**Day & Zimmermann Supplier Portal - New Supplier Registration Guide**

**Important Note:**

We recommend that you add the domain *@*[*dayzim.com*](http://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](mailto:supplierenablementNA@dayzim.com)

**New Supplier Registrations**

New suppliers will be sent a link via email to create portal password. User Name is the email that the invitation was sent to.

A picture containing text, businesscard, envelope

Description automatically generated

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**

Graphical user interface, text, application, email

Description automatically generated

**Create new password –** Enter password of choice. Then Submit.

Log-on will refresh after password is set and you will need to sign in with the newly created password.

A picture containing text, envelope, businesscard

Description automatically generated

The **Supplier 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.
* The submit button will not be available until the code of conduct is downloaded and acknowledged.

**Required documentation:**

* Current revision W9 as found on IRS.gov or W8 form
* Voided Check or Bank Letter for ACH verification
* Certificates and supporting documentation related to Business Classification status

Graphical user interface, application

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