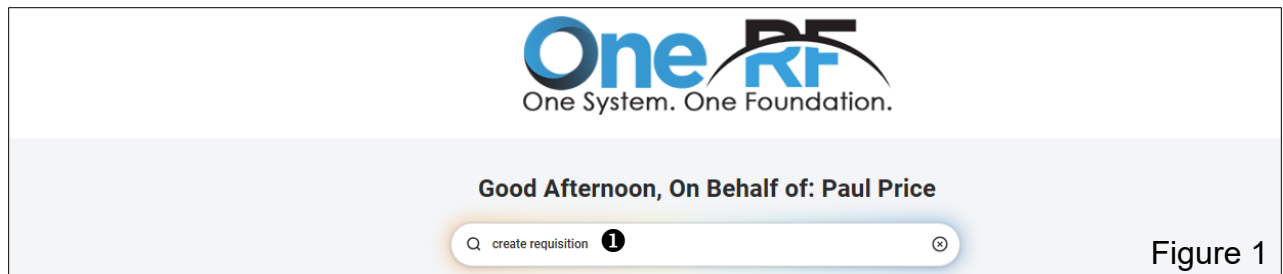


How a PI Searches for a Supplier in the Catalog Section

1. Log in to Workday using your **ID** and **Password**.
2. In the search bar shown below in **Figure 1**, type in **Create a Requisition** or **Create** ❶ and click enter.



3. After pressing enter in **Figure 1**, the **Create Requisition** screen will appear as shown in **Figure 2** below ❶. Click on **Create Requisition** ❶.

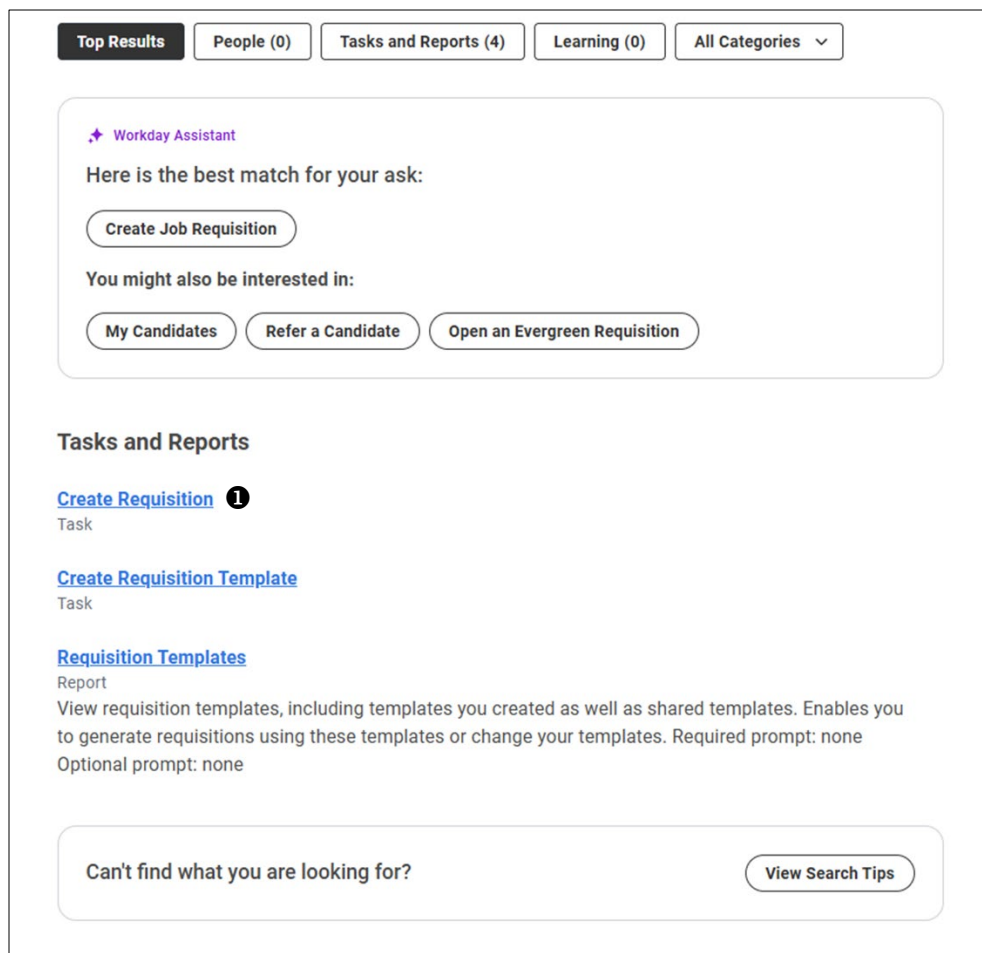


Figure 2

4. After clicking **Create Requisition ①** in **Figure 2**, on **Page 1**, the **Requisition Details** screen will appear as shown in **Figure 3** below. We need to select **Connect to Supplier Website ①**. The **Connect to Supplier Website** screen will be filled out as shown in **Figure 4**, on **Page 3**.

Requisition Details

Requesting for
Paul Price [C]

Company
RFCUNY

Currency
USD (\$)

Requisition Type
Training Supplies

Ship-To
695 Park Avenue...

Worktags
Location: HUNTER COLLEGE

[Start Requisition](#) [Edit Details](#)

Ordering Methods

 [Connect to Supplier Website ①](#)
Request goods and services from
Supplier Websites

 [Request Non-Catalog Items](#)
Add a good or service that is not in the
catalog

 [Add from Templates and Requisitions](#)
Select from Requisition templates and
past Requisitions

 [Select from My Procurement Favorites](#)
Select from my Favorite items

Figure 3

5. After clicking **Connect to Supplier Website ❶** in **Figure 3**, on **Page 2**, the **Connect to Supplier Website** screen appears as shown below in **Figure 4**.

Click **Connect ❶**.

Connect to Supplier Website

Company
RFCUNY Research Foundation of the City University of New York

Requester
Paul Price [C]

Currency
USD

Requisition Type
Training Supplies

Supplier Websites 1 item

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	Jaggaer - Punchout	☒			Connect ❶

Continue Shopping

Cancel

Figure 4

6. After clicking on **Connect 1** in **Figure 4**, on **Page 3**, the **Shopping Home Screen** will appear as shown below in **Figure 5**. Click on **Supplier Requester DB 1**. The **Supplier Requester Dashboard** will appear as shown in **Figure 6**, on **Page 5**.

Shop • Shopping Home

Shopping Home
Supplier Management
Supplier Requester DB
1

Shop
Go to:
Simple
Advanced
Search for products, suppliers, forms, part number, etc.

Organization Message
Welcome to the RF CUNY TEST SITE

My Draft Carts
Showing Results 1 - 1 of 1

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
4414670	2025-11-18 cw100025 02	My Drafts	11/18/2025	0.00USD

My Purchase Orders

Showcases
Office Furniture/Office Supplies
vari. Hosted Catalog
S&B
Educational Supplies
KAPLAN
community playthings Hosted Catalog
Lakeshore
Electronics
Apple
B&H
BEST BUY
COWG

Figure 5

7. After clicking on and **Supplier Requester DB ①** in **Figure 5**, on **Page 4** the **Supplier Requester Dashboard** will appear as shown in **Figure 6** below. Enter a portion of the **Supplier's Name** in **Search Bar ①** and click **Search ②** . A list of **Suppliers** will be presented with available **Quick Filters ①** on the left side to assist in narrowing down your search as shown in **Figure 7** below. If you click on a **Supplier ②** the **Supplier Details** screen will appear as shown in **Figure 8**, on **Page 5**.

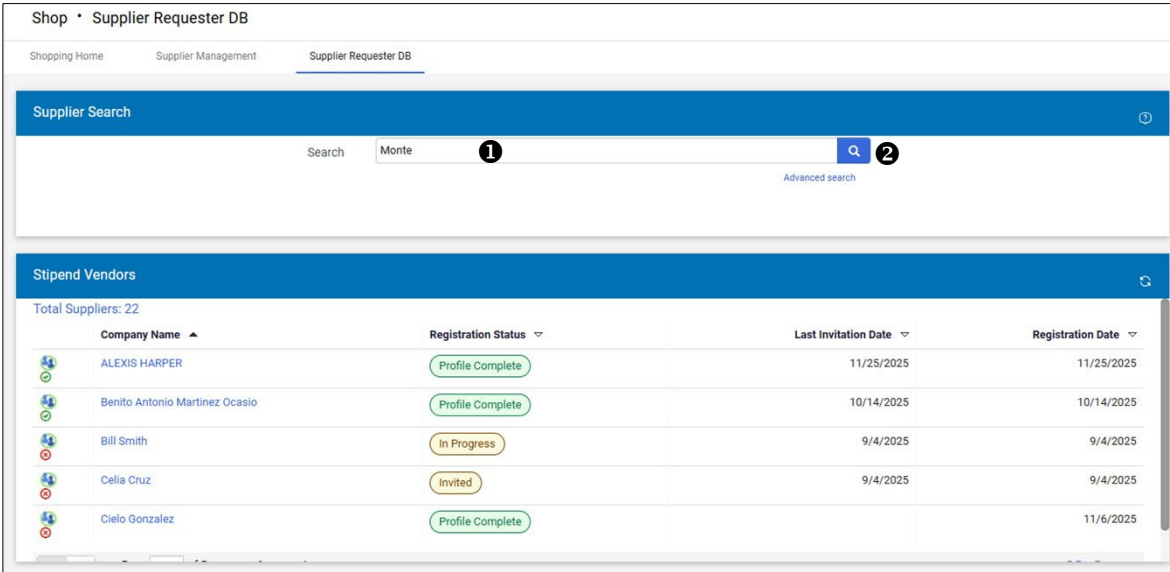


Figure 6

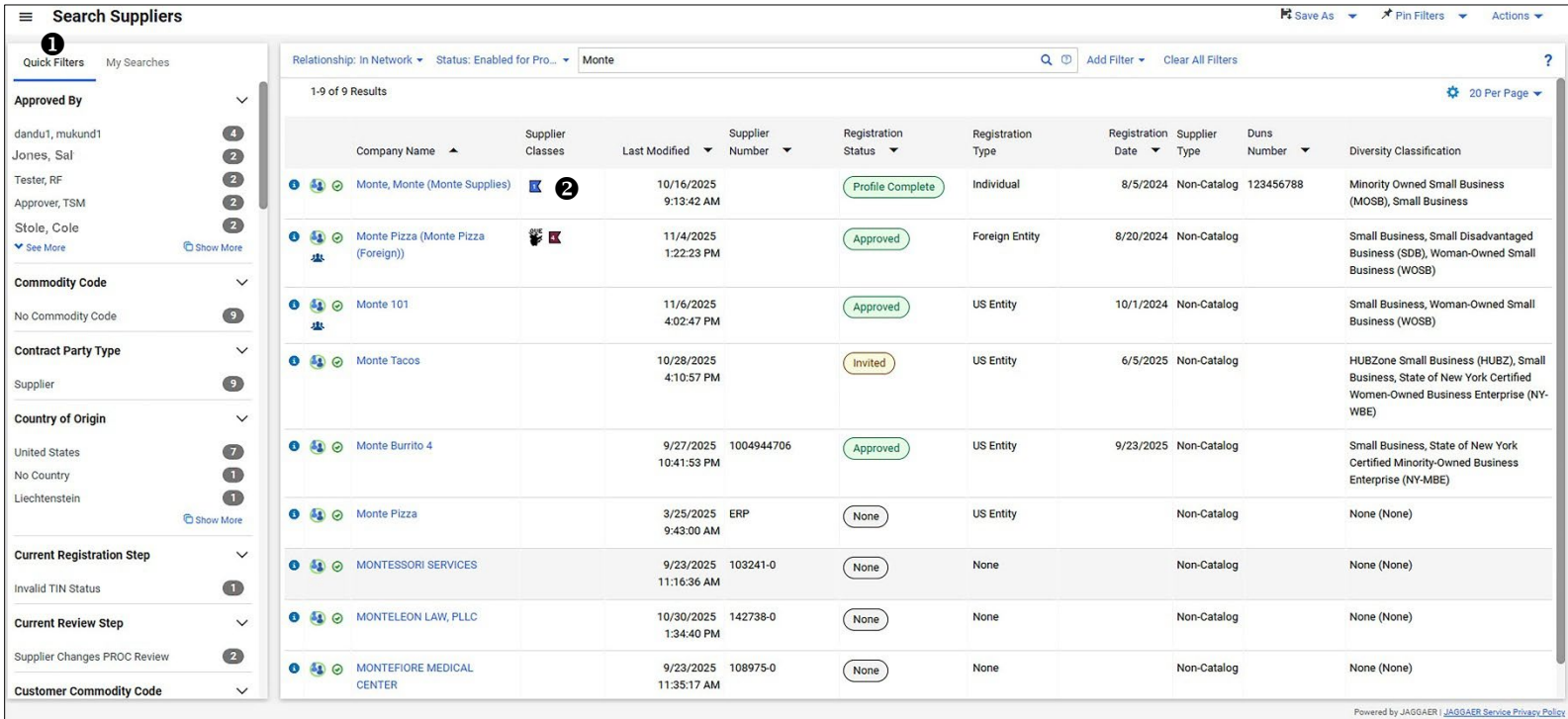


Figure 7

8. After clicking on a **Supplier 2** in **Figure 7**, on **Page 5** the **Supplier Details** screen will appear as shown in **Figure 8** below.

Supplier 360

Supplier Details

In Network

Enabled for Procurement

Enabled for Contracts

Non-Catalog

Monte Supplies

Legal Name

Monte, Monte

DBA

Monte Supplies

Aliases

Supplier No.

-

3rd Party Ref No.

-

Date of Last Order

9/26/2024

Registration Status

Profile Complete

Internal Notes

There are no Internal Notes to display.

Supplier Information

There are no search results to display for this Suppliers search.

Contract Alerts

Filter Contract Alerts

Figure 8