



PAHO workday®

Workday Strategic Sourcing Supplier Training – 2024

Content

Registration

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- Register as user
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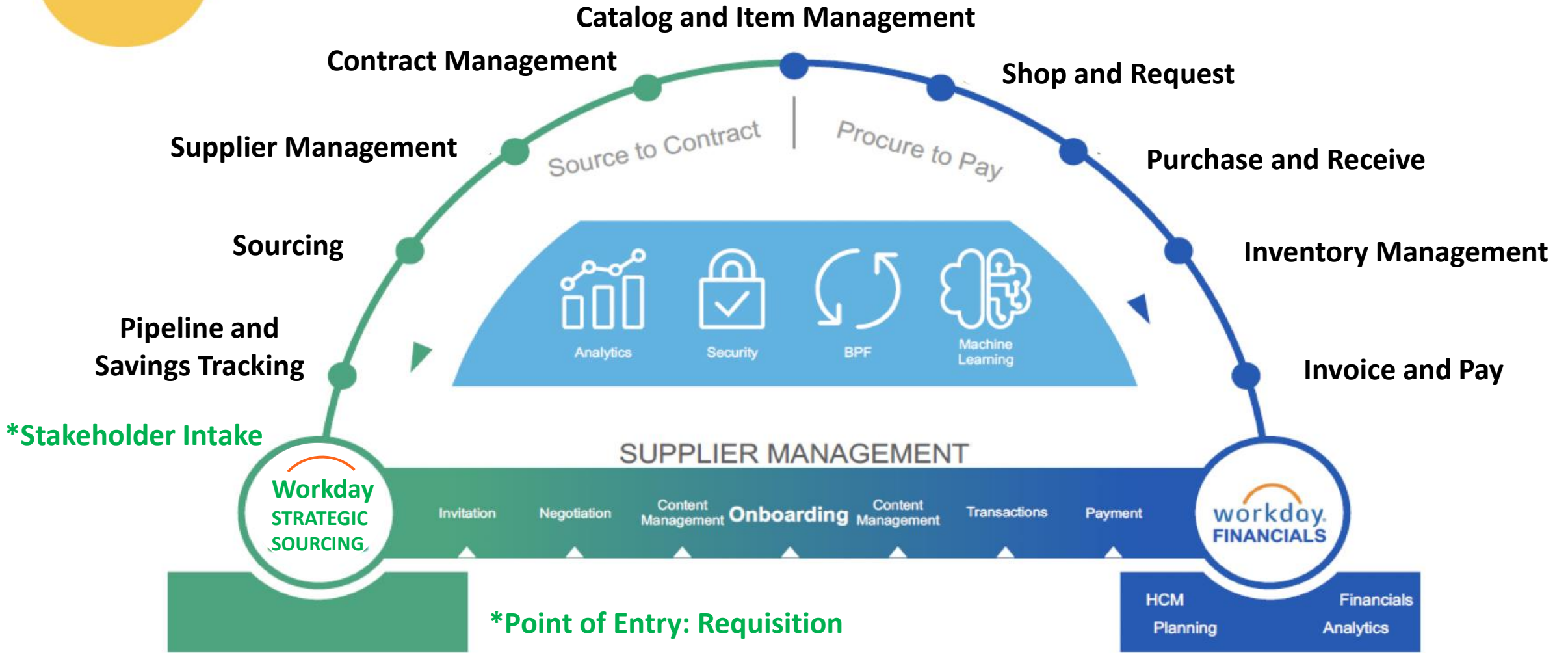
Message center

- Announcements
- Message Sourcing Team
- Chat with you Team

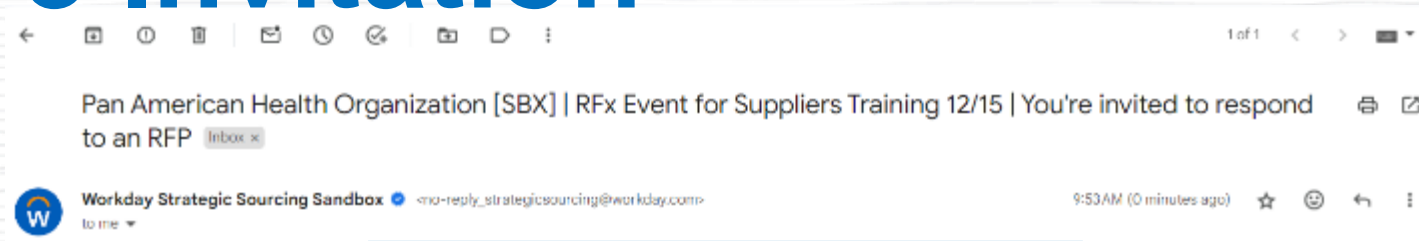
Events

- Supplier Dashboard
- Invite team members
- Manage deadlines
- Reply questionnaires
- Fill out worksheets
- Complete online/offline
- Submit

Workday Source to Pay



Receive Invitation



- Access only by invitation
- no-reply_strategicsourcing@workday.com

You've been invited

COMPANY
Pan American Health Organization [SBX]

RFP
RFX Event for Suppliers Training 12/15

OWNER
Stefano Bassi Mazzini - bassimste@paho.org

RSVPS DUE:
12/15/2023 at 10:30 AM EST

QUESTIONS DUE:
12/15/2023 at 12:00 PM EST


REQUEST FOR PROPOSAL DUE:
12/15/2023 at 3:00 PM EST

Pan American Health Organization [SBX] is using Workday Strategic Sourcing to manage the submission process for this RFP.

[VIEW THIS RFP](#)

Workday Strategic Sourcing is always free for suppliers! Read our [Quick-Start Guide](#) to get up and running, or visit our [Knowledge Base](#) for tips and support.

Create a Password

 Workday Strategic Sourcing

Register

Email*

Password* [show password](#)


PASSWORD STRENGTH

[Continue](#)


Already have an account? [Sign In](#)

[Sign In](#)

[Forgot Password](#)



Create a Password

 | Workday Strategic Sourcing

Register

Email*

Password* [show password](#)

PASSWORD STRENGTH: PASSED

[Continue](#)


Already have an account? [Sign in](#)

✔ Minimum of ten characters

✔ Contains all character types

Capital Letters	A - Z
Lowercase Letters	a - z
Digits	0 - 9
Special Characters	#\$%^&*!@

Register New User

 Workday Strategic Sourcing

Register New User

First Name*

Last Name*

Terms of Service*
 Accept Terms of Service


Job Title

Phone Number

Language

Timezone

[Privacy Policy](#)



Finalize Account

The screenshot shows an email interface with the following elements:

- Subject:** Finalize Workday Strategic Sourcing Account Setup Inbox x
- Sender:** Workday Strategic Sourcing <no-reply_strategicsourcing@workday.com> to me
- Time:** 10:00 AM (0 minutes ago)
- Body:**
 - Header:** Welcome to Workday Strategic Sourcing
 - Text:** Verify your email address to access your account and begin using Workday Strategic Sourcing!
 - Button:** FINALIZE YOUR ACCOUNT
 - Warning:** *** DO NOT REPLY DIRECTLY TO THIS EMAIL ADDRESS ***
 - Text:** This is an automated email intended for supplierpmis123@gmail.com.
 - Text:** 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](#).
 - Text:** 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
- Footer:** Workday logo (a stylized 'W' with an orange arc above it).

Supplier Dashboard


RESPONSES

REQUESTS

3 RESPONDED

1 ARCHIVED

8

ISSUING COMPANY ▲	TYPE ▲	TITLE ▲	SUPPLIER COMPANY ▲	DUE ▲	STATUS ▲
Pan American Health Organization [SBX]	ITB	ITB Example - Test - Suppliers Training	Stefano Supplier	2/1/2024 at 5:00 PM	Published
Pan American Health Organization [SBX]	RFP	Event - 1/31/2024 at 2:15 PM	Stefano Supplier	2/1/2024 at 3:00 PM	Published
Pan American Health Organization [SBX]	RFQ	 TEST EVENT 1	Stefano Supplier	1/19/2024 at 3:06 PM	Closed: 1/19/2024 at 3:10 PM



ITEMS PER PAGE 10 ▼

Bid Information

INVITATION TO BID DETAILS

[WALK ME THROUGH IT](#)

Issuing Company: Pan American Health Organization [SBX]
Supplier company: Stefano Supplier
Primary Contact: [Stefano Bassi Mazzini](#)

The Pan American Health Organization (PAHO) hereby invites you to submit a bid to this Invitation to Bid (ITB). PAHO is the Regional Office of the Americas of the World Health Organization, and the products or services purchased under this ITB will be used for technical cooperation in the health programs of certain countries.

This ITB includes the following sections and annexes.

Sections:

Section 1 – Description of ITB

Section 2 – Instructions to Bidders (including Data Sheet)

Section 3 – Bid Submission Cover Letter (attached to this sourcing event)

Section 4 – Technical Offer (attached to this sourcing event)


Section 5 - Financial Offer (pricing worksheet included in this sourcing event)

Section 6 – Sample Agreement

Bid Information - Attachments

ITB Documents

Review all documents before submitting proposal.

TYPE	TITLE	DESCRIPTION
	ITB Data Sheet.docx ITB Data Sheet.docx	DOWNLOAD
	Technical Offer.docx Technical Offer.docx	DOWNLOAD
	Bid Submission Cover Letter.docx Bid Submission Cover Letter.docx	DOWNLOAD

[Download all files in zip archive](#)

Message Center

Have questions to Pan American Health Organization [SBX] team?

1 New chat message

MESSAGE CENTER

USE THE MESSAGE CENTER TO CONTACT PAN AMERICAN HEALTH ORGANIZATION [SBX] TEAM WITH QUESTIONS ABOUT SUBMISSION REQUIREMENTS

1 Announcements received from Pan American Health Organization [SBX] team

1 Answers have been posted to all suppliers

0/0 Of your questions have been answered

QUESTIONS

- > 0 Your Answered Questions
- > 1 Answered Questions posted for all suppliers
- > 0 Your Unanswered Questions

ANNOUNCEMENTS

- > 1 Announcements from Pan American Health Organization [SBX]

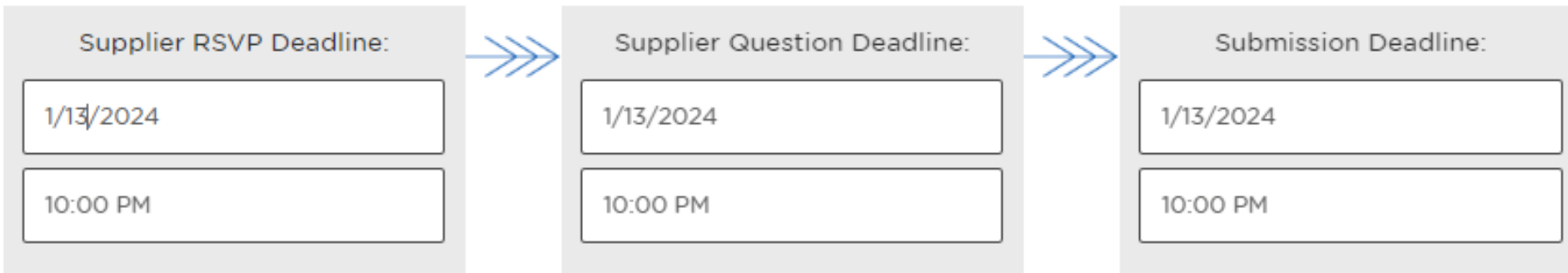
Invite Team Members

INVITE TEAM MEMBERS [WALK ME THROUGH IT](#)

NAME	EMAIL	STATUS
<input type="text" value="Enter Name..."/>	<input type="text" value="Enter Email..."/>	<input type="button" value="ADD"/>

Manage Deadlines

EVENT TIMELINE



Time Zone: Eastern Time (US & Canada)



Reply Questionnaires

BUILD YOUR PROPOSAL

[WALK ME THROUGH IT](#)

▼ Response Sheets

You must answer the listed questionnaire(s) before submitting your response.

SECTION	DESCRIPTION	LAST UPDATED	PERCENT COMPLETE	# OF FEEDBACK	
 Influenza - Northern Hemisphere 2023-2024 - Trivalent (≥3 years) (10 doses)	Financial offer	Never	0% (0/19) <div style="width: 0%; height: 10px; background-color: #ccc; margin-top: 2px;"></div>	--	<input type="button" value="EDIT"/>
 Influenza - Northern Hemisphere 2023-2024 - Trivalent (6-35 months) (20 doses)		Never	0% (0/1) <div style="width: 0%; height: 10px; background-color: #ccc; margin-top: 2px;"></div>	--	<input type="button" value="EDIT"/>

Reply Questionnaires

• Edited | View previous

1 INFLUENZA - NORTHERN HEMISPHERE 2023-2024 - TRIVALENT (≥3 YEARS) (10 DOSES)
Financial offer

1.1 Are you submitting an offer for influenza - Northern Hemisphere 2023-2024 - Trivalent (≥3 years) (10 doses)
SHORT ANSWER (140 CHARACTERS MAX)

CURRENT RESPONSE
Enter answer...

1.2 Is your signed Bid Offer Sheet (Annex IX), in a PDF format, attached?
CHOICE ANSWER

CURRENT RESPONSE
 YES
 NO
[clear selection](#)

1.3 PRESENTATION: Influenza - Northern Hemisphere 2023-2024 - Trivalent (≥3 years) (10 doses)/QUANTITY REQUIRED: 5,000,000 DOSES, please indicate the QUANTITY OFFERED
SHORT ANSWER (140 CHARACTERS MAX)

CURRENT RESPONSE
Enter answer...

1.4 UNIT PRICE FCA (USD/DOSE)
SHORT ANSWER (140 CHARACTERS MAX)

Fill Out Worksheets

Worksheet?

You must complete the listed worksheet before submitting your response.

SECTION	TOTAL	LAST UPDATED	
Section 5: Financial Offer	\$0.00	1/31/2024 at 1:49 PM EST	<input type="button" value="EDIT"/>

Section 5: Financial Offer

	Product/Service	Quantity Requested	Quantity Offered	Unit Price	Extended Price
1	Product 1				-
2	Product 2				-
3	Product 3				-
4					-
5					-

Complete Online or Offline

TAKE INVITATION TO BID OFFLINE

Download this ITB and fill out an excel file to upload later:

EXPORT INVITATION TO BID

Upload completed excel Invitation to Bid:

IMPORT INVITATION TO BID



Export Successful

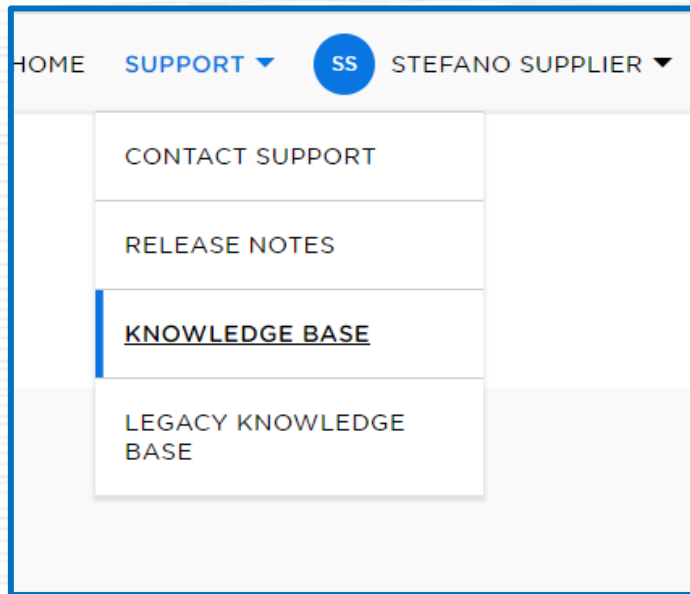
CLICK TO DOWNLOAD



Support

- **Knowledge Base:** to access guides on how to reply to projects and events

<https://doc.workday.com/user-guide/en-us/strategic-sourcing/supplier-account-setup/gnj1594911610346.html>



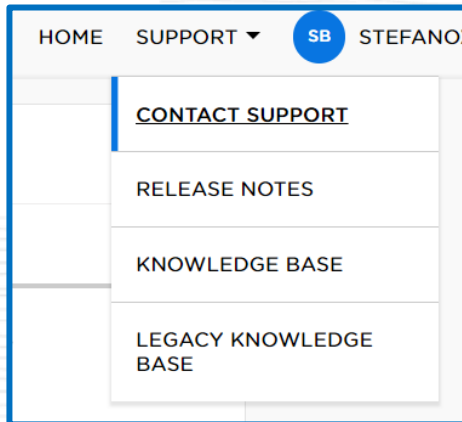
- **Contact Information:** You can contact PAHO PRO IT support team at:

- proitsupport@paho.org

- **Message Center:** If the project/event is still open, you can contact the Sourcing Manager sending a message using the Message Center

Support

- For Technical Support



CONTACT SUPPORT

Stefanox BassiMazz, stebassi@gmail.com

ADDITIONAL CONTACTS (max. 3)

ADDITIONAL CONTACT

Add Email

INFORMATION

PREFERRED METHOD OF CONTACT *

Email

Phone

SUBJECT *

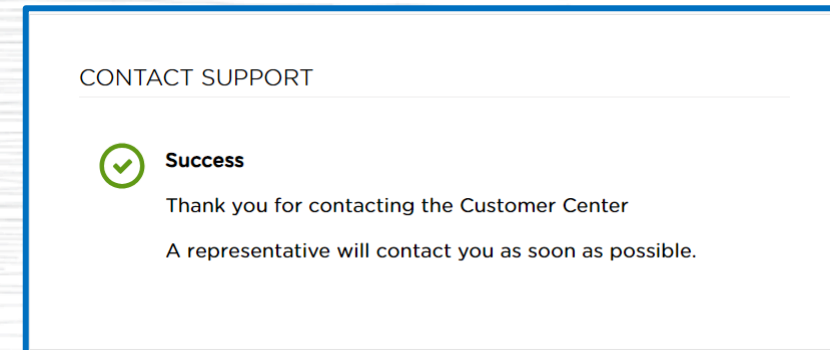
I have technical issues

HOW CAN WE HELP? *

Explanation

ATTACHMENTS (max. 5)

DRAG/DROP DOCUMENTS or [BROWSE FILES](#)




Security

Suppliers > Supplier Account Setup

Last Updated: 2023-12-15

Reference: Supplier Sign In Update

Starting 9 March 2024, all suppliers must reregister their account with the new Workday Central Login (WCL) upon sign in. WCL requires suppliers to set up multifactor authentication (MFA) by obtaining an authenticator app on their mobile device or on their web browser.

 Suppliers must register their account on a desktop.

Once suppliers register with WCL, they must use MFA with the authenticator app to sign in to the Strategic Sourcing Supplier Portal. Suppliers can use authenticator apps on their mobile devices or through a web browser.

Reregistration with WCL doesn't affect any data that's saved in the supplier portal.

Popular mobile authenticator apps include:

- Authy
- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator

If you don't have a mobile device, you can use a browser-based option, such as [1Password](#) . Browser plugins and extensions can scan a QR code displayed in the browser.

The setup process for each app may vary.

Notice to Suppliers

Your sign in experience will change on 7 March 2024

See the [User Guide](#) for more information.



PAHO



Workday Strategic Sourcing
Supplier Training – 2024

Thank you!