### 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 contracts@aamc.org.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Click this link HERE 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.</td>
</tr>
<tr>
<td>2</td>
<td>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. 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.</td>
</tr>
<tr>
<td>3</td>
<td>If this is your first time, click “Create Account.” Otherwise enter your credentials.</td>
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4 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)

5 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.

   From: Workday AAMC <aamc@myworkday.com>
   Sent: Friday, April 10, 2020 9:28 AM
   To: John Doe
   Subject: Verify your supplier account

   Click this link to confirm your email address and complete setup for your supplier account:
   https://wrd5-lmp24-nyworkdayhrz.com/supplier/aamc1/Supplier_Registration_SITE/activate?0q9a4shl6sou9ly9qybndc4dl7/a6xgfaqjemyr09cmf77vkbgi5e4ba6651/l4uxd8lyncudt3ss9aezsa67457e45a/

   The link will expire after 24 hours.

6 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:

   1. The IRS (Domestic and Foreign Individuals and Entity) tax forms,
   2. A voided check or official letter from the Financial Institution (personalized for your organization)
   3. A supplier Portal Registration Form.

   Once you have completed filling out these forms, click the blue register button on the upper top right side of the page.

   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.
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.

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.
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.

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.