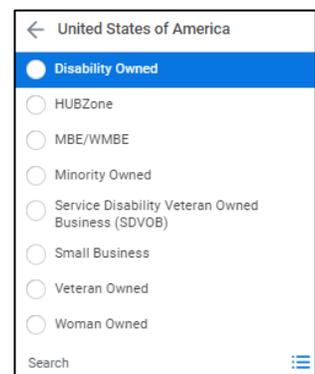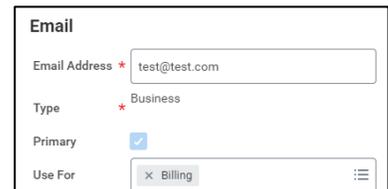# New Supplier Request

Overview

Suppliers are maintained in the Workday system. If a new Supplier is needed, the initiator can submit a request for a new Supplier with the completed Supplier package, found on the Procurement website at https://www.fit.edu/finance//procurement-services/forms-and-documents/.

Initiation Process

1. Type **Find Supplier** in the top search box, include at least one search criteria listed, then review report to locate whether the supplier in question is already in Workday
   a. If yes, then no further action is necessary
   b. If no, then proceed to step 2
2. Type **Suppliers Possibly Matching Supplier Request** in the top search box, include at least one search criteria listed, then review report to locate whether the supplier in question is already in Workday
   a. If yes, then no further action is necessary
   b. If no, then proceed to step 3
3. Select the **Purchases** Application
4. Select **Create Supplier Request** from the Actions column
5. Complete all the required fields (indicated with a red asterisk *), as well as any other known fields
   a. Supplier Name – The official name of the company or individual
6. Navigate down to the **Contact Information** tab
   a. Click the **Add** button on each section to enter Phone, Address, or Email information
      i. At least one piece of contact information must be populated, but preferably include as much as possible
      ii. At least one entry per section must be checked as Primary
      iii. Multiple entries can be entered as needed
7. Navigate to the **Classification** tab
   a. Click **Add** under Supplier Classifications to add any relevant information, including Women Owned, Veteran Owned, Minority Owned, etc.
8. Navigate to the **Attachments** tab
   a. Attach the completed Supplier package
9. Navigate to the **Supplier Contact**
   a. Click **Add** if there is a known contact person at the company
10. Click **OK**
11. Click **Submit**

Approval Business Process

1. Buyer – Reviews the request
2. Accounts Payable Manager – Reviews the request

Next Steps

1. Initiator will receive notification when request is complete
2. Initiator can use the new Supplier to submit a Purchasing Requisition