



# GRAND VALLEY STATE UNIVERSITY

**Workday Strategic Sourcing Supplier Guide for  
New Suppliers**

## WELCOME SUPPLIERS!

Thank you for your interest in doing business with Grand Valley State University! In April 2024, GVSU went live with Workday Strategic Sourcing as the system for publishing RFP's, managing contracts and facilitating supplier onboarding. 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 new suppliers who have never done business with GVSU. If you are an existing supplier, please use our Workday Strategic Sourcing Registration Guide for Existing 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 STRATEGIC SOURCING

Workday Strategic Sourcing is a cloud-based sourcing tool that is used to streamline procurement processes. As of April 22, 2024, all GVSU issued RFP's are posted using Workday Strategic Sourcing. In order to bid on these RFP's, you will need to register your account. Workday Strategic Sourcing uses Workday Central Login (WCL) as a secure authentication platform. To create an account, you need to verify your email, set up a strong password, and pair your authenticator app. Please note, you must register your account on a desktop computer.

### BEFORE YOU BEGIN

- Allow all emails from [no-reply\\_strategicsourcing@workday.com](mailto:no-reply_strategicsourcing@workday.com)
- Check spam/junk folders
- Gather required materials
  - Completed and signed IRS W-9 Form
  - Banking Information (if you will be signing up for direct deposit)
  - Diversity classification (if applicable)
  - Contact information for your company

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. You can also use a web browser authenticator app. Frequently used authenticators 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

[GVSU Supplier Website](#)

Visit the GVSU supplier website for information, updates and announcements. All links are available on this website as well. New suppliers only! Register as a supplier with GVSU

[Supplier Registration](#)

[Public Bid Opportunities](#)

View public bid opportunities. Open and closed opportunities will be available as of April 22, 2024. All closed bids prior to April 22, 2024.

[Bid Archive](#)

[Request a Supplier Workday Account](#)

AFTER you have registered as a supplier, you can also request a Workday account. This will allow you to see invoices, purchase orders and payment information. Please note, this is separate from your Workday Strategic Sourcing account.

[Workday Supplier Portal](#)

Login to your Workday supplier account.

## SIGN UP FOR WORKDAY STRATEGIC SOURCING

You may receive an email if you were invited to participate in an RFP or you can access the self-registration link to begin signing up for Workday Strategic Sourcing.

### EMAIL INVITATION FOR NEW SUPPLIERS

1. You'll receive an email from [no-reply\\_strategicsourcing@workday.com](mailto:no-reply_strategicsourcing@workday.com) if you have been invited to participate in an RFP.
2. Click **SIGN UP AND VIEW THIS RFP**

RFP  
**GVSU - Demo RFP**

OWNER  
[REDACTED]

BID DUE:  
**10/30/2023 at 3:00 PM EDT**

Grand Valley State University (Sandbox) is using Workday Strategic Sourcing to manage the submission process for this public RFP.

**SIGN UP AND VIEW THIS RFP**

### SELF-REGISTRATION FOR NEW SUPPLIERS

1. You can also self-register with GVSU if you are not invited to an RFP. Access the [Supplier Self-Registration link](#)

### ACCOUNT SETUP

1. Enter and confirm your email address. Click **Continue**.

Workday Strategic Sourcing

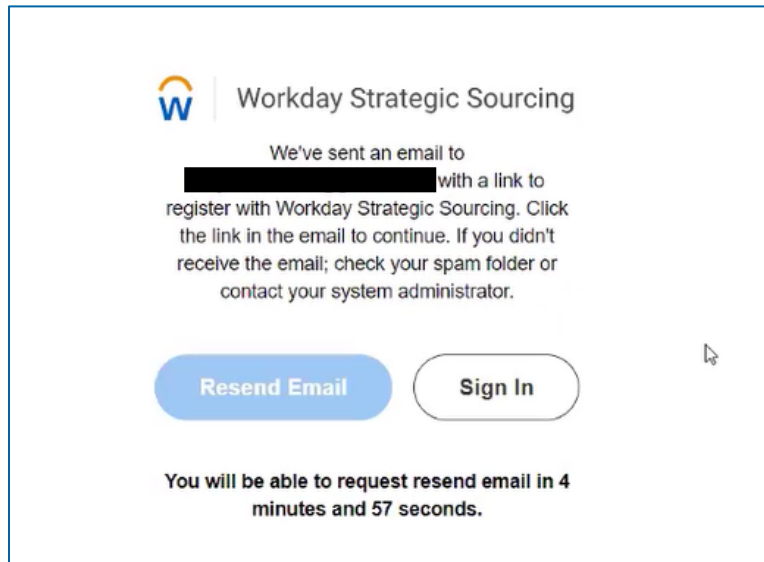
## Register

Email \*

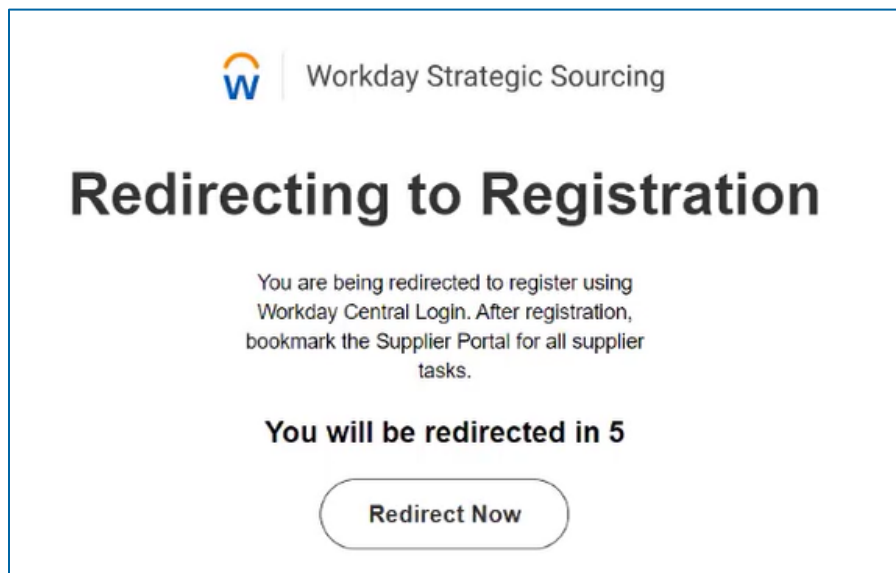
Confirm Email \*

**Continue**

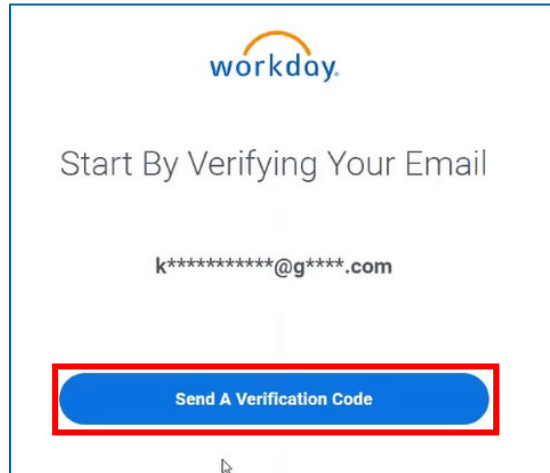
- The next screen will show that an email was sent to the email address you registered with a link to continue the sign-up process. When you receive the email, click the link in it. If you don't receive the email, make sure to check your junk/spam folder. In 5 minutes, you will be able to re-send the email a second time.



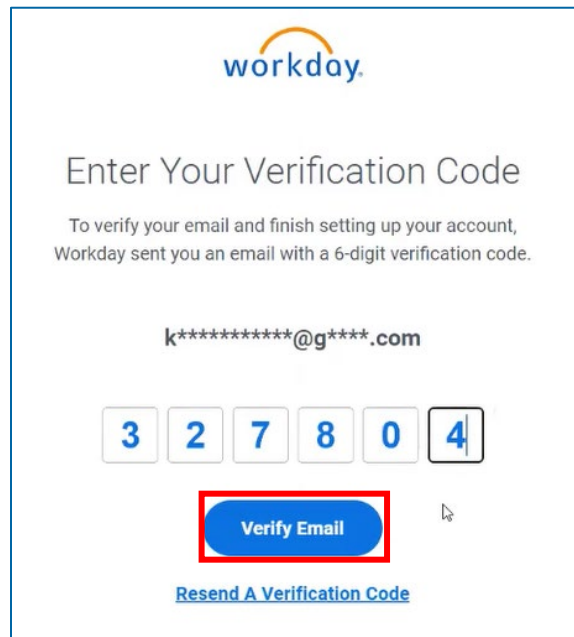
- After clicking the link in the email, you will be brought back to Strategic Sourcing and will be redirected to Workday Central Login.



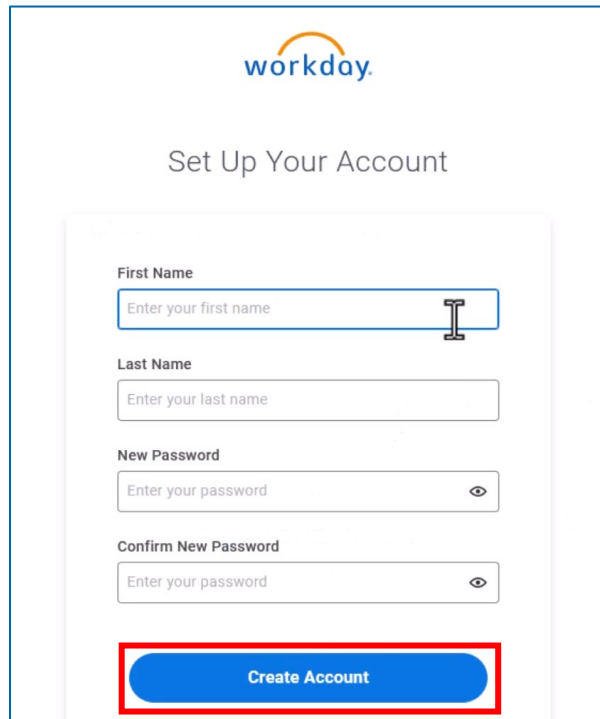
4. On the screen that appears, click “Send a Verification Code”. This will send a 6-digit code to your email.



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.

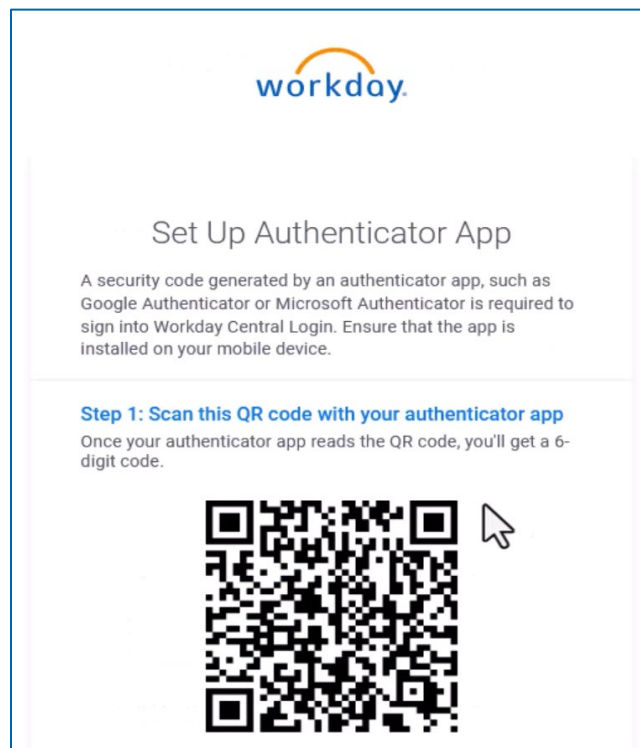


6. Enter your name and create a password for your account. Password requirements will be listed as you enter the password. Click **Create Account**.



The screenshot shows the 'Set Up Your Account' page on the Workday platform. At the top is the Workday logo. Below it is the title 'Set Up Your Account'. The form contains four input fields: 'First Name' with a placeholder 'Enter your first name', 'Last Name' with a placeholder 'Enter your last name', 'New Password' with a placeholder 'Enter your password' and an eye icon, and 'Confirm New Password' with a placeholder 'Enter your password' and an eye icon. At the bottom of the form is a blue button labeled 'Create Account', which is highlighted with a red rectangular border.


7. Connect your authenticator app by scanning the QR code or manually entering the Account and Secret key provided at the bottom of the screen.



The screenshot shows the 'Set Up Authenticator App' page on the Workday platform. At the top is the Workday logo. Below it is the title 'Set Up Authenticator App'. The page contains a paragraph of text: '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.' Below this text is a section titled 'Step 1: Scan this QR code with your authenticator app' followed by the text 'Once your authenticator app reads the QR code, you'll get a 6-digit code.' At the bottom of the page is a large QR code with a mouse cursor pointing at it.

8. Enter the 6-digit code from your authenticator app and click **Connect Authenticator App**.

**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	JVQ6 KVHS PUQV QH7U	📄

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

1 7 6 2 2 9

**Connect Authenticator App**

9. You can optionally enter a mobile phone number and click **Add Your Mobile Number**, or you can click **Skip this Step**.



### Add a Mobile Number

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

Mobile Number  
\*Limited countries supported at this time.

US | +1 Enter your phone number

**Add Your Mobile Number**

[Skip this Step](#)



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**.

Workday Strategic Sourcing

## Register New User

Terms of Service\*

Accept Terms of Service

Job Title

Phone Number

Timezone

Select a Timezone

[Privacy Policy](#)

**SAVE & FINISH**

### SUPPLIER ONBOARDING FOR NEW SUPPLIERS

You will then be brought to the “Supplier Information” screen.

1. Enter your company name. Click **Continue**.

Workday Strategic Sourcing

## Supplier Information

You can register each company only once

User  
**Heather White**  
whitehf@mail.gvsu.edu

Company Name\*

**Continue**

2. If companies with a similar name are found, you will see a list of those companies. **IMPORTANT:** if your company name is already listed, contact [suppliers@gvsu.edu](mailto:suppliers@gvsu.edu) to gain access to Strategic Sourcing. Do not continue with the registration. This will cause duplicate supplier records to be created.

**Supplier Information**

[< Back](#)

**Similar Companies Found**  
These companies match your information. If yours is listed, contact an administrator at your company to gain access to Workday Strategic Sourcing.

COMPANY NAME

Mometrix Test Preparation
Mind the Test LLC
Mitchell Test & Safety
TestEquity LLC

My company doesn't match any similar companies found

[Continue](#) [Cancel](#)

3. If you do not see your company listed, click the checkbox next to **My company doesn't match any similar companies found** and click **Continue**.

Mitchell Test & Safety

TestEquity LLC

My company doesn't match any similar companies found

[Continue](#) [Cancel](#)

4. Complete the required fields as marked with a \*. All other fields are optional. Please note the message at the top of the registration screen to email your current and signed W-9 to [suppliers@gvsu.edu](mailto:suppliers@gvsu.edu).

The screenshot shows the 'Supplier Registration' page in the Strategic Sourcing system. At the top, there is a navigation bar with the logo, 'Strategic Sourcing', and links for 'HOME', 'SUPPORT', and a user profile for 'HEATHER WHITE'. The main heading is 'Supplier Registration'. Below this, there is a 'REGISTRATION' section with buttons for 'CANCEL', 'SAVE AS DRAFT', and 'FINALIZE'. A message states: 'Please complete all required fields. Email your current and signed W-9 to [suppliers@gvsu.edu](mailto:suppliers@gvsu.edu)'. The 'SUPPLIER INFORMATION' section contains several fields: 'SUPPLIER NAME \*' with the value 'Test Supplier', 'WEBSITE', 'SUPPLIER GROUPS' with a dropdown menu showing 'Select Supplier Groups', and 'DESCRIPTION' with the value 'Supplier description text'.

5. You can add commodity codes in the next section. You will be notified automatically via email if an RFP posts that matches the commodity codes you select here. Click **ADD COMMODITY CODES** then select the boxes next to the codes you would like to add and click **ADD CODES**.

The screenshot shows the 'SEARCH COMMODITY CODES' dialog box overlaid on the 'Supplier Registration' page. The dialog box has a search bar at the top with the placeholder text 'Search by type, code, or title...'. Below the search bar is a table of commodity codes. The table has columns for a checkbox, the code type and number, and the description. Two rows are selected, indicated by red boxes around the checkboxes: 'UNSPSC 24000000' and 'UNSPSC 25000000'. The first row's description is 'Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies'. The second row's description is 'Vehicles and their Accessories and Components'. At the bottom of the dialog box, there is a 'CLOSE' button, a '2 SELECTED' indicator, and an 'ADD CODES' button. In the background, the 'Supplier Registration' page is visible, with the 'COMMODITY CODES' section highlighted. The 'ADD COMMODITY CODES' button in this section is also highlighted with a red box.

Checkbox	Code Type and Number	Description
<input type="checkbox"/>	UNSPSC 23000000	Industrial Manufacturing and Processing Machinery and Accessories
<input checked="" type="checkbox"/>	UNSPSC 24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies
<input checked="" type="checkbox"/>	UNSPSC 25000000	Vehicles and their Accessories and Components
<input type="checkbox"/>	UNSPSC 26000000	Power Generation

6. Select your diverse classification by selecting **United States of America** from the dropdown menu in the DIVERSITY section. Then click **ADD COUNTRY**.

The screenshot shows the 'Supplier Registration' page in the 'Strategic Sourcing' system. The user is logged in as 'HEATHER WHITE'. The 'DIVERSITY' section is active, and the 'SUPPLIER COUNTRY' dropdown menu is open, showing 'United States of America' as the selected option. The 'ADD COUNTRY' button is highlighted with a red box.

7. Select the checkbox(es) next to the classification(s) that apply. If no classifications apply, select **Non-Minority**.

The screenshot shows the 'Supplier Registration' page in the 'Strategic Sourcing' system. The user is logged in as 'HEATHER WHITE'. The 'DIVERSITY' section is active, and the 'Non-Minority' checkbox is selected. Other checkboxes include 'Hispanic American Owned Business', 'Women Business Enterprise (WBE)', 'Asian Indian American Owned Business', 'Small Disadvantaged Business', 'Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ)', and 'Veteran Owned Business (VOB)'.

8. Complete the required fields in the BUSINESS INFORMATION section. Start by selecting a country. If you need to add more than one address or phone number, click **ADD ADDRESS** or **ADD PHONE**.

The screenshot shows the 'Supplier Registration' page in the 'Strategic Sourcing' system. The 'BUSINESS INFORMATION' section is active. Under the 'ADDRESSES' heading, there is a form with two dropdown menus: 'ADDRESS COUNTRY \*' (set to 'Select country') and 'USAGE' (set to 'Select Usage'). A blue 'ADD ADDRESS' button is to the right. Below this, under the 'PHONES' heading, there is a form with two dropdown menus: 'PHONE COUNTRY \*' (set to 'Select country') and 'INTERNATIONAL CALLING CODE'. A blue 'ADD PHONE' button is to the right. At the bottom of the section, there is a 'TAX INFORMATION' heading with an 'ADD TAX ID' button. The 'ADDRESS COUNTRY' and 'PHONE COUNTRY' dropdowns are highlighted with red boxes.

9. Enter your tax information.

The screenshot shows the 'Supplier Registration' page in the 'Strategic Sourcing' system, focusing on the 'TAX INFORMATION' section. At the top, there is a 'Mobile' field with a value of '6163312280' and a 'DELETE' button. Below this, the 'TAX INFORMATION' section has an 'ADD TAX ID' button. The form contains two dropdown menus: 'TAX COUNTRY \*' (set to 'United States of America') and 'TAX ID TYPE \*' (set to 'Employer ID Number'). Below these is a 'TAX ID \*' field with a lock icon and a 'DELETE' button. The 'TAX ID' field is currently empty.

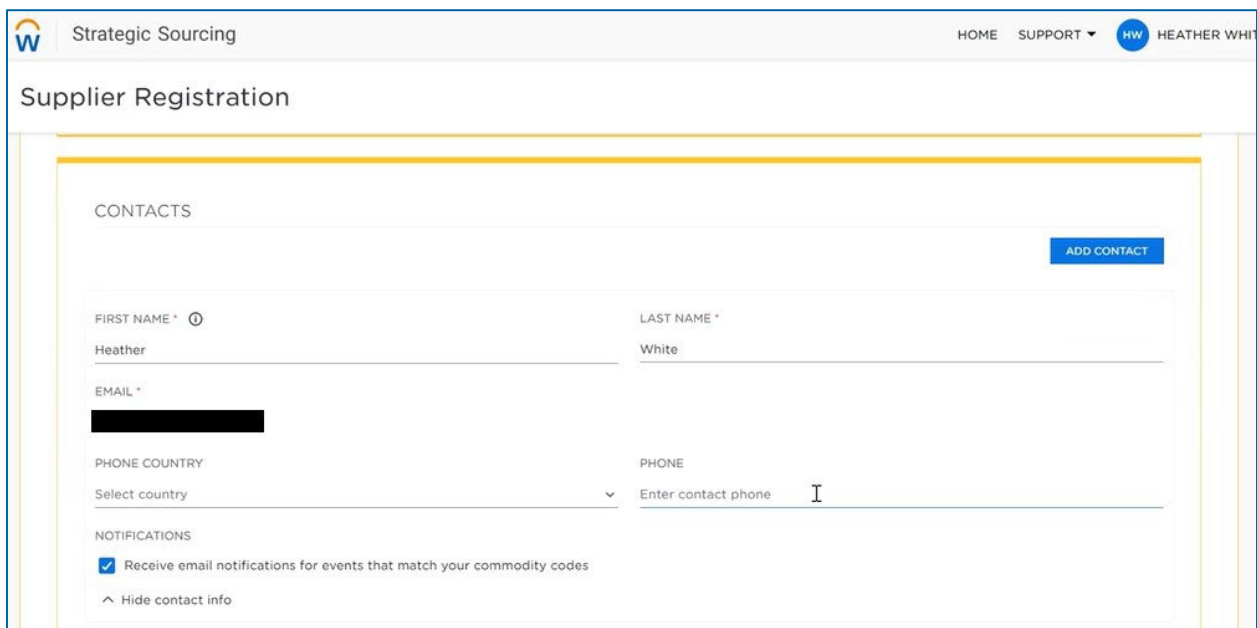
10. If you would like to sign up for Direct Deposit, enter your banking information in the next section. You can skip the banking information fields if you prefer to be paid via check.

In the PAYMENT subsection, select your accepted payment types. After selecting your payment types, another field will appear to select your default payment type. If you prefer to be paid via check, this is where you can indicate that. You can also select your payment terms. Please note, as of January 1, 2024, GVSU has transitioned to a flat payment term with all of our suppliers to Net 30 days. If you have already negotiated different payment terms, please submit a copy of that agreement to [suppliers@gvsu.edu](mailto:suppliers@gvsu.edu)



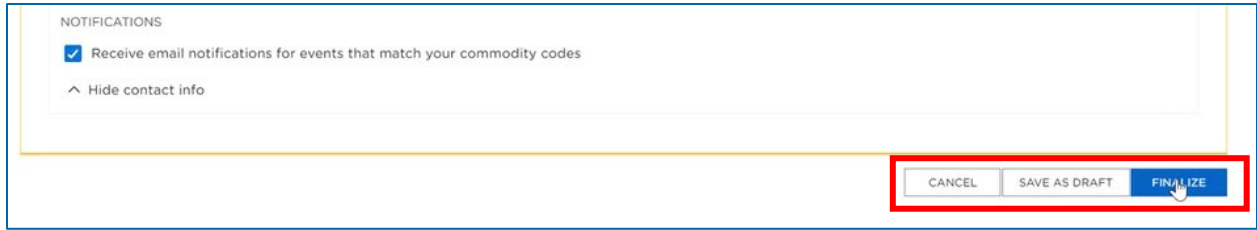
The screenshot shows the 'Supplier Registration' page in the 'Strategic Sourcing' system. The 'PAYMENT' section is highlighted with a yellow border. It includes a 'BANK ACCOUNT COUNTRY' dropdown menu with 'Select country' as the current selection. Below this is the 'DEFAULT PAYMENT TERM' dropdown menu, which is set to 'Net 30'. The 'PAYMENT TYPES' section shows 'Check' selected with a close button (X). To the right, the 'DEFAULT PAYMENT TYPE' dropdown menu is also set to 'Check' with a close button (X). The top navigation bar includes 'HOME', 'SUPPORT', and a user profile for 'HEATHER WHITE'.

11. The CONTACTS section will allow you to add any other members of your team to be able to access your company's WSS account by clicking **ADD CONTACT**. We suggest including team members that typically assist in drafting bids or updating your company's information if it changes. A First and Last Name and email address are the only required fields, all others here are optional.

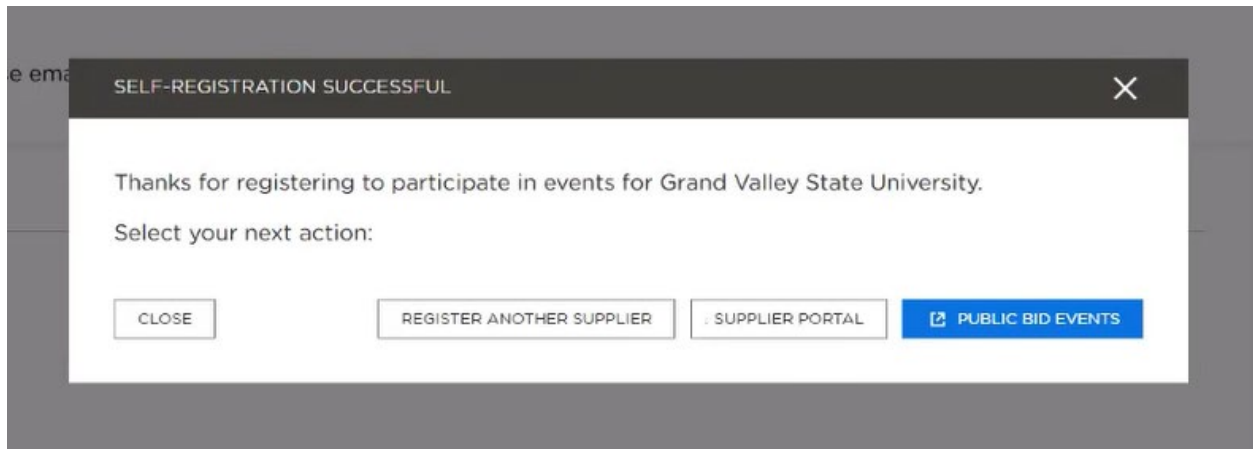


The screenshot shows the 'Supplier Registration' page in the 'Strategic Sourcing' system, focusing on the 'CONTACTS' section. A blue 'ADD CONTACT' button is visible in the top right corner. The form fields include: 'FIRST NAME' (Heather), 'LAST NAME' (White), 'EMAIL' (redacted), 'PHONE COUNTRY' (dropdown), and 'PHONE' (text input). There is also a 'NOTIFICATIONS' section with a checked checkbox for 'Receive email notifications for events that match your commodity codes' and a 'Hide contact info' link. The top navigation bar is consistent with the previous screenshot.

12. When you have completed your self-registration, you can click **FINALIZE** at the bottom right corner of the screen. You also have the option to **SAVE AS DRAFT** if you would like to finish your registration at a later date. Clicking **CANCEL** will cancel and delete your registration.



13. Once finalized, you will see a window asking what you would like your next action to be.

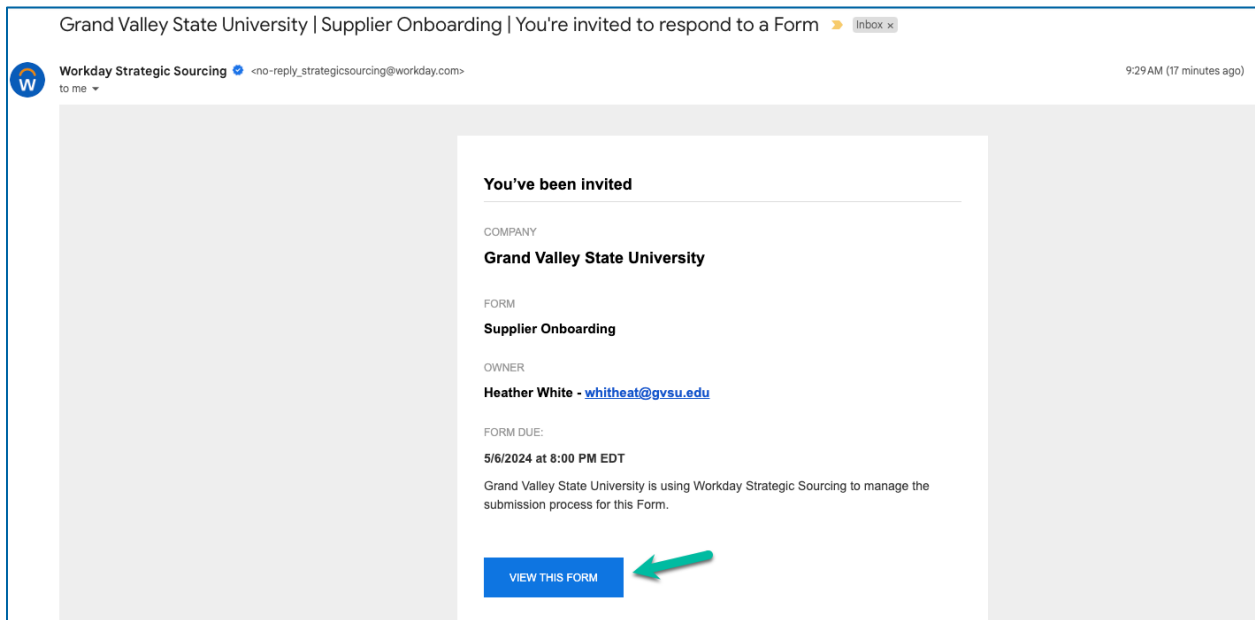
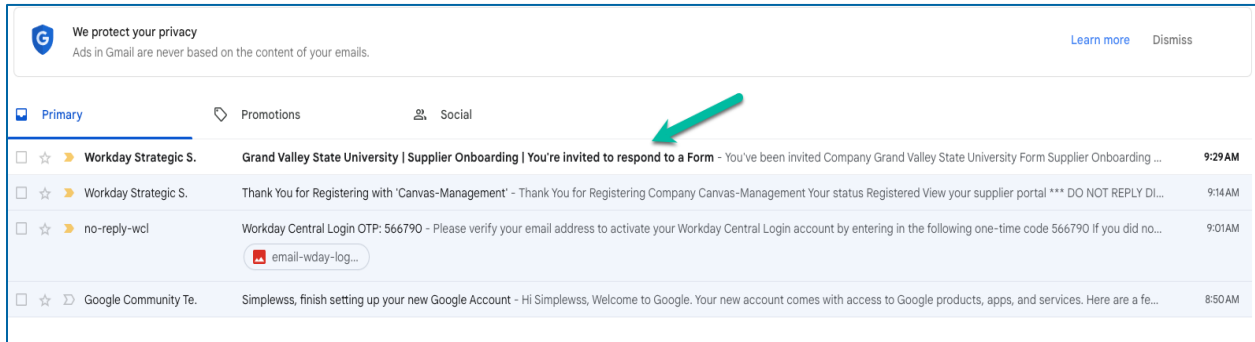


Action	Result
<b>CLOSE</b>	Closes the window
<b>REGISTER ANOTHER SUPPLIER</b>	Begins the registration process to register another company
<b>SUPPLIER PORTAL</b>	Brings you to your supplier portal to update any of your company's information
<b>PUBLIC BID SITE</b>	Brings you to GVSU's public bid site

## COMPLETING SELF-REGISTRATION

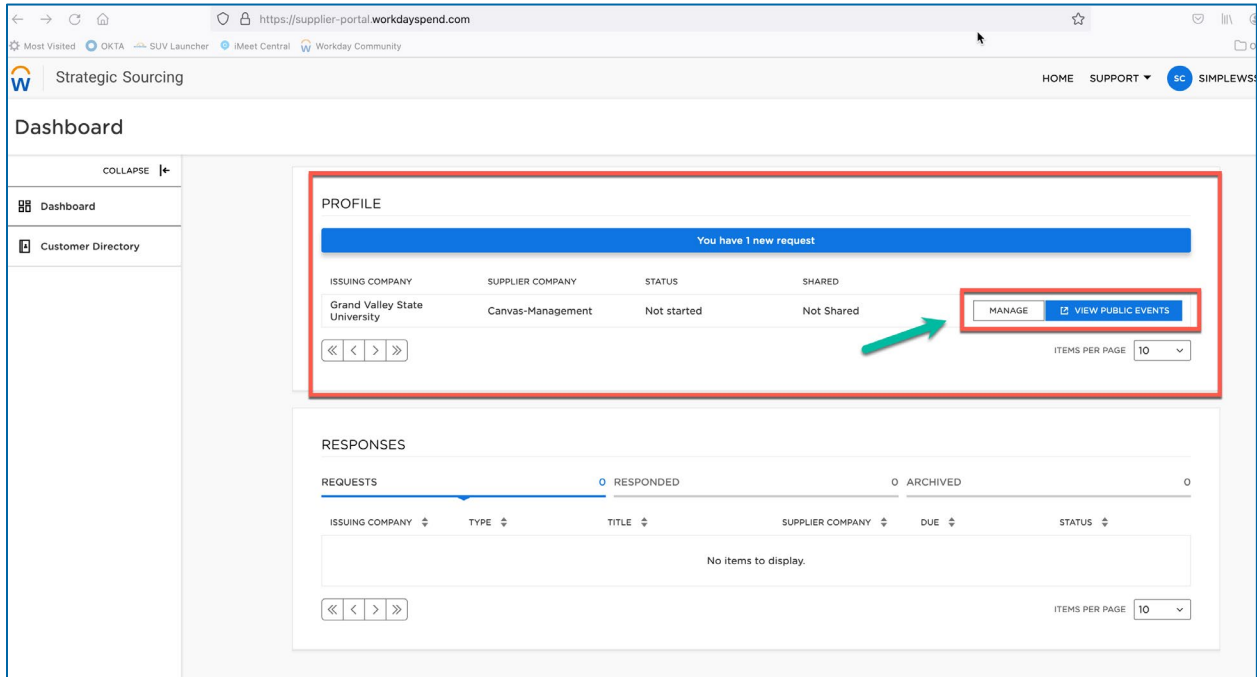
If you self-registered through Workday Strategic Sourcing, you will receive an email with an additional step that must be completed.

1. Once you have completed the onboarding process, you will receive an email that you have a Form to complete. You can click the link in your email or login to WSS using your credentials.

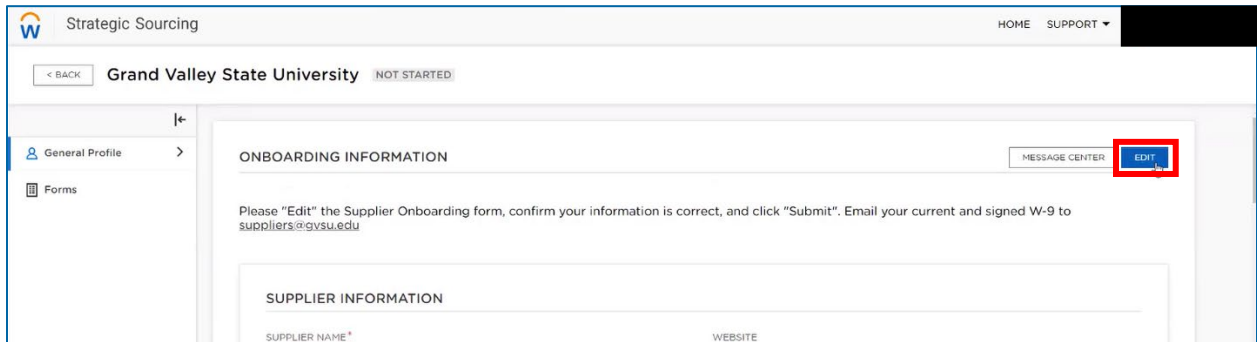




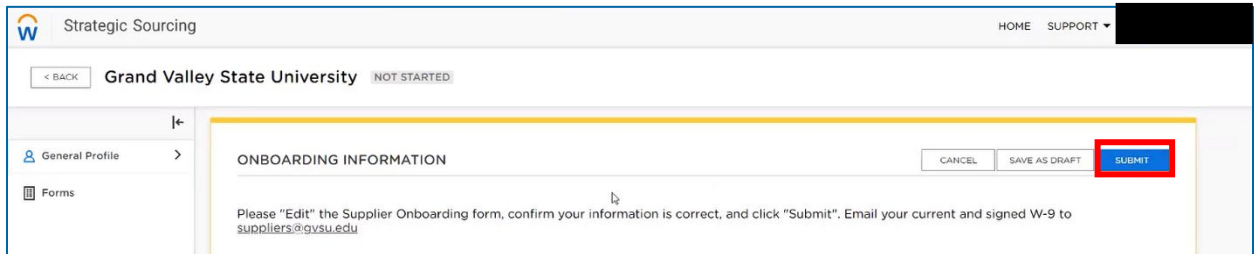
2. After you have logged in, you'll see the form request on your dashboard. Click **MANAGE**. You can also use the **VIEW PUBLIC EVENTS** to see a list of open RFP's from GVSU.



3. Click **EDIT** in the top right corner of the section.



4. Click **SUBMIT**. Make sure to email your completed W-9 to [suppliers@gvsu.edu](mailto:suppliers@gvsu.edu).



5. You will now see that you have submitted your profile to Grand Valley State University.

