# Supplier Lifecycle Management (SLM)
# Updating Your Supplier Information

# **Supplier Profile Login**

- To access the login page for your supplier profile please use the link below:
  - http://suppliers.sherwin-williams.com
  - Click on Supplier Portal Login at the top right.
  - You will use the Username and Password combo that was used when registering as a supplier
- If you have not yet created/forgot your login info please email the VMM Team so a login reset can be emailed to you. VMMTeam@Sherwin.com

# Supplier Profile Homepage

# Supplier Profile Homepage

- On the homepage of your Supplier Profile you can:
  - ➢ Add or update an address
  - ➢ Add or update banking information (if you are adding/updating this information please attach the completed eft form which can be found here https://suppliers.sherwin-williams.com/cs/suppliers/coupa-suppliers in the misc. documents section)
  - ➢ Add or update contact information
- Fields you can update will be marked with a pencil. Clicking on the pencil icon will take you to the update screen.
- The create button can be used to add information to the profile such as additional addresses or bank information. This will not replace existing information.
- When making updates or adding information please remember:
  - Fields marked with an asterisk (*) are mandatory.
  - Use CAPS when entering information and abbreviate where possible (Use RD for ROAD and ST for STREET).
- Please note you will not be able to view your payment terms or method. You will need to reach out to your SW contact for this information.
- *Updates are not real-time as they are subject to review and approval.*

# 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.

- 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.

**Banking Details**

At least one entry is required.

Create | ⊠ ↻

| Bank Account Number | Currency | Bank Account Name |
|---|---|---|
| No results found. | | |

Inspect MDS Contents

# Adding Attachment to Your Supplier Profile

- Upon submitting your update request, you may need to attach a **W-9 form** (for a name change) **or W-8 form** (for foreign vendors). If you are adding/updating banking details **you must attach the completed EFT form**

- When attaching your document(s) please use the appropriate category such as W-9, W-8, Letterhead, etc.