

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.

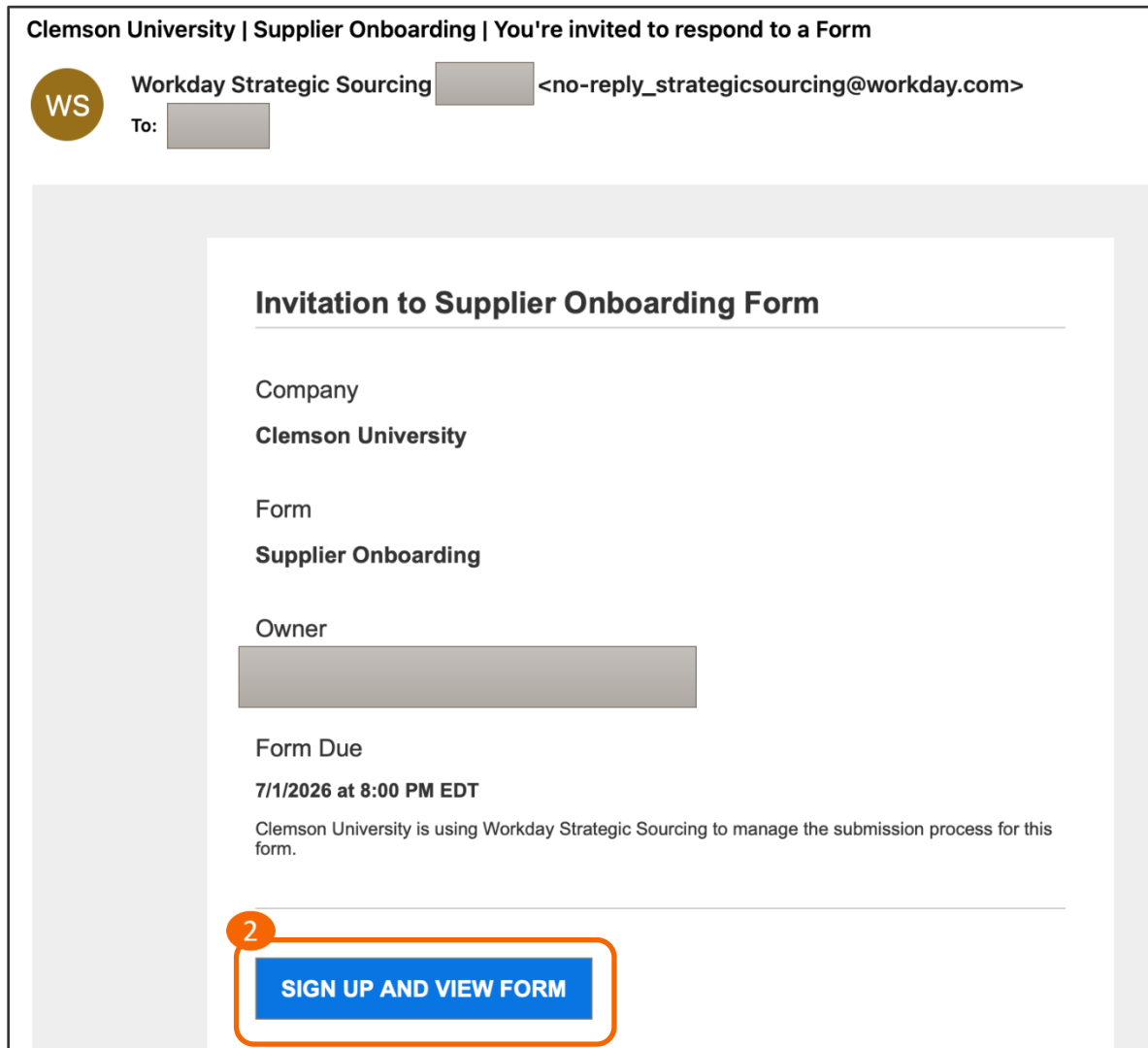


Image 1: Email from Workday Strategic Sourcing with Registration 'Sign In' Link

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'.**

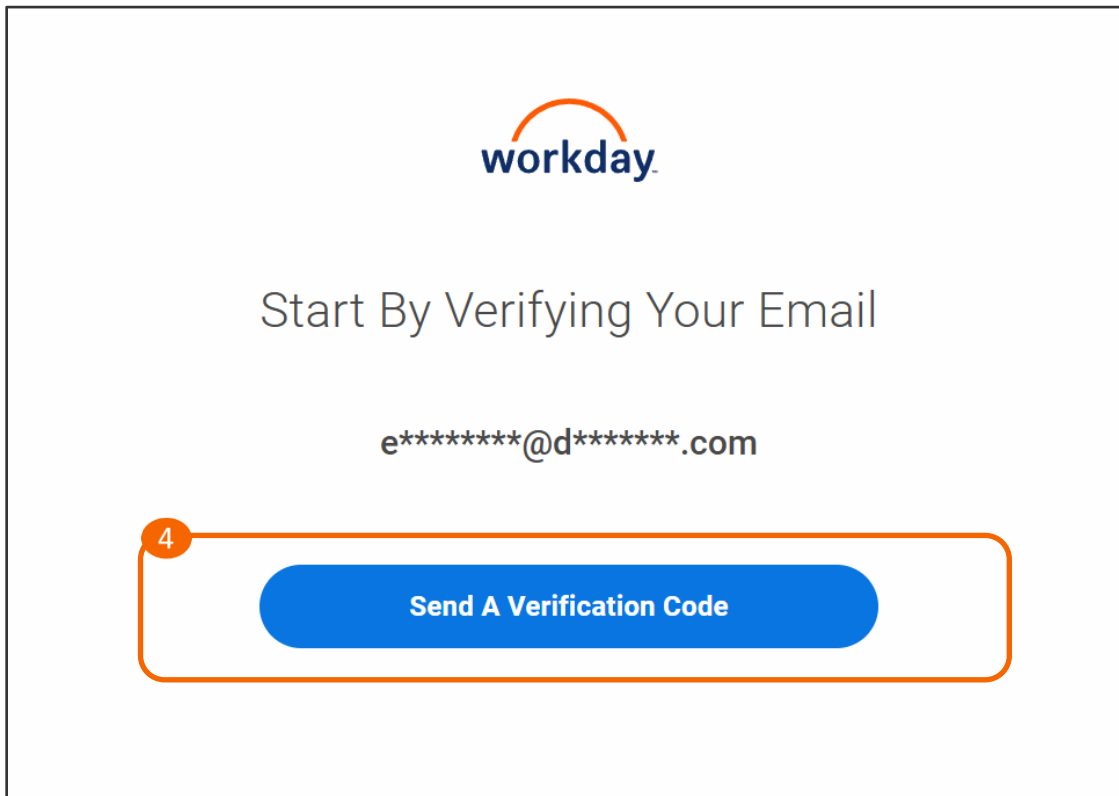


Image 2: Start by Verifying Your Email landing page through Workday

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

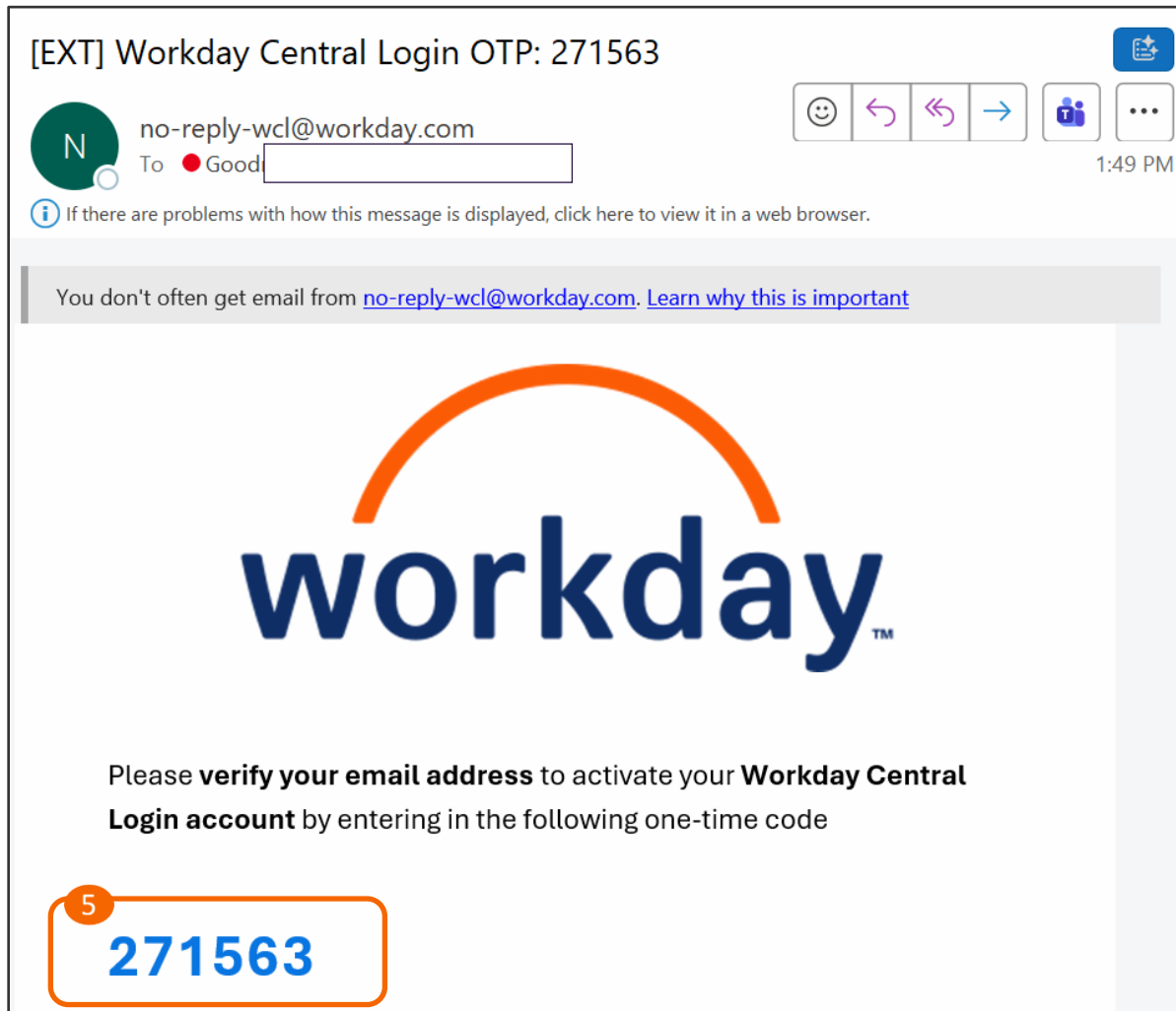


Image 3: Workday Email – Verification Code for Workday Central Login

6. 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

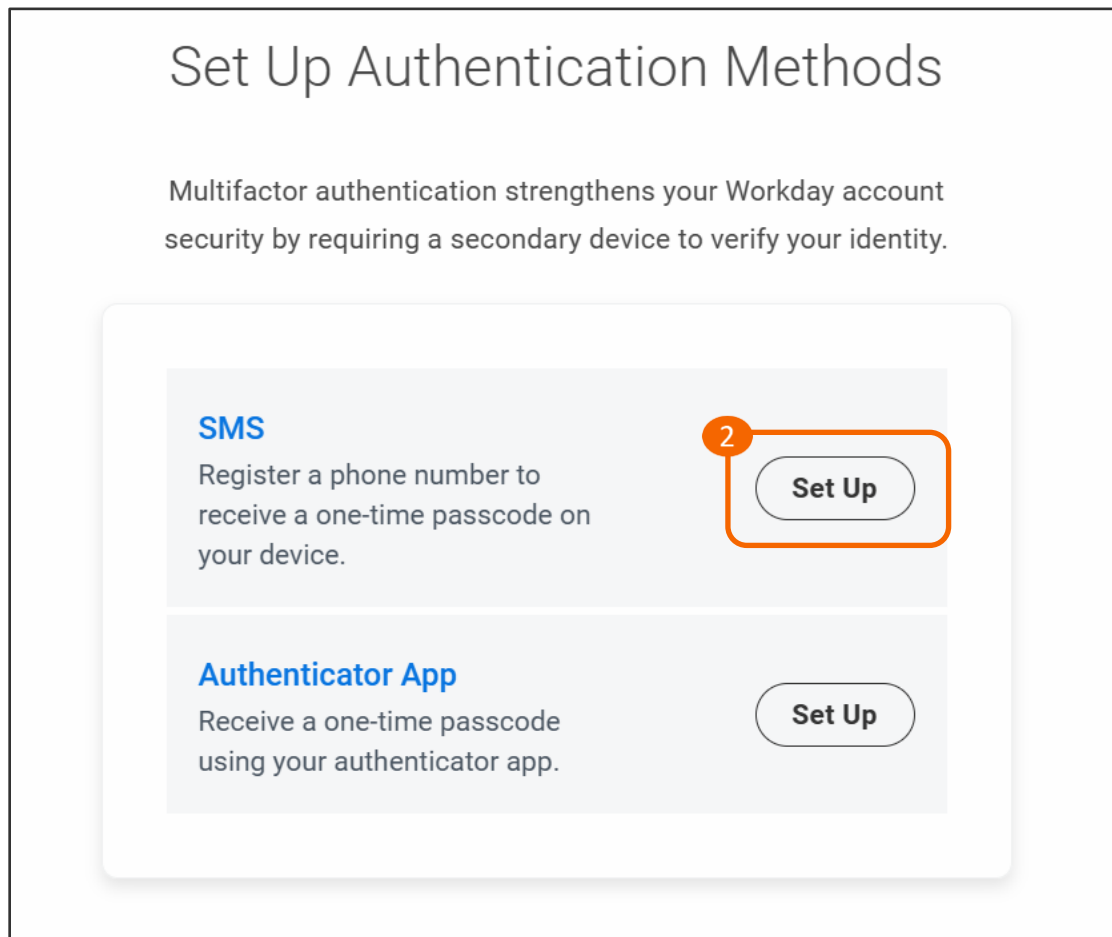
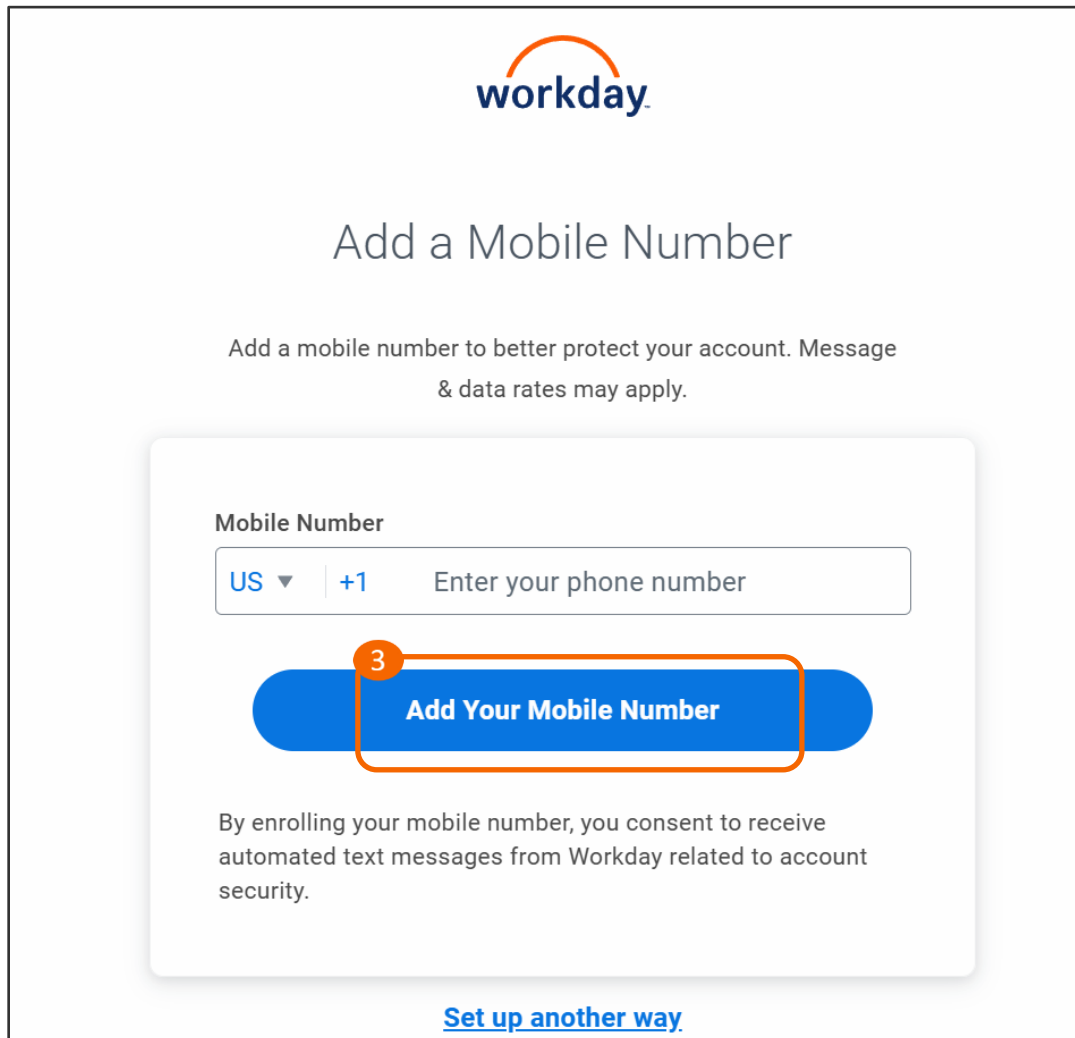


Image 6: Set up Authentication Methods (SMS or Authenticator App)

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



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Add a Mobile Number

Add a mobile number to better protect your account. Message & data rates may apply.

Mobile Number

US ▼ +1 Enter your phone number

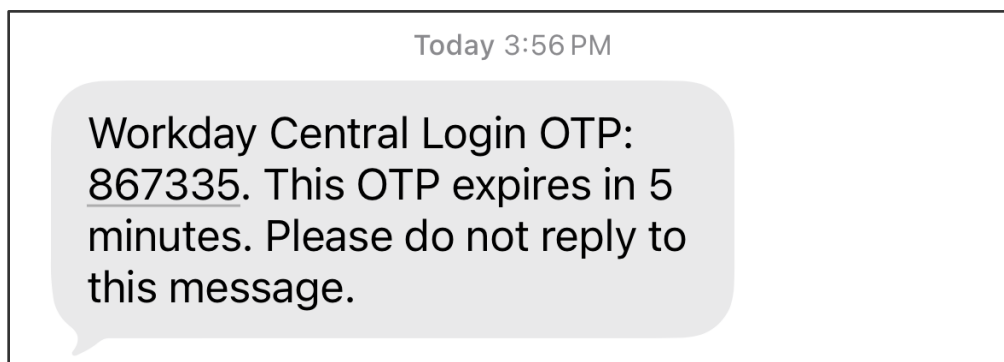
3 Add Your Mobile Number

By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.

[Set up another way](#)

Image 7: Add Your Mobile Number

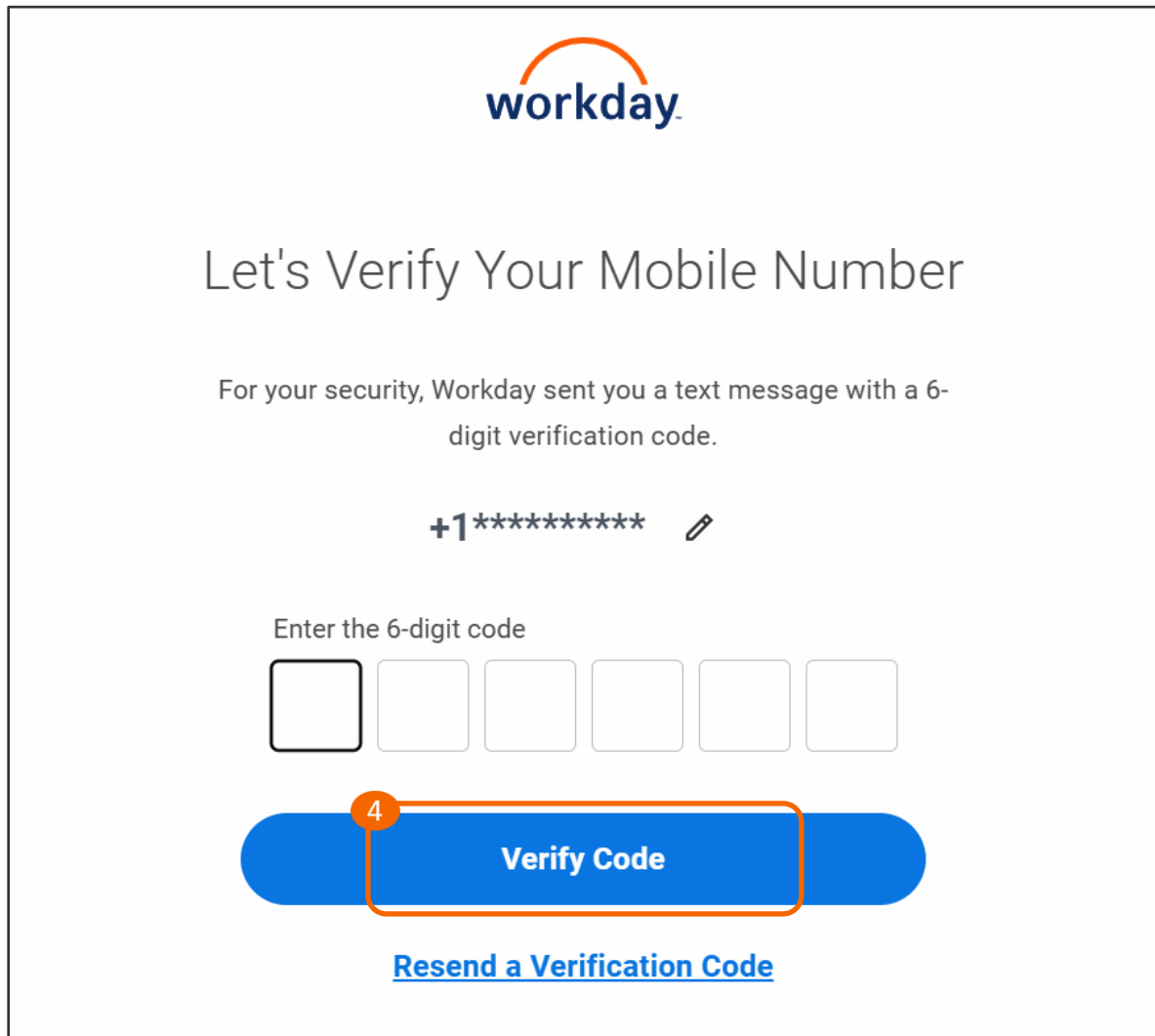
4. **Verify your Mobile Number.** WSS will text a 6-digit code to the phone number you entered; input that 6-digit pin in the verification field.



Today 3:56 PM

Workday Central Login OTP:
867335. This OTP expires in 5
minutes. Please do not reply to
this message.

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

The image shows a mobile app interface for verifying a phone number. At the top is the Workday logo. Below it, the text "Let's Verify Your Mobile Number" is centered. A message states: "For your security, Workday sent you a text message with a 6-digit verification code." Below this, a phone number is displayed as "+1*****" followed by an edit icon. Underneath, a prompt says "Enter the 6-digit code" above six empty input boxes. A large blue button labeled "Verify Code" is highlighted with an orange border and a small orange circle with the number "4" in the top-left corner. Below the button is a link that says "Resend a Verification Code".

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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.

SMS

Register a phone number to receive a one-time passcode on your device.

Set Up

Authenticator App

Receive a one-time passcode using your authenticator app.

Set Up

5

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**'.



Set Up Your Account

Job Title

Phone Number

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. Email Address, Add email and Select **Procurement** in the Email Usage Dropdown
 - g. Tax Authority Form Type (if applicable), Primary Tax ID, Tax Country

- h. Procurement Options 'Default PO Issue Email'
 - i. Bank Account (Country, Type, Payment Term, Payment Type)
 - j. Contact Information (First name, Last name, phone, email)
 - k. Upload your Tax Attachments
 - l. **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'.

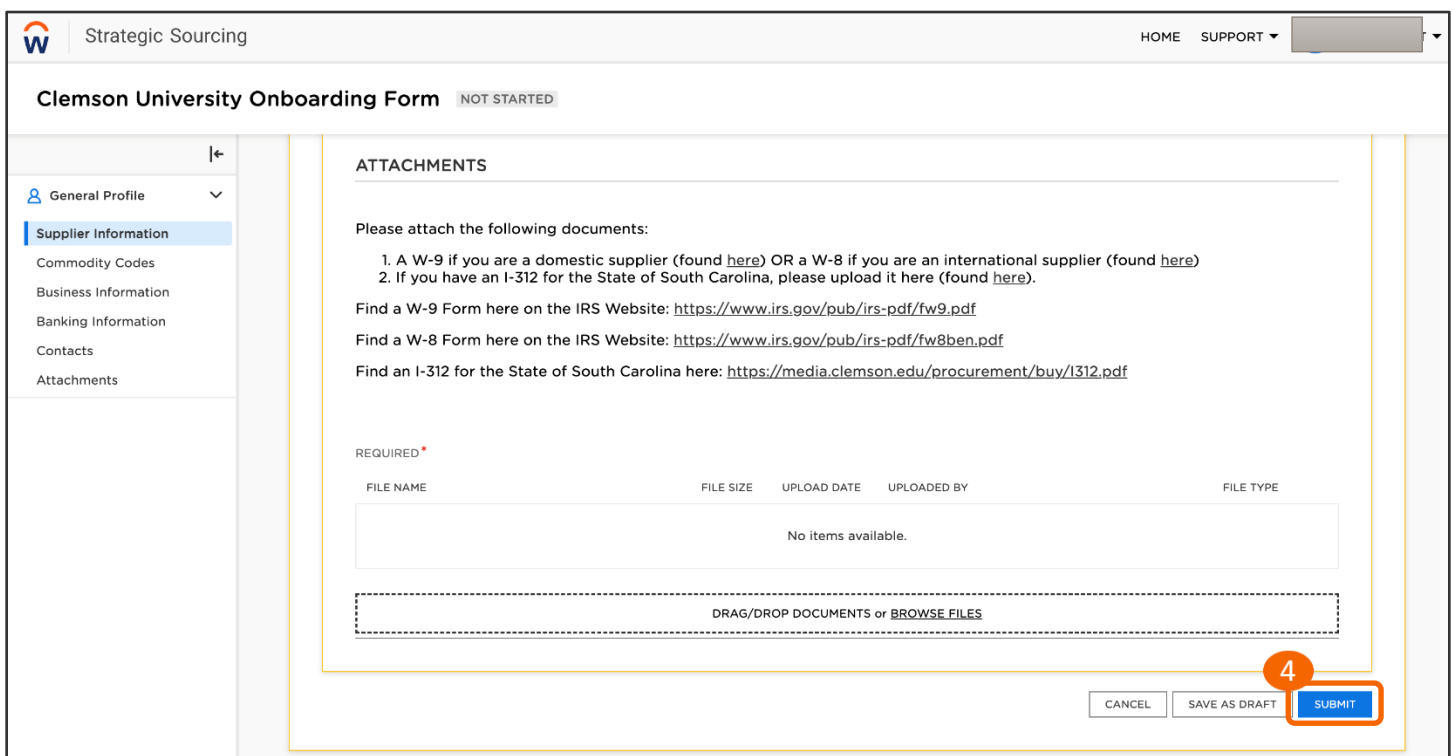
The screenshot shows the 'Clemson University Onboarding Form' interface. On the left is a sidebar with a 'General Profile' dropdown and a 'Supplier Information' section containing links for 'Commodity Codes', 'Business Information', 'Banking Information', 'Contacts', and 'Attachments'. The main content area is titled 'ATTACHMENTS' and includes instructions to attach documents, such as W-9 or W-8 forms, with links to the IRS website and a South Carolina I-312 form. Below the instructions is a table header with columns: FILE NAME, FILE SIZE, UPLOAD DATE, UPLOADED BY, and FILE TYPE. The table body shows 'No items available.' and a dashed box for dragging/dropping documents or browsing files. At the bottom right, there are three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box and a red circle containing the number '4'.

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'.**

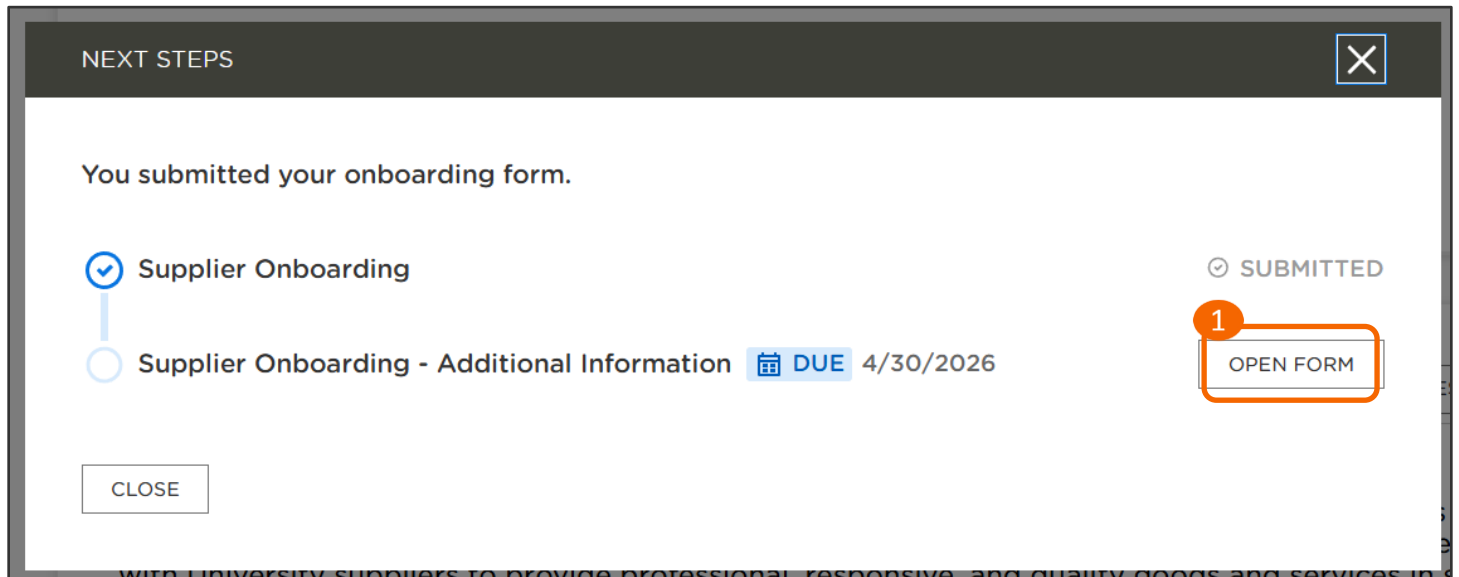


Image 15: Next Steps Screen for Supplier Onboarding Forms

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

Strategic Sourcing HOME SUPPORT

< BACK **Supplier Onboarding - Additional Information** Changes save automatically PREVIEW **SUBMIT FORM** CHAT

FORM DETAILS

All times are displayed in the Central Time (US & Canada) time zone. You can change this in your [User Profile](#).

SUBMISSION DEADLINE	ISSUING COMPANY	SUPPLIER COMPANY	PRIMARY CONTACT
7/1/2026	Clemson University		

FORM

QUESTIONNAIRE

Fill out the questions in the Form below then submit your response.

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Business Details	This information helps Clemson University track general details about the supplier's...	✓ ^a Never	(Not started)	--	OPEN
Insurance Information	Clemson requires that you maintain the proper levels of insurance as outline...	✓ ^a Never	(Not started)	--	OPEN

Follow this link to

2 OPEN QUESTIONNAIRE

Image 16: Supplier Onboarding – Additional Information Form

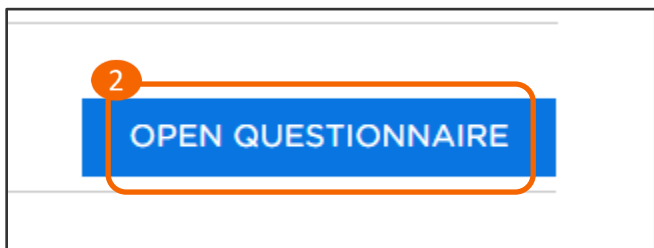


Image 17: Open Questionnaire Button

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'.**

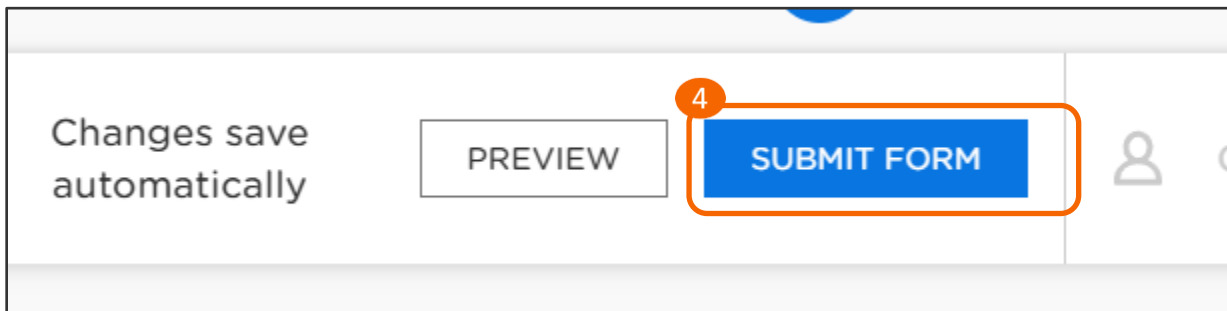


Image 19: Submit Form Button

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

Supplier Onboarding - Additional Information

SUCCESS! WHAT'S NEXT?



Workday Strategic Sourcing will notify the event owner of your submission.

If further action is needed, the event owner or Workday Strategic Sourcing will contact you.

You can retract your Form and edit it until the submission deadline.

NEXT STEPS

- Supplier Onboarding ⌂ SUBMITTED
- Supplier Onboarding - Additional Information ⌂ SUBMITTED

[GO TO DASHBOARD](#)

Image 20: Submission Confirmation Screen



Workday Strategic Sourcing Sandbox <no-reply_str...

To [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Form Submitted

You submitted your form to Clemson University.

Company

Clemson University

Form

Supplier Onboarding - Additional Information

Submitted

6/4/2026 at 10:55 AM EDT

Image 21: Email Confirmation Screen

Questions about this process or about Workday? Send an email to workdaytraining@clemson.edu.