

## VENDOR REGISTRATION & LINKS

### NEW VENDOR SETUP:

- Suppliers/Vendors are added to Workday by invitation only.
- GT Requestor submits a ServiceNow ticket to request adding a new Supplier/Vendor to Workday

<https://gatech.service-now.com/financials>

- After request is received, the vendor team will forward a link for the supplier/vendor to complete the New Vendor Profile Form. Requestor will need to send this link to the supplier/vendor point of contact.
- Once vendor completes the vendor profile form, the form will be reviewed and once approved, the vendor team will add the vendor to Workday.
- The new Supplier/ Vendor can sign up to receive electronic payments at: <http://www.paymode.com/gatech>

### SERVICES OFFERED TO CURRENT & PROSPECTIVE GT SUPPLIERS:

- <https://gatech.service-now.com/guest>

This service portal will allow vendors to inquire about the following:

- Check Payment of My Invoice
- Inquire about Past Due Invoices
- Submit a Statement
- Submit Changes to Vendor Information
- Register for ACH Electronic Payments via Bank of America Paymode