Supplier Registration Training

Date: June 2016
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.

***Sysco Proprietary and Confidential***
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

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.

1. Enter basic company information

- **Company Name**: [Your company name]
- **Country**: United States [USA]
- **Address**: Line 1, Line 2, Line 3
- **City**: [Your city]
- **State**: Alabama
- **Zip**: [Your zip code]

**Product and Service Categories**: Enter Product and Service Categories

**Ship-to or Service Locations**: Enter Ship-to or Service Location

**Tax ID**: Optional

Enter your nine-digit Company Tax ID number.

***Sysco Proprietary and Confidential***
Step 3: Enter your Ariba Account details (username and password), and select the **Continue** button.
Step 4: Select the **Go to Company Profile >** button.
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.
Step 6

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

- If you receive an error message during this process, please refer to the error message screen.
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](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 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: Select the **View Customer Requested Fields** link:
Step 4 & 5

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

![Company Profile](image)

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: 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

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Sysco Procurement Classification</td>
</tr>
</tbody>
</table>

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.