



Jumpstart Your Workday Journey

Working with Suppliers

Whether you are requesting new suppliers, working with existing ones or managing supplier relationships with your department, you play a critical role in ensuring UF can purchase goods and services efficiently and compliantly. Today's supplier setup and maintenance often involve multiple emails, forms and manual coordination across offices. Workday will streamline supplier management processes with transparency into supplier status, standardized workflows and self-service tools, reducing back-and-forth communication and follow-ups. You will be able check the status of supplier transactions without having to request a status update. After UF switches to Workday in July 2027, you'll have more time to focus on strategic supplier relationships rather than burdensome administrative tasks.

Key Changes & New Ways of Working:

Here are some changes you can expect with Workday:

- Workday's **Supplier Portal** will become the self-service platform where all UF's suppliers will manage their own information and have the ability to communicate directly with the UF Supplier Team, eliminating the administrative burden on our departmental staff.
- While suppliers will assume full accountability, they will also independently manage some interactions that previously involved staff oversight. This will require trust in the new system's validation processes and an adjustment period as our staff and suppliers adapt to new ways of working.
- **Onboarding and working with suppliers (your role)**
 - You will use Workday to initiate/request supplier onboarding/set up and change requests. Suppliers will no longer use a public registration link.
 - Workday's automated validation and compliance review processes will increase efficiency and help reduce risk.
 - Electronic banking will eliminate paper checks and reduce manual processing, slow payment cycles, higher costs and administrative burden.





- **Suppliers' use of the Supplier Portal self-service tools (their role)**
 - Suppliers will use Workday's self-service portal to enter and maintain their own contact information, tax ID, banking details, forms like W-9s, certificates of insurance and other documentation. If they work with multiple organizations or companies that also use Workday (such as another Workday higher ed institution, for example), they can manage all their profiles through a single login, making it easier to maintain accurate and current information across customers.
 - The Workday system will provide notifications to suppliers about missing information or required actions during onboarding.
 - Electronic banking will be mandatory for suppliers serving UF.
 - When appropriate, select suppliers may also be granted access to monitor and manage their business transactions with UF, such as purchase order and invoice information.
- **Please note:** The Empowering UF Project Team will provide information to suppliers to facilitate their transition to the new Supplier Portal.

Benefits of Workday

These are some new features we think you'll find interesting

- Workday's centralized, integrated Supplier Portal will house all supplier records across the university and our affiliated organizations.
- Workday will update in real time, so you'll always know the status of supplier onboarding, requests, approvals and other transactions.
- Since suppliers will enter and maintain their own information, you will benefit from reduced manual data entry, fewer supplier record errors, greater compliance and improved efficiency.
- You will be able check the status of supplier transactions without having to request a status update.
- **Working with foreign suppliers**
 - UF will have a standardized supplier onboarding process for both domestic and foreign suppliers.
 - Workday offers language support so that foreign suppliers will be able to complete registration and maintenance activities in their preferred language.





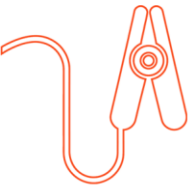
- Based on the supplier's country or location, dynamic address, tax and banking fields will adjust, helping ensure the appropriate information is collected.

How to Prepare

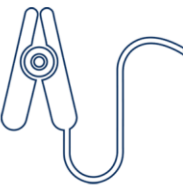
You can begin laying the groundwork now for the changes to come. Recommended activities include:

- Visit the [Empowering UF website](#).
- Explore [Education & Resources](#):
 - Learn about [Organizations](#) in Workday and watch this [overview video](#).
 - Browse [Workday Demos](#).
 - Understand the [Foundation Data Model](#) (FDM), which is the backbone of Workday. Watch the [video, explore the current-to-future-state graphic](#) and review information on Worktags and [FAQs](#).
 - [Human Capital Management \(HCM\) & Payroll](#): See what will change in self-service tools for benefits, compensation, recruitment, payroll and more. [Use the click-through graphic](#) to get familiar with Workday terminology.
 - [Finance & Research](#): Explore [Workday's finance and research workflows, terminology](#) and details on banking and settlement, accounting and budgets, expenses, grants and gifts.
- Connect with your college or unit representatives in the [Empowering UF Change Agent Network](#) of liaisons working with our Empowering UF Project Team.
- [Subscribe to the Empowering UF Newsletter](#) to stay informed now and throughout the transition.
- Consider taking some education courses to prepare for change and refresh key skills.
 - View the Training & Organizational Development [training calendar](#) and register on the [myTraining](#) portal.
 - UF provides faculty and staff with free access to LinkedIn Learning's more than 16,000 training courses available 24/7. Access the UF LinkedIn Learning login and FAQs [here](#).
- **Specific for you**
 - Review how your department currently requests and works with suppliers.





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- Identify the individuals who regularly submit supplier requests or coordinate with suppliers and review their information for accuracy.
- Begin encouraging suppliers to maintain their accurate contact and banking information.
- Watch for future communications regarding supplier onboarding and supplier portal functionality.
- Participate in Workday training opportunities when they become available.

