

## VENDOR REGISTRATION & LINKS

### NEW VENDOR SETUP:

- Suppliers/Vendors are added to Workday by *invitation only*.
- Suppliers are responsible for setting themselves up in Workday. They can use the following link, select 'Sign In' in the top right corner, and then 'Create Account' in the lower left corner:

[https://wd5.myworkdaysite.com/supplier/gatech/SUPPLIER\\_REGISTRATION\\_PROD](https://wd5.myworkdaysite.com/supplier/gatech/SUPPLIER_REGISTRATION_PROD)

- Once vendor completes the registration completely and correctly, the vendor team will add the vendor to Workday.
- The new Supplier/ Vendor can sign up to receive electronic payments at: [go.paymode.com/GeorgialnstituteOfTechnology/G-L7M9GML4Q](https://go.paymode.com/GeorgialnstituteOfTechnology/G-L7M9GML4Q)

For enrollment assistance, contact the Paymode-X vendor enrollment team at 1-800-331-0974 or [enrollment@paymode-x.com](mailto:enrollment@paymode-x.com).

For general support, contact member services at [MemberServices@paymode-x.com](mailto:MemberServices@paymode-x.com) or 877-443-6944.

### 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