Table of Contents*

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

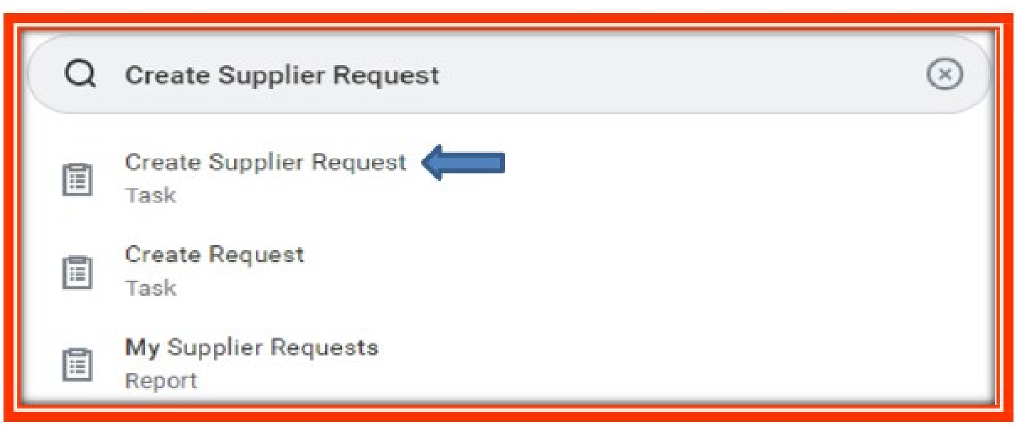
This Request Is to Add a New Supplier to Workday *

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

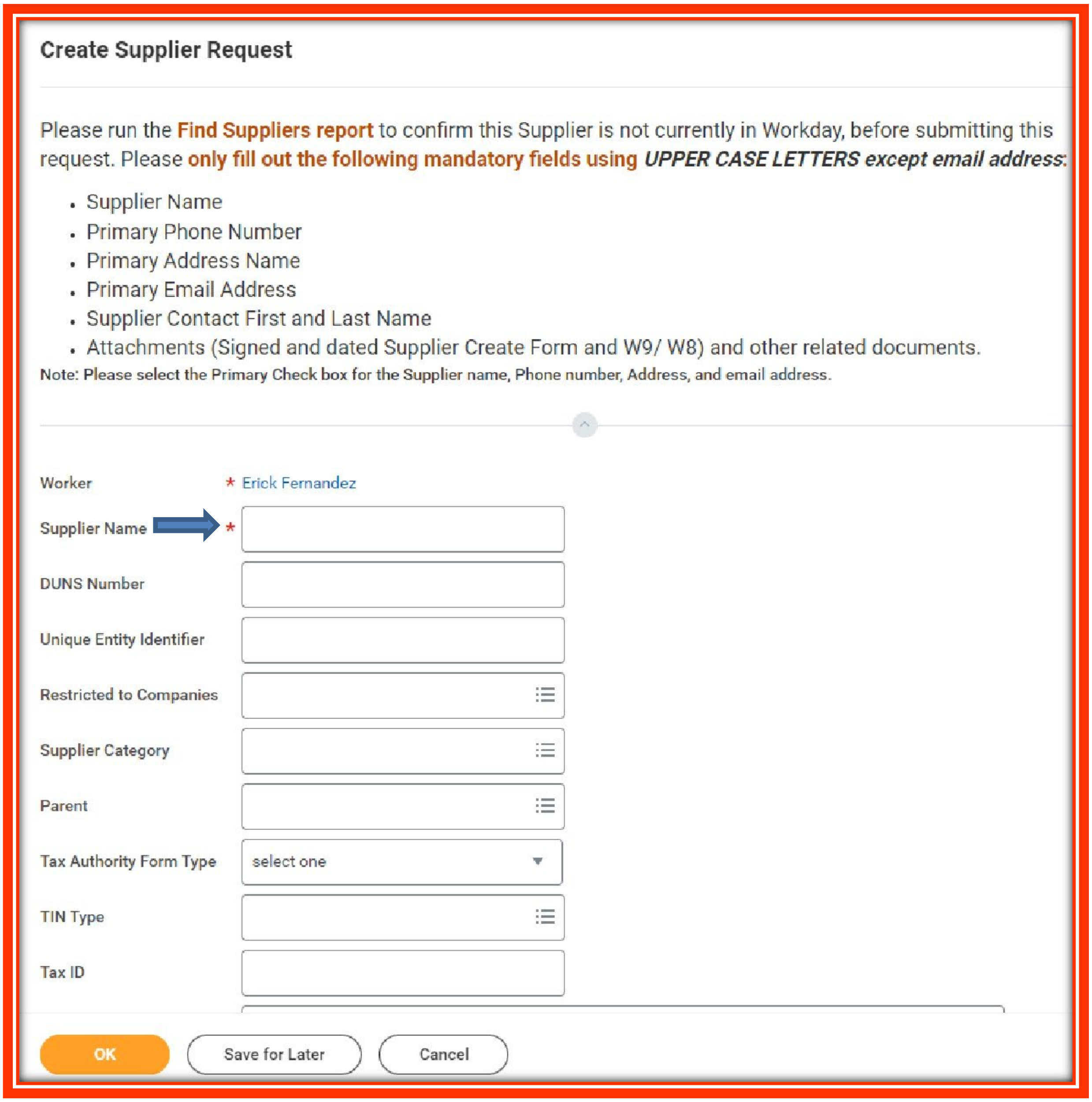
Please note that a "requester" role is required to enter a Supplier Create Request.

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.

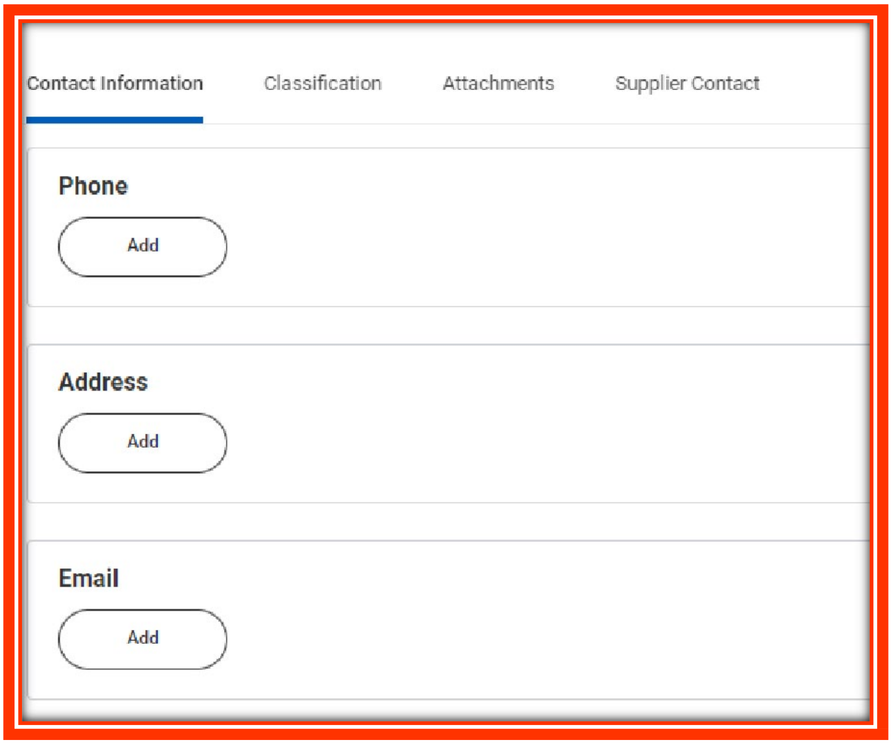
Note: Please select the Primary Check box for the Supplier name, Phone number, Address, and email address.

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	

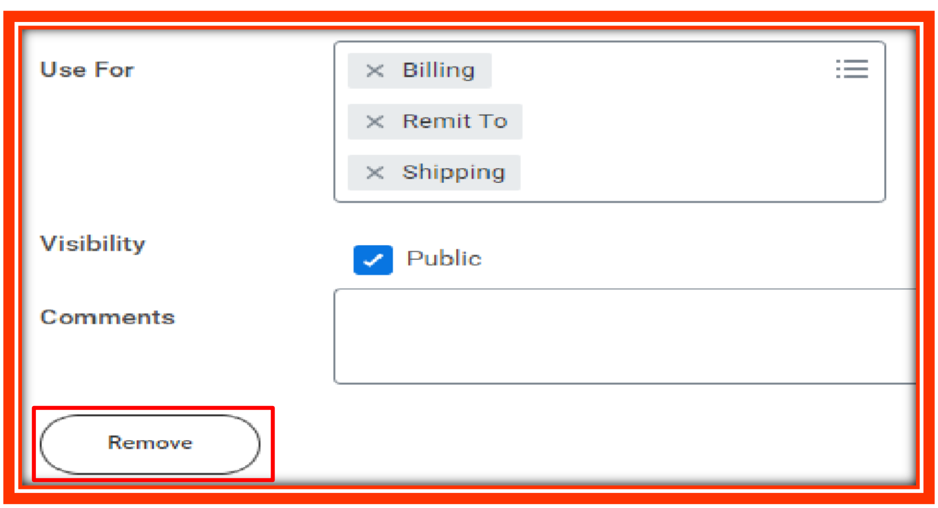
OK | Save for Later | Cancel

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:

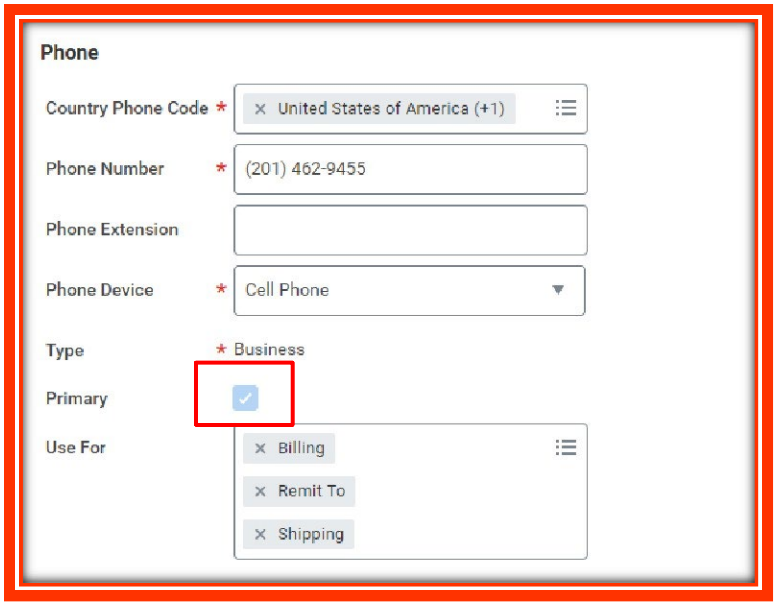
a. **Phone** **b. Address** **c. Email**



* 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.

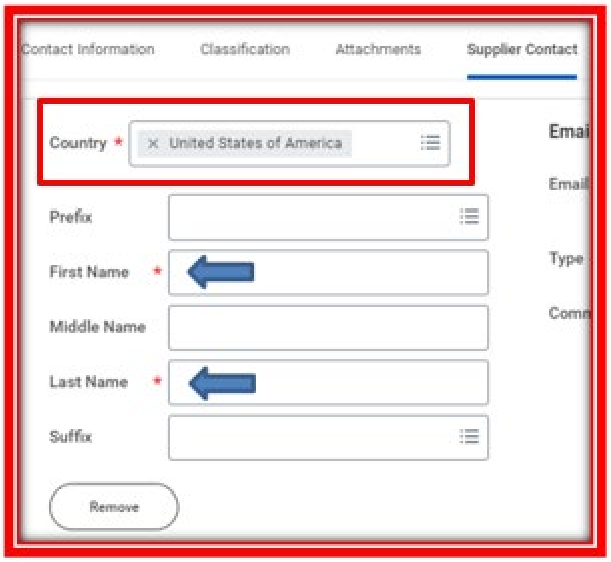


5. Click on the box next to Primary when filling out the address, phone number, and email. * Please note that leaving this box unchecked will create an “error” when submitting the request.



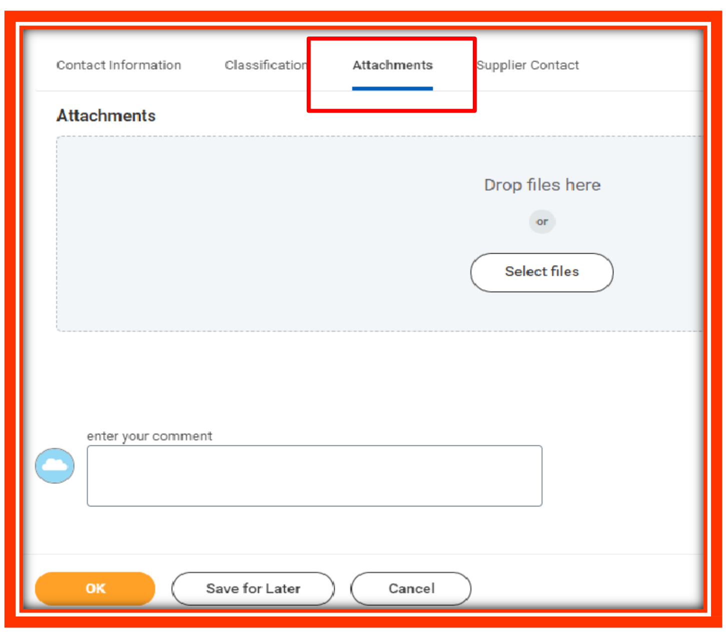
6. Fill in the Supplier Contact information by clicking on Add.

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.



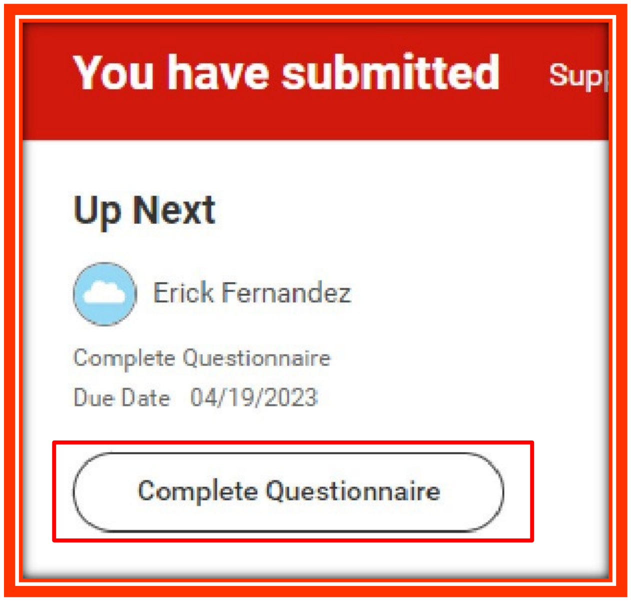
8. Add an attachment

    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).

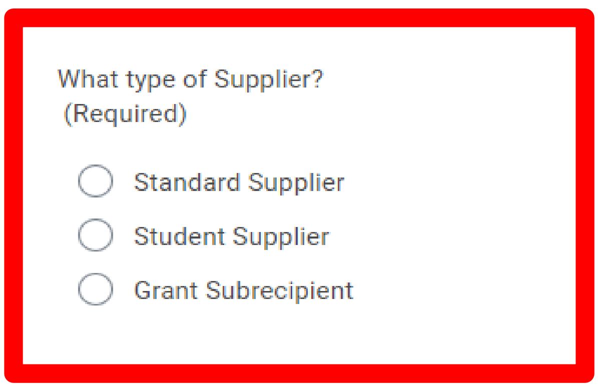


9. Click OK

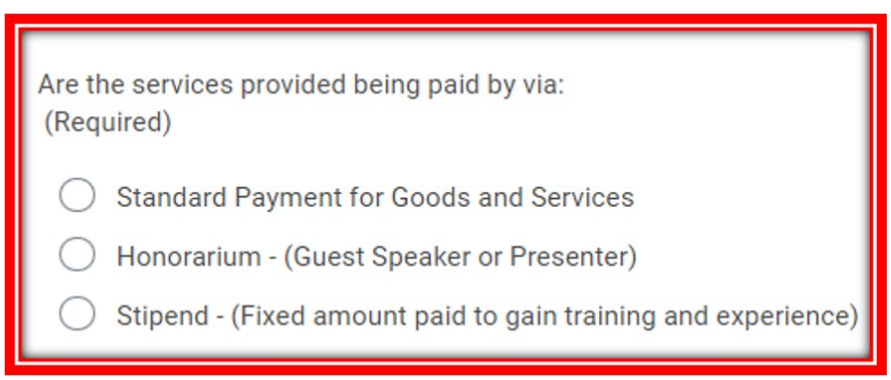
10. A questionnaire will pop up, please fill it out as well.



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 $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.

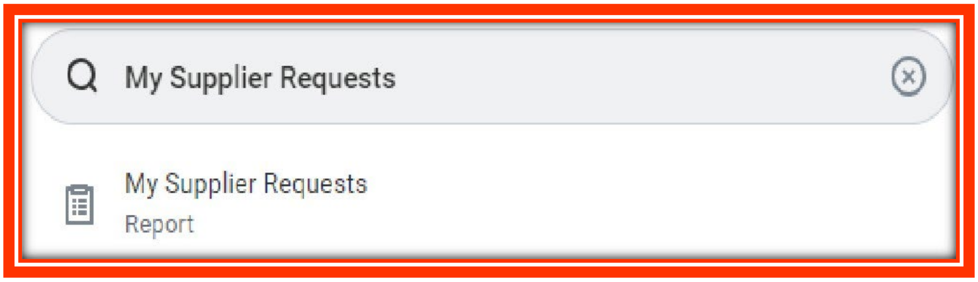
f. If yes, where are the services being provided?

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

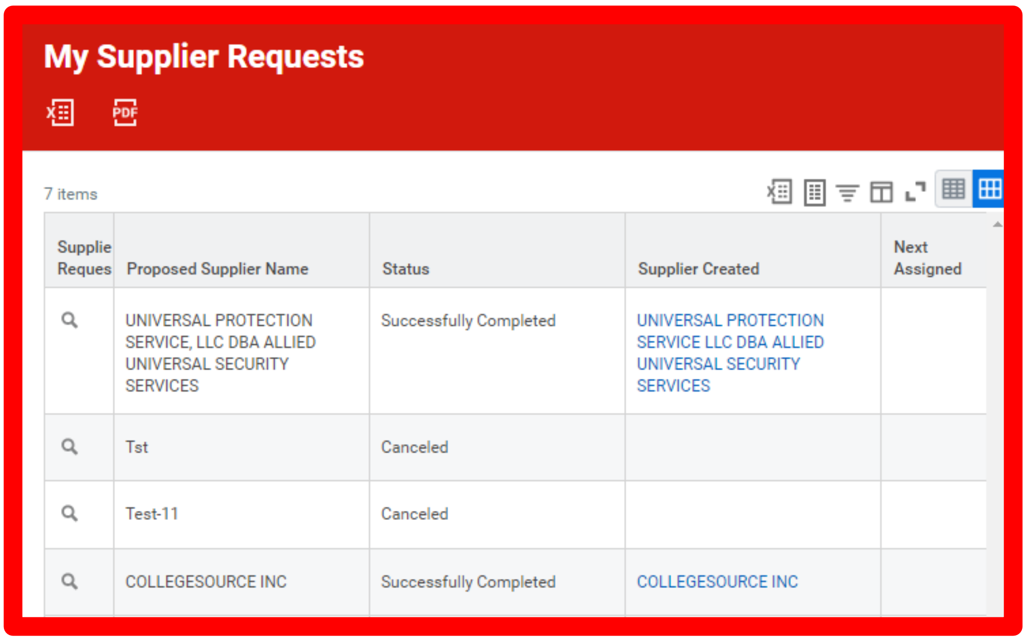
- ◯ Yes, they will be physically present in the United States, while providing their services.
- ◯ No, they will not be physically present in the United States, while providing their services.

11. Submit the questionnaire.

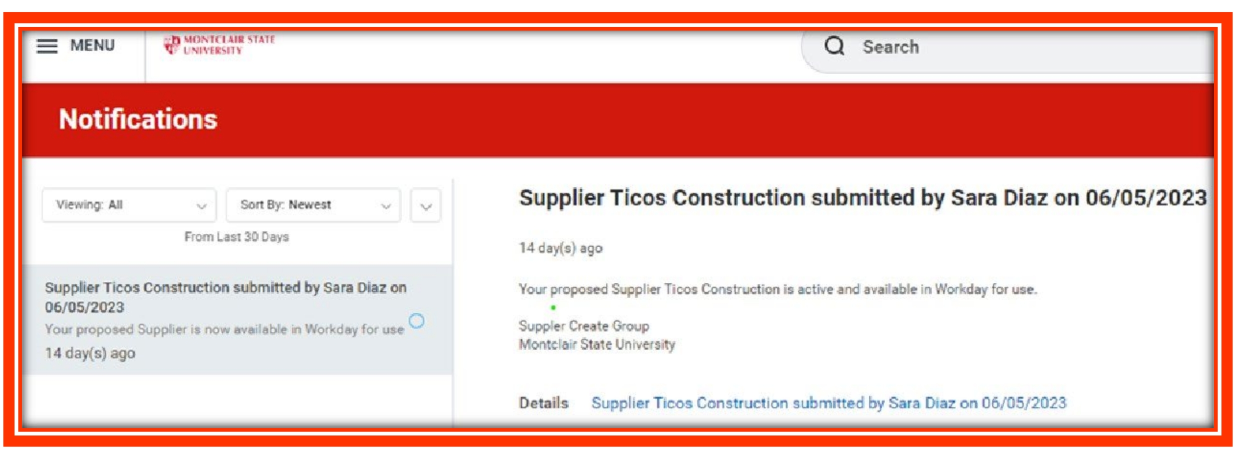
12. Your request can be tracked through your archives or by simply typing “**MY SUPPLIER REQUESTS**” on the search bar.



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

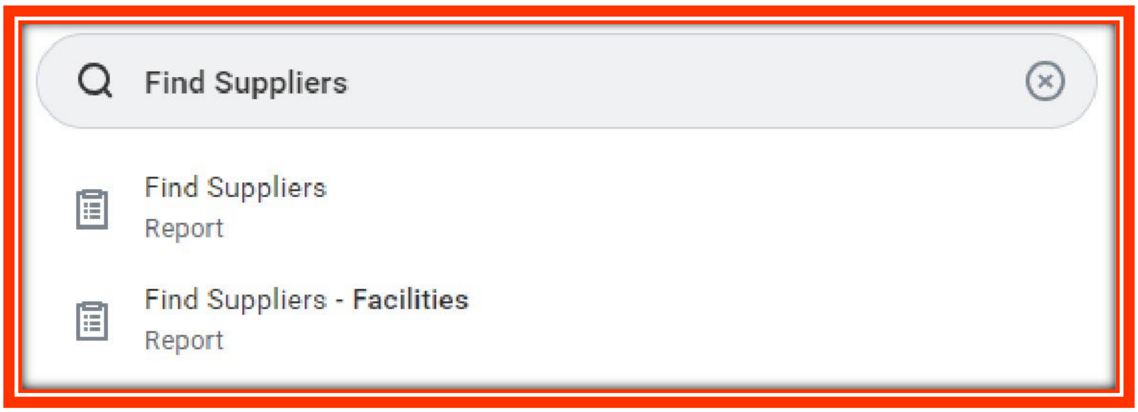


14. Once the vendor is approved by the Supplier Create Team, you will receive an alarm notification on Workday



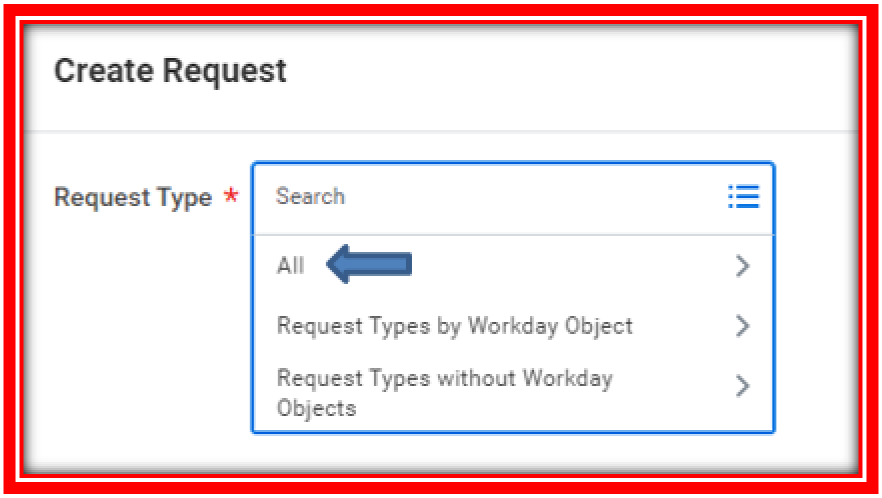
This Request Is To Update a Current Supplier’s Information In Workday

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.

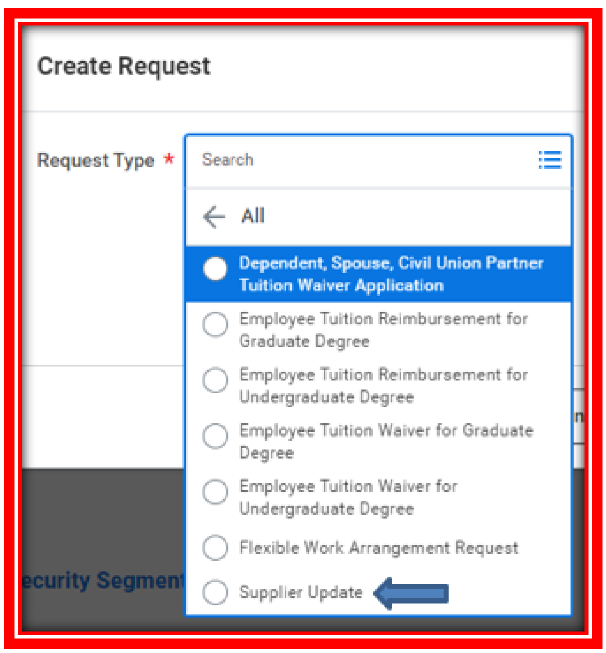


2. Log into Workday and search for “**Create Request**” in the search bar

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

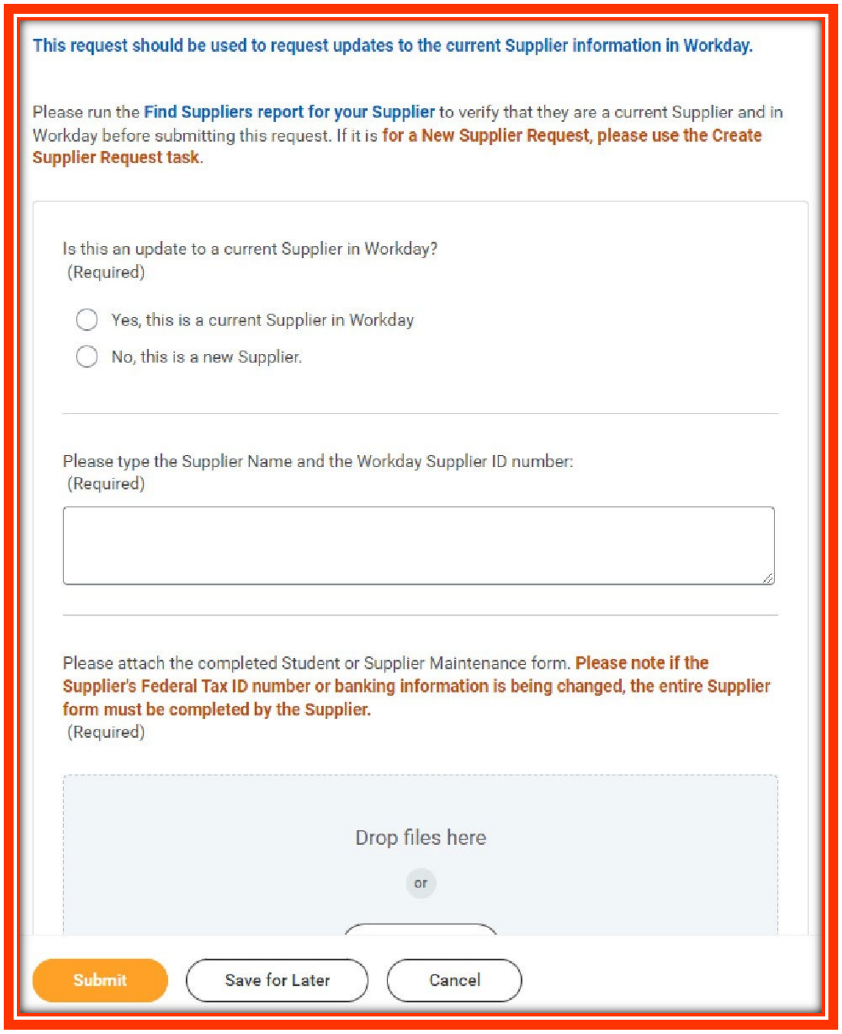


4. From the sub-menu, choose "**Supplier Update**."



5. Click OK

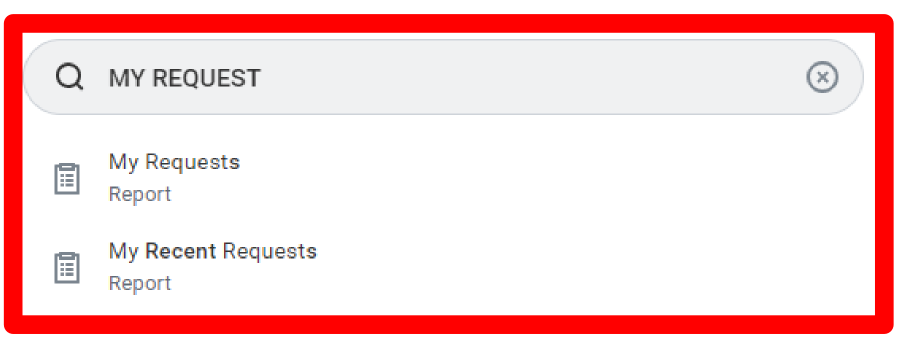
6. Fill out the questionnaire with the information that needs to be updated



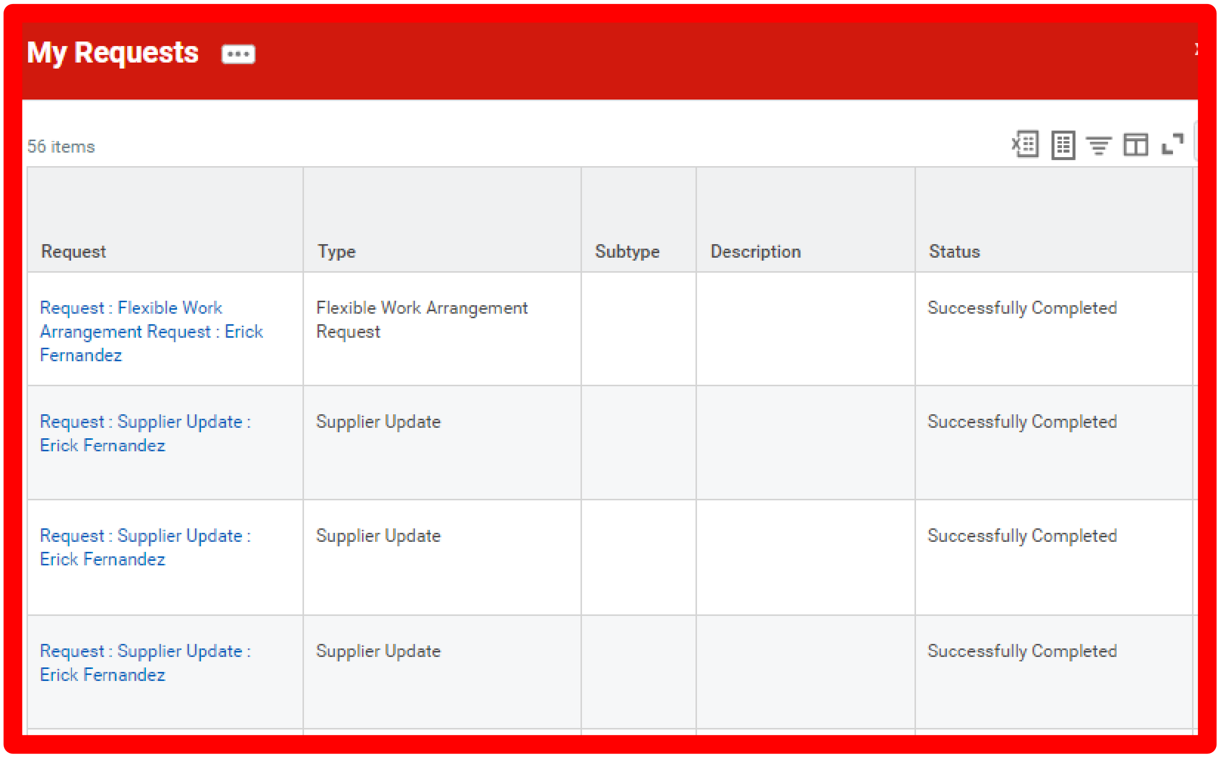
7. Attach the Supplier Maintain Form and W9 (indicating the update), or documents (BRC, C51 or AAC)

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.



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