


# Search Suppliers and Create Supplier Requests

 This job aid is intended for staff with authority to create suppliers and procure goods and services for Lynn University.

## On this Job Aid:

[Create a Supplier Request](#)

## Create a Supplier Request

You can create requests for suppliers that are not currently set up in Workday. There is no need to email or call procurement to create a supplier, just initiate a Create Supplier Request. We recommend you request the new vendor a copy of their W-9 form to create the request.

1. Click the Purchases app



Purchases


2. Select Create Supplier Request action






Create Supplier Request

3. Complete the required information. Fields with a red asterisk are required.

## Create Supplier Request

Complete as much information about the supplier as you know. If you have a list of the supplier's items, include this as an attachment.



Worker	* Teresa Serrano
Supplier Name	* <input type="text"/>
DUNS Number	<input type="text"/>
Restricted to Companies	<input type="text"/> 
Supplier Category	<input type="text"/> 
Parent	<input type="text"/> 
Tax Authority Form Type	<input type="text" value="select one"/> 
TIN Type	<input type="text"/> 
Tax ID	<input type="text"/>
Justification	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

[Attachments](#)

4. Include supplier information, if available:
  - a. Supplier Name (required)
  - b. DUNS Number (not needed)
  - c. Restricted to Companies (not required)
  - d. Supplier Category
  - e. Parent (is this company child from an existing supplier?)
  - f. Tax Authority Form Type (this is important for non-compensation suppliers that will need a form 1099 MISC)
  - g. TIN Type (this information will show on W9 form)
  - h. Tax ID
  - i. Justification (add a reason why supplier should be added to the system)
5. Under Contact information, please enter as much detail as available. Phone numbers, addresses, email addresses.

Contact Information

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**Phone**

Add

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**Address**

Add

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**Email**

Add

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6. Under Attachments tab, please include supplier's W-9 form

Contact Information   Classification   **Attachments**

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**Attachments**

Drop files here

or

Select files

7. Click **OK > Done**.