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**Click on the section you would like to review*

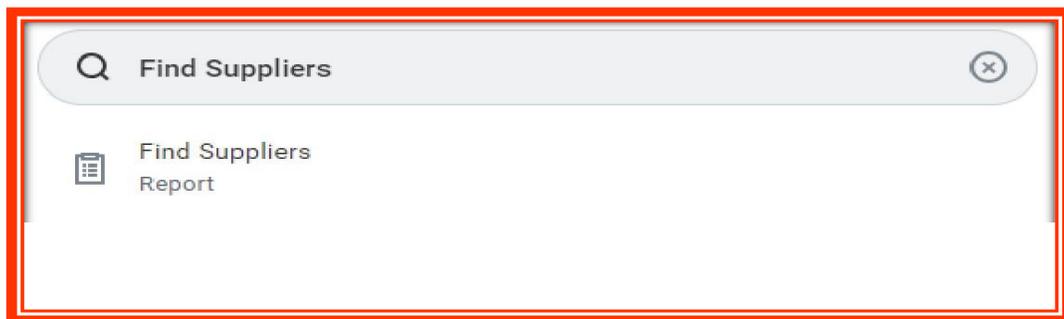


This Request Is to Add a New Supplier to Workday *

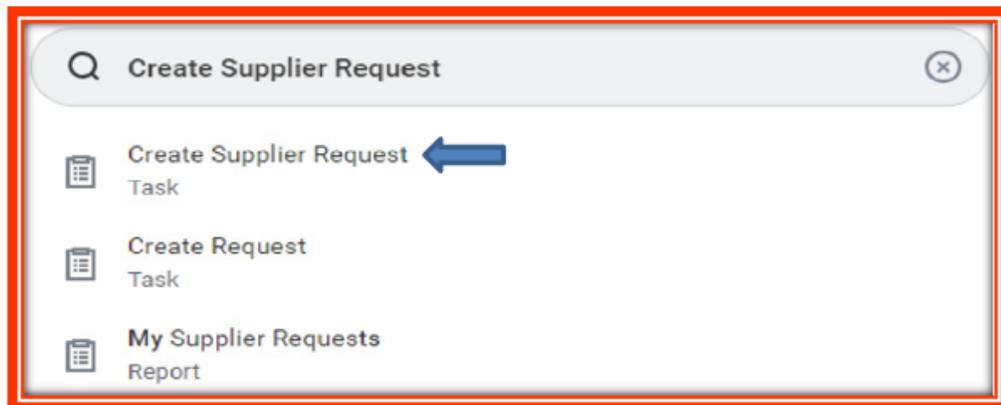
Please ensure the information in the supplier form and W9 are legible, particularly names, addresses, banking information, and Tax ID #s.

** Please note that a “requester” role is required to enter a Supplier Create Request.*

1. Log into Workday and run “Find Suppliers” to ensure that the supplier is not in Workday.



2. If the supplier is not in Workday, type “**Create Supplier Request**” in the search bar and click on “Create Supplier Request Task.”



3. A page will pop up on the screen indicating the areas that should be completed by you; please fill out only the field(s) marked with a red asterisk.

Create Supplier Request

Please run the **Find Suppliers report** to confirm this Supplier is not currently in Workday, before submitting this request. Please **only fill out the following mandatory fields using UPPER CASE LETTERS except email address:**

- Supplier Name
- Primary Phone Number
- Primary Address Name
- Primary Email Address
- Supplier Contact First and Last Name
- Attachments (Signed and dated Supplier Create Form and W9/ W8) and other related documents.

Note: Please select the Primary Check box for the Supplier name, Phone number, Address, and email address.

Worker * Erick Fernandez

Supplier Name → *

DUNS Number

Unique Entity Identifier

Restricted to Companies ⋮

Supplier Category ⋮

Parent ⋮

Tax Authority Form Type ▼

TIN Type ⋮

Tax ID

4. Once you have filled out the fields marked with a red asterisk, scroll down and fill in the "Contact Information" section by clicking on "Add." Please ONLY fill out:
- a. Phone
 - b. Address
 - c. Email

Contact Information Classification Attachments Supplier Contact

Phone

Add

Address

Add

Email

Add

* Please note that if you click on "Add" more than once, it will keep creating a new field each time, if left blank, it will create an error when submitting. Please make sure to hit "Remove" if extra fields were created.

Use For

- × Billing
- × Remit To
- × Shipping

Visibility

Public

Comments

Remove

5. Click on the box next to Primary when filling out the address, phone number, and email. * Please note that leaving this box unchecked will create an “error” when submitting the request.

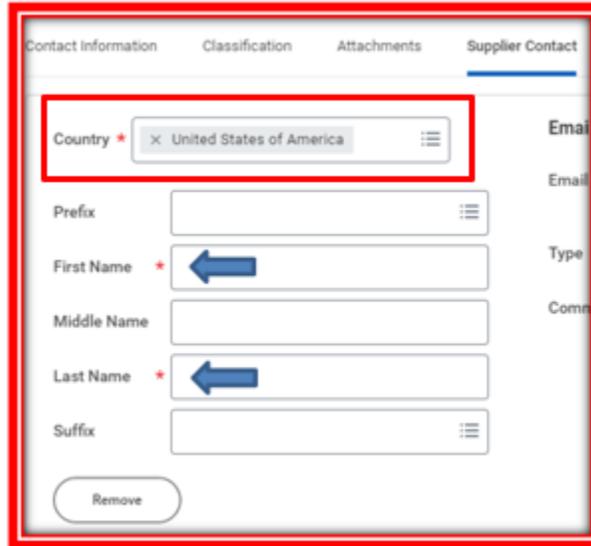
The screenshot shows a 'Phone' form with the following fields and values:

- Country Phone Code *: United States of America (+1)
- Phone Number *: (201) 462-9455
- Phone Extension: (empty)
- Phone Device *: Cell Phone
- Type *: Business
- Primary: (highlighted with a red box)
- Use For: Billing, Remit To, Shipping

6. Fill in the Supplier Contact information by clicking on Add.

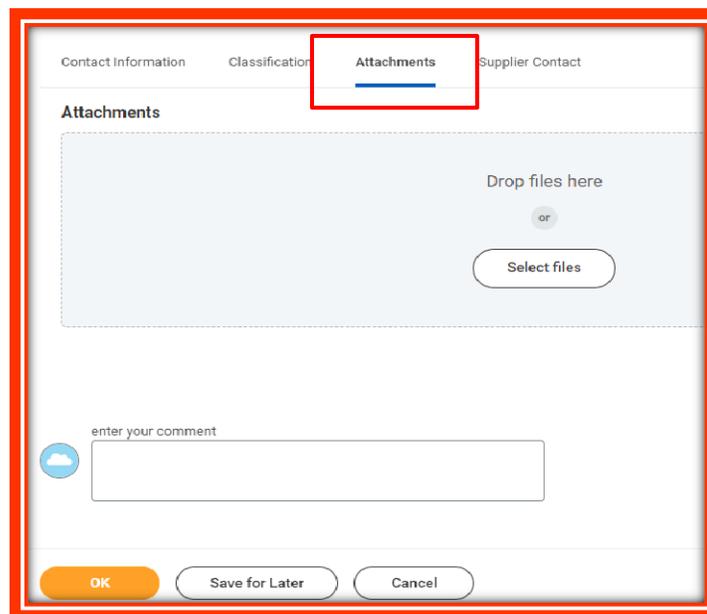
The screenshot shows a 'Supplier Contact' tab with an 'Add' button highlighted by a red box.

7. Ensure **only** the First name and Last name of the **Point of Contact from the Supplier Create Form** are entered in the fields with the asterisk. If an international supplier is being entered, please change the Country field accordingly.



The screenshot shows a web form with tabs for 'Contact Information', 'Classification', 'Attachments', and 'Supplier Contact'. The 'Supplier Contact' tab is active. A red box highlights the 'Country' dropdown menu, which is currently set to 'United States of America'. Below it are input fields for 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. Red asterisks are placed to the left of the 'First Name' and 'Last Name' labels. Blue arrows point to the 'First Name' and 'Last Name' input fields. A 'Remove' button is located at the bottom left of the form.

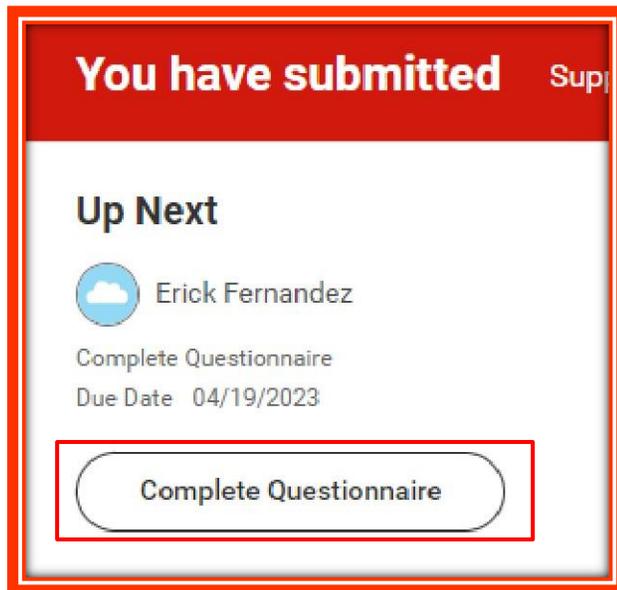
8. Add an attachment
 - a. Supplier Create Form
 - b. W9/W8
 - c. Any other State required documents such as BRC, Chapter 51, Affirmative Action Certificate, and Public Works Certificate (if applicable).



The screenshot shows the 'Attachments' tab selected in the web form. A red box highlights the 'Attachments' tab. The main area contains a dashed box with the text 'Drop files here' and 'or' above a 'Select files' button. Below this is a text input field with the placeholder 'enter your comment' and a blue speech bubble icon to its left. At the bottom, there are three buttons: 'OK' (orange), 'Save for Later', and 'Cancel'.

9. Click OK

10. A questionnaire will pop up, please fill it out as well.



a. Indicate if the supplier is a standard supplier, a student supplier, or a grant subrecipient.

A form with a red border. The text "What type of Supplier?" is followed by "(Required)". Below this, there are three radio button options: "Standard Supplier", "Student Supplier", and "Grant Subrecipient".

b. Indicate how the services being provided are going to be paid.

A form with a red border. The text "Are the services provided being paid by via:" is followed by "(Required)". Below this, there are three radio button options: "Standard Payment for Goods and Services", "Honorary - (Guest Speaker or Presenter)", and "Stipend - (Fixed amount paid to gain training and experience)".

- c. If it is a good or a service, and what type.

Please type the **goods and/or services** that will be provided by this Supplier.
(Required)

- d. Estimate the individual or cumulative purchases within a fiscal year for the State required documents.

- Under \$16,635 for general goods & services and \$5,910 for prevailing wage services - Supplier Create Form and W9/8 (applies to all suppliers regardless of value)
- \$16,635 - \$17,499 for general goods & services and \$5,910 - \$17,499 for prevailing wage services - Business Registration Certificate (BRC) issued by the State of NJ, Division of Revenue (non-profits and public entities are exempt)
- \$17,500 - \$110,899 for general goods & services and \$17,500 to \$39,399 for prevailing wage services - BRC and Chapter 51 Approval (non-profits and public entities are exempt)
- \$110,900 and above for general goods and services and \$39,400 and above for prevailing wage services - BRC, Chapter 51 and Affirmative Action/EEO (public entities are exempt)

e. Is this a foreign supplier?

Does this Supplier have a foreign address or a W-8?
(Required)

- Yes, they do have foreign address or W-8.
- No, they do not have foreign address or W-8.

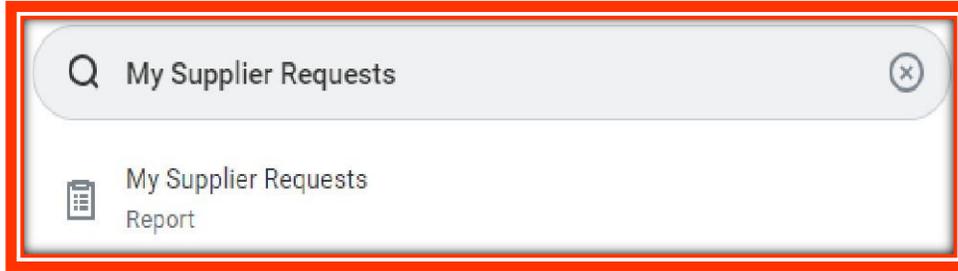
f. If yes, where are the services being provided?

Will this supplier be physically present in the United States, while providing their services?
(Required)

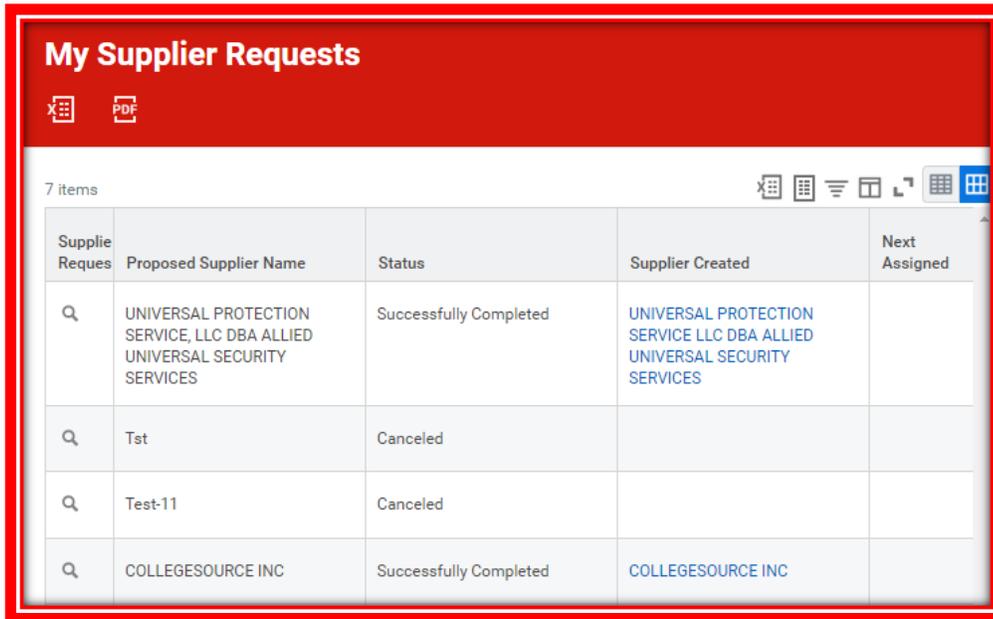
- Yes, they will be physically present in the United States, while providing their services.
- No, they will not be physically present in the United States, while providing their services.

11. Submit the questionnaire.

12. Your request can be tracked through your archives or by simply typing “**MY SUPPLIER REQUESTS**” on the search bar.

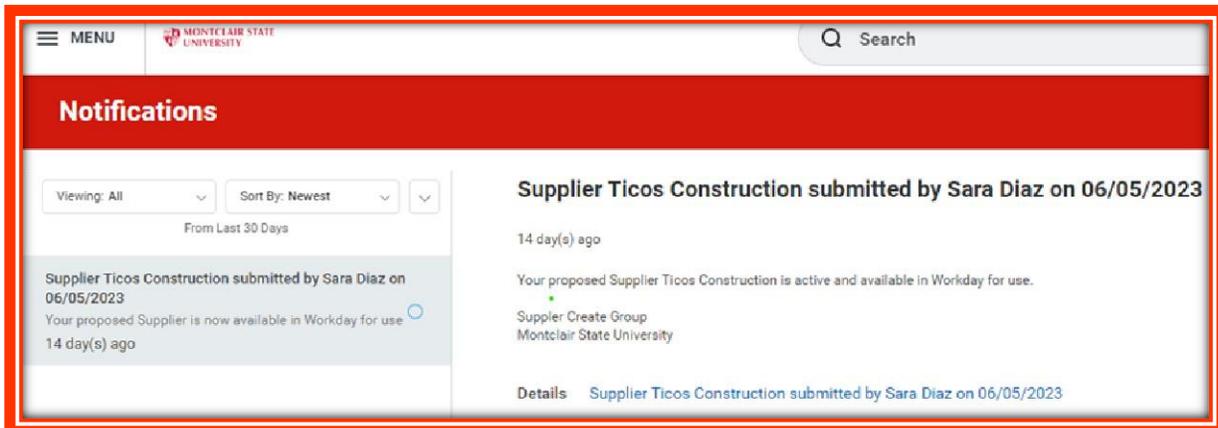


13. The system will display all the Supplier Requests you have entered and their status.



Supplier Request	Proposed Supplier Name	Status	Supplier Created	Next Assigned
Q	UNIVERSAL PROTECTION SERVICE, LLC DBA ALLIED UNIVERSAL SECURITY SERVICES	Successfully Completed	UNIVERSAL PROTECTION SERVICE LLC DBA ALLIED UNIVERSAL SECURITY SERVICES	
Q	Tst	Canceled		
Q	Test-11	Canceled		
Q	COLLEGESOURCE INC	Successfully Completed	COLLEGESOURCE INC	

14. Once the vendor is approved by the Supplier Create Team, you will receive an alarm notification on Workday



Notifications

Viewing: All | Sort By: Newest | From Last 30 Days

Supplier Ticos Construction submitted by Sara Diaz on 06/05/2023

14 day(s) ago

Your proposed Supplier Ticos Construction is active and available in Workday for use.

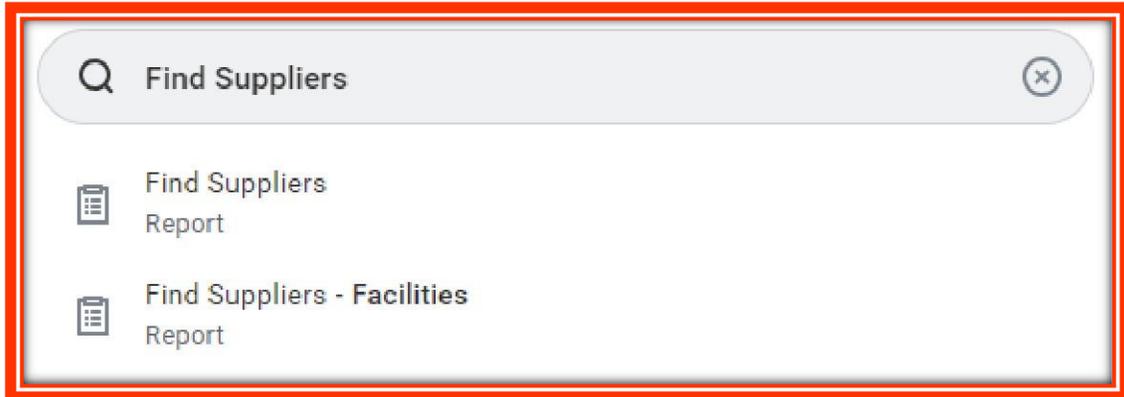
Supplier Create Group
Montclair State University

[Details](#) Supplier Ticos Construction submitted by Sara Diaz on 06/05/2023

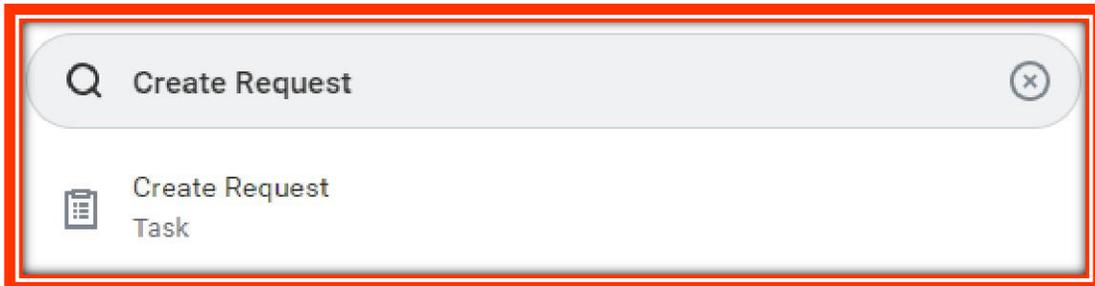


This Request Is To Update a Current Supplier's Information In Workday

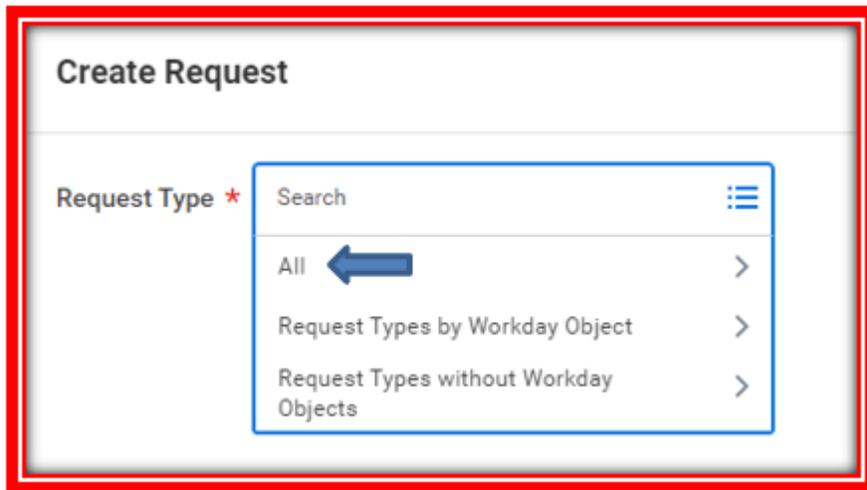
1. Log into Workday and run **Find Suppliers** to ensure that the supplier is in Workday. You will need the supplier name and supplier # for step 5.



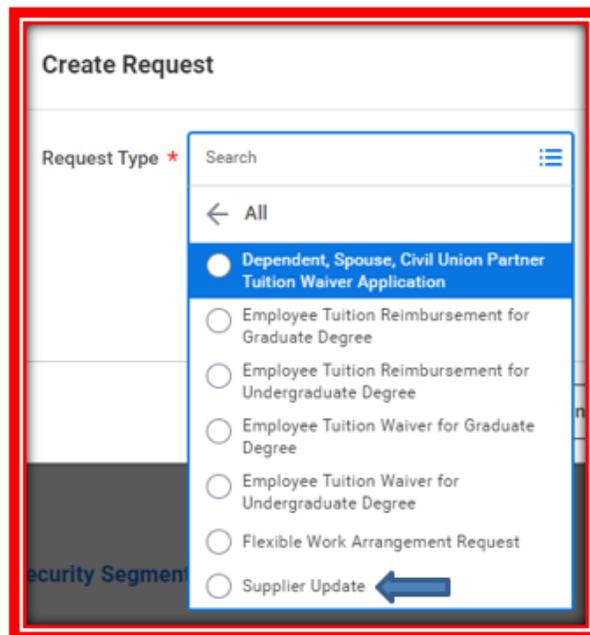
2. Log into Workday and search for "**Create Request**" in the search bar



3. A page will pop up, asking for the Request Type. Click **“All.”**



4. From the sub-menu, choose **“Supplier Update.”**



5. Click OK

6. Fill out the questionnaire with the information that needs to be updated

This request should be used to request updates to the current Supplier information in Workday.

Please run the **Find Suppliers report for your Supplier** to verify that they are a current Supplier and in Workday before submitting this request. If it is **for a New Supplier Request, please use the Create Supplier Request task.**

Is this an update to a current Supplier in Workday?
(Required)

Yes, this is a current Supplier in Workday

No, this is a new Supplier.

Please type the Supplier Name and the Workday Supplier ID number:
(Required)

Please attach the completed Student or Supplier Maintenance form. **Please note if the Supplier's Federal Tax ID number or banking information is being changed, the entire Supplier form must be completed by the Supplier.**
(Required)

Drop files here

or

Submit Save for Later Cancel

7. Attach the Supplier Maintain Form and W9 (indicating the update), or documents (BRC, C51 or AAC)

8. Submit the request

9. Your request can be tracked through your archives or by simply typing **“MY REQUESTS”** on the search bar.

Q MY REQUEST

My Requests Report

My Recent Requests Report

10. The system will display all the Supplier Requests you have entered and the status of each.

The screenshot shows a table titled "My Requests" with a sub-header "56 items". The table has five columns: Request, Type, Subtype, Description, and Status. The first row shows a "Request : Flexible Work Arrangement Request : Erick Fernandez" with a status of "Successfully Completed". The following three rows show "Request : Supplier Update : Erick Fernandez" requests, all with a status of "Successfully Completed".

Request	Type	Subtype	Description	Status
Request : Flexible Work Arrangement Request : Erick Fernandez	Flexible Work Arrangement Request			Successfully Completed
Request : Supplier Update : Erick Fernandez	Supplier Update			Successfully Completed
Request : Supplier Update : Erick Fernandez	Supplier Update			Successfully Completed
Request : Supplier Update : Erick Fernandez	Supplier Update			Successfully Completed

11. You will receive an alarm notification on Workday once the vendor has been approved

The screenshot shows a "Notifications" section with a filter for "Viewing: All" and "Sort By: Newest". A notification is displayed for "Request Process : Supplier Update : Erick Fernandez", dated "3 day(s) ago". The notification text reads: "Your Supplier LOU'S LANDSCAPING & DESIGN INC S-00002647 has been updated as requested. It is now active and ready for use." Below the notification is a "Details" link.

Request Process : Supplier Update : Erick Fernandez
3 day(s) ago
Your Supplier LOU'S LANDSCAPING & DESIGN INC S-00002647 has been updated as requested. It is now active and ready for use.
[Details](#) [Request Process : Supplier Update : Erick Fernandez](#)