



UNIVERSITY OF CENTRAL FLORIDA

# Established Supplier Updates

**Thank you for your continued partnership with the University of Central Florida!**

*As of March 2026, UCF is using Workday Strategic Sourcing as the system for facilitating supplier onboarding and supplier changes. This guide will give you step-by-step instructions on how to update an established supplier profile.*

*Please note, this guide is intended for established suppliers who have a current relationship with UCF prior to March 2026. All other suppliers should follow the steps outlined [on our website](#) to register a new supplier.*







*Need help? Contact us [here](#)*

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MARCH 2026

## Before Your Begin

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1. Submit your [opt-in request](#) with UCF. Please do not proceed with creating an account without this step to ensure there are no challenges with connecting the information properly.
  - a. NOTE: If you already have an account with Workday Strategic Sourcing, you may be able to skip the remaining steps in this process. If the contact information you provided in the opt-in request is the same as your current WSS profile, you should see the supplier information when you log in. Any issues, please contact us [here](#).
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
  - c. SMS Messaging
3. Allow all emails from [no-reply\\_strategicsourcing@workday.com](mailto:no-reply_strategicsourcing@workday.com)
4. For any changes to your supplier profile, an updated W-9, W-8BEN, or W-8BEN-E, based on your tax classification, will be required. Other documentation may also be required, and you will be notified of the requirements during that section.

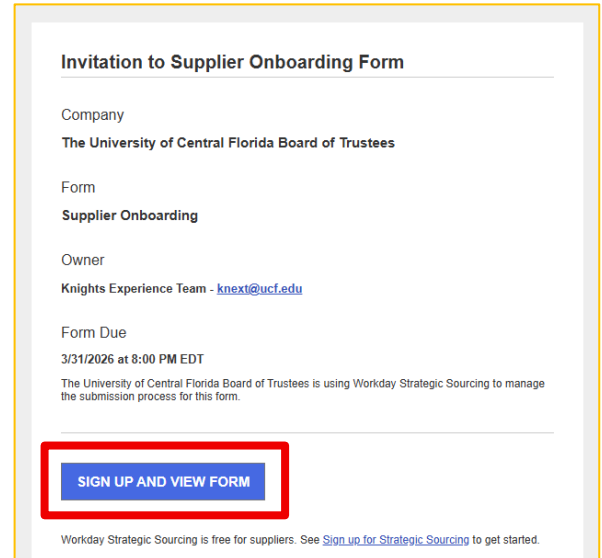
# Step 1: Create a Supplier Account

Once you have received your notification that your opt-in request has been processed, please follow these steps. If you have not completed the opt-in request, please start [here](#).

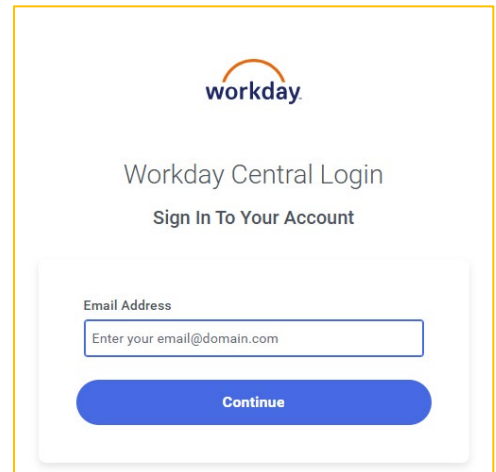
Click on the 'Sign Up and View Form' link in the email you receive.

Be sure to allow all emails from [no-reply\\_strategicsourcing@workday.com](mailto:no-reply_strategicsourcing@workday.com)

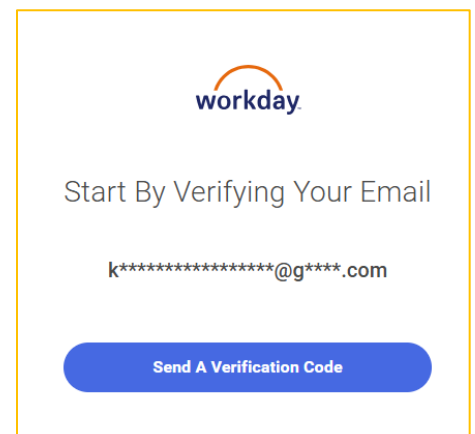
*Note you may initially get a message that you are being redirected to the registration site for the next steps. It should take less than 10 seconds to be redirected to the registration site.*



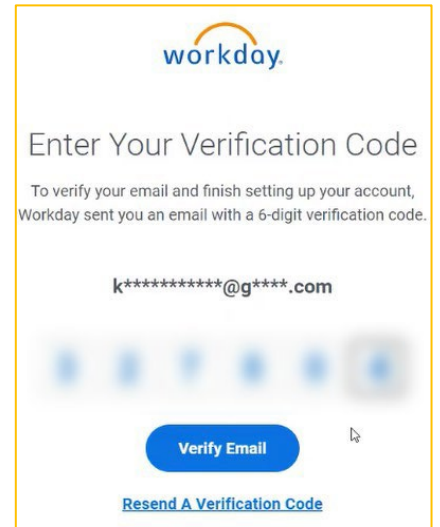
**Sign in to your account.** This is the contact email you provided with the opt-in request. If there are several contacts within your organization, they will need to follow Step 1 to access your organization's information in the future.



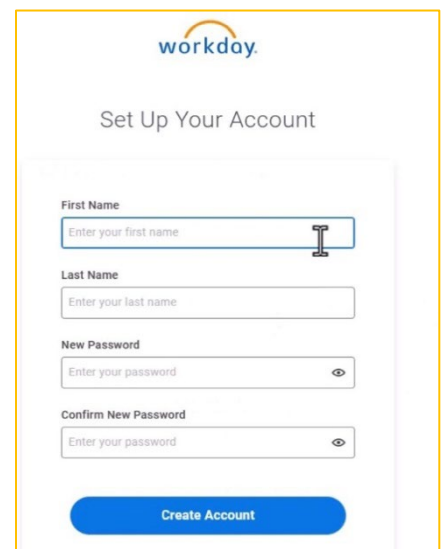
On the screen that appears, click '**Send A Verification Code.**' This will send a 6-digit code to the email you provided.



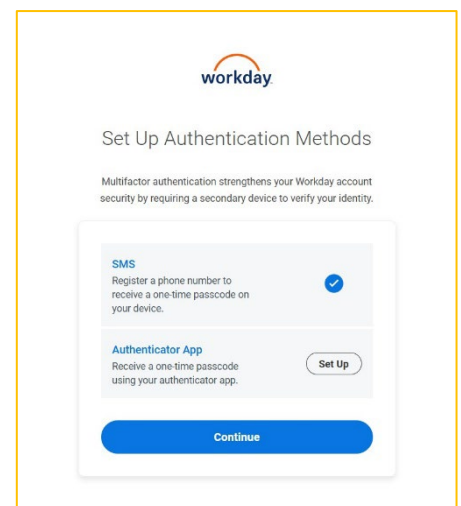
Enter the verification code and click **‘Verify Email.’** If you did not receive the email, check your junk/spam folders. You can also click *Resend A Verification Code* to send it again.



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

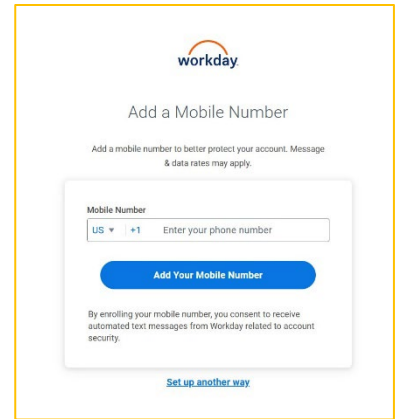


Select which authentication method you prefer to use. We encourage you to set up both SMS and Authentication App to prevent any challenges in the future by accessing your information. For options on which authenticator app to consider, please refer to [page 2](#).

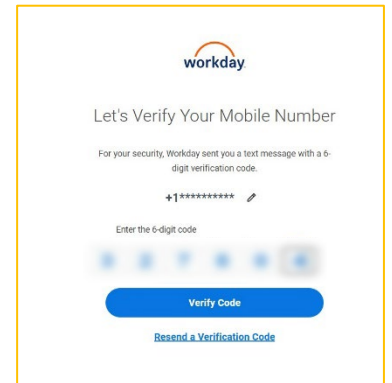


**If you selected SMS as an authentication method:**

Add the mobile phone number you wish to receive automated text messages.



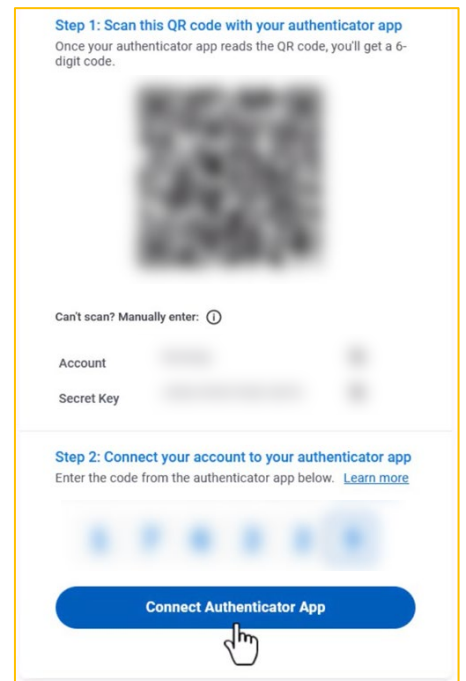
Once you have added the mobile phone number, you will receive a code on that phone that should be added here.



**If you selected Authentication App as your authentication method:**

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. Then click **'Create Account.'**

The screenshot shows the 'Set Up Your Account' page. At the top, there is a logo with a 'W' and the text 'Strategic Sourcing'. Below the logo is the heading 'Set Up Your Account'. The form contains three input fields: 'Job Title', 'Phone Number', and 'Timezone'. The 'Timezone' field is a dropdown menu with the text 'Select a timezone'. Below the input fields is a blue button labeled 'Create Account'. At the bottom of the form, there is a small text block: 'By creating an Account you accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#).'

Add the supplier name we have on file within our system. Reference your confirmation email for details, if needed, and select **'Continue.'**

The screenshot shows the 'Supplier Information' page. At the top, there is a logo with a 'W' and the text 'Strategic Sourcing'. Below the logo is the heading 'Supplier Information'. The page contains a text block: 'You can register each company only once.' Below this is a form with a label 'Company Name \*' and an input field with the placeholder text 'Enter your company name'. Below the input field is a blue button labeled 'Continue'.

You will now see Profile Requests which lists the supplier profiles you have access to and can edit.

**To view your supplier profile, select 'Manage'**

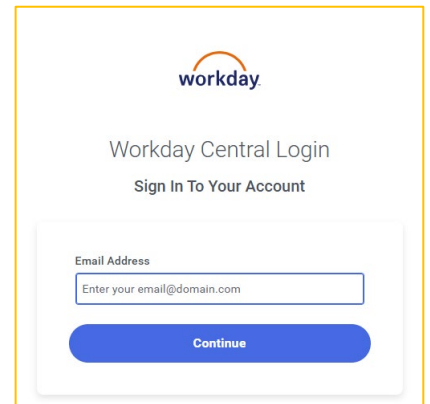
To update your supplier profile, please see the next steps. *Please note that any changes to your profile will require an updated W-9.*

The screenshot shows the Strategic Sourcing dashboard. At the top, there is a navigation bar with the logo, 'Strategic Sourcing', and links for 'HOME', 'SUPPORT', and 'NT'. Below the navigation bar is a 'Welcome, [Name]' message and a 'YOUR SUPPLIER PROFILE' link. The main content area is divided into two sections: 'PROFILE REQUESTS' and 'RESPONSES'. The 'PROFILE REQUESTS' section has a blue header that says 'You have 1 new request'. Below this is a table with columns: 'ISSUING COMPANY', 'SUPPLIER COMPANY', 'STATUS', and 'ACTIONS'. The first row shows 'The University of Central Florida Board of Trustees' as the issuing company, a blurred supplier name, and 'Not started' as the status. The 'ACTIONS' column for this row contains a 'MANAGE' button (highlighted with a red box) and a 'VIEW PUBLIC EVENTS' button. Below the table are navigation arrows and an 'ITEMS PER PAGE' dropdown set to '10'. The 'RESPONSES' section has a header with 'REQUESTS 0', 'RESPONDED 0', and 'ARCHIVED 0'. Below this is a table with columns: 'ISSUING COMPANY', 'TYPE', 'TITLE', 'SUPPLIER COMPANY', 'DUE', and 'STATUS'. The table is empty, with the text 'No items available.' below it. Navigation arrows and an 'ITEMS PER PAGE' dropdown set to '10' are at the bottom.

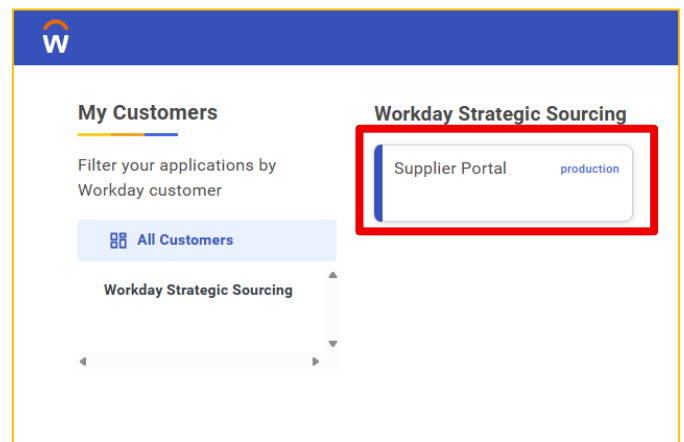
# Updating your Supplier Profile Details

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.

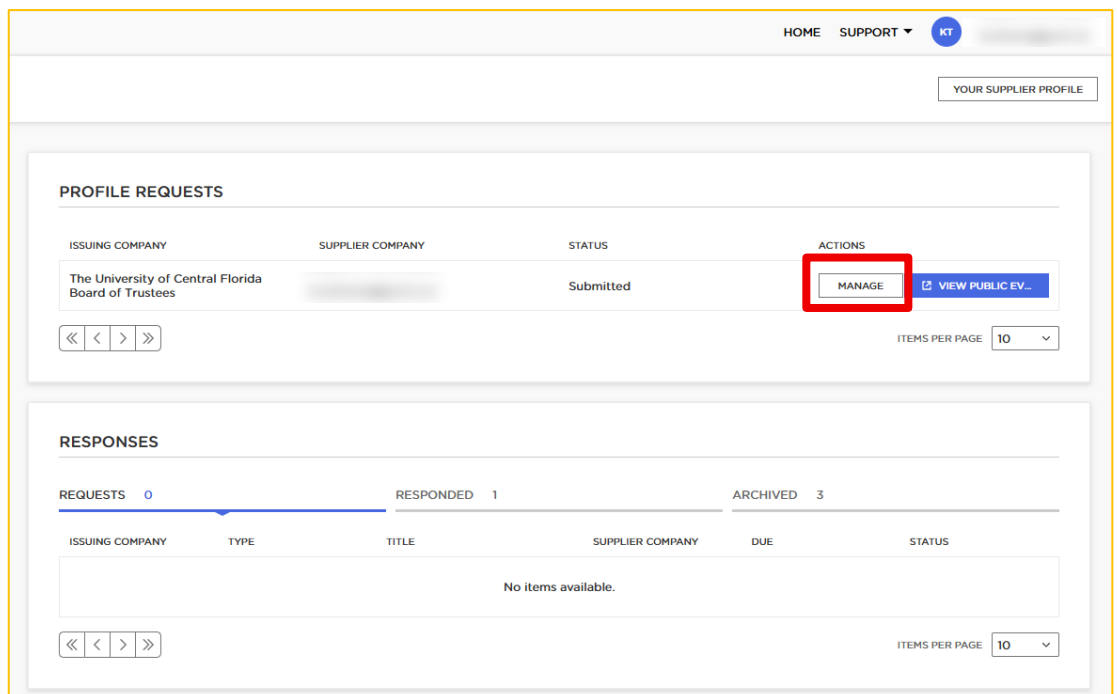


Select "Supplier Portal" to access our Supplier Portal site. [This step is optional and may not appear when you register]



Select "Manage" to access your supplier profile information.

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



This is area where you can make changes to your supplier profile.

Select “Edit” to update addresses, banking information, contact details, or any documentation provided.

The screenshot shows the 'The University of Central Florida Board of Trustees Onboarding Form' with a 'SUBMITTED' status. A left-hand navigation menu includes 'General Profile', 'Supplier Information', 'Commodity Codes', 'Business Information', 'Banking Information', 'Diversity', 'Contacts', and 'Attachments'. The 'Supplier Information' section is active, displaying a progress bar for 'YOUR ONBOARDING JOURNEY!' with four steps: 'Additional Supplier Information', 'Supplier Onboarding', 'Foreign Individual Required Information', and 'Foreign Supplier Information Form (UCF Students)'. Below this, the 'ONBOARDING INFORMATION' section has a 'MESSAGE CENTER' and an 'EDIT' button highlighted with a red box. The form fields include 'SUPPLIER INFORMATION' with 'SUPPLIER NAME\*', 'WEBSITE', and 'D-U-N-S\* NUMBER' (with a note to enter the 9 digit D-U-N-S\* Number). Below that is the 'COMMODITY CODES' section with columns for 'TYPE', 'CODE', and 'TITLE'.

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

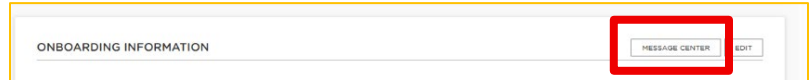
This screenshot focuses on the 'ONBOARDING INFORMATION' section. At the top right, there are buttons for 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT', with the 'SUBMIT' button highlighted by a red box. Below the buttons is a 'Need help?' section with a link to the Supplier Management page. An 'Autofill' section offers to fill form fields with data from the 'Supplier Profile', with a dropdown menu and an 'AUTOFILL FORM' button. The 'SUPPLIER INFORMATION' form fields are visible, including 'SUPPLIER NAME\*', 'WEBSITE', and 'D-U-N-S\* NUMBER'. At the bottom, the 'COMMODITY CODES' section has an 'ADD COMMODITY CODES' button.

Please note that you are unable to edit your profile when there are changes in process. You will see this banner at the top of your supplier profile; if you have any questions, please contact us based on the next page. Note the ‘customer’ referenced in this banner is UCF.

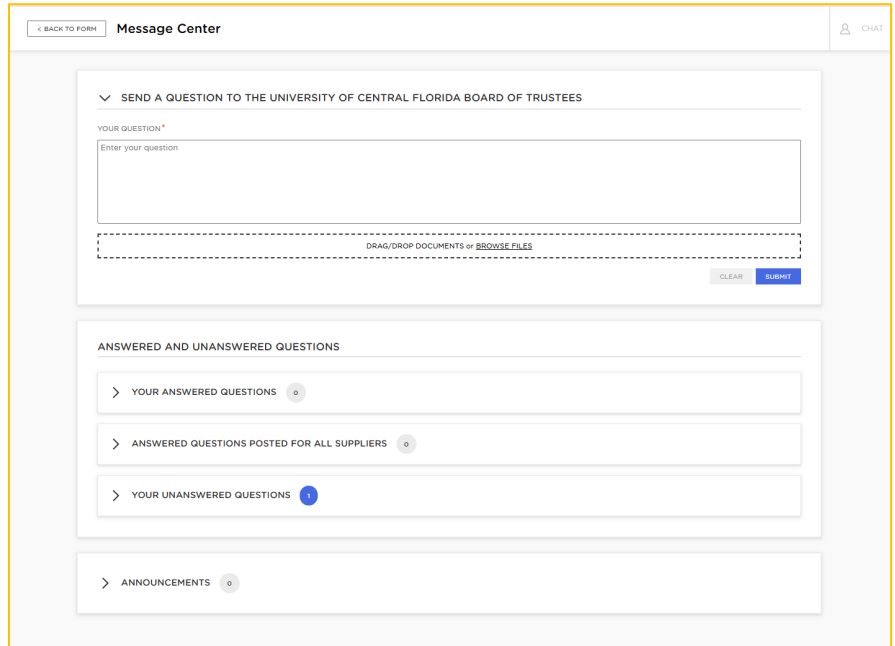
You can only view this form. To request changes, contact the customer.

If you have questions, or need assistance, you have two methods to contact our team:

1. Submit a support request [here](#). The team will respond as soon as possible.
2. Send a message through “Message Center” within Workday Strategic Sourcing. The link is next to the “Edit” button as noted above.



You will receive a message with the response, or you can return to this page to read, or respond, to the responding message. You will also see pending questions, and answered questions, on this page.



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