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## *How to check if a supplier already exists in Workday*

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1. Enter '*Find Suppliers*'
2. Search using *Name*
3. If a match appears then confirm the SIN also matches – if yes update this record and don't create a new one.
4. If no SIN has been set up on the existing record, then check address and category -if those both match it's acceptable to assume this is the same individual and add the SIN to the record.
5. If no SIN and address is different then reach out to the Clinical Faculty member to ask if there was a previous address on file with UBC. **ENSURE NOT TO SEND THE ADDRESS** as this is a breach of privacy.
6. If no response or clarification then request a new ID be created and note that active ID cannot be confirmed