

# 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](#)

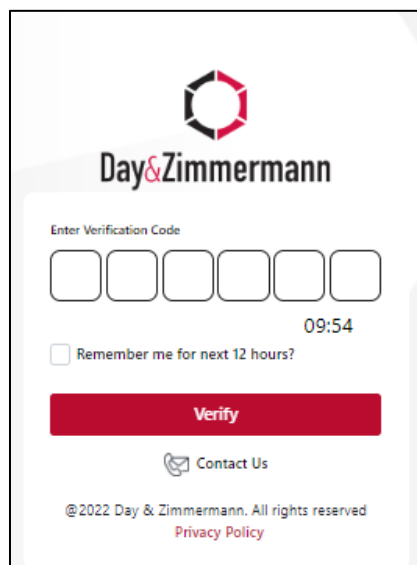
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## Day & Zimmermann Supplier Portal Guide

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



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.

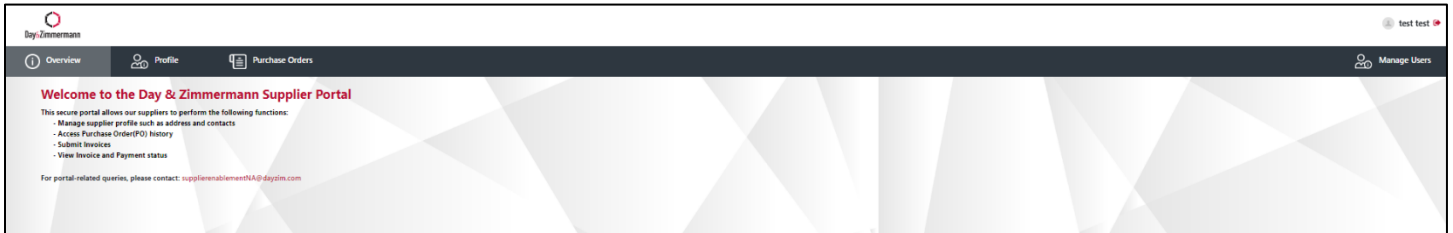
  
**Day&Zimmermann**

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](mailto: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.

| General Information             |                |               |
|---------------------------------|----------------|---------------|
| Account ID                      | Company Name   |               |
| 000012345                       | ABC COMPANY    |               |
| Contact Email                   | Contact Phone  |               |
| contact@abccompany.com          | 215-299-8000   |               |
| Address                         |                |               |
| Street                          | City           | Postal Code   |
| 123 MAIN STREET                 | STAMFORD       | 06902         |
| Country                         | State/Region   |               |
| US-United States                | CT-Connecticut |               |
| Employer Identification Number  |                |               |
| 00-0000000                      |                |               |
| Business Classification         | DUNS Number    | Primary NAICS |
| 000 - Other than Small Business | 000-00-0000    | 000000        |
| Payment Information             |                |               |
| Payment Method                  |                |               |
|                                 |                |               |

## 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:

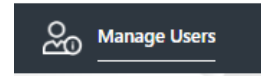
1. Last deposit date from DZG
2. Last deposit amount from DZG

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

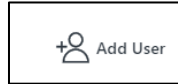
|                      |                      |  |
|----------------------|----------------------|--|
| Last Deposit Date    | Last Deposit Amount  | Click here if no deposits have been received |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/>                     |

## 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.

### User List

Add User

| Email                       | Is Active                | Change User |
|-----------------------------|--------------------------|-------------|
| trainingsup@mailinator.com  | <input type="checkbox"/> |             |
| trainingsup2@mailinator.com | <input type="checkbox"/> |             |

1 to 2 of 2 items

## 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

**Change User**

Email \*

trainingsup2@mailinator.com

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.

christina1@mailinator.com

Overview

Profile

Purchase Orders

Purchase Orders

Purchase Order #

Purchase Order Status

From Date

To Date

Search

| PO Number   | Document... | PO Net Val... | Currency | PO Invoice... | PO Status          | PO History | Create Inv... | Print PO |
|-------------|-------------|---------------|----------|---------------|--------------------|------------|---------------|----------|
| AMDTTEST001 | 11/07/2022  | 10,937.60     | USD      | 8,278.20      | Partially Invoiced |            |               |          |
| AMDTTESTCAD | 11/07/2022  | 6,573.04      | CAD      | 4,173.26      | Partially Invoiced |            |               |          |
| DZO4722153  | 11/01/2022  | 4,364.00      | USD      | 0.00          | Not Yet Invoiced   |            |               |          |
| DZO4722152  | 11/01/2022  | 321.00        | USD      | 0.00          | Not Yet Invoiced   |            |               |          |
| DL0371RA04  | 10/31/2022  | 4,476.53      | USD      | 0.00          | Not Yet Invoiced   |            |               |          |
| DL0371RA06  | 10/31/2022  | 919.70        | USD      | 0.00          | Not Yet Invoiced   |            |               |          |
| DL0371RA02  | 10/31/2022  | 3,851.71      | USD      | 0.00          | Not Yet Invoiced   |            |               |          |
| DZN8022416  | 10/27/2022  | 6,734.54      | USD      | 0.00          | Not Yet Invoiced   |            |               |          |
| DL010AD29   | 10/18/2022  | 79,000.00     | USD      | 2,514.16      | Partially Invoiced |            |               |          |
| DZO4522024  | 10/17/2022  | 125.00        | USD      | 0.00          | Not Yet Invoiced   |            |               |          |

1 to 10 of 893 records

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 |
|-------------|-------------|---------------|----------|---------------|--------------------|------------|---------------|----------|
| AMDTTEST001 | 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 # | Invoice 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                |         |

1 to 8 of 8 records

# Invoices

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

Create Invoice

Print PO

PO History

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.

Overview

Profile

Purchase Orders

Manage Users

Invoice - TEST022624

Invoice # \*

03/26/2024

Invoice Amount \*

Tax Amount

Shipping/Freight Charges \*

Tax on Shipping/Freight Charges

Shipping/Freight Charge Tax Applicable

Invoice Tax Percentage \*

Remit To

(Only select if DIFFERENT than address listed on PO)

-- Select Remit To --

List of Purchase Order line items

| Select Option                       | PO Item | Material # | Description     | Quantity | Order Unit | Price Unit | Net Price | PO Item Type | Quantity to be Invoiced | Amount to be Invoiced | Line Item Invoice Quantity | Line Item Tax Percentage | Invoice Line Item Amt | Invoice Line Item Tax Amt |
|-------------------------------------|---------|------------|-----------------|----------|------------|------------|-----------|--------------|-------------------------|-----------------------|----------------------------|--------------------------|-----------------------|---------------------------|
| <input checked="" type="checkbox"/> | 00010   |            | PLANNED SERVICE | 1,000    | PU         |            | 1         | 5,250.00     | Service - P             | 0.000                 | 5,250.00                   | 0.000                    |                       | 0.00                      |

List of Planned Service line items

| Select Option            | PO Item | Service Line # | Description               | Quantity | Order Unit | Price Unit | Net Price | PO Item Type | Quantity to be Invoiced | Amount to be Invoiced | Line Item Invoice Quantity | Line Item Tax Percentage | Invoice Line Item Amt | Invoice Line Item Tax Amt |
|--------------------------|---------|----------------|---------------------------|----------|------------|------------|-----------|--------------|-------------------------|-----------------------|----------------------------|--------------------------|-----------------------|---------------------------|
| <input type="checkbox"/> | 00010   | 0000000010     | PLANNED SERVICE LINE      | 100,000  | EA         |            | 1         | 30.00        | Service - P             | 100,000               | 3,000.00                   | 0.000                    | 0                     | 0.00                      |
| <input type="checkbox"/> | 00010   | 0000000020     | PLANNED SERVICE LINE - OT | 50,000   | EA         |            | 1         | 45.00        | Service - P             | 50,000                | 2,250.00                   | 0.000                    | 0                     | 0.00                      |

Upload Invoice \*

Choose File

Submit



**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.

Overview
Profile
Purchase Orders
Manage Users

Invoice - DZN9999911

Invoice #

Invoice Date

03/26/2024

Invoice Amount \*

Tax Amount

Shipping/Freight Charges

Tax on Shipping/Freight Charges

Shipping/Freight Charge Tax Applicable

Invoice Tax Percentage

Remit To

(Only select if DIFFERENT than address listed on PO)

-- Select Remit To --

List of Purchase Order line items

| Select Option   | PO Item | Material # | Description      | Quantity | Order Unit | Price Unit | Net Price | PO Item Type | Quantity to be Invoiced | Amount to be Invoiced | Line Item Invoice Quantity | Line Item Tax Percentage | Invoice Line Item Amt | Invoice Line Item Tax Amt |
|---|---------|------------|------------------|----------|------------|------------|-----------|--------------|-------------------------|-----------------------|----------------------------|--------------------------|-----------------------|---------------------------|
| <input checked="" type="checkbox"/> Add Service Line Item | 00010   |            | Hand Tools-Taxes | 1,000    | PU         | 1          | 10,000.00 | Service - U  | 0.000                   | 8,800.00              | 0.000                      | €                        | 0.00                  | 0.00                      |
| <input type="checkbox"/>                                  | 00020   |            | Hand Tools-Taxes | 1,000    | PU         | 1          | 10,000.00 | Service - U  | 0.000                   | 8,200.00              | 0.000                      |                          | 6.000                 | 0.00                      |
| <input type="checkbox"/>                                  | 00030   |            | hand tools-Taxes | 1,000    | PU         | 1          | 5,000.00  | Service - U  | 0.000                   | 4,350.00              | 0.000                      |                          | 6.000                 | 0.00                      |

List of Unplanned Service line items

| PO Item | Service Line # | Description | Quantity | Service Line UOM | Net Price | Price Unit | Line Item Tax Percentage | Invoice Line Item Amt | Invoice Line Item Tax Amt | Action |
|---------|----------------|-------------|----------|------------------|-----------|------------|--------------------------|-----------------------|---------------------------|--------|
| 00010   | 10             |             |          | PU               |           | 1          | €                        | 0.00                  | 0.00                      | + -    |

Upload Invoice \*

Choose File

Submit

### 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 # *                | Invoice Date *   | 03/26/2024  |  |
| Invoice Amount *           | Tax Amount   |   |  |
| Shipping/Freight Charges * | Tax on Shipping/Freight Charges                                  | Shipping/Freight Charge Tax Applicable <input type="checkbox"/> |  |
| Invoice Tax Percentage *   | Remit To<br>(Only select if DIFFERENT than address listed on PO) | -- Select Remit To --   |  |

| Select Option                       | PO Item | Material # | Description                  | Quantity | Order Unit | Price Unit | Net Price | PO Item Type | Quantity to be Invoiced | Amount to be Invoiced | Line Item Invoice Quantity | Line Item Tax Percentage | Invoice Line Item Amt | Invoice Line Item Tax Amt |
|-------------------------------------|---------|------------|------------------------------|----------|------------|------------|-----------|--------------|-------------------------|-----------------------|----------------------------|--------------------------|-----------------------|---------------------------|
| <input checked="" type="checkbox"/> | 00010   |            | 3/4" cross cast iron pipe 11 | 12,000   | EA         |            | 22.99     | Material     | 12,000                  | 275.88                |                            | 6.626                    | 0.00                  | 0.00                      |

Upload Invoice \*

Choose File

Submit

### 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.

|                          |
|--------------------------|
| Invoice Tax Percentage * |
|                          |

- 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.

## 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”**

The screenshot shows the Day & Zimmermann Supplier Portal interface. At the top, there is a navigation bar with icons for Overview, Profile, Purchase Orders, and Documents. The Documents icon is highlighted with a red box. To the right of the navigation bar, there is a 'New Sup' button and a 'Manage Users' link. Below the navigation bar, the 'Documents Upload' section is visible. It contains a table with the following columns: Request ID, Request Date, Request Created By, Request Type, and Request Status. A single row is shown with the following data: Request ID 2024000559, Request Date 07/07/2024, Request Created By vcreq@mailinator.com, Request Type Documents Upload, and Request Status Pending. To the right of the table, there is a 'Documents History' button. Below the table, there is a button labeled 'Click Here to Upload Documents' which is highlighted with a red box.

| Request ID | Request Date | Request Created By   | Request Type     | Request Status |
|------------|--------------|----------------------|------------------|----------------|
| 2024000559 | 07/07/2024   | vcreq@mailinator.com | Documents Upload | Pending        |

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.

Request Details

Request # 2024000875

Select Upload Documents type

Note: Do not load Invoices here. Invoices must be submitted on the Purchase Order Tab.

| 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  |

Save As DraftSubmit

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

Day & Zimmermann

New Sup

Overview

Profile

Purchase Orders

Documents

Manage Users

Documents Upload's 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.

## Upload Documents

-- Select Document Type--

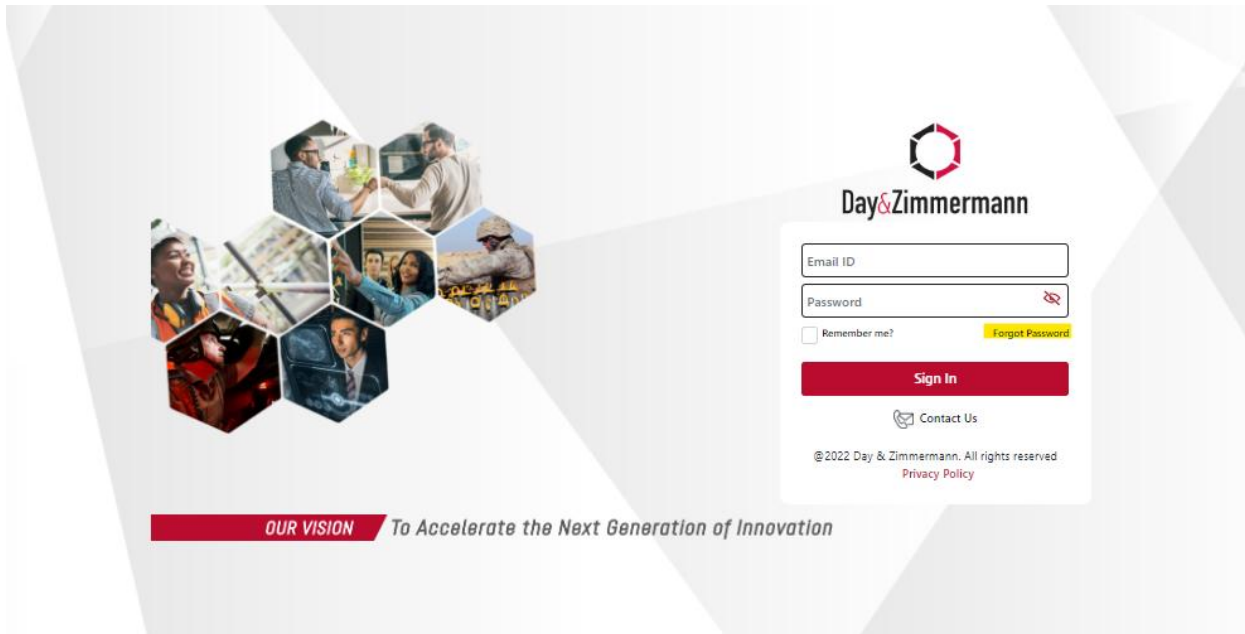
Note: Do not load Invoices here. Invoices must be submitted on the Purchase Order Tab.

| Description                         | Expiration Date | Attachment * |
|-------------------------------------|-----------------|--------------|
| <div>Document Type(s) Comment</div> |                 |              |

Submit

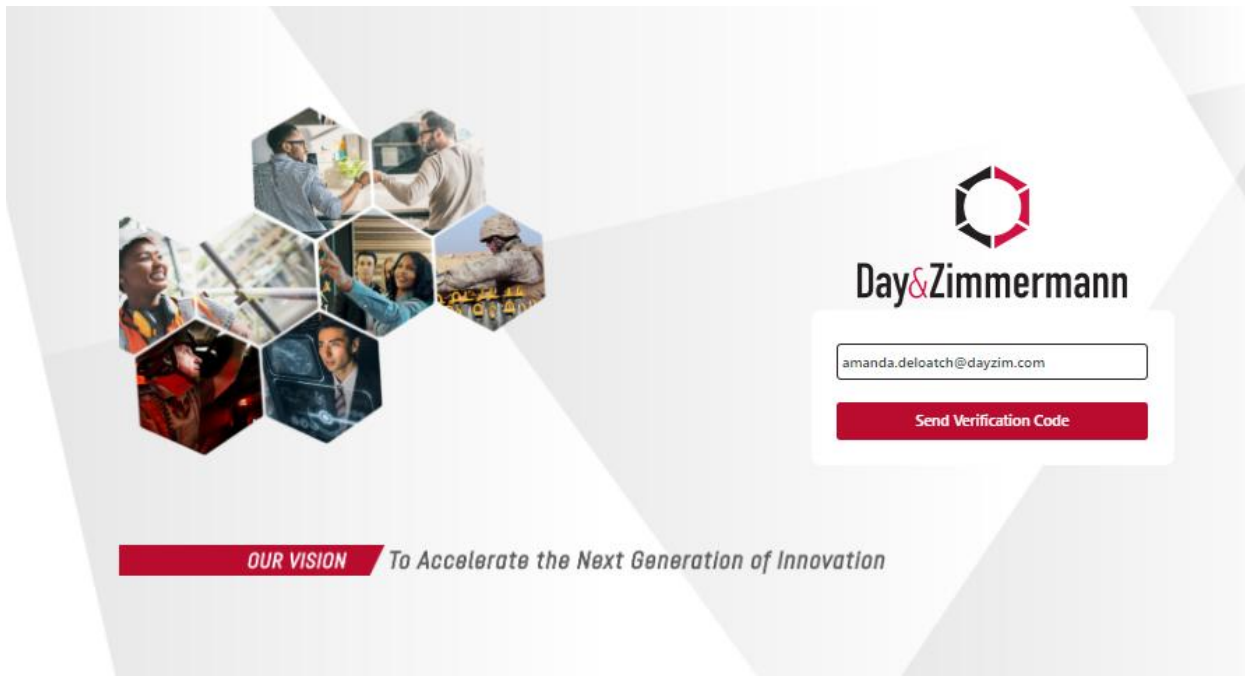
## Password Reset

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



The image shows the Day & Zimmermann login screen. On the left, there is a collage of hexagonal images showing various people working in different settings. On the right, the Day & Zimmermann logo is at the top. Below the logo, there are two input fields: 'Email ID' and 'Password'. The 'Password' field has a small icon of a crossed-out key. Below the 'Password' field, there is a checkbox labeled 'Remember me?' and a yellow button labeled 'Forgot Password'. Below these fields is a red button labeled 'Sign In'. Below the 'Sign In' button is a link labeled 'Contact Us'. At the bottom, there is a copyright notice: '@2022 Day & Zimmermann. All rights reserved' and a link to 'Privacy Policy'. At the very bottom, there is a red banner with the text 'OUR VISION To Accelerate the Next Generation of Innovation'.

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



The image shows the Day & Zimmermann password reset screen. On the left, there is a collage of hexagonal images showing various people working in different settings. On the right, the Day & Zimmermann logo is at the top. Below the logo, there is a single input field containing the email address 'amanda.deloatch@dayzim.com'. Below the input field is a red button labeled 'Send Verification Code'. At the bottom, there is a red banner with the text 'OUR VISION To Accelerate the Next Generation of Innovation'.

## Day & Zimmermann Supplier Portal Guide

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](mailto:supplierportalservices@dayzim.com)

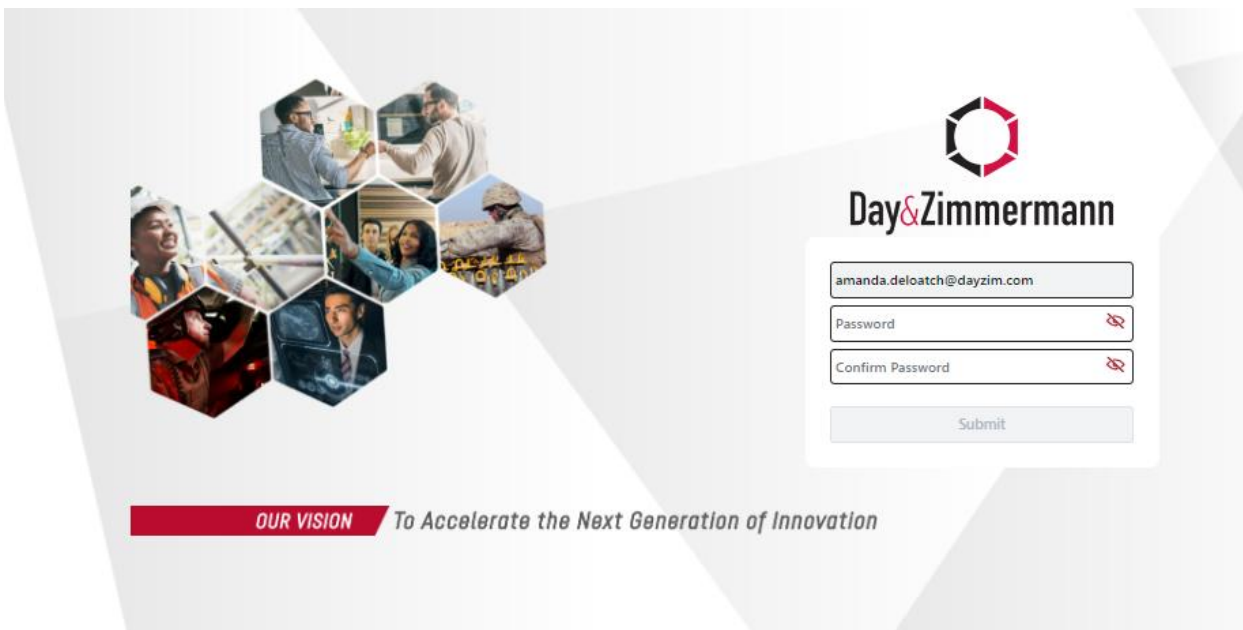


The image shows a web page for the Day & Zimmermann Supplier Portal. On the left, there is a collage of six hexagonal images showing various people in professional and industrial settings. On the right, the Day & Zimmermann logo is displayed above a verification form. The form includes a label 'Enter Verification Code', six input boxes for the code, a timer showing '09:52', and a red 'Verify' button. At the bottom left, a red banner contains the text 'OUR VISION To Accelerate the Next Generation of Innovation'.

**OUR VISION** To Accelerate the Next Generation of Innovation

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.

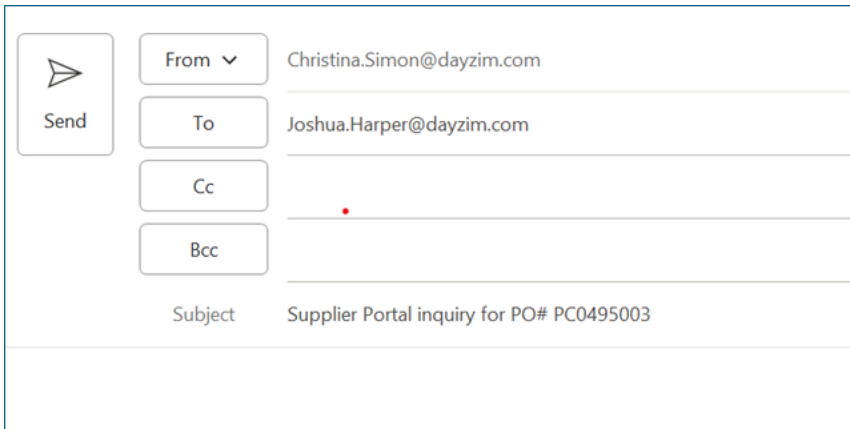


The image shows a web page for the Day & Zimmermann Supplier Portal, similar to the previous one but for password reset. It features the same collage of hexagonal images on the left and the Day & Zimmermann logo on the right. The form on the right includes fields for 'Email' (pre-filled with 'amanda.deloatch@dayzim.com'), 'Password', and 'Confirm Password', each with a red 'X' icon indicating a requirement. Below these fields is a grey 'Submit' button. At the bottom left, a red banner contains the text 'OUR VISION To Accelerate the Next Generation of Innovation'.

**OUR VISION** To Accelerate the Next Generation of Innovation

Communications and how to get assistance

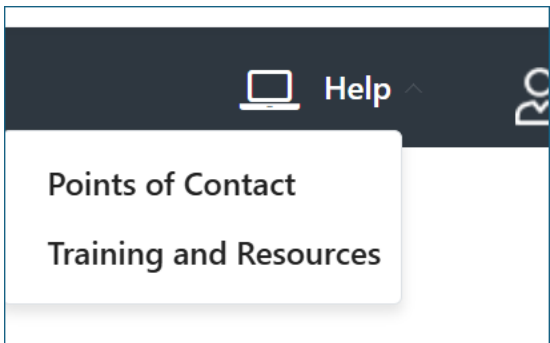
1. Suppliers can select the buyer's name next to the Purchase Order if they have a question about the PO. By selecting the name, an auto-email will pop up for you to complete and send to the buyer (within the PO itself, the buyer's name is also now hyperlinked and can also auto-email the buyer). The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



The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. To its right are input fields for 'From', 'To', 'Cc', and 'Bcc'. The 'From' field is populated with 'Christina.Simon@dayzim.com'. The 'To' field is populated with 'Joshua.Harper@dayzim.com'. The 'Cc' and 'Bcc' fields are empty, with a red dot indicating a required field. Below these fields is a 'Subject' field populated with 'Supplier Portal inquiry for PO# PC0495003'.

|         |   |
|---------|---|
| From    | Christina.Simon@dayzim.com                |
| To      | Joshua.Harper@dayzim.com                  |
| Cc      |   |
| Bcc     |   |
| Subject | Supplier Portal inquiry for PO# PC0495003 |

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](mailto:PhillyAP@dayzim.com)

Supplier Portal Assistance

[SupplierEnablementNA@dayzim.com](mailto:SupplierEnablementNA@dayzim.com)

General Supply Chain inquiries

[Purchasing@dayzim.com](mailto: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 designat

## 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](#)