Day & Zimmermann Supplier Portal Guide

If you are an existing D&Z supplier & have received your credentials, visit the <u>Day & Zimmermann Supplier Portal</u> 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 @<u>dayzim.com</u> to your safe senders list in your email client to ensure that you always receive important communications. For Day & Zimmermann portal-related questions, contact: <u>supplierenablementNA@dayzim.com</u>

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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.



Day&Zimmermann
Enter Verification Code 09:54 Remember me for next 12 hours?
Verify
🚱 Contact Us
@2022 Day & Zimmermann. All rights reserved Privacy Policy

Sample OTP/ verification code email

Verification Code for Day & Zimmermann Supplier Portal											
S Supplierportalservices@dayzim.com	← Reply	≪ Reply All	→ Forward								
i 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.

Day-Zmmermann		test test >
() Overview 🖉 Profile 🚛 Purchase Orders		See Manage Users
Welcome to the Day & Zimmermann Supplier Pot This score portal allows on upplier to perform the following functions: Access Furchare Order(19) Instory Access Furchare Order(19) Instory Medical Control of the Access of Poymer transit View Invoice and Poymer transit For period related quiries, plasse contact: topplemodelement/Modelprint com	rtal	

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.

DaysZimmermann		🎩 christina1@mailinator.com 🍽
Overview Profile I Purchase Orders		
		E.85
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

Manage Users

Managing Users

- 1. To add a new user, select the 'Manage Users'
- 2. On the User List page, click "Add User"

+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		+O Add User
Email	Is Active	Change User
trainingsup@mailInator.com		ß
trainingsup2@mailinator.com		Ø
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 *	User Is Active	_
trainingsup2@mailinator.com		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.

Days Zimme) ermann								
(j) Ove	erview	O Profile	۹u 📄	rchase Orders					
Purch	hase Ord	ers							
Purchase	Order #					Purcha	ase Order Status		
						Sele	ect PO Status		
From Date	e					To Dat	ie .		
Select	From Date					Sel	lect To Date		
≡ PC	0 Number 🛛 🖓	Document V	PO Net Val 🕅	Currency 🕅	PO Invoice V	PO Status	V PO History	∀ Create Inv ∀	Print PO 🛛
AI	MDTEST001	11/07/2022	10,937.60	USD	8,278.20	Partially Invoic	ed 🕔	R	e
At	MDTESTCAD	11/07/2022	6,573.04	CAD	4,173.26	Partially Invoic	ied 🕔	R	÷
Dž	ZO4722153	11/01/2022	4,364.00	USD	0.00	Not Yet Invoice	ed 🕚	R	÷
D7	ZO4722152	11/01/2022	321.00	USD	0.00	Not Yet Invoice	ed 🕔	R	÷
DI	L0371RA04	10/31/2022	4,476.53	USD	0.00	Not Yet Invoice	ed 🕔	R.	÷
DI	L0371RA06	10/31/2022	919.70	USD	0.00	Not Yet Invoice	ed 🕔	R.	a
DI	L0371RA02	10/31/2022	3,851.71	USD	0.00	Not Yet Invoice	ed 🕔	R	0
D7	ZN8022416	10/27/2022	6,734.54	USD	0.00	Not Yet Invoice	ed 🕔	R	÷
DI	L0110AD29	10/18/2022	79,000.00	USD	2,514.16	Partially Invoic	ed 🕚	R	÷
D7	ZO4522024	10/17/2022	125.00	USD	0.00	Not Yet Invoice	ed 🕚	R	÷
1 to 10 o	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 🛛 🖓
	AMDTEST001	11/07/2022	10,937.60	USD	8,278.20	Partially Invoiced	()	R	÷

¥

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

Invoice # 🛛 🍸	Date Submitted #	Invoice \bigtriangledown	Attachment 🛛 🍸	Invoice Status $\ensuremath{\mathbb{V}}$	Payment Due 7 Date/ Paid On	Check #
DZN999900002	03/07/2024	500	F	Under Review		
DZN999900002	02/28/2024	100	F	Under Review		
100	02/28/2024	100	F	Under Review		
DZN999900002	03/07/2024	1,000	F	Under Review		
TEST1	12/07/2023	636	F	Rejected	12/07/2023	
TEST1	12/07/2023	-636	F	Rejected	12/07/2023	
TEST1	12/07/2023	636	F	Payment Pendi	12/31/2023	
100A-1112024	01/17/2024	583	F	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, <u>the tax rate needs to be</u> <u>adjusted</u>! 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.

(i) Over	riew	O Profile	Purchase Orders																O Manage Users
< Inv	oice - TES	T022624																	
Invoice # * 0						Invoice Date	••••												
						03/26/202	4												
Invoice Amour	t.*					Tax Amount													
Shipping/Freig	ht Charges					Tax on Shipp	ping/Freight Charg	es						Shipping/Fr	eight Charge Tax Applic	able			
Invoice Tax Per	centage 0					Remit To (Only select	if DIFFERENT than	address I	sted on i	20)									
						Select	Remit To						~						
List of Purchas	Order line items																		
Select Optio	n PO Ite	em Material 🕈	Description	Quantity 0	Drder Unit	Price Unit	Net Price	PO Item	Туре	Quantity to be Invoiced	Amount to Invoiced	o be	Line Item Invoice Quantity		Line Item Tax Percentage		Invoice Line Item Amt	Invoice Line Amt	e Item Tax
2	00010		PLANNED SERVICE	1.000	PU	1	5,250.00	Service -	p		0.000	5,250	0.00	0.000				0.00	0.00
List of Plannes	Service line items																		
Select Option	PO Item	Service Line #	Description		Quantity	Order Unit	Price Unit	Nel Prie	ie ie	PO Item Type	Quantity to be Invoiced		Amount to be Invoiced	Line Item Invoi Quantity	e	Line Item Tax Percentage	Invoice Line Item Amt	Invoice Line it Amt	em Tax
	00010	000000010	PLANNED SERVICE LINE		100.000	EA		1	30.00	Service - P		100.000	3,000.00		0.000	0		0.00	0.00
	00010	000000020	PLANNED SERVICE LINE - OT		50.000	EA		1	45.00	Service - P		50.000	2,250.00		0.000	0		0.00	0.00
Upload Invoice	•																		
a •	oose 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, <u>the tax rate needs to be</u> <u>adjusted</u>! 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.

(i) Overview	Profile	e	Purchase Orders													ć	O Manage Users
Invoice - DZN	99999911																
Invoice # * ()						Invoice Date *	0										
						03/26/2024											
Invoice Amount*						Tax Amount											
Shipping/Freight Charges 0						Tax on Shipping	g/Freight Charges						Shipping/Freigh	t Charge Tax Applicable			
Invoice Tax Percentage 0						Remit To (Only select if D	DIFFERENT than as	ddress listed on PO)									
						Select Rer	nit To					~					
List of Purchase Order line items																	
Select Option	PO Item	Material #	Description	Quantity	Order Unit	Price Unit	Net Price	PO Item Type	Quantity t Invoiced	o be	Amount to be Invoiced	Line Item Invoice Quantity		Line Item Tax Percentage	Invoice Line Item Amt	Invoice Lin Amt	e Item Tax
Add Service Line Item	00010		Hand Tools-Taxes	1.000	PU	1	10,000.00	Service - U		0.000	8,800.00	2	0.000	6		0.00	0.00
0	00020		Hand Tools-Taxes	1.000	PU	1	10,000.00	Service - U		0.000	8,200.00	0	0.000	6.000		0.00	0.00
0	00030		hand tools-Taxes	1.000	PU	1	5,000.00	Service - U		0.000	4,350.00	5	0.000	6.000		0.00	0.00
List of Unplanned Service line iten	15																
PO Item Service Line #	Descrip	ption		Quantity		Service L	ine		Net		Price		0	Line Item Tax	Invoice Line	Invoice Line Item	Action
00010 10						PU					Unit		1	6	0.0		0.00 🛨 🃋
Upload Invoice *																	
Cibble Hie																	
																	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, <u>the tax rate needs to be</u> <u>adjusted</u>! 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 # * 0						Invoice Date *)										
Invoice Amount *						Tax Amount											
Shipping/Freight Char	rges O					Tax on Shipping	/Freight Charges					Shipping/Freight	Charge Tax Applicable				
Invoice Tax Percentage	• 0					Remit To (Only select if D	FFERENT than add	ress listed on PO)									
List of Purchase Order	r line items					Select Kerr	it To				Ŷ						
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 Amt	Тах
9	00010		3/4" cross cast iron pipe I1	12.000	EA		1 22.99	Material	12.000	275.88				6.626		0.00	0.00
Upload Invoice *																	
Choose F	ile																
																	Submit

Invoice Status

Status	Meaning
Under Review	Invoice is Received and Under Review.
Payment Pending	Invoice has been Accepted, will be paid based on Payment Terms. Future payment date will appear.
Paid	Payment Completed for the Invoice. Payment date will appear.
Rejected	Invoice is Rejected by AP. Rejection reason is shown in Portal and rejection email is sent to supplier.

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 <u>matches</u> the tax rate you put onto the line items in the portal.

Documents

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

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"

Day6Zimmermann							🔔 New Sup 🕻
(j) Overview	O Profile	Purchase Orders	1 Documents				Manage Users
Documents Up	load						Documents History
Request ID	Request Date	Request Created By		Request Type	Request Status		
2024000559	07/07/2024	vcreq@mailinator.co	om	Documents Upload	Pending	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.

Day&Zimmermann								🔔 New Su
(i) Overview	Profile	Purchase Orders	1 Documents					Manage User
Documents Upl	oad							Documents Histor
Request ID 2024000559	Request Date 07/07/2024	Request Details				×	Here to Upload Documents	_
		Q Select Upload Docume	ents type					
		Document Type 🗧	Expiry Date	÷	Attachment ¢			
		AVETTA safety cert	07/31/2024		N Production Letter_ L1 (6_26_2024).p	df 🛍		
		DD2235 cert	11/30/2024		Phase 8 Upload Instructions from Jinesh (1) (1).pdf	۵		
		Document Type(s) Comment						
		TEST			Save As Dra	ft Submit		

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

O ay6Zimmermann				💽 New Sup 🕒
(j) Overview	O Profile	Purchase Orders	1 Documents	So Manage Users

Ocuments Upload's History

File ‡	Document Type 🕈	Document Name 🕏	Expiry Date ¢
A	AVETTA safety cert	Active Contracts for Starpoint (1).XLSX	08/31/2025
A	Other	DII Update (1) (1) (2).docx	12/31/2024
A	OSHA 300 log	DII Update (1).docx	07/31/2025
A	Tax Exempt form	RE_D&Z VMS_VMS_HBP1- Missing File - Action Required (1).msg	12/31/2025
A	AVETTA safety cert	Production Letter_ L1 (6_26_2024).pdf	07/31/2024
A	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 \rightarrow Upload Documents

Day&Zimmermann				🔝 New Sup 😥
(i) Overview	Profile	Purchase Orders	1 Documents	Aanage Users
Documents Upl	oad Vocuments Upload or Request i	is Pending for Approval.		Upload Documents History

- 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			×
Certificate of Insurance 🕷 Other 🕷			
Q Select Document Type			
Description	Expiration Date	Attachment	
Certificate of Insurance	Select Date	S DII Update (1) (1) (2).docx	۵
Other	12/31/2024	Active Contracts for Starpoint.XLSX	Ŵ
ocument Type(s) Comment *			
Attached the documents, please review.			
			Submit

Password Reset

1. Click Forgot Password on the log in screen



2. Enter email address and click send verification code.



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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.

Day&Zimmer	mann
amanda.deloatch@dayzim.com	X
Password Confirm Password	8
Submit	