Supplier Training Document
Prospective Supplier Registration
(Initiated by Supplier – Self Registration)
Supplier clicks on ‘Become a Supplier’ URL to access supplier registration page:

Below page will display:

Enter Basic Information:
Prospective Supplier Registration

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

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.
Prospective Supplier Registration

Enter Company Details:

Instructions:  Fill in additional details

1) Input the Supplier Type as applicable
2) Optionally you can enter note to buyer

Enter Supplier Address:

Click on Create button below

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. No other update needed.
2) If needed, please add other contacts by pressing ‘Create’ button

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.
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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.

Click on ‘Next’ button to move to ‘Additional Information’ page:
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Supplier Profile Attributes

Enter Employee contacts (Mandatory):

Click on + Sign

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

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)
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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.

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.
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Risk Management (Only applicable for Raw Material & Packaging suppliers):

Risk Management

Risk Management - General Questions

- Does your company have a published Child and Forced Labor policy?
- Does your company have a documented Safety program?

Plant Region: Where are your plants located?

** Use ‘+’ sign to add more Plants.

Port: If importing products, which shipping port does your company utilize?

** Use ‘+’ sign to add more Ports.

Plant Region:

Instructions:

- Enter Plant name
- Input the country or territory (ISO Code)
- Input the State/Province or Region
- Enter the City where it is located

- Use ‘+’ sign to add more Plants.

Port: If importing products, which shipping port does your company utilize?

- Enter Port Usage Indicator – If it is not applicable, then select ‘Not Applicable’
- Input the Port Name
- Input the Port Code
- Enter the Port country or territory (ISO Code)

** Use ‘+’ sign to add more Ports.
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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 upload.

Click on ‘Back on Previous Page’ to go to previous page.
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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.

Supervisor Contact User will get below email: