Procuring Supplies in Workday

The purchasing of goods and services can all be done within Workday. This includes the procurement of software, services, or general catalog items and lab equipment. A summary of changes includes:

- **Any employee can start a requisition in Workday.** All Georgia Tech employees, contractors, and affiliates will have access to Workday and the ability to start a requisition.
- **The employee who starts the requisition will need to know the accounting information for the purchase.** The driver worktag (formerly known as a Project ID) will need to be entered earlier in the process than it is in PeopleSoft.
- **Employees will no longer access a second tool to shop for items in a catalog.** With Workday, the functionality of Buzzmart is embedded within Workday—so the entire shopping process is done within a single window.
- **Campus will have access to the same catalogs and vendors as they do prior to Workday.**
- **The Buzzmart Shopper role no longer requires separate training.** Instead, if an employee is going to create requisitions, they are encouraged to take the Workday Procurement web-based training.
- **The PCard approval process will live in Workday.** PCard transactions will be approved at the transaction level instead of the statement level. Transactions will load into Workday daily. If you are a PCard holder, you must take and pass the required PCard web-based training in order to have access to the Workday system.

Each unit has mapped roles which determine who conducts the approvals on various transactions, including requisitions. In many cases, academic and research units have mapped Faculty Support Coordinators (FSCs) to these roles. This will allow FSCs to manage procurement processes. If you have questions specific to your unit, please reach out to your unit’s Financial Team.