

## 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

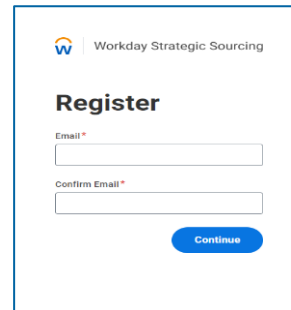
**Frequently used web browser authenticator apps include:**

- 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](mailto:no-reply_strategicsourcing@workday.com). Click SIGN UP AND VIEW THIS RFP

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



The screenshot shows the 'Register' screen in the Workday Strategic Sourcing application. It features a header with the Workday logo and the text 'Workday Strategic Sourcing'. Below the header, the word 'Register' is prominently displayed. There are two input fields: 'Email \*' and 'Confirm Email \*'. A blue 'Continue' button is located at the bottom right of the form.

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.



The screenshot shows an email verification screen from Workday Strategic Sourcing. It states: 'We've sent an email to [redacted]@gmail.com with a link to register with Workday Strategic Sourcing. Click the link in the email to continue. If you didn't receive the email; check your spam folder or contact your system administrator.' There are two buttons: 'Resend Email' and 'Sign In'. At the bottom, it says: 'You will be able to request resend email in 4 minutes and 57 seconds.'

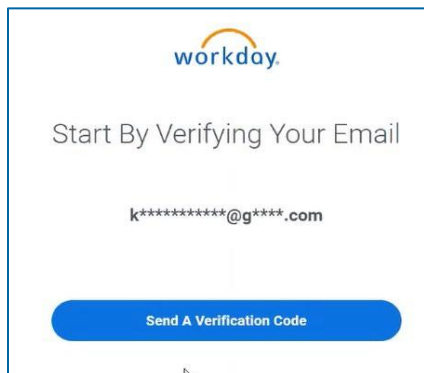
## Register Supplier

To begin:

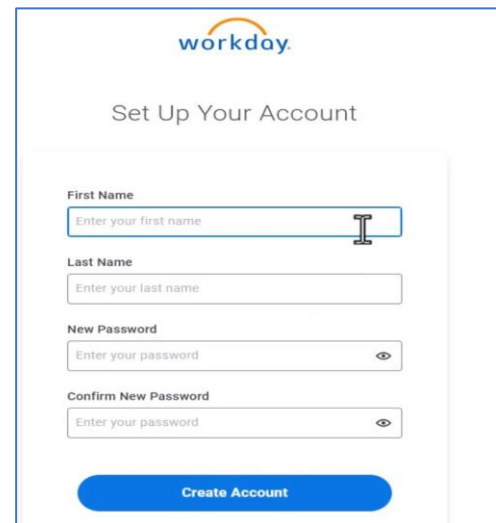
- After clicking the link in the email, you will be brought back to Strategic Sourcing and will be redirected to Workday Central Login.



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



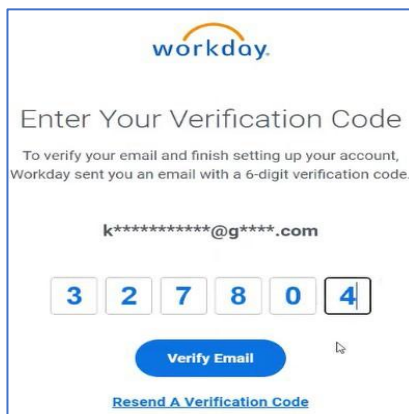
- Enter your name and create a password for your account. Password requirements appear on screen as you create your password.. Click **Create Account**.



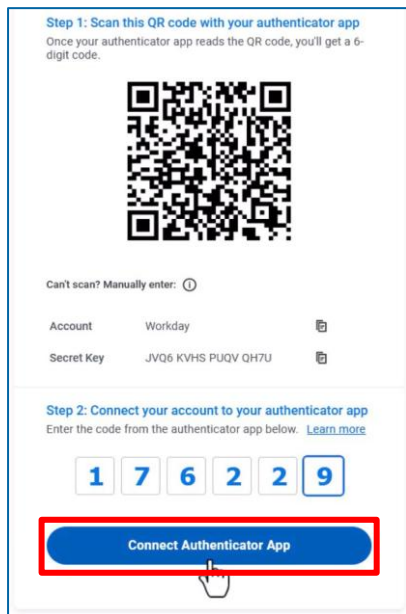
- Connect your authenticator app by scanning the QR code or manually entering the Account and Secret key provided at the bottom of the screen.




- 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.



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



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: ⓘ

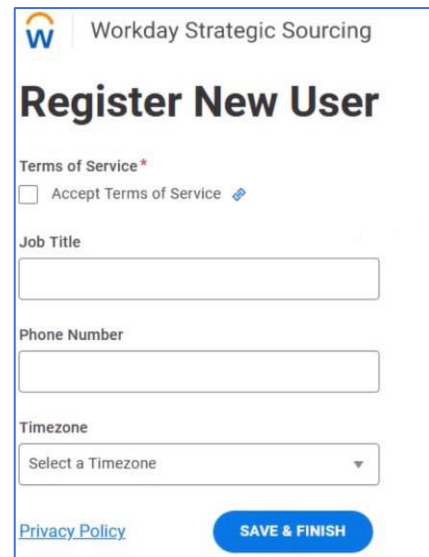
Account Workday ⓘ  
Secret Key JYQ6 KVHS PUQV QH7U ⓘ

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

**Connect Authenticator App**

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



Workday Strategic Sourcing

## Register New User

Terms of Service\*

☐ Accept Terms of Service ⓘ

Job Title

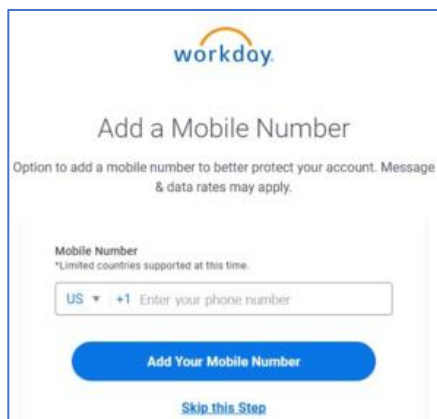
Phone Number

Timezone

Select a 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.

US ▼ +1 Enter your phone number

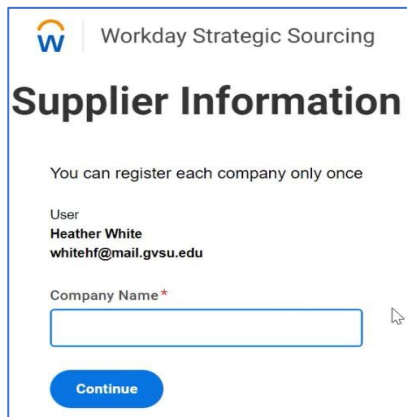
**Add Your Mobile Number**

[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

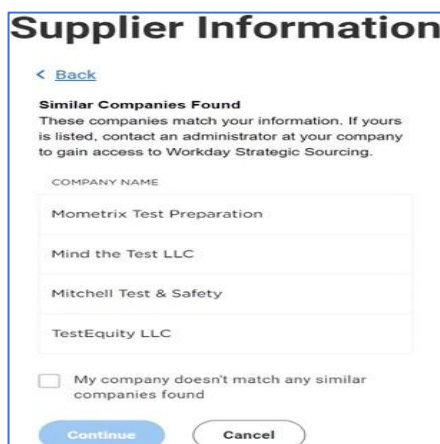
You can register each company only once

User  
Heather White  
whiteh@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](mailto: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

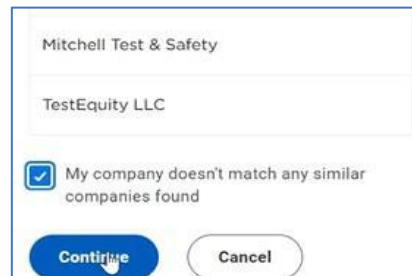
Mitchell Test & Safety

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**.



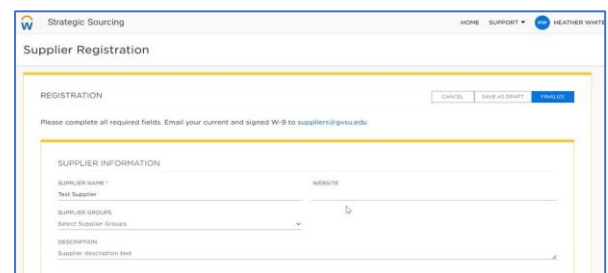
Mitchell Test & Safety

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](mailto:strategicSourcing@porthouston.com).



Strategic Sourcing

Supplier Registration

REGISTRATION

Please complete all required fields. Email your current and signed W-9 to [suppliers@gvsu.edu](mailto:suppliers@gvsu.edu)

SUPPLIER INFORMATION

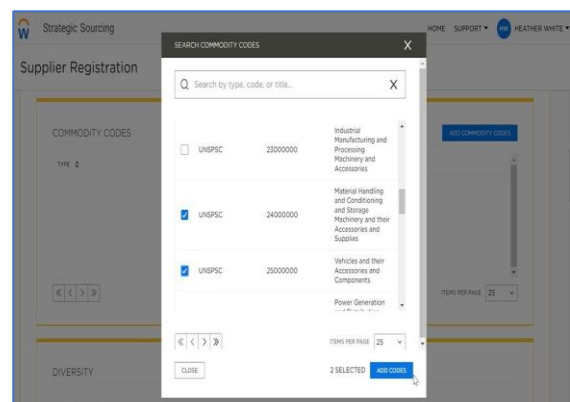
SUPPLIER NAME\* Text Supplier WEBSITE

SUPPLIER ADDRESS Select Supplier Group

DESCRIPTION Supplier description text

Cancel Save as Draft Register

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

COMMODITY CODES

TYPE 2

SEARCH COMMODITY CODES

Search by type, code, or title

UNSPSC 23000000 Industrial Manufacturing and Processing Machinery and Accessories

☒ UNSPSC 24000000 Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies

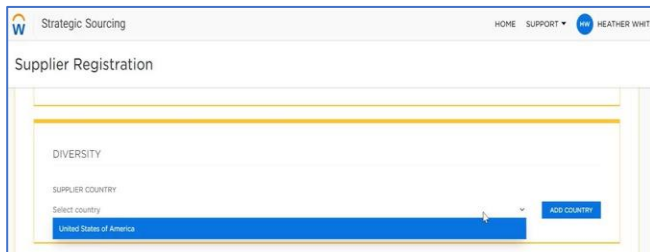
☒ UNSPSC 25000000 Vehicles and their Accessories and Components

Power Generation

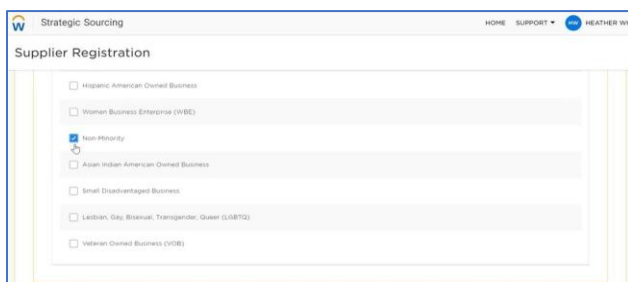
2 SELECTED

ADD CODES

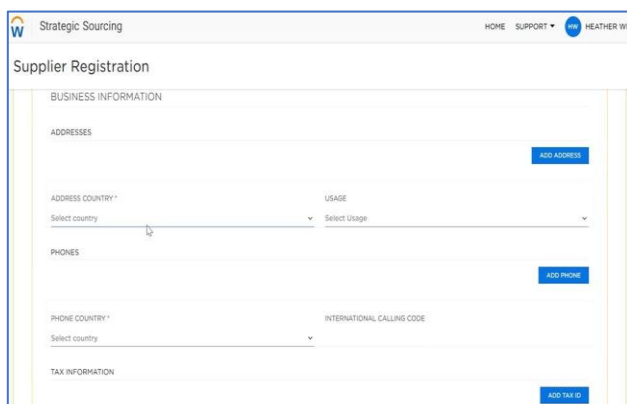
- Select your diversity classification by selecting United States of America from the dropdown menu in the **DIVERSITY** section. Then click **ADD COUNTRY**.



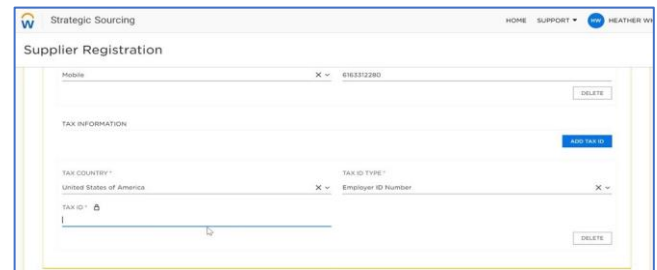
- Select the checkbox(es) next to the classification(s) that apply. If no classifications apply, select Non-Minority.



- 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**

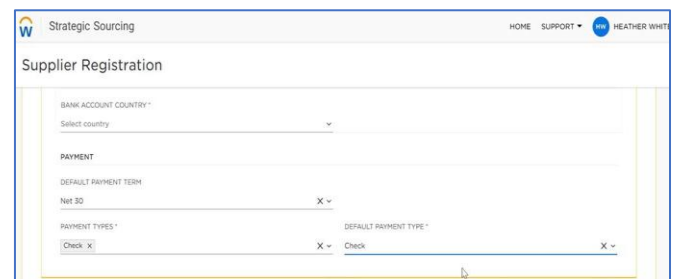


- Enter your tax information.

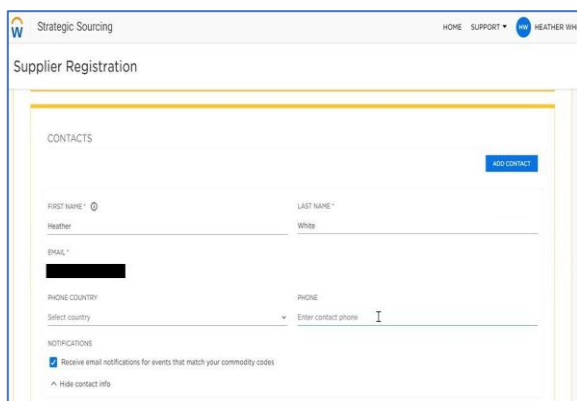


- Port of Houston has moved to ACH/Direct Deposit as its primary method of payment. Check payment will be by exception only.

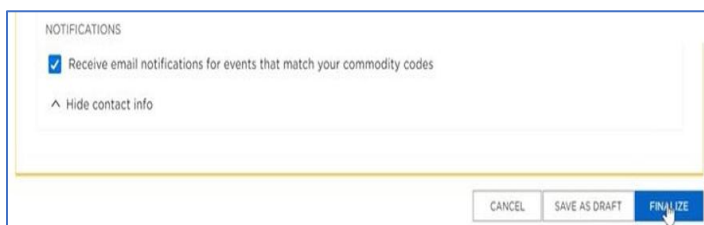
In the **PAYMENT** subsection, select your accepted payment types. After selecting your payment types, another field will appear to select your default payment type. You can also select your payment terms. **Fill out all required fields.**



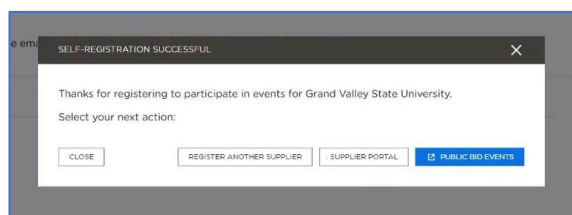
11. The CONTACTS section will allow you to add any other members of your team to be able to access your company's WSS account by clicking **ADD CONTACT**. We suggest including team members that typically assist in drafting bids or updating your company's information if it changes. A First and Last Name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



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.



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

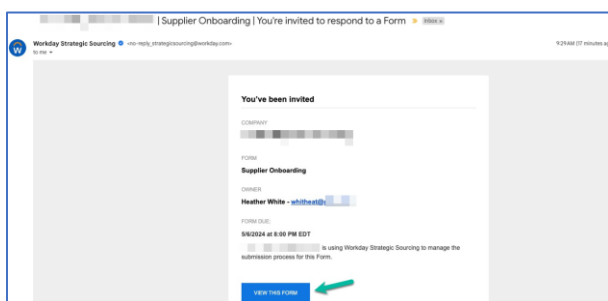
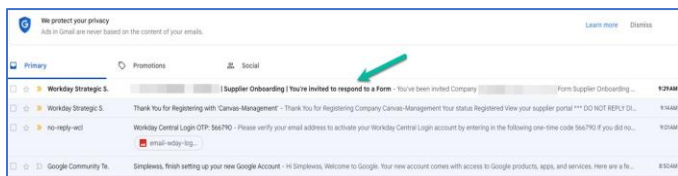


Action	Result
<b>CLOSE</b>	Closes the window
<b>REGISTER ANOTHER SUPPLIER</b>	Begins the registration process to register another company
<b>SUPPLIER PORTAL</b>	Brings you to your supplier portal to update any of your company's information
<b>PUBLIC BID SITE</b>	Brings you to the Procurement public bid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

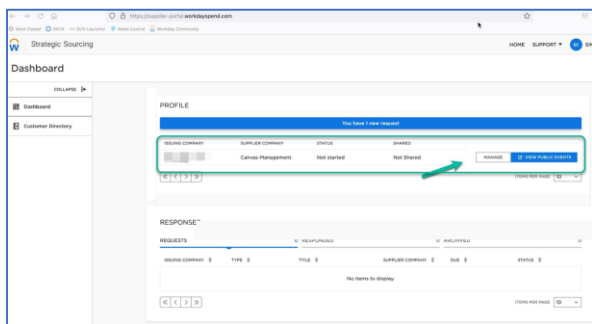
## Completing Self-Registration

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

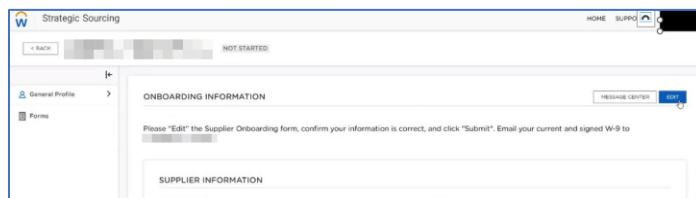
1. Once you have completed the onboarding process, you will receive an email that you have a Form to complete. You can click the link in your email or login to WSS using your credentials.



2. 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.



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



4. Click Submit. Make sure to email your completed W-9 to [strategicsourcing@porthouston.com](mailto:strategicsourcing@porthouston.com).



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

