



Inspired RESULTS

Order Walkthrough

Reasons to place a Non-catalog order with Inspired Results:

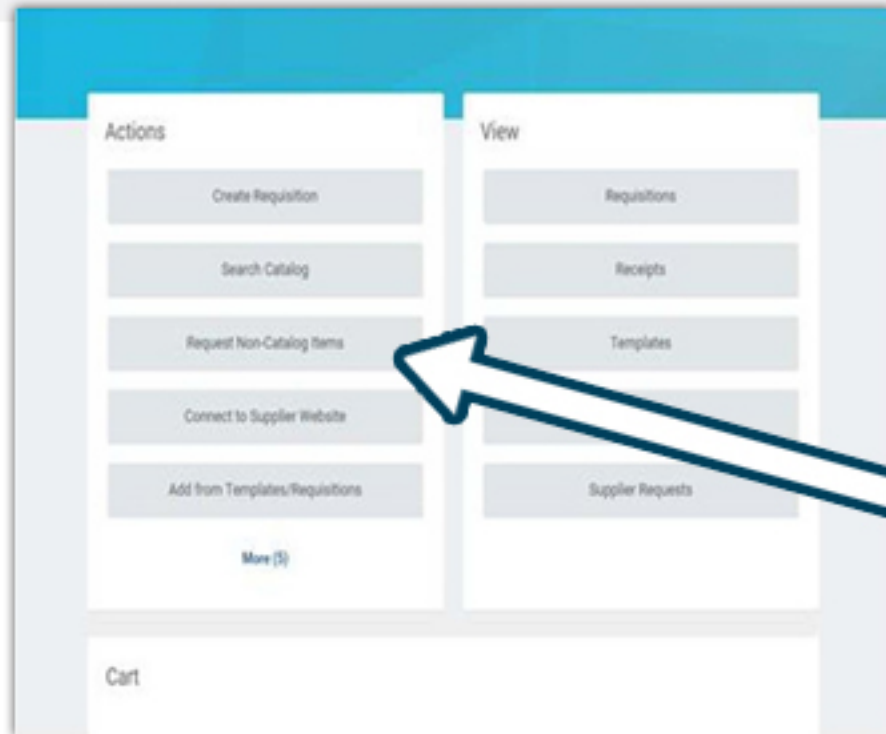
1. The item is not in the catalog.
2. The item is in the catalog, but you would like it customized.

For all non-catalog items, you will need a written quote from the supplier. Once you have this, save it to your computer, as you will be attaching it to your order.

It is best to have a hard copy in front of you when placing your order so that you can reference it while typing in your order.

Step 1

Open workday and click the 'purchases' icon.



Step 2

Click the 'Request non-catalog item' icon.

Request Non-Catalog Items

Actions

Company * LE001 FSQ, Inc

Requisition Currency * X USD

Non-Catalog Request Type

☒ Request Goods

☐ Request Service

Goods Request Details

Item Description *

Type the product description as printed on the quote.

Spend Category *

Type spend category. For examples marketing supplies. You can type or use the scroll down menu to find your spend category.

Supplier

Type or scroll to the supplier.

Supplier Contract

(empty)

Quantity *

Type the quantity

Unit Cost

Type cost for the item

Unit of Measure *

Use scroll down to find the 'unit cost'. For most non-maintenance items, this will be 'each'

Extended Amount

0.00

Memo

Type memo to approver if needed

Add to Cart

Continue Shopping

Cancel

Step 3

Fill out the Non-Catalog Request form.

Note: If your quote has multiple line items, you will select 'continue shopping' and repeat these steps for each line item. This would be for each item type, shipping or freight, and tax. Once you have entered the last line item, click the orange "Add to cart" icon.

Step 4

After adding to cart, you will be brought to this screen. Re-enter the spend category, the image shows the scroll down to help you select.

Re-enter description/unit cost, quantity, etc.

Request Non-Catalog Items

Actions

Company ★ LE001 FSQ, Inc

Requisition Currency

Non-Catalog Request

Request Goods

Request Service

Goods Request

Item Description ★

Spend Category ★

Supplier

Supplier Contract (empty)

Quantity ★

Unit Cost

Unit of Measure ★

Extended Amount

Memo

Spend Category

Lifecare Contract Liability

Life Insurance

Linens

Long-Term Disability

LPN Contracting

Management Fee

Marketing Expense

Marketing Other

Media Expense

Medical Supplies

search

0

0.00

select one

0.00

Request Non-Catalog Items

Actions

Company

★ LE001 FSQ, Inc

Requisition Currency

★ × USD

Non-Catalog Request Type

☒ Request Goods

☐ Request Service

Goods Request Details

Item Description

★ mens polo for demo

Spend Category

★ × Marketing Expense

Supplier

× KINETIC GROUP

Supplier Contract

Quantity

★ 1

Unit Cost

15.00

Unit of Measure

★ Each

▼

Extended Amount

15.00

Memo

Add to Cart

Continue Shopping ▼

Cancel

Step 5

You will click 'continue shopping' to add the details of each line item. Once complete, click 'add to cart'

The screenshot shows a web interface for a checkout process. At the top is a blue header with the word 'Checkout'. Below the header is a light blue banner with a note: 'Please note that the external checkbox in the "attachments" field will send the attachment to the specified supplier.' On the left is a vertical sidebar with five menu items: 'Shipping Address', 'Information', 'Attachments' (which is highlighted with a blue border), 'Line Defaults', and 'Review and Submit'. The main content area is titled 'Attachments' and contains a large light blue box with the text 'Drop files here' and a small 'or' icon. Below this is a button labeled 'Select files'.

Step 6

Open your small 'shopping cart' icon on upper right side. Click the 'Attachments' icon. Click 'select file'. Find your quote and upload. Once complete, click the 'review and submit' icon and submit.

Note: On this screen you can review or change the shipping address.

If there is any issue with the order, a red 'alert' will appear. Click on the 'alert' and it will show you exactly what is missing.

Checkout

Please note that the external checkbox in the "attachments" field will send the

Shipping Address

Information

Attachments

Line Defaults

Review and Submit

Attachments



AWNING QUOTE.pdf

External

☐

Comment

Upload



Step 7

After attaching file, you must click the "External" box.

Note: When you finally submit the order, it will be reviewed by a Five Star buyer. Clicking 'external' allows both them and the supplier to see the attachment.

Questions?

Please contact your account manager.

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Inspired
RESULTS