

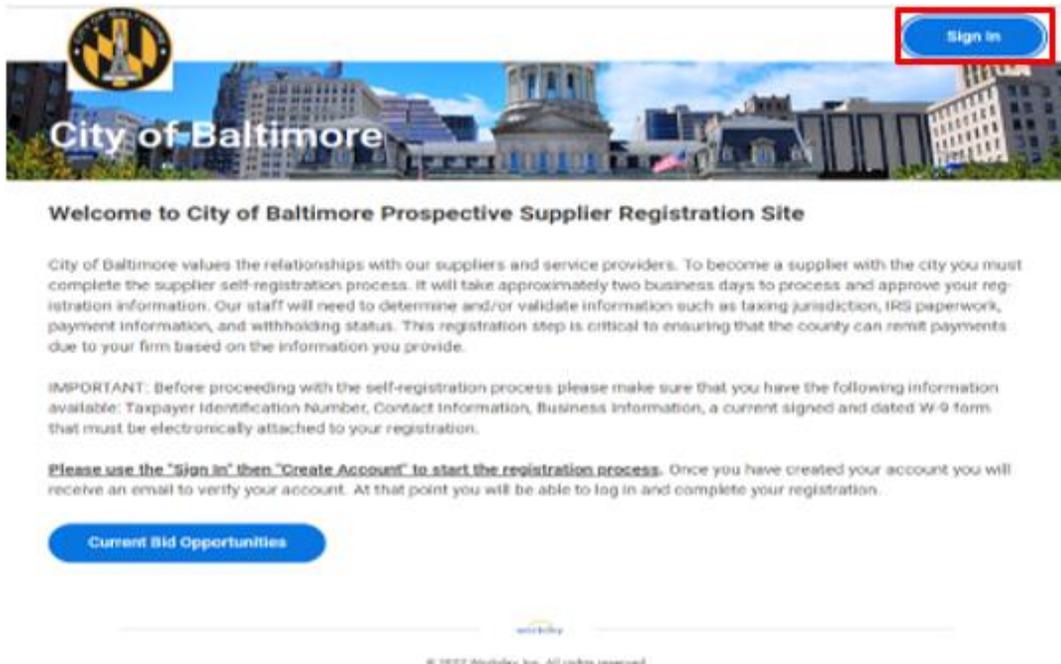
## OBJECTIVE

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).

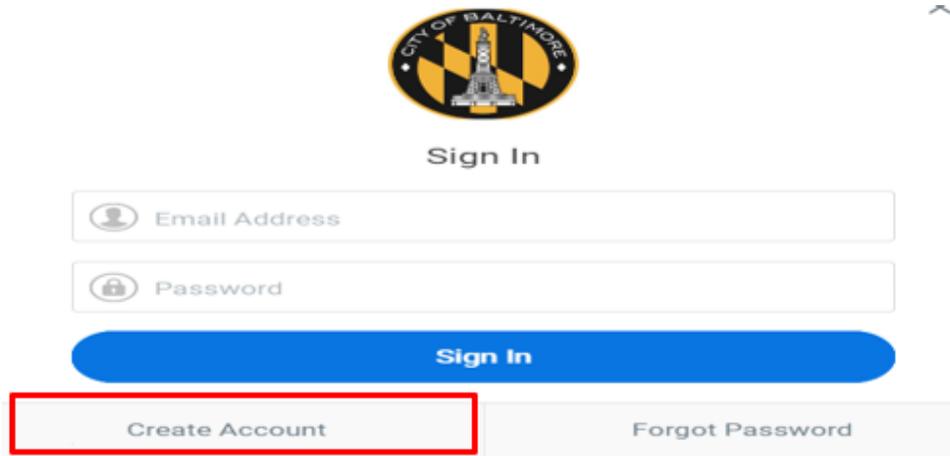
## REGISTER FOR SELF-SERVICE SUPPLIER PORTAL

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**.

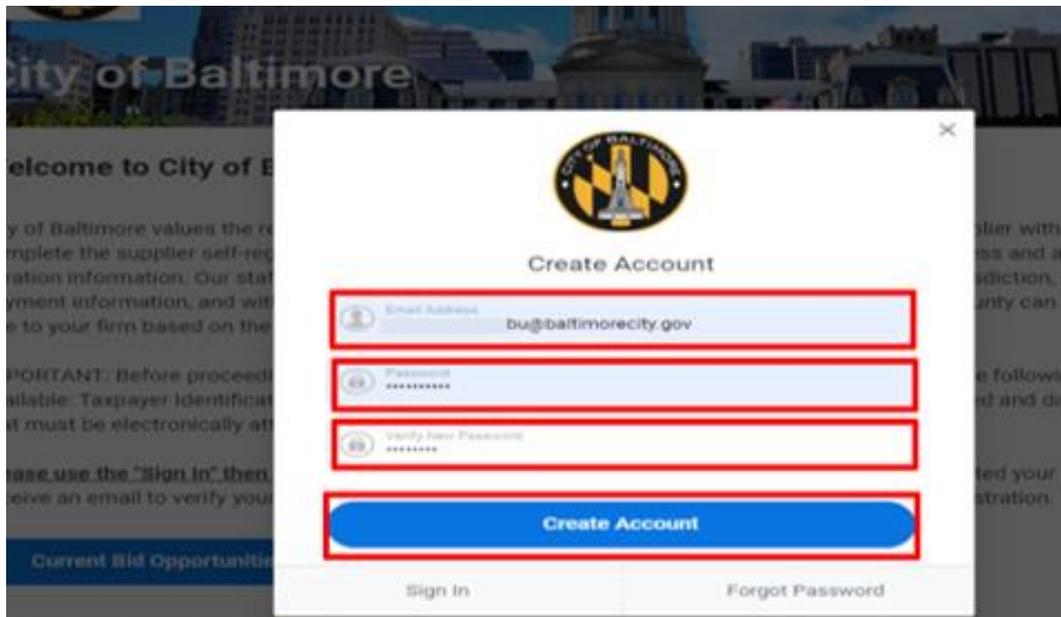


6. Enter your **Email Address**.

7. Create a **Password**.

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

9. Click **Create Account**.





Sign In

An email has been sent to you. Please verify your account.

Email Address

Password

Sign In

Create Account      Forgot Password

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**.



Sign In

Account Activated

Email Address j@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

### 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

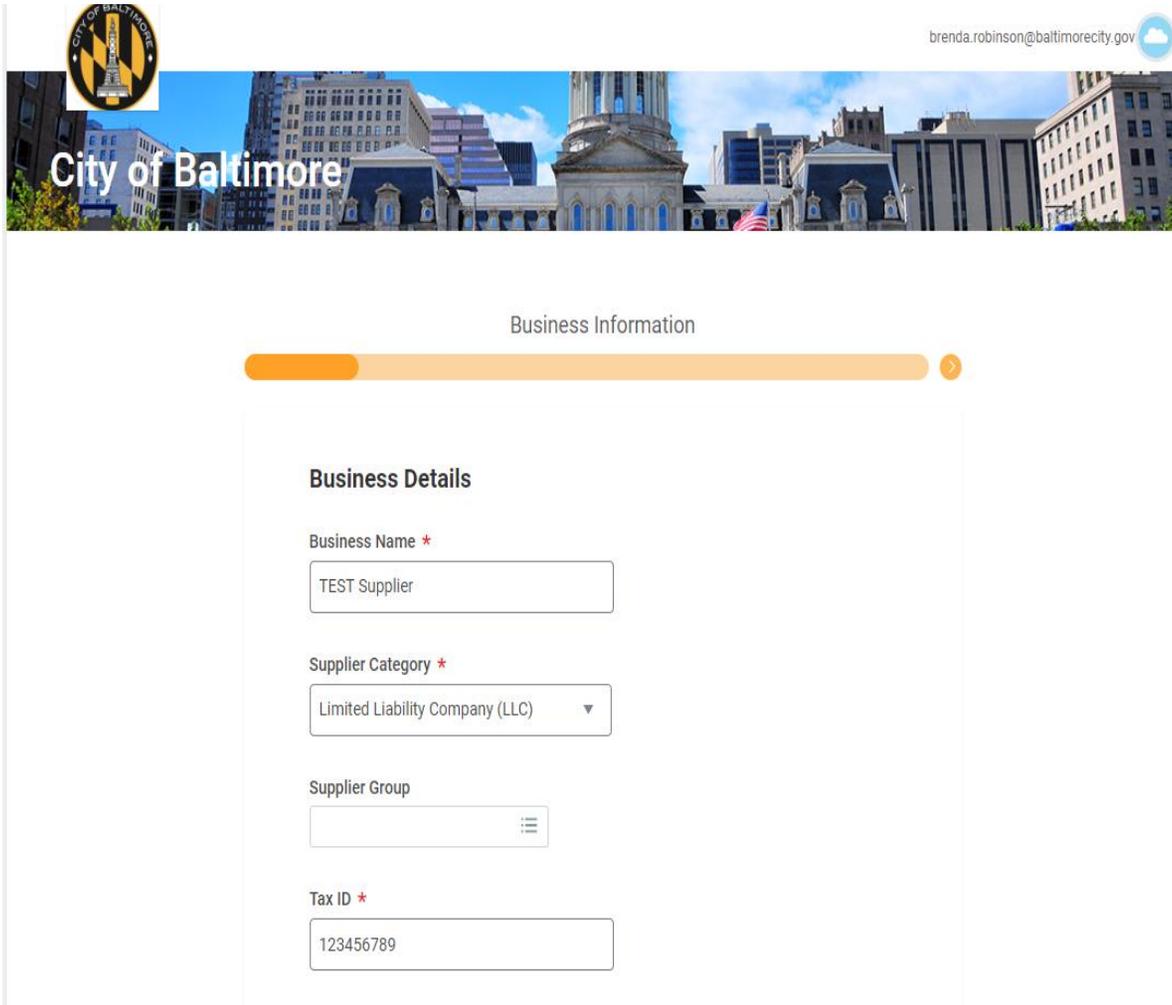
**Register**

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. Tax ID number



City of Baltimore

brenda.robinson@baltimorecity.gov

### Business Information

#### Business Details

Business Name \*

Supplier Category \*

Supplier Group

Tax ID \*

**16. Payment Types**

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

**Payment Types****Accepted Payment Types \*** **Default Payment Type \*** **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** **Default Currency** 

18. Business Contact Details

- a. Select the **Add Primary Phone Number** checkbox
- b. 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 \*

Area Code

Phone Number \*

Phone Device \*

Add Additional Phone

Email Address \*

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 \*

Address Line 1 \*

City \*

State \*

Postal Code \*

**20. Mailing Address**

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

**Mailing Address**

Country

Address Line 1 \*

City \*

State \*

Postal Code \*



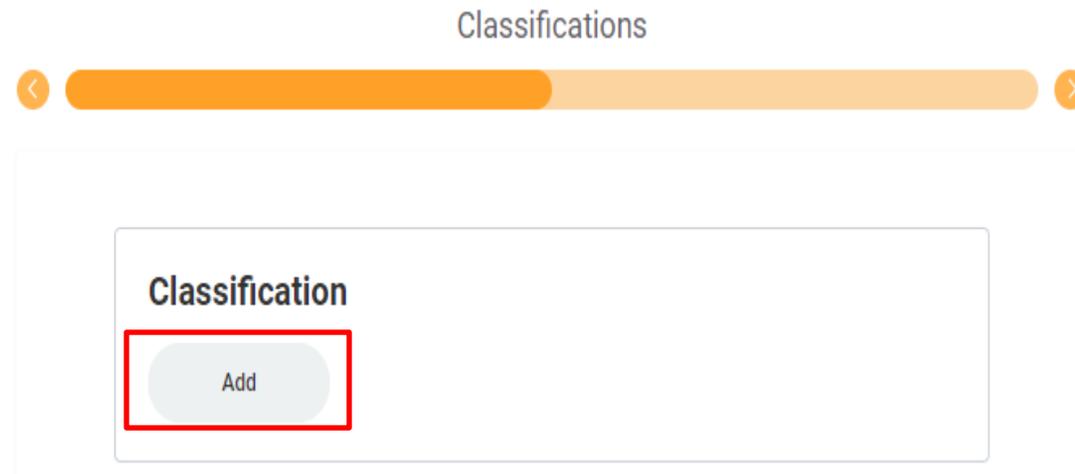
Note: All fields marked with a red asterisk \* are REQUIRED and must have information in them or you will not be able to proceed.

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

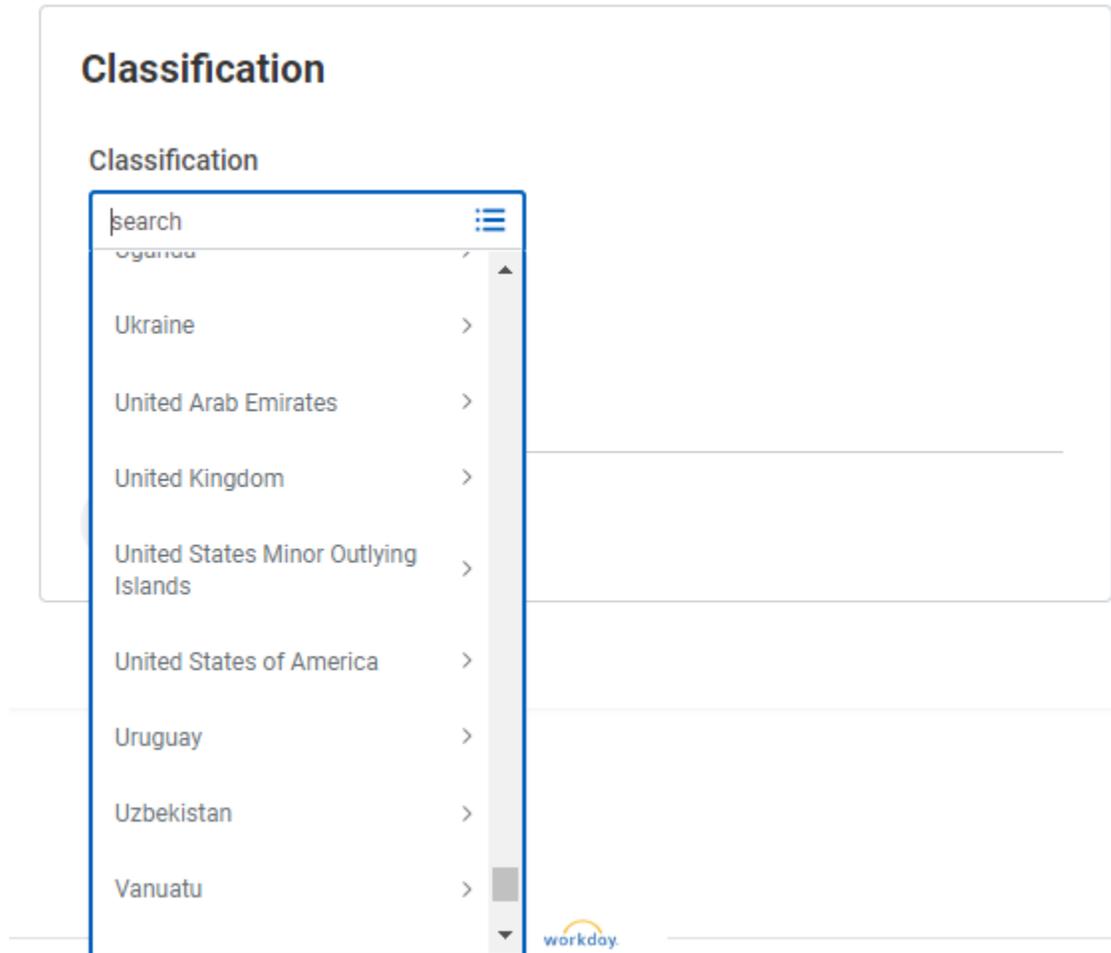
22. The Goods and Services page opens. Select the **Spend Category Hierarchies**. The Spend Category is used to identify what goods/services a supplier provides.



23. Click the **Next** 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:

- Enter the **Certification Number**
- Enter the **Certification Expiration Date**
- Add an **Attachment**
  - Click **Select Files**
  - Select your **Certification**

iii. Click **Open** to add it

**Classification**

Classification

× Women Owned Business

**Attachment(s)**

Drop file here

or

Select files

**Certification Number \***

123456789

**Certification Expiration Date \***

07/20/2023

Remove

Add

29. Once you have completed the steps above, your screen should look similar to 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

Contact Information



**Legal Name**

Country \*

First Name \*

Last Name \*

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 \*

Area Code

Phone Number \*

Phone Device \*

Email Address \*

## 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).

Attachments

Please upload either DOC, DOCX, HTML, PDF, or TXT file types (10MB max) \*

Drop files here

or

**Select files**

 **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

Attachments

Please upload either DOC, DOCX, HTML, PDF, or TXT file types (10MB max) \*

 Certification.docx   
✓ Successfully Uploaded!

Upload

 **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

Submit



Summary

<

**Business Information**

**Business Details**

Business Name  
TEST Supplier

Supplier Category  
Limited Liability Company (LLC)

Tax ID  
\*\*\*\*\*6789

**Payment Types**

Accepted Payment Types  
Check

Default Payment Type  
Check

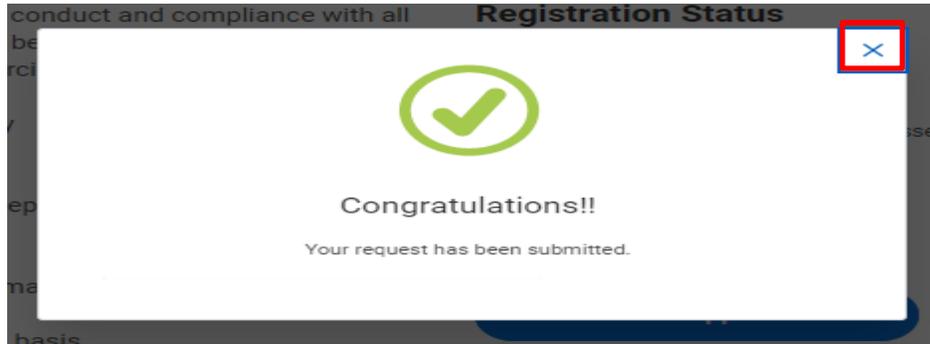
**Currencies**

Back

Submit

Selected Currencies

- 42. You will 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".

- 45. A city representative will review the request and approve it. Upon approval of the request, your supplier contact will be created, and Workday will send you 2 emails with your new Username and Password.

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