

1. How to become a registered supplier on SAP Business Network

1.1 Supplier registration

Introduction

dsm-firmenich invites you to become a registered supplier for dsm-firmenich on the SAP Business Network. This manual guides you on:

- How to create an account on the SAP Business Network.
- How to complete the dsm-firmenich supplier registration form on the SAP Business Network.

SAP Business Network: Sign up & Log in

Invitation email

- You have received an invitation email to become a registered supplier for dsm-firmenich.
- Click on “**Click Here**” in the email. A webpage will open.

Register as a supplier with dsm-firmenich

Hello!

dsm-firmenich has invited you to register to become a supplier with dsm-firmenich. Start by creating an account with Ariba Network. It's free.

dsm-firmenich uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If 'Company X' already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Note: Please ensure that you whitelist Ariba in your mailbox to prevent emails from being directed to the spam/junk folder

SAP Business 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 Business Network).

The screenshot shows the SAP Business Network interface for Ariba. At the top, there is a header with the SAP logo and the text 'Ariba Proposals and Questio...'. Below the header, a 'Welcome,' message is displayed. A yellow banner contains the text 'Have a question? Click here to see a Quick Start guide.' The main content area features the text 'Sign up as a supplier with dsm-firmenich on SAP Ariba.' followed by 'DSM - TEST uses SAP Ariba to manage procurement activities.' and 'Create an SAP Ariba supplier account and manage your response to procurement activities required by dsm-firmenich'. There are two prominent blue buttons: 'Sign up' and 'Log in'. Below these buttons, the text 'Already have an account?' is visible. The page also includes a section titled 'About SAP Business Network' with a paragraph explaining its benefits and a bulleted list of features. At the bottom, there is a footer with the SAP logo, copyright information, and links to 'SAP Business Network Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Note: Please ensure that you whitelist Ariba in your mailbox to prevent emails from being directed to the spam/junk folder

SAP Business 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 Business Network account** to respond to the dsm-firmenich registration questionnaire.
- Fill in your company information and user account information.

Company information

Company Name: *

Country/Region: * United Kingdom [GBR]

Address: * Line 1, Line 2, Line 3, Line 4

City: *

State: * Select

Postal Code: *

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: * Enter Password, Repeat Password

Language: * English

Email orders to: *

Tell us more about your business

Product and Service Categories: * Enter Product and Service Categories, Add, -or- Browse

Ship-to or Service Locations: * Enter Ship-to or Service Location, Add, -or- Browse

Tax ID: Optional, Enter your Company Tax ID number.

Vat ID: Optional, Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Optional, Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "1" in test account.

I have read and agree to the Terms of Use

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Fill in your company details

Fill in a unique username

SAP Business Network: Sign up & Log in

Sign up

- Continue to fill in your company information and user account information. Click on **'Browse'** to fill in your Product and Service Categories.

The image shows two overlapping screenshots from the SAP Business Network sign-up process. The top screenshot is a form titled "Tell us more about your business" with fields for "Product and Service Categories", "Ship-to or Service Locations", "Tax ID", and "Vat ID". Each field has an "Add" button and a "-or- Browse" button. The bottom screenshot is a modal window titled "Product and Service Category Selection" with a "Browse" tab selected. It displays a grid of category lists with expandable arrows and a "My Selections (7)" list at the bottom. A blue callout box on the right points to the "+" icons in the category lists and the "OK" button in the modal.

Tell us more about your business

Product and Service Categories: * Enter Product and Service Categories [Add] -or- Browse

Ship-to or Service Locations: * Enter Ship-to or Service Location [Add] -or- Browse

Tax ID: Optional [] Enter your Company Tax ID number.

Vat ID: Optional [] Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

Chemicals >	Office & Desk Accessories >	Correction media > +	Scissors > +
Cleaning Supplies >	Office Machines & Supplies >	Desk supplies > +	Scissor sharpener > +
Computer Hardware, Software & Telecom >	Office supply >	Fastening supplies > +	Stamps > +
Construction & Maintenance Services >		Folders and binders and indexes > +	Staple removers > +
Construction Materials >		Ink and lead refills > +	Stapler kit > +
Consumer Electronics & Appliances >		Mailing supplies > +	Staplers > +
		Writing instruments > +	Tape dispensers > +

My Selections (7)

- Call bells (View)
- Manual letter openers (View)
- Manual pencil sharpener (View)
- Desk pads or its accessories (View)
- Bookmark (View)
- Clip holders or dispensers (View)
- []

Remove [Cancel] [OK]

accessible to other users and the public based on my role within the SAP Business Network. [Privacy Statement](#) to learn how we process personal data.

Create account and continue [Cancel]

Click on the + icon to add the items to 'My Selections'.

Click on OK when done and to return to the page.

SAP Ariba Proposals and Questionnaire

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SAP Business Network: Sign up & Log in

Sign up

- Continue to fill in your company information and user account information. Click on **'Browse'** to fill in your Ship-to or Service Location(s).

The screenshot shows the 'Tell us more about your business' form with fields for Product and Service Categories, Ship-to or Service Locations, Tax ID, and Vat ID. Below this is the 'Product and Service Category Selection' interface with a grid of categories and a 'My Selections' list. A blue callout box highlights the '+ icon' and 'OK' button.

Tell us more about your business

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

Chemicals >	Office & Desk Accessories >	Correction media >	Scissors >
Cleaning Supplies >	Office Machines & Supplies >	Desk supplies >	Scissor sharpener >
Computer Hardware, Software & Telecom >	Office supply >	Fastening supplies >	Stamps >
Construction & Maintenance Services >		Folders and binders and indexes >	Staple removers >
Construction Materials >		Ink and lead refills >	Stapler kit >
Consumer Electronics & Appliances >		Mailing supplies >	Staplers >
		Writing instruments >	Tape dispensers >

My Selections (7)

<input type="checkbox"/> Call bells (View)
<input type="checkbox"/> Manual letter openers (View)
<input type="checkbox"/> Manual pencil sharpener (View)
<input type="checkbox"/> Desk pads or its accessories (View)
<input type="checkbox"/> Bookmark (View)
<input type="checkbox"/> Clip holders or dispensers (View)
<input type="checkbox"/> Plastic comb

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Click on the + icon to add the items to 'My Selections'.
Click on OK when done and to return to the page.

SAP Business Network: Sign up & Log in

Sign up

- When done filling in your company information select the **boxes** and click on 'Create account and continue'.

Tell us more about your business

Product and Service Categories: * -or- [Browse](#)

Ship-to or Service Locations: * -or- [Browse](#)


Tax ID: Enter your Company Tax ID number.

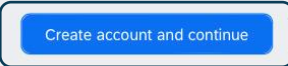
Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.


DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ


I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.





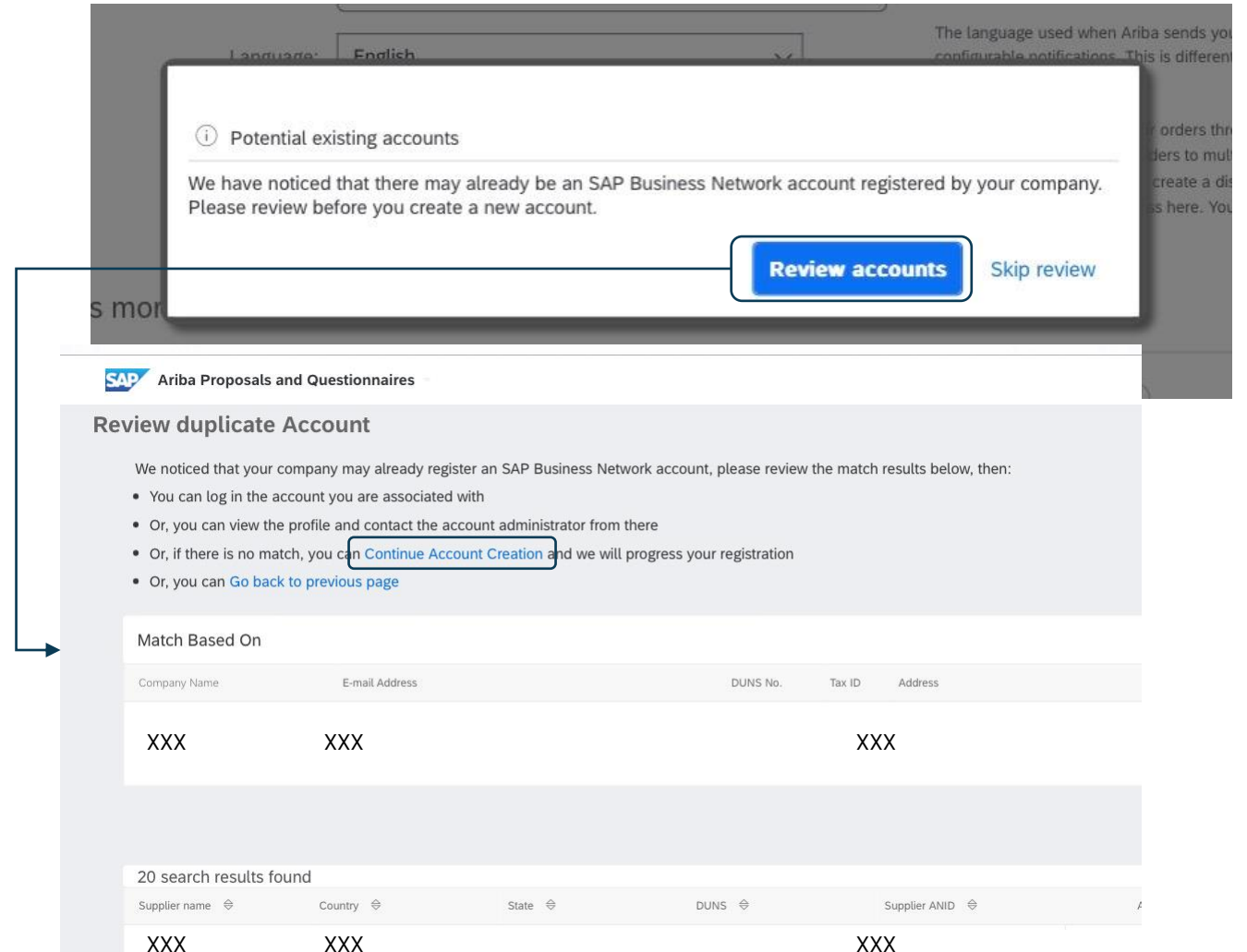


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SAP Business Network: Sign up & Log in

Sign up

- It could be that Ariba finds existing accounts for your company. Click on **'Review accounts'** and check the results to see if your company has existing accounts.
- If so, then either log in with your existing account or ignore the message and click **'Continue Account Creation'**.



The screenshot shows a notification box at the top with the title "Potential existing accounts". The message reads: "We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account." Below the message are two buttons: "Review accounts" (highlighted with a red box) and "Skip review".

Below the notification is the "Review duplicate Account" page. It contains the following text: "We noticed that your company may already register an SAP Business Network account, please review the match results below, then:"

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

The "Match Based On" section contains a table with the following data:

Company Name	E-mail Address	DUNS No.	Tax ID	Address
XXX	XXX		XXX	

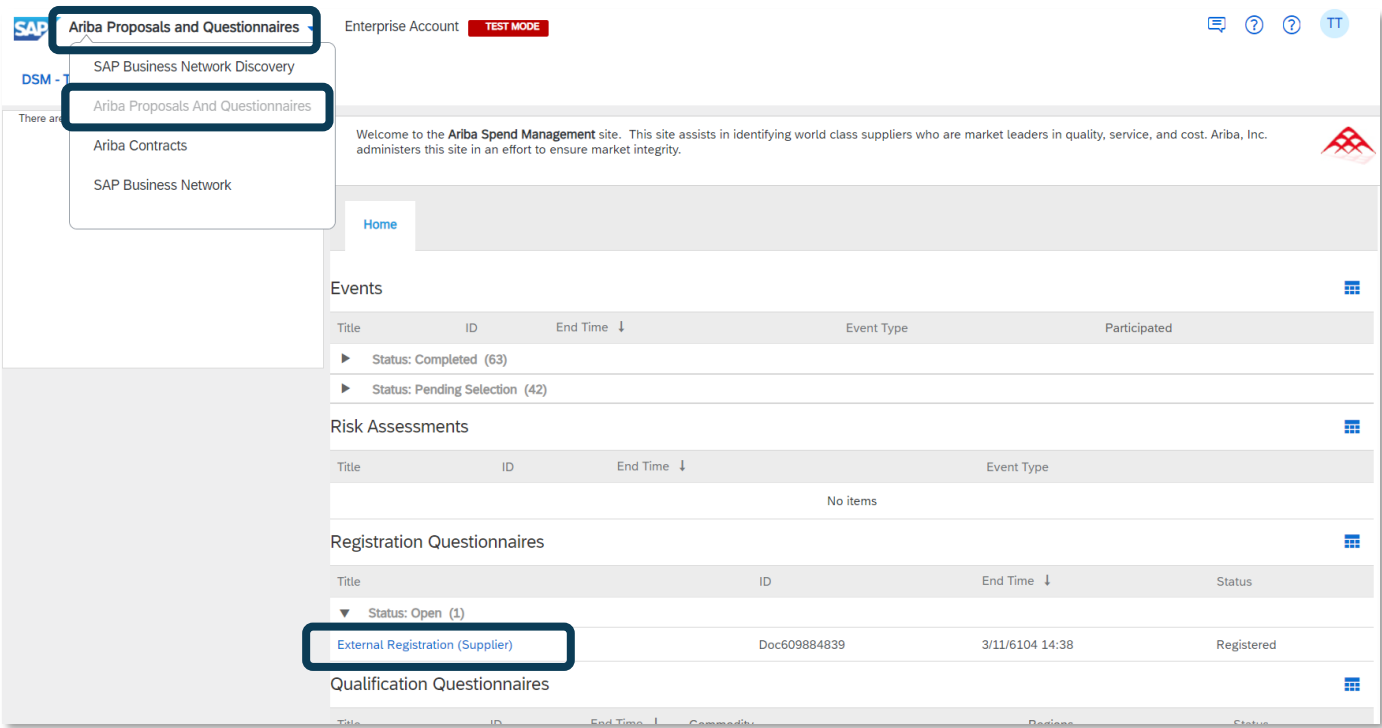
Below this is a section for "20 search results found" with a table:

Supplier name	Country	State	DUNS	Supplier ANID
XXX	XXX			XXX

General information questionnaire

Ariba Supplier Homepage

- After you completed the account creation (or when you logged in), you will be redirected to the SAP Business Network Supplier Homepage.
- Make sure to select '**Ariba Proposals and Questionnaires**' in the dropdown on top left.
- Go to '**External Registration (supplier)**' to go to the registration form.



General information questionnaire

Supplier Registration Questionnaire

- A **Supplier Registration form** will open, you're asked to complete this form in the SAP Business Network to become a registered supplier for dsm-firmenich.
- Scroll down to fill in all the required fields*, when done click on **'Submit Entire Response'**.

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Information

2 Address

4 Contact Person

5 Bank Data

6 Bank Information - L...

7 Supplier Note

8 Other

All Content

Name ↑

1 General Information

1.1 Supplier Legal Name Test Supplier 3

1.2 Supplier Legal Name 2

1.3 Supplier Legal Name 3

1.4 Supplier Legal Name 4

1.5 Country * Canada (CA) ↓

(*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

**Note: if you are not ready to submit the form yet, you have the possibility to save draft and submit the form later*

General information questionnaire

Supplier Registration Questionnaire

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

The screenshot shows a web interface with a 'Console' sidebar on the left and a main content area. The sidebar contains links for 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Under 'Event Contents', there is a list of sections: 'All Content', '1 General Information', '2 Address', '4 Contact Person', '5 Bank Data' (highlighted), '6 Bank Information - L...', '7 Supplier Note', and '8 Other'. The main content area features a green confirmation message: 'Your revised response has been submitted. Thank you for participating in the event.' Below this is the 'Bank Data' section, labeled '(Section 4 of 7)'. It contains a table with the following data:

Name ↑	
5.1 Bank data	Bank Id: 0000 Country/Region: Netherlands Bank Name: Bank Branch: Street: City: State/Province/Region: Postal Code: Account Holder Name:

A 'Compose Message' button is located at the bottom of the 'Bank Data' section.

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 dsm-firmenich. Please note that until the form is approved or rejected by dsm-firmenich, you can't revise your response, and it will remain in **Pending Approval status**.

Hello Supplier,

dsm-firmenich has received your registration information and will review it for approval.

To check your registration status, log in to the dsm-firmenich supplier portal.

[Click Here](#)

Sincerely,
dsm-firmenich

Enterprise Account TEST MODE

DSM - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (63)				
▶ Status: Pending Selection (42)				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
External Registration (Supplier)	Doc609884839	23/12/2024 11:29	Registered

Qualification Questionnaires

General information questionnaire

Status of Supplier Registration Questionnaire

- dsm-firmenich 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 below.

The screenshot shows the Ariba Spend Management interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires' (highlighted with a blue box), 'Enterprise Account', and a 'TEST MODE' indicator. Below the navigation bar, the user is identified as 'DSM - TEST'. The main content area is divided into several sections: 'Home', 'Events', 'Risk Assessments', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section contains a table with the following data:

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
External Registration (Supplier)	Doc609884839	23/12/2024 11:29	Registered

The 'Registered' status in the table is highlighted with a blue box. The 'Events' section shows a table with columns for Title, ID, End Time, Event Type, and Participated, with expandable rows for 'Status: Completed (63)' and 'Status: Pending Selection (42)'. The 'Risk Assessments' section shows a table with columns for Title, ID, End Time, and Event Type, with a 'No items' message. The 'Qualification Questionnaires' section is currently empty.

Support needed?

If you have any registration questions, please send an email to supplier.enablement@dsm-firmenich.com.

Note: Please ensure that you whitelist Ariba in your mailbox to prevent emails from being directed to the spam/junk folder

We bring progress to life