



PGA Tour

APPLIES TO PGA TOUR, INC., PGA TOUR
ENTERPRISES, LLC. AND ALL
SUBSIDIARIES OF BOTH ENTITIES

WORKDAY STRATEGIC SOURCING GUIDE

NEW SUPPLIERS

Welcome, and thank you for partnering with the PGA Tour.

The PGA Tour uses Workday Strategic Sourcing to register new suppliers. This guide walks you through how to create your account, complete your registration, upload required documents, and submit your onboarding form.

Please note: If you are eligible to receive a Form 1099, you will also receive a separate invitation to select your preferred delivery method. Instructions for electing to receive your Form 1099 electronically via secure email or by mail are included in this guide.

If you need help at any point, please contact Accounts Payable – Supplier Management using the email address below.

Accounts Payable – Supplier Management
APInquiry@pgatourhq.com

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GETTING STARTED IN WORKDAY STRATEGIC SOURCING

Workday Strategic Sourcing is the system the PGA Tour uses to onboard new suppliers. To complete your registration, you will create an account, verify your email, choose a sign-in method, enter your company information, upload required documents, and submit your form. For the best experience, complete registration on a desktop or laptop computer.

BEFORE YOU START

- Add the Workday sender no-reply_strategicsourcing@workday.com to your safe senders list.
- Bookmark <https://identity.workday.com/auth/login?invite=true> for future Portal access needs
- Check your spam or junk folder if you do not see the invitation email.
- Have the following items ready before you begin:
 - A completed and signed IRS W-9 or W-8 form
 - A bank verification letter or voided check
 - Your diversity classification details, if applicable
 - A mobile phone number if you plan to use SMS sign-in

For account authentication, you can choose between using an authenticator app or receiving a simple SMS text message on your mobile device. For the quickest and easiest experience, select **SMS**, which allows you to securely sign in by entering a one-time code sent directly to your phone – no additional apps required.

If you prefer to use an authentication app, you can download one to your mobile device from the Apple App Store or Google Play Store or access a web-based authenticator. Commonly used authenticator apps include:

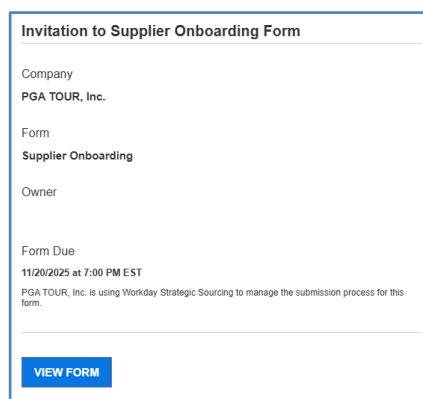
- Google Authenticator
- Authy
- Duo Mobile
- LastPass Authenticator
- Microsoft Authenticator
- Okta

[Authenticator](#) is free web browser extension authenticator.

[1Password](#) is a subscription-based application that can provide a web browser extension authenticator.

SIGN UP FOR WORKDAY STRATEGIC SOURCING

You will receive an email from no-reply_strategicsourcing@workday.com with a registration link to create your Workday Strategic Sourcing account with the PGA Tour. Select **VIEW FORM**.



The screenshot shows an email titled "Invitation to Supplier Onboarding Form". The content includes the following fields:

- Company: PGA TOUR, Inc.
- Form: Supplier Onboarding
- Owner: [Redacted]
- Form Due: 11/20/2025 at 7:00 PM EST

Below these fields, there is a note: "PGA TOUR, Inc. is using Workday Strategic Sourcing to manage the submission process for this form." At the bottom of the email content, there is a blue button labeled "VIEW FORM".

1. Select **Send a Verification Code**. A 6-digit code will be sent to your email. Enter the verification code and click **Verify Email**. If you did not receive the email, check your junk/spam folders. You can also click **Resend a Verification Code** to send it again. Enter your name and create a password for your account. Password requirements will be listed as you enter the password. Select **Create Account**.



Start By Verifying Your Email

Send A Verification Code



Enter Your Verification Code

To verify your email and finish setting up your account, Workday sent you an email with a 6-digit verification code.

k*****@g****.com

3 2 7 8 0 4

Verify Email

[Resend A Verification Code](#)



Set Up Your Account

First Name
Enter your first name

Last Name
Enter your last name

New Password
Enter your password

Confirm New Password
Enter your password

Create Account

By clicking the "Create Account" button, you accept our [Terms of Use](#) and acknowledge the [Privacy Statement](#).

- For multifactor authentication purposes, select **SMS** or **Authentication App**.

Set Up Authentication Methods

Multifactor authentication strengthens your Workday account security by requiring a secondary device to verify your identity.

SMS
Register a phone number to receive a one-time passcode on your device. [Set Up](#)

Authenticator App
Receive a one-time passcode using your authenticator app. [Set Up](#)

SMS Option:

- If you select **SMS**, enter mobile phone number and select **Add Your Mobile Number** SMS text message will be sent to your mobile phone. Enter the 6-digit code and select **Verify Code**. SMS confirmation page will appear, select **Continue**. Optionally, enter Job Title, Phone Number and Time zone, otherwise simply select **Create Account**.

Add a Mobile Number

Add a mobile number to better protect your account. Message & data rates may apply.

Mobile Number
US +1 Enter your phone number

Add Your Mobile Number

By enrolling your mobile number, you consent to receive automated text messages from Workday related to account security.

Let's Verify Your Mobile Number

For your security, Workday sent you a text message with a 6-digit verification code.

+1*****

Enter the 6-digit code

Verify Code

[Resend a Verification Code](#)

Set Up Authentication Methods

Multifactor authentication strengthens your Workday account security by requiring a secondary device to verify your identity.

SMS
Register a phone number to receive a one-time passcode on your device. [Set Up](#)

Authenticator App
Receive a one-time passcode using your authenticator app. [Set Up](#)

Continue

Set Up Your Account

Job Title

Phone Number

Timezone
Select a timezone

Create Account

By creating an Account you accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#).

Authentication App Option

- To set up and connect your authenticator app, select **Authentication App**. Scan the QR code (using preferred Authenticator app) or manually enter the Account and Secret key provided at the bottom of the screen, followed by **Connect Authentication App**. Additionally, you may enter a Mobile Phone Number, or else select **Skip this Step**. Optionally, enter Job Title, Phone Number and Time zone, otherwise simply select **Create Account**

Set Up Authenticator App

A security code generated by an authenticator app, such as Google Authenticator or Microsoft Authenticator is required to sign into Workday Central Login. Ensure that the app is installed on your mobile device.

Step 1: Scan this QR code with your authenticator app
Once your authenticator app reads the QR code, you'll get a 6-digit code.



Can't scan? Manually enter: ⓘ

Account: Workday ⓘ
Secret Key: 3MME L4VZ UCXV PW2X ⓘ

Step 2: Connect your account to your authenticator app
Enter the code from the authenticator app below. [Learn more](#)

Connect Authenticator App

Step 1: Scan this QR code with your authenticator app
Once your authenticator app reads the QR code, you'll get a 6-digit code.



Can't scan? Manually enter: ⓘ

Account: Workday ⓘ
Secret Key: JYQ6 KVHS PUQV QH7U ⓘ

Step 2: Connect your account to your authenticator app
Enter the code from the authenticator app below. [Learn more](#)

Connect Authenticator App

Add a Mobile Number

Option to add a mobile number to better protect your account. Message & data rates may apply.

Mobile Number
*Limited countries supported at this time.

US +1 Enter your phone number

Add Your Mobile Number

[Skip this Step](#)

Set Up Your Account

Job Title

Phone Number

Timezone

Select a timezone

Create Account

By creating an Account you accept the [Terms of Service](#) and acknowledge the [Privacy Statement](#).

SUPPLIER ONBOARDING FOR NEW SUPPLIERS

You will be brought to the **Supplier Information** screen.

- To begin the completion of the onboarding form, select **Edit**. Complete the required fields that are marked with a *. *Take note of the instructions at the top of the page, for invoice submission purposes and future payment remittance notifications.*

Strategic Sourcing
 HOME SUPPORT

PGA TOUR, Inc. Onboarding Form

NOT STARTED

General Profile

Supplier Information

Business Information

Banking Information

Diversity

Contacts

Attachments

ONBOARDING INFORMATION

MESSAGE CENTER EDIT

Thank you for partnering with the PGA TOUR and its subsidiaries, including the TPC network, First Tee, and World Golf Foundation, as an authorized supplier.

The PGA TOUR uses Workday Strategic Sourcing as its self-service platform for supplier onboarding. To get started, click the **Edit** button in the upper right corner and follow the prompts to complete the supplier onboarding form.

Please use the Message Center to provide your remit-to email address, where all future payment confirmations should be sent.

Please email all future invoices to PGATOURAccountsPayable@pgatourhq.com

- Select your Company's diverse classification by identifying the country from the dropdown menu in the DIVERSITY section. Then click **ADD COUNTRY**. Select checkbox(es) next to the classification(s) that apply. If none apply, skip this step.

Strategic Sourcing
 HOME SUPPORT
HEATHER WHITE

Supplier Registration

DIVERSITY

SUPPLIER COUNTRY

Select country

United States of America

ADD COUNTRY

UNITED STATES OF AMERICA

DELETE

Select all diversity attributes that apply to this supplier

☐ Woman Owned Small Business (WOSB)

☐ Economically Disadvantaged Woman Owned Small Business (ED-WOSB)

☐ Certifications (OTHER)

- Complete the required fields in the **Business Information** section. Start by selecting the country. If you need to add more than one address or phone number, select **ADD ADDRESS** or **ADD PHONE**. Enter applicable Tax Information, starting with the **Country** selection and followed by **Tax ID Type**.

BUSINESS INFORMATION

ADD ADDRESS

ADDRESSES

REQUIRED *

ADDRESS COUNTRY *

Select country

USAGE

Select Usage

ADD PHONE

PHONES

REQUIRED *

PHONE COUNTRY *

Select country

INTERNATIONAL CALLING CODE

(empty)

ADD TAX ID

TAX INFORMATION

REQUIRED *

TAX COUNTRY *

Select country

4. In the **Banking Information** subsection, complete all required fields along with your accepted **Bank Account Payment Type**.

BANKING INFORMATION

ADD BANK ACCOUNT

BANK ACCOUNTS

REQUIRED *

BANK ACCOUNT NICKNAME

ACCOUNT DETAILS

BANK ACCOUNT COUNTRY *

United States of America

BANK ACCOUNT TYPE *

Checking

ROUTING TRANSIT NUMBER *

000000123

BANK ACCOUNT *

123456

BIC

BANK NAME *

Test

DELETE

PAYMENT

ACCEPTED CURRENCIES *

USD

DEFAULT PAYMENT CURRENCY *

USD

PAYMENT TYPES *

US ACH

DEFAULT PAYMENT TYPE *

US ACH

5. The **Contacts** section will allow you to add any other members of your team to be able to access your company's Workday Strategic Sourcing account. Select **Add Contacts** to proceed. We suggest including team members such as your Accounts Receivable team or individuals who are responsible for communicating company contact/banking information. Complete all required fields.

CONTACTS

ADD CONTACT

FIRST NAME *

LAST NAME *

CONTACT INFORMATION

EMAIL *

JOB TITLE

Enter contact title

PHONE COUNTRY *

Select country

PHONE *

Enter contact phone

PHONE DEVICE TYPE

Select Phone Device Type

6. Proceed to the **Attachment** subsection and attach your **completed and signed W-9/W-8 IRS Form** along with your preferred **Banking verification form**. When you have completed your self-registration, select **Submit**. You also have the option to **Save as Draft** if you would like to finish your registration at a later date. Selecting **Cancel** will cancel and delete your registration.
 - a. If you encounter attachment malfunction, confirm that your file name does not have any special characters (such as &*;%,\$,-;? etc.). Additionally, if the error continues, clear your browser's cookies/cache or use a different browser when attaching the file.

ATTACHMENTS

The following supporting documentation is required to be uploaded:

- **Completed and signed IRS Form W9 for domestic Suppliers or IRS Form W8 for international suppliers providing business in the US, by IRS law.**
- **Voided Check or Official Bank Letter, containing Routing Number and Account Number to confirm accuracy of the financial information provided above.**

Paper checks are no longer a payment option available from PGA TOUR, and checks will not be mailed.

REQUIRED *

FILE NAME	FILE SIZE	UPLOAD DATE	UPLOADED BY	FILE TYPE
No items available.				

DRAG/DROP DOCUMENTS or BROWSE FILES

CANCEL

SAVE AS DRAFT

SUBMIT

COMPLETING SELF-REGISTRATION

1. Upon onboarding form submission, you will receive a confirmation email that your form was successfully submitted. To view your submitted form, select View Form.

Workday Strategic Sourcing Sandbox

Form Submitted

You submitted your form to PGA TOUR, Inc.

Company
PGA TOUR, Inc.

Form
Supplier Onboarding

Submitted
11/19/2025 at 9:17 AM EST

VIEW FORM

Learn how to revise and resubmit your form in [Complete a Supplier Form](#).

*** DO NOT REPLY DIRECTLY TO THIS EMAIL ADDRESS ***

This is an automated email intended for mgaspin1054@gmail.com

To reach the Support team, please have an MSC from your organization submit a case through the "Contact Support" link in the Workday Strategic Sourcing Platform or through the [Customer Center](#).

If you are a supplier and need to reach the Support team, please submit a case through the "Contact Us" link in the Workday Strategic Sourcing Platform.

[Privacy Policy](#) / [Terms of Service](#)

W

2. If you need to get in touch with the PGA Tour support team, select **Message Center**.

You can only view this form. To request changes, contact the customer.

ONBOARDING INFORMATION

MESSAGE CENTER

EDIT

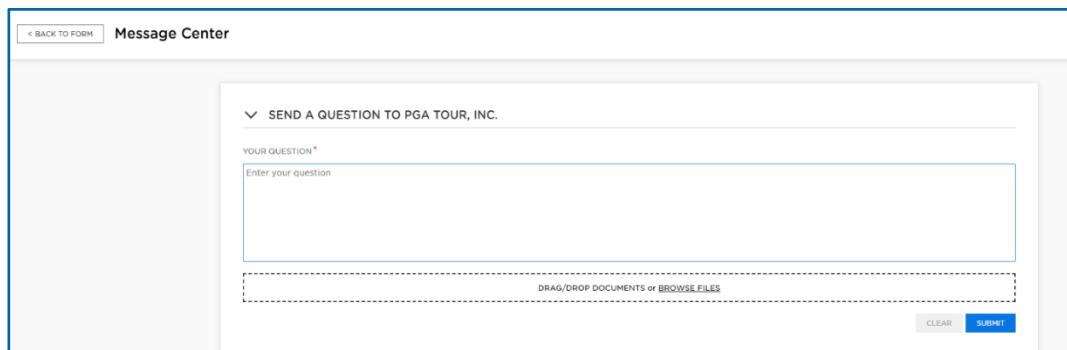
Thank you for partnering with the PGA TOUR and its subsidiaries, including the TPC network, First Tee, and World Golf Foundation, as an authorized supplier.

The PGA TOUR uses Workday Strategic Sourcing as its self-service platform for supplier onboarding. To get started, click the **Edit** button in the upper right corner and follow the prompts to complete the supplier onboarding form.

Please use the [Message Center](#) to provide your remit-to email address, where all future payment confirmations should be sent.

Please email all future invoices to PGATOURAccountsPayable@pgatourhq.com

3. Add your question/comment and select **Submit**. All future correspondence will be received via your email as well as within the Workday Strategic Sourcing Portal.



The screenshot shows a web form titled "Message Center" with a "BACK TO FORM" link. The form is for sending a question to PGA TOUR, INC. It includes a text area for "YOUR QUESTION" and a dashed box for "DRAG/DROP DOCUMENTS or BROWSE FILES". There are "CLEAR" and "SUBMIT" buttons at the bottom right.

For any future updates to banking or contact information, or to submit supporting documentation, please utilize the secure Workday portal link below. We recommend that you bookmark this page for quick and easy access going forward.

<https://identity.workday.com/auth/login?invite=true>

TROUBLESHOOTING & SUPPORT LINKS

[Password Reset Support Documentation](#)

[Workday Central Login FAQs](#)

[Supplier Sign In & Account Security FAQ](#)

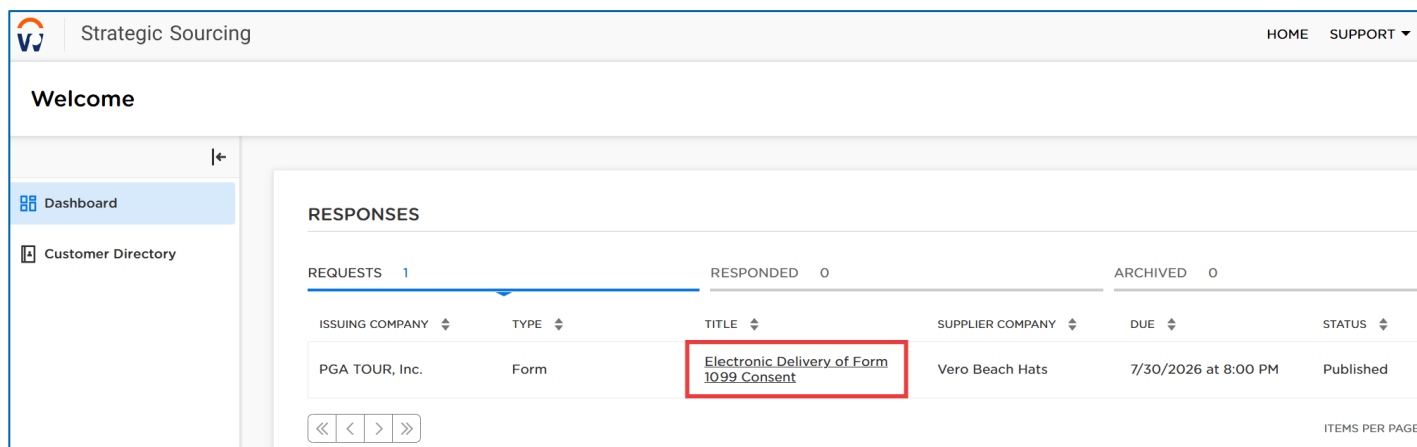
For any Workday Strategic Sourcing platform technical issues please contact scoutsupport@workday.com

FORM 1099 DELIVERY METHOD ELECTION

The PGA Tour offers suppliers the option to receive IRS Form 1099 electronically via a secure email instead of by mail. To ensure we capture your preferred method of receiving future 1099 forms, please proceed with the documented steps below.

You will receive an email notification from Workday Strategic Sourcing (no-reply_strategicsourcing@workday.com). Select View Form and use previously created login details to access the portal.

1. Under **Responses** select **Electronic Delivery of Form 1099 Consent**. If this screenshot does not match your screen, proceed to step 2.



The screenshot shows the "Strategic Sourcing" portal with a "Welcome" message. The left sidebar has "Dashboard" and "Customer Directory" links. The main content area is titled "RESPONSES" and shows a table with columns: ISSUING COMPANY, TYPE, TITLE, SUPPLIER COMPANY, DUE, and STATUS. The table has one row: PGA TOUR, Inc., Form, Electronic Delivery of Form 1099 Consent, Vero Beach Hats, 7/30/2026 at 8:00 PM, Published. The "TITLE" column is highlighted with a red box. There are also tabs for REQUESTS (1), RESPONDED (0), and ARCHIVED (0).

ISSUING COMPANY	TYPE	TITLE	SUPPLIER COMPANY	DUE	STATUS
PGA TOUR, Inc.	Form	Electronic Delivery of Form 1099 Consent	Vero Beach Hats	7/30/2026 at 8:00 PM	Published

2. Select **OPEN QUESTIONNAIRE** or **OPEN**

[< BACK](#) **Electronic Delivery of Form 1099 Consent** Changes save automatically [PREVIEW](#) [SUBMIT FORM](#)

FORM

QUESTIONNAIRE

Fill out the questions in the Form below then submit your response.

SECTION	DESCRIPTION	LAST UPDATED	STATUS	# OF FEEDBACK	ACTIONS
Electronic Delivery of Form 1099 Consent	The PGA TOUR offers suppliers the option to receive IRS Form 1099 electronically...	✓ Never	⚠ Needs attention	--	OPEN

EXPORT OR IMPORT YOUR FORM ⓘ

[EXPORT](#) [IMPORT](#)

[OPEN QUESTIONNAIRE](#)

3. If you wish to opt-in to receive your 1099 electronically via a secure email, please select **Yes**. If you wish to receive your 1099 through mail, please select **No**. Select **Review & Submit** to complete questionnaire.

[W](#) Strategic Sourcing HOME SUPPORT ▾ MR

[< BACK](#) **Electronic Delivery of Form 1099 Consent** Changes save automatically [REVIEW & SUBMIT](#)

QUESTIONNAIRE

OVERALL PROGRESS

Required Questions 0 of 1

Optional Questions 0

SECTIONS

1. Electronic Delivery of Form ...

1 ELECTRONIC DELIVERY OF FORM 1099 CONSENT

The PGA TOUR offers suppliers the option to receive IRS Form 1099 electronically instead of by mail.

By selecting "**Yes**" below, you consent to receive your Form 1099 electronically through our designated delivery method. Your consent will remain in effect for all future Forms 1099 unless you withdraw it.

Please note:

- If you do not provide consent, a paper Form 1099 will be mailed to the address we have on file.
- You may withdraw your consent at any time by contacting us in writing.
- You may request a paper copy of your Form 1099 even after consenting to electronic delivery.
- It is your responsibility to maintain a valid email address and notify us of any changes.
- You must have access to a computer or mobile device capable of receiving, viewing, downloading, and printing PDF documents.
- Electronic Forms 1099 will be made available no later than January 31 of each year.

1.1 * Do you consent to receive Form 1099 electronically via email?

☐ Yes, I consent to receive my Form 1099 electronically via email

☐ No, I prefer to receive a paper Form 1099 by mail

[Clear selection](#)

4. Select **Submit** upon which the below confirmation will appear.

[W](#) Strategic Sourcing HOME SUPPORT ▾ MR

[< BACK](#) **Electronic Delivery of Form 1099 Consent** Changes save automatically [PREVIEW](#) [SUBMIT FORM](#)

SUCCESS! WHAT'S NEXT?



Workday Strategic Sourcing will notify the event owner of your submission.

If further action is needed, the event owner or Workday Strategic Sourcing will contact you.

You can retract your Form and edit it until the submission deadline.

[GO TO DASHBOARD](#)