



SHERWIN-WILLIAMS.

Supplier Profile Management

Training Document v1.3

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:

The screenshot shows the login interface for the Sherwin-Williams QA B2B Portal. At the top, the Sherwin-Williams logo is displayed. Below it, a blue banner reads "Welcome to the QA B2B Portal". The main content area is a light gray box containing the following elements:

- Log In** header
- User ID** label above a white input field
- Password** label above a white input field
- Forgot Password?** link
- Log In** button (blue with white text)
- Manage Account** link
- Footer text: **Privacy Policy** and **Copyright ©2020 The Sherwin-Williams Company**

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

Note: The User ID and Passwords are case sensitive



Supplier Profile Management

Supplier Profile home page will display:

The screenshot shows the 'Supplier Administration' interface. The top navigation bar includes 'SHERWIN-WILLIAMS. SW SUPPLIER PROFILE & USER MANAGER' and utility icons. The left sidebar lists navigation options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Sherwin-Williams Documents for Supplier, and Access to SHER-PROCURE. The main content area is divided into two sections: 'General' and 'Attachments'. The 'General' section displays fields for Organization Name (SHERWIN INDUSTRIES INC.), Supplier Number (941271), DUNS Number, Tax Registration Number, Taxpayer ID (39-0612605), Parent Supplier Name, and Country of Tax Registration. The 'Attachments' section contains a button labeled 'Add/View Attachment Files', which is highlighted by a red arrow.

Upload documents

The 'Upload documents' form includes the following fields and controls:

- Title**: A text input field.
- Description**: A larger text area for detailed notes.
- Document Category**: A dropdown menu.
- Expiration Date**: A date picker.
- File**: A file selection control with a 'Choose File' button and 'No file chosen' text.
- Upload**: A button to submit the document.

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.

This screenshot shows the 'Supplier Administration' page with the 'Organization' section selected. The 'Organization' menu item in the left sidebar is highlighted with a red box. The main content area displays the 'Organization' form, which includes a 'Supplier Registration' tab and options to 'Personalize Stack Layout (Overview)' and 'Personalize Organization'. The form contains fields for 'D-U-N-S Number' and 'Mission Statement'. 'Cancel' and 'Save' buttons are visible in the top right corner of the form area.



Supplier Profile Management

Organization

Cancel Save

Overview **Supplier Registration**

Personalize "EgoExtFwkRenderer"

Sherwin-Williams Employee Contacts

* Contact Name	* Email	Delete

Company Ownership

Personalize Stack Layout
Personalize Table Layout: (EgoFuncRenderTL)

* Legal Entity Name
Enter in UPPERCASE. This is the Legal Name as listed on your W9/WS form for income tax filing purposes.

* Legal Structure

* Business Type

Is the company at least 51% owned by US Citizens?

Please specify if your company is at least 51% owned or controlled by one or more US Citizens

Principal Owner
Please provide name of Principal Owner if your company is not a Corporation.

Are you listed on the US Federal Government's System for Award Management (SAM)?
For more information, please visit www.sam.gov

Enter Employee contacts (Mandatory):

Sherwin-Williams Employee Contacts

* Contact Name	* Email	Delete

Click on + Sign

Sherwin-Williams Employee Contacts

* Contact Name	* Email	Delete
MR TEST SHERWIN	TEST@SHERWIN.COM	

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).



Supplier Profile Management

- 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)

Company Ownership - Parent Company Information

[Personalize Stack Layout](#)

[Personalize Table Layout: \(EgoFuncRenderTL\)](#)

Organization Type

If your firm is not a subsidiary of another company, please select 'Headquarters or Single Location'. Otherwise select the appropriate Organization Type which describes your firm and provide information about your parent company below.

Parent Company Country

Parent Company Name

Parent Company Address

City

State/Province/Region

Please use valid US and Canadian State, Province and Territory abbreviations.

Postal Code

Parent Company Phone

Include Country Code (Requested format for US, Canada and Jamaica: XXX-XXX-XXXX)

General Business Information

[Personalize Stack Layout](#)

[Personalize Table Layout: \(EgoFuncRenderTL\)](#)

Number of Employees

Year Established

Year of Incorporation

Country of Incorporation

Is your company Publicly Traded?

Stock Symbol

If Publically Traded, please provide Stock Symbol.

Website

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
 No
- Does your company have a documented Safety Program? Yes
 No

Plant Region: Where are your plants located?

* Plant Name	* Country or Territory (ISO Code)	* State, Province or Region	* City	Delete

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

* Port Usage Indicator	Port Name	Port Code	Port Country or Territory (ISO Code)	Delete



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: Where are your plants located?

* Plant Name	* Country or Territory (ISO Code)	* State, Province or Region	* City	Delete
XYZ PLANT	US	GA	ATLANTA	

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

* Port Usage Indicator	Port Name	Port Code	Port Country or Territory (ISO Code)	Delete
Primary				



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.



Supplier Profile Management

Address Book:

Supplier Administration

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

Address Book

Personalize Table Layout: (TableLayout)
Personalize "Address"

Create [refresh] [filter] [help]

Address Name ▲	Address Details	Country ▲	Update	Remove
TEST01	TEST LINE1 CLEVELAND, GA 400001	United States		

Address Book

Provide the remittance address for your firm. Additional addresses may also be added, but a minimum of one address is required in order to submit this registration.

Create [refresh] [filter] [help]

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Supplier Administration: Address Book >

Create Address

Cancel Save

* Indicates required field

Personalize Stack Layout: (AddrDIRN)

Personalize Flow Layout: (SeparatorRN)

<p>Supplier Name</p> <p>* Address Name: <input type="text" value="CLEVELAND01"/> <small>Enter complete address in UPPERCASE. Address name should be the city referenced. Example 1: first Cleveland address: CLEVELAND01 Example 2: second Cleveland address: CLEVELAND02.</small></p> <p>Country: <input type="text" value="United States"/></p> <p>* Address Line 1: <input type="text" value="1010 TEST LINE"/> Address Line 2: <input type="text"/> Address Line 3: <input type="text"/> Address Line 4: <input type="text"/></p> <p>* City/Town/Locality: <input type="text" value="CLEVELAND"/> County: <input type="text"/> * State/Region: <input type="text" value="GA"/> <small>Please use valid US State and Territory abbreviations.</small></p> <p>Province: <input type="text"/> <small>Please use valid Canadian Province and Territory abbreviations.</small></p> <p>* Postal Code: <input type="text" value="30001"/> <small>Please add zip plus 4 for all United States Postal Codes.</small></p>	<p>Supplier Number</p> <p>* Phone Country/Area Code: <input type="text" value="123"/> <small>US, Canada and Jamaica format: XXX for area code only * Enter country code here if it is a value other than 001 *</small></p> <p>* Phone Number: <input type="text" value="201-1234"/> <small>US, Canada and Jamaica format: XXX XXXX (no dashes)</small></p> <p>Fax Area Code: <input type="text" value="123"/> Fax Number: <input type="text" value="222-1232"/> Email Address: <input type="text"/></p> <p><input checked="" type="checkbox"/> Purchasing Address <small>Purchase Orders will be sent to locations designated as Purchasing Addresses. Purchasing Addresses must be the physical street address for that location.</small></p> <p><input checked="" type="checkbox"/> Payment Address <small>Invoice Payment will be remitted to Payment Addresses via USPS. Payment Address may be a physical street address or PO Box.</small></p> <p><input type="checkbox"/> RFQ Only Address <small>RFQ Only Addresses are sales office locations designated to receive Request For Proposals.</small></p>
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Personalize Table Layout: (region5)

Personalize "Note"

Note

Note



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:

Supplier Administration

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

Contact Directory : Active Contacts

Personalize "Contacts Table"

First Name ▲	Last Name ▲	Phone Number ▲	Email ▲	Status ▲	User Account	Remove	Addresses	Update
MELINDA	SMITH	01-01	TEST@UAT.COM	Current	✓			

▶ **Contact Directory : Inactive Contacts**

Supplier Administration: Contact Directory >

Update Contact

Cancel Save

* Indicates required field

Personalize Header: (ContactRN)
Personalize Default Double Column: (region2)

Contact Title	<input type="text"/>	* Phone Area Code	<input type="text" value="123"/>
* First Name	<input type="text" value="MELINDA"/>	<small>US, Canada and Jamaica format: XXX for area code only * Enter country code here if it is a value other than 001 *</small>	
Middle Name	<input type="text"/>	* Phone Number	<input type="text" value="123 1234"/>
* Last Name	<input type="text" value="SMITH"/>	<small>US, Canada and Jamaica format: XXX XXXX (no dashes)</small>	
Alternate Name	<input type="text"/>	Phone Extension	<input type="text" value="444"/>
Job Title	<input type="text" value="Manager"/>	Alternate Phone Area Code	<input type="text" value="123"/>
* Department	<input type="text" value="Others"/>	Alternate Phone Number	<input type="text" value="987 3213"/>
* Contact Email	<input type="text" value="TEST@UAT.COM"/>	Fax Area Code	<input type="text" value="123"/>
		Fax Number	<input type="text" value="888 5423"/>

Update Business classification:

Check the boxes whichever are applicable for your business.

Business Classifications

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
27 Small Disadvantaged Business	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
A3 Labor Surplus Area Firm	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
HQ DoT Certified Disadvantaged Business Enterprise	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Hub Zone	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Minority Owned	<input checked="" type="checkbox"/>	Native American ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service-disabled Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Small Business	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Veteran Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Women Owned	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

or TIP Date format example: 18-Jul-2016

Click on the boxes whichever is applicable. Enter Certificate Number & Expiration Date if applicable.



Supplier Profile Management

Products and Services:

Supplier Administration

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

Products and Services

Personalize "Products and Services Table"

Select	Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.					

Add Products and Services : (TESTSUPPLIER)

- Browse All Products & Services
- Search for Specific Code and Product

Code	Products and Services	View Sub-Categories
1110	Minerals and ores and metals	
1111	Earth and stone	
1214	Elements and gases	
1216	Additives	
1217	Colorants	
1218	Waxes and oils	
1219	Solvents	
1235	Compounds and mixtures	
1311	Resins and rosins and other resin derived materials	
1511	Gaseous fuels and additives	

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.

Add Products and Services: 1110 :Minerals and ores and metals (TESTSUPPLIER)

Cancel Apply

Code	Products and Services	View Sub-Categories	Applicable
00	General		<input type="checkbox"/>
15	Minerals		<input checked="" type="checkbox"/>

[Return to Parent Category](#)



SHERWIN-WILLIAMS.

Supplier Profile Management

Sherwin-Williams Documents for Supplier:

Supplier Administration

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Product & Services

Sherwin-Williams Documents for Supplier


Sherwin Information for Supplier

Personalize Header: (region2)
Personalize Stack Layout: (region3)
Personalize Table: (XXSWProsRegAttachVO)

Title	Description	File Name
No results found.		

→ Access to SHER-PROCURE

Access to SHER-PROCURE:


Vendor Information
EDl Specifications
Login
Use this form to enter your User ID and password
User ID:
Password:

[I forgot my password](#)

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