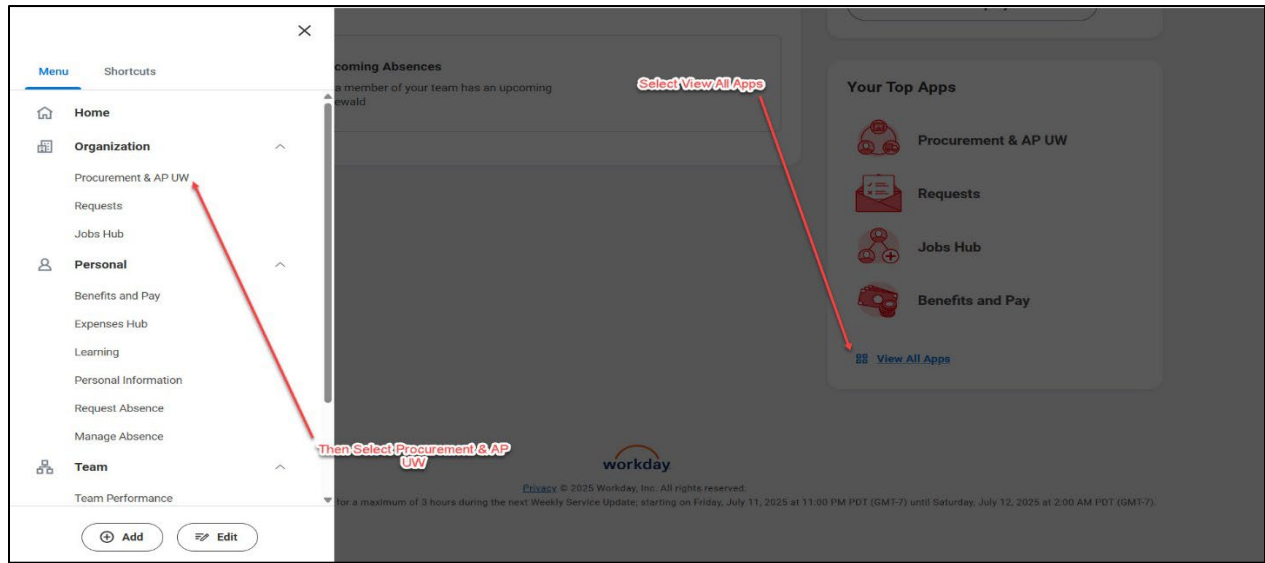


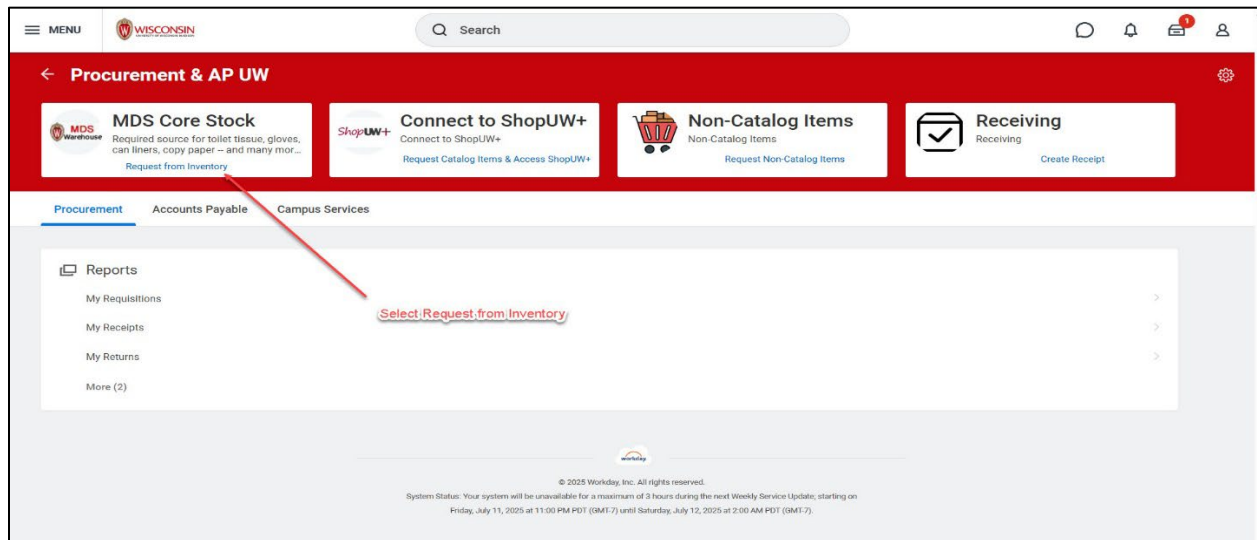
Enabling Search of Available Items in main MDS Core Stock search bar within Workday

Workday will not fully display MDS Core Stock item availability unless these steps are first completed during setup.

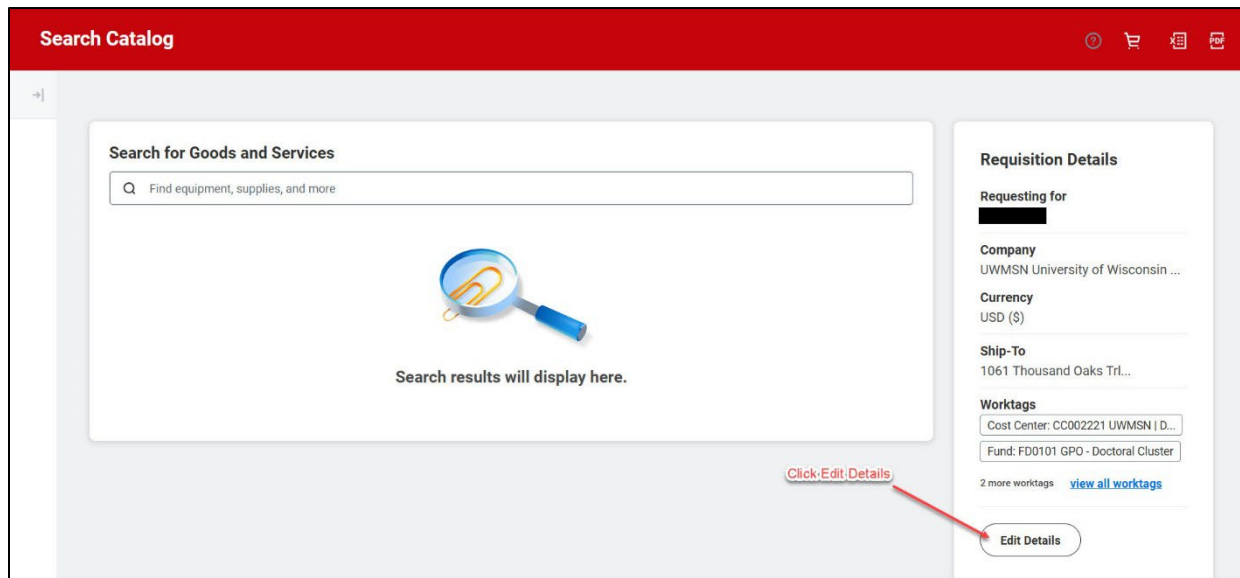
From the main Workday home page, locate the Procurement & AP UW App and select



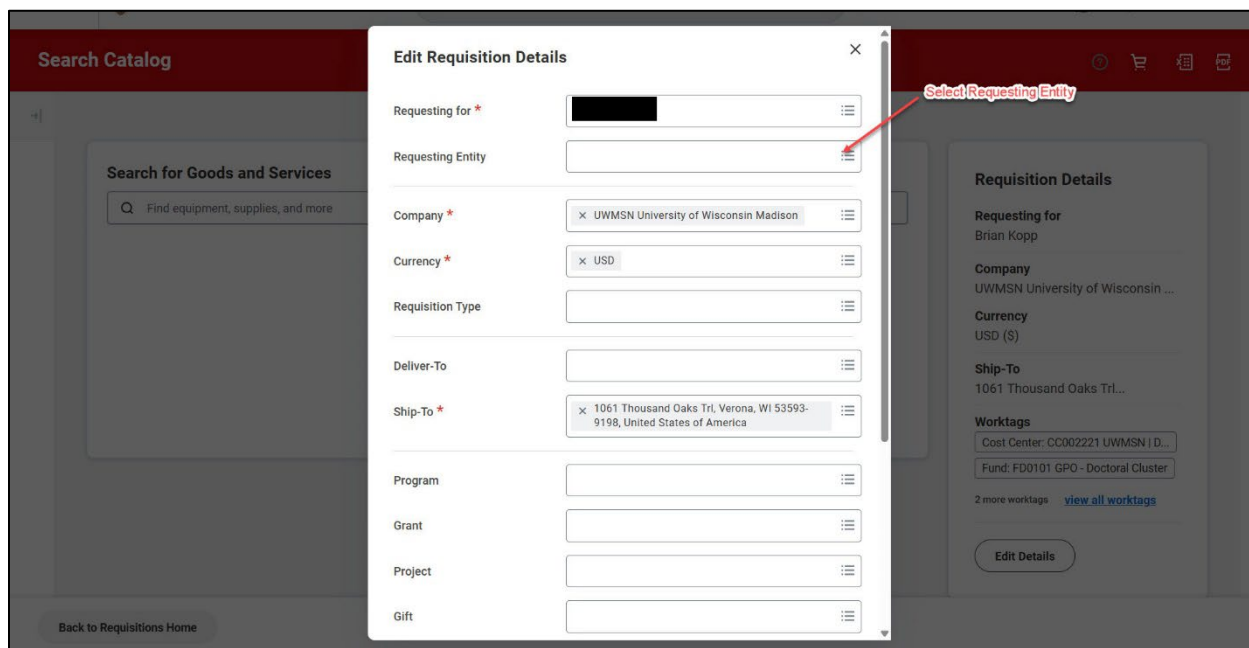
Next, click “Request from Inventory”



Then, click “Edit Details” Button



Select Requesting Entity in the Edit Requisition Details pane



Choose “Requesting Entity” from the list of options

The screenshot shows the 'Edit Requisition Details' modal in a web application. The modal is open, and the 'Requesting Entity' dropdown menu is expanded, showing options: 'Search', 'Requesting Entity', 'Most Recently Used', 'Requesting Entities by Default Company', and 'Requesting Entities by Default Ship-To'. A red arrow points to the 'Requesting Entity' option, with a red text label 'Choose Requesting Entity' above it. The background shows a 'Search Catalog' sidebar and a 'Requisition Details' panel on the right.

Search Catalog

Search for Goods and Services

Find equipment, supplies, and more

Edit Requisition Details

Requesting for * [Redacted]

Requesting Entity [Dropdown Menu]

Company * [Redacted]

Currency * [Redacted]

Requisition Type [Redacted]

Deliver-To [Redacted]

Ship-To * [1061 Thousand Oaks Trl, Verona, WI 53593-9198, United States of America]

Program [Redacted]

Grant [Redacted]

Project [Redacted]

Gift [Redacted]

Requisition Details

Requesting for
Brian Kopp

Company
UWMSN University of Wisconsin ...

Currency
USD (\$)

Ship-To
1061 Thousand Oaks Trl...

Worktags
Cost Center: CC002221 UWMSN | D...
Fund: FD0101 GPO - Doctoral Cluster

2 more worktags [view all worktags](#)

[Edit Details](#)

Next, choose “MDS Core Stock”

The screenshot shows the 'Edit Requisition Details' modal in a web application. The modal is open, and the 'Requesting Entity' dropdown menu is expanded, showing options: 'Search', 'Requesting Entity', 'MDS Core Stock', 'MDS MOU - Babcock Supplies', and 'MDS MOU - Custodial Supplies'. A red arrow points to the 'MDS Core Stock' option, with a red text label 'Choose MDS Core Stock' above it. The background shows a 'Search Catalog' sidebar and a 'Requisition Details' panel on the right.

Search Catalog

Search for Goods and Services

Find equipment, supplies, and more

Edit Requisition Details

Requesting for * [Redacted]

Requesting Entity [Dropdown Menu]

Company * [Redacted]

Currency * [Redacted]

Requisition Type [Redacted]

Deliver-To [Redacted]

Ship-To * [1061 Thousand Oaks Trl, Verona, WI 53593-9198, United States of America]

Program [Redacted]

Grant [Redacted]

Project [Redacted]

Gift [Redacted]

Requisition Details

Requesting for
Brian Kopp

Company
UWMSN University of Wisconsin ...

Currency
USD (\$)

Ship-To
1061 Thousand Oaks Trl...

Worktags
Cost Center: CC002221 UWMSN | D...
Fund: FD0101 GPO - Doctoral Cluster

2 more worktags [view all worktags](#)

[Edit Details](#)

Scroll down within the pane, verify your Fund is correct, then click “Save Changes”

This screenshot shows a requisition form with various fields. A red arrow points to the 'Fund' field, which is set to 'Fund: FD0101 GPO - Doctoral Cluster', with the annotation 'Verify Funding is Correct'. Another red arrow points to the 'Save Changes' button at the bottom, with the annotation 'Click Save Changes'. The form also includes fields for 'Deliver-To', 'Ship-To', 'Program', 'Grant', 'Project', 'Gift', 'Cost Center', 'Function', and 'Additional Worktags'. The 'Ship-To' field is populated with '1061 Thousand Oaks Trl, Verona, WI 53593-9198, United States of America'. The 'Cost Center' field is 'Cost Center: CC002221 UWMSN | DoBS | Purchasing'. The 'Function' field is 'Function: FN0100 Institutional Support'. The 'Additional Worktags' field is 'Location: UW Universities of Wisconsin > UW Madison > Verona Operations MDS/SWAP-0699'. The right sidebar shows 'Requisition Details' including 'Requesting for Brian Kopp', 'Company UWMSN University of Wisconsin...', 'Currency USD (\$)', 'Ship-To 1061 Thousand Oaks Trl...', 'Worktags' (Cost Center: CC002221 UWMSN | D..., Fund: FD0101 GPO - Doctoral Cluster), and 'Ordering Methods' (Search Catalog).

After completing the previous steps, you should now be able to search MDS Core Stock by Keyword(s), Legacy ShopUW+ item number, or the new associated Workday Item Identifiers. Additional cross-reference resources can be found on the [Core Stock Item Finder by Category](#) page on the Verona Operations website

This screenshot shows the 'Search Catalog' page. A red arrow points to the search bar, which contains the text 'Find equipment, supplies, and more'. Below the search bar is a magnifying glass icon and the text 'Search results will display here.' A red arrow points to the search bar with the annotation 'You can now search MDS Core Stock by keyword(s), Legacy ShopUW+ item number, or new Workday item Identifier'. The right sidebar shows 'Requisition Details' including 'Requesting for [redacted]', 'Requesting Entity MDS Core Stock', 'Company UWMSN University of Wisconsin...', 'Currency USD (\$)', 'Requisition Type 1 CATALOG - ShopUW & Universit...', and 'Ship-To 1061 Thousand Oaks Trl...'.