HUNTSMAN

Enriching lives through innovation

How to update my bank information in my supplier questionnaire.

Overview

The objective of this document is to guide our suppliers through the Ariba process for update your bank information.

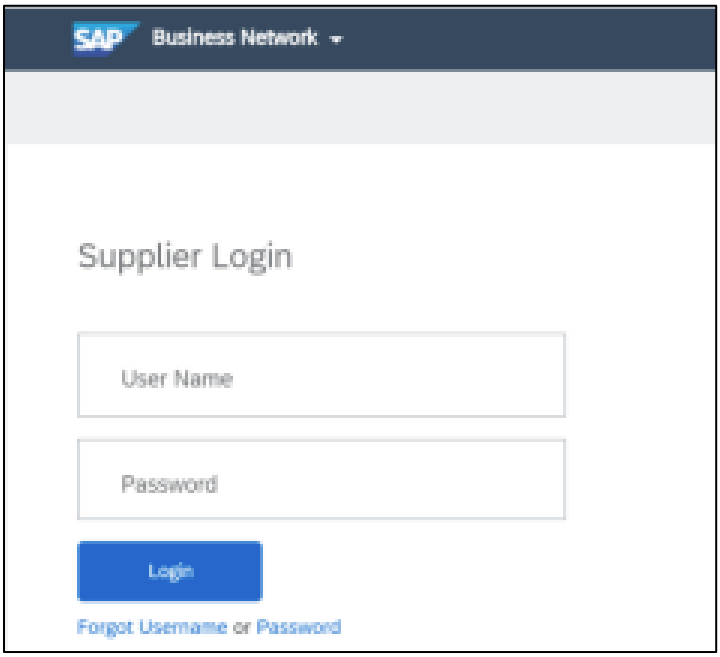
Important Notes

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

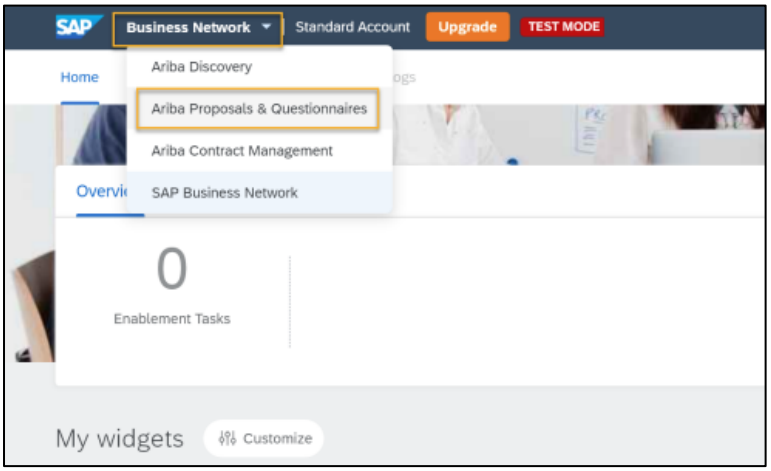
How to update my bank information in my supplier questionnaire

Step by Step Guidance.

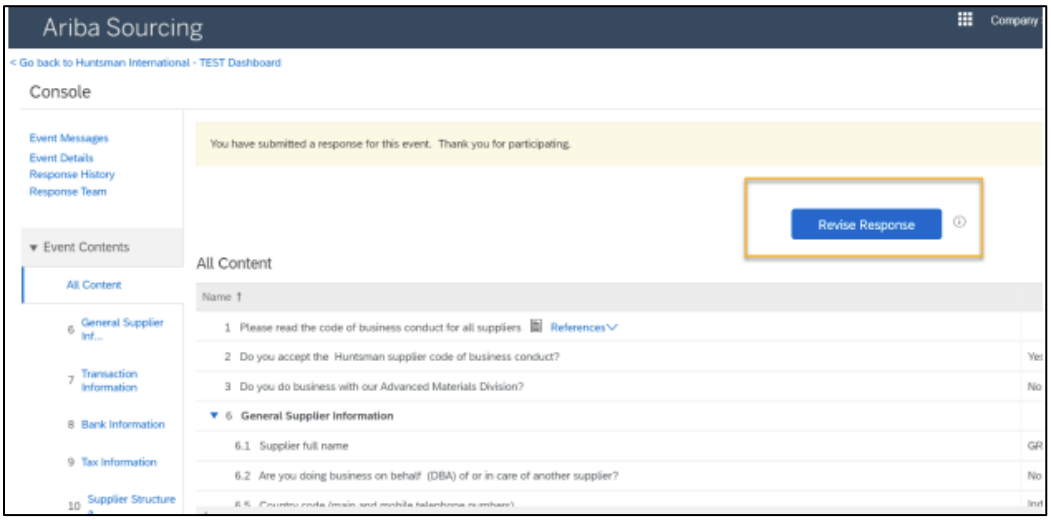
1. Go to: https://supplier.ariba.com
2. Log in with your account.



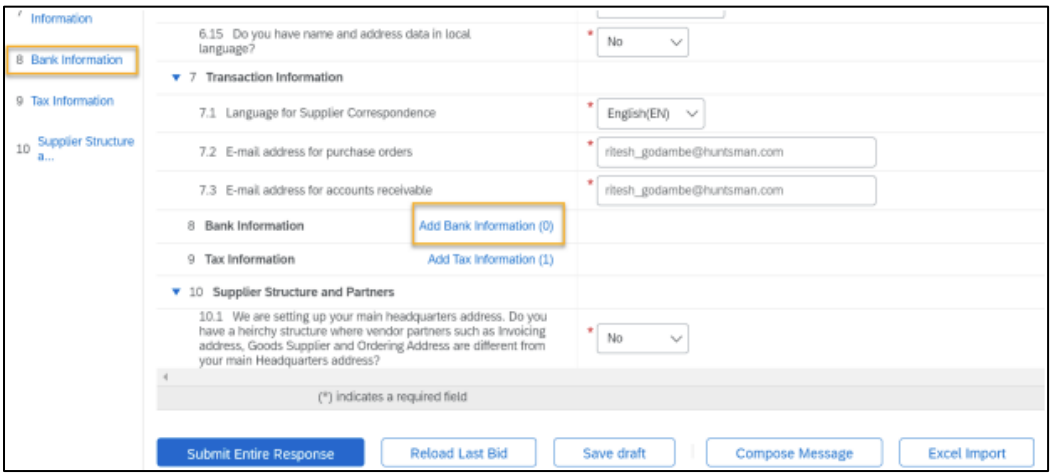
3. Once you login go into Business Network → Ariba Proposals & Questionnaire



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

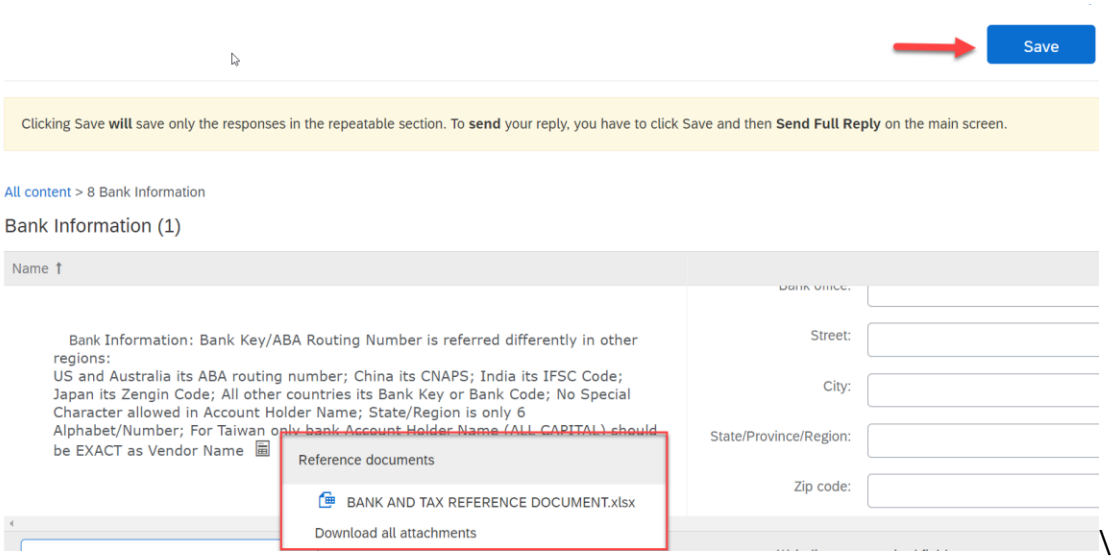


5. Click on the Add Bank Information.



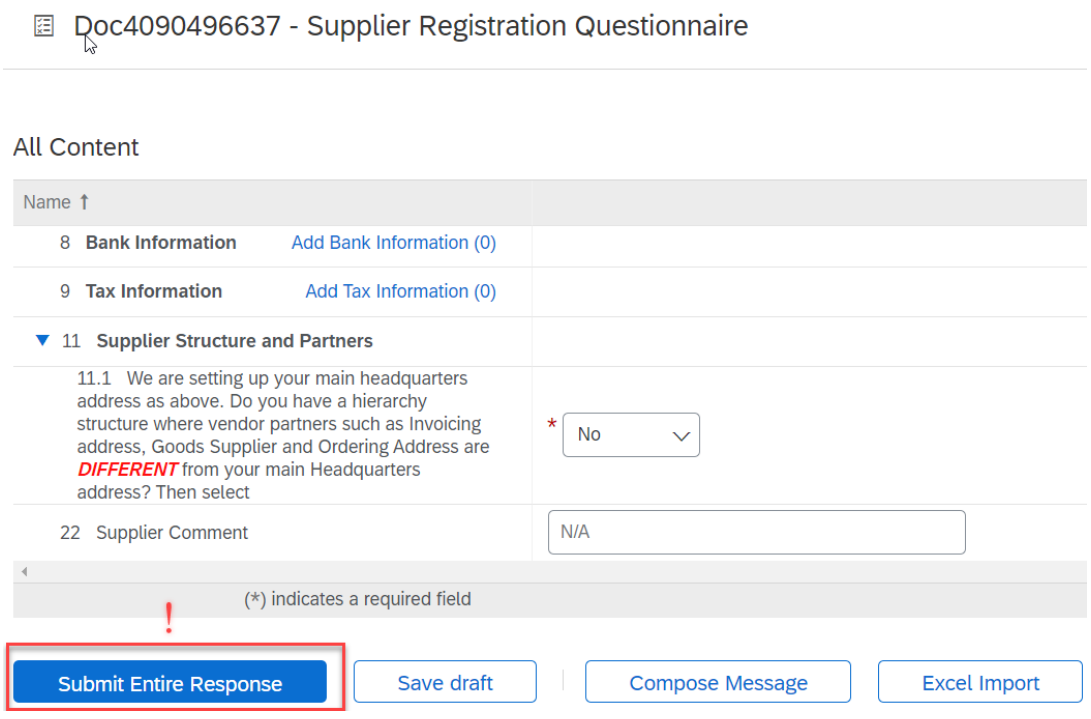
6. Make the required changes to the Bank Information. Ensure adding of Bank Key/ABA Routing number which is Mandatory. **Attach relevant validation document in PDF signed or stamped**

and most importantly click on SAVE



Mandatory documents	• PDF document with bank details. Signed or Stamp.

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



8. After the saved and submission of the questionnaire one of the Huntsman SLP team members will review and approve. If you need any support, please contact SLP_Admin@huntsman.com.