



# WORKDAY GUIDE

**FOR EXISTING SUPPLIERS**

## 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. 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 suppliers who have worked with GVSU and are current, active suppliers. If you are a new supplier, please use our Workday Registration Guide for New Suppliers instead. To inquire about your company's status with GVSU, please email us at the email address below.

## PROCUREMENT SERVICES

[suppliers@gvsu.edu](mailto:suppliers@gvsu.edu)

[www.gvsu.edu/purchasing/suppliers](http://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

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

## SIGN UP FOR WORKDAY

You will receive an email if you are invited to access the Workday Unified Supplier Portal. Depending on the nature of your invitation, you may see an email inviting you to participate in an RFP, complete forms, or you may see an email inviting you to sign into the Workday supplier portal.

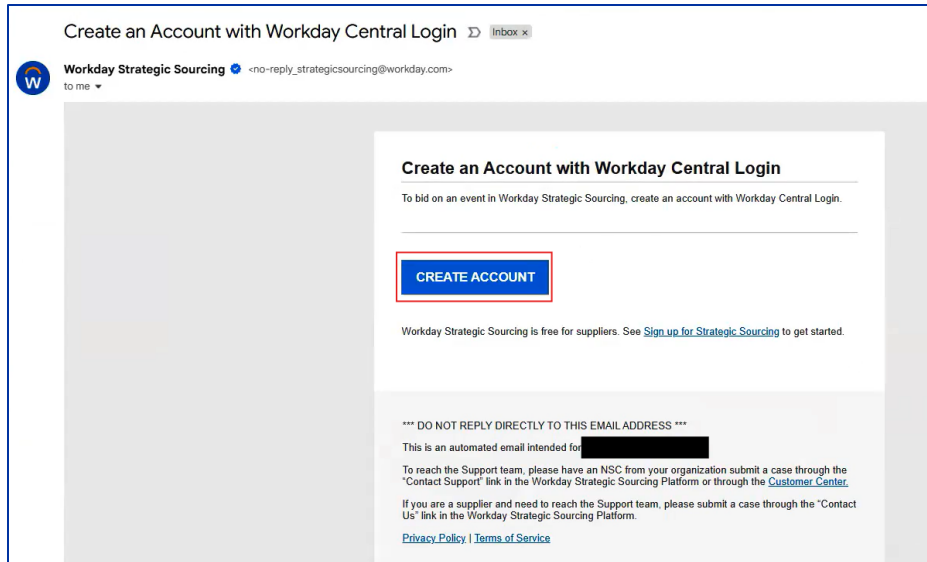
## EMAIL REGISTRATION

1. You'll receive an email from [no-reply\\_strategicsourcing@workday.com](mailto:no-reply_strategicsourcing@workday.com)
2. Click **SIGN UP AND VIEW THIS RFP**, **VIEW FORM** or **SIGN IN** depending on which email you receive.

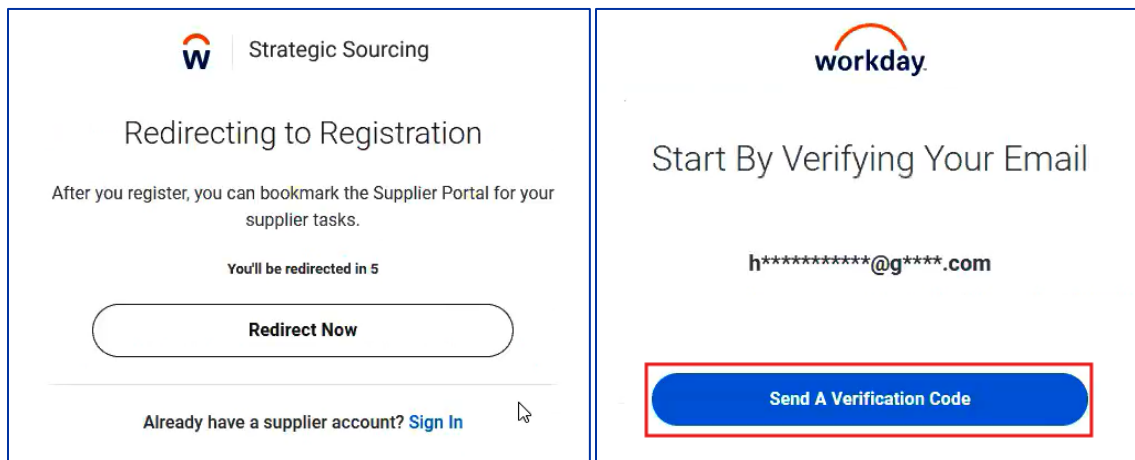
The image shows three email templates side-by-side. The first template, titled 'RFP: GVSU - Demo RFP', includes the owner's name (redacted), the bid due date (10/30/2023 at 3:00 PM EDT), and a description of the RFP. It features a red-bordered button labeled 'SIGN UP AND VIEW THIS RFP'. The second template, titled 'Workday Tenant Access Granted', informs the user that Grand Valley State University has granted them supplier access and provides instructions on how to sign in using their Workday Central Login account. It features a red-bordered button labeled 'SIGN IN'. The third template, titled 'Invitation to Supplier Onboarding Form', includes the company name (Grand Valley State University), the form name (Supplier Onboarding), the owner's name (redacted), and the form due date (1/25/2026 at 7:00 PM EST). It features a red-bordered button labeled 'VIEW FORM'.

3. Enter your email address and then confirm your email address. Click **Continue**. You'll then receive an email with a link to verify your email address. 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.

The image shows two steps of the email registration process. The first step, titled 'Create a Supplier Account', features the Workday Strategic Sourcing logo and a form with two input fields: 'Email \*' and 'Confirm Email \*'. Below the form is a blue 'Continue' button. The second step shows a confirmation message: 'We've sent an email to [redacted] with a link to create an account. Use the link in your email to continue account creation. If you didn't receive the email, check your spam folder or contact your system administrator.' Below this message is a blue 'Resend Email' link. Further down, it states 'You will be able to request resend email in 4 minutes and 57 seconds.' At the bottom, there is a link that says 'Already have a supplier account? Sign In' with a hand cursor icon pointing to it.



4. After clicking the link in your email, you will be brought back to Strategic Sourcing and will be redirected to Workday Central Login. On the next screen, click **Send a Verification Code**. This will send a 6-digit one-time code to your email address. This email will be the username you use to login.



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.



## Enter Your Verification Code

To verify your email and finish setting up your account, Workday sent you an email with a 6-digit verification code.

h\*\*\*\*\*@g\*\*\*\*.com

2 1 3 8 9 8

**Verify Email**

[Resend A Verification Code](#)

Didn't get the email? [Learn why.](#) ⓘ

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



## Set Up Your Account

**First Name**  
Enter your first name

**Last Name**  
Enter your last name

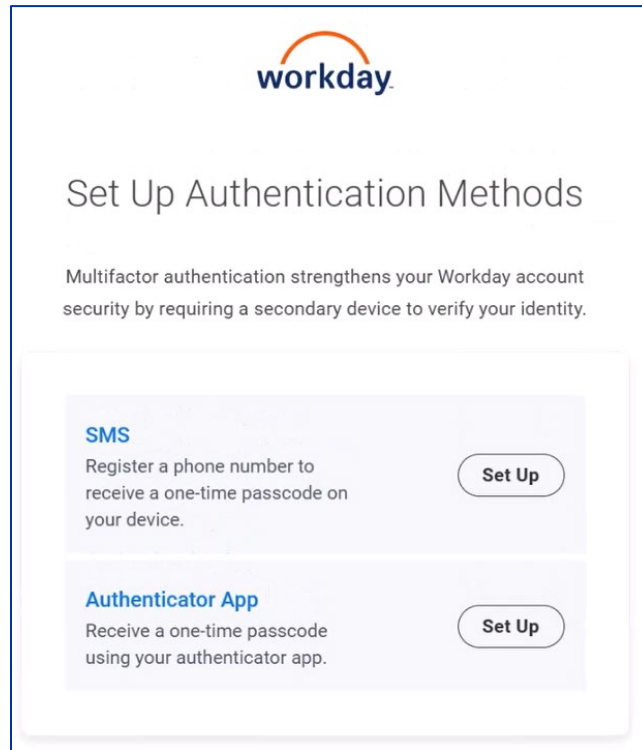
**New Password**  
Enter your password 

**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](#).

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

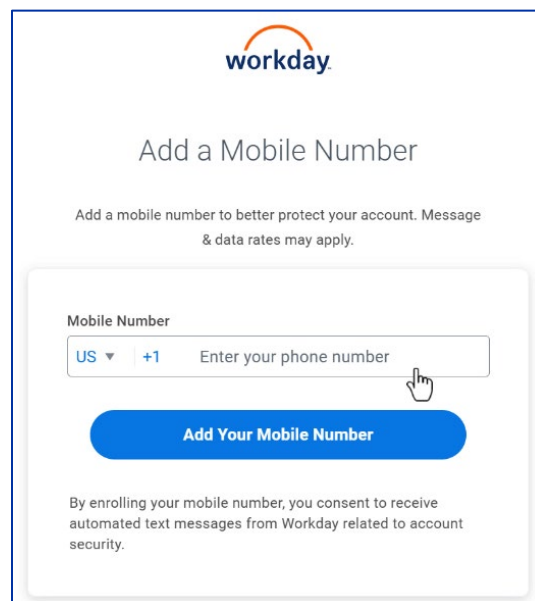


The screenshot shows the 'Set Up Authentication Methods' page in the Workday interface. At the top is the Workday logo. Below it, the title 'Set Up Authentication Methods' is displayed. A paragraph explains that multifactor authentication strengthens account security by requiring a secondary device. Two options are presented in a light purple box: 'SMS' and 'Authenticator App'. Each option includes a brief description and a 'Set Up' button. The 'SMS' option says 'Register a phone number to receive a one-time passcode on your device.' The 'Authenticator App' option says 'Receive a one-time passcode using your authenticator app.'

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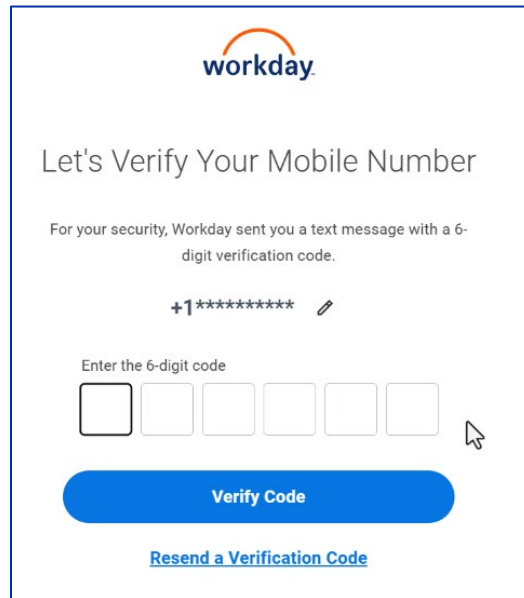
## SMS MULTIFACTOR AUTHENTICATION

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



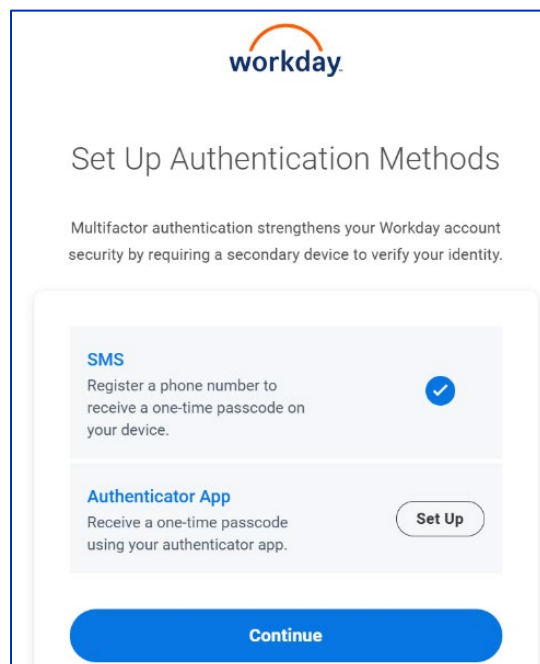
The screenshot shows the 'Add a Mobile Number' page in the Workday interface. At the top is the Workday logo. Below it, the title 'Add a Mobile Number' is displayed. A paragraph explains that adding a mobile number better protects the account, with a note that message and data rates may apply. A form labeled 'Mobile Number' contains a dropdown menu set to 'US', a '+1' icon, and a text input field with the placeholder 'Enter your phone number'. A hand cursor is shown clicking the input field. Below the form is a large blue button labeled 'Add Your Mobile Number'. At the bottom, a paragraph 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 verification interface. At the top is the Workday logo. Below it is the heading "Let's Verify Your Mobile Number". A subtext explains that a text message with a 6-digit verification code was sent for security. Below this, a phone number is displayed as "+1\*\*\*\*\*" with an edit icon. Underneath, a prompt says "Enter the 6-digit code" followed by six empty input boxes. A blue "Verify Code" button is positioned below the input boxes, and a link for "Resend a Verification Code" is at the bottom.

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



The screenshot displays the "Set Up Authentication Methods" screen in the Workday app. The Workday logo is at the top. The heading "Set Up Authentication Methods" is followed by a brief explanation of multifactor authentication. Below this, there are two options for authentication: "SMS" (which is already selected, indicated by a checkmark) and "Authenticator App". The "Authenticator App" option includes a "Set Up" button. At the bottom of the screen is a large blue "Continue" button.

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## 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.

### 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](#)

Connect Authenticator App

8. 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](#)

Connect Authenticator App

9. If you haven't done so already, you can optionally enter a mobile phone number and click **Add Your Mobile Number** or you can click **Skip this Step**.

The screenshot shows the 'Add a Mobile Number' screen on the Workday portal. At the top is the Workday logo. Below it is the title 'Add a Mobile Number' and a subtitle 'Option to add a mobile number to better protect your account. Message & data rates may apply.' There is a section for 'Mobile Number' with a note '\*Limited countries supported at this time.' Below this is a form with a dropdown menu set to 'US', a '+1' icon, and a text input field labeled 'Enter your phone number'. A red rectangle highlights two buttons: a blue 'Add Your Mobile Number' button and a blue 'Skip this Step' button. At the bottom, there is a disclaimer: 'By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.'

10. 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 **Save and Finish**.

The screenshot shows the 'Set Up Your Account' screen on the Strategic Sourcing portal. At the top is the Strategic Sourcing logo. Below it is the title 'Set Up Your Account'. There are three input fields: 'Job Title', 'Phone Number', and 'Timezone'. The 'Timezone' field is a dropdown menu with the text 'Select a timezone'. A red rectangle highlights a checkbox labeled 'Accept the Terms of Service and acknowledge the Privacy Statement. \*'. Below this is a blue 'CREATE ACCOUNT' button. At the bottom, there is a 'Need Help?' section with links for 'Buyer FAQs' and 'Supplier FAQs'.

11. Your account has been created and you will now have access to all company information.