



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](#)

Before Your Begin

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
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.

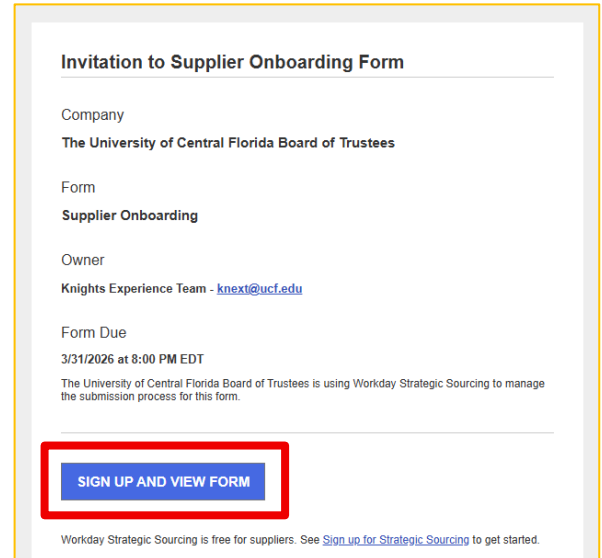
Step 1: Create a Supplier Account

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](#).

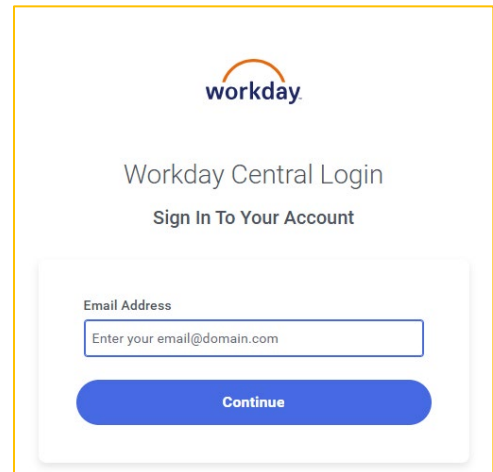
Click on the 'Sign Up and View Form' link in the email you receive.

Be sure to allow all emails from no-reply_strategicsourcing@workday.com

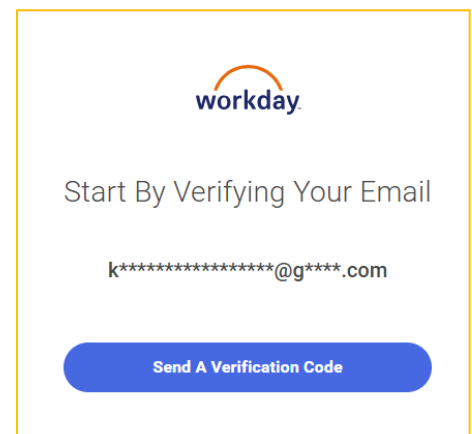
Note you may initially get a message that you are being redirected to the registration site for the next steps. It should take less than 10 seconds to be redirected to the registration site.



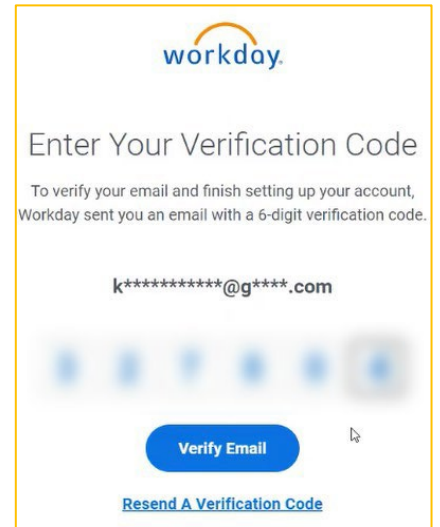
Sign in to your account. This is the contact email you provided with the opt-in request. If there are several contacts within your organization, they will need to follow Step 1 to access your organization's information in the future.



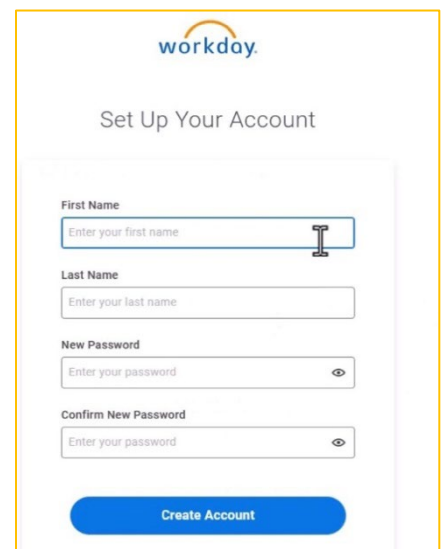
On the screen that appears, click '**Send A Verification Code.**' This will send a 6-digit code to the email you provided.



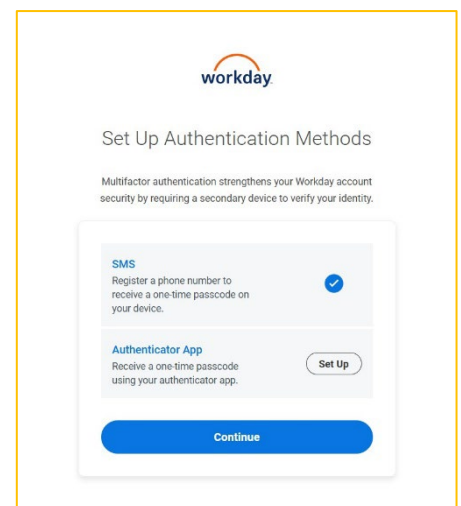
Enter the verification code and click **‘Verify Email.’** If you did not receive the email, check your junk/spam folders. You can also click *Resend A Verification Code* to send it again.



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

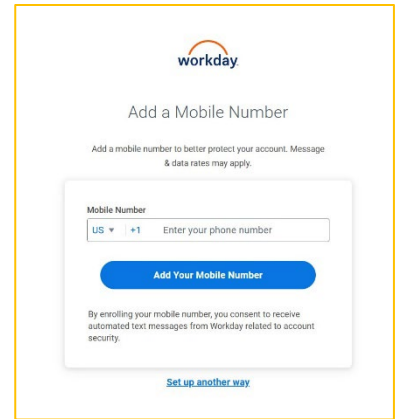


Select which authentication method you prefer to use. We encourage you to set up both SMS and Authentication App to prevent any challenges in the future by accessing your information. For options on which authenticator app to consider, please refer to [page 2](#).

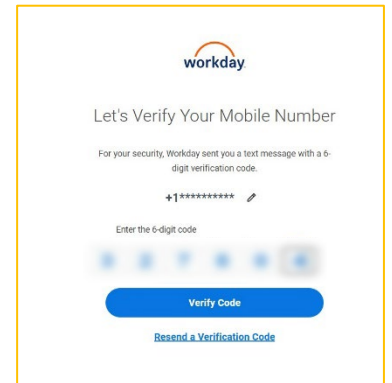


If you selected SMS as an authentication method:

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



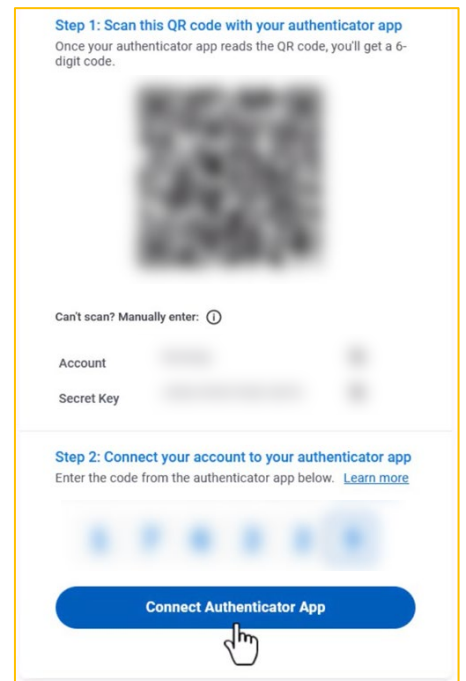
Once you have added the mobile phone number, you will receive a code on that phone that should be added here.



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.'**

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

ISSUING COMPANY	SUPPLIER COMPANY	STATUS	ACTIONS
The University of Central Florida Board of Trustees	[Redacted]	Not started	MANAGE VIEW PUBLIC EVENTS

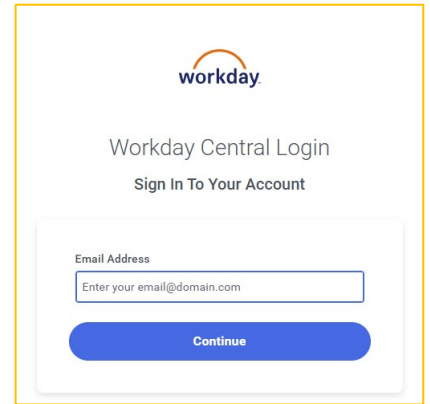
REQUESTS: 0 | RESPONDED: 0 | ARCHIVED: 0

ISSUING COMPANY	TYPE	TITLE	SUPPLIER COMPANY	DATE	STATUS
No items available.					

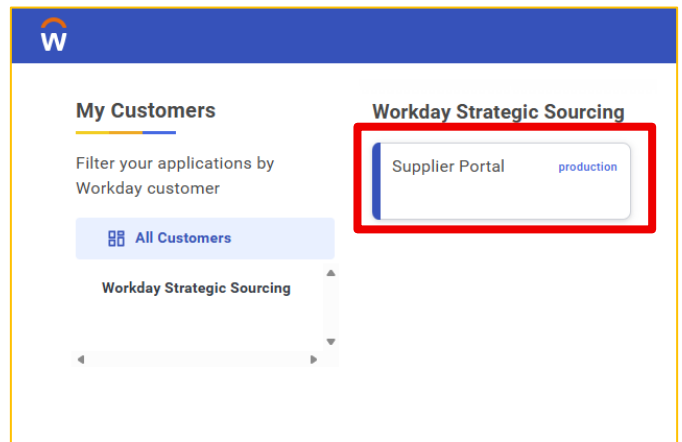
Updating your Supplier Profile Details

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.

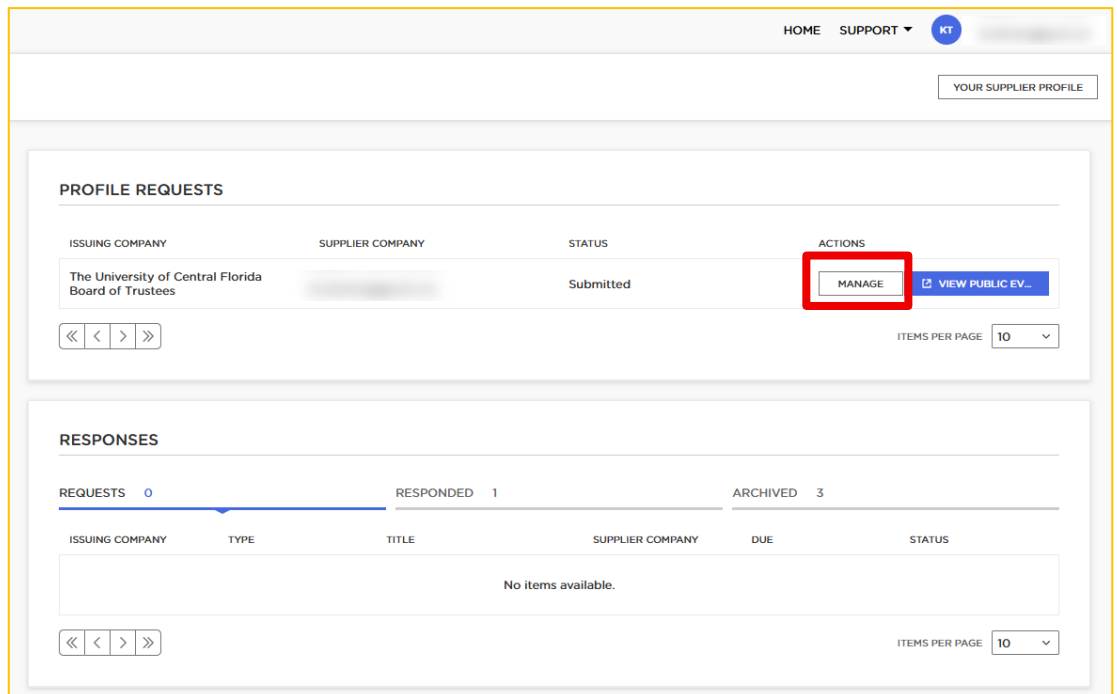


Select "Supplier Portal" to access our Supplier Portal site. [This step is optional and may not appear when you register]



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.

Any additional documents that need to be included on the profile can be added within the attachments section.

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 main content area is titled 'YOUR ONBOARDING JOURNEY!' and lists four steps, all marked as 'SUBMITTED': 'Additional Supplier Information', 'Supplier Onboarding', 'Foreign Individual Required Information', and 'Foreign Supplier Information Form (UCF Students)'. Below this is the 'ONBOARDING INFORMATION' section, which includes a 'MESSAGE CENTER' and an 'EDIT' button highlighted with a red box. The form contains fields for 'SUPPLIER INFORMATION' (Supplier Name, Website, D-U-N-S* Number) and 'COMMODITY CODES' (Type, Code, Title).

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

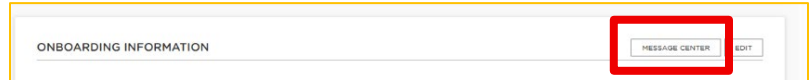
This screenshot shows a closer view of the 'ONBOARDING INFORMATION' section. It features 'CANCEL', 'SAVE AS DRAFT', and 'SUBMIT' buttons, with the 'SUBMIT' button highlighted in a red box. A 'Need help?' banner provides guidance on using the Supplier Management page or the Message Center. Below the banner, there is an 'Autofill' section with a dropdown menu and an 'AUTOFILL FORM' button. The 'SUPPLIER INFORMATION' section contains fields for '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.

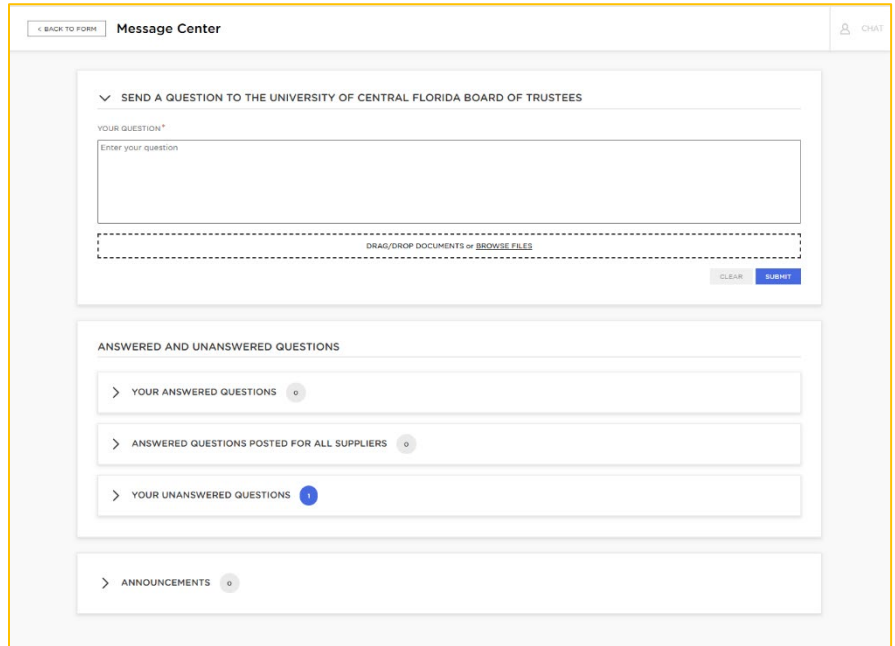
A grey banner with a yellow border containing the text: "You can only view this form. To request changes, contact the customer."

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!