

# Guide – First-Time Supplier Registration in Workday

## Overview

<i>This guide is for individuals in this role:</i>	<i>New Suppliers</i>
<i>This guide is associated with this Workday Task:</i>	<i>Onboarding to Workday Strategic Sourcing</i>

Workday Strategic Sourcing is the portal you will use as a new supplier to create your account, verify your email, set your password and multi-factor authenticator (MFA) and complete your initial supplier registration so your company can be onboarded. After your first log in, you will enter key company and contact details and may also be asked to complete additional onboarding forms such as questionnaires, tax documents or banking information. Once setup is complete, Workday becomes your self-service portal to manage your supplier information and handle future requests in one place.

This guide includes the following sections:

- [Workday Registration](#)
- [Set Up Your Account](#)
- [Account Has Been Created](#)
- [Supplier Onboarding Form](#)
- [Supplier Onboarding – Additional Information](#)

## Workday Registration

Follow these steps to self-register your account and authentication as a Clemson Supplier in the Workday system with the information required for onboarding.

### ***Account Registration and Tenant Access***

1. You will receive an email invitation with a unique link directing you to the Workday Strategic Sourcing portal.
2. **Click the Sign Up and View Form Button.** If you do not receive this email, refresh your email page and check your spam/junk folders.

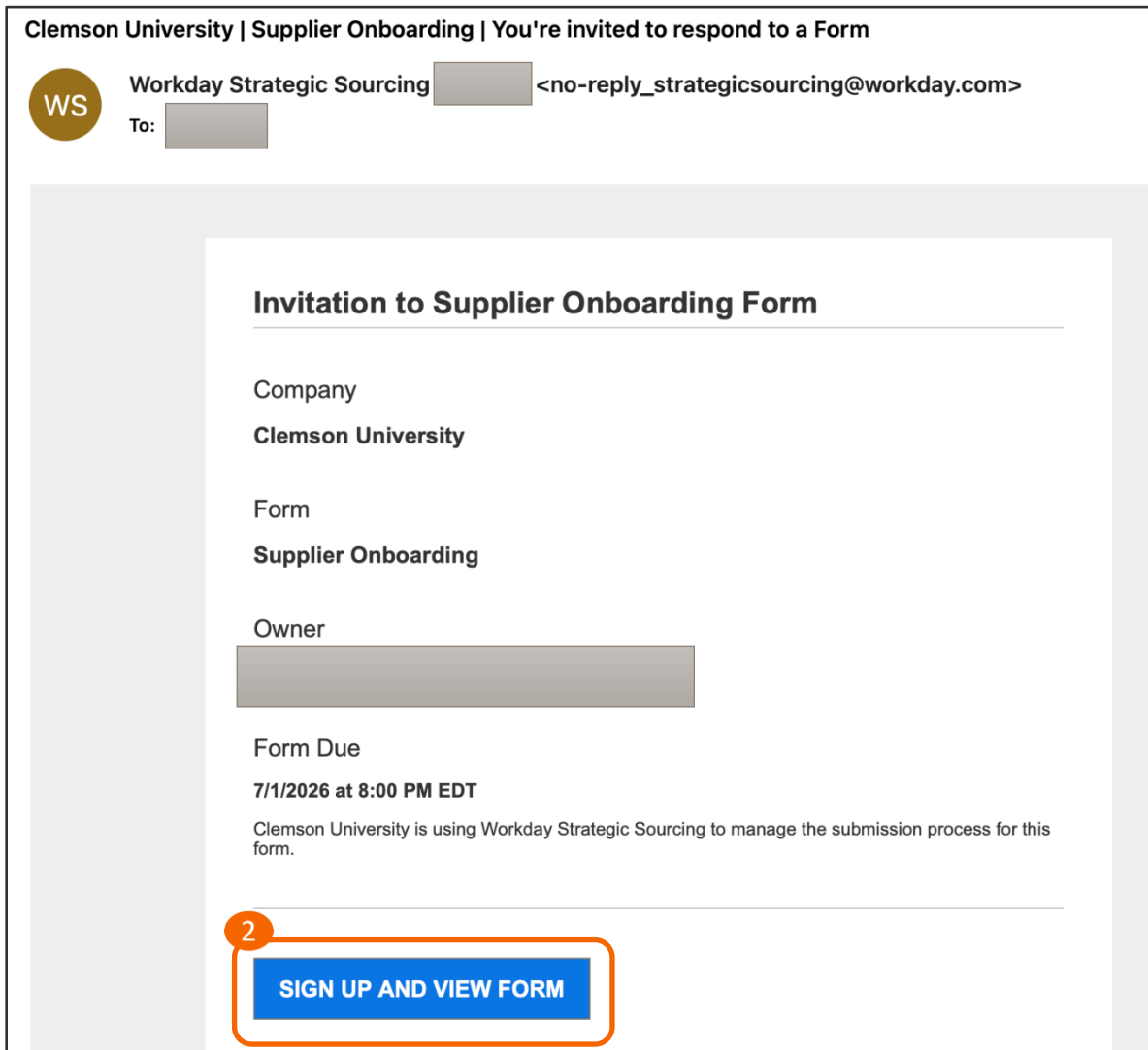


Image 1: Email from Workday Strategic Sourcing with Registration 'Sign In' Link

3. Upon clicking the link, you will land on a registration page. The link will open in your browser and ask you to **verify your email address**, which is the same email address the invitation was initially sent to.
4. **Enter the supplier email address** and verify by sending a verification code to your entered email. **Click 'Send a Verification Code'**.

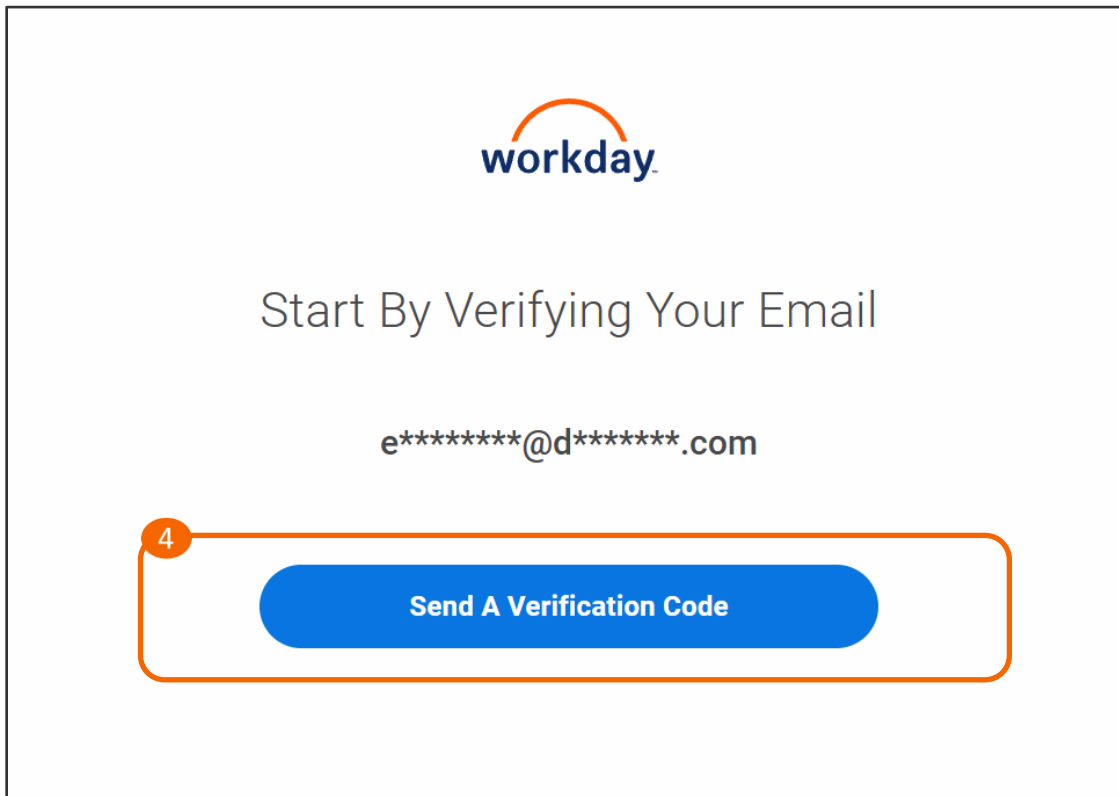


Image 2: Start by Verifying Your Email landing page through Workday

5. Check the email inbox (and junk folder) of the email account you entered into the Workday registration form.

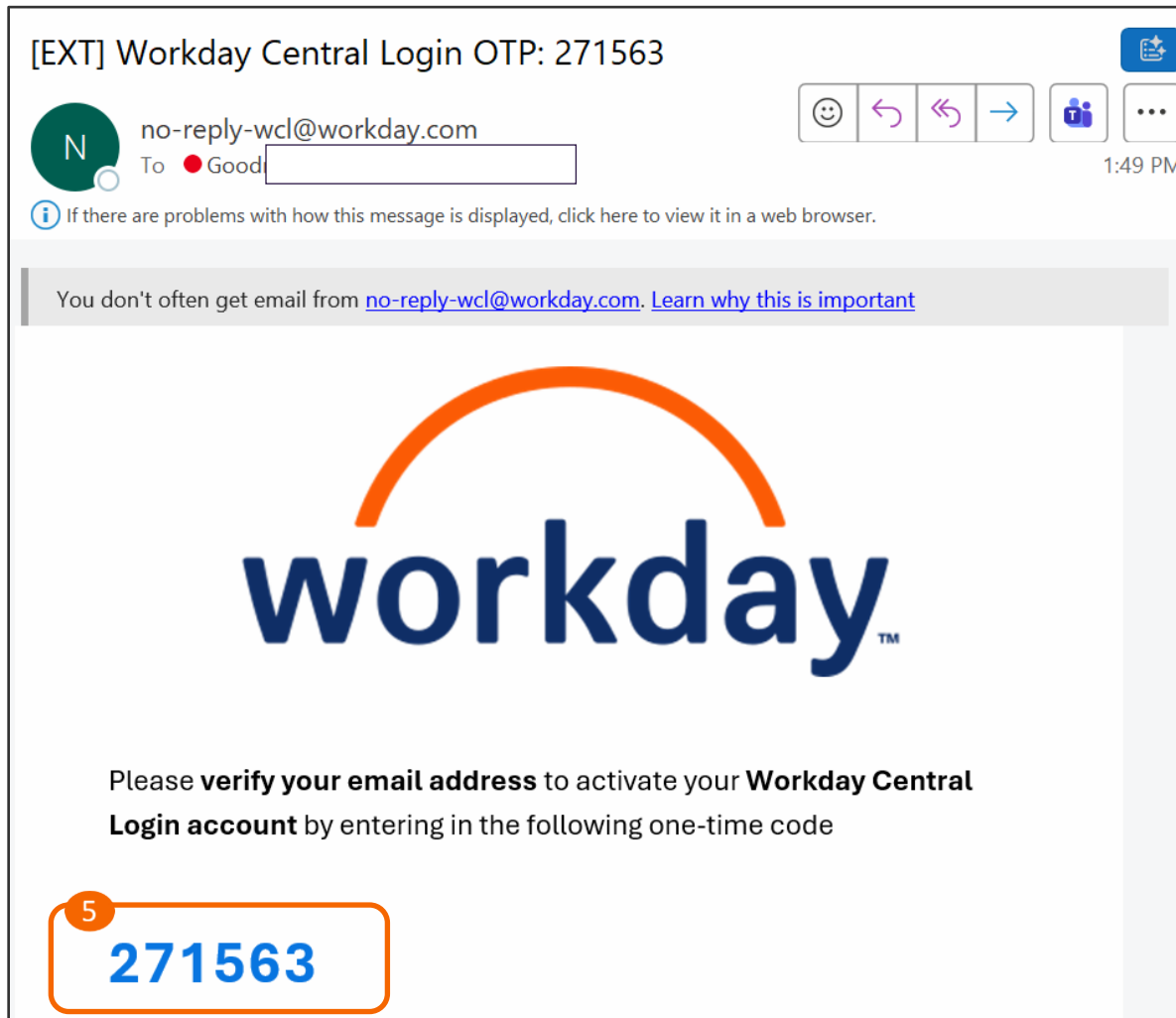


Image 3: Workday Email – Verification Code for Workday Central Login

- Once you receive this 6-digit verification code, go back to the Workday registration website and either type or copy/paste it to **verify your email and select 'Verify Email'**.

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## 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.

e\*\*\*\*\*@d\*\*\*\*\*.com

6

6

Verify Email

[Resend a Verification Code](#)

Image 4: Enter your Verification Code

## Set Up Your Account

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### Set Up Your Account

1 First Name  
Enter your first name

1 Last Name  
Enter your last name

1 New Password  
Enter your password

1 Confirm New Password  
Enter your password

1 Create Account

Image 5: Create and set up your account

1. **Enter the necessary information**, including First Name, Last Name, a New Password, and password confirmation. **Remember to write down this password/save it in a safe place!**
  - a. Password requirements are subject to change but should include uppercase letters, lowercase letters, numeric digits, special characters, and be at least 8 characters long.
2. **Set up your authentication methods.** You can select SMS (Phone) or an Authenticator App for multi-factor authentication (MFA).

## SMS Setup

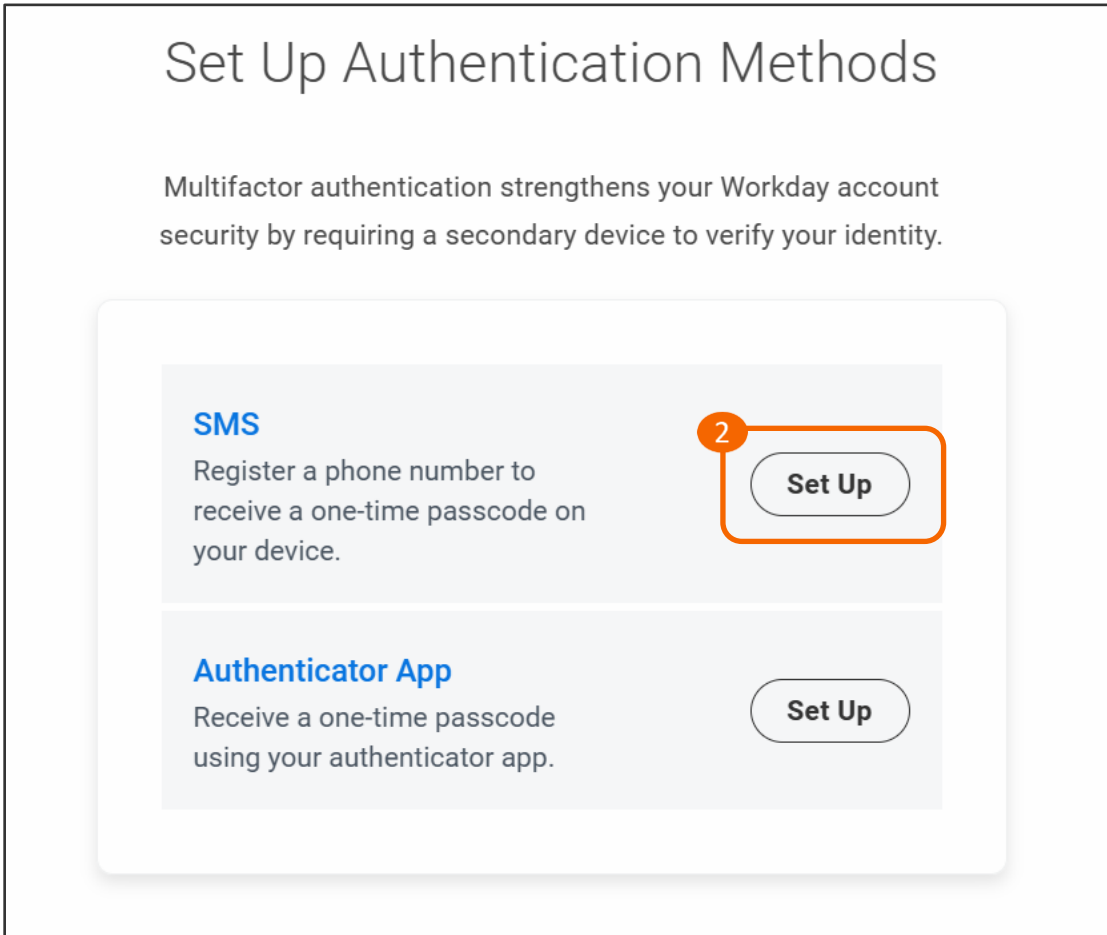


Image 6: Set up Authentication Methods (SMS or Authenticator App)

3. If you select **SMS** as the authentication method, **add the phone number** that you would like to be attached to the WSS account.

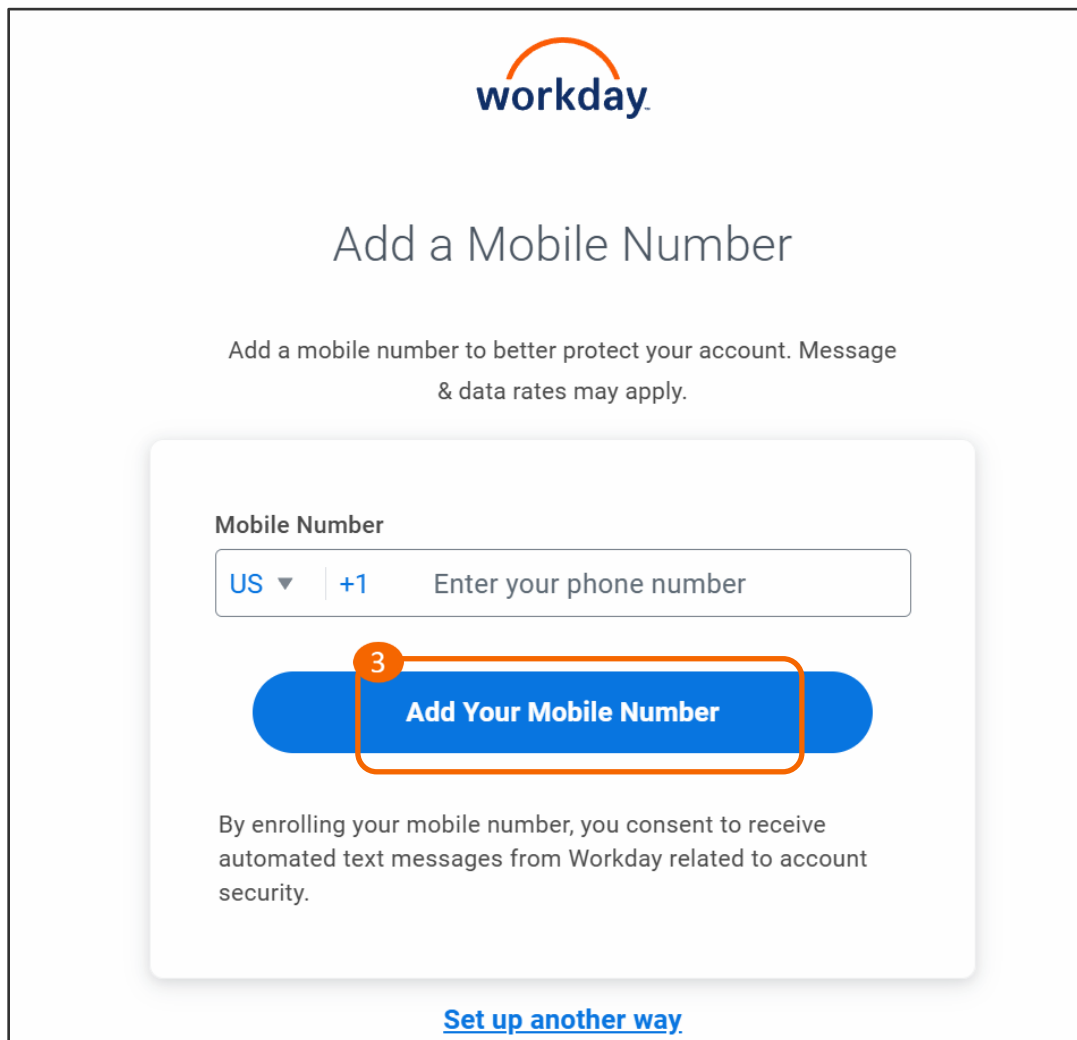


Image 7: Add Your Mobile Number

4. **Verify your Mobile Number.** WSS will text a 6-digit code to the phone number you entered; input that 6-digit pin in the verification field.

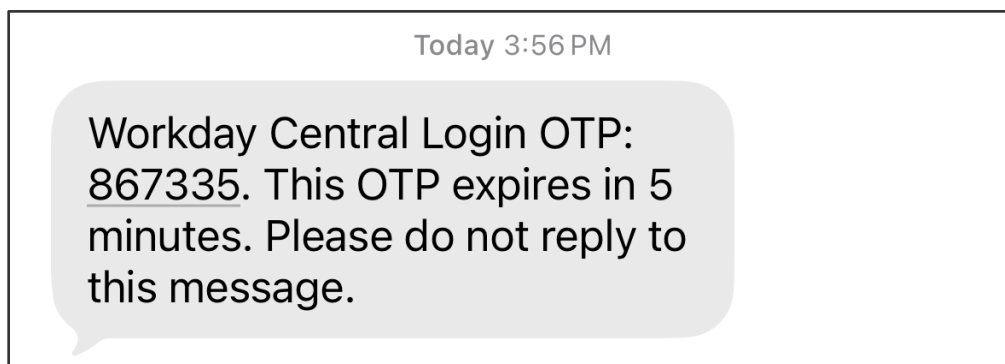



Image 8: Example 6-Digit Verification Code Received via SMS (yours will be different!)

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## Let's Verify Your Mobile Number

For your security, Workday sent you a text message with a 6-digit verification code.

+1\*\*\*\*\* 

Enter the 6-digit code

**4** [Verify Code](#)

[Resend a Verification Code](#)

Image 9: Authenticate Phone Number 6-digit verification code

### Authenticator App Setup

5. If you select **Authenticator App** as the authentication method, ensure you have Google Authenticator or Microsoft Authenticator downloaded onto your mobile device as that is required to sign into Workday Central Login.
  - a. Step 1: **'Scan This QR Code with your Authenticator App'**. Once your authenticator app reads the QR code, you will receive a 6-digit code.
  - b. Step 2: **Connect Workday account to the Microsoft/Google Authenticator** by following the prompts on your mobile device.

## Set Up Authentication Methods

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

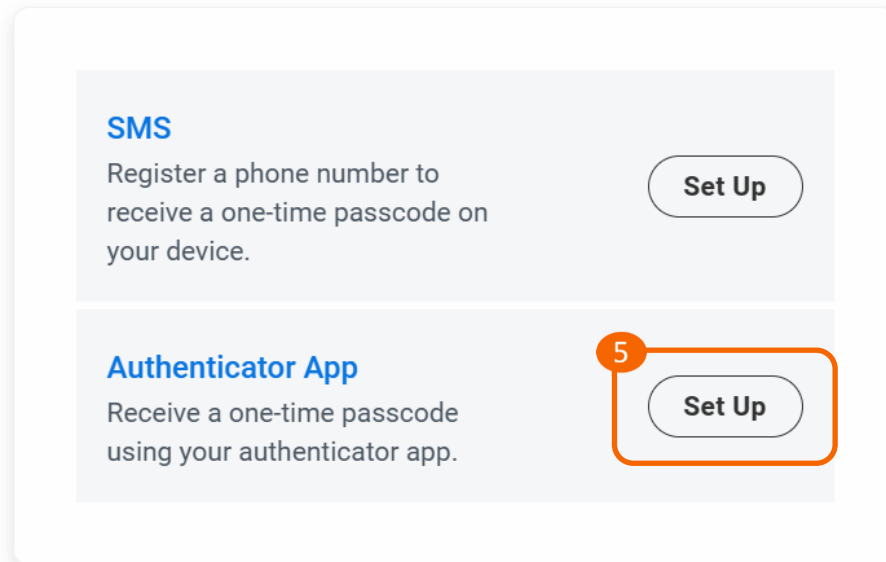


Image 10: Authenticate via Authenticator App

**Note:** For Authentication methods, you can set up both the SMS and the Authenticator App, but you must set up at least one of them as the multi-factor authentication and verification.

6. Once you have set up your multi-factor authenticator, **continue to Set up your Account**. Input Job Title, Phone Number and select your time zone, then click '**Create Account**'.

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## Set Up Your Account

**Job Title**

**Phone Number**

**Timezone**

Select a timezone ▼

**6** Create Account

By creating an Account you accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#).

Image 11: Set up Your Account > Create Account

## Account Has Been Created

1. **Your Landing Page** – this is where your assigned **Onboarding Form** and **Onboarding Additional Information Form** live as well as any self-service actions on the left side of the page.

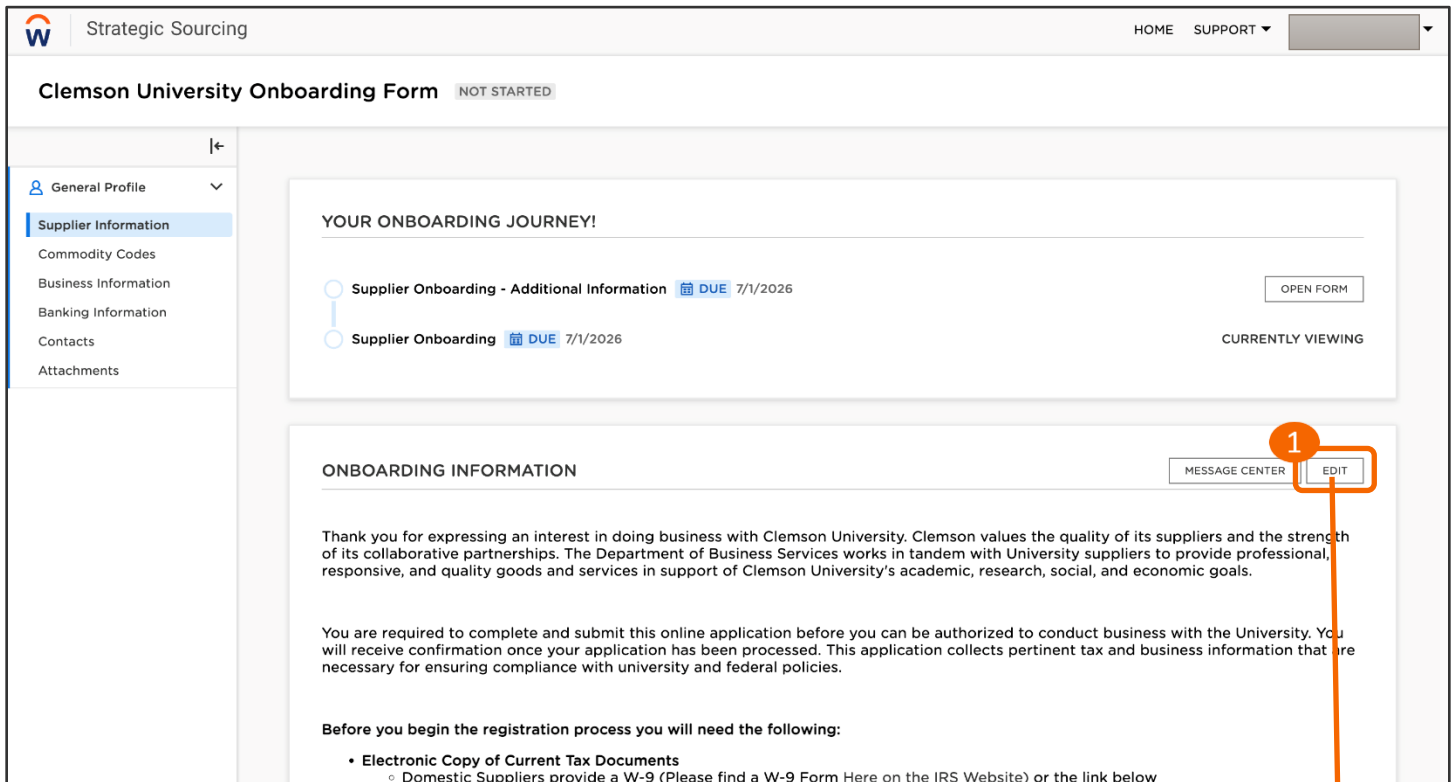


Image 12: Clemson University Onboarding Form

## Supplier Onboarding Form

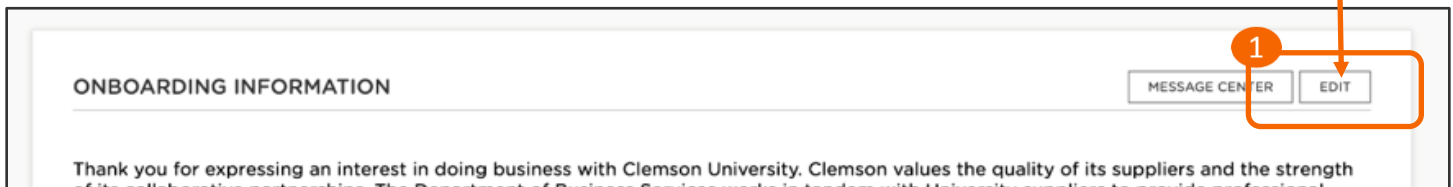


Image 13: Clemson University Onboarding Form Edit Button

1. To make any changes/edits/adjustments to the general onboarding information form, you must select **'Edit'** in the top right corner.
2. Make sure you have your necessary tax documents in order, i.e. W-8, W-9, I-312, etc.
3. Required Fields
  - a. Supplier Name
  - b. Supplier Category
  - c. Supplier Description
  - d. Business Information > Addresses (Address and Usage)
  - e. Primary Phone (Phone Country, Phone Device Type, and Phone Number *(no dashes)*)
  - f. Tax Authority Form Type (if applicable), Primary Tax ID, Tax Country
  - g. Procurement Options 'Default PO Issue Email'

- h. Bank Account (Country, Type, Payment Term, Payment Type)
  - i. Contact Information (First name, Last name, phone, email)
  - j. Upload your Tax Attachments
  - k. **Note:** WSS updates may also update the required fields so take note of any alerts you may receive when submitting your onboarding form. A new release could mean a new required field that is not listed above.
4. When you are ready to submit this form, select **‘Submit’** on the bottom right. If you want to save this as a draft for later, click ‘Save as Draft’.

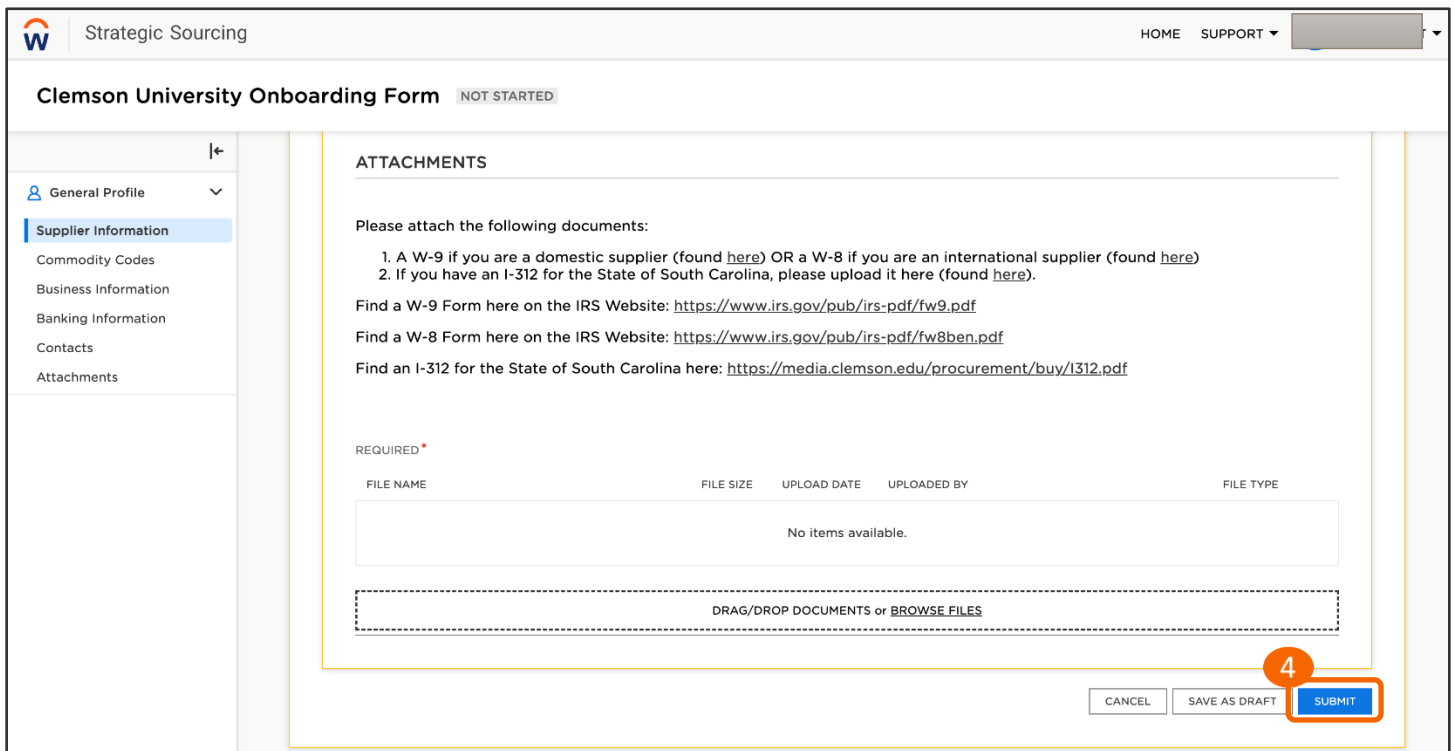


Image 14: Clemson University Onboarding Form Submission Button

## Supplier Onboarding – Additional Information Form

1. Once you submit your Supplier Onboarding Form, a Next Steps screen will appear and prompt you to complete the Additional Information form. **Select ‘Open Form’.**

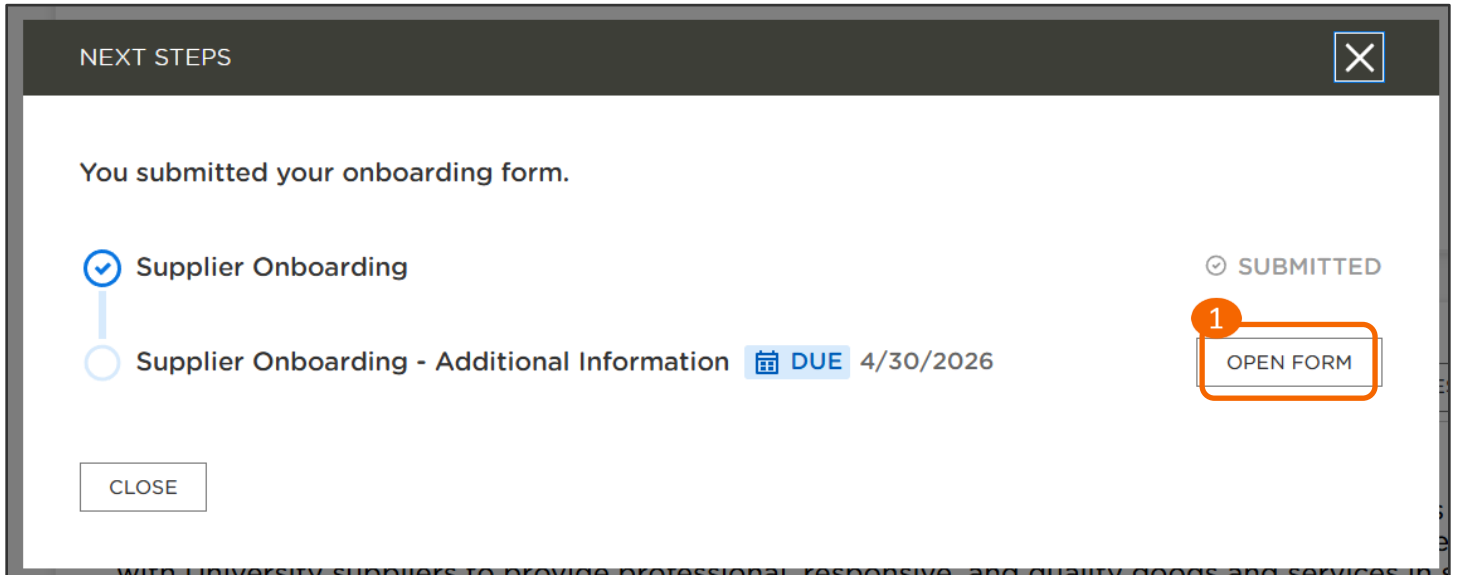


Image 15: Next Steps Screen for Supplier Onboarding Forms

- The Supplier Onboarding - Additional Information page will open – select ‘Open Questionnaire’ to get started entering your additional supplier information.

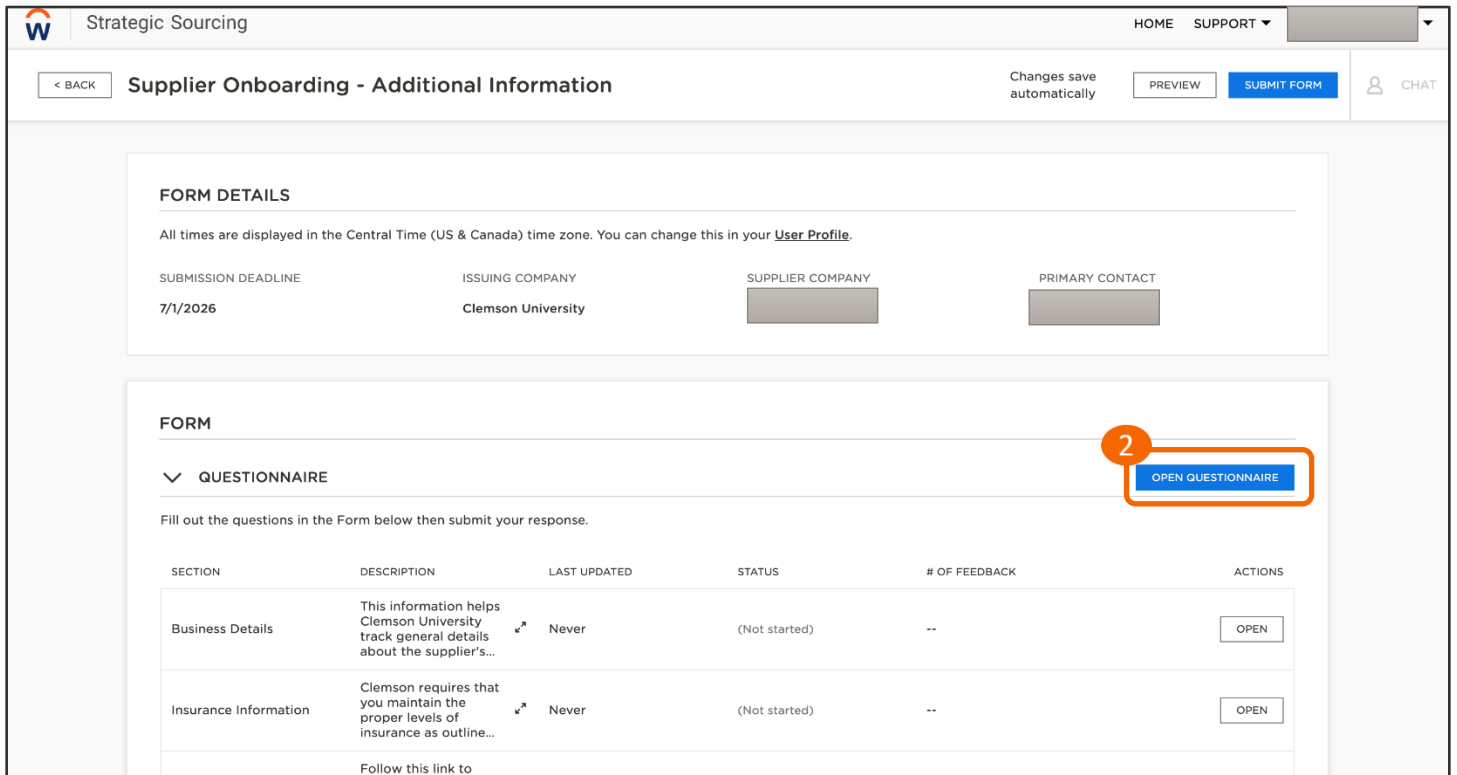


Image 16: Supplier Onboarding – Additional Information Form

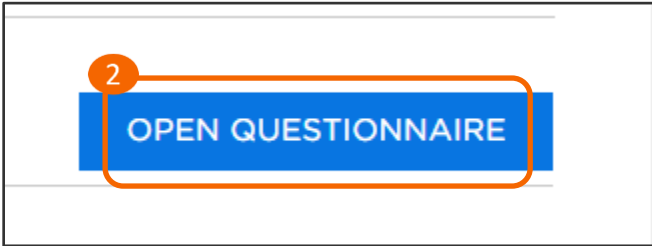


Image 17: Open Questionnaire Button

3. Once you have completed all the Additional Information, **click 'Review & Submit'**.



Image 18: Review & Submit Button

4. Review and ensure all your information is correct, then **click 'Submit Form'**.

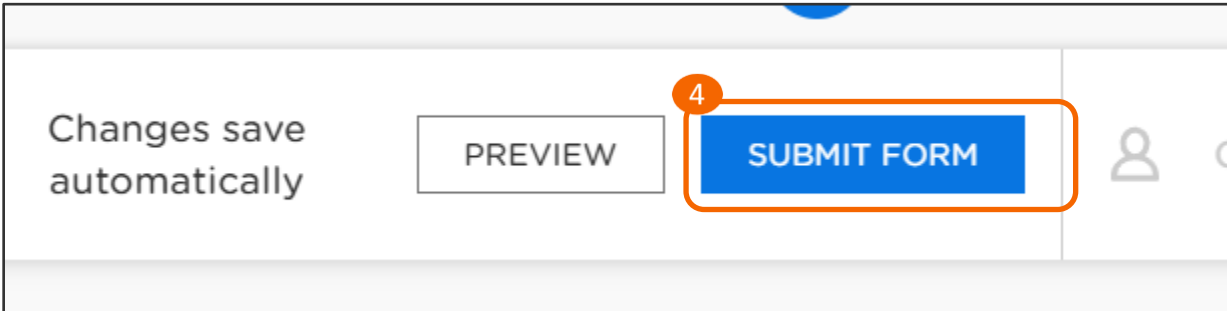


Image 19: Submit Form Button

5. **Confirmation Screen and Email Confirmation:**

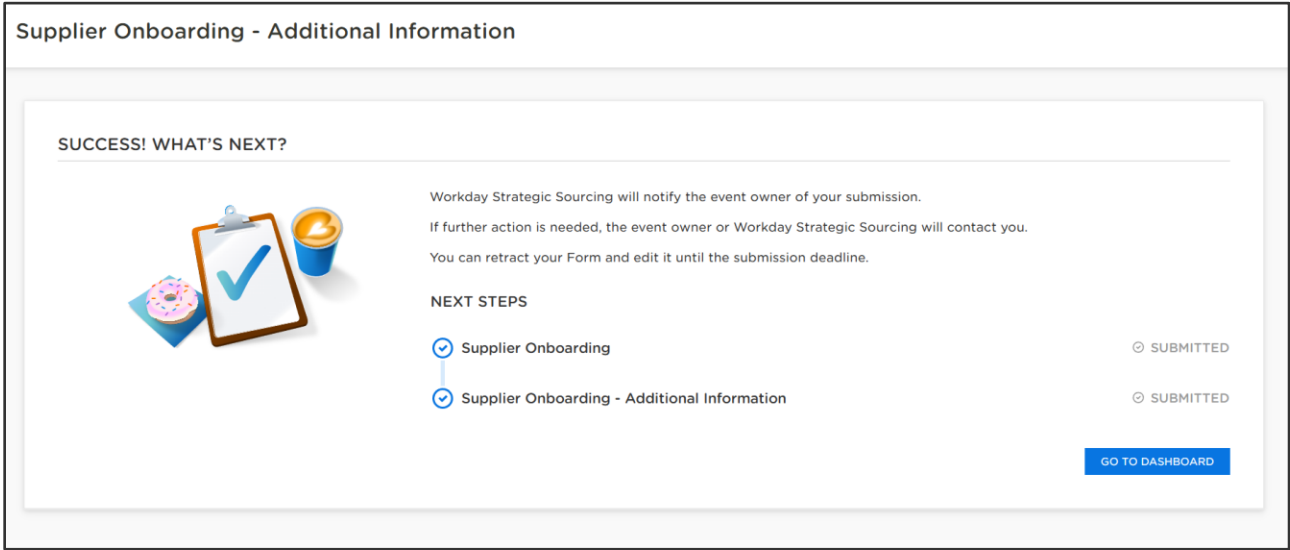


Image 20: Submission Confirmation Screen

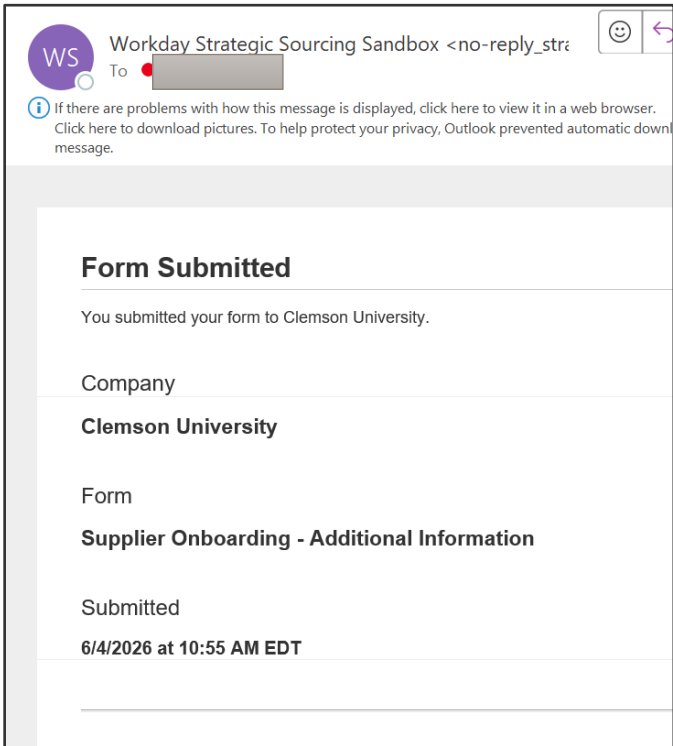


Image 21: Email Confirmation Screen

Questions about this process or about Workday? Send an email to [workdaytraining@clemson.edu](mailto:workdaytraining@clemson.edu).