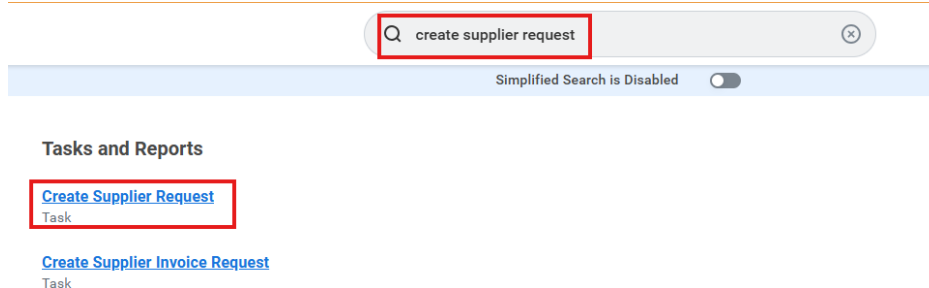


Creating a New Supplier

When creating a new supplier, please be sure that the **UPDATED** forms are submitted.

To access our updated forms, please visit our [New Supplier Information](#) website.

1. On the Workday search box, type in Create Supplier Request and select



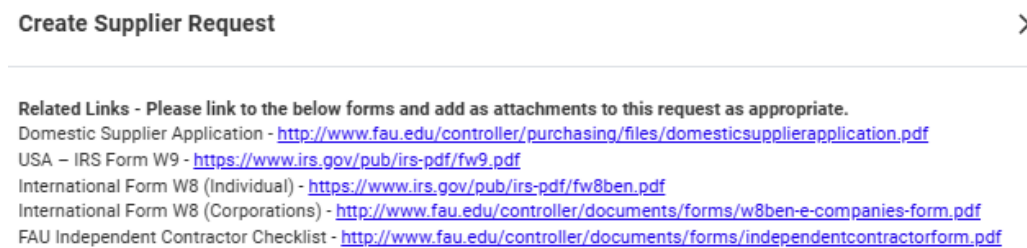
Search bar: create supplier request

Tasks and Reports

Create Supplier Request
Task

Create Supplier Invoice Request
Task

2. Please ensure to check all related links and add attachments to the request as appropriate



Create Supplier Request

Related Links - Please link to the below forms and add as attachments to this request as appropriate.

Domestic Supplier Application - <http://www.fau.edu/controller/purchasing/files/domesticsupplierapplication.pdf>

USA - IRS Form W9 - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

International Form W8 (Individual) - <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

International Form W8 (Corporations) - <http://www.fau.edu/controller/documents/forms/w8ben-e-companies-form.pdf>

FAU Independent Contractor Checklist - <http://www.fau.edu/controller/documents/forms/independentcontractorform.pdf>

3. Enter details under Create Supplier Request – please ensure the following:
 - Names and addresses match **all** documents provided
 - All paperwork is signed accordingly
 - All forms are filled out completely
4. For **“Tax Authority Form Type”** select **“1099 (MISC/NEC)”**, the supplier will update this if needed.
5. For **Justification**, explain that you are adding the supplier to purchase goods/services

| | |
|--------------------------|------------------------------------|
| Worker | * Lauren Jennifer Zema (223621889) |
| Supplier Name * | <input type="text"/> |
| DUNS Number | <input type="text"/> |
| Unique Entity Identifier | <input type="text"/> |
| Restricted to Companies | <input type="text"/> :: |
| Supplier Category | <input type="text"/> :: |
| Parent | <input type="text"/> :: |
| Tax Authority Form Type | select one ▼ |
| TIN Type | <input type="text"/> :: |
| Tax ID | <input type="text"/> |
| Justification | <input type="text"/> |

6. Under Contact Information, click the Add button under Phone.

| |
|---------------------------------|
| Contact Information |
| <div>Phone</div> <div>Add</div> |

7. Then, enter all the required information for the phone number and click OK.

*Note: Please select **Primary** box*

Phone

Country Phone Code * Search
× United States of America (+1)

Phone Number *

Phone Extension

Phone Device * select one ▼

Type * Business

Primary ☐

Use For
× Billing
× Remit To
× Shipping

Visibility ☒ Public

Comments

Remove

Cancel Save for Later **OK**

8. Select Add under Address

Address

Add

9. Then, enter all address information available for this supplier and click OK. Note: Select **Primary** box

Address

Effective Date * 03/24/2025

Country * x United States of America

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Usage

Type * Business

Primary ☐

Use For

- x Billing
- x Remit To
- x Shipping

Cancel Save for Later **OK**

10. Under the Email tab Click Add

Email

Add

11. Then, add the email address for this supplier and click OK.

Email

Email Address *

Type * Business

Primary ☐

Use For

- x Billing
- x Remit To
- x Shipping

Visibility ☒ Public

Comments

Remove

Add

Cancel Save for Later **OK**

12. Under Attachments Tab – include all necessary back-up for your request. Please visit our website to view what documentation would be required for the type of supplier you are looking to onboard – [New Supplier Information](#)

The screenshot shows a form with four tabs: 'Contact Information' (with a red exclamation mark icon), 'Classification', 'Attachments' (highlighted with a red box), and 'Supplier Contact'. Below the tabs, the 'Attachments' section is also highlighted with a red box. It contains a large light blue area with a dashed border. Inside this area, there is a smaller box with the text 'Drop files here', a small circle with the word 'or' below it, and a button labeled 'Select files'.

13. When completed, select Ok

The screenshot shows the bottom of the form with three buttons: 'Cancel', 'Save for Later', and 'OK'. The 'OK' button is highlighted with a red box.