



1 Locate the email you received inviting you to the supplier collaboration portal and record your registered **Username** and **Password**.

2 Navigate to:
<http://suppliers.sherwin-williams.com>
to access the portal login page.

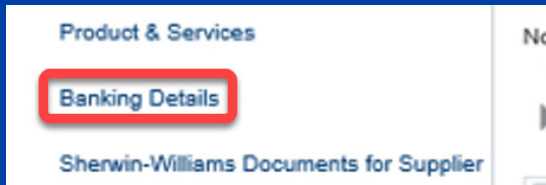
3 Select the **Supplier Portal Login** button at the top right of the screen.

4 Log in:

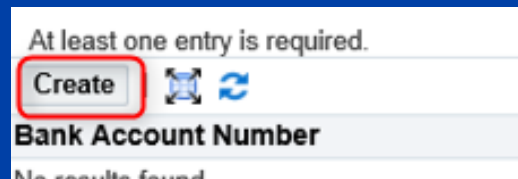
- Your User ID is your email address
- Your initial password was provided in the invitation email. You will be prompted to reset your password.

Note: You can use the **Forgot Password** option if you do not know your password.

5 Select the **Banking Details** tab from the left column on the homepage.



6 Select the **Create** button to enter new banking.



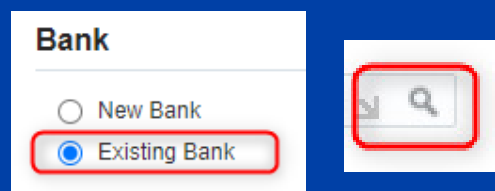
7 Select the drop-down box next to **Country** and then **More**.

Note: You may need to turn off your pop-up blocker if a window does not open. If using a mobile device, search your device settings for help.

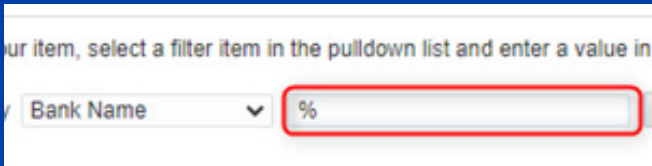
8 Enter **United States** in the box and select **Go**.

9 Select the icon next to **United States** to **Quick Select**.

10 Select **Existing Bank** and click the magnifying glass to bring up a search box.



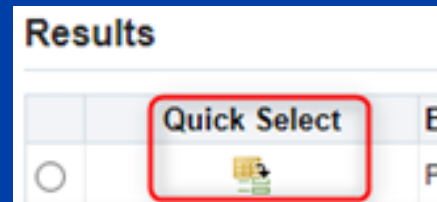
11 Search for the bank name.



Bank Name %

Note: The percentage sign (%) is a wildcard.

12 Use the **Quick Select** icon to select the appropriate bank.

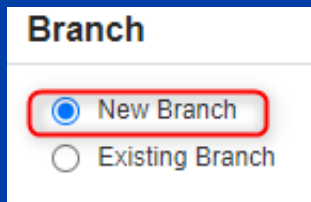


Results

Quick Select

Note: If no results are returned for your **Bank Name** search, select the radio button for **New Bank** and enter **Bank Name** in the field.

13 Navigate to the right-hand side of the page for Branch information. Select **New Branch**.

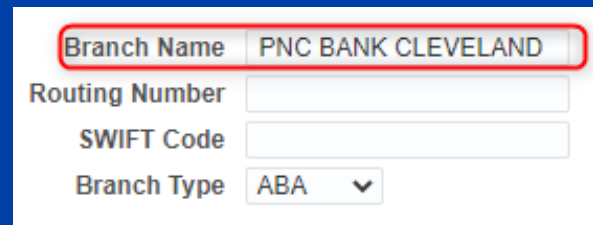


Branch

New Branch

Existing Branch

14 In the **Branch Name** field, enter the bank name and city.



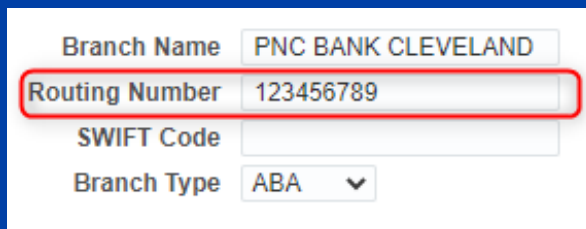
Branch Name PNC BANK CLEVELAND

Routing Number

SWIFT Code

Branch Type ABA

15 Enter your **Routing Number**, which is the 9-digit number that can be found in the bottom left corner of your check.



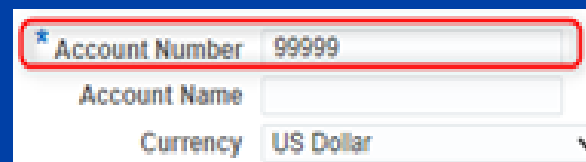
Branch Name PNC BANK CLEVELAND

Routing Number 123456789

SWIFT Code

Branch Type ABA

16 Under **Bank Account**, enter your **Account Number** which can be found in the bottom left corner of your check to the right of the **Routing Number**. Leave the **Account Name** field blank.

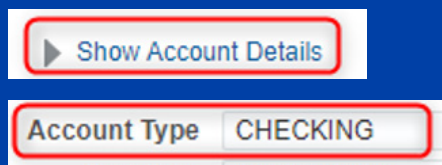


* Account Number 99999

Account Name

Currency US Dollar

17 Select **Show Account Details** to expand the selection bar. Enter either **CHECKING** or **SAVINGS** in the **Account Type** field.



Show Account Details

Account Type CHECKING

18 Enter any email addresses you wish to receive remittance emails with payment information in the **Comments** section.

Note: If no email is entered, the system will use the email address on file.

19 Select **Save** in top-right corner of screen. A yellow Confirmation banner will appear, letting you know that you have successfully entered your banking details.

20 **Log out of the portal** and close the window to protect installer information.