

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.

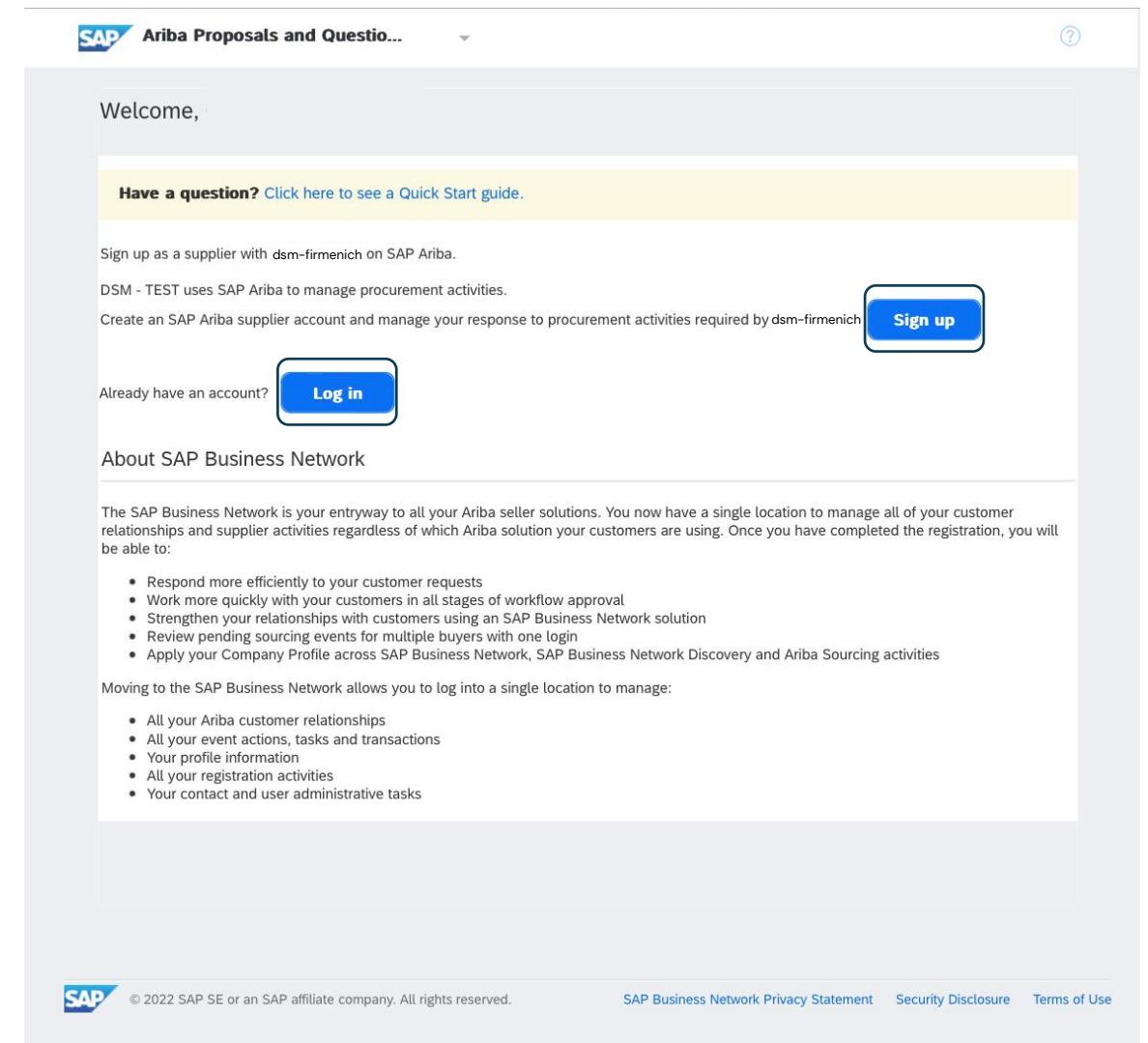
[Click Here](#) to create account now

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 sign-up and log-in page. At the top, it says "Welcome," and there is a "Have a question? Click here to see a Quick Start guide." link. Below that, it says "Sign up as a supplier with dsm-firmenich on SAP Ariba." and "DSM - TEST uses SAP Ariba to manage procurement activities." It also says "Create an SAP Ariba supplier account and manage your response to procurement activities required by dsm-firmenich." There is a "Sign up" button in a blue box. Below the sign-up section, there is a "Log in" button in a blue box, with the text "Already have an account?". Under "About SAP Business Network," it says: "The SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

 Moving to the SAP Business Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

" At the bottom, it says "SAP © 2022 SAP SE or an SAP affiliate company. All rights reserved." and "SAP Business Network Privacy Statement Security Disclosure 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.

The screenshot shows the 'Create account' page for SAP Ariba. The 'Company information' section includes fields for Company Name, Country/Region (set to United Kingdom [GBR]), Address (with lines 1-4), City, State (with a note 'Required field'), and Postal Code. The 'User account information' section includes Name, Email (with a note 'Use my email as my username'), Username (with a note 'Must be in email format (e.g. john@newco.com)'), Password, Repeat Password, and Language (set to English). The 'Tell us more about your business' section includes Product and Service Categories, Ship-to or Service Locations, Tax ID, Vat ID, and DUNS Number. At the bottom, there are checkboxes for accepting terms and conditions and agreeing to data sharing, followed by 'Create account and continue' and 'Cancel' buttons.

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.

Tell us more about your business

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

Ship-to or Service Locations: [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.

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](#)

SAP Ariba Proposals and Questionnaire

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

[Remove](#)

[Cancel](#) [OK](#)

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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.

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dsm-firmenich

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 image shows the SAP Business Network sign-up process. On the right, a form titled 'Tell us more about your business' is displayed with fields for Product and Service Categories, Ship-to or Service Locations, Tax ID, Vat ID, Company Tax ID, DUNS number, and a Dun & Bradstreet number. Below this, a 'Product and Service Category Selection' dialog is shown, allowing users to browse and add categories to their selections. A callout box on the right indicates to click the '+' icon to add items to 'My Selections' and to click 'OK' when done.

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.

SAP Ariba Proposals and Questionnaire

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 > Cleaning Supplies > Computer Hardware, Software & Telecom > Construction & Maintenance Services > Construction Materials > Consumer Electronics & Appliances >

Office & Desk Accessories > Office Machines & Supplies > Office supply >

Correction media > Desk supplies > Fastening supplies > Folders and binders and indexes > Ink and lead refills > Mailing supplies > Writing instruments >

Scissors Scissor sharpener Stamps Staple removers Stapler kit Staplers 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

any) information accessible to other users and the public based on my role within the SAP Business Network's [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.

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dsm-firmenich

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**'.

Select the boxes

Tell us more about your business

Product and Service Categories: -or-
Bookmark X Manual pencil sharpener X Manual letter openers X Call bells X Electric pencil sharpener X
Desk pads or its accessories X Clip holders or dispensers X

Ship-to or Service Locations: -or-
Zuid-Holland - Netherlands X Zeeland - Netherlands X Overijssel - Netherlands X
Noord-Holland - Netherlands X Noord-Brabant - Netherlands X Limburg - Netherlands X
Gelderland - Netherlands X Friesland - Netherlands X Flevoland - Netherlands X Belgium X

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. [\(i\)](#)

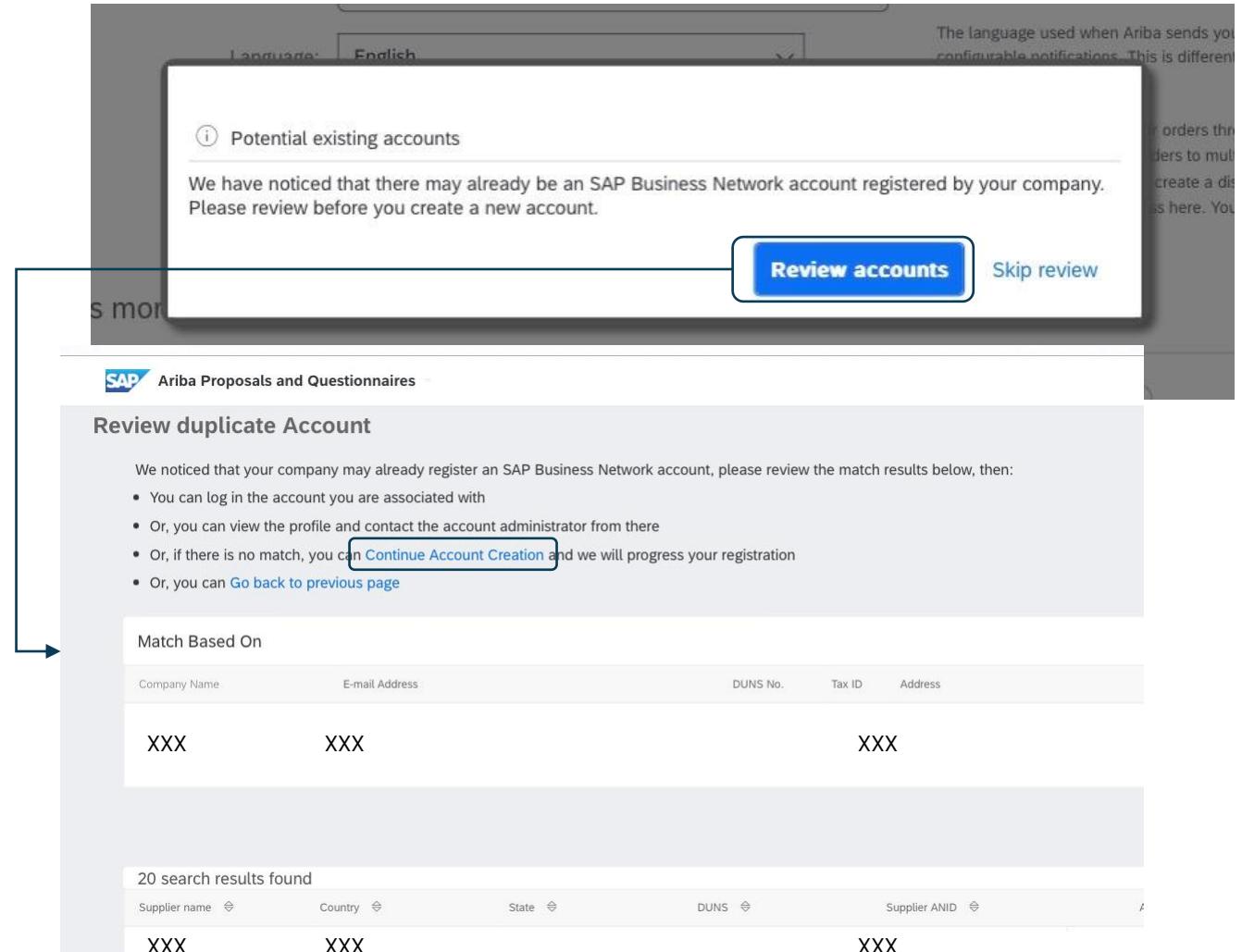
I have read and agree to the [Terms of Use](#)
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network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

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SAP Business Network: Sign up & Log in

Sign up

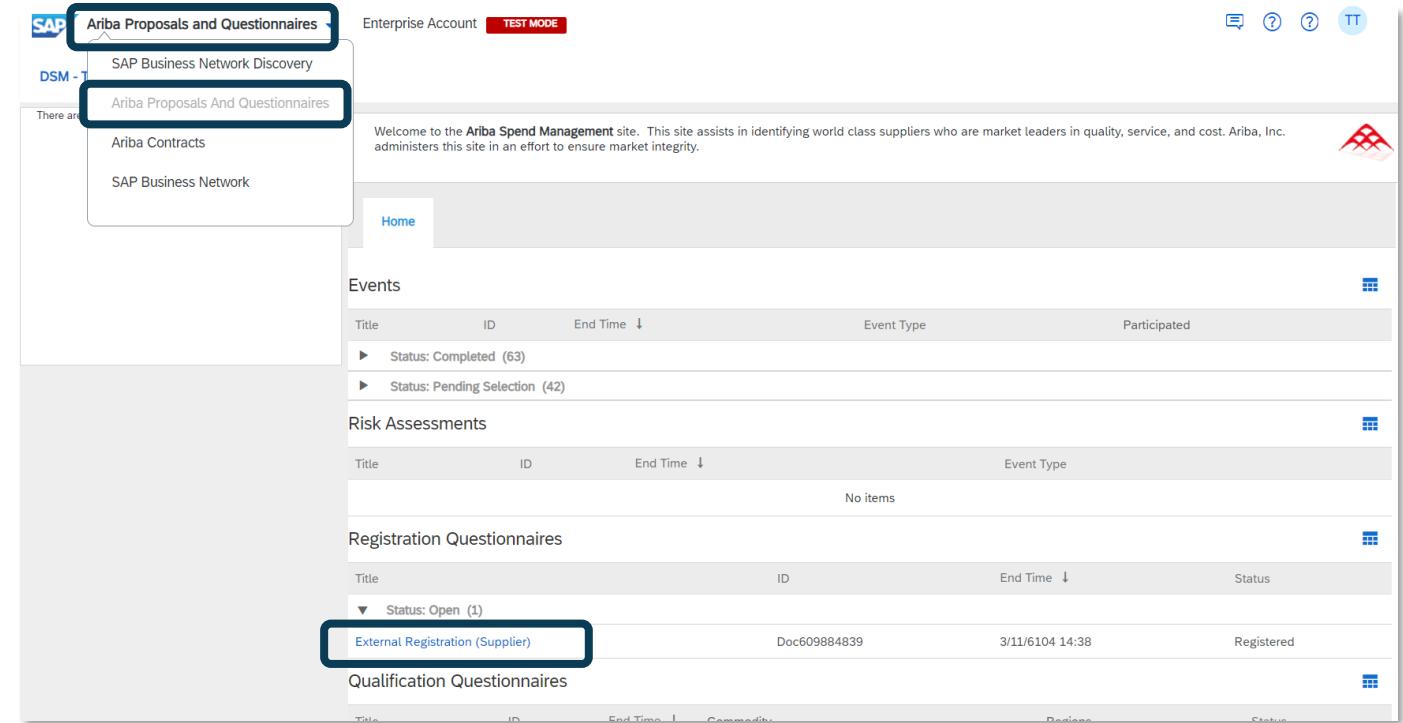
- It could be that Ariba finds existing accounts for your company. Click on '**Review accounts**' and check the results to see if your company has existing accounts.
- If so, then either log in with your existing account or ignore the message and click '**Continue Account Creation**'.



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

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 user interface for a supplier registration questionnaire. On the left, a sidebar titled 'Console' lists 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Below this is a 'Event Contents' section with a 'All Content' link and a numbered list: 1 General Information, 2 Address, 4 Contact Person, 5 Bank Data (which is selected and highlighted in blue), 6 Bank Information - L..., 7 Supplier Note, and 8 Other. To the right, a main content area displays a green success message: '✓ Your revised response has been submitted. Thank you for participating in the event.' Below this, a 'Bank Data' section is shown. It includes a table with the following data:

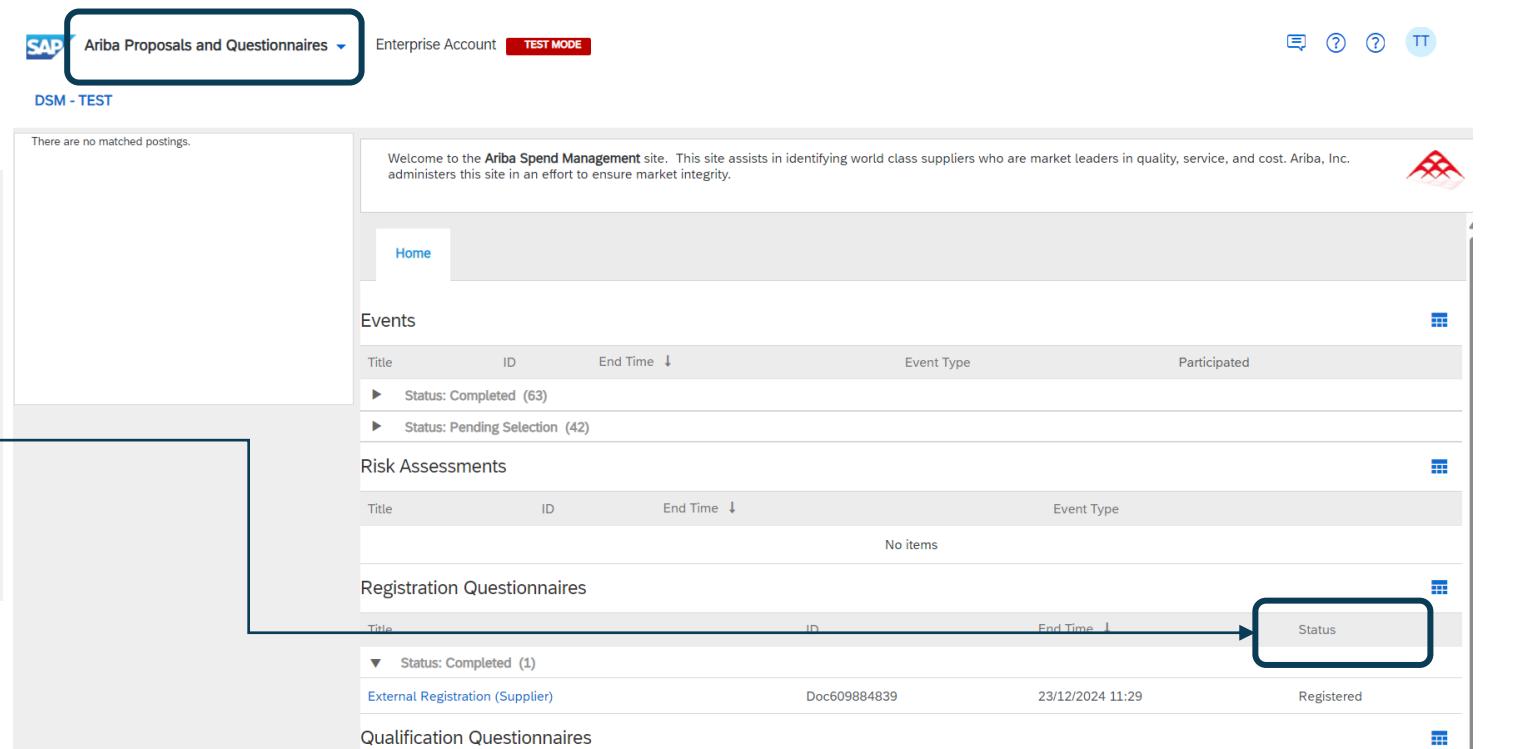
Name ↑	Bank Id: 0000
Country/Region: Netherlands	Country/Region: Netherlands
Bank Name:	Bank Name:
Bank Branch:	Bank Branch:
Street:	Street:
City:	City:
State/Province/Region:	State/Province/Region:
Postal Code:	Postal Code:
Account Holder Name:	Account Holder Name:

Below the table is a 'Compose Message' button.

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**.



The screenshot shows the Ariba Spend Management site interface. At the top, there is a header with the SAP logo, 'Ariba Proposals and Questionnaires', 'Enterprise Account', and a 'TEST MODE' button. Below the header, the text 'DSM - TEST' is displayed. The main content area has a message 'There are no matched postings.' and a welcome message: '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.' There are sections for 'Events', 'Risk Assessments', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is highlighted with a blue box around the 'Status' column header. A specific row in this section is also highlighted with a blue box, showing the status 'Completed' for an item with ID 'Doc609884839'.

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.

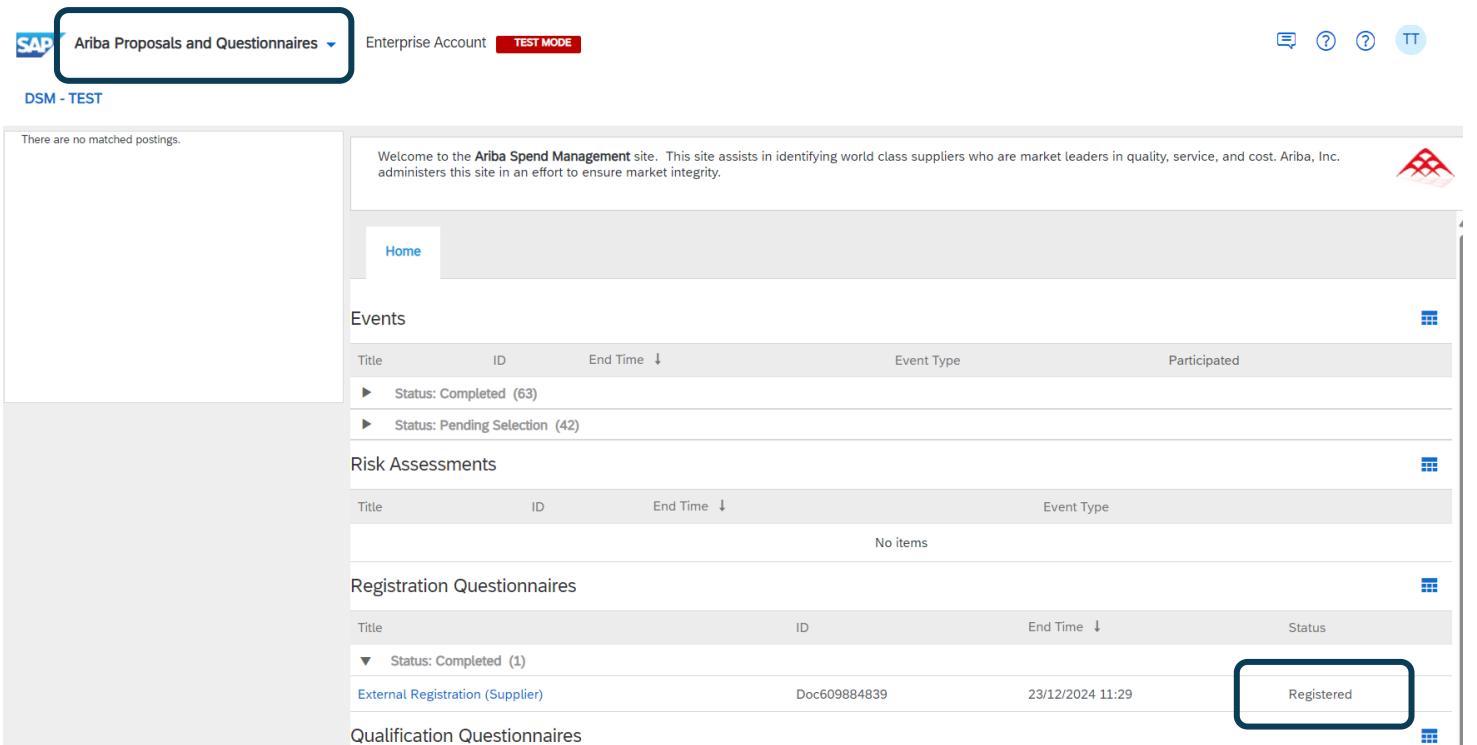
[Click Here](#)

Sincerely,
dsm-firmenich

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.

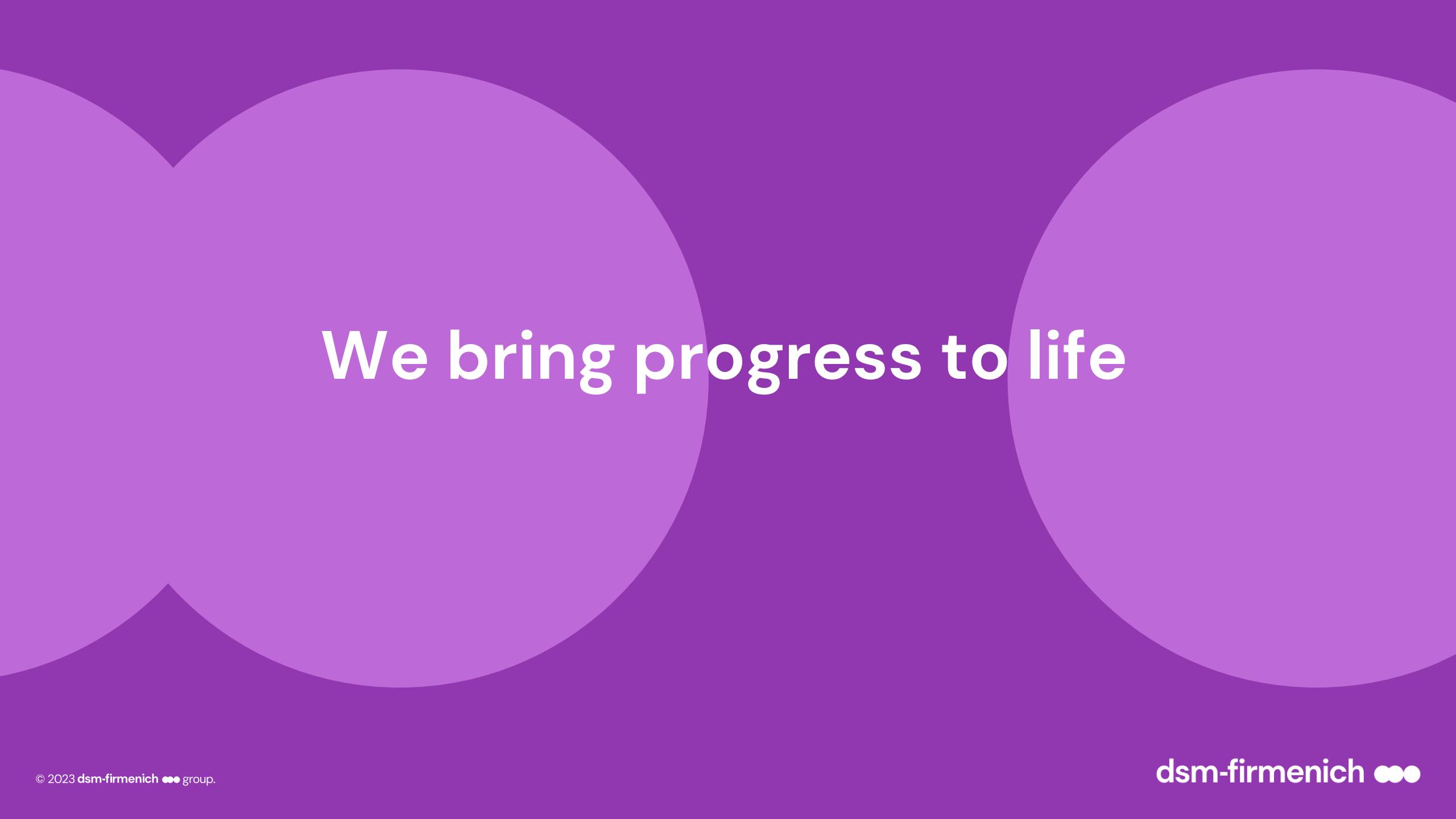


The screenshot shows the Ariba Spend Management site interface. At the top, there is a header with the SAP logo, the text 'Ariba Proposals and Questionnaires', 'Enterprise Account', and a 'TEST MODE' button. Below the header, a message says 'There are no matched postings.' To the right, a welcome message for the Ariba Spend Management site is displayed, stating it assists in identifying world class suppliers and is administered by Ariba, Inc. to ensure market integrity. The interface includes sections for 'Events' and 'Risk Assessments', both of which are currently empty. The 'Registration Questionnaires' section shows one item: 'External Registration (Supplier)' with ID 'Doc609884839' and an end time of '23/12/2024 11:29'. The status of this item is 'Registered', which is highlighted with a blue rounded rectangle. The bottom right corner of the screenshot features the dsm-firmenich logo.

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



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