

Supplier Self Service Fact Sheet



Things You Need to Know



Supplier Self Service Portal	The Supplier Self-Service portal is a free internet accessible Workday enabled self-service tool that allows suppliers to directly access their information during the “procure-to-pay” lifecycle.
Who has Access	The Cleveland Metropolitan School District (CMSD) Procurement/Purchasing team and all approved CMSD suppliers will have access to the portal.
Registration Requirements	Effective August 2018, all CMSD approved supplier will be required to register and use the Self Service portal as the primary means of doing business with CMSD. Please visit our Supplier Self Service webpage for registration information.
New Supplier	New suppliers seeking to do business with CMSD must complete the registration process and be approved by CMSD.
Existing Suppliers	Existing suppliers must provide the most up-to-date contact information.
Available Features	The Supplier Self Service portal offers the ability to: <ul style="list-style-type: none"> • Self-register through an external website • Receive newly issued purchase orders • View purchase orders • Access payment and remittance advice information • Maintain master data such as contact information, addresses, and bank accounts. • Create invoices (coming soon) • Upload catalogs (coming soon)
Questions & Answers	Frequently Asked Questions (FAQs) can be found on our Supplier Self Service webpage.
How To Guide	For instructions on using the CMSD Supplier Self Service portal, view the Supplier Self Service Guide found on the CMSD Supplier Self Service webpage.
Supplier Self Service Webpage	Additional information about CMSD Supplier Self Portal may be found at http://clevelandmetroschools.org/Domain/120

Additional Information



Contact Us:



216.838.0410



SupplierSelfService@clevelandmetroschool.org