

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.

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

Good thing





- **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: <u>http://sysco.supplier.ariba.com/register</u>.
- 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

Enter Your Ariba Commerce Cloud Infor	mation	
To do business with Sysco on Ariba, you need an Ariba Commerce Cloud	account. What is the Ariba Commerce Cloud?	
If you already have 1 Enter basic company information	an Ariba Commerce Cloud, Ariba Discovery or Ari	ba Network account, click here to log n: Login
* Indicates a required field		
Company Name *	[
Country *	United States [USA]	If your company has more than one office, enter the
Address *	Line 1	such as your shipping address, billing address or otr
	Line 2	
	Line 3	
City *		
State *	Alabama	
Zip *		
Product and Service Categories *	Enter Product and Service Categories	Add -or- Browse
Ship-to or Service Locations *	Enter Ship-to or Service Location	Add -or- Browse

Sysco Proprietary and Confidential



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

OSALS CONTRACTS ORDERS & INVOICES	Help
SOURCING	
Ariba Commerce Cloud account to access	s Svsco
sco, use your Ariba Commerce Cloud account. What is the Ariba Commerce	Cloud?
[
Forgot Username Forgot Password	
ys -	Ariba Commerce Cloud account to access rsco, use your Ariba Commerce Cloud account. What is the Ariba Commerce Forgot Username Forgot Username Forgot Password



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

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES	Sabrina Test3 ▼ Feedback Help ▼ Logout
	AN01023188665, Standard
Sysco	
Required Profile Fields Your customer has requested that you complete the following information before they conduct business with yo complete the required fields. After you provide the requested information, you can begin participating in events	ou. Click Go to Company Profile and s.
Required Profile Fields From Sysco	
Customer Requested Fields Go to Company Profile >	





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.

SVSCO Reduested Profile	
* Indicates a required field	
Your customer has specifically requested that you complete the following profile information. Click Submit . You can click Save as Draft to save any values you may have edited without :	After you complete the requested profile information sending the changes to your customer.
Status: Submitted by aribasystem at 06/11/2015 05:13 PM	Save as Draft Submi
Changes you make below may be subject to approval before they are accepted. Question	Starting with Question 4, answer all required questions, notated by an (*). You will not be able to submit your profile to Sysco if a required
▼ 4 Sysco Procurement Classification	question is unanswered.
As a potential supplier to Sysco Corporation your organization will provide g classifications: 1.Resale - A direct supplier provides goods and services for"Resale" purpos	oods and/or services under the following es (e.g. food products or disposables).
As a potential supplier to Sysco Corporation your organization will provide g classifications: 1.Resale - A direct supplier provides goods and services for "Resale" purpos 2.Not for Resale - An indirect supplier provides goods and services for Syst Corporate or Operation Company cleaning supplies). 3.IT VMO - Information Technology VMO vendor provides information techno software, and services).	oods and/or services under the following es (e.g. food products or disposables). co use (e.g. fleet auto batteries,tires, and or ology goods and services (e.g. hardware,
As a potential supplier to Sysco Corporation your organization will provide ge classifications: 1.Resale - A direct supplier provides goods and services for "Resale" purpos 2.Not for Resale - An indirect supplier provides goods and services for Syst Corporate or Operation Company cleaning supplies). 3.IT VMO - Information Technology VMO vendor provides information technology software, and services). 4.1 Procurement Group:	oods and/or services under the following es (e.g. food products or disposables). co use (e.g. fleet auto batteries,tires, and or ology goods and services (e.g. hardware,
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As a potential supplier to Sysco Corporation your organization will provide ge classifications: 1.Resale - A direct supplier provides goods and services for "Resale" purpos 2.Not for Resale - An indirect supplier provides goods and services for Syst Corporate or Operation Company cleaning supplies). 3.IT VMO - Information Technology VMO vendor provides information technology 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 classifications for the classification will provide goods or services. Answer * Resale	oods and/or services under the following es (e.g. food products or disposables). co use (e.g. fleet auto batteries,tires, and or ology goods and services (e.g. hardware, assification selected; therefore, numbering will
As a potential supplier to Sysco Corporation your organization will provide ge classifications: 1.Resale - A direct supplier provides goods and services for "Resale" purpos 2.Not for Resale - An indirect supplier provides goods and services for Syst Corporate or Operation Company cleaning supplies). 3.IT VMO - Information Technology VMO vendor provides information technology 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 classe out of sequence. Answer * Resale * 4.2 If your organization would like to do business with Sysco Corporation on a s list.	oods and/or services under the following es (e.g. food products or disposables). co use (e.g. fleet auto batteries,tires, and or ology goods and services (e.g. hardware, assification selected; therefore, numbering will



Step 6: Select the **Submit** Button



• If you receive and 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.





- <u>SECTION 2</u>: 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: <u>http://sysco.supplier.ariba.com</u>.
- 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: <u>http://sysco.supplier.ariba.com</u>.
- 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.

	Feedback He
Ariba Login	ARIBA SPEND MANAGEMENT
Enter Password	New Business Opportunities Are Waiting to Be Discovered! Join Ariba Discovery Advantage" now for unlimited access to active buyers and new business opportunities
Log In Forgot Username Forgot Password Register as a New Supplier Need help? See <u>Quick Start</u>	One deal can pay for your subscription Unlimited responses to proven, qualified leads One deal can pay for your subscription Unlimited responses to proven, qualified leads One deal can pay for your subscription One deal can pay for your subscription
	Latest Updates from Ariba Exchange
	The Perfect Order: Here's How to Deliver It Now
	The perfect order: your customers want it, and you strive to achieve it—but all too often, factors outside your control can derail it. And as your customer base becomes more global and value c more
	Good Things in Small Packages: SAP Business One™ Now Integrates to Ariba⊗ Network, Making Touchless Transacting Simole for Smaller Sellers
	Connecting efficiently with customers can make or break your success as a seller. But in today's global economy, that's not always so easy. Managing orders, invoices, and other processe more
	Ten Top Strategies for Building B2B Success
	When it comes to winning business, many sellers believe it's all about price – but in B2B sales, that's really not the case, says Sean Geehan, CEO and founder of the Geehan Group and more



Step 3: Select the View Customer Requested Fields link:





Step 4 & 5

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

× ^	RIBA	SOURCIN	G				
Comp	any Prof	īle					
Basic	Business	Marketing (2)	Contacts	Certifications	Customer Requested	Additional Documents	

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.

Company Profile							
Basic	Business	Marketing (2)	Contacts	Certifications	Customer Requested	Additional Documents	
* Indica	tes a required	d field					
Sourci	ing Custome	r List					
Custom	Customer Customer Requested Profile Information						
Sysco			Complete				



- 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	scard Draft	Save as Draft	Submit
E 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 providegoods and/or servic classifications:	ces under the	following	^
1. Resale - A direct supplier provides goods and services for "Resale" purposes (e.g. food proc	ducts or dispo	osables).	
2. Not for Resale - An indirectsupplier provides goods and services for Sysco use (e.g. fleet a Corporate or Operation Company cleaning supplies).	auto batteries	s,tires, and or	
3. IT VMO - Information Technology VMO vendorprovides information technology goods and s andservices).	services (e.g.	hardware, softv	vare,
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 select out of sequence.	ed; therefore	, numbering will	be
Answer * Resale 🗸			
4.2 If your organization would like to do business with Sysco Corporation on a secondary classific	ation, 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.