



Workday Strategic Sourcing (WSS) Supplier Self- Service

Standard Operating Procedures

Monroe County, New York | Revised September 2026

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Overview

Monroe County uses Workday Strategic Sourcing to enable self-service updates to your supplier information instead of having to fill out PDF or Excel forms or send information via mail or email.

Suppliers may receive an invitation from the County to create a profile or can go to [MonroeCounty.gov](https://monroecounty.gov) to self-register.

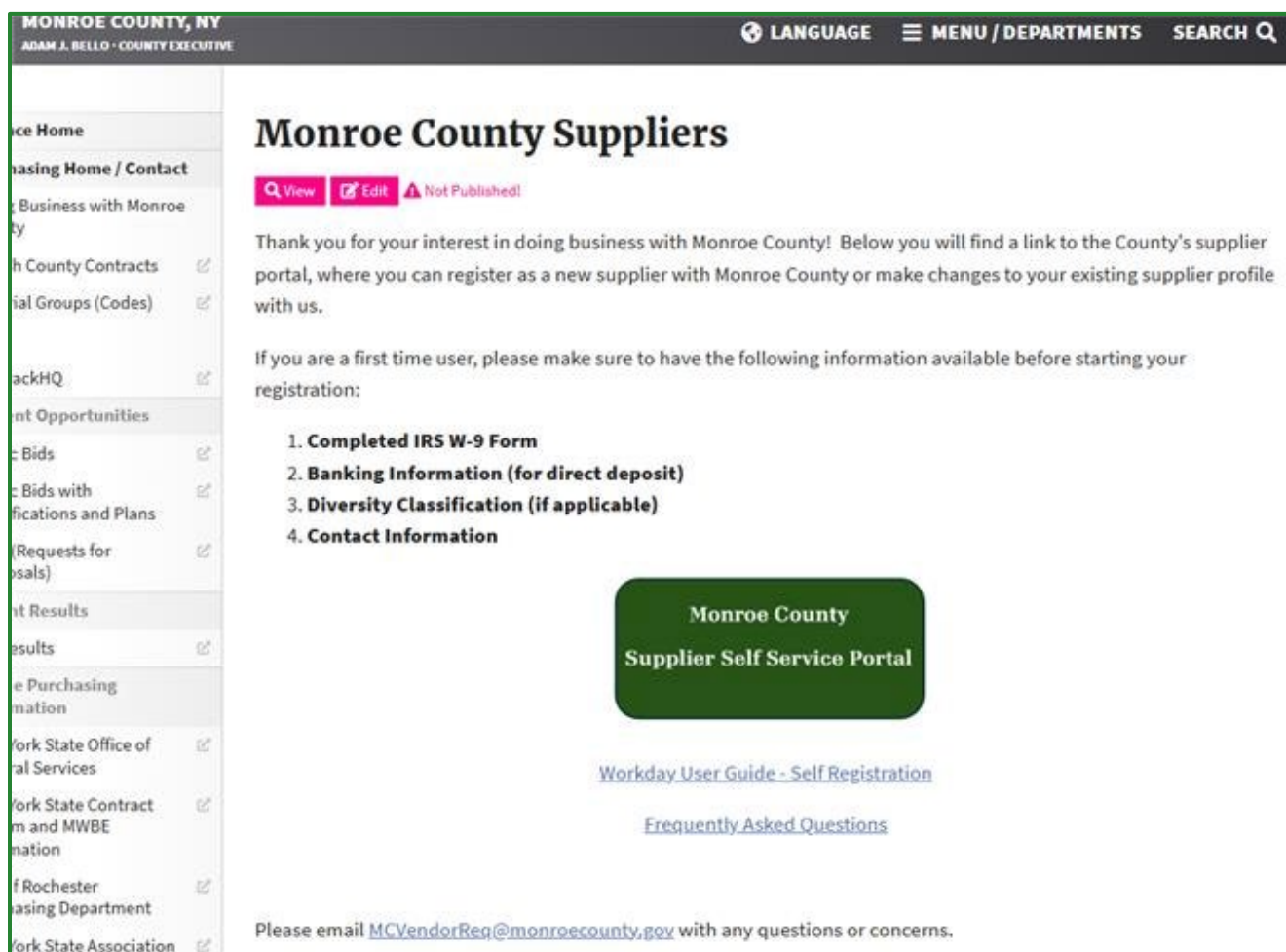
- Instructions for self-registration are in **Access and User Setup** section of this document.
- Instructions for updating supplier information on existing profile can be found in the **Supplier Profile Management** section.

Once a supplier profile has been set up, suppliers may receive notifications in the portal regarding RFQ opportunities, requests for updated W-9 information, or other supplemental forms to fill out. Supplier contacts may get an email regarding the notification or request directing them to sign into the portal to do so.

Access and User Setup

Create a Supplier Account

1. Go to **MonroeCounty.Gov > Menu/Departments > Purchasing > Doing Business with Monroe County**
2. Under **Monroe County Suppliers**, click the **Monroe County Self Service Portal** button to self-register.
 - Or go to this link: https://county-of-monroe.us.workdayspend.com/supplier_self_registration



MONROE COUNTY, NY
ADAM J. BELLO - COUNTY EXECUTIVE

LANGUAGE MENU / DEPARTMENTS SEARCH

Monroe County Suppliers

[View](#) [Edit](#) [Not Published!](#)

Thank you for your interest in doing business with Monroe County! Below you will find a link to the County's supplier portal, where you can register as a new supplier with Monroe County or make changes to your existing supplier profile with us.

If you are a first time user, please make sure to have the following information available before starting your registration:

1. **Completed IRS W-9 Form**
2. **Banking Information (for direct deposit)**
3. **Diversity Classification (if applicable)**
4. **Contact Information**

**Monroe County
Supplier Self Service Portal**

[Workday User Guide - Self Registration](#)

[Frequently Asked Questions](#)

Please email MCVendorReg@monroecounty.gov with any questions or concerns.

3. The Create a Supplier Account screen will appear.
4. Enter in your email in both boxes and select **Continue**.
5. You will get an email with a link that prompts you to create an account. Click the link in your email.
6. The link will ask you for a verification code in your email. Enter the code you received to begin setting up your account.

Set Up Your Account

After creating an account, the next step is to set it up with your information.

1. Enter your **First Name** and **Last Name**.
2. Create a **New Password**.
3. Enter the same password again in the **Confirm New Password** field.
4. Select **Create Account**
5. Set up an authentication method for your account (SMS or Authenticator App). This process will be done only once. The SMS process is as follows:
 - Enter your mobile number and click **Add your Mobile Number**
 - You will receive a text message with a 6-digit code. Enter the code.
 - Select **Verify Code**
6. Enter your **Job Title**.
7. Enter your **Phone Number**.
8. Select a **Timezone**.
9. Select **Create Account**.
10. Enter the **Company Name**.
11. Select **Continue**.

12. A list of similar companies already registered in the system will pop up.
 - If any of the listed companies matches your information, contact an administrator at your company to gain access to Workday Strategic Sourcing, or reach out to MCVendorReq@monroecounty.gov.
 - If your company does not appear in this list, check the checkbox next to "My company doesn't match any similar companies found." Then, select **Continue**.
13. A new page with the **Supplier registration form** will appear. Fill out the form to start the onboarding process.

Supplier Registration Form

Supplier Information

- In the **Supplier Information** section, enter the W-9 company name in the **Supplier Name** field.
- Select “All Suppliers” as the **Supplier Category**.

Alternate Supplier Name(s)

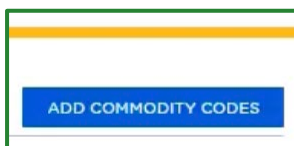
- If there is another name for the company, enter it as **Alternate Name**.
- Select **Add Alternate Name** button if there is more than one.

The screenshot shows the 'SUPPLIER INFORMATION' section with fields for 'SUPPLIER NAME' (containing 'SA International, Inc.') and 'SUPPLIER CATEGORY' (set to 'All Suppliers'). Below this is the 'ALTERNATE SUPPLIER NAMES' section, which includes a text input field for 'ALTERNATE NAME' (placeholder: 'Enter name') and a blue 'ADD ALTERNATE NAME' button.

Commodity Codes

This is an optional section. However, the County may use Commodity Codes to request quotes from suppliers who specialize in the service or product the County is looking to source.

1. In the **Commodity Codes** section, select **Add Commodity Codes**.



2. Search using keywords for commodity code **Title(s)** that describe the products or services the company sells.
3. Select the commodity codes that apply by checking the box(es) to the left.
4. Multiples are allowed. Select **Add Codes** to add more.

The screenshot shows a 'SEARCH COMMODITY CODES' dialog box. It features a search bar at the top with the placeholder 'Search by type, code, or title...'. Below the search bar is a table with columns for 'TYPE', 'CODE', and 'TITLE'. The table contains five rows of data, each with a checkbox in the 'TYPE' column. At the bottom of the dialog, there are navigation buttons (back, forward, first, last), a 'CANCEL' button, and an 'ADD CODES' button. A dropdown menu for 'ITEMS PER PAGE' is set to '25'.

TYPE	CODE	TITLE
☐ Material Group - Buyer 002	91038000	BUILDNG MAINT/REPAIR
☐ Material Group - Buyer 007	28755001	ELECTRONIC EQT
☐ Material Group - Buyer 006	34564000	HEAD/EAR PROTECTION
☐ Material Group - Buyer 007	56086001	STORAGE SYS-EQT
☐ Material Group - Buyer 006	07560000	FUEL DISPENSING PUMP

Diversity

Only fill out this section if the company is certified as one of the following in New York State or Monroe County:

- Minority-Owned Business Enterprise (MBE)
- Women-Owned Business Enterprise (WBE)
- Service-Disabled Veteran Owned Business (SDVOB)
- Service-Disabled Veteran Owned Small Business (SDVOSB)

Begin by using the [ADD CLASSIFICATION](#) button

- a. Select 'United State of America' under **Supplier Country** (even if your address below is NOT USA)
- b. Select 'MBE/WMBE' under **Diversity Type**
- c. Additional fields open up so you can continue on:
 - Under **Diversity Indicator**, select one or more options as applicable from the dropdown list.
 - Select 'New York State' or 'Monroe County' from the **Certified By** dropdown list.
 - **Certification Expiration Date** and **Certificate Number** are optional.

2. Attach the certification documentation at the end of the supplier registration form in the **Attachments** section.

Business Information

Multiple addresses, phone numbers, and email addresses can be added to this section.

Addresses

Address 1 (Primary Address) is **required** and should be the **Remit To** address.

1. Select **Country** from the dropdown list. Begin typing it to avoid scrolling through the entire list.
2. Under **Usage**, select 'Remit To' or one of the other options if applicable.
3. Enter the address in the fields provided.
4. (Optional) To add a separate address for purchase orders, select the **Add Address** button and repeat steps 1-3 above, changing the **Usage** in step 2 to 'Procurement'.

Phones

Phone numbers are entirely optional.

5. Select **Country** from the dropdown list. Begin typing it to avoid scrolling through the entire list.
6. Enter the **Phone Number**.
7. Select the **Device Type** from the dropdown list.
8. (Optional) To add another phone, select the **Add Phone** button and repeat steps 5-7 above.

Email Addresses

If you select an EFT Payment Type (under Banking Information), then at least one email address is **required** and must be marked as *'Remit To'*. Otherwise, email addresses are entirely optional.

9. Enter the **Email Address**.

10. Under **Usage**, select:

- *'Remit To'* if the email address is the one that should receive EFT remittance advice.
- *'Procurement'* if the email address should be used to send purchase orders.
- Use other usages as required noting that you **MUST** choose a usage for each email address even if the provided usage options do not (exactly) align

11. (Optional) To add another email address, select the **Add Email Address** button and repeat steps 9-10 above.

Tax Information

One tax id is **required**.

12. Check the box for **Primary Tax ID**.

13. Select **Country** from the dropdown list. Begin typing it to avoid scrolling through the entire list.

14. Select **Tax ID Type** (*most likely* Employer ID Number or SSN / ITIN)

15. Enter the **Tax ID**.

Note: To delete any address, phone, email or tax ID, select the **Delete** button below the entry you want to delete.

Procurement Options

If you want new purchase orders to be delivered to your company by email:

1. First, you must enter the email address above with a **Usage** of *'Procurement'*
2. Then you will be able to **choose** that email as the **Default PO Issue Email** in this section.

Banking Information

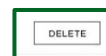
In this section, select how the company prefers to receive payment for goods and services.

Bank Accounts

This is **required** if your company will be paid via electronic funds transfer (EFT) and should **only** be filled out if EFT will be the default **Payment Type**.

1. Entering the **Country** will un-hide the fields for entering the remaining bank account details.
2. Select **Bank Account Type** from the dropdown list.
3. Enter the **Routing Transit Number** and **Bank Account**.
4. **Skip BIC** but enter the **Bank Name**.
5. Attach a voided check or bank letter verifying the banking details at the end of the supplier registration form in the **Attachments** section.

To be paid via check, select the **Delete** button in the Bank Accounts/Account Details section.



Payment

6. Select the **Default Payment Term** from the dropdown list (e.g. 'Net 30').
7. Select **Payment Types** from the dropdown list.
8. Even though the values are the same, ALSO select **Default Payment Type** from the dropdown list.

Contacts

1. Enter your **First Name** and **Last Name**. Your email will be populated automatically.
2. Enter your **Job Title**.
3. (Optional) Select one or more options under **Contact Type**.
4. Select the **Phone Country** and **Phone Device Type** but enter the **Phone Number**.
5. If you identified Commodity Codes above, you can opt in to receive RFQs for those commodity codes by checking the **Notifications** box.
6. (Optional) To add another contact, select the **Add Contact** button and repeat the steps above.

Attachments

In this section, attach a copy of the following documents.

- W-9 form (required)
- MWBE certification (if applicable)
- Voided Check or Bank Letter (if requesting payments via General EFT)

FILE NAME
W-9.docx
MWBE CERTIFICATION 2026.docx
VOIDED CHECK or BANK LETTER.docx

Select **Finalize** to submit the forms and complete the registration process.

CANCEL	SAVE AS DRAFT	FINALIZE
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If everything was entered correctly, you will receive a notification pop-up that the registration was successful.

SUPPLIER REGISTRATION SUCCESSFUL

×

Thanks for registering to participate in events with County of Monroe!

View your Dashboard, or alternatively you can [Create/Manage your Supplier Profile](#).

CLOSE

DASHBOARD

Supplier Profile Management

After completion and approval of the self-registration onboarding form, suppliers can update or change any information provided during registration and fill out any supplemental forms required by the County by logging back into the Workday Central Login portal.

1. Log in at this link: <https://identity.workday.com/auth/login>
2. Complete the two-factor authentication, whichever method was set up during the onboarding process.
3. This portal allows the company to manage profiles for Monroe County as well as any other agency or entity that uses Workday for supplier management. To manage profile details for Monroe County, click the **Manage** button next to **County of Monroe** in the **Profile Requests** section of the **Dashboard**.
 - **Note:** Changes cannot be made to your profile via this **Manage** button until your profile has been approved. Once it has been approved, the **Status** will be 'Submitted' and you can make changes.

The screenshot shows the Workday Central Login page. At the top is the Workday logo. Below it, the text reads "Workday Central Login" and "Sign In To Your Account". There is a text input field labeled "Email Address" with the placeholder text "Enter your email@domain.com". Below the field is a blue "Continue" button.

The screenshot shows the "Welcome, Eric" dashboard. On the left is a sidebar with "Dashboard" and "Customer Directory". The main area is titled "PROFILE REQUESTS" and contains a table with columns: ISSUING COMPANY, SUPPLIER COMPANY, STATUS, and ACTIONS. The table has one row: "County of Monroe", "Eric's Mowing Company Self Reg", "Submitted". In the ACTIONS column, there is a "MANAGE" button highlighted with a red box.

4. Click **Edit** next to **Onboarding Information** to make changes to your supplier profile. Follow the **Supplier Registration Form** instructions on page 5 of this document to update information as required.

The screenshot shows the "ONBOARDING INFORMATION" form. At the top right are buttons for "MESSAGE CENTER" and "EDIT" (highlighted with a red box). Below the title, it states: "Federal tax id (EIN or SSN) is required for ALL US-based businesses or individuals" and "If you want to be paid electronically fill out the banking sections with your banking info".

5. When edits are being made:
 - The **Status** changes to 'In Progress'
 - The **Cancel**, **Save as Draft**, and **Submit** buttons appear.

The screenshot shows the "Strategic Sourcing" header. It includes a "W" logo and the text "Strategic Sourcing". Below this, there is a navigation bar with "< BACK", "County of Monroe", and "IN PROGRESS" (highlighted with a yellow box).

The screenshot shows the "ONBOARDING INFORMATION" form at the bottom. It features three buttons: "CANCEL", "SAVE AS DRAFT", and "SUBMIT" (highlighted with a blue box).

6. Once all changes are made to the form, select **Submit**, and someone at Monroe County will review the updates.