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**Click on the section you would like to review*

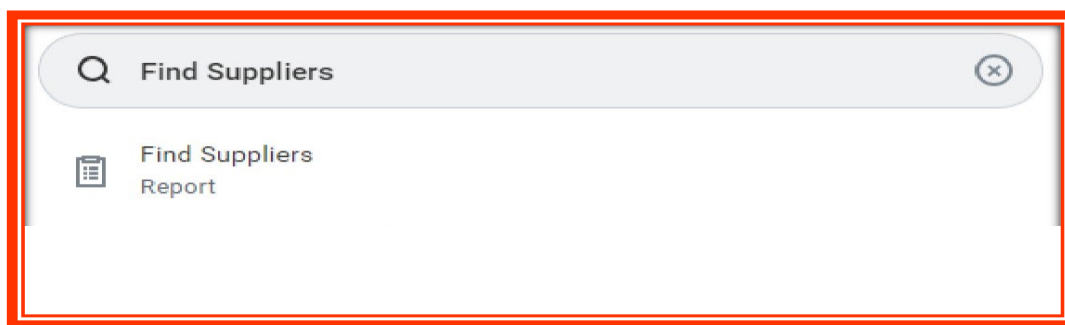


This Request Is to Add a New Supplier to Workday *

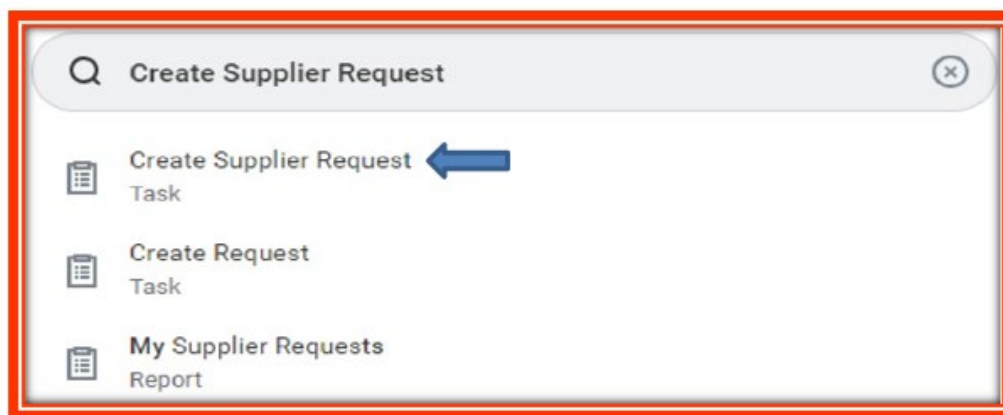
Please ensure the information in the supplier form and W9 are legible, particularly names, addresses, banking information, and Tax ID #s.

** 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.

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

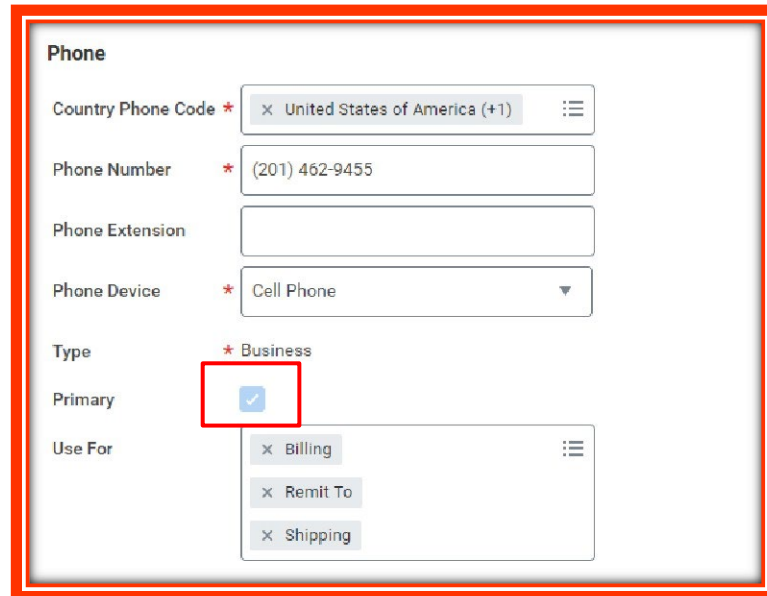
4. Once you have filled out the fields marked with a red asterisk, scroll down and fill in the **"Contact Information"** section by clicking on **"Add."** Please ONLY fill out:
- a. **Phone**
 - b. **Address**
 - c. **Email**

The screenshot shows a form with four tabs: 'Contact Information', 'Classification', 'Attachments', and 'Supplier Contact'. The 'Contact Information' tab is selected and highlighted with a blue underline. Below the tabs, there are three sections: 'Phone', 'Address', and 'Email'. Each section contains a rounded rectangular button labeled 'Add'.

* 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.

The screenshot shows a form with three sections: 'Use For', 'Visibility', and 'Comments'. The 'Use For' section has a list of three items: 'Billing', 'Remit To', and 'Shipping', each with a minus sign icon to its left and a menu icon to its right. The 'Visibility' section has a checkbox labeled 'Public' which is checked. The 'Comments' section has a text input field. At the bottom left, there is a rounded rectangular button labeled 'Remove' which is highlighted with a red border.

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.



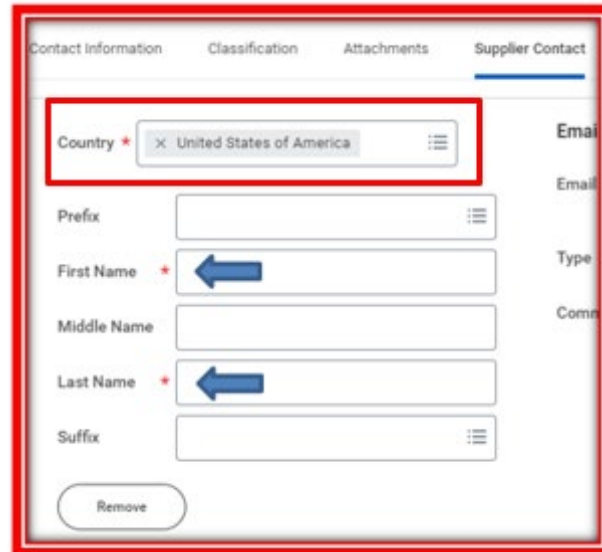
The screenshot shows a 'Phone' form with the following fields: Country Phone Code (set to United States of America (+1)), Phone Number (set to (201) 462-9455), Phone Extension (empty), Phone Device (set to Cell Phone), Type (set to Business), Primary (checkbox checked), and Use For (a list with Billing, Remit To, and Shipping). The Primary checkbox is highlighted with a red box.

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



The screenshot shows a tabbed interface with four tabs: Contact Information, Classification, Attachments, and Supplier Contact. The Supplier Contact tab is selected and highlighted with a blue underline. Below the tabs, there is a large white box containing an 'Add' button, which is highlighted with a red box.

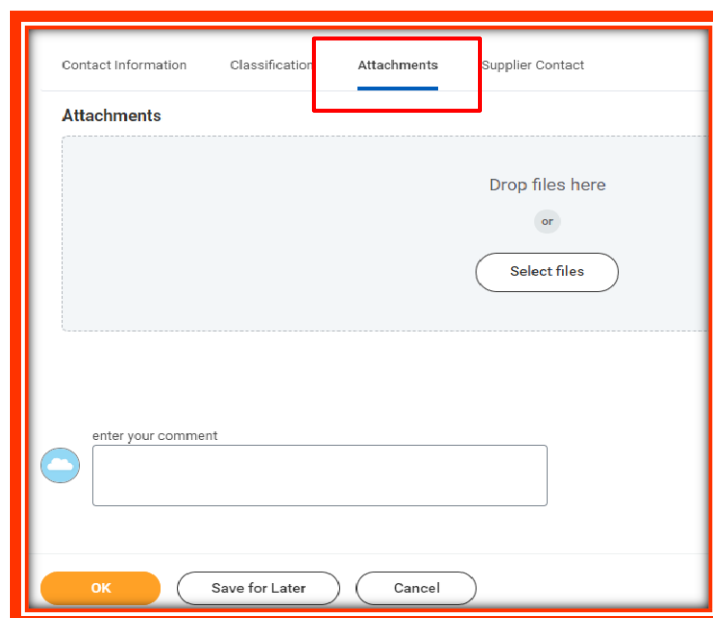
7. Ensure **only** the First name and Last name of the **Point of Contact from the Supplier Create Form** are entered in the fields with the asterisk. If an international supplier is being entered, please change the Country field accordingly.



The screenshot shows the 'Supplier Contact' tab of a form. The 'Country' field is highlighted with a red box and contains 'United States of America'. Below it are fields for 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'First Name' and 'Last Name' fields have red asterisks and blue arrows pointing to them, indicating they are required. A 'Remove' button is at the bottom.

8. Add an attachment

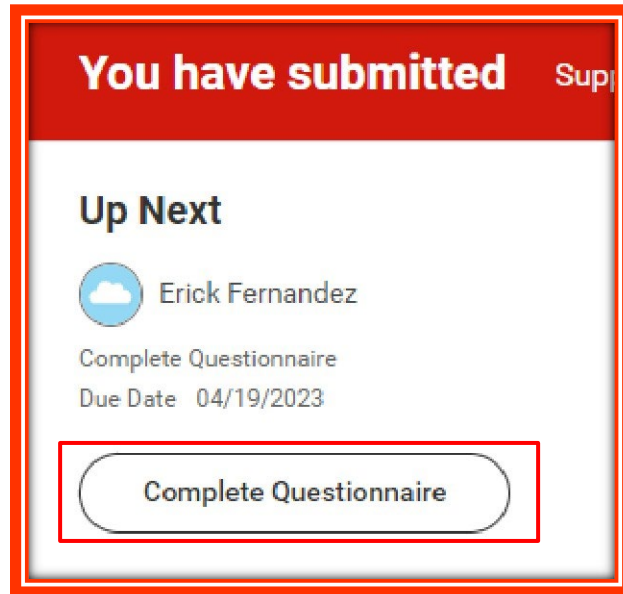
- a. Supplier Create Form
- b. W9/W8
- c. Any other State required documents such as BRC, Chapter 51, Affirmative Action Certificate, and Public Works Certificate (if applicable).



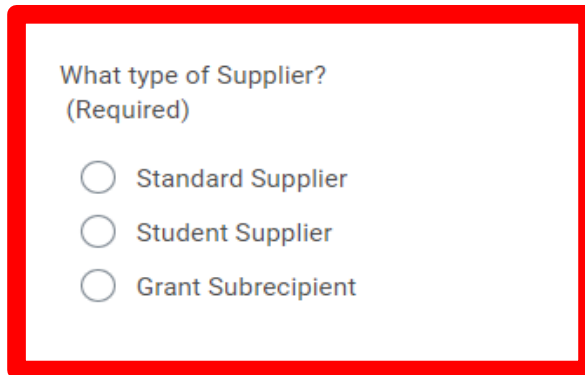
The screenshot shows the 'Attachments' tab of the form. It features a 'Drop files here' area with a 'Select files' button. Below this is a text input field labeled 'enter your comment'. At the bottom are three buttons: 'OK', 'Save for Later', and 'Cancel'.

9. Click OK

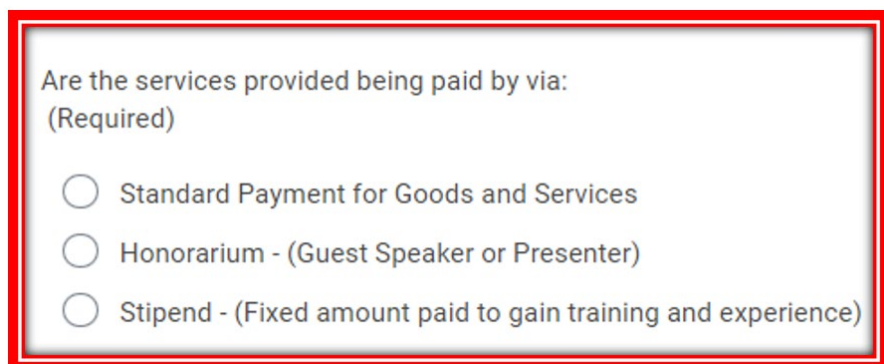
10. A questionnaire will pop up, please fill it out as well.



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 \$17,500 for general goods & services and \$6,390 for public works - Supplier Create Form and W9/8 (applies to all suppliers regardless of value)

☐ \$6,390 - \$17,499 for public works - Business Registration Certificate (BRC) issued by the State of NJ, Division of Revenue (nonprofits and public entities are exempt)

☐ \$17,970 - \$119,799 for general goods & services (GG&S) and \$17,500 - \$42,599 for public works - BRC and Chapter 51 approval (nonprofits and public entities are exempt). GG&S between \$17,500 and \$17,969 do not require a BRC.

☐ \$119,800 and above for general goods and services and \$42,400 and above for public works - 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.

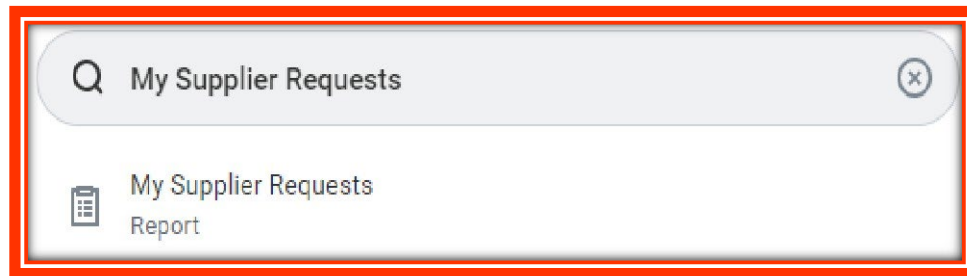
f. If yes, where are the services being provided?

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

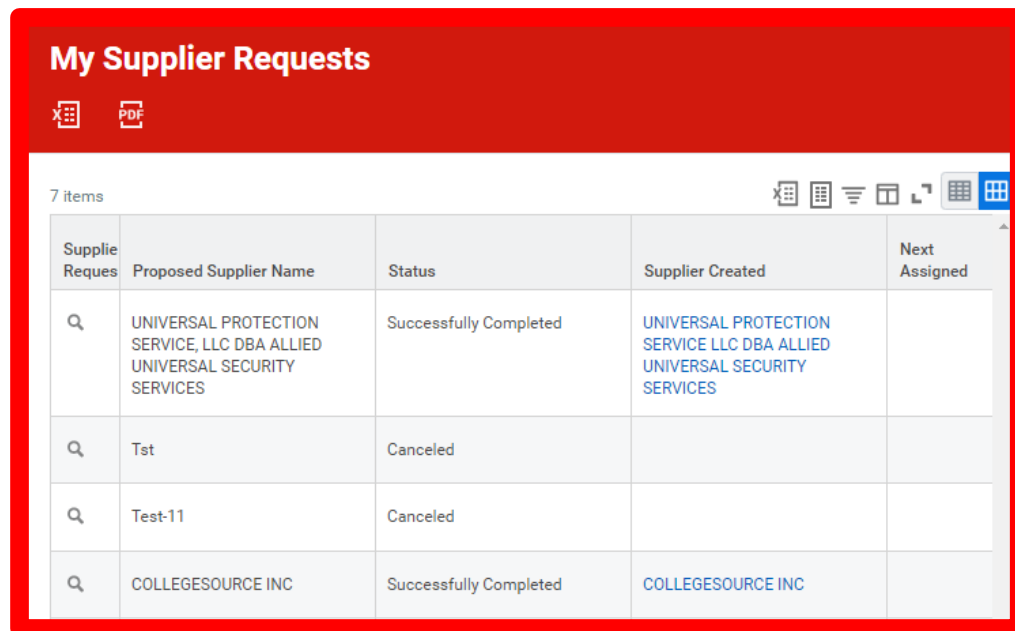
- ☐ Yes, they will be physically present in the United States, while providing their services.
- ☐ No, they will not be physically present in the United States, while providing their services.

11. Submit the questionnaire.

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

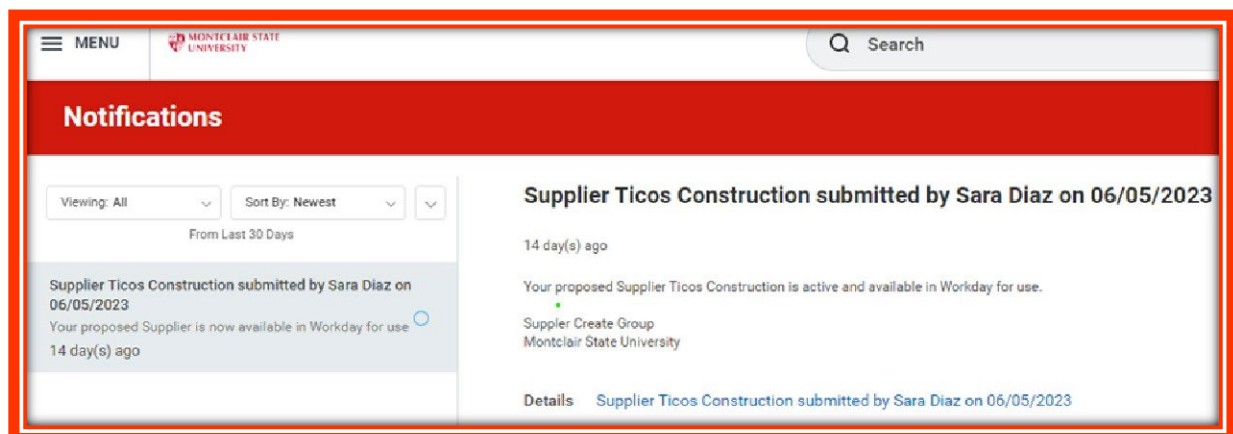


13. The system will display all the Supplier Requests you have entered and their status.



Supplier Request	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



Notifications

Viewing: All Sort By: Newest From Last 30 Days

Supplier Ticos Construction submitted by Sara Diaz on 06/05/2023

14 day(s) ago

Your proposed Supplier Ticos Construction is active and available in Workday for use.

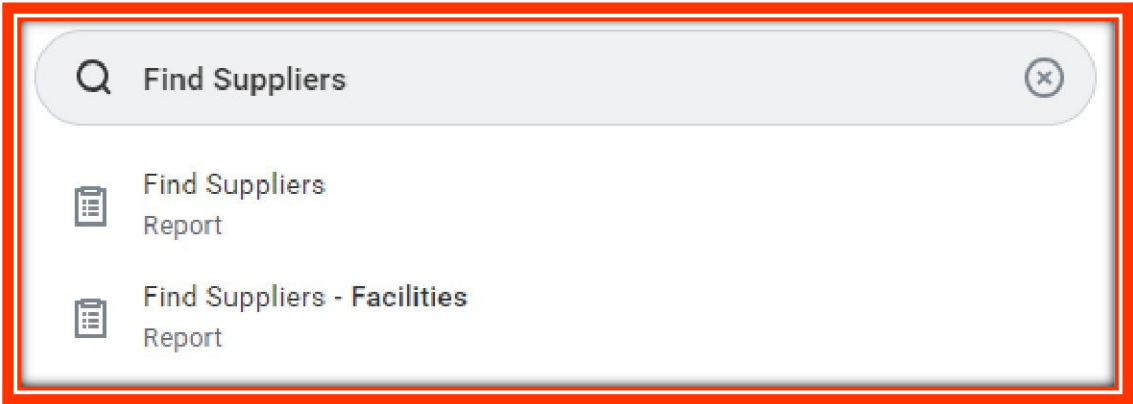
Supplier Create Group
Montclair State University

[Details](#) Supplier Ticos Construction submitted by Sara Diaz on 06/05/2023

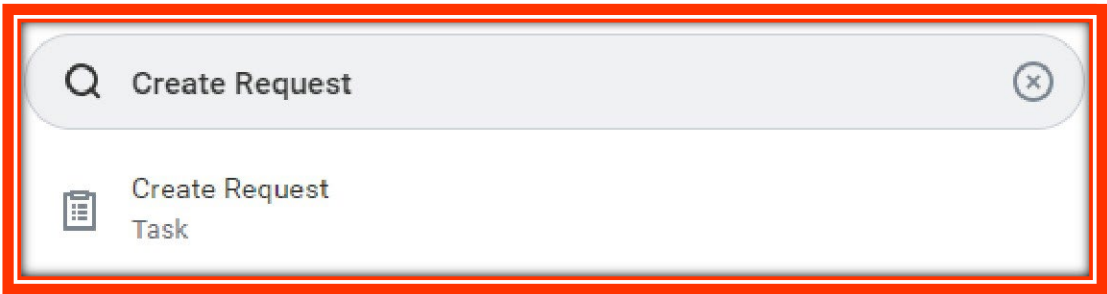


This Request Is To Update a Current Supplier’s Information In Workday

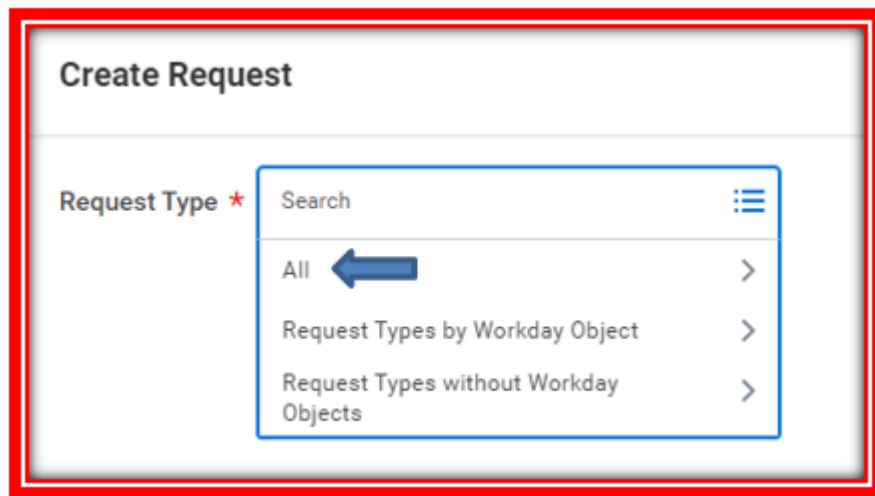
- 1. Log into Workday and run **Find Suppliers** to ensure that the supplier is in Workday. You will need the supplier name and supplier # for step 5.



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

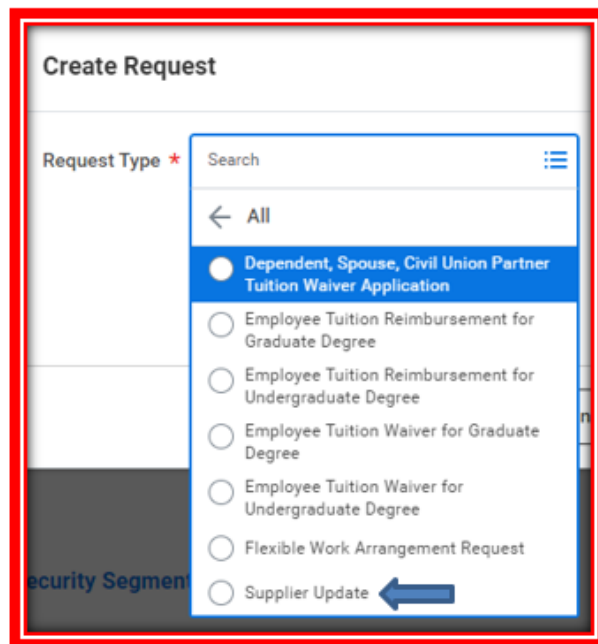


3. A page will pop up, asking for the Request Type. Click “**All**.”



The screenshot shows a web form titled "Create Request". Below the title is a label "Request Type" followed by a red asterisk. To the right of the label is a dropdown menu. The dropdown menu has a search bar at the top with the word "Search" and a hamburger menu icon. Below the search bar, the word "All" is selected and highlighted with a blue arrow pointing to it. Below "All" are three other options: "Request Types by Workday Object", "Request Types without Workday Objects", and "Request Types without Workday Objects". Each of these three options has a right-pointing chevron icon.

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



The screenshot shows the same "Create Request" form. The "Request Type" dropdown menu is open, showing a list of options. The first option is "All" with a left-pointing chevron icon. Below "All" is a blue header bar with the text "Dependent, Spouse, Civil Union Partner Tuition Waiver Application". Below this header bar are six radio button options: "Employee Tuition Reimbursement for Graduate Degree", "Employee Tuition Reimbursement for Undergraduate Degree", "Employee Tuition Waiver for Graduate Degree", "Employee Tuition Waiver for Undergraduate Degree", "Flexible Work Arrangement Request", and "Supplier Update". The "Supplier Update" option is selected, and a blue arrow points to it. The "Supplier Update" option is also highlighted with a blue background.

5. Click OK

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

This request should be used to request updates to the current Supplier information in Workday.

Please run the **Find Suppliers report for your Supplier** to verify that they are a current Supplier and in Workday before submitting this request. If it is **for a New Supplier Request, please use the Create Supplier Request task**.

Is this an update to a current Supplier in Workday?
(Required)

☐ Yes, this is a current Supplier in Workday

☐ No, this is a new Supplier.

Please type the Supplier Name and the Workday Supplier ID number:
(Required)

Please attach the completed Student or Supplier Maintenance form. **Please note if the Supplier's Federal Tax ID number or banking information is being changed, the entire Supplier form must be completed by the Supplier.**
(Required)

Drop files here

or

Submit **Save for Later** **Cancel**

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.

Q MY REQUEST

My Requests Report

My Recent Requests Report

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

Notifications

Viewing: All ▼

Sort By: Newest ▼ ▼

From Last 30 Days

Request Process : Supplier Update : Erick Fernandez
Your Supplier Update request has been completed. ○
3 day(s) ago

Request Process : Supplier Update : Erick Fernandez
Your Supplier Update request has been completed. ○
3 day(s) ago

Request Process : Supplier Update : Erick Fernandez

3 day(s) ago

Your Supplier LOU'S LANDSCAPING & DESIGN INC
S-00002647 has been updated as requested. It is now active and ready for use.

Details [Request Process : Supplier Update : Erick Fernandez](#)