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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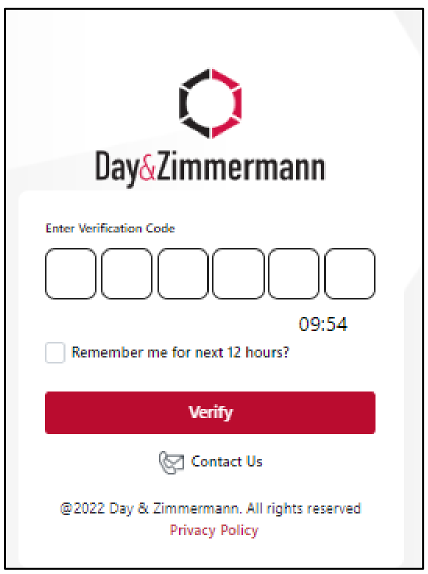
Content

Sign in with your user name (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. There is a check box you may select that allows the system to remember that you recently signed in so that you don't have to put in a new code every time. This resets daily.



Sample OTP/ verification code email

Verification Code for Day & Zimmermann Supplier Portal

S Supplierportalservices@dayzim.com

To DeLoatch, Amanda

Reply | Reply All | Forward | ...

Wed 3/8/2023 11:44 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

Day&Zimmermann

Your Verification Code for Day & Zimmermann Supplier portal is 792254. This Code is valid for only 10 Minutes.

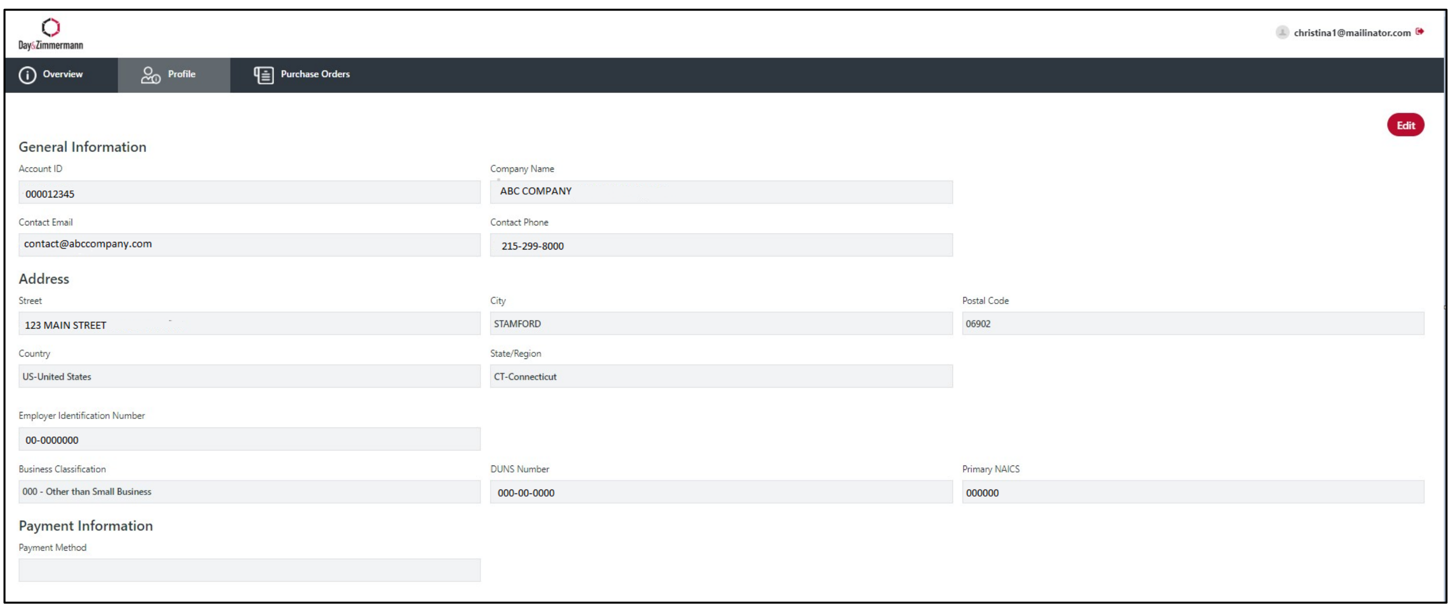
Do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

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.

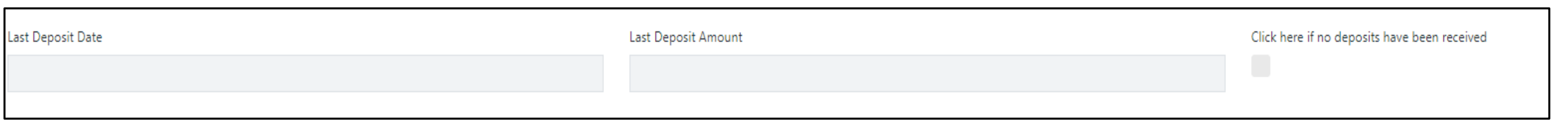
For all suppliers, when requesting a banking change through the portal, we request **one** of the following documents:

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:

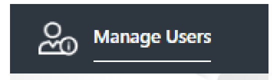
1. Last deposit date from DZG
2. Last deposit amount from DZG

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

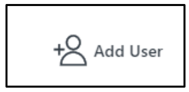


Managing Users

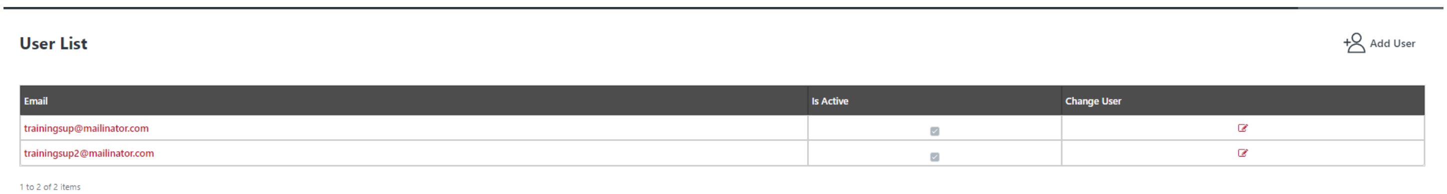
1. To add a new user, select the 'Manage Users'



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

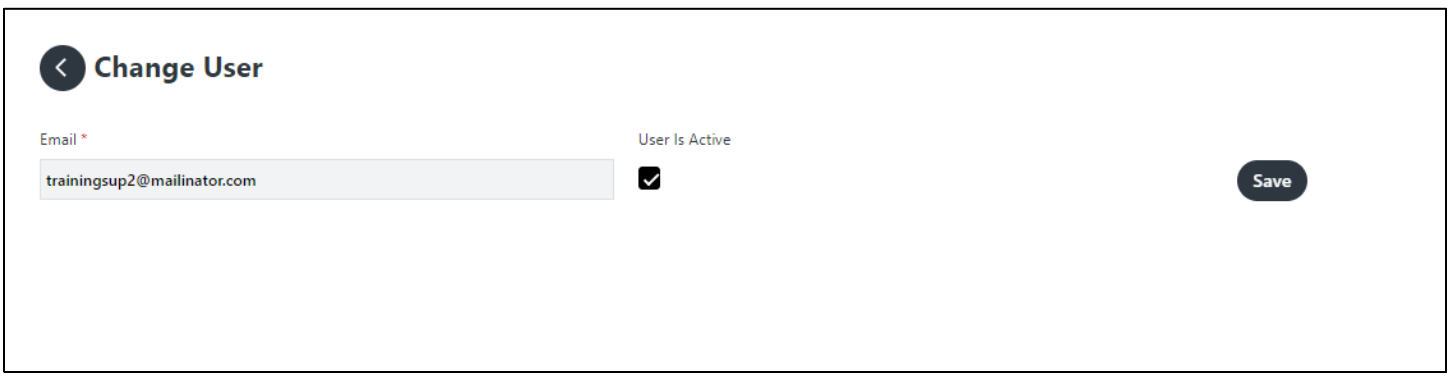


3. Enter new user's email address and save. An email will be sent to the new user to create their new password.



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

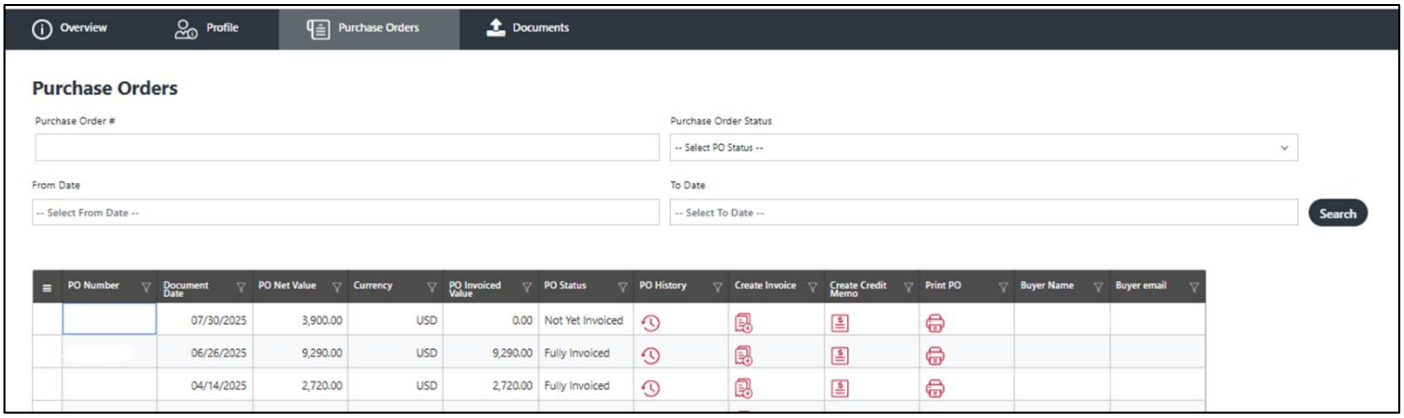


Viewing Purchase Orders

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

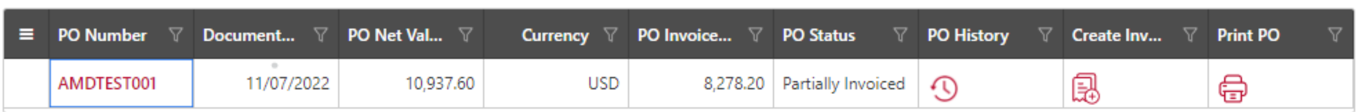
Note: Suppliers may see PO's that they were not issued, that were 'internally' created to make a payment.

POs can be searched by PO# (must use CAPS), PO status or Date Range.



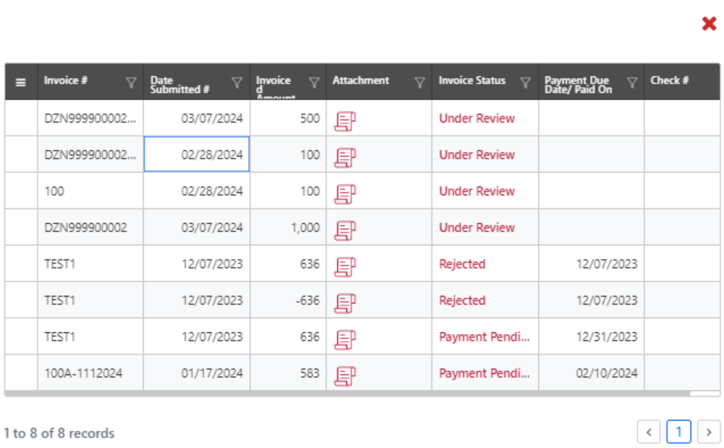
PO Number	Document Date	PO Net Value	Currency	PO Invoiced Value	PO Status	PO History	Create Invoice	Create Credit Memo	Print PO	Buyer Name	Buyer email
	07/30/2025	3,900.00	USD	0.00	Not Yet Invoiced						
	06/26/2025	9,290.00	USD	9,290.00	Fully Invoiced						
	04/14/2025	2,720.00	USD	2,720.00	Fully Invoiced						

By clicking on the PO #, a Status of the PO, PO History, Create invoice and a PDF view/print of the PO can be accessed from the dashboard view.



PO Number	Document...	PO Net Val...	Currency	PO Invoice...	PO Status	PO History	Create Inv...	Print PO
AMDTEST001	11/07/2022	10,937.60	USD	8,278.20	Partially Invoiced			

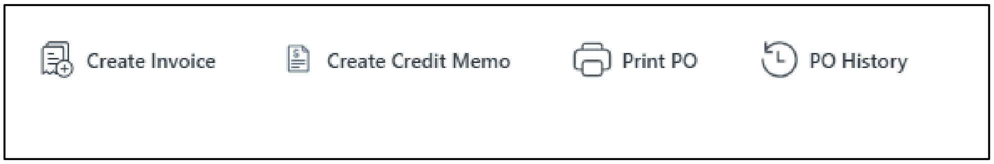
Once in this dashboard view, invoices can be searched by using the filter icon next to Invoice #.



Invoice #	Date Submitted #	Invoiced Amount	Attachment	Invoice Status	Payment Due Date/ Paid On	Check #
DZN999900002...	03/07/2024	500		Under Review		
DZN999900002...	02/28/2024	100		Under Review		
100	02/28/2024	100		Under Review		
DZN999900002	03/07/2024	1,000		Under Review		
TEST1	12/07/2023	636		Rejected	12/07/2023	
TEST1	12/07/2023	-636		Rejected	12/07/2023	
TEST1	12/07/2023	636		Payment Pendi...	12/31/2023	
100A-1112024	01/17/2024	583		Payment Pendi...	02/10/2024	

Invoices

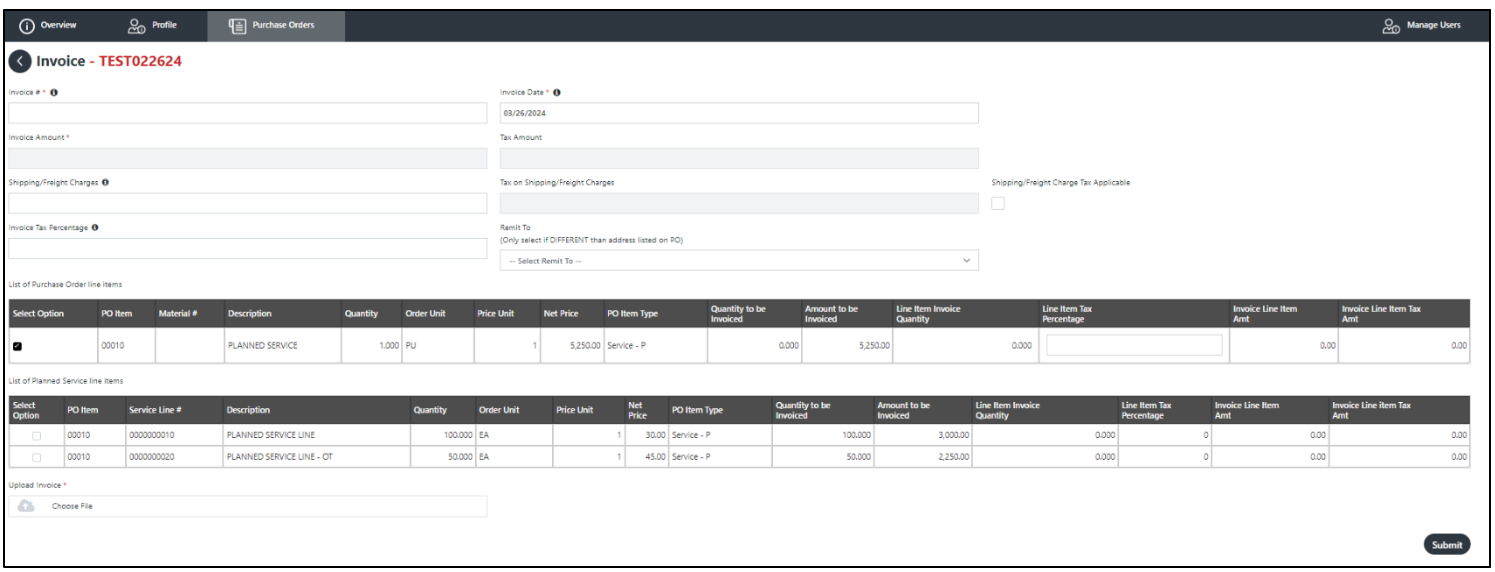
1. Select PO from dashboard.
2. Select the Create Invoice button (found on dashboard or top right in the PO).



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.

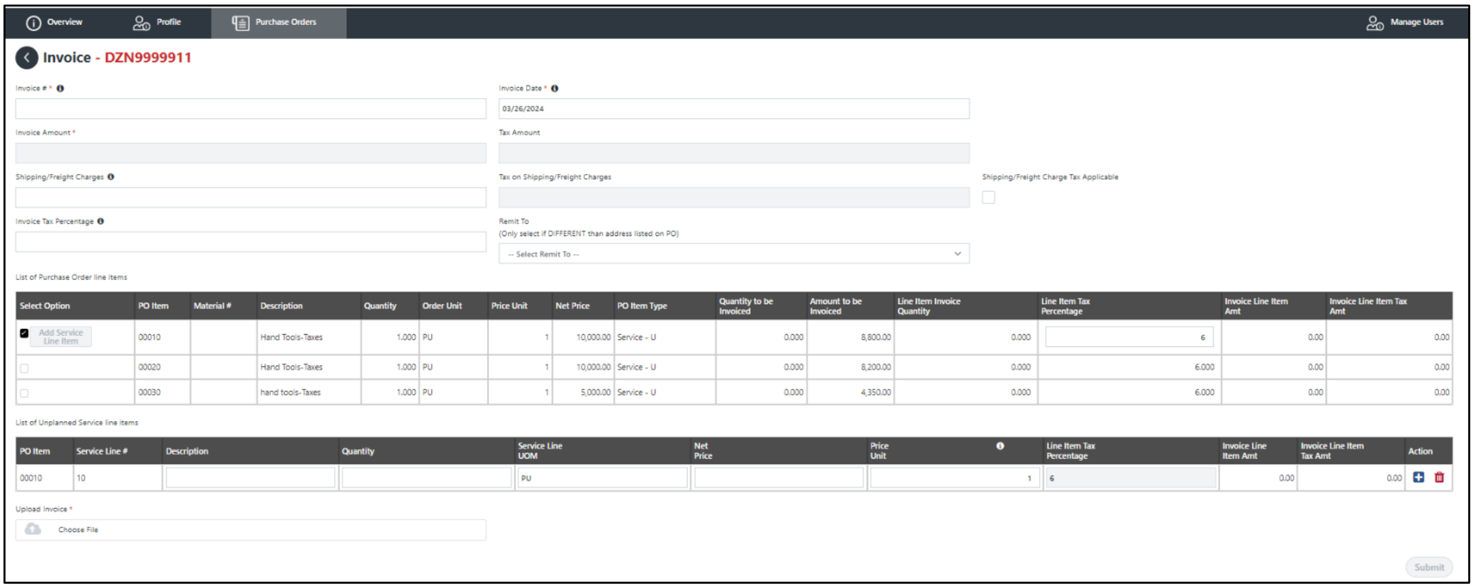
Invoice a Planned Service PO:

- 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.



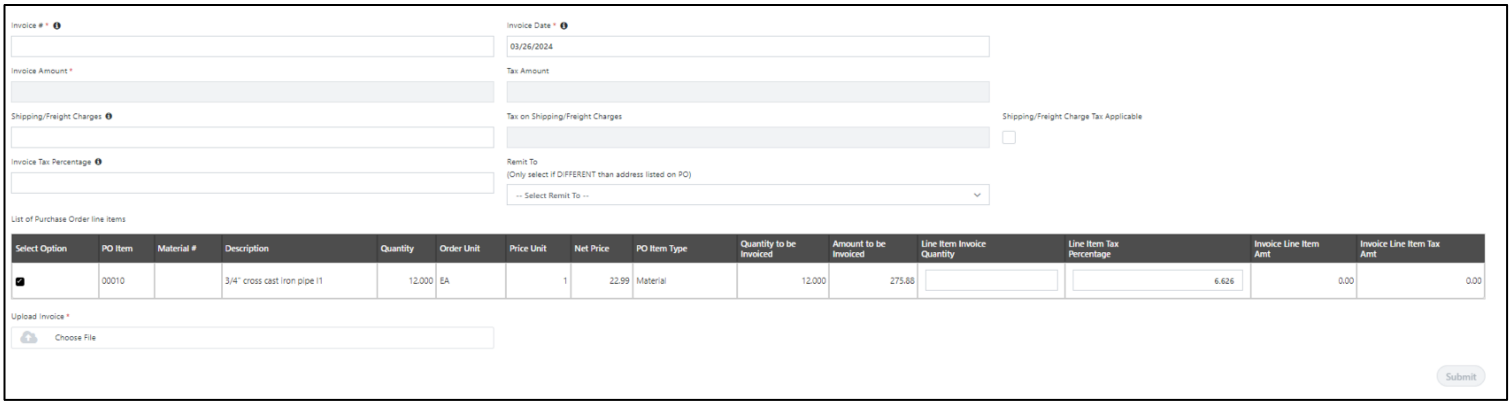
Invoice an Unplanned Service PO:

- Follow Steps 1-3 from page 8 on how to create an invoice.
- PO type will show as **Services – U.**
- Select the Purchase Order line item(s) to invoice, then select **Add Service Line Item**.
- 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.

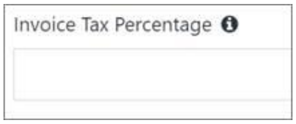


Invoice Status

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.

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.

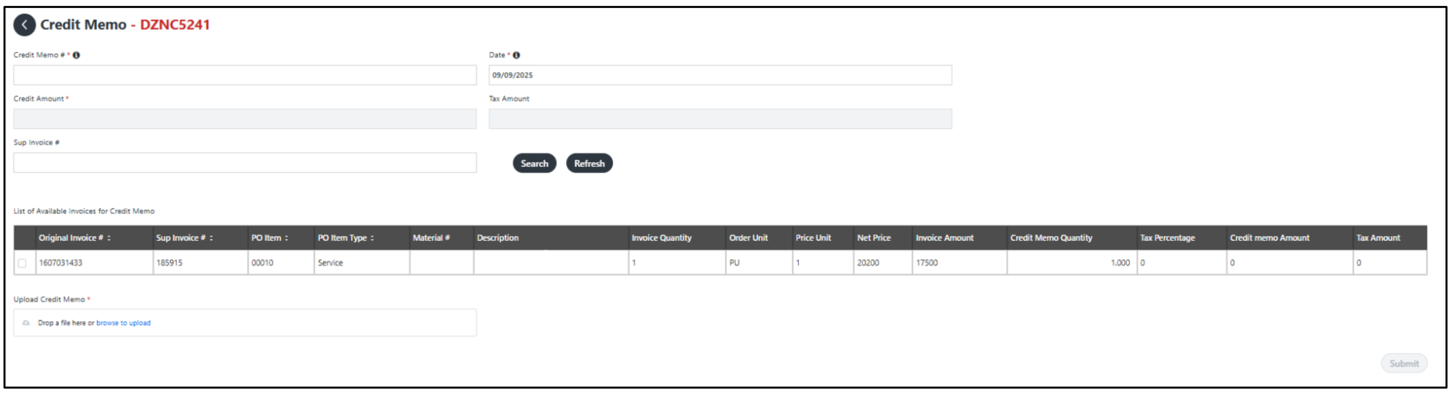


  - If all line items do not have the same tax %, please manually change the tax % on each line item. You would leave the 'Invoice Tax Percentage' box blank.

- 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.
- Upload your organization’s credit memo.
- Hit ‘Submit’.
    - Credit memos submitted will appear under PO History with the status.



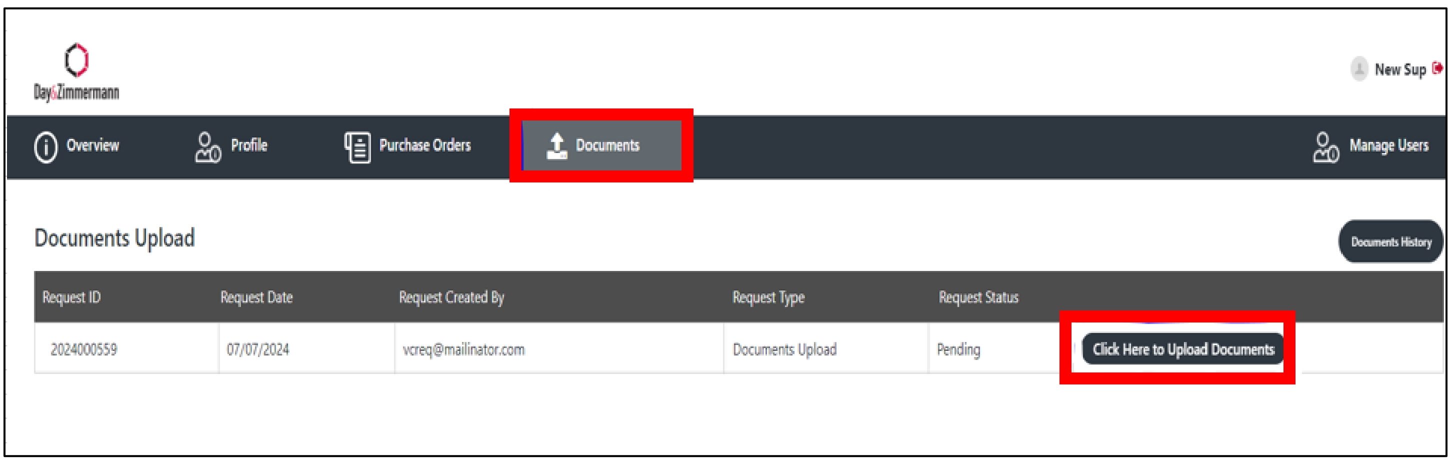
Documents

****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.**

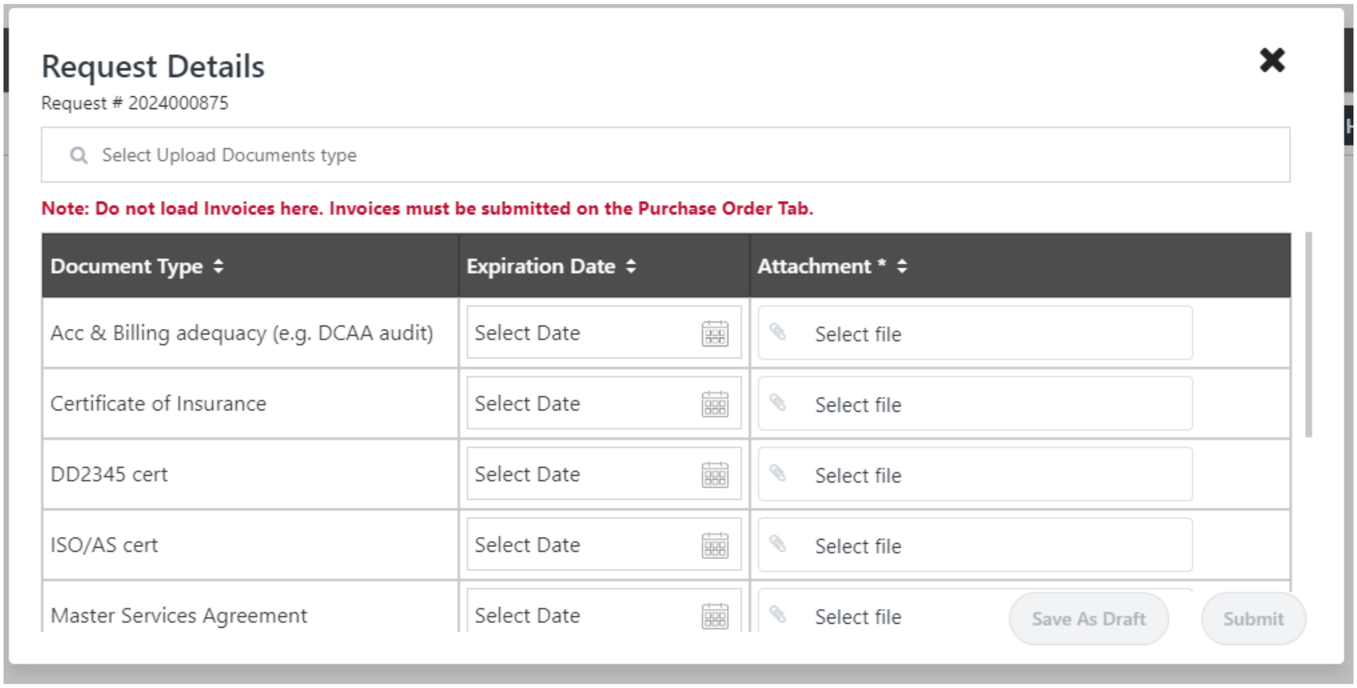
- You can upload any documents you wish to share with Day & Zimmermann, such as necessary certifications, certificates of insurance, tax exempt forms, or any information you believe would be valuable for us to continue our relationship with your company.
- If the uploaded document has an expiration date, 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 **"Click Here to Upload Documents"**

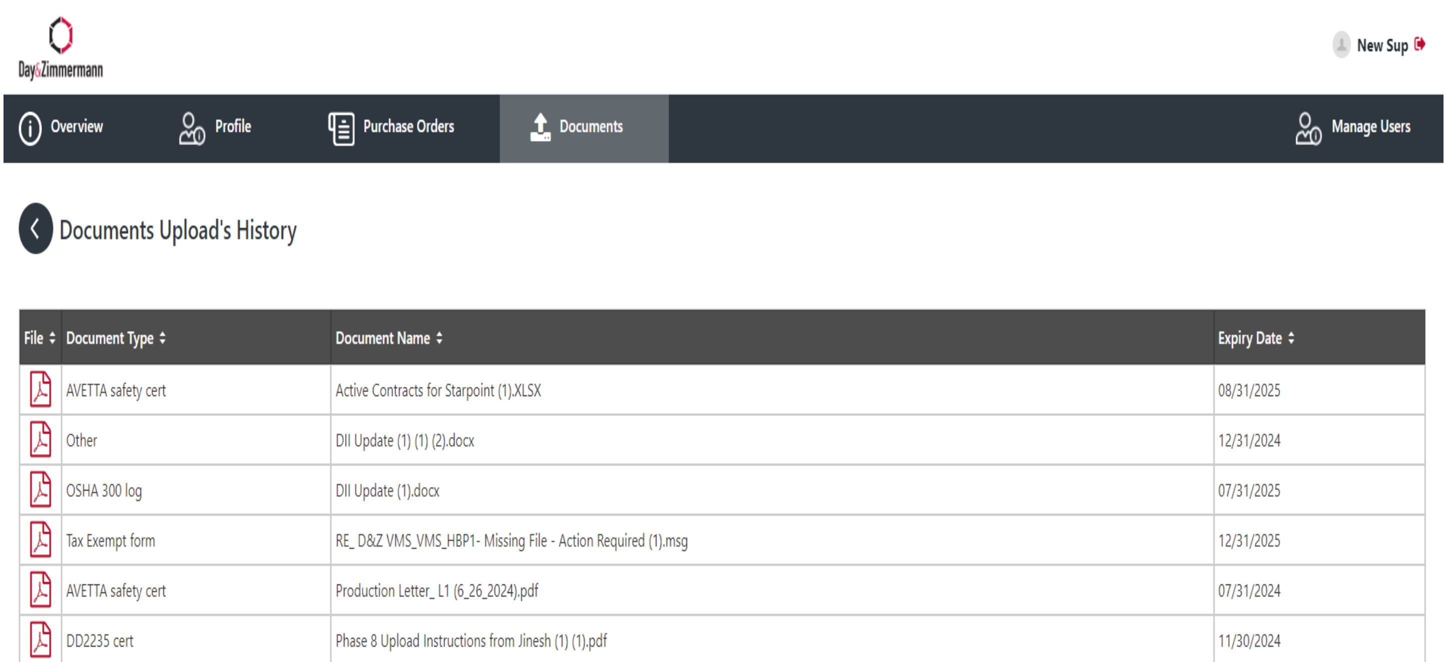


4. Use the pop-up box to upload documents for each document type requested.
    a. Expiration Date is optional; however, dates should be entered where applicable.
    b. If you need to share other documents, use the drop-down menu to select the document type.
5. Request may be saved as a draft and can 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.



Document Type	Expiration Date	Attachment *
Acc & Billing adequacy (e.g. DCAA audit)	Select Date	Select file
Certificate of Insurance	Select Date	Select file
DD2345 cert	Select Date	Select file
ISO/AS cert	Select Date	Select file
Master Services Agreement	Select Date	Select file

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

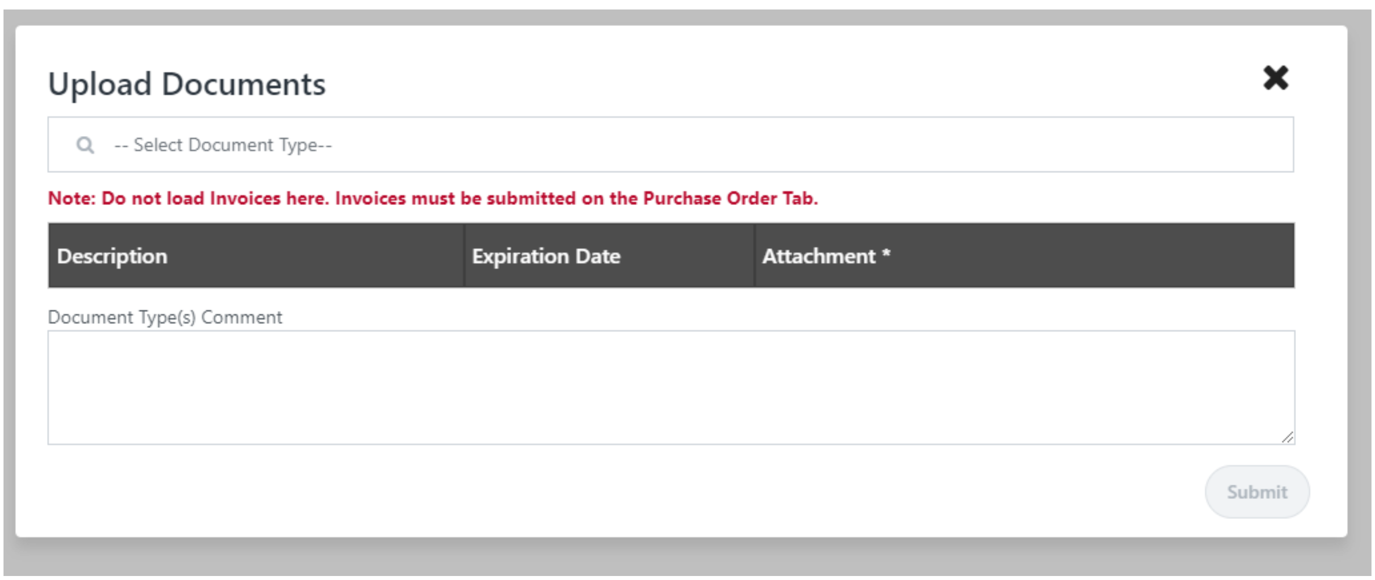


File	Document Type	Document Name	Expiry Date
	AVETTA safety cert	Active Contracts for Starpoint (1).XLSX	08/31/2025
	Other	DII Update (1) (1) (2).docx	12/31/2024
	OSHA 300 log	DII Update (1).docx	07/31/2025
	Tax Exempt form	RE_ D&Z VMS_VMS_HBP1- Missing File - Action Required (1).msg	12/31/2025
	AVETTA safety cert	Production Letter_ L1 (6_26_2024).pdf	07/31/2024
	DD2235 cert	Phase 8 Upload Instructions from Jinesh (1) (1).pdf	11/30/2024

Load Documents without a DZG Request

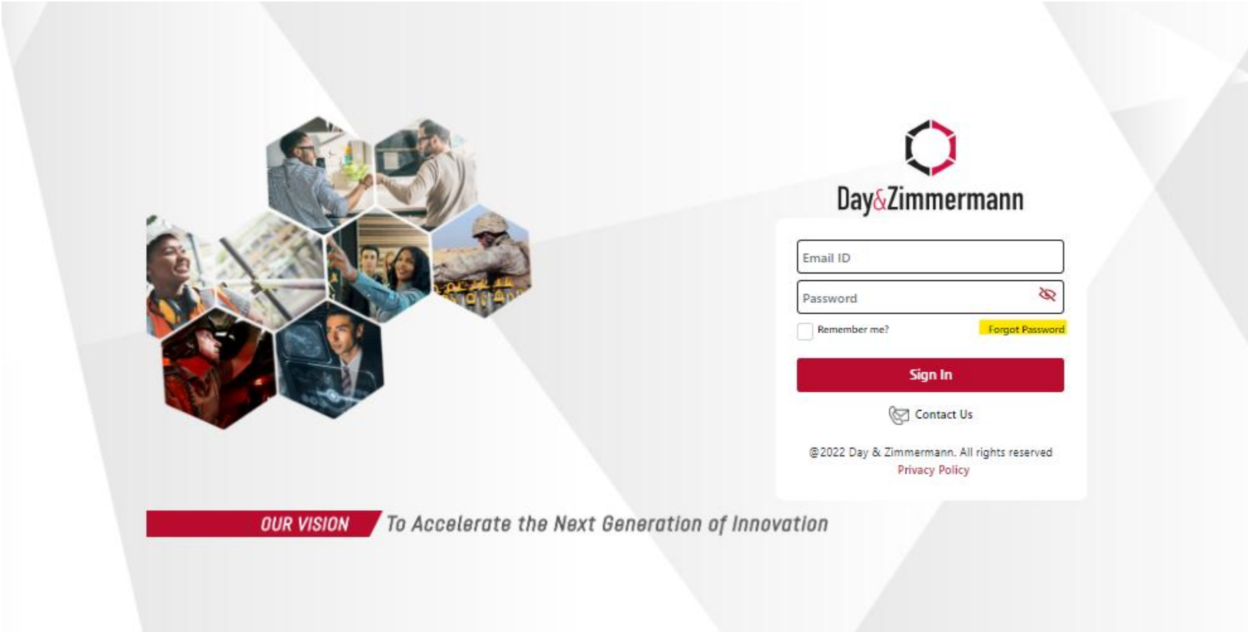
1. Click the Documents button at the top of the page, then → Upload Documents

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.

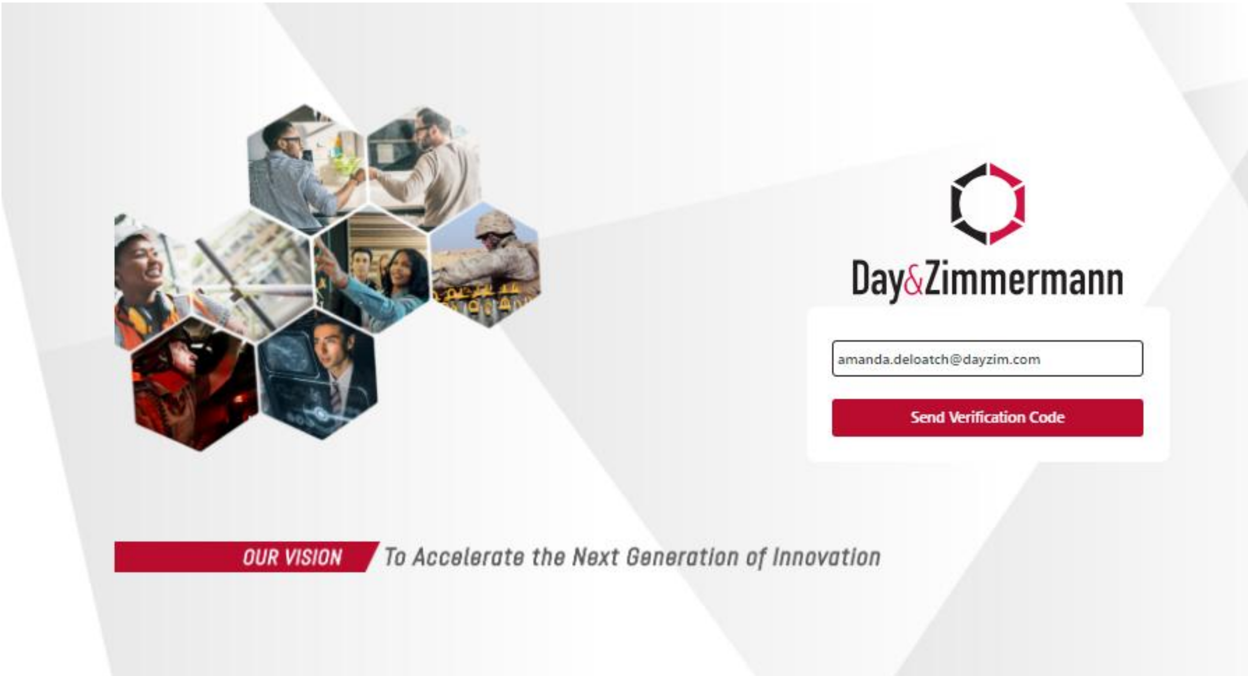


Password Reset

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



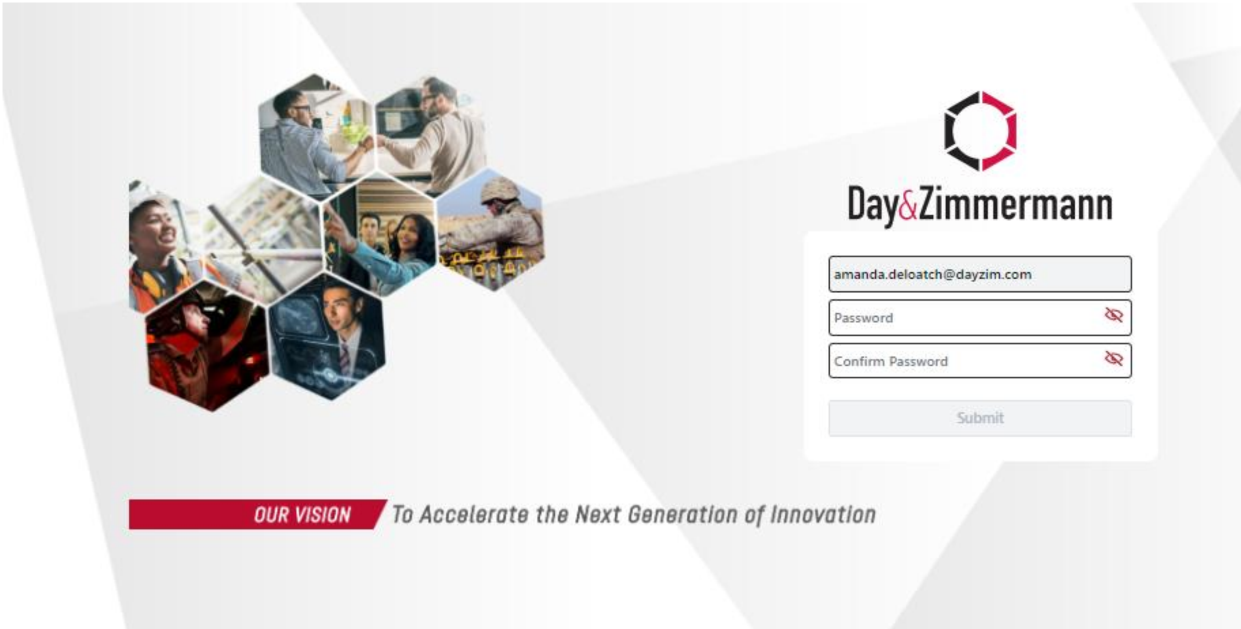
2. Enter email address and click **send verification code.**



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

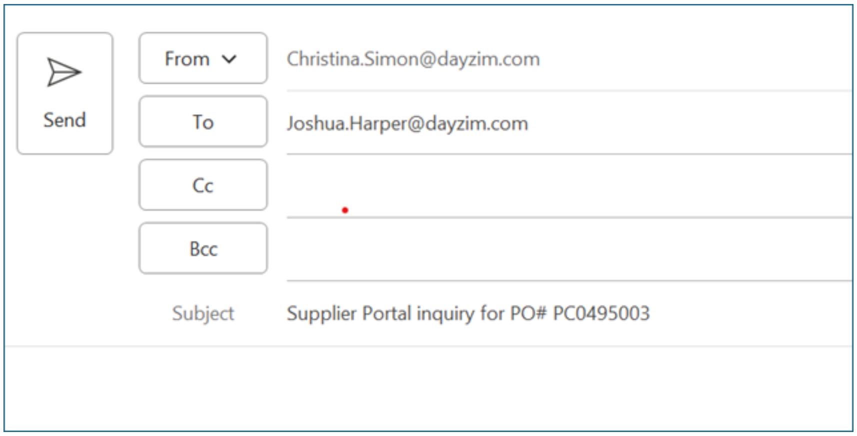
4. Set new password ,then click submit. You will not be automatically logged into the portal. Once the new password is set, you will be taken back to the log in page.

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

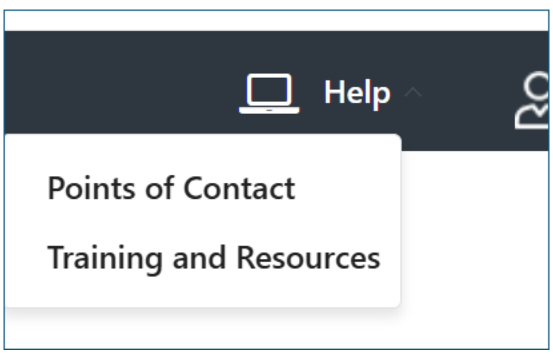


Communications and how to get assistance

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 new '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:



Points of Contact

Invoice Questions? Accounts Payable.

PhillyAP@dayzim.com

Supplier Portal Assistance

SupplierEnablementNA@dayzim.com

General Supply Chain inquiries

Purchasing@dayzim.com

Ethics Hotline

If you have a concern about the conduct of any of our employees, please speak up immediately.

- We welcome calls to our toll-free helpline at 877-319-0270, where callers have the option to remain anonymous.
- You additionally have the option of reporting a suspected violation online.

For questions related to a purchase order, contract interpretation, and/or normal commercial matters, please refer questions to your designated Day & Zimmermann Supply Chain Specialist/Buyer, as denoted on your Purchase Order.

Training and Resources

Supplier Portal Training Guide

Click here to access Supplier Portal Training Guide

New Supplier Registration Guide

Click here to access New Supplier Registration Guide

Supplier Portal Recorded Training Session

Click here to access Supplier Portal Recorded Training Session