Required	Prompt	Related Actions	Add Row

CREATE INTERNAL SERVICE DELIVERY

If you need to order goods or services from a provider within SLU, you will create an Internal Service Delivery (ISD). This replaces our current Internal Departmental Order IDO process in Banner. This job aid explains how to create an Internal Service Delivery (ISD).

Steps:

1. From the Workday search bar, type **Create Internal Service Delivery** and access the task.

Document Information

1. Input the following information:

   a. **Company**: Select Saint Louis University.

   b. **Internal Service Provider**: Select the appropriate value.

    b. **Item**: Select Catalog Items.

(e) **Gift/Specialty/Program/Project/Cost Center**: Enter values, as applicable.

(f) **Fund 31 Grants:** Do not use the 'Splits' option for Fund 31: Grants. If users are splitting the cost between two or more Grants, click the Plus icon under Lines to add row(s). This will ensure that the ISD routes for approval to the Principal Investigator on each Grant.

(g) Click Done.

Attachments

1. Optional   Drop files here or select files.

2. Click **Submit**.

3. The ISD routes to the Internal Service Provider.

Note: The ISD routes to the Internal Service Provider for processing and then for Cost Center/Commitment approvals.