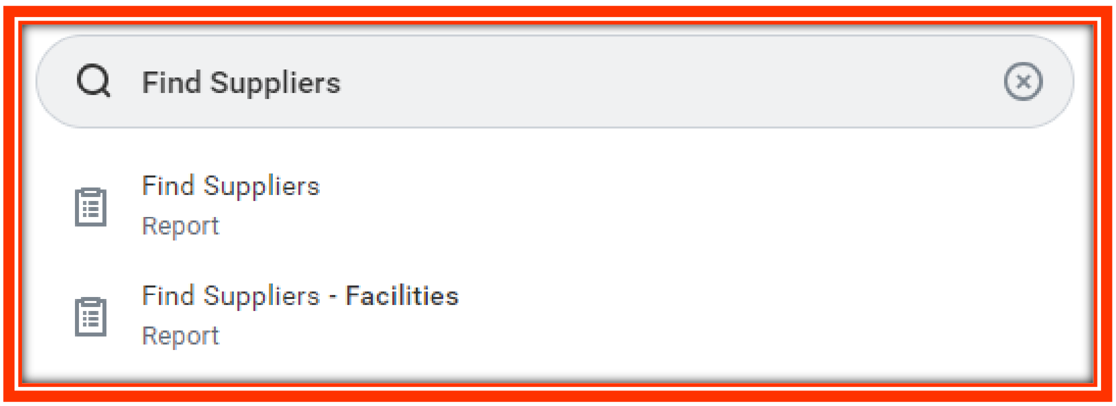
Create New Supplier Request

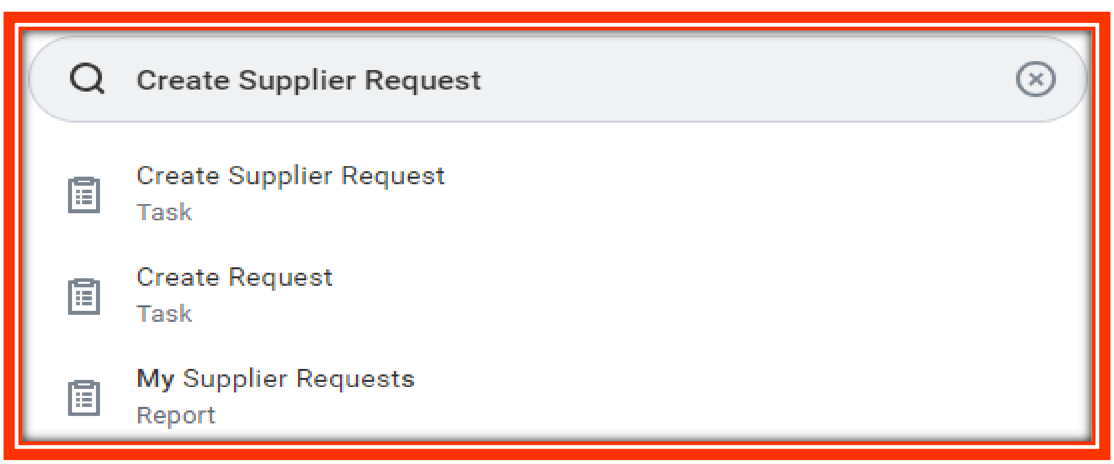
This Request Is To Add a New Supplier To Workday

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

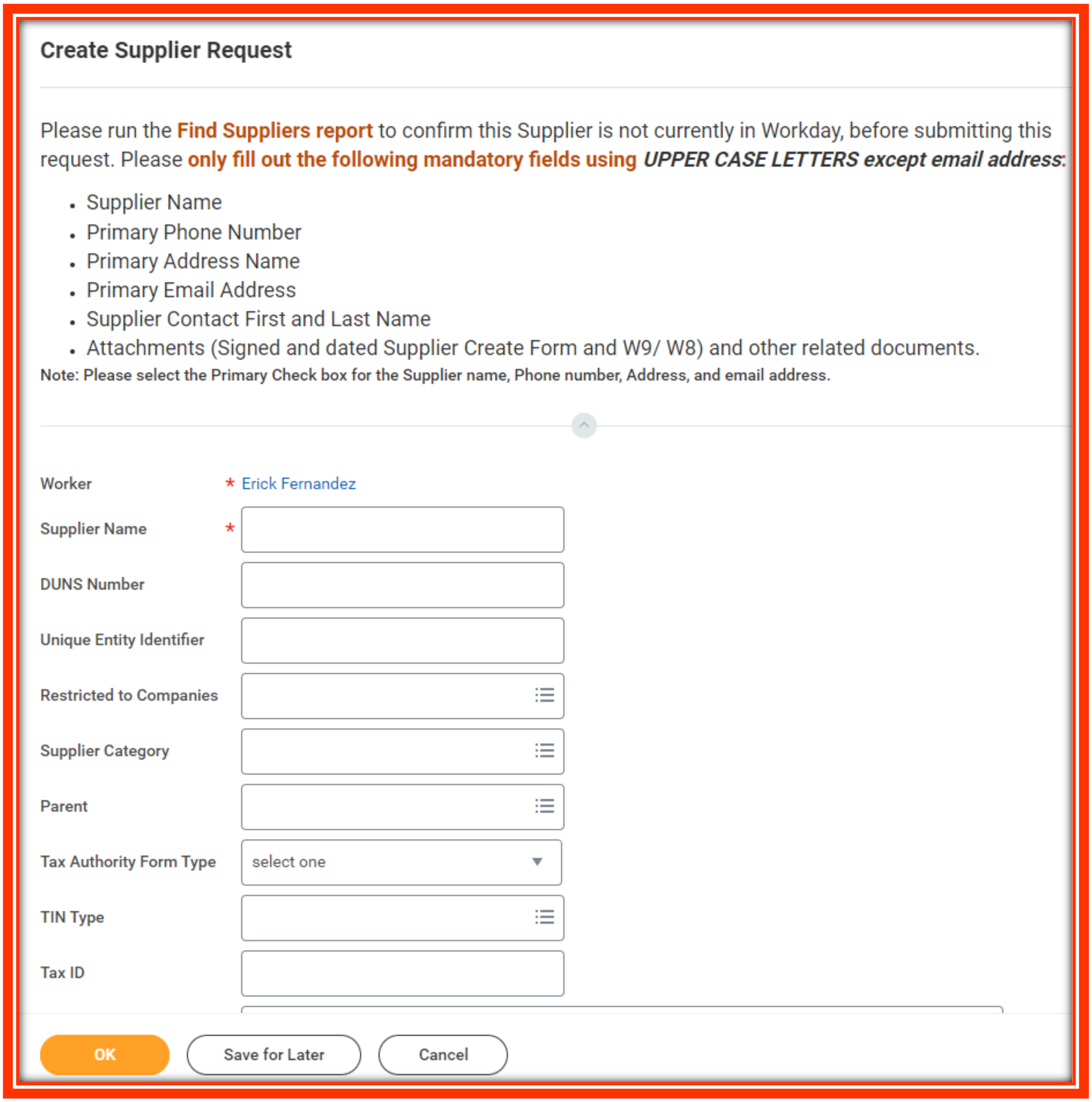
1. Log into Workday and run **Find Supplier** to ensure that the supplier is not in Workday.



2. If the supplier is not in Workday, search for Create Supplier Request in the search bar.



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



Create Supplier Request

Please run the **Find Suppliers report** to confirm this Supplier is not currently in Workday, before submitting this request. Please **only fill out the following mandatory fields using** ***UPPER CASE LETTERS except email address***:

- Supplier Name
- Primary Phone Number
- Primary Address Name
- Primary Email Address
- Supplier Contact First and Last Name
- Attachments (Signed and dated Supplier Create Form and W9/ W8) and other related documents.

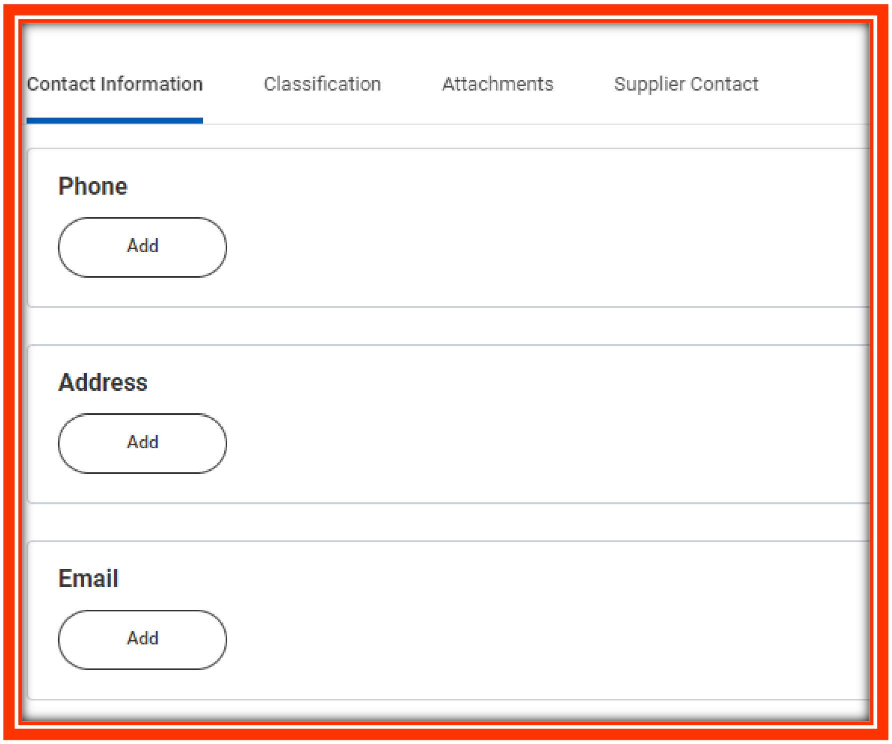
Note: Please select the Primary Check box for the Supplier name, Phone number, Address, and email address.

Worker	* Erick Fernandez
Supplier Name	*
DUNS Number	
Unique Entity Identifier	
Restricted to Companies	
Supplier Category	
Parent	
Tax Authority Form Type	select one
TIN Type	
Tax ID	

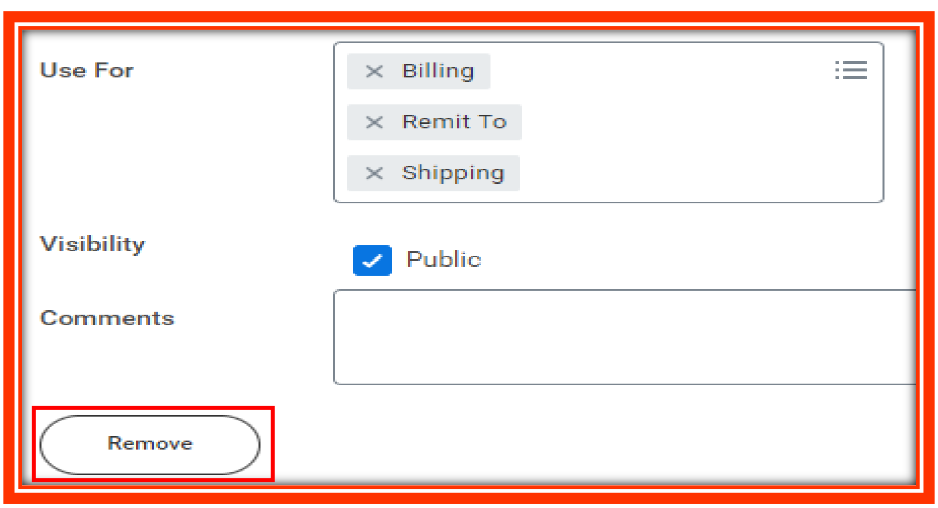
OK | Save for Later | Cancel

4. Once you 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:

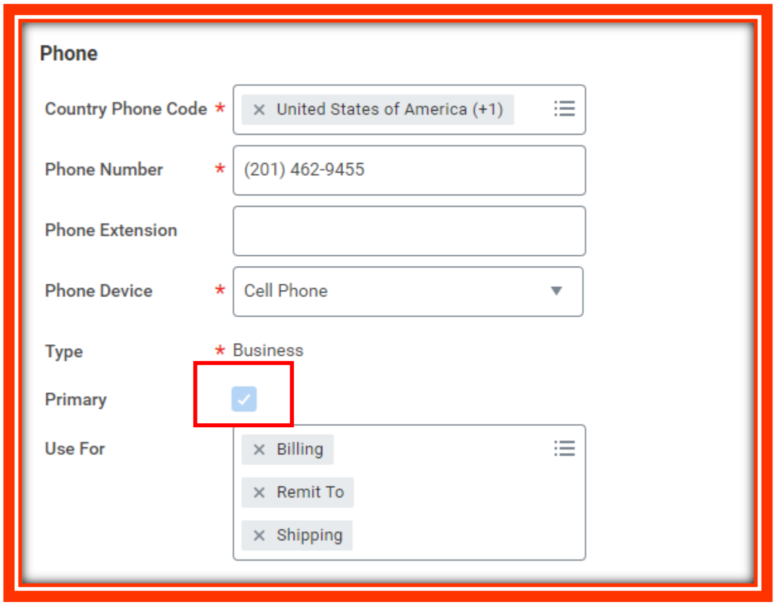
   a. Phone   b. Address   c. Email



* 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.**



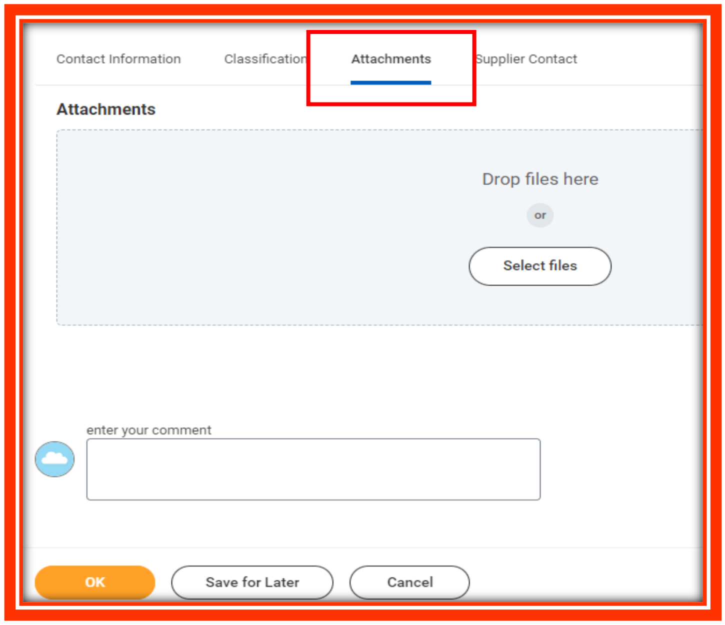
6. Fill in Supplier Contact information by clicking on Add.

7. Add an attachment

a. Supplier Create Form

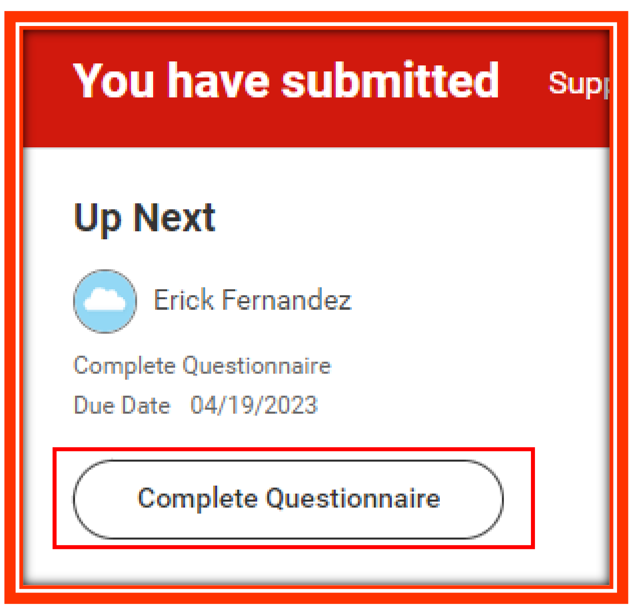
b. W9/W8

c. Any other State required documents (if applicable)

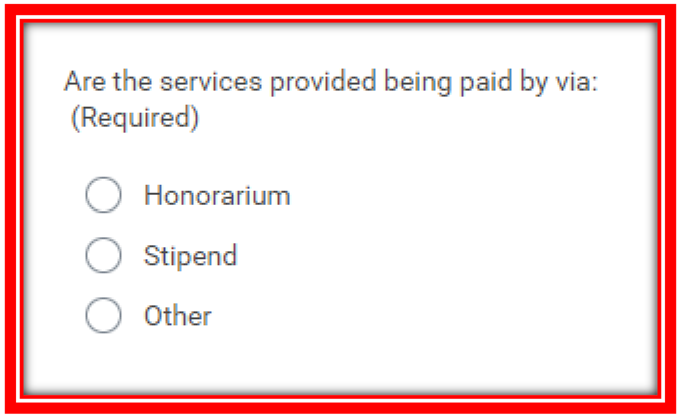


8. Click OK

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

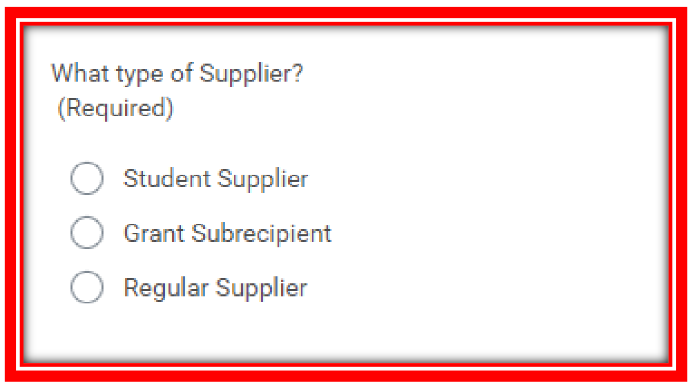


a. Indicate how they services being provided are going to be paid.


Are the services provided being paid by via:
(Required)

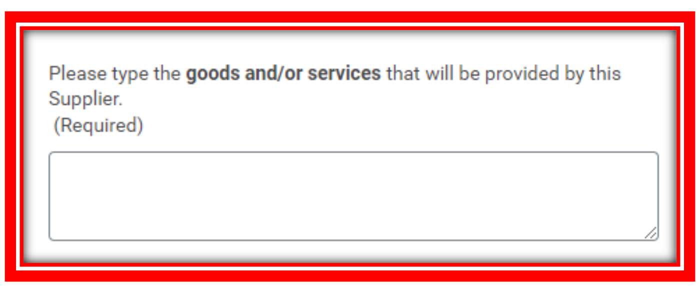
- Honorarium
- Stipend
- Other

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


What type of Supplier?
(Required)

- Student Supplier
- Grant Subrecipient
- Regular Supplier

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 $5,910 – Supplier Create Form and W9/W8 (applies to all suppliers regardless of value)
- ◯ $5,910 to $17,499.99 = Business Registration Certificate (BRC) issued by the State of NJ, Division of Revenue (non-profits and public entities are exempt).
- ◯ $17,500 to $39,399.99 – BRC and Chapter 51 Approval (non-profits and public entities are exempt)
- ◯ $39,400 or more - BRC, Chapter 51 and Affirmative Action/EEO (public entities are exempt)

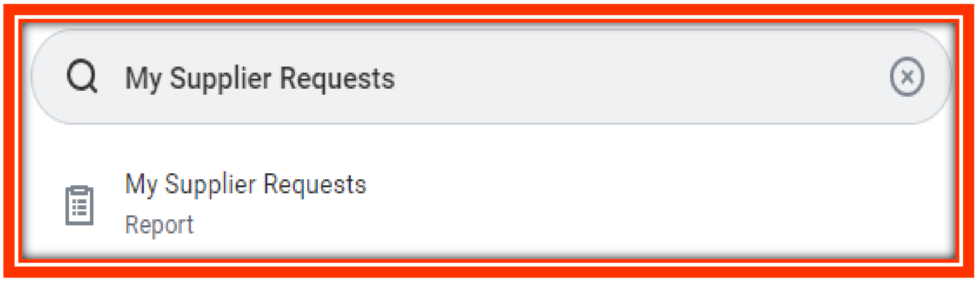
e. If the supplier has a US Tax ID # please, add it. If not, choose No they do not have US Tax ID Number

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

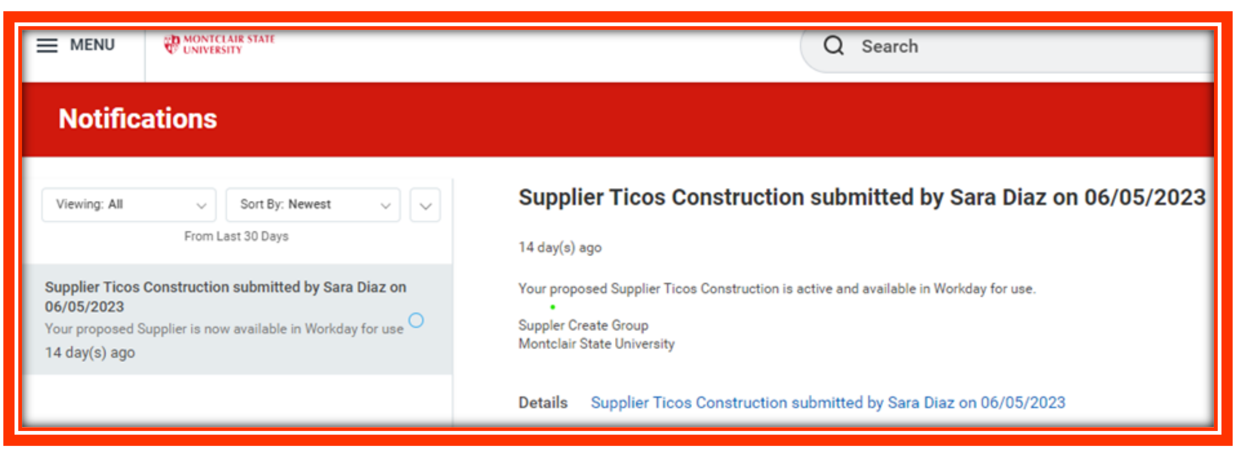
- ◯ Yes, they do have foreign address or W-8.
- ◯ No, they do not have foreign address or W-8.

10. Submit the questionnaire.

11. Your request can be tracked through your archives or "**MY SUPPLIER REQUEST**"

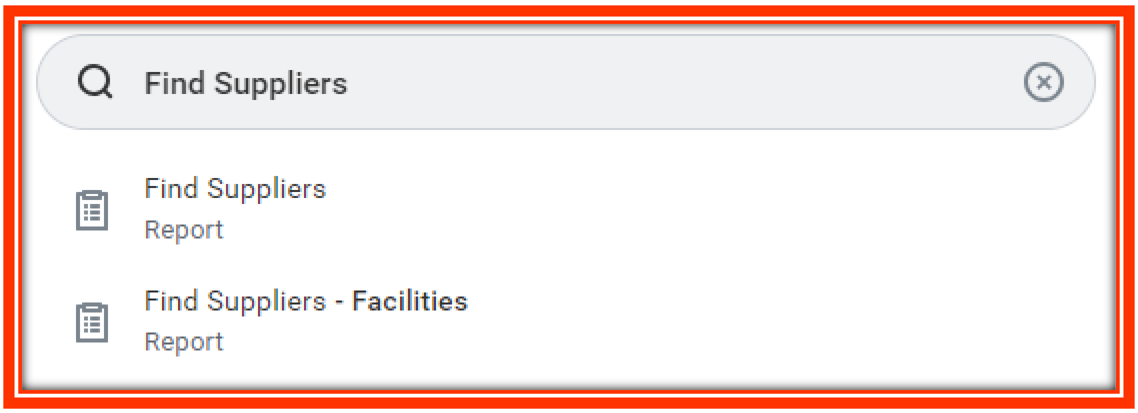


12. Once the vendor is approved by the Supplier Create Team, you will receive an alarm notification on Workday

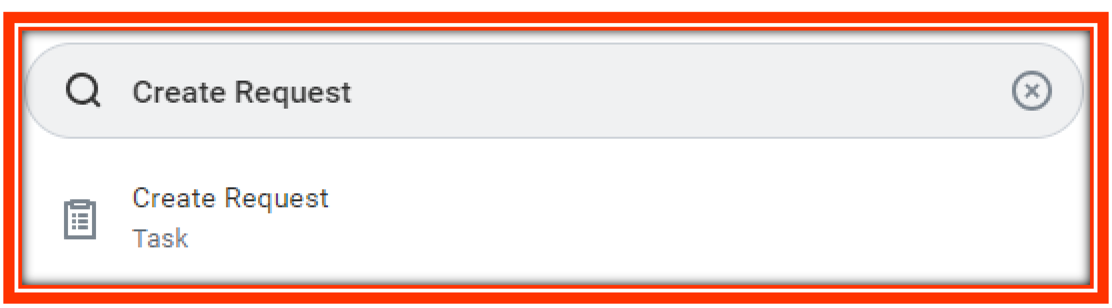


This Request Is To Update a **Current** Supplier’s Information In Workday

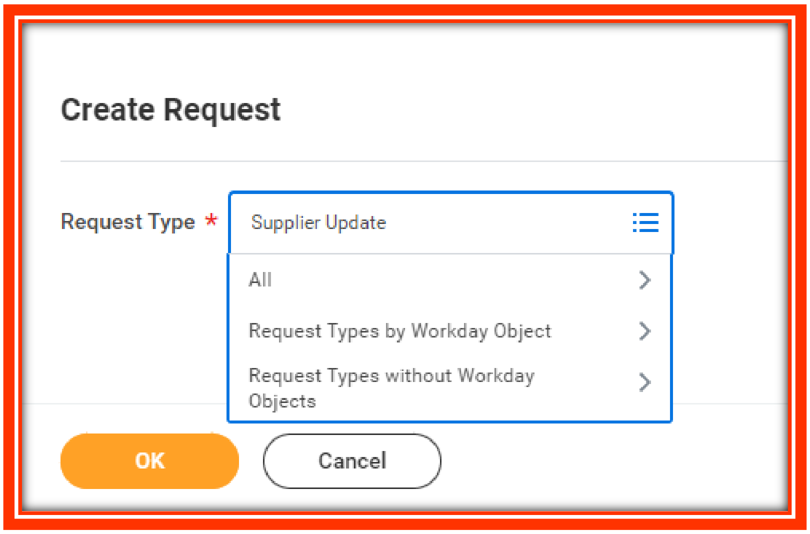
1. Log into Workday and run **Find Supplier** to ensure that the supplier is in Workday. You will need the supplier name and supplier # for step 5.



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

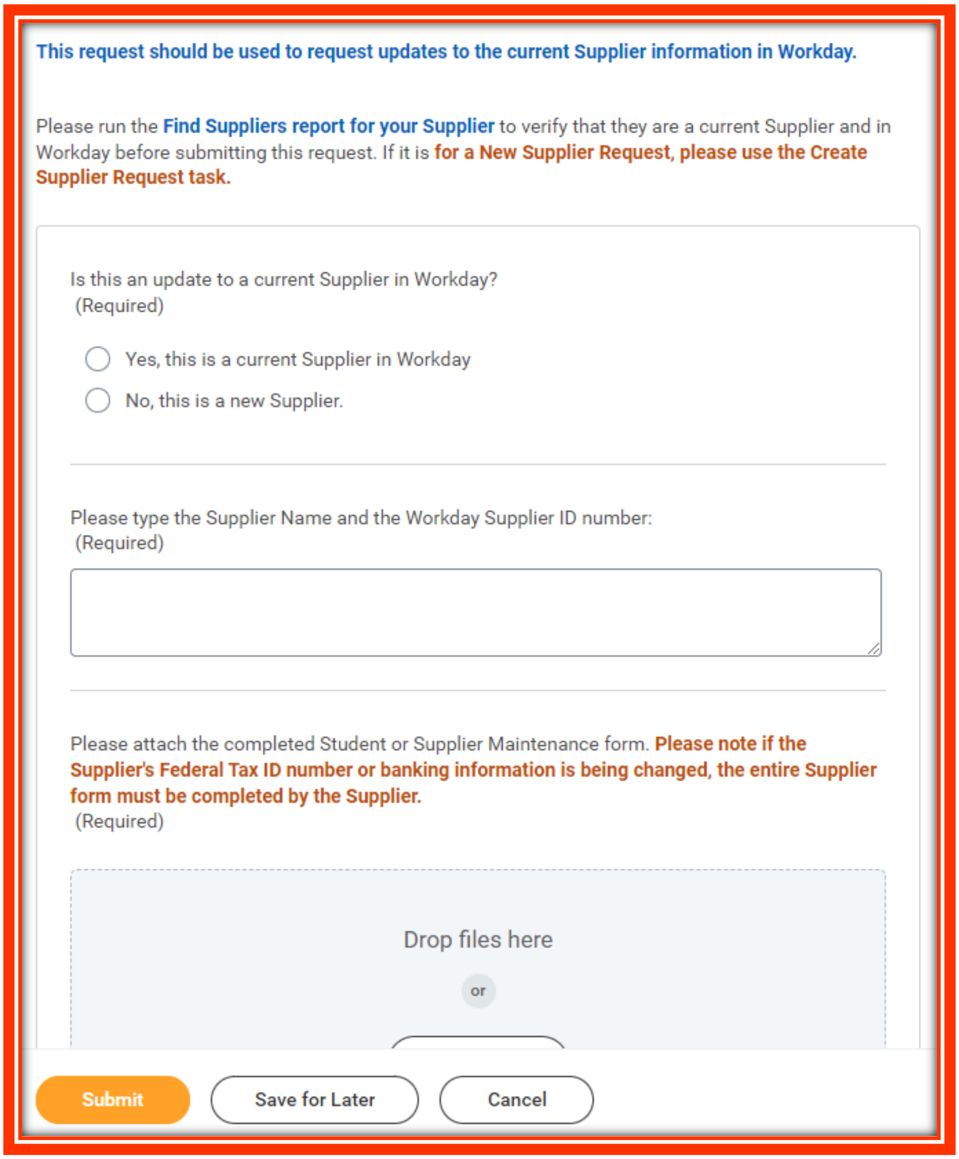


3. A page will pop up, asking for the Request Type. Choose Supplier Update



4. Click OK

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



1. Attach the Supplier Maintain Form and W9 (indicating the update), or documents (BRC, C51 or AAC)
2. Submit the request
3. You will receive an alarm notification on Workday once the vendor has been approved