

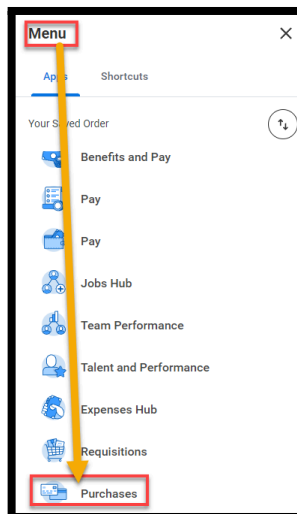
Suppliers: Create Supplier Request

This quick reference guide will cover how to create a request for a new supplier to be added into Workday.

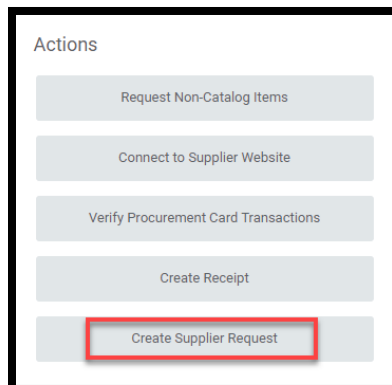
Note - When using “Request Non-Catalog Items” or “Connect to Supplier Website” to create requisitions, you can only select suppliers that already exist in Workday. The process listed in this guide is designed to assist with adding additional suppliers for selection.

Process

1. From the Global Navigation Bar, click the Purchases icon.



2. On the **Purchase** dashboard, select **Create Supplier Request**.



- Fill out the resulting form to the best of your ability.
 - Include as much information about the supplier as possible. Required fields will be highlighted.

Create Supplier Request

Worker *

Supplier Name *

DUNS Number

Unique Entity Identifier

Restricted to Companies

Supplier Category

Parent

Tax Authority Form Type select one

TIN Type

Tax ID

Justification

- Under the **Contact Information** tab, use the Add button to add **Phone**, **Address**, **Email**, **Instant Messenger**, and **Web Address** information.

Contact Information

Phone
Add

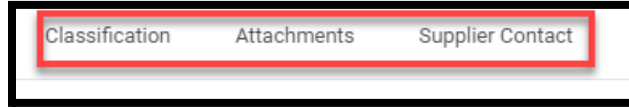
Address
Add

Email
Add

Instant Messenger
Add

Web Address
Add

5. Use the tabs for **Classification**, **Attachments** and **Supplier Contact** to fill out relevant information.



6. Attach the following documents in the Attachments tab:
- Supplier's W-9
 - Other documents provided by the supplier.

7. When done, click **OK**.



8. Your request is now submitted and will be available for selection after all necessary approvals have been completed.