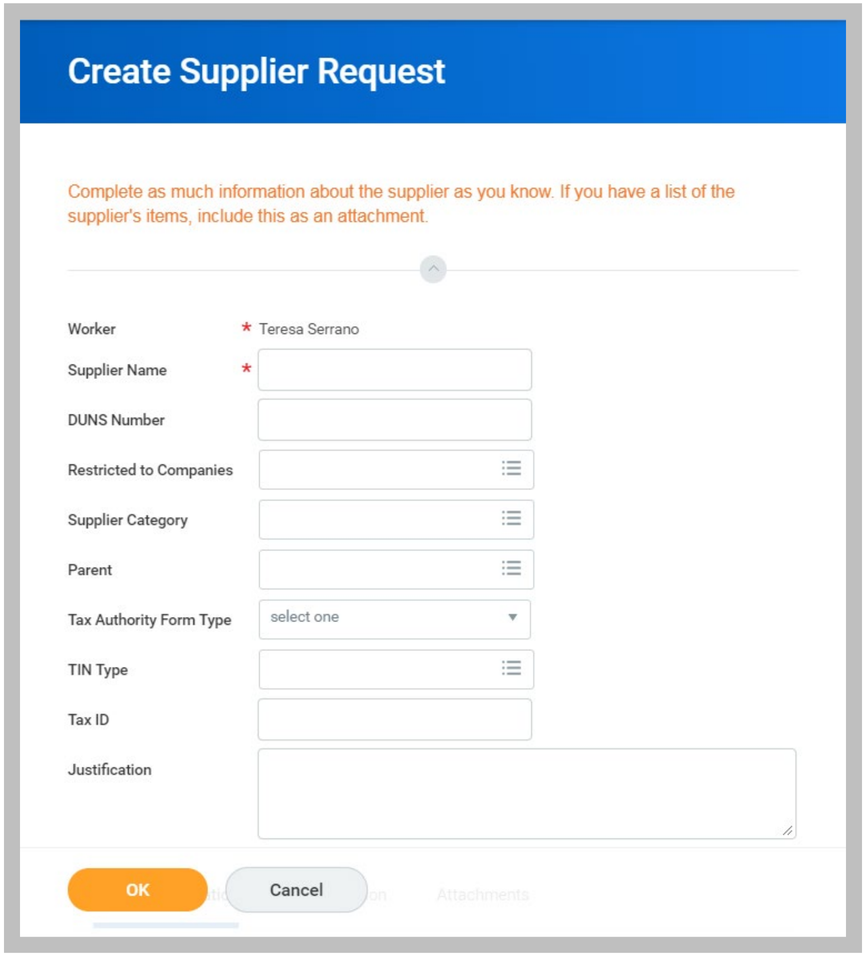
CREATE A SUPPLIER REQUEST

You can create requests for suppliers that are not currently set up in Workday. After entering the required information, the request will route to the supplier administrator for approval and completion.



From your Home page:

1. Navigate to the **Create Supplier Request** task.

Supplier Information

2. Include supplier information, if available:
   a. Supplier Name (required)
   b. DUNS Number
   c. Restricted to Companies
   d. Supplier Category
   e. Parent
   f. Tax Authority Form Type
   g. TIN Type
   h. Tax ID
   i. Justification

Contact Information Tab

3. Enter at least one piece of contact information. If entering a phone number, you'll need to identify it as Primary.

   Note: When adding contact information, additional fields will be required to complete the Supplier Request

4. You will need to define the **Usage** for each of the contact details that you include for the supplier request when adding contact information.

   *Business** will default as the **Type.**

5. Select the checkbox if the contact information entered is the **Primary** phone, address, etc. For each type of contact information detail that you provide, a primary must be defined.
6. Select **Use For** the contact information; Billing, Remit To, Shipping, etc.
7. Check **Visibility** to define whether it is visible to the public.

Attachments Tab

8. Select the **Attachments** tab and include an attachment for the supplier request.
9. Click OK to begin the review and approval process by a **Supplier Administrator**. The Supplier Administrator will be responsible to review and populate any required additional information before the supplier is created.
10. Click **Done**.

