How to Find if a company or person is registered

To search for a supplier or person, please follow the steps below:

1. Go to the Setup and Manage Supplier Portal section. And then click on the Suppliers Tab.

	PaymentW <prks< pre=""></prks<>			Setup and Manage Supplier Portal					
r	A Home	Administration	Suppliers			e Records			
2. 3.	Search for the supplier.								
			Home	🏶 Ad	ministration	A Suppliers			
		Need help	2	SUP	PLIER NAME ^	v	ENDOR NUM		
	Supplier Name: Vendor Number: Site Code:	Advanced Specialty Gases		Advanced	Specialty Gases	;	SPL-37495		
	Tax ID: City:			Advanced	Specialty Gases	4	SPL-37495		
4.	State:	State	~						

5. In the result, look in the Connected column on the far right. If there is a green dot and the text View Request, your supplier or person is registered and you can proceed with an order or payment.

	SUPPLIER NAME *	VENDOR NUM	SITE CODE	STREET	CITY	ST/ PRV	ZIP CODE	COUNTRY	ADDRESS TYPE	CONTACT EMAIL	CONNECTED
	Advanced Specialty Gases	SPL-37495	ADDRESS_REFERENCE-3-885120	135 Catron Dr	Reno	NV	89512- 1001	US	Order	mrose@asg-gas.com	View Request
6.	Advanced Specialty Gases	SPL-37495	ADDRESS_REFERENCE-3-885120	135 Catron Dr	Reno	NV	89512- 1001	US	Remittance	holly@asg-gas.com	View Request
	CONNECTED										
	View Request										
7.	View Request										

8. If the Connected column is blank, then the person or company needs to have an

invitation to register sent to them. This will ensure we have accurate information for your payee as their profile may be inactive. If your search does not pull up any results, then your payee is not in Workday and must complete a registration so they may be added to Workday.