Pre-requisite:

When Supplier User account is successfully registered in Sherwin-Williams supplier portal.

Click on Supplier Portal Login Button under Doing Business With US page

Below Login page will display:

Supplier Contact will use the User ID & Password from the confirmation message.

*Note: The User ID and Password are case sensitive*
Supplier Profile Management

Supplier Profile home 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.
Supplier Profile Management

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)

### 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.
Supplier Profile Management

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? ✔ Yes

Does your company have a documented Safety program? ✔ Yes

Plant Region: Where are your plants located?

<table>
<thead>
<tr>
<th>Plant Name</th>
<th>Country or Territory (ISO Code)</th>
<th>State, Province or Region</th>
<th>City</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ Plant</td>
<td>US</td>
<td>GA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ports: If importing products, which shipping ports does your company utilize?

<table>
<thead>
<tr>
<th>Port Usage Indicator</th>
<th>Port Name</th>
<th>Port Code</th>
<th>Port Country or Territory (ISO Code)</th>
<th>Delete</th>
</tr>
</thead>
</table>

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:

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.
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.)

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.
Supplier Profile Management

Contact directory of the Supplier User Contact:

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.
Supplier Profile Management

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.
Supplier Profile Management

Sherwin-Williams Documents for Supplier:

Access to SHER-PROCURE:

Note: The User ID and Password for this app is different from SLM at this point.