

STEP 1 – GO TO THE WORKDAY CENTRAL LOGIN PAGE – IDENTITY.WORKDAY.COM

ENTER YOUR EMAIL ADDRESS AND CLICK CONTINUE.



Workday Central Login

Sign In To Your Account

Email Address

Continue

[Received an invite?](#)

STEP 2 – COMPLETE MULTI-FACTOR AUTHENTICATION

ENTER THE 6-DIGIT AUTHENTICATOR CODE AND CLICK **VERIFY CODE**.



Let's Verify It's You

To verify your identity, enter the 6-digit code
from your authenticator app.

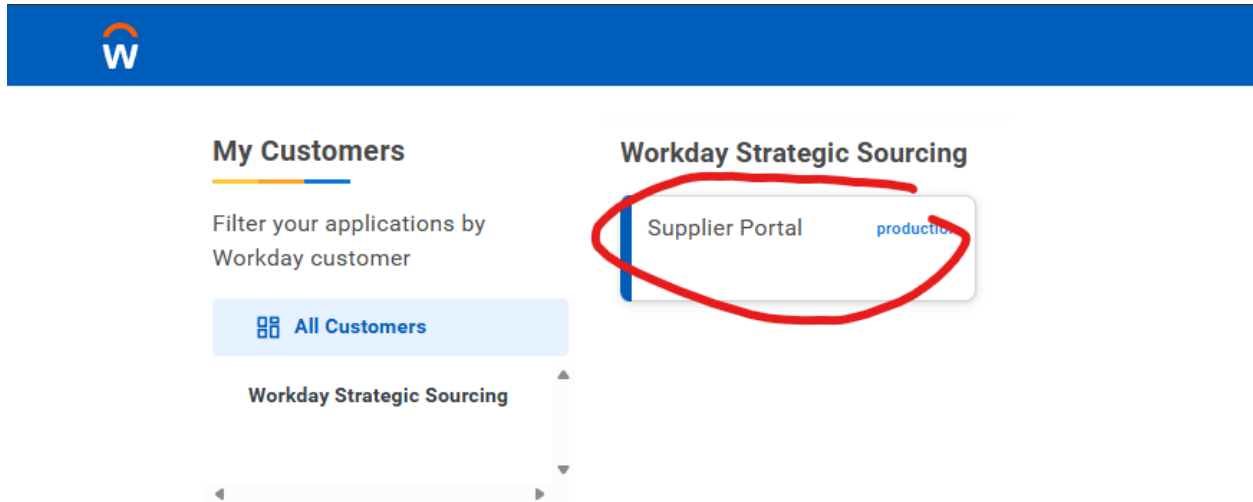
Verify Code

[Reset Authenticator](#)

[Back to Sign In](#)


STEP 3 – SELECT *SUPPLIER PORTAL*

ON THE **WORKDAY STRATEGIC SOURCING** PAGE, CLICK THE **SUPPLIER PORTAL** TILE (CIRCLED IN RED).



STEP 4 – OPEN THE CUSTOMER DIRECTORY

CLICK CUSTOMER DIRECTORY ON THE LEFT MENU (RED UNDERLINE).

 Strategic Sourcing

Welcome, Robert

Dashboard

Customer Directory

RESPONSES


REQUESTS 0RESPONDED 0

ISSUING COMPANY	TYPE	TITLE
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<<<>>>

STEP 5 – SELECT *CARILION SERVICES, INC.* (YOUR CUSTOMER)

CLICK CARILION SERVICES, INC. (RED UNDERLINE).

 Strategic Sourcing


Customer Directory

CUSTOMER	SUPPLIER	RFPS AND AUCTIONS	CONTRAC
<u>Carilion Services, Inc.</u>	MEDTRONIC USA, INC.	0	0


« < > »


STEP 6 – OPEN PURCHASE ORDERS


CLICK VIEW PURCHASE ORDERS (RED UNDERLINE).


 Strategic Sourcing


Carilion Services, Inc.

 Strategic Sourcing


 Purchase Orders

 Invoices

 Payments

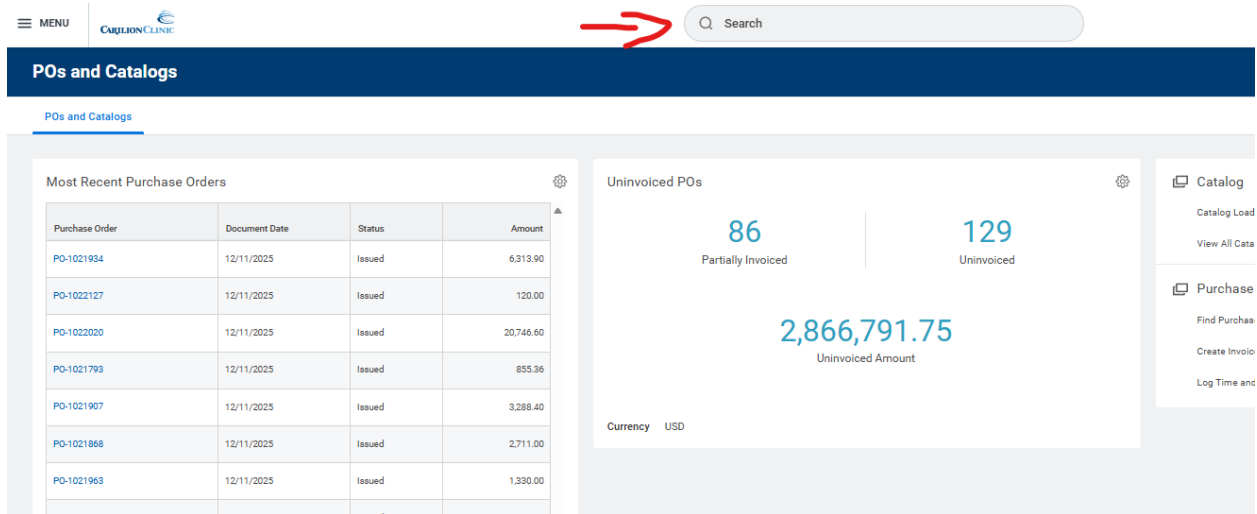
 Catalogs

PURCHASE ORDERS

[View Purchase Orders](#) 

STEP 7 – USE THE SEARCH BAR IN THE PO PORTAL

AT THE TOP OF THE SCREEN, CLICK THE SEARCH BAR (RED ARROW).



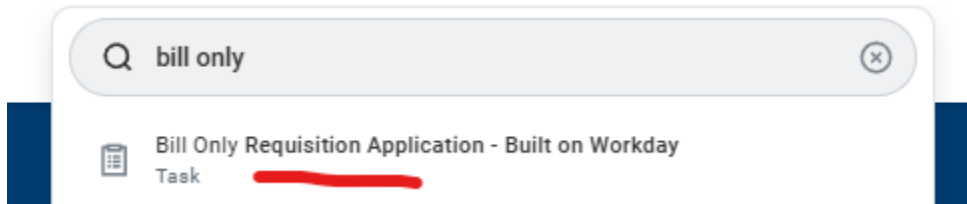
The screenshot shows the top of the PO Portal interface. At the top left is a 'MENU' button. Next to it is the 'CARILIONCLINIC' logo. To the right of the logo is a search bar with a magnifying glass icon and the text 'Search'. A red arrow points to this search bar. Below the search bar is a dark blue header bar with the text 'POs and Catalogs'. Below this header bar is a light gray bar with the text 'POs and Catalogs'. The main content area is divided into two sections. The left section is titled 'Most Recent Purchase Orders' and contains a table with columns: Purchase Order, Document Date, Status, and Amount. The right section is titled 'Uninvoiced POs' and contains a summary of POs: 86 Partially Invoiced, 129 Uninvoiced, and a total Uninvoiced Amount of 2,866,791.75. The currency is listed as USD. On the far right is a sidebar with links: Catalog, Catalog Load, View All Catalogs, Purchase, Find Purchases, Create Invoices, and Log Time and Billing.

Purchase Order	Document Date	Status	Amount
PO-1021934	12/11/2025	Issued	6,313.90
PO-1022127	12/11/2025	Issued	120.00
PO-1022020	12/11/2025	Issued	20,746.60
PO-1021793	12/11/2025	Issued	855.36
PO-1021907	12/11/2025	Issued	3,288.40
PO-1021868	12/11/2025	Issued	2,711.00
PO-1021963	12/11/2025	Issued	1,330.00

STEP 8 – SEARCH FOR “BILL ONLY”

TYPE BILL ONLY IN THE SEARCH BAR AND SELECT

BILL ONLY REQUISITION APPLICATION – BUILT ON WORKDAY (RED UNDERLINE).



The screenshot shows a search bar with the text 'bill only'. Below the search bar is a list of search results. The first result is 'Bill Only Requisition Application - Built on Workday Task'. The text 'BUILT ON WORKDAY' is underlined in red.

STEP 9 – CREATE A BILL-ONLY REQUISITION

CLICK CREATE REQUISITION (RED ARROW).



The screenshot shows the 'Bill Only Requisitions' page. At the top left is a 'MENU' button. Next to it is the 'CARILIONCLINIC' logo. Below the logo is a dark blue header bar with the text 'Bill Only Requisitions'. Below this header bar is a light gray bar with the text 'Bill Only Requisitions'. The main content area is a light gray bar with the text 'Bill Only Requisitions'. At the bottom of the page is a blue button with the text 'Create Requisition'. A red arrow points to this button.