Nouryon - Supplier registration

How to become a registered supplier for Nouryon on SAP Ariba

Nouryon Procurement, 2022



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



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.

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Nourvon			🕤 Reply 🤲 Reply All	\rightarrow Forward \cdots
Nouryon				
Register as a supplier with Nouryc Hello!)n			
Nouryon has invited you to register to Start by creating an account with Arit	o become a supplier ba Network. It's free	with Nouryon		
Nouryon uses Ariba Network to mana activities and to collaborate with supp account with Ariba Network, sign in v	age its sourcing and pliers. If [company vith your username	procurement already has and password	an	
Click Here o create account now				

Nouryon

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)

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	SAP	🚩 Ariba Propo	sals and Questionnaires 👻
		Welcome,	
		Have a quest	on? Click here to see a Quick Start guide.
		Sign up as a supp Nourvon uses SA	plier with Nouryon on SAP Ariba.
		Create an SAP Ar	iba supplier account and manage your response to procurement activities required by Nouryon.
		Already have an a	account? 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.



Sign up

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

Arba Proposals and Questionnaires Tell us more about your business Product and Service Categories* Enter Product and Service Categories Add Product and Service Categories* Enter Product and Service Categories Add Product and Service Categories* Enter Product and Service Categories Add Product and Service Categories* Enter Product and Service Categories Add Product and Service Categories* Enter Product and Service Categories Add Product and Service Categories* Enter Product and Service Categories Add Product and Service Categories* Enter Product and Service Categories Add Product and Service Categories* Enter Product and Service Categories Select the boxes Select the boxes Add Product and Service Category Selection Search Click a category Click a category Product and service Categories are displayed and Product and service Category, Click a category Product and Service Category Selection	Click 'Browse'
Tell us more about your business Product and Service Categories: Click a category	Click 'Browse'
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Materials or product inspection (View)	
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Remove	

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'

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Ariba Proposals and Questionnaires -		
Tell us more about your business		
Product and Service Categories: * Enter Produ	uct and Service Categories Add -or- Browse	
Ship-to or Service Locations: * Enter Ship		
Tax.ID: Optional	 Potential existing accounts 	
	We have noticed that there may already be an Ariba Network account	registered by your company.
DUNS Number: Optional	rease review before you create a new account.	
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Nouryon has invited you to part: × ⓐ Ariba Sourcing → ⓐ service.ariba.com/Register.aw/124987 Ariba Proposals & Questionnaires Review duplicate Account We noticed that your company may alread • You can log in the account you are asso • Or, you can view the profile and contact • Or, you can view the profile and contact • Or, you can Go back to previous page Match Based On	x + 7039/aw?awh=r&awssk=vEed33IL dy register an Ariba Network account, please review Lo pociated with t the account administrator from there ue Account Creation and the way,	Deg in with your existing account, or -if nown- click 'Continue Account Creation' ommended when you don't know the dministrator of existing accounts)

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

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Ariba Network	Events			
	Title ID Registration Questionnaire Title	25 Click the 'Supplier registration' link		Event Type
	▼ Status: Supplier registration		Doc	

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.

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General Supplier	1.2 Supplier Name 2	/		
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2 Bank Information	1.4 Mobile Telephone Number			
3 Tax Information	15 Eav Number			
5 Tax Documentation		*Show More		
6 Nouryon Purchasing		Street:		D House Number:
Buringer Destroya		Street 2:		D
7 Cod		Street 3:		D
8 Supplier Comments	1.6 Main Address	District:	District	D
	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

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	1.9 Do you want to maintain the International address version?	* Yes 🗸						
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All Content	Internation Vendor Address Infomation							
, General Supplier	1.10.1 Please enter local language	* Unspecified 🗸						
⊥ Inf	1.10.2 Supplier Name 1	*						
2 Bank Information	1.10.3 Supplier Name 2							
3 Tax Information	1.10.4 Street & House Number	*						
5 Tax Documentation	1.10.5 District	*						
6 Nouryon Purchasing	1.10.6 City	*						
	▼ 1.11 Additional Supplier Information							
7 Business Partner Cod	1.11.1 Company Website							
8 Supplier Comments	1.11.2 Chamber of Commercia							
	1.11.3 D-U-N-S Number ^① Vendor Address.							
	1.11.4 Standard Carrier Alfa C							

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



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Company Settings v

ces to the US you need to provide a W8 or W9.

Feedback Help

General information Questionnaire

Supplier Registration Questionnaire

• Section 2 Bank information is different per country:



12

United States	Canada	Mexico
You need to fill the mandatory information as:	You need to fill the mandatory information as:	rou need to fill the mandatory information as:
Bank Type – if the bank is Domestic or Foreign	Bank Type – if the bank is Domestic or Foreign	Bank Type – if the bank is Domestic or Foreign
Country – define the country of the bank	Country – define the country of the bank	Country – define the country of the bank
Bank Name – inform the complete name of the	Bank Name – inform the complete name of the	Bank Name – inform the complete name of bank
bank	bank	Account Holder name – inform the name of the company
Account Holder name – inform the name of the	Account Holder name – inform the name of the	Bank Key/ABA routing number – should be filled with the 3
company	company	first digit of the "Numero de Cuenta Clabe"
Bank Key/ABA routing number – composed by 9	Bank Key/ABA routing number – composed by 9	Account number – Should be filled with the "Numero de
digits	digits (0 + institution code + Transit code)	Cuenta Clabe – 18 digits.
Account number – fill with the information of	Account number – fill with the information of	IBAN – not required
character	space or any special character	SWIFT – not required
IRAN - not required	IRAN - not required	Bank Control Key – not required
		** For foreign bank we should use the same example as
SWIFT – not required	SWIFT – not required	United States
Bank Control Key – not required	Bank Control Key – not required	

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Bank Information

5 Tax Documentation

4 Do you have Tax Documentation to Provide?

6 Nouryon Purchasing Terms and Con

You must provide relevant Tax documentation

3 Tax Information

https://service.ariba.com/Sourcing.aw/124997014/aw?awh=r&awssk=NM9tpr7x&dard=1

Add Bank Information (1)

Add Tax I

Ariba Sourcing

CA

Ariba Sourcing

1 General Supplier

2 Bank Information

3 Tax Information

5 Tax Documentation

All Content

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

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.



Supplier Registration Questionnaire

 If you submit the entire response, a confirmation message will be shown.
 "Your response has been submitted".

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< Go back to Nouryon - TEST Dashbo	bard	find the confirmation here		Desktop File Sync
Console	Doc857954791 - Supplier Registration Extension			G days 23:48:42
Event Messages Event Details	Viour response has been submitted. Thank you for participating in	the event.		
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▼ Event Contents	All Content			
All Content	Name 1 5 Nourvon Purchasing Terms and Conditions			
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1 General Supplier Inf	7 Business Partner Code of Conduct			
2 Bank Information	7.1 Business Partner Code of Conduct 📓 References 🗸		Accepted Default	
2 Tax Information	8 Supplier Comments	Less		
3 Tax momauon	Any other information that you would like to provide			
5 Tax Documentation	8.1 Comments			v
6 Nouryon Purchasing T	(>
7 Business Partner Cod	Compose Message			Activata Windows
8 Supplier Comments				Go to Settings to activate Windows.

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.

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There are no matched postings.	Welcome to the Ari	iba Spend Management site.	This site assists in identifying worl	d class suppliers who are market leaders in qualit	y, service, and cost. Ariba, Inc. administers this site	e in an effort to ensure market integrity.
	Events	-D	End Time	Event	Time	Please find the status of
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	Registration Ques	stionnaires				
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	Supplier registration qu	uestionnaire		Doc1018225875	23/5/2022 09:20	Pending Approval

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.

	Nouryon has invited you to parti 🗙 🗋 Ariba S	ourcing	× +					- 0
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There	e are no matched postings.	Welcome to the Ari	iba Spend Management site.	This site assists in identifying work	d class suppliers who are market leaders in quali	ty, service, and cost. Ariba, Inc. administers this site	in an effort to ensure market integrity.	
		Events Title	ID	End Time ↓	Event	Туре	If your Registration is	
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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.

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	Regards, Nouryon Team	1		
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		Click here to Ariba and pro informa	o log in to pvide extra ation	

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.

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Support

• If you have any Registration question, then please send an email to vendor@nouryon.com