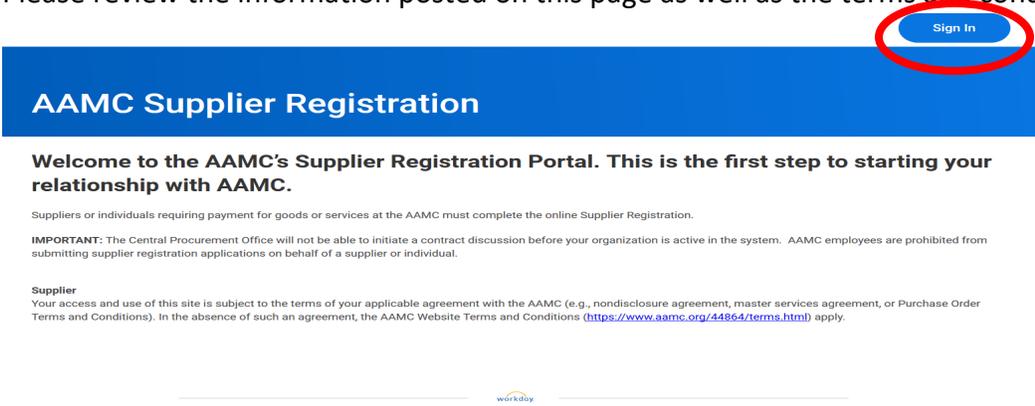
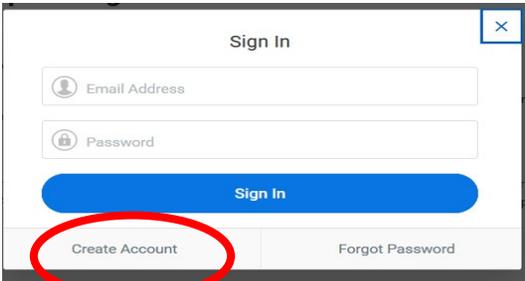
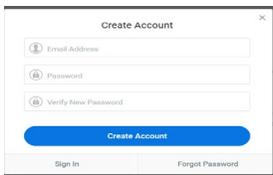
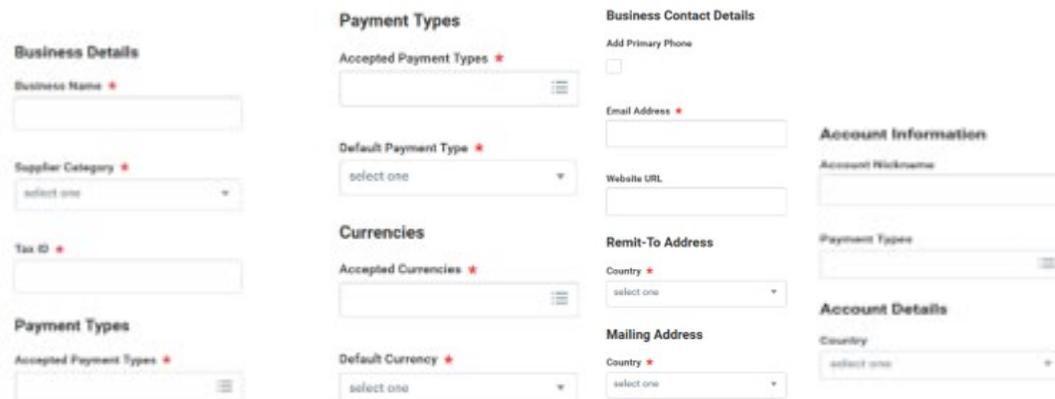


Purpose	This Job Aid defines the steps for potential suppliers to register with the AAMC Supplier Registration Portal in Workday
Audience	All potential Suppliers to perform business with the AAMC
Business Process	Supplier Registration
If you have any questions throughout this process, please contact us at <a href="mailto:contracts@aamc.org">contracts@aamc.org</a> .	
Step	Action
1	Click this link <a href="#">HERE</a> that will take you to the “AAMC Supplier Registration Portal.” Your organization’s registration in AAMC’s Workday Portal is mandatory prior to beginning the contracting process with AAMC.
2	<p>Once you click on the link, you will arrive to the landing page of the supplier registration portal. Please review the information posted on this page as well as the terms and conditions link.</p>  <p><b>AAMC Supplier Registration</b></p> <p><b>Welcome to the AAMC’s Supplier Registration Portal. This is the first step to starting your relationship with AAMC.</b></p> <p>Suppliers or individuals requiring payment for goods or services at the AAMC must complete the online Supplier Registration.</p> <p><b>IMPORTANT:</b> The Central Procurement Office will not be able to initiate a contract discussion before your organization is active in the system. AAMC employees are prohibited from submitting supplier registration applications on behalf of a supplier or individual.</p> <p><b>Supplier</b> Your access and use of this site is subject to the terms of your applicable agreement with the AAMC (e.g., nondisclosure agreement, master services agreement, or Purchase Order Terms and Conditions). In the absence of such an agreement, the AAMC Website Terms and Conditions (<a href="https://www.aamc.org/44864/terms.html">https://www.aamc.org/44864/terms.html</a>) apply.</p> <p>Click the blue sign-in button at the top right hand of the landing page. This will take you to the create an account page.</p>
3	<p>If this is your first time, click “Create Account.” Otherwise enter your credentials.</p>  <p>Sign In</p> <p>Email Address</p> <p>Password</p> <p>Sign In</p> <p>Create Account</p> <p>Forgot Password</p>

<p>4</p>	<p>The create account page requires you to provide an email address and create a password. (When creating your password make it friendly to your memory. Use phrases instead of words)</p> 
<p>5</p>	<p>After creating your account you will receive an email like the one below from Workday that gives you a link to access the home page.</p> <p><b>From:</b> Workday AAMC &lt;<a href="mailto:aamc@myworkday.com">aamc@myworkday.com</a>&gt;  <b>Sent:</b> Friday, April 10, 2020 9:28 AM  <b>To:</b> John Doe  <b>Subject:</b> Verify your supplier account</p> <p>Click this link to confirm your email address and complete setup for your supplier account  <a href="https://wd5-impl.myworkdaysite.com/supplier/aamc1/Supplier_Registration_Site/activate/grlfrkxm9sahl6xznfiv9prsbdcu0n7a6hxdofqzfvvmurv9bcmf576vbpj6e4bq60517buvpd8tyncuod1sjbiw5q567e4j5o/">https://wd5-impl.myworkdaysite.com/supplier/aamc1/Supplier_Registration_Site/activate/grlfrkxm9sahl6xznfiv9prsbdcu0n7a6hxdofqzfvvmurv9bcmf576vbpj6e4bq60517buvpd8tyncuod1sjbiw5q567e4j5o/</a>          The link will expire after 24 hours.</p>  <p><a href="#">AAMC Workday Link</a></p>
<p>6</p>	<p>This takes you to the home page. The home page has several hyperlinks which lead to 3 forms which must be completed and attached later in the process:</p> <ol style="list-style-type: none"> <li>1. The IRS (Domestic and Forgeign Individuals and Entity) tax forms,</li> <li>2. A voided check or official letter from the Financial Insitution (personalized for your organization)</li> <li>3. A supplier Portal Registration Form.</li> </ol> <p>Once you have completed filling out these forms, click the blue register button on the upper top right side of the page.</p>  <p><b>Welcome to the AAMC's Supplier Registration Portal. This is the second step to starting your relationship with the AAMC.</b></p> <p>Suppliers or individuals requiring payment for goods or services at the AAMC must complete the online Supplier Registration. Standard Turnaround Time for approval is 3-5 Business Days.</p> <p>Listed below is a checklist that highlights the critical information needed during the registration process. Having this information ready will assist you in completing the registration process quickly. Before moving to the next step, please be prepared with the following information:</p> <p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>Your business's EIN/TIN number or, if not applicable, your social security number.</li> <li>How the business was formed (i.e. incorporated, partnership, sole proprietor) and in which state.</li> <li>A valid email address which will be used to receive your business'/individual's copy of any AAMC purchase orders.</li> <li>A completed W-9 or W-9-BEN form. (Please click the hyperlink for the applicable tax form)</li> <li>Banking information for (ACH) electronic payment, a copy of a voided check, or an official letter from your Financial Institution</li> <li>A completed Supplier Information Form, which offers classification information describing the type of goods and services your company offers.</li> <li>A completed Supplier Portal Registration Form.</li> </ul> <p>Once the AAMC reviews and approves the registration, you will receive an email notification which will confirm your registration or request additional information. We want you to know:</p> <ul style="list-style-type: none"> <li>Administrators of incomplete registrations will receive an email notification to</li> </ul> <p><b>NOTE: Do not hit this button until have time to complete this process in its entirety. If you do not click a button at least every 10 minutes, you will be logged out and your changes may be lost.</b></p>

7

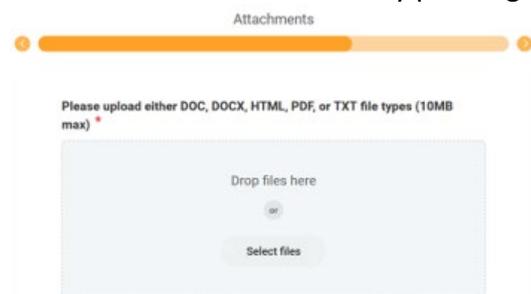
The next screen that will appear is the registration form which is broken into several sections. Anything with a red asterisk (\*) is required. Fill out as much information as possible on each screen before hitting “Next.”



Note: If you decide not to participate in ACH, processing times of payment will increase.



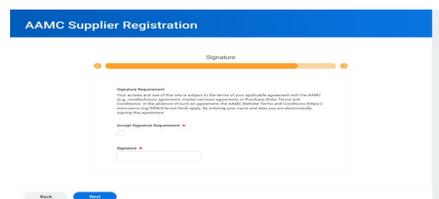
Primary phone gives us an easy way to contact you.



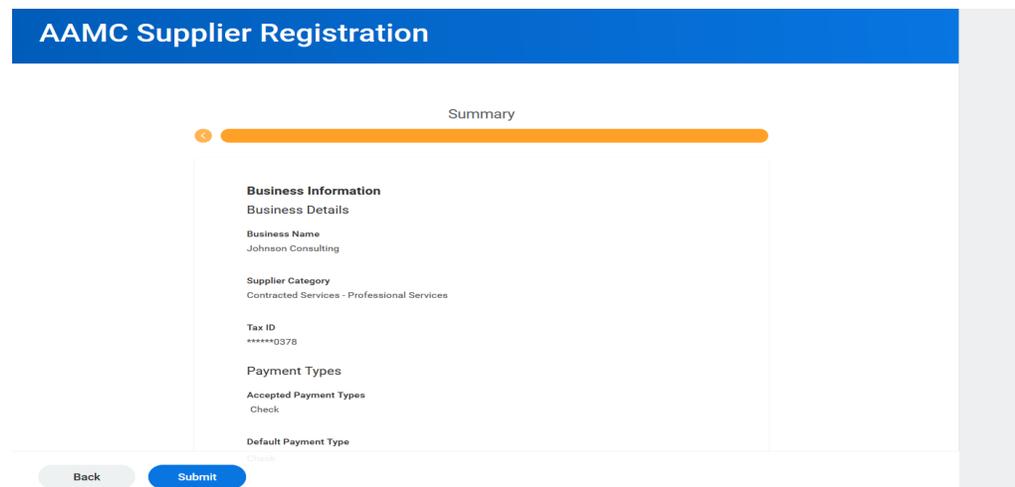
In attachments don't forget to add: the Tax form, Voided Check and the ongoing Portal Registration form. Forgetting any of these key pieces will lead to a delay in your registration.

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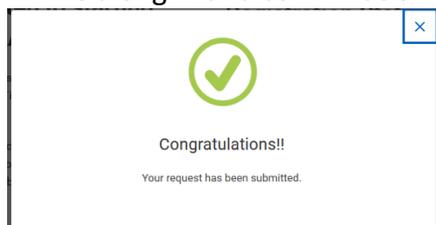
The final screen is signature requirements. Please read and if you agree, check the Accept Signature Requirement box and below, please type in your full name. Once you have entered your name click the next button.



**14** After clicking the “Next” button, you will be taken to the summary section. This section permits you to review the data you provided. This is your last opportunity to review and correct any data before clicking the submit button.



**15** After the summary has been reviewed and the next button has been clicked, you will receive the following box which confirms you have successfully submitted your supplier Registration with the AAMC along with a confirmation email with additional information.



Congratulations and thank you. We will complete the review of your registration request and inform you of your status within 3 to 5 days.