

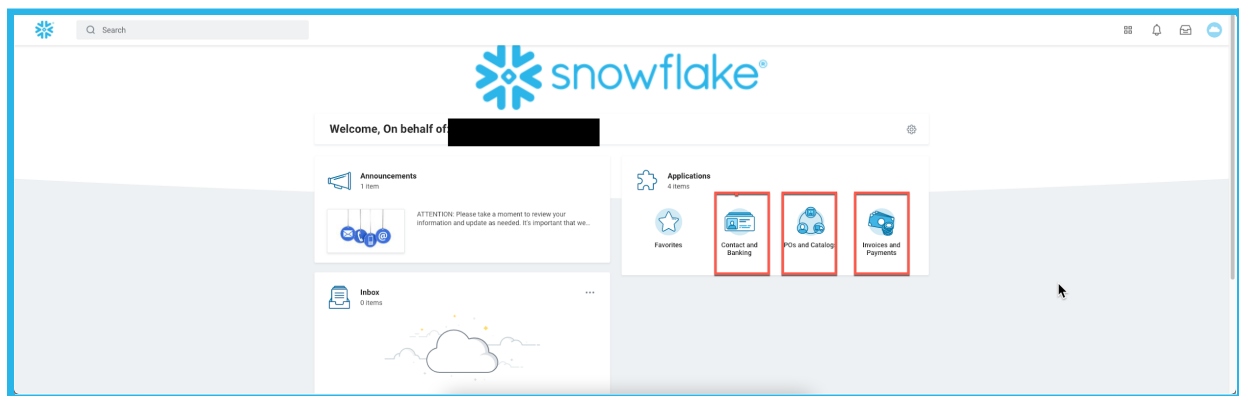
SUPPLIER PORTAL

Hello Supplier!

It's a pleasure doing business with you. Snowflake, recently moved to Workday for its Procurement process. Workday provides facility for a Portal for Suppliers, and we intend to make full use of the same.

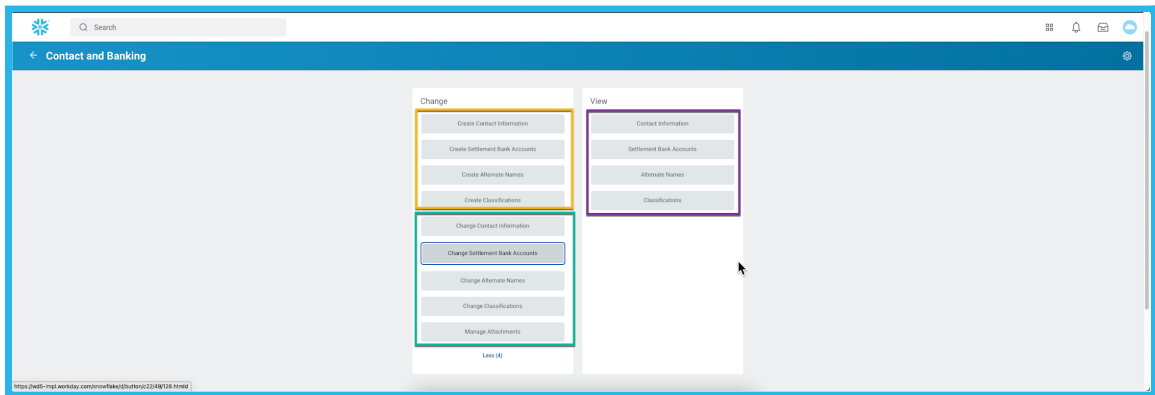
If you are a supplier with us and have received credentials for logging onto the Portal, then this document will help you to understand how to use the portal.

This is the Supplier Homepage. The highlighted Worklets/Dashboards are about you and for you.



PS: On right side is the inbox for supplier. This is for any send backs from Snowflake team where supplier need to update something or process a document that supplier submitted.

1. CONTACT AND BANKING INFORMATION

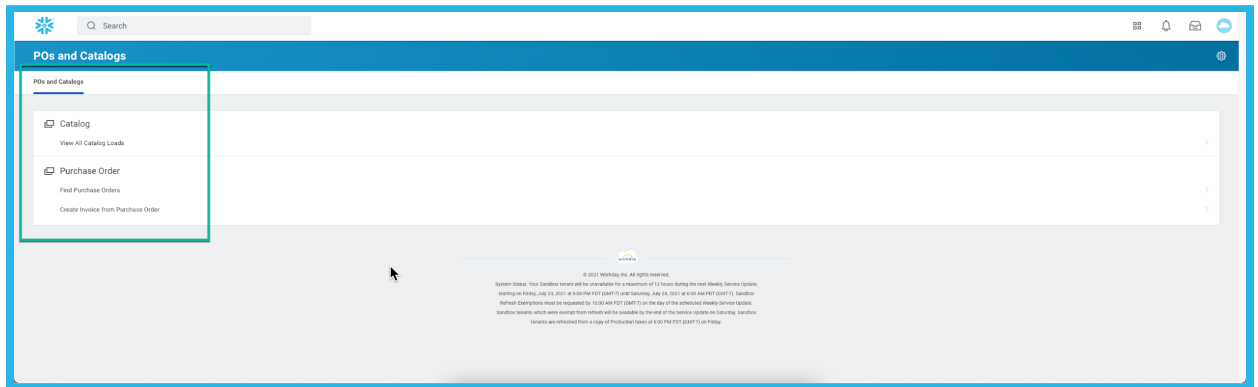


- a. If you are an existing supplier with us and have received credentials, then you can view your contact and banking information on the right-side panel marked in **Purple**.
- b. If you are an existing supplier with us and would like to update your contact and banking information in our system, then you can do so by choosing options on left side panel and choose options from “Change” marked in **Yellow**.
- c. If you are a new supplier and are getting onboarded with us and you need to add your contact and banking information in are our system, then you can do so by choosing options on left side panel and choose options from “Create” marked in **Green**.

PS: In either case, we appreciate you keep your details updated in our systems for smooth transactions and payment flows.

Please ensure for any updates of contact or banking information you need attach appropriate documents for our Procurement Team to verify information.

2. POs AND CATALOGUES



This tab ensures you can grab a copy of your POs from Snowflake though you will receive it via emails. Also, the suppliers have the option of creating invoices from the portal.

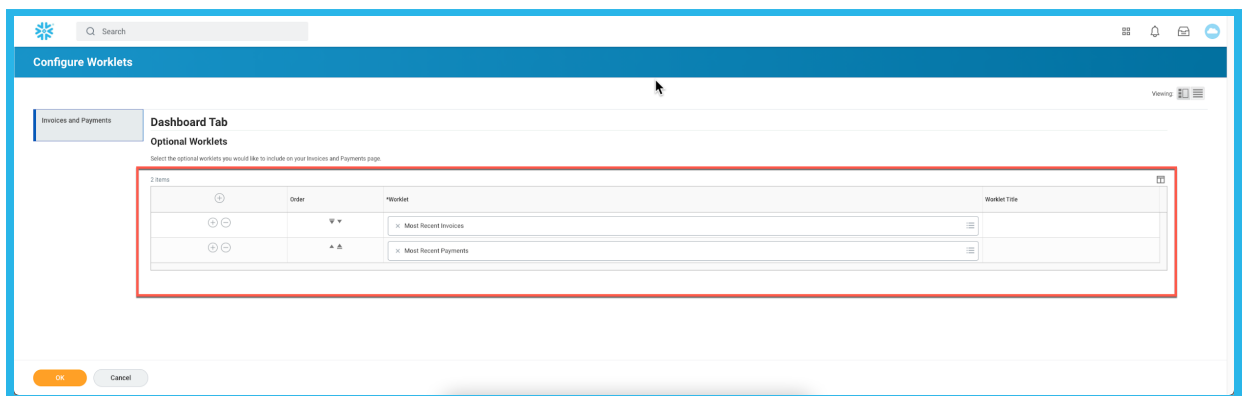
Supplier needs to attach a copy of the invoice when they create invoice from the portal. This will go to our Payables team, and they will process your invoice after you submit it.

Please ensure for any invoices created you do [attach a copy of the invoice](#) which will help our payables team to process your invoices faster.

3. INVOICES AND PAYMENTS

This tab is for the supplier to view information about their invoices and payments being processed.

Once clicked on the Gear box on right side top, following screen opens for supplier and gives them the option to choose what details they would like to see pertaining to their invoices and payments. Click ok to proceed further.



The below screen appear for the suppliers and documents will start coming in the worklet as and when we do business with you.

