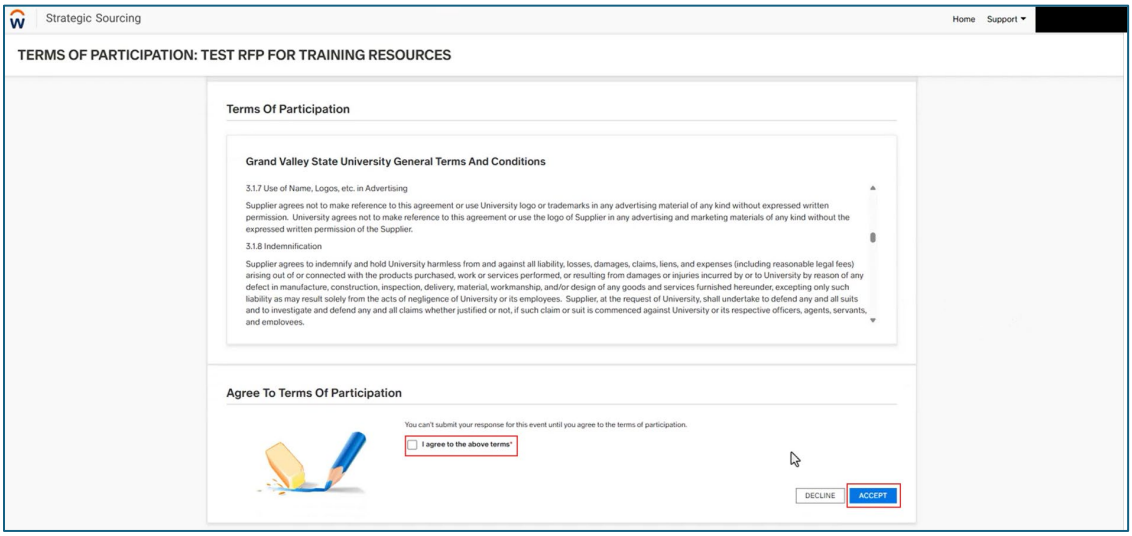
SUBMITTING QUESTIONS

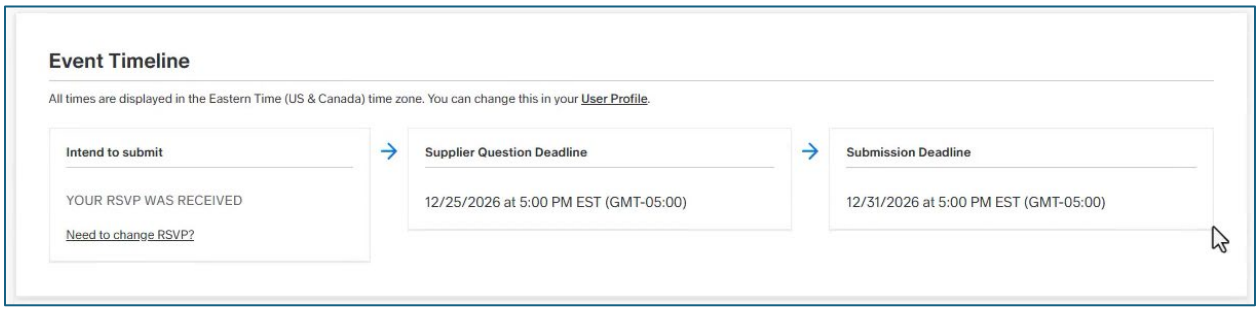
SUPPLIER QUICK GUIDE

Suppliers must use the Workday Strategic Sourcing portal to ask all questions related to RFP specifications.

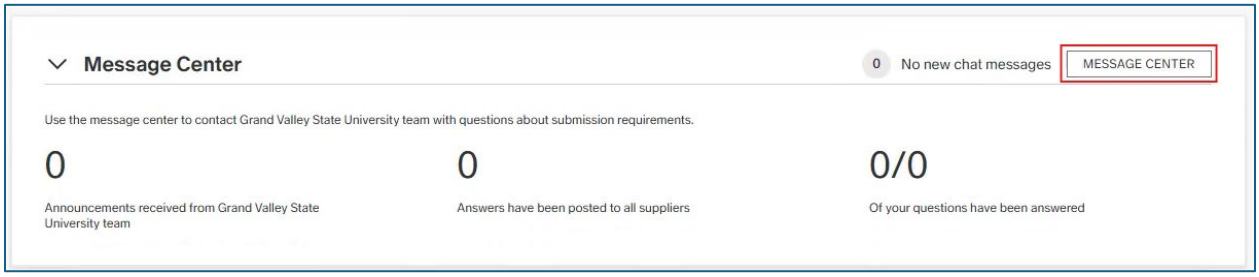
1. After logging in using Workday Central Login, access the appropriate public event from either a link sent to you via email or from our public bid site. Review and agree to GVSU's General Terms and Conditions. Check the checkbox next to **I agree to the above terms** and click **ACCEPT**.



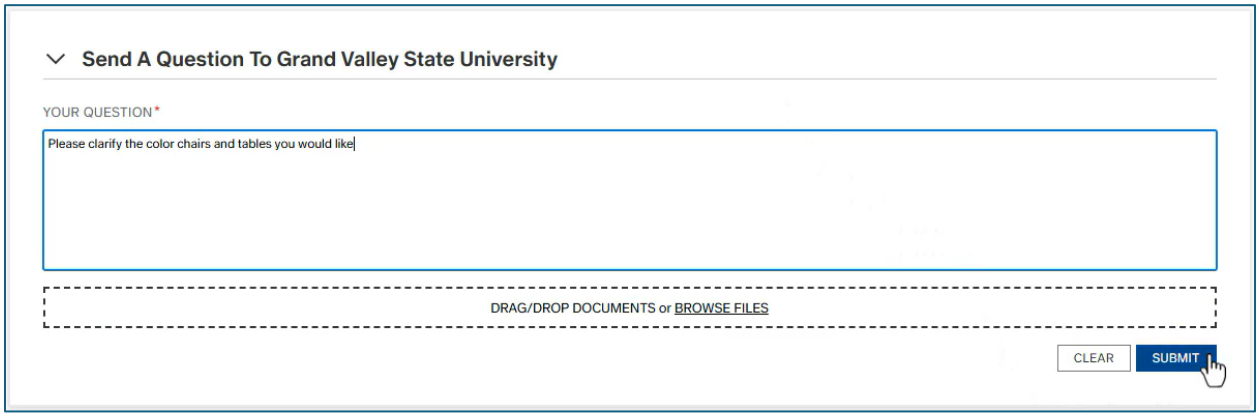
2. Scroll down to review the **Event Timeline** to ensure that the questions deadline has not yet passed. Times are displayed in the time zone you set up in your User Profile. **Tip, you can click the ">" next to **Terms Of Participation** to collapse that section and require less scrolling on the RFP page**



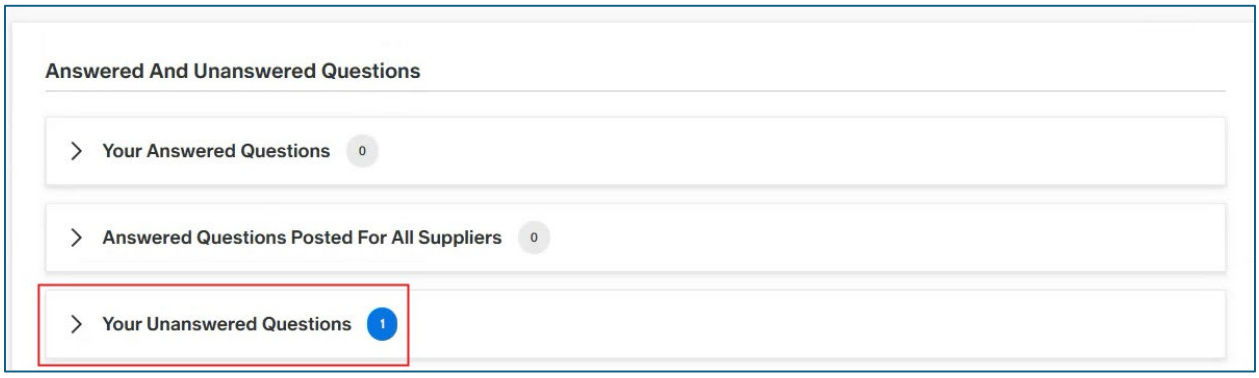
3. Scroll to the **Message Center** to submit your questions. You can also view any announcements sent by the GVSU team. Click **Message Center** to open it.



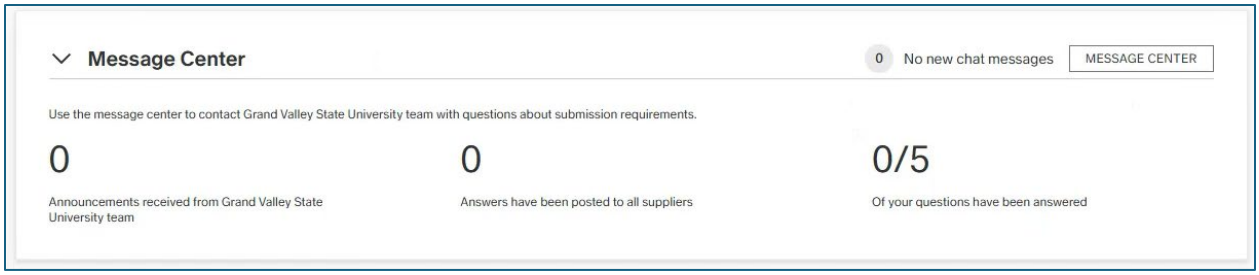
4. Send a question to GVSU by typing it into the field provided. You can also upload attachments if necessary. Once you've typed your question, click **SUBMIT.**



5. You will then see that your question has been moved to the **Your Unanswered Questions** section. You can ask as many questions as you would like before the questions deadline.



6. Back on your bid screen, you will also see a running tally of the questions you've asked based on status.



When your question is answered by GVSU, you will receive an automatic email notification. The email will contain the question asked as well as the answer, with no identifying information about the supplier who asked it. You can also access all questions and answers in the message center at any time.

If you have technical questions about Workday Strategic Sourcing, please reach out to the Sourcing Owner listed on the RFP.