

How a PI Requests a New Supplier

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



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.

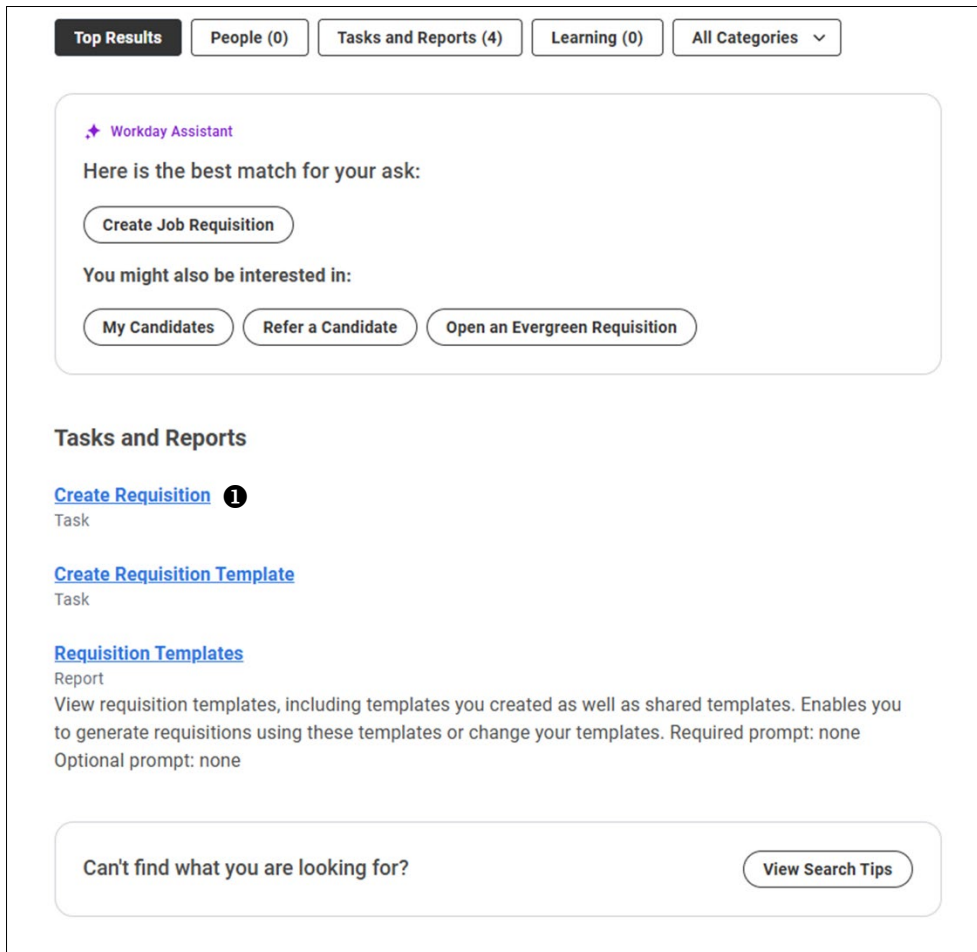


Figure 2

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.

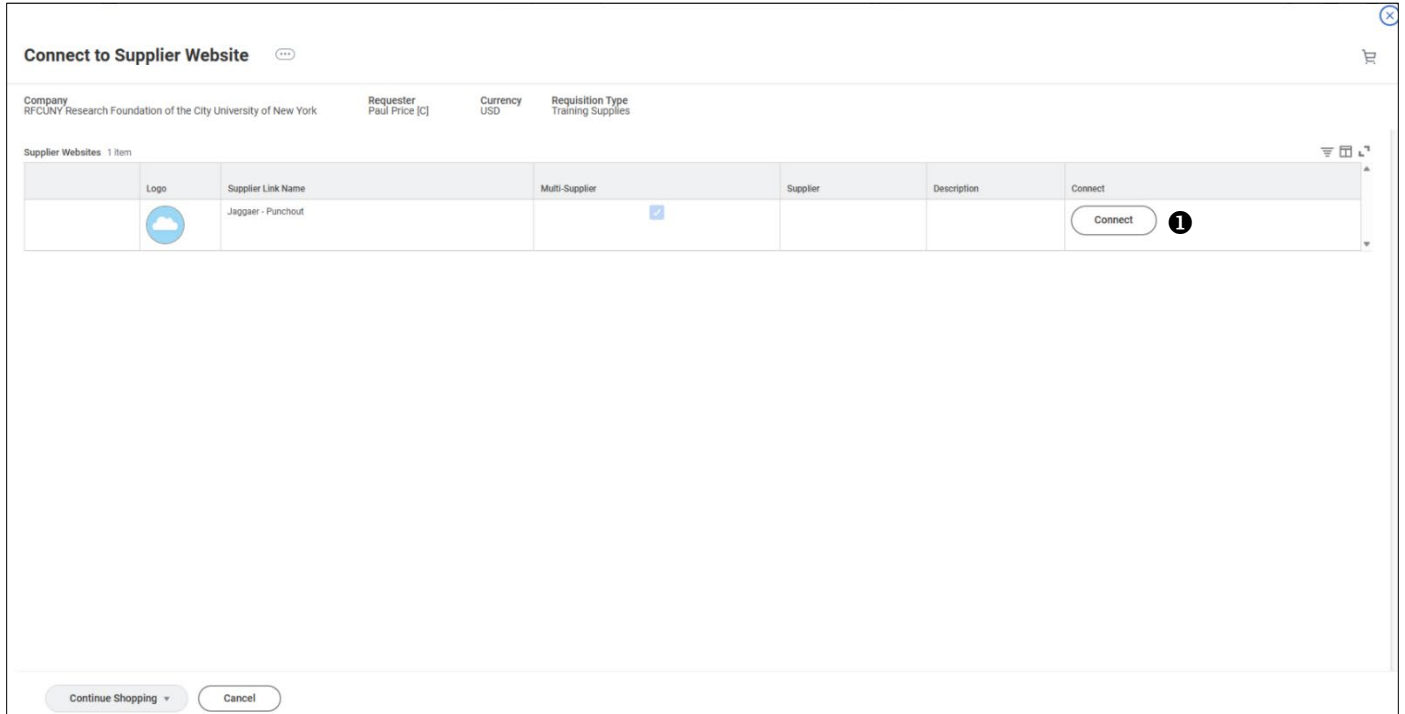


Figure 4

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** ❶ 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** ❶ and the **Request New Supplier** screen will appear as shown in Figure 7 below. Click on the drop-down menu ❶. There are two choices **Stipend Recipient Request** or **Supplier Request Form** ❷. We are choosing **Supplier Request Form** then enter the name of the **Payee** ❶ and click **Submit** ❷ as shown in Figure 8 below.

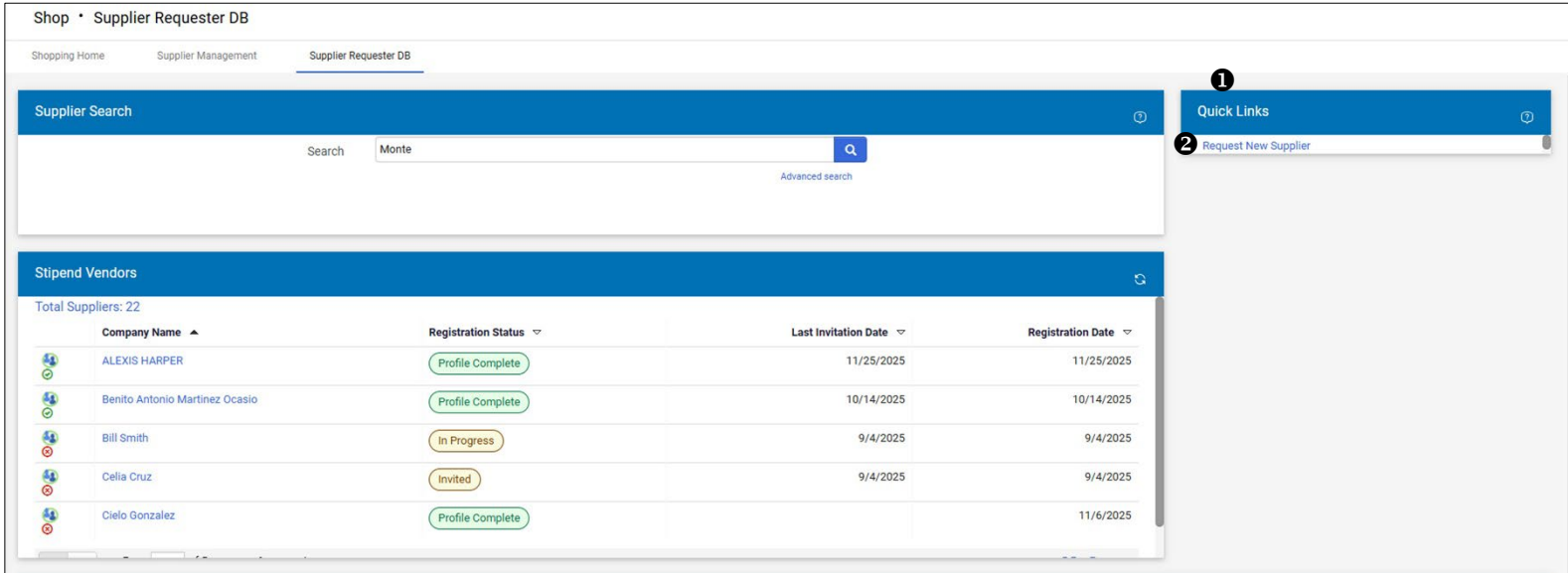


Figure 6

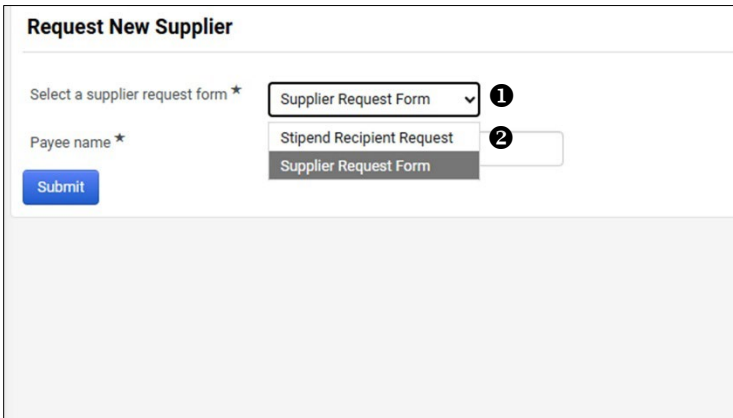


Figure 7

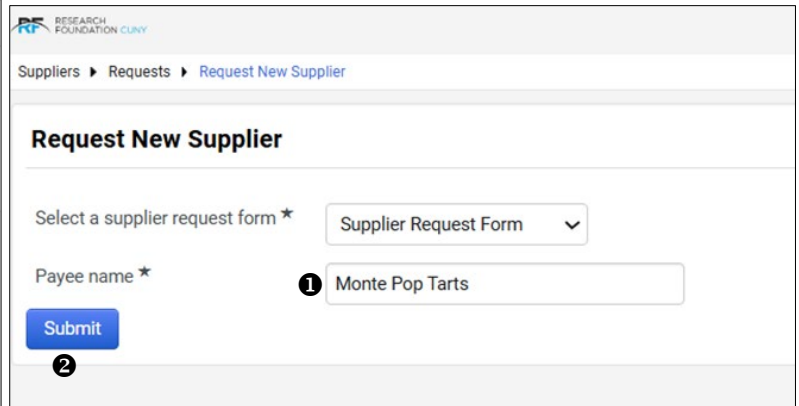



Figure 8

8. After clicking on a **Submit**  in **Figure 8**, on **Page 5** the **Instructions** screen will appear as shown in **Figure 9** below.

Click **Next** .

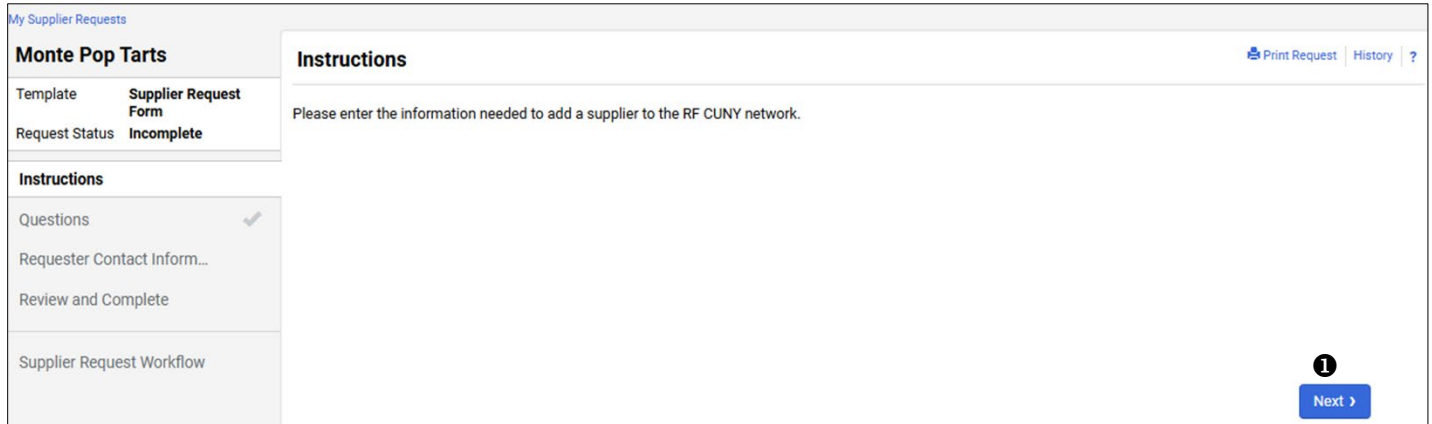


Figure 9

9. After clicking **Next** in **Figure 9, Page 6**, the **Questions** step will appear as shown in **Figure 10** below. Complete the form in the **Company Information** section and click **Next** **1**.

Questions - Company Overview Print Request | History | ?

▼ Company Information

Payee Name *

First Name

Last Name

Email Address *

Payee Name

Payee Type

Reason for request *

Is the payee providing service in return for payment *

Is the payee a CUNY employee? *
 Yes No

Is the payee a RFCUNY employee? *
 Yes No

★ Required **1**

Figure 10

10. After clicking **Next** ❶ in **Figure 10, Page 7**, the **Requester Contact Information** screen will appear as shown in **Figure 11** below. Now click **Next** ❶,

My Supplier Requests

Monte Pop Tarts

Template **Supplier Request Form**

Request Status **Incomplete**

Instructions

Questions ✔

Requester Contact Infor...

Review and Complete

Supplier Request Workflow

Requester Contact Information Print Request | History | ?

Requester Name: Paul Price

Requester Email: None

❶ Next >

Figure 11

11. After clicking **Next** ❶, in **Figure 11** above, the **Review and Complete** screen will appear as shown in **Figure 12** below. Review and click **Certification Box** ❶. A **Confirm** pop-up box will appear as shown in **Figure 13** below and click **Yes** ❶. Then click **Complete Request** ❷ in **Figure 12**.

My Supplier Requests

Monte Pop Tarts

Template **Supplier Request Form**

Request Status **Incomplete**

Instructions

Questions ✔

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Review and Complete Print Request | History | ?

✔ Required fields complete

Section	Progress
Instructions	✔ No Required fields
Questions	✔ Required fields complete
Requester Contact Information	✔ No Required fields

Certification

❶ I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

❷ Complete Request

Figure 12

Confirm ✕

Are you sure you are ready to complete your new supplier request?

❶ Yes No

Figure 13

12. After clicking **Yes** ① on **Page 8, Figure 13**, the **My Supplier Requests Screen** will appear as shown in **Figure 14** below. This screen will show all your **Supplier Requests** submitted within the system. Use the Request Status filter to narrow down your search results.

The screenshot displays the 'My Supplier Requests' interface. On the left is a blue sidebar with icons for home, user profile, building, people, bar chart, and settings. The main content area has a title 'My Supplier Requests' and a search bar for 'Requested Supplier, Template Name'. Below the search bar is a 'Filter Supplier Requests' section with the following options:

- Request Status *
 - Approved
 - Returned
 - Incomplete
 - Under Review
 - Rejected
 - Completed
- Include public Supplier request form?

An 'Apply' button is located below the filters. Below the filters is a table with the following columns: Requested Supplier, Template, Request Status, Workflow Step, Workflow Assignee, Status Last Updated, Created, Supplier Profile, and Registration Status. The table contains two rows of data:

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	
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 14