

SUPPLIERS IN WORKDAY

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UNIVERSITY *of* WASHINGTON



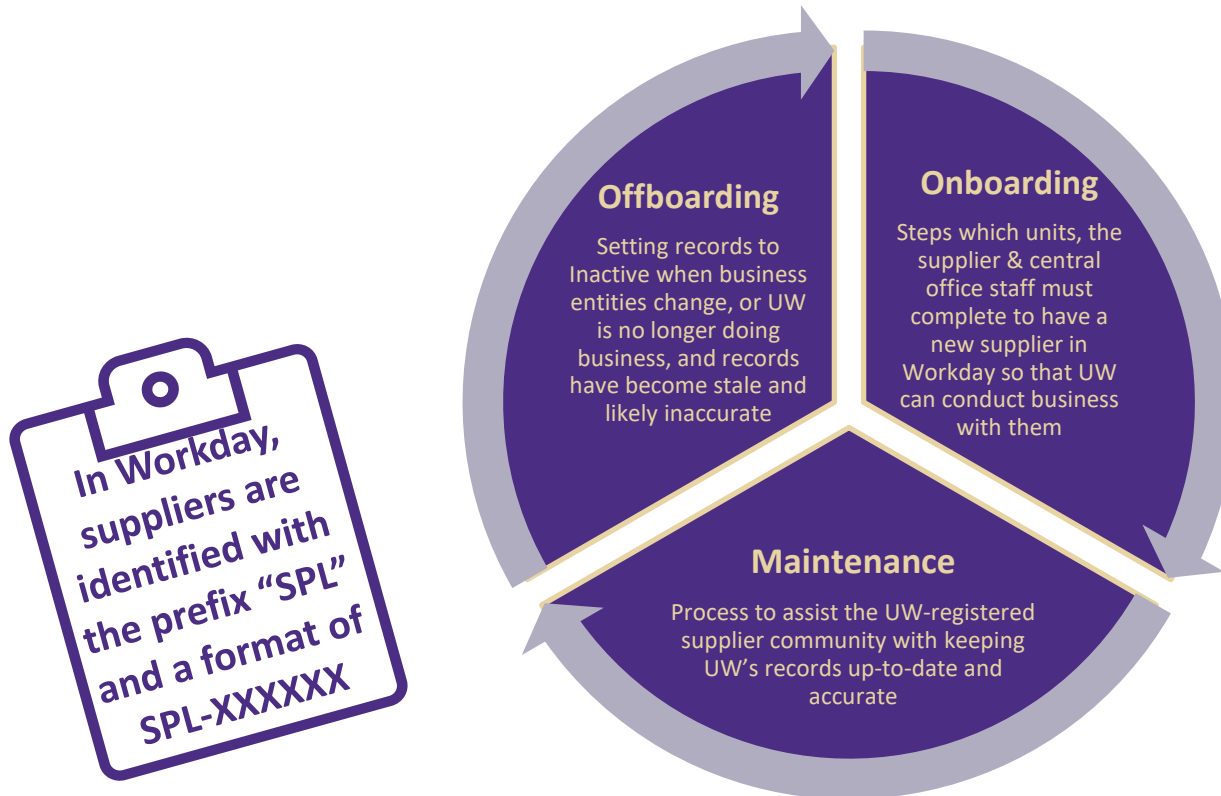
AGENDA

- > **What is Supplier Lifecycle Management?**
- > **Considerations**
- > **By the Numbers**
- > **How Supplier Onboarding Works in Workday**
- > **Using Workday Supplier Records**
- > **Best Practices & Resources**



SUPPLIER LIFECYCLE MANAGEMENT

SUPPLIER: A business entity, typically registered with the Internal Revenue Service (IRS) and the states they operate in, to sell goods and/or services



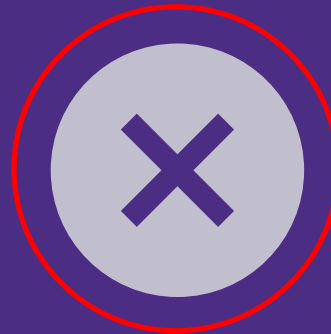
WHO SHOULD BE REGISTERED?



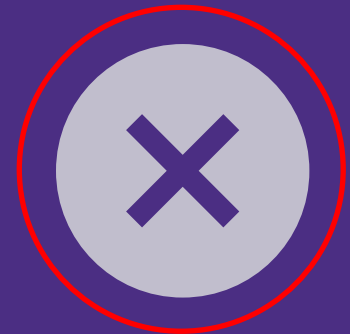
Suppliers with UW business engagements; active participants in the procure-to-pay process for ongoing work and/or repeated use



Payment types that are intended to be processed through Miscellaneous Payments, such as Honoraria or Awards



Suppliers with limited business or engagements best suited to ProCard/CTA, in some cases even if agreements are signed



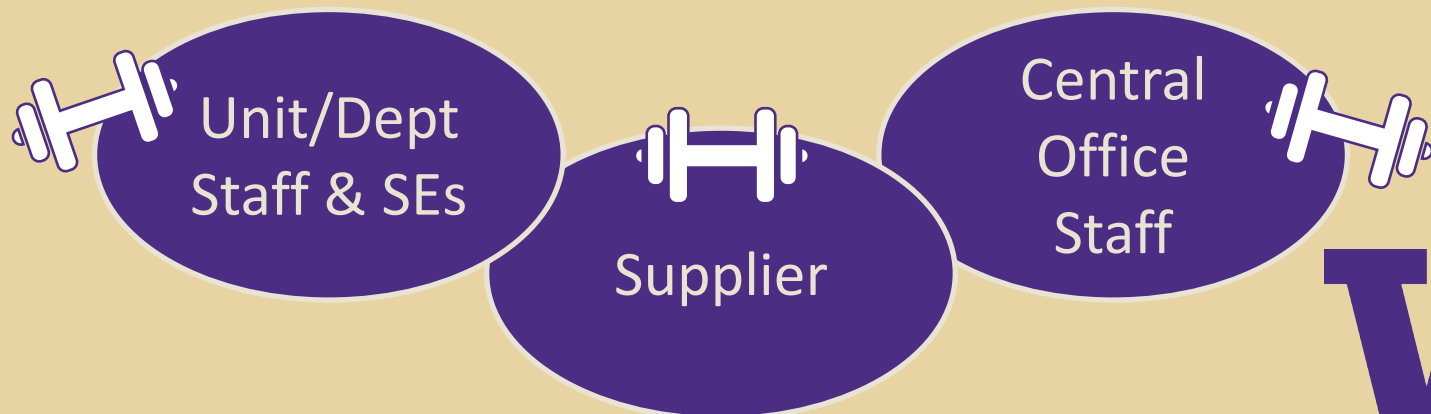
Suppliers who offer their goods or services through an existing or contracted supplier, to avoid redundancy and lost contracted or diverse business



CONSIDERATIONS

Before choosing a new supplier, try checking:

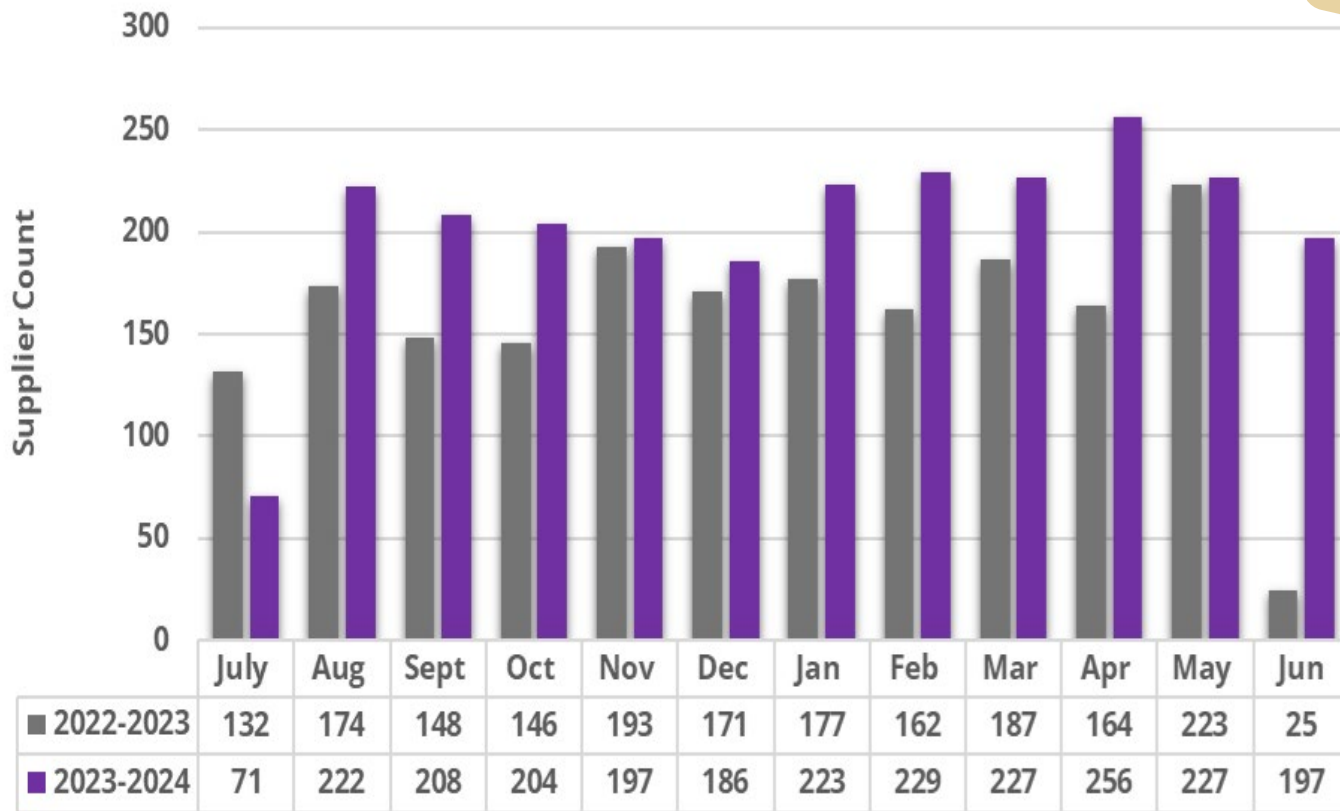
- > **Workday catalogs**
- > **For an existing supplier, especially diverse suppliers and suppliers with UW contracts**
- > **If the supplier accepts ProCard for appropriate purchases**
- > **With a subject matter expert in Procurement**
- > **Onboarding requires many teams working together**



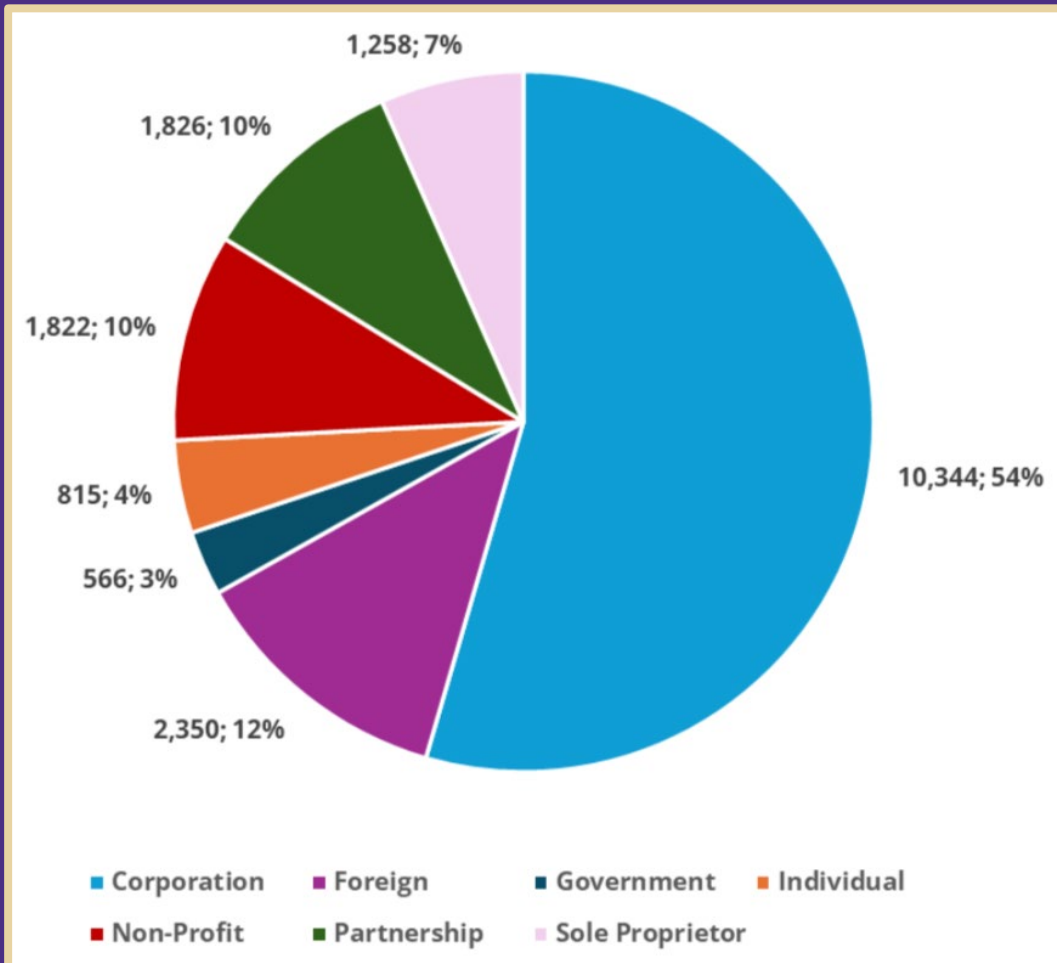
BY THE NUMBERS

New registrations have increased a lot in Workday + 29%

Pre vs Post Go-Live Onboarded Suppliers



BY THE NUMBERS



Total Suppliers:

- > **Converted Suppliers:**
16,160
- > **New Since Go-Live:**
2,821
- > **Total Active:**
18,981



HOW IS THIS DIFFERENT NOW?



Onboarding timelines were reduced from 8 days to 1-2 days

Legacy Process

- Open Registration Link
- Substitute IRS W-9
- TIN Matching Once Per Week
- Had to Wait Overnight to Use

Workday Process

- Invited Upon Request
- Not a Substitute IRS W-9
- TIN Matching Immediately
- Can Use Immediately



W

HOW ONBOARDING WORKS NOW



2

Supplier Submits
Registration Form

4

Supplier Enrolls in
Electronic Payment
Option



1

Unit Submits
Supplier Request Form,
Supplier Admins
Send Invite

3

Supplier Admins
Process Form
& TIN Match



STEP 1: SUPPLIER REQUEST FORM

W UW CONNECT FINANCE
UNIVERSITY of WASHINGTON

Sign in to Workday Get Help UW Site Link

request set up and update existing suppliers in workday

Verify Workday Supplier

Select your Supplier ⓘ

Type * followed by name or number to filter list. ✕
Example: *cintas will return all Suppliers with "cintas" in the name.

▼

*What is the reason for this Supplier request?

New Supplier ▼

New Supplier

*Is this a one-time purchase/payment, or will there be ongoing business?

-- None -- ▼

*Please tell us more about the requirements

- Purchase Amount Exceeds the Direct Buy Limit (\$10K)
- PO Required by Supplier
- M&E Tax Exempt purchase
- Resale items
- Subrecipient
- WSS Supplier Contract (Contracting Specialists Only - Include WSS Supplier ID in the Additional Comments section below)
- None of these

1. Be sure to check the **New Supplier requirements!**

These are the common reasons for onboarding a supplier.

If **at least one** doesn't apply, there might be an easier way to pay them!

2. Know whether the supplier is **eligible** to be a UW supplier - Current and former employees are generally excluded from being UW suppliers (including companies they own)

STEP 1: SUPPLIER IS SENT INVITATION

- > Supplier is invited to register in real time, as ticket/case is Resolved
- > Link in the invitation goes to a Workday site called the **Supplier Registration Portal**
- > UW's supplier-dedicated website: <https://finance.uw.edu/ps/suppliers>

PROCUREMENT SERVICES

Home / For Suppliers

For Suppliers

Welcome to the University of Washington

Click through each section below for information on invoicing guidance, a reminder on maintaining diversity and corporate social responsibility information groups at the university and links to UW's Supplier Registration Portal.

Getting Started as a New UW Supplier

- 1. Initiation** - UW employees interested in entering the Request Form (accessible to UW staff only) will be contacted by Administrators; suppliers engaging with UW staff should contact the company that can provide all necessary information or Controller
- 2. Registration** - U.S. (domestic) and non-U.S. (foreign) companies selected to engage in business with the University of Washington are invited by email to complete the required Supplier Registration process and attach required IRS forms
 - Invitations are sent with a subject line of "Invitation to Join the University of Washington Supplier Community" - See an invitation example [here](#).
 - Registration instructions:
 - [Instructions for the new U.S. Supplier Registration process](#)
 - [Instructions for the new Non-U.S. Supplier Registration process](#) (additional IRS tax form information on the Tax Office's [Tax Forms for Foreign Payees](#) webpage)
- 3. Taxpayer Identification Number (TIN) Verification** - UW verifies the prospective supplier's U.S. Taxpayer ID Number (TIN) information (EIN or SSN) with the Internal Revenue Service (IRS); UW must hold all payments until the correct TIN information is received and confirmed as matching IRS files - without exception - as any inconsistencies may result in IRS

UW SUPPLIER REGISTRATION PORTAL

The University of Washington (UW) is requesting that **COMPANY NAME** join our supplier community by completing Workday Supplier Registration!

Please review our [For Suppliers](#) webpage to gain a better understanding of doing business with UW, as well as our [step-by-step instructions](#) for completing the registration process. Please read about UW payment options prior to beginning the registration to assist with selections for payment types.

Click [HERE](#) when you're ready to get started. The hyperlink will take you to the UW Supplier Registration portal. Be sure to include a current, completed, and signed W-9 within the Attachments section of your submission.

After submitting the form, you may log back into the portal to see the status of your submission; please allow 2 business days for your submission to be processed. You will receive an email notification once your registration submission is approved.

Note: Suppliers, vendors, and contractors of the University of Washington are responsible for maintaining their company records and ensuring their representatives comply with the [Supplier Code of Conduct](#).

PROCUREMENT SERVICES
Finance, Planning & Budgeting
Roosevelt Commons West, Box 354967
4300 Roosevelt Way NE, Floor 3, Seattle, WA 98195-4967
suppliers@uw.edu / finance.uw.edu/ps/ / washington.edu/opb

STEP 2: SUPPLIER REGISTERS



University of Washington Registration Portal

Our Shared Commitment

The University of Washington is committed to ethical, sustainable and socially responsible procurement consistent with the University's educational, research and healthcare missions, and we expect the same high standards from our supplier community, including compliance with the university's Supplier Code of Conduct.

Registration Instructions:

Please complete the required registration form using the instructions linked below. Begin the registration (located at the bottom right corner of the screen) and follow the required application prompts.

- **Step-by-step registration instructions** and detailed supplier information (payment options, Terms & Conditions the Supplier Code of Conduct, and purchase order and invoicing guidance): <https://finance.uw.edu/ps/suppliers>
- A current, signed and dated IRS Form W-9 **must** be attached during registration

Important:

- Keep registration attached
- If the form is not attached, the form will be rejected
- Payment

Using the Registration Portal

Please Note:

All prospective suppliers must meet eligibility requirements to be a supplier to the university, which generally excludes current or recently separated employees of UW and businesses owned and/or operated by current or former employees or affiliates of the UW. **Suppliers must disclose any UW employment or affiliation history prior to registering in this portal or doing any business.**

When using this UW Registration Portal, the supplier certifies that all information is valid and the supplier has the right to represent this company to the University of Washington (UW), acknowledges that this does not confer any special status nor is it an endorsement of the University of Washington. The supplier also certifies that the supplier meets the eligibility requirements for registration.

Questions? Please contact us at procurement@uw.edu

Register

Attachments

Please upload either DOC, DOCX, HTML, PDF, or TXT file types (10MB max) *

Drop files here

or

Select files

Business Information

Supplier Details - Must match IRS Form W-9, required in Attachments section

Business Name *

W-9 Tax Classification *

Supplier Group (Select all Good & Services Offered)

Taxpayer Identification Number (TIN) *

Select TIN Type

Do you have a DBA (Doing Business As) name?

Domestic/U.S.:

- > Three sections to enter details like **Supplier Name and TIN, attach IRS W-9**

Foreign/non-U.S.:

- > Four sections (same as above plus banking for foreign wire payments), **attach IRS W-8 & Bank Verification Letter**

STEP 3. SUPPLIER ADMIN PROCESSES

- > Supplier Registration Form is **submitted and reviewed** by Central Office Supplier Administrators
- > When **approved**, supplier's information is processed into Workday for **immediate** use
- > The **supplier receives an automated email** indicating the supplier record is ready, and next steps for electronic payment, when applicable

The screenshot displays a web interface for a supplier registration form. At the top right, there are icons for a notification bell, an envelope with a red '1' indicating a message, and a user profile icon. The form is titled 'Submitted' and shows the following details:

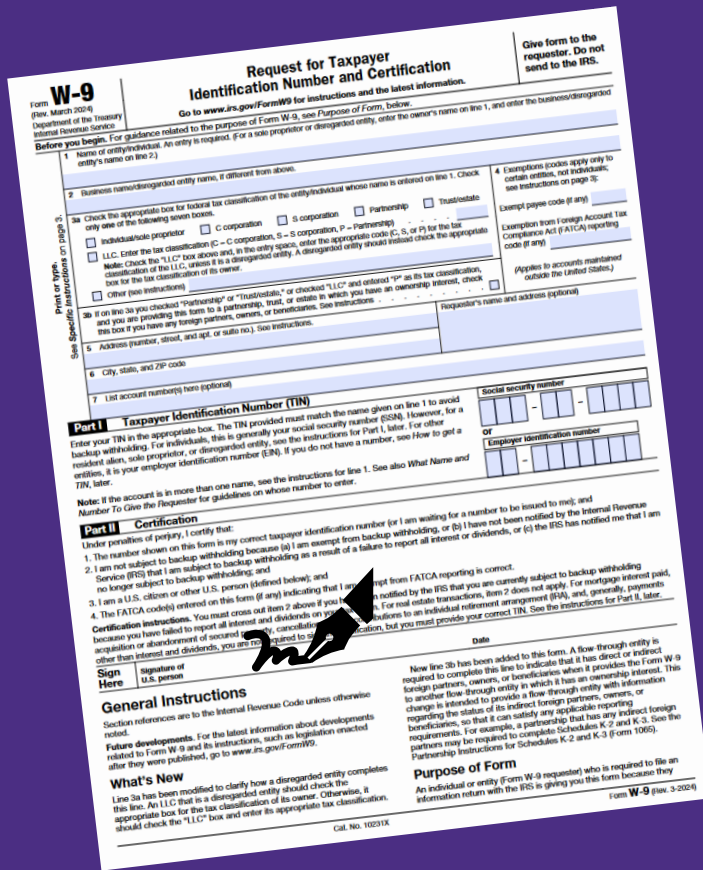
- Status:** Submitted
- Supplier System User:** [Redacted]
- Supplier Name:** * TRASAL
- Restricted to Companies:** [Empty field with a menu icon]
- Tax ID:** [Redacted]
- Supplier Group:** x Entertainment, Artists, Performers [Menu icon]
- Supplier Category:** * x Non-Profit [Menu icon]
- Accepted Payment Types:** x Check [Menu icon]
- Default Payment Type:** x Check [Menu icon]
- Default Currency:** x USD [Menu icon]

Below the form fields is a 'Disclaimer Content' section with the following text:

By use of this UW Supplier Portal, the supplier 1) certifies that all information is valid and the supplier has the right to represent this company to the University of Washington (UW), 2) acknowledges that this does not confer any special status on a company or individual by UW, nor is it a promise of a contract between UW and any party, and 3) meets eligibility requirements to be a supplier to the university, which generally excludes current or recently separated employees of UW and businesses owned and/or operated by current or former employees or affiliates of the UW. Additional information, including the university's Terms and Conditions are available at: <https://finance.uw.edu/ps/suppliers>

At the bottom of the form, there is a 'Signature' field with a redacted name and a 'Submission Date' of 08/13/2024 03:37:43 PM. At the very bottom, there are three buttons: 'Approve' (blue), 'Send Back' (white), and a three-dot menu icon (white).

STEP 3. SUPPLIER ADMIN TIN-MATCH



Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin: For guidance related to the purpose of Form W-9, see Purpose of Form, below.

1. Name of the entity/individual. An entry is required. If or a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.

2. Business name/disregarded entity name, if different from above.

3. Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.
 Individual/sole proprietor
 U.S.C. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) in the space below. Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the owner.
 Other (see instructions)

4. Exemption codes apply only to certain entities, not individuals; see instructions on page 2.
 Exempt payee code (if any)
 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

5. Address number, street, and apt. or suite no.

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. See also What Name and TIN, later.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you are notified by the IRS that you are currently subject to backup withholding. For real estate transactions, item 2 does not apply. For mortgage interest paid, item 2 does not apply. For payments to an individual retirement arrangement (IRA), and, generally, payments to an individual retirement arrangement (IRA), and, generally, payments to an individual retirement arrangement (IRA), you must provide your correct TIN. See the instructions for Part II, later.

Signature of U.S. person
Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/formw9.

What's New
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Form W-9 (Rev. 3-2024)

- > TIN Matching: Supplier's Taxpayer ID Number (TIN), EIN or SSN, is verified with the IRS database
- > If a TIN mismatch happens, the form is returned to the supplier for corrections
- > Form cannot be processed until the correct TIN information is received & confirmed to match IRS files, without exception; any inconsistencies may result in IRS penalties

STEP 4. ELECTRONIC PAYMENT (OPTION)

- > All suppliers have a Default Payment Type **immediately**
 - Domestic suppliers are paid by check while other options (when applicable) are in progress
 - Foreign suppliers are submitting their foreign bank information during registration now to receive wires
- > Payment options are described on the For Suppliers page
- > Domestic suppliers can request **Paymode-X** for ACH deposit payments or **ePayables** for bank card payments
- > **No banking information** is kept in Workday for domestic suppliers
- > Foreign suppliers are typically paid by a **bank transfer wire** (but not always!)



HOW DID THE TRANSITION GO?

- > **Supplier data was worked on for three years prior to go-live**
- > **Supplier lifecycle management processes are stable**
- > **Supplier processes have been improved since go-live:**
 - **Updated Supplier Request Form**
 - **Enhanced Connect Ticket Messaging**
 - **Optimized Supplier Registration Forms**
 - **More Focused Automated Emails to Suppliers**
- > **Legacy: Supplier Search Report was frozen, and Supplier Registration was decommissioned and retired**



WHEN DOES ONBOARDING NOT WORK?

- > **Supplier onboarding has multiple contacts involved and the parts are not all connected; it works because the friendly people in each office make it work**
- > **When it doesn't work, reasons might include:**
 - **Expectations for the steps supplier must complete may not have been communicated or well-understood**
 - **Suppliers are non-responsive & need prompting from someone at the unit who has engaged them for business**
 - **Some suppliers are just not well-suited for procure-to-pay processes**



USING WORKDAY SUPPLIERS

QIAGEN NORTH AMERICAN HOLDINGS INC Supplier

Supplier ID: SPL-010684 Address: 27220 TURNBERRY LN, STE 200, VALENCIA, CA 91355, United States of America +1 800-426-8157

Approval Status: Approved Website: <https://www.qiagen.com/us>

Balance Due: 95,533.84 [Go To Strategic Sourcing Supplier Profile](#)

[Navigate Supplier Hierarchy](#)

Overview | Contracts and Purchase Orders | Invoices and Payments | Supplier Connections | Change History | Tax Information | Process History | Questionnaire Responses

Summary | Contact Information | Supplier Contacts | Payment Details | Settlement Bank Accounts | Alternate Names | Classification | Assigned Roles | Notes | Attachments

IRS Entity Type

Supplier Category: Corporation (C Corp, S Corp, C Corp LLC, S Corp LLC)

Supplier Group: Subrecipient
UWA Supplier Website Catalog
WSS Contract

Supplier Status Details

Supplier Status: Active


Reason: (empty)

Reason Description: (empty)

Critical Processes:
UWA Supplier Website Catalog
WSS Contract
Subrecipient

Goods & Services Offered, like:
Audio/Visual Services
IT Services
Catering

Status, Reason & Reason Description:
Inactive Suppliers May Have Important Notes Here



Both of the Find Suppliers reports can be filtered for Groups

USING WORKDAY SUPPLIERS

QIAGEN NORTH AMERICAN HOLDINGS INC Supplier

Supplier ID: SPL-010684 Address: 27220 TURNBERRY LN, STE 200, VALENCIA, CA 91355, United States of America +1 800-426-8157

Approval Status: Approved Balance Due: 95,533.84

How POs are Issued (Many by Email) Remit-To Connections Order Connections

Overview: Contracts and Purchase Orders, Invoices and Payments, Supplier Connections, Change History, Tax Information, Process History, Questionnaire Responses

Summary: Contact Information, Supplier Contacts, Payment Details, Settlement Bank Accounts, Alternate Names, Classification, Assigned Roles, Notes, Attachments

Phone, Address, Email and How They are Used Alternate Supplier Connection Doing Business As, Trade Names & Divisions

Address	Usage	Effective Date
27220 TURNBERRY LN STE 200 VALENCIA, CA 91355 United States of America	Business (Primary) Procurement Tax Reporting	11/28/2022

Supplier Addresses Have the Usage Defined for Each Address

USING WORKDAY SUPPLIERS

Supplier ID SPL-010684
 Approval Status Approved
 Balance Due 95,533.84

Address 27220 TURNBERRY LN
 STE 200
 VALENCIA, CA 91355
 United States of America
 Website <https://www.qiagen.com/us>

[Navigate Supplier Hierarchy](#)
 +1 800-426-8157

[Go To Strategic Sourcing Supplier Profile](#)

Overview	Contract	Supplier Connections	Change History	Tax Information	Process History	Questionnaire Responses
Order-From Connections		Remit-To Connections				
Remit-To Connection		Remit-To Connection				
Remit-To Supplier Connection	Effective Date	General Information	Payment Types	Payment Details	Remit-To Contact Information	History
Q	01/25/2024	<p>Supplier Connection Name UW BOA PO BOX 5132</p> <p>Remit-To Supplier QIAGEN NORTH AMERICAN HOLDINGS INC</p> <p>Remit-To-Connection Status Active</p> <p>Default Yes</p>	<p>Accepted Payment Types Check ePayables (BofA)</p> <p>Default Payment Type ePayables (BofA)</p>	<p>Payee Alternate Name Net 30</p> <p>Always Separate Payments</p> <p>Do not pay during Bank Account updates</p> <p>Default Currency</p>	<p>Remit-To Address PO BOX 5132 CAROL STREAM, IL 60197 United States of America</p> <p>Remit-To Email</p> <p>Remit-To Contact Email</p>	<p>UW BOA (01/25/2)</p> <p>UW BOA (01/25/2)</p> <p>UW BOA (06/29/2)</p> <p>UW BOA (10/09/2)</p> <p>UW BOA (10/09/2)</p> <p>More</p>
Q	01/25/2024	<p>Supplier Connection Name HMC CHK PO BOX 5132</p>	<p>Accepted Payment Types Check</p>	<p>Remit-To Bank Account</p>	<p>Remit-To Address PO BOX 5132 CAROL STREAM, IL 60197 United States of America</p>	<p>HMC CH (01/25/2)</p> <p>HMC CH (01/25/2)</p>

Very Few Suppliers Have Order-From Connections

All Suppliers Have at Least One Remit-To Connection

Connection Name
Company + Payment + Address

Remit-To Connection Address

Payment Options Still in Progress and Cannot be Used

How Supplier Will be Paid

USING WORKDAY SUPPLIERS

HOW TO BUY ▾ **HOW TO PAY** ▾ **FOR SUPPLIERS** ▾ **REPORTING TOOLS** ▾ **RESOURCES** ▾

HOW TO BUY

- [Workday Requisitions](#)
- [Buying from Contracts](#)
- [Foreign Supplier Purchasing](#)
- [ProCard](#)
- [Sole Source Purchasing](#)
- [Exception Items](#)
- [Amazon Business](#)
- [Travel Purchasing](#)
- [Planning an Event](#)

HOW TO PAY

- [Invoicing](#)
- [System Receiving](#)
- [Supplier Invoice Request](#)
- [Miscellaneous Payments](#)
- [Payment Status and Check Cancellation](#)
- [Reimbursements](#)
- [Moving Expenses](#)
- [Field Advances](#)
- [Research Subjects](#)
- [Receipt Policy](#)

SERVICES

PAY & RECEIVE

Options:

- [Receiving](#)
- [Payment](#)
- [Invoice Request](#)
- [Miscellaneous Payment Request](#)

Popular Options:

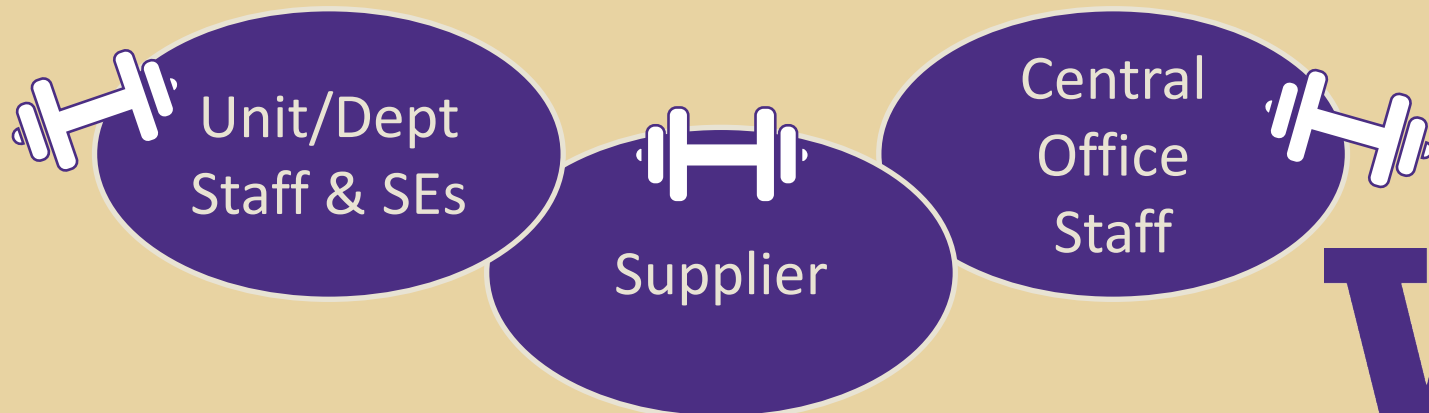
- [Tools for Receiving](#)
- [ProCard Verification](#)
- [Procurement](#)

Refer to the website guidance and UWCF Job Aids for transactions

BEST PRACTICES

Before Onboarding a New Supplier, Check:

- > **Workday catalogs**
- > **For an existing supplier, especially diverse suppliers and suppliers with UW contracts**
- > **If the supplier accepts ProCard for appropriate purchases**
- > **With a subject matter expert in Procurement**
- > **Onboarding requires many teams working together**



BEST PRACTICES

After Requesting a New Supplier

- > Look up suppliers in Workday using the search bar with “supplier: [name]”**
- > Use the Find Suppliers or Find Suppliers R1495 reports**
 - Find Suppliers R1495 was created because you can search by email, full or partial (often the email from the Supplier Request Form)**
- > If the supplier cannot be found in Workday within 2-3 business days of the ticket being Resolved, they likely did not submit the registration form as requested**
- > Procurement Customer Service (PCS) is the resource for unit and SE questions, including about suppliers**
- > Utilize the online resources created by Central Office to avoid confusion when communicating with suppliers**



BEST PRACTICES

When Using Workday Suppliers:

- > Keep in mind Workday Suppliers are enterprise data**
- > If the supplier exists but is unfamiliar, it's great to point them to the website for the "Maintaining Your Profile" instructions - we may not have heard from them in a while**
- > Check for important things like Supplier Name or Alternate Payee Name**
- > Verify the Supplier Address still matches; if it doesn't, ask the supplier to contact us before submitting an SIR**
- > Check if the supplier is one of the special cases, such as a those with Order Connections or Parent/Child set-ups**



RESOURCES

For UW Staff & Shared Environment Specialists:

- > [Supplier Request Form Nano-Learning Video \(<7 min\)](#)
- > [Supplier Request Form](#)
- > [UWCF Request Form Routing Instructions](#)
- > Knowledge Navigator – [UW Workday Terms](#)

For Suppliers:

- > UW Supplier-Dedicated Webpage:
<https://finance.uw.edu/ps/suppliers>

