Procurement Services
Workday Basic Training



MONTCLAIR
STATE UNIVERSITY

Why This Training Matters

- Access to helpful resources to procure goods or services
- Ensures compliance with NJ laws and University policy
- Protects the University from audit and financial risk
- Enables faster processing and fewer delays
- Required before access to requisitioning/approval roles

Key Procurement Thresholds

Requirement*	General Goods & Services Contract Value	Public Works Contract Value
1 Quote	$0 - $23,959	$0 - $8,519
3 Quotes (Sole Source / Cooperative exceptions)	$23,960 - $119,799	$8,520 - $42,599
Bid Threshold – Procurement Involvement Required (Public Bid / Waiver of Advertising / Cooperative)	$119,800 and above	$42,600 and above
Board of Trustees Approval	$850,000 and above	

University Contracts (UNC's) may be utilized for any threshold. **University-wide UNCs are posted on the website.*

New Jersey Compliance Requirements

Requirement*	General Goods & Services Threshold	Public Works Threshold
Business Registration Certificate (BRC)* * (Non-profits and public entities are exempt)	$17,970	$6,390
Chapter 51 Approval (EEO333 Political Contributions)** (Non-profits and public entities are exempt)	$17,500	
Certificate of Employee Information Report (Affirmative Action)** (public entities are exempt)	$119,800	$42,600

*Additional information on these requirements can be found on the Supplier Information page.
**The supplier file can be accessed in Workday to check if these requirements are on file.

Procurement Tools (Quick Guide)

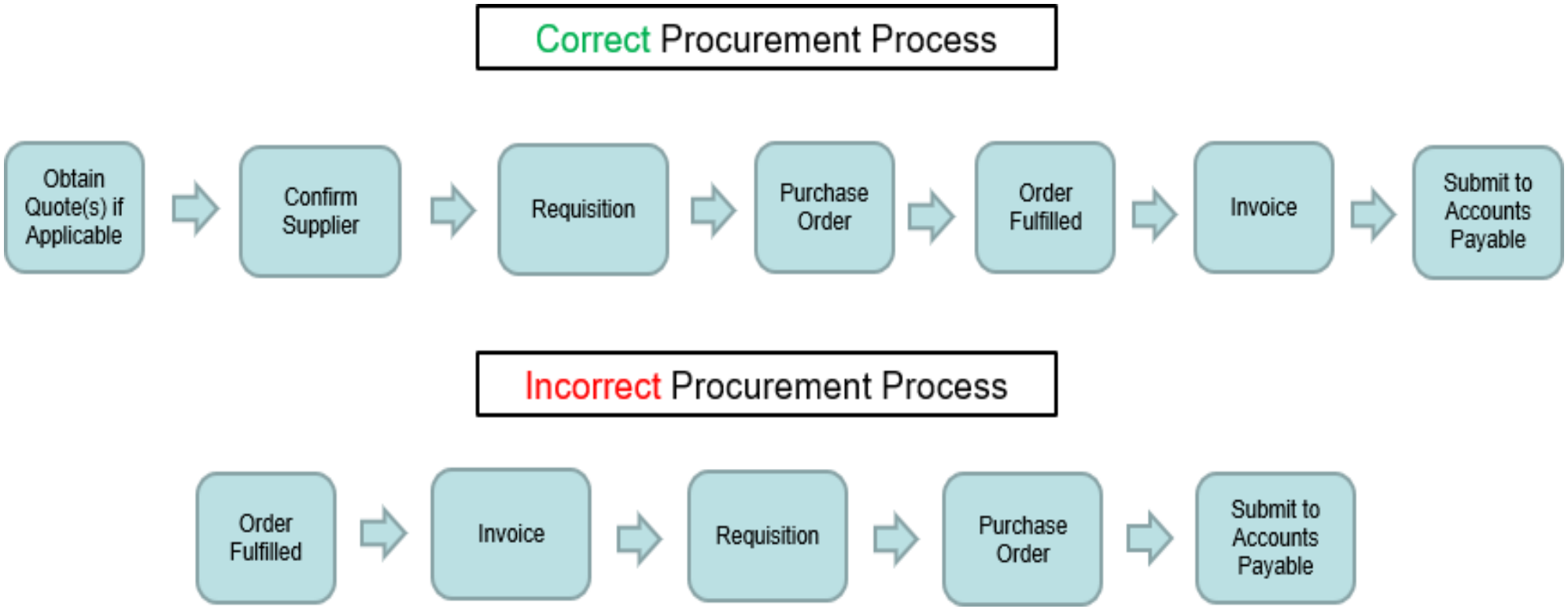
- **Workday Requisition (REQ)**
  - Standard / default purchasing method
- **Workday Strategic Sourcing (WSS)**
  - Initiation for Contracts, procurement RFPs/bids, waivers of advertising
- **Supplier Invoice (SI)**
  - Limited direct pay
- **P-Card**
  - Small, low-risk purchases only
- **Travel Card / Expense Reports**
  - Travel-related costs

Requisition Process (Big Picture)

1. Create Requisition
2. Approval Process
3. Purchase Order Issued
4. Receive Goods/Services
5. Invoice & Payment

Requisitions & Procure-to-Pay Cycle

- **Requisitions must be submitted and converted to purchase orders PRIOR to the supplier performing any work.**
  - No PO = no authorization, compliance risk, and potential payment delays



Before You Create a REQ

- **Confirm budget is available**
  - R002 Report, R134 Report for grants
- **Confirm supplier exists in Workday**
  - Use “Find Suppliers” Report in Workday
  - Initiate “Create Supplier Request” or “Supplier Update” in Workday as needed – Refer to the Supplier Onboarding & Maintenance page.
  - Ensure required documents are available
- **For Software (SaaS)**
  - IT approvals required

Requisition Types

- **Requisition Type is driven by the procurement method and determines required documentation:**
  - **1 Quote -** One (1) written quote required under quoting threshold
  - **3 Quotes -** Three (3) written quotes required within quoting threshold
  - **University Contracts (UNC #)** – award through a competitive procurement process issued by Procurement Services (over bid threshold)
  - **Waiver of Advertising –** delegated procurement (over bid threshold)
  - **Cooperative Contract (4 Types) -** Contracts awarded by a cooperative entity that the University can utilize
  - **Sole Source -** Used when only one (1) supplier is capable of providing a good or service
- Refer to the Requisition Type Methodologies Guide (pdf) on the Requisitions & Purchase Orders page.

Building a Good REQ / Key Fields

- ✓ **Memo to Suppliers** – Enter quote or contract information and "Attn: your full name, building code, room number."
- ✓ **Item Description -**This information will print on the purchase order for the supplier. Enter all details for the good or service being requested
- ✓ **Spend Category -** Represents the type of service being requested
- ✓ **Cost Center -** Organization from which funds will come out of
- ✓ **Worktags** - Accounting structure
- ✓ **Accurate Amount** – Ensure the amount aligns with the quote/proposal/contract. This includes selecting the correct quantity and unit of measure for goods
- ✓ **Supporting documentation** – Attach the related quotes, contracts, etc.
- ✓ **Supplier Contract -** A tool that allows a REQ to be tracked against a larger contractual agreement with specific supplier(s) – Select if appropriate

Approval Process

- Routes to Cost Center Manager
- May include specialty approvals (IT, Grants, etc.)
- Procurement reviews and issues
- Approvals vary by amount and category
- **Approval Responsibilities** –Primary control point for compliance. Verify that:
  - Purchase is appropriate
  - Description is clear
  - Documentation is attached
  - In compliance with policy

Purchase Order (PO)

- **Once a requisition is fully approved it will be converted to a PO**
  - PO = official authorization to supplier
    - Includes price, terms, and conditions
    - Supplier should NOT begin work without PO

Receiving

- **Requester must:**
  - Confirm goods/services received
  - Enter receipt in Workday
    - Goods → enter quantity
    - Services → enter dollar amount

- **Required for payment**

Invoice Process

- Supplier submits invoice to Accounts Payable at APinvoices@montclair.edu
- Must include PO number
- Requester may need to forward invoice if received

- **3-Way Match Required for Payment:**
  - PO (Purchase Order)
  - Receipt (Confirmation)
  - Invoice (Supplier Bill)

Missing one = payment delay

Tracking Your Requests

- **Use:**
  - Requisition Lifecycle Report
    - Enter Lifecycle into the search field and select Requisition Lifecycle
  - Dashboard
    - Cost Center Finance application
- **Track:**
  - Req → PO → Receipt → Invoice → Payment

Key Takeaways

- Follow thresholds and process
- Use REQ as the standard method
- No work before PO
- Complete documentation upfront

- Additional Resources:
  - Procurement Website
  - Finance Workday Resources Website
  - Trainings Offered (ITDS Portal)

Questions?