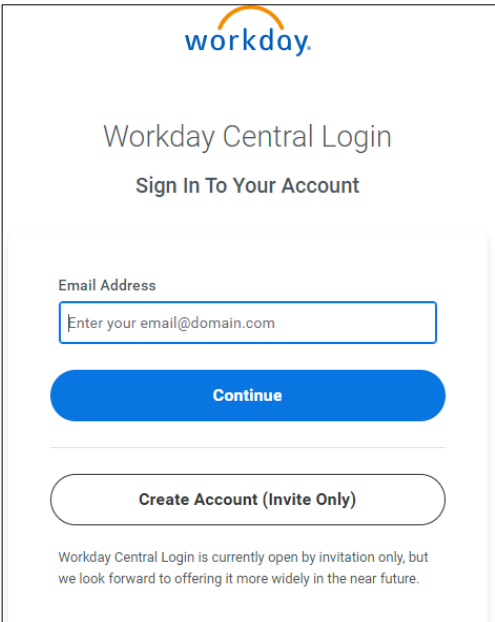


Managing Supplier Information (Supplier-Managed Process)

Managing Supplier Information (Supplier Managed Process)

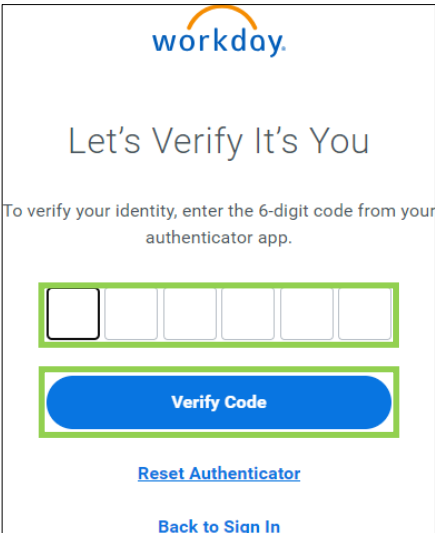
This Process allows registered suppliers to maintain their own profile information in Strategic Sourcing.

- 1. Log in to **Workday Strategic Sourcing** using your supplier credentials.



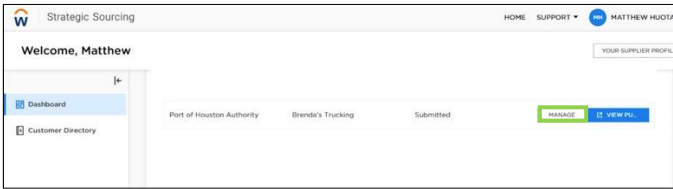
The screenshot shows the Workday Central Login page. At the top is the Workday logo. Below it, the text reads "Workday Central Login" and "Sign In To Your Account". There is a section for "Email Address" with a text input field containing the placeholder "Enter your email@domain.com". Below the input field is a blue "Continue" button. Further down is a "Create Account (Invite Only)" button. At the bottom, a note states: "Workday Central Login is currently open by invitation only, but we look forward to offering it more widely in the near future."

- 2. Enter your **password and 6-digit code** from your authenticator app then Click **Verify Code**.



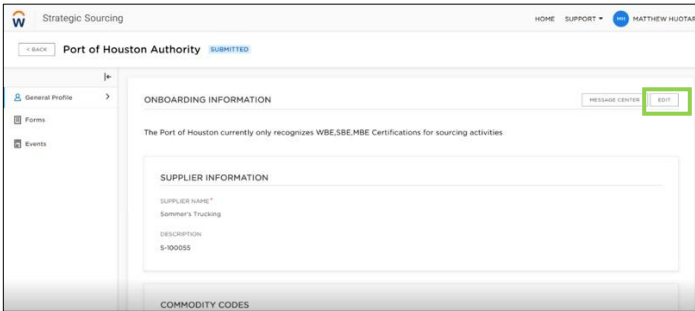
The screenshot shows the Workday Verify Code page. At the top is the Workday logo. Below it, the text reads "Let's Verify It's You". A message says: "To verify your identity, enter the 6-digit code from your authenticator app." Below this is a row of six input boxes for the code. A blue "Verify Code" button is positioned below the input boxes. At the bottom, there are two links: "Reset Authenticator" and "Back to Sign In".

- 3. Click **Manage**.



The screenshot shows the Strategic Sourcing dashboard. The top navigation bar includes "HOME", "SUPPORT", and a user profile for "MATTHEW HUOTA". The main content area has a "Welcome, Matthew" message and a "YOUR SUPPLIER PROFILE" link. Below this, there are three tabs: "Port of Houston Authority", "Brenda's Trucking", and "Submitted". The "Submitted" tab is active, showing a "MANAGE" button and a "VIEW PROFILE" button.

- 4. Click **Edit** to update any necessary fields.

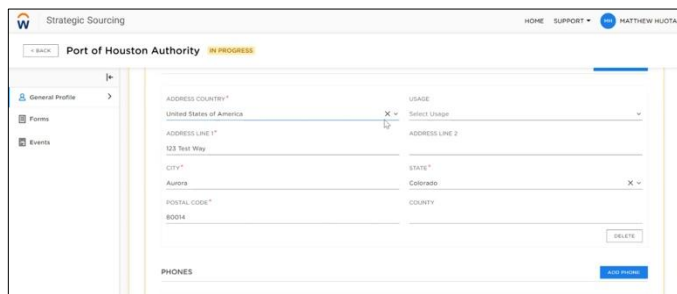


The screenshot shows the "Supplier Information" edit screen. The top navigation bar includes "HOME", "SUPPORT", and a user profile for "MATTHEW HUOTA". The main content area has a "Port of Houston Authority" tab and a "SUBMITTED" status. Below this, there is a "MESSAGE CENTER" and a "EDIT" button. The "SUPPLIER INFORMATION" section contains fields for "SUPPLIER NAME" (Brenda's Trucking) and "DESCRIPTION" (S-100000). Below this is a "COMMODITY CODES" section.

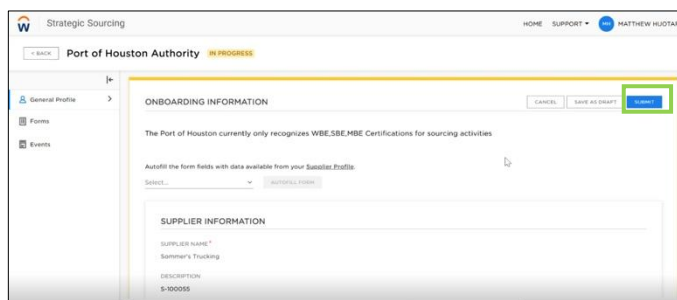
Finance: Strategic Sourcing

5. Update allowed fields (e.g., Address information)

Note: Certain fields (e.g. Tax ID, banking information and legal Name) may be restricted as a group.



6. Click **Submit**.



Note: Once submitted suppliers cannot make additional edits until change(s) sync with Workday. Updates flow to Workday via hourly integration. Approval occurs on in Workday (not Strategic Sourcing).