



Supplier Registration - WSS



Supplier Registration – Workday Strategic Sourcing

Department: Procurement & Business
Services

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1 INTRODUCTION

1.1 Purpose

This document is designed to guide suppliers through the full sequence of steps required to create a **Workday Strategic Sourcing (WSS)** supplier account. It ensures suppliers have the necessary information, documentation, and tools to successfully set up their account, complete the initial onboarding registration form, and reach the **Supplier Dashboard**, where they can continue the remaining onboarding activities and communicate throughout the process.

1.2 Objective

The objective is to ensure the supplier successfully creates a **Workday Strategic Sourcing (WSS)** supplier account, completes the **initial onboarding registration form**, and gains access to the **Supplier Dashboard**, where additional onboarding requirements will be available. The goal is to provide the supplier with continuous access to the WSS platform so they can complete all remaining onboarding steps and communicate with Georgia Tech throughout the entire onboarding process. Once the supplier reaches the dashboard, they are fully connected to the WSS environment and able to complete the full onboarding cycle.

2 PREPARATION & REQUIRED INFORMATION

2.1 Preparation

Prior to initiating the registration process, suppliers should gather and prepare required documentation, as well as ensure their email accounts and authenticator tools are set up properly. If you have questions about signing in or setting up your Workday account, please refer to Workday’s Supplier Account Setup FAQ. For any additional questions or assistance, please submit a ServiceNow ticket with a detailed description of the error you’re experiencing. The table below contains the appropriate weblinks to use.

Application	Weblinks
Workday FAQ	https://doc.workday.com/user-guide/en-us/strategic-sourcing/supplier-account-setup/crv1595415245865.html
Georgia Tech ServiceNow	https://gatech.service-now.com/guest

- If you have previously completed onboarding or engaged in business with Georgia Tech, and your **Tax ID remains unchanged**, please submit a Georgia Tech ServiceNow ticket via the link provided, including your current tax details and contact information. Go to Suppliers and Payees, then choose the service item listed below to submit a ticket for review.
 - **Report Changes to Vendor Information**

2.2 Gather Required Information

To complete the supplier registration process, suppliers should prepare the following:

- Ability to receive emails from Workday: suppliers must **allow all emails** from no-reply_strategicsourcing@workday.com and check spam/junk folders as needed.
- A **current, signed IRS Form W-9** (U.S. entities) or **IRS Form W-8** (foreign entities), reflecting the **current calendar year**, with a valid handwritten or DocuSign Signature.
- **Legal business name** exactly as registered with the IRS.
- **Tax Identification Number (TIN), Employer Identification Number (EIN), or Social Security Number (SSN)** issued by the IRS.
- Remittance address and primary accounts receivable contact details.
- An installed **authenticator application**, such as Authy, Duo Mobile, Google Authenticator, Microsoft Authenticator, Okta, or similar.

2.3 Download Authenticator Application

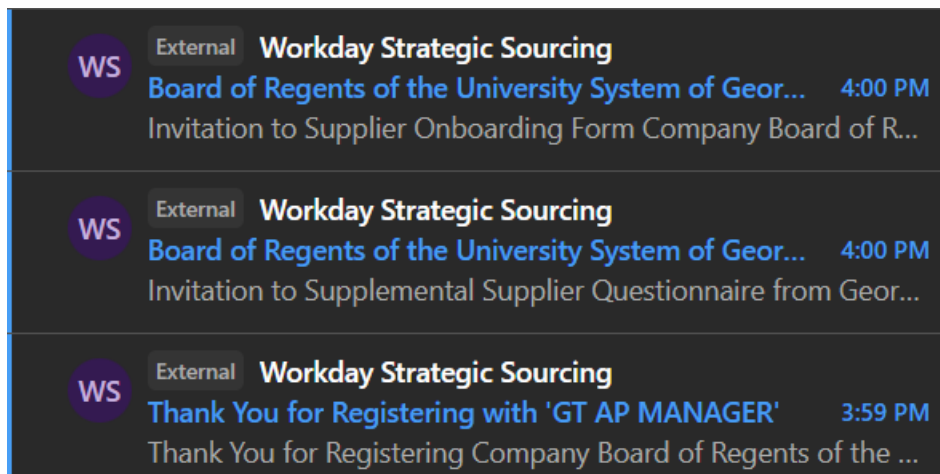
You will need to use an authenticator app to register and sign into your account. **Download an authenticator app on your mobile device from the Apple App Store or Google Play Store. THIS STEP IS MANDATORY TO COMPLETE YOUR ACCOUNT.** You can also use a web browser authenticator app. Frequently used authenticators include:

- Authy
- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator
- Okta

2.4 Required Forms

After your Workday Strategic Sourcing (WSS) account is created, complete these three tasks: **Initial Supplier Registration** (available after account creation), **Supplemental Supplier Questionnaire**, and **Supplier Onboarding Form** (details sent by email and explained in section 3.6 & 3.7). Notification will be sent via email from **Workday Strategic Sourcing**.

- Initial Supplier Registration
- Supplemental Supplier Questionnaire
- Supplier Onboarding

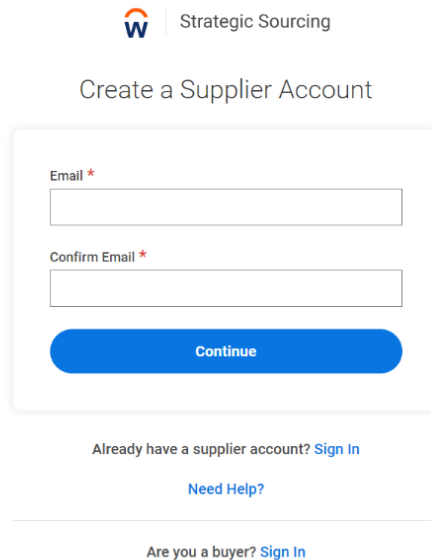


3 SUPPLIER ONBOARDING – CREATING AN ACCOUNT

3.1 Start Self-Registration

*You must complete steps in section 2.2 and 2.3 before proceeding. Suppliers should access the provided Workday self-registration link below and submit their email, which becomes part of the username used to log in. Use the same web browser for each step of this process. At the end of this process, the supplier will need to complete the **Supplemental Supplier Questionnaire & Supplier Onboarding** forms to become an active vendor in our system.*

1. Suppliers will use the following link for self-registration: https://board-of-regents-of-the-university-system-of-georg.us.workdayspend.com/supplier_self_registration

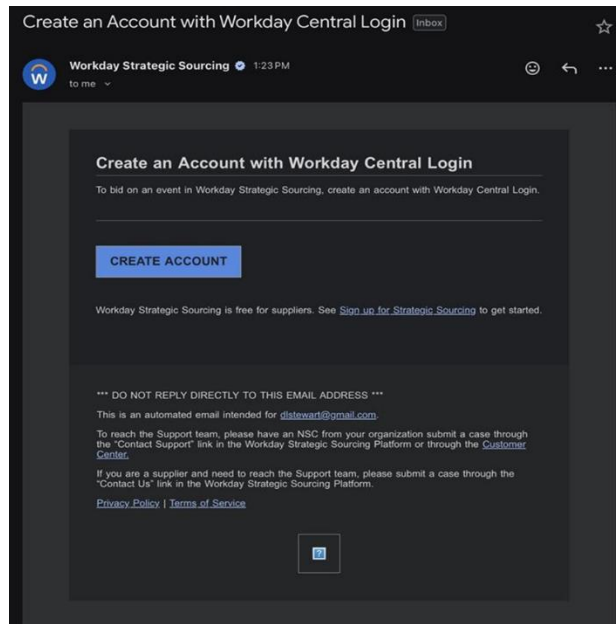


The screenshot shows a web form titled "Create a Supplier Account" under the "Strategic Sourcing" header. The form contains two input fields: "Email *" and "Confirm Email *", both with red asterisks indicating they are required. Below the fields is a blue "Continue" button. At the bottom of the form, there are three links: "Already have a supplier account? Sign In", "Need Help?", and "Are you a buyer? Sign In".

2. Enter email and confirm your email address. This will be your username you use to log in. Click **Continue**.

Supplier Registration - WSS

3. An email will be sent to the email address provided. Access this email from the same browser you started the registration process.
 - a. Subject: *Create an Account with Workday Central Login*. Click **Create Account**.
 - b. You will be redirected back to *Workday Central Login* in Strategic Sourcing for email verification.



3.2 Email Verification

Workday sends an email titled **Create an Account with Workday Central Login**. Suppliers receive a 6-digit verification code to confirm their email.

1. Verify your email: Click **Send A Verification Code**.



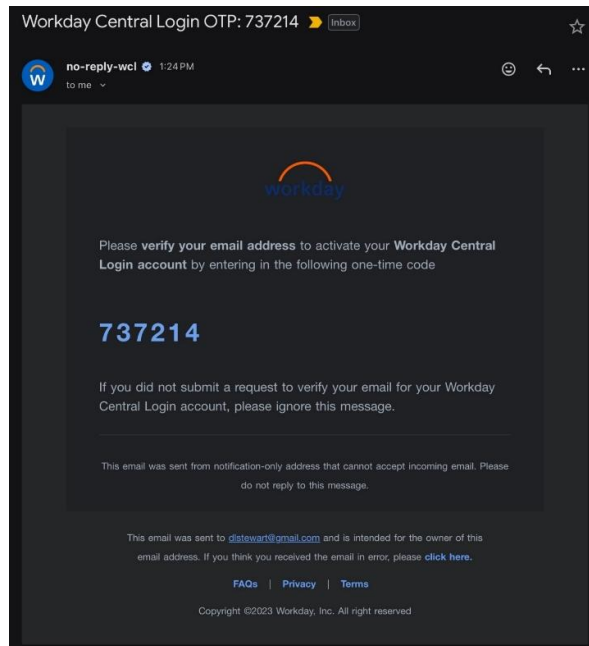
Start By Verifying Your Email

s*****@h*****.com

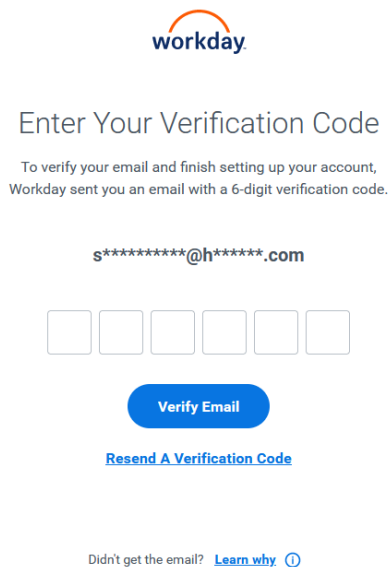
Send A Verification Code

Supplier Registration - WSS

2. You will receive a 6-digit one-time code to the email address you provided.



- a. Enter the verification code and click **Verify Email**.



3. If you did not receive the email, please check your junk/spam folders.
 - a. You can also click **Resend a Verification Code** to send it again.

3.3 Set Up Your Account – Creating a Password

Suppliers enter their first and last name and create a secure password following Workday’s detailed password criteria.

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



Set Up Your Account

First Name

Last Name

New Password

Confirm New Password

Create Account

By clicking the **"Create Account"** button, you accept our [Terms of Use](#) and acknowledge the [Privacy Statement](#).

3.4 Set Up Your Authentication Application

Download an authenticator app. Suppliers will need to ***scan the QR code directly from your authenticator app*** or manually enter the security key into their authenticator app. Then, enter the 6-digit code to connect to the authenticator. ***DO NOT scan QR code with your mobile phone camera, you must access camera through the authentication application to move forward. DO NOT set up account with SMS or you will be redirected away from the Georgia Tech registration path.***

1. **Step 1:** Open your authenticator app: **Scan the QR code through the authenticator application** or manually enter the Account and Secret key provided at the bottom of the screen.
 - b. Create a new authentication account.
 - c. Enter the 6-digit code from your authenticator app and click **Connect Authenticator App**



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. ✓

Continue

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: 34JA-4HMG-SP5O-0L4O

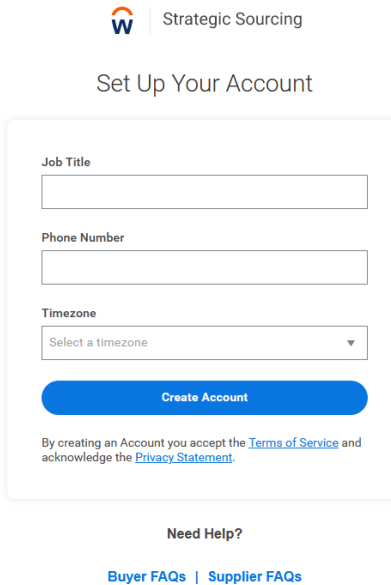
Step 2: Connect your account to your authenticator app
Enter the code from the authenticator app below. [Learn more](#)

Connect Authenticator App

3.5 Set Up Your Account – Job Title & Company

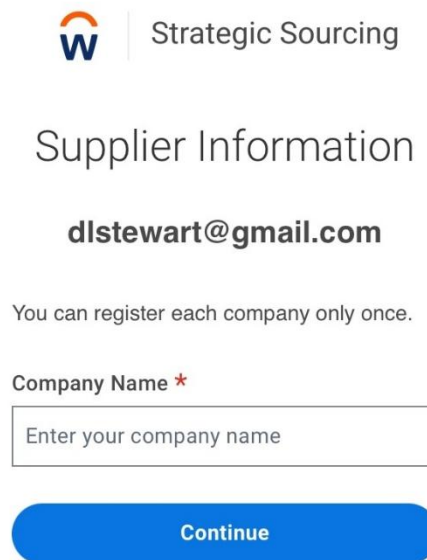
Suppliers will provide their job title, phone number, time zone, and company name to complete account setup.

1. Set Up Your Account: Enter Job Title, Phone Number, and Time zone. Click **Create Account**



The screenshot shows the 'Set Up Your Account' page. At the top, there is a logo for 'Strategic Sourcing' with a 'W' icon. Below the logo, the heading 'Set Up Your Account' is centered. The form contains three input fields: 'Job Title', 'Phone Number', and 'Timezone'. The 'Timezone' field is a dropdown menu with the text 'Select a timezone' and a downward arrow. Below the input fields is a blue button labeled 'Create Account'. Underneath the button, there is a line of text: 'By creating an Account you accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#).' At the bottom of the form, there is a link 'Need Help?' and another set of links 'Buyer FAQs | Supplier FAQs'.

2. Enter Company Name: Click **Continue**

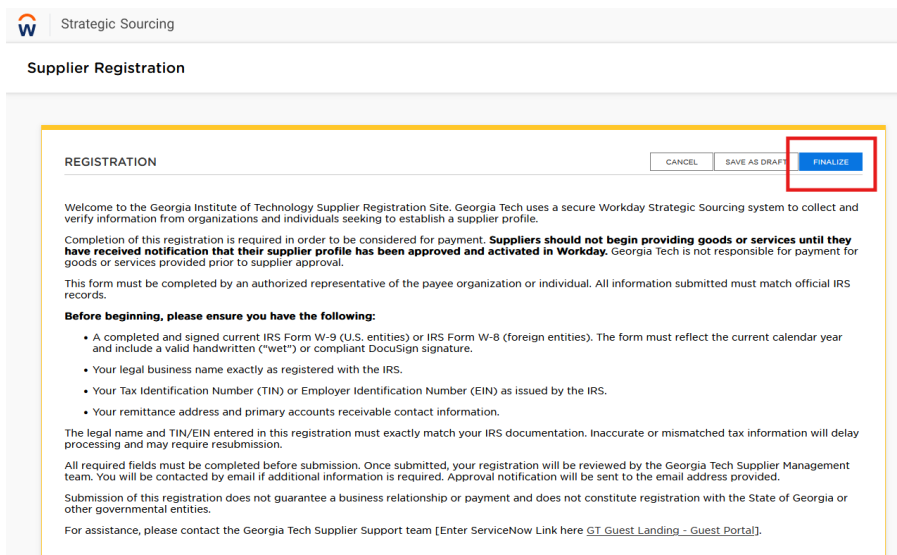


The screenshot shows the 'Supplier Information' page. At the top, there is a logo for 'Strategic Sourcing' with a 'W' icon. Below the logo, the heading 'Supplier Information' is centered. Underneath the heading, the email address 'dlstewart@gmail.com' is displayed. Below the email address, there is a line of text: 'You can register each company only once.' Below this text, there is a label 'Company Name *' followed by an input field with the placeholder text 'Enter your company name'. At the bottom of the form, there is a blue button labeled 'Continue'.

3.6 Complete Initial Account Registration

After logging into Workday, suppliers must complete the **Initial Supplier Account Registration**, filling all required fields marked with red asterisks. Workday sends a confirmation email once the initial registration is finalized and submitted. Suppliers will also receive emails to complete **2 other required forms** **Supplemental Supplier Questionnaire** & **Supplier Onboarding**.

1. You will be prompted to complete the **Initial Supplier Account Registration** first. Complete all the fields marked with a red asterisk.
 - a. Once the initial registration form is completed, Click **Finalize** at the top right corner of the form.



The screenshot shows the 'Supplier Registration' form in the Workday Strategic Sourcing system. At the top right, there are three buttons: 'CANCEL', 'SAVE AS DRAFT', and 'FINALIZE'. The 'FINALIZE' button is highlighted with a red rectangular box. The form content includes a welcome message, instructions, and a list of requirements for registration.

REGISTRATION [CANCEL] [SAVE AS DRAFT] [FINALIZE]

Welcome to the Georgia Institute of Technology Supplier Registration Site. Georgia Tech uses a secure Workday Strategic Sourcing system to collect and verify information from organizations and individuals seeking to establish a supplier profile.

Completion of this registration is required in order to be considered for payment. **Suppliers should not begin providing goods or services until they have received notification that their supplier profile has been approved and activated in Workday.** Georgia Tech is not responsible for payment for goods or services provided prior to supplier approval.

This form must be completed by an authorized representative of the payee organization or individual. All information submitted must match official IRS records.

Before beginning, please ensure you have the following:

- A completed and signed current IRS Form W-9 (U.S. entities) or IRS Form W-8 (foreign entities). The form must reflect the current calendar year and include a valid handwritten ("wet") or compliant DocuSign signature.
- Your legal business name exactly as registered with the IRS.
- Your Tax Identification Number (TIN) or Employer Identification Number (EIN) as issued by the IRS.
- Your remittance address and primary accounts receivable contact information.

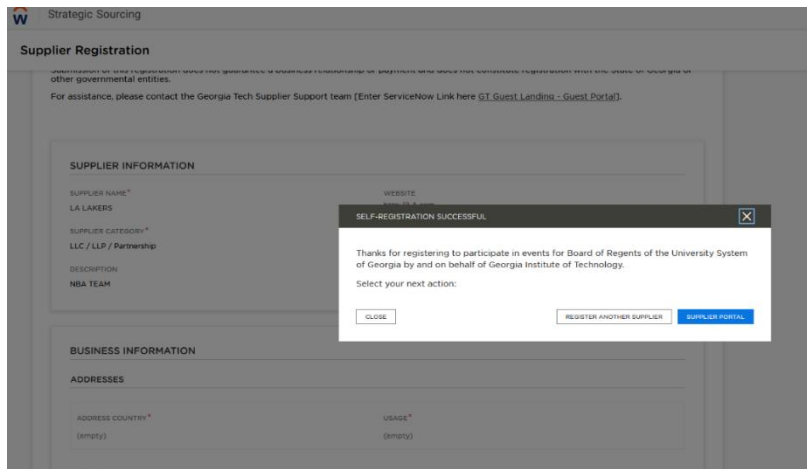
The legal name and TIN/EIN entered in this registration must exactly match your IRS documentation. Inaccurate or mismatched tax information will delay processing and may require resubmission.

All required fields must be completed before submission. Once submitted, your registration will be reviewed by the Georgia Tech Supplier Management team. You will be contacted by email if additional information is required. Approval notification will be sent to the email address provided.

Submission of this registration does not guarantee a business relationship or payment and does not constitute registration with the State of Georgia or other governmental entities.

For assistance, please contact the Georgia Tech Supplier Support team [Enter ServiceNow Link here [GT Guest Landing - Guest Portal](#)].

2. You will be notified that your self-registration was successful and your WSS account has been created. Georgia Tech’s Supplier Team will be able to view the new record.
 - a. Click **Supplier Portal** to navigate to the supplier dashboard.



The screenshot shows the 'Supplier Registration' form with a pop-up dialog box titled 'SELF-REGISTRATION SUCCESSFUL'. The dialog box contains a message: 'Thanks for registering to participate in events for Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology. Select your next action:'. There are three buttons: 'CLOSE', 'REGISTER ANOTHER SUPPLIER', and 'SUPPLIER PORTAL'. The 'SUPPLIER PORTAL' button is highlighted in blue.

SUPPLIER INFORMATION

SUPPLIER NAME*
LA LAKERS

SUPPLIER CATEGORY*
LLC / L/P / Partnership

DESCRIPTION
NBA TEAM

BUSINESS INFORMATION

ADDRESSES

ADDRESS COUNTRY*
(empty)

USAGE*
(empty)

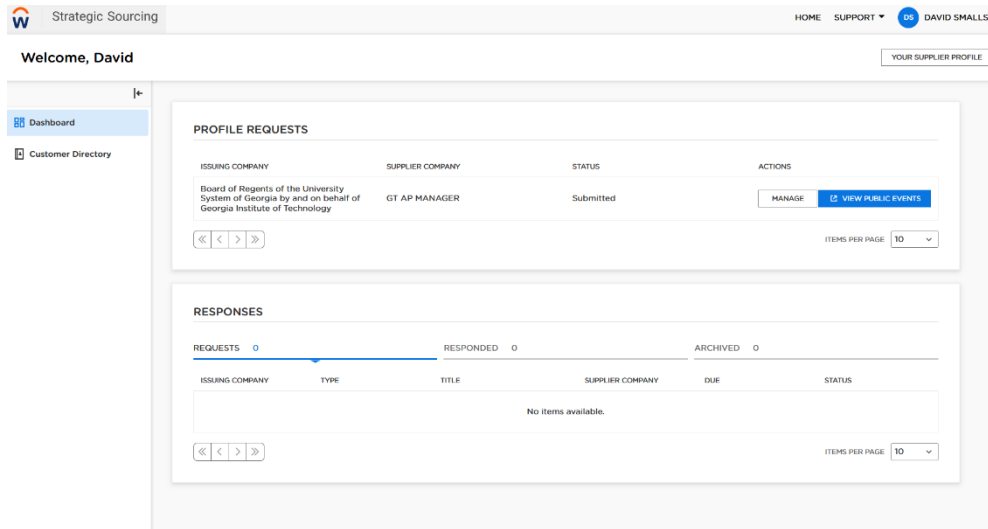
SELF-REGISTRATION SUCCESSFUL

Thanks for registering to participate in events for Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology.

Select your next action:

[CLOSE] [REGISTER ANOTHER SUPPLIER] [SUPPLIER PORTAL]

Supplier Registration - WSS

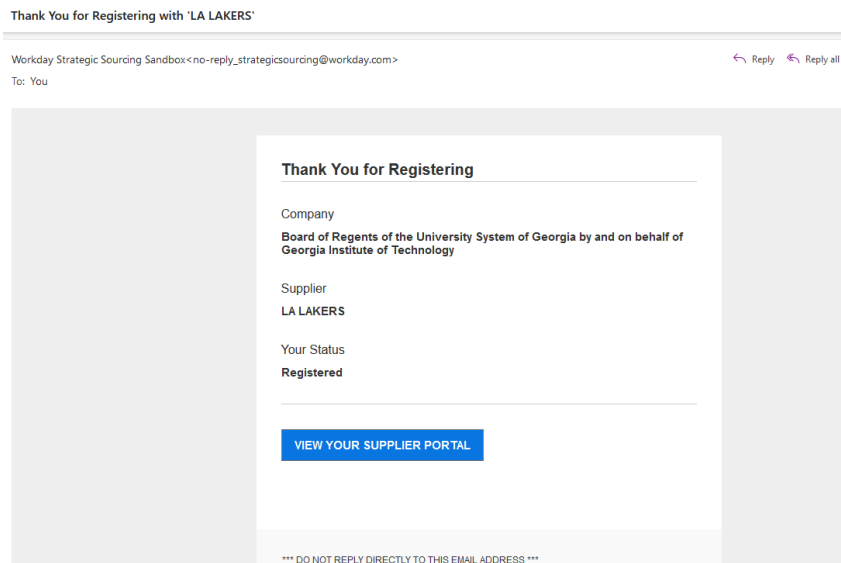


The screenshot shows the 'Strategic Sourcing' dashboard for a user named David. The main content area is divided into two sections: 'PROFILE REQUESTS' and 'RESPONSES'. The 'PROFILE REQUESTS' section contains a table with one entry:

ISSUING COMPANY	SUPPLIER COMPANY	STATUS	ACTIONS
Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology	GT AP MANAGER	Submitted	MANAGE VIEW PUBLIC EVENTS

The 'RESPONSES' section has three tabs: 'REQUESTS' (0), 'RESPONDED' (0), and 'ARCHIVED' (0). The 'REQUESTS' tab is active, but the table below it is empty, displaying 'No items available.'.

3. Once you finish registration, you'll get an **email from Workday Strategic Sourcing**, followed by notifications for the Supplier Questionnaire and Onboarding forms.
 - a. **Subject:** *Thank You for Registering with 'xxxxx'.*
 - b. Click **View Your Supplier Portal**. You will be redirected back to the Supplier Registration Dashboard page to complete the other two forms if you have not done so already.



The email content is as follows:

Thank You for Registering with 'LA LAKERS'

Workday Strategic Sourcing Sandbox <no-reply_strategicsourcing@workday.com>

To: You

Thank You for Registering

Company
 Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology

Supplier
 LA LAKERS

Your Status
 Registered

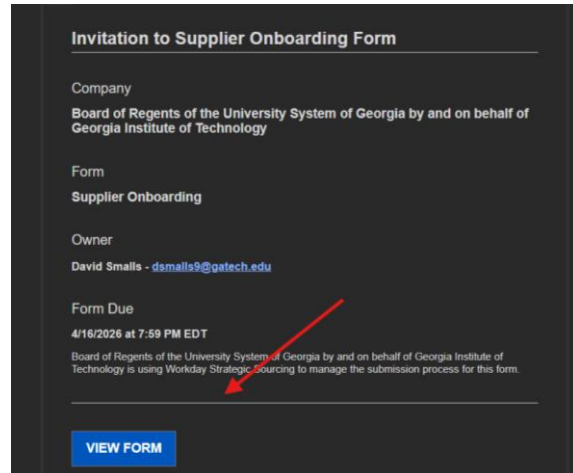
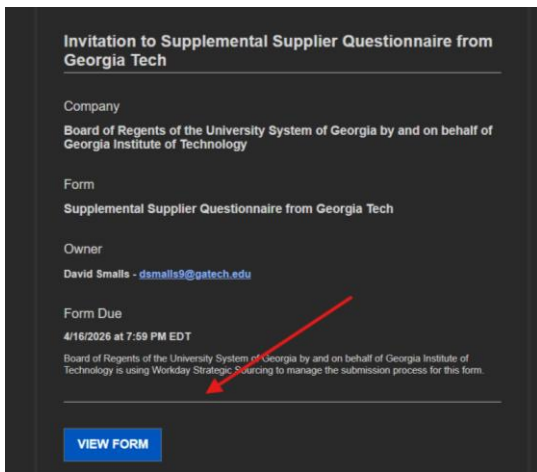
[VIEW YOUR SUPPLIER PORTAL](#)

*** DO NOT REPLY DIRECTLY TO THIS EMAIL ADDRESS ***

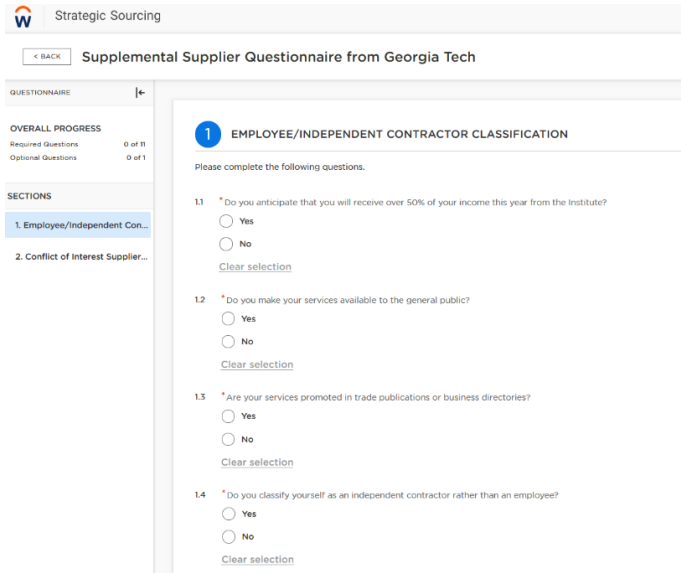
3.7 Required Forms to Complete Onboarding

Suppliers will receive a total of 3 emails once initial registration is completed. Suppliers will also need to complete the **Supplemental Supplier Questionnaire & Supplier Onboarding** forms to finish the registration process and become an active vendor at Georgia Tech.

1. You will receive two separate **emails from Workday Strategic Sourcing** once the initial registration form is completed. Click **View Form** on each.
 - a. **Subject:** "xxxxx" | Supplemental Supplier Questionnaire from Georgia Tech | Form due soon. Click, **View Form**.
 - b. **Subject:** "xxxxx" | Supplier Onboarding | Submitted a Form. Click, **View Form**.



2. The **Supplemental Supplier Questionnaire** consists of "Yes" or "No" questions. Respond to each question based on your business and your connection with Georgia Tech.



3. Fill out all necessary fields marked with a red asterisk.
 - a. Click **Review & Submit**, at the top right corner to save the form.

Strategic Sourcing | HOME | SUPPORT | DAVID SMALLS

Supplemental Supplier Questionnaire from Georgia Tech | Saved at 10:29 AM | **REVIEW & SUBMIT**

2 CONFLICT OF INTEREST SUPPLIER RELATIONSHIP

Please provide responses to the following questions. Also, please note: **Any future relationships with a GT employee are to be disclosed and reported by visiting <https://gitech.service-now.com/guest>**

2.1 * Do any of the following have a financial interest or ownership in your company?

- Active GT Employee
- Former GT Employee
- Relative of GT Employee
- University System of Georgia (USG) Employee (Non-GT)
- USG Retiree
- No Relationship

2.2 If you checked box other than just "No Relationship", please provide a brief explanation of your selection here:
n/a

Section 2 of 2

- b. Click **Submit**, at the top right corner to complete.

Strategic Sourcing | HOME | SUPPORT | DAVID SMALLS

Supplemental Supplier Questionnaire from Georgia Tech | Changes save automatically | PREVIEW | **SUBMIT FORM** | CHAT

FORM DETAILS

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

SUBMISSION DEADLINE	ISSUING COORDINATOR	SUPPLIER COMPANY	PRIMARY CONTACT
4/24/2026	Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology	GT AP MANAGER	David Small

FORM

QUESTIONNAIRE | OPEN QUESTIONNAIRE

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

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Employee/Independent Contractor Classification	Please complete the following questions.	4/21/2026 at 10:28 AM EDT	Required questions complete	...	OPEN
Conflict of Interest Supplier Relationship	Please provide responses to the following questions. Also, please note:...	4/21/2026 at 10:29 AM EDT	Required questions complete	...	OPEN

EXPORT OR IMPORT YOUR FORM | EXPORT | IMPORT

Strategic Sourcing

Supplemental Supplier Questionnaire from Georgia Tech

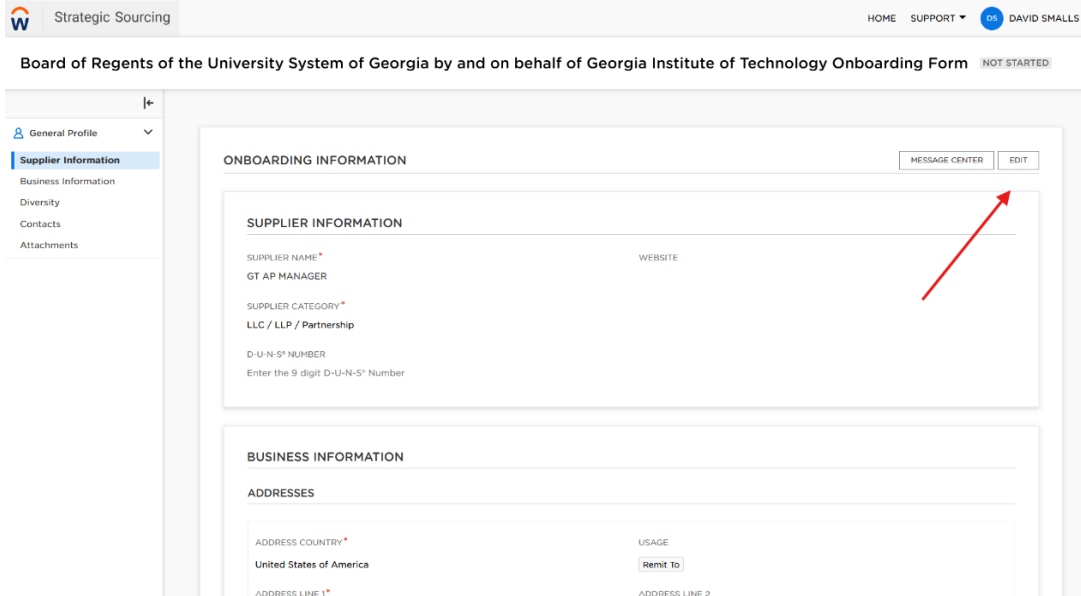
SUCCESS! WHAT'S NEXT?

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.

GO TO DASHBOARD

Supplier Registration - WSS

4. The **Supplier Onboarding Form** is where business information is entered and the appropriate tax form, signed, and dated will be attached.
 - a. Click **Edit** in the top right corner of the form to make menu available.



Strategic Sourcing | HOME SUPPORT | DAVID SMALLS

Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology Onboarding Form NOT STARTED

General Profile | Supplier Information | Business Information | Diversity | Contacts | Attachments

ONBOARDING INFORMATION MESSAGE CENTER EDIT

SUPPLIER INFORMATION

SUPPLIER NAME* GT AP MANAGER WEBSITE

SUPPLIER CATEGORY* LLC / LLP / Partnership

D-U-N-S* NUMBER Enter the 9 digit D-U-N-S* Number

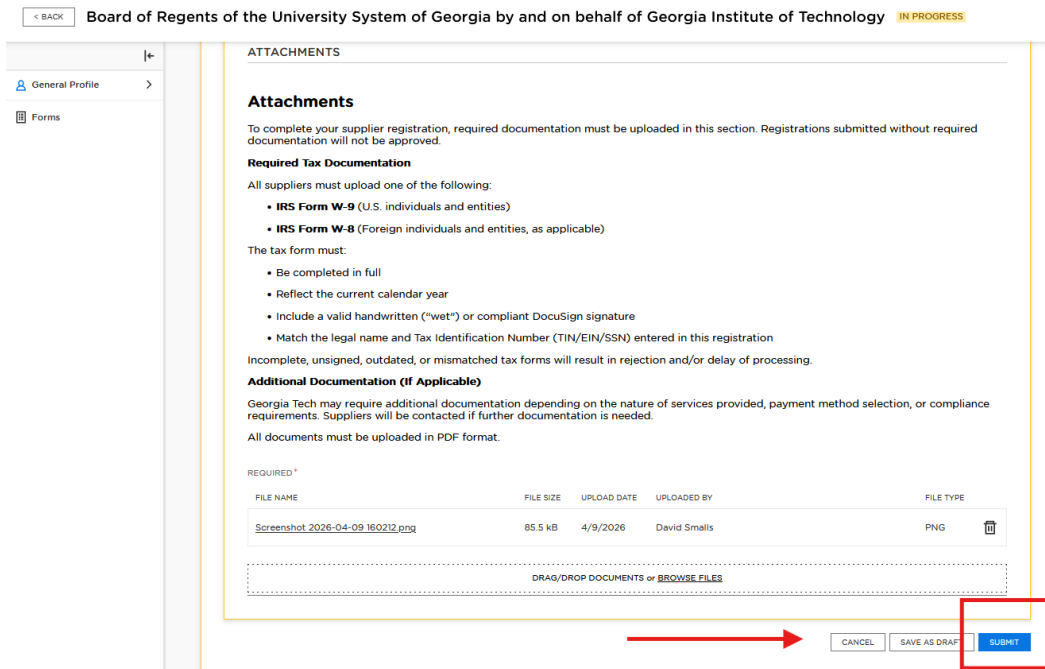
BUSINESS INFORMATION

ADDRESSES

ADDRESS COUNTRY* United States of America USAGE Remit To

ADDRESS LINE 1* ADDRESS LINE 2

5. Click **Submit** once all the information has been entered and documents are attached.



< BACK | Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology IN PROGRESS

General Profile | Forms

ATTACHMENTS

Attachments

To complete your supplier registration, required documentation must be uploaded in this section. Registrations submitted without required documentation will not be approved.

Required Tax Documentation

All suppliers must upload one of the following:

- **IRS Form W-9** (U.S. individuals and entities)
- **IRS Form W-8** (Foreign individuals and entities, as applicable)

The tax form must:

- Be completed in full
- Reflect the current calendar year
- Include a valid handwritten ("wet") or compliant DocuSign signature
- Match the legal name and Tax Identification Number (TIN/EIN/SSN) entered in this registration

Incomplete, unsigned, outdated, or mismatched tax forms will result in rejection and/or delay of processing.

Additional Documentation (If Applicable)

Georgia Tech may require additional documentation depending on the nature of services provided, payment method selection, or compliance requirements. Suppliers will be contacted if further documentation is needed.

All documents must be uploaded in PDF format.

REQUIRED *

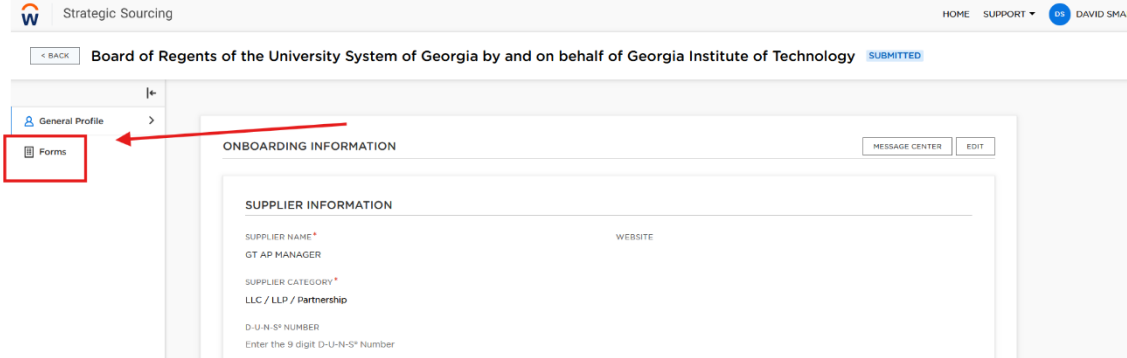
FILE NAME	FILE SIZE	UPLOAD DATE	UPLOADED BY	FILE TYPE
Screenshot 2026-04-09 160212.png	85.5 KB	4/9/2026	David Smalls	PNG

DRAW/DROP DOCUMENTS or BROWSE FILES

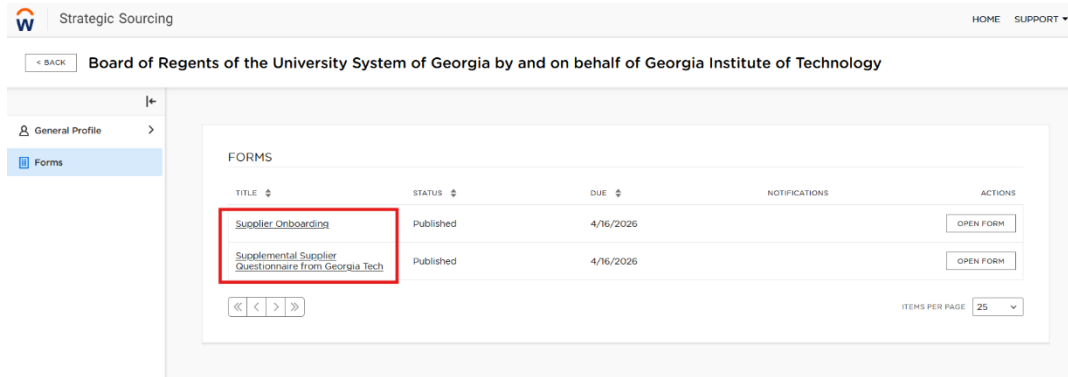
CANCEL SAVE AS DRAFT SUBMIT

Supplier Registration - WSS

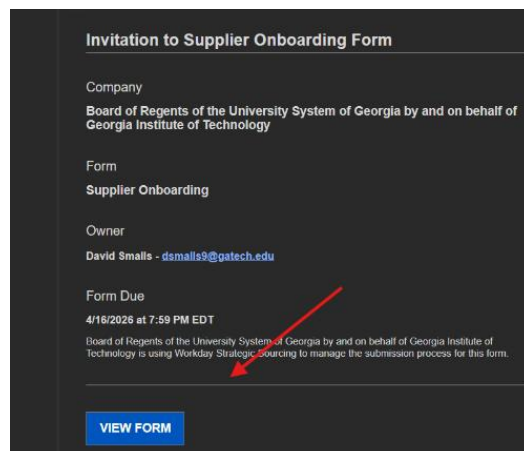
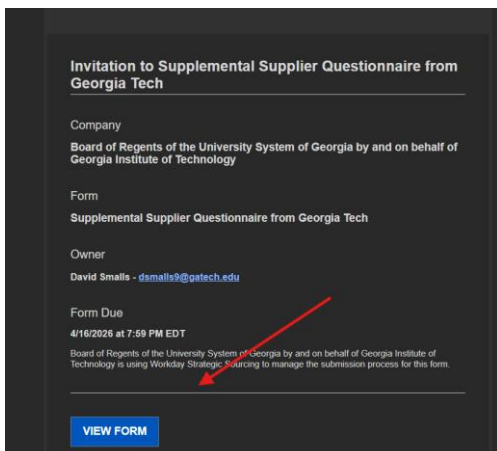
- Once submitted select Forms in the left side bar to review remaining documents that require completion.



- Both forms should be available for review and completion if not yet finished.



- If forms are not available, return to emails and access directly through the individual messages from WSS, by selecting **View Form**.



4 WSS NAVIGATION AND COMMUNICATION

After the form is completed and approved, the supplier will be established as an official Georgia Tech supplier. Suppliers will receive a notification when a new form or a comment is posted on the supplier account via email from Workday Strategic Sourcing [no-reply_strategicsourcing@workday.com](mailto:reply_strategicsourcing@workday.com).

4.1 Signing Back into Your Supplier Account

You will sign back into your Workday Strategic Sourcing (WSS) account to ask and answer questions, complete any additional forms assigned by Georgia Tech, and check for updates throughout the onboarding process. Regular access ensures you stay informed and can finish all remaining onboarding requirements efficiently.

1. Use the following link to sign back into your supplier account:

<https://identity.workday.com/auth/login>



Workday Central Login

Sign In To Your Account

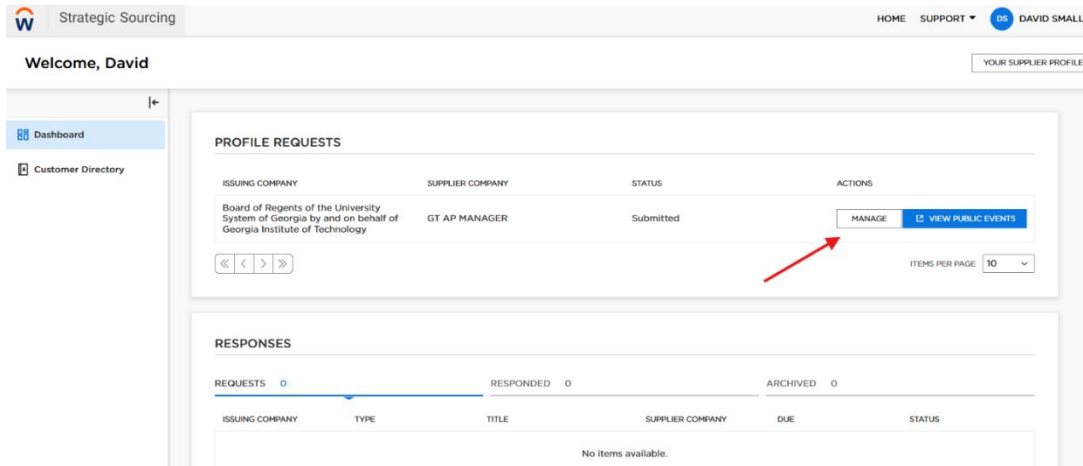
Email Address

[Received an invite?](#)

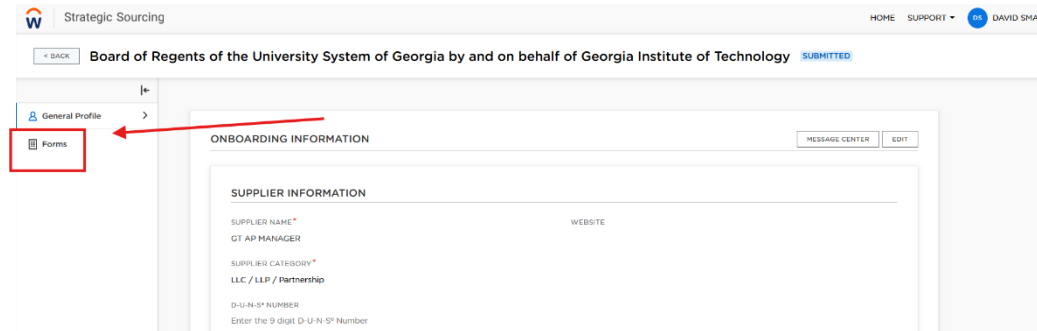
4.2 Navigating Forms

Once you have successfully created your Workday Strategic Sourcing (WSS) account you can submit and answer questions. The Georgia Tech Supplier Accounts Team will follow up through WSS to complete forms or update information.

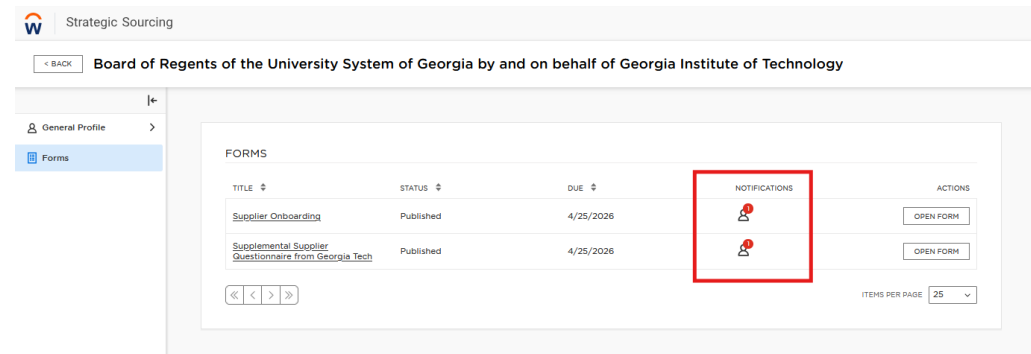
1. From the dashboard select, **Manage** to view forms.
 - a. If the Dashboard is empty start by selecting **View Form** in your email from Workday Strategic Sourcing on the **Questionnaire** or **Onboarding Form**. See Section 3.7



2. Select **Forms** in the left sidebar.



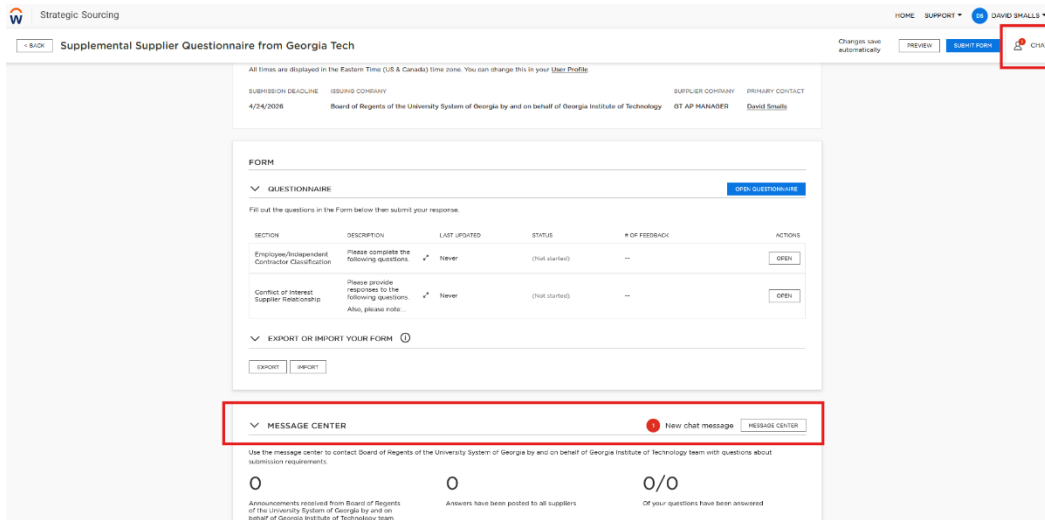
3. You will see the available forms and if you have any remaining actions to complete.



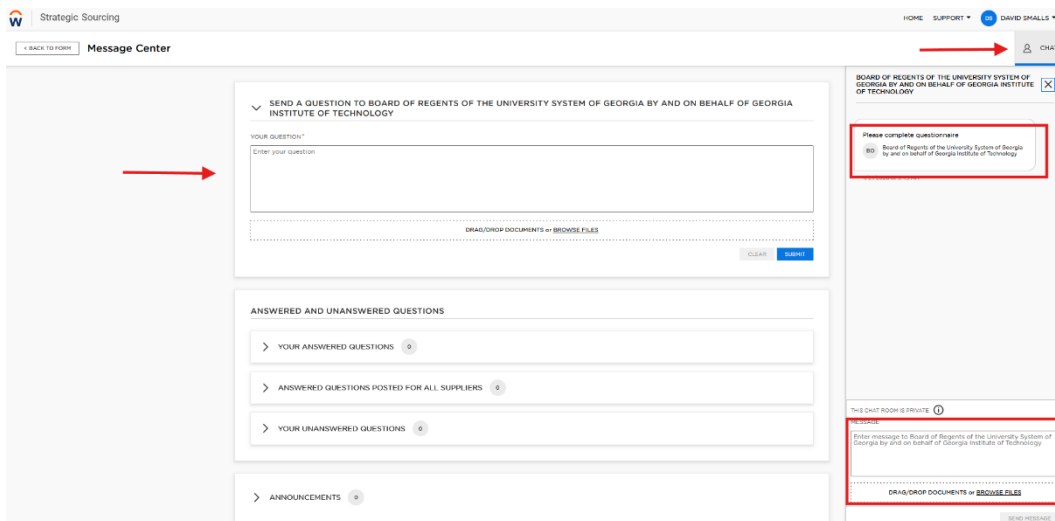
4.3 Message Center

To communicate with Georgia Tech, each form includes a **Message Center** that can be utilized to submit questions or inquiries with the Supplier Management Team. There is also a chat area that will send notifications within WSS and via email.

1. Select the form you wish to discuss by clicking its title, then select **Message Center** to send your question or reply to Georgia Tech using the Chat Box.

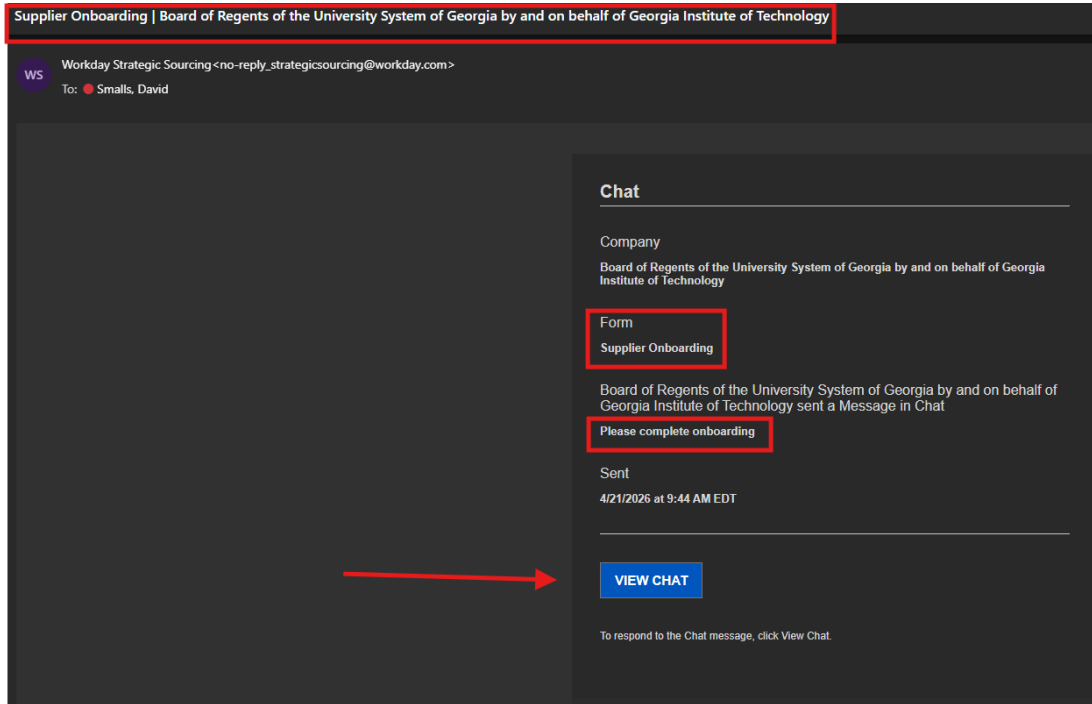


2. Once in the Message Center, you can choose to enter your inquiry or respond in the Chat Box.
 - a. Select **Back to Form** in the top left corner of the message center to complete the actual form(s) and submit required documents as appropriate.



Supplier Registration - WSS

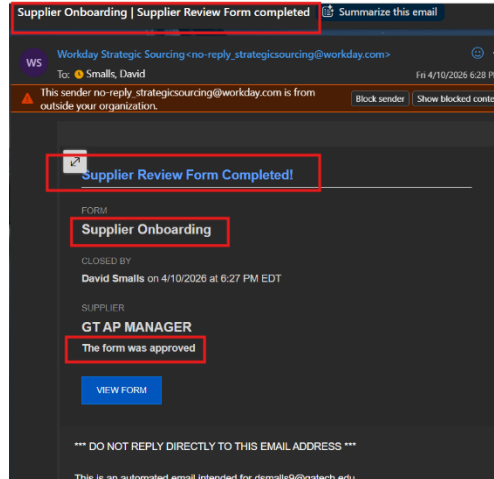
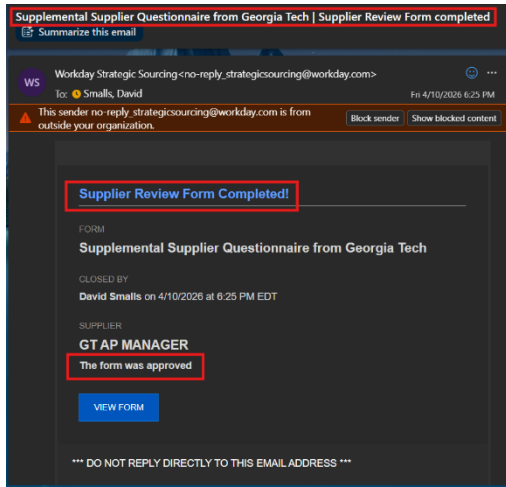
- Suppliers will also be sent an email notification from Georgia Tech. The email will reference **View Chat**, as well as the tasks that need to be completed.



4.4 Approval Communication

Suppliers will receive email correspondence notifying that forms have been completed and approved by Georgia Tech. Forms will be finalized and unable to edit. Any changes that need to be made should be submitted through a ServiceNow ticket referenced in **Section 2.1** of this instruction.

1. Approval emails will be sent to notify you that forms are completed.



2. In WSS, the forms will have a Closed status, making them unable to be edited.

Strategic Sourcing HOME SUPPORT

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General Profile >

Forms

TITLES	STATUS	DUE	NOTIFICATIONS	ACTIONS
Supplier Onboarding	Closed	4/16/2026		OPEN FORM
Supplemental Supplier Questionnaire from Georgia Tech	Closed	4/16/2026		OPEN FORM

ITEMS PER PAGE: 25

- After all tasks have been completed and the forms properly signed and dated for the relevant period, please allow 2–3 business days for the full account setup to be finalized in our system and ready for use.