

Good things  
come from  
**Sysco**<sup>®</sup>

**Supplier  
Registration  
Training**

Date: June 2016



# Sysco Supplier Profile Questionnaire – For Ariba

## ***Instructions to update your Sysco Ariba Profile***

The steps below will walk you through making updates to your Sysco-Requested profile questions within the Ariba environment. Please follow the instructions for the Section which corresponds to your organization's status. You can also click the section name to follow the hyperlink.

- **SECTION 1: Your organization has an Ariba Network Cloud Account, but has never submitted a Sysco-Requested questionnaire profile.**
- **SECTION 2: Your organization has an Ariba Network Cloud Account, and has previously submitted a Sysco-Requested questionnaire profile before June 30, 2015.**
- **SECTION 3: Your organization does not have an Ariba Network Cloud Account, and has not submitted a Sysco-Requested questionnaire profile.**

# Section 1

- **SECTION 1: Completing the Sysco-Requested questionnaire profile.**
- Follow these instructions if your organization **has** an Ariba Network Cloud Account, but has **never** submitted a Sysco-Requested questionnaire profile.
- **Step 1:** From Windows Explorer, go to the Ariba Supplier Portal:  
<http://sysco.supplier.ariba.com/register>.
- **Step 2:** If you have an account within the Ariba Network, select the **Login** Button. If you do not have an Ariba Network Cloud Account, begin with **SECTION 3**.

# Step 1 and 2

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

**ARIBA | SOURCING**

## Enter Your Ariba Commerce Cloud Information

To do business with Sysco on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to login: **Login**

**1 Enter basic company information**

\* Indicates a required field

**Company Name \***

**Country \***  If your company has more than one office, enter the main one such as your shipping address, billing address or other address.

**Address \***

**City \***

**State \***

**Zip \***

**Product and Service Categories \***   -or-

**Ship-to or Service Locations \***   -or-

**Tax ID**  Enter your nine-digit Company Tax ID number.

\*\*\*Sysco Proprietary and Confidential\*\*\*

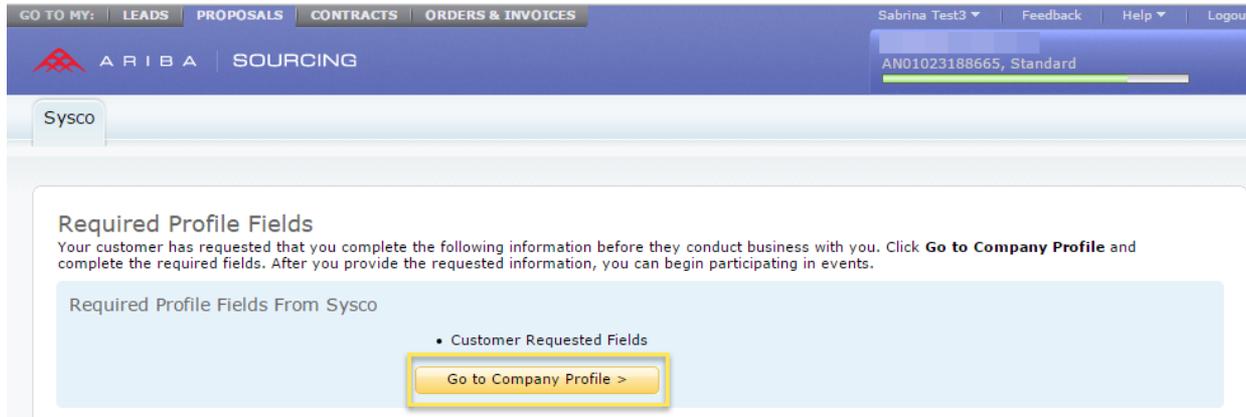
# Step 3

**Step 3:** Enter your Ariba Account details (username and password), and select the **Continue** button.

The screenshot shows the Ariba Sourcing interface. At the top, there is a navigation bar with tabs for 'GO TO MY: LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES', along with a 'Help' dropdown. Below this is the Ariba Sourcing logo. The main content area is titled 'Enable your Ariba Commerce Cloud account to access Sysco'. Below the title, there is a sub-header: 'To do business with Sysco, use your Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)'. The Sysco logo is in the top right corner of the content area. The form contains two input fields: 'Username:' and 'Password:'. Below the 'Password:' field are two links: 'Forgot Username' and 'Forgot Password'. At the bottom right of the form are two buttons: 'Continue' and 'Cancel'. A yellow box highlights the 'Username:' and 'Password:' input fields and the 'Continue' button. A blue arrow points from the right side of the input fields to the 'Continue' button.

# Step 4

- Step 4: Select the **Go to Company Profile** > button.



# Step 5

- Step 5: The questionnaire will appear. Starting with Question 4, answer all required questions. Required questions are notated with an (\*). **Please Note:** you will not be able to submit the questionnaire if all required questions are not answered.

**Sysco Requested Profile**  
\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

**Status:** Submitted by aribasystem at 06/11/2015 05:13 PM Save as Draft Submit

Changes you make below may be subject to approval before they are accepted.

Question

**4 Sysco Procurement Classification**

As a potential supplier to Sysco Corporation your organization will provide goods and/or services under the following classifications:

- 1. Resale** - A direct supplier provides goods and services for "Resale" purposes (e.g. food products or disposables).
- 2. Not for Resale** - An indirect supplier provides goods and services for Sysco use (e.g. fleet auto batteries, tires, and/or Corporate or Operation Company cleaning supplies).
- 3. IT VMO** - Information Technology VMO vendor provides information technology goods and services (e.g. hardware, software, and services).

**4.1 Procurement Group:**  
Select the classification where your organization will provide goods or services.  
Note: Based on your selection, you will only see the required questions for the classification selected; therefore, numbering will be out of sequence.  
Answer \* Resale

**4.2** If your organization would like to do business with Sysco Corporation on a secondary classification, please select from the list.  
Answer \* IT VMO

**5 Seller Approval Disclosure - "Resale"**  
Please note that the status will be **\*\*\*Sysco Proprietary and Confidential\*\*\*** your profile in conjunction with an upcoming Sysco Sourcing Event in a category you have indicated you can or do provide products or services for. Only

# Step 6

- Step 6: Select the **Submit** Button



- If you receive an error message during this process, please refer to the error message screen.

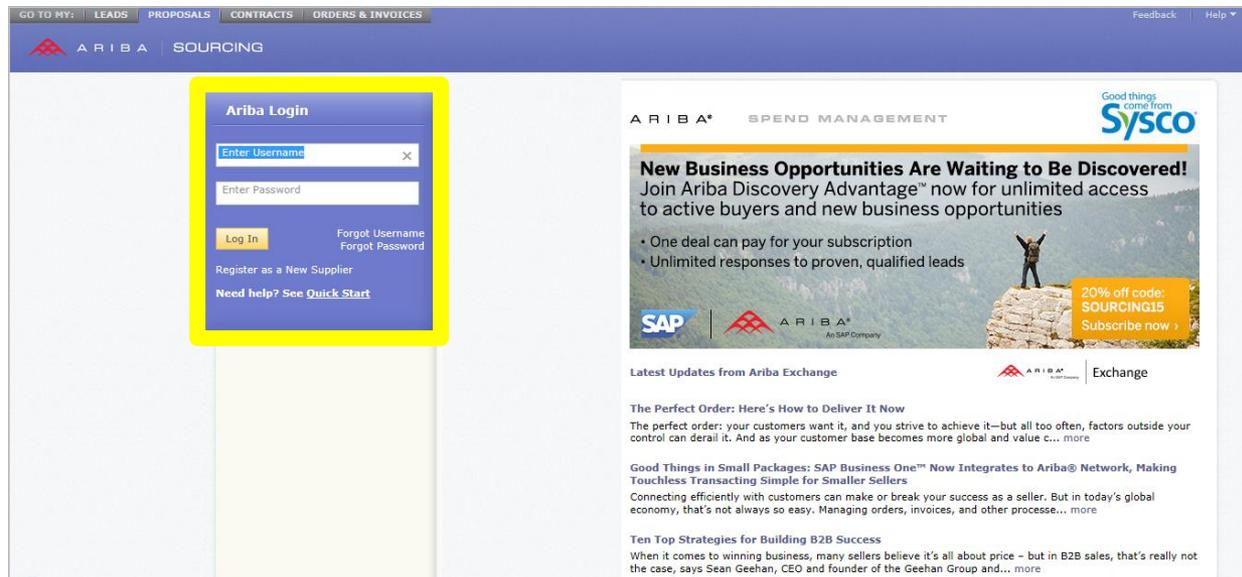
**There is 1 problem that requires completion or correction in order to complete your request.**

# Section 2

- **SECTION 2: Updating your company information in the Sysco-Requested questionnaire profile.**
- Follow these instructions if your organization **has** an Ariba Network Cloud Account, and has previously submitted a Sysco-Requested questionnaire profile **before** June 30, 2015.
- **\*Please Note:** On June 30, 2015, the Sysco-Requested questionnaire profile was updated. As a result of this some of the questions have been modified and additional questions have been added. Please review each question and ensure the proper information has been provided for your organization.
- **Step 1:** From Windows Explorer, go to the Ariba Supplier Portal: <http://sysco.supplier.ariba.com>.
- **Step 2:** If you have an account within the Ariba Network, login to your supplier account. If you do not have an Ariba Network Cloud Account, begin with **Section 3**.

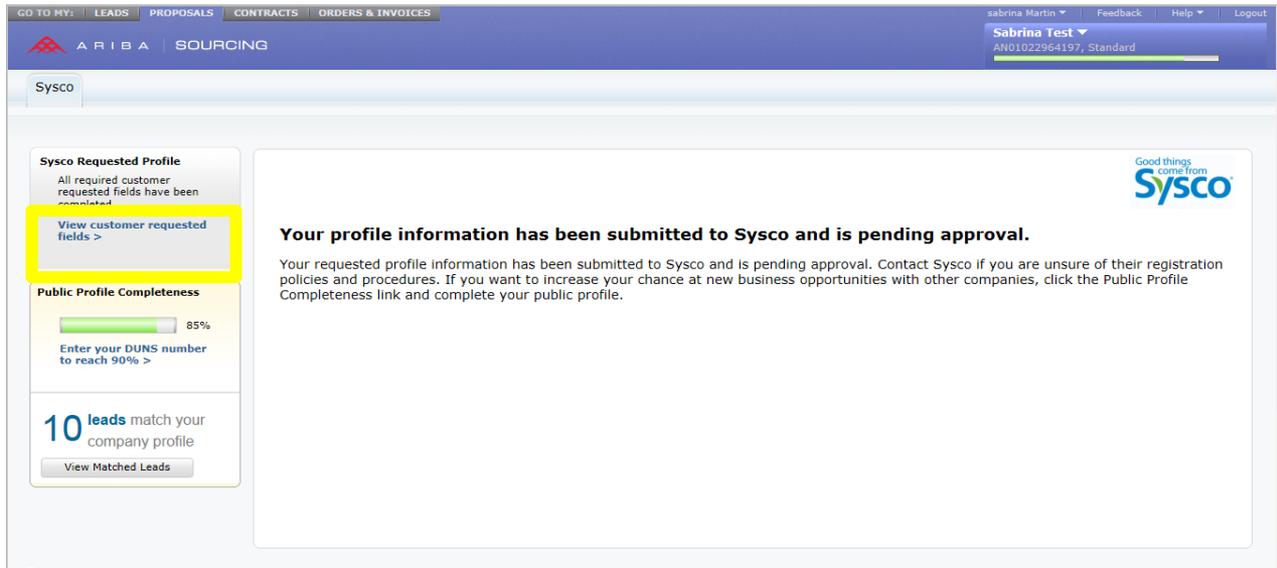
# Step 1 & 2

- Step 1: From Windows Explorer, go to the Ariba Supplier Portal: <http://sysco.supplier.ariba.com>.
- Step 2: If you have an account within the Ariba Network, login to your supplier account. If you do not have an Ariba Network Cloud Account, begin with **SECTION 3**.



# Step 3

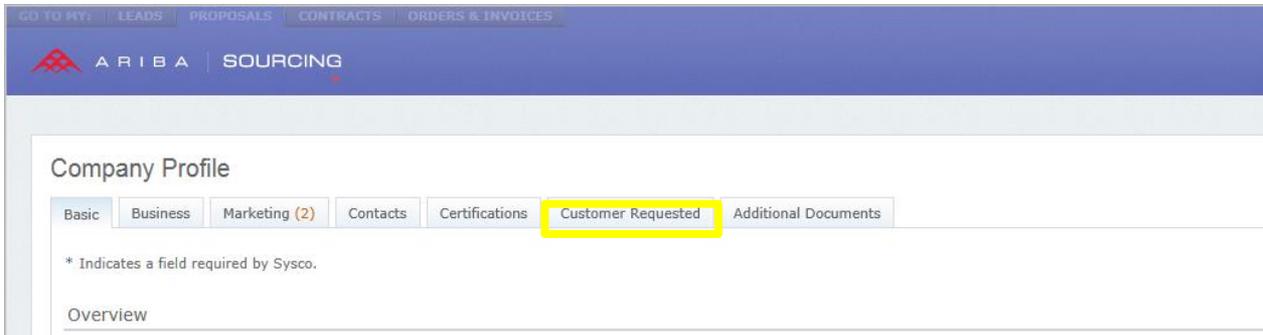
Step 3: Select the **View Customer Requested Fields** link:



\*\*\*Sysco Proprietary and Confidential\*\*\*

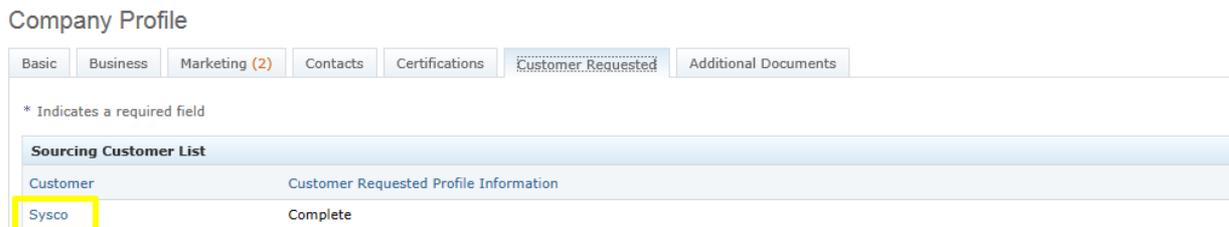
# Step 4 & 5

Step 4: Select the **Customer Requested** tab:



Step 5: Select the **Sysco** link:

**\*Please Note:** You may see additional customers listed other than Sysco, depending on the number of customers you work with. Select the “**Sysco**” link.



# Step 6

- STEP 6: Once the Sysco-Requested Profile appears, you will begin making your updates.
- Since you are providing goods and/or services to Sysco, we require that you provide an answer for question 4.1 and 4.2.
- **EXAMPLE 1:** If your organization provides goods and/or services for our Merchandising Group (for resale by Sysco), you will answer “**Resale**” for Question 4.1 and “**No Secondary Classification**” for Question 4.2.
- **EXAMPLE 2:** If your organization provides goods and/or services for Sysco’s consumption (not for resale by Sysco), **and** for our Merchandising Group (for resale by Sysco), you will answer “**Resale**” for question 4.1 and “**Not for Resale**” for question 4.2.

## Sysco Requested Profile

\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

**Status:** Submitted by *sabrina Martin* at 06/01/2015 01:50 PM

Discard Draft

Save as Draft

Submit

 Changes you make below may be subject to approval before they are accepted.

Question

### ▼ 4 Sysco Procurement Classification

As a potential supplier to Sysco Corporation your organization will provide goods and/or services under the following classifications:

1. **Resale** - A direct supplier provides goods and services for "Resale" purposes (e.g. food products or disposables).
2. **Not for Resale** - An indirect supplier provides goods and services for Sysco use (e.g. fleet auto batteries, tires, and or Corporate or Operation Company cleaning supplies).
3. **IT VMO** - Information Technology VMO vendor provides information technology goods and services (e.g. hardware, software, and services).

4.1 Select the classification where your organization will provide goods or services.

Note: Based on your selection, you will only see the required questions for the classification selected; therefore, numbering will be out of sequence.

Answer \* Resale ▼

4.2 If your organization would like to do business with Sysco Corporation on a secondary classification, please select from the list.

Answer \* No secondary classification ▼

- Step 7: Complete the remaining unanswered questions within the questionnaire. Questions notated with an (\*) require a response. **Please Note:** you will not be able to submit the questionnaire if all required questions are not answered.
- If you have any questions regarding your Ariba account, please reach out to Ariba Support from the Help icon.