

Question

How do suppliers login to the Workday Strategic Sourcing (WSS) platform?

Answer

Suppliers can access Strategic Sourcing by email invitation only.

Strategic Sourcing uses Workday Central Login (WCL) as a secure authentication platform where you can access the Workday suite of products and applications, using a single identity. After you authenticate and set up your account, you can access Strategic Sourcing through Workday Central Login.

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

Sign up for Strategic Sourcing

Prerequisites

You can access Strategic Sourcing by email invitation only.

Before creating an account, download an authenticator app to your phone from the Apple or Google app store.

Frequently-used authenticators include:

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

If you don't have a mobile device, you can use a browser-based option, such as 1Password. Browser plugins and extensions can scan a QR code displayed in the browser. The setup process for each app may vary.

Context

Workday Strategic Sourcing is a cloud-based sourcing tool that you can use to streamline your procurement process. You register through Workday Central Login which enables you 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 pair your authenticator app.

Note: Suppliers must register their account on a desktop.

Sign up for Strategic Sourcing Steps

1. In the email, select **Sign Up and View This RFP**.

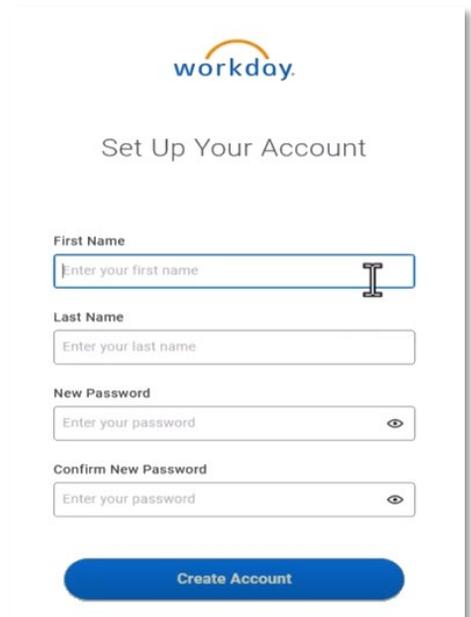
If you're expecting an email but don't receive it, ensure it's not in your Spam folder and allow all emails from `no-reply_strategicsourcing@workday.com`

We also recommend that you ask your IT team to enable the `amazonses.com` domain.

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.

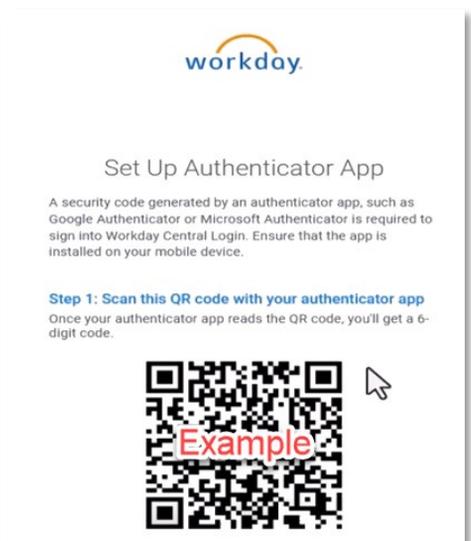


3. Once you've verified your email address, enter your name, create a new password, and click **Create Account**.



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

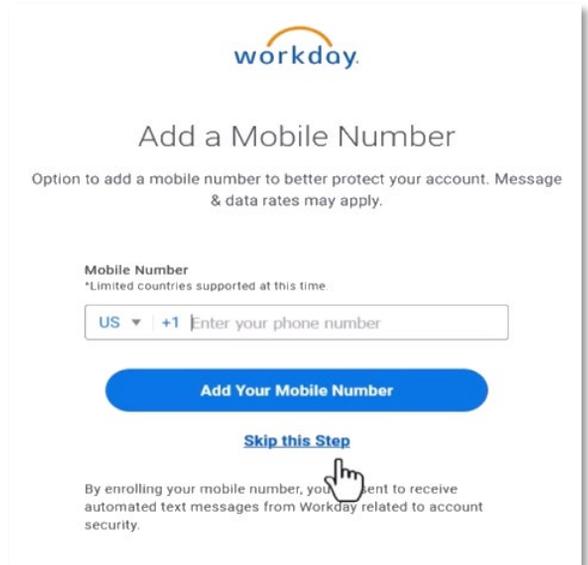
5. Click **Connect Authenticator App**.



Sign up for Strategic Sourcing Steps cont.

6. (Optional) Add and verify your mobile phone number.

Workday supports a limited number of countries for mobile phone numbers.



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](#)

By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.

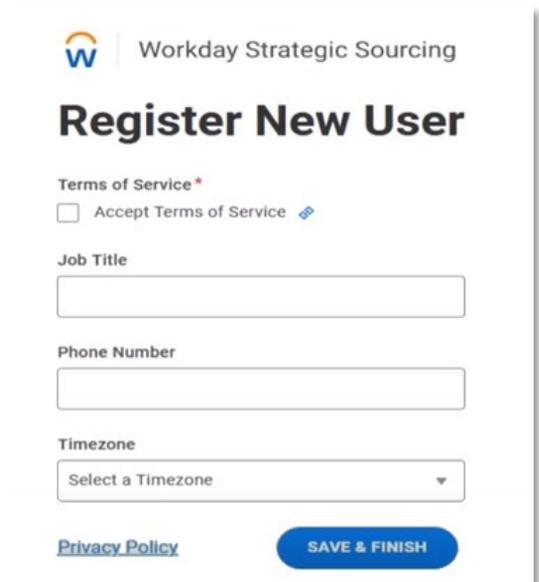
7. Select the **Accept Terms of Service** check box.

8. (Optional) Enter these fields:

- Job Title
- Phone Number
- Language
- Time zone

9. Click **Save & Finish**. You can now review the event that you've been invited to.

You can view the event in the **Responses** section of your home page.



W | 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**

10. Select the title of the event to review and respond to the sourcing team.

When you're reviewing the event, pay particular attention to the conditions of participation and statement of requirements.

Sign up for Strategic Sourcing Steps cont.

11. (Optional) You can invite teammates to collaborate with you on the event by entering their name and email in the **Invite Team Members** section and clicking **Add**.

If your colleague registered in Strategic Sourcing previously, they can sign in and access the bid immediately. Otherwise, they receive an email invitation with a link to create an account in Strategic Sourcing.

If you can't add them, it might be because they're already registered in Strategic Sourcing under a different company name. To fix, contact the sourcing manager and request that they put you and your teammate under the same company name in their directory. Then, retry this step.

12. (Optional) You can submit questions and view other messages from the sourcing manager using the **Message Center**.
Your questions are confidential.

13. (Optional) You can access help and support by selecting **Contact Support** from the **Support** tab in the top navigation bar.

Result

You and your teammates are signed up. You can sign into Strategic Sourcing at any time. Once registered with Strategic Sourcing, the next time you sign in, WCL will prompt you to **always trust this browser**.

Mark a browser as trusted only for a computer you regularly log into.

Next Steps

You can now set your time zone and manage deadlines.

FAQ: Sign In and Account Security

Question: What if I don't have a mobile device?

Answer: If you don't have a mobile device, you can use a browser-based option, like 1Password, for multifactor authentication. Browser-based options can scan QR codes in WCL

Question: If I get a new phone, do I need to reset my authenticator app?

Answer: Yes. To reset your authenticator app and pair it with a new device:

- 1. When WCL prompts you to enter a 6-digit verification code from your authenticator, click **Reset Authenticator** below the prompt.*
- 2. Enter the 6-digit code sent to your email address before syncing the authenticator on your new device.*
- 3. Scan the QR code with your new device to sync your authenticator app*

Question: What can I do when I forget my password?

Answer:

- 1. Access the sign-in page.*
- 2. Enter your email address and click **Continue**.*
- 3. Click **Forgot Password**.*
- 4. Click **Reset Your Password**.*
- 5. Enter the 6-digit code from your authenticator app.*
- 6. Click **Send Code**.*
*If you don't have access to the primary email and have a mobile phone number added to your account, you can select **Try With SMS**.*
Workday supports a limited number of countries for mobile phone numbers.
- 7. Enter the 6-digit one-time password that was sent to your email address or mobile phone number and click **Verify Code**.*
- 8. Enter and confirm your new password.*

Question: How do I reset my password?

*Answer: You can reset your password with the **Forgot Password** button from the sign-in page. You can also reset your password in the **Account Settings** of your user profile.*

1. *Access your user profile in Strategic Sourcing.*
2. *Click **Account Settings**.*
3. *In the **Security Settings** tab, click **Change My Password**.*
4. *Scan the QR code using your authenticator app and enter a 6-digit code from your app.*
5. *Enter your old password, your new password, and confirm your new password.*

Question: How can I change the email address for my account?

Answer:

1. *Access your user profile in Strategic Sourcing.*
2. *Click **Account Settings**.*
3. *In the **Personal Info** tab, select **Add Email Address**.*
4. *Enter the email address you want to add and click **Add and Verify Email**.*
5. *Enter the 6-digit one-time password that was sent to your email address and click **Verify Code**.*
6. *(Optional) Click **Manage Email Addresses** to set your new email address as the primary email.*

Note: *Users can't change their email address if your company uses a SSO (Single Sign-On) integration. If your company doesn't use SSO, changes to a user's email address are automatically reflected for any other company they work with in Workday Strategic Sourcing.*

Question: How do I keep my account safe?

Answer:

- *Create a strong password with at least:*
 - *8 characters; 5 or more unique characters; 1 uppercase, lowercase, numeric, and special character.*
- *Avoid creating passwords that:*
 - *Contain spaces; Use common words, abbreviations, or acronyms; Are compromised or previously used.*
- *Monitor any suspicious account activity by checking your email for security notifications or accessing **Manage Your Account > Security Settings > Show logged in sessions**.*
- *Maintain multiple methods of account or password recovery.*

If you think your password is compromised, reset it as soon as possible.

Question: How do I set up different methods of password recovery?

Answer:

1. *On your profile page in Workday Central Login, select **Manage Your Account**.*
2. *In the **Personal Info** tab, you can:*
 - *Add a mobile number for password recovery with the **Edit Mobile Number** button.*
 - *Substitute your current primary email with another email to verify and recover your account with the **Add Email address** button.*

Workday recommends activating both methods of recovery, in case you lose access to either your phone or email.

Question: What if I can't access Workday Central Login or any related links on the site?

Answer: If you can't access WCL, delete your browser history, contact your customer administrator, and sign in again.

*If you tried clicking the **Forgot Your Password** link on the sign-in page, and it didn't work, clear the cookies and cache of your web browser and try again.*

Note: *Workday collects cookies and other information about your activity on WCL*

Question

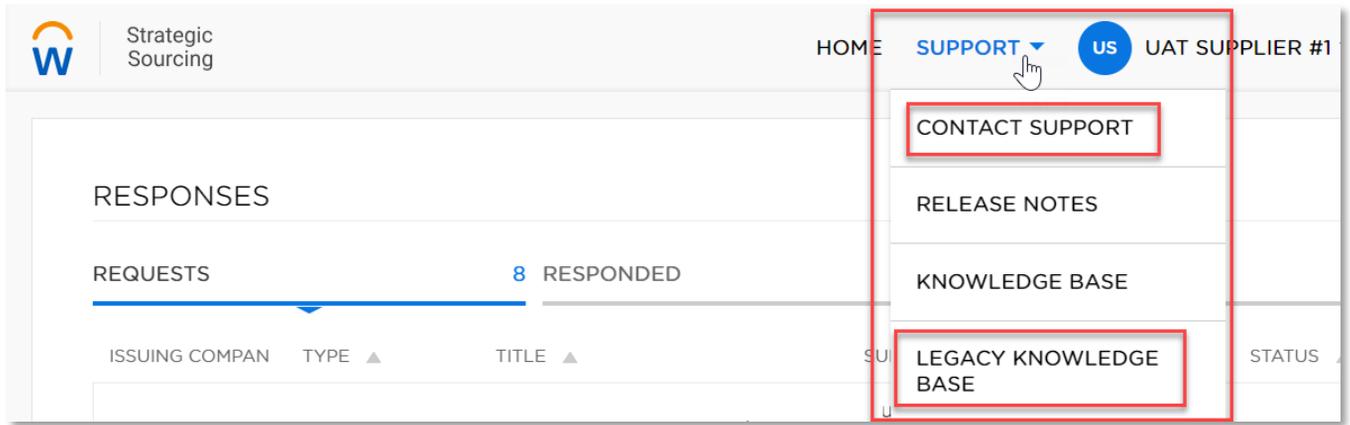
What support is available for your suppliers on the Workday Strategic Sourcing platform?

Answer 1

In-App Support (within WSS)

Suppliers have the same in-app support options as RMIT Staff.

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



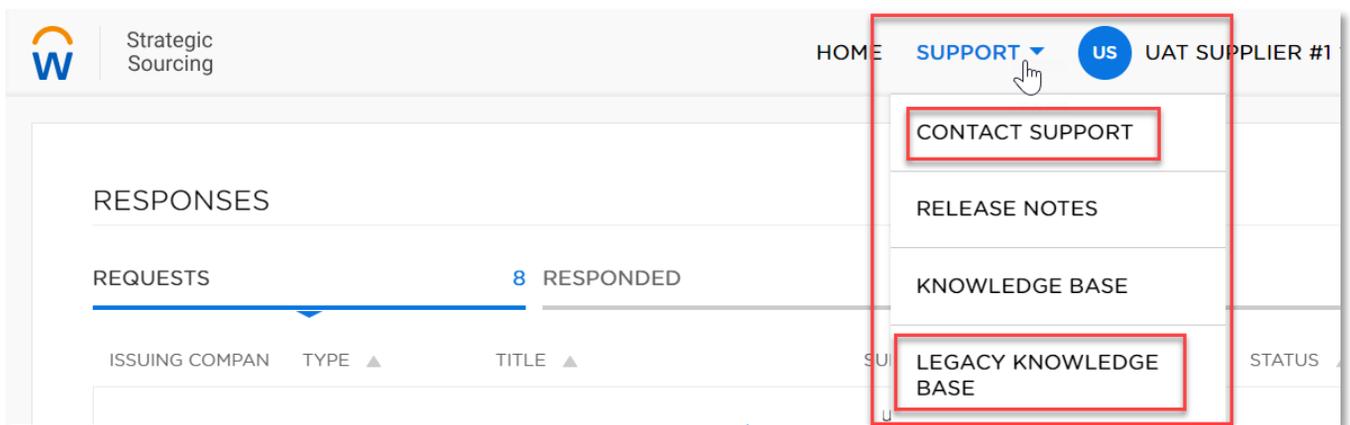
Contact Support

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

Alternatively, suppliers can email WSS: 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)



Legacy Knowledge Base

Select Legacy Knowledge Base for tips and support.

There is a dedicated Supplier section within the Legacy Knowledge Base to assist with a range of supplier queries.

Suppliers can view the [Quick-Start Guide for Suppliers](#) or [Anatomy of a Bid](#) video to get up and running.

Answer 2

Procurement Connect provide support for RMIT Staff and WSS Suppliers.

Contact Procurement Connect:

- 1) Phone 03 9925 8000
- 2) RMIT Staff can log a Procurement Connect General Enquiry via this link;
<https://rmititsm.service-now.com/sp>