



GRAND VALLEY STATE UNIVERSITY

Workday Strategic Sourcing Registration Guide for Existing Suppliers

HELLO SUPPLIERS!

Thank you for your continued support of 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 registering for this new 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 suppliers who have worked with GVSU and are current, active suppliers. If you are a new supplier, please use our Workday Strategic Sourcing Registration Guide for New Suppliers instead. To inquire about your company's status with GVSU, please email us at the email address below.

PROCUREMENT SERVICES

suppliers@gvsu.edu

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
- 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](#)

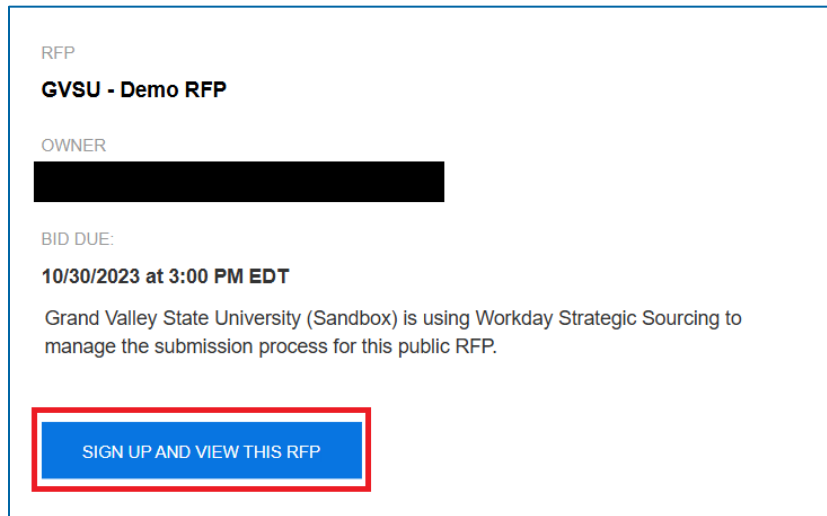
Login to your Workday supplier account.

SIGN UP FOR WORKDAY STRATEGIC SOURCING

You will receive an email if you were invited to participate in an RFP through Workday Strategic Sourcing. You can also [request a Workday Account](#) if you have not been invited to an RFP but want to set up an account to maintain your company information. After requesting a Workday account, you'll be sent an email directly from Workday Strategic Sourcing instructing you to complete onboarding forms.

EMAIL REGISTRATION

1. You'll receive an email from 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

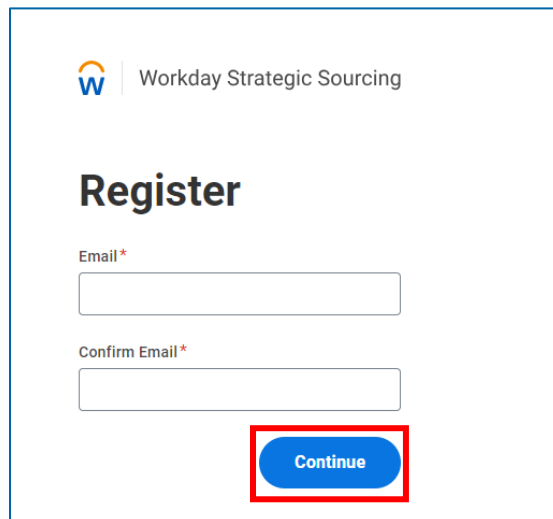
OWNER
[REDACTED]


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

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



 Workday Strategic Sourcing

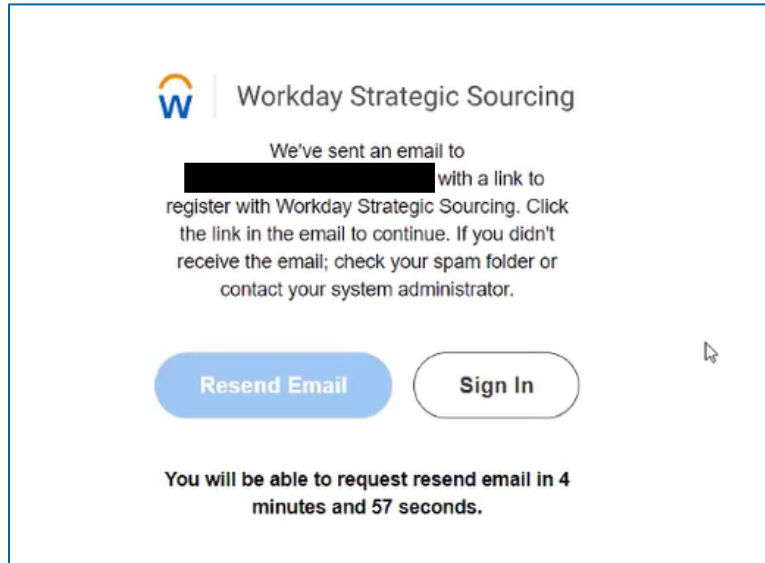
Register

Email*

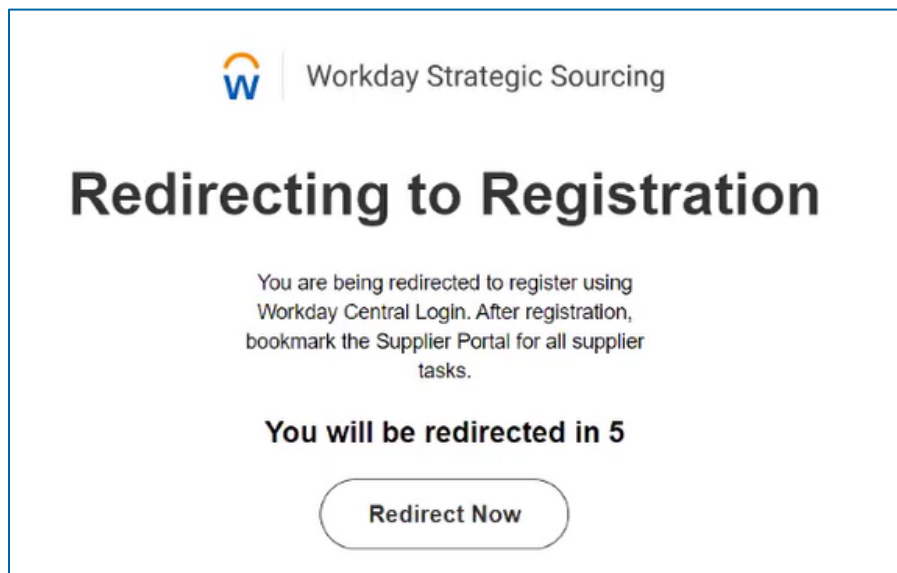
Confirm Email*

Continue

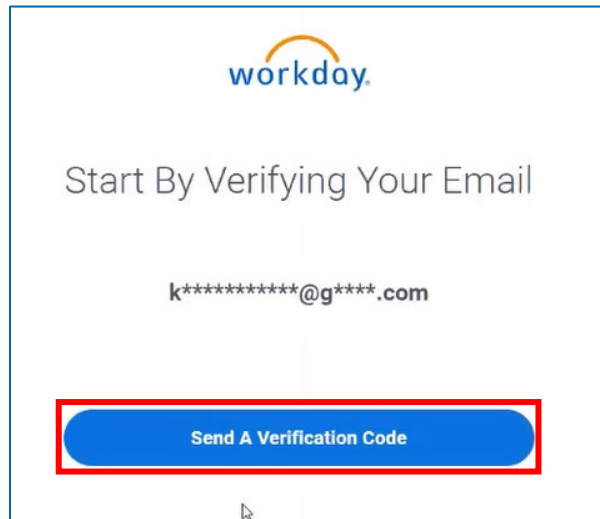
- The next screen will show that an email was sent to the email address you registered with a link to continue the sign-up process. When you receive the email, click the link in it. If you don't receive the email, make sure to check your junk/spam folder. In 5 minutes, you will be able to re-send the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



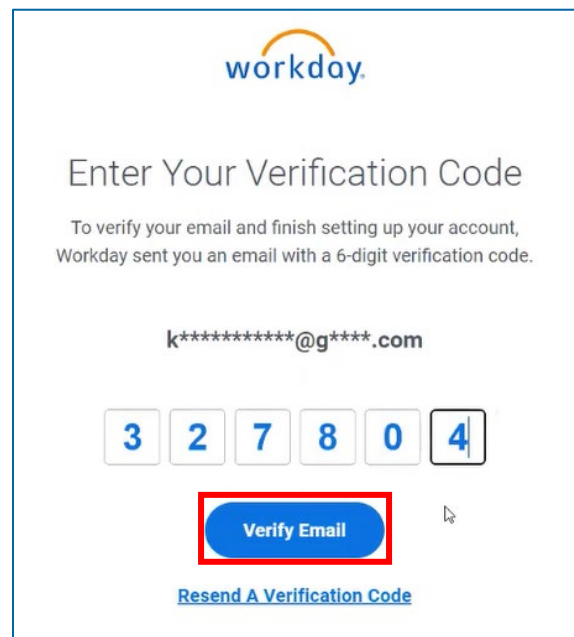
- After clicking the link in the email, you will be brought back to Strategic Sourcing and will be redirected to Workday Central Login.



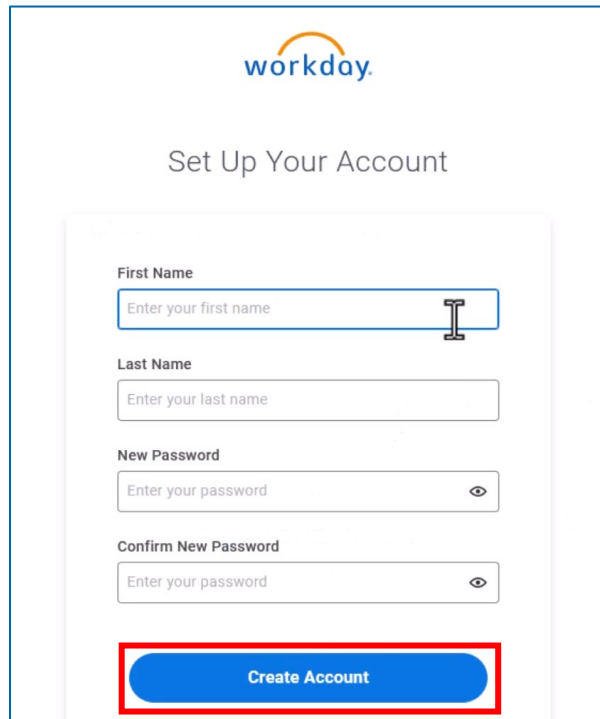
6. Click **Send a Verification Code**. This will send a 6-digit one-time code to your email address. This email will be the username you use to login.



7. 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.

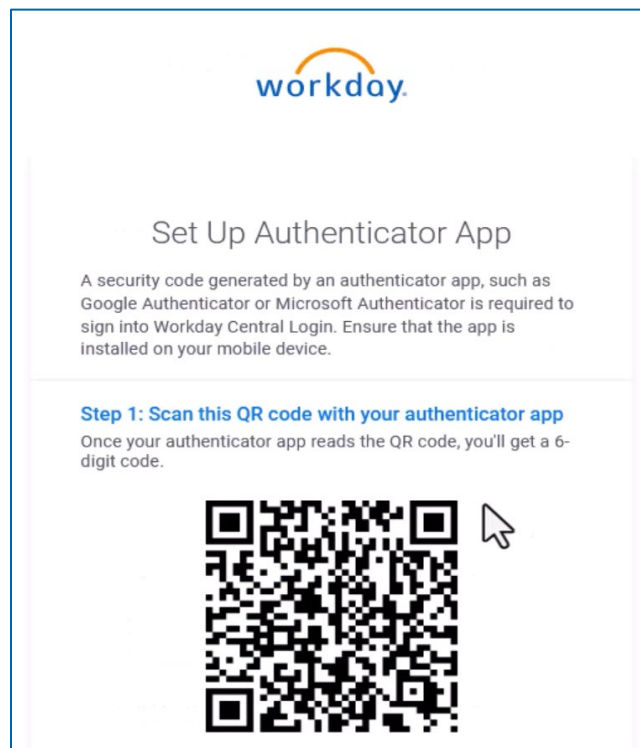


8. Enter your name and create a password for your account. Password requirements will be listed as you enter the password. Click **Create Account**.



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 cursor), 'Last Name', 'New Password' (with an eye icon), and 'Confirm New Password' (with an eye icon). At the bottom, a blue 'Create Account' button is highlighted with a red rectangular border.


9. 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 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.' A large QR code is displayed at the bottom, with a mouse cursor pointing to it.

10. 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

11. 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](#)

12. 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

13. If you were invited to an RFP, your account registration has been completed at this step. If you were invited to complete onboarding forms, please continue to the next section.

COMPLETING ONBOARDING FORMS

14. In your account, 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.

Dashboard

COLLAPSE

Dashboard

Customer Directory

PROFILE

You have 1 new request

ISSUING COMPANY	SUPPLIER COMPANY	STATUS	SHARED
Grand Valley State University	Canvas-Management	Not started	Not Shared

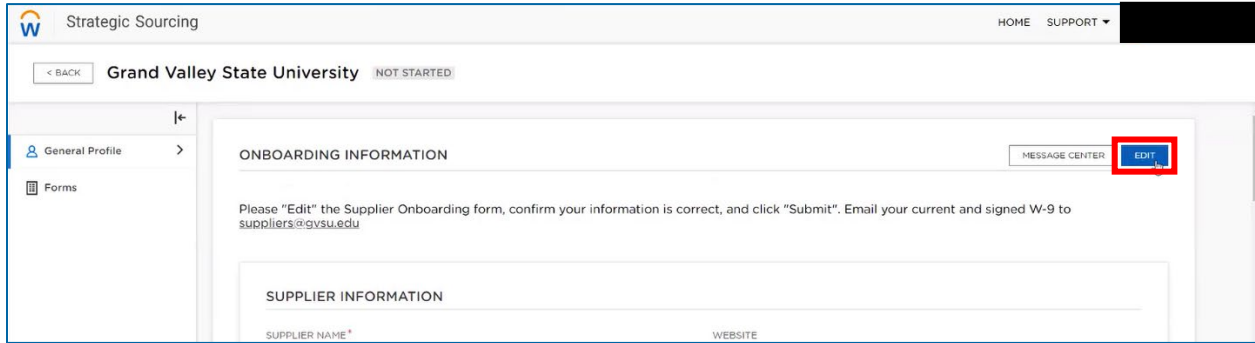
MANAGE VIEW PUBLIC EVENTS

ITEMS PER PAGE 10

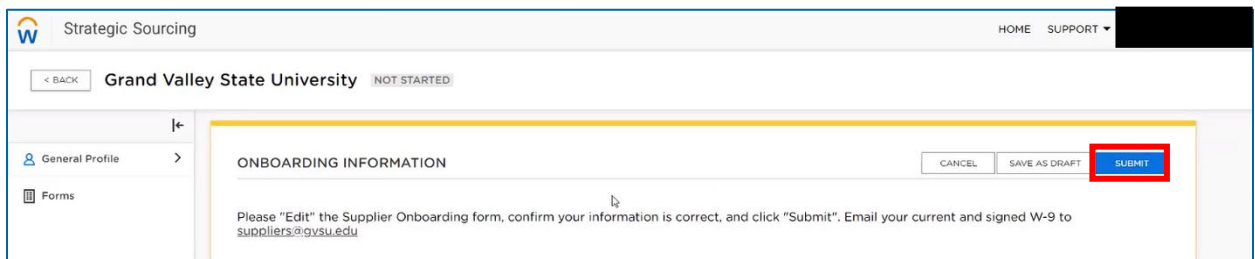
RESPONSES

REQUESTS RESPONDED ARCHIVED

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



16. Make any changes or click **SUBMIT**. Make sure to email your completed W-9 to suppliers@gvsu.edu



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

