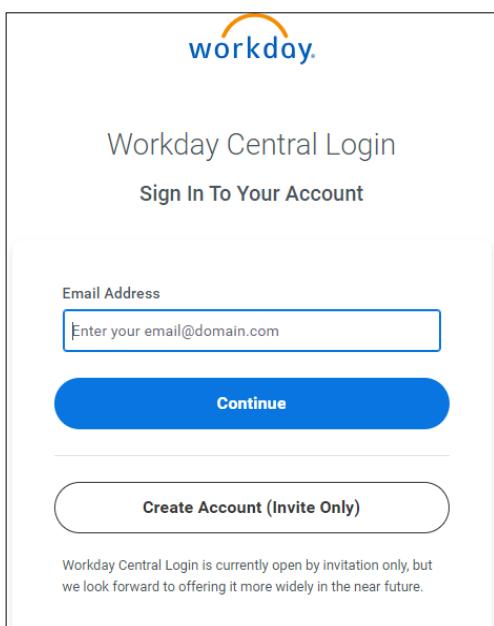


Managing Supplier Information (Supplier-Managed Process)

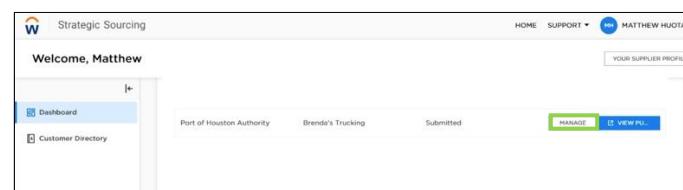
Managing Supplier Information (Supplier Managed Process)

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

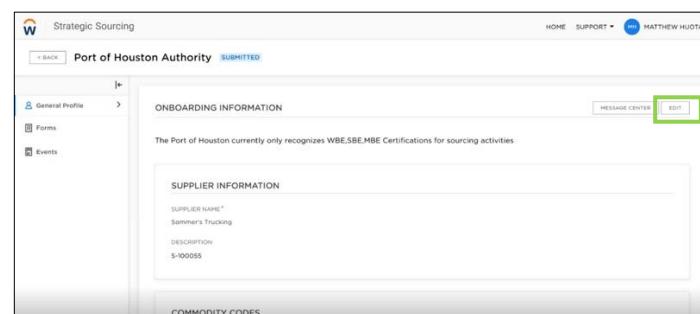
1. Log in to **Workday Strategic Sourcing** using your supplier credentials.



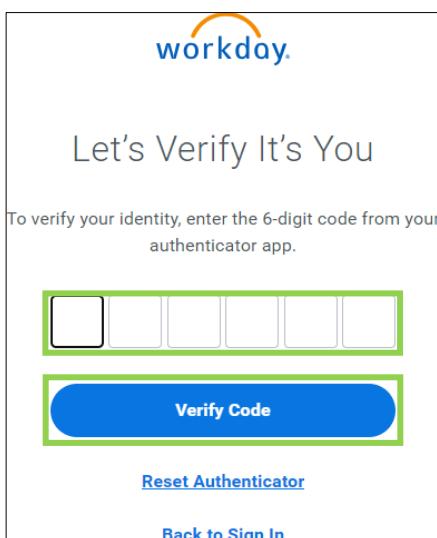
3. Click **Manage**.



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



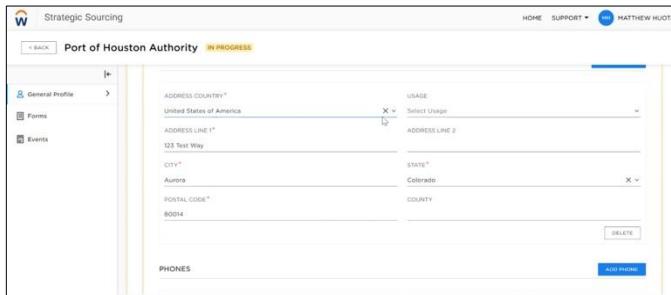
2. Enter your **password and 6-digit code** from your authenticator app then Click **Verify Code**.



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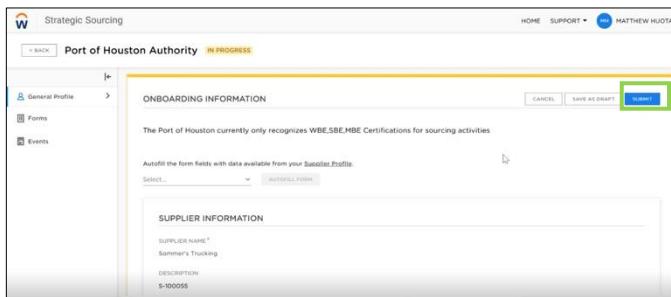
5. Update allowed fields (e.g., Address information)

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



The screenshot shows the 'General Profile' section of the Strategic Sourcing application. It includes fields for address information: ADDRESS COUNTRY (United States of America), ADDRESS LINE 1 (123 Test Way), CITY (Aurora), STATE (Colorado), and POSTAL CODE (80014). There are also fields for ADDRESS LINE 2, USAGE (Select Usage), and COUNTY. A 'DELETE' button is visible, and a 'PHONES' section with an 'ADD PHONE' button is at the bottom.

6. Click **Submit**.



The screenshot shows the 'ONBOARDING INFORMATION' section. It displays a message: 'The Port of Houston currently only recognizes WBE,SBE,MBE Certifications for sourcing activities'. Below this is an 'Autofill the form fields with data available from your Supplier profile' section with a dropdown menu and an 'AUTOFILL FORM' button. The 'SUPPLIER INFORMATION' section contains fields for SUPPLIER NAME (Summer's Trucking) and DESCRIPTION (S-100055). The 'SUBMIT' button is highlighted with a green box.

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).