when using Workday on a desktop. Enable this option when you record information from a desktop.
Lot Capture Mandatory	Select when you want workers to record lot numbers, for lot-controlled items on the receipt when using a scanner. You can use a mobile device to capture this information. You must create the lot number in Workday before it can be recorded for an item.
Serial Captures Mandatory	Select when you want workers to record serial numbers, for serial controlled items on the receipt when using a scanner.

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Lot Expiration Options	Description
	You can use a mobile device to capture this information. Don't select this option if you aren't capturing serial numbers for an item.
Behavior for Expired Lots	Select to process an expired lot and display a warning message. You must configure this option during setup.
Behavior for Lots within Alert Period	Select to process a lot within an alert period and display a warning message. You must configure this option during setup.
Create Delivery per Tracking Number	Select this option to create, manage, and capture deliveries by individual carrier package, based on tracking number. When you scan multiple packages with this option, Workday generates delivery tickets with carrier package tracking information from receipts and not the item information from receipt lines, such as Deliver-To Location or Requester.

Internal Service Delivery

Internal Service Delivery Options	Description
Exclude Header Worktags from Business Process	Select to stop the *Internal Service Delivery Event* business process from sending approvals with revenue worktags at the header level to workers.

Buyer Hub

Steps: Set Up Buyer Hub

Prerequisites

Security: *View: Buyer Hub* domain in the Procurement functional area.

Context

You can set up the **Buyer Hub** to display procurement transactions that need attention in My Tasks. You can quickly and easily access commonly used procurement reports and tasks from the hub.

Once you configure the **Buyer Hub** and grant user access, you can view your procurement transactions either by:

- Displaying the **Buyer Hub** as a worklet on your Home page.
- Running the **Buyer Hub** report in Workday.

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Steps

1. Edit Domain Security Policies.

   To access procurement transactions, configure security for these reports:

Report	Security Domain
Find Purchase Orders	*Process: Purchase Order - Reporting* domain in the Procurement functional area.
Find Requisitions	*Process: Requisition - Reporting* domain in the Procurement functional area.
Find Supplier Contracts	*Process: Supplier Contract - Reporting* domain in the Supplier Contracts functional area.
My Tasks for Orders	*Process: Purchase Order - View* domain in the Procurement functional area.
My Tasks for Requisitions	*Process: Requisition - View* domain in the Procurement functional area.
Requisition Sourcing Console	*Process: Purchase Order - Mass Action* domain in the Procurement functional area.
Supplier Invoices in Match Exception	*Process: Supplier Invoice - Reporting* and *Reports: Supplier Accounts* domains in the Supplier Accounts functional area.

2. Set Up Hubs.

   As you configure the **Buyer Hub** in the **Maintain Hubs** report, consider:

Tab	Description
Announcements	Enter announcements to display at the top of the **Buyer Hub Overview** page.
Navigation Item Action Override	Configure to display custom reports.
Suggested Links	Select a security group or predefined rule that defines who can view the suggested links. Ensure that the predefined rule is associated with the **Worker** business object.
Content	Set up sections and cards for the **Buyer Hub**.

   Security: These domains in the System functional area:

   - *Set Up: Tenant Setup - General*
   - *Set Up: Tenant Setup - Hub*

3. (Optional) Enable the **Buyer Hub** as a worklet.

   From the Home page, select **Configure Worklets** from the **Configure My Worklets Landing Page**. On the **Optional Worklets** grid, select *Buyer Hub* from the prompt.

   When you enable the **Buyer Hub** worklet, Workday displays it on your Home page.

   Security: *View: Buyer Hub* domain in the Procurement functional area.

Concept: Buyer Hub

The **Buyer Hub** is a centralized location consisting of cards that enable you to access common tasks and reports for procurement documents. You can view tasks and reports for:

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- Purchase orders.
- Purchase order acknowledgments (POAs).
- Requisitions.
- Supplier contracts.
- Supplier invoices.

You can view, sort, and filter transactions that require your approval, review, and revision in a set of listed tasks.

In the **Buyer Hub**, you can only view transactions you've created or that you've been assigned to approve or review. These roles enable you to view the respective transaction in your **Buyer Hub**:

- Requester or approver for a requisition
- Buyer for a purchase order or POA
- Buyer (on the purchase order) for a supplier contract or supplier invoice

Example: You create a requisition and select another worker as the buyer listed on the resulting purchase order. You'll be able to see the requisition in your **Buyer Hub**, but the worker whose name you selected for the buyer on the purchase order won't see the requisition in their **Buyer Hub**. The buyer will see the purchase order assigned to them in their hub, but you won't see this purchase order in your hub.

You can access the **Buyer Hub** from Workday search or from your Home page when you enable the **Buyer Hub** worklet. You can also configure the worklet to display buyer-related announcements and content on your Home page.

Customize Buyer Hub

From the **Maintain Hubs** report, you can select **Configure Overview** from the **Action** menu next to the **Buyer Hub** to customize the hub by:

- Defining titles for your custom hub to reflect the needs of your buyers.
- Specifying announcements that include important announcements for your buyers.
- Adding suggested links that you can make visible only to certain security groups. You can link to:
    - External sites
    - Tasks
    - Reports
    - Dashboards
- Adding common tasks and reports from custom sections and cards.

You can also use the **Customize Hub Navigation** action on the **Maintain Hubs** report to create or modify navigation items and navigation item groups. See Set Up Hubs.

Buyer Hub Cards

The **Buyer Hub** displays cards where you can easily view and perform common tasks on transactions, including:

- Reviews or revisions.
- Sourcing or issuing.

You can use the default **Buyer Hub** sections and cards when configuring the **Buyer Hub** in the **Configure Hub by Admin** task in the **Maintain Hubs** report. You can also specify the sections and cards by selecting the **Customize Sections and Cards** option on the **Content** tab.

Each card contains the number of transactions in the category of the card and a brief description. The cards also display common attributes for transactions in these categories:

- **Requisitions**
- **Purchase Orders**
- **Supplier Contracts**

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- **Other Transactions**

Buyer Hub Tasks

Requisitioning Compliance Console

You can access tasks from the **Buyer Hub** to create and modify:

- Procurement card transactions.
- Procurement documents.
- Purchase orders.
- Quotes.
- Requisitions.
- Supplier contracts.

You can view purchase orders for review in My Tasks on the **My Tasks for Orders** page when you select:

- **My Tasks for Orders** in the **Purchase Orders** section of the **Navigation Pane**.
- **View All Tasks for Orders** on either the **Purchase Orders to Review** or **Change Orders to Review** card.

You can view requisitions for review or that are waiting for sourcing in My Tasks on the **My Tasks for Requisitions** page when you select:

- **My Tasks for Requisitions** in the **Requisitions** section of the **Navigation Pane**.
- **View All** on either the **Requisitions to Review** or **Requisitions to Source** card.

When you consolidate requisitions on purchase orders using the Edit Company Procurement Options task, the consolidated requisitions won't display in these areas in the Buyer Hub but do appear in the Requisition Sourcing Console report:

- **My Tasks for Requisitions** page
- **Requisitions to Review** card
- **Requisitions to Source** card

You can view supplier contracts that are ready for review or awaiting action in My Tasks on the **My Tasks for Supplier Contracts** page when you select:

- **My Tasks for Supplier Contracts** in the **Supplier Contracts** section of the **Navigation Pane**.
- **View All** on either the **Contracts Ready for Review** or **Contracts Awaiting Action** card.

See Reference: Sourcing Requisitions .

You can configure context rules for your requisitions in the **Requisitioning Compliance Console** task in the **Requisitions** section of the **Buyer** hub.

In the **Context** tab of the **Requisitioning Compliance Console** task, you can:

- Edit the baseline rules that apply to all your requisitions in the **Default Context** section.
- Create or reorder rules that apply to particular contexts in the the **Exception Contexts** section. An exception context's rules override the default context rules if a requisition matches the criteria defined in the exception context.

The **Rules** tab in the left-hand menu of the console enables you to create or edit requisition context conditional rules and catalog search display rules. You can select:

- The **Context Rules** sub-tab to access the **Create Requisition Conditional Rule** task to create or edit requisition conditional rules.
- The **Display Rules** sub-tab to access the **Create Search Catalog Display Rule** task to create or edit display rules for the catalog search.

The **Icons** tab in the left-hand menu of the console enables you to configure icons that make it easier for requesters to identify prioritized items in the catalog search results.

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Related Information
Reference
2022R2 What's New Post: Buyer Hub

Suppliers

Setup Considerations: Suppliers

You can use this topic to help make decisions when planning your configuration and use of suppliers. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

You can set up and manage suppliers to procure goods, services, and contingent labor for your organization.

Business Benefits

Supplier functionality provides:

- A collaborative environment for your business and its suppliers.
- Customizable tools to help you efficiently manage the information flow, organization policies, and business processes.
- Analytics and reporting for high visibility into your company spend to help you make informed decisions.
- Your suppliers with the ability conduct transactions in your Workday tenant.

Use Cases

- Connect with prospective suppliers and capture essential supplier information in your Workday tenant.
- Register suppliers and create supplier accounts.
- Enable your suppliers to:
    - Load their own catalogs and purchase items into Workday to generate a searchable directory of goods, services, and contingent labor catalogs within Workday.
    - View and approve purchase orders and Requests for Quotes (RFQs).
    - Log time and tasks.
    - Log activities against project-based services Purchase Orders (POs).
    - Issue invoices for you to approve and pay.
    - Maintain their own contact information.
- Generate reports for spend overviews or see your outgoing funds by spend category or on individual suppliers.
- Set up Workday accounts for your suppliers so you can complete the entire requisition-to-pay cycle in your supplier portal.

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Questions to Consider

Questions	Considerations
What kind of security access do you want users to have to supplier transactions and reporting?	You can configure and customize segmented security to restrict worker access to suppliers on reports and transactions. Users with the appropriate segment access to suppliers can: • Create a new supplier. • Edit existing supplier information. • Print supplier details. • View suppliers. Example: Create a segment-based security group of IT Manager. You can then edit domain access so that only IT managers can create IT suppliers and launch transactions with IT hardware suppliers.
How do you want to organize your suppliers in Workday?	For reporting and to make your suppliers easier to find, you can organize suppliers according to: • Supplier groups: Example: Suppliers within the same geographical location. • Categories: Can include suppliers with similar profiles, such as IT vendors or contingent labor agencies. • Classifications: Organize your suppliers based on a set of compliance criteria such as certification or business size. To restrict access to certain subsets of suppliers, use supplier groups or categories along with supplier segmented security. You can then configure supplier group profiles, display profile group tabs, and add custom reports on supplier documents.
How do you plan to capture supplier information?	Supplier contact questionnaires enable you to gather specific information about your suppliers and their contacts. Include Workday provided questionnaires or create custom questionnaires for specific suppliers or groupings of suppliers when you configure your portal. Use the *Supplier Request* process to send requests for information directly to your suppliers through the supplier portal.
What payment terms do you want to set up for your suppliers?	You can create custom payment terms for a supplier or supplier groups that you can then apply to all their procurement documents. You can configure: • Discounts. • Payment due dates and grace periods.

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Questions	Considerations
	• Rewards for early payment.
How do you want to view supplier information in Workday?	You can configure a composite view of your suppliers, making it easier for users to access information from a single source that includes: • Priority suppliers. • Profile group tabs. • Custom reports. Ranking suppliers by priority makes it easier for buyers to use primary suppliers when they create requisitions for items for inventory and par replenishment.
How do you plan to manage suppliers with multiple sites and locations?	You can order from different supplier sites on requisitions and POs, enabling you to link supplier ordering sites and remit-to connection information without creating multiple supplier records.
What levels of access do you want to grant suppliers for the supplier portal?	You can configure access to the supplier portal by creating security rules based on supplier contact type and assigning rule-based security groups. You can also restrict access based on assignable roles for contact and banking maintenance tasks.

Recommendations

For optimal performance, select no more than 10 reports when you configure custom reports to display on the supplier composite view profile.

Requirements

When you have contingent workers working through an agency or third-party business that pays the worker, create the agency as a supplier. You must contract the worker as a contingent worker.

To comply with federal, state, or local government requirements, add appropriate classifications to your supplier.

Limitations

No impact.

Tenant Setup

To record the correct pronunciation of supplier names and details on their settlement bank accounts, enable phonetic names on the **Edit Tenant Setup - Global** task.

You can specify the attachment file types for supplier business documents in the **Edit Tenant Setup - System** task.

Security

Use the **Domain Security Policies for Functional Area** report and filter by **Suppliers** to find security domains.

This table describes some of the security domains that you'll need:

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Domain	Considerations
Set Up: Supplier	Enables you to create new suppliers.
Set Up: Supplier Maintenance	Enables you to create new and manage existing suppliers.
Set Up: Supplier Security Segments	Enables you to restrict access to supplier transactions and reports by: • Individual supplier. • Supplier category. • Supplier group.
Set Up: Supplier Contacts	Enables you to set up and maintain supplier contact information and view related reporting.
Set Up: Supplier Categories	Enables you to create supplier categories to organize suppliers for searching and reporting purposes.
Set Up: Supplier Administration	Enables you to restrict access to tasks and reports to Supplier Administrators only.
Set Up: Spend External Party Checks	Enables you to set up and maintain integrations with external APIs.
Process: Supplier Request	Enables you to process supplier requests and view related reporting.
Process: Supplier Request - Cancel	Enables you to cancel supplier requests that you have created. You must have view and modify access to *Set Up: Supplier Administration* to cancel supplier requests created by other users.

Business Processes

Business Processes	Considerations
Catalog Load *Supplier Invoice Event*	To enable supplier contacts to load catalog items onto your supplier portal, add: • The *Supplier Contact as Self* security group to the *Catalog Load Request for Supplier*. • *Create Invoice from Purchase Order* as an initiating action.
Order-From Supplier Connection Event	Configure to set up alternate locations for a main supplier to enable you to order from specific sites. You can use the business process to route orders from supplier connection details for approval.
Prospective Supplier Request Event	Controls self-registration of prospective suppliers.
Purchase Order Event	Enable supplier contacts to approve your purchase orders using the *Supplier Collaboration* step.
Supplier Change Event	Change supplier details to maintain or set up supplier information.

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Business Processes	Considerations
	Check supplier name against the Consolidated Screening List from the International Trade Administration (ITA), using the *Sanction List Screening* service step.

Supplier Contact Info Change Event	Enable users to update supplier contacts' information using the **Change Supplier Contact Information** task.
	Only these users can be added to this business process:
	• The specified supplier contact.
	• The creator of the supplier.
	• Users with roles on companies that are configured on the:
	  • **Restricted to Companies** field on the **Summary** tab of the supplier.
	  • **Default Companies for Role Assignment** field on the **Tenant Setup - Financials** task.

Supplier Event	Controls the approvals process for suppliers. You can set up conditional workflows based on organizational roles, cost centers, and companies. To review and update trackable asset lines, include the *Review Trackable Lines for Assets* action step. To configure role-based security groups for non-worker initiators, you can change the approval step for the security group from role-based to user-based in the business process definition. Check supplier name against the Consolidated Screening List from the International Trade Administration (ITA), using the *Sanction List Screening* service step.
Supplier Remit-To Connection Event	Configure to set up conditions to create supplier connections to remit invoices and payments to different supplier contact details.

Reporting

Use these reports for information on:

- How much you're spending on goods and services.
- What you're buying.
- Who you're buying it from.

Report	Considerations
Spend Analysis for Invoices	Track how much your business spends on supplier invoices. View graphics and drill down

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Report	Considerations
	into details of your invoice spending to see trends in your company spending.
Spend Analysis for Procurement Card	Apply the same level of oversight over your punchout spend as you have over your invoiced procurement spending.
Top Suppliers by Spend	View a list of suppliers your business most frequently uses to source its procurement needs.

Use these reports to understand how your business currently manages spending and to gain insights into potential opportunities to save money by:

- Negotiating contracts and discounts by identifying suppliers accessed through unmanaged spending.
- Consolidating spending.

Report	Considerations
Managed vs Unmanaged Invoice Spend	Compare your managed invoiced card spending with your unmanaged invoice spend.
Managed vs Unmanaged Procurement Card Spend	Compare your managed procurement card spending with your unmanaged punchout spend.

Use these reports to help you understand:

- How much you currently owe each supplier.
- The uninvoiced proportion of your spending.
- Your current and forecast future payment liabilities.

Report	Considerations
Payables Aging	View payable amounts for the different aging categories in the aging group, any pending payments, and the total amount for each supplier.
Payables Aging Detail	View outstanding payable amounts for each supplier by aging bracket. Details include unpaid or partially paid payments and totals across all aging brackets.

Use these reports to:

- View changes to existing suppliers.
- Track approvals for new suppliers.
- View and detect potential duplicate suppliers.

Report	Considerations
Find Supplier Events	View all open and in-progress Supplier Requests and Supplier Events.
Supplier Change History	View changes to the history of these supplier information categories: • Contact Information. • Invoices and Payments. • Payment Details.

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Report	Considerations
	• Sanction List Screening • Settlement Bank Details, except for intermediary bank accounts. • Supplier Connections. • Supplier Contact Name. • Tax Details, except for tax identification information.
Find Supplier Duplicates	Detect and view potential duplicates of supplier records. You can also use the Supplier Duplication report data source to create custom reports for supplier duplicates.

Integrations

You can build integration templates to support different EDI file formats:

Integration Template	Description
Purchase Order EDI 850 Outbound	Exports purchase orders in the American Standards Committee (ASC) X12 850 EDI format.
Supplier Invoice EDI 810 Inbound	Imports supplier invoices in the American Standards Committee (ASC) X12 810 EDI format.
Advance Ship Notice EDI 856 Inbound	Imports any advance ship notices in the American Standards Committee (ASC) X12 856 EDI format.
Purchase Order Acknowledgment EDI 855 Inbound	Imports purchase order acknowledgments in the American Standards Committee (ASC) X12 855 EDI format.

Connections and Touchpoints

Supplier functionality interacts with these areas in Workday:

Features	Considerations
Inventory	You can complete the request-to-pay cycle and: • Send items for inventory put-away. • Enable requests for items from stock. • Automate stock replenishment.
Supplier Accounts	You can create and schedule purchase orders, log time for contingent workers, and generate supplier invoices.
Supplier Contracts	You can enable the awarding of RFQs to successful suppliers and set up and process scheduled purchase orders.
Financial Accounting	You can create receipt accruals from approved, uninvoiced receipts, supplier invoices, and bill-only purchase orders for goods and services.
Banking and Settlement	You can verify procurement card transactions.

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Features	Considerations
Business Assets	You can track assets your company acquires through the procurement process. You can: • Account for them based on your own accounting practices. • Categorize them according to business use.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Reference
2021R2 What's New Post: Detect and Display Duplicate Suppliers
2021R2 What's New Post: Supplier Change History Report
2020R2 What's New Post: Supplier Request and Portal Integration
2020R1 What's New Post: General Data Protection Regulation for Suppliers
The Next Level: Procurement: RPT Supplier Performance Dashboard - Uptake Guide
Preconfigured Content: Financials Delivered Configurations

Supplier Setup

Steps: Set Up Suppliers

Prerequisites

- Review setup considerations for suppliers.
- Configure the *Supplier Event* business process and security policy in the Suppliers functional area.
- Security: *Set Up: Supplier Notes* domain in the Suppliers functional area.

Context

Set up and manage suppliers to procure goods, services, and contingent labor.

Steps

1. Create Suppliers .
2. Create Supplier Remit-To Connections .
   To create remit-to connections for multiple suppliers, access the **Edit Remit-To Connections** related action from a supplier.
3. Set Up Payment Terms for Suppliers .
4. Create Ad Hoc Request for Quotes .
   Create a request for quotes and record supplier bid responses.
5. Steps: Create Supplier Contracts .
   Select a supplier that has a contract with your company. Workday automatically sources a goods requisition for catalog and punchout line items.
6. Access the **Maintain Supplier Categories** task.
   Create supplier categories to organize suppliers for searching and reporting purposes.
   Security: *Set Up: Supplier Categories* domain in Common Financial Management functional area.
7. Create Supplier Catalogs and Load Items .
8. Define prepaid specifications to procure goods and services.
   See Steps: Set Up Prepaid Supplier Spend.

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9. Upload Supplier Logos .
10. Access the **Maintain Supplier Groups** task.

    Create supplier groups to help workers select the suppliers that they need, organize them into groups.

    Security: *Set Up: Supplier Maintenance* domain in Suppliers functional area.
11. (Optional) Set up sanction list screening.

    See:

    - Steps: Set Up Supplier Sanction List Screening
    - Steps: Schedule Batch Supplier List Screening .
12. (Optional) Maintain Customer Account Number Rules .
13. (Optional) Access the **Maintain Supplier Classifications** task.

    Configure supplier classifications to streamline reporting and comply with federal, state, or local government requirements. Your suppliers or prospective suppliers can then manage their classifications on the Supplier Portal.

    Select the country where the classification is valid.

    Security: *Set Up: Supplier Maintenance* domain in the Suppliers functional area.
14. Contract Contingent Workers.

    - If you have contingent workers who aren't working through an agency, they're considered suppliers. You hire them as contract contingent workers. Workday displays contract contingent workers in reports and selection lists, including 1099 MISC reporting, when applicable.
    - For contingent workers working through an agency or third-party business that pays the worker, create the agency as a supplier. Contract the worker as a contingent worker.
15. Change Supplier Information .

    Configure the *Supplier Change Event* business process and security policy.

Next Steps

Set up a Supplier Profile.

Related Information

Concepts

Set Up Supplier Composite View Profiles

Steps: Set Up Transaction Taxes

Create Suppliers

Prerequisites

- Configure the *Supplier Event* business process and security policy in the Suppliers functional area.
- Create supplier groups and supplier categories to make them easier to find and for reporting purposes.
- Define default payment terms and payment types.
- Configure*Set Up: Supplier* and *Set Up: Supplier Notes* domains in the Suppliers functional area.

Context

Create suppliers to procure goods and services for your organization. Provide details for managing supplier relations, payment terms, and reporting.

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Steps

1. Access the **Create Supplier** task.
2. As you complete the task, consider:

Option	Description
Supplier Name	If you select a value from the **Create Supplier from Business Entity** prompt, Workday automatically populates the **Supplier Name** field.
Phonetic Name	Records the correct pronunciation of the **Supplier Name** and these details on the **Settlement Bank Account** tab: • **Bank Phonetic Name** • **Branch Phonetic Name** • **Phonetic Name on Account** Displays when: • You enable phonetic names on the **Edit Tenant Setup - Global** task. • Users select the relevant locale and display language in their preferences. The preferred language of the bank account country must match the language enabled on the tenant setup.
Create Supplier from Business Entity	Create a supplier from an existing business entity. Workday automatically populates the **Supplier Name** and **Supplier ID** fields with the business entity that you select. Once you select a business entity, you can't change it.
DUNS Number	If available, enter the data universal numbering system (DUNS) number of the supplier. If you use procurement cards, your credit card integration can use DUNS numbers to look up suppliers from transaction files.
Supplier Category	Select a supplier category. Supplier categories classify suppliers for reporting and price negotiation purposes.
Supplier Group	Select a supplier group. Supplier groups organize suppliers for reporting and price negotiation purposes.
Document Link	This field displays when you set up a valid Uniform Resource Identifier pattern (URI), including: • A Uniform Resource Locator (URL) • An empty line, to enable users to enter any values without restrictions on this field.

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Option	Description
	To set up a valid URI, select *Supplier Document Link* from the **Supplier External URI Link Type** prompt on the **Maintain External Link Validation** task. Workday validates the link to ensure that it has a valid URI, as defined by your security administrator. This process provides additional security to help avoid malicious content in external links. If you store supporting documents or images in an external repository, then enter the URL to that location. Once you save the transaction, Workday displays the URL as a live hyperlink to the image. Approvers can reference this document before approving the transaction.
Default Payment Terms	Specify the payment terms that you agreed to with your supplier.
Payment Type	Select 1 or more payment types for this supplier. If you select an electronic payment type, complete information in the **Settlement Bank Account** tab. See Concept: Electronic Payment Methods.
Default Payment Type	If you select *Credit Card*, you can select the credit card of a worker from the **Credit Card** prompt.
Default Reference Type	If your reference type requires 1 payment per invoice, you can set **Always Separate Payments**.
Credit Card	If your organization uses procurement cards, select the card of a worker as the default credit card that the supplier can use for purchase orders and supplier contracts.
Default Currency	Select a default currency to populate on transactions with this supplier. When you create transactions, you can change from this currency to any currency accepted for the supplier. When you don't select an option from this prompt, Workday populates the tenant default currency on transactions, even when the supplier doesn't accept the tenant default currency.
Supplier Security Segment	If your company requires segmented security and this supplier doesn't belong to a security segment through its supplier category or group, create a supplier security segment.

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3. As you complete the **Supplier Details** section, consider:

Option	Description
Restricted to Companies	Specify the companies or company hierarchies to associate with the supplier. The **Supplier** prompt for transactions where you can select a supplier displays only those suppliers associated with the selected company or company hierarchy.
Customer Account Number	Store the account number the supplier uses to identify your company.
Certificate of Insurance Date	To create reports for suppliers with insurance that is overdue or that requires renewal, set the supplier certificate of insurance date.

4. As you complete the **Payment Details** section, consider:

Option	Description
Exclude from Supplier Invoice Discount	Displays the charges excluded from the calculation for the supplier invoice discount. You can configure the field on the **Edit Tenant Setup - Financials** task. When you create invoices with discounted payment terms, you can view the discounted amount reflected in the **Discount Taken** column on the: • **Create Settlement Run** task. • **View Supplier Payment** report.
Override Supplier Invoice Discount Exclusions	Select an option to change the tenant level setup and configure unique discount calculation options for the supplier.
Always Separate Payments	Creates separate payments for each supplier invoice. If unchecked, Workday settlement consolidates the invoices into a single payment.
Do not pay during Bank Account updates	Select to exclude supplier invoices from settlement runs if: • A *Supplier Change Event* business process is in progress for this supplier, and • You selected the *Settlement Bank Account* option in the **Create Supplier Change** task.
Remittance Integration System	To remit payments electronically, select the integration system that generates them.
Default Originating Country Payment Purpose Default Receiving Country Payment Purpose	Display when you enable payment purpose codes. Select default payment purpose codes for Workday to populate on supplier invoices and

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Option	Description
	invoice adjustments. See Concept: Payment Purpose Codes.

5. As you complete the **Default Supplier Payment Memo** section, consider:

Option	Description
Default Text	Enter memo text for check payments to this supplier.
Use Supplier Reference	The supplier reference numbers from supplier invoices print in the **Memo** field on the check.
Use Invoice Memo	The value you enter when creating supplier invoices prints in the **Memo** field on the check. If multiple invoices have memos, Workday concatenates them on the check.
Use Supplier Connection Memo	If you want to configure multiple remit-to supplier connections, select to use payment memos that you define in the remit-to connections.

6. In the **Supplier Hierarchy** section, use the **Proposed Children** prompt to define a parent/child supplier relationship to help with spend reporting.
7. As you complete these tabs, consider:

Contact Information	In the **Use For** field, specify the transactions that apply to these addresses: • **Billing** • **Remit To** • **Shipping** • **Procurement** • Select**Tax Reporting** to use a different address for IRS reporting. If you don't use a tax reporting address, Workday uses the primary address of the supplier. • Select the**Primary** check box next to an **Email** to issue the purchase orders to a specific email address.
Settlement Bank Account	Add 1 or more settlement bank accounts for electronic payments to suppliers. Workday routes supplier payments to the correct settlement bank account by payment type and currency. Select: • Payment types to restrict the account for these payment types only. • Accepted currencies to restrict the account for these currencies only when settling electronic payments without a remit-to connection. Select the **For Supplier Connections Only** check box to:

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	• Create multiple bank accounts with the same combinations of payment types and accepted currencies. • Enable any combination of accepted payment types and settlement bank accounts. Click **Intermediary Bank Accounts** to link settlement bank accounts that require intermediaries to intermediary bank accounts.

Tax Information	• Specify the **Tax Authority Form Type** of the supplier:
	  • *1042-S* for a nonresident alien that is subject to U.S. income withholding.
	  • *1099 MISC* to report miscellaneous income to the IRS.
	  • *TDS* to identify tax deducted at source for nonresident suppliers.
	• Select a **Tax Document Date** to note when you received the tax document. You can use tax document dates in:
	  • Business processes to route suppliers for review and approval.
	  • Custom reports to identify old documents that need to be updated.
	• **Report 1099 MISC with Parent**
	
	For 1099 TIN types, consolidate 1099 MISC reporting for parent and child suppliers. Ensure that you remove entries in the **TIN Type** and **Tax ID** fields.
	
	To determine if the taxpayer requires a 1099 MISC report, total all payments for their payee identification. Workday enables you to consolidate 1099 reporting in a parent/child structure.
	
	The IRS requires all payments for a particular payee identification to be aggregated.
	• **Default Tax Code**
	
	Workday automatically populates the selected default tax code on the supplier invoice header when you select a supplier.
	• **Default Withholding Tax Code**
	
	Workday automatically populates the selected withholding tax code on the

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	supplier invoice header when you select a supplier. • **FATCA** Select to trigger the FATCA filing requirement check box on the 1099 MISC form. This configuration supports the FATCA filing requirements of certain foreign financial institutions. Specify the tax IDs for this supplier. Enable the Set Up: Supplier Settlement Bank domain security policy for Workday to display the transaction tax ID number for a supplier. • **Tax ID Type** Select a tax ID type that is applicable to the country. • **Identification #** To report and file with the IRS, enter the supplier tax identification number. • **Transaction Tax ID** Select the transaction tax ID used to record transaction tax for the given country. • **Primary Tax ID** Select the single tax ID when managing multiple IDs for a supplier. Specify the tax statuses for this supplier. • **Transaction Tax Status** Select the transaction tax status for the country. • **Withholding Tax Status** Select the withholding tax status for the country.
Alternate Names	To use an alternate name in documents and files, enter a name different from the name of the supplier in the **Name** field. Then, select the type of usage for that alternate name from the **Alternate Name Usage** prompt. To use multiple alternate names for a single supplier on supplier connections, select the *Alternate Supplier Connection* option from the Alternate Name Usage prompt. On a supplier connection, the Alternate Supplier Connection usage replaces the Remit To Advice Name and Remit To Payee usages. Workday ignores the Alternate Supplier Connection usage when you don't use it specifically for a supplier connection.

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	Examples: • Identify contingent workers with the same name by including their locations in parentheses. To print the legal name on 1099 MISC forms, enter the legal name as the Alternate Name. Then select *1099 MISC Recipient* from the Alternate Name Usage prompt. • The supplier name is too long to print on a check. To print a shorter name, enter a shorter Alternate Name. Then select *Remit to Payee* and *Remit to Addressee 1* from the Alternate Name Usage prompt.
Procurement Options	**Invoicing Options** • **Invoice Any Supplier** Select to specify that this supplier can invoice any supplier. • **Enable Tax Changes in Supplier Portal** Select to enable suppliers to change invoice tax information in the Supplier Portal. Then, when suppliers create invoices from purchase orders, they can change these fields: • **Tax Option** • **Tax Amount** • **Tax Applicability** • **Tax Recoverability** • **Default Procurement Item** Select to enable suppliers to change invoice tax information in the Supplier Portal. Then, when suppliers create invoices from purchase orders, they can change these fields: • **Item Description** • **Spend Category** • **Tax Information** • **Unit of Measure** • **Unit Cost** • **Related Worktags** • **Default Spend Category** You can select a default spend category for supplier transactions. **General Options** • **Enable Global Location Number** Select to specify that this supplier can use global location numbers (GLNs).

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	Suppliers use GLNs for the various Ship-To and Deliver-To business locations on procurement documents. Suppliers then send these documents through electronic data interchange (EDI), and printed purchase orders.
	Purchase Order Options
	• **Issue Option**
	  • *EDI/XML*: When you issue purchase orders, Workday sends an EDI or XML version to your supplier or supplier network.
	  • *EDI/ XML Auto*: When you issue purchase orders, Workday generates an EDI or XML version of the purchase order. Workday then sends it to the supplier when the administrator approves the purchase order.
	  • *Email*: When you specify an email as primary, you can issue a purchase order PDF. This option requires a purchase order print layout. If you don't specify an issue option, Workday uses the Print option.
	  • *Print:* Select to issue printed purchase orders. This option requires a purchase order print layout. If you don't specify an issue option, Workday uses the Print option.
	  • *Supplier Portal* Select to issue purchase orders in the supplier portal only.
	• **Default PO Issue Email**
	  Select 1 or more email addresses that you can define as default when issuing purchase orders to suppliers through email. You can select only email addresses if you select Procurement from the Use For prompt in the Contact Information tab.
	• **Multi-Supplier Supplier Link for PO Issue**
	  If you select *XML* or *XML Auto*, select the preferred multisupplier link to use when issuing purchase orders for the supplier. You can also use the **Maintain Supplier Links** task to include this supplier as a multisupplier.

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	• **Disable Change Order** Select if this supplier doesn't accept change orders. • **Change Order Issue Option** Select if the change order issue option is different than the default issue option. • **Shipping Terms** and **Shipping Method** Set up these values for the supplier. • **Enable POA Item Substitution**Select to enable automated item substitution for this supplier from a Purchase Order Acknowledgment (POA). When you select this option, eligible item substitutions from this supplier will be processed. If you don't select this option, Workday will prevent change orders from being created for item substitutions from this supplier. To create a change order from a Purchase Order Acknowledgement (POA), you must run or schedule through the *Schedule Automatic Updates from Purchase Order Acknowledgements* task. • **Acknowledgement Expected** Select when you expect suppliers to send purchase order acknowledgments when you issue purchase orders. This configuration is important when you use EDI 850 and EDI 855 integrations. When you select this check box, Workday sets the ISA14 segment to *1* when you issue EDI 850 files to the supplier. This informs the supplier that you expect an acknowledgment. **Advanced Ship Notice (ASN) Options** • **Enable ASN** Select to enable advanced ship notices for this supplier. • **ASN Due in Days** When you enable ASNs, enter the number of days that indicates when the buyer can expect ship notices from the supplier. **Lead Time** Specify a value for the number of days between the **Document Date** of the purchase order and the expected delivery date.

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	• Workday uses the **Lead Time** plus **Document Date** to calculate the **Due Date** on the purchase order.
	• When there are multiple lead times, Workday selects the lead time based on these, in order of priority. Lead time specified on:
	  • The supplier item or catalog item.
	  • The supplier.
	  • The tenant.
	
	Note: When there are no due dates populated in the goods lines, Workday uses the **Header Due Date** in purchase orders to populate the corresponding goods lines.

Related Worktags	To populate related worktags on nonpurchase order supplier invoice lines, select the applicable values from the **Allowed Worktags** and **Default Worktag** prompts. You can set up worktag types for suppliers on the **Maintain Related Worktag Usage** report.
Classifications	To associate this supplier with procurement classification codes, select spend categories and hierarchies. To comply with federal, state, or local government requirements, add the classifications of your supplier.
Contingent Worker Options	If the supplier enters expense reports in Workday for a hired contingent worker, select **Do Not Reimburse Contingent Worker Expense Reports**. When you don't reimburse contingent workers for expense reports, you can create manual invoices to reimburse their expenses.
Attachments	Attach supporting documentation for the supplier. Workday supports the file types listed on the **Edit Tenant Setup - System** task for business document attachments.
Notes	Include supplier notes. Workday records the **Person** entering notes and the **Created On** dates.

Result

You can use suppliers in procurement documents and transactions after approval.

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Next Steps

- Configure the *Supplier Change Event* business process.
- Set the supplier status.
- Create reasons for supplier status changes.
- To update approved suppliers, access the **Create Supplier Change** task from the related actions menu on a supplier.
- If your supplier uses catalogs, create them.
- Create purchase orders and supplier contracts.
- To view the list of Workday-provided reports and their descriptions, access the **Workday Standard Reports** report, and select *Supplier Accounts*.
- (Optional) Access the **Find Supplier Duplicates** report to detect and view potential duplicates of supplier records.
- (Optional) Create custom reports using custom fields.
- (optional) Configure spend attachment categories for supplier objects.
- To restrict access to the tax information of the supplier, set up the *View: Supplier Tax Information* domain in the Suppliers functional area.

Related Information

Concepts

Concept: Custom Fields in Custom Reports and Calculated Fields
Concept: Restrict Suppliers to Companies
Steps: Create Supplier Contracts
Change Supplier Information
Configure Questionnaires and Questions
Reference: Supplier Alternate Name Usages
Reference: Purchase Order and Change Order Issue Options
2025R2 Feature Release Note: Multicurrency Support for Supplier Bank Accounts

Detect and Display Duplicate Suppliers

Prerequisites

- Configure the *Supplier Event* business process and security policy in the Suppliers functional area.
- Security: *Reports: Supplier* domain in the Suppliers functional area.

Context

You can detect and display potential supplier duplicates when you create new suppliers.

Steps

1. Access the **Edit Tenant Setup – Financials** task.
2. Access the **Supplier Options** section.
3. Select the supplier information you want to use to detect potential duplicates from the **Select Fields to Use to Detect Duplicate Suppliers** menu.
4. Create a new supplier.

   When you add supplier information that matches information for existing suppliers, Workday alerts you of potential duplicates.

Next Steps

Access the **Find Supplier Duplicates** report to find existing potential duplicate suppliers. To remove a duplicate supplier, access the **Manage Duplicates** task from the related actions menu of the supplier and specify that the supplier isn't a duplicate of the supplier you selected. Access the **Manage Duplicates** task

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again from the related actions menu of the alternate supplier to specify that it isn't a duplicate of the original supplier.

Parent or child suppliers on supplier hierarchies are excluded when you run the new **Find Supplier Duplicates** report. This ensures that they don't register as potential duplicates.

Related Information
Concepts
2021R2 What's New Post: Detect and Display Duplicate Suppliers

Set Up Payment Terms for Suppliers

Prerequisites

- Security: *Set Up: Supplier Accounts* domain in the Supplier Accounts functional area.

Context

You can create customized payment terms for suppliers to procure goods and services and apply them on procurement documents.

Workday supplies these payment terms:

- 2% 10, Net 30: Pay invoices within 10 days of the invoice date to avail of a 2% discount. Otherwise, pay the full amount within 30 days of the invoice date with no discount.
- Immediate: Pay upon receipt of the product or service.
- Net 10: Pay invoices within 10 days of the invoice date.
- Net 30: Pay invoices within 30 days of the invoice date.

Steps

1. Access the **Maintain Payment Terms** task.
2. As you complete the **Payment Term Detail** section, consider:

Option	Description
Discount Percent	Enter the discount percentage Workday should apply when you receive payment.
Discount Days	Enter the number of days from the invoice date that Workday will apply the discount percentage. This enables you to reward early payments.
Grace Days	To include a grace period before payments are officially late, enter the number of days after the due date that it applies.
Cut-off Day	Enter the number of days from the invoice date that you want Workday to apply a cut-off to a due date rule.
Rule Type	• *Add Days*: Enter the number of days after the invoice date that payment is due. • *Add Months*: Enter the number of months after the invoice date that payment is due. You can also specify a day of the month that payments are always due.
Apply Cut-off	To select this check box, enter a number on the Cut-off Day field.

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3. You can test the due date rules using the **Due Date Rule Simulator** by selecting a **Transaction Date** and clicking **Calculate Due Date**.

Related Information
Concepts
Workday 31 What's New Post: Advanced Payment Terms

Upload Supplier Logos

Context

Upload supplier logos to display in Workday procurement transactions and tasks.

Steps

1. Access the **Update Supplier Logo** task.
2. Select the **Supplier**.
3. Select the **Business Entity Image** or click **Create** to upload a new image.
    a) Click **Create Image**.
    b) Click **Attach** and navigate to the image on your filesystem.
    c) To upload the image into Workday, click **Open**.

Result

Supplier images are available in supplier and procurement tasks, reports, and business documents.

Set Up Supplier Composite View Profiles

Prerequisites

Security: *Set Up: System* domain in the System functional area.

Context

The supplier composite view profile is comprehensive and actionable. You can display profile group tabs and add custom reports in this view.

Steps

1. Access the **Configure Profile** task.
2. Enter *Supplier Composite View Profile* and order the display of supplier profile groups.
3. Access the **Configure Profile Groups** task.
4. Enter *Supplier Composite View Profile* and configure supplier group profiles.
   Select no more than 10 reports for best display.
5. Configure security.
   Set up worker security for viewing supplier profiles and profile group reports.

Result

Workers can access and take action from supplier group profiles.

Next Steps

Update supplier details in the **Create Supplier Change** task.

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Related Information
Concepts
Create Suppliers
Create Supplier Remit-To Connections

Steps: Restrict Access to Supplier Information

Prerequisites

- Determine whether you need to restrict segments of data to groups of workers.
- You must have permission on the *Supplier Segmented Setup* domain in the System functional area.
- Security: *Security Configuration* domain in the System functional area.

Context
You can restrict access and visibility of important supplier information for designated suppliers using segmented security. Workers who don't have access to a security segment can only view transaction details and can't:

- Select suppliers that they don't have access to when creating, editing, reporting, or searching for transactions.
- View search results for suppliers or supplier as a worktag. Workday masks the supplier name with asterisks and doesn't display other information.
- Print or view supplier documents, such as invoices, contracts, or purchase orders.

Steps

1. Access the **Create Supplier Security Segment** task.
   Select the suppliers, supplier groups, or supplier categories that you want to include in the segment.
   Included values can cross multiple segments or be mutually exclusive. Workday recommends that you build from least to most restrictive segment.
   Security: *Supplier Segmented Setup* domain in the System functional area.
2. Create Segment-Based Security Groups.
   - Select *Segment-Based Security Group* from the **Type of Tenanted Security Group** prompt.
   - Select the supplier security segment that you created from the **Access to Segments** prompt.
3. Edit Domain Security Policies.
   Select these functional areas and domain security policies:
   - Suppliers: Select the *Access Supplier (Segmented)* domain security policy, remove the *All Users* security group, and add the groups you want to include.
   - Procurement: Select the *Access Requisition Supplier (Segmented)* domain security policy and configure permissions.
4. Activate Pending Security Policy Changes.

Example

Your international talent agency subjects client data to strict restrictions. You implement supplier segmented security to make sure only workers with access to the East Canada and UK security segments can find, view, and update supplier information.

- To create the East Canada security segment, you select all the supplier groups available today, including the Quebec supplier group. Later, when you create a supplier and select the Quebec supplier group, Workday automatically adds the new supplier to the East Canada security segment.

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- To create the UK security segment, you individually select all the suppliers based in Great Britain. Later, when you create a new supplier that is based in England, you must manually add it to the UK security segment.

Related Information
Concepts
Concept: Security Groups
Steps: Maintain Access to Documents

Configure Optional Fields for Suppliers

Prerequisites

Enable **Bypass Validations for Bank Account Number, IBAN and Tax ID for Supplier** checkbox in **Edit Tenant Setup - Financials**.

Security: *Set Up: Configure Optional Fields* domain in the System functional area.

Context

You can bypass validations for bank account number, international bank account number (IBAN), and tax ID in supplier-related tasks as well as in the *Submit Supplier* Web Service (v46.0). When you configure these fields as non-enterable, you can only enter data in them through the web service.

To customize the information collected from suppliers, you can configure optional fields in tasks that use these business processes:

- *Supplier Change Event*
- *Supplier Event*
- *Supplier Request*
- *Supplier Settlement Bank Account Change Event*

This feature can significantly impact downstream settlement, payment, and tax integrations and disrupt processes if the data is not properly formatted.

Don't enable this feature:

- If you use electronic settlement, payment processing, or related tax integrations. Workday doesn’t convert nonformatted data into the required format, so you must establish processes to convert and validate the data as needed.
- If you synchronize supplier data with Workday Strategic Sourcing. Tokenized data formats aren’t compatible with Strategic Sourcing.

Steps

1. Access the **Configure Optional Fields** task.
2. Select one of these options from the **By Functional Area** prompt and click **OK**. Repeat this step for each remaining option:
    - *Supplier Change Event*
    - *Supplier Event*
    - *Supplier Request*
    - *Supplier Settlement Bank Account Change Event*
3. Add 3 rows to the grid and complete the task

Field	Select: • *Tax ID Identification* in the first row • *Bank Account number* in the second row

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	• *IBAN* in the third row.
Criteria	Select *Not Enterable for All* for all rows.
Enforce Required in Web Services	Select to enforce required fields on all web services within the functional area. When you clear this check box, you can correct data without populating every field on the web service.
Hidden For	Select a role from which you want to hide the field.
Required For	Select a role for which you want to require the field.

4. Click **OK**.

Related Information
Tasks
Configure Optional Fields

Set Up Supplier Contact Linking

Prerequisites

- Configure supplier portal worklets and dashboards. See Steps: Set Up the Supplier Portal.
- For Workday Strategic Sourcing (WSS) with Procurement, set up the Unified Supplier Portal. See Steps: Set Up the Unified Supplier PortalSet Up the Unified Supplier Portal.

Context

You can link a single supplier contact to multiple supplier records to access and manage source-to-pay information across all associated suppliers using 1 account.

When you link a supplier contact in Workday, Workday Strategic Sourcing (WSS) displays the contact under the source supplier, not the linked supplier. You can view the contact and the managing supplier on the **Supplier Contact** tab in Workday.

To provide access to both WSS and Workday Procurement for a linked supplier, you must maintain 2 separate contact records. This setup requires an active linked contact for procurement and a synced contact from WSS for sourcing.

Steps

1. Access the supplier in Workday.
2. Add or edit the contact:
- For new supplier contacts, click **Add** on the **Supplier Contact** tab and enter the details.
- For existing contacts, click **Edit** on the supplier contact.
3. Navigate to the**Manage Additional Suppliers** tab.
4. Search for and add the suppliers you want to link.

Note: You can’t link inactive suppliers.

5. Click **Ok**.

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Unlink Supplier Contacts

Prerequisites

The supplier contact must be linked to multiple suppliers.

Context

You can unlink a contact in Workday to remove their access to procurement information for a specific supplier.

Removing the supplier linking in Workday removes access to procurement information only. If the contact already exists in Workday Strategic Sourcing (WSS), Workday doesn't delete the record from WSS, and the contact retains WSS access.

Deleting a contact in WSS that is mapped as the source contact removes that contact's access to all linked suppliers and breaks the linking structure.

Steps

1. Access the supplier.
2. Click **Edit** on the supplier contact.
3. On the **Manage Additional Suppliers** tab, select the**Unlink** check box for the supplier contact
4. Click **Ok**.

Result

Workday removes the contact's access to procurement information for that supplier. For contacts created in WSS, the record remains in WSS.

Define Attachment Categories for Supplier Documents

Prerequisites

Security: *Set Up: Spend Attachment Categories* domain in the Common Financial Management functional area.

Context

You can define attachment categories to specify on supplier and supplier request related tasks. Attachment categories enable you to easily identify the purpose of an attachment. You can also define business process condition rules to route to suppliers for approval based on attachment categories.

You can also mark an attachment as external so that a supplier portal user can view those attachments.

Steps

1. Access the **Maintain Spend Attachment Categories** task.
2. Complete the task:

Usage	Select one of these options:: • *Supplier* to make the category only available on supplier attachments • *Procurement*to make the category only available on procurement attachments • *Both* to make the category available on supplier and procurement attachments

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Inactive	When you select this check box, Workday marks the category as inactive on the document. You must update the value to an active attachment category before you submit the document
In Use	You can't delete an attachment category once it is in use.

3. Click **OK**.

Result

You can now select attachment categories on supplier and supplier request related tasks and route them for approval based on the attached document types.

Example

Next Steps

- Configure custom validations to enforce requirements for document attachments.
- You can use the Supplier Attachment Categories report field in business process condition rules on the *Supplier Event*, *Supplier Change*, and *Supplier Request* business processes to route approvals based on attachment categories.
- Secure supplier attachments based on the attachment categories to allow users to access only certain types of attachments on supplier documents. See Steps: Secure Supplier Document Attachments

Related Information
Tasks
Steps: Secure Supplier Attachments
Steps: Set Up Custom Validations
Define Attachment Categories for Procurement Documents

Steps: Secure Supplier Attachments

Prerequisites

Context

You can configure segment-based security for attachment categories so that security groups can access different types of attachments on supplier documents.

Example: Your access policy permits only certain classes of users access to the Onboarding Form category for supplier attachments. You configure a security segment for this attachment category so only permitted users can add, delete, or view the attachments.

Steps

1. Define Attachment Categories for Supplier Documents.
2. Access the **Create Spend Attachment Category Security Segment** task. Create security segments for 1 or more attachment categories. Security: *Procurement Segmented Setup* domain in the Procurement functional area.

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3. .Create Segment-Based Security Groups

   Apply the security group criteria and access rights to the users for the attachment category segments.
4. Edit Domain Security Policies.

   Add the attachment security groups to the security policy for the Access Spend Attachment Category (Segmented) domain in the Common Financial functional area.
5. Activate Pending Security Policy Changes.

Enable External Visibility for Supplier Attachments

Context

You can manage the visibility of attachments for supplier portal users by marking files as external. When you mark an attachment as external, it's visible to the supplier contact. If a supplier contact uploads an attachment through the supplier portal, Workday automatically marks the attachment as external.

Steps

1. Access the supplier profile.
2. In the **Attachments** section of the **Overview** tab, click **Manage Attachments**.
3. Select the attachment you want to make visible to the supplier contact.
4. Select the**External** checkbox.
5. Click **OK**.

Supplier Connections

Steps: Set Up Supplier Order-From Connections

Context

You can set up alternate locations for a main supplier so that you can order from specific sites. You can also associate supplier ordering sites with remit-to connections to avoid creating multiple supplier records.

When you create a requisition from a template, Workday overrides your order-from connection.

Steps

1. Access the **Create Business Process Definition (Default Definition)** task.

   Select *Order-From Supplier Connection Event* on the **Business Process Type** prompt to create your *Order-From Connection (Default Definition)* business process.

   Security: *Business Process Administration* and *Manage: Business Process Definitions* in the System functional area.
2. Create Supplier Order-From Connections .
3. (Optional) Select **Supplier > Maintain Preferred Order-From Connections** from the related actions menu of the supplier.

   Set up sourcing rules for the order-from connection to populate on requisitions.

   We populate order-from connections on transactions in this order of priority:

   - Order-from connection rules on the **Maintain Preferred Order-From Connections** task.
   - Default order-from connections on supplier contracts.
   - Default order-from connections on the **Edit Order-From Connections** task

   Security: *Set Up: Procurement* domain in the Procurement functional area.
4. (Optional) Maintain Customer Account Number Rules .

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5. (Optional) Access the **Cancel Pending Order-From Connection Change** task.
    - Security: *Reports: Supplier Account 1099 - USA* domain in the Supplier Accounts functional area.
    - Security: *Set Up: Supplier Maintenance* domain in the Supplier functional area.

Next Steps

Add order-from connections on supplier contracts.

Related Information
Tasks
Maintain Customer Account Number Rules
Create Requisitions
Reference
Workday 31 What's New Post: Connections for Supplier Ordering Sites

Create Supplier Order-From Connections

Prerequisites

- (Optional) Create purchase order types on the **Maintain Purchase Order Types** task.
- Configure the *Order-From Supplier Connection Event* business process in the Suppliers functional area.

Context

You can manage multiple ordering sites for a main supplier by using supplier order-from connections. Set up default order-from connections to populate requisitions and purchase orders.

Users who create requisitions can edit the **Order-From Connection** field when it pertains to noncatalog items or purchase items.

Steps

1. Access the **Edit Order-From Connections** task.
2. As you complete the task, consider:

Option	Description
Default for PO Type	Workday displays this column when you create purchase order types.
Default Remit-to Connection	Select a value to populate on the supplier invoice resulting from purchase orders and receipts.
Alternate Name	Select an alternate name for the order-from connection so that the: • *Connection Purchase Order Name* displays on printed and electronic purchase orders. • *Connection Integration Name* associates an EDI or XML integration reference ID to an order-from connection.

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Option	Description
	• *Reference Name* helps you identify the supplier.

For purchase orders, Workday populates these fields based on the order-from connection, instead of the supplier:

- **Default PO Issue E-mail**
- **PO Issue Option**
- **Shipping Method**
- **Shipping Terms**

Related Information

Tasks

Create Purchase Orders

Reference

Reference: Supplier Alternate Name Usages

Workday 31 What's New Post: Connections for Supplier Ordering Sites

Create Supplier Remit-To Connections

Prerequisites

Configure the *Remit-To Supplier Connection Event* business process and security policy in the Suppliers functional area.

Context

You can create supplier connections to remit invoices and payments to different supplier addresses, email addresses, and settlement bank accounts.

Steps

1. From the related actions menu of the supplier, select **Supplier > Create Supplier Change > Select All**.

   Administrators with permission to create a supplier change can set up or change a remit-to connection through the related action. This option enables you to configure further details all in 1 place, such as settlement bank accounts.
2. As you complete these sections, consider:

Option	Description
Payment Details	Select each accepted payment type for the supplier and supplier remit-to connections.
Default Payment Terms	We populate the field from the supplier. You can select to configure different default payment terms for each remit-to connection. On a supplier invoice document, we populate the **Payment Terms** field from: • The supplier, when the Remit-To Connection is the default for the supplier. • The Remit-To Connection, when you select it on the invoice.

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Option	Description
	• The Remit-To Connection configured as the supplier default, when the purchase order field is blank. • The Remit-To Connection, when you select the field on the invoice and the purchase order **Payment Terms** field is blank. For invoices created on the **Supplier Invoice Workbench** task, we populate the **Default Payment Terms** field from the details you enter on the landing page of the task.
Always Separate Payments	You can select to pay each invoice separately based on the remit-to connection. When you create a new remit-to connection and the Supplier configuration for the field is: • Yes, then the new remit-to connection will be Yes. • No, then the new remit-to connection will be blank, but you can change it to Yes. To set up Remit-To Connections to No, ensure that the Supplier configuration for the field is No. When you process a payment for a supplier invoice or invoice adjustment, we update the payment based on the: • Supplier, when the field is blank on your remit-to connection. • Remit-to connections, when the field has a value of Yes.
Do Not Pay During Bank Account Updates	You can select to exclude invoices from a settlement run when changes are in progress in the settlement bank account. When you create a new remit-to connection and the Supplier configuration for the field is: • Yes, then the new remit-to connection will be Yes. • No, then the new remit-to connection will be blank, but you can change it to Yes. To set up Remit-To Connections to No, ensure that the Supplier configuration for the field is No. When you select the field for a supplier invoice or invoice adjustment, we update the payment based on the: • Supplier when the field is blank on your remit-to connection.

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Option	Description
	• Remit-to connections when the field has a value of Yes.
Default Currency	We populate the **Default Currency** prompt of remit-to connections based on the: • Default currency of the supplier. • Accepted currencies of the remit-to bank account. When the remit-to bank account accepts multiple currencies but not the default currency of the supplier, we leave the prompt empty. The default currency of remit-to connections helps populate the currency on supplier invoices. We populate the **Currency** prompt on supplier invoice documents from: • The supplier, when the remit-to connection is the default on the supplier. • The remit-to connection, when you select it on the invoice. • The purchase order.
Default Supplier Payment Memo	• Select **Default Text** to use the supplier payment memo on supplier connection payments. • Select **Use Supplier Connection Memo** to use payment memos from the supplier remit-to connection for payments.
Default Originating Country Payment Purpose Default Receiving Country Payment Purpose	Display when you enable payment purpose codes. Select default payment purpose codes for Workday to populate on supplier invoices and invoice adjustments. See Concept: Payment Purpose Codes.

3. As you complete these tabs, consider:

Option	Description
Contact Information	Add contact information and select *Remit To* in the **Use For** field for remit-to connections: • Address • Email
Settlement Bank Account	Add settlement bank accounts for remit-to connections. Select a unique **Supplier Connection Payment Types** option for each settlement bank account.
Alternate Names	Set up alternate names for remit-to connections. Select the *Remit To Payee* or *Alternate Supplier Connection* option from the **Alternate Name Usage** prompt to print that name on checks and use for remittance files.

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4. Access the **Edit Remit To Connections** task or from the related actions menu of the supplier, select **Supplier Connections > Edit Remit-To Connections**.

   Workers with access to the **Edit Remit-To Connections** task, can change specific supplier remit-to connections.

   As you complete the task, consider:

Option	Description
Supplier Connection Name	Specify a name to help workers correctly identify the **Remit-To Connection** when processing supplier invoices and contracts.
Remit-To Supplier	Select to use a different supplier payment configuration for remitting invoices to this supplier connection.
Default	(Optional) Select to default this connection in the **Remit-To Connection** field in supplier invoices and contracts.
Remit-To-Connection Status	Inactive supplier connections aren't available on invoices or payment settlements.
Payment Types	Select from available payment types: • **Accepted Payment Types** • **Default Payment Type** You can't edit payment types for suppliers during the *Supplier Change Event* business process review.
Remit-To Bank Account	Select a bank account to process settlement payments for this connection.
Alternate Name	Select alternate names to use on supplier payments and remittances.
Payment Memo	If you selected **Use Supplier Connection Memo** as the supplier default payment memo, specify the memo.
Remit-To Address	Select a remit-to address for remitting payments to this connection.
Remit-To Email	Select a **Remit-To Email** or **Remit-To Contact Email** address to email remittance files.

Result

The supplier remit-to connection is available to use for remitting supplier invoices and payments.

Next Steps

- (Optional) To ensure that you can only select currencies that the remit-to bank account accepts on supplier invoices, you can configure a custom validation on supplier invoices. See Steps: Set Up Custom Validations.
- View remit-to connections in the **Remit-To Connections** tab on the supplier.
- Use remit-to connections to process and settle supplier invoices.

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Related Information
Tasks
Process Supplier Invoices for Remit-To Connections

Change Supplier Information

Prerequisites

- Create the supplier in Workday and verify that the approval status is *Approved*. See Create Suppliers.
- Access the **Maintain Reasons for Supplier Status Changes** task to define reasons for changing supplier statuses.
- Configure the *Supplier Change Event* business process and security policy in the Suppliers functional area.

Context

You can make changes to existing suppliers. You can create a supplier change to add additional information related to a supplier that wasn't available when created. You can also update supplier information.

Steps

1. Access the supplier to change.
   To locate the supplier, use the **Find Suppliers** report.
2. From the related actions menu of the supplier, select **Supplier > Create Supplier Change**.
3. Select the areas that require updates, or **Select All** to access each of these areas:
   - **Supplier and Tax Details**
   - **Payment Details**
   - **Supplier Hierarchy**
   - **Contact Information**
   - **Settlement Bank Account**
   - **Related Worktags**
   - **Alternate Names**
   - **Procurement Options**
   - **Classifications**
   - **Contingent Worker Options**
   - **Attachments**

     You can attach documents with the file types listed in the **Edit Tenant Setup - System** task.

Result

Workday displays a grid that contains 2 rows on the **Change History** tab after you make a change for the first time. The latest approved change displays at the top of the grid, followed by changes that go back in supplier history based on the date.

After you submit supplier changes for review and approval, the **Change History** tab includes:

Field Name	Descriptions
Version	Every submitted change increments the version by 1.
Status and Date	Possible version statuses:

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Field Name	Descriptions
	• **Change Request in Process**: There are changes to the supplier in review and waiting for approval. • **Current Approved Change**: The current version of the supplier. • **History**: The previous version of the supplier. **Created On**: The date when you create the supplier change. **Effective Until**: Applies to a history version. The date until the version was effective. **Created by**: The worker who created the change.
Changed	The areas checked when the **Create Supplier Change** was created.

Workday creates a supplier change request in *Draft* status. You can't initiate a new supplier change until the current supplier change is either:

- Canceled before approval using the **Supplier > Cancel Pending Supplier Changes** from the related actions menu.
- Approved.

Next Steps

- Review supplier updates in the **View Supplier** report.
- To edit a supplier change before approval, select **Edit Supplier Change** or **Edit Pending Change** from the related actions menu on a supplier.
- Access the **Supplier Change History** report to view changes to the history of these supplier information categories:
    - **Alternate Names**
    - **Attachments**
    - **Classifications**
    - **Contact Information**
    - **Contingent Worker**
    - **Intermediary Bank Accounts**
    - **Invoices and Payments**
    - **Payment Details**
    - **Related Worktags**
    - **Settlement Bank Accounts**, except for intermediary bank accounts
    - **Procurement Options**
    - **Supplier Connections**
    - **Supplier Hierarchy**
    - **Tax Details**, except for tax identification information
    - **Supplier and Tax Details**

Related Information
Reference
2021R1 What’s New Post: Supplier Change History Reporting
2021R2 What’s New Post: Detect and Display Duplicate Suppliers

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Create Workday Accounts for Suppliers

Prerequisites

- The supplier is in Workday and has a contact person.
- Security: *Security Administration* domain in the System functional area.
- *Set Up: Workday Supplier Account* domain as a subdomain on the *Set Up: Supplier* domain in the Suppliers functional area.

Context

Provide a Workday user account to a supplier contact person. The supplier contact can use this account to:

- Load catalog items.
- Review purchase orders (POs) issued to the supplier.
- Approve POs in the *Supplier Order Collaboration* step for a *Purchase Order Event* business process.
- Log time on behalf of a contingent worker against a contingent worker PO (related action from the PO).
- Log activities against a project-based services PO (related action from the PO).
- Create invoices.

Steps

1. Access the **Create Workday Account for Supplier Contact** task.
2. As you complete the task, consider:

Option	Description
Generate Random Password	When checked, Workday automatically generates a random account password and requires a new password the next time the user signs in to Workday. The **Require New Password at Next Sign In** check box becomes display only.
Session Timeout Minutes	Regulates when unused sessions expire. The zero default represents 20 minutes.

Result

- The Workday supplier contact has an account and is included in the *Supplier Contact as Self* security group.
- The supplier contact can sign in to Workday using the user name and password you defined.
- Workday sends these emails to the address specified on the Workday account:
    - One containing the user name.
    - One containing the password.

Next Steps

- Enable supplier contacts to load catalog items.

  Add the *Supplier Contact as Self* security group to the *Catalog Load Request for Supplier* and the *Create Invoice from Purchase Order* initiating actions on these business processes:

    - *Catalog Load.*
    - *Supplier Invoice Event.*
- Provide supplier contacts access to the **Create Supplier Invoice** task.

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- Enable the supplier contact to approve purchase orders.

  Update the *Purchase Order Event* business process.

Related Information
Tasks
Set Up the Purchase Order Business Process

Create Requests for Suppliers

Prerequisites

- Identify the supplier tax ID, DUNS number, and contact information.
- Configure these action steps on the *Supplier Event* business process:
  - *Create Settlement Bank Account*
  - *Create Workday Account for Supplier Contact*
  - *Manage Attachments for Supplier Request BP*
  - *Update Supplier Contact Information*
- Configure the *Supplier Request* business process and security policy in the Suppliers functional area.
- Security: *Set Up: Supplier Administration* domain in the Suppliers functional area.

Context

Create requests for suppliers that you want to set up in Workday. If you don't have supplier information, you can send requests for information directly to your suppliers through the supplier portal.

Steps

1. Access the **Create Supplier Request** task.
2. As you complete the task, consider:

Option	Description
DUNS Number	If known, enter the supplier DUNS number. When your organization uses procurement cards, the integration uses DUNS numbers to look up suppliers from transaction files.
Restricted to Companies	Select a specific company, company hierarchy, or both to send invoices to approvers in different regions. Workday routes the *Supplier Request* business process to the workers associated with the role-based security group set up for the company, or company hierarchy.
Tax Authority Form Type	Select the type of supplier tax authority: • 1042-S for a nonresident alien subject to U.S. income withholding. • 1099 MISC to report miscellaneous income to the IRS. • TDS to identify tax deducted at source.
TIN Type	If applicable, select the withholding or tax reporting type for the supplier, or both: • SSN or ITIN (Social Security Number or Individual Taxpayer Identification Number)

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Option	Description
	• EIN (Employer ID Number)
Tax ID	To report and file tax forms for the supplier with the IRS, enter the supplier tax ID.
Document Link	This field displays when you set up a valid Uniform Resource Identifier pattern (URI), including: • A Uniform Resource Locator (URL). • An empty line, to enable users to enter any values without restrictions on this field. To set up a valid URI, select *Supplier Document Link* from the **Supplier External URI Link Type** prompt on the **Maintain External Link Validation** task. Workday validates the link to ensure that it has a valid URI, as defined by your security administrator. This process provides additional security to help avoid malicious content in external links. If you store supporting documents or images in an external repository, then enter the URL to that location. Once you save the transaction, Workday displays the URL as a live hyperlink to the image. Approvers can reference this document before approving the transaction.
FATCA	When checked, automatically selects the **FATCA filing requirement** check box on the 1099 MISC form to support the FATCA filing requirements of certain foreign financial institutions.
Justification	Justify your supplier request.

3. As you complete these tabs, consider:

Option	Description
Contact Information	Provide contact details for this supplier, such as the primary **Email** account to issue purchase orders by email. For 1099 MISC reporting, select the **Tax Reporting** usage type address and include the address for the 1099 MISC report. If you don't include an address for tax reporting, Workday uses the supplier primary address.
Classifications	Include: • Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) certification details.

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Option	Description
	• Spend categories and spend category hierarchies to associate this supplier with procurement classification codes.
Attachments	Attach supplier documents by either: • Clicking the paper clip to upload files from your computer or another file system. • Dragging and dropping files into the **Drop files here** box. You can attach documents with the file types listed in the **Edit Tenant Setup - System** task.
Supplier Contact	Add contact details. On approval, supplier contacts receive emails with a password and a username. Supplier contact can sign in to the supplier portal to complete: • Attachments. • Contact information. • Settlement Bank Account details.

Result

When you submit, Workday routes the supplier for approval.

Next Steps

On the review step of the *Supplier Request* business process, reviewers can populate more supplier details in additional fields that aren't available on the **Create Supplier Request** task. For more information on supplier fields, see Create Suppliers .

Related Information
Tasks
Configure Questionnaires and Questions
Reference
2020R2 What's New Post: Supplier Request and Portal Integration

External Supplier Sites

Steps: Restrict Access to Questionnaires on External Supplier Sites

Prerequisites

- Understand segment-based security groups and segmented security.
- Determine whether you need to restrict segments of data to groups of workers.
- Create a Supplier Registration-type questionnaire.

Context

You can configure segment-based security to restrict access to questionnaires on external supplier sites to members of designated security groups.

When you plan your segmented security configuration, consider:

- For security segments, included values can cross multiple segments or be mutually exclusive.

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- For security groups, workers can be part of 1 or more groups and have access to 1 or more security segments.

Steps

1. Access the **Create Questionnaire Security Segment** task.
   Select the questionnaires to include in a security segment.
   Security: *Questionnaire Segmented Setup* in the System functional area.
2. Create Segment-Based Security Groups.
3. Edit Domain Security Policies.
   To enforce your segment security policy for supplier questionnaires, select the *Supplier Accounts* functional area.
4. Activate Pending Security Policy Changes.
5. Test the security policy changes.
   For each security segment, sign in as a user of the associated segment-based security group. Then verify that you can only access the supplier questionnaires for that segment.

Next Steps

You can use these task and report to work with your questionnaire security segments:

- Edit Questionnaire Security Segment
- Delete Questionnaire Security Segment
- View Questionnaire Security Segment

Related Information
Concepts
Concept: Security Groups
Tasks
Configure Questionnaires and Questions

Supplier Sanction List Screening

Steps: Set Up Supplier Sanction List Screening

Context

When you enable sanction list screening, Workday compares suppliers with the configured sanction list. When screening identifies a match with the sanction list, Workday routes the supplier for approval. You can compare information with the:

- Consolidated Screening List from the International Trade Administration (ITA), helping you to comply with federal law and to detect and mitigate potential risk to your organization.
- List of Excluded Individuals/Entities from the Office of the Inspector General, helping you to comply with US federal guidelines for healthcare providers and continue to receive federal funding.

The sanction list screening tools depend on external information from appropriate sanction-related government publications. Workday doesn't independently generate sanction lists and relies on the appropriate government-issued publications. This feature is intended to match your input against those publications, so it's important for you to enter complete names, correct spellings, and, as appropriate, multiple possible values. You should take steps to verify results from the tools, as factors can negatively impact outputs.

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Steps

1. Access the **Maintain Sanction List Configuration** task.

   Add at least 1 sanction list and enter a minimum score value.

   Register with the ITA to sign up for the Data Services platform and subscribe to the Consolidated Screening List API. When you add the ITA screening list, enter the subscription key.

   Assign security access to approve sanction list screening results to a user group.

   Security: *Set Up: Spend External Party Checks* domain in the Suppliers functional area.
2. Add the *Sanction List Screening* service step and the *Review Sanction List Screening Results BP* action step to 1 or more of these business processes in the Suppliers functional area:

   - *Supplier Alternate Name Change Event*
   - *Supplier Change Event*
   - *Supplier Event*

   See Steps: Configure Business Process Definitions.

Next Steps

Run the **Find Suppliers** report to view the screening status of suppliers.

Related Information

Concepts

Concept: Approval Step

Reference

2023R1 What's New Post: Office of the Inspector General Verification for Healthcare Customers

2022R1 What's New Post: Supplier Sanction List Screening

2022R1 What's New Post: Supplier Sanction List Screening - Part 2

Steps: Schedule Batch Supplier List Screening

Context

When you automate sanction list screening, Workday routinely compares active suppliers with the configured sanction list, saving you time. You can compare suppliers with the:

- Consolidated Screening List from the International Trade Administration (ITA) helping you to comply with federal law and to detect and mitigate potential risk to your organization.
- List of Excluded Individuals/Entities from the Office of the Inspector General, helping you to comply with US federal guidelines for healthcare providers and continue to receive federal funding.

The sanction list screening tools depend on external information from appropriate sanction-related government publications. Workday doesn't independently generate sanction lists and relies on the appropriate government-issued publications. This feature is intended to match your input against those publications, so it's important for you to enter complete names, correct spellings, and, as appropriate, multiple possible values. You should take steps to verify results from the tools, as factors can negatively impact outputs.

Steps

1. Access the **Maintain Sanction List Configuration** task.

   Add at least 1 sanction list and enter a minimum score value.

   Register with the International Trade Administration to sign up for the Data Services platform and subscribe to the Consolidated Screening List API. When you add the ITA screening list, enter the subscription key.

   Assign security access to approve sanction list screening results to a user group.

   Security: *Set Up: Spend External Party Checks* domain in the Suppliers functional area.
2. Access the **Maintain Spend Integration Schedules** task and select **Create Schedule**.

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3. As you complete the **Integration Service** prompt, consider:

Option	Description
Sanction List Batch Service	Select for Workday to screen active suppliers that have: • Unpaid invoices with a status of *Approved*. • Payments with a status of *Approved* or awaiting settlement. • Purchase orders with a status of *Issued*, *Pending Issue*, or *Approved*.
Sanction List Batch Service Using Custom Report	Select to use a custom report for screening.

Related Information

Reference

2022R1 What's New Post: Supplier Sanction List Screening

2022R1 What's New Post: Supplier Sanction List Screening - Part 2

2023R1 What's New Post: Office of the Inspector General Verification for Healthcare Customers

Maintain Customer Account Number Rules

Prerequisites

- Create supplier order-from connections.
- Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

You can add and manage unique customer account numbers to associate them with different locations for your business. You can also maintain:

- Customer account numbers for just-in-time supply.
- Bill-To Customer Account Numbers for suppliers.
- Location Customer Account Numbers for Ship-To and Deliver-To addresses.

Based on the information you configure, Workday populates your customer account number on PDF or EDI:

- Advanced Ship Notices (ASNs).
- Purchase Orders (POs).
- Purchase Order Acknowledgments (POAs).

Example 1: Mark makes a contractual agreement with a supplier on behalf of a corporation. Mark and the supplier agree to identify each separate legal entity within the corporation with 4 customer account numbers. Since each legal entity has a unique location, Mark configures location-based rules to populate the correct customer account number on each company's purchase order.

Workday populates the customer account number on Mark's purchase order header that matches these criteria:

- Location associated with the ship-to address.
- Company.
- Order-from connection.

Workday populates the customer account number on Mark's purchase order line that matches these criteria:

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- Deliver-to location.
- Location associated with the ship-to address.
- Company.
- Order-from connection.

Mark prints purchase orders with unique customer account numbers that enable the supplier to identify each legal entity correctly.

Example 2: Mark creates a location customer account number by selecting a company and a location. He selects a location associated to either a ship-to address or deliver-to location. The location customer account number populates on these documents with the same supplier, company, and location:

- ASNs.
- POs.
- POAs.

Steps

1. Access the **Maintain Location Customer Account Numbers** task.
2. As you complete the **Customer Account Numbers** grid, consider:

Option	Description
Company	Select companies using PDF or EDI purchase orders so that Workday populates the correct customer account number on each purchase order.
Location	Select a location that's associated to a ship-to or deliver-to address that you use on purchase orders. Note: When the location at a purchase order header matches this location value, Workday doesn't populate the customer account number at the line.
Just In Time Customer Account Number	Enter a customer account number you want to populate on just-in-time PDF purchase orders. When there's no JIT customer account number, Workday populates the customer account number for the location or supplier on the JIT purchase order.

Next Steps

Create purchase order print layouts with the Customer Account Number report field.

Related Information

Tasks

Steps: Set Up Suppliers

Steps: Set Up Supplier Order-From Connections

Reference

Workday 31 What's New Post: Connections for Supplier Ordering Sites

Concept: Restrict Suppliers to Companies

You can restrict the suppliers available for selection on transactions based on the selected companies or company hierarchies you associate with the supplier.

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When you restrict suppliers to a company or company hierarchy on the **Create Supplier** task, Workday only displays suppliers associated with the selected company or company hierarchy on the Supplier prompt for transactions where you can select a supplier. Otherwise, Workday displays all suppliers.

Related Information
Tasks
Create Suppliers

Concept: Purge Supplier Data

Create purge plans to delete personally identifiable information related to inactive suppliers. Purge plans help you comply with privacy regulations and General Data Protection Regulation (GDPR) requirements.

When you purge data, you permanently remove it from your tenant. Workday can't reverse a data purge and can't retrieve purged data.

Security

Workday recommends that you only grant the ability to purge data to users who understand the purging process and its consequences. Example: You enable access for your Supplier Administrators to the *Purge Supplier* domain.

Manually remove the HR Administrator security group from the *Purge Supplier* domain when you enable access for supplier administrators.

Data Purging

Workday purges certain personally identifiable information for inactive suppliers that you identify using the **Purge Suppliers** report data source to return inactive suppliers with the **Create Custom Report** task.

Workday recommends that you test the custom report and purge in your Sandbox environment before you purge any data in your tenant.

Workday enables you to create and manage purge plans for use with the **Purge Privacy Data** task. Purge plans enable you to preselect specific types of personally identifiable information for Workday to purge. You can use your plans whenever you need to purge well-defined sets of supplier data. When you run the **Purge Privacy Data** task, Workday purges only the personally identifiable supplier information that you specify in the plan.

Data Purge Limitations

Workday doesn't purge **Additional Data**.

Contact Workday Professional Services to purge:

- **Document Link**
- **External Supplier Request**
- **Integration IDs**
- **Supplier Request + Questionnaire**

Reference: Supplier Alternate Name Usages

Supplier alternate names enable you to use a different name from legal name of a supplier in printed and electronic transactions.

Alternate Name Usage	Description
1099 MISC Recipient	Displays on the *Recipient's name* box on the printed and electronic versions of the 1099 MISC form used to report US taxes.

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Alternate Name Usage	Description
Alternate Supplier Connection	This option enables you to create multiple alternate names for a single supplier. To pay your suppliers, you can then select 1 alternate name for each supplier connection.
Connection Integration Name	Reference this ID for EDI or XML purchase order communication. When you select this option, Workday links an EDI/XML integration reference ID to a specific order-from connection.
Connection Purchase Order Name	This option enables you to create an alternate name for a supplier site. The name displays on printed and electronic purchase order forms.
Doing Business As	Also known as DBA Name. This option enables you to create an alternate company name different from the legal name. This name prints on 1099 MISC forms above the legal company name.
EDI Integration Name	This option enables you to record a supplier ID to use with EDI exchange protocols on delivered EDI processes.
Integration Name Matching	The name that Workday records from credit card transaction loads, when the supplier name on the integration is different from the name stored in Workday. To map the integration name to a supplier, click **Map Supplier** after loading credit card transactions, then Workday records the name and applies it to future loads.
Purchase Order Name	If the supplier doesn't have supplier connections, Workday prints this name as the supplier name on printed purchase orders.
Reference	This alternate name enables you to find quickly a supplier when you use the prefix Supplier: [reference alternate name] in the search bar.
Remit To Addressee 1	You can use this alternate name once per supplier. This alternate name displays in the **Address Line 1** field.
Remit To Addressee 2	You can use this alternate name once per supplier. This alternate name displays in the **Address Line 2** field.
Remit To Advice Name	This alternate name prints on checks, but doesn't replace the legal name of the supplier.
Remit To Payee	This alternate name prints on checks and replaces the legal name of the supplier.

Related Information

Tasks

Create Suppliers

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Reference: Supplier Status Results

The status of a supplier determines the tasks that you can perform and indicates when to include suppliers in reports.

The tasks and reports display these results for suppliers in a status of *Inactive*:

Task or Report	When Suppliers are Inactive
Create Purchase Order	Doesn't display in prompts or searches. You can't create a purchase order (PO).
Edit Purchase Order	You can cancel, but not edit POs.
Contract Contingent Worker	Displays in prompts as *Inactive*.
Create/Edit Change Order	Yes
Create/Edit Receipt	Yes
My Receipts	Displays receipts for these suppliers.
Create Requisition, **Create Requisition Template**, or **Create Shared Requisition Template**	No. Supplier and their catalog items don't display.
Edit Requisition	Yes. You can edit and submit but can't auto source.
Checkout	Checkout is active. When requisitions are inactive, you can't save and submit or save for later.
Search Catalog or **Request Non-Catalog Items**	No
Request Contingent Worker	No
Add from Templates and Requisitions	Copies all lines. During checkout, you can't submit or saved for later any lines with inactive suppliers.
Request Project-Based Services	No
Sourcing	No
Punchout to supplier catalog	No
Find Purchase Orders	Yes
Requisition Sourcing Console, **Requisition Summary**	Yes
Create Supplier Contract	No
Edit Supplier Contract	Yes
Create Recurring Supplier Invoice	No
Edit Recurring Supplier Invoice	Yes
Schedule Supplier Invoice Auto-Create	No
Create Supplier Invoice	No. Inactive suppliers don't display in prompts and you can't use tasks to generate new transactions.
Create Supplier Invoice Adjustment	No. Inactive suppliers don't display in prompts and you can't use tasks to generate new transactions.

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Task or Report	When Suppliers are Inactive
Create Supplier Invoice from Purchase Order	No. Inactive suppliers don't display in prompts and you can't use tasks to generate new transactions.
Create Supplier Invoice from Receipt	No. Inactive suppliers don't display in prompts and you can't use tasks to generate new transactions.
Create Ad Hoc Payment	No

Consider the difference between a supplier status of *Hold* or *Inactive* when you process a transaction:

Point in the transaction	Hold	Inactive
The supplier status changed before you create the supplier invoice.	You can: • Select suppliers only from the *Hold* option. • Manually enter the name of the supplier. • Process the invoice through payment. Also, the approver can see that the supplier is in status of *Hold*.	You can't select the supplier.
The supplier status changed after you created the supplier invoice, but before you submitted it.	You can process and approve the invoice.	You can't submit the supplier invoice.
The supplier status changed after you submitted the supplier invoice, but before you approve the invoice.	You can process and approve the invoice.	An error message displays when the supplier status changes. You can approve the invoice, but can't pay it.
The supplier status changed after you review the supplier invoice.	You can process and approve the invoice.	An error message displays when the supplier status changes. You can approve the invoice, but you can't pay it.
The supplier status changed after you approve the supplier invoice, but before selecting it for payment.	Workday creates the payment.	An error message displays when the supplier status changes. You can't pay the approved invoice.
The supplier status changed after you select the supplier invoice for payment, but before the processing of the payment.	Workday creates the payment.	An error message displays when the supplier status changes. You can't pay the approved invoice.

Supplier Portal

Set Up the Supplier Portal

Prerequisites

Security: *Security: Process: Supplier Portal* domain in the Procurement functional area.

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Context

The supplier portal gives your supplier contacts access to business documents, ability to submit their own updates, and enables them to maintain their own contact information. You can configure the supplier portal by adding or removing worklets from the dashboard.

Steps

1. Create Suppliers .

   Create a supplier contact.
2. Create Workday Accounts for Suppliers .
3. Access the **Maintain Dashboards** task and edit the **Invoices and Payments**, **POs and Catalogs**, and **Request for Quotes** dashboards.

   Security: *Set Up: Tenant Setup - Worklets* domain in the System functional area to give your supplier contacts access to their accounts in Workday.
4. Set Up Worklets.

   Use the **Worklets** section on the **Content** tab of each dashboard to add any worklets that you want to display with graphics.
5. Add Dashboard Menus.

   Use the **Menu** section on the **Content** tab of each dashboard to display a customized menu.
6. (Optional) Change Supplier Information .

   Modify supplier details to route contact information, alternate names, and settlement bank information for approval.
7. Steps: Set Up Dashboards and Landing Pages.

   Suppliers must configure their **Home** landing pages to display the POs and Catalogs dashboard, Invoices and Payments dashboard, **Contact and Banking** worklet, and Request for Quotes dashboard.
8. (Optional) Select the **Enable Supplier Portal Custom Validations** check box on the **Edit Tenant Setup – Financials** task.

   This option enables you to set up custom validations for supplier documents that external supplier contacts submit though the Supplier Portal.
9. (Optional) Set up the Unified Supplier Portal.
10. (Optional) Set up granular security for supplier contacts.

Result

When your supplier contacts sign in to Workday, the **Invoices and Payments**, **POs and Catalogs**, and **Request for Quotes** worklets display on the Home page. They can use the worklets to view invoices, recent payments, purchase orders, catalogs, request for quotes, and other information.

Suppliers can:

- Submit changes on the supplier portal, and Workday routes the change to the role you configure on the supplier.
- View, print, and respond to request for quotes.

Related Information

Tasks

Submit Request for Quote Responses

Steps: Set Up Custom Dashboards

Reference

2021R2 What's New Post: Custom Validations on Supplier Portal

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Enable Suppliers to Load Catalog Items

Prerequisites

- The supplier for the catalog must be set up in Workday.
- You must set up a contact for the supplier, configure the contact with Workday access, and allow catalog item loads.
- Set up a supplier catalog header using **Create Supplier Catalog** task.

Context

Provide suppliers with capabilities to load catalog items into Workday.

Steps

1. The supplier accesses the **Catalog Load Request for Supplier** task.
2. The supplier selects the catalog for loading catalog items.
3. The supplier selects the Effective Date for the catalog items being created, updated, or inactivated.
4. The supplier adds new items, changes items, and loads existing items into the catalog.
    - To add a catalog item, the supplier enters an **Item Identifier** in the **Catalog Items** grid.
    - To change an existing catalog item, the supplier selects a **Catalog Item** from the prompt.

      Workday defaults the **Action** field with *Update*. The supplier can override the option with:

Option	Description
Inactive	The catalog item is inactive as of the effective date of the catalog load request and workers cannot select it in new requisitions or purchase orders.
No Change	The catalog item has not changed since the last catalog load and no further processing is required on the effective date.

5. The supplier adds lines for each **Catalog Item** and includes the **Unit Price**, **Unit of Measure**, **Lead Time**, and **Spend Category**.

Result

After the catalog load request is approved, the catalog load displays:

- Whether items are new, updated, inactive, or no change was made.
- The *Price Variance Percent*, if applicable.

Next Steps

Route the catalog load request for approval.

Related Information
Tasks
Create Supplier Catalogs and Load Items

Steps: Enable Supplier Invoice Requests on the Supplier Portal

Prerequisites

Set up the Supplier Portal.

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Context

You can enable supplier contacts to create new supplier invoice requests from the supplier portal, independent of purchase orders or supplier contracts. Accounts payable specialists can then review the requests submitted from the supplier portal and create supplier invoices. This helps to reduce invoice processing time when purchase orders aren't needed.

Steps

1. Edit Business Processes.

   Add the *Supplier Contact as Self* security group to the *Create Supplier Invoice Request in Supplier Portal* initiating action on the *Supplier Invoice Request Event* business process.

   To create a supplier invoice automatically when a supplier invoice request is approved, add the *Create Supplier Invoice from Supplier Invoice Request* action step to the *Supplier Invoice Request Event* business process.
2. Access **Maintain Dashboards**.

   Add *Most Recent Invoice Requests* to the **Worklets** section on the **Invoices and Payments** dashboard.

   Add these tasks to the **Invoices and Payments** dashboard:

   - **Create Supplier Invoice Request in Supplier Portal**
   - **Find Supplier Invoice Requests**
3. Access the supplier profile.

   Access the **Create Supplier Change** task from the related actions menu of the supplier.

   Add selected companies to the **Restricted Companies for Supplier Contacts** field. When the **Restricted Companies for Supplier Contacts** is empty, the supplier contact can't submit Supplier Invoice Requests on the supplier portal.
4. (Optional) To select which fields that you want to display, hide, or make required: navigate to **Configure Optional Fields** on the invoice request in the Supplier Portal and select *Open Supplier Invoice Request Event*.

Related Information
Reference
2023R1 What's New Post: Create Non-PO Supplier Invoices in the Supplier Portal

Set Up Contact Roles on Supplier Portal

Prerequisites

Set up the Supplier Portal.

Context

You can create and assign roles for supplier contacts to better audit and manage their access to Supplier Portal tasks. You can also configure separate security domains for individual tasks in the Supplier Portal and assign specific supplier contacts to each task. This reduces potential fraudulent updates to your supplier data.

To restrict access to supplier portal areas by supplier contact type, such as purchase orders, invoices, or contact and banking, see Set Up Granular Security for the Supplier Portal.

Steps

1. Set Up Assignable Roles.

   Create a role for the supplier contact.

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2. Create Role-Based Security Groups.

   Create a constrained security group, and select the role you created from the **Assignable Role** prompt.
3. Access the **Create Security Policy for Domain** task.
   a. Create a security policy for each of these tasks that you want to secureseparately from the parent domain:
      - Create Alternate Name.
      - Create Classifications.
      - Create Contact Information.
      - Create Settlement Bank Account.

      From the **For Domain** prompt, select from these domains to configure supplier contact access to the corresponding tasks:
      - Process: Supplier Portal Alternate Name
      - Process: Supplier Portal Classifications
      - Process: Supplier Portal Contact Information
      - Process: Supplier Portal Settlement Bank Account

   b. From the **Security Groups** prompt in the **Report/Task Permissions** grid, select the role-based security group you createdand add it to the corresponding security policy.

   Security: *Security Configuration* domain in the System functional area.
4. From the related actions menu of the supplier, select **Roles > Assign Roles**.

   Assign the role you created to the supplier contact.

Related Information

Concepts

Concept: Security Policies

Concept: Roles, Time Zones, and Snapshots

Reference

Workday 31 What's New Post: Contact Roles on Supplier Portal

Set Up Granular Security for the Supplier Portal

Prerequisites

- Set up the supplier portal.
- Verify that supplier contacts have supplier portal access through **Supplier Contact as Self**.
- Security: These domains in the System functional area:
  - *Set Up: Security Fields*
  - *Security Configuration*

Context

You can restrict which supplier portal areas each supplier contact can access by using supplier contact types with rule-based security groups.

For existing tenants, Workday automatically converts security policy permissions when you enable the feature. Each new child domain inherits permissions from the Process: Supplier Portal domain with a status of *Active - Inheriting parent permissions*. Supplier contacts retain their current access until you create and apply rule-based security groups.

Note: Workday supports membership rules only for business entity contacts and not access constraint rules.

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Steps

1. Access the **Maintain Contact Types task**.
    a) Add custom contact types, such as banking specialist or procurement specialist, that map to Supplier Contact.
    b) Click **OK**.
2. Access the **Maintain Fields for Security Rules** task.
    a) Select these values:

Option	Description
Rule Usage Type	*Security Attribute - System User*
Business Object	*Business Entity Contact*
Fields	*Contact TypeC*

    a) Click **OK**.
3. Access the **Create Security Rule** task.
    a) From the **Security Rule Type** menu, select *Membership Rule*.
    b) From the **Business Object** prompt, select *Business Entity* Contact.
    c) Click **OK**.
4. Access the **Create Security Group** task.
    a) From the Type of Tenanted Security group prompt, select *Rule-Based* Security Group.
    b) Select these values:

Option	Description
Baseline Security Group	*Supplier Contact as Self*
Include Members by Rule	Select your new membership rule.
Access to Instances	User access to Instances from *Baseline* Security Group

    a) Click **OK**.
5. Edit domain security policies for *Process: Supplier Portal* or the relevant child domains. See Edit Domain Security PoliciesExamples: *Process: Supplier Portal - Contact and Banking*, *Process: Supplier Portal - Invoices*

    Add your rule-based security group to the policies for the portal domains you want to restrict. Workday introduces these child domains under *Process: Supplier Portal*:

    - *Process: Supplier Portal - Purchase Orders*
    - *Process: Supplier Portal - Invoice*
    - *Process: Supplier Portal - Invoice Request*
    - *Process: Supplier Portal - Payments*
    - *Process: Supplier Portal - Receipts*
    - *Process: Supplier Portal - Requisitions*
    - *Process: Supplier Portal - Catalog*
    - *Process: Supplier Portal - Contact and Banking*
    - *Process: Supplier Portal - RFQs*
    - *Process: Supplier Portal - Attachments*
    - *Process: Supplier Portal - Printable Documents*
    - *Process: Supplier Portal - Contingent Workers*
6. Activate Pending Security Policy Changes.
7. Access the **Find Suppliers**report and select the supplier.

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8. On the **Supplier Contacts** tab, assign the appropriate contact type to each supplier contact. Workday evaluates the contact type when it applies your supplier portal security rules.

Next Steps

Test supplier contact access. sign in as supplier contacts with different contact types and confirm they can access only the portal areas your domain policies allow.

Related Information
Concepts
Concept: Supplier Portal
Tasks
Set Up the Supplier Portal
Set Up Contact Roles on Supplier Portal

Concept: Supplier Portal

Supplier Portal

You can enable suppliers to maintain their own data, such as addresses and settlement banking information, and submit their own updates. Suppliers can also:

- View their purchase orders (POs).
- View and search for purchase orders using healthcare-specific procedure information, such as Patient ID or Procedure Number.
- View and load catalogs.
- View and respond to request for quotes (RFQs).
- View and create invoices from Purchase Orders.
- View and create invoice requests.
- View payments.
- View remittance files.
- View consigned inventory.

This streamlines invoice processing and payment activity, and improves supplier maintenance.

You can enable users to make changes to these areas on the supplier portal:

- Contact information.
- Settlement bank accounts.
- Alternate names.
- Classifications, spend category hierarchies.

Manage Supplier Information

Configure roles on a supplier to route changes to the correct role on the supplier. The **Maintain Assignable Roles** task assigns roles to users. Supplier contacts can access these tasks to submit their own updates:

Task	Description
Change Supplier Contact Information	Submit new and updated supplier contact information for review and approval.
Change Supplier Settlement Bank Account	Submit new, and updated settlement bank accounts for review and approval.
Change Supplier Alternate Name	Submit new and updated supplier alternate names for review and approval.

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Task	Description
Change Supplier Classification	Submit new and updated supplier classification, spend category hierarchies for review and approval.

Route Changes to Business Processes

When a supplier submits a change on the supplier portal, Workday routes the change to the role you configure on the supplier. Configure these business processes to route changes for review or approval:

- *Supplier Contact Info Change Event*
- *Supplier Settlement Bank Account Change Event*
- *Supplier Alternate Name Change Event*
- *Supplier Classification Change Event*

Manage Request for Quotes

Suppliers receive RFQs through the request for quotes dashboard, enabling suppliers to:

- View, print, and download RFQs and related attachments.
- Create bid responses and enable messaging with buyers using activity stream comments.
- Bid only on lines that require a response.
- Easily access open RFQs and search for RFQs using spend category and commodity codes.

Supplier Purchase Order Acknowledgment

Suppliers can create Purchase Order Acknowledgments (POA) from the **Acknowledge** related action on purchase orders issued to the supplier contact.

Suppliers can also automatically update purchase order acknowledgments using the **Schedule Automatic Updates from Purchase Order Acknowledgments** task.

Create Supplier Invoice Request

Suppliers can create Supplier Invoice Requests, for orders that don't have a PO, from the **Invoices and Payments** dashboard.

Related Information
Tasks
Edit Business Processes
Reference
Workday 33 What's New Post: Consigned Inventory for Suppliers and Pricing
2023R1 What's New Post: Create Non-PO Supplier Invoices in the Supplier Portal

Supplier Punchout

Steps: Set Up Supplier Punchout

Context

You can configure Workday to connect to the punchout catalog of 1 or more suppliers. You can then select items from the punchout catalogs to include in your cart.

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Steps

1. Set up the supplier.

   In the **Procurement Options**, clear the **Disable Change Order** check box. This setting enables you to send cXML (commerce eXtensible Markup Language) change orders to suppliers.

   See Steps: Set Up Suppliers .
2. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:

   - *Set Up: Procurement*
   - *Access Requisition Supplier Link*
   - *Process: Requisition - Create/Edit*

   See: Steps: Grant Integration or External Endpoint Access to Workday.
3. Request values from your supplier for these cXML elements:

   - Header.From.Credential@domain
   - Header.From.Credential.Identity
   - Header.Sender.Credential.Identity
   - Header.To.Credential@domain
   - Header.To.Credential.Identity
   - Signature.KeyInfo.X509Data.X509Certificate
   - Header.Sender.Credential.SharedSecret

   For the Supplier Network Connector, the shared secret is the buyer shared secret with the Supplier Network. All supplier shared secrets are maintained on the Supplier Network.

   Punchout integrations use cXML for authentication. You need these values to create the punchout integration systems.
4. (Optional) Access the **Maintain Item Identifier Types** task.

   Capture additional item classification and product flag (item tag) information on cart lines during punchout to a supplier website or a multisupplier punchout.

   Example: Configure *Manufacturer Name* and *Manufacturer Part Number* as alternate item identifier types and *Energy Star* as an item tag to capture the same values on punchout items.

   See Steps: Configure Alternate Item Identifiers .
5. (Optional) Access the **Maintain External (Extrinsic) Cart Details** task.
   a) Capture extrinsic attributes, such as product type, on cart lines during multisupplier punchout.
   b) Select the **Include in PO Issue** check box to include the extrinsic values in the cXML purchase order during purchase order issue.
   c) Map an incoming extrinsic value to a spend category ID with the *Spend Category* option in the **Business Object** prompt. You'll also need to pass the spend category ID as an extrinsic value in the cXML for the item with a punchout provider.

   Security: *Set Up Procurement* domain in the Procurement functional area.
6. (Optional) Access the **Create x509 Public Key** task.

   Enable digital signatures on cart returns from supplier networks or supplier sites.

   Security: *System Administration* domain in the System functional area.
7. Steps: Set Up Punchout Catalog Integration.

   Create an integration system to access the punchout catalog of the supplier or punchout to supplier network.

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8. Set up integrations for punchout purchase orders.

   Create integration systems to send XML or EDI purchase orders to the supplier or supplier network for punchout catalog items.

   See:

   - Steps: Set Up Punchout Purchase Order Integration
   - Steps: Set Up Integration to Export EDI 850 Purchase Orders

9. (Optional) Set up an integration for supplier invoicing.

   Receive cXML invoices relating to purchase orders from suppliers you access using the Supplier Network.

   See Steps: Set Up Supplier Invoicing Integration.

10. Create Supplier Punchout Connections .
11. Customize the Business Process That Issues XML Purchase Orders .

Related Information
Concepts
Concept: Supplier Punchout

Create Supplier Punchout Connections

Prerequisites

- Create the supplier for the punchout link.
- Create a supplier contract for the supplier, if you manage procurement with supplier contracts.
- Set up a punchout catalog integration. See Steps: Set Up Punchout Catalog Integration.
- Set up integrations for punchout purchase orders. See Steps: Set Up Punchout Purchase Order Integration.
- Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

You can create links to:

- Include on the **Connect to Supplier Website** task.
- Set up integrations with multiple suppliers through a marketplace.
- Enable workers to click **Connect to Supplier Website** during requisition to access the supplier punchout catalog.
- Send completed purchase orders to the supplier or supplier network as an XML file.

Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Connect to Supplier Website** task to the **Connect to Supplier** page in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .

Steps

1. Access the **Maintain Supplier Links** task.
2. As you complete the **Supplier Links for Punchout** grid, consider:

Option	Description
Supplier Link Name	Enter a name to display in the requisition cart.
Multi-Supplier	Select to indicate that the link punches out to a supplier network or a marketplace that contains items from multiple suppliers.

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Option	Description
Supplier Contract	The supplier contract type must have **Manual Invoices** and **Manual Purchase Orders** enabled.
Scheduled Future Process	After you click **OK** on the task, Workday displays a **Maintain** button in this column. You can use this button to configure the integration to access the punchout catalog.
Use Supplier Link for PO Issue	Select a supplier link to send cXML or EDI 850 purchase orders to the supplier website or supplier network. You must have configured an XML or EDI purchase order issue option for the supplier. You can't select links from this prompt until you configure them in the **Supplier Links for XML Issue** or **Supplier Links for EDI PO Issue** grids. Add links to those grids, complete the task, and access the task again to select the links from this prompt.
Enable Inventory Fulfillment	Select to enable an Inventory fulfillment source for items from a punchout supplier link.
Active	When you inactivate a supplier link, you can complete *In Progress* requisitions containing items from the punchout catalog, but you can't create new requisitions or complete requisitions in *Draft* status.

3. (Optional) As you complete the **Supplier Links for XML Issue** grid, consider:

Option	Description
Multi-Supplier	Select to configure multisupplier integration to issue purchase orders to a supplier network or a marketplace. After you click **OK** on the task, Workday displays a **Maintain** button in the **Supplier** column. You can use this button to add suppliers you use in the marketplace.
Supplier Contract	The supplier contract type must have **Manual Invoices** and **Manual Purchase Orders** enabled.
Scheduled Future Process	After you click **OK** on the task, Workday displays a **Maintain** button in this column. You can use this button to select the integration to issue XML purchase orders.

4. (Optional) As you complete the **Supplier Links for EDI PO Issue** grid, consider:

Option	Description
Default	Applies when you configure the *Purchase Order Issue Event* business process to issue purchase orders using an EDI 850 purchase order integration.

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Option	Description
	Select this check box to specify a default integration to use when Workday can't find the integration system specified on the business process definition.
Integration System	Select an EDI 850 purchase order integration to use for this supplier link.

5. (Optional) When you selected **Multi-Supplier** for links in the **Supplier Links for XML Issue** grid, click **Maintain** in the **Suppliers** column to add suppliers.
6. Click **Maintain** in the **Scheduled Future Process** column for your links on these grids:
   - **Supplier Links for Punchout**
   - **Supplier Links for XML Issue**

   On the **Supplier Link Scheduled Future Process** task:
   - Leave the **Run As User** field blank. This enables Workday to run the integration for the worker punching out to the supplier website.
   - Specify the **Static Text** to help identify your punchout integration for this supplier.
7. (Optional) To upload supplier logos, select **Supplier > Update Logo** from the related actions menu of supplier links in the **Supplier Links for Punchout** grid.
8. (Optional) When you configured supplier links to issue XML or EDI purchase orders, access the task again to select these links in the **Use Supplier Link for PO Issue** column in the **Supplier Links for Punchout** grid.

Result

For punchout links, the supplier punchout catalog displays when workers:

- Access the **Create Requisition** task.
- Select **Connect to Supplier Website**.
- Click **Connect**.

Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Create Requisition** task to the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .

Workers can make selections and return to the cart.

Next Steps

- Add a purchase order issue link to an integration step on the *Purchase Order Issue Event* business process.
- Connect to a supplier website.

Related Information
Tasks
Steps: Manage Supplier Contracts

Customize the Business Process That Issues XML Purchase Orders

Context

The *Purchase Order XML Issue Event* business process sends approved purchase orders to suppliers who have the *XML* or *XML Auto* issue option. A business process step can trigger only 1 integration system and

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you could have multiple punchout suppliers. Create an integration background process that matches each purchase order to the appropriate supplier integration.

Complete this task a single time, regardless of how many punchout suppliers you create in Workday. By default, the *Purchase Order XML Issue Event* business process has only an initiation step.

Steps

1. Create an *Integration System User* (ISU) account for the new integration:
    a) Access the **Create Integration System User** task.
    b) Specify a user name of *POIssue*.
2. Create the integration system that routes the purchase orders:
    a) Access the **Create Integration System** task.
    b) Specify a **System Name** of *POIssue*.
    c) At the **New using Template** prompt, select **Cloud Connect for Spend Management > Procurement Punchout Purchase Order**.
    d) Accept the default integration services.
    e) As a related action on the integration system, select **Workday Account > Edit**, then select the ISU account you created in step 1.
3. Add an integration step to the business process:
    a) Edit the *Purchase Order XML Issue Event business process definition* for your organization.
    b) Click **Configure Integration Step**.
4. Enter values for the integration step:
    a) Select *POIssue* from the **Integration** prompt.
    b) For the **Purchase Order** field, specify a **Value Type** of *Determine Value at Runtime*, and a **Value** of *Purchase Order*.
    c) For the **Supplier Integration System** field, specify a **Value Type** of *Determine Value at Runtime*, and a **Value** of *Integration System for Supplier on Purchase Order*.

Related Information
Tasks
Create Custom Business Processes
Edit Business Processes
Steps: Set Up Supplier Punchout

Concept: Supplier Punchout

Supplier punchout connects you to the website of a supplier or marketplace so that you can browse the catalog of 1 or more suppliers, select items to purchase, and bring the items into your cart. When you click the punchout link from your cart, Workday opens the supplier website and displays the items that are applicable to your company. After you make your selections and complete your order, Workday adds the items to your cart. When you've returned to the cart, you can either connect to another supplier or check out of the cart. You can create a requisition from the punchout session and generate a purchase order. Workday sends an XML (commerce eXtensible Markup Language) version of it directly to the supplier if you're using XML as a purchase order issue option.

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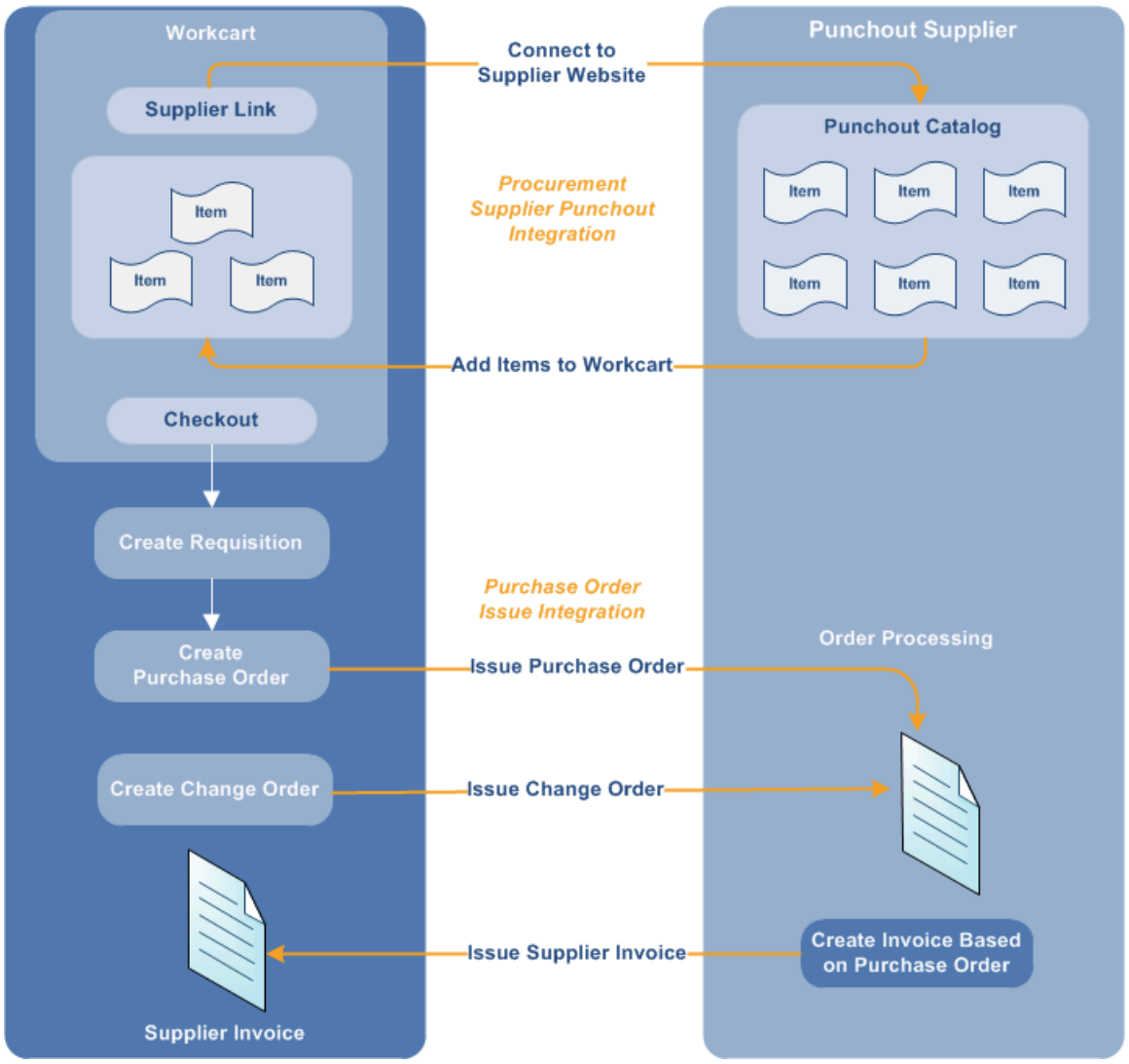

You can configure additional functionality when you:

- Set up integrations with multiple suppliers through a marketplace. This enables you to add catalog, noncatalog, and web items from multiple suppliers to the same shopping cart.
- Enable suppliers to recognize requesters in the marketplace when you enter user attributes such as *Email Address*, *Employee Id*, *User Name*, and *Worker WID* on the **Create Integration System** task.
- Configure segmented security for supplier links used for punchout.

Note: Issuing purchase-order based cXML supplier invoices is specific to the Supplier Network Connector.

Two integration systems facilitate end-to-end procurement for each punchout supplier. One integration establishes a connection from Workday to the punchout catalog on the website of the supplier or to a supplier network. The other integration submits purchase orders to the supplier or supplier network based on your requisitions.

You can select from preconfigured punchout suppliers in Workday, use the Supplier Network Connector integration to access suppliers, or create punchout integrations with the suppliers of your choice. Preconfigured suppliers in Workday include:

- Supplier Network Connector
- CDW
- Dell

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- Guest Supply
- Staples

Generic integration templates are available for you to create integrations to other suppliers who support the punchout standard.

Related Information
Tasks
Steps: Set Up Supplier Punchout

Catalogs and Items

Item Identifiers and Spend Categories

Steps: Configure Alternate Item Identifiers

Context

Alternate item identifiers are a standard set of code that trading partners (suppliers, buyers, or customers) use to identify trade items. You can use alternate item identifiers to:

- Compare prices from various suppliers when shopping online.
- Quickly identify suppliers for commodities in the market place.
- Provide visibility and reporting on purchase items.
- Relate supplier-based universal identifiers and purchase items.
- Automatically link items from suppliers to purchase items during catalog loads and punchout to supplier sites.

Examples: Manufacturer part number, GTIN, or universal product code (UPC).

Steps

1. Define Alternate Types of Identifiers for Items .
2. Create Spend Categories .

   Associate alternate item identifier types with spend categories. When you create purchase items with spend categories, the item inherits the types of alternate item identifiers.
3. Steps: Set Up Purchase Items for Procurement .

   For purchase items, define a value for each type of alternate item identifier. Workday lists types of identifiers based on the *spend category* of the purchase item.

Result

You can search for purchase items on specific tasks using alternate item identifiers. On some documents, you can configure certain alternate identifiers into separate columns for searching and sorting.

You can use alternate item identifiers to automatically link supplier items to internal purchase items.

Next Steps

- Link catalog items to purchase items in the **Catalog Load Request** task.
- Link web items to internal purchase items in the **Maintain Web Items** task.

Related Information
Tasks
Steps: Set Up Purchase Items for Procurement
Set Up Purchase Items for Inventory

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Create Supplier Catalogs and Load Items
Create Purchase Items

Steps: Create Commodity Codes

Context

You can create commodity codes that group similar types of goods and services. Define your own structure or use an industry-based standard taxonomy, such as the National Institute of Governmental Purchasing Commodity Services Code (NIGP) or the United Nations Standard Products and Services Code (UNSPSC).

Also, you can associate spend categories as well as purchase and catalog items to commodity codes.

Steps

1. Access the **Maintain Commodity Code Types** task.

   Use the task to define the taxonomy (or structure) of commodity codes. You can define UNSPSC to have a Segment, Family, Class structure in that order and indicate the number of digits at each level. This enables you to use a "class" level commodity code on Procure-to-Pay transactions and derive the spend category during punchout.

   Workday recommends that you use standard commodity code structures for data integrity and seamless integrations with third-party systems.

   Example: UNSPSC codes are 8-digit values (with an optional 2 more digits) of a 4-level hierarchy (with an optional fifth level). Segment, Family, Class, and Commodity are the 4-primary levels with two 00 decimal digits to enable 8-digit codes for each level. To create a UNSPSC-type code, you must create 4 levels with a level length of 2. Then, we automatically associate the code to the parent code, and create the parent code when it doesn't already exist.

   Security *Set Up: Commodity Code* domain and security policy in the Procurement functional area.
2. Create Commodity Codes .
3. (Optional) Directly associate commodity codes to procurement and sales items on these tasks:
   - **Create Purchase Item**
   - **Edit Purchase Item**
   - **Create Sales Item**
   - **Edit Sales Item**
   - **Catalog Load Request**
   - **Maintain External (Extrinsic) Cart Details**
4. (Optional) Access the **Edit Company Procurement Options** task.

   Select a default **Commodity Code Type** for your company to be applied on all spend transactions.

   Security: *Set Up: Company General* domain in the Common Financial Management functional area.
5. (Optional) Access the **Configure Optional Fields** task.

   On the *Requisition Event* functional area, you can restrict the usage and visibility of:
   - *Commodity Code on Goods Line*
   - *Commodity Code on Service Lines*

   Security: *Set Up: Configure Optional Fields* domain in the System functional area.

Result

Workday automatically:

- Creates the parent and child commodity code structure for you.
- Associates commodity codes to spend categories.

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You can select commodity codes on requisitions, purchase orders, and supplier invoices. You can't change the commodity code on a change order when the purchase oder line has a related supplier invoice line.

You can use the **All the Descendants of the Commodity Code** report field to track purchases by commodity code.

Example: For a UNSPSC code with a segment level, this field returns the codes for the family, class, and commodity levels. To report on all the purchases for a specific UNSPSC segment, use a report filter condition with this report field. This setup enables you to view the codes on procurement document lines associated to a segment-level code.

Related Information
Concepts
2020R2 What's New Post: Track Items and Purchases by Commodity Codes

Create Commodity Codes

Prerequisites

Security: Set up the *Set Up: Commodity Codes* domain in the Common Financial Management functional area.

Context

Create commodity codes, which you can use to track spend in procurement. Workday determines the spend category at the commodity level. You can create UNSPSC codes with 8 digits without any hierarchy.

Steps

1. Access the **Create Commodity Code** task.
2. As you compete the task, consider:

Option	Description
Short Description	Workers can use the description you enter to search for commodity codes in **Item** prompts on procurement documents.
Spend Category	You can select spend categories that aren't already associated to a **Commodity Detail** on the **Maintain Spend Categories** task.
Parent	Workday automatically creates parent codes based on the commodity code type structure that you maintain.

Related Information
Concepts
2020R2 What's New Post: Track Items and Purchases by Commodity Codes

Configure Item Identifier Types for Transactions

Prerequisites

Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

Configure how you want to control the display of alternate item identifiers in transactions and tasks with item identifiers so that the available item identifier types make sense for your business.

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Steps

1. Access the **Maintain Item Identifier Type Display Options** task.
2. Select a document type from the list on the left to set up item identifier configuration on tasks related to it.
3. Select **Hide Item Tags** to hide the **Item Tags** column in the transaction tasks.
4. Select **Hide Packaging String** to hide the **Packaging String** column in transaction tasks.
5. In the **Primary Item Identifiers** table, you can:
    - Select up to 3 alternate item identifiers as primary columns.
    - Control the sort order of the columns.

Result

When you open transaction tasks, Workday:

- Uses your configuration settings to control which alternate item types display as primary columns.
- Adds an **Additional Item Identifiers** column that displays the remaining items that aren't marked as primary item identifiers.

Example

Example 1: For the **Supplier Catalog Item** transaction, set up *Manufacturer*, *Manufacturer Name*, and *Manufacturer Part #* as primary item identifiers.

Result: You can see these primary item identifiers displayed as columns on these supplier catalog item transaction tasks:

- View Supplier Catalog
- View Catalog Load

Example 2: For the **Purchase Order** transaction, set up *GTIN* and *UPN* as primary item identifiers for item-UOM specific item identifiers (GTIN and UPN), to display values for the unit of measure on the purchase order lines.

Example 3: For the **Item Management** transaction, set up *Manufacturer* and *Manufacturer Part #* as primary item identifiers.

Result: You can view these primary item identifiers displayed on purchase items at the header level on these tasks and web services:

- **Create Purchase Item**
- **Edit Purchase Item**
- *Get Purchase Items*
- *Put Purchase Item*

Related Information
Tasks
Steps: Configure Alternate Item Identifiers

Define Alternate Types of Identifiers for Items

Prerequisites

Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

Buyers and suppliers have different names for identifying trade items both internally and in the marketplace. You can:

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- Create alternate identifier types, such as part numbers, to populate them on purchase items, supplier catalog items, and web (punchout) items.
- Look up internal purchase items on item prompts using alternate item identifiers.
- Configure item (product) tags for supplier catalog items, purchase items, and web (punchout) items commonly used by suppliers.

Steps

1. Access the **Maintain Item Identifier Types** task.
2. As you complete the **Item Identifier Types** tab, consider:

Option	Description
Universal Item Identifier	Select from item identifiers list to link web items with purchase items during punchout. Workday supports numerous predefined item identifiers based on industry standards, such as Healthcare Common Procedure Coding System Code (HCPCS) or Global Trade Item Number (GTIN).
For Item UOM	Define item identifiers that relate to UOM-specific identifiers, such as GTIN and UPN.
Length	Set the maximum length of the item identifier value. Leave blank or enter zero to skip the validation when you enter item identifier values on purchase items. You must set a length of at least 14 for GTINs to ensure that EIBs upload properly.
Allow Multiples	Select to allow multiple rows for the item identifier type on the same purchase item. Example: Charge Description Master Code (CDM), you have more than 1 line for a CDM code on a purchase item.
Allow Multiples per UOM/Manufacturer	You can only select this option when you select the **Allow Multiples** option and the Global Trade Number (GTIN) universal item identifier. You can't: • Disable this option once the identifier is assigned to a spend category. • Edit this option until the purchase item request using the identifier is complete or cancelled. Note: Items can have multiple GTIN identifiers for a manufacturer, but they must have unique UOM/Manufacturer combinations.
Item Identifier Type is Unique	Select to enforce the creation of unique item identifier values for the item identifier type in the **Create Purchase Items** task.
Use in Supplier Catalog Item Mapping	Select to link catalog items automatically to purchase items during catalog loads.

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Option	Description
	Catalog administrators can quickly identify purchase items for supplier items during catalog loads.
External	Select so that the identifier type is available to view on PDF versions of purchase orders, request-for-quotes, and supplier contracts.
Inactive	Select this check box to inactivate item identifier types on your procurement items.

3. As you complete the **Item Tags** tab, consider:

Option	Description
Universal Item Identifier	Associate item tags with Workday-delivered list of item identifiers to enable linking of web items to purchase items during punchout.
Inactive	Select this check box to inactivate item tags on your procurement items.

Result

You can:

- Associate alternate item identifier types to spend categories and associate those types to purchase items.
- Capture values for alternate item identifiers on supplier catalog items and web items (from punchouts).
- Capture item tags for purchase items, supplier catalog items, and web items (from punchouts).
- Search catalogs using the alternate item identifiers and item tags.

Next Steps

Associate alternate item identifier types with spend categories.

Related Information
Tasks
Set Up Purchase Items for Inventory
Steps: Configure Alternate Item Identifiers

Create Spend Categories

Prerequisites

Security: *Set Up: Spend Categories* domain in the Common Financial Management functional area.

Context

You can create spend categories to classify:

- Assets.
- Expense items.
- Inventory items.
- Purchase items.
- Supplier catalog items.

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Spend categories drive the accounting that connects the asset, item, or service to the appropriate ledger account. You can define your own categories or use these standards:

- United Nations Standard Products and Services Code (UNSPSC)
- National Institute of Governmental Purchasings (NIGP)

You can also combine your own spend categories and map them to standard commodity and services codes.

Steps

1. Access the **Maintain Spend Categories** task.
2. (Optional) Select the **Import Existing Spend Category** option to add existing spend categories to spend category hierarchies.
3. As you complete the **Spend Category Detail** section, consider:

Option	Description
Commodity Detail	Enter an alternate reference name, which users can use to search for the spend category. When you already associate spend categories to commodity codes on the **Create Commodity Code** and **Edit Commodity Code** tasks, leave this field blank.
Spend Category Display	Select an option to determine how your spend category hierarchies and commodity codes display in Workday. The option you select prints on purchase orders and supplier contracts.

Spend Category Usage	Select from these usage types:
	• *Ad Hoc Payment*: Include other usage types to use this spend category for expenses, procurement, and supplier invoices.
	• *Expense*: Workers use these spend categories in spend authorization and expense report lines.
	• *Procurement* - Use for:
	  • Requisitions.
	  • Purchase orders.
	  • Receipts.
	  • Returns.
	  • Supplier contracts.
	  • Purchase items.
	  • Leased assets.
	
	Workday automatically includes the *Supplier Invoice* spend category usage after you save the spend category with *Procurement* usage.

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Option	Description

	• *Supplier Invoice* - Use for:
	  • Supplier invoices
	  • Supplier invoice adjustments
	  • Recurring supplier invoices
	  • Leased asset invoices

Inactive	Select to prevent the spend category from displaying in business documents and spend category prompts. You can use an inactive spend category in business documents by entering its name in prompts. Inactivating a spend category doesn't change historical data or impact previous transactions.
Requisition Fulfillment Source	Enable this field by selecting *Procurement* in the **Spend Category Usage** prompt. Select to populate *Purchase Order* or *Inventory* to the requisition fulfillment source when creating requisitions for this spend category. The *Inventory* value only displays when you select **Stock Items** in the **Inventory Tracking** section.
Classification	Select Goods or Services to classify spend categories as either goods or services. Use this for tax reporting and tax defaulting rules.
Worktags	Set up related worktags for this object using the related worktag types that you configure on the **Maintain Related Worktag Usage** task. Workday automatically populates transactions with the values in the **Default Worktag** column when you select the object on the transaction.

4. As you complete the **Tax and Additional Charges** section, consider:

Option	Description
Default Tax Applicability	Specify how you apply tax to transactions for goods and services in this spend category. You can also define item tax rules to set more detailed tax applicability default behavior. You can then change the default within the transaction.
Allocate Freight **Allocate Other Charges**	Select to allocate the freight and other charges from document headers to the lines when you set up the spend category for the allocation. These landed costs become part of the cost of procuring a line item. Allocation applies to: • Purchase orders. • Supplier invoices. • Supplier invoice adjustments.

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Option	Description
	• Ad hoc payments.

5. As you complete the **Asset Tracking** section, consider:

Option	Description
Track Items	Select to enable custodial tracking of assets assigned to this spend category. Track assets to issue assets with this spend category to workers. If a trackable spend category also has expense usage, you must manually register the assets you include in expense reports. You can't configure the expense report business process to initiate an asset registration event automatically.
Intangible	The option is available when you select **Track Items**. Select to define the spend category with the *Intangible* spend category default, such as software subscriptions and service rights. Spend categories with the *Intangible* attribute must track items. You can only create assets defined with the intangible spend category default from contract receipt lines, not directly from purchase orders or supplier invoices. You can't select **Lease** when you select the **Intangible** option.
Lease	The option is available when you select **Track Items**. Select to designate the spend category for use with financial and operating leased assets. Workday creates assets defined with the **Lease** spend category from supplier contract lines. You can't select **Intangible** when you select the **Lease** option.
Default Asset Class	Select to assign an asset class to this spend category. Configure asset classes on the **Maintain Asset Classes** task.
Default Asset Type	Select to define an asset property type for this spend category. Configure asset types on the **Maintain Asset Types** class.

6. (Inventory only) As you complete the **Inventory Tracking** section, consider:

Option	Description
Stock Items	Select to enable this spend category to stock items.

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Option	Description
	Workday treats items associated with this spend category as inventory items or stockable items. A nonstock item is a purchase or supplier item with a spend category that doesn't have the Stock item check box selected. Example: An Office Supplies spend category with items like Desk Lamp, or Printer Toner. Office Supplies isn't marked as Stock Items.
Inventory Accounting Treatment	Select the inventory accounting treatment as *Expense* or *Inventory*. • Items with an *Inventory* accounting treatment are considered assets at put-away and then expensed when either issued, transferred, or adjusted down. • Items with an *Expense* accounting treatment are expensed at put-away and track quantity balances from that point forward.

7. If you connect to supplier websites using punchout, identify all standard commodity code ranges that equate to your spend category in the **Supplier Link Commodity Code Mapping** grid.

   When you connect to a supplier website during requisitioning through punchout, the supplier site returns a commodity code. Workday identifies the spend category based on the code range it falls within. Workday also stores this code in the purchase order it generates from the requisition when transmitting the purchase order back to the supplier through XML.

   For purchase orders that don't come from a requisition, you can identify a specific commodity code when sending purchase orders to your suppliers through XML. Specify the same code for **Range From** and **Range To** fields and check **Use on PO**.
8. Enable alternate item identifier types for spend categories to capture item identifiers for purchase items, such as supplier part number or manufacturer part number.

Next Steps

- (Optional) Create spend category hierarchies and spend category security segments.
- Inactivate spend categories that are no longer in use.

Create Spend Category Hierarchies

Context

Organize spend categories into logical groups to simplify procurement and expense searches and to use for reporting and analytics. Optionally, you can use model spend category hierarchies using an industry-based standard taxonomy. Examples:

- National Institute of Governmental Purchasing Commodity Services Code (NIGP)
- United Nations Standard Products and Services Code (UN/SPSC)

Steps

1. Access the **Create Spend Category Hierarchy** task.

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2. As you complete the task, consider:

Option	Description
Commodity Detail	Enter an alternate reference name, which users can use to search for the spend category. When you already associate spend categories to commodity codes on the **Create Commodity Code** and **Edit Commodity Code** tasks, leave this field blank.
Enable for External Website	Select to enable prospective suppliers to select this spend category hierarchy on the **Goods and Services** page on external supplier sites.

Result

Spend category hierarchies are available from **Spend Category** prompts in supplier and procurement tasks and business documents.

Next Steps

- Add or remove spend categories.
- Include additional spend categories in this hierarchy. Use the **Maintain Spend Categories for existing Hierarchy** option in the **Maintain Spend Category** task.
- Inactivate spend category hierarchy you no longer use.

Change Spend Categories in Hierarchies

Context

Add or remove *spend categories* in spend category hierarchies and update details when necessary.

Steps

- Access the **Maintain Spend Categories** task and select **Maintain Spend Categories for existing Hierarchy** to:
  - Select **Add** and complete the details to create a new spend category that is added to the hierarchy.
  - Remove unused spend categories.
- Access the **Edit Spend Category Hierarchy** task to:
  - Select a spend category from the **Spend Categories to Include** prompt to add a spend category to the hierarchy.
  - Remove unused spend categories from business documents.
  - Select the **Enable for External Website** check box to use this spend category hierarchy on the **Goods and Services** page on external supplier sites.

Next Steps

- Access the **Find Spend Categories** report to search for spend category hierarchies and identify the spend categories within them.
- Use the **Navigate Spend Category Hierarchy** report to review your hierarchical configuration and take action on the spend category hierarchy.
- Inactivate spend category hierarchies you no longer use.

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Change Item Spend Categories

Prerequisites

Configure the *Change Purchase Item Spend Category Request* business process and security policy in the Inventory and Procurement functional areas.

Context

You can change the spend category or accounting treatment of your inventory items. Workday doesn't perform any accounting transactions that might result from the change. Example: You change items needed for quick issue from the **Medical Supplies** spend category to a **Medical Supplies (Quick Issue)** spend category.

Steps

1. Access the **Create Change Purchase Item Spend Category Request** task.
2. Select the spend category with the items you want to change from the **Current Spend Category** prompt.
3. Select the new spend category from the **New Spend Category** prompt.
4. As you complete the task, consider:

Option	Description
Update Commodity Code	Select this check box to display the **Commodity Code** field.
Commodity Code	When you select the **Update Commodity Code** check box and don't enter a value in the **Commodity Code** field, Workday removes the existing commodity code on the purchase item.
Preview Impact Report	Use the **Inventory Impact Grid** to view the number of: • Companies impacted. • Inventory sites impacted. • Inflight shipment transactions. • Inflight returns transactions. Workday displays the **Preview Impact Report** option when you select purchase items.

Next Steps

Workday captures credit and debit worktags and amounts on the **Inventory Spend Category Change Accounting Impact** report. Use this report to assist with any necessary journal entries.

Access the **Find Change Purchase Item Spend Category Request** report to view your submitted requests.

Related Information
Reference
2021R2 What's New Post: Change Item Spend Category

Inactivate Spend Category Hierarchies

Context

Inactivate spend category hierarchies you no longer use.

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Note: You can enter inactive spend category hierarchies into spend category fields, but they aren't available to select from prompts. Inactivating a spend category hierarchy doesn't change any historical data or affect preceding transactions.

Steps

1. Access the **View Spend Category Hierarchy** report.
2. From the related actions menu of the spend category hierarchy, select **Spend Category Hierarchy > Inactivate**.

   Spend category hierarchies with active children must remain active.
3. As you complete the **Child Spend Category Hierarchies** tab, consider:

Option	Description
Move all to Spend Category Hierarchy	Select a spend category or hierarchy to move all spend categories or hierarchies and their children.
Move to Spend Category Hierarchy	Select a spend category hierarchy for individual spend categories and hierarchies to move to.

4. (Optional) As you complete the **Roles** tab, consider the role assignments to retain in the inactive spend category.

Result

Inactive spend category hierarchies don't display in spend category prompts.

Next Steps

- To check for transactions with inactive spend category hierarchies, you can create custom validations and business process rules .
- Create custom reports for inactive spend category hierarchies.
- Use the **Reactivate** related action on an inactive spend category hierarchy to reactivate it.

Setup Considerations: Item Pricing

You can use this topic to help make decisions when planning your configuration and use of procurement item pricing in Workday. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

You maintain pricing for items you procure on:

- Purchase Items; the standard pricing for a generic item and the supplier pricing of associated supplier items.
- Supplier Contracts; the exact price expected every time you order that item and unit of measure (UOM) from the contract.
- Catalog Items; the supplier pricing for a supplier item.

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Business Benefits

Item Type	Business Benefits

Purchase items	With generic and supplier pricing, you can also:
	• Set up supplier pricing for ordering and just-in-time.
	• Enable linear price calculation when you pay the same price for a base unit, regardless of the unit of measure (UOM) and quantity you order in. Then, you only have to load 1 price for multiple setup UOMs.
	• Set up supplier pricing for combinations of these values during a defined date range (advanced pricing):
	  • Supplier contract
	  • Ship-to location
	  • Company

Catalog items	With supplier pricing for specific supplier items, you can also: • Add the catalog items on purchase item tasks to consolidate item maintenance. • Use segment-based security to secure the usage of catalog item pricing.
Supplier contracts	With a price for the quantity and UOM of an item: • That contract price always takes priority on procurement transactions. • You can add the supplier contracts on purchase item tasks to differentiate pricing by companies and ship-to locations during a defined date range.

Use Cases

Use Cases	Description
Centralized pricing and packaging information for manufacturer items with multiple suppliers	Use purchase items. When you configure suppliers on the **Supplier Information** tab on purchase item tasks, each unique supplier entry displays as a procurement option on the **Search Catalog** task for requestors. Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Search Catalog** task to the catalog search in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .
Pricing for a UOM and quantity of an item that's a part of a contractual agreement	Use supplier contracts.

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Use Cases	Description
	You can add: • Purchase items on any contract type. • Catalog items on only catalog-type supplier contracts.
Contractual pricing on purchase orders and invoices created off the supplier contract	Use supplier contracts.
Supplier pricing for specific items provided by a supplier	Use catalog items. Requestors can browse these available goods using the **Search Catalog** task. Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Search Catalog** task to the catalog search in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .
Contractual pricing that varies by company and shipping location	Set up supplier contract pricing on purchase item tasks instead of using contract goods lines.

Questions to Consider

Questions	Considerations
Do you track supplier pricing for the items you procure?	With purchase items and catalog items, you can set up supplier pricing for ordering and just-in-time UOMs.
Do you have contractual pricing for items?	With supplier contracts, you can set up contractual pricing for the UOM and quantity of an item. When you create purchase orders and invoices directly from supplier contracts, Workday recommends that you use supplier contract goods lines for pricing. When you use contracts to track spend and pricing that varies for an item, you can define supplier contract pricing on the purchase item task.
How does pricing for an item vary?	You get the most pricing flexibility on the **Create Purchase Item** task. You can set up general supplier pricing for the item on the **Supplier Information** tab. If your pricing varies for the same supplier item, you can use the **Advanced Pricing** grid. Example: Supplier pricing varies by companies, ship-to locations, and supplier contracts. You can only apply a supplier contract at the header level of the item while applying advanced pricing. You can't apply advanced pricing to supplier contract lines.

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Questions	Considerations
	You can also set up generic item pricing on the **Item Overview** tab. This populates on transactions when there's no other valid price.
Do you and suppliers collaborate on pricing updates?	Suppliers can load catalog items with pricing into your Workday tenant using the Supplier Portal. They can also use integrations to load their supplier catalog, along with the associated prices.
Do you want to secure items to specific security groups?	You can secure catalog items with segment-based security.
In general, when should you use supplier contracts for pricing?	You can use supplier contracts for pricing when you: • Procure an item at the same price for a specific unit of measure (UOM) and quantity. • Create purchase orders and invoices based on contract lines.
Do you manage contracts through a group purchasing organization (GPO)?	You can configure Multi-Supplier and Multi-Participant supplier contracts to populate on supplier items. This enables multiple companies to order the same item from different suppliers, using the same contract. It also enables you to control which companies can access the contract.
In general, when should you use purchase items for pricing?	Use purchase item tasks for pricing when you track pricing for individual items from multiple suppliers. You can set up purchase item pricing for standard purchase item UOMs and supplier: • Just-in-time UOMs. • Ordering UOMs. • Pricing for specific combinations of companies, contracts, ship-to locations, and UOMs. This is advanced pricing. To ensure data integrity when you enter pricing for supplier contracts on purchase item tasks, don't enter pricing on supplier contract lines.
In general, when should you use linear pricing for purchase items?	When you pay the same price for a base unit regardless of the UOM and quantity you order, use linear pricing for purchase items. Select the Calculate Price based on Conversion Factor check box on purchase item tasks to enable linear pricing.

Recommendations

- To ensure data integrity, don't add purchase items on the goods lines of supplier contracts when you add supplier contracts on purchase item tasks.
- When you create purchase orders and invoices directly from supplier contracts, Workday recommends that you use supplier contract goods lines for pricing.

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Requirements

You must associate a supplier catalog of catalog items to supplier contracts. If you don't, you can't use the catalog items in your tenant.

Limitations

Setup	Limitations
Catalog items	You can't set up pricing for combinations of these values (advanced pricing): • Supplier contract • Company • Ship-to location • UOM You can only use catalog items with Workday Inventory when you associate the catalog items to purchase items.
Supplier contracts	For supplier contract lines, you don't have the pricing flexibility of purchase items. For pricing flexibility, add supplier contracts to the **Advanced Pricing** grid on purchase item tasks. You can't add items as goods on supplier contracts and apply advanced pricing to those items.

Tenant Setup

In the **Procurement** section of the **Edit Tenant Setup - Financials** task, you can enable:

- The editing of catalog items on purchase item tasks.
- Restricted prompts so they only display UOMs you set up for items. This ensures users select UOMs already associated to a price.

Security

Workday secures:

- Catalog items to the *Catalog Load* business process in the Supplier Contracts functional area.
- Supplier contracts to the *Supplier Contract Event* business process in the Supplier Contracts functional area.
- Supplier contracts amendments to the *Supplier Contract Amendment Event* business process in the Supplier Contracts functional area.

Configure these domains in the Procurement functional area for purchase items:

Domains	Considerations
Set Up: Purchase Item	Users with access on this domain can set up purchase items and view related reporting.
View: Purchase Item	Users with access on this domain can view a specific purchase item.

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Business Processes

Business Processes	Considerations
Catalog Load	Configure to route catalog loads for review and approval.
Change Purchase Item Spend Category Request	Configure to route notifications for spend category change request approval.
Update Supplier Items Event	Configure to route supplier information of purchase items updated with a web service for reviews and approval. Workday uses the *Import Supplier Items* web service as an initiating action on the *Update Supplier Items Event* business process.
Supplier Contract Event	Configure to route new or updated supplier contracts for review and approval.
Supplier Contract Amendment Event	Configure to route amendments made to supplier contracts for review and approval.

Reporting

Reports	Considerations
Inventory Spend Category Change Accounting Impact	Workday captures credit and debit worktags and amounts on this report. Use the report to assist with any necessary journal entries.
Find Change Purchase Item Spend Category Request	Enables you to view your submitted spend category change requests.
View Supplier Catalog	You can view supplier catalogs with details on each catalog item, such as base UOM and current default unit price.
Supplier Catalog Work Area	You can view all supplier catalogs in your tenant, load items for a supplier catalog, or drill into catalog item information for each supplier catalog.
View Purchase Item	You can view all the setup information for a purchase item.
Find Supplier Contracts	You can search for supplier contracts with values you know. Example: supplier, company, or buyer.
View Supplier Contract	You can view supplier contract information and pricing, whether you set up pricing on purchase items or catalog items.

You can use these data sources to build custom reports on items:

- **Catalog Items (Indexed)**
- **Catalog Load Request (Indexed)**
- **Index Procurement Item**
- **Purchase Items (Indexed)**
- **Procurement Items**
- **Supplier Item Details (Indexed)**

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- **Supplier Item Import Request**

Integrations

You can use these web services to update item pricing:

Item Type	Web Services
Catalog items	• *Submit Catalog Load Request* • *Import Catalog Load* • *Get Catalog Loads* • *Get Catalog Items*
Purchase items	For general purchase item information, use: • *Get Purchase Items* • *Put Purchase Item* For supplier information of purchase items, use: • *Import Supplier Items* • *Get Supplier Items*
Supplier contracts	• *Get Supplier Contract Amendments* • *Get Supplier Contracts* • *Put Supplier Contract Link* • *Remove Supplier Contract Line Hold* • *Submit Supplier Contract* • *Submit Supplier Contract Amendment*

Other Impacts

On the **Edit Company Procurement Options** task, you can enable UOM and price changes on requisitions for:

- Catalogs Items
- Purchase Items
- Stocked Purchase Items

Connections and Touchpoints

Features	Considerations
Inventory	When you use Workday Inventory and catalog items, use catalog load or purchase item tasks to associate the catalog items to purchase items. This ensures that you can use the **Put Away Inventory** task in the Inventory functional area.
Supplier Accounts	On supplier portal tasks, suppliers can pick from a list of UOMs you set up in your tenant for invoice documents.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Setup Considerations: Purchase Items with Supplier Information

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Concept: Procurement Items
Tasks
Create Purchase Items
Steps: Create Supplier Contracts
Reference
Workday 33 What's New Post: Maintain Pricing for Purchase Items
Reference: Linear Pricing for Purchase Items
2021R2 What's New Post: Change Item Spend Category

Setup Considerations: Catalog Items

You can use this topic to help make decisions when planning your configuration and use of catalog items. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Catalog items, which use supplier contracts for primary pricing, represent specific items in a catalog offered by suppliers.

You can also enable suppliers to load supplier catalogs onto your Workday tenant.

Business Benefits

With supplier catalog items, you can:

- Organize your supplier information by supplier, with each supplier catalog containing catalog items that your company can procure.
- Enable requestors to browse supplier catalogs for requisitions.
- Improve supplier collaboration by enabling suppliers to load catalog items.
- View all supplier item information in your tenant with the **Supplier Catalog Work Area** report.

Use Cases

- Enable a supplier to load their own catalog onto your Workday tenant, which improves the collaboration process.
- Workday automatically sources requisitions with catalog items to purchase orders, reducing buyer workload.

Questions to Consider

Questions	Considerations
Do you currently use or plan to use purchase items?	On purchase item tasks, you can associate supplier item information to the purchase item on the **Supplier Information** tab. With purchase items, you enable requesters to browse generic items they can easily recognize. Workday populates the correct supplier information on

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Questions	Considerations
	requisitions and purchase orders based on your purchase item setup.
How does your company use supplier contracts?	To use supplier catalog items in Workday and on procurement transactions, you must add the supplier catalog to a supplier contract type that's enabled for catalog items. When you add a catalog item to a transaction document, Workday populates the supplier contract. This ensures contract pricing is primary pricing.
How do you set up and update supplier item information?	When your company uses supplier catalog items and purchase items, you must update the item information separately, which increases the workload for item administrators. You can associate purchase items to catalog items during the catalog load, which enables the catalog item for Workday Inventory. You can also use the **Edit Tenant Setup - Financials** task to enable the editing of catalog items on purchase item tasks when you can add catalog items on the **Supplier Information** tab. Then Workday synchronizes catalog item data when you edit it on either purchase item or supplier catalogs tasks.
How do you want to secure catalog items?	You can use segmented security for the *Catalog Load* business process when you have segmented security in use for the associated supplier contract.
Do you use Inventory?	To use the **Put Away Inventory** task, you must associate catalog items to purchase items during the catalog load or on purchase item tasks. When you run the **Put Away Inventory** task, Workday converts the catalog item to the associated purchase item.

Recommendations

Set up purchase items before you load the supplier catalog items. This enables you to associate purchase items to catalog items during the catalog load.

Add catalog items on the **Supplier Information** tab on purchase item tasks so you can:

- Associate multiple catalog items to a purchase item in 1 place.
- Populate catalog items with a sourcing priority of 1 on procurement transactions when you select the purchase item.
- Use the **Put Away Inventory** task.

On the **Edit Tenant Setup - Financials** task:

- Restrict unit of measure (UOM) selection on spend transactions, ensuring users only use UOMs you set up.
- Enable the editing of catalog item information on purchase item tasks to consolidate item data entry.

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Requirements

To load supplier catalogs on Workday, you must set up and associate supplier contracts to the supplier catalog.

Limitations

When you don't enable the editing of catalog item data on purchase item tasks, you must edit catalog item and purchase item information separately and consistently to avoid data discrepancies.

You can't use the **Advanced Pricing** table, which enables you configure alternative pricing by supplier contract, company, location, and ship-to location for purchase items.

Tenant Setup

On the **Edit Tenant Setup - Financials** task you can enable:

- Restricted units of measure (UOM) selection on spend transactions, ensuring users only use UOMs your company has set up.
- The editing of catalog item information on purchase item tasks to consolidate item data entry.

Security

Configure the *Catalog Load* business process in the Supplier Contracts functional area.

To use segmented security, associate the contract security segment to a segment security group configured on your *Catalog Load* business process.

Business Processes

Use the *Catalog Load* business process to route approvals and tasks to administrators when a worker initiates the **Catalog Load Request** task.

When you edit catalog item data on purchase item tasks, updates don't use the business process.

Reporting

You can use the **Supplier Catalog Work Area** report to drill into catalog items by supplier catalog. You can edit or view all supplier information in your tenant.

You can use these report data sources in custom reports:

- **Catalog Item**
- **Item**
- **Purchase Item**
- **Unit of Measure Conversion Factor**

You can use the **Supplier Item Import Request** report data source in custom reports for supplier item web services.

Integrations

You can use these web services to mass load or update catalog items on a supplier catalog:

- *Get Catalog Load*
- *Import Catalog Load*
- *Submit Catalog Load Request*

When you enable the editing of catalog items on purchase item tasks, you can also use these web services to mass update catalog items:

- *Get Supplier Items*

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- *Import Supplier Items*

The *Import Supplier Items* web service is an initiating action on the *Update Supplier Items Event* business process.

Connections and Touchpoints

To use the **Put Away Inventory** task when you procure catalog items, associate catalog items to purchase items. When you receive a catalog item, Workday populates the associated purchase item on the **Put Away Inventory** task.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Concepts
Concept: Procurement Items
Tasks
Create Supplier Catalogs and Load Items

Setup Considerations: Purchase Items with Supplier Information

You can use this topic to help make decisions when planning your configuration and use of purchase items with supplier information. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Purchase items with supplier information enable you to:

- Define generic purchase items with specific supplier details for procurement, such as unit of measure (UOM) and pricing.
- Maintain supplier catalog items on purchase item tasks.
- Use primary supplier information on procurement transactions.
- Configure advanced price rules for the supplier information based on a company, supplier contract, ship-to location, and period of time.

Business Benefits

When you set up your purchase items with supplier information, you can:

- Consolidate and minimize data entry for item maintenance.
- Reduce the amount of catalog loads your business requires.
- Control UOMs and pricing on transactions to maintain consistency.
- Click a button to automate data entry.

Use Cases

Role	Use Case
Item Administrator	Enter item data for ordering, issuing, and stocking on purchase item tasks.

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Role	Use Case
	The item administrator can bypass catalog loads by entering supplier information for purchase items directly on the **Supplier Information** tab on purchase item tasks.
Requestor	Requestors can see a separate purchasing option on the **Search Catalog** task for each unique supplier entry on purchase items. Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Search Catalog** task to the catalog search in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet . You can control how supplier information displays for requestors on the **Edit Company Procurement Options** task.
Buyer	On purchase orders, buyers can select supplier information associated with the selected purchase item.
Inventory Specialist	On par transactions, inventory specialists can select just-in-time supplier information associated with the selected purchase item.
AP Specialist	On invoices, AP specialists can select supplier information associated with the selected purchase item.

Questions to Consider

Questions	Considerations
Do you have existing supplier catalogs in use?	At the tenant level, you can enable the editing of catalog item information on purchase item tasks. Then you can maintain supplier catalogs while also maintaining catalog items on purchase item tasks. Workday synchronizes catalog item information whether you make updates with purchase item tasks or catalog load tasks.
How does your company track and select suppliers for procurement items?	You can mark suppliers with a sourcing priority. Workday populates primary supplier information values on valid spend transactions. For each primary and secondary supplier, you can keep a list of the ordering UOMs, just-in-time UOMs, and prices that the suppliers accept. For special offers or discounts, you can use the **Advanced Pricing** table to set up additional price rules for supplier information. Workday prioritizes advanced pricing lines with defined ship-to locations first, enabling you to differentiate unit price and contract sourcing by locations. When you select the Calculate Price Based on Conversion Factor option, Workday uses any advance

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Questions	Considerations
	pricing lines with a configured UOM. When you don't select this option, Workday only uses lines with the default UOM. If you create a requisition with a different ship-to address than your advanced pricing grid, Workday doesn't default the supplier contract. Workday only defaults when a ship-to address matches what you select on the requisition. If you have a preferred supplier contract selected, then Workday uses advanced pricing by ship-to location.
How does your company requisition?	For each unique supplier entry on a purchase item, Workday displays a separate purchasing option on the **Search Catalog** task so users can add them to requisitions. Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Search Catalog** task to the catalog search in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet . Workday overrides requisition sourcing rules when a purchase item has primary supplier information.
How consistent is your UOM information?	This feature performs best when you have accurate and consistent item UOM information. For items associated with a supplier, Workday validates when you have different conversion factors for the same item UOM, or the same UOM marked active for stocking and inactive for ordering.

Recommendations

Link and edit catalog items on the purchase item task to consolidate item maintenance. Workday populates primary catalog item information on transactions when you add the associated purchase item.

Workday synchronizes catalog item information whether you make updates on supplier catalogs or purchase item tasks.

Requirements

To edit catalog item information on purchase item tasks, an administrator must opt in for catalog item data on purchase items on the **Edit Tenant Setup - Financials** task.

Limitations

- For a supplier with no catalog items, you can only add 1 entry of supplier information. You can update the supplier information already in use.
- For all suppliers, you can't enter more than 1 contract for the same company with overlapping time periods.

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- When you don't want to display supplier information as separate procurement options on the **Search Catalog** task, all supplier information entries on the purchase item must have a sourcing priority of zero.

  Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Search Catalog** task to the catalog search in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .

Tenant Setup

Select the **Enable Catalog Data and Pricing for Purchase Item** check box on the **Edit Tenant Setup - Financials** task to edit catalog item information on purchase item tasks.

Security

Configure these domains in the Procurement functional area for purchase items:

Domains	Considerations
Set Up: Purchase Item domain	You can set up purchase items and view related reporting.
View: Purchase Item domain	You can view a specific purchase item.

Business Processes

When you use the *Import Supplier Items* web service, Workday initiates the *Update Supplier Items Event* business process to route approvals for updated supplier information on purchase items.

Reporting

You can use the **View Purchase Item** report to view purchase items and associated supplier information.

Use these report data sources in custom reports:

- **Catalog Item**
- **Item**
- **Purchase Item**
- **Unit of Measure Conversion Factor**

Use the **Supplier Item Import Request** report data source in custom reports for supplier item web services.

Integrations

You can use these web services to update supplier information on purchase items:

- *Import Supplier Items*
- *Get Supplier Items*

Workday uses the *Import Supplier Items* web service as the initiating action on the *Update Supplier Items Event* business process.

When you update purchase item pricing with a web service and you select the **Calculate Price based on Conversion Factor** check box, Workday recommends that you:

- Submit just-in-time and ordering pricing for only default UOMs. Workday calculates the price for other UOMs based on the new conversion factor.
- Use the *Exclude Pricing Calculated by Conversion Factor* and *Only Default UOMs with Calculate Price Enabled* filters for the *Get Purchase Item* and *Get Supplier Items* web services.

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Connections and Touchpoints

Purchase items with supplier information interact with these other areas in Workday:

Features	Considerations
Inventory	You can use purchase items with just-in-time supplier information on inventory transactions, such as a just-in-time replenishment requisition.
Supplier Accounts	On supplier portal tasks, suppliers can pick from a list of UOMs you set up in your tenant for invoice documents.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships across your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Concepts

Concept: Procurement Items

Concept: Multiple Ordering Units of Measure

Tasks

Steps: Set Up Purchase Items for Procurement

Create Purchase Items

Reference

Reference: Linear Pricing for Purchase Items

Workday 32 What's New Post: Suppliers and Units of Measure for Purchase Items

Workday 33 What's New Post: Maintain Pricing for Purchase Items

2022R2 What's New Post: Supplier Contracts for Specific Locations

The Next Level: Spend Management Data Validation Report Configuration Package

The Next Level: Custom Validations for Purchase Items

Setup Considerations: Item Substitutions

You can use this topic to help make decisions when planning your configuration and use of [feature]. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

You can use Workday to configure substitute items to be used in fulfillment when your primary items aren't available.

Business Benefits

You can use substitute items for multiple scenarios and functional areas, enabling you to:

- Substitute items for ordering in Procurement.
- Substitute items for picking in Inventory.

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Use Cases

Differences or changes in item packaging from suppliers

Having alternative items ready for supply chain disruption providing you security in your organization's supply chain.

You can configure alternate items without the need to get approval by your end users.

Questions to Consider

Question	Considerations
How do you decide which items go where in your organization?	Workday enables you to set specific substitute items for specific companies and exclude companies from using substitute items. We also enable you to restrict items to specific deliver-to locations. The location-based substitute items appear in all places where items appear when sourcing requisitions to purchase orders, including: • Manual sourcing (individual and bulk) • Backorder work area • Automatic sourcing (scheduled and immediate) • Web items connected to purchase items The purchase item substitute appears as an option in the Item field for manual sourcing and in the backorder work area. For automatic sourcing (including automatic sourcing of web items), Procurement will take the highest priority substitute available. The hierarchy for an item substitute is: 1. Specific to Deliver-To Location 2. Specific to Deliver-To Location Hierarchy 3. Specific to Requesting Company 4. Specific to Company Hierarchy 5. Non specific (No company or location)
Do your items expire?	You can set an order start and end date for your items that are ideal for situations where items: • Have a biological components and expire. • Are being phased out of your organization for different supplier items. When substitute ordering dates are in effect, Workday doesn't automatically source the primary item if you don't specify active substitutes for the requisition company or location. When a item substitute with a procurement usage has an ordering end date of today's date, Workday doesn't use the substitute on a purchase order if you create a requisition for the end of the date range.

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Question	Considerations
How does Workday treat substitution priority?	You have 2 substitute items with unique priorities, both with procurement usage. Substitute item A has a **Priority** of *1* and substitute item B has a **Priority** of *2*. Workday takes the priority 1 substitute if all item attributes are the same. You have 2 substitute items with unique priorities, both with procurement usage. Substitute item A and B both have a **Priority** of *0*. Workday routes the requisition for sourcing and requires manual sourcing. You can't submit the requisition with the original procurement item if the substitute is used.
How many units of measure (UOM) do you use on your items?	You can configure substitute items with different base UOMs to help account for differences in item packaging. When you have substitutes with differences between the ordering UOM and the base UOM, Workday recalculates ordering quantity based on the item's conversion factor to preserve the requested base quantity for the transaction, minimizing over-ordering or under-ordering in the auto-sourcing process. Example for item substitutes with different base UOMs: • You create a purchase item named *Primary - Exam Gown* with a **Base UOM** of *Each* and a secondary UOM of *Case*, with a conversion factor of 10. • You create a second purchase item named *Sub - Exam Gown* with a **Base UOM** of *Unit of One* and a secondary UOM of *Case*, with a conversion factor of 5. • You then set the items as substitutes of one another on the **Item Substitute** tab. Workday notifies you that the primary and substitute item conversion factors are different, but allows the configuration to continue. • You set up a stock request for 5 cases of the primary exam gown item and create a picking list from the stock request. The inventory site is set to pick substitutes first. The lines for the substitute exam gown are then picking listed with the *Quantity to Pick* as *5 Case*, even though the base quantity is different on the primary exam gown item. Workday preserves the requested quantity over the base quantity of items.
Do you need to hide substitute items from specific users?	You can use requisition entities to hide substitute items from end users by configuring entities by requisition types. You can then add all applicable requesting entities to the items. Requesting

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Question	Considerations
	entities are beneficial when you have end users that typically only select 1 type of requisition. You can also use purchase item picking lists to restrict the substitute items to specific requisition entities.

Recommendations

We recommend configuring single tier substitute items.

Requirements

You must have purchase items configured.

Substitutes must be a supplier item.

Limitations

You can't use a catalog item as a substitute.

Substitute items aren't supported on mass maintain purchase item templates.

Tenant Setup

No impact.

Security

Domain	Considerations
Set Up: Purchase Item	Users with access on this domain can set up or update purchase items and item substitutions and view related reporting.
Process: Purchase Item Requests	Users with access on this domain can perform purchase item-related tasks where you can configure and use substitute items, and item reporting.
View Purchase Item	Users with access on this domain can view a specific purchase item and it's substitutes.

Business Processes

Business Process	Considerations
New Purchase Item Request	Enables you to define and restrict substitute items when you create new purchase items.

Reporting

Report	Considerations
View Purchase Item	You can view all setup information for a purchase items, which includes substitutes.

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Report	Considerations
View Item Substitutes	You can view all item substitutes and for a specific item and their configured fields. You can also use the report to test the picking of a item substitute.

Integrations

Item Type	Web Services
Purchase Items	For general purchase item information, use: • *Get Purchase Items* • *Put Purchase Item*
Supplier Contracts	• *Get Supplier Contract Amendments* • *Get Supplier Contracts* • *Put Supplier Contract Link* • *Remove Supplier Contract Line Hold* • *Submit Supplier Contract* • *Submit Supplier Contract Amendment*
Inventory	• *Get Inventory Picking picking lists* • *Get Inventory Stock Requests* • *Submit Inventory Directed Pick* • *Submit Inventory Pick* • *Submit Inventory Stock Request*

Connections and Touchpoints

Features	Considerations
Inventory	You can use substitute items in Workday Inventory when you perform inventory replenishment requisitions and when picking inventory: • In directed picking, picking picking lists have the specific substitute items and quantities to be picked. • For non-directed picking, Workday displays all substitute items on hand in priority order with available quantities. When you define a substitute with an inventory usage and the substitute doesn't have any specific company or location information defined, but the substitute has inventory attributes for the same inventory site, then the substitute item isn't used when picking. When you define a substitute with an inventory usage, specific company or location information, and the substitute item is assigned to the same inventory site, Workday uses the substitute item on a pick and doesn't use the requested item.

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Features	Considerations
	When you define a substitute with an inventory usage, specific company or location information, and the substitute isn't assigned to the same inventory site, then Workday doesn't use the substitute item in a pick.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Tasks
Create Purchase Items
Create Purchase Item Lists
Set Up Purchase Items for Inventory
Source Requisitions for Replenishment

Setup Considerations: Worksheets for Purchase Items

You can use this topic to help make decisions when planning your configuration and use of mass maintenance tasks for purchase items. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

With Worksheets, you can define workflows for requesting, creating, and mass-updating purchase items that align with your organizational policies.

Business Benefits

By streamlining data entry for purchase items, you can maintain data integrity and intuitive data entry for your users. This helps your business easily load large volumes of item information into Workday.

Use Cases

You can use this feature to:

- Maintain information for up to a 1,000 new and existing items at once.
- Simplify the maintenance of item information by customizing the fields and prompts on worksheet templates.
- Enable departments across your business to request for new purchase items.
- Capture necessary information to process new items at the request of workers.
- Configure and mass maintain item requisition sourcing rules for your preferred suppliers.

Questions to Consider

Questions	Considerations
Do you want users to complete a custom questionnaire when they request for new items?	Consider enabling and using questionnaires.

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Questions	Considerations
	Consider the types of questionnaires that you need for mass maintenance versus requests for new purchase items. You can create questionnaires on the **Create Questionnaire** task. Then, add the questionnaire to purchase item request types. Ensure that reviewers of purchase item requests have security permissions to the *Questionnaire Results* domain to view questionnaire answers.
Do you want to set up request tasks for updating purchase items, adding new purchase items, or both?	With Purchase Item Request Types, you can set up different workbook templates for specific types of item requests. Consider the Purchase Item Request Type options: • **Mass Maintain Purchase Items**: to mass update existing purchase items. • **Request New Purchase Items**: to create new items to meet a requirement in another department.
Do you have an involved review process of new item information?	You can track and analyze the reasons that reviewers reject purchase item requests, when you set up rejection reasons on the **Maintain Procurement Reasons** task. See Set Up Procurement Reasons . Reviewers of item requests can also send workbooks with errors back to requesters to fix, without losing any of the existing information already setup.
Do you want to set up mass updates for patient chargeable items?	You can use the *Patient Charge Information* worksheet template-type to mass configure patient charge information such as: • Company • Purchase item identifier • Revenue Center You can also configure Workday to add these prompts on purchase item information templates: • **HCPCS** • **Patient Chargeable**
Do you need to cancel multiple purchase item requests at once?	You can use the **Mass Cancel Purchase Item Request** task to find and mass cancel any purchase item requests in *Draft* or *In Progress* status. Example: An employee leaves your organization and you need to clean up leftover open item requests.
Do you utilize external item catalogs for your item management?	You can configure purchase item request templates to search and access external item catalogs that you've integrated into Workday. You can create templates that search for

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Questions	Considerations
	individual items, or that can bulk search items using lists of specific item identifiers.

Recommendations

- Before you create worksheet templates, carefully consider the Purchase Item Request Types and business processes that you want to set up.
- Don't use the same field twice in the same workbook template.
- On the business processes, you can separate *To Do* action steps to remind workers to update the inventory sites, par locations, or requisition templates for items.

Requirements

For each enrichment step on the business process, you must set up a corresponding enrichment template on the Purchase Item Request Type.

You must enable these fields on the **Edit Tenant Setup - Financials** task to access patient charge information worksheets and patient charge information on purchase items:

- **Enable Healthcare Options**
- **Enable Patient Charge Information**

Limitations

Once you use a purchase item worksheet template, you can't remove the Template Type from the template.

The purchase item worksheet functionality doesn't support:

- Catalog items
- Related worktags

Tenant Setup

When you configure the **ID Generator for Purchase Items** and **ID Generator for Purchase Item Event** fields on the **Edit – Tenant Setup Financials** task, Workday automatically adds ID numbers to purchase items created or modified using these business processes:

- Mass Maintain Purchase Item Request
- New Purchase Item Request
- Purchase Item Event

Security

Configure these domains and their security policies:

Domains	Considerations
Access Purchase Item Request Type (Segmented)	Provides users access to purchase item request types based on the role of the user. First, you must associate security groups to the segments you create on the **Create Purchase Item Request Type Security Segment** task.
Drive	Provides access to Worksheets when enabled.

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Domains	Considerations
Maintain: Patient Charge	Provides access to configure patient charge designations on purchase items.
Process: Purchase Item Request	Provides reviewers and approvers access to edit all purchase item requests.
Set Up: Purchase Item Request	Provides administrators access to configure purchase item worksheet templates.
Self-Service: Purchase Item Request	Provides users access to their own purchase item requests.
Worksheets	Provides users who enrich item information access to worksheets. With Worksheets, they can create, edit, and view purchase item requests.

You can also configure these subdomains on the *Process: Purchase Item Request* domain:

- *Process: Purchase Item Request - Cancel*
- *Process: Purchase Item Request - Create/Edit*
- *Process: Purchase Item Request - Reporting*
- *Process: Purchase Item Request - View*

Business Processes

Configure these business processes (secured to the Procurement functional area) to route purchase item requests for approval:

- *Mass Maintain Purchase Items Request*, which uses the **Mass Maintain Purchase Items** task as an initiating action.
- *New Purchase Items Request*, which uses the **Request New Purchase Items** task as an initiating action.

You can add these action steps for reviewers, which display in My Tasks:

- *Enrich Purchase Items*
- *Evaluate if Requested Items Need Additional Review*
- *Evaluate Needs Review Purchase Item Changes*
- *Review Purchase Items*

Reporting

Considerations	Reports
Track any changes made to purchase items attributes.	**Item Change Log**
View item request types and the associated tasks available to workers.	**View Purchase Item Request Types**
View mass updates for purchase items that are complete or in progress.	**View Mass Maintain Purchase Item Request**
View the requests for new purchase items that are complete or in progress.	**View New Purchase Items**
By searching for item requests, workers and item administrators can view, edit, and cancel purchase item requests.	**View Purchase Items Request**

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Considerations	Reports
Use this report to view any errors or exceptions for items on your purchase item requests.	**View Item Exceptions**
Users can search for requests they've created or requests delegated to them.	**My Purchase Item Requests**
Search for any purchase item request in the Workday tenant.	**Find Purchase Item Requests**

To build custom reports, you can use the **Purchase Item Request** report data source and these business objects:

- Item Requisition Sourcing Rules
- Purchase Item Changes
- Purchase Item Request
- Purchase Item Request Type
- Purchase Item Request Template
- Supplier Item Details
- Supplier Sourcing Rules Changes

Integrations

No impact.

Connections and Touchpoints

Tasks	Considerations
Configure Optional Fields	You can use this task to hide or require fields on tasks connected to these business processes: • Mass Maintain Purchase Item Request • New Purchase Item Request
Maintain Procurement Reasons	You can use this task to define reject reasons for purchase item requests. Then, you can report on the reasons reviewers reject item requests in My Tasks: • **Review Mass Maintain Purchase Items Request** • **Review New Purchase Items Request** See Set Up Procurement Reasons .

Other Impacts

When items are on a purchase item request that is *In Draft* or *In Progress*, you can't:

- Update the item using tasks and web services.
- Select the item on the **Mass Maintain Purchase Items** task.

Related Information
Tasks
Set Up Worksheets
Steps: Set Up Drive

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Reference

2020R2 What's New Post: Mass Maintain or Request Purchase Items with Worksheets
2021R1 What's New Post: Maintain Purchase Item Inventory Attributes with Worksheets
2022R1 What's New Post: Supplier Requisition Rules in Worksheets
2023R1 What's New Post: Create and Edit Purchase Item Business Process

Steps: Set Up Purchase Items for Procurement

Context

You can configure purchase items as internal master items for standard goods and services. Set up purchase items for Procurement by configuring item setup options and item attributes, such as ordering units of measure. You can also set up your purchase items with:

- Supplier information.
- Advanced pricing.
- Sourcing priorities.
- Inventory site options.

Steps

1. (Optional) Access the **Edit Tenant Setup - Financials** task.

   Configure the **ID Generator for Purchase Items** to populate purchase items with sequential item identifiers in the order they're created.

   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.

   See Reference: Edit Tenant Setup - Financials.
2. (Optional) Select the **Enable Catalog Data and Pricing for Purchase Item** check box on the **Edit Tenant Setup - Financials** task.

   Select to edit catalog item information on purchase item tasks, such as supplier item identifier and units of measure.
3. (Optional) Select the **Enable Patient Charge Information** check box on the **Edit Tenant Setup – Financials** task.

   Workday then displays a **Revenue Center** prompt on the **Patient Charge Information** tab on purchase items. You can then view and select revenue centers for the item using the **Maintain Revenue Centers** task.
4. Create Purchase Items .
5. Set Up Purchase Items for Inventory .
6. (Optional) Access the **Maintain Patient Charge Information** task to manage:

   - Healthcare Common Procedure Coding System (HCPCS).
   - Charge Description Master (CDM) codes to your clinical documentation.

   Security: These domains in the Procurement functional area:

   - *Set Up: Procurement* domain
   - Security: *Manage: Patient Charge Information* domain

Next Steps

- Access the **Update Procurement Item Image** task to upload up to 5 images for a purchase item into Workday.
- Add the item to your cart when creating a requisition.

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- Use the **Search Catalog** task to view primary and secondary supplier options for purchase items that you can add to requisitions.

  Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Search Catalog** task to the catalog search in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .
- Report on purchase items using the **Find Purchase Items** report. You can also create custom reports accessible from the **View Purchase Item** report.
- Two standard reports that use Business View for Purchase Item Order Metrics data source to provide insight into purchase item activity. The data source includes purchase items even if they have no associated activity.
  - *Purchase Item Usage Report*: A matrix report that provides summarized information of distinct purchase orders, maximum unit cost, and total quantities ordered, shipped, received, and invoiced.
  - *Detailed Purchase Item Metrics Report*: An advanced report that provides detailed information for all purchase orders and their associated lines and transactions
- Set up Worksheets to create and maintain purchase item information.

Related Information

Concepts

Setup Considerations: Purchase Items with Supplier Information

Concept: Item Currency

Concept: Multicurrency

Concept: Rates, Rate Types, and Conversion

Tasks

Steps: Set Up Accounting Categories

Reference

Workday 32 What's New Post: Suppliers and Units of Measure for Purchase Items

2022R2 What's New Post: Supplier Contracts for Specific Locations

2023R1 What's New Post: Create and Edit Purchase Item Business Process

The Next Level: Custom Validations for Purchase Items

Steps: Set Up Worksheets for Purchase Items

Prerequisites

Set up Worksheets.

Context

You can create worksheet templates to:

- Maintain requests for new purchase items.
- Update existing purchase item information.

Then, using worksheet templates and questionnaires, create separate Purchase Item Request Types for creating and updating purchase items. This enables you to create multiple workflows for item information maintenance that align with your organizational policies and practices.

Steps

1. (Optional) Access the **Create Purchase Item Request Type Security Segment** task.

   After you associate security groups to their respective segments, add the groups to the *Access Purchase item Request Type (Segmented)* domain.

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2. Create Purchase Item Request Templates .
3. (Optional) Access the **Create Questionnaire** task.
   Create questionnaires to prompt workers to enter the required item request information.
   Security: Configure the *Questionnaire Creation and Distribution* domain in the System functional area.
4. Access the **Create Business Process Definition (Default Definition)** task.
   Set up these business processes which route requests for new or updated purchase items:
   - *Mass Maintain Purchase Items Request*
   - *New Purchase Items Request*
5. Maintain Purchase Item Request Types .
   Note: Set up an enrichment template on the Purchase Item Request Type for each corresponding enrichment business process step. When you don't do this, Workday skips the business process step.
6. Control Access to Purchase Item Request Types

Result
Users can access either or both of these tasks, depending on your setup:

- **Request New Purchase Items**, to request for new purchase items.
- **Mass Maintain Purchase Items**, to request for a mass update to existing purchase item information.

Next Steps

Add security groups who enrich new or update purchase item information using worksheets to the *Worksheets* domain in the System functional area.

Related Information
Concepts
2020R2 What's New Post: Mass Maintain or Request Purchase Items with Worksheets
2021R1 What's New Post: Maintain Purchase Item Inventory Attributes with Worksheets
Tasks
Set Up Worksheets
Steps: Set Up Drive
Reference
2023R1 What's New Post: Create and Edit Purchase Item Business Process

Steps: Integrated Search for Item Management

Prerequisites

Configure these business processes in the Procurement functional area:

- *Mass Maintain Purchase Items Request*
- *New Purchase Items Request*

(Optional) Add these sequence tasks as allowed actions on the business processes:

- **Evaluate if Requested Items Need Additional Review**
- **Evaluate Needs Review Purchase Item Changes**

Create Purchase Item Request Templates to review and edit your draft purchase items.

Configure these security domains:

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- *Access External Search Partner: Item Management* domain in the Inventory and Procurement functional areas.
- *Access Requisition Supplier Link (Segmented)* domain in the Procurement functional area.
- *Set Up:Configurable Optional Fields* domain in the System functional area.

Context

You can integrate and search for items on an external catalog hosted by a third-party partner and create fully attributed items as new purchase items in Workday.

Note: We currently only support GHX Data Connect catalog integrations.

Steps

1. (Optional) Use the **Configurable Optional Fields** task for the business processes to hide or display these fields on virtual items added to a purchase item request:
   - Supplier Contracts
   - Supplier Item Price Type
2. Access the **Maintain External Search Provider** task:
   As you complete the task, enter values for these **Configuration Attributes** for your external item catalog:
   - **Environment**
   - **Version**

   Security: *Set Up: Procurement* domain in the Procurement functional area.
3. Access the **Maintain Purchase Item Request Types** task.
   Create a new purchase item request type and select one of or both of these options:
   - *Search External Catalog*
   - *Mass External ID Search*

   Security: *Set Up: Purchase Item Request* in the Procurement functional area.
4. (Optional) Access the **Maintain Item Identifier Type** task.
   Configure these universal item identifier for corresponding external catalog attributes:
   - Contains Human Tissue
   - Contains Latex
   - Implantable
   - Patient Chargeable
   - Reprocessed
   - Requires Sterilization
   - Single Use
   - Sterile

   Security: *Set Up: Procurement* domain in the Procurement functional area.
5. (Optional) Access the **Create Supplier Contract Amendment** task.
   Populate the **Contract Reference** field on your supplier contracts with the corresponding contract numbers in your external catalog.
   Security: *Supplier Contract Amendment Event* business process in the Supplier Contracts functional area.
6. (Optional) Configure integrated search to have security groups to review and approve item information. See Configure Integrated Search with Multistep Approval Routing .

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Result

Workday displays the **Search External Catalog** option based on the Purchase Item Request Type you select.

Next Steps

You can search external item catalogs by accessing these tasks:

- Mass Maintain Purchase Items
- Request New Purchase Items

Note: Self Service users should initiate the Request New Purchase Items task to enter basic item information, then use enrichment steps on the New Purchase Items Request business process for others users to enter all other necessary item information.

Related Information
Reference
2023R1 What's New Post: Integrated Search for Item Management

Configure Integrated Search with Multistep Approval Routing

Prerequisites

Set up integrated search. See Configure Integrated Search with Multistep Approval Routing .

Context

You can configure an integrated search business process to route requests to the correct party based on security groups for enrichment and approval.

Steps

1. Access the **Maintain Purchase Item Request Types** task.
   a) Add a row.
   b) Enter a purchase item request name.
   c) Select these check boxes: Search External Catalog Mass External ID Search
      - **Search External Catalog**
      - **Mass External ID Search**
   d) Select a primary workbook template.
   e) In the **Enrichment Workbook Templates** section, add 1 or more steps.
   f) Select a template for each step. Make note of the step order, as this must match the step order when you configure the business process definition.

   Security: *Set Up: Purchase Item Request* domain in the Procurement functional area.
2. Edit Business Processes

   Access either of these business processes:

   - *Mass Maintain Purchase Items Request*
   - *New Purchase Items Request*

   Add 1 or more steps:
   a) Compete the task:

Order	Ensure the step order matches the step order in the **Enrichment Workbook Templates** section on step 1.

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Type	Select *Action*.
Specify	Select *Enrich Mass Maintain Purchase Item Request*.
Optional	Select the check box.
Group	Select the security group that you want to have access to the corresponding enrichment step in Step 1. Example: Select Buyer for step b, which corresponds to Maintain Purchase Item in Order 1.

b) (Optional) Add a final review step to ensure final approval.
c) Click **OK**.

3. Create a condition rule to apply to the business process from step 2.
   a) From the related actions menu of the business process step you want to modify, select **Business Process > Create Condition Rule**.
   b) Complete the **Rule Conditions** grid:

Source External Field or Condition Rule	Select *Purchase Item Request Type*.
Relational Operator	Select *exact match with the selection list*
Comparison Type	Select *Value specified in this filter*
Comparison Value	Select the purchase item request type you created on step 1

   c) From the related actions menu of the business process, select **Business Process > View Definition**.
   d) From the related actions menu of your business process step, select **Business Process > Maintain Step Conditions**.
   e) On the **Entry Conditions** tab, add a row and select the condition rule you created on step 3
   f) Click **Done**.

Result

You can now use the **Mass Maintain Purchase Items** task to search for a third-party item. Once you submit a request for an item, Workday advances the business process to the next step for that security group to review the item.

Related Information
Tasks
Create Business Process Condition Rules

Create Purchase Items

Prerequisites

- Review setup considerations for purchase items with supplier information.
- Configure the *Purchase Item Event* business process and security policy.
- Security: *Set Up: Purchase Item* domain in the Procurement functional area.

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Context

Create and edit purchase items for your company. You can set up general item attributes and specific supplier attributes related to the purchase item, such as units of measure (UOMs).

You also can configure alternate item identifiers and worktags for your purchase items.

Steps

1. Access the **Create Purchase Item** task.
2. As you complete the task, consider:

Option	Description
Manufacturer Part Number Manufacturer	Workday only displays these options when you: • Configure *Manufacturer Part #* and *Manufacturer* as primary item identifiers from the **Item Management** type on the **Maintain Item Identifier Type Display Options** task. • Enable manufacturer options on the item's spend category. Note: To display manufacturer and manufacturer part number as primary attributes on the purchase item's header, you can only define 1 manufacturer and manufacturer part number per item. If you have multiple manufacturers or manufacturer part numbers on an item, they display on the **Alternate Item Identifiers** tab.
Spend Category	Spend categories on purchase items require the *Procurement* spend category usage. The spend category determines the accounting treatment for all supplier items associated with this category.
Item Status	The *Restricted from Purchasing* status filters out items from these transactions: • Change orders • Purchase orders • Requisitions • Source requisitions • Supplier backorders You can't use substitute items for requisitioning, but you can use them for purchase orders, invoice, and receipts. Use the *Inactive* status in combination with the *Restricted from Purchasing* item status to more granularity manage item statuses to better support purchasing and End-of-Life processes and strategies.

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Option	Description
Item URL	You can define an external link validation on the **Maintain External Link Validation** task using the *Procurement Item URL Link* type.
Preferred	Select to set the purchase item as preferred during requisitions. Workday displays *Preferred* on the: • **Requisition Worklet** on the item icon. You can sort by preference in the worklet. • **Search Catalog** next to the item name with a badge icon. You can filter your results by preferred items.
Classification	Select Goods or Services to classify purchase items as either goods or services. Use this for tax reporting and tax defaulting rules.
Commodity Code	Select a standard product taxonomy code. Example: UNSPSC or NIGP.
Currency	Enter the currency of the purchase item price. When you add a purchase item to a supplier invoice or invoice adjustment line, Workday converts the item unit price to the transaction currency.
Packaging String	Packaging strings provide better visibility to the different units of measure and their conversion factors for the item.
Populate UOMs	Workday populates the **Units of Measure** table when you enter values on the **Packaging String** field in the supported format. Example: *Case/10 Box/200 eaches*
Default Ordering Price	When you update this price, you also update all pricing in the **Units of Measure** grid based on the conversion factor.
Default as Service Request	Select to specify this item as a service item (only for Procurement). The item will default to a service line. When you use the requisition Workbench, you can access this item using the **Search Catalog** option. You can use service items for both goods and service lines in procurement documents.
Default Tax Applicability from Spend Category	Displays when you define spend categories with a **Default Tax Applicability**.
Default Tax Applicability	Select the tax applicability code to associate with this *Item* on procurement lines.

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Option	Description
	The *Default Tax Applicability* overrides the *Default Tax Applicability from Spend Category* value on procurement lines. Define tax applicability codes using the **Maintain Tax Applicability** task.
Worktags	Set up related worktags for this object using the related worktag types that you configure on the **Maintain Related Worktag Usage** task. Workday automatically populates transactions with the values in the **Default Worktag** column when you select the object on the transaction. Workday also populates the worktags of the transaction with the related spend category and its worktags. When a related worktag from the purchase item and spend category are the same type, the value from the purchase item takes precedence because it's more specific.
Comments	You can use this field to add and update comments about item changes as different end users interact with it. You can also view comments made on purchase items on these pages: • Item preview in the related actions menu. • **View Purchase Item** report.
Requesting Entities	Select the requesting entities that you wish to limit the purchase item to. Once selected, only those entities can requisition the item.
Restricted Purchase Item Lists	Select the existing purchase item list to add the item to. Workday restricts the requisitioning on the item to the requesting entities selected on that list.
Serial Control Type	Select the serial control type you want to use for the purchase item: • *Full Serial*: A permanent serial number applied during manufacturing, to allow tracking of an item throughout its entire lifecycle. • *Ship Serial*: A serial number applied during shipping, to allow tracking of an item through its shipping and distribution. The serial control type you select on the **Item Overview** tab specifies the default serial control type for all inventory sites, but you can override the default by selecting different serial control types for individual inventory sites, on the **Inventory Site Options** tab.

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Option	Description
	For existing purchase items, access the **Edit Purchase Item** task to make changes to the serial control type on the **Inventory Site Options** tab. When the serial control type setting is different between the **Inventory Site Options** tab and the **Item Overview** tab, you can delete the item inventory site on the **Inventory Site Options** tab. The inventory at the site must be zero to delete the site.

3. As you complete the **Units of Measure** table, consider:

Option	Description
Usage	You can select these usages for a UOM: • *Ordering* to populate the UOM on the **Supplier Information** tab. • *Stocking* to populate the UOM on the **Inventory Site Options** tab and par transaction prompts. • *Unit of Use* to identify the measurement in which your business or customers consume the product.
Default for Ordering	Select the UOM that you want to populate on Procurement transactions, when the purchase item doesn't have a valid ordering UOM on the **Supplier Information** tab.
Default for Issuing	Select the UOM that you want to populate on Inventory transactions when the purchase item doesn't have a default issue UOM for the inventory site. You can select a default issue UOM on the **Inventory Site Options** tab.
Default for Stocking	Select the UOM that you want to populate on Inventory transactions when the purchase item doesn't have a default stocking UOM for the inventory site. You can select a default stocking UOM on the **Inventory Site Options** tab.
Default for Unit of Use	Select the UOM that you want to populate on Inventory transactions when the purchase item doesn't have a default unit of use UOM for the inventory site. You can select a default unit of use UOM on the **Inventory Site Options** tab.
Allow Decimal Stocking Quantities	Select to allow decimal stocking quantities for the base UOM. This enables more precision in the UOM for the item.

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Option	Description
	Accepting decimal quantities in UOMs determines the reserve quantity in base UOM during the reservation process. The reserve quantity is a whole number if the corresponding stocking UOM on the stock request is a whole number. Workday automatically converts existing stocking UOMs to accept decimal stocking quantities.

4. (Optional) On the **Alternate Item Identifiers** tab, configure values for alternate item identifier types which:
   - Establish a link between your internal purchase items and manufacturer information.
   - Enable you to search for the purchase item in **Item** prompts using the alternate item identifier.

   Example: **Item Identifier Type =** *UPN*; **Value =** *H7493808120500*.

   Workday displays this tab when you configure item identifier types and assign them to spend categories associated to the purchase item.
5. (Optional) Configure your supplier sourcing priorities on the **Supplier Information** tab. Workday displays a procurement option on the **Search Catalog** task for each unique buying option you add.

   Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Search Catalog** task to the catalog search in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .

   As you complete the tab, consider:

Option	Description
Catalog Item	If you enable catalog item maintenance on purchase items, Workday leaves all fields editable and syncs changes made to catalog items with supplier catalogs.
Sourcing Priority	Rank your suppliers for sourcing items by setting these sourcing priorities: • *1*: Primary supplier. • *2* and greater: Secondary supplier. • *0*: Unranked. Rank suppliers for purchase items by priority to enable buyers to use primary suppliers when creating requisitions, and switch to secondary suppliers when required. When you don't want to display supplier information as separate procurement options on the **Search Catalog** task, enter zero for each supplier entry. Then, use the **Maintain Requisition Sourcing Rules** task to populate suppliers on orders. Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct

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Option	Description
	you from the **Search Catalog** task to the catalog search in the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .
Preferred Supplier Contracts	Workday populates preferred supplier contracts on valid spend transactions, while using the contract to track company spend.

Lead Time	Specify a value for the number of days between the **Document Date** of the purchase order and the expected delivery date.
	• Workday uses the **Lead Time** plus **Document Date** to calculate the **Due Date** on the purchase order.
	• When there are multiple lead times, Workday selects the lead time based on these, in order of priority. Lead time specified on:
	  • The supplier item or catalog item.
	  • The supplier.
	  • The tenant.
	Note: When there are no due dates populated in the goods lines, Workday uses the **Header Due Date** in purchase orders to populate the corresponding goods lines.

Apply Purchase Item Updates	Workday displays this button on the **Edit Purchase Item** task. Click this button to apply updates made on the **Units of Measure** table on the **Item Overview** tab onto the **Ordering Pricing** table below. When you apply purchase item updates, Workday: • Updates the conversion factor when the **Item Overview** and **Supplier Information** tabs have the same UOM. • Adds new UOMs with all their attributes. • Inactivates UOMs inactive on the **Item Overview** tab.
Calculate Price based on Conversion Factor	Select to enable linear price calculation. (You pay a fixed price for the base unit of an item, regardless of the UOM and quantity on orders.) With linear price calculation: • Enter a price for only the default UOM on the **Ordering Pricing** and **Just in Time** tables. Workday calculates the price for the rest of the UOMs.

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Option	Description
	• Don't create the same price rule for different UOMs on the **Advanced Pricing** table. Workday populates pricing from the **Advanced Pricing** table for alternate UOMs on procurement transactions.
Ordering Pricing	Enter the ordering UOMs you want to populate on procurement documents with matching supplier information.
Just In Time	Enter the UOMs the supplier accepts for just-in-time procurement. Workday populates just-in-time UOMs on just-in-time procurement documents with matching supplier information.
Advanced Pricing	Set up price rules with a start and end date. Workday populates *Advanced Pricing* on procurement transactions with the same values. When more than 1 Advanced Price applies to a transaction, Workday populates *Advanced Pricing* on procurement transactions in this order of priority: • Ship-to Location • Supplier Contract • Company

6. (Optional) On the **Item Substitutes** tab, add items to use as substitutes for the purchase item.
   As you complete the tab, consider:

Ordering Start Date **Ordering End Date**	Enter dates to automatically substitute items on purchase orders during automatic sourcing. Note that these dates do not apply to inventory substitute items.
Usage	Select: • *Procurement* to enable the substitute for ordering. • *Inventory* to enable the substitute for picking.
Company	Select the company or company hierarchy where this substitute is accepted.
Deliver-To Location	Select the deliver-to or location hierarchy that accepts this substitute.
Substitute Priority	Enter a numerical order for your item substitutes.
Exclude Company	Enables you to restrict this item substitute from being sent to specific companies.

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Exclude Deliver-To	Enables you to restrict specific locations from receiving this substitute.

Note: You can't use a catalog item as an item substitute. When you need to substitute items with specific pricing, we recommend you use a supplier item.

You can configure substitute items with different base UOMs to help account for differences in item packaging. When you have substitutes with differences between the ordering UOM and the base UOM, Workday recalculates ordering quantity based on the item's conversion factor to preserve the requested base quantity upon submission of the transaction, minimizing over ordering or under ordering in the auto-sourcing process.

Example for item substitutes with different base UOMs:

- You create a purchase item named *Primary - Exam Gown* with a **Base UOM** of *Each* and a secondary UOM of *Case*, with a conversion factor of 10.
- You create a second purchase item named *Sub - Exam Gown* with a **Base UOM** of *Unit of One* and a secondary UOM of *Case*, with a conversion factor of 5.
- You then set the items as substitutes of one another on the **Item Substitute** tab. Workday notifies you that the primary and substitute item conversion factors are different, but allows the configuration to continue.
- You set up a stock request for 5 cases of the primary exam gown item and create a picking list from the stock request. The inventory site is set to pick substitutes first. The lines for the substitute exam gown are then listed with the *Quantity to Pick* as *5 Case*, even though the base quantity is different on the primary exam gown item. Workday preserves the requested quantity over the base quantity of items.

Workday doesn't support substitute items that have their own substitute items configured. Example: *Item 1* has an active substitute *Item 2*, and*Item 2* also has an active substitute. Workday won't automatically source a requisition for *Item 1* to a purchase order.

Result

When you don't set up contract pricing for the purchase item, Workday populates primary supplier information associated to the selected purchase items on these documents:

- Requisitions
- Purchase Orders
- Receipts
- Invoices

When the supplier information on the document doesn't match the supplier information on the purchase item, Workday populates item information from the **Overview** tab.

Next Steps

Configure how primary and secondary supplier information displays for requestors on the **Edit Company Procurement Options** task.

Access the **Item Change Log** report to track any changes made to your purchase item attributes.

Related Information

Concepts

Setup Considerations: Purchase Items with Supplier Information

2020R2 What's New Post: Track Items and Purchases by Commodity Code

Tasks

Steps: Set Up Purchase Items for Procurement

Set Up Purchase Items for Inventory

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Reference

Reference: Linear Pricing for Purchase Items
Workday 33 What's New Post: Item Substitutes in Procurement
Workday 32 What's New Post: Suppliers and Units of Measure for Purchase Items
Workday 33 What's New Post: Maintain Pricing for Purchase Items
2021R2 What's New Post: Manage Inactive Items by Inventory Site
2022R1 What's New Post: Preferred Purchase Items
2023R1 What's New Post: Create and Edit Purchase Item Business Process
The Next Level: Custom Validations for Purchase Items

Create Purchase Item Lists

Prerequisites

Create purchase items.

Security: *Set Up: Purchase Item* domain in the Procurement functional area.

Context

You can create a list of purchase items and restrict who purchases these items by requisition entities, ensuring that users can only create requisitions for authorized items. We also enable your users to view only items in the search catalog that are relevant to the requesting entity of their requisition. Example: You create a PPE purchase item list restricted by your cardiology department requesting entity.

Steps

1. Access the **Create Purchase Item List** task.
2. Add your items to the **Purchase Items** grid.
3. On the **Requesting Entities** tab, select the requesting entities you want to restrict your items to. You can restrict your purchase item list to multiple entities.

Result

When you create a requisition, Workday only displays the approved purchase items in the search catalog and in the item prompt of the requisition line. When you add an item to a purchase item list, the item is only available for requisitioning by a requesting entity authorized for the list.

Related Information
Reference
2021R2 What's New Post: Restrict Item Requisitioning by Requesting Entity

Create Supplier Catalogs and Load Items

Prerequisites

- Configure the *Catalog Load* business process and security policy.
- Security: *Process: Supplier Catalog* and *Self-Service: Supplier Contact - Catalogs* domains in the Supplier Contracts functional area.
- Configure supplier contracts for the items.

Context

You can create supplier catalogs, load catalog items with units of measure (UOM) and unit prices, and associate UOMs with alternate item identifiers. You can then route the catalog load request for review and approval.

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Steps

1. Access the **Create Supplier Catalog** task.
2. Click **Load Items** to access the **Catalog Load Request** task.

Option	Description
Effective Date	The date for the catalog items you're creating, updating, or inactivating.
Select Existing Items to Update	Select to pull existing catalog items into your catalog load request so you can update or inactivate them.

3. Click **Ok**.
4. Click the **Details** tab and consider:

Option	Description

Default Lead Time in Days	Specify a value for the number of days between the document date of the purchase order and the expected delivery date.
	• Workday uses the lead time plus document date to calculate the due date on the purchase order.
	• When there are multiple lead times, Workday selects the lead time based on this order of priority:
	  • Lead time specified on either the supplier item or catalog item.
	  • Lead time specified on the supplier.
	  • Lead time specified on the tenant.
	You change this lead time when you add items. However, when you don't specify the lead time value for an item, Workday will default to the value entered in this field.

5. Click **Add** on the **Items** tab to add a supplier item and consider:

Option	Description
Catalog Item	To change an existing catalog item, select a catalog item from the prompt.
Purchase Item	Select a purchase item to associate with the supplier catalog item. You can search for catalog items using the item identifier of the associated purchase item. Workday displays matching purchase and catalog items associated with the purchase item. If you store supplier information on the purchase item, Workday suggests you select the purchase item before you enter other information. This ensures consistent supplier data.

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Option	Description
Action	Workday automatically populates the field to *Update*. You can override the option with: • *Inactive*: You can't select a catalog item for new requisitions or purchase orders when it's inactive. • *No Change*: The catalog item hasn't changed since the last catalog load and requires no further processing on the effective date.
Supplier Item Identifier	Enter the supplier item identifier to add a catalog item. The field automatically populates from the catalog item when you select an existing catalog item.
Commodity Code	Select a standard product taxonomy code. Example: UNSPSC or NIGP.
Spend Category	When you select this item as a worktag in a transaction, Workday automatically includes its category as a worktag.
Base Unit of Measure	Populates if linked to a purchase item. Otherwise, Workday recommends that you enter the base UOM when you're defining multiple UOM.
Packaging String	Enter or update the packaging string of the item to give users visibility to the different units of measure and their conversion factors. Example: *CS/10BX/200EA* When you associate a purchase item to a catalog item during the catalog load process, Workday automatically populates the packaging string of the purchase item.
Lead Time	If you have already defined the **Default Lead Time in Days**, it will populate here. You can specify a different **Lead Time** for an item. Workday uses the **Lead Time** plus **Document Date** to calculate the **Due Date** on the purchase order. When there are multiple lead times, Workday selects the lead time based on these, order of priority. Lead time specified on: • The supplier item or catalog item (the value in this field). • The supplier. • The tenant. Note: When there are no due dates populated in the goods lines, Workday uses the **Header**

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Option	Description
	Due Date in purchase orders to populate the corresponding goods lines.
Item URL	Enter a URL when the supplier has a website to access more details about the catalog item.
Item Tags	Item tags associated with the catalog item, punchout item, or purchase item.

6. As you complete the **Ordering Units of Measure** and **Just In Time Units of Measure** section, consider:

Option	Description
Conversion Factor	Enter the number of base UOMs comprising that UOM. Workday recommends that you keep conversion factor values consistent between the catalog item and the associated purchase item. On procurement documents, Workday populates the **Conversion Factor** from the purchase item you associate with the selected catalog item.
Lead Time	The lead time of a UOM overrides the lead time of an item.
Default	Select 1 UOM as default for ordering.

7. In the **Alternate Item Identifiers** section, specify the value and units of measure for the applicable **Item Identifier Type**.

   When you configure supplier catalog items with primary item identifiers on the **Maintain Item Identifier Type Display Options** task, Workday displays up to 3 item identifiers in columns. You can select the remaining items that aren't marked as primary item identifiers in the **Additional Item Identifiers** column. See Define Alternate Types of Identifiers for Items .

Result

After approving the catalog load request, the catalog load displays:

- Whether items are new, updated, inactive, or unchanged.
- The *Price Variance Percent*, if applicable.

Next Steps

- Route your catalog load requests for approval.
- Link the catalog to supplier contracts:
  1. From the related actions menu of a supplier contract, select **Supplier Contract > Amend Supplier Contract**.
  2. In the **Catalog Item Pricing** section, select the **Catalog Items** tab.
  3. Add a row to the grid.
  4. In the **Catalog** prompt, select *Catalogs for SUpplier*, then select the catalog you created.
  5. Click **Submit**.

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Related Information
Concepts
Concept: Multiple Ordering Units of Measure
Setup Considerations: Catalog Items
2020R2 What's New Post: Track Items and Purchases by Commodity Codes
Reference
Reference: Company Procurement Options
Reference: Edit Tenant Setup - Financials

Manage Web Items

Prerequisites

Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

You can associate web items to purchase items.

Workday automatically maps web items to purchase items in requisitions from a punchout supplier through this process:

1. A web item's commodity codes determine the spend category for the item. Workday maps a web item to a spend category when its commodity code, such as an UNSPSC code, falls within the range specified in the **Supplier Link Commodity Code Mapping** table on the **Maintain Spend Categories** task. The spend category must be configured for stock items for Workday to automatically map a web item to a purchase item. See Create Spend Categories .
2. Workday requires all 3 of the following value matches to link the web item to a purchase item:
    a. Manufacturer name on the web item and purchase item match.
    b. Manufacturer part ID on the web item and purchase item match.
    c. Spend category derived from the web item's commodity code matches spend category assigned to the purchase item.

If the spend category is enabled for stocking, you can specify the conversion factor between the ordering unit of measure (UOM) for the web item and base UOM.

Steps

1. Access the **Maintain Web Items** task.
2. Select a **Supplier** with cart entries to view a list of web items.
3. For supplier's web items, select the matching internal **Purchase Item**.
4. Enter the **Conversion Factor** between the ordering UOM of the supplier's web item and the base UOM of the purchase item. You can enter values only if you've set up the base UOM.

Result

Workday maps the supplier's web items to the purchase items.

Next Steps

If you use Workday Inventory, create requisitions for inventory replenishment or source requisitions.

Related Information
Tasks
Create Requisitions
Define Alternate Types of Identifiers for Items

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Put Away Inventory
Steps: Set Up Requisitions for Inventory Replenishment

Group Purchase Items

Prerequisites

Create purchase items.

Context

Purchase items can be grouped to help search, select, and report on them. An item can belong to more than one purchase item group; for example, a laptop could belong to the *Office Supplies* and the *Laptops and Desktops* purchase item groups.

Steps

1. Access the **Maintain Purchase Item Groups** task.
2. To help workers find purchase items, enter a unique name for this group.
3. To add items to a group, select **Purchase Item Group > Assign Purchase Items** from the related actions menu of the purchase item group.

   You can also add items to a purchase item group when you create or edit purchase items.

Result

Purchase item group prompts display in procurement business documents including supplier contracts, purchase orders, and procurement card transaction verifications.

Next Steps

Use the **Purchase Item Groups** report to access purchase item groups, identify purchase items, and assign new items to the group.

Related Information
Reference
2021R2 What's New Post: Restrict Item Requisitioning by Requesting Entity

Create Purchase Item Request Templates

Prerequisites

Security: Configure the *Worksheets* and *Drive* domains in the System functional area.

Context

Create worksheet templates for workers to complete when mass maintaining or requesting new purchase items. Purchase item templates enable you to:

- Update specific attributes on purchase items.
- Choose which purchase item attributes specific end users can access through templates, providing more granular control over your item updates.
- Use templates for individual item use cases or scenarios and use purchase item request types to combine scenarios.

Steps

Access the **Create Purchase Item Request Template** task.

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Security: Configure the *Set Up: Purchase Item Request* domains in the System functional area.

As you create a workbook for purchase item information, consider:

Template Type	Select a category of purchase item information and use the associated fields to create worksheet templates. Select: • *Advanced Pricing* to use fields on the **Advanced Pricing** grid on purchase item tasks. • *Inventory Site Attributes* to use the inventory site attribute fields on the **Inventory Site Options** tab on purchase item tasks. • *Patient Charge Information* to use fields related to patient chargeable attributes on purchase item tasks. • *Purchase Item Information* to use fields for standard purchase item information. • *Supplier Item Information* to use fields on the **Supplier Information** tab on purchase item tasks. • *Supplier Sourcing Rules* to use fields on the **Supplier** tab of your requisition sourcing rules. • *Supplier UOM and Pricing* to use fields on the **Supplier Information** tab, without including the generic purchase item information, on purchase item tasks.
Name	Enter a name for the worksheet template that's more specific than the name for the workbook. This value displays on the worksheet tab within the workbook.
Order	Enter a unique value on each worksheet to define the order in which they display on the workbook.

As you complete the grid for each worksheet, consider:

Field	You can only select these fields once for 1 worksheet template type in a workbook: • Preferred Supplier (This displays as the Supplier Item and Priority fields for Supplier Item Information type templates) • Preferred Supplier Contract • Supplier Item ID • Pricing Effective Date • Supplier Default Unit Price • Inactive • Supplier Effective Date • Default Ordering Unit of Measure • Default JIT Unit of Measure • Default JIT Unit of Price Determine the worksheet template type to use for each the fields. You can't select the same field for different template types in the same workbook.
Valid Value	Select 1 value to populate the value on purchase item requests.

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Next Steps

Create Purchase Item Request Types.

Related Information

Concepts

2020R2 What's New Post: Mass Maintain or Request Purchase Items with Worksheets

2021R1 What's New Post: Maintain Purchase Item Inventory Attributes with Worksheets

2022R1 What's New Post: Supplier Requisition Rules in Worksheets

Tasks

Set Up Worksheets

Reference

Reference: Workbook Actions Available Based on Permissions

2023R1 What's New Post: Create and Edit Purchase Item Business Process

Maintain Purchase Item Request Types

Prerequisites

- Create Purchase Item Request Templates.
- Set up the *Mass Maintain Purchase Items Request* and *New Purchase Items Request* business processes in the Procurement functional area.

Context

You can create request types with worksheet templates and questionnaires and enable multiple workflows to maintain item information.

Create Purchase Item Request Types to match these business processes:

- *Mass Maintain Purchase Items Request*
- *New Purchase Items Request*

Steps

Access the **Maintain Purchase Item Request Types**.

As you complete the task, consider:

Options	Considerations
Request New Purchase Items	Select to enable the workflow for the **Request New Purchase Items** task and the *New Purchase Items Request* business process.
Mass Maintain Purchase Items	Select to enable the workflow for the **Mass Maintain Purchase Items** task and the *Mass Maintain Purchase Items Request* business process. Consider these options for the **Mass Maintain Purchase Items** task: • **Select from Existing Items**: Requesters can search for purchase items to update. • **Generate Empty Workbook**: Requesters use an empty workbook to load new item information. • **Calculate Recommended Reorder Point**: Requesters use the **Calculate Recommended Reorder Point** task to update item information.

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Options	Considerations
	• **Search External Catalog**: Requesters can search for, review, edit, and enhance individual items stored in an external item catalog. • **Mass External ID Search**: Requesters can create templates that review, edit, and enhance items in bulk from external item catalogs. You can search using lists of specific unique item identifiers. We recommend that you don't select the **Select from Existing Items** option for templates with valid values for alternate item identifier fields. These fields are only supported by the **Request New Purchase Items** option.
Primary Workbook Template	We recommend that you order worksheet templates for item information in this order: • Purchase Item Information • Supplier Item Information • Supplier UOM and Pricing • Supplier Sourcing Rules • Advanced Pricing • Inventory Site Attributes When you select the **Request New Purchase Items** option, the primary workbook template isn't applicable because the task uses a blank workbook to load new purchase items.
Enrichment Workbook Templates	After you open and create the primary workbook, you can add enrichment workbooks to maintain additional item information in the same request. For example: You mass maintain purchase items to update the Item Overview tabs and add an enrichment workbook to update the Inventory Site Options tabs. Enrichment workbooks are only available when you configure an enrichment step for each template on the business processes. When you don't select enrichment templates for corresponding business process steps, Workday skips the business process steps.

Related Information
Concepts
2020R2 What's New Post: Mass Maintain or Request Purchase Items with Worksheets
2021R1 What's New Post: Maintain Purchase Item Inventory Attributes with Worksheets
2022R1 What's New Post: Supplier Requisition Rules in Worksheets

Concept: Procurement Items

In Workday, procurement items represent standard goods and services that you can:

- Requisition
- Invoice
- Order
- Receive

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- Stock
- Track

Workday uses these types of procurement items:

Item	Description	Supplier Contract
Purchase Items	Standard goods and services offered through internal catalogs. You create and maintain a purchase item to: • Set up additional attributes, such as base units of measure (UOM), stocking UOM, and conversion factors, to manage stock item inventory. • Represent a product or a manufacturing item by associating purchase items to supplier catalog items and web items. Example: Gauze offered by several suppliers. • Report on inventory. Example: Report on how many pens your company purchases, regardless of the type and brand. • Track items purchased without a contract.	Purchase item prices represent standard or common pricing of an item. If the item represents a manufacturer item, the purchase item price represents the manufacturer list price. Purchase item prices are for budgeting and approval purposes and don't represent a contractual agreement with a supplier.
Purchase Items with supplier information.	Purchase items with supplier information retain standard purchase item functionality and also include supplier details about the purchase item. You can associate purchase items with supplier information to: • Populate procurement documents with supplier information such as units of measure, unit price, and lead time. • Set up advance pricing rules for discounts and specials. • Set up sourcing priorities among multiple suppliers for 1 purchase item.	Supplier information for purchase items can represent contractual or standard pricing with a specific supplier. When you maintain supplier contracts for supplier information, Workday populates those contracts on valid procurement transactions. You can use supplier contracts to track spending.
Supplier Catalog Items	Goods that make up the supplier catalogs hosted in Workday, also known as catalog items. Requesters can purchase supplier catalog items directly on their requisitions.	Catalog item prices represent the contractual pricing with a specific supplier.
Web Items	Supplier items for goods that you purchase using punchout to a supplier website or a supplier network (marketplace) hosted outside of Workday.	Web item prices represent contractual or standard pricing with a specific supplier.
Non-Catalog Items	When an item doesn't exist in your tenant, you can request for a non-catalog item and provide an item description.	No contractual price agreement exists.

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Related Information
Concepts
Setup Considerations: Purchase Items with Supplier Information
Setup Considerations: Catalog Items
Setup Considerations: Item Pricing
Tasks
Set Up Purchase Items for Inventory
Steps: Set Up Purchase Items for Procurement
Create Supplier Catalogs and Load Items
Manage Web Items
Reference
Workday 32 What's New Post: Suppliers and Units of Measure for Purchase Items
The Next Level: Custom Validations for Purchase Items

Concept: Item Currency

The items that you add to Workday have their own currencies. These items include:

- Purchase.
- Supplier catalog.
- Punchout.

If the item and transaction currencies differ, Workday automatically converts the item currency into the transaction currency on these transactions:

- Change orders.
- Purchase orders.
- Requisitions.
- Supplier contracts.
- Supplier contract amendments.
- Supplier invoices.
- Supplier invoice adjustments.

The value of item currencies can change between invoice and payment, leading to realized gains and losses.

Example: You buy an item with a price of £5 UK from a UK supplier that agrees to send you the invoice in British pounds. When you receive the supplier invoice, Workday converts the item value to the current transaction value of $10 US. Exchange rates change over time and can result in a foreign currency exchange gain or loss at payment time. When you pay the $10 US, the amount could convert to £4.5 or £5.15.

You can use the **Create Purchase Item** task to set item currencies.

Related Information
Concepts
Concept: Multicurrency

Concept: Purchase Item Request Types

Using worksheet templates, you can create separate Purchase Item Request Types to:

- Update existing purchase items.
- Create new purchase items.

You can use this topic to better understand the request types for maintaining purchase items using Worksheets.

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Mass Maintain Purchase Items

Mass Maintain Purchase Items	Considerations
Use Case	Your procurement department can initiate updates for existing items, sending the changes through an approval process.
Who can use the **Mass Maintain Purchase Items** task?	Item administrators can use the task to maintain purchase item information for the procurement department.
How do I create this workflow?	Create a Purchase Item Request Type with either or both of these options: • **Select from Existing Items** • **Generate Empty Workbook**
How do users mass update purchase items?	Item administrators can begin maintaining purchase item information directly on Worksheets. Access the **Mass Maintain Purchase Items** task to use worksheet templates for a request type and mass edit purchase items.

Request New Purchase Items

Request New Purchase Items	Considerations
Use Case	Departments across your business can request for new purchase items. Then, you can route the request through the procurement approval chain for enrichment and approval of information.
Who can use the **Request New Purchase Items** task?	Self-service workers can use the task to request for the addition of new purchase items in Workday. This helps you to meet departmental needs across your business.
How do I create this workflow?	Create a Purchase Item Request Type with the **Request New Purchase Items** option.
How do users create requests for new purchase items?	Users access the **Request New Purchase Items** task and enter item information in a grid. Then, item administrators can enrich the item information using Worksheets before processing any updates.

Related Information
Concepts
2020R2 What's New Post: Mass Maintain or Request Purchase Items with Worksheets

Concept: Multiple Ordering Units of Measure

You can maintain multiple ordering units of measure (UOMs) on catalog items and purchase items. You can also enable catalog item maintenance on your purchase item tasks to unify item maintenance work on the **Edit Tenant Setup - Financials** task.

When you select an item on a procurement transaction, Workday populates UOMs associated with the item on UOM prompts. Workday also populates pricing information based on the UOM you select.

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For purchase items, you can associate ordering UOMs with the:

- Purchase item.
- Supplier information for the purchase item.

When you select purchase items with supplier information on a procurement transaction, Workday populates UOMs from these tabs on purchase item tasks:

- **Supplier Information** tab when the document has matching supplier information.
- **Item Overview** tab when the document doesn't have matching supplier information or when you create a consignment document type.

You can manage ordering UOMs by:

- Associating them to a price, conversion factor, usage, and lead time.
- Configuring default ordering UOMs.
- Configuring default issuing UOMs.
- Configuring default stocking UOMs.
- Configuring default unit of use UOMs.

Restrict Units of Measure

You can configure your tenant to restrict the **Unit of Measure** prompts to the valid ordering UOMs of a selected item on these tasks:

- **Create Change Order.**
- **Create Internal Service Delivery** (only for catalog items).
- **Create Purchase Order.**
- **Source Requisitions.**

Multiple Units of Measure on Procurement Transactions

Transaction	Description	Example
Requisitions	You must configure your company procurement options to allow workers to select a different UOM on a requsition.	Test tubes are available in cases and boxes, with different prices. You can request test tubes in a case or a box, or any of the enabled units of measure: • Unit price of a box of test tubes is $25. • Unit price of a case of test tubes is $100.
Sourcing	You can source an item in an alternate UOM based on your purchasing needs. Workday adjusts the unit price based on the UOM selected.	A requester can request for 5 boxes. 5 boxes = 1 case. Source 1 case instead of 5 boxes as this is a cheaper option.
Receiving	You can receive a catalog item against a purchase order line in a different UOM than the ordering UOM. You can also receive in a different UOM than the ordering UOM when you have a purchase item with supplier information.	You create a requisition for 4 cases of jumbo test tubes, then you auto-source the requisition to a purchase order with Supplier ABC. You then receive a partial shipment of 200 sets.

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Transaction	Description	Example
Invoicing	The UOM on supplier invoice lines enables you to reconcile invoices with the quantities of items you actually ordered and received. When you create an invoice line, you can verify that the UOM matches the UOM specified in the purchase order or receipt. For catalog items and purchase items with supplier information, you can select a different UOM from the UOM on the purchase order or receipt. Workday displays an invoice price variance on your accounting entry for inventory items when you meet these criteria: • A received UOM differs from a ordering UOM. • An invoice price differs from a receipt price.	You order 2 cases (each case contains 5 boxes) of a supplier item. The supplier can partially fulfill the order and ship 5 boxes. You can invoice the UOM as case or box (or any valid alternate ordering units of measure) ensuring that the matching rules still apply. Workday updates the unit cost to reflect the invoiced UOM.

Just in Time (JIT) Units of Measure

You can configure just-in-time UOMs to enable items for just-in-time replenishment. When you create a just-in-time requisition and select an item, Workday populates just-in-time UOMs on UOM prompts.

If you change a UOM, Workday populates the correct price.

When you select purchase items with supplier information, just-in-time UOMs only populate from the purchase item when the document has matching supplier information.

Packaging String

Packaging strings provide visibility into the different UOMs and their conversion factors. Workday automates packaging string data when you enter a packaging string in the supported format, with packaging values moving lowest to highest. You can display packaging strings on these transactions:

- Inventory
- Procurement
- Supplier accounts

Example: *1 Each/4 Box/200 Case* means 1 case contains 4 boxes, and 1 box contains 200 items.

Related Information

Concepts

Concept: Inventory Quantity Conversions

Tasks

Create Supplier Catalogs and Load Items

Configure Item Identifier Types for Transactions

Create Supplier Invoices

Reference

Reference: Company Procurement Options

Reference: Edit Tenant Setup - Financials

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Reference: Linear Pricing for Purchase Items

You enable linear pricing for purchase items when you select the **Calculate Pricing based on Conversion Factor** check box on purchase item tasks. Use this topic to reference the best practices for maintaining linear pricing.

Maintain Linear and Nonlinear Pricing on the Workday Platform

Enter prices for only the default UOMs on the **Ordering Pricing** and **Just in Time** tables. Workday calculates the linear price for the rest of the UOMs.

For ordering or just-in-time, when you:

- Enter the default UOM, Workday calculates the price for the remaining UOMs.
- Add new UOMs, Workday calculates the linear price.
- Enter a new default UOM price, Workday recalculates the linear pricing.

With linear price calculation, each row on the **Advanced Pricing** grid represents special pricing regardless of the UOM you order in. Workday populates the linear price for alternate UOMs of price rules on procurement transactions. Don't create the same price rule for different UOMs on the **Advanced Pricing** grid.

Note: When you enable linear pricing, Workday doesn't recalculate existing pricing, which remains nonlinear.

Maintain Linear Pricing with Web Services

When you update purchase items with web services, Workday recommends that you submit pricing for only the default just-in-time and ordering UOMs. The rest of the linear pricing updates when you update only the default UOM price.

You can use web service filters to update nonlinear pricing, while keeping linear pricing the same, by submitting only the nonlinear pricing you want to update.

Use these filters for the *Get Purchase Item* or *Get Supplier Items* web services to populate the *Put Purchase Item* or *Submit Supplier Items* web services:

- *Exclude Pricing Calculated by Conversion Factor*: Returns nondefault UOMs without linear pricing.
- *Only Default UOMs with Calculate Price Enabled*: Returns only just-in-time and ordering default UOMs with linear pricing.

Related Information

Concepts

Setup Considerations: Purchase Items with Supplier Information

Setup Considerations: Item Pricing

Setup Considerations: Catalog Items

Tasks

Create Purchase Items

Reference

Workday 33 What's New Post: Maintain Pricing for Purchase Items

Reference: Mass Maintain and Request Purchase Items with Worksheets

When you plan to maintain purchase item information with Worksheets, use this topic to understand Workday Worksheets, Purchase Item Request Templates and Types, and how they fit together.

Workday Worksheets	Uses Drive to support spreadsheets within Workday. Each worksheet displays as a tab in a workbook. You can enter and update data in the green sections.

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Purchase Item Request Templates	Uses Workday Worksheets to support custom workbook templates for purchase item information. On each worksheet within a workbook template, you can arrange the purchase item fields based on your item maintenance process.
Purchase Item Request Types	Uses multiple workbook templates and questionnaires to help manage purchase item information. With Purchase Item Request Types, you can create a workflow of workbook templates to match either of these corresponding business processes for purchase item requests: • *New Purchase Items Request* • *Mass Maintain Purchase Items Request*
The **Mass Maintain Purchase Items** task	Initiates the *Mass Maintain Purchase Items Request* business process and uses the applicable Purchase Item Request Type workflows.
The **Request New Purchase Items** task	Initiates the *New Purchase Items Request* business process and uses the applicable Purchase Item Request Type workflows.

Related Information

Concepts

2020R2 What's New Post: Mass Maintain or Request Purchase Items with Worksheets

Concept: Editing Workbooks

Reference

Reference: Workbook Actions Available Based on Permissions

Consigned Goods

Steps: Set Up Consignment

Prerequisites

Enable Workday Inventory to procure, store, and issue consigned goods.

Context

You can set up consignment-type contracts, requisitions, and purchase orders in the Procurement functional area. Then, set up consigned stocking locations in the Inventory functional area. When you do this, you can procure consigned goods and manage them using Workday Inventory.

Create consignment-type requisitions and purchase orders for:

- Initial consignment, to procure at no cost.
- Bill and replacement, to pay for consumed consigned goods in real time and replenish at no cost.

Also, create par-replenishment type requisitions for initial consignment, to procure at no cost.

Once you procure consigned goods at no charge, use bill and replace requisitions to replenish the consigned goods in par and inventory locations.

Any requisition type you select with consignment forces you to put away items in either standard inventory replenishment or par replenishment consigned locations. To avoid inventory transactions with zero cost at purchase, we recommend:

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- Using standard **No Charge** lines on your requisitions without selecting a consignment type requisition or purchase order.
- Making manual accounting updates when you use those items if you select **No Charge** lines.

Steps

1. (Optional) Steps: Create Supplier Contracts .

   Select **Consignment** to create a consignment-type supplier contract.
2. Maintain Requisition Types .

   Create consignment-type requisitions for:

Initial consignment	Select **Consignment** and **Inventory Replenishment**.
Initial consignment in par locations	Select **Par Replenishment** and **Consignment**.
Bill and replacement	Select **Bill Only** and **Consignment**. (Optional) You can also select **Lot and Serial** to add an enterable text field for lot and serial information on bill and replace requisitions.

3. Maintain Purchase Order Types .

   Create consignment-type purchase orders for:

Initial consignment	Select **Consignment**.
Bill and replacement	Select **Bill Only** and **Consignment**. (Optional) You can also select **Lot and Serial** to add an enterable text field for lot and serial information on bill and replace purchase orders.

4. Create Purchase Items .
   a) From the **Spend Category** prompt, select a stocked spend category.
   b) On the **Inventory Site Options** tab, set up your consigned stocking options in the **Consignment Options** section.
   c) On the **Supplier Information** tab, set up supplier pricing.

   Note: When the supplier uses a different currency than the currency setup for inventory companies:

   - Create a header-level supplier contract with the currency the supplier accepts.
   - Add the contract on the **Supplier Contract** prompt on the **Supplier Information** tab.

   When you don't add the contract:

   - Bill and replace requisitions don't automatically source to purchase orders.
   - Manually enter the correct contract on requisition lines, to source the requisition.
5. (Optional) Steps: Create Supplier Contracts .
   a) Access the **Create Supplier Contract** task.
   b) From the **Contract Type** prompt, select a consignment-type contract.
   c) In the **Goods Lines** section, enter the stocked purchase item.
   d) Enter the quantity of items your inventory can hold in the **Consigned Quantity** field.
6. Set Up Inventory Sites .

   On the **Replenishment** tab, select *Usage* from the **Consignment Orders Created By** prompt.

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7. Set Up Inventory Stocking Locations .

   From the **Goods Ownership** prompt, select *Consigned*.
8. Maintain Par Locations .
   a) From the **Requisition Type (Consigned)** prompt, select a bill and replace requisition.
   b) Select the **Consigned** check box for consigned goods held in par locations.
9. (Optional) Create Requisitions .

   Select a consignment-type requisition from the **Requisition Type** prompt.
10. (Optional) From the related actions menu of the requisition, select **Requisition > Source Goods Lines**.

    From the **Default Purchase Order Type** prompt, select a purchase order type that matches the requisition type.

    When you're sourcing a requisition for initial consignment in par locations, select a consignment-type purchase order for no charge.

    Security: *Process: Sourcing - Goods* domain in the Procurement functional area.
11. (Optional) Create Purchase Orders .

    When you don't source requisitions to purchase orders, select a consignment-type purchase order from the **Purchase Order Type** prompt to create ad hoc purchase orders.

Result

- When you set up consigned locations for the goods that you receive, Workday populates the put-away location on the **Deliver To** field on receipts.
- Workday posts journal ledgers when you issue consigned goods from inventory.

Related Information

Concepts

Setup Considerations: Consigned Inventory

Tasks

Maintain Purchase Order Types

Maintain Requisition Types

Reference

Reference: Inventory Transaction Accounting

Workday 33 What's New Post: Consigned Inventory for Suppliers and Pricing

Workday 32 What's New Post: Consigned Inventory Management

Reference: Transactions for Consigned Goods

Consider the consignment-type requisitions, purchase orders, and supplier contracts when processing consignment documents in these functional areas:

- Inventory
- Procurement
- Supplier Accounts

Consignment-type Documents	Can I create the document ad hoc?	Must I manually source the document?	Does the document support supplier invoices?
Consignment-type requisitions	Yes.	Yes.	No.
Bill and replace type requisitions	No. Issue bill and replace requisitions with the	Yes. You must manually source	No.

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Consignment-type Documents	Can I create the document ad hoc?	Must I manually source the document?	Does the document support supplier invoices?
	Create Consignment Usage Requisition task.	bill and replace requisitions to purchase orders.	
Consignment-type purchase orders	Yes, for the initial supply of consigned goods.	N/A	No. You also can't create supplier invoices from the resulting receipt.
Bill and replace type purchase orders	No. Manually source bill and replace purchase orders from bill and replace type requisitions.	N/A	Yes. You can also create supplier invoices from the resulting receipt.
Consignment-type supplier contracts	Yes.	N/A	No.

Note: Consignment-type documents don't support procurement card verifications or budget check.

Related Information
Concepts
Setup Considerations: Consigned Inventory
Reference
Reference: Inventory Transaction Accounting
Workday 33 What's New Post: Consigned Inventory for Suppliers and Pricing
Workday 32 Consigned Inventory Management

Requisitions

Setup Considerations: Requisitions

You can use this topic to help make decisions when planning your configuration and use of requisitions. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

Requisitions enable workers to request goods, services, or contingent labor for themselves or on behalf of other workers.

Business Benefits

Workday requisitions enable you to:

- Efficiently manage information flow, organization policies, and business processes to tightly control and monitor company spending.

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- Configure, customize, and deploy a simple, familiar, online shopping-type experience for users.
- Configure requisition types and templates to make the requisition process simpler, faster, and more manageable.
- Set up healthcare-specific supply chain processes so you can pay for consumed consigned goods while replenishing consigned inventory.
- Restrict purchases of goods and services by security group.

Use Cases

- Customize segmented security to restrict access to goods and services to groups of authorized workers.
- Set up different types of requisitions for different uses. Example: Bill-only requisitions and inventory and par replenishment.
- Use requisition templates for commonly requested items. Example: Essential items that new employees need to get started in their jobs.

Questions to Consider

Questions	Considerations
How do you control who has access to goods, services, and contingent labor?	Using segmented security, you can: • Control access by creating groups of workers with different levels of access. • Include conditional access to view and manage specific business process definitions. • Enable security groups, such as workers in a procurement department, to request items or services on behalf of another worker. You can set up individual roles as dedicated buyers. Example: Create a buyer role for cost center managers, who can requisition goods, services, and contingent labor for their departments. You can also limit the ability of users to view and report on operational transaction information using organization-based roles.
How do you want to determine what users can and can't view when they submit requisitions?	You can determine what users view on requisitions based on their security configurations and role assignments. Example: Enable punchouts on requisitions for IT managers but not for cost center managers.
How do you want to organize and streamline the requisitioning process?	You can categorize requisitions according to distinct types. Example: Match a requisition type with a purchase order type or identify a requisition type as being for inventory replenishment only. You can also group collections of goods and services to create requisition templates. You can enable users to fill their shopping carts from a variety of sources, such as: • Categorized requisitions.

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Questions	Considerations
	• Copies of previously used requisition. • Favorites. • Punchouts. • Requisition templates. • Supplier catalog searches.
How do you want to handle bill-only requisitions?	You can use bill-only requisitions to pay for healthcare products after use to avoid unpredictable inventory levels and track product data for recalls or product expiration. You can configure requisition types to: • Create bill-only purchase orders. • Source purchase orders from bill-only requisitions. • Include procedure information on the requisition.
Do you want to customize your requisition tasks?	Workday offers a high level of customization for the requisitioning process, enabling you to hide or require optional fields on requisition tasks and reports. You can define 1 or more custom objects on requisitions and requisition lines to capture additional information according to your business needs.
How do you want to help users navigate through the requisitioning process?	You can: • Customize guided tour help text. • Enable or disable help text for specific fields. • Configure existing help text for requisitions. If you don't take action, existing help text won't populate on requisitions. Requesters can also use Workday Assistant, Workday for Slack, and Workday for Microsoft Teams to check the status of purchase requisitions and the status and important details on related supplier invoices.
How do you consolidate requisitions on purchase orders?	To reduce the number of documents buyers and suppliers need to manage, you can consolidate requisitions with multiple supplier contracts onto 1 purchase order. You can also source requisitions to existing purchase orders.
What additional charges do you want users to capture on requisitions?	You can use company procurement options to enable users to specify estimated total freight and miscellaneous charges on requisition documents.

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Recommendations

- Add the **Requisitions** worklet to your Home page.
- For punchouts, work with your vendors to map United Nations Standard Products and Services Codes (UNSPSC) to spend categories.
- Remind users to check and update prices before using requisitions made from templates or copied from older requisitions.
- Set up cXML standards for purchase orders and supplier invoices so that Workday can communicate with external supplier sites.

Requirements

No impact.

Limitations

- You can't include punchout items on templates or requisition copies.
- You must manually update supplier price changes when you create copies of existing requisitions.
- You can't perform line splits on requisitions sourced to a stock request.

Tenant Setup

You can configure your tenant to:

- Add procedure information on bill-only requisitions.
- Consolidate requisitions that contain different supplier contracts onto 1 purchase order.
- Create sourcing rules for requisitions.
- Support attachments and attachment categories on requisitions.
- Substitute web items with linked purchase items during auto-sourcing or manual sourcing of requisitions to purchase orders.

Security

Configure these security domains in the Procurement functional area:

Domain	Considerations
Process: Requisition – Close	Enables you to close requisitions and requisition templates.
Process: Requisition - Create/Edit	Enables you to create and edit requisitions. You can also access the requisition worklet to create requisitions.
Process: Requisition – View	Enables you to view requisitions.
Process: Shared Requisition Template	Enables you to process shared requisition templates and view related reporting.
Self-Service: Requisition	Enables self-service access to process requisitions and view related reporting. You can also access the requisition worklet to create and view requisitions.
Self-Service: Requisition Template	Self-service access to process requisition templates and view related reporting.
Process: Shared Requisition Template - View	Enables domain security permissions to view both self-service and shared requisition templates and related reporting.

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Domain	Considerations
	Note: To manage security for shared templates, you must opt-in for the **Enable Requisition Template Security Updates feature.**

Use the *Integration Build* domain in the Integration functional area to enable users to submit purchase orders to a supplier based on requisitions.

Business Processes

Business Processes	Considerations
Requisition Event	Use for requisition approvals. You can: • Create exception routings based on spend category and division and include your company buyer as a reviewer for the final process step. • Set up conditional workflows based on organizational roles, cost centers, and companies. To create and submit requisitions, you must also enable the *Checkout (REST)* initiation step on the business process.
Requisition Sourcing Event	Configure the *Requisition Sourcing Event* business process to control the sourcing of goods, services, and contingent labor.
Mass Change Worker on Procurement Document	Use to route requisition requester changes and purchase order buyer changes for approval.

Reporting

Report	Considerations
Find Requisitions **My Requisitions**	Use these reports to: • View all active and completed requisitions. • Track the progress of specified requisitions or edit in-progress requisitions. Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **My Requisitions** report to the **Requisitions** worklet for a more streamlined requisitioning process. See Concept: Requisitions Worklet .
Requisition Worktag Templates	Use this report to view and edit worktag templates.
Requisition Templates	Use this report to: • View and edit requisition templates created by you.

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Report	Considerations
	• View shared requisition templates accessible to you.

You can use these indexed report data sources to create custom reports:

- **Requisition Lines and Line Splits for Company**.
- **Requisition Lines and Line Splits for Worker**.

Integrations

Workday provides these types of integration templates:

- Generic Template for Custom Suppliers
- Preconfigured Templates for Suppliers in the Workday Catalog

In addition to the integration setup, configure these tasks for each supplier:

- **Maintain Supplier Links**
- **Maintain External Cart Details**

Connections and Touchpoints

Requisitioning functionality interacts with these areas in Workday:

Features	Considerations
Inventory	You can complete the request-to-pay cycle and: • Send items for inventory put-away. • Enable requests for items from stock. • Automate stock replenishment.
Supplier Accounts	You can create and schedule purchase orders and log time for contingent workers and generate supplier invoices.
Supplier Contracts	You can enable the awarding requests for quotes (RFQs) to successful suppliers and set up and process scheduled purchase orders.
External Suppliers	You can set up and manage suppliers to procure goods, services, and contingent labor from your requisitioning processes.
Financial Accounting	You can create receipt accruals from approved, uninvoiced receipts, supplier invoices, and bill-only purchase orders for goods and services.
Banking and Settlement	You can verify P-Card transactions.
Business Assets	You can track assets your company acquires through the procurement process. You can: • Account for them based on your own accounting practices. • Categorize them according to business use.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

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Related Information

Concepts

Concept: Procurement

Tasks

Steps: Set Up Procurement

Reference

Reference: Edit Tenant Setup - Financials

Reference: Company Procurement Options

Steps: Set Up Requisitions for Procurement

Prerequisites

Configure the tenant and company options for requisitions.

Context

You can set up requisitions so that workers can request goods and services for themselves or on behalf of another worker.

Steps

1. Access the **Edit Tenant Setup - System** task.

   In the **System Setup** section, select 1 of the **File Type Setup Instructions** options to support attachments on requisitions.

   Security: Set up the *Set Up: Tenant Setup - System* domain in the System and Customer Central functional areas.

   See Reference: Edit Tenant Setup - System.
2. (Optional) Create Supplier Punchout Connections .

   Set up supplier links to connect directly with supplier websites.
3. Maintain Requisition Types .

   For inventory, define requisition types for restocking inventory sites and par locations.

   For consignment, define requisition types for initial order, billing, and reorder.
4. (Optional) Steps: Create Requisition Templates .
5. (Optional) Create Requisition Worktag and Split Allocation Templates .

   Create templates with personal worktags or commonly used split-allocation percentages to save time.
6. Create Sourcing Rules for Requisitions .

   Set up your requisition sourcing rules.
7. Set Up the Requisition Business Process .

   If your organization uses sourcing buyers, include the *Requisition Sourcing Buyer* security group in the *Requisition Event* business process allowed actions.
8. Configure security policies for requisitions in these domains in the Procurement functional area:

   - *Self-Service Requisition*
   - *Process: Requisition - Create/Edit*
   - *Process: Requisition - View*

Next Steps

Set up automatic sourcing of requisitions after approval.

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Related Information

Concepts

Setup Considerations: Multicompany Procurement

Tasks

Steps: Set Up Procurement

Create Requisitions

Steps: Set Up Workday Assistant

Steps: Set Up Machine Learning for Spend Category Recommendations

Prerequisites

Have at least 1 year of requisition or purchase order data and corresponding supplier invoice data so that Workday can provide accurate spend category predictions.

Note: You might need to take additional steps to enable this feature based on your organization's subscription service agreement. Your organization is either on the Main Service Agreement (MSA) or the Universal Main Service Agreement (UMSA). To determine your organization's subscription service agreement:

1. Select your profile avatar on Workday Community.
2. Select **Profile**.
3. On your profile page, select your organization's name, which is beneath your name and next to your job title.
4. View your **Subscription Service Agreement** value.

If the value is:

- *UMSA*, the feature is automatically available. You can skip the **Enable Innovation Services Feature and AI Data Contributions for MSA Customers** step. For more information on Machine Learning data contributions, see Concept: Workday AI for Universal Main Subscription Agreement Customers.
- *MSA*, you must enable this feature through Innovation Services using the **Enable Innovation Services Feature and AI Data Contributions for MSA Customers** step.

Note: UMSA customers don't have Innovation Services tasks and reports in their tenants as these are for MSA customers only. UMSA customers can ignore all information regarding Innovation Services.

Context

You can enable machine learning to predict spend categories on requisitions and purchase orders. The machine learning model learns from approved supplier invoice records generated from these documents to determine which spend categories to recommend.

Workday doesn’t display recommendations in tenants with poor prediction accuracy. We define prediction accuracy as the percent of occurrences of the approved value among the recommended values in a chosen subset of the data. This is a proxy for the accuracy of recommendations displayed.

Steps

1. Enable Innovation Services Feature and AI Data Contributions for MSA Customers.

   Note: You might need to take additional steps to enable this feature depending on your organization's subscription service agreement. For more information, see this Community article.

   On the **Innovation Services Opt-In** task, select the **Spend Management Machine Learning GA Features** service on the **Available Services** tab in the **Spend Management** category.

   If you have already opted into these Innovation Services and data selection categories, you must select the **Opt In to Additional Data** check box on categories where the opt-in is available. Workday can take up to 24 hours to display after this additional opt-in the **Generate With AI** button on tasks.

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2. Access the **Edit Tenant Setup - Machine Learning** task.

   Select the region in which Workday hosts data used for improvement and personalization of machine learning and analytics functionality.

   Security: *Set Up: Tenant Setup - Machine Learning* in the System functional area.
3. Access the **Maintain Machine Learning Prompt Recommendations** task.

   On the initiation page, select the *Procurement* product area.

   In the **Purchase Order** and **Requisitions** grids, select the **Enable Machine Learning Recommendations** check box to enable spend category recommendations for those business documents.

   Note: Workday recommends that you use a Preview tenant to test this functionality. Using a Preview tenant makes it easier to enable Spend Management machine learning features and gives you unlimited time to test, in contrast with Implementation tenants.

   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.
4. (Optional) Access the **Edit Tenant Setup - Financials** task.

   In the **Procurement Options** section, select **Enable Spend Category/Supplier Mismatch Alert for Requisitions** to display a warning when a requester selects a supplier that wasn't previously selected for this spend category. Workday also recommends the top 3 suppliers to select.

   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.
5. (Optional) Access the **Run On-Demand Machine Learning Activation for Implementation Tenant** task to set up testing on Implementation tenants.

   After setting up the task, it can take up to 2 weeks to view the machine learning feature functionality in your tenant. Then, you have 2 weeks to complete testing.

Result

When you enable spend category recommendations for the first time, the spend management machine learning model takes up to 2 weeks to train using your data. After those initial 2 weeks, Workday displays spend category recommendations on the documents you selected.

Next Steps

If you don't see spend category recommendations 2 weeks after enabling all setup requirements, open a support case.

Related Information
Reference
Spend Category Recommendation for Purchase Orders
Workday Community: Available Innovation Services – Service Descriptions and Exhibits
Workday Community: Workday Machine Learning

Steps: Customize Requisitions

Context

You can customize the requisitioning process by:

- Writing new descriptions for shopping options.
- Hiding or requiring Workday-optional fields.
- Customizing the guided tour on the **Create Requisition** task.

Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Create Requisition** task to the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .

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Steps

1. Configure Cart Links .

   Create new instruction text for these shopping options on the **Create Requisition** task:

   - *Add from Templates and Requisitions*
   - *Connect to Supplier Website*
   - *Request Project-Based Services*
   - *Request Non-Catalog Items*
   - *Search Catalog*
   - *Select from My Procurement Favorites*

2. Configure Optional Fields.

   From the **By Functional Area** prompt, you can select:

   - *Add from Templates and Requisitions*.
   - *Connect to Supplier Website*.
   - *Create Requisition*, to edit fields on the initiation page of the Create Requisition task.
   - *Requisition Event*, to edit fields on the Edit Requisition task and the Checkout page of the Create Requisition task.
   - *Request Non-Catalog Items*. You must configure optional fields for the *Requisition Event* option to configure optional fields for the *Request Non-Catalog Items* option.
   - *Search Catalog*.
   - *Select from My Procurement Favorites*.
   - *View Cart*.

   Note: When you enter information in the required fields on the **Configure Optional Fields** task for these functional areas, the web service overrides the **Enforce Required in Web Services** check box regardless of if you select the check box.

3. Set Up Guided Tours.

   From the **Task** prompt, select:

   - *Checkout*, to edit help text on the Edit Requisition task and the Checkout page of the Create Requisition task.
   - *Create Requisition*, to edit help text on the initiation page of the Create Requisition task.
   - *Edit Requisition Defaults*, to edit help text for the Edit Requisition Defaults page of the Create Requisition task.

4. Access the **Translate Guided Tours** task.

   For non-English tenants, you must translate the help text on the requisition tasks.

   Security: *Data Translation* domain in the System functional area.

Steps: Maintain Requisition Access to Goods and Services

Prerequisites

- Understand segment-based security groups and segmented security.
- Determine whether you need to restrict segments of data to groups of workers.

Context

You can configure segment-based security to restrict availability of goods and services your workers can buy from suppliers during requisitioning. Workers can then access only what's enabled for their group.

Segmented security requires a lot of planning. With:

- Security segments, included values can cross multiple segments or be mutually exclusive.

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- Security groups, workers can be part of one or more groups and have access to one or more security segments.

Steps

1. Create security segments for:
    - Spend categories and spend category hierarchies: Access the **Create Requisition Spend Category Security Segment** task.
    - Suppliers: Access the **Create Requisition Supplier Security Segment** task.
    - Supplier links: Access the **Create Supplier Link Security Segment** task.
    - Supplier contracts: Access the **Create Supplier Contract Security Segment** task.
    - Requesting entities: Access the **Create Procurement Requesting Entity Security Segment** task.

    Workday bases segmented security on the user logged in to Workday, not the requester assigned to the requisition.

    Security: *Procurement Segmented Setup* domain in the System functional area.
2. Access the **Requisition Segment Security Configuration** report.

    Define and review segmented security for requisitions all in 1 place by using this work area. Workers associated with the segment can select these values. Create enough segments to cover each unique security access requirement. Example: Create different segments for executives, managers, and employees. Workday recommends that you build from least to most restrictive.
    a) Click the **Add Segment** button and select the type.
    b) As you complete the selections, consider:

Field	Description
Spend Category and **Spend Category Hierarchy**	Controls the spend categories and hierarchies available on requisitions such as: • Ad hoc goods and services (through the **Request Non-Catalog Items** link). • Purchase item requisition lines (through the **Search Catalog** link). • Project-based service requisition lines (through the **Request Project-Based Services** link). Hierarchies pull in all child hierarchies and their spend categories. Workday restricts purchase items through their association with spend categories and hierarchies.
Supplier	Controls the suppliers accessible on requisitions such as: • Ad hoc requisition lines (through the **Request Non-Catalog Items** link). • Purchase item requisition lines (through the **Search Catalog** link). • Project-based service requisition lines (through the **Request Project-Based Services** link).

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Field	Description
Supplier Links	Controls the supplier links accessible on requisitions when a worker clicks the **Connect to Supplier Websites** link on a requisition.
Supplier Contracts	Controls the catalogs accessible on requisitions (through the **Search Catalog** link). Select from the contracts with catalog items.
Requesting Entity	Controls the requisition header values that Workday populates from the requesting entity information. You can also use requesting entities to limit the view of items in the catalog to the associated entities.

3. Access the **Create Security Group** task.

   Create the security groups to associate with the security segments if existing groups don't meet your business requirements. You can create groups based on criteria such as location, role, job, or organization. Or, you can assign specific users to a user-based security group.
4. Create Segment-Based Security Groups.
5. Edit Domain Security Policies.
   - Select the *Procurement* **Functional Area**.
   - Select the security policy.
   - Remove the *All Users* default security group.
   - Add your segment-based security groups to restrict its members to the values included in their security segments.
6. Activate Pending Security Policy Changes.
7. Test the security policy changes.

   Sign in as a different user for each segment and verify that they have access to only the items associated with their segment-based security groups. You can:
   - Test spend categories and suppliers by using the **Request Non-Catalog Items** link on a requisition.
   - Test spend categories, suppliers, and supplier order contracts by using the **Search Catalog** link on a requisition.
   - Test spend categories and suppliers by using the **Request Project-Based Services** link on a requisition.
   - Test supplier links by using the **Connect to Supplier Website** link on a requisition.

Result

During requisitioning, workers can select from only the goods and services they're secured access to, based on the segment-based security groups to which they belong.

Example

- *Spend categories segmented security*: Enable buyers with an IT role access to all spend categories, but restrict all other workers from accessing hardware.
- *Supplier segmented security*: Restrict controller access to IT suppliers, but enable buyer access to them.

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- *Supplier links segmented security*:
  - Enable buyers in the western region to link to supplier sites in the west.
  - Enable buyers in the northeastern region to link to suppliers in the northeast.
- *Supplier order contracts segmented security*:
  - Enable workers in the west access to only the catalogs in the west.
  - Enable workers in the northeast access to only the catalogs in the northeast.

Next Steps

To delete security segments:

- Use the **Delete Procurement Security Segment** task.
- Remove the segment from the segment-based security group to which it belongs.

Related Information
Concepts
Concept: Security Groups

Steps: Requesting Entities for Requisitions

Prerequisites

Set up requisitions. See Steps: Set Up Requisitions for Procurement .

Context

Create requesting entities based on companies, deliver-to locations, ship-to locations, and worktags. You can save time and reduce user errors by populating requesting entity information, instead of worker information, on requisitions when you select the entity.

Steps

1. Access the **Create Requesting Entity** task.

   Select and enter information to associate with the requesting entity. When you select this requesting entity on requisitions, Workday populates the associated values. When you leave the fields blank, these values populate on the requisition from the worker.

   Security: *Set Up: Procurement* domain in the Procurement functional area.
2. (Optional) Access the **Create Procurement Requesting Entity Security Segment** task.

   Assign security segments to user groups to give them access to the requesting entity segment.

   Security: *Procurement Segmented Setup* domain in the System functional area.
3. Assign user groups or segment-based security groups to the *Access Procurement Requesting Entity (Segmented)* domain.

   This gives users access the **Requesting Entity** field on requisitions.

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4. (Optional) Access the **Configure Optional Fields** task.

   You can edit the **Requesting Entity** field to be hidden or required on these tasks:

   - **Create Requisition**
   - **Search Catalog**
   - **Add from Templates and Requisitions**
   - **Request ~Project~-Based Services**
   - **Request Non-Catalog Items**
   - **Select from My Procurement Favorites**
   - **View Cart**
   - **Connect to Supplier Website**

   Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from these tasks to the **Requisitions** worklet for a more streamlined requisitioning process:

   - **Create Requisition**
   - **Search Catalog**
   - **Add from Templates and Requisitions**
   - **Request ~Project~-Based Services**
   - **Request Non-Catalog Items**
   - **Connect to Supplier Website**

   See Create Requisitions in the Requisitions Worklet .

Result

The **Requesting Entity** prompt displays on requisitions.

Next Steps

(Optional) To create reports on requesting entities, use the **Requesting Entity** report data source (secured to the *Set Up: Purchase Item* domain) in the Procurement functional area.

Related Information
Tasks
Create Purchase Item Lists

Set Up the Requisition Business Process

Context

You can modify the *Requisition Event* business process by adding steps for routing requisitions. You can optionally enable buyers and approvers to add lines to worker requisitions without resubmitting the requisition through the approval process.

Steps

1. Edit Business Processes.

   From the related actions menu of the *Requisition Event* business process, select **Business Process > Edit Definition**.

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2. As you add the steps and conditions required to approve a requisition, consider:

Steps	Description
Requisition has Project-Based Service	Create rules that route to your company service coordinator in the step to route project-based service requisitions for review.
Goods Category and Manually Sourced	Route goods requisitions for review by making these changes in the step: • Change the step to check if you can automatically source the requisition through a supplier contract. • Create rules that route goods requisitions when the company buyer can't automatically source a requisition. • Create rules that automatically source goods requisitions to a PO and send it directly to the supplier.
Approval	Add the step to route all requisitions for approval.
Add Lines to Requisition	Add the action step to provide reviewers and approvers the option to add additional lines to requisitions.
Complete Questionnaire	(Optional) Add the action step to capture additional information from requesters and reviewers of requisitions during the business process. This step eliminates the need to complete approvals that can take place outside of Workday.
Check Budget (Financial)	Add the action step to ensure there's sufficient budget for the requisition.

Also, add the Requisition Sourcing Buyer to *Requisition Event* security groups to route requisitions to specific buyers based on requisition types.

Related Information

Concepts

Concept: Procurement

Tasks

Steps: Set Up Sourcing of Requisitions

Configure Questionnaires and Questions

Reference

Reference: Sourcing Requisitions

Maintain Requisition Types

Prerequisites

- Create purchase order types on the **Maintain Purchase Order Types** task. See Maintain Purchase Order Types .
- Security: *Set Up: Procurement* domain in the Procurement functional area.

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Context

You can configure requisition types to categorize requisitions according to your procurement and sourcing needs. You can also use requisition types to:

- Source requisitions to matching purchase order types.
- Report on requisitions.
- Create custom validations.

If you don't create requisition types, the **Requisition Type** prompt isn't available in tasks and reports.

Steps

1. Access the **Maintain Requisition Types** task.
2. As you complete the task, consider:

Option	Description
Default Purchase Order Type	Workday displays this column when you create purchase order types. Select a matching purchase order type to associate with a requisition type.
Inventory Replenishment	Select to identify a requisition type for restocking inventory sites.
Par Replenishment	Select to identify a requisition type for restocking par locations.
Just in Time	Select to identify a requisition type for just-in-time replenishment. Select **Par Replenishment** with **Just in Time** to identify a requisition type for replenishment par locations with just-in-time items.
Bill Only	Select to identify a requisition type for unpaid items that your company consumes. By default, Workday auto-selects the **Lot and Serial** option when you select the **Bill Only** option for a requisition type. You can deselect the **Lot and Serial** option to create a bill-only requisition without lot and serial.
Consignment	Select to identify a requisition type for procuring items at no cost. Select **Bill Only** with **Consignment** to identify a requisition type for the bill and replacement of consigned goods. With this requisition type, you can pay for consumed consigned goods while replenishing consigned inventory at no cost. Select **Par Replenishment** with **Consignment** to identify a requisition type for stocking consigned goods in par locations at no charge. With this requisition type, you can replenish par locations for initial consignment.

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Option	Description
Lot and Serial	Select to add lot and serial information onto consignment requisitions. By default, Workday auto-selects this **Lot and Serial** option when you select the **Bill Only** option for a requisition type.
Supplier Contract Request	Select to source a requisition directly to a supplier contract for obligation-type supplier contracts. During the requisition approval process, you can create supplier contracts from tasks in My Tasks.
Procedure Information	Select to add procedure information on requisitions. Workday displays this check box when you select **Enable Healthcare Options** on the **Edit Tenant Setup - Financials** task.
In Use	Workday selects this check box after a requisition type has been used at least once. You can't remove a requisition type from the **Maintain Requisition Types** task once it's been used.
Inactive	Select to make a requisition type unavailable to users. After you inactivate a requisition type, users won't be able to see or select the inactive requisition type from the **Requisition Type** prompt in requisitioning tasks.

Next Steps

Create requisitions.

Related Information
Tasks
Create Requisitions
Steps: Create Supplier Contracts
Maintain Purchase Order Types
Steps: Set Up Consignment
Reference
Reference: Transactions for Consigned Goods
2023R1 What's New Post: Create Supplier Contract from Requisitions

Steps: Create Requisition Templates

Prerequisites

- Configure the *Self-Service: Requisition Template* business process and security policy in the Procurement functional area.
- To manage security for shared templates, Workday recommends you opt-in for the **Enable Requisition Template Security Updates** feature and configure the *Process: Shared Requisition Template - View policy*.

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Context

You can create requisition templates to streamline ordering the same goods, services, or contingent workers repeatedly. Each template can include goods, services, or contingent workers

Note: Workday recommends you limit requisition template lines to 5000 or fewer for best performance.

Steps

1. Access the **Create Requisition Template** task to create a private requisition template..

   Alternatively use the **Create Shared Requisition Template** to create public templates that can be shared with other users, or user groups and define who has access. However the creator can always view any requisition created with this task.

   Configure the *Process: Shared Requisition Template* business process and security policy in the Procurement functional area.
2. As you complete the task, consider:

Option	Description
Requisition Template Name	Specify a name for your requisition template.
Company	You can select 1 or more companies, or company hierarchies.
Worktags	You can select 1 or more worktags or worktag hierarchies that are available.
Requisition Type	You can select 1 or more requisition types.
Deliver-To	You can select 1 or more deliver-to locations.
Requisition Pricing Currency	Specify a currency for your template.

3. (Optional) For shared requisition templates, consider:

Option	Description
New Hire Template for Job Profile	Specify 1 or more job profiles. You can use this template to create a requisition for a worker with that job profile.
Template Access (Shared Templates only)	Select an access level for the template: • Public: All users can access the template. • Security Group: You can select 1 security group to access the template. • User: You can select 1 or more users to access the template. • Not Shared: Only you can access the template.

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4. (Optional) Use sourcing rules to populate supplier and related attributes if they're not included on requisition templates when you add a purchase item to your shopping cart:
    - Order-From Connection.
    - Supplier Contract.
    - Supplier Item Identifier.
    - Supplier.
    - Tax Applicability.
    - Unit Cost.

    When you add an invalid UOM from a template requisition line to the shopping cart, Workday updates the UOM based on its fulfillment.
5. As you complete the **Goods Lines** and **Service Lines** tabs, consider:

Option	Description
Company	Add intercompany profiles that are associated with the header company to display on template requisition lines. Enable multicompany requisitions in your tenant before you add companies from the intercompany profile.
Item	Specify (or create) the purchase item for this line. You can't include punchout items in templates or in copies of requisitions. Workers must add punchout items to their final requisitions manually to get the most up-to-date items and prices.
Supplier Item Identifier	Displays the supplier item identifier if the line item is a supplier item. Example: A supplier catalog, noncatalog, or punchout item.
Spend Category	Select **Spend Category**for non-catalog goods and service lines. This helps to organize, analyze, and manage the expenditures more effectively.
Fulfillment Resource	Select **Fulfillment Resource** *Purchase Order* to source to a Supplier, or *Inventory* to enable the movement of stocked goods to their final destination.
Inventory Site	Select an **Inventory Site** for the Inventory Fulfillment. This is the storage location for goods, raw materials, or finished products.
Supplier	Select the **Supplier**for Purchase Order Fulfilment. When you select a supplier with an existing contract with your company, your request is sent directly to the supplier after approval. For goods requested from non-contract suppliers, the request is routed through a buyer before the requisition is issued. If you don’t select a supplier on the requisition, the buyer will assign one.

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Option	Description
Order-From Connection	(Optional) Select a specific supplier site where you want to issue a purchase order resulting from a requisition made from this requisition template. Workday populates these fields based on the order-from connections, instead of the supplier: • **Default PO Issue E-mail** • **PO Issue** • **Shipping Method** • **Shipping Terms** When you use a requisition template, order-from connection on the template overrides any default order-from connection setup.
Quantity	Specify the quantity for goods lines. By defining a quantity of zero, you can require users to include a quantity when they add items to the shopping cart.
Unit of Measure	For goods lines, specify the units of measure. For items that are individual units, use **Each**.
Extended Amount	For goods lines, specify the cost per unit of measure. For service lines, enter the **Extended Amount** directly.
Alternate Item Identifiers	Alternate item identifiers for the catalog item, punchout item, or purchase item. When you configure requisitions with primary item identifiers on the **Maintain Item Identifier Type Display Options** task, Workday displays up to 3 item identifiers in columns. You can select the remaining items that aren't marked as primary item identifiers in the **Additional Item Identifiers** column.
Item Tags	Item tags associated with the catalog item, punchout item, or purchase item.
Ship-To Address	Select the required Ship-To address from the available option. When this field is blank and the template is used, the worker's default ship-to address populates on the new requisition.
Deliver-To	Select the required Deliver-To location from the available option.

6. (Optional) Access the **Mass Maintain Requisition Templates** task to:
    - Add new items
    - Update the item, unit of measure, or quantity for a template line
    - Delete template lines
7. (Optional) Access the related actions menu on the template to add the items to your cart by selecting **Procurement > Add to Cart**.

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Next Steps

Use the **Requisition Templates** report to see a list of available templates. This report lists all your templates and any shared templates that you have permission to view.

Related Information
Concepts
Concept: Requisition Templates
Tasks
Acquire Goods and Services for New Workers
Steps: Set Up Supplier Order-From Connections

Create Requisition Worktag and Split Allocation Templates

Prerequisites

- Select **Enable Requisition Defaults** check box on the **Edit Company Procurement Options** task for the company.
- Security: *Process: Requisition - Create/Edit* and *Self-Service: Requisition Template* domains in the Procurement functional area.

Context

Create templates with personal worktags or commonly used split allocation percentages.

Steps

1. Access the **Create Requisition Worktags Template** task.
2. Select to create a worktags template or a split allocations template.

Next Steps

- Use the template during checkout in the **Create Requisition** task.

  Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Create Requisition** task to the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .
- Use the **Requisition Worktag Templates** report to view and edit the worktag templates.

Create Requisitions

Prerequisites

Security: Set up these domains in the Procurement functional area:

- *Process: Requisition - Create/Edit*
- *Self-Service: Requisition*

Context

You can create a requisition for goods and services for yourself or on behalf of another worker. To request contingent worker services, use job requisitions.

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Steps

1. Access the **Create Requisition** task.

   Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Create Requisition** task to the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .

   Workday populates the:

   - Worktags from the worker's organizational role assignments.
   - Deliver-to location from the worker's work space.
   - Ship-to location from the worker's work address with a usage of shipping. If the worker profile has no shipping address, we populate the company default address with a usage of shipping.

   Note: When you don't want a worker location to populate as a worktag on requisitions, clear the **Default Worker Location on Spend Transactions** check box on the **Edit Tenant Setup - Financials** task.

2. Consider these shopping options:

Option	Description
Search Catalog	Create items for the search catalog using the **Catalog Load Request** task. Then, add the supplier catalogs to supplier contracts.
Request Non-catalog Items	This option isn't available for inventory replenishment or consignment-type requisitions.
Connect to Supplier Website	To configure links to connect directly to supplier websites, access the **Maintain Supplier Links** task.
Request Project-Based Services	Create projects and tasks for project-based services on the **Create Project** or **Create Opportunity Project** tasks.
Add from Templates and Requisitions	Create and maintain requisition templates using these tasks: • **Create Requisition Template** • **Create Shared Requisition Template** • **Mass Maintain Requisition Templates** Use the **Template Search** field when there are more than 500 templates available. Only the targeted templates will be available based on your **Company**/ **Worktag**/ **Requisition type** / **Deliver-to** configuration on your requisition header profile.
Select from My Procurement Favorites	End users can manage catalog and purchase items tagged as favorites on the **Manage My Procurement Favorites** task.

3. (Optional) To alternate between shopping options, select **View Cart** from the cart icon, then click **Continue Shopping**.

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4. When you change requisition values during checkout, consider:

Option	Description
RFQ Required	Unless you associate the requisition line to an RFQ line, you can't source requisition lines with RFQ Required.
Attachments	Select the **External** check box to include the attachment on the resulting purchase order for the supplier to view. On the Advanced Checkout page, select the attachment categories to specify the type of document. You can define a business process step to route the purchase orders with a specific attachment category to an alternate approver. See Define Attachment Categories for Procurement Documents .
No Charge	Select to indicate that there's no expected cost for the item. If sourced to a stock request, the Inventory transaction will still take the average item cost. By default we hide the **No Charge** field. You can configure the field on the **Configure Optional Fields** task.

Note: Users can selectively hide grid columns by clicking the icon on the top right-hand corner of the grid.

To edit requisition lines en masse, you can select these options from the ellipsis icon at the bottom of the page:

- **Edit Address**, for ship-to and deliver-to values, or to create an alternate address for all requisition lines.
- **Edit Requisition Defaults**, for these values:
  - Requested delivery date
  - Worktags, splits, and templates
  - Supplier
  - Supplier order-from connection
  - RFQ requirements
  - No charge

We recommend that you edit these default values after you add all your requisition lines.

When you **Edit Requisition Defaults**, consider:

RFQ Requirements	Select **Keep Current Selections** to make no changes.
Default Worktags and Splits	• **Copy from Worktags Template**: Populates from a set of commonly used worktags or split allocations. • **Use Default Worktags**: Configure a set of worktags.

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	• **Use Default Splits**: Splits allocations automatically by percentage. The split allocation percentage defaults don't apply to newly added requisition lines.
No Charge	**Select All** to apply the **No Charge** check box on all applicable requisition lines. Selecting **No Charge** will remove any splits on existing requisition lines. By default we hide the **No Charge on Requisition Defaults** field. You can configure the field on the **Configure Optional Fields** task.

Hover over the fields to view the current values for your requisition.

5. At checkout, consider these options in the **Requisition Information** section:

Option	Description
Credit Card	Workday doesn't display this field unless there is a credit card assigned to the worker. The only credit cards available to a worker at checkout are cards assigned to the worker. The credit card field is: • Editable if you've configured a credit card as a payment type for the supplier. By default, Workday populates the credit card information you've configured for the supplier in this field. • Non-editable if the supplier does not have a credit card configured. Workday populates the field with the requisition worker's.
High Priority	Select this option on urgent requests to flag a requisition for expedited handling and fulfillment. This option also enables you to create custom approval routings for high priority requisitions and ensure faster processing for them.
Sourcing Buyer	Select the buyer for the resulting orders to auto-source to. When you configure this field as a required field, the buyer is flagged as the *Requisition Sourcing Buyer* in the **Resulting Buyer** column of the requisition sourcing rule.

Next Steps

- (Optional) To change the requester on completed requisitions and purchase orders, access the **Mass Change Worker on Procurement Document** task and select *Requisitions*.

Related Information

Tasks

Steps: Set Up Procurement

Steps: Set Up Requisitions for Procurement

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Steps: Set Up Requisitions for Inventory Replenishment
Steps: Set Up Supplier Order-From Connections
Set Up the Requisition Business Process
Set Up the Purchase Order Business Process

Acquire Goods and Services for New Workers

Context

When you hire new workers, you provide them with a standard set of items. Example: a new laptop computer. You can gather all those required goods in a requisition template and associate the template with a job profile. When you hire a worker into that job profile, Workday automatically notifies the HR Partner to create a requisition for the worker. The template already specifies all the information. The HR Partner can simply submit the already-populated requisition, or edit the requisition, if necessary.

Steps

1. To accommodate auto-provisioning, modify the **Hire Employee** or **Contract Contingent Worker** business process.
    a) Add an action step for *Create Provisioning Event*. This step initiates every time you hire an employee or a contract a contingent worker, even if no requisition template is associated with the job profile.
    b) Add a conditional step rule to check for a requisition template tied to the job profile. You can initiate this step only for job profiles that have a requisition template associated with them.
2. As a buyer or service coordinator, create a requisition template using the **Create Shared Requisition Template** task.
    a) In **New Hire Template for Job Profile** field, assign one or more job profiles to the template.
    b) Select **Public** in **Template Access**. The template must be public for auto-provisioning.
    c) (Optional) Add items in the **Goods Lines** and Service Lines grids.

Field	Description
Item	(Optional) Select an item for each line of the purchase order. After selecting an item, the **Spend Category** is automatically linked to the item.
Spend Category	The spend category associates items to their corresponding accounting posting rules and provides details for creating invoices. If you select an item before specifying the spend category, the spend category automatically populates the value assigned to the item. You can't change the spend category.
Supplier	(Optional) Select a supplier for this item.
Quantity	Enter the number of units to purchase and receive against the contract line.
Unit of Measure	Select a **Unit of Measure** for the line, such as *Each* or *Case*.
Unit Cost	Select a **Unit Cost** for the unit of measure you specified.
Worktags	Specify **Worktags** to track details, create accounting, and use for reporting.
Splits	To split lines by *Amount* or *Quantity*, click **Splits**, specify the amount or quantity for each split, and optionally define different *Worktags*.

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3. Hire a new employee or contract a contingent worker into that job profile.
4. When the HR Partner receives a task in My Tasks to create a requisition for the new worker, do so and submit the requisition.

   The template information automatically populates the requisition. You can edit the template if necessary to suit specific worker needs.

Result

The procurement process continues normally after submitting the requisition, as if you created the requisition from scratch.

Related Information
Tasks
Steps: Create Requisition Templates
Edit Business Processes

Close Requisitions or Requisition Lines

Prerequisites

- Configure the *Requisition* business process and security policy in the Procurement functional area.
- Security: *Process: Requisition – Close* domain in the Procurement functional area.

Context

You can close completed requisitions or requisition lines to:

- Prevent further actions from occurring against the requisition.
- Enable you to liquidate any remaining obligation balance, if applicable.

You can close approved, unsourced requisitions.

You can also:

- Close individual requisition lines on a partially sourced requisition while keeping that requisition open.
- Reopen closed lines manually.

Steps

1. Select **Requisition > Close** from the related actions menu of a completed requisition to close a requisition at the header level.

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2. (Optional) Select **Requisition > Close Lines** from the related actions menu of a completed requisition to close a requisition line.

   The **Close Lines** related action is available when all these criteria are met at the requisition header level:

   - The requisition status is *Successfully Completed*. The requisition status can't be *Closed* or *Canceled*.
   - No procurement year-end request is *Locked* or *In Progress*.
   - At least 1 requisition line is eligible for closing.

   A requisition line isn't eligible for closing if it fits any of the following criteria:

   - The line is in *Closed* status.
   - The line is undergoing sourcing in any of these sourcing business processes: **Requisition Sourcing Event**, **Source from Storage Event**, or **Asset Issue Event**.
   - The line has pending downstream documents, such as inventory stock requests, purchase orders, RFQs, or supplier contracts.
3. Review transaction and business process information to verify that you want to complete the close.

Result

After your close request approval, Workday:

- Liquidates commitment and obligation accounting.
- Recovers and liquidates any commitment or obligation journals.
- Recovers obligated budget.

Workday uses the **Spend Liquidation for Close** transaction and its journal source to perform the close, enabling you to identify and report on closed requisitions.

You can select **Requisition > Reopen Lines** from the related actions menu of a requisition to reopen a requisition line. The **Reopen Lines** related action is available when all these criteria are met at the requisition header level:

- The requisition status is either *Successfully Completed* with at least 1 closed line or *Closed*.
- The requisition isn't in an in-progress mass reopen process with the **Mass Reopen Procurement Documents** task.
- The requisition's **Close Liquidation Date** is within the current fiscal year if there is accounting enabled for the company with the **Create Ledgers** task.

Lines will be eligible for reopening if they are closed.

Related Information
Concepts
Steps: Mass Close Procurement Documents

Configure Cart Links

Prerequisites

Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

Control how links display to workers in the requisition cart. You can change the description that accompanies a link on the cart, or hide the link altogether.

Steps

1. Access the **Create Cart Link Override** task.

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2. As you complete the task, consider:

Option	Description
Link to Override	Select the link that you want to modify. Workday automatically delivers text for each of the available links. You can view the available links and the text in the cart. You can create a separate override for each link.
Instructional Text Override	Enter the text you want to display beneath the link.
Do Not Show Link	Select to hide the link in the cart. Example: Hide the **Connect to Supplier Website** option if you have no punchout connections configured.

Result

When workers add items to a requisition using the cart, Workday displays only the available links that you select and the customized instructions for each link.

When you configure instructional text for an ordering method on the **Edit Cart Link Override** task, Workday displays that text for the ordering method on both:

- The **Create Requisition** task.
- The **Ordering Methods** card of the **Requisitions** worklet.

This instructional text is applicable across your tenant and not specific to company.

Concept: Spend Category Recommendations

Note: You might need to take additional steps to enable this feature depending on your organization's subscription service agreement. For more information, see this Community article.

Spend category recommendations use machine learning to suggest spend categories on noncatalog requisitions and purchase orders. Workday bases recommendations on the supplier invoice data generated from these documents. Depending on the type of document, these predictions depend on information such as the:

- Company.
- Cost center.
- Item description.
- Requester history.
- Supplier.

You can enable spend category recommendations on requisitions on these tasks:

- **Checkout**
- **Edit Requisition**
- **Request Non-Catalog Items**
- **Revise Requisition**

You can enable spend category recommendations on purchase orders on these tasks:

- **Copy Purchase Order**
- **Create Purchase Order**
- **Edit Purchase Order**
- **Review Purchase Order**
- **Revise Purchase Order**

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You can configure alerts for when a requester selects a supplier that hasn't been selected for the spend category before. The machine learning model needs to accumulate a sufficient amount of approved supplier invoice records for any new spend categories before recommending them. The model retrains weekly with fresh data to keep the predictions up to date.

Workday requires that your tenant meet these data thresholds to provide accurate spend category predictions:

- At least 1 year of historical requisition or purchase order data.
- A minimum of 10,000 historical requisition or purchase order lines.
- At least 10 unique spend categories in this historical data.

Concept: Requisition Reviews

The review procedure differs depending on whether the requisition is for goods and services or project-based services.

Requisitions for Project-Based Services

Generally, services coordinators review and source requests for project-based services. The review task displays in the reviewer's My Tasks after approving the requisition. The reviewer must:

- Check **Source this line** for each line to source. The reviewer can select to source only some lines in this requisition.
- Select a **Time Card Factor** to accommodate overtime pay for each contingent worker requisition line.
- Approve the requisition by selecting **Approve** in Review This Task.

If you aren't internally sourcing the requisition, you must issue a PO manually.

Requisitions for Goods and Services Not Automatically Sourced

Generally, buyers review requests for manually sourced goods and services. The review task displays in the reviewer's My Tasks after approving a requisition. However, after approval, Workday directly sends goods and service requisitions (created by a supplier) to the supplier with whom your company has a contract, not to the buyer. The reviewer must:

- Specify a **Supplier**, if there isn't one.
- Specify a **Fulfillment Source** (whether the good is provided using a purchase order or internally). If you fulfill the requisition internally, the process ends here.
- Approve or deny the requisition.
- Manually issue a PO to the supplier or internally fulfill the requisition.

If you aren't internally sourcing the request, you must issue a PO manually for noncontract goods and service requests.

Related Information
Tasks
Create Requisitions

Concept: Requisition Templates

Requisition templates enable you to maintain a collection of goods and services, making the requisition process simpler, faster, and more manageable. The **Create Requisition Template** task enables you to:

- Create a requisition from a template.
- Acquire goods and services for new workers.
- Control access to private, shared, and public templates.

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You can use the **Mass Maintain Requisition Templates** task to add, remove, or update goods lines across multiple requisition templates.

You can't include punchout items in templates or requisition copies. Workers must add punchout items to their final requisitions manually to get the most up-to-date items and prices.

Create a Requisition from a Template

Requisition templates make the requisition process fast and simple. When a worker creates a requisition and selects a template, the template automatically populates the requisition. The worker then has a requisition that's equivalent to one created from scratch. You can edit the requisition if necessary, such as updating obsolete prices. Templates can be filtered based on the following fields:

- **Companies**
- **Requisition types**
- **Worktag types**
- **Deliver-To locations**

This automatically refines the selection to display only relevant templates during consumption. This feature enhances the ease of use by narrowing choices to the most applicable templates, targeting the audience.

To see a list, use the **Requisitions Templates** report.

Acquire Goods and Services for New Workers

When you hire new workers, you provide them with a standard set of items. Example: A new laptop and monitor. You can gather all those required goods in a requisition template and associate the template with a job profile. When you hire a worker into that job profile, Workday automatically notifies the HR Partner to create a requisition for the worker. Workday already specifies all the information in the template. The HR Partner can simply submit the already populated requisition. You can also edit the requisition if necessary.

Control Access to Private, Shared, and Public Templates

You can create requisition templates with these **Template Access** permissions:

- *Public*. All users can access the template.
- *Security Group*. You can select 1 security group that can access the template.
- *User*. You can select 1 or more users that can access the template.
- *Not Shared*. Only you can access the template.

Depending on how you configure security, only Buyers and Service Coordinators can share templates or make them Public. They can share templates with a specific group of Workday users, Workday roles (such as other Buyers), or members of a specific organization. Those users can use the template just as if they created it. However, the creator of the template is the only one who can edit it. Everyone in the company can use public templates.

Alternatively, you can manage security for shared templates by opting in for the **Enable Requisition Template Security Updates** feature. You can configure the security policy for the *Process: Shared Requisition Template - View* domain to control who can view shared templates. You can add users to this domain, and create a custom report that enables them to view all shared and unshared templates. You can enable users to modify requisition templates by adding them to the *Process: Shared Requisition Template* domain.

Related Information
Tasks
Acquire Goods and Services for New Workers

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Requisitions Worklet

Set Up Requisitions Worklet

Prerequisites

- Security: These domains in the Procurement functional area:
  - *Process: Requisition - Create/Edit*
  - *Process: Requisition - Reporting*
  - *Process: Requisition - View*
  - *Self-Service: Requisition*
- Configure the *Requisition Event* business process and security policy in the Procurement functional area.

  Note: Access to the **Requisitions** worklet also requires workers to be added to a user-based security group and the security group to be granted access to the initiating action for Checkout (REST) on the *Requisition Event* business process security policy.

Context

You can configure the **Requisitions** worklet on your Home page to create, edit, and review requisitions.

You can also access the **Requisitions** worklet from:

- The **Tasks and Reports** section on the **Overview** page of the **Buyer** hub.
- The **View** section in the **Purchases** worklet.

Steps

1. From the Workday Home page, select the gear icon at the bottom of the global navigation sidebar.
2. Select **Add Menu Items** in the **Menu Items** section on the page to customize the global navigation menu.
3. Search for and select **Requisitions** to add the **Requisitions** worklet to global navigation menu.
4. Select **Add Item**, then **Save Changes** to save your changes.

Result

The **Requisitions** worklet displays as the **Requisitions** link in the **Organization** of the global navigation sidebar.

Next Steps

Select the **Requisitions** worklet from the global navigation sidebar to access the worklet features.

To enable the worklet, workers must have:

- The *Employee as Self* role.
- Security permissions to either of these domains in the Procurement functional area:
  - *Self-Service: Requisition*
  - *Process: Requisition - Create/Edit*
- Access to the initiating action for Checkout (REST) on the *Requisition Event* business process security policy.

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The security groups that you configure on either the *Self-Service: Requisition* or *Process: Requisition - Create/Edit* security domains must also have access to the Checkout (REST) initiating action on the *Requisition Event* business process security policy.

Related Information
Concepts
2021R2 What's New Post: Requisitions Worklet
2023R2 What's New Post: Requisition Details in Requisitions Worklet
The Next Level: Discover the Requisitions Worklet

Create Requisitions in the Requisitions Worklet

Context

You can use the **Requisitions** worklet to create requisitions with:

- Catalog items.
- Items from external suppliers.
- Noncatalog items.
- Project-based items.

You can also place orders for commonly ordered items.

Note: You can create requisitions for project-based services using the **Requisitions** worklet, but these requisitions won't display in the worklet. You can use the **Find Requisitions** report to see all your requisitions.

Steps

1. Access the **Requisitions** worklet from any of these areas:
   - The **Menu** on your Home page.
   - The **Tasks and Reports** section on the **Overview** page of the **Buyer** hub.
   - The **View** section in the **Purchases** worklet.
2. In the **Requisition Details** card, address any requisitions that require attention.
   You can't create any requisitions until you complete requisitions with the **Attention Required** status.
3. Create a requisition.
   You can either:
   - Click **Start Requisition** on the **Requisition Details** card.
   - Select an ordering method on the **Ordering Methods** card.

     You can set a default ordering method for **Start Requisition** with the **Default Requisition Ordering Method** option in the **Edit Tenant Setup - Financials** task.

     See Reference: Requisitions Worklet Ordering Methods .
4. Follow the procedure for your selected ordering method.

Ordering Method	Procedure
Search Catalog	Search for and add catalog items. The catalog search in the **Requisitions** worklet displays tailored search results based on purchase history for similar requisitions. These results show catalog items from requisitions completed in the last year with:

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Ordering Method	Procedure
	• Matching Company, Ship-to, and Deliver-to values. • Any matching worktags. You can also set up Amazon Business, GHX, and Order.co as external search providers for the **Requisitions** worklet to view and directly order items from their marketplaces in the catalog search. See Set Up Integrated Search in Requisitions Worklet . We calculate the fulfillment source and site of an item based on a quantity of 1 item in the search. When you add items to your cart and submit the requisition, Workday: • Recalculates the fulfillment source and site. • Changes the fulfillment source and site of items in your cart depending on the quantity of requested items and the timing of your order. Only the relevant requesting entities can view items in the search that are associated with 1 or more requesting entities.
Request Non-Catalog Items	• Complete the fields in the **Non-Catalog Request** form. • Add the item to your cart. Workday can detect when a goods line item in your non-catalog request may be available for request from the catalog and suggest that you make a catalog request instead. These suggestions are based on supplier item identifiers that are linked to existing purchase items. These suggestions apply to all requisition types and all suppliers.
Connect to Supplier Website	From the list of available supplier websites, select your desired supplier using the **Connect** option. Follow the instructions on the supplier website. After completing the instructions on the supplier website, Workday redirects you to your cart for checkout. Complete any requisition fields with missing information.
Add from Templates and Requisitions	Select a requisition from **Requisition Templates** or **Past Requisitions**.
Select from My Procurement Favorites	• Select an item from your list of allowed favorites. • Add the item to your cart.

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Ordering Method	Procedure
Request Project-Based Services	• Create project lines and enter the information in each field. • Add the item to your cart.

Result

Your completed requisition order is ready for checkout. To view the items and their quantities in your cart, click **My Cart**.

Next Steps

Once your requisition is in checkout, select either:

- **Edit More Details** to edit the fields in the requisition header.
- The main checkout page to edit the quantity and worktags of each requisition line.
- **Edit More** to edit the details of a single requisition line.
- **Access Advanced Checkout** to use the legacy checkout, where you can access more fields for each requisition line.

From the **Open** tab on the **Requisitions** list, you can view requisitions and their statuses. Approved requisitions display in the **Open** tab as **Awaiting Order**.

You can also fill out questionnaires in the **Requisitions** worklet by selecting the **Complete Questionnaire** link displayed on requisitions after:

- You've configured the *Requisition Event* business process definition to include the questionnaire step. See Configure Questionnaires and Questions.
- You've created and submitted a requisition in the worklet.

Related Information
Concepts
Concept: Requisitions Worklet

Set Up Integrated Search in Requisitions Worklet

Prerequisites

Security: *Set up: Procurement* domain in the Procurement functional area.

Context

You can set up Amazon Business, GHX, or Order.co as external search providers in the **Requisitions** worklet to search and directly order from their catalogs without navigating outside of Workday.

Steps

1. Access the **Maintain External Search Providers** task.
2. Select **Add** to set up a new external search provider.
3. As you complete the **Search Provider**, **Supplier Information**, and **Additional Information** sections, consider:

Option	Description
Type	Select the external search provider. Workday supports Amazon Business, GHX, or Order.co as external search providers for the **Requisitions** worklet.

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Option	Description
Name	Enter a name for the search provider. Workday displays this name in the **Source** filter on the **Requisitions** worklet catalog search.
Usage	Select *Item Search* for the external search provider.
Supplier Link for Punchout	Select the option that matches your existing supplier punchout link for the external search provider.
Configuration Attributes	For Amazon Business, set up these attributes: • **Locale** See Reference: Locale Codes for Amazon Business in Integrated Search . • **Region** • **User Email** For GHX, set up these attributes: • **User ID** • **Password** • **Environment** • **Version** The **Environment** value will be provided along with the **User ID** and **Password** values that you receive from GHX. For Order.co, set up these attributes: • **User ID** • **ID** • **Password** The **User ID** and **Password** values are the same ones that you use for your Order.co supplier punchout connection. You can obtain the authentication key for the **ID** from Order.co.

4. Select **OK** to complete setting up the external search provider.

   If you're setting up Amazon Business as a search provider, select **Authenticate with Amazon** to log into your Amazon account and connect it to Workday.

Result

You can view, search, and order items from the external search provider through the **Requisitions** worklet **Search Catalog** ordering method.

After you add the items from an external search provider to the **Requisitions** worklet cart and submit the items for approval, the requisition follows the same workflows that you've configured for issuing purchase orders with punchout suppliers.

Next Steps

In the **Requisitions** worklet catalog search, select:

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- **Go to Site** next to an Amazon Business item to navigate to the Amazon page and add the item to the Amazon cart. After you submit the item for approval in Amazon, you can view it in the **Requisitions** worklet cart when you return to Workday.
- A GHX or Order.co item to add it directly to the cart in the **Requisitions** worklet.

You can also select an external search provider from the **Source** filtering options on the **Requisitions** worklet catalog search to only display items from that provider.

Related Information
Concepts
2023R2 What's New Post: Integrated Search for Requisitions Worklet

Concept: Requisitions Worklet

The **Requisitions** worklet provides a single location where you can:

- Create and submit requisitions.
- Check the status of recent open and completed requisitions.
- Review downstream transactions such as items received or invoiced.

You can configure the **Requisitions** worklet to display on your Home page. You can also access the **Requisitions** worklet from:

- The **Tasks and Reports** section on the **Overview** page of the **Buyer** hub.
- The **View** section in the **Purchases** worklet.

Requisition Details

The **Requisition Details** card in the **Requisitions Worklet**:

- Displays information from your latest requisition.
- Enables you to create a new requisition or edit an existing requisition.

If you create a requisition but don’t add any items to your cart, Workday automatically populates the **Requisition Details** card with information from your latest requisition at midnight in your local time zone. Workday uses the last requisition you created in the past 3 months that has a requisition number. If there are items in your cart for a requisition you haven’t submitted yet, Workday doesn't automatically populate the card.

Requisitions List

The list in the **Requisitions** worklet enables you to view your open and completed requisitions. By default, Workday displays open and completed requisitions from the past 6 months. You can select **Edit Filters** in the worklet to configure filters that display your requisitions.

The **Open** tab displays up to 100 open requisitions in these statuses:

Business Process Status	Description
Draft	You can edit or delete the requisition.
Pending Approval	You can edit the requisition in this status.
Approved	You can't edit the requisition in this status.

The **Open** tab also displays statuses for the items within the requisition based on the purchase order timeline:

Purchase Order Status	Description
Awaiting Order	The buyer hasn't sourced the item yet.

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Purchase Order Status	Description
Ordered	The supplier has submitted a purchase order number for the item.
Received	The buyer has received a purchase order for the item.
Invoicing	The buyer has paid the supplier for the item.

Workday displays these supplier contract progress statuses for Supplier Contract Request type requisitions:

Contract Status	Description
Open	The *Requisition Event* business process is approved, but all the requisition lines that have been fully sourced are denied. You can re-source these requisition lines to another supplier contract.
Contracting	This status displays when: • The *Requisition Event* business process is pending, or approved and complete. • The supplier contract is created (in draft, in progress, amendment in progress, or cancelled). • There's no supplier contract.
Completed	The *Requisition Event* business process is approved, and all requisition lines are fully sourced to the supplier contract or contracts and approved.

The **Completed** tab displays up to 100 completed requisitions. You can review the status and purchase order history of each completed requisition.

The worklet also supports custom validations. Users can correct custom validations at checkout. If users need more information to correct errors during checkout, they can click **Edit Requisition** on the work area for open orders and return to checkout later.

Related Information
Concepts
2021R2 What's New Post: Requisitions Worklet
2023R2 What's New Post: Requisition Details in Requisitions Worklet

Reference: Requisitions Worklet Ordering Methods

The **Ordering Methods** card in the **Requisitions** worklet includes these methods for completing a requisition order:

Ordering Method	Description
Search Catalog	Search for and add catalog items, supplier items, and purchase items. You can use up to 7 filters, including: • **Catalog** • **Category** • **Item Tags**

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Ordering Method	Description
	• **Manufacturer** • **Preferred** • **Source** • **Supplier** Only the relevant requesting entities can view items in the search that are associated with 1 or more requesting entities. The catalog search in the **Requisitions** worklet displays tailored search results based on purchase history for similar requisitions. These results show catalog items from requisitions completed in the last year with: • Matching Company, Ship-to, and Deliver-to values. • Any matching worktags.
Request Non-Catalog Items	Create requisition requests for items that aren't in your catalog. Workday can detect when a goods line item in your non-catalog request may be available for request from the catalog and suggest that you make a catalog request instead. These suggestions are based on supplier item identifiers that are linked to existing purchase items. These suggestions apply to all requisition types and all suppliers.
Connect to Supplier Website	Complete orders using a linked supplier website. Workday sends items that you order from an external supplier to the **Requisitions** worklet. Complete and submit these items as a regular requisition.
Add from Templates and Requisitions	Create templates for commonly ordered groups of items.
Select from My Procurement Favorites	Order items that you've selected as favorites in your cart from previous requisitions.
Request Project-Based Services	Request services or other miscellaneous items associated with a project. You can specify a spend category, project, and other details that include suppliers, memos, and worktags.

Reference: Locale Codes for Amazon Business in Integrated Search

The **Maintain External Search Provider** task supports these locale code values for the **Locale** configuration attribute when you set up Amazon Business as an external search provider for the **Requisitions** worklet:

Amazon Business Market Store	Locales Supported	Locale Codes
US	EN, ES	*en_US*, *es_US*
CA	EN, FR	*en_CA*, *fr_CA*

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Amazon Business Market Store	Locales Supported	Locale Codes
UK	EN	*en_GB*
DE	DE, EN, NL, PL, TR, CS	*de_DE*, *en_GB*, *nl_NL*, *pl_PL*, *tr_TR*, *cs_CZ*
FR	FR	*fr_FR*
ES	ES, PT	*es_ES*, *pt_PT*
IT	IT	*it_IT*
JP	JP, EN, ZH	*jp_JP*, *en_US*, *zh_CN*

Related Information
Concepts
2023R2 What's New Post: Integrated Search for Requisitions Worklet

FAQ: Requisitions Worklet

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Who can use the Requisitions worklet?	Workers who request goods and services on behalf of themselves or others. For a quick and simple user experience, we display the minimal number of fields and prompts needed to complete requisitions.
What is the External Suppliers section for?	Workers see this section when you integrate with supplier websites using the supplier punchout integration. Workers can select these suppliers to punchout to the marketplace site and request goods. You can't change the display label for this section.
What is the Request Non-Catalog Items section for?	Workers can use Request Non-Catalog Items to place requests for non-catalog items. You can't hide this section; it's always displayed in the work area and available to workers. Workday can detect when a goods line item in your non-catalog request may be available for request from the catalog and suggest that you make a catalog request instead. These suggestions are based on supplier item identifiers that are linked to existing purchase items. These suggestions apply to all requisition types and all suppliers.

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What do the statuses for open requisitions mean?

Status	Description
Draft	Either the requisition was saved as Draft, or the requisition failed a critical custom validation.
Awaiting Approval By	The requisition is pending approval and the purchase order hasn't been issued yet.
Budget Check Failed	The requisition failed the company budget check constraints.

What do the statuses for completed requisitions mean?

Status	Description
Canceled	Workers canceled the requisition.
Completed	The requisition was fully invoiced and paid.
Denied	During the review process, the reviewers denied the request for goods or services.
Order Denied	The requisition is approved but the purchase order is denied.
Closed	The requisition is closed.

What do the statuses on the timeline mean?

Phase	Status
Ordering	• **Awaiting Order**: Requisition is approved but hasn't been sourced. • **Ordering**: The requisition is approved and partially sourced. • **Ordered:** The requisition is approved and fully sourced.

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<table>
<tr><td></td><td><table>
<tr><th>Phase</th><th>Status</th></tr>
<tr><td>Receiving</td><td>Receiving: Purchase order is issued but isn’t fully received.
Received: Purchase order is issued and fully received.</td></tr>
<tr><td>Invoicing</td><td>Invoicing: Purchase order is issued but not fully invoiced.
Invoiced: Purchase order is issued and fully invoiced.
Match exception: There’s an invoice match exception.</td></tr>
</table></td></tr>
<tr><td>What related actions does each requisition support?</td><td>We support these related actions that you can select from the requisition when you have access to the specific domain security policy:
View (secured to the Process: Requisition - View domain)
Edit (secured to the Process: Requisition Create/Edit domain)
Close Requisition (secured to the Process: Requisition - Close domain)
Cancel Requisition (secured to the Process: Requisition - Cancel domain)
View Accounting (secured to the Process: Requisition - View domain)</td></tr>
<tr><td>What is the Access Advanced Checkout option on the checkout page for?</td><td>Workday displays the original requisition checkout page so that users can enter high-level detail for each requisition line. You can edit all the available requisition values such as:
Alternate Address
Splits
Taxes</td></tr>
<tr><td>How do I configure fields on the Requisition worklet that don't appear on the Create Requisition task?</td><td>You can hide or require fields for particular user groups using the Configure Optional Fields task, when you select the REST API Requisition option. You can make this change without impacting the fields on the Create Requisition task.</td></tr>
</table>

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How can I track my project-based requisitions that are created using the **Requisitions** worklet?	These requisitions don't display within the view on the **Requisitions** worklet. If you've opted in to the Unified Requisitioning Experience, you can instruct users to use the **Find Requisitions** report to find the requisitions and then view them. If you are not opted in to the Unified Requisitioning Experience, you can either use the **Find Requisitions** or **My Requisitions** report to find and access the requisitions.

Related Information
Concepts
Concept: Requisitions Worklet
Create Requisitions in the Requisitions Worklet
The Next Level: Discover the Requisitions Worklet

Requisition Sourcing

Steps: Set Up Sourcing of Requisitions

Prerequisites

Create requisitions.

Context

You can source requisition lines to new purchase orders, existing purchase orders, or stock requests. Set up your sourcing options to source requisitions:

- Manually.
- Automatically, on a schedule.
- To 1 purchase order.

Steps

1. Create Sourcing Rules for Requisitions .
   You can create rules to:
   - Populate values on purchase orders based on the requisition values.
   - Associate buyers to suppliers without supplier contracts, when you enable automatic souring of noncatalog lines.
   - Associate buyers to the areas for which they're responsible.
2. (Optional) Access the **Edit Tenant Setup - Financials** task.
   In the **Procurement Options** section, select the:
   - **Enable Web Item Replacement for Requisition Sourcing** check box to replace web items with item substitutes during auto-sourcing or manual sourcing of requisitions to purchase orders.
   - **Enable Consolidation of Requisitions Across Supplier Contracts** check box to source requisition lines with different supplier contracts to 1 purchase order when the **Company** and

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Supplier values match. Workday displays the supplier contracts at the line level on resulting purchase orders.

Note: Workday never consolidates punchout lines with other types of lines. Punchout lines must remain on exclusive purchase orders so suppliers can accept the purchase orders.

Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.

See Reference: Edit Tenant Setup - Financials.

3. (Optional) Access the **Edit Company Procurement Options** task.

   Set up sourcing options for companies on the **Sourcing** tab.

   Security: *Set Up: Company General* domain in the Common Financial Management functional area.

   See Reference: Company Procurement Options .
4. (Optional) Schedule Automatic Sourcing of Requisitions .
5. (Optional) From the related actions menu of the *Requisition Event* business process, select **Business Process > Edit Definition**.

   To route tasks from My Tasks for manual sourcing of approved requisitions, add these action steps to the *Requisition Event* business process:

   - *Source Service Requisition*
   - *Source Goods and Services Requisition*
   - *Source Goods from Storage*
6. (Optional) Access the **Create Business Process Definition (Default Definition)** task.

   To use the **Source Requisitions** task, configure the *Requisition Sourcing Event* business process and security policy in the Procurement functional area.

   You can use the **Source Requisitions** task to manually source and consolidate multiple requisitions at once.

Related Information
Reference
Reference: Sourcing Requisitions

Steps: Set Up Automatic Sourcing of Requisitions

Prerequisites

- Create:
  - Procurement items
  - Supplier contracts
  - Suppliers
  - Requisitions
- When sourcing requisitions for inventory replenishment, enable Workday Inventory for your tenant.
- To source from storage, include the *Source Goods from Storage* action step in the *Requisition Sourcing Event* business process.
- Configure these business processes and security policies in the Procurement functional area:
  - *Requisition Sourcing Event*
  - *Purchase Order Event*

Context

Workday automatically sources requisition lines that are eligible for sourcing. You can enable automatic sourcing of approved requisitions to purchase orders when you set up:

- Supplier information on purchase items.

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- Sourcing rules.
- Sourcing schedules.

Workday sources requisition lines to purchase orders after approval when:

- You enter a supplier on requisition lines.
- You select a supplier contract or set up resulting buyers for the information on requisition lines.
- All requisition lines on the requisition can be sourced, unless you enable automatic sourcing at the requisition line level on the **Edit Company Procurement Options** task.

Steps

1. (Optional) Access the **Edit Purchase Item** task.
   a) Set up priority suppliers on the **Supplier Information** tab.
   b) For the primary supplier, enter 1 on the **Sourcing Priority** field.
   c) Select from the **Supplier Contracts** prompt for your suppliers.

   This ensures suppliers and contracts populate on requisitions based on priority.

   Security: *Set Up: Purchase Item* domain in the Procurement functional area.
2. (Optional) Create Sourcing Rules for Requisitions .

   On the **Buyer** tab, create rules that associate buyers to suppliers without supplier contracts.
3. (Optional) Schedule Automatic Sourcing of Requisitions .

   When you consolidate requisition lines on purchase orders, schedule an automatic sourcing job.

   Security: *Process: Requisition - Manage Sourcing* domain in the Procurement functional area.
4. Access the **Edit Company Procurement Options** task.
   a) On the **Sourcing** tab, select the **Enable Requisition Auto-Sourcing for Non-Catalog Line** check box.
   b) (Optional) On the **Sourcing** tab, select the **Enable Auto-Sourcing at the Requisition Line Level** check box to enable automatic sourcing for your requisitions at the line level.

   Security: *Set Up: Company Accounting* domain in the Common Financial Management functional area.

   See Reference: Company Procurement Options .

Next Steps

Set up automatic issuing of purchase orders.

Related Information
Tasks
Steps: Set Up Automatic Issuing of Purchase Orders
Reference
Reference: Sourcing Requisitions

Create Sourcing Rules for Requisitions

Prerequisites

Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

Requisition sourcing rules streamline the requisition sourcing process to reduce buyer workload and enhance procurement efficiency.

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You can set up rules that determine when these values populate on purchase orders based on requisition line values:

- Buyers
- Suppliers
- Order-from connections
- Inventory sites

Requisition sourcing rules also enable you to provide default values for required missing values. You can create sourcing rules to populate your preferred:

- Supplier and contract.
- Buyer, when you source requisitions without supplier contracts.
- Inventory site for inventory requests and replenishment.

Steps

1. Access the **Maintain Requisition Sourcing Rules** task.
2. As you complete the defaults section, consider:

Options	Description
Apply Sourcing Rules to Items on Contract	Select to override default buyers on supplier contracts when a sourcing rule on the **Buyer** tab applies to the requisition line. Workday recommends applying this option, but don't enable it if you use the buyer on the contract to drive buyer assignment.
Order-From Connection on Contract has Priority	Select to use the default order-from connection on the supplier contract. Workday recommends this option if you use supplier contracts.
Use Default Inventory Site for Company	When enabled, Workday first checks the requisition sourcing rules for inventory to select from the correct Source From inventory site. When no sourcing rules apply, the inventory site that has the requesting company assigned as one of the fulfillment companies defaults as the Source From inventory site. Workday recommends that you select this check box when you use only 1 inventory site for a company.
Use Supplier with Item on Contract	Select to use a preferred supplier who provides purchase items in their catalog or contract. When zero sourcing rules apply to the requisition line, Workday still populates the preferred supplier. Workday recommends enabling this option only if you use catalog items.
Default Fulfillment Source to Inventory for Valid Items for Inventory Site	Select to override fulfillment sources of *Purchase Order* or *Other* with *Inventory* when the inventory site set up for the purchase item matches the selected resulting inventory site.

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Options	Description
	Set up inventory sites on the **Inventory Site Options** tab on the **Create Purchase Item** task. Workday recommends this option for inventory. This option negates the need to manage the fulfillment source on the item level. You can always apply the PO fulfillment source and use sourcing rules to drive the order to the correct location.

3. Set up rules to populate resulting values on purchase orders based on requisition line values.

   Workday uses the first rule that matches a requisition line value. Workday ranks sourcing rules according to the relative importance of the attributes that you specify in each rule. The more attributes with highest importance that you include, the higher Workday ranks the rule.

   The attributes in order of precedence are:

   - Purchase item
   - Spend category
   - Street address
   - Company

   As you set up sourcing rules on the table, consider:

Tabs	Description
Buyer	Select the **Submitted by Worker on Requisition** button to use the requester as the preferred buyer. To use the requester, secure the worker as a sourcing buyer to these domains: • *Process: Sourcing* • *Process: Sourcing – Goods* • *Process: Sourcing – Services* Set up buyer sourcing rules when you enable automatic sourcing of requisitions and you: • Want to automatically source punchout requisitions to purchase orders. • Enable sourcing of non-catalog items on the **Edit Company Procurement Options** task. Set up a buyer sourcing rule for the company you enabled this for. Ensure that the selected user has a Buyer role for the company selected in the rule. If you add a line split, Workday evaluates worktags from the first line you are using on the split.
Supplier	Set up sourcing rules for suppliers when you enable automatic sourcing of non-catalog items on the **Edit Company Procurement Options**

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Tabs	Description
	task. Set up a supplier sourcing rules for the company you enabled this for. Select the **Valid Contract Line Required** check box to only source to the supplier when: • There's a supplier contract with a valid date range. • And, the item on the requisition is also on the contract line and has the same spend category.
Order-From Connection	Set up order-from connection sourcing rules when you issue purchase orders to different supplier sites based on details such as the company, deliver-to address, ship-to location, item tags, purchase item, purchase item group, or spend category.
Inventory Site	When you set up sourcing rules for inventory sites: • Associate sites with purchase items on the **Inventory Site Options** tab on the **Create Purchase Item** task. • The rule applies when the requisition line has an *Inventory* fulfillment source. It doesn't apply when you select the **Default Fulfillment Source to Inventory for Valid Items for Inventory Site** check box. • You can add a distribution network for replenishment to the inventory site using the **Inventory Distribution Network** prompt. Select the **Use Inventory Distribution Network** check box to add a distribution in place of a stand-alone inventory site.

When you use web services to create requisitions:

- You must submit the supplier. This value doesn't automatically populate.
- Order-from connections populate only when you submit a supplier.

Related Information

Tasks

Steps: Set Up Requisitions for Inventory Replenishment

Steps: Set Up Sourcing of Requisitions

Steps: Set Up Supplier Order-From Connections

Reference

Reference: Sourcing Requisitions

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Schedule Automatic Sourcing of Requisitions

Prerequisites

- Create requisitions.
- Configure the *Purchase Order Event* business process and security policy in the Procurement functional area.
- Security: *Process: Requisition - Manage Sourcing* and *Process: Sourcing* domains in the Procurement functional area.

Context

Schedule a job to automatically source requisitions to purchase orders. This provides a larger number of requisitions to source to a purchase order at scheduled time. You can also schedule a job to consolidate requisition lines with the same company, supplier, supplier contract, order-from connection, purchase order type and ship-to address combination to a single purchase order. This enables you to maximize the consolidation of requisitions awaiting auto-sourcing to purchase orders.

Steps

1. Access the **Schedule Requisition Auto-Sourcing** task.
2. Specify which requisitions to include in the auto-sourcing process.

   Workday excludes requisition lines that are:

   - Part of an existing requisition sourcing request.
   - Pending mass close.

   As you complete the section, consider:

Option	Description
Company	Select the company or companies with requisitions to source in the job.
Requisition Type	Select to include requisitions of a specific type.

3. Select the **Auto Submit Purchase Orders for Approval** check box to set Workday to automatically submit purchase orders for review and approval at the time of the scheduled process. Clearing the checkbox creates purchase orders in *Draft* status.
4. Select **Exclude Ship-To Address when Consolidating Requisition Lines** to consolidate multiple requisition lines with the same company, supplier, and currency, but different ship-to addresses.
5. Select the **Schedule** tab and complete the **Recurrence Criteria** and **Range of Recurrence** fields.

Result

- Workday sources requisitions that meet these criteria for the job:
  - Aren't yet sourced.
  - Meet the schedule selection criteria.
  - Select the **Consolidate Requisitions to Purchase Orders** option from the **Edit Company Procurement Options** task of the related actions menu of the company.
  - Include supplier and contract information for requisition lines with a fulfillment source of *Purchase Order* or *Inventory*. This excludes any requisitions with ad hoc or description-based lines.
- If the resulting purchase order fails any custom validations set up for the purchase order, it remains in *Draft* status.

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- If you selected the **Consolidate Requisitions to Purchase Orders** option, Workday doesn't source requisitions to a purchase order immediately upon approval. Workday defers the auto-sourcing process until the next time you schedule the job.
- If you didn't select the **Consolidate Requisitions to Purchase Orders** option, Workday automatically sources the requisition to a purchase order upon its approval.
- If you selected to submit purchase orders for approval, Workday launches the *Purchase Order Event* business process for review and approval.

Next Steps

Submit purchase orders in *Draft* status for routing and approval if you didn't select **Auto Submit Purchase Orders for Approval**.

Related Information
Tasks
Create Requisitions
Reference
Reference: Sourcing Requisitions

Manually Source Requisitions

Prerequisites

- Create requisitions.
- Configure the *Requisition Sourcing Event* business process in the Procurement functional area.
- Enable Workday Inventory for your tenant when sourcing requisitions for inventory replenishment.
- To source from storage, include the *Source Goods from Storage* action step in the *Requisition Sourcing Event* business process.

Context

You can search for unsourced requisitions and source them. During sourcing, you can:

- Enter the information for the resulting purchase order, such as supplier and contract details, that apply to all the selected requisition lines.
- Source requisition lines to new or existing purchase orders.
- Partially source requisition lines from inventory and the rest to a purchase order.
- Consolidate multiple requisitions to a purchase order or stock request.

Steps

1. Access the **Source Requisitions** task.
2. Select a **Fulfillment Source** to source the requisitions.

   When you select *Inventory*, Workday sources the selected requisition lines to a stock request. You can source from inventory when you:

   - Set up purchase items with conversion factors.
   - Set up catalog items with conversion factors and associate to purchase items.
3. After selecting the requisitions you want to source, consider:

Option	Description
Add to Existing Purchase Order	When you select an existing purchase order, you source all the selected requisition lines to the purchase order. For requisition lines with web items, you can only select purchase orders with web items.

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Option	Description
	This ensures that your supplier can effectively fulfill your order. Note: You can select from additional purchase orders when you select the **Exclude Ship-To Address when Consolidating Requisition Lines** check box.
Fulfillment Source	*Inventory*: Select to create multiple stock requests for every unique ship-to address, ship-to contact, and deliver-to combination. *Storage*: Select for asset items. Enter the business site and sourcing information on the requisition line.
Supplier Contract	Workday displays this field at the line level when you select the **Enable Consolidation of Requisitions Across Supplier Contracts** check box on the **Edit Tenant Setup - Financials** task.
Consolidate	Select to create a single purchase order or stock request for the selected lines.

Result

Workday initiates the *Requisition Sourcing Event* business process for review and approval of the requisition lines you source, and adds a new task in My Tasks for the buyer.

Next Steps

Use the **Find Requisition Sourcing Requests** report to find and view details of the submitted requisition sourcing requests.

Related Information
Tasks
Create Sourcing Rules for Requisitions

Reference: Sourcing Requisitions

You can manually or automatically source requisitions depending on your configuration. Use this topic to reference:

- How company options and requisition defaults interact with sourcing requisitions.
- Why certain requisitions don't automatically source.
- Manual sourcing techniques.

Troubleshoot Automatic Sourcing

For automatic sourcing of requisitions, consider your configuration for:

Tasks and Documents	Description
Requisitions	Workday automatically sources a requisition when you enable all requisition lines for automatic sourcing.

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Tasks and Documents	Description
	You enable requisition lines for automatic sourcing when you select: • A supplier for the requisition line. • A supplier contract or configure a resulting buyer for the information on the requisition line. • The **Enable Requisition Auto-Sourcing for Non-Catalog Line** check box on the **Edit Company Procurement Options** task. Then, once you approve the requisition, we create a purchase order for each unique requisition line. Requisition lines selected as **No Charge** are also enabled for auto-sourcing.
Requisition sourcing rules	Using the **Maintain Requisition Sourcing Rules** task, create rules that associate buyers to the areas for which they're responsible. This set up ensures that you have a resulting buyer for a requisition line when Workday can't determine a supplier contract. Example: Associate buyers to suppliers without supplier contracts.
Tenant and company level options	When you select these options at the tenant or company level, you must schedule an automatic sourcing job using the **Schedule Requisition Auto-Sourcing** task: • **Enable Consolidation of Requisitions Across Supplier Contracts** on the **Edit Tenant Setup - Financials** task. • **Consolidate Requisitions on Purchase Orders** on the **Edit Company Procurement Options** task. These options enable you to maximize the consolidation of requisitions awaiting auto-sourcing to purchase orders.

Manual Sourcing Techniques

For manual sourcing, consider these actions:

Options	Description
Source with tasks from My Tasks after the requisition's approved	You can add these action steps to the *Requisition Event* business process: • *Source Service Requisition*, to send a task to My Tasks for sourcing project-based service lines for approved requisitions. Once you select this option, the action step displays as *Requisition has Project-Based Service?* on the business process.

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Options	Description
	• *Source Goods and Services Requisition*, to send a task to My Tasks for sourcing service and goods lines for approved requisitions. • *Source Goods from Storage*, to send a task to My Tasks for sourcing lines with asset items for approved requisitions.
Source various requisitions at once	Buyers can manually consolidate and source various requisitions using the **Source Requisitions** task. On the *Requisition Sourcing Event* business process for the task, you can add the: • *Source from Storage* action step to enable the sourcing of lines with assets using the **Source Requisition** task. • **Sourcing lines without Supplier Contract** report field in condition rules. Example: Supplier contract specialists can approve requisition lines for sourcing to enforce supplier contract compliance.
Consolidate requisition lines while you source	To consolidate requisitions during manual sourcing, either select the **Consolidate Requisitions on Purchase Orders** check box on the: • **Source Requisitions** task. • **Edit Company Procurement Options** task and don't schedule an automatic sourcing job. When you consolidate requisitions on purchase orders and schedule an automatic sourcing job, you can force manual sourcing during the *Requisition Event* business process when you: • Add a review step to the *Requisition Event* business process. • Clear the **Consolidate Requisitions on Purchase Order** check box during the review step in My Tasks. Note: Workday never consolidates punchout lines with other types of lines. Punchout lines must remain on exclusive purchase orders so suppliers can accept the purchase orders.
Source to existing purchase orders	You can only source requisition lines to existing purchase orders on manual sourcing tasks. For requisition lines with web items, you can only select purchase orders with web items. This ensures that your supplier can effectively fulfill your order.

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Options	Description
	We display the **Existing Purchase Order** prompt on the **Supplier** column on these tasks: • **Source Goods Lines**, which you can access from the related actions menu of the requisition. • **Source Goods and Services Requisition**, a task in My Tasks. We display the **Add to Existing Purchase Order** prompt on the **Source Requisitions** task.

Source for Inventory

When sourcing requisitions for Inventory, consider:

Options	Description
Stock requests	To source requisition lines to stock requests, configure: • Catalog items with conversion factors and associate to purchase items. • Purchase items with conversion factors and a stocked spend category. Then, select a **Fulfillment Source** of *Inventory* on the requisition lines.
Source from storage for asset items	To source from storage: • Add the *Source Goods from Storage* action step to the *Requisition Event* business process. • Select a **Fulfillment Source** of *Storage* for requisition lines with assets.
Consignment-type requisitions	Manually source these consignment-type requisitions: • Bill and replace • Consignment • Par-replenishment

FAQ: Requisition Sourcing

What do I do if I have 0 priority on supplier items because of multiple supplier sourcing needs?	You need to have an applicable supplier sourcing rule for the item or it won't autosource.
What if I have a buyer that manages bill only orders?	Specify the buyer based on the requisition type.
What do I need for multiple inventory sites?	Access the Maintain Requisition Sourcing Rules task, and complete the Inventory Site tab to determine which locations source to the inventory site.

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What if I have a buyer that supports a specific supplier?	Access the Maintain Requisition Sourcing Rules task, and complete the Buyer tab to specify the supplier and buyer relationship.
What if I have multiple suppliers for the same item across the organization?	Access the Maintain Requisition Sourcing Rules task, and complete the Supplier tab.
What do I do when a rule is no longer valid?	Remove the rule in the Maintain Requisition Sourcing Rules task. You can also use the Put Requisition Sourcing Rule EIB to delete rules.
What happens when I have an item with a priority 1 supplier?	Workday ignores the Supplier tab in the Maintain Requisition Sourcing Rules task.
What if I need items that come from inventory?	Complete all fields in the Inventory tab in the Maintain Requisition Sourcing Rules task.
What if I have a supplier with multiple order-from connections?	Access the Maintain Requisition Sourcing Rules task, and complete the Order-From Connection tab to specify the resulting order-from connection.

Request for Quotes

Steps: Set Up Request for Quotes

Prerequisites

Create, submit, and approve suppliers.

Context

Workday enables you to easily manage your sourcing activities by using request for quote (RFQ) documents. An RFQ is a standard business document that you can configure for suppliers to bid on goods, services, and standard commodities. As a sourcing buyer, you can:

- Fulfill requisitions using quotation-based sourcing within Workday and configure whether to require RFQs.
- Streamline RFQ data entry and create an RFQ from existing RFQ documents or other business documents, such as purchase orders, supplier contracts, or requisitions.
- Send RFQs electronically to suppliers based on supplier preferences (email, print, phone, and supplier portal).
- Automatically send out email notifications to suppliers when the RFQs are open, closed, or canceled.
- Review and approve bid responses from suppliers submitted through the supplier portal or record responses on behalf of suppliers.
- Compare supplier bid responses, and easily see the lowest quote at a glance.
- Award RFQs to 1 or more suppliers with a purchase order or supplier contract.

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Steps

1. Access the **Maintain Request for Quote (RFQ) Types** task.

   Select the **Public RFQ** check box on an RFQ type when you want to enable approved suppliers to participate in the bidding process. Clear the check box when you want to send invitations to specific suppliers.

   Security: *Set Up: Request for Quotes* domain in the Procurement functional area.
2. Create Request for Quote Print Layouts .
3. Add a Logo and Signature to Request for Quotes .
4. Include Messages in Request for Quote Print Layouts .
5. (Optional) Access the **Maintain Procurement Award Reasons** task to create reasons for awarding suppliers with a supplier contract or purchase order.

   Enter award reasons with descriptions, such as low bid, emergency purchase, or early delivery.

   Security: *Set Up: Procurement* domain in the Procurement functional area.
6. (Optional) Provide Spend Transaction Instructions .
7. (Optional) Set up email notifications to send information to suppliers.

   See Steps: Set Up Request For Quote Notifications .

Next Steps

Process RFQs.

Related Information
Tasks
Create Suppliers

Steps: Process Request for Quotes

Prerequisites

- Set up request for quotes (RFQ).
- Security domains in the Procurement functional area:
  - *Process: Request for Quotes - Cancel*
  - *Process: Request for Quotes - Close*
  - *Process: Request for Quotes - Create/Edit*
  - *Process: Request for Quotes - Post*
  - *Process: Request for Quotes - Reporting*
  - *Process: Request for Quotes - View*

Context

Support a simple RFQ process for the procurement of standardized goods and services. This process enables you to:

- Create an ad hoc RFQ or an RFQ from existing procurement business documents such as requisitions, purchase orders, or supplier contracts.
- View and capture RFQ responses from suppliers and streamline the award process.

Steps

1. Create Ad Hoc Request for Quotes .
2. (Optional) Select **Request for Quote > Printable Version** from the related actions menu on the **Find Request for Quotes (RFQ)** report. You can create a printable version of an RFQ in *Approved* or *Posted* status.

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3. Submit Request for Quote Responses .

   Review and approve RFQ responses from the supplier. You can record RFQ responses on behalf of the supplier.
4. Once you submit the RFQ and it's approved, open the RFQ for bidding. Select **Request for Quote > Post Request for Quote** from the related actions menu of the RFQ.
5. (Optional) Analyze RFQ bid responses in a side-by-side layout, by accessing **Request for Quote > Compare RFQ Responses** from the related actions menu of the RFQ.
6. Award Request for Quotes to Suppliers .

Next Steps

- View the RFQ details, including information on RFQ responses and awards.
- Modify, cancel, or copy the RFQ.

Related Information
Tasks
Maintain Request for Quotes

Include Messages in Request for Quote Print Layouts

Prerequisites

Security: *Set Up: Financial Messages* domain in the Common Financial Management functional area.

Context
Create, edit, or delete messages, alerts, and instructions to include in request for quote (RFQ) documents printed in PDF format.

Steps

1. Access the **Maintain Financial Messages** task.
2. Select *Request for Quote* from the **Restrict Type to** prompt to use the message only for RFQ documents.

Next Steps

Create an RFQ print layout to include financial messages.

Related Information
Tasks
Steps: Set Up Request for Quotes

Add a Logo and Signature to Request for Quotes

Prerequisites

Security: *Set Up: Custom Report Creation* domain in the System functional area.

Context
Add your company logo and signature to the Workday delivered or custom form layout. You can then display logos and signatures in the PDF versions of request for quote (RFQ) documents.

Steps

1. Access the **View Delivered Business Form Layout** report.
2. Select the delivered *Request for Quote Printing Form* layout or a custom layout.

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3. Select the **Configure** related action.
4. Upload the company logo and RFQ signature tokens.
5. Access the **Create/Edit Request for Quote (RFQ) Print Layout** task.
6. Select the **Include Company Logo** and **Include Signature** check boxes.

Result

Workday includes the company logo and signature images in the PDF file of the RFQ.

Related Information
Tasks
Steps: Set Up Request for Quotes

Create Request for Quote Print Layouts

Prerequisites

Security: *Set Up: Request for Quotes* domain in the Procurement functional area.

Context

You can customize the Workday-delivered business form layout for generating PDF attachments and printing request for quote (RFQ) documents.

Steps

1. Access the **Create Request for Quote (RFQ) Print Layout** task.
2. Select **Companies** or a company hierarchy.
   Each company can have only 1 RFQ print layout.
3. (Optional) You can select a custom layout from the **Business Form Layout** prompt.
4. (Optional) When you select the **Include Company Logo** and **Include Signature** check boxes, Workday generates the logo and signature from the layout you choose.
5. (Optional) Select financial messages to include on RFQs.

Next Steps

Process RFQs.

Related Information
Tasks
Steps: Set Up Request for Quotes

Steps: Set Up Request For Quote Notifications

Prerequisites

Create request for quote documents.

Context

Configure RFQ email notifications to send information to suppliers at various stages of the RFQ process.

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Steps

1. Access the **Create Email Template** task for the company to configure email notification templates with static and dynamic content to suit your business needs for these notifications:
    - RFQ Canceled Notification
    - RFQ Closed for Bidding
    - RFQ Open for Bidding
2. Select **Enable Request for Quotes (RFQ) Notifications** option in the **Edit Company Procurement Options** task for the company.
3. Create Request for Quote Notification Schedules to schedule jobs to send RFQ Open for Bidding and RFQ Closed for Bidding notifications.

Result

Suppliers receive notifications automatically when RFQs are open, closed or canceled.

Next Steps

Open, close, or cancel RFQs.

Create Request for Quote Notification Schedules

Prerequisites

- Enable RFQ notifications for the company.
- Security: *Process: Request for Quotes - Create/Edit* domain in the *Procurement* functional area.

Context

Schedule a job to automatically notify suppliers when you open or close RFQ documents for bidding.

Steps

1. Access the **Schedule Request for Quote (RFQ) Notifications** task.
2. Select 1 or more **Notification Types**:
    - RFQ Open for Bidding.
    - RFQ Closed for Bidding.

Result

The schedule job sends notifications automatically when the RFQs are open or closed for bidding, based on the RFQ start and end datetime.

Next Steps

Open or close RFQs.

Related Information
Tasks
Steps: Set Up Request for Quotes
Maintain Request for Quotes

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Create Ad Hoc Request for Quotes

Prerequisites

- Configure the *Request for Quote Event* business process in the Procurement functional area.
- Configure request for quote (RFQ) types in the **Maintain Request for Quote Types** task.

Context

You can create RFQ documents to:

- Invite suppliers to bid on specific goods and services.
- Fulfill requisitions using quotation-based sourcing within Workday.

Steps

1. Access the **Create Request for Quote (RFQ)** task.
2. Select **Create Ad Hoc RFQ** to create a new RFQ.
3. As you complete the **Document Information** section, consider:

Option	Description
RFQ Type	Select the **RFQ Type**. You configured these values in the **Maintain Request For Quotes Types** task.
RFQ Title	Name the RFQ document to make it easy for buyers and suppliers to identify the content.
Start Date / End Date	Configure the date and timestamps to post and close the RFQ for bidding.
Sourcing Buyer	Automatically populates the name of the worker creating the document.
Exclude Target Price	Select to exclude the target price on the RFQ PDF to suppliers.

4. List any bidding requirements for suppliers in the **Terms and Conditions** section.
5. Include lines for procurement of goods and services on the **Lines** tab.

   You can't add supplier-specific items such as catalog or web items. As you complete the tab, consider:

Option	Description
Item	(Optional) When you select an item, Workday automatically links the **Spend Category** to the item.
Spend Category	Associates items with their account posting rules and provides details for creating invoices. When you select an item before specifying the spend category, you can't modify the default value assigned to the item.
Target Price	When you check **Exclude Target Price** in the **Document Information** section, Workday doesn't display the target price to the supplier including the printed RFQs.

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Option	Description
Requested Delivery Date	Enter the date by which suppliers must send their RFQ line responses.
Response Required	Select to make the line require a response on the RFQ.
Worktags	Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the **Maintain Worktag Usage** task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values.
Splits	Split lines by **Amount** or **Quantity**. You can then specify the amounts or quantities, enter a memo, and tag each split.

6. As you complete the **Proposed Suppliers** tab, consider:

Option	Description
Suppliers	Select 1 or more suppliers when the RFQ type isn't a **Public RFQ**.
Issue Option	Select a deliver format to send RFQs to suppliers.
Override Contact Email	Select 1 or more alternate email addresses for a supplier.

7. (Optional) Enter bid requirements at the line level or on the **Bid Requirements** tab.

Option	Description
Name	The requirement or question for suppliers.
Type	The type of response required for the bid requirement from suppliers: • *Date* • *Numeric* • *Text* • *Yes/No*
Response Required	Select when you require a response from suppliers.
Applies To	Select *Document* or *Lines* to specify whether the bid requirement applies to the document or to all lines in the RFQ.

8. (Optional) Attach files to the RFQ document on the **Attachments** tab.

   Select the **External** check box to include the attachment with the PDF business document you send to your supplier.

Result

After you submit the RFQ, you can now edit, cancel, and copy it.

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Next Steps

Review and approve or deny the RFQ.

Related Information
Tasks
Steps: Process Request for Quotes

Create Request for Quotes from Business Documents

Prerequisites

- Configure the *Request for Quote Event* business process in the Procurement functional area.
- Configure request for quote (RFQ) types in the **Maintain Request for Quote Types** task.

Create these procurement business documents in any status:

- Requisitions.
- Purchase orders.
- Supplier contracts.
- Request for quotes.

Context

You can create RFQ documents directly from these procurement business documents. You can copy:

- Lines and attachments from requisitions.
- Lines from purchase orders.
- Lines from supplier contracts.
- Lines, attachments, bid requirements, and line bid requirements from existing RFQs.

Steps

1. Access the **Create Request for Quote (RFQ)** task.
2. Select the source of the RFQ:
    - **Copy Details From Existing RFQ**.
    - **Create RFQ From Existing Document** to copy lines from a requisition, purchase order, or supplier contact.
3. When creating a copy from an RFQ, select these check boxes to exclude in the **Copy from Existing Options** section:
    - Supplier list
    - Attachments
    - Bid requirements
    - Line bid requirements
4. On the **Lines** tab, select the lines to copy to your new RFQ.
5. In the **Document Information** section, enter the bidding date range to post the RFQ for bidding.
6. (Optional) Make changes to the line items.
7. Add suppliers on the **Proposed Suppliers** tab.
   Select 1 or more suppliers when the RFQ type isn't a **Public RFQ**.
8. (Optional) Enter bid requirements at the line level on the **Bid Requirements** tab.

Result

You can now modify the information and add more line items and suppliers to the RFQ.

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Next Steps

Review and approve request for quotes.

Related Information
Tasks
Create Requisitions
Create Purchase Orders
Steps: Create Supplier Contracts
Steps: Process Request for Quotes

Submit Request for Quote Responses

Prerequisites

- Post approved request for quote (RFQ) documents to suppliers.
- Configure the *Request for Quote Response Event* business process in the Procurement functional area.
- Security: *Process: Request for Quotes* domain in the Procurement functional area.

Context

Workday enables suppliers to submit bid responses through supplier portal or with the *Submit Request for Quote Response* web service. Suppliers might cancel RFQ bid responses if they want to bid again. Workday currently doesn't support alternate or concurrent bids.

The sourcing buyer can also record bid responses on behalf of the supplier using the **Create Request for Quote (RFQ) Response** task.

Steps

1. In the supplier portal, access the **Create Request for Quote (RFQ) Response for Supplier Contact** task.

   You can also:

   - Access RFQs by clicking the RFQ document link from the **Open RFQ - Not Responded** worklet.
   - Search for the RFQ.
2. Select **Create Response** available on the **View Request for Quote** page to enter bid responses for the RFQ.

   You can only create bid responses on RFQs that are currently open.
3. (Optional) Enter the name of contact responsible for submitting the responses in the **Recorded By** field.
4. View the instructions on RFQ response documents.
5. In the **Enter Line Responses** tab, select each line, and fill in the response information.
6. As you complete the **Line Response** section, consider:

Option	Description
Response Required	Indicates if this line requires a response from the supplier.
No Bid	Select this check box if you don't want to bid against the line.
Price	For goods and service lines. This field is required when you select the **Price Required** check box on the RFQ.

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Option	Description
Item Description	Enter the description of the supplier item if it differs from the RFQ line item.
Lead Time (in days)	For goods lines only. This field is required when you select the **Lead Time Required** check box on the RFQ.

7. On the **Enter Bid Requirement Responses** tab, provide the responses to the bid requirements.
8. Add available attachments at the line level or in the **Add Attachments** tab for header-level attachments.
9. Use activity streams to post questions or add comments directly to the buyer on the RFQ response documents.

Result

Initiate the *Request for Quote Response Event* business process for review and approval.

Next Steps

For approved RFQs, buyers award suppliers with a purchase order or supplier contract.

Related Information
Tasks
Steps: Process Request for Quotes
Set Up the Supplier Portal

Award Request for Quotes to Suppliers

Prerequisites

- Create request for quote (RFQ) responses upon submission and approval.
- Configure the *Request for Quote Award Event* business process in the Procurement functional area.
- Security: *Process: Request for Quotes - Create/Edit* domain in the Procurement functional area.

Context

Create an award document for suppliers bidding on an RFQ. You can award 1 or more suppliers with either a purchase order or a supplier contract. When you:

- Source a **Purchase Order** from a requisition, the purchase order automatically updates the requisition-sourced quantities or amounts.

  Enable commitment accounting, Workday automatically liquidates any commitments on the requisition once you issue the purchase order.
- Source a **Supplier Contract** from a requisition, the contract doesn't automatically update the requisition-sourced quantities or amounts.

  Enable commitment accounting, Workday doesn't automatically liquidate commitments on the requisition once you approve the contract.

Steps

1. Access the **Create Request for Quote (RFQ) Award** task.

   You can search for this task or select **Request for Quote > Create RFQ Award** from the related actions menu of the **Find Request for Quotes (RFQ)** report.

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2. As you complete the RFQ award header information, consider:

Option	Description
Award Reason	(Optional) The reason to award RFQs to the supplier.
Currency	Workday recommends that you select the **Currency** of your target purchase order or supplier account.
Award Type	• **Purchase Order** You can partially award RFQ lines to multiple suppliers. Example: You can award an RFQ line of 100 units to 2 suppliers; 1 for 25 and 1 for 75 units each. • **Supplier Contract** Select the **Contract Type** to configure contract values. Workday creates the supplier contract in *Draft* status and doesn't support partial awards on RFQ lines. Workday doesn't carry over line splits from purchase orders or requisitions over to the contract.

3. Select the check boxes in the **Award Options** section to exclude RFQ attachments and line attachments from being sent to suppliers.

   When you exclude attachments in RFQ awards, those documents are accessible only by your organization.
4. Add additional lines that you didn't select from the RFQ you're awarding by selecting the **Import RFQ Lines** prompt.
5. In the **Lines** section, select the RFQ response lines to include on the RFQ award.
6. Enter and review the award line details such as **Award Quantity** and **Award Item Description** on ad hoc or description-based lines. The description populates on the purchase order or supplier contract documents.
7. Lines originating from requisition lines contain the **Ship-To Address**, **Ship-To Contact**, and **Deliver-To Location**, when populated.
8. Enter and review the details in the **Purchase Order Defaults** or **Supplier Contract Defaults** section. This information automatically populates based on the type of award you select.
9. When awarding a purchase order, select the **Auto-submit Award Outcome for Approval** check box. Selecting the check box enables Workday to submit the order outcome document automatically for review and approval.

Result

If you created the RFQ from a requisition, Workday automatically marks the requisition lines as sourced when the awarding the RFQ to a purchase order.

Next Steps

View or edit the RFQ award outcome documents; purchase order or supplier contract.

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Related Information
Tasks
Steps: Process Request for Quotes

Maintain Request for Quotes

Prerequisites

Security domains in the Procurement functional area:

- *Process: Request for Quotes - Cancel*
- *Process: Request for Quotes - Change*
- *Process: Request for Quotes - Close*
- *Process: Request for Quotes - Create/Edit*
- *Process: Request for Quotes - Post*
- *Process: Request for Quotes - Reporting*
- *Process: Request for Quotes - View*

Context

After you create and submit a request for quote (RFQ), you can perform actions, such as post or modify the RFQ, based on its current status.

Steps

1. Access the **Find Request for Quotes (RFQ)** report and identify the RFQ to modify.
2. Select from these related actions on the RFQ:

Option	Description
Edit	You can only edit the RFQ document when it's in *Draft* status.
Cancel	Enables you to cancel the RFQ document before or after approving the RFQ. When the RFQ source is a requisition, select the **Uncheck RFQ Required on Requisition Lines(s)** check box to: • Clear the **RFQ Required** check box from requisition lines for goods and services. • Return the backing requisition lines to the requisition pool. You can't cancel the RFQ once it's in the award stage. If you configure notifications, Workday sends an *RFQ Canceled Notification* to suppliers who received the RFQ.
Change	Enables you to edit the RFQ document before or after posting the RFQ. • Repost the RFQ to make it available for bidding and enable suppliers to record responses.

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Option	Description
	• Once suppliers create responses, you can only add lines and suppliers to the RFQ. You can't change the RFQ once it's in the award stage.
Close	Enables you to close the RFQ document when it's no longer needed. When the RFQ source is a requisition, select the **Uncheck RFQ Required on Requisition Lines(s)** check box to: • Clear the **RFQ Required** check box from requisition lines for goods and services. • Return the associated requisition lines to the requisition pool when there are quantities or amounts available for awarding. You can only close the RFQ when it's in the award stage.
Copy	Enables you to copy an RFQ and create a new RFQ.
Post	Once the RFQ is *Approved*, Workday enables you to: • Send the RFQ electronically and open it for bidding. • Record supplier responses against the RFQ. Workday sends the document based on the supplier's preference in the **Issue Option** and **Override Contact Email** prompts in the **Create Request for Quote** task.
Printable Version	Approve RFQs before creating a printable version.
Compare RFQ Responses	Enables you to compare RFQ responses from suppliers by selecting two or more bid responses. You can view: • A side-by side comparison summary of supplier information and response totals. • Bid requirement responses and line responses. • Lowest quote per line, with an option to view it as a chart.

Related Information

Tasks

Create Ad Hoc Request for Quotes

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Internal Service Deliveries

Steps: Set Up Internal Services

Context

You can use the internal service provider to control services delivered within your organization, and keep track of the approval process and budget checking.

Steps

1. Create Internal Service Providers .
2. Create Internal Catalogs .

   Set up internal catalogs and internal catalog load requests that are specific to the internal service provider.
3. Access the **Edit Tenant Setup - Financials** task.

   Select the **ID Generator for Internal Service Delivery** at the company level to generate the document number.
4. Configure the *Internal Service Delivery Event* business process and security policy in the Procurement functional area.

   (Optional) Add a budget checking step in the business process event.

Next Steps

Create internal service deliveries.

Related Information
Tasks
Create Internal Service Deliveries

Create Internal Service Providers

Prerequisites

Security: *Set Up: Internal Service Provider* domain in the Suppliers functional area.

Context

Internal service providers enable you to create internal service delivery documents. You can use related actions off this internal service provider to assign roles and create a business process definition to route the workflow.

Steps

1. Access the **Create Internal Service Provider** task.
2. Enter the **Review Date** in which the internal service provider was last reviewed.
3. Enter the **Next Review Date** to review the internal service provider.
4. Select the **Default Revenue Category** for this internal service provider to apply to the internal delivery document.

   On the internal service delivery document line, if you don't map the spend category to a revenue category, Workday defaults the revenue category of the internal service provider.

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5. Click **Submit** and review the **Assigned Roles** section of the **Details** tab.

   Only workers with roles on the internal service provider can see internal service delivery documents. Workday automatically assigns roles to the internal service provider that you have enabled. You can manage these role assignments using the **Maintain Assignable Roles** task or by selecting **Roles > Assign Roles** from the related action menu of the internal service provider.

Next Steps

Create internal catalogs.

Related Information
Tasks
Set Up Assignable Roles

Create Internal Catalogs

Prerequisites

- Create internal service providers.
- Security: *Process: Internal Catalogs* domain in the Supplier Contracts functional area.
- Configure the *Internal Catalog Load Request* initiating action step in the *Catalog Load* business process security policy in the Supplier Contracts functional area.

Context

You can create an internal catalog and associate it with an internal service provider, so you can enable the internal service provider to load internal catalog items into Workday.

Steps

1. Access the **Create Internal Catalog** task.

   As you complete the task, consider:

Option	Description
Currency	Workday automatically populates this field if you select an internal service provider that has a default currency.

2. Click **Load Items**.
3. As you complete the **Internal Catalog Load Request** step, consider:

Option	Description
Catalog Item	Select an existing catalog item to update it. To create a new catalog item, leave this field blank.
Action	Select: • *Update* to create a new catalog item or update an existing catalog item, if you selected one.
Rate	Enter the rate (unit cost) for the internal service delivery document.

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Result

Workday initiates the *Catalog Load* business process for review and approval.

Workday automatically populates the internal service delivery document lines with data from the internal catalog lines.

Create Internal Service Deliveries

Prerequisites

Configure the *Internal Service Delivery Event* business process and security policy in the Procurement functional area.

Context

You can create internal service delivery documents to record the requester's related worktags, such as cost centers and grants, and service details.

Steps

1. Access the **Create Internal Service Delivery** task.
2. As you complete the task, consider:

Option	Description
Currency	Workday uses the company base currency when you don't define the currency for an internal service provider.
Document Date	You can change this date to the one you want to use for accounting.
Delivery Date	The date the service is delivered. This date populates on the document line.
Worktags	Workday automatically populates the revenue worktags based on the internal service provider selected. These worktags appear on the revenue side of the accounting journal.
Apply Header Changes to All Lines on Save or Submit	Workday only displays this check box when you save an internal service delivery for later and then edit it again. When you select the check box, Workday applies any changes you make to the **Currency** or **Document Date** prompts in the header to the **Unit Cost** and **Extended Amount** columns in the **Lines** grid.

3. As you complete the **Lines** tab, consider:

Option	Description
Company	Workday defaults the header company to the line. For inter-company transactions, you can select a different company as long as it has an intercompany profile.

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Option	Description
Item	Select a catalog item from catalogs associated with the internal service provider or add an ad hoc line to create a catalog item.
Spend Category	Select the spend category associated with the catalog item.
Revenue Category	Select or remove the revenue category for the internal service delivery line. Workday automatically populates the revenue category associated with the: • Spend category, if the spend category is mapped to a revenue category. • Internal service provider, if a default revenue category is set on the internal service provider.
Extended Amount	Workday automatically calculates the extended amount from the quantity, unit of measure and unit cost, or you can enter the extended amount directly.
Worktags	Workday automatically populates the worker's worktags, or you can enter worktags to display on the journal line. Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the **Maintain Worktag Usage** task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values.
Split	Click to split lines by *Amount* or *Quantity*. You can select worktags for each split.

Result

Once submitted, Workday initiates the *Internal Service Delivery Event* business process for review and approval.

Once approved, Workday:

- Debits the account used by the spend account posting rule.
- Credits the account used by the revenue account posting rule.
- Balances the journal with balancing worktags.

Related Information
Tasks
Steps: Set Up Internal Services

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Purchase Orders

Setup Considerations: Multicompany Procurement

You can use this topic to help make decisions when planning your configuration and use of multicompany procurement. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

At the tenant level, you can enable multicompany on requisitions and purchase orders. This setup centralizes procurement by enabling you to order on behalf of other companies with a single document.

Workday automatically supports multiple companies on supplier invoices.

Business Benefits

You can create consolidated requisitions and purchase orders for goods, services, and project-based services on behalf of other companies. This business practice reduces the number of purchase orders sent to suppliers, saving you time during reconciliation.

Use Cases

- Request goods and services for multiple companies with 1 requisition.
- Order for multiple companies with 1 purchase order, simplifying workflow.
- Match multicompany invoices to multicompany purchase orders for accurate reports.
- Expenses and assets post accurately based on the companies at the line and header level, reducing accounting workloads.

Questions to Consider

Questions	Considerations
How does your business use supplier contracts to procure?	When you consolidate requisitions across supplier contracts at the tenant level, create a supplier contract for a company hierarchy that includes the companies for which you procure. For multicompany transactions that don't consolidate across supplier contracts, the contract pricing at the header applies to all companies at the line.
How does your business use intercompany?	Create an intercompany relationship between companies to use them on multicompany transactions. You can create this relationship on the **Edit Company Intercompany Profile** task.

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Questions	Considerations
	Set up the procurement company as the parent company.
How do you edit and approve lines on spend transactions?	You can edit the companies on requisition lines during the creation and approval process. You can't edit the companies at the line level on sourcing tasks.
Does your business use Inventory?	For Inventory, you can't edit the company at the line on replenishment or par-replenishment requisitions. For replenishment-type orders: • Configure the company that orders on behalf of the location on the **Maintain Inventory Sites** and **Maintain Par Location** tasks. • You can only add requisition lines and purchase order lines that are for inventory or par companies. To set up the procurement company for inventory locations, you must also have the company setup as the parent company on the **Edit Company Intercompany Profile** task.
How does accounting work for multicompany transactions?	Using the **Create Account Posting Rule Set** task, set up these account posting rules: • **Intercompany Receivables**, which posts for the parent company. • **Intercompany Payables**, which posts for the children companies. You can view accounting on multicompany procurement transactions on these tabs, which list accounting for each unique company on the purchase order or requisition: • **View Accounting for Purchase Order** • **View Accounting for Requisition** You can view all liquidated journals, but you must have security permissions for that company to view its operational journal.

Recommendations

- Select the *Requisition* and *Purchase Order* options on the **Enable Multi-Company** prompt on the **Edit Tenant Setup - Financials** task.
- Quickly run receipt accruals for companies on purchase order lines by using a company hierarchy of all the companies on the **Create Receipt Accrual** task.

Requirements

To enable multicompany for requisitions, enable multicompany for purchase orders.

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Using the **Edit Intercompany Company Profile** task, create an intercompany relationship between companies for which you procure. Select the procurement company as the parent company.

You must have security permissions for the company at the header level to use the **Put Away Inventory** task and to view these documents:

- Purchase Order
- Receipt
- Requisition
- Invoice

Limitations

You can't disable this feature once you have active multicompany purchase orders or requisitions.

You can't change the companies on order lines on sourcing tasks or after you approve the purchase order. You also can't change the companies on lines on these resulting documents:

- Receipts
- Returns
- Invoices

You can't change the company on replenishment-type orders.

You must have security permissions for the company at the receipt header to use the **Put Away Inventory** task.

On the **Roll Forward Procurement Documents** task, the **Balances** tab and these fields display blank when a company at the document line has a different currency than the company at the header:

- **Amount Invoiced**
- **Total Amount**
- **Total PO Amount**

Tenant Setup

On the **Edit Tenant Setup- Financials** task, select *Requisition* and *Purchase Order* on the **Enable Multi-Company** prompt.

Security

To view and edit multicompany documents, you need security permissions for the company at the header. You can also view all liquidated journals, but you need security permissions for that company to view its operational journal.

You can route approvals based on the companies at the line level when you add these subprocesses to the requisition and purchase order business processes:

- *Requisition Intercompany Event*
- *Purchase Order Intercompany Event*

For each company on a multicompany document, Workday displays lines that need review for assigned reviewers in My Tasks.

Business Processes

To route transactions for review and approval based on companies on requisition lines:

1. Configure the *Requisition Event* business process and security policy in the Procurement functional area.
2. Configure the *Requisition Intercompany Event* business process and security policy in the Procurement functional area.

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3. Add the *Initiate Requisition Intercompany Event* action step to the *Requisition Event* business process.

To route transactions for review and approval based on companies on purchase order lines:

1. Configure the *Purchase Order Event* business process and security policy in the Procurement functional area.
2. Configure the *Purchase Order Intercompany Event* business process and security policy in the Procurement functional area.
3. Add the *Initiate Purchase Order Intercompany Event* action step to the *Purchase Order Event* business process.

Reporting

You can use Workday reports or custom reports for these documents with multiple companies:

- Change Order
- Purchase Order
- Requisition
- Supplier Invoice

Integrations

These web services support procurement documents with multiple companies:

- *Get Purchase Orders*
- *Get Purchase Order Change Orders*
- *Get Receipts*
- *Get Returns*
- *Get Supplier Invoices*
- *Submit Purchase Order*
- *Submit Purchase Order Change Order*
- *Submit Receipt*
- *Submit Supplier Invoice*

Connections and Touchpoints

Features	Considerations
Create Receipts	To view and edit multicompany receipts, you must have security permissions for the company at the header.
Put Away Inventory	To use the **Put Away Inventory** task, you must have security permissions for the company at the receipt header. Workday automatically puts away items based on the companies at the receipt lines.
Replenish Inventory	Workday populates the companies as read-only on multicompany documents for replenishment. For replenishment transactions, Workday populates the company at the line based on the replenishment procurement company setup on the **Maintain Inventory Site** task. For par replenishment transactions, Workday populates the company at the line based on the

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Features	Considerations
	source requisition company setup on the **Maintain Par Location** task.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Tasks

Steps: Set Up Multicompany Procurement

Set Up the Requisition Business Process

Reference

Reference: Edit Tenant Setup - Financials

Steps: Set Up Purchase Orders for Procurement

Prerequisites

- Set up requisitions for procurement. See Steps: Set Up Requisitions for Procurement .
- Configure the company and tenant options for purchase orders.

Context

You can set up purchase orders for procurement. Create purchase order types to source from matching requisition types. Also, define security permissions and the business processes for purchase orders.

Steps

1. Maintain Purchase Order Types .

   Create purchase order types that match your requisition types.
2. (Optional) Set up procedure information visibility for suppliers in the Supplier Portal. To enable supplier contacts to view and search for purchase orders using healthcare-specific procedure information, you must:
   a) Access the *Edit Tenant Setup - Financials* task and select **Enable Healthcare Options**.
   b) Access the *Maintain Purchase Order Types* task and select the **Allow Procedure Information**check box for relevant purchase order types.
   c) Edit the domain security policy for the *Self Service: Access Healthcare Information* domain and grant the **Supplier Contact** as *Self security group View access*.
3. Set Up the Purchase Order Business Process .
4. Configure these domains in the Procurement functional area:
   - *Process: Purchase Order*
   - *Process: Purchase Order - Cancel*
   - *Process: Purchase Order - Close*
   - *Process: Purchase Order - Close for Receiving*
   - *Process: Purchase Order - Create/Edit*
   - *Process: Purchase Order - Issue*
   - *Process: Purchase Order - Mass Action*
   - *Process: Supplier Contract - Purchase Order*
   - *Process: Purchase Order - Reporting*
   - *Self-Service: Purchase Order*
   - *View: Organization Purchase Order*

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Next Steps

Set up a schedule to automatically issue purchase orders.

Related Information
Reference
The Next Level: Supplier Contracts Overview

Steps: Set Up Multicompany Procurement

Prerequisites

- Review setup considerations for multicompany procurement. See Setup Considerations: Multicompany Procurement .
- Configure these business processes and security policies in the Procurement functional area:
  - *Requisition Event*
  - *Purchase Order Event*

Context

You can set up company relationships and business processes to support multicompany requisitions and purchase orders. This setup enables you to procure on behalf of multiple companies with a single document.

Steps

1. Access the **Edit Company Intercompany Profile** task.
   a) From the **Company** prompt, select the parent company that transacts on behalf of other children companies.
   b) Add the children companies to the intercompany profile and select the **Initiate Allowed** check box.

   Security: *Set Up: Company Accounting* domain in the Common Financial Management functional area.
2. Set Up Account Posting Rules.

   Set up these account posting rules:

   - **Intercompany Receivables**, which posts for the parent company.
   - **Intercompany Payables**, which posts for the children companies.
3. (Inventory only) Set Up Inventory Sites .

   From the **Replenishment Procurement Company** prompt, select the company that transacts on behalf of the inventory site.
4. (Inventory only) Access the **Maintain Par Location** task.

   From the **Source Requisition Company** prompt, select the parent company that transacts on behalf of the par location.

   Security: *Set Up: Inventory* domain in the Inventory functional area.

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5. (Optional) Access the **Create Business Process Definition (Default Definition)** task.

   To route requisition lines to assigned approvers:

   a) Select the *Requisition Intercompany Event* option from the **Business Process Type** prompt to configure the business process and security policy for approving requisition lines.
   b) From the related actions menu of the *Requisition Event* business process, select **Business Process > Edit Definition**.
   c) Then add the *Initiate Requisition Intercompany Event* action step to the *Requisition Event* business process.

   Security: Set up the *Business Process Administration* and *Manage: Business Process Definitions* domains in the System functional area.
6. (Optional) Access the **Create Business Process Definition (Default Definition)** task.

   To route purchase order lines to assigned approvers:

   a) Select the *Purchase Order Intercompany Event* option from the **Business Process Type** prompt to configure the business process and security policy for approving purchase order lines.
   b) From the related actions menu of the *Purchase Order Event* business process, select **Business Process > Edit Definition**.
   c) Then add the *Initiate Purchase Order Intercompany Event* action step to the *Purchase Order Event* business process.
7. Access the **Edit Tenant Setup - Financials** task.

   From the **Multi-Company** prompt, select the *Requisition* and *Purchase Order* options.

   Security: Set up *Set Up: Tenant Setup - Financials* domain in the System functional area.

   See Reference: Edit Tenant Setup - Financials.
8. (Optional) Access the **Create Company Heirarchy** task.

   Create a company hierarchy of all the companies that you transact on behalf of:

   - When you consolidate requisitions across supplier contracts at the tenant level.
   - To run the **Receipt Accrual** task once for all companies.

   Security: Set up the *Create: Company* domain in the Organizations and Roles functional area.
9. (Optional) Steps: Create Supplier Contracts .

   When you consolidate requisitions across supplier contracts, create a supplier contract with the company hierarchy of all the companies that you transact on behalf of.

Result

- For replenishment type orders, Workday populates the company as read-only on requisition and purchase order lines.
- If you use commitment accounting, Workday runs commitment accounting for all companies on requisition and purchase order lines.

Related Information

Concepts

Setup Considerations: Multicompany Procurement

Tasks

Set Up the Requisition Business Process

Steps: Set Up Automatic Issuing of Purchase Orders

Prerequisites

Set up:

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- Integration systems for EDI and punchout.
- Supplier links for punchout, XML issue, and EDI issue.

Context

You can enable automatic issuing of purchase orders after approval using EDI or XML formats.

Steps

1. Access the **Create Business Process Definition (Default Definition)** task.
   Configure these business processes in the Procurement functional area:
   - *Integration Process Event for Purchase Order Outbound EDI*
   - *Purchase Order XML Issue Event*

   Security: *Business Process Administration* and *Manage: Business Process Definitions* in the System functional area.
2. Change Supplier Information .
   Search for suppliers for which you want to enable automatic issuing of XML or EDI purchase orders.
   a) Select the *Procurement Options* section to edit.
   b) Select the *EDI Auto* or *XML Auto* option from the **Issue Option** prompt.
3. Define Purchase Order Issue Schedules .

Related Information
Tasks
Steps: Set Up Automatic Sourcing of Requisitions
Steps: Set Up Integration to Export EDI 850 Purchase Orders
Create Supplier Punchout Connections
Customize the Business Process That Issues XML Purchase Orders
Reference
Reference: Purchase Order and Change Order Issue Options

Set Up the Purchase Order Business Process

Context

You can customize the *Purchase Order Event* business process to accommodate your business needs. The business process steps occur before you issue purchase orders to suppliers.

You can route purchase orders to:

- Supplier contract specialists to verify that they don't exceed the specified supplier contract amount.
- Suppliers with Workday access before you issue (supplier collaboration).
- Buyers for review before issuing them to suppliers.

Steps

1. Edit Business Processes.
   From the related actions menu of the *Purchase Order Event* business process, select **Business Process** > **Edit Definition** or **Copy or Link Business Process Definition**.

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2. As you customize the business process, consider:

Option	Description
Check Budget	Workday recommends you add this action step after a review or approval step to ensure that the budget check still passes constraints.

Note: When you add custom validations on the purchase order business process, Workday recommends that you add the same custom validations to the *Change Order* business process. This setup ensures you create valid change orders.

Next Steps

- To route purchase orders for approval before issuing to suppliers, configure the *Purchase Order Issue Event* business process.
- (Optional) Configure the *Purchase Order XML Issue Event* business process for XML purchase orders.

Create Purchase Order Print Layouts

Prerequisites

- Customize the Workday-delivered business form layout to include images for a company logo and signature. See Create Custom Business Form Layouts for Purchase Orders .
- Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

Issue purchase orders as PDF email attachments or printed files to suppliers by defining layouts.

Steps

1. Access the **Create/Edit Purchase Order Print Layout** task.
2. Select one or more companies.

   Each company can have only one purchase order print layout.
3. If you require more flexibility than the delivered purchase order print layout, use a **Custom Business Form Layout**.

   Use Workday Community to download the purchase order *rptdesign* file at https://community.workday.com/articles/349110.
4. Check **Include Company Logo** and **Include Signature** to include on your layout.

   The company logo and signature are generated from the Workday-delivered purchase order layout or custom layout you optionally used.
5. Select or create financial messages for printed purchase orders.

   Financial messages display on each purchase order you generate with this layout. You can include up to 3 company messages.

Result

Workday automatically uses the print layout when your company generates PDF email attachments and printed purchase orders.

Next Steps

Create purchase orders.

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Related Information
Tasks
Add a Logo and Signature to Purchase Orders
Include Messages in Purchase Order Print Layouts

Create Custom Business Form Layouts for Purchase Orders

Prerequisites

Security: *Custom Report Creation* in the System functional area.

Context

Workday delivers a standard business form layout for purchase orders called *Printable Purchase Order v4*.

If the delivered business form layout doesn't meet your needs, you can create your own custom business form layouts. You can associate them with purchase order print layouts and in some cases, replace a delivered layout using *Report Designer in Workday Studio*.

Steps

1. Create your own xsl stylesheet or design a business form layout using *Report Designer in Workday Studio*. This step enables you to define the placement of lines and boxes on the purchase order.
2. Create a custom business form layout.
    a) Access the **Create Business Form Layout** task.
    b) Check the **Active** box.
    c) Enter the number of days for retaining purchase orders before they expire in **Resulting Document Expiration Offset (in days)**. The maximum value allowed is 25,000 days.

    Note: Ensure that the expiration offset you specify here complies with your organization's document retention policy. Workday automatically deletes documents after the offset number of days. You can't recover these documents.
    d) Select a business form layout from one of these prompts:

    - *XSL Attachment*
    - *Report Design*

    You can print custom purchase orders that include:

    - Document lines grouped by a unique combination of deliver-to location, ship-to address, and ship-to contact.
    - Alternate item identifiers.
    - Global location number.
    - Location identifiers.

    Use Workday Community to download the purchase order *rptdesign* file at https://community.workday.com/articles/349110.
    e) Select a **Custom Report**.
    f) Add the **Token Name** for the company logo and signature as follows:

    company_logo

    po_signature

    These tokens are in your XSL stylesheet or Report Designer business form layout.
3. Access the **Configure Business Form Layout** task to upload images for the company logo and signature tokens.

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4. Associate your custom layout with the purchase order print layout.
    a) Access the **Create/Edit Purchase Order Print Layout** task.
    b) Select the **Business Form Layout**.
    c) Check the applicable **Include Company Logo** and **Include Signature** options.
5. (Optional) Include financial messages for *Purchase Order* business documents.

Result

- When you print purchase orders, Workday uses the custom business form layout for the company instead of the delivered one.
- Workday displays the payment type in the purchase order header, such as credit card or check.

Add a Logo and Signature to Purchase Orders

Prerequisites

Set the **Issue Option** for a supplier to *Print* or *Email* using the **PO Options** tab of the **Create Supplier** or Create Supplier Change task.

Context

Add images for your company logo and purchase order signature to the delivered or custom business form layout. The images display in the PDF versions of purchase orders you print and email.

If you have multiple companies with different images, you must create and use custom business form layouts.

Steps

1. Access the **View Delivered Business Form Layout** report.
2. Select the delivered *Printable Purchase Order V8* business form layout or a custom layout.
3. Select the **Configure** related action.
4. Upload an image for the company logo and purchase order signature tokens.
   Workday recommends a logo ratio size of 128 x 50 pixels.
5. Access the **Create/Edit Purchase Order Print Layout** task.
6. Select the **Include Company Logo** and **Include Signature** check boxes.

Result

You can use the print or email option to issue purchase orders to suppliers. Workday includes the company logo and signature images in the PDF file of the purchase order.

Related Information
Tasks
Create Suppliers
Create Purchase Order Print Layouts

Steps: Configure Email Notifications for Purchase Order Issue

Prerequisites

- Create Purchase Order Print Layouts .
- Edit the supplier to:
    - Add an email address to the contact information.
    - Select *Email* as the issue option for purchase orders.

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Context

You can set up notifications to automatically email PDF copies of purchase orders to suppliers when you issue them.

When you issue purchase orders through email and the Supplier Portal at the same time, Workday only notifies suppliers through the Supplier Portal when the PDF print run completes.

Steps

1. (Optional) Edit Business Processes.
   Edit the definition of the *Purchase Order Issue Event* business process and configure a step to add the notification on. Example: The *Review Purchase Orders for Issue* action step.
2. Create Custom Notifications.
   Add a notification on the *Purchase Order Issue Event* business process.
   In the **Triggers** section, from the **On Exit** prompt, select the step that will trigger the notification.
   In the **Repeat On** section, from the **Related Instances** prompt, select *Purchase Orders to be Emailed*.
   From the **Recipients** prompt, select:
   - *Supplier for Purchase Order* to send the email to the primary address of the supplier.
   - *Supplier PO Issue Email* to send the email to the address on the purchase order.

   From the **Attachment(s)** prompt, select:
   - *Attachments for Printing Run Business Process Notifications* to include a PDF of the purchase order and any attachments added as part of a business process.
   - *PDF for Printing Run Business Process Notifications* to include a PDF of the purchase order only.

Next Steps

Issue purchase orders by email.

Related Information
Tasks
Create Suppliers
Create Purchase Order Print Layouts
Issue Purchase Orders

Include Messages in Purchase Order Print Layouts

Context

Create, edit or delete messages, alerts, and instructions to include in purchase orders printed in PDF format.

Steps

1. Access the **Maintain Financial Messages** task.
   You can also create purchase order messages when you're creating purchase order print layouts.
2. In the Restrict Type to field, select *Purchase Orders*.
   If you don't select an option from the **Restrict Type to** list, this message can be selected for all documents that support messages.
   Example: Expense reports, customer statements, and supplier contracts.
3. Specify the Financial Message Name.
   Example: *Remit*.

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4. Enter the Financial Message.
   Please remit payments within 30 days of purchase order date.

Result

Messages are available for purchase order print layouts.

Next Steps

Access the **Print** related action to save a PDF file of your purchase order.

Related Information
Tasks
Create Purchase Order Print Layouts

Maintain Purchase Order Types

Prerequisites

Security: *Set Up: Procurement* domain in the Procurement functional area.

Context

You can configure purchase order types to categorize purchase orders according to your procurement and sourcing needs. You can also use purchase order types to:

- Source purchase orders from matching requisition types.
- Report on purchase orders.
- Create custom validations.

If you don't create purchase order types, the **Purchase Order Type** prompt isn't available in tasks and reports.

Steps

1. Access the **Maintain Purchase Order Types** task.
2. As you complete the task, consider:

Option	Description
Bill Only	Select to identify a purchase order type for unpaid items that your company consumes. Use bill-only purchase order types to notify suppliers that they: • Don't need to ship the product. • Must still process billing and payment. By default, Workday auto-selects the **Lot and Serial** option when you select the **Bill Only** option for a purchase order type. You can deselect the **Lot and Serial** option to create a bill-only purchase order type without lot and serial.
Consignment	Select to identify a purchase order type for procuring items at no cost. Select **Bill Only** with **Consignment** to identify a Bill and Replace requisition type. With this requisition type, you can pay for consumed

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Option	Description
	consigned goods while replenishing consigned inventory at no cost.
Lot and Serial	Select to add lot and serial information onto consignment purchase orders. By default, Workday auto-selects this **Lot and Serial** option when you select the **Bill Only** option for a purchase order type.
Procedure Information	Select to add procedure information on purchase orders. Workday displays this check box when you select **Enable Healthcare Options** on the **Edit Tenant Setup - Financials** task.
External Warehouse	Select to store purchase orders from an external warehouse management system in Workday, and then issue that purchase order using Workday. This purchase order type enables you to replenish a warehouse from an external system. When you enable **External Warehouse** purchase order types, you can: • Use only the *Submit Purchase Order* web service. • Only create lines for stock items. • Use the new **External PO Number** field. Also, for this purchase order type, Workday doesn't create price variances for invoice lines. Note: The Workday receipt accrual process won't include this order type. Ensure that the external system creates receipts and receipt accrual journal entries. This will enable Workday to debit receipt accrual correctly and credit accounts payable to reverse the accrual liability when an invoice is received.
EDI Code	• Enter the 2 characters (EDI Standard) for the purchase order type. • You can set up EDI Codes to identify bill-only, bill-and-replace, and consigned purchase order types.

Next Steps

- Create purchase orders.
- Create requisitions types and associate them with purchase order types.

Related Information
Tasks
Maintain Requisition Types
Steps: Set Up Consignment

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Reference

Reference: Transactions for Consigned Goods

Create Purchase Orders

Prerequisites

- Create spend categories for purchase orders. See Create Spend Categories.
- Specify the purchase order **Issue Option** on the **Create Supplier** task for each supplier.
- Configure the *Purchase Order Event* business process and security policy in the Procurement functional area.
- Security: *Process: Purchase Order - Create/Edit* domain in the Procurement functional area.

Context

You can create purchase orders for issuing to suppliers.

To track purchase orders by purchase order types, create purchase order types on the **Maintain Purchase Order Types** task.

Steps

1. Access the **Create Purchase Order** task.
2. As you complete the **Summary** section, consider:

Option	Description
Order-From Connection	Select a specific supplier site where you want to issue purchase orders. Workday automatically populates options from the **Edit Order-From Connections** task and these fields, based on the order-from connections, instead of the supplier: • Default PO Issue E-mail • PO Issue Option • Shipping Method • Shipping Terms
Freight Amount Other Charges	You can automatically populate these landing costs from the document header to the lines. Add a spend category that's eligible for allocation of freight and other charges to at least 1 line, as set up on the **Maintain Spend Categories** task. Example: You purchase a large piece of equipment and have 1 line for the equipment itself and another for installation.
Acknowledgment Expected	When you configure the supplier to expect POAs automatically, you can clear this check box for individual purchase orders.

3. As you complete the **Terms and Taxes** section, consider:

Option	Description
Payment Terms Default Payment Type	Automatically populates from the Purchase Order Defaults and Payment Defaults sections

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Option	Description
	on the **Create Purchase Order Schedule for Supplier Contract** task.
Due Date	Select the due date for order fulfillment.
Shipping Terms Shipping Methods Shipping Instructions	Workday displays shipping information based on how you set it up in the **Maintain Shipping Information** task. Workday selects the source of shipping information in this order of precedence: • Order-From Connection • Supplier • Company • Tenant You can specify a shipping method when issuing purchase orders with EDI 850 to help facilitate rush orders. Use the **EDI Code** field to specify a shipping method to your supplier through EDI 850 transactions.
Supplier Contract	Select a supplier contract to apply this purchase order to. When a requisition specifies a supplier contract and is the basis for sourcing this purchase order, the supplier contract information automatically populates to the purchase order. **Default Supplier Contract** displays if you select the **Enable Consolidation of Requisitions Across Supplier Contracts** check box during tenant setup.
Default Tax Option	Workday automatically populates this value from the supplier. If the supplier profile doesn't have a defined tax option or to override it, select a tax option. Workday automatically populates the tax option at the line from the header, but you can override it at the line level.
Default Tax Code	Automatically populates from the supplier. If you don't define the default tax code or to override it, select a tax code. The header tax code automatically populates to procurement document lines, which you can override.

4. As you complete the **Contact Information** section, consider:

Option	Description
Issue Option	If you didn't specify an issue option, Workday populates the *Print* issue option, which requires a print layout.

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5. As you complete the **Goods Lines** tab, consider:

Option	Description
Tax Applicability	Automatically populates from the item-specific tax rule based on ship-to address, first by purchase item and then by spend category.
Tax Code	If the item is taxable, the code automatically populates from the **Default Tax Code** on the header, which you can override. If you configured it on the **Create Transaction Tax Rule for Country** task, Workday automatically populates it here.
Tax Recoverability	Workday automatically populates the recoverable percentage on the transaction line based on the specified tax applicability and tax code. You can override this selection. When you specify the tax recoverability, Workday applies the recoverable percentage and the allocation method to the tax amount for tax rates within a tax code. Use the **Maintain Tax Recoverabilities** task to specify the tax recoverability of multiple tax rates for each tax code.
Tax Option	Select *Calculate Self-Assessed Tax* when suppliers or payees won't charge tax. Otherwise, select *Calculate Tax Due to Supplier* when a supplier or payee will charge tax. The tax option you select applies to certain documents that Workday generates from the purchase order.
Requested as No Charge	We display a **Requested as No Charge** field on: • Purchase order lines created from requisition lines marked as no charge. • Change orders for purchase orders that have a related no charge goods line. The **No Charge** field isn't valid for standalone purchase orders, since you can only select the field on the requisition.
Delivery	**Delivery Type** automatically populates when you enable stock items on the spend category. Enter a Delivery Type of: • *Inventory Replenishment* to put away goods into an inventory site. • *Par Replenishment* when restocking a par location. Don't enter a **Delivery Type** if the goods go directly to a user. **Delivery Type** impacts the accounting for the purchase order and the ability to track the item through Inventory.

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Option	Description
	When sourcing requisitions, the **Delivery Type** automatically populates based on the requisition type you configured on the **Maintain Requisition Types** task. When creating new purchase orders, the **Delivery Type** populates as *Inventory Replenishment*. For JIT items, the purchase order due date populates from the just-in-time lead time on the supplier catalog.
Prepaid	Select the **Prepaid** check box to identify this line as prepaid. Workday automatically selects the **Has Prepaid Line(s)** check box in the **Prepaid Details** tab and populates related supplier invoices with prepaid details from the purchase order. Spend categories for prepaid lines must be: • Non-trackable. • Trackable with the *Expense* accounting treatment. When tax isn't allocated on a prepaid line, it won't be included in the prepaid accounting in related invoices. Instead, it uses the *Transaction Tax* account posting rule.
Ship-To Contact	If the purchase order line originates from a requisition, Workday populates the corresponding requisition line ship-to contact. Note: Ship-To contacts on purchase order headers populate from requisition lines when you create a purchase order from a requisition because you can’t specify a Ship-To contact at the requisition header level.
Deliver-To	The deliver-to location is: • A par location for par replenishment types of requisitions. • An inventory site or stocking location for inventory replenishment types of requisitions. • Any location, for nonreplenishment types of requisitions. When you enable multicompany, if the **Delivery Type** is *Inventory Replenishment*, the **Deliver-To** value must correspond to the inventory company and the correct PO line company.

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Option	Description
Supplier Contract	Displays if you enabled consolidation of requisitions across supplier contracts during tenant setup.
Item Identifiers	Alternate item identifiers for the catalog item, punchout item, or purchase item. When you configure purchase orders with primary item identifiers on the **Maintain Item Identifier Type Display Options** task, Workday displays up to 3 item identifiers. You can select the remaining items that aren't marked as primary item identifiers in the **Additional Item Identifiers** column.
Location	If you register and track the items as business assets, select the location to store and use the items.
Worktags	Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the **Maintain Worktag Usage** task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values. When you enable optional worktag balancing on the **Maintain Worktag Balancing Configuration** task, Workday fully balances journal lines by optional balancing worktags. Journal lines automatically: • Inherit optional balancing worktags based on the worktag types selected. • Generate due to and due from entries to balance transactions.

6. To specify a purchase order as prepaid, access the **Prepaid Details** tab.

   As you select a Prepaid Amortization Type, consider:

Option	Description
Manual	Select to manually amortize the prepaid spend amortization on a future date. (Optional) Enter the **Expected Amortization Date** for tracking and reporting purposes. You can use the **Expected Amortization Date** for reporting and creating custom alerts, but Workday doesn't validate against this date. Settle and pay manual prepaid amortization type payments before you can amortize spend.
Receipt	Select to amortize prepaid spend after the *Receipt* business process completes for: • Purchase orders.

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Option	Description
	• Supplier invoices generated from POs or supplier contracts.
Schedule	Define a schedule for amortizing prepaid spend after purchase order approval.

7. (Optional) Complete the **Attachments** tab to add files to the purchase order.

   Select attachment categories to specify the type of document. You can define a business process step to route the purchase orders with a specific attachment category to an alternate approver.

   Select the **External** check box to include the attachment with the .PDF business document you send to your supplier. If you don't select this option, the attachment is available only to workers in your organization.

Result

Workday initiates these business processes when you submit purchase orders:

- *Purchase Order Event*
- *Purchase Order Issue Event.*
- If you're using the *XML Auto* issue option, the *Purchase Order XML Issue Event* business process automatically issues XML purchase orders. You don't issue purchase orders in Workday.
- If you defined purchase order prepaid details, they automatically populate prepaid supplier invoices, which you can modify as needed.
- When you view the transaction:
  - **Line Details** display the accounting distribution of any landed cost amounts allocated from the header to the lines and the total **Gross Amount** (net extended amount plus allocated tax, freight, and other charges). Workday uses the gross amount for:
    - Debit entry of spend accounting.
    - Receipt accruals.
    - Budget checking of spend transactions.
    - Default acquisition cost during asset registration.
  - The **Tax** tab displays the recoverable percent and distribution of recoverable and nonrecoverable tax amounts based on the:
    - Tax applicability.
    - Tax code.
    - Taxable amount.
- The most recent expected ship date from the purchase order acknowledgment (POA) line on the related purchase order and change order lines.
- On the **View Purchase Order** report, Workday displays:
  - The quantities ordered, received, and invoiced on the **Goods Lines** tab.
  - The amounts ordered, received, and invoiced on the **Service Lines** tab.
  - The **Expected Ship Date** on all acknowledged purchase order lines
- For already invoiced quantities and amounts, Workday includes invoice adjustments values.
- When procurement card verification or supplier contract lines refer to purchase order lines, they display in the *Business Document Lines* column.
- If the requisition includes external attachments, they're available to suppliers:
  - When you issue PDF purchase orders using the email issue option.
  - From the supplier portal view of the purchase order.

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Next Steps

- Select **Printable Version** from the related actions menu of the PO to view a printable version in *Approved* or *Issued* status. This is regardless of the issue option you used.
- You can create prepaid spend amortization schedules for a purchase order if it has prepaid lines and a **Schedule** amortization type.
- If the purchase order includes external attachments, the attachments are available to suppliers:
    - When you issue PDF purchase orders using the email issue option.
    - From the supplier portal view of the purchase order.

Related Information

Concepts

Concept: Supplier Backorders

Tasks

Steps: Set Up Accounting Categories
Create Suppliers
Define Attachment Categories for Procurement Documents
Steps: Set Up Supplier Order-From Connections
Set Up the Purchase Order Business Process
Edit Business Processes
Steps: Set Up Prepaid Supplier Spend
Steps: Set Up Taxes for Purchase Transactions
Configure Transaction Tax Rules for Countries
Configure Transaction Tax Rules for Items

Reference

Reference: Tax Options
Reference: Purchase Order and Change Order Issue Options

Edit Purchase Orders

Prerequisites

- Create purchase orders and change orders, and save them for later or submit for approval.
- Security: *Purchase Order Event* and *Change Order* business processes in the Procurement functional area.
- Security: *Process: Purchase Order - Create/Edit* domain in the Procurement functional area.
- To enable requisition requesters to edit purchase orders from requisitions,:
    - Add the *Employee as Self* security group to the *Self-Service: Change Order Edit* security policy with view and modify permissions to enable requisition requesters to edit purchase orders from requisitions.
    - Add the *Employee as Self* option to the **Create Change Order** initiation action step on the *Change Order* business process policy.

Context

Update purchase orders and change orders before issuing them to suppliers.

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Steps

1. Access the **Find Purchase Orders** task.
   Select a purchase order in any of these statuses:
   - *Draft*
   - *In Progress*
   - *Approved*

   Or, select a change order in any of these statuses:
   - *Draft*
   - *Change Order In Progress*
2. From the purchase order or change order, access a related action:
   - **Purchase Order > Edit**
   - **Purchase Order Change Order > Edit**
3. Update purchase order and purchase order line fields.
4. Select the **Apply header changes to all lines on Save or Submit** check box after you update any of these fields in the header to update the corresponding goods lines fields:
   - **Currency**
   - **Document Date**
   - **Due Date**
   - **Tax Option**

   Note:
   - If you don't select the **Apply header changes to all lines on Save or Submit** check box before saving or submitting the purchase order and you want to update the lines, you must reenter the header values again.
   - The **Apply header changes to all lines on Save or Submit** option doesn't impact service lines.

Next Steps

- **Submit** the purchase order for approval or select **Save for Later**.
- (Optional) To change purchase order buyers in bulk, access the **Mass Change Worker on Procurement Document** task, and select *Purchase Order*.

Related Information
Tasks
Create Change Orders

Issue Purchase Orders

Prerequisites

- For each supplier, specify the purchase order issue option.
- If you issue purchase orders by company hierarchy, ensure the worker issuing purchase orders has a role on the company hierarchy.
- Create purchase orders to issue. See Create Purchase Orders .
- Security: *Process: Purchase Order – Mass Action* domain in the Procurement functional area.
- Configure the *Purchase Order Issue Event* business process and security policy.
- Customize the *Purchase Order Issue Event* business process to either include all attachments on purchase orders you issue by email, or only those attachments you mark **External** with purchase orders to suppliers.

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Context

You can issue purchase orders to suppliers for procuring goods, services, and project-based service lines. You must issue a purchase order before creating a supplier invoice or receiving goods.

When you submit *XML Auto* purchase orders, the *Purchase Order XML Issue Event* business process automatically issues purchase orders, which eliminates issuing them through Workday.

Steps

1. Access the **Issue Purchase Orders** task.
2. From the **Company** prompt, select the companies or company hierarchies for issuing purchase orders.

   When you issue purchase orders by company hierarchy, all companies in the hierarchy receive the purchase order.
3. Select additional criteria to filter your results.

   Example: Supplier, buyer, and dates.
4. Select an issue option or multiple options.
5. (Optional) Select **Include Issued Purchase Orders**.

   Workday reissues purchase orders in approved or issued status.

   Example: Reissue purchase orders that were previously issued and then changed, which generates an approved change order to reissue, or reissue purchase orders when transmissions failed.
6. Click **OK**.
7. (Optional) Select the **Group Purchase Orders for Printing** check box.

   You can print multiple purchase orders in a single file instead of printing each purchase order separately.

   You can send purchase orders back to the buyer before printing by configuring email notifications on the *Purchase Order Issue Event* business process. Example: Configure a *Review Purchase Orders for Issue* action step and add notifications.
8. Select 1 or more purchase orders to issue.

   You can also select the **Select All** check box.
9. Click **OK**.
10. Click **Issue Orders and Refresh** when the **Printing Run Percent Complete** column isn't 100.
11. Click **Finish**.

Result

- Workday initiates the *Purchase Order Issue Event* business process and issues purchase orders using the issue option you specified.
- When the event completes, Workday initiates the *Purchase Order XML Issue Event* business process for XML purchase orders.
- When purchase order issue events are approved, Workday sends email notifications to suppliers with printable purchase order versions (PDF) for the email issue type.
- After purchase orders are issued, Workday updates the *Approved* status to *Issued*.

Next Steps

- Create change orders for purchase orders when needed.
- To view a PDF version of a purchase order regardless of the issue option, select **View Printable Purchase Order** from the purchase order related actions. Purchase orders must be in approved or issued status.
- Create receipts for purchase orders.

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Related Information
Tasks
Create Change Orders
Create Receipts
Create Suppliers
Edit Business Processes
Steps: Configure Email Notifications for Purchase Order Issue
Reference
Reference: Purchase Order and Change Order Issue Options

Define Purchase Order Issue Schedules

Prerequisites

- For each supplier, specify the purchase order issue option.
- If you issue purchase orders by company hierarchy, ensure that the worker issuing purchase orders has a role on the company hierarchy.
- Create Purchase Orders .
- Configure the *Purchase Order Issue Event* business process and security policy.
- Security: *Process: Purchase Order - Mass Action* domain in the Procurement functional area.

Context

Define schedules to automate issuing approved purchase orders to suppliers. You can create multiple schedules to run concurrently or at the intervals that meet your business needs.

Steps

1. Access the **Schedule Issue Purchase Orders** task.
2. Specify the schedule's frequency in the **Run Frequency** field.
3. Define these details for the purchase orders you want to schedule issuing for in the **Purchase Order Criteria** section:

Option	Description
Company	Specify the companies to include in this purchase order issue schedule.
Supplier	Limit the purchase orders issued to specific suppliers.
Order-From Connection	Select suppliers for the order-from connection. You must select at least 1 supplier in the **Supplier** field in order to define the **Order-From Connection**.
Supplier Category	Limit the purchase orders issued to specific supplier categories.
Supplier Group	Limit the purchase orders issued to specific supplier groups.
Exclude Supplier List	Select this checkbox to exclude purchase orders from the schedule based on the supplier information you've selected in these fields: • Supplier • Supplier Category

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Option	Description
	• Supplier Group Example: You build a purchase order issue schedule and select Amazon in the **Supplier** field. The schedule runs the purchase order issue job just for purchase orders with Amazon as the supplier. If you also select the **Exclude Supplier List** checkbox, the purchase order issue job runs for all suppliers except Amazon.
Purchase Order Type	Limit the purchase orders issued to specific purchase order types.
Buyer	Issue purchase orders based on buyers for the companies you select.
Issue Option	Select the issue options that you've defined for these suppliers. You define purchase order issue options in the **Create Supplier** or **Create Supplier Change** task.
Group Purchase Orders for Printing	Select **Group Purchase Orders for Printing** to print multiple purchase orders in a single file instead of printing each purchase order separately.

4. For all scheduled runs, complete the **Schedule** tab requirements.
5. Click **Done**.

Result

When the schedule runs, Workday routes purchase orders in the schedule for review. Workday evaluates all purchase orders in the issue batch and reviewers must approve, send back, or deny the batch as a whole.

Next Steps

To view future issue schedules, access the **Scheduled Future Processes** report or the **Process Monitor** report.

Create Change Orders

Prerequisites

- Define the *Change Order* business process and security policy.
- If your organization uses supplier invoice match processing, include the *Initiate Supplier Accounts Match Event for related Supplier Invoices* service step. You can do this after the completion step in the *Change Order* business process.
- If your organization prepays supplier invoices, configure the *Prepaid Spend Amortization Event* business process.
    - Define the *Prepaid Spend Amortization Schedule Event* business process for scheduled prepaid release types.
    - Configure the *Receipt* business process to include the *Create Supplier Invoice from Receipt* action step for receipt prepaid release types.

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- To enable requisition requesters to edit purchase orders from requisitions,:
    - Add the *Employee as Self* security group to the *Self-Service: Change Order Edit* security policy with view and modify permissions to enable requisition requesters to edit purchase orders from requisitions.
    - Add the *Employee as Self* option to the **Create Change Order** initiation action step on the *Change Order* business process policy.

Context

You can create change orders for purchase orders in *Issued* status, except when:

- The supplier doesn't accept change orders. You can control the ability of a supplier to accept change orders when creating a supplier. You can't create change orders for a supplier if you've selected the **Disable Change Order** option in the **Procurement Options** tab of the **Create Supplier** task.
- You are mass closing procurement documents that include the purchase order or related requisition. The mass close event must be completed or canceled to create a change order.
- A change order can also be generated automatically from a Purchase Order Acknowledgment (POA) with an approved item substitution. Workday prevents automatic change order for item substitution when downstream documents exist in non-cancelled/denied status.

You can substitute procurement items directly on existing change order lines.

Steps

1. Access the **Create Change Order** task.
2. Update these header sections as necessary:
    - **Summary**
    - **Terms and Taxes**
    - **Contact Information**

    Also in the header, select:
    - A supplier contract in the **Supplier Contract** field.
    - The **Apply header changes to all lines on Save or Submit** check box to apply header modifications to all the goods and service lines.
3. Add a supplier contract.

    When you select the **Enable Consolidation of Requisitions Across Supplier Contracts** check box on the **Edit Tenant Setup - Financials** task, Workday restricts the **Supplier Contract** field on the purchase order line only when:
    - A catalog item exists and is enterable.
    - A contract exists and the item is not enterable due to:
        - Active downstream documents.
        - Originating documents with supplier contract or cart line allocations.
        - Consignment or bill-only purchase order types.
        - Line splits.
4. Modify information in lines tabs:
    - **Contingent Worker Lines**
    - **Goods Lines**
    - **Service Lines**

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5. Access the **Line Details** tab to:
    - Search and select a different procurement item directly within an existing goods line. Use the substitutes for ordered item search folder to find valid replacements when the item substitutes table is configured.
    - Change information on existing lines such as amounts, prices, and the prepaid statuses. For ad hoc items, you can change the item description and spend category when no active supplier invoice exists against the line.
    - Cancel purchase order lines by selecting the **Cancel PO Line** check box.
    - Add new purchase order lines.

    When you enable multicompany for purchase orders, you can:
    - View **Company** on pre-existing lines.
    - Set a line company on new lines.
    - Pick any line company that has an intercompany relationship with the purchase order header company.
6. Click **Submit**.

Result

- Workday processes the change order as you defined in the *Change Order* business process.
- Workday appends a version number to the purchase order number so you and your supplier can track change orders separately from related purchase orders.

  Example: If your original purchase order number is *PO-3005*, the first change order number is *3005-1*.
- If you canceled line items, they're crossed out and display with zero values for **Quantity** and **Price** in the **Goods Line** section.
- Once the change order is approved, you can't edit the document. You can access the **Create Change Order** task to make a second edit.

Next Steps

- Issue the change order. When a buyer creates a change order, the issue option for the change order is defaulted from the supplier record. If the supplier doesn't define any alternative issue option, the default issue option is set to the original purchase order issue option from the previous version.
- Access the **View Purchase Order** task and select the **Version History** tab to see the original purchase order and the change order.
- If matching change orders to supplier invoices, configure the *Supplier Accounts Match Event* business process.
- To control the item substitution process, configure warnings and custom validations using these report fields:
    - **Change Order Lines with Item Substitution**
    - **Change Order Line has Invalid Substitute Item**
    - **Change Order Line has Invalid Inventory Site for Substitute Item**

Related Information

Concepts

Concept: Item Substitutions Through Change Orders

Tasks

Create Amortization Schedules and Installments for Prepaid Supplier Invoices

Steps: Configure the Supplier Accounts Match Process

Edit Purchase Orders

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Create Purchase Orders from Supplier Contract Lines

Prerequisites

A supplier contract must be created, approved, and include *Manual Purchase Orders* in the supplier contract type. See Steps: Create Supplier Contracts .

Context

Create purchase orders from supplier contract lines. We default payment terms from scheduled and non-scheduled contract types.

Steps

1. From a supplier contract, select the **Purchase Order > Create** related action.
2. Select the contract lines you want to include in the purchase order. Enter the *Quantity to Order* for **Goods Lines**, and *Amount to Order* for **Project-Based Service Lines and Service Lines**.

Result

Purchase order lines include related supplier contract lines.

Workday defaults the correct header and line level supplier contracts, with the correct unit cost, based on these fields:

- Line ship-to address
- Item
- Supplier

Next Steps

Create supplier invoices and allocate supplier contract-related purchase order lines.

Related Information
Tasks
Steps: Create Supplier Contracts

Close Purchase Orders

Prerequisites

- Complete the *Purchase Order Issue Event* business process.
- Security: *Process: Purchase Order - Close* domain in the Procurement functional area.

Context

You can close purchase orders to:

- Prevent further actions against the purchase order.
- Enable you to liquidate any remaining obligation balance, if applicable.

You can close purchase orders only when the status is *Issued* and there are no:

- Receipts with *Draft* or *In Progress* status.
- *In Progress* procurement year-end requests, such as **Mass Close Event** or **Roll Forwards**.
- *In Progress* verifications of procurement card transactions.
- *In Progress* **Return to Supplier** documents.
- Retention balances.
- Related supplier invoices with *Draft*, *Incomplete*, or *In Progress* status.

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- Related ASNs in *Draft* or *In Progress*.

You can't close purchase orders that have business process activity pending. You can close a purchase order whether or not you're using commitment accounting.

You can close individual purchase order lines to prevent receipt accruals when you receive items or services, but don't expect to receive an invoice.

When you close all lines in a purchase order, Workday closes the entire purchase order.

Steps

1. From the related actions menu of an issued purchase order, select from these options to close purchase orders:
   - **Purchase Order > Close**
   - **Purchase Order > Close Line**
   - **Retention > Close**
2. Review transaction and business process information to verify that you want to complete the close.

Result

After close request approval, Workday:

- Liquidates commitment and obligation accounting.
- Recovers and liquidates any commitment or obligation journals.
- Recovers obligated budget.

Workday uses the **Spend Liquidation for Close** transaction and its journal source to perform the close, enabling you to identify and report on closed purchase orders.

Related Information
Concepts
Steps: Mass Close Procurement Documents

Steps: Close Purchase Order Lines for Invoicing or Receiving

Prerequisites

Configure the *Purchase Order Issue Event* business process and security policy in the Procurement functional area.

Security: These domains in the Procurement functional area:

- Close for Invoicing: *Process: Purchase Order – Close*
- Close for Receiving: *Process: Purchase Order - Close for Receiving*

Context

You can close purchase order lines for invoicing to prevent receipt accruals when you receive items or services, but don't expect to receive an invoice.

You can close purchase order lines for receiving items manually, or by running a scheduler task. Closing purchase order lines prevents purchase orders from remaining open in a backorder status, expediting the reordering process during the next par count for replenishment. You can only close individual purchase order lines on purchase orders in an *Issued* status.

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Steps

1. From the related actions menu of the purchase order, select either:
   - **Close Line**

     This action prevents you from creating:
     - Advance Ship Notifications (ASNs)
     - Receipts
     - Supplier invoices
   - **Close Lines for Receiving**

     This action:
     - Enables you to receive an invoice.
     - Prevents you from creating receipts for purchase order lines.
2. Select the lines to close.
3. (Optional) Access the **Schedule Purchase Order Close Lines for Receiving** task.

   Select **Include Only PO Lines with Zero Shipped Quantities** to select and close purchase order lines with zero quantity shipped.

   Workday displays this check box only for POs with associated **Just in Time** requisition types.
4. Access the **Maintain Procurement Reasons** task.

   Add and maintain reasons for closing purchase orders and purchase order lines. Users can access close reasons from a prompt on the **Close Line** task.

   See Set Up Procurement Reasons .

Result

Closing a purchase order line prevents further procurement-related changes to the line.

- Workday displays closed lines in *Closed for Receiving* status.
- When you enable commitment accounting, Workday creates liquidating journal lines on a line by line basis.
- When you close a line for invoicing or receiving, you can't:
  - Process change orders against that line.
  - Cancel any receipts tied to that line.
  - Close any lines paid on a procurement card.
  - Create purchase order acknowledgments or advanced ship notices for those lines.

When you close lines for receiving before you close purchase orders, lines revert to a **Closed for Receiving** status.

Lines revert to previous statuses when you use the **Mass Reopen Procurement Documents** task to reopen purchase orders containing closed lines.

Next Steps

Access the **Reopen Lines** task from the related actions menu of a closed purchase order line to reopen lines closed for invoicing. Reopened lines revert to their previous status and Workday cancels their close liquidations.

Reopen lines for receiving in the current fiscal year. When you reopen a line, Workday automatically cancels the liquidating journal. You can reorder during the next par count for replenishment.

Related Information
Concepts
Concept: Supplier Backorders

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Concept: Supplier Backorders

Supplier Backorders Work Area

Workday enables you to search for backordered PO lines in the **Supplier Backorders Work Area** and view:

- PO line item information, including:
    - Spend category.
    - Quantity.
    - UOM.
    - Due Date.
- Purchase Order Acknowledgement (POA) line item information, including:
    - Acknowledgement status.
    - Backordered quantity.
    - Expected ship date,
    - Supplier memo.

You can then decide whether you need to take further action.

You don't need a POA to search for PO lines. POA information displays when a PO line is associated with a POA.

Manage Supplier Backorders

To act on selected backordered PO lines, click **Manage** in the **Supplier Backorders Work Area**.

You can:

- Update the item quantity.
- Change the quantity.
- Cancel the PO line, which automatically generates a change order.

If you decide not to amend or cancel a PO line, you can:

- Add a follow-up note.
- Add a follow-up date, which buyers can use as a search filter in the **Supplier Backorders Work Area**.
- Source replacement items, for which Workday will automatically generate a new PO.
- Report on and evaluate your suppliers performance.

If the backordered PO line was associated with a requisition line, then the replacement item on the new PO will link to the original requisition line.

Expected Ship Dates and EDI 855

You can update the expected ship date manually during the POA process or automatically through the EDI 855 integration. The integration populates the **Expected Ship Date** field from the ACK05 segment for these line statuses:

- *Accepted*
- *Accepted with Changes*
- *Full Quantity Backordered*
- *Partial Quantity Backordered*

Workday displays the most recent expected ship date from the POA line on related purchase orders and change order lines.

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Examples of Usage:

Scenario	Action
You receive a POA with a fully backordered line. You want to source a replacement for the items and inform other buyers to take action on the backordered line at a later date.	You select an alternate supplier who can provide the same item for the requested due date from the **Source Replacement** grid. You set a follow-up date, and include a **Follow Up Note** in the **Follow Up Information** section. The follow-up note and date display in the **Supplier Backorders Work Area**.
You receive a POA with 1 fully backordered and 1 partially backordered line. You want to cancel the first line, update the second, and source replacements for both from the same supplier.	For the fully backordered line, you select **Cancel PO Line** on the **Update Purchase Order Line** grid. You select items from the same supplier using the **Supplier** search prompt on the **Supplier** tab of the **Source Replacement Item** grid. For the partially backordered line, you change the quantity in the **Update Purchase Order Line** grid and source alternative items from the same supplier. Workday automatically generates a change order and a new POA with new items on the same PO.
You receive a list of backordered POs from your supplier and you want to update some lines and cancel others.	From the related actions menu of the PO, you select the **Manage Supplier Backorders** task to make the changes and source replacement items, if needed.

Concept: Item Substitutions Through Change Orders

Item substitution enables you to replace procurement items directly on existing purchase order goods lines during the change order process. This eliminates the requirement to manually cancel and recreate lines. You can also automate item substitutions using purchase order acknowledgments (POA).

When you substitute an item on a purchase order line, Workday re-evaluates and updates these values based on the substitute item:

- Spend category
- Commodity code
- Tax information
- Supplier contract
- Worktag types

When you cancel a purchase order line through a change order, Workday resets all field values to the persisted values from the original order line. If prepaid amortization details exist, Workday doesn't reset the prepaid flag.

You can also use the *Submit Purchase Order Change Order* web service to substitute items. You can use the web service to cancel lines but not to uncancel lines.

Substitution Restrictions

You can't substitute items when:

- Downstream documents in a Non-cancelled Non-denied status, such as an ASN, receipt, supplier invoice, or P-Card, are associated with the purchase order line.
- The upstream document has a supplier contract allocation that originates from a supplier contract or a cart line allocation from punchout requisition.

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- The purchase order type is for consignment or bill-only.
- The purchase order line has splits. You must remove the splits to make the item field editable.
- The substitute item doesn’t meet the requirements of the original ordered item for freight allocation, inventory replenishment, or prepaid line support.

Validations and Reporting

You can use these report fields to configure warnings or validations on the Change Order business process warnings to control the substitution process:

- **Change Order Lines with Item Substitution**, which you can use to prevent the submission of any change order that includes an item substitution for the existing purchase order line.
- **Change Order Line has Invalid Substitute Item**, which you can use to ensure the substituted item is valid for the ordered item.
- **Change Order Line has Invalid Inventory Site for Substitute Item**, which you can use to ensure that the inventory site is valid for the substitute item for inventory replenishment.

Reference: Purchase Order and Change Order Issue Options

You can define issue options for routing purchase orders and change orders to suppliers.

If you don't specify the issue option in your supplier setups, Workday uses the print issue option by default that requires a print layout.

You can also customize the *Purchase Order Issue Event* business process to enhance the purchase order issue process.

Purchase Order and Change Order Issue Options for Suppliers

In the **Procurement Options** tab of the **Create Supplier** task, you can use:

- **Issue Option** to define the purchase order issue option for suppliers.
- **Change Order Issue Option** to update the supplier record with an alternative issue option for change orders, instead of using the default purchase order issue option.

You can define these purchase order and change order issue options for suppliers:

Options	Description
Email	Email purchase orders as PDF attachments to suppliers. You'll need to: • Customize the *Purchase Order Issue Event* business process to either include all attachments on purchase orders you issue by email, or only those attachments you mark **External** with purchase orders to suppliers. See Steps: Configure Email Notifications for Purchase Order Issue . • Set up the purchase order print layout. See Create Purchase Order Print Layouts . • (Optional) Set up financial messages. See Include Messages in Purchase Order Print Layouts .

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Options	Description
	• Include an email address in **Create Supplier > Contact Information** task before selecting *Email* as the issue option. See Create Suppliers .
XML	Sends purchase orders to suppliers in XML format. You'll need to: • Create the supplier punchout link. See Create Supplier Punchout Connections . • Configure the *Purchase Order XML Issue Event* business process. See Customize the Business Process That Issues XML Purchase Orders . • Set *XML* as the issue option in the **Create Supplier** task. See Create Suppliers .
XML Auto	Automatically issues XML punchout purchase orders to suppliers following approval. You'll need to: • Create the supplier punchout link. See Create Supplier Punchout Connections . • Configure the *Purchase Order XML Issue Event* business process. See Customize the Business Process That Issues XML Purchase Orders . • Set *XML Auto* as the issue option in the **Create Supplier** task. See Create Suppliers . *XML Auto* doesn't require a separate issue action for issuing purchase orders. The *Purchase Order XML Issue Event* business process automatically triggers the purchase order issue process. See Create Supplier Punchout Connections .
EDI	Sends purchase orders in EDI Format. You'll need to: • Create the EDI Outbound Integration. See Steps: Set Up Integration to Export EDI 850 Purchase Orders.

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Options	Description
	• Set *EDI* as the issue option in the **Create Supplier** task. See Create Suppliers .
EDI Auto	Automatically sends purchase orders in EDI Format. You'll need to: • Create the EDI Outbound Integration. See Steps: Set Up Integration to Export EDI 850 Purchase Orders. • Set *EDI* as the issue option in the **Create Supplier** task. See Create Suppliers . *EDI Auto* doesn't require a separate issue action for issuing purchase orders. The *Purchase Order EDI Issue Event* business process automatically triggers the purchase order issue process.
Print	Prints purchase orders in PDF format. You'll need to: • Set up the purchase order print layout. See Create Purchase Order Print Layouts . • (Optional) Set up financial messages. See Include Messages in Purchase Order Print Layouts . • Set *Print* as the issue option in the **Create Supplier** task. See Create Suppliers . Workday uses *Print* by default if you don't specify a purchase order issue option for suppliers.
Supplier Portal	Allows suppliers with Workday accounts to access purchase orders directly in Workday using the *Purchase Orders for Supplier Contact* worklet. When you enable the Supplier Portal, all issued purchase orders appear in the Supplier Portal. To issue a purchase order in the Supplier Portal only, select *Supplier Portal* as the Issue Option in the**Create Supplier** task. See Create Suppliers .
Phone	Identifies purchase orders communicated verbally to suppliers. You'll need to: • Initiate the fulfillment process, by manually updating purchase orders to *Issued* status.

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Options	Description
	• Set *Phone* as the issue option in the **Create Supplier** task. See Create Suppliers .

Reference: Purchase Order Change Order EIB Spreadsheet Examples

Submit Purchase Order Change Order Spreadsheet

Spreadsheet Key*	Row ID* (for Purchase Order Change Order Data+ (All))	Purchase Order	Submit	Row ID* (for Change Order Goods Line Data + (All > Purchase Order Change Order Data+))	Purchase Order Line	Change Order Reference	Quantity
1	1	PO-3244	Y	1	1	PO-3244	42
1	1			2	2	PO-3244	52
1	1			3	3	PO-3244	62
1	1			4	4	PO-3244	72
2	2	PO-3237	Y	1	1	PO-3237	15
2	2			2	2	PO-3237	15

Submit Purchase Order Change Order Spreadsheet (Cancellation)

Spreadsheet Column	Value
Spreadsheet Key*	1
Add Only	Y
Row ID* (for Purchase Order Change Order Data + (All))	1
Purchase Order	PO-3245
Submit	Y
Row ID* (for Change Order Goods Line Data+ (All > Purchase Order Change Order Data+))	1
Purchase Order Line	1
Change Order Reference	PO-3245
Cancel PO Line	Y
Extended Amount	161.7

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Related Information
Tasks
Steps: Set Up EIBs Using Templates from Web Service Operations

Reference: Purchase Order Statuses

You can use this topic to reference the meaning of statuses on the header of purchase orders.

The **Status** field indicates the status of the purchase order as it progresses from creation to closure.

Status	Description
Draft	The purchase order is either: • Created and saved for later. A purchase order stays in *Draft* status until you submit it. • Sent back from an approver for changes or corrections.
In Progress	You've submitted the purchase order for approval.
Approved	Your purchase order is eligible for issuing. If you have an approval step in your business process, your approver has approved the purchase order.
Denied	You approver denied the purchase order.
Pending Issue	Workday is processing your purchase order. Example: Creating a PDF of the purchase order or processing an integration event.
Issued	Workday sets the status of a purchase order to *Issued* once the purchase order is sent to your supplier. You must issue a purchase order to create these documents: • Advanced ship notice • Change order • Invoice • Purchase order acknowledgment • Receipt
Closed	There's no pending business process activity for the purchase order and you can't perform any further actions against the purchase order. You can reopen a closed purchase order if: • There's no accounting for the purchase order. • The accounting date is within the current fiscal year when there is accounting for the purchase order. See Close Purchase Orders .
Canceled	You've canceled the purchase order.

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Status	Description
	Canceled purchase orders will reopen requisition lines to be eligible for sourcing again.

The **Tracking Status** field displays when a supplier has submitted a purchase order acknowledgment (POA). When a supplier has submitted more than 1 POA, this field displays the latest POA status.

Tracking Status	Description
Acknowledged	The supplier submitted POAs for each purchase order line.
Partially Acknowledged	The supplier submitted at least 1 POA for 1 of the purchase order lines.

The **Receiving Status** field displays when the supplier ships or you receive the items on the purchase order. Workday doesn't include canceled or denied receipts when determining the receiving status.

Receiving Status	Description
Shipped	The supplier shipped all items on the purchase order and no associated receipts exist.
Partially Shipped	The supplier shipped some items on the purchase order and no associated receipts exist.
Fully Received	You've received all the items on the purchase order and associated receipts exist.
Partially Received	You've received only some of the items on the purchase order and associated receipts exist.

The **Invoice Status** field displays when you invoice the purchase order lines. Workday doesn't include canceled or denied invoices when determining the invoice status.

Invoice Status	Description
Partially Invoiced	You've invoiced some purchase order lines and made no payments.
Partially Paid	You've either invoiced: • Some purchase order lines and made all payments, or • All purchase order lines and made some payments.
Fully Paid	You've fully invoiced and made payments for all the purchase order lines.

Purchase Order Acknowledgments

Steps: Create Purchase Order Acknowledgments

Prerequisites

- Issue Purchase Orders .

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- Configure the *Purchase Order Acknowledgement Event* business process and security policy in the Procurement functional area.

Context

You can create purchase order acknowledgments (POA) for goods lines on purchase orders issued to suppliers. POAs provide information for managing purchase order line statuses and details. You can also use the *Purchase Order Acknowledgement EDI 855 Inbound* integration to capture supplier-provided expected shipping and delivery dates automatically for non-rejected purchase order lines.

Steps

1. Access the **Edit Tenant Setup - Financials** task.

   To enable users to create and manage POAs, select:

   a) The **Enable Purchase Order Acknowledgements** check box in the **Procurement Options** section.

   b) (Optional) These additional options for POAs:

   - **Disable Multiple Purchase Order Acknowledgements** in the **Procurement Options** section
   - **ID Generator for Purchase Order Acknowledgement** in the **Business Document Sequence IDs** section

   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.

   See Reference: Edit Tenant Setup - Financials.
2. Select **Purchase Order > Acknowledge** from the related actions menu of an issued purchase order.
3. Set the acknowledgement status for unacknowledged purchase order lines.

   Select the *Accepted with Changes* status to enable editing of purchase order line fields.

   When you select Accepted with Changes, you can enter a replacement item in the new **Substitute Item**, **Description**, **Quantity**, **Unit of Measure**, **Unit Cost**, **Alternate Item Identifiers** fields.
4. Enter the **Expected Ship Date**.

   Workday displays the date provided by the supplier on related purchase orders and change order lines once the POA is processed. From an inbound EDI 855 file, Workday automatically populates the **Acknowledgement Identifier** and **Acknowledgement Identifier Description** fields on the POA line with the corresponding ACK01 Line Item Status Code. You can't edit these fields in the task.

   Workday also captures the expected ship date from the ACK05 segment for the statuses:

   - *Accepted*
   - *Accepted with Changes*
   - *Full Quantity Backordered*
   - *Partial Quantity Backordered*
5. (Optional) Select attachment categories to specify the type of document.

Result

Workday updates the POA header status to *Invalid* when the customer approves a change order for the purchase order.

Workday updates the POA header acknowledgment type to reflect the Acknowledgment Type Code in the EDI 855 specification:

Acknowledgment Type	Description
Accepted	All purchase order lines in the POA document are in *Accepted* status.

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Acknowledgment Type	Description
Acknowledged	At least 1 of the purchase order lines in the POA document is in 1 of these statuses: • *Accepted* • *Accepted with Changes* • *Rejected*
Rejected	All purchase order lines in the POA document are in *Rejected* status.
Unacknowledged	All purchase order lines in the POA document are in *Unacknowledged* status.

Next Steps
Schedule change orders from POAs.
Related Information
Concepts
Concept: Supplier Backorders

Steps: Automate Changes from Purchase Order Acknowledgments

Prerequisites

- Enable Purchase Order Acknowledgements on the Edit Tenant Setup - Financials task.
- Define valid substitute items for your purchase items on the **Item Substitutes**tab of the *Create/Edit Purchase Item* task.
- Security: *Process: Purchase Order - Mass Action* domain in the Procurement functional area.

Context

You can automate updates to purchase orders to take account of approved changes from the purchase order acknowledgment (POA). This process includes handling supplier-proposed item substitutions for enabled suppliers. You can also automate closing rejected purchase order lines when suppliers reject the purchase orders in the POA process. When you update purchase orders with change orders, you can also view changes your suppliers make to the purchase orders.

Steps

1. Access the Create Supplier change related action from a supplier and select the **Enable POA Item Substitution** check box in the **Procurement Setup** section for each supplier you want to enable for this feature.
2. Configure the **Enable Automatic Updates from Purchase Order Acknowledgement** service step on the *Purchase Order Acknowledgement Event* business process.

   You can only add this service step after the business process completion step. Workday identifies the POA line with approved changes to price, quantity, or unit of measure.

   You can select the **Close Purchase Order Line on Rejection** action when configuring the service step to enable Workday to automatically close rejected purchase order lines.
3. To support item substitution through an EDI 855 integration, access the *Maintain Item Identifier Types* task and ensure the **Supplier Catalog Number** is configured for Integration Mapping (typically VC, VN, or VP).
4. To support item substitution through an EDI 855 integration, access the *POA System Integration* and ensure the **Supplier Catalog Number** is configured for Integration Mapping (typically VC, VN, or VP).

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5. (Optional) Access the *Maintain Procurement Conditional Rules* task. Configure a **POA - Prevent Change Order** rule to add custom validations for substitutions.
6. (Optional) Access the **Acknowledged Purchase Order Lines with Changes** report.

   You can view changes from your suppliers to the purchase order lines. You can also check the eligibility of the lines for automatic updates.

   You can copy and create a custom report from this report to filter certain types of changes and use this report as input for the **Schedule Automatic Updates from Purchase Order Acknowledgements** task. Example: You want to create change orders automatically when the line has quantity or unit of measure but not price. Create a custom report to filter unit cost changes and select the report as input for scheduling the task to automate quantity and unit of measure changes.
7. (Optional) Access the **Maintain Custom Validations** report.

   You can add conditions in your purchase order custom validations to exclude change orders created automatically by the **Schedule Automatic Updates from Purchase Order Acknowledgements** task. By default, any custom validation for your purchase orders also applies to the change order when you enable Workday to automatically create change orders from your purchase order updates.

   Example: You want to require all change orders to have a **Change Order Reason** comment, but you don't want to require these comments on the change orders that Workday automatically creates. You create a custom validation for purchase orders to require **Change Order Reason Comments**, and specify a condition in the custom validation to exclude change orders that are automatically created.

   Security: *Set Up: Custom Validations* domain in the Common Financial Management functional area.

   See Configure Custom Validation Messages.
8. Access the **Schedule Automatic Updates from Purchase Order Acknowledgements** task.

   You can schedule a job to automate 1 or both of these actions at the same time:

   - Create and issue change orders.

     The change orders incorporate any updates to purchase order lines by suppliers.
   - Close purchase order lines after the purchase order is rejected in the POA process.

   You can also:

   - Process the updates to the purchase order lines automatically.
   - Use filters to exclude change orders that you don't want to update automatically.

Result

Workday creates the change orders from the POA for approval. Workday also automatically closes purchase order lines from purchase orders rejected during the POA process.

Example

You can configure purchase order acknowledgments to view item shortages from each supplier where quantity shortages exist. If you approve the changes with new quantities, you can automatically create the change orders. You can also set up condition rules to approve automatic changes to quantity, price, or unit of measure.

Next Steps

You can create a custom report with these report fields to view the POA information with changes and review any errors on the change orders:

- **Automatic Update has Errors**
- **Change Order from POA**
- **Error Message**
- **Purchase Order Line**

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Related Information
Reference
2022R2 What's New Post: Automate Changes from Purchase Order Acknowledgment
2023R2 What's New Post: Automatic Closure of Rejected Purchase Order Lines
Workday Community: Procurement Reports

Procurement Cards

Steps: Set Up AMEX GL1076 Procurement Card Processing

Prerequisites

- Create an integration system user account for:
  - *AMEX GL1076 Credit Card Transaction File Import*
  - *AMEX GL1205 Credit Cardholder Listing File Import*

Context

Load AMEX cardholder files into Workday to store masked procurement card numbers and to create and maintain employee corporate procurement card profiles.

Using AMEX procurement card processing features, you can:

- Load cardholder files.
- Load transaction files.
- Settle payments to card issuers or banks.

Steps

1. Set up worker procurement cards.
   These are created automatically when you import *AMEX Cardholder Listing Files*, or you can create them manually.
   See Create Worker Procurement Cards .
2. (Optional) Set up procurement cards as the default payment type for suppliers.
   See Create Suppliers .
3. Configure the *AMEX GL1205 Credit Cardholder Listing File Import* integration.
   See Steps: Set Up Integration for Credit Cards and Transactions.
4. Launch or schedule the integration to load *AMEX Cardholder Listing Files* into Workday.
   See Steps: Set Up Integration for Credit Cards and Transactions.
5. Use the **Change AMEX Procurement Card Cardholder Details** task to view and resolve any discrepancies.
6. Configure the *Import PCard Transaction File (AMEX-GL1076)* integration.
   See Steps: Set Up Integration for AMEX Procurement Card Transactions .
7. Launch or schedule the *Import PCard Transaction File (AMEX-GL1076) AMEX* integration.
   See Steps: Set Up Integration for AMEX Procurement Card Transactions .
8. Review transactions and resolve errors from the procurement card transaction file load.
   See Review Procurement Card Transactions .

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9. Generate a settlement run to settle payments to card issuers.

   See Create Manual Settlement Runs.

   Depending on the workflow for your organization, you can generate settlement runs after workers verify procurement transactions or when procurement card transaction files are loaded into Workday.
10. Approve the payment release, and complete and approve any additional *Payment Release Event* business process steps to send payments to the card issuer or bank.
11. (Optional) Map suppliers from procurement card transaction files to suppliers in Workday.

    See Map Suppliers from Procurement Card Transactions .
12. Verify Procurement Card Transactions
13. Review procurement card transaction verifications and update information as necessary. Workers verify procurement card transactions and submit them for approval.
14. Workers verify procurement card transactions. Notify workers when their procurement card transactions are available to review.

    See Notify Workers about Procurement Card Transactions .

Result

Workday stores procurement card transactions in Workday. You can review the transactions and make payments to card issuers or banks.

Related Information
Reference
Reference: Credit Card Reports

Steps: Set Up AMEX KR1075 Procurement Card Processing

Prerequisites

Note: Workday plans to replace AMEX KR1075 with AMEX GL1076 in March, 2022. After March 2022, you can continue to use AMEX KR1075 to maintain existing integrations, but you must use AMEX GL1076 to create new integrations.

- Implementing AMEX KR1075 procurement card processing includes storing full procurement card numbers in a secure environment. This requires you to log a case with Workday Customer Support. We arrange for a member of our Professional Services group to contact you to determine scope, level of effort, and potential costs associated with providing assistance.
- Create an integration system user account to secure the integrations for:
  - *AMEX GL1205 Credit Cardholder Listing File Import*
  - *AMEX KR1075 Credit Card Transaction File Import*
  - (Optional) *Purge Worker Credit Cards*
- For authorized users, set up access to the *Manage: Credit Card Data* security domain. This domain enables the users you authorize to view full procurement card numbers and associated tokens on an as-needed basis.

Context

Download AMEX cardholder files into a secure environment to store unmasked procurement card numbers, and to create and maintain employee corporate procurement card profiles. Within this environment, full procurement card numbers are associated with tokens, and the tokens secure procurement card transactions you download into your Workday tenant.

Using AMEX procurement card processing features, you can:

- Load cardholder files.
- Load transaction files.

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- Settle payments to procurement card issuers or banks.
- (Optional) Purge obsolete procurement cards from Workday.

Steps

1. Create a corporate card account for your AMEX card issuer or bank.
   See Create Corporate Procurement Card Accounts .
2. Set up worker procurement cards.
   These are created automatically when you import *AMEX Cardholder Listing Files*, or you can create them manually.
   See Create Worker Procurement Cards .
3. (Optional) Set up procurement cards as the default payment type for suppliers.
   See Create Suppliers .
4. Configure the *AMEX GL1205 Credit Cardholder Listing File Import* integration.
   See Steps: Set Up Integration for Credit Cards and Transactions.
5. Launch or schedule the integration to load *AMEX Cardholder Listing Files* into Workday.
   See Steps: Set Up Integration for Credit Cards and Transactions.
6. Use the **Change AMEX Procurement Card Cardholder Details** task to view and resolve any discrepancies.
7. Configure the *Import PCard Transaction File (AMEX-KR1075)* integration.
   See Steps: Set Up Integration for AMEX Procurement Card Transactions .
8. Launch or schedule the *Import PCard Transaction File (AMEX-KR1075) AMEX* integration.
   See Steps: Set Up Integration for AMEX Procurement Card Transactions .
9. Review transactions and resolve errors from the procurement card transaction file load.
   See Review Procurement Card Transactions .
10. Generate a settlement run to settle payments to card issuers.
    See Create Manual Settlement Runs.
    Depending on the workflow for your organization, you can generate settlement runs after workers verify procurement transactions or when procurement card transaction files are loaded into Workday.
11. Approve the payment release, and complete and approve any additional *Payment Release Event* business process steps to send payments to the card issuer or bank.
12. (Optional) Map suppliers from procurement card transaction files to suppliers in Workday.
    See Map Suppliers from Procurement Card Transactions .
13. Verify Procurement Card Transactions
14. Review procurement card transaction verifications and update information as necessary. Workers verify procurement card transactions and submit them for approval.
15. Workers verify procurement card transactions. Notify workers when their procurement card transactions are available to review.
    See Notify Workers about Procurement Card Transactions .
16. (Optional) Configure the integration system for *Purge Expense Credit Cards* integration.
    See Steps: Set Up Integration for Credit Cards and Transactions.
17. (Optional) Schedule or launch procurement card purges.
    See Steps: Purge Worker Credit Card Numbers.

Result

You can review procurement card transactions in Workday and make payments to card issuers or banks.

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Related Information
Reference
Reference: Credit Card Reports

Steps: Set Up Integration for AMEX Procurement Card Transactions

Prerequisites

Implement an integration for AMEX Cardholder Listings. Then you can upload listing files for any credit card account for which you import transactions.

Context

You can create an integration system to download American Express (AMEX) procurement card transactions. Process them in Workday using Workday tasks for procurement card verification and settlement processing. Workday supports electronic load for AMEX file format KR1075 Line Item Detail-Daily Unbilled Transactions and AMEX file format GL1076 Global Daily Line Item Details Transaction.

The AMEX GI1076 integration accepts transaction files with only masked credit card numbers. American Express provides transaction files with all but the last four credit card digits hidden to ensure security. The integration then imports the transaction file into your Workday environment.

When you configure the integration system, you can specify a retention period of up to 180 days for the imported files. You can also configure the Workday sequence generator to create a unique file name for each imported file.

Steps

1. Access the **Create Integration System** task and enter *Import PCard Transaction File (AMEX GL1076 - Masked)* at the **New Using Template** prompt.

   Security: *Integration Build* and *Integration Configure* security domains.
2. (Optional) To enable mapping of supplier codes to corresponding suppliers in Workday, enable the **Dynamic Map Service - Suppliers** integration service.
3. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to the *Process: Credit Card* security domains.

   See: Steps: Grant Integration or External Endpoint Access to Workday.
4. As a related action on your integration template, select **Integration System > Configure Integration Attributes**. Available attributes vary depending on whether you enabled the *Dynamic Maps Service - Suppliers* integration service:

Option	Description
ISO Currency Type	Specify whether the incoming files have alphabetic or numeric currency codes. The default is *Numeric*. To change the value, select the **Override Template Values** check box and select *Alphabetic* at the **Value** prompt.
Truncate Leading Zeros on EMPID	Specify if Workday can delete any leading zeros on the employee ID on import.
Document Retention Policy	Specify how many days to keep the imported files. The default retention period is 30 days. To store the files, select the **Override Template Values** check box, click the **Value** prompt, and select a retention period.

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Option	Description
Dynamic Map Type - Suppliers	When implementing this integration, accept the default settings. You can modify these settings only if instructed to do so by Workday Support.
Dynamic Map Source Type - Suppliers	When implementing this integration, accept the default settings. You can modify these settings only if instructed to do so by Workday Support.
Dynamic Map Fuzzy Confidence Threshold - Suppliers	When implementing this integration, accept the default settings. You can modify these settings only if instructed to do so by Workday Support.
Dynamic Map Fuzzy Term Similarity - Suppliers	When implementing this integration, accept the default settings. You can modify these settings only if instructed to do so by Workday Support.

5. Set Up Integration Retrieval.
   Specify how the integration system retrieves the card file.
6. Launch an Integration .
   Schedule how often you want Workday to launch the integration.

Result

You can now launch or schedule the integration to load AMEX Procurement credit card transactions into Workday.

Create Corporate Procurement Card Accounts

Prerequisites

Security: *Set Up: Credit Card* in the Common Financial Management functional area.

Context

You can create the corporate credit card accounts your organization uses for procurement. You can also determine how to process the credit card transactions of your workers.

Steps

1. Access the **Create Corporate Credit Card Billing Account** task.
2. As you complete the Account Details section, consider:

Option	Description
Account Number	Enter the account number as it displays in the external file from the card issuer. If the account number is masked in the file, mask the number in the **Account Number** field. Valid characters include X and numerics only. Example: Masked credit card number *xxxxxxxxxxxx5678*. • Enter *AMEX GL1025*, *AMEX KR1075*, and *AMEX GL1076* account numbers exactly

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Option	Description
	as they display in the **Billing Basic Account Number** field. • Enter *Bank of America SBF* account numbers exactly as they display in the **Corporate Account Number** field.
Usage	Select *Procurement*.
Payment Responsibility	Select *Corporate* as the payment responsibility for procurement cards.
Is Inactive	Select to inactivate the corporate credit card account.

3. To create accounting journal entries when you load procurement card transactions into Workday, complete these fields:
    a) **Company**.
    b) **Spend Category**.
    c) **Balancing Worktag** if your company uses worktag balancing.
    d) **Optional Balancing Worktags**:

    When you enable optional worktag balancing on the **Maintain Worktag Balancing Configuration** task, Workday fully balances journal lines by optional balancing worktags. Journal lines automatically:

    - Inherit optional balancing worktags based on the worktag types selected.
    - Generate due to and due from entries to balance transactions.
4. Complete *Processing Options*:

Option	Description
Electronic Load Only	Workday automatically selects this option for procurement cards and you can't change it.
Allow Negative Reimbursable Total	Select to enable negative reimbursable amounts when you process credit card transactions under corporate liability. Recover negative reimbursable amounts from workers manually and manage processing outside of Workday.
Pay Unapproved Procurement Card Transactions	Select to pay the credit card issuer before workers verify and reviewers approve procurement card transactions. Once you complete a transaction with the corporate card, you can't change this selection.

5. Complete *Payment Details*:

Option	Description
Default Payment Type	Select the default payment type for remitting payments.
Produce Remittance File	Use for expense credit cards only.
Remittance Integration System	Use for expenses credit cards only.

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6. Complete these tabs:

Option	Description
Contact Information	Enter contact information, such as the remit-to address to pay the card issuer.
Settlement Bank Account	If you remit payments directly to the card issuer or bank, complete payment details and settlement bank account information.
Alternate Names	Specify *Remit To* and *Reference* information.

Next Steps

- To create credit card accounts for workers, access the **Create Credit Card** task.
- To view existing credit card accounts, use the **ind Credit Cards for Corporate Credit Card Billing Account** report.

Related Information
Tasks
Verify Procurement Card Transactions
Associate a Balancing Worktag with Procurement Card Transactions

Create Worker Procurement Cards

Prerequisites

- Configure a corporate credit card billing account with a credit card issuer or bank.
- Security: *Set Up: Credit Card* domain in the Common Financial Management functional area.

Context

Create worker expense and procurement credit cards for your corporate credit card billing account program.

Steps

1. Access the **Create Credit Card** task.
2. Select the **Corporate Credit Card Billing Account** for this card.
   The account you select determines the **Credit Card Type** and who's responsible for settling the account with the card issuer: your company, the payee, or if it's shared responsibility.
3. Select **Worker Credit Card** as the **Credit Card Category**.
4. Enter or update the **Masked or Scrubbed Credit Card Number**, if they weren't included from an *AMEX Cardholder Listing File* integration.
5. As you complete the task, consider:

Option	Description
Reassignment Enabled	Available if the configured corporate card usage is **Expenses**. Select to enable the worker and credit card administrators to reassign credit card transactions to other expense payees so that they can expense them.
Account Status	To change the account status, select either: • *Active*

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Option	Description
	• *Canceled* • *Deleted* • *Error* • *Suspended* The account status default is *Active*. For AMEX credit card billing accounts, the account status is generated from the *Cardholder Listing File*. If you receive errors because the *Cardholder Listing File* import doesn't load all required data, search on account statuses to correct credit card profile information.
Monthly Limit	Use to report on monthly accumulated limits for this credit card account. Credit card limits accumulated from point of sale transactions.
Transaction Limit	Use to report on transactions over the limit you specify. Workday enforces transaction limits during point of sale transactions.
Cash Access Allowed	Select to enable the worker to use this card to obtain cash for noncredit card transactions, such as bridge tolls.

Next Steps

Load credit card transactions into Workday through an external file downloaded from the card issuer.

- For expense credit cards, workers can include downloaded transactions on expense reports.
- For procurement cards, workers can verify downloaded transactions using the **Verify Procurement Card Transactions** task.

To reassign the loaded credit card expense transactions to an expense payee other than the configured payee, access the **Reassign Expense Credit Card Transactions** task.

If you enable manual credit card transaction entry on the corporate credit card billing account, workers can also enter credit card transactions on expense reports.

If the associated cardholder is incorrect and there are no transactions against the card, access the **Change Cardholder** related action to select the correct cardholder.

Related Information
Tasks
Change Workers on Procurement Cards

View Procurement Card Transaction Verifications

Prerequisites

Save procurement card transaction verifications in Workday.

Context

Review the status of procurement card transaction verifications.

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Steps

1. Access the **Find Procurement Card Transaction Verifications** report.
   This report provides the *Status*, *Verification Amount*, and other information for each verification. The report displays only active workers.
2. Select a **Procurement Card Transaction Verification** to view details:

Tab	Description
Credit Card Transactions	• **Transaction** information includes *Credit Card Transaction*, *Supplier*, and *Remaining Transaction Amount to Verify*. • **Transaction Details** provides line item details including *Spend Category*, *Quantity*, and *Worktags*.
Credit Card Payments	View details for procurement card payments, including payment *Status*, the *Settlement Run*, and the *Payment Amount*.
Process History	Review the *Process*, *Step*, *Status*, and other details.

3. To update details in a procurement card transaction verification, select the **Edit** or **Change** related action.

Map Suppliers from Procurement Card Transactions

Prerequisites

- (Optional) Configure *Dynamic Map Integration Services* in the credit card integration template to match credit card transaction file data to suppliers in Workday.
- Create the integrations for corporate cards your company uses to import procurement card transactions.
- Load procurement card transaction files into Workday.
- (Optional) Set up alternate names in the **Create Supplier Change** related actions task and select *Integration Name Matching* as the Alternate Name Usage. The Alternate Name Usage ensures accurate matching from downloaded suppliers in procurement card transaction files to suppliers in Workday. There is no match to the DUNS number and supplier name from the file.

Context

Map suppliers loaded into Workday from procurement card transaction files, view matched transactions, and modify them when needed.

Steps

1. Access the **Find Credit Card Transaction Files** report.
2. Click **View** on a procurement transaction file that displays a quantity for *Transactions Missing Suppliers*.
3. Click **Map Suppliers**.
   Workday lists unmatched suppliers from the procurement card transaction load.
4. From the **Supplier Name In Workday** prompt, select a supplier to map to the *Supplier Name In File*.
5. Check **Save Alternate Name** to map the supplier and store a permanent name for matching this supplier in future transaction loads.

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6. Check one of these:
    - **Apply Mapping & Refresh** to map other transactions for this supplier in the file and continue mapping additional suppliers.
    - **Apply Mapping & Finish** to apply mapping to any additional transactions and finish mapping this file.
7. (Optional) Click **Show All Transactions** to view the transactions in the file. The transactions include unmapped, those you've mapped, and those matched during the integration.

    You can then modify supplier alternate name mapping as necessary.

Result

- Mapping is complete for future transactions containing this supplier.
- Workday matches suppliers from downloaded procurement card transaction files to suppliers in the **Verify Procurement Card Transactions** and **Verify Procurement Card Transactions for Worker** tasks.

Related Information
Tasks
Create Suppliers

Verify Procurement Card Transactions

Prerequisites

- Configure the *Procurement Card Transaction Verification Event* business process and security policy.
- Include the *Initiate Procurement Card Transaction Verification Intercompany Event* action step in the *Procurement Card Transaction Event* business process.
- To run budget check throughout the *Procurement Card Transaction Verification Event* business process, configure the *Budget Check* action step.
- To authorize a worker procurement card transaction verification for other workers:
    - Assign them to the appropriate **Organization Types** and **Security Group Types**.
    - Set up security access to the *Process: Procurement Card Transaction Verification* domain.
- Assign security groups to delegate the initiation step of the *Procurement Card Transaction Verification Event* business process.
- To enable procurement card verifications for intercompany affiliates:
    - Configure the *Procurement Card Transaction Verification Intercompany Event* business process and security policy.
    - Include the *Initiate Procurement Card Transaction Verification Intercompany Event* action step in the *Procurement Card Transaction Event* business process.
    - Access the **Edit Company Intercompany Profile** task and select additional companies for intercompany procurement card transactions availability on verifications.

Context

You can verify procurement card transactions loaded into Workday for yourself or on behalf of another worker.

Steps

1. Access the **Verify Procurement Card Transactions** or **Verify Procurement Card Transactions for Worker** task.
2. Select the transactions you want to verify.

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3. As you complete the **Transaction Details** tab, consider:

Option	Description
Add	Select to include additional transactions in the verification.
Credit Card Transaction	Select an available transaction from the prompt.
Supplier	Select a supplier from the prompt to filter the **Purchase Order** and **Supplier Contract** results. If the credit card transaction includes a supplier, Workday populates the supplier.
Purchase Order	To include purchase order lines in the verification, select a purchase order with a current status of *Issued*.
Supplier Contract	To include contract lines in the verification, select an approved supplier contract. The supplier contract type can't include *Manual* or *Scheduled* attributes for purchase orders.
Sales Tax Collected	This field indicates that sales tax is collected on the procurement card transaction to support reporting and business process routing.
Default Tax Option	You can self-assess tax on company card transactions when you select the **Calculate Self-Assessed Tax** option.
Default Tax Code	Select to populate on the transaction details line.
Tax amount	The sum of the tax calculated from your transaction details line.

4. Review the line transaction details and modify them as needed.

Option	Description
Company	Workday populates the company from the verification header. For intercompany transactions, you can select a company from your intercompany profile.
Item/ Item Description	If you select a purchase order or supplier contract for the transaction, Workday populates and locks the **Item** prompt. You can also select an item from the prompt or create a purchase item.
Spend Category	If you select a value from the **Item** prompt, Workday populates the spend category. Workday locks the field if the transaction is related to a purchase order or supplier contract.

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5. (Optional) To add transaction attachments to the **Attachments** section, upload, or drag and drop files that support the transaction, such as receipts.

   Workday supports the file types listed in the **Edit Tenant Setup - System** task for business document attachments.
6. (Optional) From the related actions menu, select the *Budget Check* option to view or change the budget date on a transaction line or split. You can determine which transactions go through budget check during a specific budget control period.

   You can select:

   - The **Select All** check box to trigger the **Budget Date** field and update all the lines on a transaction.
   - Specific transactions and update the **Budget Date** column.

   Workday synchronizes the budget date on spend transaction lines and cost reimbursable spend lines to support budgetary control and grants spend management.

Result

- After approving procurement card verifications, you can't invoice or receive against related supplier contract or purchase order lines.
- For procurement card transactions related to a purchase order or supplier contract, Workday creates a liquidating journal for the associated obligation for the amount of the transaction.
- Workday processes split lines at the split level, not the line level, to provide more visibility into procurement details.
- You might see a residual difference between debits and credits due to currency conversions when:
  - Your credit card transaction currency differs from your billing currency, and your billing currency is the same as your ledger currency.
  - Your credit card transaction currency is the same as your ledger currency, but differs from your billing currency.

Next Steps

Settle the approved procurement card transactions. The settlement process creates and settles the transactions. When the process completes, Workday updates the accounting entries for each payment.

Related Information

Concepts

Concept: Settlement Processing

Tasks

Steps: Set Up AMEX KR1075 Procurement Card Processing

Steps: Use Settlement

Steps: Configure Budget Checking for Spend Transactions

Reference

The Next Level: Supplier Contracts Overview

Notify Workers about Procurement Card Transactions

Prerequisites

The worker must have a corporate credit card with a provider with whom you have set up a Workday integration.

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Context

You can create an alert to notify users when they have new credit card transactions that aren't associated with an expense report.

Steps

1. Copy Reports.
   Select the **Credit Card Transactions Not Expensed** report.
2. Configure and View Alerts.
   Create an alert to notify users of new credit card transactions that aren't associated with an expense report.

Change Workers on Procurement Cards

Prerequisites

- Create worker credit cards with a corporate account card issuer.
- Create transactions to upload on expense reports or procurement card verifications.
- Security: *Set Up: Credit Card* domain in the Common Financial Management functional area.

Context

You can change the cardholder on the account if the cardholder on a credit card is incorrect. You can also move credit card transactions to another credit card associated with the same or a different cardholder.

Steps

- **Change cardholder on a credit card account:**
  a) Access the **Find Credit Cards** report.
  b) Select **Credit Card > Change Cardholder** from the **Credit Card** related actions menu.
  c) In the **New Cardholder** field, select the cardholder to associate with this credit card account. For nontokenized American Express (AMEX) and Mastercard cards, Workday automatically populates the **Expense Credit Card ID** field.
  d) In the **Update Expense Payee** section, determine whether to assign all or only unassigned nonexpensed transactions to the configured cardholder.

  The related action displays only when the credit card has no expensed transactions.
- **Update information on a credit card account:**
  a) Access the **Edit Credit Card** task.
  b) Update information, such as the **Cardholder Embossed Name**, **Monthly Limit**, and **Cash Access Allowed**.
- **Move credit card transactions to a different credit card:**
  a) Access the **Find Credit Cards** report.
  b) Select **Credit Card > Move Credit Card Transactions** from the **Credit Card** related actions menu.
  c) In the **New Expense Credit Card** field, select the credit card for the transactions to move or create a new worker credit card.

  The related action displays only when:
  - The credit card has transactions.
  - There are other credit cards with the same corporate credit card billing account.
  - The cardholders match.

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- **Change credit card for credit card transaction:**
  a) Access the **Find Credit Card Transactions** report.
  b) Select **Credit Card Transaction > Change Credit Card** from the **Credit Card Transaction** related actions menu.

     You can change the cardholder to the same or a different cardholder.

     The related action only displays if the transactions are *New* and the credit cards belong to the same corporate billing account.
  c) In the **Credit Card Transaction Assignee** section, consider updating the assignee of the transaction to the newly assigned cardholder.

Result

You can find credit card transactions in *New* status in the configured credit card transaction assignee.

Next Steps

Contact your corporate card account issuer to request changes in cardholder information associated with this worker credit card.

Review Procurement Card Transactions

Prerequisites

- Set up the integration for the transaction files used for credit card processing, and load transactions into Workday.
- Security: *Process: Credit Card* domain in the Common Financial Management area.

Context

You can find credit card transaction files, view details for each transaction, and correct transactions in error. Depending on the transaction file credit card usage type, you can:

- Map merchants.
- Map airports.
- Map cities.
- Map suppliers.

Steps

1. Access the **Find Credit Card Transaction Files** report.

   Find the transaction files for expense credit cards and procurement cards.
2. Drill down on transaction files to perform actions:
   - In expense and procurement transactions, **Fix Errors**.
   - In expense transactions, **Map Merchants**, **Map Cities**, and **Map Airports**.

     You can only map airports for transactions with trip leg data.
   - In procurement transactions, **Map Suppliers**.
3. Access the **Find Credit Card Transactions** report to find specific credit card transactions and modify them as needed.

   Select **Edit** from the **Credit Card Transactions file** related actions menu to update information such as the **Extended Transaction Amount** and **Worker Credit Card**.
4. Access the **Find Credit Card Transactions** report to find specific credit card transactions and modify them as necessary.

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Related Information
Tasks
Create Corporate Procurement Card Accounts
Map Suppliers from Procurement Card Transactions
Reference
Reference: Credit Card Reports

Fix Procurement Card Transaction Errors

Prerequisites

- Download files from your corporate card or travel booking integration.
- Security:
  - *Process: Travel Booking* domain in the Expenses functional area.
  - *Process: Credit Card* domain in the Common Financial Management functional area.

Context

You can correct transactions or records in error to process them in Workday.

Steps

1. Access 1 of these reports:
   - **Find Credit Card Transaction Files**, for expense credit cards and procurement card transactions.
   - **Find Travel Booking Record Files**, for travel booking records.

   The reports display the files from your search criteria and identify files in error.
2. Select a file with transactions or records in error.
3. Click **Fix Errors**.

Option	Description
Credit card transactions from expense credit card or procurement card transaction files	You can only fix errors in the transaction such as the **Worker Credit Card** and **Transaction Currency**. You can't change other values transmitted in the download.
Travel booking records from travel booking transactions files	From the prompt, select the **Worker** to assign to the travel booking record. If a travel booking record doesn't successfully map to a worker from the integration file, Workday uses the company defined in the integration. Once you assign a worker, Workday updates the company to the worker's company if it's different.

Result

Workers can include the fixed transactions and records on expense reports and procurement card transaction verifications.

Related Information
Tasks
Steps: Set Up Integration for AMEX Procurement Card Transactions

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Reference: Credit Card Reports

Use these reports to view information about credit card accounts and transactions. For each report, this table describes why you would use it and what to do next. For a complete list of reports by area, run the **Workday Standard Reports** report.

Report Name	Purpose	Next Step
Find Credit Cards for Corporate Credit Card Billing Account	Review all expense payee credit cards associated with a corporate credit card billing account. This report is also available from the related actions menu of the corporate credit card billing account.	From the related actions menu of the **Employee**, you can view **My Expense Transactions**. From the related actions menu of the **Credit Card**, you can edit the credit card account or change the expense payee.
Find Credit Card Transaction Files	Use this report to identify errors that might have occurred during the file load. Review a summary of credit card transaction files that you've loaded into Workday. The report includes the number of new transactions in error. You can review individual transactions and edit the erroneous transaction from the report.	From the related actions menu of the **Credit Card Transaction File**, you can: • Access all transactions in individual transaction files. • View and edit the transactions in the file that are in error. • Maintain merchant, airport, or city mapping for corporate cards with *Expenses Usage*. • Map suppliers for corporate cards with *Procurement Usage*.
Find Credit Card Transactions	View this report to display a list of credit card transactions.	You can: • Create an expense report from the related actions menu of the **Expense Payee**. • Reassign transactions or change the assigned credit card from the related actions menu of the **Credit Card Transaction**. From the related actions menu of the **Expense Report**, you can: • Copy an expense report. • View accounting details.
Find Cardholder Listing Files	View this report to list all credit cards in the file, and identify *Credit Cards Loaded in Error*.	You can explore credit card details and modify information as necessary.

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Report Name	Purpose	Next Step
	Example: Credit cards that don't match with an employee.	Select the **Cardholder Listing File** to review from the list of files.
View Cardholder Listing Files	This report displays *Account Status*, identifies if there was a *Credit Card Load Error*, and other information.	Select the **Maintain Credit Card Number** option to review and maintain unmasked credit card numbers on an as-needed basis if: • You're an authorized user. • The credit card account includes a generated **Credit Card Token**.
Find Credit Cards	View this report to select criteria such as the *Expiration Date*, *Account Status*, and whether a *Credit Card Token exists*.	Correct any errors generated from cardholder files. If you've made corrections or modifications, run the appropriate report and validate the results. From the related actions menu of the **Credit Card**, you can: • Change the assigned cardholder. • Assign all or only unassigned transactions to the new payee.
View Corporate Credit Card Billing Account	View details of corporate credit card billing accounts, such as: • Card type. • Who's liable for payment. • Whether workers can create manual credit card transactions during expense report creation.	From the related actions menu of the **Corporate Credit Card Account**, you can: • Edit the account. • Find credit cards associated with the account.
View Credit Card	View details on credit card accounts, such as: • Corporate card account. • Card type. • Expiration date.	From the related actions menu of the **Credit Card**, you can: • Edit credit cards. • Change cardholders. This related action is only available if the transaction is in *New* status and the credit card only has nonexpensed transactions. From the related actions menu of the **Corporate Credit Card Account**, you can:

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Report Name	Purpose	Next Step
		• Edit the account. • Find other credit cards associated with the account.
Find Unassigned Central Travel Card Transactions	This report displays a list of all unassigned central travel card transactions loaded for your organization. View details of each transaction, such as: • Organization. • Amount. • Passenger name.	Assign or reassign central travel card transactions to a new **Expense Payee**.

Supplier Contracts

Steps: Manage Supplier Contracts

Prerequisites

- Set up suppliers in Workday.
- Determine whether you need to restrict segments of data to groups of workers.
- You must have permission on the *Supplier Segmented Setup* domain in the System functional area.
- Security: *Security Configuration* domain in the System functional area.

Context

Supplier contracts enable you to implement and manage your company procurement policies. You can:

- Configure preferred suppliers.
- Apply contractual terms and amounts.
- Avail of favorable terms and discounts and better manage spending.

Steps

1. Steps: Create Supplier Contracts .
   Security: *Set Up: Supplier Contracts* domain in the Supplier Contract functional area.
2. (Optional) Enable invoice charge control on supplier contracts.
   a) Select the *Supplier Contract Event* option on the **Configure Optional Fields** task.
   b) Clear the Hide for All selection for the Maximum Charge Control Amount and the Minimum Charge Control Amount fields.
3. (Optional) Access the **Maintain External Link Validation** task.
   Configure and display a link to a supplier contract. The link enables you to capture information from third-party providers of contract lifecycle management.
4. (Optional) Create a supplier contract for leased assets.
   Create Lease-Type Supplier Contracts.

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5. Specify line details on the supplier contract.

   See:

   - Add or Update Goods and Service Lines on Supplier Contracts
   - Add or Update Project-Based Service Lines on Supplier Contracts

6. (Optional) Steps: Create Purchase Order Schedules and Installments for Supplier Contracts .
7. (Optional) Steps: Create Supplier Invoice Schedules and Installments for Supplier Contracts .
8. (Optional) Receive Directly Against Supplier Contracts .
9. (Optional) Configure renewal terms and notifications for the supplier contract before it expires.

   See Steps: Automatically Renew Supplier Contracts .

10. (Optional) Add workers to the *Process: Supplier Contract - Add Attachment* domain in the Supplier Contract functional area to enable them to add attachments to contracts without amending contracts.
11. (Optional) Make a change to a supplier contract from the related actions menu of the contract, using the **Supplier** Contract→Change option. The contract must be in *Approved* status to make a change.

    To make a change, the contract can't have:

    - An amendment.
    - Any Spend transactions associated with it.
    - Obligation generation.

    You can't change the contract:

    - Company
    - Start Date
    - Supplier

    When you make a change to a supplier contract, Workday:

    - Doesn't initiate the *Supplier Contract* business process.
    - Retains the original version of the contract with an audit trail.

    Security: *Process: Supplier Contract - Create/Edit* domain in the supplier contracts functional area.
12. (Optional) Add an amendment to the supplier contract through the **Create Supplier Contract Amendment** task. You can also amend a supplier contract through the related actions menu of the contract using the **Supplier** Contract→Amend **Supplier Contract** option. The contract must be in *Approved* status to add an amendment.

    When you make and amendment you can't change the contract:

    - Company
    - Supplier

    Once you add an amendment, Workday:

    - Initiates the *Supplier Contract Amendment* business process.
    - Creates version control of the contract with an audit trail.

    Security: *Process: Supplier Contract - Create/Edit* domain in the supplier contracts functional area.
13. (Optional) Change Supplier contract.

Next Steps

Create or generate supplier invoices and purchase orders from supplier contracts.

Related Information

Tasks

Create Suppliers

Steps: Using Supplier Catalogs

Define Supplier Contract Renewal Terms

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Reference

The Next Level: Supplier Contracts Overview

Steps: Create Supplier Contracts

Prerequisites

Steps: Set Up Suppliers

Context

Create supplier contracts for goods and services, enabling you to take advantage of supplier discounts and ensure that the:

- Contract total of the supplier invoice lines doesn't exceed the total amount of the supplier contract.
- Dates for purchase orders and supplier invoices occur within the contract date range.

Steps

1. Access the **Maintain Supplier Contract Types** task.

   Add rows for each supplier contract type and select the options you need. Select either *Scheduled Invoices* or *Manual Invoices*. As you complete this task, consider:

Option	Description
Scheduled Invoices	Creates invoices for scheduled installments. Select when **Supplier Contract Lines** includes spend categories with the *Intangible* asset tracking option.
Scheduled Purchase Orders	Creates purchase orders for scheduled installments for goods lines in supplier contracts. You can’t create supplier contract types with scheduled purchase orders for service lines or project-based service lines. Workday Distributes scheduled purchase orders by *Quantity*.
Manual Invoices	Creates manual invoices to apply against supplier contracts. Manual invoices enable you to generate: • Invoices related to purchase orders. • Invoices unrelated to purchase orders.
Manual Purchase Orders	Creates manual purchase orders to apply against supplier contracts.
Allow Catalogs	Links contracts to supplier contracts.
Receive Contract Lines	Applies receipts against contract lines. For contract types with **Receive Contract Lines**, Workday registers business assets and any associated depreciation schedules. Select this option when **Supplier Contract Lines** includes spend categories with the *Intangible* asset tracking option.

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Option	Description
Create Obligations	Create obligations for commitment accounting on supplier invoices applied to supplier contracts.
Multi-Supplier	Adds a **Suppliers** tab on the supplier contract, enabling you to: • Define suppliers to service the contract. • Open the contract to any supplier that meets your criteria. The **Markup Percent** field on the **Suppliers** tab of the supplier contract enables you to set up contractual discounts or markups. For markup pricing, enter positive values. For discount pricing, enter negative values. Workday applies the markup percentage only to catalog and supplier items on supplier contracts.
Renewal Terms	Renews supplier contracts and contract lines automatically using the renewal terms you and your supplier define in the contract. You can't enable catalogs for supplier contracts with renewal terms.
Consignment	Adds the **Consigned Quantity** field to the goods lines of the supplier contract.
Multi-Participant	Maintains a shared contract between multiple companies. You can add companies as participants to the supplier contract on the **Contract Participants** tab. You can then use the contract on procurement transactions for those companies. Optionally, you can use the **GPO Contract Reference** field to maintain reference numbers for group purchasing contracts.
Financial Lease	Applies receipts and creates: • Expense recognition • Supplier invoice schedules • Supplier invoice installments for leased assets.
Operating Lease	Creates: • Expense recognition • Supplier invoice schedules • Supplier invoice installments for operating leases.
Short-Term Operating Lease	Creates expense recognition and supplier invoice schedules and installments for operating leases. You can use this lease

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Option	Description
	contract type for operating leases where the term is 12 months or less.
Variable Payment	Creates lease type supplier contracts with lease payment amounts that vary throughout the lease term.
Allow Retention	Captures and tracks retention amounts on supplier contracts and purchase orders.

Security: *Set Up: Supplier Contracts* domain in the Supplier Contracts functional area.

2. Access the **Create Supplier Contract** task.

   You can save the supplier contract in **Draft** status before you submit it.

   As you complete each section, consider:

Option	Description
Contract Reference	Specify the contract number that your supplier uses, when available.
On Hold	Restricts users from creating purchase orders or invoices against this contract.
Default Order-From-Connection	Populates the order-from connection and associated shipping information on purchase orders when you select the supplier contract. You can select from the prompt when you set up supplier order-from connections using the **Edit Order-From Connections** task.
Total Contract Amount	Enter an amount that is the same as or greater than the: • **Line Extended Amount** for supplier contracts. • **Total Lease Payment**for lease-type supplier contracts.
Override Payment Type	Overrides the default setting and creates a new payment type when you specify additional payment types on the supplier definition. Note: This field only applies to scheduled invoice or scheduled purchase order type contracts.
Catalog	When you select *Catalog Contract* as the **Contract Type**, you can select more than 1 catalog to associate with the supplier catalog.
Contract Participants	This tab displays when you select a participant-type supplier contract from the **Contract Type** prompt. On this tab, add: • Companies that participate in the contractual agreement.

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Option	Description
	• The company at the header to indicate the company as a participant of the contract.
Supplier Item Contract Pricing	This tab displays when you configure advanced pricing for the supplier contract on purchase items.

To add a contract that multiple suppliers can use, select a supplier contract type with *Multi-supplier* enabled.

Security: Configure the *Supplier Contract Event* business process and security policy on the Supplier Contracts functional area.

3. (Optional) Add attachments and select attachment categories to specify the type of document.

   You can use the *Attachments* tab to add attachments and specify attachment categories.

4. (Optional) To make additions, changes, or corrections to approved contracts:

   Enable supplier contract schedules and installments on theses tasks:

   - **Create Supplier Invoice Schedule for Supplier Contract**.
   - **Create Purchase Order Schedule for Supplier Contract**.

   Access the **Create Supplier Contract Amendment** task and update the contract.

   Security: Configure the *Supplier Contract Amendment Event* business process and security policy in the Supplier Contracts functional area.

Result

- Workday routes the new or updated supplier contract for approval.
- The supplier contract enters the **Approval in Process** business process stage.
- You can view each version of the contract in the **Amendments** tab.

Next Steps

Create supplier catalogs and load items.

Users can set supplier contracts to **Approved** or **Denied** status in their My Tasks by selecting **Approve** or **Deny** from the **Actions** tab.

Related Information

Tasks

Create Suppliers
Create Supplier Punchout Connections
Define Supplier Contract Renewal Terms
Steps: Automatically Renew Supplier Contracts
Steps: Set Up Supplier Order-From Connections
Steps: Set Up Asset Accounting

Reference

The Next Level: Supplier Contracts Overview
2025R1 Feature Release Note: Expand Multi-Supplier Functionality to Multi-Participant Contract Types
Reference: Supplier Contract Statuses

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Add or Update Lines

Add or Update Goods and Service Lines on Supplier Contracts

Prerequisites

- Add information to the supplier contract header.
- Select a supplier contract type that doesn't include *Scheduled Purchase Orders* when your supplier contract includes service lines.
- Configure the *Supplier Contract Event* business process and security policy in the Supplier Contracts functional area.

Context

Add new goods and services lines to supplier contracts, or update existing lines with additional information.

Steps

1. Access the **Create/Edit Supplier Contract** task.
2. As you complete the **Goods Lines** and **Service Lines** tabs, consider:

Option	Description
Line Number	Specify a **Line Number** for the line up to 5 alpha-numeric characters in length. Line numbers display in the *Business Document Lines* column for purchase order and supplier invoice installments.
Company for Invoices	(Optional) Overwrite the company from the supplier contract header if you require a different invoice company for this line.
On Hold	Select to hold purchase orders, supplier invoices, and receipts from processing against the line. Workday calculates *On Hold* lines into the **Line Extended Amount** in the contract header. When you're entering goods lines for lease contracts, **On Hold** isn't available.
Item	(Optional) Select or create an item for each line of the contract. Workday automatically displays the **Spend Category** for the item you select.
Spend Category	The spend category associates items to their corresponding account posting rules and provides details for invoices and purchase orders. If you don't track specific items and unit costs, you can specify a spend category without selecting an item. Example: Select the *Catering* **Spend Category** and enter *5,000.00* as the **Extended Amount**.

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Option	Description
Tax Applicability	(Optional) Select the tax applicability code to associate with this *Item* or *Spend Category*. Define tax applicability codes using the **Maintain Tax Applicability** task.
Tax Code	If taxable, select a tax code to calculate the sales tax. Define tax codes using the **Maintain Transaction Tax Codes** task.
Quantity	For goods lines, enter the number of units to purchase and receive against the contract line. If the **Spend Category** includes the *Intangible* spend category default, Workday enters a value of *1*.
Unit of Measure	For goods lines, select a **Unit of Measure** for the line, such as *Each* or *Case*.
Unit Cost	For goods lines, select a **Unit Cost** for the specified unit of measure.
Extended Amount	For goods lines, Workday calculates the **Quantity** by the **Unit Cost**. For service lines, enter the Extended Amount.
Retention	Check **Retention** to designate this line for retention and specify a **Percent to Retain** on the **Retention Terms** tab.
Renewal	If you configured this contract to renew automatically, specify: • **Do Not Auto-Renew** to exclude this line from automatically renewing with the contract. • Enter the extended Renewal Amount for the renewal contract line. • For goods lines, enter the Renewal Quantity for the renewal contract line. If you don't have the *Renewal Terms* option defined in the supplier contract type, the renewal options aren't available on contract lines. You can't renew lease contracts.
Dates	Enter a **Start Date** or **End Date** if different from the contract header start or end date. To enable renewal processing for supplier contract renewal lines, enter an end date on the line. When you don't enter an end date, Workday omits the line on the renewal contract, even when you include the end date on the contract header.

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Option	Description
	Spend categories with the *Intangible* spend category default require start and end dates. For lease contracts, Workday uses the start and end dates you entered on the contract header.

In Service Start Date	Select a date for the asset in service date, unless you're entering goods lines for a lease contract.
	
	• *Defined Date:*
	  • *Contract Line Start Date*
	  • *Contract Signed Date*
	  • *Contract Start Date*
	  • *Receipt Date*
	• *Specify*
	
	Select a date from the calendar.
	• *None of the above*
	
	Automatically populates when the spend category doesn't include the *Intangible* spend category default.
	
	For lease contracts, Workday uses the **Start Date** you entered in the contract header.

Memo	Create line item memos to display on purchase order and invoice lines.
Location and Worktags	Specify **Worktags** and **Location** information to track details, create accounting, and use for reporting purposes.

Result

- Contract lines specify a tax applicability that you define with *Non Recoverable* and *Allocate Nonrecoverable Tax* attributes. Example: Workday calculates and displays the **Line Tax Amount** and **Gross Amount** after you save or submit the supplier contract. For supplier invoices, Workday sets the tax option to *Calculate Tax Due to Supplier* and calculates tax at the line.
- After renewal contracts complete renewal processing, Workday uses the:
  - **Renewal Amount** for the extended amount on the renewal contract line.
  - **Renewal Quantity** for the quantity on the renewal contract goods line.
- Once you approve lease contracts, you can create a supplier invoice schedule.

Next Steps

- (Optional) **Submit** the supplier contract for routing and processing according to your *Supplier Contract Event* business process definition.
- Create contract installment schedules.
- (Optional) Create purchase orders from a supplier contract.
- For supplier contracts with a *Manual Invoices* contract type, access the **Supplier Invoice Workbench** task to select contract lines for supplier invoices.

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- If matching supplier invoices to supplier contracts, you must create the invoice from the Supplier Invoice Workbench.
- Remove the *On Hold* status from approved supplier contract lines with no transactions generated with 1 of these available options:
  - **Supplier Contract Amendment** task.
  - **Remove Contract Line Hold** related action.
  - **Change** related action.

Related Information
Tasks
Steps: Create Purchase Order Schedules and Installments for Supplier Contracts
Set Up Tax Applicability for Financial Transactions
Define Supplier Contract Renewal Terms

Add or Update Project-Based Service Lines on Supplier Contracts

Prerequisites

- Add information to the supplier contract header.
- Define these elements for project-based service lines:
  - *Project*
  - *Phases*
  - *Tasks*
- Create supplier contract types with either *Manual Supplier Invoices* or *Manual Purchase Orders*. You can't include project-based service lines when supplier contract types include *Scheduled Supplier Invoices* or *Scheduled Purchase Orders*.
- Security: Configure the *Process: Supplier Contract - Create/Edit* domain in the Supplier Contracts functional area.

Context

Include project-based service lines in supplier contracts with *Manual Invoices* and *Manual Purchase Orders* supplier contract types.

Steps

1. Access the **Create/Edit Supplier Contract** task.
2. From a supplier contract, access the **Project-Based Service Lines** tab and click **Add**.

Option	Description
Line Number	Specify a **Line Number** for this line up to 5 alpha-numeric characters in length. Line numbers display in the *Business Document Lines* column for purchase order and supplier invoice installments.
On Hold	Select to hold transactions from processing against the line. The **Line Extended Amount** calculation in the contract header includes *On Hold* lines.
Project	Select a project.

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Option	Description
Spend Category	Enter a spend category to associate the project with account posting rules and provide details for invoices and purchase orders.
Memo	Create memos specific to the contract line.
Dates	Enter a **Start Date** or **End Date** if it differs from the contract header start or end date.
Retention	Check **Retention** to designate this line for retention and specify a **Percent to Retain** on the **Retention Terms** tab.
Worktags	Specify **Worktags** for reporting and accounting purposes.
Phase	Select 1 or more phases associated with the project.
Task	Specify tasks related to the project phase.
Task Start Date/End Date	Specify the **Start Date** and **End Date** if the line has different dates than the supplier contract header.
Subtasks	Provide a **Description** and **Amount** for each subtask.

Next Steps

- Submit the supplier contract to route and process it for approval.
- Create contract installment schedules.
- Create purchase orders from a supplier contract.
- For *Manual Invoices* supplier contract types, access the **Supplier Invoice Workbench** task to select contract lines for supplier invoices.
- Remove the *On Hold* status from supplier contract lines with a supplier contract amendment. You can use the **Change** related action from approved supplier contract lines that have no transactions generated against them.
- If matching supplier invoices to supplier contracts, you must create the invoice from the Supplier Invoice Workbench.

Related Information
Tasks
Steps: Create Purchase Order Schedules and Installments for Supplier Contracts
Steps: Create Supplier Contracts

Create Supplier Contract Layout

Create Supplier Contract Print Layouts

Prerequisites

- Customize Workday-delivered business form layouts to include images for company logos and signatures.
- Security: *Set Up: Supplier Contracts* domain in the Supplier Contracts functional area.

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Context

You can define layouts and formats for PDF files on supplier contracts.

Steps

1. Access the **Create Supplier Contract Print Layout** task.

   Select 1 or more companies or company hierarchies.

   Each company can have only 1 form layout for supplier contracts.
2. (Optional) Select a custom form layout from the **Business Form Layout** menu if you require more flexibility than the Workday delivered contract print layout.
3. Add 1 or more financial messages. You can use the default financial messages provided by Workday or create your own custom messages.

   Financial messages display on each supplier contract that you generate with this layout. You can include up to 3 company messages.

Result

Workday automatically uses the print layout when you generate supplier contracts as PDFs.

Next Steps

Create supplier contracts.

Related Information
Tasks
Add a Logo and Signature to Supplier Contracts
Steps: Create Supplier Contracts
Include Messages in Supplier Contract Print Layouts

Create Custom Business Form Layouts for Supplier Contracts

Prerequisites

Create your own xsl stylesheet or design a business form layout using *Report Designer in Workday Studio* to define placement of lines and boxes on the supplier contract.

Context

Workday delivers business form layouts for printable supplier contracts called *Printable Supplier Contract*.

You can create your own business form layouts and in some cases, replace a delivered layout using *Report Designer in Workday Studio*.

Steps

1. To create your own business form layout, access the **Create Business Form Layout**. As you complete the task, consider:

Option	Description
Active	Check the *Active* box.
Resulting Document Expiration Offset (in days)	Enter the number of days for retaining supplier contracts before they expire. The maximum value is 25,000 days. Note: Ensure that the expiration offset you specify here complies with the document

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Option	Description
	retention policy of your organization. Workday automatically deletes documents after the offset number of days. You can't recover these documents.
Source	Select a business form layout from one of these prompts: • XSL Attachment • Report Design • Document Layout
Custom Report	Select a custom report.
Tokens	Add the *Token Name* for the company logo and signature as follows: **company_logo** **sc_signature** These tokens are in your Report Designer business form layout.

2. Access the **Configure Business Form Layout** task to upload images for the company logo and signature tokens.
3. To associate your custom layout with the print layout on the supplier contract, access the **Edit Supplier Contract Print Layout** task. As you complete the task, consider:

Option	Description
Business Form Layout	Select the business form layout that you created in step 1.
Include Company Logo	Check the *Include Company Logo* box.
Include Signature	Check the *Include Signature* box.
Include Supplier Contract Attachments	Check the *Include Supplier Contract Attachments* box.
Financial Message	(Optional) Add any financial messages that you want to include on business documents for this supplier contract.

Result

When you print supplier contracts, Workday uses the customized business form layout instead of the delivered one.

Next Steps

To view the tokens and images used in a specific customized business form layout, use the **View Business Form Layout** report.

Access the **Printable Version** related action from a supplier contract to open the PDF file and view, print, or email the supplier contract.

Related Information
Tasks
Create a Business Form Layout in Workday Studio

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Add a Logo and Signature to Supplier Contracts

Context

Add your company logo and a contract signature to the delivered or custom form layout for printed supplier contracts.

If you have multiple companies with different images, each company requires a custom form layout.

Steps

1. Access the **View Delivered Business Form Layout** report. Select the *Printable Supplier Contract* business form layout or a custom business form layout.
2. Select the **Business Form Layout > Configure** option from the *Delivered Business Form Layout* related actions menu.
3. Upload an image for the company logo and contract signature tokens.
4. Access the **Create/Edit Supplier Contract Print Layout** task for your company.
5. Select the **Include Company Logo** and **Include Signature** check boxes.

Result

When you print supplier contracts, Workday includes the company logo and signature images in the PDF file.

Related Information
Tasks
Create Supplier Contract Print Layouts

Include Messages in Supplier Contract Print Layouts

Prerequisites

Security: *Set Up: Financial Messages* domain in the Common Financial Management functional area.

Context

Create or edit standard messages, alerts, and instructions to include in printed supplier contracts generated in PDF format.

Steps

1. Access the **Maintain Financial Messages** task.

   You can also create supplier contract messages when you're creating contract print layouts.
2. In the Restrict Type to field, select *Supplier Contracts*.

   When you don't select an option from the **Restrict Type to** list, this message can be selected for all documents that support messages.

   Example: Expense reports, purchase orders, and customer statements.
3. Specify the Financial Message Name.
   Example: *Agreement*.
4. Enter the Financial Message.
   This Contract lists the goods and services and contains the terms agreed to between the parties.

Result

Messages are available for contract print layouts.

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Next Steps

Access the **Print** related action to save a PDF file of your supplier contract.

Related Information
Tasks
Create Supplier Contract Print Layouts

Create Schedules and Installments

Steps: Create Purchase Order Schedules and Installments for Supplier Contracts

Prerequisites

- Create and approve a supplier contract.
- Configure the *Supplier Contract Purchase Order Schedule Event* business process and security policy for purchase order schedules.
- Security: Set up the *Process: Supplier Contract - Purchase Order* domain in the Supplier Contracts functional area.

Context

You can generate scheduled purchase orders by creating supplier contract schedules and setting up installments. You can also define multiple schedules for supplier contracts and include different lines on each schedule.

Steps

1. Access the **Create Purchase Order Schedule for Supplier Contract** task and select the **Supplier Contract** for the schedule.
2. As you complete the task, consider:

Option	Description
Schedule On Hold	Check to hold purchase orders from processing. The **Schedule On Hold** check box is unavailable for lease contracts.

Method	Select 1 of these methods for contract installments for contracts other than leased assets contracts:
	• *Custom* to customize your own installments.
	• *Defined Installment*
	  • Select to specify the **First** and **Last** installment amounts.
	  • Subtract the first and last installment amounts from the schedule total in the schedule.
	  • Divide the remaining balance of the contract lines total included in this schedule by the remaining installments. Enter that amount in the **Regular** field.
	• *Spread Even*.
	For leased assets contracts, Workday automatically selects *Amortized* for financial

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Option	Description
	lease types, and *Spread Even* for operating lease types.
Distribute By	Select **Quantity** or **Amount** to specify how to distribute contract lines. For lease contracts, you can only distribute contract lines by amount. For purchase orders, you can distribute by quantity.
Frequency	Select a frequency for generating installments. For lease contracts, Workday automatically populates the value you entered in the **Payment Frequency** field on the supplier contract header.
Schedule From Date	Select the date for installments to start generating. For lease contracts, Workday uses the dates you entered in the **Start Date** and **End Date** fields on the supplier contract header. Enter a **Number of Installments**, or select a **To Date** to specify the completion date for installments.
Date Options	Select either a **Defined Date** or **Day of Month** to determine the first installment date. When you select a *Contract Line Start Date* for a schedule with multiple contract lines, Workday uses the earliest start date from the contract lines. When you select a *Receipt Date* for a schedule with multiple receipts, Workday uses the earliest receipt date.
Automatically Regenerate Installments	Select to automatically regenerate installments that aren't used for purchase order transactions after approving supplier contract amendments. You can't generate amendments for lease contracts.
Automatically Submit Schedules	Select this option to submit schedules and regenerated installments automatically. When you don’t select this option, schedules remain in *Draft* status after supplier contract amendments are approved.
Select Contract Lines	Select contract lines to add them to the schedule.

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Option	Description
	For lease contracts, Workday selects all contract lines automatically so that principal and interest are accurate.

3. Click **Save and Continue** to open the **View Purchase Order Schedule** report.

   To modify the schedule or installments, except for lease contracts, select **Change** from the **Supplier Schedule** related actions. You can only change supplier schedules before generating purchase orders.
4. To create a manual purchase order from the scheduled installments, access the **Create Purchase Orders for Supplier Contract Installments** task and select the same supplier contract as the schedule.

   Purchase orders created from installments are linked to the supplier contract. The remaining balance and consumed totals display in the *Spend Transactions* analysis in the supplier contract header.
5. To create purchase orders for supplier contract scheduled installments, access the **Schedule Purchase Order Creation from Contract Installments** task and select a **Run Frequency**. As you complete the task, consider:

Option	Description
Calendar Days Prior to Scheduled Date	Enter the number of days before the scheduled date to generate documents. Assign adequate time for approvers to review the documents.
Preview Installment for Criteria	Select to review installments that match the selected criteria.

   From the **Schedule** tab, complete the **Daily Recurrence Criteria** and **Range of Recurrence** fields.

Result

- The scheduled installments create purchase orders when a user approves the schedule.
- When you manually create a purchase order from a scheduled invoice-type contract, we automatically populate the payment terms from the contract on the purchase order.

Next Steps

Issue purchase orders to suppliers for fulfillment.

Related Information
Tasks
Steps: Manage Supplier Contracts
Steps: Set Up Prepaid Supplier Spend

Steps: Create Supplier Invoice Schedules and Installments for Supplier Contracts

Prerequisites

- Create and approve a supplier contract.
- If using invoice types, set up invoice types by country.
- Configure the *Supplier Contract Invoice Schedule Event* business process and security policy.
- Security: Set up the *Process: Supplier Contract - Supplier Invoice* domain in the Supplier Contracts functional area.

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Context

You can generate scheduled supplier invoices by creating supplier contract schedules and setting up installments. You can also define multiple schedules for supplier contracts and include different lines on each schedule.

Steps

1. Access the **Create Supplier Invoice Schedule for Supplier Contract** task and select the **Supplier Contract** for the schedule.
2. As you complete the task, consider:

Option	Description
Schedule On Hold	Check to hold invoices from processing. The **Schedule On Hold** check box is unavailable for lease contracts.

Method	Select 1 of these methods for contract installments for contracts other than leased assets contracts:
	• *Custom* to customize your own installments.
	• *Defined Installment*
	  • Select to specify the **First** and **Last** installment amounts.
	  • Subtract the first and last installment amounts from the schedule total in the schedule.
	  • Divide the remaining balance of the contract lines total included in this schedule by the remaining installments. Enter that amount in the **Regular** field.
	• *Spread Even*.
	For leased assets contracts, Workday automatically selects *Amortized* for financial lease types, and *Spread Even* for operating lease types.

Distribute By	Select **Quantity** or **Amount** to specify how to distribute contract lines. For lease contracts, you can only distribute contract lines by amount. For supplier invoices, you can distribute by quantity or amount.
Frequency	Select a frequency for generating installments. For lease contracts, Workday automatically populates the value you entered in the **Payment Frequency** field on the supplier contract header.
Schedule From Date	Select the date for installments to start generating.

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Option	Description
	For lease contracts, Workday uses the dates you entered in the **Start Date** and **End Date** fields on the supplier contract header. Enter a **Number of Installments**, or select a **To Date** to specify the completion date for installments.
Date Options	Select either a **Defined Date** or **Day of Month** to determine the first installment date. When you select a *Contract Line Start Date* for a schedule with multiple contract lines, Workday uses the earliest start date from the contract lines. When you select a *Receipt Date* for a schedule with multiple receipts, Workday uses the earliest receipt date.
Automatically Regenerate Installments	Select to automatically regenerate installments that aren't used for supplier invoice transactions after approving supplier contract amendments. You can't generate amendments for lease contracts.
Automatically Submit Schedules	Select this option to submit schedules and regenerated installments automatically. When you don’t select this option, schedules remain in *Draft* status after supplier contract amendments approval.
Payment Terms	If you specified **Payment Terms** in the contract header, it automatically populates this field. You can override this value. You can use the **Maintain Payment Terms** task to set up payment terms.
Separate Payment	Select to pay the invoice schedules separately during a settlement run. You can populate this check box on all invoices for a supplier by selecting the **Always Separate Payments** check box in the supplier payment details or default remit-to connection.
Prepaid	Select to pay supplier invoices before amortizing expense, and then select a **Prepaid Amortization Type**.
Statutory Invoice Type	Select an invoice type if you use invoice types to categorize your supplier invoices in compliance with government requirements.
Auto-submit for Approval	Select to submit supplier invoices automatically for approval when scheduled.

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Option	Description
	When you don't select **Auto-submit for Approval**, invoices remain in *Draft* status, and aren't submitted into the business process automatically after creation.
Select Contract Lines	Select contract lines to add them to the schedule. For lease contracts, Workday selects all contract lines automatically so that principal and interest are accurate.

3. Click **Save and Continue** to open the **View Supplier Invoice Schedule** report. Review the schedule and click **Submit**.

   To modify the schedule or installments, except for lease contracts, select **Change** from the **Supplier Schedule** related actions.
4. Steps: Generate Installments for Supplier Contract Receipt Schedules .
5. To create a manual invoice from the scheduled installments, access the **Create Supplier Invoices for Supplier Contract Installments** task and select the same supplier contract as the schedule.

   Invoices created from installments are linked to the supplier contract. The remaining balance and consumed totals display in the *Spend Transactions* analysis in the supplier contract header.
6. To create invoices for supplier contract scheduled installments, access the **Schedule Supplier Invoice Creation from Contract Installments** task and select a **Run Frequency**. As you complete the task, consider:

Option	Description
Days Before Run Date to Return Installments	Enter the number of days before the task run date to return contract installments. Enter 0 to return for all installment dates before the task run date.
Calendar Days Prior to Scheduled Date	Enter the number of days before the installment scheduled date to generate documents. Assign adequate time for approvers to review the documents.
Preview Installment for Criteria	Select to review installments that match the selected criteria.

   From the **Schedule** tab, complete the **Daily Recurrence Criteria** and **Range of Recurrence** fields.

Result

- When you generate installments for lease contracts, Workday creates the principal and interest schedule. Workday displays the details on the **Principal and Interest** tab of the **Supplier Invoice Schedule** task.
- When Workday generates supplier invoices from contract installments, Workday extends tax details from supplier contract lines to the invoice lines.

Example

Next Steps

Access the **Find Supplier Invoice Schedules** report to view:

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- Installments.
- Invoices.
- Purchase order numbers.
- Statuses.

Related Information
Tasks
Steps: Manage Supplier Contracts
Steps: Set Up Prepaid Supplier Spend

Steps: Generate Installments for Supplier Contract Receipt Schedules

Prerequisites

- Define a supplier contract type with *Scheduled Invoices* and *Receipt Contract Lines*.
- Configure these business processes and security policies:
  - *Receipt* with the *Review Schedule for Installment Generation* action step.
  - *Create Supplier Contract Schedule Installments for Receipt*.
  - *Supplier Contract Event*.
- Security: *Process: Supplier Contract - Supplier Invoice* domain in the Supplier Contracts functional area.

Context

Generate installments for supplier contract schedules specified with the *Receipt Date* as the in-service start date option.

Steps

1. Review the schedule for installments.
2. Create a supplier contract and specify the supplier contract type defined with *Scheduled Invoices* and *Receipt Contract Lines*.
3. Add goods lines for supplier contracts with:
   - *Intangible* as a spend category attribute on the spend category.
   - *Receipt Date* as the **In Service Start Date**.
4. Access the **Create Supplier Invoice Schedule for Supplier Contract** task.
   Select the *Receipt Date* option from the **Defined Date** prompt, and click **Submit**.
   You can't automate the **Review Schedule for Installment Generation** notification if you have any receipts created against supplier contract lines in the schedule.
5. Access the **Create Receipt** task and select the supplier contract with the schedule you defined with the receipt date option.

Result

- The supplier contract specialist receives a *Next Steps* and My Tasks item to **Review Schedule for Installment Generation** and can:
  - Click **Open** to review the schedule.
  - Select **Generate Installments** to create installments for the schedule.
- Workday creates the installments and makes them available for processing.

Related Information
Tasks
Steps: Configure Intangible Business Assets

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Steps: Create Supplier Contracts from Requisitions

Context

You can use Workday to source a requisition directly into an obligation-type supplier contract. This configuration enables you to view the origin of a contract, approval process, and fund eligibility. Example: your business partners know the supplier and want a contract attached to the requisition. We don't support line splits on supplier contracts generated from a requisition. You can't add these values on supplier contract request-type requisitions:

- Catalog items
- Project-based lines
- Punchout connections
- Supplier items

Steps

1. Access the **Maintain Requisition Types** task.

   Select the **Supplier Contract Request** option.

   Security: *Set Up: Procurement* domain.
2. From the Related Actions menu of the *Requisition Event* business process, select **Business Process > Edit Definition**.

   Add a business process step and select the *Create Supplier Contract from Requisition* option from the **Specify** prompt.

   Security: These domains:

   - *Business Process Administration* in the System functional area.
   - *Manage: Business Process Definitions* in the System functional area.
   - *Process: Supplier Contract - Create from Requisition* domain in the Supplier Contract functional area.
3. Access the **Create Requisition** task.

   Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Create Requisition** task to the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .

   Create a requisition with the *Supplier Contract Request* requisition type.

   Select lines from the requisition to copy to the new contract.

   (Optional) Add spend attachment categories on your supplier contracts.

   Security: These domains in the Procurement functional area:

   - *Self-Service: Requisition* domain
   - *Process: Requisition - Create/Edit* domain
4. (Optional) From the related actions menu on the **View Requisitions** report, select the **Create Supplier Contract** option.

Result

Workday:

- Sources directly to a supplier contract for obligation-type supplier contracts.
- Liquidates any commitments on the requisition when you approve the contract.

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- Hides these fields at checkout:
  - Credit Card
  - OFC
  - Supplier Memo

Next Steps

During the approval process of the requisition, you can create supplier contracts from My Tasks notifications.

Related Information
Reference
2023R1 What's New Post: Create Supplier Contract from Requisitions
Reference: Supplier Contract Statuses

Receive Directly Against Supplier Contracts

Prerequisites

- Supplier contracts must be in *Approved* status.
- The *Contract Type* for supplier contracts:
  - Must not include *Manual* or *Scheduled Purchase Orders*.
  - Must include the *Receive Contract Lines* option.
- Configure the *Receipt* business process and security policy in the Procurement functional area.

Context

You can receive goods and services using supplier contracts.

Steps

1. Access the **Create Receipt** task and select a *Supplier Contract* from the prompt.
   The **Supplier**, **Company**, and **Supplier Contract** values automatically populate from the supplier contract.
2. Enter the **Quantity to Receive** for **Goods Lines**, or **Amount to Receive** for **Service Lines** and **Project-Based Service Lines** from the supplier contract.

Result

The receipt is linked to the applicable supplier contract lines and you can review receipt balances in the supplier contract **Spend Transactions** section.

Next Steps

- To return goods to suppliers from supplier contracts with approved receipts, access the **Create Return** task or use the related action.

Related Information
Tasks
Steps: Create Supplier Contracts
Create Receipts
Create Returns

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Close Supplier Contracts

Prerequisites

- Configure the *Supplier Contract Event* business process and security policy.
- Security: *Process: Supplier Contract – Close* domain in the Supplier Contracts functional area.

Context

You can close supplier contracts to:

- Prevent further actions from occurring against the supplier contract.
- Enable you to liquidate any remaining obligation balance, if applicable.

You can close a supplier contract when:

- It doesn't have pending business process activity.
- You're using commitment accounting.
- You're not using commitment accounting.

Note: For supplier contracts that generate accounting, you can only reopen supplier contracts closed in the current open fiscal period.

Steps

1. From the related actions menu on a supplier contract, select 1 of these options to close supplier contracts with a retention balance:
    - **Supplier Contract > Close**
    - **Retention > Close**
2. Review transaction and business process information to verify that you want to complete the close.

Result

After approval of your close request, Workday:

- Liquidates commitment and obligation accounting.
- Recovers and liquidates any commitment or obligation journals.
- Recovers obligated budget.

Related Information
Concepts
Steps: Mass Close Procurement Documents
Reference
Reference: Supplier Contract Statuses

Steps: Using Supplier Catalogs

Prerequisites

- Set up suppliers in Workday.
- Security: *Process: Supplier Catalogs* domain in the Supplier Contracts functional area.
- Configure the *Catalog Load* business process and security policies in the Supplier Contracts functional area.

Context

Manage supplier catalogs and catalog items.

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Steps

1. Access the **Supplier Catalog Work Area** report.

   For each supplier catalog you can view:

   - The **Catalog Name** and associated **Supplier**.
   - The **Currency** used for the catalog and line items.
   - The number of **Catalog Items** currently in the catalog.
   - The number of **Supplier Contracts** using the catalog.

2. To create a catalog, select **Create New Catalog**.

   From the **Create Supplier Catalog** option, select **Load Items** to access the **Catalog Load Request** task.

   Select **Load Items** to update, add, or inactivate catalog items.

Related Information
Tasks
Create Suppliers
Create Supplier Catalogs and Load Items

Concept: Supplier Contract Analytics and Reporting

Context

Analyze spend directly from supplier contracts. You can view multidimensional information, such as the current amounts of supplier invoices and purchase orders. Additionally, you can drill into rows to display line information for items and services, and review spend transactions including remaining balances.

Supplier Contract Reports

To review information for supplier contracts, access these reports:

Report	Description
Find Supplier Contracts	Identifies each supplier contract by: • **Contract Number** and **Name**. • **Supplier Contract Type**. • The **Status** of the contract. • The **Company** and **Supplier**. • The contract **Start Date** and **End Date**, when applicable. • **Contract Amount**. You can drill into details, and you can use available related actions for each supplier contract.
Find Expiring Supplier Contracts	Identifies contracts that are about to expire. You can view the contract: • Start and end dates. • Notice periods. • Renewal terms. • Supplier contract status.
Find Purchase Order Schedules **Find Supplier Invoice Schedules**	You can view: • **Schedule** name.

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Report	Description
	• The **Company** and **Supplier**. • The schedule **Status**. • The schedule's **From Date** and **To Date**. • The **Frequency** for creating business documents. • The **Method** for distributing supplier contract amounts or quantities. • The total **Amount** for all installments in the schedule.

Business Views for Supplier Contract Activity

Supplier Contract Activity standard report, uses the Business View for Supplier Contract Activity data source. The report provides summarized contract-level information with the ability to drill into spend activity details.

When using the Business View for Supplier Contract Activity data source or its related reports, note that:

- For multi-participant supplier contracts, the report data is filtered to show spend amounts only for the Company specified in the report prompt.
- Workday doesn’t include Freight Amount and Other Charges in the spend calculations.
- PO lines and Invoice lines with a status of Cancelled, Draft, In Progress, or Denied are excluded from the Supplier Contract Activity line amounts.
- The Total Amount Received value doesn't consider returns.
- Receipt Balance/Total Amount Received Against Header Only Contracts is not supported.

Embedded Business Intelligence for Supplier Contracts

You can enable reviewers and approvers to see embedded business intelligence analytics in supplier contracts. You can define custom reports and include them as worklets for these business process steps:

Business Process	Business Process Steps
Supplier Contract Event	• *Supplier Contract Event Approval* • *Supplier Contract Event Review*
Supplier Contract Amendments Event	• *Supplier Contract Amendment Approval* • *Supplier Contract Amendment Review*
Supplier Contract Invoice Schedule Event	*Supplier Contract Invoice Schedule Approval*
Supplier Contract Purchase Order Schedule Event	*Supplier Contract Purchase Order Schedule Approval*

Related Information
Concepts
Concept: Custom Reports
Tasks
Enable Reports for Related Worklets

Reference: Supplier Contract Statuses

You can use these supplier contract statuses to track your supplier contract transactions:

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Supplier Contract Status	Description
Draft	Workday displays this status when you save a supplier contract or amendment but don't submit it.
Approval in Process	Workday displays this status when you submit a supplier contract and it awaits user approval.
Approved	Workday displays this status when a user approves a supplier contract.
Canceled	Workday displays this status when a supplier contract is canceled. You can't modify the contract.
Closed	Workday displays this status when you close a contract using either the: • **Mass Close Procurement Documents** task. • Related actions menu in the supplier contract view.
Denied	Workday displays this status when a user denies a supplier contract or amendment.
Terminated	Workday displays this status when you create an amendment with the *Termination* type and it's user approved.
In Progress	Workday displays this status when you submit a supplier contract amendment and it's not yet user approved.
Amendment in Process	Workday displays this status when you create an amendment against a supplier contract.

Related Information
Tasks
Steps: Create Supplier Contracts
Steps: Create Supplier Contracts from Requisitions
Close Supplier Contracts

Supplier Contract Renewals

Steps: Automatically Renew Supplier Contracts

Prerequisites

The original supplier contract must have an approved supplier invoice or purchase order schedule defined with the:

- *Spread Even* method.
- *Monthly* or *Annual* frequency.

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Context

You can define automatic renewal criteria for:

- Business document schedules.
- Supplier contracts.
- Supplier contract lines.

Steps

1. Steps: Create Supplier Contracts .

   Include the *Renewal Terms* and optionally select *Scheduled Invoices* or *Scheduled Purchase Orders* attributes in the supplier contract type of the supplier contract.
2. Define Supplier Contract Renewal Terms .

   Specify renewal term options on supplier contracts and lines.
3. Process Supplier Contract Expiration Notifications .

   Schedule jobs to send notifications to supplier contract specialists, which list the supplier contracts that are expiring.
4. Process Supplier Contract Automatic Renewals .

   Schedule jobs to process supplier contract renewals and business document schedules automatically.
5. Review renewal processing of supplier contracts.
6. (Optional) Schedule the **Schedule Supplier Contract Expiration Notification** task to notify supplier contract specialists when contracts are in range of expiring.

Related Information
Tasks
Add or Update Goods and Service Lines on Supplier Contracts

Define Supplier Contract Renewal Terms

Prerequisites

Create supplier contract types with these options:

- *Renewal Term*
- (Optional) *Scheduled Invoices* or *Scheduled Purchase Orders*

Security: *Process: Supplier Contracts* domain in the Supplier Contracts functional area.

Context

Define renewal terms to renew supplier contracts and contract lines automatically.

Steps

1. Access the **Maintain Supplier Contract Types** task to enable renewal terms for your contract type.
2. Access the **Create** / **Edit Supplier Contract** or **Create/Edit Supplier Contract Amendment** task.
3. Specify **Renewal Terms** for the contract:

Option	Description
Automatically Renew	Select to define automatic renewal terms for this contract. This option activates the **Renewal Term** and **Renewal Term Frequency** fields.

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Option	Description
Send Expiration Notification	Select to notify supplier contract specialists when contracts are approaching expiration. Workday lists only supplier contracts with the **Send Expiration Notification** option checked in supplier contract notifications.
Notice Period	Specify a **Notice Period** in days or months up to 3 digits. If you don't enter a value, Workday retains the zero default and sends notifications on the *Renewal Opt Out Date*. Workday calculates the *Renewal Opt Out Date* based on the notice period you define. The *Renewal Opt Out Date* is a guideline for you to renegotiate the contract or cancel the renewal.
Notice Period Frequency	Specify the unit of time for the notice period in *Days* or *Months*. Workday sends notifications during the: • Value you specify in the **Notice Period** field, and the • Supplier contract or line **End Date**.
Renewal Term Frequency	Enter the unit of time for the renewal term in *Months* or *Years*. Select a renewal term frequency that's compatible with the supplier invoice or purchase order schedule.

Example showing Renewal Terms and Supplier Invoice or Purchase Order Schedule:

Option	Description
Months	Monthly
Years	Annual

4. Specify renewal options for individual goods lines:

Option	Description
Do Not Auto-Renew	Check to exclude this line from automatically renewing when the contract renews.
Renewal Amount	Enter the extended amount for the renewal contract line.
Renewal Quantity	Enter the quantity for the renewal contract line.

Result

Once approved, Workday renews supplier contracts and applicable lines in contract renewal amendments.

Next Steps

- Access the **Schedule Supplier Contract Expiration Notification** task to send notifications to supplier contract specialists about expiring contracts.
- Access the **Schedule Supplier Contracts Renewal** task to automate contract renewals.

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Related Information
Tasks
Steps: Create Supplier Contracts

Process Supplier Contract Expiration Notifications

Prerequisites

- Check the **Send Expiration Notification** option in the supplier contract.
- Ensure that you include an **End Date** on the contract header, or on the lines on the contract to renew.
- Security: *Process: Supplier Contracts* domain in the Supplier Contracts functional area.

Context

You can run schedules to notify supplier contract specialists about contracts within range of expiring.

Steps

1. (Optional) Access the **Edit Tenant Setup - Notifications** task.

   You can override the notification settings. Example: The parent business process sends daily notifications, but you configure an override to send notifications immediately.

   a) In the **Notification Delivery Settings** section, select *Procurement*.
   b) Select the **Override Parent Notification Type Settings** check box for the Supplier Contract Expiration notification type.
   c) On the **Rule** prompt, select or create a new routing rule.

   Security: *Set Up: Tenant Setup - BP and Notifications* domain in the System functional area.
2. Access the **Schedule Supplier Contract Expiration Notification** task.
3. Select the **Run Frequency** to define how often supplier contract specialists receive notifications.
4. As you complete the task, consider:

Option	Description
Company	Select the companies to include in the notification schedule for contract expiration. Notifications include only companies with expiring contracts that meet your expiration terms.
Contract Type	Select 1 or more contract types with the *Contract Renewals* option.
Notification Lead Time (in Days)	Specify the number of days before the Contract Renewal Opt Out Date. Workday subtracts the **Notification Lead Time** from the *Renewal Opt Out Date* to start notification processing. Provide enough time to generate and approve amendments for supplier contract renewals.
Preview Supplier Contracts for Criteria	Select to preview the contracts included in the first run for this notification job.

5. Open the **Schedule** tab and complete the **Recurrence Criteria** and **Range of Recurrence** fields when applicable.

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Result

- Supplier contract specialists receive notices with the contracts and contract lines that are expiring on a daily, weekly, or monthly basis.
- If the supplier contract has both line and header end-dates, notification processing uses the line end dates to calculate renewal notifications.

Process Supplier Contract Automatic Renewals

Prerequisites

- Access the **Edit Tenant Setup - Notifications** task and select the *Supplier Contract Renewals* notification type.

  Workday then sends email notifications to supplier contract specialists after renewal processing completes.
- The supplier contract schedule for the original contract must be:
  - Approved.
  - Defined with the *Spread Even* method.
  - On a *Monthly* or *Annual* frequency.
- Security: *Process: Supplier Contracts* domain in the Supplier Contracts functional area.

Context

Define criteria to schedule expiring supplier contracts for automatic renewal processing.

Steps

1. Access the **Schedule Supplier Contracts Renewal** task.
2. Select the **Run Frequency** to control the **Schedule** tab and define how often supplier contract specialists receive notifications.
3. As you complete the fields in the **Supplier Contract Auto-Renew Criteria** tab, consider:

Option	Description
Company	Select the companies for this contract renewal job to determine whether they have contracts in range of expiring.
Contract Type	Select 1 or more contract types with the *Contract Renewals* option.
Supplier	Select suppliers to identify if they have expiring contacts with renewal terms.
Amendment Creation Lead Time (in Days)	Specify the number of days before the *Renewal Opt Out Date* to create the renewal amendment. Provide enough time for approvals before the contract expires. The scheduler uses the **Amendment Creation Lead Time** value to calculate the number of days before the *Renewal Opt Out Date* to generate the renewal amendment.
Auto Submit Supplier Contract Amendments	Select to submit supplier contract amendments into the *Supplier Contract Amendment* business process automatically. If you don't select this

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Option	Description
	option, Workday creates the supplier contract amendment in *Draft*.
Auto Submit Supplier Contract Schedules	Select to submit new schedules for the renewal contract into the *Supplier Contract Amendment* business process automatically. If you don't select this option, Workday creates the schedule in *Draft*.
Preview	Select to preview the contracts included in the first run of this notification job.

4. Open the **Schedule** tab and complete the **Recurrence Criteria** and **Range of Recurrence** fields when applicable.

Result

Workday automatically creates:

- Amendments for supplier contracts.
- Purchase orders or supplier invoice schedules based on your original contract schedule.
- New installments that correspond to the renewal schedule.

  After processing completes, supplier contract specialists receive a notification listing their renewed supplier contracts and schedules. The notification also lists any supplier contracts with in-progress amendments.

Concept: Automatic Supplier Contract Renewal Processing

You can view your automatic renewal processing of supplier contracts in:

- Amendments to supplier contract renewals.
- Renewed supplier contract lines.
- Renewed supplier invoice or purchase order schedules.
- The Find Expiring Supplier Contracts report.

Supplier Contract Renewal Amendments

After contract renewal processing completes, Workday creates amendments to supplier contract renewals from the original supplier contract.

The supplier contract Amendment Information and Renewal Terms sections display:

- *Renewal* as the amendment type.
- The Amendment Date using the create date on the amendment.
- The System Generated field set to *Yes*.

Renewed Supplier Contract Lines

Workday generates new supplier contract lines from the original supplier contract lines, and details from the supplier contract header. The new renewal lines display:

- The original contract line number with an appended 4-digit suffix.
- A new line start date based on the original contract line end date plus 1 day.
- A new line end-date based on the renewed line start date plus the Renewal Term in the supplier contract header.
- A new Extended Amount based on the Renewal Amount in the initiating contract line.
- A new Quantity based on the Renewal Quantity in the initiating contract line.

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Supplier Invoice and Purchase Order Schedules

After approval, Workday creates a purchase order or supplier invoice schedule based on the original contract schedule. The new schedule displays:

- System Generated in the Schedule Information section of the business document.
- The Schedule from Date based on the earliest contract line start dates for the schedule.
- The To Date based on the latest contract line start dates for the schedule.

Expiring Supplier Contract Report

The Find Expiring Supplier Contracts report provides details for the supplier contracts that are coming up for expiration. You can create a custom report to define custom alerts to notify specific users about the contracts that Workday automatically renewed.

Related Information
Tasks
Define Supplier Contract Renewal Terms

Example: Supplier Contract Renewals

This example explains how to set up a supplier contract to renew automatically.

Context

Global Modern Services creates a supplier contract for coffee delivery and equipment servicing with Supreme Coffee Service. The contract includes these terms:

- A 1-year initial supplier contract starting January 1 and ending December 31.
- An automatic annual renewal clause, with a 30-day renewal notice period.
- Renewal terms of the initial 1-year term, a renewal term, and a 1-month cancellation or renegotiation notice period.

Prerequisites

- Create a supplier contract type with the *Renewal Terms* option.
- Security: *Process: Supplier Contracts* domain in the Supplier Contracts functional area.

Steps

1. Access the **Create Supplier Contract** task to create the initial supplier contract with renewal terms for Supreme Coffee Service.
2. In the **Renewal Terms** section, specify:

Option	Description
Automatically Renew	Select to activate automatic renewal term options.
Send Expiration Notification	Select to provide the supplier contract specialist advanced email notices of the 30-day notification period required in your supplier agreement.
Notice Period	Specify *30*.
Notice Period Frequency	Select *Days*.
Renewal Term	Specify 1 for the 1-year renewal term based on the agreement with your supplier.

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Option	Description
Renewal Term Frequency	Select *Years*.

3. Include goods lines for products and services and include renewal details:
    - **Renewal Amount**.
    - **Renewal Quantity**.
    - The line **End Date**.
4. Access the **Schedule Supplier Contract Expiration Notification** task to process supplier contract automatic expiration notifications for the contract specialist before the contract end date.
5. Access the **Schedule Supplier Contracts Renewal** task to schedule renewal job processing.

Result

Workday creates the amendment for the supplier contract renewal using the parameters you defined.

Contingent Worker Spend

Steps: Set Up Contingent Worker Spend

Prerequisites

Before you use Workday Procurement to generate contingent worker purchase orders and invoices:

- Configure procurement.
- Configure supplier accounts.

Context

Automate contingent worker procurement processing to create purchase orders, log contingent worker time against them, and create invoices for approved time.

Steps

1. Create Contingent Worker Types.
2. In the **Maintain Contingent Worker Types** task, check **Require Cost Information on Job Requisition** for each contingent worker type you use.

   Security: *Set Up: Position* domain in the Jobs & Positions functional area.

   This option indicates that you require additional, procurement-related information on contingent worker job requisitions.
3. Edit Business Processes.

   Access the *Contract Contingent Worker* business process and optionally specify:

   a) Approval routing steps and other company requirements.
   b) Action step to *Assign Tax Authority Form Type*.
   c) Action step to *Edit Government IDs* for independent contingent workers.
4. Add the *Create Purchase Order from Contingent Worker Contract* subprocess step to the *Contract Contingent Worker* business process.

   See Concept: Contingent Worker Purchase Orders.

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5. Add the *Create Change Order from Contingent Worker Contract* subprocess step to these business processes to generate change orders, if applicable:
   a) *End Contingent Worker Contract*.
      See End Contingent Worker Contracts.
   b) *Edit Position*.
      See Change a Worker's Current Position Details.
      If you change the supplier assigned to a contingent worker, you'll lose the worker's track history.
   c) *Change Job*.
      See Change Contingent Worker Details.
6. Access the **Create Time Code** task to set up time codes for contingent worker timesheets.
   Security: *Set Up: Timesheets* domain in the Time Tracking functional area.
7. Create Invoice for Contingent Labor .
   Add the *Create Supplier Invoice from Receipt* subprocess step to the *Receipt* business process. Workday then automatically creates supplier invoices from approved timesheets against purchase orders.
   Note: Invoices against contingent worker purchase orders can also be manually created by using purchase order or timesheet information from the **Supplier Invoice Workbench** task.
8. Request the HR Partner to designate tax information for independent contingent workers:

Option	Description
1099 or W-2	Access the **Edit Government IDs** task and specify the **National ID Type**.
1042-S	Access the **Assign Tax Authority Form Type to Contingent Worker** task and specify the **Tax Authority Form Type**. See Assign a Tax Authority Form Type to Contingent Workers.

Steps: Request and Contract Contingent Workers

Prerequisites

- Review and complete configuration requirements for contingent worker spend.
- Security: *Job Requisition* and *Job Requisition Change* business processes and security policies in the Pre-Hire Process functional area.
- Security: *Staffing Actions: Job Requisition Cost Information* security policy in the *Staffing Actions: Job Requisition Cost Information* domain. Include the security groups that can access Cost Information in the Create Job Requisition task.
- Configure the *Contract Contingent Worker* business process in the Staffing functional area.

Context

To contract contingent workers directly into your organization, create contingent worker job requisitions and route them for approval. You can:

- Set up purchase orders to generate automatically.
- Enable contingent workers to log time against purchase orders.
- Issue supplier invoices to initiate payments for contingent workers.

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Steps

1. Create a contingent worker job requisition and specify cost details in **Cost Information**.

   Cost information enables automated purchase order processing.

   See Create and Edit Job Requisitions.
2. In the **Contract Contingent Worker** task:
   a) Select the **Create Purchase Order** check box.
   b) Enter and modify Contract Details section as needed.
   c) For contingent workers related to third-party suppliers, such as agencies, enter the third party in the **Supplier** field to associate the contingent worker to the purchase order. After you complete the task, the purchase order will automatically be created. You can view details in the **View Purchase Order** report:
      - The third-party supplier in the **Supplier** field.
      - The contingent worker in the **Contingent Worker** page.
3. Review the purchase order, finalize all details, and specify the **Time Code**.
4. Submit the purchase order, optionally route it for approval, and issue it to the contingent worker or supplier.

   See Issue Purchase Orders .
5. Record contingent worker time against purchase orders.

   See Log Contingent Worker Time .
6. Create a supplier invoice.

   See Concept: Supplier Invoices.

Result

Procure-to-pay processing for the contingent worker is complete.

Next Steps

(Optional) Create change orders for issued purchase orders to extend a contract date, change the total amount, or modify other contract terms.

See Create Change Orders for Contingent Workers .

Log Contingent Worker Time

Prerequisites

A purchase order for a supplier or contingent worker must be issued and have a balance available.

(Optional) Add the *Create Supplier Invoice from Receipt* subprocess step to the *Receipt* business process to automatically generate invoices from approved timesheets.

Context

You can log time against issued purchase orders on behalf of contingent workers, and supplier contacts and contingent workers with Workday access can also log time.

- You log time for contingent workers using the **Receipts** task.
- Suppliers or contingent workers use the **Log Time and Tasks** task.

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Steps

1. **Log Time: On Behalf of Contingent Workers**
    a) Access the **Create Receipt** task and select the contingent worker purchase order, or access the purchase order for logging time and select **Receipt** as a related action.
    b) Under **Contingent Worker Lines**, specify the **Period Start Date** and the **Period End Date**.
    c) Enter the **Hours** for this time period.
    d) **Submit** the receipt for approval and processing.
    Upon **Submit**, Workday calculates the **Amount to Receive** and displays **Amount Already Received**, **Total Amount Received to Date**, and displays any **Invoices** that have already processed for this purchase order.
2. **Log Time: Suppliers and Contingent Workers**
    a) The supplier or contingent worker accesses their purchase order for logging time and selects **Time and Tasks** as a related action.
    b) In the **Period Time Card** tab, they enter the **Period Start Date** and **Period End Date**.
    c) The supplier or contingent worker enters the number of **Hours** for this time period.

    Note: Suppliers see the rates and amounts on the timecard; contingent workers *do not* see this information unless they are contracted directly as a 1099 contractor.

Result

The receipt or timecard is routed for approval as you defined in your business process.

Create Invoice for Contingent Labor

Prerequisites

You must have a timesheet or receipt for the contingent worker or supplier that contains one or more lines not yet used in a supplier invoice.

Context

You can create supplier invoices either:

- Automatically, by adding the *Create Supplier Invoice from Receipt* step to the *Receipt* business process.
- Or manually, by using the supplier workbench to copy purchase order or timesheet data into an invoice.

  This topic instructs how to create contingent worker invoices manually.

Steps

1. Access the **Supplier Invoice Workbench** task.
    a) Specify the **Company** for the invoice.
    b) Select the contingent worker or **Supplier**.
    c) If applicable, select the **Currency**.

    The supplier or preferred currency of the contingent worker automatically populates, provided you've specified one. Otherwise, the default currency is the company currency. You can change the currency to any of the accepted currencies defined for the supplier or contingent worker.
    d) The **Payment Terms** automatically populate from the supplier or contingent worker contract, but you can change them if necessary.
2. Click **Purchase Orders** or **Timesheets**.

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3. Select **Search** for a list of all purchase orders or timesheets related to the contingent worker or use the selection criteria to narrow down your search.

   If you check this box, you don't need to include additional information.
4. Specify a date in **Document Date On or After** or **Document Date On or Before**. You can also specify both fields to retrieve all the purchase orders within a date range.
5. (Optional) Select specific purchase orders or timesheets from the **Purchase Orders Selected** prompt.

   The purchase orders or timesheets that fit your criteria with one or more available lines display.
6. Check the purchase orders or timesheets to include in the invoice.
7. Select **Complete Supplier Invoice** to add additional items in the **Edit Supplier Invoice** task.

Result

The invoice goes for approval.

Next Steps

Approve supplier invoice and route it for payment.

Create Change Orders for Contingent Workers

Prerequisites

- A purchase order must exist for the contingent worker contract.
- Add the *Create Change Order from Contingent Worker Contract* action step.
- Select 1 of these security groups:
  - Buyer
  - Company
- Configure these staffing event business processes to generate a change order after the completion step:
  - *Change Job*
  - *Edit Position*
  - *End Contingent Worker Contract*
- Configure the *Change Order* business process and security policy.

Context

You can automatically create change orders when you update contingent worker contract details such as:

- End date.
- Total amount.
- When you move contingent workers to a different organization.

Steps

1. Access a staffing event task and update the contingent worker contract information.
2. Submit the event.

Result

- Workday processes the staffing event for approval.
- Workday generates a change order and routes it to your selected security group.
- Workday adds the version number to the purchase order. Version numbers enable you and your supplier to track change orders separately from purchase orders.

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Next Steps

- Issue the change order.
- Access the **View Purchase Order** task. Select the **Version History** tab to see the original purchase order and the change order.

Related Information
Tasks
Convert Contingent Workers to Employees
End Contingent Worker Contracts

Reference: Review Contingent Worker Contracts

Use these reports to gain insight into your contingent labor workforce. The reports enable you to make critical staffing decisions involving contingent workers and their assignments.

Report	Description
Contingent Workers by Tenure Category	View a bar chart of all of your contingent workers and how long they've been on contract with their organization. This report helps you identify potential risk that can arise with contingent workers contracted for an excessive amount of time. Details include the workers in each tenure category and their supplier, length of service, and position.
Contingent Workers in My Organization	Access this report to gain insight into all the contingent workers in your organization. It provides valuable information such as position, contract end date, tenure, and reporting manager.
Contingent Workers with Expiring Contracts	View contingent worker contracts that are about to expire as of a specific date. This report helps you plan ahead so that you can either extend the contracts of contingent workers or let them roll off. Details include: latest contract end date, projects and initiatives, and pay rate.

Concept: Contingent Worker Spend

The workflow you use to staff contingent workers starts by creating contingent worker job requisitions in HCM and routing them for approval. Once the requisition is approved and your organization finalizes recruitment, you can automate purchase order processing, track time against purchase orders, and automatically create invoices from approved timesheets. Independent contingent workers or staffing suppliers can access Workday to enter timesheets you can track against associated purchase orders. You can then initiate invoices based on the time and pay rate of the contingent worker. You can use staffing suppliers for contracting contingent workers, or contract them directly as 1099 or 1042-S workers.

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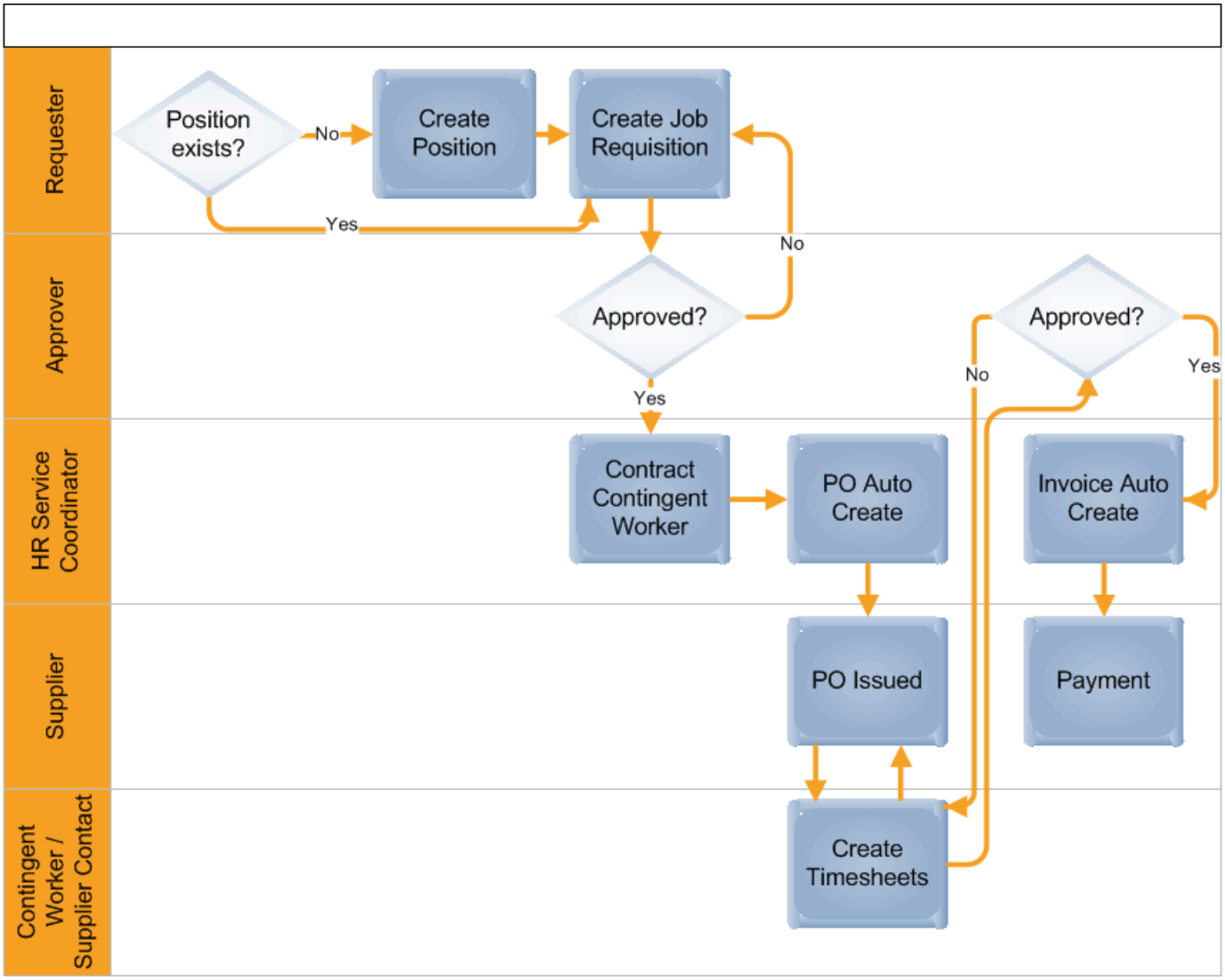
Contingent Worker Procure-to-Pay Process Flow



Advanced Ship Notices

Steps: Set Up and Process Advanced Ship Notices

Context

You can set up and process Advance Ship Notices (ASNs) from suppliers sent in 856 EDI format (ANSI x12) and initiate the auto-creation of a receipt. You can also see shipping information about arriving freight, enabling you to better manage your shipped items and streamline your receiving business process.

Steps

1. Access the **Edit Tenant Setup - Financials** task.
    - Select **Enable Advanced Ship Notices** to enable suppliers to create advanced ship notices.
    - Specify the ID generator for advanced ship notice.

    See Reference: Edit Tenant Setup - Financials.

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2. Set up your advanced ship notice options for suppliers.
   See Create Suppliers .
3. Suppliers send advanced ship notices directly to Workday using the:
   - EDI 856 document.
   - Submit Advanced Ship Notice web service.
4. Buyers Create Advanced Ship Notices on behalf of suppliers.
5. Create receipts for advanced ship notices:
   - Automatically, on approval of the ASN, when you configure the post-completion step in *Advanced Ship Notice Event* business process.
   - Manually, using the **Advanced Ship Notice** prompt on the **Create Receipt** task.

     See Create Receipts .

Related Information
Concepts
Concept: EDI Supplier Integrations
Tasks
Steps: Set Up Integration to Import EDI 856 Advance Ship Notices

Create Advanced Ship Notices

Prerequisites

- Configure the *Advanced Ship Notice Event* business process and security policy as an initiation step in the Procurement functional area.
- Configure the *Initiate Receipt Events from Advanced Ship Notice* service step on the *Advanced Ship Notice Event* business process as a post-completion step.

Context

Buyers can create advanced ship notices for goods lines in purchase orders on behalf of suppliers.

Steps

1. Access the **Create Advanced Ship Notice (ASN)** task.
2. Select the purchase order that requires an advance ship notice.
3. In the **Information** tab, click **Edit** to make changes and verify shipment references.
   - Select the **Auto-submit Receipt for Approval** to submit the receipt generated for approval.
4. As you complete the **Lines** tab, consider:

Option	Description
PO Line	Selecting this link displays information about the item in the **View Goods Order Line** task.
Receipt Line	The target receipt created from the advanced ship notice.
Quantity Shipped	Modify the actual quantity of items you're shipping. Suppliers can submit ASNs for purchase orders with zero quantity shipped. Workday excludes zero quantity ASNs from the auto receiving process and enables you to close related Purchase Order lines.

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Option	Description
Unit of Measure	Change the value if the supplier shipped the item in a different UOM (unit of measure) than the UOM on the purchase order. You can also capture the conversion factor and the unit cost if the supplier shipped the item in a different UOM than the UOM on the purchase order.
Deliver-To	Select the exact location where you're delivering the items.
Alternate Item Identifiers	Select alternate item identifiers for the items you’re shipping on the ASN.
Lot Serial Information	Capture lot and serial information for items on the ASN lines, such as lot number, serial number, expiration date, and manufacturer date.

5. (Optional) Add attachments for packing slips and memos.

Result

Workday:

- Initiates the *Advanced Ship Notice Event* business process for review and approval.
- Creates receipts for approved advanced ship notices when you configure the *Initiate Receipt Events from Advanced Ship Notice* service step on the **Advanced Ship Notice Event** business process as a post-completion step.

Next Steps

Use the **Find Advanced Ship Notices** report to report on exceptions.

Receiving

Setup Considerations: Receipts and Returns

You can use this topic to help make decisions when planning your configuration and use of Workday receipts and returns functionality. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

With Workday receiving functionality, you can create and edit receipts for goods and services.

You can also log time and tasks for contingent workers and project-based services.

With Workday returns functionality, you can complete supplier invoice adjustments when you return goods.

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Business Benefits

Workday receipt and return functionalities increase efficiency by:

- Enabling users to process the receipt of goods at the point of delivery.
- Automating the receipt process to reduce the risk of errors.
- Scanning barcodes to streamline the receipt of goods, especially high-volume deliveries.
- Initiating the return of goods and services directly from purchase orders, supplier contracts, or receipt lines.
- Automatically launching invoice adjustments for returned goods and services.
- Automatically launching goods delivery processes to track chain of custody and deliver received goods to internal locations.

Use Cases

You can:

- Scan item barcodes using mobile devices at the point of delivery to manage receipts and submit them for approval.
- Approve receipts.
- Create receipt adjustments to correct the quantities or amounts on already approved receipts. Workday then automatically adjusts accounting, inventory levels, delivery tickets, and labels.
- Put away received items.
- Return unwanted and unordered goods.

Questions to Consider

Question	Considerations
How do you want to manage received assets from different sources?	You can configure the *Receipt* business process to initiate asset registration and tracking based on receipts from purchase orders or supplier contracts.
How do you want to match receipts to supplier invoices?	When you configure the *Supplier Accounts Match Event* as a subprocess on the *Receipt Accrual Event* business process, you can match supplier invoices to: • Purchase orders. • Receipts. • Supplier contracts. Matching enables you to identify exceptions on supplier invoices and invoice adjustments, helping you control spend for your organization.
How do you want to manage deliveries from companies within your organizational structure?	You can configure your companies to operate as customers, suppliers, or both, enabling them to do business with each other through direct intercompany transactions. This configuration eliminates the need to create separate customer and supplier invoices, saving you time. At the company level, you can also configure Workday to create multiple goods delivery tickets for each tracking number on a delivery.

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Question	Considerations
Do you want to generate receipts for lease-type supplier contracts automatically?	You can schedule automatic receipt of contract lines when you use these lease-type supplier contracts: • Financial leases. • Operating leases that use the *ROU Asset Depreciation Expense* accounting method.
Do you want to track delivery of goods from the original receiving location to an internal deliver-to location?	You can configure the receiving event to generate printed PDFs or labels for received goods. You can also configure the goods delivery event to initiate after you complete receipts.
If you use Workday Inventory, do you want to automatically put away received goods into their stocking location?	You can automatically initiate the put-away event for inventory replenishment goods that have a defined put-away rule.

Recommendations

- You can review receipt balances in the **Spend Transactions** section of the contract.
- Add a secondary level of approval or create a *To Do* step in the condition rules. You can then set a requirement to inspect goods physically or handle high-value items.
- Select which Workday-provided configurable report fields in the **Matching** category you need for your matching rules.
- Use the **Mass Cancel Procurement Documents** task to cancel multiple receipts in *Draft* status.

Requirements

To configure the *Receipt* business process to automate the creation of supplier invoices from receipts, add the **Create Supplier Invoice from Receipt** action step. You can then create supplier invoices from purchase order and supplier contract receipts.

You can also add the **Review Schedule for Installment Generation** action step to review prepaid installment schedules for supplier invoices and process available installments.

Security

To create, edit, and cancel receipts, initiate returns, and to adjust already approved receipts, configure these domains in the Procurement functional area:

- *Process: Receipt/Return (NEW)*
- *Process: Receipt Accruals*
- *Process: Receipt/Return – Cancel*
- *Process: Receipt/Return - View*
- *Self-Service: Receipt*
- *Self-Service: Receipt Scanning*

Configure the *Reports: Organization Receipt/Return Reporting* domain in the Procurement functional area. Users with organization-based roles can then view and report on operational transactions when you tag their organizations on the receipt or return lines.

When you use mobile devices to process receipts or accept returns, configure these domains in the System functional area:

- *Mobile Usage - Android*
- *Mobile Usage - iPad*
- *Mobile Usage - iPhone*

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Business Processes

Access these business processes to configure rules for receipts, receipt adjustments, returns, put-aways, delivery, and matching:

- *Inventory Receipt Put-Away Event*
- *Receipt Accrual Event*
- *Receipt Adjustment*
- *Receipt*
- *Record Intercompany Receipt Event*
- *Return to Supplier Event*
- *Supplier Accounts Match Event*
- *Supplier Accounts Match Exception Override Event*
- Goods Delivery Event

Add the *Initiate Supplier Accounts Match Event for Related Supplier Invoices* service step on the *Receipt* and *Receipt Adjustment* business processes to clear any match exceptions.

Configure the *Receipt* business process and security policy to:

- Add **Assign Lots/Serial Numbers** task as an action.
- Include an approval step for the *Purchase Order Buyer* and *Requester* groups.
- Route receipts to put away inventory and define put-away rules.
- Print receipt labels.
- Generate goods deliveries.

On the *Receipt* business process, you can add the:

- *Create Supplier Invoice from Receipt* action step to create supplier invoices from purchase order and supplier contract receipts. You can also add rules to prevent creating invoices for specific suppliers.
- *Review Schedule for Installment Generation* action step to review prepaid invoice installment schedules and process available installments.
- *Initiate Asset Registration Events from Receipt for Supplier Contracts* service step to initiate asset registration for contract receipt lines.
- *Review Trackable Lines for Assets* action step to review and update trackable asset lines.
- *Initiate Goods Delivery Events from Receipt for Receipt Lines* service step to generate a goods delivery event.
- *Label Printing with Receipt BP* service step and label integration step to print labels for received goods.

You can configure the *Inventory Receipt Put-Away Event* business process to:

- Route adjusted put-away transactions for approval.
- Trigger put-away adjustments by configuring the business process as a step on the *Receipt Adjustment* business process.

You can configure the *Procurement Document Mass Action Event* business process and security policy to enable users to mass cancel draft receipts using the **Mass Cancel Procurement Documents** task.

Reporting

Reports	Considerations
Find Receipts	Enables you to search and view receipt details.
My Receipts	Enables you to view receipts you initiated.
Receipt Accrual by Company	Enables you to preview receipt accruals per company and ledger period.

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Reports	Considerations
Find Returns	Enables you to search and view return to supplier transaction details.
My Returns	Enables you to view and track return to supplier transaction details for returns that you initiated.
Find Inventory Return Orders	Enables you to view return orders based on the inventory site.
Maintain Procurement Conditional Rules	Enables you to create and manage condition rules for: • Purchase Orders. • Receipts. • Receipt Adjustments.
Find Manifest	Enables you to search manifests and manifest lines by Carrier Tracking ID to identify Dock Logging status.
Find Receipt Accruals	Enables you to search and view receipt accruals by company or accounting period to verify transaction status.
Find Receipt Accruals for Supplier	Enables you to search and view receipt accruals specific to a supplier to manage vendor-related accrual balances and history.
Accrual Balance Documents for Inventory Receipts	Enables you to view uninvoiced inventory receipts and identify instances where invoiced amounts exceed purchase order totals.
Find Goods Delivery Group	Enables you to view and manage configured goods delivery groups.
Find Goods Delivery Ticket	Enables you to search and view details for goods delivery tickets.
Goods Delivery Exceptions	Enables you to identify and filter goods delivery tickets that have associated exceptions.
Goods Delivery Status	Enables you to view a count of delivery tickets by status and drill down into specific ticket details.
Inventory Put-Away Plan	Enables you to view receipt lines and stocking location information and drill down into the Receipt Line.

Integrations

You can upload or retrieve data using an EIB with web services that support receipt functionality in:

- Inventory.
- Procurement.
- Supplier Accounts.

You can print labels for received goods using an integration.

You can automatically receive goods using Advanced Ship Notice integrations based on information from a supplier or EDI 856 connections.

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Connections and Touchpoints

You can create business assets from receipts as well as supplier invoices and supplier contracts. Spend categories on procurement transactions drive business asset processing.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Concepts

2020R2 What's New Post: Return Inventory Items to Supplier
Setup Considerations: Label Printing
Steps: Set Up Workday Mobile Applications
Maintain Adjustment Reasons
Put Away Inventory
Reference: Barcodes
2020R1 What's New Post: Adjustments to Approved Receipts

Tasks

Steps: Configure the Supplier Accounts Match Process
Steps: Chain of Custody Tracking
Steps: Set Up Lot and Serial Control
../../../financial-management/business-assets/asset-lifecycle-management/dan1370796861932.dita
Steps: Set Up and Process Advanced Ship Notices

Setup Considerations: Quick Receipts

You can use this topic to help make decisions when planning your configuration and use of [feature]. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Quick Receipts provides self-service access for requesters to receive goods and services across multiple purchase orders.

Business Benefits

Quick Receipts enables you to:

- Receive lines from multiple purchase orders in 1 action instead of opening each purchase order.
- Displays only each requester's eligible lines from purchase orders for consolidated purchase orders, so requesters can find lines to receive faster.
- Prompt requesters from Home page cards instead of running reports or searching lines.
- Reduce supplier invoice match exceptions caused by missing receipts.
- Support period-end accruals by making outstanding deliveries easier to receive.

Use Cases

You can:

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- Confirm received goods and services across multiple open purchase orders.
- Prioritize lines that have a supplier invoice in match exception so you can reduce delayed-payment risk.

Questions to Consider

Questions	Considerations
How do you want to use custom approval steps on the Receipt business process?	You can use condition rules to expedite high-volume receipts. You can isolate receipts initiated by Quick Receipts or scheduled receiving tasks, skip intensive approval chains, or route them to designated reviewers.
Do you consolidate multiple requisitions onto a single purchase order?	Quick Receipts still supports consolidated purchase orders. Each requester views only eligible lines linked to their requisition, not lines from other requesters on the same purchase order. If requesters must receive lines for multiple requesters on one purchase order, use **Create Receipt** task with the appropriate receipt security instead of Quick Receipts. Company constrained and unconstrained security groups will continue to have access to all consolidated lines for receiving.
How do you want to control who can use Quick Receipts?	Quick Receipts uses the same receipt domains and *Receipt* business process security as Create Receipt. Requestors who can receive a purchase order or purchase order line through Create Receipt have the same access through Quick Receipts, including procurement condition rules such as *Purchase Order - Prevent Receipt*. You can use the **Receipt Creation Source** report field in custom validations to send specific receipts to *Draft* status. Workday excludes bill-only type POs and contingent worker and project-based lines automatically.

Recommendations

- Publish the **Quick Receipts** and **My Draft Receipts** cards to the Updates section on the Home page. See Concept: Home Page Workspace.
    - The **Quick Receipts** home card is secured to the Quick Receipts task so any worker with eligible PO lines for receiving through the task will also see the home card
    - The **Draft Receipts** home card is secured to the **Manage My Receipts** task which is secured to the *Self-Service: Receipt* domain, resulting only in receipts created by or created for the worker.
- Create custom validations or *Receipt* business process condition rules that use a calculated field on the *Receipt* business object when you need a different approval path.

Requirements

- Add Employee as Self to the permitted security groups on the Quick Receipts **Initiate** action of the *Receipt* business process.

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- Confirm the data window before you deploy. Workday evaluates purchase orders from the preceding 2 years and by default displays lines due in the last 30 days based on the calculated expected delivery date.
- The date filter range can’t exceed 1 year between **From Date** and **To Date**. When workers change filters, Workday searches purchase orders up to 2 years before the **To Date**.

Limitations

- Workday doesn't support Quick Receipts on the Workday mobile app. You can use a mobile browser.
- You can't receive advanced ship notices, supplier contracts, or contingent worker purchase order lines or project-based purchase order lines.
- You can't add header or line attachments.
- You can’t change the Receipt date.
- You must complete purchase order lines that require lot or serial capture on the **Create Receipt** tasks.
- Workday displays a maximum of 500 lines per search.
- When you access the task, Workday queries purchase order documents that are open for receiving in the last 2 years for the processing worker and queries a maximum of 100,000 results. In high-volume tenants, some eligible lines might not display.

Security

You must have access to the initiating action on the Receipt business process security policy to use Quick Receipts.

Workday supports Quick Receipts access for these security types:

- Self-service worker groups *Employee As Self* and *Contingent Worker as Self*, including:
  - Requisition requester for purchase order lines
  - Buyer on the purchase order
  - PO submitted by worker for the sourcing buyer
- Company roles such as Buyer
- Unconstrained groups such as Procurement Administrator

Access the **Activate Pending Security Policy Changes** task to confirm changes.

Domains	Considerations
Self-Service: Receipt in the Procurement functional area	Enables workers to access **Manage My Receipts** and the **Draft Receipts** Home page card.

Business Processes

Configure the *Receipt* business process and security policy in the Procurement functional area.

Workday initiates the *Receipt* business process when a worker submits Quick Receipts.

Reporting

You can use the **Receipt Creation Source** report field on the Receipt business object to:

- Filter reports by creation method, such as Quick Receipts or Scheduled Receiving.
- Build custom validations or Receipt business process condition rules.
- Track feature usage.

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Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Concepts

Setup Considerations: Receipts and Returns

Quick Receipts

Concept: Home Page Workspace

Tasks

Create Quick Receipts

Manage My Receipts

Create Receipts

Steps: Return Goods to Suppliers

Prerequisites

Configure the *Return to Supplier Event* business process and security policy in the Procurement functional area.

Context

Return goods to suppliers after you approve receipts for purchase orders or supplier contract lines. You can also process supplier invoice adjustments for returned goods.

Steps

1. Access the **Edit Tenant Setup - Financials** task to configure the **ID Generator for Returns**.
2. Maintain Return Reasons .

   Create reasons for returning goods to suppliers and specify which return reasons should create a supplier invoice adjustment.
3. Create Returns .

   Return goods to suppliers from purchase order, supplier contract, or receipt lines.
4. Process Invoice Adjustments for Returned Goods .

   Optionally initiate supplier invoice adjustments for returned goods.

Result

The goods your organization returns creates adjustments for the quantities and amounts on receipts and receipt accruals.

Next Steps

Access these reports to review returns to suppliers and related business documents:

- **View Returns**
- **Find Returns**
- **My Returns** (for self-service workers)

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Create Receipts

Prerequisites

- To create receipts for supplier contract types, select **Receive Contract Lines** on the **Maintain Supplier Contract Types** task. See Steps: Create Supplier Contracts.
- To create receipts for approved advanced ship notices, enable advanced ship notices on the **Edit Tenant Setup - Financials** task.
- Configure the *Receipt* business process and security policy.
- Security: Configure these domains in the Procurement functional area:
  - *Process: Receipt/Return (NEW)*
  - *Self Service: Receipt*

Context

You can create receipts from purchase orders (POs), supplier contract lines, and advanced ship notices to receive:

- Goods.
- Services.
- Contingent worker timesheets.
- Project-based services.

You can include attachments on receipts. Workday supports the file types enabled on the **Edit Tenant Setup - System** task for business document attachments.

Steps

1. Access the **Create Receipt** task.
2. As you complete the task, consider:

Option	Description
Document Number	Select from purchase orders, supplier contracts, advanced ship notices, and alternate supplier contracts that: • Are eligible to receive. • You have access to. The *Most Recent Documents* prompt subcategory displays up to 50 recent documents that you have access to, determined by: • Contract start date on supplier contracts. • Document date on purchase orders. • Shipment date on advanced ship notices. The prompt also displays *Documents Due Today* or *Documents Due this Week* subcategories when relevant documents meet these conditions, determined by: • Due dates on purchase orders. • Shipment dates on advanced ship notices.

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Option	Description
	For the *Documents Due this Week* prompt subcategory, Workday defines the week as Monday to Sunday rather than the next 7 days.
Fully Receive	Select to receive all remaining quantities or amounts on the document. When you don't select this check box, you can still mark individual goods lines as fully received after you click **OK**. For lease contracts and advanced ship notices, Workday automatically selects the **Fully Receive** check box. When you create a receipt for a: • Supplier contract, the *Inventory Replenishment* delivery type puts away goods into an inventory site. A delivery type of *Par Replenishment* restocks a par location. • Purchase order or advanced ship notice, the delivery type populates from the purchase order. You can't change it.
Tracking Number	You can: • Search and select tracking numbers from dock manifests. • Select *Create Tracking ID* to scan tracking numbers. • Add multiple tracking numbers to receipts.
Edit Existing Draft Receipt	Displays as a check box or prompt when receipts in *Draft* status exist for the selected document. Workday displays an **Edit Existing Draft Receipt** check box when 1 draft receipt exists for the selected document. When the document isn't fully received, you can edit the draft receipt or create a new receipt for the remaining quantities or amounts. Workday displays an **Edit Existing Draft Receipt** prompt when more than 1 draft receipts exist for the document. You can select which draft receipt to edit, or create a new receipt if the document isn't fully received.

3. (Optional) Apply attachment and select attachment categories in the *Attachments* tab.
4. (Optional) After you click **OK**, complete the **Lots and Serials** grid for purchase items with:
    - **Lot Control** enabled.
    - The *Full Serial* serial control type.
5. (Optional) Access **Edit Receipt** to update or cancel a receipt in *draft* status. To make changes to an *approved* receipt, access the **Create Receipt Adjustments** task.

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Result

Workday:

- Calculates the quantity, amount, or hours worked and includes them on the receipt.
- Calculates the quantity, amount, or hours worked and subtracts them from the purchase order, advanced ship notice, or supplier contract.
- Routes the *Receipt* business process for approval.
- Approves receipts to display on the related supplier invoice.
- Routes the *Receipt* business process to put away inventory items with a **Delivery Type** of *Inventory Replenishment* upon approval.

Delivery Type displays on **Goods Lines** only when you enable stock items on the spend category.

Next Steps

- To return goods to suppliers, access **Create > Returns** from the related actions menu of your receipt. See Create Returns.
- When you're matching receipts to supplier invoices, configure the *Supplier Accounts Match Event* business process. See Steps: Configure the Supplier Accounts Match Process .

Related Information
Concepts
Define Put-Away Rules
Create Advanced Ship Notices
Create Purchase Orders
2020R1 What's New Post: Adjustments to Approved Receipts

Create Quick Receipts

Prerequisites

- Review setup considerations for Quick Receipts.
- Verify that you have outstanding lines eligible for receiving.
- Configure the Receipt business process and security policy in the Procurement functional area.
- To use quick receipts, you must have access to to the Quick Receipts initiating action on the Receipt business process.
- Security: *Self-Service: Receipt*domain in the Procurement functional area.

Context

You can use **Quick Receipts** to record receipt of goods and services across multiple purchase orders in 1 place. Requesters can view only purchase order lines linked to your requisitions where consolidated purchase orders are in use and contain lines from other requesters.

You can add the **Quick Receipt** card on worker homepages. See Concept: Home Page Workspace. If you have the published **Quick Receipt** card , Workday displays a **Confirm Receipt Request** card in the Updates section of your home pagewhen you have outstanding lines due in the last 30 days. You can click this card to access the **Start Receiving** button on this card to access the Quick Receipts task.

Quick Receipts task can also be accessed from global search or bookmarked in your navigation sidebar.

Workday:

- Displays a maximum of 500 lines.
- Groups and sorts goods and services rows by the calculated line date.
- Includes both PO Goods and Service lines that have a quantity or amount available to be received. For split lines, you can't change split quantities or percentages in Quick Receipts.

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Steps

1. Access the **Quick Receipt** task.
2. (Optional) Update filters in the Search Criteria section.

   If you change filter dates or search criteria after you enter quantities or amounts, Workday discards unsubmitted grid selections.
3. Complete the task:

Option	Description
Option	Description
Invoiced	Displays how many invoices have already been processed. You can click the number to drill down into the invoices to further access critical invoice information. When a purchase order line has an associated invoice in match exception, Workday displays a status of Payment Delay Risk in this column.
Received	Displays how many receipts have already been processed. You can click the number to drill down into the receipts to further access critical receipt information.. When a purchase order line has draft receipts that you need to complete before you can finish receiving, Workday displays a status of Receipts In Draft in this column. Draft receipts are not progressed through the **Quick Receipts** task.
Confirm Received	Select the **Fully Received** check box to receive the full outstanding balance. For a goods line, enter a value in the **Quantity to Receive** field when you don't want to fully receive the line. For a services line, enter a value in the **Amount to Receive** field when you don't want to fully receive the line.

4. Click **Submit**.

   Workday revalidates line eligibility when you submit. If processing takes longer than 15 seconds, you can click **Notify Me Later**. Workday sends a notification when the process completes.

Result

Workday creates receipts for the submitted lines, groups by PO initiating the *Receipt* business process, and removes related **Create Receipt** My Tasks items that the *Purchase Order*, *Supplier Invoice*, or *Supplier Accounts Match Event* business processes initiated for that line. If you leave the **Quick Receipts** task without submitting, Workday doesn't create a receipt. Unselected lines will not create receipts.

Example

Next Steps

Access the **Manage My Receipts** task to view receipt status, edit drafts, or cancel receipts.

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Related Information
Concepts
Quick Receipts
Setup Considerations: Quick Receipts
Concept: Home Page Workspace
Tasks
Manage My Receipts
Create Receipts

Manage My Receipts

Prerequisites

- Verify that you have created or submitted receipts.
- Security: *Self-Service: Receipt* domain in the Procurement functional area.

Context

You can view, edit, or cancel receipts you created that are in *Draft* or *In Progress* status, depending on status including procurement condition rules such as *Purchase Order - Prevent Receipt*.You can manage receipts you submit through **Quick Receipts** or **Create Receipt**, including receipts another worker created for you through delegation. You can add the **Draft Receipts** home card to proactively notify the worker in the Updates section of their home page.. See Concept: Home Page Workspace. You don't need to use quick receipts to access the **Manage My Receipts** task.

Steps

1. Access the **Manage My Receipts** task.

   Workday displays *Draft* status when a receipt fails a custom validation or initiation condition rule on the *Receipt* business process, or when a worker selects *Save for Later*.
2. To modify a draft or in-progress receipt, click **Edit** in the **Action** column.
3. Click **Submit**.
4. To remove a receipt, including a draft, click **Cancel** in the **Action** column.
5. Click **OK**.

Result

Workday updates or cancels the receipt. For draft receipts that failed a rule, edit and resubmit, or cancel. Workday doesn’t withdraw related My Tasks notifications for draft receipts.

Example

Next Steps

Related Information
Concepts
Quick Receipts
Setup Considerations: Quick Receipts
Concept: Home Page Workspace
Tasks
Create Quick Receipts
Create Receipts

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Create Receipt Adjustments

Prerequisites

- Configure the *Receipt Adjustment* business process and security policy.
- Add the *Initiate Supplier Accounts Match Event for Related Supplier Invoices* service step to the *Receipt Adjustment* business process. This service step determines when there's a match exception and clears exceptions according to your matching rules.
- Configure the *Inventory Receipt Put-Away Adjustment Event* business process and security policy.
- Configure these domains in the Procurement functional area:
    - *Process: Receipt/Return (NEW)*
    - *Self Service: Receipt*

Context

You can change quantities and amounts on already approved purchase orders and advanced ship notice receipts. Workday then automatically adjusts:

- Accounting.
- Delivery tickets.
- Inventory levels.
- Labels.

Steps

1. Access the **Maintain Procurement Reasons** task to configure receipt adjustment reasons.
   See Set Up Procurement Reasons .
2. Access the **Create Receipt Adjustment** task or select **Create Adjustment** from the related actions menu of the receipt.
3. Enter the **Actual Quantity Received** or **Actual Amount Received** that, when combined with the total amount or quantity already received, isn't greater than the amount or quantity ordered.
   You can only adjust the quantity on a receipt when all of the assets are either:
    - **In Service.**
    - **Issued.**
    - **Registered.**

   You can't adjust receipts or receipt lines with:
    - Amortization.
    - Closed or closed for receiving purchase order lines.
    - Contingent Worker, Project Based, or Supplier Contracts.
    - Returned items.
    - Splits.

   You can only complete receipt adjustments on receipts containing assets that are:
    - **In Service.**
    - **Issued.**
    - **Registered.**
4. (Optional) Add supporting attachments.
   You can specify attachment categories for each type of supporting document.

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Result

Workday initiates invoice matching to related receipt adjustments when you add the supplier accounts matching service step to the *Receipt Adjustment* business process.

Workday processes put-away transactions and corrects put-away quantities when you add the *Initiate Inventory Receipt Put-Away Adjustment Event* service step to the *Receipt Adjustment* business process.

Workday updates the quantity on the original receipt when you complete a receipt adjustment.

Related Information
Concepts
Setup Considerations: Put-Away
Put Away Inventory

Create Receipt Accruals

Prerequisites

- Define the **Receipt Accrual** account posting rule.
- Set up the **ID Generator for Receipt Accruals** in the **Edit Tenant Setup - Financials** task.
- Configure the *Receipt Accrual Event* business process and security policy.

Context

You can create receipt accruals from:

- Approved, uninvoiced receipts. If a receipt has an invoice against it that is in *Draft*, *In Progress*, *Cancelled*, or *Denied* status (as of the last date of the fiscal period for the accrual), the receipt will be included in the receipt accrual calculation.
- Supplier invoices for goods and services. Non-purchase order invoices and closed purchase order lines aren't included in receipt accrual.

You can also create receipt accruals for bill-only purchase orders without generating receipts.

Steps

1. Access the **Create Receipt Accrual** task.

   To run large receipt accrual processing at a convenient time, use the **Schedule Receipt Accrual Creation** task.
2. In the **Company** prompt, select 1 or more companies or company hierarchies to run receipt accruals for all suppliers for a specified period.

   The company you select must be a line company on the purchase order.

   To select a company hierarchy, multiple companies, or multiple company hierarchies, each company must:

   - Have an open ledger period for the selected period.
   - Be part of the same fiscal schedule.
3. Select an open ledger period from the **Period** prompt.

   When you try to accrue receipts for a closed ledger period, Workday produces an error.
4. To expedite processing and bypass the receipt accrual preview, select **Do Not Display Receipt Accrual Preview**.

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5. From the **Receipt Accrual by Supplier** preview, Workday lists the suppliers, number of business document lines for each supplier, and receipt accrual amounts.

   Click each **Receipt Accrual Amount** for information on the business document, including:

   - **Line Quantity**
   - **Line Amount**
   - **Receipt Amount**
   - **Invoiced Amount**
   - **Accrual Amount**
6. Click **Submit**.
   The **Receipt Accrual Event** business process initiates and launches the *Receipt Accrual Create* batch/job step.

Result

- After you approve receipt accruals, Workday creates the accounting journals for the period and the reversal journals for the next period.
- If you configured returns for returning goods to suppliers, Workday automatically deducts the amounts and quantities from receipt accruals.
- Bill only purchase orders don't generate receipts. Workday creates receipt accruals for bill only purchase orders based on **Line Amount** not **Receipt Amount**.

Next Steps

Access these reports to review receipt accrual information:

- **Find Receipt Accruals**
- **Find Receipt Accruals for Supplier**
- **Receipt Accrual by Company**

To cancel a receipt accrual after you create one, select **Cancel** from the related actions menu of the receipt accrual.

Related Information
Concepts
Create Returns
Reference: Edit Tenant Setup - Financials

Maintain Return Reasons

Prerequisites

- Define invoice adjustment reasons to associate with return reasons.
- Security: *Set Up: Procurement* domain in the *Procurement* functional area.

Context

You can set up reasons for returning goods to suppliers when you complete supplier invoice adjustments.

Steps

1. Access the **Maintain Return Reasons** task.
2. Specify a **Return Reason**, such as: damaged goods, wrong items sent, or to exchange items.
3. (Optional) To automatically initiate invoice adjustments when you return goods to suppliers, select the **Create Invoice Adjustment** check box.
4. (Optional) For return reasons with invoice adjustments, select an **Invoice Adjustment Reason**.

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Result

Return reasons display on the **View Return** report.

Next Steps

Select return reasons in the **Create Return** task.

Related Information
Concepts
Steps: Return Goods to Suppliers

Create Returns

Prerequisites

- Configure the *Return to Supplier Event* business process and security policy.
- Add the *Initiate Inventory Return to Supplier Event for Return to Supplier* service step to the *Return to Supplier Event* business process and automatically update inventory quantities.
- Define return reasons.

Context

You can return items from inventory to the supplier and automatically update the quantity of stock available in the inventory.

Steps

1. Access the **Create Return** task.
2. Select the business document that includes the goods you're returning. You can filter by suppliers and resource providers using these prompts:
   - **Purchase Order**
   - **Receipt**
   - **Supplier Contract**

   Purchase orders or supplier contracts must have at least 1 approved receipt before you can process a return.
3. Select the **Return Reason** and **Return Date**.
4. For generated invoices, select the **Supplier Invoice Reference**.
5. When suppliers require a return material authorization (RMA), enter the **Supplier RMA**.
6. Specify the quantity to return in the **To Return** field for each document line with returned goods.
7. Use the **Attachments** tab to upload or drag and drop files that support this return.

   You can select attachment categories to specify the type of document.

   Workday supports the file types listed in the **Edit Tenant Setup - System** task for business document attachments.
8. (Optional) To return items from inventory and automatically update inventory quantities, add a **Stocking Location** on the **Stocking Information** grid.

   To return lot or serial controlled items, you must select the lots or serials for the items to complete the return.

Result

Workday recalculates the **Quantity Received** and **Quantity Returned** amounts to subtract returns.

Workday adjusts the quantities of items returned from inventory.

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When you cancel returns associated with inventory, you must create an increase adjustment or an ad hoc put-away, while also ensuring that:

- The return business process is only enabled for manual adjustment of inventory.
- You adjust goods out of inventory.

Note: When the return business process automatically adjusts inventory and the Return to Supplier transaction completes, you can't cancel returns.

Related Information
Concepts
Steps: Return Goods to Suppliers
2020R2 What's New Post: Return Inventory Items to Supplier

Process Invoice Adjustments for Returned Goods

Prerequisites

- Set up the *Supplier Invoice Event* business process and security policy in the Supplier Accounts functional area.
- Set up the *Create Supplier Invoice Adjustment from Return* action step in the *Return to Supplier Event* business process.
- Select the *Create Invoice Adjustment* option in the **Maintain Return Reasons** task for each return reason that creates an adjustment.

Context

Notify reviewers with an action to create supplier invoice adjustments for returned goods.

Steps

1. Access your **My Tasks** notifications and select **Create Supplier Invoice Adjustment**.
2. Complete **Invoice Adjustment Information**.

   The **Reference Return** field displays the return document and related purchase order or supplier invoice.

   When you create a supplier invoice adjustment from a return to a supplier, Workday:

   - Creates allocations back to the original Procurement document.
   - Updates the balances of the quantity to invoice and receive on the purchase order or contract.

Result

After you submit the invoice adjustment, it routes for processing.

Related Information
Concepts
Steps: Return Goods to Suppliers
Adjust Supplier Invoices

Quick Receipts

Quick Receipts uses background processing to create receipts and route the Receipt business process.

Split Purchase Order Lines

When a worker enters a quantity or amount on a split purchase order line, Quick Receipts displays the line as a single row. Workday distributes the entered value across the underlying splits using the same logic as the **Create Receipt** task. Workers can't change split quantities or percentages in Quick Receipts.

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Create Receipt My Tasks

After Workday successfully receives a line through Quick Receipts, it removes related **Create Receipt** My Tasks items that the *Purchase Order*, *Supplier Invoice*, or *Supplier Accounts Match Event* business processes initiated. Workday removes these tasks to prevent duplicate receipts.

To audit this behavior, open process history for the related business process. Workday displays Manually Skipped status and the comment Processed through Quick Receipts or Scheduled Receiving task.

Workday doesn't remove related My Tasks notifications for receipts in *Draft* status.

Background Processing

Workday processes quick receipts submissions in the background, grouping items for the same purchase order to the one receipt.

When multiple workers submit Quick Receipts at the same time, Workday queues the runs and processes them sequentially. If a job is interrupted, Workday restarts it so it doesn't create duplicate receipts.

In high-volume tenants, stagger other high-volume background jobs during peak receiving periods to prevent delayed Quick Receipts processing.

Delegation

Workday supports delegation for self-service users. A delegated worker can switch accounts to receive on behalf of the requester. The receipt displays the worker who processed the transaction.

Home Page Cards

Workers see Home Page Updates when your tenant publishes the cards on the **Home Cards Workspace** report.

Quick Receipts Card

The Quick Receipts card is secured to the **Quick Receipts** task through security groups on the **Initiate** action of the Receipt business process. Workday displays the **Home Page Updates** n when you publish the card and purchase order lines are eligible for receiving.

Draft Receipts Card

Draft Receipts card: secured to the **Manage My Receipts** task through security groups on the *Self-Service: Receipt* domain. Workday displays the **Home Page Updates** when you publish the card and receipts that the worker created, or that were created for the worker, are in *Draft* status.

Configuration Options

Quick Receipts doesn't support the **Disable Fully Receive for Purchase Order Receipts** configuration option on **Edit Company Procurement Options**.

Related Information

Concepts

Setup Considerations: Receipts and Returns

Setup Considerations: Quick Receipts

Concept: Home Page Workspace

Tasks

Create Quick Receipts

Manage My Receipts

Create Receipts

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Supplier Accounts Match Process

Steps: Configure the Supplier Accounts Match Process

Context

To help manage procurement and control spend for your organization, configure the supplier accounts match process. You can use this process to:

- Determine variances between supplier invoices or invoice adjustments and related business documents, including supplier invoice lines that exceed quantities or amounts of purchase order lines.
- Adhere to best practices and ensure compliance for your policies and the terms and conditions you define with suppliers.

To configure the supplier account match process, use these high-level steps:

Steps

1. Create Supplier Accounts Match Condition Rules .

   Define match condition rules for supplier invoices and procurement business documents.
2. Maintain Supplier Accounts Match Exception Reasons .

   To display the reason that supplier invoices are in match exception, create match exception reasons.
3. Create Supplier Accounts Match Rules .
4. Create Supplier Accounts Match Rule Sets .

   Define match rule sets to drive the *Supplier Accounts Match Event* business process.
5. Configure the Supplier Accounts Match Event Business Process to:
   - Match supplier invoices to purchase orders, supplier contracts, and receipts.
   - Route supplier invoices in match exception for review.
6. Maintain Supplier Accounts Match Override Reasons .

   Create reasons for overriding supplier invoices in match exception.
7. Configure the *Supplier Accounts Match Exception Override Event* business process.
8. (Optional) Access the **Edit Tenant Setup - Financials** task.

   Select the **Enable Unit Cost Updates on Purchase Order Lines with Invoices** check box to enable price updates on the goods lines of purchase orders when there's a match exception.

   See Reference: Edit Tenant Setup - Financials.

Next Steps

- Review Supplier Invoices in Match Exception .
- To correct match exceptions, create change orders or supplier contract amendments.

Create Supplier Accounts Match Condition Rules

Prerequisites

Security: *Set Up: Supplier Accounts* domain in the *Supplier Accounts* functional area.

Context

Create condition rules and define tolerances for match processing on supplier invoices.

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- Header-level fields support invoices with 1 related purchase order.
- Line-level matching supports invoices with multiple related purchase orders.

Note: Match conditions use the standard logical statements and operators from the Workday condition rules framework.

Steps

1. Access the **Create Supplier Accounts Match Condition Rule** task.
2. Enter a **Description** to identify this rule from other rules when creating match rule sets.
3. Add a **Comment** to clarify the condition rule.
4. Select **Copy Condition from Rule** to create a new rule based on an existing match rule.
   You can modify the conditions in the new rule you copy.
5. Select the **Source External Field or Condition Rule** to use for the rule condition.
   Example: Select the *Matching* category and:
   - *MR Any Supplier Invoice Lines with Item that does not match PO Line Item* to identify item discrepancies.
   - *MR Sum of Invoice/Gross Receipt Line Quantity Variance* to find variances in invoice and receipt quantities.
6. Select the **Relational Operator** to define how the rule condition handles the field.
7. Select the **Comparison Type** to specify how the rule condition compares with the value you specify in this filter or another field.
8. Enter or select the **Comparison Value** to compare to the selected field or value.
9. When there are 2 or more conditions:
   - Use the up and down arrows to arrange them in the **Order** in which you want them evaluated.
   - Set the **And** or **Or** option at the beginning of each statement to control how to use the rule with the line preceding.
10. Use the parentheses columns when you've 3 or more logical statements and a combination of Ands and Ors.
    Example: If you want to define (**a** and **b**) or **c**, you would use the opening parenthesis at the beginning of statement **a**. An **And** before statement **b**, a closing parenthesis at the end of statement **b**, and an **Or** at the beginning of statement **c**.

    Match Condition Rule Example:

And/Or	(	Source External Field or Condition Rule	Relational Operator	Comparison Type	Comparison Value	)
And		MR Invoice/ PO Line Unit Cost Amount Variance	greater than	Value specified in this filter	5	
Or		MR Invoice/ PO Line Unit Cost Amount Variance	less than	Value specified in this filter	-5	

Next Steps

Create supplier accounts match exception reasons.

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Related Information
Tasks
Create Business Process Condition Rules

Maintain Supplier Accounts Match Exception Reasons

Prerequisites

Security: *Set Up: Supplier Accounts* domain in the *Supplier Accounts* functional area.

Context

Create match exception reasons for supplier invoices in match exception.

Steps

1. Access the **Maintain Supplier Accounts Match Exception Reasons** task.
2. Specify the **Name** for the match exception reason to help identify the reason a supplier invoice is in match exception.
   Example: Create match exception reasons for *Receipt based Exception* and *Line Extended Amount Tolerance Exception*.

   You can't delete a match exception reason once it's used on a supplier invoice.

Result

Line-level match exception reasons display on the supplier invoice line, and header-level match exceptions display in the **Match Summary** tab.

Next Steps

Include match exception reasons in match rules.

Related Information
Tasks
Steps: Configure the Supplier Accounts Match Process

Create Supplier Accounts Match Rules

Prerequisites

- Create match exception reasons.
- Create match condition rules.
- Security: *Set Up: Supplier Accounts* domain in the *Supplier Accounts* functional area.

Context

Create and maintain match rules by combining match condition rules with match exception reasons.

Steps

1. Access the **Create Supplier Accounts Match Rule** task.
2. Define a unique **Name** to help identify the match rule in match rule sets.
3. Select a **Match Exception Reason**.
4. Select a **Match Condition Rule**.

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Result

- Match rules are available in the **Create Supplier Accounts Match Rule Set** task.
- Match rules display in the **Rule Usage** tab of the **View Supplier Accounts Match Condition Rule** report.

Example

Select:

- *Line Extended Amount Tolerance Exception* as the **Match Exception Reason**.
- *Invoice has Lines that exceed Amount or Quantity Received* as the **Match Condition Rule**.

Next Steps

- Include match rules in the **Create Supplier Accounts Match Rule Set** task for companies and company hierarchies.
- Workday provides report fields you can use, prefixed by *MR*, that are specific to matching rules.

Related Information
Tasks
Create Supplier Accounts Match Condition Rules

Create Supplier Accounts Match Rule Sets

Prerequisites

Security: *Set Up: Supplier Accounts* domain in the *Supplier Accounts* functional area.

Context

You can create match rule sets for companies and company hierarchies to run the *Supplier Invoice Match* business process.

Steps

1. Access the **Create Supplier Accounts Match Rule Set** task.
2. Specify a unique **Name** to identify the match rule set from others for this company or company hierarchy.

   You can create supplier invoices from multiple purchase orders and companies using the **Supplier Invoice Workbench**. The header company on the supplier invoice determines which match rule sets to use during match processing.
3. Select the **Company or Company Hierarchy** for this match rule set.
4. Check **Rule Set Inactive** if you don't want to include the rule set in the *Supplier Invoice Match* business process.
5. Add **Supplier Accounts Match Rules** to the match rule set.

   Workday issues a warning if you include a match rule in more than 1 match rule set for a company or company hierarchy.

Result

Match rule sets are available for match processing.

Next Steps

Configure the *Supplier Accounts Match Event* business process.

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Configure the Supplier Accounts Match Event Business Process

Prerequisites

- Configure match conditions and rules in the **Create Supplier Accounts Match Condition Rules** task.
- Create match rules and match rule sets.
- Configure the *Supplier Accounts Match Event* business process security policy.

Context

Configure the *Supplier Accounts Match Event* business process to run supplier accounts match processing and flag the supplier invoices and invoice adjustments in match exception.

Steps

1. Access the *Supplier Accounts Match Event* business process.
2. Include the *Run Supplier Accounts Match Process* Batch/Job step.
3. Add *Action* steps to *Review Supplier Accounts Match Exceptions* and specify the group for each step.
4. Create condition rules for match review routing.

Result

When supplier invoices or supplier invoice adjustments are in match exception, Workday routes the documents for review.

Next Steps

- Include the *Supplier Accounts Match Process* action step in *Supplier Invoice Event* business process.
- Include the *Initiate Supplier Accounts Match Event for related Supplier Invoices* service step in the *Receipt*, *Receipt Adjustment*, *Change Order*, and *Supplier Contract Amendment* business processes after the completion step.
- Define supplier accounts match override reasons and configure the *Supplier Accounts Match Exception Override Event* business process.

Related Information
Tasks
Steps: Configure the Supplier Accounts Match Process
Steps: Configure Business Process Definitions

Maintain Supplier Accounts Match Override Reasons

Prerequisites

- Configure the *Supplier Accounts Match Exception Override Event* business process and security policy.
- Security: *Set Up: Supplier Accounts* domain in the *Supplier Accounts* functional area.

Context

Define reasons for workers to request an override for supplier invoices in match exception.

Steps

1. Access the **Maintain Supplier Accounts Match Override Reasons** task.

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2. Enter a **Match Override Reason** and an optional description for reviewers to determine if they can override invoices in match exception.
   Example: Create these match override reasons:
   - Discount Capture: To take advantage of discounts offered by suppliers.
   - Supplier Stop Ship: To prevent shipments from a supplier.

Result

When the *Supplier Accounts Match Exception Override Event* business process completes, the invoice includes the match exception override reason and the match status is *Override*.

Next Steps

Review match exceptions.

Related Information
Tasks
Steps: Configure Business Process Definitions

Review Supplier Invoices in Match Exception

Prerequisites

- Configure the *Supplier Accounts Match Exception Override Event* business process and security policy.
- Security: *Process: Supplier Invoice* domain in the *Supplier Accounts* functional area.

Context

Review supplier invoices and invoice adjustments in match exception, and determine whether to override exceptions.

Steps

1. Access the **Review Supplier Accounts Match Exceptions** task:
   - From **My Tasks**, click**Review** on the **Supplier Accounts Match Event for Supplier Invoice** action.
   - From a supplier invoice, select the **Matching > View Match Exceptions** related action.
2. Select an option:

Option	Description
Request Match Exception Override	Select the **Reason** for overriding the match exception. Results: • The *Match* status is *Override*. • The *Invoice* status is *Approved*.
Submit	Submit the invoice in match exception without requesting an override. You can pay or approve match exception invoices. Resolve the related business document that caused the exception.
Send Back	Send the supplier invoice back to the requester and specify a reason.

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Option	Description
	Example: Send the invoice to the requester to *Revise Supplier Invoice Document*.

Result

You route supplier invoices or invoice adjustments to the next step in the **Supplier Invoice Event** business process.

Next Steps

Optionally create change orders, supplier contract amendments, or supplier invoice adjustments.

Related Information
Tasks
Steps: Create Supplier Contracts
Create Change Orders
Create Receipts

Spend Control

Setup Considerations: Commitment Accounting in Procurement

You can use this topic to help make decisions when planning your configuration and use of commitment accounting to track procurement spend. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Commitment accounting is the practice of identifying and reserving funds for future payment obligations. This accounting is linked to procurement documents such as requisitions and purchase orders.

Business Benefits

You can:

- Enable the accounts payable (AP) department to control and plan for spend before you authorize it.
- Easily track a single recurring purchase order so it doesn't fall under oversight.
- Enable users to verify budget constraints while reviewing and approving procurement transactions.

Use Cases

- Roll remaining commitments and obligations forward to the next ledger period for requisitions, purchase orders, and supplier contracts.
- Track journal entries for requisitions by enabling commitment ledgers.
- Track journal entries for purchase orders by enabling obligation ledgers.
- Create an actuals ledger to track journal entries for supplier invoices.
- Plan for cash flow by tracking obligations and commitments.

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- Review procurement transactions against a specific budget.

Questions to Consider

Questions	Considerations
How do you structure your company budget?	Budget structures are the foundation for budgets in Workday. The structure determines: • The type of budget. • The fiscal schedule and periods on which to build the budget periods and duration. • The ledger accounts and worktags available to include when defining budgets. • Whether budgets require approval. The structure also impacts how often you roll forward procurement documents.
How do you track accounting for requisitions?	Workday recommends that you enable commitment ledgers to track journal entries.
How does your organization use worktags?	When you use worktags such as funds or grants, balancing worktags enable better tracking of commitments and obligations.

Recommendations

To ensure that transaction documents continue to meet budget constraints, add the *Check Budget* subprocess and action step after review or approval steps on business processes.

When you're rolling forward multiple times for the same time period, use the *Fiscal Year* filter to filter out documents you already rolled forward.

To ensure consistent data, complete these year-end tasks in this order:

- Roll forward any remaining commitments and obligations.
- Mass close procurement documents.
- Close the ledger period.

To confirm your accounting setup, verify worktag balancing for a company on the **View Worktag Balancing Configuration** report.

Requirements

Set up:

- Account sets.
- Accounting posting rules.
- Journal sources.
- Ledger account types.
- Ledger periods.

Define configurations for:

- Ledger years and periods.
- Ledger account types.
- Account sets.
- Account posting rules.

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Use the **Maintain Procurement Roll Forward Book Codes** task to enter a book code for the company for which you want to roll forward.

Limitations

No impact.

Tenant Setup

No impact.

Security

Domains	Considerations
Set Up: Ledger and Book in the Common Financial Management functional area	Enables you to configure book codes for rolling procurement commitment accounting forward.
Process: Year End in the Common Financial Management functional area	Enables you to assign procurement roll forward book codes to companies.
Set Up: Journal Source in the Common Financial Management functional area	Enables you to map commitment and obligation journal sources to operational transactions.
Set Up: Supplier Contracts	Enables you to configure supplier contract types to create obligations.

Business Processes

Modify the *Procurement Roll Forward* business process to define the workflow for rolling procurement documents forward to the next fiscal year.

Reporting

No impact.

Integrations

No impact.

Connections and Touchpoints

Features	Considerations
Budget Check	Enable budget checks to track commitments and obligations for procurement transactions against a specified budget.
Procurement Roll Forward	You can use the **Roll Forward Procurement Documents** task to roll forward: • Obligation-type supplier contracts in *Approved* status. • Requisitions in *Successfully Completed* status. • Purchase orders in *Issued* status. • Procurement documents with remaining commitments or obligations.

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Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Reference
Preconfigured Content: Financials Delivered Configurations

Setup Considerations: Procurement Roll-Forward

You can use this topic to help make decisions when planning your configuration and use of roll-forward functionality for procurement documents. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Workday enables you to move commitments and obligations that remain on your procurement documents to the next ledger period or fiscal year.

Business Benefits

- Maintain accurate and up-to-date accounting.
- Manage commitments and obligations for 1 or more companies, for flexibility.
- Meet budget requirements for greater spend control.

Use Cases

Roll remaining commitments and obligations forward for:

- Purchase orders that you haven't invoiced or have partially invoiced.
- Requisitions that you haven't sourced from a supplier or through inventory.
- Supplier contracts that have outstanding balances.

Questions to Consider

Questions	Considerations
Which procurement documents do you want to roll forward?	You can roll commitments and obligations forward for: • Purchase orders with an *Issued* status. • Requisitions with a *Successfully Completed* status. • Supplier contracts with an *Approved* status, and a contract type that includes obligations. You can perform a mass close on procurement documents when they have commitments and obligations that you don't want to roll forward.

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Questions	Considerations
How do you separate your transactions for accounting?	You can use a book and book code to separate procurement roll-forward transactions for accounting and reporting. Workday then creates separate operational journals and posts commitment and obligation liquidations to: • The Blank book code. • Your procurement roll-forward book code.
Which multicompany procurement documents do you want to roll forward?	You can roll commitments and obligations forward for purchase orders and requisitions that include multiple companies. To roll these documents forward, use the company at header level and ensure that both the previous and next ledger period or fiscal year are open for: • The header company. • All intercompany profiles affiliated with the header company.

Recommendations

To avoid duplication on each roll-forward transaction, ensure that you filter out procurement documents that you've already rolled forward.

To ensure that commitments and obligations have time to liquidate, consider rolling forward a few weeks after the end of a ledger period or fiscal year.

To minimize your workload, plan to manage your procurement documents in this sequence:

- Mass close documents that have no additional activity.
- Roll remaining commitments and obligations forward.
- Close the previous ledger period or fiscal year.

Requirements

Ensure that:

- The ledger period or fiscal year you roll forward from has a *Close in Progress* or *Open* status.
- Ledger periods and fiscal years with a *Close in Progress* status have an open activity group that includes roll-forward activities for commitments and obligations.

Limitations

You can include up to 5,000 procurement documents in each roll-forward transaction, and each transaction can contain only 1 document type. To reduce the number of documents in a transaction, filter out the documents you've already rolled forward.

Tenant Setup

No impact.

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Security

Domains	Considerations
Process: Purchase Order in the Procurement functional area.	Enables you to: • Close purchase orders. • Roll open purchase orders forward.
Process: Requisition in the Procurement functional area.	Enables you to: • Close requisitions. • Roll open requisitions forward.
Process: Supplier Contracts in the Supplier Contracts functional area.	Enables you to: • Close supplier contracts. • Roll open supplier contracts forward.
Process: Year End in the Common Financial Management functional area.	Enables you to: • Maintain roll-forward book codes. • View roll-forward transactions.

Business Processes

Business Process	Considerations
Procurement Mass Close	Enables you to perform a mass close on procurement documents that you don't want to roll forward.
Procurement Roll Forward	Enables you to: • Create and submit roll-forward requests. • Route roll-forward requests for approval.

Reporting

Reports	Considerations
Budgetary Balance Report	View commitment and obligation balances for ledger periods and fiscal years.
Find Purchase Orders **Find Requisitions** **Find Supplier Contracts**	View procurement document statuses and identify the documents you want to roll forward.
Trial Balance	View: • Commitment and obligation balances for ledger periods and fiscal years. • Liquidated encumbrance accounts in previous ledger periods and fiscal years.
View Procurement Roll Forward	View the: • Process history of your roll-forward requests. • Procurement documents in your roll-forward requests, including their statuses.

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Integrations

No impact.

Connections and Touchpoints

Features	Considerations
Accounting	When you roll commitments and obligations forward, Workday: • Liquidates remaining encumbrances in the previous ledger period or fiscal year. • Creates journal entries in the next ledger period or fiscal year for remaining encumbrances.
Budgets	When you roll commitments and obligations forward, Workday moves them from the previous budget period to the next.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Concepts

Setup Considerations: Multicompany Procurement

Tasks

Roll Procurement Documents Forward

Close Procurement Documents

Examples

Example: Roll Obligation Amounts Forward for Purchase Orders

Set Up Procurement Commitment Accounting Roll Forward

Prerequisites

Configure the *Procurement Roll Forward* business process and security policy.

Context

Set up remaining commitments and obligations from procurement documents to roll forward to the next fiscal year for:

- Requisitions.
- Purchase Orders.
- Supplier Contracts.

Steps

1. Access the **Maintain Book Codes** task and add a book code for rolling procurement commitment accounting forward.
2. Access the **Maintain Books** task and include the code you created.

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3. Access the **Maintain Procurement Roll Forward Book Codes** task. Create a code for each company with commitment accounting to roll forward to the next period or fiscal year.

   Security: *Process: Year End* domain in Common Financial Management functional area.

   You can optionally create book code journals during the roll forward process for requisitions, purchase orders, and supplier contracts. Only if you set up book codes for the company, Workday creates book code journals during the roll forward process.
4. Access the **Maintain Journal Source Mapping to Operational Transactions** task, and map commitment and obligation journal sources to operational transactions:

Option	Description
Commitment Roll Forward Journal Entry Source	Commitment Roll Forward Operational Transaction
Obligation Roll Forward Journal Entry Source	Obligation Roll Forward Operational Transaction

Result

Commitments and obligations from procurement documents roll forward to the next period or fiscal year.

Next Steps

- Roll procurement documents forward.
- Access the **View Procurement Roll Forward** report to identify roll forward request details and visibility into each document.
- View accounting on business documents to review journal lines in the **Year End Roll Forward** tab details.

Roll Procurement Documents Forward

Prerequisites

- Create fiscal years or ledger periods.
- Create procurement documents.
- Set up procurement commitment accounting roll forward.
- Configure the *Procurement Roll Forward* business process and security policy in the Procurement functional area.

Context

To roll remaining commitments and obligations forward to the next fiscal year, you can group procurement documents in roll forward requests.

Steps

1. Access the **Roll Forward Procurement Documents** task.
2. As you filter documents, consider:

Option	Description
Roll Forward Source Fiscal Year	Workday recommends you select a value to roll forward purchase orders from prior fiscal years. When you select a value, Workday uses the: • Last day of the source fiscal year for the liquidation date.

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Option	Description
	• First day of the next fiscal year for the roll forward and budget date. Note: When you don't select a value, you can duplicate liquidations when you roll forward the same purchase order twice.
Procurement Document Type	To roll commitments from supplier contracts forward, configure the supplier contract type to create obligations. See Steps: Create Supplier Contracts .
Last Activity Date On or After Last Activity Date On or Before	Filter documents using the date of the most recent activity, such as: • Receipts and supplier invoices on purchase orders. • Sourcing on requisitions.

When a company on a purchase order line has a different base currency than the company on the header, Workday generates obligation and liquidation journals based on the base currency of the line company. These columns on the resulting **Procurement Documents** grid display blank values:

- **Total PO Amount**
- **Total Amount**
- **Amount Invoiced**

Result

Workday routes the request for approval.

Next Steps

Reviewers access the **Review and Revise the Selected Documents** task and evaluate whether to exclude any documents in the request.

Access the **Trial Balance** report to view commitment and obligation balances for ledger periods and fiscal years.

Related Information
Examples
Example: Roll Obligation Amounts Forward for Purchase Orders

Close Procurement Documents

Prerequisites

Configure the relevant business process and security policy:

- *Requisition*.
- *Purchase Order Issue Event*.
- *Supplier Contract Event*.

Context

You can close requisitions, purchase orders, and supplier contracts to:

- Prevent further actions from occurring against the business document.

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- Set the status of the business document to *closed*.
- Liquidate any remaining commitment or obligation balance.

Close is available provided the document doesn't have pending business process activity. You can close the procurement document whether or not you're using commitment accounting.

To close multiple documents with similar characteristics, such as documents with the same worktags or supplier, access the **Mass Close Procurement Documents** task.

Steps

1. From the related actions menu on a transaction, select from these options to close a document:
   - Select **Requisition > Close** on a completed requisition.
   - Select **Purchase Order > Close** on an issued purchase order.
   - Select **Supplier Contract > Close** on a supplier contract.
2. Review transaction and business process information to verify that you want to complete the close.

Result

Workday uses the *Spend Liquidation for Close* transaction and its journal source to perform the close, which enables you to identify and report on closed procurement documents.

Freeze Company Spend

Context

To provide greater spend control, Workday enables you to freeze spend for expenses and procurement for:

- Companies.
- Supervisory organizations.
- Supervisory organizations and their superiors.

Example: Due to reductions in your budget for the fiscal year, you want to freeze spend for all international travel as a cost-cutting measure.

Steps

1. Create Business Process Condition Rules.

   Configure an *Approval* step on 1 or more of these business processes and create condition rules:
   - *Purchase Order Event*
   - *Requisition Event*
   - *Spend Authorization*
2. From the related actions menu of the company or supervisory organization, select **Worker Spend > Manage Spend Freeze**.

   Security:
   - *Process: Spend Control and Analysis* in the Procurement functional area.
   - *Process: Spend Control and Analysis (Expenses)* in the Expenses functional area.
3. To freeze spend on procurement and expense business documents, select 1 or more of these check boxes:
   - **Freeze Purchase Orders**
   - **Freeze Requisitions**
   - **Freeze Spend Authorizations**

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Result

When workers submit business documents, the business process identifies whether a spend freeze is in effect. The approver then approves or denies the purchase order, requisition, or spend authorization.

Provide Spend Transaction Instructions

Context

Include instructions in Workday for workers to create and submit these business documents:

- Requisitions
- Spend authorizations
- Expense reports
- Request for quotes

Steps

1. Access the **Edit Spend Transaction Instruction** task.
2. Create spend transaction instructions for the companies you select, or select existing instructions to modify them.
3. Enter instructions for worker requisitions, spend authorizations, expense reports, and request for quote response documents as used by your company.

   Note: Select the **Link** icon to link references to company documents that workers can access, such as your travel and expense policy handbook.
4. Select **Active** to activate each set of instructions for the related business documents.

Result

Instructions display to workers when they create requisitions, spend authorizations, expense reports, and request for quote documents.

When you configure instructional text in the **Requisition** section of the **Edit Spend Transaction Instruction** task, Workday displays that text in both of these areas:

- On the **Create Requisition** task.
- At the top of the home page in the **Requisitions** worklet.

The instructional text for requisitions is specific to each company.

Example

Create these instructions for expense reports:

Please submit all expense reports by the fifth of each month. For information on our expense report policies, refer to the **Company Travel and Expense Policy** handbook.

Example: Roll Obligation Amounts Forward for Purchase Orders

This example illustrates how to roll remaining obligation amounts forward for purchase orders from the current fiscal year to the next.

Context

Your fiscal year starts on July 1 and ends on June 30 in the next calendar year. Before the fiscal year-end, you create and issue a purchase order:

- For 10 laptops with a unit cost of 500 USD.
- For an obligation amount of 5,000 USD.
- With a June 15 document date.

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By the fiscal year-end, you have a purchase order that's partially invoiced for 6 laptops. You want to roll the remaining obligation amount forward.

Prerequisites

- Create an obligation ledger.
- Open the next fiscal year.
- Create and issue a purchase order.
- Configure the *Procurement Roll Forward* business process and security policy in the Procurement functional area.

Steps

1. Access the **Roll Forward Procurement Documents** task.
2. Enter these values:

Option	Description
Request Name	*Roll Obligation Forward to Next Fiscal Year*
Company or Company Hierarchy	Select the company for which you created the purchase order.
Roll Forward Source Fiscal Year	Select the fiscal year that you're rolling forward from.
Procurement Document Type	*Purchase Order*

3. Click **OK**.
4. Select your purchase order in the **Procurement Documents** grid and verify that Workday displays these values in the **General Information** section:

Option	Description
Accounting Date for Liquidation	June 30 in the fiscal year you're rolling forward from.
Accounting Date for Roll Forward Budget Date for Roll Forward	July 1 in the fiscal year you're rolling forward to.

5. Click **Submit**.

Result

When you approve the request, Workday rolls the obligation forward to the next fiscal year for:

- 4 laptops with a unit cost of 500 USD.
- An obligation amount of 2,000 USD.

Next Steps

From the related actions menu on the purchase order, select **Accounting > View Accounting** to verify that the obligation amount:

- Moves to the next fiscal year.
- Liquidates in the previous fiscal year.

Access the **Trial Balance** report to verify that the encumbrance account liquidates in the previous fiscal year.

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Related Information
Tasks
Set Up Procurement Commitment Accounting Roll Forward
Roll Procurement Documents Forward

Spend Analytics

Steps: Set Up Unified Spend Actuals Discovery Board

Prerequisites

- Steps: Set Up Tenant for Analytic Data Source
- Steps: Set Up Tenant for Discovery Boards

Context

To help you make informed decisions on managed and unmanaged spending across your organization, you can use a **Unified Spend Actuals** discovery board. This discovery board enables you to view and customize visualizations (vizzes) of actual spend from:

- Ad hoc payment lines.
- Expense report lines.
- Procurement card lines.
- Supplier invoice lines.

The **Unified Spend Actuals** discovery board uses the **Unified Spend Actuals** analytic data source to aggregate data for vizzes. This analytic data source is available to Prism Analytics customers only.

Steps

1. Create Role-Based Security Groups.
   Create a role-based security group for discovery board users. Workday secures data from the **Unified Spend Actuals** analytic data source by role on the cost center through the *Reports: Unified Spend Transactions* domain.
2. Edit Domain Security Policies.
   Grant the security group access to the *Reports: Unified Spend Transactions* domain in the Procurement and Supplier Accounts functional areas.
3. Install and Schedule an Analytic Data Source.
   Set up the **Unified Spend Actuals** analytic data source.
4. Copy Workday-Delivered Discovery Boards.
   Make a copy of the **Unified Spend Actuals** discovery board.
5. Access your **Drive**.
   Open your copy of the **Unified Spend Actuals** discovery board and click **Edit**.
   Configure the required prompts on the **Data Source panel**.
6. (Optional) Set Up Curated Field Lists.
   To add depth to the information available on your discovery board, select *Unified Spend Actuals* and configure **Drill By Fields** and **Show Details Fields**.
7. (Optional) Customize your visualizations and data.
   See Steps: Modify Visualizations.

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Next Steps

- Create your own visualizations.
- Share the discovery board with other users.

Related Information
Concepts
Concept: Workday-Delivered Analytic Data Sources
Concept: Discovery Board Security
Concept: Sharing Discovery Boards

Steps: Set Up Supplier Diversity Discovery Board

Prerequisites

Steps: Set Up Tenant for Discovery Boards

Context

You can track progress towards diversity goals by using the **Supplier Diversity** discovery board. This discovery board enables you to view and customize visualizations (vizzes) about the diversity of your suppliers using these data sources:

- **Purchase Order Lines**
- **Suppliers**
- **Supplier Invoice Lines**

Steps

1. Edit Domain Security Policies.
   Configure these domains to grant discovery board users access to the report data sources:
   - In the Procurement functional area:
     - *Process: Purchase Order - Reporting*
     - *Reports: Organization Purchase Order Lines*
   - In the Suppliers functional area:
     - *Reports: Supplier*
   - In the Supplier Accounts functional area:
     - *Process: Supplier Invoice - Reporting*
     - *Reports: Organization Supplier Invoice Lines*
     - *Reports: Supplier Accounts*
2. Access the **Maintain Supplier Classifications** task.
   Assign the Workday-delivered *Diversity* supplier classification category to any new or existing classifications that you want to use to track supplier diversity. Examples: *Minority-Owned* and *Small Business*.

   Note: Configure each diversity classification on a separate row in the **Classification Name** column with the *Diversity* classification category. Workday doesn't recommend configuring multiple classifications in a single row using the **Supplier Classification Type** column.

   Security: *Set Up: Supplier Maintenance* domain in the Suppliers functional area.

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3. (Optional) Access the **Change Supplier Classification** task.

   When you've created new diversity classifications, add them to suppliers. You don't need to update suppliers when you've marked existing classifications as diverse.

   Security: Configure the *Supplier Classification Change Event* business process and security policy in the Suppliers functional area.
4. Copy Workday-Delivered Discovery Boards.

   Make a copy of the **Supplier Diversity** discovery board.
5. Access your Drive.

   Open your copy of the **Supplier Diversity** discovery board and click **Edit**. Configure the required prompts on the **Data Source panel**.
6. (Optional) Set Up Curated Field Lists.

   To add depth to the information available on your discovery board, configure **Drill By Fields** and **Show Details Fields** on these business objects:

   - *Purchase Order Line*
   - *Supplier*
   - *Supplier Invoice Line*
7. (Optional) Customize your visualizations and data.

   See Steps: Modify Visualizations.

Next Steps

- Create your own visualizations.
- Share the discovery board with other users.

Related Information

Concepts

Concept: Discovery Board Security

Concept: Sharing Discovery Boards

Tasks

Steps: Set Up Suppliers

Reference

2022R1 What's New Post: Supplier Diversity Discovery Board

Track Spend for a Cost Center or Region

Context

You can analyze all spend and expenses in a cost center or region for a specified date range.

Steps

1. From the related actions menu of a cost center or region, select **Worker Spend > View**.
2. (Optional) Select **Include Subordinate Organizations**.
3. Enter the date range to view spend.
4. Review the **Worker Spend by Workers Assigned to Organization** box to analyze the total spend from transactions originating from workers:

Field	Description	Calculation
Total Spend	The total spend for: • Approved expense reports	Sums the **Extended Amount** value on *Approved*:

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Field	Description	Calculation
	• Purchase orders • Supplier invoices • Procurement card transaction verifications	• Expense report lines that are for workers and contingent workers managed by workers in the organization. • Purchase order lines and *Issued* but noninvoiced purchase order lines sourced from requisitions in which workers in the organization or contingent workers managed by workers in the organization are the requester. • Supplier invoice lines sourced from a purchase order line that sourced from requisitions in which workers in the organization or contingent workers managed by workers in the organization are the requester. • Procurement card transaction verification totals.
Contingent Worker Timesheet Total	The total spend for approved timesheets logged by or on behalf of contingent workers.	Sums the total amount on *Approved* timesheet (receipt) lines that are for a contingent worker.
Total Worker Burden	The total spend burden of workers and contingent workers. Spend data for workers includes payroll, compensation, taxes, and benefits. Spend data for contingent workers includes timesheets only.	Sums the: • Gross amount, employer paid taxes, and employer paid benefits on completed payroll results for a worker who is in the organization. • Total amount on *Approved* timesheet (receipt) lines for a contingent worker.
Total Business Assets	The total spend on business assets for workers.	Sums the unit cost (purchase amount) of business assets assigned to workers.

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5. Review the **Worker Spend Tagged with Organization** box to analyze the total spend from transactions that have the specified organization as a worktag:

Field	Description	Calculation
Total Spend	The total spend for: • Approved expense reports. • Purchase orders. • Supplier invoices. • Procurement card transaction verifications. Includes transactions entered for the company regardless of the creator. Includes both purchase order and nonpurchase order lines.	Sums the **Extended Amount** value on: • *Approved* expense report lines. • *Approved* purchase order lines. • *Issued* but noninvoiced purchase order lines. • *Approved* supplier invoice lines. • *Approved* procurement card transaction verifications.
Contingent Worker Timesheet Total	The total spend for approved timesheets.	Sums the total amount on *Approved* timesheet (receipt) lines.
Total Business Assets	The total spend on business assets.	Sums the unit cost (purchase amount) of business assets.

6. Review this chart:

Field	Description	Calculation
Spend by Category Tagged with Organization	The spend totals by spend category for transactions that have the specified organization as a worktag. As a related action off any spend category, you can also view year-to-date and 12-month spend totals for that specific category. This includes: • Expense reports • Purchase orders • Invoices	Aggregates spend by spend category for the: • **Extended Amount** on the *Approved* expense report lines, *Approved* purchase order lines, *Issued* but noninvoiced purchase order lines, and *Approved* supplier invoice lines. • *Approved* and *Issued* but noninvoiced purchase order lines. • *Approved* supplier invoice lines.

7. Review this chart:

Field	Description	Calculation
Spend by Type Tagged with Organization	The spend totals by spend type for transactions that have the specified organization as a worktag. Spend types include: • Expense reports	Aggregates spend by spend type for these amounts: • **Extended Amount** on the *Approved* expense report lines, *Approved* purchase order lines, *Issued* but noninvoiced

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Field	Description	Calculation
	• Purchase orders not yet invoiced • Supplier invoices • Procurement card transaction verifications	purchase order lines, and *Approved* supplier invoice lines. • *Approved* and *Issued* but noninvoiced purchase order lines. • *Approved* supplier invoice lines. • *Approved* procurement card transaction verification totals.

8. Drill into the spend data as needed.

   You can drill by any perspective defined in your organizational structure. Drill-downs can be for one or multiple dimensions.

   Multidimensional drill-downs enable you to view any worktag you've assigned to spend elements. Different elements might have different security, so the data that displays depends on what security groups you are in.

Result

When you run these spend analytics, the results include all spend committed up to the start time.

Track Spend for a Supervisory Organization or Team

Context

You can analyze all spend in your business across a supervisory organization or team for a specified date range.

Steps

1. From the related actions menu on a supervisory organization or region, select **Worker Spend > View**.
2. (Optional) Select the **Include Subordinate Organizations** check box.
3. Enter the date range to view spend.
4. Review the **Worker Spend by Workers Assigned to Organization** box to analyze the total spend from transactions originating from workers:

Field	Description	Calculation
Total Spend	The total spend for: • Approved expense reports. • Purchase orders. • Supplier invoices. • Procurement card transaction verifications.	Sums the **Extended Amount** value on Approved: • Expense report lines that are for workers and contingent workers managed by workers in the organization. • Purchase order lines and *Issued* but noninvoiced purchase order lines sourced from requisitions in

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Field	Description	Calculation
		which workers or contingent workers managed by workers in the organization are the requester. • Supplier invoice lines sourced from a purchase order line sourced from requisitions in which workers or contingent workers managed by workers in the organization are the requester. • Procurement card transaction verification totals.
Contingent Worker Timesheet Total	The total spend for approved timesheets logged by or on behalf of contingent workers.	Sums the total amount on *Approved* timesheet (receipt) lines for a contingent worker.
Total Worker Burden	The total spend burden of workers and contingent workers. Spend data for workers includes: • Payroll • Compensation • Taxes • Benefits Spend data for contingent workers includes timesheets only.	Sums the: • Gross amount, employer paid taxes, and employer paid benefits on completed payroll results for a worker. • Total amount on *Approved* timesheet (receipt) lines for a contingent worker.
Total Business Assets	The total spend on business assets for workers.	Sums the unit cost (purchase amount) of business assets assigned to workers.

5. Review this chart:

Field	Description	Calculation
Spend by Category for Workers Assigned to Organization	The spend totals by spend category for transactions entered by or on behalf of workers. From the related action menu from any spend category, you can also view year-to-date and 12-month spend totals of: • Expense reports • Purchase orders • Invoices	Aggregates spend by spend category for *Approved*: • Expense report lines that are for workers and contingent workers managed by workers in the organization. • Purchase order lines and *Issued* but noninvoiced purchase order lines sourced

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Field	Description	Calculation
		from requisitions in which workers or contingent workers managed by workers in the organization are the requester. • Supplier invoice lines sourced from a purchase order line sourced from requisitions in which workers or contingent workers managed by workers in the organization are the requester.

6. Review this chart:

Field	Description	Calculation
Spend by Type for Workers Assigned to Organization	The spend totals by spend type for transactions entered by or on behalf of workers. Spend types include: • Expense reports • Purchase orders not yet invoiced • Supplier invoices	Aggregates spend by business document type for *Approved*: • Expense report lines that are for workers and contingent workers managed by workers in the organization. • Purchase order lines and *Issued* but noninvoiced purchase order lines sourced from requisitions in which workers or contingent workers managed by workers in the organization are the requester. • Supplier invoice lines sourced from a purchase order line sourced from requisitions in which workers or contingent workers managed by workers in the organization are the requester.

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7. Drill into the spend data as needed.

   You can drill by any perspective defined in your organizational structure. Drill-downs can be for one or multiple dimensions.

   Multidimensional drill-downs enable you to view any worktag you've assigned to spend elements. Different elements might have different security, so the data that displays depends on what security groups you are in.

Result

Whenever you run these spend analytics, the results include all spend committed up to the start time.

Track Spend for a Company

Context

You can analyze all spend in your business across a company for a specified date range.

Steps

1. From the related actions menu of a company, supervisory organization, or region select **Worker Spend > View**.
2. (Optional) Select **Include Subordinate Organizations**.
3. Enter the date range to view spend.
4. Review the **Worker Spend by Workers Assigned to Organization** box to analyze the total spend from transactions originating from workers:

Field	Description	Calculation
Total Spend	Total spend entered by or on behalf of workers for: • *Approved* expense reports. • Purchase orders. • Supplier invoices. • Procurement card transaction verification.	Sums the **Extended Amount** value on *Approved*: • Expense report lines from workers and contingent workers. • Purchase order lines and *Issued* but noninvoiced purchase order lines sourced from requisitions in which workers or contingent workers are the requester. • Supplier invoice lines sourced from a purchase order line that was sourced from requisitions in which workers or contingent workers are the requester. • Procurement card transaction verification totals.

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Field	Description	Calculation
Contingent Worker	The total spend for approved timesheets logged by or on behalf of contingent workers.	Sums the total amount on *Approved* timesheet (receipt) lines for a contingent worker.
Total Worker Burden	The total spend burden of workers and contingent workers. Spend data for workers includes: • Payroll • Compensation • Taxes • Benefits Spend data for contingent workers includes timesheets only.	Sums the: • Gross amount, employer paid taxes, and employer paid benefits on completed payroll results for a worker. • Total amount on *Approved* timesheet (receipt) for a contingent worker.
Total Business Assets	The total spend on business assets for workers.	Sums the unit cost (purchase amount) of business assets assigned to workers.

5. Review the **Worker Spend Tagged with Organization** box to analyze the total spend from transactions that are for the company:

Field	Description	Calculation
Total Spend	The total spend for: • Approved expense reports. • Purchase orders. • Supplier invoices. • Procurement card transaction verifications. This includes transactions entered for the company regardless of the creator. It also includes both purchase order and nonpurchase order lines.	Sums the **Extended Amount** values: • *Approved* expense report lines. • *Approved* purchase order lines. • *Issued* but noninvoiced purchase order lines. • *Approved* supplier invoice lines. • *Approved* procurement card transaction verifications.
Contingent Worker Timesheet Total	The total spend for approved timesheets.	Sums the total amount on *Approved* timesheet (receipt) lines for contingent worker purchase order lines.
Total Business Assets	The total spend on business assets.	Sums the unit cost (purchase amount) of business assets.

6. Review this chart:

Field	Description	Calculation
Spend by Category Tagged with Organization	The spend totals by spend category for transactions.	Aggregates spend by spend category for the **Extended Amount** on:

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Field	Description	Calculation
	From the related action menu from any spend category, you can also view year-to-date and 12-month spend totals of: • Expense reports • Purchase orders • Invoices	• *Approved* expense report lines • *Approved* purchase order lines. • *Issued* but noninvoiced purchase order lines • *Approved* supplier invoice lines.

7. Review this chart:

Field	Description	Calculation
Spend by Type Tagged with Organization	The spend totals by spend type for transactions. Spend types include: • Expense reports. • Purchase orders not yet invoiced. • Supplier invoices.	Aggregates spend by spend type for the **Extended Amount** on: • *Approved* expense report lines. • *Approved* purchase order lines. • *Issued* but noninvoiced purchase order lines. • *Approved* supplier invoice lines.

8. Drill into the spend data as needed.

   You can drill by any perspective defined in your organizational structure. Drill-downs can be for 1 or multiple dimensions.

   Multidimensional drill-downs enable you to view by any worktag you've assigned to spend elements. Different elements might have different security, so the data that displays depends on what security groups you are in.

Result

Whenever you run these spend analytics, the results include all spend committed up to the start time.

Supplier Collaboration

Enable Suppliers to Load Catalog Items

Prerequisites

- The supplier for the catalog must be set up in Workday.
- You must set up a contact for the supplier, configure the contact with Workday access, and allow catalog item loads.
- Set up a supplier catalog header using **Create Supplier Catalog** task.

Context

Provide suppliers with capabilities to load catalog items into Workday.

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Steps

1. The supplier accesses the **Catalog Load Request for Supplier** task.
2. The supplier selects the catalog for loading catalog items.
3. The supplier selects the Effective Date for the catalog items being created, updated, or inactivated.
4. The supplier adds new items, changes items, and loads existing items into the catalog.
   - To add a catalog item, the supplier enters an **Item Identifier** in the **Catalog Items** grid.
   - To change an existing catalog item, the supplier selects a **Catalog Item** from the prompt.

     Workday defaults the **Action** field with *Update*. The supplier can override the option with:

Option	Description
Inactive	The catalog item is inactive as of the effective date of the catalog load request and workers cannot select it in new requisitions or purchase orders.
No Change	The catalog item has not changed since the last catalog load and no further processing is required on the effective date.

5. The supplier adds lines for each **Catalog Item** and includes the **Unit Price**, **Unit of Measure**, **Lead Time**, and **Spend Category**.

Result

After the catalog load request is approved, the catalog load displays:

- Whether items are new, updated, inactive, or no change was made.
- The *Price Variance Percent*, if applicable.

Next Steps

Route the catalog load request for approval.

Approve Purchase Orders

Prerequisites

Add the **My Tasks** worklet to your **My Workday** using the **Configure My Workday** task.

Context

Supplier Contacts can approve or deny purchase orders sent from Workday users.

Steps

1. Access **My Tasks** to view purchase orders awaiting your approval.
2. Click the **Supplier Order Collaboration** button at the left to open the purchase order for review.

   Select **Approve** to update status of the purchase order to *Issued*.

   Select **Deny** when you can't fulfill the purchase order.

Log Time and Tasks

Prerequisites

- Set up suppliers in Workday.

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- Configure the *Log Time and Tasks* initiating action step in the *Receipt* business process security policy in the Procurement functional area.

Context

Set up suppliers and contingent workers to log time against issued purchase orders for contingent workers.

For project-based purchase orders, enter completed tasks for a project.

Steps

1. When logged in as a supplier, select **Time and Tasks > Log** from the related actions menu of a purchase order.
2. Specify the correct **Log Date**. Workday automatically populates the current date.
3. When logging time, specify the:
    - Time reporting period.
    - Start and end dates.
    - Number of hours worked for each time code.
4. When logging tasks for a project, enter the amount for each task.
5. When complete you can either **Submit** the load request or **Save for Later**.
6. (Optional) Access the related actions menu on draft, in-progress Receipts to edit or cancel logged time and tasks.

Concept: Supplier Collaboration

Supplier contacts can access these features in Workday.

- **Configure My Account**

  You can use this link to change your password and challenge questions.
- **Configure My Workday**

  You can use the **Configure This Page** link to add these worklets:
    - **Catalog Loads for Supplier Contact**
    - **Purchase Orders for Supplier Contact**
    - **My Tasks**
- **Load Catalog Items**

  You can access the **Catalog Load Request for Supplier** task to add or update catalog items for a supplier contract.
- **Approve Purchase Order**

  Workday notifies you in **My Tasks** when there's a purchase order available for approval.
- **Log Time and Tasks**

  Report contingent worker hours or record completed project activities with the **Log Time and Tasks** task.
- **Create Supplier Invoices**

  You can create supplier invoices from purchase orders for goods. This feature also enables you to add lines that don't display on the purchase order.

Related Information
Tasks
Approve Purchase Orders
Create Supplier Invoices
Enable Suppliers to Load Catalog Items

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Inventory

Setup Considerations: Inventory

You can use this topic to help make decisions when planning your configuration and use of Workday Inventory functionality. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to other setup considerations for details on specific inventory features, and task instructions for specific configuration details.

What It Is

When you set up Workday Inventory as part of your Workday Procurement setup, you can manage the entire supply chain process from requisition to replenishment.

You can configure these functionalities with Workday Inventory:

- Put-away.
- Fulfillment.
- Deliveries.
- Returns.
- Counting.
- Replenishment.
- Recalls.
- Label printing.
- Par inventory.

Business Benefits

With Workday Inventory, you can:

- Improve productivity by enabling workers to perform inventory tasks on mobile.
- Increase accuracy and reduce manual entry by calculating inventory transaction data automatically.
- Minimize operational risk by automating inventory processes, such as put-away and replenishment.
- Use reporting and analytics to understand how sites consume inventory so you can control costs, limit waste, and plan for future orders.

Use Cases

You can use Workday Inventory to:

- Count items to reconcile stock levels at sites.
- Ensure compliance through a full audit trail of your inventory accounting.
- Generate stock requests and fulfill them with picking lists and shipment documents.
- Maintain par inventory at par locations, such as carts within hospitals.
- Quick-issue urgent orders without stock requests.
- Print labels to attach on delivery tickets and inventory locations.
- Process returns for damaged and unused items.

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- Replenish stock automatically when levels fall below defined thresholds.
- Track delivery items with lot and serial control.

Questions to Consider

Questions	Considerations
How do you plan to set up your inventory locations?	You can set up these inventory location types and organize them into location hierarchies to store inventory: • Sites: Enable you to add stocking locations and zones within a location chain. • Stocking locations: Use to store owned or consigned goods. • Zones: Use to subdivide stocking locations and help multiple workers pick in tandem. Example: You set up a warehouse as an inventory site and designate a large aisle as a stocking location to store goods. You then split the aisle into zones, enabling multiple workers to pick from multiple locations at the same time. You can manage space at your inventory locations by: • Configuring stocking units of measure (UOMs) to store items according to their shape and size. Examples: *Bag*, *Bottle*, and *Case*. • Converting existing UOMs to accommodate physical changes at inventory locations. Example: To accommodate large orders, you convert the UOM for exam gloves from *Box* to *Pack*.
How do you plan to track your inventory?	You can track your inventory from the point of stock request through to picking, shipment, and final delivery. You can track: • Delivery attempts and confirmations. • Groups of deliveries you send to a single location. • Items using lot and serial control. Example: You can assign serial numbers to high-value items such as pacemakers to monitor their delivery. • Recalled items, including the responses and reactions to recalls.
How do you plan to manage fulfillment?	You can create and fulfill stock requests: • On an ad hoc basis. • Through inventory replenishment. • Using requisition sourcing in Workday Procurement.

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Questions	Considerations
	• With third-party integrations. You can also: • Assign types to stock requests, enabling you to categorize and include them in your custom reports. • Backorder unfulfilled items on stock requests once the items become available. You can enable workers to: • Complete stock requests using picking lists. • Ship picked items using shipment documents.
How do you plan to count inventory?	You can perform these types of inventory counts: • Ad hoc: Use to verify quantities. Example: You want to verify stock levels when you receive large deliveries. • Cycle: Count inventory at specific locations within a site. • Physical: Count all inventory within a site. You can also configure Workday to generate count sheets automatically to help you plan for upcoming counts.
How do you plan to replenish inventory?	You can replenish items and consigned goods using: • Requisitions, to order from suppliers. • Stock requests, to order from other inventory sites. You can use historical data to determine reorder points for inventory items, based on: • Average daily usage. • Preferred supplier lead time. You can schedule replenishment: • For inventory that falls below specified thresholds. • With or without calculated item reorder points.
Do you want to print labels for your inventory?	You can use integration templates to export data to third-party applications to print labels for: • Outgoing deliveries. • Received goods, such as boxes, pallets, and totes. • Stocking locations, such as aisles, bins, and shelves.
How do you plan to manage par locations?	You can set up par locations, such as cabinets, carts, and supply rooms, to store par inventory.

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Questions	Considerations
	You can: • Maintain par items and par locations in bulk. • Print count sheets for par items. You can also replenish par locations using: • Count quantities. • Kanban. • Order quantities.

Recommendations

We recommend that you:

- Include expiration dates on lot numbers to enable workers to identify which items to pick first.
- Perform a complete physical inventory count before importing inventory balances into Workday to ensure accurate stock levels.
- Review existing purchase items to determine whether you need to create additional purchase items for Workday Inventory.

Requirements

Organize the equipment that workers need to perform inventory tasks. Examples:

- Handheld devices to scan items during picking.
- Third-party hardware and software for label printing.

Set up Workday Procurement.

Limitations

We don't support:

- Cross docking.
- Wave picking.

You can't use Workday Inventory:

- To sell inventory to customers outside your company.
- With accounting methods other than the average cost method.

Tenant Setup

You can use the **Edit Tenant Setup - Financials** task to set ID sequence generators for inventory transactions.

Security

Access the **Domain Security Policies for Functional Area** report to view all security domains for Workday Inventory. As you configure security, consider:

Domains	Considerations
Manage: Inventory domain in the Inventory functional area.	Enables you to manage and route: • Consignment usage requisitions. • Inventory replenishments. • Inventory reservations.

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Domains	Considerations
	• Pick line allocation removals. You can also use this report to view related reporting.
Manage: Item Inventory Site Attributes domain in the Inventory functional area.	Enables you to secure access to the inventory site attributes of your purchase items, without having access to purchase item tasks.
Manage: Location domain in the Organizations and Roles functional area.	Enables you to create locations and location hierarchies.
Process: Goods Delivery domain in the Inventory and Procurement functional areas.	Enables you to: • Create, edit, and close goods delivery tickets. • Manage goods delivery groups. • Print delivery tickets. Note: You secure goods delivery rules under the *Set Up: Inventory* domain.
Process: Inventory in the Inventory functional area.	Enables you to access most inventory transactions. You can manage access to your on-hand inventory and view related reporting.
Process: Inventory Count in the Inventory functional area.	Enables you to secure access to information on inventory counts and related reporting. You can configure security groups based on reports within a single company or location and assign those security groups to the *Reports: Inventory Count* subdomain.
Process: Inventory Pick List in the Inventory functional area.	Enables you to secure access to information on inventory picking lists and related reporting. You can configure security groups based on reports within a single company or location and assign those security groups to the *Reports: Inventory Pick List* subdomain.
Process: Inventory Shipment in the Inventory functional area.	Enables you to secure access to information on inventory shipments and related reporting. You can configure security groups based on reports within a single company or location and assign those security groups to the *Reports: Inventory Shipment* subdomain.
Process: Inventory Stock Request in the Inventory functional area.	Enables users to prevent workers from running inventory reports within a single company or location.
Reports: Inventory in the Inventory functional area.	Enables you to view inventory reports.
Set Up: Inventory in the Inventory and Procurement functional area.	Enables you to perform inventory tasks and view related reporting.
Set up: Inventory Accounting in the Inventory functional area.	Enables you to: • Edit inventory accounting options. • Maintain inventory markups.

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Domains	Considerations
	• View related reporting.
Set Up: Tenant Setup - Financials in the System functional area.	Enables you to configure tenant-wide options for Workday Inventory.
Set Up: Unit of Measure in the Common Financial Management functional area.	Enables you to maintain UOMs for inventory transactions and view related reporting.

Business Processes

Business Processes	Considerations
Change Conversion Factor Request Event	Enables you to: • Change your conversion factor between an item's stocking UOM and base UOM. • Route conversion factor change requests for approval.
Change Item Spend Category Request	Enables you to route notifications for spend category change request approval.
Inventory Adjustment Event *Inventory Cost Adjustment Event*	These business processes enable you to adjust item: • Amounts. • Costs.
Inventory Count Event	Enables you to perform inventory item counts.
Goods Delivery Event *Goods Delivery Group* *Goods Delivery Run*	These business processes enable you to: • Create delivery tickets. • Group multiple delivery tickets that you send to the same location. • Capture successful and unsuccessful delivery attempts.
Inventory Pick List Event *Inventory Shipment Event* *Inventory Stock Request Event*	These business processes enable you to: • Create and submit stock requests. • Generate and complete picking lists. • Ship picked inventory.
Inventory Move Event	Enables you to move inventory items between locations within a site.
Quick Issue	Enables you to send items without stock requests.
Inventory Par Count Event *Inventory Par Removal*	These business processes enable you to count or remove par items from par locations.
Inventory Put-Away Adjustment Event *Inventory Put-Away Event* *Inventory Receipt Put-Away Event*	These business processes enable you to: • Adjust put-away quantities. • Put away received items.
Inventory Return Event *Inventory Return to Supplier Event*	These business processes enable you to: • Process returns between sites.

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Business Processes	Considerations
	• Return inventory to suppliers.
Purchase Item Event	Use to create and route new purchase item requests for approval. You can add attribute values to purchase items when you have review and edit security permissions. With this business process, you can specify steps to: • Create a purchase item and corresponding purchase item event. • Edit a purchase item event. • Route new items to a specific step to add patient charge information. The business process doesn't control these updates made from the **View Purchase Item** report: • Item inventory site attributes • Patient charge information • Sourcing rules • Price updates

Reporting

You can use the **Workday Standard Reports** report to view all inventory reports, including:

Reports	Considerations
Accrual Balance for Inventory Receipts	You can use this report to identify where your balances are in: • Receipt accrual • Receipt liability The report displays purchase order lines and their associated: • Invoice lines • Put-aways • Receipt lines
Inventory Spend Category Change Accounting Impact	Workday captures credit and debit worktags and amounts on this report. Use the report to assist with any necessary journal entries.
Find Change Purchase Item Spend Category Requests	Enables you to view your submitted spend category change requests.
Deliveries Needing Attention **Inventory Pick Lists Needing Attention** **Stock Requests Needing Attention**	View outstanding: • Delivery tickets. • Picking lists. • Stock requests.

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Reports	Considerations
	Example: You can identify whether there's a bottleneck at inventory sites to prioritize urgent stock requests.
Find Inventory Balance	View inventory and lot item balances, including: • Allocated quantities. • Available quantities. • Average item cost. • On-hand quantities. • Quantities in picking.
Find Inventory Count Sheet **Find Inventory Return Orders** **Find Inventory Shipments** **Find Inventory Stock Request**	View inventory transaction data to make informed decisions for: • Count sheets. • Returns. • Shipments. • Stock requests. Example: View count sheets to identify the remaining inventory balances that you want to count.
In-Transit Shipments **In-Transit Inventory Returns**	View information on in-transit items from shipments and returns, such as: • Associated stock request lines. • Quantities. • Their monetary value.

You can create custom reports using report data sources, such as:

- **Inventory Stock Request Line**, which enables you to view data for stock request lines.
- **Inventory Transactions**, which enables you to view all inventory transactions for a company.

Integrations

You can use web services to upload data for inventory transactions, such as:

- *Put Inventory Location*
- *Put Inventory Location Attributes*
- *Put Inventory Par Bin*
- *Put Inventory Par Location*
- *Put Inventory Put-Away Rule*
- *Put Purchase Item*
- *Put Unit of Measure Set*

Refer to Workday Community for a more comprehensive list of inventory web services.

You can use Workday-delivered integration templates to export inventory label data to third-party applications, enabling you to print and attach labels on:

- Goods delivery groups.
- Goods delivery tickets.
- Inventory locations.
- Locations.
- Par locations.

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- Receipts.

Connections and Touchpoints

Features	Considerations

Financial Accounting	You can:
	• Generate inventory transaction accounting.
	• Audit accounting for inventory transactions.
	• Create account posting rules, such as:
	  • Cost adjustments.
	  • Markups.
	  • Spend transactions.

Human Capital Management	When you configure locations, you can enable workers to: • Maintain inventory locations. • Order goods.
Mobile	You can perform these inventory tasks on Android, iPad, and iPhone: • Counting. • Goods delivery. • Quick issue. • Par counting. • Par removal. • Picking. • Put-away.
Procurement	You can update these procurement configurations to use with Workday Inventory: • Purchase items. • Receipts. • Requisition sourcing rules. • Spend categories. You can also: • Create stock requests using requisition sourcing. • Organize consignment orders with suppliers so you can store goods in inventory at zero cost. • Recall inventory items.
Supplier Accounts	You can account for invoice price variances and how they impact the average cost inventory items.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Concepts

Setup Considerations: Consigned Inventory

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Setup Considerations: Label Printing
Setup Considerations: Put-Away
Setup Considerations: Zone Picking

Reference

Reference: Edit Tenant Setup - Financials
The Next Level: Supply Chain Management - Inventory Reports
Workday Web Services (WWS) Directory
Preconfigured Content: Financials Delivered Configurations
2021R2 What's New Post: Change Item Spend Category
2023R1 What's New Post: Create and Edit Purchase Item Business Process
The Next Level: Spend Management Data Validation Report Configuration Package
The Next Level: Empower Inventory Management and Procurement on Mobile Devices

Inventory Setup

Setup Considerations: Consigned Inventory

You can use this topic to help make decisions when planning your configuration and use of Consigned Inventory. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

What It Is

Workday enables you to set up and hold goods in your inventory at zero cost when you have a consignment agreement with your vendors. Workday recognizes liability for the goods when they're issued from inventory.

You can track those stocked consigned goods, and then create a bill and replace order to the supplier upon use.

Business Benefits

- Suppliers own consigned goods until they're used, improving your cash flow.
- Consigned goods on-hand have zero value on your accounting books.
- Workday enables you to account for the movement of consigned goods through your inventory.

Use Cases

Use Workday to request an initial supply of consigned inventory from a supplier, and capture the terms of the consigned agreement. You can:

- Create a consignment supplier contract to capture items, quantities, and prices of consigned product.
- Create a consignment requisition or purchase order for initial supply of consigned inventory at zero cost.
- Track and account for consigned inventory.

Use Workday to create bill and replace purchase orders against consigned inventory usage transactions. Supplier invoice those purchase orders at the contract price. You'll receive replacement goods against that same purchase order at zero cost:

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- You can view inventory transactions that are eligible for bill and replacement.
- Once replaced, Workday marks consigned inventory usage transactions as paid so they aren’t in the next bill and replace replenishment.

Questions to Consider

Questions	Considerations
How do you separate your inventory.	All consignment inventory actions occur at the inventory site level. You can configure your inventory sites, par locations, and stocking locations to receive consigned inventory.
How does Workday account for consigned goods?	• Workday separates accounting entries for owned and consigned goods in inventory to distinguish consigned goods transactions from owned goods transactions. • You owe payment for consigned goods when you issue a usage transaction for those goods. Workday doesn't create accounting entries for consigned goods until those goods are included on a usage transaction.
How does Workday track consignment on purchase items?	Workday doesn't designate purchase items as consigned or nonconsigned. Consigned goods are any ordered and received using a purchase order with a *Consigned* purchase order type.

Recommendations

We recommend that you set up your inventory sites, stocking locations, and supplier contracts, before creating any consignment transactions with your suppliers.

Requirements

- Set up consignment contract types, purchase order types, and requisition types.
- Set up inventory sites and stocking locations to store consigned goods.

Limitations

Consignment bill and replace purchase orders only generate from inventory usage transactions.

Tenant Setup

No impact.

Security

- Set up the *Process: Inventory* domain in the Inventory functional area.
- Set up the *Manage: Inventory* domain in th Inventory functional area to secure consigned usage requisitions.

Business Processes

No Impact.

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Reporting

Report or Dashboard	Considerations
Consigned Goods on Hand	Use to view the consigned goods you have on hand and the estimated value of those goods.
Find Consigned Inventory Transactions	Use to display all consigned inventory transactions for an item, supplier, or both.

Integrations

All web services in the Supplier Accounts, Procurement, Inventory functional areas support consignment features that you can use to upload or retrieve data through an EIB.

Connections and Touchpoints

Features	Considerations
Purchase Order Types	• Consignment purchase orders drive the consignment put-away process. Use consignment purchase orders for buyers to fulfill orders with consigned products. • Create a bill and replace purchase order type, which enables you to replace consumed consigned goods. • Workday only uses bill and replace purchase order types on transactions originating from inventory.
Requisition Types	• Use consignment requisition types for requests that Workday fulfills with consignment products. • Create a bill and replace requisition type, which enables you to replace consumed consigned goods while paying for them. • You can only use bill and replace requisition types on transactions originating from inventory.
Supplier Contract Types	Workday supports consignment supplier contracts. These contracts need to be in place before issuing a consignment purchase order.
Supplier Portal	Suppliers can access consigned goods reporting in the supplier portal. To make consigned inventory reports available for your suppliers, add these reports to the Consigned Inventory dashboard. When there's no supplier contract pricing for a consignment transaction, Workday uses pricing setup on tabs on purchase item tasks.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

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Related Information

Tasks

Set Up Inventory Sites
Set Up Inventory Stocking Locations
Maintain Purchase Order Types
Maintain Requisition Types
Steps: Create Supplier Contracts

Reference

Workday 32 What's New Post: Consigned Inventory Management
Workday 33 What's New Post: Consigned Inventory in Par Locations
Workday 33 What's New Post: Consigned Inventory for Suppliers and Pricing

Steps: Set Up Inventory

Prerequisites

Create units of measure.

Context

You can set up your inventory structure to support the stocking, issuing, and replenishment of items. Setting up Inventory enables you to manage the acquisition and flow of goods across your organization, decreasing costs and optimizing stock levels.

Steps

1. Edit Domain Security Policies.

   Configure these security domains:

   - *Manage: Inventory* domain in the Inventory functional area.
   - *Process: Inventory* domain in the Inventory functional area.
   - *Set Up: Inventory* domain in the Inventory and Procurement functional areas.
   - *Set up: Inventory Accounting* domain in the Inventory functional area.
   - *Set Up: Purchase Item* domain in the Procurement functional area.
   - *Set Up: Tenant Setup - Financials* domain in the System functional area.
   - *Set Up: Unit of Measure* domain in the Common Financial Management functional area.

2. Access the **Edit Tenant Setup - Financials** task.

   In the **Business Document Sequence IDs** section, select the ID definition on the ID generator for Inventory prompts.

   See: Reference: Edit Tenant Setup - Financials.

3. (Optional) Access the **Maintain Inventory Usage** task.

   Define a common set of processing options that apply to multiple stocking locations. Stocking locations with a usage type restrict processing in those locations.

   Select the:

   - **Quantity Available to Issue** check box to enable the location usage type to issue stock from the stocking location.
   - **Include in Replenishment** check box to include on-hand quantities in a stocking location in the replenishment calculation.

   Security: *Set Up: Inventory* in the Inventory functional area.

4. Set up inventory locations.

   See: Steps: Set Up Inventory Locations .

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5. (Optional) Configure Item Identifier Types for Transactions .
6. (Optional) Configure alternate item identifiers.
   See: Steps: Configure Alternate Item Identifiers .
7. Create Spend Categories .
   Configure spend categories for stocking usage by selecting the:
   - **Stock Items** check box to specify whether to use the *spend category* for stocking items.
   - **Inventory Accounting Treatment**. Administrators can override the accounting treatment directly on purchase items.

   See: Create Spend Categories .
8. Set Up Purchase Items for Inventory .
9. Set up accounting for inventory.
   See: Steps: Set Up Accounting for Inventory .
10. (Optional) Create Custom Barcode Types .
11. Set up label printing for inventory.
    See: Steps: Set Up Integrations for Label Printing .

Next Steps

Put away inventory.

Related Information
Tasks
Put Away Inventory

Steps: Set Up Inventory Locations

Context

You can set up locations for inventory and use them to create inventory sites and stocking locations. A stocking location is where you physically store, track, and transact inventory. An inventory site is a group of stocking locations you manage as a unit. At the inventory site, you establish policies that apply to all stocking locations in the site, such as fulfillment and replenishment policies.

Steps

1. Create Locations.
   Set up locations for inventory usage.
   - Select the **Inventory** check box in the **Location Usage** field.
   - Add **Superior** and **Subordinate Locations**, such as bins within a warehouse, to create a location chain.

   Example: Create a superior location called *Central Warehouse*. Create a subordinate location called *Bin A* that belongs to *Central Warehouse*.
2. Set Up Inventory Sites .
3. Set Up Inventory Stocking Locations .
4. (Optional) Access the **Mass Update Stocking Locations** task to update multiple stocking locations in an inventory site by applying:
   - **Inventory Movement On Hold**
   - **Include in Count**

   Security: *Set Up Inventory* in the Inventory functional area.

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Next Steps

- Enable spend categories to stock items in your inventory sites and locations.
- Create purchase items for stocking in your inventory sites and locations.
- Create labels using the **Create Ad Hoc Document Labels** task and the **Create Ad Hoc Location Labels** task.

Related Information
Tasks
Create Spend Categories
Set Up Purchase Items for Inventory
Maintain Adjustment Reasons

Set Up Inventory Sites

Prerequisites

- Create locations for inventory.
- Security: *Set Up: Inventory* domain in the Inventory functional area.

Context

Setting up inventory sites enables you to manage a group of stocking locations under the same policies, as a single unit. You can have multiple inventory sites, each with multiple stocking locations. An inventory site can also act as a stocking location. You can modify certain location details if there aren't any transactions (in any status) associated with the inventory site. You can set up different preferences that can vary from 1 inventory site to another. Inventory sites drive processes such as replenishment, fulfillment, and counting specifically at the individual site level.

Steps

1. Access the **Maintain Inventory Site** task.
2. As you complete the **Location** tab, consider:

Option	Description
Fulfillment Procurement Company	You can select a company different from your inventory company when you enable multicompany for requisitions in your tenant.
Replenishment Procurement Company	You can select a company different from your inventory company when you enable multicompany for requisitions in your tenant.
Restrict Deletion of Item Site Options	Select to restrict deletion of a purchase item's inventory site attributes when there is inventory on the purchase item's inventory site.

3. As you complete the **Counting** tab, consider:

Option	Description
Adjustment Reason	Select the adjustment reason you want to populate automatically on new count sheets for this site.
Include in Count	Select the check box to include the site when you create inventory count sheets.
Blind Counting	Select to count items in this site without visibility to the quantity on hand.

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Option	Description
Compare Base UOM Quantity Only	When selected, Workday doesn't create adjustments for ad hoc counts when the count's total on-hand quantity in the base unit of measure (UOM) didn't change. Workday prevents incorrect adjustments to on-hand inventory by not counting all UOM present in the stocking location.
Only Edit Counts in Draft Status	Select to restrict edits of inventory counts to only count sheets that are in *Draft* status.
Enable Delta Count	Select to process inventory counts on this site even while other transactions are taking place for the site. For count sheets using delta count processing, Workday calculates the **Count Variance** as the **Quantity Counted** minus the **Quantity on Hand** at the time of count and **Quantity in Picking** at time of count. Workday uses the calculation to determine if you need to make an inventory adjustment at that site. Note: The **Quantity in Picking** is the quantity of items that have been picked and is assumed to no longer be in the stocking location.

4. As you complete the **Replenishment** tab, consider:

Option	Description
Replenishment Option	Replenishment occurs when you run the **Replenish Inventory** task or when stock levels fall below configured replenishment thresholds. Select a default method for Workday to use to replenish stock at this site: • *Create Requisition*: Automatically creates a requisition to replenish the inventory site. To replenish items automatically, you must configure the **Inventory Site Options** tab of each purchase item. • *Create Stock Request*: Automatically creates a stock request to transfer inventory from another site. • *No Replenishment*: Workday counts the items on this site without replenishing them. • *Notification Only*: Workday sends a My Tasks notification to users you designate on the **Replenish Inventory** task, when stock falls below the replenishment threshold. • *Use Sourcing Rules*: Use existing sourcing rules and inventory distribution networks for automated internal transfers between inventory sites or external fulfillment based on real-time availability.

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Option	Description
Include On-Order	Workday includes *Approved*, *In Progress*, or *Draft* replenishment orders in inventory level calculations, to avoid over ordering.
Include Open Demand	Workday includes *Approved*, *In Progress*, or *Draft* orders in replenishment evaluations, to avoid under-ordering.
Rounding Option	Select the rounding policy Workday should use to replenish stock. Rounding determines how Workday converts decimals to whole numbers: • *Round down*: Round toward zero. • *Round half down*: Round to the nearest value, rounding down from 0.5. • *Round half up*: Round to the nearest value, rounding up from 0.5. • *Round up*: Round away from zero. This only applies to replenishment requisitions. When you replenish a location, that requisition becomes a purchase order or a stock request. Rounding occurs at the creation of the requisition. When you don't select a value, Workday uses the default rounding policy for the company.
Consignment Orders Created By	Select *Usage* to store consigned goods at this site. Note: If you select *None*, then Workday sets the **Goods Ownership** field on the **Maintain Stocking Locations** task to *Owned*.
Include On-Order Consigned	Workday includes the *Approved*, In *Progress*, or *Draft* statuses of consigned no-charge requisition and purchase order quantities into your consignment replenishment calculations.

5. As you complete the **Fulfillment** tab, consider:

Option	Description
Fulfillment Lead Time	Specify the number of days it generally takes to fulfill a request at the inventory site. You can override this value using inventory site options on purchase items.
Hold From Fulfillment when Creating Backorders	Workday automatically restricts fulfillment of backorder lines. Workday won't create picking lists for backordered lines when you select the check box.
Display Requested Delivery Date	Select to display the requested delivery date for your items on stock request lines.
Set Requested Delivery Date as Target Fulfillment Date	Select to set the **Target Fulfillment Date** on stock request lines to the same date as the

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Option	Description
	Requested Delivery Date on your requisitions lines.
Limit Item Selection for Stock Requests	When you select the check box, the item prompts on these transactions only enable you to select items that are tied to the location you select: • Ad hoc par counts. • Inventory par counts. • Inventory stock requests (includes the **Inventory Stock Request Work Area**). • Requisitions.
Reserve Inventory	Select this check box to reserve available inventory stock for stock requests that you create for this site.
Reserve Stock Requests Upon Approval	Select this check box to automatically reserve available inventory stock for approved stock requests that you create for this site.
Fill or Kill Option for (Par) / (Non-Par)	Select the option that Workday should apply to par and non-par stock request lines that ship short: • *Backorder Unfulfilled Quantity*: Workday automatically creates backorders. • *Fill Unfulfilled Quantity*: Workday leaves the unfulfilled line quantity open for you to create future shipments. • *Kill Unfulfilled Quantity*: Workday automatically closes the line.
Apply Kill or Backorder Action to Entire Stock Request (Non-Par)/(Par)	Enable this option to apply the fill, kill, or backorder option to any stock request line that doesn't receive an allocation. When you don't enable this option, any unallocated line remains open.

6. As you complete the **Picking** tab, consider:

Option	Description
Assigned to Alert Behavior	By default, Workday doesn't stop workers from assigning themselves to other workers' picking lists. If you'd prefer Workday to intervene, select: • **Allow Processing of Picking List / Display Warning** to alert the worker to the existing ownership before they finalize the self-assignment. • **Prevent Processing of Picking List / Display Error** to prevent the self-assignment.

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Option	Description
Create Picking List Upon Stock Request Approval	When you select this check box, workers no longer need to create picking lists manually on the **Create Inventory Picking Lists** task.
Use Directed Picking	Select this check box to guide workers to the most suitable locations, sites, and item quantities for their picking lists. Workers can also perform directed picking using the Workday mobile application on: • Android. • iPad. • iPhone. When you select the **Use Directed Picking** check box, Workday displays the **Use Zone Picking** check box that you can select to enable zone picking at the inventory site. When you select the **Use Zone Picking** check box, select 1 of these shipment options on the **Ship As** prompt: • *Individual Picking List*: Enables the shipment of a zone picking list, separately to the other zone picking lists on the stock request. • *Merged Picking Lists*: Merges multiple zone picking lists from the same stock request for shipment.
Pick Quantity Order	Determine how Workday directs workers to locations. Select: • *Minimize Stops* to prioritize locations that require the fewest stops. • *Use Smallest First* to prioritize locations with the fewest items in stock. Example: Your picking list has a line for 10 bath towels. The site has 3 places to pick bath towels, with quantities of 3, 5, and 6, respectively. If you enable *Minimize Stops*, Workday directs you to pick from the second and third sites. With *Use Smallest First*, Workday directs you to empty the first 2 locations and then pick the last 2 towels from the third location.
Use Substitutes First	When you select this check box, Workday instructs workers to prioritize substitutes over the requested item.
Apply Fulfillment Shortage Options	When you select this check box, and you allocate stock requests created for this site, Workday automatically kills, backorders, or leaves stock requests open, based on

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Option	Description
	the fulfillment options you configure on the Fulfillment tab.
Enable Wave Picking	Select to enable wave picking for the site. See Set Up Wave Picking at Inventory Sites .
Print Picking List in Location Sort Order	Select to sort locations on printed and mobile pick lists based on the sort order you define for the stocking locations.
Allow Quick Pick at Line Level	Select to automatically populate the **Picked Quantity** field on picking lists with the *Quantity to Pick* value. This helps you more efficiently complete the **Pick Inventory** task.
Require Item Confirmation on Mobile	Select to require workers fulfilling picking lists to scan each line item with their mobile device.
Require Location Confirmation on Mobile	Select to require that workers scan each location when fulfilling picking lists on mobile devices.
Fully Pick	When you select this check box, Workday marks all picking lists as fully picked on the **Pick Inventory** and **Mass Action on Picking List** tasks.
Automatic Unit of Measure Conversion	Use this prompt to specify how Workday converts stocked quantities into different UOMs. This enables you to fulfill stock requests that contain a UOM that doesn't match the stocked UOM. • Break Down Only: Workday only uses bigger UOMs to pick and fulfill. • Break Down then Build Up: Workday uses any other unit of measure (UOM) to pick and fulfill, prioritizing bigger UOMs before smaller ones. • Build Up Only: Workday only uses smaller UOMs to pick and fulfill. Note: This option isn't supported on quick issue transactions.

7. As you complete the **Lot Expiration** tab, consider:

Option	Description
Behavior for Expired Lots	Specifies how the site processes items with expired lots: • Allow processing, but have Workday display a warning message. • Prevent processing and display an error.
Behavior for Lots within Alert Period	Specifies how the site processes items lots in an alert period: • Allow processing, but have Workday display a warning message.

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Option	Description
	• Prevent processing and display an error.

Next Steps

Define stocking locations within an inventory site on the **Maintain Stocking Locations** task.

Related Information

Concepts

Concept: Inventory Replenishment

Concept: Inventory Fulfillment

Tasks

Create Locations

Pick Inventory for Stock Requests

Reference

Workday 31 What's New Post: Inventory Backorders

2020R1 What's New Post: Multiple Stocking Units of Measure Management

2021R1 What's New Post: Restrict Stock Request Purchase Items by Inventory Site

2021R2 What's New Post: Delivery Date Linking for Inventory Transactions

Steps: Set Up Inventory Storage Locations

Context

Workday enables you to configure item storage locations without a physical address, and easily move item storage locations around your organization. Using inventory storage locations can also help with stock request performance when your organization contains a large number of nonaddressable locations.

Steps

1. Access the **Create Inventory Storage Location** task.

   Enter a locations identifier. To create a location hierarchy, enter a superior location, which can be another storage location.

   Security: *Set Up: Inventory Storage Location* domain in the Inventory functional area.
2. Access the **Edit Location** task to apply validations to your inventory storage locations.

   Security: *Manage: Location* domain in the Organizations and Roles functional area.
3. (Optional) Access the **Edit Purchase Item** task.

   On the **Inventory Site Options** tab, you can assign an inventory storage location to these prompts:

   - *Default Consigned Stocking Location*
   - *Default Stocking Location*
   - *Preferred Picking Location*

   Security: *Set Up: Purchase Item* domain in the Procurement functional area.
4. Access the **Create Integration System** task and configure the *Inventory Label Printing Enable Locations Template* type label printing template.

   Security: *Integration Build* domain in the Integration functional area.
5. Configure the **Requested Location with Inventory Usage** field on that template, with a value of *Inventory Label Locations*.

   See Steps: Set Up Integrations for Inventory Label Data for more information about setting up the new template in an integration, and apply it as an integration step on the **Inventory Label Event** business process.

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Result

You can:

- Store items at your inventory storage locations
- Assign storage locations in location prompts on any inventory task that involves inventory locations.

Next Steps

You can:

- View the details of your storage locations on the View Inventory Storage Location report.
- View storage locations in the **Location** column on your inventory reports.

Related Information
Tasks
Set Up Purchase Items for Inventory
Create Spend Categories
Maintain Adjustment Reasons
Reference
2021R1 What's New Post: Inventory Storage Location Class

Set Up Inventory Stocking Locations

Prerequisites

- Create inventory sites.
- Security: *Set Up: Inventory* domain in the Inventory functional area.

Context

You can define and manage 1 or more stocking locations within an inventory site. You can also add an inventory zone within an inventory site.

Steps

1. Access the **Maintain Stocking Locations** task.
2. Select the inventory site.
3. As you complete the **Location Details** section, consider:

Option	Description
Inventory Site	Designate only 1 location within a location chain as an inventory site. A location can be both a site and stocking location. Example: A small warehouse where it's not necessary to track item quantities in individual bins.
Inventory Zone	Select to set a location as an inventory zone. You can assign 1 inventory zone in each inventory location chain. You can designate each location as either an inventory zone or a stocking location.
Stocking Location	Select to identify the location as a stocking location. A stocking location is where you physically store, track, and transact inventory.

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Option	Description
	You can designate each location as either a stocking location or an inventory zone. You can have multiple levels to your stocking locations, tied to 1 inventory site. Example: **Inventory Site > Aisle 1 > Bin A** can be stocking locations if: • You have items to stock at aisle level. • Other items to stock at bin level.
Inventory Movement on Hold	Select to prevent material movement in the location temporarily. Example: Don't enable movement of goods during an annual physical inventory.
Include In Count	Select to count items in this stocking location.
Stocking Location Sort Order	Enter the stocking location sort order to provide the best route for a counter. The sort order you enter determines the sorting order of the count sheet. Workday sorts the values entered in this field alpha-numerically. Example: Workday sorts the values of 1, 2, and 10 as: 1,10, 2, instead of 1, 2, 10.
Goods Ownership	Indicate whether the inventory site (Owned) or the supplier (Consigned) owns the goods.
Inactive	Select to inactivate a stocking location. You can inactivate a stocking location when these are all true: • There is no inventory on-hand. • There are no *Open* inventory count sheets. • The stocking location isn't a default stocking location. • The stocking location isn't an inventory site location. When you mark a stocking location as inactive, you: • Must manually inactivate subordinate stocking locations individually. • Can reactivate an inactive stocking location to be used on inventory tasks.

4. In the **Usage Details** section, select 1 of these usage types on the **Inventory Location Usage Type** prompt:
   - *Include in Replenishment*: The replenishment calculations include inventory you store in this stocking location.
   - *Quantity Available to Issue*: When you quick issue, pick inventory, or create inventory picking lists, Workday uses any available quantity in this stocking location.

   When you don't select an option from the prompt, Workday sets both of these options to *Yes*.

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Result

You can modify certain location details only if there aren't any transactions associated to the stocking location.

Related Information
Tasks
Steps: Set Up Inventory Locations
Steps: Set Up Inventory
Create Locations

Set Up Purchase Items for Inventory

Prerequisites

- Set Up Inventory Sites.
- Set Up Inventory Stocking Locations.
- Create Spend Categories to stock items.
- Configure the *Purchase Item Event* business process and security policy.
- Security: *Manage: Item Inventory Site Attributes* domain in the Inventory functional area.

Context

You can define important information for each inventory item you order, stock, and ship, including the:

- Price.
- Supplier information.
- Units of measure (UOM) for ordering, stocking, and shipping.
- Stock level threshold for automatic item replenishment.
- Identification details, such as the serial number.

You can also edit these details as they change, such as when the supplier adjusts the item price or shipping quantity.

Steps

1. Access the **Create Purchase Item** task.
2. As you complete the header, consider:

Option	Description
Spend Category	Use spend categories to assign accounting rules and costing to the item. Spend categories populate certain fields. You can use spend categories to define items as stock or nonstock items. A nonstock item is a purchase or supplier item with a spend category that doesn't have the **Stock Item** check box selected. Examples: An Office Supplies spend category with items like Desk Lamp, or Printer Toner. Office Supplies isn’t marked as Stock Items.
Item Identifier	Enter an identifying string that Workday can display and track. Workday recommends that you enter an item number or manufacturer number.

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3. As you complete the **Item Overview** tab, consider:

Option	Description
Preferred	Select to set the purchase item as preferred during requisitions. Workday displays *Preferred* on the: • **Requisition Worklet** on the item icon. You can sort by preference in the worklet. • **Search Catalog** next to the item name with a badge icon. You can filter your results by preferred items.
Currency	Workday converts the unit price of the item to the transaction currency when you add a purchase item to a: • Requisition. • Purchase order. • Supplier invoice. • Invoice adjustment line.
Packaging String	To populate units of measure, enter a packaging string that follows the supported format: • Enter each UOM from largest to smallest, ending with the base UOM. • Separate UOMs with a slash and enter a space between numbers and UOM. Example: Case/10 Box/100 Each. In this example, a case contains 10 boxes and a box contains 100 eaches. Workday can identify UOM by the UOM name, the UN CEFACT common code, or the EDI code.
Populate UOMs	Click to populate the **Unit of Measure** column on the **Units of Measure** grid based on the packaging string you enter.
Default as Service Request	Select this check box to specify an item as a service item; the item will default to a service line. When you create requisitions, the item displays on the *Services* lines. When you clear the check box, the item displays on the *Goods* lines on requisitions. You can use service items on both goods lines and services lines on procurement documents when you tag the spend category for stock items. You can access service items using the **Search Catalog** option.
Default Tax Applicability	The value you select supersedes the *Default Tax Applicability from Spend Category* value on procurement lines.

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Option	Description
Accounting Treatment	Populates when you select a **Spend Category** for the purchase item. For items with an: • *Inventory* accounting treatment, Workday considers them assets at put-away and expenses them when workers issue, transfer, or adjust down. • *Expenses* accounting treatments: Workday expenses them at put-away and tracks their quantity balances.
Lot Control	Select to require lot identifiers in inventory transactions and purchase order receipts. When you select this check box, the **Lot Options** section displays. You can't apply lot control to items that you stock in decimal quantities.
Serial Control Type	Select *Ship Serial* to require serial numbers on issue or shipment of the purchase item. Displays when you don't select **Track Items**. Select *Full Serial* to require serial numbers throughout the item's lifecycle. You can't apply serial control to items that you stock in decimal quantities. You can only stock serial controlled items in the item's base UOM.
Comments	You can use this field to add and update comments about item changes as different end users interact with it. You can also view comments made on purchase items on these pages: • Item preview in the related actions menu. • **View Purchase Item** report.
Use Item Manufacturer Only	Select to enable only the manufacturers you specify on the lot for the purchase item.
Inbound Alert Period in Days	Enter the number of days to display expiry date errors and warnings for the purchase item on the **Put-Away Inventory** task.
Outbound Alert Period in Days	Enter the number of days to display expiry date errors and warnings for the purchase item on the **Quick Inventory Issue** and **Pick Inventory** tasks.
Requesting Entities	Select the requesting entities that you wish to limit the purchase item to. Once selected, only those entities can requisition the item.
Restricted Purchase Item Lists	Select the existing purchase item list to add the item to. Workday only allows the requesting

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Option	Description
	entities to purchase the items selected on that list

4. As you complete the **Unit of Measure** grid, consider:

Option	Description
Usage	You can select these usages for a UOM: • *Ordering* to populate the UOM on the **Supplier Information** tab. • *Stocking* to populate the UOM on the **Inventory Site Options** tab and par transaction prompts. • *Unit of Use* to identify the measurement in which your business or customers consume the product.
Conversion Factor	Enter the number of base units of measure (UOM) that comprise other UOM types for the item.
Default for Ordering	Select the UOM that you want to populate on Procurement transactions when the purchase item doesn't have a valid ordering UOM on the **Supplier Information** tab.
Default for Stocking	Select the UOM that you want to populate on Inventory transactions when the purchase item doesn't have a default stocking UOM for the inventory site. You can select a default stocking UOM on the **Inventory Site Options** tab.
Default for Issuing	Select the UOM that you want to populate on Inventory transactions when the purchase item doesn't have a default issue UOM for the inventory site. You can select a default issue UOM on the **Inventory Site Options** tab.

5. (Optional) On the **Alternate Item Identifiers** tab, enter details for the alternate item identifiers you want to associate with the purchase item.

   When you configure alternate item identifiers, Workday assigns the alternate ID types to all spend categories you select for the purchase item.

6. As you complete the **Inventory Site Options** tab, consider:

Option	Description
Item Status for Site	The *Restricted from Purchasing* status filters out items from these transactions: • Change orders • Purchase orders • Requisitions • Source requisitions • Supplier backorders

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Option	Description
	Use the *Inactive* status in combination with the *Restricted from Purchasing* item status to more granularity manage item statuses to better support purchasing and End-of-Life processes and strategies.
Just In Time	You can use to replenish items using your Just in Time (JIT) unit of measure (UOM) at specific inventory sites. When you select the check box, Workday limits the **Replenishment Unit of Measure** field to your JIT UOMs, which you configure on the **Supplier Information** tab for the item.
Valid Issue Units of Measure	Select the UOM that you want available when requesters create requisitions or stock requests for the item at the inventory site.
Default Issue Unit of Measure	Select the UOM to use when you create a: • Stock request. • Replenishment order.
Fulfillment Lead Time	Use this field to calculate the expected fulfillment date for stock requests, when you request the item from a particular inventory site. Example: You enter 3 days, then the expected fulfillment date on the stock request would be the current day plus 3 days.
Use Reservations	Select to enable inventory reservations for the item at site level.
Reorder Point Quantity	Workday triggers replenishment when the calculated inventory level drops below this reorder point.
Safety Stock	The additional amount of stock you want to hold to reduce the risk that item will stock out. Workday uses this field in automatic reorder point calculations.
Target Days on Hand	Enter the minimum amount of inventory that you want to have on hand, measured in number of days of stock. Workday uses this field in automatic reorder point calculations.
Maximum Target Days on Hand	Enter the maximum amount of inventory that you want to have on hand, measured in number of days of stock. Workday uses this field in automatic reorder point calculations.
ABC Classification	When counting with the ABC method, enter the ABC classification that has the count frequency you want for this item.
Lot Control	Select to require lot identifiers in inventory transactions and purchase order receipts for items at the specific inventory site.

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Option	Description
	You can't apply lot control to items that you stock in decimal quantities.
Serial Control Type	Select *Ship Serial* to require serial numbers on issue or shipment of the purchase item at the specific inventory site. Select *Full Serial* to require serial numbers throughout the item's lifecycle. You can't apply serial control to items that you stock in decimal quantities. You can only stock serial controlled items in the item's base UOM.
Inbound Alert Period in Days	Enter the number of days to display expiry date errors and warnings for the purchase item on the **Put-Away Inventory** task for items at the specific inventory site.
Outbound Alert Period in Days	Enter the number of days to display expiry date errors and warnings for the purchase item on the **Quick Inventory Issue** and **Pick Inventory** tasks for items at the specific inventory site.
Replenishment Unit of Measure	You can define a purchase item's inventory site level reorder point in a replenishment UOM. Workday initiates the replenishment process when the purchase item's on hand quantity at that inventory site falls below the reorder point quantity in the replenishment UOM. The **Replenishment Type** you select also determines the quantity and UOM used for replenishment requests: • *Fixed Reorder Quantity* - Workday uses the **Fixed Order Quantity** and **Fixed Order Unit of Measure**to create the replenishment request. • *Min/Max* - Workday uses the **Maximum Quantity** and **Replenishment Unit of Measure** to determine the item's replenishment quantity. When you select *Create Requisition* as your replenishment option, the resulting replenishment requisition contains the rounded replenishment quantity in the default ordering UOM. When you select the *Create Stock Request* replenishment option, then the resulting replenishment requisition contains the rounded replenishment quantity in the item's default issue UOM for the fulfilling inventory site.
Replenishment Option	Replenishment occurs when you run the **Replenish Inventory** task or when stock

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Option	Description
	levels fall below configured replenishment thresholds.Select a default method for Workday to use to replenish stock at this site: • *Create Requisition*: Automatically creates a requisition to replenish the inventory site. To replenish items automatically, you must configure the **Inventory Site Options** tab of each purchase item. • *Create Stock Request*: Automatically creates a stock request to transfer inventory from another site. • *No Replenishment*: Workday counts the items on this site without replenishing them. • *Notification Only*: Workday sends a My Tasks notification to users you designate on the **Replenish Inventory** task, when stock falls below the replenishment threshold. • *Use Sourcing Rules*: Use existing sourcing rules and inventory distribution networks for automated internal transfers between inventory sites or external fulfillment based on real-time availability.
Patient Chargeable	Use this prompt to enable or override patient chargeability on the item. Select the **Enable Healthcare Options** check box on the **Edit Tenant Setup – Financials** task to display the prompt.
Average Daily Usage (Base)	When you run the **Calculate Inventory Average Daily Usage** task, Workday overrides the usage you enter.
Preferred Supplier Lead Time (Days)	When you run the **Calculate Preferred Supplier Lead Time** task, Workday overrides the lead time you enter.
Reorders Created From	Specify which action initiates Bill and Replace orders.
Consigned Reorder Point Quantity	Enter the minimum quantity of a consigned item you want on an inventory site in a base unit of measure. Workday triggers replenishment when the calculated inventory level drops below this reorder point.
Consigned Maximum Quantity	Enter the maximum quantity of a consigned item you want on an inventory site in a base unit of measure. Once the replenishment is run, it will replenish up to the maximum quantity.

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Option	Description
Consolidate Transactions	Select to consolidate inventory transactions into 1 line on bill and replace requisitions and purchase orders.

7. (Optional) On the **Item Substitutes** tab, configure substitutes for the purchase item.
8. On the **Usage** option, select *Inventory* to enable the substitutes for picking.
   Substitutes items and the original purchase item must have the same:
   - Spend category tracking method.
   - Base UOM.

Example

You order and receive gloves for a hospital warehouse. The gloves ship in cases, but the warehouse workers need to put away the gloves in packs. Each case has 5 packs. You configure transaction quantity conversion between packs and cases. Workday converts the quantity of cases into the quantity of packs that the warehouse workers need to put away.

Next Steps

Put away inventory.

Access the **Item Change Log** report to track any changes made to your purchase item attributes.

Related Information
Concepts
Concept: Inventory Replenishment
Tasks
Steps: Set Up Purchase Items for Procurement
Set Up Inventory Sites
Steps: Set Up Inventory
Reference
2020R1 What's New Post: Patient Chargeable by Inventory Location
2021R1 What's New Post: Automatically Calculate for Inventory Replenishment
2021R2 What's New Post: Restrict Item Requisitioning by Requesting Entity
2021R2 What's New Post: Manage Inactive Items by Inventory Site
2022R1 What's New Post: Preferred Purchase Items
2023R1 What's New Post: Create and Edit Purchase Item Business Process
The Next Level: Custom Validations for Purchase Items

Steps: Set Up Accounting for Inventory

Context

You can set up inventory costing and accounting, accounting treatment, posting rules, and accounting options for inventory. You can view current inventory valuations and generate accounting entries with each inventory transaction. Workday derives ledger transaction records based on your worktag and account posting rule configurations.

Steps

1. Edit Business Processes
   Define the *Inventory Cost Adjustment* business process related to inventory accounting.

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2. (Optional) You can change how Workday calculates transaction accounting dates based on the time zone configured at the inventory site (current period), instead of Pacific Standard Time. Access the **Maintain Feature Opt-Ins** task.

   Select the **Opt In To Feature** option for the **Support Inventory Site Time Zone for Inventory Accounting Date** feature.

   Note: Workday recommends enabling this feature to ensure your operational transaction accounting dates are captured in the current period. If you choose not to enable this feature, this could result in transactions being recorded in past or future periods.
3. Access the **Maintain Worktag Usage** report.

   Define worktags for:

   - *Inventory Location*: Assign worktags used in accounting entries for transactions in the inventory location.
   - *Inventory Issue*: Assign worktags to enter on the issue transaction and for debit accounting entries on goods issued.
   - *Inventory Ad-Hoc Put-Away*: Assign worktags to enter on the ad hoc put-away transaction and for credit accounting entries on ad hoc put-aways.

   Security: *Set Up: Enable Worktags* domain in the Common Financial Management and Worktags functional areas.
4. Access the **Create Account Posting Rule Set** task.

   Configure these account posting rules:

   - *Inventory Adjustment*
   - *Inventory Cost Adjustment*
   - *Inventory Markup*
   - *Inventory Markup Expense*
   - *Spend*

   Security:

   - *Set Up: Accounting Rules* domain in the Common Financial Management functional area.
   - *Set Up: Company Accounting* domain in the Common Financial Management functional area.
5. Access the **Edit Inventory Accounting Options** task. As you complete this task, consider:

Option	Description
Excess variance is written off	When the on-hand quantity is less than the invoice quantity, Workday only applies the price difference to the on-hand quantity, and writes off the remainder. To calculate the new average cost, Workday takes the ((**Unit Cost Variance** multiplied by the **Quantity On Hand**) plus the (**On-Hand Quantity** multiplied by the **Average Unit Cost**)) divided by the **On-Hand Quantity**.
Excess variance is applied to current on-hand quantity	To calculate the new average cost, Workday takes the (**Total Variance** plus the (**On-Hand Quantity** multiplied by the **Average Unit Cost**)) divided by the **On-Hand Quantity**.
Allow Invoice Receipt Accrual Write Off - Final Invoice and Put-away Variance	Select this option to: • Perform an additional check for receipt accrual variances.

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Option	Description
	• Automatically write off any remaining accrual balances to your configured account after the final invoice submission for the purchase order. Example: Use this option to write off any remaining receipt accrual balances for purchase order (PO) lines that have a change in unit price after any quantity of items are put-away at the original cost of the PO, and an invoice is created after the entire PO is fully put-away. Use the *Inventory Cost Adjustment* account posting rule to define the general ledger account that captures receipt accrual variances during final invoice posting.
Inventory Count Default Accounting Date	Workday uses this option as the accounting date for the count sheet. Select either the adjustment date or the date that a worker starts the count (**Count Start Date**). When you have an open count transaction, you can't edit these settings.
Allow Override of Inventory Accounting Date	Select to display the **Inventory Accounting Date** prompt on inventory count sheets. You can change the accounting date for your cycle count adjustments.
Allow Intercompany Issue	Select to enable intercompany quick issues and manual issue stock requests. Manages the visibility of the **Requesting Company** field on all stock requests.

Security: *Set up: Inventory Accounting* domain in the Inventory functional area.

Result

Workday generates inventory accounting journal entries when the inventory transaction business process completes. Workday enters accounting dates on the transaction when the journal entry posts to the ledger.

Next Steps

Perform inventory transactions that have an impact on accounting for inventory, such as cost adjustments, moving inventory, or issuing inventory.

Related Information

Concepts

Concept: Inventory Accounting

Tasks

Set Up Account Posting Rules

Steps: Set Up Inventory

Reference

Workday 33 What's New Post: Accounting Date on Inventory Count Sheets

2020R1 What's New Post: Adjustments to Approved Receipts

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Steps: Set Up Lot and Serial Control

Context

You can group and sort inventory items with lots based on expiration date, to ensure you pick your products based on what expires first. For example, products with biological agents that expire, such as medication. You can use lot and serial numbers for traceability, and item recall tracking for defective items.

Steps

1. Access the **Create Manufacturer** task.

   Set up valid manufacturers.

   Security: Set Up: Purchase Item domain in the Procurement functional area.
2. Access the **Maintain Item Identifier Types** task.

   Add a manufacturer to the Item Identifier Type grid with these values as a **Universal Item Identifier**:

   - *Manufacturer*
   - (Optional) *Manufacturer Part ID*: Add this identifier type for more granular tracking based on your manufacturers, which can assist in recall related needs.
   - (Optional) *Manufacturer Name*: Add this identifier type to account for manufacturers that aren't configured in Workday.

   Select the **Allow Multiples** check box when you've more than 1 manufacturer supplying the items.

   Security: *Set Up: Procurement* in the Procurement functional area.
3. Access the **Maintain Inventory Site** task.

   Set up your lot behavior options on the **Lot Expiration** tab.

   Security: *Set Up: Inventory* domain in the Inventory functional area.
4. Access the **Edit Purchase Item** task.

   Set up the lot and serial control options on the **Item Overview** tab.

   On the **Alternate Item Identifiers** tab, add multiple manufacturers and predefined manufacturer values, such as the relevant part numbers.

   You can't select lot or serial control for any item associated with an *Asset Tracking* spend category.

   Workday doesn't support duplicate serial numbers on multiple items.

   Security: *Set Up: Purchase Item* in the Procurement functional area.
5. Access the **Create Item Lot** task.

   Create lots in advance of receipt or put away transactions.

   Security: *Set Up: Inventory* domain in the Inventory functional area.
6. See Edit Business Processes.

   Access the **Edit Business Process Definition** task.

   On the *Receipt* business process definition, add the **Assigned Lots** action step after receipt completion.

Result

- Inventory labels and packing slips display lot and serial numbers.
- Lot quantities display on the **Inventory Balances** report.
- Lot quantities and serial numbers display on the **Inventory Transactions** report.

Related Information

Tasks

Set Up Inventory Sites

Set Up Purchase Items for Inventory

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Define Alternate Types of Identifiers for Items

Maintain Adjustment Reasons

Prerequisites

Security: *Set Up: Inventory* domain in the Inventory and Procurement functional areas.

Context

Create reasons for adjusting inventory goods in stock or when returned. Adjustment reasons provide greater visibility into changes with inventory balance for a better understanding of what moves your stock. When you configure your inventory site, you can provide an adjustment reason that you can use when you create inventory count sheets.

Steps

1. Access the Maintain Inventory Adjustment Reasons task.
2. Specify the type of adjustment reason:
   Select from:
   - *Decrease*: select to assign a reason code for negative adjustments.
   - *Increase*: select to assign a reason code for positive adjustments.
3. Select **Allow on Returns** when creating a return order, with the adjustment type of *Decrease*.
4. Select **Dispose on Receipt** for returned items to dispose automatically when returning to a site.
5. Select **Exclude from Consigned Payment** to not create a payment obligation for decrease adjustments of consigned goods.

Result

Adjustment reasons display on the **Adjustment Transaction Value** report.

Example

- Adjustment reason name is *Restock*, Type is *Increase*.
- Or, adjustment reason name is *Damage*, Type is *Decrease*.

Next Steps

You can specify a default adjustment reason when you set up your inventory sites.

You can add, remove, or return inventory items.

Related Information
Tasks
Adjust Inventory Levels
Adjust Inventory for Returns
Set Up Inventory Sites

Define Markups for Inventory Items

Prerequisites

- Security: *Set up: Inventory Accounting* domain in the Inventory functional area.
- Configure spend categories to stock items.

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Context

Mark up an item by setting a percentage to an item, spend category associated to the item, or the company or location from which to issue items. When you ship or issue goods, Workday applies markup to charge a percentage on top of the cost of the item.

Steps

1. Access the **Maintain Inventory Markups** task.
2. Enter the percentage to mark up inventory items.
3. Verify that your inventory markups calculate correctly by clicking **Test Inventory Markups**.

Result

Workday includes mark up percentages in the unit cost of an item:

- When issuing items.
- During intercompany stock transfer shipments and when accounting for those transactions.
- As part of the item cost on intracompany stock transfers. Workday accounts for markup and item costs separately on those shipments.

Related Information
Tasks
Steps: Set Up Accounting for Inventory
Quick Issue Inventory Items
Create Stock Requests

Concept: Inventory Quantity Conversions

Stocking and Issuing Units of Measure

You can configure different item stocking and issuing units of measure (UOMs) and automatically convert transaction quantities between UOMs for inventory sites. Transaction quantity conversions:

- Reduce manual processing when you convert required replenishment quantities into ordering quantities.
- Enable inventory sites to use the most appropriate unit of measure.
- Enable an inventory location to select a valid issue UOM for a stocked item and use it for requisitions and stock requests.

Workday recognizes when your UOMs accept decimal quantities when converting stocking quantities.

Requisitions

You can configure the item site to determine which issue UOMs to select on the requisition line.

Put-Aways

Workday automatically searches for put-away receipt UOM quantities and converts them as you complete your put-away transactions.

1. We first search for the default stocking UOM, which you configure on the **Inventory Site Options** tab on the **Create Purchase Item** task. When that's unavailable, we convert the receipt quantity using the **Default Stocking Unit of Measure** that's set up on the individual purchase item.
2. When the conversion doesn't complete, Workday verifies whether the receipt UOM is a valid stocking UOM. When we can't complete the conversion using a valid receipt UOM, we convert the receipt quantity into a valid **Base Unit of Measure** quantity.

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Replenishment

You can configure Workday to convert replenishment UOMs into ordering or issuing units, enabling:

- The supplier to recognize the ordering units.
- The supplying site to recognize the issuing units.
- You to establish replenishment levels and to count in the UOMs you store and transact. Your UOMs can differ from the UOMs used by the supplier or the internal supplying site.

When you convert quantities, the rounding options you configure on the **Maintain Inventory Site** task apply when the target UOM doesn't accept decimal quantities.

Returns

You can enable customers to return items in different UOMs than originally ordered. The returned units must be equal to, or smaller than, the units originally ordered.

Related Information
Concepts
Concept: Multiple Ordering Units of Measure
Tasks
Set Up Purchase Items for Inventory

Inventory Transactions

Setup Considerations: Multiple Units of Measure (UOM)

You can use this topic to help make decisions when planning your configuration and use of multiple units of measure. It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

You can enter multiple UOMs for inventory and procurement functions on purchase or catalog items. You can also configure supplier-specific UOM information on purchase items.

Business Benefits

- You can automatically convert items into different UOMs during item fulfillment, put away, and replenishment, streamlining your inventory transactions.
- During the directed picking process, you can fulfill stock requests containing a UOM that doesn't match the stocked UOM, reducing errors.
- You can restrict available UOMs on supplier requisitions, as defined on your purchase items, eliminating ordering errors, and saving you time.
- You can define an ordering UOM and pricing for that UOM on purchase items so that you don't have to load supplier information from supplier catalogs.

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Use Cases

- Associate multiple UOM and their unit prices on purchase items and their suppliers and catalog items.
- Configure separate item stocking and issuing UOMs for an inventory site.
- Define advanced pricing for a time period, company, or ship-to location for ordering or just-in-time UOMs.
- Record stock items in up to 2 decimal places, so you can stock liquid or powdered products.

Questions to Consider

Questions	Considerations
On which procurement processes can you use multiple UOMs?	When you configure multiple UOMs, you can define multiple units on: • Counts • Replenishments • Inventory Fulfillment • Picking Workday converts to the desired UOM. You can define automatic UOM conversions on inventory sites for directed picking. When Workday converts item UOMs during the break-down or build-up process during picking, and you cancel the picking list, the items remain converted. You can also set inventory sites to compare the base UOM quantity only during inventory counts, helping to prevent incorrect inventory adjustments. When you don't configure multiple UOMs, Workday uses the UOM that you set as default for the transaction type on purchase items.
How do you set up your service purchase item?	For purchase items that are services, you don't need to configure a UOM. When you calculate the price of a service by time, you can set an hour UOM on the purchase item, and set the unit price as the price per hour. Set the UOM as default for ordering.
Did you have to dispose items at put away?	When you make an inventory return adjustment on a transfer-type stock request, Workday derives the unit of measure (UOM) from the put-away transaction rather than the ordering UOM. This helps to reduce UOM mismatches.

Recommendations

- Validate that the item cost at put-away is the same as the item cost at the UOM specified to avoid large valuation discrepancies.
- Display packaging strings on inventory, procurement, and supplier transactions for improved visibility of different UOMs and their item conversion factors.
- When you ship items internationally, you must set a base conversion factor to handle metric or nonmetric conversions.

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Requirements

None.

Limitations

You can't change the base UOM on an item when it’s transferred or issued.

Tenant Setup

To help reduce UOM mismatch errors, enable ordering UOMs for catalog and supplier items only on transactions on the **Edit Tenant Setup - Financials** task.

Security

Domain	Considerations
Manage: Inventory domain in the Inventory functional area.	Enables you to manage and route these UOM inventory processes: • Consignment usage requisitions. • Inventory replenishment. • Inventory reservations. • Pick-line allocation removals.
Process: Purchase Item Requests domain in the Procurement functional area.	Enables you to perform purchase item-related tasks that where you can configure and use UOMs, and UOM reporting.
Set Up: Inventory domain in the Inventory functional area.	Enables you to: • Perform inventory tasks and view related reporting. • Set up UOM conversion options by inventory site.
Set Up: Purchase Item domain in the Procurement functional area.	Enables you to set up or update purchase items and UOMs.
Set Up: Unit of Measure in the Common Financial Management functional area.	Enables you to maintain UOMs for inventory transactions.

Business Processes

Business Process	Considerations
Change Conversion Factor Request Event	Enables you to: • Change your conversion factor between an item's stocking UOM and base UOM. • Route conversion factor change requests for approval.
Mass Maintain Purchase Item Requests	Enables you to define and restrict UOMs on existing purchase item updates.
New Purchase Item Request	Enables you to define and restrict UOMs when you create new purchase items.

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Reporting

Report	Considerations
Unit of Measure	View configured units of measure and their configured dimensions.
View Purchase Items	View: • Configured UOMs on purchase items. • Default UOM settings for transactions. • Inventory site UOM options for purchase items.
View New Purchase Item Request	View: • Configured UOMs on purchase item requests. • Default UOM settings for transactions for new purchase item requests. Enables you to view a portion of a new purchase item request and might not reflect the current purchase item configuration.
View Mass Maintain Purchase Item Request	View: • Configured UOMs on purchase item requests. • Default UOM settings for transactions for purchase item requests. The report might not reflect the current purchase item configuration.

Integrations

You can use these web services to upload data for UOMs and UOM conversions:

Web Service	Considerations
Get Inventory Location Attributes *Put Inventory Location Attributes*	Adds, retrieves, or updates inventory location UOM conversion preferences for counting and picking.
Get Inventory Put-Away Rules *Put Inventory Put-Away Rule*	Adds, retrieves, or updates put-away rules for put-away transactions, including UOM restriction rules.
Get Purchase Items *Put Purchase Item*	Adds, retrieves, or updates purchase item information. Includes UOM configurations, conversion factors, and defaults for stocking, ordering, and issuing. You can use the web services to update UOMs for replenishment, by inventory site.
Get Unit of Measure Sets *Put Unit of Measure Set*	Adds, retrieves, or updates, UOM information for groups of transaction UOMs.

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Connections and Touchpoints

Touchpoint	Considerations
Supplier Invoicing	UOMs display on invoice lines based on the items you select. You can define an alternate UOM on these invoice lines provided that UOM is also configured on the item.
Spend Management Transactions	UOMs displays on all purchase item spend on transaction lines.
Customer Invoices	You can define more than 1 UOM for each sales item on customer invoices. This enables customers to order multiple quantities of the same item in different UOMs.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information
Tasks
Set Up Purchase Items for Inventory

Setup Considerations: Put-Away

You can use this topic to help make decisions when planning your configuration and use of inventory put-away functionality.

It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Security requirements and business process configurations.
- Downstream impacts and cross-product interactions.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

A Put-Away occurs when you place items in final stocking locations.

Business Benefits

- In Workday, you can record a put-away without having a stock request, receipt, or other initiating event. We enable you to easily put-away goods that you aren't currently tracking, keeping your tenant up to date.
- You can complete and track all parts of the put-away process in Workday.
- At an inventory location, you can easily enter put-away transactions for multiple items at the same time.
- Locate and manage your stock and keep accurate records when goods arrive in inventory.

Use Cases

- Use mobile devices (can also scan using camera) to scan and populate inventory items on Workday tasks, and put-away inventory.
- Use Workday to manage large numbers of receipts and automatically route goods to their final stocking locations.

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- Put-away goods that you don't currently track by Workday, such as excess goods, lost items, or goods from procurement card purchases.
- You can select individual receipts or returns to put away items off of.
- Put-away items from inventory shipments and returns.

Questions to Consider

Questions	Considerations
Where do you want to set your default stocking locations for items?	You can configure Workday to source default stocking locations from: • Companies, suppliers, spend categories, or deliver-to locations. • Default stocking locations in put-away rules. • Individual items.
How do you want different workers to put-away inventory?	You can configure business processes to route My Tasks notifications to specific workers when they receive put-away actions. Workers can only take and review put-away actions for items that belong to locations of companies they have access to.
How do you want to automate your put-away process?	You can configure rules to automatically put away items after receipt approval. You can configure Workday to route that item to its default stocking location, simplifying your processes. For an ad hoc put-away, Workday populates that information on put-away tasks, saving you time.
How do you enter your inventory information into Workday?	You can use mobile devices to scan item information into Workday and populate that information on put-away task. You can configure your barcodes so that you can scan Unit of Measure information as well as the item quantity. If you don't use mobile scanning, you can find your item information off of printed item label.

Recommendations

- Create specific put-away rules that you want to apply to your put-away process. When you define multiple put-away rules with similar criteria, Workday populates put-away fields using the rule with the highest number of configured fields.
- When you have large sets of put-away rules, configure default stocking locations from purchase items to optimize performance.
- We recommend that you configure default stocking locations for all items to avoid manual processing.

Requirements

When you configure lots or serial control on purchase items, Workday requires those fields on put-away tasks. You can enter new lot and serial numbers on those tasks.

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Limitations

Workday doesn't process partial put-away transactions. Example: if you receive 100 items, you must put-away all of them and process the full receipt.

You can't remove lines on a put-away transaction for return orders with multiple lines.

Tenant Setup

No impact.

Security

Set up these security domains in the Inventory functional area:

Domains	Considerations
Set Up: Inventory domain	Administrators can access and configure put-away rules.
Process: Inventory domain.	Administrators can view and process inventory transactions, including put-away.

Business Processes

Business Process	Considerations
Inventory Put-Away Event	When you want to route My Tasks notifications to specific individuals or security groups, configure this BP and add it as a step on the *Receipt* business process.
Inventory Put-Away Adjustment Event	Set up the default definition for this BP to: • Perform put-away adjustments. • Have put-away adjustment automatically occur when you submit a receipt adjustment.
Receipt	You need to configure this business process (BP) before you can put away inventory off of receipts. Workday sends My Tasks notifications to all groups on the *Receipt* business process, where users can initiate the put-away process.
Receipt Put-Away Adjustment Event	Use this BP to route adjusted put-away transactions that occur as a result of a receipt adjustment. Configure this BP as a subprocess on the *Receipt Adjustment* BP. You can automatically correct put-away quantities from adjusted receipts when you configure this BP as a service step on the *Receipt Adjustment* BP. You must manually create put-away adjustment events when you elect to create an *Initiate Inventory Receipt Put-Away Adjustment Event* as a service step on this BP. Workday doesn't automatically adjust the quantity when receipt adjustments happen. Depending on

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Business Process	Considerations
	your tenant setup, you might want to perform a count instead. Scenarios can occur where put-away quantities are adjusted before you perform a receipt adjustment, such as through an inventory count. If you set up the default definition for this business process to include a put-away adjustment, Workday performs another adjustment after a receipt adjustment is complete, which results in a duplicate put-away adjustment.

Reporting

Reports	Considerations
Inventory Put-Away Plan	Displays items and their default stocking locations. You can print this report to assist in the manual put-away process. The report tells you exactly where you need to stock your items.
View Inventory Put-Away Rules	Displays your configured put-away rules. Use this report for verification purposes, to help with duplicates and changes in your general process.
Find Inventory Transactions	Display completed put- away transactions.
Find Lots	Displays which lots you have on hand and their expiration dates.
Find Serial Balance	Displays item serial numbers.

Integrations

Use these web services to complete put-away features that you can use to upload or retrieve data through an EIB:

- Get Inventory Put-Away Rules
- Get Purchase Item
- Get Purchase Orders
- Get Receipts
- Put Inventory Put-Away Rule
- Put Purchase Item
- Submit Ad Hoc Put-Away
- Submit Purchase Order
- Submit Put-Away
- Submit Receipt

Connections and Touchpoints

Features	Considerations
Account Posting Rules	Workday generates accounting journal entries from Put-away transactions in the form of a debit to an inventory asset or inventory expense, and a credit to accrued liabilities. You can configure

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Features	Considerations
	spend and receipt accrual accounting posting rules to change put-away actions. Put-away item statuses can impact accounting journal entries generated for supplier invoices.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Tasks

Define Put-Away Rules

Put Away Inventory

Set Up Purchase Items for Inventory

Steps: Set Up Accounting for Inventory

Set Up Account Posting Rules

Reference

2020R1 What's New Post: Adjustment to Approved Receipts

Adjust Inventory Levels

Prerequisites

- Create adjustment reasons.
- Create inventory sites and stocking locations.
- Configure the *Inventory Adjustment Event* business process and security policy in the Inventory functional area.

Context

When you discover quantity discrepancies in an inventory stocking location, you can adjust inventory quantities to maintain accurate inventory levels. Enter reasons for making adjustments to item levels for processing, reporting and accounting purposes.

Steps

1. Access the **Adjust Inventory** task.
2. As you complete this task, consider:

Option	Description
Inventory Site	The site that stocks inventory items requiring adjustment.
Quantity On Hand	Quantity Workday has as the actual quantity on hand.
Adjustable On Hand	Excludes quantities picked from inventory, but not yet shipped. Because these quantities are technically no longer on the shelf, Workday doesn't enable you to adjust on hand quantity.
Quantity to Adjust	Specify whether you want to increase or decrease the quantity. If 5 are surplus, enter 5. If you enter **Quantity to Adjust**, the **New Quantity On Hand** automatically updates.

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Option	Description
	When decreasing an inventory balance, you can't adjust the quantity on hand below **Quantity on Hand** or below the **Adjustable On Hand**. Workday doesn't support negative inventory balances.
New Quantity On Hand	Enter to override **Quantity On Hand**. If you enter **New Quantity On Hand**, the **Quantity to Adjust** automatically updates.
Serial Number	If you've selected **Full Serial** as **Serial Control Type** on the **Create Purchase Item** task, select a serial number.
Adjustment Reason	Select the adjustment reason that categorizes the adjustment that is occurring.
Packaging String	View the different units of measure and their conversion factors for this item.

Result

When you submit adjustments, Workday initiates the *Inventory Adjustment Event* business process.

For reporting purposes, Workday provides values for adjustments created, based on spend categories the items belong to.

When you increase inventory levels of an item with an accounting treatment of Inventory: Workday creates an accounting entry that:

- Debits the account used by the *Spend* posting rule.
- Credits the account used by the *Inventory Adjustment* posting rule.

When you decrease inventory levels of an item with an accounting treatment of Inventory, Workday creates an accounting entry that:

- Debits the account used by the *Inventory Adjustment* posting rule.
- Credits the account used by the *Spend* posting rule.

Next Steps

You can use the:

- **Find Inventory Transaction** report to view your adjustment transactions.
- **Find Inventory Balance** report to view your inventory balance.
- **Adjustment Transaction Value** report to view the value and frequency of adjustments based on adjustment reason.

Related Information
Tasks
Adjust the Cost of an Inventory Item
Maintain Adjustment Reasons
Define Markups for Inventory Items
Set Up Inventory Sites
Set Up Inventory Stocking Locations

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Define Put-Away Rules

Prerequisites

- Create inventory sites and stocking locations.
- Enable spend categories to stock items.
- Configure the *Receipt* business process to put away inventory items automatically upon approval of receipts.

Security:

- *Set up: Inventory* domain in the Inventory functional area.
- *Reports: Inventory Account* domain in the Inventory functional area.

Context

You can define rules to populate stocking locations automatically during put-away. Workday evaluates and applies the most specific put-away rule you define. By default Workday uses the default stocking location configured for the item when you don't apply a put-away rule. You can use put-away rules to enable less manual selection or more granular control over items in between shipment and put-away. Example:

- You have a staging stocking location where you need to break down inventory into other units of measure, and put product away based on unit of measure.
- You stock high dollar items with specific attributes that must be put-away together.

Steps

1. Access the **Maintain Inventory Put-Away Rules** task.
2. Enter any search criteria to filter your existing put-away rules.
3. As you complete this task, consider:

Option	Description
Item	Select items you commonly put-away at this stocking location or inventory site.
Automatic Put-Away	Select to put away items upon receipt approval automatically. When you don't select this option, access the **Put Away Inventory** task to enter items into stock manually.
Resulting Stocking Location Owned	Select the owned put-away location for the owned item.
Resulting Stocking Location Consigned	Select the consigned put-away location for the consigned item.

4. (Optional) Click **Test Inventory Put-Away Rules**.

Result

Workday automatically uses the locations you configured for put-away transactions.

Next Steps

Access the **Accrual Balance for Inventory Receipts** report to identify any purchase order lines and their associated put-aways.

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Related Information

Tasks

Set Up Inventory Sites

Set Up Inventory Stocking Locations

Reference

Workday 31 What's New Post: Put-Away Rules and Default Stocking Location

Put Away Inventory

Prerequisites

- Create spend categories to stock items.
- Complete the receipt adjustment. See Create Receipt Adjustments .

Security:

- Configure the *Inventory Put-Away Event* business process and security policy in the Inventory functional area.
- Security: *Process: Inventory* domain in the Inventory functional area.

Context

As goods arrive in inventory, recording the placement of items in their stocking locations makes it easier to:

- Locate and manage your stock.
- Keep accurate inventory records.

You can perform put-away transactions:

- Across multiple stocking locations at the same inventory site.
- Using Workday on Android, iPad, and iPhone.

Steps

1. Access the **Put Away Inventory** task.
2. As you complete the task, consider:

Option	Description
Stocking Unit of Measure	For stock request put away, Workday converts shipments into the default stocking unit of measure (UOM) configured on an item. When there's no default stocking UOM setup, Workday uses the UOM of the items shipped from the inventory fulfillment site. For receipt put away, Workday converts the received quantity into the default stocking UOM setup on an item. When there's no default stocking UOM setup, Workday uses the receipt UOM, provided that: • The receipt UOM is a valid stocking UOM. • The conversion factor between the receipt UOM and base UOM matches the standard conversion factor between the stocking and base UOMs.

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Option	Description
	Otherwise, Workday converts the received quantity into the base UOM for the item.
Quantity	Using the stocking UOM, enter the quantity you put away. For receipt put away, the put away quantity might differ from the receipt quantity when: • The ordering UOM isn't a valid stocking UOM. • You configure a default stocking UOM for the item. For stock request put away, the quantity might differ from the stock request quantity shipped when the default stocking UOM is different from the shipped UOM.
Serial Number	Select a configured serial number for the item, or select *Create Serial Item*. When you create a new serial number you can add an expiration date for the number.
Stocking Location	Workday automatically populates the location based on put away rules or the default stocking location setup for the item. Workday defaults a consigned location into the prompt when you put away consigned goods. Workday also excludes stocking locations that are on hold.

Result

Workday initiates the *Inventory Put-Away Event* business process that updates the:

- On-hand quantities in the stocking locations.
- Average unit cost of the items.

For receipt put away, Workday also creates an accounting entry for the put away transaction that:

- Debits the account you configured for the *Spend* account posting rule.
- Credits the account you configured for the *Receipt Accrual* account posting rule.

For stock request put away, Workday also creates an accounting entry for the put away transaction based on whatever markup rules apply to the items, and which company owned the items during transits.

You can view the expiration dates on all serial controlled item drill down menus on inventory tasks.

Next Steps

You can view your transactions on these reports:

- **Find Inventory Balance**
- **Find Inventory Transactions**

Use the **Put Away Transaction Origin** field to:

- View the put-away transaction origin on the **View Inventory Transaction** page.
- Create custom reports and condition rules for all put-away transactions.

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Related Information

Tasks

Manage Web Items

Create Stock Requests

Create Spend Categories

Reference

Workday 31 What's New Post: Scan Put-Away on Mobile

Ad-Hoc Put Away Inventory

Prerequisites

Security:

- Configure the *Inventory Put-Away Event* business process and security policy in the Inventory functional area.
- Security: *Process: Inventory* domain in the Inventory functional area.

Context

You can record unplanned inventory put-aways separately from your order-based put-aways to ensure accurate tracking of item costs and associated worktags. You can ad-hoc put away inventory using:

- Workday browser application.
- Workday on Android, iPad, and iPhone.

Workday enables you to:

- Use security access for ad-hoc put-aways that's different from the order-based put-away access by editing the business process security policy and updating the security groups for the Ad Hoc Inventory Put Away initiating action.
- Distinguish ad-hoc put-away transactions from order, return, or shipment-based put-away transactions.

Steps

1. (Optional) To set up separate security access, configure security groups for ad-hoc inventory put-aways.

   On the **Edit Business Process Security Policy** task, configure security groups for the Ad Hoc Inventory Put Away initiating action on the Inventory Put-Away Event business process type.
2. Access the **Ad Hoc Inventory Put Away** task.
3. Select an **Inventory Site**.
4. Click **Add**.
5. Complete the item:

Option	Description
Stocking Unit of Measure	Select the required unit of measure (UOM) for the item. Workday selects the default stocking unit of measure (UOM) configured on an item.
Quantity	Using the stocking UOM, enter the quantity you put away.
Serial Number	Select a configured serial number for the item, or select *Create Serial Item*. When you create a

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Option	Description
	new serial number you can add an expiration date for the number.
Stocking Location	Workday automatically populates the location based on put away rules or the default stocking location setup for the item. You can't select a consigned location for ad-hoc inventory put-aways. Workday also excludes stocking locations that are on hold.
Unit Cost	Enter the unit cost for the item. Workday automatically populates an average unit cost if available.
Worktags	Workday only displays this prompt when you configure worktags for the **Ad Hoc Inventory Put Away** category on the **Maintain Worktag Usage** report.

6. Click **Submit**.

Result

Workday initiates the *Inventory Put-Away Event* business process that updates the:

- On-hand quantities in the stocking locations.
- Average unit cost of the items.

Workday also creates an accounting entry for the put-away transaction that:

- Debits the account you configured for the *Spend* account posting rule.
- Credits the account you configured for the *Inventory Adjustment* account posting rule.

Next Steps

You can view your transactions on these reports:

- **Find Inventory Balance**
- **Find Inventory Transactions**

Use the **Put Away Transaction Origin** field to:

- View the put-away transaction origin on the **View Inventory Transaction** page.
- Create custom reports and condition rules for all put away transactions.

Related Information
Reference
2025R1 Feature Release Note: Ability to Restrict Access to Ad Hoc Inventory Put Aways

Quick Issue Inventory Items

Prerequisites

- Configure the *Quick Issue* business process and security policy in the Inventory functional area.
- Stock inventory items in a valid stocking location.

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Context

You can issue goods directly to users without a stock request. You can only issue inventory that has an available balance in that stocking location.

Steps

1. Access the **Quick Inventory Issue** task.
2. As you complete the task, consider:

Option	Description
Requester	The worker who submits the return order. You can require or hide this prompt by configuring it on the **Configure Optional Fields** task.
Requesting Company	Use this field to issue inventory to a company other than your inventory company. When you select a requester with a valid intercompany profile, Workday defaults the corresponding company in the Requesting Company prompt. Note: Select the **Allow Intercompany Issue** check box on the **Edit Inventory Accounting Options** task to use the prompt.
Stocking Location	The location in the inventory site where you stock the inventory.
Lot	The lot identifier for the item. Displays if an item is under lot control.
Issue Quantity	Enter the quantity to issue. The **Issue** quantity can't exceed the **Available** quantity displayed.
Serial Number	Click **Add** to input the serial numbers. The number of fields that display matches the quantity of issued items.
Unit Price	Displays the current average cost of the item plus any applicable markup percentage. You can apply markup percentages to items using the **Maintain Inventory Markups** task.
Worktags	Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the **Maintain Worktag Usage** task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values. You can add any primary or additional worktags, such as cost center, to your inventory issue transactions.

Result

When you issue goods to a worker:

- Workday initiates the *Quick Issue* business process.

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- For items with an accounting treatment of *Inventory*, Workday creates an accounting entry that:
  - Debits the account used by the *Spend* posting rule with an accounting treatment of *Expense*.
  - Credits the account used by the *Spend* posting rule with an accounting treatment of *Inventory*.
- For items with a markup percentage and an accounting treatment of Inventory, Workday creates an accounting entry that:
  - Debits the account used by the *Spend* posting rule.
  - Credits the account used by the *Inventory Markup* posting rule.

When you issue goods between companies, Workday creates an accounting entry that:

- Credits the *Spend* posting rule for the inventory site that generates the quick issue transaction.
- Debits the *Expense* posting rules for the requesting company.

Any return put aways or disposals generate intercompany accounting journals, for intercompany issue transactions.

Next Steps

You can:

- View your transactions in the **Find Inventory Transaction** report.
- View inventory balances in the **Find Inventory Balance** report.

Related Information
Tasks
Define Markups for Inventory Items
Reference
Workday 33 What's New Post: Mobile Quick Issue
2022R1 What's New Post: Quick Issue to Department

Move Goods Within an Inventory Site

Prerequisites

- Configure the *Inventory Move Event* business process and security policy in the Inventory functional area.
- Create inventory sites and stocking locations.

Context

You can move inventory between stocking locations within 1 inventory site due to higher demand. You can also move an item to a stocking location with more capacity or that is convenient for picking. You can move inventory to a location that doesn't have the item stocked.

Steps

1. Access the **Move Inventory** task.
2. As you complete this task, consider:

Option	Description
Default To Location	Select if the **To Location** is the same for all items.
Quantity	Must not exceed the **Quantity on Hand**. **Quantity** must not exceed the **Movable On Hand** which excludes quantities in the stocking

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Option	Description
	location that have been picked but not yet shipped.
Serial Number	If you've selected **Full Serial** as **Serial Control Type** on the **Create Purchase Item** task, select a serial number.
Packaging String	View the different units of measure and their conversion factors for this item.

Result

- When you move inventory, Workday initiates the *Inventory Move Event* business process, which decreases quantity in the **From Location** and increases quantity in the **To Location**.
- When you move consigned inventory from a consigned stocking location to an owned location, Workday creates an accounting entry for the payment obligation for the inventory.
- If the stocking locations have different worktags and the item has an accounting treatment of *Inventory*, Workday creates an accounting entry using the *Spend* posting rule to adjust account balances.

Example

Move damaged cans into a quarantine location until the goods are ready for disposal. Move pet food from a staging or inspection location to a stocking location.

Next Steps

You can use the:

- **Find Inventory Transaction** report to view the transactions created by moving inventory.
- **Find Inventory Balance** report to view the resulting on-hand quantities after moving inventory.

Change Base Unit of Measure on Purchase Items

Prerequisites

- Set up multiple units of measure (UOM).
- Set up your purchase items.
- Configure the *Inventory Change Base UOM Request* business process and security policy in the Inventory functional area.

Context

You can use Workday to change the base UOM for any purchase item that you've set up. You can inactivate the original base UOM and convert all of your on-hand inventory of that purchase item to the new UOM.

Steps

1. Access the **Change Base Unit of Measure** task.
2. As you complete the task, consider:

Option	Description
Inactive Source Base UOM	Select this option to render that UOM inactive for that purchase item. You can't reapply that UOM as the base UOM once you change it.

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Option	Description
Convert Source Base UOM On Hand Inventory to Target Base UOM	Select this option to convert any on hand inventory of that purchase item to the new base UOM.

Result

Workday changes the UOM of your selected purchase items. Workday doesn't change the UOMs for items on any open inventory transactions.

Next Steps

View your change UOM requests and their statuses on these reports:

- **Find Change Base Unit of Measure Request**
- **Find Change Base Unit of Measure Request Lines**

Change Unit of Measure Conversion Factor

Prerequisites

Configure the *Change Conversion Factor Request Event* business process.

Context

You can use Workday to change the conversion factor between an item's stocking unit of measure (UOM) and base UOM after you've made transactions on items in any inventory site. We enable faster adoption to manufacturer packaging changes, even after you've moved them.

Steps

1. Access the **Create Change Conversion Factor Request** task.
2. As you complete the task, consider:

Option	Description
Item	Select the item for the conversion change. You can't change the UOM on serial items or when an item is on: • An in-flight pick or shipment. • Any purchase item request.
New Conversion Factor	Sets the new conversion factor for your selected UOM to the item's base UOM.

3. On the **Impact Summary** section, you can view Pick List and Quick Issue transactions that are preventing the conversion factor change request from advancing.

   You can also take action on those transactions using the Related Actions menu from the drill-down for the transactions.

   On the **Inventory Balance** tab, you can view any impacts from the conversion factor change request at any inventory sites that support the item.

   On the **Reservations** tab, you can view any impacts from the conversion factor change request on inventory reserved for an inventory site.
4. (Optional) You can configure an **Evaluate Exceptions for Change Conversion Factor Request** step into your business process and access it after you submit a request. Administrator level users can use this step to assess any blocking transactions, or non-viable conversions.

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Result

Workday changes the conversion factor for the UOM for your item.

Workday transacts inventory returns from a quick issue or stock request in the base UOM when there's a change in conversion factor between the originating transaction and the inventory return.

You can't perform a put-away adjustment when the receipt has been put-away and the conversion factor for the item's put away UOM was updated.

Next Steps

Access the **Edit Purchase Item** task for your item to confirm the conversion factor change.

Related Information
Concepts
Setup Considerations: Multiple Units of Measure (UOM)
Reference
Workday 2023R2 What's New Post: Change an Item Unit of Measure Conversion Factor

Convert and Move Inventory Units of Measure

Prerequisites

Configure the *Inventory Move Event* business process and security policy in the Inventory functional area.

Context

When there's sufficient quantity on hand to fulfill a stock request, but the requested unit of measure isn't available, you can change units of measure into the unit of measure needed for the stock request.

Steps

1. Access the **Convert/Move Inventory Units of Measure** task.
2. As you complete the task, consider:

Option	Description
Default To Location	Select if the **To Location** is the same for all items.
To Quantity	Workday automatically calculates the quantity and only supports whole number conversions.

Result

Workday generates accounting only when you move goods to a location with different worktags. When you convert on hand quantities from 1 stocking unit of measure to another, there's no accounting effect as the average cost is still the same.

Next Steps

You can view:

- The transaction in the **Find Inventory Transaction** report.
- The result of the task in the **Find Inventory Balance** report.

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Adjust the Cost of an Inventory Item

Prerequisites

- Set Up Inventory Sites.
- Set Up Inventory Stocking Locations.
- Associate items to spend categories.
- Configure the *Inventory Cost Adjustment Event* business process and security policy in the Inventory functional area.

Context

You can manually adjust the average unit cost of one or more items in inventory when:

- A worker incorrectly enters and submits a transaction, resulting in a distorted average unit price.
- Market factors change and the unit cost of on-hand goods no longer accurately reflects their value in the market.

Steps

1. Access the **Adjust Inventory Cost** task.
2. Apply cost adjustments to:
    - **Inventory Site**: Make adjustments to all items stored in one or more inventory sites.
    - **Spend Categories**: Make adjustments to all items associated to one or more spend categories.
    - **Item**: Make adjustments to one or more specific items.
3. To adjust the cost of individual items using a specific cost:
    a) Select **Specify New Unit Cost**.
    b) In the **On-Hand Inventory** section, enter a specific cost for each item in the **Proposed Average Unit Cost** column.
4. To adjust the cost to a group of items by percentage change:
    a) Select **Adjust Unit Cost Using Percent**.
    b) Enter a percentage in **Adjust Unit Cost Using Percent** to apply to all items.

    Workday adjusts the cost of all items in the **On-Hand Inventory** section.

Result

Workday initiates the *Inventory Cost Adjustment* business process to route adjustments for review and approval before committing the costing transaction.

When you adjust the cost of an item downward, Workday creates an accounting entry that:

- Debits the account used by the *Inventory Cost Adjustment* posting rule.
- Credits the account used by the *Spend* posting rule.

When you adjust the cost of an item upward, Workday creates an accounting entry that:

- Debits the account used by the *Spend* posting rule.
- Credits the account used by the *Inventory Cost Adjustment* posting rule.

Concept: Inventory Accounting

Inventory Valuation

Workday uses perpetual average costing to value goods at each site and updates the value when:

- Each put-away transaction completes.

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- Workday recognizes an invoice price variance.
- Workers perform manual cost updates.

Workday includes allocated freight, tax, and other charges for the on-hand value of purchased items.

Costing and Accounting

When an inventory business process completes, Workday generates the operational journal for that transaction immediately. Workday also generates an accounting date for each inventory transaction that is the date the journal entry posts to the ledger. Workday enables you to:

- Generate accounting for put-away, quick issues, moves, quantity adjustments, and shipments.
- Generate accounting for stock transfers when ownership of goods changes between origin and destination site.
- Mark up transaction costs when issuing goods from inventory.
- Generate award cost processing for quick issues, shipments, and returns when issuing to a grant.
- Analyze current book values.
- Analyze active, on-hand inventory values.
- Support costing transactions for all inventory items.
- Generate accounting for splits across cost centers for stock requests, par replenishment, and returns.

Invoice Price Variance Cost Adjustment

When you process an invoice with a different approved price than the purchase order, Workday adjusts the value of goods to reflect the price paid.

You can configure how Workday accounts for excess variance when the invoices quantity exceeds the quantity of goods on hand:

- Write off excess variance:
    - When the on-hand quantity is less than the invoice quantity, Workday only applies the price difference to the on-hand quantity, and writes off the remainder.
    - Workday calculates the new average cost by taking the ((**Unit Cost Variance** multiplied by the **Quantity On Hand**) plus the (**On-Hand Quantity** multiplied by the **Average Unit Cost**)) divided by the **On-Hand Quantity**.
- Apply excess variance to current on-hand quantity:
    - Workday calculates the new average cost by taking the (**Total Variance** plus (the **On-Hand Quantity** multiplied by the **Average Unit Cost**)) divided by the **On-Hand Quantity**.

Workday writes off the total invoice price variance under any of these conditions:

- The on-hand quantity of the invoiced item is zero.
- Multiple sites receive a purchase order line.
- There are multiple put-aways for the purchase order line and goods get put away into stocking locations with different worktags.
- When you can't convert the invoice unit of measure (UOM) to the put-away UOM.

Worktags for Inventory Transactions

For any inventory transaction, Workday tags the accounting entries with the inventory site, spend category, and item.

Workday also populates accounting entries for inventory transactions with the related worktags from the item, spend category, and location you select. For each worktag type, such as a cost center, Workday associates only 1 value to the transaction. When there’s more than 1 default worktag value for a worktag type in the transaction, Workday uses this order of hierarchy:

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1. Item
2. Spend category
3. Stocking location
4. Inventory site

The Location worktag is available on all inventory transactions. The worktag value is the inventory site where the transaction takes place. If there's a Location worktag on an item or spend category, Workday ignores it.

For accounting purposes, you can enter worktags or override default worktags in these transactions:

- Quick issues
- Stock request issues
- Ad hoc put-aways

Inventory Transactions That Don't Generate Accounting

Workday never generates accounting for these transactions that have items with an accounting treatment of *Expense*:

- Adjustment
- Issue
- Move from
- Move to
- Picking
- Shipment: If the stock request is a transfer order type and shipment is FOB Destination, or if the stock request is an issue order type and doesn't replenish a par location.
- Put-Away: If it's a transfer shipment put-away and goods are FOB Origin and there's no change to worktags at put-away.

Workday never generates accounting for these transactions that have items with an accounting treatment of *Inventory Asset*:

- Move from: If there's no change to worktags when you move goods.
- Move to.
- Picking.
- Shipment: If goods on a transfer stock request are FOB Destination.
- Put-Away: If goods on a transfer stock request are FOB Origin and there's no change to worktags at put-away. If you use a warehouse management system (WMS), Workday can access accounting entries for items stocked in your WMS. The WMS creates these accounting entries for put-away transactions and sends them to Workday:
    - Debit spend
    - Credit accrued liabilities

Consolidate Transactions Accounting

When there is a price variance and you select **Consolidate Transactions** on **Inventory Site Options**, the accounting journal entries on the supplier invoice behaves this way for bill and replace purchase orders:

- The liquidating accrued liabilities entries display the same amount as the initial usage transactions.
- Workday generates a new accrued liability debit entry that displays the total debit price variance for all transactions
- The price variance consolidates into a single entry for both expense (debit) and accrued liabilities (credit), instead of separate lines per transaction.

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Reference: Inventory Transaction Accounting

Inventory Accounting Treatment

Inventory Asset Accounting Treatment

Inventory Expense Accounting Treatment

Consigned Inventory Accounting Treatment

Workday generates an inventory accounting journal entry after you complete an inventory transaction business process.

Transaction	Generates Item Accounting as an Inventory Asset	Generates Item Accounting as an Expense
Receipt Accrual Process (Procurement)	Never generates accounting for items in Stock spend categories.	Never generates accounting for items in Stock spend categories.
Ad Hoc Put-Away	Yes	Yes
Receipt Put-Away	Yes	Yes
Create Stock Request	No	No
Stock Request Put-Away	Yes	Yes
Stock Request Issue	Yes	No
Quick Issue	Yes	No
Inventory Move	Only generates accounting when resulting worktags are different.	No
Pick Inventory	No	No
Shipment Issue	Yes	No
Shipment Transfer	Yes	Yes
Inventory Adjustment	Yes	No
Inventory Cost Adjustment	Yes	Yes
Supplier Invoice (Payable)	Yes	Yes
Supplier Invoice Purchase Price Variance Adjustment	Yes	Yes
Supplier Invoice Variance Write-off	Yes	Yes
Return	Yes	Yes

Workday generates these debit and credit journal entries for inventory assets:

Transaction	Account Posting Rule for Debit Entry	Account Posting Rule for Credit Entry
Receipt Accrual Process (Procurement)	Never generates accounting for items in Stock spend categories.	Never generates accounting for items in Stock spend categories.

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Transaction	Account Posting Rule for Debit Entry	Account Posting Rule for Credit Entry
Ad Hoc Put-Away	Spend	Inventory Adjustment
Receipt Put-Away	Spend	Receipt Accrual
Create Stock Request	Doesn't generate accounting.	Doesn't generate accounting.
Stock Request Put-Away	Spend	Spend
Stock Request Issue	Spend (always uses the Expense accounting treatment).	Spend
Quick Issue	Spend (always uses the Expense accounting treatment).	Spend
Inventory Move	Spend (only when the resulting Worktags are different).	Spend (only when the resulting Worktags are different).
Pick Inventory	Doesn't generate accounting.	Doesn't generate accounting.
Shipment Issue	Spend (always uses the Expense accounting treatment).	Spend
Shipment Transfer	Spend	Spend
Inventory Adjustment	• For increases in inventory: Spend • For decreases in inventory: Inventory Adjustment	• For increases in inventory: Inventory Adjustment • For decreases in inventory: Spend
Inventory Cost Adjustment	• For increases in inventory cost: Spend • For decreases in inventory cost: Inventory Cost Adjustment	• For increases in inventory cost: Inventory Cost Adjustment • For decreases in inventory cost: Spend
Supplier Invoice (Payable)	Receipt Accrual	Payable
Supplier Invoice Adjustment	• For increases in the invoice: Inventory Adjustment • For decreases in the invoice: Accounts Payable	• For increases in the invoice: Accounts Payable • For decreases in the invoice: Inventory Adjustment
Supplier Invoice Purchase Price Variance Adjustment	• For increases in variance: Spend • For decreases in variance: Receipt Accrual	• For increases in variance: Receipt Accrual • For decreases in variance: Spend
Supplier Invoice Variance Write:off	• For increases in variance: Inventory Cost Adjustment • For decreases in variance: Receipt Accrual	• For increases in variance: Receipt Accrual • For decreases in variance: Inventory Cost Adjustment
Receipt Adjustment with Put-Away Adjustment	• For increases in the receipt: Spend	• For increases in the receipt: Receipt Accrual

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Transaction	Account Posting Rule for Debit Entry	Account Posting Rule for Credit Entry
	• For decreases in the receipt: Receipt Accrual	• For decreases in the receipt: Spend
Return to Supplier from Inventory	Inventory Adjustment	Spend

Workday generates these debit and credit journal entries for inventory expenses:

Transaction	Account Posting Rule for Debit Entry	Account Posting Rule for Credit Entry
Receipt Accrual Process (Procurement)	Never generates accounting for items in Stock spend categories.	Never generates accounting for items in Stock spend categories.
Ad Hoc Put-Away	Spend	Inventory Adjustment
Receipt Put-Away	Spend	Receipt Accrual
Create Stock Request	Doesn't generate accounting.	Doesn't generate accounting.
Stock Request Put-Away	• Spend • Inventory Markup (when applicable)	• Spend • Inventory Markup (when applicable)
Stock Request Issue	Doesn't generate accounting.	Doesn't generate accounting.
Quick Issue	Doesn't generate accounting.	Doesn't generate accounting.
Inventory Move	Doesn't generate accounting.	Doesn't generate accounting.
Pick Inventory	Doesn't generate accounting.	Doesn't generate accounting.
Shipment Issue	Doesn't generate accounting.	Doesn't generate accounting.
Shipment Transfer	• Spend • Inventory Markup	• Spend • Inventory Markup (when applicable)
Inventory Adjustment	Doesn't generate accounting.	Doesn't generate accounting.
Inventory Cost Adjustment	• For increases in inventory cost: Spend • For decreases in inventory cost: Inventory Cost Adjustment	• For increases in inventory cost: Inventory Cost Adjustment • For decreases in inventory cost: Spend
Supplier Invoice (Payable)	Receipt Accrual	Payable
Supplier Invoice Adjustment	• For increases in the invoice: Inventory Adjustment • For decreases in the invoice: Accounts Payable	• For increases in the invoice: Accounts Payable • For decreases in the invoice: Inventory Adjustment
Supplier Invoice Purchase Price Variance Adjustment	• For increases in variance: Spend • For decreases in variance: Receipt Accrual	• For increases in variance: Receipt Accrual • For decreases in variance: Spend

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Transaction	Account Posting Rule for Debit Entry	Account Posting Rule for Credit Entry
Supplier Invoice Variance Write-off	• For increases in variance: Inventory Cost Adjustment • For decreases in variance: Receipt Accrual	• For increases in variance: Receipt Accrual • For decreases in variance: Inventory Cost Adjustment
Receipt Adjustment with Put-Away Adjustment	• For increases in the receipt: Spend • For decreases in the receipt: Receipt Accrual	• For increases in the receipt: Receipt Accrual • For decreases in the receipt: Spend
Return to Supplier from Inventory	Inventory Adjustment	Spend

Workday creates accounting entries for consignment transactions that result in a payment obligation. For these consignment transactions, Workday creates a:

- Credit accrued liability.
- Debit spend entry (debit inventory adjustment for adjustment transactions).

Transaction	Account Posting Rule for Debit Entry	Account Posting Rule for Credit Entry
Receipt Put-Away	Doesn't generate accounting.	Doesn't generate accounting.
Ad-Hoc Put-Away	Doesn't generate accounting.	Doesn't generate accounting.
Quick Issue	Spend	Receipt Accrual
Shipment Issue	Spend	Receipt Accrual
Decrease adjustment when the adjustment reason isn't *Exclude from Consigned Payment*.	Inventory Adjustment	Receipt Accrual
Increase Inventory Adjustment	Doesn't generate accounting.	Doesn't generate accounting.
Move good from a consignment location to a consignment location	Doesn't generate accounting.	Doesn't generate accounting.
Move goods from a consignment location to an owned location.	Spend	Receipt Accrual
Return to Inventory (Usage Paid)	Spend (Asset)	Spend
Return to Inventory (Usage Unpaid)	Receipt Accrual	Spend
Transfer shipments.	Doesn't generate accounting.	Doesn't generate accounting.

Related Information

Reference

Workday Community 32 What's New Post: Consigned Inventory Management

Workday 33 What's New Post: Consigned Inventory in Par Locations

Workday 33 What's New Post: Consigned Inventory for Suppliers and Pricing

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Inventory Fulfillment

Steps: Fulfill Stock Request

Prerequisites

- Configure the *Inventory Pick List Event* business process and security policy in the Inventory functional area.
- Configure the *Inventory Shipment Event* business process and security policy in the Inventory functional area.
- Put away inventory in a stocking location.
- Security: *Process: Inventory Stock Request* domain and subdomains in the Inventory functional area.

Context

Workday enables you to create stock requests and pick inventory to fulfill a stock request. You can use directed picking to guide workers through the sites, locations, and item quantities to pick. Directed picking is also available for Workday on:

- Android
- iPad
- iPhone

Steps

1. Create Stock Requests .

   You can modify existing stock requests for a specific site using the **Stock Request Work Area** task for requests that have unfulfilled quantities, stock shortages, or that are short shipped. You can:

   - Backorder unfulfilled stock request lines.
   - Fill unfulfilled quantities.
   - Kill stock request lines or entire stock requests.
2. Schedule Picking List Creation or access the **Create Inventory Picking Lists** task.

   You can enable **Create Picking List Upon Stock Request Approval** when setting up your inventory site. When enabled, you can access automatically created picking lists with the **Find Inventory Picking List** report.

   Security: *Process: Inventory* domain in the Inventory functional area.
3. Pick Inventory for Stock Requests .
4. Access the **Create Inventory Shipment** task.

   You can create or specify any tracking IDs you wish to associate with the inventory shipment.

Result

Workday reduces inventory on the inventory site by the picked amount and marks the stock request as *Closed*. Workday also provides corresponding documentation on the stock request for the picking list and shipping list.

Next Steps

After fulfilling your stock request, you can:

- Print a packing slip report.
- Submit a goods delivery.

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Related Information
Concepts
Concept: Shipping Inventory
Concept: Inventory Fulfillment
Reference
Workday 31 What's New Post: Inventory Backorders

Create Stock Request Types

Prerequisites

Security: *Set Up: Inventory* domain in the Inventory functional area.

Context

Define stock request types to categorize your stock requests.

Use stock request types for reporting and custom validations.

Steps

1. Access the Maintain Stock Request Types task.
2. Add a row for each stock request type your organization needs.
   Example:
   - Par replenishment
   - IT request
3. Specify a Name and provide a Description to identify characteristics for this stock request type, such as *Par Location Issue*.
4. Select the **Fill or Kill Option** to apply to stock requests of this type that are short shipped. You can select:
   - *Backorder Unfulfilled Quantity*: Workday automatically creates backorder.
   - *Fill Unfulfilled Quantity*: Workday leaves the unfulfilled line quantity open for you to create future shipments.
   - *Kill Unfulfilled Quantity*: Workday automatically closes the line.
5. Select the **Par Replenishment** check box to define stock request types that are specific to restocking par locations.

Result

Inventory specialists can select stock request types during picking and shipping inventory, and when creating stock requests. Par counts will create stock requests for a default stock request type.

Next Steps

Create stock requests.

Related Information
Tasks
Steps: Set Up Par Locations
Maintain Par Locations
Reference
Workday 31 What's New Post: Inventory Backorders

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Schedule Picking List Creation

Prerequisites

Security: *Process: Inventory* domain in the Inventory functional area.

Context

You can configure your inventory site to automatically create picking lists on a specific schedule. You must create a stock request before Workday can create picking lists. You can create a separate schedule for each stock request in order to meet your business needs.

Steps

1. Access the **Schedule Picking List Creation** task.
2. As you complete the task, consider:

Option	Description
Horizon Days	The number of days to fulfill the stock request. Workday only creates a picking list if the stock request has a fulfillment date between the start date and the specified number of horizon days.
Use Directed Picking	Workday only displays this check box when you enable directed picking at the inventory site.

Next Steps

You can:

- Pick inventory.
- Edit your scheduled picking list creation.

Related Information
Concepts
Concept: Inventory Fulfillment
Tasks
Set Up Inventory Sites

Create Stock Requests

Prerequisites

- ID Definition and Sequence Generator Information for inventory stock requests.
- Set the fulfillment lead time for the inventory site or specific items.
- Set up in-transit goods ownership options by selecting **Company > Edit Inventory Accounting Options** from the related actions menu of the company.
- Create Stock Request Types.
- Configure the *Inventory Stock Request Event* business process and security policy.

Context

A stock request is an inventory document to request for goods. You can manually create an inventory stock request to issue items to a worker, issue items to a par location, or transfer items to another inventory site. Alternatively, you can create stock requests through inventory replenishment and requisition sourcing in Workday Procurement or a third-party integration.

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Steps

1. Access the **Create Inventory Stock Request** task.
2. Complete this section:

Option	Description
Order Type	Select: • *Issue Request* to issue directly to a worker or par location. • *Transfer Request* to transfer goods between 2 inventory sites.
Inventory Site	Select the inventory site fulfilling the order.
Stock Request Type	(Optional) Select a stock request type to categorize your stock request.
Requesting Company	When the requesting company is: a. A manually created issue stock request. The Requesting Company defaults to the inventory site that issues the goods. You can change it to a different company. b. An issue request for par replenishment. The Requesting Company is the par location company. c. A transfer request. The Requesting Company is the company of the transfer-to site. Note: Select the **Allow Intercompany Issue** check box on the **Edit Inventory Accounting Options** task to use the prompt.

3. Select **OK**.
4. (Optional) Select a **Stock Request Type** to categorize your stock request.

   To replenish a par location, you must select a stock request type for *par replenishment* and select a par location.
5. For the **Order Type**, select:
   - **Issue Request** to issue directly to a worker or par location.
   - **Transfer Request** to transfer goods between 2 inventory sites.
6. As you complete the **Summary** and **Shipping and Contract Information** and sections, consider:

Option	Description
Transfer to Site	For transfer requests, select the destination inventory site for the transfer of goods.
Line Amount Total	Total estimated unit price of the items. Workday calculates unit price for the lines as average cost plus markup.
Freight Amount **Other Charges**	Cost of shipping the items. Memo only for approvals.
Ship-To Address	Verify or override the address of the requester or destination inventory site.

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7. As you complete the **Items** tab, consider:

Option	Description
Unit Price	Workday uses the average cost of the item order date for the unit price, including any markup to the item. • The unit price is an estimated price for approvals. • Workday calculates the final cost of the item as the average cost at the time of shipping, including any markups. Mark up items using the **Maintain Inventory Markups** task.
Target Fulfillment Date	Workday automatically populates based on the order date and the fulfillment lead time for the item or inventory site. Workday sets the target fulfillment date of the overall stock request to the item fulfillment date that's farthest in the future.
Packaging String	View the different units of measure and their conversion factors for this item.
Worktags	Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the **Maintain Worktag Usage** task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values.
Splits	Click to split lines by *Amount*. You can then specify the percentage amounts for the split, enter a memo, and select specific worktags for each line split. Use these fields to share par location spending between different cost centers.

Result

Workday initiates the *Inventory Stock Request Event* business process for review and approval. If you enable **Create Picking List Upon Stock Request Approval** for your inventory site, Workday creates a pick list when you approve the stock request.

Next Steps

- Create a picking list for this stock request.
- You can view these reports:
  - **Find Stock Request Transaction** report to view all stock requests.
  - **Unfulfilled Stock Request Line** report.
  - **Late Stock Requests** report to view stock requests that are beyond the target fulfillment date.

Related Information
Tasks
Steps: Set Up Inventory

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Set Up Purchase Items for Inventory
Reference
Reference: Stock Transfer Accounting

Unreserve Inventory

Prerequisites

Create inventory stock requests.

Security: *Manage: Fulfillment* domain in the Inventory functional area.

Context

You can unreserve inventory that was previously reserved when you need to cancel order or issue transactions. When you create a directed picking list before running any reservations, Workday sets the reservation quantity to the directed picking quantity (converted to base unit of measure (UOM)).

Steps

1. Access the **Unreserve Inventory** task.
2. As you complete the task, consider:

Option	Description
Inventory Site	Select the inventory site that you have access to, with the reserved inventory.
Stock Request	Select the stock request that you have access to, with the reserved items.
Order Type	Select: • **Issue Request** to issue directly to a worker or par location. • **Transfer Request** to transfer goods between 2 inventory sites.
Transfer to Site	Indicates the inventory site that Workday sends the unreserved inventory to, after the unreserve transaction is complete.
Requester	Select the requester on the stock request for the items.
Par Location	For par replenishment stock request types, select the par location that Workday transfers inventory to, after the unreserve transaction.
Exclude High Priority	When you select this option, Workday excludes high priority stock requests from the unreserve inventory job. This ensures that you don't interrupt movement of urgent items midtransaction.

3. (Optional): Drill down on the **Quantity Reserved** column to display the aggregated reserved quantity for the stock request line.

Result

After you submit the unreserve request, Workday:

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- Unallocates inventory reserved for a site.
- Removes the item reservation from the associated stock request line.

Other items reserved on the stock request continue as scheduled.

Next Steps

Use the **View Purchase Item** report to view more detailed information on:

- Allocations
- Inventory site balances
- Reservations

Setup Considerations: Zone Picking

You can use this topic to help make decisions when planning your configuration and use of zone picking at inventory sites. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

Zone picking is a method of picking for orders from different zones at an inventory site. In Workday, you can split a stock request into multiple zone picking lists for more efficient picking and shipping. You can then ship the zone picking lists separately or merge them before shipment.

Business Benefits

Zone picking:

- Shortens the time workers spend picking and moving between locations.
- Speeds up the picking process by enabling multiple workers to pick for the same stock request.
- Reduces shipment delays by enabling workers to dispatch items as soon as they pick them.

Use Cases

- Divide warehouses into zones according to item type so that workers can easily move around while picking. Example: Divide a site according to its carousel, bulk item, and fragile item areas.
- Split a stock request into multiple zone picking lists. Example: Split the site into 4 zone picking lists that enable workers to pick in 4 different locations at the same time.
- Enable trained workers to pick in designated zones, such as:
    - Areas that require specialized equipment, such as forklifts.
    - Refrigerated areas.
    - Restricted areas that contain hazardous materials.

Questions to Consider

Questions	Considerations
How can you determine if your site is suitable for zone picking?	Consider the size and layout of the site as you determine whether to use zone picking.

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Questions	Considerations
	You can benefit from split zones when you use multiple order picking methods at your site.
Do you use applications to manage your inventory site?	If your site manages its inventory using multiple applications, consider how Workday interacts with them and whether you need to configure them for zone picking.
How do you want to ship items?	To minimize shipment delays, you can enable the shipment of the picked items from each zone picking list. To minimize the number of shipments sent from your site, you can merge picking lists before shipment.
How can zone picking affect picking and shipment processes at your site?	Consider how zone picking can affect the quality control and verification processes that the site uses during picking and shipment. Example: Perform quality checks more frequently if you're shipping zone picking lists separately.
How does Workday use directed picking when you enable zone picking?	Workday uses existing directed picking rules to generate individual zone picking lists and guides workers to multiple zones to pick items, when necessary.

Recommendations

Enable individual shipments for zone picking lists when you want to ship urgent stock requests without delay.

Requirements

- Each inventory location chain can have only 1 inventory zone.
- To use zone picking, enable directed picking at the inventory site.
- You can set an inventory location as either a stocking location or an inventory zone, but not both.

Limitations

- You can change a stocking location to an inventory zone only when the stocking location has no existing transactions.
- You can merge zone picking lists for shipment only when they're from the same stock request.
- We don't currently support the automatic shipment of merged picking lists.

Tenant Setup

No impact.

Security

Domains	Considerations
Manage: Location in the Organizations and Roles functional area.	Users can create inventory locations.
Set Up: Inventory in the Inventory functional area.	Users can:

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Domains	Considerations
	• Enable zone picking at inventory sites. • Set inventory locations as inventory zones.
Process: Inventory Stock Request in the Inventory functional area.	Enables users to prevent workers from running inventory reports within a single company or location.

Business Processes

Configure the automatic shipment of individual zone picking lists using these steps on the *Inventory Pick List Event* business process:

- *Create Shipment from Pick List* action step.
- *Initiate Inventory Shipment Events from Inventory Pick List for Inventory Stock Request* service step.

Reporting

Use the:

- **Find Inventory Picking List** report to view picking lists that include inventory zones.
- **Inventory Location Attributes** report data source when creating custom reports to include inventory zone data.

Integrations

Web Services	Considerations
Get Inventory Location Attributes *Get Inventory Picking Lists* *Get Inventory Shipments*	Use these web services to export data for inventory transactions that include zone picking information.
Put Inventory Location Attributes *Submit Inventory Shipment*	Use these web services to add zone picking data that relates to location attributes and shipments.

Use these templates to include inventory zones on printed labels:

- *Inventory Label Printing Inventory Locations Template*
- *Inventory Label Printing Locations Template*

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Concepts

Concept: Inventory Fulfillment

Concept: Shipping Inventory

Tasks

Create Locations

Set Up Inventory Sites

Pick Inventory for Stock Requests

Reference

Workday 33 What's New Post: Zone Picking

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Steps: Set Up Zone Picking at Inventory Sites

Prerequisites

- Create locations for the Inventory functional area.
- Set up inventory sites.
- Review setup considerations for zone picking.

Context

You can identify locations as zones, enabling workers to split a stock request into multiple picking lists to:

- Pick items in tandem, at separate zones within the inventory site.
- Ship zone picking lists separately from each other.

When you want to ship all items from a stock request, you can merge all zone picking lists from the stock request together before shipment.

You can also enable the inventory site for wave picking that groups picking lists together to better organize and prioritize your inventory picking process.

Steps

1. Access the **Maintain Inventory Site** task.

   On the **Picking** tab:

   - Select the **Use Directed Picking** check box, then select the **Use Zone Picking** check box.
   - Select the **Enable Wave Picking** check box, to activate wave picking for the inventory site.

   Security: *Set Up: Inventory* domain in the Inventory functional area.
2. Access the **Maintain Stocking Locations** task.

   For each location you want to designate as a zone, select the **Inventory Zone** check box.
3. (Optional) Configure the *Inventory Pick List Event* business process and security policy in the Inventory functional area.

   Add the *Initiate Inventory Shipment Events from Inventory Pick List for Inventory Stock Request* service step to enable the automatic shipment of individual zone picking lists.

   See: Steps: Configure Business Process Definitions.

Result

Workers can use the **Create Inventory Shipment** task to:

- Merge zone picking lists for shipment.
- Manually ship individual zone picking lists, if you haven't configured the *Inventory Pick List Event* business process.

Example

Nicole and Aaron are pickers at your inventory site. They use 2 zone picking lists for an urgent stock request and begin picking at separate zones within the warehouse. If either worker completes their picking list first and you've enabled individual shipments, they can avoid delays by shipping the picking lists separately. If Nicole and Aaron finish picking around the same time, they can merge the zone picking lists and send a single shipment to fulfill the stock request.

Related Information
Tasks
Create Locations
Set Up Inventory Sites

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Reference
Workday 33 What's New Post: Zone Picking

Set Up Wave Picking at Inventory Sites

Prerequisites

- Activate wave picking, by selecting Enable Wave Picking on the Picking tab of the **Maintain Inventory Site** task.
- Configure the sequence generator for inventory waves at either the tenant or company level:
  - Configure the **ID Generator for Inventory Waves** field on the **Edit Tenant Setup - Financials** task to assign 1 numbering sequence for all companies.
  - Configure the **Default ID Generator for Inventory Waves** field on the **Edit Company ID Definitions** task to assign unique numbering at the company level.
- Security: *Process: Inventory Pick List - Create/Edit* domain in the Inventory functional area.

Context

You can use wave picking to group picking lists together for an inventory site to better organize, prioritize and simplify your process of assigning tasks to pickers. Additionally, wave picking provides the necessary framework for implementing batch picking, allowing for more detailed control over the picking workflow.

Steps

1. Access the **Create Inventory Waves** task.
2. As you complete the task, consider:

Option	Description
Option	Description
Run Frequency	You select Run Now or create a schedule.
Request Name	Enter a unique name for your request.
Inventory Site	Select the inventory site for which you want to group picking lists. The inventory site must have: • **Enable Wave Picking** selected on the **Picking** tab. • Picking lists assigned to it.
Inventory Pick Lists	Select valid picking lists you want to group in a wave. Picking lists must have a status of *Open* and not already selected in another wave.
Maximum Number of Pick Lists	Choose a number of picking lists you want to include in the wave. You can choose between 1 and 999.

3. Click **OK**.
4. Click **Refresh** to complete the process.

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Result

Workday creates different inventory waves, each wave consisting of different picking lists. You can then instruct the inventory specialist to work on all picking lists in Wave 1 before working on Wave 2.

Next Steps

(Optional) To view an inventory wave and the picking lists associated with each wave:

1. Access the **Find Inventory Picking List** report or the **Mass Assign and Print Pick Lists** task.
2. Select the inventory wave for which you want to see the details.
3. From the related actions of the wave, click the magnifying glass icon.

Security: These domains in the Inventory functional area:

- *Process: Inventory Pick List - View*
- *Self-Service: Inventory*

Pick Inventory for Stock Requests

Prerequisites

Security: *Process: Inventory Pick List* domain in the Inventory functional area.

Context

You can move items out of stocking locations and allocate them for your unfulfilled stock requests. With each stock request, you can have only 1 open picking list at a time to:

- Ensure that you don't pick an item more than once for a stock request line.
- Provide an accurate view of the available quantity to pick.

If you're using directed picking, you can run the **Picking Allocation Shortages** report to verify that there's enough stock to fulfill each stock request.

Steps

1. Access the **Pick Inventory** task.
2. Select an **Inventory Wave** for an inventory pick.

   The **Inventory Wave** prompt is only available for an inventory site with the **Enable Wave Picking** enabled.
3. On each stock request line for nondirected picking, select the stocking location and enter the actual quantity you pick.

   If you configure your site to fill shorted stock request lines and stock becomes unavailable at a location during picking:

   - Pick as much as you can with the first picking list.
   - Create another picking list once stock is available to fulfill the remainder of the stock request.
4. (Optional) Access the **Mass Action on Picking Lists** task to submit multiple picking lists as fully picked.

Result

Workday initiates the *Inventory Shipment* business process, and depletes inventory from the stocking location.

Next Steps

- Ship items picked for the stock request on the **Create Inventory Shipment** task.

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- You can use the **Remove Pick Line Allocations** task to cancel the allocation of goods for stock requests.

Related Information

Concepts

Concept: Shipping Inventory

Tasks

Create Stock Requests

Reference

Workday 31 What's New Post: Inventory Picking

Mass Assign and Print Picking Lists

Prerequisites

Security: *Process Inventory Pick List* domain in the Inventory functional area.

Context

You can use Workday to assign multiple inventory picking lists to multiple workers. You can also automatically schedule those lists to print for those on the ground workers.

Steps

1. Access the **Mass Assign and Print Picking Lists** task.
2. As you complete the task, consider:

Option	Description
Inventory Zone	Select any zones for the inventory site for zone picking.
Inventory Picking Lists	Enter the name of the picklist that you wish to assign.
Inventory Wave	Select an inventory wave that you want to assign to the picking list.
Unassigned Only	Select to only display unassigned picking list
Picking List Date On or After/Before	Enables you to filter you picking lists by their created date.
Target Fulfillment Date On or After/Before	Enables you to filter you picking lists by their target fulfillment date.
Par Locations	Select to filter picking list for items in par locations.

3. (Optional) Select the **Print All** check box to combine multiple picking lists into a single PDF.
4. Add inventory items to your picking lists.

Result

Workday assigns the picking lists to your desired workers and prints them out at the corresponding locations.

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Capture Daily Inventory Snapshots

Prerequisites

Security: *Manage: Fulfillment* domain in the Inventory functional area.

Context

You can capture inventory levels and average item costs on a daily basis. Workday stores 1 snapshot per day and only stores the latest value. Use the snapshot job in combination with the **Inventory Turns** report. In order to run and use the report, you'll need to create sufficient inventory snapshot data. If you have existing data when you start using the functionality, you can run the **Create Historical Daily Inventory and Average Cost Snapshots** task to populate Workday.

Steps

1. Access the **Capture Daily Inventory and Average Cost Snapshot** task.
2. As you complete the task, consider:

Option	Description
Spend Category	You can organize and restrict the output of your snapshot to items in a spend category.
Purchase Item Group	You can organize and restrict the output of your snapshot to items in a purchase item group.

Result

Workday creates historical usage data that you can use on the **Inventory Turns** report with a maximum date range of 1 year.

Example

When you want to capture your Monday end of day balance, you schedule Workday to run the task at 11:59:59PM on Monday.

Note: Consider scheduling this task to occur prior to 10:30 PM PST to avoid a missed snapshot due to Workday's maintenance windows. If you're currently running this job during the maintenance window, you must run the historical snapshot task for the missing dates to have the complete snapshot.

Next Steps

View your previous and current snapshot on the **Inventory Daily Usage Snapshot** report.

Concept: Inventory Fulfillment

The fulfillment process in Workday enables workers to create picking lists to fulfill a stock request. Workday supports these types of stock requests:

- Issues: To users or par locations.
- Transfers: Between 2 inventory sites.

Workers can create stock requests:

- Ad hoc at a site.
- By replenishment.
- Through requisition sourcing.
- Through integrations, using Workday Web Services.

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Workers can create a picking list for a stock request and can enable zone picking to create multiple picking lists for a stock request. Once workers pick goods, they can recognize their removal from the inventory site by:

- Creating individual shipments.
- Merging multiple-zone picking lists from the same stock request for shipment.

When workers transfer goods to another site, they can record a put-away once the goods arrive at the destination site.

Reservations

When there's a sufficient quantity of stock on hand to fulfill a request, workers can reserve required quantities. When they make these reservations, Workday reserves on-hand quantities for the selected stock request lines. Workers can also schedule reservations to run at recurring intervals on the **Reserve Inventory** task. With reservations on an item:

- The reserved quantities for the stock request aren't available to pick for other stock requests.
- The reserved quantities are at the site level and use the base unit of measure.
- We reserve order lines in this sequence:
    1. High-priority order lines.
    2. Line fulfillment date.
    3. Stock request.

When a worker picks a substitute item in place of a reserved item, the substitute fulfills the reservation of the primary item.

Fill or Kill Processing

You can set up Workday to fill or kill shorted stock requests and notify requesters at these levels:

- Inventory site.
- Stock request type.

Workers can analyze, create, and manage backordered quantities and set new fulfillment dates for unfulfilled requests. They can also prioritize backorders over other stock requests when supply becomes available, increasing visibility of inventory stock shortages.

The **Inventory Stock Request Work Area** task enables workers to manage multiple stock request lines at the same time. Workday displays where the stock requests are in the fulfillment cycle, enabling sites to make informed decisions about the affected requests. On the task, workers can:

- Change the fulfillment date and quantity.
- Cancel stock request lines.
- Hold stock requests from fulfillment.
- Create backorders for multiple stock requests.

Related Information
Tasks
Steps: Fulfill Stock Request

Concept: Shipping Inventory

Workday enables you to automate, manage, and track the shipping process for Inventory. You can ship items that you pick for a stock request. Workday automatically ships a complete picking list when you include a Service step in the *Inventory Pick List Event* business process.

When shipping inventory, you:

- Must fully ship the picked quantities.

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- Can modify the picking list to resolve any discrepancies.
- Can partially ship a stock request.
- Can't reopen a closed shipment.

When the shipping process completes, Workday automatically:

- Initiates the *Inventory Shipment Event* business process.
- Updates the shipment to *Closed* status.
- Updates the picking list to *Closed* status.
- Updates the stock request to *Closed* status if the order is fully shipped. Otherwise it remains in *In Fulfillment* status.
- Marks the order and lines for transfer stock requests as *In Transit* until you transfer the shipment to the destination location.
- Reduces the **Quantity On Hand**, **Quantity Available**, and the allocated **In Picking** quantity in the stocking location by the quantity shipped.

Tracking Shipments

On the **Create Inventory Shipment** task, you can record **Serial Numbers** issued for items with **Ship Serial Control** or **Full Serial Control**.

You can also record any **Tracking IDs** created outside Workday.

Printing Packing Slips

You can print a Business Intelligence and Reporting Tools (BIRT) version of the packing slip from the **Print Packing Slip** task.

Viewing Shipping Details

You can view shipping information with these reports:

- **Find Inventory Shipments** report.
- **Find Inventory Transactions** report.
- **In-Transit Inventory Returns** report.
- **In-Transit Shipments** report.
- **Top Ordered Items** report to view the most frequently ordered items based on the number of shipment transactions.

Reference: Stock Transfer Accounting

Accounting for a Stock Transfers

Workday generates accounting for stock transfers based on ownership of goods:

- FOB Destination: Goods owned by the shipping site. Workday creates accounting entries at put-away in the destination site.

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- FOB Origin: Goods owned by the destination site. Workday creates accounting entries at shipment. Workday generates additional accounting at put-away, if the stocking location has different worktags from the inventory site.

  This table lists what drives accounting for the fulfillment process:

Transaction	Transaction Type	Debit Account Posting Rule	Credit Account Posting Rule
Stock issue	Material	Spend (always uses accounting treatment of *Expense*)	Spend
	with markup	Not applicable. Workday includes markup with material.	Inventory Markup
Stock transfer shipment accounting entry generated at shipment when goods are FOB origin.	Material	Spend	Spend
	with markup	For intracompany shipments: Inventory Markup Expense For intercompany shipments: not applicable. Workday includes markup with material.	Inventory Markup
Stock transfer put-away accounting entry generated at put-away when goods are FOB shipment or there is a change to worktags for goods which are FOB origin.	Material	Spend	Spend
	Markup	For intracompany shipments: Inventory Markup Expense For intercompany shipments: not applicable. Workday includes markup with material.	Inventory Markup

Related Information
Tasks
Create Stock Requests

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Delivery Tracking

Steps: Chain of Custody Tracking

Prerequisites

Configure the *Receipt* business process in the Procurement functional area.

(Optional) Configure the *Dock Logging Manifest Event* business process and security policy in the Inventory and Procurement functional areas.

Context

You can use Workday to track packages you receive from a supplier to the their final destination, including intermediate stops during goods delivery. We provide greater detail about package status and enable a requester to track where their requisitioned goods are along with carrier tracking information. You can also use Workday to respond to inquiries about the location of your purchase orders.

Steps

1. Access the **Edit Company Procurement Options** task.
   Security: *Set Up: Company General* domain in the Common Financial Management functional area.
2. (Optional) On the **Receipt** tab, select the **Create Delivery per Tracking Number** check box to create, manage, and capture deliveries by individual carrier package tracking number.
3. Access the **Create Receipts** task.
4. Scan tracking numbers into the task or access existing tracking numbers from your manifest.
5. Submit and complete your receipt.
6. Access the **Create Goods Delivery** task.
   Security: *Process: Goods Delivery - Create/Edit* domain in the Inventory and Procurement functional areas.
   You can automate this step by configuring the *Initiate Goods Delivery Events from Receipt for Receipt Lines* service step on the *Receipts* business process.
7. Select the receipt you created for the goods delivery. Workday takes these actions when creating the delivery ticket based on whether you select the **Create Delivery per Tracking Number** option:

Option	Description
Opt-In	• Creates 1 delivery ticket for each tracking number on the receipt. • Only displays the carrier tracking number for the item on the item line of the delivery ticket, not item information from the receipt. • Captures the delivery status and proof of delivery based on the carrier tracking number on the ticket. • Evaluates delivery rules for items with the: • **Signature Required** option configured, Workday checks all items on a delivery ticket for a

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Option	Description
	signature when any of the items are configured for signatures. • **Do Not Create Delivery** option configured, Workday processes the goods delivery unless all items on the ticket are marked as do not deliver.
Opt-out	• Creates delivery tickets based on the deliver-to location and requester on the receipt. • Displays receipt information on the item line of the delivery ticket. • Associates and displays multiple carrier tracking numbers to a delivery ticket, but still assigns a unique delivery ticket reference. • Captures the delivery status and proof for all carrier packages destined to the same location at once. • Evaluates delivery rules for each receipt line.

8. Access 1 of these tasks to capture the goods delivery:
    - **Capture Goods Delivery**
    - **Quick Capture Goods Delivery**
9. (Optional) Use the **Check-In** option and corresponding **Check-In Location** prompt to check items into intermediary locations during delivery.

Result

Workday completes the goods delivery and records the carrier tracking information for reporting.

Example

Next Steps

Access the **View Receipt** report for:

- Carrier tracking numbers.
- Delivery ticket numbers.

Security: *Process: Receipt/Return - Reports* domain in the Procurement functional area.

Access the **View Goods Delivery** report for carrier tracking numbers at the item level.

Security: *Reports: Goods Delivery* domain in the Inventory and Procurement functional areas.

When you select and view a carrier tracking ID, that you can access through the **View Tracking ID** page, you can view:

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- The status of specific carrier tracking IDs. Tracking IDs can have these statuses:
  - At Dock: The dock manifest is approved.
  - Received: The receipt is approved.
  - Delivery In Progress: The delivery ticket is still open.
  - Out for Delivery: The delivery ticket is open, but the **Out for Delivery** check box is active.
  - Delivery Attempted: An attempt was made to complete the delivery.
  - Check in: The delivery ticket has been checked in at a location.
  - Delivered: The delivery ticket is confirmed at it's final location.
- Goods delivery tickets.
- Receipts with carrier tracking numbers.

Steps: Set Up Delivery Tracking

Context

You can set up business processes and rules to support delivery tracking of goods. Workday then automatically creates delivery tickets or you can manually create delivery tickets.

Steps

1. Access the **Create Business Process Definition** task to configure these business processes:
   - *Goods Delivery Event*
   - *Goods Delivery Run*
   - *Goods Delivery Group Event*
2. (Optional) To create delivery tickets automatically, add a *Service* step to these business processes:
   - *Inventory Shipment Event*
   - *Receipt*
3. (Optional) Access the **Create Goods Delivery** task.
   Manually create a delivery ticket from a receipt or shipment.
   Security: *Process: Goods Delivery* domain in the Inventory and Procurement functional areas.
4. (Optional) Access the **Maintain Goods Delivery Rules** task.
   Configure rules for where you don't want to track automatic and manual deliveries.
   Security: *Set Up: Inventory* domain in the Inventory functional area.
   Security: *Set Up: Procurement* domain in the Procurement functional area.
5. (Optional) Access the **Maintain Inventory Adjustment Reasons** task.
   Enable reasons for delivery.
   Security: *Set Up: Inventory* domain in the Inventory functional area.
   Security: *Set Up: Procurement* domain in the Procurement functional area.
6. Access either the **Create Ad Hoc Document Labels** or the **Create Ad Hoc Location Labels** task.
   Create barcode labels for:
   - Goods Delivery Group
   - Goods Delivery Ticket

   Security: *Inventory Label Event* business process.

Steps: Track Delivery

Prerequisites

Set up tracking delivery.

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Context

You can track the delivery of goods within an organization to maintain accountability and ensure that goods reach their destination.

Steps

1. (Optional) Access the **Create Ad Hoc Goods Delivery** task.

   Track the delivery of items that aren't associated with a receipt.

   Configure the *Goods Delivery Event* business process and security policy in the Inventory functional area.

   Security: *Process: Goods Delivery* domain in the Inventory and Procurement functional areas.
2. (Optional) Access the **Manage Goods Delivery** task.

   - Manage delivery groups.
   - Select the person who is making the delivery in the **Assigned To** field.
   - Select the **Out for Delivery** check box to mark the goods associated with the delivery ticket as out for delivery.

   Configure the *Goods Delivery Group* business process and security policy in the Inventory functional area.

   Security: *Process: Goods Delivery* domain in the Inventory and Procurement functional areas.
3. Access **Capture Goods Delivery** task.

   - Mark delivery attempts and confirmations.
   - Check items into intermediary locations.

   Configure the *Goods Delivery Run* business process and security policy in the Inventory functional area.
4. Access the **Close Goods Delivery Ticket** task.

   Close delivery tickets.

   Security: *Process: Goods Delivery* domain in the Inventory and Procurement functional areas.
5. (Optional) Access the **Cancel Goods Delivery Ticket** task.

   Stop the delivery process.

   Security: *Process: Goods Delivery* domain in the Inventory and Procurement functional areas.
6. (Optional) Access the **Find Goods Delivery Group** report:

   Select **Close Goods Delivery Group** task from the related actions menu to close delivery groups.

   Security: *Process: Goods Delivery* domain in the Inventory and Procurement functional areas.

   You can also select **Cancel Goods Delivery Group** task from the related actions menu to stop the delivery group process.

   Security: *Process: Goods Delivery* domain in the Inventory and Procurement functional areas.

   Security: *Reports: Goods Delivery* domain in the Inventory and Procurement functional area.

Steps: Set Up Dock Logging

Prerequisites

Configure the *Dock Logging Manifest* business process and security policy in the Inventory and Procurement functional areas.

Theses security domains:

- *Setup: Dock Logging* domain in the Procurement functional area.
- *Process: Dock Logging* domain in the Inventory and Procurement functional areas.
- *Reports: Dock Logging* domain in the Inventory and Procurement functional areas.

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Context

You can use Workday to receive and track incoming packages from when they arrive on the receiving dock, enhancing your dock workers' ability to reconcile package count.

Steps

1. Access the **Edit Tenant Setup - Financials** task.
   Create a sequence generator for the **ID Generator for Manifest ID** business documents, in the **Procurement Options** section.
2. Access the **Create Carrier** task.
   Configure any custom delivery carriers that you use in your organization.
3. Access the **Manage Manifest** task.
   Add item numbers to the manifest by scanning in an item's tracking number to the **Tracking Number** field.
   You can also use this step to edit existing manifests.

Next Steps

View item and manifest information on the **Find Tracking ID** report.

Related Information
Reference
2022R2 What's New Post: Dock Logging Manifest

Inventory Returns

Set Up Inventory Returns

Prerequisites

Create inventory items.

Context

You can create returns for inventory items shipped or issued from the site. When you receive returned goods at the original shipping site, you can return the goods to inventory or dispose of them.

Steps

1. Access the **Edit Tenant Setup - Financials** task.
   Specify the ID generator for inventory returns.
   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.
2. Set up adjustment reasons for returns.
   See Maintain Adjustment Reasons .
3. Access the **Maintain Worktag Usage** report.
4. In the *Inventory Issue* section, select **Edit Worktag Usage.**
   Add the primary and additional worktag types that you want reflected on your quick issue and return order transactions, such as cost center.
   Security: *Set Up: Enable Worktags* domain in the Common Financial Management and Worktags functional areas.
5. (Optional) Access the **Configure Optional Fields** task.

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6. In the **By Functional Area** field, select Inventory, Inventory Return Event.

   Select the Criteria for the **Returned By** field on return orders.

   Security: *Set Up: Configure Optional Fields* domain in the System functional area.
7. Access the **Create Inventory Return Order** task.
   a) When the request you want to return doesn't display in the Stock Request prompt, click **Find Stock Request** and enter your search criteria. From the related actions menu of the stock request, select **Inventory Stock Request > Create Inventory Return Order**
   b) If you configure inventory quantity conversions, you can return a different unit of measure (UOM).

Next Steps

Put-away returned inventory.

Related Information
Concepts
Concept: Shipping Inventory
Tasks
Quick Issue Inventory Items

Adjust Inventory for Returns

Prerequisites

Create and approve return orders for stock request transfers.

Context

Make inventory adjustments from the inventory site for a stock request transfer. Create an adjustment transaction to remove goods from inventory in the return-from site. Workday derives the unit of measure (UOM) from the put-away transaction rather than the ordering UOM. This helps to reduce UOM mismatches.

Steps

1. Access the **Adjust Inventory for Returns** task.
2. Select the stocking **Location** from which you returned items.

   You can't cancel a return order after you adjust your inventory.
3. If you've selected **Full Serial** as **Serial Control Type** on the **Create Purchase Item** task, select a serial number.

Result

In the return-from site, the adjustment for the return transaction:

- Reduces on hand balance.
- Uses unit cost from the put-away that you return.
- Updates average unit cost.
- Sets the return order status to *Adjusted*.

When you make an adjustment of returned goods at the return-from site, Workday creates an accounting entry that:

- Debits the Adjustment account used by the *Inventory Adjustment* account posting rule.
  - Workday originally recognizes the value of the adjustment expense at the returning site, including markup.

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- Credits the Inventory account used by the *Spend* account posting rule.
    - Workday creates accounting for both asset and expense items.
    - Workday adjusts the average cost at the return-from site at the time of completing the return adjustment transaction.

Next Steps

Put away goods in the return-to site.

Related Information
Tasks
Adjust Inventory Levels
Reference
2020R1 What's New Post: Multiple Stocking Units of Measure Management

Reference: Put-Away Returned Inventory Accounting

This table contains a summary of accounting treatments in Workday for different put-away returned inventory scenarios.

Return Scenario	Accounting Treatment
When you return a quick issue or issued stock request items to inventory.	Workday: • Debits the inventory account associated with the spend account posting rule. • Debits the expense recovery account associated with the Inventory Markup account posting rule. • Credits the expense account associated with the spend account posting rule with the full amount, including markup.
You perform a put-away for an ad hoc return with primary and additional worktags.	Workday creates an accounting entry when the returned item has an inventory accounting treatment or if goods are returned from a par location • The credit entry for the transaction include worktags on the return line. • You configure the available worktags for the return order lines as the same worktags on your issue transactions.
You return an expense item to inventory.	Workday only creates an accounting entry when the returned expense item is from a par location.
You return inventory items from a transfer stock request.	Workday: • Credits the adjustment account associated with the Inventory Adjustment account posting rule. • Debits the inventory account associated with the spend account posting rule. • Debits the expense recovery account associated with the Inventory Markup account posting rule.

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	• For ad hoc return put-aways, worktags on the credit entry include the organization worktags of the worker returning the goods.
When you dispose of items at put-away.	Workday: • Debits the adjustment expense account at the returning inventory site associated with the Inventory Adjustment account posting rule. • Debits the expense recovery account associated with the Inventory Markup account posting rule. • Credits the shipment expense account associated with the spend account posting rule for quick issue, stock request issue, and ad hoc put-aways. • Credits the adjustment expense account associated with the Inventory Adjustment account posting rule for stock transfer requests.

Inventory Counting

Steps: Set Up Inventory Counting

Prerequisites

- Create inventory sites and stocking locations.
- Put away inventory items in their stocking locations.

Context

You can configure Workday to:

- Periodically count inventory items.
- Reconcile inventory levels based on inventory counts.

Workday supports these types of inventory counts:

- Physical: Typically conducted once or twice each year on the entire facility.
- Cycle: Completed periodically on an area within the facility. This type of counting includes ad hoc counts, which you can perform on the **Create Ad Hoc Inventory Count** task.

Steps

1. Access the **Edit Tenant Setup - Financials** task.
   Select an ID generator from the **ID Generator for Inventory Count Sheets** prompt.
   Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.
2. Set Up Inventory Sites .
   Configure count settings for your inventory sites and their stocking locations.
   Security: *Set Up: Inventory* domain in the Inventory functional area.
3. Access the **Maintain Inventory ABC Classifications** task.
   Enter a name for the classification type and specify a count frequency in calendar days.

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4. (Optional) Access the **Create Count Sheet Print Layout** task.
   Select the configured form for the count sheet in the **Business Form Layout** prompt.
   Select whether to include company logos and barcodes on the count sheet.
5. (Optional) Set Up Purchase Items for Inventory .
   Configure counting options for purchase items.

Related Information
Tasks
Create Inventory Count Sheets

Calculate and Assign ABC Classifications

Prerequisites

Set up your inventory ABC classifications.

Security: *Process Inventory Count* domain in the Inventory functional area.

Context

You can use Workday to dynamically generate ABC classifications for inventory items configured for an inventory site, for high, medium, and low value items. We enable you to manage your inventory levels and make better decisions on which items to stock and when.

Steps

1. Add classifications to the grid to apply to your inventory items.
2. Access the **Calculate and Assign ABC Classification** task.
3. As you complete the task, consider:

Option	Description
Item Tags	Use to filter items you capture in your ABC classifications by their Worktags.
Spend Category	Use to filter items you capture in your ABC classifications by their spend category.
Previous Horizon Days	Enter the number of days going backwards from yesterday that you want to track your item usage for the inventory site.

ABC Calculations Type	Select which calculation you want to apply to your items:
	• *ABC* - Select to apply inventory classifications to your items based on 3 values: high, medium, and low usage/ dollar amount. Example: You have 100 items at a site and set percentages at 10% for class A, 15% for class B, and 75% for class C. Workday groups:
	  • 1-10 items into class A.
	  • 11-25 items into class B.
	  • 26-100 items into class C.
	• *ABC/XYZ* - Select to apply another layer of statistical review to classifications that calculates the standard deviation

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Option	Description
	of usage. Use this type to determine the variability of demand for your items. The **X Percent** field classifies items of low demand variation. The **Z Percent** field classifies items of high demand variation. We recommend performing ABC/XYZ calculations for the entire inventory site instead of a subset of items to ensure accurate classification of inventory items. Workday uses these values to rank purchase items based on their total cost and usage from high to low: • Average Daily Usage, which equals (**Issues** plus **Shipments** minus the **Return Put Aways**) divided by the **Previous Horizon Days**. • Total Cost, which equals the **Average Daily Usage** multiplied by **Average Cost**. • **The Previous Horizon Days**. If an item lacks usage transactions before the specified **Previous Horizon Days**, Workday considers the number of days since the first usage within the specified horizon. Example: The **Previous Horizon Days** is set to 30 and the item's initial usage transaction occurred only 15 days ago. Workday uses 15 days instead of 30 days to calculate the Average Daily Usage.
Auto Update ABC	Select to automatically assign and update your items with ABC or ABC/XYZ percent values after you run your usage calculations. Workday assigns these values to the inventory site settings for the items.

4. Assign usage percentages to the **ABC Percent** section fields.
5. (Optional) Assign demand variation percentages to the **XYZ Percent** section fields.

   Note: Workday displays the **XYZ Percent** fields when you select *ABC/XYZ* as the **ABC Calculation Type**.

Result

Workday ranks items by total cost in descending order and uses assigned percentages for ABC/XYZ to categorize your items. Workday rounds up when calculating the number of items for each category. Example: You have a total of 15 items, and want a 30% allocation of your items into category A, so 5 items are classified in category A.

Next Steps

Count Inventory Items.

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Related Information
Tasks
2024R1 What's New Post: Dynamic Generation of ABC Classifications

Create Inventory Count Sheets

Prerequisites

Security: *Process: Inventory Count* domain in the Inventory functional area.

Context

You can use Workday to schedule the automatic generation of lists for inventory item balances that need physical confirmation during the next count.

Steps

1. Access the **Create Inventory Count Sheets** task.
2. As you complete the task, consider:

Option	Description
Counting Method	• *ABC*: Classifies items based on count frequency. You can use the count frequency and last count date to determine the items to count. • *All Eligible*: Uses the criteria that you specify to determine items eligible for count. • *Random*: Workday counts items that you select at random at the location, based on the number of **Total Counts In Event**.
Adjustment Reason	Used for adjustment reporting. Determines the adjustment account posted when updating inventory balances.
Include All Eligible Counts	Select to include all items in all locations that meet the criteria you specify.
Total Counts InEvent	Clear the **Include All Eligible Counts** check box to limit the total number of items to count in the event. Example: Count only 100 items today.
Counts Per Sheet	Enter the number of counts in a sheet. Example: There are 100 items for 5 counters. Enter 20 counts per sheet, which generates 5 individual count sheets.
Stocking Location	• *Cycle Count*: View all of your stocking locations in no predefined order. • *Inventory Locations by Location Chain*: View your stocking locations in hierarchical order.

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Option	Description
Exclude Subordinates	Select to exclude any subordinate items from count sheets for the inventory site.
Exclude Stocking Locations	Select any stocking locations you want to exclude on count sheets for the inventory site.
Last Count Day Greater Than	To avoid counting item locations twice in a specific time period, enter the number of days since the last count.
Inventory Accounting Date	Use to change the accounting date for your cycle count adjustments. This field displays when you select the **Allow Override of Inventory Accounting Date** check box in your inventory accounting options.
Days to Ignore Zero Balance Items	Enter the amount of time, in days, that Workday uses to ignore any items with a zero balance, and no transaction activity during cycle counts.
Include Items with Inventory Site Options Only	Select to limit purchase items to those that have inventory site options set up for them on the specified inventory site. This option enables you to only view purchase items that you have set up instead of all the purchase items that have been stored at an inventory site location.

Result

You can use the sheets you create to count inventory.

Next Steps

Assign and print multiple count sheets using the **Mass Assign and Print Count Sheets** task.

Access the **View Inventory Count Sheet** report to view the status of your inventory counts and any net positive or negative variances for your item account costs.

Related Information
Tasks
Maintain Adjustment Reasons
Reference
Workday 33 What's New Post: Accounting Date on Inventory Count Sheets

Count Inventory Items

Prerequisites

Put away items at your inventory sites.

Create count sheets for scheduled counts.

Security: *Process: Inventory* domain in the Inventory functional area.

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Context

You can use Workday to record inventory counts in your stocking locations. We enable your on-the-ground workers to:

- Count inventory below the stock request reservation level.
- Count zero quantity.

Steps

1. When you access the **Count Inventory** task to count items, Workday prefills the line level prompts.

   Access the **Create Ad Hoc Inventory Count** task for unscheduled counts. Workday creates a count sheet for the site that you select for the ad hoc count.
2. As you complete the task, consider:

Option	Description
Item	Select the item that you want to count. You must put away the item at the inventory site, to count it.
Quantity Counted	Enter the number of items counted. You can count: • Zero quantity. • Below the stock request reservation level.
Supplier	Only available for consigned items. Populates the supplier of the consigned item.
Quantity on Hand	If you configure your inventory site for blind counting, Workday doesn't display the **Quantity on Hand** field. On printed versions of inventory counts, Workday always displays the quantity on hand.
Lot	Only displays lot numbers associated with the item.
Serial	Only displays serial numbers associated with the item.

Result

Workday records the count for the inventory site.

Next Steps

Access the **View Inventory Count Sheet** report to view the status of your inventory counts and any net positive or negative variances for your item account costs.

Par Inventory

Steps: Set Up Par Locations

Context

You can use Workday to set up and create par locations. You can then:

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- Maintain par levels.
- Record current inventory levels.
- Replenish par locations, such as cabinets, supply rooms, and carts.

Steps

1. Configure the security policy for the *Manage: Par Inventory* domain in the Inventory functional area.
   See Edit Domain Security Policies
2. Activate Pending Security Policy Changes
   Activate pending security policy changes for the new domain.
3. Define *Par Location* worktags in the **Maintain Worktag Usage** task.
   When you issue goods to a par location, you can specify the worktags to charge.
4. Access the **Edit Tenant Setup - Financials** task.
   Specify the **Inventory Par Count ID** generator.
   See Reference: Edit Tenant Setup - Financials.
5. Define the *Inventory Par Count Event* business process and security policy for the inventory par count.
6. Create Stock Request Types .
   Create stock request types for par issue.
7. Maintain Requisition Types .
   Create requisition types for par replenishment.
8. Create Locations.
   Set up locations for par usage.
   - Select the **Par** check box in the **Location Usage** field. A par location can't also be an inventory location.

   Par locations are the lowest level of locations and don't have subordinate locations.
9. Access the **Create Ad Hoc Location Labels** task to create barcode labels for par locations.

Next Steps

Count par inventory.

Maintain Par Locations

Prerequisites

- Create par locations.
- Security: *Manage: Par Inventory* domain in the Inventory functional area.

Context

You can maintain and record par levels for each par location. Par locations are the lowest location in the inventory chain. You can't create subordinate locations for par locations. You can set defaults for how to handle items in the par location.

Steps

1. Access the **Maintain Par Location** task.
2. As you complete the task, consider:

Option	Description
Par Count Option	Select:

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Option	Description
	• *Count Quantity* to have inventory specialists manually count items at the location. When the quantity falls below the par level, Workday replenishes the item to meet it. • *Order Quantity* to have inventory specialists manually enter the quantity for Workday to replenish.

Default	Select the settings Workday uses to replenish par items at this location:
	• **Source Inventory Site**: When sourcing from inventory, select the inventory site that will fulfill the stock request.
	• **Source Requisition Company**: When sourcing from procurement, select the company that will replenish the goods.
	• **Stock Request Type**: When sourcing through a stock request, select the stock request type for the order.
	• **Requisition Type**: When sourcing through a requisition, select the requisition type for the order.
	• **Requisition Type (JIT)**: Select when there are items on the par location marked for Just-in-Time.
	• **Requisition Type (Consigned)**: Sets the requisition type for consigned goods stored in the location.
	• **Include On-Order**: Workday checks the on-order quantity against requisitions and stock requests when calculating par replenishment requests based on the status you select.
	• **Rounding Option**: Rounding determines how Workday converts decimals to whole numbers:
	  • *Round up*: Round away from zero.
	  • *Round down*: Round toward zero.
	  • *Round*: Round to the nearest value, rounding up from 0.5.
	  • *Round half down*: Round to the nearest value, rounding down from 0.5.
	When you leave this field blank, rounding reverts to the company default.
	• **Enforce Reorder Point**: Select to require the **Reorder Point** column in the item lines for this par location. The field determines when to replenish the par line. Use this option to help your workers

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Option	Description
	decrease unnecessary reordering of items. Example: if the maximum par level for an item is 10, and a worker counts 8, then Workday only orders 2 items.

3. As you add or modify **Items** in the grid, consider:

Option	Description
Kanban	(Optional) Select to assign more than 1 bin to the line. When you set a par line as kanban, Workday applies the quantity in the**Par Level**field to each bin on the line.
Bin	(Optional) Define bins at your par location to store items.
Just in Time	Displays only for items configured with just-in-time (JIT) units of measure.
Consigned	Indicates that the item is on consignment.
Replenishment Source	Par replenishment occurs when you run the **Par Count** task or the **Ad Hoc Par Count** task and when stock levels fall below configured replenishment thresholds. Select a default method for Workday to replenish stock at the par location: • *Create Requisition*: Automatically creates a requisition to replenish the par location. To replenish items automatically, you must configure the **Maintain Par Location** task. • *Create Stock Request*: Automatically creates a stock request to transfer inventory from another site to the par location. • *No Replenishment*: Workday counts the items at the par location without replenishing the specified par line. • *Use Sourcing Rules*: Use existing sourcing rules and inventory distribution networks for automated internal transfers between inventory sites or external fulfillment based on real-time availability.
Source Requisition Company	When the item isn't linked to a source requisition company, Workday sends replenishment requests to the default source requisition company for the par location.
Source Inventory Site	When the item isn't linked to an inventory site, Workday uses the default source inventory site for the par location on replenishment requests.

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Option	Description
Reorder Point	For *Count Quantity*: Set a minimum reorder point for the item, so par replenishment initiates when counts fall below that point. For *Order Quantity*: Set a suggested reorder point that you can't change. However, you can order a different quantity than the number in this field.
Average Daily Usage	Automatically populates when you run a *Calculate Par Average Daily Usage* job for the par location. You can override any Workday derived ADU values.
Lead Time	Defines the necessary lead time for the item. Workday considerations the lead time as the: • Time of your selected start event through the time of your selected end event, for goods sourced from inventory. • Supplier lead time, for goods sourced by requisition.
Target Days on Hands	Sets the number of days a bin needs to stay at par level.
Critical	Select when you need the item to maintain a specific level of on-hand inventory, regardless of its usage. Workday doesn't update critical items during the Calculate Par Recommended Reorder Point job.
Patient Chargeable	Use this prompt to enable or override patient chargeability on the item line. Select the **Enable Healthcare Options** check box on the **Edit Tenant Setup – Financials** task to display the prompt.
Required	Select to require a count for the item in the par location. Select this check box for items that you always stock at this location. You count each par item or line that's marked as *Required* before you can submit a par count for any of them. When you don't select this check box, you can replenish the item without submitting a par count through a par replenishment requisition or stock request.
Worktags	Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the **Maintain Worktag Usage** task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values. When you configure primary worktags on the par location lines, Workday displays them

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Option	Description
	on line items as their own column. You can use the columns to override par location level worktag configurations.
Splits	Click to split lines by *Amount*. You can then specify the percentage amounts for the split, enter a memo, and select specific worktags for each line split. Use these fields to share par location spending between different cost centers.

Next Steps

Count items in the par location.

Related Information

Tasks

Calculate Par Average Daily Usage

Calculate Par Lead Times

Reference

Workday 31 What's New Post: Multiple Bin Kanban Par Replenishment

Workday 32 What's New Post: Item-Level Sourcing for Par Replenishment

Workday 32 What's New Post: Reorder Point for Par Locations

Workday 33 What's New Post: Split Accounting Costs for Par Across Multiple Cost Centers

Workday 33 What's New Post: Consigned Inventory in Par Locations

Workday 33 What's New Post: On-Order Quantity Check for Par Replenishment

2020R1 What's New Post: Patient Chargeable by Inventory Location

2020R1 What's New Post: Par Location Security

2021R1 What's New Post: Par Inventory Average Daily Usage

Mass Maintain Par Items

Prerequisites

- Create par locations and par items.
- Security: *Manage: Par Inventory* domain in the Inventory functional area.

Context

You can substitute, change, or delete multiple par items at once, saving time and effort when updating par inventory quantities.

Examples:

- Your supplier no longer stocks the shoe covers you usually order, so you substitute them with a different type.
- You want to change the unit of measure for exam gloves from *Pack* to *Box* across all par locations.
- Your inventory site no longer uses jumbo test tubes, so you delete them across all par locations.

Steps

1. Access the **Mass Maintain Par Items** task.

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2. As you select criteria to filter your item search, consider:

Option	Description
Par Company	Select the company that owns the goods in the par location.
Source Inventory Site	If you're sourcing items from inventory, select an inventory site to fulfill the stock request.
Item Tags	Select tags that represent attributes of the item, such as *Hazardous* or *Toxin*.

3. Click **Substitute and Maintain** to substitute or change 1 or more par location lines.
4. As you complete the header, consider:

Option	Description
Item	Select when you want to substitute an item on a par location line.
Kanban	When you select *Yes*, you can add 1 or more bins to a par location line. When you select *No*, you can add only 1 bin to a par location line.
Consigned	Indicates that the item is on consignment.
Average Daily Usage	Automatically populates when you run a *Calculate Par Average Daily Usage* job for the par location. You can also update this field manually.
Lead Time	Defines the necessary lead time for the item. Workday considerations the lead time as the: • Time of your selected start event through the time of your selected end event, for goods sourced from inventory. • Supplier's lead time, for goods sourced by requisition.
Target Days on Hands	Sets the number of days a bin needs to stay at par level.
Critical	Select when you need the item to maintain a specific level of on-hand inventory, regardless of its usage. Workday doesn't update critical items during the Calculate Par Recommended Reorder Point job.
Par Level	Enter the item quantity you want to maintain in a par location.
Par Level %	Enter a percentage increase or decrease to apply to par location lines. Example: You want to increase your par level by 20% to meet seasonal demand.
Patient Chargeable	Use this prompt to enable or override patient chargeability on the item line. When you select the *None* option, Workday clears the **Patient**

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Option	Description
	Chargeable field for the selected par location lines. Select the **Enable Healthcare Options** check box on the **Edit Tenant Setup – Financials** task to display the prompt.
Just In Time	Select when you want to use just-in-time (JIT) units of measure.
Replenishment Source	Par replenishment occurs when you run the **Par Count** task or the **Ad Hoc Par Count** task and when stock levels fall below configured replenishment thresholds. Select a default method for Workday to replenish stock at the par location: • *Create Requisition*: Automatically creates a requisition to replenish the par location. To replenish items automatically, you must configure the **Maintain Par Location** task. • *Create Stock Request*: Automatically creates a stock request to transfer inventory from another site to the par location. • *No Replenishment*: Workday counts the items at the par location without replenishing the specified par line. • *Use Sourcing Rules*: Use existing sourcing rules and inventory distribution networks for automated internal transfers between inventory sites or external fulfillment based on real-time availability.
Source Requisition Company	When you source from procurement, select the company that replenishes the item. For items not using a configured company, Workday uses the source requisition company from the par location level when generating replenishment requests.
Source Inventory Site	When you source from inventory, select the inventory site that fulfills the stock request for this item. For items that don't have an inventory site configured, Workday uses the source inventory site from the par location level.
Reorder Point	*Count Quantity*: Sets a minimum reorder point for the item, so par replenishment initiates when counts fall below that point. *Order Quantity*: Sets a suggested reorder point. In this case, you can't change the reorder

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Option	Description
	point, but you can specify an order quantity that is different than the reorder point.
Required	Select *Yes* to require a count for the item in the par location.

Next Steps

Count items in the par location.

Related Information

Tasks

Calculate Par Lead Times

Reference

Workday 31 What's New Post: Mass Maintenance of Par Locations
Workday 32 What's New Post: Item-Level Sourcing for Par Replenishment
Workday 32 What's New Post: Reorder Point for Par Locations
Workday 33 What's New Post: Consigned Inventory in Par Locations
Workday 33 What's New Post: On-Order Quantity Check for Par Replenishment
2020R1 What's New Post: Patient Chargeable by Inventory Location
2021R1 What's New Post: Par Inventory Average Daily Usage

Mass Maintain Par Locations

Prerequisites

- Create par locations.
- Security: *Manage: Par Inventory* domain in the Inventory functional area.

Context

To save time and reduce manual effort, you can mass-maintain multiple par locations at once by adding, updating, or removing:

- Par items. Example: You add a new type of face mask across all surgical ward par locations.
- Par location settings. Example: You assign a closer **Source Inventory Site** to multiple par locations for faster deliveries.

Steps

1. Access the **Mass Maintain Par Locations** task.
2. As you complete the task, consider:

Option	Description
Add Par Items	Click to add a par item to the par locations you select.
Configure Par Locations	Click to mass configure par location information.
Par Count Option	Select: • *Count Quantity* to have inventory specialists manually count items at the location. When they enter a count below

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Option	Description
	the par level, Workday replenishes the item to reach the par level. • *Order Quantity* to have inventory specialists manually enter the quantity for Workday to replenish.
Source Inventory Site	When sourcing from inventory, select the inventory site that will fulfill the stock request.
Replenishment Source	Par replenishment occurs when you run the **Par Count** task or the **Ad Hoc Par Count** task and when stock levels fall below configured replenishment thresholds. Select a default method for Workday to replenish stock at the par location: • *Create Requisition*: Automatically creates a requisition to replenish the par location. To replenish items automatically, you must configure the **Maintain Par Location** task. • *Create Stock Request*: Automatically creates a stock request to transfer inventory from another site to the par location. • *No Replenishment*: Workday counts the items at the par location without replenishing the specified par line. • *Use Sourcing Rules*: Use existing sourcing rules and inventory distribution networks for automated internal transfers between inventory sites or external fulfillment based on real-time availability.
Source Requisition Company	When you source from procurement, select the company that replenishes the par items for every item at the location.
Stock Request Type	When sourcing through a stock request, select the stock request type for the order.
Requisition Type	When sourcing through a requisition, select the requisition type for the order.
Requisition Type (JIT)	Select when there are items on the par location marked for Just-in-Time.
Requisition Type (Consigned)	Sets the requisition type for consigned goods stored in the locations.
Include On-Order	Workday checks the on-order quantity against requisitions and stock requests when calculating par replenishment requests based on the status option you select in the prompt.
Rounding Option	Rounding determines how Workday converts decimals to whole numbers:

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Option	Description
	• *Round up*: Round away from zero. • *Round down*: Round toward zero. • *Round*: Round to the nearest value, rounding up from 0.5. • *Round half down*: Round to the nearest value, rounding down from 0.5. When you leave this field blank, rounding reverts to the company default.
Enforce Reorder Point	Select to require the **Reorder Point** column in the item lines for this par location, to determine when to replenish the par line. Use this option to help your workers decrease unnecessary reordering of items. Example: if the maximum par level for an item is 10, if a worker counts 8, then Workday only orders 2 items.

Result

Workday updates your par locations based on your criteria.

Note: When you've required worktags for 1 location, Workday updates those worktags on the other par locations you select.

Next Steps

Count items in the par location.

Related Information
Reference
Workday 32 What's New Post: Reorder Point for Par Locations
Workday 32 What's New Post: Mass Maintenance of Par Locations
Workday 33 What's New Post: Consigned Inventory in Par Locations
Workday 33 What's New Post: On-Order Quantity Check for Par Replenishment

Count Par Inventory

Prerequisites

- Set up par locations with items.
- Configure the *Inventory Par Count Event* business process and security policy in the Inventory functional area.
- Set up the *Process: Par Inventory* domain.

Context

You can count items or specify quantity to order in the par location. You can also denote out of stock items. Workday provides 2 ways to assess your par inventory:

- Create Ad Hoc Par Count task: enables you to create a blank count sheet and configure the item list as you complete the task.
- Create Inventory Par Count task: enables you to count all items configured on the par location.

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Steps

1. Access one of these tasks:
    - **Create Ad Hoc Par Count**
    - **Create Inventory Par Count**
2. If you use the **Create Ad Hoc Par Count** task, you must select values for the **Item** and **Unit of Measure** fields.
3. As you complete this task, consider:

Option	Description
Bin	Required for Kanban par counts, indicates the bins marked for refill.
Unit of Measure	Select the configured unit of measure to order or count.
Par Level	Indicates the quantity of an item to keep in stock in this par location.
Count Quantity	If you set up the par location to count items, enter the current quantity on hand for the item.
Order Quantity	If you set up the par location to order items, enter the quantity to order.
Packaging String	View the different units of measure and their conversion factors for this item.
On-Order Quantity	View the current on-order quantity for this item. Workday only displays this field when you select an option from the **Include On-Order** prompt on a par location. Workday displays the quantity in the par count unit of measure (UOM), or in the base UOM when Workday can't reconcile to the par count UOM. Workday doesn't consider the quantity as on-order when: • There's no conversion factor or base UOM between the par count UOM and ordering UOM. • A requisition or stock request needs review.
Manual Order Quantity	View the aggregated total of all manual par replenishment requests for the item, regardless of origin (requisition, PO, stock request). Workday only displays this field when you select an option from the **Include On-Order** prompt on a par location. Workday only displays the **Manual Order Quantity** when you set the stock request or requisition type to *Par Replenishment* and the **Deliver-To** field to the par location.

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Result

- When you complete the task, Workday initiates the *Inventory Par Count Event* business process and creates a stock request or requisition to:
  - Bring the counted quantity on hand up to the par level.
  - Satisfy the entered order quantity.
- If you need to create a requisition for items, Workday runs a background job to determine the preferred supplier, contract, and the ordering unit of measure (UOM). Workday swaps the purchase item scheduled for replenishment with a supplier item in this order of preference:
  - Linked supplier catalog item for the primary supplier (sourcing priority 1).
  - Linked supplier catalog item if there's only 1 associated to the purchase item.
  - Catalog item for the preferred supplier and contract determined using the requisition sourcing rules.

  If there was no supplier item and contract identified, Workday creates the requisition for the purchase item in *Draft* status and marks **Needs Review** to *Yes* in the Requisition API.

Next Steps

Fulfill stock requests and source requisitions automatically created from the par count.

You can view par information with these reports:

- **Find Par Count**
- **Par Stock Request Status**.
- **Par Requisition Status**.
- **Print Par Count Sheet**.

Related Information
Tasks
Create Stock Requests
Create Requisitions
Reference
Workday 31 What's New Post: Ad Hoc Par Counting
Workday 33 What's New Post: On-Order Quantity Check for Par Replenishment
2020R1 What's New Post: High-Volume Ad Hoc Par Counts on Mobile
2020R1 What's New Post: Par Location Security

Calculate Par Average Daily Usage

Prerequisites

- Set up par locations
- Set up par items
- Update the bin and unit of measure of a par line.
- Security: *Set Up: Inventory* domain in the Inventory functional area.

Context

You can use Workday to calculate the average daily usage (ADU) for your par items, increasing the accuracy of your item traffic reporting. To calculate par ADU, Workday adds daily shipments and receipts, and divides the result by the number of previous horizon days. Workday only applies this formula to receipts and returns to inventory and suppliers in *Approved* or *Adjustment In Progress* status, and only includes shipments in a *Closed* status.

Workday only takes into account data from these transactions when calculating par ADU:

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- Par counts.
- Stock requests created as a result of a par count.
- Requisitions created as a result of a par count.

When you update the bin and unit of measure of a par line and calculate the par ADU, the par line counts as new usage.

Steps

1. Access the **Calculate Par Average Daily Usage** task.
2. As you complete the task, consider:

Option	Description
Previous Horizon Days	Enter the number of days going backwards from yesterday that you want to track your par item usage.
Variance Exclusion %	Enables you to exclude outliers from the calculation. When you enter an exclusion percentage, Workday calculates the quantity variance based on the true average daily usage. Workday doesn't include anything above or below the value in the calculation. When exclusions exist, Workday lowers the **Previous Horizon Days** value based on the percentage you configure.
Include Returns	Select to include returns in the par ADU calculation formula. To calculate par ADU, Workday adds the daily shipments and receipts, subtracts the daily returns, and divides the result by the number of previous horizon days.

Result

Workday updates the **Average Daily Usage** field on the par locations you select.

Next Steps

Update your par inventory analytics.

Related Information
Tasks
Maintain Par Locations
Reference
2021R1 What's New Post: Par Inventory Average Daily Usage

Calculate Par Lead Times

Prerequisites

Security: *Set Up: Inventory* domain in the Inventory functional area.

Context

You can calculate par item lead times to help keep track of your quantity needs. Workday doesn't include manually sourced goods when calculating the lead time.

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Steps

1. Access the **Calculate Par Lead Time** task.
2. As you complete the task, consider:

Option	Description
Supplier Start Event	When you source goods from requisitions, select one of these transactions: • *PO Issued* • *Requisition Created* Purchase Orders that you issue and receive on the same day have a lead time of zero.
Supplier End Event	Select one of these transactions: • *Receipt Approved* • *Receipt Created*
Inventory Start Event	When you source goods from Inventory, select one of these transactions: • *Stock Request Approved* • *Stock Request Created*
Inventory End Event	Select one of these transactions: • *Shipment Closed* • *Shipment Created*
Previous Horizon Days	Enter the number of days before today that you want to track your par item usage. Workday uses your item usage data to calculate the lead time for the item.
Preferred Suppliers	Enables you to filter you lead time data to only your preferred suppliers.
Source Inventory Site	When you don't select an inventory site for your item, Workday uses the default source inventory site for the par location on replenishment requests.

Result

Workday calculates the par item lead times by recording the median number of days that it takes your organization to fulfill and order to a par location, over the course of a defined period of time.

Next Steps

Replenish your par inventory.

Related Information
Reference
2021R2 What's New Post: Par Inventory Lead Times

Calculate Par Recommended Reorder Points

Prerequisites

Security: These domains in the Inventory functional area:

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- *Manage: Par Inventory*
- *Reports: Par Inventory*

Context

You can configure Workday to calculate a recommended reorder point for your par items to reduce manual data review. We enable you to make frequent adjustments to minimum and maximum stocking quantities based on your usage activity, which improves your demand forecasting and anomaly detection.

When you don't enable decimal stocking quantities for the par item and unit of measure combination, Workday rounds recommended par levels and reorder points to whole numbers. When the item isn't a purchase item, Workday rounds the item level to a whole number.

Steps

1. Access the **Calculate Par Recommended Reorder Point** task.
2. Complete the task:

Option	Description
Auto Generate Worksheet	Select to generate a workbook, enabling you to update the reorder point and par level of your items, and save that information outside of Workday.
Par Company	Select the company to record par transaction accounting entries.
Location Hierarchy	Enables you to calculate suggested par levels and order points for multiple par locations. You must have access to the specific location hierarchy to select it.
Reorder Calculation Type	*Current ADU* uses the average daily usage for the par item, on the par inventory site, in the base unit of measure. This method is best for: • New items with no history. • Items with inconsistent usage. *Previous Horizon* uses the number of transactions during the time period that you configure on the **Previous Horizon Days** and **Days to Include** prompts. Best for items with consistent usage. *Seasonality and Trend* uses historic year-over-year data to calculate trend and seasonality. Best for seasonal items with consistent usage.
Reorder Manual Adjust %	Enter a percentage multiplier to add to your recommended reorder point. Example: Make a 20% adjustment for a seasonal rush of inventory usage.
Use Lead Time	Select to use the configured **Preferred Supplier Lead Time** value from the Inventory Site options on the purchase item, in your reorder point calculation.
Use Target Days on Hand	Select to use the minimum amount of par inventory you want to have on hand, measured

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Option	Description
	in number of days of stock for the item in your calculation.
Update Par Level	Select to update the stock level for the par items.
Update Reorder Point	Select to update the reorder point on the par items to the value recommended by the task.
Exclude Critical Items	Select to exclude items from planning or automatic updates. Use this option for items that needs to maintain a minimum quantity regardless of historic demand.
Reorder Tolerance %	When you configure Workday to update your reorder point, you can enter a tolerance percentage. Workday automatically updates your reorder point only when it falls within the percentage you configure. When you leave the field blank, Workday updates all reorder points with the recommended values the task generates. Example: You enter in 25% and the current reorder point is 100, so the recommended reorder point must be between 75-125 to update.
Replenishment Source	Enables you to restrict your reorder point calculations to items from the replenishment source you select.

Result

Workday provides the recommended reorder point of the par item in the replenishment UOM.

Workday calculates these fields for your par items:

- **Adjusted Average Daily Usage**, which equals the **Average Daily Usage** plus ((**Average Daily Usage** multiplied by the **Reorder Manual Adjust %**) divided by 100).
- **Recommended Par Level Calculation**, which equals the:
  - (**Target DOH** plus **Lead Time**) multiplied by **Adjusted Average Daily Usage** when you select the *Use Lead Time* option and the par line has a target DOH.
  - **Target DOH** multiplied by **Adjusted Average Daily Usage** when you don't select the *Use Lead Time* option and the par line has a target DOH.
  - **Adjusted Daily Usage** multiplied by **Lead Time** when you don't select the *Use Target Days on Hand* option or the par line doesn't have a target DOH.
- **Recommended Reorder Point**, which equals the:
  - **Adjusted Average Daily Usage** multiplied by (**Minimum Days on Hand** plus **Lead Time**) when you select the *Use Lead Time* option.
  - **Adjusted Average Daily Usage** multiplied by **Minimum Days on Hand** when you don't select the *Use Lead Time* option.

Next Steps

You can use the **Recommended Par Levels** report to view replenishment details by par inventory site and par item.

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Related Information
Reference
2022R2 What's New Post: Par Replenishment Levels

Update Par Inventory with Worksheets

Prerequisites

Configure the *Inventory Par Location Change* business process and security policy in the Inventory functional area.

Security: *Manage: Par Inventory* in the Inventory functional area.

Security: These domains in the System functional area:

- *Worksheets*
- *Drive*

Context

You can download the results on the Calculate Par Recommended Reorder Point job into worksheets. We provide you more options to download recommended par levels, evaluate and adjust the recommended levels, and perform reviews of the final recommendations prior to updating your par locations and items.

Steps

1. Access the **Calculate Par Recommended Reorder Point** task.
2. Select the **Auto Generate Worksheet** option.
3. On the ensuing **View Background Process** page, select **Open Workbook**.
4. Workday populates recommended values for these columns, but you can also edit them manually:

Option	Description
Par Level	Insert a value to update the stock level for the par items.
Reorder Point	For *Count Quantity*: Set a minimum reorder point for the item, so par replenishment initiates when counts fall below that point. For *Order Quantity*: Set a suggested reorder point that you can't change. However, you can order a different quantity than the number in this field.

5. Click the **Validate All** option to validate your worksheet rows.
6. Click **Submit**.
7. Select **Inventory Par Location > Submit** from the Actions menu on the worksheet.

Result

Workday submits the updated par levels and reorder points for review.

Example

Next Steps

Par inventory controller users can approve the new par levels and reorder points using the **Review Inventory Par Location Change Event** task through their My Tasks.

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Steps: Set Up Par Removal

Prerequisites

Set up par locations.

Context

Workday enables you to remove nonconforming products, such as expired, damaged, or recalled items, from par locations. We help increase the efficiency in your facilities and also enable you to monitor and track nonconforming products.

Steps

1. Configure the *Inventory Par Removal* business process and security policy in the Inventory functional area.
2. Access the **Edit Tenant Setup - Financials** task

   In the **Business Document Sequence IDs** section, select the ID definition on **ID Generator for Inventory Par Removals** prompt.

   Security: *Set Up: Tenant Setup - Financials* in the System functional area.
3. Access the **Edit Company ID Definitions** task.

   On the Company Specific Settings tab set up the **ID Generator for Inventory Par Removals** prompt.

   Security: *Set Up: Company General* domain in the Common Financial Management functional area.
4. Access the **Maintain Inventory Adjustment Reasons** task.

   Select the *Decrease* option on the **Type** prompt and the **Allow on Par** check box.

   Security: *Set Up: Inventory* domain in the Inventory and Procurement functional areas.

Next Steps

Remove inventory from your par locations.

Related Information
Tasks
Remove Par Inventory
Reference
2020R2 What's New Post: Par Inventory Removal

Remove Par Inventory

Prerequisites

Security: *Process: Par Inventory* domain in the Inventory functional area.

Configure the *Inventory Par Removal* business process.

Context

Workday enables you to remove nonconforming products, such as expired, damaged, or recalled items, from par locations. We help you quickly address item recalls and take quick action to update your par inventory.

Steps

1. Access the **Remove Par Inventory** task.

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2. As you complete the task, consider:

Option	Description
Default Adjustment Reason	Sets the adjustment reason for all items that you add to the par removal.
Unit of Measure	Select the unit of measure to use during the removal.
Adjustment Reason	Select your configured par removal adjustment reason.
Lot	Enter any lot identifier information for the selected item to help identify defective items in a specific lot.
Expiration	Enter the lot expiration date.

Result

Workday removes the inventory from the par location after the administrator approves the request.

Example

You have face masks stocked at a par location and a specific lot of masks has a defect in the strap. You can configure a par removal request for the lot items.

Next Steps

- View your par removal requests on the **Find Par Removal** report.
- View the cost impacts of par removals on the **Par Removal Value** report.

Related Information
Tasks
Steps: Set Up Par Removal
Reference
2020R2 What's New Post: Par Inventory Removal

Reference: Par Utilization Reporting

You can use these reports, that use the **Par Count Line** report data source, to track and measure par location performance and item trends.

These reports are already on the **Par Utilization** and **Inventory** dashboards.

Workday recommends that you create a prompt set for the **Par Utilization** dashboard. See Configure Dashboard Content.

Report	Considerations
Fast Moving Par Items	You can use this matrix report to monitor items that have fewer days between orders than days of on-hand par inventory, over a set period of time. The report takes into consideration: • The quantity ordered (on a per order basis) in relation to the par level. • The days between orders in comparison to the target days on hand for a par line item. • The number of orders.

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Report	Considerations
	• The defined period of time. Workday doesn't include orders in *Cancelled* or *Denied* status in the report. Example: You set the quantity order as a percentage of par level at 50%, when you have a par level of 100. You set the number of orders to 3 and the period of time of 30 days. As a result, an item is fast moving when: • It has a minimum of 3 orders. • You order at least 50% of the par level. • The days between orders are less than the target days on hand of the item within the last 30 days.
Slow Moving Par Items	You can use this matrix report to monitor cold or slow-moving items based on their infrequency of orders. Example: You set the report to consider any par line items that have 2 or fewer orders within the last 30 days, as slow moving items.
Kanban Par Bin Rotation	When you set up 2 or more bins for a par line, Workday tracks missed bin rotations, such as when a worker scans the same bin twice. This composite report only captures par counts in *Approved* status. Example: You have par items with expiration dates where you use the oldest item first. You have a 2-bin setup and your workers only scan 1 of your bins during rotations.
Potential Stockouts in the Last 2 Days	A matrix report that uses the **Par Count Line** report data source. With this matrix report, you can track par stockouts in the last 2 calendar days from the current date, for both single and multibin setups. Only par counts in *Approved* status display on this report. For this report, stockout means that you have zero quantity on hand, or your order quantity is equal to or above the par level. We recommend using this report in combination with the **Fast Moving Par Items** report and your order records, for best practice item tracking. Example: You have inventory that needs constant monitoring and stocking, such as personal protective equipment. You have a 2 bin setup, and both bins stock out during a rotation and subsequent count. Workday records the par item in the report and the corresponding par counts where the stockout occurred.

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Example: Multi-Bin Par Locations

Context

Your hospital has implemented a multi-bin kanban system for their par locations. As a result, multiple bins are behind or beside each other to stock the same item to par level. When a bin is empty, you move the full bin behind it forward. When you're counting the location, you mark the bin that requires restocking, triggering a replenishment of the empty bin. In this example, you need to configure the par count business process and your par location to recognize the multiple bins.

Steps

1. Configure the **Inventory Par Count Event** business process and security groups.
2. Configure the *Process: Par Inventory* domain in the Inventory functional area.
3. Access the **Maintain Par Location** task.
4. On the desired item line, select the **Kanban** check box.
5. Click the prompt in the Bin column and select the **Create Par Location Bin** prompt.
6. Enter the name of the bin.
   You can create as many bins as needed for the item line when you select the **Kanban** check box.
7. Access the **Create Ad Hoc Par Count** task.
8. Select the **Kanban Only** check box.
9. Select your desired bins and complete the par count.

Result

Workday initiates the *Inventory Par Count Event* business process.

Next Steps

Review and approve the inventory par count for the par location to produce the replenishment business document. Once restock arrives at the par location, the bin is refilled to its par level and placed back in its normal location.

Related Information
Reference
Workday 31 What's New Post: Multiple Bin Kanban Par Replenishment
2020R1 What's New Post: Par Location Security

Consignment Replenishment

Concept: Replenish Consigned Items

Context

Access the **Create Consignment Usage Requisitions** task to replenish consigned items that were used. This task factors in usage transactions based on your selection criteria such as site, item, and date. It can be run manually or scheduled. As a result, a bill and replace requisition will be created; this is the only way to create a bill and replace requisition.

Create Consignment Usage Requisitions Logic

When you define the **Consigned Maximum Quantity** or **Consigned Reorder Point Quantity** and access the **Create Consignment Usage Requisitions** task, we calculate the on-hand quantity to determine the quantities that need to be ordered and paid for. On-hand quantity includes:

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- On-hand inventory site balance
- On-order balance from consigned no charge requisition and purchase orders, and bill and replace requisitions and purchase orders

When you don't define any of the **Consigned Reorder Point Quantity** or **Consigned Maximum Quantity** fields, we won't factor in the on-hand quantity; we factor in usage transactions.

For the **Create Consignment Usage Requisitions** task, we use First-In, First-Out (FIFO) logic to determine which usage transactions to include in the replenishment.

- Transactions are evaluated starting with the earliest by date/time.
- When the quantity to order matches the quantity to pay for, all transactions are included.
- When the quantity to order is greater than the quantity to pay for, all transactions are included.
- When the quantity to order is less than the quantity to pay for, transactions will be included based on the FIFO logic and might be replenished partially.

Note: We send **Notifications** that display the results of the run when transactions are partially replenished in the created bill and replace requisitions.

Inventory Site Options

When you define the **Consigned Maximum Quantity** on the **Inventory Site Options** of a consigned inventory site, the replenishment calculation of the **Create Consignment Usage Requisitions** task is based on:

- Usage transactions
- On-hand quantity
- The specified maximum quantity

When you define the **Consigned Reorder Point Quantity** on the **Inventory Site Options** of a consigned inventory site, the replenishment triggers when on-hand quantity is below the specified minimum.

When you select the **Consolidate Transactions** check box at the **Inventory Site Options** of a consigned inventory site and access the **Create Consignment Usage Requisition** task, we consolidate multiple usage transactions into 1 line on the created bill and replace requisition when the transactions share any of the same:

- Inventory site
- Item
- Supplier
- Unit of Measure
- Usage transaction type (Quick Issue, Stock Request/ Shipment, Inventory Adjustment, Transfer)
- Worktag

Related Information
Reference
25R2 Consignment Replenishment with Minimum/Maximum
25R2 Consolidate Consignment Transactions on Bill and Replace Requisitions and Purchase Orders

Inventory Replenishment

Steps: Set Up Requisitions for Inventory Replenishment

Prerequisites

- Set up spend categories to stock items.
- Set up inventory sites and stocking locations.

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Context

You can create inventory replenishment requisitions when inventory levels drop below a threshold level.

Steps

1. Maintain Requisition Types .
   Define requisition types that are specific to requisitions for inventory replenishment.
2. Access the **Maintain Inventory Site** task.
   Select the **Procurement Company** that sources requisition orders from the inventory site.
3. Complete the **Replenishment** tab:
   - **Replenishment Option** on the task to replenish inventory at the site. Workday replenishes your stock with the method you select when you schedule a replenishment.
   - **Source Requisition Company** to create the replenishment requisition.
4. (Optional) To enable exclusion of purchase items that have catalog entries, select **Company > Edit Company Procurement Options** from the related actions menu of the company.
   Select the **Exclude Purchase Items that have Catalog/Supplier Item Entries** check box.
   Security: *Set Up: Company General* domain in the Common Financial Management functional area.
5. (Optional) Create Sourcing Rules for Requisitions .
   Configure requisition sourcing rules for the preferred supplier for purchase items. Create Sourcing Rules for Requisitions
6. (Optional) Manage Web Items .
   Map supplier items (catalog and web items) to internal purchase items.
7. (Optional) Set Up Purchase Items for Inventory .
   Capture conversion factors for the various ordering units of measure on the base unit of measure of the internal purchase item.

Next Steps

Create requisitions for inventory replenishment.

Related Information
Tasks
Create Requisitions
Create Spend Categories

Create Inventory Distribution Network

Prerequisites

Security: *Set Up: Inventory* domain in the Inventory functional area.

Context

You can use Workday to create inventory distribution networks to use in item replenishment. We enable you to prioritize distribution using a distribution network, and configure sourcing rules to source items based on availability. Supply teams can set up a network of sites that Workday can use when a worker requests an item. Workday can check against a list of prioritized sites, instead of just 1, and can fulfill that request automatically when that inventory is available at any of the sites in the distribution network. We remove the need for manual intervention from supply chain teams or having to wait for the requests.

When you select the **Default Fulfillment Source to Inventory for Valid Items for Inventory Site** option on your sourcing rule, the distribution network only considers inventory sites that are active on that item. When you don't select this option, the distribution network considers all inventory sites.

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Steps

1. Access the **Create Inventory Distribution Network** task.
2. As you complete the task, consider:

Option	Description
Company	Select the default fulfillment companies for each of the sites in your distribution network.
Check Inventory Availability	Select to check each site in your distribution network for available inventory during requisitions. Select this check box to configure the **Default Inventory Site** prompt.
Source to Purchase Order if no Fulfillment Site is Found	Select to enable your distribution network to source inventory replenishment requests to a purchase order when there's no inventory available and no valid inventory site found by the distribution network.

3. Use the **Distribution Network Priority** grid to add inventory sites to your distribution network.
4. Set the priority of your distribution network sites for sourcing during requisitions.
5. In the **Check UOM Availability** column, consider:

Option	Description
Restrict Availability to Base UOM	Select this option when an inventory site uses automatic unit of measure (UOM) conversion and issues and stocks in multiple UOMs. When you select this option, Workday restricts the available inventory in the base UOM for the inventory site, to the requested quantity in the base UOM.
Restrict Availability to Requested UOM	Select this option when the inventory site only operates in a specific UOM or doesn't convert UOMs.

Result

Workday creates the inventory distribution network as a configurable object on requisitions.

Next Steps

Assign an inventory distribution network to your requisition sourcing rules.

View your configured distribution networks on the **Find Inventory Distribution Networks** report.

Related Information
Reference
The Next Level: Get Started with an Inventory Distribution Network

Schedule Replenishment

Prerequisites

- Configure replenishment options for inventory sites on the **Maintain Inventory Location** task.
- Define item-specific replenishment options for inventory sites on the **Create Purchase Item** task.
- Configure the *Requisition Event* and *Inventory Stock Request Event* business process and security policy.

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- Security: *Manage: Inventory* domain in the Inventory functional area.

Context

You can schedule a job to replenish inventory when levels drop below a desired reorder point.

Steps

1. Access the **Replenish Inventory** task.
2. Complete the **Replenish Inventory Criteria** tab:

Option	Description
Preferred Supplier	Select to replenish your inventory based on a preferred supplier.
Notification Recipient(s)	Select to send replenishment notifications to workers in addition to the processing worker.
Requisition Type	Select to create requisitions if the inventory sites are using requisitions to replenish inventory. Ensure that the requisition type enables inventory replenishment.
Requisition Type (JIT)	Select to create requisitions if the inventory sites are using requisitions in your just-in-time unit of measure (UOM) to replenish inventory. Ensure that the requisition type enables inventory replenishment.
Stock Request Type	Select when you want to create resulting replenishment stock requests as a specific stock request type.
Maximum Lines per Requisition/Stock Request	Set a limit on the number of item lines to include on your requisitions or stock requests. On requisitions, Workday groups item lines by the Inventory site and source requisition company. On stock requests, Workday groups item lines by inventory site (replenishing site), replenishment option, and source inventory site. When a purchase order exceeds the maximum number of lines you set, Workday creates multiple requisitions to process those lines. Note: For optimal performance, set the limit to 50 lines or fewer.
Auto-Submit	Select to submit the requisition or stock request automatically for review and approval. Clear to create the requisition or stock request in *Draft* status.

3. Click **OK** and **Done**.

Result

- The replenishment job automatically creates requisitions, stock requests, or notifications to initiate restocking of inventory to desired levels. Workday creates stock requests for an issuing unit of measure on the supplying site.

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- The replenishment job first executes replenishment requests according to the replenishment attributes you defined at the item-site level. If undefined at item-site level, the attributes you defined at the inventory-site level determine the request.
- When creating a requisition, Workday runs a background job to determine the preferred:
    - Supplier.
    - Contract.
    - UOM.

  Workday swaps the purchase item with a supplier item for replenishment, in this order of preference:
    - Linked supplier catalog item for the primary supplier (sourcing priority 1).
    - Linked supplier catalog item if there's only 1 associated to the purchase item.
    - Catalog item for the preferred supplier and contract determined using the requisition sourcing rules.

  If no supplier item and contract is identified, Workday creates the requisition for the purchase item in *Draft* status and marks it**Needs Review** in the Requisition API.
- When there's a stock request with errors related to UOM quantity conversions, Workday creates the stock request in *Draft* status and marks it **Needs Review**.
- Displays a new unit of measure value for the suggested order quantities on replenishment results and notifications.
- When you select the **Auto-Submit** check box, Workday initiates the *Requisition Event* and *Inventory Stock Request Event* business processes for review and approval.

Next Steps

You can view replenishment information on these reports:

Report	Description
Replenishment Optimization	Displays replenishment details by inventory site and purchase item.
Find Stock Requests	Displays details of the submitted requisitions and stock requests, including transactions in *Draft* status.
Find Requisitions	Displays details of the submitted requisitions and stock requests, including transactions in *Draft* status.
Inventory Replenishment Documents	Displays stock request and requisition documents that result from inventory replenishments.

Related Information

Tasks

Set Up Purchase Items for Inventory

Set Up Inventory Sites

Create Receipts

Reference

Workday 32 What’s New Post: Inventory Replenishment by Preferred Suppliers

Source Requisitions for Replenishment

Prerequisites

- Set up spend categories to stock items.

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- Set up inventory sites and stocking locations.

Context

Use Workday to source requisitions for inventory replenishment before ordering your items.

Steps

1. Access the **Create Requisition** task.

   Note: If you opt into the **Requisitions Experience Unification** feature from the **Maintain Feature Opt-Ins** report, we direct you from the **Create Requisition** task to the **Requisitions** worklet for a more streamlined requisitioning process. See Create Requisitions in the Requisitions Worklet .
2. Select a requisition type enabled for *Inventory Replenishment*.
3. Select the **Requesting Inventory Site**.
4. Confirm the **Ship-to Address** as the inventory site primary shipping address.

Result

Workday applies your inventory site options to your requisitions.

Next Steps

Select items to compare and add to your cart.

Steps: Set Up Inventory Reorder Points

Prerequisites

Security: *Set Up: Inventory* domain in the Inventory functional area.

Context

You can determine reorder points for inventory items by calculating average daily usage (ADU) and preferred supplier lead time (SLT) values, using data from past transactions. When you set item reorder points, you can maintain optimal inventory quantities and avoid stock shortages and overstocking.

Example: You calculate the ADU for exam gloves to determine the stock levels required to ensure a consistent supply of the item. You also calculate the SLT for the gloves to determine a reorder point that maintains stock levels.

We recommend that you use these tasks in conjunction when determining ADU and SLT values:

- **Calculate Inventory Average Daily Usage**
- **Calculate Preferred Supplier Lead Time**

Steps

1. Access the **Calculate Inventory Average Daily Usage** task.
2. Complete the **Average Daily Usage Criteria** task:

Option	Description
Previous Horizon Days	Enter the number of days going back from yesterday to use in your item usage calculation. Enter the number of days for Workday to use to calculate the ADU of an item.

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Option	Description
	Note: This only includes days since the first issuance of the item. Example: You set the previous horizon days to 90, but the item was first issued 10 days ago. The calculation only includes 10 days.
Variance Exclusion %	To account for fluctuations in item usage, enter a percentage that varies from the true ADU of an item. Example: The ADU value of an item is 100 and you enter a variance exclusion of 20%. Workday excludes all ADU values over 120 and below 80 from its calculation. The specified percentage prevents fluctuations from affecting the ADU value of the item.

3. Access the **Calculate Preferred Supplier Lead Time** task.
4. On the **Calculate Preferred Supplier Lead Time Criteria** tab, enter a **Previous Horizon Days** value.

Result

Workday populates the ADU and SLT values in these fields on the **Edit Purchase Item** task:

- **Average Daily Usage (Base)**
- **Preferred Supplier Lead Time (Days)**

When you run these tasks, Workday overrides the ADU and SLT values manually entered on the **Create Purchase Item** task:

- **Calculate Inventory Average Daily Usage**
- **Calculated Preferred Supplier Lead Time**

Next Steps

View items that need immediate attention on the **Inventory Items Below Reorder Point Quantity** report.

Use the **Replenishment Optimization** report to view replenishment details by inventory site and purchase item.

Related Information
Reference
Workday 32 What's New Post: Calculate Average Daily Usage and Preferred Supplier Lead Time

Steps: Automatically Replenish Inventory

Context

You can configure Workday to automatically create requisitions for items when the on-hand inventory drops below the threshold you determine. You can then automatically:

- Consolidate all requisitions for a supplier on a single purchase order.
- Issue the purchase order on a regular cadence, helping to ensure consistent inventory.

When you complete this configuration, Workday doesn't consolidate the requisitions you had already created prior to completing these steps.

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Steps

1. Access the **Edit Company Procurement Options** task.
   a) Select the supplier that needs consolidated requisitions.
   b) On the **Sourcing** tab, select the **Consolidate Requisitions on Purchase Orders** check box.
   c) Click **OK**.

   Security: *Set Up: Company General* domain on the Common Financial Management functional area.
2. Set Up Purchase Items for Inventory .

   Define the reorder point for each purchase item.
3. Schedule Replenishment .

   Schedule a job to replenish inventory.
4. Schedule Automatic Sourcing of Requisitions .
5. Configure Workday to automatically issue purchase orders after approval

   See Steps: Set Up Automatic Issuing of Purchase Orders

Result

When the inventory for an item falls below the threshold, Workday automatically creates a replenishment requisition.

Based on the schedule you determine, Workday then:

- Consolidates requisitions for each supplier on individual purchase orders.
- Issues the purchase orders.

Automatically Calculate Recommended Reorder Points

Prerequisites

Security: *Manage: Replenishment* domain in the Inventory functional area.

Context

You can configure Workday to calculate a recommended reorder point for your items to reduce manual data review. We enable you to make frequent adjustments to minimum and maximum stocking quantities based on your usage activity, which improves your demand forecasting and anomaly detection.

Steps

1. Access the **Calculate Recommended Reorder Point** task.
2. As you complete the task, consider:

Option	Description
Reorder Calculation Type	*Current ADU* uses the average daily usage for the purchase item, on the inventory site, in the base unit of measure. This method is best for: • New items with no history. • Items with inconsistent usage. *Previous Horizon* uses the number of transactions during the time period you configure on the **Previous Horizon Days** and **Days to Include** prompts. We recommend this type for items with consistent usage.

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Option	Description
	Seasonality and Trend uses historic year-over-year data to calculate trend and seasonality. Best for seasonal items with consistent usage.
Use Preferred Supplier Lead Time	Select to use the configured **Preferred Supplier Lead Time** value from the Inventory Site options on the purchase item, in your reorder point calculation.
Use Target Days on Hand	Select to use the minimum amount of inventory you want to have on hand, measured in number of days of stock for the item in your calculation.
Reorder Manual Adjust %	Enter a percentage multiplier to add to your recommended reorder point. Example: Make a 20% adjustment for a seasonal rush of inventory usage.
Update Reorder Point	Select to update the reorder point on the purchase items to the value recommended by the task.
Reorder Tolerance %	When you configure Workday to update your reorder point, you can enter a tolerance percentage. Workday automatically updates your reorder point only when it falls within the percentage you configure. Example: You enter in 25% and the current reorder point is 100, so the recommended reorder point must be between 75-125 to update. When you leave the field blank, Workday updates all reorder points with the recommended values the task generates.
Auto Generate Worksheet	For mass site and item updates, select to generate your reorder point data in a Worksheet.
Purchase Item Request Type	Workday displays this prompt when you select the **Auto Generate Worksheet** option. Use this prompt to select the corresponding purchase item template type that Workday uses to generate your reorder point data.

Result

Workday provides the recommended reorder point of the purchase item in the replenishment unit of measure.

Workday calculates these fields:

- Adjusted Average Daily Usage, which equals the **Average Daily Usage** plus ((**Average Daily Usage** multiplied by the **Reorder Manual Adjust %**) divided by 100).
- Recommended Reorder Point, which equals the **Adjusted Average Daily Usage** multiplied by the (**Lead Time** plus the **Target Days On Hand**)) plus the **Safety Stock**.

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- Recommended Max Quantity, which equals the **Average Daily Usage** multiplied by the (**Max Targeted Days on Hand** plus the **Lead Time**) plus the **Safety Stock**. Workday converts the value to Replenishment UOM before adding the safety stock value.

Next Steps

You can use the **Replenishment Optimization** report to view replenishment details by inventory site and purchase item.

Related Information
Reference
2021R1 What's New Post: Automatically Calculate for Inventory Replenishment

Concept: Inventory Replenishment

Replenishment is a process of restocking inventory. Workday monitors stock levels and replenishes inventory when levels drop below your designated reorder points. Workday provides 3 replenishment options:

- Restock inventory through replenishment from an external supplier using a requisition.
- Restock inventory through a transfer stock request between sites.
- Send a My Tasks notification, listing each item in each site that requires replenishment.

Calculating Replenishment

Workday triggers replenishment when a *Calculated Inventory Level* is less than or equal to a *Reorder Point Level*. The reorder point is a point below which a restocking event needs to occur. You set it when configuring purchase items.

Workday calculates the inventory level using this method:

Calculated Inventory Level = Adjusted QOH + On-Order Supplies (Optional) - Open Demands (Optional)

Adjusted QOH (Quantity On Hand)	Total inventory site quantity on hand minus any stocking or storage locations where the **Include In Replenishment** option isn't enabled. Example: You have 2 storage locations set up at an inventory site, Bin A (100 EA) and Bin B (25 EA). Bin A has the **Include In Replenishment** option selected and Bin B doesn't. The adjusted QOH for this item would be 75 EA.
On-Order Supplies	Open supply orders. Expected replenishment requisitions and transfer stock requests that Workday hasn't put away in the inventory site. Workday uses open requisition lines, not open stock requests or purchase orders for the inventory site in the calculation.
Open Demand	Open stock requests in the inventory site that you haven’t fulfilled.

Methods of Replenishment

- **Min-max replenishment**: Specify a reorder point level, a maximum level, and a replenishment unit of measure (UOM) on the **Inventory Site Options** tab of the **Create Purchase Items** task. When on hand inventory drops to or below the reorder point level, Workday creates a replenishment to restock inventory. Workday creates replenishment orders in ordering units of measure. Workday orders

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Items replenished from your inventory in an issuing UOM. Items replenished from a requisition are in the ordering UOM for the item.

Example: You set the reorder point level for an item as 50 each and the maximum inventory level as 100 each. The replenishment process calculates the item's inventory level as 35 each. Since the calculated inventory level is less than the reorder point, Workday creates a replenishment request for 65 each. (*Maximum Inventory Level (100 each) - Calculated Inventory Level (35 each) = Reorder Quantity (65 each)*)

- **Fixed reorder point replenishment**: Specify a reorder point level in the base unit of measure in the **Inventory Site Options** tab of the **Create Purchase Items** task. When on hand inventory levels drop to, or below the reorder point, Workday creates an order in the quantity that you define in the **Fixed Order Unit of Measure**.

  Example: You set the reorder point level as 50 each and the calculated inventory level is 35 each. Workday creates a request for 5 boxes, based on the order quantity and replenishment unit of measure set for the item.

- **Item Level Sourcing**: Create and define replenishment options for an item at the item-site level. You can create both stock requests and requisitions based on sourcing options at the item level. You can also set notifications for replenishment for users in addition to the requester.

  Example: You want to replenish exam gloves from a different source company that you specified for your inventory site. You also want to set notifications for the inventory manager and the person who requested the item.

Inventory Label Printing

Setup Considerations: Label Printing

You can use this topic to help make decisions when planning your configuration and use of inventory label printing. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What It Is

In Workday, you can print location and document-based labels for multiple aspects of your internal supply chain.

Business Benefits

With Workday, you can:

- Print scannable labels, providing easier and more efficient data collection and validation.
- Mass maintain printer assignments for workers, providing greater oversight for your label printer fleet.

Use Cases

With inventory label printing you can:

- Print barcode labels for your inventory items or locations, that you can scan quickly using Workday mobile tasks.

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- Track goods deliveries by scanning Goods Delivery Ticket barcode labels and Goods Delivery Group barcode labels with Workday mobile tasks.
- Print barcode labels for items on receipts. Use these labels to easily identify product and supplier information.
- Print inventory location labels for par location bins or inventory stocking locations. These labels can contain product information for shelf-edges and bins.
- Print out custom alternate item identifier labels for your items that you can then scan to identify them.

Questions to Consider

Questions	Considerations
What barcode types are essential for your internal supply chain?	Workday supports multiple barcode types that you can scan to add data to tasks on Workday mobile.
When do you want to print specific label templates?	You can enable Workday to automatically print a specific label, based off of templates that you configure.
What label printers and scanner models do you use in your business?	In Workday, we only list printer types and names. The specifics of your printer make and model are listed on your third party application software. Workday sends the printer names to your third party software in XML format.

Recommendations

None.

Requirements

You must set up label printers in Workday before you can print labels with them.

To add a label type to your business, you must set up an integration system for that label type. Workday supports these integration systems:

- Deliver-To Locations
- Par Locations
- Inventory Locations
- Good Delivery Groups
- Goods Delivery Tickets
- Receipts

Limitations

You must use a third-party printing software along with Workday to print labels.

Tenant Setup

No impact.

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Security

Domain	Considerations
Process: Label Printer domain in the Inventory function area.	Users with access to this domain can assign label printers to user.
Process: Goods Delivery domain in the Inventory and Procurement functional areas.	Enables you to: • Create, edit, and close goods delivery tickets. • Manage goods delivery groups. • Print delivery tickets.
Set Up: Inventory domain in the Inventory functional area.	Users with access to this domain can: • Set up integration systems. • Configure inventory labels. • Setup goods delivery rules.
Setup: Label Printer domain in the Inventory functional area.	User with access to this domain can: • Configure and edit inventory printer types. • Configure and edit label printers in Workday. • Manage label printer assignments.

Business Processes

Business Process	Considerations
Inventory Label Event	Set the default definition business process as part of your integration system setup. Add *Inventory Administrator*, *Inventory Specialist*, and *Implementers* into your security group. Workday controls access to label printing tasks by employee position. Inventory Administrators can only access and print location labels. Inventory Specialists can only access and print document labels.
Goods Delivery Group *Goods Delivery Ticket*	These business processes enable you to: • Create delivery tickets. • Group multiple delivery tickets that you send to the same location. • Capture successful and unsuccessful delivery attempts.
Receipt	To print labels automatically, set up a service step and an integration step next to each other on either the *Receipt* or *Goods Delivery Ticket* business process. If you have the label printing service and integration step on the *Receipt* business process, Workday prints all goods receipt lines upon submission of a receipt. If you have no label printing service step and integration step on the *Receipt* business process, and you have an integration system selected on

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Business Process	Considerations
	a label template, then Workday prints a label for each completed goods receipt line as you enter the quantity for that line.

Reporting

Reports or Dashboards	Considerations
View Label Printers report.	Use this report to view the details of your configured label printers.
View Selected Label Printer report.	Use this report to see which printer you currently have in use.
View Label Template Rules report.	Use this report to view your configured printing template rules.
View Label Printer Assignments report.	Use to view workers' printer assignments to the devices in your fleet.

Integrations

Integration	Considerations
Integration Templates	Workday provides a label template for each label type, as listed in the **Requirements** section.
Third-party printing software	You can configure a Document Delivery service. You can decide where and how the XML label information is delivered to your third-party software.
Web Services	Use these web services to export inventory transactions that include label printing data: • *Get Inventory Label Printers* • *Get Inventory Label Printer Types* • *Get Inventory Label Template Rules* • *Put Inventory Label Printers* • *Put Inventory Label Printer Types* • *Put Inventory Label Template Rules*

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Related Information

Tasks

Steps: Set Up Integrations for Label Printing

Steps: Set Up Integrations for Inventory Label Data

Reference

Reference: Barcodes

Reference: Barcode Symbology IDs

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Steps: Set Up Integrations for Label Printing

Context

You can export inventory label data to a third-party service for printing:

- Delivery groups
- Locations
- Receipt label types
- Tickets

Example: Load all the goods on the individual goods delivery tickets on to the same cart. Then, print and affix a goods delivery group label to the cart. You can scan the barcode label at different points of the delivery process for full traceability. These labels save the delivery assigned-to worker from having to scan all the items or goods delivery tickets individually.

Steps

1. Configure integrations to export inventory label data to a third-party label printing application.
   See: Steps: Set Up Integrations for Inventory Label Data
2. Access the **Maintain Inventory Printer Types** task.
   Add a printer type for grouping label printers.
   Security: *Setup: Label Printer* domain in the Inventory funcitonal area.
3. Access the **Maintain Label Printers** task.
   Workday sends this name to the third-party label printing software.
   Security: *Setup: Label Printer* domain in the Inventory funcitonal area.
4. Access the **Assign Label Printer** task.
   When you select a printer, the **Label Printer** prompt displays on these tasks:
   - **Create Ad Hoc Document Labels**
   - **Create Ad Hoc Location Labels**

   Security: *Process: Label Printer* domain in the Inventory funcitonal area.
5. Access the **Maintain Inventory Label Subtypes** task.
   Create subtypes for the labels you need to print.
   Security: *Set Up: Inventory* domain in the Inventory functional area.
6. Access the **Maintain Label Template Rules** task.
   Define rules to determine which templates to use for specific labels.
   For *Goods Delivery Group Labels* and *Goods Delivery Ticket Labels* label types, Workday always uses the first rule.
   Security: *Set Up: Inventory* domain in the Inventory functional area.
7. (Optional) Configure the *Receipt* business process to include Service and Integration steps on the **Allowed Services** tab to print receipt labels automatically.
8. (Optional) Access the **Create Ad Hoc Document Labels** task to create labels in Workday and export inventory data to third-party label printing software.
   Security: *Process: Inventory* domain in the Inventory functional area.
   Security: *Public Contextually Secured Instance Sets* domain.
   Security: *Set Up: Inventory* domain in the Inventory functional area.

Result

Workday sends label data to your third-party label printing service to print your:

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- Delivery groups
- Locations
- Receipt label types
- Tickets

Related Information
Tasks
Steps: Set Up Inventory
The Next Level: Label Printing for Inventory and Receiving

Print Inventory Location Labels

Prerequisites

- Set up printer label types
- Set up label printers in Workday.
- Set up integrations for label printing.
- Assign label printers to workers.
- Security: *Process: Inventory* domain in the Inventory functional area.

Context

You can set up label information for stocking locations, par locations, inventory sites, or any noninventory location. You can print location labels with this task without initiating a business process for automatic printing.

Steps

1. Access the **Create Ad Hoc Location Labels** task.
2. As you complete the task consider:

Option	Description
Include Subordinates	Select this check box to also send label information for all subordinate locations to the printer.
Kanban Only	Select when the item line has a Kanban configuration of bins. Workday sends information to the printer for multiple bins on the par location line.

Result

Workday generates an XML file for your criteria and sends it to your third-party label printing software.

Related Information
Concepts
Setup Considerations: Label Printing
Tasks
Steps: Set Up Integrations for Label Printing

Print Inventory Document Labels

Prerequisites

- Set up printer label types

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- Set up label printers in Workday.
- Set up integrations for label printing.
- Assign label printers to workers.
- Security: *Process: Inventory* domain in the Inventory functional area.

Context

You can use Workday to set up label information for delivery groups, individual delivery tickets, and receipt labels. You can add and print labels as needed for any documents that your business processes miss.

Steps

1. Access the **Create Ad Hoc Document Labels** task.
2. As you complete the task, consider:

Option	Description
Goods Delivery	Displays when you select the Goods Delivery Group Labels as the label type. Select from this prompt to populate goods deliveries. Workday sends elements of the delivery ticket to populate on the label.
Business Document	Displays when you select Goods Delivery Ticket Labels as the label type. Select any associated documentation for the delivery that you need to include on the label. This can include other delivery tickets.
Advanced Ship Notice	Displays when you select the Receipt Labels label type. Select the Workday ID for an advanced ship notice for a receipt.

Result

Workday generates an XML file for your criteria and sends it to your third-party label printing software.

Related Information

Concepts

Setup Considerations: Label Printing

Tasks

Steps: Set Up Integrations for Label Printing

Create Custom Barcode Types

Prerequisites

Security: *Set Up: Inventory* domain in the Inventory functional area.

Context

You can define parsing rules for barcodes. Workday delivers the barcode data to supported inventory tasks in the format and structure you configure.

Steps

1. Access **Create Custom Barcode Types** task.

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2. As you complete the header, consider:

Option	Description
Barcode Symbology ID	The barcode parser registers a custom barcode type only when it matches the symbology IDs you configure.
Delimiter Character	Separates attributes in the code.
Custom Barcode Identifier	Select 2 characters that differ from the **Delimiter Character**. Workday supports the same characters in this prompt.
Attribute Ordered	Select this check box if the barcode attributes should always display in the same order.

3. Define the **Barcode Data Item Types** and their identifiers.

   As you complete the grid, consider:

Option	Description
Application Identifier	Enter an identifier if you didn't select the **Attribute Ordered** check box. Workday doesn't support identifiers that: • Are GS1 application identifiers. • Include characters available to the delimiter. • Are the same as another **Application Identifier** within the same barcode type, including sequential parts of the whole identifier. Example: If you name the first identifier AB, you can't name another identifier ABC.
Length	Enter the length of the attribute for fixed-length attributes. Example: Enter 6 for a **Date** attribute (MM/DD/YY). Workday automatically populates zero for variable lengths.

Reference: Barcodes

Workday supports industry standard, multidimensional barcodes. When you scan barcodes, Workday decodes the content and adds the data to the appropriate tasks.

You can scan barcodes using Workday on:

- Android
- iPad
- iPhone

Barcode Standards

We support parsing for these barcode standards:

- GS1
- HIBCC

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Custom Parser

You can also parse the decoded barcode data string using the **Create Custom Barcode Types** task.

The Workday custom parser enables you to select the data that you want to collect from the decoded barcode data string, and its order in the task.

This table lists the data and the supported inventory tasks:

Data	Task
Expiration Date	**Capture Goods Delivery**
Global Location Number	**Create Ad Hoc Inventory Count**
Goods Delivery Group	**Create Ad Hoc Par Count**
Goods Delivery Ticket	**Create Ad Hoc Goods Delivery**
GTIN	**Count Inventory**
Item Identifier	**Directed Picking**
Location	**Manage Goods Delivery**
Location Identifier	**Pick Inventory**
Lot Identifier	
Manufacture Date	
Manufacturer Part Number	
Quantity	
Serial Number	
Unit Cost	
Unit of Measure	
UPN	

Reference: Barcode Symbology IDs

The barcode parser recognizes these symbology IDs:

Symbology ID	Description
JAO	Code 39: No check character validation or full ASCII processing; all data transmitted as decoded.
JA1	Code 39: Modulo 43 check character validated and transmitted.
JA3	Code 39: Modulo 43 check character validated but not transmitted.
JA4	Code 39: Full ASCII character conversion performed; no check character validation.
JA5	Code 39: Full ASCII character conversion performed; modulo 43 check character validated and transmitted.

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Symbology ID	Description
]A7	Code 39: Full ASCII character conversion performed; modulo 43 check character validated but not transmitted.
]C0	Code 128: Standard data packet. No FNC1 in first or second symbol character position after start character.
]C1	GS1-128 data packet: FNC1 in first symbol character position after start character.
]C2	Code 128: FNC1 in second symbol character position after start character.
]C4	Code 128: Concatenation according to International Society for Blood Transfusion specifications performed; concatenated data follows.
]d0	Datamatrix ECC 000 to ECC 140.
]d1	Datamatrix: ECC 200.
]d2	Datamatrix: ECC 200, FNC1 in first or fifth position.
]d3	Datamatrix: ECC 200, FNC1 in second or sixth position.
]d4	Datamatrix: ECC 200, ECI protocol implemented.
]d5	Datamatrix: ECC 200, FNC1 in first or fifth position, ECI protocol implemented.
]d6	Datamatrix: ECC 200, FNC1 in second or sixth position, ECI protocol implemented.
]E0	EAN/UPC: Standard data packet: 13 digits each for EAN-13, UPC-A, and UPC-E (doesn't include add-on data).
]E1	EAN/UPC: 2 digits, add on data only.
]E2	EAN/UPC: 5 digits, add on data only.
]E3	EAN/UPC: Combined data packet comprising 13 digits from EAN-13, UPC-A or UPC-E symbol, and 2 or 5 digits from add-on symbol.
]E4	EAN/UPC: Data packet comprising 8 digits from EAN-8 symbol.
]e0	RSS & EAN.UCC Composite: Standard data packet.
]e1	RSS & EAN.UCC Composite: Data packet containing the data following an encoded symbol separator character.
]e2	RSS & EAN.UCC Composite: Data packet containing the data following an escape

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Symbology ID	Description
	mechanism character. The data packet doesn't support the ECI protocol.
]e3	RSS & EAN.UCC Composite: Data packet containing the data following an escape mechanism character. The data packet supports the ECI protocol.
]I0	Interleaved 2 of 5: No check character validation.
]I1	Interleaved 2 of 5: Modulo 10 symbol check character validated and transmitted.
]I3	Interleaved 2 of 5: Modulo 10 symbol check character validated but not transmitted.
]Q0	QR Code Model 1 symbol (in accordance with AIM ISS 97-001).
]Q1	QR Code 2005 symbol, ECI protocol not implemented.
]Q2	QR Code 2005 symbol, ECI protocol implemented.
]Q3	QR Code 2005 symbol, ECI protocol not implemented, FNC1 implied in first position.
]Q4	QR Code 2005 symbol, ECI protocol implemented, FNC1 implied in first position.
]Q5	QR Code 2005 symbol, ECI protocol not implemented, FNC1 implied in second position.
]Q6	QR Code 2005 symbol, ECI protocol implemented, FNC1 implied in second position.
]z0	Aztec: No options.
]z1	Aztec: FNC1 preceding first message character.
]z2	Aztec: FNC1 following an initial letter or pair of digits.
]z3	Aztec: ECI protocol implemented.
]z4	Aztec: FNC1 preceding first message character, ECI protocol implemented.
]z5	Aztec: FNC1 following an initial letter or pair of digits, ECI protocol implemented.
]z6	Aztec: Structured Append header included.
]z7	Aztec: Structured Append header included, FNC1 preceding first message character.
]z8	Aztec: Structured Append header included, FNC1 following an initial letter or pair of digits.
]z9	Aztec: Structured Append header included, ECI protocol implemented.

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Symbology ID	Description
]zA	Aztec: Structured Append header included, FNC1 preceding first message character, ECI protocol implemented.
]zB	Aztec: Structured Append header included, FNC1 following an initial letter or pair of digits, ECI protocol implemented.
]zC	Aztec: Aztec Rune decoded.

Example: Create Custom Barcodes with Unordered Attributes

This example demonstrates how to create custom barcodes where the order of the information on the barcode data string varies.

Context

Your inventory manager wants you to create a custom barcode type for a section of your stocking area. You need to parse the information in the barcode string so that the order in which the information displays varies. In this example, you need the location as the first identifying attribute and the item as the second attribute with the ability to change the order as necessary.

Steps

1. Access the **Create Custom Barcode Types** task.
2. Enter Inventory Location Barcodes on the **Name** field.
3. Select]C0 on the **Barcode Symbology ID** prompt.
4. Enter the pipe symbol (|) as a **Delimiter Character**.
5. Enter ** as your **Custom Barcode Identifier**.
6. Ensure that the **Attribute Ordered** check box isn't ticked.
7. Click the + symbol to add a line.
    - In the **Application Identifier** field, enter AB.
    - In the **Description** field, enter Location Identifier.
    - In the **Length** field, enter zero.
    - In the **Barcode Data Item Type** field, enter Item Identifier.
8. Add another line.
    - In the **Application Identifier** field, enter CD.
    - In the **Description** field, enter Location Identifier.
    - In the **Length** field, enter zero.
    - In the **Barcode Data Item Type** field, enter Item Identifier.

Result

The data string on your variable attribute barcode will read: **ABLOC001|CDItemA, where:

- ** identifies the barcode.
- ABLOC001 is the Location.
- | is the delimiter.
- CDItemA is the item identifier.

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Example: Create Custom Barcodes with Ordered Attributes

This example demonstrates how to create custom barcodes where the information on the barcode data string always displays in the same order.

Context

Your inventory manager wants you to create a custom barcode type for a section of your stocking area. You need to parse the information in the barcode string so that it's always in the same order. In this example, you need to locate the item as the first identifying attribute and its location as the second attribute. This order will help pickers easily identify what the item is, and the stock bin or shelf in which it's stored, when they scan the barcode.

Steps

1. Access the **Create Custom Barcode Types** task.
2. Enter Inventory Location Barcodes on the **Name** field.
3. Select]C0 on the **Barcode Symbology ID** prompt.
4. Enter the pipe symbol (|) as a **Delimiter Character**.
5. Enter ** as your **Custom Barcode Identifier**.
6. Ensure that the **Attribute Ordered** check box is ticked.
7. Click the + symbol to add a line.
    - In the **Description** field, enter Item Identifier.
    - In the **Length** field, enter zero.
    - In the **Barcode Data Item Type** field, enter Location.
8. Add another line.
    - In the **Description** field, enter Item Identifier.
    - In the **Length** field, enter zero.
    - In the **Barcode Data Item Type** field, enter Location Identifier.

Result

The data string on your Attribute Ordered barcode will read: **ItemA|LOC001, where:

- ** identifies the barcode.
- ItemA is the item identifier.
- | is the delimiter.
- LOC001 is the Location.

Recall Management

Setup Considerations: Recall Management

You can use this topic to help make decisions when planning your configuration and use of Recall Management. It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

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What It Is

Workday enables you to manage and track item recalls. You can coordinate response actions to recalled items and easily locate impacted:

- Sites
- Stocking Locations
- Par Locations
- Purchase Orders
- Issue Transactions

Business Benefits

You can customize areas in Workday to recall industry-specific items by defining:

- Recall Categories: Add and describe the different types of recall scenarios for your industry, such as materials recalls, food, or clinical laboratory supplies.
- Recall Severities: Add the various levels of severity for the recall.
- Recall Sources: Add sources where your item recalls could originate from, such as the FDA or other governing agencies.

Use Cases

- You have a contaminated or bad biological component of a purchase item.
- A manufacture issues a recall for defective components for one of your purchase items.
- Industry safety or usage standards change.

Questions to Consider

Question	Considerations

Do you have items that moved between multiple departments or organizations of an entity?	• When you enter the manufacturer part number on recall lines, Workday matches that to the number on the purchase item. The search only matches the manufacturer part number. If Workday finds more than 1 match, review the **Item** field to select the correct item match.
	• The recall process starts at the tenant level and isn't associated with a company or inventory location. Workday secures reactions and responses by inventory locations, par locations, and transactions at the company level.
	• On the **Create Recall** task in the Recall Details section, you can enter more line level detail.
	• Workday doesn't match these fields to any data in Workday:
	  • Lot
	  • Serial Number
	  • UPN
	  • GTIN
	  • National Drug Code

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Question	Considerations
How do I make sure that the appropriate workers get information about the recall?	On the recall reaction, you can add instructions to the **Task Details** for the responder. You can give specific instructions for whether the item is: • In your general inventory. • On a par location. • On a purchase order. • On and issue transaction. You can also select for no action needed and still add comments to support the reason. You can set up roles like *Recall Coordinators* or *Recall Responders* as per your business needs.
Do you use third party software to manage recalls?	We offer a ECRI Inbound Package Solution that you can use to apply the **INT Studio ECRI Inbound** option to your third party integration system for recalls. Once you enable the package solution, you gain access to the **Recall Workbench** task that you can use to: • Review and take action on recall alerts created both in Workday and your third party integration, eliminating the need to manually find new recall notifications from multiple sources to determine if they're relevant • Access the **Review Recall Line Details** task to take action on specific recall lines and the items associated with them. You must create and modify your own cloud archive file (CLAR) for the package solution and secure the instance of the integration.

Recommendations

None

Requirements

None

Limitations

You can only set one Recall Severity as high priority.

Workday can only match the manufacturer part number on item recalls.

Tenant Setup

On the **Edit Tenant Setup - Financials** task, set up ID generators for recalls, recall reactions, and recall responses. You can use the fields to generate tenant-level default sequence ID for inventory recalls, recall reactions, and their responses.

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Security

Set up these security domains in the Inventory and Procurement functional areas:

Domain	Considerations
Setup: Recall	Enables you to configure the various aspects of item recalls, such as, your recall categories, severity, and sources.
Process: Recall	Grants access to the creation and management of item recalls.
Process: Recall Reaction	This domain provides access to create and manage recall reactions.
Process: Recall Response	This domain provides access to create and manage recall responses and any corresponding actions that you can take on items.
Reports: Recall	This domain provides access to view and manage recall reports.

Business Processes

Business Process	Considerations
Recall Event	This process enables you to create and edit recalls in Workday. Use this process to evaluate and route recalls to appropriate responders.
Recall Reaction	This process enables you to create and track reactions to a recall that affects your business.
Recall Response Event	This process enables you to route response actions for recalled items to the appropriate worker and area of your business. You can create custom responses for general inventory, par inventory, issue transactions, and purchase orders.

Reporting

Report	Considerations
Find Recall	Use this report to locate and view the details of recalls. You can search for recalls based on external IDs from the: • FDA • Manufacturer • Third Party Integrations
View Recall Impact	Provides a grid view of each recalled item, and which areas of Workday are impacted by the recall. You can also drill down into each aspect of the grid to view specifics of these aspects of the recall: • Inventory locations

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Report	Considerations
	• Inventory sites • Par locations • Purchase order lines • Issue lines
Recall Dashboards	Use these worklets to view recalls that are past due, and view how long it took your workers to address the recall. • Past Due Recalls by Severity • Recall Turn Around Time
Recall Audit	This report enables you to track the details of every aspect of the recall process, including reactions and responses. You can view the details on: • Summary • Recall Dates • Impact Dates Each aspect of the recall process has a tab with a data grid for your analytics.

Integrations

Web Service	Considerations
Get / Submit Recall	An initiating action for the *Recall* business process. Creates, retrieves, or updates your item recall information.
Get / Put Recall Categories	Adds, retrieves, or updates your recall categories.
Get / Submit Recall Reactions	An initiating action on the *Recall Reaction* business process. Creates, retrieves, or updates your recall reactions and configure appropriate responses.
Get / Put Recall Severities	Adds, retrieves, or updates your recall severities.
Get / Put Recall Sources	Adds, retrieves, or updates your recall sources.
Submit Recall Response - Ad Hoc	Initiating action on the *Recall Response* business process. Creates, retrieves, or updates your recall responses, outside of a recall reaction.

Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the Workday Touchpoints Kit on Workday Community.

Touchpoint	Considerations
Procurement	You can use recall management to view and direct response efforts to specific purchase orders.

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Related Information
Reference
2020R2 What's New Post: Recall Management

Steps: Set Up Inventory for Recalls

Prerequisites

- Set up purchase items.
- Set up manufacturers.
- Add manufacturer part numbers on purchase items.

Context

We enable you to manage and track item recalls in Workday. You can coordinate responses to recalled items and easily locate the sites, stocking locations, par locations, purchase orders, and issue transactions where the impacted item is present.

Steps

1. Edit Domain Security Policies.
   Set up these security domains in the Inventory and Procurement functional areas:
   - *Reports: Recall*.
   - *Setup: Recall*.
2. Access the **Edit Tenant Setup - Financials** task
   In the **Business Document Sequence IDs** section, select the ID definition on **ID Generator for Recalls** prompt.
   Select the ID definition on **ID Generator for Recall Reactions** prompt.
   Select the ID definition on **ID Generator for Recall Response** prompt.
   Security: *Set Up: Tenant Setup - Financials* in the System functional area.
3. Access the **Edit Company ID Definitions** task.
   On the **Company-Specific Settings** tab, configure the **ID Generator for Recall Response** prompt.
   Security: *Set Up: Company General* domain in the Common Financial Management functional area.
4. Access the **Maintain Recall Categories** task.
   Set up the different types of recall scenarios for your business, such as materials recalls or clinical laboratory recalls.
5. Access the **Maintain Recall Severity** task.
   Add the various levels of severity for the recall, and how they applies to your specific business.
   Note: You can only set 1 recall severity as high priority.
6. Access the **Maintain Recall Sources** task.
   Add sources where your item recalls could originate from. Example: the FDA or other governing agencies.

Related Information
Tasks
Create a Recall
Create Recall Reactions
Reference
2020R2 What's New Post: Recall Management

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Steps: Set Up ECRI Inbound Package Solution

Prerequisites

Security: *Setup: Recall* domain in the Inventory functional area. Add *Implementers* to the **Report/Task Permissions**.

Context

You can use Workday's Emergency Care Research Institute (ECRI) Recall Management Package Solution to create recall notifications automatically by integrating with your third-party ECRI solution. This is beneficial for healthcare users because it ensures that they can manage product recalls efficiently while enhancing patient safety and operational efficiency.

Steps

1. Edit Domain Security Policies
   Configure the *Setup: Recall* domain in the Inventory functional area.
   In the **Report/Task Permissions** grid, select *Implementers* in the **Security Groups** prompt.
2. Download the ECRI Recall Management Packaged Solution.
   You must subscribe to ECRI alerts to use the recall integration.
3. Access the **View Integration System** report.
   Select the *INT Studio ECRI Inbound* option from the **Integration System** prompt.
   Security: *Integration Build* domain in the Integration functional area.
4. Activate Pending Security Policy Changes.
5. Access the **Maintain External Transaction Source** task.
   Enter *ECRI* in the name field.
   Select the *Recall* option from the **Usage Area** prompt.
   Security:
   - *Set Up: Supplier* domain in the Suppliers functional area.
   - *Set Up: Procurement* domain in the Procurement functional area.
6. Access the **Maintain Recall Severities** task.
   Configure at least 2 recall severities and their corresponding required response days.
7. Access the **View Integration System** report.
   Select your integration system, and select *INT Studio ECRI Inbound* from the **Integration System** prompt.
8. From the related actions menu of the integration system, select **Integration System > Configure Integration Attributes** .
   Enter *https://api.ecri.org/alerts/v1/alerts* for the ECRI REST Endpoint.
9. Launch an Integration.

Result

Recalls display on the **Recall Workbench** task from your third-party source. You can also view the log file for any recalls that have errors.

Related Information
Reference
2024R2 Release Notes Feature: Third Party Integration for Recall Management.

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Create a Recall

Prerequisites

- Set up purchase items.
- Configure the *Recall Event* business process and security policy in the Inventory and Procurement functional areas.
- Security: *Process: Recall* domain in the Inventory and Procurement functional areas.

Context

Start the item recall process in Workday and add the specific details for the affected items.

Steps

1. Access the **Create Recall** task.
2. As you complete the task consider:

Option	Description
Item Description	Any relevant information about the item that can help workers locate the defective item.
Manufacturer Part Number	When the number you enter matches the part number on the purchase item, Workday populates the **Item** and **Matched Manufacturer** fields.
Matched Manufacturer	Select the manufacturer associated with the purchase item.

3. As you complete the **Recall Details** section, consider:

Option	Description
Manufacture From Date / Manufacture To Date	Enter the date range window for when the production of the particular batch of recalled item happened. This usually corresponds to a particular lot number, that was manufactured within a certain date range.
Universal Part Number	Enter the 12-digit universal product code of the item. You can scan the part number into Workday from item barcodes.
Global Trade Item Number	Enter the 14-digit global item identifier. You can scan the item number into Workday from item barcodes.
National Drug Code	Enter the 10-digit product code if applicable. You can scan the code into Workday from item barcodes.

4. (Optional) Add any attachments to the recall.

Next Steps

Create a recall reaction.

View your recalls on these reports:

- **Find Recall**.

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- **View Recall Impact**.
- **Recall Audit Summary**

If you've enabled the ECRI Inbound Package Solution, you can access the **Recall Workbench** task to review and take action on recall alerts created in Workday and third party integrations. From this task you can access the **Review Recall Line Details** task to take action on specific recall lines and the items associated with them.

Related Information
Reference
2020R2 What's New Post: Recall Management

Create Recall Reactions

Prerequisites

- Create a recall for items.
- Configure the *Recall Reaction* business process and security policy in the Inventory and Procurement functional area.
- Security: *Process: Recall – Reaction* domain in the Inventory and Procurement functional areas.

Context

You can create and track reactions to a recalled item that affects other areas of your business. You can route recall reactions to appropriate responders so they can take action on affected items.

Steps

1. Access the **Create Recall Reaction** task.
2. As you complete the task consider:

Option	Description
Company	You can select multiple companies to route recall reactions to. Each company get its own line on the reaction.
Inventory	Enter instructions for Inventory specific responses to the recall. Inventory transactions related to the item on the recall display on the response item lines.
Par Location	Enter instructions when the recall affects par locations and par items. Workday displays the associated par location on each item line on the recall response.
Purchase Order	Enter instructions for any responses to the recall for purchase orders. Any purchase orders associated with items on a recall display on recall response lines.
Issues	Enter instructions for any responses to the recall on issue transactions. Workday displays the associated issue transaction on the recall response item lines.

Result

When you select *Create Response*, Workday sends a response notification to appropriate workers.

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Next Steps

Access the recall responses on the **Find Recall** report.

Related Information
Reference
2020R2 What's New Post: Recall Management

Recall Responses

Prerequisites

- Create an item recall.
- Create reactions to the recall.
- Configure the *Recall Response* business process and security policy in the Inventory and Procurement functional areas.
- Security: *Process: Recall – Response* domain in the Inventory and Procurement functional areas.

Context

Use recall responses to record actions that workers take on recalled items. Workers can use these tasks to take appropriate actions to items affected by a recall, and process the response:

- **Edit Recall Response – Inventory**
- **Edit Recall Response – Issue**
- **Edit Recall Response – Par**
- **Edit Recall Response – Purchase Order**

Steps

1. Access the appropriate **Edit Recall Response** task.
2. As you complete the **Details** section consider:

Option	Description
Responder	Workday populates this field based on the users you add to each recall response task on the business process. You can assign a new responder here when you edit a response.
Task Details	The worker instructions for the recalled item, that you add on the recall reaction.

3. (Optional) Add any attachments to the response.

Next Steps

Review and close the recall.

Create an ad hoc recall response for actions that you miss in the recall reaction.

Related Information
Reference
2020R2 What's New Post: Recall Management

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