



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

Before beginning registration, suppliers must gather and verify required documentation and prepare their email and authenticator tools. 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 Service Now	https://gatech.service-now.com/guest

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_strategic sourcing@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)** or **Employer Identification Number (EIN)** 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:

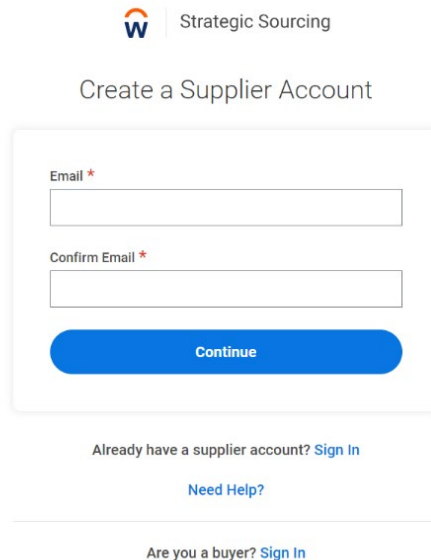
- Authy
- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator
- Okta

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 access the provided Workday self-registration link and submit their email, which becomes their username for login. Utilize the same web browser for each step of this process.

- 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



Strategic Sourcing

Create a Supplier Account

Email *

Confirm Email *

Continue

Already have a supplier account? [Sign In](#)

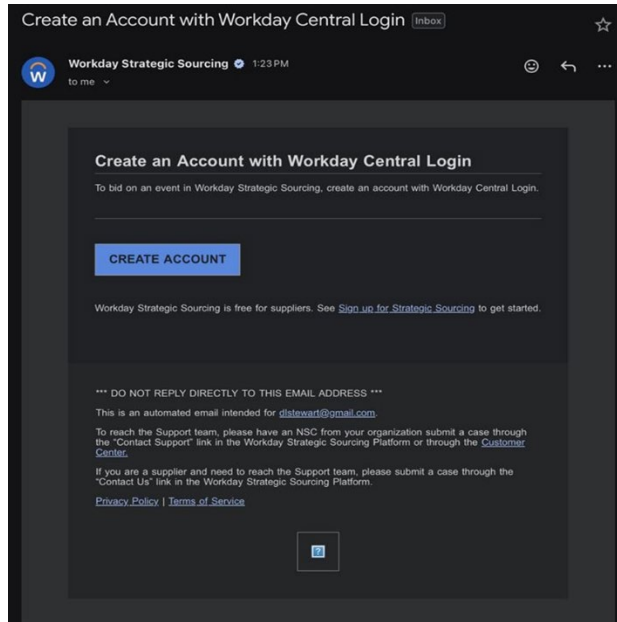
[Need Help?](#)

Are you a buyer? [Sign In](#)

- Enter email and confirm your email address. This will be your username you use to login. Click **Continue**.

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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 retrieve a 6-digit verification code to confirm their email.

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



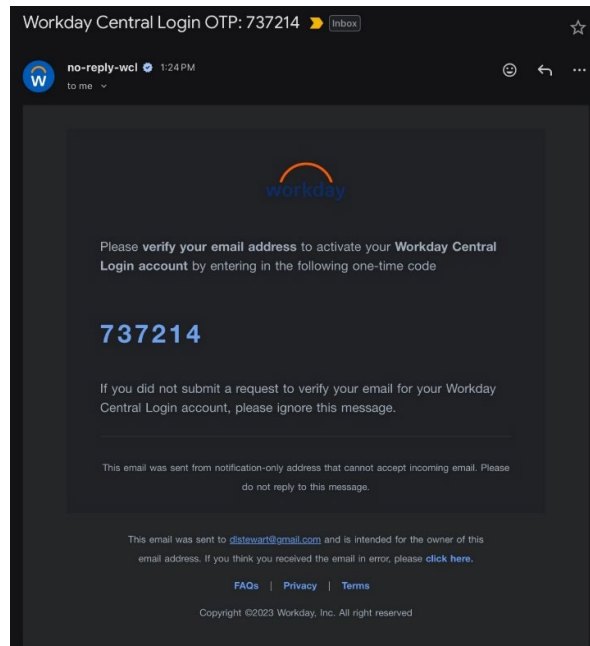
Start By Verifying Your Email

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**.



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.

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

[Verify Email](#)

[Resend A Verification Code](#)

Didn't get the email? [Learn why](#) ⓘ

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

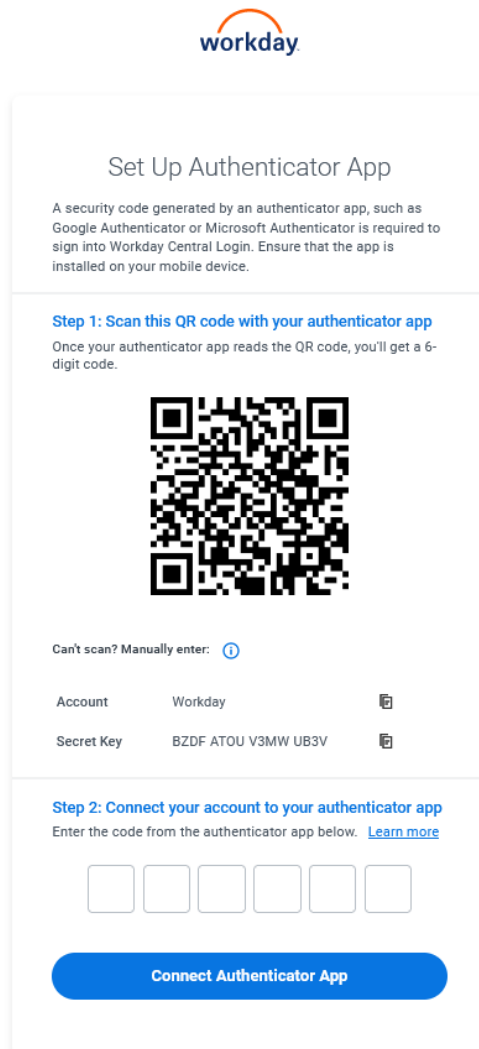
Create Account

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 **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.**

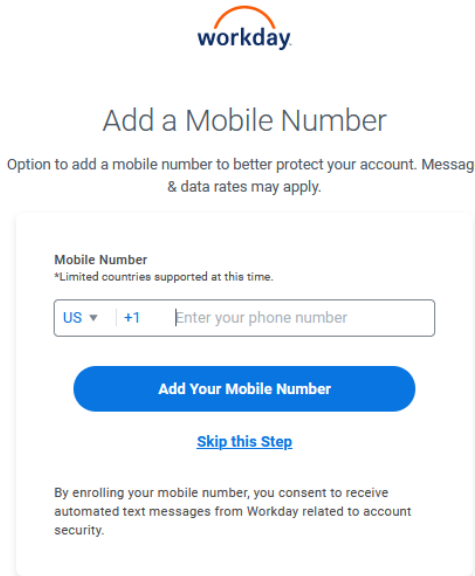
1. **Step 1:** Open your authenticator app: **Scan the QR code through the authenticator application** or manually enter the Account and Secret key provided at the bottom of the screen.
 - b. Create a new authentication account.
 - c. Enter the 6-digit code from your authenticator app and click **Connect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



3.5 Enter Phone Number

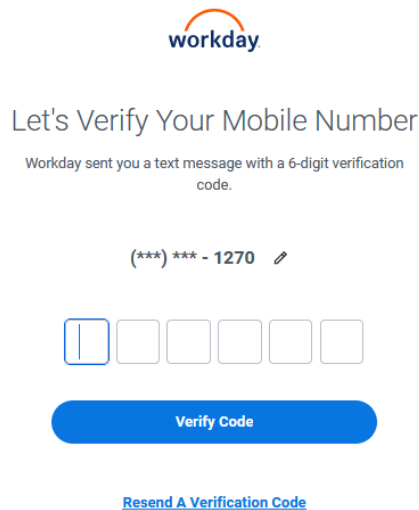
Suppliers may add a mobile number and verify it with a code or choose to skip.

1. You will then have the option to enter a mobile phone number and click **Add Your Mobile Number**, or you can click **Skip this Step**



The screenshot shows the 'Add a Mobile Number' screen. At the top is the Workday logo. Below it is the title 'Add a Mobile Number' and a subtitle: 'Option to add a mobile number to better protect your account. Message & data rates may apply.' The main content area contains a form with a dropdown menu set to 'US' and a '+1' country code, followed by a text input field labeled 'Enter your phone number'. Below the input field are two buttons: a blue 'Add Your Mobile Number' button and a blue 'Skip this Step' link. At the bottom, there is a consent statement: 'By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.'

2. Verify your mobile number: you will receive a 6-digit code. Click **Verify Code** or **Resend A Verification Code**

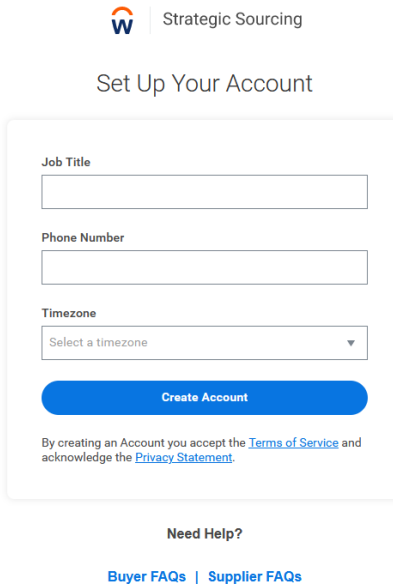


The screenshot shows the 'Let's Verify Your Mobile Number' screen. At the top is the Workday logo. Below it is the title 'Let's Verify Your Mobile Number' and a subtitle: 'Workday sent you a text message with a 6-digit verification code.' The main content area displays a phone number '(***-***-1270)' with an edit icon. Below the phone number is a 6-digit verification code input field, where the first digit is highlighted with a blue border. Below the input field are two buttons: a blue 'Verify Code' button and a blue 'Resend A Verification Code' link.

3.6 Set Up Your Account – Job Title & Company

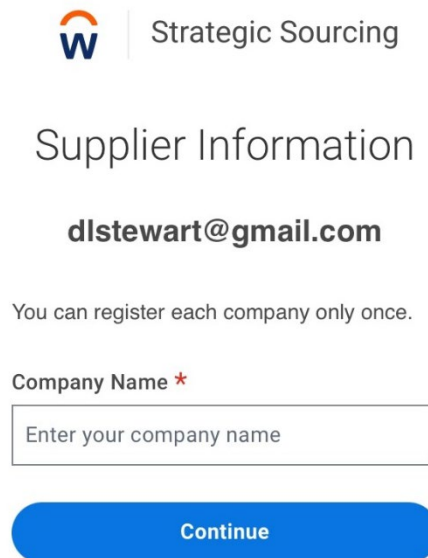
Suppliers provide their job title, phone number, time zone, and company name to complete account setup.

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 with a 'W' and the text 'Strategic Sourcing'. Below the logo is the heading 'Set Up Your Account'. 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'. Below the input fields is a blue button labeled 'Create Account'. At the bottom of the form, there is a small text block: 'By creating an Account you accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#).' Below the form, there is a link 'Need Help?' and another set of links 'Buyer FAQs | Supplier FAQs'.

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

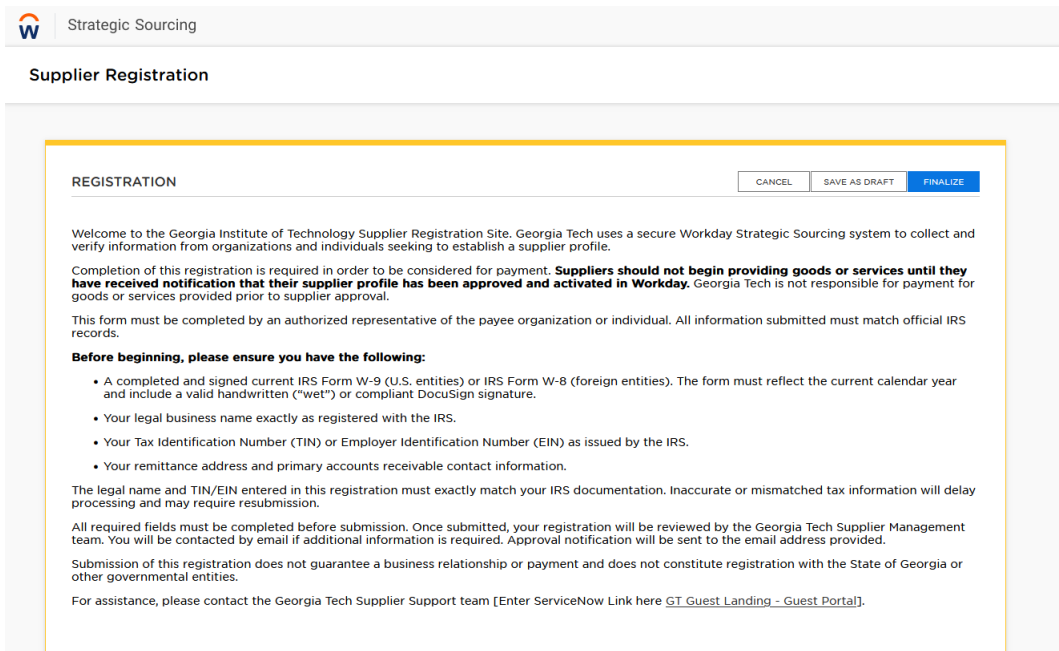


The screenshot shows the 'Supplier Information' page. At the top, there is a logo with a 'W' and the text 'Strategic Sourcing'. Below the logo is the heading 'Supplier Information'. Underneath the heading is the email address 'dlstewart@gmail.com'. Below the email address is the text 'You can register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

3.7 Complete Initial Account Registration

After logging into Workday, suppliers must complete the initial Supplier Account Registration form, filling all required fields marked with red asterisks. Workday sends a confirmation email once the form is finalized and submitted.

1. You will be prompted to complete the initial Supplier Account Registration form.



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.

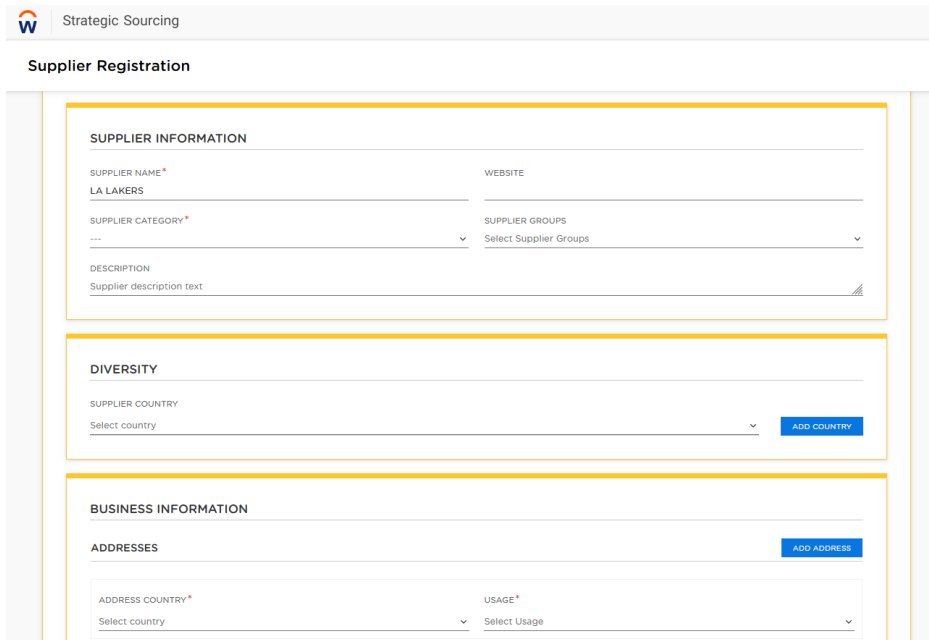
The legal name and TIN/EIN entered in this registration must exactly match your IRS documentation. Inaccurate or mismatched tax information will delay processing and may require resubmission.

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. Complete all the fields marked with a red asterisk.



SUPPLIER INFORMATION

SUPPLIER NAME* WEBSITE
LA LAKERS

SUPPLIER CATEGORY* SUPPLIER GROUPS
--- Select Supplier Groups

DESCRIPTION
Supplier description text

DIVERSITY


SUPPLIER COUNTRY
Select country [ADD COUNTRY]

BUSINESS INFORMATION

ADDRESSES [ADD ADDRESS]

ADDRESS COUNTRY* USAGE*
Select country Select Usage

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 Strategic Sourcing

Supplier Registration

BUSINESS INFORMATION

ADDRESSES ADD ADDRESS

ADDRESS COUNTRY* USAGE*
Select country Select Usage

PHONES ADD PHONE

PHONE COUNTRY* INTERNATIONAL CALLING CODE
Select country (empty)


TAX INFORMATION ADD TAX ID

TAX COUNTRY*
Select country

CONTACTS ADD CONTACT

FIRST NAME* LAST NAME*
Kobe Bryant

3. Once the initial registration form is completed, Click **Finalize** at the top right corner of the form.

 Strategic Sourcing

Supplier 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.

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- 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.

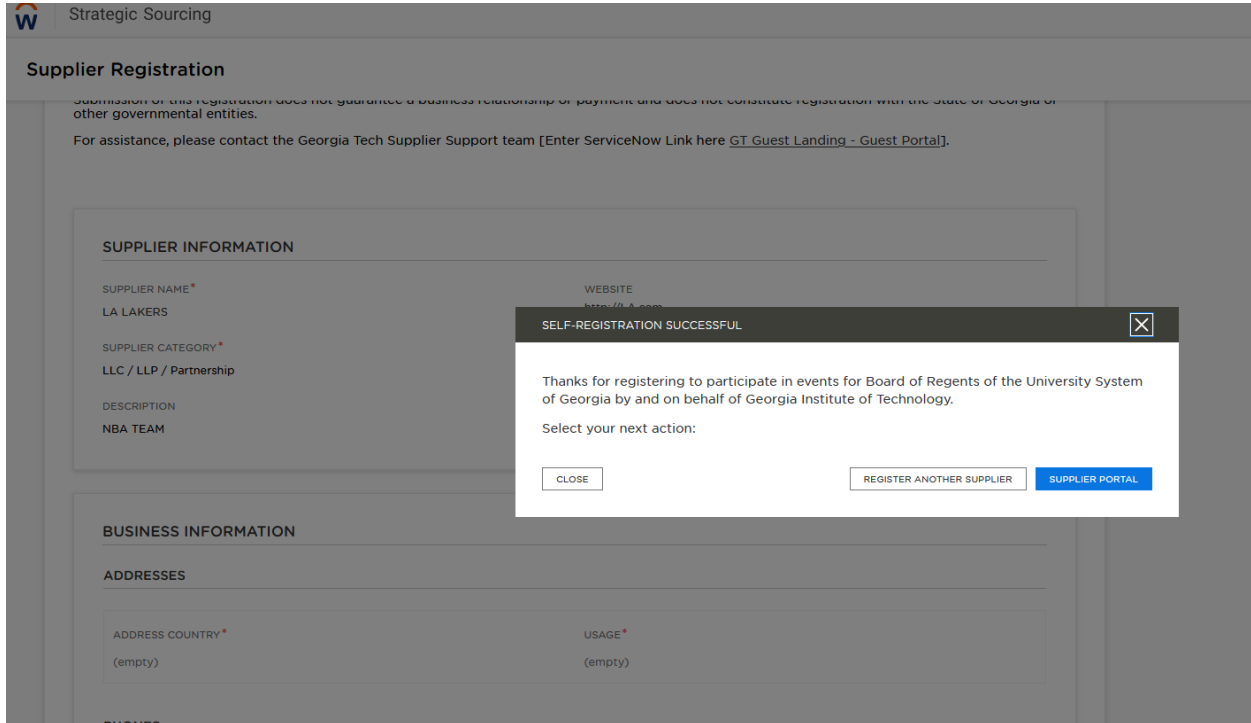
All required fields must be completed before submission. Once submitted, your registration will be reviewed by the Georgia Tech Supplier Management team. You will be contacted by email if additional information is required. Approval notification will be sent to the email address provided.

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.

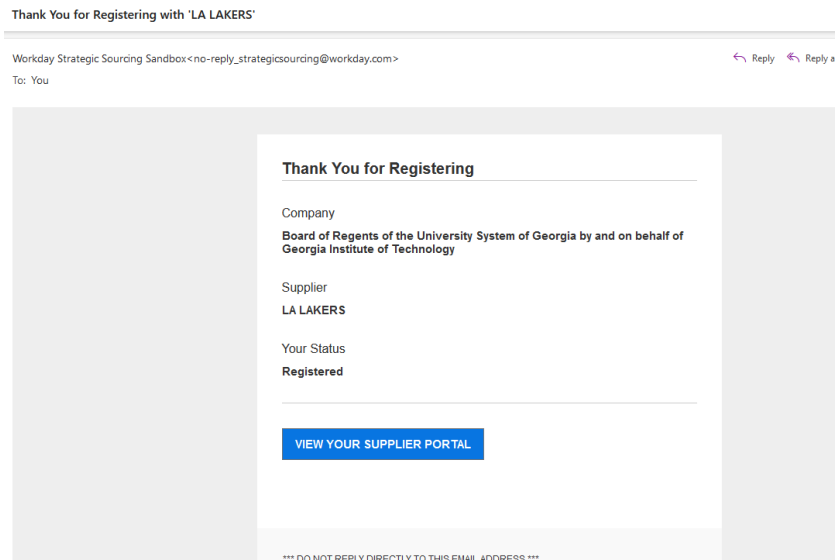
For assistance, please contact the Georgia Tech Supplier Support team [Enter ServiceNow Link here [GT Guest Landing - Guest Portal](#)].

Supplier Registration - WSS

4. You will be notified that your self-registration was successfully submitted to Georgia Tech's Supplier Team for review.
 - a. Click **Supplier Portal** to navigate to the supplier dashboard.



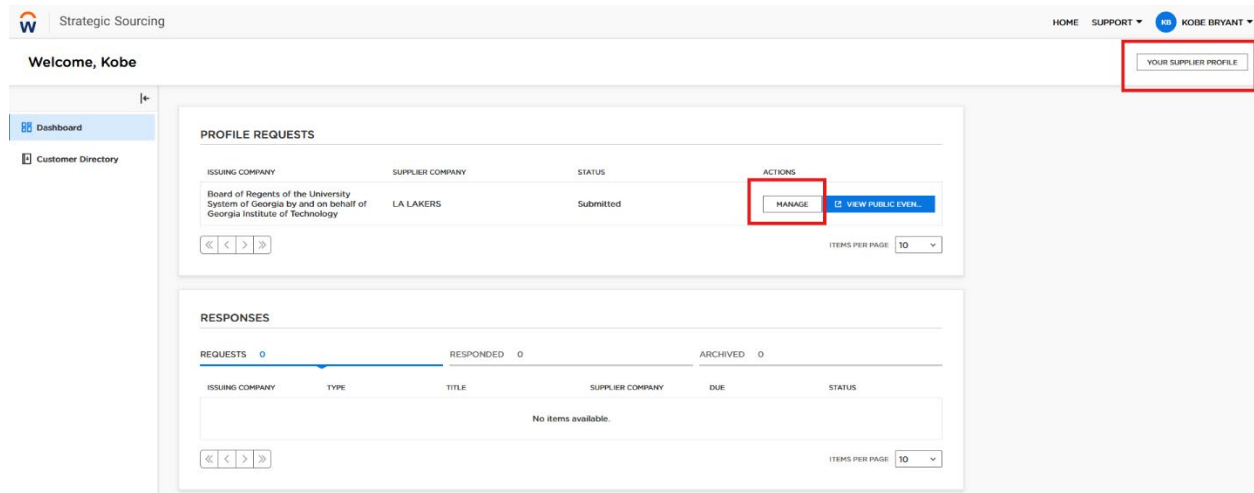
5. You will also receive an **email from Workday Strategic Sourcing** once the initial registration form is completed.
 - a. **Subject:** *Thank You for Registering with 'xxxxx'*. Click **View Your Supplier Profile**.
 - b. You will be redirected to Supplier Registration page to complete the initial Supplier Account Registration form if you have not done so already.



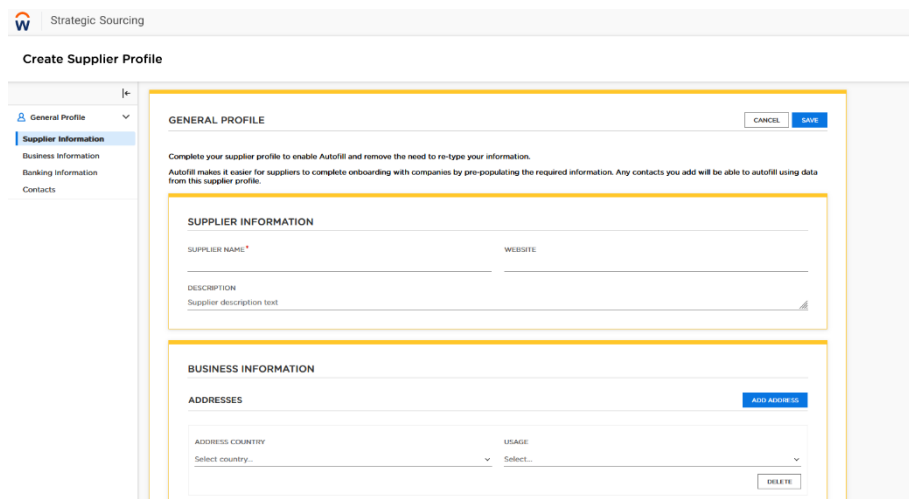
3.8 Supplier Dashboard Functions

Upon finalizing the form, suppliers gain access to the Supplier Portal and Dashboard, where they can manage their profile, complete any outstanding onboarding forms, and communicate with Georgia Tech.

1. In your account, you'll see a dashboard where you can manage and update your information as needed.
 - a. Click **Manage**, to edit your form if necessary. You will be able to edit your initial registration submission until Georgia Tech issues additional forms required.
 - b. The Public Event tab is obsolete and not needed for this process.



2. Click **Your Supplier Profile**, to update and add any additional information associated with your business.
 - a. This information is for your personal account record and can be used to autofill forms going forward.



3.9 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?](#)

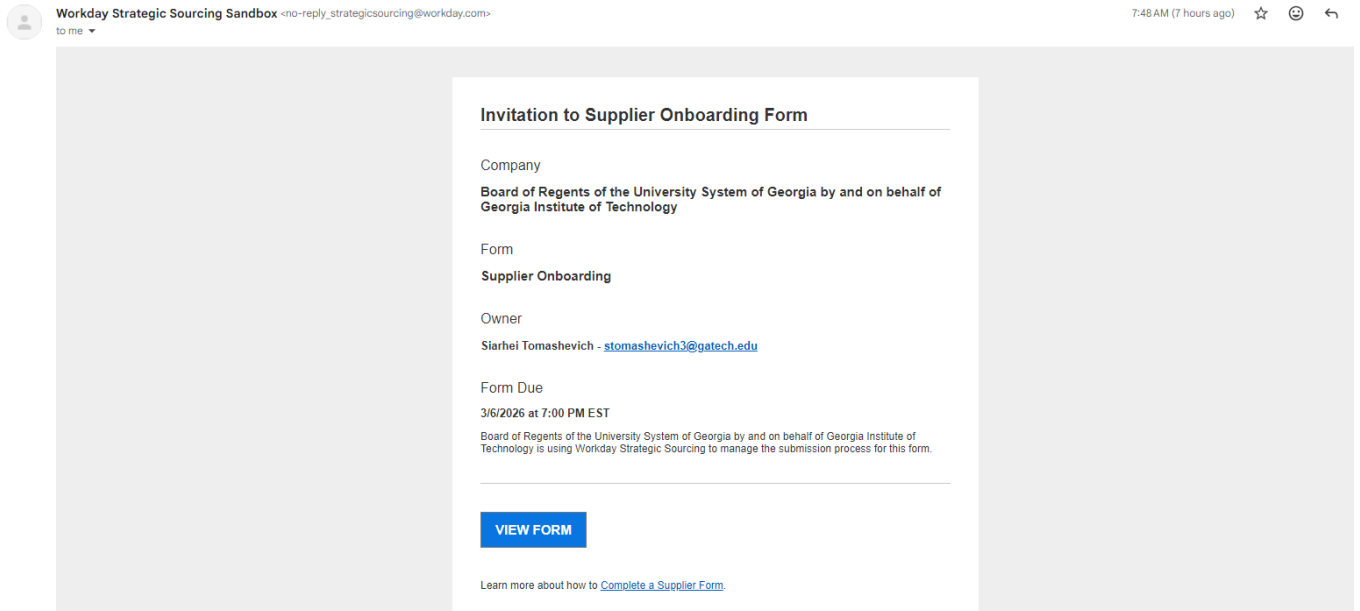
4 COMPLETING SUPPLIER ONBOARDING FORMS AND COMMUNICATION

4.1 Complete Required Forms

The supplier will receive one onboarding form that includes both the Conflict of Interest Questionnaire and the Employee/Independent Contractor Classification Questionnaire. After this 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 **no-reply_strategicsourcing@workday.com**.

1. Sign into your supplier account by clicking on **View Form** or by using the following link:
<https://identity.workday.com/auth/login?invite=true>

Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology | Supplier Onboarding | You're invited to respond to a Form Inbox x



The screenshot shows an email from 'Workday Strategic Sourcing Sandbox' with the subject 'Invitation to Supplier Onboarding Form'. The email content includes the following details:

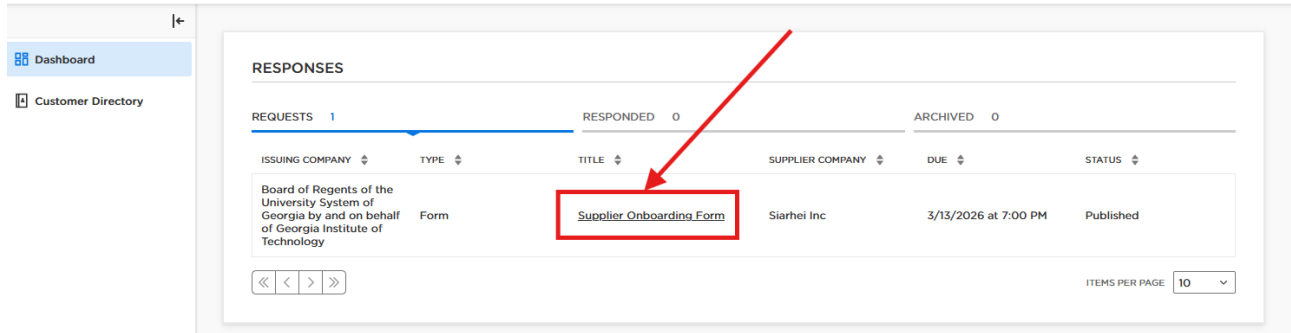
- Company:** Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology
- Form:** Supplier Onboarding
- Owner:** Siarhei Tomashevich - tomashevich3@gatech.edu
- Form Due:** 3/6/2026 at 7:00 PM EST

The email also contains a blue button labeled 'VIEW FORM' and a link to 'Learn more about how to Complete a Supplier Form'.

Supplier Registration - WSS

- Open the **Dashboard** and click on the form you would like to complete.

Welcome, Siarhei



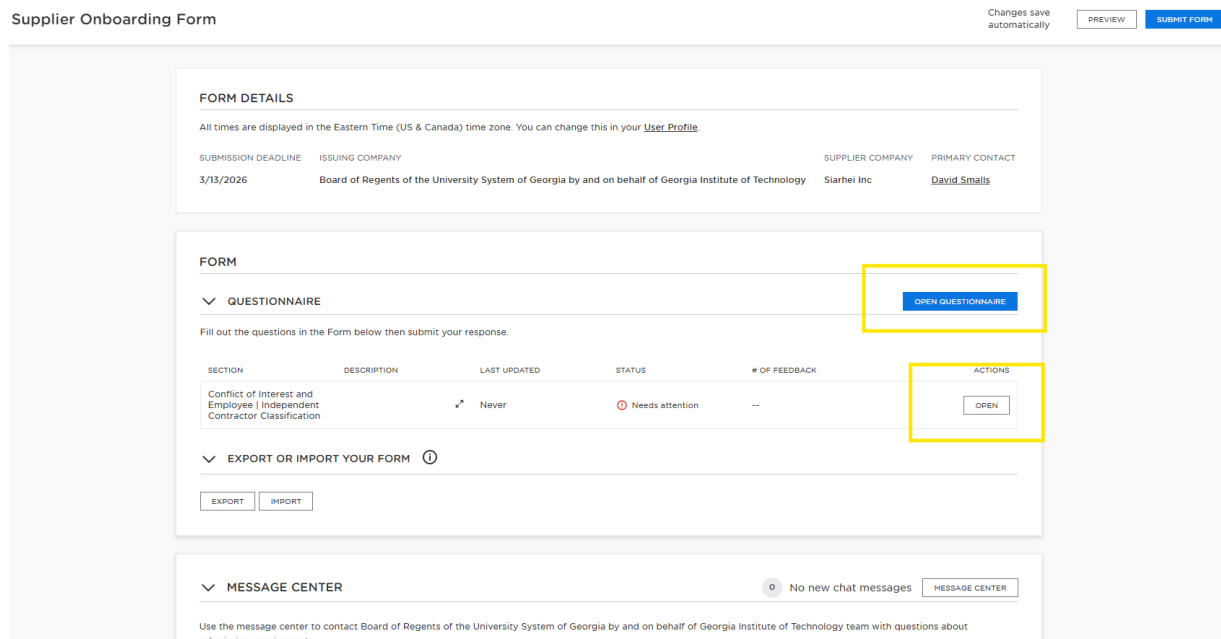
RESPONSES

REQUESTS 1 RESPONDED 0 ARCHIVED 0

ISSUING COMPANY	TYPE	TITLE	SUPPLIER COMPANY	DUE	STATUS
Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology	Form	Supplier Onboarding Form	Siarhei Inc	3/13/2026 at 7:00 PM	Published

ITEMS PER PAGE 10

- Click **Open Questionnaire** or **Open** to enter the form:



Supplier Onboarding Form Changes save automatically PREVIEW SUBMIT FORM

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 COMPANY	SUPPLIER COMPANY	PRIMARY CONTACT
3/13/2026	Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology	Siarhei Inc	David Smalls

FORM

QUESTIONNAIRE OPEN QUESTIONNAIRE

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

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Conflict of Interest and Employee Independent Contractor Classification		Never	Needs attention	--	OPEN

EXPORT OR IMPORT YOUR FORM ⓘ

EXPORT IMPORT

MESSAGE CENTER 0 No new chat messages MESSAGE CENTER

Use the message center to contact Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology team with questions about submission requirements.

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

Strategic Sourcing | HOME SUPPORT | KOBE BRYANT

Supplier Onboarding Form | Saved at 12:02 PM | REVIEW & SUBMIT

QUESTIONNAIRE

OVERALL PROGRESS

Required questions complete 11 of 11
Optional Questions 1 of 1

SECTIONS

1. Supplier Registration Questi...

1 SUPPLIER REGISTRATION QUESTIONNAIRE

11 *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

12 If you checked box other than just "No Relationship", please provide a brief explanation of your selection here.
N/A

13 *Do you anticipate that you will receive over 50% of your income this year from the Institute?

- Yes
- No

Clear selection

14 *Do you make your services available to the general public?

- Yes
- No

Clear selection

- Confirm all required questions are completed and click **Submit Form**.

Strategic Sourcing | HOME SUPPORT | KOBE BRYANT

Supplier Onboarding Form | Changes save automatically | PREVIEW | SUBMIT FORM

FORM DETAILS

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

SUBMISSION DEADLINE: 3/7/2026 | ISSUING COMPANY: Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology | SUPPLIER COMPANY: LA LAKERS | PRIMARY CONTACT: David Smalls

FORM

QUESTIONNAIRE | OPEN QUESTIONNAIRE

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

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Supplier Registration Questionnaire		3/7/2026 at 12:02 PM EDT	Required questions complete	..	OPEN

EXPORT OR IMPORT YOUR FORM | EXPORT | IMPORT

MESSAGE CENTER | No new chat messages | MESSAGE CENTER

Use the message center to contact Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology team with questions about submission requirements.

0 Announcements received from Board of Regents of the University System of Georgia by and on

0 Answers have been posted to all suppliers

0/0 Of your questions have been answered

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.

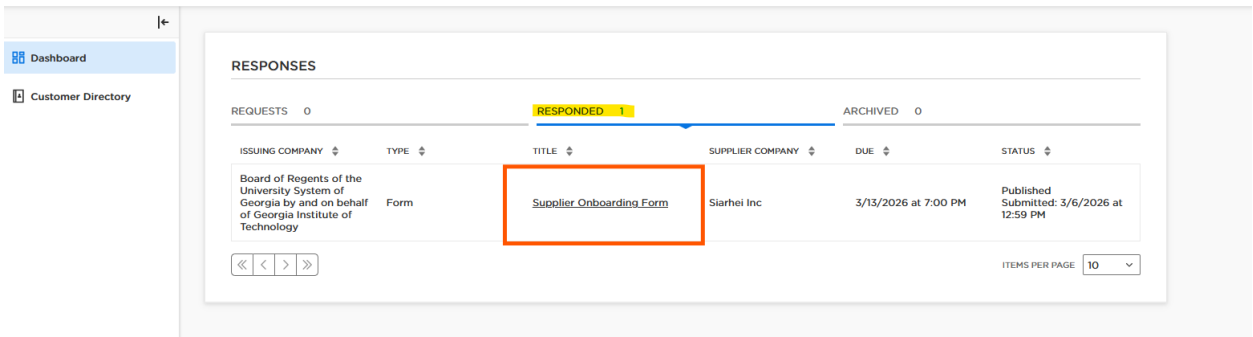
[GO TO DASHBOARD](#)

4.2 Communication

To communicate with Georgia Tech each form includes a **Message Center** that can be utilized to submit questions or inquires with the Supplier Management Team.

1. Click the title of the form you want to discuss to start a conversation. Forms submitted to Georgia Tech will be listed under the **Responded** tab.

Welcome, Siarhei



The screenshot shows a user interface with a sidebar on the left containing 'Dashboard' and 'Customer Directory'. The main content area is titled 'RESPONSES' and features a tabbed interface with 'REQUESTS 0', 'RESPONDED 1', and 'ARCHIVED 0'. The 'RESPONDED' tab is active. Below the tabs is a table with the following data:

ISSUING COMPANY	TYPE	TITLE	SUPPLIER COMPANY	DUE	STATUS
Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology	Form	<u>Supplier Onboarding Form</u>	Siarhei Inc	3/13/2026 at 7:00 PM	Published Submitted: 3/6/2026 at 12:59 PM

At the bottom of the table, there are navigation arrows and an 'ITEMS PER PAGE' dropdown set to 10.

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2. Scroll down to the message center and Click the **Message Center** button to initiate an inquiry.

FORM

▼ **QUESTIONNAIRE**

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

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Conflict of Interest and Employee Independent Contractor Classification		✓ 3/6/2026 at 12:52 PM EST	ⓘ Required questions complete	--	VIEW

▼ **EXPORT YOUR FORM**

[EXPORT](#)

▼ **MESSAGE CENTER** 0 No new chat messages [MESSAGE CENTER](#)

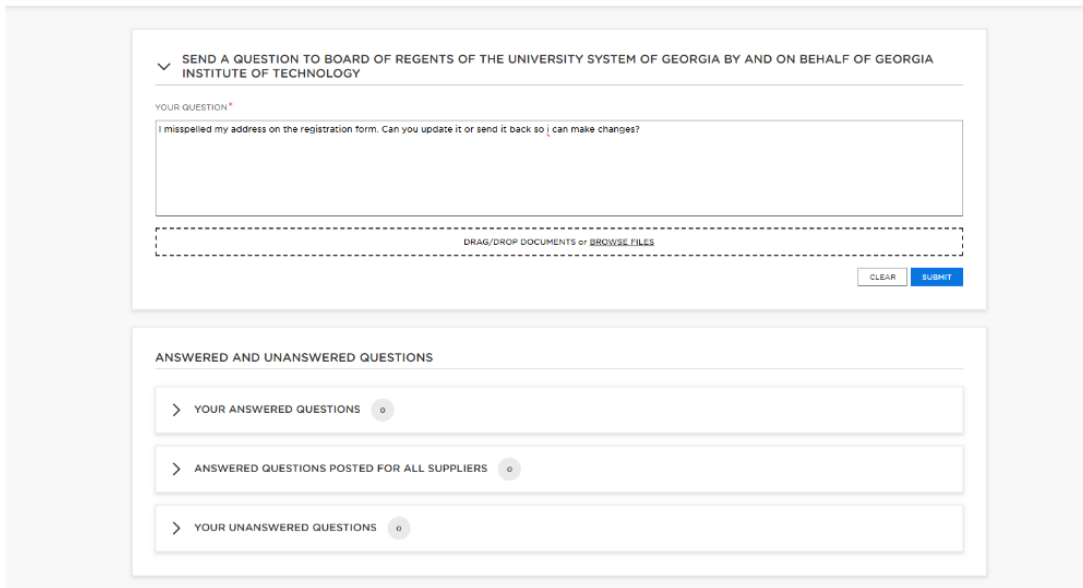
Use the message center to contact Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology team with questions about submission requirements.

0 Announcements received from Board of Regents of the University System of Georgia by and on behalf of Georgia Institute of Technology team	0 Answers have been posted to all suppliers	0/0 Of your questions have been answered
---	---	--

Supplier Registration - WSS

3. Enter your questions in the **Question** field and upload any supporting documentation needed by selecting **Browse Files** or **Drag/Drop Document**.
 - a. You can view previous communication by checking **Answered** and **Unanswered** section.
 - b. Once a response to your question is posted, you will receive an **email notification**.

Message Center



The screenshot shows a web interface for sending questions. At the top, there is a dropdown menu with the text "SEND A QUESTION TO BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA BY AND ON BEHALF OF GEORGIA INSTITUTE OF TECHNOLOGY". Below this is a text input field labeled "YOUR QUESTION*" containing the text "I misspelled my address on the registration form. Can you update it or send it back so i can make changes?". Underneath the text field is a dashed box for file uploads with the text "DRAG/DROP DOCUMENTS or BROWSE FILES". To the right of the dashed box are "CLEAR" and "SUBMIT" buttons. Below the question field is a section titled "ANSWERED AND UNANSWERED QUESTIONS" with three expandable items: "YOUR ANSWERED QUESTIONS", "ANSWERED QUESTIONS POSTED FOR ALL SUPPLIERS", and "YOUR UNANSWERED QUESTIONS".

4. Click **View Chat** from your email or login back to the **Message Center** to view and respond.

