Workday Strategic Sourcing

Supplier Guide – Briefing Pack 2024

RMIT
UNIVERSITY

Acknowledgement of Country

RMIT University acknowledges the people of the Woi wurrung and Boon wurrung language groups of the eastern Kulin Nation on whose unceded lands we conduct the business of the University.

RMIT University respectfully acknowledges their Ancestors and Elders, past and present.

RMIT also acknowledges the Traditional Custodians and their Ancestors of the lands and waters across Australia where we conduct our business.

Artwork 'Luwaytini' by Mark Cleaver, Palawa
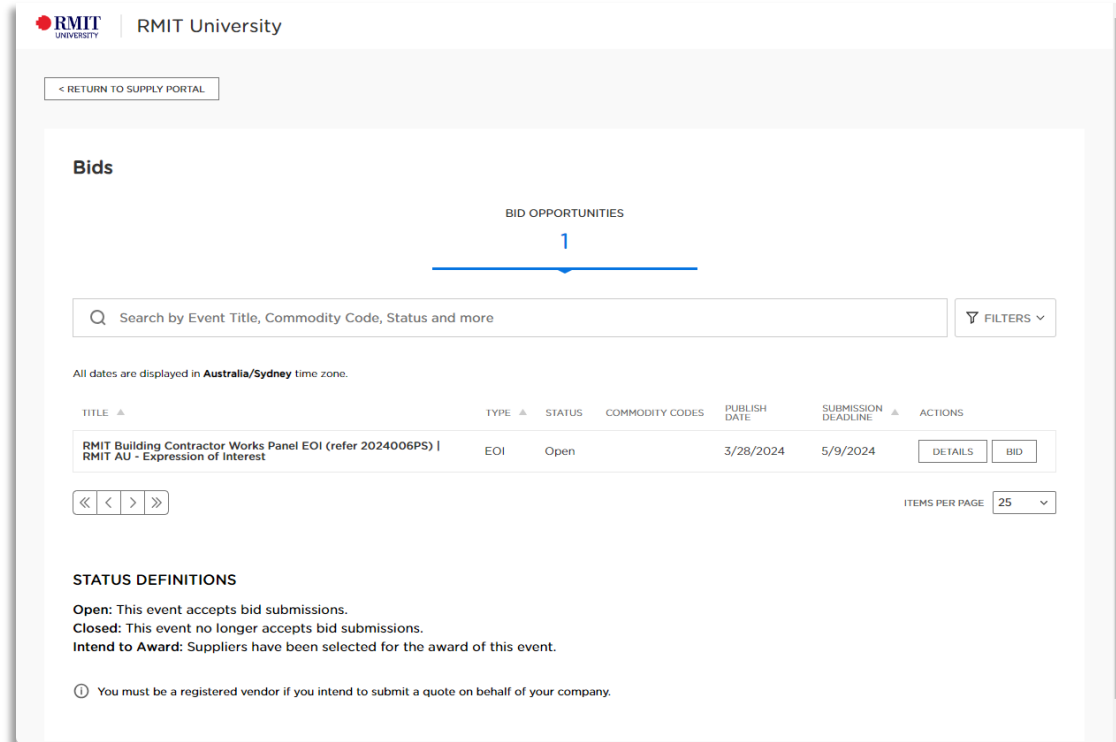
Guide Outline

- **Tender Access**
- **Registering for Strategic Sourcing**
- **Tender Response**
- **Message Centre**
- **Submitting a Tender Response**
- **Support**

Tender Access

RMIT Tenders will be via a Public Tender or by Email Invitation.

Public Tenders can be access via the following address:
www.rmit.edu.au/procurementtenders

Tender Access

Click **Details** to view the Tender Details and Attachments or click **Bid**

Strategic Sourcing uses Workday Central Login (WCL) as a secure authentication platform.

To create an account, you need to verify your email, set up a strong password, and pair your authenticator app.
Note: Suppliers must register their account on a desktop.

It is advised to:
- whitelist the following domain: amazonses.com
- allow all emails from no-reply_strategicsourcing@workday.com
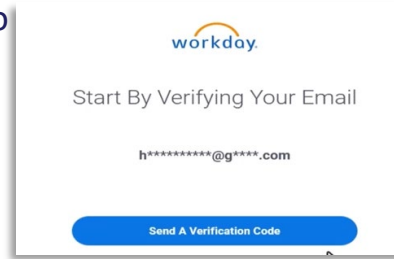- check Spam folders

For Suppliers using Workday:
If you have both buyer and supplier accounts, you'll need to sign in the first time you switch active accounts during a session.
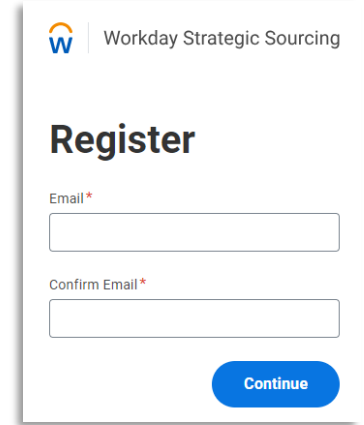
Registering for Strategic Sourcing

1. After clicking Bid for a Public Tender then you will need to register. Add and confirm your email address:

*Note: If you have an email invitation select **Sign Up and View This RFP** in the email and continue with the registration steps.*

Register
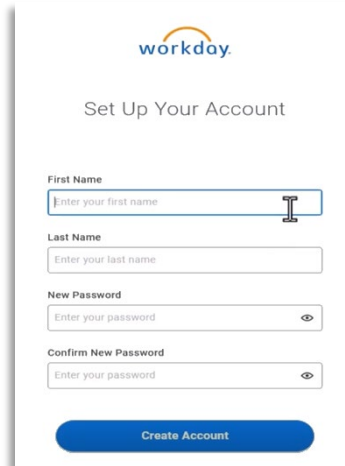Email*
Confirm Email*
Continue

2. Click **Send a Verification Code** to send a 6-digit one-time password to your email address. This email will be the username you use to log into WCL.

workday
Start By Verifying Your Email
h***********@g****.com
Send A Verification Code

workday
Set Up Your Account
First Name
Enter your first name
Last Name
Enter your last name
New Password
Enter your password
Confirm New Password
Enter your password
Create Account

3. Once you've verified your email address, enter your name, create a new password,   and click **Create Account.**
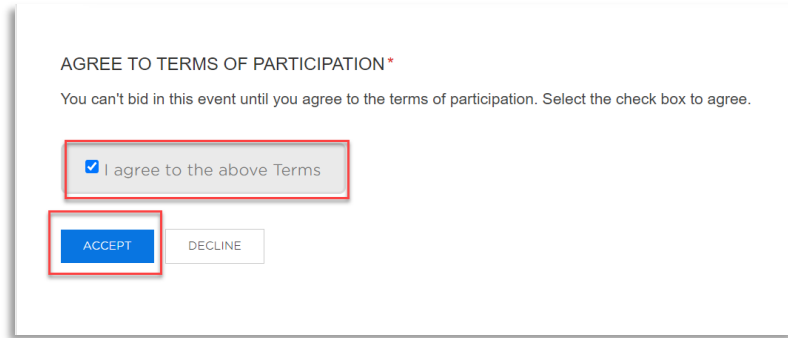
4. Scan the QR code using your authenticator app and enter a 6-digit code from your   app.

5. Click **Connect Authenticator App** and finalise the registration.

Tender Response

To respond to a tender, you much first accept the agree to the terms of participation by checking the box and clicking Accept:

AGREE TO TERMS OF PARTICIPATION *

You can't bid in this event until you agree to the terms of participation. Select the check box to agree.

☑ I agree to the above Terms

ACCEPT   DECLINE

RSVP to the Sourcing Event by clicking on the "I intend to Submit" button

EVENT TIMELINE

Submission Deadline:

22/04/2024

15:00

Time Zone: Eastern Time (US & Canada)

RSVP

I DO NOT INTEND TO SUBMIT   I INTEND TO SUBMIT

Tender Response

Optional Step - Invite Team Members to contribute to the response

INVITE TEAM MEMBERS

WALK ME THROUGH IT

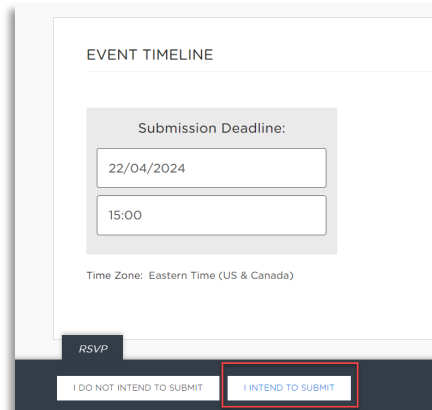| NAME	EMAIL	STATUS
Enter Name...	Enter Email...	ADD

Click on Edit to Build your response:

BUILD YOUR PROPOSAL

WALK ME THROUGH IT

˅Response Sheets

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

SECTION	DESCRIPTION	LAST UPDATED	PERCENT COMPLETE	# OF FEEDBACK	
Due Diligence		Never	0% (0/19)	--	EDIT
Company details		Never	0% (0/20)	--	EDIT

Message Centre

Use the Message Center if you need to clarify anything?
Click on Message Centre:

Have questions to RMIT University team?   0   No new chat messages   MESSAGE CENTER

USE THE MESSAGE CENTER TO CONTACT RMIT UNIVERSITY TEAM WITH QUESTIONS ABOUT SUBMISSION REQUIREMENTS
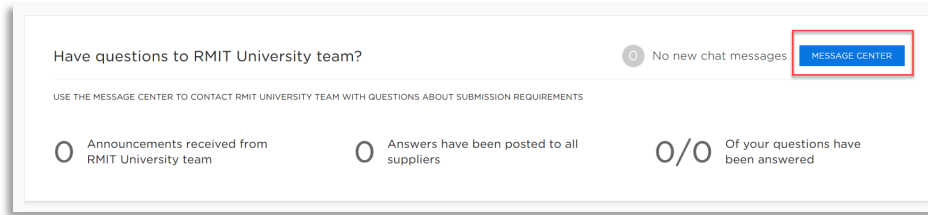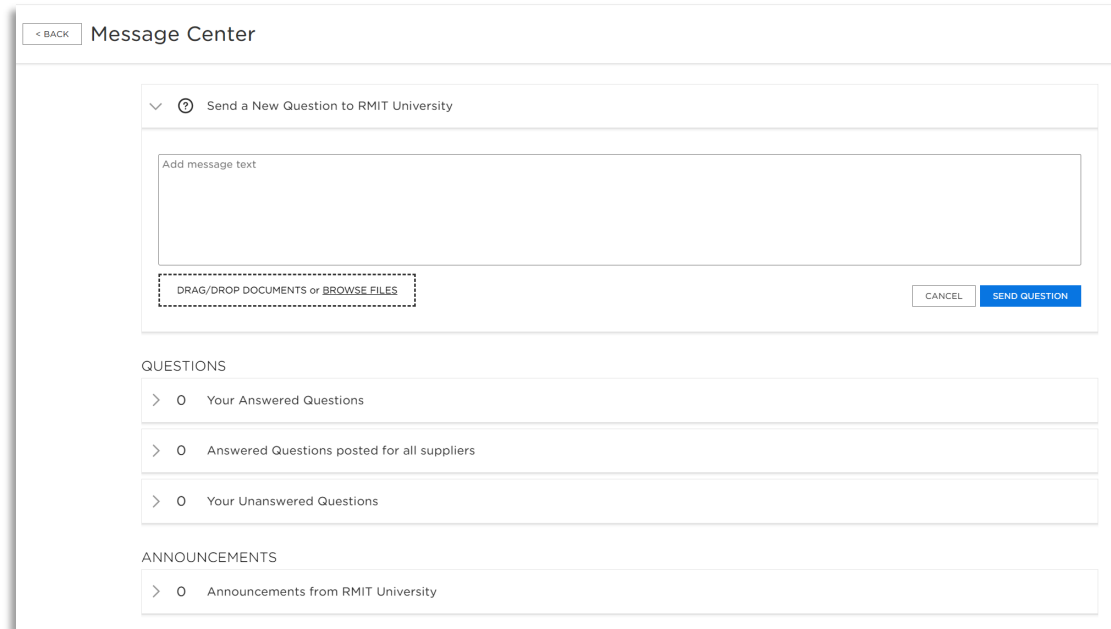
O   Announcements received from   O   Answers have been posted to all   O/O   Of your questions have
    RMIT University team   suppliers   been answered

Send a New Question or review answered questions and announcements:

< BACK   Message Center

⌄ ?   Send a New Question to RMIT University

Add message text

DRAG/DROP DOCUMENTS or BROWSE FILES   CANCEL   SEND QUESTION

QUESTIONS

> 0   Your Answered Questions

> 0   Answered Questions posted for all suppliers

> 0   Your Unanswered Questions

ANNOUNCEMENTS

> 0   Announcements from RMIT University

Submit your Response

Once you have built your proposal and completed all of the required sections, you can click "Submit Request for Tender" which appears on the bottom action bar on the screen.

Have questions to RMIT University team?

⊙ No new chat messages   MESSAGE CENTER

USE THE MESSAGE CENTER TO CONTACT RMIT UNIVERSITY TEAM WITH QUESTIONS ABOUT SUBMISSION REQUIREMENTS

O   Announcements received from RMIT University team

O   Answers have been posted to all suppliers

O/O   Of your questions have been answered

PREVIEW   SUBMIT REQUEST FOR TENDER   SAVE

PREVIEW   SUBMIT REQUEST FOR TENDER   SAVE

Useful Resources & Support

need help?

Support for Workday Strategic Sourcing Suppliers is provided by RMIT Procurement Connect and Workday

RMIT Procurement:
Visit https://www.rmit.edu.au/utilities/supplier-tender-support or email
procurementrequests@rmit.edu.au
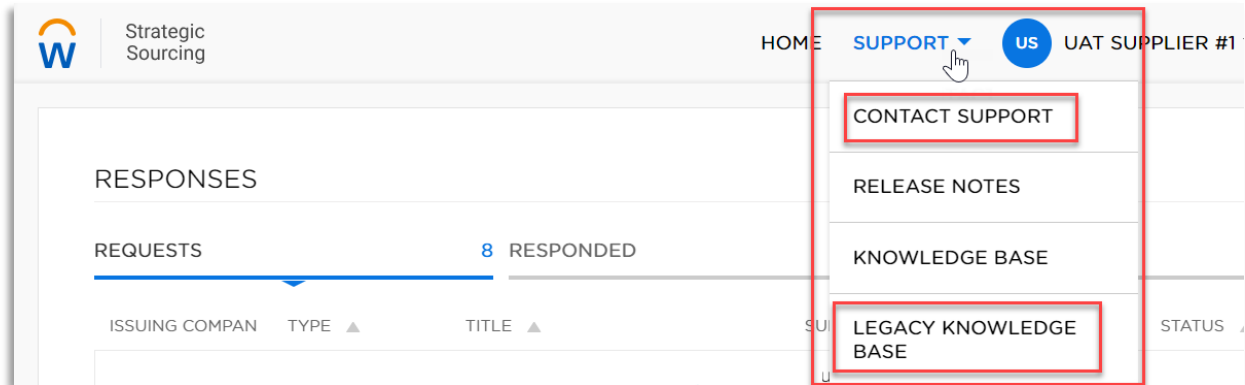
In-App Support
Click the Support button in the top right corner of the screen.

Contact Workday Support

Select "Contact Support" to send a message directly to WSS Support.

Alternatively, suppliers can email WSS: scoutsupport@workday.com
(Note: this website refers to "Scout" because WSS was previously called Scout.)

US-based support from 9am to 9pm ET, Monday through Friday. (AEST 11pm to 11am)