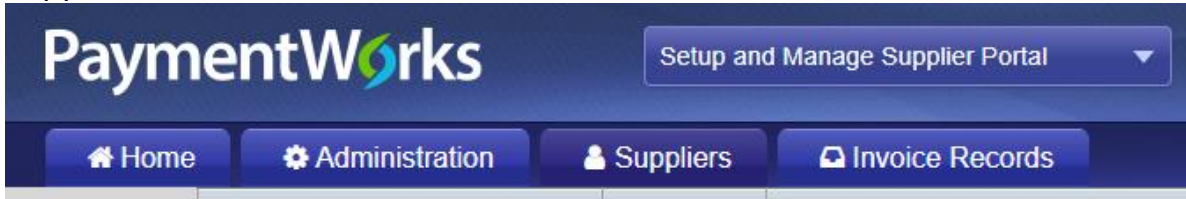


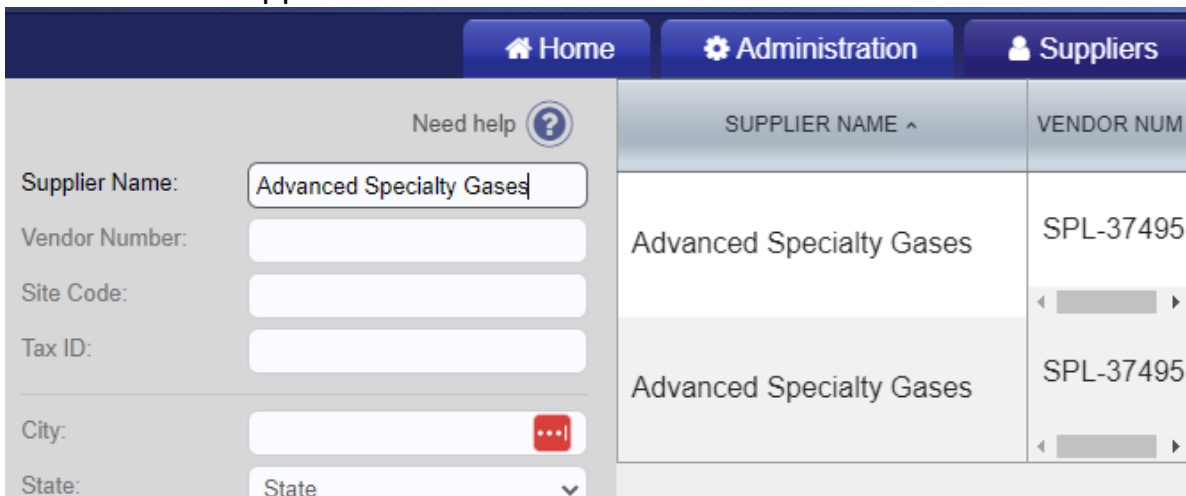
How to Find if a company or person is registered

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.



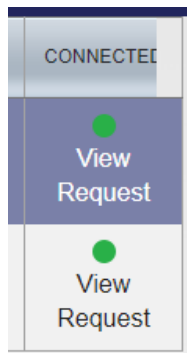
- 2.
3. Search for the supplier.



- 4.
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
Advanced Specialty Gases	SPL-37495	ADDRESS_REFERENCE-3-885120	135 Catron Dr	Reno	NV	89512-1001	US	Remittance	holly@asg-gas.com	● View Request

- 6.
- 7.



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.