



# Quick Reference Guide (QRG)

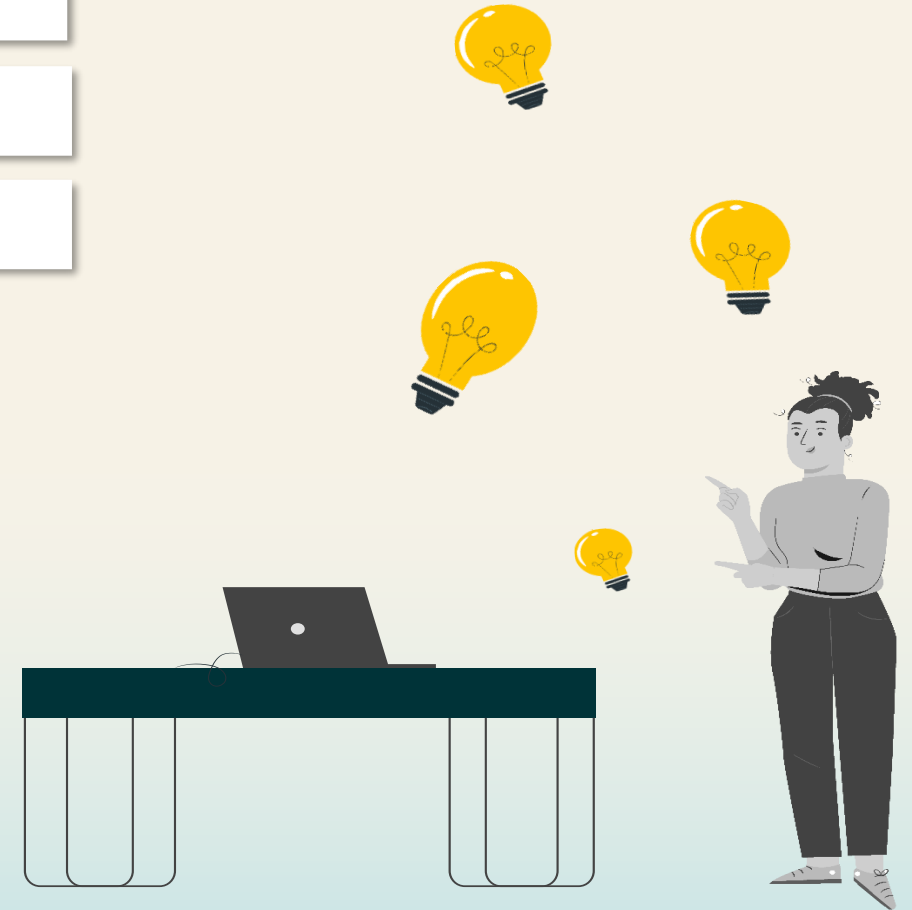
## Supplier Registration – US & Canada

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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.

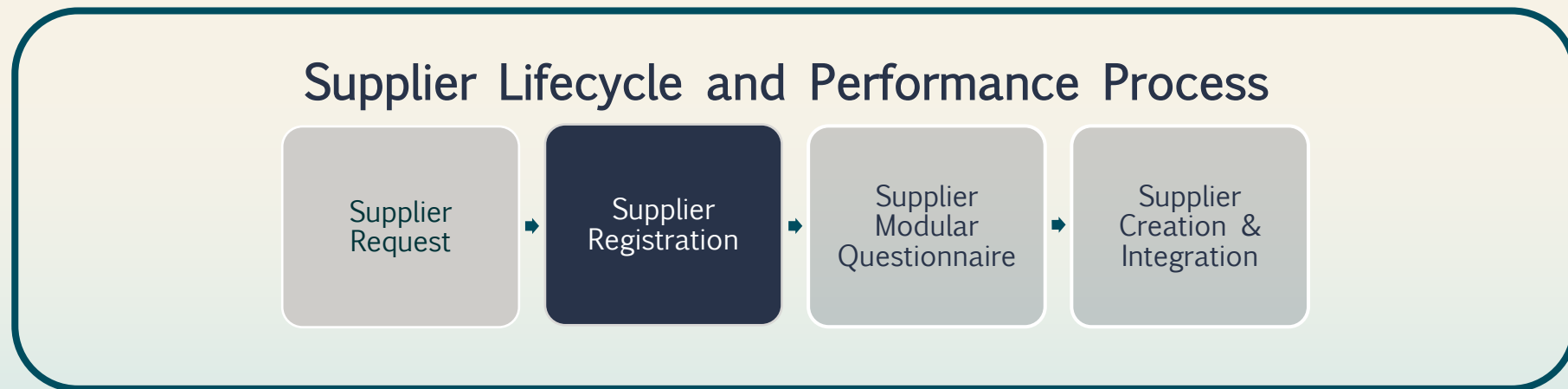


Role:  
Supplier

# 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 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.



# 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.

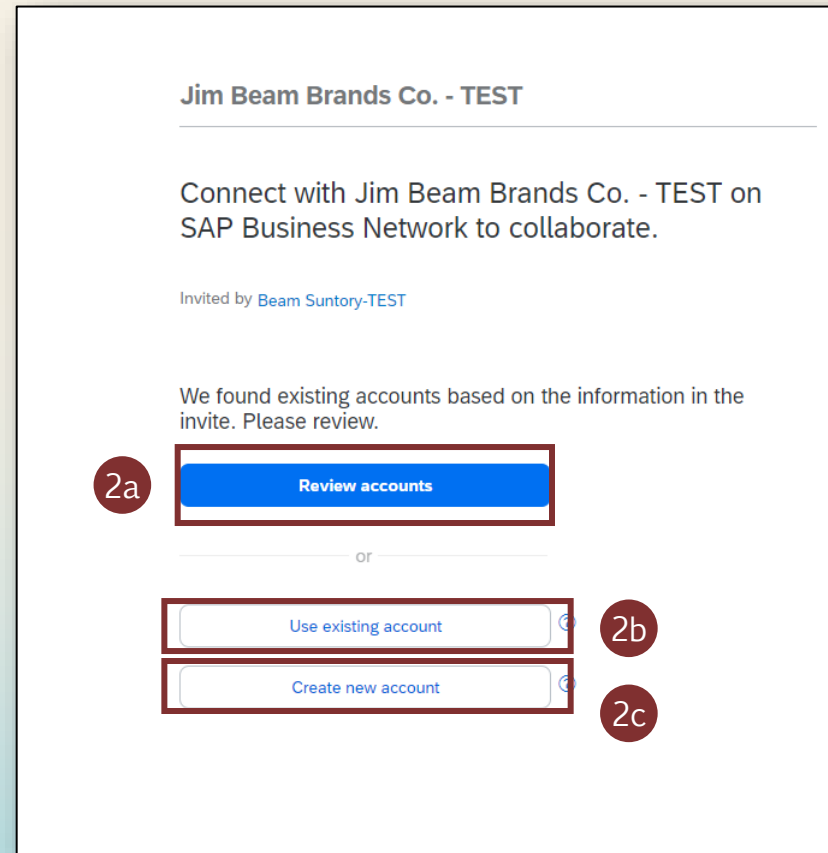
## Register as a supplier with Site Services

Hello! Kaitlyn LaValley has invited you to register to become a supplier with Site Services. Start by creating an account with SAP Business Network. It's [free.Site](#) Services uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If South Texas Cleaning already has an account with SAP Business Network, sign in with your username and password. [Click Here](#) to create account now

1

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'**.



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'.

Jim Beam Brands Co. - TEST

Create an account to connect and collaborate with Jim Beam Brands Co. - TEST on SAP Business Network

**3**

**Company information** ⓘ

DUNS number

Don't know your DUNS number? ⓘ

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

Address line 3

City \*

State \*

Administrator account information ⓘ

First name \*  Last name \*

Email \*

Use my email as my username

**4**


**Password \***

- Must be between 8 and 32 characters
- Lowercase, uppercase, numbers, and special characters allowed. [!\$%&()\*+,-./:;<=>?@^\_[]~`-~][
- Cannot contain the username
- Repetitive characters and numbers in sequence are discouraged
- Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a - z, and some special characters)

I have read and agree with the applicable profile visibility settings.

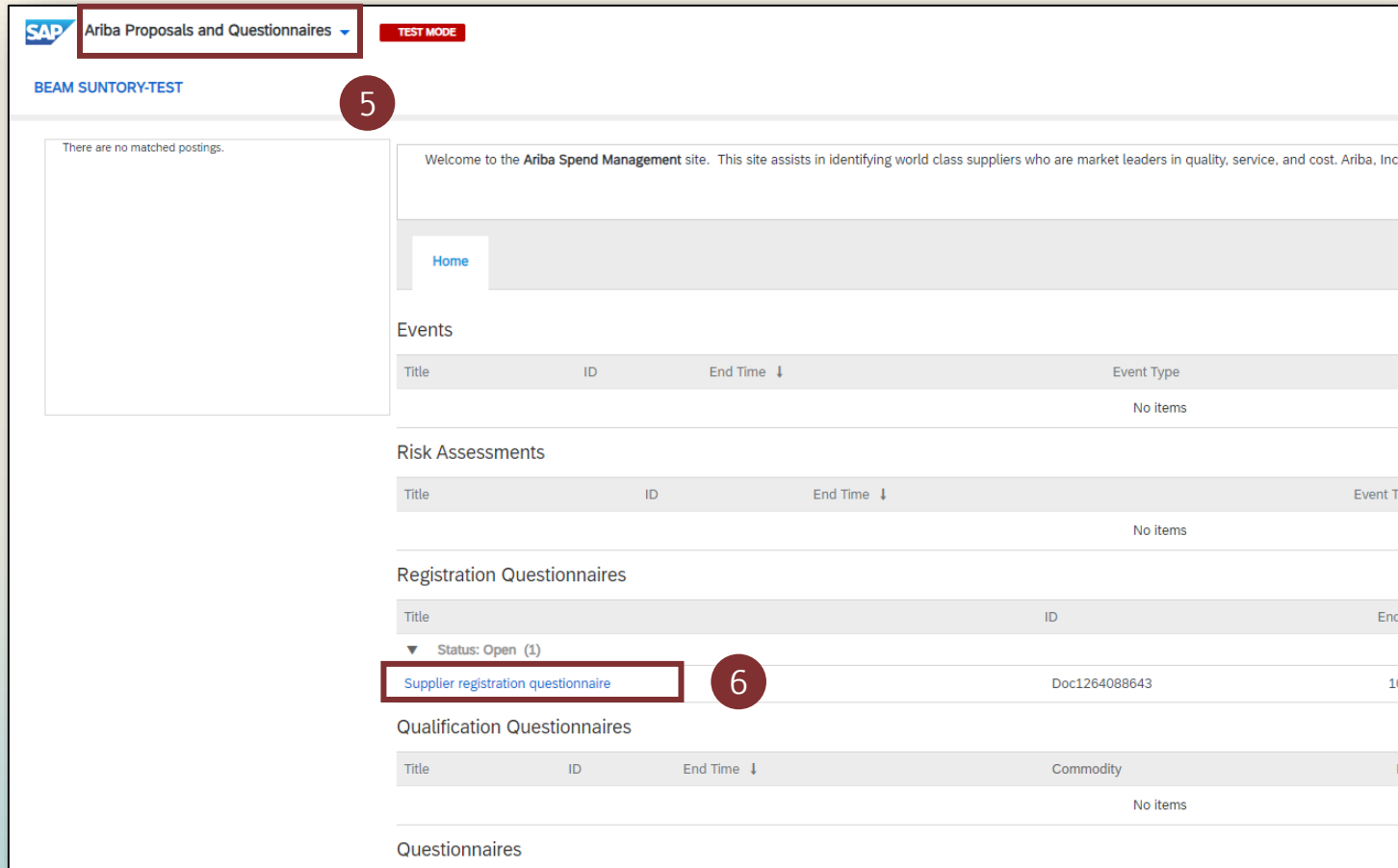
I hereby agree that SAP Business Network may process parts of my Personal Data (as defined in the SAP Business Network Privacy Statement) accessible to other users based on my role within the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

**Create account**

- 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'.
- Click on 'Supplier registration questionnaire' to open the questionnaire and begin filling in the information.



The screenshot displays the SAP Ariba Spend Management interface. At the top, the navigation bar includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and a 'TEST MODE' indicator. Below the navigation bar, the user's name 'BEAM SUNTORY-TEST' is visible. A red circle with the number '5' highlights the 'Ariba Proposals and Questionnaires' dropdown menu. The main content area is divided into several sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Registration Questionnaires' section contains a table with columns for 'Title', 'ID', and 'End Time'. A red circle with the number '6' highlights the 'Supplier registration questionnaire' link in the table, which has an ID of 'Doc1264088643' and a status of 'Open (1)'. The 'Events', 'Risk Assessments', and 'Qualification Questionnaires' sections all show 'No items'.

Title	ID	End Time	Event Type
No items			

Title	ID	End Time	Event Type
No items			

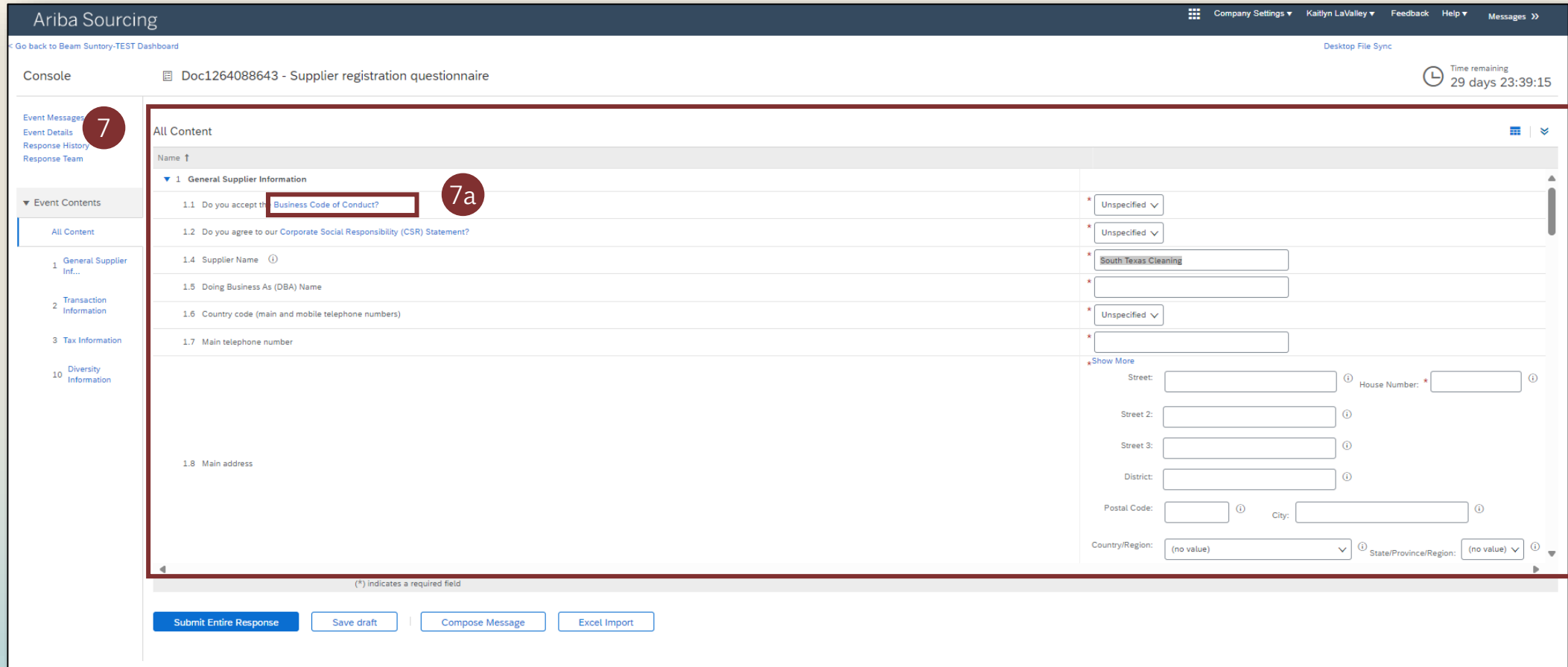
Title	ID	End Time	Event Type
Status: Open (1)			
Supplier registration questionnaire	Doc1264088643	10/5	

Title	ID	End Time	Commodity	Re
No items				



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.



The screenshot displays the 'Supplier registration questionnaire' in Ariba Sourcing. The interface includes a top navigation bar with 'Company Settings', 'Kaitlyn LaValley', 'Feedback', 'Help', and 'Messages'. A 'Console' section shows the document ID 'Doc1264088643 - Supplier registration questionnaire' and a 'Time remaining' of '29 days 23:39:15'. The main content area is titled 'All Content' and lists various questions. Question 1.1, 'Do you accept the Business Code of Conduct?', is highlighted with a red box and a '7a' callout. Other questions include 'Do you agree to our Corporate Social Responsibility (CSR) Statement?', 'Supplier Name', 'Doing Business As (DBA) Name', 'Country code', 'Main telephone number', and 'Main address'. The 'Main address' section is expanded, showing fields for Street, House Number, Street 2, Street 3, District, Postal Code, City, and Country/Region. A red asterisk (\*) indicates required fields. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

**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.

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.

This screenshot shows the registration form with the following fields:

- 3.1 Are you an Individual Owned or an Organization: Organization (highlighted with a red box and a red circle with the number 8)
- 3.6 Tax number(s) / EIN: Unspecified
- 3.6.1 Are you an international vendor providing services in the US?: Unspecified
- 3.6.5 Please provide a completed W-9 form: Attach a file
- 3.6.6 Tax: Country/Region: (no value) (highlighted with a red box)
- 3.6.7 Please attach official supporting documentation that supports the tax information provided: Attach a file

This screenshot shows the registration form with the following fields:

- 3.6.5 Please provide a completed W-9 form: Test.pdf, Update file, Delete file
- 3.6.6 Tax: Country/Region: United States (US) (highlighted with a red box)
- 3.6.6 Tax: Tax information table (highlighted with a red box and a red circle with the number 9):
 

Tax Name	Tax Type	Tax Number
USA: Employer ID Number	Organization	
- 3.6.7 Please attach official supporting documentation that supports the tax information provided: Attach a file
- 3.6.9 Please provide your Business License Certificate: Attach a file
- 4 Payment Method: Unspecified
- 6 Do you utilize an intermediary bank?: No
- 8 Do you use an alternate payee?: Unspecified

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.

4 Payment Method	* Electronic Payment ▾	10
5 Bank accounts	Add Bank accounts (0)	11
6 Do you utilize an intermediary bank?	* No ▾	
8 Do you use an alternate payee?	* Unspecified ▾	

4 Payment Method	* Check ▾	10
6 Do you utilize an intermediary bank?	* No ▾	
8 Do you use an alternate payee?	* No ▾	

**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).

All Content > 5 Bank accounts

Bank accounts (0)

Name ↑	
Add Bank account	12

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

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5 Bank accounts

Bank accounts (1)

Name ↑

▼ Bank account #1

Bank (Please add all bank details here) ⓘ

Bank Type: No Choice ▾

Country/Region: (no value) ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Save Cancel

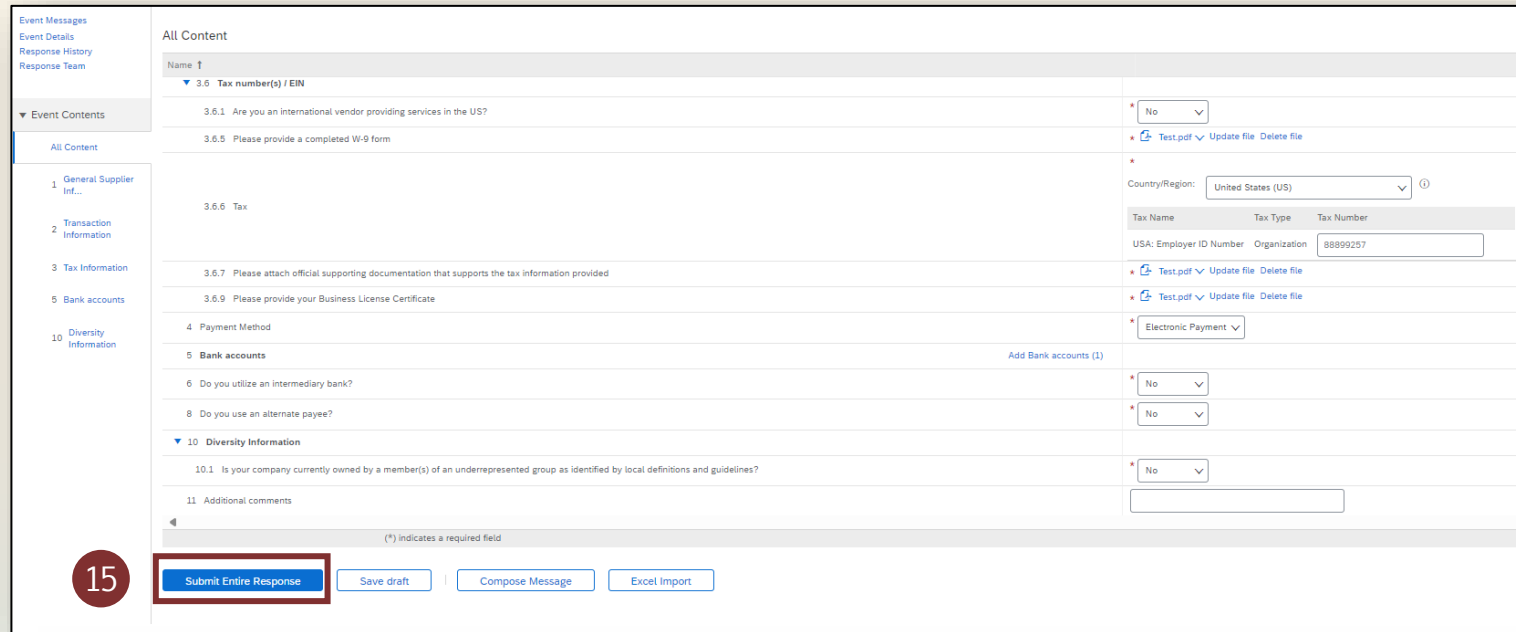
14

13

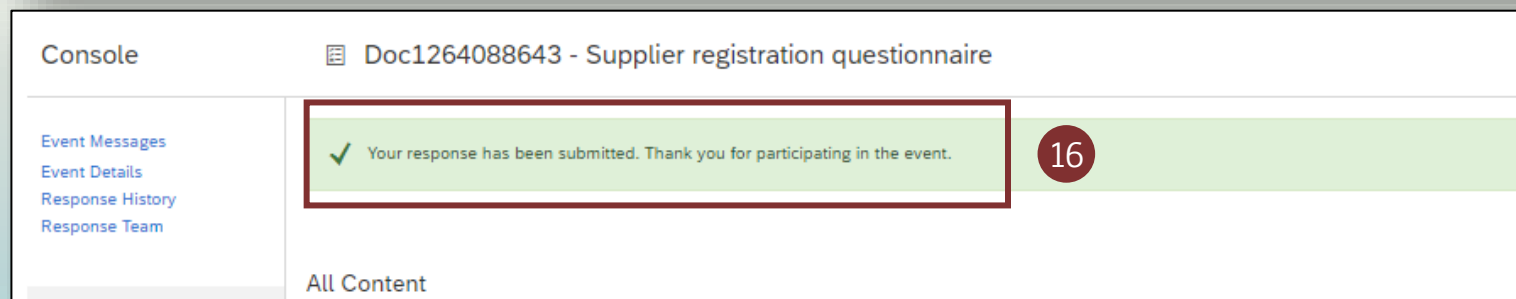
Add an additional Bank account

(\*) indicates a required field

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



The screenshot shows a web application interface for submitting a supplier registration questionnaire. On the left is a navigation menu with options like 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main area is titled 'All Content' and contains a form with various sections: '3.6 Tax number(s) / EIN', '3.6.1 Are you an international vendor providing services in the US?', '3.6.5 Please provide a completed W-9 form', '3.6.6 Tax', '3.6.7 Please attach official supporting documentation that supports the tax information provided', '3.6.9 Please provide your Business License Certificate', '4 Payment Method', '5 Bank accounts', '6 Do you utilize an intermediary bank?', '8 Do you use an alternate payee?', '10 Diversity Information', and '10.1 Is your company currently owned by a member(s) of an underrepresented group as identified by local definitions and guidelines?'. At the bottom of the form, there are four buttons: 'Submit Entire Response' (highlighted with a red box and a red circle with the number 15), 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the form states '(\*) indicates a required field'.



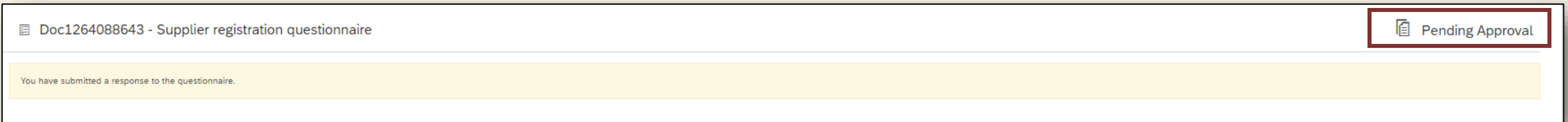
The screenshot shows a 'Console' window with a document icon and the title 'Doc1264088643 - Supplier registration questionnaire'. On the left is a navigation menu with options like 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. A green banner with a checkmark and the text 'Your response has been submitted. Thank you for participating in the event.' is displayed across the top of the console area, highlighted with a red box and a red circle containing the number 16. Below the banner, the text 'All Content' is visible.

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

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'**.



Doc1264088643 - Supplier registration questionnaire

Pending Approval

You have submitted a response to the questionnaire.