

# 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.

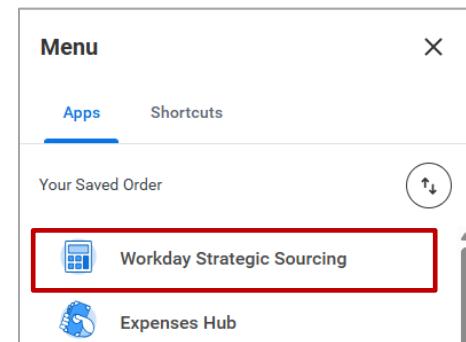
Now in the new system, because this is all on one screen, the process will be much shorter.

## 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.

INTAKE REQUESTS		
What do I Need?	Details	Actions
Supplier Request	Request New Supplier. <a href="#">▼ more details</a>	<a href="#">Request New Supplier</a>
Contract Request	Request New Contract (PLEASE NOTE THIS IS OUR SANDBOX ENVIRONMENT) <a href="#">▼ more details</a>	<a href="#">Request New Contract</a>

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.

This screenshot shows the 'Project Details' section of a software interface. The 'Title' field contains 'Copley North' and the 'Project Description' field contains 'Consulting Services', both of which are highlighted with red boxes. The 'SUBMIT REQUEST' button is visible in the top right corner.

3. Click **SUPPLIERS** tab and then click **ADD SUPPLIER**.

This screenshot shows the 'Suppliers' section of the software. The 'ADD SUPPLIER' button is highlighted with a red box. The 'SUBMIT REQUEST' button is also visible in the top right corner.

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.

This screenshot shows the 'Supplier Directory' search results. The search term 'copley north' is entered in the search bar. Below the search bar, a message says 'No results'.

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

This screenshot shows the 'Suggest a Supplier' section. The 'MAKE A SUGGESTION' button is highlighted with a red box. The 'SUBMIT REQUEST' button is also visible in the top right corner.



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

SUPPLIER DIRECTORY

[< BACK TO SUPPLIER LIST](#)

SUPPLIER NAME  
copley north

CONTACT NAME  
Bob Muliero

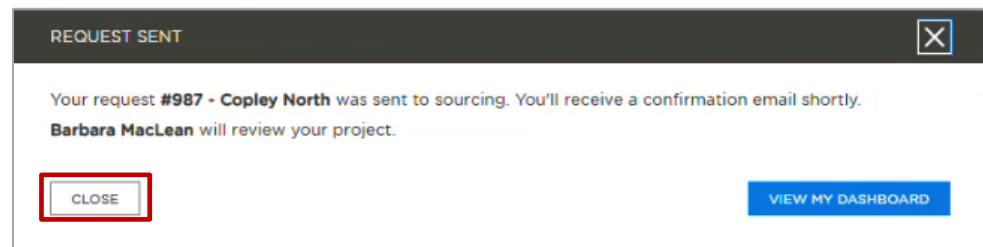
EMAIL  
rmuliero@bentley.edu

[CANCEL](#) [SAVE & ADD](#)

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

[< PIPELINE](#) Copley North [Supplier Onboarding \(ONBD\) ▾](#) [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.