

Create Supplier Request

In order to issue purchase orders and process invoices in Workday, the vendor must be setup as a supplier. Once a supplier request is submitted, the supplier administrator will finish the setup of the new supplier and approve the original supplier request.

1. Login to workday.simmons.edu
2. In the Search Bar, type "Create Supplier Request".
3. From the search results list, click the "Create Supplier Request" task.
4. On the following screen, based on the information you have available, fill in the open fields. The only required fields for a supplier request are:
 - o Supplier Name
 - o Justification – A short explanation as to why the supplier is needed (Ex: To pay guest lecturer; to place order for new widgets)
 - o Contact Information: Supplier's Email or Phone Number (Email Preferred)
See Page 2 for more information related to contact information
5. If available, attach completed new supplier documentation under Attachments section
See Page 2 for more information related to documentation
6. Click Ok to submit request.

Create Supplier Request

Worker * Anastasia Thrush

Supplier Name * ABC Corporation

DUNS Number

Restricted to Companies

Supplier Category

Parent

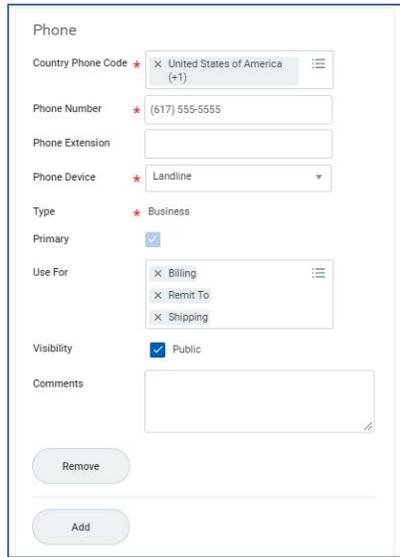
Tax Authority Form Type select one

TIN Type

Tax ID

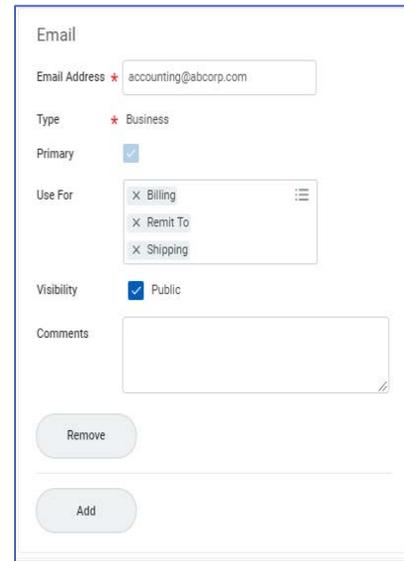
Justification To create a purchase order from ABC Corporation for new widgets

Entering Contact Information



When entering contact information, click Add for the type of information you would like to enter (Phone, Address, Email, etc), then fill in all fields marked with an asterisk.

You may also be required to check a Primary box for one contact if more than one contact in the same category is selected (ex: 2 email addresses, one must be marked primary)



Required Documentation for New Suppliers

To complete setup of a supplier in Workday, the following documentation is required:

- Supplier Registration Form
- Form W-9 OR Form W-8 (for international vendors)

These forms are available on the Purchasing webpage under Purchasing Forms.

If you are already in contact with the supplier, you may send the needed forms to the supplier and request they be completed. Once complete, you may attach them in the Attachments section of the new supplier request before submitting.

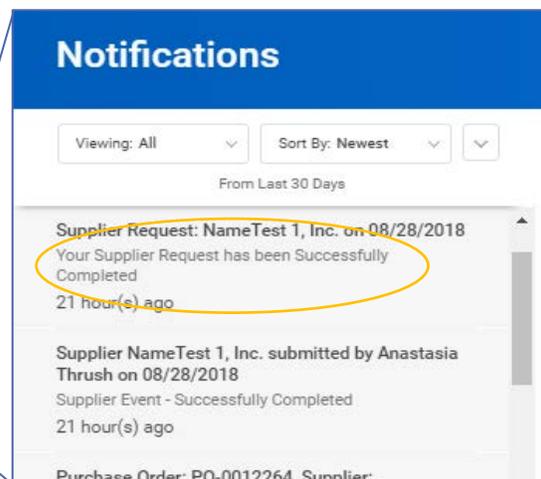
If you do not wish to request the forms be completed by the supplier, you may submit the request without documentation and the supplier administrator will reach out to the supplier via the email provided to request the forms be completed.

Reviewing Request Status

Once required forms are received, the supplier administrator will finish the set-up of the supplier and approve the original Request for Supplier.

The requestor will receive notification that the supplier has been successfully completed.

To review your notifications, click the Bell icon at the top right in Workday.



You can also see the status of your request by entering “My Supplier Requests” in the search bar in Workday. From the results list, click the “My Supplier Requests” task.

In Progress requests have not yet been completed by the supplier administrator.

Successfully Completed indicates the supplier is now available for use in Workday.

Proposed Supplier Name	Status	Supplier Created
NameTest 1, Inc.	Successfully Completed	NameTest 1, Inc.
Acme Incorporated	In Progress	