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

CREATE REQUISTION – INTERNAL SERVICE DELIVERY

1. Click the Purchases worklet.





<u>Note</u>: You may also create an **Internal Service Delivery** request by typing **Create Internal Service Delivery** in the search box on the top of the page.

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).
- workday.



- **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.

								Total Extended Amount 0.00 USD
Internal Service Delivery I	nstructions:							
Internal Service Delivery	(emply) Status (emply)	Document Nu	nber (empty)					
Document In	formation			Revenue Inf	orr	nation		
Company	* X Wake Forest University			Cost Center	×	111102 FACS: Procurement (Warehouse)	***	
Internal Service Provider	* × FACS Warehouse …			Fund *	×	FD1111 Unrestricted Operating		
Currency	* × USD			Division *	×	D_FACS Facilities		
Document Date	* 07/30/2020			Additional Worktags *	×	Activity: U04270 COVID-19		
Delivery Date	07/30/2020 🖻				×	Program: 45 Operation &		
Memo	Ordering face shields for lifegu	lards.				Maint of Physical Plant		
				A				
Lines Attachr	nents							
Lines 0 items								⊽⊡ ."
+ *Comp	any	*Line Number	Item	Description		*Spend Category		Revenue Category
				No Data				

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.

\oplus	*Company	*Line Number	Catalog Items	>	Description	*Spend Category	Revenue Category
			Search for Item	>			
	× Wake Forest :=	1	Search	:=	[
	University						
-							

6. Scroll to the right and enter the **Quantity**.

				Unit of Measure		UNIT COST	* Extended Amount	Requester
sposable Face Shield	ISD - Warehouse Catalog	X Svc Fee := Warehouse	20	× Each …		3.27	65.40	

 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.

ended rount	Requester	helivery Date	Memo	*Cost Center	*Division	*Additional Worktags
65.40	× Clancy, Bridgett …	07/30/2020 🗄		X 112303 Finance Systems	D_FNCE Finance	× Fund: FD1111 Unrestricted Operating
						× Program: 40 Institutional Support

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

	Delivery Date	Memo	*Cost Center	*Division	*Additional Worktags	Splits	
	07/30/2020 🖻		× 112303 Pinance Systems	× D.FNCE Finance III	× Aotivity: U04270 COVID-19 Coronavirus × Fund: P01111	0	
					Program: 40 Institutional Support		
Submit	Save for Later	Cancel					
			ubmit				
	O	14	and the second				

