Johnson Matthey Supplier Onboarding Journey

What you can expect and actions you need to take to be onboarded as a supplier to JM

Johnson Matthey Actions	Supplier Actions
1. JM Procurement inform the supplier that our Procurement Operations team based in Inda will be in contact soon and to expect an email from them at <Johnson Matthey Plc_IS_FinanceandProcurement> FinanceandProcurement@matthey.com	
2. JM Procurement Operations will contact the supplier asking them to complete a **Supplier Set Up Form**	
	3. Receive email request from **JM Procurement Operations** (based in India) to complete the JM **Supplier Set-up Form** and accept JM Terms and Conditions and acknowledge our Supplier Code of Conduct. Email will come from: <Johnson Matthey Plc_IS_FinanceandProcurement> FinanceandProcurement@matthey.com
	4. Return **Supplier Set-up Form** back to the original email request from **JM Procurement Operations** within 2 business days
5. JM Procurement Operations will check and validate supplier data received including financial and compliance check	
6. JM Accounts Payable team (based in India) perform independent call back service to vendor to verify banking details provided	
	7. Supplier confirm banking details provided are correct
8. JM Global Vendor Master Data team create vendor record in ERP	
9. JM Procurement notified that vendor is created in ERP and will advise business stakeholder so that a PO can be created	
	10. Supplier must not invoice JM until they have received a PO Details of how to invoice JM are detailed on the PO.

JM

For any questions or queries please reach out to your JM Procurement contact