

Workday Supplier Registration

Quick Reference Guide

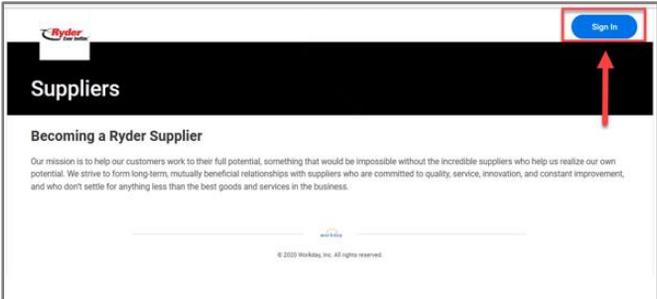
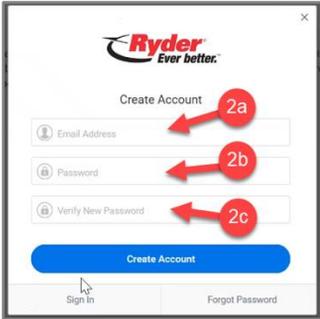
Audience

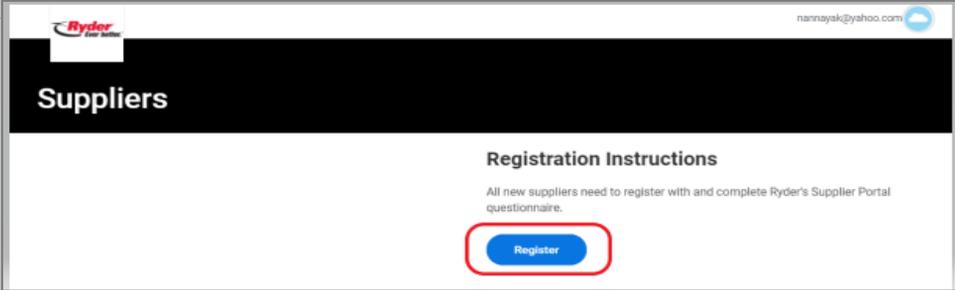
External Suppliers

Overview

Explanation of how to Create External Supplier Site in Workday

Steps

1.	<p>a. Access the Create External Supplier Site task utilizing the provided link by the Supplier Admin.</p> <p>https://wd5.myworkdaysite.com/supplier/ryder/supplier_registration</p> <p>b. Click Sign In.</p> 
2.	<p>The Sign In pop-up will appear. Click on Create Account in the bottom left corner. Input:</p> <ol style="list-style-type: none">Email AddressPassword and Verify New PasswordClick Create Account  <p><i>Note: You will receive an email from ryder@myworkday.com to verify your account. Follow the email instructions to proceed and utilize the provided link to enter in the account information to access the supplier home page. Please save the email address in your inbox to avoid spam.</i></p>

3.	Click on the Home button on the Supplier Page to access the Registration Instructions.
4.	
5.	<p>Enter in all information under Business Details, most of the below fields are required. There are additional optional fields that should be filled out as well.</p> <ul style="list-style-type: none">• Business Name<ul style="list-style-type: none">• This is how the name will appear in the system• Supplier Category<ul style="list-style-type: none">• Choose the best option, if your specialty is not available “General Services” will work.• Ryder employee Contact<ul style="list-style-type: none">• The full name of the Ryder employee that directed you to register as a supplier. (Ryder does not set up unsolicited suppliers).• Legal Entity Name<ul style="list-style-type: none">• Name as it appears in tax filings.• Name as it appears on invoices<ul style="list-style-type: none">• Include all DBA names that you may submit under• Currency of payments<ul style="list-style-type: none">• Must be USD or CND, cannot be both• US tax ID type<ul style="list-style-type: none">• Either EIN/TIN or SSN• US tax ID number<ul style="list-style-type: none">• Type in the nine digit tax id with appropriate dashes• Canadian Registration number<ul style="list-style-type: none">• Type in GST, HST, QST or other tax registration number• A US based supplier providing services in Canada, must provide a 105 Waiver from the Canadian Revenue service or be subject to 15% withholding.• Any supplier providing services in Puerto Rico, must provide an exemption/partial exemption or be subject to 10% withholding.

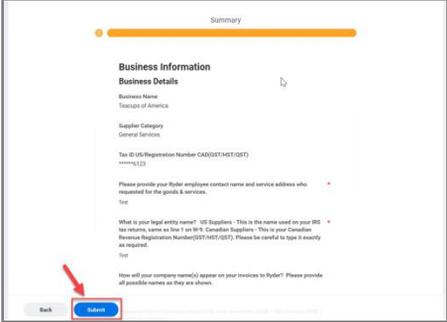
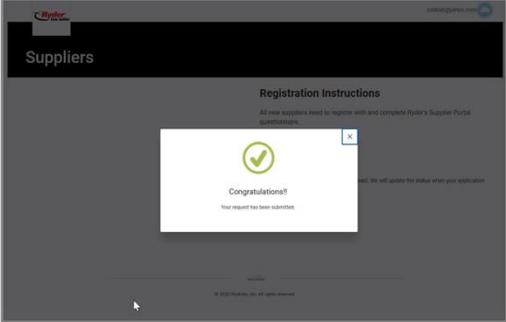
- **List type of organization**
 - Select from drop down
- **Attachment of W9, W8 or proof of GST/HST/QST: Add attachment from files**
 - An attachment is required to submit.
- **Upload a COI (if available)**
- **Workers comp insurance**
 - Yes/No drop down
- **Factoring company**
 - If you are using a factoring company for your invoicing, please provide a signed notice of assignment
- **Electronic payment**
 - Complete banking information if you wish to be paid electronically
 - Follow directions carefully for US or CA
- **Accelerated payment**
 - Leaving blank will set to default
- **Tax exemption**
 - An exemption certificate can be obtained at Sales_Tax_SSC@Ryder.com
- **Brief description of services or goods that your company provides**
- **Corporate revenue amount**
- **Year company founded**
- **Provide a contact name and phone number for your business**
- **Minority classification**
 - Yes/ No and follow directions as indicated
- **Services by 3 or fewer individuals**
- **Have you ever been a Ryder employee**
 - If yes, please answer additional questions
- **Do you advertise to the public**
- **Ryder's Supplier Code of Conduct:** Select Agree or Not Agree
- **Supplier Fraudulent conduct:** Select Yes or No
- **Supplier Officers Fraudulent conduct:** Select Yes or No
- **Select currency default (USD or CND only)**
- **Complete Business Contact Details:**
 - **Phone number-****click box above or entry will disappear when next is clicked**
 - **Email address**
 - **Remit to (where checks will be sent)/physical/ mailing address**

Click Next

And **Next** again through document page.

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8.	<p>Signature Page is for supplier to review Terms & Conditions.</p> <p>a. Read through and if the supplier accepts the Terms & Conditions, click the box to make a check mark and add in the electronic signature.</p> <p>Click Next</p>
9.	<p>Summary page is for supplier to review all information that was previously submitted to ensure accuracy.</p> <p>Once reviewed, click Submit. A congratulations pop-up will appear, the registration is submitted.</p> <div data-bbox="244 736 691 1058"></div> <div data-bbox="776 736 1282 1058"></div>
<p><i>Note: Once the supplier request is submitted, it will be routed to the supplier admin group to review and approve. If any issues, it will be returned with a note requesting additional information/documents. Status can be monitored in this registration site.</i></p> <p><i>The supplier and the Ryder contact will receive an email once the supplier number is approved. Also the supplier portal access will be triggered and a QRG sent to the supplier.</i></p>	