COMING SOON!

Workday Supplier Self-Service Portal

The City of Baltimore will soon launch a new Supplier Self-Service Portal to offer a better way to connect and do business. **On August 8, this new portal will launch and replaces CitiBuy.** The portal is a free, self-service tool that will allow suppliers to register with the City's Workday Supplier Portal and directly access their information during the "procure-to-pay" lifecycle.

Our secure self-service portal will offer you the ability to:

- View and create invoices from purchase orders
- Access payment and remittance advice information
- Maintain master data such as contact info, addresses and bank accounts
- Respond to requests for quotes (RFQ)

The Workday Supplier Self-Service Portal will create a higher level of connectivity that:

- Ties together business processes in a way that creates real-time visibility to important information.
- Requires no technical set-up by your company and is accessible via a secured website: high speed Internet is the only requirement.

Mark your calendar!

- On August 8, you will receive two separate emails from **baltimorecity@myworkday.com**.
  - Email 1: Workday Supplier Self-Service Portal username.
  - Email 2: Workday Supplier Self-Service Portal temporary password
  - Use this information to access the portal for the first time.
- If you have questions, please contact **(443) 984-1000** or **workdaysuppliers@baltimorecity.gov** for assistance.
- Training resources will be available to help you transition to the new Supplier Self-Service portal. Additional training information will be provided soon.