

# TNC Supplier Registration & Forms in Workday

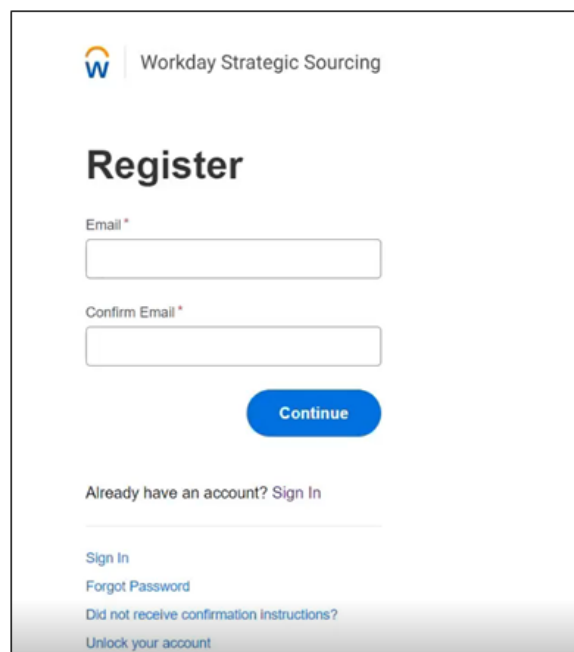
This guide explains how suppliers register and complete required onboarding forms in Workday for The Nature Conservancy (TNC). It walks through the self-registration steps (email verification, password setup, and supplier name registration) and the TNC supplier onboarding process (accessing forms, completing questionnaires, submitting, and understanding form statuses).

**Audience: TNC Suppliers (External Facing)**

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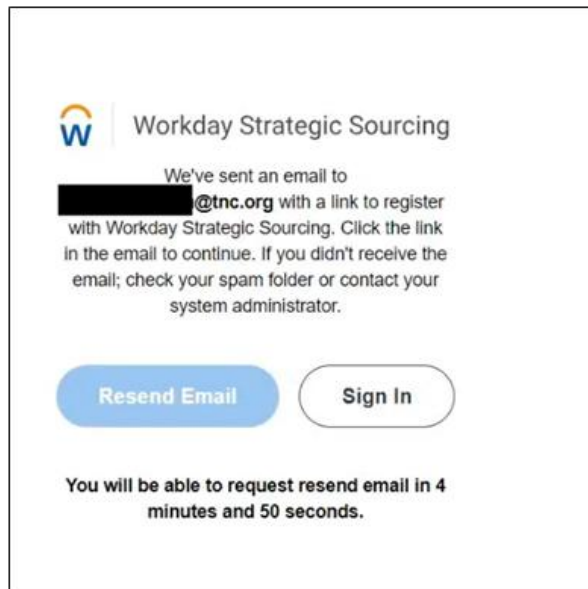
## Self-Registration

1. Enter your company email address, then click **Continue**.

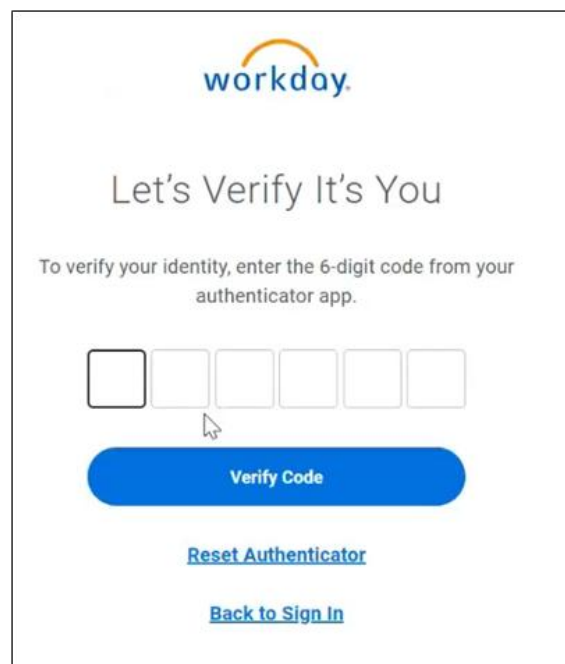


The screenshot shows the 'Register' page for Workday Strategic Sourcing. At the top left is the Workday logo (a blue 'W' with an orange arc) and the text 'Workday Strategic Sourcing'. Below this is the heading 'Register'. There are two input fields: 'Email \*' and 'Confirm Email \*'. A blue 'Continue' button is positioned below the second field. At the bottom of the form, there is a link 'Already have an account? Sign In'. Below a horizontal separator line, there are four links: 'Sign In', 'Forgot Password', 'Did not receive confirmation instructions?', and 'Unlock your account'.

2. You will receive a link to verify your email address.



3. You will be able to **create a password**. For security purposes, an authenticator application or SMS text is required for multi-factor authentication. There are free applications available or you can use your phone for a text message to receive the code.

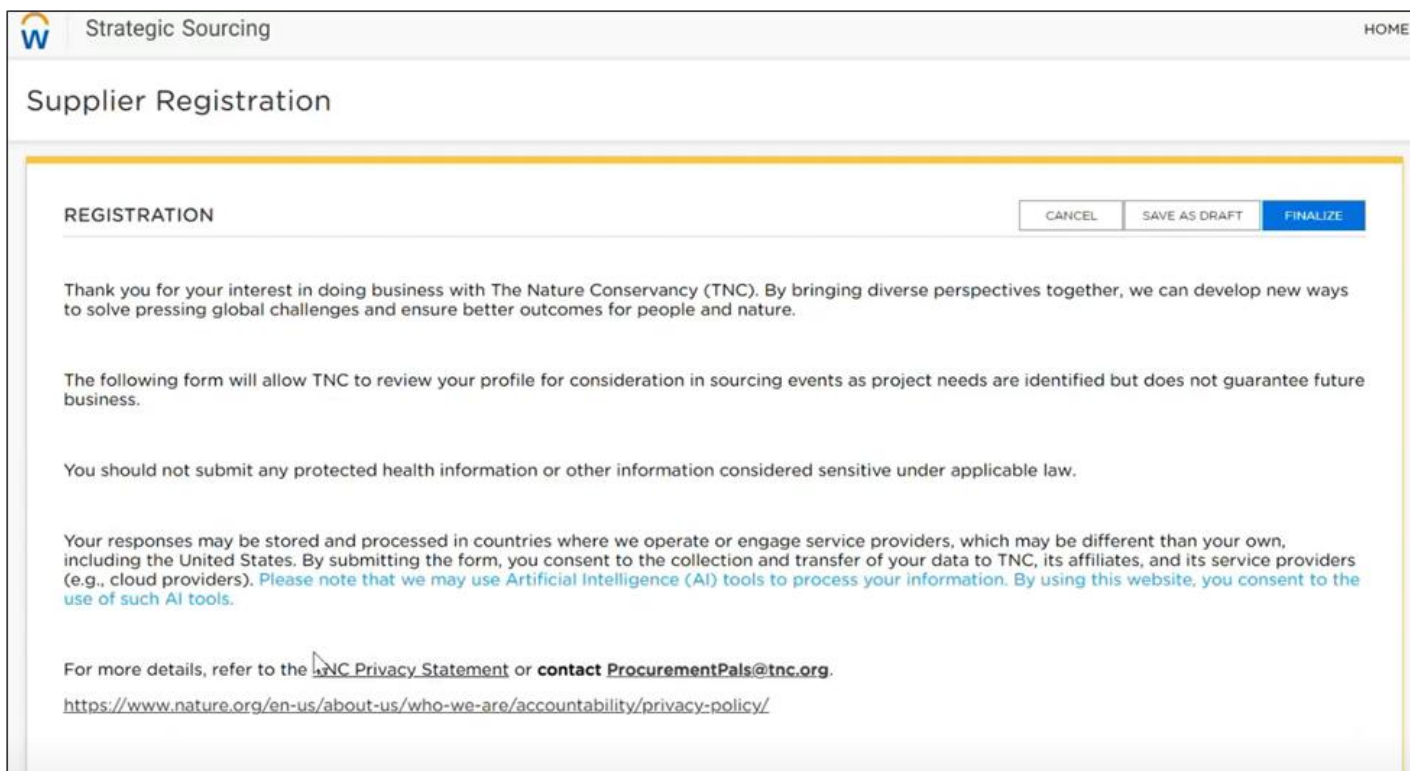


4. Once logged in, you will be prompted to **register your supplier's name (Company Name)**. If you receive an error message that the supplier's name already exists, please contact TNC Procurement [wdsupplier@tnc.org](mailto:wdsupplier@tnc.org) for support. Your organization's profile may already exist, and the team can set up your personnel account separately.



The screenshot shows a registration form titled "Supplier Information" under the "Workday Strategic Sourcing" header. The form includes a message: "You can register each company only once". There are two input fields: "User" with a masked email address ending in "@tnc.org" and "Company Name\*" which is currently empty. A blue "Continue" button is located at the bottom of the form.

5. Once entered into Workday, the landing page is called **Supplier Registration**.

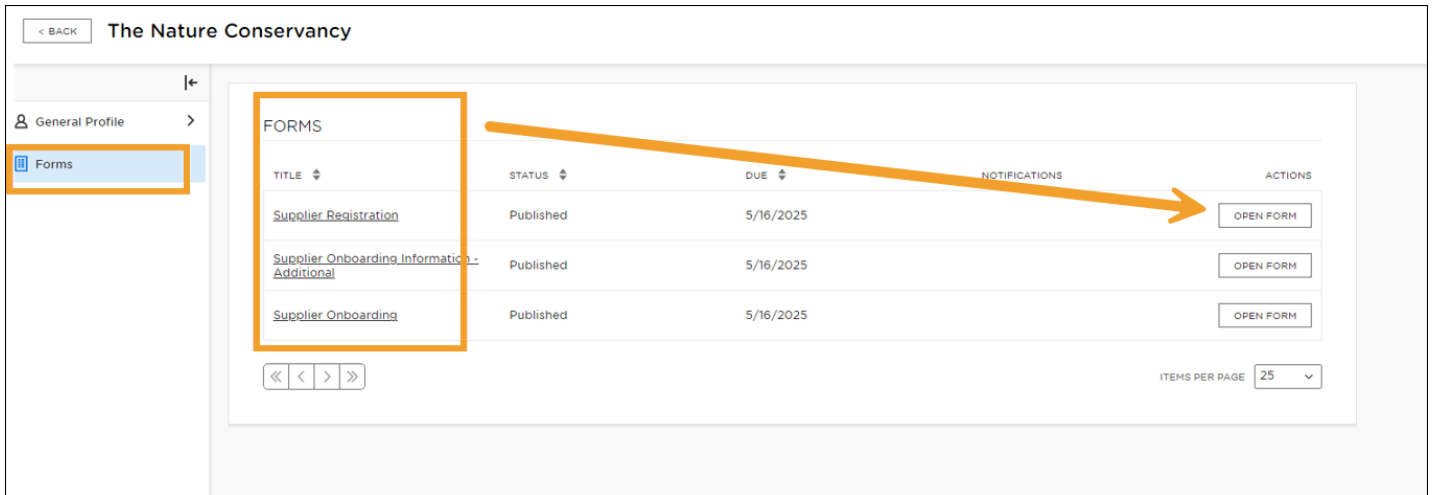


The screenshot displays the "Supplier Registration" landing page within the "Strategic Sourcing" interface. At the top right, there is a "HOME" link. The main content area is titled "REGISTRATION" and features three buttons: "CANCEL", "SAVE AS DRAFT", and "FINALIZE". The page contains several paragraphs of text, including a thank you message, a disclaimer about profile review, a warning about protected health information, and a consent statement regarding data storage and AI tool usage. At the bottom, there is a link to the "TNC Privacy Statement" and contact information for "ProcurementPals@tnc.org" with a URL: <https://www.nature.org/en-us/about-us/who-we-are/accountability/privacy-policy/>.

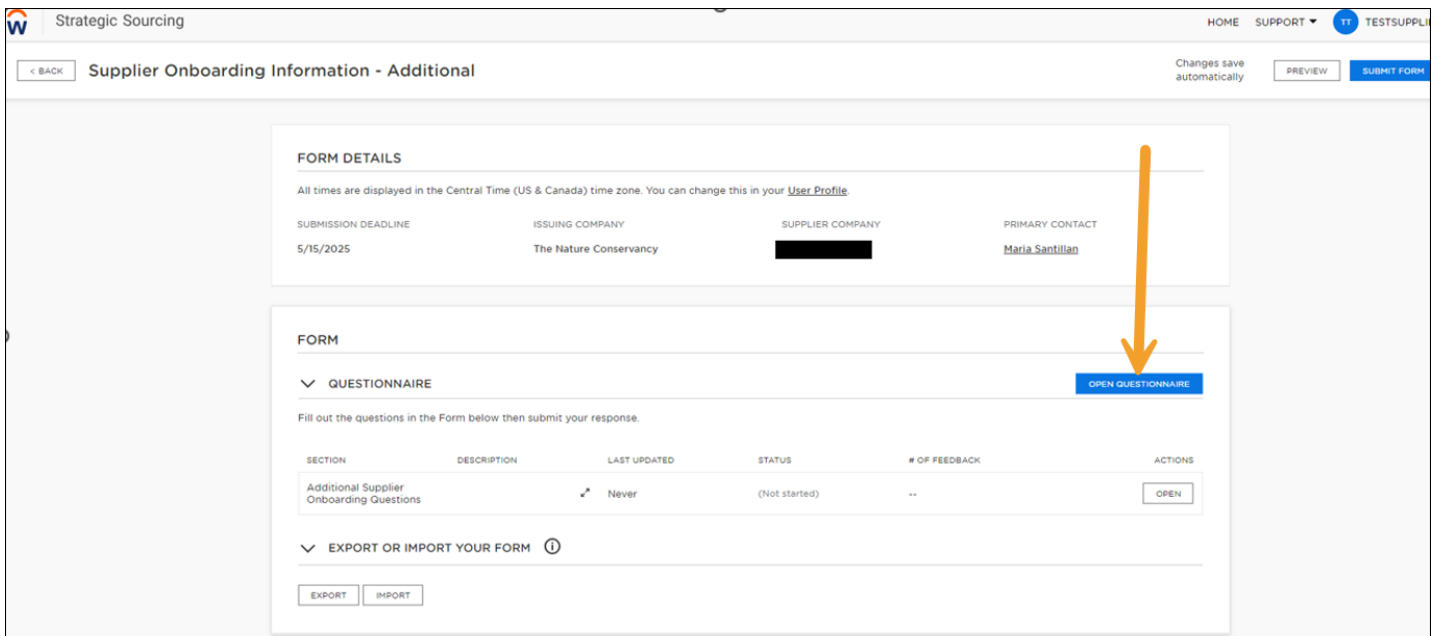
## TNC Supplier Onboarding

When TNC engages a supplier, the onboarding process in the Workday tenant will send an automated email and link to complete Workday forms.

1. Use the **Forms** tab on the left side of the screen to review the form(s) available for you to respond to.



2. Complete the required information within the form.



3. Click on **Review & Submit**.



4. Once you have completed the required fields, the **Submit Form** button will be available in the top right corner.

Strategic Sourcing

HOME SUPPORT TESTSUPPLIERFIRSTNA...

< BACK Supplier Onboarding Information - Additional Changes save automatically PREVIEW **SUBMIT FORM** CHAT

**FORM DETAILS**

All times are displayed in the Central Time (US & Canada) time zone. You can change this in your [User Profile](#).

SUBMISSION DEADLINE	ISSUING COMPANY	SUPPLIER COMPANY	PRIMARY CONTACT
5/15/2025	The Nature Conservancy	PROTIVITI INC	<a href="#">Maria Santillan</a>

**FORM**

QUESTIONNAIRE **OPEN QUESTIONNAIRE**

Fill out the questions in the Form below then submit your response.

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Additional Supplier Onboarding Questions		3/10/2026 at 10:50 AM CDT	Required questions complete	..	<b>OPEN</b>

EXPORT OR IMPORT YOUR FORM ⓘ

EXPORT IMPORT

5. A confirmation banner will also appear in the Form.

Strategic Sourcing

HOME SUPPORT TESTSUPPLIERFIRSTNA...

< BACK Supplier Onboarding Information - Additional HISTORY REVISE FORM CHAT

You have successfully submitted your Form. You can revise your Form at any time until the Form submission deadline.

6. It will automatically return you to your dashboard. Click on **Forms** to review and complete the remaining form(s).

- A Form with a status of **Submitted** means that you have completed the form and sent it back to TNC for review.
- A Form with a status showing **Open Form** means that you have not yet submitted the form.
- A Form with a status showing **Currently Viewing** means that you have that form open for updating.

< BACK The Nature Conservancy NOT STARTED

General Profile

Supplier Information

Commodity Codes

Business Information

Banking Information

Contacts

Attachments

Forms

**YOUR ONBOARDING JOURNEY!**

Supplier Onboarding Information - Additional	SUBMITTED
Supplier Registration DUE 5/15/2025	OPEN FORM
Supplier Onboarding DUE 5/15/2025	CURRENTLY VIEWING

# Supplier Onboarding Form

1. This form is the beginning of your profile. Click on **Edit** to update the fields in each section.

The screenshot shows a web interface for 'The Nature Conservancy' with a 'NOT STARTED' status. The left sidebar contains navigation options: General Profile, Supplier Information (selected), Commodity Codes, Business Information, Banking Information, Contacts, Attachments, and Forms. The main content area is titled 'YOUR ONBOARDING JOURNEY!' and features a progress bar with three steps: 'Supplier Onboarding Information - Additional' (marked as SUBMITTED), 'Supplier Registration' (DUE 5/15/2025), and 'Supplier Onboarding' (DUE 5/15/2025). Below this is the 'ONBOARDING INFORMATION' section, which includes a 'MESSAGE CENTER' and an 'EDIT' button highlighted with an orange box. The text in this section reads: 'Thank you for your interest in doing business with The Nature Conservancy (TNC). By bringing diverse perspectives together, we can develop new ways to solve pressing global challenges and ensure better outcomes for people and nature. The following form will allow TNC to collect the necessary information needed for your supplier profile. Your responses may be stored and processed in countries where we operate or engage service providers, which may be different than your own, including the United States. By submitting the form, you consent to the collection and transfer of your data to TNC, its affiliates, and its service providers (e.g., cloud providers). Please note that we may use Artificial Intelligence (AI) tools to process your information. By using this website, you consent to the use of such AI tools. For more details, refer to the TNC Privacy Statement or contact ProcurementPals@tnc.org. https://www.nature.org/en-us/about-us/who-we-are/accountability/privacy-policy/'

2. Please complete the sections as following:

- Supplier Information:
  - Supplier name: Legal name, can include the doing business as or trading name.
  - Supplier Category: Type of work being performed for TNC.
- Commodity Codes:
  - Click on **Add Commodity Code**: UNSPC (United Nations Standard Products and Services Code). Select the appropriate code(s) that best describes the work being performed for TNC.

## SUPPLIER INFORMATION

SUPPLIER NAME\*

Legal Name dba Trading Name

WEBSITE

SUPPLIER CATEGORY\*

CONVERSION

X v

## COMMODITY CODES

ADD COMMODITY CODES

REQUIRED\*

TYPE

CODE

TITLE



No rows found



ITEMS PER PAGE 25 v

- Business Information:

- Address: Include the address(es) where payment is to be made, and work is being performed. This section will need to include the address on your tax form.
- Phones: Include the primary phone for your organization.
- Tax Information: Include the appropriate tax information from your organization.

## BUSINESS INFORMATION

### ADDRESSES

ADD ADDRESS

ADDRESS COUNTRY\*

Select country

USAGE

Select Usage

### PHONES

ADD PHONE

REQUIRED\*

PHONE COUNTRY\*

Select country

INTERNATIONAL CALLING CODE

(empty)

### TAX INFORMATION

ADD TAX ID

REQUIRED\*

TAX COUNTRY\*

Select country

- **Bank Accounts:** Use this section for electronic payments only. This will require appropriate supporting documentation in the attachment section at the very end.
- **Payment:**
  - **Default Payment Term:** Select from the available options. Refer to your agreement with TNC as needed.
  - **Currencies:** Select from the available options or select the box for 'Accept all currencies.'
  - **Default Payment Currency:** Select the primary or default currency expected to be used by TNC to submit your payments.
  - **Payment Types:** Select from the options available to be used by TNC to submit your payments.
  - **Default Payment Type:** Select the default payment type expected to be used by TNC to submit your payments.

**BANK ACCOUNTS**
ADD BANK ACCOUNT

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BANK ACCOUNT NICKNAME

---

BANK ACCOUNT PAYMENT TYPES

Select payment types ▼

---

**ACCOUNT DETAILS**

---

BANK ACCOUNT COUNTRY\*

Select country ▼

---

BANK ACCOUNT TYPE\*

Select type ▼

---

**PAYMENT**

---

DEFAULT PAYMENT TERM\*

Net 30 X ▼

---

Accept All Currencies

DEFAULT PAYMENT CURRENCY\*

USD X ▼

---

ACCEPTED CURRENCIES\*

(empty)

DEFAULT PAYMENT TYPE\*

Select... ▼

---

PAYMENT TYPES\*

Check X X ▼

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- **Contacts:** Enter the name(s), email address(es), and phone(s) of the organization team members that will provide support to TNC in maintaining your organization profile in Workday.

**CONTACTS** ADD CONTACT

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FIRST NAME\* LAST NAME\*  
 TestSupplierFirstName TestSupplierLastName

▼ CONTACT INFORMATION

EMAIL\* JOB TITLE\*  
 wdsupplier@tnc.org TestSupplier

CONTACT TYPE\*  
 Select contact types ▼

PHONE COUNTRY\* PHONE\*  
 United States of America +1 X ▼ 7038415300

PHONE DEVICE TYPE  
 Select Phone Device Type ▼

NOTIFICATIONS  
 Receive email notifications for events that match your commodity codes

- **Attachments:** The tax information such as W9 or W8 are required documents that you can attach here. For electronic payment types, your supporting documentation is also required such as a Bank Letter or voided check image.

**ATTACHMENTS**

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As it applies, please upload your appropriate tax identification documentation such as W9/W8 BEN tax form

FILE NAME	FILE SIZE	UPLOAD DATE	UPLOADED BY	FILE TYPE
No items available.				

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

CANCEL
SAVE AS DRAFT
SUBMIT

**Note:** The Message Center can be used to communicate with TNC Procurement. If documents were missed or need to be corrected, you can upload them here as well.

Strategic Sourcing HOME SUPPORT TESTSUPPLIERFIRSTNA...

[← BACK](#) **Supplier Onboarding Information - Additional** Changes save automatically [PREVIEW](#) [SUBMIT FORM](#) [CHAT](#)

**FORM**

▼ **QUESTIONNAIRE** [OPEN QUESTIONNAIRE](#)

Fill out the questions in the Form below then submit your response.

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Additional Supplier Onboarding Questions		Never	Needs attention	--	<a href="#">OPEN</a>

▼ **EXPORT OR IMPORT YOUR FORM** ⓘ

[EXPORT](#) [IMPORT](#)

▼ **MESSAGE CENTER** 0 No new chat messages [MESSAGE CENTER](#)

Use the message center to contact The Nature Conservancy team with questions about submission requirements.

**0**  
Announcements received from The Nature Conservancy team

**0**  
Answers have been posted to all suppliers

**0/0**  
Of your questions have been answered

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