## Procurement

# **External Suppliers**

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### VIEW SELF-SERVICE SUPPLIER PORTAL HOME PAGE

This is the Workday Self-Service Supplier portal homepage. From the home page, you can access your Notifications, Inbox, and Applications.



#### Good Afternoon, On Behalf of: Dell Contact

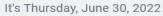
**Timely Suggestions** 

Here's where you'll get updates on your active items.



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System Status: Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update; starting on Friday, July 1, 2022 at 6:00 PM Pacific Time (Los Angeles) (GMT-7) until Saturday, July 2, 2022 at 6:00 AM Pacific Time (Los Angeles) (GMT-7).



#### BB View All Apps

#### Announcements



Supplier Notification Any change request to the Supplier's Name, Classificatio...



Need help resetting your password and logging into W...



Welcome to Workday Team Baltimore! Your primary resou...



# Procurement

## Self-Service Supplier Portal Basic Navigation

# **External Suppliers**

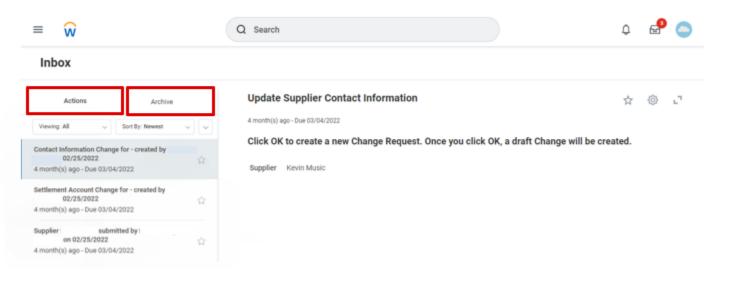
## ACCESS YOUR INBOX

Your inbox is where you will go to receive Workday messages, action items, and view archived transactions that have been completed within the Inbox.

1. From the home page, click the **Inbox** icon in the top right side of the screen.



- 2. Once the Inbox is open, you will see 2 tabs:
  - a. The Actions tab displays incomplete business process tasks, approvals, and To Dos in chronological order.
  - b. The Archive tab displays business process tasks and actions completed. The system default displays tasks and actions for the last 30 days.

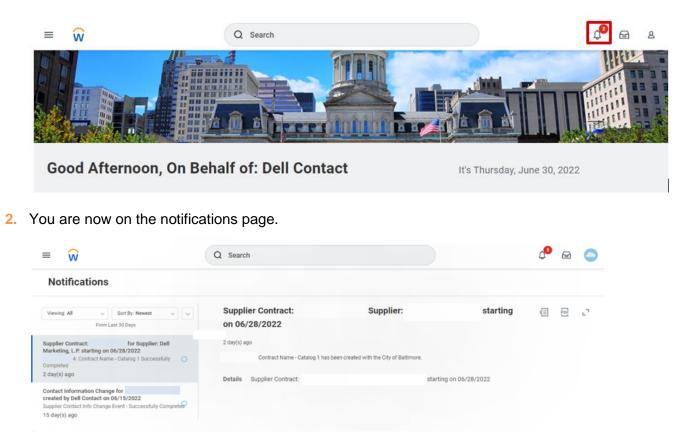




### ACCESS YOUR NOTIFICATIONS

Notifications are used to keep you informed of activity related to your account. These are typically items that you need to know about, but don't require action.

1. From the home page, click on the Notification icon.



Note: Unread notifications will have a circle next to them. The circle will disappear once the notification is selected.



