Bren-Tronics®
an EnerSys company

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Certified to

Q S A

ISO 9001:2015;
AS9100D

Dear Valued Supplier,

Bren-Tronics is excited to announce that we are partnering with SourceDay to automate our PO lifecycle and provide greater visibility, better communication and accurate data. SourceDay's portal is designed to work with suppliers and make it easy to find the PO information you need, suggest changes to your customers, and get alerts when your customers need something. As one of our valued suppliers, we are covering all the costs to set up your company's SourceDay account. SourceDay's customer support team will provide training and unlimited support for any and all questions you may have.

Below are the quick and easy steps for onboarding:
USERNAME: Please use your email address as your USERNAME. If you received this email and are not the contact that will be using the portal, please let me know so I can update our contact information

1. **Please whitelist** the email noreply@sourceday.com so you can receive Purchase Order notifications and updates from your client.
2. **Click on the following link** - To begin the process please click on the following: https://app.sourceday.com/vendor/training/68216edc-1f8b-4fe3-9669-5eaff03866af
3. **Confirm Your Email Address -** Please enter the email address we used to contact you. This will be the email that your customer provided us.
4. **Verify Email Address -** We will send an email from noreply@sourceday.com to confirm. If you do not see this in your inbox, please check spam or contact us immediately.
5. **Create Password** - Your password must have at least 8 characters and is case sensitive.
6. **Complete our Easy Training Walkthrough -** The training is about 10 minutes and will guide you through getting started on SourceDay. Once you complete the walkthrough in its entirety your account will be automatically activated.

*** If you need additional SourceDay users please contact Onboarding@SourceDay.com ***

As you begin working with Bren-Tronics, Inc. on the platform we want to ensure you get the support you might need. There are multiple sources for quick and easy help from SourceDay via an online supplier resource center, sending an email, or opening a chat.

- **The resource center is located at the bottom left of your screen and includes helpful product walkthroughs, articles and resource manuals.**
- **You can contact SourceDay at "**support@sourceday.com**" - add to your contact list for future reference.**
- **For immediate assistance there is a chat icon located at the bottom right side of your screen.**

EXPLANATION OF THE USE OF SPECIAL DATES TO USE ON PURCHASE ORDERS AND IN SOURCEDAY   01/01/2099 and 12/31/9999. Remember the "Due date" is the arrival date at Bren-Tronics and not your Ship date. Please add appropriate shipping time plus

1 day. For overseas, unless it will be under 136Kg, assume ocean and 6 weeks. Under 136 will ship AIR and add 7 days. Note: If part is ON HOLD, use the date "12/31/9999". If part is ON CALL, then use "01/01/2099."

Thank you and we look forward to collaborating with you on the SourceDay portal.

If you prefer someone else from your company interact with the SourceDay Portal, then please let us know and we will have that person trained and gain access.

Regards,

Michael Roamer
Materials Manager

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