



Apple Supplier Connect User Guide

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Chapter 1: Welcome to Apple Supplier Connect

Apple Supplier Connect is a secure, self-service portal that allows you to maintain your company information that is essential to the business relationship between you and Apple. This document will guide you on how to maintain company information such as contact details, tax information, and banking information.

Your company has been invited to complete an approved supplier profile in Apple Supplier Connect. You have been assigned the role of Primary Administrator or Secondary Administrator and you will be responsible for providing and maintaining your company's data that will be used by Apple to send purchase orders, process payments, and other business functions.

PLEASE NOTE: Supported browsers include Safari, Internet Explorer/Edge, and Chrome.

Let's get started.

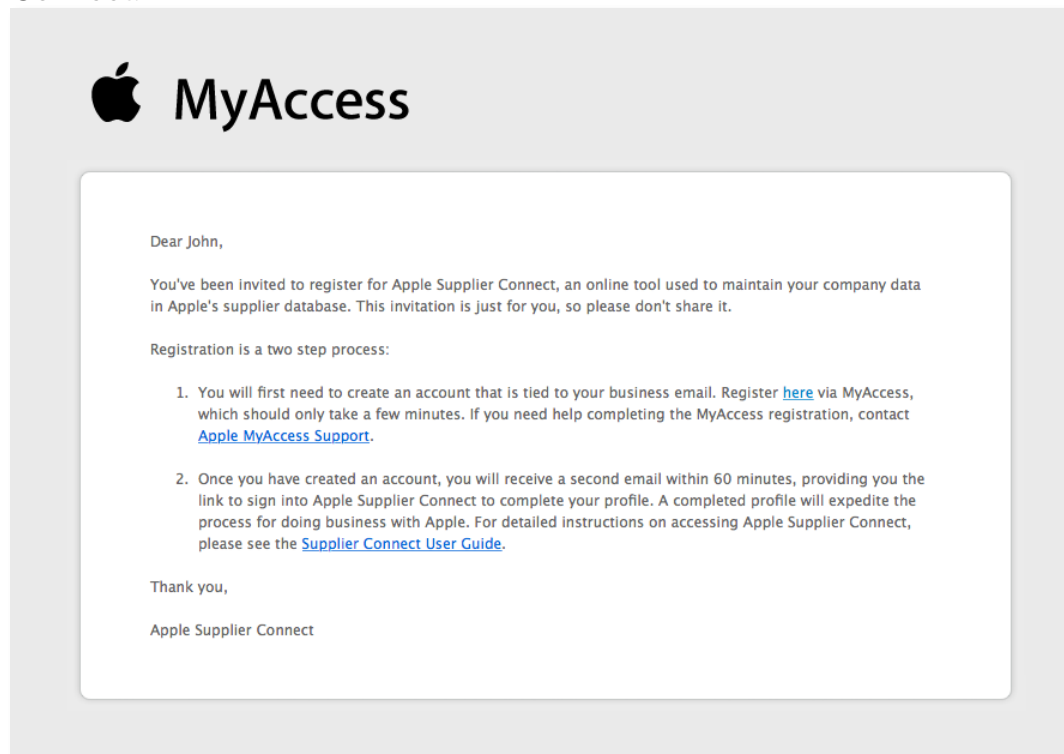
Chapter 2: MyAccess Registration

Gaining access to Apple Supplier Connect is a two step process. Before you can log into Apple Supplier Connect, you must be invited by an Apple representative or your company's Primary Administrator. You will need to complete the MyAccess registration to obtain an Apple ID that is tied to your business email. Then, in approximately 60 minutes, you will receive a second email providing the link to log into Apple Supplier Connect using the Apple ID and password you previously created.

2.1 Step 1 of 2: Register your Account

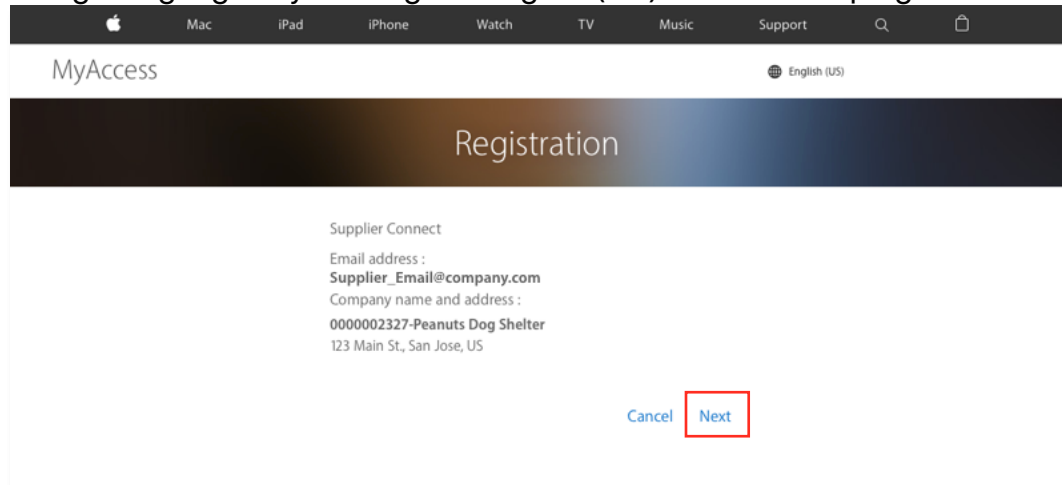
1. You will receive an invitation email from myaccess.support@apple.com to create your account.

PLEASE NOTE: If you already have a business Apple ID, you still need to complete this registration process to obtain access to Apple Supplier Connect.

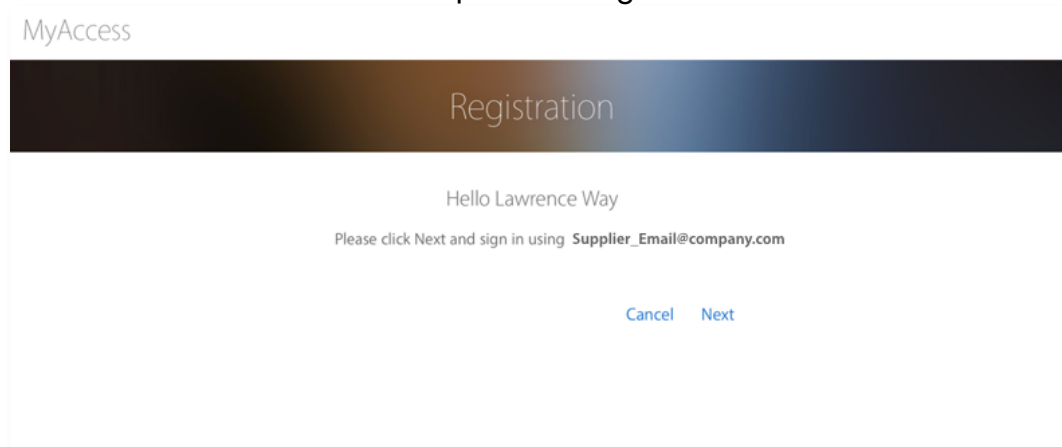


2. When you click on the MyAccess link in the first email, you will see the following screen that includes your email address, company name, and company address. Click **Next**.

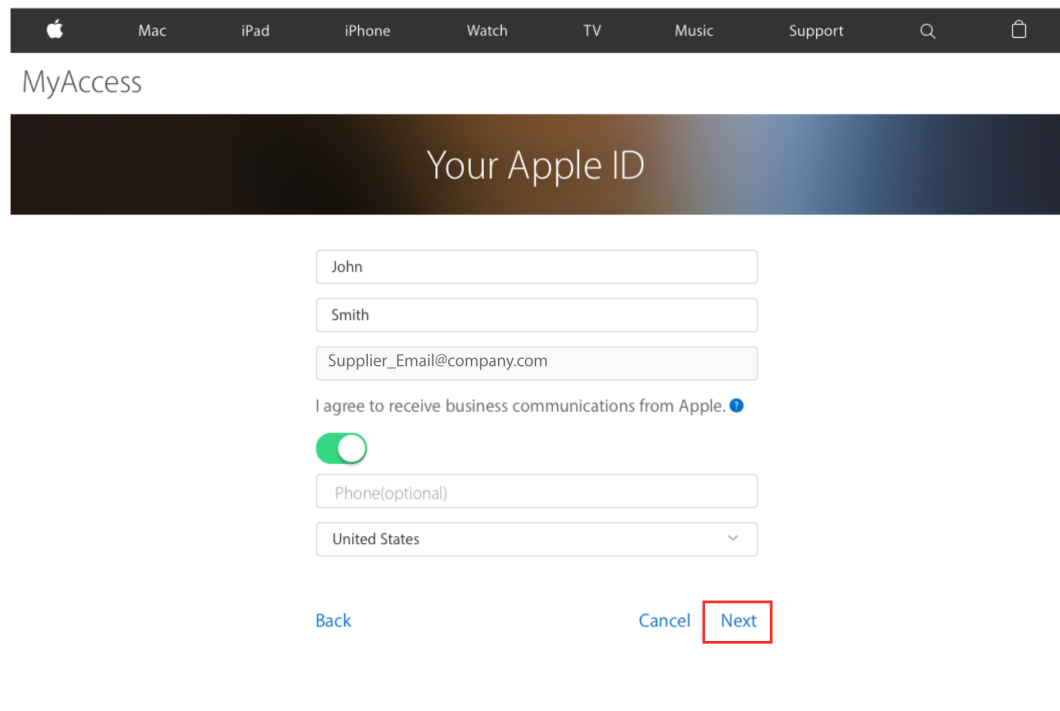
PLEASE NOTE: MyAccess will default to English, but you can select various foreign languages by clicking the English (US) link on the top right.



PLEASE NOTE: If you already have an existing Apple ID that is associated with your business email, you will be asked to sign in using your existing Apple ID. When you are successfully logged in, you will be taken to Step 5 to review the information and complete the registration.



3. Confirm the spelling of your name. You have the option to change it as well. Click **Next**.



The screenshot shows the 'Your Apple ID' setup page within the MyAccess portal. The page has a dark header with the Apple logo and navigation links for Mac, iPad, iPhone, Watch, TV, Music, and Support. Below the header, the 'MyAccess' logo is visible. The main content area is titled 'Your Apple ID' and contains several input fields: 'John' for the first name, 'Smith' for the last name, and 'Supplier_Email@company.com' for the email address. Below these fields is a toggle switch for 'I agree to receive business communications from Apple.' which is currently turned on. There are also optional fields for 'Phone(optional)' and a dropdown menu for 'United States'. At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red rectangular border.

MyAccess

Your Apple ID

John

Smith

Supplier_Email@company.com

I agree to receive business communications from Apple. [?](#)

☒

Phone(optional)

United States

[Back](#) [Cancel](#) [Next](#)

4. Read the Terms of Service and click **Agree**.

The screenshot shows the MyAccess Terms of Service page. At the top is a navigation bar with links for Mac, iPad, iPhone, Watch, TV, Music, and Support. Below this is a header with the MyAccess logo and the title "Terms of Service". The main content area contains the "Terms of Service" text, starting with "1. Acceptance of Terms" and ending with "14. Feedback and Information". At the bottom of the page, there are two buttons: "Disagree" and "Agree". The "Agree" button is highlighted with a red box.

MyAccess

Terms of Service

1. Acceptance of Terms

You are entering into the following Terms of Service ("TOS") with Apple as defined below. Apple is providing you use of and access to MyAccess and any associated applications, services, or web pages (collectively, "Service"). You must agree to the TOS before you can access or use the Service. You are agreeing to the TOS by: (a) actually accessing or using the Service, or (b) clicking a box or link that indicates you agree to the TOS, where such a box or link is made available to you.

"Apple" means the Apple entity with which you have an Agreement as defined below in Section 2. In the absence of such an Agreement, "Apple" means the Apple entity through which authorization to access the Service is granted.

Do not use or access the Service if you do not agree to any of the following terms. You should print or otherwise save a copy of the TOS for your records and refer to it as you use the Services.

IMPORTANT: PLEASE READ THESE TERMS CAREFULLY, SINCE YOUR USE OR ACCESS OF THE SERVICE CONSTITUTES ACCEPTANCE OF THESE TOS AND CREATES A BINDING LEGAL AGREEMENT. YOU MUST ACCEPT THESE TERMS IF YOU WISH TO USE OR ACCESS ANY OF THE SERVICES. IF YOU CHOOSE TO ACCEPT THESE TERMS, YOU MUST DO SO AS THEY ARE PRESENTED TO YOU; NO CHANGES (ADDITIONS OR DELETIONS) WILL BE ACCEPTED BY APPLE. APPLICABLE LOCAL (NON-U.S.) LAW MAY ALTER OR AFFECT THE RIGHTS AND OBLIGATIONS OF EITHER PARTY UNDER THESE TOS.

14. Feedback and Information

Any feedback you provide at this site shall be deemed to be non-confidential. Apple shall be free to use such information on an unrestricted basis, without payment of royalties or other consideration to you, so long as Apple does not infringe your patents, copyrights or trademark rights in such feedback.

Last revised: October 21, 2016.

Disagree Agree

Copyright © 2017 Apple Inc. All rights reserved. Help Privacy Policy

5. Review the information and click **Next**.

The screenshot shows the MyAccess Review page. At the top is a navigation bar with links for Mac, iPad, iPhone, Watch, TV, Music, and Support. Below this is a header with the MyAccess logo and the title "Review". The main content area contains a form with the following fields:

- About you: NAME: John Smith, APPLE ID: Supplier Apple ID, EMAIL: Supplier_Email@company.com
- Location: 0710031884-Example Supplier, 123 Main St., San Jose, US
- Access Roles: BUSINESS ROLE: Approved supplier Primary admin

At the bottom of the page, there are three buttons: "Back", "Cancel", and "Next". The "Next" button is highlighted with a red box.

MyAccess

Review

About you

NAME: John Smith

APPLE ID: Supplier Apple ID

EMAIL: Supplier_Email@company.com

Location

0710031884-Example Supplier
123 Main St., San Jose, US

Access Roles

BUSINESS ROLE:
Approved supplier Primary admin

Back Cancel Next

6. In this screen, you will need to create a password, enter your birth date, and answer three security questions. Click **Continue**.

The screenshot shows the 'Create Your Apple ID' web form. At the top, there is a navigation bar with links to Mac, iPad, iPhone, Watch, TV, Music, and Support. The main heading is 'Create Your Apple ID'. Below this, the form contains several input fields: 'Sally' and 'Supplier' for the name, 'United States' for the country, and 'birthday' for the birth date. A red box highlights the 'password', 'confirm password', and three 'Security Question' sections. Below these, there are three checkboxes for 'Announcements', 'Apple Music, New Apps and More', and 'Apple News Updates'. At the bottom, there is a 'Continue' button, also highlighted with a red box. The footer contains copyright information and a link to the Privacy Policy.

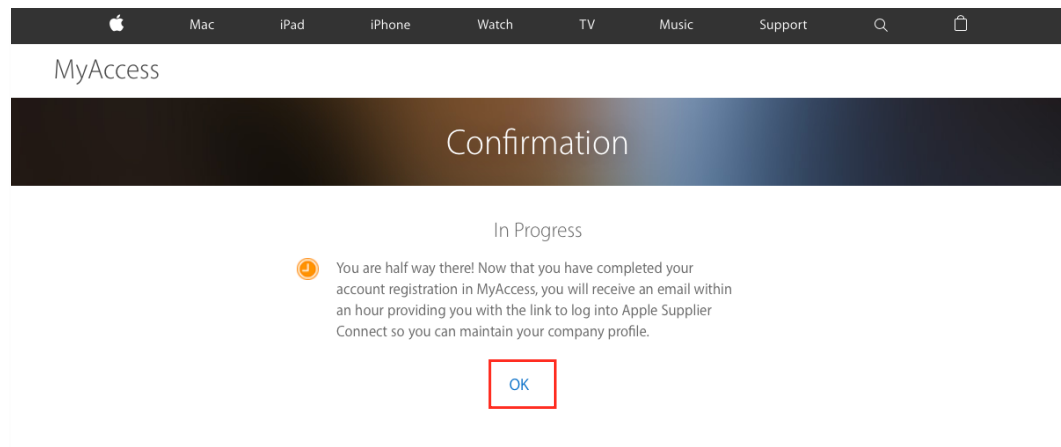
Apple ID creation form fields:

- Name: Sally, Supplier
- Country: United States
- Birth Date: birthday
- Email: Supplier_Email@company.com
- Apple ID: sc_primaryadmin1+peanut@apple.com
- Security Questions (highlighted in red):
 - Security Question 1, answer
 - Security Question 2, answer
 - Security Question 3, answer
- Privacy Policy: Apple is committed to protecting your privacy. [Learn more...](#)
- Continue button (highlighted in red)

Footer: Copyright © 2017 Apple Inc. All rights reserved. Privacy Policy United States

7. You will see a confirmation page notifying you that you completed step one of two. No further action is required after clicking **OK**. Please wait for the second email with the Apple Supplier Connect link.

PLEASE NOTE: It will take approximately 60 minutes for you to receive the second email with the link to Apple Supplier Connect. You will then be asked to log in and enter your company information.



2.2 Step 2 of 2: Log in and verify/complete your company information

Within 60 minutes of registering your Apple ID in MyAccess, you will receive the second email confirming that your account is ready in Apple Supplier Connect. The email will be sent from "donotreply@apple.com" and titled "Apple Supplier Connect: Step 2 of 2".

Click the **Apple Supplier Connect** link and use the business Apple ID and password you registered in section 2.1 (step 6) above.

PLEASE NOTE: Make sure your browser is set to allow pop-ups before logging into Apple Supplier Connect.



Dear John,

Thank you for creating an account in Apple Supplier Connect. You must now log in to [Apple Supplier Connect](#) and complete your company profile for Example Supplier in order for Apple to do business with you.

Use the Apple ID, associated with your business email, that you used for account registration in MyAccess from Step 1 of this process. Please complete the following sections before you send to Apple for approval: Company Information, Address, Contacts, and Banking and Tax.

Apple is unable to issue purchase orders or payments until your company profile is completed and approved in Apple Supplier Connect.

Need Help?

1. For instructions on using Apple Supplier Connect, please see the [Supplier Connect User guide](#).
2. Please contact global_ap@apple.com with any questions or system issues on how to complete and submit your company information in Apple Supplier Connect.
3. If you forgot your password, you can reset it by going to iforgot.apple.com.

Thank you,
Apple Supplier Connect

2.3 Registration or Login Issues

If you did not receive the invitation or confirmation email from Apple, try the actions below:

- Check your Spam or Junk folder to ensure the message was not filtered. If the message was filtered, you may find an option to "Mark as good" or "Add sender to white-list".
- Check if your firewall or virus scan is blocking the email notifications.
- Contact your Internet Service Provider (ISP) or Corporate IT department for assistance.
- Contact myaccess.support@apple.com for support.

If you are having difficulty in the registration or login process, try the actions below:

- If you forgot your password, you can reset it by going to iforgot.apple.com.
- When you log into Apple Supplier Connect, you might get an email from appleid@id.apple.com asking you to verify your business email address by

entering a six-digit code. This verification request is sent periodically to keep Apple business applications secure. If you did not receive the verification code, please check your email setting to allow receiving emails from appleid@id.apple.com.

- If the verification code is not working, please click “Verify later” to receive an email with verification link. Please click the link to verify your email address.

If you have issues with completing the registration process, please contact myaccess.support@apple.com and include an image of the issue.

Chapter 3: Getting Started

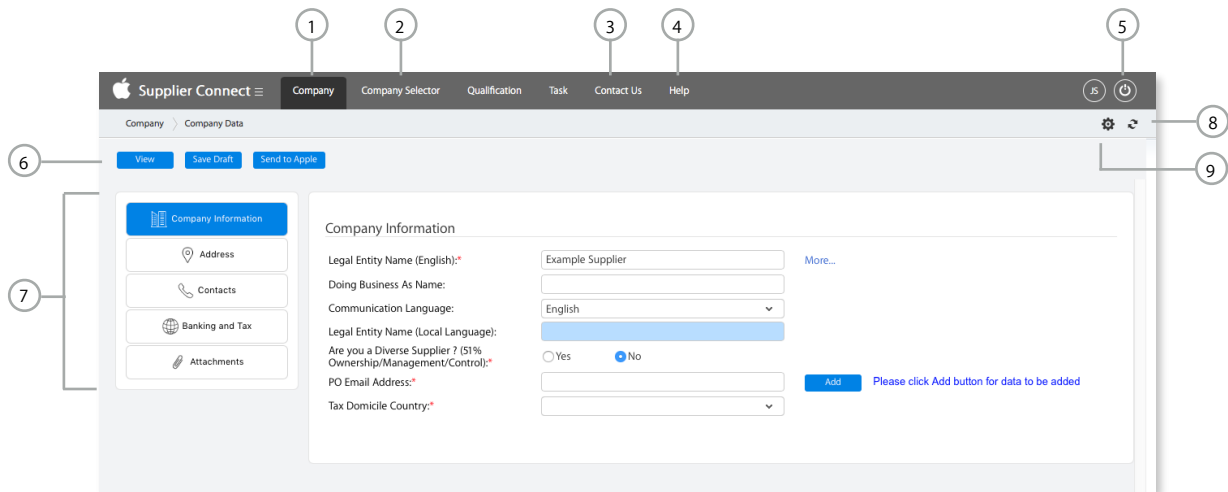
3.1 Navigating Apple Supplier Connect Homepage

You can log into Apple Supplier Connect using the following url:
<https://ep.sap.apple.com>

PLEASE NOTE: Supported browsers include Safari, Internet Explorer/Edge, and Chrome.

The Apple Supplier Connect homepage will be displayed once you log in. From the homepage, you can navigate to other sections of Apple Supplier Connect as needed.

See the table below to understand the sections and features available on the menu and toolbar.



1	Company	Default page when you first log in. If you ever get lost, you can always return to the main page by clicking Company.
2	Company Selector	Switch between companies you are the admin for, if applicable.
3	Contact Us	You can send the help desk your issue. Most inquiries are responded to within two business days.
4	Help	Access to frequently asked questions and training material.
5	Log Out	Log out of your account.

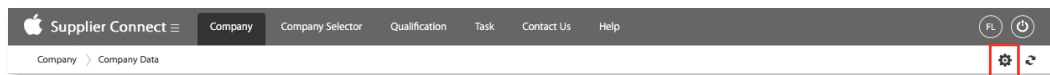
6	View / Save Draft / Send to Apple	Save edits frequently by clicking Save Draft so you do not lose your data. When all of the required information is completed, submit the data to Apple by clicking Send to Apple . Clicking View will cancel any changes since the last Save.
7	Company Data Navigation Panel	Access to Company Profile section: Company Information, Address, Contacts, Banking and Tax, Attachments.
8	Refresh	Clear all changes and refresh the screen to previously saved data.
9	Settings	Edit any user specific settings.

3.2 User Settings and Preferences

The first thing you may want to do is modify any settings to your liking. You can set the time zone, language, decimal format, and date format.

PLEASE NOTE: If you have edited any information and you click on Settings, any unsaved data on your form will be lost without warning.

1. Click on the **Settings** icon  on the toolbar.

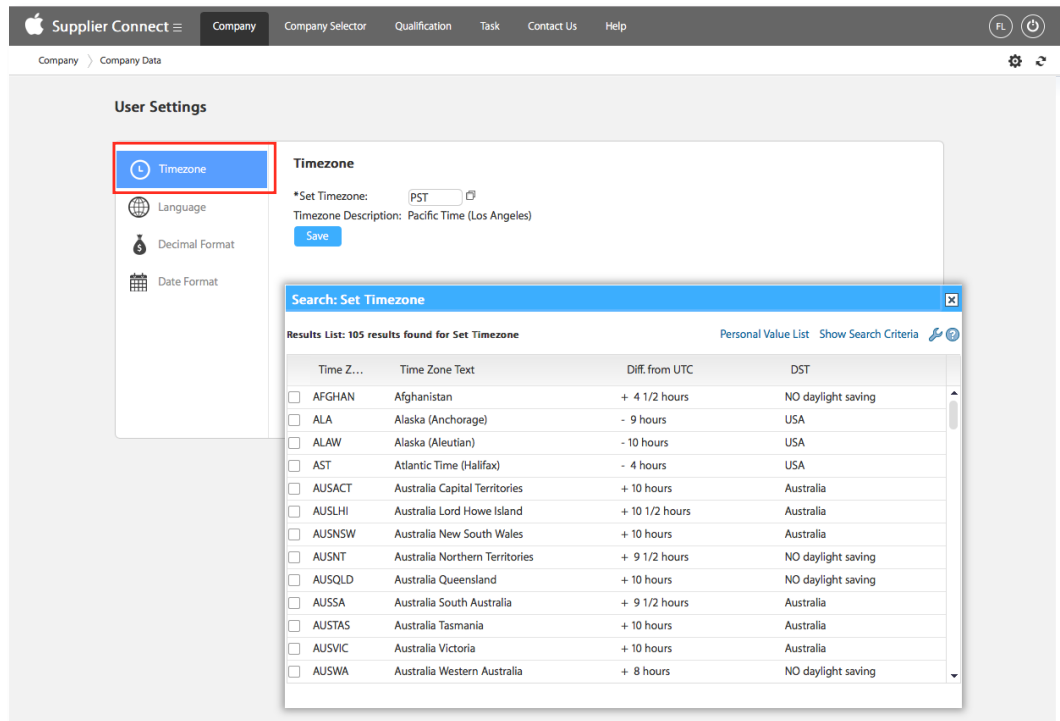


Timezone

The default time zone will be set to Pacific Time (PST).

1. Click on the **Search** icon  to view over 105 different time zones.
2. Select your preferred time zone.

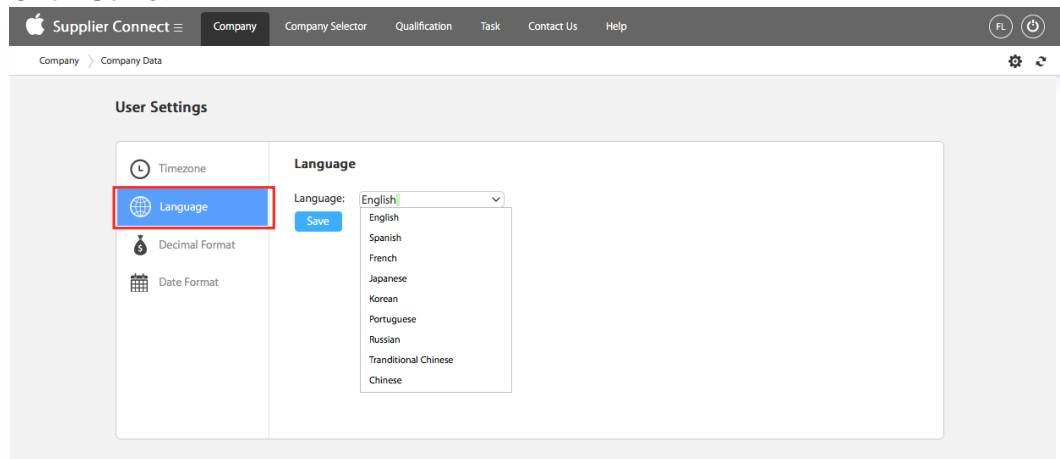
3. Click **Save**.



Language

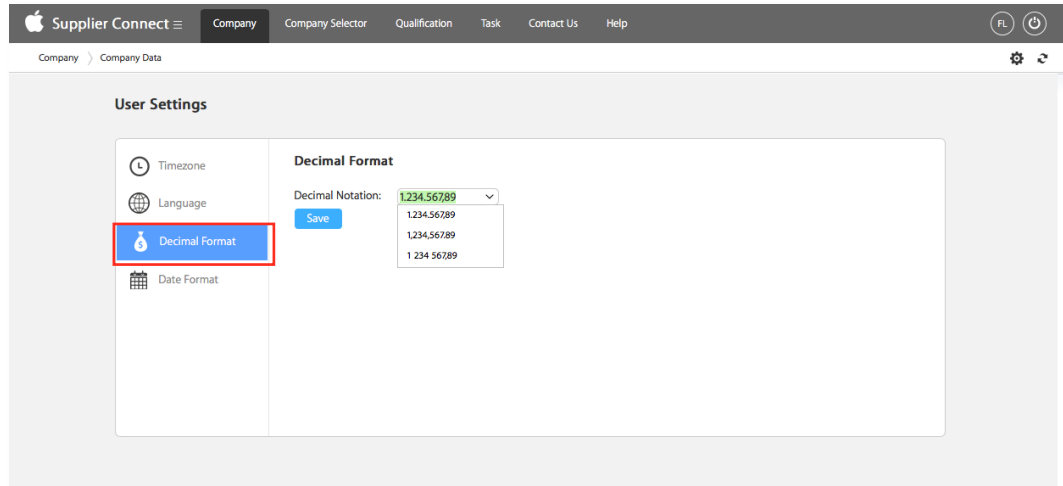
Select the language you wish to use for Apple Supplier Connect. All field labels and buttons will be displayed in this language.

1. Click on **Language** on the left-side navigation bar.
2. Select your preferred language from the drop-down menu.
3. Click **Save**.



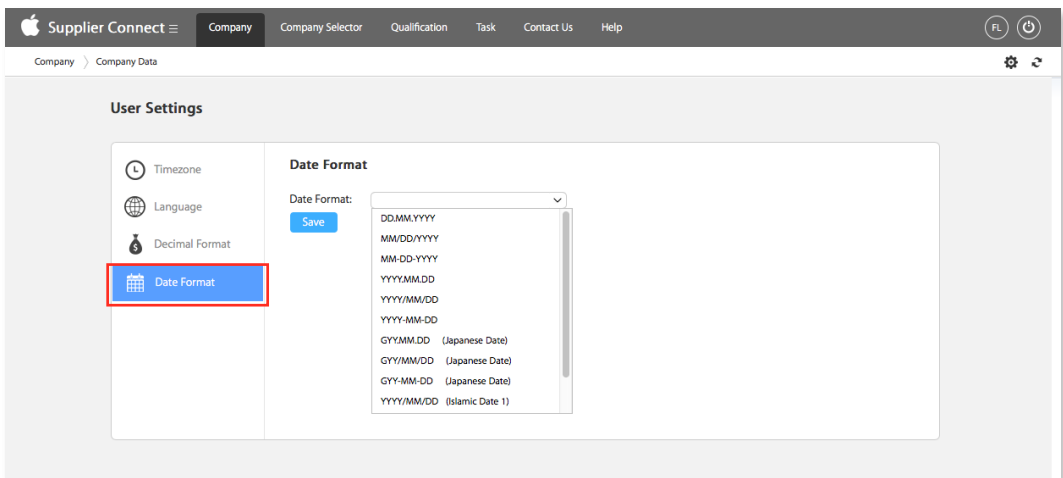
Decimal Format

1. Click on **Decimal Format** on the left-side navigation bar.
2. Select your preferred decimal format from the drop-down menu.
3. Click **Save**.



Date Format

1. Click on **Date Format** on the left-side navigation bar.
2. Select your preferred date format from the drop-down menu.
3. Click **Save**.

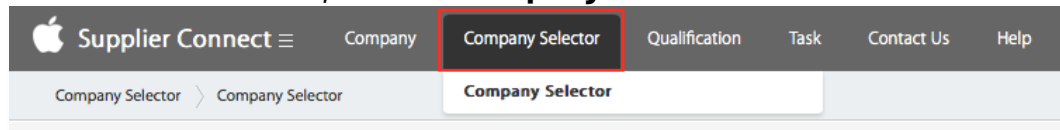


3.3 Manage Multiple Company Records

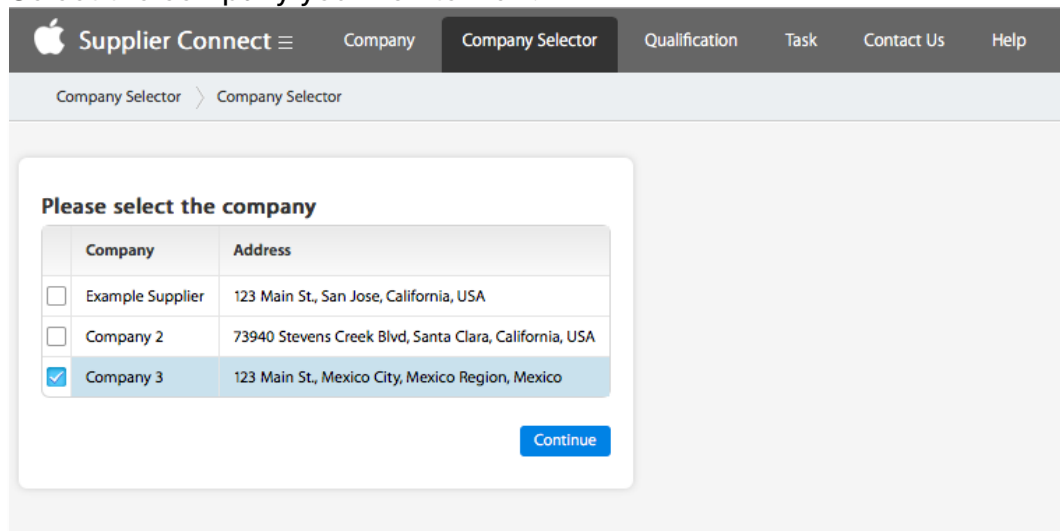
If you are the designated person with access to edit information for multiple company records in Apple Supplier Connect, you can easily navigate between those companies using the Company Selector in the main menu bar.

PLEASE NOTE: Before switching companies when editing, please click **Save Draft**. Any unsaved data on your form will be lost.

1. On the main menu bar, click on **Company Selector**.



2. Select the company you wish to view.



3. Click **Continue**.
4. The selected company profile will be opened for editing.

PLEASE NOTE: If you don't see the company record you need, please contact your Apple representative or global_ap@apple.com with the SAP vendor number to request access.

Chapter 4: Maintaining Your Company Data

To complete your company profile in Apple Supplier Connect, you'll need to accurately enter all the required company data. You may also edit the Company Information sections with any changes required to keep your company data current. Once all the required company data is provided, you can submit the record to Apple for verification and approval.

PLEASE NOTE:

- Click the **Save Draft** button as you complete each section so that you do not lose the data. There is no auto-save feature in Apple Supplier Connect.
- Click the **Send to Apple** button after you've entered all the data. If errors are present, you can correct the errors and click **Send to Apple** again. If there are no errors, your data will be submitted to Apple for review and approval.
- If you experience any issues filling in the data that you aren't able to resolve, please contact global_ap@apple.com for assistance.

4.1 Company Information

1. Basic company information will be displayed. You will need to review and modify the following fields as necessary:
 - "Legal Entity Name (English)" - must be an exact match to your legal document such as tax form. If your company name is longer than 35 characters including spaces, you can click on the **More...** link to the right of the field to finish entering the complete name.
 - "Doing Business As Name" - can be filled in if the name under which you operate your business differs from its legal, registered name.
 - Verify or select the "Communication Language" - All email communications from Apple Supplier Connect will be sent in the language indicated in this field.
 - Complete the "Legal Entity Name (Local Language)" - This field is mandatory for local suppliers doing business with Apple in China, Taiwan, Japan, Korea, Vietnam, and Russia.

- If you are a diverse supplier, complete this step (If not, go to step 3). Select the **Yes** radio button. You will need to answer two additional questions: "Supplier Diversity Classifications" and "Ethnicity".

PLEASE NOTE:

- You will need to click the blue **Add** button for your diversity selection to be added.
- You will need to enter the certificate number and upload a copy of the current certificate in the **Attachments** section before sending to Apple.

- The PO Email Address is required. This is the email Apple Purchase Orders will be sent to. If the PO email address on file is not correct, you can click the garbage can icon to remove it. To add a new one, enter the PO email address in the field and click on the blue **Add** button. The new PO email address will then appear below the field.

Apple Supplier Connect

Company > Company Data

View Save Draft Send to Apple

Company Information

Legal Entity Name (English):* Example Supplier More...

Doing Business As Name:

Communication Language: English

Legal Entity Name (Local Language):

Are you a Diverse Supplier? (51% Ownership/Management/Control):* ☐ Yes ☒ No

PO Email Address:* Add Please click Add button for data to be added

PO_Email@company.com

Tax Domicile Country:*

4. In the "Tax Domicile Country" drop-down, select the country where your company is registered as a Legal Entity.

Apple Supplier Connect

Company > Company Data

View Save Draft Send to Apple

Company Information

Legal Entity Name (English):* Example Supplier More...

Doing Business As Name:

Communication Language: English

Legal Entity Name (Local Language):

Are you a Diverse Supplier? (51% Ownership/Management/Control):* ☐ Yes ☒ No

PO Email Address:* Add Please click Add button for data to be added

PO_Email@company.com

Tax Domicile Country:*

United States

Outside the United States

PLEASE NOTE: If your company is based outside of the United States, but you are doing business with Apple in the United States, you must answer the question whether your company claims US Tax Treaty benefits (an agreement between two countries to minimize the impact of the double taxation).

Tax Domicile Country:*

Outside the United States

U.S. Person or Tax Treaty Claim?:* ☐ Yes ☐ No

PLEASE NOTE: You may have different fields to complete depending on the country selected. For more details, go to Help > FAQ in Apple Supplier Connect menu bar.

5. In the "Government Interaction" section, indicate whether your company will interact with the government (see definition below) on Apple's behalf during the course of your work with Apple.

Indicate whether your company will hire a subcontractor that will interact with the government (see definition below) on Apple's behalf in the subsequent question. If 'yes' to this question, please provide the legal name and country location of the subcontractor.

Government includes local, state/provincial, or national governments, public international organizations, public (government-owned or operated) schools and hospitals, and state-owned enterprises. Government also includes public officials, who are individuals paid with government funds or who perform a public function. This includes individuals who are elected or appointed to public office, as well as individuals who work for the government as defined above.

Apple Supplier Connect

Company Company Selector Qualification Task Contact Us Help

Company Company Data

View Save Draft Send to Apple

Company Information

Address

Contacts

Banking and Tax

Attachments

Company Information

Legal Entity Name (English): test04161103 More...

Doing Business As Name:

Communication Language: English

Legal Entity Name (Local Language):

* Are you a Diverse Supplier ? (51% Ownership/Management/Control): ☐ Yes ☒ No

* PO Email Address:

Add Please click Add button for data to be added

Government Interaction:

* Will your company interact with the government on Apple's behalf as part of this engagement? ☒ Yes ☐ No

* Will your company hire a subcontractor that will interact with the government on Apple's behalf as part of this engagement? ☒ Yes ☐ No

* What is the legal entity name of the subcontractor?: SUBCON

* Country of the subcontractor?: USA

6. Click **Save Draft**.

4.2 Address

Please review and update the legal entity address for your company as it is required.

PLEASE NOTE: If the country is incorrect, please notify your Apple contact or Supplier Connect Support at global_ap@apple.com to set up a new record.

1. On the Company Data Navigation Panel, click on **Address**.
2. Your company's legal address written in English is displayed in the first line. Edit any information as necessary and click **Save Draft**.

Supplier Connect

Company > Company Data

View Save Draft Send to Apple

Company Information

Address

Contacts

Banking and Tax

Attachments

Address

Create New Address

Selection	Country	Postal Code	City	Region	Delete
☒	USA	95014	Santa Clara	California	

Country:

C/O or Attn Name:

Street 1: [More...](#)

City:

Postal Code:

Region:

District:

Address Type:

3. For certain Apple Entity countries, you will see a second line for "Legal Entity Address (Local Language)". You will need to complete your legal address in your local language.

Apple Supplier Connect

Company Company Data

View Save Draft Send to Apple

Company Information

Address

Contacts

Banking and Tax

Attachments

Address

Important: Please provide Legal Address in Local Language

Create New Address

Selection	Country	Postal Code	City	Region	Delete
☐	Russian Fed.	125047	Moscow	Moscow	
☐					

Country:

C/O or Attn Name:

Street 1:

City:

Postal Code:

Region:

District:

Address Type:

Legal Entity Address (Local Language)

International Version Language:

PLEASE NOTE: The “International Version Language” field will auto-populate with a specific value based on the country you select.

- Click **Save Draft**.
- Click the **Create New Address** button to add other addresses for PO, Sales, etc., if desired.

4.3 Contacts

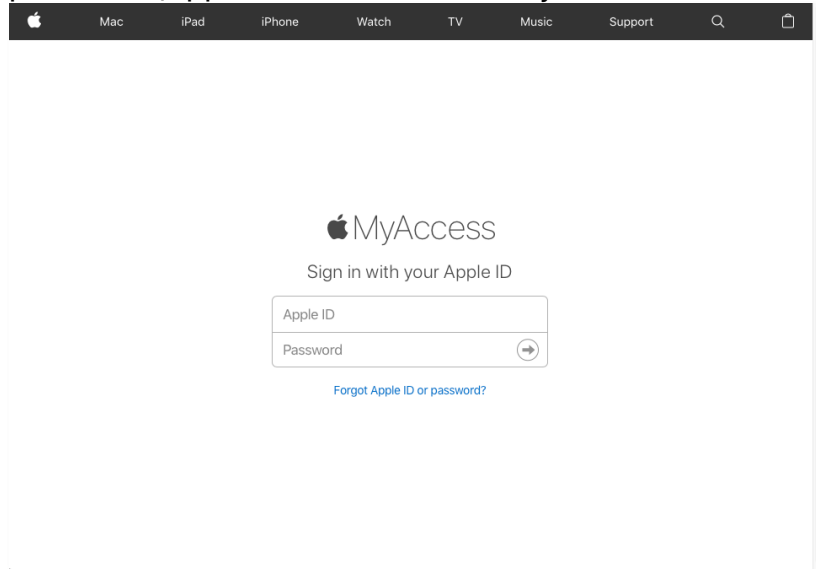
If you are the Primary Administrator, you may add either of the two types of contacts to your company’s profile:

- Provisioned*, or a Secondary Administrator, who will also have access to edit the information in Apple Supplier Connect.
- Non-provisioned* contacts who will not be able to log into Apple Supplier Connect, but who will be used as a reference should Apple need to contact your Accounts Payable, Legal, or other departments.

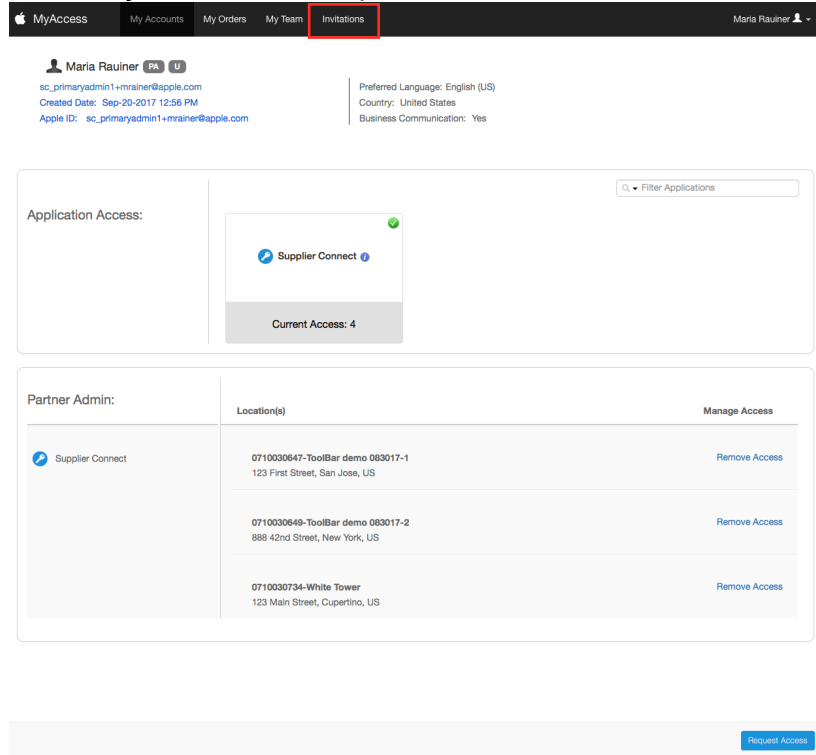
Add a Provisioned Contact

Provisioned contacts will have access to Apple Supplier Connect and will be able to edit fields. Access is granted via MyAccess (myaccess.apple.com/ur/), rather than Apple Supplier Connect.

1. Log into myaccess.apple.com/ur and sign in with your Apple ID and password (Apple ID should be tied to your business email).



2. You may see one or more Apple applications you are granted access to. Under Supplier Connect, you will see the business locations/company records you are able to update. On the menu bar, click on **Invitations**.



3. Click on the **Supplier Connect** radio button.

The screenshot shows the 'MyAccess' interface with the 'Invitations' tab selected. The 'Invite Name' field is populated with 'Maria Rauliner - Oct/20/2017 09:35 AM'. Under the 'Select an Application:' section, the 'Supplier Connect' radio button is selected and highlighted with a red box. Below this, the 'Select a Location:' section is empty with the instruction 'Select an application to list down the locations.' The 'User(s):' section has fields for 'First name:', 'Last name:', and 'Email:'. The 'Options:' section includes 'Start Date' (Oct 20, 2017), 'Expiration Date' (1 month), and 'Language' (Choose one...). The 'Terms of Service:' section contains a legal disclaimer. At the bottom right, there are 'Cancel' and 'Invite Users' buttons.

4. You will see one or more business locations/company records you have access to. Select the location you intend to add a new contact.

The screenshot shows the 'MyAccess' interface with the 'Invitations' tab selected. The 'Invite Name' field is populated with 'Maria Rauliner - Oct/20/2017 09:35 AM'. Under the 'Selected Application: Supplier Connect' section, the 'Supplier Connect' radio button is selected. Below this, the 'Select a Location:' section displays a list of three locations. The first location, '0710030647-ToolBar demo 083017-1', is highlighted with a red box. The other two locations are '0710030734-White Tower' and '0710030649-ToolBar demo 083017-2'.

5. In the User(s) section, type in the first name, last name, and business email address of the person you want to give access to Apple Supplier Connect. You can only add contacts with the same email domain as your business email domain.

User(s):

First name: Dylan Last name: Bryce Email: Dylan_Bryce@company.com +

Access Roles

Business role: Select

6. Under "Access Roles", select **Approved Supplier Secondary Admin**.

User(s):

First name: Dylan Last name: Bryce Email: Dylan_Bryce@company.com +

Access Roles

Business role: **Approved supplier Secondary admin**

Select
Bank Admin
SPR Supplier admin
Tax Admin

7. In the Options section, you can change the expiration date or language.
- Expiration Date - By default, the new user invitation will expire in one month, but you can set it to either 2, 3, 4 months, or set your own expiration date.
 - Language - Users will receive emails in English by default. You may choose to have them receive emails in the following languages: Korean, Japanese, Traditional Chinese, Simplified Chinese, Spanish, Portuguese, and Russian.

Options:

Start Date: Oct 20, 2017 Expiration Date: 1 month

Supplier Connect: Supplier Connect User Invite Language: Choose one...

8. To add more people, click on the plus sign.

User(s):

First name: Dylan Last name: Bryce Email: Dylan_Bryce@company.com +

Access Roles

Business role: Approved supplier Secondary admin

9. Read the Terms of Service and click on the blue **Invite Users** button in the bottom-right corner. This will send the email to the person you identified.

MyAccess My Accounts My Orders My Team Invitations Maria Rauner

Quick Invite Bulk Invite History

Invite Name: Maria Rauner - Oct/20/2017 09:55 AM

Selected Application: Supplier Connect

Filter Applications

Supplier Connect Supplier Connect

Selected Locations: 0710030734-White Tower

0710030647-ToolBar demo 083017-1
123 First Street, San Jose, US

0710030734-White Tower
123 Main Street, Cupertino, US

0710030649-ToolBar demo 083017-2
888 42nd Street, New York, US

User(s):

First name: Last name: Email:

Dylan Bryce Dylan.Bryce@company.com

Access Roles

Business role: Approved supplier Secondary admin

Options:

Start Date: Oct 20, 2017 Expiration Date: 1 month

Supplier Connect: Supplier Connect User Invite Language: Choose one...

Terms of Service:

By proceeding further, I (a) represent, warrant, and agree that the information provided is true and correct; (b) have the appropriate legal authority on behalf of the company to take such actions; and (c) understand and agree that all actions taken are in accordance with the [MyAccess Terms of Service](#).

Cancel Invite Users

10. You will get a confirmation window. Click **OK**.

Confirmation

Invite queued successfully.

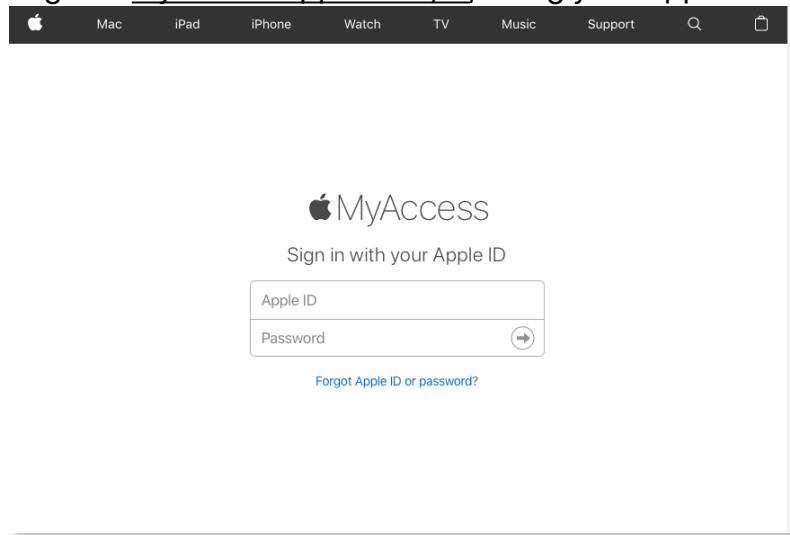
OK

Once you have submitted the MyAccess invitation request, the new user(s) will receive an invitation email from myaccess.support@apple.com to register an Apple ID for Apple Supplier Connect. After their Apple ID is created, the new contact will receive a confirmation email providing them the link to log into Apple Supplier Connect.

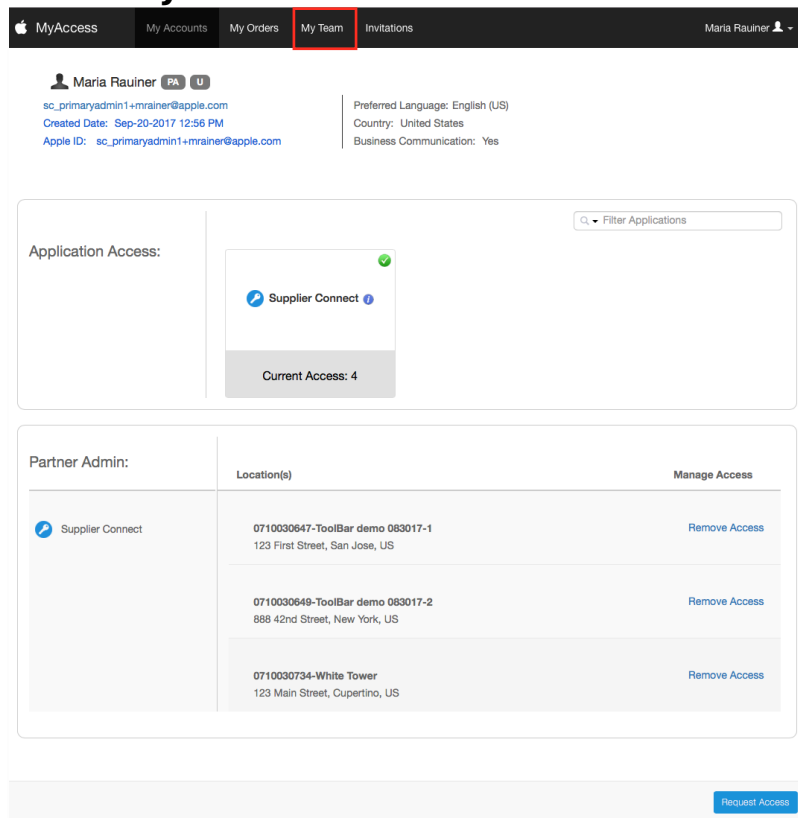
Removing Administrator Access

You are responsible for maintaining the user access list for your company. Removing access to Apple Supplier Connect is done through myaccess.apple.com/ur/.

1. Log into myaccess.apple.com/ur/ using your Apple ID and password.



2. Click on **My Team** in the menu bar.



3. Select the name of the individual to have access removed.

The screenshot shows the 'MyAccess' web application interface. At the top, there is a navigation bar with links: 'MyAccounts', 'My Orders', 'My Team', and 'Invitations'. The user 'Maria Raulner' is logged in. Below the navigation bar is a search bar with a dropdown menu set to 'All' and a 'Search' button. A table lists two users:

Name	Apple ID	Email
☒ Dylan Bryce	sc_primaryadmin1+dylan@apple.com	sc_primaryadmin1+dylan@apple....
☐ Maria Raulner	sc_primaryadmin1+mrauner@apple.com	sc_primaryadmin1+mrauner@app...

At the bottom right, there are two buttons: 'Request Access' and 'Clear Search'.

4. Click on **Remove Access** for each of the location/company record to which the person has access.

The screenshot shows the 'Account Details' page for the user 'Dylan Bryce'. The page includes a 'Refresh' button and a 'Supplier Connect' button with a green checkmark. The account details are as follows:

Account Details

User: Dylan Bryce (U)
Email: sc_primaryadmin1+dylan@apple.com
Created Date: Oct-25-2017 10:53 AM
Apple ID: sc_primaryadmin1+dylan@apple.com

Account Information:
Preferred Language: English (US)
Country: United States
Business Communication: No

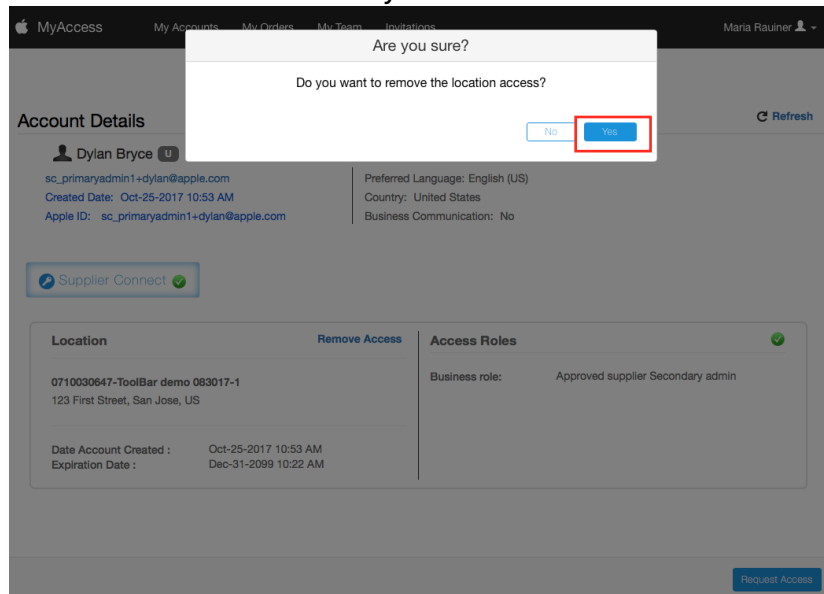
Location: 0710030647-ToolBar demo 083017-1
123 First Street, San Jose, US

Access Roles: Business role: Approved supplier Secondary admin

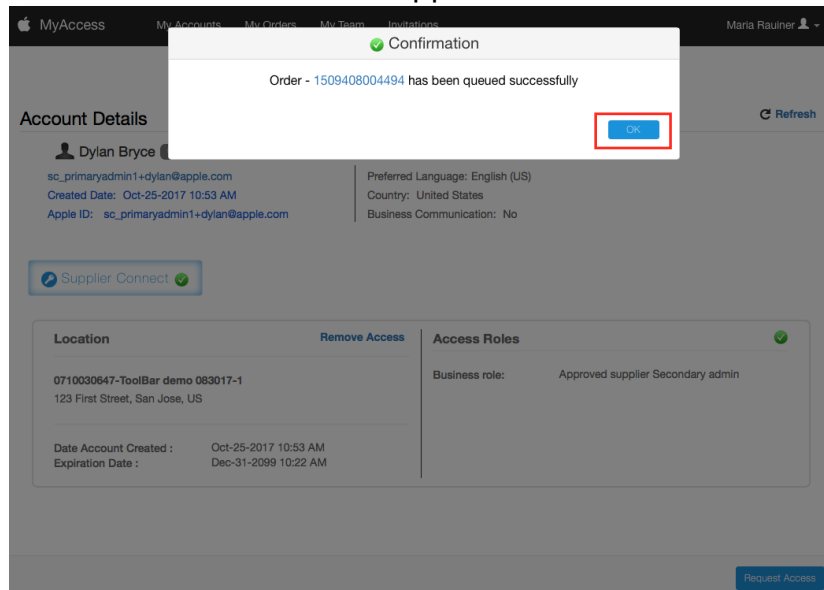
Date Account Created: Oct-25-2017 10:53 AM
Expiration Date: Dec-31-2099 10:22 AM

A red box highlights the 'Remove Access' button next to the location information. At the bottom right, there is a 'Request Access' button.

5. You'll be asked to confirm your action. Select **Yes**.



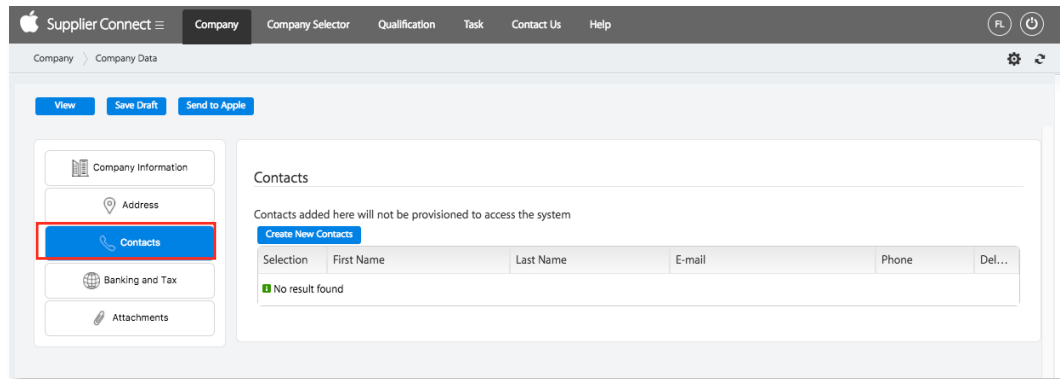
6. A confirmation window will appear. Click **OK**.



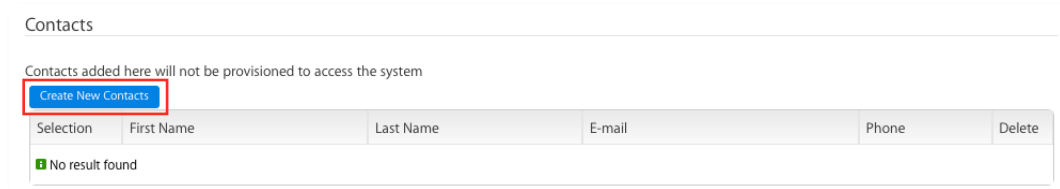
Add Non-Provisioned Contacts

Non-Provisioned contacts will not have access to log in or edit your company's information in Apple Supplier Connect. They are references for Apple in case we need to reach someone in Accounts Payable, Legal, or other departments.

1. Log into Apple Supplier Connect, on the Company Data Navigation Panel, click on **Contacts**.

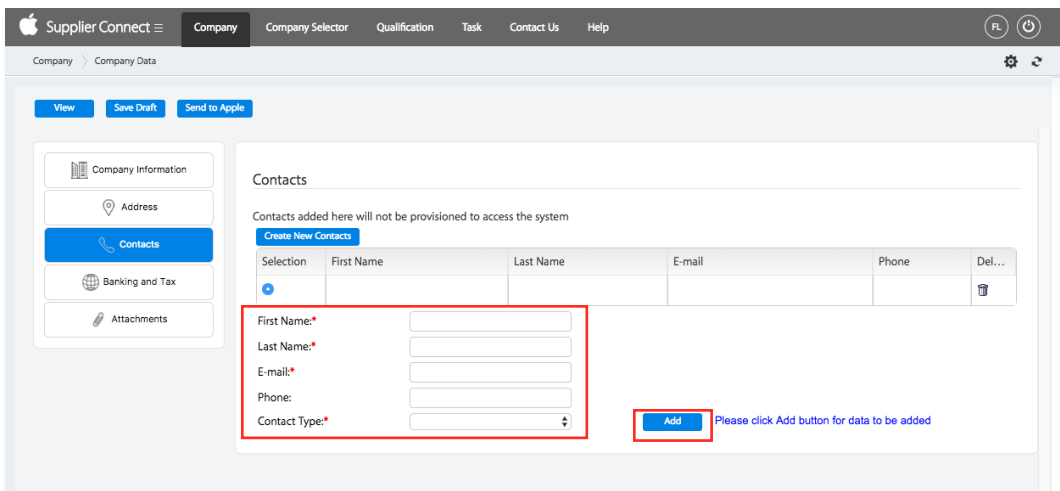


2. Click **Create New Contacts** to add additional contacts.



3. Enter the required information in the following fields:

- First Name
- Last Name
- Email
- Phone (alpha characters are not allowed)
- Contact Type



4. Click the blue **Add** button when done.
5. It's always a good idea to save your information by clicking the **Save Draft** button near the top left.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information Address Contacts Banking and Tax Attachments

Contacts

Contacts added here will not be provisioned to access the system

Create New Contacts

Selection	First Name	Last Name	E-mail	Phone	Delete
☐	Juanita	Johnson	juanita@company.com		
☒	Erica	Newman	Erica@company.com		

First Name: Erica
 Last Name: Newman
 E-mail: Erica@company.com
 Phone:
 Contact Type: Marketing

Add Please click Add button for data to be added

- If you need to add more contacts, simply follow steps 2-4 above. There is no limit to the number of individuals you can add.

4.4 Banking and Tax

Banking and Tax information is required for each country where Apple is doing business with you.

PLEASE NOTE: The information required in this section may be different for each Apple entity country you are doing business with.

- On the Company Data Navigation Panel, click on **Banking and Tax**.

Supplier Connect Company Company Selector Qualification Task Contact Us Help

Company > Company Data

View Save Draft Send to Apple

Company Information Address Contacts Banking and Tax Attachments

Banking and Tax

Select Each Apple Entity Country From the List: China

Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

公司纳税所在国 / What is your Tax Domicile Country?:
 请问纳税单位是企业或个人 / What is your Vendor Status?:

- The field named "Select Each Apple Entity Country From the List" displays the Apple entity countries you will do business with, not the country where your business is located. Select the Apple Entity Country from the drop-down list. For example, if you are doing business with Apple in the US and China, you will see two entries in the drop-down. You will need to provide the required information for each country in the drop-down list.

The screenshot shows the Apple Supplier Connect interface. The top navigation bar includes 'Company', 'Company Selector', 'Qualification', 'Task', 'Contact Us', and 'Help'. The main section is titled 'Company Data' and contains a sidebar with 'Company Information', 'Address', 'Contacts', 'Banking and Tax' (selected), and 'Attachments'. The 'Banking and Tax' section has a red box around the 'Select Each Apple Entity Country From the List' field, which has a dropdown menu open showing 'China', 'Japan', 'Russian Fed.', and 'USA'. Below this, there is a 'Withholding Tax Data' section with a warning: 'It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.' followed by two dropdown menus for '公司纳税所在国 / What is your Tax Domicile Country?' and '请问纳税单位是企业或个人 / What is your Vendor Status?'.

- Different fields may be displayed based on the country selected in the drop-down list. Below are examples if you are doing business with Apple in the USA, Russia, and China.

Example A: Supplier doing business with Apple USA

Supplier Connect

Company

Company Selector

Qualification

Task

Contact Us

Help

Company > Company Data

View

Save Draft

Send to Apple

Company Information

Address

Contacts

Banking and Tax

Attachments

Banking and Tax

Select Each Apple Entity Country From the List:

USA

Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

Where is your Tax Domicile Country?:

What is your type of Organization?:

What are you providing to Apple?:

Tax Data

Please refer FAQ to determine the correct tax forms and upload in US Tax Form attachment category

SSN (XXX-XX-XXXX):

FEIN (XX-XXXXXX):

SSN/ITIN / FEIN / FOREIGN TAX ID:

Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options: Banking

Create Bank Data

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
No result found					

Other Data

Sales Person:

Telephone (numeric only):

Extension:

Remittance email address:

Add

Copy Data to Other Apple Entity Countries

Please click Add button for data to be added

Example B: Supplier doing business with Apple Russia

Supplier Connect

Company

Company Selector

Qualification

Task

Contact Us

Help

Company > Company Data

View

Save Draft

Send to Apple

Company Information

Address

Contacts

Banking and Tax

Attachments

Banking and Tax

Select Each Apple Entity Country From the List: Russian Fed.

Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options: Banking

Create Bank Data

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
No result found					

Other Data

Sales Person:

Telephone (numeric only):

Extension:

Remittance email address:

Vendor Residency:

Add

Please click Add button for data to be added

Copy Data to Other Apple Entity Countries

Example C: Supplier doing business with Apple China

Apple Supplier Connect

Company

Company Selector

Qualification

Task

Contact Us

Help

Company > Company Data

View

Save Draft

Send to Apple

Company Information

Address

Contacts

Banking and Tax

Attachments

Banking and Tax

Select Each Apple Entity Country From the List:

China

Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

公司纳税所在国 / What is your Tax Domicile Country?:

请问纳税单位是企业或个人 / What is your Vendor Status?:

Tax Data

SSN (XXX-XX-XXXX) (encrypted):

FEIN (XX-XXXXXXX) (encrypted):

Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options:

Banking

Create Bank Data

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
No result found					

Other Data

Sales Person:

Telephone (numeric only):

Extension:

Remittance email address:

Add

Please click Add button for data to be added

☐ Copy Data to Other Apple Entity Countries

Let’s examine each subsection in detail.

Withholding Tax Data

4. If withholding tax questions appear, select the appropriate answers for the withholding tax data questions from the drop-down menu.

PLEASE NOTE: If withholding tax questions appear, it is critical that you answer all questions correctly as you may be subject to withholding tax. Please consult with your in-house tax department or an outside tax advisor as needed.

Example A: If you are doing business with Apple USA, you must answer at least three Withholding Tax Data questions.

Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

Where is your Tax Domicile Country?:

What is your type of Organization?:

What are you providing to Apple?:

Example B: If you are doing business with Apple Japan, you will be asked a series of questions that are based on answers to earlier questions.

Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

所在地 / Where are you located?:

Appleに提供するのは物品ですか、サービスですか / What are you providing to Apple?:

組織形態 / What is your type of Organization?:

物品またはサービスの提供が行われるのは日本ですか / Are the goods &/or services being provided in Japan?:

所在地が"Japan"と回答した場合、日本法人として登記はされていますか / Are you a KK or GK?:

Appleに提供された物品/サービスを具体的に記載してください / Provide description of goods/ services:

Example C: If you are doing business with Apple China, you will see different questions depending on your answers to the previous questions.

Withholding Tax Data

It is critical that you answer all questions correctly as you may be subject to withholding tax. For details please check with your tax adviser.

公司纳税所在国 / What is your Tax Domicile Country?:

请问纳税单位是企业或个人 / What is your Vendor Status?:

向Apple提供何种业务 / What are you providing to Apple?:

服务发生地 / Where are the services being performed?:

纳税所在国是否与中国签订税收协定 / Does your tax domicile country have a tax treaty agreement with China?:

是否有税收居民身份证明 / Have you attached Tax Residential Certificate (TRC)?:

Tax Data

5. The Tax Data fields displayed will depend on the Apple entity country you are selected to do business with. Enter Tax ID that applies to your Company for the country of the Apple entity.

For USA,

- Social Security Number
- FEIN
- SSN/ITIN / FEIN / FOREIGN TAX ID

You can get more information about these tax IDs on the US Internal Revenue Service website (<https://www.irs.gov/>). Please consult with your in-house tax department or an outside tax advisor as needed.



Tax Data

Please refer FAQ to determine the correct tax forms and upload in US Tax Form attachment category

SSN/ITIN / FEIN / FOREIGN TAX ID (encrypted):

PLEASE NOTE: You may have different fields to complete depending on the Apple entity country selected.

Tax IDs are encrypted for your company data privacy protection. Once you click **Save Draft** or **Send to Apple**, your tax IDs will be displayed as an encrypted string the next time you log in.



Tax Data

Please refer FAQ to determine the correct tax forms and upload in US Tax Form attachment category

SSN (XXX-XX-XXXX) (encrypted):

FEIN (XX-XXXXXXX) (encrypted):

SSN/ITIN / FEIN / FOREIGN TAX ID (encrypted):

Bank Data

6. To add new bank data for electronic payments, click on **Create Bank Data**.

Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options: Banking

Create Bank Data

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
No result found					

7. Select the **Bank Country** from the drop-down menu.

Create Bank Data

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
+					

Bank Country:

✓

Afghanistan

Albania

Algeria

Amer.Virgin Is.

Andorra

Angola

Anguilla

Antarctica

Antigua/Barbuda

Argentina

Armenia

Aruba

Australia

Austria

Azerbaijan

Bahamas

Bahrain

Bangladesh

Barbados

Belarus

8. Depending on the country you selected, you may have different fields to complete. The following is an example for a bank in USA.

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
					

Bank Country:*

USA

ABA ROUTING NUMBER:*



Press Enter/Return key to validate and auto fill bank address

Bank Name:

Bank Branch:

Bank Branch Address:

Bank City:

Bank Region:

Bank Account (encrypted):*

Re-enter Bank Account (encrypted):*

Account Type / Check Digit:

Account Holder/Beneficiary Name:*

Example Supplier

Swift Code:

Account Currency:*

Bank Details for Further Credit:

Intermediary Bank Data Available:

☐

9. You can enter your Bank & Branch Code/Routing Code information. Click your **Enter** or **Return** key to validate your bank code. The Bank Name, Bank Branch Address, Bank City, and Bank Region fields are auto-populated if the bank code exists in our system.

PLEASE NOTE: Bank codes should not contain spaces or special characters.

10. To find your routing number/bank code, you can click on the magnifying glass  to search for it. A new browser window will open.

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
	US			Example Supplier	

Bank Country:*

ABA ROUTING NUMBER:*

Bank Name:

Bank Branch:

Bank Branch Address:

Bank City:

Bank Region:

Bank Account (encrypted):*

Re-enter Bank Account (encrypted):

Account Type / Check Digit:

Account Holder/Beneficiary Name:

Swift Code:

Account Currency:*

Bank Details for Further Credit:

Intermediary Bank Data Available:

Search criteria

Bank Country :

ABA ROUTING NUMBER:

Bank Name:

Bank City :

Bank Region :

Bank Branch:

Swift Code :

Enter parameters such as City, Region, and/or Swift Code to find your bank. All fields are case insensitive. If you are searching with a Swift Code, please add an * at the end of your Swift Code for wildcard search. Click on the row header to select the desired Bank Name, Bank Branch Address, and Bank City to fill in the Bank Data form. If your bank does not exist in the list, return to the Bank Data form and enter manually.

- Enter parameters such as City, Region, and/or Swift Code to find your bank and click on the **Search** button.

PLEASE NOTE: If you are searching with a Swift Code, please add an asterisk * at the end of your Swift Code for wildcard search. Wildcard search can be used for all fields.

um7sap.corp.apple.com

Search criteria

Bank Country :

ABA ROUTING NUMBER:

Bank Name:

Bank City :

Bank Region :

Bank Branch:

Swift Code :

Enter parameters such as City, Region, and/or Swift Code to find your bank. All fields are case insensitive. If you are searching with a Swift Code, please add an * at the end of your Swift Code for wildcard search. Click on the row header to select the desired Bank Name, Bank Branch Address, and Bank City to fill in the Bank Data form. If your bank does not exist in the list, return to the Bank Data form and enter manually.

12. Click on the grey box to the left of the bank you would like to select. The Bank Name, Bank Branch Address, and Bank City will be copied in the Bank Data.

Search criteria

Bank Country :

ABA ROUTING NUMBER:

Bank Name:

Bank City :

Bank Region :

Bank Branch:

Swift Code :

Enter parameters such as City, Region, and/or Swift Code to find your bank. All fields are case insensitive. If you are searching with a Swift Code, please add an * at the end of your Swift Code for wildcard search. Click on the row header to select the desired Bank Name, Bank Branch Address, and Bank City to fill in the Bank Data form. If your bank does not exist in the list, return to the Bank Data form and enter manually.

Ctry	Bank Key	Name of bank	City	Rg	Bank Branch	SWIFT/BIC
US	BOFAUS6S	Bank Of America	San Francisco			
US	321076027	1st Pacific CU	SAN FRANCISCO	CA	CPMC Davies Campus	
US	121031673	America California Bank	SAN FRANCISCO	CA		
US	121100782	BANK OF THE WEST	SAN FRANCISCO	CA		BWSTUS66XXX
US	121027234	BNP Paribas	SAN FRANCISCO	CA		BNPAUS6SXXX
US	121141822	Bank of America California, National Association	SAN FRANCISCO	CA		
US	121034227	Bank of America, National Association	SAN FRANCISCO	CA	Columbus	BOFAUS3NXXX
US	122101706	Bank of America, National Association	SAN FRANCISCO	CA	67th Happy Valley	BOFAUS3NXXX
US	123006554	Bank of America, National Association	SAN FRANCISCO	CA	Columbus	BOFAUS3NXXX
US	322270725	Bank of America, National Association	SAN FRANCISCO	CA	50 California	BOFAUS6HXXX
US	800000019	Bank of America, National Association	SAN FRANCISCO	CA	50 California	BOFAUS6HXXX
US	121045151	Bank of Communications Co., Ltd	SAN FRANCISCO	CA		COMMUS66XXX
US	121040169	Bank of Guam	SAN FRANCISCO	CA	San Francisco	GMBKUS61XXX
US	121037266	Bank of India	SAN FRANCISCO	CA	San Francisco Branch	BKIDUS33SFA
US	121026921	Bank of Nova Scotia	SAN FRANCISCO	CA		NOSCUS33XXX

Page 1 of 7

PLEASE NOTE: If your bank does not exist in the returned Bank Search list, return to the Bank Data subsection and enter manually.

13. Complete the following required fields:

- Bank account number
- Account type/Check Digit
- Account Holder/Beneficiary Name
- Account Currency

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
	US	Bank Of America	123456789	Example Supplier	

Bank Country:*

USA

ABA ROUTING NUMBER:*

BOFAUS65

Bank Name:

Bank Of America

Bank Branch:

Bank Branch Address:

Bank City:

San Francisco

Bank Region:

Bank Account (encrypted):*

123456789

Re-enter Bank Account (encrypted):*

123456789

Account Type / Check Digit:

Checking

Account Holder/Beneficiary Name:*

Example Supplier

Swift Code:

Account Currency:*

USD - United States Dollar

Bank Details for Further Credit:

Intermediary Bank Data Available:

☐

PLEASE NOTE:

- Account Holder/Beneficiary Name is auto-populated with your Legal Entity Name. Please verify and change if needed. If your Account Holder/Beneficiary Name does not match your Legal Entity Name, additional documentation will be required in the Attachment section.
- For some countries, you are required to enter other information such as International Bank Account Number (IBAN) in addition to entering your bank code and account number individually.
- In order to avoid the bank rejecting any payments, please verify all the bank information with your bank. Attach supporting documents from the bank as necessary.

14. Click **Save Draft**.

PLEASE NOTE: Once you click **Save Draft** or **Send to Apple**, your Bank account numbers and IBAN numbers will be encrypted for your company's data privacy protection. The next time you log in, the bank account numbers will be displayed with special characters.

Tax Data

Please refer FAQ to determine the correct tax forms and upload in US Tax Form attachment category

SSN (XXX-XX-XXXX) (encrypted):

MiQwB7foSjLortDIFF(Lwgqz86)

FEIN (XX-XXXXXXX) (encrypted):

SSN/ITIN / FEIN / FOREIGN TAX ID (encrypted):

Bank Data

Please verify that all Bank information, including Bank Beneficiary Name, is correct.

Payment Options:

Banking

Create Bank Data

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
	US	Bank Of America	[t/eAy(EZKJ)[[C] rx4]PLRzW^cmjoMBr_rPNpFpMbWe6Sg_KeQt[	Example Supplier	

Bank Country:*

USA

ABA ROUTING NUMBER:*

BOFAUS65

Press Enter/Return key to validate and auto fill bank address

Bank Name:

Bank Of America

Bank Branch:

Bank Branch Address:

Bank City:

San Francisco

Bank Region:

Bank Account (encrypted):*

[t/eAy(EZKJ)[[C] rx4]PLRzW^cmj

Re-enter Bank Account (encrypted):*

[t/eAy(EZKJ)[[C] rx4]PLRzW^cmj

Account Type / Check Digit:

Checking

Account Holder/Beneficiary Name:*

Example Supplier

Swift Code:

Account Currency:*

USD - United States Dollar

Bank Details for Further Credit:

Intermediary Bank Data Available:

☐

15. If you have an intermediary bank that acts on behalf of the beneficiary bank to receive payments, click the checkbox to expand the **Intermediary Bank Data** subsection.

Selection	Bank Country	Bank Name	Bank Account (encrypted)	Account Holder/Beneficiary Name	Delete
	US	Bank Of America	123456789	Example Supplier	

Bank Country:*

USA

ABA ROUTING NUMBER:*

BOFAUS65

Press Enter/Return key to validate and auto fill bank address

Bank Name:

Bank Of America

Bank Branch:

Bank Branch Address:

Bank City:

San Francisco

Bank Region:

Bank Account (encrypted):*

123456789

Re-enter Bank Account (encrypted):*

123456789

Account Type / Check Digit:

Checking

Account Holder/Beneficiary Name:*

Example Supplier

Swift Code:

Account Currency:*

USD - United States Dollar

Bank Details for Further Credit:

Intermediary Bank Data Available:

☒

Add Intermediary Bank

Selection	Bank Country	Bank Key	Delete
No result found			

16. To add intermediary bank data, click on **Add Intermediary Bank** and complete required bank data fields.

The screenshot shows a button labeled "Add Intermediary Bank" highlighted with a red box. Below it is a table with the following structure:

Selection	Bank Country	Bank Key	Delete
No result found			

Below the table is a label "Intermediary Bank Country:" followed by a dropdown menu.

PLEASE NOTE:

- If you have special reasons to use more than one bank for payments from the same Apple entity country, click on **Create Bank Data** to add another bank line and repeat steps 6-16.
- When there is more than one bank line for the same Apple entity country, you are required to answer the question "Why do you need multiple banks?" You will need to explain the reason for creating multiple bank entries and the usage for each bank account.

Other Data

17. Complete the required fields in **Other Data**:

- Sales Person
- Telephone (alpha characters are not allowed)
- Remittance email address (Click the **Add** button when done. Remittance email address will appear below the field.)

The screenshot shows the "Other Data" form. It contains the following fields:

- Sales Person:*
- Telephone (numeric only):*
- Extension:
- Remittance email address:*

There is a checkbox labeled "Copy Data to Other Apple Entity Countries". An "Add" button is highlighted with a red box. Below the "Add" button, a message reads: "Please click Add button for data to be added".

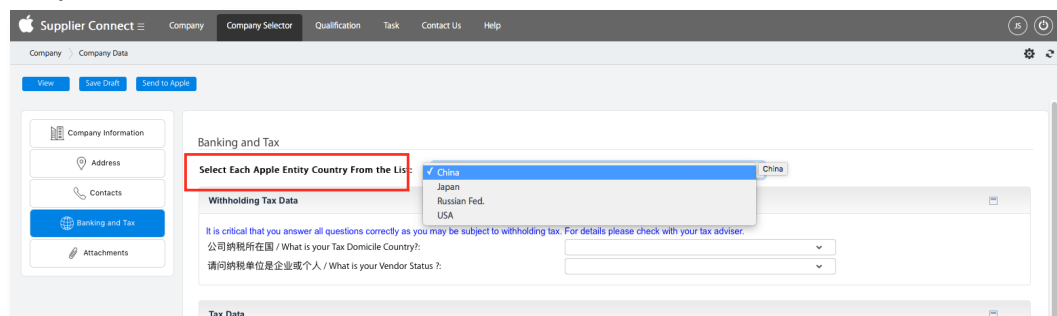
18. If you wish to copy the information to other Apple Entity Countries, click the checkbox. Select the countries, and then click **Copy**.

The screenshot shows the "Other Data" form with the "Copy Data to Other Apple Entity Countries" checkbox checked. The "Add" button is still highlighted with a red box. Below the "Add" button, a message reads: "Please click Add button for data to be added".

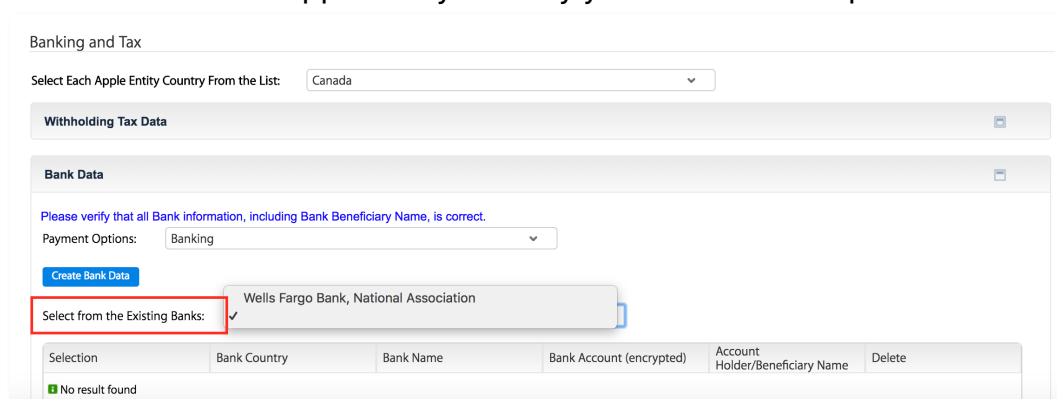
Below the form, there is a table with the following structure:

Selection	Apple Entity Country
☐	China
☐	Japan
☐	Russian Fed.

19. If you will be working with multiple Apple entities, scroll to the top and select the next country to complete the required banking and tax fields. Repeat steps 4-18 above.



PLEASE NOTE: If you are doing business with multiple Apple entities, and you wish to use the same banking information for the different Apple entities, click the **select from the Existing Banks** drop-down list, pick the bank you want to use for the Apple Entity Country you selected in step 19.



20. Click **Save Draft**.

4.5 Attachments

In the Attachments section, you will upload required documents (e.g. Diversity Certificate, Business License, Tax forms, etc). Depending on the Apple entity you will be doing business with, different attachments may be required.

PLEASE NOTE: The “Legal Entity Country” in the Company Information section should match the legal entity identified in the tax form attachment .

1. On the Company Data Navigation Panel, click on **Attachments**.

The screenshot shows the 'Supplier Connect' interface. The top navigation bar includes 'Company', 'Company Selector', 'Qualification', 'Task', 'Contact Us', and 'Help'. The left sidebar has a 'Company Data' section with buttons for 'View', 'Save Draft', and 'Send to Apple'. Below these are icons for 'Company Information', 'Address', 'Contacts', 'Banking and Tax', and 'Attachments' (highlighted with a red box). The main content area is titled 'List of Attachments' and contains a form with the following fields:

- Description:*
- Attachment Category:*
- File Name:*

Below the form is a table of existing attachments:

File Name	Description	Attachment Category	Created By	Created On	Created At	Delete
FS_Solo_Legal_Entity_Data_SlC.xlsx	ABC	Acceptable Business Documents	X032124205	14.09.2017	12:04:19	

2. In the **Description** field, enter a brief description of the file you are attaching (e.g. Bank Letter, Diversity Certificate, Legal Document, etc).
3. Select the appropriate **Attachment Category** (e.g, Select "Other Attachments" for bank supporting documents).
 - If you select Diversity or Other Certificates you will need to provide the Expiry Date.
 - If the Apple Entity Country is USA (i.e. you are doing business with an Apple division in the US), you must select Attachment Category "US-Tax form" and enter a US tax form (W-8 or W-9). You can review the following link if you have general questions on what form to use: [US Tax Information page](#).
 - Apple cannot assist the supplier in choosing which tax form to complete or assist in completing the tax form, as this would constitute providing tax advice. We suggest you consult your in-house tax department or an outside tax advisor.
 - If you receive an error notice that a legal agreement documentation is required, you must select Attachment Category "Legal Agreement Documentation".
4. Choose the file and click on **Add Attachment**.
PLEASE NOTE:
 - File name cannot contain Chinese characters or any special characters.
 - File name cannot contain any spaces.
 - There is no limit to the number of files you can add, however each file must be no more than 50MB.
5. Click the **Save Draft** button.

PLEASE NOTE: You can delete an attached file while in edit mode by clicking on the garbage can icon. Once you submit the file to Apple for review, you cannot delete it.

File Name	Description	Attachment Category	Created By	Created On	Created At	Delete
FS_Solo_Legal_Entity_Data_SLC.xlsx	ABC	Acceptable Business Documents	X0321242OS	14.09.2017	12:04:19	
Vehicle Form PDF Test.pdf	Test	Other Attachments	X875285632FL	28.01.2018	17:09:31	

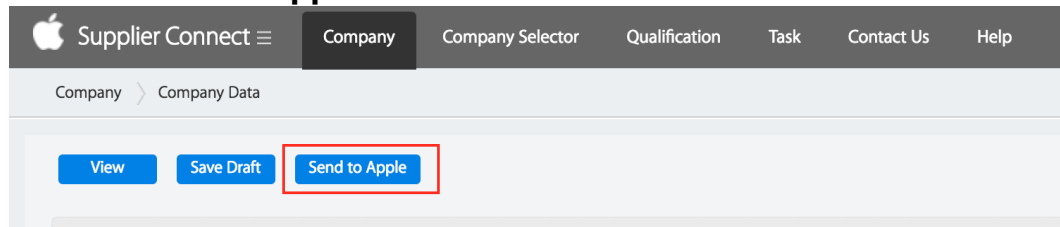
Chapter 5: Submit Your Company Profile and Next Steps

5.1 Submit your Company Profile

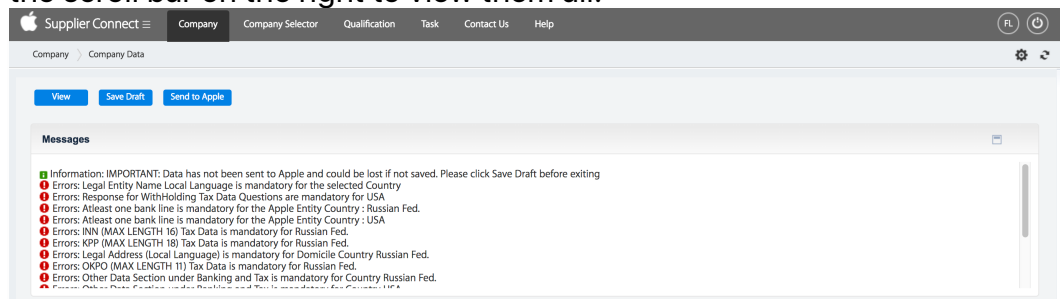
Once you have completed all the required fields in the Address, Contacts, Banking and Tax sections and uploaded any required documents, you will need to submit your request to Apple to approve your company record.

PLEASE NOTE: Once you submit to Apple, you will not be able to edit any information until your request has either been approved or rejected by Apple.

1. Click the **Send to Apple** button.



2. If there are any errors that need to be addressed, you will see them displayed with a red symbol  on the top portion of the screen. You can use the scroll bar on the right to view them all.



3. Correct any errors and then click **Send to Apple** again. You may want to reference Chapter 6: How to Resolve Common Errors.

PLEASE NOTE:

- If you are not able to clear the errors, click **Save Draft** to save your changes, then send a screenshot of the errors and the data you entered to global_ap@apple.com for assistance.

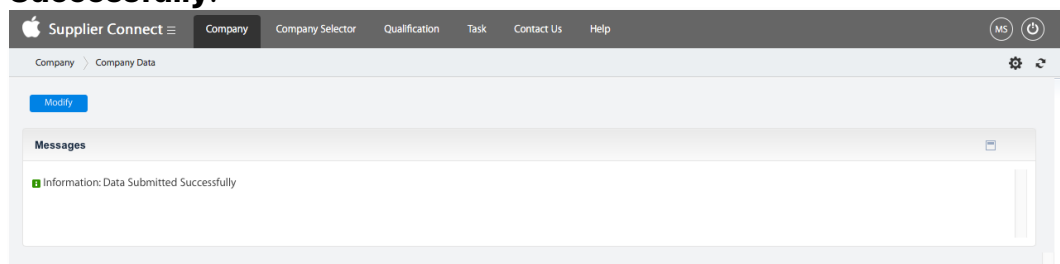
- If you need more time to correct the errors, please remember to click **Save Draft** to store the entered information before exiting the screen. Your data could be lost if not saved.
4. When no errors are found, Apple Supplier Connect will automatically validate legal entity address via Address Validation Software. Depending on the outcome, please take the necessary action:
- **Exact Match** – address is accepted. No action required.
 - **Close Match** – similar address is found. Please do one of the following: select to use the address you provided, select the matching address we found, or click the **try again** link to edit the address.
 - **No Match** – address as entered is not found. Please either select to use the address you provided or click the **try again** link to edit the address.

Address Verification

We are unable to verify your address as entered, but found a close match. Please confirm the correct address or [try again](#).

Use the address I provided	Or select matching address
10300 cypress wood rd Houston TX 77070	10300 Cypresswood Dr Houston TX 77070-6500
Select Address	Select Address

5. If there are no errors, the displayed messages will indicate **Data Submitted Successfully**.



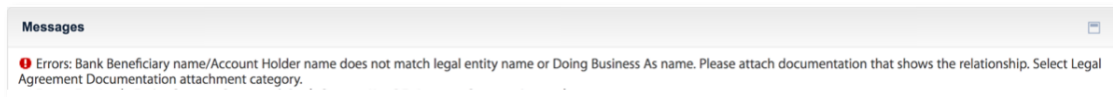
5.2 Next Steps

Apple will review your company's profile and approve your supplier setup. If your request is rejected, you will receive an email notification to update the record and resubmit. Once your supplier record is fully approved, you will receive a confirmation email with your Supplier ID that should be referenced on all invoices.

Chapter 6: How to Resolve Common Errors

If you receive an error message when trying to send your company data to Apple, please review the following instructions to resolve these common errors. If you are unable to clear the error after performing the suggestions provided, send a screenshot to global_ap@apple.com for assistance.

6.1 Legal Agreement Documentation Attachment is Mandatory



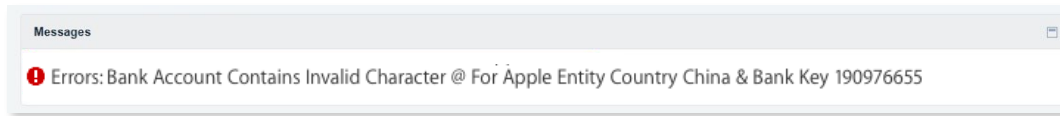
This error message appears when the account holder/beneficiary name of the bank account entered in the Banking section is different from the legal entity name or the Doing Business As name specified in the Company Information section.

To resolve this error:

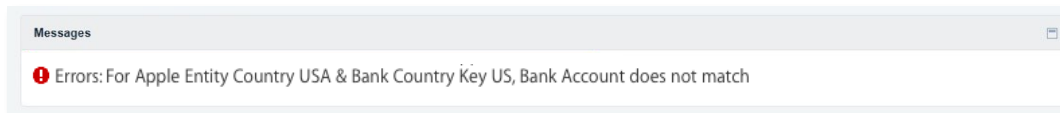
1. Return to the Company Information Section and ensure the Legal Entity Name and the Doing Business As Name is correct.
2. Copy and paste the Legal Entity Name or the Doing Business As Name into the Account Holder Name/Beneficiary Name field (maximum 60 characters) in the Banking and Tax section.

If the bank account holder name is truly a third party, you will need to attach a document (use Attachment Category "Legal Agreement Documentation") to provide evidence to show the relationship of the entities and the agreement for the account holder to collect payments on behalf of the supplier.

6.2 Enter Valid Characters for Bank Account



OR



These error messages appear when there is invalid data in the bank account field for the specific Apple Entity Country and Bank Country. Please try to clear the error and if you can't, forward a screenshot of all of the banking data to global_ap@apple.com for assistance.

To resolve this error:

1. Confirm that the number you entered in the Bank Account field is in the correct format for your banking country. Please ensure there are no spaces, slashes (/), hyphens (-), or special characters.
2. Click **Send to Apple**.
3. Validate the bank data with your bank if necessary, clear the entire field and re-enter the data.

6.3 Invalid Tax Data for Country

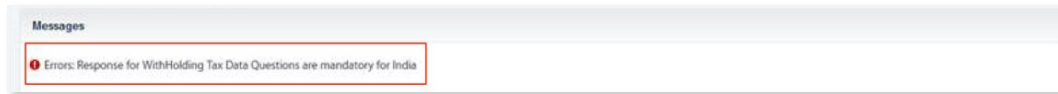


This error occurs when the Tax Data has been entered in an incorrect format. The proper format will be noted in the error message (e.g., MAX 14 CHAR).

To resolve this error:

1. Confirm that the Tax ID is entered correctly in the Tax Data section.
2. Please ensure there are no spaces, slashes (/), or special characters .
3. In some cases, you might need to add a prefix. For example, Local tax ID for Singapore needs to start with 'SG'.
4. Click **Send to Apple**.

6.4 Withholding Tax Data Questions are Mandatory for each Apple Entity Country

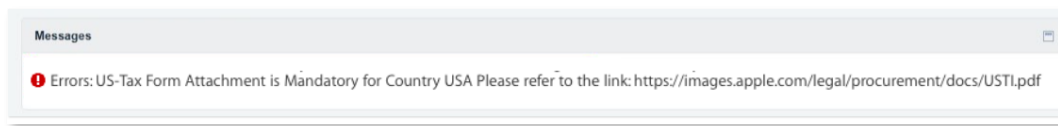


This error message is displayed if you have not completed all the withholding tax questions in the Banking and Tax section for the Apple Entity Country. These questions are mandatory and you should ensure they are answered correctly for proper determination of the applicable withholding taxes. Please consult with your in-house tax department or an outside tax advisor as needed.

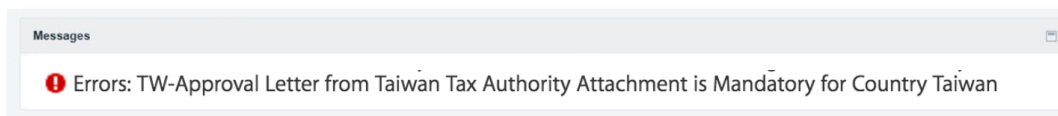
To resolve this error:

1. Answer all withholding tax questions in the Banking and Tax section. See Chapter 4 section 4.4 of this guide.
2. Click **Send to Apple**.

6.5 Tax Form Attachment is Mandatory for Apple Entity Country



OR



This error occurs if you have not attached the tax form (e.g., W-8 or W-9 for US) required for the country noted in the message. Please upload the required form in the Attachments section and use the attachment category specific to the required form.

U.S. Tax form is required from all liers doing business with Apple in the U.S., regardless of the domicile country for your entity. Please see the [US Tax Information page](#) for general information

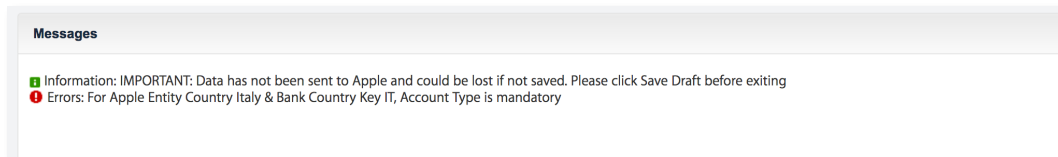
on tax forms. Please consult your in-house tax department or an outside tax advisor as needed.

PLEASE NOTE: If your record is rejected and an updated form must be attached, make sure the file name of the new file is different than the previously submitted file.

To resolve this error:

1. Upload the appropriate tax form in the Attachments section. Select Attachment Category "US-Tax Form" for US. Select "TW-Approval Letter from Taiwan Tax Authority" for Taiwan.
2. Click **Send to Apple**.

6.6 Account Type is Mandatory



The Account Type field is required for some countries. If there is a drop-down menu, then select the type. If not, then follow the country guidelines below:

- Italy - Digit 5 of the IBAN should be entered into the Account Type field. For example, in the image above the letter D should be typed into the Account Type field.
- France - The two last digits (26 and 27) of the IBAN should be entered into the Account Type field.
- Spain - Digits 13 and 14 of the IBAN should be entered into the Account Type field.
- Brazil - Digit 28 of the IBAN should be entered into the Account Type field
- Portugal - The two last digits (24 and 25) of the IBAN should be entered into the Account Type field.

The image below is an example for Italy.

Company Information
Address
Contacts
Banking and Tax
Attachments

Bank Branch:
Bank Branch Address:
Bank City:
Bank Region:
Bank Account (encrypted):*
Re-enter Bank Account (encrypted):*
Account Type / Check Digit:
Account Holder/Beneficiary Name:*
Swift Code:
IBAN (If Applicable) (encrypted):*
Account Currency:*
Bank Details for Further Credit:
Intermediary Bank Data Available:

0558401637
0558401637
5
EATALY CG TEST Case1
IT53D0558401637000000003631
EUR - European Euro

6.7 Warning Messages

The following warning messages are presented if you change your Legal Entity Name.

Messages

Warning: Legal Entity Name should match the IRS records for the U.S. Taxpayer Identification Number on your tax form
Warning: Tax id provided should match the Legal document. For more information please refer to FAQ
Warning: Has your Doing Business As Name changed?

You may still submit your request, however you may wish to verify the data you have entered is correct and agree with the documents you provide to Apple. Confirming the information and document given in this form is complete and accurate will avoid having your request declined by Apple.

Chapter 7: Making Changes After Sending to Apple

Once you are an approved supplier with Apple and have received your Supplier ID you may come back and update your company's information at any time. You are responsible for maintaining the PO email address and remittance email address for your company. Changes such as a legal entity name change, new banking information or updated tax information will require Apple internal review and approval. An acceptable business document (e.g., W-9, W-8 forms in US) is mandatory if you are changing your Legal Entity name or your tax ID.

1. Log into Apple Supplier Connect.
2. Navigate to the section you need to modify and make the necessary updates. Be sure to save any changes.
3. Once your changes are complete click **Send to Apple**.
4. Your changes will be sent to Apple for review and approval.

PLEASE NOTE: Once submitted, your record will be locked for any additional changes until the submitted changes are approved or rejected. You will receive a message "Information: Record is pending Apple approval. Updates are not possible at this time".

5. If your changes are rejected, you will receive an email notification to update the record and re-send to Apple.
6. When your changes are approved, you will receive a confirmation email including your Apple Supplier ID.

PLEASE NOTE: If both your legal entity name and your tax ID have changed, a new supplier profile record must be created. Please contact your Apple internal contact to create a new supplier request. If you do not have an Apple contact, please contact global_ap@apple.com for assistance.

Chapter 8: Apple-Initiated Data Change

As an approved supplier, your services may be requested by multiple Apple divisions. If your services are requested by an Apple entity you are not currently doing business with, you will need to complete your company's information to be set up as an approved supplier for that division. You will receive an email notification if you need to provide this information.

1. Click the link in the email to log into Apple Supplier Connect.
2. Follow the steps outlined in Chapter 4 to submit the new information.