Day & Zimmermann Supplier Portal - New Supplier Registration Guide

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

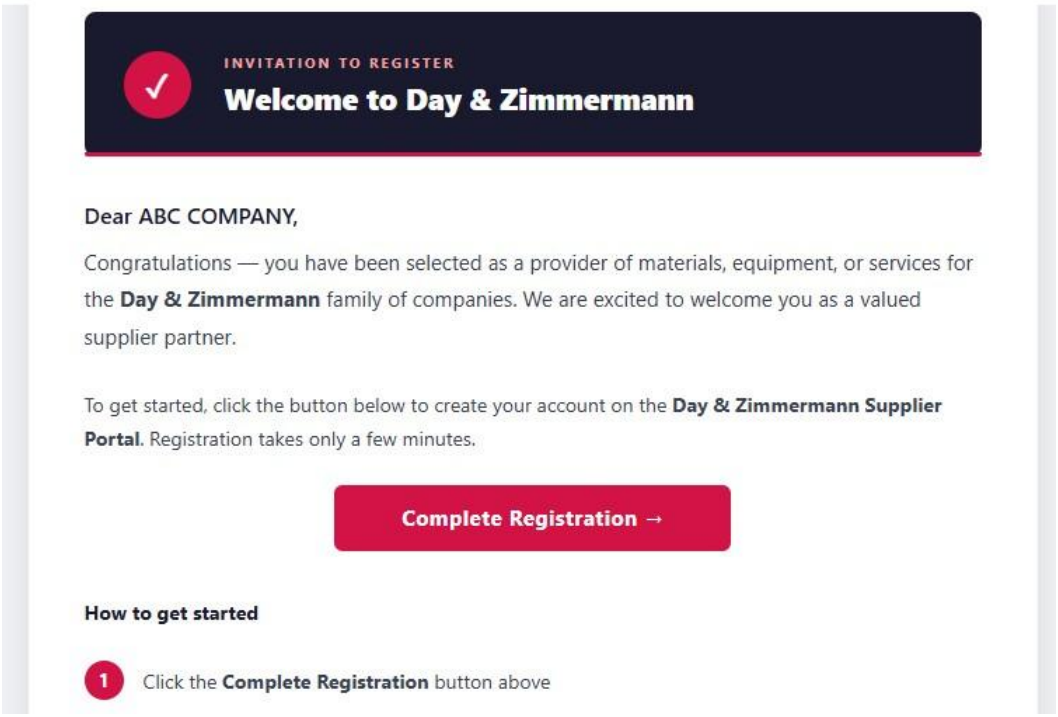
- Manage existing supplier profile.
- Access Purchase Orders (PO) history
- Submit invoices
- View invoice and payment status

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

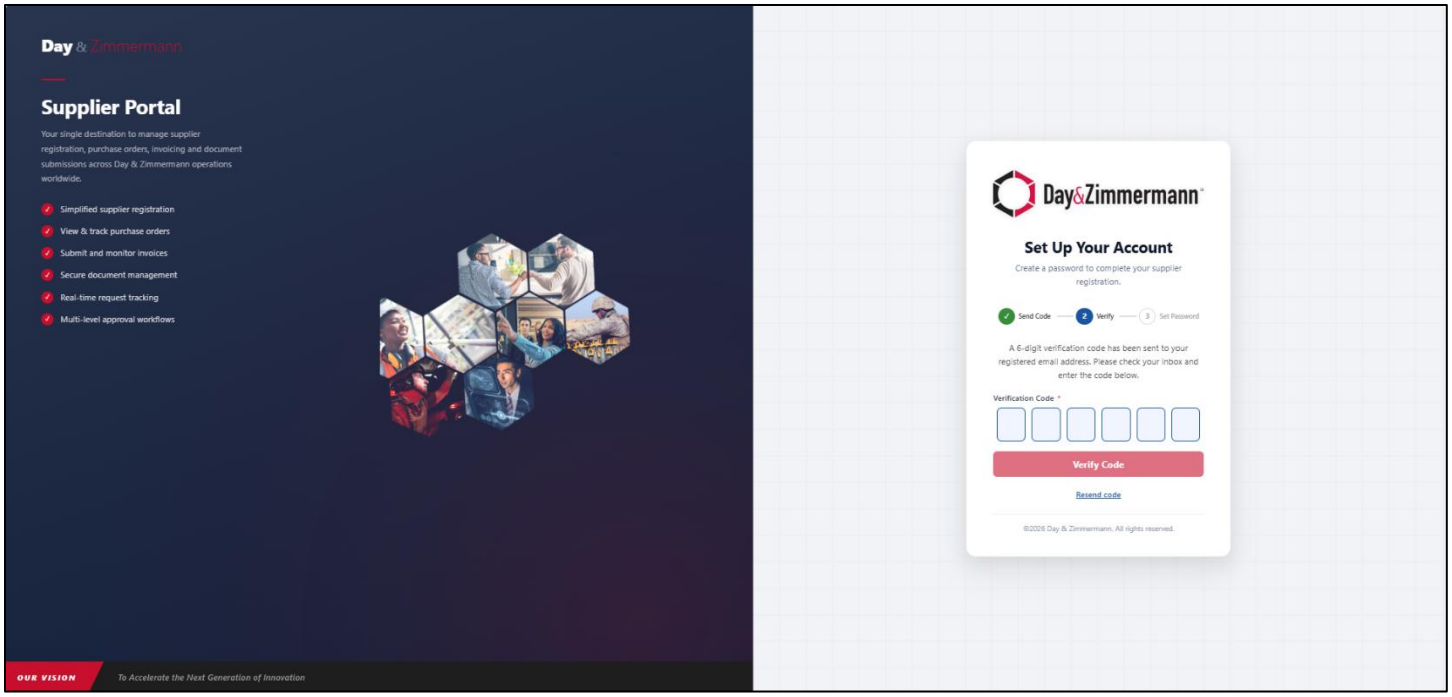
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New Supplier Registrations

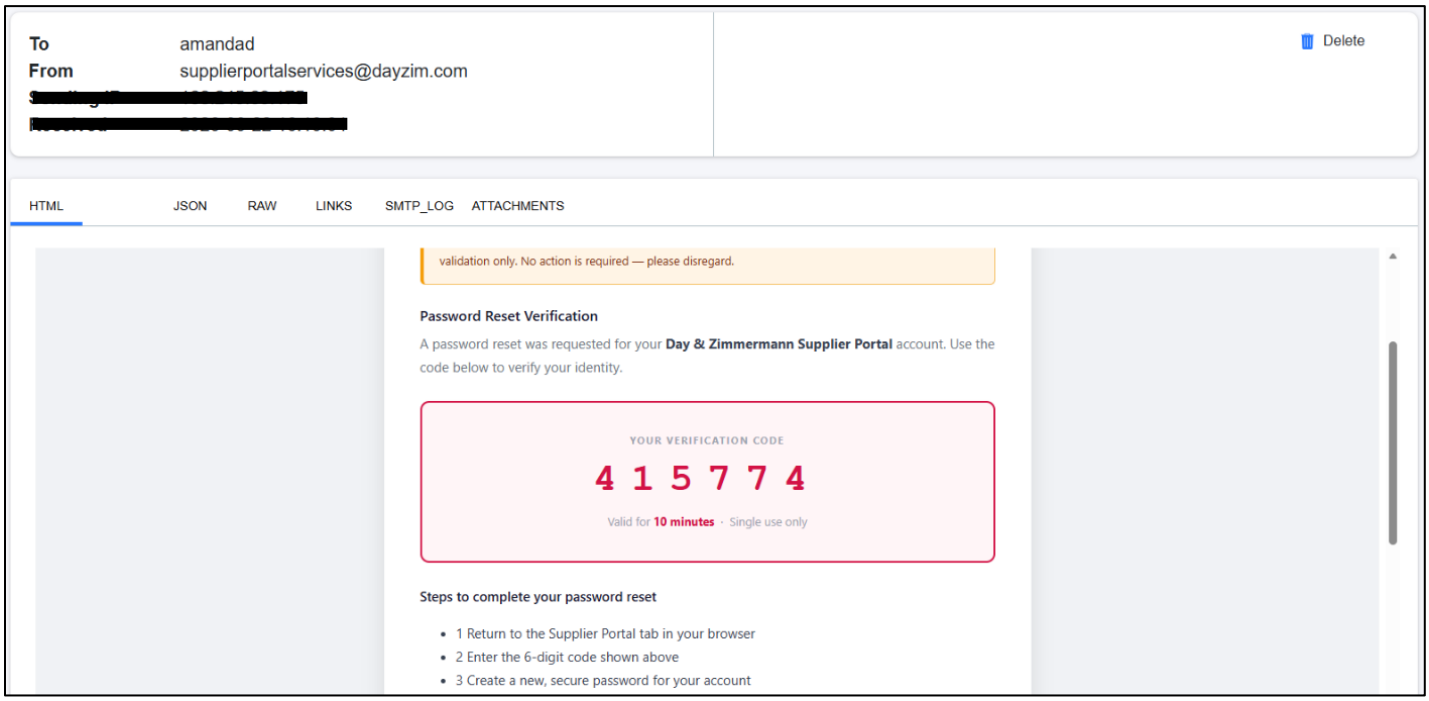
New suppliers will be sent a link via email to create portal password.



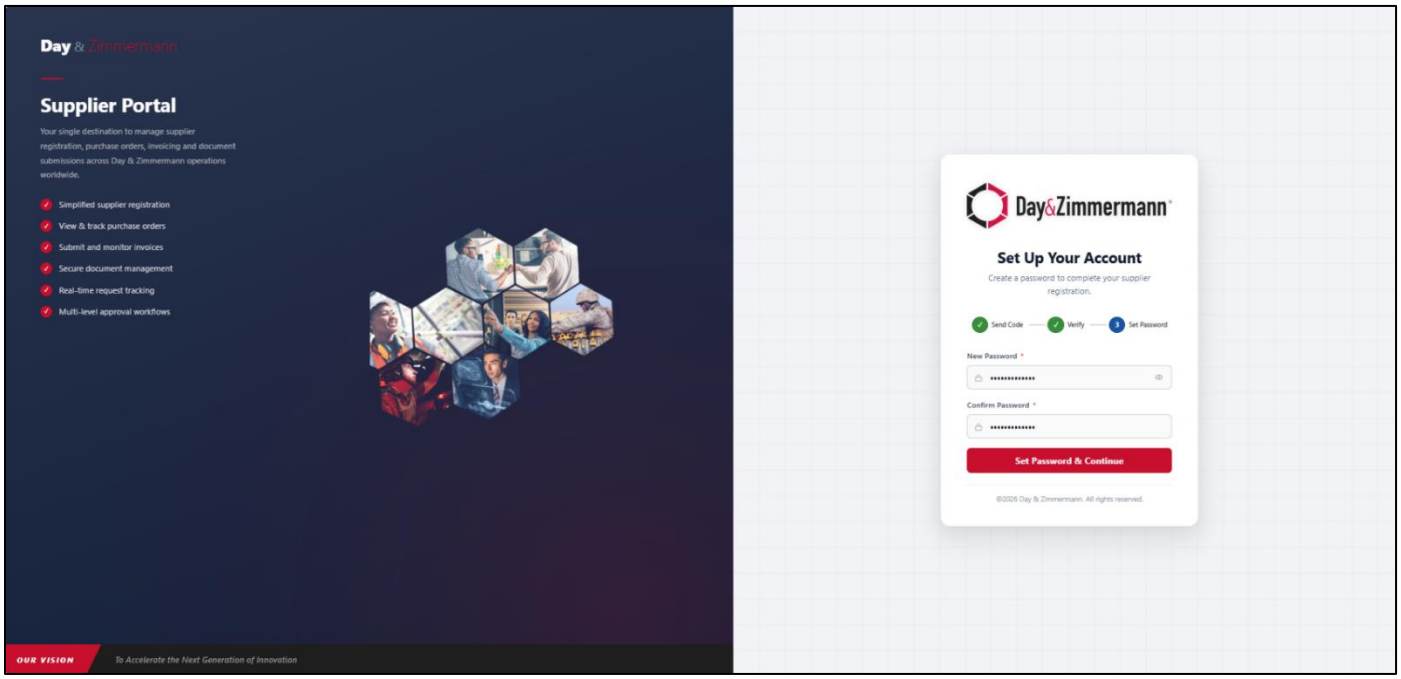
There is two-step authentication in place. By opening the complete registration link, you will be sent a 6-digit verification code to your email. The One-time Passcode (OTP) is valid for only 10 minutes.



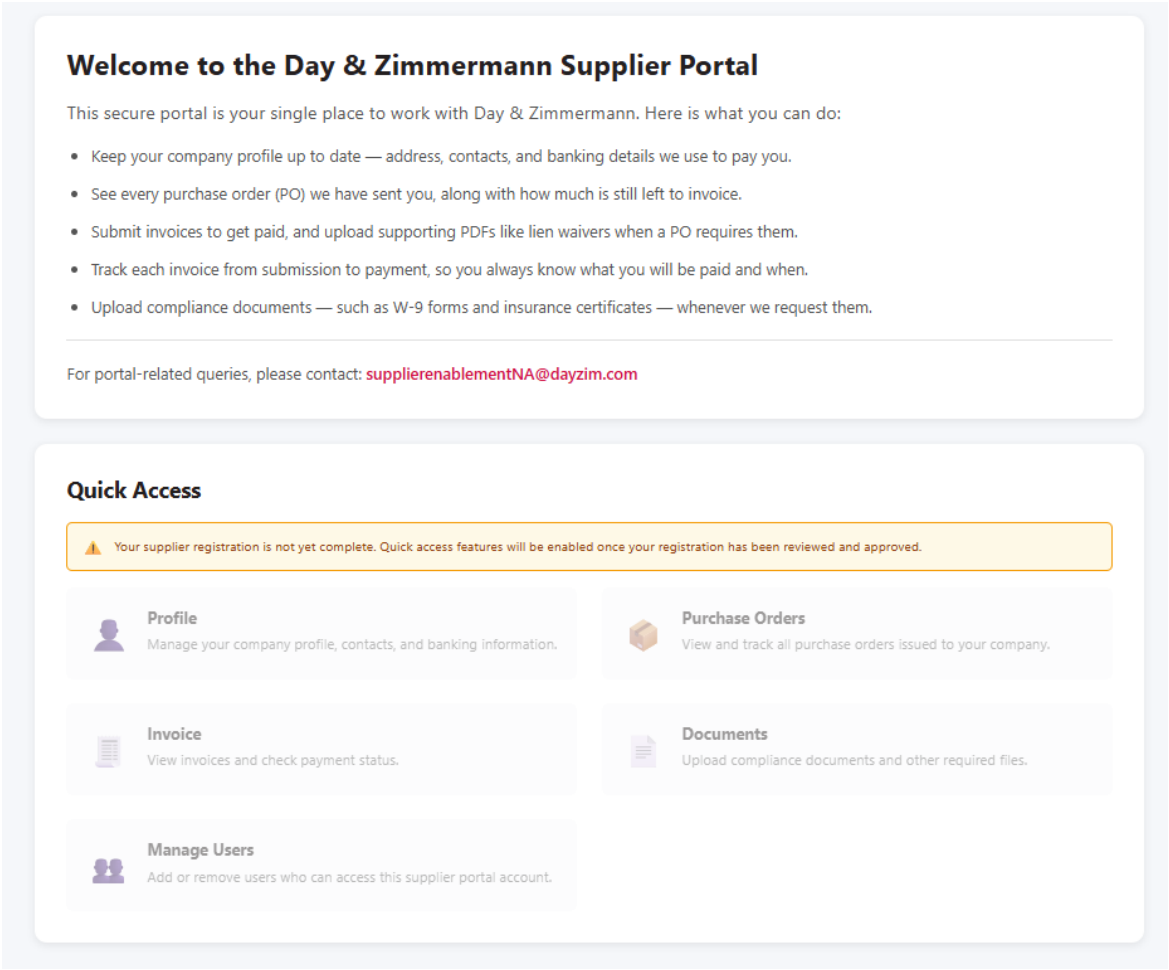
Sample OTP/ verification code email

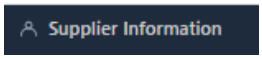


Create new password – Enter password of choice. Then click on “Set Password & Continue”.



You will be redirected to the Welcome to the Day & Zimmermann Supplier Portal Overview page.



Click on the Supplier Information tab 

to complete the form.

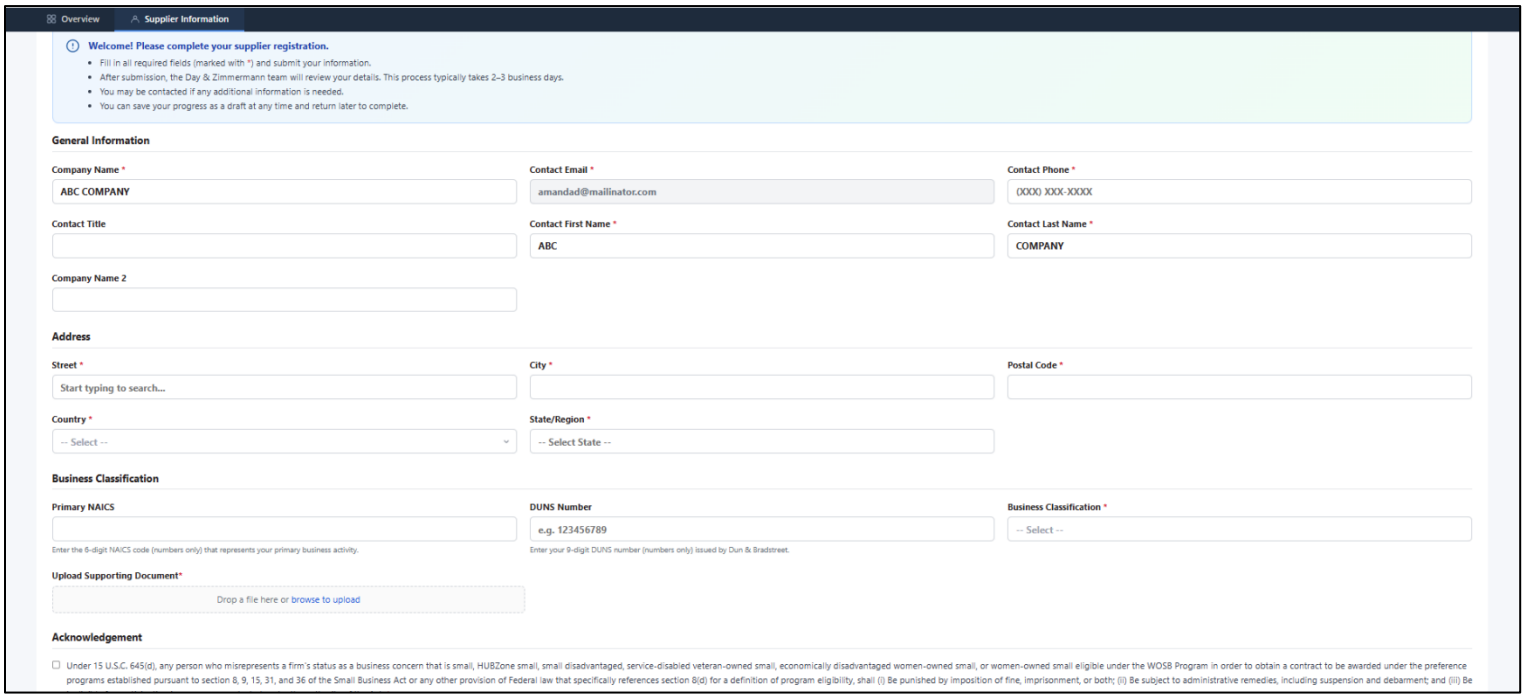
The **General Information** section contains fields needed to build the supplier record. All required fields are marked with an asterisk (*).

Note:

- Form may be saved as a draft and submitted at a later time.
- You must read and acknowledge the Supplier Code of Conduct. The submit button will not be available until the acknowledgement is complete.

Required documentation:

- Current revision W9 as found on IRS.gov or the applicable W8 form for non-US based entities or individuals. Note: W9 must have an SSN **or** TIN. All forms must be dated and signed.
- Voided Check **or** Bank Letter for ACH verification
- Certificates and supporting documentation related to Business Classification status.
- Supporting documentation must be in PDF format.



Payment Information

Day & Zimmermann's preferred form of payment is Electronic Funds Transfer (EFT). Use the drop-down to select how you would like to receive payment.



Security Questionnaire (optional for selected suppliers)

These questionnaires help us understand your security practices and standards when handling CUI and sensitive data. The questionnaires are not exhaustive and may be supplemented with additional questions or assessments based on the specific services provided and the level of risk involved.

Some suppliers may be required to complete one or more of the following:

- **Security** - if you may receive data from Day & Zimmermann, or one of its affiliated companies, that is considered sensitive and requires protection using modern cybersecurity best practices, and/or might be granted access to a Day & Zimmermann information system containing sensitive data.
- **Controlled Unclassified Information (CUI) -** if you will be handling CUI (sensitive government information that requires safeguarding but is not classified) on our behalf.



Security Questionnaire

Security

At Day & Zimmermann, we recognize that cybersecurity is a shared responsibility. We believe in building strong partnerships with our suppliers, and that includes a commitment to safeguarding sensitive information. Our records indicate that you may receive data from Day & Zimmermann, or one of its affiliated companies, that is considered sensitive and requires protection using modern cybersecurity best practices, and/or might be granted access to a Day & Zimmermann information system containing sensitive data.

This questionnaire helps us understand your security practices and ensures we can work together to protect our mutual interests. Your cooperation in providing accurate and complete information is greatly appreciated. This questionnaire is not exhaustive and may be supplemented with additional questions or assessments based on the specific services provided and the level of risk involved.

The following questions relate to your protection of Day & Zimmermann data.

1. Do you agree that you may come into contact with Day & Zimmermann confidential business data or sensitive personal data, and/or will be given access to Day & Zimmermann internal systems? *
   ○ Yes ○ No ○ Unsure
2. Do you follow a framework for data protection and cybersecurity?
   ○ Yes ○ No
3. Have you completed any formalized audit process related to the protection of Day & Zimmermann's data?
   ○ Yes ○ No
4. Will you have the storage, processing and transmission of Day & Zimmermann data documented such that you know where it is at all times?
   ○ Yes ○ No
5. Will you share Day & Zimmermann data, or any aggregation of that data or its metadata, with any other entity, besides internally within your own company?
   ○ Yes ○ No
6. Will Day & Zimmermann data, or any derivative of that data, be entered into an Artificial Intelligence product?
   ○ Yes ○ No
7. Do you have the capability to detect a breach of Day & Zimmermann data?
   ○ Yes ○ No
8. When Day & Zimmermann data is no longer needed, is it disposed of in alignment with cybersecurity best practices?
   ○ Yes ○ No
9. Have you experienced any data breaches in the last 3 years, regardless of whether it involved Day & Zimmermann data or not?
   ○ Yes ○ No
10. Do you maintain written information security policy?
    ○ Yes ○ No
11. Do you require and provide annual security awareness training for your employees?
    ○ Yes ○ No

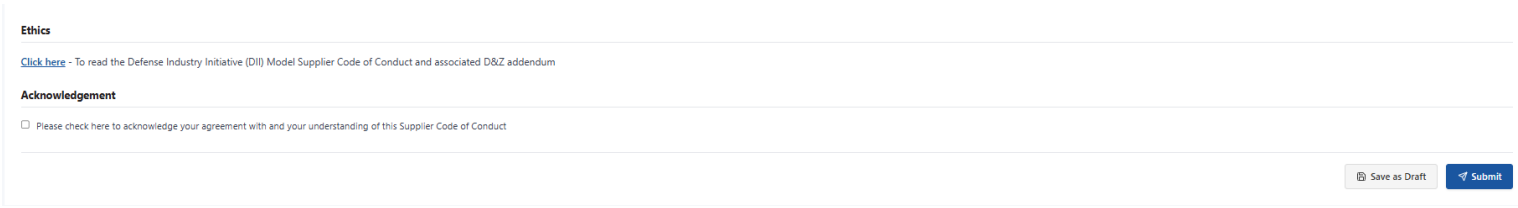
Controlled Unclassified Information (CUI)

The questions below concern handling of Controlled Unclassified Information (CUI) and Defense Federal Acquisition Regulation Supplement (DFARS) regulations, including NIST SP 800-171 security controls. CUI is sensitive government information that requires safeguarding but is not classified. For more details on CUI, please refer to the National Archives website. This part of the questionnaire helps us ensure our suppliers meet these security standards when handling CUI on our behalf. This questionnaire is not exhaustive and may be supplemented with additional questions or assessments based on the specific services provided and the level of risk involved.

1. Will you handle any CUI on behalf of Day & Zimmermann? *
   ○ Yes ○ No ○ Unsure
2. Do you have a System Security Plan (SSP) documenting your compliance with NIST SP 800-171 security controls?
   ○ Yes ○ No
3. Have you implemented all 110 security controls required by NIST SP 800-171?
   ○ Yes ○ No
4. Do you have a Supplier Performance Risk System (SPRS) score reported on the DOD's supplier site? https://piee.eb.mil/
   ○ Yes ○ No

Ethics Acknowledgement

You must read and acknowledge the Supplier Code of Conduct.



Ethics

Click here - To read the Defense Industry Initiative (DII) Model Supplier Code of Conduct and associated D&Z addendum

Acknowledgement

☐ Please check here to acknowledge your agreement with and your understanding of this Supplier Code of Conduct

Save as Draft | Submit

After submission, the Day & Zimmermann team will review your details. You may be contacted if additional information is needed.