



WORKDAY UNIFIED SUPPLIER PORTAL (USP) GUIDE

HELLO SUPPLIERS!

Thank you for your continued support of Grand Valley State University! In 2024, GVSU went live with Workday as the system to manage all financial related information. In August 2026, GVSU implemented Workday's Unified Supplier Portal (USP) which gives suppliers access to more information and actions across both Workday Strategic Sourcing and Workday. This guide will give you step-by-step directions on how to manage company information as well as access purchase orders and invoices. If you have any questions, please contact us at the email address below. We appreciate your partnership with GVSU!

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 (WCL) 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 pair your authenticator app. Please see our Registration Guides for more information on setting up an account.

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

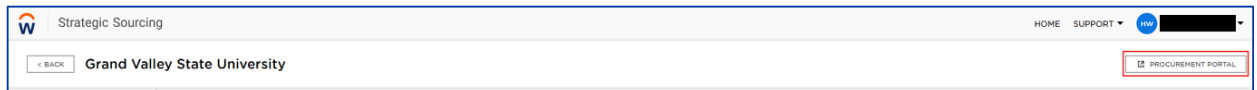
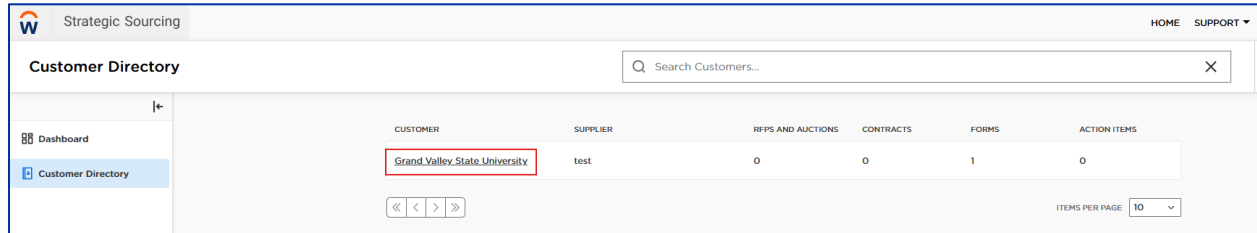
UNIFIED SUPPLIER PORTAL GUIDE

Workday’s Unified Supplier Portal allows you to manage your own company information and view and complete various transactions. You can choose to manage your company information in either Workday or Strategic Sourcing depending on your preferences.

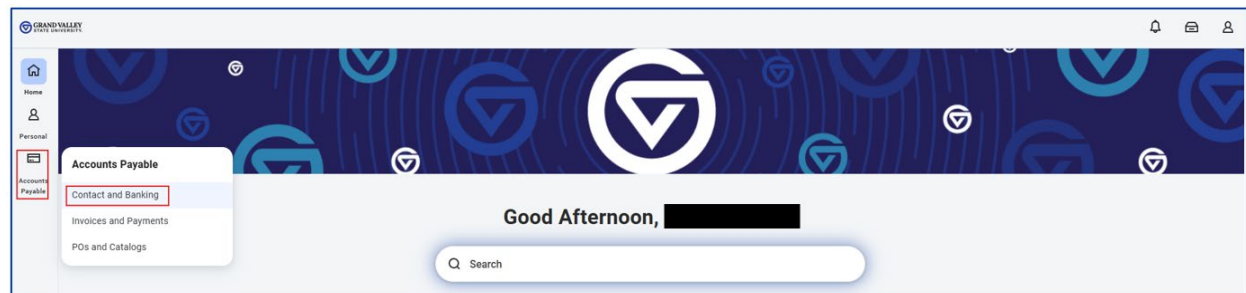
We recommend regularly reviewing your company contacts to ensure that access is granted only to legitimate accounts. Contacts with your company have the ability to update all company information, including payment details and banking information. It is important to ensure that only appropriate contacts at your company have this access to ensure your information is safe and secure.

UPDATING COMPANY INFORMATION IN WORKDAY

1. After logging in using Workday Central Login, select **Grand Valley State University** from your **Customer Directory** and then click **PROCUREMENT PORTAL** to access your company information.



2. The Workday Procurement Portal will open in a new tab. Hover over **Accounts Payable** and select **Contact and Banking** to access your company information.



3. The following options are available:

Option	Purpose
Change	
Create Contact Information	Create new contact information: • Phone • Address • Email • Instant Messenger • Web Address
Create Settlement Bank Accounts	Create a new settlement bank account for EFT payments from GVSU
Create Alternate Names	Create a new alternate name for your company
Create Classifications	Create a new diverse supplier classification: • African American Owned Business • Asian Indian American Owned Business • Asian Pacific American Owned Business • Disabled Person (DP) • Disabled Veteran Owned Business • Disadvantaged Business Enterprise • Hispanic American Owned Business • HUBZone Business Enterprise • Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ)

	• Minority Business Enterprise • Native American Owned Business • Non-Minority • Small Disadvantaged Business • Veteran Owned Business
Change Contact Information	Make changes to existing contact information • Phone • Address • Email • Instant Messenger • Web Address
Change Settlement Bank Accounts	Make changes to existing settlement bank accounts for EFT payments from GVSU
Change Alternate Names	Make changes to existing alternate names
Change Classifications	Make changes to existing diverse classifications
Manage Attachments	Upload additional attachments to your supplier account
View	
Contact Information	View contact information • Phone • Address • Email • Instant Messenger • Web Address
Settlement Bank Accounts	View settlement bank accounts for EFT payments from GVSU
Alternate Names	View alternate company names
Classifications	View current diversity classifications
External Links	
GVSU Suppliers Website	Link to GVSU suppliers website that contains helpful links and resources
Supplier Resources	Link to GVSU suppliers resources website for guides and demo videos
Doing Business with GVSU	Link to Doing Business with GVSU website

The screenshot displays the 'Contact and Banking' interface. On the left, a sidebar contains icons for Home, Personal, Accounts, and Payable. The main area is titled 'Contact and Banking' and is divided into two primary columns: 'Change' and 'View'. The 'Change' column contains five buttons: 'Create Contact Information', 'Create Settlement Bank Accounts', 'Create Alternate Names', 'Create Classifications', and 'Change Contact Information', followed by a 'More (4)' link. The 'View' column contains four buttons: 'Contact Information', 'Settlement Bank Accounts', 'Alternate Names', and 'Classifications'. Below these columns is an 'External Links' section with three buttons: 'GVSU Suppliers Website', 'Supplier Resources', and 'Doing Business with GVSU'. The top of the page features a search bar and notification icons.

UPDATING CONTACT INFORMATION

1. If you would like to update existing contact information, click **Change Contact Information**, if you would like to add new contact information, click **Create Contact Information**.

Change

Create Contact Information

Create Settlement Bank Accounts

Create Alternate Names

Create Classifications

Change Contact Information

Change Settlement Bank Accounts

Change Alternate Names

Change Classifications

Manage Attachments

Less (4)

2. Click **OK** to start a draft change request.

Change Contact Information

Click OK to create a draft change request.

Supplier test

Phone 1 item

Phone Number	Phone Type	Usage	Visibility
(616) 331-2287	Mobile	Business (Primary) Billing Remit To Shipping	Public

Address 1 item

Address	Usage	Visibility	Effective Date
111 FAKE ADDRESS FAKE CITY, MI 49401 United States of America	Business (Primary) Billing Procurement Remit To Shipping	Public	10/28/2025

Details 1

OK

Cancel

3. If you want to add any contact information, click **Add**. If you want to make changes to existing information, click into the open fields and make your changes. Required fields are marked with a red asterisk *****.

Contact Information Attachments

Phone

Delete ☐

Country Phone Code *

Phone Number *

Phone Extension

Phone Device *

Type * Business

Primary ☒

Use For

Visibility ☒ Public

Comments

Add

*Please note, if you have multiple options for any contact information section, one must be marked as **Primary** by selecting the checkbox. Please do not **Delete** any existing information. Instead, please add new information and mark your preferred option as **Primary**. You may add comments to any section if something should be inactivated or not used again and we can update it for you. Deleting information causes errors in the system.*

4. You have the option to upload any attachments to support your change by navigating to the **Attachments** tab at the top of the screen.

Change Contact Information

Change Event Contact Information Change for test - created by [redacted] on 11/12/2025

Status Draft

Contact Information **Attachments**

Attachments

Drop files here

or

Select files

5. Once you are finished with your change, click **Submit** at the bottom of the screen.

The screenshot shows a form with the following elements:

- Primary**: A checkbox that is checked.
- Use For**: A dropdown menu with three options: **Billing**, **Remit To**, and **Shipping**. Each option has a small 'x' icon to its left.
- Visibility**: A section that is partially visible at the bottom of the form.
- Submit**: A blue button with white text, highlighted with a red rectangular box.
- Save for Later**: A light gray button with dark gray text.
- Cancel**: A light gray button with dark gray text.

After submitting your change, it will be sent to GVSU's Supplier Administrator to validate and approve the change. If you have any questions about your change, please email suppliers@gvsu.edu.

UPDATING SETTLEMENT BANK ACCOUNTS

1. If you would like to update existing settlement bank account information, click **Change Settlement Bank Accounts**, if you would like to add a new bank account, click **Create Settlement Bank Accounts**.

The screenshot shows a 'Change' menu with the following options:

- Create Contact Information
- Create Settlement Bank Accounts** (highlighted with a red box)
- Create Alternate Names
- Create Classifications
- Change Contact Information
- Change Settlement Bank Accounts** (highlighted with a red box)
- Change Alternate Names
- Change Classifications
- Manage Attachments

At the bottom of the menu, there is a link that says **Less (4)**.

- Click **OK** to start a draft change request.

A dialog box titled "Change Settlement Bank Account" with a close button (X) in the top right corner. The text inside says "Click OK to create a draft change request." Below this, it shows "Supplier test". At the bottom, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red rectangle.

- Click the plus button (+) to add a new bank account.

The main screen of the "Change Settlement Bank Account" process. It shows a header bar with the title. Below the header, there's a status bar indicating "Settlement Account Change for test - created by [redacted] on 11/12/2025" and "Status: Draft". The "Supplier" is listed as "test". There are two tabs: "Settlement Bank Accounts" (active) and "Attachments". Under "Settlement Bank Accounts", it says "0 items". A plus button (+) is visible next to the tab. Below the tabs, there are three sections: "Account Information", "Account Details", and "Intermediary Bank Accounts". The "Account Information" section is currently empty, showing "No items available."

- Fill in the required information. Please include a banking document attachment (bank statement, voided check, bank letter) in the attachments tab.

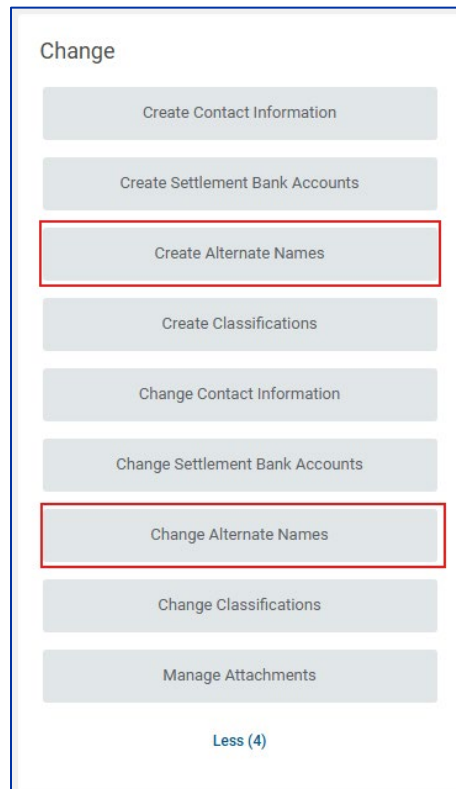
Required Field	Instructions
Supplier Connection Payment Type	Please choose EFT
Payment Types	Please choose EFT
Country	Enter the country of your bank account
Routing Transit Number	Enter the routing transit number for your account
Bank Name	Enter the full name of the bank
Account Number	Enter your bank account number
IBAN	Required for international bank accounts

The "Settlement Bank Accounts" form. It has two tabs: "Settlement Bank Accounts" (active) and "Attachments". Under "Settlement Bank Accounts", it says "1 item". The form is divided into three columns: "Account Information", "Account Details", and "Intermediary Bank Accounts". The "Account Information" column contains fields for "Account Nickname", "Supplier Connection Payment Types", "Payment Types", and checkboxes for "For Supplier Connections Only", "Requires Prenote", and "Prenote Payment Type". The "Account Details" column contains fields for "Country", "Bank Code", "Bank Name", "Branch Code", "Branch Name", "Bank Identification Code", and "Account Number". The "Intermediary Bank Accounts" column is currently empty, showing "0 items".

- Once you are finished with your change, click **Submit** at the bottom of the screen.

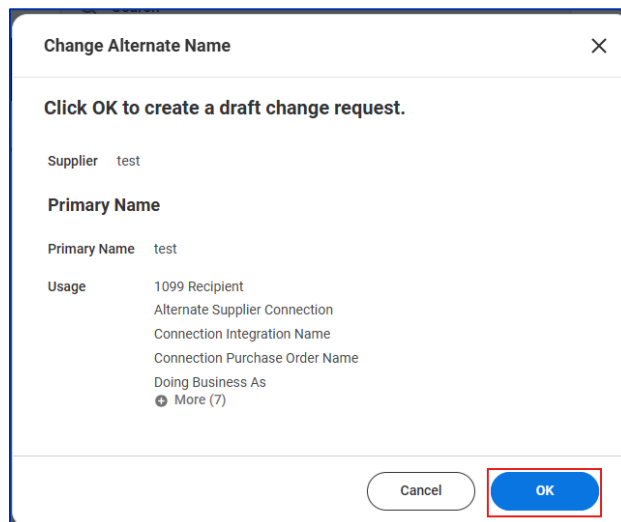
UPDATE ALTERNATE NAMES

1. If you would like to update an existing alternate name (DBA), click **Change Alternate Names**, if you would like to add a new alternate name (DBA), click **Create Alternate Names**.



A screenshot of a 'Change' menu. The menu is a vertical list of buttons. The buttons are: 'Create Contact Information', 'Create Settlement Bank Accounts', 'Create Alternate Names' (highlighted with a red border), 'Create Classifications', 'Change Contact Information', 'Change Settlement Bank Accounts', 'Change Alternate Names' (highlighted with a red border), 'Change Classifications', and 'Manage Attachments'. At the bottom of the menu is a link that says 'Less (4)'.

2. Click **OK** to start a draft change request.



A screenshot of a 'Change Alternate Name' dialog box. The dialog box has a title bar with a close button (X). The main content area contains the text 'Click OK to create a draft change request.' followed by a list of items: 'Supplier test', 'Primary Name', 'Primary Name test', 'Usage', '1099 Recipient', 'Alternate Supplier Connection', 'Connection Integration Name', 'Connection Purchase Order Name', 'Doing Business As', and 'More (7)'. At the bottom of the dialog box are two buttons: 'Cancel' and 'OK' (highlighted with a red border).

3. Click the + to add a new alternate name

The screenshot shows the 'Change Alternate Name' form. At the top, it says 'Change Event: Alternate Name Change for test - created by [redacted] on 11/12/2025' and 'Status: Draft'. Below this, 'Supplier: test' is listed. The 'Alternate Names' tab is selected, showing 'Alternate Names: 0 items'. A red box highlights the '+' button in the top left corner of the table area. The table has a header row with 'Name' and '*Alternate Name Usage'. The body of the table is empty, with the text 'No items available.' at the bottom.

4. Enter the alternate name and then select the appropriate alternate name usage(s).

The screenshot shows the 'Change Alternate Name' form. The 'Alternate Names' tab is selected, showing 'Alternate Names: 1 item'. The table has a header row with 'Name' and '*Alternate Name Usage'. The body of the table has one row with 'test company' in the 'Name' column and 'Doing Business As' in the '*Alternate Name Usage' column. A red box highlights the '+' button in the top left corner of the table area.

5. If there are any attachments supporting this change request, upload them using the **Attachments** tab.

The screenshot shows the 'Change Alternate Name' form. The 'Attachments' tab is selected, showing 'Attachments: 0 items'. The table has a header row with 'Name' and '*Alternate Name Usage'. The body of the table is empty, with the text 'No items available.' at the bottom. A red box highlights the 'Attachments' tab label.

6. Once you are finished with your change, click **Submit** at the bottom of the screen.

UPDATE CLASSIFICATIONS

1. If you would like to update existing classifications, click **Change Classifications**, if you would like to add new classifications, click **Create Classifications**.

Change

Create Contact Information

Create Settlement Bank Accounts

Create Alternate Names

Create Classifications

Change Contact Information

Change Settlement Bank Accounts

Change Alternate Names

Change Classifications

Manage Attachments

Less (4)

- Click **OK** to start a draft change.

Change Classification

Click OK to create a draft change request.

Supplier test

Classifications

Supplier Classifications

Supplier Classification * Women Business Enterprise (WBE)

Supplier Classification Category Diversity

Country United States of America

OK

Cancel

- To remove any existing classifications, click **Remove**. To update an existing classification, click the **x** to remove the current selection and replace it with a different one. To add an additional classification, click **Add**.

Change Classification

Change Event Classification Change for test - created by on 11/12/2025 Status Draft

Supplier test

Classifications

Spend Category Hierarchies

Supplier Classifications

Supplier Classification *

x

 Women Business Enterprise (WBE)

Supplier Classification Category Diversity

Country United States of America

Remove

Add

4. To select a classification, click into the **Search** field and start typing the desired classification and hit **Enter** on your keyboard or select **Supplier Classifications by Category**

The screenshot shows the 'Supplier Classifications' section of a web application. It contains two identical forms. The top form has 'Supplier Classification' set to 'Women Business Enterprise (WBE)' and 'Supplier Classification Category' set to 'Diversity'. The 'Country' field is 'United States of America'. A dropdown menu is open for the 'Supplier Classification' field, showing three options: 'Supplier Classifications by Country', 'Supplier Classifications by Supplier's Countries', and 'Supplier Classifications by Category'. The third option is highlighted with a red box. The bottom form has 'Supplier Classification' set to 'Search' and 'Supplier Classification Category' set to '(empty)'. The 'Country' field is '(empty)'.

5. Select **Diversity**

The screenshot shows the 'Supplier Classifications' section of a web application. It contains two identical forms. The top form has 'Supplier Classification' set to 'Women Business Enterprise (WBE)' and 'Supplier Classification Category' set to 'Diversity'. The 'Country' field is 'United States of America'. A dropdown menu is open for the 'Supplier Classification' field, showing three options: 'Supplier Classifications by Country', 'Supplier Classifications by Supplier's Countries', and 'Supplier Classifications by Category'. The third option is highlighted with a red box. The bottom form has 'Supplier Classification' set to 'Search' and 'Supplier Classification Category' set to '(empty)'. The 'Country' field is '(empty)'.

6. Choose your classification. Please note, GVSU does allow self-certification, but if you would like to upload your certificates, please do so using the **Manage Attachments** option.

This screenshot shows the 'Supplier Classification' selection process. A dropdown menu is open, displaying a list of diversity categories under the heading 'Diversity'. The categories include: African American Owned Business (selected), Asian Indian American Owned Business, Asian Pacific American Owned Business, Disabled Person (DP), Disabled Veteran Owned Business, Disadvantaged Business Enterprise, Hispanic American Owned Business, HUBZone Business Enterprise, Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ), Minority Business Enterprise (MBE), Native American Owned Business, and Non-Minority. The background interface shows a 'Supplier Classification' field with a search bar and a 'Country' field set to 'United States'.

7. You can continue adding classifications by clicking **Add** or once you are finished, click **Submit**.

This screenshot shows the 'Supplier Classifications' section of the form. It displays two added classifications: 'Women Business Enterprise (WBE)' and 'African American Owned Business'. Each classification has a 'Country' field set to 'United States of America' and a 'Remove' button. At the bottom of the list is an 'Add' button. Below the list are three action buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

MANAGE ATTACHMENTS

1. To add attachments to your supplier account, click **Manage Attachments**. You will not be able to remove any existing attachments, only add new ones.

Change

Create Contact Information

Create Settlement Bank Accounts

Create Alternate Names

Create Classifications

Change Contact Information

Change Settlement Bank Accounts

Change Alternate Names

Change Classifications

Manage Attachments

Less (4)

2. Click **Upload**

Manage Attachments

Supplier test



Supplier%20Onboarding%20Integration%20Trace%20(10).csv
Uploaded by [REDACTED]

Comment

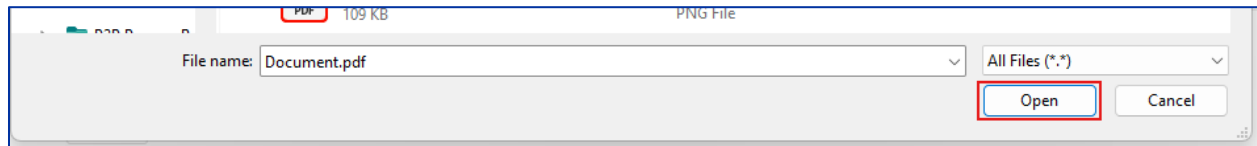


rooster 2025.jpg
Uploaded by [REDACTED]

Comment

Upload

3. Select the file from your computer and click **Open**.



4. You can optionally add a comment about the attachment



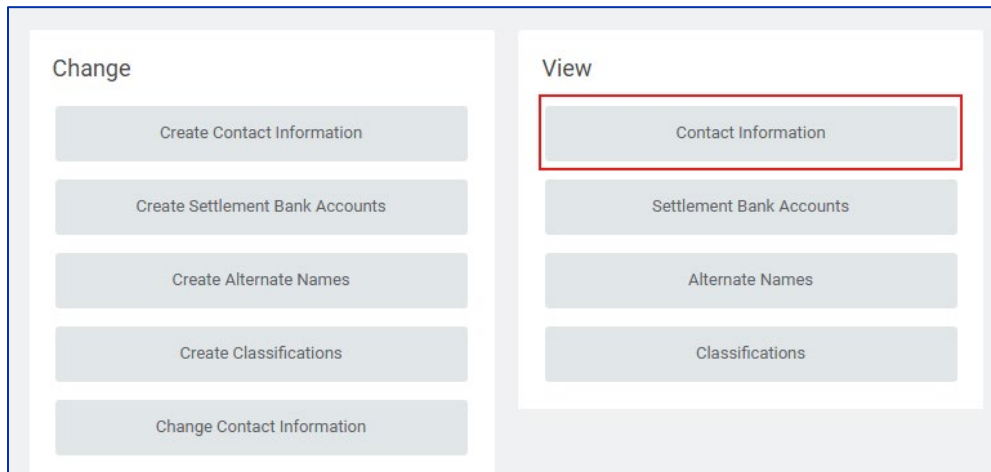
5. Click **Upload** to add more attachments and then **OK** when you have finished adding attachments.



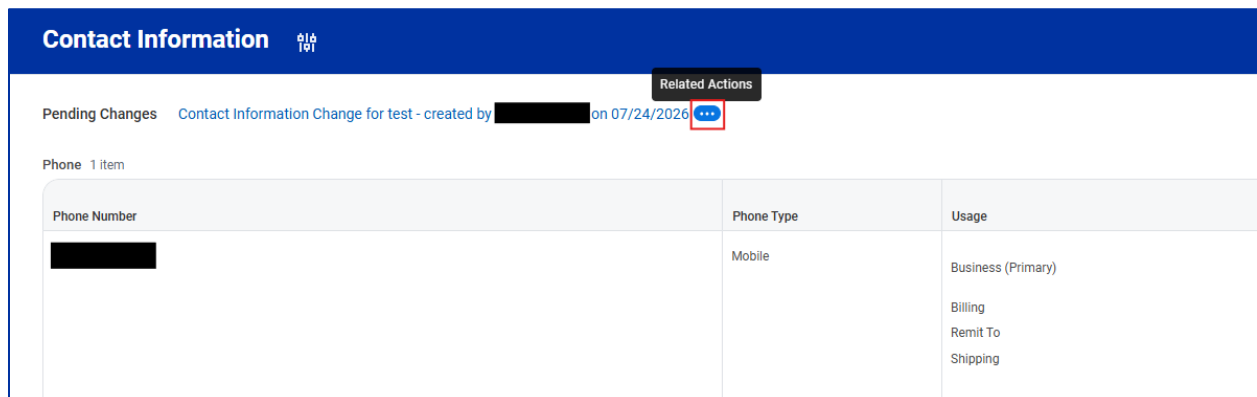
FINDING AND EDITING OR CANCELING A DRAFT CHANGE

When you start a draft change in your account, the draft will remain and prevent you from making further changes until the draft is either edited and submitted or canceled.

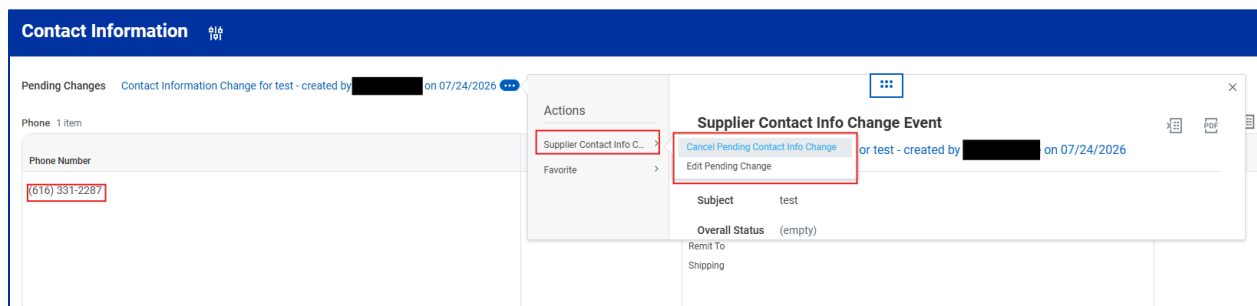
1. Click on the corresponding **View** option. For example, if you started a draft **Contact Information** change, click on **Contact Information** under **View**.



2. The pending change will appear at the top of the screen. Hover to the right of that pending change until you see the related actions (...) button appear. Click on the related actions (...)

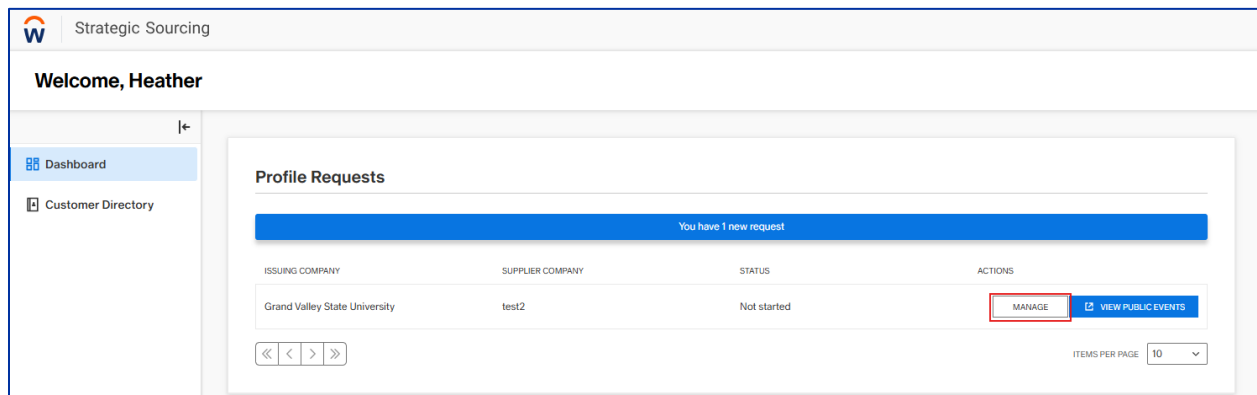
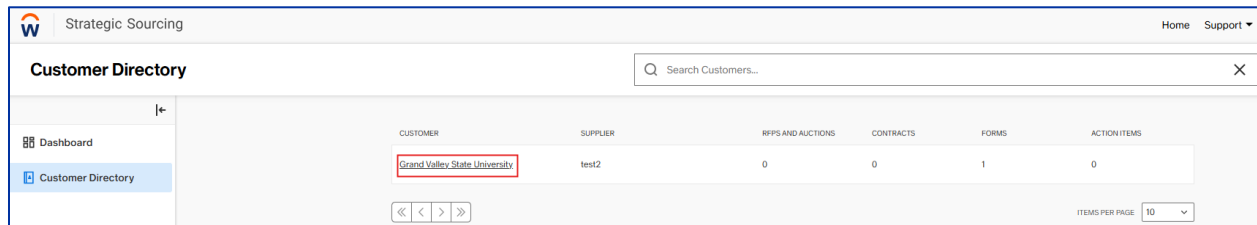


3. Hover over **Supplier Contact Info Change** and choose either **Cancel Pending Contact Info Change** or **Edit Pending Change**.

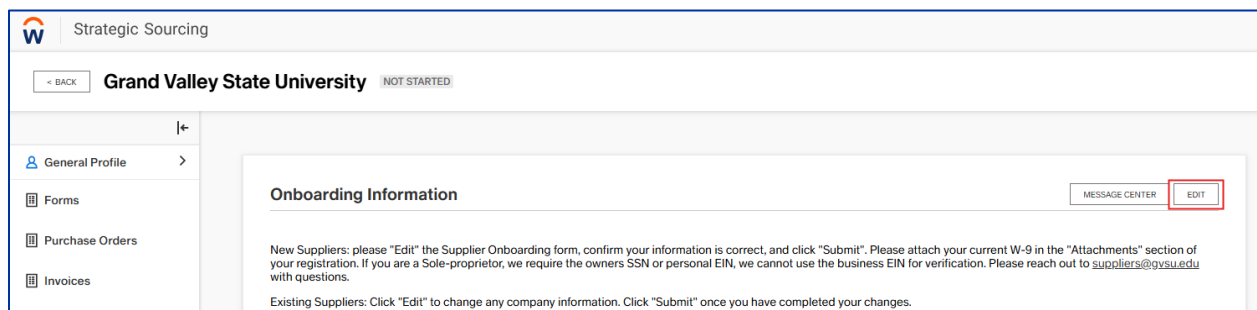


UPDATING COMPANY INFORMATION IN WORKDAY STRATEGIC SOURCING

1. After logging in through Workday Central Login, select **Grand Valley State University** from your **Customer Directory** then click **Manage** next to the Profile Request for Grand Valley State University.



2. Click **Edit**



3. Navigate to the section with the information you want to change. Please note, fields in the Supplier Information section are not able to be changed. Please reach out to suppliers@gvsu.edu if you have any changes that need to be made in this section.

UPDATING COMMODITY CODES

1. In the **Commodity Codes** section, you can delete any existing commodity codes by clicking **DELETE** or add new ones by clicking **ADD COMMODITY CODES**.

Commodity Codes

ADD COMMODITY CODES

TYPE	CODE	TITLE	
UNSPSC	22000000	Building and Construction Machinery and Accessories	DELETE

«

<

>

»

ITEMS PER PAGE 25

Selecting commodity codes here allows you to be alerted via email when GVSU posts an RFP using your selected commodity codes. They are not required but are highly encouraged to ensure you're being notified of relevant RFP's.

- When adding a new commodity code, you can search by keyword and select as many as you want. When you're finished selecting commodity codes, click **ADD CODES**.

SEARCH COMMODITY CODES

Q Search by type, code, or title...

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

«

<

>

»

ITEMS PER PAGE 25

CANCEL

3 SELECTED **ADD CODES**

UPDATING DIVERSITY CLASSIFICATIONS

- Navigate to the Diversity section. 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

UPDATING BUSINESS INFORMATION

- The **Business Information** section allows you to make updates to addresses, phone numbers, email addresses and tax information. You can edit any of the available fields or click **ADD** to add another address, phone number, email or tax ID. One address, phone number, email address and tax ID is required and one must be marked as **Primary**. *Please do not **Delete** any existing information. Instead, please add new information and mark that new information as primary.*

Business Information

ADD ADDRESS

REQUIRED *

Address 1

☒ Primary Address

COUNTRY *

United States of America

USAGE

Select Usage

ADDRESS LINE 1 *

1 campus drive

ADDRESS LINE 2

CITY *

allendale

STATE *

Michigan

POSTAL CODE *

49401

COUNTY

Phones

ADD PHONE

Phone 1

☒ Primary Phone

COUNTRY *

United States of America +1

PHONE NUMBER *

6163312280

DEVICE TYPE *

Mobile

UPDATING PROCUREMENT OPTIONS

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)

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

UPDATING BANKING INFORMATION

If you would like to sign up for Direct Deposit, enter your banking information in this next section. **Please include a banking document attachment** (bank statement, voided check, bank letter) if you are signing up for or changing 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. **Please select either EFT, Check or both.** 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

Select country

BANK ACCOUNT TYPE *

Select type

Payment

DEFAULT PAYMENT TERM

Net 30

X

PAYMENT TYPES *

Check X

X

DEFAULT PAYMENT TYPE *

Check

X

UPDATING CONTACTS

- The **Contacts** section allows you to manage access to your company's account. You can add a new contact by clicking **ADD CONTACT** and you can delete existing contacts by clicking the trash can icon. Added contacts will receive an email notification to set up their account under your company in WSS. You can also choose whether or not each contact receives email notifications for events (RFP's) that match your selected commodity codes. We recommend that at least one company contact receives these email notifications.

Contacts

ADD CONTACT

Contact 1

FIRST NAME *

Heather

LAST NAME *

EMAIL *

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 *

Enter contact first name

LAST NAME *

Enter contact last name

EMAIL *

Error: This field is required

Grand Valley State University Procurement Services

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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.

UPDATING ATTACHMENTS

1. You can update your company's attachments by navigating to the **Attachments** section. There, you can drag and drop your attachments or browse files on your computer to add them.

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](#)

When you have finished making your changes, click **Submit** at the bottom of the screen to submit your information to GVSU. Your information will be reviewed and validated before being approved. If the GVSU Supplier Administrator has any questions, you will be notified via email. If you have any questions, please email us at suppliers@gvsu.edu or use the **MESSAGE CENTER** button at the top of the screen.

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

The status of your profile request will change to **Submitted** while GVSU reviews the changes. You will receive an email notification when your profile updates have been approved.

Welcome, Heather

Dashboard Customer Directory

PROFILE REQUESTS

ISSUING COMPANY	SUPPLIER COMPANY	STATUS	ACTIONS
Grand Valley State University	test	Submitted	MANAGE VIEW PUBLIC EVALUATION

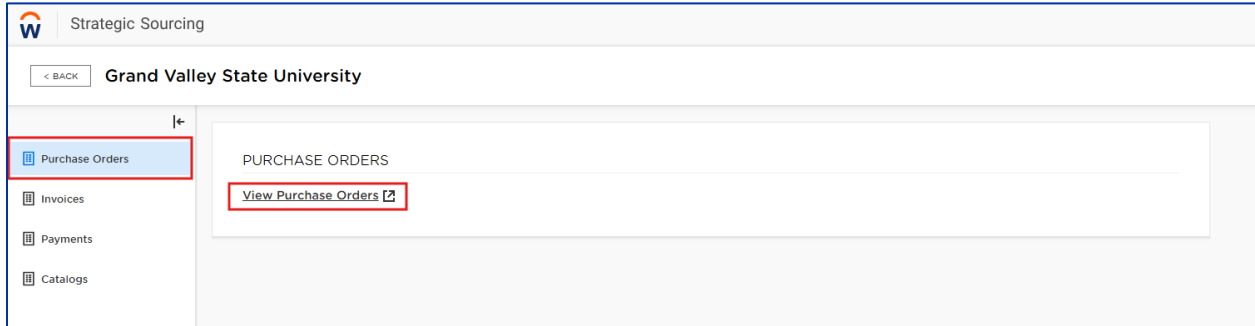
« < > »

ITEMS PER PAGE 10

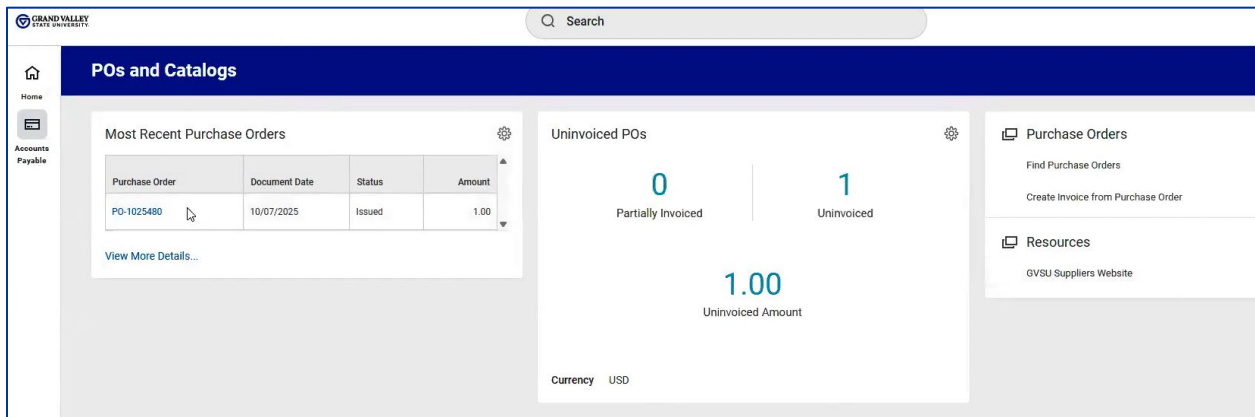
PURCHASE ORDERS

GVSU's Workday Unified Supplier Portal allows you to log in and view your company's purchase orders.

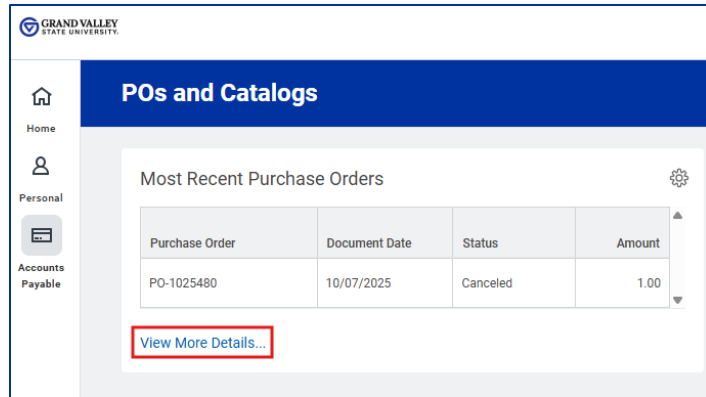
1. After logging into Workday, you'll see tabs on the left side of your screen. Select **Purchase Orders** and then **View Purchase Orders**.



2. You'll then be brought to your POs and Catalogs dashboard. The **Most Recent Purchase Orders** section is where you can find your recent purchase orders. This will include PO's that are open and available for invoicing as well as closed PO's. The **Uninvoiced POs** section will give information about which PO's are open with a remaining balance that is available to be invoiced. *Please note, the uninvoiced amount will only reflect paid invoices, if you have an invoice that is in progress or approved but not yet paid, the uninvoiced amount displayed here will not reflect that.* The section on the right side of the screen shows tasks and resources related to purchase orders.



3. Clicking **View More Details** allows you to search for purchase orders by document date or purchase order number.



Find Purchase Orders for Supplier Contact

Document Date On or After
10/13/2025

Document Date On or Before
MM/DD/YYYY

Purchase Order

Cancel OK

PURCHASE ORDER STATUS

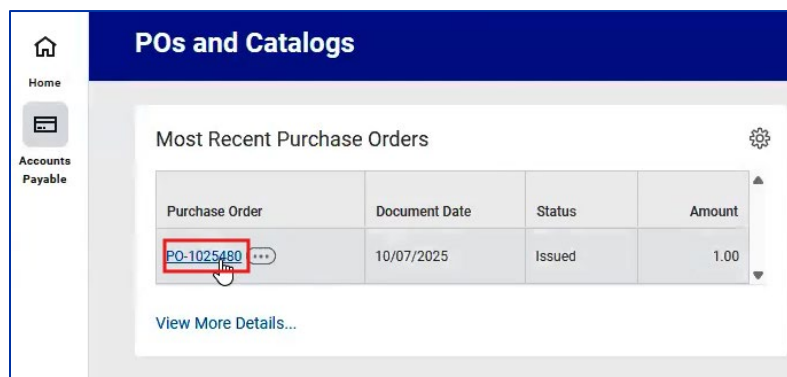
When viewing your list of purchase orders from GVSU, the PO will have one of the following statuses:

Status	Purpose
Closed	The purchase order is closed and is not available for invoicing.
Issued	The purchase order is open and available for invoicing.

If you have any questions about your purchase order, please use the contact information listed on the purchase order or contact our Procurement Services department at purchasing@gvsu.edu.

VIEWING PURCHASE ORDERS

- To view a purchase order, click on the PO number.



- You can then view the PO information, including the Buyer name and email that you can contact with questions about the order.

View Purchase Order

Purchase Order PO-1025480 PO Number PO-1025480

Summary

Company Grand Valley State University

Purchase Order Type (empty)

Document Date 10/07/2025

Supplier test

Payment Terms Immediate

Shipping Terms FOB Destination

Shipping Method (empty)

Shipping Instructions (empty)

Due Date (empty)

Currency USD

Contact Information

Issue Option Print

Buyer Mrs. Heather White

Buyer Email [REDACTED]

Buyer Phone [REDACTED]

Bill-To Contact Detail Mrs. Heather White

Billing Address 1 Campus Drive

Ship-To Contact Detail Mrs. Heather White

Shipping Address 1 Campus Drive Allendale, MI 49401 United States of America

Memo TESTING PURPOSES ONLY FOR THE UNIFIED SUPPLIER PORTAL

- Scrolling down to view the line items will give more information about the specific goods or services on the order.

Currency

USD

Total Amount

1.00

Service Lines

1 item

Service Order Line	Line	Item	Description	Commodity Code	Spend Category	Business Document Status	Tax	Tax Recoverability	Tax Option	Amount
Q	1		TESTING PURPOSES ONLY NOT A REA...more		SC0062 - Professional Services		Tax Applicability Tax Code			Ordered 1.00 Received 0.00 Invoiced 0.00

VIEWING THE PRINTABLE VERSION OF A PURCHASE ORDER

- If you would like to view and download the PDF version of this PO, you can click the related actions (...) next to the PO number, hover over **Purchase Order** and click **Printable Version**. Click **OK**.

View Purchase Order

Purchase Order PO-1025480

Summary

Company Grand Valley

Purchase Order Type (empty)

Document Date 10/07/2025

Supplier test

Payment Terms Immediate

Actions

Purchase Order

Favorite

Purchase Order

Create Invoice from Purchase Order

Printable Version

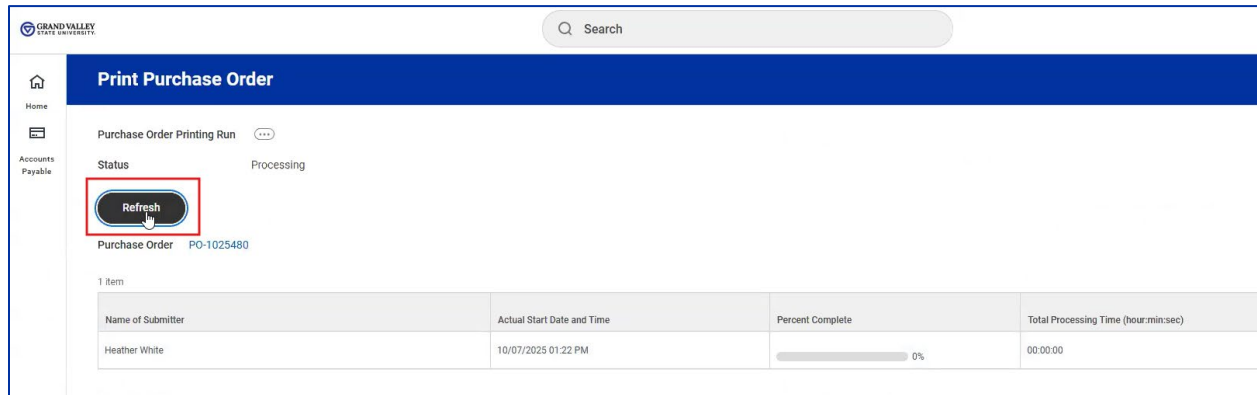
Status Issued

Company Grand Valley State Univ

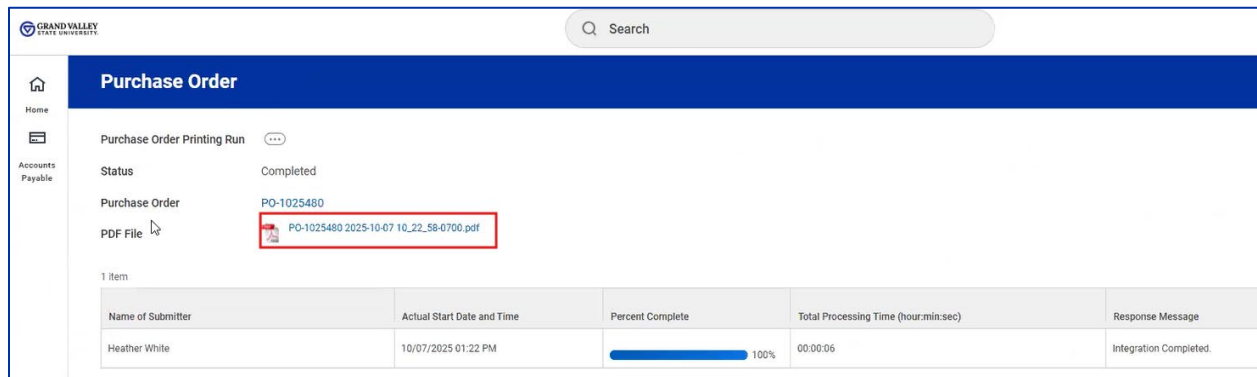
Document Date 10/07/2025

Purchase Order Type (empty)

2. Click **Refresh** until the percent complete shows 100%.



3. Click on the PDF file link that appears.

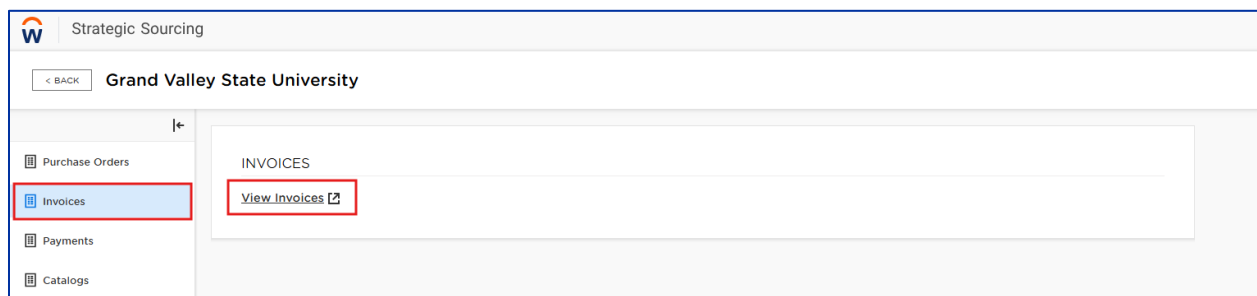


4. You can now view and download the printable version of the purchase order.

INVOICES & PAYMENTS

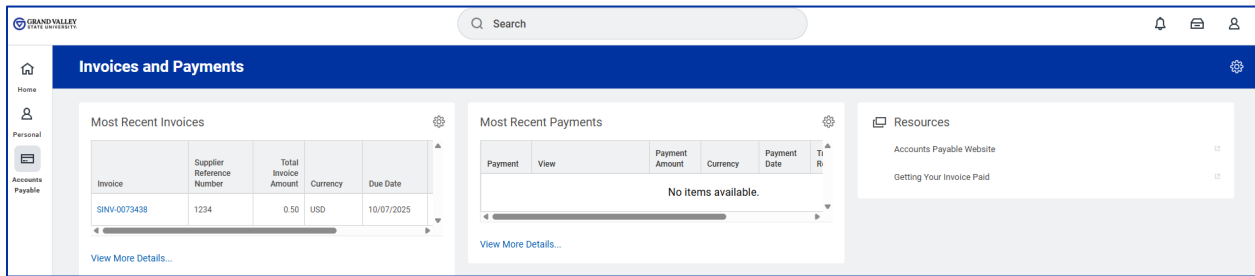
GVSU's Workday Unified Supplier Portal allows you to submit and view invoices as well as check the status of payments issued to you by GVSU.

1. After logging in, select the **Invoices** tab and click **View Invoices**.

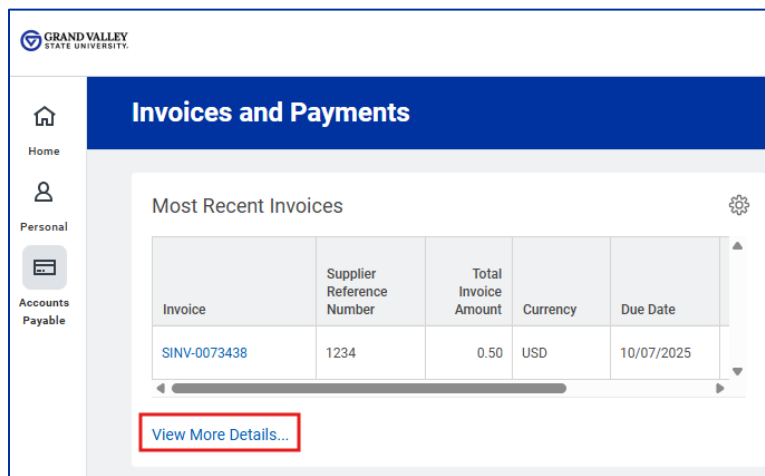


2. In the new tab that appears, you'll see different sections on your **Invoices and Payments** dashboard. **Most Recent Invoices** will show a list of your recent invoices that have been received by

GVSU. **Most Recent Payments** will show a list of recent payments issued to you by GVSU. The section on the right side of the screen shows a list of resources available.



- Clicking **View More Details** under **Most Recent Invoices** allows you to search for your company's invoices by due date, invoice number, supplier reference number, invoice status or payment status.



Find Invoices for Supplier Contact

Invoice Due Date On or After

10/13/2025

Invoice Due Date On or Before

MM/DD/YYYY

Invoice Number

Supplier Reference Number

Invoice Status

Payment Status

Cancel

OK

- Clicking **View More Details** under **Most Recent Payments** allows you to search for payments by payment due date, payment type, payment status, payment currency, payment amount, supplier reference number or transaction reference.

Most Recent Payments 

Payment	View	Payment Amount	Currency	Payment Date	Ti R
No items available.					

[View More Details...](#)

Find Payments for Supplier Contact  

Payment Date On or After 

Payment Date On or Before 

Payment Types 

Payment Status 

Payment Currency 

Payment Amount Equal To

Payment Amount Greater Than

Payment Amount Less Than

Supplier Reference Number

Transaction Reference

INVOICE STATUSES

When viewing your list of invoices submitted to GVSU, the invoice will have one of the following statuses:

Status	Purpose
In-Progress	The invoice has been submitted to GVSU and is going through an internal approval process for payment.
Approved	The invoice has been approved for payment
Canceled	The invoice has been canceled by the Accounts Payable team for one of the following reasons: - Not an invoice: something other than an invoice was attached - Other: Contact Accounts Payable apassist@gvsu.edu for assistance - Paid by Credit Card: invoice was paid by credit card - Void: payment is no longer needed (AP received communication to void this invoice)

If you have any questions about your invoice, please contact our Accounts Payable department at apassist@gvsu.edu.

VIEWING INVOICES

1. To view an invoice, click on the invoice number

Invoices and Payments

Most Recent Invoices

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date
SINV-0073438	1234	0.50	USD	10/07/2025

[View More Details...](#)

Most Recent Payments

Payment	View	Payment Amount	Currency	Payment Date	Ti R
No items available.					

[View More Details...](#)

2. You can then view the details of your invoice, including the status at the top of the page.

View Supplier Invoice

Supplier Invoice Invoice Number SINV-0073438 Status Canceled

Invoice Information

Company	Grand Valley State University
Supplier	test
Currency	USD
Invoice Date	10/07/2025
Invoice Received Date	(empty)
Control Total Amount	0.50
Total Invoice Amount	0.50
Line Total Amount	0.50
Payment Practices	No

Invoice Reference Information

Payment Terms	Immediate
Ship-To Address	1 Campus Drive Allendale, MI 49401 United States of America
Supplier's Invoice Number	1234

3. Scrolling down to the line items section will give further details about the line items on the invoice. You can also use the **Attachments** tab to view invoice attachments.

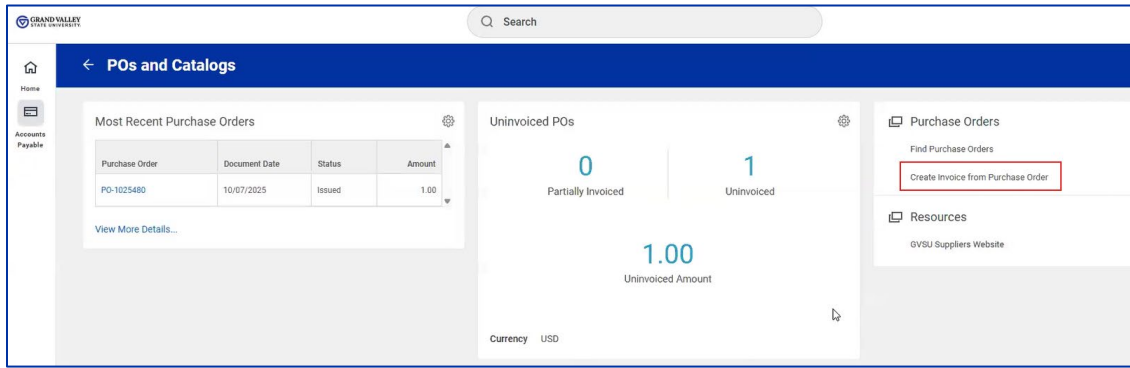
Invoice Lines Tax Attachments

Invoice Lines 1 item

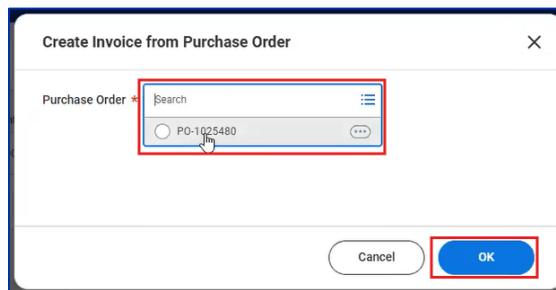
Company	Item	Item Description	Supplier Item Identifier	Related Purchase Item	Purchase Order Line	Spend Category	Ship-To Address	Ship-To Contact	Tax	Tax Recover
Grand Valley State University		TESTING PURPOSES ONLY NOT A REAL PO - TESTING THE UNIFIED SUPPLIER PORTAL			PO-1025480 - Line 1	Spend Category SC0002 - Professional Services Commodity Code	1 Campus Drive Allendale, MI 49401 United States of America		Tax Applicability Tax Code Withholding Tax Code Tax Point Date Type Tax Point Date	

SUBMITTING INVOICES

1. If you have an open purchase order with an uninvoiced balance, you can submit an invoice directly in your Workday supplier portal. On the **POs and Catalogs** dashboard, select **Create Invoice from Purchase Order**. This can also be accessed by using the related actions (...) next to the purchase order number, hovering over **Purchase Order** and selecting **Create Invoice from Purchase Order**.



2. Your purchase orders with an uninvoiced amount will be available for you to select from on the following screen. Select the appropriate purchase order you would like to invoice and click **OK**.



3. Begin filling in the required fields. The **Remit-To Connection** is optional, but we ask that you select the appropriate option for payment remittance here if it is available. The **Control Total Amount** is the total amount of your invoice. The **Supplier's Invoice Number** is your invoice number. Please update the **Invoice Date** if applicable (it will default to today's date).

Create Invoice from Purchase Order

Supplier Invoice (empty) Invoice Number (empty) Status (empty)

Invoice Information

Company: Grand Valley State University

Supplier: test

Remit-To Connection: [Optional]

Currency: USD

Invoice Date: 10/07/2025

Invoice Received Date: MM/DD/YYYY

Control Total Amount: 0.00

Total Invoice Amount: 1.00

Line Total Amount: 1.00

Freight Amount: 0.00

Other Charges: 0.00

Invoice Reference Information

Payment Terms: Immediate

Ship-To Address: 1 Campus Drive Allendale, MI 49401 United States of America

Supplier's Invoice Number: [Required]

- Scroll down to the line items section and then scroll all the way to the right to see the extended amount for that line. The sum of the extended amounts on the lines must equal the control total amount that was entered at the top of the page. *Please note, you will not be able to submit an invoice for a larger balance than what remains on the purchase order. If you need to submit an invoice that exceeds the remaining balance, use the contact information listed on the purchase order or contact Procurement Services at purchasing@gvsu.edu for assistance.*

Invoice Lines	Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount
1	1 Campus Drive Allendale, MI 48401 United States of America		Tax Applicability Tax Code Withholding Tax Code Tax Point Date Type Tax Point Date			0		0.00	0.50

- The **Attachments** tab is used to upload your invoice document.

Drop files here

or

Select files

- After uploading your attachment, you can click **Submit** to submit the invoice to GVSU's Accounts Payable team for payment.

Attachments

Unified Supplier Portal Test Invoice.pdf
✓ Successfully uploaded

Comment

Upload

enter your comment

Submit Save Later Cancel

- After submitting your invoice, you will see a status of **In Progress** while the invoice moves through internal GVSU approvals. Please note, invoices cannot be edited after they are submitted. If you need to make any changes, you will need to contact apassist@gvsu.edu.

GRAND VALLEY STATE UNIVERSITY

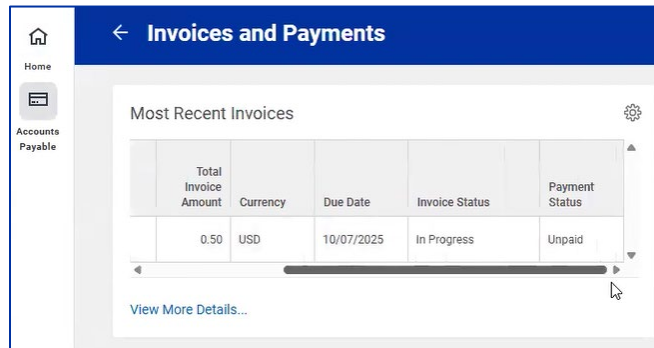
Create Invoice from Purchase Order

Supplier Invoice Invoice Number SINV-0073438 Status In Progress

Invoice Information Invoice Reference Information

Company Grand Valley State University Payment Terms Immediate

The invoice status and payment status will also be available on your **Invoices and Payments** dashboard under the **Most Recent Invoices** section.



Total Invoice Amount	Currency	Due Date	Invoice Status	Payment Status
0.50	USD	10/07/2025	In Progress	Unpaid

[View More Details...](#)