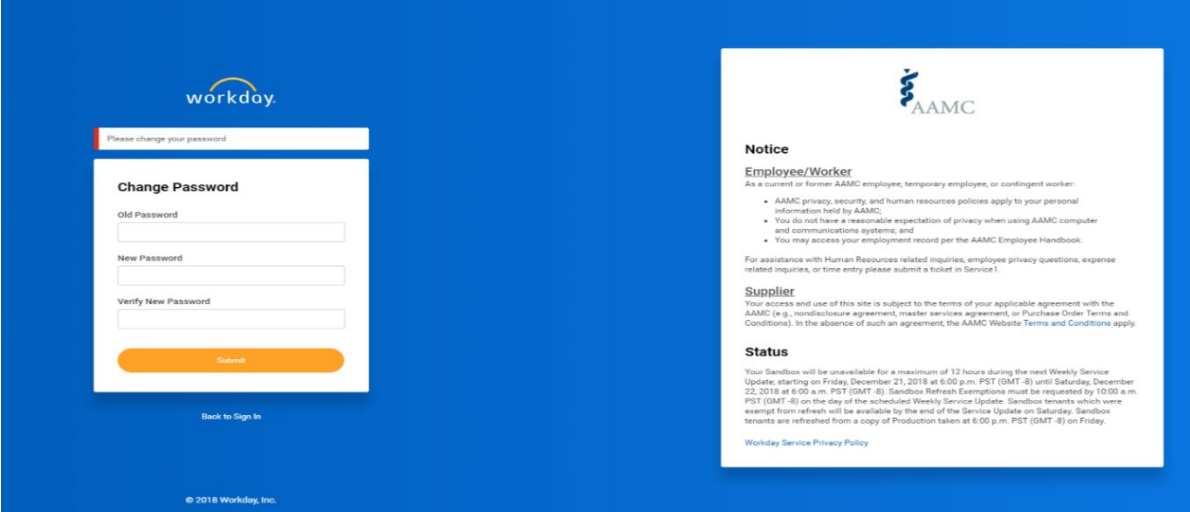
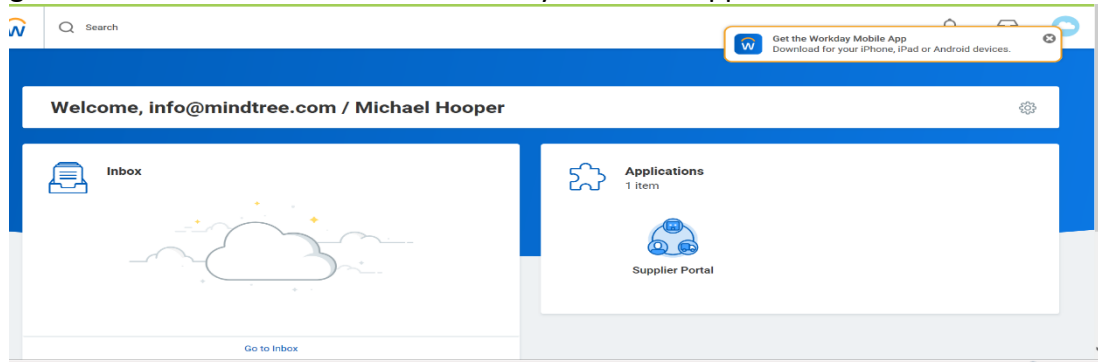


Purpose	This job-aid provides step-by-step guidance to the usage of the Supplier Portal
Audience	Approved Suppliers in the Supplier Portal
Business Process	Viewing Supplier Data in Workday
Step	Action
1	<p>Upon successful registration, you will receive 2 emails from aamc@myworkday.com:</p> <ol style="list-style-type: none"> 1. A user ID/Name along with an active link to access the secure supplier Portal. <ol style="list-style-type: none"> a. Please save the provided link in your favorites list to have quick access to the portal 2. The second email will provide a temporary Password to access the portal. <p>If you don't receive these, please check your spam folder.</p>
2	<p>After clicking on the provided link and entering the User ID/Name and temporary password, the system will prompt you create a permanent password.</p> <p>Note: When creating your password make it friendly to your memory. Use phrases instead of words and make certain to save this password in a safe place.</p> 
3	You will now be on the Home page where you will see the Welcome Banner with your User ID/Name & Company name, a quick view of your Inbox and the Supplier Applications worklet

4

Upon clicking on the Supplier Portal worklet, the following screen will appear. This screen gives an overview of what is available to you in the Supplier Portal.



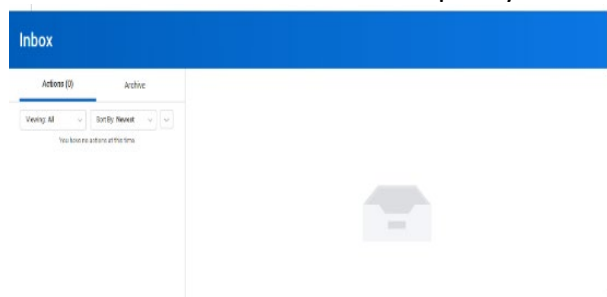
Icons that appear at the top of the screen:

Search Bar: used to look for something specific

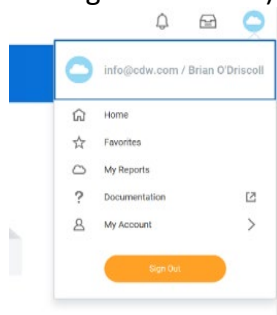


The Bell: Represents notifications

Profile Box: Shows items that require your actions/archived items

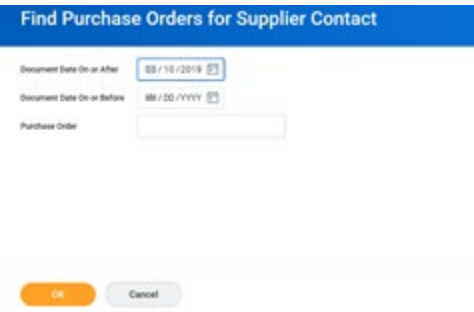


The Cloud: Inbox which houses (home, favorites, my reports, documentation, my account and sign out button)

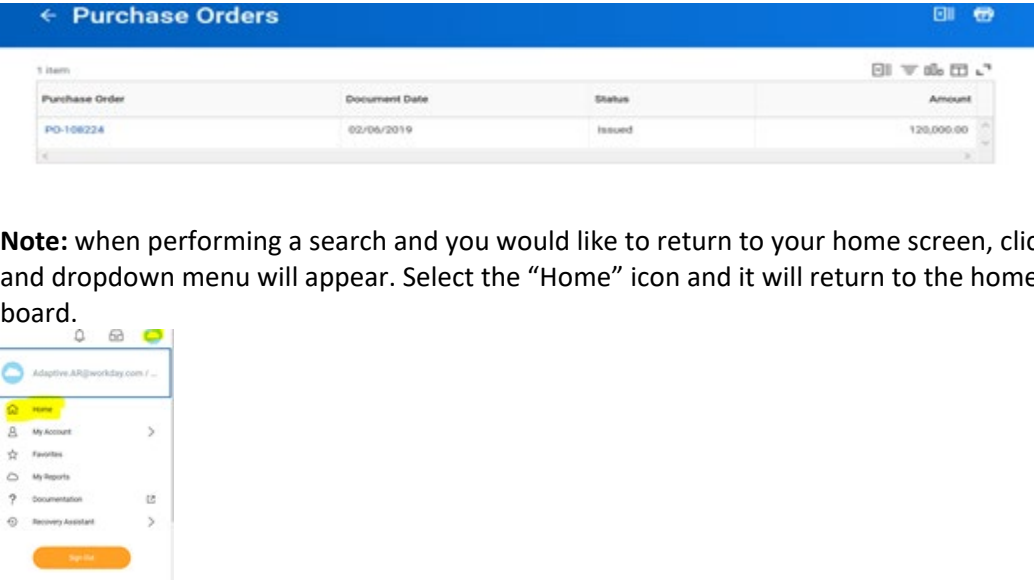


- 5** Step 6: Click on the Supplier Portal worklet and the following screen will appear. This screen will give you access to:
- The Most Recent Purchase Orders
 - The Most Recent Payments
 - The Most Recent Invoices
- 6** Purchase Orders: Provides a current list of open and closed purchase orders with the option to query once you click on the “View more details link”. You can click on the highlighted PO number to view data in detail or click on the view more details link to see more Purchase Orders you have in Workday with the AAMC.

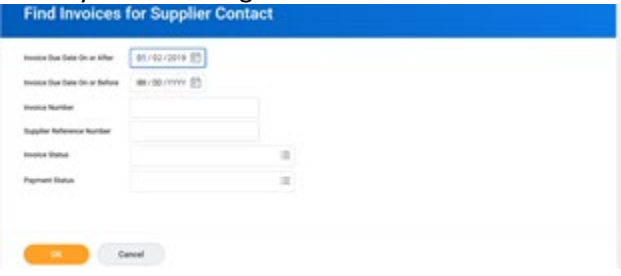
7 To query Purchase Orders: Click the “View more details” link and the following screen will appear. Select the date range and click ok.



8 Please note the query provides results from the most recent to the oldest.



Note: when performing a search and you would like to return to your home screen, click on the cloud and dropdown menu will appear. Select the “Home” icon and it will return to the home screen/dash board.

<p>9</p>	<p>Supplier Invoices: is current overview of all invoices in Workday. Each invoice offers the status of where the invoice is in the payment process. The status are(In Progress, Approved or Cancelled) going through the approval payment process. The invoice detail report provides:</p> <p>Description of items purchased References Purchase Order Number (Line charged)</p> <ul style="list-style-type: none"> • The Quantity • The Cost Per Unit • Payment Terms • The Status of the Invoice • Total for the Invoice
<p>10</p>	<p>Steps to query Supplier Contact: Click the “View more details” link, the following screen appears. Select your date range and click ok.</p>  <p>Please note the results show the invoice status of approved and the payment status of paid.</p>
<p>11</p>	<p>Supplier Payment: This is a current overview of Supplier payments. The view of payments for suppliers provides the following information:</p> <ul style="list-style-type: none"> • The Invoice Date • The Supplier Invoice Number • The Amount • The Due Date • The Payment Date <p>The Total Amount Paid</p>
<p>16</p>	<p>To Find Payments for Supplier Contact: Click the view more details link, the following screen appears. Select the date range and click okay.</p> 