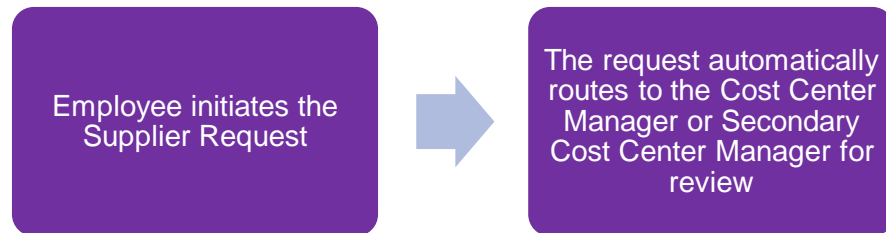


Overview

This job aid explains how to create a request for a supplier that is yet to be set up in Workday. If the Supplier does not exist in Workday, then a Supplier Request must be created. Once the Request is created, the requestor receives a notification, and the supplier invoice can be created by AP Data Entry Specialist or Project Manager AP Data Entry Specialist.

Process Flow: Supplier Request



Create Supplier Request

1. Using the Search field, enter and select **Create Supplier Request**.
2. The Worker field will automatically populate with your name.
3. Enter the **Supplier Name**.
4. Leave **DUNS Number** blank.
5. Leave **Restricted to Companies** blank.
6. Select a **Supplier Category**, if applicable.
Note: Categories are assigned by the first letter of the Supplier Name. Select the letter category using the first letter in the supplier's name.
7. Leave **Parent** blank.
8. Leave **Tax Authority Form Type** blank.
Note: Procurement Office will populate this field.
9. Leave **TIN Type** blank.
Note: Procurement Office will populate this field.
10. Enter the **Tax ID**.
Note: It is mandatory to enter a Tax ID.
11. Enter a **Justification**, if applicable.
12. Select the **Contact Information** tab. Enter either the Supplier's **Phone, Address, or Email** information by using the **Add** button.
 - **Phone:** Enter **Country Phone Code, Phone Number, Phone Device, Use For, Visibility** and any **Comments**.

- **Address:** Enter **Country, Address, City, State, Postal Code Use For, Visibility** and any **Comments**.
- **Email:** Enter **Email Address, Primary** (if applicable) **Email Address Use For, Visibility** and any **Comments**.

Note: You must select **Primary**.

13. Select the **Attachments** tab.
14. Drag-and-drop the files into the field or click **Select Files** to browse files on your computer.
Note: The supplier's W-9 form is required to upload.
15. Click **Submit**.

Note: The process will route to the Cost Center Manager or Secondary Cost Center Manager for review.