Accounts Payable Create Supplier Request – Contact Information, ACH, W-9

Access the Create Supplier Request Task

Note: All Red Asterisks (*) need to be completed. The W-9 and Employee/Contractor checklist will need to be completed before starting the Create Supplier Request task. Attach the document(s) in the Attachments section.

1. Enter details under Create Supplier Request:
   a. Worker generates.
   b. Enter the Supplier Name

2. Under Contact Information, Click the Add button under Phone.
   a. Country Phone Code generates.
   b. Enter Area Code
   c. Enter Phone Number
   d. Enter Phone Device
   e. Type generates to Business.

Your screens and processes may vary from those described here.
3. Continue under **Phone**
   a. Place a check by Primary
   b. Use For: Select Remit To only by clicking the X next to Billing and Shipping.

4. Click **Add** under **Address**
   a. The Effective Date/ Country will generate. Change if needed.
   b. Enter Address
   c. Enter City
   d. From the drop down box, select the State.
   e. Enter Postal Code (the Zip Code)
   f. Type generates to Business
   g. Place a check by Primary
   h. Use For: Select Remit To only by clicking the X next to Billing and Shipping.
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5. Under the Email tab Click Add
   a. Enter Supplier Email Address.
   b. Type generates to Business.
   c. Check the box for Primary.
   d. Use For: Select Remit To only by clicking the X next to Billing and Shipping.

6. Under Attachments Tab
   a. Click the paperclip to attach the Supplier Invoice
   b. Click OK

Your screens and processes may vary from those described here.
7. Click the **To Do** box.

8. To **Send the Supplier the ACH Information Link for setup**.
   
   a. You can add a comment if needed.
   
   b. Then hit Submit.
9. You can click the USA-IRS Form W-9 if you’re requesting a W-9 from the supplier.
10. You can Review what you just completed.
11. Click Details and Process to see the awaiting action.
12. Click Done.