

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.

Workday Tenant Access Granted

The Nature Conservancy granted you Supplier access to their Workday tenant
Use your Workday Central Login account to sign in to the Supplier Portal.

SIGN IN

If you were an existing user of tenant your previous Workday tenant account won't work anymore. Please register with Workday Central Login, and use the Supplier Portal for all your future tenant access.



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](#)

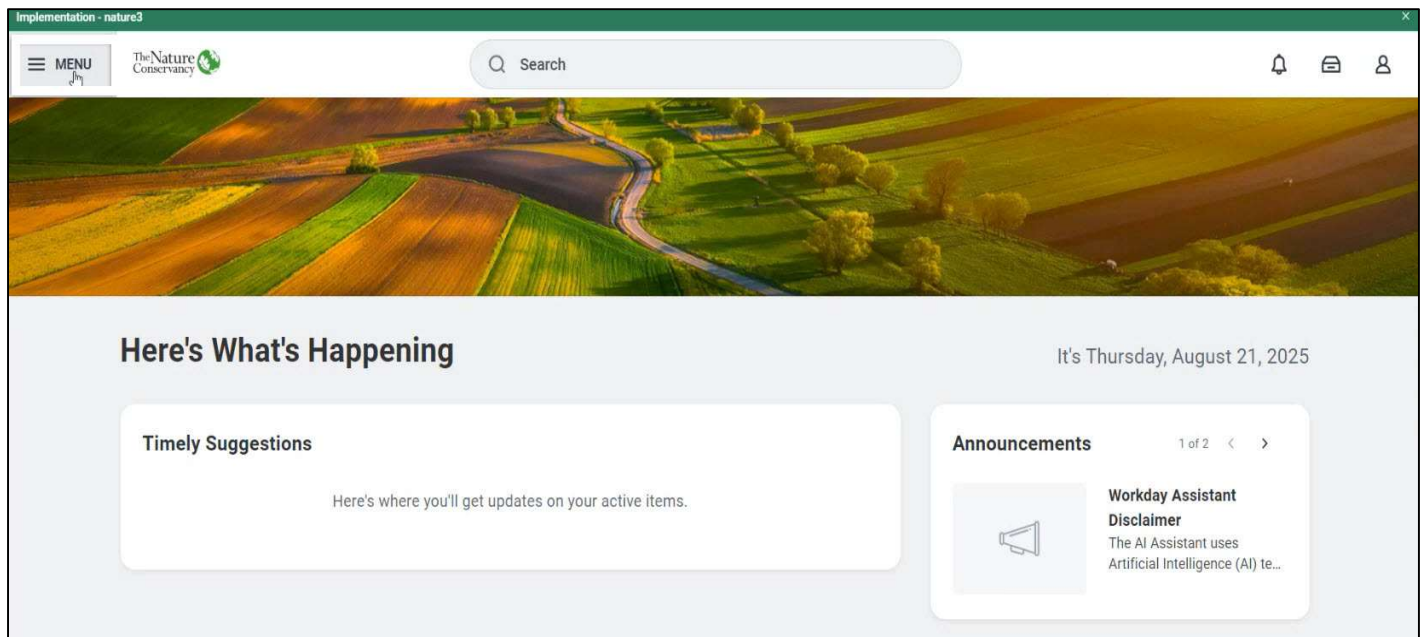
2. You will be prompted to create a password for the Workday Supplier Portal. Password requirements are the following: 8 characters, 5 or more unique characters, 1 uppercase, lowercase, numeric and special character.
 - a. An authenticator application is required to complete your set up.
 - b. For suppliers 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.

The screenshot displays the Workday Strategic Sourcing interface. At the top, the logo and 'Strategic Sourcing' are visible, along with navigation links for HOME, SUPPORT, and a user profile dropdown. Below this, a breadcrumb trail shows '< BACK The Nature Conservancy NOT STARTED'. The main content area is titled 'YOUR ONBOARDING JOURNEY!' and contains a vertical list of three items: 'Supplier Registration' (DUE 8/21/2025), 'Supplier Onboarding Information - Additional' (DUE 8/21/2025), and 'Supplier Onboarding' (DUE 8/21/2025). Each item has an 'OPEN FORM' button to its right. A message at the top of the main area states: 'You can only view this form. To request changes, contact the customer.' The bottom right corner of the main area indicates 'CURRENTLY VIEWING'.

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



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



Completing Forms in Workday Strategic Sourcing (WSS)

- Supplier Onboarding Form
 - Section - Supplier Information
 - Supplier Name: Preferred name or doing business as name
 - Website: Optional
 - Supplier Category: Choose the best option closest to the services your organization provides
 - 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’

BANKING INFORMATION

BANK ACCOUNTS ADD BANK ACCOUNT

BANK ACCOUNT PAYMENT TYPES
Select payment types

ACCOUNT DETAILS

BANK ACCOUNT COUNTRY*
Select country

BANK ACCOUNT TYPE*
Select type

PAYMENT

DEFAULT PAYMENT TERM*
Net 10

Accept All Currencies

ACCEPTED CURRENCIES*
(empty)

PAYMENT TYPES*
Local Payment

DEFAULT PAYMENT CURRENCY*
USD

DEFAULT PAYMENT TYPE*
Local Payment

- iii.
- e. Section – Contacts

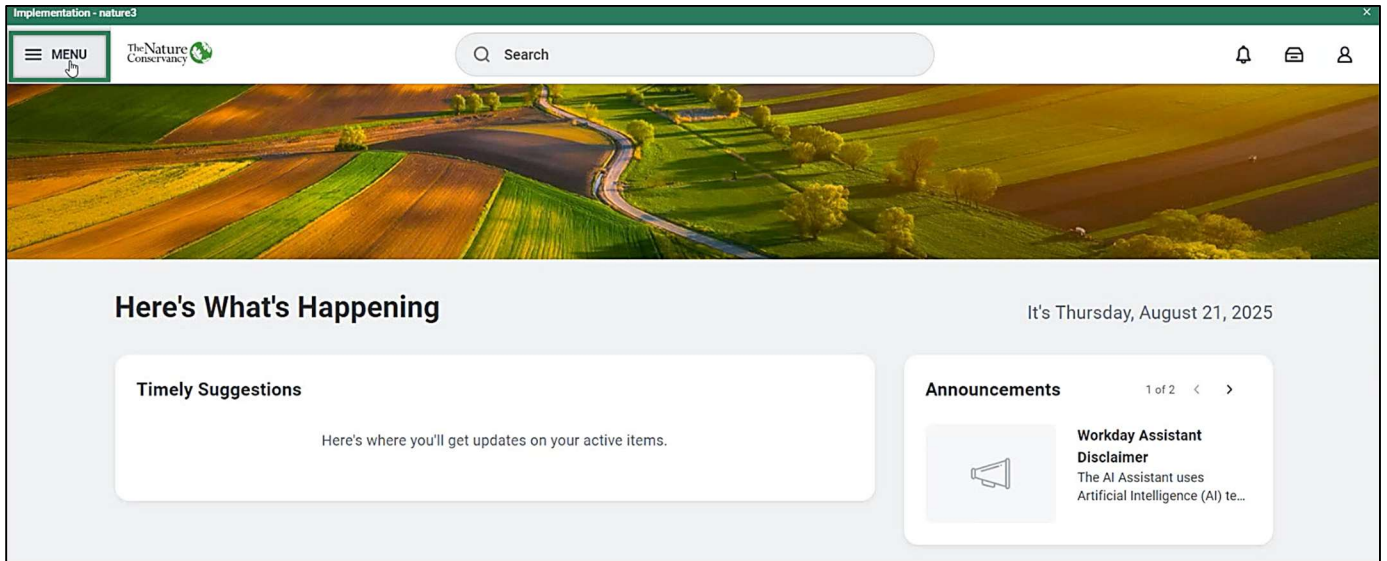
- i. Contact Information: You can add multiple contacts associated with your business with TNC
 - ii. Contact type: If contact(s) have a specific purpose, you can identify them here
- f. Section – Attachments
 - i. Include your W9/W8 BEN or equivalent tax form
 - ii. For ACH enrollment where applicable,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

2. Supplier Onboarding – Additional Information

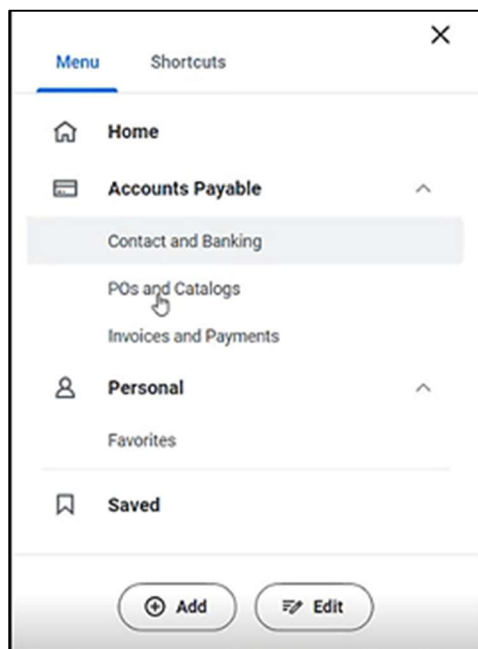
- a. Doing Business As (DBA) name
- b. DBA effective date
- c. Parent Company name
- d. Ownership type
- e. Entity type
- f. Contact email address if not already provided on the Supplier Onboarding form
- g. Unique Entity ID: United States federal government issued 12-character alphanumeric code
- h. 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.

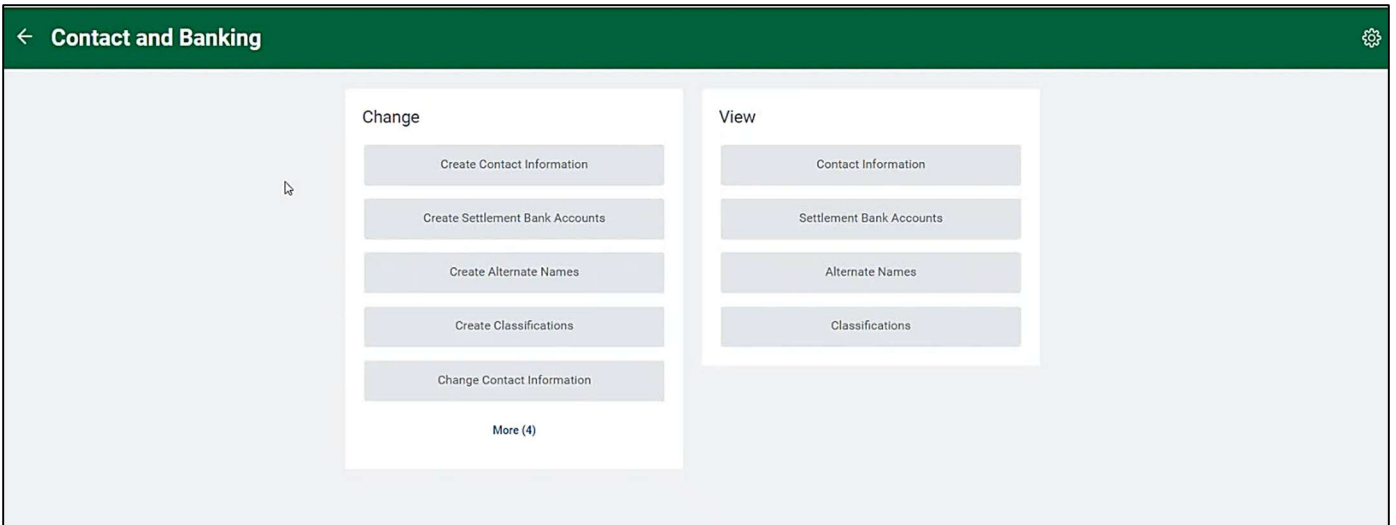


2. From the **Accounts Payable** Menu, you can access both your account information and your contact information.



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.



- 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**.

A screenshot of a form titled 'Create Contact Information' with a dark green header. Below the header, there is a text line: 'Change Event Contact Information Change for ETE SUPPLIER TEST_AccessMES - created by TestSupplierFirstName TestSupplierLastName on 09/09/2025'. Below that is the text 'Status Draft'. There are two tabs: 'Contact Information' (which is selected and underlined) and 'Attachments'. The form has three sections: 'Phone', 'Address', and 'Email'. Each section has an 'Add' button. At the bottom of the form, there are three buttons: 'Submit' (in a blue box), 'Save for Later', and 'Cancel'.

- 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.

Create Settlement Bank Account

Settlement Bank Accounts 1 item

*Account Information

Account Details

Intermediary Bank Accounts

IBAN

Name On Account

Bank Instructions

Bank Address

Address

Add

Submit Save for Later Cancel

- 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**.

Create Alternate Name

Change Event Alternate Name Change for ETE SUPPLIER TEST_AccessMES (Hold) - created by TestSupplierFirstName TestSupplierLastName on 08/21/2025 Status Draft

Supplier ETE SUPPLIER TEST_AccessMES (Hold)

Alternate Names Attachments

Alternate Names 1 item

Name *

Testing Consulting LLC

*Alternate Name Usage

Remit To Payee

Submit Save for Later Cancel

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.

Change has been Submitted

Supplier Alternate Name Change Event Alternate Name Change for ETE SUPPLIER TEST_AccessMES (Hold) - created by TestSupplierFirstName TestSupplierLastName on 08/21/2025

Status In Progress

Supplier ETE SUPPLIER TEST_AccessMES (Hold)

Alternate Names 1 Item

Alternate Name	Name	Alternate Name Usage
(New)	Testing Consulting LLC	Remit To Payee

[Done](#)

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.

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MENU The Nature Conservancy Search

Notifications

Viewing: All Sort By: Newest From Last 30 Days

Alternate Name Change for ETE SUPPLIER TEST_AccessMES (Hold) - created by TestSupplierFirstName TestSupplierLastName on 08/21/2025

15 day(s) ago

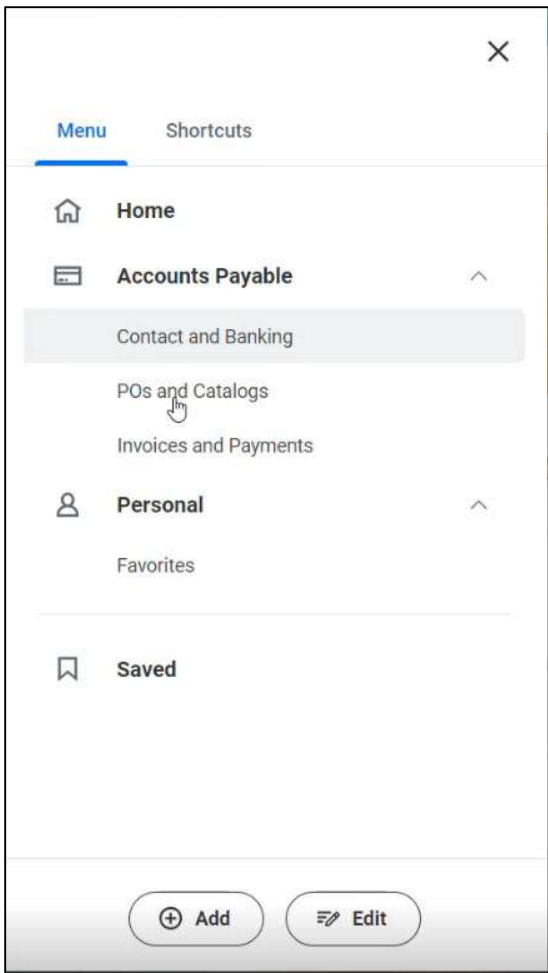
Alternate Name Change for ETE SUPPLIER TEST_AccessMES (Hold) - created by TestSupplierFirstName TestSupplierLastName on 08/21/2025

Supplier Alternate Name Change Event - Successfully Completed 15 day(s) ago

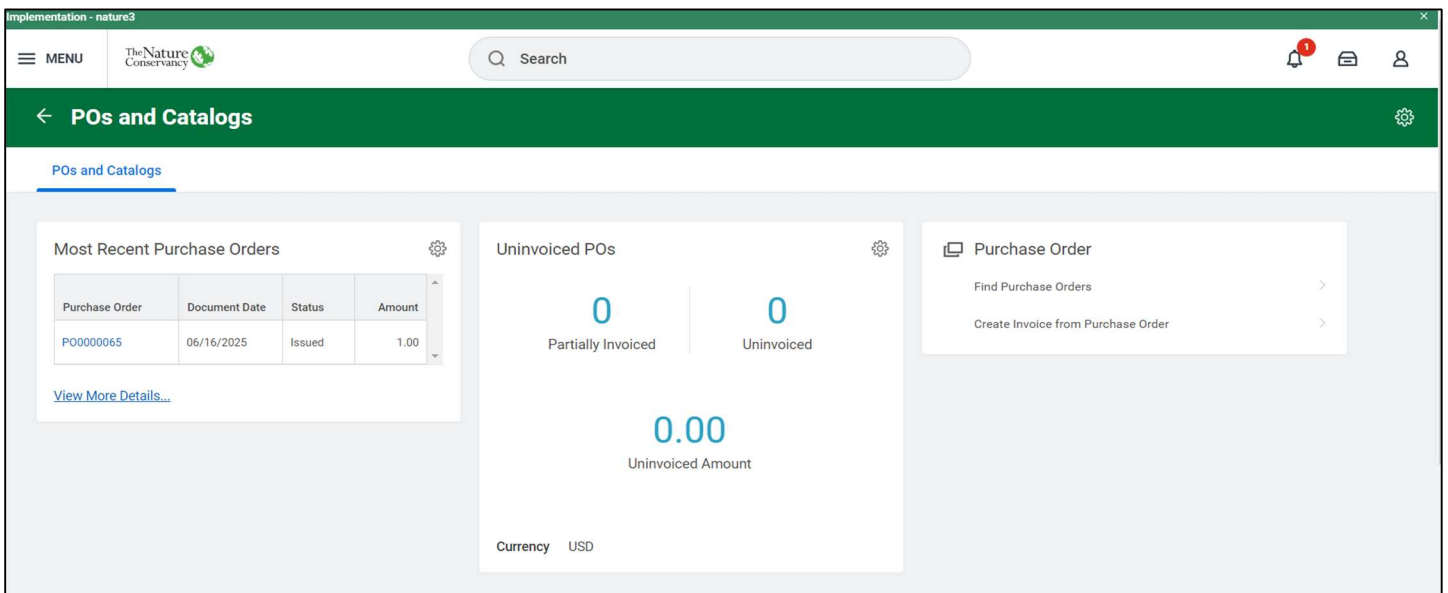
[Details](#) Alternate Name Change for ETE SUPPLIER TEST_AccessMES (Hold) - created by TestSupplierFirstName TestSupplierLastName on 08/21/2025

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.

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MENU The Nature Conservancy Search

← Invoices and Payments

Invoices and Payments

Most Recent Invoices

Invoice	Supplier Reference Number	Total Invoice Amount	Currency
SINV0000273	ETE12345	1.50	AUD
SINV0000151	TS031	50,000.00	AUD

[View More Details...](#)

Most Recent Payments

Payment	View	Payment Amount	Currency
No items available			

[View More Details...](#)

Invoice and Payment Detail

- [Find Invoices for Supplier Contact](#)
- [Find Payments for Supplier Contact](#)