



# Supplier Portal

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[Introduction](#)

**Page 2**

[How to login](#)

**Page 3**

[Reset Password](#)

**Page 5**

[Invoices and Payment](#)

**Page 7**

[Update your catalog](#)

**Page 8**

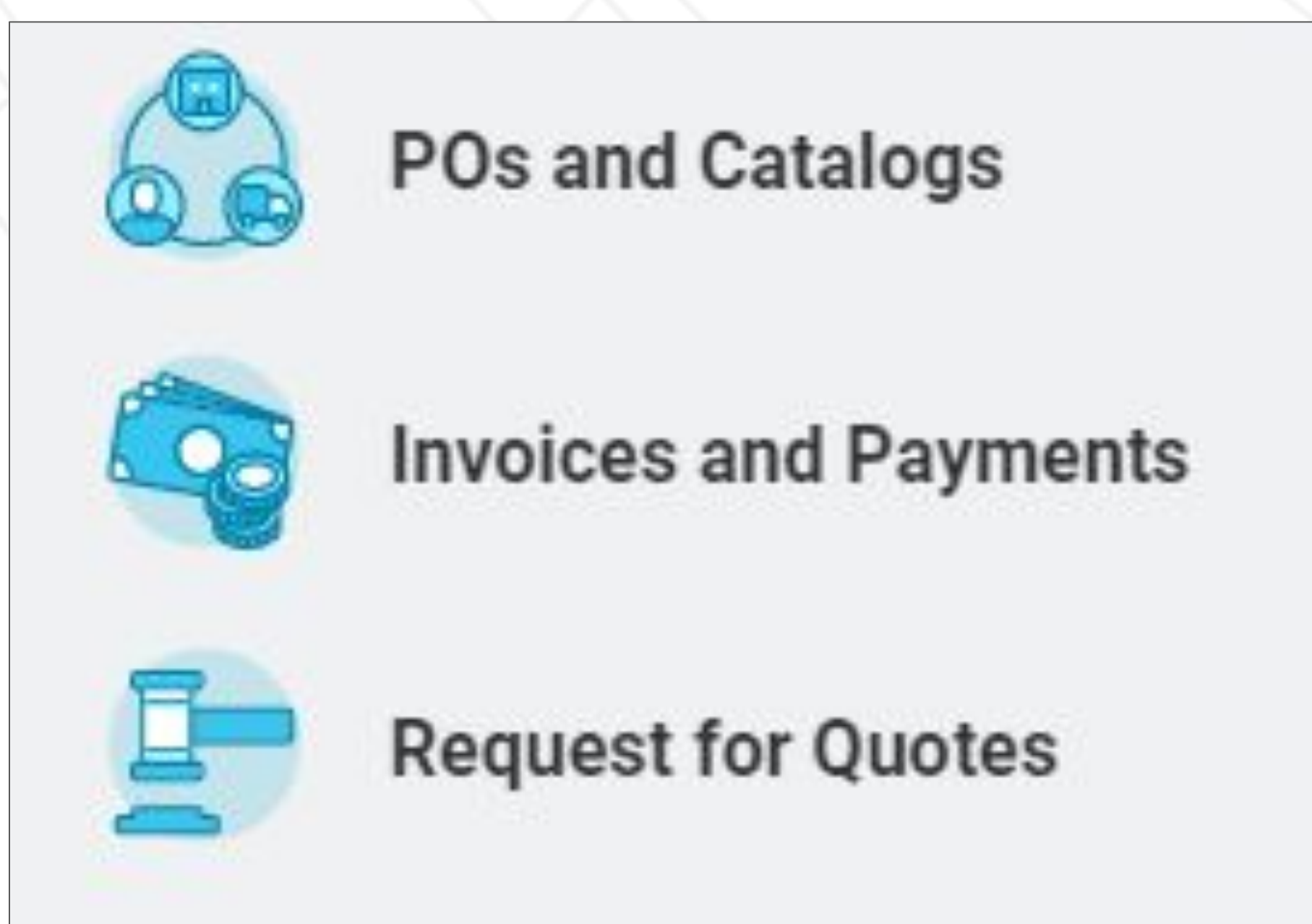
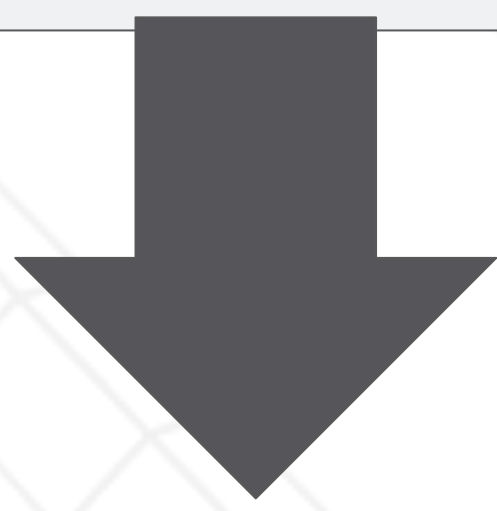
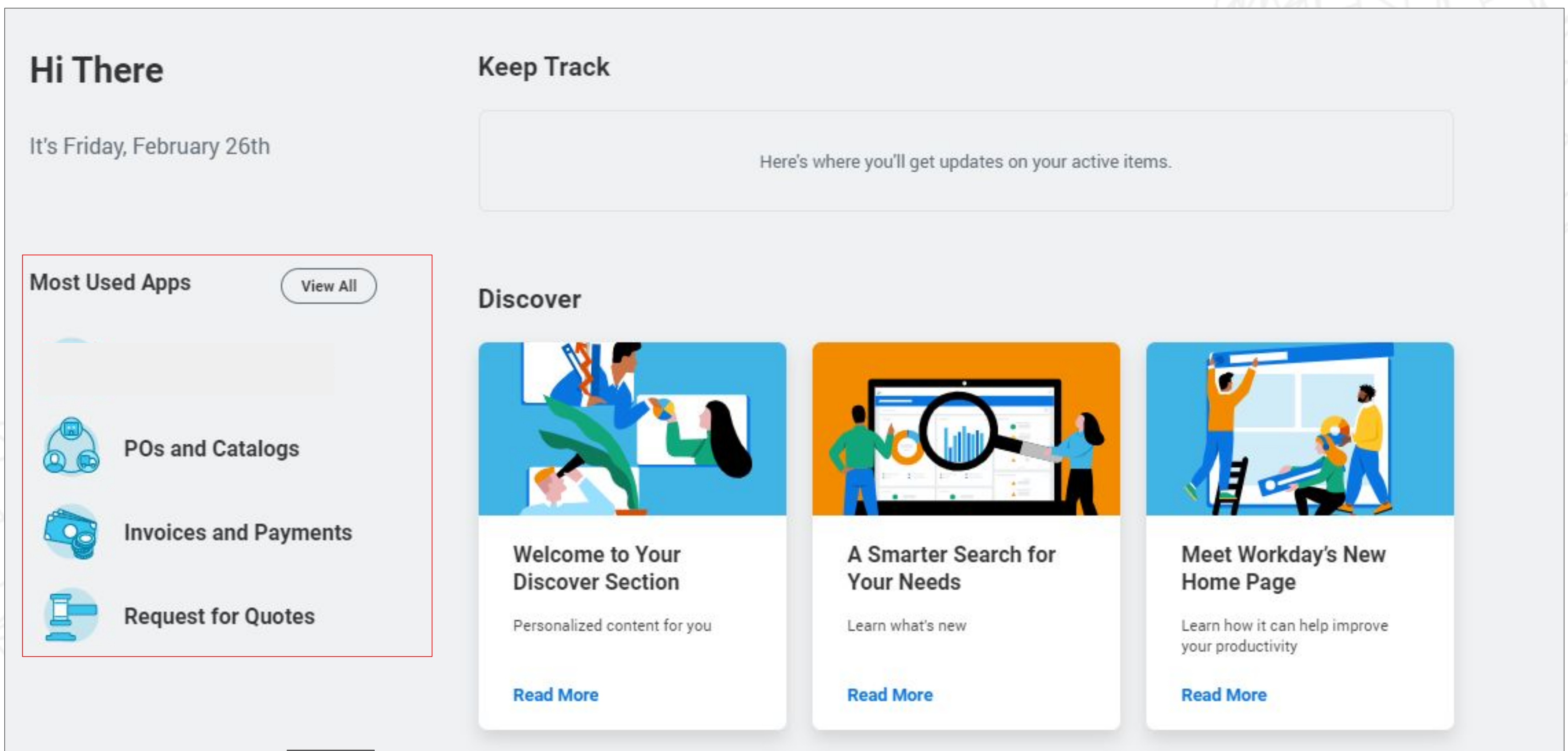
[View all catalog loads](#)

**Page 11**

# Introduction

URL: <https://wd3.myworkday.com/veoliauki/login.html>

On Supplier Portal, you can check your invoices and payment statuses. Please contact Veolia Supply Chain Shared Services if you do not have your account set up yet - [uki.supplychain-uk@veolia.com](mailto:uki.supplychain-uk@veolia.com)



# How to login

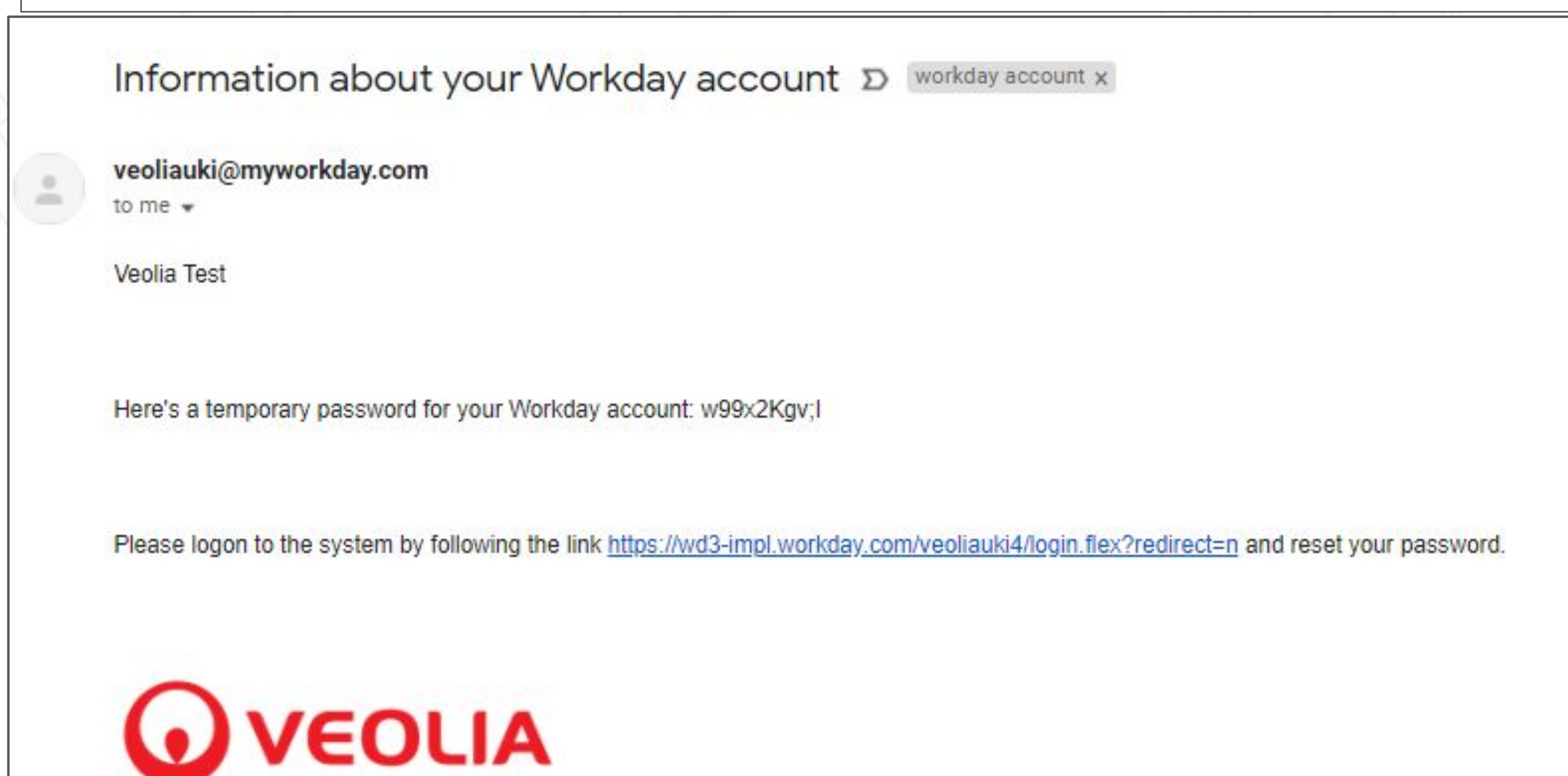
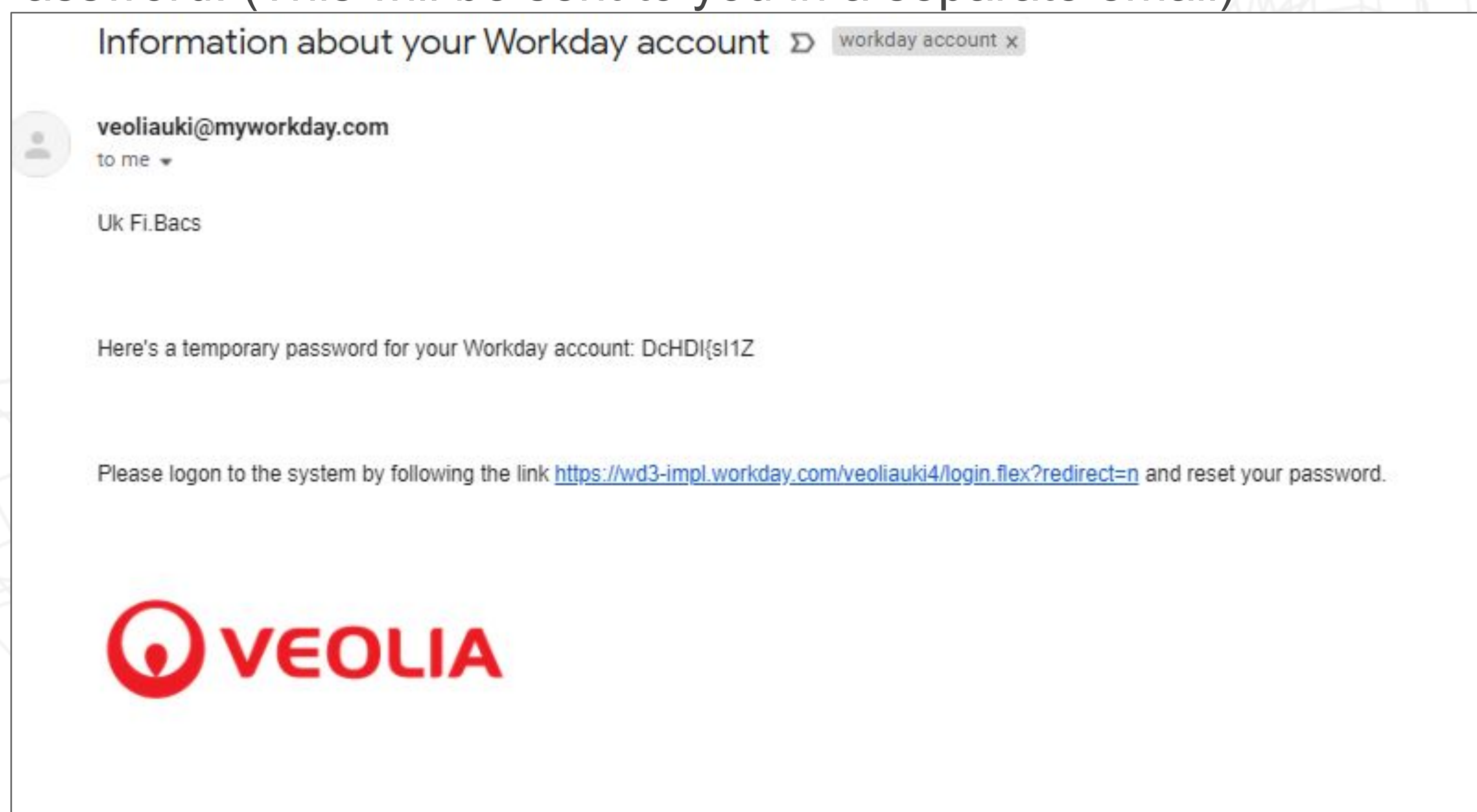
1. Once your account is set up, you will receive a notification email from [veoliauki@myworkday.com](mailto:veoliauki@myworkday.com)

The email contains:

URL: <https://wd3.myworkday.com/veoliauki/login.html>

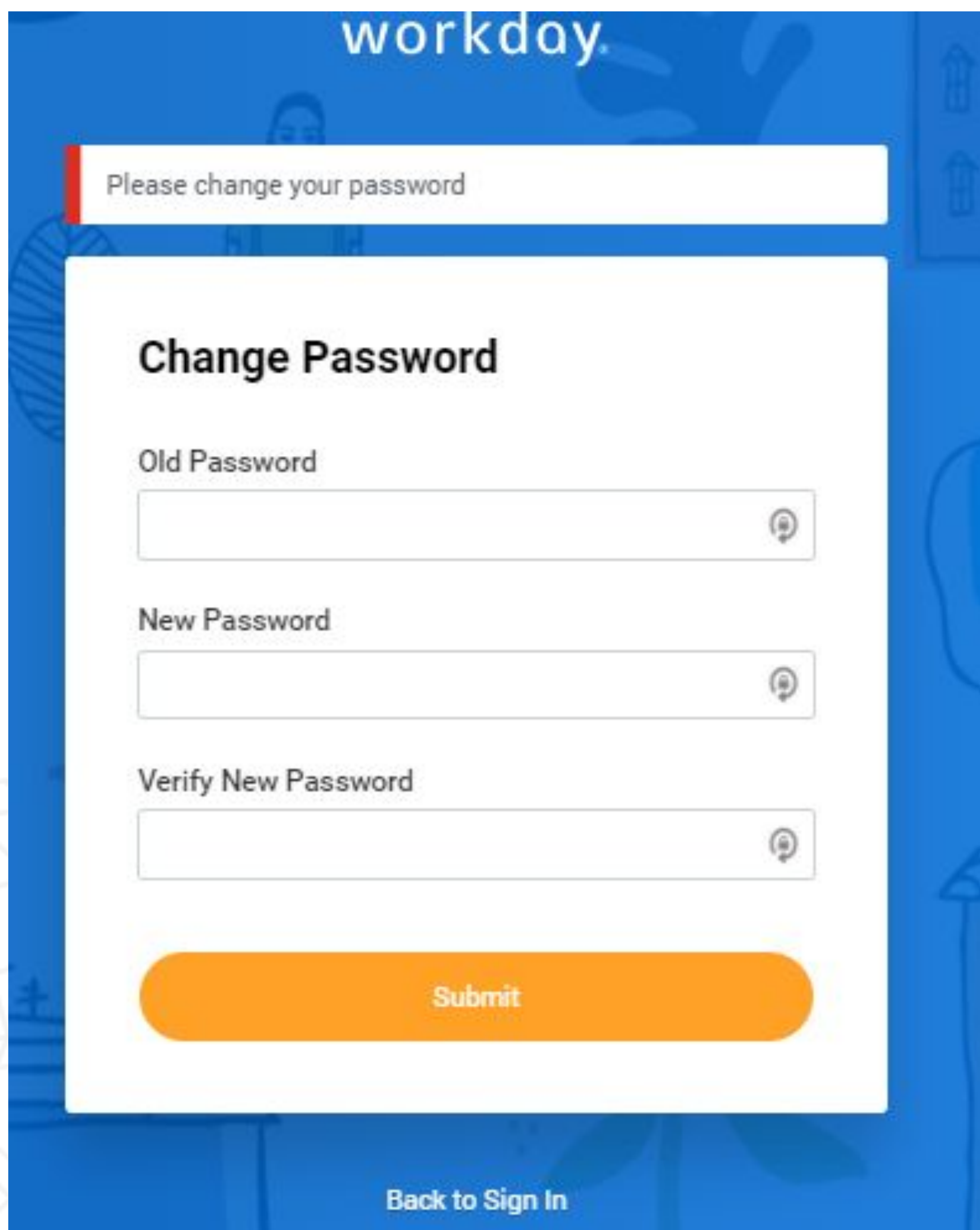
Username:

Password: (This will be sent to you in a separate email)



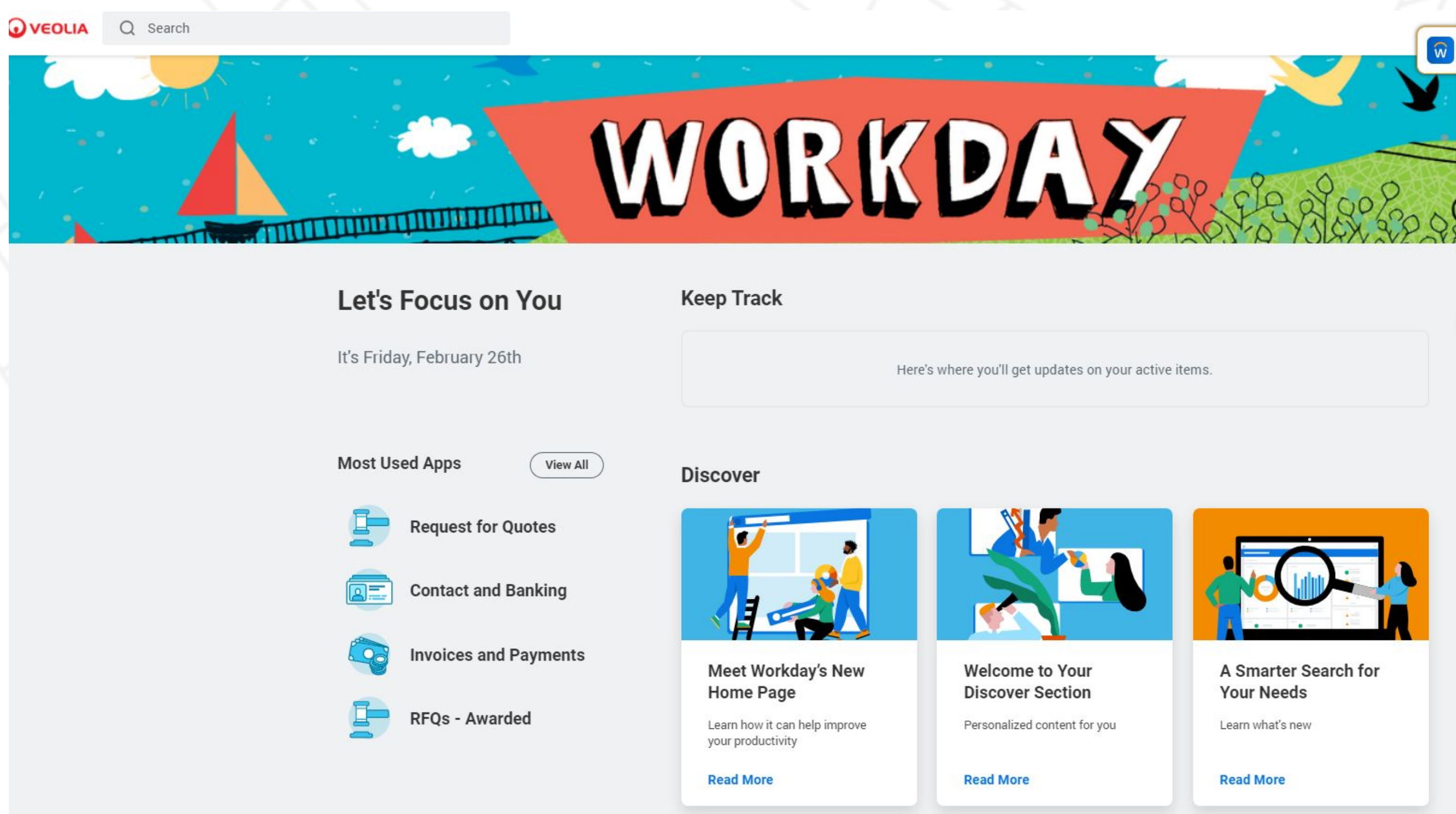
2. Click the url in the email, use the user account and password in the emails to login.

3. You will be prompted to change your password.



The screenshot shows the Workday 'Change Password' interface. At the top, the Workday logo is visible. Below it, a message reads 'Please change your password'. The main form is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. Each field has a toggle icon for password visibility. At the bottom of the form is an orange 'Submit' button. A link for 'Back to Sign In' is located at the bottom left of the form area.

4. Now you are successfully logged in.

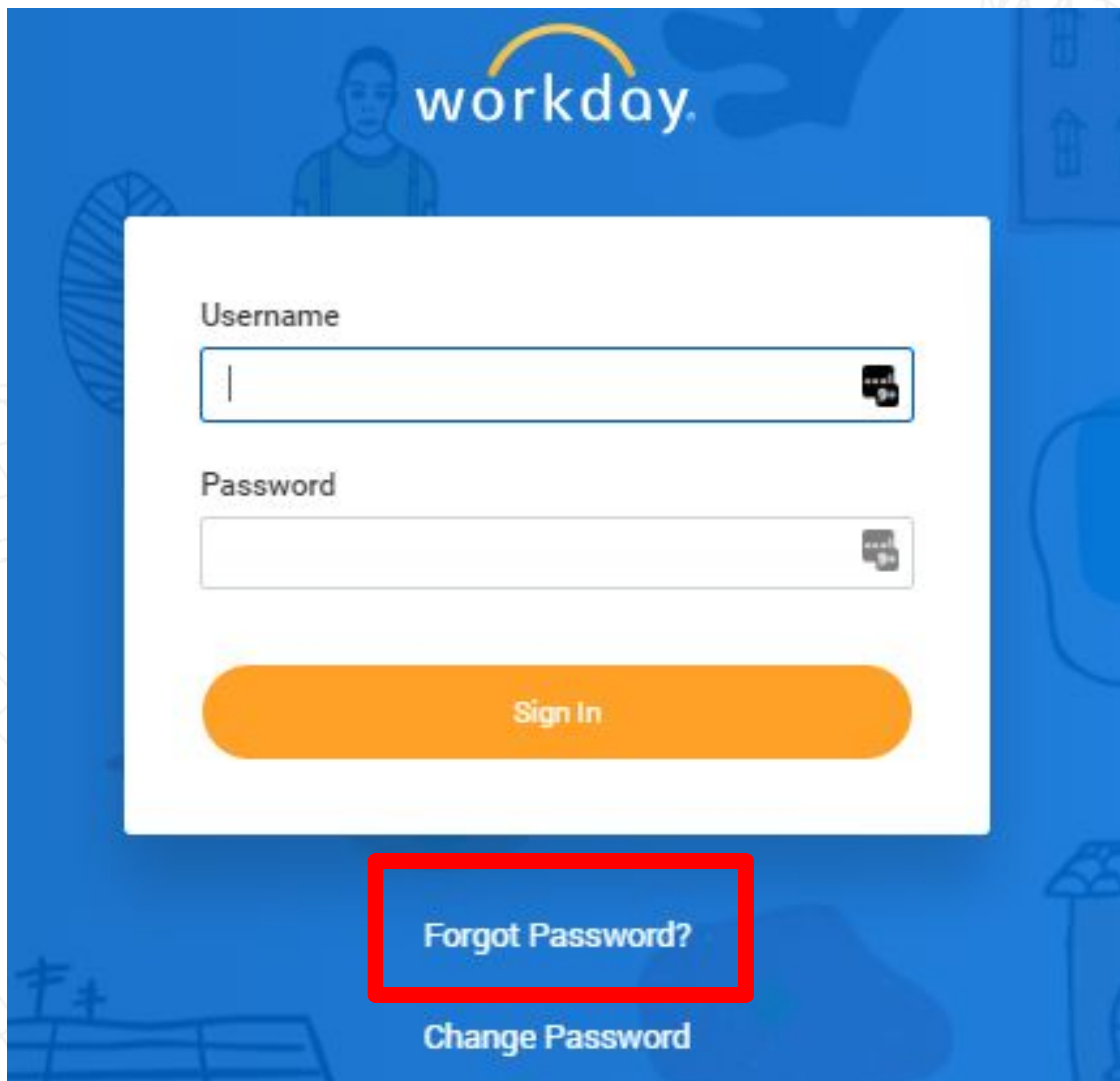


# Password reset

Log into:

<https://wd3.myworkday.com/veoliauki/login.html>

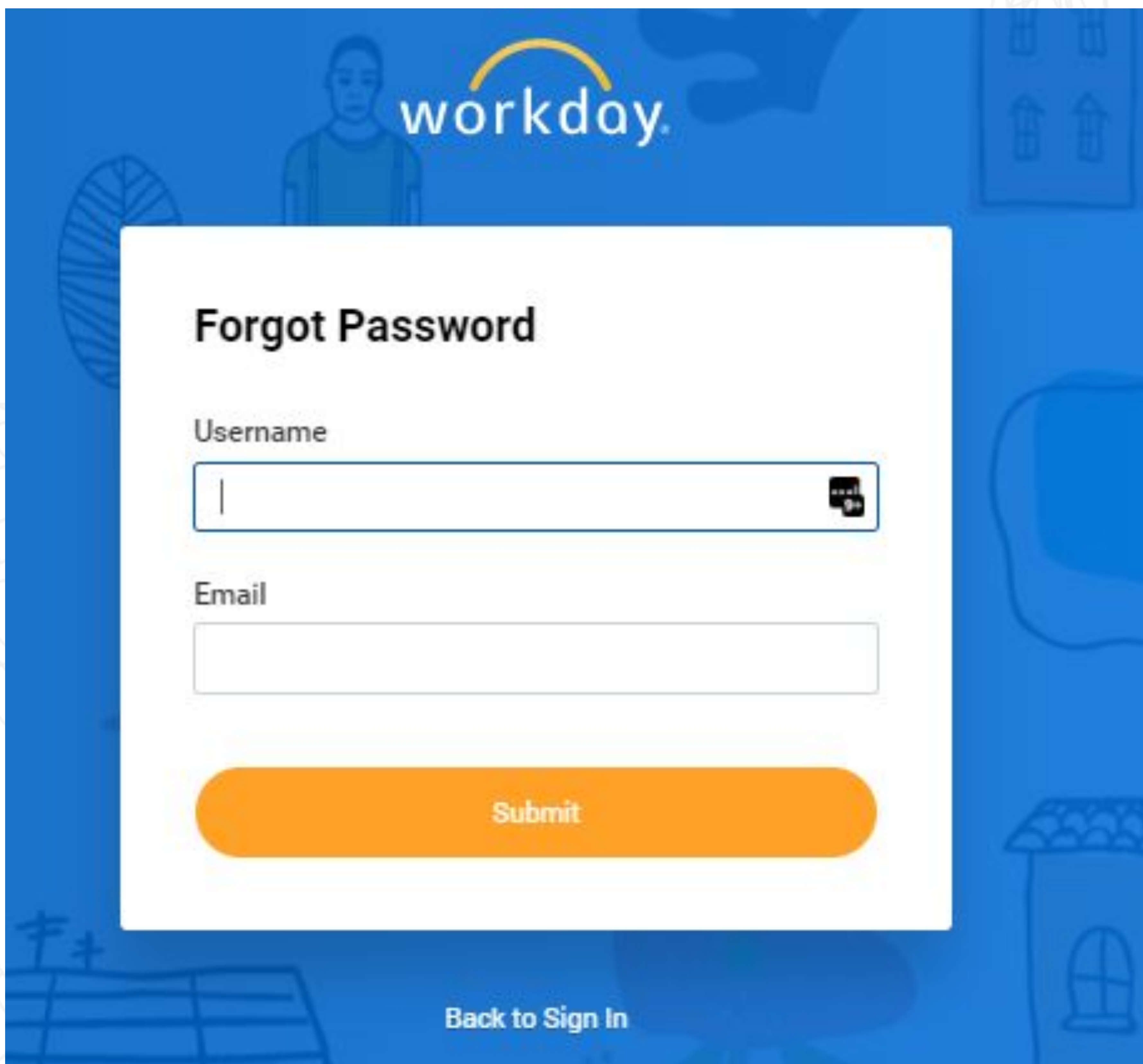
1. If you forget your password, go to the url above and click Forgot Password.



The screenshot shows the Workday login interface. At the top, the Workday logo is displayed. Below it, there are two input fields: 'Username' and 'Password'. Each field has a small icon on the right side. Below the input fields is a large orange button labeled 'Sign In'. At the bottom of the page, there are two links: 'Forgot Password?' and 'Change Password'. The 'Forgot Password?' link is highlighted with a red rectangular box.

2. On the Forgot Password screen, populate your user name (this is normally your email address) and your registered email address. The email address must be the one linked to your user account.

3. Click Submit.



**Forgot Password**

Username

Email

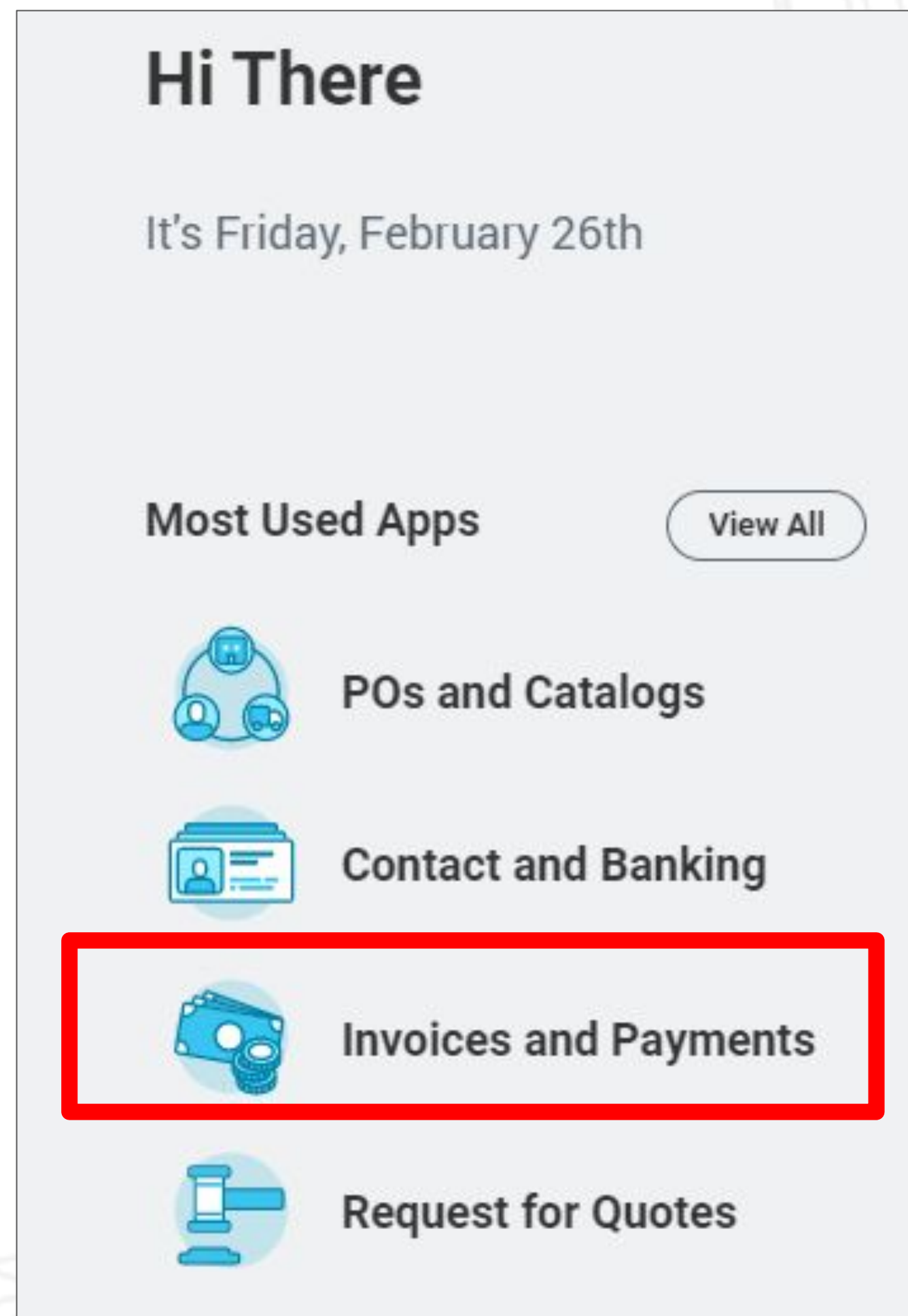
Submit

[Back to Sign In](#)

4. You will receive an email: Password Reset Request for your Workday account. Click the link in the email to reset your password. You have to do this within an hour.

# Invoices and Payments

1. To check payment statuses for your invoices, click Invoices and Payments on the dashboard.

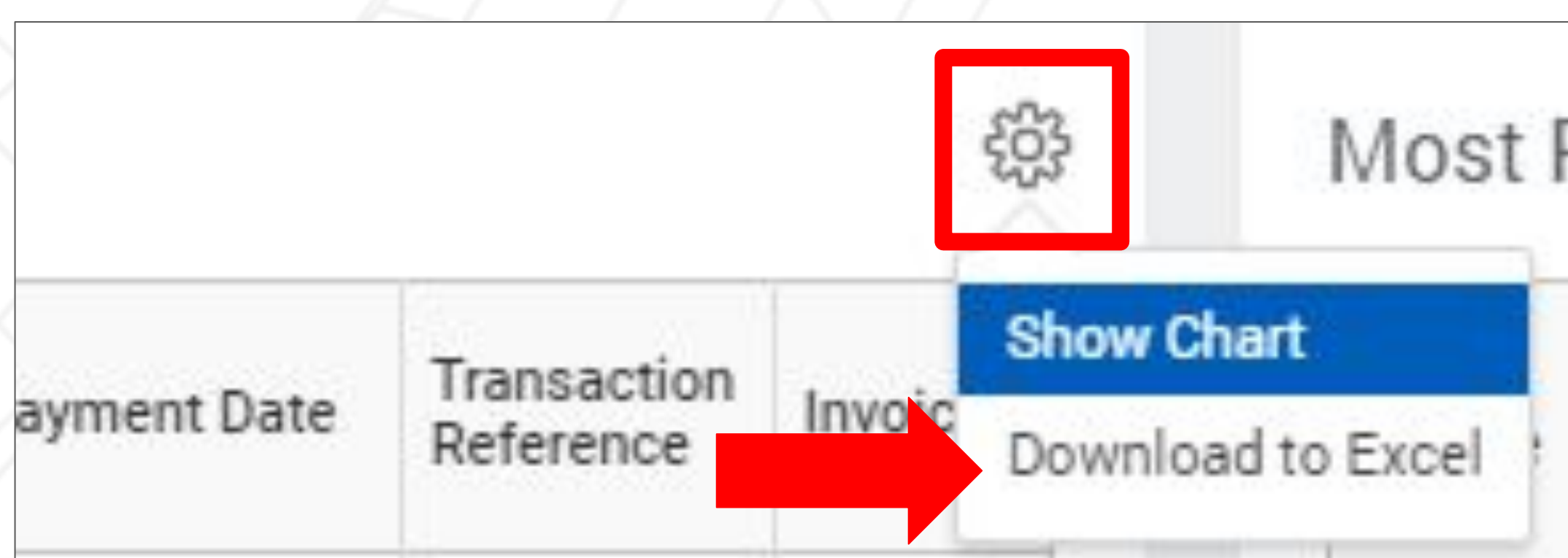


1. You can see the results straight away in the next screen.

← Invoices and Payments

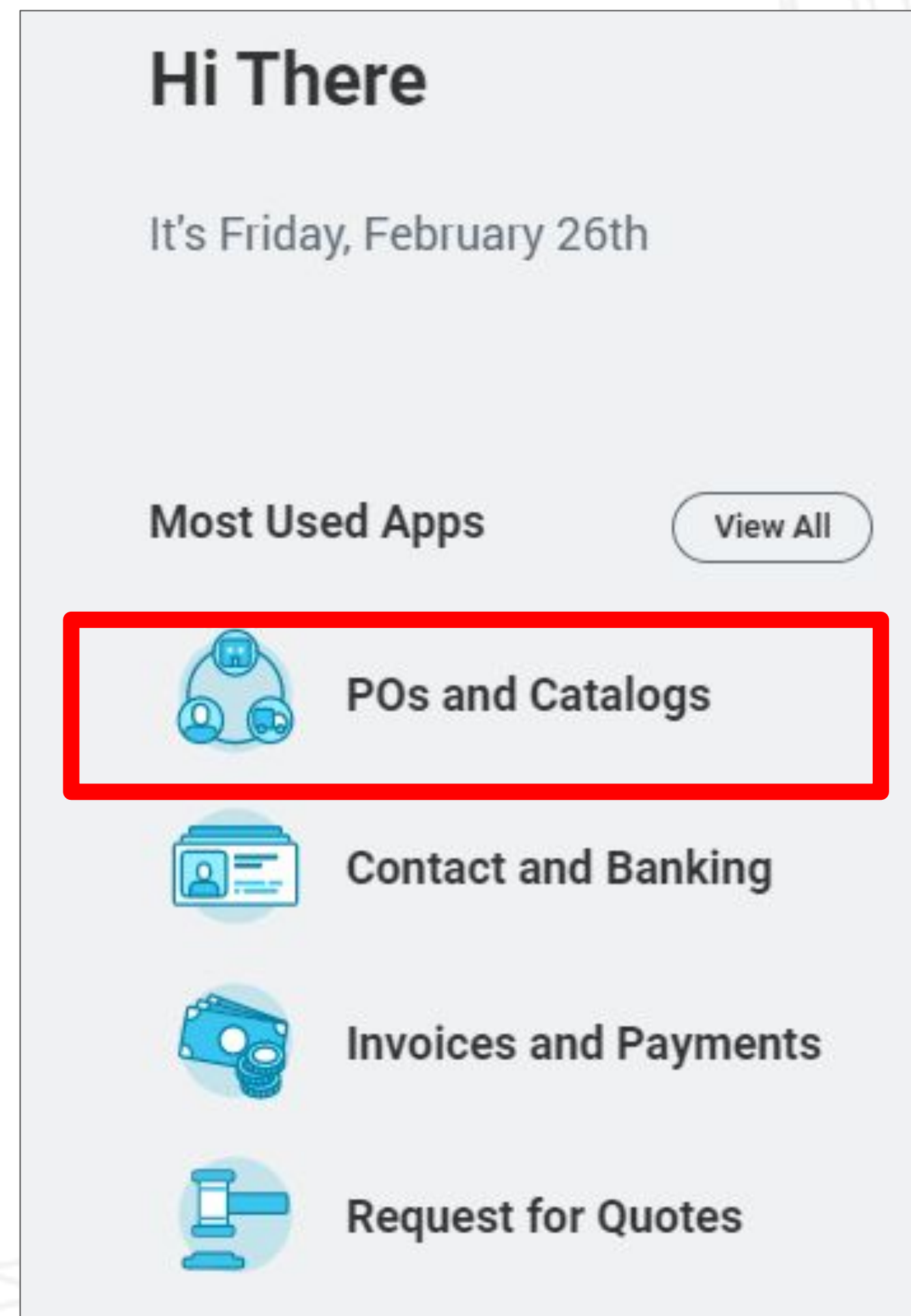
Most Recent Payments							Most Recent Invoices						
Payment	View	Payment Amount	Currency	Payment Date	Transaction Reference	Invoices	Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	Invoice Status	Payment Status
Supplier Payment: Morris Lubricants: 19-Feb-2021	<a href="#">View</a>	220.00	GBP	19/02/2021		2	2300002279	Invoice Adjustment Validation 8:00	(3,600.00)	GBP	13/04/2021	Draft	Unpaid
Supplier Payment: Morris Lubricants: 17-Feb-2021	<a href="#">View</a>	221.40	GBP	17/02/2021	110315 (BACS)	1	2300001698	JM788	120.00	GBP	06/04/2021	Canceled	Unpaid
Supplier Payment: Morris Lubricants: 23-Dec-2020	<a href="#">View</a>	84.00	GBP	23/12/2020	110137 (BACS)	1	2300001697	JM TEST 456	120.00	GBP	06/04/2021	Approved	Unpaid
Supplier Payment: Morris Lubricants: 18-Dec-2020	<a href="#">View</a>	29,380.86	GBP	18/12/2020	110060 (BACS)	31	2300001438	Test	(240.00)	GBP	26/03/2021	Canceled	Unpaid
Supplier Payment: Morris Lubricants: 18-Dec-2020	<a href="#">View</a>	100.00	SEK	18/12/2020		1	2300001412	Test Adjustment	(360.00)	GBP	24/03/2021	Canceled	Unpaid
Supplier Payment: Morris Lubricants: 10-Dec-2020	<a href="#">View</a>	100.00	SEK	10/12/2020		1	2300001415	Test - \$%	(360.00)	GBP	24/03/2021	Canceled	Unpaid
							2300001369	Test - Attachment	360.00	GBP	22/03/2021	Canceled	Unpaid

1. To download the data to Excel, click the setting icon on the right corner and select "Download to Excel"

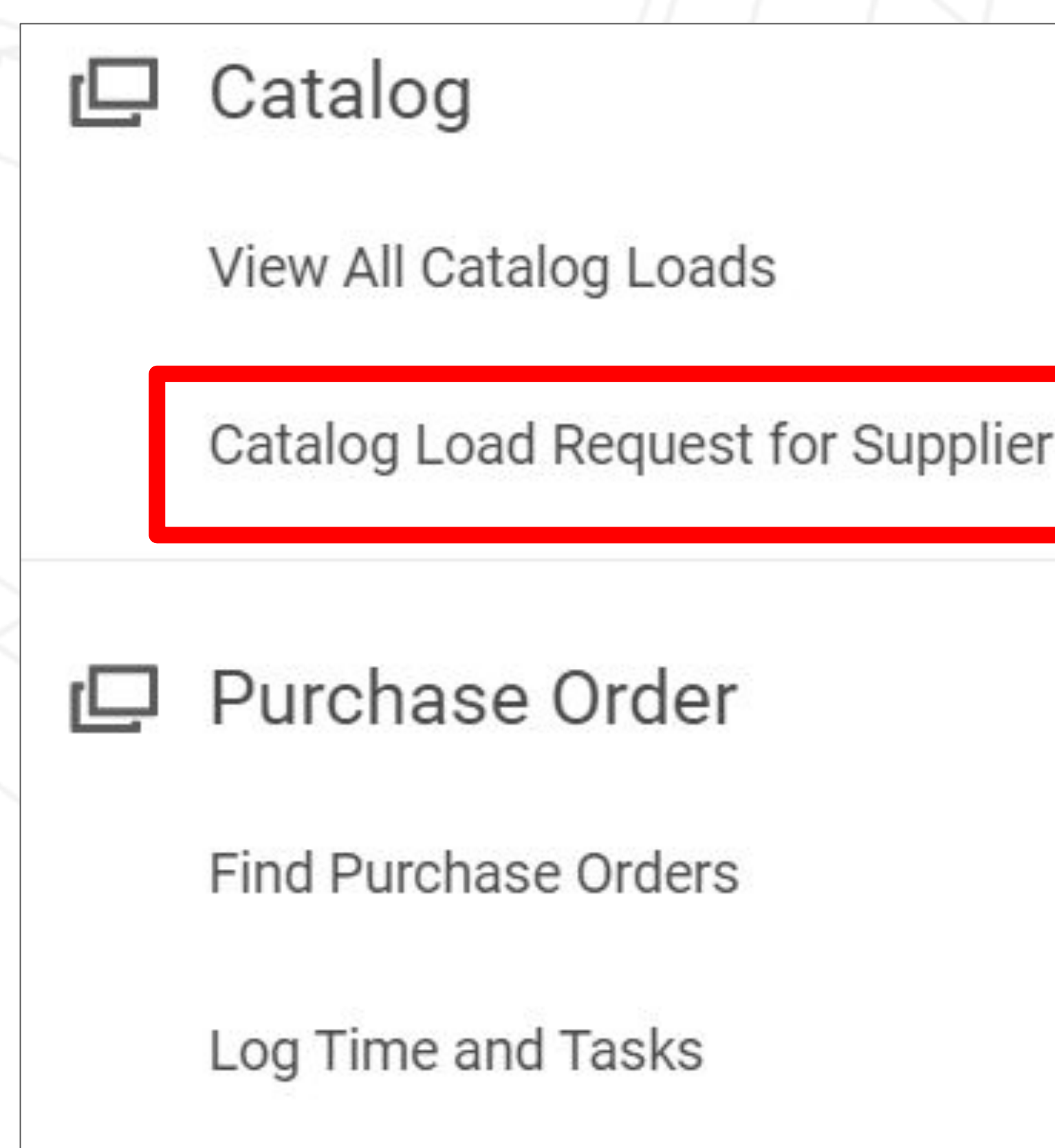


# Update your catalog

1. To update your catalog , select POs ad Catalogs from Most Used Apps



1. Select Catalog Load request for supplier





# Update your catalog

3. Select your catalog from Supplier Catalog , enter the effective date of when the updates should be valid from, select the checkbox. Select Existing items to update

## Catalog Load Request for Supplier

Supplier Catalog \*

Effective Date \* 11/03/2021

▼ **Catalog Info**

Currency (empty)

Number of Catalog Items in Contract 0

Select Existing Items to Update

4. The following screen then shows all items in your catalog and you can select the items you want to update by selecting the tick box

## Catalog Load Request - Select Existing Items to Update

Supplier Catalog Morris Lubricants Catalog

Supplier Morris Lubricants

Effective Date 11/03/2021

Currency GBP

Memo

Action Update ▼

Catalog Items 21 items

	Catalog Item	Item Description	Supplier Item Identifier	Purchase Item	Base Unit of Measure	Default Ordering Unit of Measure	Default Unit Price	Spend Category
<input type="checkbox"/>	Multivis ADT FD 5W-30 Barrel	Multivis ADT FD 5W-30 Barrel	MND205	Potable Water	Each	Each	1.82	Conditioned water
<input type="checkbox"/>	Multivis ADT VA 5W-30 25 Litre Drum	Multivis ADT VA 5W-30 25 Litre Drum	VMX025	Potable Water	Each	Each	4.87	Conditioned water
<input type="checkbox"/>	Multivis ADT VA 5W-30 Barrel	Multivis ADT VA 5W-30 Barrel	VMX205	Potable Water	Each	Each	5.04	Conditioned water

# Update your catalog

5. For each item you selected from the previous screen, you can update the price for the item. By default the Action is to update but you may also choose to Inactive the item you wish.

**Edit Catalog Load Item**

Catalog Item    
✕ Multivis ADT FD 5W-30 Barrel

Purchase Item ✕ Potable Water

Action ✕ Update

Supplier Item Identifier \* MND205

Item Name \* Multivis ADT FD 5W-30 Barrel

Item Description \* Multivis ADT FD 5W-30 Barrel

Spend Category Conditioned water

**Additional Information**

Base Unit of Measure Each

Packaging String

Lead Time

Item URL

Item Tags

Ordering Units of Measure 1 item

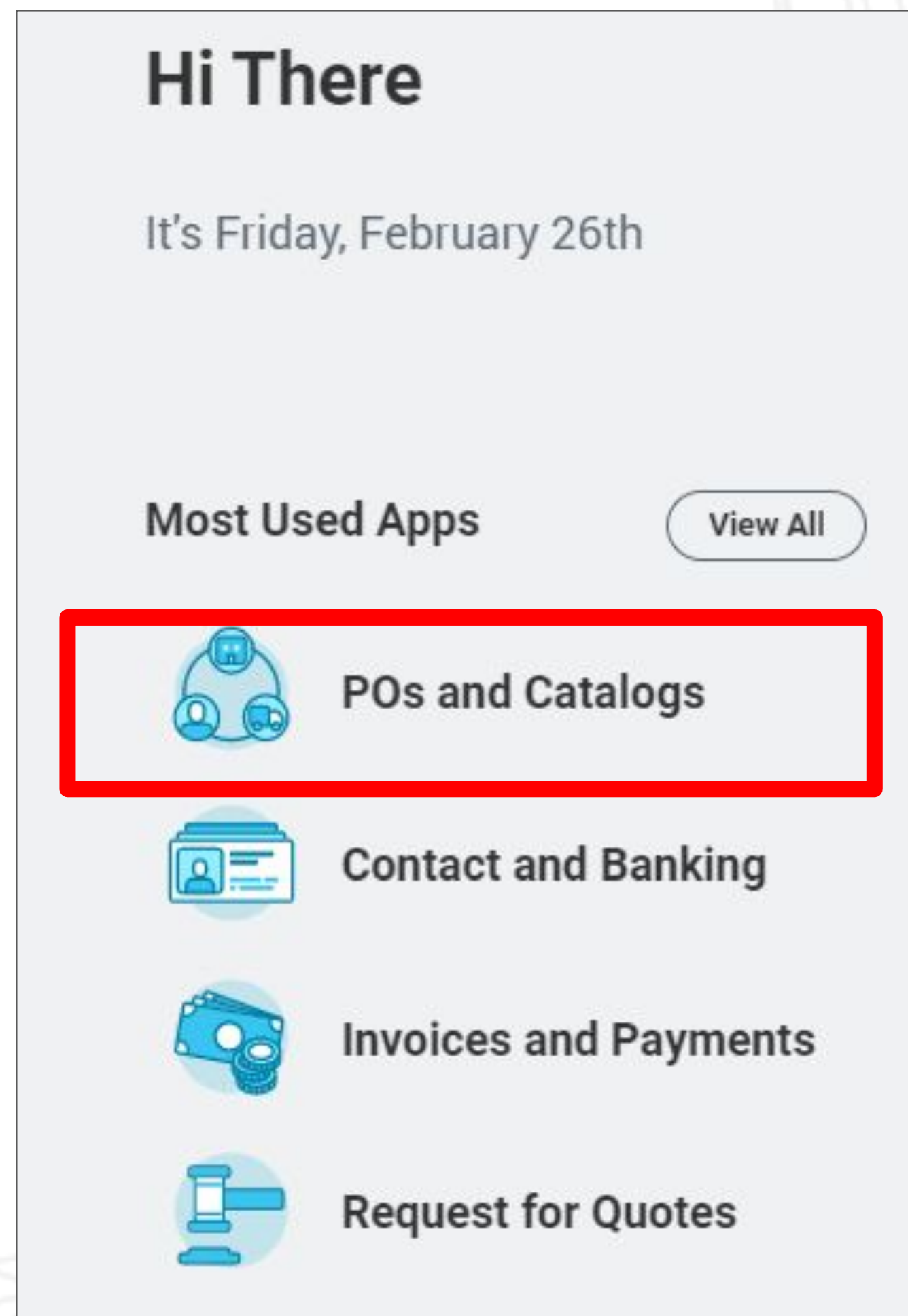
Unit of Measure	Unit Price	Price Variance	Conversion Factor	Lead Time	Default	Minimum Order Quantity	Inactive
Each	<span>1.82</span>	0.00%	<input type="text" value="1"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>

6. Once you have made your changes, select the Submit button(bottom right of the screen), Save for Later (will save but not submit), Cancel takes you back to the previous screen

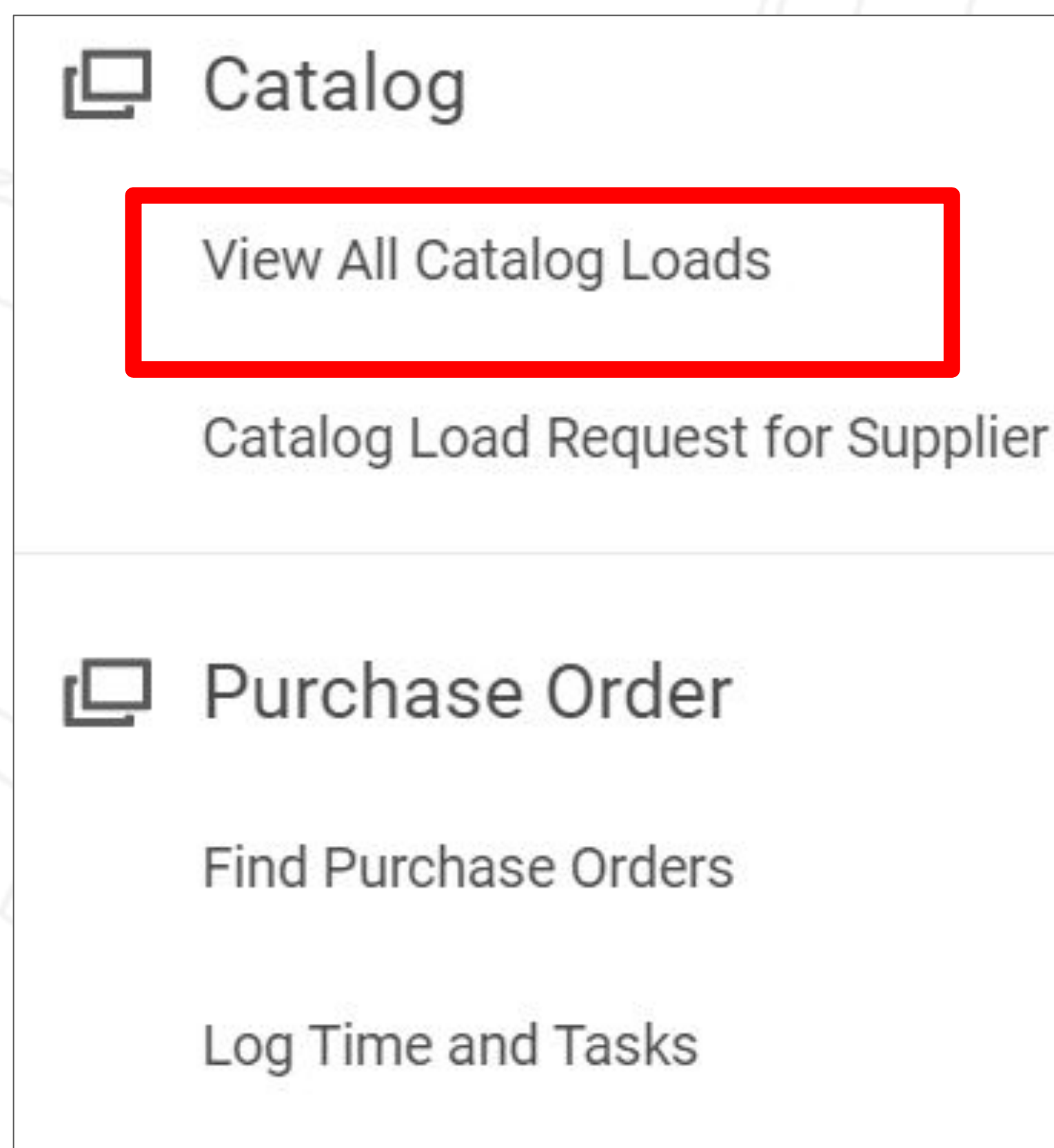
7. When you select submit this will change the Catalog Load Status to In Progress, the changes will then be sent to the Veolia Supply Chain team for approval

# View All Catalog Loads

1. To View your catalog loads and status , select POs and Catalogs from Most Used apps



1. Select View All Catalog Loads



# View All Catalog Loads

3. You will be presented with all of the Catalog loads as shown below and the corresponding status either In Progress, Draft, Canceled or Complete.
- a) In Progress indicates that the changes are submitted for approval.
  - b) Draft indicates the changes are yet to be submitted and you can still change. Select the Edit Catalog Load button to make any adjustments
  - c) Canceled means that updates have not been approved or you have requested Veolia to cancel the updates
  - d) Complete means that updates have been approved and will be applied as per the effective date on purchase orders

**View All Catalog Loads**

Catalog Loads 9 items

Catalog Load	Effective Date	Supplier Catalog	Supplier Contracts	Company	Catalog Load Status	Items in Load	Edit Load
Q	11/03/2021	Morris Lubricants Catalog	1	TOTAL UK	In Progress		
Q	05/01/2021	Test catalogue	0		Draft		<a href="#">Edit Catalog Load</a>
Q	05/01/2021	Morris Lubricants Catalog	1	TOTAL UK	Canceled		
Q	30/09/2020	Morris Lubricants Catalog	1	TOTAL UK	Canceled	1	
Q	30/09/2020	Morris Lubricants Catalog	1	TOTAL UK	Canceled	21	
Q	30/09/2020	Morris Lubricants Catalog	1	TOTAL UK	Complete	2	
Q	21/08/2020	Morris Lubricants Catalog	1	TOTAL UK	Canceled	0	
Q	05/08/2020	Morris Lubricants Catalog	1	TOTAL UK	Complete	21	
Q	29/07/2020	Morris Lubricants Catalog	1	TOTAL UK	Complete	21	