


Create a Supplier Request

Step 1: Log in to WD using your BYU-H Net ID.



Sign In

Username:

Password:

LOGIN

[Forgot your BYU-H Net ID or password?](#)

[Contact Us](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

Step 2: Click the **Purchases** icon.

Welcome, Grace Lee (H0010558) ⓘ ⚙

Announcements
1 item

Student Employment Reminders
ATTENTION: Students may only work 19 hours during finals...

Inbox
3 items

Requisition: HREQ-100451, Requester: Naomi Sellers (H0046988), Date: 04/12/2019, Amou...
2 day(s) ago - Due 04/14/2019

Applications
15 items

Adoption Planning

Expenses

Purchases

Procurement

Supplier Accounts

Dashboards

Pay

Manager Dashboard

Step 3: Click **Create Supplier Request** under the Actions column.

Actions

- Search Catalog
- Request Non-Catalog Items
- Connect to Supplier Website
- Add from Templates/Requisitions
- Select from My Procurement Favorites
- Request Project-Based Services
- Create Supplier Request**
- Create Template

Step 4: Type in the **Supplier Name** –it should match the name on the W9 form.
No DUNS is required unless one is provided.

Restricted to Companies—select BYU-H.

Worker * Mary Smith (H0000001)

Supplier Name * Hawaii Hula Supplies

DUNS Number

Restricted to Companies X Brigham Young University-Hawaii

Step 5: Select the **Supplier Category** from the drop down box. Or you can type in a category in the search field.

Supplier Category materials

Parent

Tax Authority Form Type

TIN Type

Tax ID

Justification

3 Results

H:Carpet Materials & Suppliers

H:Materials & Supplies

I:4233 Lumber and Other Construction Materials Merchant Wholesalers

Step 6: Enter the **Justification** (reasons why this Supplier needs to be added).

Justification

To add a Supplier for a purchase of Goods and Services.

Step 7: Enter “contact information”—phone, address, and email. The **Primary** box must be checked.

Phone

Country Phone Code *

Phone Number *

Phone Extension

Phone Device *

Type *

Primary

Use For

Visibility Public

Address

Effective Date *

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Usage

Type *

Primary

Use For

Email

Email Address * abc@gmail.com

Type * Business

Primary

Use For

- Billing
- Remit To
- Shipping

Visibility Public

Comments

Step 8: Attach the **Supplier Add Form** and **W9 Form** which are required.

Contact Information Classification **Attachments**

Attachments

Drop files here

or

Select files

An Error message will appear if the above Documents are not attached.

Error

1. Page Error

- Supplier Request requires attachment of Supplier Add form and W9 form (Supplier Request)

Step 9: Enter **Comments** if any and then click **Submit**.

 enter your comment

Process History

 **Grace Lee (H0010558)**
Supplier Request - Saved for Later

- Due 01/11/2019

Submit Cancel

Up Next



Grace Lee

Review Supplier Request

Due Date 12/29/2018

Review

Step 10: Your request will be forwarded to the “Supplier Administrator” to add to WD.

> Details and Process

> Details and Process

Details Process

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person
Supplier Request	Supplier Request	Submitted	12/28/2018 09:43:46 AM	01/11/2019	Grace Lee (H0010558)
Supplier Request	Review Supplier Request	Awaiting Action		12/29/2018	Grace Lee (H0010558) (Supplier Administrator (Hawaii))
					J. Russell Tai Hook (H0052105) (Supplier Administrator (Hawaii))

Step 11: View **Details and Process** to check status of your request.

Done

Notes: *Supplier Request requires Justification (reason to add) and attachment of Supplier Add form and W9 form for purchases of Goods and Service. If this request is for a reimbursement only, it does not require the W9 form.*