



graphiteTM Connect

Training Guide

What is covered

- 1) Overview of graphiteConnect
- 2) Resending an invitation
- 3) Tracking the onboarding process
- 4) Submitting a service request
- 5) Who to contact for support

Legacy process



1:1 company relationships

graphiteConnect



B2B network in which
suppliers own their data

Why does this matter?

- Supplier vetting ensures you work with companies that meet increasingly rigorous data and privacy standards.
- One location for all commercial and due diligence data means it is easy to track what is needed for each supplier.
- Your company is less likely to send fraudulent payments because suppliers own their company information.

What this means in practice

- Suppliers have one company profile for each legal entity.
- Do not send a new invitation if supplier information changes.
- When appropriate, multiple ERP records may be assigned to a single supplier profile.
- To make ERP-related updates to a supplier, you must submit a service request.

Who does what, and when



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.

Where did the invitation go?

Anytime before the supplier accepts the invitation:

- Invitation recipient is displayed on left side
- Name or email can be edited by clicking on the pencil
- Invitation can be resent by clicking on “resend invitation”

The screenshot shows the graphiteConnect web application. At the top, there's a navigation bar with the logo, 'Home', 'Tasks', and 'Connections'. Below this, a status bar indicates 'Waiting on Supplier' and 'Waiting on Generic Supplier to join graphiteConnect'. The main content area is divided into two columns. The left column shows a 'Buyer Your Company' profile and a 'Generic Supplier' profile for 'Graphite Inc' with ID 'US0000001'. Below the supplier profile is a search bar and a section for 'Invite' and 'Connection history'. The 'Invite' section shows an invitation to 'Jane Doe' at 'janedoe@generic.com', sent on '03/28/2020'. A blue arrow points to the 'Jane Doe' text. Below the invitation details is a 'Resend invite' button and a 'More actions' link. The right column shows a 'Company Overview' sidebar with expandable sections for 'Summary', 'Products and Services', 'Company Location', 'Tax Information', and 'Sales, Order, Invoice'.

Where did the invitation go? (part 2)

After the supplier accepts the invitation:

- For invitations in which the supplier was invited to the network by your company, the invitation recipient displays at the bottom of the NSJ in the Connection tab
- For suppliers already in network, this information is not available. Please contact support@graphiteconnect.com for assistance.

Connection

FOR INTERNAL USE ONLY

New Supplier Justification



FOR INTERNAL USE ONLY

Access restricted to Your Company

Are you the business owner for the relationship with t

Not answered

Original supplier contact

Supplier contact name

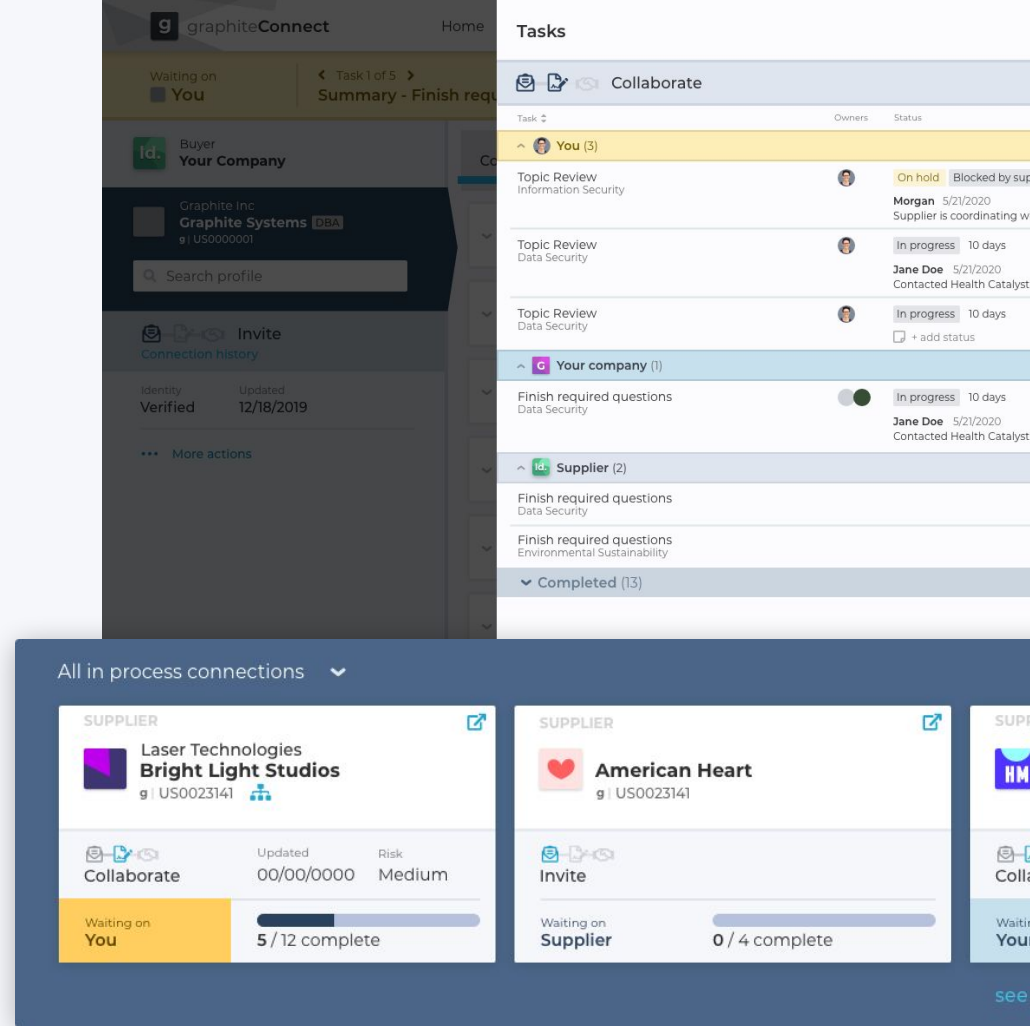
James Richards

Supplier contact email

james@generic.com

Tracking the status of your supplier

- Basic status on the home page for in-process connections.
- Details are on the company profile, including what is outstanding, who “owns” the task, and current status.



Submitting a Service Request

Service requests can be submitted during the Collaborate and Connect stages.

The request will be assigned to the right team as appropriate.

The screenshot displays the GraphiteConnect interface. At the top, navigation links include Home, Tasks, Connections, and Admin. The main header shows the user's role as Buyer for Adobe Inc. Below this, a profile card for Party Town Esquire International, Graphite Systems (DBA) is shown with a search bar and a 'Connected' status. A 'More actions' dropdown menu is open, listing internal tasks such as 'Block supplier', 'Request new company code', 'Add product and data classification', and 'Offboard supplier', as well as supplier tasks like 'Supplier Information Updates'. The right sidebar contains a 'Compliance' tab with sections for Ethics and Integrity, Workforce and Labor, Data Privacy, Data Privacy Review, Connection Request Reference, Short Privacy Assessment, and Data Management. The Data Management section includes questions about record keeping and data retention.

graphiteConnect Home Tasks Connections Admin

Buyer Adobe Inc.

Party Town Esquire International
Graphite Systems DBA
g | US0000001

Search profile

Connected
Connection history

Identity Verified Updated 12/18/2019 Risk score Critical

More actions

INTERNAL TASKS

- Block supplier
- Request new company code
- Add product and data classification
- Offboard supplier

SUPPLIER TASKS

- Supplier Information Updates

Company Overview Compliance

Ethics and Integrity

Workforce and Labor

Data Privacy

- Data Privacy Review
- Connection Request Reference
- Short Privacy Assessment

Data Management

Does your company keep a Record of Processing Activities?

Yes

Does your company evaluate cross-border data transfer laws prior to transfer using industry standards for record model clauses)? *

No

Does your company ensure that customer data is retained in accordance with legal obligations or meet legal retention requirements? *

Yes

Until authorized by customer, does your company limit the use of customer data to the purpose for which it was collected?

Where (and when) to go for help

Bugs, Features, Concerns

Contact us at:

support@graphiteconnect.com

Self-service

graphiteConnect.com

<https://www.graphiteconnect.com/support/>

