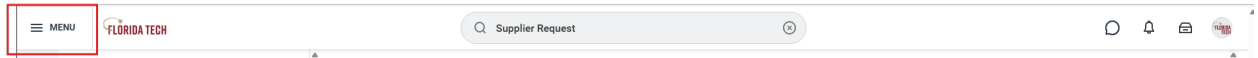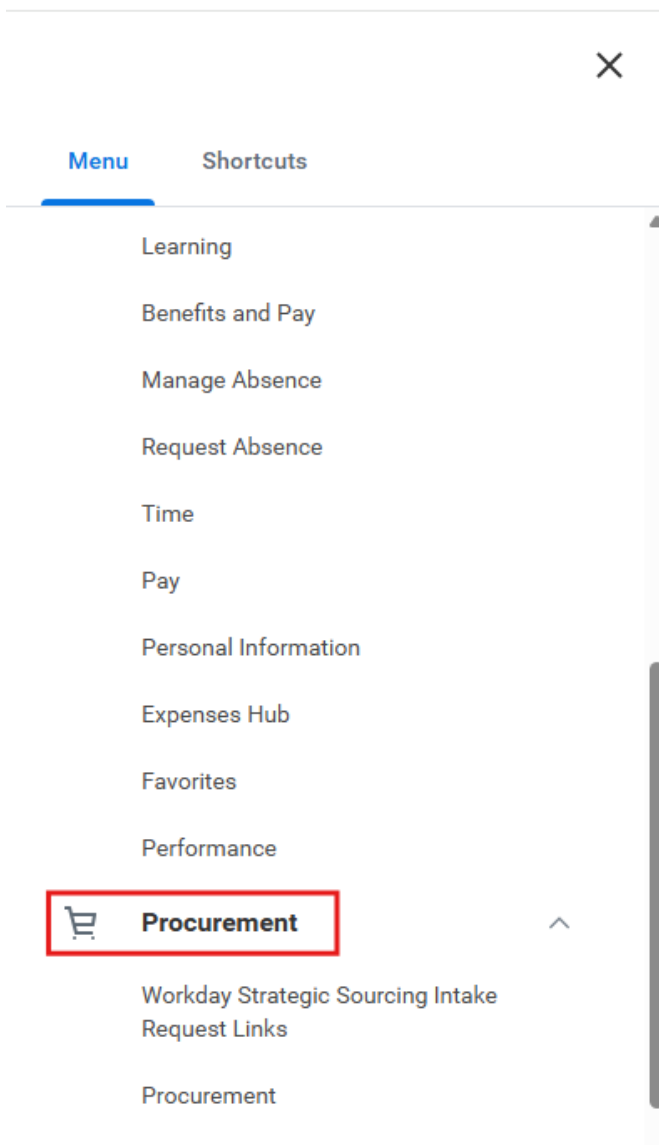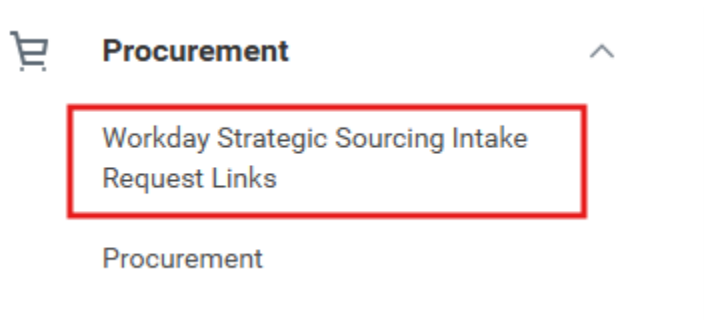# New Supplier Request Job Aid-Strategic Sourcing

1. Sign into Workday.
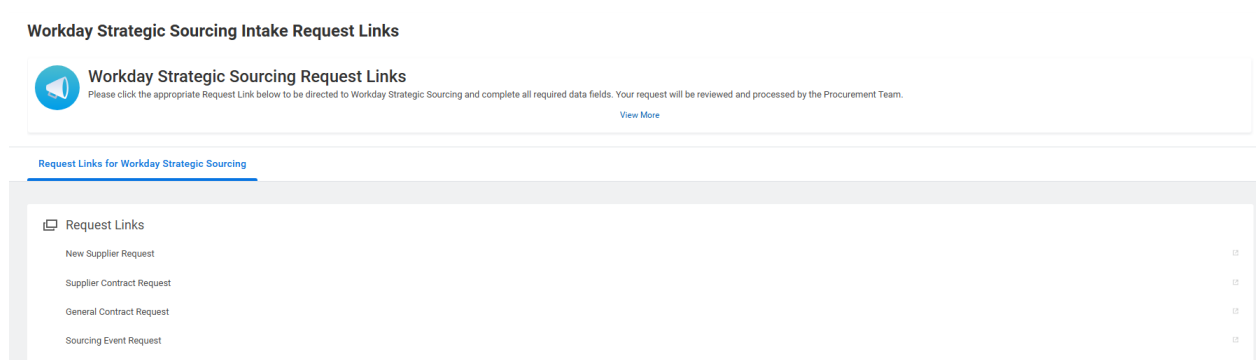2. Go to the menu on the top left of the screen.

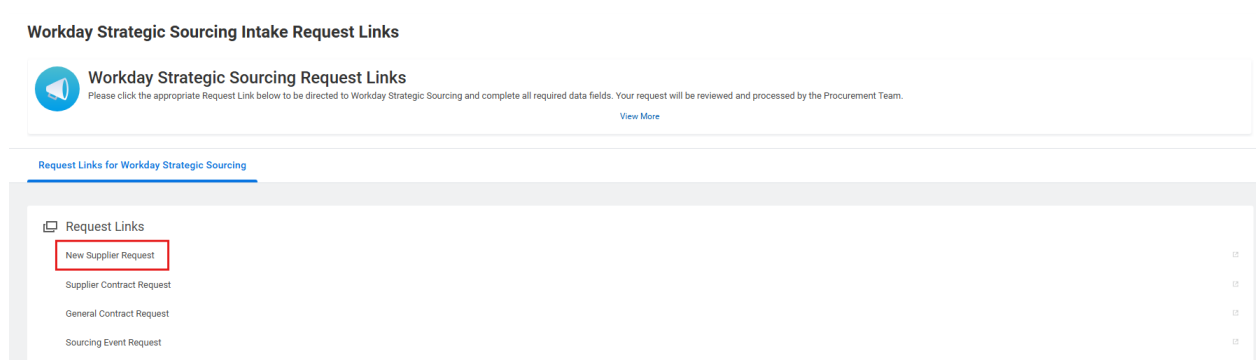3. Click on the menu icon and scroll down to the procurement section.

4. After getting to the procurement section click on the "Workday Strategic Sourcing Intake Request Links"

5. After clicking this link you will redirected to the Strategic Sourcing module.

6. Click the "New Supplier Request" Link

7. Fill in all data requested in this form. All lines except Project Description are required as indicated

by asterisks. For the title you can just enter "New Supplier-"actual supplier name inserted"

PROJECT DETAILS

TITLE* ⓘ
New Supplier-Jons Barber Shop

PROJECT DESCRIPTION
Project description text

REQUESTER*
Scott Peterson

PLEASE EXPLAIN THE JUSTIFICATION FOR THE NEW SUPPLIER*
Test

PLEASE PROVIDE THE SUPPLIER CONTACT NAME*	PLEASE PROVIDE THE SUPPLIER CONTACT EMAIL ADDRESS*	WILL THIS SUPPLIER BE PERFORMING WORK ON UNIVERSITY PROPERTY?*	DOES THIS PURCHASE INVOLVE SOFTWARE, CLOUD SERVICES, OR TECHNOLOGY?* ⓘ
Jon Smith	jsmith@aol.com	Yes ✕ ⌄	No ✕ ⌄

WILL THE NEW SUPPLIER HAVE ACCESS TO ANY INSTITUTIONAL OR USER/STUDENT DATA AS PART OF THIS ENGAGEMENT?*
No ✕ ⌄

8. Attach any documentation that you may have received.

ATTACH DOCUMENTS

Attach any files here that are relevant to your project.

	FILE NAME	VERSION	UPLOAD DATE	UPLOADED BY	FILE TYPE	FILE SIZE
☐						
	No attachments					

⌐ DRAG/DROP DOCUMENTS or BROWSE FILES ¬

NO DOCUMENT SELECTED   DELETE   CHECK OUT   DOWNLOAD

9. Click the submit button in the top right corner.

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< PIPELINE   **New Supplier-Jons Barber Shop**   New Supplier Request (NSUR) ⌄   SUBMIT REQUEST