UNIVERSITY OF CENTRAL FLORIDA

New Supplier Registration

Thank you for your interest in doing business with the University of Central Florida!

As of March 2026, UCF is using Workday Strategic Sourcing as the system for facilitating supplier onboarding. This guide will give you step-by-step instructions on how to complete the registration process.

***Please note, this guide is intended for new suppliers who have never done business with UCF prior to March 2026**. All other suppliers should follow the steps outlined on our website to request access to the supplier profile.*

Need help? Contact us here

OCTOBER 2026 | V3

Before Your Begin

1. Gather Required Materials

    a. Completed and signed forms:

    - IRS W-9 Form, IRS W8-BEN, or IRS W8-BENE based on your organization's tax status
    - Florida Statute 787.06(13) Human Trafficking Attestation
    - Florida Statute 288.860 Foreign Principles Attestation
    - Florida Statute 943.03102 Acknowledgement
    - Additional Supplier Information

    b. Banking Information, if you plan to sign up for direct deposit
    c. Primary contact information (name, email) for your organization
    d. Please note that other documentation may be required as part of the onboarding process and you will be notified of the requirements during that section.

2. Identify authenticator to register and sign into your supplier account within Workday Strategic Sourcing

    a. Frequently used authenticators include:
        - Authy
        - Duo Mobile
        - Google Authenticator
        - Last Pass Authenticator
        - Microsoft Authenticator
        - Entrust

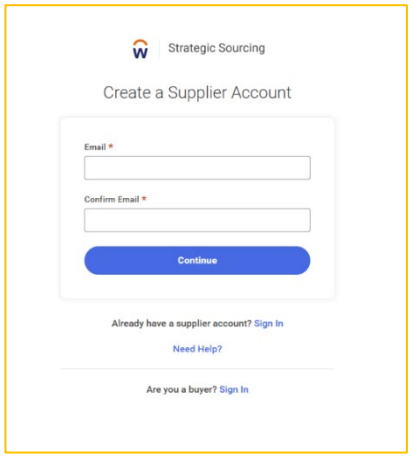
    b. Web Browser Option: Authenticator is a free web browser extension authenticator

3. Allow all emails from no-reply_strategicsourcing@workday.com

Step 1: Create a Supplier Account

To start, please visit our self-registration [Supplier Portal]

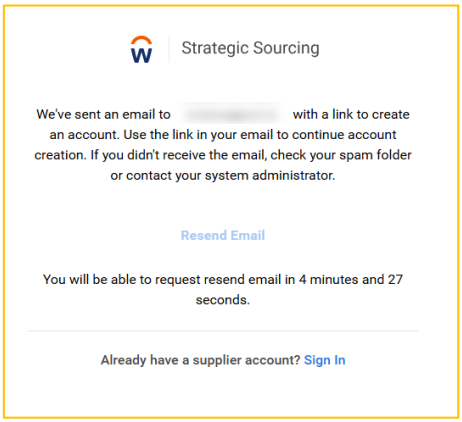
Enter and confirm your email address. This will become a contact email on the supplier record. If there are several contacts within your organization, they will need to follow Step 1 to access your organization's information in the future.



An email is sent to this address with a link to continue the registration process.

When you receive the email, click the **Create Account** button in the email. If you don't receive the email, make sure to check your junk/spam folder. In 5 minutes, you will be able to re-send the email a second time.

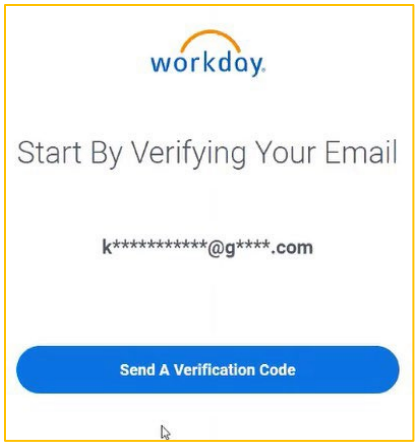
Allow all emails from no-reply_strategicsourcing@workday.com.



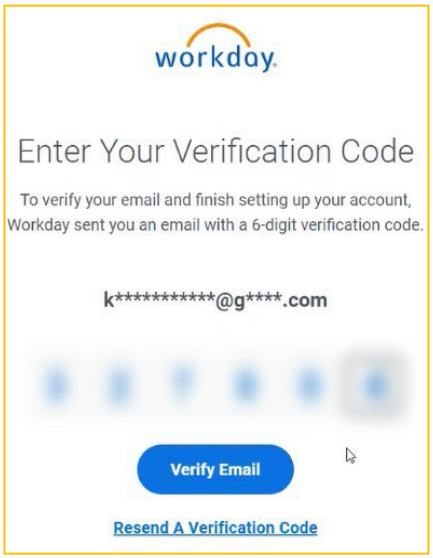
After clicking the link in the email, you will be brought back to Strategic Sourcing and will be redirected to Workday Central login.



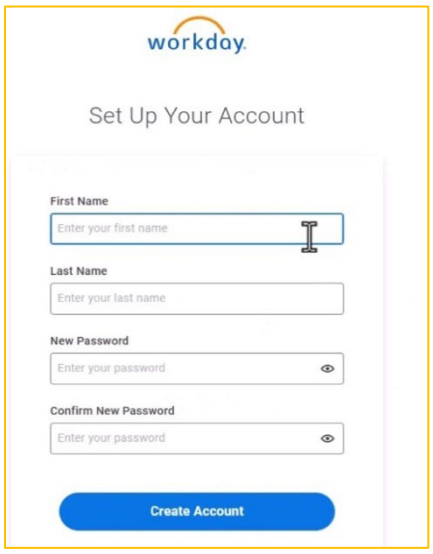
On the screen that appears, click **'Send A Verification Code.'** This will send a 6-digit code to the email you provided.



Enter the verification code and click **'Verify Email.'** If you did not receive the email, check your junk/spam folders. You can also click Resend A Verification Code to send it again.

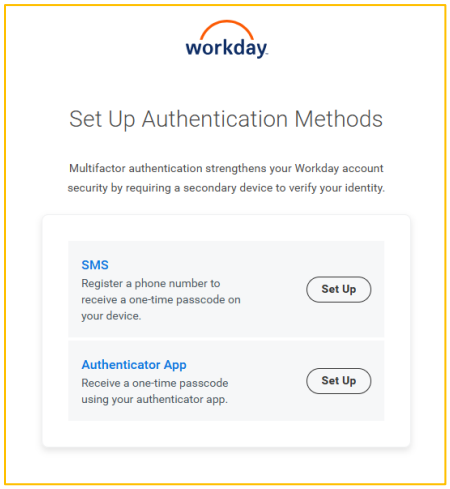


Enter your name and create a password for your account, then click **'Create Account.'** Password requirements will be listed as you enter the password.



Set Up Authentication Methods by choosing one or both options.

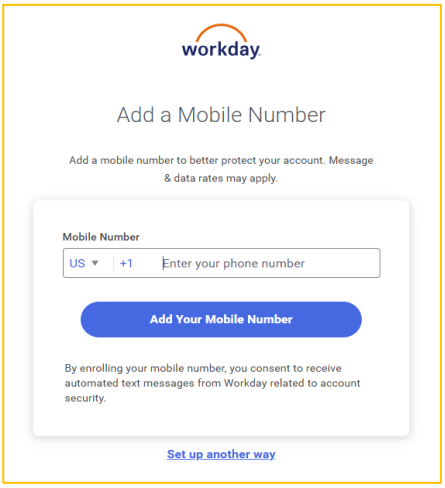
This information will be required to log in to the supplier portal in the future



For SMS Authentication

Add a mobile number to receive passcodes. *Note: not available in all countries.*

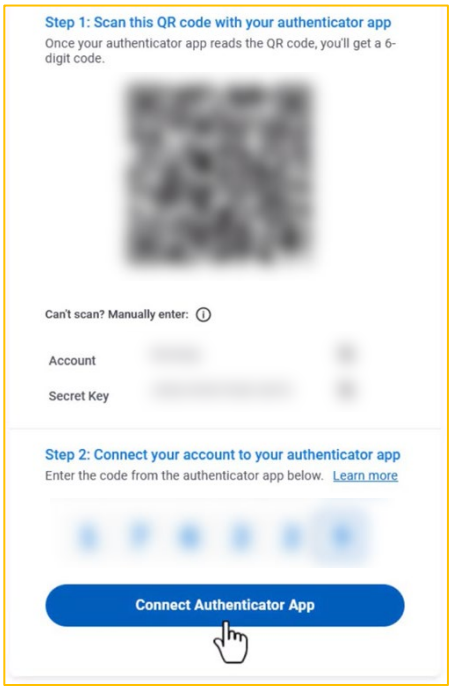
You will need to verify this phone number through a push text message passcode. The message will be received once you add the mobile number.



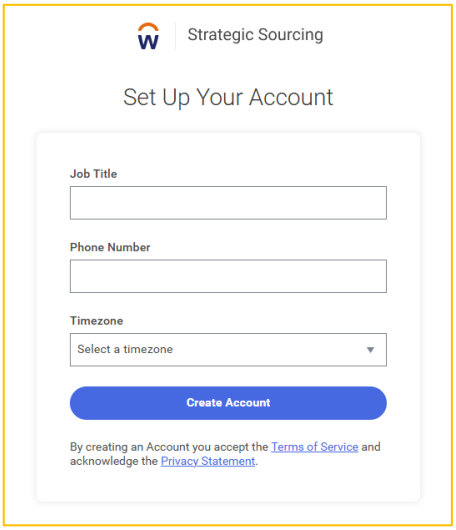
For Authenticator App Authentication:

Connect your authenticator app by scanning the QR code or manually entering the Account and Secret key provided at the bottom of the screen.

Provide the code within your authenticator app and then click **'Connect Authenticator App.'**



Please include your job title, phone number, and time zone. This information will be added to your supplier contact profile. Then click **'Create Account.'**



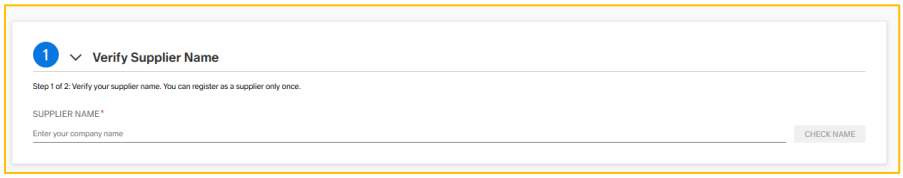
Step 2: Complete the Supplier Registration

If you believe you, or your company, has done business with UCF since 2020, please contact us before proceeding. You may already have an account setup and just need us to grant you access to that information. This will help prevent duplicate records and a delay in the process.

SUPPLIER INFORMATION

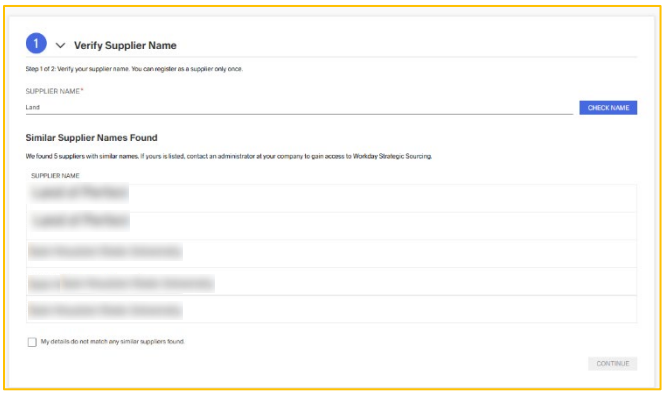
You will need to verify your supplier name in order to proceed. This will also determine whether you have an account already established with UCF.

Add your supplier name and select '**Check Name**'

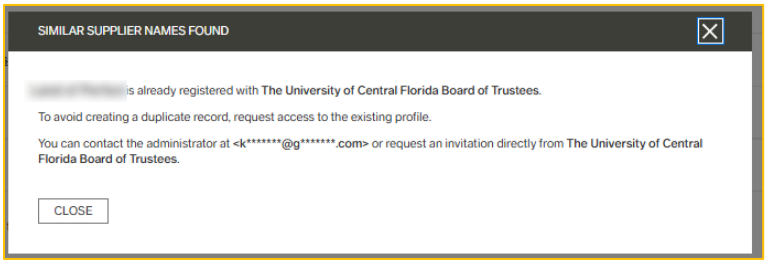


IMPORTANT:

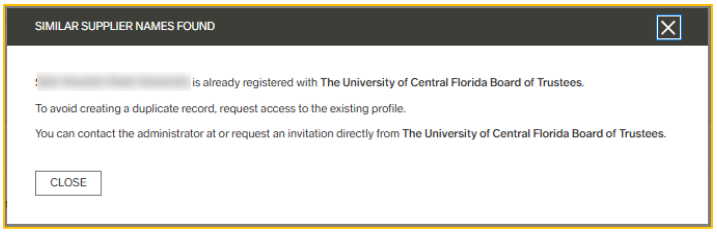
- Supplier names are the legal name of the business, not a DBA. Be sure to search for both in case you already have an account on file
- If you are an individual, the Supplier Name is your legal name.
- **If your supplier's name is listed – do not proceed.** Contact us so we can grant you access to your existing supplier information.



- Alternatively, clicking on the supplier's name on the list will provide information on who the administrators of your account could be.
  - If you recognize the information, contact the person listed to add you as a contact to your supplier account. Otherwise, contact us and we can grant you access.



- If no administrator/contact is on the supplier profile, you will get a message like this. Contact us and we can grant you access to the existing profile.

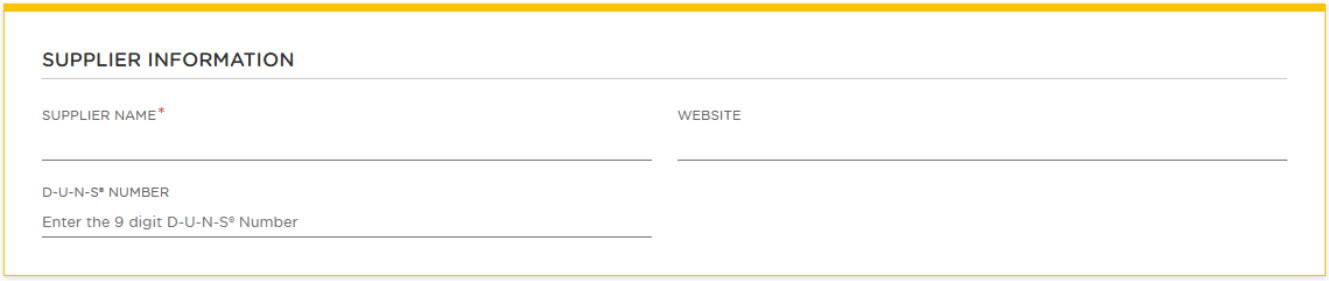


- **If your supplier's name is not listed**, select "My details do not match any similar suppliers found" box found at the bottom of the displayed list



Supplier Information

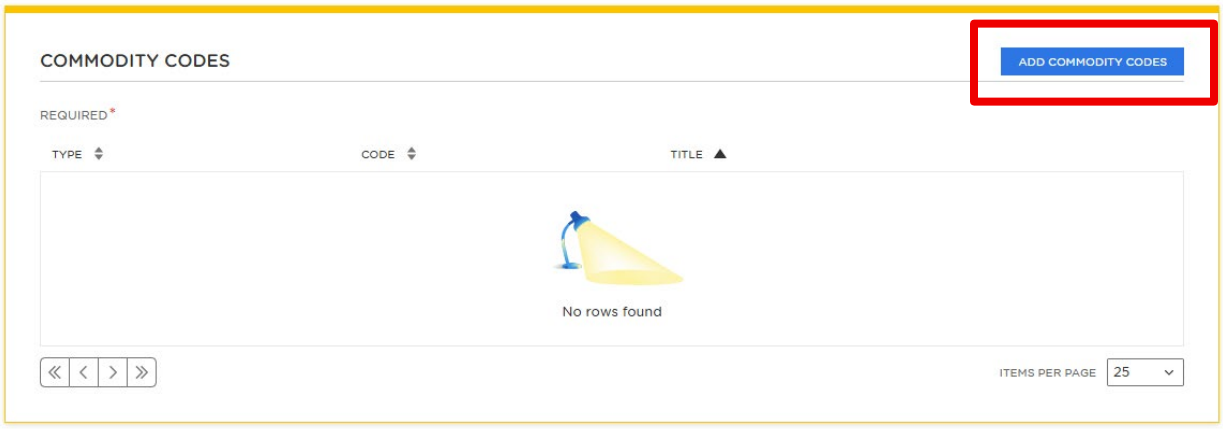
- Supplier Name will autofill based on what you shared in the prior step.
- Website is optional
- D-U-N-S Number is optional

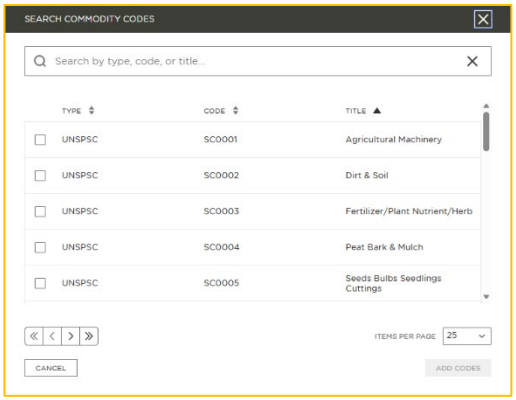


Commodity Codes

Optional, although strongly encouraged.

- *The codes selected should represent the goods and/or services you provide.*
- *This may be used to notify you of potential procurement opportunities that match the commodity codes you select.*
- *Click ADD COMMODITY CODES then select the boxes next to the codes you would like to add and click ADD CODES. You can scroll through the list or use the search box.*





Diversity (Supplier Diversity Certifications) - Optional

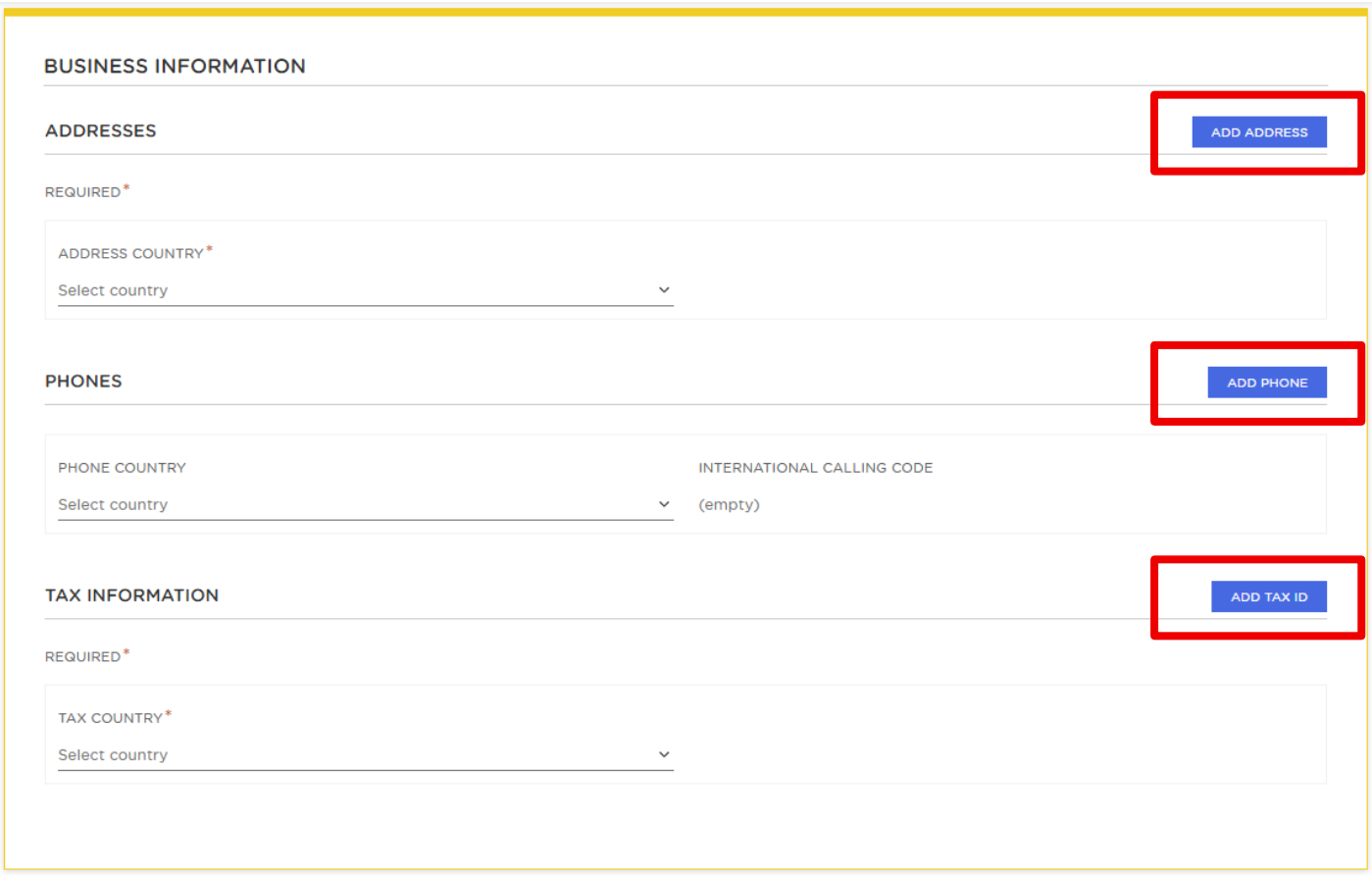
If your company/organization has any diversity attributes and/or certifications, you can include them on your profile here.

- Select country: United States of America
- Add Country
- Select all diversity attributes that apply

If you select the country and realize none apply, you can select ‘delete’ and the selection will be removed.

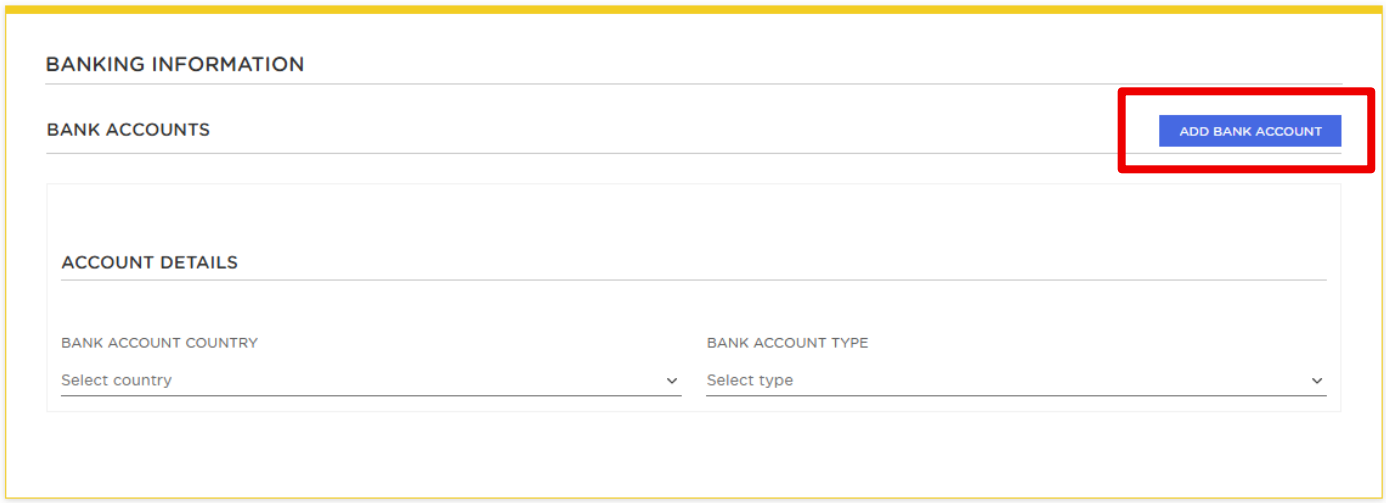
Business Information

You can add multiple of each area by selecting ‘Add Address/Phone/Tax ID’ as needed. **Please note the Tax ID Information provided should match your W-9.**



Banking Information

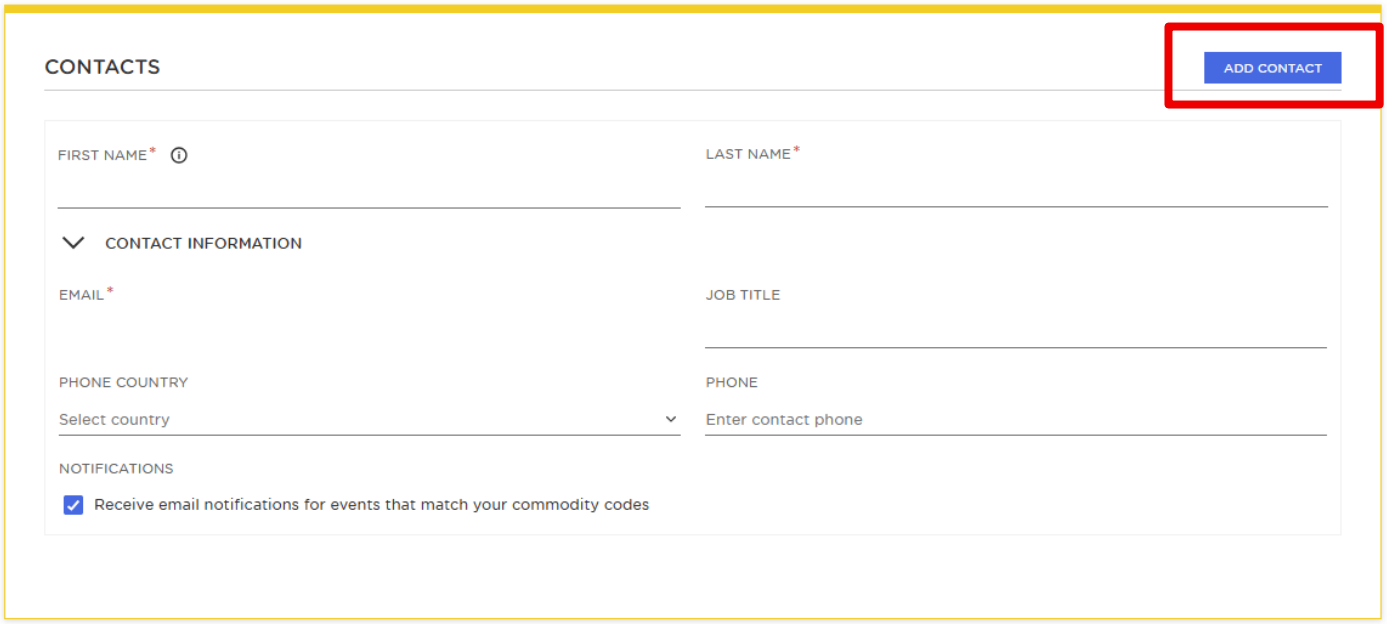
If you wish to be paid by ACH/Direct Deposit, you will need to enter the banking information for your company/ organization. Please note that foreign banking information will be paid by wire. Skip this step if you would prefer to be paid by check (Note: the country and bank account type is not required)



Contacts

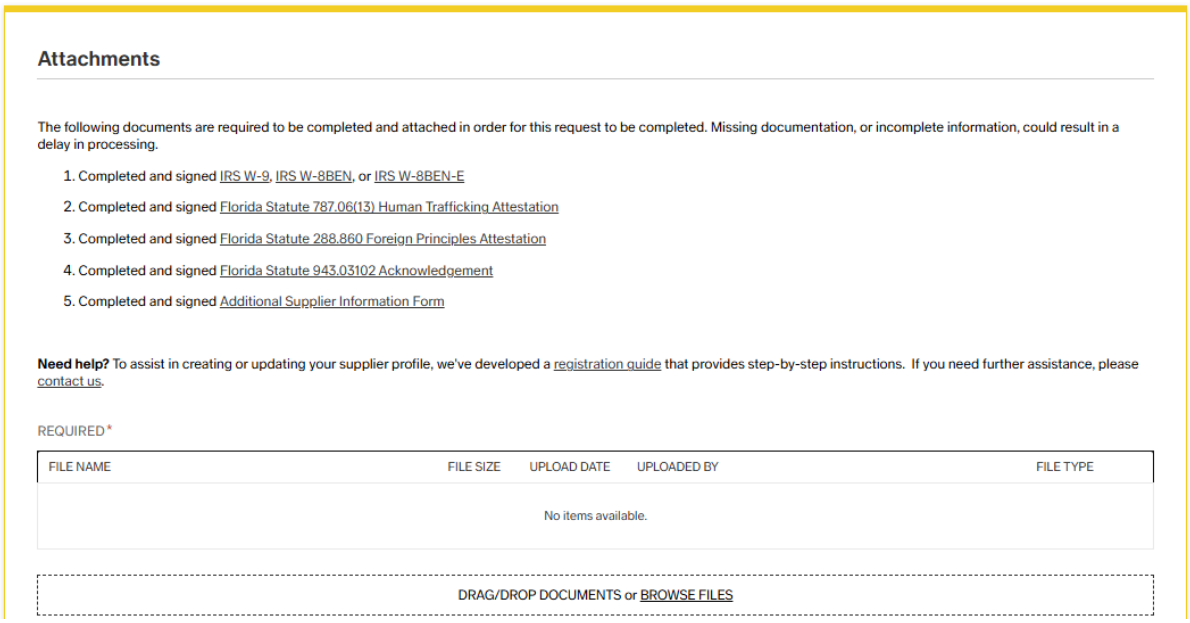
The name, email, job title, and phone number will autofill based on what was added in the account creation section. You can add other members of your team here to access your company account within Workday Strategic Sourcing. They will need to establish an account within WSS to access the information.

- Required fields are First Name, Last Name, and Email; all others are optional



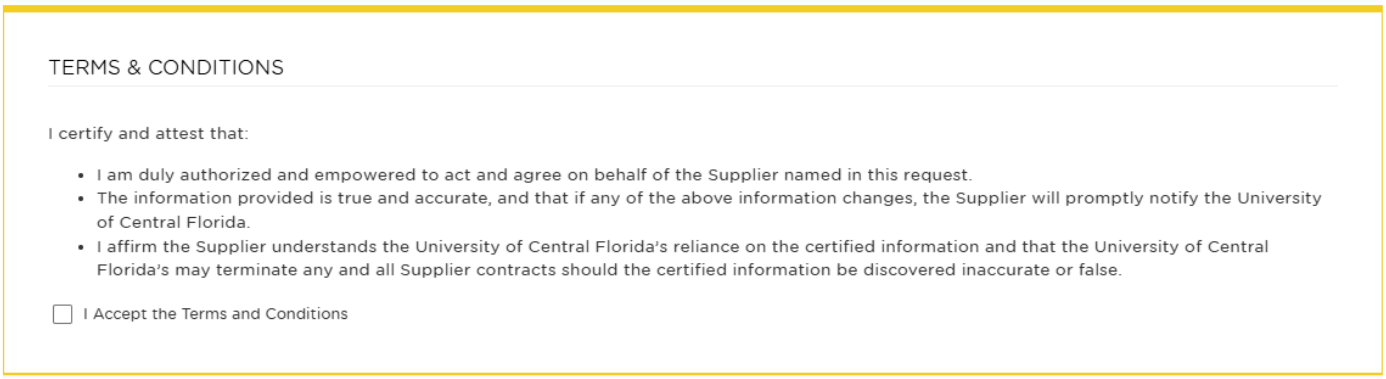
Attachments

There are five required attachments to finalize your supplier information in this section. Failing to provide the completed and signed documents will delay this process.



Terms and Conditions

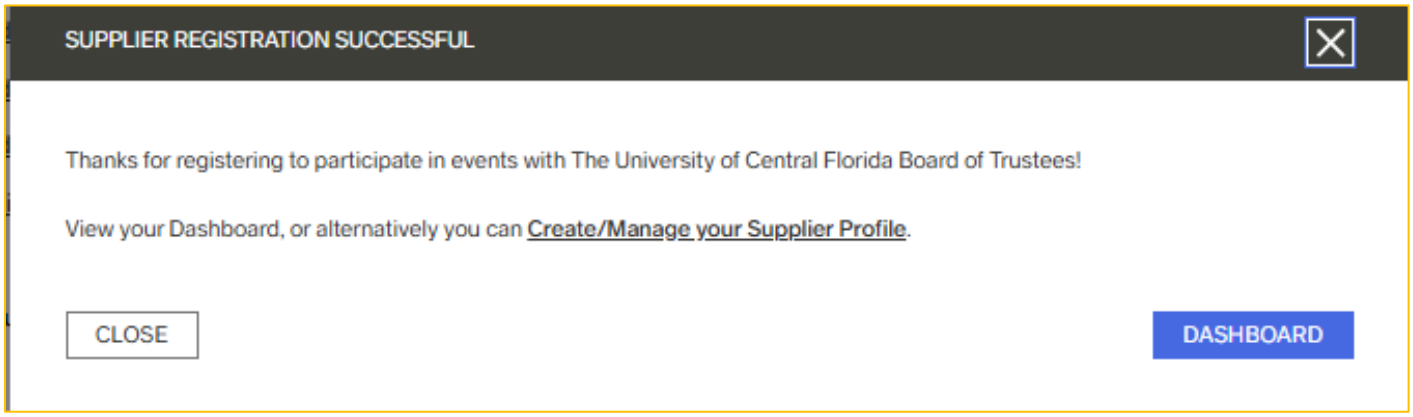
Review the terms and conditions, then select 'I Accept the Terms and Conditions'



When you have completed all the information above, click 'Finalize' to submit your supplier request.

- You have the option to 'Save as Draft' if you would like to finish later
- Cancel will delete your registration and clear everything you have provided





You will receive an email indicating you are registered in our system.

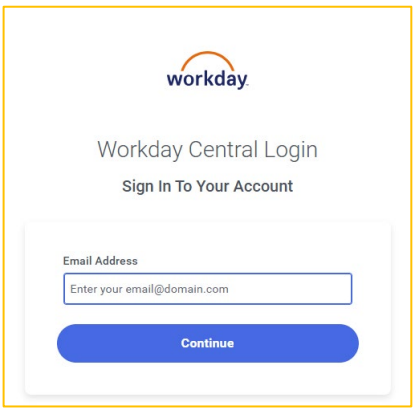
You have now completed the required onboarding steps, and your request is now pending final review from UCF. You should typically hear back within 3-5 business days. If you have any questions, please contact us here.

After your request is approved and finalized, to update your supplier profile details, follow the steps in the next section of this guide.

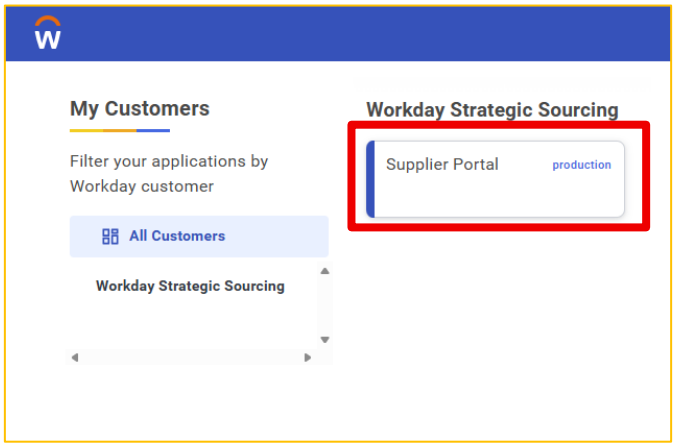
Updating your Supplier Profile Details

To start, please visit Supplier Portal page for existing suppliers.

Login to your Supplier Account utilizing the credentials you established in Step 1 of this guide. This includes verification steps through your selected authenticator.



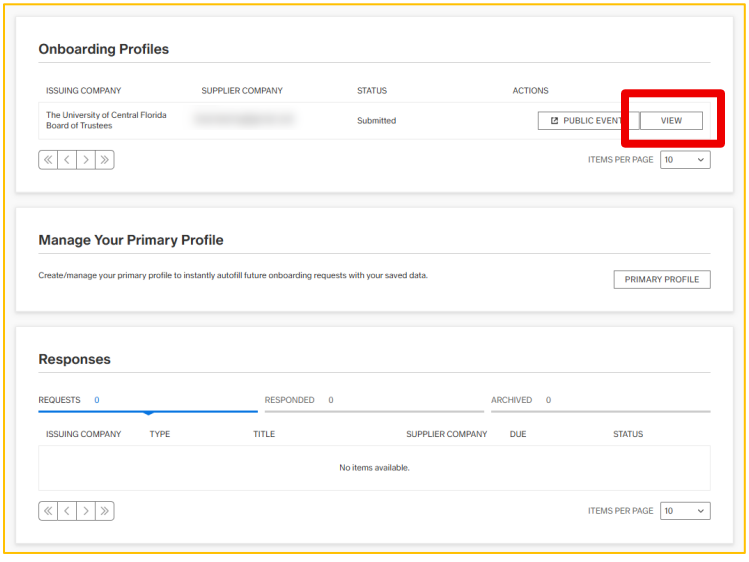
[Optional] Select “Supplier Portal” to access our Supplier Portal site. *This step may not show up for everyone, so if you do not see it, do not worry.*



Select “View” to access your supplier profile information.

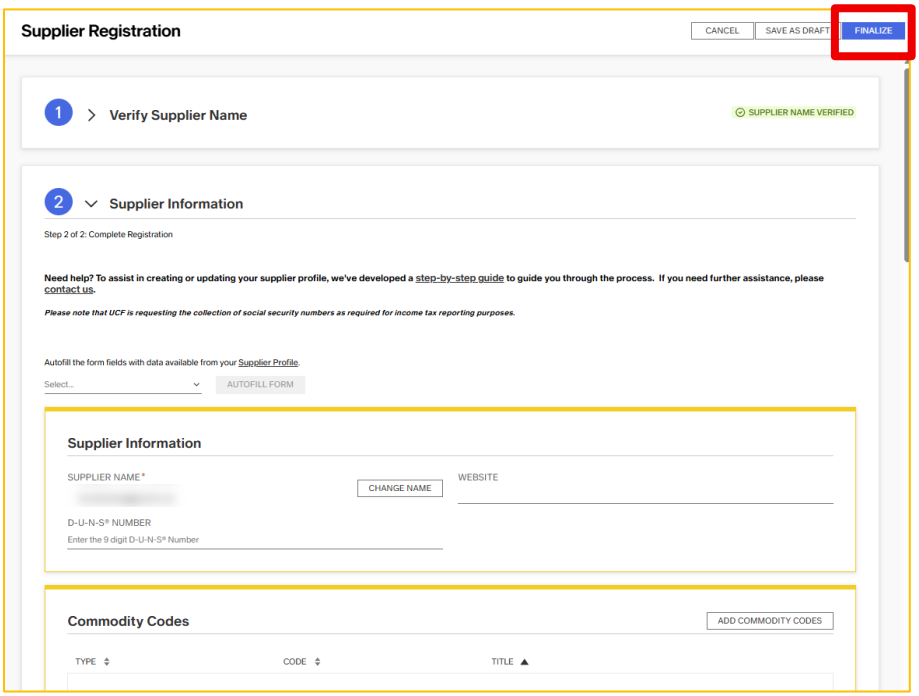
If there are any pending requests, they will be listed under the Responses section.

ⓘ You can also find details within your primary profile, although it will not include the list of contacts or any attachments provided in the onboarding process.



Update the details as needed. Be sure to **Finalize** the changes to ensure they are updated within our system.

Alternatively, you can save your changes as a draft.



If you have questions, or need assistance, please contact us here. The team will respond as soon as possible.

Thank you for being a UCF Supplier – we appreciate your partnership!