

# 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](mailto: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](#)

**Email body with instructions**

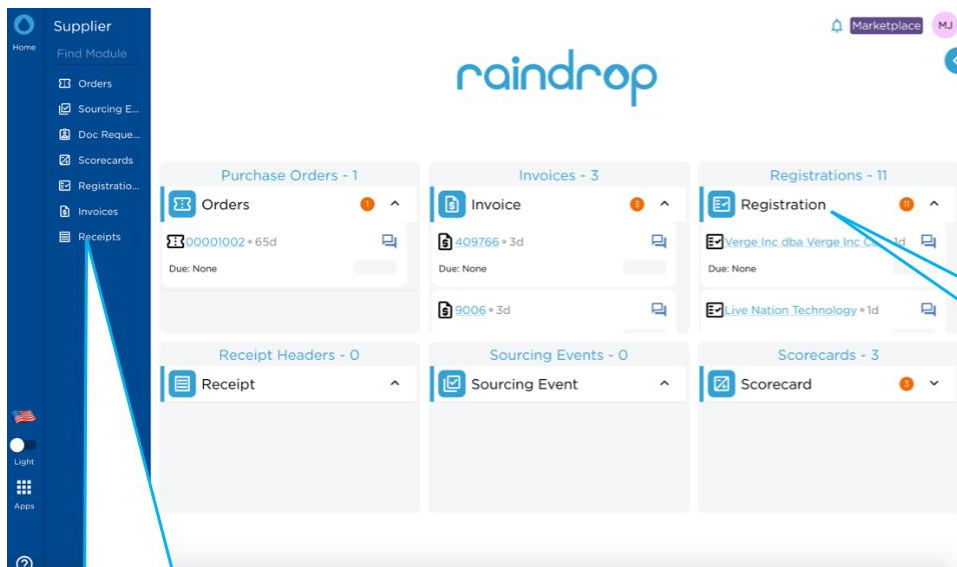
**Click here to view registration**

- 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.

Click the button to login to Raindrop. The link will expire in five minutes.

Login

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



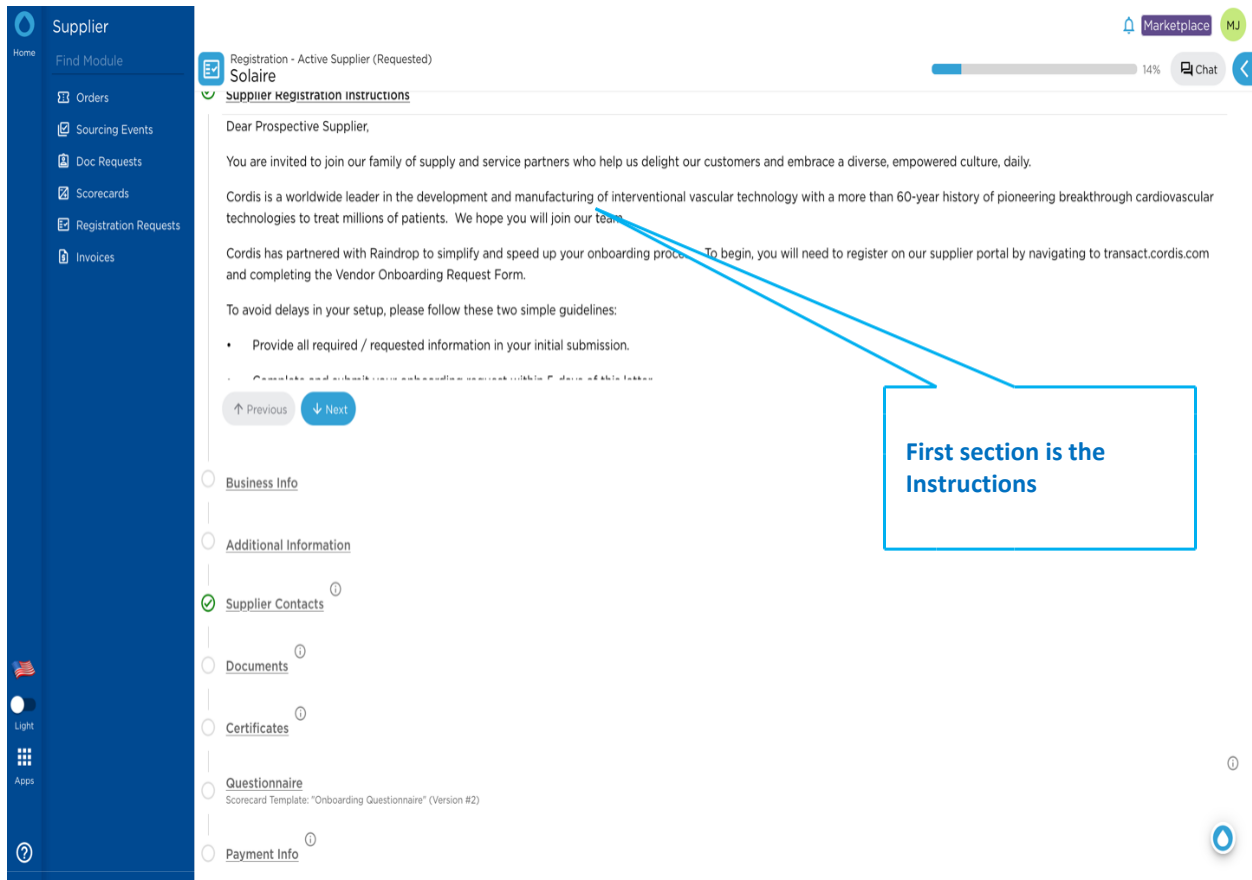
Here you will find your applications

Click Registration and you will find the profile update request here.

**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.**

**Business Info**

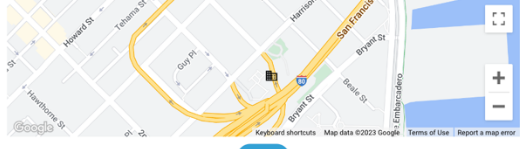
Name \*  
 Solaire Doing Business as

Business Website URL Business Phone

Fax Number Commodities  
 IT Saas

Description  
 SaaS based spend management solution provider

**Business Address**



Full Business Address \*  
 401 Harrison St, San Francisco, CA 94105, USA

Business Address \*  
 401 Harrison Street Unit/Suite

Postal Code \*  
 94105 State/Province \*  
 California

City \*  
 San Francisco Country \*  
 United States

**Billing Address**

**Shipping Address**

Update or add information by typing in the respective sections

Click here to update address

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

**Additional Information**

Region

↑ Previous   ↓ Next

**Supplier Contacts**

- 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.

**Supplier Contacts**

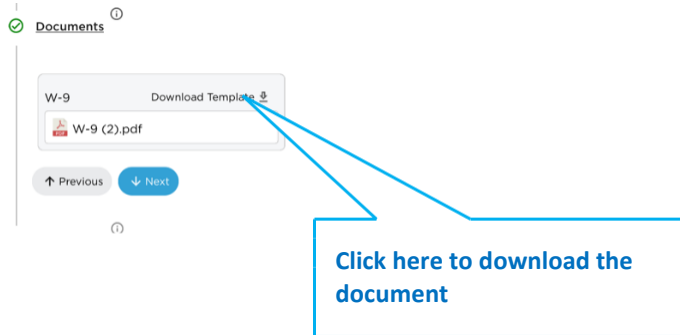
	Title	First Name	Last Name	Email	Phone
✎	Primary Contact	Mayank	Joshi	mayank@infor500.com	
✎	Send Purchase Orders to				
✎	Send Invoice Questions to				
✎	Send Payment Notifications to				

↑ Previous   ↓ Next

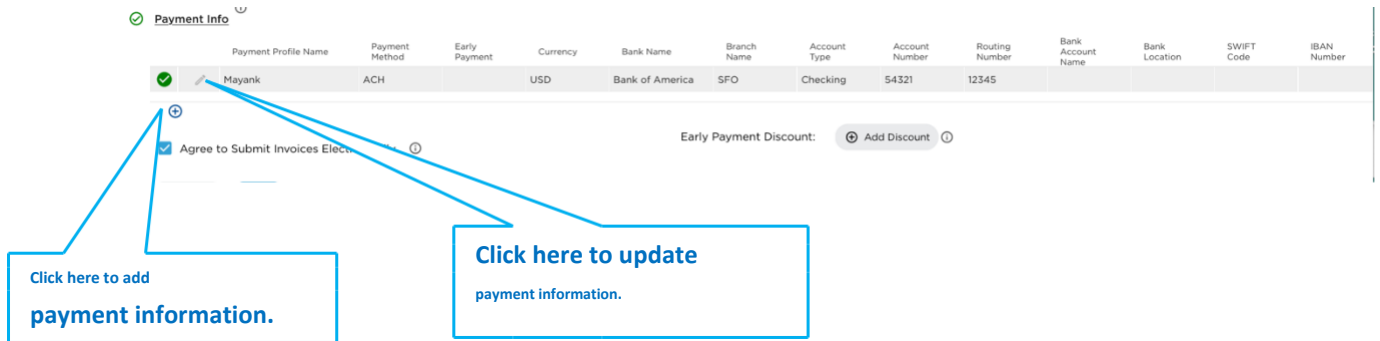
Click here if you need to add contact information

Click here if you need to add more line items with contact information

- 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.



Payment Profile

Save X

Profile Name\* Required

Currency\* USD - US Dollar

Bank Name\* Required

Branch Name\* Required

Account Type\* Checking

Account Number\* Required

Routing Number\* Required

Bank Account Name\*

Bank Location\*

IBAN Number\*

SWIFT Code\*

Tax Identification Number

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.

The screenshot shows the 'Supplier Registration - Active Supplier (Requested)' page for 'Solaire'. A progress bar at the top right indicates 100% completion. A callout box points to this bar with the text: "This bar will show you the form completion status". The form sections include: Supplier Registration Instructions, Business Info, Additional Information, Supplier Contacts, Documents, Certificates, Questionnaire (Scorecard Template: "Onboarding Questionnaire" (Version #2)), and Payment Info. The Payment Info section contains a table with the following data:

Payment Profile Name	Payment Method	Early Payment	Currency	Bank Name	Branch Name	Account Type	Account Number	Routing Number	Bank Account Name	B L
Mayank	ACH		USD	Bank of America	SFO	Checking	54321	12345		

Below the table, there is a checkbox for "Agree to Submit Invoices Electronically" which is checked, and an "Add Discount" button. At the bottom, there are "Previous" and "Finish" buttons. A callout box points to the "Finish" button with the text: "Click here to submit".

## ADDITIONAL HELP

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

Process related questions: [procurement@cordis.com](mailto:procurement@cordis.com)

Technology related questions: [support@raindrop.com](mailto:support@raindrop.com)