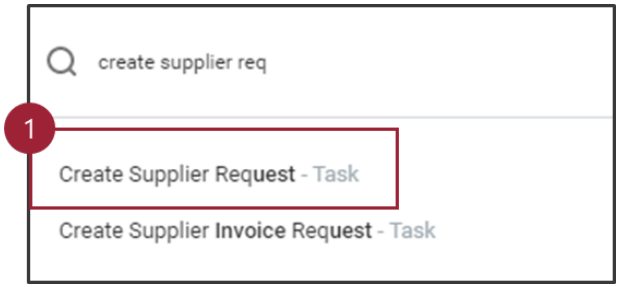
In Workday all University of Arkansas System Institutions share the same supplier database. Before you request a supplier, make sure it is not already in the system.

This quick reference guide supports employees who may create a Supplier Request for a new Supplier to be added in Workday.

To create a new Supplier Request, complete the following steps.

CREATE NEW SUPPLIER REQUEST

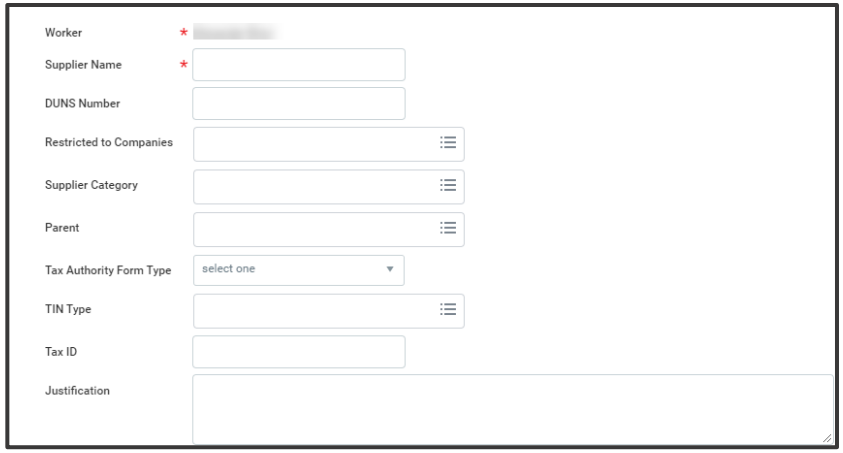
1. Type 'Create Supplier Request' into the search bar and select the task.



The *Create Supplier Request* screen displays.

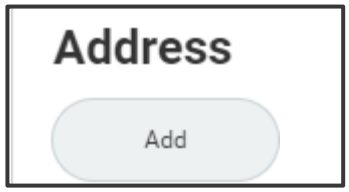
Note: The review process takes into account system-wide standards. Please keep in mind that you may request certain attributes to a supplier which may not be correct for other institutions, and thus not approved. If you have specifics that need to be added to a supplier, that should be handled through the supplier connection process.

2. Fill in the required fields (*). In addition, Tax ID must be entered, and tax forms attached in order to submit Supplier Request.

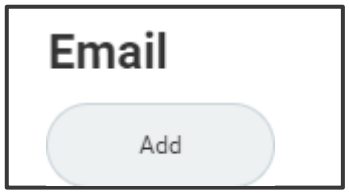


3. In the **Justification** field, add the reason the supplier request is being submitted.

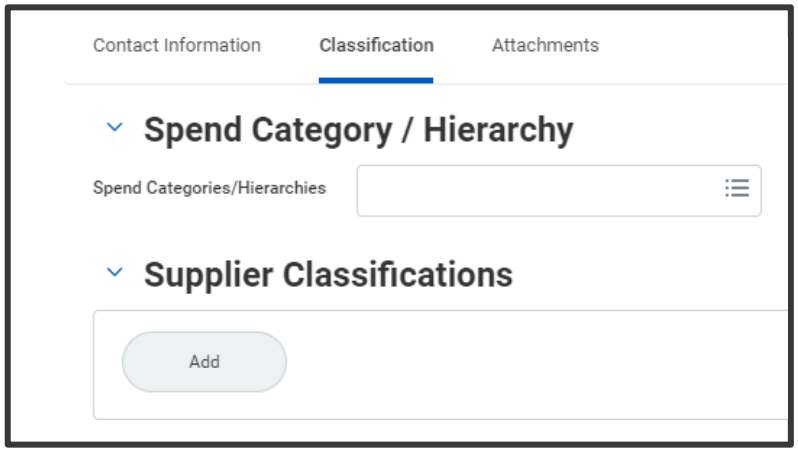
4. Click **Add Address** button and enter required fields.



5. Click the **Add Email** button and enter the required fields.



6. Click the **Classification** tab to input required classifications.



7. To add additional classifications, click **Add.**

8. Once all required information (emails, addresses, attachments, classifications, etc.) has been added, click **Submit**.

NEXT STEPS

The new supplier request is submitted.

By clicking **Details and Process**, you can view the steps taken thus far in the process. Any changes made to the Supplier Request are tracked in the **Process History** table.

An approver receives a Workday Inbox task to Approve, Deny or Send Back the Supplier Request. An approver must enter a reason, if sending the request back.