Supplier Self-Service Portal Fact Sheet

The new Workday Supplier Self-Service portal is a free, online, Workday-enabled self-service tool that directly allows suppliers to access their information when needed. **Effective August 8, 2022**, all City of Baltimore active suppliers will be required to access and use the Supplier Self-Service portal as the primary means of doing business with the City of Baltimore.

Who has access to the Supplier Self-Service Portal?	• All contacts registered under an active supplier account have access to the Supplier Self-Service portal effective August 8, 2022. • Effective August 1, 2022, CitiBuy will no longer be accessible to suppliers and/or used by suppliers.

Active Suppliers	• Suppliers are considered "active" if they:
	  • Were issued a Purchase Order (PO) and/or Expenditure Authorization (EA) by the City of Baltimore after June 14, 2020
	  • Billed an invoice after June 14, 2020
	  • Received payment from the City of Baltimore after June 14, 2020
	• Active suppliers should access the Supplier Self-Service Portal utilizing the username and temporary password provided via email from **baltimorecity@myworkday.com** on August 8, 2022.
	• If active suppliers do not receive the two emails with the username and temporary password by August 9, 2022, they should contact (443) 984-1000 or **workdaysuppliers@baltimorecity.gov** for assistance.

Prospective Suppliers	• Prospective suppliers seeking to do business with the City of Baltimore must complete the registration process and be approved by the City. • For more information regarding how to register with the City and the Supplier Self-Service portal, please visit our **Doing Business with the City website**.

Available Features	The Supplier Self-Service portal offers suppliers the ability to:
	  • Receive newly issued purchase orders
	  • View purchase orders
	  • Access payment and remittance advice information
	  • Maintain master data (contact information, addresses, bank accounts, etc.)
	  • Create invoices
	  • Respond to requests for quotes (RFQ)

Questions & Answers	Frequently Asked Questions (FAQs) can be found on our **Doing Business with the City website**.
Using the Portal	For instructions on accessing and using the City of Baltimore Supplier Self-Service portal, view the training resources available on the **Doing Business with the City website**.
Supplier Self Service Webpage	Additional information about the City of Baltimore Supplier Self-Service portal may be found at **https://procurement.baltimorecity.gov/doing-business-city**.
Contact Information	If you are a supplier and need assistance or have questions, please contact us via phone at (443) 984-1000 or via email at **workdaysuppliers@baltimorecity.gov**.