

Supplier Registration Quick Reference Guide

Type your email twice. Click Continue.



Strategic Sourcing

Create a Supplier Account

Email *

Confirm Email *

Already have a supplier account? [Sign In](#)

[Need Help?](#)

Are you a buyer? [Sign In](#)

A message will indicate that a confirmation email has been sent.



Strategic Sourcing

We've sent an email to **[REDACTED]+myemail@gmail.com** with a link to create an account. Use the link in your email to continue account creation. If you didn't receive the email, check your spam folder or contact your system administrator.

[Resend Email](#)

You will be able to request resend email in 4 minutes and 50 seconds.

Already have a supplier account? [Sign In](#)

Open the email that has been sent for verification. Click on Create Account.

From: Workday Strategic Sourcing <no-reply_strategicsourcing@workday.com>
Date: February 19, 2026 at 8:35:59 AM EST
To: +myemail@gmail.com
Subject: Create an Account with Workday Central Login
Reply-To: Workday Strategic Sourcing <no-reply_strategicsourcing@workday.com>

Create an Account with Workday Central Login

To bid on an event in Workday Strategic Sourcing, create an account with Workday Central Login.

[CREATE ACCOUNT](#)

Workday Strategic Sourcing is free for suppliers. See [Sign up for Strategic Sourcing](#) to get started.

*** DO NOT REPLY DIRECTLY TO THIS EMAIL ADDRESS ***

This is an automated email intended for +myemail@gmail.com.

To reach the Support team, please have an NSC from your organization submit a case through the "Contact Support" link in the Workday Strategic Sourcing Platform or through the [Customer Center](#).

If you are a supplier and need to reach the Support team, please submit a case through the "Contact Us" link in the Workday Strategic Sourcing Platform.

[Privacy Policy](#) | [Terms of Service](#)

You may get this pending message.



Strategic Sourcing

Redirecting to Registration

After you register, you can bookmark the Supplier Portal for your supplier tasks.

You'll be redirected in 1

Redirect Now

Already have a supplier account? [Sign In](#)

Click Send a Verification Code



Start By Verifying Your Email

v*****@g****.com

[Send A Verification Code](#)

An email will be received with the Verification Code.

From: no-reply-wcl@workday.com

Date: February 19, 2026 at 8:42:38 AM EST

To: vjob01+myemail@gmail.com

Subject: Workday Central Login OTP: 263061



Please **verify your email address** to activate your **Workday Central Login account** by entering in the following one-time code

263061

If you did not submit a request to verify your email for your Workday Central Login account, please ignore this message.

Type the code you received.



Enter Your Verification Code

To verify your email and finish setting up your account, Workday sent you an email with a 6-digit verification code.

v*****@g****.com

2	6	3	0	6	1
---	---	---	---	---	---

Verify Email

[Resend A Verification Code](#)

Didn't get the email? [Learn why](#) ⓘ

Enter your first and last name and create a password for the account.



Set Up Your Account

First Name

Last Name

New Password

 

Confirm New Password

 

Create Account

By clicking the **"Create Account"** button, you accept our [Terms of Use](#) and acknowledge the [Privacy Statement](#).

Set up your Authenticator.



Set Up Authenticator App

A security code generated by an authenticator app, such as Google Authenticator or Microsoft Authenticator is required to sign into Workday Central Login. Ensure that the app is installed on your mobile device.

Step 1: Scan this QR code with your authenticator app

Once your authenticator app reads the QR code, you'll get a 6-digit code.



Can't scan? Manually enter: [i](#)

Account Workday 

Secret Key XXZE EWZX 4KIG XPRG 

Step 2: Connect your account to your authenticator app

Enter the code from the authenticator app below. [Learn more](#)

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Add your mobile number.



Add a Mobile Number

Option to add a mobile number to better protect your account. Message & data rates may apply.

Mobile Number

*Limited countries supported at this time.

Add Your Mobile Number

[Skip this Step](#)

By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.

Verify your mobile number.



Let's Verify Your Mobile Number

Workday sent you a text message with a 6-digit verification code.

(***) *** - 8689 

Verify Code

[Resend A Verification Code](#)

Enter your job title, phone number and time zone to finish creating your account.



Strategic Sourcing

Set Up Your Account

Job Title

Phone Number

Timezone

Create Account

By creating an Account you accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#).

Need Help?

[Buyer FAQs](#) | [Supplier FAQs](#)

Enter your company name and click continue



Strategic Sourcing

Supplier Information

+myemail@gmail.com

You can register each company only once.

Company Name *

Continue

Complete all required business information.

Supplier Registration

REGISTRATION CANCEL SAVE AS DRAFT FINALIZE

- **You are not done** - After submitting this registration form, you will receive another email that requires you to log in and complete the onboarding process.
- **This is required for assignment of supplier number and payment of invoices.**

Edit your [Supplier Profile](#) to enable autofill

AUTOFILL FORM

SUPPLIER INFORMATION

SUPPLIER NAME*	WEBSITE
my company name	

DESCRIPTION*

Supplier description text

BUSINESS INFORMATION

ADDRESSES [ADD ADDRESS](#)

REQUIRED *

ADDRESS COUNTRY * Select country ▼	USAGE * Select Usage ▼
--	--

PHONES [ADD PHONE](#)

REQUIRED *

PHONE COUNTRY * Select country ▼	INTERNATIONAL CALLING CODE (empty)
--	---------------------------------------

CONTACTS [ADD CONTACT](#)

FIRST NAME * My _____	LAST NAME * Name _____
▼ CONTACT INFORMATION	
EMAIL * vjob01+myemail@gmail.com _____	JOB TITLE * accounting _____
PHONE COUNTRY * Select country ▼	PHONE * Enter contact phone _____
NOTIFICATIONS <input checked="" type="checkbox"/> Receive email notifications for events that match your commodity codes	

TERMS & CONDITIONS

Please click on link to review our Terms and Conditions <https://www.ryder.com/en-us/suppliers>

I Accept the Terms and Conditions

Click submit. Once submitted, this message will appear.

SELF-REGISTRATION SUCCESSFUL

Thanks for registering to participate in events for Ryder Truck Rental, Inc..

Select your next action:

CLOSE

REGISTER ANOTHER SUPPLIER

SUPPLIER PORTAL

- You are not done - After submitting this registration form, you will receive another email that requires you to log in and complete the onboarding process.
- This is required for assignment of supplier number and payment of invoices.

You will receive 2 emails with links to the required forms that need to be completed. Click on the View Form button in the emails.

From: Workday Strategic Sourcing Sandbox <no-reply_strategicsourcing@workday.com>
Date: February 19, 2026 at 9:08:15 AM EST
To: My Name <myemail@gmail.com>
Subject: Ryder Truck Rental, Inc. | Supplier Onboarding | You're invited to respond to a Form
Reply-To: Workday Strategic Sourcing Sandbox <no-reply_strategicsourcing@workday.com>

Invitation to Supplier Onboarding Form

Company

Ryder Truck Rental, Inc.

Form

Supplier Onboarding

Owner

[REDACTED]

Form Due

2/26/2026 at 7:00 PM EST

Ryder Truck Rental, Inc. is using Workday Strategic Sourcing to manage the submission process for this form.

[VIEW FORM](#)

From: Workday Strategic Sourcing Sandbox <no-reply_strategicsourcing@workday.com>
Date: February 19, 2026 at 9:08:15 AM EST
To: My Name <myemail@gmail.com>
Subject: Ryder Truck Rental, Inc. | Supplier Questionnaire | You're invited to respond to a Form
Reply-To: Workday Strategic Sourcing Sandbox <no-reply_strategicsourcing@workday.com>

Invitation to Supplier Questionnaire

Company

Ryder Truck Rental, Inc.

Form

Supplier Questionnaire

Owner

[REDACTED]

Form Due

2/26/2026 at 7:00 PM EST

Ryder Truck Rental, Inc. is using Workday Strategic Sourcing to manage the submission process for this form.

[VIEW FORM](#)

After logging in, click on Customer Directory and select Ryder Truck Rental Inc.

Customer Directory

CUSTOMER	SUPPLIER	RFPS AND AUCTIONS	CONTRACTS	FORMS	ACTION ITEM
Ryder Truck Rental, Inc.	my company name	0	0	2	0

Click on open form

[< BACK](#) **Ryder Truck Rental, Inc.** NOT STARTED

General Profile > Forms

YOUR ONBOARDING JOURNEY!

- Supplier Questionnaire 📅 DUE 2/26/2026 [OPEN FORM](#)
- Supplier Onboarding 📅 DUE 2/26/2026 CURRENTLY VIEWING

ONBOARDING INFORMATION

[MESSAGE CENTER](#) [EDIT](#)

- Please note, you will receive an email once this form is submitted and reviewed.
- Please check your emails and continue the registration process.

Click on open form

Supplier Questionnaire

SUCCESS! WHAT'S NEXT?



Workday Strategic Sourcing will notify the event owner of your submission.
If further action is needed, the event owner or Workday Strategic Sourcing will contact you.
You can retract your Form and edit it until the submission deadline.

NEXT STEPS

- Supplier Questionnaire ⊙ SUBMITTED
- Supplier Onboarding 📅 DUE 2/26/2026 OPEN FORM

[GO TO DASHBOARD](#)

Click Edit and complete all questions.

- Supplier Questionnaire ⊙ SUBMITTED
- Supplier Onboarding 📅 DUE 2/26/2026 CURRENTLY VIEWING

ONBOARDING INFORMATION MESSAGE CENTER EDIT

- Please note, you will receive an email once this form is submitted and reviewed.
- Please check your emails and continue the registration process.

Submit both forms.

SUBMITTED ✕

You submitted your onboarding form.

- Supplier Questionnaire ⊙ SUBMITTED
- Supplier Onboarding ⊙ SUBMITTED

[CLOSE](#) [GO TO DASHBOARD](#)

For any questions, you can select the chat option. A message will be sent to the supplier administration team for their review and response.

The screenshot shows a web application interface for sending questions to a supplier and viewing a chat window. The top navigation bar includes the logo, "Strategic Sourcing", and links for "HOME", "SUPPORT", and "VELVET JOB". The main header shows a "Message Center" with a "BACK TO FORM" button. The main content area is divided into two sections: "SEND A QUESTION TO RYDER TRUCK RENTAL, INC." and "ANSWERED AND UNANSWERED QUESTIONS".

The "SEND A QUESTION TO RYDER TRUCK RENTAL, INC." section contains a form with a text input field labeled "YOUR QUESTION*" and a placeholder "Enter your question". Below the input field is a dashed box for file uploads, labeled "DRAG/DROP DOCUMENTS or [BROWSE FILES](#)". There are "CLEAR" and "SUBMIT" buttons at the bottom right of the form.

The "ANSWERED AND UNANSWERED QUESTIONS" section contains three expandable categories: "YOUR ANSWERED QUESTIONS" (0 items), "ANSWERED QUESTIONS POSTED FOR ALL SUPPLIERS" (0 items), and "YOUR UNANSWERED QUESTIONS" (1 item).

The chat window on the right is titled "RYDER TRUCK RENTAL, INC." and shows a message from the supplier. The message content is: "Requirements for Submission (Incomplete Documents Will Be Returned) One of the following documents (Option 1 or 2) must be included. Option 1 - Voided Check. Blank Check Must Be Voided. If Check is Not Blank, it Must Have Current Date. Bank Name is Required On Check. Must Include your Registered Ryder Supplier Name. Address on Check Must Match Ryder Supplier Profile or Your Invoice. Option 2 - Bank Verification Letter. Must be on Bank Letterhead (dated less than 10 months from today). Bank Verification Letter Must Be Signed by Bank Representative. If Your Bank Verification Letter Has Your Address Listed, it Must Match Ryder Supplier Profile or Your Invoice." The chat window also shows a timestamp "2/19/2026 at 6:43 AM" and a "SEND MESSAGE" button at the bottom.

Recommended Browsers/Authenticators.

AI-Generated Answer BETA

WSS Account and Multifactor Authentication (MFA)

To access the Workday Strategic Sourcing (WSS) Supplier Portal, users must create a Workday Central Login (WCL) account. This account requires **Multifactor Authentication (MFA)** for sign-in, enhancing security by necessitating two or more verification methods.

MFA Requirements for WSS Account:

- **Username and Password:** Users must enter their credentials.
- **Authenticator App:** A one-time passcode generated by an authenticator app is required. Common options include:
 - Google Authenticator
 - Duo Mobile
 - LastPass Authenticator
 - Authy
 - Microsoft Authenticator

Users can also utilize a browser-based option if they do not have a mobile device. MFA is essential for safeguarding access to the WSS Supplier Portal.

Reference: Supported Browsers

Strategic Sourcing supports the newest versions of these browsers:

- Chrome
- Firefox
- Internet Explorer
- Microsoft Edge
- Safari

In general, Strategic Sourcing doesn't support the third-oldest version of these browsers. Example: If browser version 5 is the newest version, Strategic Sourcing doesn't support browser version 3.

Supported Browsers

Browser	Supported Version
Chrome	The 2 latest versions.
Firefox	The 2 latest versions.
Internet Explorer	11 ⓘ Strategic Sourcing no longer supports versions 9 and 10.
Microsoft Edge	The 2 latest versions.
Safari	The 2 latest versions on Mac OS X.