



Supplier Lifecycle Management (SLM) Registering as a Supplier



Registering as a Supplier

- ◆ Once SW has approved the setup of your Supplier Profile you will receive an invitation email like the one below:

FW: For Your Information: Invitation to register



ERP WFMailer

To [Redacted]

Retention Policy Default 365 Days Permanently Delete (1 year)

Expires 1/15/2022

From: Workflow Mailer - SWMDMPJL Environment <NoReplyTo@sherwin.com>

Sent: Friday, January 15, 2021 1:12 PM

To: MATTEST@TEST.COM

Subject: For Your Information: Invitation to register

To MATTEST@TEST.COM
Sent **15-JAN-21 13:10:48**
ID **2694524**

Your firm, MATT TEST 2, is invited by [Redacted] Matthew of The Sherwin-Williams Company to register as a potential supplier through our Supplier Registration Application.

Custom Message

To register, go to [Supplier Registration Application](#)

User Name : MATTEST@TEST.COM

Password : E00D9E84AFA5F209A75635E168E90FD50EE630F8638E1F3527B9FE9D7BAB6F11



Setting Up Your Supplier Profile

- ◆ Once you click on the Supplier Registration Application link in the email you will be directed to a login page.
- ◆ On this page you will use the User ID and Password that were provided within the email invite.
 - You may reset your login information by clicking on the [Forgot Password?](#) link.
- ◆ Once you have submitted your request you can log in at any point to check the status.

SHERWIN-WILLIAMS.

Welcome to the QA B2B Portal

Log In

User ID

Password

[Forgot Password?](#)

Log In

[Manage Account](#)



Setting Up Your Supplier Profile

Prospective Supplier Registration: Current Status

[Respond](#)

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name MATT TEST 2

Status Supplier to Provide Details

Contact Information

Email MATTTEST@TEST.COM
First Name MATT
Last Name STERN

Phone Area Code 440
Phone Number 1234567
Phone Extension

Status History



Date	Status	Note
15-JAN-2021	Invitation Sent	
15-JAN-2021	Pending Approval - Category Manager	
15-JAN-2021	Pending Approval - Category Manager	
15-JAN-2021	Pending Approval - Category Manager	
15-JAN-2021	Sent to Category Manager	

- Please review your supplier information on the Prospective Registration Screen and click on Respond.



Entering Your Basic Information

- ◆ Enter information in CAPS in all fields where applicable.
- ◆ Select your Tax Country .
- ◆ Enter either your Tax Registration Number or Taxpayer ID.
- ◆ Enter your DUNS Number (if applicable).
- ◆ At this time, you can also update your contact information (excluding email address).
- ◆ Please carefully read the notes mentioned under each field. This will help you in following guidelines and naming conventions.
- ◆ The fields marked with an asterisk (*) are mandatory.
- ◆ When completed click on Next in the top righthand of the screen.

Progress bar: Basic Information (selected) | Company Details

Prospective Supplier Registration

* Indicates required field

Company Details

Either Taxpayer ID or Tax Registration Number must be provided.

* Company Name
Enter your Trade or DBA name in UPPERCASE.
* This is your business name as listed on your invoice to customers *

* Tax Country

Tax Registration Number
Non-US firms should provide their Tax Registration Number.

Taxpayer ID
Requested format is XX-XXXXXXX for EIN or XXX-XX-XXXX for SSN.
* Taxpayer ID is your firm's US Taxpayer Identification Number *

Dun & Bradstreet Number
Please provide DUNS Number for your company.
* Requested format is XXXXXXXX. Do not use dashes.*

Contact Information

Email

* First Name

* Last Name

* Phone Country/Area Code
US, Canada and Jamaica format: XXX for area code only.
* Enter country code here if it is a value other than 001 *

* Phone Number
US, Canada and Jamaica format: XXX XXXX (no dashes)

Phone Extension



Entering Your Company Details (Example)

Progress bar with steps: Basic Information, **Company Details**, Additional Information, Attachments

Prospective Supplier Registration: Additional Details

Save For Later Back Step 2 of 4 Next

* Supplier Type

Company Name

Tax Country

Tax Registration Number

Taxpayer ID

DUNS Number

Alternate Supplier Name

Note to Buyer

Note to Supplier Please fill out the registration forms and submit back for review.

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 | Refresh

Address Name	Address Details	Purpose	Update	Delete
CLEVELAND	101 STREET NAME, CLEVELAND OH 44115 United States	RFQ Only		

Contact Directory

TIP At least one contact person is required for your firm. Please click the Update button and complete all details for that initial person's contact information.

Create | Refresh

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
FIRSTNAME	LASTNAME	216-566 2000	CONTACTNAME@SUPPLIER.COM	<input checked="" type="checkbox"/>		



Entering Your Company Details (Address Book)

- ◆ When in the Company Details section, you will have the ability to update your address and if needed add additional addresses.
 - To add an address, click on the Create button
 - To update an address, click on the pencil icon within the address line
- ◆ The address update screen will have some mandatory fields such as Area Code and Phone Number that may not have been completed yet. Please enter this information.
- ◆ When adding or updating an address be sure to use all CAPS and abbreviate where applicable (For example, RD should be used for ROAD and ST for STREET).
- ◆ The Purchasing Address box will be used to create **internal** POs issued outside of Coupa (This does not need to be checked in order to be setup).
- ◆ The Payment Address box will need to be checked in order to receive payments to this address.
- ◆ Once all the information is filled out click on “Return to Prospective Supplier Registration: Additional Details” to save and return to the previous page.



Supplier Address Book Example

Update Address

TIP ** Please confirm that the address is accurate using ww

* Indicates required field

* Address Name
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

* Address Line 1
Address Line 2
Address Line 3
Address Line 4

* City/Town/Locality
County
* State/Region
Please use valid US State and Territory abbreviations.
Province
Please use valid Canadian Province and Territory abbreviations.
* Postal Code
Please add zip plus 4 for all United States Postal Codes.

* Phone Country/Area Code
US, Canada and Jamaica format: XXX for area code only
* Enter country code here if it is a value other than 001 *

* Phone Number
US, Canada and Jamaica format: XXX XXXX (no dashes)

Fax Area Code
Fax Number
Email Address
Provide a general email address where you would like to receive Purchase Orders.

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.

Additional Attributes

NOAM MSA

Stores Supplier Number (MSA#)

[Return to Prospective Supplier Registration: Additional Details](#)



Entering Your Company Details (Contact Directory)

- ◆ You can add additional contacts or update the contact directory while completing your registration. Select Create to add or click the pencil icon to make updates.
- ◆ For contact information please select Accounting from the Department dropdown.

Update Contact

* Indicates required field

Contact Title	<input type="text"/>	* Phone Country/Area Code	<input type="text" value="440"/>
* First Name	<input type="text" value="MATT"/>		<small>US, Canada and Jamaica format: XXX for area code only. * Enter country code here if it is a value other than 001 *</small>
Middle Name	<input type="text"/>	* Phone Number	<input type="text" value="1234567"/>
* Last Name	<input type="text" value="STERN"/>		<small>US, Canada and Jamaica format: XXX XXXX (no dashes)</small>
Alternate Name	<input type="text"/>	Phone Extension	<input type="text"/>
Job Title	<input type="text"/>	Alternate Phone Area Code	<input type="text"/>
* Department	<input type="text"/>	Alternate Phone Number	<input type="text"/>
* Contact Email	<input type="text" value="MATTEST@TEST.COM"/>	Fax Area Code	<input type="text" value="123"/>
URL	<input type="text"/>	Fax Number	<input type="text" value="1234567"/>

Supplier User Account

- Create User Account For The Contact
Select 'Requires User Account' for those in your firm who will need access to update your firm's Supplier Profile information.

Addresses For the Contact

TIP Please select the appropriate work address location for this person. At least one address must be associated with this contact.

Address Name	Address Details
No results found.	



Entering Your Company Details (Optional Fields)

- At this point in your registration, you will have the ability to enter in your Minority Business classifications and Products and Services.

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
27 Small Disadvantaged Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
A3 Labor Surplus Area Firm	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
HQ DoT Certified Disadvantaged Business Enterprise	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Hub Zone	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input checked="" type="checkbox"/>	Native American ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 18-Jul-2016

SHERWIN-WILLIAMS. iSupplier Portal Close Settings

Add Products and Services: : (SUPPLIER NAME) Cancel Apply

Browse All Products & Services
 Search for Specific Code and Product

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

Rows 1 to 30

- This information is optional and will not be required in order to be setup as a supplier.





Entering Your Company Details (Adding Banking Information)

- ◆ Within the Banking Details you have the option to add basic banking information such as Bank Name, Account Number and Branch Name.
- ◆ In order to be setup for EFT payments you must complete our EFT Agreement form. The form can be found by following this link (<https://suppliers.sherwin-williams.com/cs/suppliers/coupa-suppliers>) in the misc. document section.
- ◆ When adding your banking information, first search for your Bank Name and Branch Name before attempting to add a new bank.
- ◆ Banking details will be required to continue, but payment method can be updated on the next page.
- ◆ Country and account will default to US, if the currency needs to be different you will have to update it.
- ◆ By default, “Account is used for foreign payments” box will be checked. This will not impact payments.
- ◆ If you need to leave the application at this point before completing your setup you can select “Save for later option” to save your progress.
- ◆ Please note if you are going on the PNC VCC payment method (and cannot provide banking information) when entering banking details for the Bank Name choose Dummy Bank and for the Branch Name please use Dummy Branch. The account number should be 000000

Banking Details

At least one entry is required.

Create |  

Bank Account Number	Currency	Bank Account Name
No results found.		

Inspect MDS Contents



Entering Your Company Details (Completed Bank Information example)

Update Bank Account

* Indicates required field

* Country Account is used for foreign payments
Account definition must include bank and branch information.

Bank

- New Bank
- Existing Bank

Bank Name

Branch

- New Branch
- Existing Branch

Branch Name
Routing Number
SWIFT Code
Branch Type

Bank Account

* Account Number
Account Name
Currency

[▶ Show Account Details](#)

Comments

Note to Sherwin Supplier Management Team



Entering Your Supplier Information

- ◆ At this point you will have the option to enter your preferred payment method. Sherwin-Williams offers the following payment methods:
 - ACH – Default 65 Day Terms
 - PNC Virtual Credit Card (VCC) – Default 30 Day Terms
 - Check – Default 90 Day Terms
 - Other – Subject to review; Provide details in Justification box (required)
- ◆ If you select ACH, PNC VCC or Check, but non-standard terms are needed you will need to enter a reason in the Justification field for these requested terms. Please attach any applicable documentation such as a signed contract or agreement.
- ◆ Company Ownership – Here you will fill out information such as Legal Entity Name, Business Type (mandatory), Legal structure, etc.
- ◆ Parent Company Info – This is an optional section where you can add information such as Organization Type, Parent Company Name, Parent Company Address, etc.
- ◆ General Business Information – This is an optional section; information can be entered if desired.
- ◆ PNC VCC Form – PNC Virtual Credit card is a payment option, if you select this option you will need to fill out the PNC form. The form can be found by following this link (<https://suppliers.sherwin-williams.com/cs/suppliers/coupa-suppliers>) in the misc. document section.




Entering Your Supplier Information

Coupa Commodity

- ◆ If your Supplier Type is any of the below, you will be required to fill out your Coupa Commodity Type.
- ◆ To select, click on the magnifying glass next to the commodity question and use the % as a wild card in the search box and click go..
- ◆ Select the most appropriate commodity type by clicking on the icon in the Quick Select section.

Coupa Commodity

* Coupa Commodity 
Please select a value

Sherwin-Williams Employee Contacts

Contact Name
Please provide your Sherwin-Williams Contact information with whom you do business with.

Company Ownership

Search and Select List of Values - Internet Explorer






Search and Select: Coupa Commodity

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" but

Search By

Results

	Quick Select	Display Name	Description
<input type="radio"/>		Accounting	Accounting
<input type="radio"/>		Adhesives & Tapes	Adhesives & Tapes
<input type="radio"/>		Advertising	Advertising
<input type="radio"/>		Advertising Media Other	Advertising Media Other
<input type="radio"/>		Advertising Productions	Advertising Productions

ADVERTISING & MARKETING
CONTRACTOR
ENVIRONMENTAL HEALTH AND SAFETY
EMPLOYEE BENEFITS
HUMAN CAPITAL
INFORMATION TECHNOLOGY
LOSS PREVENTION
MAINTENANCE REPAIR OPERATIONS
LEGAL SERVICES
PROFESSIONAL SERVICES
TREASURY RISK MANAGEMENT



Entering Your Supplier Information (Blank Example)

Supplier Profile Attributes

[Save For Later](#) [Back](#) Step 3 of 4 [Next](#)

* Indicates required field

Supplier Registration

NOAM Supplier Payment

Payment Method
Payment Terms

Note to Supplier
Justification

Coupa Commodity

* Coupa Commodity
Please select a value

Sherwin-Williams Employee Contacts

Contact Name	Email	Delete
<input type="text" value=""/> <small>Please provide your Sherwin-Williams Contact information with whom you do business with.</small>	<input type="text" value=""/> <small>Please enter Sherwin-Williams email addresses only</small>	

Company Ownership

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)?



Adding Attachment to Your Supplier Profile

- ◆ Upon submitting your request, **you will need to attach a W-9 form** (for US based vendors) **or W-8 form** (for foreign vendors) **and EFT/PNC VCC form** (depending on the payment method selected). **These documents are required in order to be set up as a supplier.**
- ◆ When attaching your document(s) please use the appropriate category such as W-9, W-8, Letterhead, etc.
- ◆ At the bottom of the page, you will need to agree to the Sherwin-Williams' Terms and Conditions and Supplier Code of Conduct before submitting your supplier registration information.
- ◆ Once your request is submitted, you will receive a confirmation email, along with the notice below:

SHERWIN-WILLIAMS. iSupplier Portal

Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.



Adding Attachment to Your Supplier Profile Example

Add Attachment [X]

Attachment Type: File [v]

Title: 2021-01-25 16:30:58 Blank W-9.pdf

Description: 2018-12-13 10:43:10 Blank W-9.pdf (Size :98487)

Category: W9 [v]

*File: [Choose File] Blank W-9.pdf

[Cancel] [Add Another] [Apply]



Example Confirmation Email

From: Workflow Mailer - SWMDMPJL Environment <NoReplyTo@sherwin.com>
Sent: Monday, January 18, 2021 12:01 PM
To: JOHN SMITH <TESTEMAIL2@TEST.COM>
Subject: For Your Information: Sherwin-Williams Supplier Collaboration Network: Registration Submitted

To JOHN SMITH
Sent 18-JAN-21 11:58:33
ID 2695961

You have submitted information to register your firm as a prospective supplier to The Sherwin-Williams Company through the Sherwin-Williams Supplier Registration Application.

Now that you have completed your registration form, the information you provided will be validated by Sherwin-Williams to confirm its accuracy and compliance with Sherwin-Williams policies. This process takes approximately 3-5 business days after receipt of all requested documentation. During this time, you may be contacted to provide additional information. Use the following link to revise and/or track the progress of your registration:

[Prospective Supplier Registration Status Page](#)

If you have questions regarding your registration, please send an E-mail to Sherwin-Williams, at supplierregistration@sherwin.com

For general information about Sherwin-Williams' Supplier Registration Program or to provide feedback, please send your comments to supplierregistration@sherwin.com

Thank you for your interest in partnering with The Sherwin-Williams Company