**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

Enter your email@domain.com

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
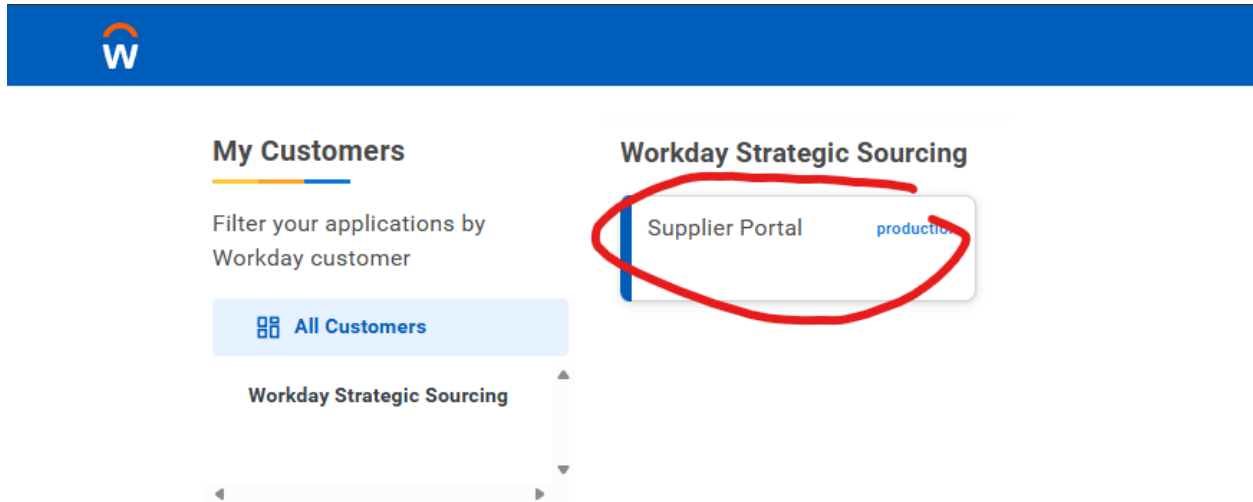from your authenticator app.

**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).

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

### CLICK CARILION SERVICES, INC. (RED UNDERLINE).



## STEP 6 – OPEN PURCHASE ORDERS

### CLICK VIEW PURCHASE ORDERS (RED UNDERLINE).

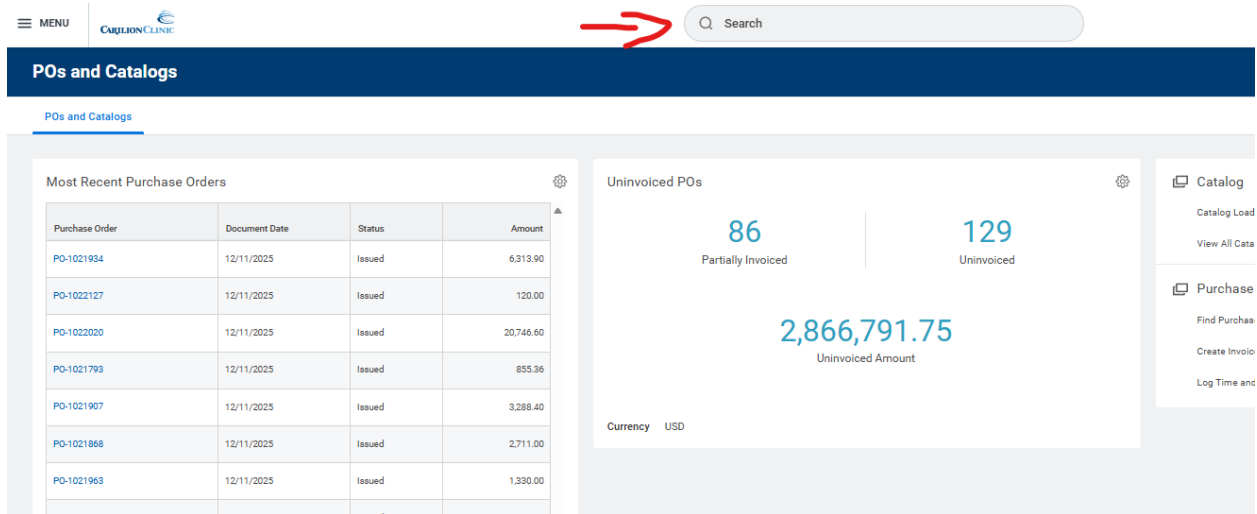## STEP 7 – USE THE SEARCH BAR IN THE PO PORTAL

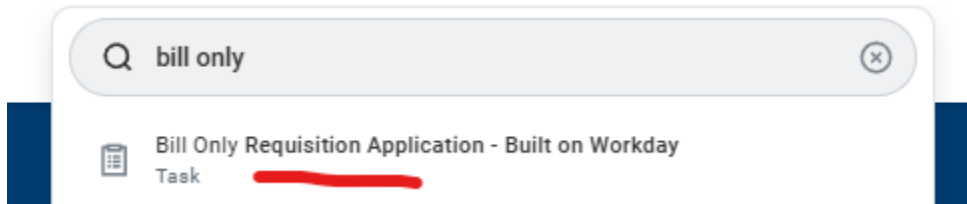### AT THE TOP OF THE SCREEN, CLICK THE SEARCH BAR (RED ARROW).



## STEP 8 – SEARCH FOR "BILL ONLY"

### TYPE BILL ONLY IN THE SEARCH BAR AND SELECT
### BILL ONLY REQUISITION APPLICATION – BUILT ON WORKDAY (RED UNDERLINE).



## STEP 9 – CREATE A BILL-ONLY REQUISITION

### CLICK CREATE REQUISITION (RED ARROW).