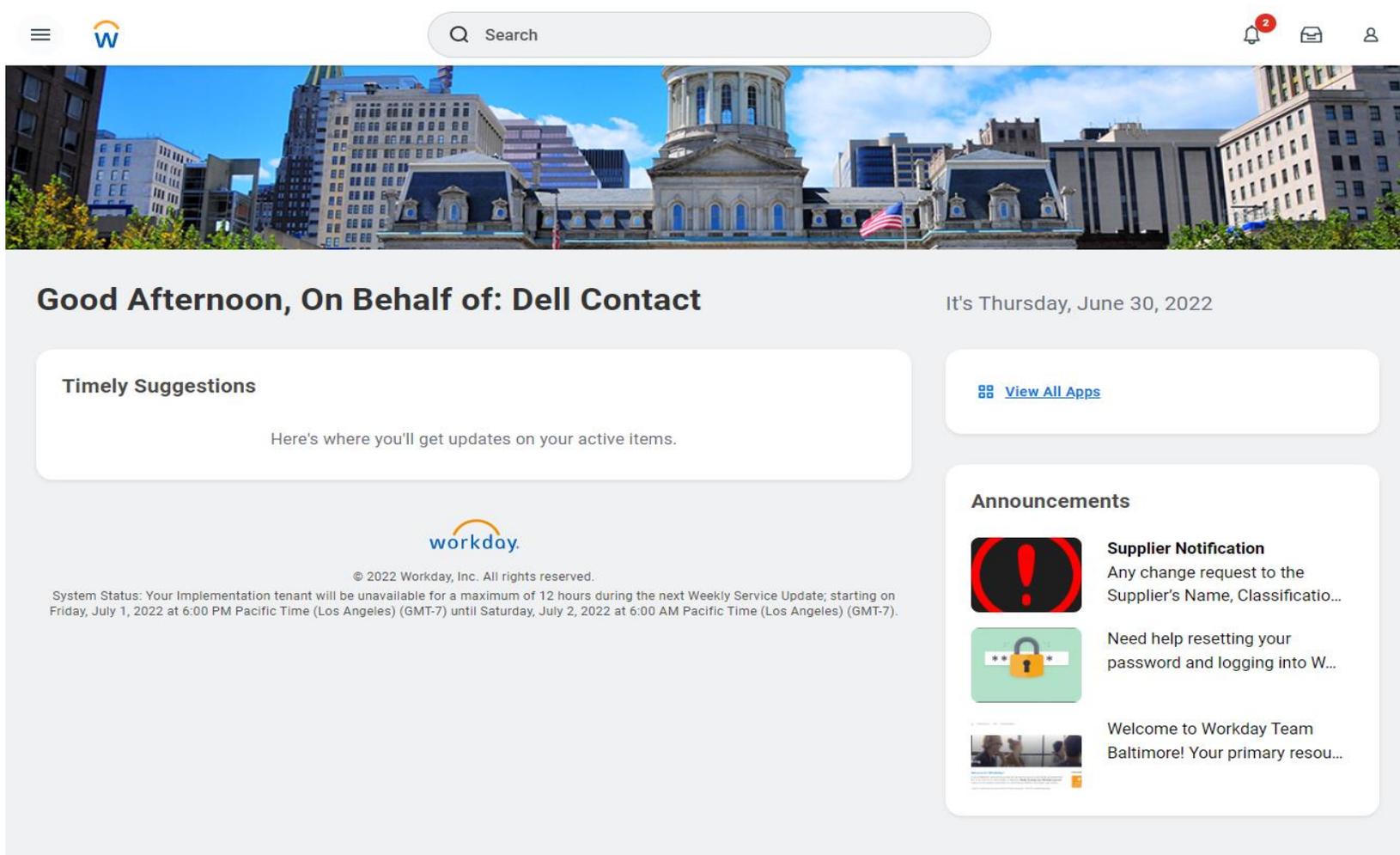


VIEW SELF-SERVICE SUPPLIER PORTAL HOME PAGE

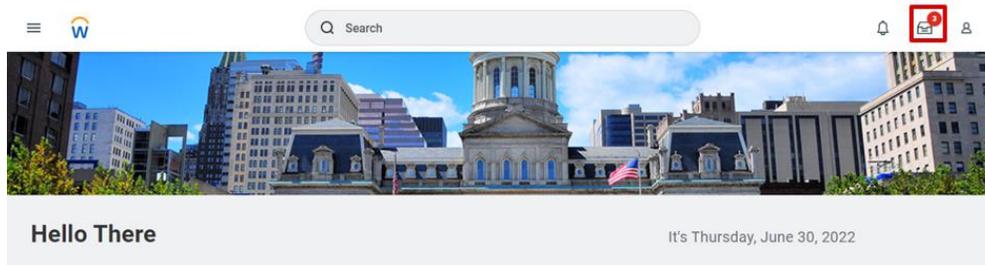
This is the Workday Self-Service Supplier portal homepage. From the home page, you can access your Notifications, Inbox, and Applications.



ACCESS YOUR INBOX

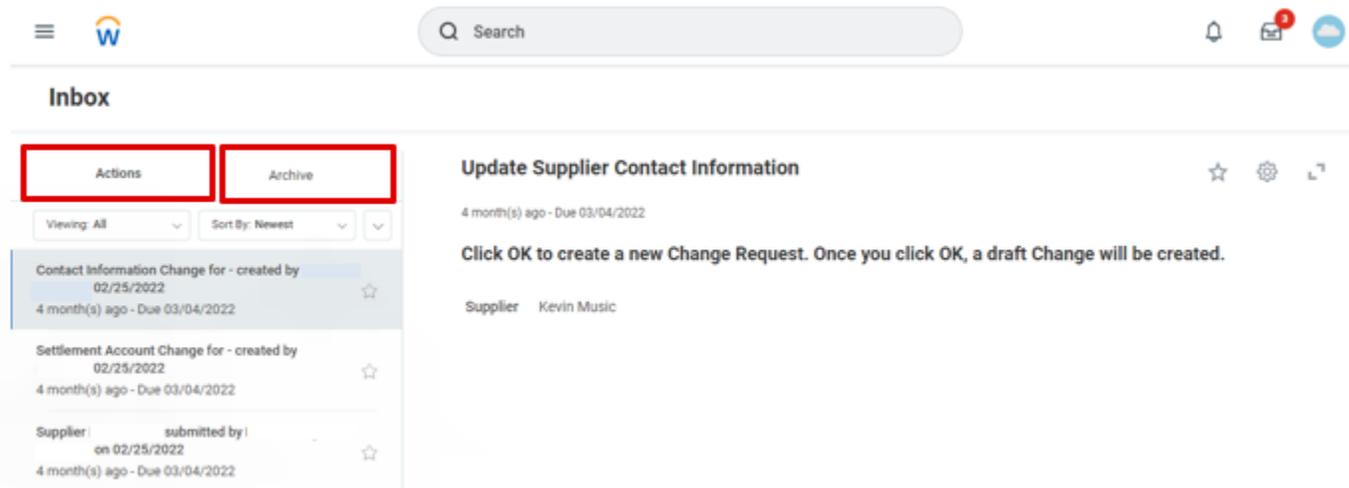
Your inbox is where you will go to receive Workday messages, action items, and view archived transactions that have been completed within the Inbox.

1. From the home page, click the **Inbox** icon in the top right side of the screen.



2. Once the **Inbox** is open, you will see 2 tabs:

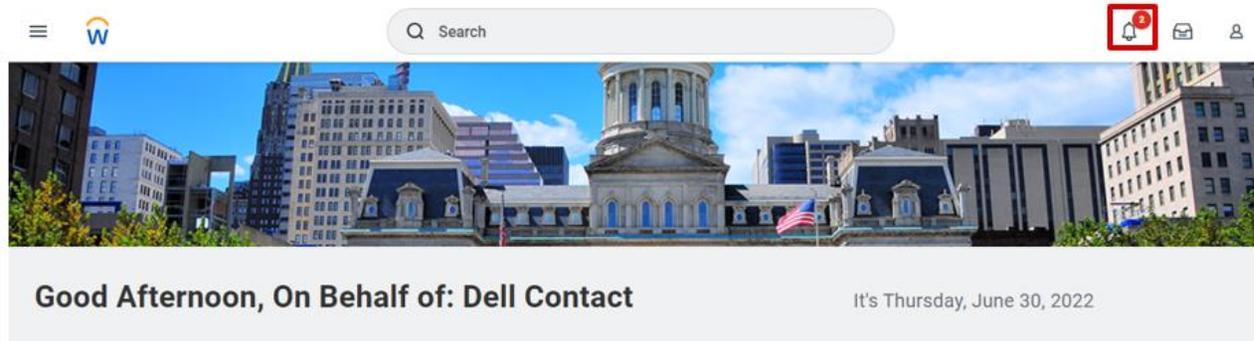
- a. The **Actions** tab displays incomplete business process tasks, approvals, and To Dos in chronological order.
- b. The **Archive** tab displays business process tasks and actions completed. The system default displays tasks and actions for the last 30 days.



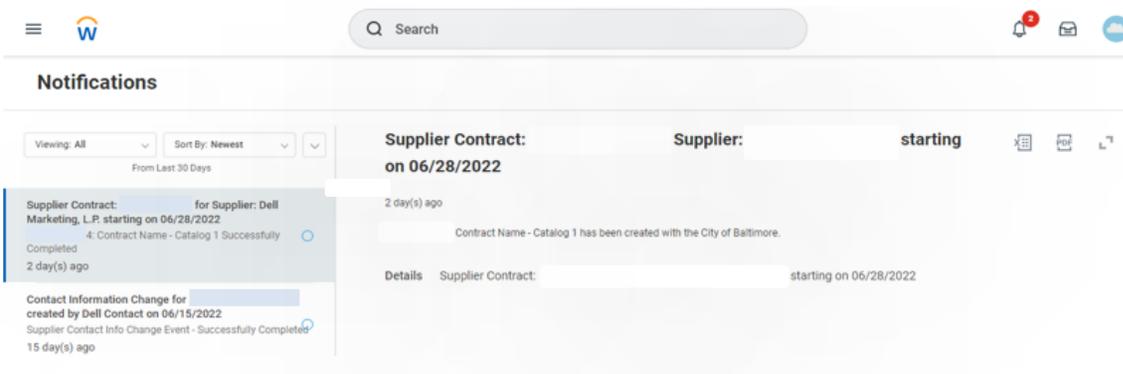
ACCESS YOUR NOTIFICATIONS

Notifications are used to keep you informed of activity related to your account. These are typically items that you need to know about, but don't require action.

1. From the home page, click on the **Notification** icon.



2. You are now on the notifications page.



Note: Unread notifications will have a circle next to them. The circle will disappear once the notification is selected.