

Thank you for your interest in doing business with the Port of Houston.

The Port of Houston uses Workday Strategic Sourcing to publish solicitations, manage contracts, and support supplier onboarding. This guide provides step-by-step instructions to help new suppliers navigate the system and complete the registration process.

This guide is intended for new suppliers who have not previously done business with the Port of Houston. Existing suppliers should refer to the appropriate registration or update guide. If you have questions or need assistance, please contact the Port of Houston Procurement team using the contact information provided.

Prerequisites – Authenticator Apps

Workday Strategic Sourcing (WSS) is a cloud-based sourcing tool that Port of Houston uses to streamline procurement process. Your registration through Workday Central Login (WCL) enables your company to access Workday's suite of products from a single account.

To create an account, you need to verify your email, set up a strong password, and 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:

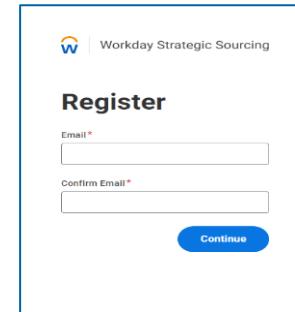
- Authy
- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator
- Entrust

Frequently used web browser authenticator apps include:

- Microsoft Authenticator - is a free web browser extension authenticator 

Note: If you have been invited to participate in an RFP, you will receive an email from no-reply_strategicsourcing@workday.com. Click SIGN UP AND VIEW THIS RFP

1. Enter and confirm your email address, then click Continue.



2. The next screen will show that an email was sent to the email address you registered with a link to continue the sign-up process. When you receive the email, click the link in it. If you don't receive the email, make sure to check your junk/spam folder. If needed, you may resend the verification email after 5 minutes.



Register Supplier

To begin:

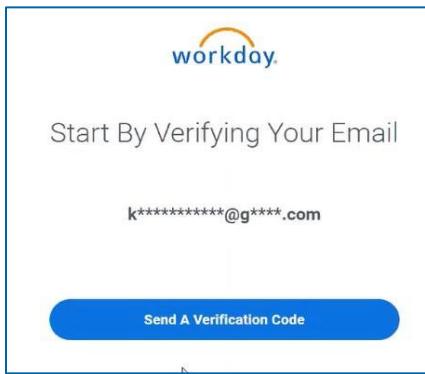
Page 1 of 7

Last Modified: 12/31/25

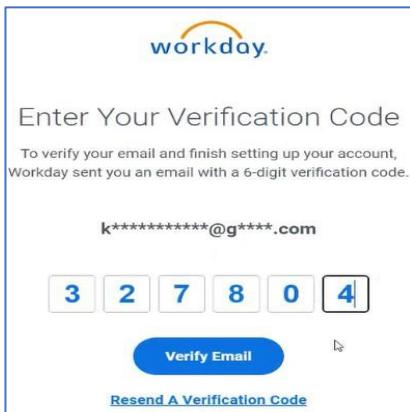
3. After clicking the link in the email, you will be brought back to Strategic Sourcing and will be redirected to Workday Central Login.



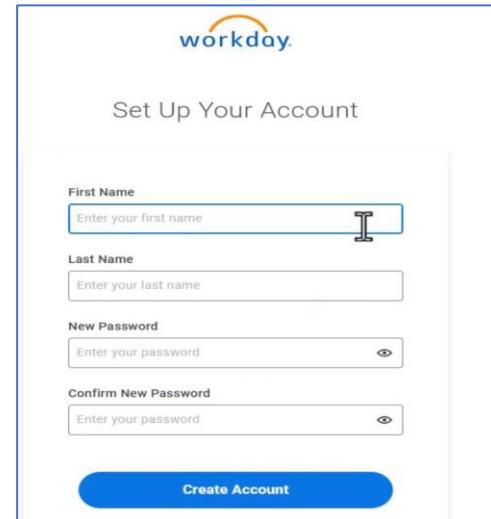
4. On the screen that appears, click "Send a Verification Code". This will send a 6-digit code to your email.



5. Enter the verification code and click **Verify Email**. If you did not receive the email, please check your junk/spam folders. You can also click **Resend a Verification Code** to send it again.



6. Enter your name and create a password for your account. Password requirements appear on screen as you create your password.. Click **Create Account**.



7. Connect your authenticator app by scanning the QR code or manually entering the Account and Secret key provided at the bottom of the screen.



8. Enter the 6-digit code from your authenticator app and click **Connect Authenticator App**.

10. Select the checkbox next to **Accept Terms of Service**. The remaining fields are optional, however we recommend selecting your time zone. Click **Save and Finish**

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	JVQ6 KVHS PUQV QH7U	

Step 2: Connect your account to your authenticator app
Enter the code from the authenticator app below. [Learn more](#)

1	7	6	2	2	9
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Connect Authenticator App 

Workday Strategic Sourcing

Register New User

Terms of Service* [Accept Terms of Service](#) 

Job Title

Phone Number

Timezone

[Privacy Policy](#) **SAVE & FINISH**

9. You can optionally enter a mobile phone number and click **Add Your Mobile Number**, or you can click Skip this Step.

workday

Add a Mobile Number

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

Mobile Number
*Limited countries supported at this time.

Add Your Mobile Number

[Skip this Step](#)

Supplier Information

You will then be taken to the "Supplier Information" screen.

1. Enter your company name, then click Continue



Workday Strategic Sourcing

Supplier Information

You can register each company only once

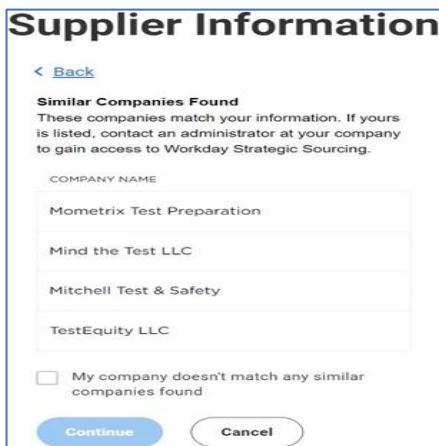
User
Heather White
whitehf@mail.gvsu.edu

Company Name*

Continue

2. If companies with similar names are found, you will see a list of those companies.

IMPORTANT: If your company name is already listed, contact procurement@porthouston.com to gain access to Strategic Sourcing. Do not continue with the registration. This will cause duplicate supplier records to be created.



Supplier Information

[Back](#)

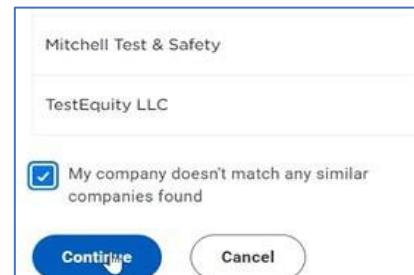
Similar Companies Found
These companies match your information. If yours is listed, contact an administrator at your company to gain access to Workday Strategic Sourcing.

COMPANY NAME
 Mometrix Test Preparation
 Mind the Test LLC
 Mitchell Test & Safety
 TestEquity LLC

My company doesn't match any similar companies found

Continue **Cancel**

3. If you do not see your company listed, click the checkbox next to **My company doesn't match any similar companies found** and click **Continue**.



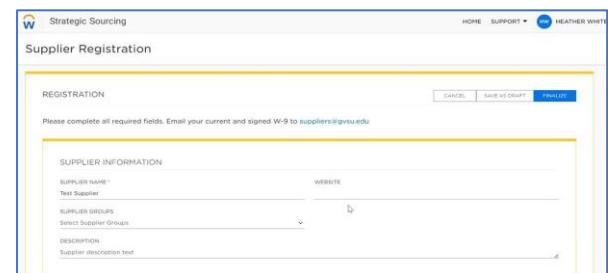
Mitchell Test & Safety

TestEquity LLC

My company doesn't match any similar companies found

Continue **Cancel**

4. Complete the required fields as marked with a *. All other fields are optional. Please note the message at the top of the registration screen to email your current and signed W-9 to strategicSourcing@porthouston.com.



Strategic Sourcing

Supplier Registration

REGISTRATION

Please complete all required fields. Email your current and signed W-9 to suppliers@porthouston.com.

SUPPLIER INFORMATION

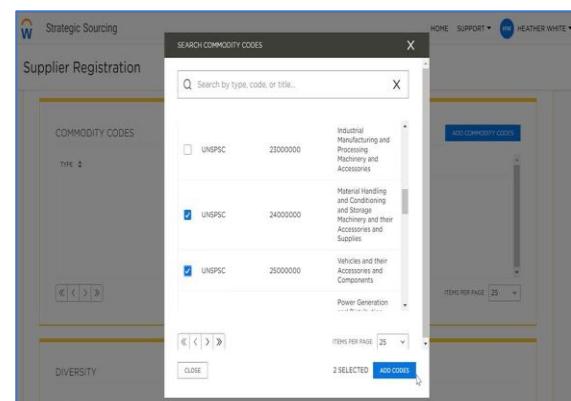
Supplier Name*
Test Supplier

Supplier Groups
Select Supplier Group

Description
Supplier description test

CANCEL **SAVE AS DRAFT** **UPDATE**

5. You can add commodity codes in the next section. You will be notified automatically via email if an RFP posts that matches the commodity codes you select here. Click **ADD COMMODITY CODES** then select the checkboxes for the codes you would like to add, then click **ADD CODES**.



Strategic Sourcing

Supplier Registration

SEARCH COMMODITY CODES

Q Search by type, code, or title...

COMMODITY CODES

TYPE: UNSPSC

23000000 Industrial Manufacturing and Processing Equipment and Accessories

24000000 Material Handling and Conditioning and Storage Machinery and their Components and Supplies

25000000 Vehicles and their Accessories and Components

Power Generation

DIVERSITY

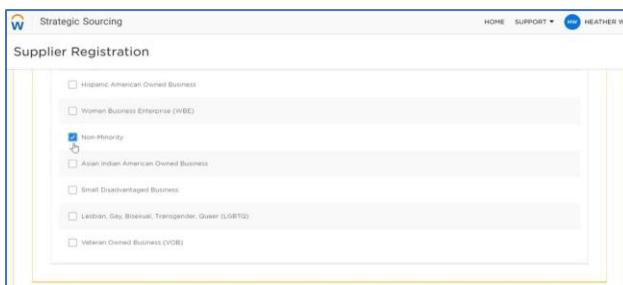
ITEMS PER PAGE: 25

ADD CODES

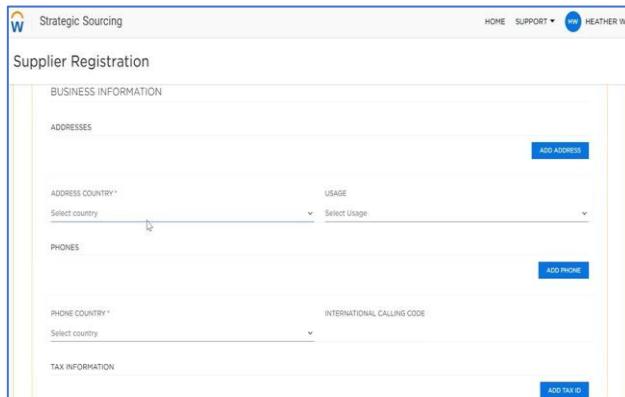
6. Select your diversity classification by selecting United States of America from the dropdown menu in the **DIVERSITY** section. Then click **ADD COUNTRY**.



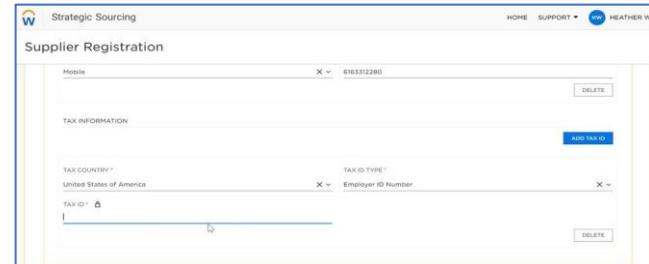
7. Select the checkbox(es) next to the classification(s) that apply. If no classifications apply, select Non-Minority.



8. Complete the required fields in the **BUSINESS INFORMATION** section. Start by selecting a country. If you need to add more than one address or phone number, click **ADD ADDRESS** or **ADD PHONE**

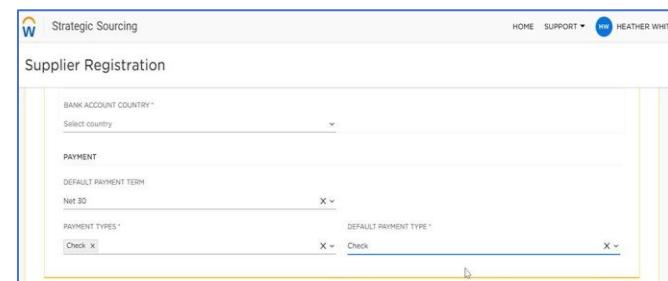


9. Enter your tax information.

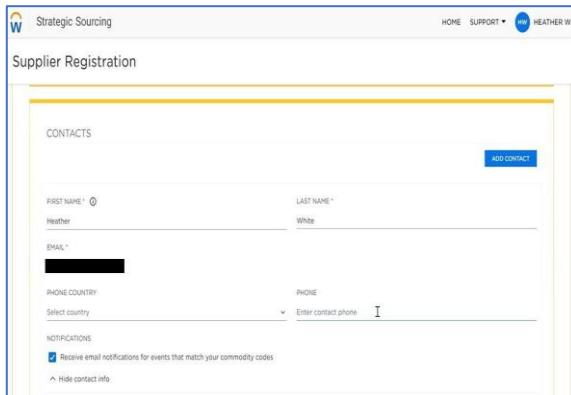


10. Port of Houston has moved to ACH/Direct Deposit as its primary method of payment. Check payment will be by exception only.

In the **PAYMENT** subsection, select your accepted payment types. After selecting your payment types, another field will appear to select your default payment type. You can also select your payment terms. **Fill out all required fields.**

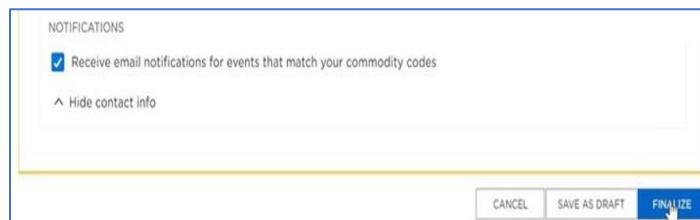


11. The CONTACTS section will allow you to add any other members of your team to be able to access your company's WSS account by clicking **ADD CONTACT**. We suggest including team members that typically assist in drafting bids or updating your company's information if it changes. A First and Last Name and email address are the only required fields, all others are optional.



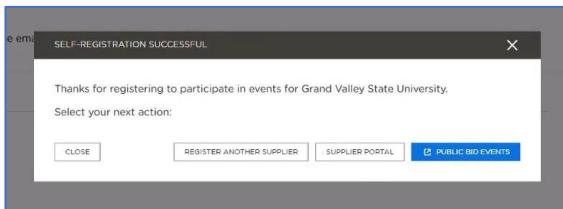
The screenshot shows the 'Supplier Registration' page with the 'CONTACTS' section highlighted. It includes fields for First Name (Heather), Last Name (White), and Email (redacted). Below these are dropdowns for Phone Country (Select country) and Phone (Enter contact phone), and a checkbox for Notifications (Receive email notifications for events that match your commodity codes). At the bottom are buttons for 'ADD CONTACT' and 'NEXT'.

12. When you have completed your self-registration, you can click **FINALIZE** at the bottom right corner of the screen. You also have the option to **SAVE AS DRAFT** if you would like to finish your registration at a later date. Clicking **CANCEL** will cancel and delete your registration.



The screenshot shows the 'Supplier Registration' page with the 'NOTIFICATIONS' section highlighted. It includes a checkbox for 'Receive email notifications for events that match your commodity codes' and a link to 'Hide contact info'. At the bottom are buttons for 'CANCEL', 'SAVE AS DRAFT', and **FINALIZE**.

13. Once finalized, a window will appear asking you to select your next action.



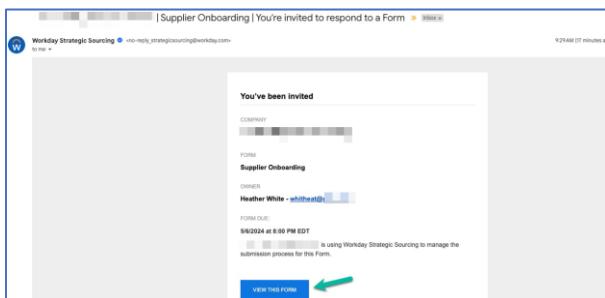
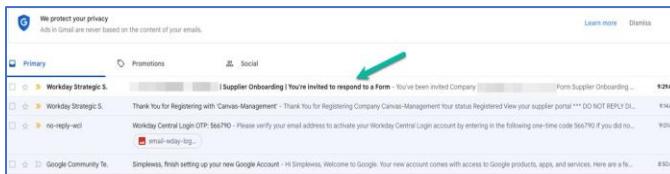
The screenshot shows a confirmation window titled 'SELF-REGISTRATION SUCCESSFUL'. It says 'Thanks for registering to participate in events for Grand Valley State University.' and 'Select your next action:'. It includes buttons for 'CLOSE', 'REGISTER ANOTHER SUPPLIER', 'SUPPLIER PORTAL', and 'PUBLIC BID EVENTS'.

Action	Result
CLOSE	Closes the window
REGISTER ANOTHER SUPPLIER	Begins the registration process to register another company
SUPPLIER PORTAL	Brings you to your supplier portal to update any of your company's information
PUBLIC BID SITE	Brings you to the Procurement public bid site

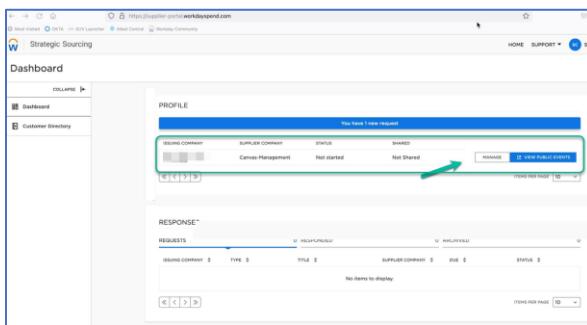
Completing Self-Registration

If you registered through Workday Strategic Sourcing, you will receive an email with an additional step that must be completed.

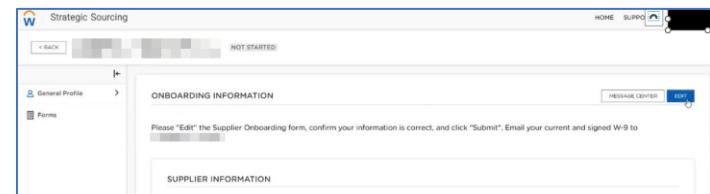
- Once you have completed the onboarding process, you will receive an email that you have a Form to complete. You can click the link in your email or login to WSS using your credentials.



- After you have logged in, you'll see the form request on your dashboard. Click **MANAGE**. You can also use the **VIEW PUBLIC EVENTS** to see a list of open RFP's from Port of Houston.



- Click EDIT in the top right corner of the section.



- Click Submit. Make sure to email your completed W-9 to strategicsourcing@porthouston.com.



- You will now see that you have submitted your profile to the Port of Houston.

