

SUPPLIER: UPLOAD UPDATED W9

Introduction

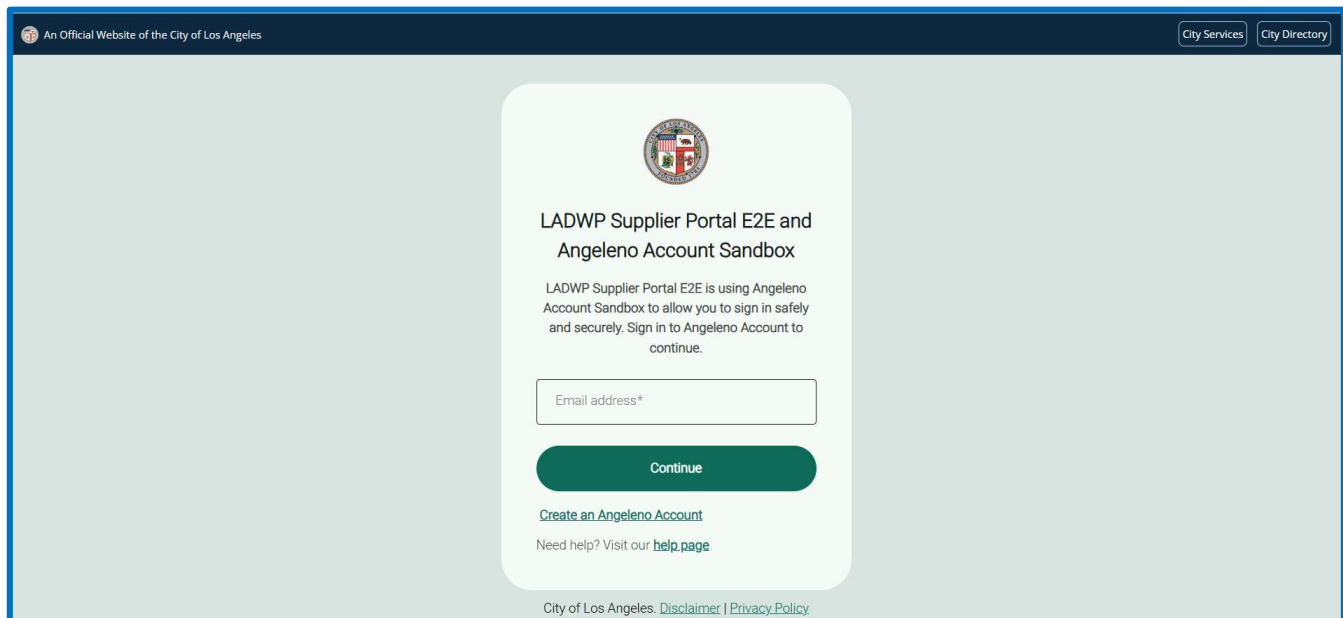
Suppliers must provide an updated **W-9 form** when tax information changes.

Security Roles

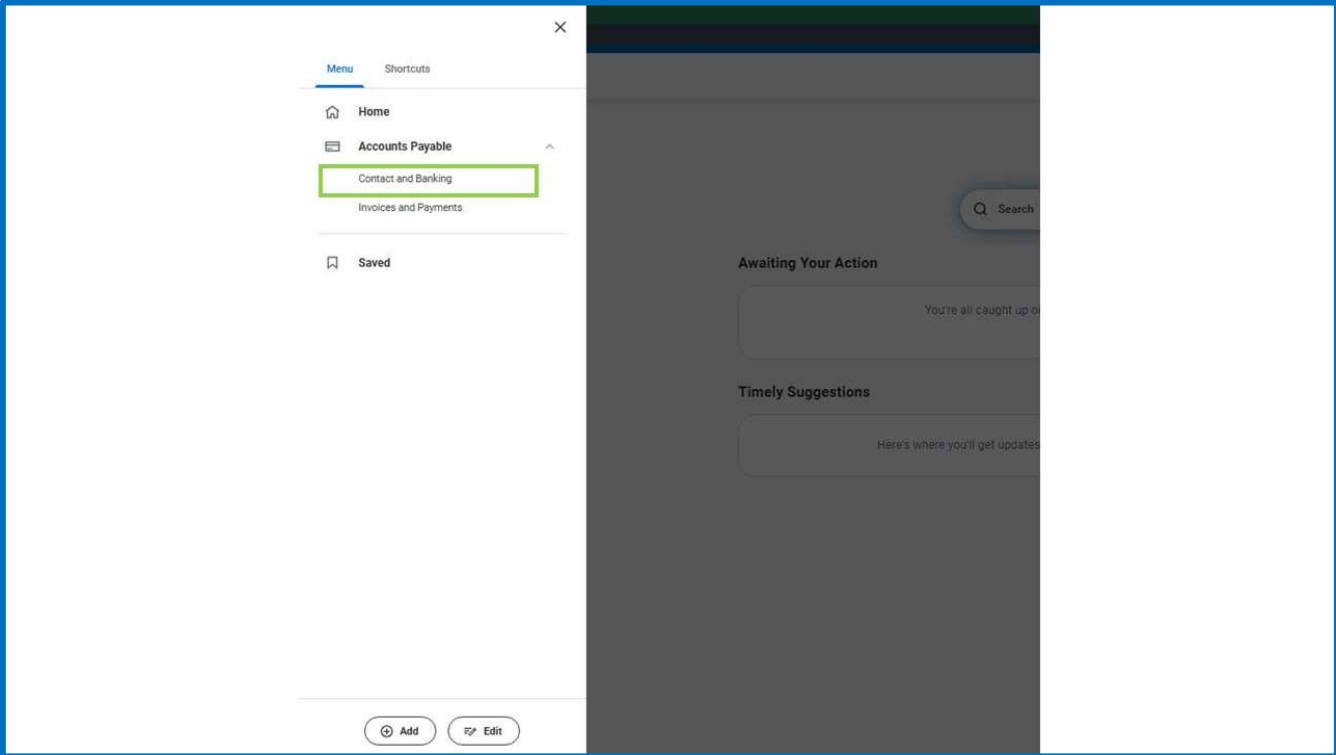
- Supplier – External Supplier Portal User.

Upload Updated W9

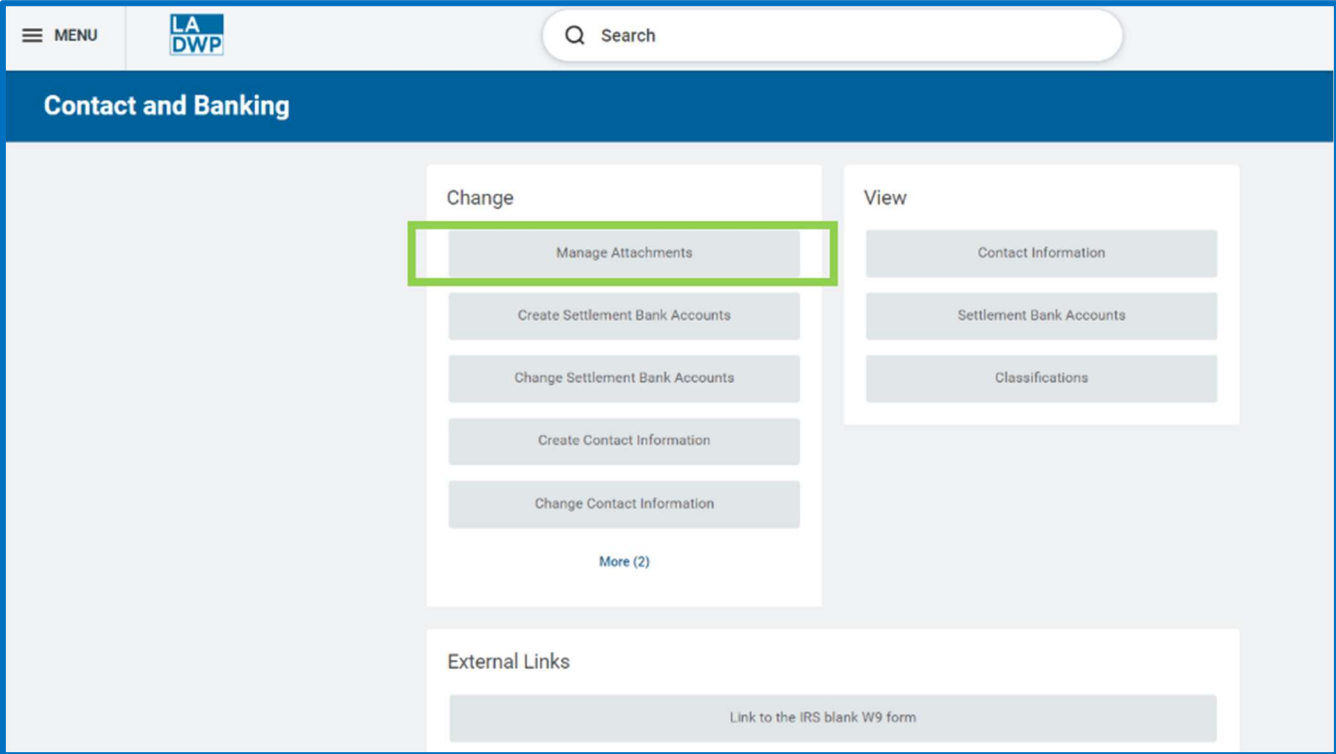
1. Sign in to the **Workday Supplier Portal** through Angeleno log in using your credentials.



2. From the **Menu** at the top left, navigate to the **Contact and Banking** dashboard.



3. Under the **Change** section, select **Manage Attachments**.



4. The **Attachments** section will be displayed, allowing the supplier to upload a new W9 document.
5. Select **Upload** to select the desired W9 to upload and click **OK** to submit.

