

Overview

When entering a requisition for a third-party staffing contract worker, it is important to structure the purchase requisition (PR) correctly. Once this type of PR is approved as a purchase order (PO) it will automatically be uploaded to the corresponding work order in VDNLY system. Then the worker will have the ability to complete and submit their timesheet for approval. After the worker's timesheet is approved and signed-off by their manager/supervisor; the systems will automatically match the timesheet to the correct PO associated with the worker to initiate payment from Accounts Payable.

Entering the Purchase Requisition

1. From the **Admin WorkCenter homepage**, choose **Finance WorkCenter > BuyCarolina/Purchase Order > Requisition**.
2. Click the **Special Request** link.
3. Complete the following fields:

In this field:	Enter the following:
Item Description	Enter the first and last name and PID of the third-party worker.
Price	Enter the total estimated payout based on the worker's estimated hours, billing rate, and any anticipated overtime/expenses, as provided in the VNDLY system for this specific worker.
Currency	Confirm that the currency is USD. US Dollars is the only option the system allows.
Quantity	Enter 1
Unit of Measure	Select EA for Each
Category	Enter UNC00045 or UNC00047
Due Date	Leave this field blank.
Supplier ID	Enter 0000147201

4. Click the **Add to Cart** button.
5. Click the **Checkout** button.
6. Enter the first and last name of the worker in the Requisition name field.
7. Add a Word document as an attachment that includes 1) the name of the worker, 2) the anticipated start date of the assignment, 3) the bill rate, 4) and the anticipated end date of the assignment.
8. Under the requisition line detail, set requisition as **Amount Only**.
9. Click the **Pre-Check Budget** button.
10. Click the **Save and Submit** button.

Results: From here, the requisition will route for financial approval. When that is complete, the requisition will route to Purchasing where a PO will be assigned. PO data will be automatically uploaded to the VNDLY system.