

SUPPLIER ONBOARDING INSTRUCTIONS

Welcome, and thank you for your interest in working with us.

To capture the information required for doing business with us, we rely on Workday Strategic Sourcing, an online platform for supplier onboarding. This guide outlines how to access the system and enter your details.

Important Note:

These instructions apply to all companies under Daniel J. Edelman Holdings, including Edelman, Zeno Group, Ruth, Assembly, DJE Kinisi, and UEG. Please note that all communications will be issued in the name of Daniel J. Edelman Inc.

Step 1: Set up your Account

You will receive two emails from Workday Strategic Sourcing <no-reply_strategicsourcing@workday.com> inviting you to sign up. The subject lines will be:

- Daniel J. Edelman, Inc. | Supplier Onboarding | You're invited to respond to a Form
- Daniel J. Edelman, Inc. | Supplier Information | You're invited to respond to a Form

1. Click "Sign up and view Form" in one of the emails (you only need to use one).
2. Verify your email by following the instructions provided.
3. Enter the required details, including your first and last name and a password.
4. Set up an Authenticator App (e.g., Google Authenticator or Microsoft Authenticator). If you don't already have one, download it from your smartphone's app store; then, scan the QR code and enter the confirmation code from your Authenticator App.
5. Add your mobile number and confirm it via text message.
6. Enter your job title, phone number, and time zone.

Step 2: Complete the Supplier Onboarding Form

Once your account is created, please review and complete your information.

1. Click on the Workday Strategic Sourcing logo on the top left
2. Click “Manage” in the Profile Requests section
3. In the Onboarding Information section, click “Edit”
4. Review and complete the required information, including:
 - Supplier Information:
 - Supplier Name: enter your legal business name
 - Supplier Category: select the category that best matches your services
 - Supplier Groups: choose one or more groups that apply to your services
 - Business Information: addresses, phones, and tax details
 - Banking Information: account details for payment purposes
 - Contacts: primary, billing, and other relevant contacts
 - Attachments:
 - Banking letter or statement showing current banking details
 - Tax documentation for your country (e.g., W-8 or W-9 in the U.S.)
5. Click “Submit” to send your information, or “Save as Draft” if you prefer to complete it later.

Step 3: Complete Supplier Information Form

As part of the onboarding process, you will need to provide additional details and documentation in the Supplier Information Form.

1. Click “Open Form” to access the Supplier Information Form.
2. In the Form section, click “Open Questionnaire”
3. Complete all required fields and provide any additional information requested.
4. Click “Review & Submit” to confirm your entries
5. Finally, click “Submit Form” at the top of the page to finalize your submission.

What’s next

Our Vendor Onboarding team will review your submission and contact you with any questions or requests for additional information. The onboarding process typically takes five business days to complete.

If you have any questions or encounter any issues during the onboarding process, please contact our supplier onboarding team at NewVendors@DJEHoldings.com

Thank you for your cooperation!