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**HUNTSMAN**

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How to review pending  
resubmission and changes in my  
supplier questionnaire.



## Overview

The objective of this document is to guide our suppliers through the Ariba process for review pending resubmissions and changes in the supplier questionnaire.

## Important Notes

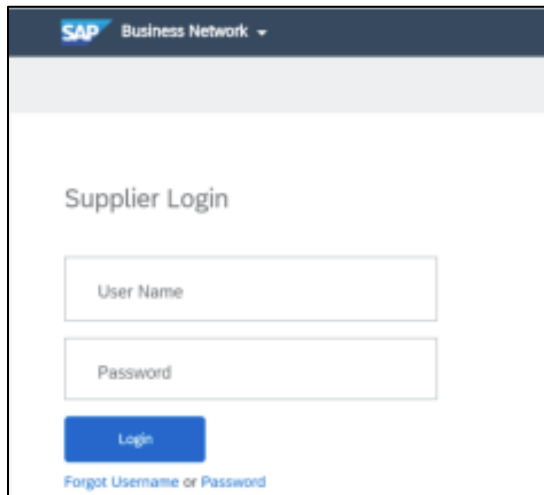
1. The supplier registration process is managed by the supplier in Ariba through the Ariba Network. Technical assistance if needed would be provided by Ariba. This document covers the registration process from the supplier's point of view in relation to the data we require for completion of the registration.
2. For any assistances from Huntsman about this process; please reach out to:  
[SLP\\_Admin@huntsman.com](mailto:SLP_Admin@huntsman.com)



## How to review pending resubmission and changes in my supplier questionnaire

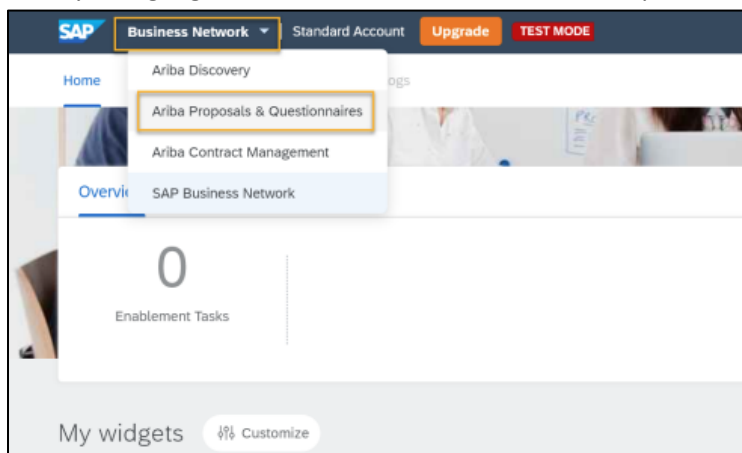
Step by Step Guidance.

1. Go to: <https://supplier.ariba.com>
2. Log in with your account.

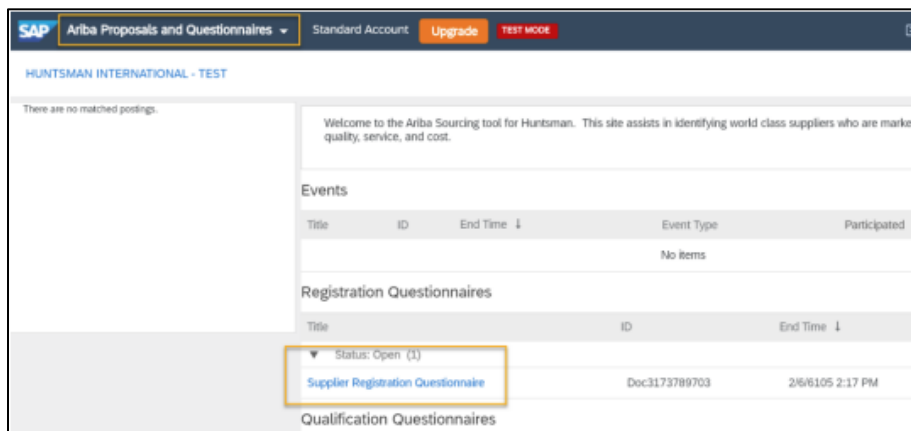


The screenshot shows the 'Supplier Login' page of the SAP Business Network. It features a dark blue header with the SAP logo and 'Business Network' text. Below the header, the title 'Supplier Login' is centered. There are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom, there is a link that says 'Forgot Username or Password'.

3. Once you login go into Business Network → Ariba Proposals & Questionnaire



4. Under this you can see our questionnaire to fill in. Please click on the same

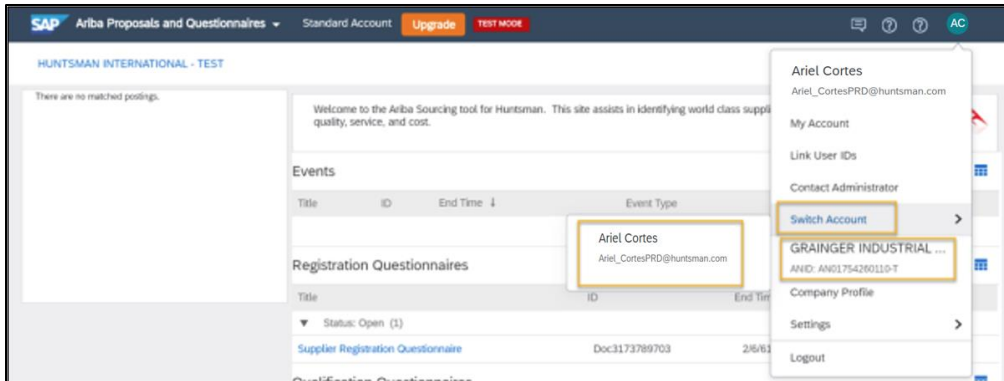


The screenshot shows the 'Ariba Proposals and Questionnaires' page for 'HUNTSMAN INTERNATIONAL - TEST'. The page has a dark blue header with the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The main content area is divided into sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section contains a table with one row highlighted.

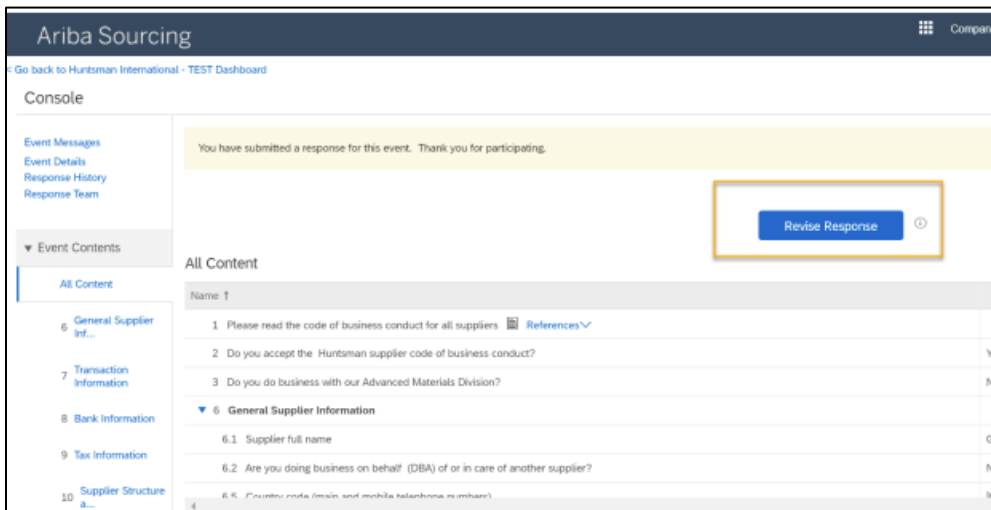
Title	ID	End Time
▼ Status: Open (1) Supplier Registration Questionnaire	Doc3173789703	2/6/6105 2:17 PM

5. If you have multiple Ariba accounts, you can switch to your required account.





- Once entered in the questionnaire click on the revise response.



- Once you have made the required changes in the questionnaire you can click on the "Submit Entire Response"



Doc4090496637 - Supplier Registration Questionnaire

All Content

Name ↑	
8 Bank Information <a href="#">Add Bank Information (0)</a>	
9 Tax Information <a href="#">Add Tax Information (0)</a>	
▼ 11 Supplier Structure and Partners	
11.1 We are setting up your main headquarters address as above. Do you have a hierarchy structure where vendor partners such as Invoicing address, Goods Supplier and Ordering Address are <b>DIFFERENT</b> from your main Headquarters address? Then select	* No ▾
22 Supplier Comment	N/A

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

8. After the saved and submission of the questionnaire one of the Huntsman SLP team members will review and approve. In case you need any support, please contact [SLP\\_Admin@huntsman.com](mailto:SLP_Admin@huntsman.com).