PGA TOUR, Inc.

Workday Strategic Sourcing Guide for New Suppliers

Welcome, and thank you for partnering with the PGA TOUR!

To streamline supplier onboarding, The PGA TOUR uses Workday Strategic Sourcing as its registration platform. This guide will give you step-by- step instructions for creating your account. If you have any questions, please don't hesitate to reach out and our team would be happy to assist. If you have any questions, please email us at the email address below.

Accounts Payable - Vendor Management

APInquiry@pgatourhq.com

Contents

INTRODUCTION TO WORKDAY STRATEGIC SOURCING

Workday Strategic Sourcing is a cloud-based sourcing tool that is used to streamline the Supplier self-registration process. As of December 1, 2025, all newly onboarded Suppliers will be required to create a Workday Strategic Sourcing Account and complete onboarding forms through the portal. issued RFP's are posted using Workday Strategic Sourcing. Workday Strategic Sourcing uses Workday Central Login (WCL) as a secure authentication platform. To create an account, you need to verify your email, set up a strong password, and pair your authenticator app. Please note, you must register your account on a desktop computer.

BEFORE YOU BEGIN

- Allow all emails from no-reply_strategicsourcing@workday.com
- Check spam/junk folders
- Gather the following required materials:
  - Completed and signed IRS W-9 Form
  - Bank Letter
  - Diversity classification (if applicable)
  - Contact information for your company

You will need to use an authenticator app to register and sign into your account. Download an authenticator app on your mobile device from the Apple App Store or Google Play Store. You can also use a web browser authenticator app. Frequently used authenticators 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.
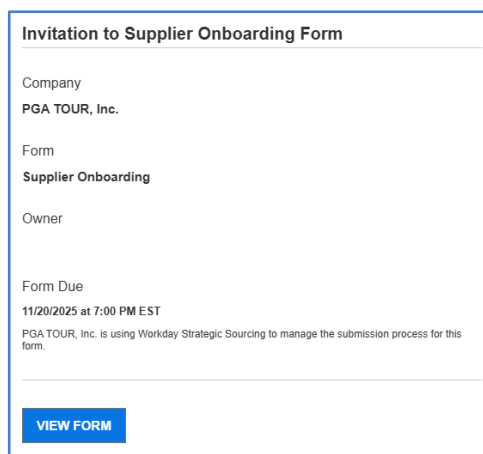
SIGN UP FOR WORKDAY STRATEGIC SOURCING

You will receive an email with the self-registration link to begin signing up for Workday Strategic Sourcing and as result creating an account with the PGA TOUR.

EMAIL INVITATION FOR NEW SUPPLIERS

You will receive an email from no-reply_strategicsourcing@workday.com to complete the onboarding form.
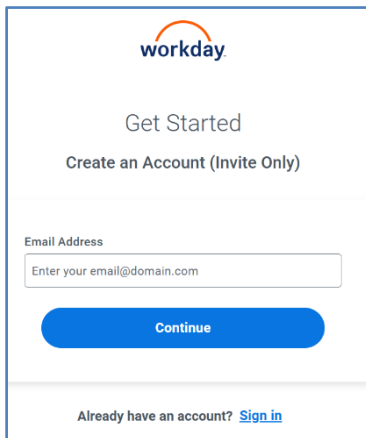
1. Select **VIEW FORM**

Invitation to Supplier Onboarding Form

Company
PGA TOUR, Inc.

Form
Supplier Onboarding

Owner

Form Due

11/20/2025 at 7:00 PM EST

PGA TOUR, Inc. is using Workday Strategic Sourcing to manage the submission process for this form.
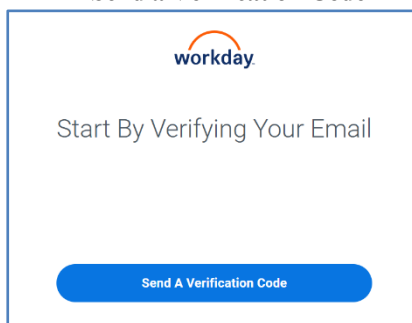
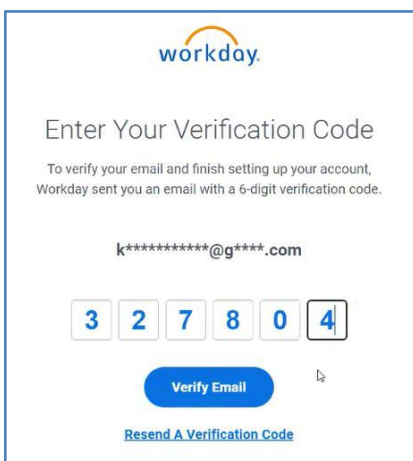[VIEW FORM]

2. Select **Received an invite?**

3. Unless you are already utilizing Workday Strategic Sourcing with another customer in which case you would select **Sign In**, proceed by entering your email address to establish a new Workday Strategic Sourcing Account followed by **Continue**
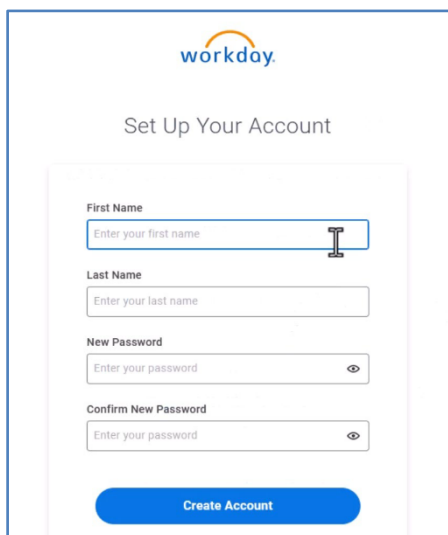

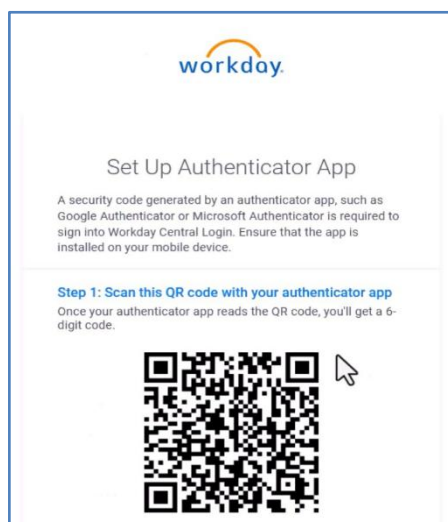4. Select **Send a Verification Code**. This will send a 6-digit code to your email.

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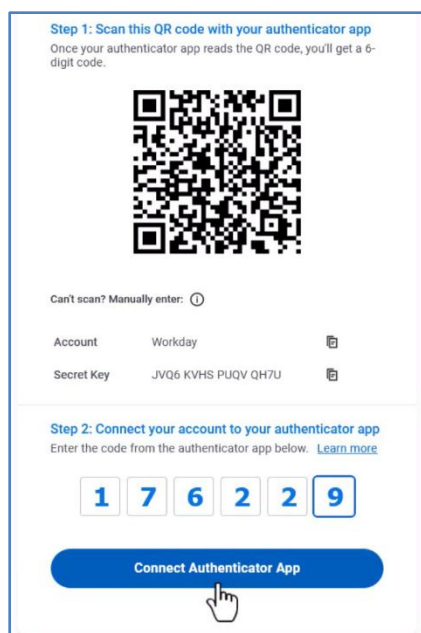
6. Enter your name and create a password for your account. Password requirements will be listed as you enter the password. Select **Create Account**.

7. Connect your authenticator app by scanning the QR code or manually entering the Account and Secret key provided at the bottom of the screen.

8. Enter the 6-digit code from your authenticator app and click **Connect Authenticator App**.

9. You can optionally enter a mobile phone number and click **Add Your Mobile Number,** or you can click **Skip this Step**.

10. Select the checkbox next to **Accept Terms of Service**. The remaining fields on this screen are optional, but we do recommend choosing your time zone. Click **Save and Finish**.

SUPPLIER ONBOARDING FOR NEW SUPPLIERS

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

1. To begin the completion of the onboarding form, select **Edit**. Complete the required fields that are marked with a *. All other fields are optional. Please take note of the message at the top of the registration screen and ensure to upload your completed W-9/W-8 along with the Bank letter for banking confirmation purposes.

2. Select your diverse classification by selecting **United States of America** from the dropdown menu in the DIVERSITY section. Then click **ADD COUNTRY**.

3. Select the checkbox(es) next to the classification(s) that apply. If no classifications apply, skip this step.

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)

☐ Small Business

4. Complete the required fields in the **Business Information** section. Start by selecting a 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

ADDRESSES　　　　　　　　　　　　　　　　　　　　　　　　　　　ADD ADDRESS

REQUIRED*

ADDRESS COUNTRY*　　　　　　　　　　　　USAGE
Select country　　　　　　　　　　⌄　　　Select Usage　　　　　　　　　⌄

PHONES　　　　　　　　　　　　　　　　　　　　　　　　　　　　　ADD PHONE

REQUIRED*

PHONE COUNTRY*　　　　　　　　　　　　　INTERNATIONAL CALLING CODE
Select country　　　　　　　　　　⌄　　　(empty)

TAX INFORMATION　　　　　　　　　　　　　　　　　　　　　　　　ADD TAX ID

REQUIRED*

TAX COUNTRY*
Select country　　　　　　　　　　⌄

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

BANKING INFORMATION

BANK ACCOUNTS　　　　　　　　　　　　　　　　　　　　　　ADD BANK ACCOUNT

REQUIRED*

BANK ACCOUNT NICKNAME　　　　　　　　　　BANK ACCOUNT PAYMENT TYPES
　　　　　　　　　　　　　　　　　　　　　US ACH ✕　　　　　　　　　✕ ⌄

ACCOUNT DETAILS

BANK ACCOUNT COUNTRY*　　　　　　　　　　BANK ACCOUNT TYPE*
United States of America　　　　✕ ⌄　　　Checking　　　　　　　　✕ ⌄

ROUTING TRANSIT NUMBER* 🔒　　　　　　　　BANK ACCOUNT* 🔒

BIC 🔒　　　　　　　　　　　　　　　　　　　BANK NAME*

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　DELETE

PAYMENT

ACCEPTED CURRENCIES*　　　　　　　　　　　DEFAULT PAYMENT CURRENCY*
USD ✕　　　　　　　　　　　　　✕ ⌄　　　USD　　　　　　　　　　　✕ ⌄
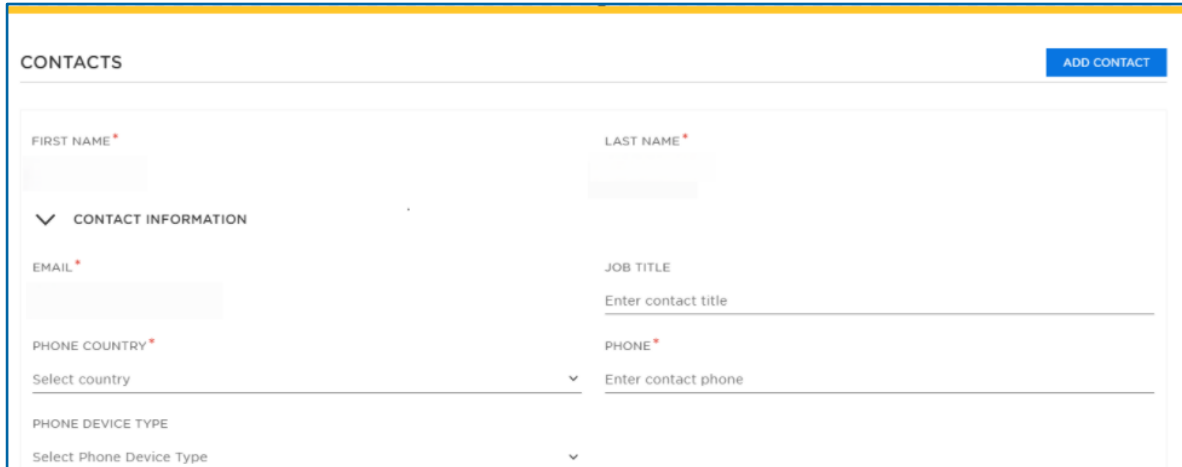
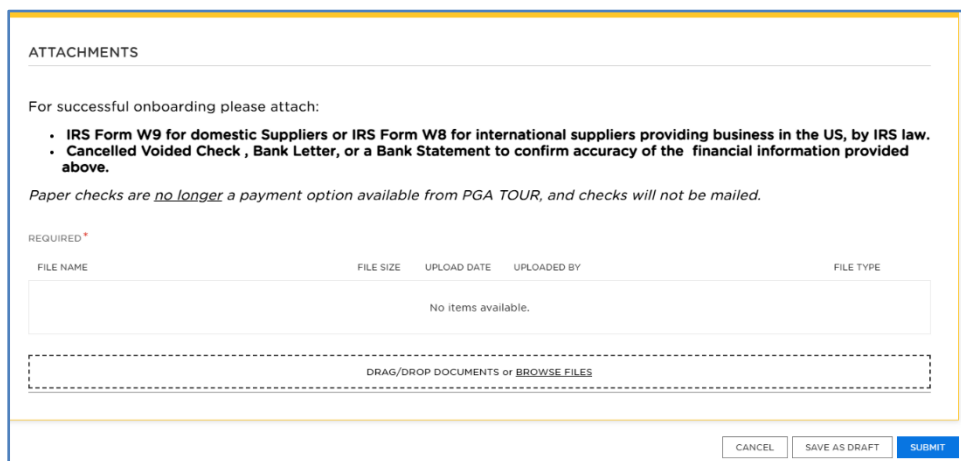PAYMENT TYPES*　　　　　　　　　　　　　　DEFAULT PAYMENT TYPE*
Pending Banking ✕　　　　　　　　✕ ⌄　　　Pending Banking　　　　　✕ ⌄

6. 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.
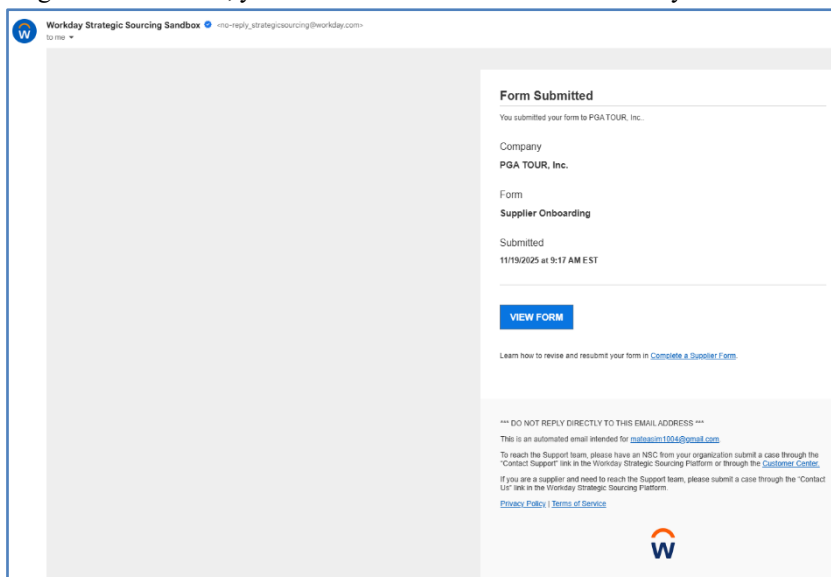

7. Proceed to the **Attachment** subsection and attach your completed W-9/W-8 IRS Form along with your preferred Banking verification form. When you have completed your self-registration, select **Submit** at the bottom right corner of the screen. You also have the option to **Save as Draft** if you would like to finish your registration at a later date. Selecting **Cancel** will cancel and delete your registration.

COMPLETING SELF-REGISTRATION

Upon onboarding form submission, you will receive a confirmation email that your form was successfully submitted.

1. To view your submitted form, contact PGA TOUR support, or edit your submitted information, select **View Form**.

2. If you need to get in touch with the PGA TOUR support team, select Message Center and add your question prior to selecting Submit. The inquiry will be received and all future responses will be received via your email as well as within the Workday Strategic Sourcing Portal.