



SMS Supplier Payables

- Setup to use Sysco Supplier Suite

06/23/2025

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

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

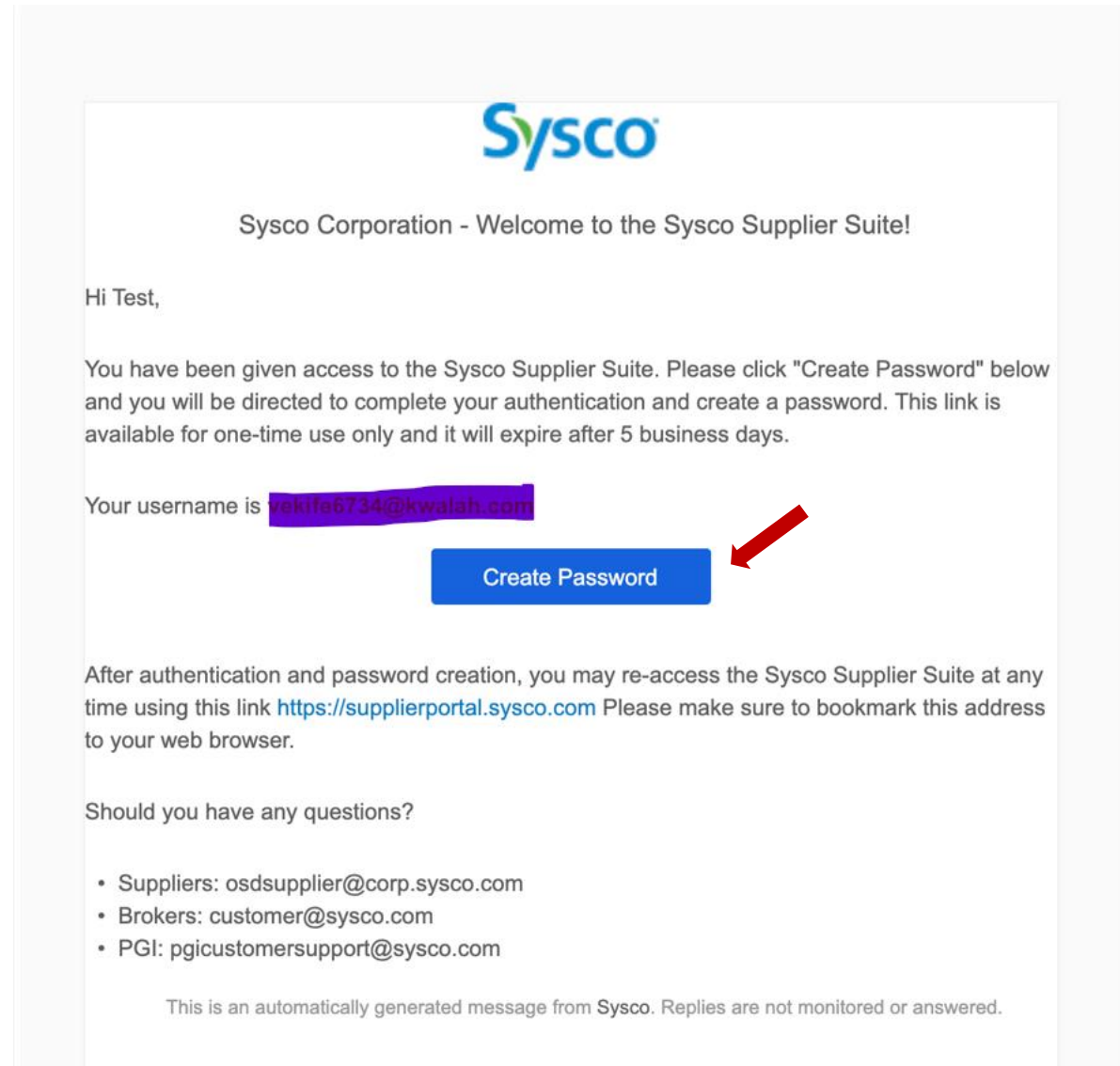
- The email is a system generated email from Sysco Security. Since its system generated, it will come **from** a generic email ID.
- In case you don't see the email in your inbox, please check your "blocked email" folder or trash folder.

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 

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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Preview Sandbox This is a preview of next week's release. See a problem? [File a case](#) or visit our [support site](#)

okta

Welcome to Sysco Corporation, Ana!
Create your Sysco Corporation account

Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 4 passwords.

Repeat new password

Choose a forgot password question

What is the food you least liked as a child?

Answer

2

Choose a forgot password question

Where did you meet your spouse/significant other?

Answer

Andmore

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Grid of 12 security images:

- Golden Gate Bridge
- Sunflower
- Green leaves
- Bridge at night
- Industrial building
- Field of flowers
- Green forest
- Blue sky with clouds
- Red brick building
- Orange sunset
- Green field
- Blue sky with clouds

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okta

Q Launch App Home Ana + Add Apps

Work

Click on an app and Okta signs you in

Supplier Suite

Sysco Contract Management GA

Okta makes your life easier

Access all the apps you use from one place - no passwords needed

Got It

4

My Apps

Work

Add section +

Notifications 1

My Apps

Work

Sysco Supplier Suite

Add section +

4

Sysco | Supplier Suite

Contact Management

Supplier Contact Information Management

SMS Payables

SMS Supplier Payables

5

Good things
come from
Sysco[®] | SMS Supplier Payables

Select your Vendor Number

529801

994433

Quick links

Supplier Payables training video

Message from SYSCO (01/28/2025)

• For any questions about the site, please reach out to the support team by emailing to "supplierpayablesupport@sysco.com".