Day & Zimmermann Supplier Portal Guide

If you are an existing D&Z supplier & have received your credentials, visit the Day & Zimmermann Supplier Portal to:

- Manage existing supplier profile
- Access Purchase Orders (PO) history
- Submit invoices
- View invoice and payment status
- Upload necessary documents

We recommend that you add the domain *@dayzim.com* to your safe senders list in your email client to ensure that you always receive important communications. For Day & Zimmermann portal-related questions, contact: supplierenablementNA@dayzim.com

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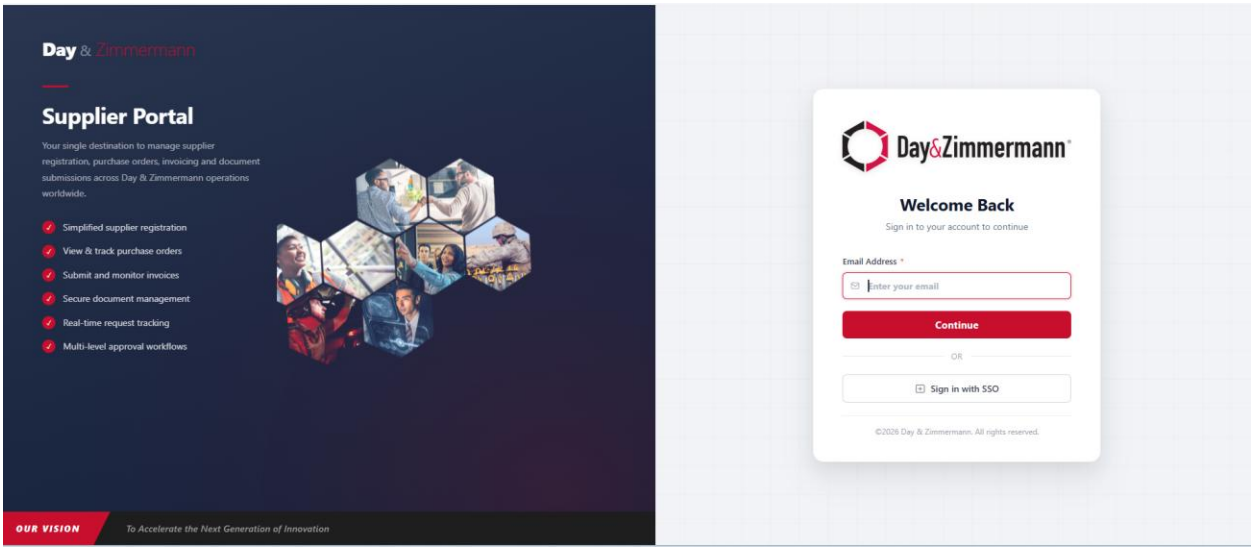
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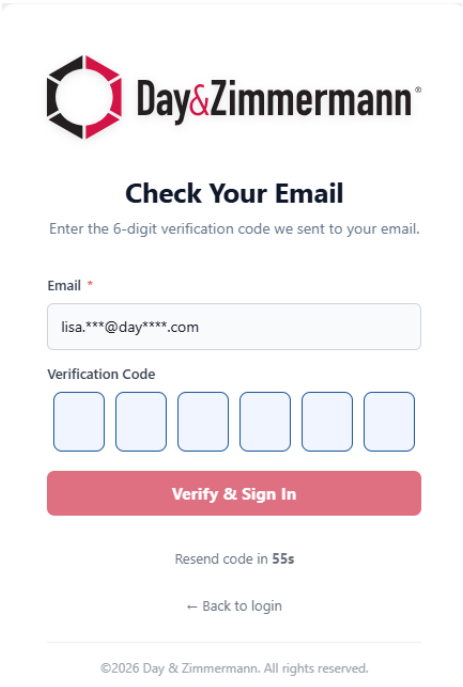
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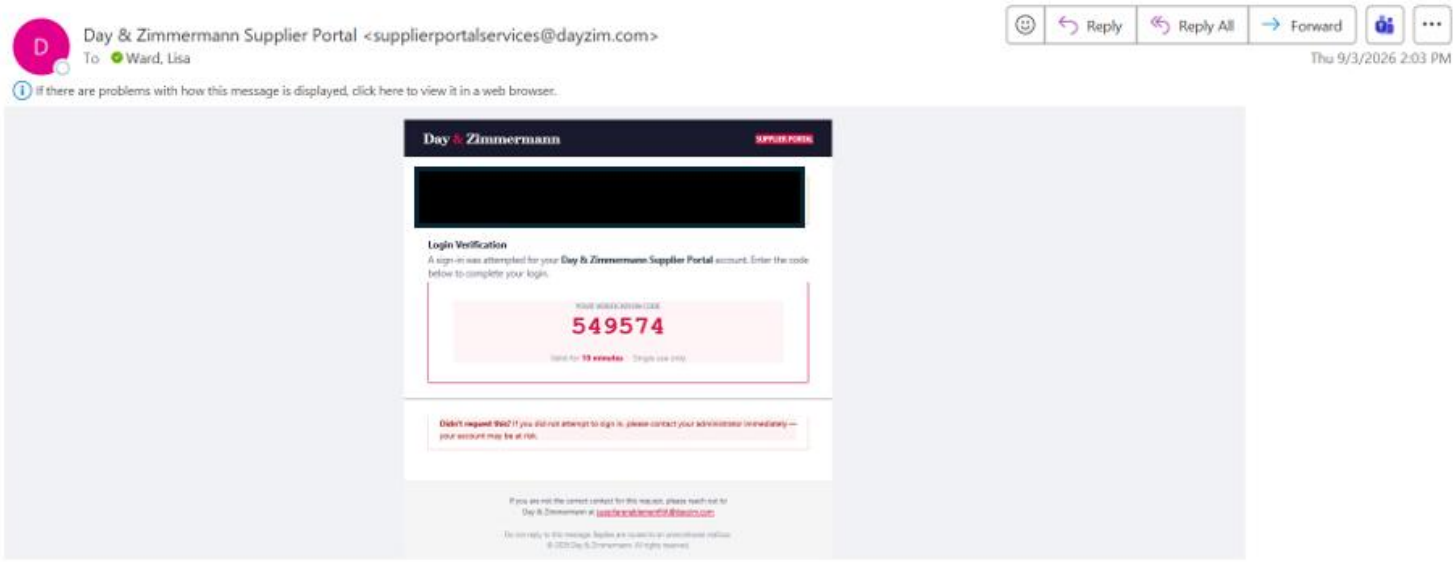
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Sign in with your username (email) and password. There is two-step authentication in place; you will receive a one-time passcode (OTP) via email for the portal. The OTP is valid for only 10 minutes.



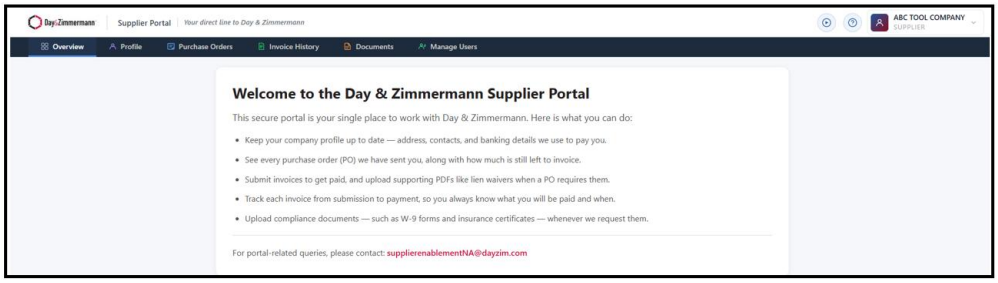


Sample OTP/ verification code email



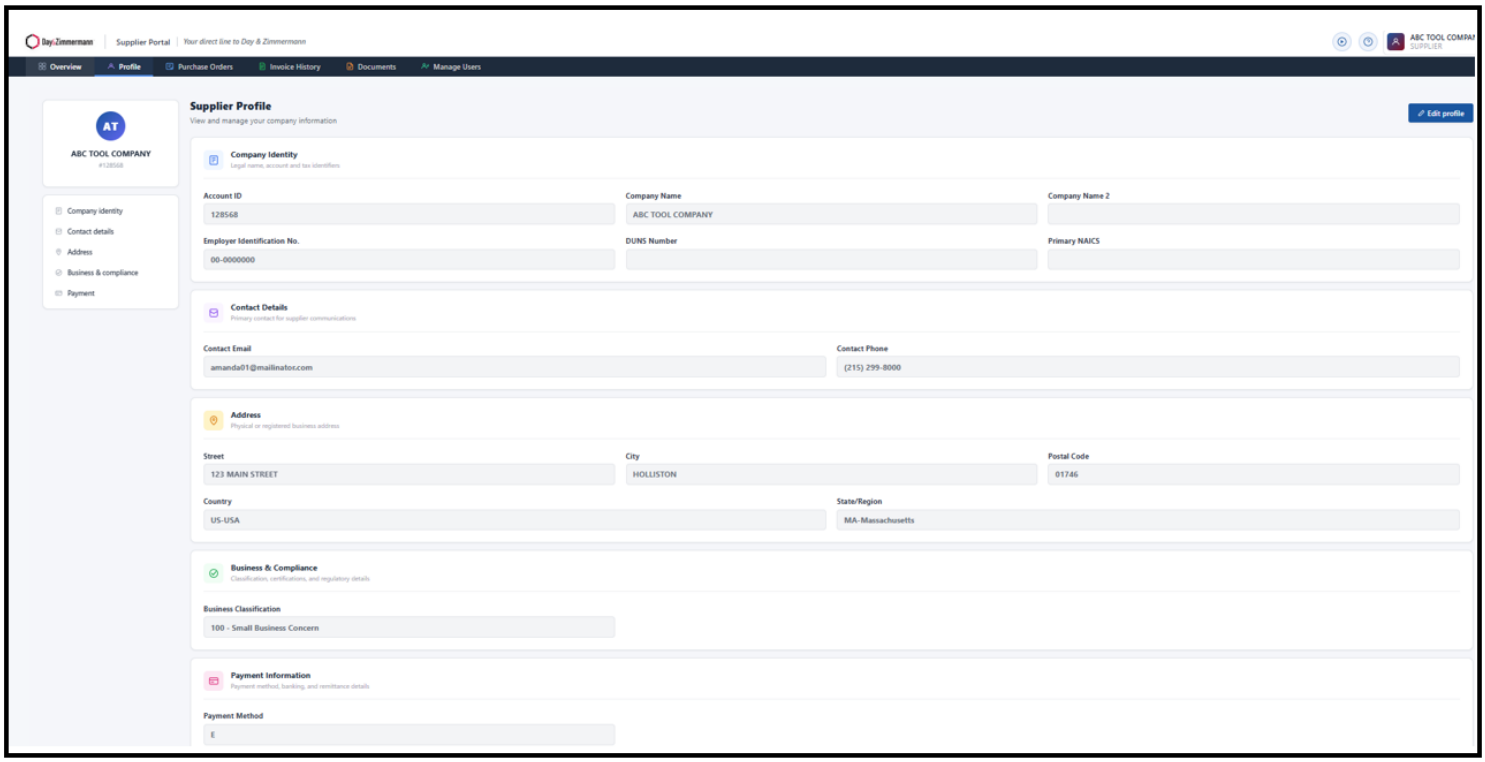
Viewing Supplier Profile

Use the tabs at the top of the page to switch between your Supplier Profile, available Purchase Orders, and the Documents Upload functionality.



Editing Supplier Profile

1. Click the Profile button at the top of the page to display supplier profile.
2. To submit updates, select the edit button.
3. You will be able to update the following:
    a. Company name ***requires updated W9 form**
    b. Street address ***requires updated W9 form**
    c. Phone, DUNS, Primary NAICs
    d. Payment Information ***** **requires updated EFT Form and voided check/bank letter, in addition to responding against 'challenge questions'; see page 5 of this Guide for additional information.**
4. Edits to Contact Email, Business Classification, Employer Identification Number (EIN) and Social Security Number (SSN) **are not permitted**. Contact supplierenablementNA@dayzim.com for additional information.
5. All submitted updates will be reviewed by the D&Z Supplier Management Team prior to them being made effective in the portal.



Managing Payment Accounts

Many companies are seeing an increase in fraud, specifically around bank account changes. Because of this, we have implemented a requirement whereby supporting documentation is required to validate banking information.

For all suppliers, when requesting a banking change through the portal, we request **one** of the following documents:

1. A letter from your/ your Company's bank with the bank details (to include account name, bank name, bank routing numbers, account number, IBAN/Swift Code).
2. A cancelled/voided check.

in addition to the completion of the challenge questions:

1. Last deposit date from DZG
2. Last deposit amount from DZG

If no deposits have been received yet, select the designated check box.



Managing Users

1. To add a new user, select the 'Manage Users' 

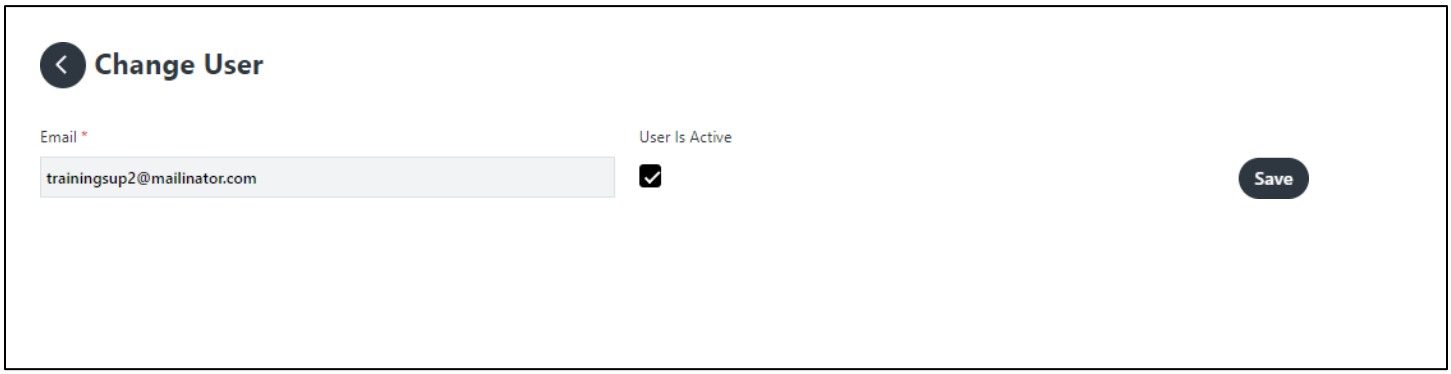
2. On the User List page, click **"Add User"** 

3. Enter new user's email address and click on "Send Invite" An email will be sent to the new user to create their new password.



Deactivate Users

1. Select the 'Profile' tab and select 'Manage Users'
2. On the User List page, click the edit icon in the change user column.
3. On the **Change User** page uncheck **User is Active.** Save
4. Only non-admin users can be deleted. To remove an admin user, please contact SupplierEnablementNA@dayzim.com.

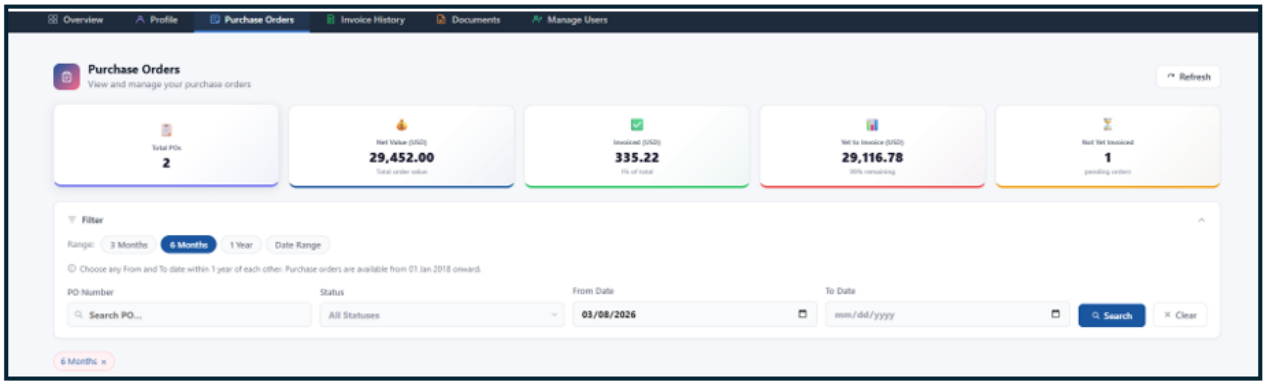


Viewing Purchase Orders

5 years' worth of Purchase Order History is available in the portal for review.

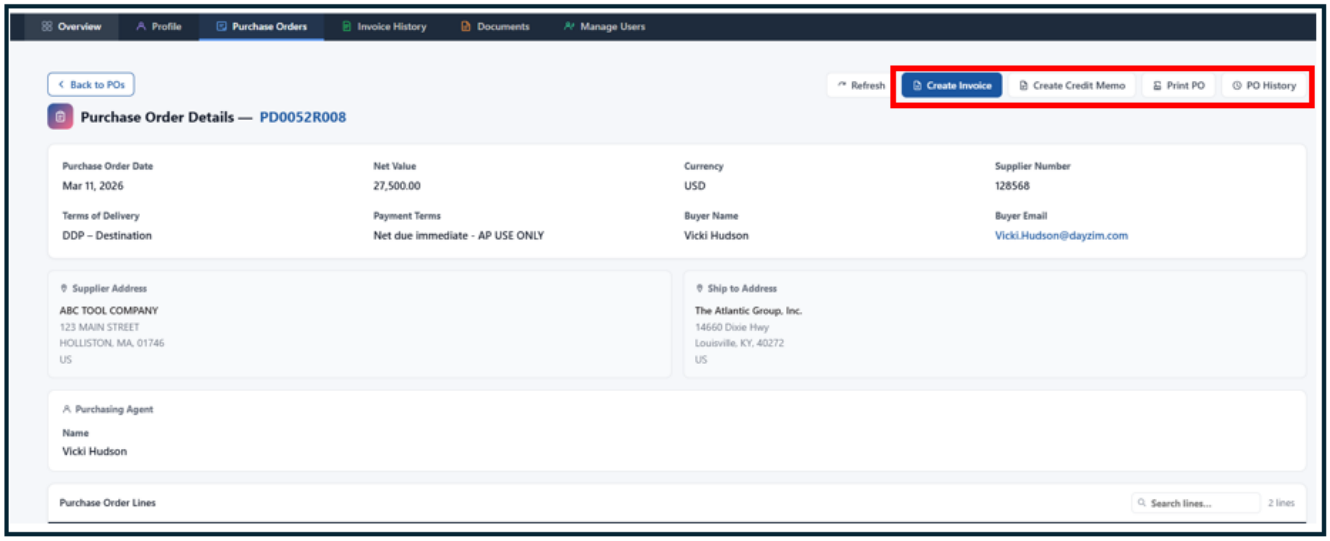
Note: Suppliers may see PO's that they were not issued, that were 'internally' created to make a payment.

POs can be searched by PO# ,PO status or Date Range.



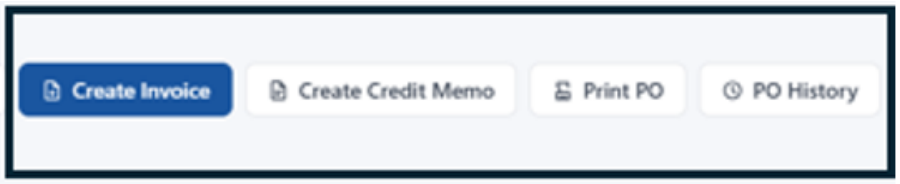
PO History, **Create Invoice, Create Credit Memo**, and a **PDF view/print of the PO** can be accessed from the dashboard view.





Invoices

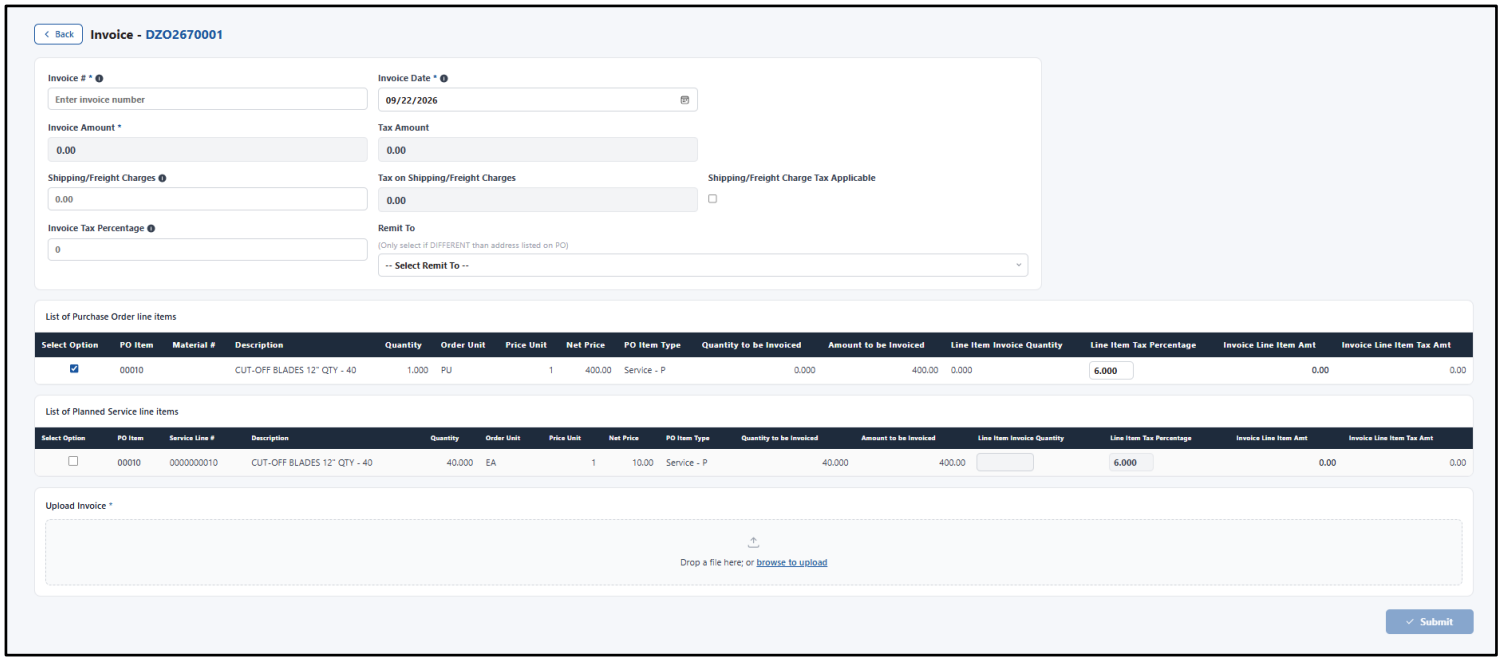
1. Select PO from dashboard.
2. Select the Create Invoice button (found on dashboard or top right in the PO).



3. Fill in all required fields:
    a. Invoice #
    b. Invoice Date (back date allowed up to 3 days only)
    c. Shipping/Freight charges (where applicable)
        i. If Tax on Shipping/Freight applies, select the shipping/freight tax indicator
    d. 'Remit to' drop down will only be available if there are remit-to addresses linked in the supplier database
    e. Invoice Tax Percentage – See 'How to Adjust Tax' section below.
    f. Upload your organization's invoice.

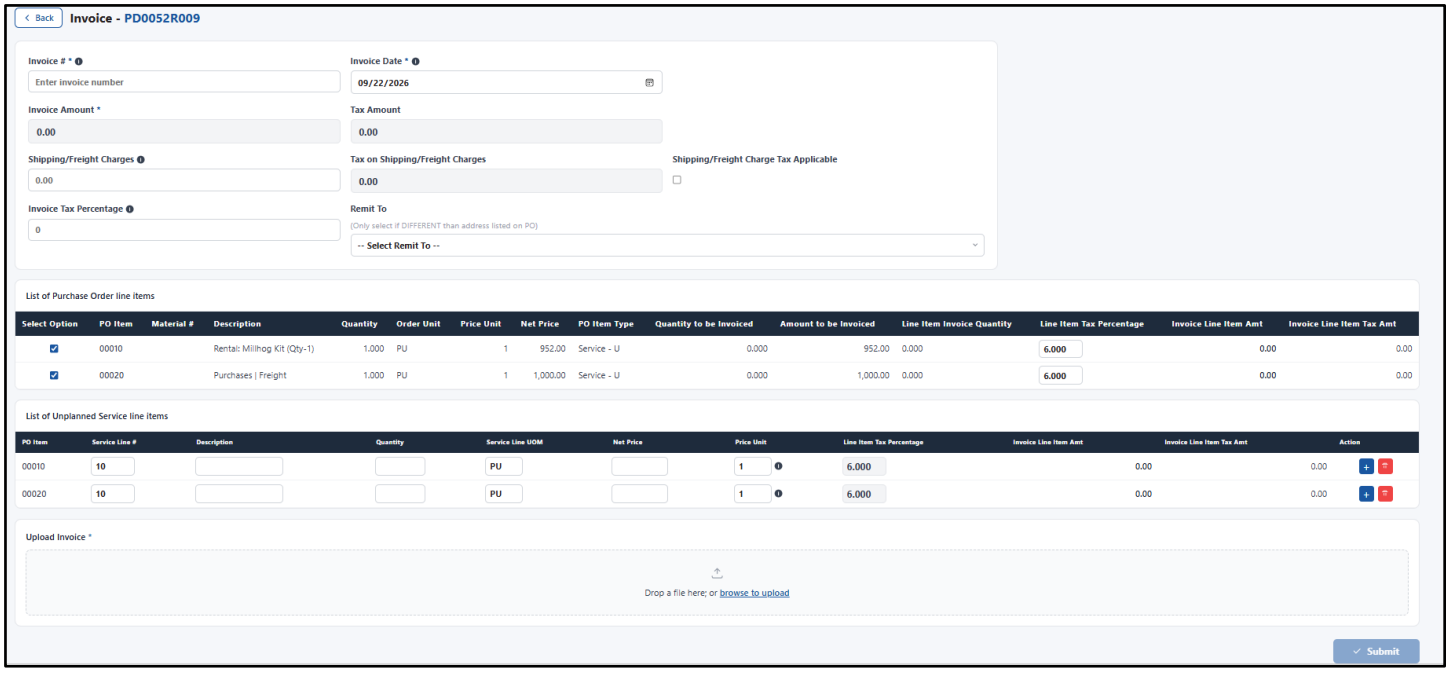
Invoice a Planned Service PO

- Follow Steps 1-3 above on how to create an invoice.
- PO type will show as **Services – P.**
- Select the Purchase Order line item to invoice, then select the planned service line item(s). You will only be able to update the **line item invoice quantity.**
- Tax displayed per line item is the tax that the buyer entered onto the PO. If incorrect, the tax rate needs to be adjusted! There are 2 ways to do this. See 'How to Adjust Tax' section below.
- The **submit** button will become available once all required fields are filled in.



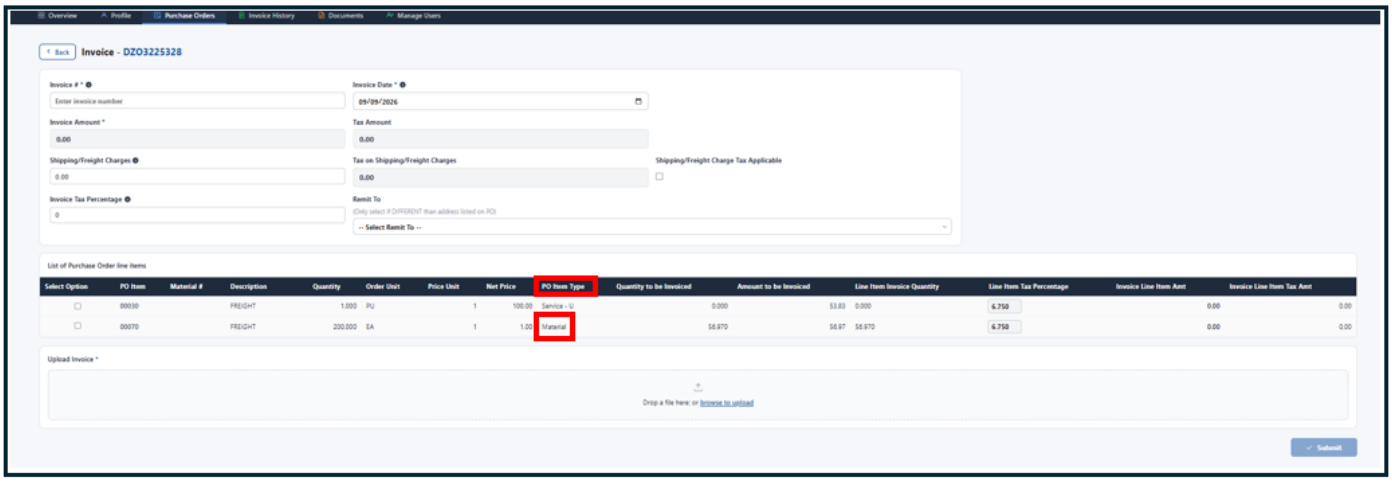
Invoice an Unplanned Service PO

- Follow Steps 1-3 from page 8 on how to create an invoice.
- PO type will show as **Service – U.**
- Select the Purchase Order line item(s) to invoice, **.**
- A new section with the *list of unplanned service lines* will be available.
    - Fill in the description, quantity, and Net Price. Price Unit and Unit of Measure (UOM) are defaulted.
    - Additional service lines may be added by clicking the blue box with the plus sign under **Action.** Lines may be deleted by clicking the red trash can.
- Tax displayed per line item is the tax that the buyer entered onto the PO. If incorrect, the tax rate needs to be adjusted! There are 2 ways to do this. See 'How to Adjust Tax' section below.
- The **submit** button will become available once all required fields are filled in.



Invoice a Material PO

- Follow Steps 1-3 from page 8 on how to create an invoice.
- PO type will show as **Material.**
- Select the Purchase Order line item(s) to invoice. You will only be able to update the **line item invoice quantity.**
- Tax displayed per line item is the tax that the buyer entered onto the PO. If incorrect, the tax rate needs to be adjusted! There are 2 ways to do this. See 'How to Adjust Tax' section below.
- The **submit** button will become available once all required fields are filled in.

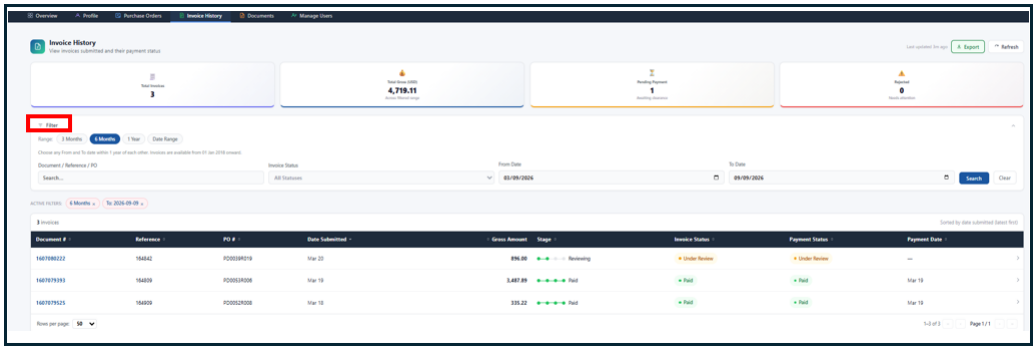


Invoice Status

Status	Meaning
Payment Pending	Invoice Document is good and accepted, will be paid based on Payment Terms
Paid	Payment completed for the invoices
Rejected	Invoice is Rejected by AP team; Rejection reason is shown on portal
Under Review	Invoice is Received and Under Review.

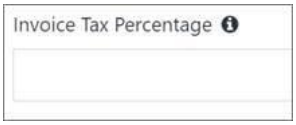
Invoice History

Invoices can be searched by using the **Filter** icon. Search by criteria such as, Reference (Supplier Invoice number), Purchase order and/or date.



How to Adjust Tax

- Each line item you see as you invoice in the Supplier Portal displays the tax % that the buyer inserted onto the Purchase Order of that line item. If it is correct, you need to do nothing but upload your PDF.
- If it is not correct, you must adjust the tax rate! There are 2 ways to adjust the tax rate:
  - If all line items have the same tax %, please enter the % into the field at the top of the invoice called 'Invoice Tax Percentage'. This will change the tax % for all line items.

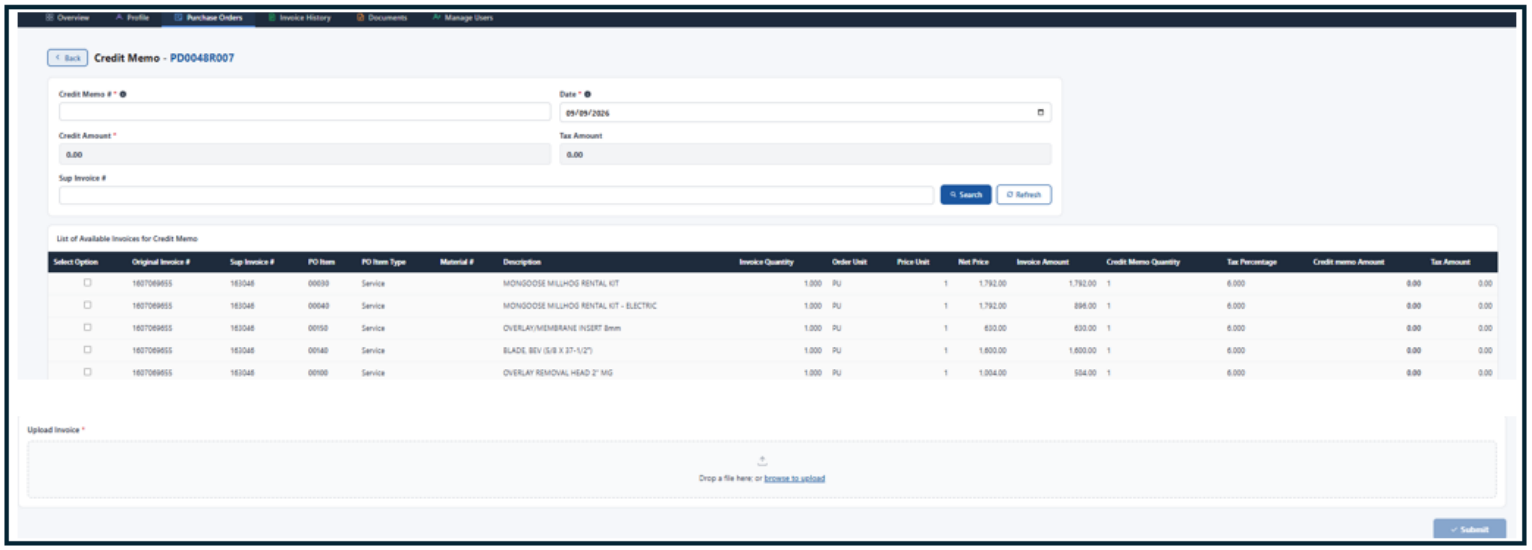


  - If all line items do not have the same tax %, please manually change the tax % on each line item. You would leave the 'Invoice Tax Percentage' box blank at the top of the invoice.

- Please ensure that the tax rate/s in the PDF you attach matches the tax rate you put onto the line items in the portal.

Credit Memos

- Select the PO number from your dashboard.
- Select the ‘Create Credit Memo’ button (found on dashboard or top right within the PO).
- Fill in all required fields:
    - Credit Memo #
    - Date (back date allowed up to **3** days only)
- Supplier Invoice # is optional but can be filled in to search for the invoice being credited.
- From the list of available invoices for Credit Memo, select the invoice by checking the box.
- Enter the dollar amount or quantity to be credited. **Negative (-) sign is not required.**
- Upload your organization’s credit memo.
- Hit ‘Submit’.
    - Credit memos submitted will appear under PO History with the status.



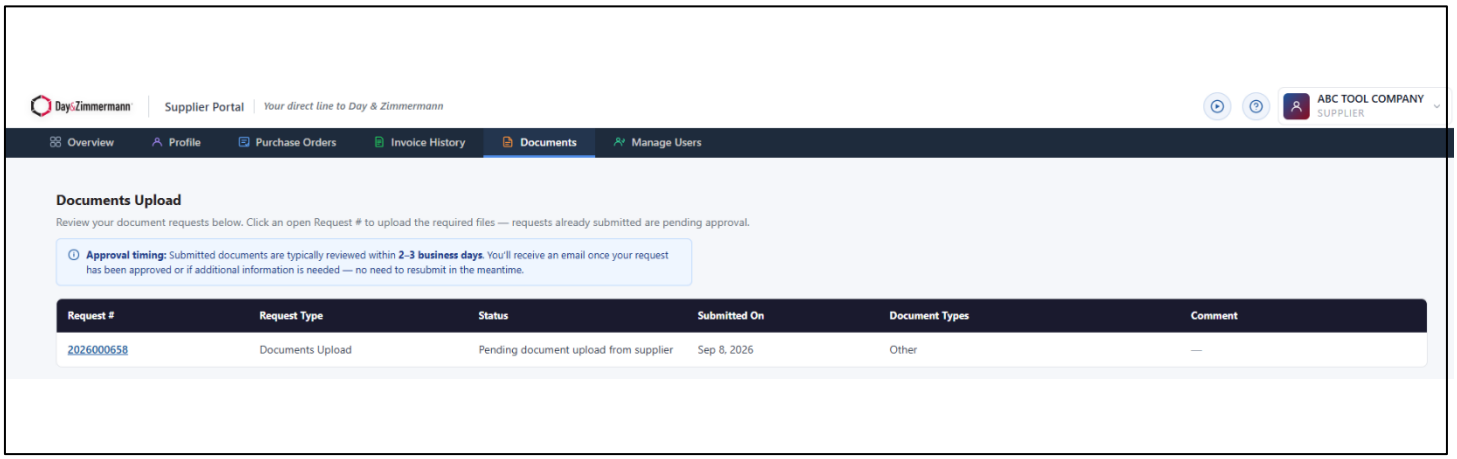
Documents

****IMPORTANT** Do not upload invoices to "Documents". Invoices submitted there are not routed to the AP team and must be submitted against a valid PO on the Purchase Order tab only.**

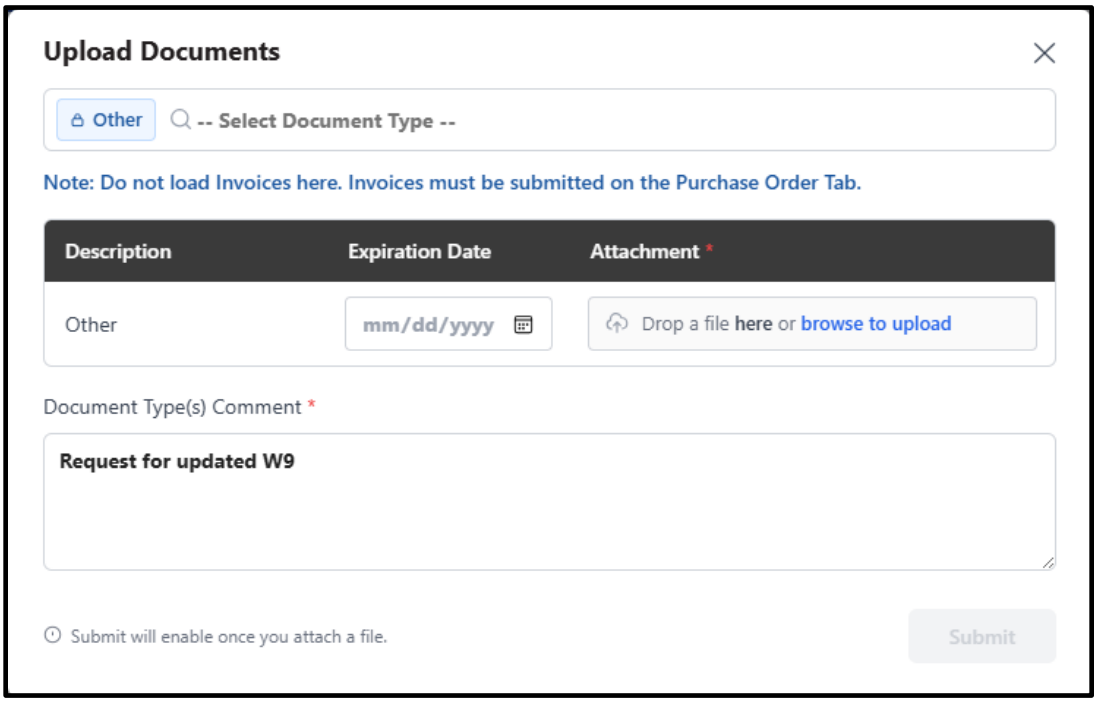
- You can upload any documents you wish to share with Day & Zimmermann, such as necessary certifications, certificates of insurance, tax exempt forms, or any information you believe would be valuable for us to continue our relationship with your company.
- If the uploaded document has an expiration date, you will enter it in the respective field and will be prompted upon document expiration to upload a new document with 30/60/90-day reminders.

Load Documents Requested by DZG

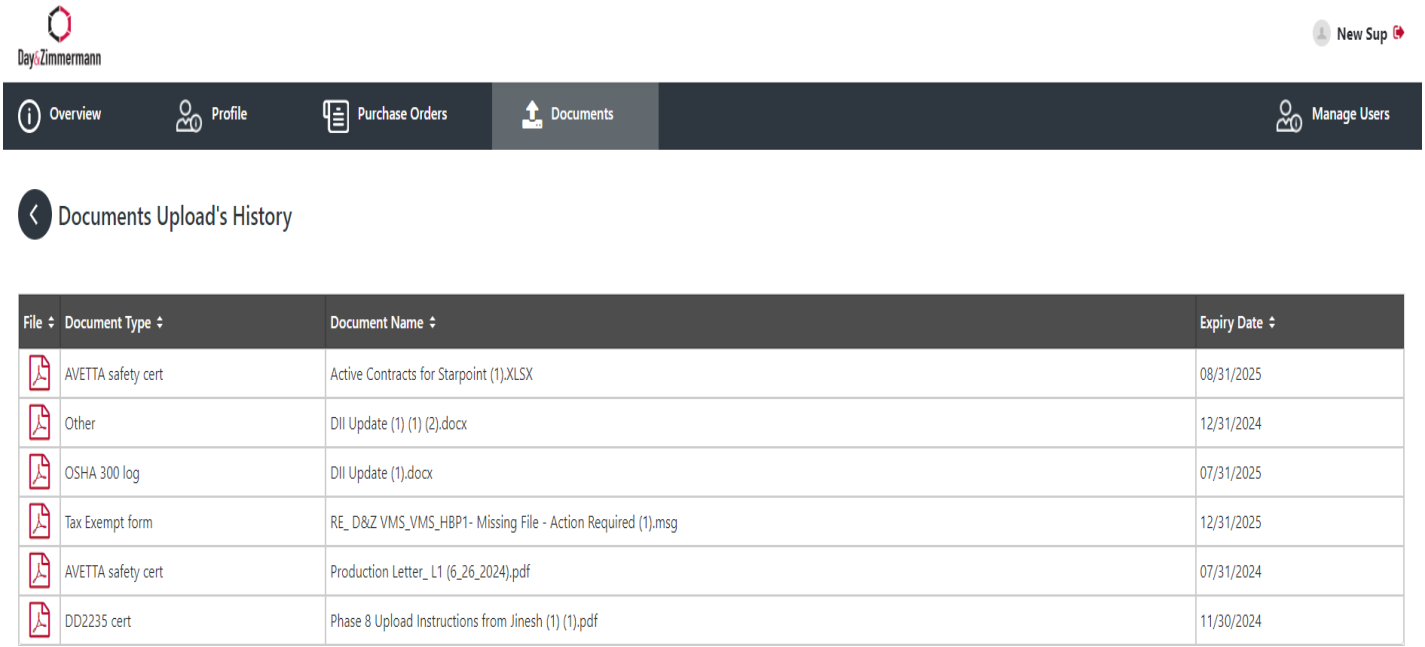
1. Upon receiving an emailed request from DZG, click the link in the email to log into the Supplier Portal.
2. Click the Documents button at the top of the page to view all pending document upload requests.
3. For each new request, there will be a unique Request ID.
    a. Click on **"Request #"**



4. Use the pop-up box to upload documents for each document requested.
    a. Expiration Date is optional; however, dates should be entered where applicable.
    b. If you need to share other documents, use the drop-down menu to select the document type.
5. Request may be saved as a draft and can be submitted later.
6. At least one document must be loaded to submit the response to DZG.
    a. A confirmation email will be sent for the documents submitted.
    b. Approved documents will be available for review on the Documents History.
    c. If documents are rejected, you will receive an email with the reason.

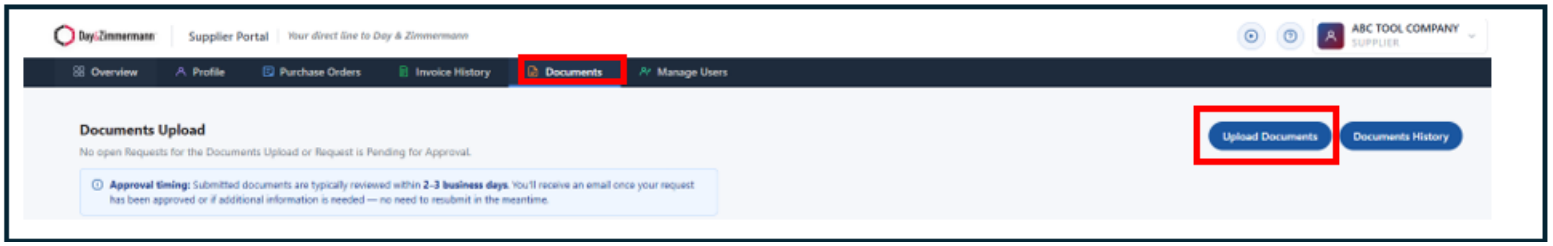


Approved documents will be available for review in the Documents History.

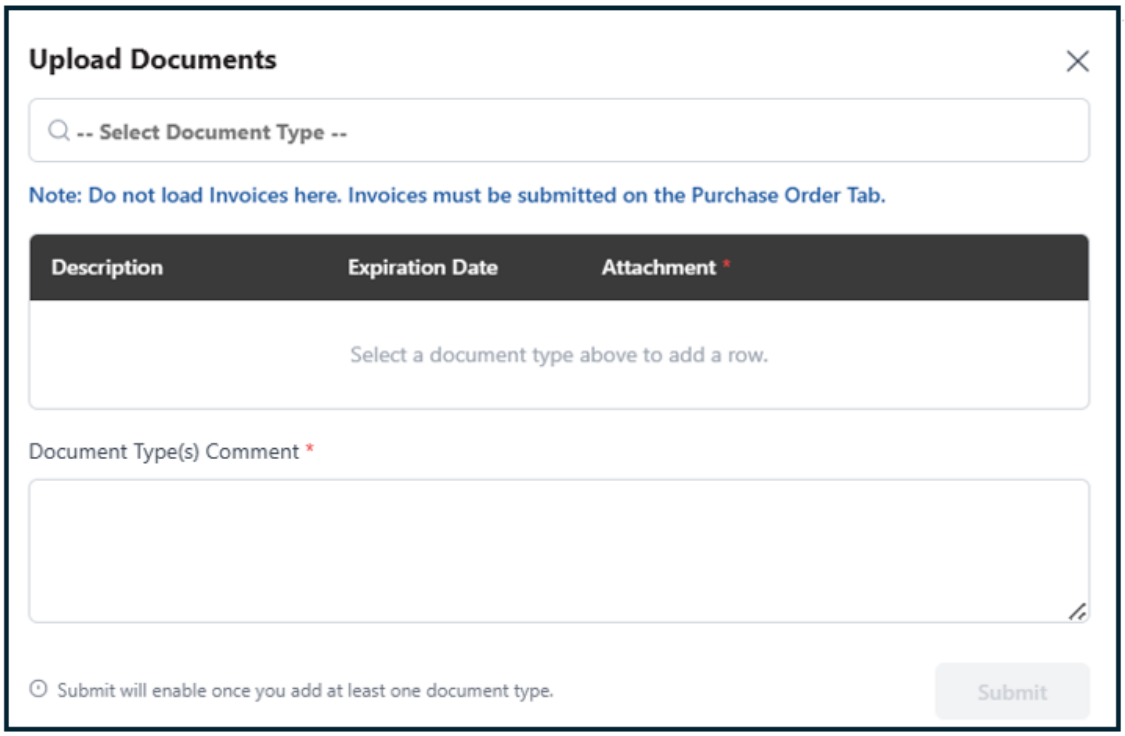


Load Documents without a DZG Request

1. Click the Documents button at the top of the page, then ➔ Upload Documents

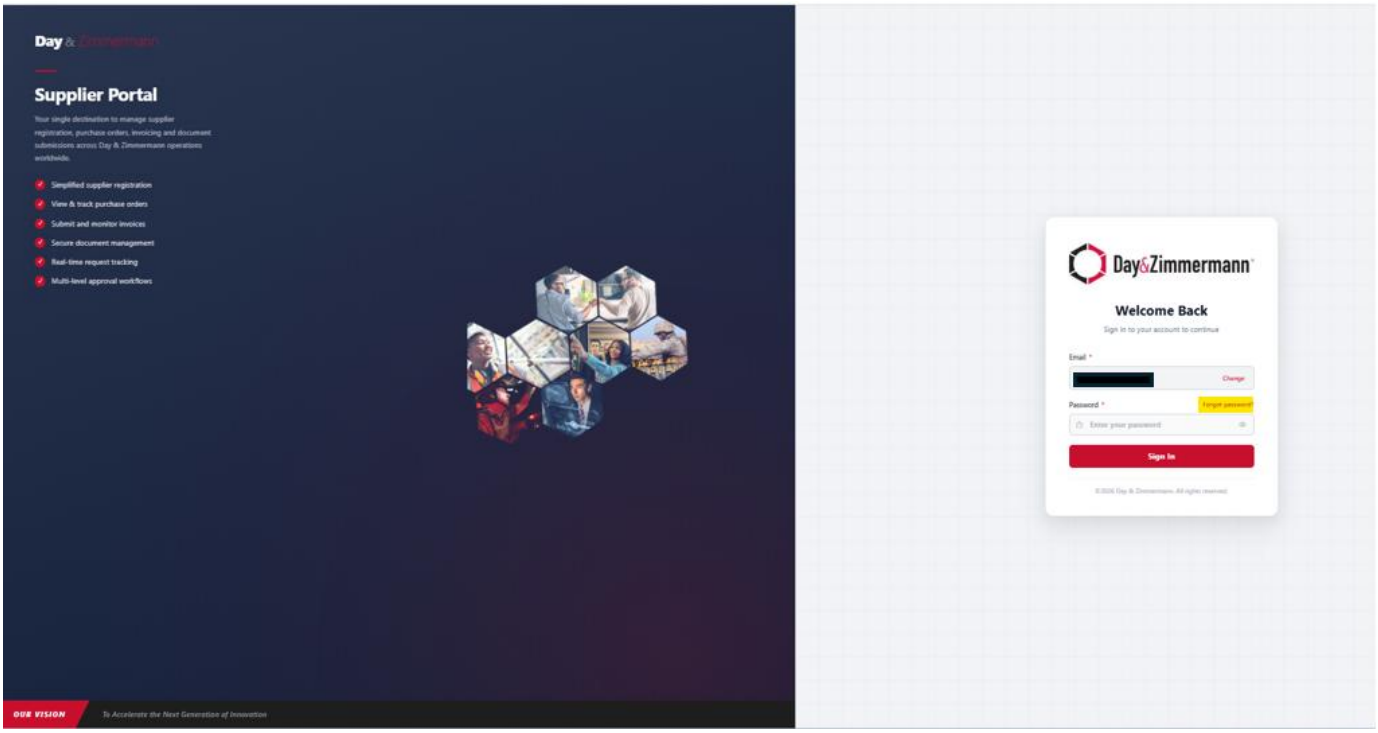


2. Select document(s) type from the drop-down menu.
    a. If document type “other” is selected, document type(s) comment is required.
3. Enter expiration date(s) where applicable.
4. Add attachments.
5. Submit.
    a. A confirmation email will be sent for the documents submitted.
    b. Approved documents will be available for review on the Documents History.
    c. If documents are rejected, you will receive an email with the reason.

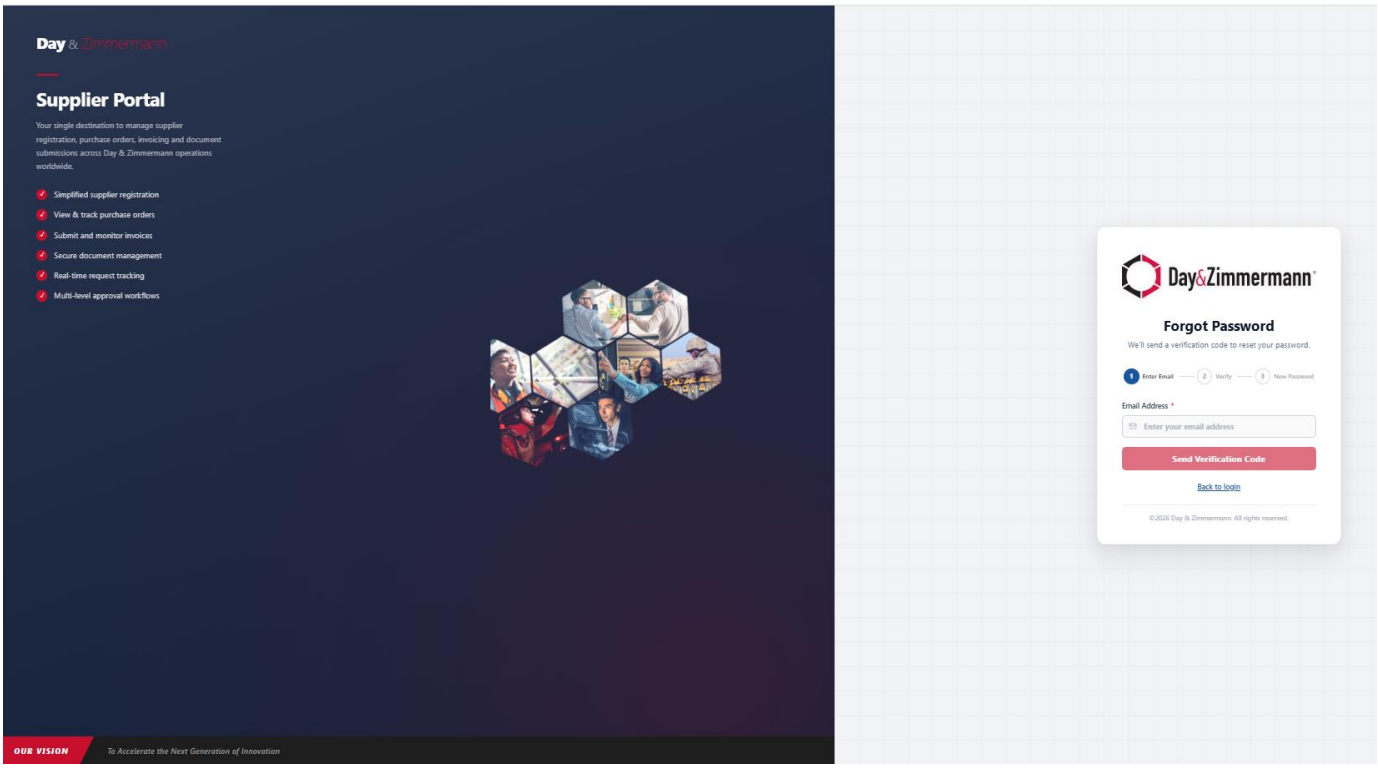


Password Reset

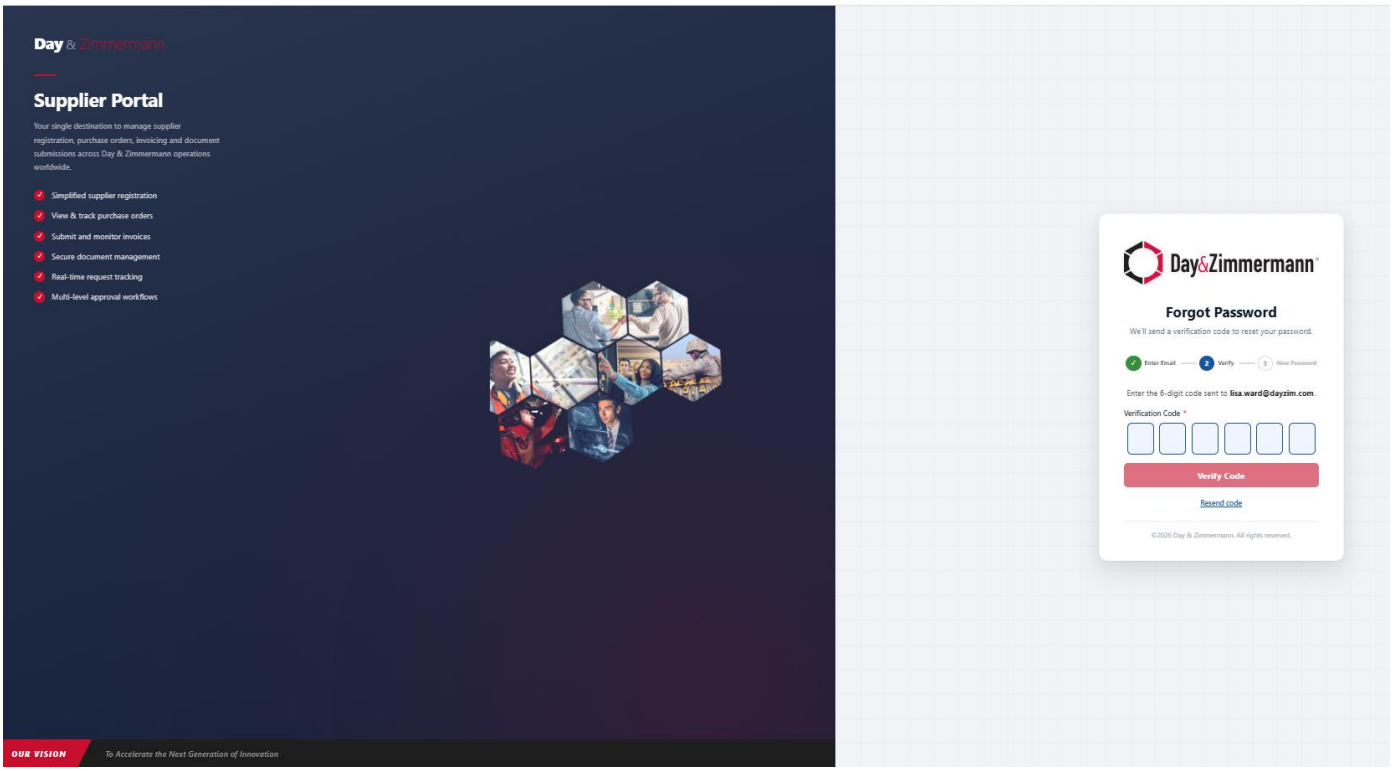
1. Click **Forgot Password** on the log in screen



2. Enter email address and click **send verification code.**

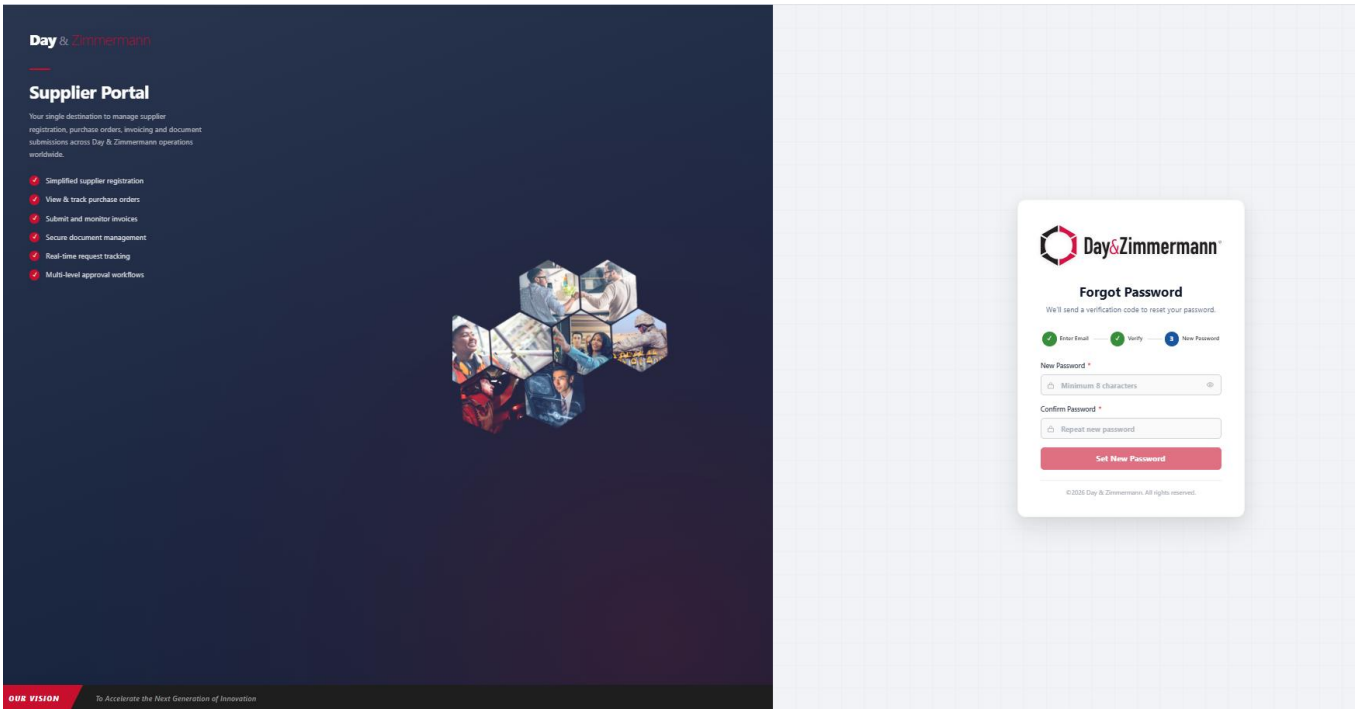


3. Enter verification code and click verify. Code is valid for 10 minutes. Note, you may need to check spam or junk folder for verification code email from supplierportalservices@dayzim.com



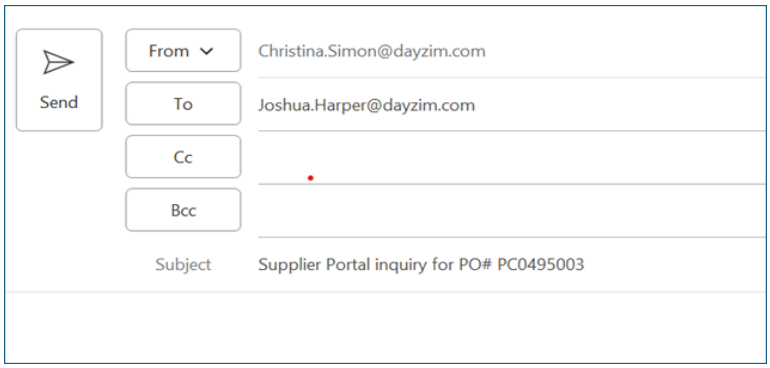
4. Set new password, then click submit. You will not be automatically logged into the portal. Once the new password is set, you will be taken back to the log in page.

   Note, if you receive an error that the password is invalid, wait 30 minutes then start at step 1 again.



Communications and how to get assistance

1. Suppliers can select the buyer's name next to the Purchase Order if they have a question about the PO. By selecting the name, an auto-email will pop up for you to complete and send to the buyer (within the PO itself, the buyer's name is also now hyperlinked and can also auto-email the buyer). The email will look like this:



2. A 'Help' button has been added to the top menu, whereby suppliers can find training resources to better guide you through the Supplier Portal, in addition to finding common D&Z contacts:

