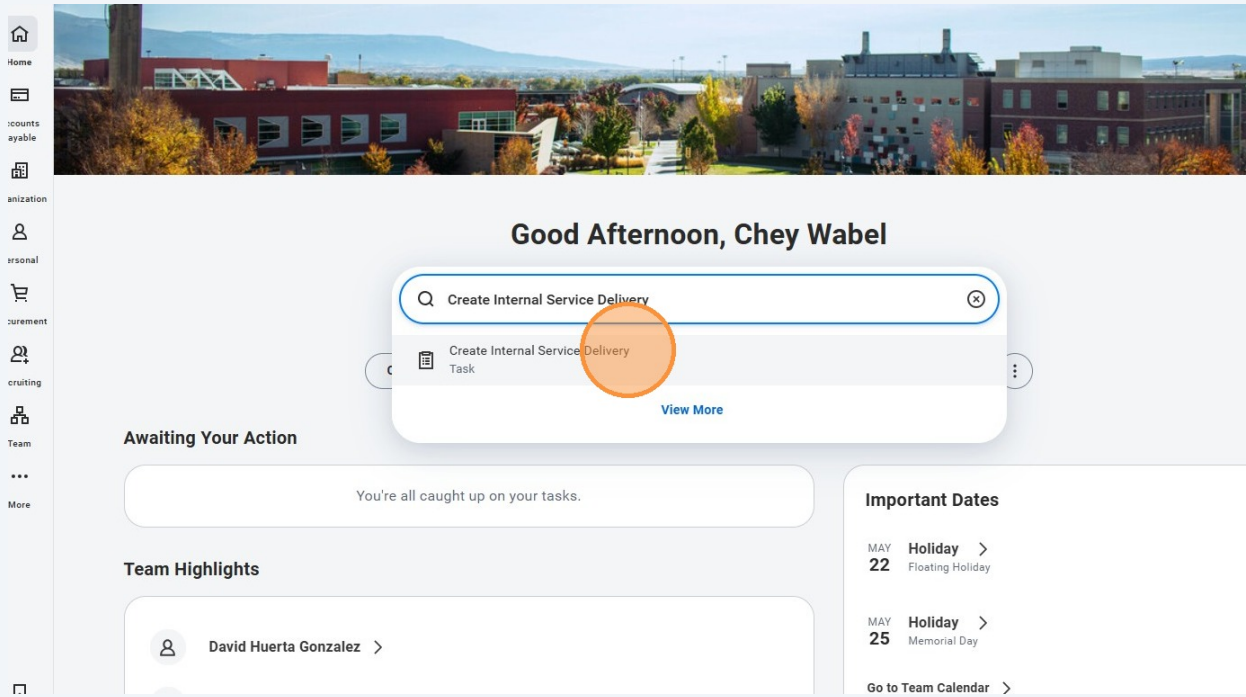


How to Order Paper/Copier Supplies in Workday

Learn how to navigate the Internal Service Delivery task to order Copier Supplies/Paper efficiently.

1

On the Workday homepage, type "**Create Internal Service Delivery**" and click on the task.



2 Click the "Internal Service Provider" field and Select "Purchasing Warehouse."

Do not change the Revenue Information it auto-populates correct!

Summary
Total Extended Amount
0

Internal Service Delivery (empty) Status (empty) Document Number (empty)

Document Information

Company * x Colorado Mesa University ...

Internal Service Provider * Search
Purchasing Warehouse ...

Currency * ...

Document Date * 04 / 28 / 2026

Delivery Date 04 / 28 / 2026

Memo

Revenue Information

Cost Center * ...

Fund * ...

Function ...

Additional Worktags ...

Lines Attachments

Lines 0 items

*Company	*Line Number	Item	Description	*Spend Category	Revenue Category
----------	--------------	------	-------------	-----------------	------------------

3 Click 'Add row' (+) icon

Internal Service Delivery (empty) Status (empty) Document Number (empty)

Document Information

Company * x Colorado Mesa University ...

Internal Service Provider * x Purchasing Warehouse ...

Currency * x USD ...

Document Date * 04 / 28 / 2026

Delivery Date 04 / 28 / 2026

Memo

Revenue Information

Cost Center * x CC9505 General Institutional ...

Fund * x FD1000 General Operating Fund ...

Function * x FN1600 Institutional Support ...

Additional Worktags ...

Lines Attachments

Add row (+)

*Company	*Line Number	Item	Description	*Spend Category	Revenue Category
----------	--------------	------	-------------	-----------------	------------------

Submit Save for Later Cancel

4 Click under the "Item" field and then click "Catalog Items"

Internal Service Delivery (empty) Status (empty) Document Number (empty)

Document Information

Company * x Colorado Mesa University ...

Internal Service Provider * x Purchasing Warehouse ...

Currency * x USD ...

Document Date * 04 / 28 / 2026

Delivery Date 04 / 28 / 2026

Memo

Revenue Information

Cost Center * x CC9505 General Institutional ...

Fund * x FD1000 General Operating Fund ...

Function x FN1600 Institutional Support ...

Additional Worktags

Lines Attachments

Lines 1 item

*Company	*Line Number	Item	Description	*Spend Category	Revenue Category
x Colorado Mesa University ...	1				

Submit Save for Later Cancel

5 Select the needed Copier Supply/Paper.

Internal Service Delivery (empty) Status (empty) Document Number (empty)

Document Information

Company * x Colorado Mesa University ...

Internal Service Provider * x Purchasing Warehouse ...

Currency * x USD ...

Document Date * 04 / 28 / 2026

Delivery Date 04 / 28 / 2026

Memo

Revenue Information

Cost Center * x CC9505 General Institutional ...

Fund * x FD1000 General Operating Fund ...

Function x FN1600 Institutional Support ...

Additional Worktags

Lines Attachments

Lines 1 item

*Company	*Line Number	Item	Description	*Spend Category	Revenue Category
x Colorado Mesa University ...	1				

catalog items

- Copy Paper
- Staples
- Tone - Magenta
- Toner - Black
- Toner - Cyan
- Toner - Yellow
- Waste Toner

Search

Submit Save for Later Cancel

6 Scroll right to the "Quantity" field.

Internal Service Delivery (empty) Status (empty) Document Number (empty)

Document Information

Company * x Colorado Mesa University ...

Internal Service Provider * x Purchasing Warehouse ...

Currency * x USD ...

Document Date * 04 / 28 / 2026

Delivery Date 04 / 28 / 2026

Memo

Revenue Information

Cost Center * x CC9505 General Institutional ...

Fund * x FD1000 General Operating Fund ...

Function x FN1600 Institutional Support ...

Additional Worktags

Lines Attachments

Lines 1 item

*Company	*Line Number	Item	Description	*Spend Category	Revenue Category
x Colorado Mesa University ...	1	x Copy Paper ...	8.5x11 - 10 Ream Case	SC6201 Supplies	x RC4364 Sales - Supp

Submit Save for Later Cancel

7 Click under "Quantity" and enter the number of items needed.

Internal Service Delivery (empty) Status (empty) Document Number (empty)

Document Information

Company * x Colorado Mesa University ...

Internal Service Provider * x Purchasing Warehouse ...

Currency * x USD ...

Document Date * 04 / 28 / 2026

Delivery Date 04 / 28 / 2026

Memo

Revenue Information

Cost Center * x CC9505 General Institutional ...

Fund * x FD1000 General Operating Fund ...

Function x FN1600 Institutional Support ...

Additional Worktags

Lines Attachments

Lines 1 item

*Spend Category	Revenue Category	Quantity	Unit of Measure	Unit Cost	*Extended Amount	Requester
SC6201 Supplies	x RC4364 Sales - Supplies ...	0	x Box ...	76.20	0.00	

Submit Save for Later Cancel



Please note that Staples/Toner will have a unit cost of \$1 per item. These charges will be refunded to your CC. Paper is accurately priced.

8

Type in appropriate CC and verify remaining Worktags are accurate.

Internal Service Delivery (empty) Status (empty) Document Number (empty)

Document Information

Company *

Internal Service Provider *

Currency *

Document Date *

Delivery Date

Memo

Revenue Information

Cost Center *

Fund *

Function

Additional Worktags

Lines Attachments

Lines 1 item

Delivery Date	Memo	*Cost Center	*Fund	Function	Additional Worktags
<input type="text" value="04 / 28 / 2026"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9

Click the plus sign to add another line. Follow steps 5 through 10 for each supply needed.

Internal Service Delivery (empty) Status (empty) Document Number (empty)

Document Information

Company * x Colorado Mesa University ...

Internal Service Provider * x Purchasing Warehouse ...

Currency * x USD ...

Document Date * 04 / 28 / 2026

Delivery Date 04 / 28 / 2026

Memo

Revenue Information

Cost Center * x CC9505 General Institutional ...

Fund * x FD1000 General Operating Fund ...

Function x FN1600 Institutional Support ...

Additional Worktags

Lines Attachments

Lines 1 item

Company	*Line Number	Item	Description	*Spend Category	Revenue Category
x Colorado Mesa University ...	1	x Copy Paper ...	8.5x11 - 10 Ream Case	SC6201 Supplies	x RC4364 Sales - Supp

Submit Save for Later Cancel

10

Verify the line details and confirm the same CC appears as expected on all lines.

11

Click the blue "Submit" button in the bottom left corner.



This request will automatically route through budget check, CC Manager approval, and then Purchasing for delivery and completion.