

Nouryon – 供应商注册

如何在SAP Ariba中注册成为Nouryon供应商

Nouryon Procurement, 2022

Nouryon

介绍

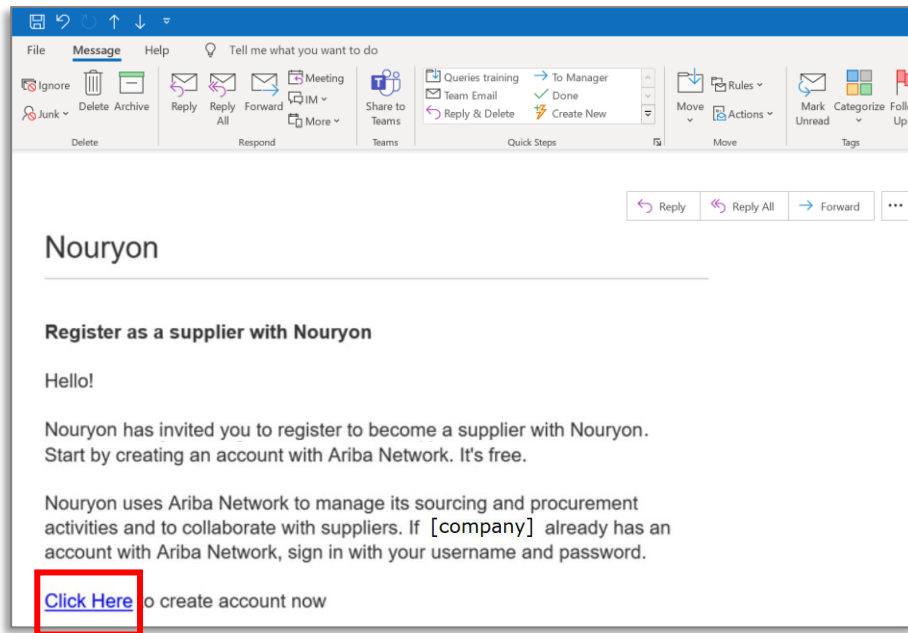
邀请您成为在Nouryon SAP Ariba上的注册供应商

1. 本手册会引导您在SAP Ariba上创建帐户
2. 此外，它还会向您展示如何在SAP Ariba上完成Nouryon供应商注册

Ariba Network: 注册和登陆

邀请邮件

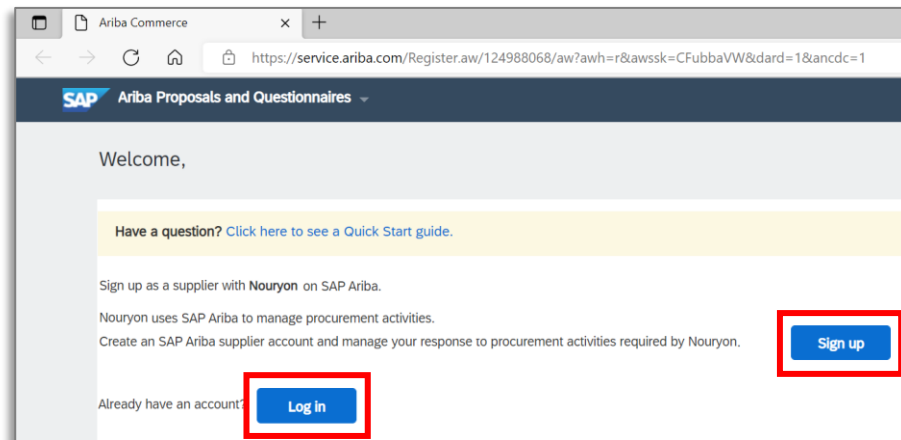
- 您将会通过电子邮件接收到成为Nouryon注册供应商的邀请。
- 点击邮件中的链接“**Click Here**”，稍后会进入到一个网页。



Ariba Network: 注册和登陆

注册或登陆网页

- 当您点击了邀请邮件中的链接后，浏览器会打开一个新的网页。
- 点击“注册”（如果您还没有SAP Airba的账户）
- 或点击“登陆”（如果您已经获得了SAP Ariba的账户）



Ariba Network: 注册和登陆

注册

- 如果还没有SAP Ariba 的账户，需要您创建一个新的账户。
- 您需要通过这个SAP Ariba 账户来完成Nouryon供应商注册信息调查。
- 填写公司信息和用户账户信息。

In Ariba: scroll down

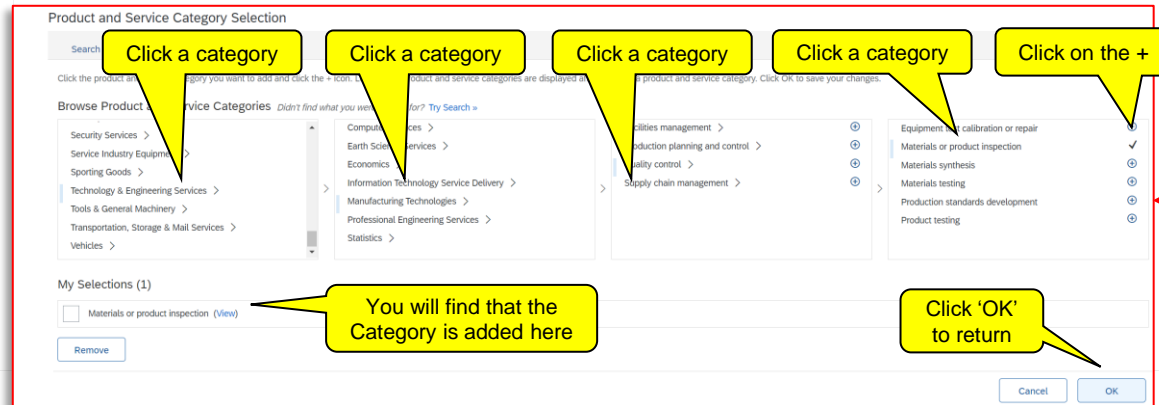
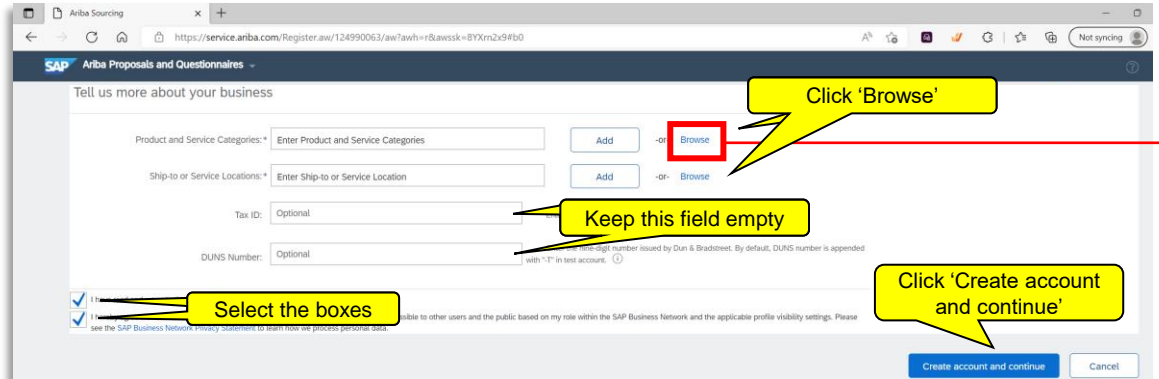
Fill in your company details

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: 注册和登陆

注册

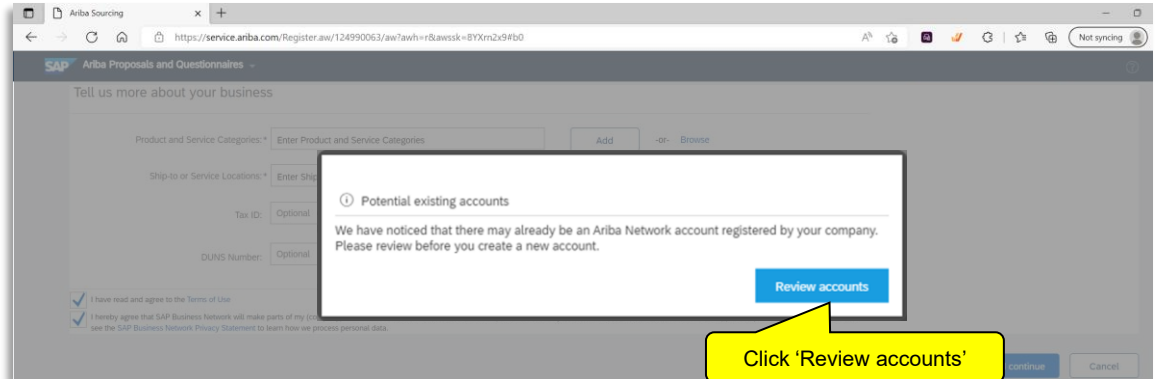
- 继续填写相关的公司信息以及用户账户信息。



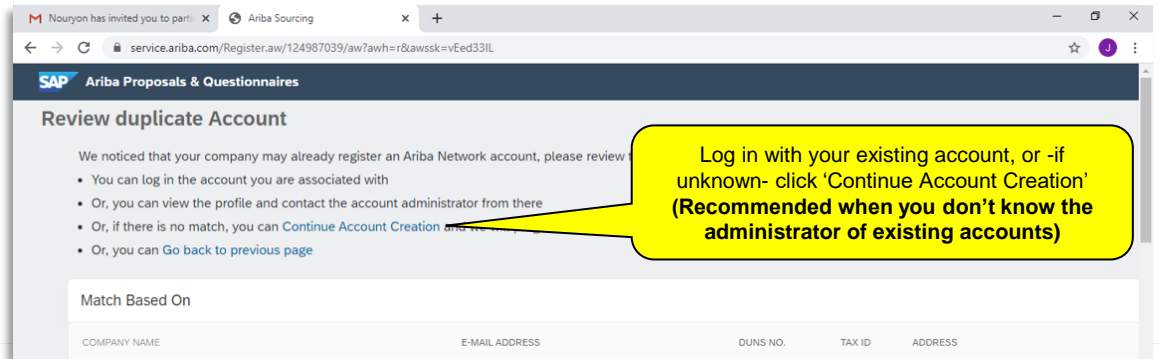
Ariba Network: 注册和登陆

注册

- 如有此类提示，可能意味着 Ariba 发现该公司在系统中已存在账户。
- 您可以选择使用已有账户登陆或忽略此提示，继续创建账户。



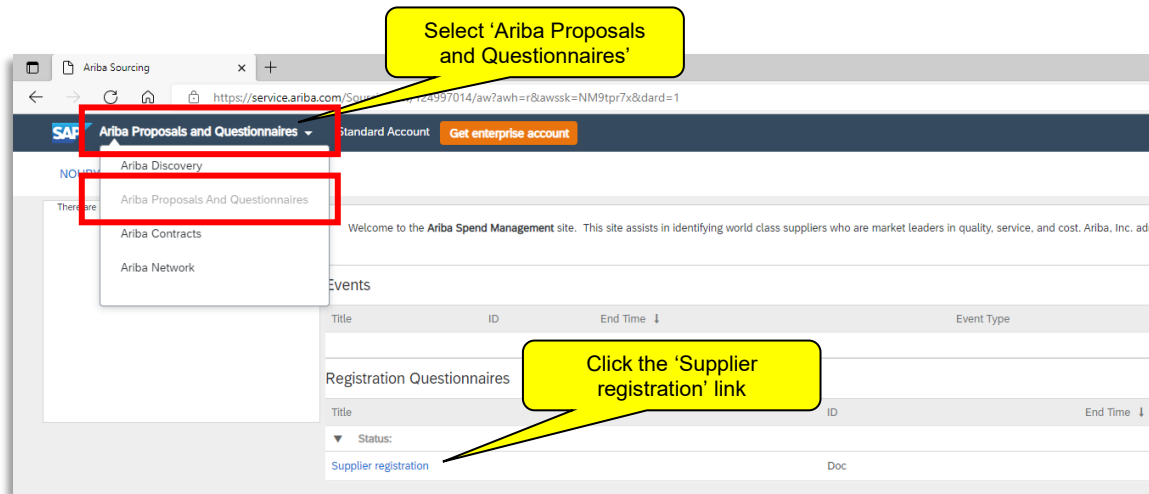
Next screen



基本信息调查

Ariba 供应商主页

- 当您完成账户创建（或当您登陆账户后），会进入到 Ariba 供应商主页
- 务必在左侧顶部的下拉菜单中选择“Ariba 调查问卷”



基本信息调查

供应商注册信息问卷

- 在这个页面会出现一张供应商注册信息表，您需要在线完成表格中的相关信息以成为Nouryon的注册供应商。

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

供应商基本信息调查

供应商注册信息问卷

- 在1.10选项中，您可以选择申请一个国际供应商地址

Ariba Sourcing

Console Doc955071571 - Supplier Registration External

All Content

Name 1

1.9 Do you want to maintain the International address version? * Yes

1.10 International Vendor Address Information Less...

International Vendor Address Information

1.10.1 Please enter local language * Unspecified

1.10.2 Supplier Name 1 *

1.10.3 Supplier Name 2 *

1.10.4 Street & House Number *

1.10.5 District *

1.10.6 City *

1.11 Additional Supplier Information

1.11.1 Company Website

1.11.2 Chamber of Commerce

1.11.3 D-U-N-S Number

1.11.4 Standard Carrier Alfa C

Select 'Yes' if you want to enter an International Vendor Address.

供应商基本信息调查

供应商注册信息问卷

- 在选项2和选项3中，您可以提供详细的银行账户和税务信息。
- 信息填写完成并核对后，您可以点击提交。如未最终完成或确认，也可以保存草稿，稍后提交。

The screenshot shows the Ariba Sourcing 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 questionnaire is divided into sections: 1. General Supplier Information, 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? (Yes), 5. Tax Documentation (with a link "Add Tax Documentation (0) Less..."), 6. Nouryon Purchasing Terms and Conditions (6.1 Do you Agree to Nouryon Purchasing term and conditions? Accepted), 7. Business Partner Code of Conduct (7.1 Business Partner Code of Conduct Accepted), and 8. Supplier Comments. At the bottom, there are four buttons: "Submit Entire Response" (highlighted in green), "Save draft", "Compose Message", and "Excel Import".

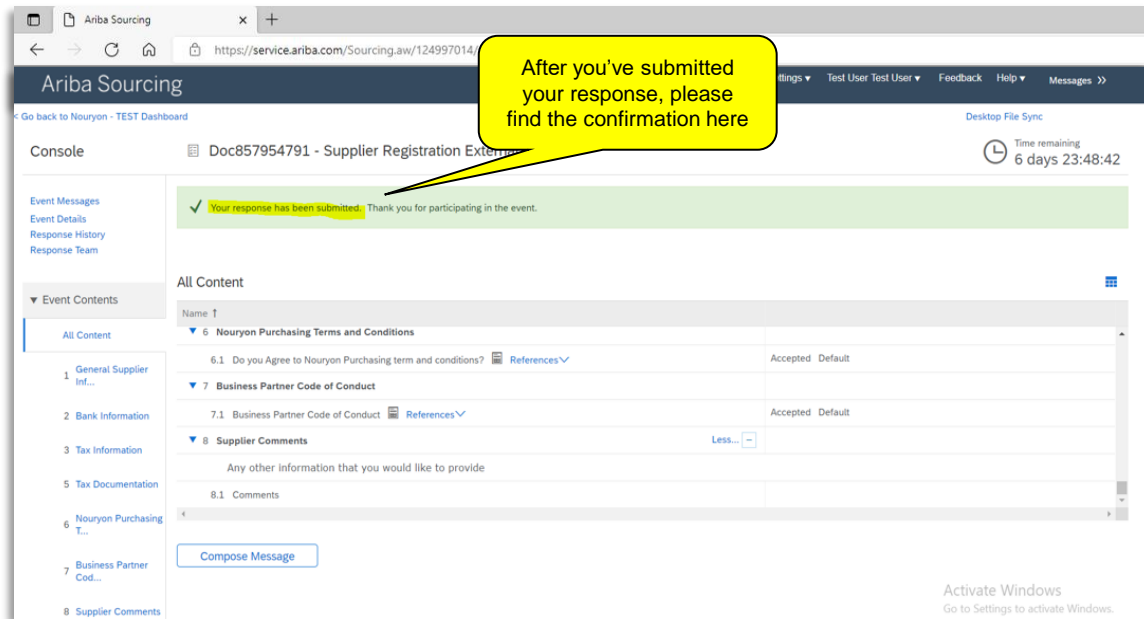
Callout boxes provide the following instructions:

- 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 under section 6.1).
- 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 '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' (pointing to the "Save draft" button).

供应商基本信息调查

供应商注册信息问卷

- 如果您点击了提交响应按钮，将会收到一封确认邮件。



供应商基本信息调查

供应商注册问卷调查状态

在Ariba供应商主页中，您可以跟踪所提交的Nouryon供应商注册活动的状态。需要注意的是，在Nouryon审批通过或拒绝这项注册申请之前，您将不能修改已经提交的信息，直到审批流程完成。

The screenshot shows the Ariba Sourcing portal interface. The top navigation bar includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and a 'Standard Account' button. The main content area is titled 'NOURYON' and contains a message: 'There are no matched postings.' Below this, there is a welcome message and a section for 'Registration Questionnaires'. A table lists the status of the registration questionnaire.

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

A yellow callout box points to the 'Status' column of the table, containing the text: 'Please find the status of your Supplier Registration here'.

供应商基本信息调查

供应商注册问卷调查状态

- Nouryon团队将会审核您提交的信息，并且可能会根据具体情况联系您进一步完善信息或文件。一旦供应商注册申请被审批通过，您将会收到一封确认邮件，且在网页上的注册状态将会显示为“注册完成”

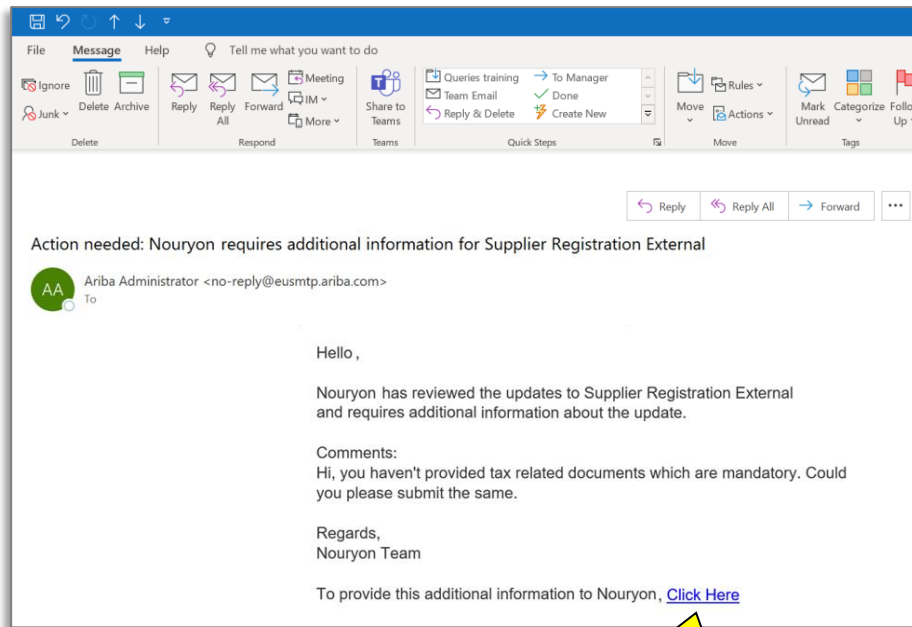
The screenshot shows the Ariba Sourcing portal interface. The top navigation bar includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and a 'Standard Account' button. Below the navigation, the user is logged in as 'NOURYON'. The main content area displays a message: 'There are no matched postings.' Below this, there are sections for 'Events' and 'Registration Questionnaires'. The 'Registration Questionnaires' section shows a table with one entry: 'Supplier registration questionnaire' with ID 'Doc1018225875', end time '23/5/2022 09:20', and status 'Registered'. A yellow callout bubble points to the 'Registered' status.

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

提供Nouryon所要求的补充信息

邮件邀请提交更多信息

- 当审核您提交的注册信息时，Nouryon可能会需要您提供补充信息。
- 此外，你会收到一封邮件提示你需要在SAP Ariba中进行相关操作。

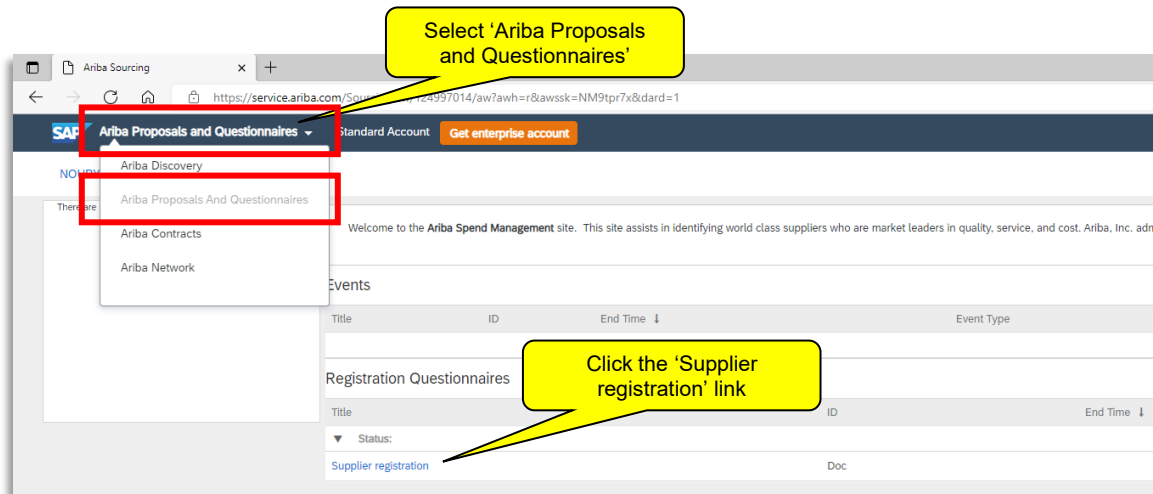


Click here to log in to Ariba and provide extra information

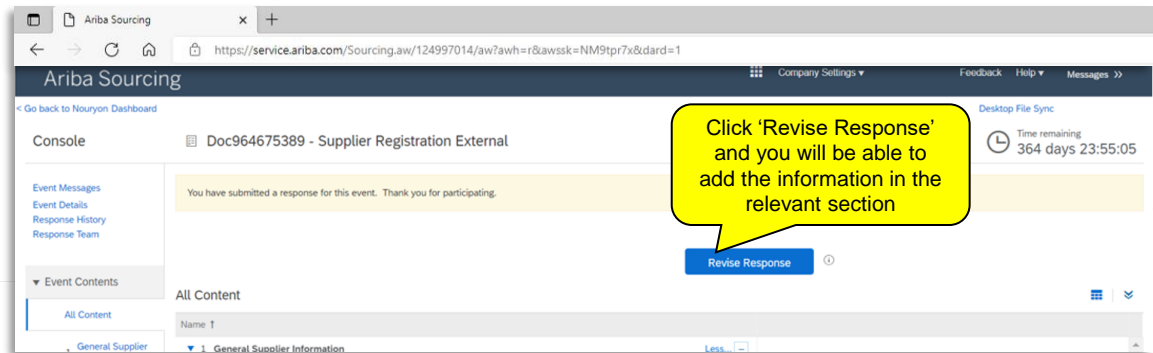
提供Nouryon所要求的补充信息

Ariba 供应商主页

- 当您登陆了账户后，请打开“供应商注册问卷调查”。
- 如果将来您需要修改供应商信息，请按照相同的流程进行操作。



Next screen



支持

- 如果您在注册过程中遇到任何问题，请发送邮件到vendor@nouryon.com