Workday Strategic Sourcing
Supplier Training – 2024
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**Workday Source to Pay**

- Catalog and Item Management
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- Supplier Management
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- Pipeline and Savings Tracking
- Shop and Request
- Purchase and Receive
- Inventory Management
- Invoice and Pay

*Stakeholder Intake

*Point of Entry: Requisition

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#UniversalHealth
Receive Invitation

- Access only by invitation
- no-reply_strategicsourcing@workday.com
Create a Password
Create a Password

Register

Email *
supplierpmis123@gmail.com

Password *
Password strength: Passed

- Minimum of ten characters
- Contains all character types
  - Capital Letters: A-Z
  - Lowercase Letters: a-z
  - Digits: 0-9
  - Special Characters: #$%&'@*+

Continue

Already have an account? Sign in.
Register New User

First Name*
Alexander

Last Name*
Supplier

Terms of Service*
Accept Terms of Service

Job Title
Test

Phone Number
547076707

Language
English

Timezone
Pacific Time (US & Canada)

Privacy Policy
SAVE & FINISH
Finalize Workday Strategic Sourcing Account Setup

Welcome to Workday Strategic Sourcing

Verify your email address to access your account and begin using Workday Strategic Sourcing!

FINALIZE YOUR ACCOUNT

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

This is an automated email intended for supplierpms123@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
# Supplier Dashboard

## Responses

<table>
<thead>
<tr>
<th>Requests</th>
<th>3 Responded</th>
<th>1 Archived</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Company</td>
<td>Type</td>
<td>Title</td>
<td>Supplier Company</td>
</tr>
<tr>
<td>Pan American Health Organization [SBX]</td>
<td>ITB</td>
<td>ITB Example - Test - Suppliers Training</td>
<td>Stefano Supplier</td>
</tr>
<tr>
<td>Pan American Health Organization [SBX]</td>
<td>RFP</td>
<td>Event - 1/31/2024 at 2:15 PM</td>
<td>Stefano Supplier</td>
</tr>
<tr>
<td>Pan American Health Organization [SBX]</td>
<td>RFQ</td>
<td>TEST EVENT 1</td>
<td>Stefano Supplier</td>
</tr>
</tbody>
</table>

**Items per Page:** 10
INVITATION TO BID DETAILS

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.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>DOWNLOAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>📄</td>
<td>ITB Data Sheet.docx</td>
<td></td>
<td>DOWNLOAD</td>
</tr>
<tr>
<td>📄</td>
<td>Technical Offer.docx</td>
<td></td>
<td>DOWNLOAD</td>
</tr>
<tr>
<td>📄</td>
<td>Bid Submission Cover Letter.docx</td>
<td></td>
<td>DOWNLOAD</td>
</tr>
</tbody>
</table>

Download all files in zip archive
Message Center

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

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]

#UniversalHealth
Invite Team Members

INVITE TEAM MEMBERS

NAME
Enter Name...

EMAIL
Enter Email...

STATUS

ADD

WALK ME THROUGH IT
Manage Deadlines

EVENT TIMELINE

Supplier RSVP Deadline: 1/13/2024, 10:00 PM
Supplier Question Deadline: 1/13/2024, 10:00 PM
Submission Deadline: 1/13/2024, 10:00 PM

Time Zone: Eastern Time (US & Canada)
# Reply Questionaries

## Build Your Proposal

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

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
<th>LAST UPDATED</th>
<th>PERCENT COMPLETE</th>
<th># OF FEEDBACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza - Northern Hemisphere 2023-2024 - Trivalent (≥3 years) (10 doses)</td>
<td>Financial offer</td>
<td>Never</td>
<td>0% (0/19)</td>
<td>--</td>
</tr>
<tr>
<td>Influenza - Northern Hemisphere 2023-2024 - Trivalent (6-35 months) (20 doses)</td>
<td></td>
<td>Never</td>
<td>0% (0/1)</td>
<td>--</td>
</tr>
</tbody>
</table>
Reply Questionaries

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)?

   **CURRENT RESPONSE**
   - Enter answer...

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

   **CURRENT RESPONSE**
   - Enter answer...

   **CHOICE ANSWER**
   - **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.

   **CURRENT RESPONSE**
   - Enter answer...

   1.4 **UNIT PRICE FCA (USD/DOSE)**

   **CURRENT RESPONSE**
   - Enter answer...
Fill Out Worksheets

Worksheet

You must complete the listed worksheet before submitting your response.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TOTAL</th>
<th>LAST UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5: Financial Offer</td>
<td>$0.00</td>
<td>1/31/2024 at 1:49 PM EST</td>
</tr>
</tbody>
</table>

Section 5: Financial Offer

<table>
<thead>
<tr>
<th>Product/Service</th>
<th>Quantity Requested</th>
<th>Quantity Offered</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Product 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Product 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Product 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Complete Online or Offline

TAKE INVITATION TO BID OFFLINE

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

Upload completed excel Invitation to Bid:

EXPORT 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
  

- **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)

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

CONTACT SUPPORT

Success
Thank you for contacting the Customer Center
A representative will contact you as soon as possible.
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.
Workday Strategic Sourcing
Supplier Training – 2024

Thank you!