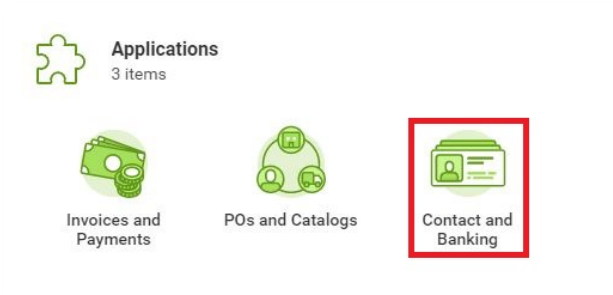


This guide provides instructions on how to do the following tasks within the Shake Shack Supplier Portal.

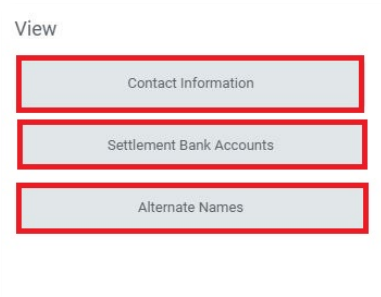
- Create or change contact information such as address, phone number or email address
- Create or change your bank account for payment settlements
- Create or Change Alternate Name

### VIEW CURRENT COMPANY INFORMATION

1. Within 'Applications', select **Contact and Banking**.



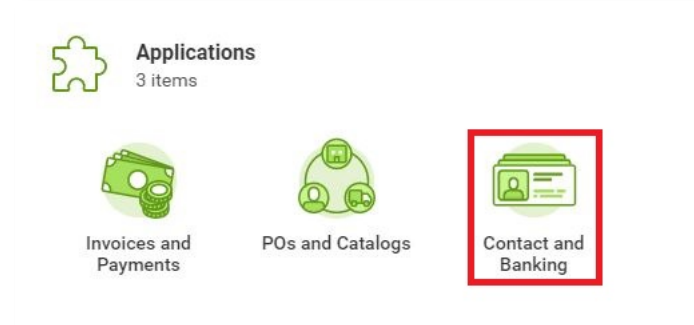
2. Within 'View', click on either **Contact Information, Settlement Bank Accounts** or **Alternate Names**.



### MAINTAIN CONTACT INFORMATION

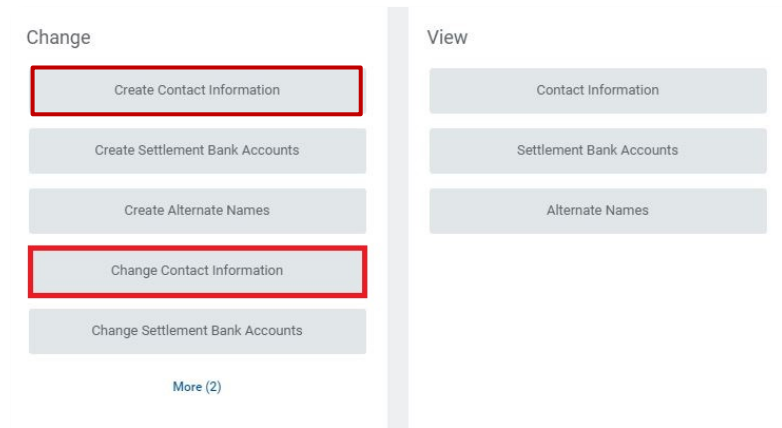
The process below is used to Create or Update your company's contact information which includes addresses and email.

1. Within 'Applications', select **Contact and Banking**.



2. To create or change your existing contact information, click on one of the highlighted options under **Change**:

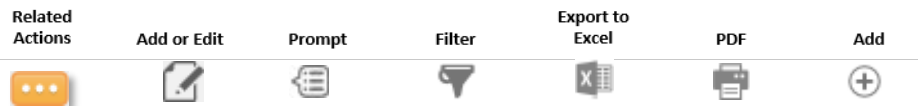
- Create Contact Information
- Change Contact Information



3. Click **OK** to create a draft change request.
4. Enter or update your contact information including address and email. Click **Add** to enter a new item. Select a **User For** to indicate how the address should be used. Please ensure at least one physical address is assigned for Remit-To and at least one email is assigned for Remit-To and Procurement.



Workday Navigation Tips:

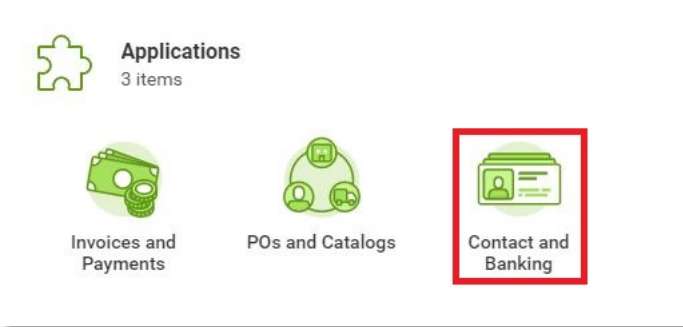


5. Click **Submit**.
6. Shake Shack AP will receive your request and notify you if any additional information is required.

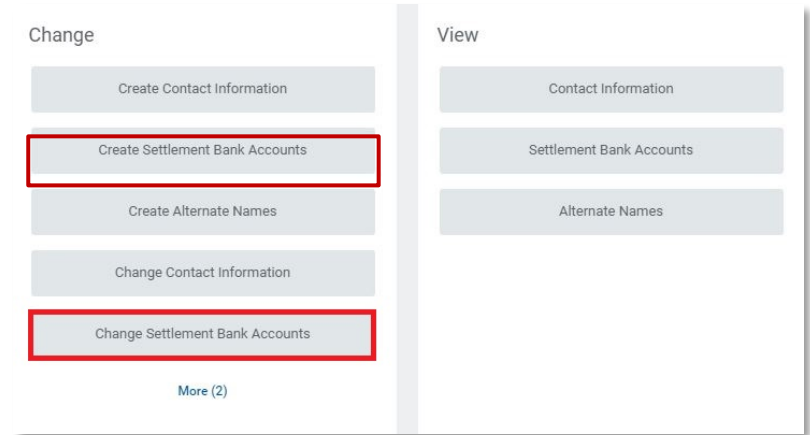
## MAINTAIN BANK ACCOUNT INFORMATION


The process below is used to Create or Update your company’s bank account information to be used for invoice payments via ACH.

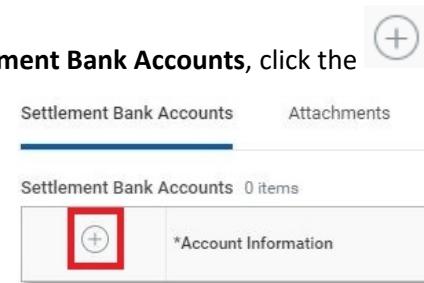
1. Within ‘Applications’, select **Contact and Banking**.



2. To setup a new bank account for ACH Payment, click **Create Settlement Bank Accounts**.
3. Within ‘Change’, select **Change Settlement Bank Accounts**.



4. Click **OK** to create a draft change request.
5. Under **Settlement Bank Accounts**, click the  sign.



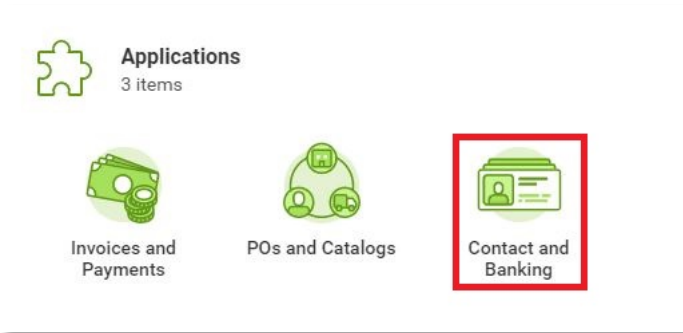
6. Enter your banking information.
  - **Account Nickname**
  - **Account Type**
  - **Supplier Connection Payment Types** - Choose ACH (Supplier)
  - **Country**
  - **Routing Transit Number**
  - **Bank Name**
  - **Account Number**

7. Click **Submit**.
8. Shake Shack AP will receive your request and notify you if any additional information is required.

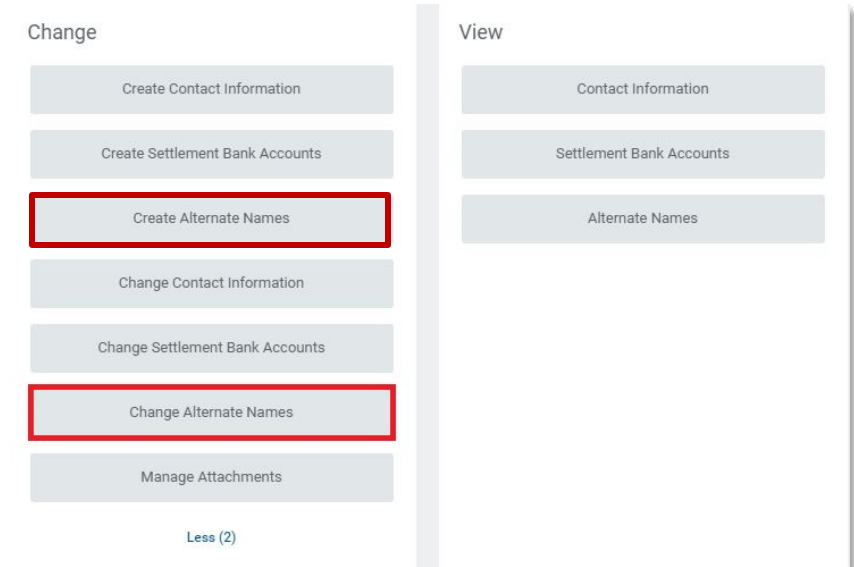
### MAINTAIN ALTERNATE NAME

The process below is used to Create, View or Update an alternate name. This may be used for 1099 Recipient or Doing Business As (DBA).

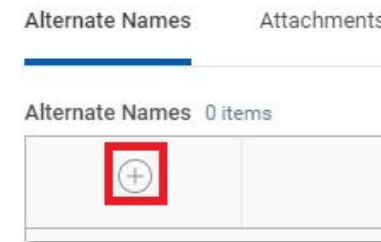
1. Within 'Applications', select **Contact and Banking**.



2. Within 'Change', click **Create Alternate Name** or click **More** and select **Change Alternate Names**.



3. Click **OK** to create a draft change request.
4. Under **Alternate Names**, click the plus (add) sign.



5. Enter the **Alternate Name** and **Alternate Name Usage**.
6. Click **Submit**.
7. Shake Shack AP will receive your request and notify you if any additional information is required.