Create a Supplier Request

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

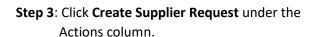
BYU HAWAII
Sign In
Username:
Password:
LOGIN
Forgot your BYU-H Net ID or password?
Contact Us
For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

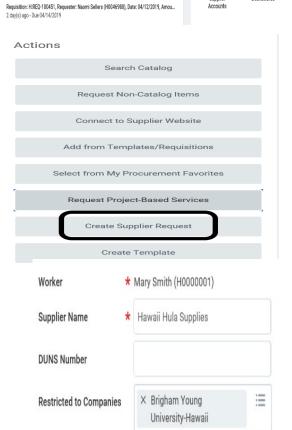
① **‡**

Welcome, Grace Lee (H0010558)

Student Employment Reminders

Step 2: Click the Purchases icon.



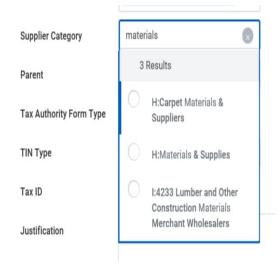


Step 4: Type in the Supplier Name –it should match the name on the W9 form.

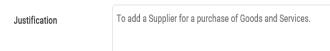
No DUNS is required unless one is provided.

Restricted to Companies—select BYU-H.

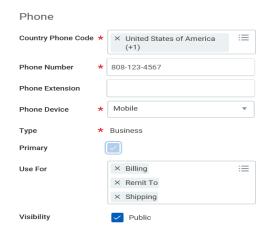
Step 5: Select the **Supplier Category** from the drop down box. Or you can type in a category in the search field.



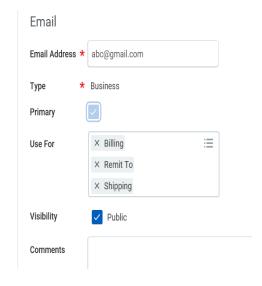
Step 6: Enter the **Justification** (reasons why this Supplier needs to be added).



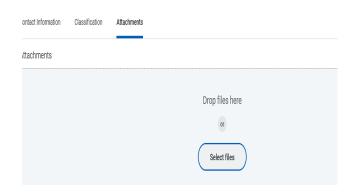
Step 7: Enter "contact information"—phone, address, and email. The **Primary** box must be checked.







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



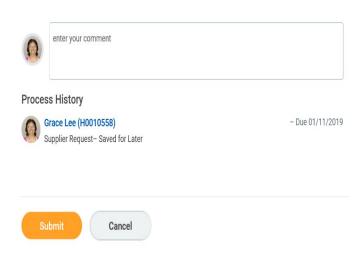
An Error message will appear if the above Documents are not attached.

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.







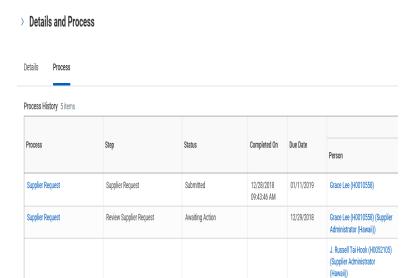
Step 10: Your request will be forwarded to the "Supplier Administrator" to add to WD.

Review Supplier Request

Due Date 12/29/2018

Review

> Details and Process



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.