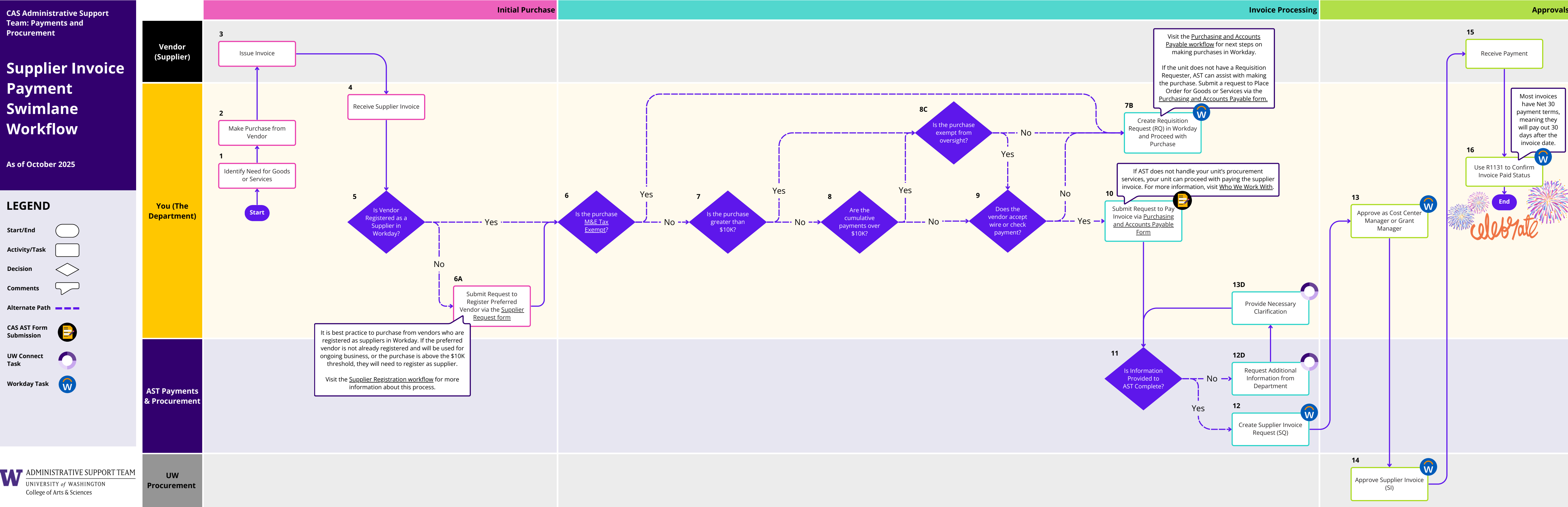




6A

Submit Request to Register Preferred Vendor via the Supplier Request form

7B

Create Requisition Request (RQ) in Workday and Proceed with Purchase

13D

Provide Necessary Clarification

12D

Request Additional Information from Department

13

Visit the Purchasing and Accounts Payable workflow for next steps on making purchases in Workday.

12

If the unit does not have a Requisition Requester, AST can assist with making the purchase. Submit a request to Place Order for Goods or Services via the Purchasing and Accounts Payable form.

10

If AST does not handle your unit's procurement services, your unit can proceed with paying the supplier invoice. For more information, visit Who We Work With.

AST Payments & Procurement

UW Procurement

It is best practice to purchase from vendors who are registered as suppliers in Workday. If the preferred vendor is not already registered and will be used for ongoing business, or the purchase is above the \$10K threshold, they will need to register as supplier.

Visit the [Supplier Registration workflow](#) for more information about this process.

Visit the [Purchasing and Accounts Payable workflow](#) for next steps on making purchases in Workday.

If the unit does not have a Requisition Requester, AST can assist with making the purchase. Submit a request to Place Order for Goods or Services via the [Purchasing and Accounts Payable form](#).

If AST does not handle your unit's procurement services, your unit can proceed with paying the supplier invoice. For more information, visit [Who We Work With](#).