TNC Supplier Registration & Forms in Workday

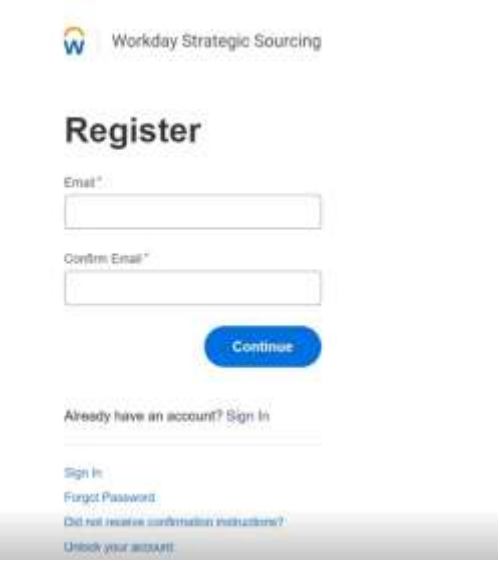
This guide explains how suppliers register and complete required onboarding forms in Workday for The Nature Conservancy (TNC). It walks through the self-registration steps (email verification, password setup, and supplier name registration) and the TNC supplier onboarding process (accessing forms, completing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

[Supplier Self Registration](#)

[TNC Supplier Onboarding](#)

Self Registration

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

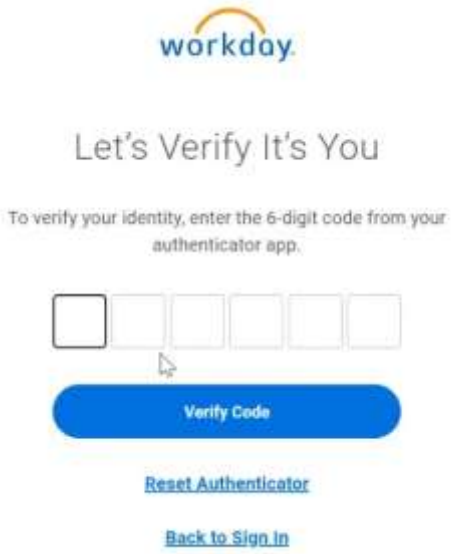


2. You will receive a link to verify your email address



3. You will be able to **create a password**.

For security purposes, an authenticator application 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.

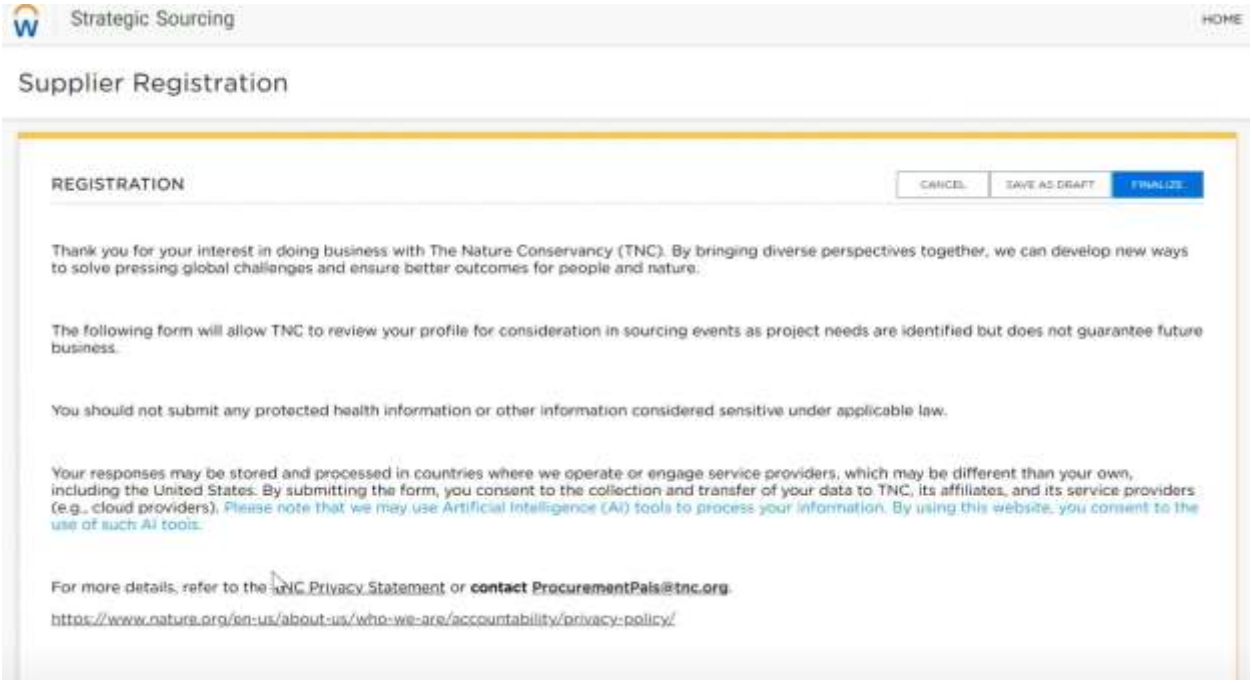


4. Once logged in, you will be prompted to **register your supplier's name (Company Name)**.

If you receive an error message that the supplier name already exists, please contact TNC Procurement wdsupplier@tnc.org for support. Your organization's profile may already exist and the team can set up your personnel account separately.

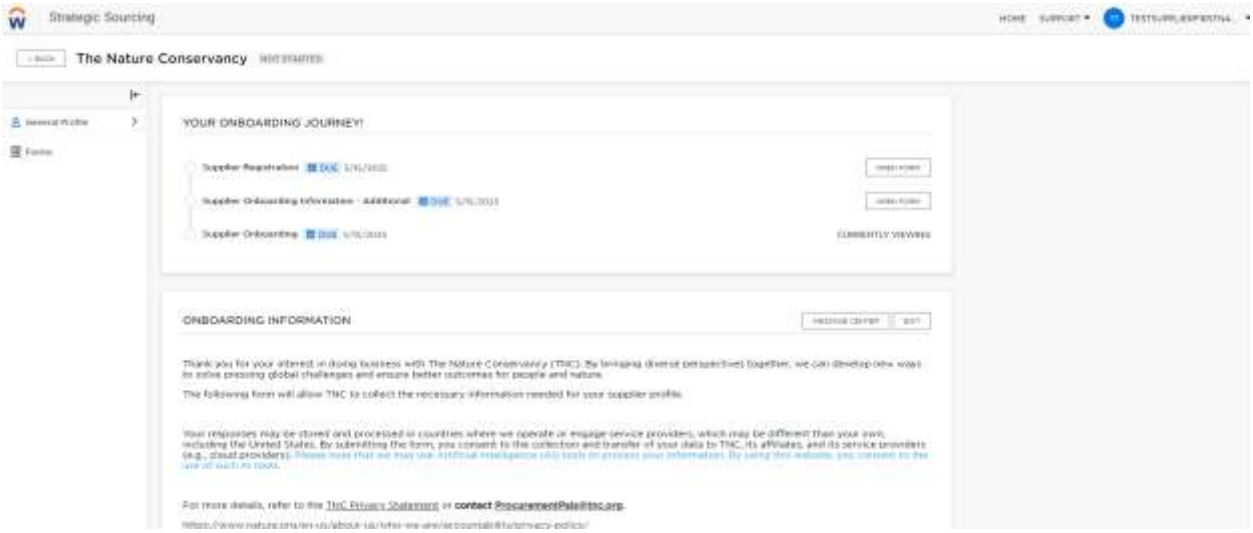


5. Once entered into Workday, the landing page is **Supplier Registration**.

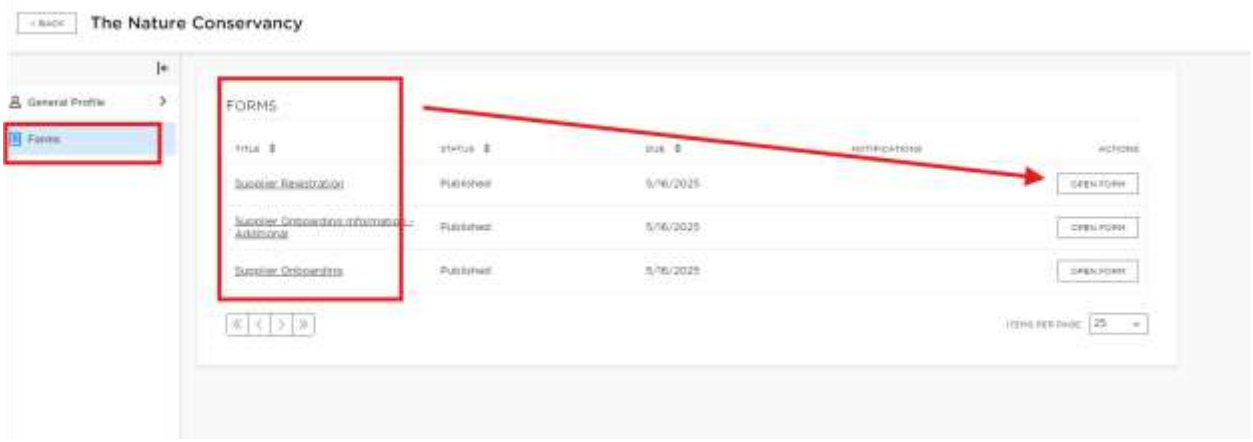


TNC Supplier Onboarding

When TNC engages a supplier for Onboarding, the TNC 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.



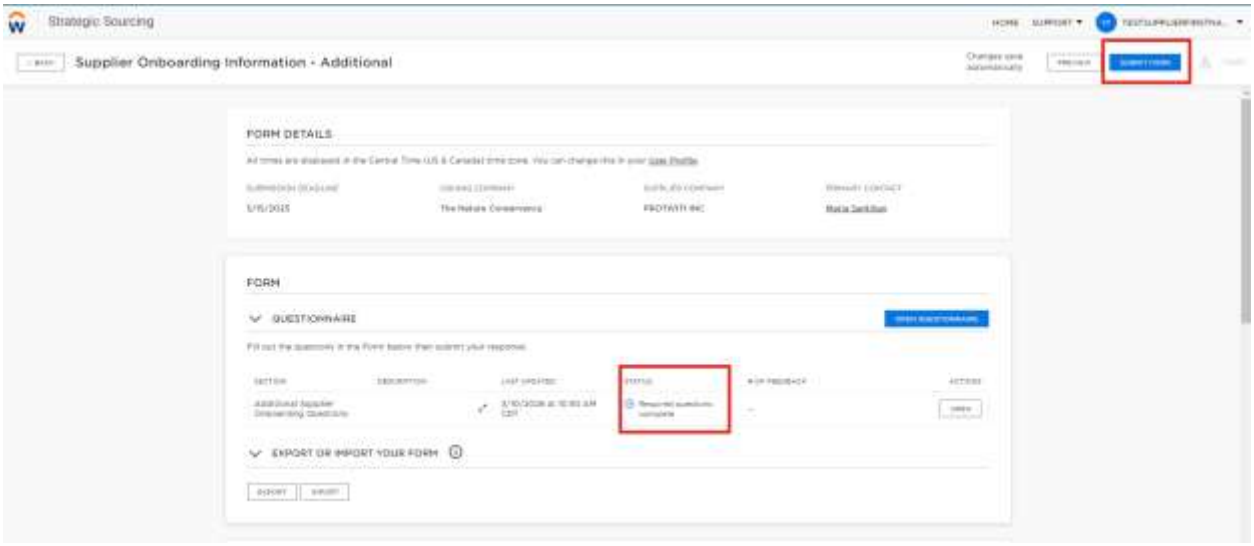
2. Click ‘Open Form’ > ‘Open Questionnaire’. Complete the required information within the form.



3. Click on **Review and Submit**



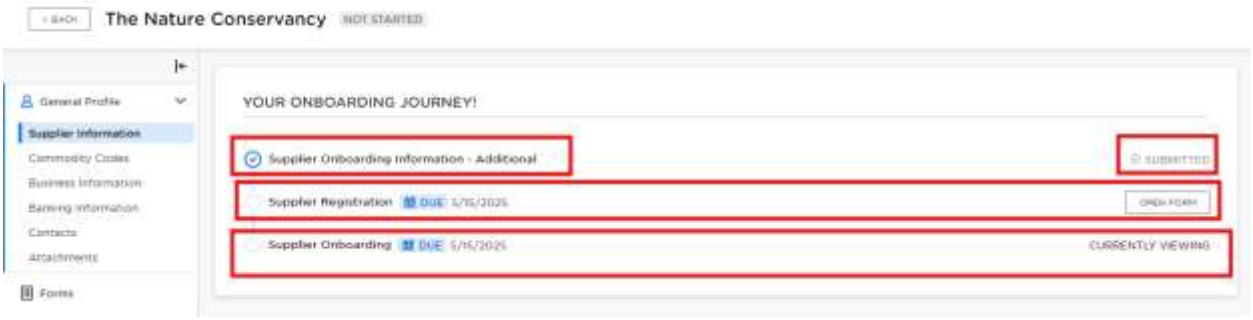
4. Once you have completed the required fields, the **Submit Form** button will be available in the top right corner.



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

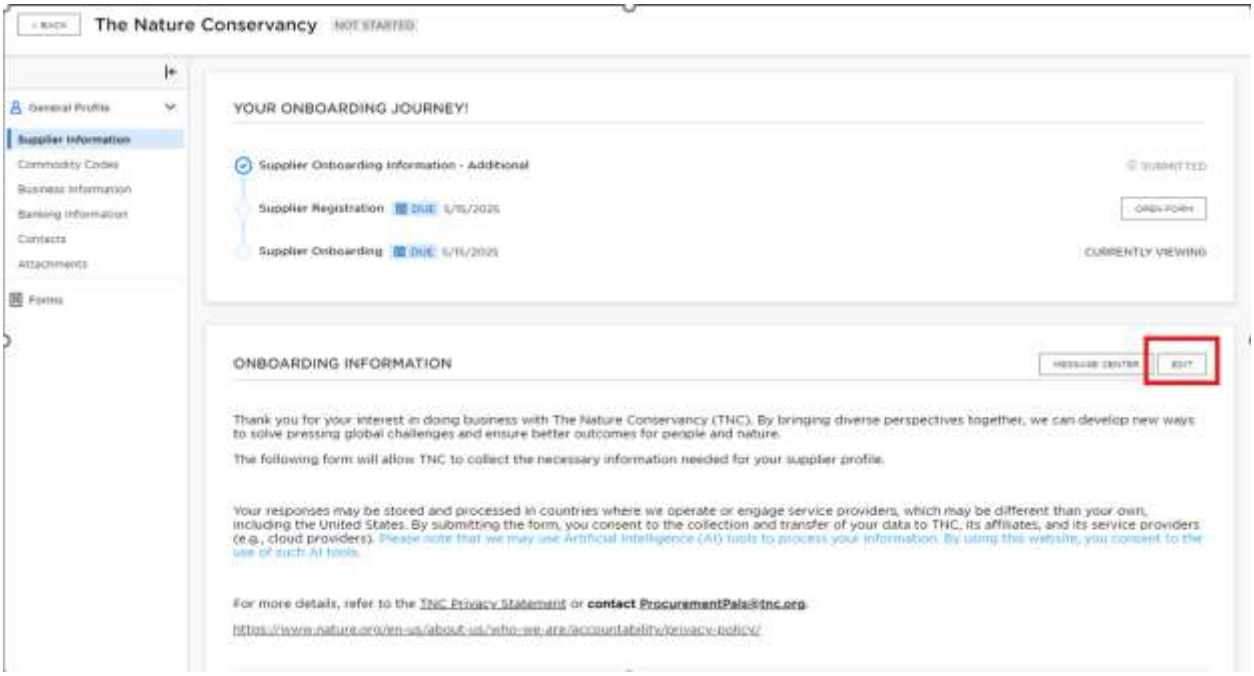


6. It will automatically return you to your dashboard. Click on **Forms** to review, complete the remaining form(s).
   - A Form with a status of **'Submitted'** means that you have completed the form and sent it back to TNC for review.
   - A Form with a status showing **'Open Form'** means that you have not yet submitted the form.
   - A Form with a status showing **'Currently Viewing'** means that you have that form open for updating.

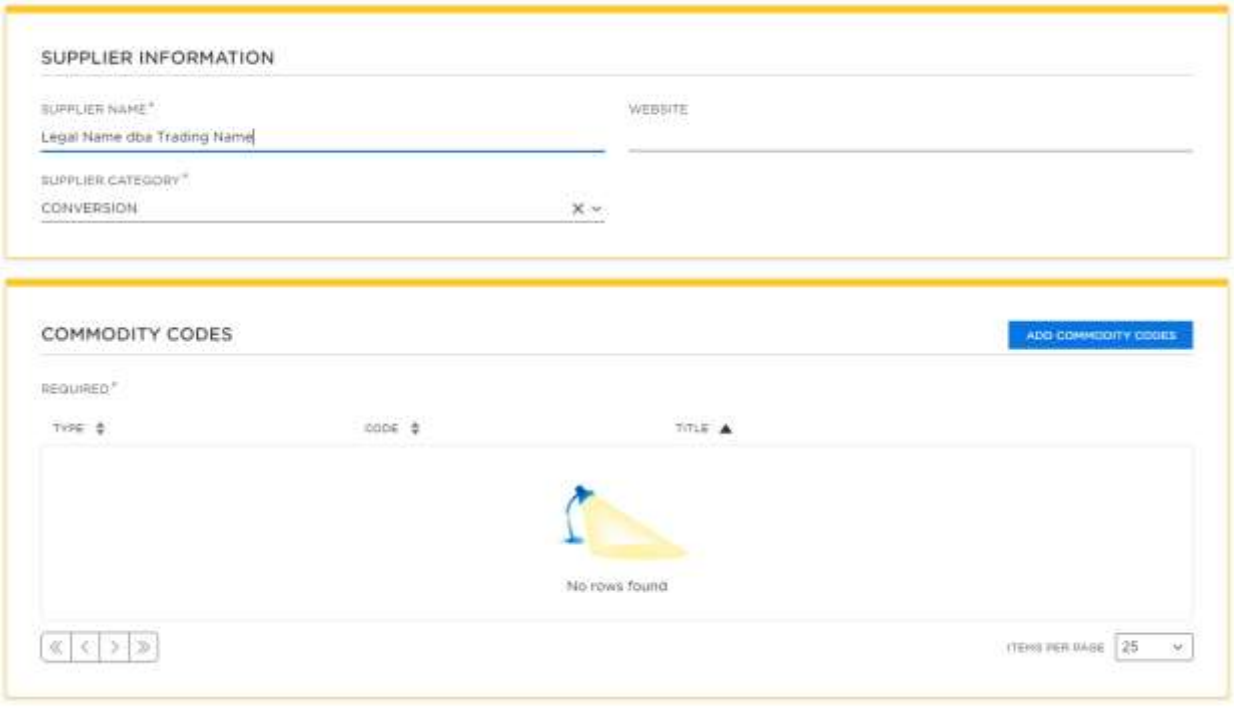


Supplier Onboarding Form:

1. This form is the beginning of your profile. Use the '**Edit**' button to update the fields in each section.



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 Cod**e: UNSPC (United Nations Standard Products and Services Code). Select the appropriate code(s) that best describes the work being performed for TNC.



- 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

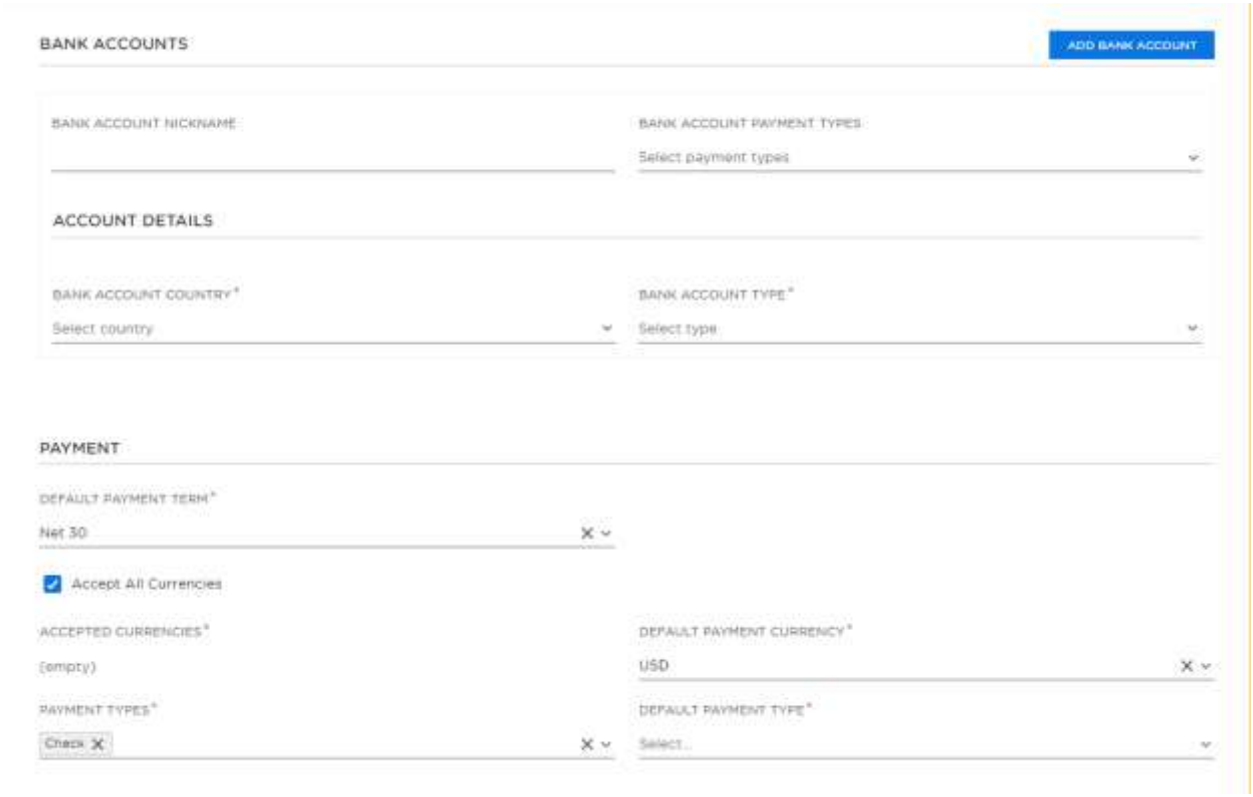


- Bank Accounts: Use this section for electronic payments only. This will require appropriate supporting documentation in the attachment section at the very end.
- Payment:
    - Payment Term: Select from the available options. Refer to your agreement with TNC as needed.
    - Currencies: Select from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

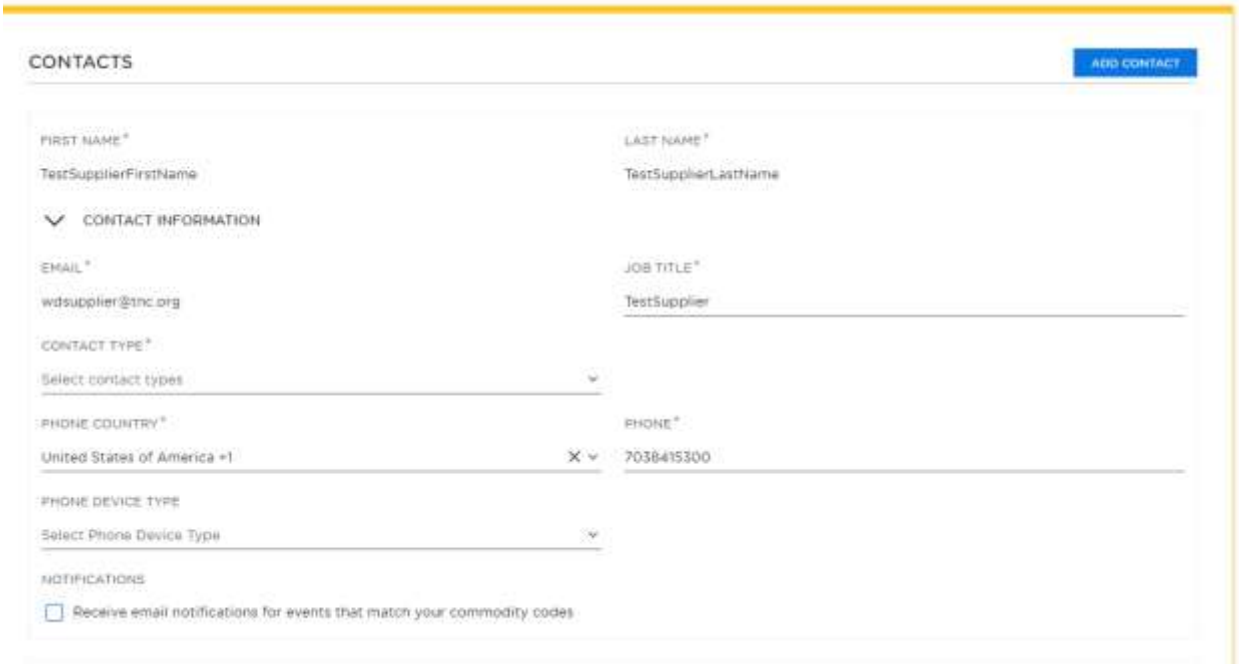
Workday Payment Method		**Notes**
Virtual Card	Epayables	Not for selection by Supplier
Paymode-X		Not for selection by Supplier
ACH	ACH	Electronic payment method, U.S. banking transfers

Wire	Wire	Electronic payment method, non-US payments; (US payments over $5000)
Check	Check	Paper payment by USPS mail
Bank Check	Bank Check	Not for selection by Supplier

Workday Payment Method		**Notes**
Direct Deposit	Employees	Not for selection by Supplier
International Bank File	International Bank File	Used to pay suppliers in Australia and New Zealand
Local Check	International Pay Alone	Use to record a check payment made to a supplier or employee, non-U.S.
Local Payment	International Pay Alone	Use to record a payment to a supplier or employee, can be used for electronic or paper payments, non-U.S.
Local Supplier Electronic Payments	International Pay Alone	Used for supplier payments, non-U.S.



- 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.



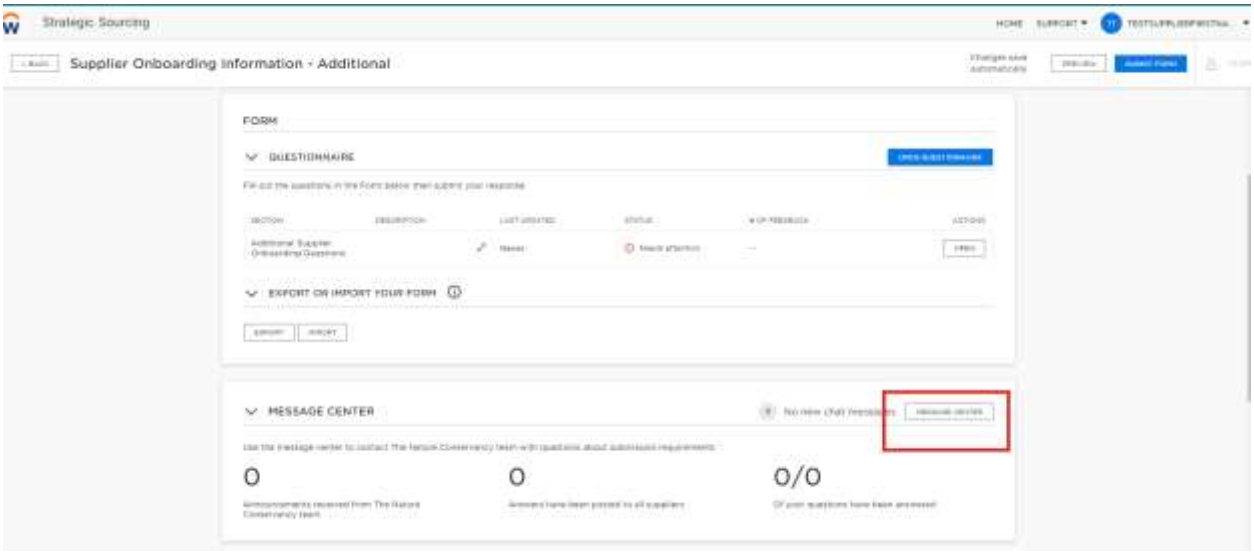
- Attachments:
    - **TAX REQUIREMENT:** TNC requires supporting tax documentation
        - **U.S. Suppliers:** W9

- **Non-US Suppliers:** W8 or TNC's Non-US payee statement
    - **Contact TNC Global Procurement through Message Center for the latest version of the statement**

- **BANKING DOCUMENTATION:** TNC requires supporting bank documentation for electronic payment types such as ACH, Wire, International Bank File, and Local Supplier Electronic Payment
    - **U.S. Suppliers:** Voided check, direct deposit authorization form, bank letter/statement/documentation
    - **Non-US Suppliers:** Bank letter/statement/documentation



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.




Message Center
SEND A QUESTION TO THE NATURE CONSERVANCY