

**Create Supplier Request**

**Overview**

A Supplier is any provider that sells goods or services to SNC (previously known as “vendor” in Banner).

This job aid will outline how to request that a new Supplier be added to Workday.

The most common use cases to complete this process are if you are entering a  [Non-Catalog Requisition](https://docs.google.com/document/d/1GTkx1mwDD-zTnSGWPtKf5V-4XR6LhcoT/edit) or [Supplier Invoice Request](https://docs.google.com/document/d/1pMng_9l1VHTSxm0qdLt9oSjye8ODsOio/edit?rtpof=true) in Workday and the **Supplier** is not available to select in the menu.

*Security Role(s): Employee as Self*

1. From the Workday Landing Page, select **Menu**.

Graphical user interface, text, application

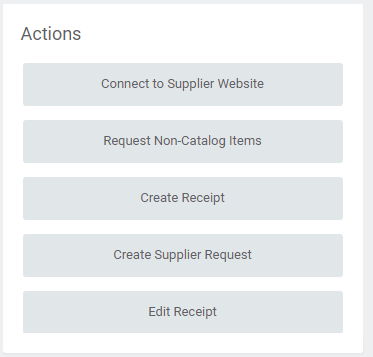
Description automatically generated

1. Select the **Purchases** application.

Logo

Description automatically generated with low confidence

1. Under the Actions section, select **Create Supplier Request**.
   1. Note: If you do not initially see the task, select **More**.



1. In the Create Supplier Request window, enter the following information:
   1. **Supplier Name:** Enter the full name of the supplier (no acronyms or abbreviations).

Graphical user interface, application

Description automatically generated

* 1. For all other fields, enter as much information about the supplier as you know.
  2. Select the **Attachments** tab and upload a W-9 and any supporting information you may have about the Supplier.

Graphical user interface, text, application

Description automatically generated

1. Select **OK**. This then routes the request to the Accounting Services Department for review and processing. This may take a few days. Once the request is completed, you will receive a Workday notification and can then select the new Supplier in Workday for any Purchases transactions.

Graphical user interface, text, application, chat or text message

Description automatically generated