



Workday Financials
Training Job Aid
Supplier Registration Site

Supplier Registration

Workday for Suppliers

OVERVIEW

Use the following guide to request a Supplier Registration within Suffolk's Workday system. This process invites you to fill out a profile in Workday, by following the directions on Suffolk's Supplier Registration webpage, found

<https://www.suffolk.edu/about/directory/supplier-registration>.

Please note: Suffolk requests a significant amount of information from suppliers to facilitate the onboarding process. Entering information through the form does not constitute a purchasing agreement or guarantee a contract; rather, it serves as a means for us to review and evaluate prospective suppliers.

Suffolk would like to conduct business electronically. As you proceed, please utilize this opportunity to enter your banking information so that we may set you up for electronic payments.

APPROVALS

After you submit your registration, it will be reviewed by Suffolk's Procurement and Payment Services (PPS) team.

NOTABLE HIGHLIGHTS

- Your account will be locked after 5 false (error) attempts to login. There is a "Forgot Password" process or reach out to us at accountspayable@suffolk.edu for assistance with lockouts
- Plan on sitting and completing the registration in one sitting. After 15 minutes of inactivity, the registration will re-set without saving
- We apologize in advance for the number of times you will be required to choose "United States of America" from a drop-down list. This is part of Workday's process. We have minimized this as much as we can.

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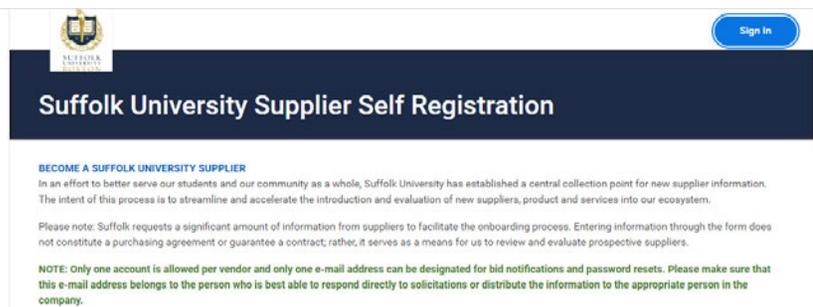
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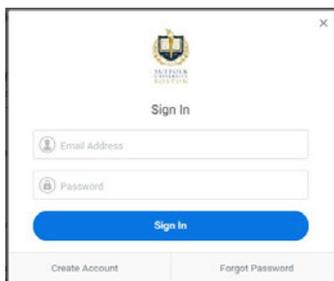
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Start your Registration

1. Utilize the link found on Suffolk's "Doing Business with Suffolk" webpage to go to Suffolk's registration page. Click the 'Sign In' button in the upper right



2. Click the 'Create Account' button on the bottom left



This process will create an account and save your password. You will receive an email to activate your account before you will be able to log in.

3. Once logged in, click on the "Register" tab to begin the registration process.



4. The Questionnaire is set up in sections:

- Business Details
- Classifications
- Banking and Payments
- Supplier Contact Information
- Supplier Code of Conduct

Please note that Items with RED asterisk (*) are REQUIRED. In some cases there may be required fields that do not have a RED asterisk (*). An error message will appear if a field is required and you have not completed it. You will not be able to proceed with the registration until that field is properly completed.

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5. Page 1: Business Details

Services: Please select the PREDOMINANT product or service you will supply the University

Tax ID: EIN if you have a Company Identifier, SSN if you are an Individual

Tax Authority Form Type: Add your Form type if you have one. Leave blank if you are a foreign entity

Payment Terms: Our default payment term is NET45 days. We will always accept a shorter payment term for the benefit of a discount (ex. 2% NET10)

Business Details

Business Name *

Supplier Services (select one) *

Tax ID (no dashes) *

How did you hear about Suffolk University supplier self-registration? *

Please provide your tax authority form type.

What are your payment terms? *

Do you have a contact at Suffolk University that you are currently communicating with?

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Upload Banking: Suffolk prefers to make payments electronically. Please provide your banking information so we can make direct payments to you. To be successful we need Bank Name, Routing Number for ACH transactions, Account Number and Account Type (checking or savings) information included. PDF, or DOC are the acceptable document formats for upload

Payment Types: The default payment type must be one of the types identified as 'accepted' in the previous question

Company Currency: Please select USD as both accepted and default currency. If you require to be paid in a currency other than USD, please contact us directly for assistance

Business Contact Details: This section is for your normal business contact information. Contact info for the individual responsible for maintaining your company's profile will be entered later. Note: phone numbers can be entered without dashes, it will be auto formatted within Workday

Remit To: Is the address where a check would be mailed if your payment type is check

Please upload your W-9 as a PDF *

Drop files here
or
Select files

Please upload documentation confirming banking information if using electronic payments

Drop files here
or
Select files

Payment Types

Accepted Payment Types *

Default Payment Type *

Company Currency

Supplier Business Currency

Default Currency *

Business Contact Details

Add Primary Phone

Email Address *

Company Website URL

Remit To

Address for payment

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6. Page 2: Classifications

Suffolk wants to provide opportunities for small and diverse businesses. Please include your ownership status, if applicable.

If you have certifications, please include them, but add your classification even if NOT formally certified.

Begin by clicking the “Add” button and selecting “United States of America” for a list of Classifications in the US. Once the type of certification is selected, additional questions will populate.

You can add multiple Classification designations by clicking the ‘Add’ button as necessary

7. Page 3: Banking and Payment

We prefer paying electronically. Please include ACH or Wire information if you can accept electronic payments

Note: Once you select the country of your Bank Account, additional fields will populate to be completed.

Classification

Add

Classification

Business Certification

Remove

Add

Account Number for Electronic payments

Name of institution for Electronic payments

Payment Types

Bank Routing number for Electronic payments

Country of Bank

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8. Page 4: Supplier Contact Information

Please provide the name and contact information for yourself or another person in your organization who will be responsible for this registration and the relationship with Suffolk University. This should NOT be contact information to a general inquiry inbox.

Name

Country

Contact Phone Number

Contact Email Address

Mailing Address

Mailing Address *

Please provide your position title or role within your organization.

Would you like to provide an alternate contact within your organization?

Suffolk University offers a Supplier portal that provides self-service capabilities for companies and individuals to upload and maintain their supplier information including contacts, addresses, tax documentation, service offerings, diversity status, and more. The portal offers transparent workflow to make supplier management easier. Are you interested in utilizing the supplier portal?

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9. Page 5: Signature and Attestation

Please see a full version of our supplier code of conduct on the "Doing Business with Suffolk" webpage: <https://www.suffolk.edu/about/directory/supplier-registration>

10. Upon completion and submittal of your registration, it will route to our internal team for review and approval. You can log back in to this website at any time to check for updates on the status of your request. Please note that our internal team may have follow up questions and will communicate those to you through this website. The email address included on the "Supplier Contact Information" tab will receive an email upon successful completion of our internal review indicating your supplier registration was approved.

Supplier Code of Conduct

Suffolk University is committed to conducting procurement in an ethical, legal and socially responsible manner. The University expects its suppliers to share this commitment and, therefore, has established a Supplier Code of Conduct available in full on the "Doing Business with Suffolk" webpage. Please review the document and attest your company's agreement to adhere to the Code. We appreciate the effort required to make certain we hold ourselves accountable to each other for our business activities.

Accept Supplier Code of Conduct *

Signature *