

Workday Supplier Registration

Quick Reference Guide

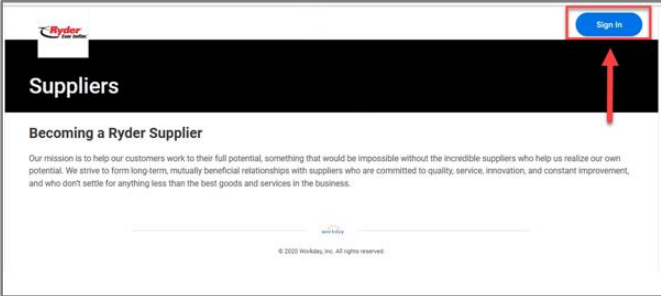
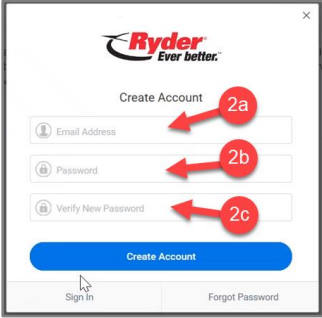
Audience

External Suppliers

Overview

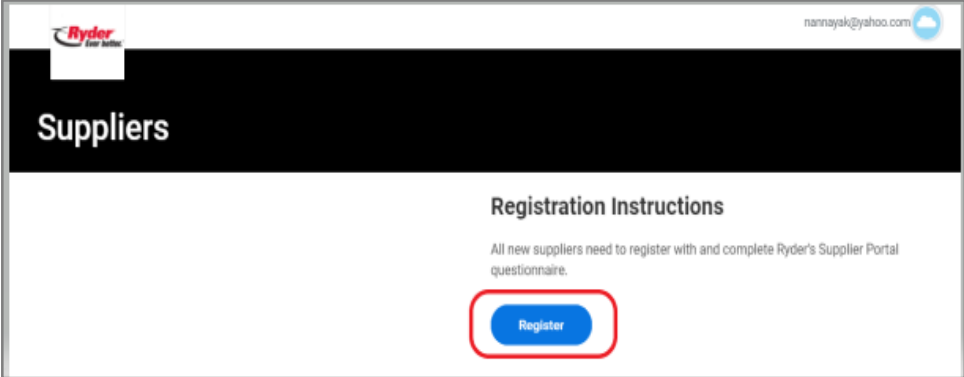
Explanation of how to Create External Supplier Site in Workday

Steps

1.	<p>a. Access the Create External Supplier Site task utilizing the provided link by the Supplier Admin. https://wd5.myworkdaysite.com/supplier/ryder/supplier_registration</p> <p>b. Click Sign In.</p> 
2.	<p>The Sign In pop-up will appear. Click on Create Account in the bottom left corner. Input:</p> <ol style="list-style-type: none">Email AddressPassword and Verify New PasswordClick Create Account  <p><i>Note: You will receive an email from ryder@myworkday.com to verify your account. Follow the email instructions to proceed and utilize the provided link to enter in the account information to access the supplier home page. Please save the email address in your inbox to avoid spam.</i></p>

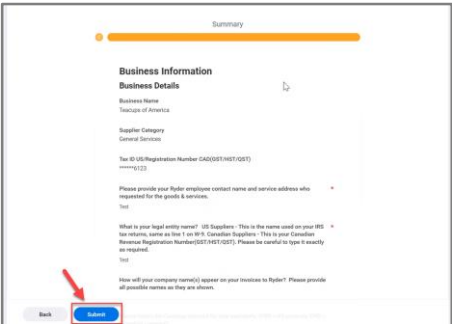
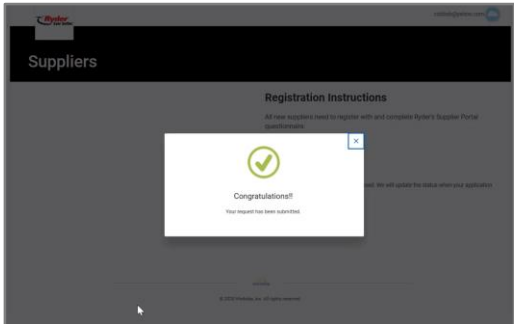
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3.	Click on the Home button on the Supplier Page to access the Registration Instructions.
4.	Click Register to start the application process. 
5.	Enter in all information under Business Details , the below fields are required. There are additional optional fields that should be filled out as well. <ol style="list-style-type: none">Business NameSupplier CategoryRyder employee ContactLegal Entity NameAttachment of W9: Add attachment from filesRyder's Supplier Code of Conduct: Select Agree or Not AgreeSupplier Fraudulent conduct: Select Yes or NoSupplier Officers Fraudulent conduct: Select Yes or NoBusiness Contact Details: Phone number, email address Click Next
6.	Enter in details of the contact person under Contact Information , the below fields are required. Legal Name: Country, First Name, Last Name, email address Click Next

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7.	Add any attachments needed to support the registration. Click Next
8.	Signature Page is for supplier to review Terms & Conditions. a. Read through and if the supplier accepts the Terms & Conditions, click the box to make a check mark and add in the electronic signature . Click Next
9.	Summary page is for supplier to review all information that was previously submitted to ensure accuracy. Once reviewed, click Submit . A congratulations pop-up will appear, the registration is complete.  

Note: Once the supplier request is submitted, it will be routed to the supplier admin to review and approve. Post the approval please reference the supplier portal QRG for next steps.

The supplier and the Ryder contact will receive an email once the supplier number is approved.