



## Dean Foods Supplier Registration Instructions & Frequently Asked Questions (FAQ)

Welcome to the Dean Foods Supplier Registration process. This tool is being used to gather and warehouse supplier information by the Procurement Department for those companies who are interested in doing business with Dean Foods.

The following instructions will guide you through the registration process such that our Procurement team will have access to your company's contact information.

When you select the URL on the Registration Checklist page you will see the following screen. Complete as much information as possible about your company. Fields marked with a red asterisk are required.

The screenshot shows a web browser window titled "SAP Sourcing - Windows Internet Explorer provided by Dean Foods". The address bar shows the URL "https://deanfoods.frictionless.com/fsguestvendor/vendordesktop/register". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is a registration form titled "Creating: New Supplier Registration : Untitled" with "Save" and "Cancel" buttons. The form is divided into several sections: "Company Information" with fields for Company Name, Abbreviated Name, Alternative Name, DUNS ID, Description (0 of 255 characters), Web Site URL, and Ticker Symbol; "Regional Settings" with dropdown menus for Default Time Zone (GMT-6:00 Central Time (US & Canada)), Default Language (English), Default Date Format (Locale Default), Default Decimal Format (Locale Default), Default Excel Format (Excel 2003), and Currency (USD); "Contact Information" with fields for First Name, Last Name, Title, E-Mail, and Phone; and "Order From Address" with fields for Address 1 and Address 2. The Windows taskbar at the bottom shows the Start button, taskbar icons for SAP Sourcing and Supplier Registration, and the system tray with the time 1:10 PM.

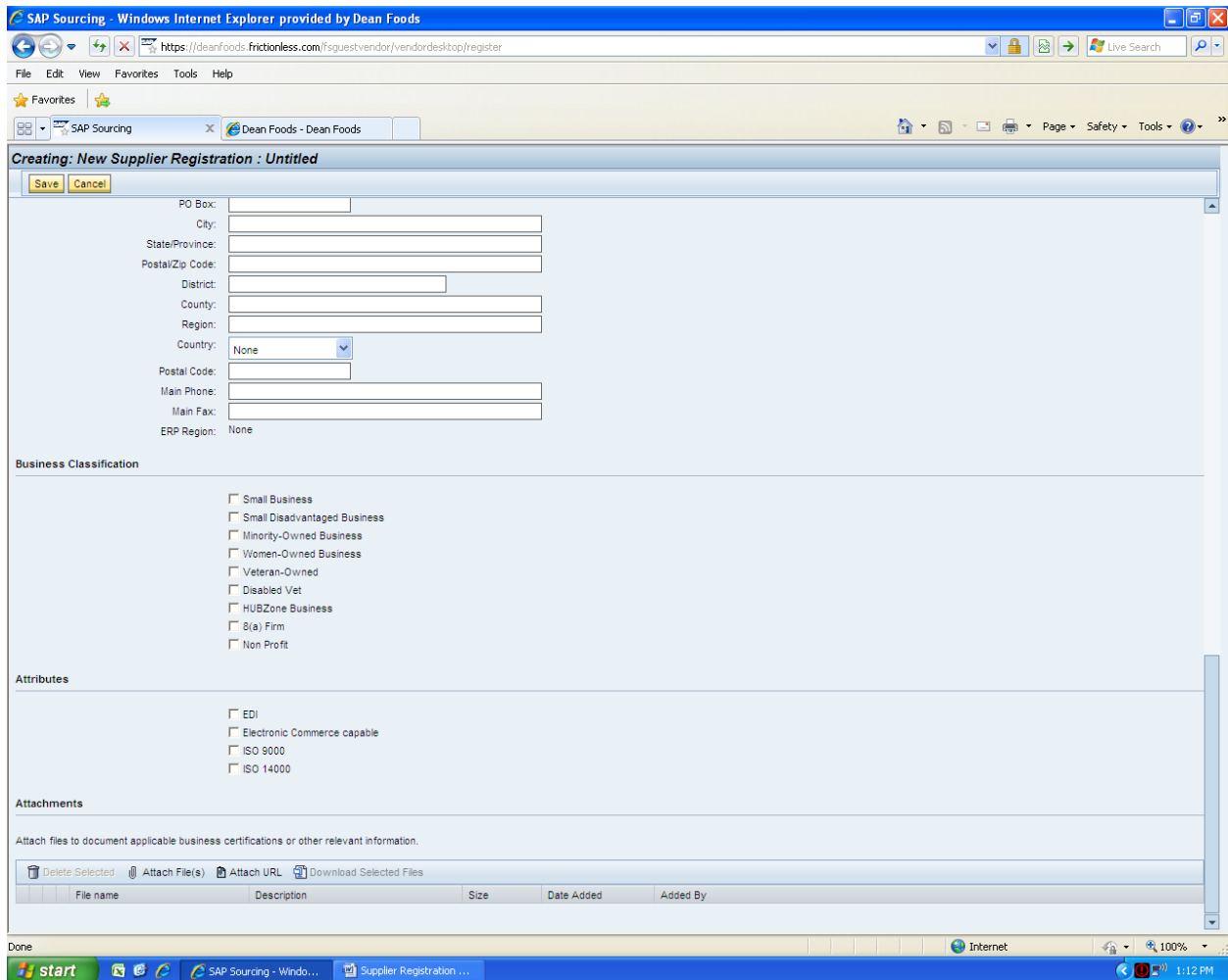
The page will continue by scrolling down in your screen. In addition to providing information about your company locations, you can provide remit to and tax information that can be transferred to our Payables department.

The screenshot shows a web browser window titled "SAP Sourcing - Windows Internet Explorer provided by Dean Foods". The address bar shows the URL: <https://deanfoods.frictionless.com/fsguest/vendor/vendordesktop/register>. The browser's address bar and menu bar are visible. The main content area displays a form titled "Creating: New Supplier Registration : Untitled". The form has a "Save" button and a "Cancel" button at the top left. The form is divided into several sections: "E-Mail:" with a text input field; "Phone:" with a text input field; "Order From Address" with fields for Address 1, Address 2, Address 3, PO Box, City, State/Province, Postal/Zip Code, District, Country, Region, and a Country dropdown menu (set to "None"); "Main Phone:" and "Main Fax:" text input fields; "ERP Region:" with a value of "None"; "Tax Information" with a "Tax-Exempt" checkbox, "Tax ID:" text input field, and "Tax Jurisdiction:" text input field; and "Remit To Address" with a "Copy Order From Address" button and fields for Address 1, Address 2, Address 3, PO Box, City, State/Province, and Postal/Zip Code. The Windows taskbar at the bottom shows the "start" button, several application icons, and the system tray with the time "1:12 PM".

Business Classification and Attributes are groups of fields where you can provide additional information about your company. They are not required, but will be helpful for the Procurement group to have a better awareness of our suppliers' capabilities and any organizational distinctions that may apply.

Finally, be sure to select "Save" in order to complete the process. If you do not select "Save" the data will not be captured and not record will be generated.

Alternatively, if you choose to not complete the task you may "Cancel" at any time and restart the process at a later time.



## Frequently Asked Questions

Q. Once I register in this tool when can I expect to hear back from your company?

A. As soon as your registration has been approved you will receive an email. Following that, response will depend on the timing of the next opportunity for the product/service category that your company is registering for. The more complete your information is, the better prepared we will be to include you in a sourcing activity. Please be patient for us to contact you. Also, you will only need to register once.

Q. I have done business in the past with Dean Foods and/or have already registered in the Ariba/Procuri systems. Do I need to register here also?

A. Yes. We are asking suppliers who have previously done business or registered to register again in this system. There are some different fields that we will need to have completed in order for your supplier registration successful that may not have been gathered in other systems.

Q. If I register in this system will I need to register in another system?

A. Registration in this system is an important first step for our Procurement team to become aware of your company and to evaluate which sourcing activities are appropriate. There may be other systems in the future that you will need to register in at a later time.

Q. There are points marked with red asterisks. What are those for?

A. It is our intention to gather as much pertinent information as necessary to make an informed decision as to which sourcing activities to include your company in. Therefore, while the red asterisks indicate only those required fields, we ask that you complete as many of the fields as possible.

Q. Can I upload additional materials in this system?

A. Yes. You may upload files and also attach your company's web site to your submission. You will find those icons at the bottom of the registration form.

Q. Can I register multiple people at my company in the system?

A. Yes. Once your lead contact has registered they will receive a prompt to sign into the system. Additional contacts can be added from this point by selecting "Managing User Accounts".