



Overview of the supplier registration website

Prospective suppliers

Overview

In order to provide goods and services to the University of Ottawa, all suppliers need to register through the Workday supplier registration website.

Logging onto the supplier registration website

First time users:

1. Click **Sign In** at the top right of the page.
2. If this is your first time on the site, click **Create Account** located under the **Sign In** button.
3. Enter your email address and a password of your choice. A confirmation email will be sent to the address you provided: you will need to validate your account by clicking the link in the email.
4. Once your account has been verified, go back to the prospective supplier website and click **Sign in**.
5. Enter your credentials (i.e., email address and password) to log in.
6. Click **Home** to go to the homepage.

Returning users:

1. Go to the supplier registration website and click **Sign in**.
2. Enter your credentials (i.e., email address and password) to log in.
3. Click **Home** to go to the homepage.

Registration instructions

The homepage displays the registration instructions, as well as other relevant information. To complete the setup process, be sure to have the following documents on hand:

Banking information:

Your banking information **and**:

- for Canadian suppliers: a scanned copy of a void cheque in PDF format
- for US suppliers: a scanned copy of a void cheque in PDF format and an Automated Clearing House (ACH) form
- for international suppliers: a Global Disbursement Service (GDS) form for payment via wire transfer.

Tax information:

Where applicable, provide the incorporated entity's federal (GST/HST) business number if registered in Canada.

SIN information (for individuals only):

Provide a Canadian-issued social insurance number (SIN), where applicable.

Supplier contact information:

Your email address, remit-to address, mailing address, phone number, contact name.

University contact information:

The name and email of your contact at uOttawa (i.e., the person with whom you have been coordinating this setup in Workday).

When you are ready, click **Register**. You will be redirected to the registration form.

Note that all fields marked with a red star (*) are mandatory.

Business information > Business Details

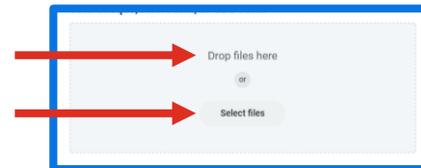
- 1. Your Business Name (Full Legal Name):** The name of the prospective supplier, as shown on your income tax return. If the supplier is an individual, enter it using a **last name, first name** format
- 2. GST/HST business number (Canadian Entities Only):** If your organization is registered in Canada, provide the incorporated entity's federal (GST/HST) business number.
- 3. Supplier Type:** Select either **Individual** or **Business**, from the dropdown menu.
- 4.** If you selected **Individual**, a new field will appear asking you to enter your **Social Insurance Number**.

Business information > Void Cheque, ACH Form, or GDS Form

Upload a copy of the relevant documents as follows:

- **If you are a Canadian supplier:** upload a scanned copy of a void cheque in PDF format.
- **If you are a US supplier:** upload a scanned copy of a void cheque in PDF format or an Automated Clearing House (ACH) form.
- **If you are an international supplier:** upload a Global Disbursement Service (GDS) form for payment via wire transfer.

You can upload these documents by dragging and dropping them anywhere in the grey box or by clicking **Select files** to browse your computer.



Business information > Currencies

- 1. Accepted Currencies:** Click the relevant boxes to select all currencies that your company accepts.
- 2. Default Currency:** Click the drop-down menu to select a default currency.

Business information > Business Contact Details

- 1. Add Primary Phone:** To add a phone number, select the checkbox. New fields will appear for you to complete.
- 2. Country Phone Code:** Click the drop-down menu to select the country.
- 3. Area Code:** Enter the area code, if applicable.
- 4. Phone Number:** Enter the phone number.
- 5. Phone Device:** Select the type of device from the drop-down menu.
- 6.** If you would like to add additional phone numbers, click **Add Additional Phone**. As above, new fields will appear for you to complete.

Note: The first phone number provided after selecting the **Add Primary Phone** box will be the primary phone number on the supplier record.



- 7. Email Address (Purchase Order Issuance):** Enter the email address that the University will use to send purchase orders to your organization.
- 8. Supplier Website:** Provide your website's entire URL, including http://

Business information > Remit-To Address

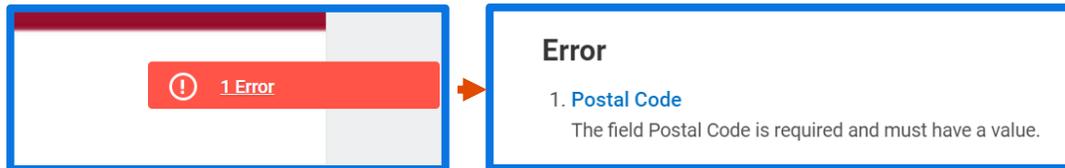
The University will send cheques and any tax-related documents associated with your payment to this address. Select the **Country** from the drop-down menu. All relevant mandatory address fields will appear for you to complete.

Business information > Mailing Address

Here you can enter an alternative address, if applicable. Select the **Country** from the drop-down menu. All relevant mandatory address fields will appear for you to complete.

- Click **Next** at the bottom left of your screen.

At this point, if you have forgotten to fill out a mandatory field, you will receive an error message at the right of your screen. You can click on it to view the missing fields.



Banking and Payments > Account Information

Payment Types: Select all the payment types that your company accepts. You must select at least one type of electronic payment unless you have a valid reason for not doing so.

- **EFT (Electronic Fund Transfer) (Canada)** - available for Canadian suppliers billing in CAD currency;
- **ACH (Automated Clearing House) (US)** - available for US suppliers billing in USD currency;
- **Wire Transfer**; available for international suppliers.

Banking and Payments > Account Details

Here, you will enter your banking information. Select the **Country** from the drop-down menu. All relevant mandatory banking information fields will appear for you to complete (e.g., **Account Type**; **Bank Name**; **Account Number**).

- Click **Next** at the bottom left of your screen.

At this point, if you have forgotten to fill out a mandatory field, you will receive an error message at the right of your screen. You can click on it to view the missing fields.

Contact information > Additional Supplier Information

1. **uOttawa Contact Name:** Enter the name of the uOttawa employee you have been in contact with to coordinate your setup in Workday.
2. **uOttawa Contact Email:** Enter the email address of the uOttawa employee you have been in contact with to coordinate your setup in Workday. The email address must be a valid uOttawa email address (i.e., ending in *@uottawa.ca* or *@telfer.uottawa.ca*).
3. **Commodity Type:** Select whether you are a supplier of **Goods**, of **Services**, or of both **Goods and Services**.

If you selected **Services** or **Goods and Services**, a new field will appear on your screen for you to complete:

4. **Will the services be performed within Canada?:** Select either **Yes** or **No**.

If you select **Yes**, a new field will appear on your screen for you to complete:

5. **Do you have a WSIB certificate and/or insurance certificate?:** Select either **Yes** or **No**.
6. If you selected **Yes**, a new **Certificate Attachments** drop-box will appear on your screen, asking you to upload a copy of your certificate(s). You can upload these documents by dragging and dropping them anywhere in the grey box or by clicking **Select files** to browse your computer.

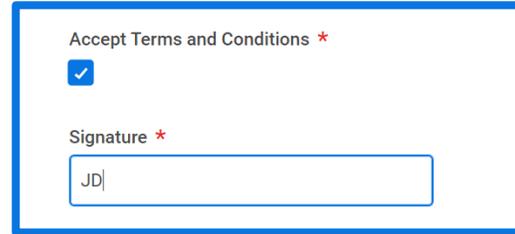
- Click **Next** at the bottom left of your screen.

At this point, if you have forgotten to fill out a mandatory field, you will receive an error message at the right of your screen. You can click on it to view the missing fields.

Signature

Review the uOttawa terms and conditions. Check the box and provide your signature to accept the terms and conditions.

Click **Next** at the bottom left of your screen.

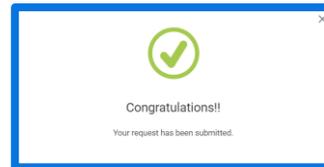


A screenshot of a registration form. At the top, it says "Accept Terms and Conditions" with a red asterisk and a checked checkbox. Below that is a "Signature" field with a red asterisk, containing the text "JD".

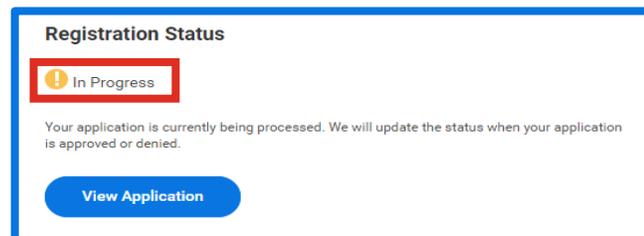
At this point, if you have forgotten to fill out a mandatory field, you will receive an error message at the right of your screen. You can click on it to view the missing fields.

Summary

The information you provided will be summarized so that you can check it before you submit your request for approval. To make any changes, select **Back** to navigate to a previous section. Select **Submit** if all the information is correct. You will receive a message confirming that your request has been submitted.

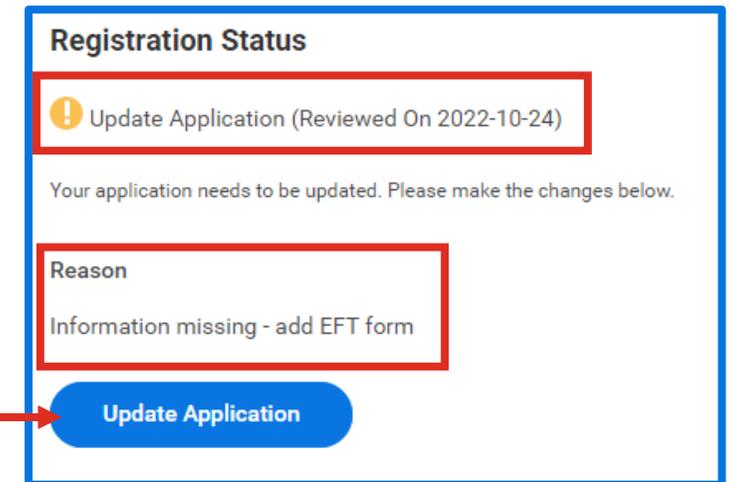


Once submitted, a supplier administrator will review the form within five business days. You can view the status of your registration from the homepage. If your registration is pending approval, the status will be shown as **In Progress**.



Once the University has reviewed your registration, we will send you an email stating that:

- **The registration has been approved.** In this case, the University will be able to issue purchase orders and payments to you.
- **The registration has been denied.** In this case, a comment on the Supplier Registration website will provide the reason(s) why the registration was denied.
- **The registration is incomplete.** In this case, you will need to add the missing information to the Supplier Registration Form and resubmit it. Your registration status will specify which information is under **Reason**. Click **Update Application** to add to or change your request, accordingly.



Updating existing supplier information

Current suppliers cannot use this website to update their information. If you wish to update your account information after registration, please notify your uOttawa contact person to submit the changes.

If you need further information or support, please contact depotdirect-directdeposit@uottawa.ca.



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