



Quick Reference Guide (QRG)

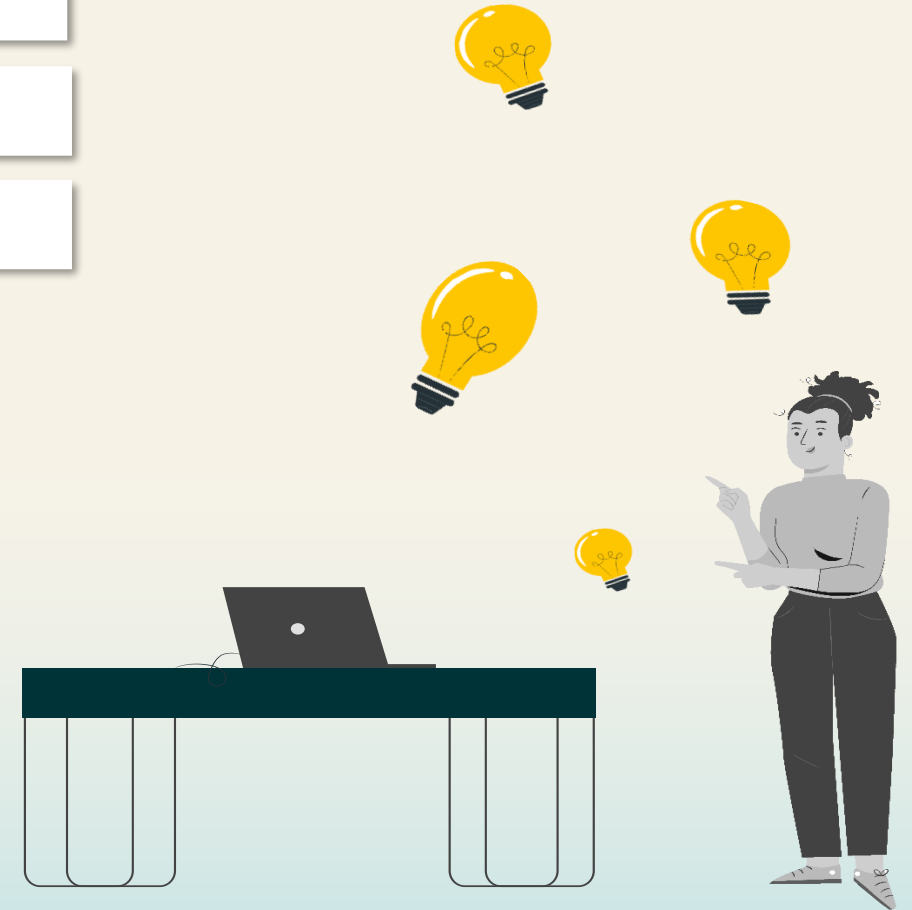
Supplier Registration - Mexico

Contents

Supplier Registration Process Overview

Supplier Registration Questionnaire

Submitting a Supplier Registration Questionnaire



Supplier Lifecycle & Performance Process Overview

This QRG is intended to provide instructions on how to complete a Supplier Registration Questionnaire for Mexico 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.

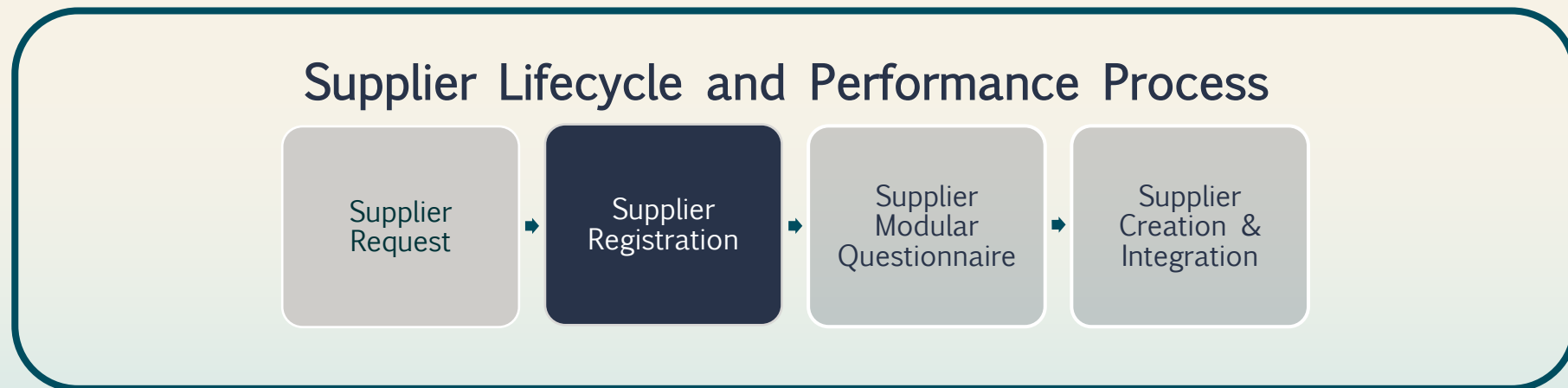


Role:
Supplier

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 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.



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.

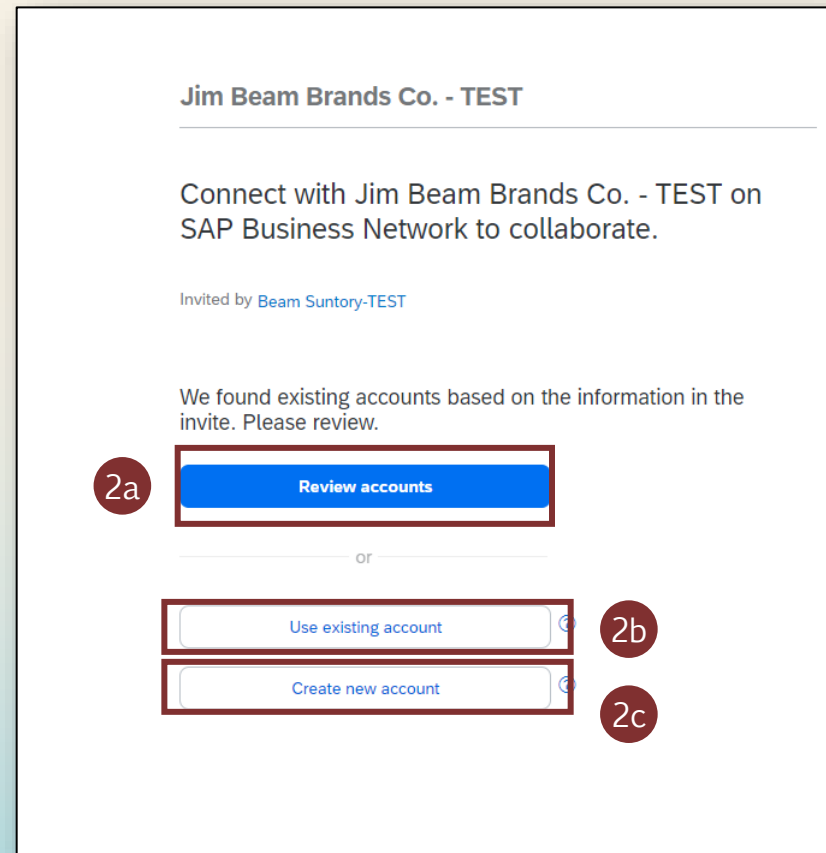
Register as a supplier with Site Services

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

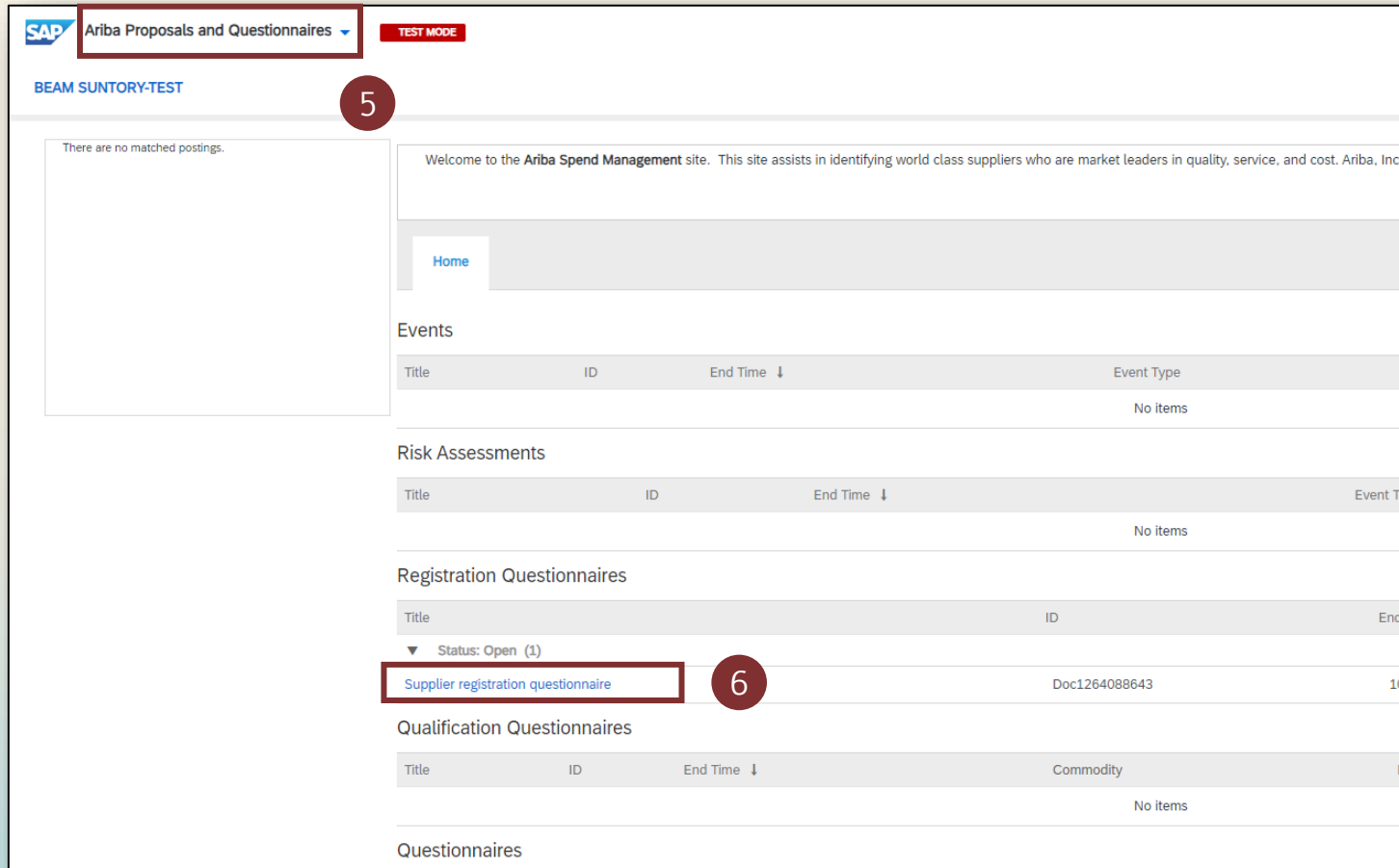
1

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'**.



- 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 SAP logo is on the left, followed by a dropdown menu labeled 'Ariba Proposals and Questionnaires' and a red 'TEST MODE' button. Below this, the user's name 'BEAM SUNTORY-TEST' is shown next to a red circle containing the number '5'. The main content area is divided into several sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. Each section has a table with columns for Title, ID, End Time, and Event Type. The 'Registration Questionnaires' table is expanded to show a dropdown menu for 'Status: Open (1)'. Under this dropdown, a single entry 'Supplier registration questionnaire' is listed with ID 'Doc1264088643' and a status of '10/5'. This entry is highlighted with a red box, and a red circle with the number '6' is placed over it.

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 Ariba Sourcing interface for a 'Supplier registration questionnaire'. The main content area is titled 'All Content' and lists several questions under the 'General Supplier Information' section. Question 1.2, 'Do you agree to our Corporate Social Responsibility (CSR) Statement?', is highlighted with a red box and a '7a' callout. Other questions include 'Do you accept the Business Code of Conduct?' and 'Supplier Name'. The form includes various input fields, dropdown menus, and a 'Show More' link for the address section. A sidebar on the left provides navigation options, and a bottom bar contains action buttons like 'Submit Entire Response' and 'Save draft'.

8. As a Supplier in Mexico, you will be required to upload an attachment of your **Proof of Residency**.
9. You will be asked to upload Mexico-specific documentation. A SGS' employee will email these documents to you in parallel to receiving the questionnaire. From there, you will upload them as shown on the registration questionnaire.
10. If you are an international vendor providing services to the US, click '**Yes**'. You will be prompted to upload your **W8** documentation.

1.9 Please provide your proof of residency	Attach a file	8
1.10 DUNS Number	<input type="text"/>	
1.11 Suntory Global Spirits has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are expecting our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include: - Automated invoice to Purchase Order matching reducing delays in invoice processing. - Real-time view of invoice and payment status. - Report against and archive your orders, invoices and other transactions. - Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details: Ariba Network for suppliers		
1.12 Are you willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network?	* Unspecified v	
1.13 Do you accept Suntory Global Spirit's PO Terms & Conditions?	* Unspecified v	
1.15 Are you willing and able to provide electronic catalog content via the Ariba Network?	* Unspecified v	

9

10 Mexico Supplier Documents		
10.1 Upload completed BASC questionnaire ⓘ		Attach a file
10.2 Upload completed Environment (Land Lease) Questionnaire		Attach a file
10.4 Upload completed Global Citizenship Survey		Attach a file
11 Diversity Information		

3.6 Tax number(s) / EIN		
3.6.1 Are you an international vendor providing services in the US?	10	* Yes v
3.6.2 Are you a US vendor providing services to Mexico?		* No v
3.6.4 Please provide W8		Attach a file

11. If you select that you are an ‘Organization’, you will be prompted to complete the following tax, payment, and banking details.
12. After selecting Mexico in the ‘Country/Region’ field, you will be prompted to insert your specific tax ID information.

Name ↑

3.1 Are you an Individual Owned or an Organization Organization 11

3.6 Tax number(s) / EIN

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) ⓘ

3.6.7 Please attach official supporting documentation that supports the tax information provided. * Attach a file

3.6 Tax number(s) / EIN

3.6.1 Are you an international vendor providing services in the US? * No

3.6.2 Are you a US vendor providing services to Mexico? * No

3.6.6 Tax * Country/Region: Mexico (MX) ⓘ 12

Tax Name	Tax Type	Tax Number
Mexico: VAT Liability	Organization	<input type="text"/>
Mexico: RFC Number	Organization	<input type="text"/>

13. 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.
14. To add a bank account, select **'Add Bank Account'**.
15. Select **'Add Bank Account'** again on the following page.

4 Payment Method	* Electronic Payment ▾	13
5 Bank accounts	Add Bank accounts (0)	14
6 Do you utilize an intermediary bank?	* No ▾	
8 Do you use an alternate payee?	* Unspecified ▾	

4 Payment Method	* Check ▾	13
6 Do you utilize an intermediary bank?	* No ▾	
8 Do you use an alternate payee?	* No ▾	

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 (0)

Name ↑

Add Bank account

15

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

- 16. Add in all banking information.
- 17. You will be required to upload your **NSKNOX** verification.
- 18. 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 Delete

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:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Account Currency ⓘ

Unspecified ▾

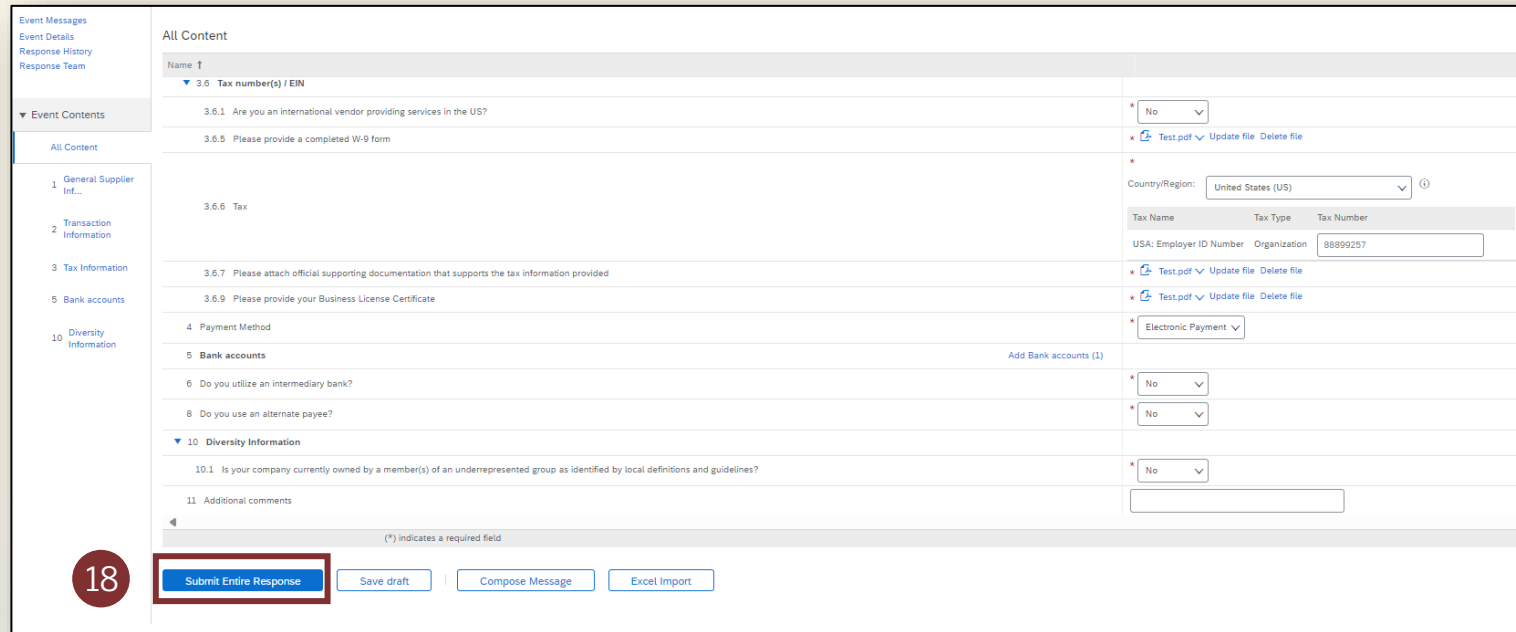
Please attach a bank reference or bank statement from the nominated bank account

Attach NSKNOX verification

Attach an additional Bank account

(*) indicates a required field

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



Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Supplier Inf...

2 Transaction Information

3 Tax Information

5 Bank accounts

10 Diversity Information

All Content

Name ↑

3.6 Tax number(s) / EIN

3.6.1 Are you an international vendor providing services in the US? No

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)

Tax Name	Tax Type	Tax Number
USA: Employer ID Number	Organization	88899257

3.6.7 Please attach official supporting documentation that supports the tax information provided Test.pdf Update file Delete file

3.6.9 Please provide your Business License Certificate Test.pdf Update file Delete file

4 Payment Method Electronic Payment

5 Bank accounts Add Bank accounts (1)

6 Do you utilize an intermediary bank? No

8 Do you use an alternate payee? No

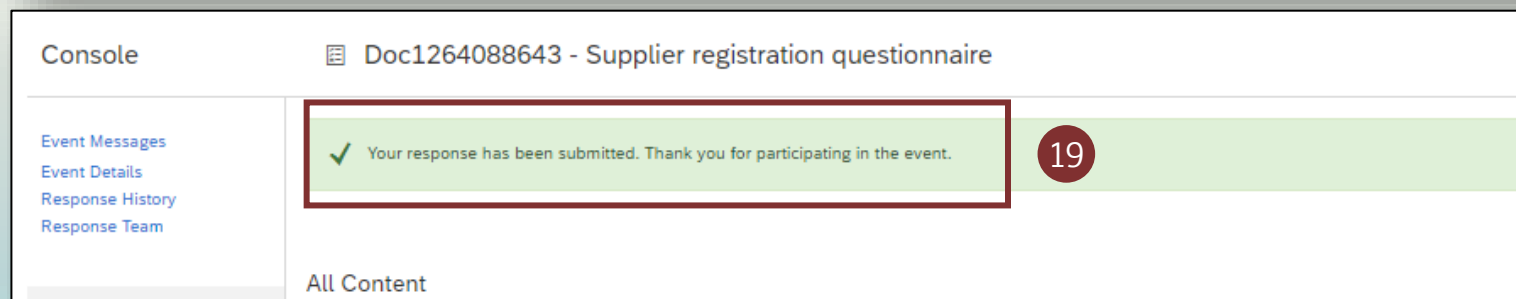
10 Diversity Information

10.1 Is your company currently owned by a member(s) of an underrepresented group as identified by local definitions and guidelines? No

11 Additional comments

(*) indicates a required field

18 Submit Entire Response Save draft Compose Message Excel Import



Console Doc1264088643 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

✓ Your response has been submitted. Thank you for participating in the event.

19

All Content

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

21. 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 SGS 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'**.

