



Quick Reference Guide (QRG)

Supplier Registration

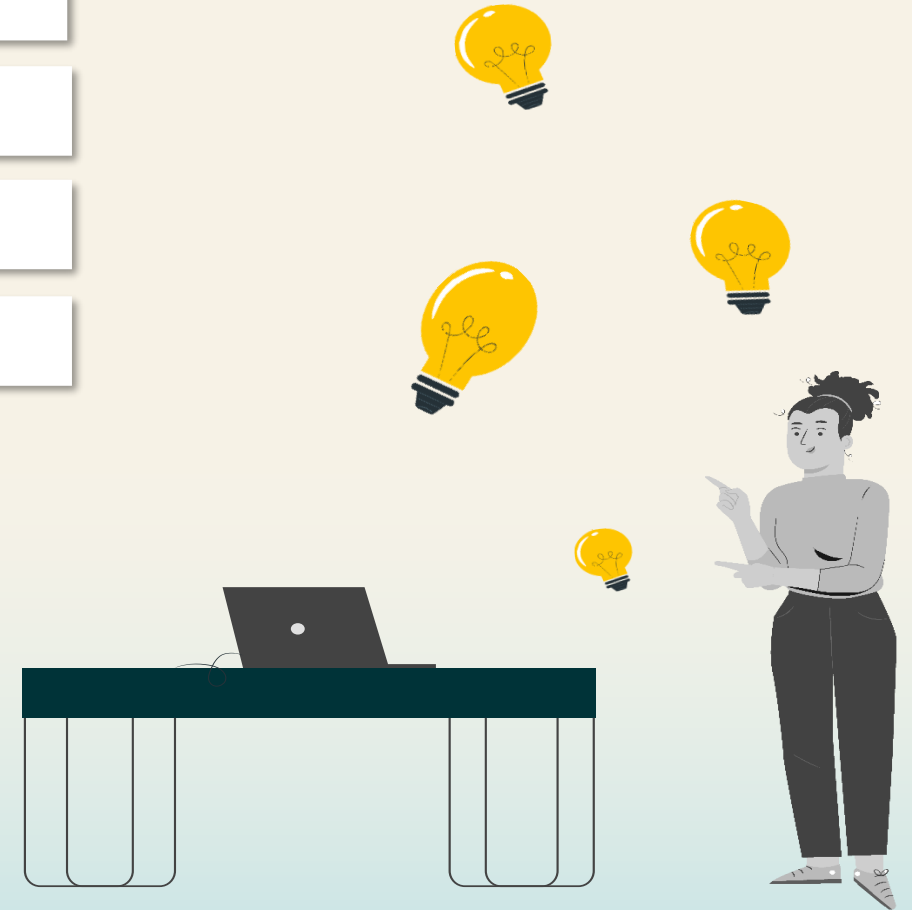
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Supplier Lifecycle & Performance Process Overview

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

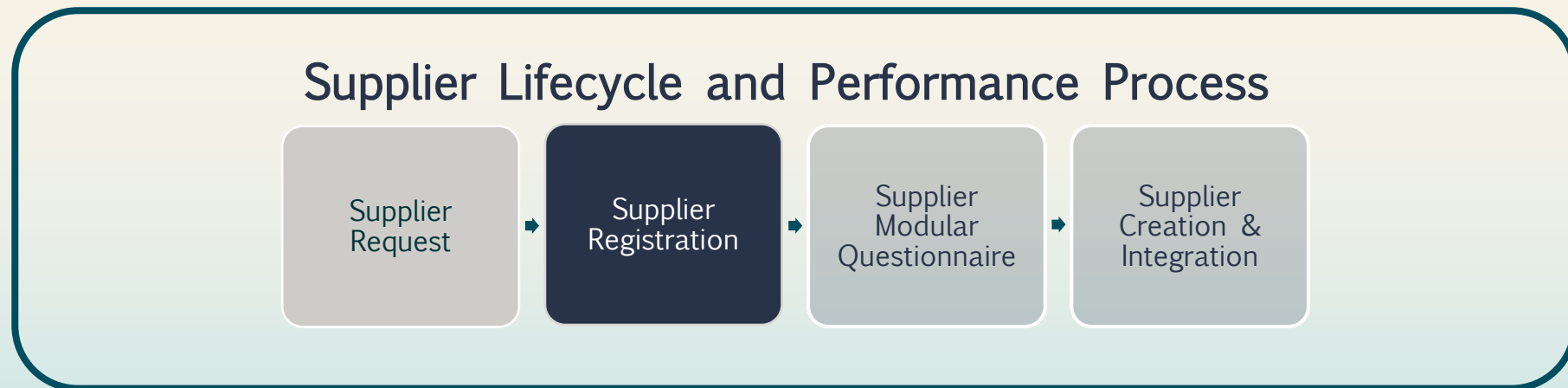
Throughout this QRG, you will see the following  in the top right-hand corner of slides. This indicates the stakeholder who will perform associated steps in the Supplier Registration process.

 Role:
Supplier

Supplier Registration Questionnaire

The Supplier Registration process is for Suppliers to **submit their company information relevant to Suntory Global Spirits**. Once the Supplier Request has been approved internally by GBS/Sourcing, a Supplier is automatically sent the Supplier Registration Questionnaire via email.

From there, the Supplier will be taken to the Ariba Business Network to complete this questionnaire. **The Ariba Business Network is where the Suppliers will interact with Suntory Global Spirits**. On this platform, they will update their company information, receive POs, invoice Suntory Global Spirits, and participate in Sourcing Events.



How to submit a Supplier Registration Questionnaire

Supplier Registration Questionnaires will be sent automatically to a Supplier once a Suntory Global Spirits' Approver approves a Supplier Request.

The following is an example of how a Supplier can complete the Supplier Registration Questionnaire:

1. The Supplier will receive an email to complete their Supplier Registration Questionnaire.
2. Select 'Click Here' to access Ariba.

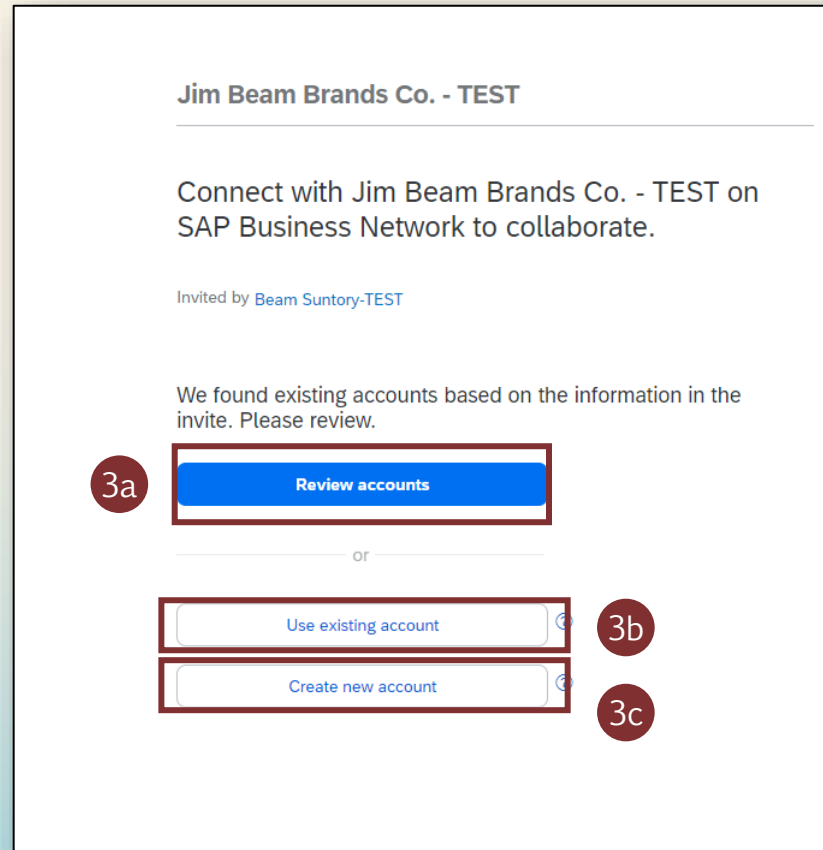
Register as a supplier with Site Services

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

2

The Supplier will be directed to a screen to log-in to Ariba.

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



Jim Beam Brands Co. - TEST

Connect with Jim Beam Brands Co. - TEST on SAP Business Network to collaborate.

Invited by [Beam Suntory-TEST](#)

We found existing accounts based on the information in the invite. Please review.

3a

or

3b

3c

If the Supplier is completing registration for the first time, they will need to create a new account.

4. Complete basic **Company information** and **Administrator account information** fields.
5. 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

4

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

5


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.

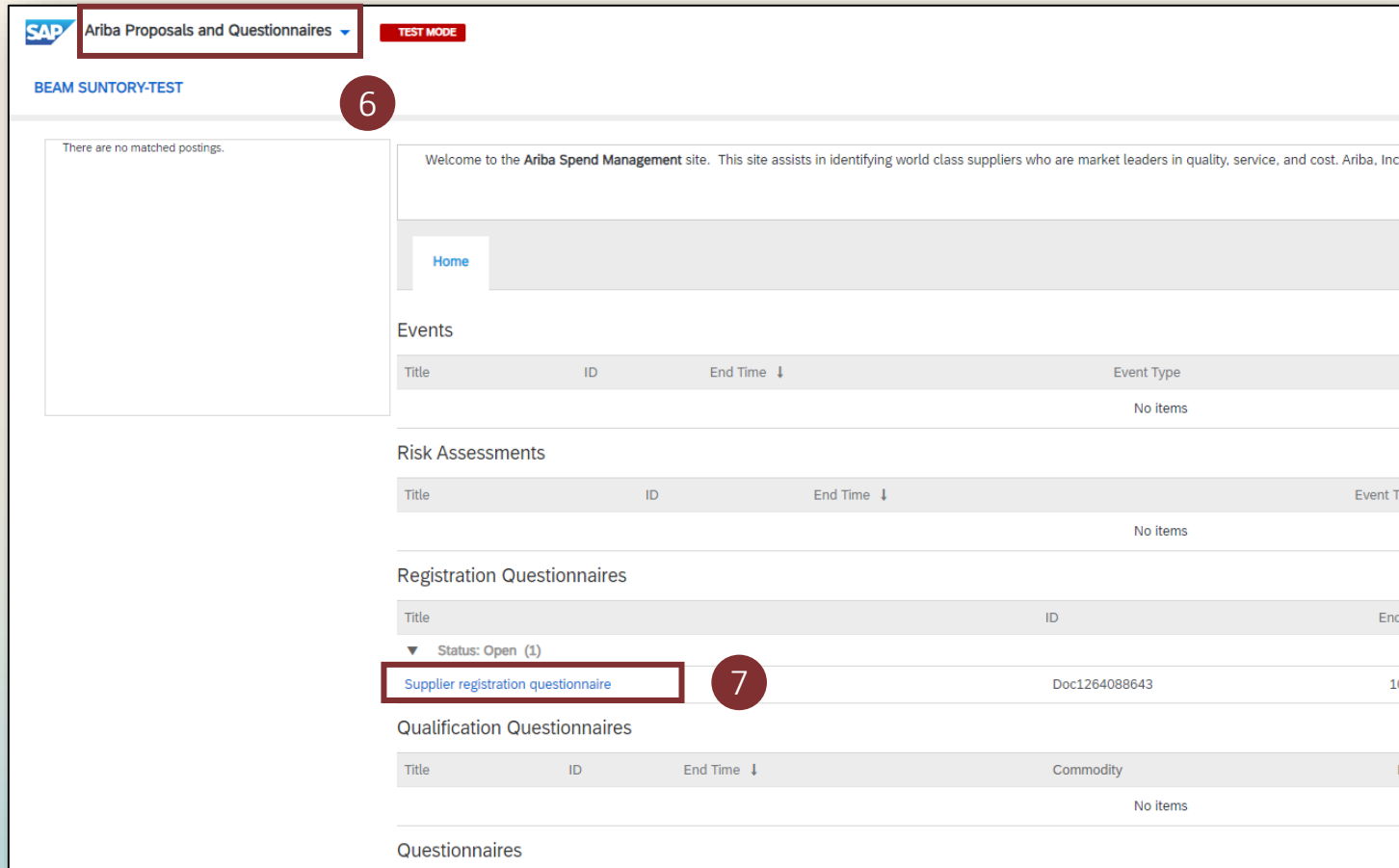
I hereby agree that SAP Business Network may share parts of my Personal Data (as defined in the Privacy Statement) accessible to other users based on my role within the applicable profile visibility settings.

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

I'm not a robot 

Create account

- Once the Supplier has either logged into their existing account, or created a new account, they 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 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 with the number '6'. The main content area is divided into several sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Registration Questionnaires' section is expanded, showing a table with columns for Title, ID, and End Time. A dropdown menu is open, showing 'Status: Open (1)'. The first item in the list is 'Supplier registration questionnaire', which is highlighted with a red box and a red circle with the number '7'. The table also shows the ID 'Doc1264088643' and a date '10/5'.

Title	ID	End Time	Event Type
No items			

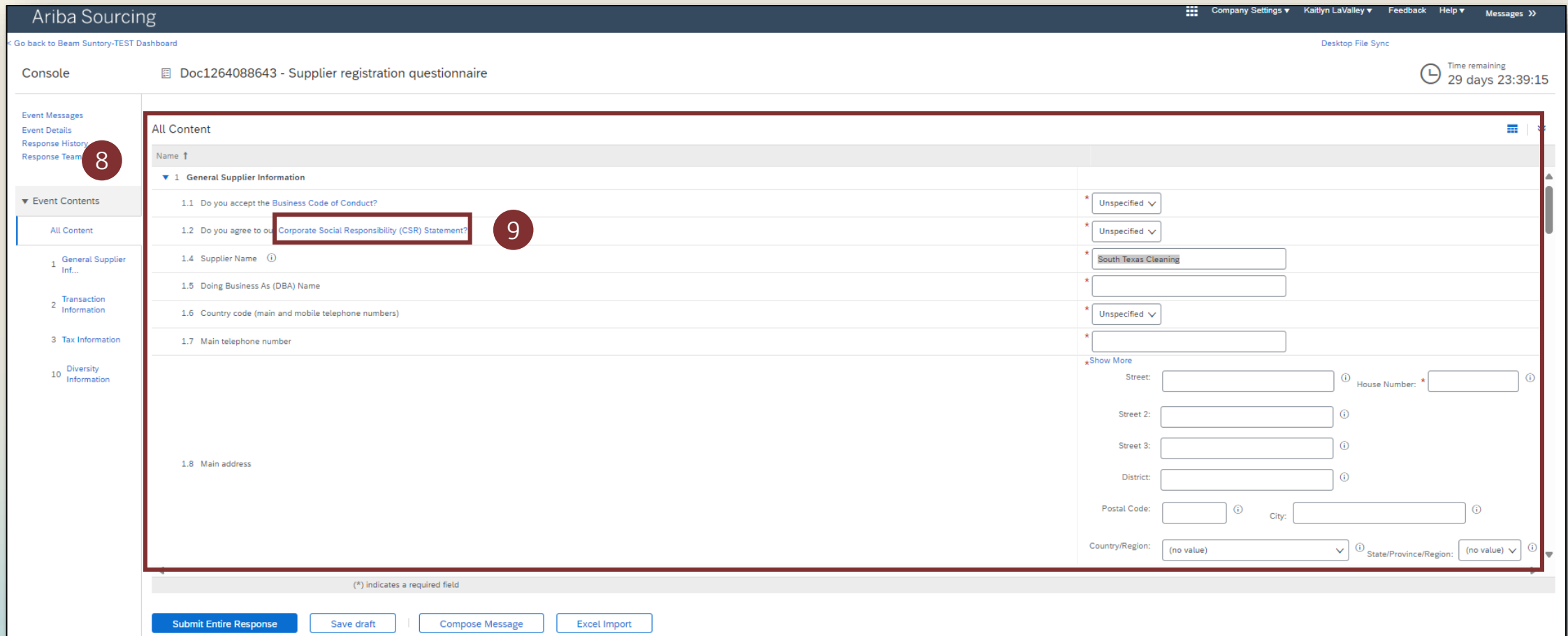
Title	ID	End Time	Event Type
No items			

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

Title	ID	End Time	Commodity	Re
No items				

8. In the 'Supplier Registration Questionnaire', the Supplier will complete required fields that are denoted by a red asterisk (*).
9. Suppliers can click on the hyperlinks in questions to learn more information.

Note: Some of the fields will auto populate from the Supplier Request (e.g., Supplier name, Contact information)



Go back to Beam Suntory-TEST Dashboard

Company Settings | Kaitlyn LaValley | Feedback | Help | Messages

Desktop File Sync

Time remaining: 29 days 23:39:15

Console | Doc1264088643 - Supplier registration questionnaire

Event Messages | Event Details | Response History | Response Team

Event Contents

All Content

1 General Supplier Information

2 Transaction Information

3 Tax Information

10 Diversity Information

All Content

1.1 Do you accept the Business Code of Conduct? * Unspecified

1.2 Do you agree to our Corporate Social Responsibility (CSR) Statement? * Unspecified

1.4 Supplier Name * South Texas Cleaning

1.5 Doing Business As (DBA) Name *

1.6 Country code (main and mobile telephone numbers) * Unspecified

1.7 Main telephone number *

1.8 Main address

Street: House Number: *

Street 2:

Street 3:

District:

Postal Code: City:

Country/Region: (no value) State/Province/Region: (no value)

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

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

- 10. If the Supplier selects that they are an 'Organization', they will be prompted to complete the following tax, payment, and banking details.
- 11. Depending on the country selected in the 'Country/Region' filed, the Supplier will be prompted to insert their specific tax ID.

Name ↑

3.1 Are you an Individual Owned or an Organization Organization 10

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) (no value) ⓘ

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

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	

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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

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

4 Payment Method	* Electronic Payment ▾	12a
5 Bank accounts	Add Bank accounts (0)	13
6 Do you utilize an intermediary bank?	* No ▾	
8 Do you use an alternate payee?	* Unspecified ▾	

4 Payment Method	* Check ▾	12b
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

14

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

Bank validations and checks will be completed through third party applications (e.g., nsKnox, PNC).

- 15. Add in all banking information.
- 16. 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

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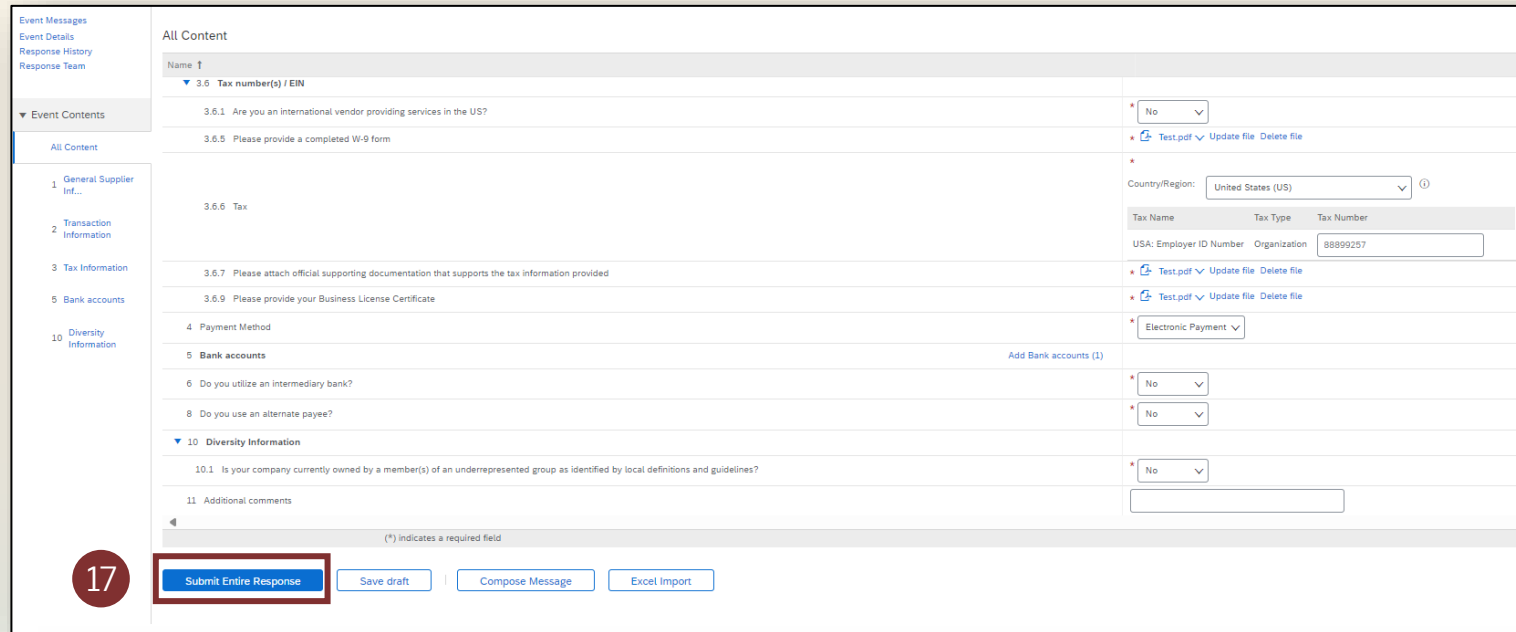
Delete

15

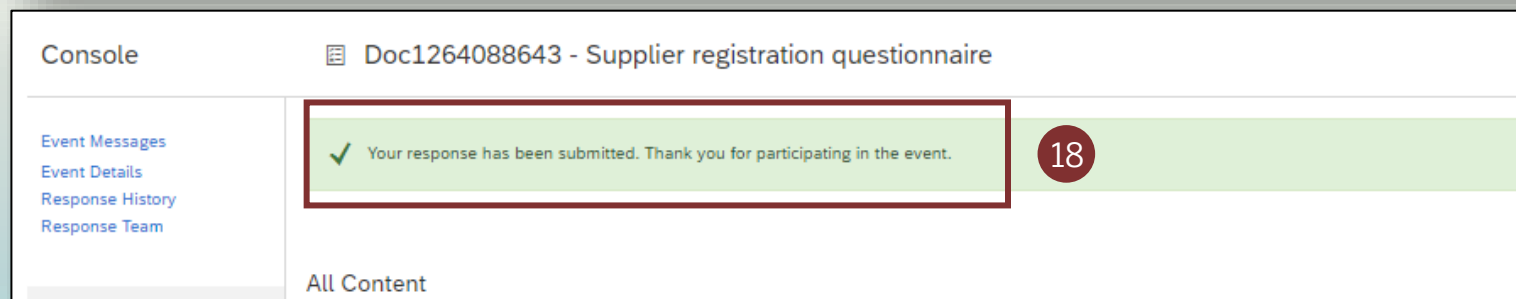
Add an additional Bank account

(*) indicates a required field

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



The screenshot shows the 'All Content' section of the questionnaire. The 'Submit Entire Response' button is highlighted with a red box and a red circle containing the number 17. The form includes various sections such as 'Tax Information', 'Bank accounts', and 'Diversity Information'. The 'Submit Entire Response' button is located at the bottom of the form.



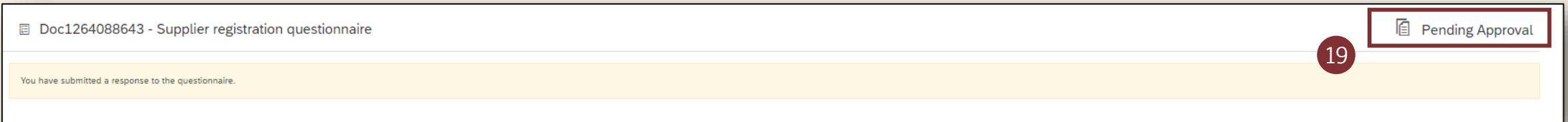
The screenshot shows the 'Console' section of the application. A green banner with a checkmark and the message "Your response has been submitted. Thank you for participating in the event." is displayed. The banner is highlighted with a red box and a red circle containing the number 18. The console also shows the document ID "Doc1264088643 - Supplier registration questionnaire" and the "All Content" section.

Note: If the supplier does not complete or provides inaccurate information, they cannot submit.

19. 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

19

You have submitted a response to the questionnaire.

Mexico-specific Supplier Questions

The following questions are specific to Mexico Suppliers:

Field Name	Description	Notes
Are you a US vendor providing services to Mexico?	Yes/No	If yes, supplier will need to upload their W9.
Provide your W9	Supplier is to upload W9 Document	This field is only applicable if Supplier is a US vendor providing services to Mexico.
Please provide your official identification passport	Specific to Mexico suppliers to provide proof of residency	
Please upload your Constitutive Act	Supplier is to download the Constitutive Act and upload it	
Please upload your completed 32D document	This is a tax document	
Attach NSKNOX Verification	Applicable in banking section	Supplier is to be NSKNOX verified and upload an attachment of verification.
Upload completed BASC questionnaire	Upload completed questionnaire as a PDF	Requestor sends the BASC questionnaire to the Supplier and the Supplier is to upload it.
Upload completed Environment (Land Lease) Questionnaire	Upload completed questionnaire as a PDF	Requestor sends the environment questionnaire to the Supplier and the Supplier is to upload it.
Upload Global Citizenship Survey	Upload completed questionnaire as a PDF	Requestor sends the global citizenship survey to the Supplier and the Supplier is to upload it.
Upload Quality, SST, and Food and Environment Criteria Questionnaire	Upload completed questionnaire as a PDF	Requestor sends the questionnaire to the Supplier and the Supplier is to upload it.