



Dear Faculty & Staff,

GVSU is now live with Workday Strategic Sourcing!

[How to Access Workday Strategic Sourcing](#)

Supplier Self-Registration

New suppliers can now register themselves using the supplier portal. Please direct your new suppliers to the following link to begin: www.gvsu.edu/purchasing/suppliers

Existing suppliers have been transferred to Strategic Sourcing for use on Request For Proposal (RFP) and contracts.

RFP's and Bids

When you need to work with Procurement to post both an RFP and Request for Quotes (RFQ), you will log into WSS and [Request an RFP](#). If you believe you have a Sole/Single Source purchase, please reach out to [your department's assigned Buyer](#) for assistance.

Supplier Contracts

All new supplier contracts and renewals to existing supplier contracts [must be entered into WSS](#) unless they meet one or more of the below exemptions:

- Employment contracts
- Sponsored Contracts or Grant Agreements that are approved through the Office of Sponsored Programs
- Any agreement for a gift or donation to GVSU that is processed through University Development
- Speaking agreements or honorariums

For more information, including training courses on RFPs & Bids and Supplier Contracts, please visit the [Workday Strategic Sourcing page](#). Please contact Procurement Services at purchasing@gvsu.edu or 616-331-2280 with questions.

GVSU Procurement Team

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