SMS Supplier Payables - Setup to use Sysco Supplier Suite

06/23/2025

Sysco®
At the heart of food and service

Self Service Onboarding

This training document is intended for Suppliers who will access the SMS Supplier Payables application through the Sysco Supplier Suite for the first time.

The following slides will show the steps to:

- Set up the user access to the Sysco Supplier Suite

Setting Up Security Password & Questions

Setting Up Your Sysco Security

After setting up your new user id, which is your company email address, an email will be sent to you in that email address.

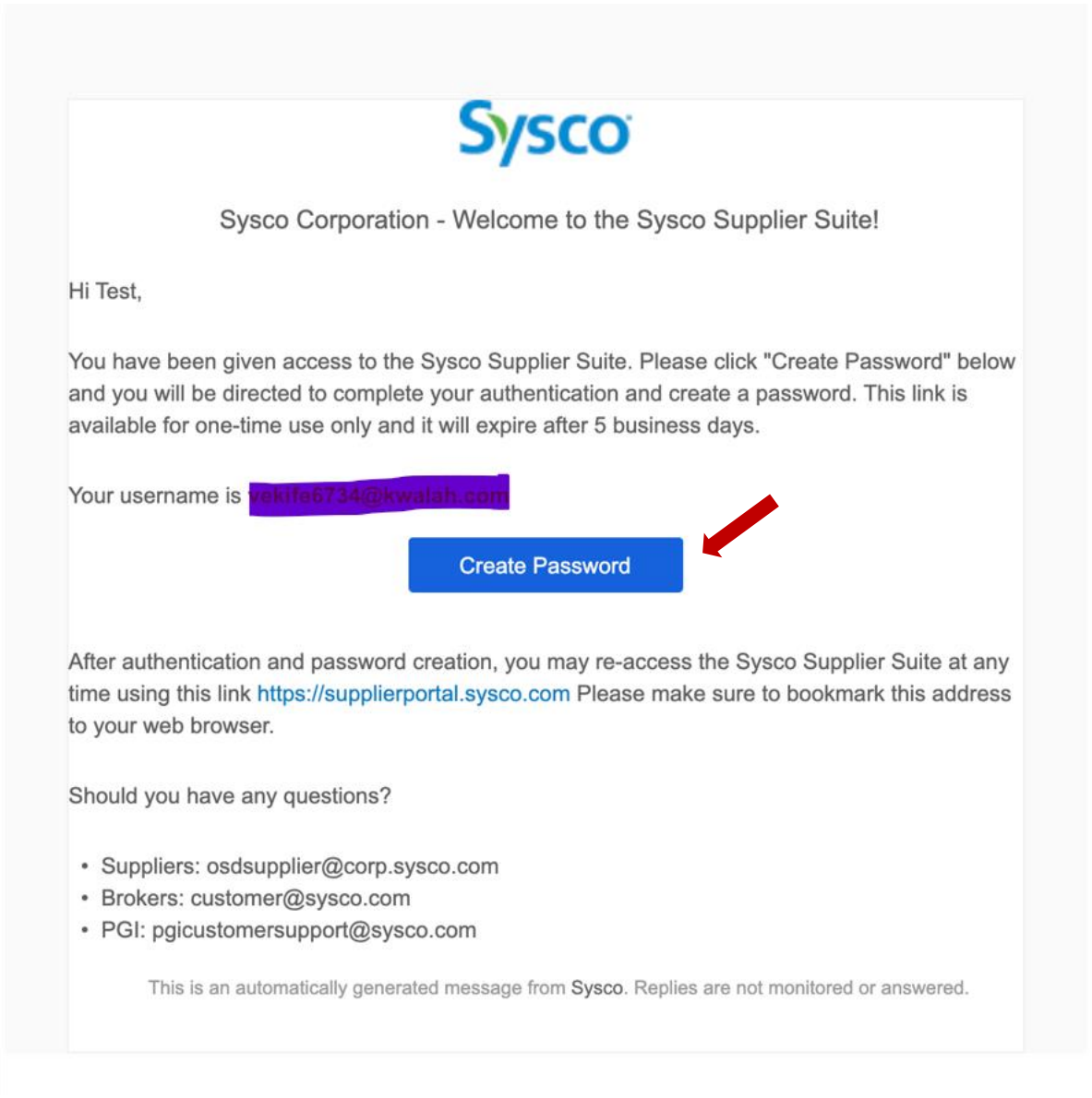
- The email is a system generated email from Sysco Security. Since its system generated, it will come **from** a generic email ID.
- In case you don't see the email in your inbox, please check your "blocked email" folder or trash folder.

The email welcomes you to the Sysco Supplier Suite. It will also ask you to register and set up your password.

Your username will also appear in the email. Use this username to login to the Sysco Supplier Suite.

To register and set up your password, click on the Create password button Create Password

The next screen should appear.



Password & Security Question Set Up

Answer the prompts (questions) on this screen to:

1. Set your password
2. Choose a security question and answer it
   - **Remember your answer to this security question.** The system will use it in case you need to reset your password.
   - Click or select a security image.
3. Once a security image is selected, the third screen will appear. Click on "Got It".
4. After following these three steps, the Sysco Supplier Suite tile or the SMS Supplier Payables application might appear. Click on the application from that screen. This will launch the SMS Payables application.
5. In the SMS Payables application, select the RME number from the drop down.

The next time you login to the Sysco Supplier Suite, use the link to the Sysco Supplier Suite using the email address you provided as your login ID. Here it is here again →
https://supplierportal.sysco.com/login

Please bookmark this in your internet browser.

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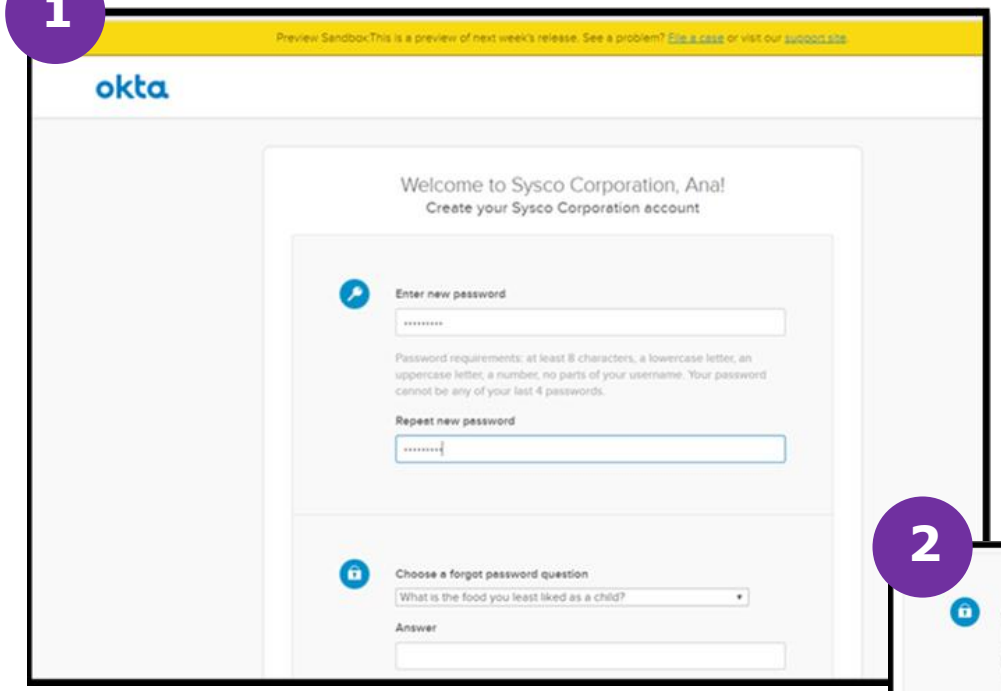

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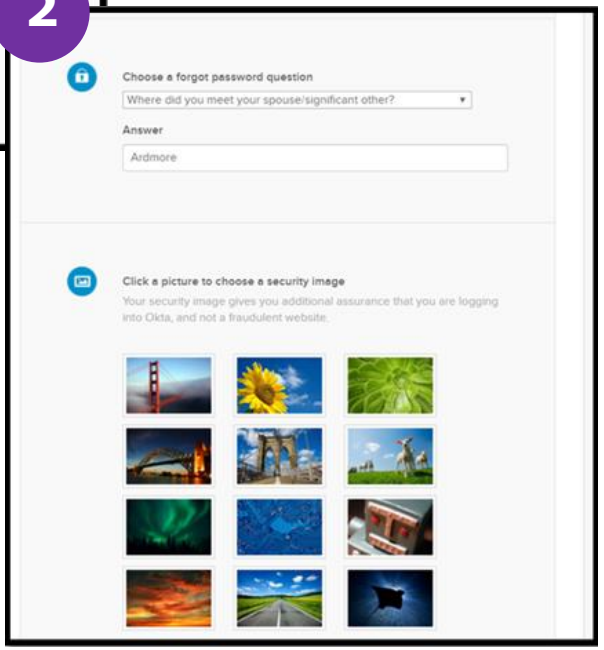

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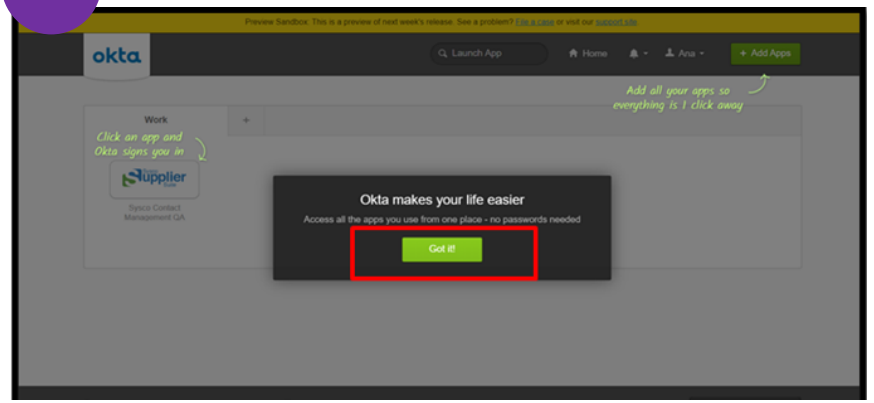

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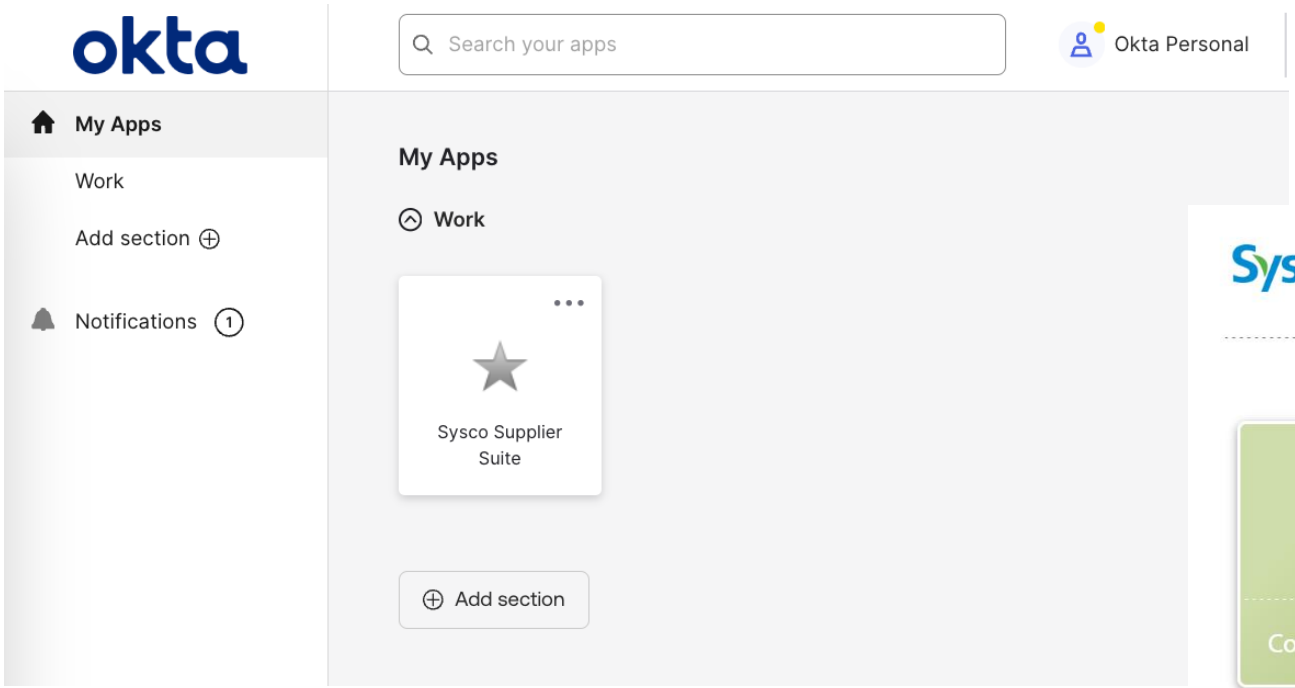

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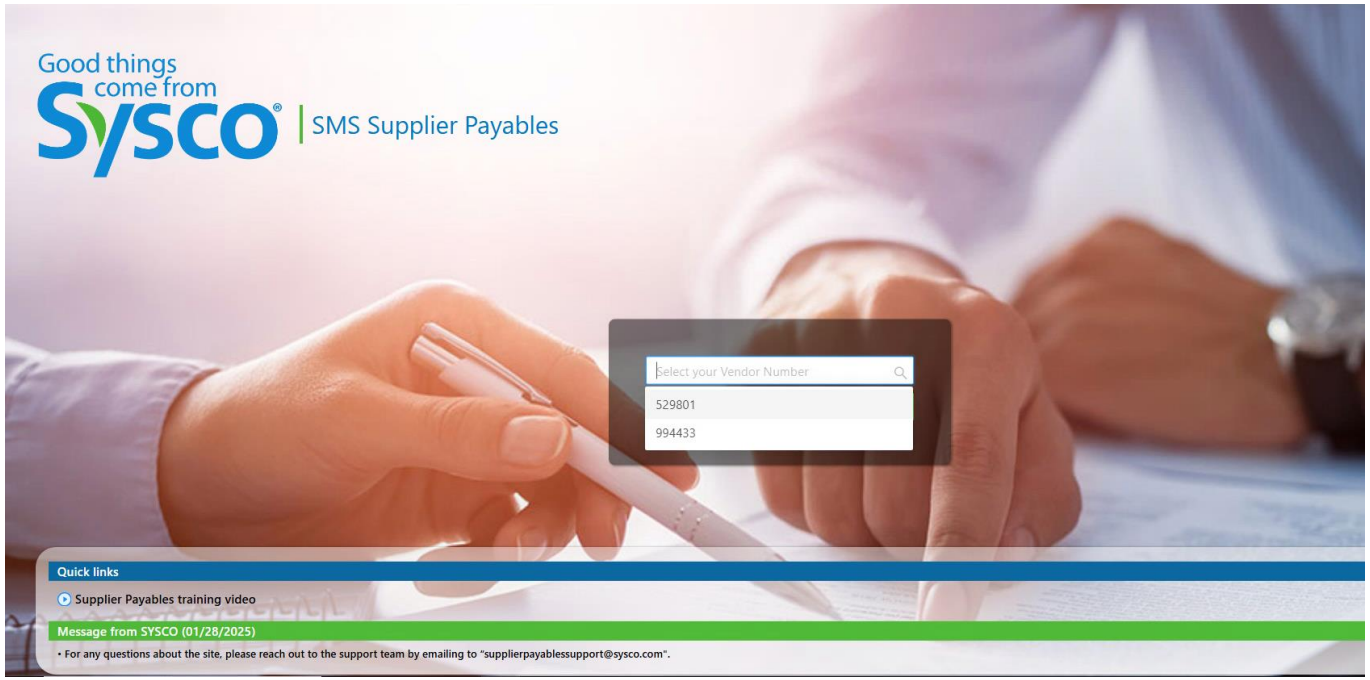
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