The purchasing of goods and services from internal service providers (for example shuttle services and warehouse goods) is known as Internal Service Delivery.

CREATE REQUISITION – INTERNAL SERVICE DELIVERY

1. Click the Purchases worklet.

2. Click Create Internal Service Delivery under External Link.

3. The Create Internal Service Delivery window opens. You will need to complete the following required fields marked by an asterisk.
   - **Company** – (Required) You should select the entity that you are creating the Internal Service for.
   - **Internal Service Provider** – (Required) This is the provider you are procuring from.
   - **Currency** – (Required) Defaults to USD (United States Dollar).
   - **Document Date** – (Required) Date you are creating the request.
   - **Cost Center, Fund, Division, and Additional Worktags** default once you select the Internal Service Provider.
   - **Memo** – Additional information about the service you are requesting. This field is required, if you are using the ISD FACS Warehouse Provider type.

Visit learning.workday.wfu.edu for more resources.
4. Scroll to the bottom of the page and select the plus sign to add a line for the service or goods you are requesting.

5. Select Item and Catalog Items to choose the goods or service you are requesting.

6. Scroll to the right and enter the Quantity.

7. Type in the name of the Requester. Based on the name entered here Cost Center, Division, and Additional Worktags will default to what is associated with the user. If a different funding source is needed delete the defaulted worktags and enter the new funding source.

8. If additional items are needed, complete steps 4-7.

9. Select the Additional Worktags field and type in “covid” or “U04270 COVID-19” and press Enter on the keyboard. This Worktag is required for FACS Warehouse Internal Service Provider orders.

10. Select Submit

11. Select Done