

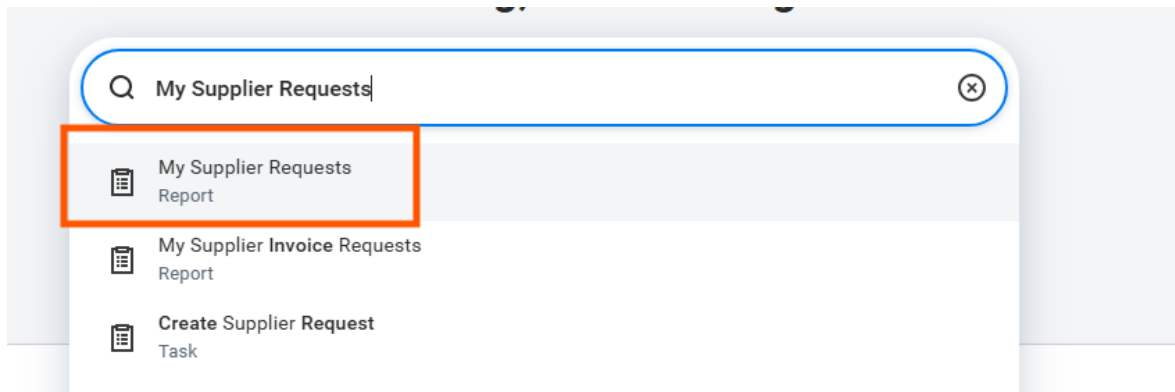


Managing Supplier Requests

This How-To Guide covers how to see if your **supplier request has been completed** by using the report **My Supplier Requests**.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. Type **My Supplier Requests** in the **Workday search bar** and select it.



5. A report of your **supplier requests** will display.
6. The **Status** column indicates whether your supplier has been successfully **completed, in progress** or **denied**.
7. A **Successfully Completed** status means the supplier is active and ready for use in Workday.
8. If a supplier is **Denied**, that means the supplier will not be created. You can follow up with Purchasing for details if needed.
 - Usually, a supplier is denied because they **already exist** in the system.



9. A status of **In Progress** means either:
 - Your request is still being reviewed by Purchasing and the supplier is not yet available to use. You will see Controller's Office staff listed in "Next Assigned".



- Your request has been **Sent Back**. When a supplier is sent back, the supplier request will be an action item in your **My Tasks** inbox. Your name will be listed as **Next Assigned**.

My Supplier Requests

5 items

Supplier Request	Proposed Supplier Name	Status	Supplier Created	Next Assigned	Actions
Q		In Progress			Edit
Q		In Progress			Edit
Q		In Progress		Donna MacIntosh Patricia Szybowski	Edit

10. Scroll to the **View Comments** section at the bottom of the request to review the **Send Back Reason** (i.e., upload a new W-9 or other supporting documentation).

All Items 2 items

Search: All Items

Advanced Search

Supplier Request: on 04/24/2026 04/29/2026 ☆
Sent Back by Patricia Szybowski
Due: 05/01/2026

Supplier Request: on 04/24/2026 04/29/2026 ☆
Sent Back by Patricia Szybowski
Due: 05/01/2026

Add

Instant Messenger

Add

Web Address

Add

enter your comment

View Comments (1)

Patricia Szybowski Just now
Send Back Reason: Hi [redacted] The W9 provided is not fully complete. A signature is missing. Please have the supplier send an updated W9. Thank you.

11. You can edit the request directly in your **My Tasks** based on the feedback and select **Submit** when done. You can also go back to the **My Supplier Requests** and select the **Edit** button.

My Supplier Requests

5 items

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Q		In Progress			Edit
Q		In Progress		Donna MacIntosh Patricia Szybowski	Edit

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.