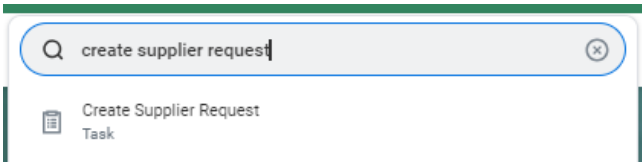


Audience / Role	Accounts Payable Data Entry Specialist Department Accountant (Constrained)
Description	This job aid provides instructions to create a request to set up a supplier.
Before You Start	Gather supplier name, contact information

Create Supplier Request

1	In the Search bar, enter Create Supplier Request. In the search results, select the Create Supplier Request task. 
2	Under Create Supplier Request, read the instructions to complete the fields for this task. All required fields are indicated with a red asterisk. Enter the following into the fields: • Worker – employee entering request. • Supplier Name – enter the legal name for the supplier. • DUNS Number – enter if applicable. • Unique Entity Identifier – enter if applicable. • Restricted to Companies – Restrict Supplier only to certain Companies in the tenant. • Supplier Category – classify suppliers for reporting and routing. • Parent – link Child Supplier to Parent Supplier, if applicable. • Tax Authority Form Type – select 1042-S, 1099 (MISC/NEC), DAS2, or TDS. • TIN Type – Enter the corresponding value (from W-9). • Tax ID is required even though it does not have an asterisk. Select OK.
3	Under the Contact Information tab, add Phone, Address, and Email. These sections are required. For Phone: select the Add button under Phone and enter phone contact information. This is required for new suppliers. For Address: select the Add button under Address and enter address contact information. • Effective Date – defaults to today's Date • Country – defaults to United States of America. • Address Line 1 – enter the street address. • Address Line 2 – enter additional street address information as applicable such as unit number. • City – enter the city. • State – enter the state.

	• Postal Code – enter the postal code. Under Usage enter the following information: • Primary – Check this checkbox. • Use For – Transactions should be specified as appropriate that apply to these addresses: Billing, Remit To, Shipping, and Procurement. * Based on Use For selection, create corresponding Supplier Connections. • Visibility – check this checkbox. For Email: select the Add button under Email and enter email contact information. This is required if sending remittances.
4	Under the Classifications tab, enter Spend Categories and Supplier Classifications if necessary.
5	Under the Attachments tab, add attachments. The W-9 is required.
6	Under the Supplier Contact tab, add corresponding information for specific point-of-contact at supplier company.
7	Select Submit .

What Happens Next?

- The supplier request routes to the Supplier Administrator for final approval.
- If approved, the Supplier Request will turn into a Supplier completing the “Create Supplier” business process.
- A notification is received once the supplier is approved and created. Now you can transact against new Supplier.

Related Reports

- Find Suppliers