

How a PI Requests a New Supplier for a Stipend Payee

1. Log in to Workday using your **ID** and **Password**.
2. In the search bar, type in **Create a Requisition** ❶ and click on **Create Requisition** ❷.

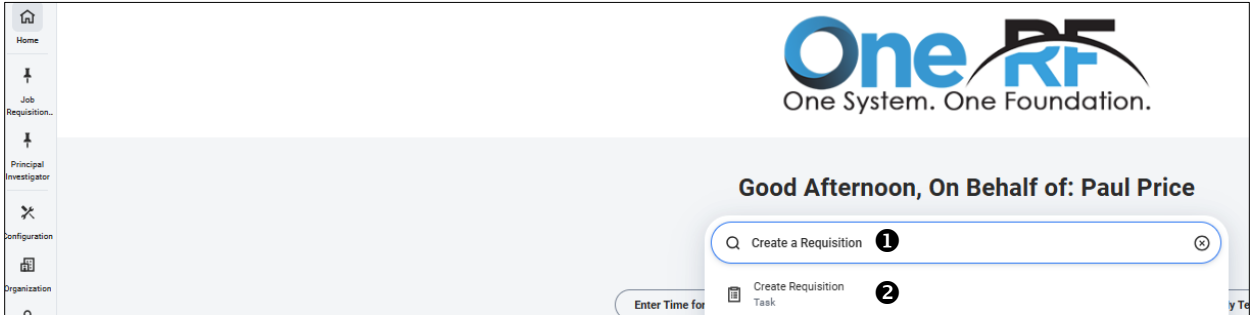


Figure 1

3. After you type and click the **Create Requisition** ❶ in **Figure 1**, the **Create Requisition** screen will appear as shown in **Figure 2** below ❶. Click on **Create Requisition** ❶.

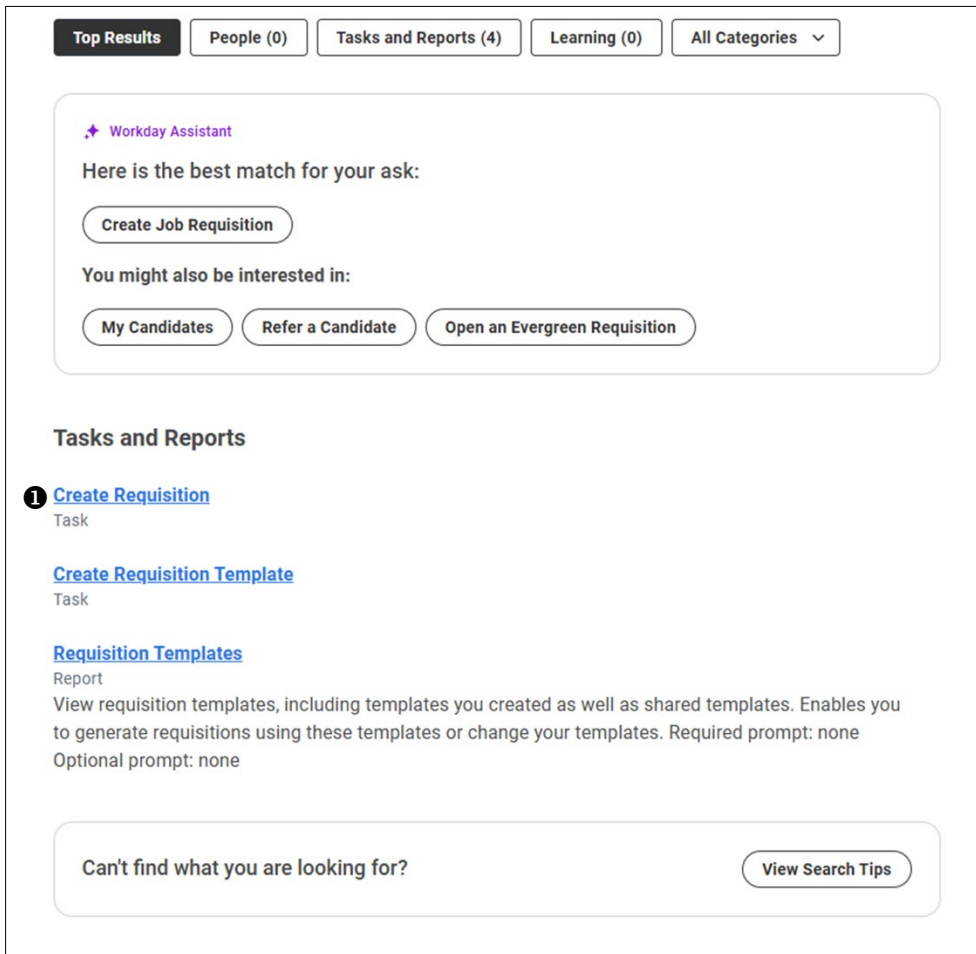


Figure 2

4. After clicking **Create Requisition 1** in **Figure 2**, on **Page 1**, the **Requisition Details** screen will appear as shown in **Figure 3** below. We need to select **Connect to Supplier Website 1**. The **Connect to Supplier Website** screen will be filled out as shown in **Figure 7**, on **Page 5**.

Requisition Details

Requesting for
Paul Price [C]

Company
RFCUNY

Currency
USD (\$)

Requisition Type
Training Supplies

Ship-To
695 Park Avenue...

Worktags
Location: HUNTER COLLEGE

Start Requisition **Edit Details**

Ordering Methods

- [Connect to Supplier Website](#) **1**
Request goods and services from Supplier Websites
- [Request Non-Catalog Items](#)
Add a good or service that is not in the catalog
- [Add from Templates and Requisitions](#)
Select from Requisition templates and past Requisitions
- [Select from My Procurement Favorites](#)
Select from my Favorite items

Figure 3

5. After clicking **Connect to Supplier Website** ❶ in Figure 3, on Page 2, the **Connect to Supplier Website** screen appears as shown below in Figure 4.

Click **Connect** ❶.

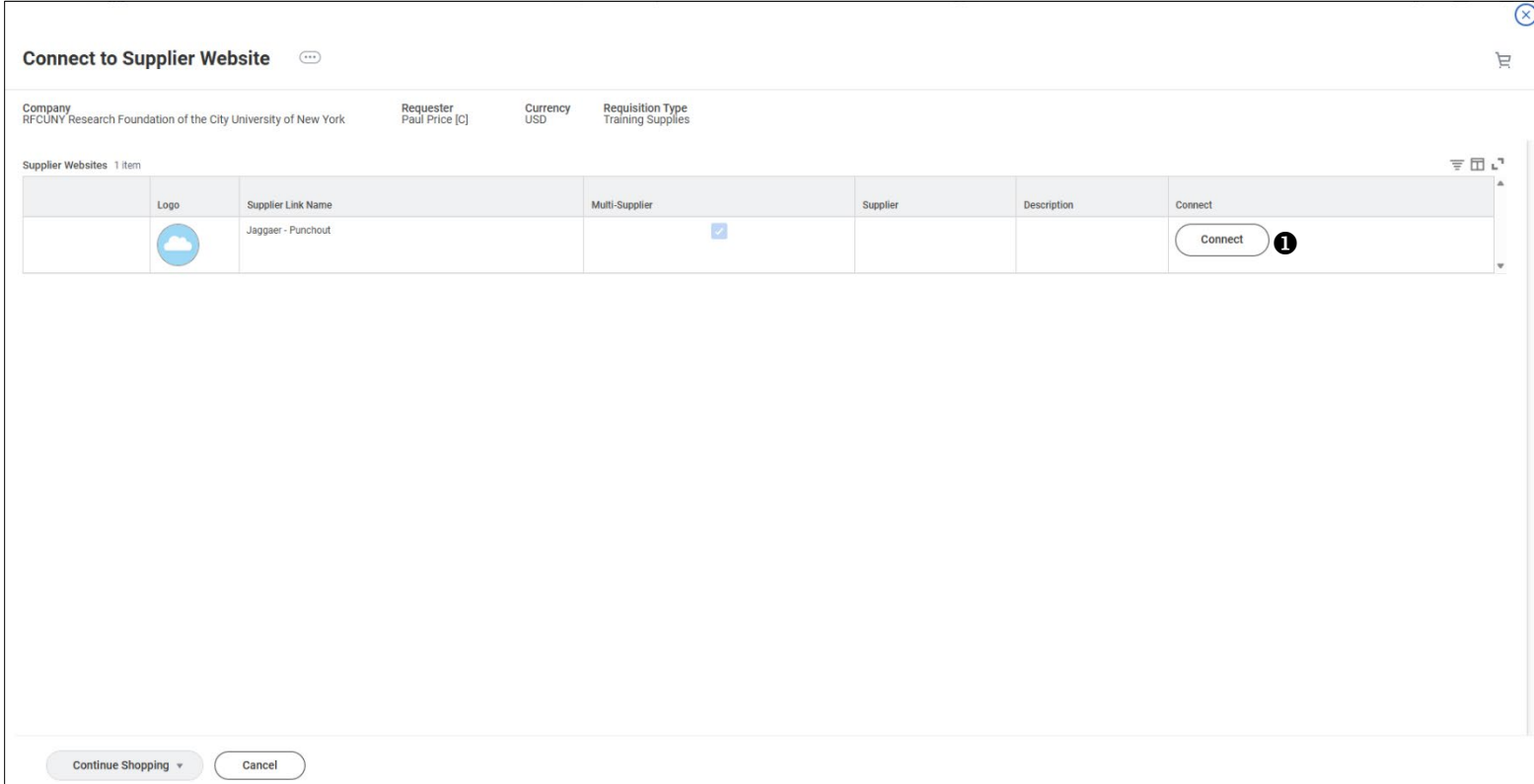


Figure 4

6. After clicking on **Connect 1** in **Figure 4**, on **Page 3**, the **Shopping Home Screen** will appear as shown below in **Figure 5**. Click on **Supplier Requester DB 1**. The **Supplier Requester Dashboard** will appear as shown in **Figure 6**, on **Page 5**.

Shop · Shopping Home

Shopping Home Supplier Management **Supplier Requester DB 1**

Shop

Go to:

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Organization Message

Welcome to the RF CUNY TEST SITE

My Draft Carts

Showing Results 1 - 1 of 1

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
4414670	2025-11-18 cw100025 02	My Drafts	11/18/2025	0.00USD

My Purchase Orders

Showcases

Office Furniture/Office Supplies

- vari Hosted Catalog
- S&B

Educational Supplies

- KAPLAN
- community playthings Hosted Catalog
- Lakeshore

Electronics

- Apple
- B&H
- BEST BUY
- CDWG

Figure 5

- After clicking on and **Supplier Requester DB ①** in **Figure 5**, on **Page 4** the **Supplier Requester Dashboard** will appear as shown in **Figure 6** below. On the right-hand side of the screen go to **Quick Links ①** and the **Request New Supplier ②** screen will appear as shown in **Figure 7** below. Click on the drop-down menu **①**. There are two choices **Stipend Recipient Request** or **Supplier Request Form ②**. We are choosing **Stipend Recipient Request ②** then enter the name of the **Payee ①** and click **Submit ②** as shown in **Figure 8** below.

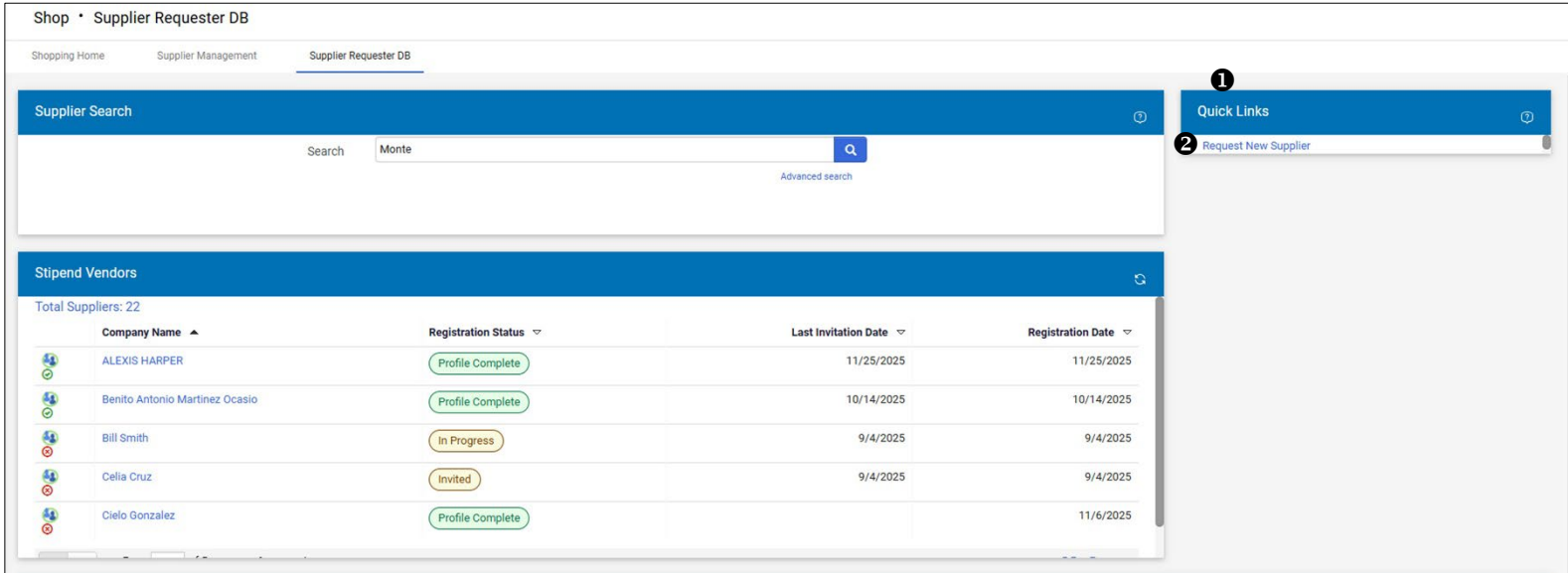


Figure 6

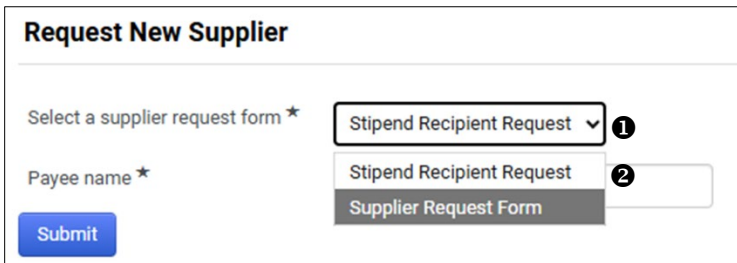


Figure 7

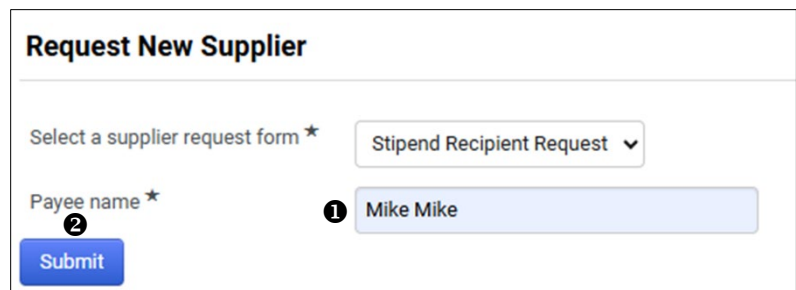


Figure 8

8. After clicking on **Submit** in **Figure 8**, on **Page 5**, the **Instructions** screen will appear as shown in **Figure 9** below. The PI must complete all fields.

Questions - Company Overview Print Request | History | ?

1 Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

2 **On This Page**
Stipend Questions (8)
Guardian Information (3)

3 **Stipend Questions**

Payee Name *
Mike Mike **2**

Payee Email *
testsite322Mike@gmail.com **3**

Payment Type *
Fellowship **4**

Program Name
Stem Fall 2025 **5**

Is teaching or any form of services required as a condition for receiving a scholarship/fellowship?
 Yes No

Does research, training, or other services rendered by the recipient(s) benefit the grantor?
 Yes No

Is Recipient a Minor?
 Yes No

Supporting Information
7
2000 characters remaining

6

8 **Guardian Information**

First Name *
Dan

Last Name *
Mike

Email Information *
testdm@gmail.com

9

★ Required

Save Progress Next >

Figure 9

The following is the details regarding the questions in **Figure 9**, on **Page 6**.

- ❶ Identifies how many questions are for the Stipend and for the Guardian Information.
- ❷ **Payee Name:** Name of the individual getting the Stipend.
- ❸ **Payee Email:** Email of the individual getting the Stipend.
- ❹ **Payment Type:** There are three payment types:
 - Fellowship
 - Scholarship
 - Participant support payment
- ❺ **Program Name:** Name of the program, semester, and year.
- ❻ **Answer all three questions:** If the answer is **Yes** to the third question, you will need to fill out the **Guardian Information**.
- ❼ **Supporting Information:** PI can add any additional comments.
- ❽ **Guardian Information:** If the answer is **Yes, Is Recipient a Minor?** (Minor is under 18 years of age) The recipient's **parent/guardian must** provide their **first name, last name, and email address**.
- ❾ Click **Save Progress** first, then **Submit**.

9. After clicking on **Save Progress** and then **Next** ❿ in **Figure 9**, on **Page 6**, the **Requester Contact Information** pop-up box will appear as shown in **Figure 10** below. Review the information and click **Next** ❶.

The screenshot shows a web interface for 'My Supplier Requests'. On the left is a sidebar with a user profile for 'Mike Mike' and a list of request items. The main area is titled 'Requester Contact Information' and contains the following details:

Requester Name:	Paul Price
Requester Email:	None

At the bottom right of the pop-up box, there are two buttons: a grey 'Previous' button and a blue 'Next' button with a circled '1' icon above it.

Figure 10

10. After clicking **Next** in **Figure 10**, on **Page 7**, the **Review and Complete** screen will appear as shown in **Figure 11** below. Check the box stating: **I certify that the statements and information in this request are true and correct to the best of my knowledge and belief** ❶. Click **Complete Request** ❷ to submit the request.

Please Note: Before clicking **Complete Request**, you may select **Previous** ❸ to make any changes.

The screenshot shows the 'Review and Complete' interface. On the left is a sidebar with the user name 'Mike Mike' and various navigation options. The main area has a header 'Review and Complete' with 'Print Request' and 'History' links. Below this is a green bar indicating 'Required fields complete'. A table shows the progress of different sections: 'Questions' (Required fields complete) and 'Requester Contact Information' (No Required fields). The 'Certification' section contains a checkbox (❶) with the text 'I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.' and a '★ Required' label. At the bottom right are two buttons: 'Previous' (❸) and 'Complete Request' (❷).

Figure 11

11. After you click **Complete Request** ❷ in **Figure 11**, on **Page 8**, a confirmation message will appear asking, **Are you sure you are ready to complete your new supplier request ?** As shown in **Figure 12** below.

Select **Yes** ❶ to proceed. Your request will then be **submitted**.

The dialog box is titled 'Confirm' and contains the question 'Are you sure you are ready to complete your new supplier request?'. At the bottom right, there are two buttons: 'Yes' (❶) and 'No'.

Figure 12

12. After clicking **Yes** ❶ in **Figure 12**, on **Page 8**, the **My Supplier Requests Screen** will appear as shown in **Figure 13** below. This screen shows all your **Supplier Requests** submitted in the system. Use the Request Status filter to narrow down your search results.

My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name

Request Status * Approved Incomplete Rejected
 Returned Under Review Completed

Include public Supplier request form?

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	
Mike Mike	Stipend Recipient Request	Incomplete	-	-	12/4/2025 3:59 PM	12/4/2025 3:59 PM	-	-	Actions
Mike Mike	Stipend Recipient Request	Incomplete	-	-	12/4/2025 9:16 AM	12/4/2025 9:16 AM	-	-	Actions
Mike Mike	Stipend Recipient Request	Incomplete	-	-	12/3/2025 1:25 PM	12/3/2025 1:25 PM	-	-	Actions
Monte Pop Tarts	Supplier Request Form	Under Review	Supplier Review	-	11/29/2025 1:28 PM	11/29/2025 12:48 PM	-	-	Actions
acme	Supplier Request Form	Incomplete	-	-	11/18/2025 10:14 AM	11/18/2025 10:14 AM	-	-	Actions

Figure 13

Please Note: When you connect to the **Supplier Website**, you have a choice to select **Supplier Management** ❶ or **Supplier Request DB** ❷. In this Job Aid, we demonstrated clicking on **Supplier Request DB** ❷. If you choose **Supplier Management** ❶, as shown in **Figure 14** below in the upper right corner, you will see **Quick Links** ❸, which include two options:

- ❹ • **Request New Supplier:** Click this option to initiate a new supplier request.
- ❹ • **My Supplier Request:** Click this option to view all supplier requests you have previously submitted.

This is where you can also view all your **Supplier Requests** submitted in the system.

Shop • **Supplier Management** ❶

Shopping Home **Supplier Management** ❷ Supplier Requester DB

Supplier Search ❹

Search

Quick Links ❸

- Request New Supplier
- My Supplier Requests

Supplier Request Approved

Total Supplier Requests: 3

Form Name	Request Status	Template Name	Requestor	Submitted Date
Mike Mike	Approved	Stipend Recipient Request	Paul Price	12/5/2025 9:15:21 AM

Figure 14