

Supplier Accounts: Create Supplier Request

Workday User Guide



Intended Audience: Workday users who need to request a new supplier to be created

Key Terminology:

Term	Definition
Create Supplier Request	Initiates a request in Workday for a new Supplier to be created and can be used in the Supplier Invoice Request.
Supplier Invoice Request	Initiates a request in Workday for a Supplier invoice to route to Accounts Payable for payment.

Task: Create Supplier Request

When entering a Create Supplier Invoice Request and the supplier is not available in the search, a Supplier Account may need to be created. Follow these steps:

1. Using the Workday navigation, enter **Create Supplier Request**.
2. (Required) Enter the **Supplier Name**.
3. Enter the following information to assist in setup:
 - a. **Tax ID**
 - b. **Contact Information** – required -mailing address; if available - email address, phone number
 - c. **Attachments** – required - W-9; if available - copy of invoice, banking information, supporting documentation
4. Select **OK**

NEXT STEPS:

- This request will be routed to the Supplier Administrator for approval. Once approved, utilize the supplier on the Create Supplier Invoice Request. Allow up to 2 business days for completion.

Support: Still have questions?

For technical support or assistance, contact the HelpDesk at 717-245-1000 or email helpdesk@dickinson.edu.

For additional support, reach out to accountspayable@dickinson.edu.