




UTILIZING A SUPPLIER NOT LISTED IN WORKDAY

From the **Line Defaults** page of the **Checkout Requisition** screen:

1. Use the **Prompt** icon  or type to enter the name or part of the name in the **Supplier** field.
2. If the Supplier record does not appear, then enter **TBD**.
3. The Supplier field will fill with the **Vendor To Be Determined (TBD)** record.

Supplier

Supplier

 X VENDOR TO BE
DETERMINED (TBD) 

4. Continue the business process as normal.

From the **Information** page of the **Checkout Requisition** screen:

5. In the **Internal Memo** field, type the proposed supplier's name, mailing address, contact person, phone number, fax number, and email address.
6. Continue the business process as normal.

Internal Memo

Name: ABC Supplier, Inc.
Address: 123 Here Street San Diego, CA 92104
Contact: John Doe
Phone: 555-909-8888
Fax: 555-909-8889
Email: noone@gmail.com