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.

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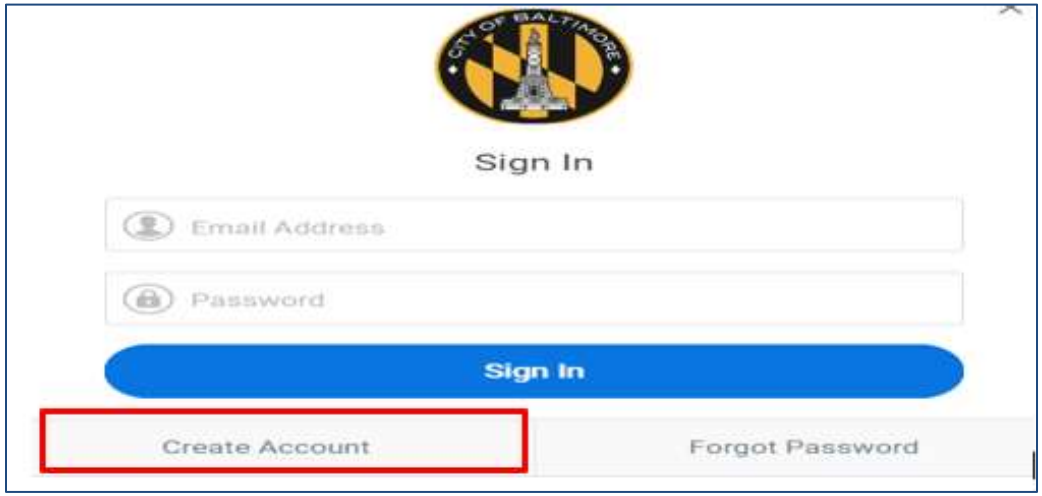
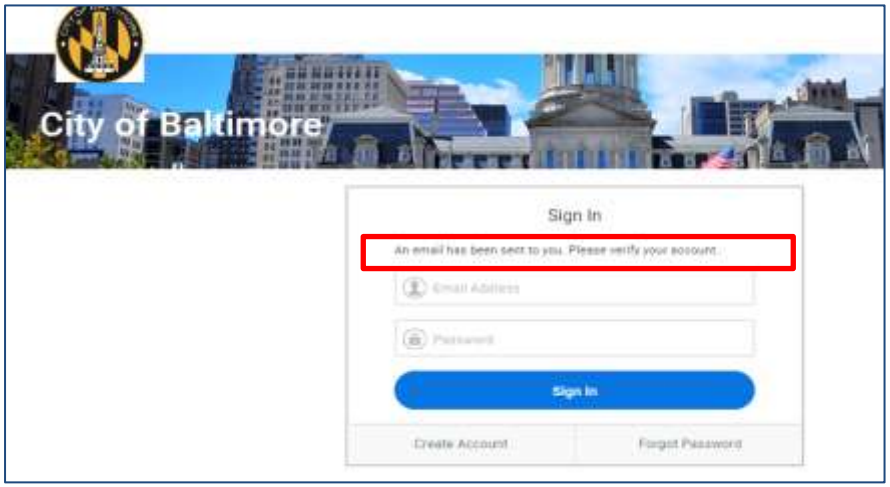
5. Select **Create Account**.



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.

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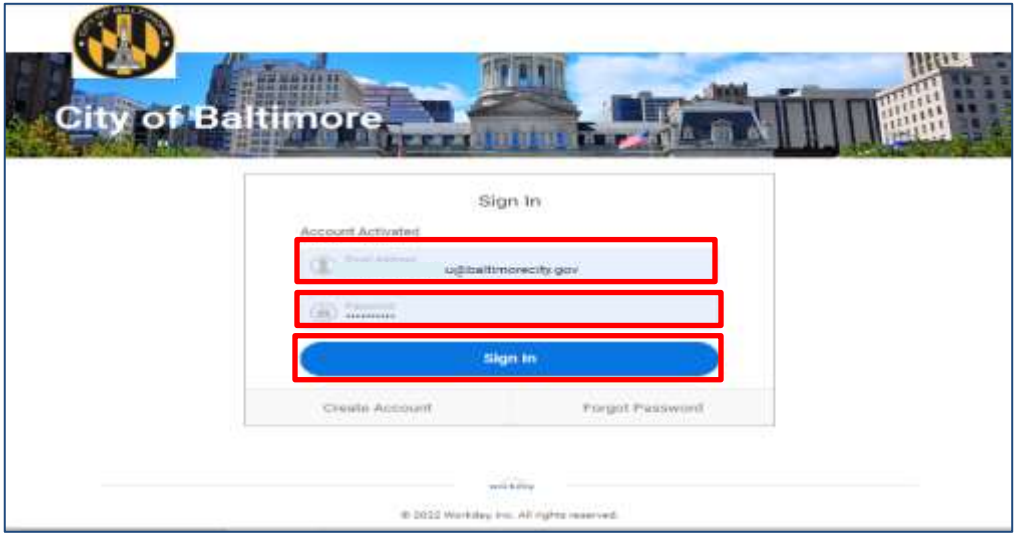
10. Open the verification email sent by baltimorecity@myworkday.com.
11. Click on the **verification link**. The link will return you to the Prospective Supplier Registration Site sign in page.
12. Click **Sign in**.



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

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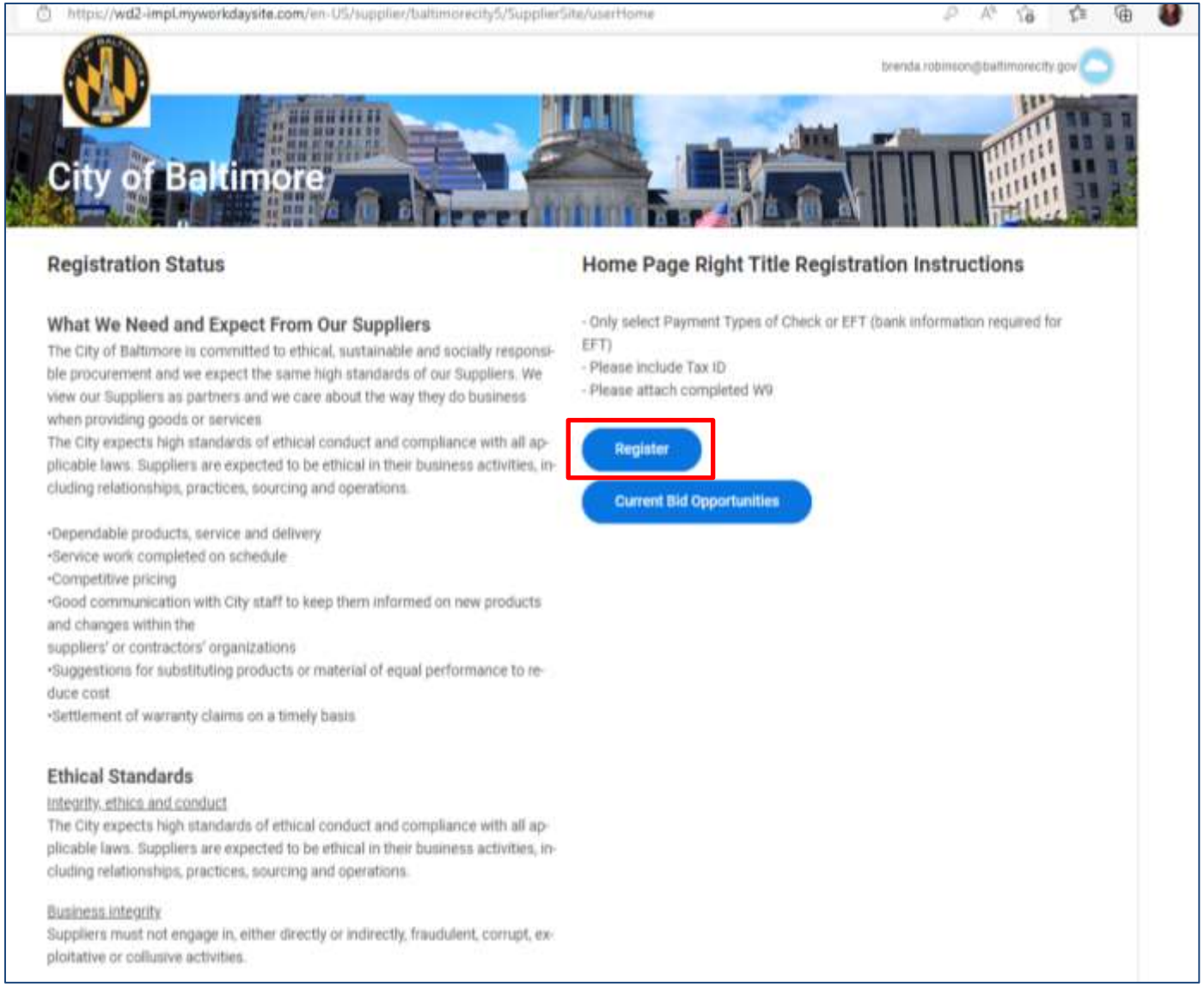

14. The Business Information page will appear where you will enter information on your:

15. Business Details

    a. **Business Name**

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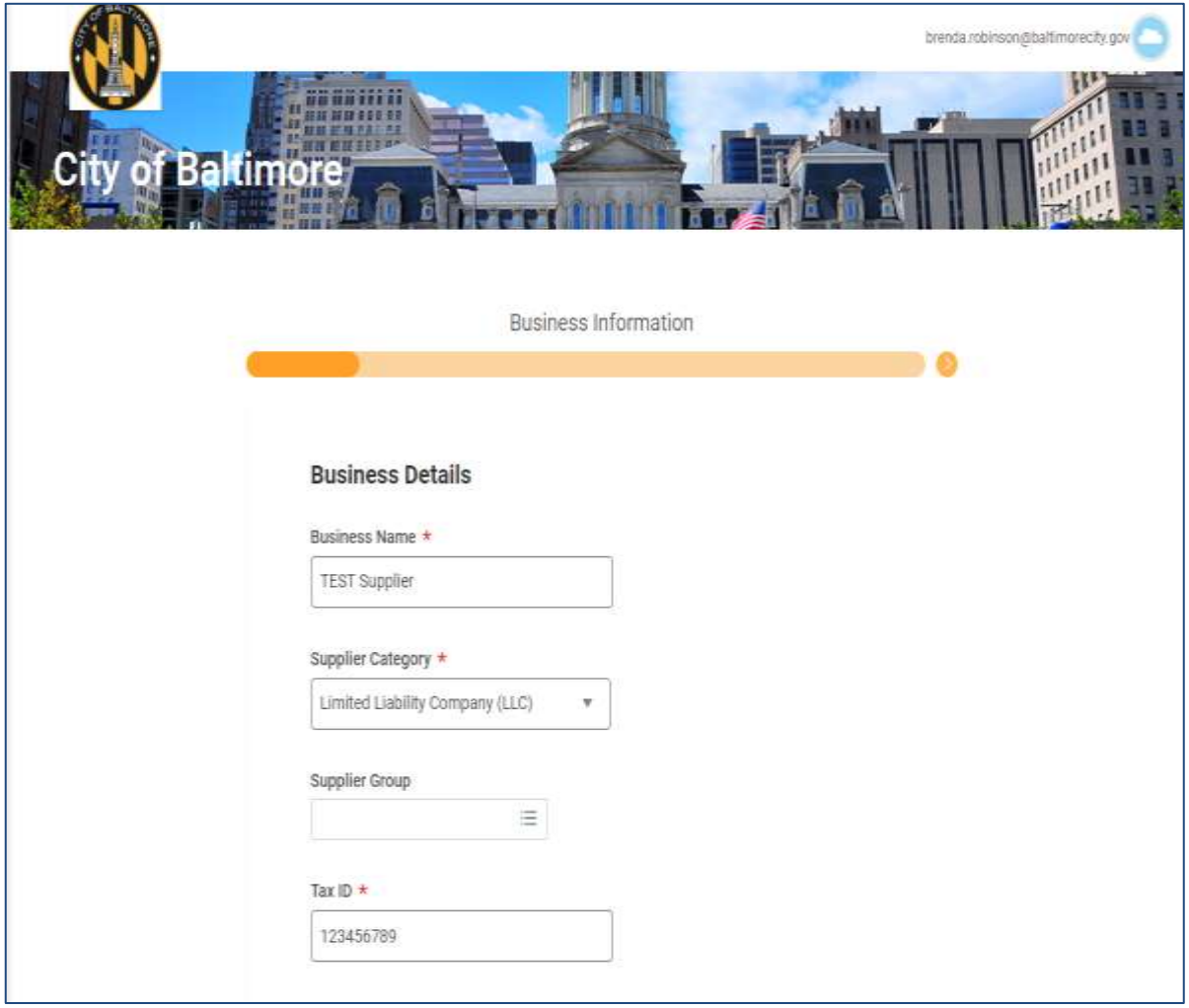
b. **Supplier Category**

c. **Supplier Group:** Complete this field if subrecipient

d. **Tax ID number**



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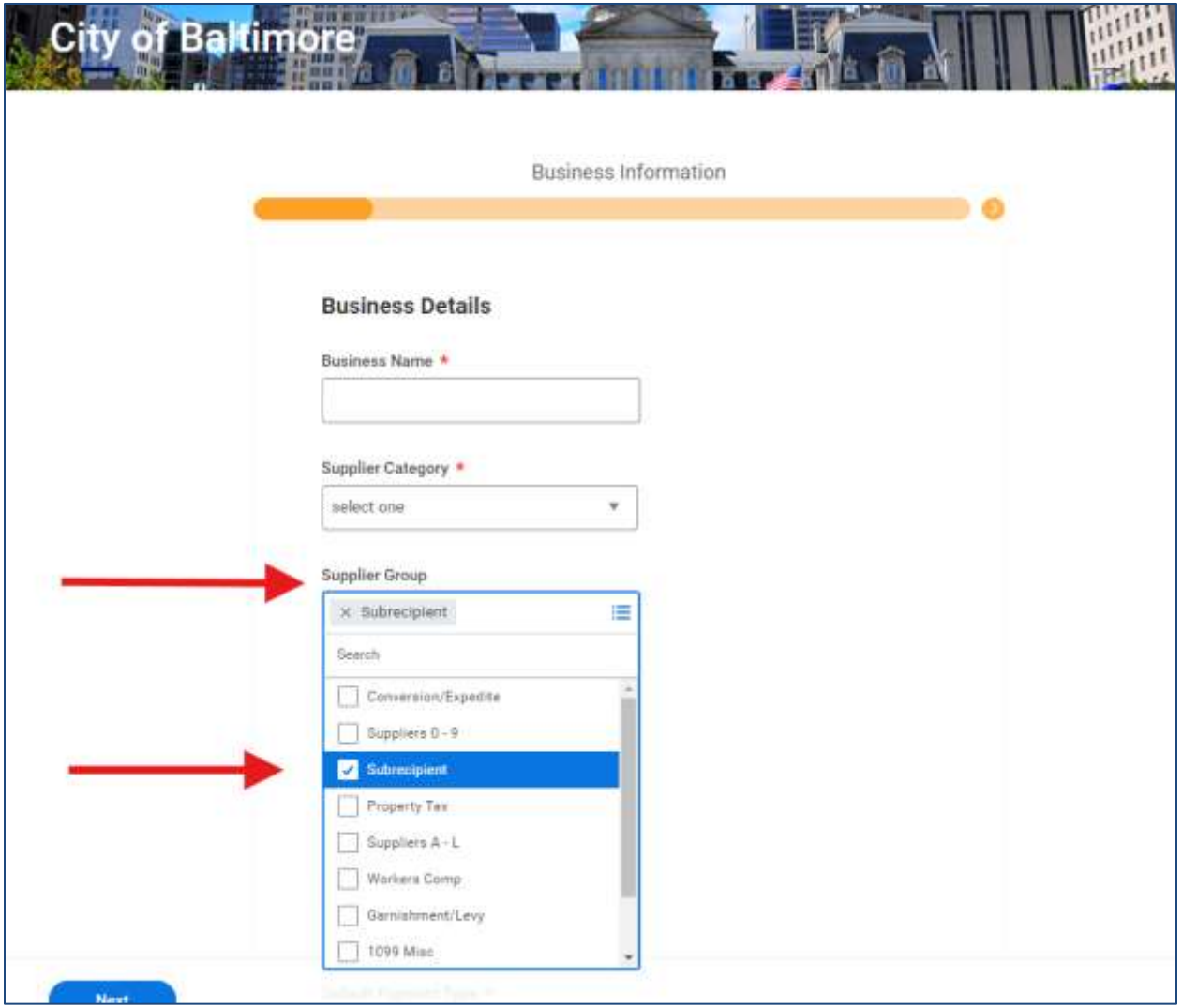

16. Payment Types
    a. Select **Accepted Payment Types** (Check or EFT are the only accepted payment types).
    b. Select **Default Payment Type**.

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Payment Types

Accepted Payment Types *

× Check

Default Payment Type *

Check

17. Currencies
    a. Select **Accepted Currencies** (We only accept USD).
    b. 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

× USD

Default Currency

USD

18. Business Contact Details
    a. Select the **Add Primary Phone Number** checkbox
    b. Select the **Country Phone Code**

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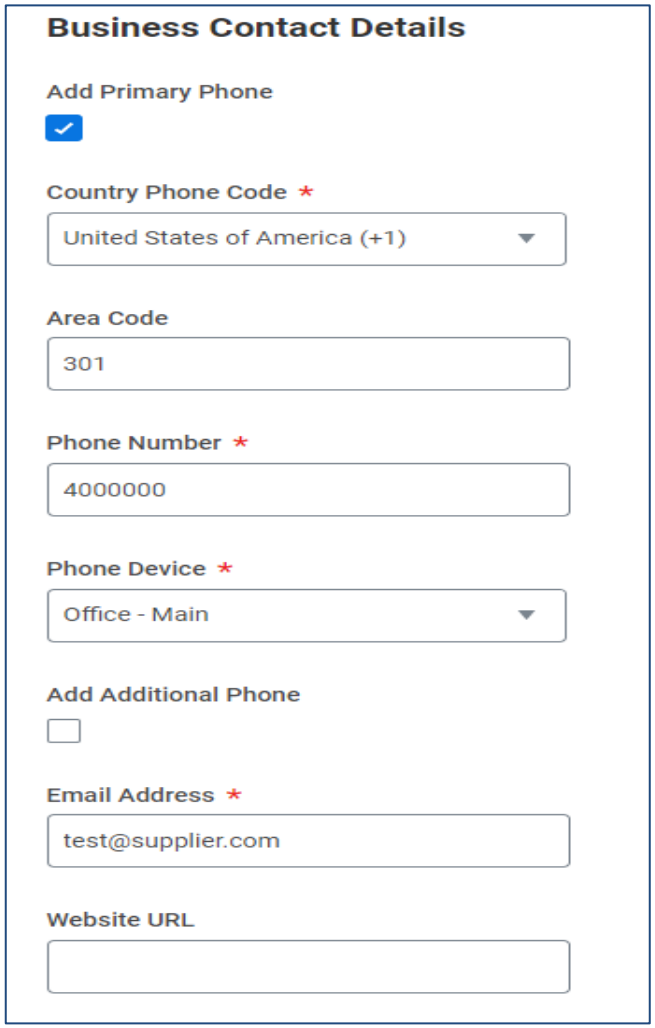
c. Enter the **Area Code**

d. Enter the **Phone Number**

e. Select **Phone Device** type

f. Enter **Email Address**



19. Remit-To Address

a. Select **Country**

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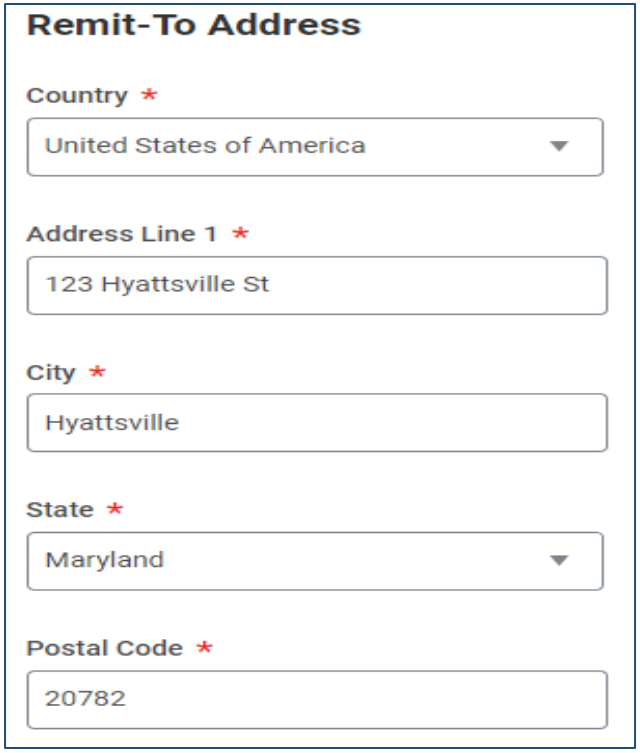
b. Enter **Address Line 1**
c. Enter **City**
d. Select **State**
e. Enter **Postal Code**



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

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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 Next 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.

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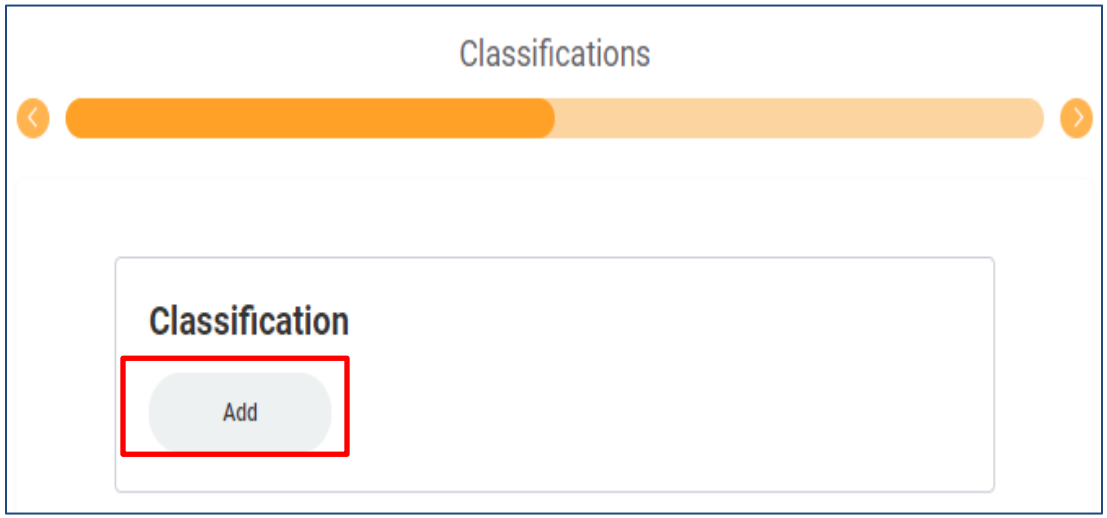
23. Click the

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**.

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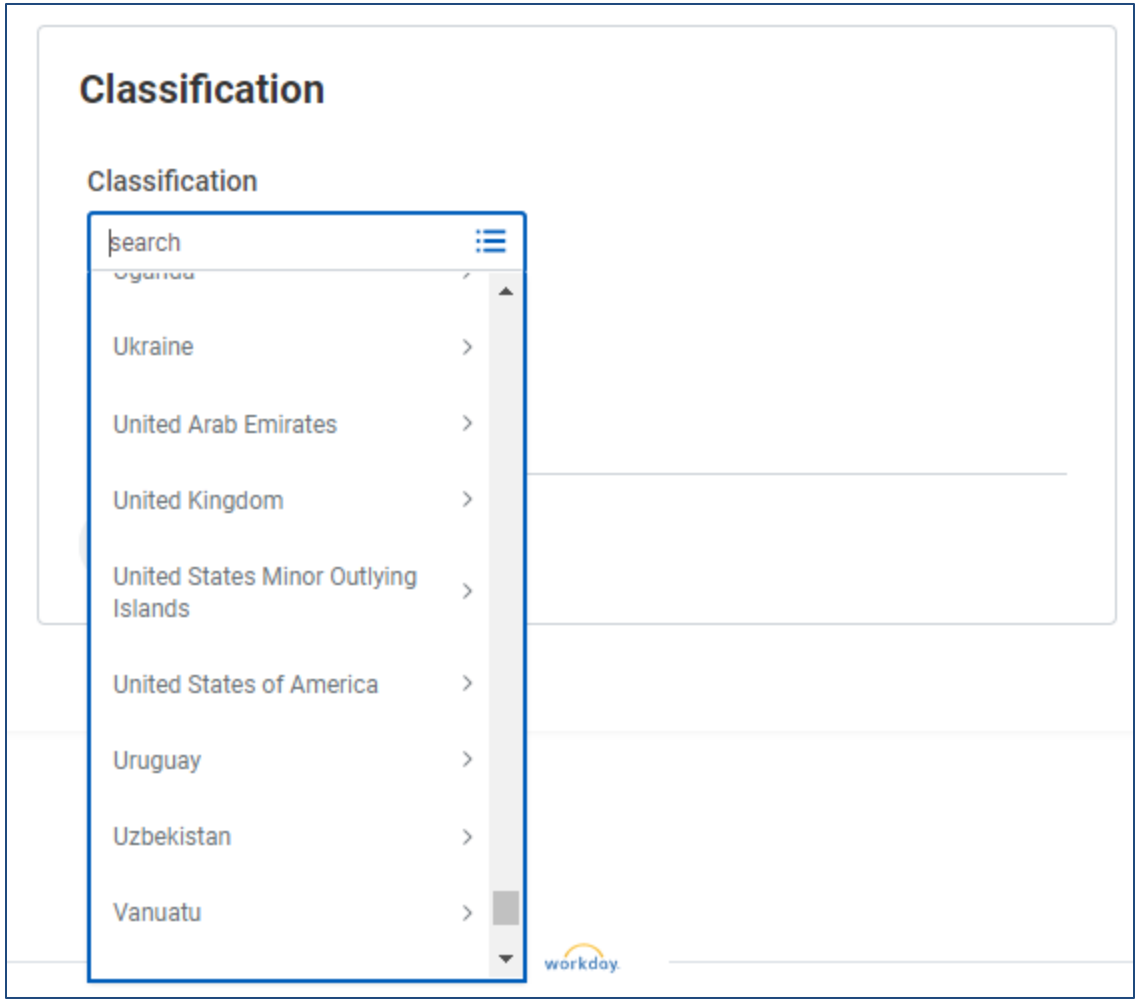

27. Once you have selected the Country, a list of classifications will appear. Choose your **Classification**.

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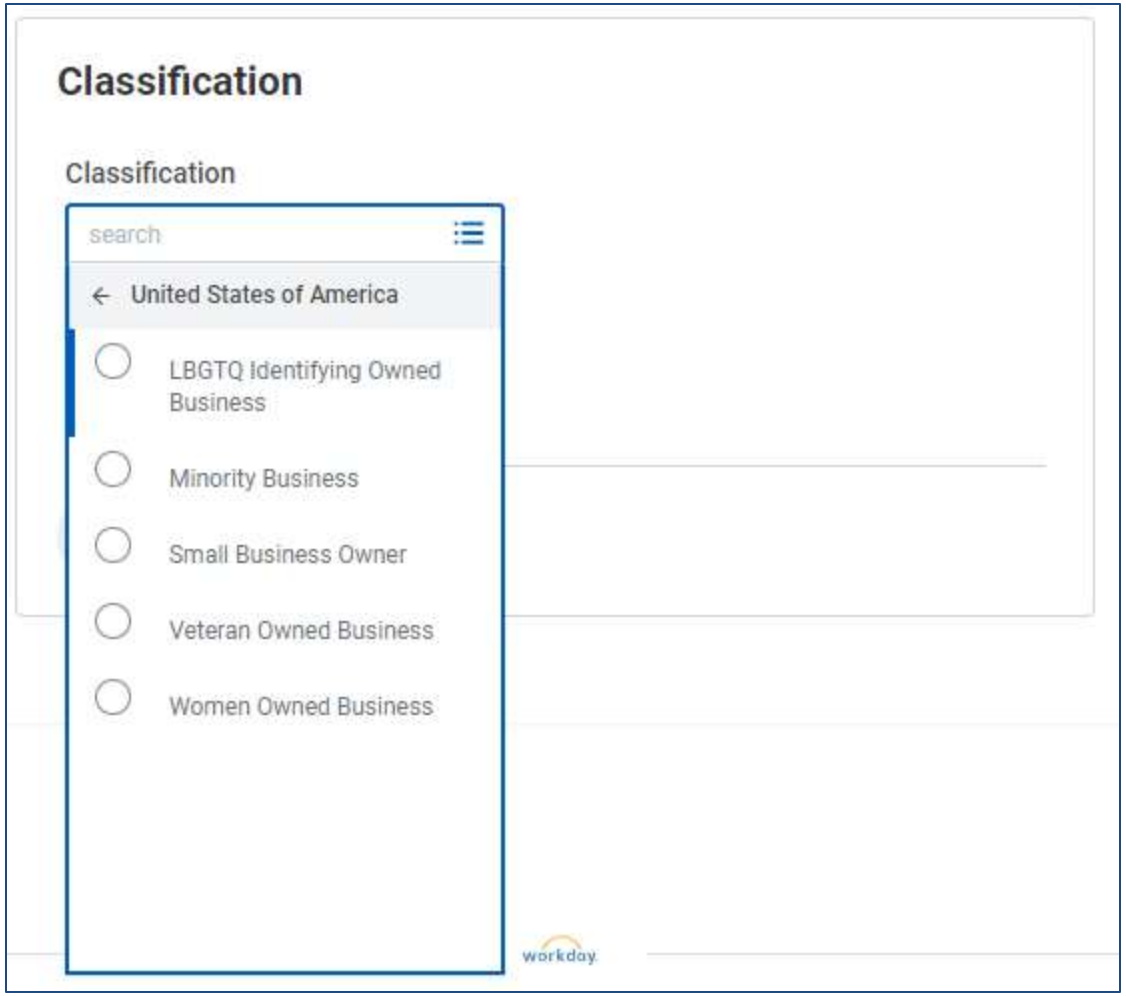

28. Now enter in your Classification information:
    a. Enter the **Certification Number**
    b. Enter the **Certification Expiration Date**
    c. Add an **Attachment**
        i. Click **Select Files**
        ii. Select your **Certification**
        iii. Click **Open** to add it

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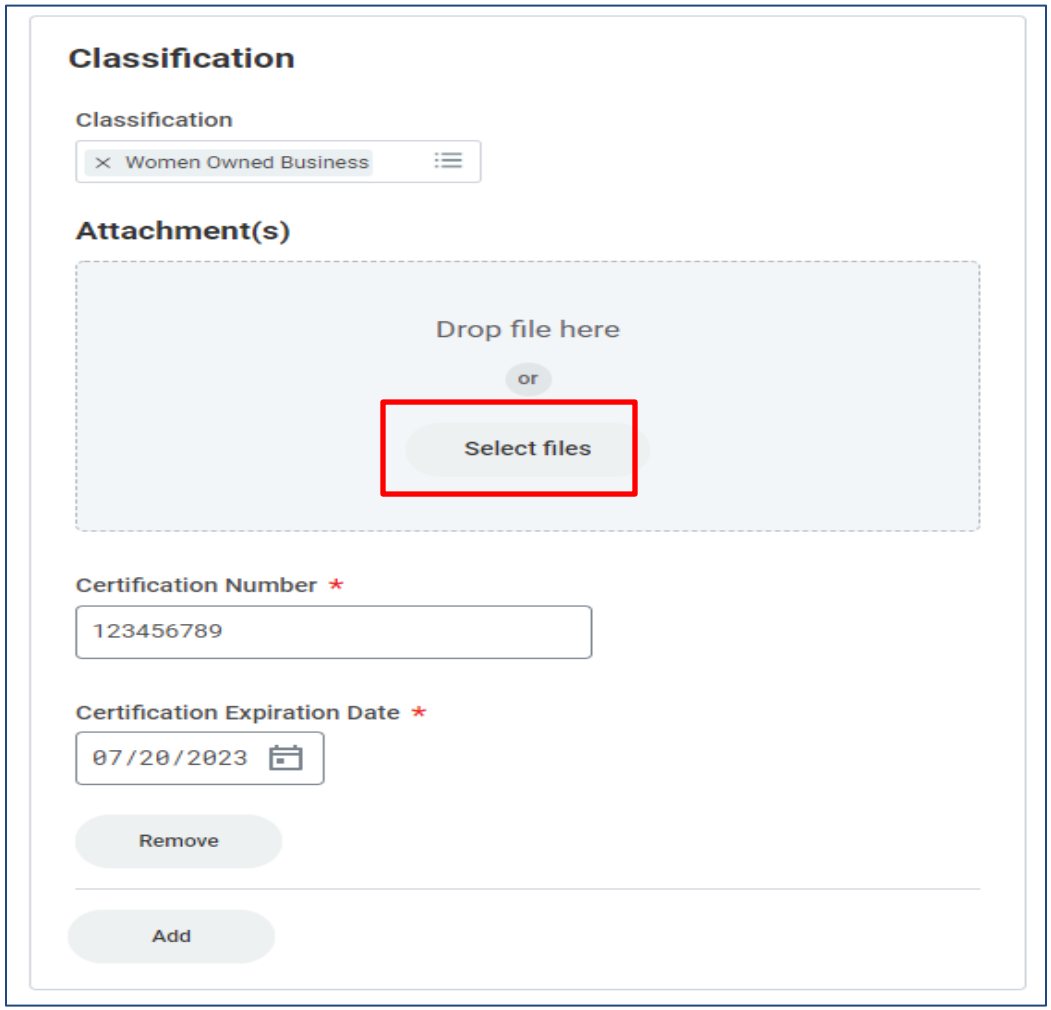

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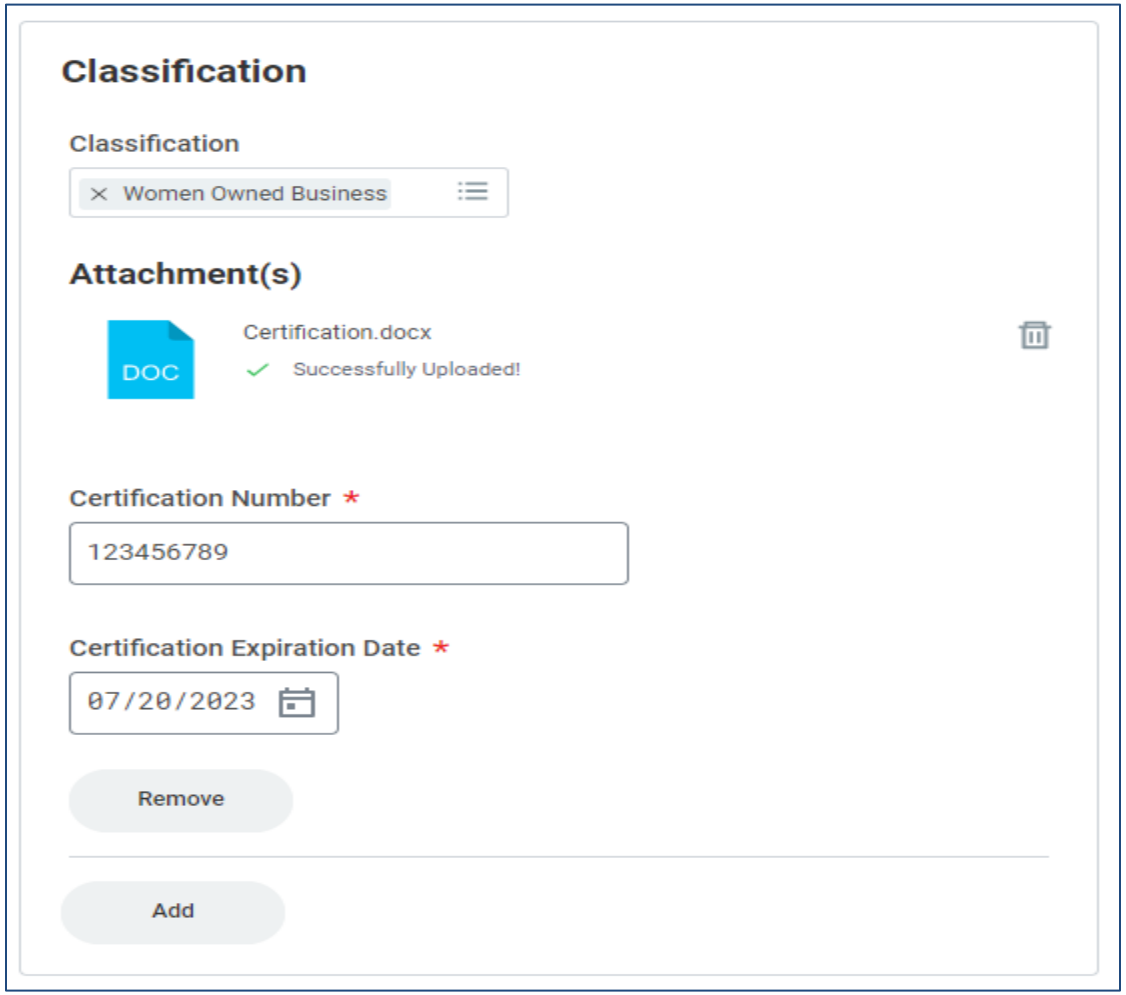
29. Once you have completed the steps above, your screen should look like this:



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 Next button at the bottom left corner to continue to the next page.

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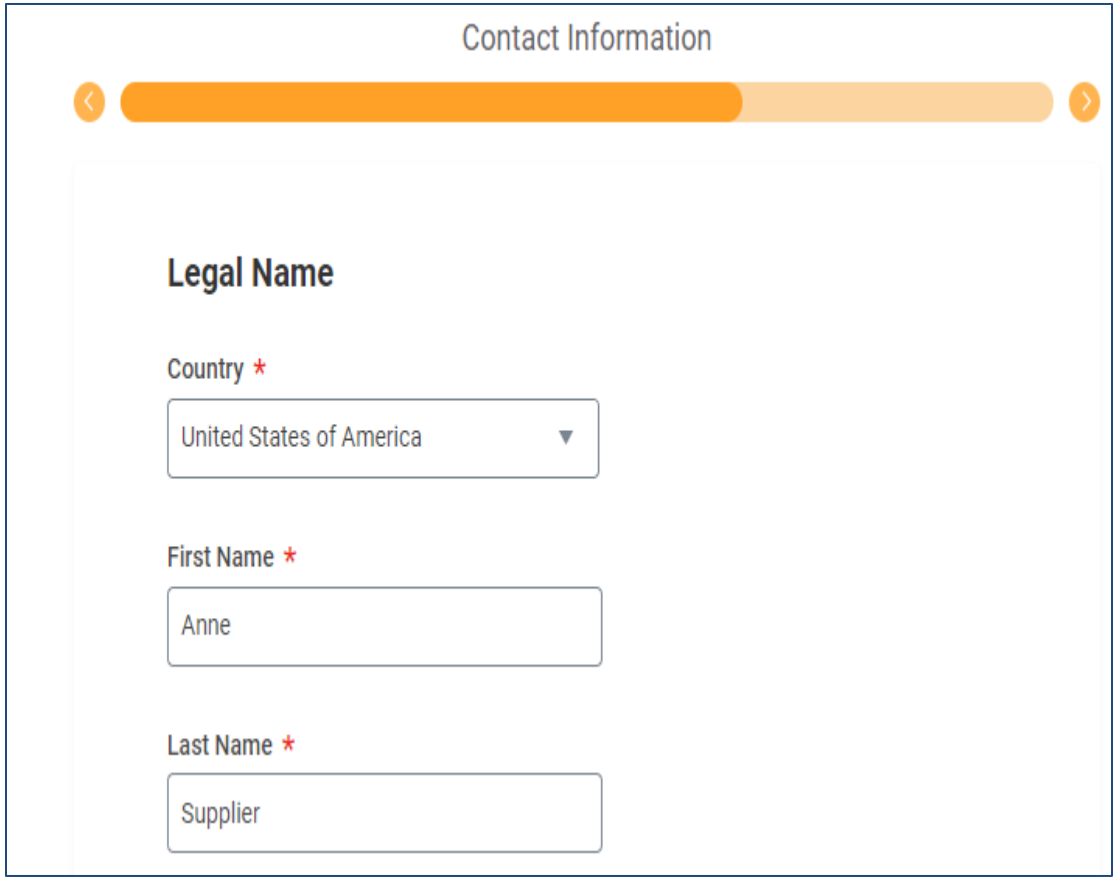
31. The Contact Information page appears.
32. Legal Name:
    a. Select the **Country**
    b. Enter **First Name**
    c. Enter Last Name



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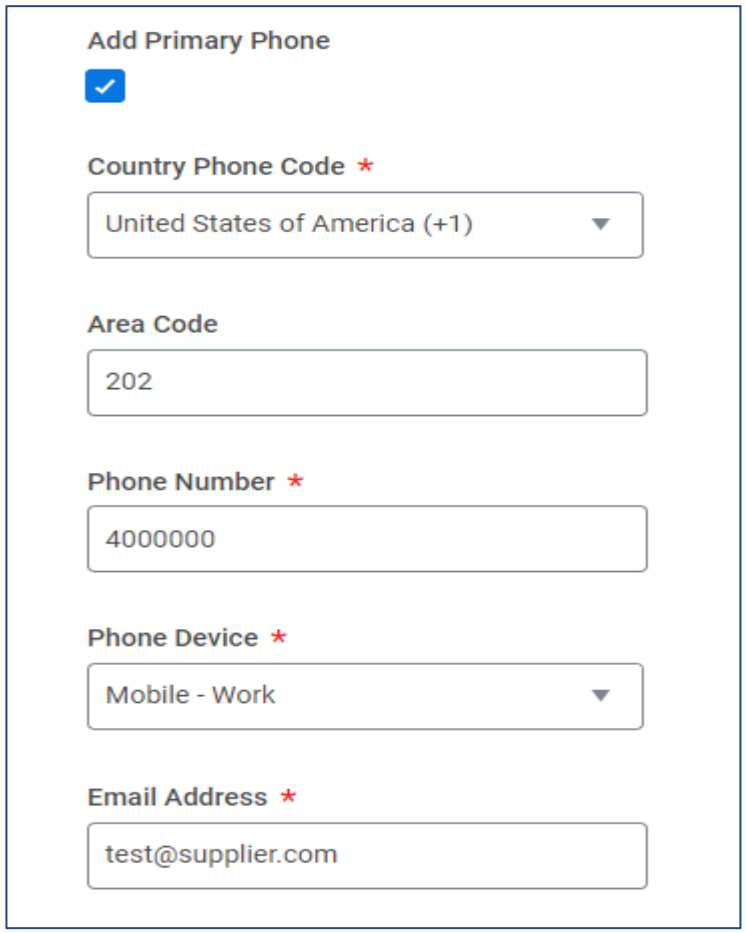
33. Phone Information
    a. Check the **Add Primary Phone** box
    b. Select **Country Phone Code**
    c. Enter **Area Code**
    d. Enter **Phone Number**
    e. Select **Phone Device** type
    f. Enter **Email Address**



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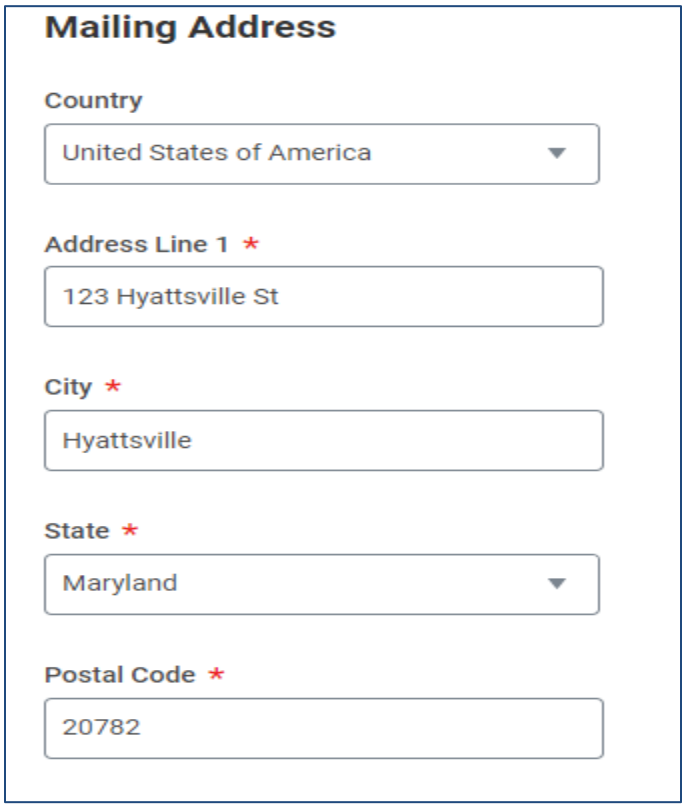
34. Mailing Address
    a. Select **Country**
    b. Enter **Address Line 1**
    c. Select **City**
    d. Select **State**
    e. Enter **Postal Code**



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

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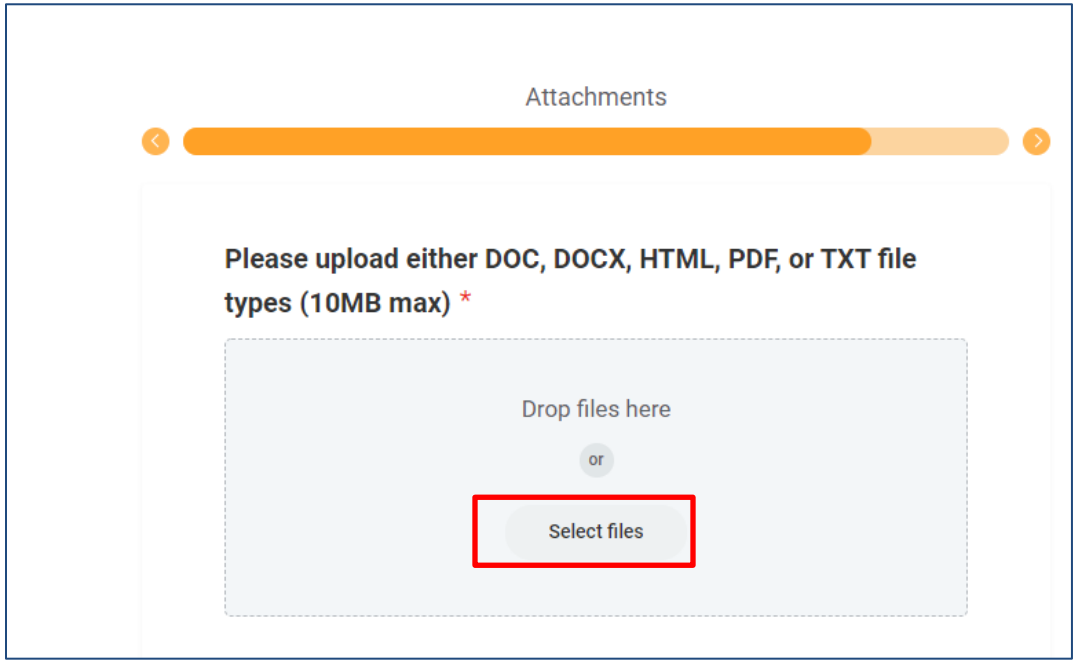
35. Click the

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.

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

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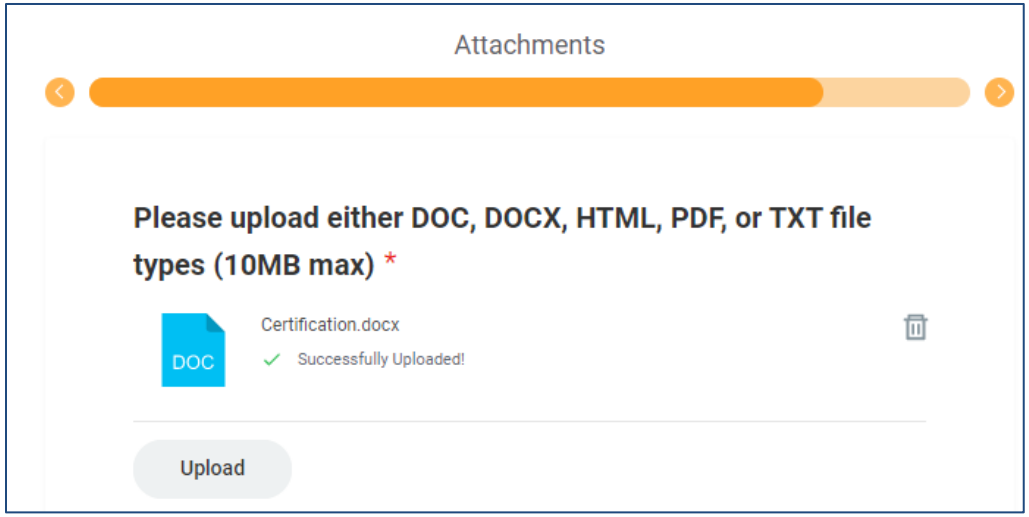

Note: All fields marked with a red asterisk * are REQUIRED and must have information in them or you will not be able to proceed.

39. Click the Next 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 Submit.

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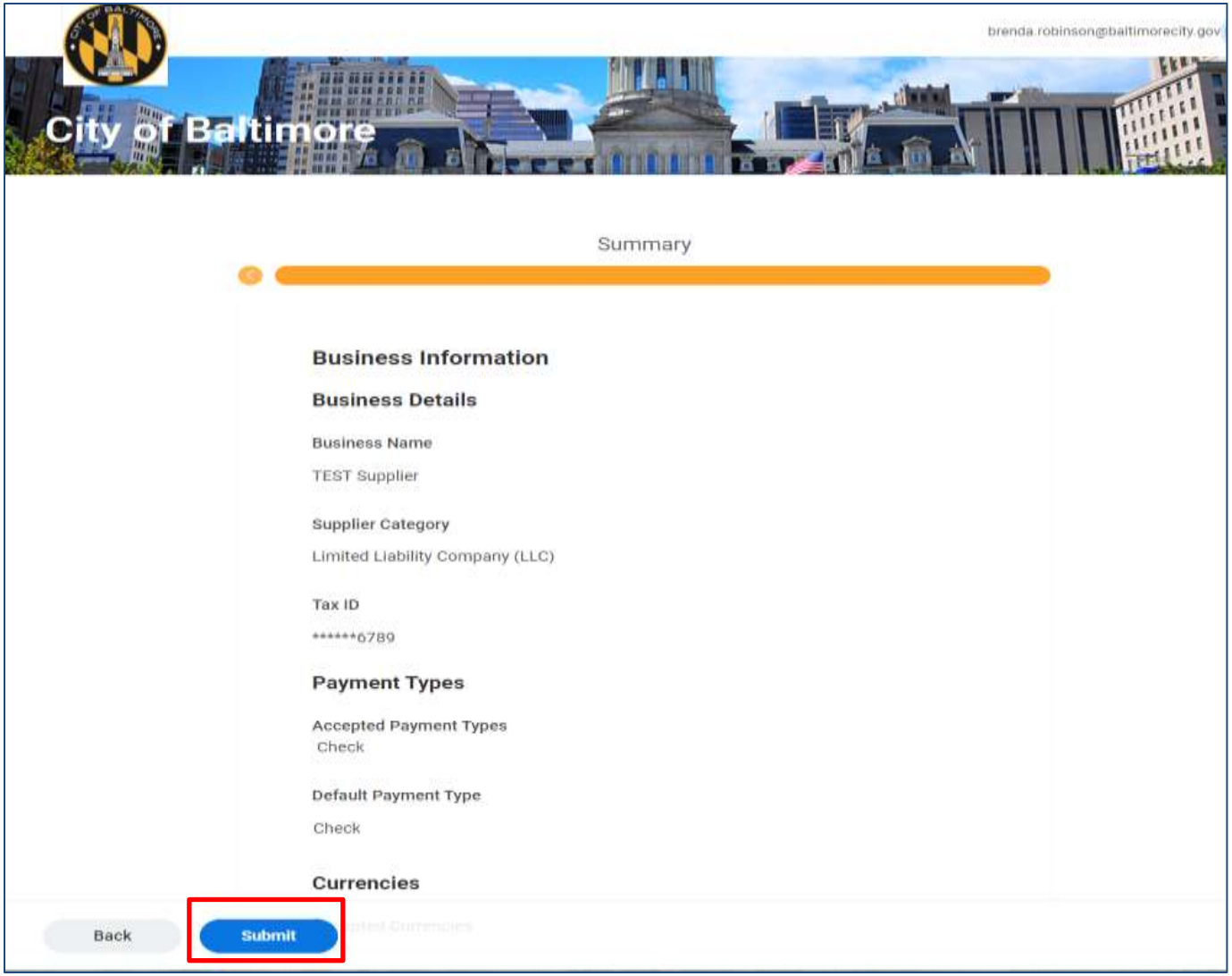

42. You'll receive a message stating that your application has been submitted

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

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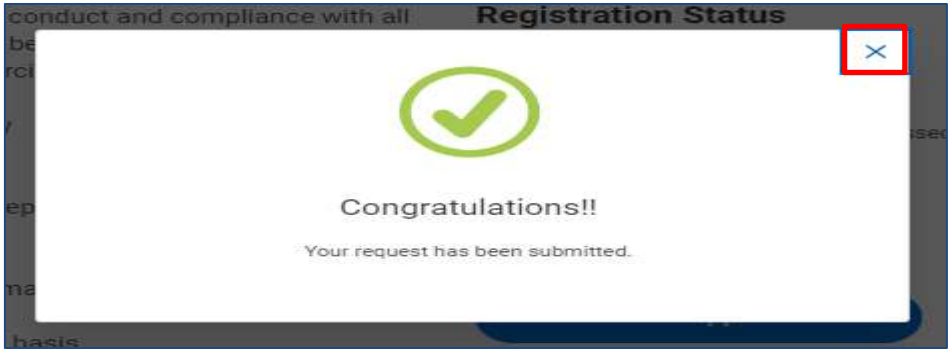
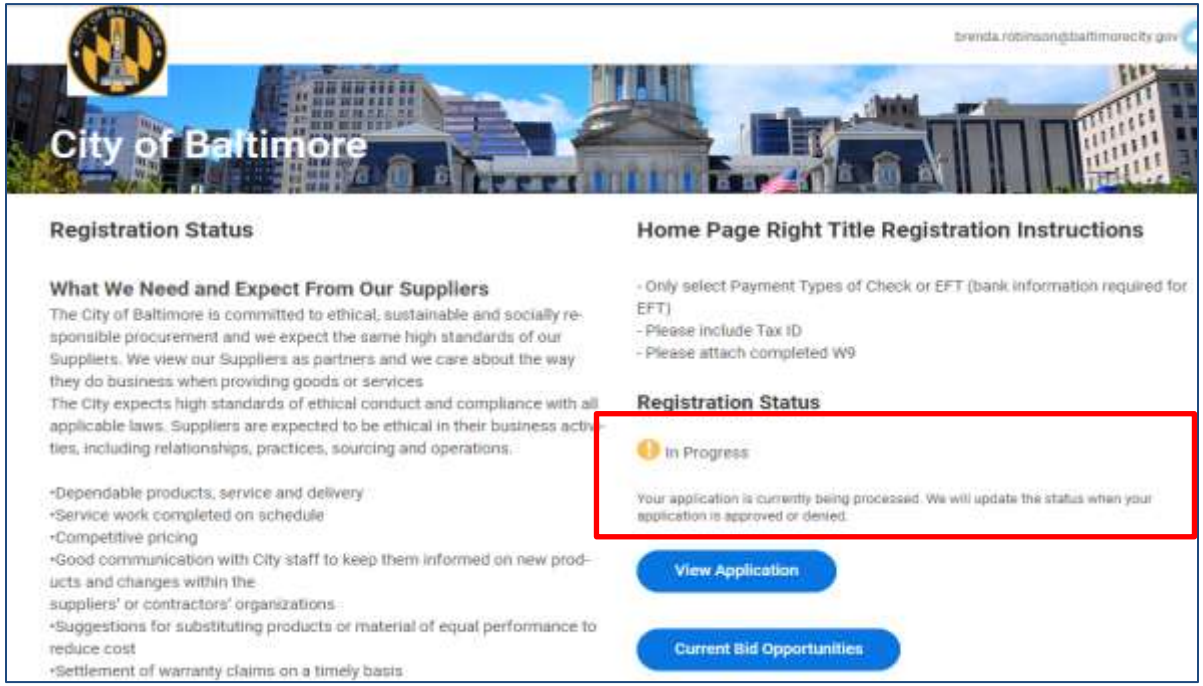


44. Review your Registration Status. Your registration status should say “In Progress”.



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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.

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