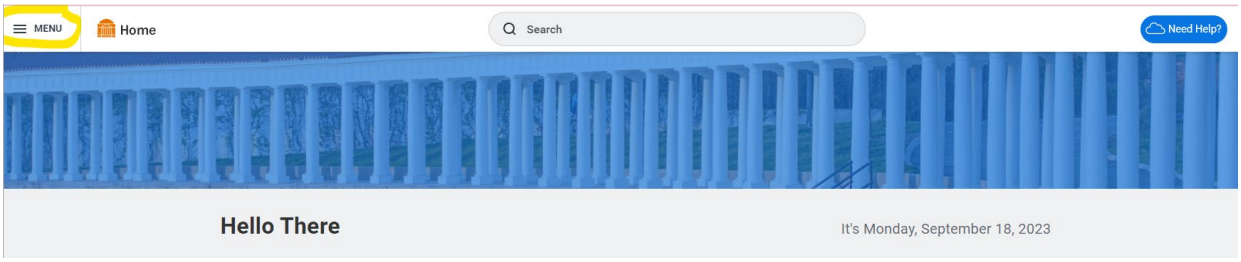
Workday Requisitions Instructions for Assigning Cart for food orders

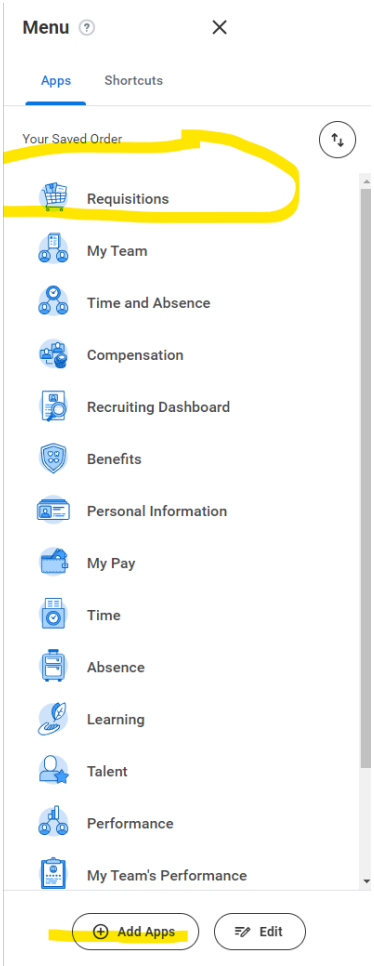
Step 1: Log on to Workday.

Step 2: Click the “Menu” button on the top left of the screen.

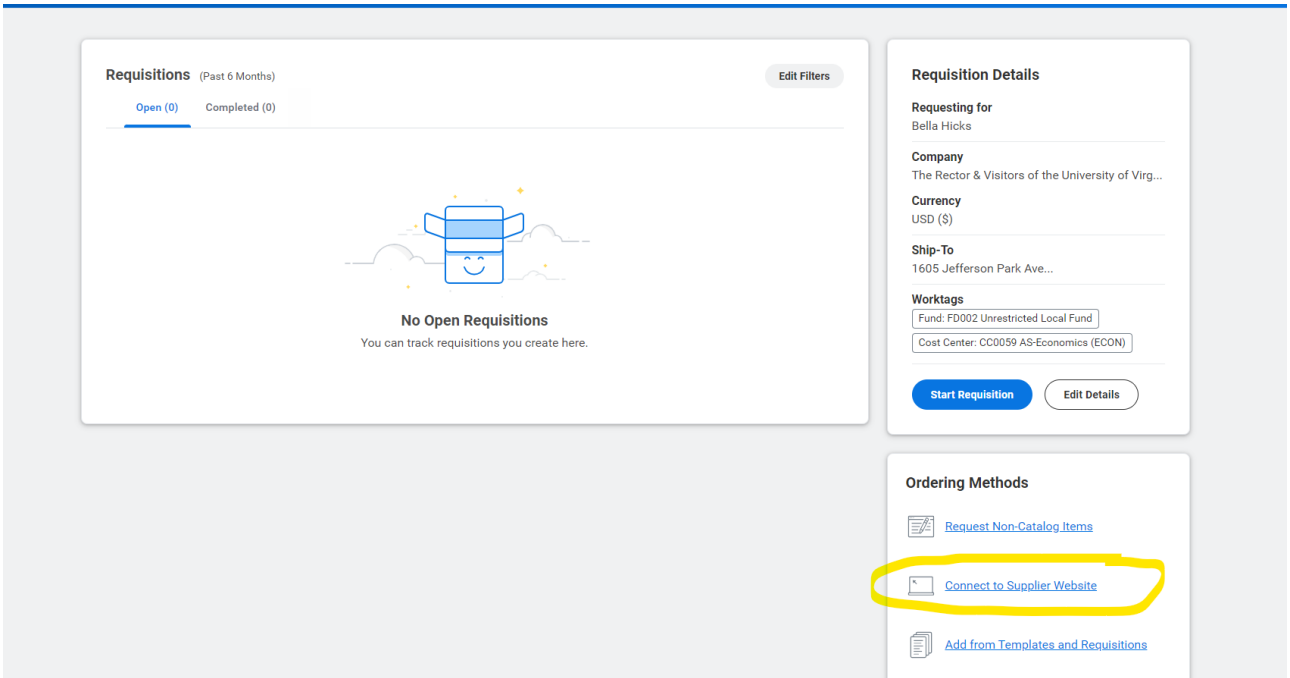


Step 3: Click the “Requisitions” App.

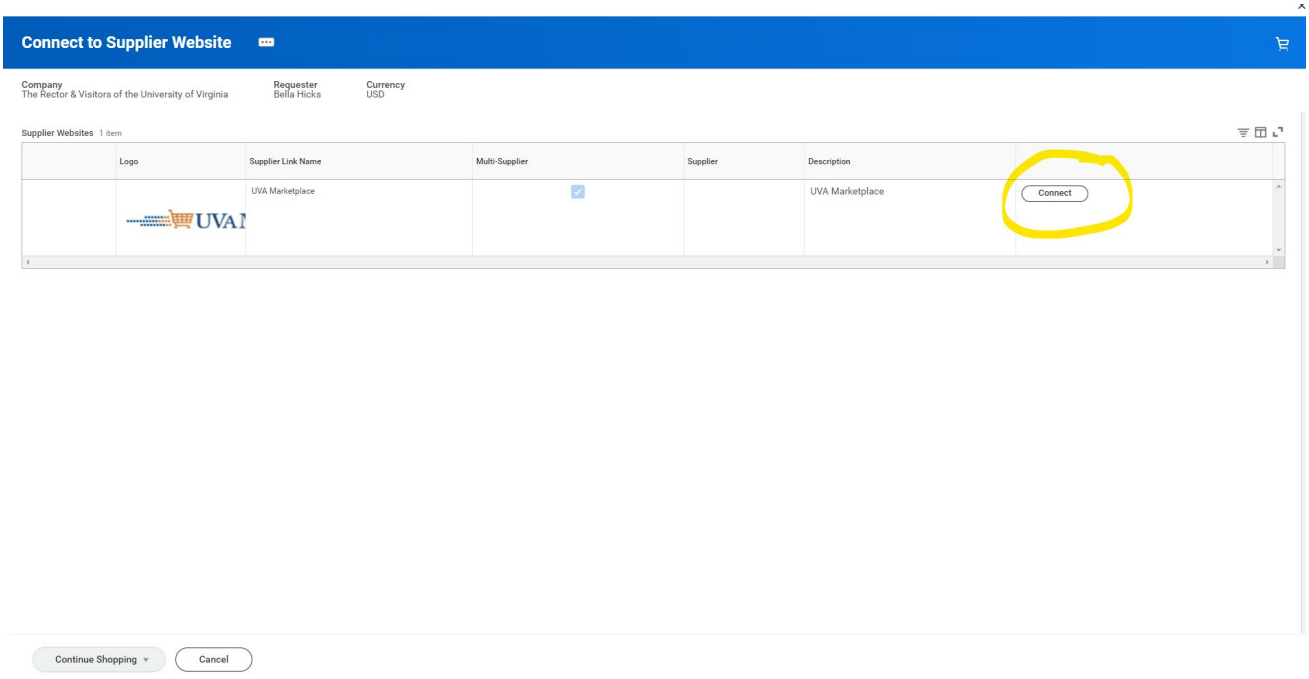
*Note: if “Requisitions does not show up for you, you will have to add the App to your menu by clicking the “+Add Apps” button.



Step 4: Under “Ordering Methods” section click the “Connect to Supplier Website” button.

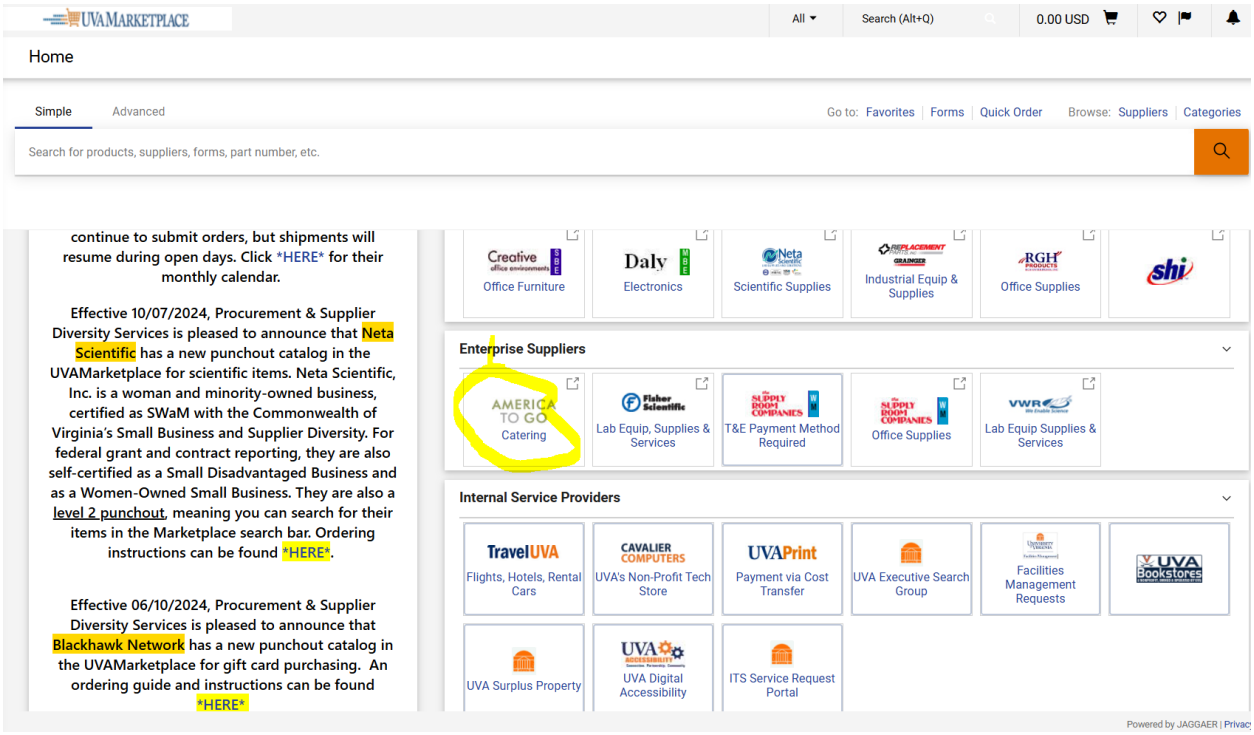


Step 5: Click the white “Connect” button in the top right of the screen.

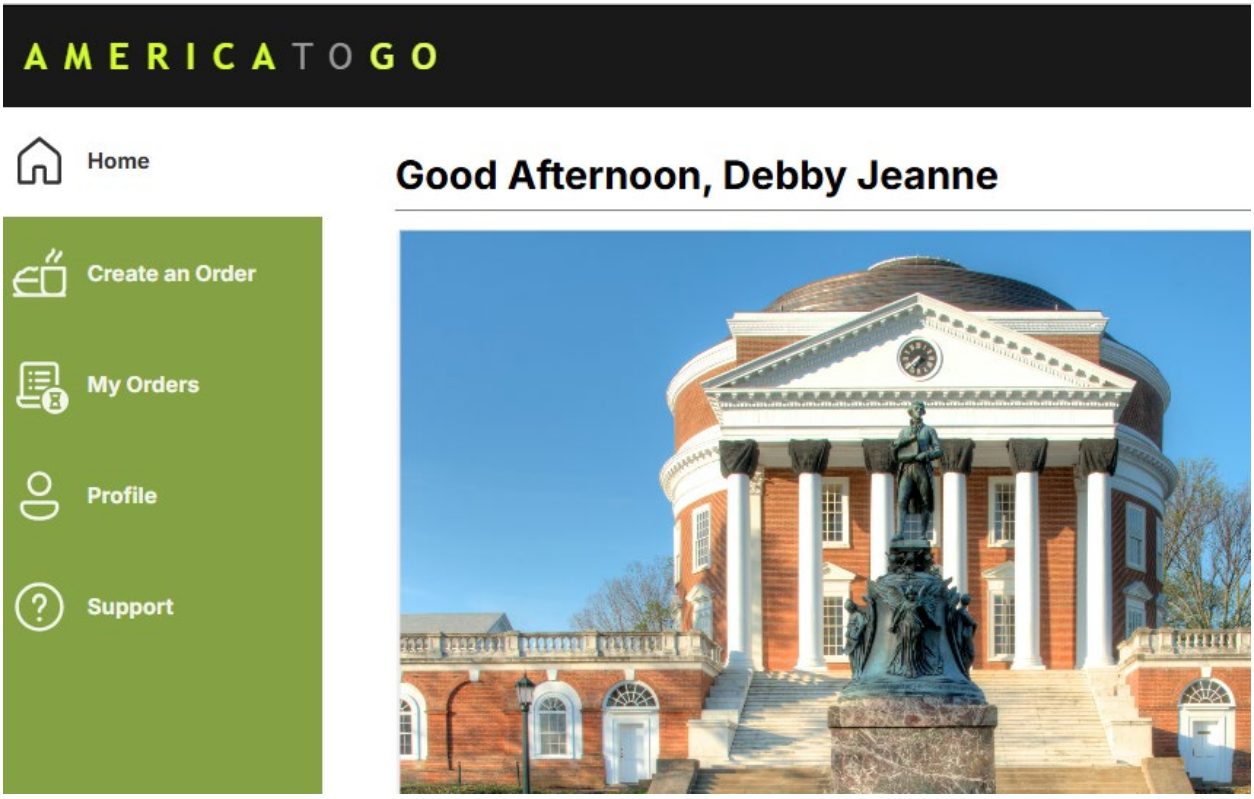


Step 6: Click “America To Go” as the supplier.

***Note this instruction manual will use *Mellow Mushroom* via *America To Go* as the vendor example. You will need to choose whichever supplier you would like to order from. You can skip to Step 8 if ordering from America To Go does not apply to you.**

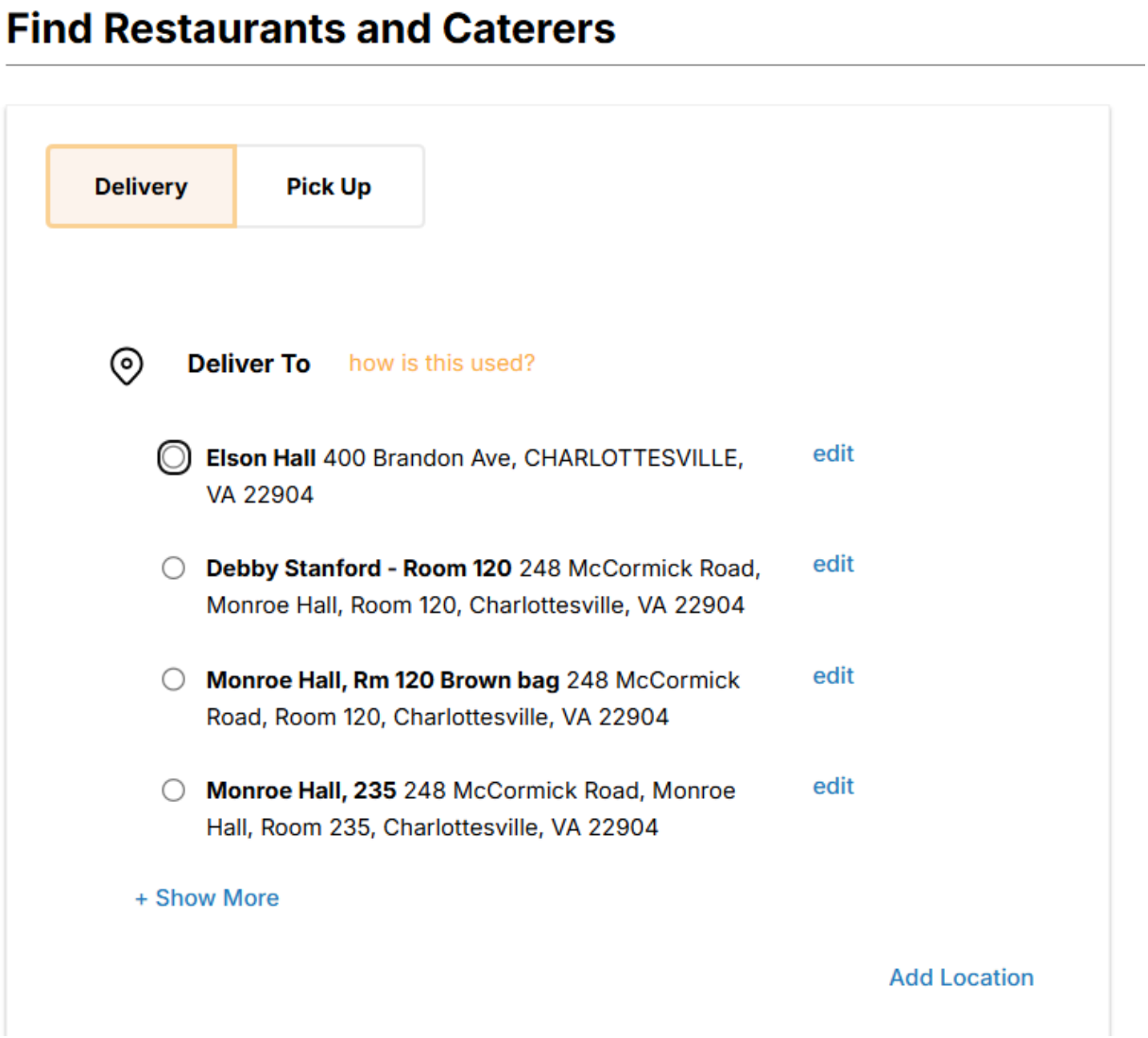


Step 7: Click Create an Order



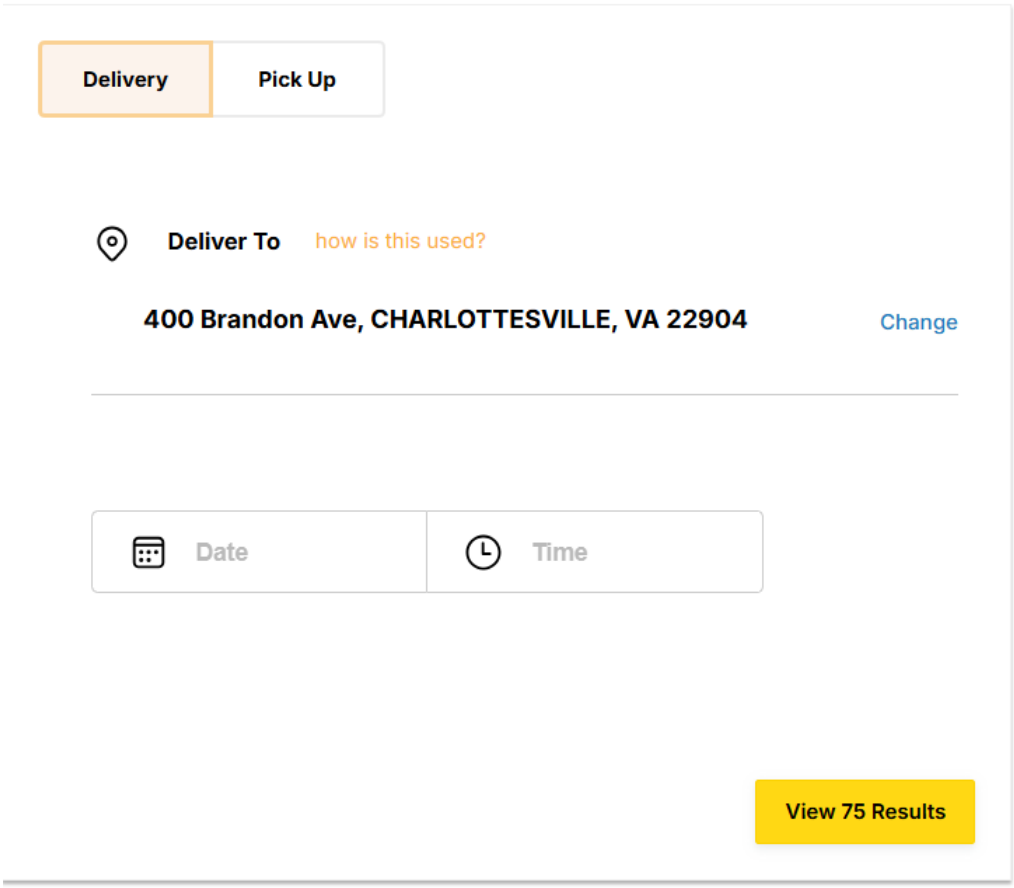
.

Step 7A: Choose Delivery and Click the address where you want the food delivered. If it's not listed, click on Add Location and add the address.

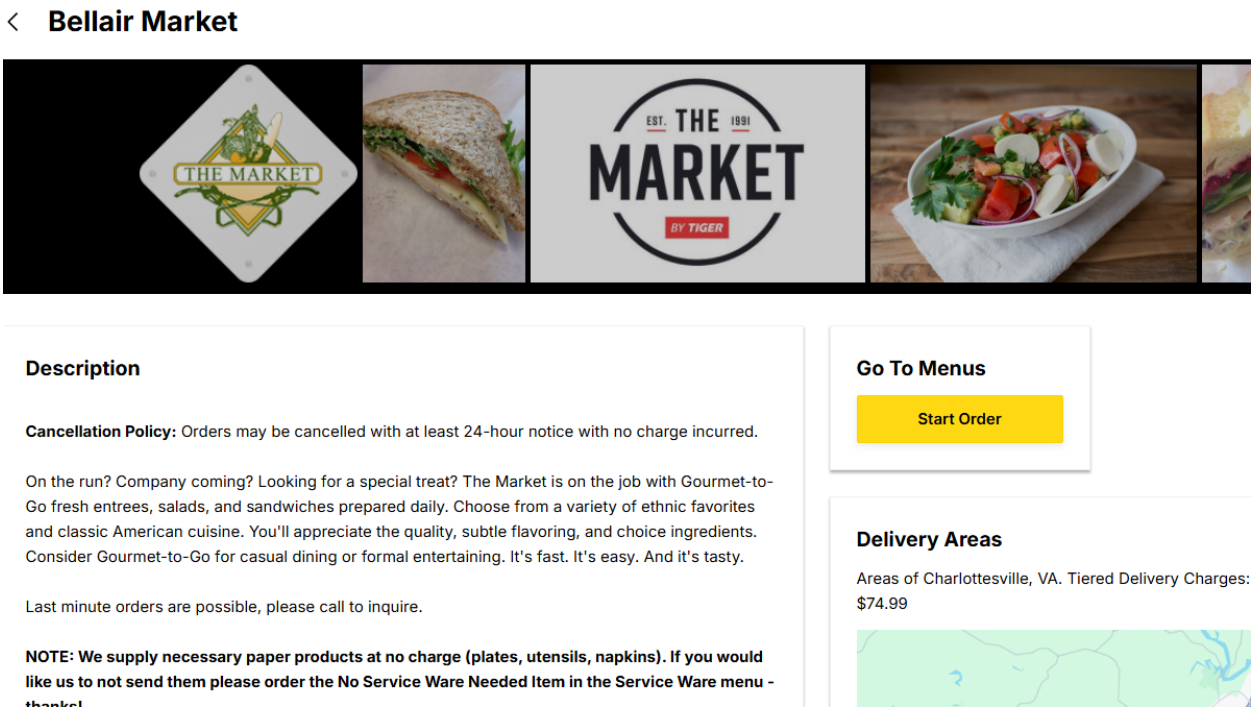


Step 7B:

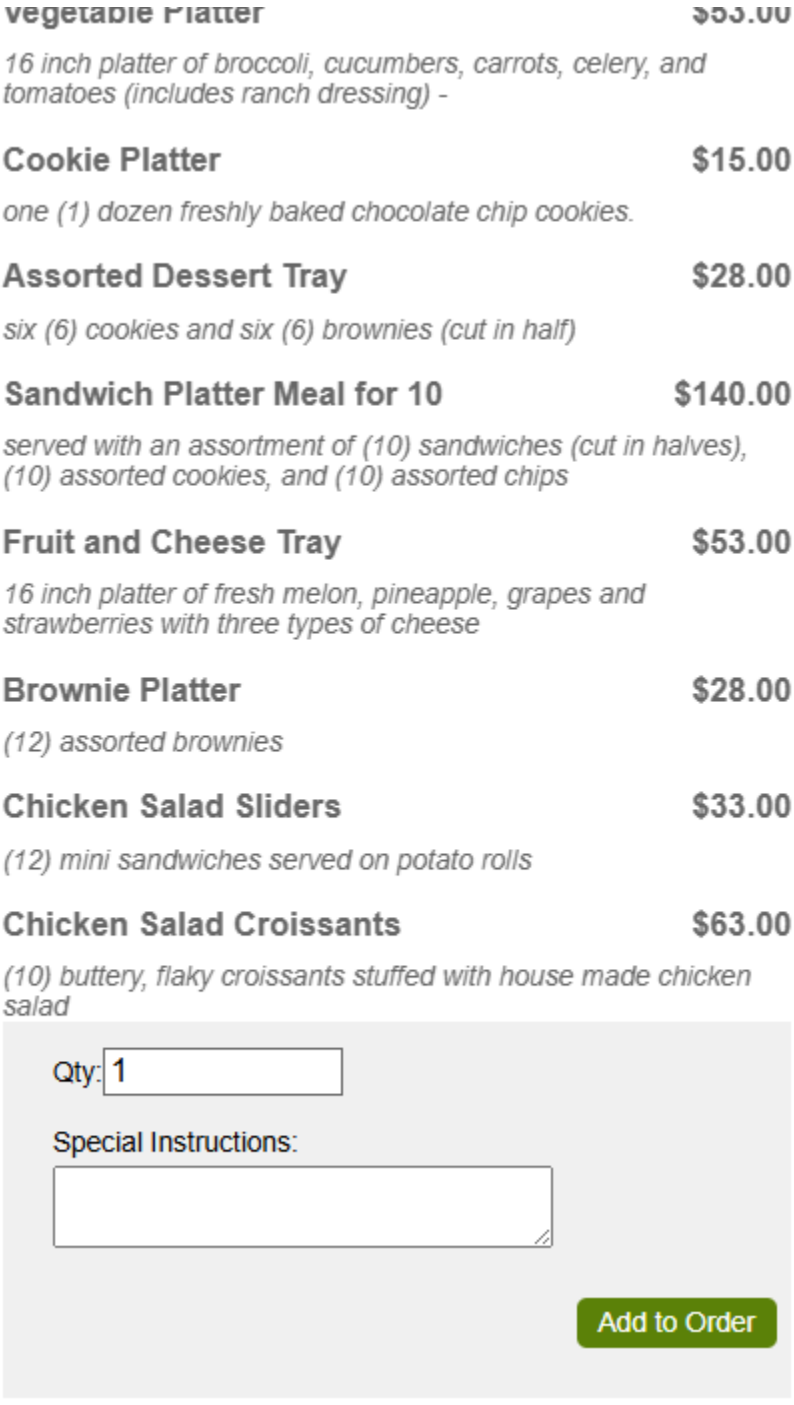
Choose the date and time for your delivery. I always add 15 minutes for the deliveries. Example: If you want the food to arrive at 11:30am, set the time as 11:15am. This gives the driver time to deliver and set up the food. Once the date/time is set, click on the yellow button to view the restaurant.



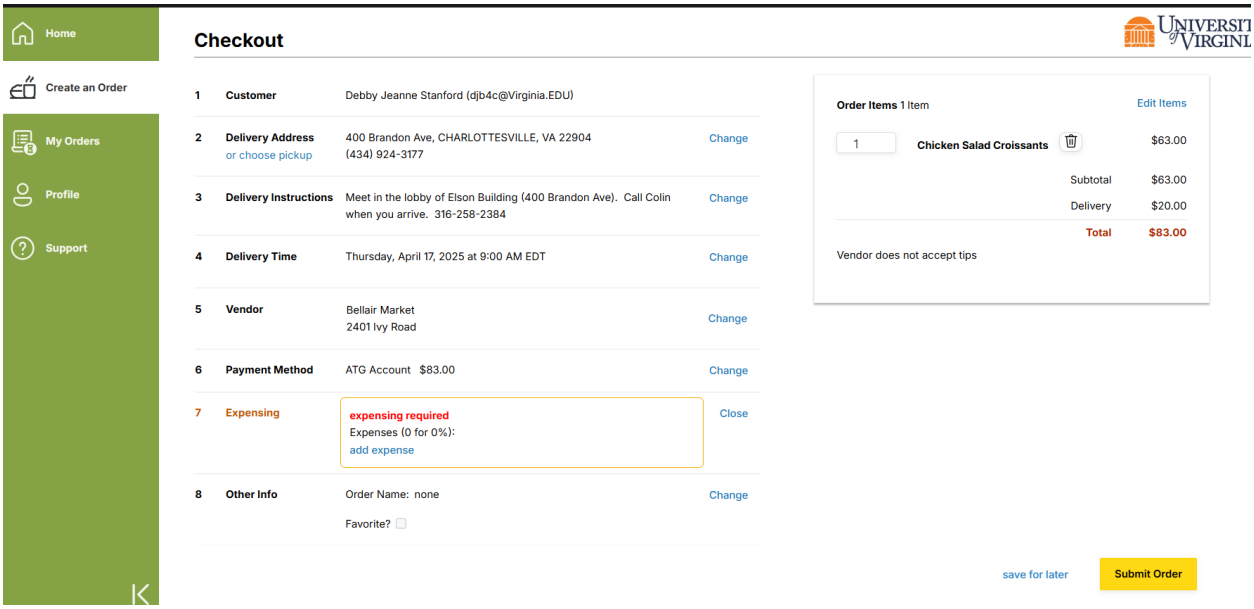
Step 7C: Click on the name of the restaurant you want to order from and click on the yellow Start Order button to start your order.



Step 7D: Add your food choices by clicking on the title of each item. Make sure you have the quantity and any special instructions before you add it to your order.



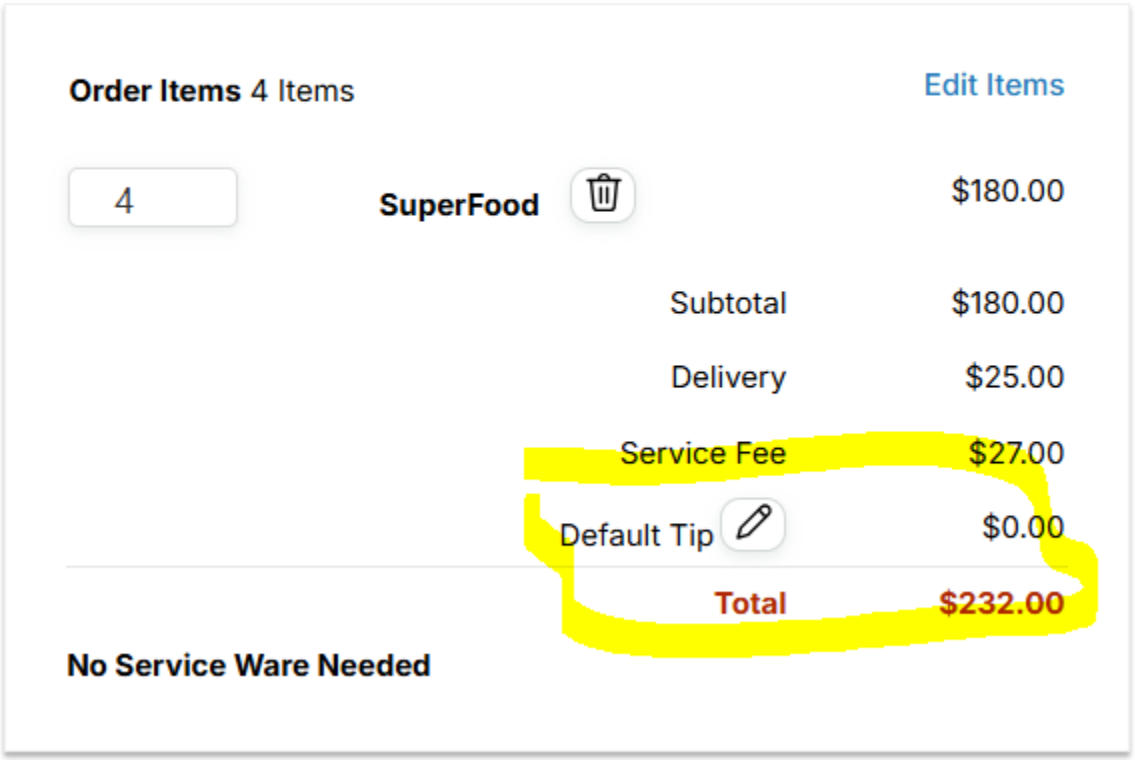
Step 7E: Once you are done adding items to your order, click the yellow button “Proceed to Checkout” button which will take you to this screen:



Step 7F

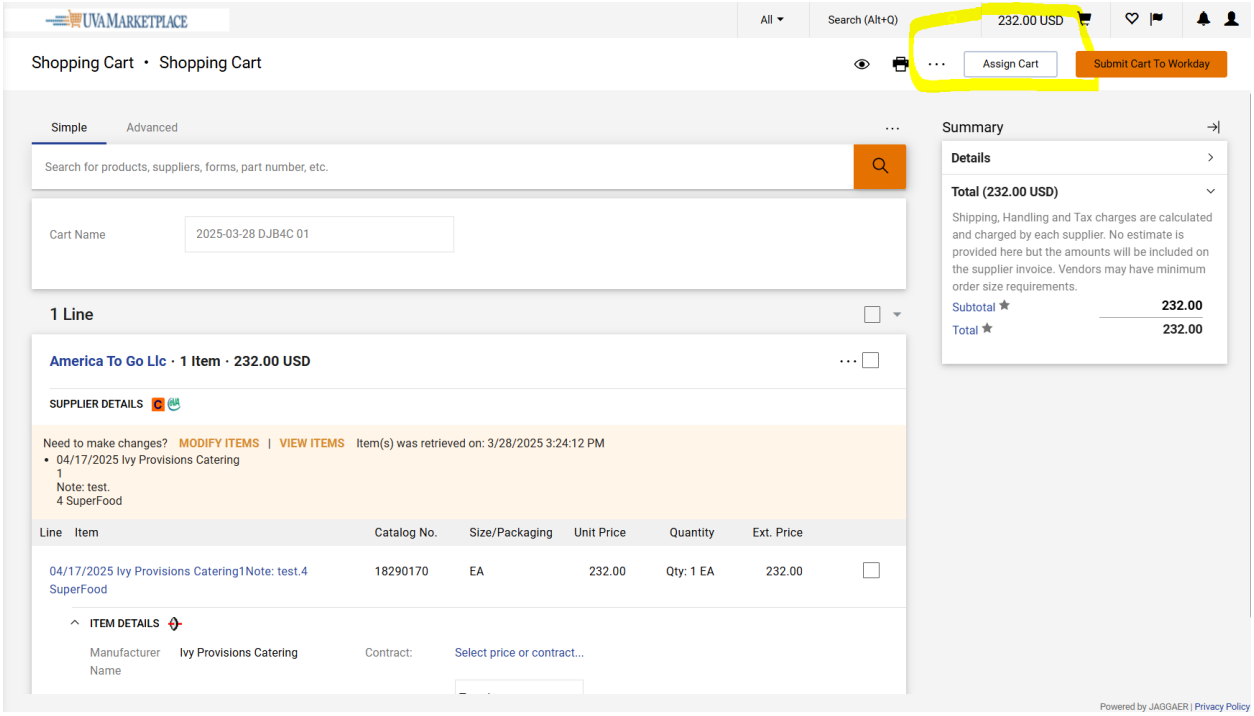
- Make sure your name is the Customer Name
- That the delivery address is correct (or Pick up to chosen if you are going to pick up the order)
- Put in the delivery instructions
- Make sure the delivery time is correct (date and time)
- Is the vendor correct?
- Payment Method should be ATG
- Fill out the Expensing
    - Number of people
    - Business purpose – Example: Macro Workshop Lunch
- Other info- can be left blank- I use this if I want to save an order as favorite and name it.

- Check the order to make sure everything looks correct. If the restaurant accepts tips, this is where you would put it:

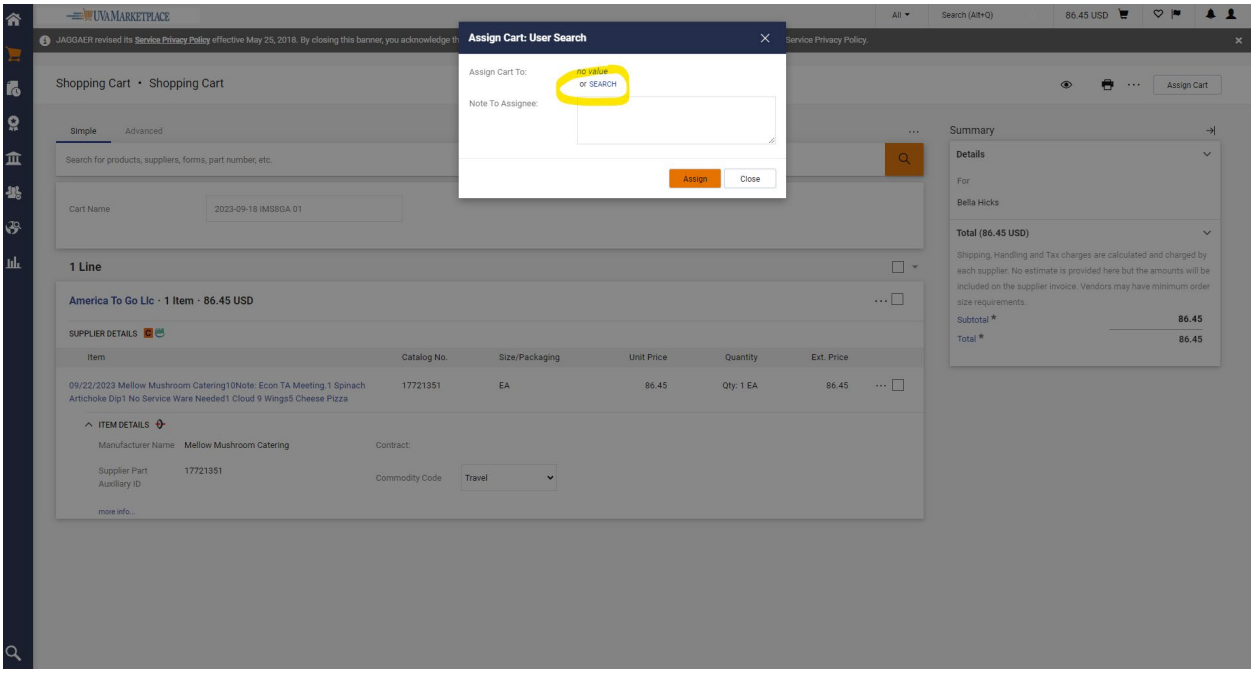


Step 7G: If everything looks correct, click submit order. You should get an email from America to Go saying that they have received the order.

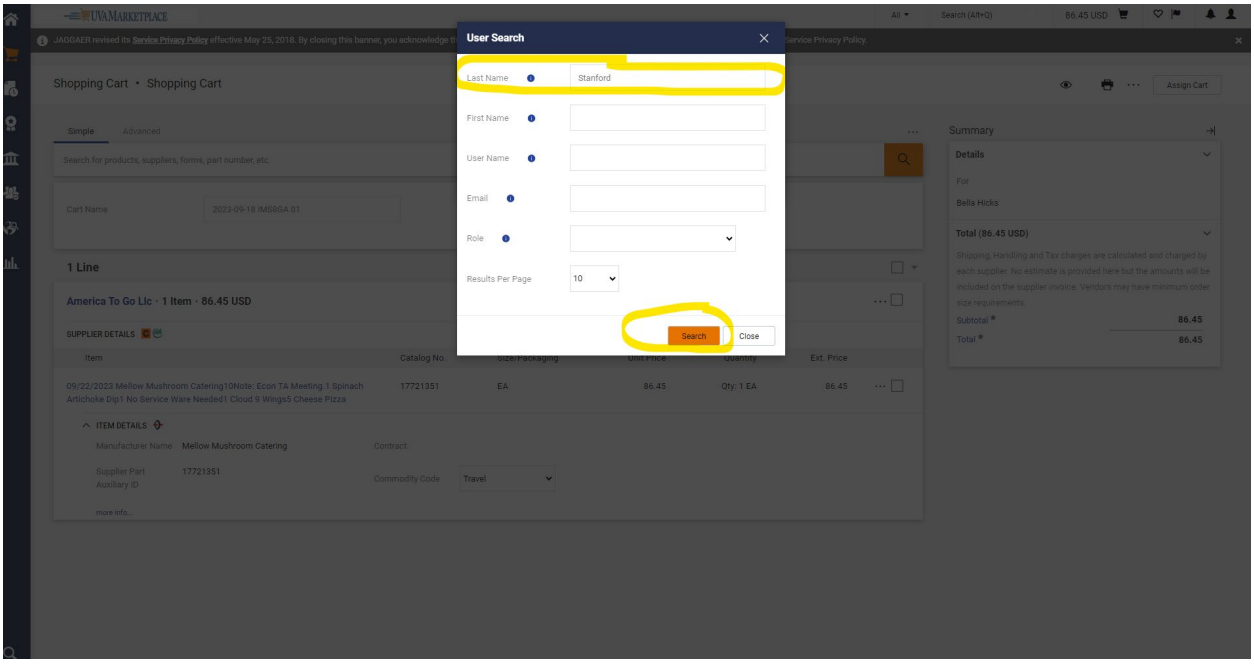
Step 8: Once you have submitted the order this screen should appear: Click the white “Assign Cart” button in the top right of your screen.



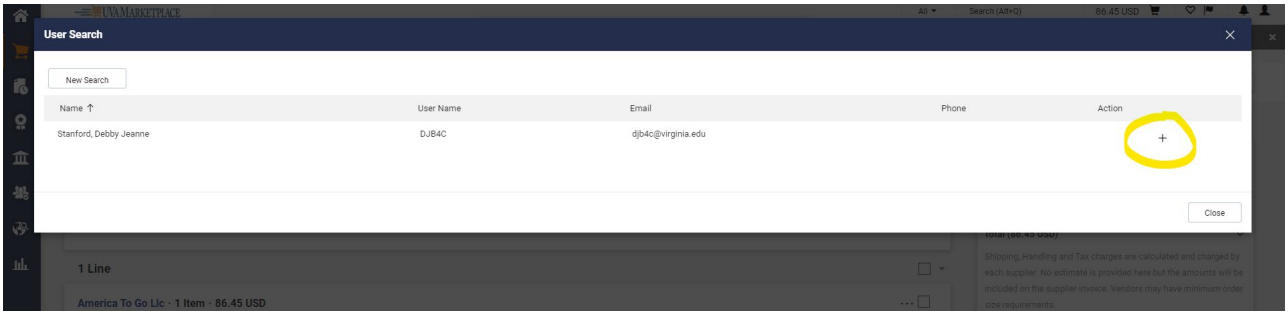
Step 9: Click the blue “SEARCH” button to find your department administrator. For Economics it is Debby Stanford.



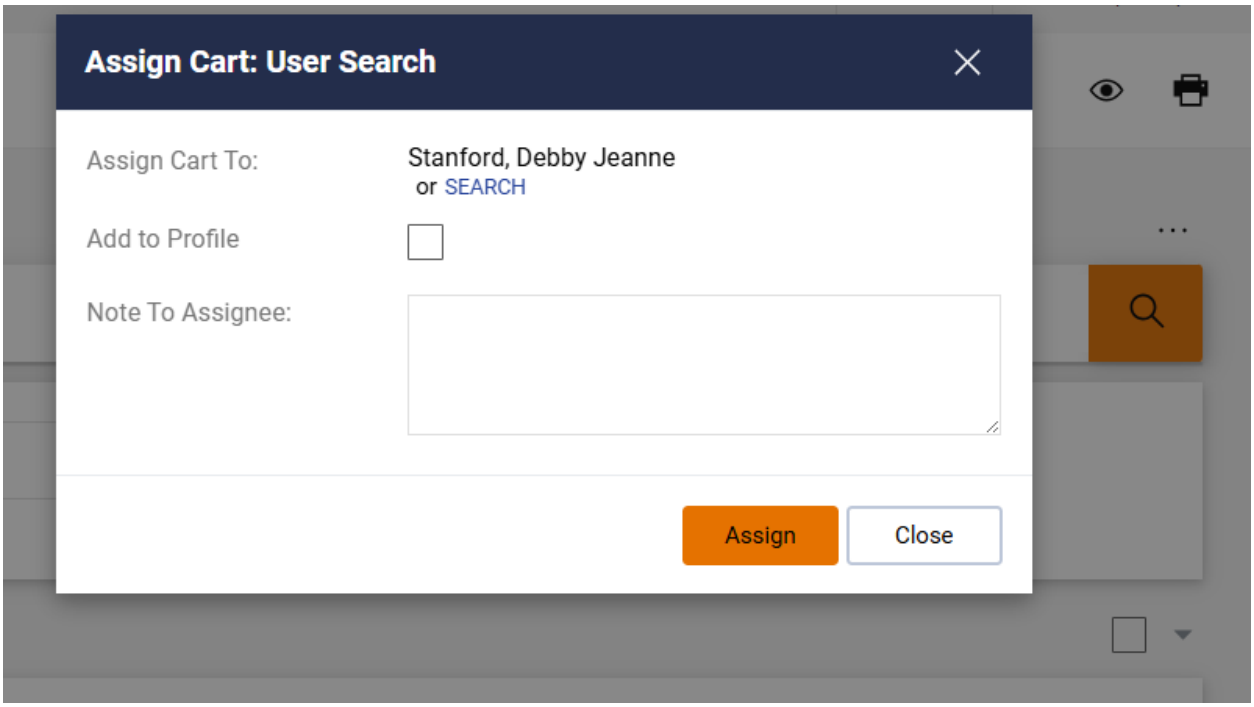
Step 10: Enter in the last name (or other info) about your department administrator, then click the orange “Search” button.



Step 11: A list should be generated, once you find your department administrator in the list, click the button under the “Action” column to select the person.



Step 12: In the note to Assignee, this is where you put the work tag or any notes you want the assignee to know about this order



Step 13: Click the Orange assign button.

Step 14: The cart has been assigned and sent to the assignee to send it through Work Day to complete the order