

Global Supplier Portal – Supplier Account Request Process (Supplier User Instructors)

Updated Sept 19, 2019

Overview

Requesting access to the Global Supplier Portal for suppliers is a 2 part action. Suppliers request accounts on-line and are notified via automated e-mail when the account is approved or rejected. First suppliers create a GSP account and second they request access to the Plant or Plants to which they need access.

Process

Access the Global Supplier Portal (GSP) at <http://gsp.sbdinc.com>

On the GSP landing page click the “Supplier Registration” button (1)

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Sign In [Supplier Registration](#)

Global Supplier Portal

(1)

Sign in to SBD Global Supplier Portal

Mission Statement

Welcome to the Stanley Black & Decker Global Supplier Portal. The goal of the portal is to provide a single location for our suppliers to access all the information needed to support doing business with Stanley Black & Decker. We will continue to build out functionality and improve our suppliers' experience with future enhancements over time. If you have any issues or recommendations for making this more useful and beneficial, please let us know by clicking the Contact Us button above.

Enter your email address (2) and create a password (3)

Passwords must be at least 8 characters in total; At least 1 lower case; At least 1 upper case; At least 1 digit; At least 1 special character.

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Register New User

Account Information

Email * Jim.Smith@xyz.com (2)

Password * (3)

Confirm Password *

Enter your personal information (4)

The day and month of birth are required but you can enter any values you want. The only reason this may be used is to validate your identity when contacting the support team

Personal Information

First Name * Jim

Last Name * Smith

Middle Name

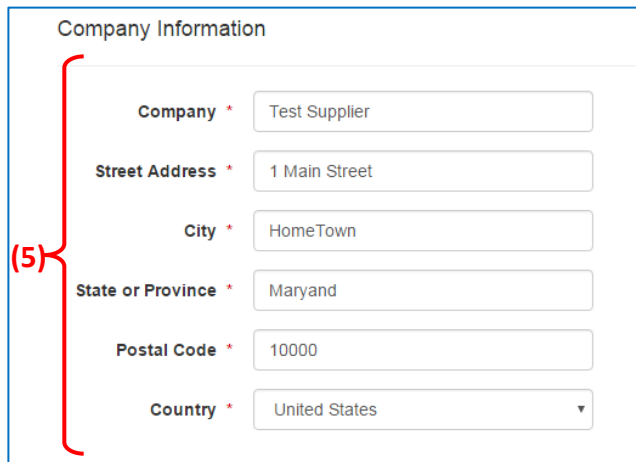
Office Phone * 000-000-0000

Day Of Birth * 1

Month of Birth * 1

(4)

Enter your company information (5)



Company Information

Company * Test Supplier

Street Address * 1 Main Street

City * HomeTown

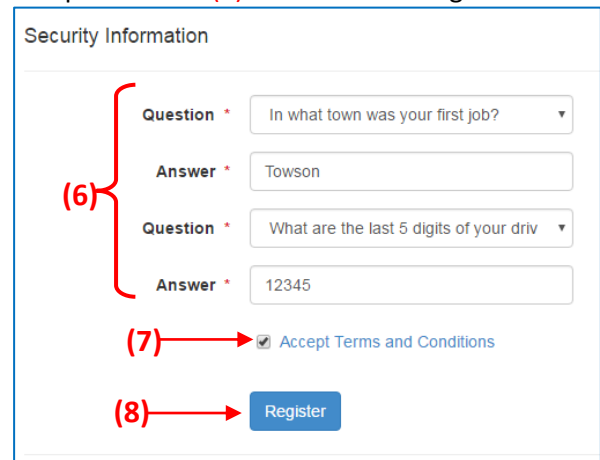
State or Province * Maryland

Postal Code * 10000

Country * United States

(5) is indicated by a red bracket on the left side of the form.

Select 2 security questions and provide answers(6), accept the T&Cs (7) and click the “Register” button (8)



Security Information

Question * In what town was your first job? ▾

Answer * Towson

Question * What are the last 5 digits of your driv ▾

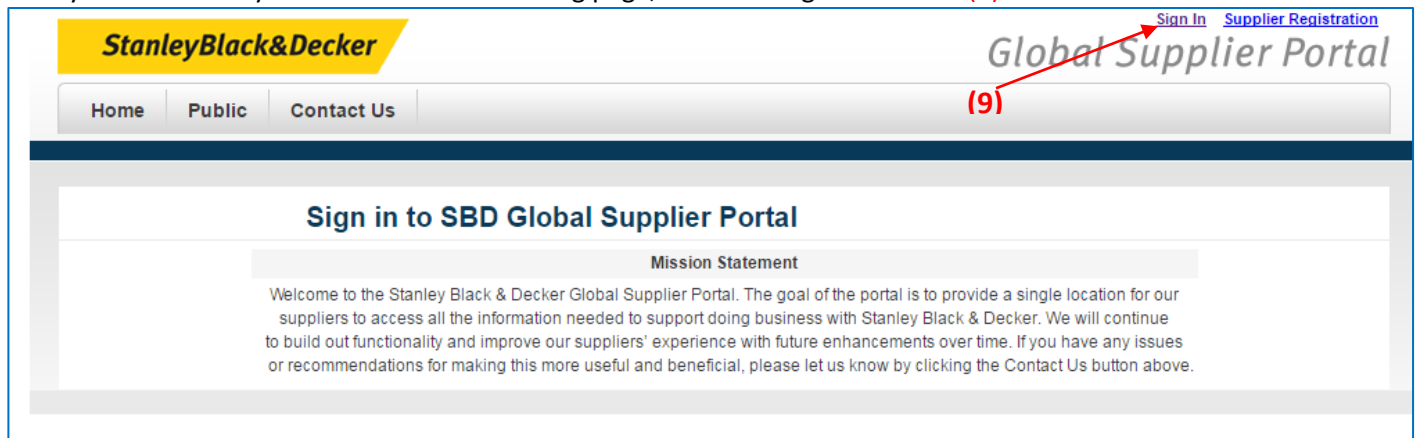
Answer * 12345

(7) → ☒ Accept Terms and Conditions

(8) → Register

(6) is indicated by a red bracket on the left side of the form.

You have completed setting up your account, now you need to request access to the Plant(s) you receive orders from. The system will take you back to the GSP landing page, click the “Sign In” button (9)



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Sign In Supplier Registration

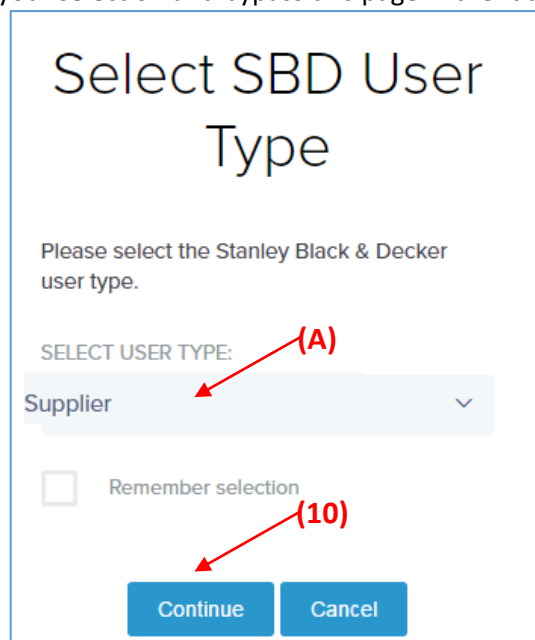
(9) is indicated by a red arrow pointing to the Sign In button.

Sign in to SBD Global Supplier Portal

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On the SBD User Type page ensure that the selection (A) is set to “Supplier” and click the “Continue” button (10)
Note: you can click the “Remember selection” option to keep your selection and bypass this page in the future



Select SBD User Type

Please select the Stanley Black & Decker user type.

SELECT USER TYPE: (A)

Supplier ▾

☐ Remember selection

(10) is indicated by a red arrow pointing to the Continue button.

Continue Cancel

On the Supplier Sing On page enter your username (11) and password (12) then click the “Sign On” button (13)



Supplier Sign On

Please sign on and we'll send you right along.

USERNAME (11)

Test.test@test.com

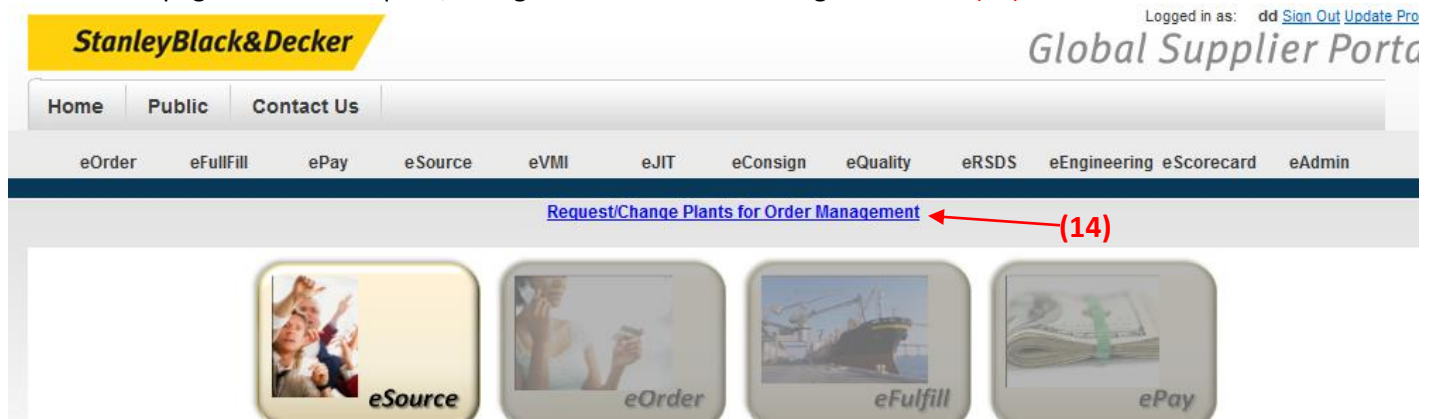
PASSWORD (12)

.....

(13) is indicated by a red arrow pointing to the Sign On button.

Sign On Cancel

On the main page click the “Request/Change Plants for Order Management” link (14)



Select the Plant or Plants you want to request access to (15), Enter the name of your SBD contact or the person at SBD who asked you to register for GSP (16), enter a comment on why you want/need access (17), and click the “Request” button (18).

- This will control who the request routes to for approval, so it is important that you select the correct Plant
- You may select multiple plants if you ship product to multiple plants

Note: it is critical that if you are a supplier that receives PO and payment from our GSMA (Macau) division that you chose the “GSMA” option and NOT the plant you ship to.**

The system will display the following message. Your request will be routed to the plant approver(s) for the plant(s) you selected, and you will receive an automated email once the approvers take action on your request.

