

Frequently Asked Questions

What is the procedure for registration? How long does it take to complete the on-line registration process?

Suppliers that are invited by Shearman & Sterling will receive an email invitation with a username and password. If you do not receive an invitation email, you can access the supplier registration portal with the link below to begin the registration process. After submitting basic company information, you will receive an email with a username and password. Requested information on the portal includes the business, financial, diversity, and certification information. The online questionnaire completion time may vary depending on your business description, but is estimated to take 15 to 30 minutes.

Do I need to be certified as a diverse business to register?

Yes, certification as a diverse business by a qualified third party is required to complete your profile. Shearman & Sterling is not tracking self-classified diverse businesses at this time. The diversity categories include: Minority-owned (MBE); Women-owned (WBE); Lesbian/gay/bisexual/ transgender-owned (LGBT); Disability-owned (DOBE); and Veteran-owned (VBE).

Is there a fee to register?

No, there are no fees required in connection with your supplier profile registration or participation in this program. You will be contacted if an opportunity becomes available that matches your company's business goods/services.

What can I expect after registration?

You will receive a confirmation email that your profile has been received and will be included in the supplier diversity registry. A representative of the firm will contact you if an opportunity becomes available that matches your company's business goods/services.

Once registered, how often do I need to update my information?

Once registration is complete, Shearman & Sterling requests you update your profile annually and as you receive updated certificates.
