Supplier Profile Management

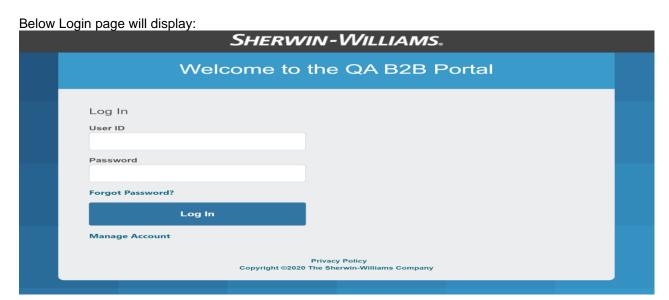## Training Document v1.3

Pre-requisite:

When Supplier User account is successfully registered in Sherwin-Williams supplier portal.

Click on Supplier Portal Login Button under <u>Doing Business With US</u> page
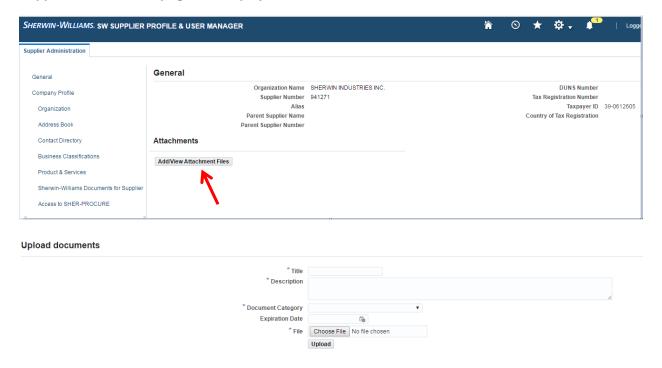
Below Login page will display:

Supplier Contact will use the User ID & Password from the confirmation message.
Note: The User ID and Paswords are case sensitive

Supplier Profile Management

Supplier Profile home page will display:

Instructions:
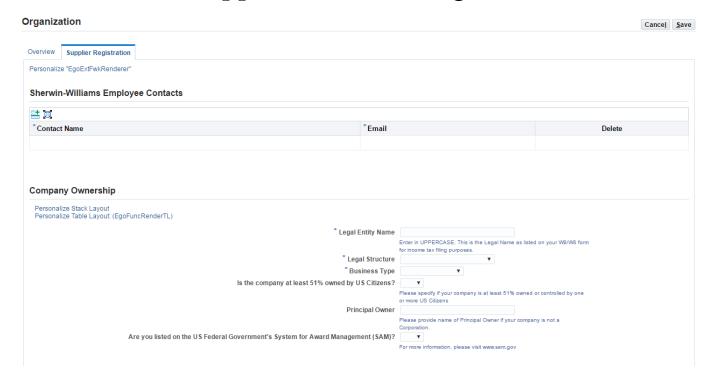
1) While you upload a document, give it a title and a description of the uploaded document relates to the requested list of documents.
2) Input the Document category from the drop down
3) Enter the Expiration date of the document if applicable
4) Choose a file from where it has been stored.
5) Click on upload.

Click on '**Back on Previous Page'** to go to previous page.

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Supplier Profile Management

Organization

Cancel Save

Overview | **Supplier Registration**

Personalize "EgoExtFwkRenderer"

Sherwin-Williams Employee Contacts

*Contact Name	*Email	Delete

Company Ownership

Personalize Stack Layout
Personalize Table Layout: (EgoFuncRenderTL)

*Legal Entity Name: _____
Enter in UPPERCASE. This is the Legal Name as listed on your W9/W8 form for income tax filing purposes.

*Legal Structure: [▼]

*Business Type: [▼]

Is the company at least 51% owned by US Citizens? [▼]
Please specify if your company is at least 51% owned or controlled by one or more US Citizens

Principal Owner: _____
Please provide name of Principal Owner if your company is not a Corporation.

Are you listed on the US Federal Government's System for Award Management (SAM)? [▼]
For more information, please visit www.sam.gov

Enter Employee contacts (Mandatory):

Sherwin-Williams Employee Contacts

*Contact Name	*Email	Delete

Click on + Sign

Sherwin-Williams Employee Contacts

*Contact Name	*Email	Delete
MR TEST SHERWIN	TEST@SHERWIN.COM	🗑

Instructions:
1) Enter Sherwin Williams Supplier Administrator contact name.
2) Input contacts email id.

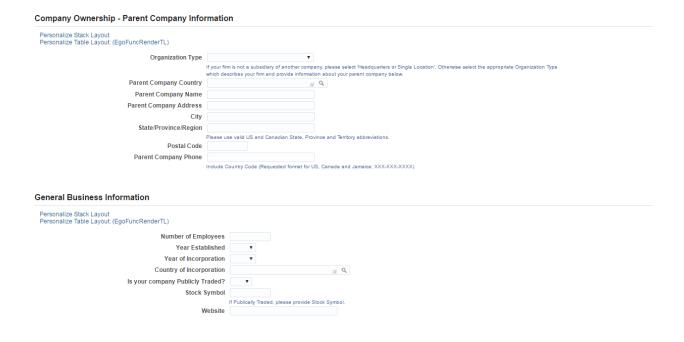**Company ownership:**

Instructions:

1) Enter the Legal Entity Name under which the Supplier is registered. (Enter in uppercase. This is the Legal name as listed on your W9/WS for income tax filing).
2) Input the Legal Structure (Select from the drop down as applicable).
3) Select the Business type of the supplier as applicable.
4) Select if the company is at least 51% owned by a US citizen (Yes/No).

5) Input the Principal owner of the business if the company is not a corporation.
6) Yes/No if you are listed on the US federal Government's System for Award Management(SAM)

Company Ownership - Parent Company Information

Personalize Stack Layout
Personalize Table Layout: (EgoFuncRenderTL)

Organization Type	▼

If your firm is not a subsidiary of another company, please select 'Headquarters or Single Location'. Otherwise select the appropriate Organization Type which describes your firm and provide information about your parent company below.

Parent Company Country	🔍
Parent Company Name	
Parent Company Address	
City	
State/Province/Region	

Please use valid US and Canadian State, Province and Territory abbreviations.

Postal Code	
Parent Company Phone	

Include Country Code (Requested format for US, Canada and Jamaica: XXX-XXX-XXXX)

General Business Information

Personalize Stack Layout
Personalize Table Layout: (EgoFuncRenderTL)

Number of Employees	
Year Established	▼
Year of Incorporation	▼
Country of Incorporation	🔍
Is your company Publicly Traded?	▼
Stock Symbol	

If Publically Traded, please provide Stock Symbol.

Website	

Parent Company Information (Optional):

Instructions:
1) Enter the organization type of the parent company.
2) Country in which the parent company is located in.
3) Input the name of the parent company.
4) Enter the city as applicable
5) Enter the State/Province/Region.
6) Enter the Postal code of the parent company.
7) Enter the Parent company's phone number.

General Business Information (Optional):

Instructions:
1) Enter the number of employees in your organization
2) Input the Year established and Year of incorporation
3) Enter the country of Incorporation
4) Yes/No is your company Publicly Traded
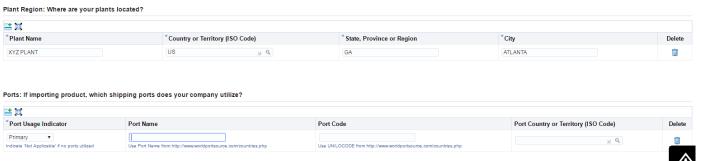5) Enter your stock symbol
6) Enter your company's website.

Supplier Profile Management

Risk Management (Only applicable for Raw Material & Packaging suppliers):

Risk Management

Risk Management - General Questions

Does your company have a published Child and Forced Labor Policy? ● Yes ○ No

Does your company have a documented Safety Program? ● Yes ○ No

Plant Region: Where are your plants located?

*Plant Name	*Country or Territory (ISO Code)	*State, Province or Region	*City	Delete

Ports: If importing product, which shipping ports does your company utilize?

*Port Usage Indicator	Port Name	Port Code	Port Country or Territory (ISO Code)	Delete

Risk Management:

1) Select Yes/No, Does your company have a published Child and Forced Labor policy?
2) Select Yes/No, Does your company have a documented Safety program?

Plant Region: Where are your plants located?

*Plant Name	*Country or Territory (ISO Code)	*State, Province or Region	*City	Delete
XYZ PLANT	US	GA	ATLANTA	🗑

Ports: If importing product, which shipping ports does your company utilize?

*Port Usage Indicator	Port Name	Port Code	Port Country or Territory (ISO Code)	Delete
Primary ▼ Indicate 'Not Applicable' if no ports utilized	Use Port Name from http://www.worldportsource.com/countries.php	Use UN/LOCODE from http://www.worldportsource.com/countries.php		🗑

Plant Region:

Instructions:

1) Enter Plant name
2) Input the country or territory (ISO Code)
3) Input the State/Province or Region
4) Enter the City where it is located

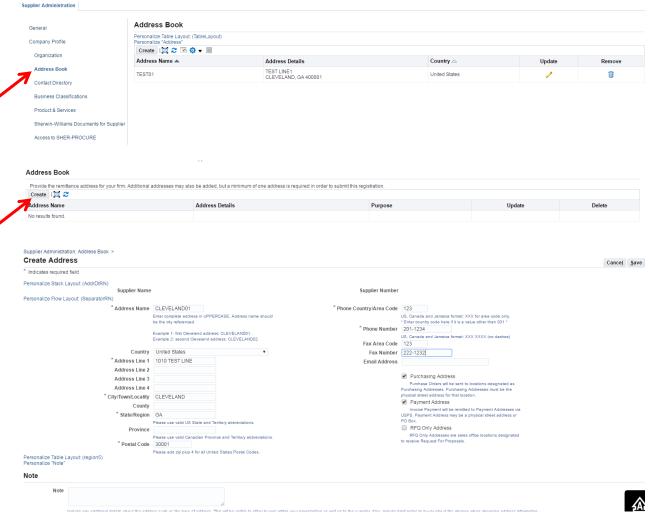   ** Use '+' sign to add more Plants.

Port: If importing products, which shipping port does your company utilize?

5) Enter Port Usage Indicator – If it is not applicable, then select 'Not Applicable'
6) Input the Port Name
7) Input the Port Code
8) Enter the Port country or territory (ISO Code)

   ** Use '+' sign to add more Ports.

Supplier Profile Management

Address Book:

Address Book

Personalize Table Layout: (TableLayout)
Personalize "Address"

	Address Name △	Address Details	Country △	Update	Remove
	TEST01	TEST LINE1 CLEVELAND, GA 400001	United States	✏️	🗑️

Sidebar:
- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Sherwin-Williams Documents for Supplier
- Access to SHER-PROCURE

Address Book

Provide the remittance address for your firm. Additional addresses may also be added, but a minimum of one address is required in order to submit this registration.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Supplier Administration: Address Book >

Create Address

Cancel   Save

* Indicates required field

Personalize Stack Layout: (AddrDtRN)

Supplier Name   **Supplier Number**

Personalize Flow Layout: (SeparatorRN)

* Address Name [CLEVELAND01]
Enter complete address in UPPERCASE. Address name should be the city referenced.

Example 1: first Cleveland address: CLEVELAND01.
Example 2: second Cleveland address: CLEVELAND02.

Country [United States ▼]
* Address Line 1 [1010 TEST LINE]
Address Line 2 [ ]
Address Line 3 [ ]
Address Line 4 [ ]
* City/Town/Locality [CLEVELAND]
County [ ]
* State/Region [GA]
Please use valid US State and Territory abbreviations.
Province [ ]
Please use valid Canadian Province and Territory abbreviations.
* Postal Code [30001]
Please add zip plus 4 for all United States Postal Codes.

* Phone Country/Area Code [123]
US, Canada and Jamaica format: XXX for area code only.
* Enter country code here if it is a value other than 001 *
* Phone Number [201-1234]
US, Canada and Jamaica format: XXX XXXX (no dashes)
Fax Area Code [123]
Fax Number [222-1232]
Email Address [ ]

☑ Purchasing Address
Purchase Orders will be sent to locations designated as Purchasing Addresses. Purchasing Addresses must be the physical street address for that location.
☑ Payment Address
Invoice Payment will be remitted to Payment Addresses via USPS. Payment Address may be a physical street address or PO Box.
☐ RFQ Only Address
RFQ Only Addresses are sales office locations designated to receive Request For Proposals.

Personalize Table Layout: (region5)
Personalize "Note"

Note

Note [ ]

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.
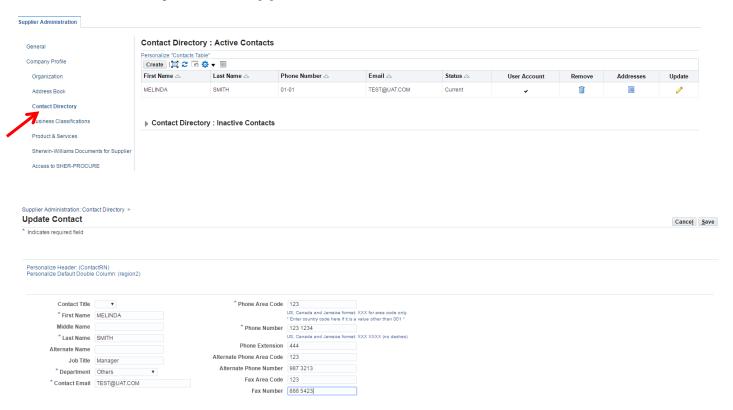
Instructions:

1) Give an address name in uppercase, It should be the city referenced.
2) Input the country of the supplier.
3) Input the Supplier Address Line 1 field.
4) Optionally fill in the Address line 2, Address Line 3 & Address Line 4 fields as applicable.
5) Input the City/ Town/ Locality.
6) Input the County as applicable.
7) Input the Supplier State/Region as per the US state and territory abbreviations.
8) Give the Postal Code.
9) Input the Phone Country/ Area code, enter the country code here if it is other than '001'
10) Input the Phone number in US format with no dashes.
11) Optionally fill in the Fax Area code; Fax Number & email address (give a general email address where you would like to receive the purchase orders.)

Check in the purpose of the supplier address for Purchase orders (Purchase orders will be sent to this address) as well as Payment address and uncheck the RFQ only address

Supplier Profile Management
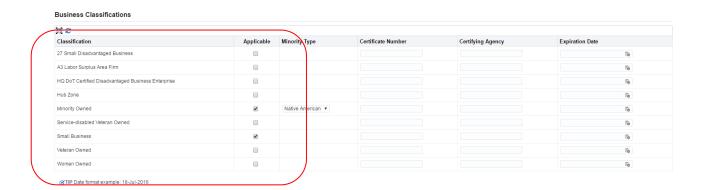
Contact directory of the Supplier User Contact:

Update Business classification:

Check the boxes whichever are applicable for your business.

Click on the boxes whichever is applicable. Enter Certificate Number & Expiration Date if applicable.

SHERWIN-WILLIAMS.

Supplier Profile Management

Products and Services:

General

Company Profile

   Organization

   Address Book

   Contact Directory

   Business Classifications

   Product & Services

   Sherwin-Williams Documents for Supplier

   Access to SHER-PROCURE

Products and Services

Personalize "Products and Services Table"

Add

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
		No results found.			

Add Products and Services: : (TESTSUPPLIER)

- ● Browse All Products & Services
- ○ Seach for Specific Code and Product

Code	Products and Services	View Sub-Categories
1110	Minerals and ores and metals	
1111	Earth and stone	
1214	Elements and gases	
1216	Additives	
1217	Colorants	
1218	Waxes and oils	
1219	Solvents	
1235	Compounds and mixtures	
1311	Resins and rosins and other resin derived materials	
1511	Gaseous fuels and additives	

Instructions:

1) Check if you are browsing all products and services or search for specific code and product as shown above
2) Click on the view Sub-Categories
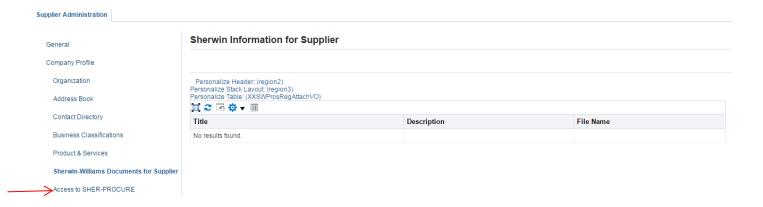3) Select the category under which the supplier or the business they come under.

   Click on 'Applicable' checkbox and Press 'Apply' button.

Add Products and Services: 1110 :Minerals and ores and metals (TESTSUPPLIER)   Cancel   Apply

Code	Products and Services	View Sub-Categories	Applicable
00	General		☐
15	Minerals		☑

Return to Parent Category

Supplier Profile Management

Sherwin-Williams Documents for Supplier:

Access to SHER-PROCURE:

Note: The User ID and Password for this app is different from SLM at this point.