ASC Cost Center process on how to request a new External Supplier in Workday for what was formally known as a convenience order for onetime services and NRA payments.

When is a new supplier needed?
- All NRA payments, including a wire.
- A new supplier is needed for an SIR. (Non-recurring small dollar onetime services, memberships that cannot be paid via PCard)
- A supplier was approved in PeopleSoft but did not convert over to Workday.

New Supplier Request
1. The Cost Center representative will send an e-mail to Erica Conley, conley.352@osu.edu and cc. Kelley Maynard at Maynard.52@osu.edu. All required forms need to be attached, indication if a wire is needed, and a business purpose for the supplier request is needed. Signatures on the forms can be obtained via Docusign. For data security, the email must come from an OSU address.
   - OSU Vendor Maintenance Form: https://busfin.osu.edu/document/vendor-setup-form
   - Foreign Entity W-8 Form:
     - OSU W-8 Statement/Instructions/Link to Forms: https://busfin.osu.edu/document/foreign-entity-w-8-forms
     - If this is for a onetime small dollar service (referee payments/external evaluators, author reviews/royalty payments for an NRA only) the OPERS form is required:
       - https://www.opers.org/forms-archive/PEDACKN.pdf
       - The OPERS form is NOT needed for honoraria payments.
2. For NRA payments please refer to the NRA Checklist for additional forms that may be needed when they travel to the US: https://busfin.osu.edu/system/files/nra_checklist.pdf
3. The OPERS form requires a wet signature. The others can be obtained via Docusign.
4. A service center representative will complete the Supplier Request in Workday.
5. Once a supplier number (SPL#) is created the service center fiscal associate will notify the cost center representative, or if additional information is needed to complete the SPL#.

Existing Active Supplier from Peoplesoft
We have found some vendor ID’s did not convert to Workday. If you have one of those please follow the below process.
1. The Cost Center representative will email Erica Conley, conley.352@osu.edu and cc. Kelley Maynard at Maynard.52@osu.edu with the business purpose, name, and PeopleSoft vendor ID.
2. Once a supplier number (SPL#) is created the service center fiscal associate will notify the cost center representative, or if additional information is needed to complete the SPL#.

Changing/Updating an Active Supplier
The BSC does not change existing Workday suppliers. The unit will send an email with the changes (address etc.) to bf-prsm-webform@osu.edu

NRA/Wire Payments
All NRA payments including wire payments need to be submitted directly to AP using a form. The cost center representative will submit the request directly to OSU CAP Banking with the AP Wire & NRA Payment Request Form.

**This is NOT required for a Miscellaneous Payment Request. The cost center initiator will search for “Create Miscellaneous Payee” in Workday, complete and submit the payee request.

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