

Step #1: Request Non-Catalog Items – Go into WSU Workday and type in the Search bar at the top “request non-catalog item” and click the Task.



Step #2: Complete Requisition Type (One Time Goods and Services Purchase)

A screenshot of the "Request Non-Catalog Items" form. The form contains several fields with dropdown menus. The "Requisition Type" field is highlighted with a red box and contains the selected value "One Time Goods or Services Purchase". Below it, the "Project", "Program", "Gift", and "Grant" fields are grouped together and also highlighted with a red box. At the bottom left of the form, the "OK" button is highlighted with a red box. Other fields include "Requester" (Malena Knoff Braatne-Millstein), "Company" (Washington State University), "Currency" (USD), "Deliver-To" (Washington State University > WHITMAN > WSU PULLMAN CAMPUS > WEGNER HALL > FIRST > 0105D STAFF OFFICE), "Ship-To" (410 E Dairy Road Central Receiving and Delivery Pullman, WA 99164-1120 United States of America), "Cost Center" (CC0215 Voiland College of Engineering and Architecture | Voiland School Chemical Engineering and Bioengineering), and "Fund" (FD076 Indirect Cost Recovery). The "Cancel" button is located at the bottom right.

Note:

If you know the GR Budget Number (or PG Program/or GF Gift), please enter it here.

If you do not know the budget number, please type the Budget Information on the Internal Memo Line in the Checkout Page.

Step #3: Enter Details of Each Item

Non-Catalog Request Type

Request Goods
 Request Service

Goods Request Details

Item Description * Lab Coat Size large

Supplier Item Identifier 19-181-588

Spend Category * SC00040 Instruction/Lab/Medical Supplies

Supplier

Supplier Contract (empty)

Quantity * 2

Unit Cost 44.25

Unit of Measure * Each

Extended Amount 88.50

Memo Fisher Scientific
<https://www.fishersci.com/shop/products/men-s-poly-cotton-lab-coats-15/19181588>

If purchasing from different vendors – need to create a separate request for each vendor.

Always choose SC00040 Instruction/Lab/Medical Supplies as the Spend Category

Please put the description of the item, how many, unit cost for each and the website link to order. If you do not have a website link, put notes in Memo (or Internal Memo) with instructions on how to purchase.

Step 4: Checkout Cart

Request Non-Catalog Items ⋮

Company: Washington State University Requester: Malena Knoff Braatne-Millstein Requisition Type: One Time Goods or Services Purchase

Requisition Currency:

Non-Catalog Request Type

Request Goods
 Request Service

Goods Request Details

Item Description *

Supplier Item Identifier

Spend Category *

Supplier

Supplier Contract (empty)

Quantity *

Unit Cost

Unit of Measure *

Extended Amount 0.00

Memo

[Continue Shopping](#) [Add to Cart](#) [Cancel](#)

My Cart [View Cart](#) ✕

	Kimtech Purple Nitrile Exam Gloves	Quantity: 3	\$48.00
	Kimberly-Clark Professional Kimwipes	Quantity: 1	\$23.99
	Kimberly-Clark Safeskin Purple Nitrile Exam Gloves Medium	Quantity: 2	\$34.00

[Checkout](#) Total: 105.99 USD

[Checkout](#)

Step 5: Checkout Page

Internal Memo: Put any notes needed to complete the purchase – EX: Keep Cold/Fridge or Freezer, Expedited Shipping Request, Budget Number if not entered earlier and WSU Inventory Tag Number (if applicable for permanent items attached to fabricated equipment).

Will Always get an Error: Add Tax Code for every single line – Type in 3812 and select “3812 Pullman Sales and Use Tax”

The screenshot shows the checkout page with a table of items. A red box highlights the 'Internal Memo' field containing the text: 'KEEP COLD; FRIDGE/FREEZER' and 'If requesting expedited shipping (will default to least expensive/ground) Budget info. (only if not entered previously)'. Another red box highlights the 'Tax Code' dropdown menu for the first item, which is set to '3812 Pullman Sales and Use Tax'. A red notification bar in the top right corner indicates '3 Errors'.

Item	Deliver-To	*Ship-To Address	Ship-To Contact	Requested Delivery Date	Supplier	Order-From Connection	Supplier Contract	Supplier Item Identifier	Item Identifiers	RFQ Required	Tax	Ti
18.00	Washington State University > WHITMAN > WSU PULLMAN CAMPUS > WEGNER HALL > FIRST > 0105D STAFF OFFICE	410 E Dairy Road Central Receiving and Delivery Pullman, WA 99164-1120 United States of America	Malena Knoff Braatne-Millstein	01/23/2024	Amazon.com Services LLC			B0CC7FRPNN		<input type="checkbox"/>	Tax Applicability * Taxable - Washington Sales, Use, or Retail Tax Tax Code 3812 Pullman Sales and Use Tax	
34.00	Washington State University > WHITMAN > WSU PULLMAN CAMPUS > WEGNER HALL > FIRST > 0105D STAFF OFFICE	410 E Dairy Road Central Receiving and Delivery Pullman, WA 99164-1120 United States of America	Malena Knoff Braatne-Millstein	MM/DD/YYYY	Amazon.com Services LLC			B0015TF3CA		<input type="checkbox"/>	Tax Applicability Taxable - Washington Sales, Use, or Retail Tax Tax Code	
23.99	Washington State University > WHITMAN > WSU PULLMAN CAMPUS > WEGNER HALL > FIRST > 0105D STAFF OFFICE	410 E Dairy Road Central Receiving and Delivery Pullman, WA 99164-1120 United States of America	Malena Knoff Braatne-Millstein		Amazon.com Services LLC			B00UBGZ198		<input type="checkbox"/>	Tax Applicability Taxable - Washington Sales, Use, or Retail Tax Tax Code	

Step 6: Checkout Page – Attachments

- Attach documentation (either email or screenshot) with PI Approval and Budget Number, then click Submit.
- Once click Submit, the form will automatically go to Malena/Department Buyer for review and you will receive an email after the order has been completed.