Open for Business!

Workday Supplier Self-Service Portal

The City of Baltimore launched a new Supplier Self-Service Portal to offer a better way to connect and do business. **This new portal is now open 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.

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- Today, 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.
- Once you're logged in, update the temporary password with a personalized password.
  - **Please note: Temporary passwords are only valid for 90 days.**
- If you don't receive the emails with your username and temporary password by August 9, please contact **(443) 984-1000 or workdaysuppliers@baltimorecity.gov** for assistance.
- Training resources are available to help you transition to the new Supplier Self-Service portal.