



WORKDAY GUIDE

FOR NEW SUPPLIERS

WELCOME SUPPLIERS!

Thank you for your interest in doing business with Grand Valley State University! In 2024, GVSU went live with Workday as the system to manage all financial related information. This guide will give you step-by-step instructions on all aspects of the system along with links to helpful demonstration videos. If you have any questions, please don't hesitate to reach out and our team would be happy to assist. Please note, this guide is intended for new suppliers who have never done business with GVSU. If you are an existing supplier, please use our Workday Registration Guide for Existing Suppliers instead. To inquire about your company's status with GVSU, please email us at the email address below.

PROCUREMENT SERVICES

suppliers@gvsu.edu

www.gvsu.edu/purchasing/suppliers

Grand Valley State University

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INTRODUCTION TO WORKDAY’S UNIFIED SUPPLIER PORTAL

Workday’s Unified Supplier Portal (USP) allows you to sign up with Workday Central Login to access Strategic Sourcing and Procurement information in one place. After signing up and logging into the USP, you can access:

- Action Items
- Contact and Banking Information
- Contract Negotiations
- Events (RFP’s and Auctions)
- Forms
- Invoices and Payments
- Performance Reviews
- Purchase Orders

To create an account, you need to verify your email, set up a strong password, and choose your multi-factor authentication method – an SMS text code or authenticator app.

BEFORE YOU BEGIN

- Ensure your IT team enables the **amazonses.com** domain and allows all emails from [no-reply_strategicsourcing@workday.com](mailto:reply_strategicsourcing@workday.com)
- Check spam/junk folders
- Gather required materials
 - Completed and signed IRS W-9 Form
 - Banking Information and banking document attachment (if you will be signing up for direct deposit)
 - Diversity classification (if applicable)
 - Contact information for your company

Multi-factor authentication is required to set up your Workday Central Login (WCL) account. You have the option to use an SMS text code or an authenticator app from the Apple or Google app stores. You can also use a web browser authenticator app. Frequently used authenticator apps include:

- Authy
- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator
- Okta

[Authenticator](#) is free web browser extension authenticator.

[1Password](#) is a subscription-based application that can provide a web browser extension authenticator.

HELPFUL LINKS

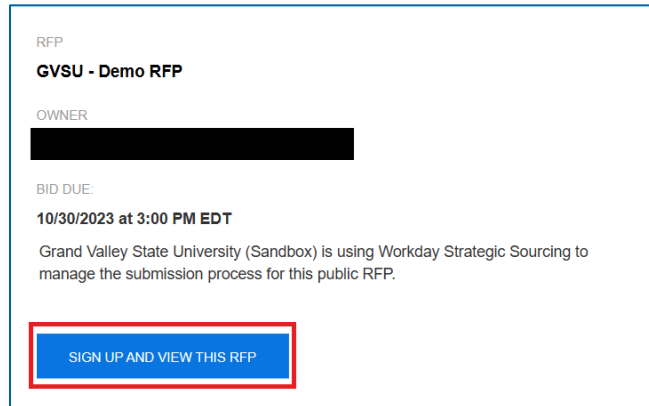
GVSU Supplier Website	Visit the GVSU supplier website for information, updates and announcements. All links are available on this website as well.
Supplier Registration	New suppliers only! Register as a supplier with GVSU
Public Bid Opportunities	View public bid opportunities. Open and closed opportunities will be available as of April 22, 2024.
Bid Archive	All closed bids prior to April 22, 2024.
Contacting Strategic Sourcing	For help with Strategic Sourcing, suppliers can use the “Support” tab in their account or email scoutsupport@workday.com

SIGN UP FOR THE WORKDAY UNIFIED SUPPLIER PORTAL

You may receive an email if you were invited to participate in an RFP or to complete forms. You can also access the [self-registration link](#) to begin signing up for the Workday Unified Supplier Portal at GVSU.

EMAIL INVITATION FOR NEW SUPPLIERS

1. You'll receive an email from no-reply_strategicsourcing@workday.com
2. Click **SIGN UP AND VIEW THIS RFP**



RFP
GVSU - Demo RFP

OWNER
[REDACTED]

BID DUE:
10/30/2023 at 3:00 PM EDT

Grand Valley State University (Sandbox) is using Workday Strategic Sourcing to manage the submission process for this public RFP.

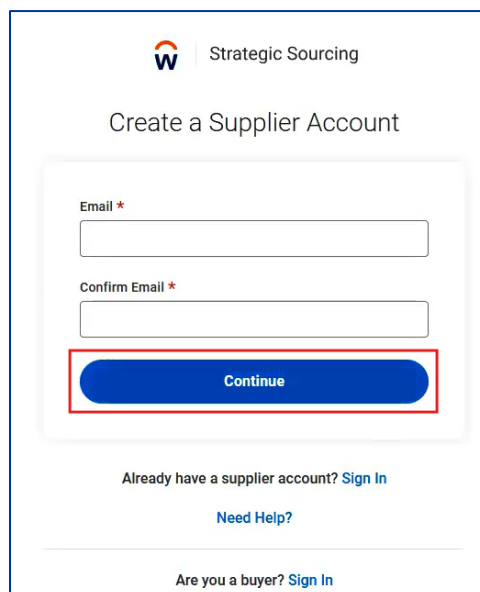
SIGN UP AND VIEW THIS RFP

SELF-REGISTRATION FOR NEW SUPPLIERS

1. You can also self-register with GVSU if you are not invited to an RFP. Access the [Supplier Self-Registration link](#)

ACCOUNT SETUP

1. Enter and confirm your email address. Click **Continue**.



 Strategic Sourcing

Create a Supplier Account

Email *

Confirm Email *

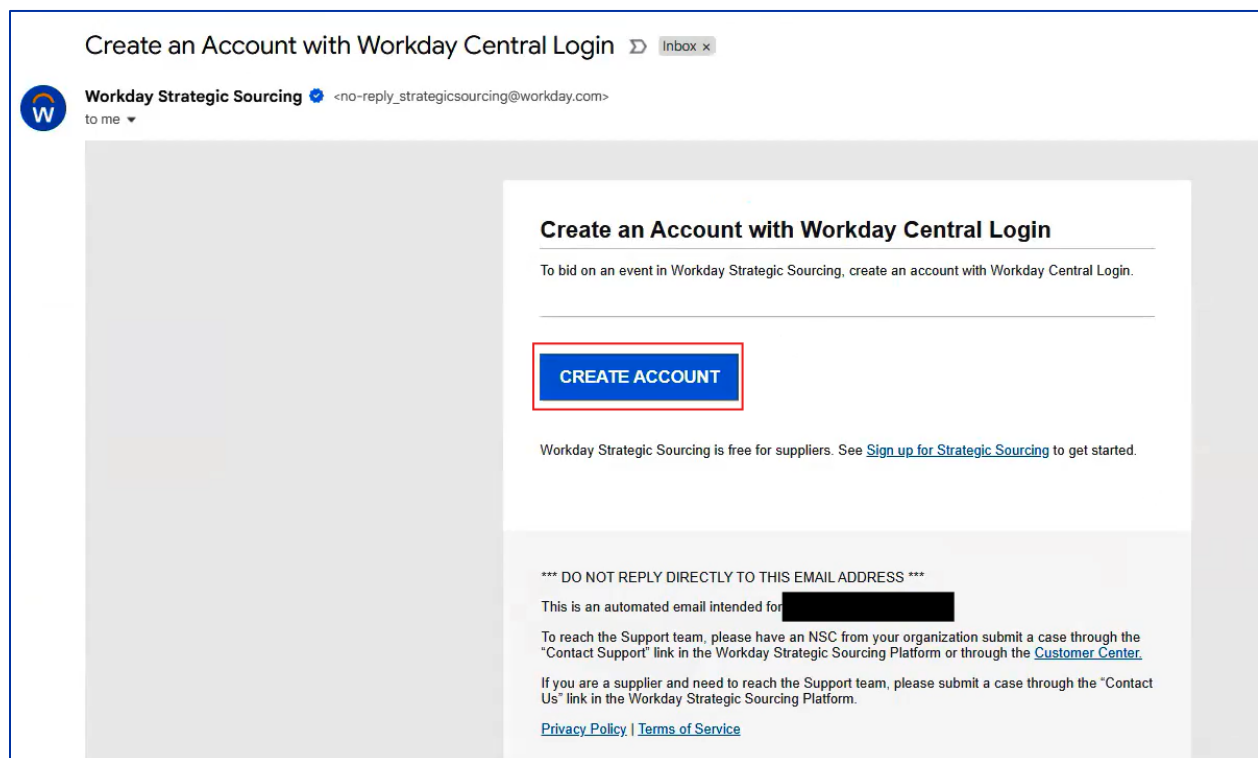
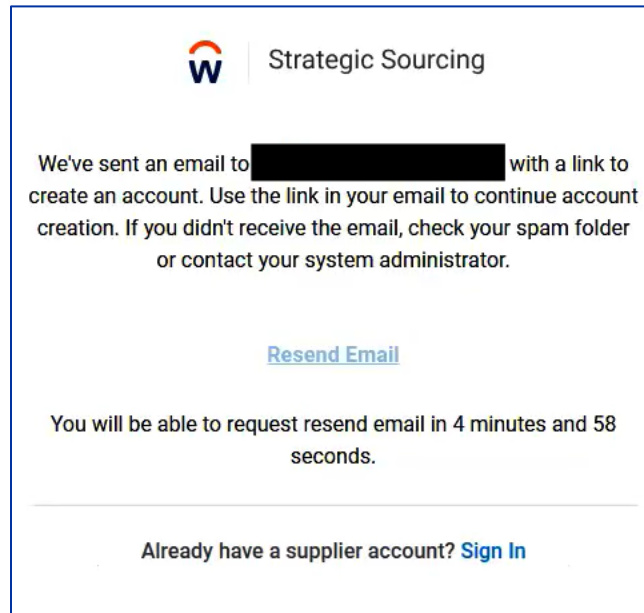
Continue

Already have a supplier account? [Sign In](#)

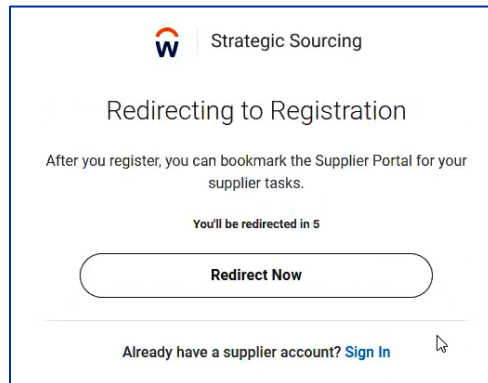
[Need Help?](#)

Are you a buyer? [Sign In](#)

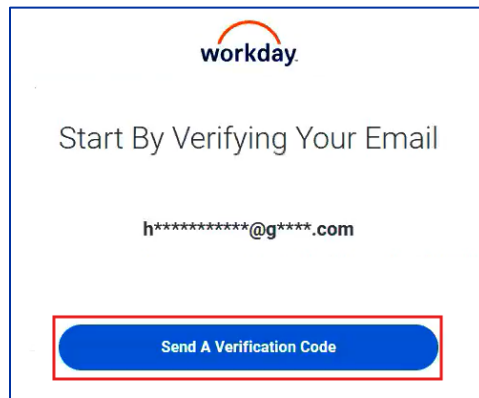
2. The next screen will show that an email was sent to the email address you registered with a link to continue the sign-up process. When you receive the email, click the link in it. If you don't receive the email, make sure to check your junk/spam folder. In 5 minutes, you will be able to re-send the email a second time.



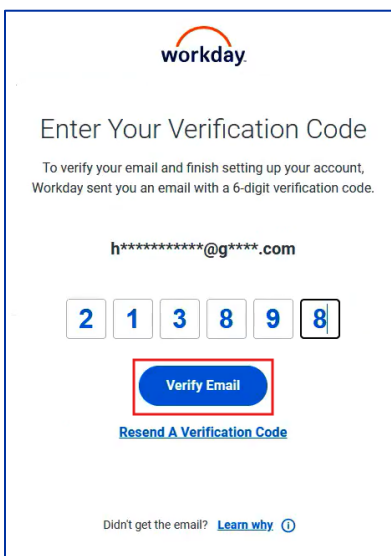
3. After clicking the link in the email, you will be brought back to Strategic Sourcing and will be redirected to Workday Central Login.



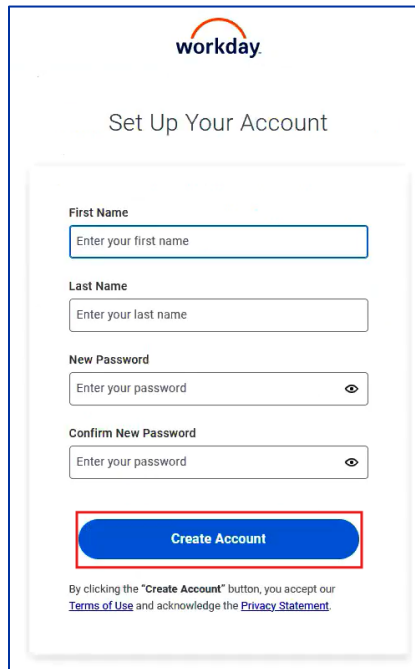
4. On the screen that appears, click “Send a Verification Code”. This will send a 6-digit code to your email.



5. Enter the verification code and click **Verify Email**. If you did not receive the email, please check your junk/spam folders. You can also click **Resend a Verification Code** to send it again.



6. Enter your name and create a password for your account. Password requirements will be listed as you enter the password. Click **Create Account**.



workday

Set Up Your Account

First Name
Enter your first name

Last Name
Enter your last name

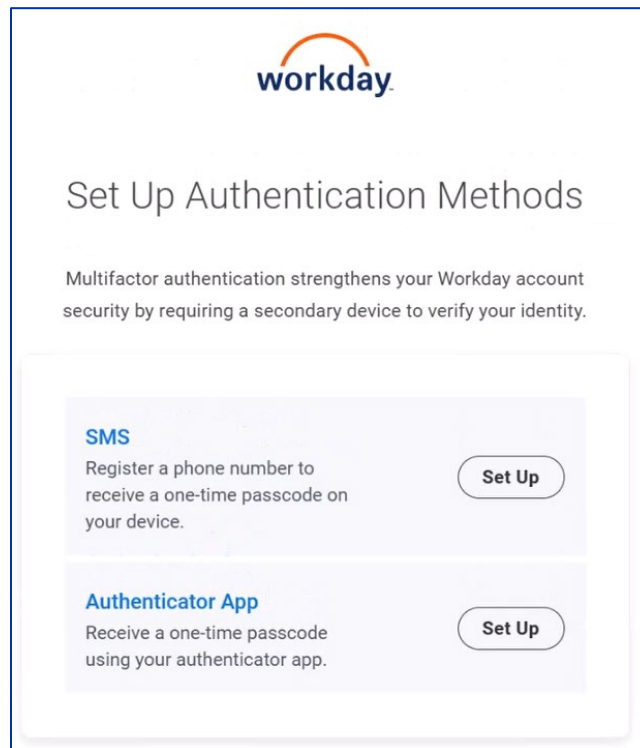
New Password
Enter your password

Confirm New Password
Enter your password

Create Account

By clicking the "Create Account" button, you accept our [Terms of Use](#) and acknowledge the [Privacy Statement](#).

1. Choose which multifactor authenticator method you would like to use for your account



workday

Set Up Authentication Methods

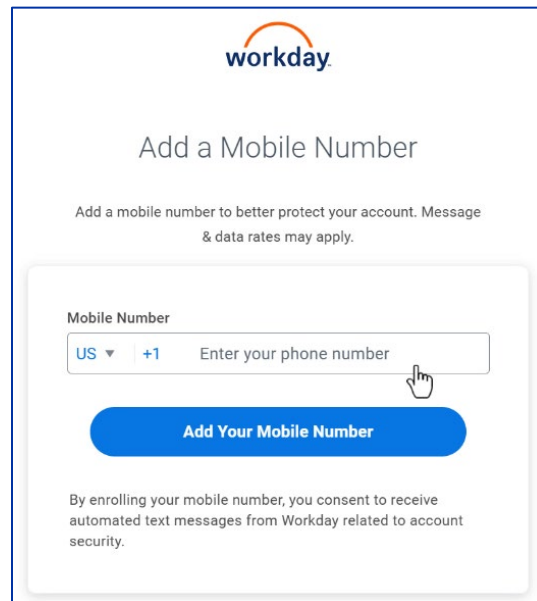
Multifactor authentication strengthens your Workday account security by requiring a secondary device to verify your identity.

SMS
Register a phone number to receive a one-time passcode on your device. **Set Up**

Authenticator App
Receive a one-time passcode using your authenticator app. **Set Up**

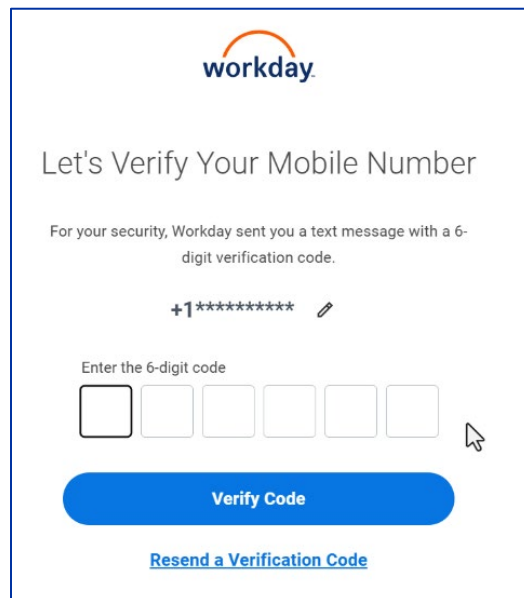
SMS MULTIFACTOR AUTHENTICATION

1. Select **Set Up** next to the SMS option and then enter your phone number and click **Add Your Mobile Number**.



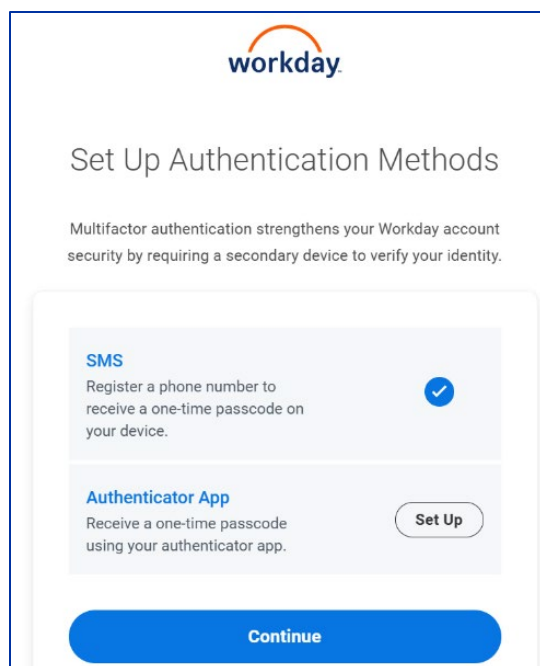
The screenshot shows the Workday mobile app interface for adding a mobile number. At the top is the Workday logo. Below it, the heading 'Add a Mobile Number' is centered. A sub-header reads: 'Add a mobile number to better protect your account. Message & data rates may apply.' The main form area has a 'Mobile Number' label above a field containing a dropdown for 'US', a '+1' country code, and a text input 'Enter your phone number'. A hand cursor is pointing at the input field. Below the field is a large blue button labeled 'Add Your Mobile Number'. At the bottom, a disclaimer states: 'By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.'

2. You'll receive a text to the phone number you entered. Enter the 6-digit code that is texted to you and click **Verify Code**.



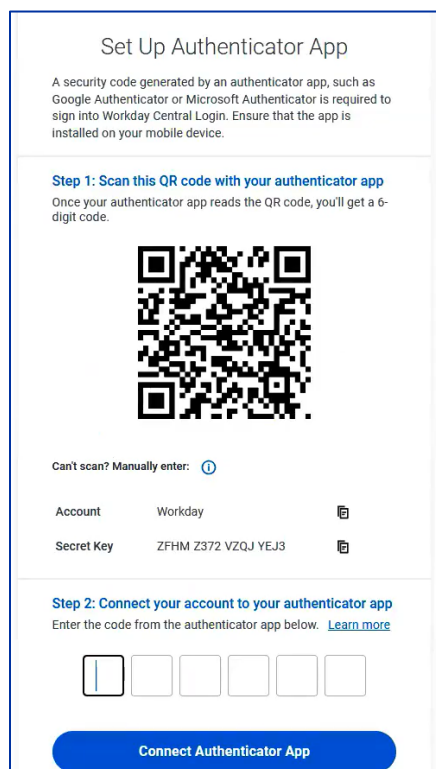
The screenshot shows the Workday mobile app interface for verifying a mobile number. At the top is the Workday logo. Below it, the heading 'Let's Verify Your Mobile Number' is centered. A sub-header reads: 'For your security, Workday sent you a text message with a 6-digit verification code.' Below this, the phone number is displayed as '+1*****' with an edit icon. The main form area has the label 'Enter the 6-digit code' above six empty input boxes. A mouse cursor is pointing at the last box. Below the boxes is a large blue button labeled 'Verify Code'. At the bottom, there is a link that says 'Resend a Verification Code'.

3. You can optionally choose to set up an additional multifactor authentication method or click **Continue**.



AUTHENTICATOR APP

1. Click **Set Up** next to the Authenticator App option. Connect your authenticator app by scanning the QR code or manually entering the Account and Secret key provided at the bottom of the screen.



7. Enter the 6-digit code from your authenticator app and click **Connect Authenticator App**.

Set Up Authenticator App

A security code generated by an authenticator app, such as Google Authenticator or Microsoft Authenticator is required to sign into Workday Central Login. Ensure that the app is installed on your mobile device.

Step 1: Scan this QR code with your authenticator app
Once your authenticator app reads the QR code, you'll get a 6-digit code.



Can't scan? Manually enter: ⓘ

Account	Workday	📄
Secret Key	ZFHM Z372 VZQJ YEJ3	📄

Step 2: Connect your account to your authenticator app
Enter the code from the authenticator app below. [Learn more](#)

6

7

5

7

5

0

Connect Authenticator App

8. If you have not done so already, you can optionally enter a mobile phone number and click **Add Your Mobile Number**, or you can click **Skip this Step**.



Add a Mobile Number

Option to add a mobile number to better protect your account. Message & data rates may apply.

Mobile Number
*Limited countries supported at this time.

US ▾

+1

Enter your phone number

Add Your Mobile Number

[Skip this Step](#)

By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.

9. Select the checkbox next to **Accept Terms of Service**. The remaining fields on this screen are optional, but we do recommend choosing your time zone. Click **Create Account**.

The screenshot shows the 'Set Up Your Account' page. At the top is the 'Strategic Sourcing' logo. Below it is the title 'Set Up Your Account'. The form contains several fields: 'Job Title', 'Phone Number', and 'Timezone' (a dropdown menu). Below these fields is a checkbox labeled 'Accept the Terms of Service and acknowledge the Privacy Statement.' with a red box around it. Below the checkbox is a blue button labeled 'CREATE ACCOUNT' with a red box around it. At the bottom, there is a link 'Need Help?' and two links: 'Buyer FAQs' and 'Supplier FAQs'.

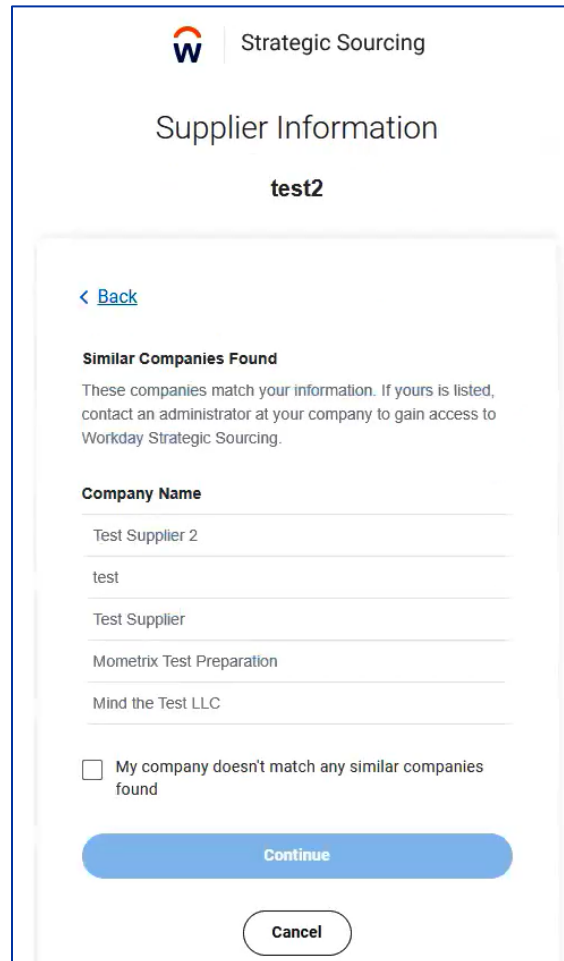
SUPPLIER ONBOARDING FOR NEW SUPPLIERS

You will then be brought to the “Supplier Information” screen.

1. Enter your company name. Click **Continue**.

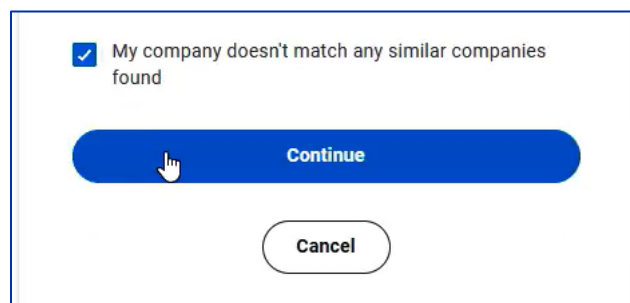
The screenshot shows the 'Supplier Information' page. At the top is the 'Strategic Sourcing' logo. Below it is the title 'Supplier Information'. There is a black redaction box. Below that is a message: 'You can register each company only once.' Below this is a field labeled 'Company Name *' with a red asterisk. The field contains the text 'Enter your company name' and a mouse cursor. Below the field is a blue button labeled 'Continue' with a red box around it.

2. If companies with a similar name are found, you will see a list of those companies. **IMPORTANT:** if your company name is already listed, contact suppliers@gvsu.edu to gain access to Strategic Sourcing. Do not continue with the registration. This will cause duplicate supplier records to be created.



The screenshot shows the 'Supplier Information' page for 'test2'. At the top, there is a 'W' logo and the text 'Strategic Sourcing'. Below this is the title 'Supplier Information' and the identifier 'test2'. A '< Back' link is visible. The section 'Similar Companies Found' contains a message: 'These companies match your information. If yours is listed, contact an administrator at your company to gain access to Workday Strategic Sourcing.' Below this is a list of company names: 'Test Supplier 2', 'test', 'Test Supplier', 'Mometrix Test Preparation', and 'Mind the Test LLC'. There is a checkbox labeled 'My company doesn't match any similar companies found' which is currently unchecked. At the bottom are 'Continue' and 'Cancel' buttons.

3. If you do not see your company listed, click the checkbox next to **My company doesn't match any similar companies found** and click **Continue**.



This screenshot shows the bottom portion of the form. The checkbox 'My company doesn't match any similar companies found' is now checked. A hand cursor is pointing at the 'Continue' button, indicating it is being clicked. The 'Cancel' button remains below it.

- Complete the required fields as marked with a *. All other fields are optional. Please note the message at the top of the registration screen to attach your current and signed W-9 to in the **Attachments** section of your registration.

The screenshot shows the 'Supplier Registration' page in the 'Strategic Sourcing' system. At the top, there is a header with the 'W' logo and the text 'Strategic Sourcing'. Below this is the 'Supplier Registration' title. The main content area is titled 'REGISTRATION' and includes three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'FINALIZE'. A message states: 'Please complete all required fields. Please attach your current and signed W-9 form in the "Attachments" section of your registration.' Below this is a link to 'Edit your Supplier Profile to enable autofill' and an 'AUTOFILL FORM' button. The 'SUPPLIER INFORMATION' section contains the following fields: 'SUPPLIER NAME*' with the value 'test2', 'WEBSITE', 'SUPPLIER GROUPS' with a dropdown menu showing 'Select Supplier Groups', and 'DESCRIPTION' with the text 'Supplier description text'.

- You can add commodity codes in the next section. You will be notified automatically via email if an RFP posts that matches the commodity codes you select here. Click **ADD COMMODITY CODES** then select the boxes next to the codes you would like to add and click **ADD CODES**.

The screenshot shows the 'Commodity Codes' section. At the top right is a button labeled 'ADD COMMODITY CODES'. Below this is a table with columns for 'TYPE', 'CODE', and 'TITLE'. The table is currently empty, displaying a message 'No rows found' with a magnifying glass icon. At the bottom left are navigation buttons: '<<', '<', '>', and '>>'. At the bottom right is a dropdown menu for 'ITEMS PER PAGE' set to '25'.

SEARCH COMMODITY CODES

Q

Search by type, code, or title...

X

TYPE	CODE	TITLE
☒ UNSPSC	10000000	Live Plant and Animal Material and Accessories and Supplies
☒ UNSPSC	11000000	Mineral and Textile and Inedible Plant and Animal Materials
☐ UNSPSC	12000000	Chemicals including Bio Chemicals and Gas Materials
☐ UNSPSC	13000000	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
☐ UNSPSC	14000000	Paper Materials and Products

<<

<

>

>>

CANCEL

3 SELECTED

ADD CODES

- Click **Add Classification** to begin. Select **United States of America** for the country and then select the classification from the drop down menu. Click **Add Classification** again to add another classification. GVSU does allow suppliers to self-certify, however if you would like to upload a certificate, please do so in the **Attachments** section

Diversity

ADD CLASSIFICATION

Add diversity classifications your company operates under.

Diversity

ADD CLASSIFICATION

Add diversity classifications your company operates under.

Diversity Classification 1

COUNTRY *

United States of America

DIVERSITY TYPE *

Select...

Disadvantaged Business Enterprise

Native American Owned Business

Disabled Person (DP)

HUBZone Business Enterprise

7. Complete the required fields in the BUSINESS INFORMATION section. Start by selecting a country. If you need to add more than one address or phone number, click **ADD ADDRESS** or **ADD PHONE**. Add an email address. Please make sure one address, phone number and email address is marked as **Primary**.

Business Information

Addresses

ADD ADDRESS

REQUIRED *

Address 1 ☒ Primary Address

COUNTRY *
Select country

Error: This field is required

Phones

ADD PHONE

Phone 1 ☒ Primary Phone

COUNTRY *
Select country

Error: This field is required

Email Addresses

ADD EMAIL ADDRESS

REQUIRED *

Supplier Email 1 ☒ Primary Email

EMAIL ADDRESS
Enter email address

EMAIL USAGE
Select Usage

*If you would like to receive purchase orders via email, select **Procurement** in the **Email Usage** field.*

8. Enter your tax information.

Tax Information

ADD TAX ID

Tax information 1 ☐ Primary Tax ID

COUNTRY *
Select country

9. If you would like to receive purchase orders via email, select your default PO issue email address from the drop down. Please note, in order for an email to be available to select here, it must first be added as an email address in the previous **Business Information** section with a **Procurement** email usage (this can also be done with multiple email addresses)

Grand Valley State University Procurement Services

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Email Addresses

ADD EMAIL ADDRESS

REQUIRED *

Supplier Email 1 ☒ Primary Email

EMAIL ADDRESS

email@email.com

EMAIL USAGE

Procurement X

X v

Procurement Options

DEFAULT PO ISSUE EMAIL *

email@email.com X

X v

If you would like to sign up for Direct Deposit, enter your banking information in the next section. Please include a banking document attachment (bank statement, voided check, bank letter) if you are signing up for Direct Deposit/EFT.

You can skip the banking information fields if you prefer to be paid via check.

In the PAYMENT subsection, select your accepted payment types. After selecting your payment types, another field will appear to select your default payment type. If you prefer to be paid via check, this is where you can indicate that. You can also select your payment terms. Please note, as of January 1, 2024, GVSU has transitioned to a flat payment term with all of our suppliers to Net 30 days. If you have already negotiated different payment terms, please submit a copy of that agreement to suppliers@gvsu.edu

Banking Information

Bank Accounts

ADD BANK ACCOUNT

Bank account 1

NICKNAME

BANK ACCOUNT PAYMENT TYPES

COUNTRY *

Select payment types v

Select country v

BANK ACCOUNT TYPE *

Select type v

Payment

DEFAULT PAYMENT TERM

Net 30 X v

PAYMENT TYPES *

Check X X v

DEFAULT PAYMENT TYPE *

Check X v

10. The CONTACTS section will allow you to add any other members of your team to be able to access your company's WSS account by clicking **ADD CONTACT**. We suggest including team members that typically assist in drafting bids or updating your company's information if it changes. A First and Last Name and email address are the only required fields, all others here are optional. Please note, all contacts have access to update company information, including payment details and banking information.

Contacts ADD CONTACT

Contact 1

FIRST NAME * LAST NAME *

Heather [REDACTED]

EMAIL * [REDACTED]

PHONE COUNTRY PHONE PHONE DEVICE TYPE

Select country Enter contact phone Select Phone Device Type

NOTIFICATIONS

☒ Receive email notifications for events that match your commodity codes

Contact 2 🗑️

FIRST NAME * LAST NAME *

Enter contact first name Enter contact last name

Error: This field is required

EMAIL *

Please take the time to review your list of contacts carefully. These individuals will have access to be able to update your company information, including payment details and banking information. GVSU recommends reviewing this list regularly to ensure the contacts are accurate.

11. Attach your current and signed IRS W-9 form in the **Attachments** section of your registration.

Attachments

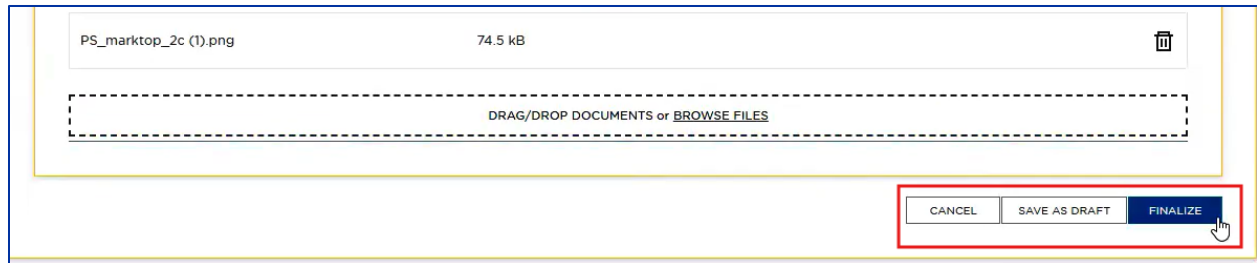
Please attach your current W-9. If you are a Sole-proprietor, we require the owners SSN or personal EIN, we cannot use the business EIN for verification. Please reach out to suppliers@gvsu.edu with questions.

REQUIRED *

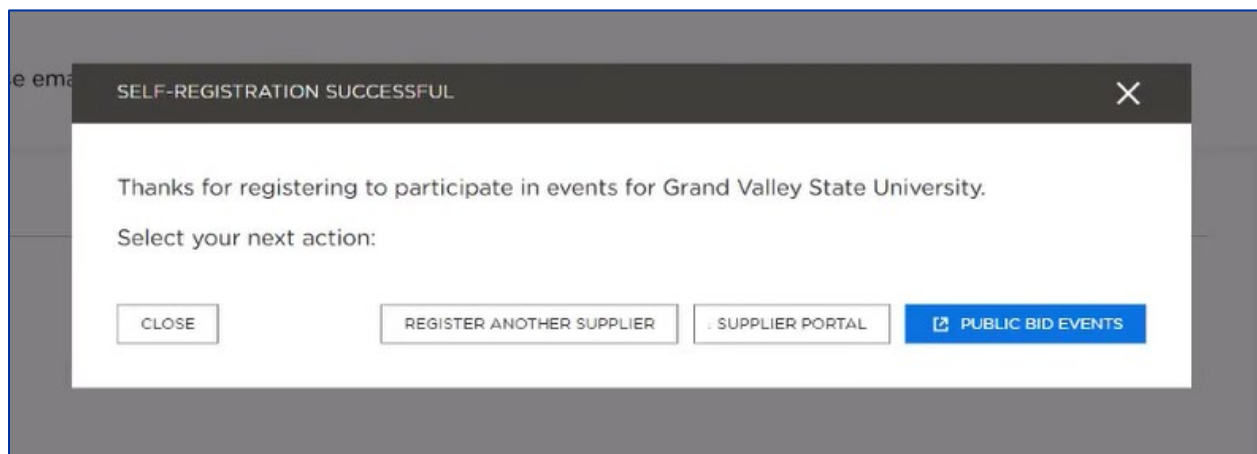
FILE NAME	FILE SIZE	UPLOAD DATE	UPLOADED BY	FILE TYPE
thank you.png	3.54 MB			🗑️

DRAG/DROP DOCUMENTS or [BROWSE FILES](#)

12. When you have completed your self-registration, you can click **FINALIZE** at the bottom right corner of the screen. You also have the option to **SAVE AS DRAFT** if you would like to finish your registration at a later date. Clicking **CANCEL** will cancel and delete your registration.



13. Once finalized, you will see a window asking what you would like your next action to be.

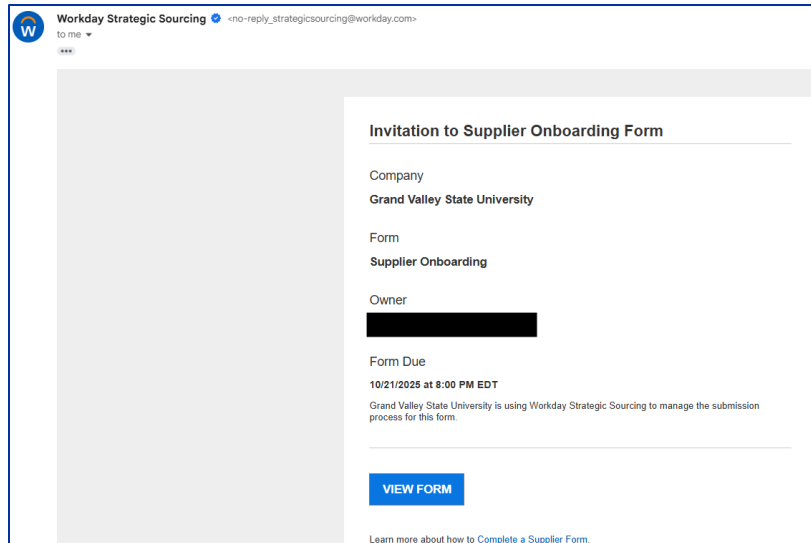


Action	Result
CLOSE	Closes the window
REGISTER ANOTHER SUPPLIER	Begins the registration process to register another company
SUPPLIER PORTAL	Brings you to your supplier portal to update any of your company's information
PUBLIC BID SITE	Brings you to GVSU's public bid site

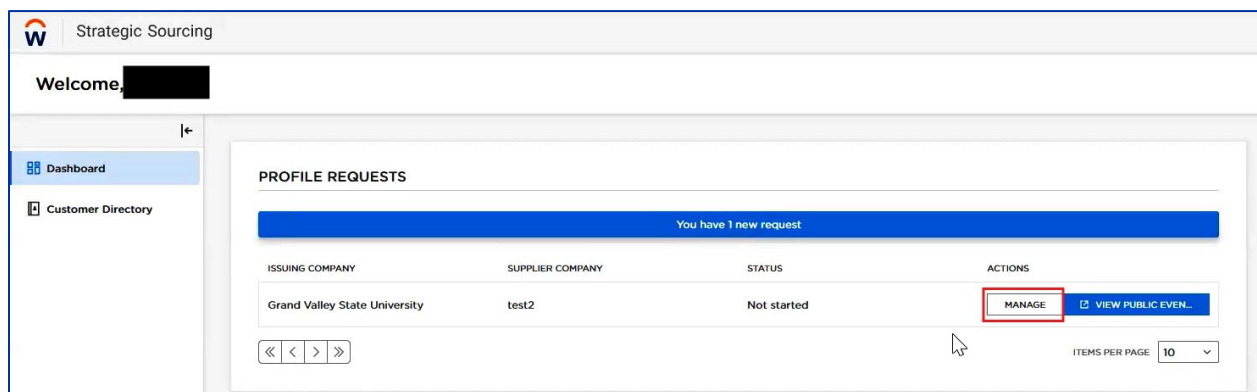
COMPLETING SELF-REGISTRATION

If you self-registered through Workday Strategic Sourcing, you will receive an email with an additional step that must be completed.

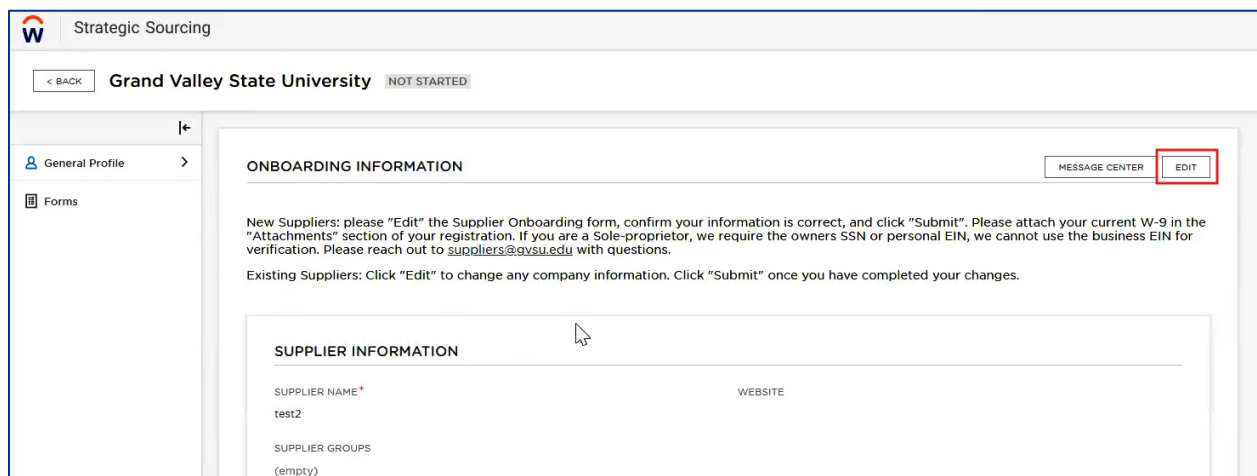
1. Once you have completed the onboarding process, you will receive an email that you have a Form to complete. You can click the link in your email or login to WSS using your credentials.



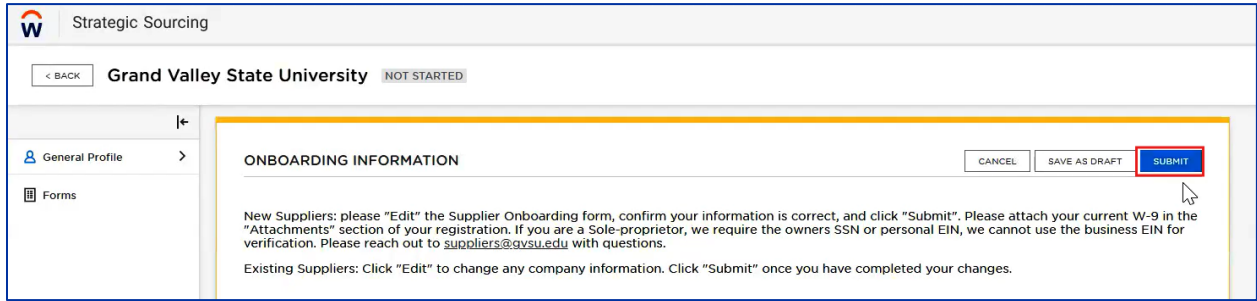
- After you have logged in, you'll see the form request on your dashboard. Click **MANAGE**. You can use the **VIEW PUBLIC EVENTS** to see a list of open RFP's from GVSU.



- Click **EDIT** in the top right corner of the section.



4. Click **SUBMIT**.



Strategic Sourcing

< BACK Grand Valley State University NOT STARTED

General Profile >

Forms

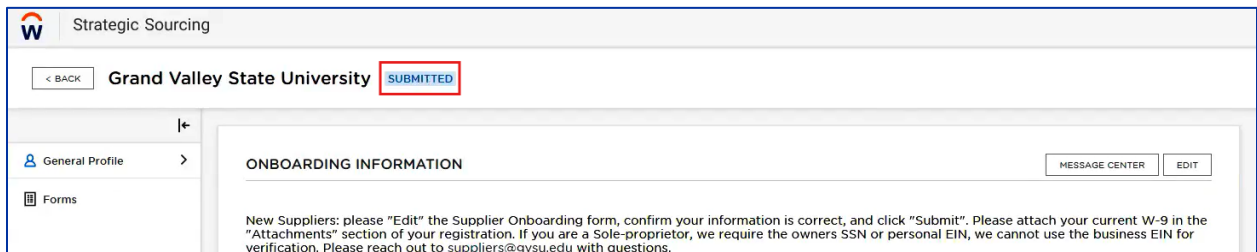
ONBOARDING INFORMATION

CANCEL SAVE AS DRAFT **SUBMIT**

New Suppliers: please "Edit" the Supplier Onboarding form, confirm your information is correct, and click "Submit". Please attach your current W-9 in the "Attachments" section of your registration. If you are a Sole-proprietor, we require the owners SSN or personal EIN, we cannot use the business EIN for verification. Please reach out to suppliers@gvsu.edu with questions.

Existing Suppliers: Click "Edit" to change any company information. Click "Submit" once you have completed your changes.

5. You will now see that you have submitted your profile to Grand Valley State University.



Strategic Sourcing

< BACK Grand Valley State University **SUBMITTED**

General Profile >

Forms

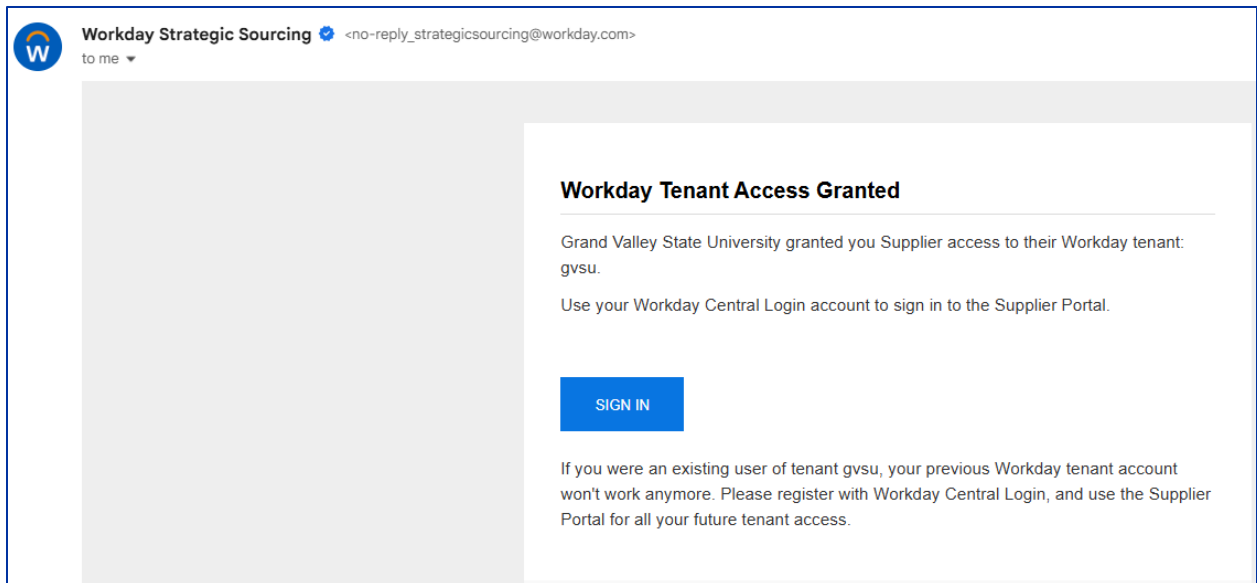
ONBOARDING INFORMATION

MESSAGE CENTER EDIT

New Suppliers: please "Edit" the Supplier Onboarding form, confirm your information is correct, and click "Submit". Please attach your current W-9 in the "Attachments" section of your registration. If you are a Sole-proprietor, we require the owners SSN or personal EIN, we cannot use the business EIN for verification. Please reach out to suppliers@gvsu.edu with questions.

WORKDAY TENANT ACCESS GRANTED

When your registration has been fully approved and your supplier account has been set up with GVSU, you'll receive an email indicating that your Workday tenant access was granted. The email will include a link to sign in through Workday Central Login.



Workday Strategic Sourcing <no-reply_strategicsourcing@workday.com>
to me

Workday Tenant Access Granted

Grand Valley State University granted you Supplier access to their Workday tenant: gvsu.

Use your Workday Central Login account to sign in to the Supplier Portal.

SIGN IN

If you were an existing user of tenant gvsu, your previous Workday tenant account won't work anymore. Please register with Workday Central Login, and use the Supplier Portal for all your future tenant access.