

# 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.

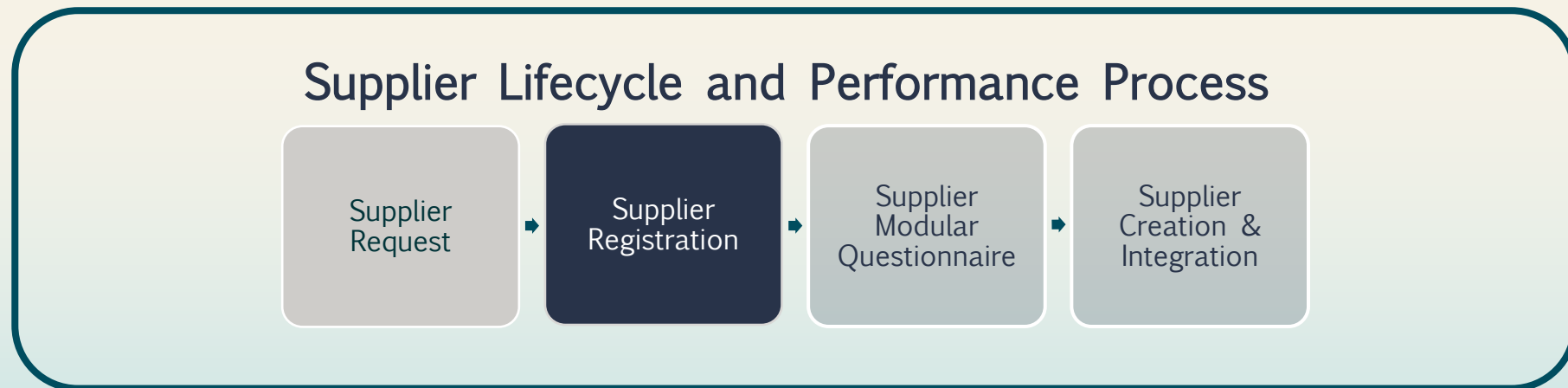


Role:  
Supplier

# 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.

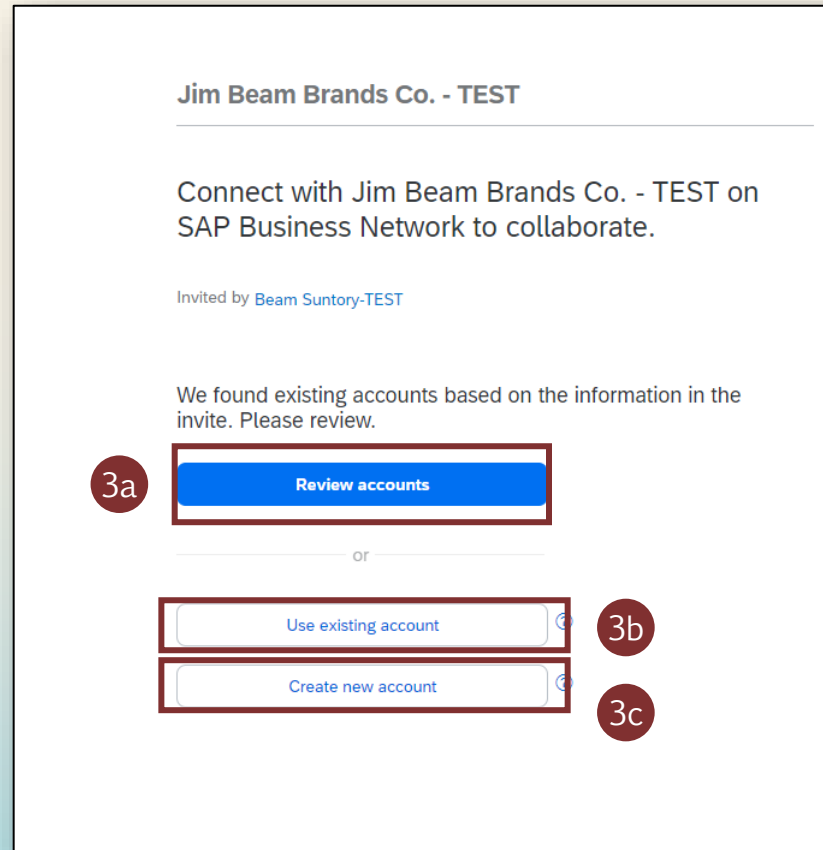
## Register as a supplier with Site Services

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** [Review accounts](#)

or

[Use existing account](#) **3b**

[Create new account](#) **3c**

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

- Complete basic **Company** information and **Administrator** account information fields.
- Create a **Password** and click '**Create Account**'.

4

Create an account to connect and collaborate  
with Jim Beam Brands Co. - TEST on SAP  
Business Network

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 \*

Choose a state ▼

First name \*

Last name \*

Email \*

☒ Use my email as my username


Password \*

☐ I have read and agree with the Terms & Conditions.

☐ I hereby agree that SAP Business One will process parts of my Personal Data (as defined in our Privacy Statement) accessible to other users based on my role within the company and according to the applicable profile visibility settings.

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

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) • [Terms](#)

Create account

• Must be between 8 and 32 characters

• Lowercase, uppercase, numbers, and special characters allowed.  
!@#\$%^&\*()\_+,-./:<=>?@^~'[]{}-+=

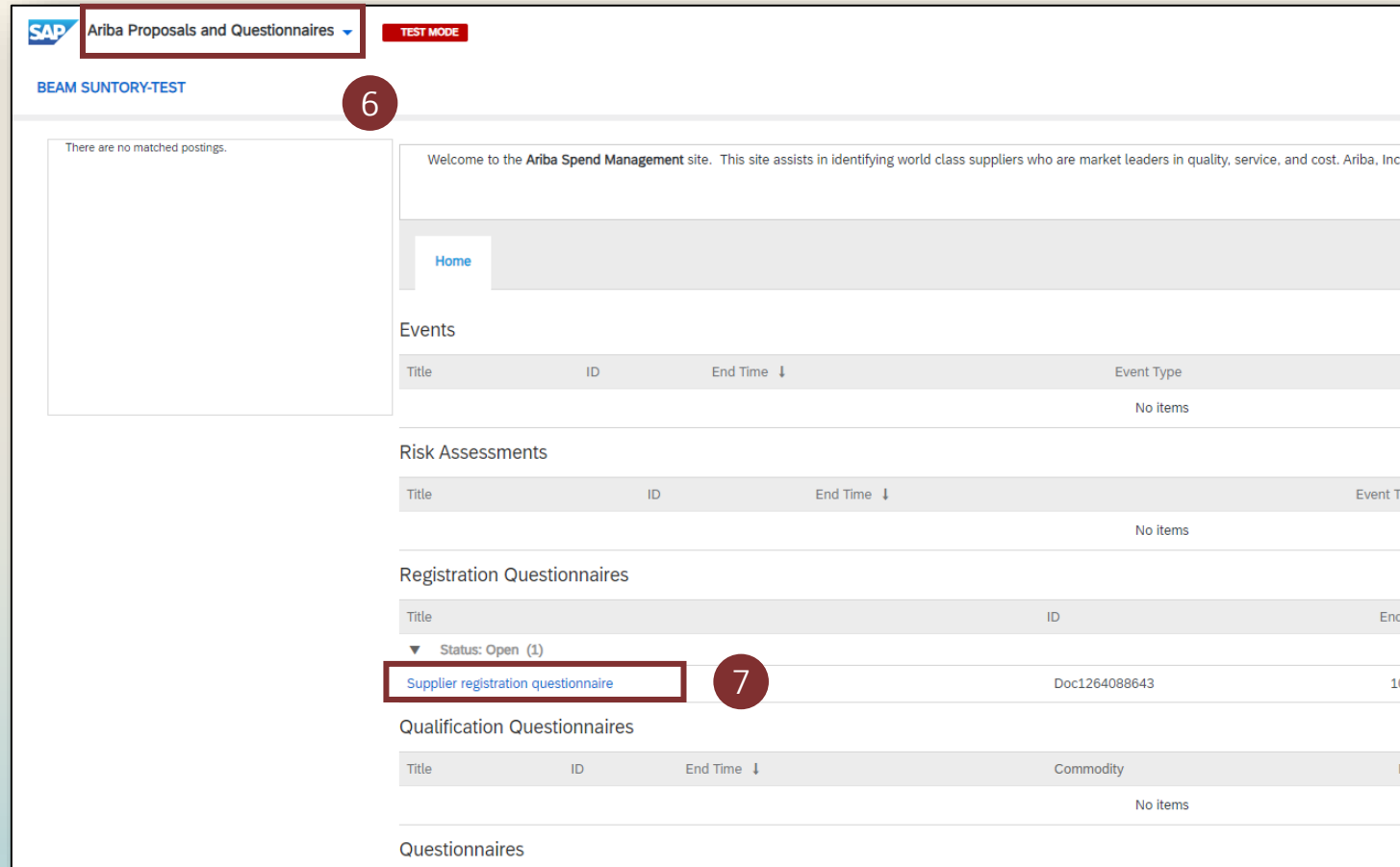
• Cannot contain the username

• 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)

5

6. 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'.
7. 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.

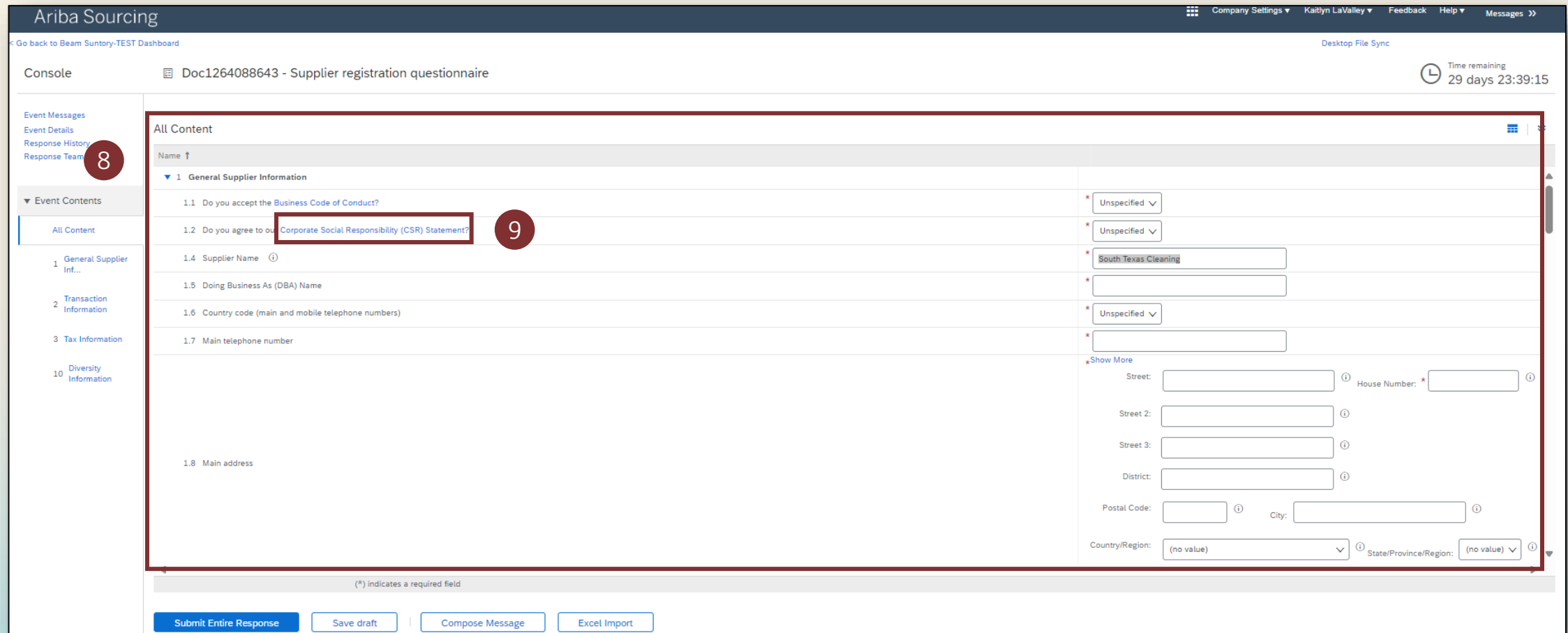


The screenshot displays the Ariba Spend Management interface. At the top, the SAP logo is visible next to a dropdown menu labeled 'Ariba Proposals and Questionnaires', which is highlighted with a red box and a red circle containing the number 6. To the right of this menu is a red button labeled 'TEST MODE'. Below the menu, the text 'BEAM SUNTORY-TEST' is displayed. 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 'Title', 'ID', and 'End Time'. A red box highlights the 'Supplier registration questionnaire' link, which is also marked with a red circle containing the number 7. The table shows one entry with ID 'Doc1264088643' and a status of 'Open (1)'. The 'Qualification Questionnaires' section also shows a table with columns 'Title', 'ID', 'End Time', and 'Commodity', but it is currently empty.



8. In the 'Supplier Registration Questionnaire', the Supplier will complete required fields that are denoted by a red asterisk (\*).
  - Refer to page 16 of this document for guidance on completing specific sections of this questionnaire.
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)



Ariba Sourcing

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

8

Event Contents

All Content

1 General Supplier Information

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 \*

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: State/Province/Region:

(\*) indicates a required field

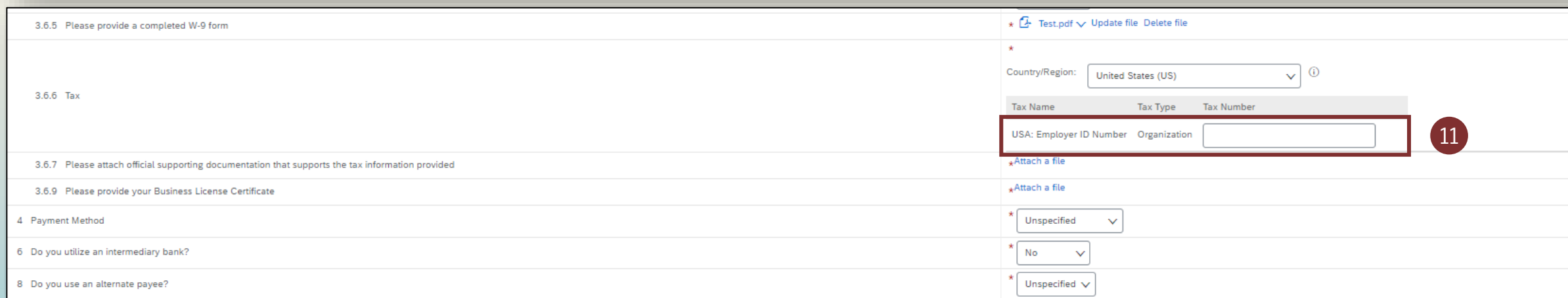
Submit Entire Response Save draft Compose Message Excel Import

**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. 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.
11. Depending on the country selected in the **'Country/Region'** filed, the Supplier will be prompted to insert their specific tax ID.



The screenshot shows the '3.6 Tax number(s) / EIN' section of the questionnaire. The '3.1 Are you an Individual Owned or an Organization' dropdown is set to 'Organization' (highlighted with a red box and labeled 10). Below it, the '3.6.1 Are you an international vendor providing services in the US?' dropdown is set to 'Unspecified'. The '3.6.5 Please provide a completed W-9 form' section has an 'Attach a file' link. The '3.6.6 Tax' section has a 'Country/Region' dropdown set to '(no value)' (highlighted with a red box and labeled 11).



The screenshot shows the '3.6.6 Tax' section of the questionnaire. The 'Country/Region' dropdown is set to 'United States (US)' (highlighted with a red box and labeled 11). Below it, the 'Tax Number' field is highlighted with a red box and labeled 11. The 'Tax Name' field is set to 'USA: Employer ID Number' and the 'Tax Type' is set to 'Organization'. The '3.6.7 Please attach official supporting documentation that supports the tax information provided' section has an 'Attach a file' link. The '3.6.9 Please provide your Business License Certificate' section has an 'Attach a file' link. The '4 Payment Method' section has a dropdown set to 'Unspecified'. The '6 Do you utilize an intermediary bank?' section has a dropdown set to 'No'. The '8 Do you use an alternate payee?' section has a dropdown set to '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.

- ♦ Suntory Global Spirits uses a 3<sup>rd</sup>-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

5 Bank accounts

6 Do you utilize an intermediary bank?

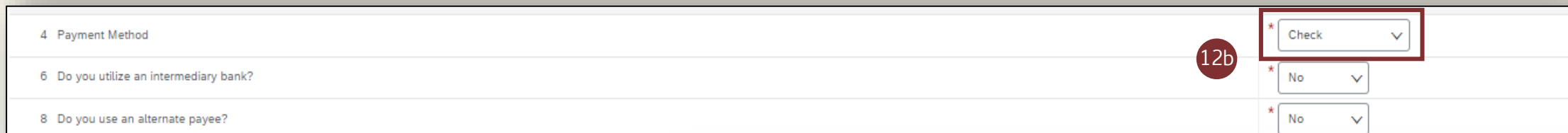
8 Do you use an alternate payee?

Electronic Payment

Add Bank accounts (0)

No

Unspecified



4 Payment Method

6 Do you utilize an intermediary bank?

8 Do you use an alternate payee?

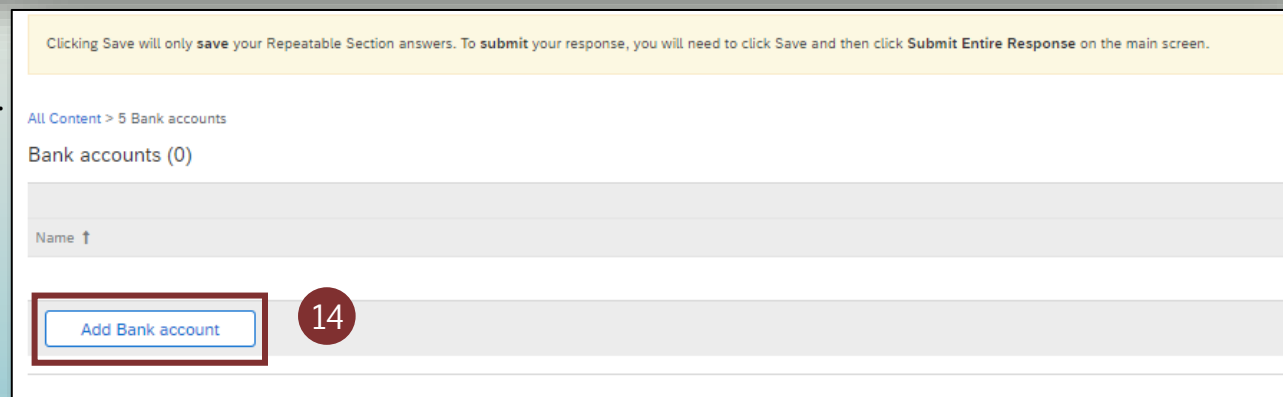
Check

No

No

**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., Trust Pair).



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. Add in all banking information.
- 16. Select **‘Save’** once complete.

SaveCancel

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 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:

Bank (Please add all bank details here) ⓘ

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’.

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

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

10.1 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

17 Submit Entire Response Save draft Compose Message Excel Import

Console

Doc1264088643 - Supplier registration questionnaire

Event Messages

Event Details

Response History

Response Team

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

All Content

**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'.

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.

Doc1264088643 - Supplier registration questionnaire

Pending Approval

19

You have submitted a response to the questionnaire.

Doc2469726268 - Supplier registration questionnaire

You have submitted a response for this event. Thank you for participating.

Revise Response ⓘ

# 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.

## 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 3<sup>rd</sup>-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
BANK KEY/ABA ROUTING NUMBER (sort code) BANK ACCOUNT NUMBER IBAN NUMBER	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)	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)
GB51BOFS - 801313 - 10415863	ES91 - 00491817 - 02 - 2910291330	FR76 - 3078800100 - 08936270001 - 18
Germany	Mexico	Link to split IBAN
BANK KEY/ABA ROUTING NUMBER (digits 5-12 of your IBAN) BANK ACCOUNT NUMBER (digits 13 to 22 of your IBAN) IBAN NUMBER	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)	<a href="https://www.xe.com/ibancalculator/">https://www.xe.com/ibancalculator/</a>
DE91 - 10070100 - 0308014000	012 - 18001597867799 - 2	

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**

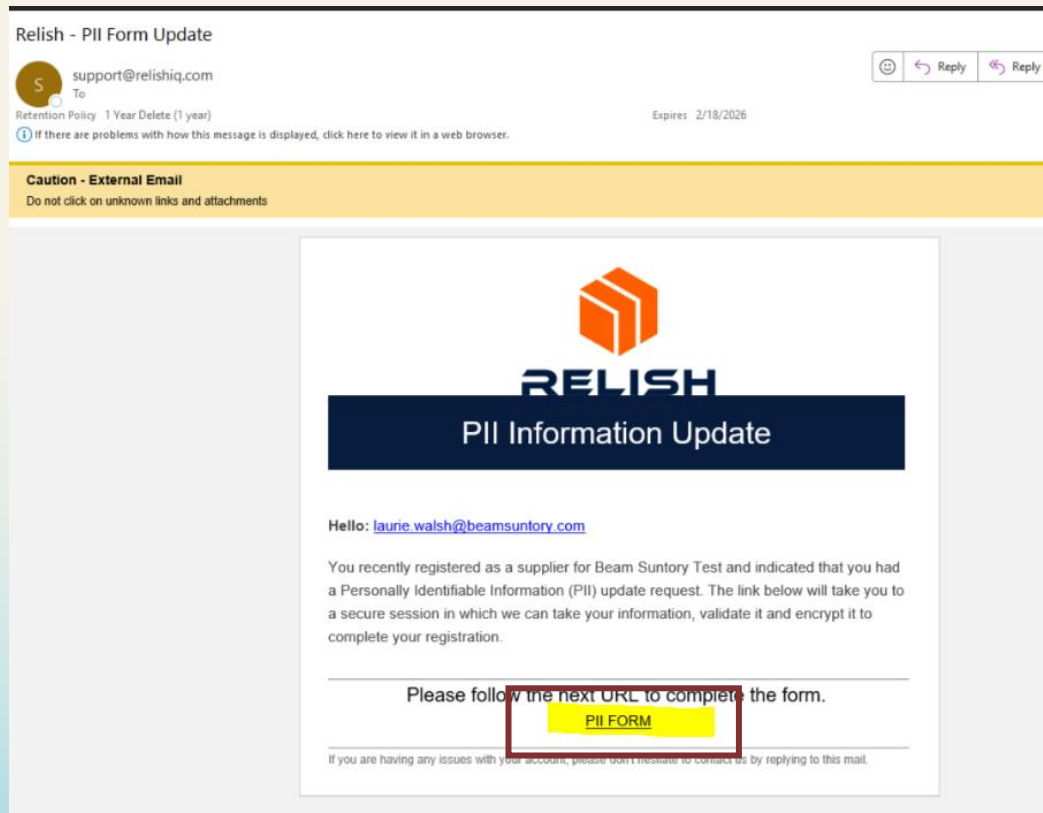
- Agency: 3 digits
- Account: 4 digits + 1 control digit

# Completing Relish Questionnaire

## Relish – for individuals

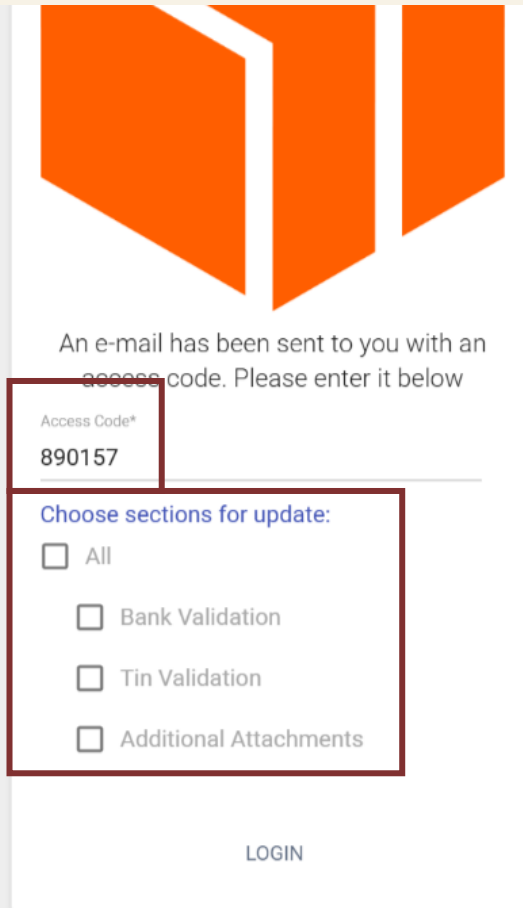
If question 3.1 is listed as individual, when providing bank information, suppliers will be required to submit their information through a third-party provider called Relish. This will provide data encryption of personal information.

### 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:

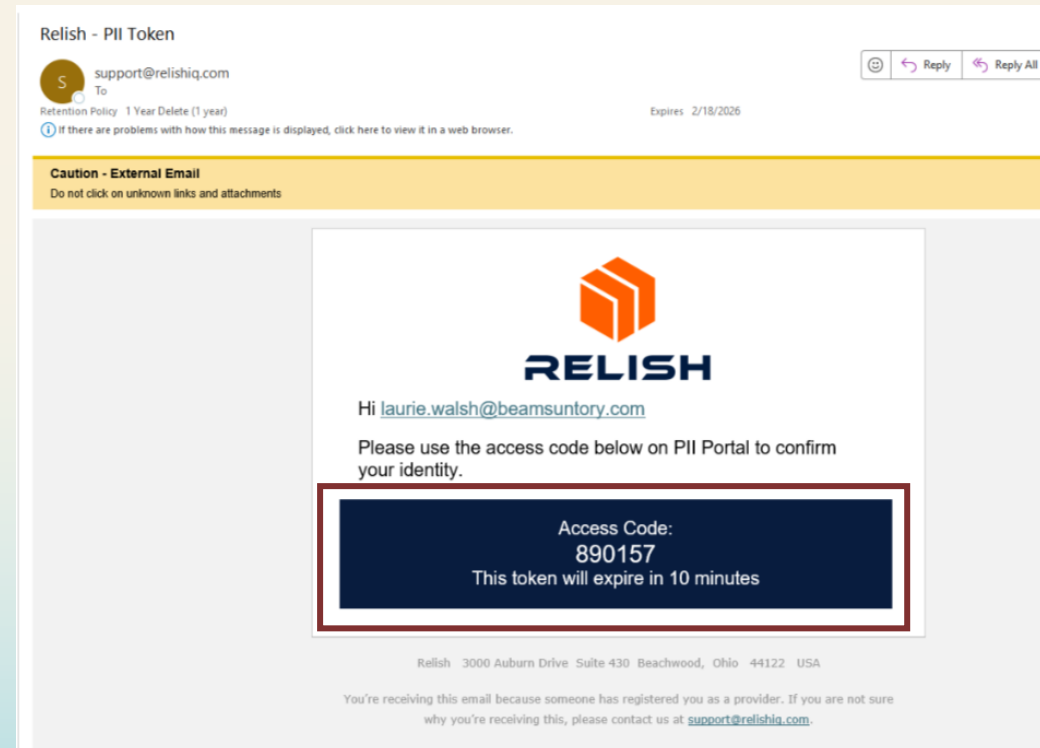
☒ All

☐ Bank Validation

☐ Tin Validation

☐ Additional Attachments

LOGIN



Relish - PII Token

support@relishiq.com

To

Retention Policy: 1 Year Delete (1 year)

Expires: 2/18/2026

Caution - External Email  
Do not click on unknown links and attachments

Hi [laurie.walsh@beamsuntory.com](mailto:laurie.walsh@beamsuntory.com)

Please use the access code below on PII Portal to confirm your identity.

Access Code:  
890157  
This token will expire in 10 minutes

Relish 3000 Auburn Drive Suite 430 Beachwood, Ohio 44122 USA

You're receiving this email because someone has registered you as a provider. If you are not sure why you're receiving this, please contact us at [support@relishiq.com](mailto:support@relishiq.com).

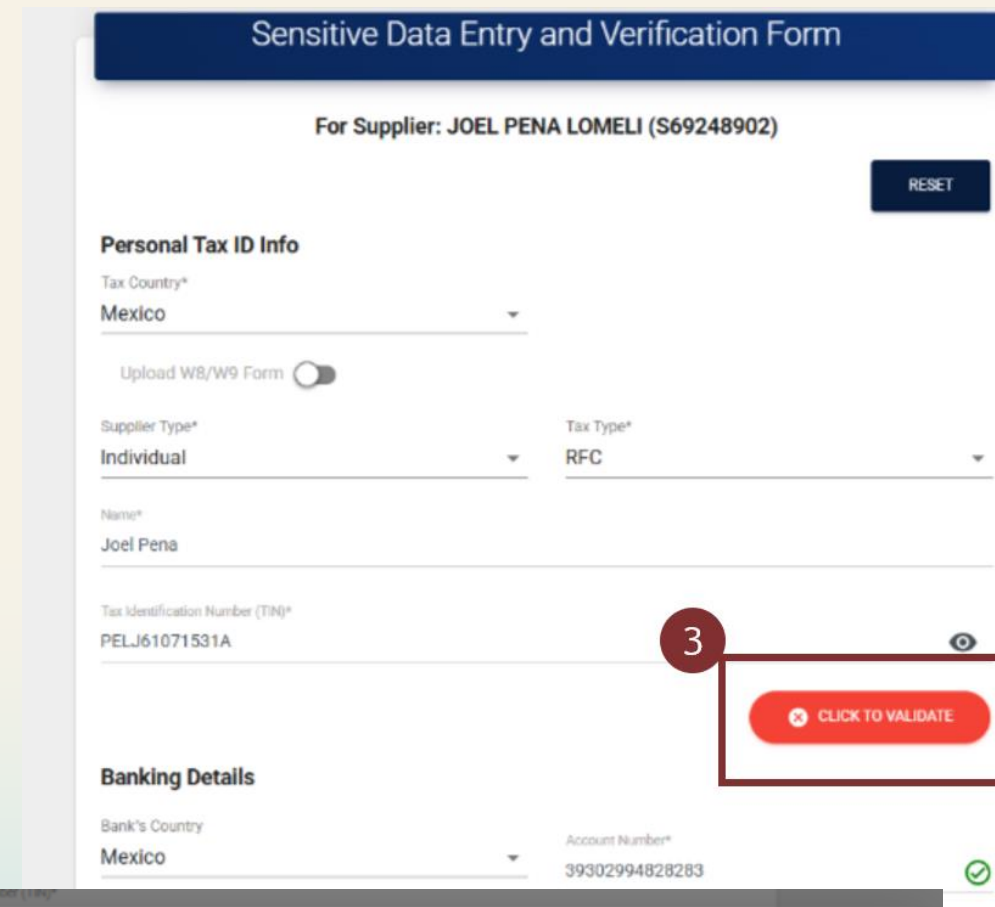
*Relish, cont.*

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)

**Personal Tax ID Info**

Tax Country\*  
Mexico

Upload W8/W9 Form ☐

Supplier Type\*  
Individual

Tax Type\*  
RFC

Name\*  
Joel Pena

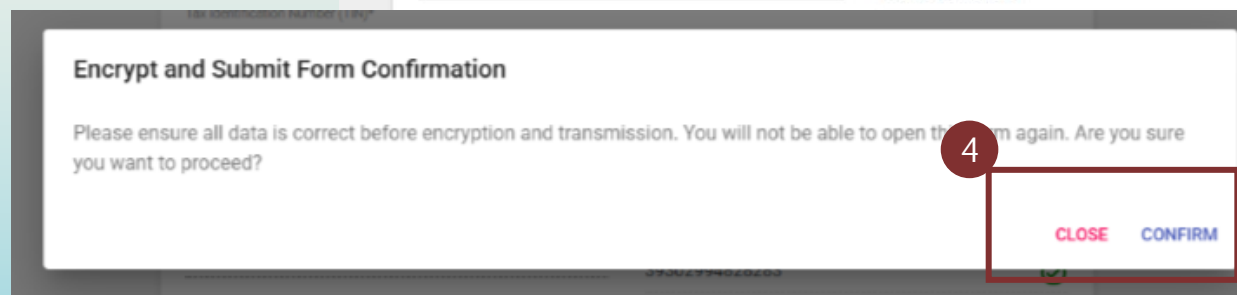
Tax Identification Number (TIN)\*  
PELJ61071531A

**Banking Details**

Bank's Country  
Mexico

Account Number\*  
39302994828283

**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?

**CLOSE CONFIRM**