



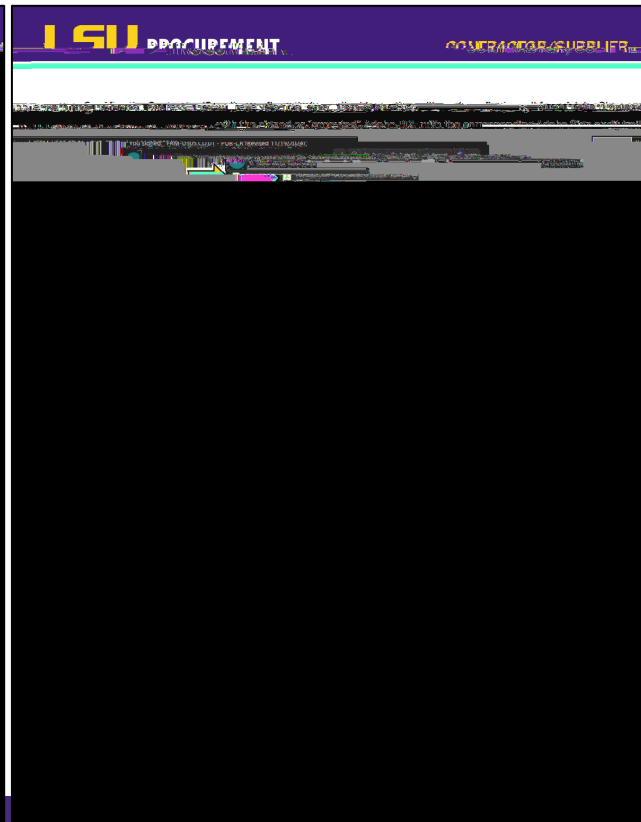
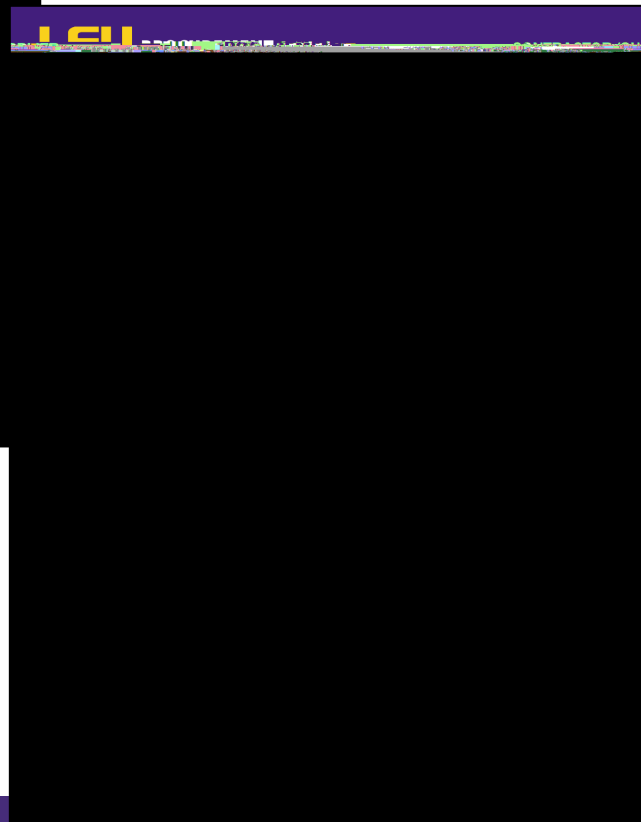
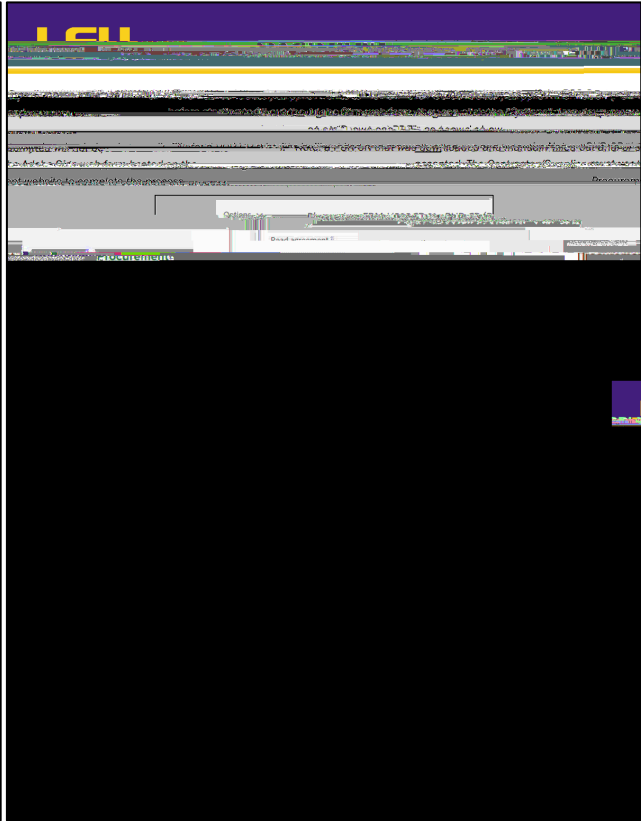
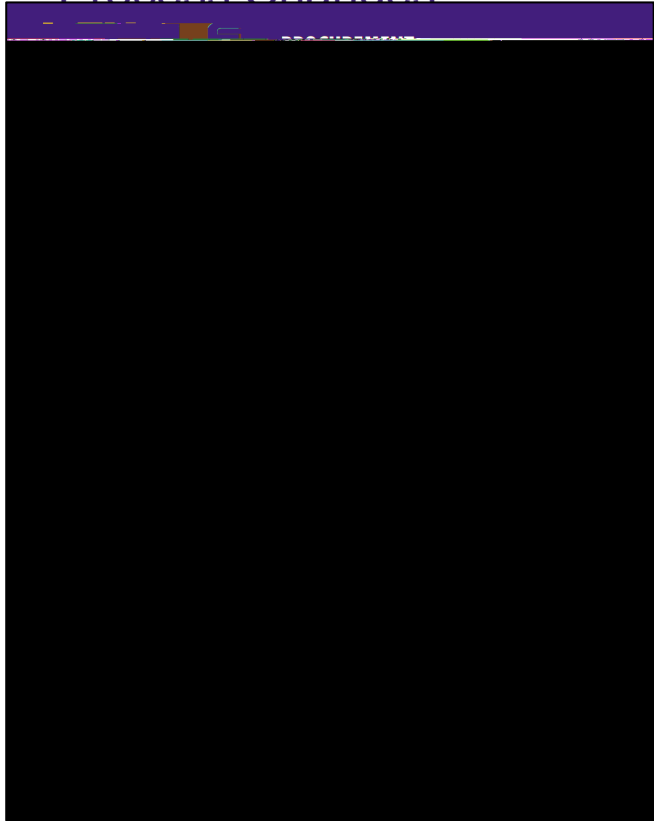
# Procurement Workday Updates:





Process Changes

*Job aid for PSC Contactor/Supplier*

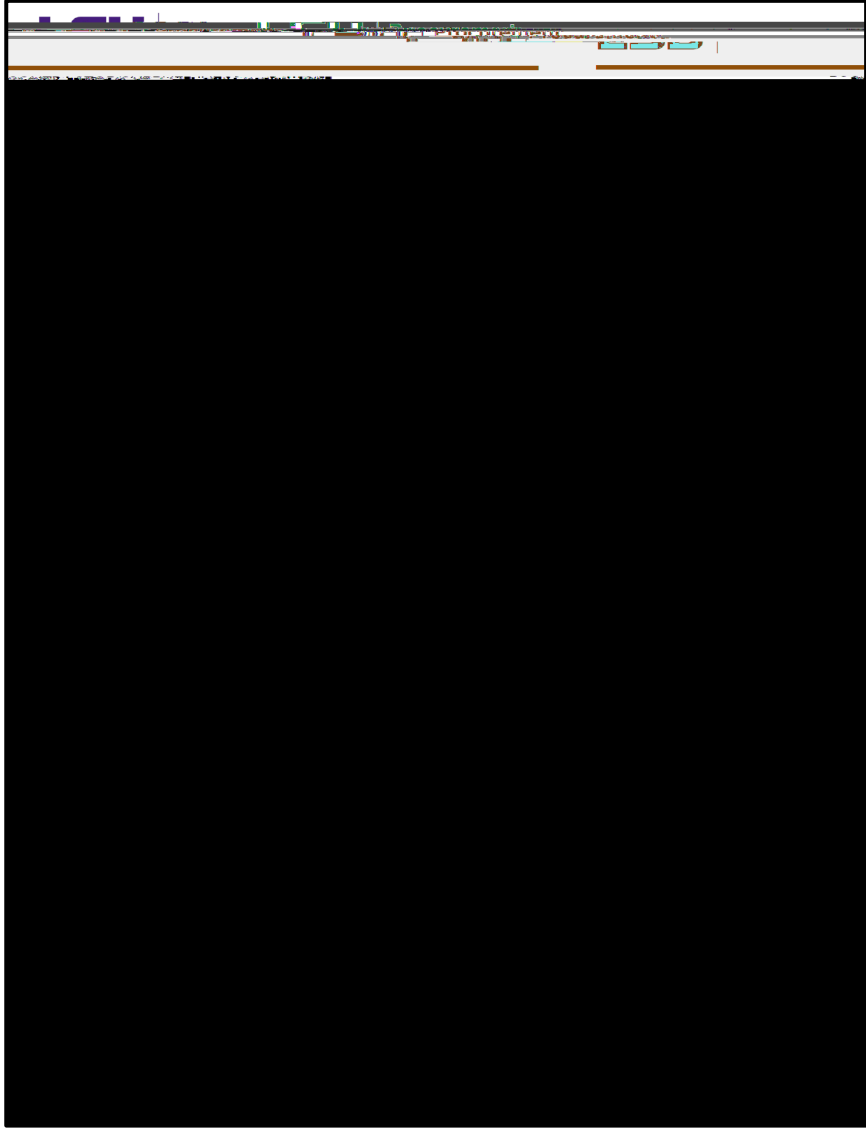




## Procurement Workday Updates | Contactor/Supplier Information (PUR Process Changes

-CR)

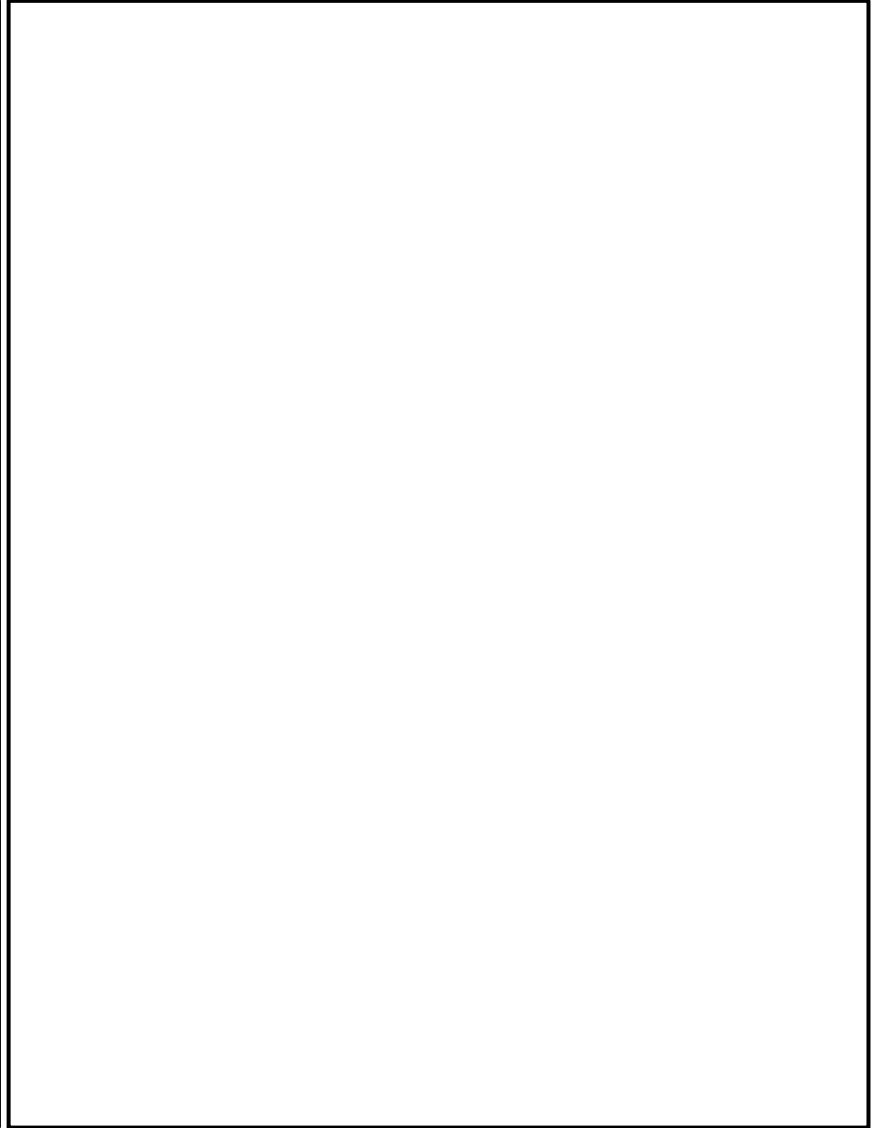
1. Contactor/Supplier affidavit added
  - *They must acknowledge & sign, certifying the information they filled in is correct/valid.*
2. Contactor/Supplier portion will occur via Adobe Sign web form hosted on the LSU Procurement website
  - *Same iFrame format as the LSU Supplier Registration Form.*
3. Contactor/Supplier must verify their email of submission via an email from Adobe Sign
  - *The Contactor/Supplier will forward the "signed" PDF received from Adobe Sign in their email to the end user(s) in*



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## Demo/Walkthrough of Workday functionality (cont.)

The screenshot displays a Workday form titled "All Items" with a search bar and an "Advanced Search" link. The form includes a question: "How will the Contractor/Supplier be paid for services?" with radio button options for "Hourly", "Daily", "Weekly", and "Monthly". Below this, there is a section for "Multiple installments based on specific time frames" with a "Specify date/amounts" field. At the bottom, there is a file upload area with the text "Drop files here" and a "Select files" button.



# Workday Updates & Reminders | Contactor Information (PUR Changes (Cont.)

-CR) Process

Demo/Walkthrough of Workday functionality (cont.)

The screenshot displays a Workday form for 'All Items' (6 items). The form includes a search bar and an 'Advanced Search' link. The main content area contains several required fields: 'Contract Manager Name (Required)', 'Contract Manager Email (Required)', 'Department (Required)', and 'Department Mailing Address (Required)'. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'. A sidebar on the left shows a list of items, with one item highlighted: 'Complete to PUR CR Contactor Information Form: RQ-00002955' with a due date of 11/18/2024.



# *Questions??*