As a prospective supplier to Sherwin-Williams you want to make sure your information is accurate. The Supplier Portal lets you easily view and maintain your company’s records with self-service profile management. The following registration process is the first step to be added into the system. Once approved you will gain access to your company’s profile and be able to self-maintain your information.

High Level Process Flow:
An Invitation request is initiated by a Sherwin-Williams buyer

Below is a sample registration invitation email notification which the intended supplier would get.

From: Workflow Mailing - SWMDD Environment <NoReplyTo@sherwin.com>
To: CONTACTNAME@SUPPLIER.COM
Subject: For Your Information: Invitation to register

Your firm, SUPPLIER NAME, is invited by Employee Lastname, Employee Firstname of The Sherwin-Williams Company to register as a potential supplier through our Supplier Registration Application.

To register, go to Supplier Registration Application.

Upon submission of your firm’s completed registration information, Sherwin-Williams will review and validate the information submitted prior to adding your firm’s information into the Sherwin-Williams supplier list. Processing of your firm’s registration typically requires 3-5 days and does not begin until all required information has been received, including a current signed and dated W-9 form and any additional information requested. During the validation process, you may be contacted by Sherwin-Williams to clarify information submitted on your registration.

Upon acceptance of your firm’s registration information by Sherwin-Williams, your Firm will be added to the supplier list.

Entry of your firm’s information into our supplier list does not guarantee in any way that your company will be awarded business from Sherwin-Williams. However, it does allow procurement professionals to identify qualified suppliers who may be able to meet their product/service requirements for business operations.

Please remember that it is your responsibility to keep your company’s information up-to-date. Sherwin-Williams requires every supplier to update their information a minimum of once a year. You will receive an E-mail reminding you it is time to update your company’s registration information.

For information regarding Sherwin-Williams’ sourcing process, visit the Suppliers section of Sherwin-Williams’ web site at http://supplier. sherwin. com

If you have questions regarding this notification, please send an E-mail to: supplierregistration@sherwin.com

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

As a supplier contact follow the “Supplier Registration Application” Link to complete the registration form.

Upon clicking the link, below login page will display:
First Prompt:

Fill in UserID and Password provided in the invitation email message:
Second Prompt: Enter your credentials once again:

Enter a new password of your choice.

Note: This password will be used going forward for logging into the supplier portal.
A Success message will be displayed when complete.

Click on “Back to Application”

Enter your initial user ID and the newly created password:
Raw Materials Supplier Registration Guide

Acknowledge the Terms of Use:

Now that you have passed the login process, you can begin to fill out the registration form:

Click on “Respond” button to begin completing your registration process.
➢ Note: Please read carefully the notes mentioned under the field. This will help you in following guidelines and naming conventions.
➢ The fields marked with ** are mandatory.

Company Details Instructions:

1) Enter Company name in UPPERCASE. Mandatory
2) Select Tax country
3) Tax Registration Number field is applicable for Non-US suppliers
4) Tax Payers ID is applicable for US suppliers
5) Enter the DUNS & Bradstreet Number as applicable
Contact Information Instructions:

1) Give the Supplier Contact Primary user’s email address
2) Input the supplier user’s First Name
3) Input the supplier user’s Last Name
4) Input supplier user’s Phone Country/Area Code
5) Input supplier user’s Phone number
6) Optionally give the Phone Extension

Click on ‘Next’ button.

Enter Company Details:

Instructions: Fill in additional details
Raw Materials Supplier Registration Guide

Enter Supplier Address:

Click on Create button below or Yellow Pencil to update exiting one.

Below Supplier Address Details page will display:

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.)
12) 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.
Update the contact directory of the Supplier User Contact:

Click on update as shown below

Instructions:

1) Update the Job Title and Department.
2) If needed, please add other contacts by pressing 'Create' button
3) Select/Unselect 'Requires User Account' for those in your firm who will need access to update your firm’s Supplier Profile information.
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.

Update Products and Services:

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.
Update Banking Details (Mandatory):

Instructions:

1) Enter your banking detail
2) Click on applicable checkbox and press ‘Apply’ button.
3) Fill out EFT Agreement Or/And PNC VCC program form. You will need to attach at Attachment Step. Reference page 12.

Click on ‘Next’ button to move to ‘Additional Information’ page:
Raw Materials Supplier Registration Guide

Supplier Profile Attributes

Enter Employee contacts:

<table>
<thead>
<tr>
<th>Sherwin-Williams Employee Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name</strong></td>
</tr>
<tr>
<td>Test Sherwin</td>
</tr>
</tbody>
</table>

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

Enter 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)
Enter 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.

Enter 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.
Raw Materials Supplier Registration Guide

Risk Management (Applicable for Raw Material type 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

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:

Plant Region: Where are your plants located?

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.

Click on ‘NEXT’ button to move to the attachments window.
Note: Please read carefully the list of documents needed for your Registration.

Click on ‘Add/View Attachment Files’ button to upload the documents.

Below 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 Apply.
Raw Materials Supplier Registration Guide

Review & Acknowledgment:

Instructions:
1) Click on the files to download and review them
2) Check the box Reviewed & Acknowledged after reading all the listed documents.

Click on ‘Submit’ button

After Submitting you will get a Confirmation message shown below.

Supplier Contact will receive below email:

Sample Email:

From: Workflow Mailer - <NoReplyTo@sherwin.com>
Sent: Thursday, September 10, 2020 11:35 AM
To: FirstName LastName <Contact@Supplier.com>
Subject: For Your Information: Sherwin-Williams Supplier Collaboration Network: Registration Submitted

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