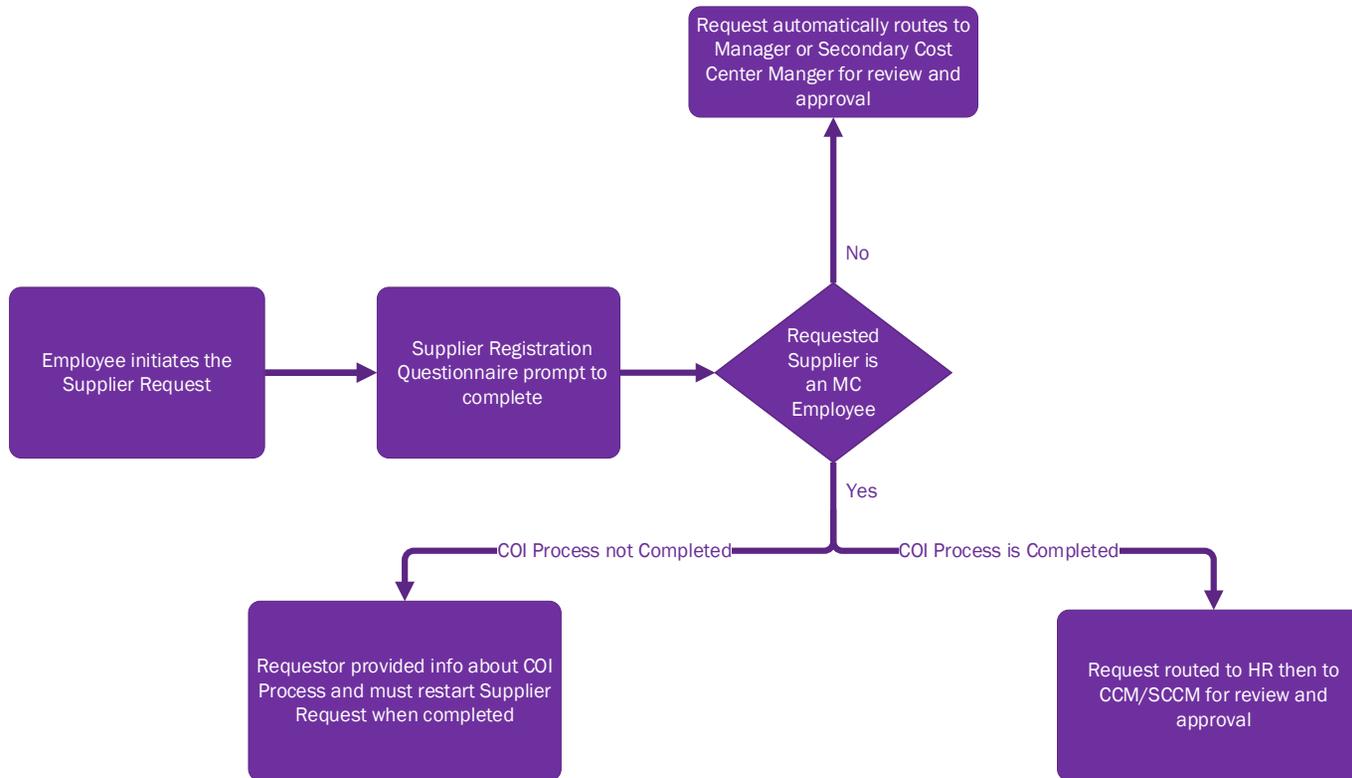# Create Supplier Request
Workday Job Aid for Employees

Overview

This job aid explains how to create a request for a Supplier yet to be set up in Workday. If the Supplier does not already exist in Workday, a Supplier Request must be created.

A Supplier Registration process is prompted to engage for COI awareness and compliance. Once the Supplier Request is created, the requestor receives a notification and can then submit the Requisition. Thereafter, Supplier invoices can be created by AP Data Entry Specialist or Project Manager AP Data Entry Specialist.

Process Flow: Supplier Request

Create Supplier Request
Workday Job Aid for Employees

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 **Unique Entity Identifier** blank.

6. Leave **Restricted to Companies** blank.

7. 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.

8. Leave **Parent** blank.

9. Leave **Tax Authority Form Type** blank.

   Note: Procurement Office will populate this field.

10. Leave **TIN Type** blank.

    Note: Procurement Office will populate this field.

11. Enter the **Tax ID**.

    Note: It is mandatory to enter a Tax ID.

12. Enter a **Justification**, if applicable.

13. 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 Email Address Use For**, **Visibility** and any **Comments**.

      Note: You must select **Primary**.

14. Select the **Attachments** tab.

15. 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.

16. If you are not ready to submit your request, click **Save for Later**. If you are ready to submit your request, click **OK**.

17. Next, you will get a prompt to **Review** your request. **Click** on it.

18. Select an option for the **Accepted Payment Types** category.

19. Select an option for the **Default Payment Type** category.

20. For the **Default Currency Payment** field, choose **Accepted Currencies** and enter or select **USD**.

21. Click **Approve**.

22. Now you will get a prompt to **Complete Questionnaire. Click** on it.

23. If the Proposed Supplier is not an Employee, reply **'No'** to the questionnaire prompt and click **Submit**.
    Note: The process will route to the Cost Center Manager or Secondary Cost Center Manager for review and approval.

24. If the Proposed Supplier is an Employee, reply **'Yes,' then follow** questionnaire prompts.