

Austin Community College District
9101 Tuscany Way
Austin, TX 78754

Subject: Introduction to Workday Supplier Portal and Vendor Registration

Dear Austin Community College (ACC) District Supplier:

This letter serves as official notification to inform all current ACC and potential suppliers of a change in the manner which supplier invoices are submitted, received and processed by ACC.

ACC has converted to a New Financial system called Workday. With the implementation of the new Workday system, all suppliers must be registered through ACC's Supplier Portal. The Supplier Portal will allow suppliers to update and maintain their supplier data, such as addresses and settlement banking information as well as streamline their invoice processing and payment activity. To ensure the prompt payments, suppliers will need to upload their invoices through the Supplier Portal. This will allow Suppliers to enter their invoice information through the Supplier Portal for ACC's Procure to Pay/Accounts Payable department to audit, verify and confirm approvals for payment.

The following step processes will assist suppliers in registering and setting up their Supplier Portal in Workday, which are delineated in the attached job aid training resource:

- A. Step 1: The supplier (your Company) will need to self-register to apply for an account with ACC supplier portal in Workday (see below).
- B. Step 2: Once the Supplier Portal Self-registration has been completed, ACC will review and approve for you to complete the Supplier Contact Workday Portal Setup.

Should you have any questions, please contact **ACC Staff via email: at sbdp@austincc.edu; or via telephone at (512) 223-1039 or (512) 223-1086** for assistance. Thank you for your assistance and cooperation during this transition.

A. Step 1: Supplier Portal Self-Registration

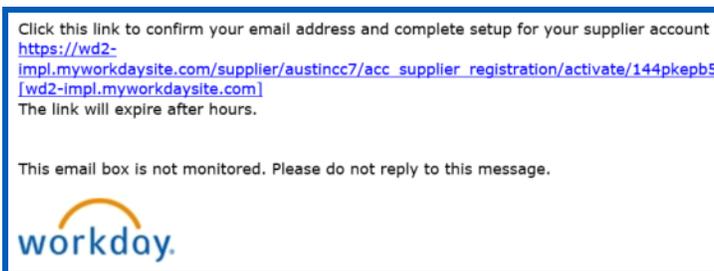
This job aid details the process for suppliers to self-register and upload important information directly to ACC'S Supplier Portal, which takes suppliers through the steps necessary to access and begin the self-registration process.

ACCESS THE SELF-REGISTRATION PORTAL

1. Access the supplier self-registration portal with the following link:
https://wd1.myworkdaysite.com/supplier/austinc/acc_supplier_registration
2. The Austin Community College District Supplier Self Registration page displays.



3. Click the **Sign In** button.
4. Click **Create Account**.
5. Enter your email address and a password for the account. Once you've entered your information, an email and link will be sent to you with confirmation instructions.



NOTE: the link expires within 24 hours. Once confirmed, you will also receive the password to login via email.

SUPPLIER SELF-REGISTRATION PROCESS

1. Sign into the Supplier Self-Registration Portal with your new account information.
2. Click the **Home** button.
3. Click the **Register** button.
4. The **Business Information Page** displays.

5. Enter your **Business Details** according to the following guidelines:

NOTE: Fields with a red asterisk are required. The system will not allow you to submit information without completing these fields.

- a. **Business Name:** Filter to find goods or services listed in our catalog.
- b. **Supplier Category:** This is a required field. Click the Prompt icon to select an appropriate category. Supplier Categories classify ACC suppliers for reporting and price negotiation purposes.
- c. **Supplier Group:** Select a Supplier Group. Supplier Groups organize Suppliers for reporting and price negotiation purposes.
- d. **Tax ID:** Enter your company's tax ID.
- e. **Enter your Payment Types** according to the following guidelines:
- f. **Accepted Payment Types:** Specify one or more Payment Types for your company. You may choose more than one type.
- g. **Default Payment Type:** Choose how you will be paid by default. If more than one payment type above is indicated, there will be an option to change the default payment type when invoices are issued.
- h. **Select Accepted Currencies** for your company and the Default Currency in which your company will receive payments.
- i. **NOTE:** You can select more than one Accepted Currency.
- j. **Enter your Business Contact Details** including phone numbers, addresses, remit to address, email, and website URL.
- k. **Click Next.**
- l. **Enter Classifications.** ACC requires you to enter 3 classifications. Click the Add button and select from the drop-down menu.
- m. **Click Next.**

6. **In the Banking and Payments section,** enter your Account Information by adding an Account Nickname and Payment Types.

7. **Populate the Account Details** including the country, account type, bank name, routing transit number, and account number.

8. **Click Next.**

9. **Enter the Contact Information** for your representative of your company. This includes country of residence, first name, last name, phone number, email address, and mailing address.

10. **Click Next.**

11. **The Summary section displays.** Review all information for accuracy.
12. **Click Submit** to complete your registration and submit for review and approval by the Small Business Development Program (SBDP) Coordinator.

*****While you are awaiting review and approval of your Supplier Portal Registration, if you have any outstanding statements/invoices please scan and email them to vendorstatements-group@austincc.edu. The Business Department will monitor this email box and process its contents as quickly as possible once registration is complete and approved. *****

B. Step 2: Supplier Contact Workday Portal Setup

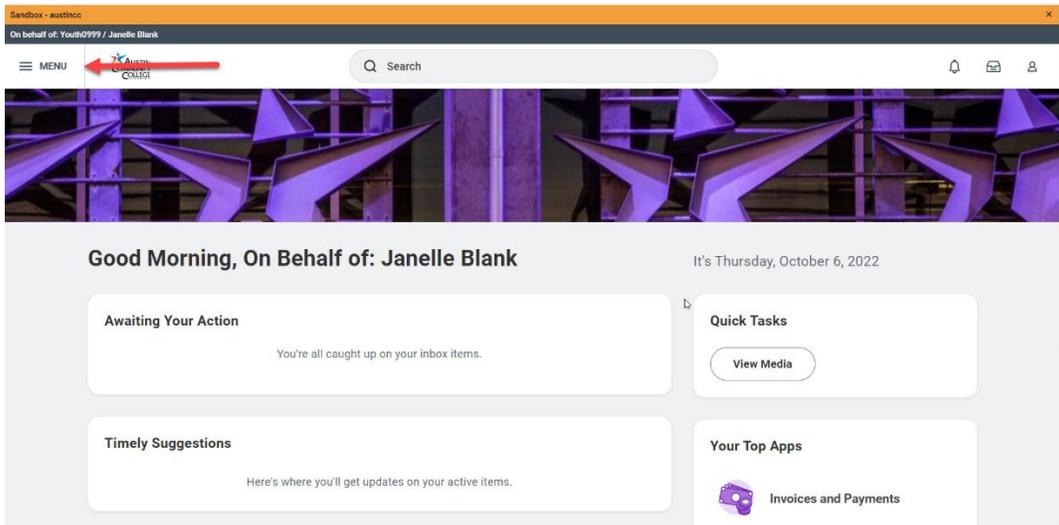
SUPPLIER CONTACT WORKDAY PORTAL SETUP

LOG IN TO THE SUPPLIER PORTAL

1. Using the log-in credentials provided via email, log in to the Workday Supplier Portal. Upon your first login, you will be prompted to update your password.

SET UP WORKDAY SUPPLIER PORTAL

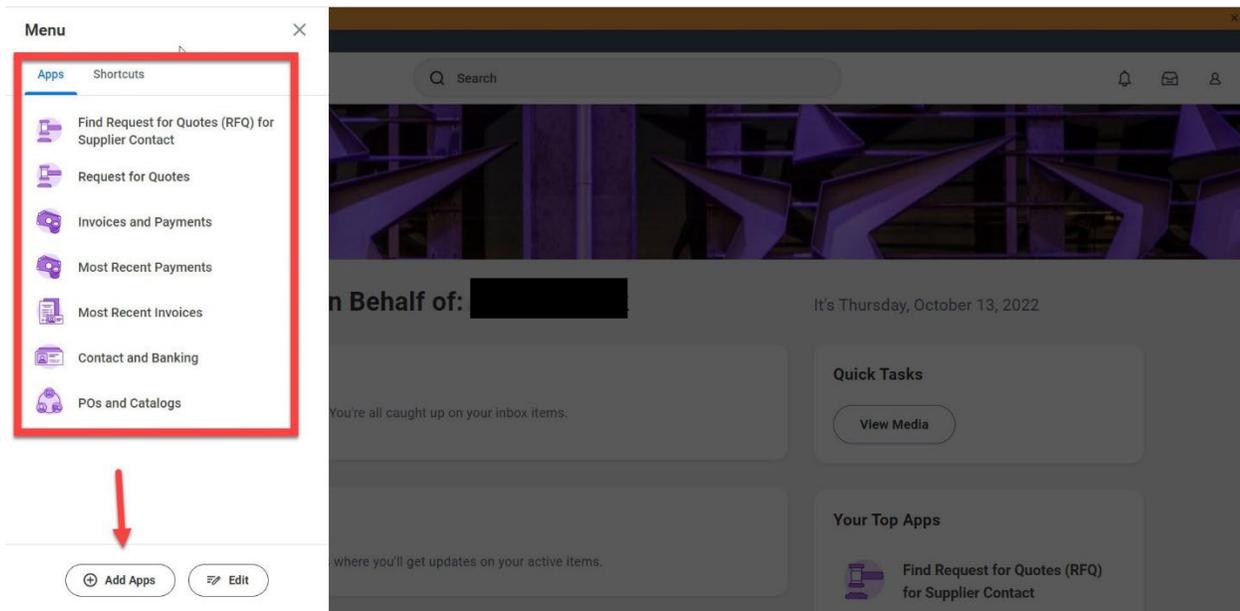
2. Once your password is updated, you need to configure the **Applications**. Click the **“MENU”** option on the upper left on the homepage to begin adding the appropriate applications.



3. When the menu opens, click on **“Apps”**. On the bottom left you will click on **“Add Apps”**, once there you will search for any applications needed.
- **NOTE:** You will not need the **Favorites** application. You may remove the **Favorites** application by clicking the minus sign while you are adding the other applications.

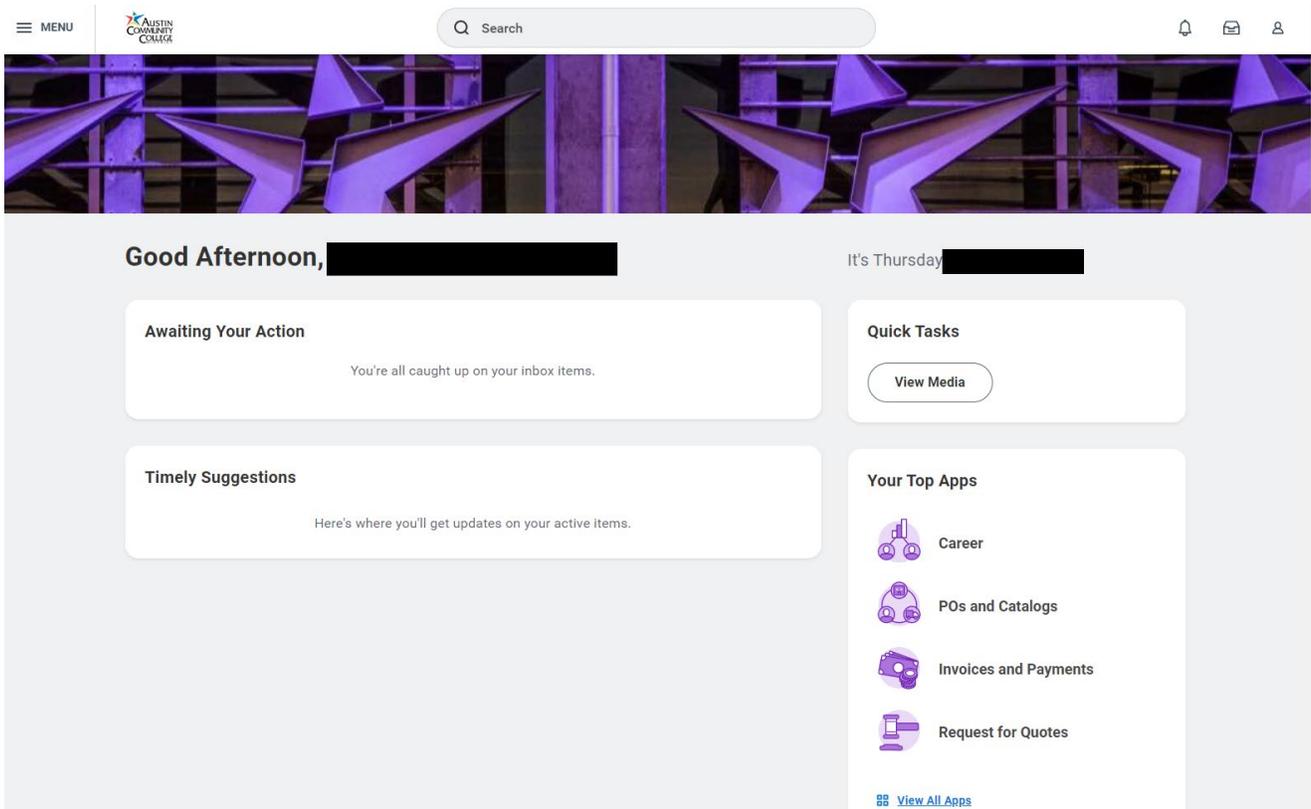
4. Start adding the applications. Search for and select the following applications in the remaining fields. Once the applications you need are selected, click “X” to close the menu.

- a. **Invoices and Payment**
- b. **Most Recent Payments**
- c. **Most Recent Invoices**
- d. **Contact and Banking**
- e. **Pos and Catalogs**



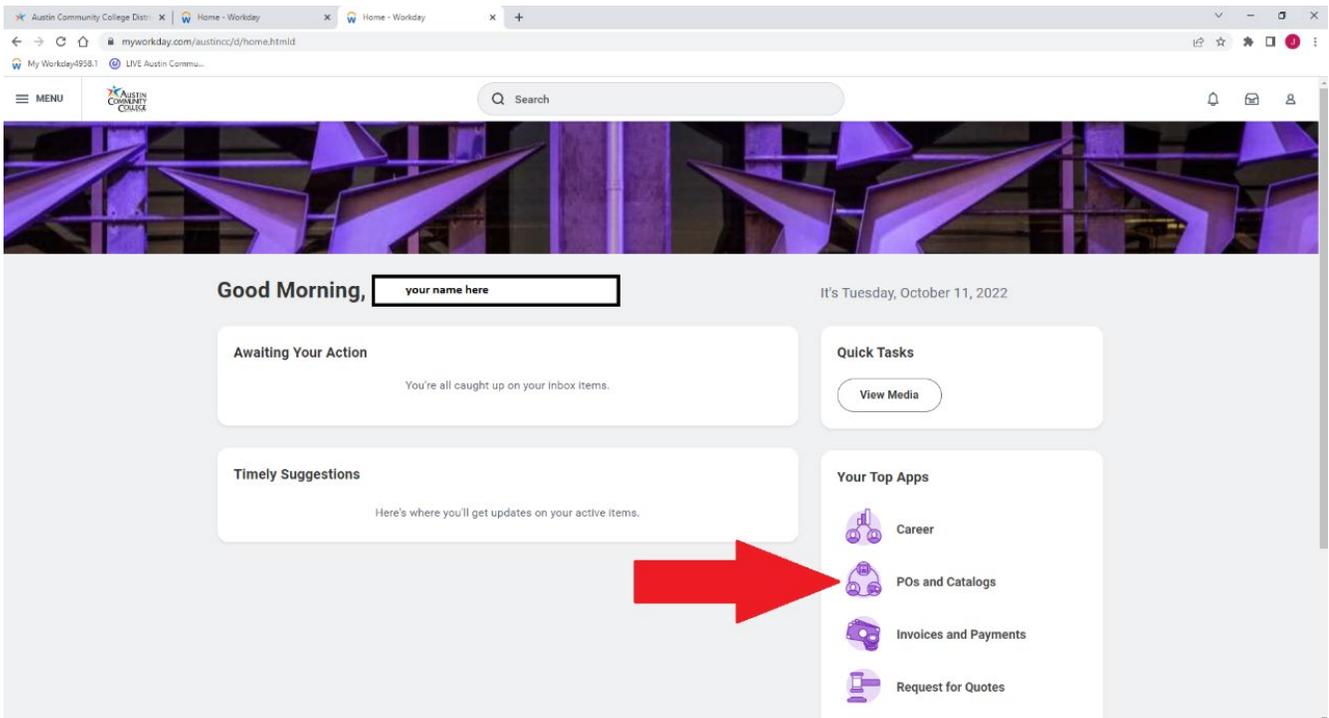
5. Once the applications you need are selected, click “X” to close the menu.

6. The homepage will now include the following applications.



7. USE THE APPLICATIONS

After setting up the applications, Suppliers can submit changes on the supplier portal and workday will route the changes to ACC's SBDP Coordinator for review and approval. Click on **“POs and Catalogs”**.



8. Under **“Purchase Order”** select **“Create Invoice from Purchase Order”**

← POs and Catalogs

Most Recent Catalog Loads

| Catalog Load | Effective Date | Supplier Catalog | Supplier Contracts | Company | Catalog Load Status | Items in Load |
|--------------|----------------|------------------|--------------------|---------|---------------------|---------------|
| No Data | | | | | | |

[View More Details...](#)

Most Recent Purchase Orders

| Purchase Order | Document Date | Status | Amount |
|----------------|---------------|--------|------------|
| PO-██████████ | ██████████ | Issued | ██████████ |
| PO-██████████ | ██████████ | Issued | ██████████ |

[View More Details...](#)

Catalog

[View All Catalog Loads](#)

Purchase Order

[Find Purchase Orders](#)

[Create Invoice from Purchase Order](#)

[Log Time and Tasks](#)

Uninvoiced POs

| | |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|  Partially Invoiced |  Uninvoiced |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

9. Select the PO number that pertains to the invoice

Create Invoice from Purchase Order

Purchase Order *

- PO-0000-██████████
- PO-0000-██████████

10. Enter the date of the invoice on the left, enter invoice number on the right

Supplier Invoice (empty) Invoice Number (empty) Status (empty)

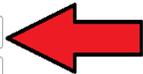
Invoice Information

Company Austin Community College District

Supplier [Redacted]

Remit-To Connection [Empty]

Currency USD

Invoice Date * [Redacted] 

Invoice Received Date MM/DD/YYYY [Empty]

Total Invoice Amount [Redacted]

Line Total Amount [Redacted]

Freight Amount 0.00

Other Charges 0.00

Terms and Taxes

Payment Terms Net 30

Due Date [Redacted]

Reference Type [Empty]

Reference Number [Empty]

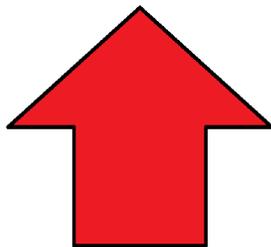
Tax Amount 0.00

Default Tax Option

Default Tax Code (empty)

Invoice Reference Information

Ship-To Address 9101 Tuscany Way Austin, TX 78754 United States of America

Supplier's Invoice Number * [Empty] 

11. Scroll down and select "Invoice Lines". Slide bar to the right, and enter the amount due for the invoice in "Extended Amount".

Invoice Lines Tax Attachments

Invoice Lines 1 item

| Ship-To Address | Ship-To Contact | Tax | Tax Recoverability | Tax Option | Quantity | Unit of Measure | Unit Cost | Extended Amount |
|------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------|--------------------|------------|----------|-----------------|-----------|--------------------------------------------------------------------------------------------------|
| 9101 Tuscany Way Austin, TX 78754 United States of America | [Redacted] | Tax Applicability Tax Code Withholding Tax Code Tax Point Date Type Tax Point Date | | | 0 | | 0.00 | [Redacted]  |

12. To the right of **“Invoice Lines”** click **“Attachments”**. Drag and drop a PDF of the invoice, or click **“Select files”** to upload a PDF of the invoice. Once invoice is uploaded, click **“Submit”** on the lower left. This will complete your end of the process. invoice is uploaded, click **“Submit”** on the lower left. This will complete your end of the process.

Invoice Information

Company: Austin Community College District

Supplier: [Redacted]

Remit-To Connection: [Input Field]

Currency: USD

Invoice Date: [Redacted]

Invoice Received Date: MM/DD/YYYY

Total Invoice Amount: [Redacted]

Line Total Amount: [Redacted]

Freight Amount: 0.00

Other Charges: 0.00

Terms and Taxes

Payment Terms: [Redacted]

Due Date: [Redacted]

Reference Type: [Input Field]

Reference Number: [Input Field]

Tax Amount: 0.00

Default Tax Option: [Input Field]

Default Tax Code: (empty)

Invoice Reference Information

Ship-To Address: 9101 Tuscany Way Austin, TX 78754 United States of America

Supplier's Invoice Number: [Input Field]

Invoice Lines | Tax | **Attachments**

Drop files here

or

Select files

Submit | Save for Later | Cancel

After submitting the invoice, click on “Invoices and Payments “ to review invoice status.

The screenshot shows the Austin Community College dashboard. At the top left, there is a 'MENU' icon and the Austin Community College logo. A search bar is located at the top center. On the top right, there are icons for notifications, messages, and user profile. The main content area is titled 'Let's Get Started' and includes the date 'It's Friday, March 24, 2023'. There are four main sections: 'Awaiting Your Action' (with a sub-message 'You're all caught up on your inbox items.'), 'Quick Tasks' (with a 'View Media' button), 'Timely Suggestions' (with a sub-message 'Here's where you'll get updates on your active items.'), and 'Your Top Apps'. The 'Your Top Apps' section lists four applications: 'Workday Training Collateral', 'POs and Catalogs', 'Invoices and Payments', and 'Request for Quotes'. A large red arrow points to the 'Invoices and Payments' application icon. At the bottom of the 'Your Top Apps' section, there is a link that says 'View All Apps'.

MENU Search [] [] [] []

← Invoices and Payments []

Most Recent Invoices

| Invoice | Supplier Reference Number | Total Invoice Amount | Currency | Due Date | Invoice Status | Payment Status |
|-----------------|---------------------------|----------------------|----------|------------|----------------|----------------|
| SINV-██████████ | ██████████ | ██████████ | USD | 03/05/2023 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 02/26/2023 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 02/19/2023 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 02/12/2023 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 01/29/2023 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 01/22/2023 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 12/20/2022 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 01/18/2023 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 01/08/2023 | Approved | Paid |
| SINV-██████████ | ██████████ | ██████████ | USD | 01/01/2023 | Approved | Paid |

Most Recent Payments

| Payment | View | Payment Amount | Currency | Payment Date | Transaction Reference | Invoices |
|------------|----------------------|----------------|----------|--------------|-----------------------|----------|
| ██████████ | View | 1,826.00 | USD | 02/06/2023 | PEFT-██████████ (EFT) | 2 |
| ██████████ | View | 1,100.00 | USD | 01/25/2023 | PEFT-██████████ (EFT) | 1 |
| ██████████ | View | 440.00 | USD | 01/18/2023 | PEFT-██████████ (EFT) | 1 |
| ██████████ | View | 1,078.00 | USD | 01/04/2023 | PEFT-██████████ (EFT) | 2 |
| ██████████ | View | 568.00 | USD | 12/22/2022 | PEFT-██████████ (EFT) | 2 |
| ██████████ | View | 814.00 | USD | 12/15/2022 | PEFT-██████████ (EFT) | 2 |
| ██████████ | View | 396.00 | USD | 11/30/2022 | PEFT-██████████ (EFT) | 2 |
| ██████████ | View | 2,376.00 | USD | 11/10/2022 | PEFT-██████████ (EFT) | 2 |
| ██████████ | View | 880.00 | USD | 10/26/2022 | PEFT-██████████ (EFT) | 1 |

MENU Search [] [] [] []

View Supplier Invoice [] []

Supplier Invoice [] Invoice Number SINV-██████████ Status Approved

Invoice Information

Company Austin Community College District

Supplier ██████████

Currency USD

Invoice Date 02/03/2023

Invoice Received Date (empty)

Total Invoice Amount ██████████

Line Total Amount ██████████

Payment Practices No

Terms and Taxes

Payment Terms Net 30

Due Date 03/05/2023

Reference Type (empty)

Reference Number (empty)

Tax Amount 0.00

Default Tax Option (empty)

Default Tax Code (empty)

Invoice Reference Information

Ship-To Address 9101 Tuscany Way Austin, TX 78754 United States of America

Supplier's Invoice Number ██████████

Invoice Lines Tax Attachments

Invoice Lines 1 Item

| Company | Item | Item Description | Supplier Item Identifier | Related Purchase Item | Purchase Order Line | Spend Category | Ship-To Address | Ship-To Contact | Tax | T |
|-----------------------------------|------|------------------------------------|--------------------------|-----------------------|---------------------|-----------------------------------------|-----------------|-----------------|------------------------------------------------------------------------------|---|
| Austin Community College District | | Research and administrative tasks. | | | ██████████ | Professional Services Commodity Code | ██████████ | | Tax Applicability Tax Code Withholding Tax Code Tax Point Date Type | |

After setting up the applications, Suppliers can submit changes on the supplier portal and workday will route the changes to ACC's SBDP Coordinator for review and approval.

← Invoices and Payments ⚙️

Most Recent Invoices ⚙️

| Invoice | Supplier Reference Number | Total Invoice Amount | Currency | Due Date | Invoice Status | Payment Status |
|----------|---------------------------|----------------------|----------|----------|----------------|----------------|
| SINV-000 | 0000 | 00 | USD | | Approved | Unpaid |
| SINV-000 | 0000 | 00 | USD | | Approved | Paid |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |
| SINV-000 | 0000 | 00 | USD | | | |

[View More Details...](#)

Most Recent Payments ⚙️

| Payment | View | Payment Amount | Currency | Payment Date | Transaction Reference | Invoices |
|----------------------------------|----------------------|----------------|----------|--------------|-----------------------|----------|
| Supplier Payment [REDACTED] 2022 | View | [REDACTED] | USD | 2022 | PEFT [REDACTED] (EFT) | 2 |
| Supplier Payment [REDACTED] 2022 | View | [REDACTED] | USD | 2022 | PEFT [REDACTED] (EFT) | 3 |
| Supplier Payment [REDACTED] 2022 | View | [REDACTED] | USD | 2022 | PEFT [REDACTED] (EFT) | 1 |
| Supplier Payment [REDACTED] 2022 | View | [REDACTED] | USD | 2022 | PEFT [REDACTED] (EFT) | 1 |
| Supplier Payment [REDACTED] 2022 | View | [REDACTED] | USD | 2022 | PEFT [REDACTED] (EFT) | 3 |
| Supplier Payment [REDACTED] 2022 | View | [REDACTED] | USD | 2022 | PEFT [REDACTED] (EFT) | 1 |
| Supplier Payment [REDACTED] 2022 | View | [REDACTED] | USD | 2022 | PEFT [REDACTED] (EFT) | 1 |
| Supplier Payment [REDACTED] 2022 | View | [REDACTED] | USD | 2022 | PEFT [REDACTED] (EFT) | 1 |

[View More Details...](#)



This is the completion of applying and setting up a supplier portal account through Workday with the Austin Community College District. Thank you and we look forward to our continued business with your Company.