



The University of Tampa
Workday Strategic Sourcing Registration
Guide for New Suppliers

HELLO NEW SUPPLIERS!

Thank you for supporting The University of Tampa. August 2025, UTampa went live with Workday Strategic Sourcing as the system for supplier onboarding. This guide will give you step-by-step instructions on registering for this new system. If you have any questions, please do not hesitate to reach out and our team would be happy to assist.

Purchasing Team

Purchasing@ut.edu

The University of Tampa Purchasing

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INTRODUCTION TO WORKDAY STRATEGIC SOURCING

Workday Strategic Sourcing is a cloud-based sourcing tool that UTampa uses to onboard and manage suppliers. You have received an email from your UTampa point of contact, inviting you to register as a new supplier in Workday Strategic Sourcing. Workday Strategic Sourcing uses Workday Central Login (WCL) as a secure authentication platform. To create an account, you need to verify your email, set up a strong password, and pair your authenticator app. Please note, you must register your account on a desktop computer.

BEFORE YOU BEGIN

- Allow all emails from no-reply_strategicsourcing@workday.com
- Check spam/junk folders.
- Gather required materials.
 - Completed and signed IRS W-9 Form
 - Banking Information (if you will be signing up for direct deposit)
 - Contact information for your company.

You will need to use an authenticator app to register and sign into your account. Download an authenticator app on your mobile device from the Apple App Store or Google Play Store. You can also use a web browser authenticator app. Frequently used authenticators include:

- Authy
- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator
- Okta

[Authenticator](#) is free web browser extension authenticator.

[1 Password](#) is a subscription-based application that can provide a web browser extension authenticator.

SIGN UP FOR WORKDAY STRATEGIC SOURCING

You will receive an engagement email from your UTampa point of contact inviting you to register as a new supplier. Your email will contain the registration link to the WSS portal. **After submitting your supplier registration, you will receive an email from Purchasing@ut.edu to welcome you as a new supplier and gather a few more business details and to determine if a supplier background check is required.**

EMAIL REGISTRATION

1. Access the registration portal provided by your UTampa point of contact. Once the link is accessed, you will be prompted to create a WSS account:

The left screenshot shows the 'Create a Supplier Account' page. It features the Strategic Sourcing logo at the top. Below the logo, the heading 'Create a Supplier Account' is displayed. There are two input fields: 'Email *' and 'Confirm Email *'. A blue 'Continue' button is positioned below the fields. At the bottom, there are links for 'Already have a supplier account? Sign In' and 'Need Help?'. The right screenshot shows a confirmation message. It starts with the Strategic Sourcing logo and the text: 'We've sent an email to wssupplier53@gmail.com with a link to create an account. Use the link in your email to continue account creation. If you didn't receive the email, check your spam folder or contact your system administrator.' Below this is a blue 'Resend Email' link. A timer indicates 'You will be able to request resend email in 4 minutes and 51 seconds.' At the bottom, there is a link for 'Already have a supplier account? Sign In'.

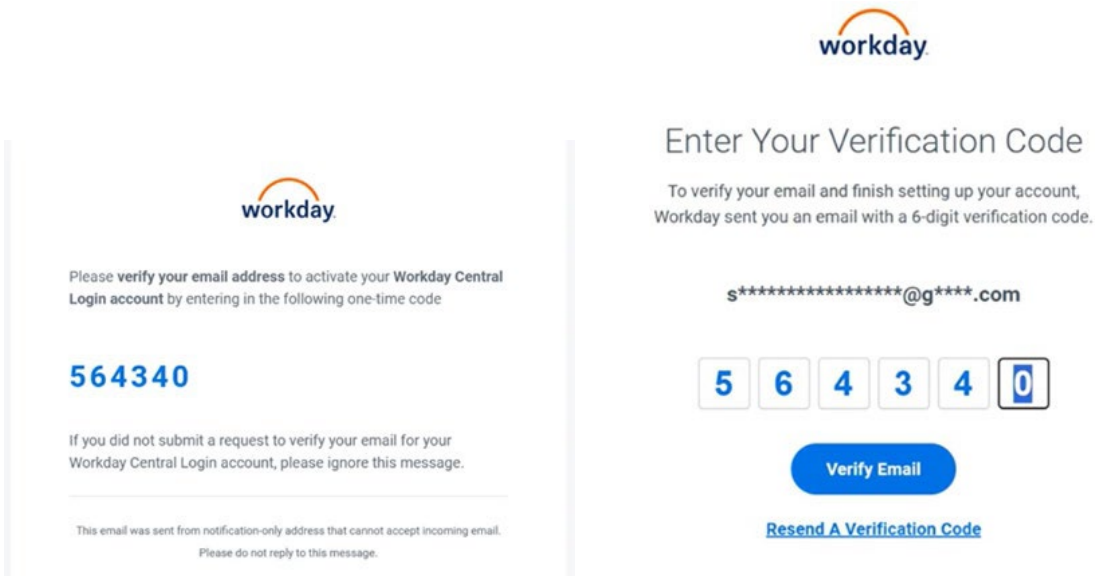
2. Workday Central Login (WCL) page will display. -> Click on Create Account (InviteOnly) -> enter your email address. This email will be the username you use to log into WCL.

The left screenshot shows the 'Create an Account with Workday Central Login' page. It features the Strategic Sourcing logo at the top. Below the logo, the heading 'Create an Account with Workday Central Login' is displayed. There is a blue 'CREATE ACCOUNT' button. Below the button, there is a disclaimer: '*** DO NOT REPLY DIRECTLY TO THIS EMAIL ADDRESS *** This is an automated email intended for supplervssstest@gmail.com. To reach the Support team, please have an NSC from your organization submit a case through the "Contact Support" link in the Workday Strategic Sourcing Platform or through the [Customer Center](#). If you are a supplier and need to reach the Support team, please submit a case through the "Contact Us" link in the Workday Strategic Sourcing Platform. [Privacy Policy](#) | [Terms of Service](#)'. The right screenshot shows the 'Redirecting to Registration' page. It features the Strategic Sourcing logo at the top. Below the logo, the heading 'Redirecting to Registration' is displayed. There is a blue 'Redirect Now' button. Below the button, there is a timer: 'You'll be redirected in 2'. At the bottom, there is a link for 'Already have a supplier account? Sign In'.

3. Click on **Send a Verification Code**.



4. Verify your email by entering the **Verification Code** emailed to you.



5. Set up your account and click **Create Account**.

workday

Set Up Your Account

First Name
Supplier

Last Name
WssTest

New Password
supplierWsswsstest4\$46

Confirm New Password
.....

Success, passwords match

Create Account

By clicking the "Create Account" button, you accept our [Terms of Use](#) and acknowledge the [Privacy Statement](#).

6. Set up Authenticator App. Microsoft Authenticator can be downloaded from the App Store

Steps:

1. Scan provided QR code with your authenticator app. Once your authenticator app reads the QR code, you will get a 6-digit code.
2. Click **Connect Authenticator App**. If you stop the account creation process for WCL, your account will be locked. If you delete your authenticator app after you set up your account, you will be locked out of your account.
3. Add and verify your mobile phone number.
4. Enter required information to set up your account and click **Create Account**.
5. Enter Your Company Name. **Please register with the company or individual listed as primary on your W-9 tax form.**
6. Click **Continue**. You can now open your Supplier Profile to review the event, supplier form or company information.

Set Up Authenticator App

A security code generated by an authenticator app, such as Google Authenticator or Microsoft Authenticator is required to sign into Workday Central Login. Ensure that the app is installed on your mobile device.

Step 1: Scan this QR code with your authenticator app

Once your authenticator app reads the QR code, you'll get a 6-digit code.



Can't scan? Manually enter: ⓘ

Account Workday ⓘ
Secret Key ZT66 T022 CJY7 WEB2 ⓘ

Step 2: Connect your account to your authenticator app

Enter the code from the authenticator app below. [Learn more](#)

Connect Authenticator App



Strategic Sourcing

Set Up Your Account

Job Title

Director, Business Services

Phone Number

xxx-xxx-xxxx

Timezone

Eastern Time (US & Canada) ▼

Accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#). *

CREATE ACCOUNT

Need Help?

[Buyer FAQs](#) | [Supplier FAQs](#)



Add a Mobile Number

ion to add a mobile number to better protect your account. Message & data rates may apply.

Mobile Number

*Limited countries supported at this time.

US ▼ +1 Enter your phone number

Add Your Mobile Number

[Skip this Step](#)

By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.



Strategic Sourcing

Supplier Information

supplierwsswsstest@gmail.com

You can register each company only once.

Company Name*

SupplierWSS, LLC

Continue

REGISTRATION INTAKE

1. WSS Registration Intake page will display. Complete the following required sections.
 - **Supplier Information** (Use Primary Name on Line 1 of W-9/W-8Ben)
 - **Business Information** Physical Address & Phone (numeric only, no dashes)
 - **Tax**
 - **Banking** (Must have ACH Request Form and Voided Check or Bank Letter Attached)
 - **Contacts**

REGISTRATION CANCEL SAVE AS DRAFT FINALIZE

Welcome to The University of Tampa's Supplier Registration!

Looking for additional information or resources?
Please visit our [Purchasing Website](#).
Before you begin your application: [Supplier Registration Checklist](#)

Edit your [Supplier Profile](#) to enable autofill

AUTOFILL FORM

Edit your [Supplier Profile](#) to enable autofill

AUTOFILL FORM

SUPPLIER INFORMATION

SUPPLIER NAME *
SupplierWSS, LLC

BUSINESS INFORMATION

ADDRESSES ADD ADDRESS

REQUIRED *

ADDRESS COUNTRY * Select country	USAGE Select Usage
-------------------------------------	-----------------------

PHONES

ADD PHONE

PHONE COUNTRY*

Select country

INTERNATIONAL CALLING CODE

(empty)

TAX INFORMATION

ADD TAX ID

REQUIRED*

TAX COUNTRY*

Select country

BANKING INFORMATION

BANK ACCOUNTS

ADD BANK ACCOUNT

BANK ACCOUNT NICKNAME

BANK ACCOUNT PAYMENT TYPES

Select payment types

ACCOUNT DETAILS

BANK ACCOUNT COUNTRY*

United States of America

BANK ACCOUNT TYPE*

Checking

ROUTING TRANSIT NUMBER* 🔒

021000021

BANK ACCOUNT* 🔒

45879652

BIC 🔒

BANK NAME*

Bank of America

DELETE

CONTACTS

ADD CONTACT

FIRST NAME* ⓘ

Supplier

LAST NAME*

WssTest

CONTACT INFORMATION

EMAIL*

supplierwsswstest@gmail.com

JOB TITLE

Company Representative

PHONE COUNTRY

Select country

PHONE

Enter contact phone

2. Attach completed W-9, EFT Documents, and any other applicable forms. **Attachments must be in PDF format.**

ATTACHMENTS

Required Attachments:

1. Form W-9, completed and signed. Your application cannot be processed without this.

If payment type is EFT:


2. UT EFT Form completed and signed.
 - a. A copy of a voided check or bank letter must be included with the form
 - b. If this form is not submitted, your payment will be remitted via check

Other attachments, as applicable:

3. Certificate of Insurance

Questions? Please email Purchasing@ut.edu.

REQUIRED*

FILE NAME	FILE SIZE	UPLOAD DATE	UPLOADED BY	FILE TYPE
Attachment for testing.docx	12 kB			


DRAG/DROP DOCUMENTS or [BROWSE FILES](#)

3. Acknowledge the Terms and Conditions by checking the box 'I Accept'

TERMS & CONDITIONS

I have read and agree to The University of Tampa's [Purchase Order Terms & Conditions](#). I confirm that the information provided herein is accurate, correct and complete and the documents submitted along with this application are genuine. Submitting a Supplier Registration Application does not create a legal relationship, contractual or otherwise, between the registrant and The University of Tampa ("UT"). UT may, at its sole discretion, consider the information submitted by a registrant in connection with UT's procurement interests and/or contact a registrant; however, UT has no legal obligation to do so.

I Accept the Terms and Conditions



CANCEL SAVE AS DRAFT **FINALIZE**

Congratulations! You have now completed your supplier registration in WSS. You can either close out or navigate to your Supplier Portal. Please keep an eye out for a Welcome Email with additional questions sent by the UTampa Purchasing Team.

REGISTRATION SUCCESSFUL

SELF-REGISTRATION SUCCESSFUL

Thanks for registering to participate in events for University of Tampa, Incorporated, The.

Select your next action:

CLOSE REGISTER ANOTHER SUPPLIER **SUPPLIER PORTAL**