



UNIVERSITY OF CENTRAL FLORIDA

New Supplier Registration

Thank you for your interest in doing business with the University of Central Florida!

As of March 2026, UCF is using Workday Strategic Sourcing as the system for facilitating supplier onboarding. This guide will give you step-by-step instructions on how to complete the registration process.

Please note, this guide is intended for new suppliers who have never done business with UCF prior to March 2026. All other suppliers should follow the steps outlined [on our website](#) to request changes.

Need help? Contact us [here](#)

MARCH 2026

Before Your Begin

1. Gather Required Materials

a. Completed and signed forms:

- [IRS W-9 Form](#), [IRS W8-BEN](#), or [IRS W8-BENE](#) based on your organization's tax status
- [Florida Statute 787.06\(13\) Human Trafficking Attestation](#)
- [Florida Statute 288.860 Attestation Agreements with Foreign Principles](#)

b. Banking Information, if you plan to sign up for direct deposit

c. Primary contact information (name, email) for your organization

d. Please note that other documentation may be required as part of the onboarding process and you will be notified of the requirements during that section.

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 

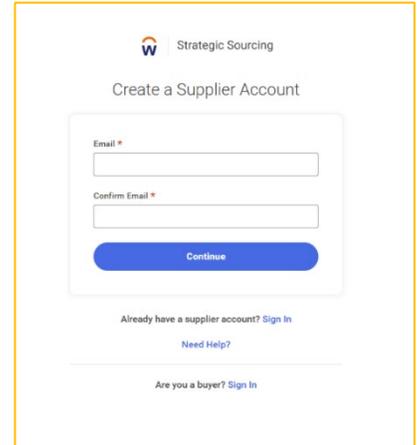
b. Web Browser Option: Authenticator is a free web browser extension authenticator

3. Allow all emails from no-reply_strategicsourcing@workday.com

Step 1: Create a Supplier Account

To start, please visit our self-registration [Supplier Portal](#)

Enter and confirm your email address. This will become a contact email on the supplier record. If there are several contacts within your organization, they will need to follow Step 1 to access your organization's information in the future.

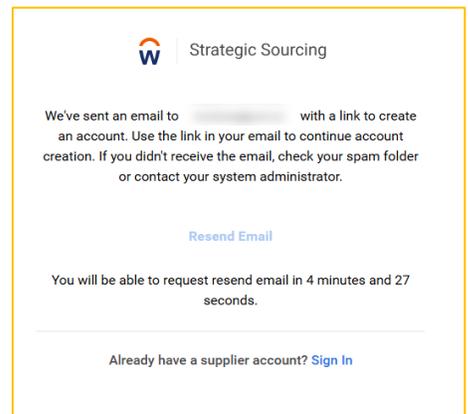


The screenshot shows the 'Strategic Sourcing' logo at the top. Below it is the heading 'Create a Supplier Account'. The form contains two input fields: 'Email *' and 'Confirm Email *'. A blue 'Continue' button is positioned below the second field. At the bottom of the form, there are three links: 'Already have a supplier account? Sign In', 'Need Help?', and 'Are you a buyer? Sign In'.

An email is sent to this address with a link to continue the registration process.

When you receive the email, click the **Create Account** button in the email. If you don't receive the email, make sure to check your junk/spam folder. In 5 minutes, you will be able to re-send the email a second time.

Allow all emails from no-reply_strategicsourcing@workday.com.



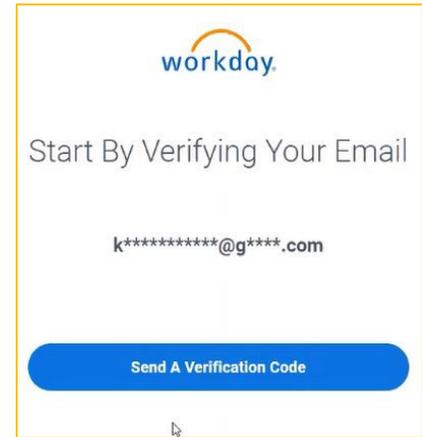
The screenshot shows the 'Strategic Sourcing' logo. The main text reads: 'We've sent an email to [redacted] with a link to create an account. Use the link in your email to continue account creation. If you didn't receive the email, check your spam folder or contact your system administrator.' Below this is a 'Resend Email' link. A message states: 'You will be able to request resend email in 4 minutes and 27 seconds.' At the bottom, there is a link: 'Already have a supplier account? Sign In'.

After clicking the link in the email, you will be brought back to Strategic Sourcing and will be redirected to Workday Central login.

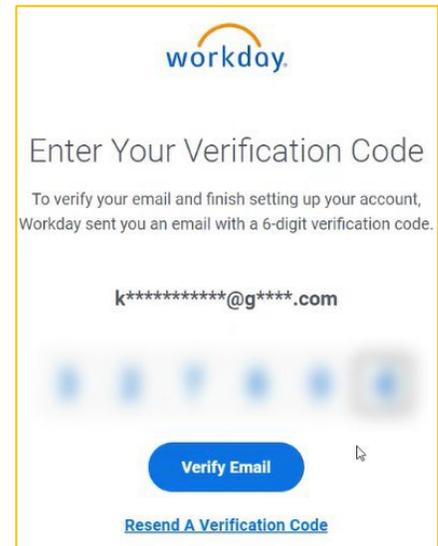


The screenshot shows the 'Workday Strategic Sourcing' logo. The heading is 'Redirecting to Registration'. The text below reads: 'You are being redirected to register using Workday Central Login. After registration, bookmark the Supplier Portal for all supplier tasks.' A message states: 'You will be redirected in 5'. Below this is a 'Redirect Now' button.

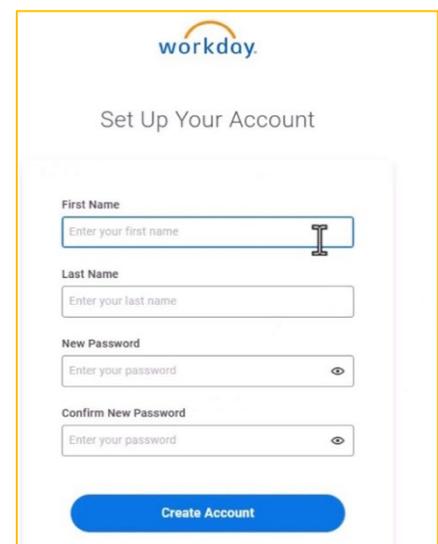
On the screen that appears, click **'Send A Verification Code.'** This will send a 6-digit code to the email you provided.



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.



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.'**

Step 1: Scan this QR code with your authenticator app
Once your authenticator app reads the QR code, you'll get a 6-digit code.

Can't scan? Manually enter: ⓘ

Account

Secret Key

Step 2: Connect your account to your authenticator app
Enter the code from the authenticator app below. [Learn more](#)

Connect Authenticator App

You can include a mobile number or skip this step.

workday.

Add a Mobile Number

Option to add a mobile number to better protect your account. Message & data rates may apply.

Mobile Number
*Limited countries supported at this time.

US ▼ +1 Enter your phone number

Add Your Mobile Number

[Skip this Step](#)

Please include your job title, phone number, and time zone. Then click **'Create Account.'**

W | Strategic Sourcing

Set Up Your Account

Job Title

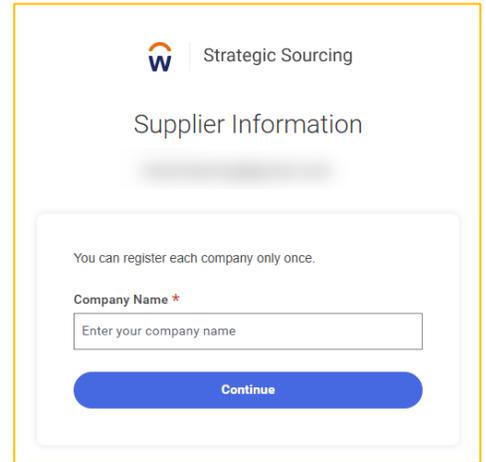
Phone Number

Timezone

Create Account

By creating an Account you accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#).

Add your company/organizational name (or your name if you are an individual) and select 'Continue.'

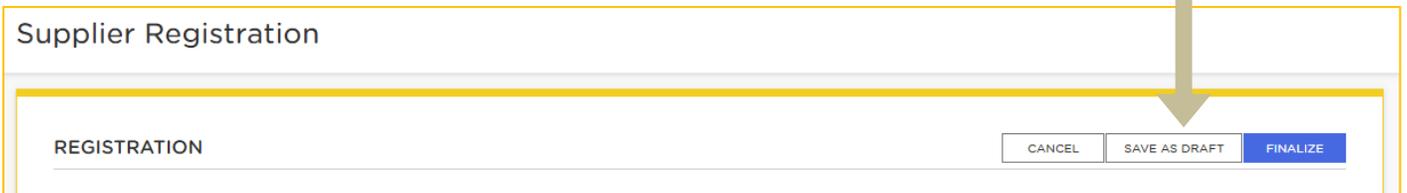


Step 2: Complete the Supplier Registration (Part 1)

There are two portions to this registration step:

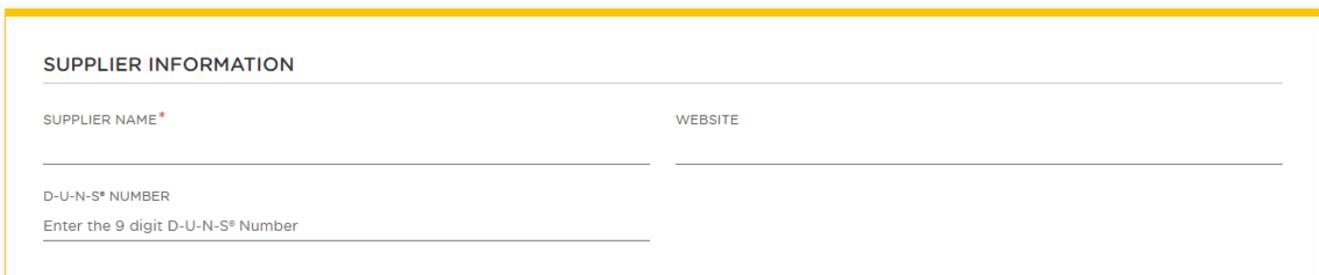
1. Completion of Supplier Registration (below)
2. Completion of Additional Supplier Information which will be sent after the first portion has been submitted and reviewed. This portion could take up to four (4) days to receive.

Note: you can save this step as a draft if you need to obtain additional details.



Supplier Information

- Supplier Name will autofill based on what you shared in the prior step. You can edit it here as it should reflect how it is stated on the W-9
- Website is optional
- D-U-N-S Number is optional



Commodity Codes

Optional, although strongly encouraged.

- The codes selected should represent the goods and/or services you provide.
- This may be used to notify you of potential procurement opportunities that match the commodity codes you select.
- Click **ADD COMMODITY CODES** then select the boxes next to the codes you would like to add and click **ADD CODES**. You can scroll through the list or use the search box.

COMMODITY CODES

REQUIRED*

TYPE CODE TITLE

No rows found

ITEMS PER PAGE 25

SEARCH COMMODITY CODES

Q Search by type, code, or title...

TYPE CODE TITLE

<input type="checkbox"/>	UNSPSC	SC0001	Agricultural Machinery
<input type="checkbox"/>	UNSPSC	SC0002	Dirt & Soil
<input type="checkbox"/>	UNSPSC	SC0003	Fertilizer/Plant Nutrient/Herb
<input type="checkbox"/>	UNSPSC	SC0004	Peat Bark & Mulch
<input type="checkbox"/>	UNSPSC	SC0005	Seeds Bulbs Seedlings Cuttings

ITEMS PER PAGE 25

CANCEL ADD CODES

Diversity (Supplier Diversity Certifications) - Optional

If your company/organization has any diversity attributes and/or certifications, you can include them on your profile here.

- Select country: United States of America
- Add Country
- Select all diversity attributes that apply

If you select the country and realize none apply, you can select 'delete' and the selection will be removed.

Business Information

You can add multiple of each area by selecting 'Add Address/Phone/Tax ID' as needed. **Please note the Tax ID Information provided should match your W-9.**

BUSINESS INFORMATION

ADDRESSES

[ADD ADDRESS](#)

REQUIRED *

ADDRESS COUNTRY *

Select country ▼

PHONES

[ADD PHONE](#)

PHONE COUNTRY INTERNATIONAL CALLING CODE

Select country ▼ (empty)

TAX INFORMATION

[ADD TAX ID](#)

REQUIRED *

TAX COUNTRY *

Select country ▼

Banking Information

If you wish to be paid by ACH/Direct Deposit, you will need to enter the banking information for your company/organization. Please note that foreign banking information will be paid by wire. Skip this step if you would prefer to be paid by check (Note: the country and bank account type is not required)

BANKING INFORMATION

BANK ACCOUNTS

[ADD BANK ACCOUNT](#)

ACCOUNT DETAILS

BANK ACCOUNT COUNTRY BANK ACCOUNT TYPE

Select country ▼ Select type ▼

Contacts

The name, email, job title, and phone number will autofill based on what was added in the account creation section. You can add other members of your team here to access your company account within Workday Strategic Sourcing. They will need to establish an account within WSS to access the information.

- Required fields are First Name, Last Name, and Email; all others are optional

CONTACTS

[ADD CONTACT](#)

FIRST NAME* ⓘ

LAST NAME*

▼ CONTACT INFORMATION

EMAIL*

JOB TITLE

PHONE COUNTRY

PHONE

Select country ▼

Enter contact phone

NOTIFICATIONS

Receive email notifications for events that match your commodity codes

Attachments

There are three required attachments to finalize your supplier information in this section. Failing to provide the completed and signed documents will delay this process.

ATTACHMENTS

The following documents are required to be completed and attached in order for this request to be completed. Missing documentation, or incomplete information, will result in a delay in processing and the contact person on the supplier required will be notified for additional information.

1. Completed and signed [IRS W-9](#), [IRS W8-BEN](#), or [IRS W8-BENE](#)
2. Completed and signed [Florida Statute 787.06\(13\) Human Trafficking Attestation](#)
3. Completed and signed [Florida Statute 288.860 Attestation Agreements with Foreign Principles](#)

REQUIRED*

FILE NAME	FILE SIZE	UPLOAD DATE	UPLOADED BY	FILE TYPE
No items available.				

DRAG/DROP DOCUMENTS or [BROWSE FILES](#)

Terms and Conditions

Review the terms and conditions, then select 'I Accept the Terms and Conditions'

TERMS & CONDITIONS

I certify and attest that:

- I am duly authorized and empowered to act and agree on behalf of the Supplier named in this request.
- The information provided is true and accurate, and that if any of the above information changes, the Supplier will promptly notify the University of Central Florida.
- I affirm the Supplier understands the University of Central Florida's reliance on the certified information and that the University of Central Florida's may terminate any and all Supplier contracts should the certified information be discovered inaccurate or false.

I Accept the Terms and Conditions

CANCEL SAVE AS DRAFT FINALIZE

When you have completed all the information above, click 'Finalize' to submit your supplier request.

- You have the option to 'Save as Draft' if you would like to finish later
- Cancel will delete your registration and clear everything you have provided

You will receive an email indicating you are registered in our system. *This is just step one of the process and your profile is not finalized until Part 2 is complete (below):*

SELF-REGISTRATION SUCCESSFUL ✕

Thanks for registering to participate in events for The University of Central Florida Board of Trustees.

Select your next action:

STEP 2 CONTINUED: complete the supplier registration (part 2)

Once you have submitted Step 1 above, UCF will review your supplier registration information. Following this, you will receive an email to complete additional information. All the required information will be added to your Supplier Portal as noted below, and you will receive an email for each. Completion of this information is required to finalize your supplier record.

Upon receipt of the email(s), click 'View Form;' you may need to log back into the Supplier Portal. On your home page, you will see under 'Responses' the required form.

Click on 'Additional Supplier Information' (or other forms listed requiring your input)

ISSUING COMPANY	TYPE	TITLE	SUPPLIER COMPANY	DUE	STATUS
The University of Central Florida Board of Trustees	Form	Additional Supplier Information		12/8/2025 at 7:00 PM	Published

Open Questionnaire to review the questions on the form. You will need to answer the questions provided; once done, click 'Review and Submit.' You should now see, under status, that all required questions are complete.

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Additional Supplier Information	As part of the Supplier Onboarding process, additional forms or information...	Never	(Not started)	--	OPEN
Key Supplier Contact Information	Please provide the key contacts to receive purchase orders or remittance...	Never	(Not started)	--	OPEN
UCF Contact Information		Never	(Not started)	--	OPEN

IMPORTANT: you will need to submit all required forms to finalize this final step.

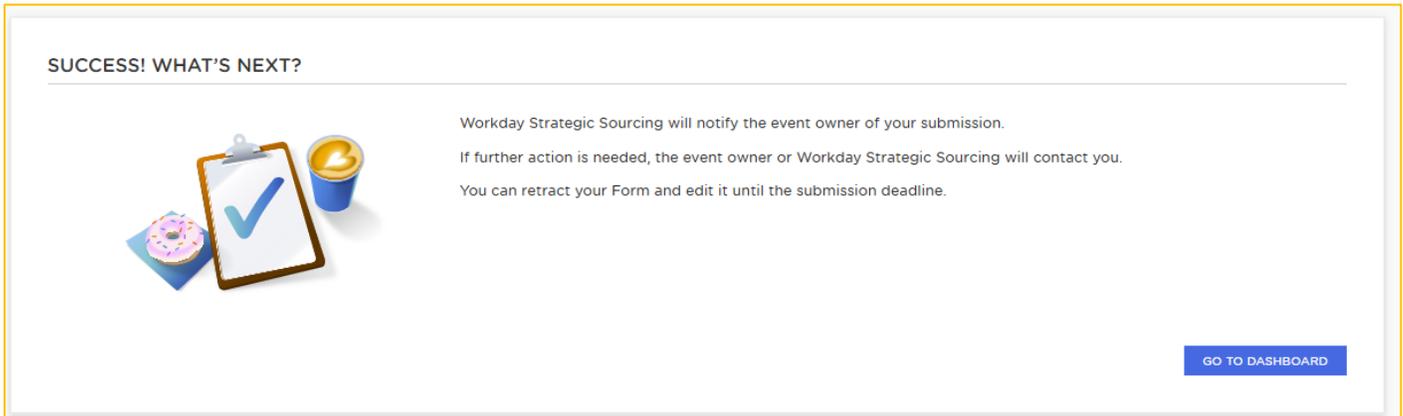
Additional Supplier Information

Changes save
automatically

PREVIEW

SUBMIT FORM

Once completed, you should see the screen below titled, “Success! What’s Next?”



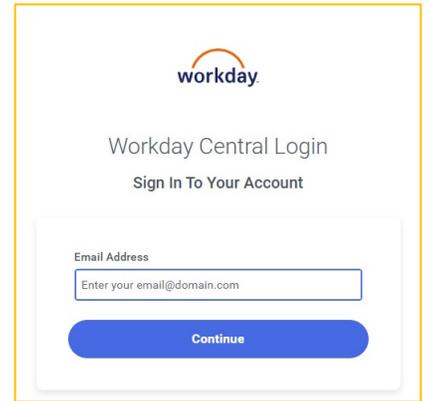
You have now completed the two required parts to Step 2, and your request is now pending final review from UCF. You should typically hear back within 3-5 business days. If you have any questions, please contact us [here](#).

After your request is approved and finalized, to update your supplier profile details, follow the steps in the next section of this guide.

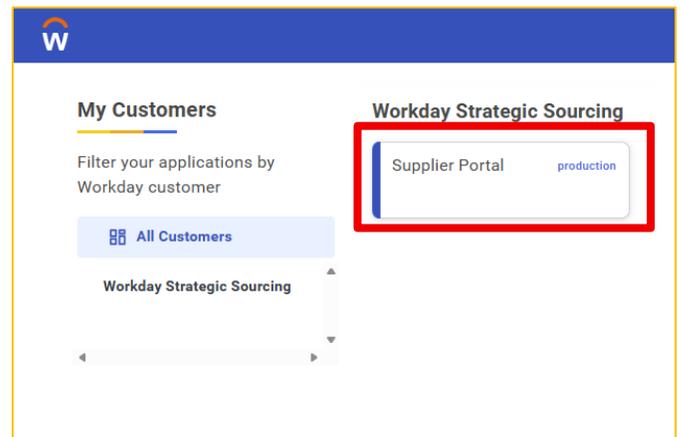
Updating your Supplier Profile Details

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.

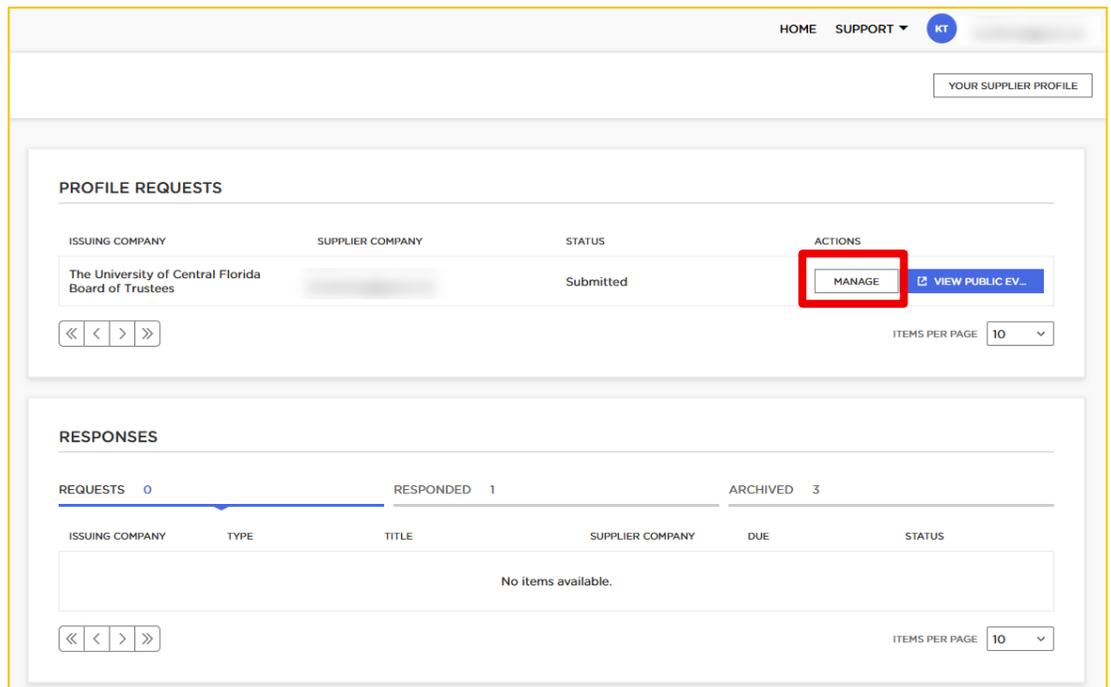


Select "Supplier Portal" to access our Supplier Portal site



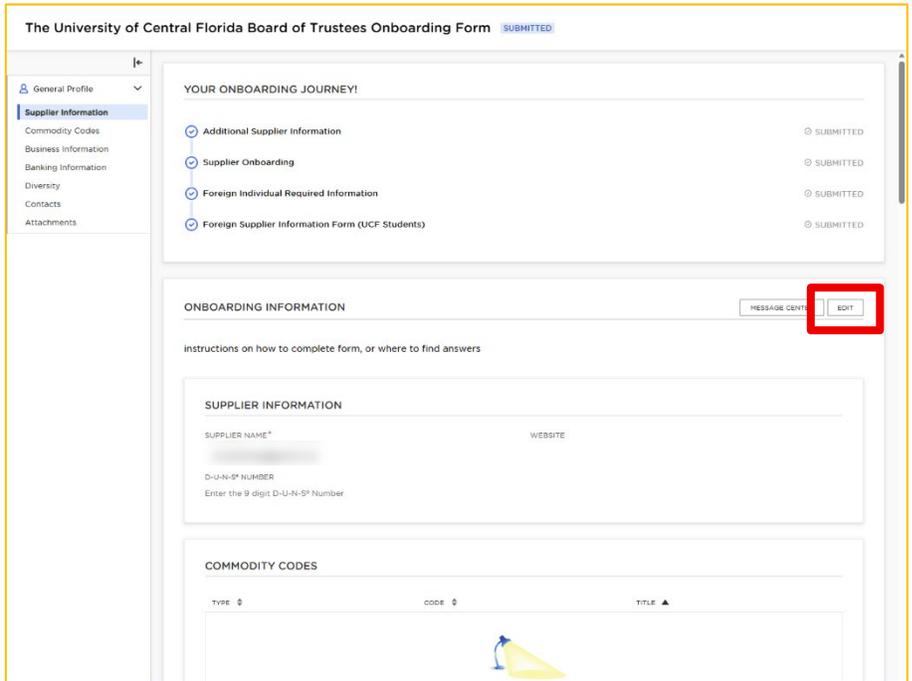
Select "Manage" to access your supplier profile information.

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 University of Central Florida Board of Trustees Onboarding Form SUBMITTED

General Profile | **Supplier Information** | Commodity Codes | Business Information | Banking Information | Diversity | Contacts | Attachments

YOUR ONBOARDING JOURNEY!

- Additional Supplier Information ⊙ SUBMITTED
- Supplier Onboarding ⊙ SUBMITTED
- Foreign Individual Required Information ⊙ SUBMITTED
- Foreign Supplier Information Form (UCF Students) ⊙ SUBMITTED

ONBOARDING INFORMATION MESSAGE CENTER **EDIT**

instructions on how to complete form, or where to find answers

SUPPLIER INFORMATION

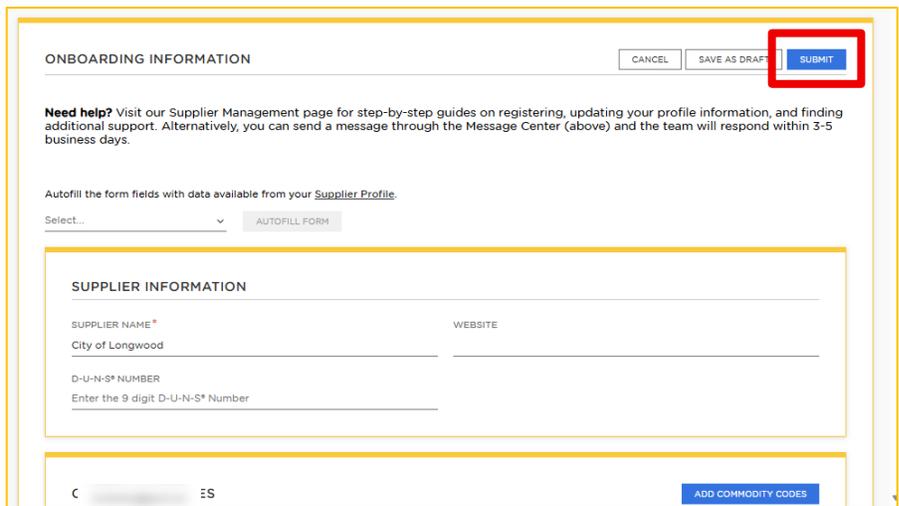
SUPPLIER NAME* WEBSITE

D-U-N-S* NUMBER
Enter the 9 digit D-U-N-S* Number

COMMODITY CODES

TYPE	CODE	TITLE

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



ONBOARDING INFORMATION CANCEL SAVE AS DRAFT **SUBMIT**

Need help? Visit our Supplier Management page for step-by-step guides on registering, updating your profile information, and finding additional support. Alternatively, you can send a message through the Message Center (above) and the team will respond within 3-5 business days.

Autofill the form fields with data available from your [Supplier Profile](#).

Select... AUTOFILL FORM

SUPPLIER INFORMATION

SUPPLIER NAME* WEBSITE

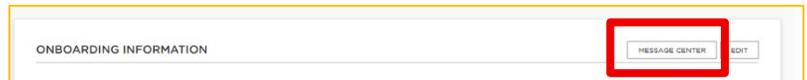
City of Longwood

D-U-N-S* NUMBER
Enter the 9 digit D-U-N-S* Number

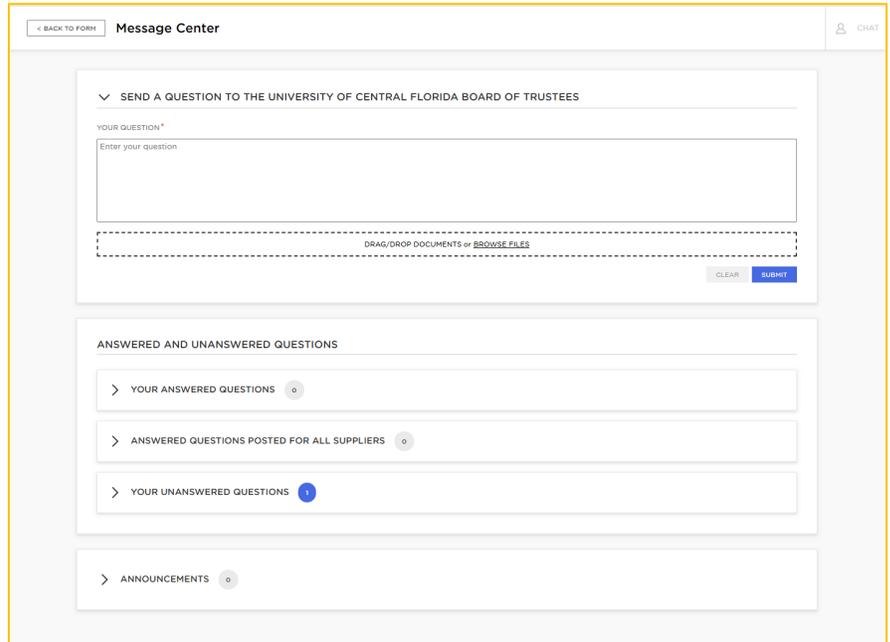
C ES ADD COMMODITY CODES

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!