

SUPPLIER REGISTRATION DASHBOARDS

With the implementation of Workday, the supplier registration process transitioned to Workday Strategic Sourcing (WSS), which is an additional Workday product that allows suppliers to manage their business and individual information. Because this is a separate Workday product, supplier updates are not visible to users in colleges and divisions until the registrations are completed and approved. To provide transparency, we have generated a Tableau supplier table to show the status of current supplier registrations. This [tableau dashboard](#) has two different supplier tables: **WSS Suppliers** and **WSS Projects**.

WSS SUPPLIERS

This table displays all suppliers listed in Workday, including active suppliers and those pending a new/updated registration. This table can be sorted alphabetically to quickly locate a supplier. If a supplier is in the WSS registration process, you will also see a form status that shows whether the registration was started, in progress or submitted.

Supplier Form Status Definitions:

- **Blank** – The supplier is already active in Workday (came over from buyWays active on 7/1) and will never have a “form” in WSS. They are just listed here so you can see ALL suppliers you might be looking for in one place.
- **Not Started** – Supplier received the invitation but has not clicked the registration link.
- **In Progress** – The supplier has clicked on the registration link and has entered some information but not yet submitted the form.
- **Completed** - Supplier has completed and submitted their registration and it is pending approval by a central procurement team member.

WSS PROJECTS

This table compiles all new suppliers who have registered or been invited to register since implementing Workday on July 1. These are suppliers that were not active in Workday at go-live and someone on campus submitted a request to invite/register a supplier in Workday. All other suppliers that are already active in Workday would show up in the WSS Supplier table above, but not in this list. This table will list the supplier's name, the registration status, and the date the forms were sent to the supplier.

Project State Definitions:

Planned – Form request is being reviewed. An invitation has not yet been sent.

Active: Forms Sent – An invitation has been sent to the supplier, but they have not completed the forms.

Active: International Tax Review – Forms have been completed but the supplier is an international Individual/company, so they must be vetted by the International Tax Reviewer.

Active: Approving Forms – The supplier has completed and submitted both forms and they are in review with the central procurement team member.

Completed – Supplier has completed and submitted both forms and they have been finalized.

Canceled – A supplier form was canceled. There are many reasons a form could be canceled, including if it was a duplicate supplier, or a change was needed to the use accessing the registration. The reason for the cancelation will be listed on the table.

Needs Attention – If a supplier registration requires additional information, details will be included in this column.

Start and End Dates

The start date is when the form was sent to the supplier for registration.

The end date is a target completion date for the registration. Anything that displays “Null” may indicate a registration was canceled or closed.

While this table can provide a snapshot of the current progress and completion of supplier registrations, please keep in mind that the project status is not updated automatically. As suppliers complete their registration, the project status is updated by Procurement and Business Services manually to reflect the status of forms sent, approved and completed. Due to this manual step in the process, there can be a delay between when a registration is completed and when the system will reflect the information. Once a status is marked as completed, the supplier will show up in Workday but will show an inactive status until the final set up and approval takes place in Workday. Depending on the volume of supplier approvals, the final approval process could take a couple of days to complete before the supplier is fully activated.

NOTE: Only AP Data Entry Specialists and BCBOs have access to view these dashboards at this time.