

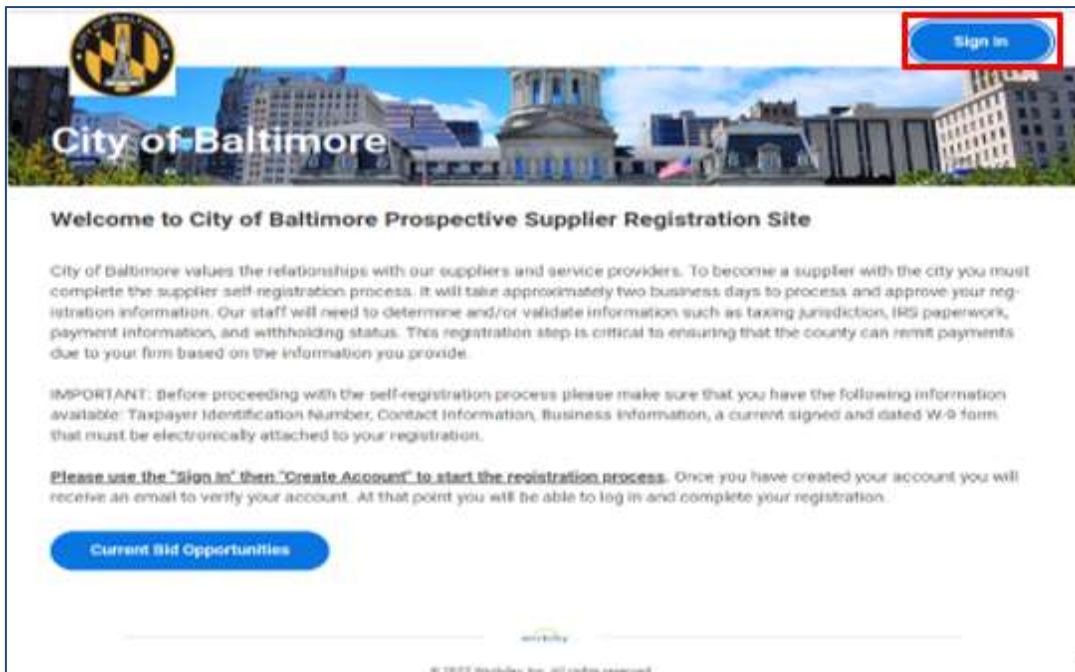
## OBJECTIVE

Use the steps below to register for the Self-Service Supplier Portal. As a Supplier, the Workday Self-Service Supplier Portal allows you to view and create invoices from purchase orders, access payment and remittance advice information, maintain master data such as contact info, addresses, and bank accounts, and respond to requests for quotes (RFQ).

## REGISTER FOR SELF-SERVICE SUPPLIER PORTAL

If you are a Prospective Supplier and not have not already registered to receive access to the Self-Service Supplier Portal, follow the steps below.

1. Visit the [Doing Business with the City](#) website.
2. Once the website opens, click the **Register Here** hyperlink.
3. You will be directed to the City of Baltimore Prospective Supplier Registration Site.
4. Click **Sign In** to begin the registration process.



5. Select **Create Account**.

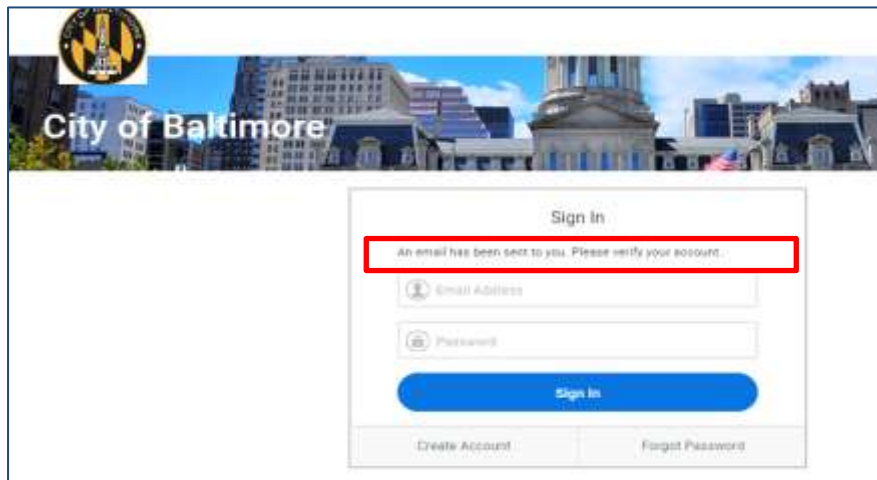


6. Enter your **Email Address**.

7. Create a **Password**.

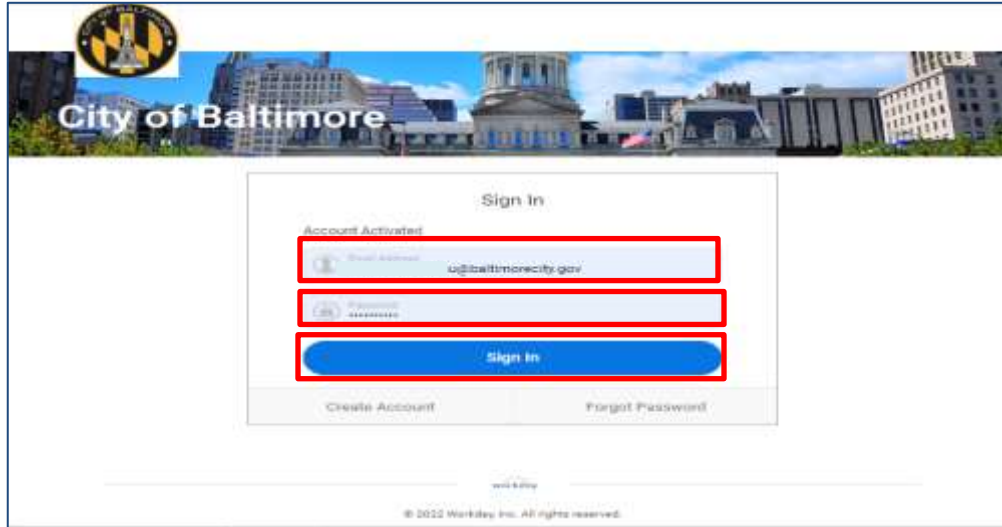
8. Verify the **New Password** by entering it again.

9. Click **Create Account**.



Result: Workday will send a verification email to your mailbox. Check your spam and junk folders if you don't receive anything.

10. Open the verification email sent by [baltimorecity@myworkday.com](mailto:baltimorecity@myworkday.com).
11. Click on the **verification link**. The link will return you to the Prospective Supplier Registration Site sign in page.
12. Click **Sign in**.



City of Baltimore

Sign In

Account Activated

Email Address  
u@baltimorecity.gov

Password

Sign In

Create Account    Forgot Password

workday

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13. Read the information on the page. Click **Register**.

https://wd2-impl.myworkdaysite.com/en-US/supplier/baltimorecity5/SupplierSite/UserHome

brenda.robinson@baltimorecity.gov

## City of Baltimore

### Registration Status

#### What We Need and Expect From Our Suppliers

The City of Baltimore is committed to ethical, sustainable and socially responsible procurement and we expect the same high standards of our Suppliers. We view our Suppliers as partners and we care about the way they do business when providing goods or services.

The City expects high standards of ethical conduct and compliance with all applicable laws. Suppliers are expected to be ethical in their business activities, including relationships, practices, sourcing and operations.

- Dependable products, service and delivery
- Service work completed on schedule
- Competitive pricing
- Good communication with City staff to keep them informed on new products and changes within the suppliers' or contractors' organizations
- Suggestions for substituting products or material of equal performance to reduce cost
- Settlement of warranty claims on a timely basis

#### Ethical Standards

Integrity, ethics and conduct

The City expects high standards of ethical conduct and compliance with all applicable laws. Suppliers are expected to be ethical in their business activities, including relationships, practices, sourcing and operations.

Business integrity

Suppliers must not engage in, either directly or indirectly, fraudulent, corrupt, exploitative or collusive activities.

### Home Page Right Title Registration Instructions

- Only select Payment Types of Check or EFT (bank information required for EFT)
- Please include Tax ID
- Please attach completed W9

[Register](#)

[Current Bid Opportunities](#)

14. The Business Information page will appear where you will enter information on your:

15. Business Details

a. **Business Name**

- b. **Supplier Category**
- c. **Supplier Group:** Complete this field if subrecipient
- d. **Tax ID number**

The screenshot shows a web interface for the City of Baltimore. At the top left is the City of Baltimore logo. At the top right is the email address 'brenda.robinson@baltimorecity.gov' next to a blue speech bubble icon. Below the header is a banner image of the Baltimore skyline with the text 'City of Baltimore' overlaid. The main content area is titled 'Business Information' and features a progress bar with a yellow segment and a right-pointing arrow. Underneath is a 'Business Details' section with the following fields:

- Business Name \***: A text input field containing 'TEST Supplier'.
- Supplier Category \***: A dropdown menu with 'Limited Liability Company (LLC)' selected.
- Supplier Group**: A text input field with a hamburger menu icon on the right.
- Tax ID \***: A text input field containing '123456789'.

City of Baltimore

Business Information

**Business Details**

Business Name \*

Supplier Category \*

Supplier Group

X Subrecipient

Search

Conversion/Expedite

Suppliers D - 9

Subrecipient

Property Tax

Suppliers A - L

Workers Comp

Garnishment/Levy

1099 Misc

Next

## 16. Payment Types

- Select **Accepted Payment Types** (Check or EFT are the only accepted payment types).
- Select **Default Payment Type**.

## Payment Types

### Accepted Payment Types \*

### Default Payment Type \*

## 17. Currencies

- Select **Accepted Currencies** (We only accept USD).
- Select **Default Currency**.

### Currencies

Note: If you do not want to accept all currencies, then you must select a list of accepted currencies.

Accept All Currencies

Accepted Currencies

Default Currency

## 18. Business Contact Details

- Select the **Add Primary Phone Number** checkbox
- Select the **Country Phone Code**

- c. Enter the **Area Code**
- d. Enter the **Phone Number**
- e. Select **Phone Device** type
- f. Enter **Email Address**

### Business Contact Details

Add Primary Phone

Country Phone Code \*  
United States of America (+1) ▼

Area Code  
301

Phone Number \*  
4000000

Phone Device \*  
Office - Main ▼

Add Additional Phone

Email Address \*  
test@supplier.com

Website URL

19. Remit-To Address

- a. Select **Country**



- b. Enter **Address Line 1**
- c. Enter **City**
- d. Select **State**
- e. Enter **Postal Code**

**Remit-To Address**  
**Country \***  
United States of America ▼  
**Address Line 1 \***  
123 Hyattsville St  
**City \***  
Hyattsville  
**State \***  
Maryland ▼  
**Postal Code \***  
20782

## 20. Mailing Address

- a. Select **Country**
- b. Enter **Address Line 1**
- c. Enter **City**
- d. Select **State**
- e. Enter **Postal Code**

**Mailing Address**


Country  
United States of America ▼


Address Line 1 \*  
123 Hyattsville St

City \*  
Hyattsville

State \*  
Maryland ▼

Postal Code \*  
20782

 **Note:** All fields marked with a red asterisk \* are REQUIRED and must have information in them or you will not be able to proceed.

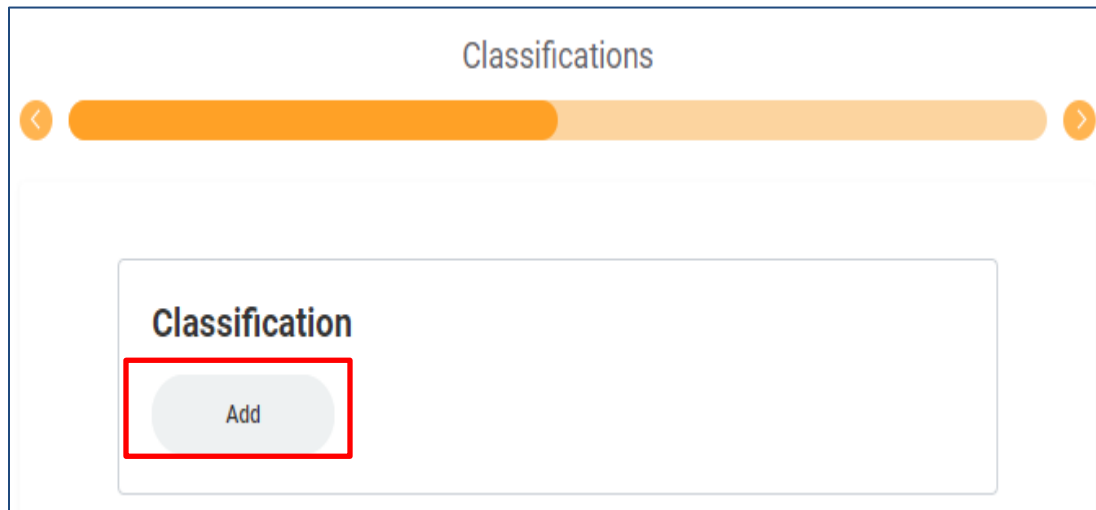
21. Click the  button at the bottom left corner to continue to the next page.

22. The Goods and Services page opens. Select the **Spend Category Hierarchies**. The Spend Category is used to identify what goods/services a supplier provides.



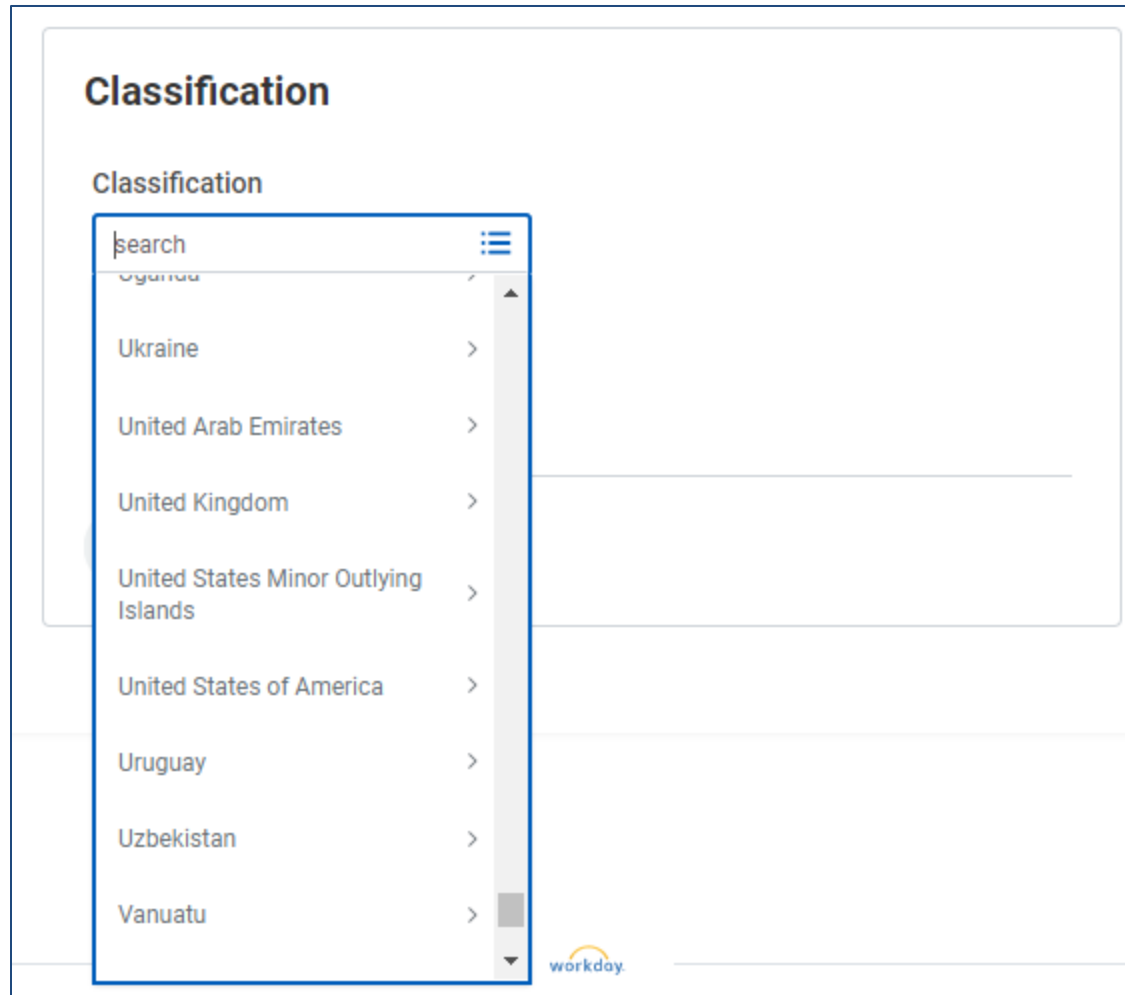
23. Click the  button at the bottom left corner to continue to the next page.

24. The Classifications page opens. Click **Add** to add your Classification.



25. Open the search prompt to find your classification.

26. Select the **Country**.



27. Once you have selected the Country, a list of classifications will appear. Choose your **Classification**.

**Classification**

Classification

search

← United States of America

- LGBTQ Identifying Owned Business
- Minority Business
- Small Business Owner
- Veteran Owned Business
- Women Owned Business

workday

28. Now enter in your Classification information:

- a. Enter the **Certification Number**
- b. Enter the **Certification Expiration Date**
- c. Add an **Attachment**
  - i. Click **Select Files**
  - ii. Select your **Certification**
  - iii. Click **Open** to add it

**Classification**

Classification

**Attachment(s)**

Drop file here

or

**Certification Number \***

**Certification Expiration Date \***

---


29. Once you have completed the steps above, your screen should look like this:

### Classification

Classification

× Women Owned Business

### Attachment(s)

 Certification.docx  
✓ Successfully Uploaded!

Certification Number \*


123456789

Certification Expiration Date \*

07/20/2023

Remove

Add

 **Note:** All fields marked with a red asterisk \* are REQUIRED and must have information in them or you will not be able to proceed.

30. Click the  button at the bottom left corner to continue to the next page.

31. The Contact Information page appears.

32. Legal Name:

- a. Select the **Country**
- b. Enter **First Name**
- c. Enter Last Name

The screenshot shows a mobile-style interface for 'Contact Information'. At the top, there is a title 'Contact Information' and a progress bar with a left arrow and a right arrow. Below the progress bar, the section is titled 'Legal Name'. There are three input fields: a dropdown menu for 'Country \*' with 'United States of America' selected, a text input for 'First Name \*' containing 'Anne', and a text input for 'Last Name \*' containing 'Supplier'.



33. Phone Information

- a. Check the **Add Primary Phone** box
- b. Select **Country Phone Code**
- c. Enter **Area Code**
- d. Enter **Phone Number**
- e. Select **Phone Device** type
- f. Enter **Email Address**

**Add Primary Phone**

**Country Phone Code \***

United States of America (+1) ▼

**Area Code**

202

**Phone Number \***

4000000

**Phone Device \***

Mobile - Work ▼

**Email Address \***

test@supplier.com

**34. Mailing Address**

- a. Select **Country**
- b. Enter **Address Line 1**
- c. Select **City**
- d. Select **State**
- e. Enter **Postal Code**


**Mailing Address**  
  
**Country**


**Address Line 1 \***

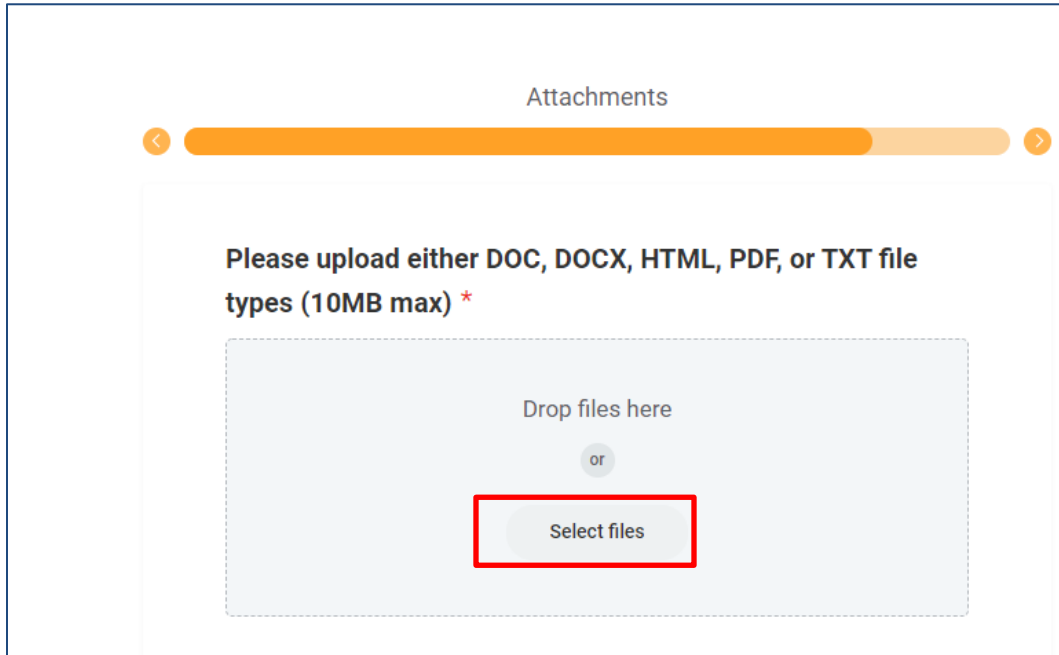
**City \***


**State \***

**Postal Code \***

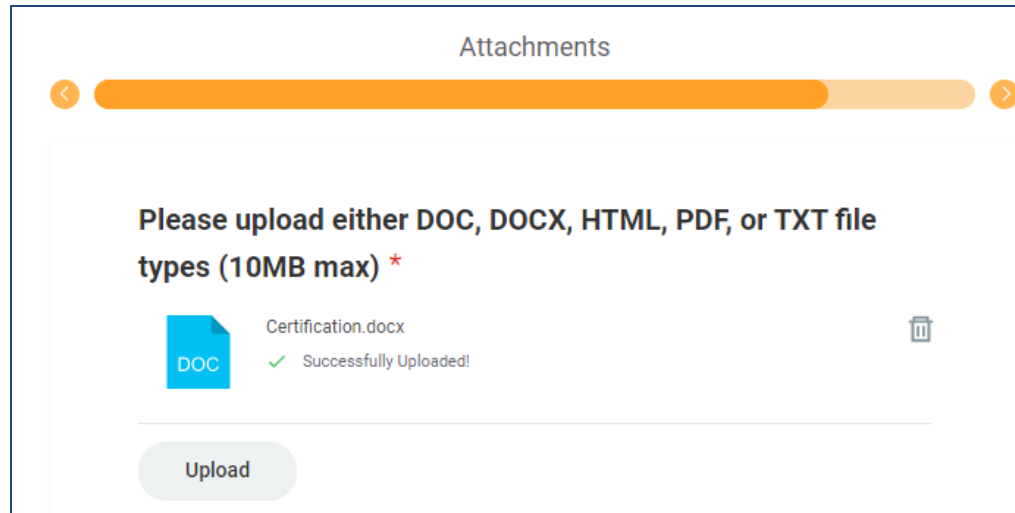
 **Note:** All fields marked with a red asterisk \* are REQUIRED and must have information in them or you will not be able to proceed.


35. Click the  button at the bottom left corner to continue to the next page.
36. The Attachments page will appear you will attach your documentation.
37. Click **Select Files** to add your attachment(s).



 **Note:** Prospective Suppliers are required to submit a current, completed and signed Form W-9, Request for Taxpayer Identification Number, and Certification with their registration. Suppliers may also submit any other documentation that will support their registration and request to do business with the City of Baltimore.


38. Click **Upload** to attach additional documentation



 **Note:** All fields marked with a red asterisk \* are REQUIRED and must have information in them or you will not be able to proceed.

39. Click the  button at the bottom left corner to continue to the next page.

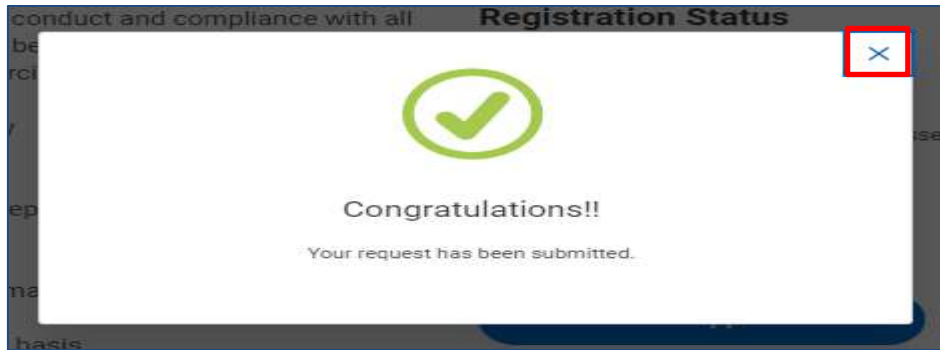
40. The Summary page will open. Review the information carefully. If you notice a mistake and need to go back and fix it, hit the Back button.

41. If everything looks good and you are ready to submit your application for review, click .

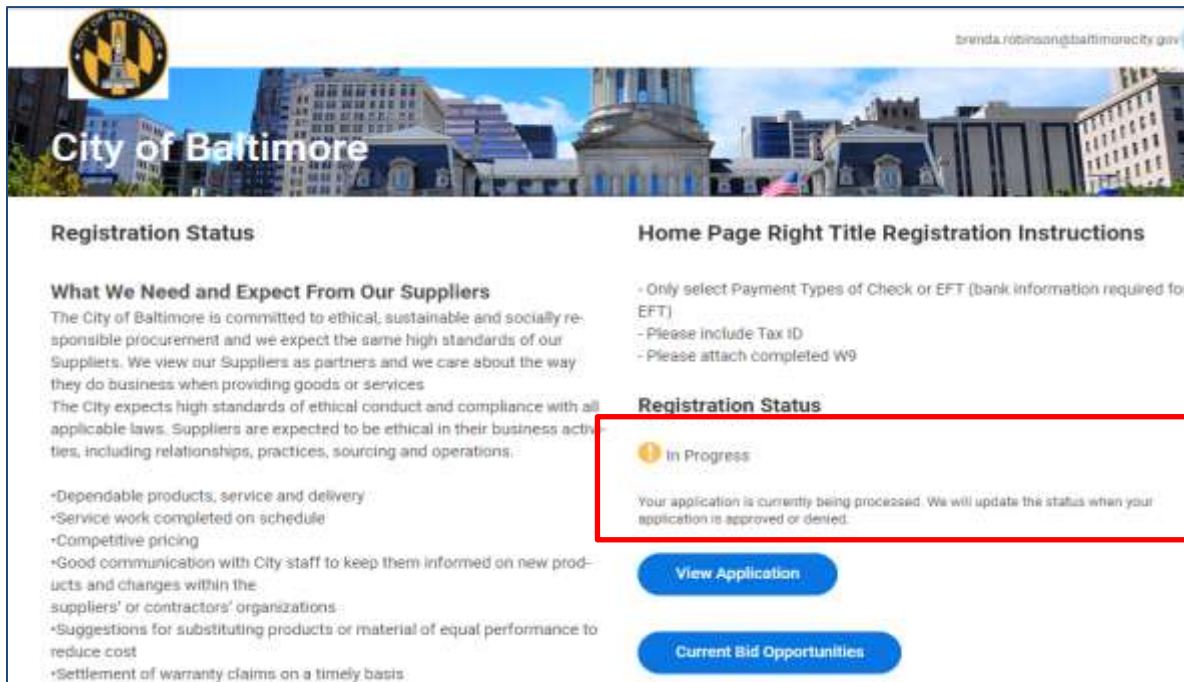
The screenshot shows a registration summary page for the City of Baltimore. At the top left is the City of Baltimore logo, and at the top right is the email address 'brenda.robinson@baltimorecity.gov'. The main heading is 'City of Baltimore'. Below this is a 'Summary' section with an orange progress bar. The summary is divided into four sections: 'Business Information', 'Business Details', 'Payment Types', and 'Currencies'. Under 'Business Details', the following information is displayed: Business Name: TEST Supplier; Supplier Category: Limited Liability Company (LLC); Tax ID: \*\*\*\*\*6789. Under 'Payment Types', it shows Accepted Payment Types: Check and Default Payment Type: Check. At the bottom, there are two buttons: 'Back' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

42. You'll receive a message stating that your application has been submitted

43. Click the **X** on the message to go back to the Registration Status page.



44. Review your Registration Status. Your registration status should say "In Progress".



**NEXT STEPS**

Within 48 hours, return to the [Prospective Supplier Registration site](#) to review the Registration Status to see if your application was sent back or denied due to missing information.

A city representative will review the request. Upon approval of the request, your Workday Supplier portal account will be created, and Workday will send two emails, one with your username (email address) and a temporary password, and another with a link to the [Self-Service Supplier Portal](#).



**Note:** The Username and Password will be different from the one you created and used to register for access to the Supplier Portal.