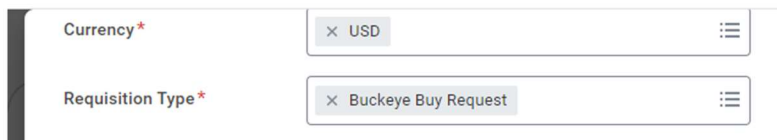**Genomics and Microbiology Solutions Lab (IDI-GEMS)**
Workday Requisition Guide

This guide was created to assist internal (i.e., Ohio State) customers with the Workday requisition initiation process for the procurement of services through IDI-GEMS, providing step-by-step instructions and screenshots from Workday. All university policies and procedures, in addition to policies and procedures specific to your department/college/unit must be followed. Refer to the Business and Finance website for university policies and procedures and the Administrative Resource Center for additional information regarding the Workday requisition process. Note that IDI-GEMS is an earnings operation and per university policy, pre-billing for services is unallowable. Charges will be billed upon completion of services. For large-volume orders, billing may occur in batches as determined by IDI-GEMS staff.

IDI-GEMS has a hosted catalog in Workday which requires the "gross up" method for entry. That is, the quoted amount must be entered as the quantity which will then automatically calculate the dollar amount which is listed in the catalog as $1. This is similar to other internal supplier hosted catalogs in Workday. There are two items in the IDI-GEMS hosted catalog: one for bioinformatics and one for genomic sequencing. If your project quote contains both sequencing and bioinformatics services, the requisition entry must include two separate requisition lines which will result from your entries into the two hosted catalog line items and the requisition check-out process.

The guide below includes screenshots of the various Workday screens using a sample IDI-GEMS project quote for genomic sequencing services totaling $300.
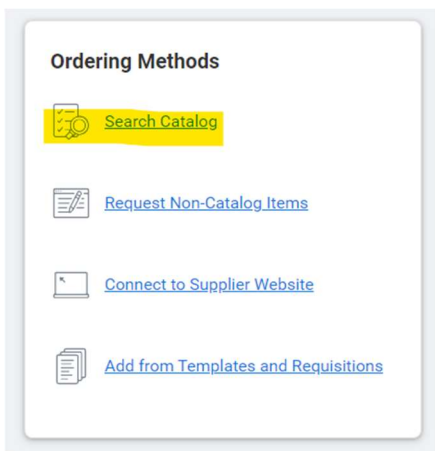
Step 1: Select Requisition Type "Buckeye Buy Request"

Step 2: Select Ordering Method "Search Catalog"

Genomics and Microbiology Solutions Lab (IDI-GEMS)
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Step 3: Enter "IDI-GEMS" in the search bar and hit Enter. This is a shortcut method that will result in both IDI-GEMS catalog items appearing. Alternatively, you can input "bioinformatics" or "genomic sequencing", and the respective IDI-GEMS catalog item will appear in addition to other supplier catalog line items matching the description. Search entries are based on user preference, and there is no "right" way or "wrong" way to search.

Search for Goods and Services

Q IDI-GEMS   ✕

2 Results   Sort by: Relevance ▾

> Legend

Bioinformatics $1.00 USD / Dollar
Supplier: Genomics and Microbiology Solutions | Supplier Item Identifier: IDI-GEMS-002
Manufacturer: Genomics and Microbiology Solutions | Manufacturer Part Number: IDI-GEMS-002
[1]   Add to Cart

Genomic sequencing $1.00 USD / Dollar
Supplier: Genomics and Microbiology Solutions | Supplier Item Identifier: IDI-GEMS-001
Manufacturer: Genomics and Microbiology Solutions | Manufacturer Part Number: IDI-GEMS-001
[1]   Add to Cart

Step 4: Enter total dollar amount on quote. As a reminder, if your quote is for both sequencing and bioinformatics services, you will need to enter the associated dollar amounts for each as separate entries into the Workday catalog line item (one for the bioinformatics amount and one for the genomic sequencing amount). The example used in this guide is for genomic sequencing services only totaling $300.

Genomic sequencing $1.00 USD / Dollar
Supplier: Genomics and Microbiology Solutions | Supplier Item Identifier: IDI-GEMS-001
Manufacturer: Genomics and Microbiology Solutions | Manufacturer Part Number: IDI-GEMS-001
[300]   Add to Cart

Step 5: Add the item to your cart by clicking on the "Add to Cart" button.

Genomic sequencing $1.00 USD / Dollar
Supplier: Genomics and Microbiology Solutions | Supplier Item Identifier: IDI-GEMS-001
Manufacturer: Genomics and Microbiology Solutions | Manufacturer Part Number: IDI-GEMS-001
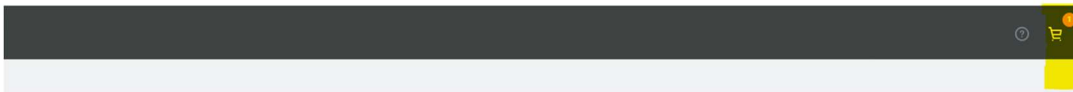[300]   Add to Cart

Step 6: Check out by clicking on the shopping cart icon located at the top right of the screen.

Step 7: Complete the requisition submission process by following the standard Workday process. Reference the Administrative Resource Center or contact your department/college/unit fiscal professional for assistance.

Note: The quote number and the unit contact person must be included in the Internal Memo section of the requisition.

Memo to Suppliers   Reference quote #

                         Contact: First name, last name (name.#)