

## CREATE A SUPPLIER REQUEST

You can create requests for credit card 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.

Note – all other supplier requests (ACH, Wire, Check) must go through the PaymentWorks process, outside of Workday.

**Create Supplier Request**

Complete as much information about the supplier as you know. If you have a list of the supplier's items, include this as an attachment.

Worker \* Teresa Serrano

Supplier Name \*

DUNS Number

Restricted to Companies

Supplier Category

Parent

Tax Authority Form Type select one

TIN Type

Tax ID

Justification

OK Cancel Attachments

### Supplier Information

**Note: Other supplier requests (ACH, Wire, Check) must go through the PaymentWorks process, outside of Workday. If this supplier is a non-US individual, please reach out to the Academic Affairs team and they will submit the Supplier Request via PaymentWorks ensuring that all documentation and requirements are met. PaymentWorks information can be found on the Accounts Payable page of the info.risd.edu site.**

1. Enter the **Supplier Name**.
2. Select **Credit Card** in the **Supplier Category** field.
3. In the **Contact Information** section, add the **Website** address and click the **Primary** box.
4. Click the orange **OK** button.