



Quick Reference Guide (QRG)

Supplier Registration – US & Canada

Contents

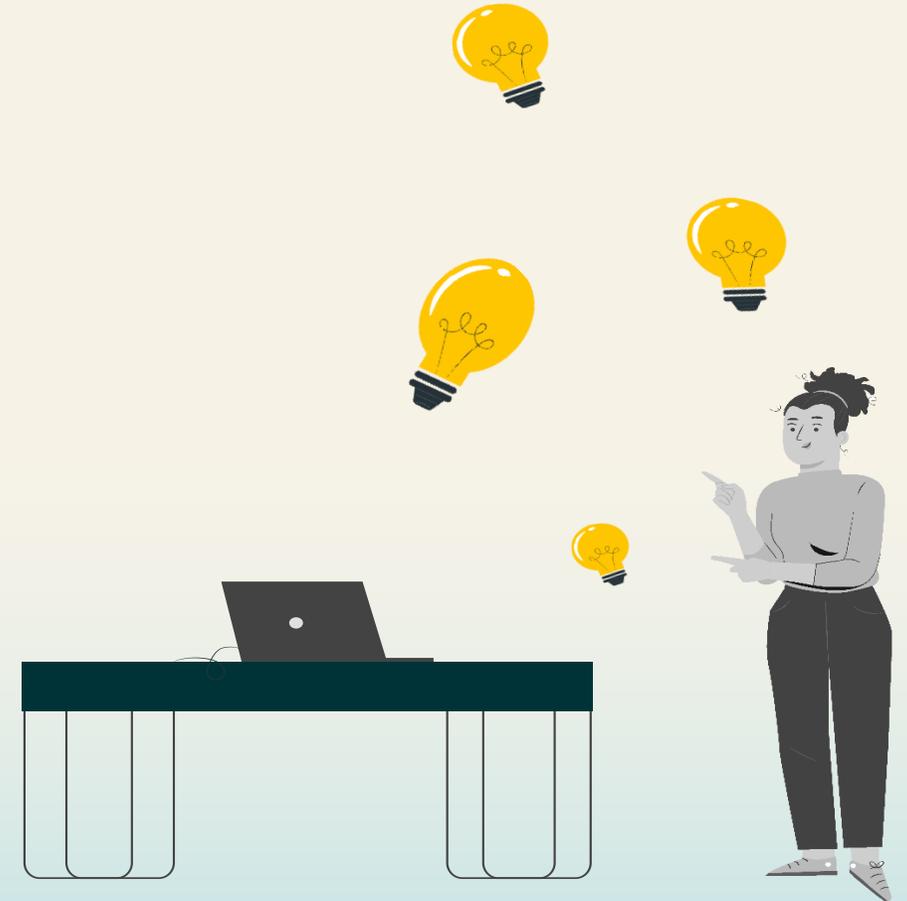
Supplier Registration Process Overview

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Additional Instructions on How to Complete Questionnaire

Relish questionnaire (for individuals)



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.

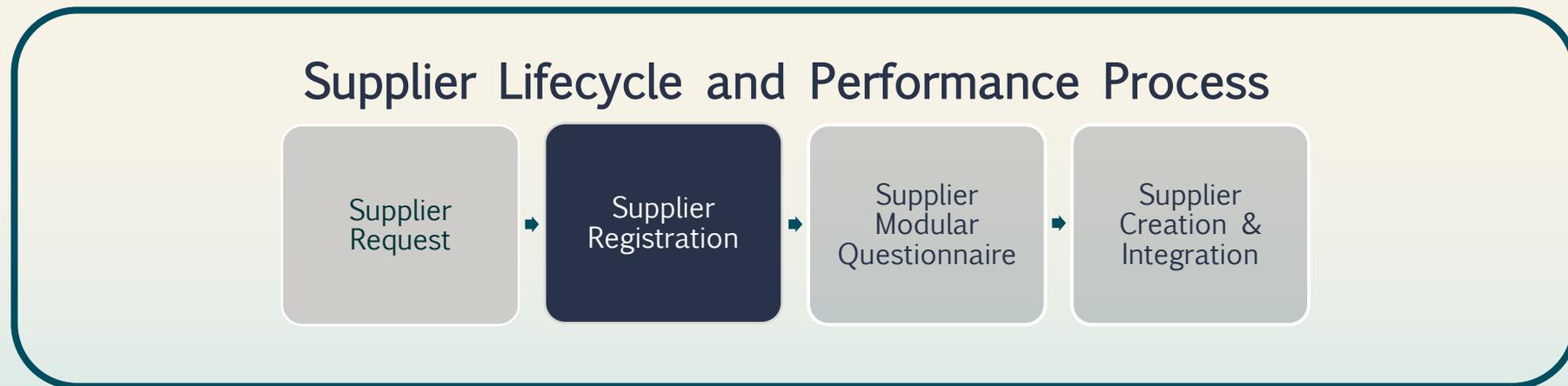


Role:
Supplier

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.

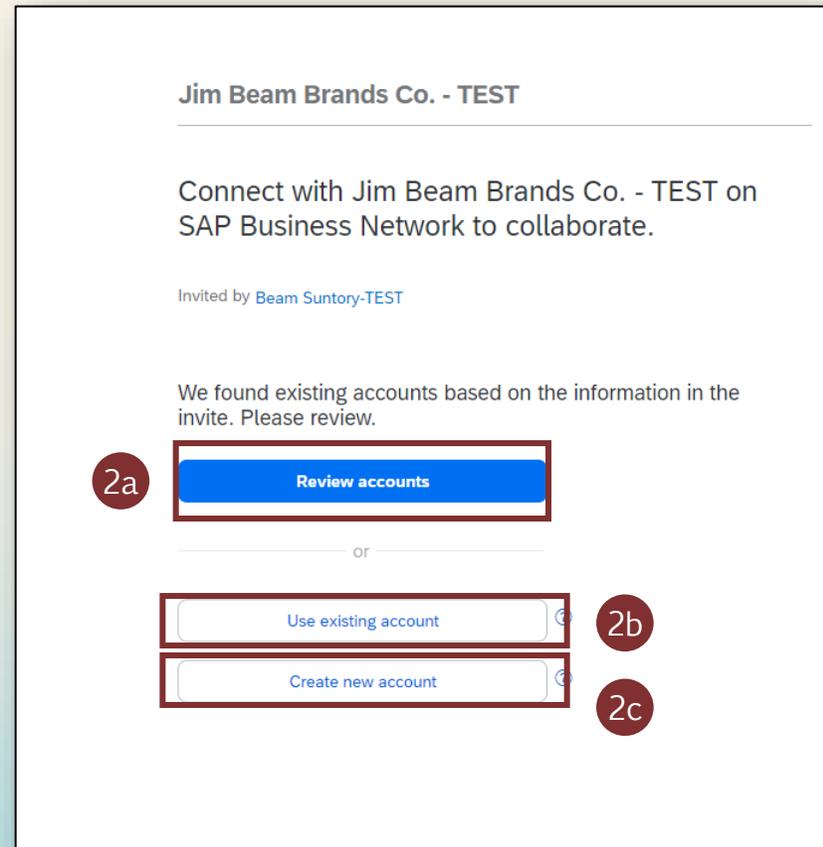
Register as a supplier with Site Services

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.

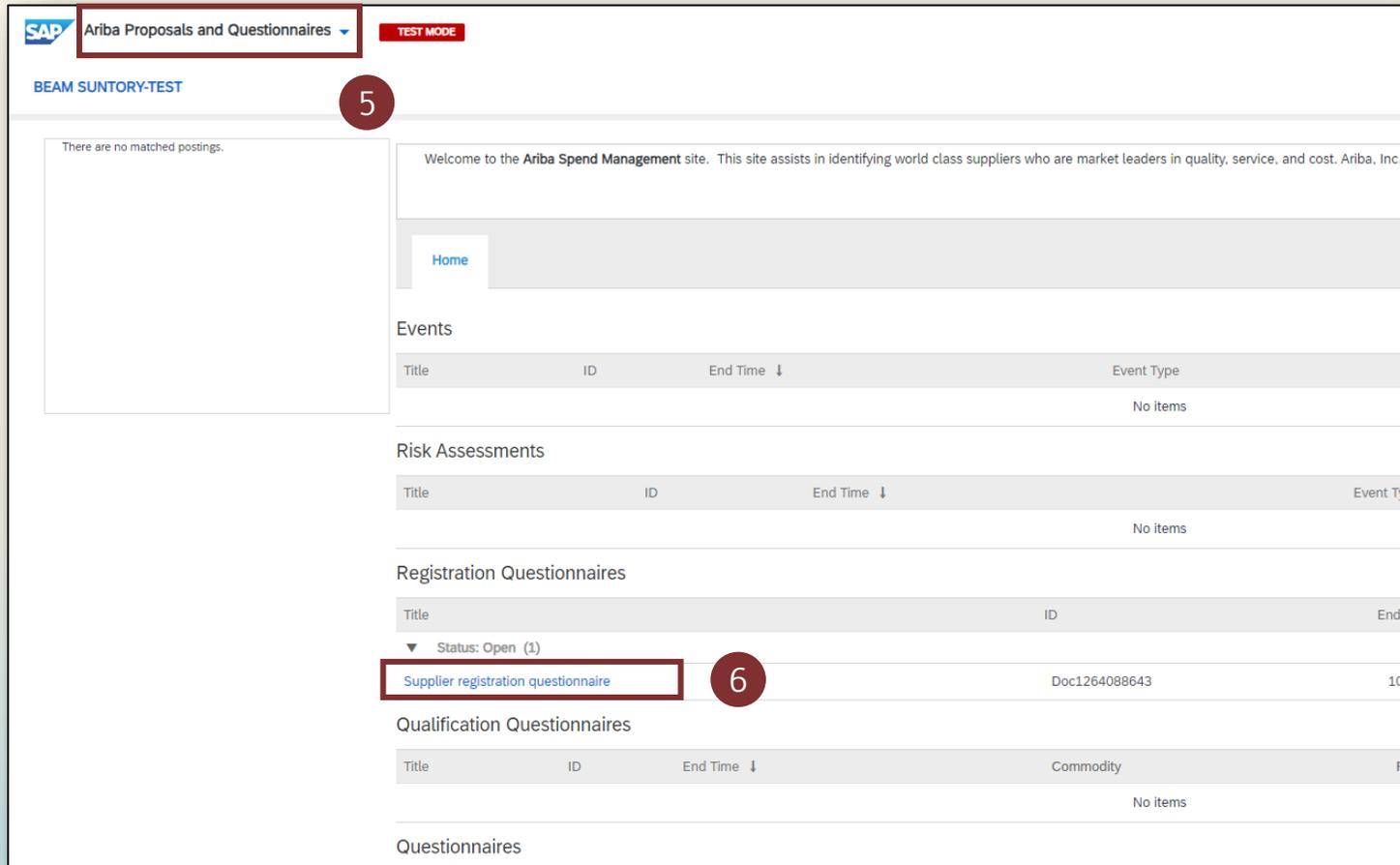
I hereby agree that SAP Business Network may process parts of my Personal Data (as defined in the SAP Business Network Privacy Statement) accessible to other users based on my role within the applicable profile visibility settings.

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

I'm not a robot 

Create account

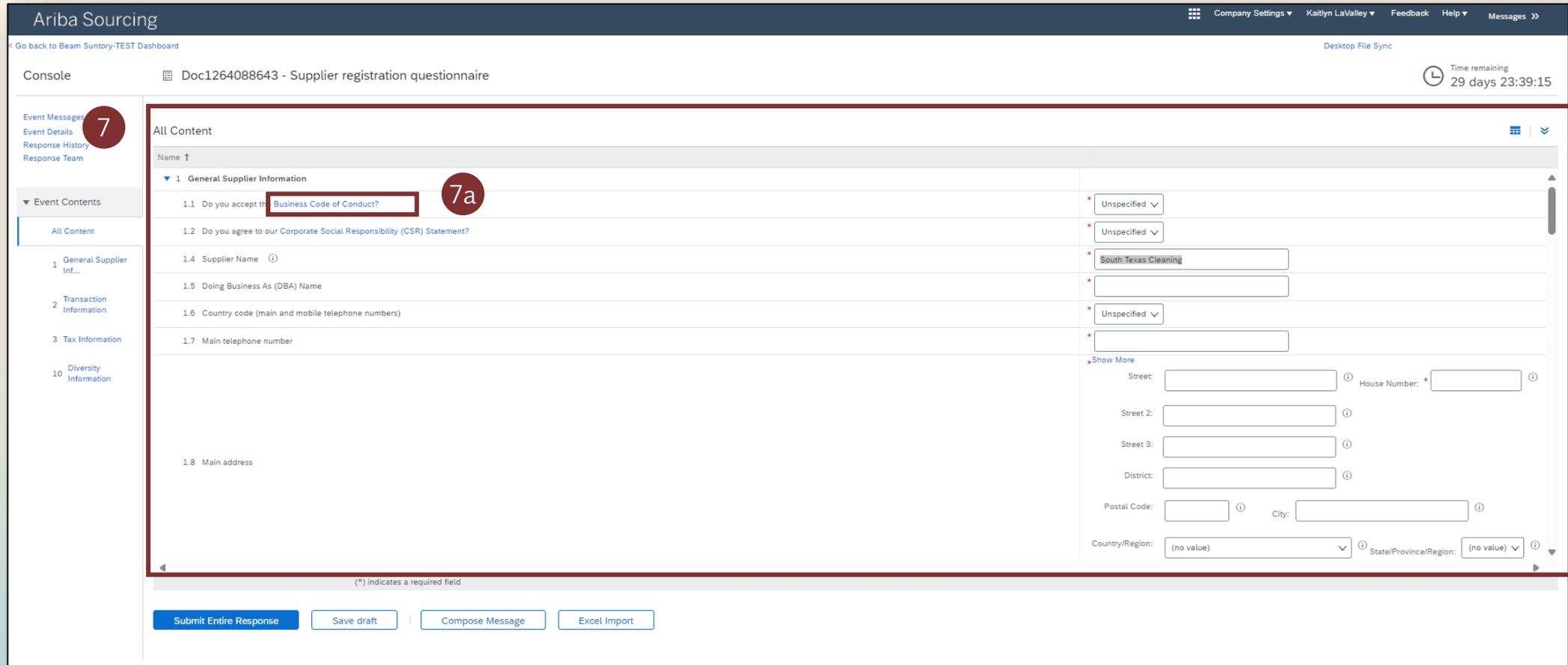
- Once you have either logged into your existing account, or created a new account, you can access the SGS-specific Supplier Registration Questionnaire by navigating to 'Ariba Proposals and Questionnaires'.
- Click on 'Supplier registration questionnaire' to open the questionnaire and begin filling in the information.
 - ◆ This questionnaire is where you will maintain, and update if needed, your supplier 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 dropdown menu is open, showing 'Status: Open (1)'. The 'Supplier registration questionnaire' is highlighted with a red box, and a red circle with the number '6' is placed over it. The 'Supplier registration questionnaire' row in the table has the ID 'Doc1264088643' and an end time of '10/5/2023'. The 'Events', 'Risk Assessments', and 'Qualification Questionnaires' sections all show '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. Refer to page 15 of this document for guidance on completing specific sections of this questionnaire.

Note: Some of the fields will auto populate from Supplier forms completed by SGS. These fields are editable, if needed.



Ariba Sourcing

Go back to Beam Suntory-TEST Dashboard

Company Settings Kaitlyn LaValley Feedback Help Messages

Desktop File Sync

Console Doc1264088643 - Supplier registration questionnaire

Time remaining: 29 days 23:39:15

Event Messages 7

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? *

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

1.4 Supplier Name ⓘ South Texas Cleaning *

1.5 Doing Business As (DBA) Name *

1.6 Country code (main and mobile telephone numbers) *

1.7 Main telephone number *

1.8 Main address

Show More

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, 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.

10. If you select that you are an **‘Organization’**, you will be prompted to complete the following tax, payment, and banking details. If **“Individual”** is selected, you will receive a link from a third-party provider to provide personal information. Additional information/instructions are on the last page of this document.
 - **Individual** is defined as a single person who is responsible for filing taxes on their personal income. This income can come from employment, investments, freelancing or other sources.
 - **Organization** typically refers to corporations, partnerships, non-profits or other legal entities formed to conduct business, trade or other activities
8. 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 top portion of the registration questionnaire. The field '3.1 Are you an Individual Owned or an Organization' has a dropdown menu set to 'Organization', which is highlighted with a red box and a circled '8'. Below this, field '3.6 Tax number(s) / EIN' is expanded to show sub-fields: '3.6.1 Are you an international vendor providing services in the US?' (dropdown: 'Unspecified'), '3.6.5 Please provide a completed W-9 form' (with an 'Attach a file' link), and '3.6.6 Tax' (with a 'Country/Region' dropdown set to '(no value)' and an 'Attach a file' link).

This screenshot shows the '3.6.6 Tax' section of the form. The 'Country/Region' dropdown is set to 'United States (US)'. Below it, a table is displayed for tax information, highlighted with a red box and a circled '9':

Tax Name	Tax Type	Tax Number
USA: Employer ID Number	Organization	<input type="text"/>

Below the table are fields for '3.6.7 Please attach official supporting documentation that supports the tax information provided' and '3.6.9 Please provide your Business License Certificate', both with 'Attach a file' links. Further down are fields for '4 Payment Method' (dropdown: 'Unspecified'), '6 Do you utilize an intermediary bank?' (dropdown: 'No'), and '8 Do you use an alternate payee?' (dropdown: '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.
 - ♦ Suntory Global Spirits uses a 3rd-party provider (Trust Pair) to validate supplier bank information. You may receive a call or email from Trust Pair to make our required validations.

4 Payment Method		* Electronic Payment ▾	10
5 Bank accounts	11	Add Bank accounts (0)	
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., Trust Pair).

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:

*) Indicates a required field

Save Cancel

13

14

Add an additional Bank account

15. Once the remaining information has been completed, select **‘Submit Entire Response’** to send the Supplier Registration Questionnaire to SGS for approval.
16. 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 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' (with a table for tax information), '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, there are four buttons: 'Submit Entire Response' (highlighted with a red box and a red circle with '15'), 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom indicates that an asterisk (*) denotes a required field.

The screenshot shows the 'Console' area of the application. At the top, it displays 'Doc1264088643 - Supplier registration questionnaire'. Below this, a green banner with a checkmark icon contains the message: 'Your response has been submitted. Thank you for participating in the event.' This banner is highlighted with a red box and a red circle containing the number '16'. The left navigation menu is visible, and the main content area below the banner is titled 'All Content'.

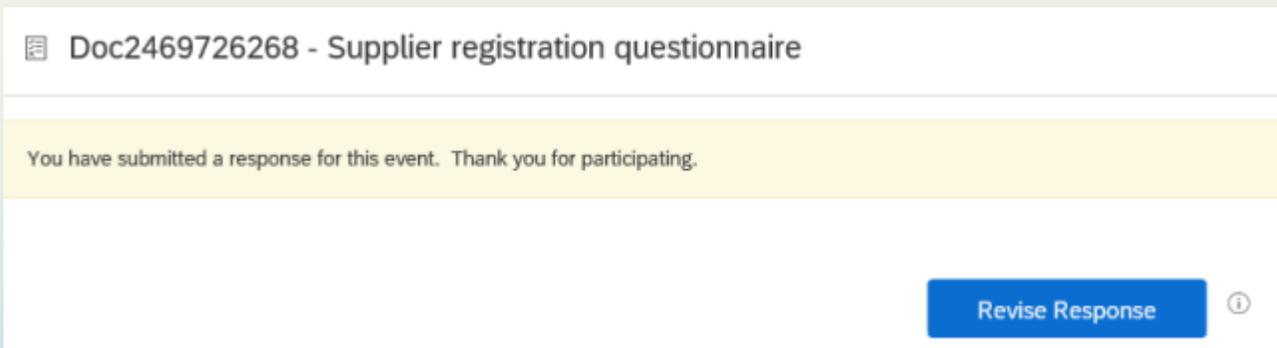
Note: If you do not complete all information or provide inaccurate information, you will not be able to submit.

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**’.

If you need to update your information at any time, you will navigate to the questionnaire and select “Revise response” at the top, make the necessary updates and then resubmit. All changes will be reviewed.



Additional instructions on how to complete the supplier questionnaire

Please use the following as guidance when completing your Suntory Global Spirits supplier questionnaire. Guidance is provided based on the section of the questionnaire.

Section 1 – GENERAL SUPPLIER INFORMATION

- ◆ Main address – the field for “Street” should only have the street name; the number portion of the address should be listed in the “House number” field
- ◆ DUNS number – this is an optional field; if you do not have a DUNS number or are not sure, leave this field blank

Section 3 – TAX INFORMATION

- ◆ If you do not have a VAT registration number, please leave blank
- ◆ If you are using an EIN number, please select "Organization"; "Individual" will only be selected for suppliers using a government issued identification number (ex: US social security number, Canada SIN number, etc.)

SECTION 4 – PAYMENT METHOD

- Bank account information must be included
- Electronic payment must be selected if bank account is included

Section 5 – BANK ACCOUNTS

- ◆ Not all fields are required
- ◆ Bank key/ABA routing number – this is the sort code for the UK
- ◆ Bank information must be provided; information for common countries included below. If in the listed country, include all listed fields.
- ◆ Suntory Global Spirits uses a 3rd-party provider (Trust Pair) to validate supplier bank information. You may receive a call or email from Trust Pair to make our required validations

Great Britain	Spain	France
<p>BANK KEY/ABA ROUTING NUMBER (sort code) BANK ACCOUNT NUMBER IBAN NUMBER</p>	<p>BANK KEY/ABA ROUTING NUMBER (digits 5-12 of your IBAN) BANK ACCOUNT NUMBER (digit 15 to end of your IBAN) IBAN NUMBER BANK CONTROL KEY (digits 13-14 of your IBAN)</p>	<p>BANK KEY/ABA ROUTING NUMBER (digits 5-14 of your IBAN) BANK ACCOUNT NUMBER (Digits 15 to 25 of your IBAN) IBAN NUMBER BANK CONTROL KEY (Last 2 digits)</p>
<p>GB51BOFS - 801313 - 10415863</p>	<p>ES91 - 00491817 - 02 - 2910291330</p>	<p>FR76 - 3078800100 - 08936270001 - 18</p>
Germany	Mexico	Link to split IBAN
<p>BANK KEY/ABA ROUTING NUMBER (digits 5-12 of your IBAN) BANK ACCOUNT NUMBER (digits 13 to 22 of your IBAN) IBAN NUMBER</p>	<p>BANK KEY/ABA ROUTING NUMBER (first 3 digits of your CLABE number) BANK ACCOUNT NUMBER (digits 4 to 17 of your CLABE number) BANK CONTROL KEY (last digit of your CLABE number)</p>	<p>https://www.xe.com/ibancalculator/</p>
<p>DE91 - 10070100 - 0308014000</p>	<p>012 - 18001597867799 - 2</p>	

Continued on next page

Section 5 – BANK ACCOUNTS

- ◆ Bank key information is below for Canada and Brazil

Canada

Bank key for Canada will be a 9-digit number, which includes a leading zero; supplier will need to provide the 3-digit bank number and 5-digit transit number.

Required leading 0	3-digit bank or institution number			5-digit transit number				
0								

Brazil

It is essential that the CPF or CNPJ are registered in our system, otherwise, the payment cannot be made.

Bank Key

The bank key for Brazil will consist of an 8-digit number. The supplier must provide the bank code, which is composed of 3 digits and an additional control digit, as well as the agency number, which contains 4 digits + 1 control digit (which should be ignored in the case of the Bank Key). The bank code and control digit can be chosen from the included table.

Bank code			Digit	4- to 5-digit branch/agency number				

Bank name	Bank code	Digit
Itaú	341	7
Santander	033	7
Bradesco	237	2
Banco do Brasil	001	9
Caixa Econômica Federal	104	0

Brazil, cont.

Brazil Bank Account Number

The bank account number in Brazil will have between 4 to 11 digits, followed by a hyphen ("-") and an additional verification digit at the end. For these numbers, the account number field should be entered in the corresponding field, and the verification digit after the hyphen should be entered in the 'Control Key' field. It is not necessary to include the hyphen. If there is no dash/additional digit, the account number will be entered in the Account Number field and the Control Key field will be left blank. Examples of bank account patterns from the most frequently used banks:

- **Itaú**

- Agency: 4 digits
- Account: 5 digits + 1 control digit

- **Banco do Brasil**

- Agency: 4 digits + 1 control digit
- Account: 8 digits + 1 control digit

- **Bradesco**

- Agency: 4 digits + 1 control digit
- Account: 7 digits + 1 control digit

- **Nubank**

- Agency: 4 digits
- Account: 8 digits + 1 control digit

- **Nubank**

- Agency: 4 digits
- Account: 6 digits + 1 control digit

- **C6 Bank**

- Agency: 4 digits
- Account: 6 digits + 1 control digit

- **Neon**

- Agency: 4 digits
- Account: 6 digits + 1 control digit

- **Next**

- Agency: 4 digits + 1 control digit
- Account: 6 digits + 1 control digit

- **Caixa econômica**

- Agency: 4 digits
- Account: 11 digits + 1 control digit

- **Inter**

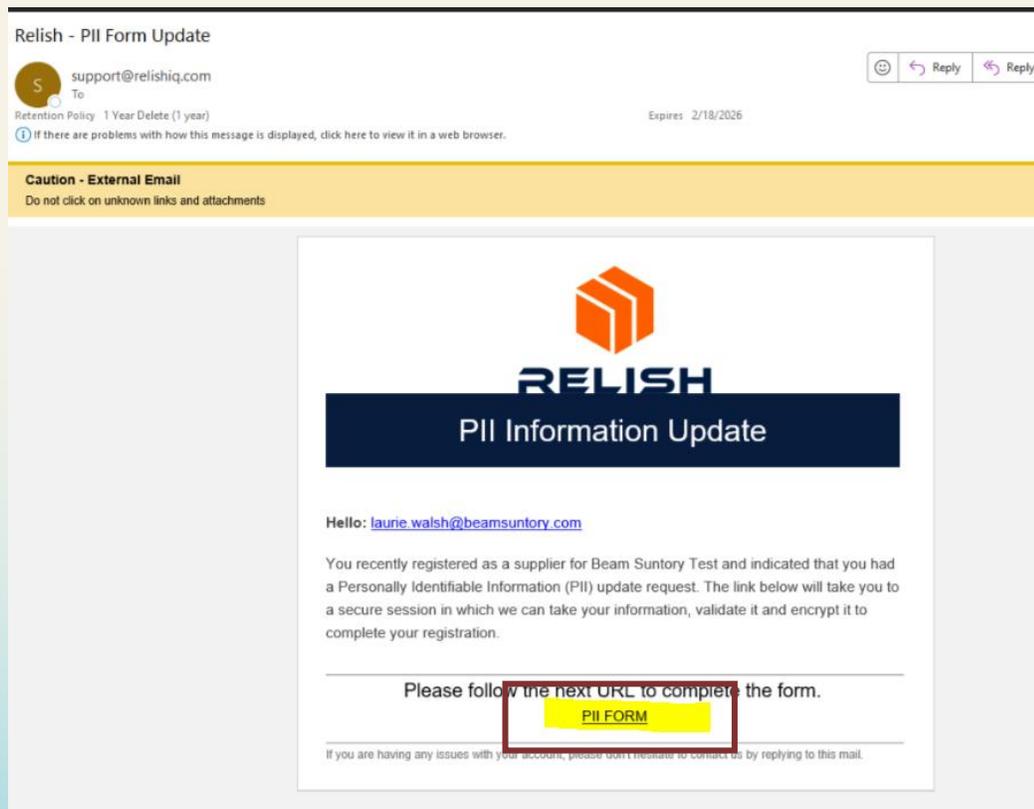
- Agency: 3 digits
- Account: 4 digits + 1 control digit

Completing Relish Questionnaire

Relish – for individuals

If question 3.1 is listed as individual, when providing bank information, suppliers will be required to submit their information through a third-party provider called Relish. This will provide data encryption of personal information.

1. Supplier will receive email and will click on PII form



Relish, cont.

2. Page will be displayed to enter access code from second email. Supplier will select “ALL” for sections to provide personal information (additional attachments include but not limited to voided check, tax forms, etc.)

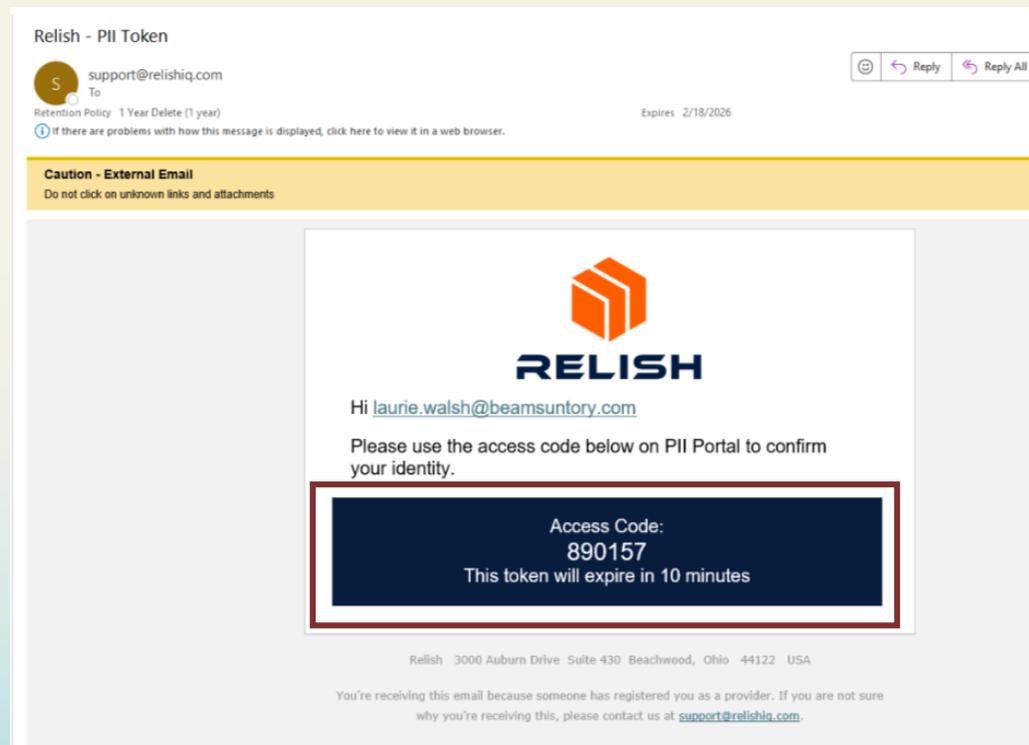
An e-mail has been sent to you with an access code. Please enter it below

Access Code*
890157

Choose sections for update:

- All
- Bank Validation
- Tin Validation
- Additional Attachments

LOGIN



Relish, cont.

3. Supplier will fill out required fields and select “Click to validate”. This must be done for each section and can take 2-3 minutes to complete validation. The button will turn green when the validation is complete

- Do not use any special characters (letters/numbers only)

4. Select “Click to encrypt and send data” at the bottom once all validations are complete; confirmation pop-up will appear for suppliers to select “Confirm”

5. Information will be sent to Suntory Global Spirits; supplier will receive an email that the process of providing personal information is complete.

Sensitive Data Entry and Verification Form

For Supplier: JOEL PENA LOMELI (S69248902)

RESET

Personal Tax ID Info

Tax Country*
Mexico

Upload W8/W9 Form

Supplier Type* Individual Tax Type* RFC

Name*
Joel Pena

Tax Identification Number (TIN)*
PELJ61071531A

Banking Details

Bank's Country Mexico Account Number* 39302994828283

3 **CLICK TO VALIDATE**

Encrypt and Submit Form Confirmation

Please ensure all data is correct before encryption and transmission. You will not be able to open the form again. Are you sure you want to proceed?

4 **CLOSE CONFIRM**