

SUPPLIER REGISTRATION: SUPPLIER GUIDE

This guide will help a Supplier-Company/Individual register for the University of Louisville. For the University to remit payment through our Finance System, registration is required.

Select the Supplier Registration link provided via email.

REGISTER: Enter your own email and confirm email (Supplier Contact Email) and then select *Continue*.



Workday Strategic Sourcing

Register

Email *

Confirm Email *

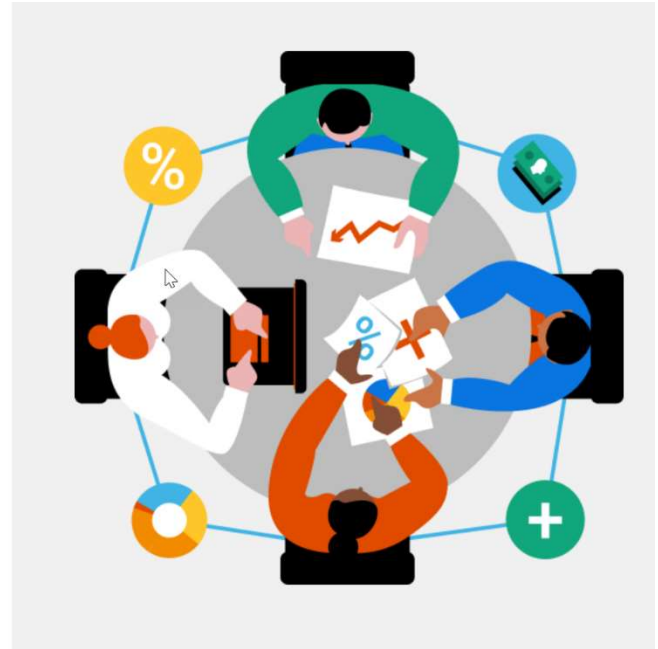
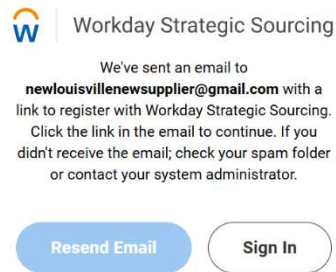
Continue

Already have an account? [Sign In](#)

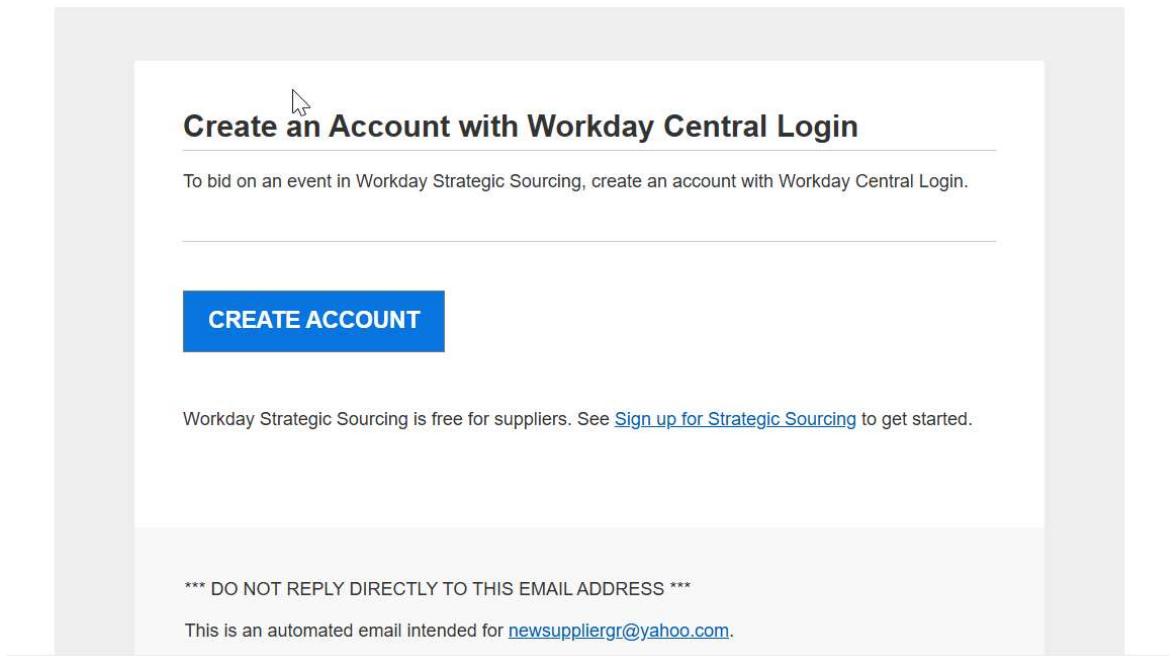
[Sign In](#)

[Forgot Password](#)

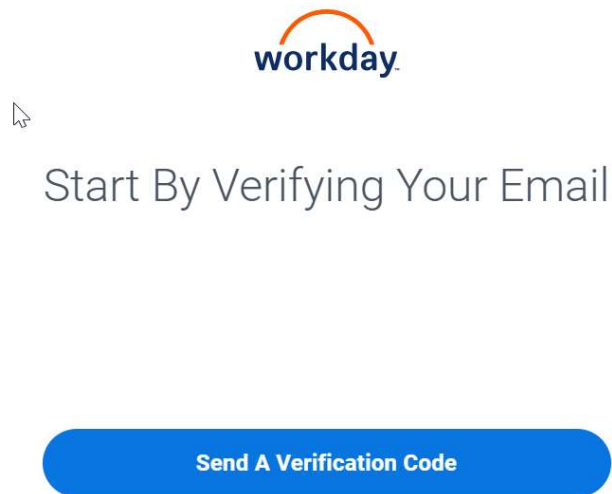
Workday automatically sends an email to the email you provided to register.



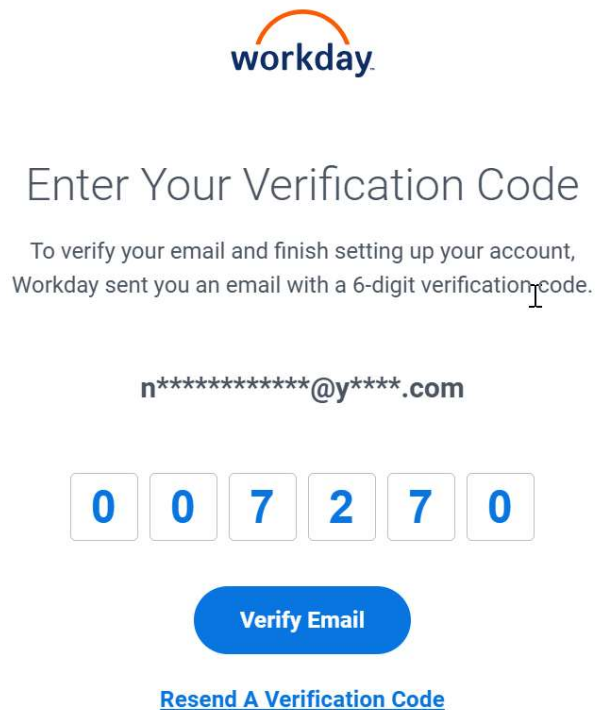
Go to your provided email and you will receive the email below. Select Create Account.



Verification code screen appears. Select “Send a Verification Code”.



Navigate to your email to find the verification code. Enter the verification code in the below screen.



Once verification is successful, the screen below appears to fill in the details. Fill in the details and click **Create Account**. This should be the first and last name for the individual filling out the form for the Supplier or the Supplier's first and last name if an individual.



Set Up Your Account

First Name

Last Name

New Password



Confirm New Password



Create Account

AUTHENTICATION: The next screen will prompt you to use an authenticator phone app or web application. If you already have an authenticator phone app including Authy, Duo Mobile, Google Authenticator, LastPass Authenticator, or Microsoft Authenticator, please open the app and scan the QR code on the registration screen.

If you do not have a phone app, we recommend using the free web browser extension [Authenticator](#). Save the new authentication in your application with a name that can be recognized for all future purposes. For further details click [Learn More](#).

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: [i](#)

Account Workday 

Secret Key KFHT 6SGD 23GJ ZBDR 

Step 2: Connect your account to your authenticator app

Enter the code from the authenticator app below. [Learn more](#)

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Connect Authenticator App

Next below screen appears, which is optional but can be used as needed.



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](#)

By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.

Next you must check “*Accept Terms of Service*”. Job Title, Phone Number, and Timezone are not required fields.



Workday Strategic Sourcing

Register New User

Terms of Service *

☐ Accept Terms of Service 

Job Title

Phone Number

Timezone

 ▼

[Privacy Policy](#)

SAVE & FINISH

Enter the Company Name (Supplier Name) and click *Continue*. User will be directed to the Supplier Self-Registration form/page.



Workday Strategic Sourcing

Supplier Information

You can register each company only once

User

New Supplier

newsuppliergr@yahoo.com

Company Name *

Continue

Fill in all the required details on the page and click Finalize. Once finalized, the details will be transferred to the UoF Accounts Payable team for review.

Supplier Registration


REGISTRATION

CANCEL
SAVE AS DRAFT
FINALIZE

Please fill out all required fields. In the "Attachments" section please attach a W9 and answers to the "Additional Supplier Questions" PDF that is available for download in the "Attachments" section.

Edit your [Supplier Profile](#) to enable autofill

AUTOFILL FORM



SUPPLIER INFORMATION

SUPPLIER NAME *
new name

SUPPLIER CATEGORY *

DESCRIPTION
Supplier description text

BUSINESS INFORMATION

ADDRESSES

ADD ADDRESS

ADDRESS COUNTRY *
Select country

USAGE *
Select Usage

PHONES

ADD PHONE

REQUIRED *

PHONE COUNTRY *
Select country

INTERNATIONAL CALLING CODE
(empty)

TAX INFORMATION

ADD TAX ID

REQUIRED *

TAX COUNTRY *
Select country

BANKING INFORMATION

BANK ACCOUNTS

ADD BANK ACCOUNT

BANK ACCOUNT NICKNAME

BANK ACCOUNT PAYMENT TYPES*

Select payment types

ACCOUNT DETAILS

BANK ACCOUNT COUNTRY*

BANK ACCOUNT TYPE*

Select country

Select type

PAYMENT

ACCEPTED CURRENCIES*

Select accepted currencies

PAYMENT TYPES*

Select payment types

CONTACTS

ADD CONTACT

FIRST NAME* ⓘ

LAST NAME*

Riley

Yahoo Test

CONTACT INFORMATION

EMAIL*

riley_oshea@yahoo.com

PHONE COUNTRY

PHONE

Select country

Enter contact phone

NOTIFICATIONS

☒ Receive email notifications for events that match your commodity codes

In the “Attachments” section please attach a W9 and also download, fill, and reattach the “Additional Supplier Questions” PDF. This is mandatory to complete supplier registration.

ATTACHMENTS

1) If you do not have a completed W9 please download, fill and reattach the W9 form. This is mandatory and please look for the instructions in the form for providing all the details in the W9 form.

2) Please also download, fill, and reattach the "Additional Supplier Questions" PDF. This is mandatory to complete supplier registration.

 [W9.PDF](#) 141 KB

 [ADDITIONAL SUPPLIER QUESTIONS.PDF](#) 39.2 KB

REQUIRED *

FILE NAME	FILE SIZE	UPLOAD DATE	UPLOADED BY	FILE TYPE
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No items available.

DRAG/DROP DOCUMENTS or [BROWSE FILES](#)

Accept the Terms and Conditions.

TERMS & CONDITIONS

Accounts Payable Vendor Terms and Conditions of Payment with Purchase Orders

The University of Louisville* has standard payment terms of Net 30. Any payment terms other than Net 30 must be requested by the vendor and agreed to in writing prior to supplying products/services to the University of Louisville*.

The University of Louisville* makes payment to a supplier by purchase order number. The appropriate purchase order number must be listed on every invoice your company submits for payment. If there is no purchase order number, the invoice may be returned to you. Omitting the purchase order number from the invoice or supplying product to the University of Louisville* without a purchase order number may cause your payment to be delayed, or possibly, to be forfeited.

Do not take orders verbally without a PO number.

The University of Louisville* does not pay late charges.

The University of Louisville* does not pay restocking charges, unless the University department making the purchase has authorized these charges.

All purchase order invoices must be emailed to Accounts Payable via email at acctspay@louisville.edu. Invoices must include a purchase order number and departmental contact for order. If you are required to mail a paper invoice (your company standard, etc.), please send to the following address:

University of Louisville*
2215 S. Brook Street, 2nd FL
Controller's Office/Service Complex
Louisville, KY 40292

Please note, if invoice(s) have been submitted to an email or physical address other than the above, invoice(s) may not be processed for payment.

Vendors have the option of being paid in one of four ways. See [Payment Methods for University of Louisville Vendors](#) for a complete listing.

*Includes all related and affiliated corporations of the University:

University of Louisville Athletic Association, Inc.
University of Louisville Research Foundation, Inc.
University of Louisville Foundation, Inc

☐ I Accept the Terms and Conditions

[CANCEL](#) [SAVE AS DRAFT](#) [FINALIZE](#)

Save as Draft option can be used if the user wants to work on the form in intervals.

The following link can provide answers to various questions related to the Supplier Self-Registration process:

<https://identity.workday.com/faq>

SUPPORT:

Please reach out to us via email at acctspay@louisville.edu or via phone at (502) 852-6164 for our main office if you have login issues.

How do I contact Workday Strategic Sourcing if I'm still unable to sign in?

Contact Workday's support team for assistance at scoutsupport@workday.com if you:

- Are unable to login after reviewing all documentation.
- Lost your authenticator app.
- Lost your authenticator app and your password.