

# Workday Strategic Sourcing

Supplier Guide – Briefing Pack  
2024



## Acknowledgement of Country

RMIT University acknowledges the people of the Woi wurrung and Boon wurrung language groups of the eastern Kulin Nation on whose unceded lands we conduct the business of the University.

RMIT University respectfully acknowledges their Ancestors and Elders, past and present.

RMIT also acknowledges the Traditional Custodians and their Ancestors of the lands and waters across Australia where we conduct our business.

# Guide Outline

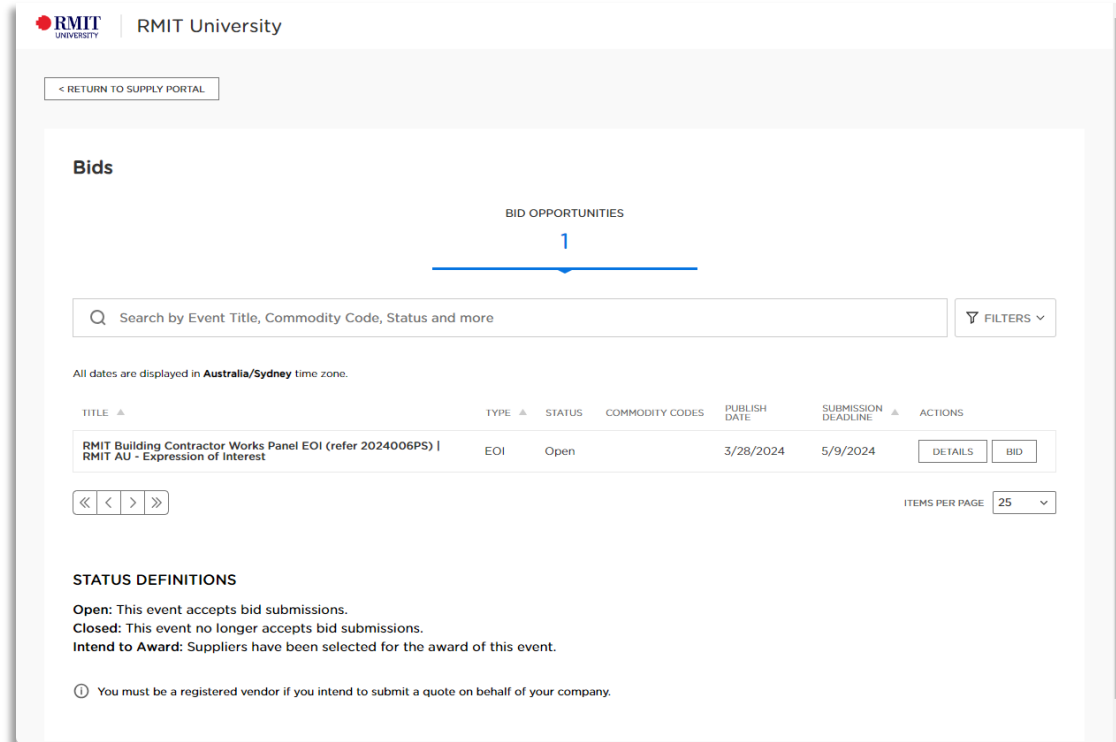
- **Tender Access**
- **Registering for Strategic Sourcing**
- **Tender Response**
- **Message Centre**
- **Submitting a Tender Response**
- **Support**



# Tender Access

RMIT Tenders will be via a Public Tender or by Email Invitation.

Public Tenders can be access via the following address:  
[www.rmit.edu.au/procurementtenders](http://www.rmit.edu.au/procurementtenders)



The screenshot displays the RMIT University procurement portal. At the top, the RMIT University logo and name are visible. Below the logo is a navigation link: "< RETURN TO SUPPLY PORTAL". The main heading is "Bids", followed by a sub-heading "BID OPPORTUNITIES" with a large blue "1" indicating one opportunity. A search bar is present with the placeholder text "Search by Event Title, Commodity Code, Status and more" and a "FILTERS" dropdown menu. Below the search bar, a note states "All dates are displayed in Australia/Sydney time zone." A table lists the bid opportunities with columns for Title, Type, Status, Commodity Codes, Publish Date, Submission Deadline, and Actions. The table contains one entry: "RMIT Building Contractor Works Panel EOI (refer 2024006PS) | RMIT AU - Expression of Interest" with Type "EOI", Status "Open", Publish Date "3/28/2024", and Submission Deadline "5/9/2024". The Actions column for this entry contains "DETAILS" and "BID" buttons. Below the table are navigation arrows and an "ITEMS PER PAGE" dropdown set to "25". A "STATUS DEFINITIONS" section follows, explaining the meanings of "Open", "Closed", and "Intend to Award". At the bottom, a note states: "You must be a registered vendor if you intend to submit a quote on behalf of your company."

RMIT UNIVERSITY | RMIT University

< RETURN TO SUPPLY PORTAL

## Bids

BID OPPORTUNITIES

1

Search by Event Title, Commodity Code, Status and more FILTERS

All dates are displayed in Australia/Sydney time zone.

TITLE	TYPE	STATUS	COMMODITY CODES	PUBLISH DATE	SUBMISSION DEADLINE	ACTIONS
RMIT Building Contractor Works Panel EOI (refer 2024006PS)   RMIT AU - Expression of Interest	EOI	Open		3/28/2024	5/9/2024	DETAILS BID

ITEMS PER PAGE 25

### STATUS DEFINITIONS

**Open:** This event accepts bid submissions.  
**Closed:** This event no longer accepts bid submissions.  
**Intend to Award:** Suppliers have been selected for the award of this event.

You must be a registered vendor if you intend to submit a quote on behalf of your company.



# Tender Access

Click **Details** to view the Tender Details and Attachments or click **Bid**

All dates are displayed in **Australia/Sydney** time zone.

TITLE ▲	TYPE ▲	STATUS	COMMODITY CODES	PUBLISH DATE	SUBMISSION DEADLINE	ACTIONS
RMIT Building Contractor Works Panel EOI (refer 2024006PS)   RMIT AU - Expression of Interest	EOI	Open		3/28/2024	5/9/2024	<a href="#">DETAILS</a> <a href="#">BID</a>

ITEMS PER PAGE 25 ▼

Strategic Sourcing uses Workday Central Login (WCL) as a secure authentication platform.

To create an account, you need to verify your email, set up a strong password, and pair your authenticator app.

*Note: Suppliers must register their account on a desktop.*

It is advised to:

- whitelist the following domain: amazonses.com
- allow all emails from [no-reply\\_strategicsourcing@workday.com](mailto:no-reply_strategicsourcing@workday.com)
- check Spam folders

*For Suppliers using Workday:*

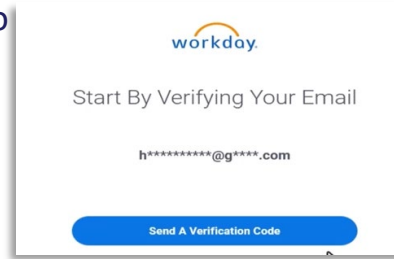
If you have both buyer and supplier accounts, you'll need to sign in the first time you switch active accounts during a session.

# Registering for Strategic Sourcing

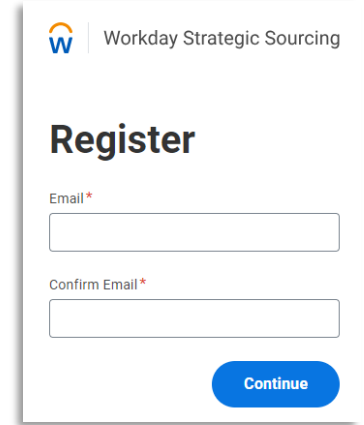
1. After clicking Bid for a Public Tender then you will need to register. Add and confirm your email address:

*Note: If you have an email invitation select **Sign Up and View This RFP** in the email and continue with the registration steps.*

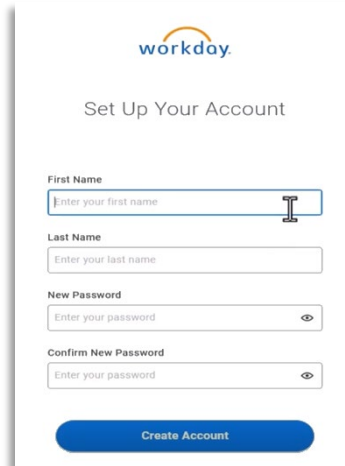
2. Click **Send a Verification Code** to send a 6-digit one-time password to your email address. This email will be the username you use to log into WCL.



The screenshot shows the Workday logo at the top. Below it, the text reads "Start By Verifying Your Email". Underneath, there is a placeholder email address "h\*\*\*\*\*@g\*\*\*\*.com". At the bottom, there is a blue button labeled "Send A Verification Code".



The screenshot shows the Workday Strategic Sourcing logo at the top. Below it, the text reads "Register". There are two input fields: "Email\*" and "Confirm Email\*", both with asterisks indicating they are required. At the bottom right, there is a blue button labeled "Continue".



The screenshot shows the Workday logo at the top. Below it, the text reads "Set Up Your Account". There are four input fields: "First Name" (with placeholder "Enter your first name"), "Last Name" (with placeholder "Enter your last name"), "New Password" (with placeholder "Enter your password" and an eye icon), and "Confirm New Password" (with placeholder "Enter your password" and an eye icon). At the bottom, there is a blue button labeled "Create Account".

3. Once you've verified your email address, enter your name, create a new password, and click **Create Account**.

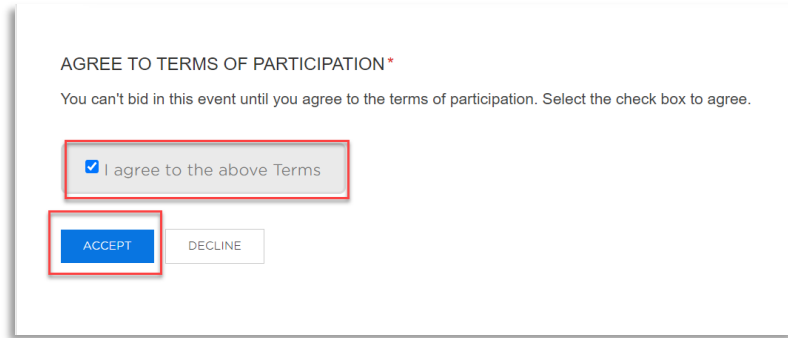
4. Scan the QR code using your authenticator app and enter a 6-digit code from your app.

5. Click **Connect Authenticator App** and finalise the registration.



# Tender Response

To respond to a tender, you must first accept the agree to the terms of participation by checking the box and clicking Accept:

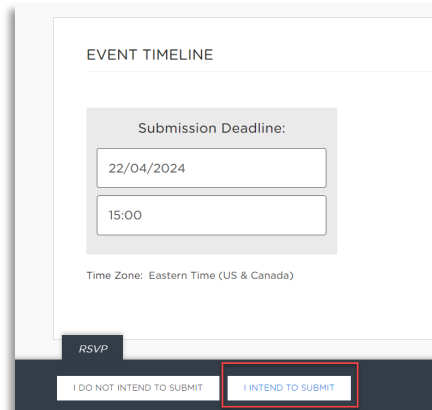


AGREE TO TERMS OF PARTICIPATION \*

You can't bid in this event until you agree to the terms of participation. Select the check box to agree.

I agree to the above Terms

RSVP to the Sourcing Event by clicking on the “I intend to Submit” button



EVENT TIMELINE

Submission Deadline:

22/04/2024

15:00

Time Zone: Eastern Time (US & Canada)

RSVP



# Tender Response

## Optional Step - Invite Team Members to contribute to the response

### INVITE TEAM MEMBERS [WALK ME THROUGH IT](#)



NAME	EMAIL	STATUS	
<input type="text" value="Enter Name..."/>	<input type="text" value="Enter Email..."/>		<input type="button" value="ADD"/>

Click on Edit to Build your response:

### BUILD YOUR PROPOSAL [WALK ME THROUGH IT](#)

[Response Sheets](#)

You must answer the listed questionnaire(s) before submitting your response.

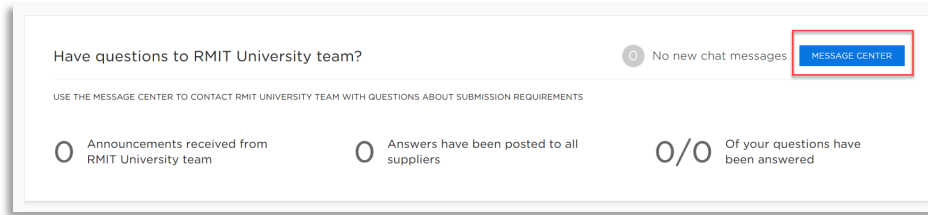
SECTION	DESCRIPTION	LAST UPDATED	PERCENT COMPLETE	# OF FEEDBACK	
 Due Diligence		Never	0% (0/19)	--	<input type="button" value="EDIT"/>
 Company details		Never	0% (0/20)	--	<input type="button" value="EDIT"/>



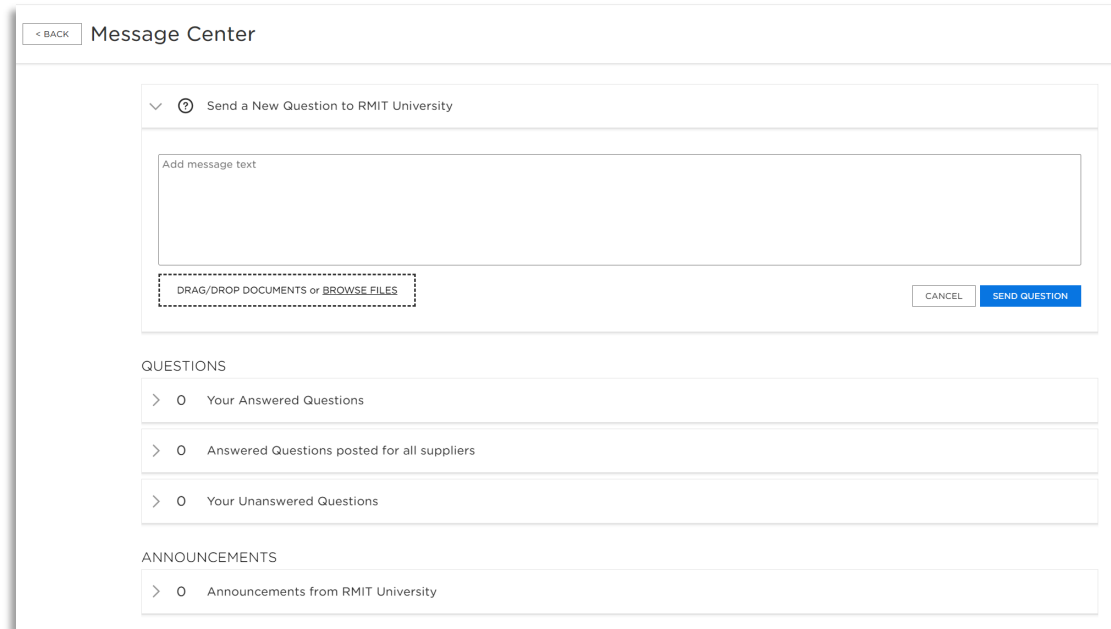


# Message Centre

Use the Message Center if you need to clarify anything?  
Click on Message Centre:



Send a New Question or review answered questions and announcements:



# Submit your Response

Once you have built your proposal and completed all of the required sections, you can click “Submit Request for Tender” which appears on the bottom action bar on the screen.

The image shows a screenshot of a web interface. At the top, there is a chat header with the text "Have questions to RMIT University team?" and a "MESSAGE CENTER" button. Below this, there are three status indicators: "Announcements received from RMIT University team", "Answers have been posted to all suppliers", and "0/0 Of your questions have been answered". At the bottom of the page, there is a dark blue action bar with three buttons: "PREVIEW", "SUBMIT REQUEST FOR TENDER", and "SAVE". A red arrow points from the "SUBMIT REQUEST FOR TENDER" button in the action bar to a larger, zoomed-in version of the same button below it, which is also highlighted with a red border.



# Useful Resources & Support

need help?

## Support for Workday Strategic Sourcing Suppliers is provided by RMIT Procurement Connect and Workday

### RMIT Procurement:

Visit <https://www.rmit.edu.au/utilities/supplier-tender-support> or email [procurementrequests@rmit.edu.au](mailto:procurementrequests@rmit.edu.au)

### In-App Support

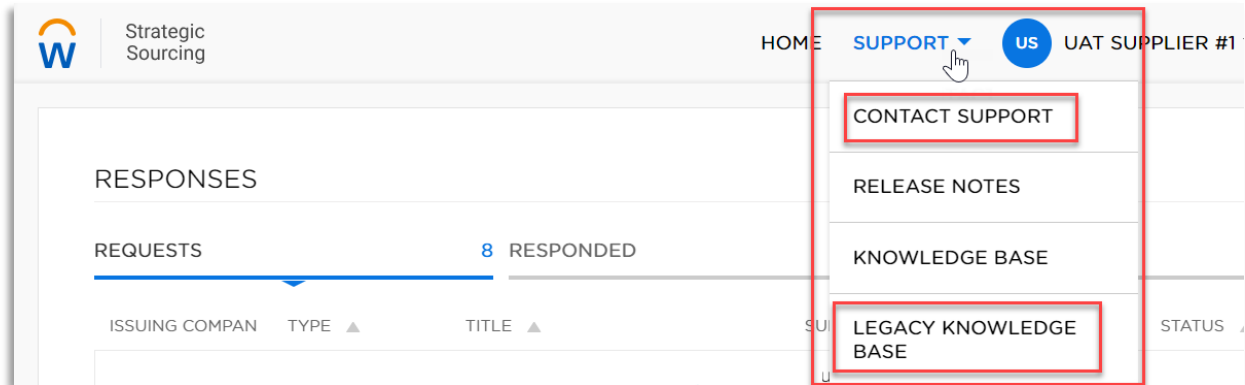
Click the Support button in the top right corner of the screen.

### Contact Workday Support

Select "Contact Support" to send a message directly to WSS Support.

Alternatively, suppliers can email WSS: [scoutsupport@workday.com](mailto:scoutsupport@workday.com)  
(Note: this website refers to "Scout" because WSS was previously called Scout.)

US-based support from 9am to 9pm ET, Monday through Friday. (AEST 11pm to 11am)



The screenshot shows the Workday Strategic Sourcing interface. At the top left is the Workday logo and the text "Strategic Sourcing". To the right are navigation links for "HOME", "SUPPORT", and "US". A dropdown menu is open under "SUPPORT", with a hand cursor pointing to it. The menu items are "CONTACT SUPPORT", "RELEASE NOTES", "KNOWLEDGE BASE", and "LEGACY KNOWLEDGE BASE". Below the menu, the main content area shows "RESPONSES" and "REQUESTS" with a progress bar indicating "8 RESPONDED". A table with columns "ISSUING COMPAN", "TYPE", and "TITLE" is partially visible at the bottom.