

# Nouryon - Supplier registration

How to become a registered supplier for Nouryon on SAP Ariba

Nouryon Procurement, 2022

Nouryon

# Introduction

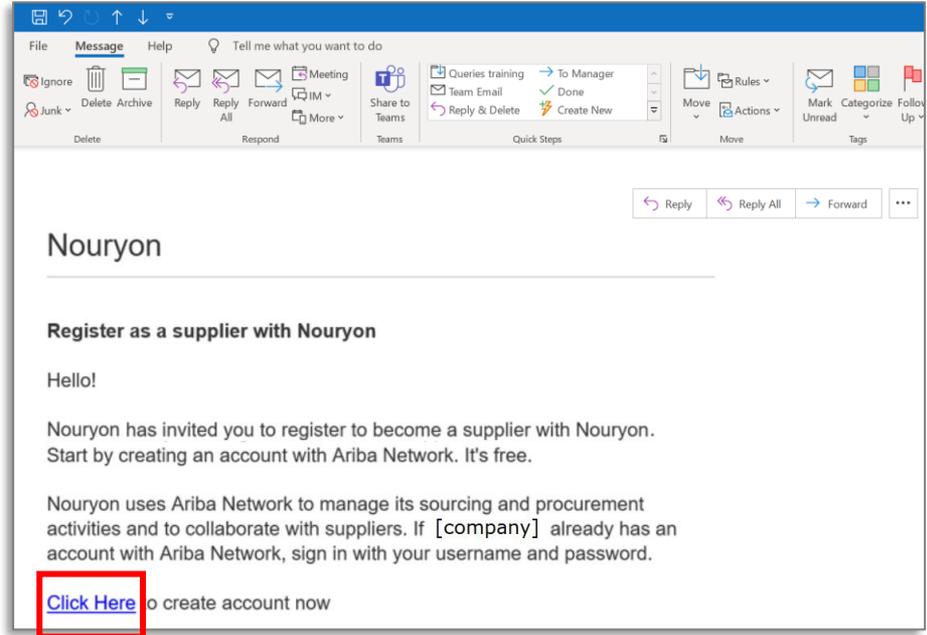
Nouryon invites you to become a registered supplier for Nouryon on SAP Ariba

1. This manual guides you how to create an account on SAP Ariba
2. Also, it shows you how to complete the Nouryon Supplier registration form on SAP Ariba

# Ariba Network: Sign Up & Log In

## Invitation email

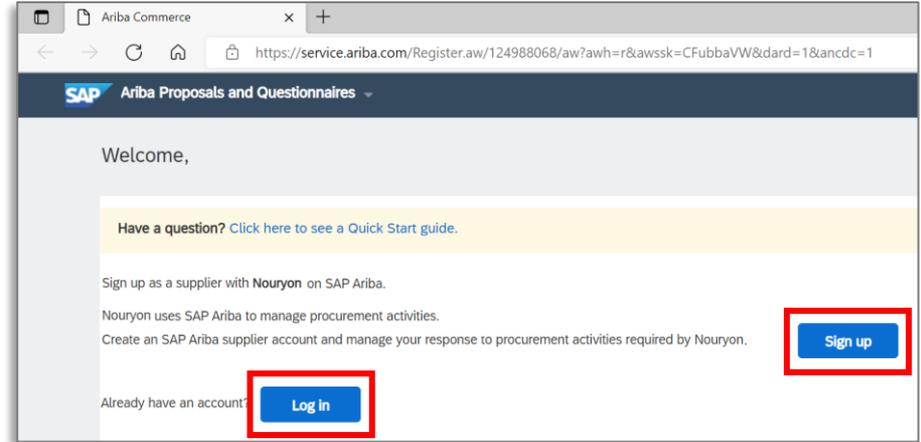
- You have received an invitation per email to become a registered supplier for Nouryon.
- Click on the link **“Click Here”** in the email. Then, a webpage will open.



# Ariba Network: Sign Up & Log In

## Webpage to Sign Up or Log in

- A webpage has opened after you've clicked the link in the invitation email.
- Click 'Sign up' (if you **have no account yet** on SAP Ariba)
- Or click 'Log in' (if you **already have an account** on SAP Ariba)



# Ariba Network: Sign Up & Log In

## Sign up

- If you **have no account yet** on SAP Ariba, then you will be required to create an account.
- You'll **need an SAP Ariba account** to respond to the Nouryon registration questionnaire.

Fill in your company information and user account information.

**In Ariba: scroll down**

**Fill in your company details**

**Uncheck this box and fill in a unique username. For example by adding a '1' to your email address (example: john1@newco.com)**

# Ariba Network: Sign Up & Log In

## Sign up

- Continue to fill in your company information and user account information.

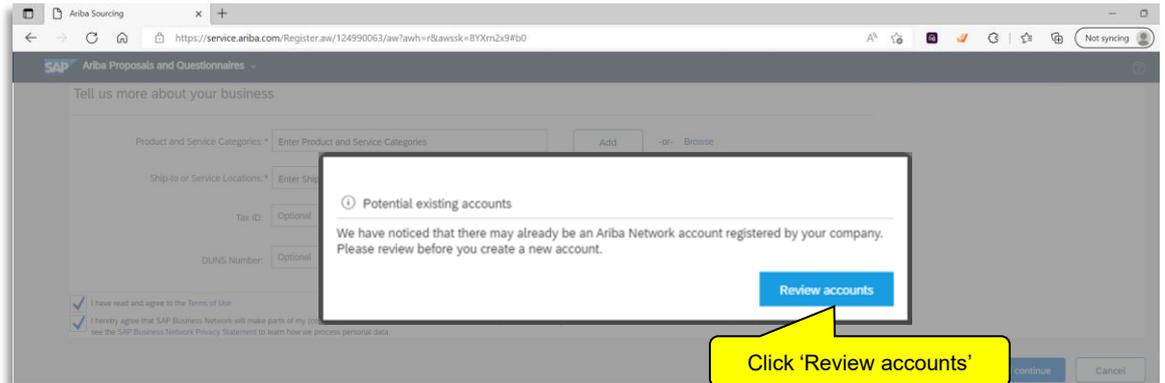
The screenshot shows the 'Arriba Proposals and Questionnaires' registration page. It contains several input fields: 'Product and Service Categories', 'Ship-to or Service Locations', 'Tax ID', and 'DUNS Number'. Each field has an 'Add' button and a 'Browse' button. A red box highlights the 'Browse' button for 'Product and Service Categories' with a callout 'Click 'Browse''. Another callout 'Keep this field empty' points to the 'Tax ID' field. At the bottom left, two checkboxes are checked, with a callout 'Select the boxes'. At the bottom right, a blue button 'Create account and continue' is highlighted with a callout 'Click 'Create account and continue''. The URL in the browser is https://service.ariba.com/Register.aww/124990063/aw7awh+r8awvsk=8YXm2x94b0.

The screenshot shows the 'Product and Service Category Selection' screen. It features a search bar and a list of categories. Five callouts 'Click a category' point to different categories in the list. A callout 'Click on the +' points to a plus sign in the top right corner of the category list. Below the list, a section 'My Selections (1)' shows 'Materials or product inspection (View)' with a 'Remove' button. A callout 'You will find that the Category is added here' points to this section. At the bottom right, a callout 'Click 'OK' to return' points to an 'OK' button. The 'Cancel' button is also visible.

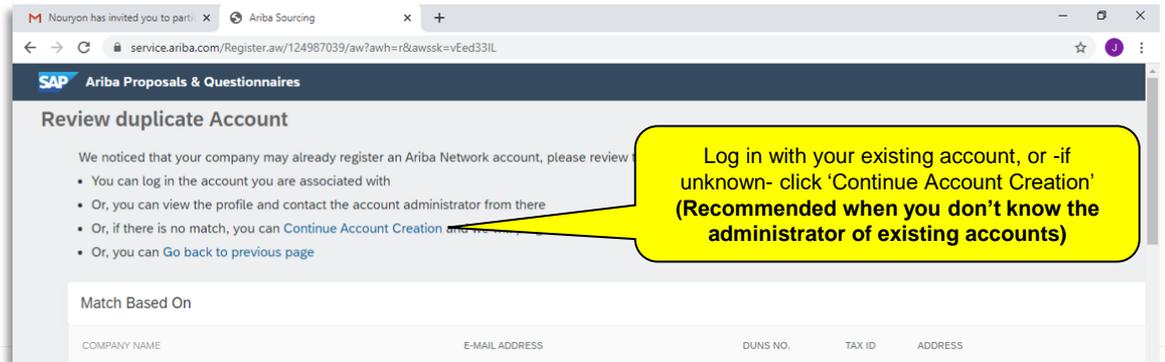
# Ariba Network: Sign Up & Log In

## Sign up

- It could be that Ariba finds existing accounts for your company
- If so, then either log in with your existing account or ignore the message and click **‘Continue Account Creation’**



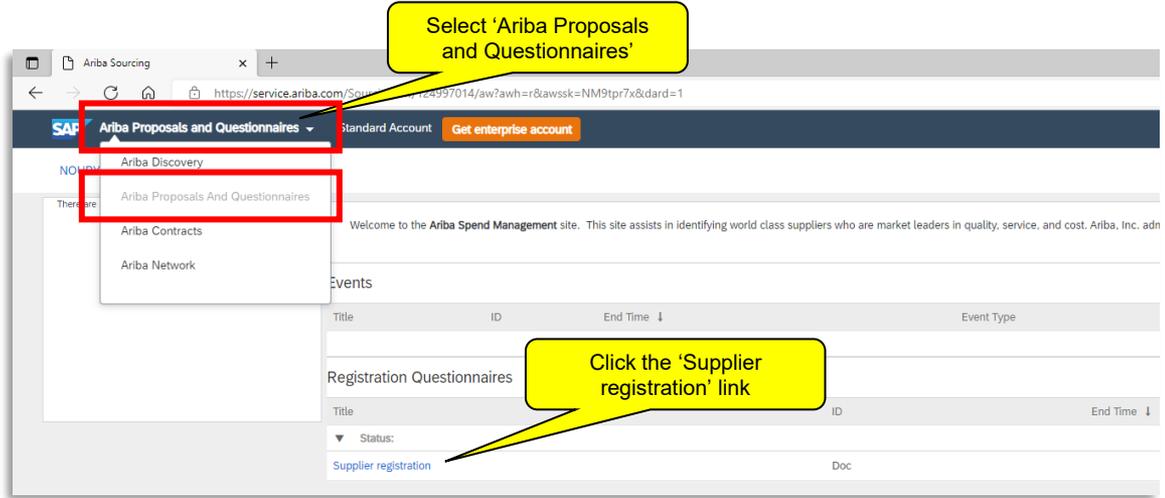
Next screen



# General information Questionnaire

## Ariba Supplier Homepage

- After you completed the account creation (or when you logged in), you will be redirected to the Ariba Supplier Homepage.
- Make sure to select **'Ariba Proposals and Questionnaires'** in the dropdown on top left



# General information Questionnaire

## Supplier Registration Questionnaire

- A **Supplier Registration form** will open, you're asked to complete this form in Ariba to become a registered supplier for Nouryon.

The timer shows for how long the Questionnaire will be open to respond

Here you can find the different entry fields. Entry fields with an '\*' are mandatory, fields without the '\*' are optional

# General information Questionnaire

## Supplier Registration Questionnaire

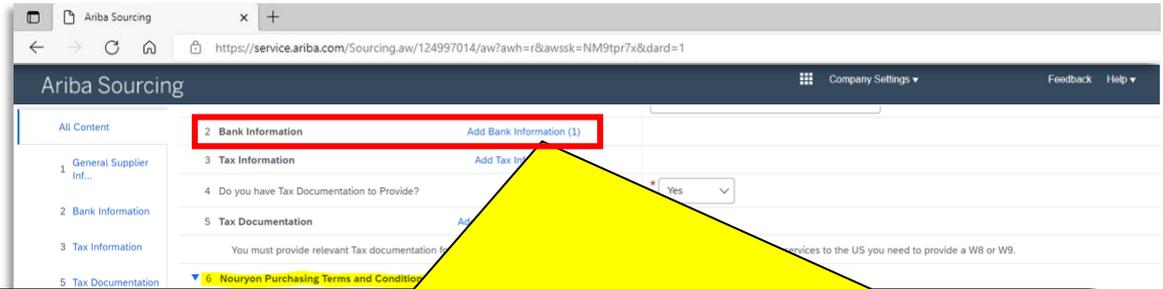
- Section 1.10 gives you the option to apply an **International Vendor Address**

The screenshot displays the Ariba Sourcing interface for a 'Supplier Registration External' questionnaire. The page title is 'Doc955071571 - Supplier Registration External'. The main content area shows a list of questions under the heading 'All Content'. Question 1.9, 'Do you want to maintain the International address version?', has a dropdown menu set to 'Yes'. Question 1.10, 'International Vendor Address Information', is expanded to show sub-questions 1.10.1 through 1.10.6. A yellow callout bubble points to the 'Yes' dropdown in question 1.9 with the text: 'Select 'Yes' if you want to enter an International Vendor Address.'

# General information Questionnaire

## Supplier Registration Questionnaire

- Section 2 Bank information is different per country:



### Europe (see next slide for North America)

**For IBAN number** (only select the following information):

Country – define the country of the bank

IBAN number - Complete the IBAN number

SWIFT Code – complete the SWIFT number

**For Sweden & Denmark**

**Bankgiro**

Country – define the country of the bank

Bank Key/ABA routing number – Fill “9999”

Account number – complete Bankgiro number

**PlusGiro:**

Country – define the country of the bank

Bank Key/ABA routing number – Fill “9960”

Account number – complete PlusGiro number

**For Finland**

Country – define the country of the bank

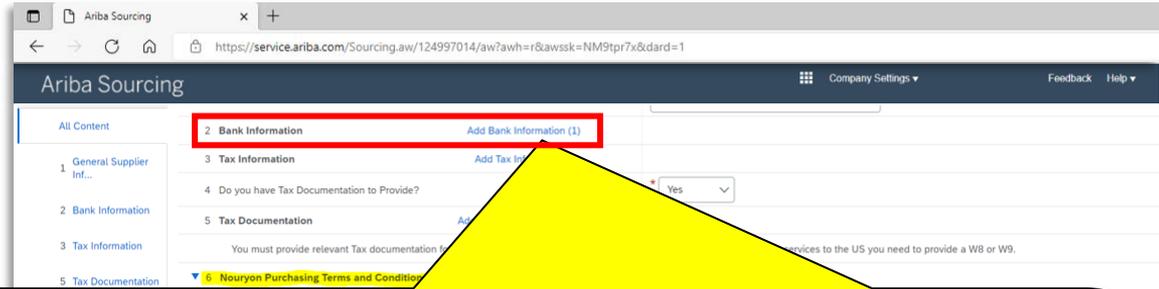
Bank Key/ABA routing number – Fill the SWIFT Code

IBAN number – complete the IBAN number

# General information Questionnaire

## Supplier Registration Questionnaire

- Section 2 Bank information is different per country:



### North America (see next slide for Latin America)

#### United States

- You need to fill the mandatory information as:
- Bank Type – if the bank is Domestic or Foreign
- Country – define the country of the bank
- Bank Name – inform the complete name of the bank
- Account Holder name – inform the name of the company
- Bank Key/ABA routing number – composed by 9 digits
- Account number – fill with the information of beneficiary account, without space or any special character
- IBAN – not required
- SWIFT – not required
- Bank Control Key – not required

#### Canada

- You need to fill the mandatory information as:
- Bank Type – if the bank is Domestic or Foreign
- Country – define the country of the bank
- Bank Name – inform the complete name of the bank
- Account Holder name – inform the name of the company
- Bank Key/ABA routing number – composed by 9 digits (0 + institution code + Transit code)
- Account number – fill with the information of beneficiary account (7 to 12 digits), without space or any special character
- IBAN – not required
- SWIFT – not required
- Bank Control Key – not required

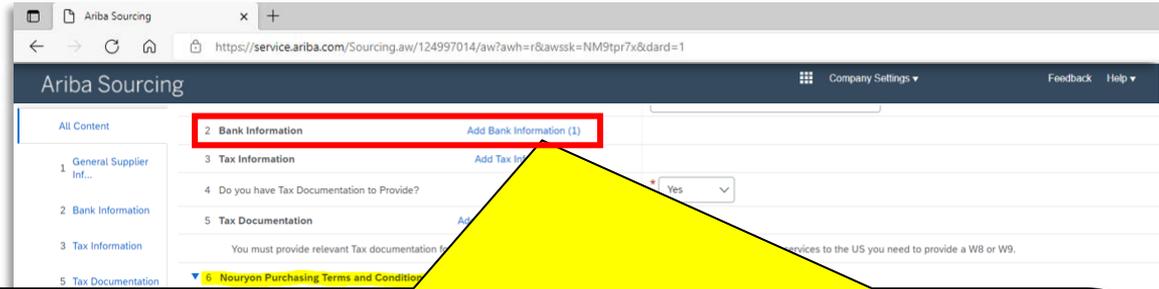
#### Mexico

- You need to fill the mandatory information as:
- Bank Type – if the bank is Domestic or Foreign
- Country – define the country of the bank
- Bank Name – inform the complete name of bank
- Account Holder name – inform the name of the company
- Bank Key/ABA routing number – should be filled with the 3 first digit of the “Numero de Cuenta Clabe”
- Account number – Should be filled with the “Numero de Cuenta Clabe – 18 digits.
- IBAN – not required
- SWIFT – not required
- Bank Control Key – not required
- \*\* For foreign bank we should use the same example as United States

# General information Questionnaire

## Supplier Registration Questionnaire

- Section 2 Bank information is different per country:



### Latin America

#### Argentina

You need to fill the mandatory information as:

Bank Type – if the bank is Domestic or Foreign

Country – define the country of the bank

Bank Name – inform the complete name of the bank

Account Holder name – inform the name of the company

Bank Key/ABA routing number – should be filled with the SWIFT Code

Account number – Should be filled with the “CBU”

IBAN – not required

SWIFT – should be filled with the SWIFT Code

Bank Control Key – not required

#### Brazil

You need to fill the mandatory information as:

Bank Type – if the bank is Domestic or Foreign

Country – define the country of the bank

Bank Name – inform the complete name of bank

Account Holder name – inform the name of the company

Bank Key/ABA routing number – should be filled with the 3 digits of bank number + 4 digits of Agency (7 digits)

Account number – fill with the information of beneficiary account + DV

IBAN – not required

SWIFT – not required

Bank Control Key – not required

#### Chile

You need to fill the mandatory information as:

Bank Type – if the bank is Domestic or Foreign

Country – define the country of the bank

Bank Name – inform the complete name of bank

Account Holder name – inform the name of the company

Bank Key/ABA routing number – should be filled with the SWIFT Code

Account number – fill with the information of beneficiary account

IBAN – not required

SWIFT – should be filled with the SWIFT Code

Bank Control Key – not required

# General information Questionnaire

## Supplier Registration Questionnaire

- Section 2 and 3 allow you to provide Bank and Tax information
- You can either **Submit the Entire Response** directly or **Save a draft** and submit it later.

The screenshot shows the Ariba Sourcing Supplier Registration Questionnaire interface. The browser address bar displays the URL: <https://service.ariba.com/Sourcing.aw/124997014/aw?awh=r&awssk=NM9tp7x&dard=>. The page title is "Ariba Sourcing". The interface includes a navigation menu on the left with sections: "All Content", "1 General Supplier Inf...", "2 Bank Information", "3 Tax Information", "5 Tax Documentation", "6 Nouryon Purchasing T...", "7 Business Partner Cod...", and "8 Supplier Comments". The main content area shows sections: "2 Bank Information" with a link "Add Bank Information (1)", "3 Tax Information" with a link "Add Tax Information (1)", "4 Do you have Tax Documentation to Provide?" with a dropdown menu set to "Yes", "5 Tax Documentation" with a link "Add Tax Documentation (0) Less...", "6.1 Do you Agree to Nouryon Purchasing term and conditions?" with a dropdown menu set to "Accepted" and a link "References", "7.1 Business Partner Code of Conduct" with a dropdown menu set to "Accepted" and a link "References", and "8 Supplier Comments" with a link "Less...". A text box for "8.1 Comments" is visible. At the bottom, there are four buttons: "Submit Entire Response" (highlighted in yellow), "Save draft", "Compose Message", and "Excel Import". A footer note says "Activate Windows Go to Settings to activate Windows." Three yellow callout boxes provide instructions: "Click on the link to open a page where you can add extra information" pointing to "Add Bank Information (1)", "Click on the link 'references' to open attachment(s)" pointing to the "References" link, and "Click 'Submit Entire Response' once you completed the Questionnaire and would like to send it to Nouryon" pointing to the "Submit Entire Response" button.

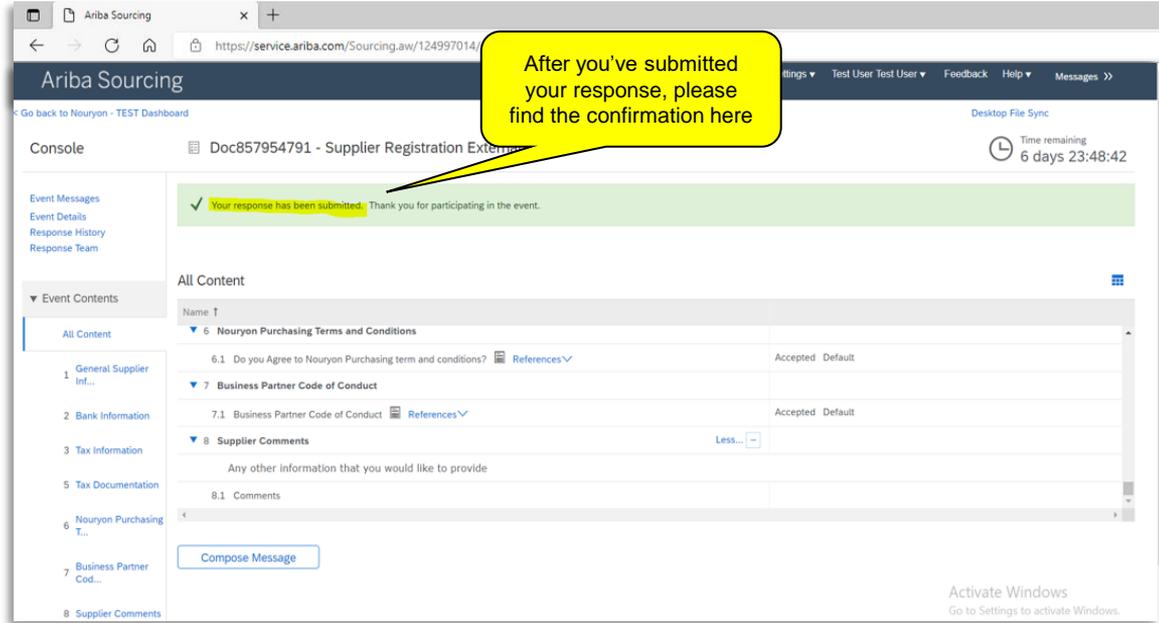
Click 'Submit Entire Response' once you completed the Questionnaire and would like to send it to Nouryon

Click 'Save draft' in case you were not able to complete it fully yet. Your answers will be saved for next time you log in. Please note: Nouryon will not receive your registration form if you click 'Save draft'

# General information Questionnaire

## Supplier Registration Questionnaire

- If you submit the entire response, a confirmation message will be shown. **“Your response has been submitted”**.



# General information Questionnaire

## Status of Supplier Registration Questionnaire

- On the Ariba Supplier Homepage you will be able to **track the status of your registration** for Nouryon. **Please note** that until the form is approved or rejected by Nouryon, you can't revise your response and it will remain in Pending Approval status.

The screenshot shows the Ariba Supplier Homepage for Nouryon. The browser address bar displays the URL: [https://service.ariba.com/Sourcing.aw/124997011/aw?awh=r&awssk=\\_9DVi8Rw&dard=1](https://service.ariba.com/Sourcing.aw/124997011/aw?awh=r&awssk=_9DVi8Rw&dard=1). The page header includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires' (highlighted with a red box), and a 'Standard Account' label with a 'Get enterprise account' button. The user name 'NOURYON' is displayed. The main content area features a welcome message, an 'Events' section, and a 'Registration Questionnaires' section. The 'Registration Questionnaires' section contains a table with the following data:

Title	ID	End Time	Status
Supplier registration questionnaire	Doc1018225875	23/5/2022 09:20	Pending Approval

A yellow callout bubble points to the 'Supplier registration questionnaire' entry, with the text: 'Please find the status of your Supplier Registration here'.

# General information Questionnaire

## Status of Supplier Registration Questionnaire

- Nouryon team will **review your response** and contact you if further information/documentation is required. Once your registration is approved, **you will receive an email** confirming the same and your status would change to Registered as shown.

The screenshot shows a web browser window with the URL [https://service.ariba.com/Sourcing.aw/124997011/aw?awh=r&awssk=\\_9DVi8Rw&dard=1](https://service.ariba.com/Sourcing.aw/124997011/aw?awh=r&awssk=_9DVi8Rw&dard=1). The page header includes the SAP logo, a navigation menu with 'Ariba Proposals and Questionnaires' highlighted in a red box, and a 'Standard Account' button with a 'Get enterprise account' link. The user is logged in as 'NOURYON'. The main content area displays a welcome message and two tables. The 'Events' table is empty. The 'Registration Questionnaires' table has one entry:

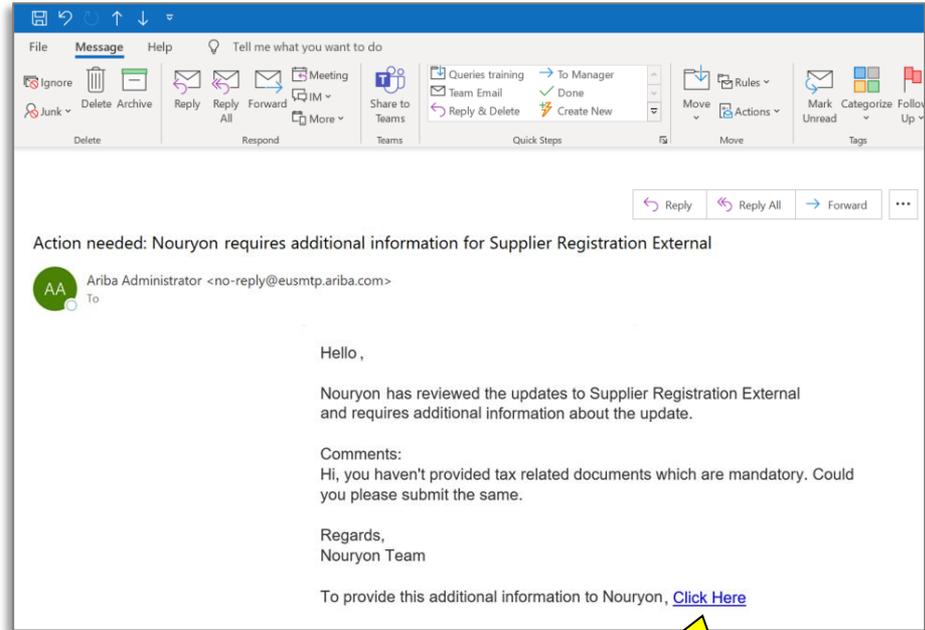
Title	ID	End Time	Status
Supplier registration questionnaire	Doc1018225875	23/5/2022 09:20	Registered

A yellow callout bubble points to the 'Registered' status in the table, containing the text: 'If your Registration is approved, you'll find the status here.'

# Submit Additional information to Nouryon as requested

## Email invitation to submit additional information

- While reviewing your registration, Nouryon could ask you for additional information.
- In this case, you will receive an email with the request to add information in SAP Ariba.

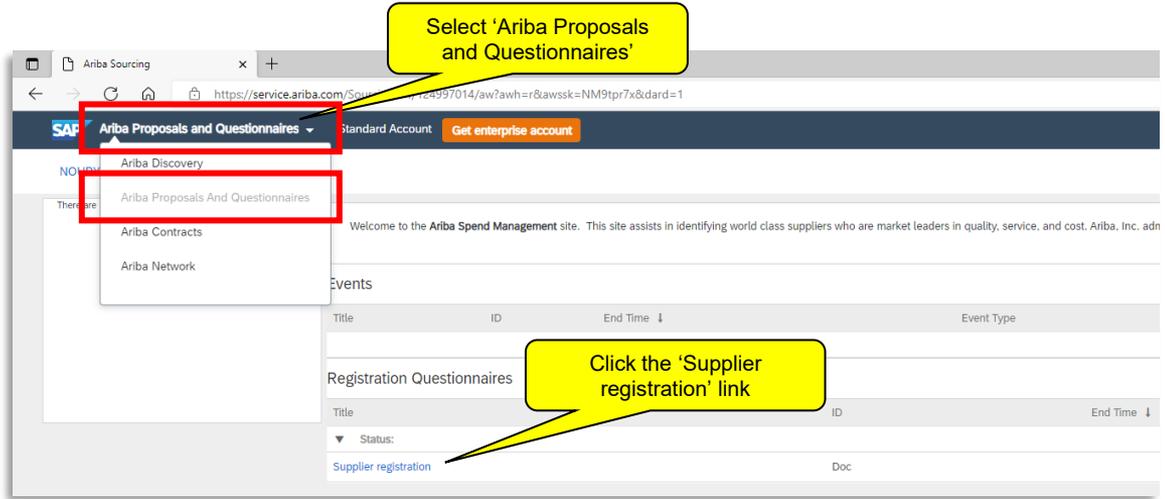


Click here to log in to Ariba and provide extra information

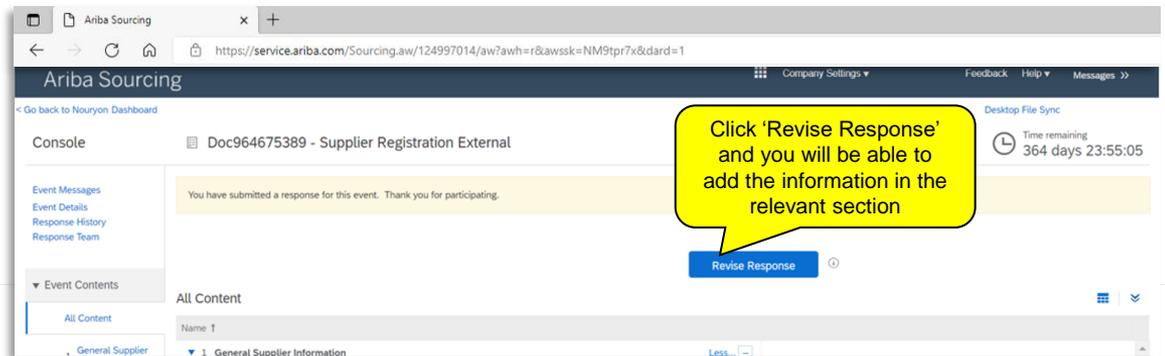
# Submit Additional information to Nouryon as requested

## Ariba Supplier Homepage

- Once you logged in, then please open the Supplier registration questionnaire.
- You can follow the same procedure if you want to change your supplier details somewhere in the future.



Next screen



# Support

- If you have any Registration question, then please send an email to [vendor@nouryon.com](mailto:vendor@nouryon.com)