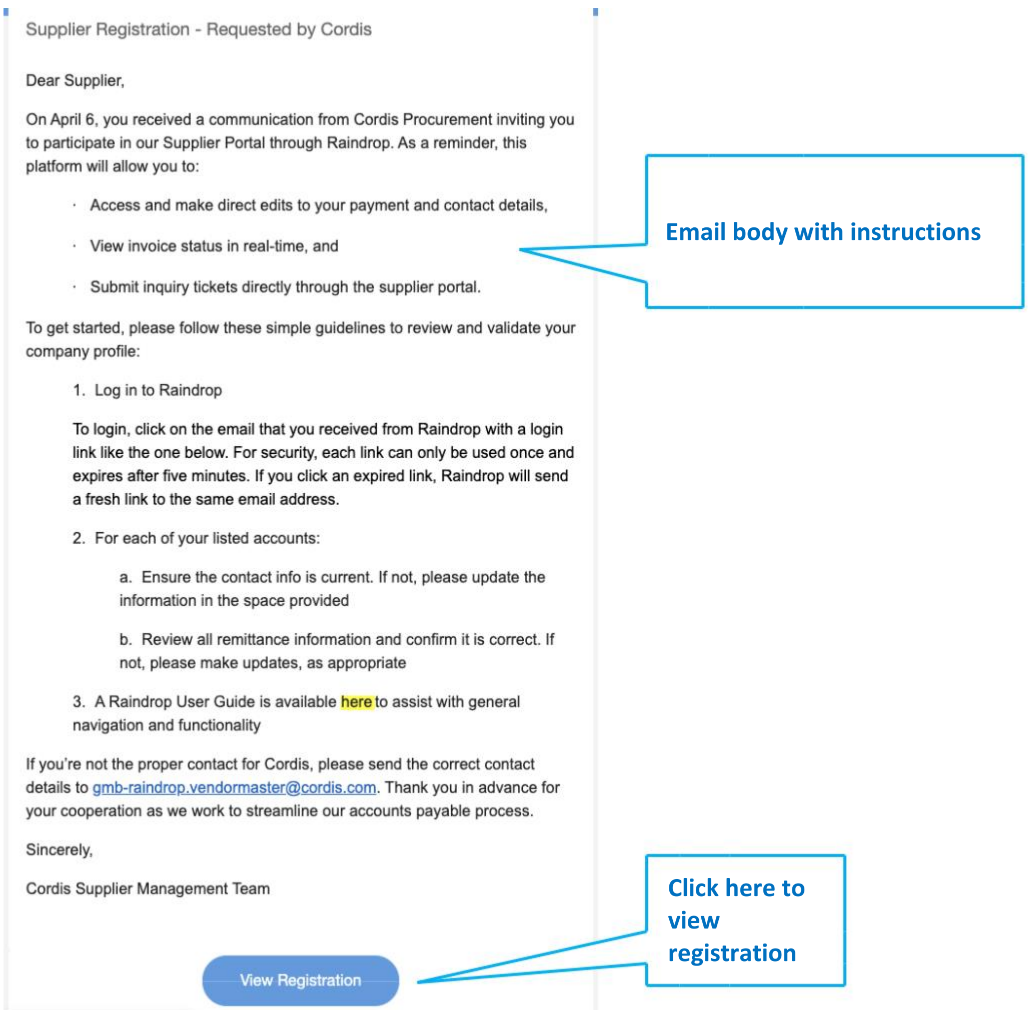
Raindrop Guide for Suppliers

Cordis utilizes Raindrop's Supplier Marketplace solution for setting up and maintaining supplier records. This document is a guide for Cordis's suppliers who are invited to validate and maintain their master service and payment records for Cordis Accounts Payable in Raindrop.

1. Notification to update information

a. Cordis suppliers will be invited by email from Raindrop to register and participate in this program. Please see below snapshot.



Supplier Registration - Requested by Cordis

Dear Supplier,

On April 6, you received a communication from Cordis Procurement inviting you to participate in our Supplier Portal through Raindrop. As a reminder, this platform will allow you to:

- Access and make direct edits to your payment and contact details,
- View invoice status in real-time, and
- Submit inquiry tickets directly through the supplier portal.

To get started, please follow these simple guidelines to review and validate your company profile:

1. Log in to Raindrop

   To login, click on the email that you received from Raindrop with a login link like the one below. For security, each link can only be used once and expires after five minutes. If you click an expired link, Raindrop will send a fresh link to the same email address.

2. For each of your listed accounts:

   a. Ensure the contact info is current. If not, please update the information in the space provided

   b. Review all remittance information and confirm it is correct. If not, please make updates, as appropriate

3. A Raindrop User Guide is available here to assist with general navigation and functionality

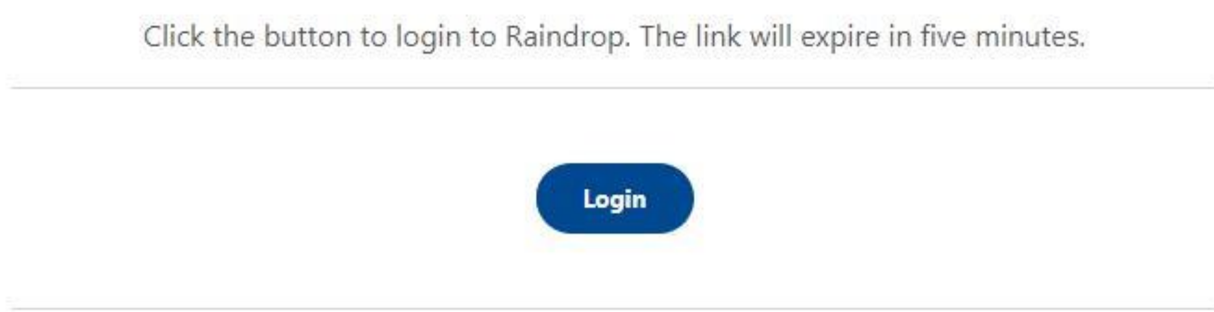
If you're not the proper contact for Cordis, please send the correct contact details to gmb-raindrop.vendormaster@cordis.com. Thank you in advance for your cooperation as we work to streamline our accounts payable process.

Sincerely,

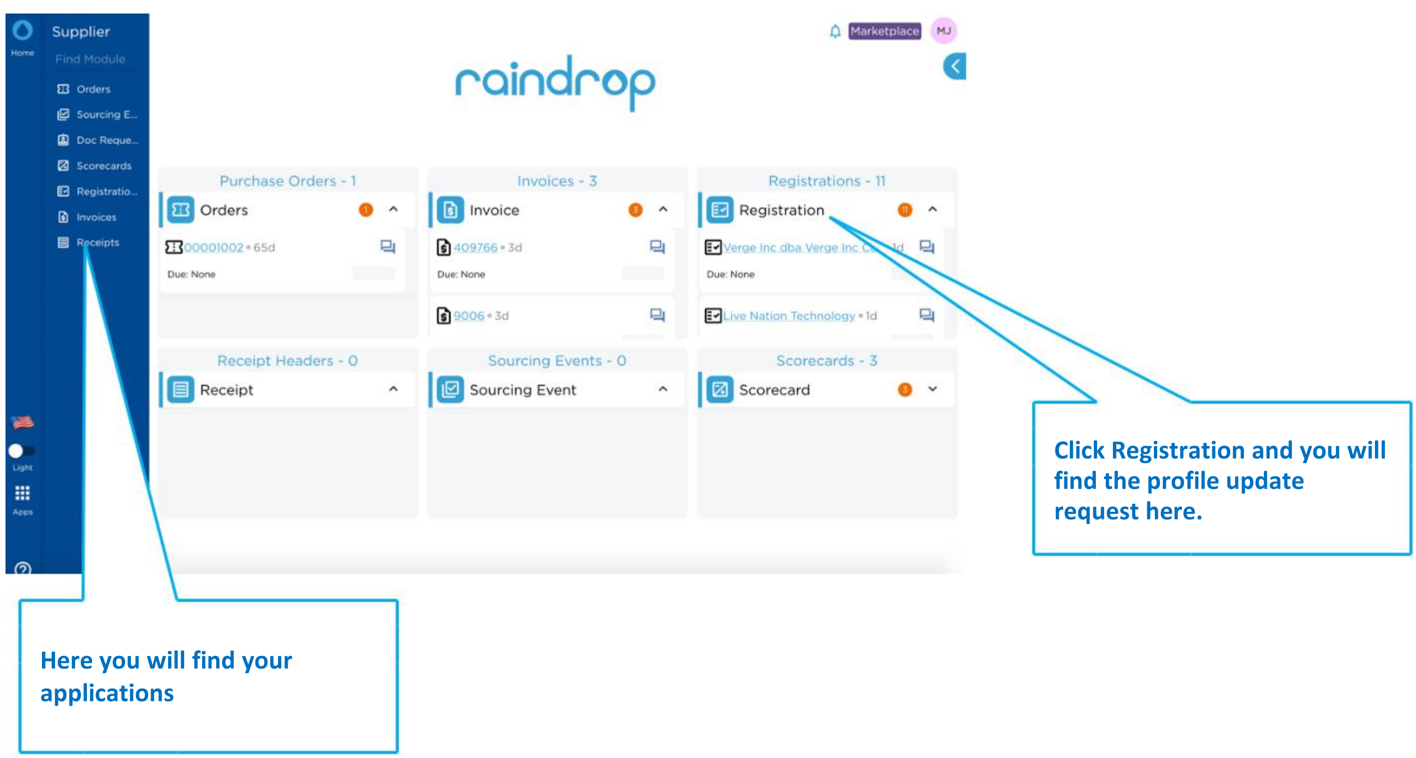
Cordis Supplier Management Team

View Registration

b. The email will include the "Instructions" along with a link to access Raindrop.
c. After clicking the "View Registration" link, you will be taken to the Raindrop site for Login. For security reasons, the Login link will expire after five minutes. Click the login link to access Raindrop.



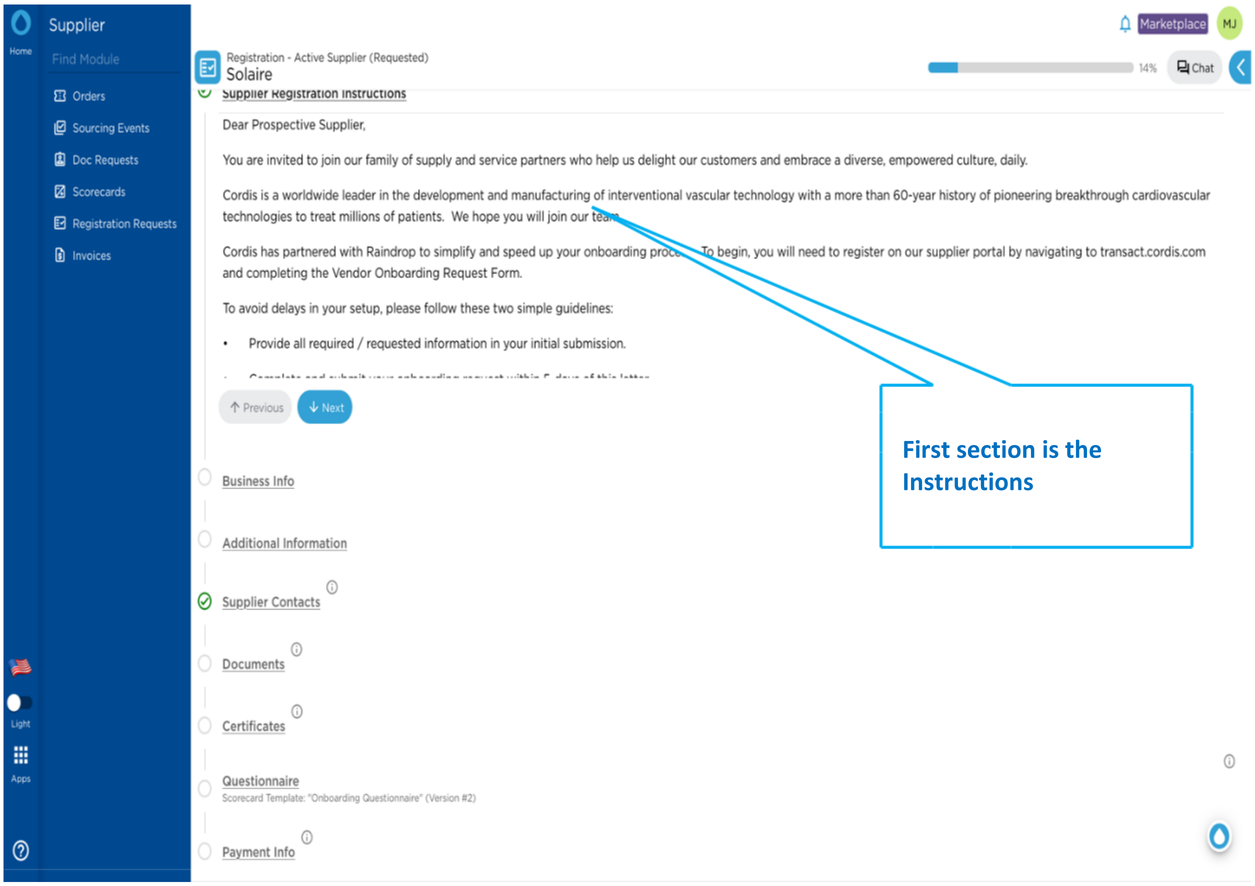
2. **Raindrop Marketplace Navigation**. As a supplier, you will have access to "Marketplace" to validate and maintain your supplier profile. Please see below snapshot.



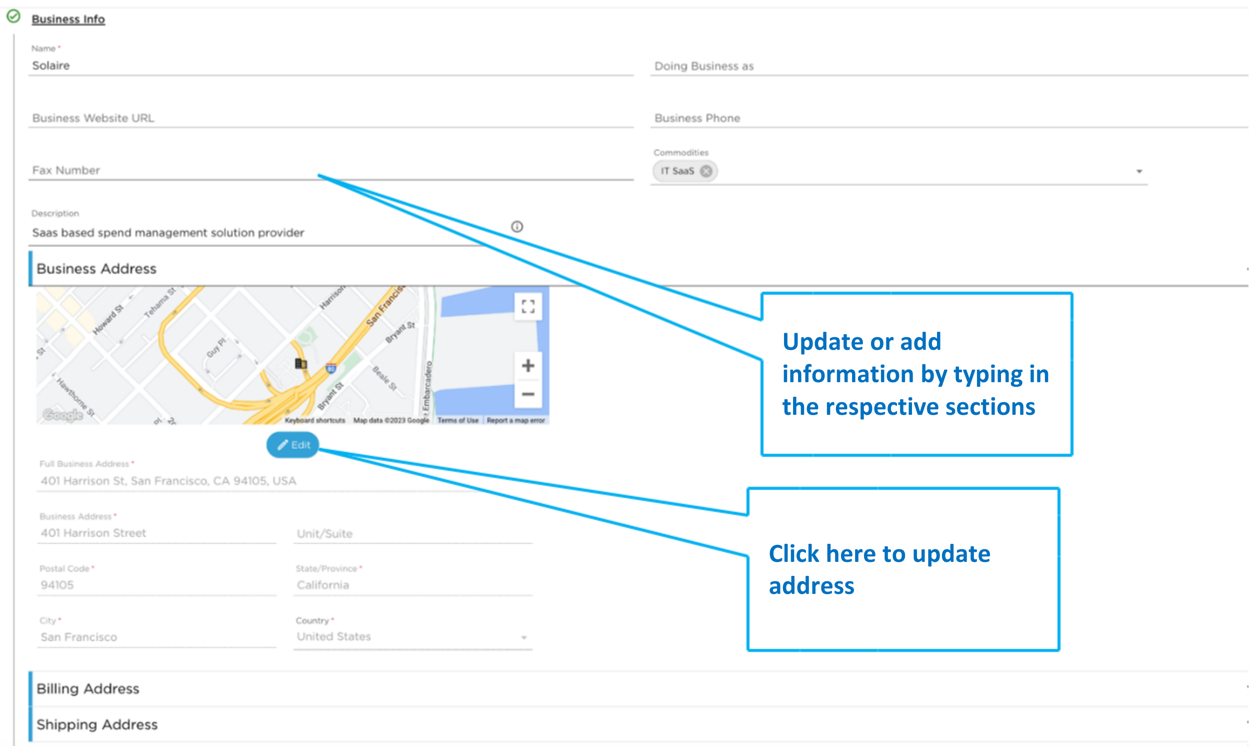
3. How to respond to a request to validate or update your company profile.

After you click on the email and are able to login to Raindrop, below are the step to review and update/validate your company master data.

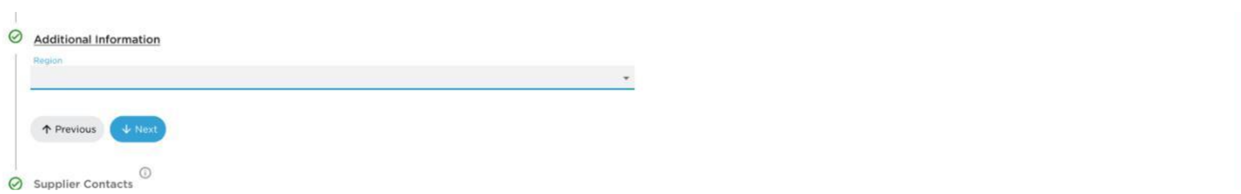
a. When you open the registration request, you will see the following form:



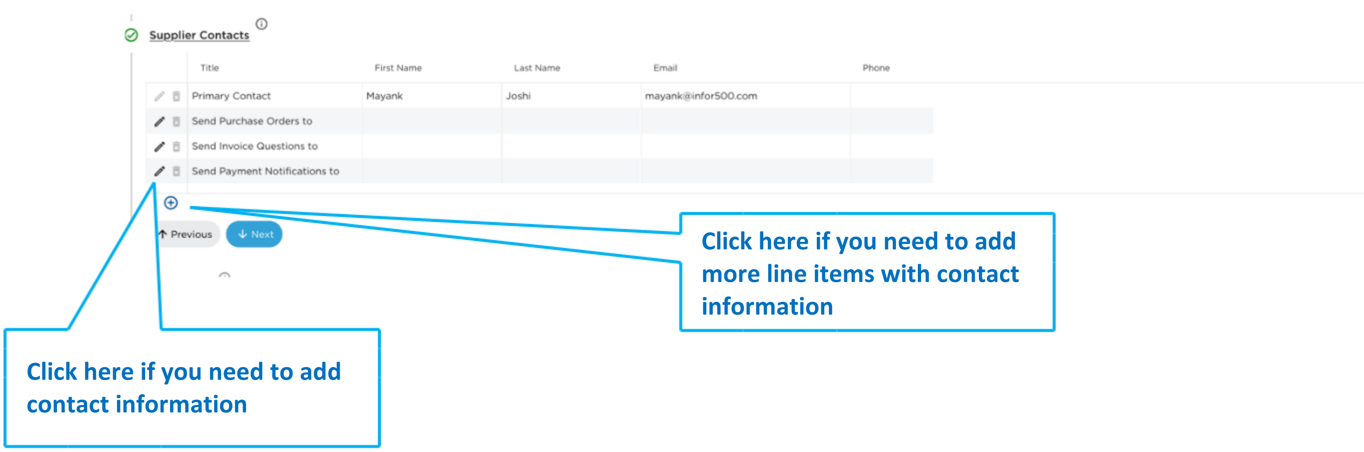
b. Business Information – this is the section where you will see the address, name, phone number, commodity, and a description section. If you need to update any of this information, you can do that by typing the information in the respective sections. To edit address, click on the "Edit" icon and update your address.



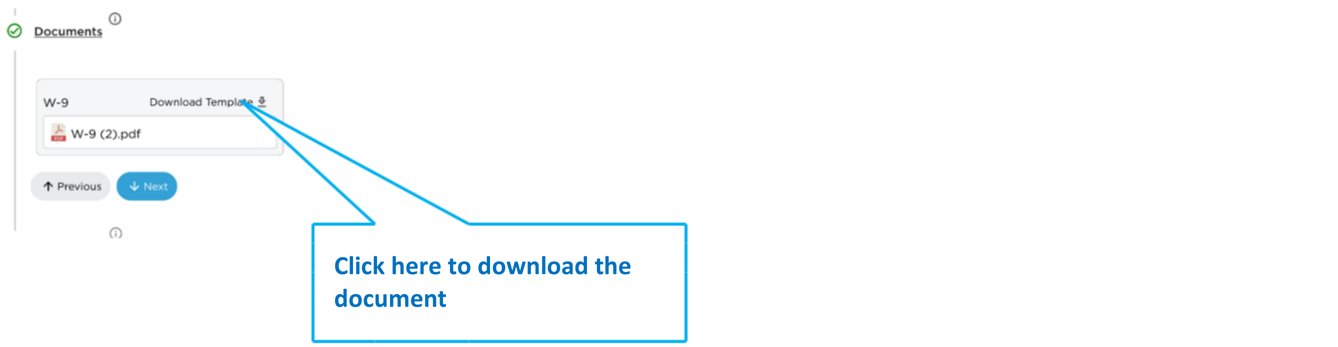
c. Additional Information – this section will include information that has been requested by Cordis. Please note the below snapshot is just for reference.



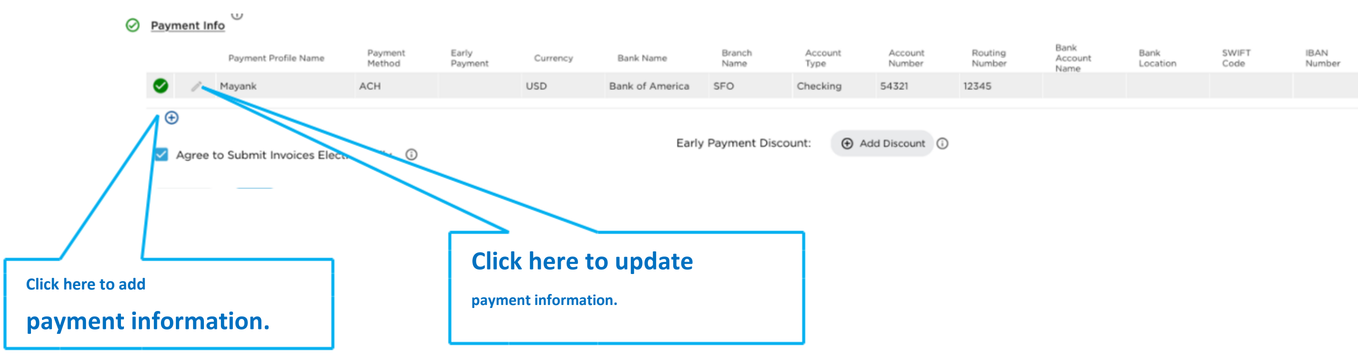
d. Supplier Contacts – in this section please add/update your respective contacts for the specific functions. You can add more line items by clicking the "+" sign.

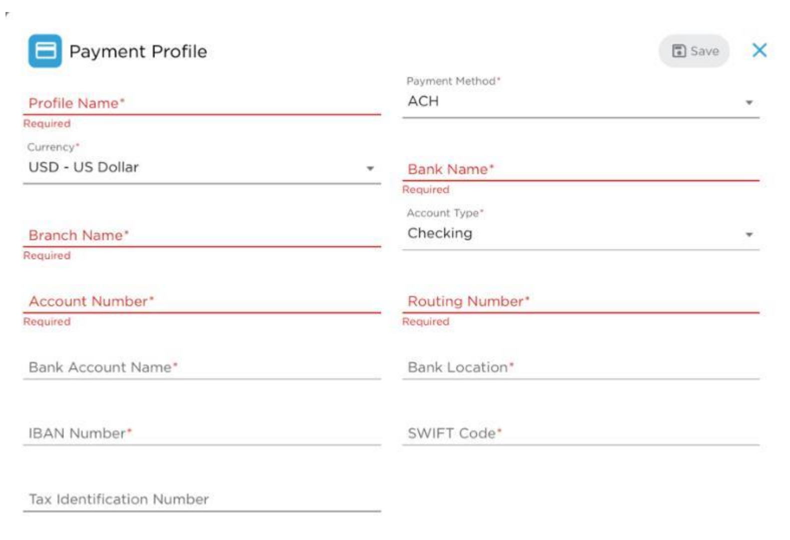


e. Documents – If you are requested to update or provide any documents as part of the master data update, you will see them in this section. You can download the document, populate the information, and upload your file here.

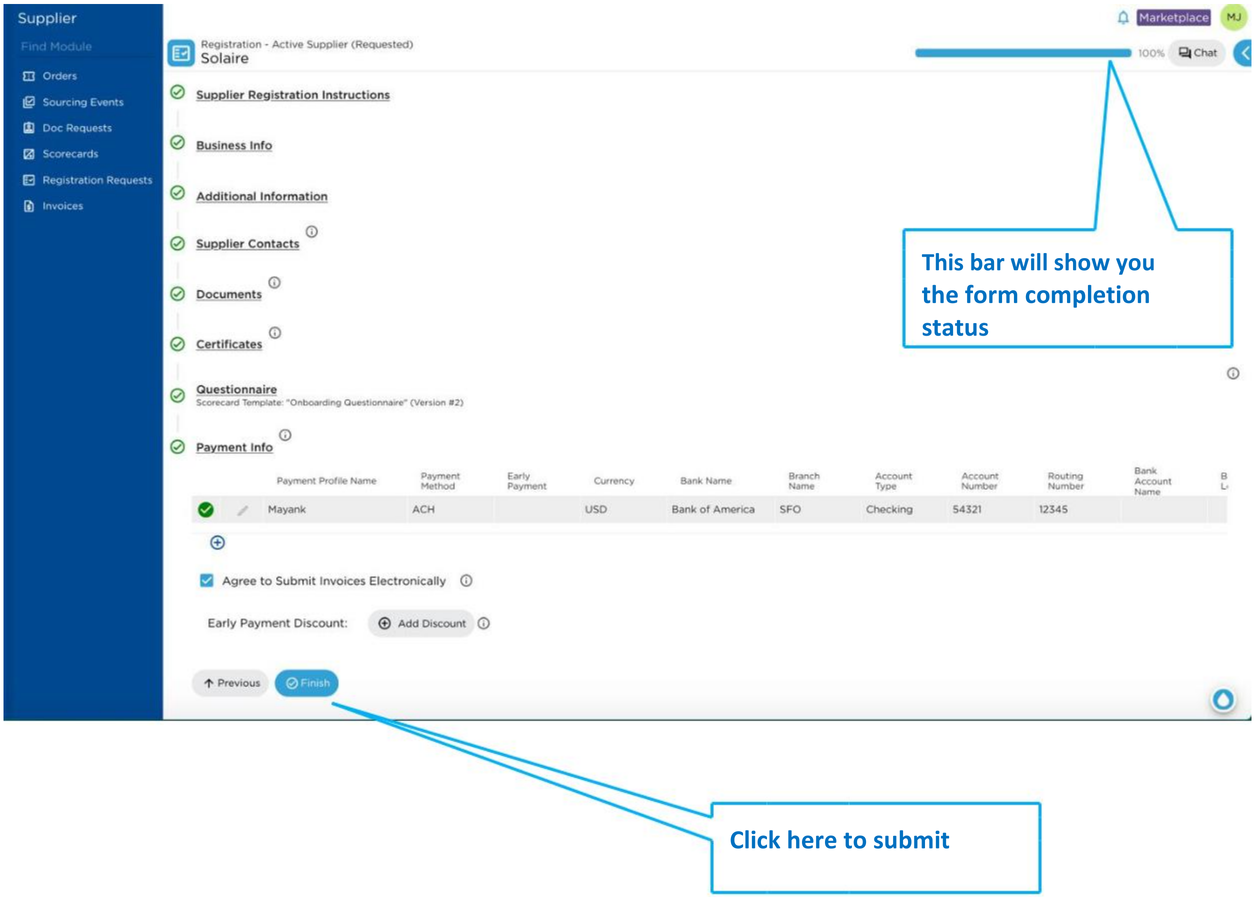


f. Payment Info – this section is to review and update your company payment information. If the payment profile looks correct/up to date, then no action is required. In the event your company payment profile changed, you can update the latest information here.





After you complete the update to the payment section and all other sections are reviewed, a “Finish” button will show up. When you click “Finish,” the Cordis team will be notified of your validation and submission.



ADDITIONAL HELP

If you have any questions or need support with this validation and maintenance process, please contact:

Process related questions: procurement@cordis.com
Technology related questions: support@raindrop.com