

Maintaining your TNC Supplier Account

Description: This article will explain how a TNC Supplier can use the Supplier Portal in Workday to manage and update their information with The Nature Conservancy.

Audience: TNC Suppliers

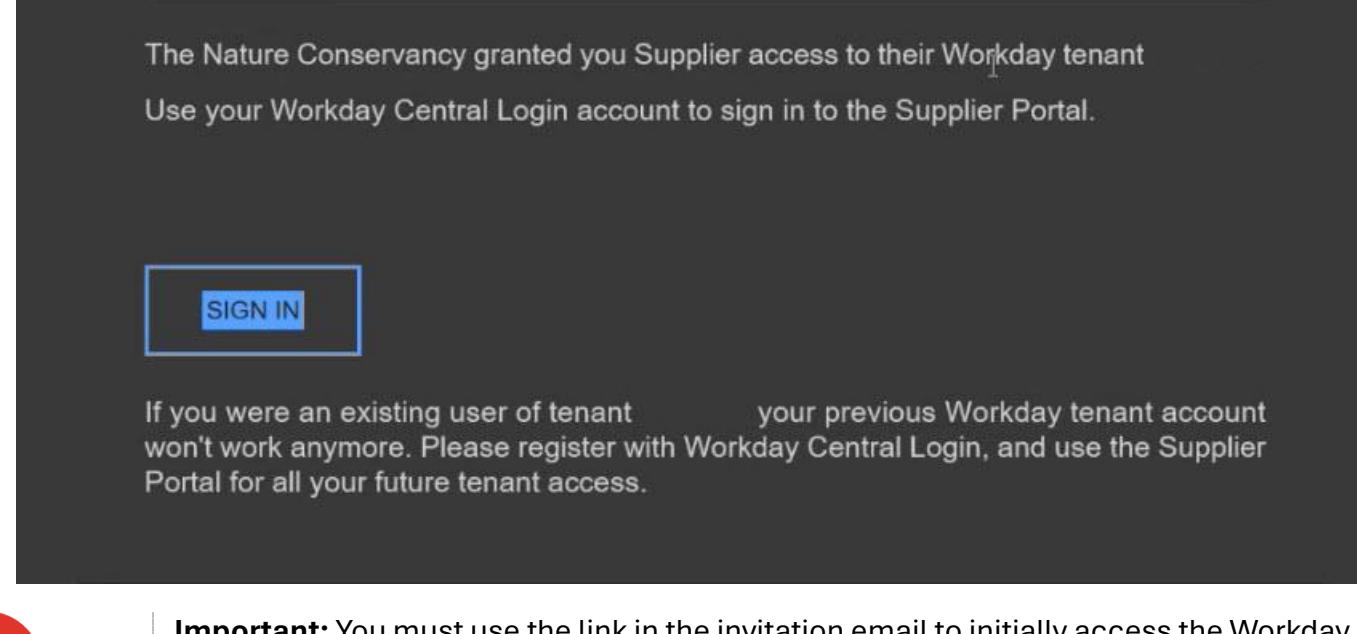
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Registering for a Workday Supplier Account

Once you have been approved by TNC as a Supplier, your record will become active in the Workday Supplier Portal.

1. You will receive an invitation email from Workday to register for a Workday Supplier Account. Click **Sign In** to proceed.



Important: You must use the link in the invitation email to initially access the Workday Supplier Portal. If you do not receive the email, contact your TNC representative for assistance. If you can't locate the invitation or need to reset your password, use this link – [Click Here](#)

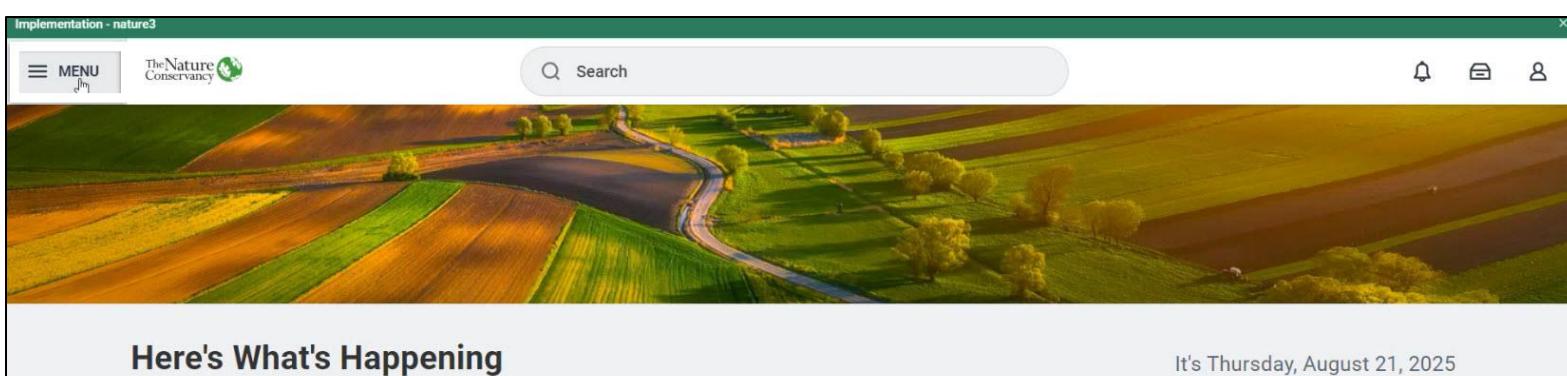
2. You will be prompted to create a password for the Workday Supplier Portal. Password requirements are the following: 8 characters, 5 or more unique characters, 1 uppercase, lowercase, numeric and special character.
 - a. An authenticator application is required to complete your set up.
 - b. For suppliers in the United States and Canada, a phone number will also be required.
3. When you log in, you will see the **Workday Strategic Sourcing** (WSS) homepage. Here you can view and edit your general profile information, see any forms waiting for you to complete, and access your purchase orders. See [Completing Forms](#) section for more details.

A screenshot of the Workday Strategic Sourcing homepage for "The Nature Conservancy". The page is titled "The Nature Conservancy" and shows a status of "NOT STARTED". On the left, a sidebar lists "General Profile" and "Forms". The main content area displays a "YOUR ONBOARDING JOURNEY!" section with three待办事项 (Supplier Registration, Supplier Onboarding Information - Additional, Supplier Onboarding), each with a due date of 8/21/2025 and an "OPEN FORM" button. A note says "You can only view this form. To request changes, contact the customer." A "CURRENTLY VIEWING" link is also present.

4. Once granted access to the Workday tenant, access your account details by clicking **Procurement Portal** in the upper right corner of the window.

A screenshot of the Workday Procurement Portal for "The Nature Conservancy". The page is titled "The Nature Conservancy" and shows a "PURCHASE ORDERS" section with a "View Purchase Orders" link. In the top right corner, there is a green button labeled "PROCUREMENT PORTAL".

This will take you to the **Workday Supplier Portal** where you can update secure information such as your contact details and payment information.



Here's What's Happening

It's Thursday, August 21, 2025

Timely Suggestions

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

Announcements

1 of 2 < >
Workday Assistant
Disclaimer
The AI Assistant uses
Artificial Intelligence (AI) to...

Completing Forms in Workday Strategic Sourcing (WSS)

1. Supplier Onboarding Form

- a. Section - Supplier Information
 - i. Supplier Name: Preferred name or doing business as name
 - ii. Website: Optional
 - iii. Supplier Category: Choose the best option closest to the services your organization provides
- b. Section – Commodity Codes
 - i. Commodity Codes: Choose at least one (1) from the list of United Nations Standard Products and Services Codes that best/closest represents your goods/services
- c. Section – Business Information
 - i. Addresses: Add address(es) associated with your business with TNC
 1. Address Country
 2. Usage: If address(es) have specific purpose, you can identify them here
 - ii. Phones
 - iii. Tax Information
- d. Section – Banking Information
 - i. For payments made to banks in the United States of America or Australia, complete the Bank Accounts section
 1. Bank Account Payment Type
 2. Section - Account Details
 - a. Bank Account Country
 - b. Bank Account Type
 - c. *Additional fields may appear depending on your payment type and Bank Account Country or Payment Type*

ii. **For payments made outside of the United States of America & Australia**

in the Banking Information section, skip the 'Bank Accounts' section by **leaving it completely blank**.

1. Complete the Payment section
 - a. Default Payment Term
 - b. Accepted Currencies
 - c. Payment Type: Use value 'Local Payment'

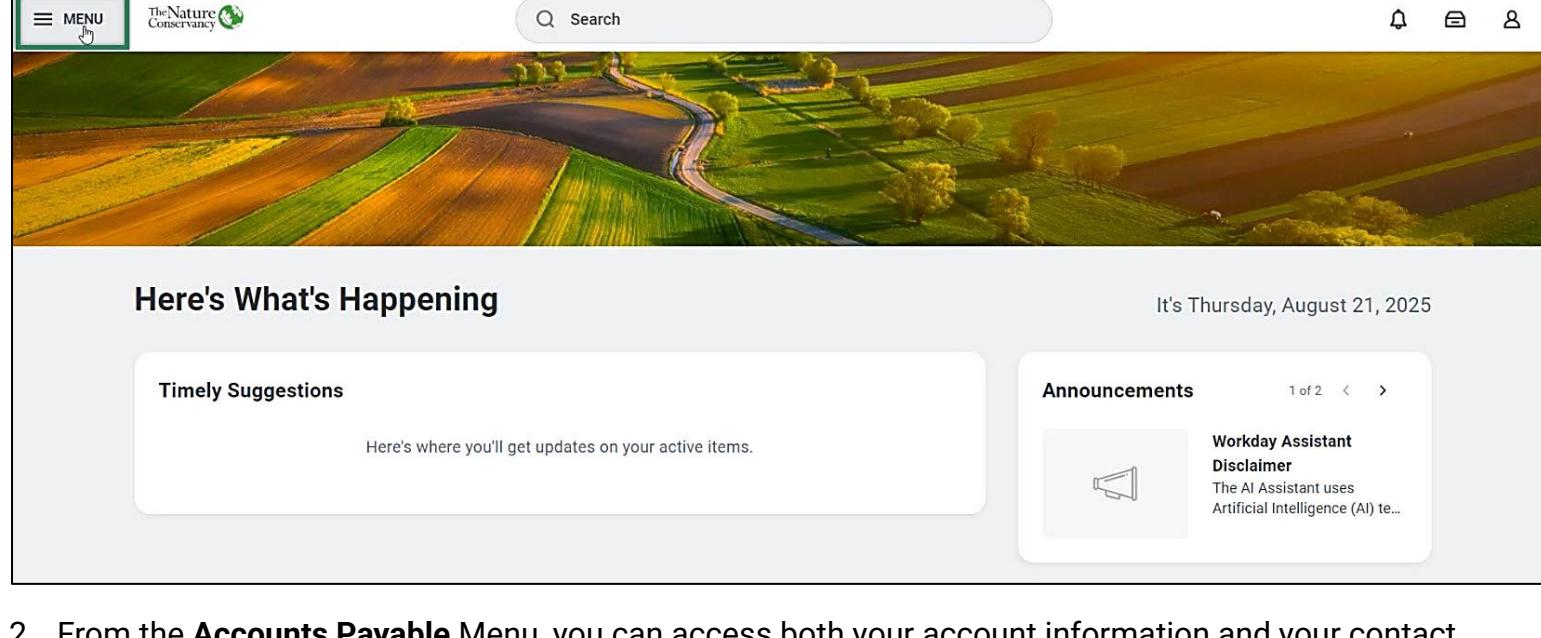
- iii.
- e. Section – Contacts
 - i. Contact Information: You can add multiple contacts associated with your business with TNC
 - ii. Contact type: If contact(s) have a specific purpose, you can identify them here
- f. Section – Attachments
 - i. Include your W9/W8 BEN or equivalent tax form
 - ii. For ACH enrollment where applicable, attach either a voided check image or bank letter with payment instructions

2. Supplier Onboarding – Additional Information

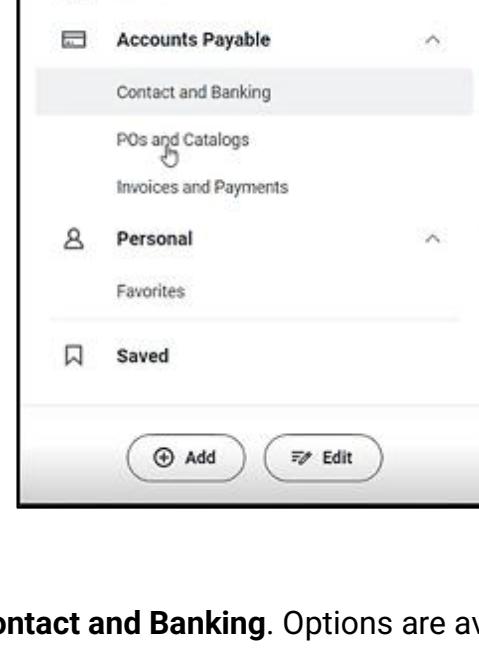
- a. Doing Business As (DBA) name
- b. DBA effective date
- c. Parent Company name
- d. Ownership type
- e. Entity type
- f. Contact email address if not already provided on the Supplier Onboarding form
- g. Unique Entity ID: United States federal government issued 12-character alphanumeric code
- h. Work location: Primary location where good(s)/service(s) are being delivered for TNC

Updating Contact and Banking Information

1. In the Workday Supplier Portal, click the **Menu** icon in the upper left corner of your screen.

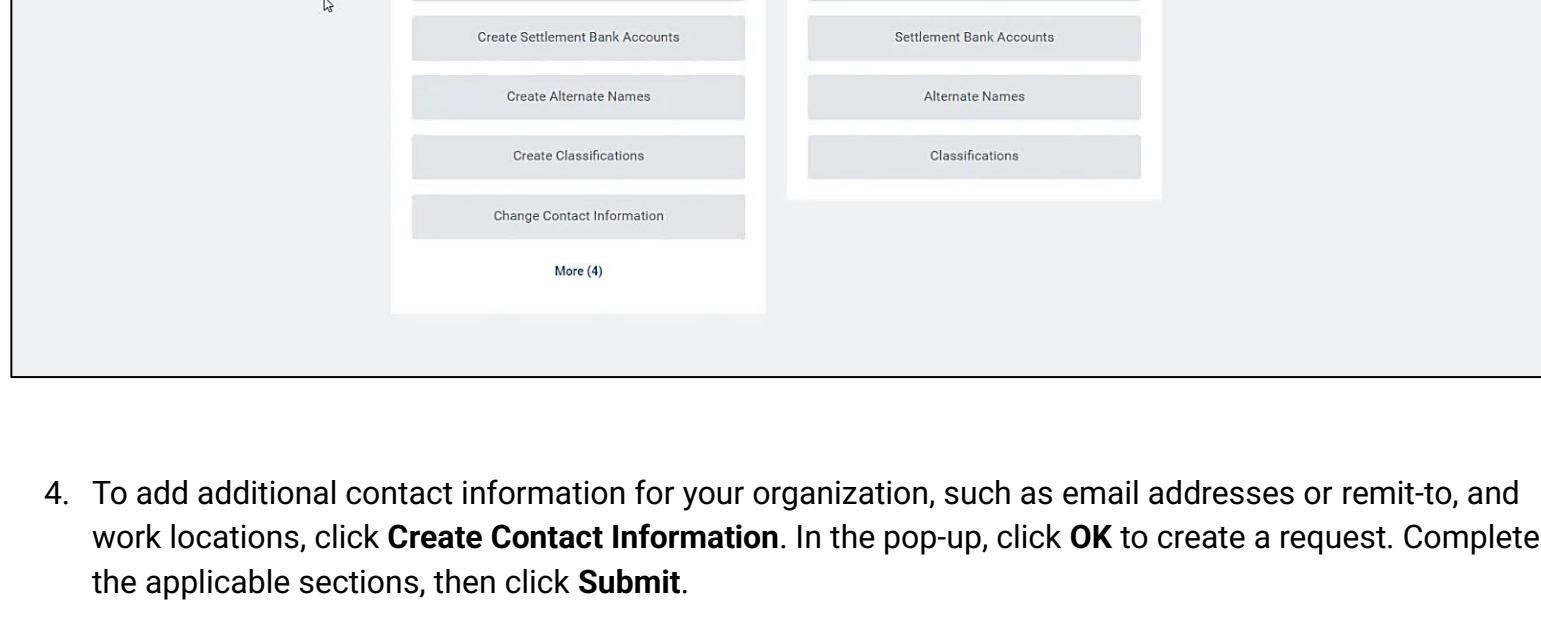


2. From the **Accounts Payable** Menu, you can access both your account information and your contact information.



3. To edit your information, select **Contact and Banking**. Options are available for creating, changing, and viewing information.

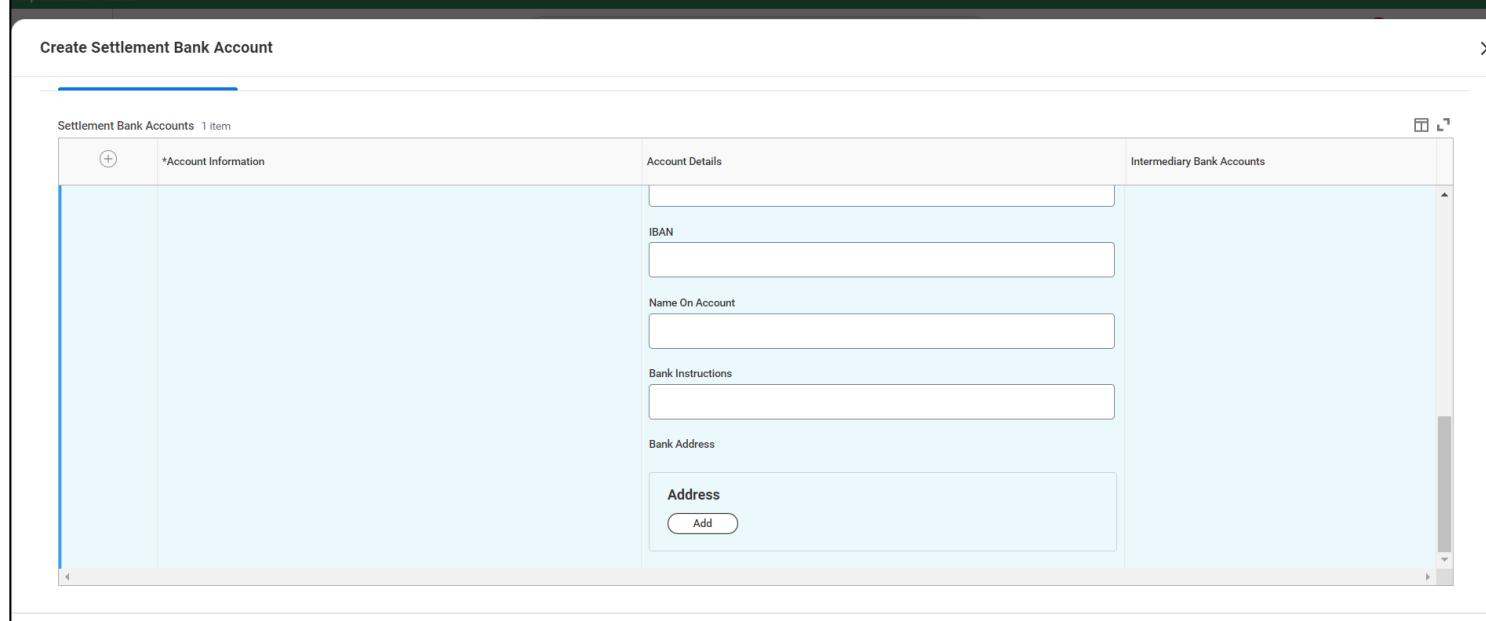
Note: **Create Classifications** is not a function currently in use by TNC.



4. To add additional contact information for your organization, such as email addresses or remit-to, and work locations, click **Create Contact Information**. In the pop-up, click **OK** to create a request. Complete the applicable sections, then click **Submit**.

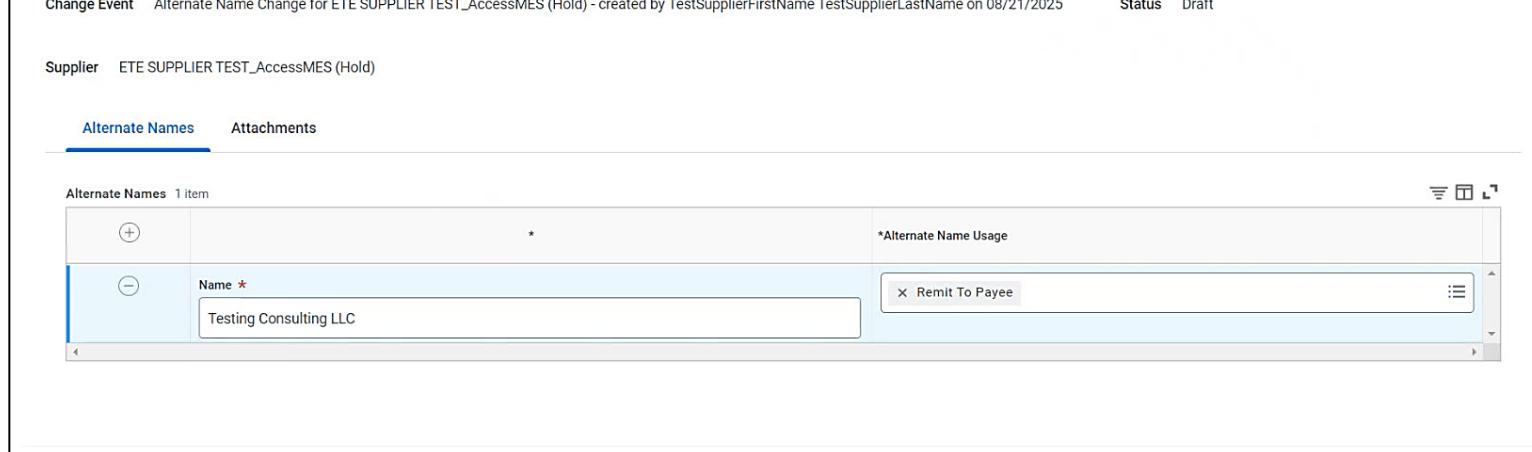
5. To update banking information, click **Create Settlement Bank Accounts**. Complete the necessary fields. Those marked with red asterisks are required fields. Include any relevant attachments, such as a bank letter or a copy of a voided check, then click **Submit**.

Note: Requests for electronic payments that are missing sufficient attachment documentation will be rejected.



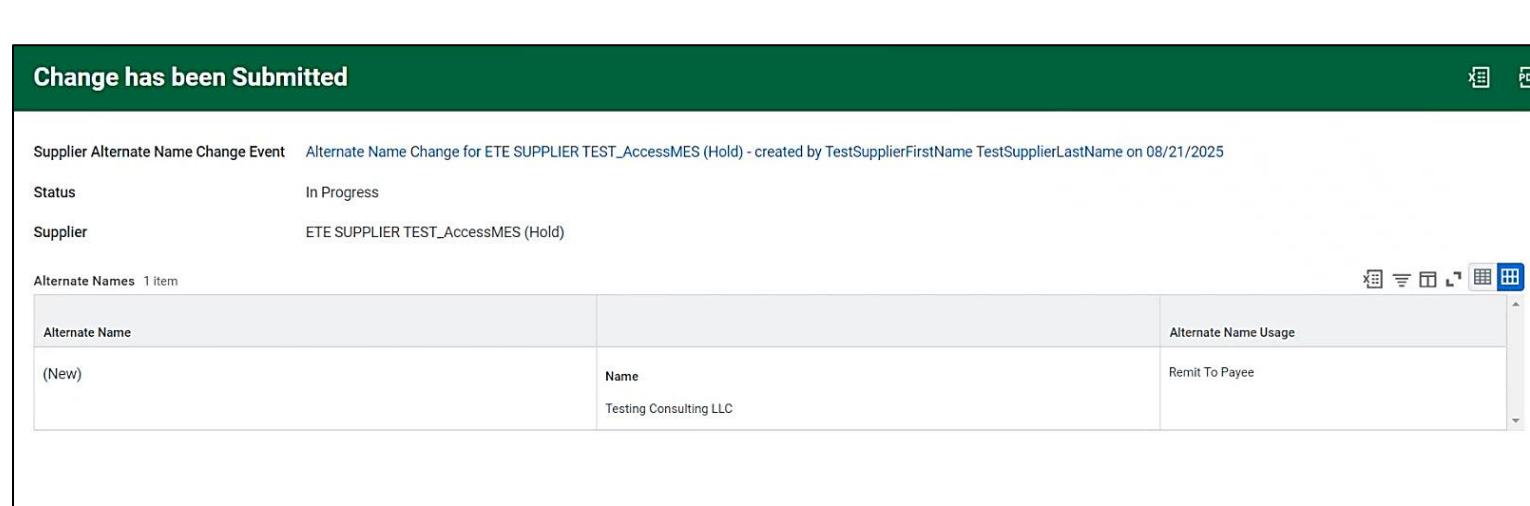
The screenshot shows the 'Create Settlement Bank Account' interface. It features a table with columns for 'Settlement Bank Accounts' (1 item), 'Account Details', and 'Intermediary Bank Accounts'. The 'Account Details' section contains fields for IBAN, Name On Account, Bank Instructions, and Bank Address, with an 'Add' button for addresses. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.

6. To enter alternate information for payment, such as a legal doing business as (dba) name, click **Create Alternate Names**. In the pop-up, click **OK** to create a request. Enter your **Alternate Name** and **Alternate Name Usage**. Use the **Attachments** tab to include relevant documentation such as a current tax form or Bank letter. Click **Submit**.



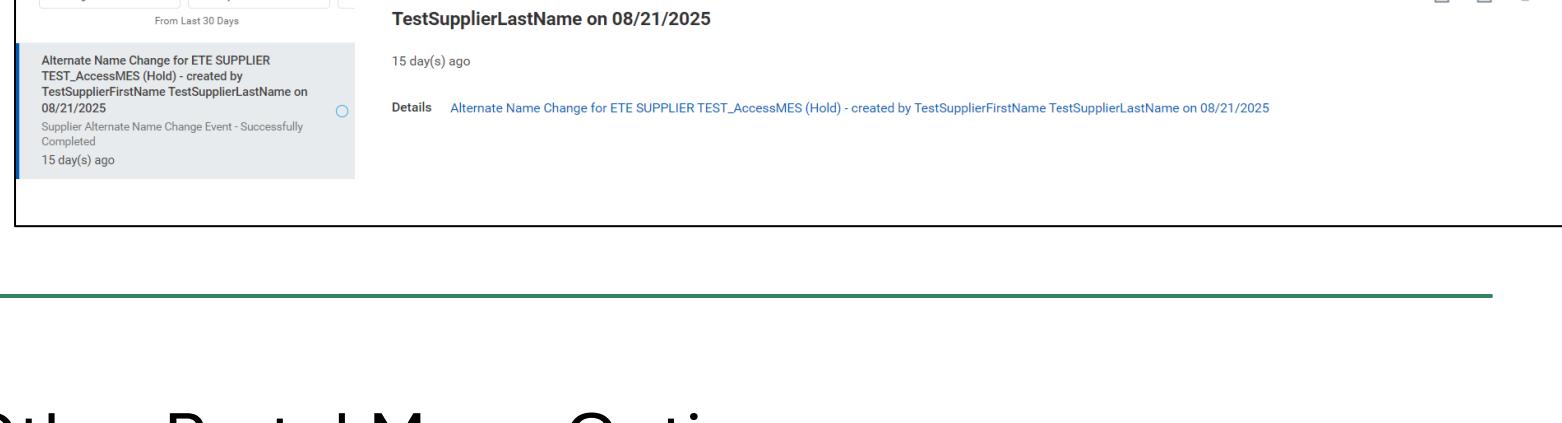
The screenshot shows the 'Create Alternate Name' interface. It features a table with 'Alternate Names' (1 item) and a 'Name' field containing 'Testing Consulting LLC'. The 'Attachments' tab is also visible. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.

A confirmation window will appear with your alternate name request. Click **Done**. Your request will be forwarded to the TNC team for review and approval.



The screenshot shows a confirmation window titled 'Change has been Submitted'. It displays the submitted alternate name 'Testing Consulting LLC' and its status as 'In Progress'. At the bottom is a 'Done' button.

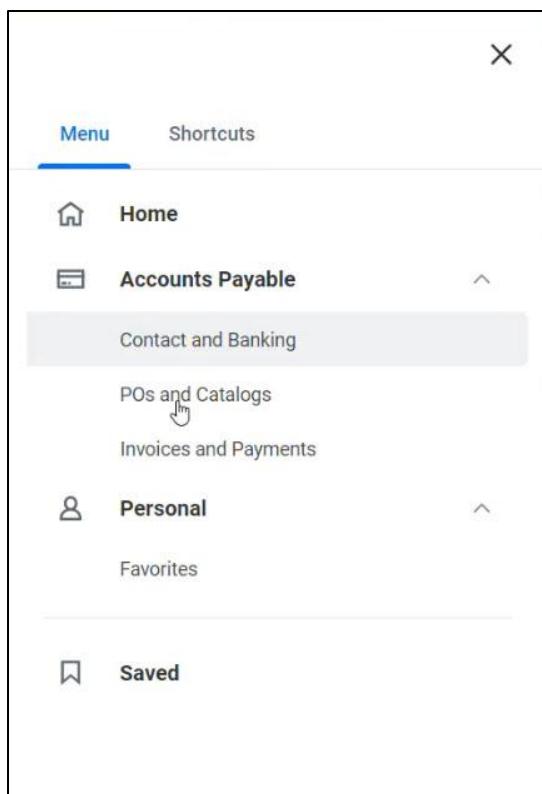
7. Once your request has been approved, you will receive a notification in your Workday Supplier Portal alerts, which is the bell icon at the top right of the screen.



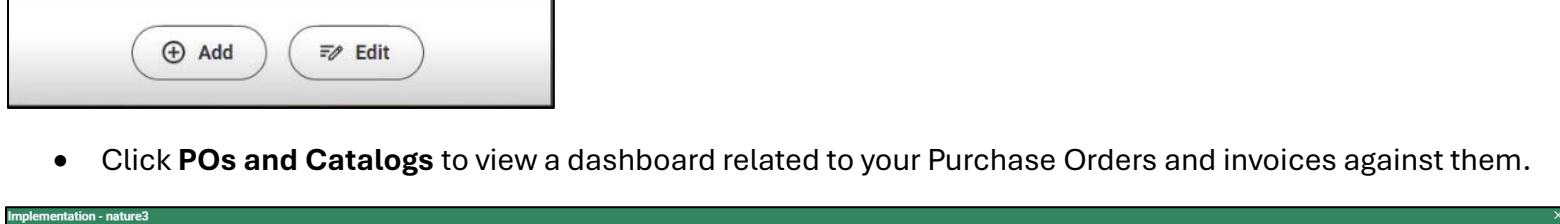
The screenshot shows the 'Notifications' page in the Workday Supplier Portal. A red box highlights the bell icon in the top right corner. The page lists a notification titled 'Alternate Name Change for ETE SUPPLIER TEST_AccessMES (Hold) - created by TestSupplierFirstName TestSupplierLastName on 08/21/2025'. The notification was created 15 days ago and is marked as successfully completed. At the top, there is a search bar and a menu icon.

Other Portal Menu Options

Other available menu options include:



- Click **POs and Catalogs** to view a dashboard related to your Purchase Orders and invoices against them.

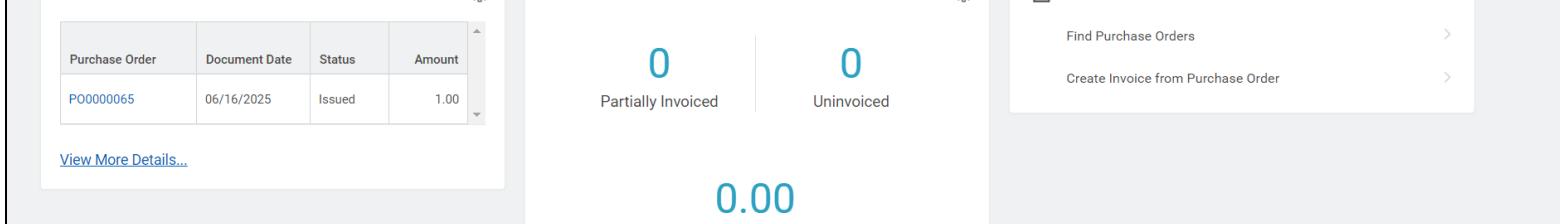


- Click **Invoices and Payments** to view status on the most recent invoices and payments.



- Click **Personal: Favorites** to view a list of favorite items.

- **Personal: Favorites** is not currently being used.



Translation Note: Please be aware that translated versions of this article were done by machine (AI). Therefore, they may not always be perfect. Because of this we can only verify the validity and accuracy of the information provided in English. Therefore, the English version of the article is the official text. If the article contains screenshots, those screenshots will remain in English.