Table of Contents*

Create New Supplier Request. *2*

Contact Information *4*

Primary Check Box. *5*

Supplier Contact Information *5*

Adding an attachment *6*

Questionnaire. *7*

Tracking New Supplier Requests in Workday. 10

Supplier Update Request 11

Tracking Supplier Updates. 13

Click on the section you would like to review

`

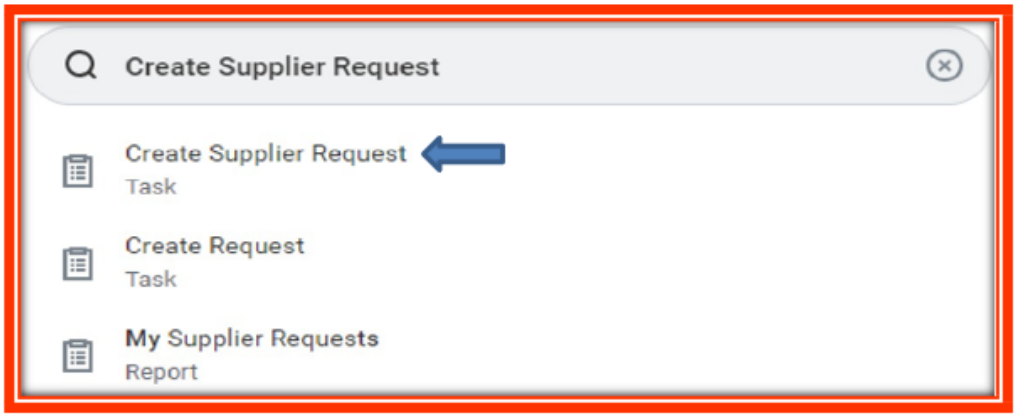
This Request Is to Add a New Supplier to Workday *

Please ensure the information in the supplier form and W9 are legible, particularly names, addresses, banking information, and Tax ID #s.

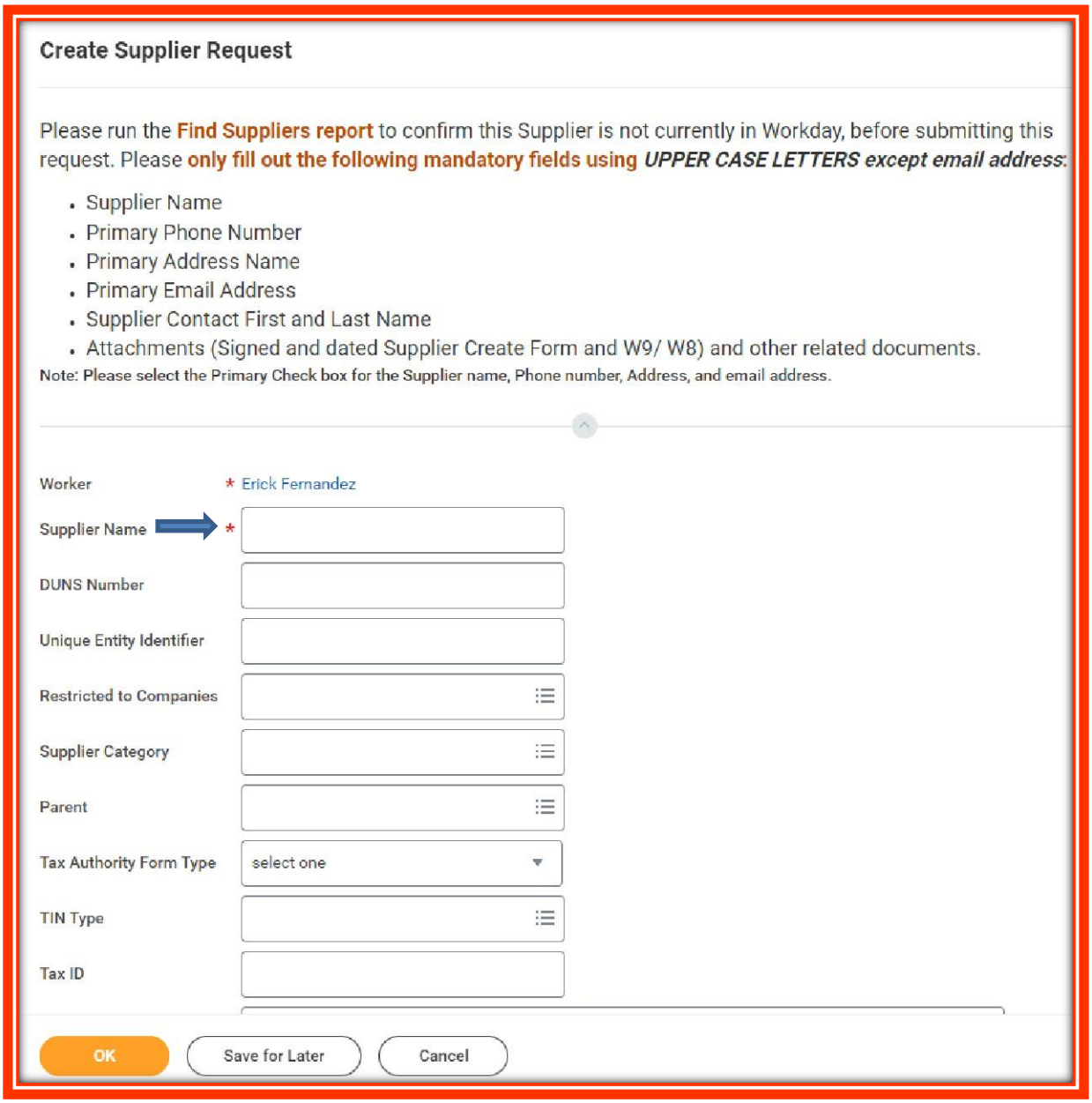
**** Please note that a "requester" role is required to enter a Supplier Create Request.***

1. Log into Workday and run "Find Suppliers" to ensure that the supplier is not in Workday.

2. If the supplier is not in Workday, type "**Create Supplier Request**" in the search bar and click on "Create Supplier Request Task."

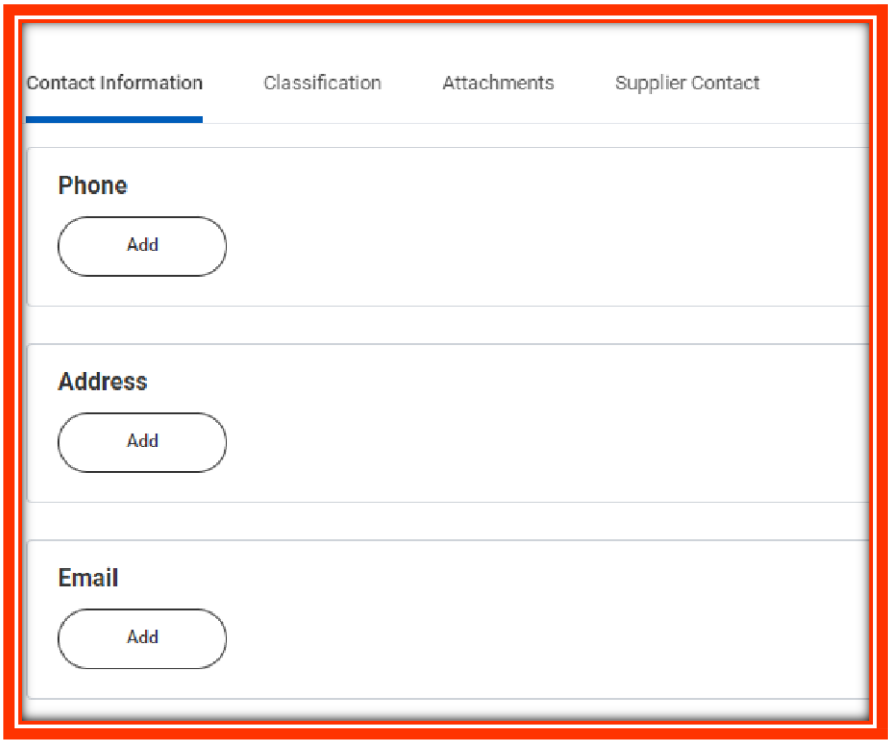


3. A page will pop up on the screen indicating the areas that should be completed by you; please fill out only the field(s) marked with a red asterisk.

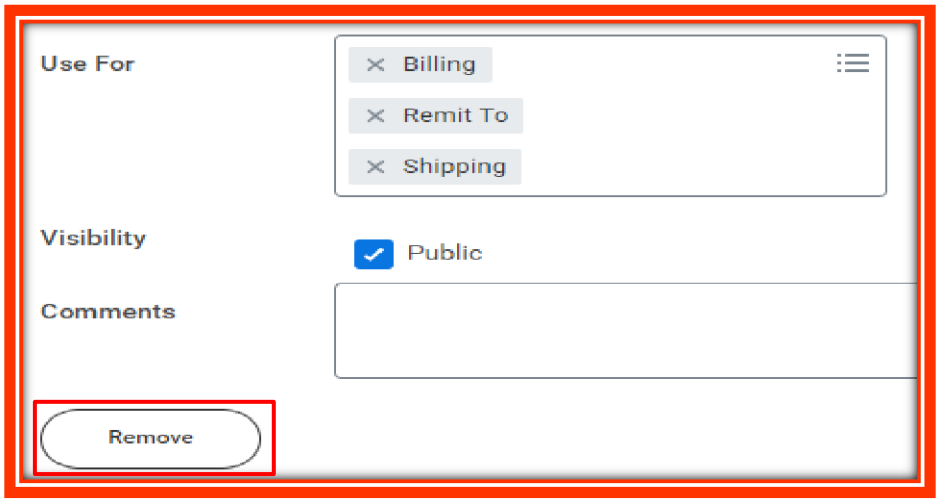


4. Once you have filled out the fields marked with a red asterisk, scroll down and fill in the "**Contact Information**" section by clicking on "**Add**." Please ONLY fill out:

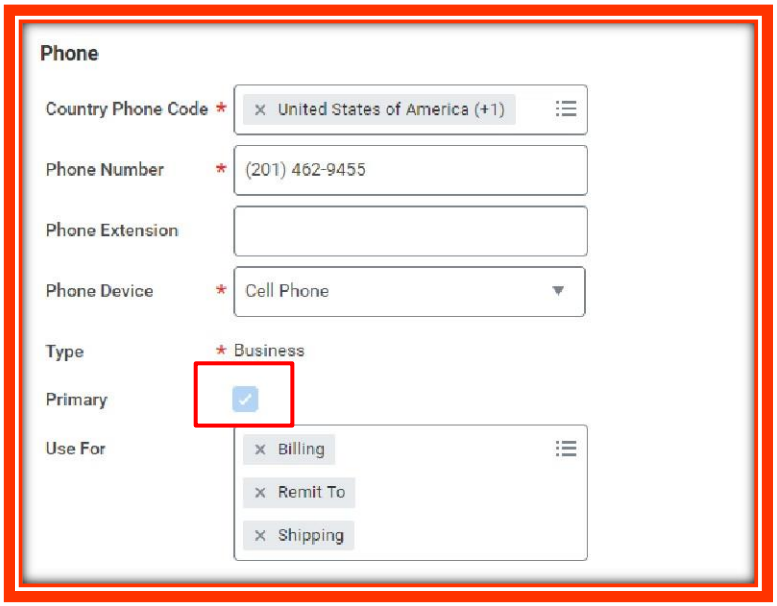
a. **Phone** **b. Address** **c. Email**



* Please note that if you click on "Add" more than once, it will keep creating a new field each time, if left blank, it will create an error when submitting. Please make sure to hit "Remove" if extra fields were created.

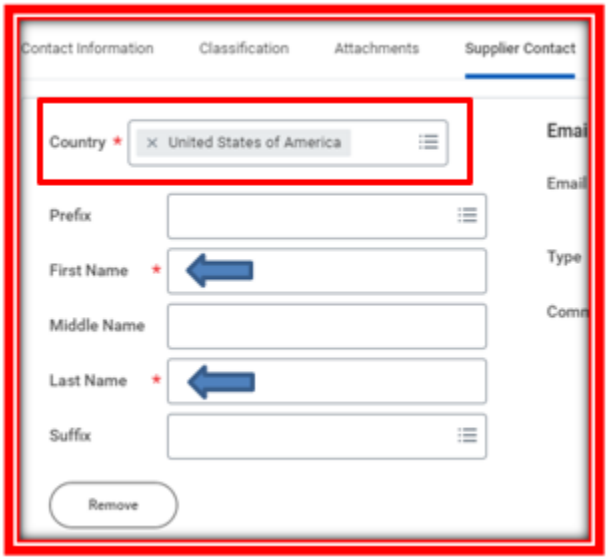


5. Click on the box next to Primary when filling out the address, phone number, and email. * Please note that leaving this box unchecked will create an “error” when submitting the request.



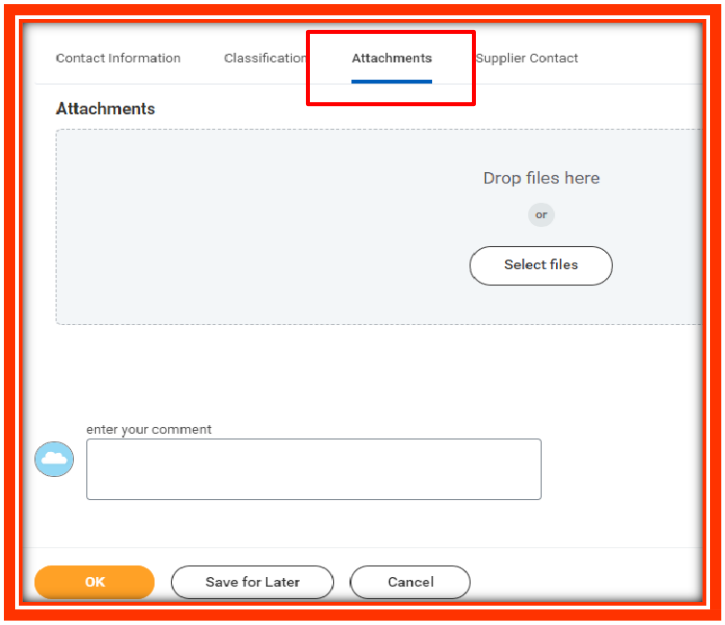
6. Fill in the Supplier Contact information by clicking on Add.

7. Ensure **only** the First name and Last name of the **Point of Contact from the Supplier Create Form** are entered in the fields with the asterisk. If an international supplier is being entered, please change the Country field accordingly.



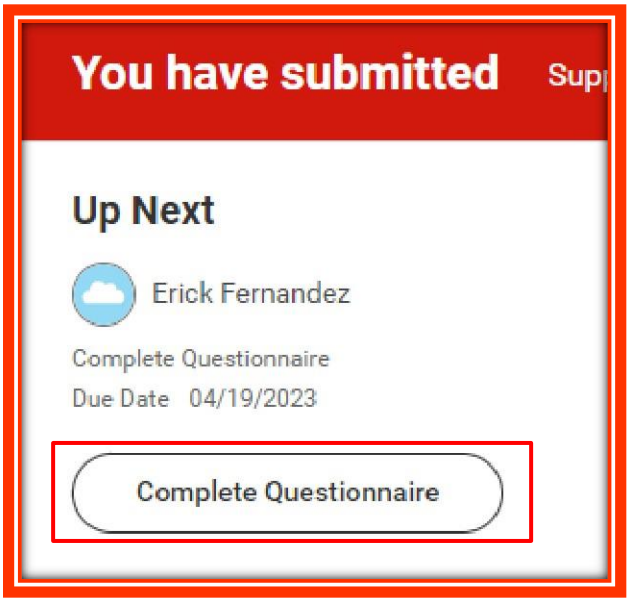
8. Add an attachment

   a. Supplier Create Form
   b. W9/W8
   c. Any other State required documents such as BRC, Chapter 51, Affirmative Action Certificate, and Public Works Certificate (if applicable).

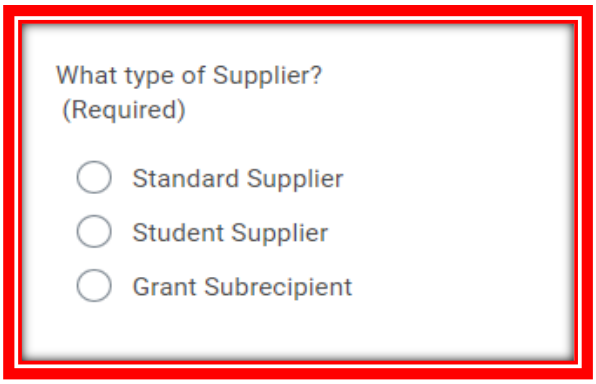


9. Click OK

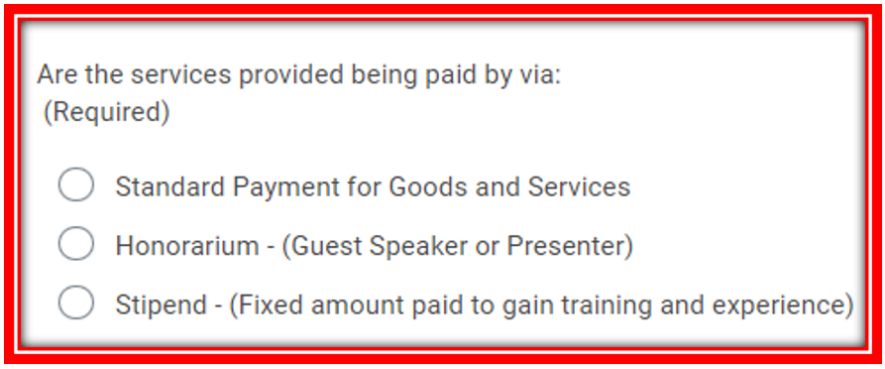
10. A questionnaire will pop up, please fill it out as well.



a. Indicate if the supplier is a standard supplier, a student supplier, or a grant subrecipient.



b. Indicate how the services being provided are going to be paid.



c. If it is a good or a service, and what type.

Please type the **goods and/or services** that will be provided by this Supplier.
(Required)

d. Estimate the individual or cumulative purchases within a fiscal year for the State required documents.

- ◯ Under $16,635 for general goods & services and $5,910 for prevailing wage services - Supplier Create Form and W9/8 (applies to all suppliers regardless of value)
- ◯ $16,635 - $17,499 for general goods & services and $5,910 - $17,499 for prevailing wage services - Business Registration Certificate (BRC) issued by the State of NJ, Division of Revenue (non-profits and public entities are exempt)
- ◯ $17,500 - $110,899 for general goods & services and $17,500 to $39,399 for prevailing wage services - BRC and Chapter 51 Approval (non-profits and public entities are exempt)
- ◯ $110,900 and above for general goods and services and $$39,400 and above for prevailing wage services - BRC, Chapter 51 and Affirmative Action/EEO (public entities are exempt)

e. Is this a foreign supplier?

Does this Supplier have a foreign address or a W-8? (Required)

- ◯ Yes, they do have foreign address or W-8.
- ◯ No, they do not have foreign address or W-8.

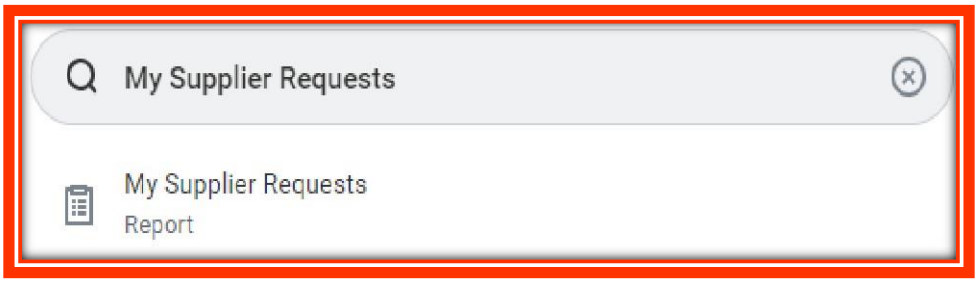
f. If yes, where are the services being provided?

Will this supplier be physically present in the United States, while providing their services? (Required)

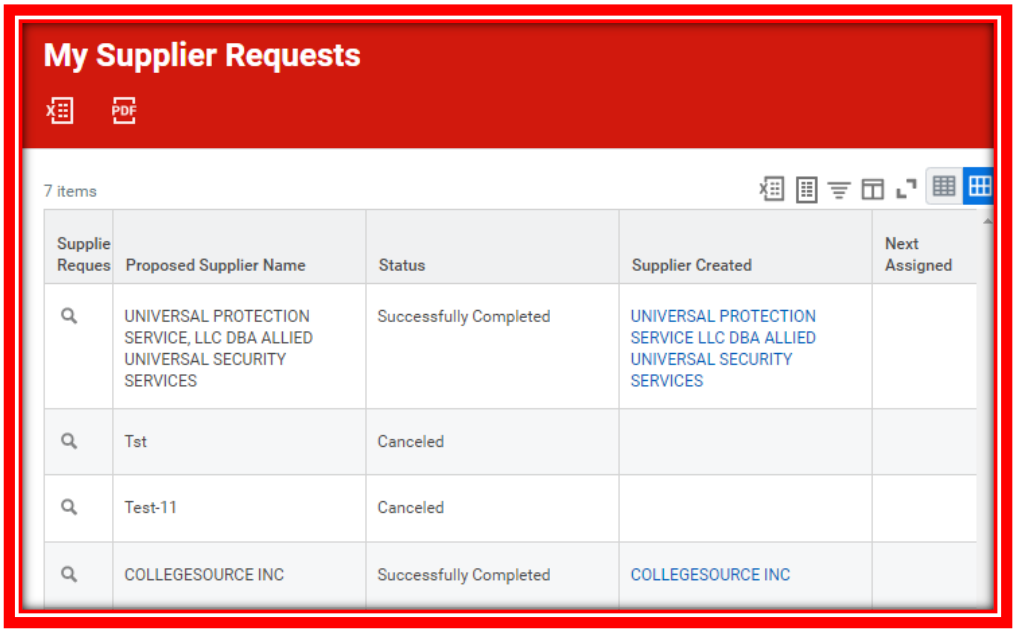
- ◯ Yes, they will be physically present in the United States, while providing their services.
- ◯ No, they will not be physically present in the United States, while providing their services.

11. Submit the questionnaire.

12. Your request can be tracked through your archives or by simply typing "**MY SUPPLIER REQUESTS**" on the search bar.

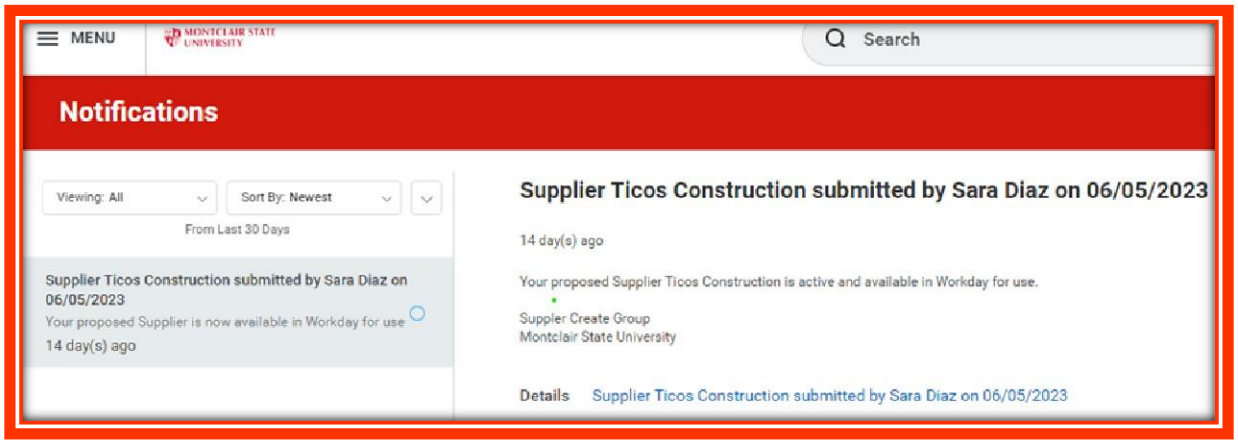


13. The system will display all the Supplier Requests you have entered and their status.



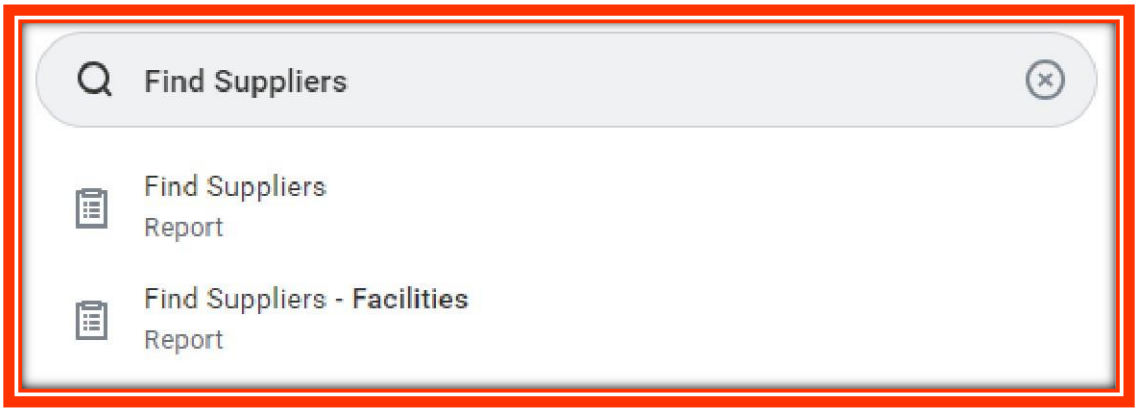
Supplie Reques	Proposed Supplier Name	Status	Supplier Created	Next Assigned
	UNIVERSAL PROTECTION SERVICE, LLC DBA ALLIED UNIVERSAL SECURITY SERVICES	Successfully Completed	UNIVERSAL PROTECTION SERVICE LLC DBA ALLIED UNIVERSAL SECURITY SERVICES	
	Tst	Canceled		
	Test-11	Canceled		
	COLLEGESOURCE INC	Successfully Completed	COLLEGESOURCE INC	

14. Once the vendor is approved by the Supplier Create Team, you will receive an alarm notification on Workday



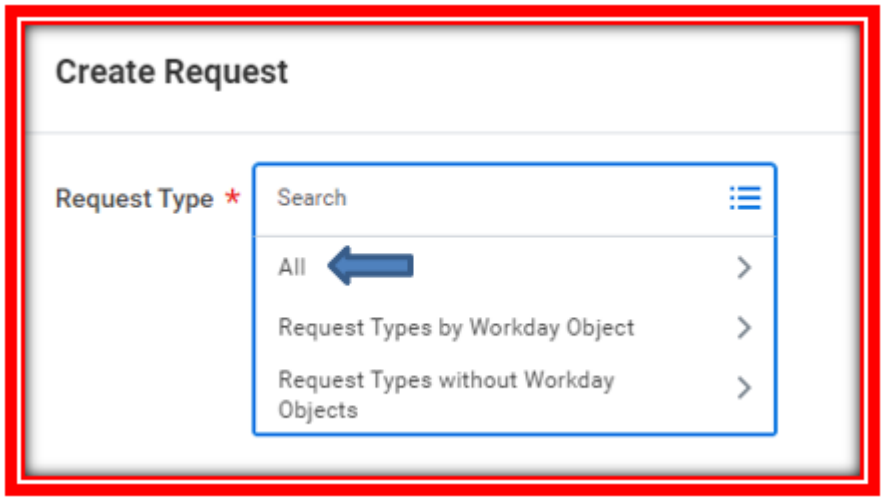
This Request Is To Update a Current Supplier's Information In Workday

1. Log into Workday and run **Find Suppliers** to ensure that the supplier is in Workday. You will need the supplier name and supplier # for step 5.

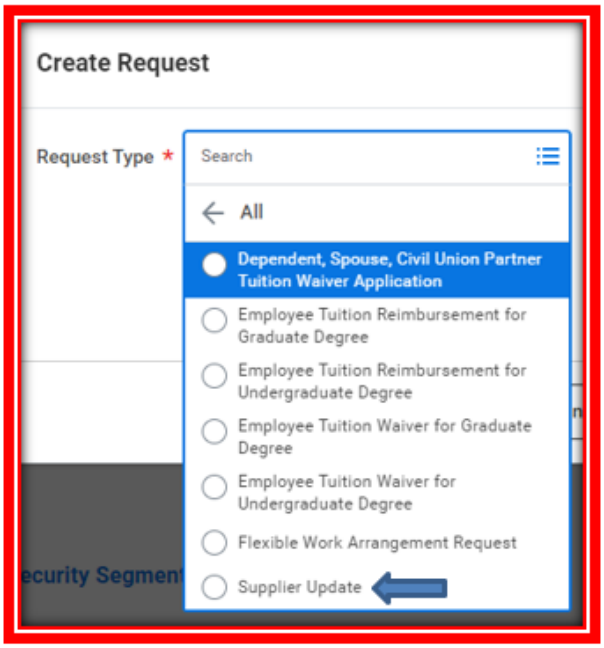


2. Log into Workday and search for "**Create Request**" in the search bar

3. A page will pop up, asking for the Request Type. Click "**All**."

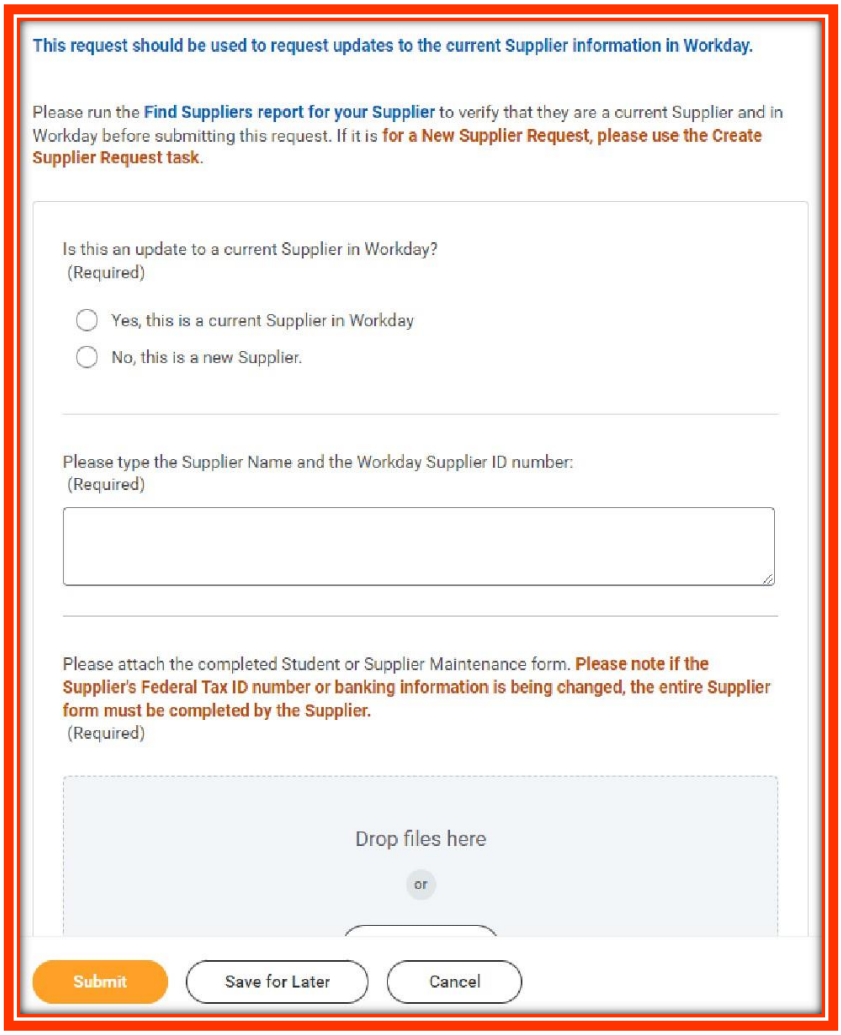


4. From the sub-menu, choose "**Supplier Update**."



5. Click OK

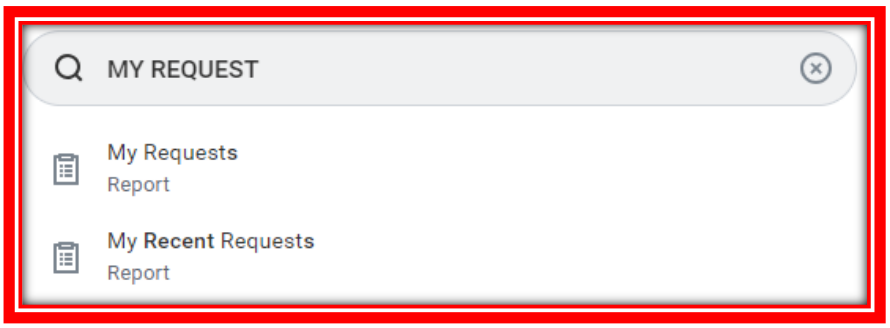
6. Fill out the questionnaire with the information that needs to be updated



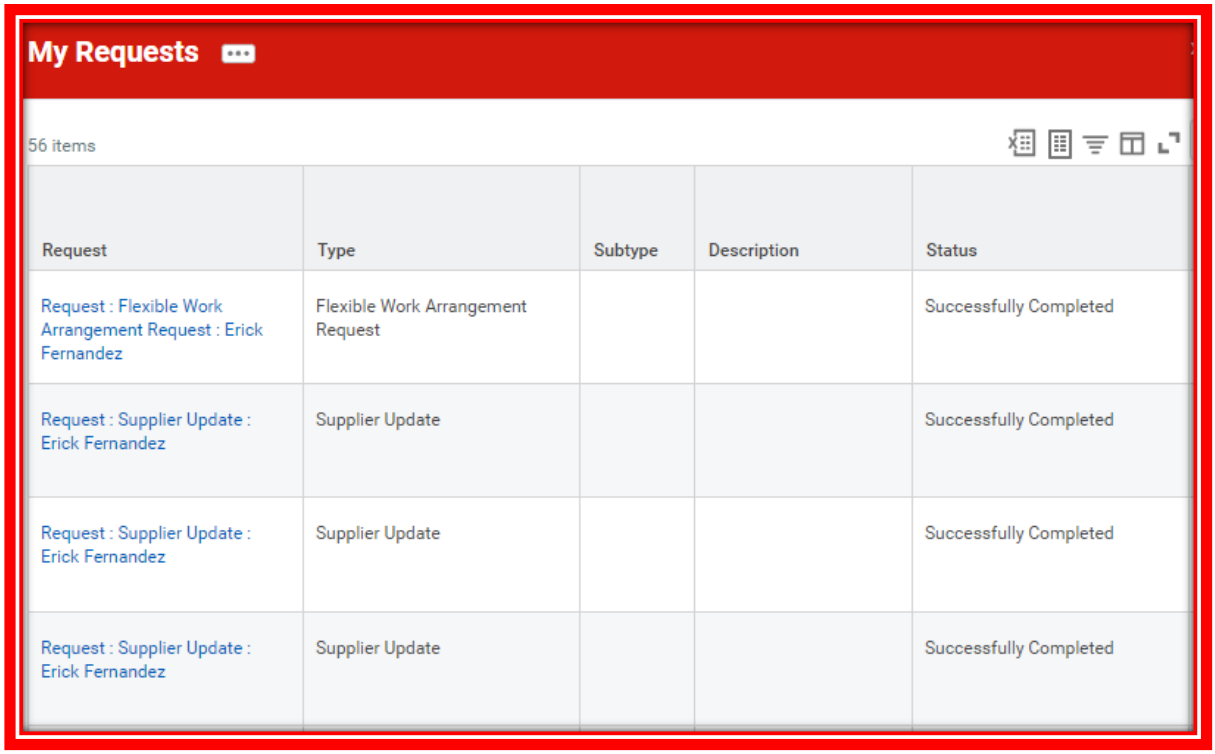
7. Attach the Supplier Maintain Form and W9 (indicating the update), or documents (BRC, C51 or AAC)

8. Submit the request

9. Your request can be tracked through your archives or by simply typing "**MY REQUESTS**" on the search bar.

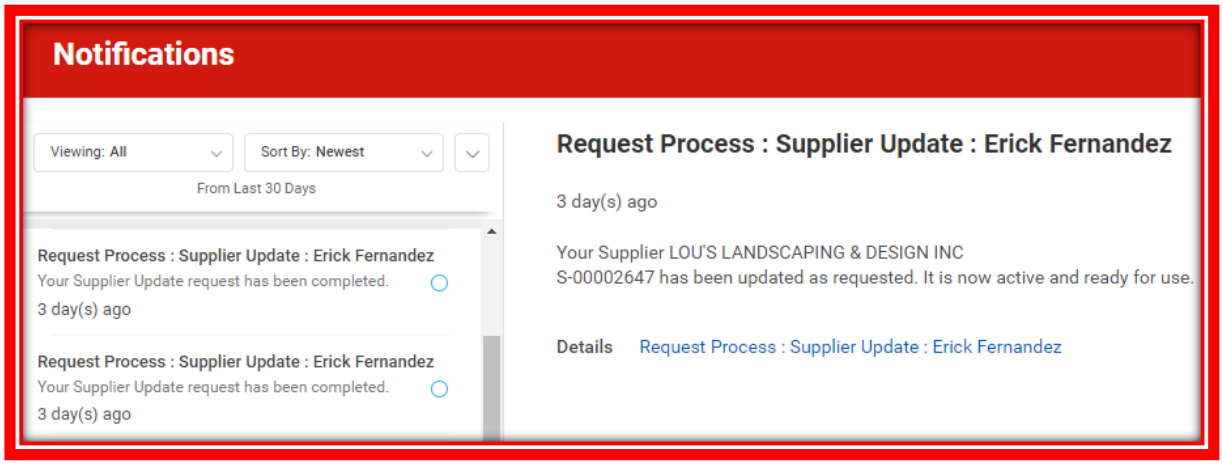


10. The system will display all the Supplier Requests you have entered and the status of each.



My Requests

56 items

Request	Type	Subtype	Description	Status
Request : Flexible Work Arrangement Request : Erick Fernandez	Flexible Work Arrangement Request			Successfully Completed
Request : Supplier Update : Erick Fernandez	Supplier Update			Successfully Completed
Request : Supplier Update : Erick Fernandez	Supplier Update			Successfully Completed
Request : Supplier Update : Erick Fernandez	Supplier Update			Successfully Completed

11. You will receive an alarm notification on Workday once the vendor has been approved