Supplier Set-Up

Business Process Overview

Suppliers listed in Workday are available for ordering and can receive Purchase Orders and payments. Not all suppliers will transfer from Advantage to Workday. Prior to conducting business with a supplier, verify whether the supplier exists in Workday. Find the list of current suppliers in Workday via the Find Suppliers for Departments report.

- Use the Supplier setup related to Requisitions and purchase orders section when requesting a supplier related to a Requisition or Purchase Order.

- Use the Supplier setup related to purchases not requiring a Purchase Order section when making a purchase from the list of purchases not requiring a Purchase Order.

Tasks

- Supplier setup related to Requisitions and Purchase Orders
- Supplier setup related to purchases not requiring a Purchase Order

Initiator Role

- Employee as Self

Prerequisites

- N/A

Policy Reference Material

- N/A
Supplier Set-Up

Steps – Supplier setup related to Requisitions and Purchase Orders

When requesting a Supplier related to a Requisition or Purchase Order, create a Requisition for the purchase and keep the Supplier field blank.

1. Starting on the homepage, click the Purchase icon, complete the Requisition or Purchase Order and proceed to the Checkout process.

2. At the Checkout page, on the Information section at the bottom of the page, enter the following information into the Internal Memo field.

Enter the Internal Memo information according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Memo</td>
<td>R</td>
<td>Enter the Name, Contact Name, Email, Phone Number and New Supplier Justification fields.</td>
</tr>
</tbody>
</table>

ASU Procurement assesses the supplier request and sends the supplier a registration link. When the supplier is approved and created in Workday, the buyer processes the requisition and the corresponding Purchase Order is sent to the supplier.
Supplier Set-Up

Steps – Supplier setup related to purchases not requiring a Purchase Order

When making a purchase from the list of purchases not requiring a Purchase Order, use the Supplier Request form to request a supplier addition in the Financial Management System.

ASU Procurement assesses the supplier request and sends the supplier a registration link.

After the supplier is created in Workday, the supplier will be available for use in Workday. For additional supplier-related questions, email ASU Financial Services.
Supplier Set-Up

Follow-up Actions
• N/A

Result
• N/A

Next Steps
• N/A