Workday Supplier Registration
Quick Reference Guide

Audience
External Suppliers

Overview
Explanation of how to Create External Supplier Site in Workday

Steps

1. a. Access the Create External Supplier Site task utilizing the provided link by the Supplier Admin.
   https://wd5.myworkdaysite.com/supplier/ryder/supplier_registration
   
   b. Click Sign In.

2. The Sign In pop-up will appear. Click on Create Account in the bottom left corner. Input:
   a. Email Address
   b. Password and Verify New Password
   c. Click Create Account

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.
3. Click on the **Home** button on the Supplier Page to access the Registration Instructions.

4. Click **Register** to start the application process.

![Registration Instructions](image)

5. Enter in all information under **Business Details**, the below fields are required. There are additional optional fields that should be filled out as well.
   - a. **Business Name**
   - b. **Supplier Category**
   - c. **Ryder employee Contact**
   - d. **Legal Entity Name**
   - e. **Attachment of W9**: Add attachment from files
   - f. **Ryder’s Supplier Code of Conduct**: Select Agree or Not Agree
   - g. **Supplier Fraudulent conduct**: Select Yes or No
   - h. **Supplier Officers Fraudulent conduct**: Select Yes or No
   - i. **Business Contact Details**: Phone number, email address

   Click **Next**

6. Enter in details of the contact person under **Contact Information**, the below fields are required.

   - **Legal Name**: Country, First Name, Last Name, email address

   Click **Next**
7. Add any **attachments** needed to support the registration. 
   Click **Next**

8. **Signature** Page is for supplier to review Terms & Conditions. 
   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**. 
      Click **Next**

9. **Summary** page is for supplier to review all information that was previously submitted to ensure accuracy. 
   Once reviewed, click **Submit**. A congratulations pop-up will appear, the registration is complete.

Note: Once the supplier request is submitted, it will be routed to the supplier admin to review and approve. Post the approval please reference the supplier portal QRG for next steps.

*The supplier and the Ryder contact will receive an email once the supplier number is approved.*