BENTLEY UNIVERSITY

Workday Strategic Sourcing – Requesting a New Supplier

Overview

This job aid will cover the steps to request a new supplier using Workday Strategic Sourcing.

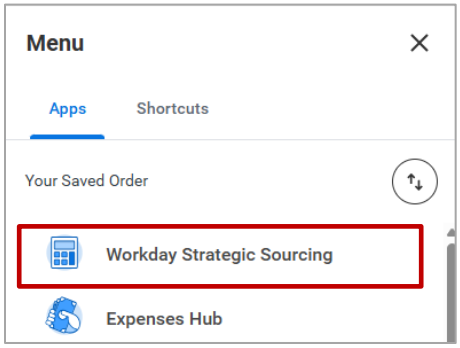
One of the benefits of the new system is that previously looking up to see if a supplier exists, you needed to start a **requisition** or start a **supplier invoice** request. If you type in the **supplier's** name and it does not come up, you need to get out of that system, into the **purchases** worklet, and use the **new supplier request** function.

Now in the new system, because this is all on one screen, the process will be much shorter.

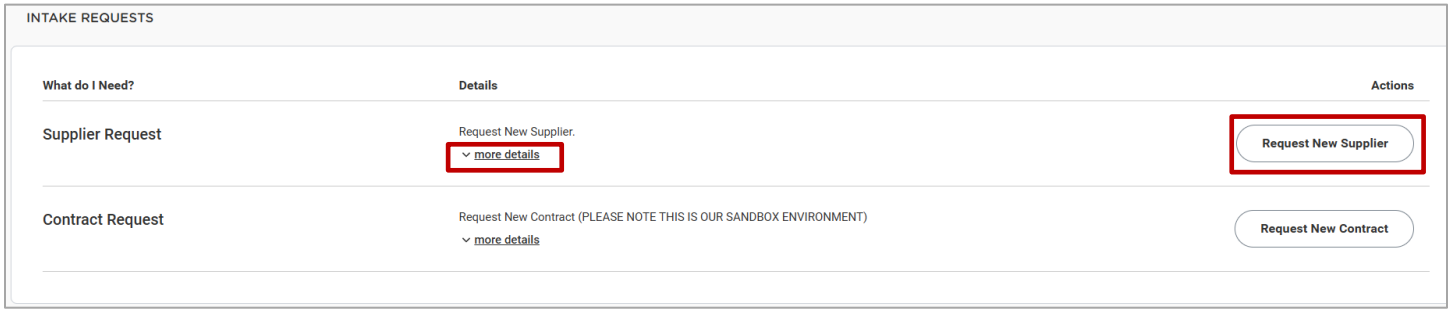
Accessing Workday Strategic Sourcing

1. Click **WORKDAY** menu.

2. Select **WORKDAY STRATEGIC SOURCING** from the menu.



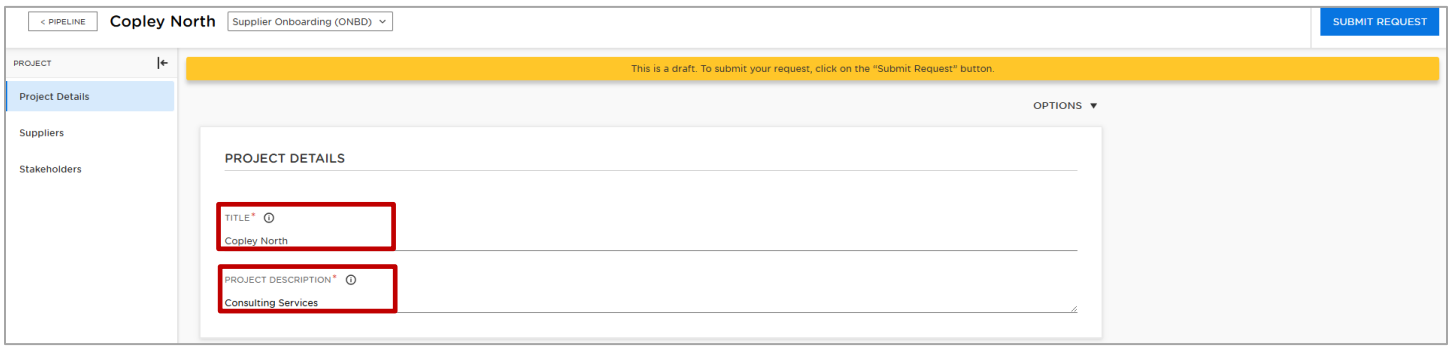
3. For **Supplier Request** you can click **MORE DETAILS** to see an **outline** of the steps to follow.



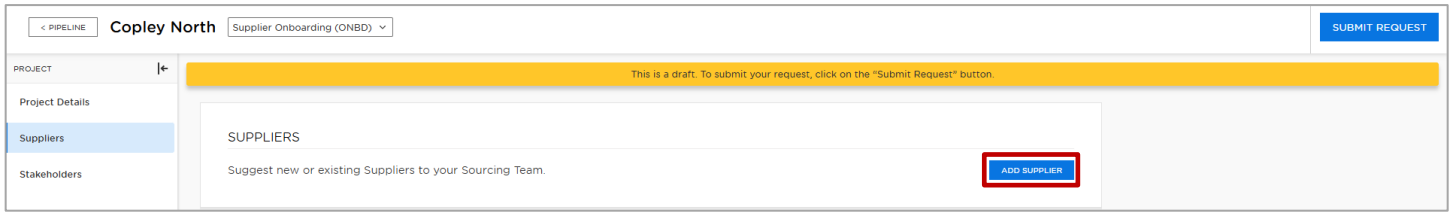
4. After reviewing the steps click **REQUEST NEW SUPPLIER** button located to the right.

Adding the Supplier

1. Under **Project Details**, just below **Title** enter the NAME OF THE SUPPLIER. In this example we are entering **Copley North** for the title.
2. Below **Title** add PROJECT DESCRIPTION. In this example we are entering **Consulting Services** for the project description.



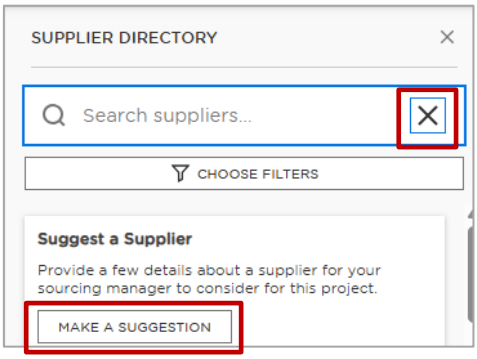
3. Click SUPPLIERS tab and then click ADD SUPPLIER.



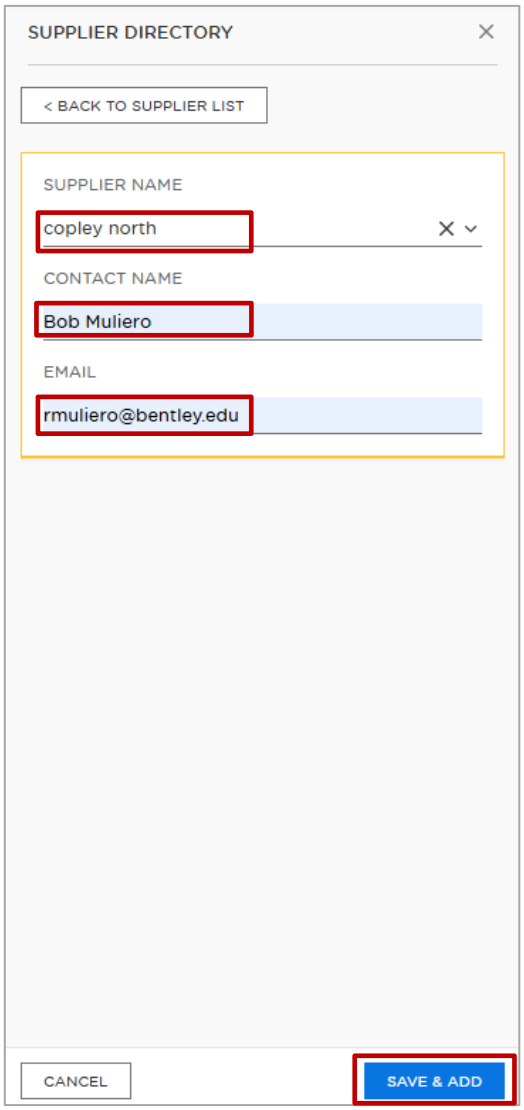
4. Under **Supplier Directory** type COPLEY NORTH and press ENTER to perform a search. This is being done to prevent creating a duplicate supplier.

   We next receive a message telling us that this supplier does not exist in the **Workday Strategic Sourcing** system.

5. Click the X button to close out of the **Supplier Directory** and right below that under **Suggest a Supplier** click MAKE A SUGGESTION.

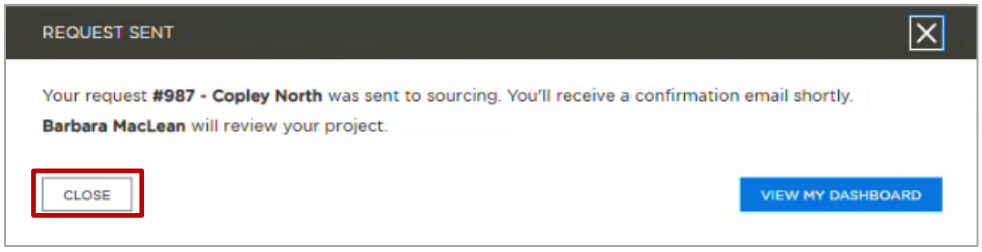


6. Enter **SUPPLIER NAME** and **PRESS ENTER**.
7. Enter **CONTACT NAME**.
8. Enter **EMAIL ADDRESS**.
9. Click **SAVE & ADD**.



10. In the top right-hand corner click **SUBMIT REQUEST**.

11. You will get a message saying that your request has been sent to **Sourcing**. Click **CLOSE**.



This completes the steps for requesting a new supplier.