



graphite[®] Connect

Supplier Experience

Supplier receives invitation.

Invitation

 graphiteConnect

You're invited to connect

Hi {supplierName},

Generic Company wants to connect with you on graphiteConnect.

BEFORE YOU GET STARTED

Plan on about 10 – 15 minutes to create your company profile, accept the invitation from and complete the initial survey. You will need the following:

- Your company Tax Classification and Tax ID
- Your company's latest tax documentation (e.g. W-9, W-8, WBEN, etc.)
- Instructions for placing orders and making payments to your company

[Join graphiteConnect](#)

Reminders

Don't forget you have received an invitation from Generic Company to connect on graphiteConnect.

[Join graphiteConnect](#)

Your invitation from Generic Company is still pending. Further delays may impact Generic Company ability to send payments to your company.

[Accept Invitation](#)

This is your final reminder to connect with Generic Company. **Any further delays in joining graphiteConnect may impact Generic Company's ability to create or send payment to your company.**

After clicking the link in email, supplier must first create password.

- The name on this screen is the username, not the company name
- Invitation URLs are unique to the supplier and cannot be shared
- *Note: The “prefer a different email” link will generate a new invitation email and URL for the supplier*

The screenshot shows a web interface for GraphiteConnect. The top left features the GraphiteConnect logo. The main content area is dark blue and contains the following text: 'Generic Company Supplier onboarding invitation', 'Thank you for your response', 'Get help at support@graphiteconnect.com if you have any questions.', 'Invitation details', 'Your company name: ACME Supplier Inc', 'Country which the service is being requested: United States', 'From (Generic Company): Jane Doe', 'Product/Service requested: Suntrust Banking software', and 'Requestor notes: This supplier request is for Generic Company purchases from ACME in EU to Ireland'. On the right side, there is a light blue header with the text '1. Create a login for', followed by a link 'Already have an account? Sign in'. Below this, there are input fields for 'Your name' (Jane Doe), 'Business email' (jane@suntrust.com) with a link 'Prefer a different email?', 'Create a password', and 'Confirm password'. At the bottom right, there is a small text block: 'This site is protected by bank level security and encryption. By clicking 'Sign In' you agree to the graphiteConnect Privacy Policy and Terms & C'.

Next, supplier creates their initial company profile with:

- Confirmation of company name
- Country of registration
- Tax details, unique per country

The image shows a sequence of two screenshots from a GraphiteConnect email and a web interface. The first screenshot is an email invitation from Generic Company to ACME Supplier Inc. The email includes a thank you message, contact information for support, and details about the invitation: the company name (ACME Supplier Inc), the country (United States), the requester (Jane Doe), and the product/service requested (ACME hardware). It also includes a note that the request is for Generic Company purchases from ACME in EU to Ireland. The second screenshot shows a web form titled '3. Next steps' with a heading 'During the connection process you'll be prompted to provide any information that is important to Adobe Inc.' The form contains several input fields for providing additional information.

g graphiteConnect

G Generic Company
Supplier onboarding invitation

Thank you for your response
Get help at support@graphiteconnect.com
if you have any questions.

Invitation details

Your company name
ACME Supplier Inc

Country which the service is being requested
United States

From (Generic Company)
Jane Doe

Product/Service requested
ACME hardware

Requestor notes
This supplier request is for Generic Company purchases from ACME in EU to Ireland

3. Next steps

During the connection process you'll be prompted to provide any information that is important to Adobe Inc.

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Then, supplier must complete required questions.

- Every supplier has required questions on the Company Overview tab
- Some will be required to answer Compliance surveys, which may include: Ethics & Integrity, Data Privacy, Information Security, and Workforce & Labor.

**Requirements are defined by your Customer's business rules and change based on business relationship.*

The screenshot displays the GraphiteConnect interface. At the top, the navigation bar includes 'Home', 'Tasks', 'Connections', and 'Admin'. A yellow banner indicates the user is 'Waiting on You' and shows 'Task 1 of 5' with a 'Start task' button. The main content area is for a 'Buyer Generic Company' profile. The 'Company Overview' tab is active, showing a progress bar and a 'Compliance' section. Below this, there are three expandable sections: 'Summary' (10 required questions), 'Products and Services' (3 required questions), and 'Company Location' (5 required questions). The left sidebar shows the supplier's profile for 'Graphite Inc Graphite Systems' (DBA) with a search profile field and an 'Invite' button.

When all required questions are answered, the supplier must certify the information is correct and click the “Accept” button.

The screenshot displays the GraphiteConnect user interface. At the top, the navigation bar includes 'Home', 'Tasks', 'Connections', and 'Admin'. A yellow banner at the top of the main content area contains the text 'Waiting on You' and 'Task 1 of 5 > Accept Invitation'. To the right of this banner, there is a checkbox labeled 'I certify, to the best of my knowledge, the information in my profile is correct.' and a blue 'Accept' button. A blue arrow points from the 'Accept' button to a modal window on the right. The modal window has a dark blue header with a white checkmark icon and the text 'Thank you!'. The main content of the modal is white and contains the text: 'Thank you for submitting your questionnaire responses. Please allow time for your customer to review your responses. If there are any questions, your Customer will reach out to you directly.' At the bottom right of the modal is a blue 'Continue' button. The background interface shows a profile for 'Generic Company' with tabs for 'Company Overview' and 'Compliance'. The 'Company Overview' tab is active, showing sections for Summary, Products and Services, Company Location, Tax Information, Sales, Order, Invoice, and Payment Instructions, and Small Business and Diversity Reporting.

At this point supplier advances to “Collaborate.”



Invite

1) Requester completes the NSJ and sends the invitation.

2) Supplier completes the survey and “accepts the invitation.”



Collaborate

3a) Due diligence teams review supplier’s survey responses.

3b) Graphite team validates commercial data – *supplier must make necessary updates before proceeding.*



Connect

4) Procurement team does a final review and readies the supplier for ERP integration.



Connected

5) POs can be created once the information is available in the ERP.

The supplier is done and can track the connection process on their homepage – they will be contacted directly through in-app messaging if any updates are necessary.

The screenshot displays the GraphiteConnect application interface. At the top, the navigation bar includes the GraphiteConnect logo, menu items for Home, Tasks, Connections, and Admin, and utility icons for search, chat, notifications, and user profile. The main content area features a search bar with the text "Search for or Add a supplier". On the left sidebar, the user profile for Jane Doe (Marketing - Buyer and Seller) is visible, along with a section for "Supplier Connections" showing 3,566 total connections and 14 in process. The central focus is a modal window titled "All in process connections" which lists a connection with "Laser Technologies Bright Light Studios". This connection is in the "Collaborate" state, updated on 02/30/2020, and shows a progress bar for "Waiting on Customer" at 5/12 complete. A red circle highlights the "Collaborate" status and the progress bar. At the bottom of the interface, there are sections for "Latest messages", "New tasks", and "Upcoming reminders", each with a "see all" link.

The supplier will receive a confirmation when the connection is finalized.

Thank you for connecting on
graphite**Connect**

Keep using graphite**Connect** to see these benefits:



Suppliers

Reduce time answering redundant surveys.
Quickly share your data with companies buying from you.



Buyers

Speed up supplier on boarding with improved risk, compliance, and always up-to-date supplier data.



Everyone

Greater data security with encrypted data sharing, two-factor authentication, and automated processes.

Unlock your business's full potential

We welcome you to reach out to us to learn more about graphiteConnect or how you can try our premium service for ***free for three months.***



Contact

support@graphiteconnect.com

with questions