



RÉSEAU
CANADIEN
DES ÉCOLES
LUDIQUES

CANADIAN
PLAYFUL
SCHOOLS
NETWORK

Registering with uOttawa as a new supplier on Workday: CPSN School/School Board/Teacher

IMPORTANT INFORMATION BEFORE YOU BEGIN

You will need the following information to proceed:

- A **scanned** copy of a void cheque (PDF only) or a direct deposit form (PDF or Word only). You can get a direct deposit form directly from your school/your school board's online banking account **OR fill out the form at the end of this document and save as a PDF.** You will submit it as an attachment. If you are a teacher applying for an honorarium, you would submit your personal banking information. Note that this information is confidential.
- **If you are registering as a school or school board:** GST Registration number
- **If you are registering as a teacher (honorarium/expenses):** your SIN number
- **"University of Ottawa Requestor name and email":** Insert "Noha Saad El Imane edufin@uottawa.ca Faculty of Education" during the signup process.

The whole process will take 10-15 minutes.

IMPORTANT NOTE ABOUT PAYMENT TYPE

In order to get reimbursed as quickly as possible, **DO NOT SELECT "CHEQUE" AS A PAYMENT TYPE.** Since Workday has come into effect, cheques will take even longer to process. Please select both Electronic Funds Transfer (EFT) and Direct Deposit only.

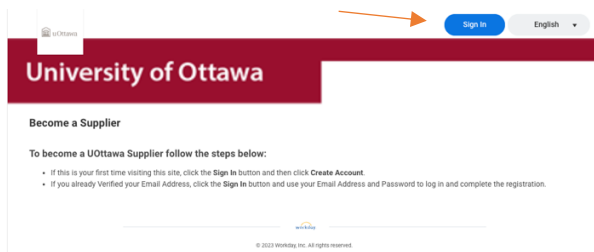
WHEN YOU HAVE COMPLETED THE APPLICATION

1. Please **return to this site to check on the registration status** as the registration request may be returned by UOttawa for any additional or missing information that are required. There will not be any email notifications of the returned request.
2. Please notify playjouer@uottawa.ca with your school/school board/name when you have completed the process so that we know that we can process the invoices you have already sent.

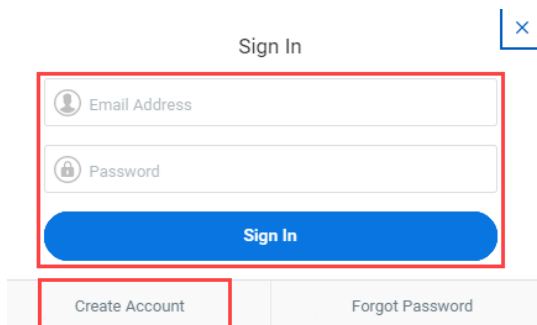
Workday Step-by-Step Instructions

Step 1 – Access the Supplier Self Registration website and Sign In/Create an Account

1. Go to the [Supplier Self Registration site](#). Click on Sign In to access the login screen to create an account.

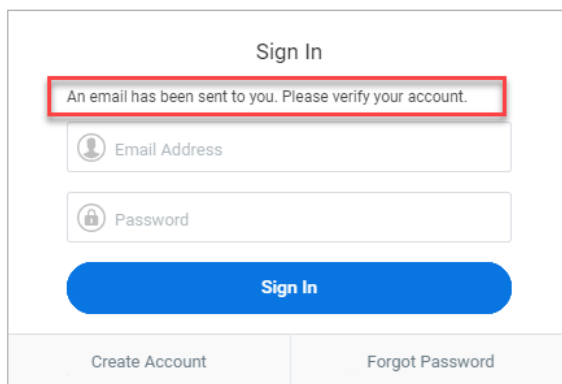


2. Click **Create Account** and enter your email address and a password of your choice.



The screenshot shows a 'Sign In' form. At the top, there is a title 'Sign In' and a close button (X). Below the title, there are two input fields: 'Email Address' and 'Password'. Below the fields is a blue button labeled 'Sign In'. At the bottom of the form, there are two buttons: 'Create Account' and 'Forgot Password'.

3. Once you create an account, an email will be sent to you to verify the account. Email verification will expire within 24 hours. Verify your account and come back to the Sign In page.



The screenshot shows the 'Sign In' form with a message box at the top that reads: 'An email has been sent to you. Please verify your account.' Below the message box are the 'Email Address' and 'Password' input fields, the 'Sign In' button, and the 'Create Account' and 'Forgot Password' buttons.

4. Log in with your email address and password.
5. Click Sign In.
6. Click **Register** to begin.

Step 2 – Enter Supplier Information

Business Details

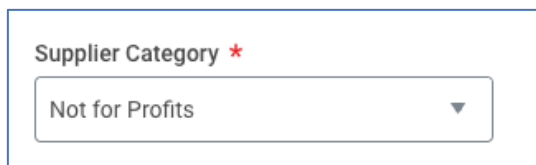
Legal entity Name

For school/school board: name of organization that will be receiving the payment (e.g. School Name or School Board).

OR

For Teachers (honarium/expenses): LastName, FirstName

Supplier Category: Select *Not for Profits*



The image shows a screenshot of a web form. It features a label 'Supplier Category *' followed by a dropdown menu. The dropdown menu is currently set to 'Not for Profits' and has a small downward-pointing arrow on the right side. The entire form element is enclosed in a blue rectangular border.

UOttawa Requestor Name and Email Address:

Noha Saad El Imane

edufin@uottawa.ca

Faculty of Education

What is the payment term? Due upon receipt

What is the potential supplier's phone number? number of the contact who will be contacted in case of questions. (School/School board contact OR Teacher's phone number (if honorarium/expenses))

Is the entity/potential supplier HST registered? Ignore if it does not apply. Provide if it applies.

How many years has the entity/potential supplier been in business? ignore

If payment is to an individual, provide the SIN number (we issue a T4A slip if the total annual amount exceeds \$500 – note that expense reimbursements are NOT taxable). Provide if supplier is a **teacher** only (honarium/expenses).

If the payment is to an individual and the individual is a non-resident of Canada, has the work been done or will be done in Canada? Ignore

Does the entity have a WSIB certificate? Indicate « no » or ignore

Does the entity have an insurance certificate? Indicate « no » or ignore

Payment types

Accepted Payment Types

In order to get reimbursed as quickly as possible, **DO NOT SELECT "CHEQUE" AS A PAYMENT TYPE**. Since Workday has come into effect, cheques will take even longer to process. Please select Electronic Funds Transfer (EFT) and Direct Deposit only.

| | |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | EFT |
| <input type="checkbox"/> | Wire Manual |
| <input type="checkbox"/> | ACH Nacha |
| <input type="checkbox"/> | Direct Debit |
| <input type="checkbox"/> | ScotiaBank - PCard |
| <input checked="" type="checkbox"/> | Direct Deposit |
| <input type="checkbox"/> | Check/Cheque |

Currencies

Accept All Currencies : ignore

Accepted Currencies

Write "CAD" and "Enter" instead of scrolling down the list.

| | | |
|-----------------------|------------------------------------|---|
| Accept All Currencies | <input type="checkbox"/> | ← Ignore |
| Accepted Currencies | <input type="text" value="x CAD"/> | ← Write "CAD" and "Enter" instead of scrolling down the list. |
| Default Currency | <input type="text" value="CAD"/> | |

Business Contact Details

Add Primary Phone: ignore

Email address for PO issuance: Point of contact for School/School board OR teacher's email address (if honorarium or expenses)

Remit-To Address

For school/school board: fill out address of school or school board that will be receiving the payment

For teacher (honorarium/expenses): fill out home address

Mailing address

For school/school board: fill out address of school or school board that will be receiving the payment

For teacher (honorarium/expenses): fill out home address

Step 3: Banking and Payments

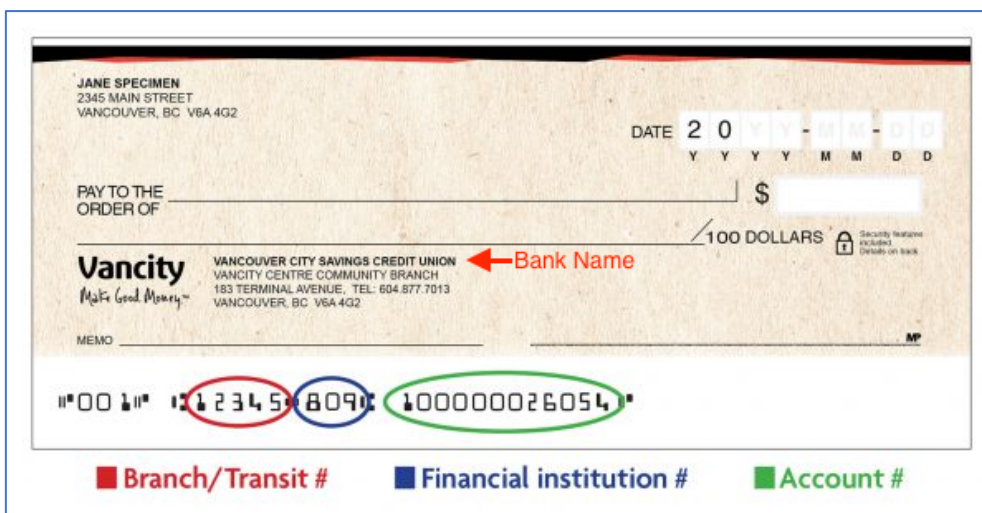
Account Details:

For School/School Board: These are details related to the bank account receiving the payment.

For Teachers (honarium/expenses): personal bank account to receive the payment.

Where to find Bank Account Details?

Bank Account Details can be found on your void cheque (see picture below to identify the numbers) OR by logging into your online bank account and requesting a "Direct Deposit Form". There is also a form you can use at the end of this document. Ensure that the information entered is verified as the system is unable to validate the details with the bank.



Legal Name ← Financial point of contact information within your school/ school board (or Teacher's information if an honorarium)

Country *
Canada

First Name *
Jane

Last Name *
Doe

Email Address for Payment Confirmation *
janedoe@schooldistrict.com

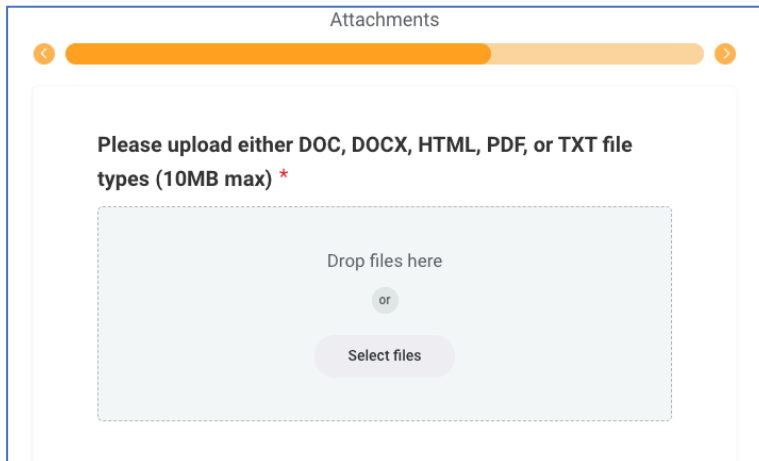
Mailing Address

Country
select one ← Mailing address of School/School Board (or Teacher's home address for honorarium)

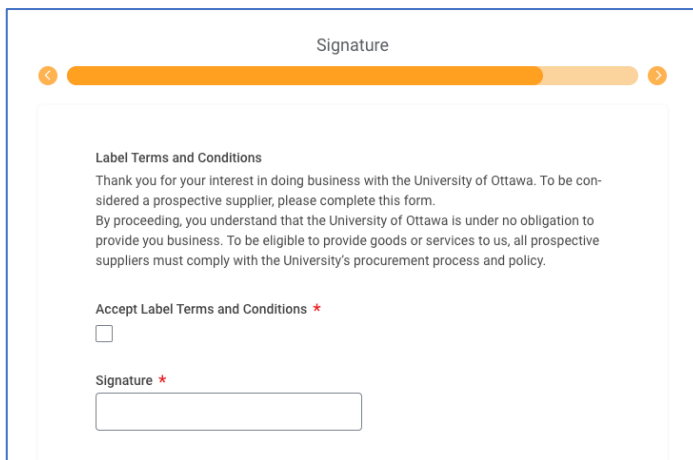
Step 4 – Add Attachments, Terms and Condition Signature, and Review Summary

Attachments (void cheque or direct deposit form)

Upload a **scanned** copy of a void cheque (PDF or Word only) or a direct deposit form (PDF or Word only). You can get a direct deposit form directly from your online banking account **OR fill out the form at the end of this document and save as a PDF.**



The screenshot shows a web interface titled "Attachments". At the top, there is a progress bar with a left arrow and a right arrow. Below the progress bar, the text reads: "Please upload either DOC, DOCX, HTML, PDF, or TXT file types (10MB max) *". Underneath this text is a light blue dashed box containing the text "Drop files here" and "or" in a small circle. Below the dashed box is a button labeled "Select files".



The screenshot shows a web interface titled "Signature". At the top, there is a progress bar with a left arrow and a right arrow. Below the progress bar, the text reads: "Label Terms and Conditions". Underneath this text is a paragraph: "Thank you for your interest in doing business with the University of Ottawa. To be considered a prospective supplier, please complete this form. By proceeding, you understand that the University of Ottawa is under no obligation to provide you business. To be eligible to provide goods or services to us, all prospective suppliers must comply with the University's procurement process and policy." Below the paragraph is a checkbox labeled "Accept Label Terms and Conditions *". Below the checkbox is a text input field labeled "Signature *".

Summary

The information provided will be summarized prior to the submission for approval.

To make any changes, select Back to navigate to the previous section(s).

Select **Submit** if all the information is correct, where it will be reviewed by the University of Ottawa.

Step 5 – Check Registration Status

Registration Status: View the registration status from the Home/Overview page. This will provide when the date supplier is approved or when the request is send back to you for additional or missing information.

IMPORTANT NOTE: Please **return to this site to check on the registration status**, the registration request may be returned by the University of Ottawa for any additional or missing information that are required. There will not be any notifications of the returned request.

PLEASE SEND AN EMAIL TO PLAYJOUER@UOTTAWA.CA TO LET THE CPSN TEAM KNOW THAT YOU HAVE REGISTERED AS A VENDOR. IN THIS WAY, WE WILL BE ABLE TO FOLLOW UP WITH YOUR INVOICES

DEMANDE DE DÉPÔT BANCAIRE



REQUEST FOR DIRECT BANK DEPOSIT

TOUS LES CHAMPS SONT OBLIGATOIRES ET DOIVENT ÊTRE COMPLÉTÉS EN CARACTÈRES D'IMPRIMERIE AVANT DE SOUMETTRE LE FORMULAIRE

ALL FIELDS ARE MANDATORY AND MUST BE COMPLETED IN PRINTING PRIOR TO SUBMITTING THE FORM.

INFORMATION DU FOURNISSEUR **SUPPLIER INFORMATION**

Nom du fournisseur

Supplier's name

No. de téléphone
inclure l'indicatif régional et le poste

Telephone number
Include area code and extension

Courriel
pour l'envoi de l'avis de dépôt bancaire

Email
for sending the deposit information

INFORMATION BANCAIRE **BANKING INFORMATION**

Nom de l'établissement financier

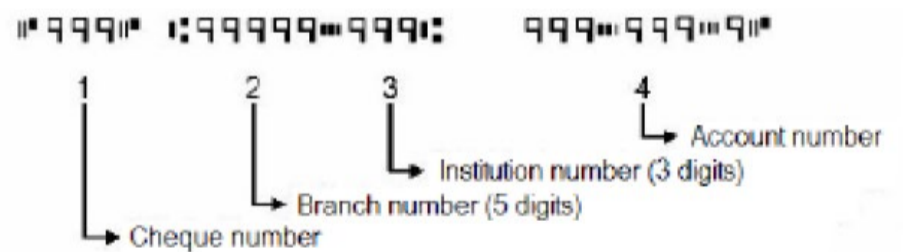
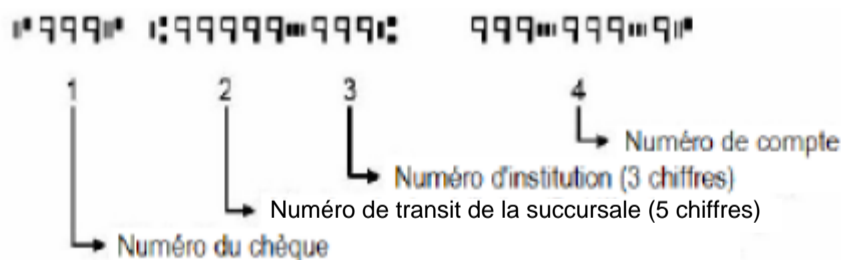
Name of financial institution

***Si vous utilisez ce formulaire, vous n'avez qu'à le remplir à l'ordinateur et le sauvegarder sous forme PDF (pas nécessaire d'imprimer). Par la suite, vous le soumettez lors de l'inscription sur Workday.

***If you use this form, you simply fill it out on your computer and save it as a PDF (it is not necessary to print it out). You then submit it as an attachment according to the instructions on Workday.

L'information bancaire se trouve sur votre chèque (voir exemple ci-dessous) ou peut être fournie par votre établissement financier.

The banking information is located on your cheque (see below) or can be provided by your financial institution



Numéro de transit de la succursale (5 chiffres)

Branch/Transit number (5 digits)

Numéro d'identification/d'institution de banque (3 chiffres)

Institution number (3 digits)

Numéro de compte

Account number