

# graphite Connect Supplier Experience

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## Supplier receives invitation.

## Invitation

### g 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

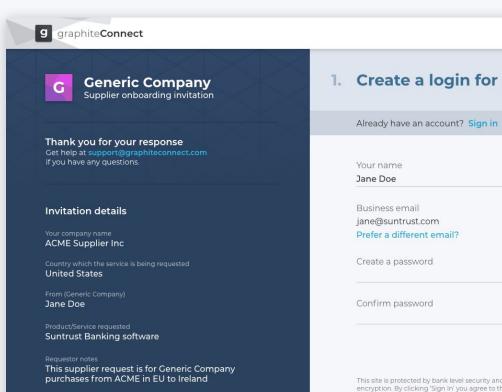
Your invitation from Generic Company is still pending. Further delays may impact Generic Company ability to send payments to your company.

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.

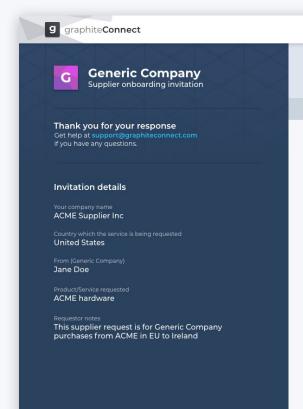
- The name on this screen is the username, not the company name
- Invitation URLs are unique to the supplier and cannot be shared
- Note: The "prefer a different email"
   link will generate a new invitation
   email and URL for the supplier



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## Next, supplier creates their initial company profile with:

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



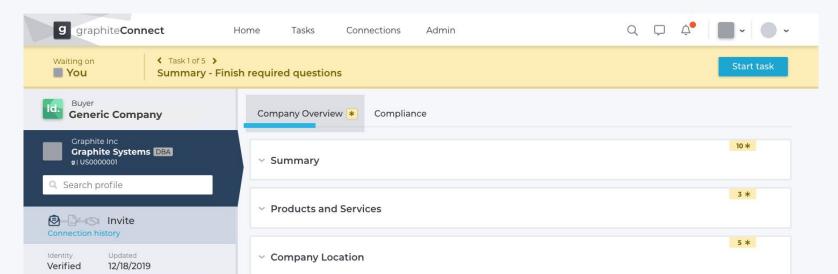
### 3. Next steps

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

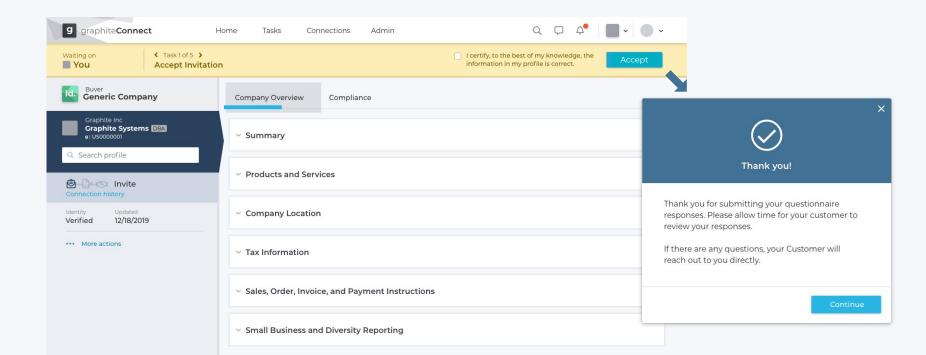


## Then, supplier must complete required questions.

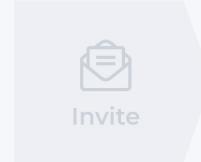
- Every supplier has required questions on the Company Overview tab
- <u>Some</u> will be required to answer Compliance surveys, which may include: Ethics & Integrity, Data Privacy, Information Security, and Workforce & Labor.
  - \*Requirements are defined by your Customer's business rules and change based on business relationship.



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



## At this point supplier advances to "Collaborate."



- 1) Requester completes the NSJ and sends the invitation.
- Supplier completes the survey and "accepts the invitation."



- 3a) Due diligence teams review supplier's survey responses.
- 3b) Graphite team validates commercial data supplier must make necessary updates before proceeding.

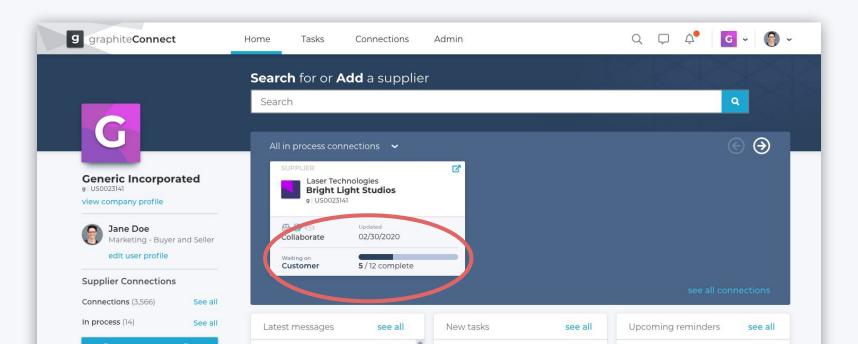


4) Procurement team does a final review and readies the supplier for ERP integration.



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 supplier will receive a confirmation when the connection is finalized.

## g graphite Connect

## 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, twofactor 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