Process Unity Supplier Guide

Supplier onboarding and how to answer the Due Diligence Questionnaire (DDQ)

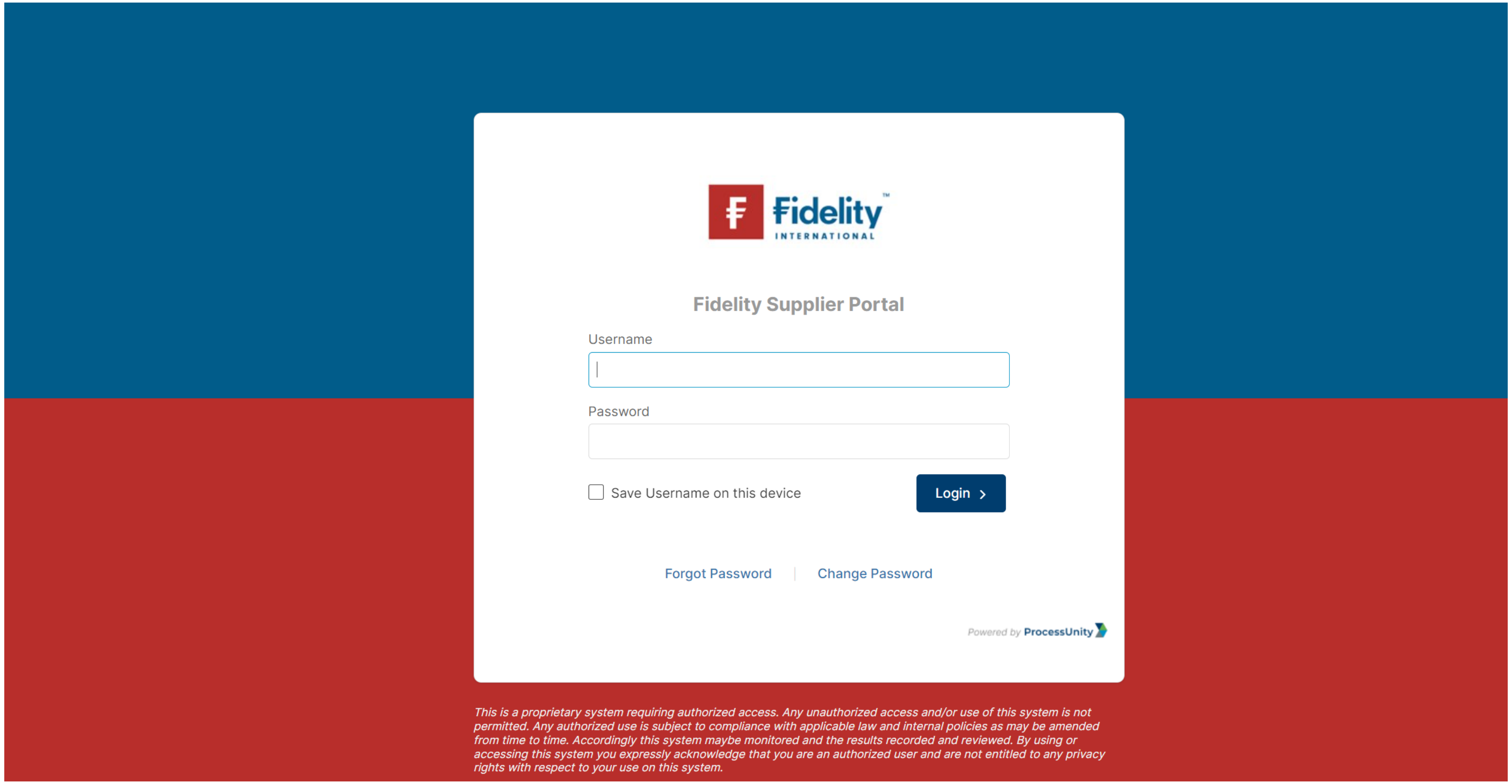
February 24

Logging into Fidelity's Supplier Portal

Log into the Supplier Portal using the account name and password that was provided in 2 separate emails.

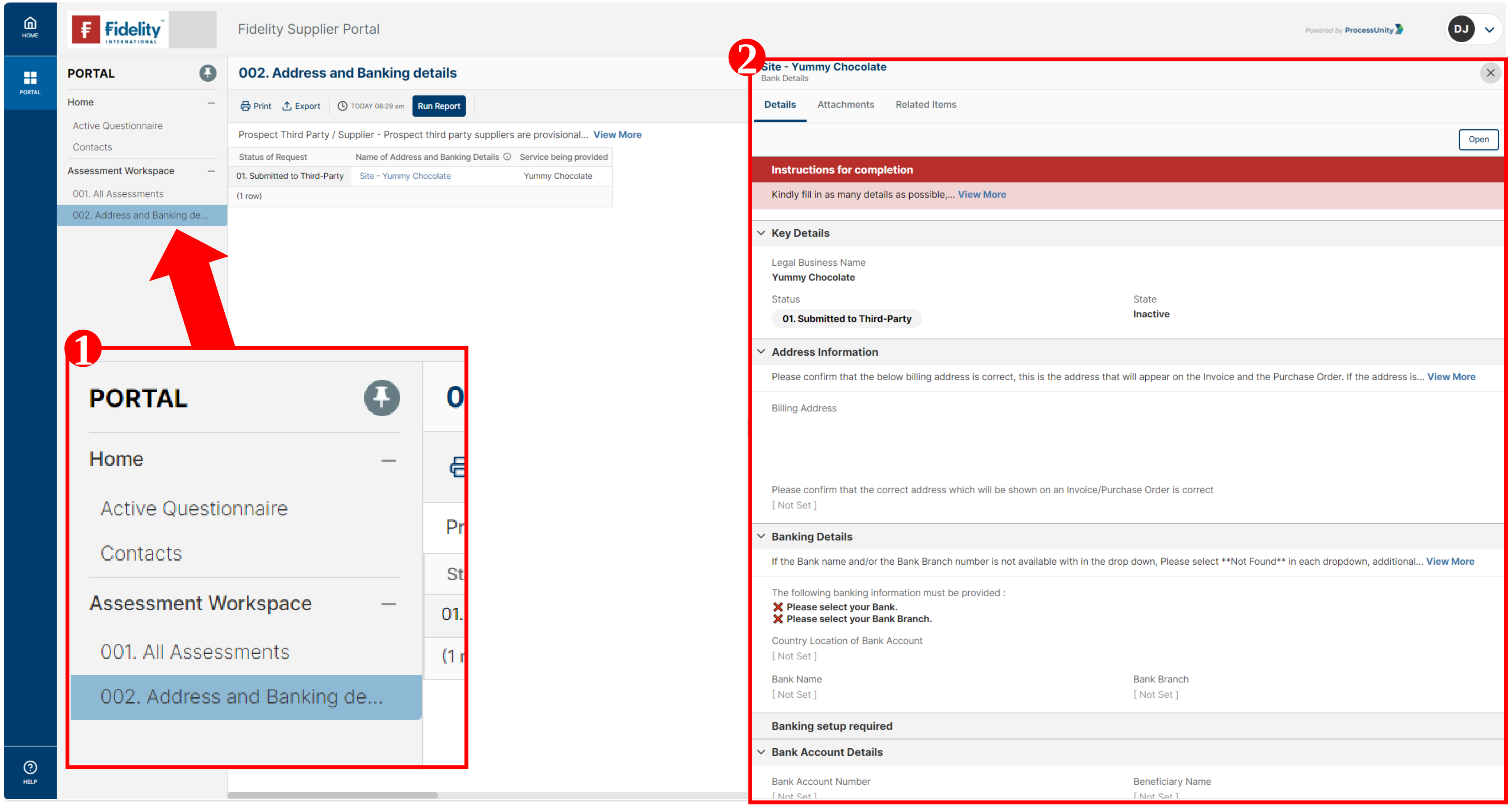
On first log in you will be asked to change your password.

Log into supplier portal again using your new password



Fidelity Supplier Portal: Workspace

General Navigation:



❶ Navigation Bar

Active Questionnaires - This will list all active Due Diligence Questionnaires (DDQ) that are still to be completed. [*How to Respond to Questions in the Due Diligence Questionnaires (DDQ)*]

Contacts - If there are colleagues in your organisation that you feel would be better to answer some of the questions then this is where you can add their details to [delegate]

All Assessments - This will list out all assessments, whether they have been completed or not.

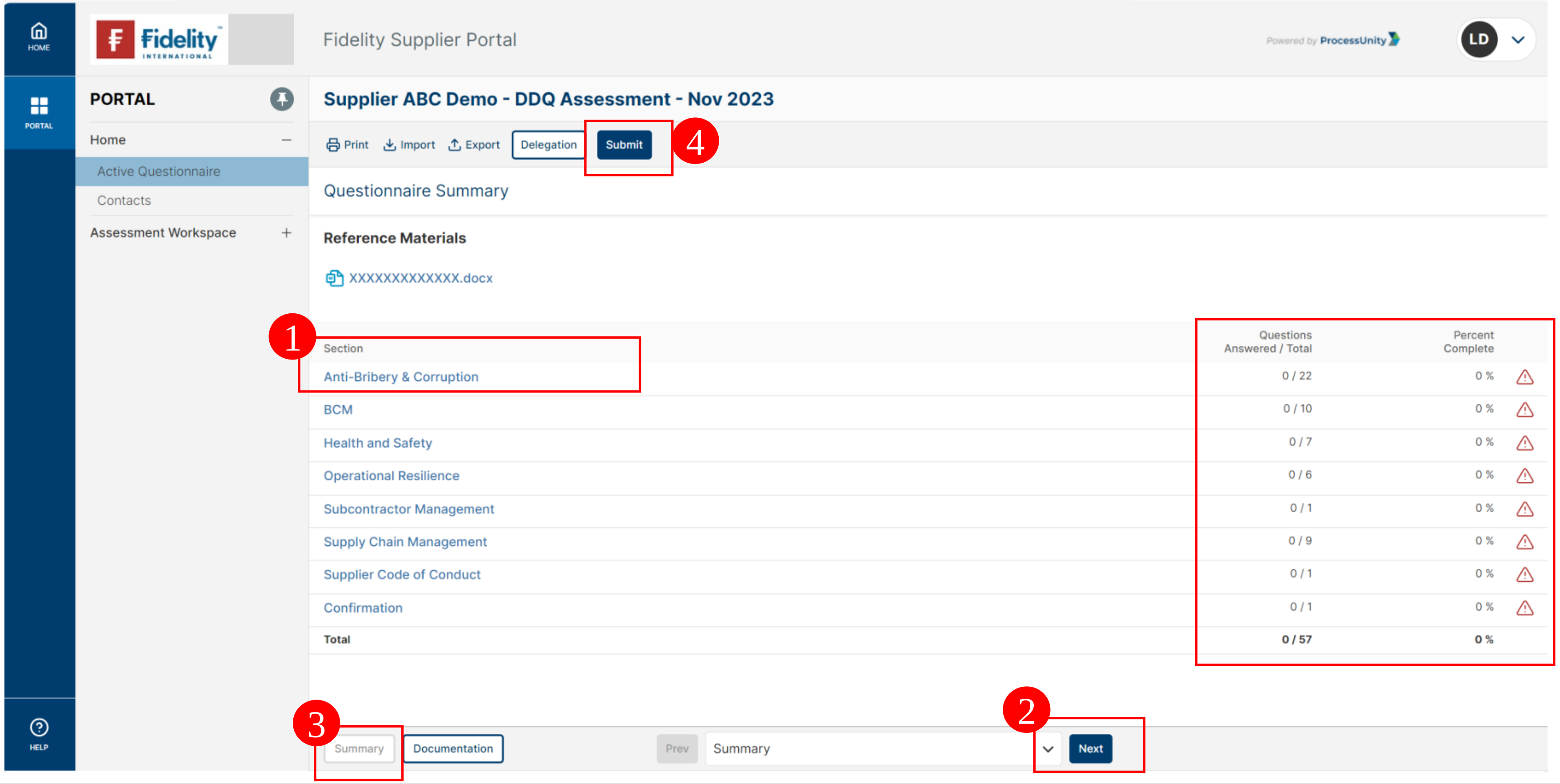
Address and Banking Details – These are the details that Fidelity would need to onboard your organisation to our payments platform and pay any invoices.

❷ Workspace

The Workspace – is where either the questionnaires appear or Address and payment fields appear. This can be maximised by dragging the vertical line to the left

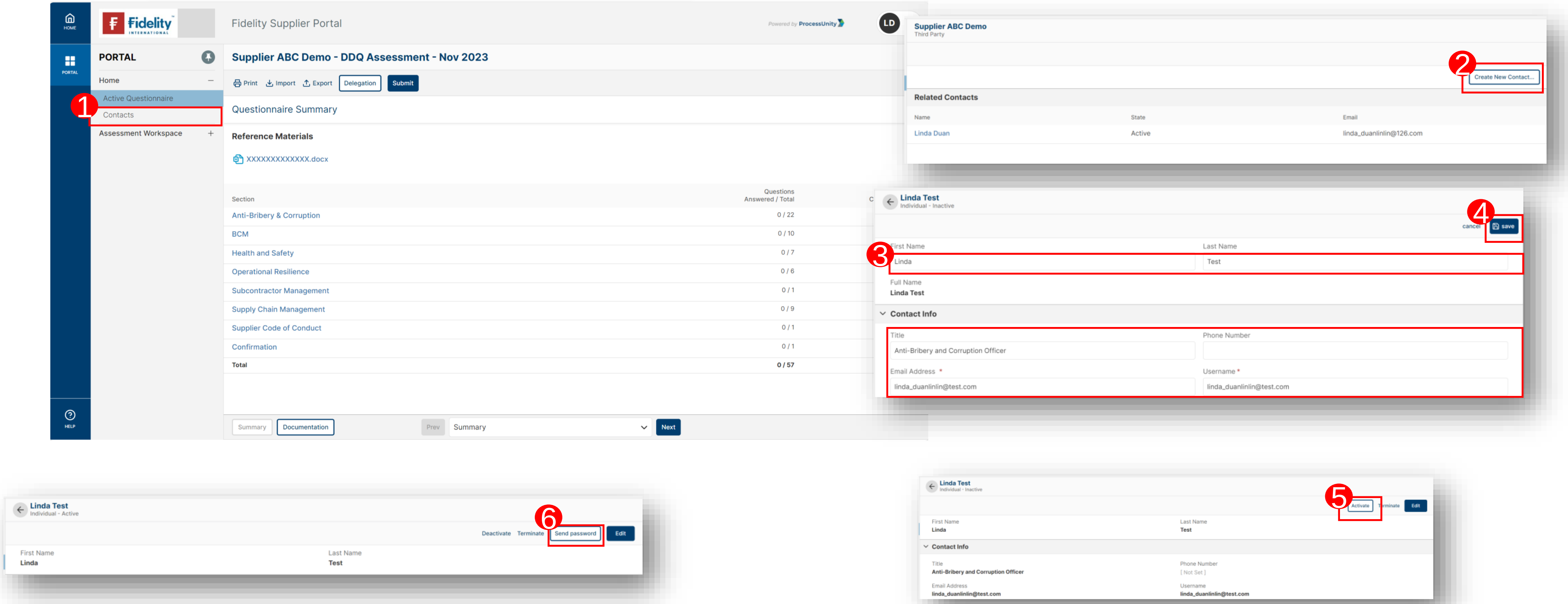
How to Respond to Questions in the Due Diligence Questionnaires (DDQ)

1. Click the section name to go into each section and respond questions
2. You can use the Next button to move to next section and answer questions
3. You can use the “Summary” button back to the home page and check questionnaire completion progress.
4. All the questions must be answered before it can be submitted. You can use the submit button on top to submit the questionnaire.



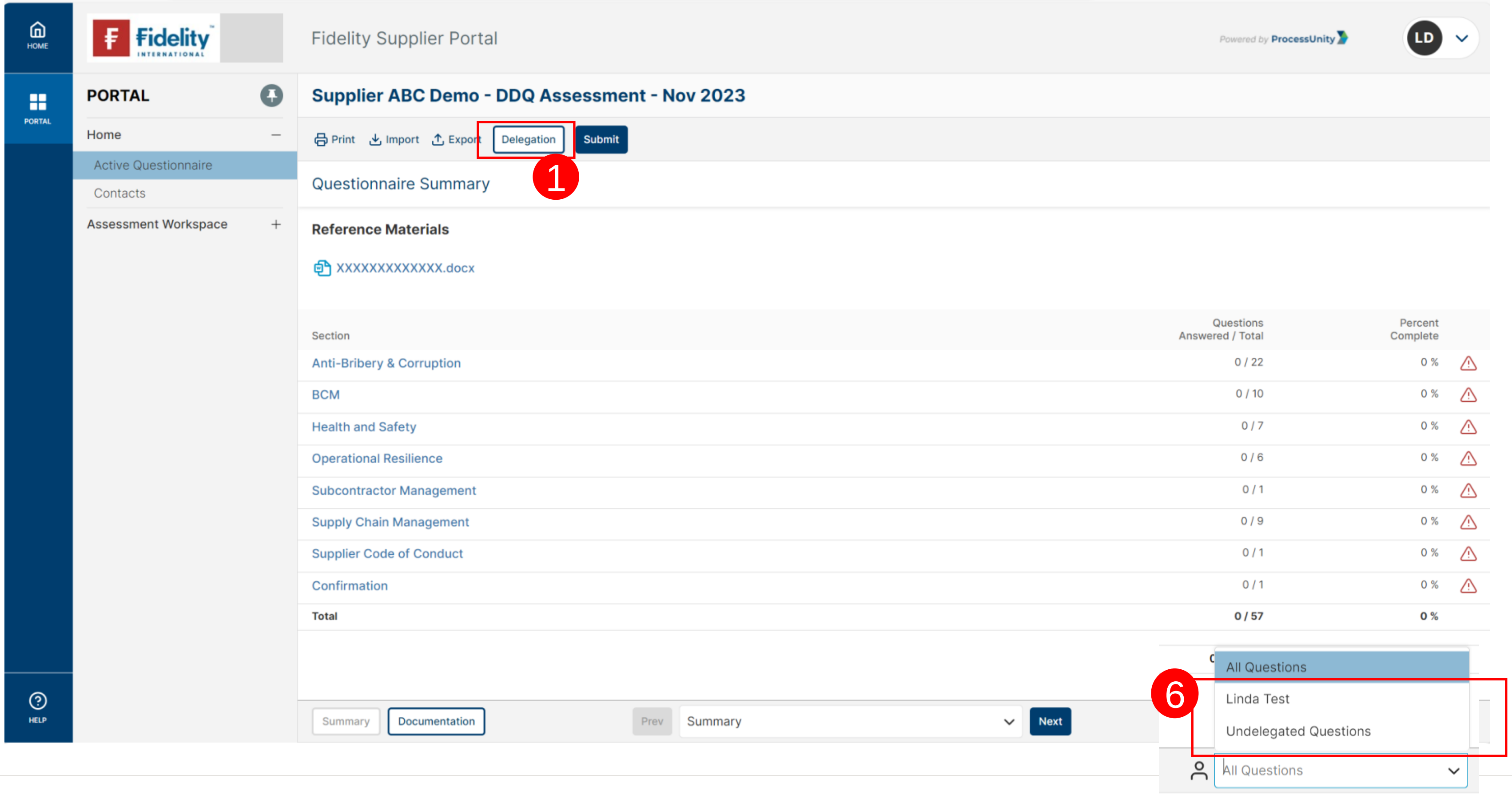
How to Delegate Questions to Someone for Help (Step 1)

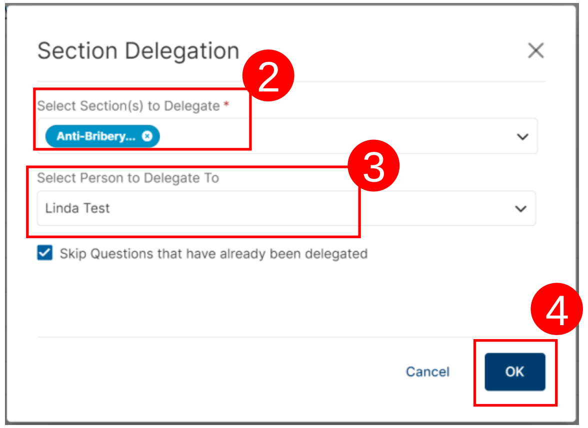
1. Before delegate a question or a section to someone for help, you need to ensure his contact is created and activated in Process Unity. You can go to "Contacts" on the left side menu to create contact for him.
2. Click "Create New Contact" in the pop-up page.
3. Please ensure the name and email address is provided for the new contact. And then you can save the contact information.
5. Then click "Activate" to make the new contact active.
6. Please remember to send password to the new contact point that he can log into the portal and respond questions.

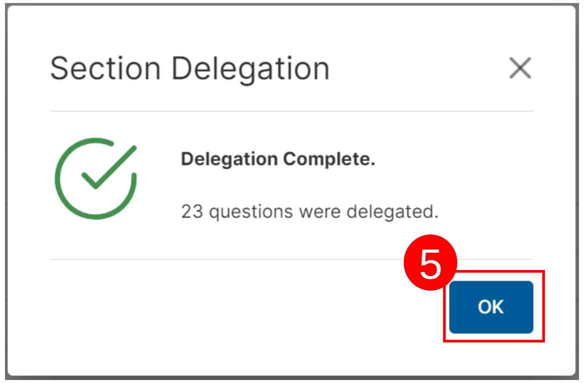


How to Delegate Questions to Someone for Help (Step 2)

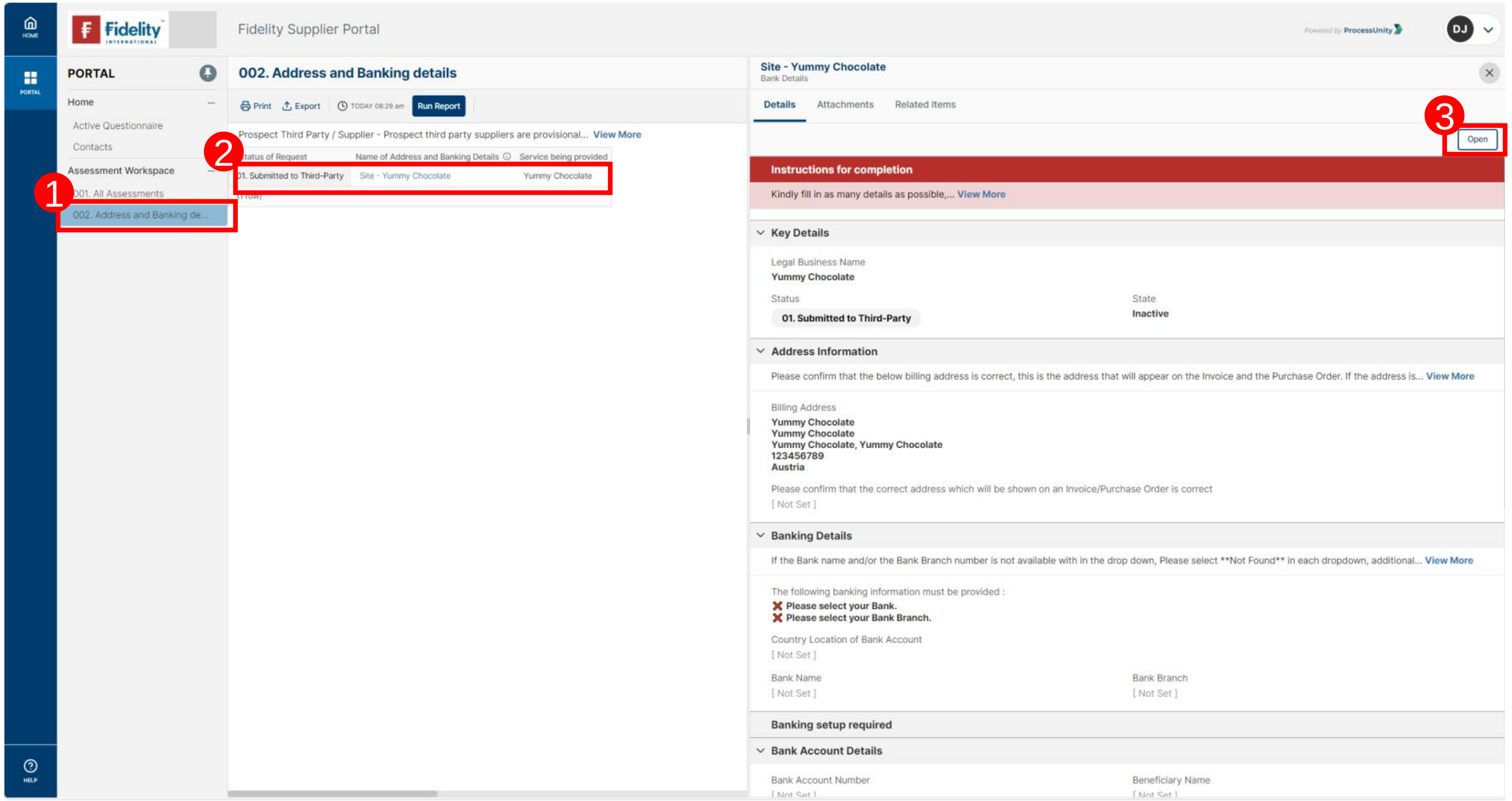
1. Click the "Delegation" Button on the page of Active Questionnaire
2. Select the sections that you want to delegate to others
3. Select the person that you want to delegate to. The new contact you created in last step should now be available in the dropdown list if I's activated.
4. Then click "OK" to confirm your delegation. A pop-up will notice you the delegation is completed.
5. After delegation completed, you can check the bottom right corner to understand the questions being delegated or not delegated.
6. The delegated person can only answer questions with them but cannot submit questionnaire. It must be the primary contact (the initial owner) submit the questionnaire







How to Submit Banking & Address Details (Step 1)



1 Address & Banking Details

Click on the Address & Banking menu item on the left hand navigation, you may need to expand the menu by clicking on the small + sign.

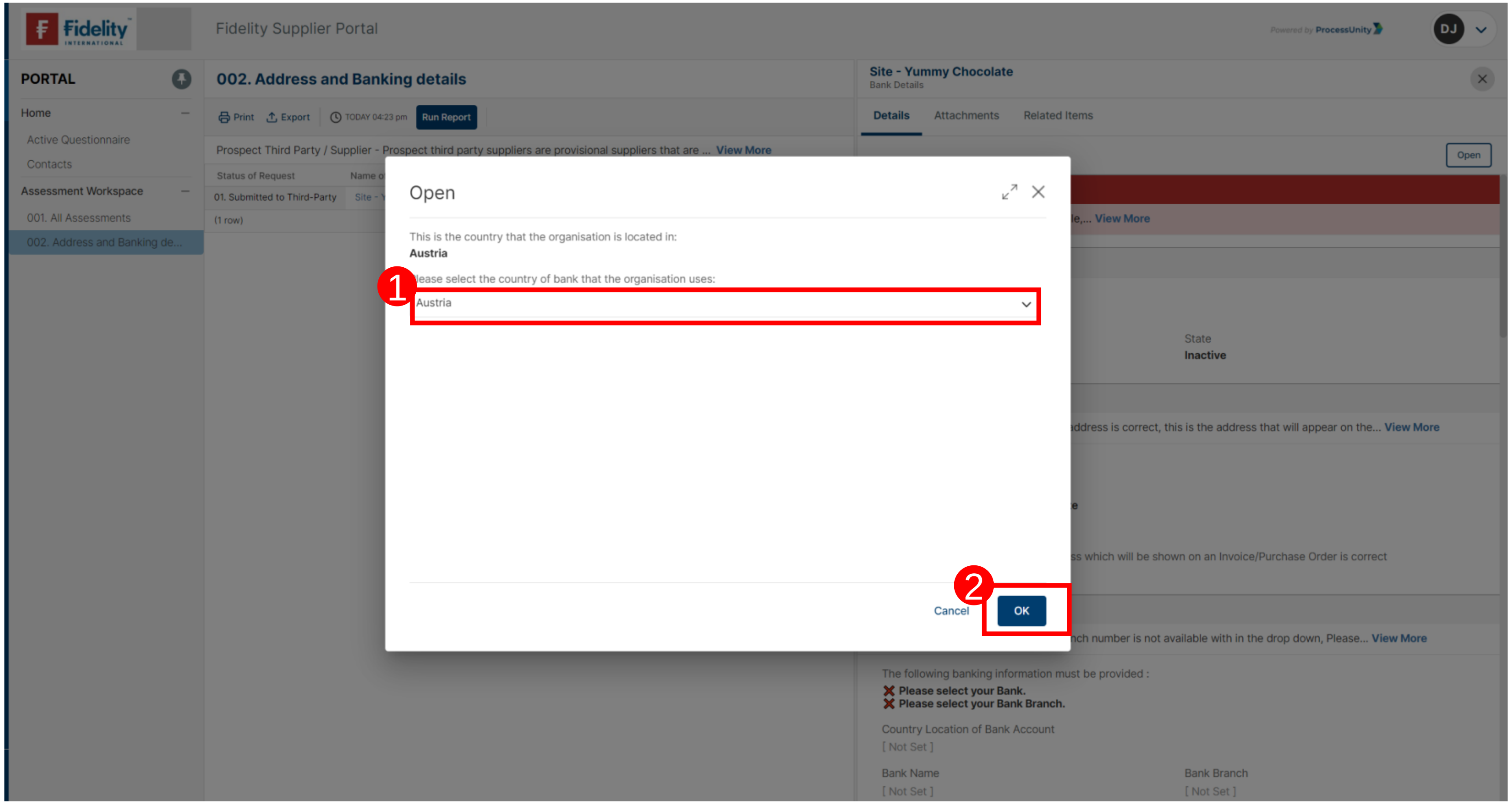
2 Access the Site details

A list of Address Sites will be listed if this has been previously submitted, the record will be in read-only mode, unless further information is required. Click on the site name to show the Site record.

3 Open up the record

Click on the Open Button to the start adding information.

How to submit Banking & Address Details (Step 2)



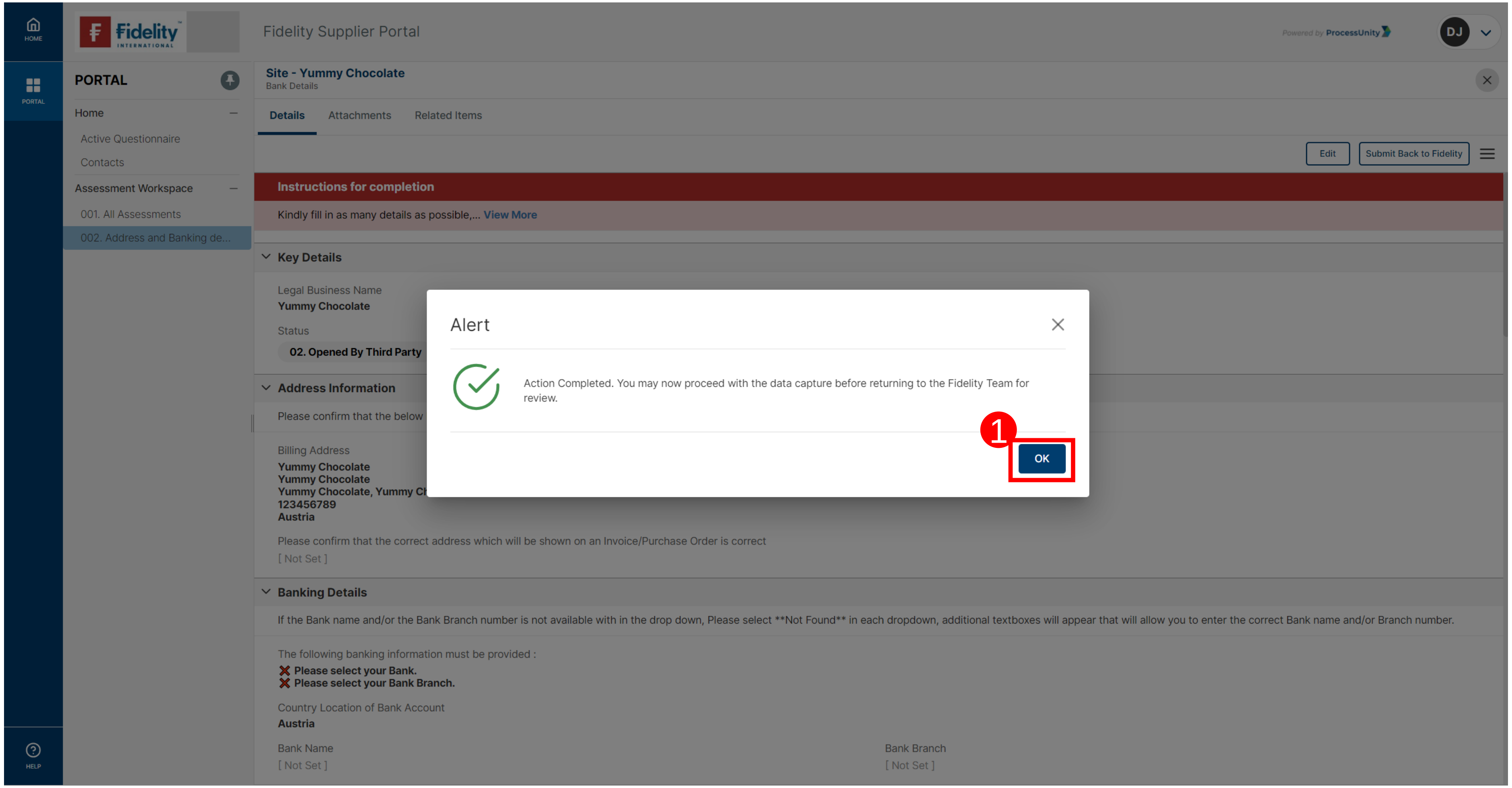
1 Country of Bank

Select using the dropdown the country that the Bank resides in, that your organisation uses, if the country does not appear please select ***"**Not Found**"***

2 Click OK

Once Selected click OK

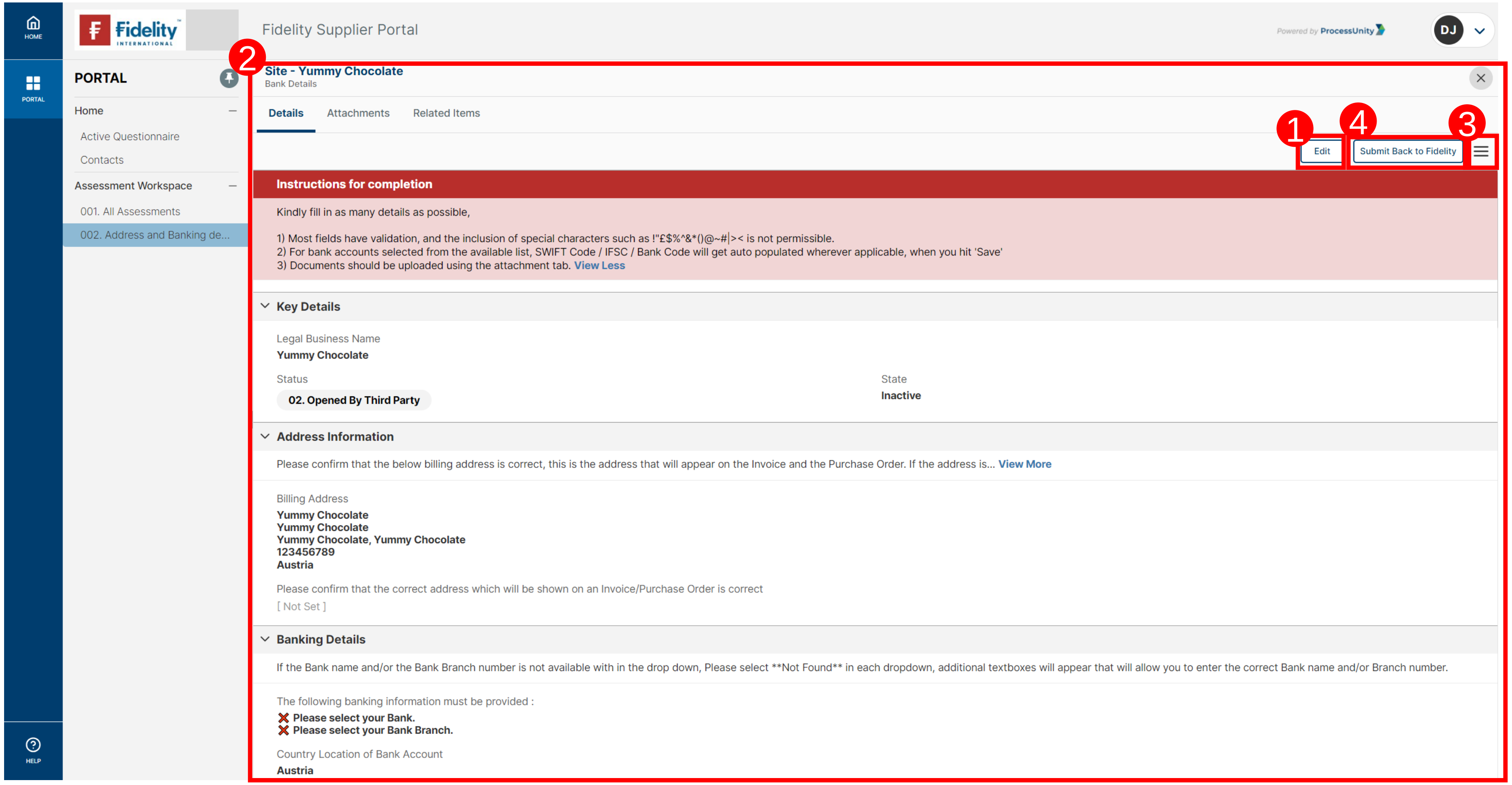
How to Submit Banking & Address Details (Step 3)



1 Confirm

2 dialogue boxes confirming that the record is about to be opened and has been. Click **Confirm** on the first Dialogue box and **OK** on the second

How to Submit Banking & Address Details (Step 4)



1 Click on Edit

Click on the **Edit** Button to start editing the record

2 Complete Address & Banking

Answer all fields ensuring that all details are correct

3 Changing country

Click on the 3 lined menu if you need to change the country that the bank resides in.

4 Submit Back to Fidelity

Once all fields have been completed and appropriate documentation has been uploaded, Click the Submit Back to Fidelity

! IMPORTANT

Please ensure that all information is correct, any information that does not match may have to be returned which could delay the onboarding process.