RPMA Guide for Suppliers

Table of Contents

Items needed to Complete Onboarding

Purpose

The following will be needed to register for the Coupa Supplier Portal.

1. Legal Supplier Name
2. "Doing Business As" Name
3. Information of Primary Contact on the Coupa Supplier Account
4. Additional Contact Information (optional)
5. Primary Address (headquarters or main mailing address)
6. Invoicing currency
7. Company Structure:
    1. Europe: Corporation or Individual
    2. North America: Corporation, Partnership, or Individual
8. Country-Relevant Tax Information: i.e., National Registration Number, VAT Registration Number, Steuer Nummer or Steuer-ID (Germany), Fiscal Code (France, Italy, Romania, and Spain), Permanent Account Number (India)
9. DUNS Number (if applicable)
10. Company Registration Number (if applicable)
11. Tax Number(s)
12. Tax Document (PDF or Word)
13. Purchase Order Email Address
14. Remittance Email Address
15. If applicable – a copy of the signed contract between self and Sherwin
16. Remittance Information: i.e., Bank Name, Bank Account Number, Bank Code, Sort Code, SWIFT Code, IBAN Number, Branch Code, Invoicing Currency, etc.
17. Remittance address (if electronic, HQ usually; if check, mailing address)
18. To ensure compliance with regulatory requirements and to safeguard our business relationships, we require all **Raw Materials Suppliers and Suppliers providing on-site services at a Sherwin-Williams location** to provide proof of current licensures and insurance certificates. If you are a Raw Materials or On-site Supplier, review the following requirements and be prepared to provide insurance certificate(s), including their effective and expiration dates.

*Additional information is required from the following Supplier Types:

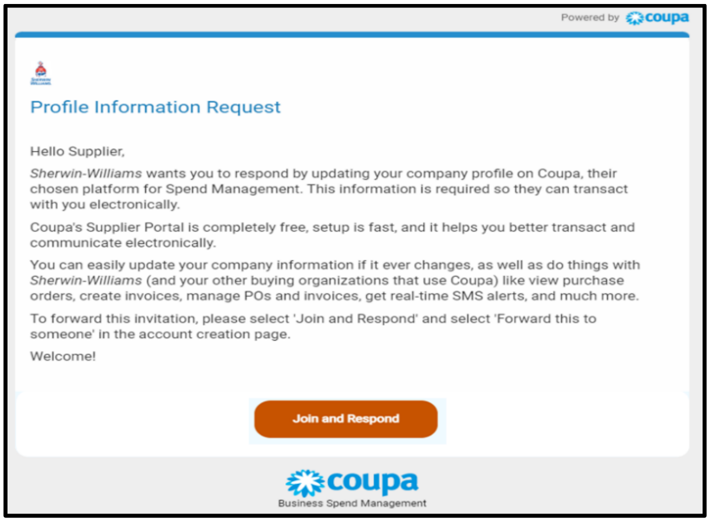
On-site Suppliers:	**Raw Materials Suppliers:**
General Liability Insurance	General Liability Insurance
Workers' Compensation Insurance	Products Liability Insurance
Additional Certifications/Coverage (as requested)	Professional Liability Insurance

Signing up for Coupa Supplier Portal

Purpose

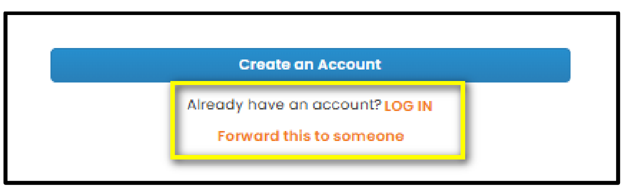
This section guides you through creating a profile in the Coupa Supplier Portal (CSP) using Sherwin-Williams' onboarding email.

1) You will receive an email from Coupa (do_not_reply@supplier.coupahost.com) with a "Join and Respond" button. Click it to begin registration.



You'll be directed to the Coupa Supplier Portal. If needed, select your preferred language at the bottom of the page.

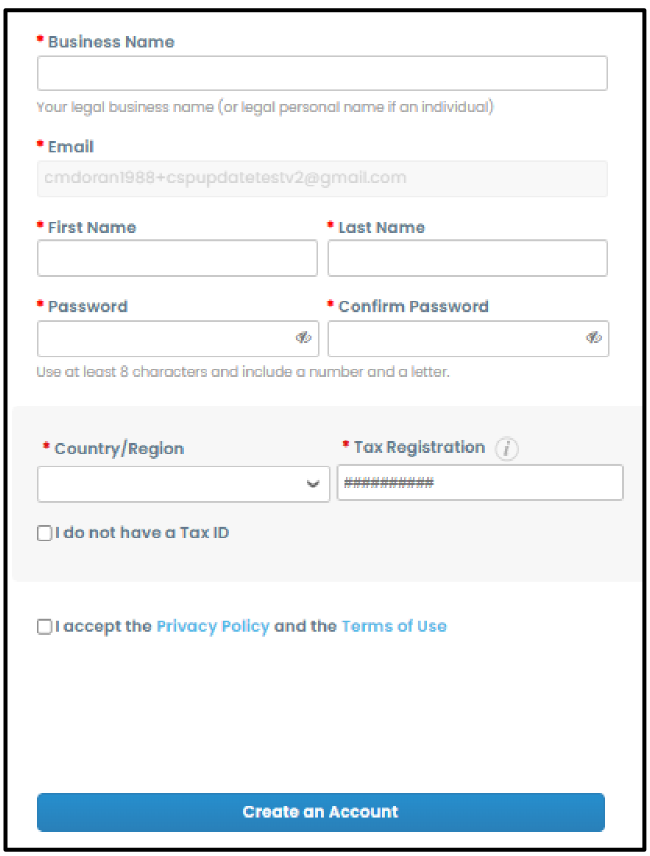
If needed: at the bottom of the "Create Account" section, you can forward the invitation to a colleague (same email domain) or log in if you already have a CSP account.



After clicking “Join and Respond,” you’ll be taken to the Coupa Supplier Portal and be prompted to start creating your profile. Sherwin-Williams has provided the below guidance within Coupa at this step. If you update your language, Coupa many not fully translate this verbiage.

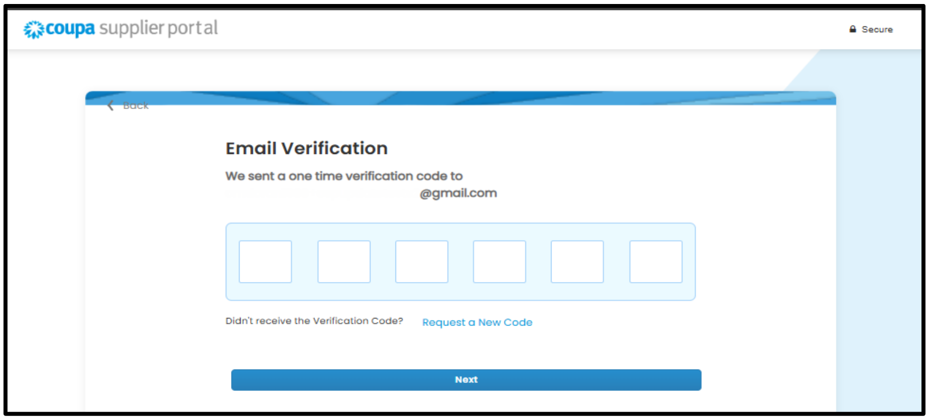
> *You can access resources via [Coupa Compass]() or via [Sherwin’s Supplier Support]() site.*
> ***First time login**: you will create your Business Legal Entity and Remittance Information once logged into the Coupa Supplier Portal. After that, please enable your Multi-Factor Authentication.*
> ***Existing Users:** enable your Multi-Factor Authentication. After that, please ensure you have a Business Legal Entity and Remittance Information created.*
>
> - ***Create your Multi-Factor Authentication:** click your name at the top right of the screen, click “Notification Preferences”. Establish your Notification Preferences related to your mobile and then click “Security & Multi-Factor Authentication” to complete this process*
> - ***Create your Business Legal Entity:** navigate to Business Profile -> Legal Entities.*
> - ***Create your Remittance Information:** navigate to Business Profile -> Payment Methods.*

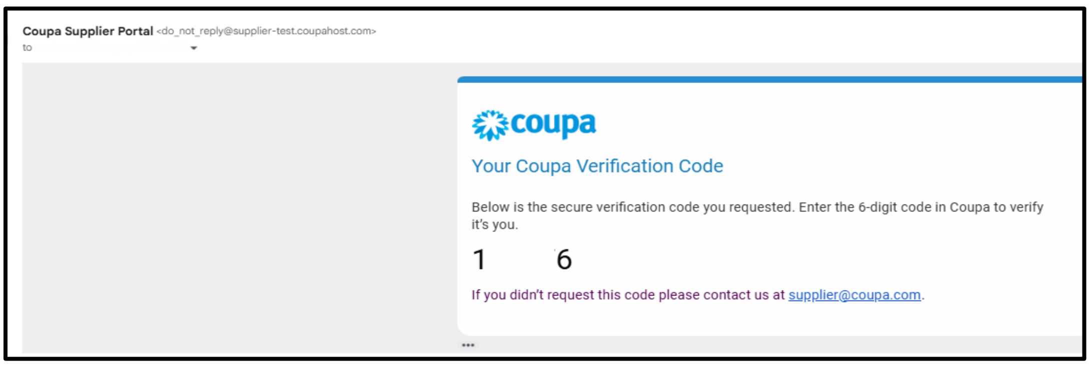
2) Fill in the required fields, accept the Privacy Policy and Terms of Use, and click “Create an Account.”



3) You'll receive a verification code via email. Enter it to continue.

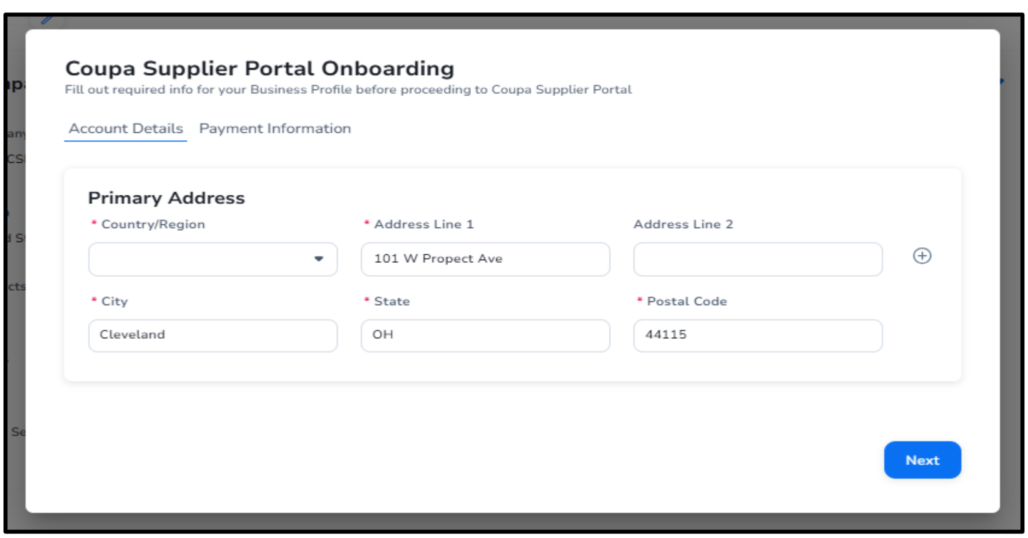
* As of Dec-25, if you register within 24 hours of receiving the initial email, you should not have to complete this step.





4) Click "Next" to access the CSP. You will now enter your company's address and payment details, creating your Business Legal Entity and Remittance Information.

5) Entering your Primary Address creates your Legal Entity. Complete all required fields (marked with a red asterisk). Use the help icon (ⓘ) for guidance. If unsure, placeholder values are acceptable.

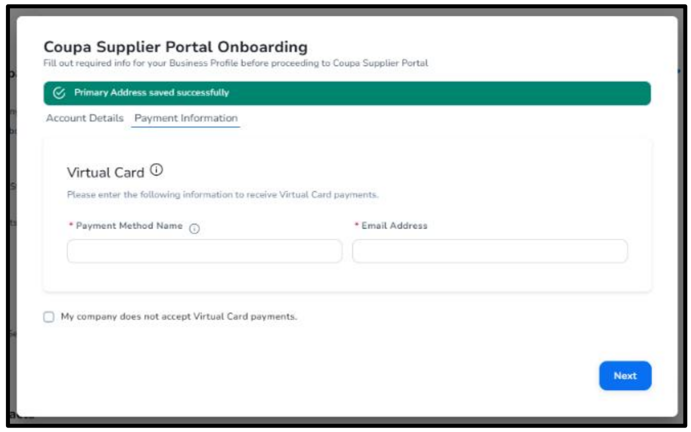


6) You will be prompted to create your Remittance Information. You will have three options for payment methods.

* You can click “My company does not accept (type) payment” on every step to progress through the set-up. This is a Coupa feature to help establish your CSP profile quicker and more effectively. You will have the opportunity to enter this information later.

a. **Virtual Card**: Sherwin-Williams **does not** support Coupa Virtual Cards. Reach out to your Sherwin Contact to discuss other Virtual Card options.

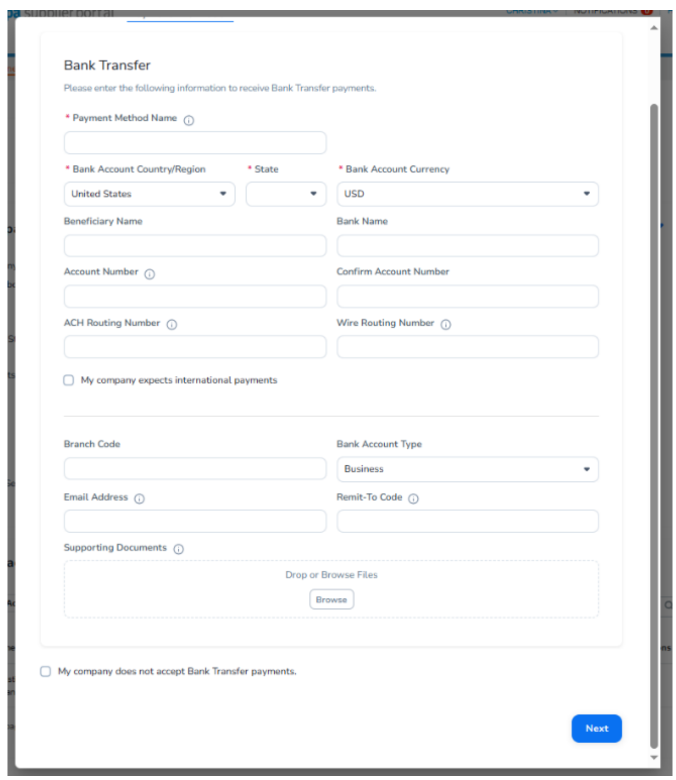
* Note: You can select “my company does not accept Virtual Card payments” to move on from this screen without entering an email address.



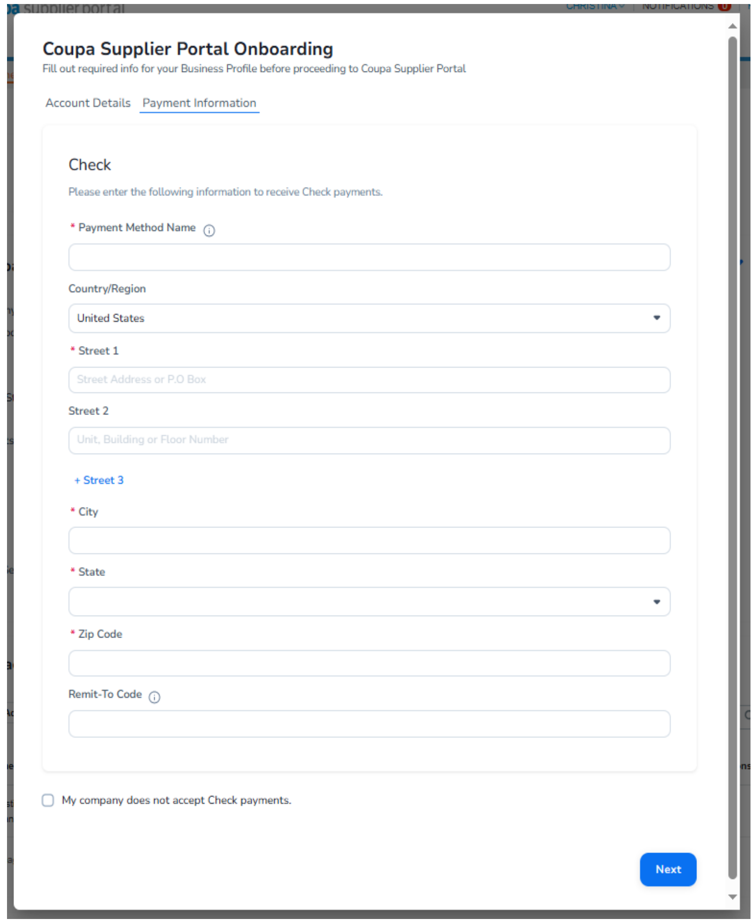
b. **Bank Transfer**: Provide the appropriate banking details to remit an electronic payment. This information will vary by Country/Region.

* Europe: Please complete this section as this is the payment option Sherwin will use

* Note: You can select “My company does not select Bank Transfer payments” to move on from this screen without entering banking details.

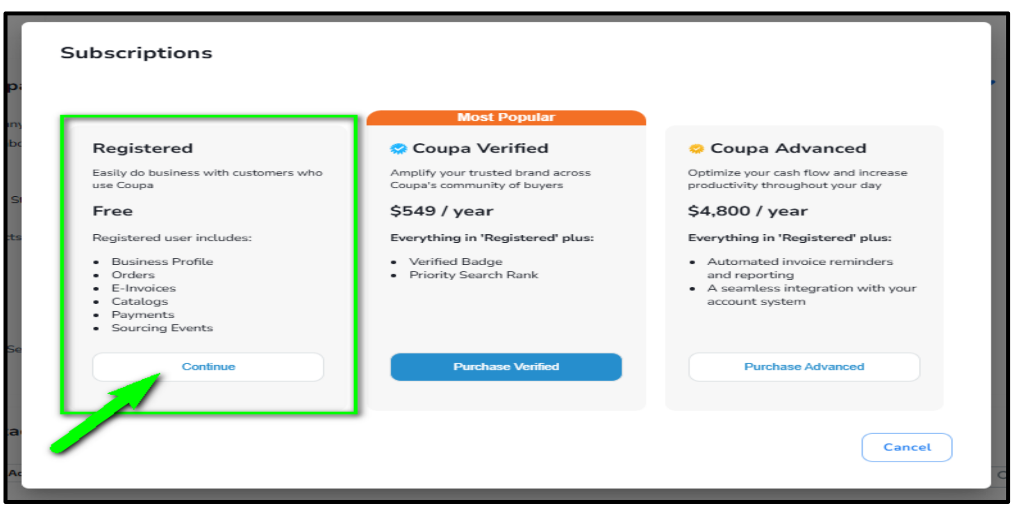


c. **Check**: Provide the mailing address for payment submission.
* Note: You can select "My company does not accept Check payments" to move on from this screen without entering address details.



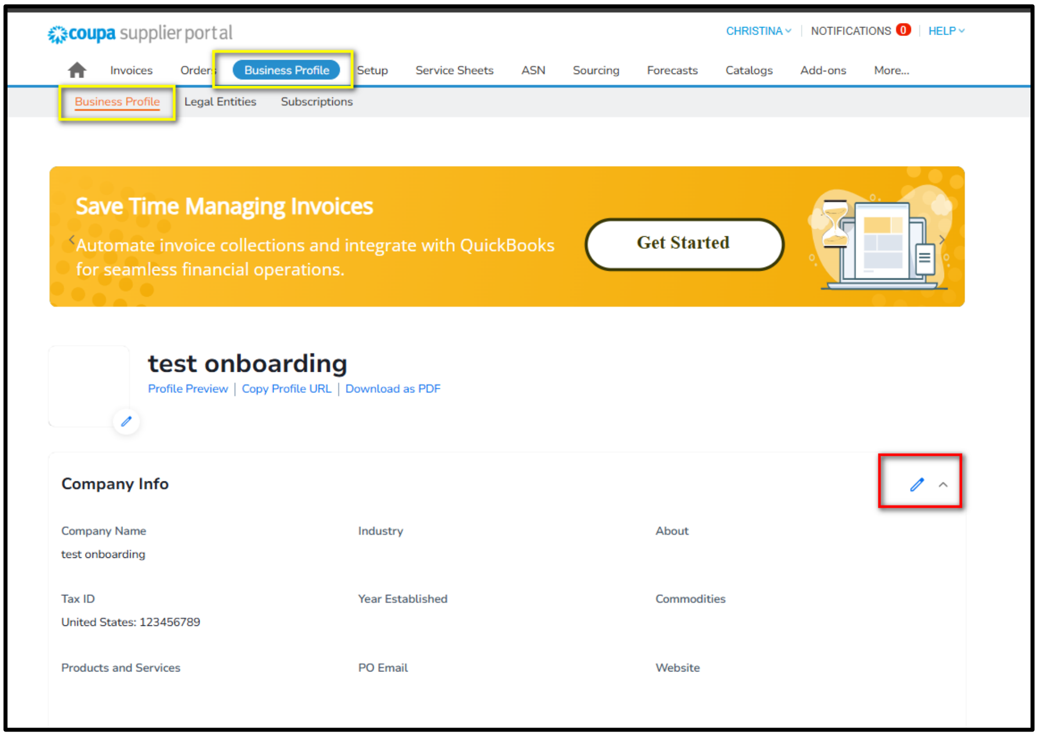
7) After entering payment details, click "Next." If prompted, choose a CSP subscription. The free version includes all tools needed to transact with Sherwin-Williams.

You **<u>are not</u>** required to purchase a subscription to the Coupa Supplier Portal.



You may be directed to your Business Profile, where you can update company information. Please note that these changes do not sync with Sherwin-Williams' database.

* For updates related to Sherwin-Williams, please refer to [Updating your Information linked to Sherwin-Williams]



It is recommended to establish your Multi-Factor Authentication after creating your account.

If your account is already established, we recommend that you ensure your Multi-Factor Authentication is established, your Legal Entity is created, and any Remittance Information you'd like to use in the future is created.

Managing your Multi-Factor Authentication

Purpose

Multi-Factor Authentication (MFA) is a Coupa requirement to update your Legal Entity and Remittance Information within the CSP.

Logging In:

1) If you are unable to complete MFA during login, Sherwin-Williams cannot assist with troubleshooting or resets.

   Contact Coupa Support: supplier@coupa.com

Within the Coupa Supplier Portal:

For more information, follow these links: Manage Multifactor Authentication | Coupa **AND** View and Manage Notifications | Coupa

Contacts for MFA Support: If you are locked out or need your MFA phone number updated, contact Coupa Support at supplier@coupa.com

Managing your Legal Entities

Purpose

Coupa requires you to create a Legal Entity for your business within the Coupa Supplier Portal (CSP).

Please note that you are required to have a Legal Entity created prior to creating Remittance Information. This is a Coupa requirement, not a Sherwin requirement.

For more information, please follow this link: Set Up Legal Entities | Coupa

Manage your Remittance Information

Purpose

This section explains how to add and manage Remittance Information in your Coupa Supplier Portal (CSP) profile. Note: Saving this information does not share it with customers. It stores your information in Coupa for future use.

Note: You must have both your Multi-Factor Authentication (MFA) and your Legal Entity established before creating or editing your Remittance Information.

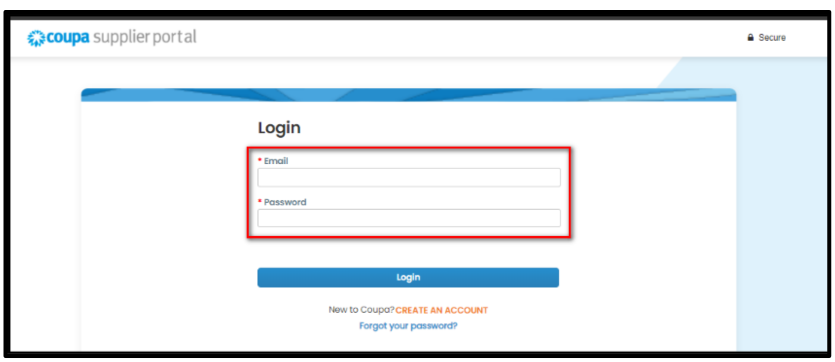
Please note that Coupa may not let you edit current Remittance Information. You may have to create a new Remittance Information and inactive the old information.

For additional information, follow this link: View and Manage Payment Methods Information (Previously Remit-To) | Coupa

Creating your Remittance Information

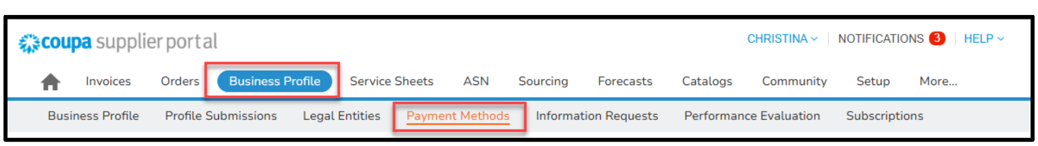
Please note that creating your remittance information does not share it with your Customers. You will have to do an additional step afterwards.

1) Log into the Coupa Supplier Portal (CSP)



2) Navigate to Business Profile -> Payment Methods.

   * If you do not have those tabs, please work with the Administrator of your company's CSP to have your access updated, if needed. This is something controlled by your CSP Admin and not Sherwin.



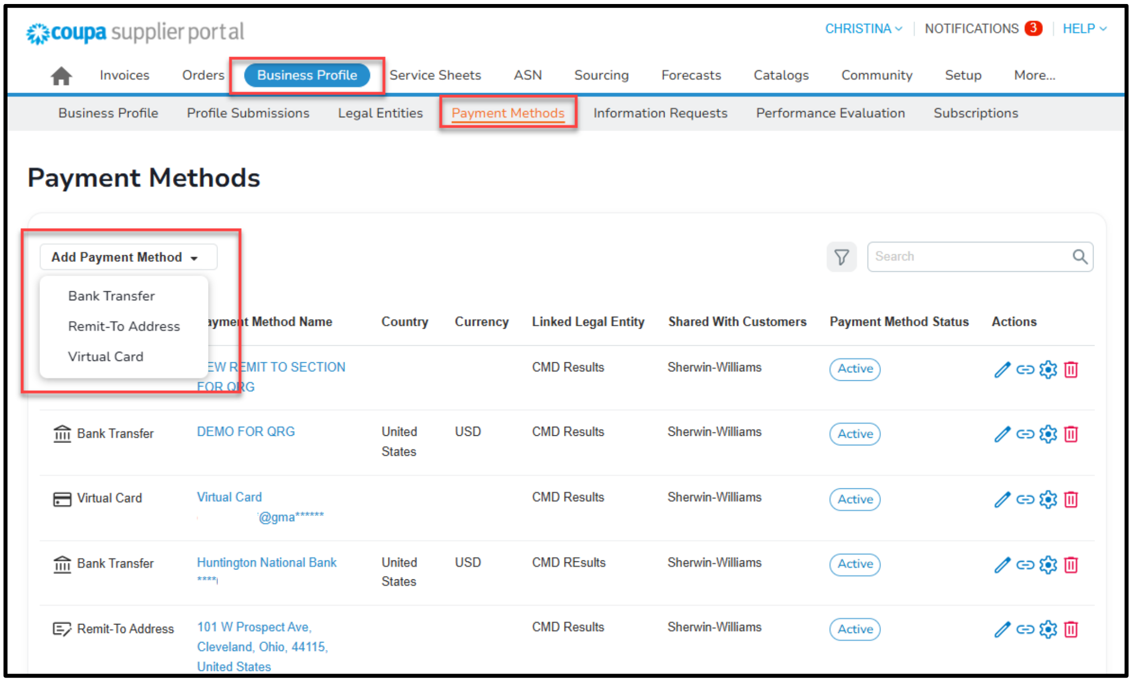
3) Complete the Multi-Factor Authentication (MFA).

4) Select "Add Payment Method" and then select the desired payment method:

a. **<u>Bank Transfer</u>**: Provide the appropriate banking details to remit an electronic payment. This information will vary by Country/Region

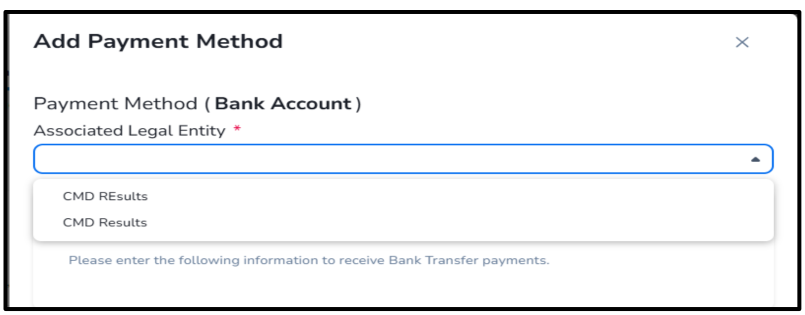
b. **<u>Remit-To Address</u>**: Provide the mailing address to remit a check.

c. **<u>Virtual Card</u>**: Sherwin does not support Coupa's virtual card. Please reach out to your Sherwin contact for this payment method.



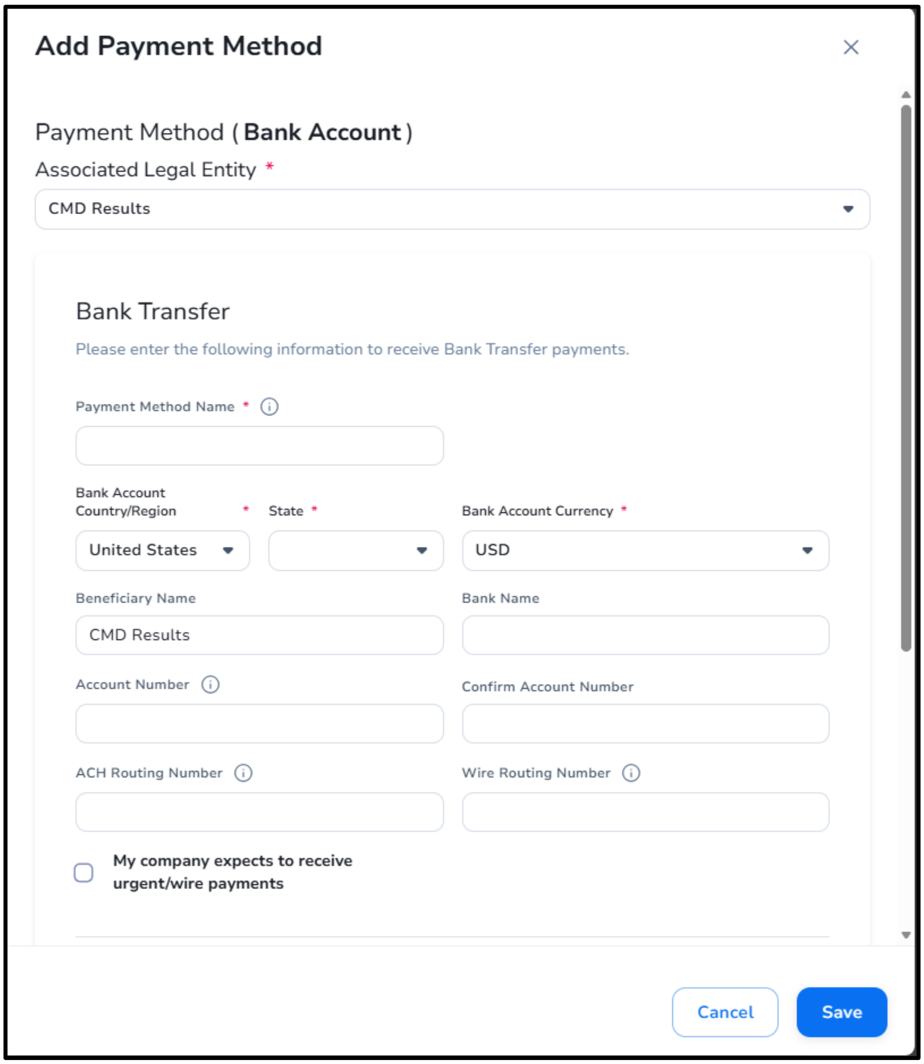
5) Add Payment Method – Bank Transfer

a. Select your Legal Entity



b. Enter in banking details, which will vary based on Bank Account Country/Region

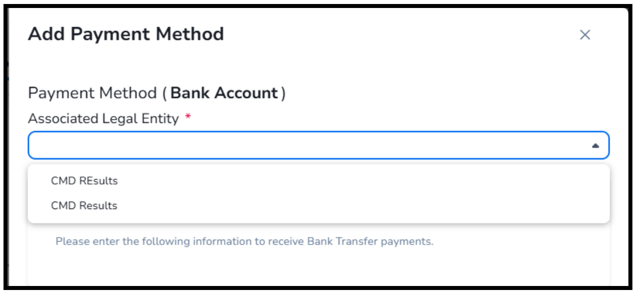
- **Bank Name**: required field for integration and system functionality. Ensure this is the FULL NAME of the bank.
  * TDBank -> Toronto-Dominion Bank
  * Chase -> JPMorgan Chase Bank
  * HSBC Holdings PLC -> HSBC Holdings Public Limited Company
- **Bank Routing and Wire Routing Number**: These are different numbers and should **not** be entered on the same Remittance Information form. Use Wire Routing Number only if instructed by your bank.
  * **United States:** Provide **Bank Account Number** and **Bank Routing Number** only. Other fields apply to international banking.
  * **Canada (USD Payments):** Include **SWIFT Code**, **Bank Account Number**, and **Routing Number**.
  * **Europe:** Include **IBAN Number.** Most banks **do not** use Bank Routing Number or Bank Wire Number.



c. Click Save, select the customers to give access to this remittance information, and then click Save to add this Remittance Information to your business profile.

6) Add Payment Method – Remit-to Address

a. Select your Legal Entity



b. Enter the address that Sherwin will mail a check to

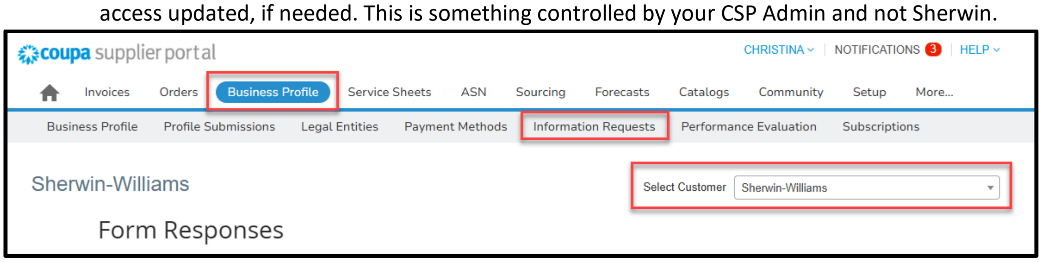
* **Europe**: Sherwin does not support check payments, please select Bank Transfer

c. Click Save, select the customers to give access to this remittance information, and then click Save to add this Remittance Information to your business profile.

Share your updated Remittance Information with Sherwin

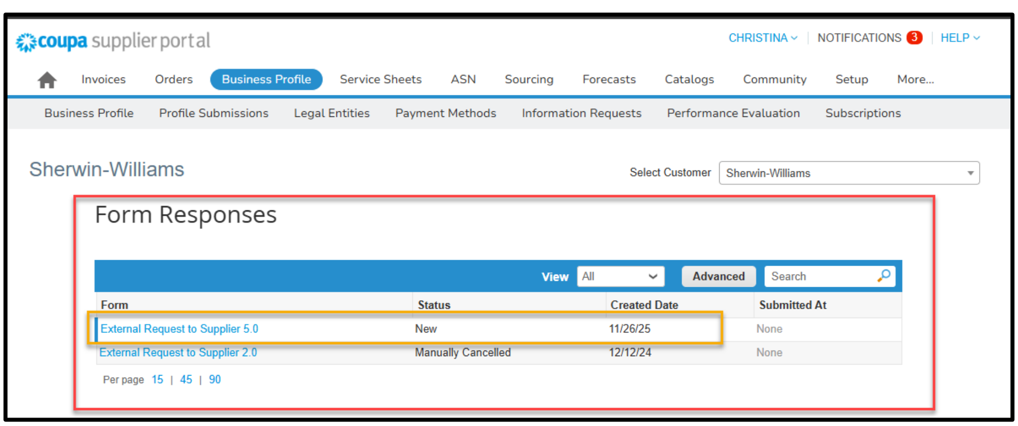
1) Navigate to Business Profile -> Information Requests and then select Sherwin-Williams from the Customer dropdown

* If you do not have those tabs, please work with the Administrator of your company's CSP to have your access updated, if needed. This is something controlled by your CSP Admin and not Sherwin.



2) Select the most recent form with the status of NEW

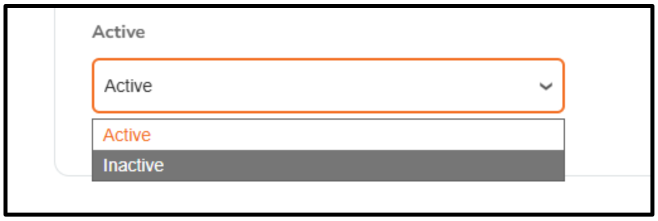
* If you do not have a request that is in new status, please reach out to your Sherwin contact or email coupa.supplier.support@sherwin.com and request a new Information Request



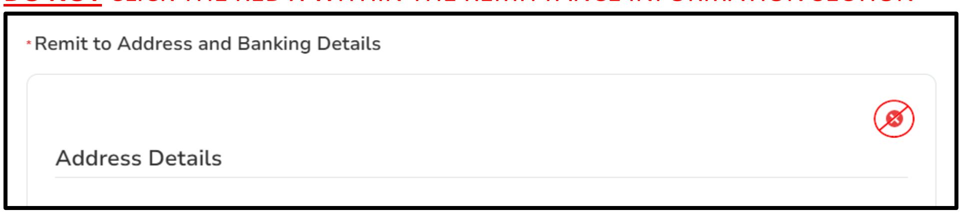
You will be able to edit most fields on this form, if needed. Please update if needed.

3) Scroll to the Remit-to Addresses section

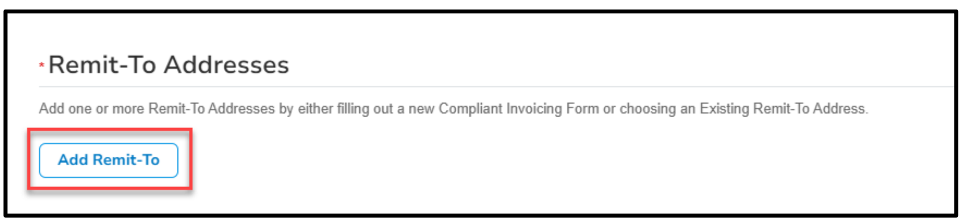
4) **To remove Remittance Information** from your profile with Sherwin, scroll to the bottom of that Remittance Information section and change "Active" to "Inactive"



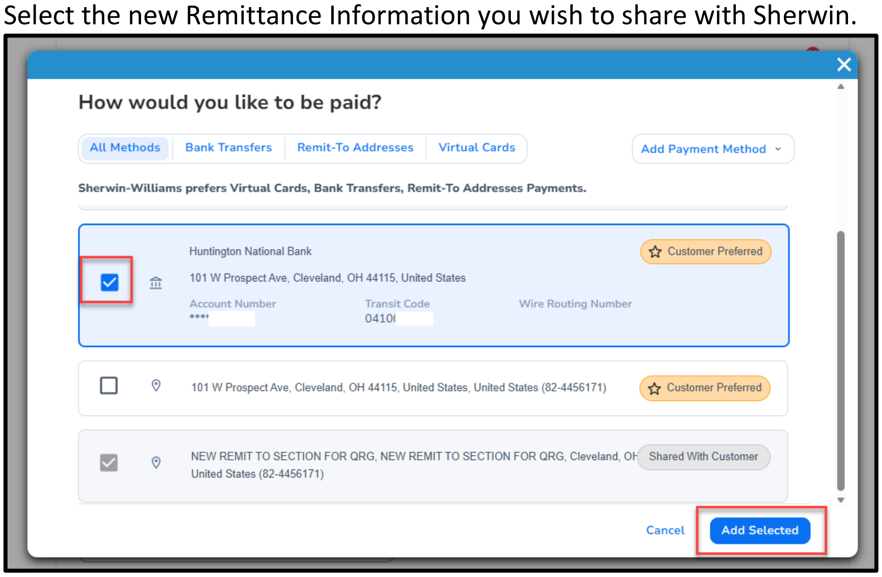
DO NOT CLICK THE RED X WITHIN THE REMITTANCE INFORMATION SECTION



5) To add Remittance Information to your profile with Sherwin, scroll to the top of the "Add Remit-To" section and click "Add Remit-To"



6) Select the new Remittance Information you wish to share with Sherwin.



7) Once you add the remittance information, scroll down to that section and there will be a few additional fields that need to be answered:
   a. Primary Remit-To: select YES to indicate this is how would you like to be paid
   b. Address Name: this helps Sherwin easily identify payment methods; follow the provided guidance
   c. Remit-To Contact Email: enter the best email to receive payment details

8) Once you have completed your updates, click “Submit for Approval” at the bottom of the screen.
   a. **Successfully submitted**: your request will update to “Pending for Approval” at the top of the request
   b. **Errors**: you will be taken to the top of the request, a red box should populate indicating errors were found on your request. Fields with errors will be noted with red font. Update those errors and click “Submit for Approval” again.

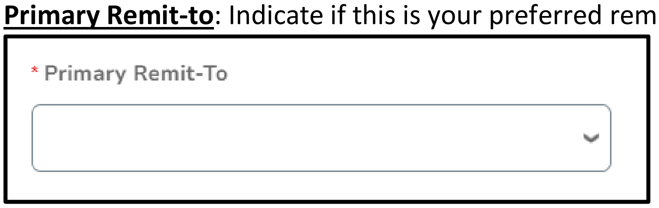
9) Your submitted questionnaire will undergo a validation process that should take no longer than ten minutes. If any section fails, you will receive an email **and** see a comment in the section of your Information Request.
   a. All Bank Details
   b. Supplier Name and DBA
   c. Supplier Primary Address and Remit-to Address
   d. Supplier Tax ID

Please update any fields that failed the validation and resubmit your request.

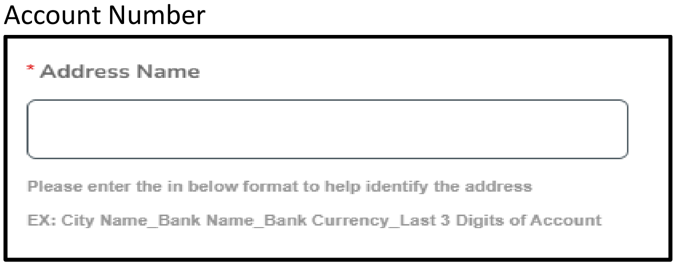
*If your information is correct but still failing, email coupa.supplier.support@sherwin.com for assistance.

Important Information to Include with Remittance Information

1) **Primary Remit-to**: Indicate if this is your preferred remittance information for Sherwin-Williams



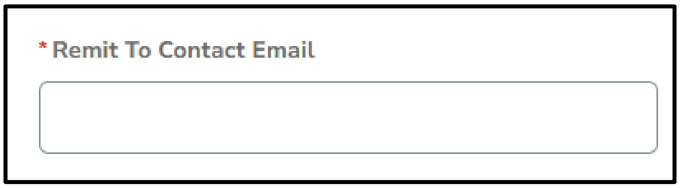
2) **Address Name:** Use the required format: City Name_Bank Name_Bank Currency_Last 3 Digits of Account Number



3) **Purchase & Pay Sites**: Select both options

* If unavailable, continue with your request

4) **Remit to Contact Email**: the email address where remittance details will be sent once generated



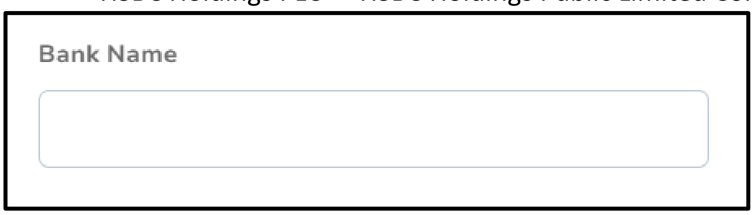
5) **Bank Name**: Enter the full, legal bank name to ensure successful validation.

Example:

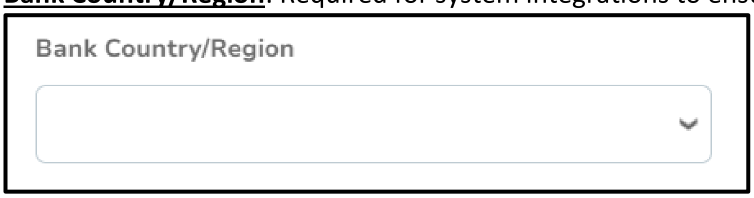
TDBank -> Toronto-Dominion Bank

Chase -> JPMorgan Chase Bank

HSBC Holdings PLC -> HSBC Holdings Public Limited Company

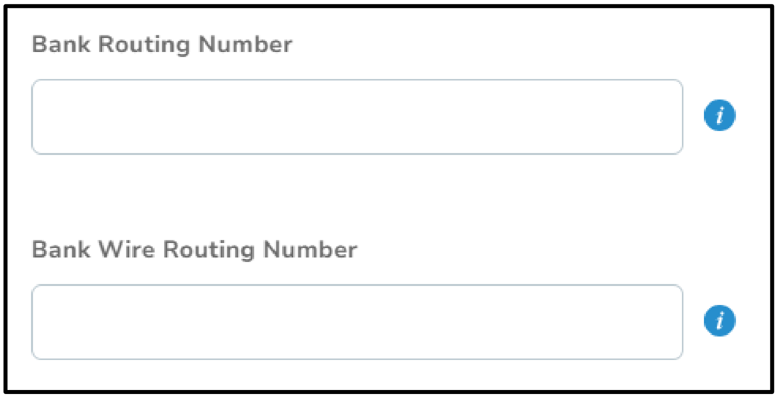


6) **Bank Country/Region**: Required for system integrations to ensure timely payment



7) **<u>Bank Routing and Wire Routing Number</u>**: These are different numbers and should **<u>not</u>** be entered on the same Remittance Information form. Use Wire Routing Number only if instructed by your bank.

* **United States:** Provide **Bank Account Number** and **Bank Routing Number** only. Other fields apply to international banking.
* **Canada (USD Payments):** Include **SWIFT Code**, **Bank Account Number**, and **Routing Number**.
* **Europe:** Include **IBAN Number and SWIFT Code**. Most banks **<u>do not</u>** use Bank Routing Number or Bank Wire Number.



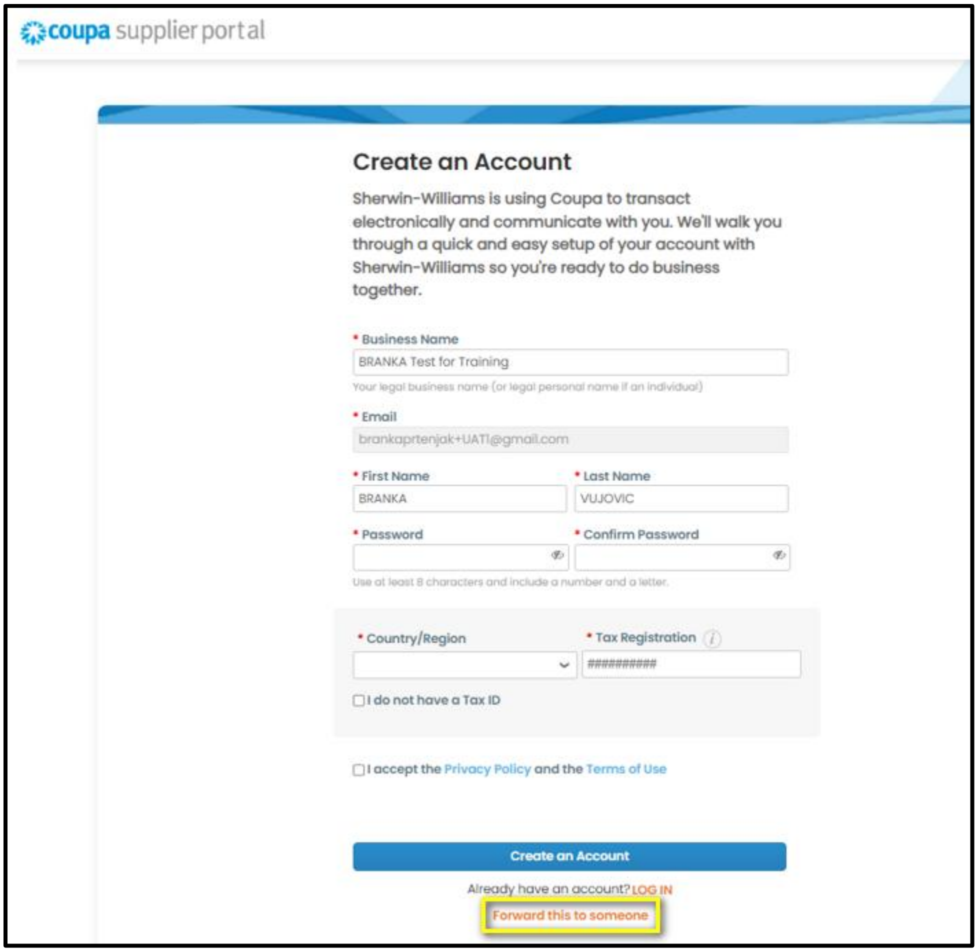
Managing Users within the Coupa Supplier Portal

Purpose

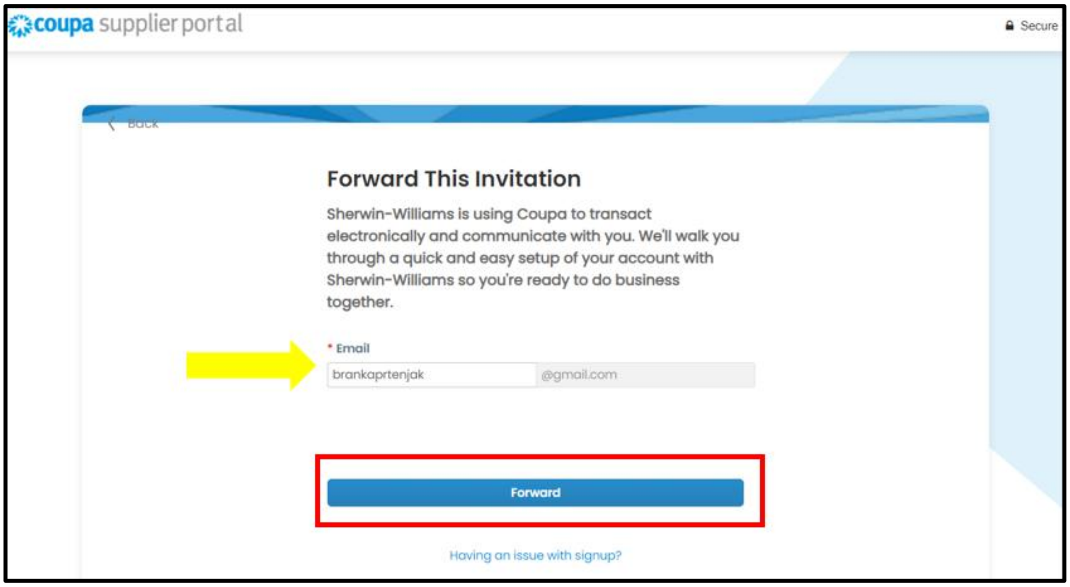
This section explains how to manage user access within the Coupa Supplier Portal (CSP), including forwarding invitations and adding or editing users.

Forwarding the CSP Invitation

1) When you receive Sherwin's Information Request, click "Join and Respond". On the next screen, click "Forward this to Someone" instead of creating an account.



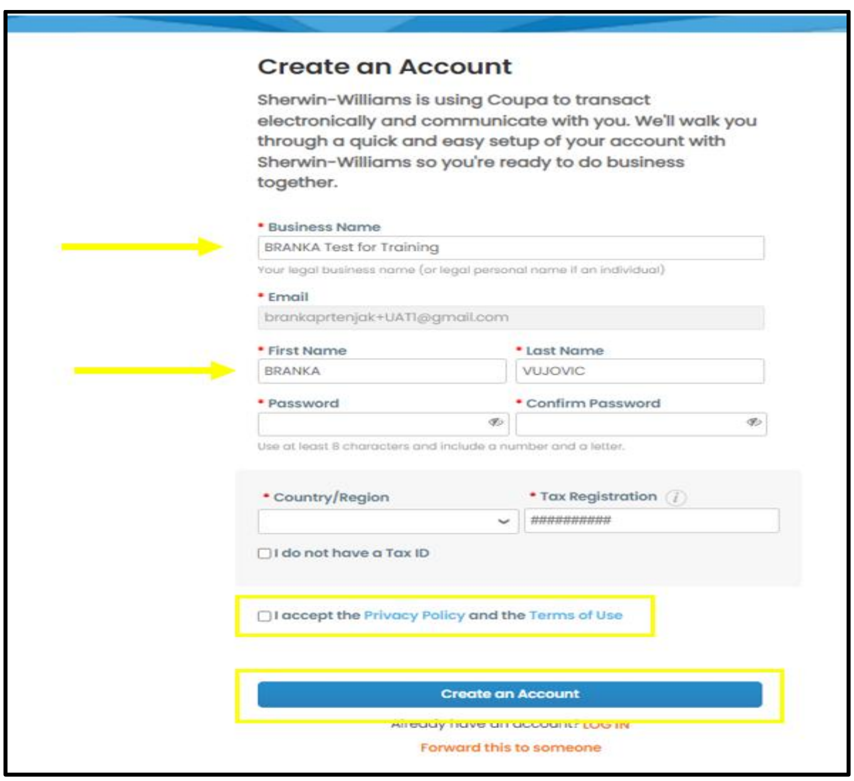
2) Enter the recipient's email and click "Forward".



3) The recipient will receive the request and should click "Join and Respond," then complete the Account Creation process.

*Note: some info may be pre-populated and cannot be edited.

* Refer to [Signing up for Coupa Supplier Portal]



Managing Users within the CSP Profile

For more information, please follow this link: Manage Users | Coupa

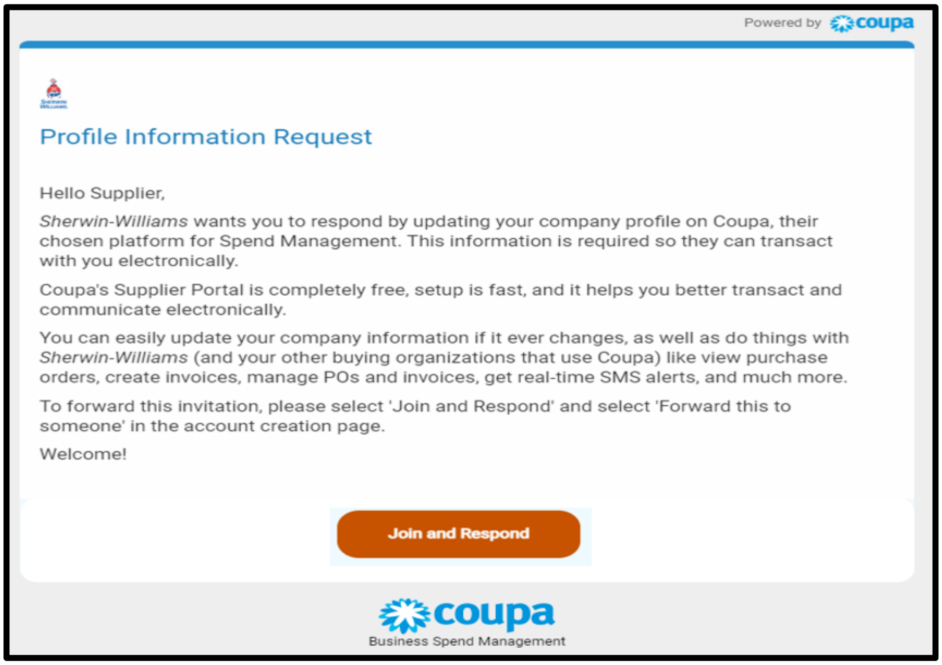
User Permission Appendix

Permission	Description
All	Grants full access to all CSP functions, except for user administration.
Admin	Full access to all CSP functions, including user administration. Non-admin users can view the Users tab of the Admin page and invite users but cannot edit existing users. Permissions on an invitation cannot exceed the permissions of the user sending it.
Orders	Allows viewing and managing purchase orders (POs) received from customers. When selected, **All** is enabled by default. - **Restricted Access to Orders:** Grants access to specific POs (assigned to the user). The permission is OFF by default. - **All: Allows** viewing and managing of all POs. This permission is ON by default when Orders is selected.
Invoices	Allows creating and sending invoices to customers.
Catalogs	Allows creating and managing customer-specific electronic catalogs.
Profiles	Allows modifying customer-specific profiles. **NOTE**: All users, regardless of permission, can edit public profiles.
ASNs	Allows creating and sending advance ship notices (ASNs) to customers.
Service/Time Sheets	Allows creating and submitting service/time sheets against POs. When selected, **All** is enabled by default - **Restricted Access to Service/Time Sheets:** Grants access to specific service/time sheets assigned to users. This permission is OFF by default. - **All:** Allows creating and submitting all service/time sheets against POs. This permission is ON by default when *Service/Time Sheets* is selected.
Payments	Allows viewing payments and downloading digital checks.
Order Changes	Allows submitting PO change requests.
Early Payments	Available only if customers use Coupa Pay and enable this feature.
Business Performance	Allows viewing business performance data such as order, invoice, and delivery trends.
Sourcing	Allows viewing public sourcing events.
Order Line Confirmation	Allows sending order line confirmations.

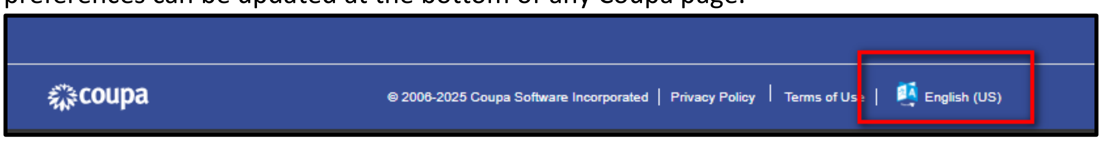
Purpose

This section provides step-by-step instructions for completing Sherwin-Williams' Information Request in Coupa.

1) You will receive an email from Coupa (do_not_reply@supplier.coupahost.com) with a "Join and Respond" button. Click it to begin.



2) You will be directed to the Coupa Supplier Portal (CSP) to create your account. Language preferences can be updated at the bottom of any Coupa page.

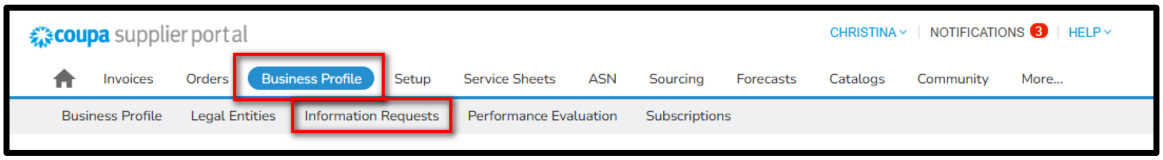


If this is your first time logging into the CSP, refer to Signing Up for the Coupa Supplier Portal and Managing your Multi-Factor Authentication before proceeding to step 3.

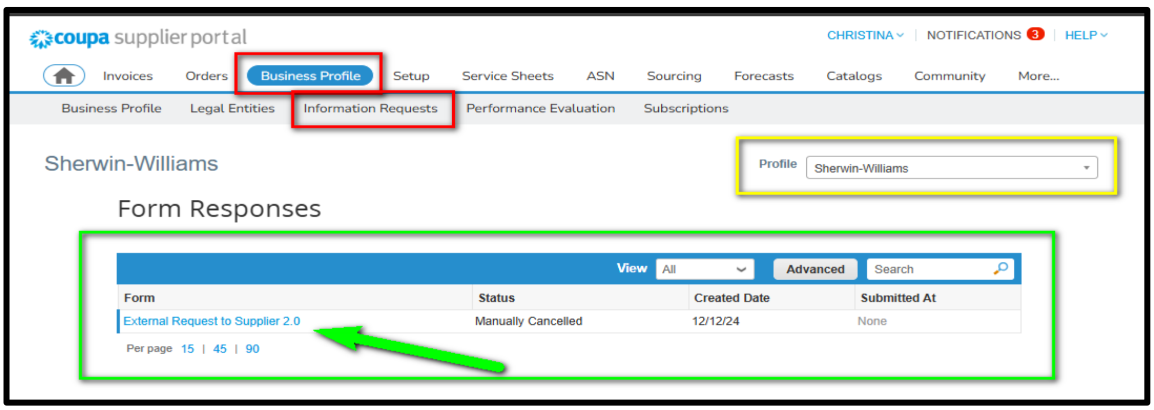
If your CSP profile is already set-up, ensure the following before continuing to step 3:

a. Multi-Factor Authentication is enabled,
b. Your Legal Entity is created, and
c. Remittance Information is added (recommended but not required)

3) From your CSP dashboard, go to "Profile" -> "Information Requests".

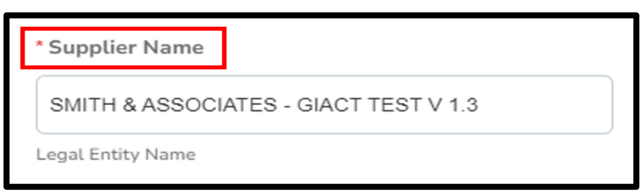


4) Select Sherwin-Williams in the Profile dropdown, then select the most recent request that needs to be completed.



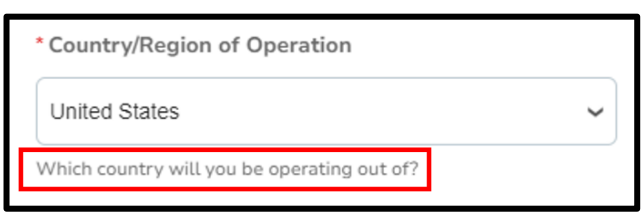
5) All fields marked with a red asterisk (*) are required.

** Note: Some information may be pre-populated based on your initial onboarding questionnaire. Update information, as needed



6) Country/Region fields default to United States. Update to reflect your correct location.

** Note: help text is provided for certain questions to guide accurate responses.



7) Refer to this guide on how to answer the questionnaire.

a. YES/NO questions in the Organization and Tax Details section may auto populate. Review carefully, update as needed, and answer any follow-up question(s).

b. You can only add remittance details in the Remittance Information section if a Legal Entity exists in your CSP profile.

* Note: Refer to: Managing your Multi-Factor Authentication, Manage your Legal Entities, Manage your Remittance Information for support.

8) After completing the questionnaire, click the blue “Submit for Approval” button at the bottom of the page.

9) Your submitted questionnaire will undergo a validation process that should take no longer than ten minutes. If any section fails, you will receive an email **and** see a comment in the section of your Information Request.

a. All Bank Details

b. Supplier Name and DBA

c. Supplier Primary Address and Remit-to Address

d. Supplier Tax ID

Please update any fields that failed the validation and resubmit your request.

*If your information is correct but still failing, email coupa.supplier.support@sherwin.com for assistance.

After Onboarding:

Use this same process to update your information with Sherwin-Williams. Refer to Updating your Information with Sherwin for guidance on changes to Remittance Information, Contacts or Addresses.

How to complete the questionnaire

#	Question	Help Text	Answer
	Internal Use Only		
1	Sherwin Williams Legal Entity	N/A	Defaults and not editable
2	Default Commodity	N/A	Defaults and not editable
	Supplier Details and Information		
3	Supplier Name	What is your business name?	(blank text box)
4	Doing Business As	What is your business name?	(blank text box)
5	Tax Reporting Name	N/A	(blank text box)
6	Parent Company Name (if applicable)	N/A	(blank text box)
7	Country/Region of Operation	What Country do you operate out of?	(drop down)
	Primary Contact – Prepopulated	Your Company's main contact for Sherwin	
8	First Name		(blank text box)
9	Last Name		(blank text box)
10	Email Address		(blank text box)
11	Mobile Phone		(blank text box)
12	Work Phone		(blank text box)
13	Contact Purpose		(blank text box)
14	Is there any additional contact? *if yes – additional 8-13 fields will populate		Yes No
	Primary Address - Prepopulated	Your Company's main address	
15	Address Purpose	N/A	Leave blank
16	Country/Region		(drop down)
17	State Region		(drop down)
18	State ISO Code		Defaults and not editable
19	Address Name	N/A	Leave blank
20	Street Address		(blank text box)
21	Street Address 2		(blank text box)
22	Street Address 3		(blank text box)
23	Street Address 4		(blank text box)
24	City		(blank text box)
25	Postal Code		(blank text box)
26	Location Code	N/A	Leave blank
	Organization and Tax Details		
27	Preferred Currency	What currency do you prefer to transact in?	(drop down)
28	Are you a government agency?		Yes No
29	If no to 28 – Organization Type	What is your organization type?	Corporation Individual Partnership *Select Corporation if you unsure
30	If yes to 28 - Government Agency Interaction Indicator	This is confirming you are a Govt Agency	Check the box

#	Question	Help Text	Answer
31	Does your organization have a DUNS number?	Is your company registered with Dun and Bradstreet?	Yes No
32	If no to 31 – go to 34		
33	If yes to 31 – DUNS Number	Please provide your 9-digit Dun and Bradstreet Number	(blank text box)
34	Does your organization have a company registration number?		Yes No
35	If no to 34 – go to 37		
36	If yes to 34 - Company Registration Number	Please provide your Company's Registration Number	(blank text box)
37	Do you have a tax registration or VAT ID?		Yes No
38	If no to 37 - Please select this box to confirm you answered "No" to having a tax registration or VAT ID and then go to 43	Coupa requires leading letters for VAT ID's so please ensure those are included in your answer	Check the box
39	If yes to 37 – go to 40		
	Tax Registration		
40	Country	Country your company is Tax Registered in	(drop down)
41	Tax Registration Number – name will vary based on answer to 40	Please provide your Tax Number in this field	(blank text box)
42	Local	N/A	Do not check this box
	Federal Tax Form		
43	Type	Which form are you submitting? ***United States** – please ensure you complete steps 40 & 41 and the EIN is the same as what you submit here	W8 W9
43	Attachments		Attach your document
	Purchase Order & Payment Details		
44	Purchase Order Email	Email that Sherwin will send PO's to	(blank text box)
45	Do you have a signed contract with payment terms?		Yes No
46	If no to 45 – go to 52		
47	If yes to 45 – go to 48		
48	Effective Date	Start Date of Contract	Calendar – select date
49	Expiration Date	End Date of Contract	Calendar – select date
50	Attachment	Contract Document	Attach your document
51	Description	Any additional information you would like to provide about this contract	(blank text box)
	Electronic Payment Confirmation		
52	To proceed with electronic payment, please confirm your agreement	Do you agree to be paid electronically?	Yes No
53	If yes to 52 – go to 55		
54	If not to 52 - Please explain how you would like to be paid if different than electronically.	If not electronic, how would you like Sherwin to issue payment?	(blank text box)

#	Question	Help Text	Answer
	Remittance Information Section		
55	Remit-to Address		Click “Add Remit-to”
	A box will populate with Remittance Information already created on your account; if empty, create your remittance information at this time		
56	Primary Remit-to * if not present, please continue	Is this remittance information the primary address and/or banking details for Sherwin to issue payment to	Yes No
57	Purchase & Pay Sites * if not present, please continue	Please select BOTH for this question	Purchase Site Pay Site
58	Address Name	City Name_Bank Name_Bank Currency_Last 3 digits of Account Number	(blank text box)
59	Street Address		(blank text box)
60	Street Address 2		(blank text box)
61	Street Address 3		(blank text box)
62	Street Address 4		(blank text box)
63	City		(blank text box)
64	Country/Region		(drop down)
65	State Region		(drop down)
66	State ISO Code	N/A	System generated
67	Postal Code		(blank text box)
68	Remit To Contact Email	Email that Sherwin will send the remittance details	(blank text box)
69	Bank Name	Please ensure this is the FULL bank name	(blank text box)
70	Bank Country/Region	Country/Region that the Bank is located	(drop down)
71	Bank Account Number	If using IBAN, please leave this blank	(blank text box)
72	Bank Routing Number		(blank text box)
73	Bank Wire Routing Number		(blank text box)
74	IBAN Number		(blank text box)
75	Bank Code		(blank text box)
76	Sort Code		(blank text box)
77	Branch Code		(blank text box)
78	SWIFT Code (BIC)		(blank text box)
79	IFSC		(blank text box)
80	Intermediary Bank Name		(blank text box)
81	Intermediary IBAN Name		(blank text box)
82	Intermediary SWIFT Code (BIC)		(blank text box)
83	Active *please leave active or SW cannot pay this account	Sherwin can only remit to ACTIVE locations	Active Inactive
	Specific Supplier Types Section		
84	Supplier Type		Defaults and not editable

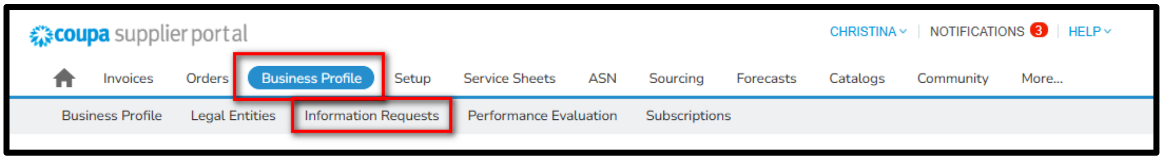
#	Question	Help Text	Answer
85	Are you a Freight Supplier?	Refer to 84	Yes No
86	If no – please go to 88		
87	If yes – Inco Terms		(drop down)
88	Are you a merchandise supplier?	Refer to 84	Yes No
89	If no – please go to 91		
90	If yes – please review/download the two forms that populate for your review		
91	Are you a Raw Material Supplier and/or a Supplier performing work on site as Sherwin Williams?	Refer to 84; Sherwin will need a Certificate of Insurance if you are a Raw Material Supplier **OR** if you are doing work on a Sherwin site	Yes No
92	If no to 91 – please go to 94		
93	If yes to 91 – please review the information that populates		
94	Do you have certificate(s) of insurance?	Do you have insurance?	Yes No
95	If no – go to 101		
96	If yes – go to 97		
97	Effective Date	Start Date of Insurance	Calendar – select date
98	Expiration Date	End Date of Insurance	Calendar – select date
99	Attachment	Insurance Document	Attach your document
100	Description	Any additional information you would like to provide about this Insurance	(blank text box)
101	Does your organization have additional diversity classifications?	**Europe** – Answer No **North America** - Are you minority, women, or veteran-owned, small, and disadvantaged?	Yes No
102	If no – you have completed the questionnaire – Submit your request		Submit your request
103	If yes – Add Diversity		
104	Country	Country you are located	(drop down)
105	Diversity Category	Which Classification do you fall into?	(drop down)
106	Agency		Search and select
107	Effective Date	Start Date of Diversity	Calendar – select date
108	Expiration Date	End Date of Diversity	Calendar – select date
109	Attachment	Diversity Document	Attach your document
110	Description	Any additional information you would like to provide about this Insurance	(blank text box)
111	You have completed the Questionnaire		Submit

Updating your Information linked to Sherwin-Williams

Purpose

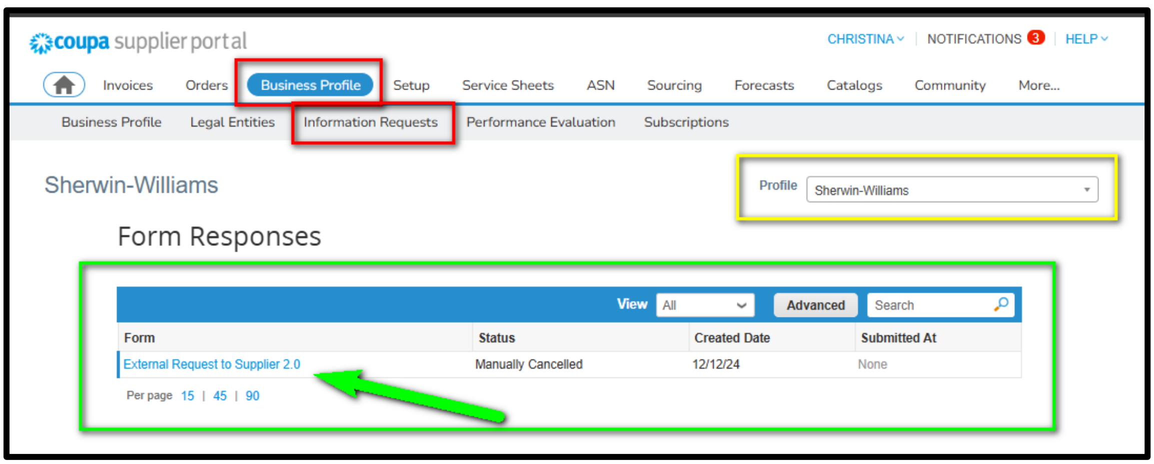
This section explains how to update your company information linked to Sherwin-Williams in the Coupa Supplier Portal (CSP).

1) From your CSP Dashboard, go to "Profile" -> "Information Requests".



2) In the Profile dropdown, be sure Sherwin-Williams is selected, then open the most recent request that needs to be updated.

* If you do not have an editable request, please reach out to your Sherwin Representative or coupa.supplier.support@sherwin.com to request a new form to complete your updates.



Previously submitted information will populate automatically. Update fields as needed. You can follow [this guide](#) for how to answer the questionnaire.

<u>If updating payment details</u>, refer to [Share updated Payment Details](#) for guidance.

3) Click "Submit for Approval". Sherwin-Williams will review and apply your changes.

Invoicing and Purchase Orders (POs)

Purpose

Manage Invoices and Purchase Orders (POs) from your Customers within the CSP.

Refer to these links for additional information:

[Purchase Orders | Coupa]
[Invoices | Coupa]

Once an invoice's status is Approved, payment information may take up to five business days to update.

For payment inquiries, contact Sherwin via email at buyrightap@sherwin.com.

SHERWIN-WILLIAMS.

Supplier Actionable Notifications (SAN)

Purpose

Supplier Actionable Notifications (SANs) let suppliers manage purchase orders (POs) and submit invoices via email—without logging into the Coupa Supplier Portal (CSP) or creating a CSP account.

Refer to this link for additional information: Supplier Actionable Notifications (SAN) | Coupa