SUNTORY
GLOBAL SPIRITS

Quick Reference Guide (QRG)

Supplier Registration – US & Canada

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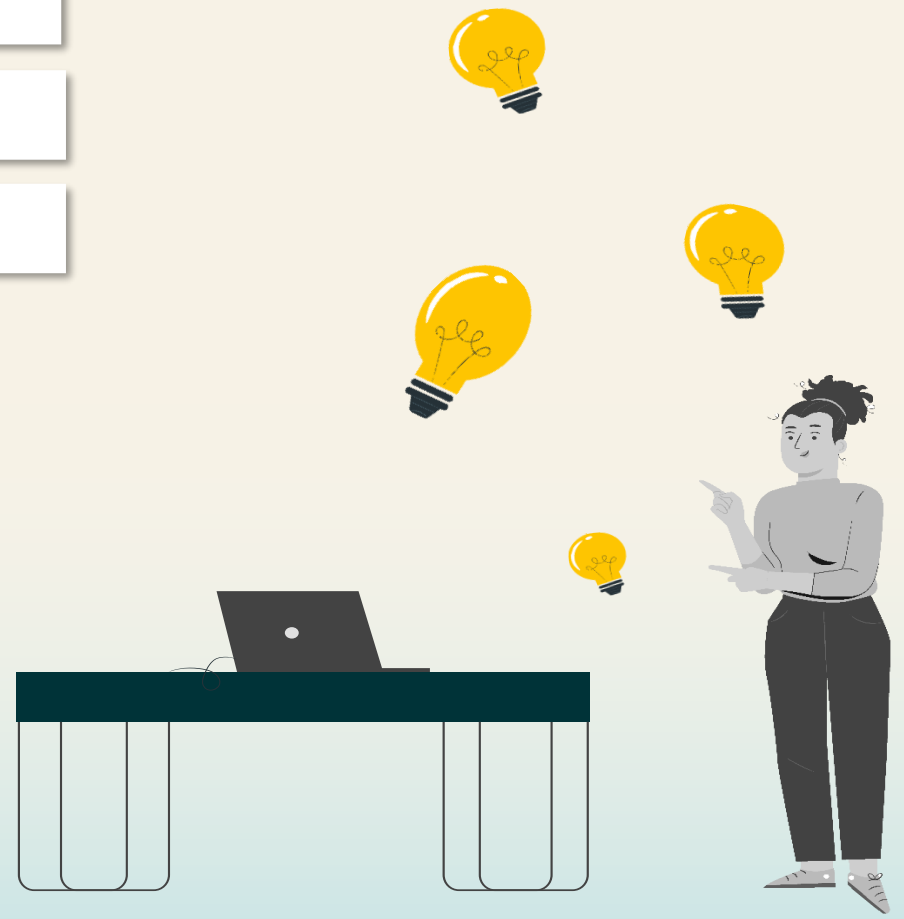


Supplier Lifecycle & Performance Process Overview

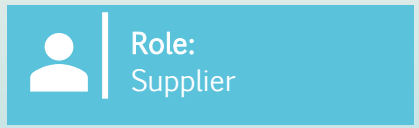
This QRG is intended to provide **instructions on how to complete a Supplier Registration Questionnaire for US & Canada Suppliers** within the Supplier Lifecycle and Performance process.

SAP Supplier Lifecycle & Performance (SLP) is a set of linked processes for managing all Supplier related activities.

Registration and Onboarding – Enables Suppliers to provide their required company information to do business with Suntory Global Spirits.

Certifications and Questionnaires – Collects any certificates or additional information that is required by the Supplier to do business with Suntory Global Spirits based on commodity or region.

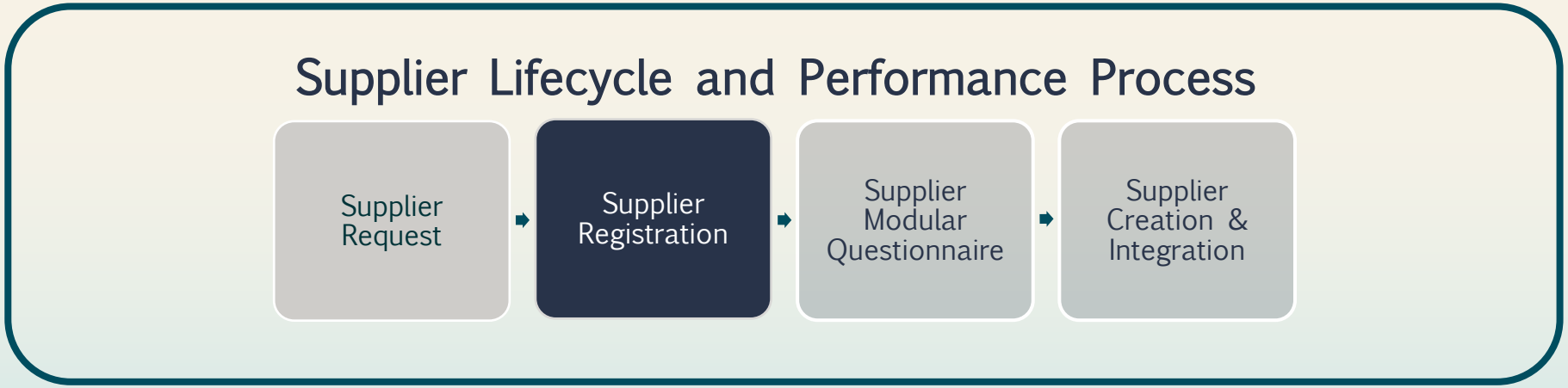
Throughout this QRG, you will see the following in the top right-hand corner of slides. This indicates the stakeholder who will perform associated steps in the Supplier Registration process.



Supplier Registration Questionnaire

The Supplier Registration process is for you to **submit your company information relevant to Suntory Global Spirits (SGS).** You will receive a Supplier Registration email with prompts to complete a questionnaire.

When clicking on the link in the email, you will be taken to the Ariba Business Network to complete a questionnaire. **The Ariba Business Network is where the you will interact with Suntory Global Spirits.** On this platform you can update your company's information, receive POs, invoice Suntory Global Spirits, and participate in Sourcing Events.



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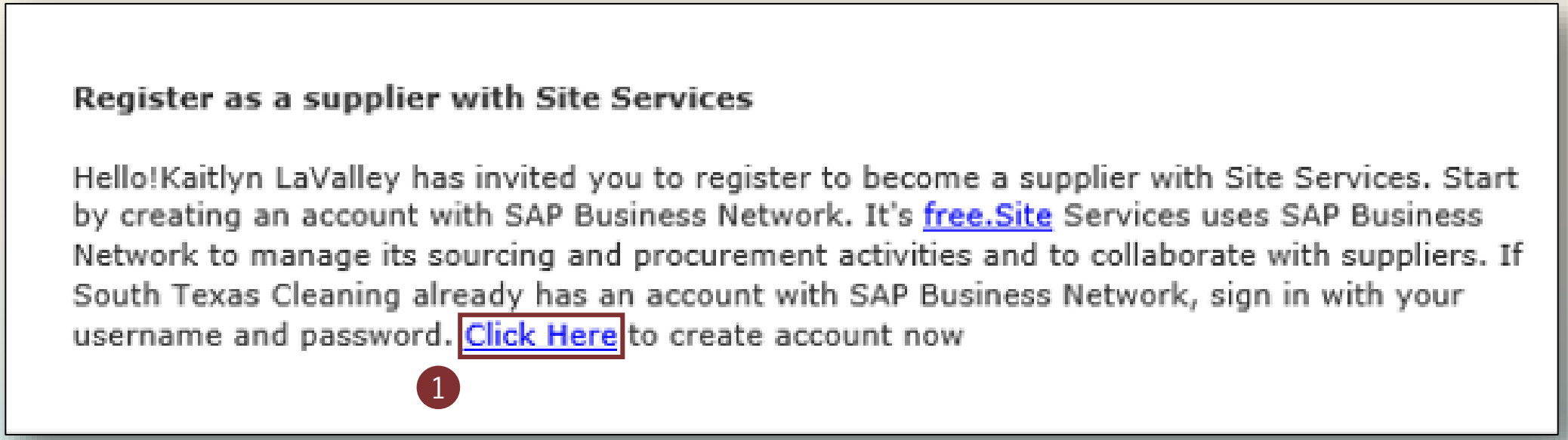
How to submit a Supplier Registration Questionnaire

You will receive an invitation to join the Ariba Business Network.

1. To join, or login to an existing account, click on **'Click Here'** to access Ariba.



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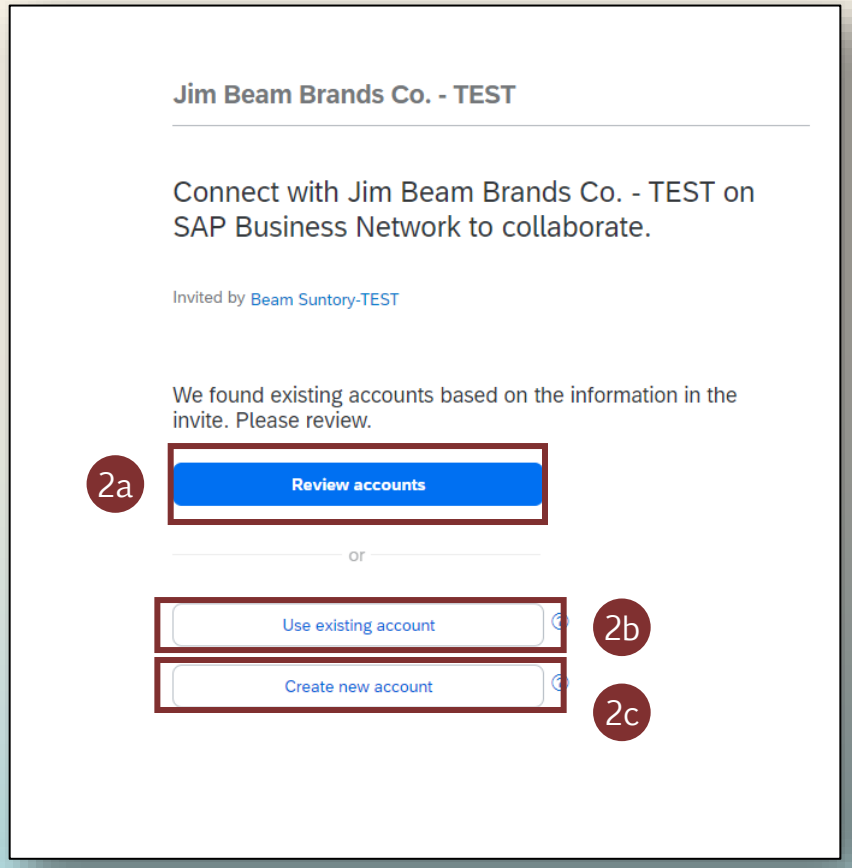
You will be directed to a screen to log-in to Ariba.

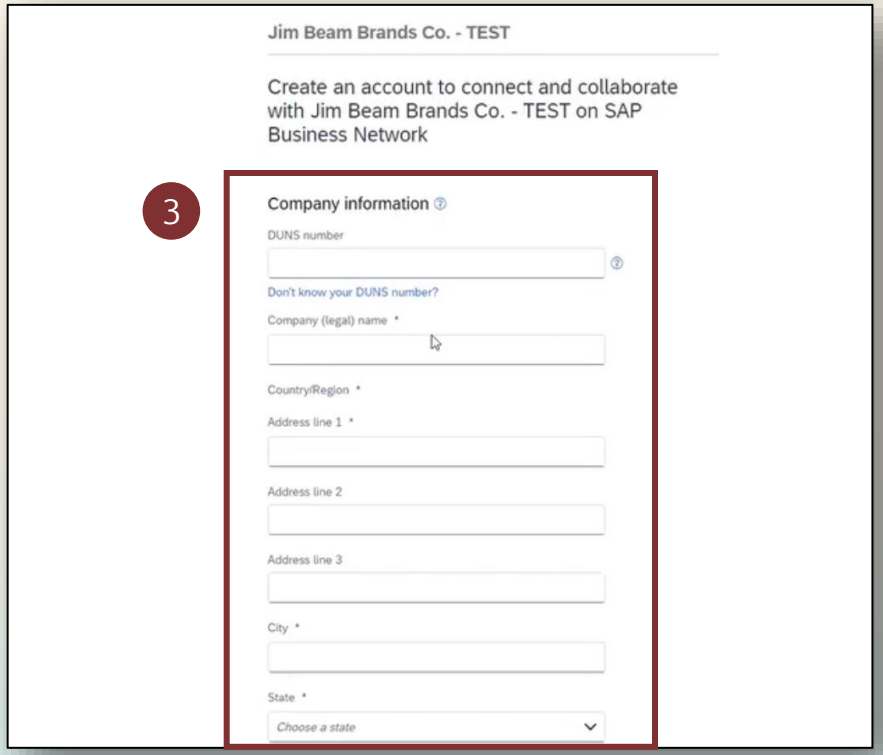
2. There are a few different ways you can log-in to the system:
   a) Select **'Review Accounts'** to review any of the accounts that might have been a match for your email domain.
   b) Log-in via your existing account by selecting **'Use existing account'.**
   c) Create a new account by selecting **'Create new account'.**

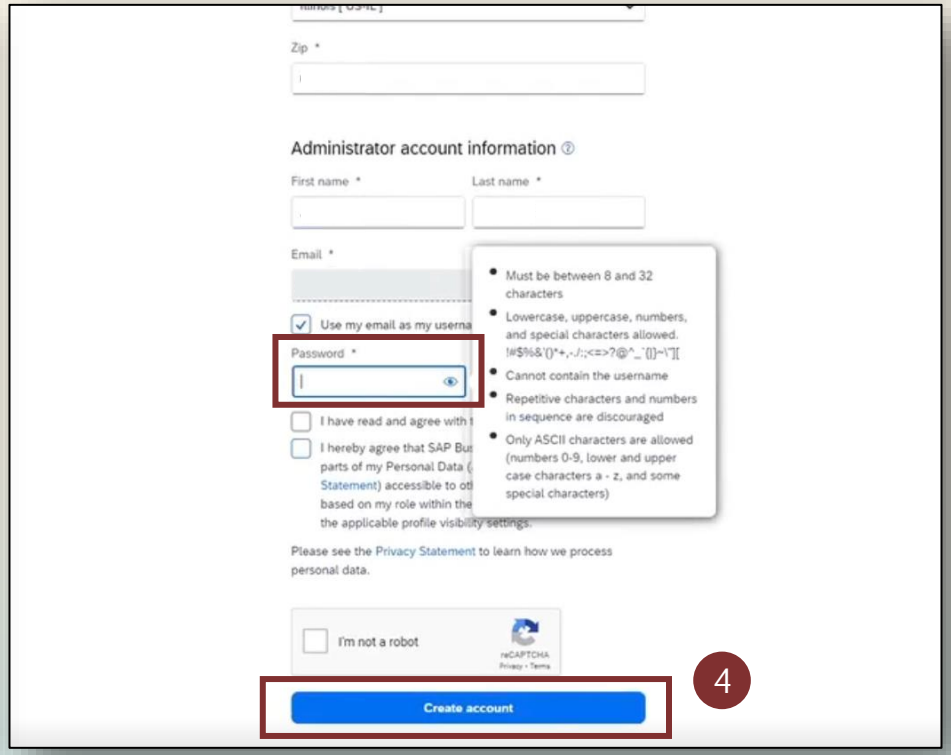


Role: Supplier

If you are completing the registration for the first time, you will need to create a new account.

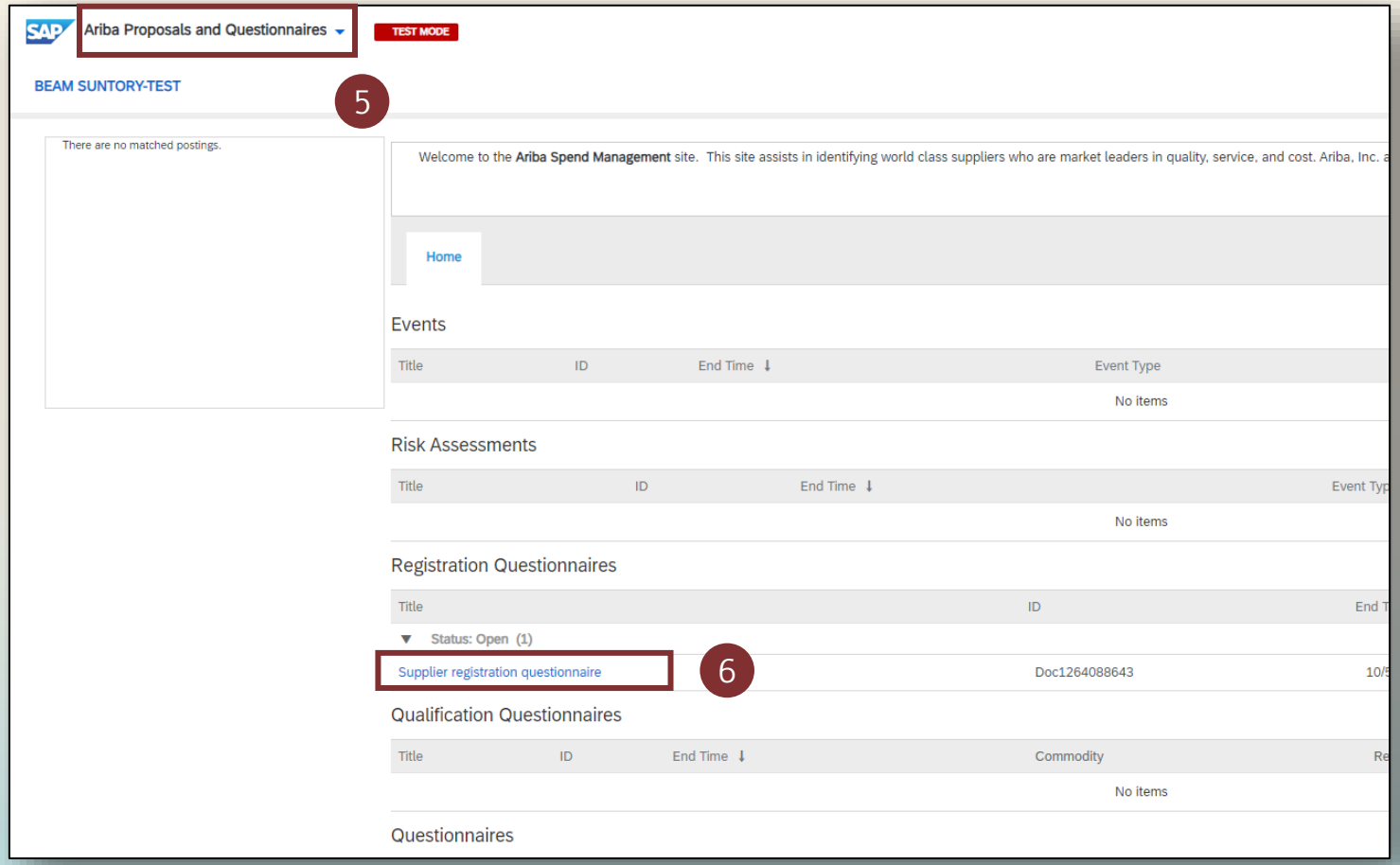
3. Complete basic **Company information** and **Administrator account information** fields.
4. Create a **Password** and click **'Create Account'.**





Role:
Supplier

5. Once you have either logged into your existing account, or created a new account, you can access the SGS-specific Supplier Registration Questionnaire by navigating to **'Ariba Proposals and Questionnaires'.**
6. Click on **'Supplier registration questionnaire'** to open the questionnaire and begin filling in the information.



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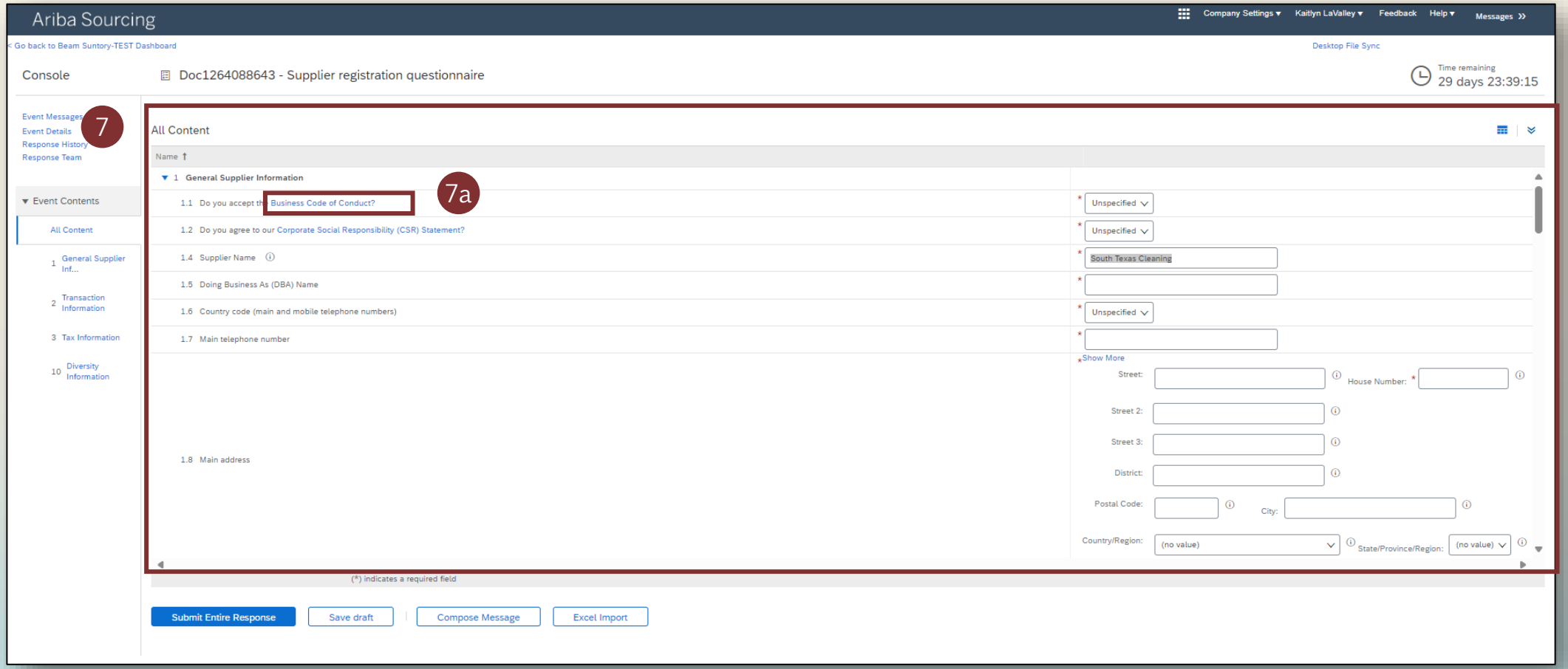
Role: Supplier

7. In the **'Supplier Registration Questionnaire'**, enter all required fields. Required fields will have a red asterisk (*) next to them.
   a) You can click on the hyperlinks in questions to learn more information.

Note: Some of the fields will auto populate from Supplier forms completed by SGS. These fields are editable, if needed.



Note: In addition to the questions shown, you will also be required to submit information required by your specific region/country. India and Mexico will have additional questionnaires, and all direct vendors (regardless of country) will have additional information to complete.

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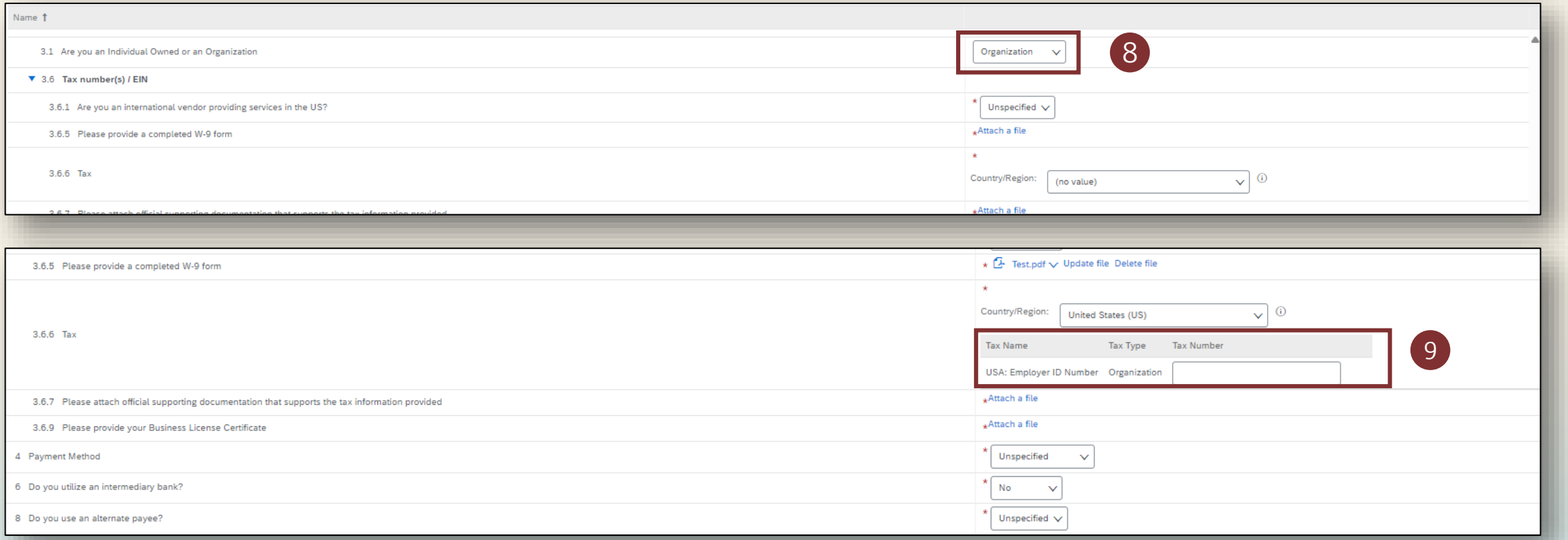
Role: Supplier

8. If you select that you are an **'Organization'**, you will be prompted to complete the following tax, payment, and banking details.
9. Depending on the country selected in the **'Country/Region'** field, you will be prompted to insert your specific tax ID information.



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Role: Supplier

10. For payment method:
    a) If **'Electronic Payment'** is selected, you will be required to **'Add Bank Account'.**
    b) If **'Check'** is selected, you will not be prompted to add your bank account.
11. To add a bank account, select **'Add Bank Account'.**
12. Select **'Add Bank Account'** again on the following page.

Note: If you have an intermediary, this can also be added. To add, respond accordingly to that specific question on supplier registration questionnaire.

SGS will conduct bank validations and checks through third party applications (e.g., nsKnox, PNC).

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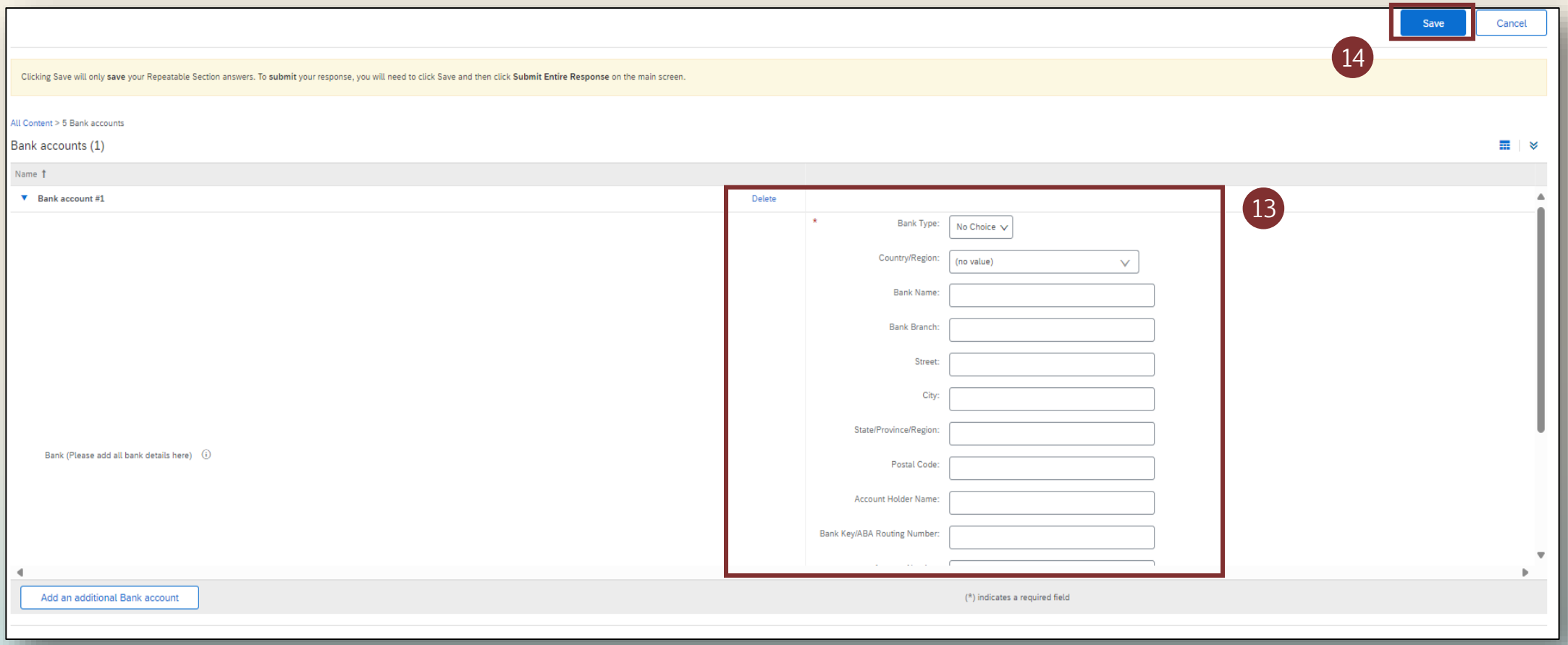
13. Add in all banking information.
14. Select **'Save'** once complete.



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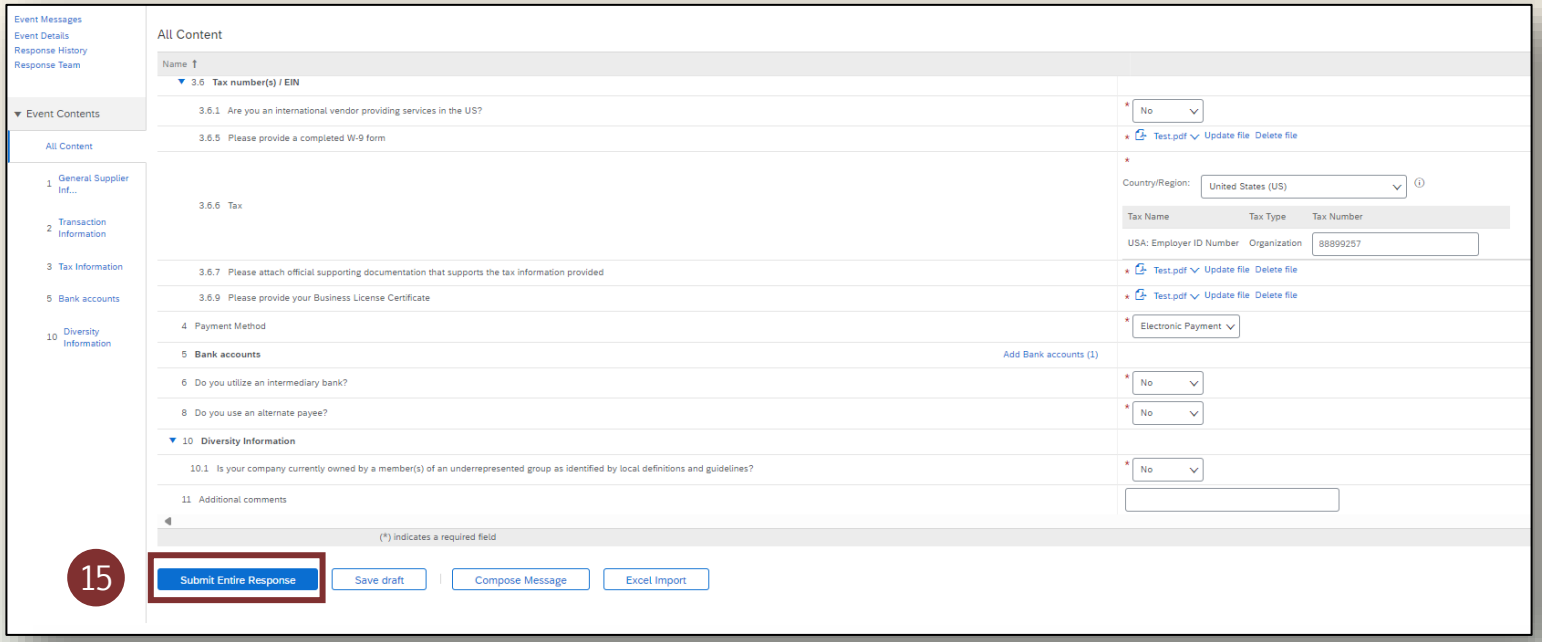
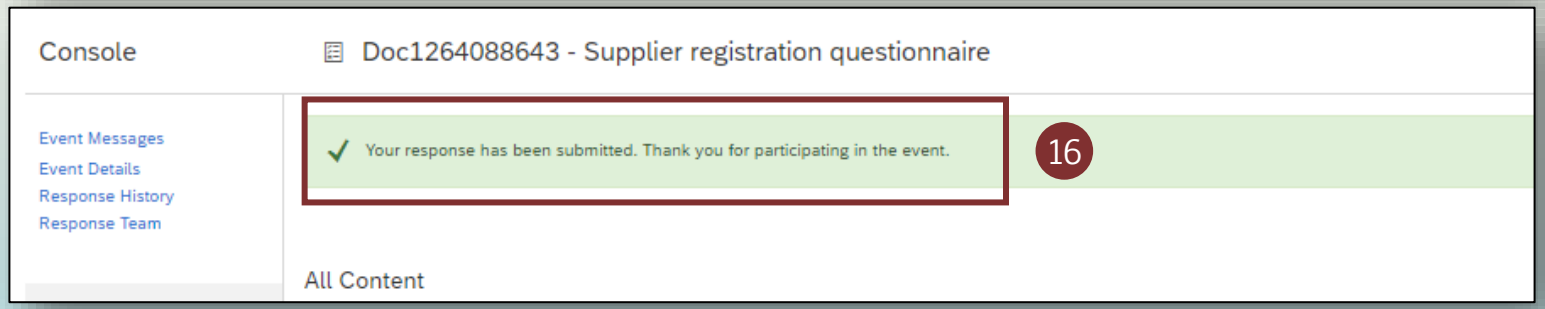
Role: Supplier

15. Once the remaining information has been completed, select **'Submit Entire Response'** to send the Supplier Registration Questionnaire to SGS for approval.
16. Once submitted, a green banner will appear across the top of the screen that states that the **'response has been submitted'.**





Note: If you do not complete all information or provide inaccurate information, you will not be able to submit.

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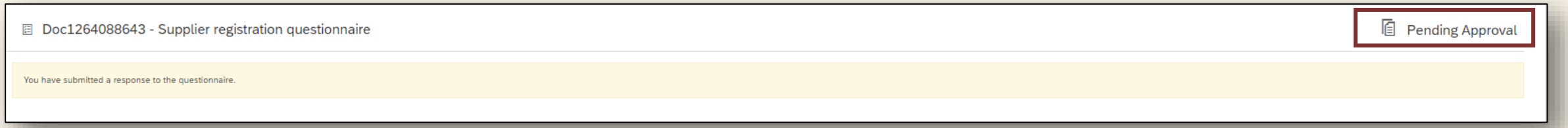
Role:
Supplier

17. Once submitted, click into the **'Supplier Registration Questionnaire'** to see its status.

The status of **'Pending Approval'** will appear in the top right-hand corner. The questionnaire will go through an approval process where various Suntory Global Spirits' Approvers will review and approve the information in the questionnaire.

If your registration is rejected, or additional information is needed, you will get notified via email. From there, the status will update to **'Rejected'** in Ariba. If approved, the status will update to **'Approved'.**



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