



## Request a New Supplier

Workday allows anyone to request a new supplier if an existing supplier does not carry needed items. The employee initiates the supplier request and then a manager must approve the request before it is forwarded to a Supplier Contract Specialist for final approval. Follow the steps below to initiate a request for a new supplier. The Approved Supplier List can be found here: [Approved Supplier Guide](#).

### Form the Workday Homepage:

1. In the search bar, type **Create Supplier Request**.
2. Select **Create Supplier Request Task**.

**Note:** All fields that are required are listed at the top of the item. Be sure to double check that you have completed all of these fields before submission.

3. A new window will open with the Create Supplier Request Task. The initiator's name will be linked as the Worker. Type the new **Supplier Name**.

4. Select the **Prompt** icon next to **Supplier Category**. Then choose the appropriate category from the drop-down menu.

5. Provide a **justification** for the new Supplier Request.  
**Note:** Common justifications may include a specialty item needed from a specific supplier or current suppliers no longer carry a needed item.

**Note:** All other fields are optional. You can add the information in if available.

### From Create Supplier Request:

1. At the bottom of the first page, select **Contact Information**.

**Note:** The only two items from this menu that are required are **Contact Information** and **Supplier Contact**.

2. In the request, you must provide contact information for the new supplier. The three that are required are **Phone**, **Address**, and **Email**. Select **Add** under **Phone**.

3. Type the **phone number** associated with the supplier.

4. Check the **box** next to **Primary**. If left unchecked, you will receive an error message.



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### From Contact Information:

1. Once a phone number has been entered, scroll down and select **Add** under **Address**.
2. Some information will populate for you. Type the **address of the supplier**, including the street address, the state, and the postal code.
3. Check the **box** next to **Primary**. If left unchecked, you will receive an error message.
4. Once an address has been entered, scroll down and select **Add** under **Email**.
5. Type the **email address** of the supplier.
6. Check the **box** next to **Primary**. If left unchecked, you will receive an error message.

### From Supplier Contact:

1. Select **Supplier Contact**.
2. In this section, you will add any information for a specific person you have been in contact with from the new supplier. Type in the Supplier Contact's **First** and **Last Names**.
3. Type in the Supplier Contact's **Email Address** and indicate whether this is a **Home** or **Work** email address.
4. Select **OK**.

**Note:** Your manager will receive an inbox notification and will have a To-Do task to approve or deny the request. The Supplier Contract Specialist will complete the same process.

**Note:** After approval from your manager, a Supplier Contract Specialist will need to review and approve the request before the Supplier is added to Workday.

### In case of error message:

1. Any states listed in contact information must match the Postal Code provided.
2. The phone number area code must be valid.
3. Email addresses must contain both an @ symbol and **domain** (.com, .org, .net, etc.).

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).