

Creating a Supplier Request

1. Search 'create supplier request' in your Workday search bar and select the task as shown below.

Tasks and Reports

Create Supplier Request

Task

2. You will then input the supplier's name and address and any additional contact information. Once that is complete, click over to the 'Attachments' tab where you can drag and drop or search for the supplier's W-9. The W-9 is required for the supplier to be approved.

Create Supplier Request

Please attach the supplier's W-9 form if it's available at this time.

Worker * Jones, Abbie D

Supplier Name *

DUNS Number

Unique Entity Identifier

Restricted to Companies

Supplier Category

Parent

Tax Authority Form Type

TIN Type

Tax ID

Justification

Contact Information Classification **Attachments** Supplier Contact

Attachments

Drop files here

or

Select files

Phone

Address

Email

Instant Messenger

OK Save for Later Cancel