



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



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Prospective Suppliers ▼

Existing Suppliers ▼

Supplier Portal Login



Supplier Profile Homepage

Supplier Administration

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

General

Organization Name	TEST CO 2	DUNS Number	
Supplier Number	1278499	Tax Registration Number	
Alias		Taxpayer ID	98-7654321
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Attachments

Search

Note that the search is case insensitive

Title

[▶ Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
No results found.							



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.

The screenshot shows a dialog box titled "Add Attachment" with a close button (X) in the top right corner. The form contains the following fields:

- Attachment Type:** A dropdown menu with "File" selected.
- Title:** A text input field containing "2021-01-25 16:30:58 Blank W-9.pdf".
- Description:** A text input field containing "2018-12-13 10:43:10 Blank W-9.pdf (Size :98487)".
- Category:** A dropdown menu with "W9" selected.
- *File:** A text input field containing "Blank W-9.pdf" with a "Choose File" button to its left.

At the bottom of the dialog, there are three buttons: "Cancel", "Add Another", and "Apply".