

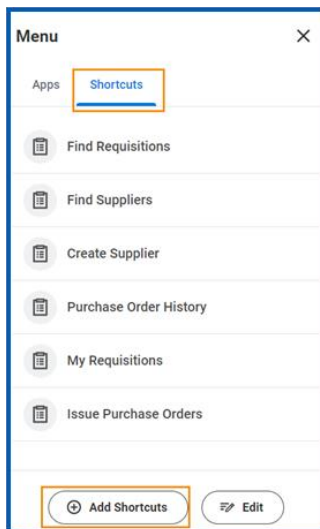
Creating a Supplier Request

Supplier request will now be created and submitted in Workday.

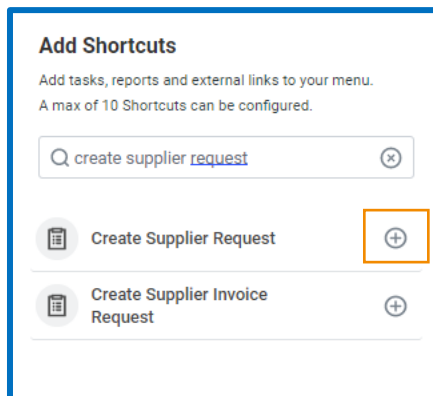
Configure the create supplier request application as a shortcut

From the home page:

1. Select the Global Navigation **Menu** button.
2. On the Shortcuts tab, click **Add Shortcuts**.



3. From the Find Shortcuts search, search for Create Supplier Request.
4. Select the plus icon to add to your shortcuts.



5. The Create Supplier Request application will now appear in the Menu under Shortcuts.

Requesting a New Supplier

From the Home page:

Creating a Supplier Request

Supplier request will now be created and submitted in Workday.

1. Select the **Menu** button.
2. From your shortcuts, select the **Create Supplier Request** application.
3. Fill in the **Supplier Name**, **Supplier Category**, **Justification**, and any other information you know.

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 * Allison Urbanowich

Supplier Name * Hammer Barn

DUNS Number

Unique Entity Identifier

Restricted to Companies

Supplier Category X Maintenance Supplies

Parent

Tax Authority Form Type select one

TIN Type

Tax ID

Justification The Home Depot has raised prices

Contact Information Classification Attachments Supplier Contact

OK Save for Later Cancel

4. Scroll down to fill out the **Contact Information**. An **Email** address is required.

Contact Information Classification Attachments Supplier Contact

Phone Add

Address Add

Email Add

Instant Messenger Add

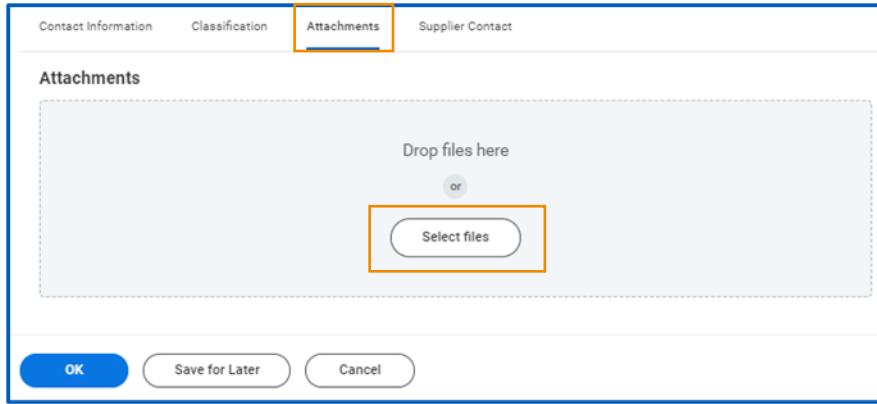
Web Address Add

OK Save for Later Cancel

Creating a Supplier Request

Supplier request will now be created and submitted in Workday.

5. Click on **Attachments**. Attach the filled-out Request for New Supplier or Supplier Reactivation Form.



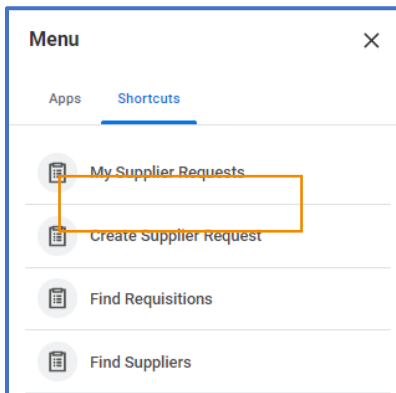
The screenshot shows a form with four tabs: Contact Information, Classification, Attachments, and Supplier Contact. The Attachments tab is selected and highlighted with an orange box. Below the tabs is a large dashed box labeled "Attachments" containing the text "Drop files here" and "or" above a "Select files" button, which is also highlighted with an orange box. At the bottom of the form are three buttons: "OK" (highlighted in blue), "Save for Later", and "Cancel".

6. Click **OK**.

View a Supplier Request

From the Home page:

1. Select the **Menu** button.
2. From your shortcuts, add and select the **My Supplier Requests** application.



3. View all of your Supplier Requests and their current status.

Creating a Supplier Request

Supplier request will now be created and submitted in Workday.

My Supplier Requests

5 items

Supplier Request	Proposed Supplier Name	Status	Supplier Created	Next Assigned	Actions
Q	ABC Mouse	Denied			
Q	Coca Cola	In Progress		Chetan Patel	Cancel Edit
Q	Pepsi	In Progress		Chetan Patel	Cancel Edit
Q	Teddy Grahams	In Progress		Chetan Patel	Cancel Edit
Q	H-E-B	Successfully Completed	H-E-B		

4. Click on the magnifying glass icon to view details of a Supplier Request.

Q	Coca Cola	In Progress
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5. Scroll down and click on **Process History** to view the next steps.

Contact Information Classification **Process History**

Process History 4 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	AI Person:
Supplier Request	Supplier Request	Step Completed	01/25/2023 02:51:29 PM	02/01/2023	Allison Urbanowich	1
Supplier Request	Review Supplier Request	Sent Back	01/26/2023 12:30:58 PM	01/27/2023	Chetan Patel (Manager)	1
Supplier Request	Supplier Request	Submitted	01/30/2023 04:20:59 PM	02/01/2023	Allison Urbanowich	1
Supplier Request	Review Supplier Request	Awaiting Action		02/01/2023	Chetan Patel (Manager)	1