
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.

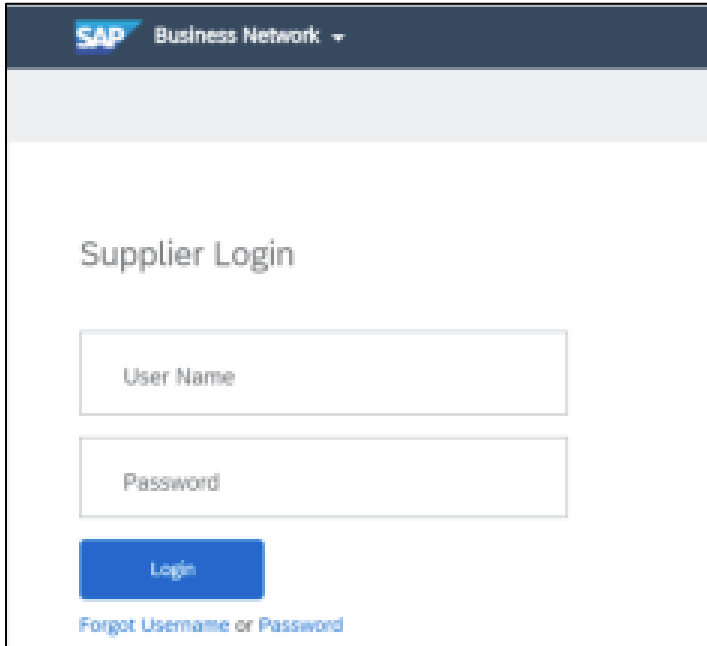
Important Notes

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

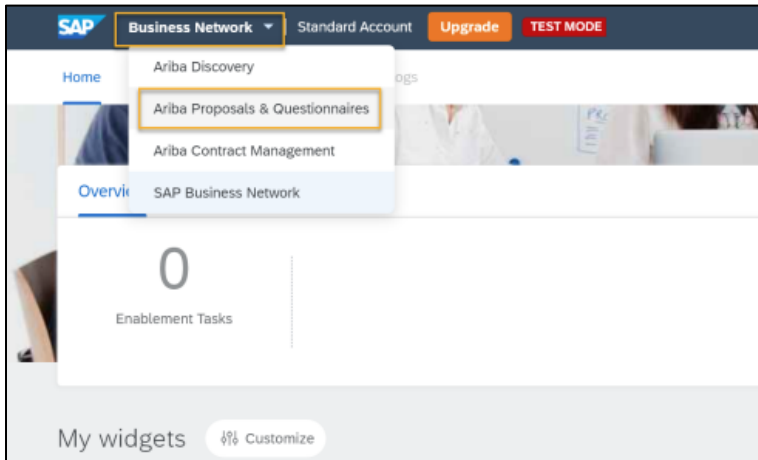
Step by Step Guidance.

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



The screenshot shows the SAP Business Network Supplier Login page. At the top, there is a dark blue header with the SAP logo and the text "Business Network". Below the header, the page has a light gray background. In the center, the text "Supplier Login" is displayed. Below this, there are two input fields: "User Name" and "Password". Below the password field is a blue "Login" button. 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.

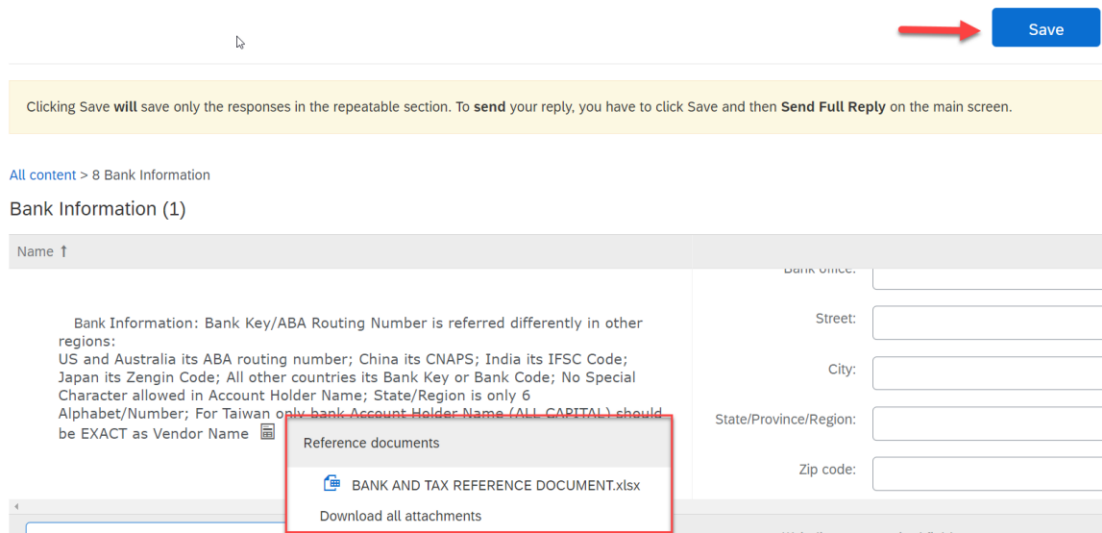
The screenshot shows the Ariba Sourcing interface. At the top, there's a header with 'Ariba Sourcing' and a 'Company' link. Below the header, a navigation bar includes 'Go back to Huntsman International - TEST Dashboard' and 'Console'. The 'Console' section on the left lists 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area, titled 'All Content', displays a questionnaire. A yellow banner at the top of the questionnaire says 'You have submitted a response for this event. Thank you for participating.' Below this, a 'Revise Response' button is highlighted with an orange box. The questionnaire itself is titled 'Name 1' and contains several questions, including 'Please read the code of business conduct for all suppliers', 'Do you accept the Huntsman supplier code of business conduct?', and 'Do you do business with our Advanced Materials Division?'. The 'General Supplier Information' section is expanded, showing questions 6.1 through 6.5.

5. Click on the Add Bank Information.

The screenshot shows the 'Add Bank Information' page in the Ariba Sourcing interface. The left sidebar has 'Bank Information' highlighted with an orange box. The main content area shows a form with various fields. The 'Add Bank Information (0)' button is highlighted with an orange box. The form includes sections for 'Transaction Information' (questions 7.1, 7.2, 7.3), 'Bank Information' (question 8), 'Tax Information' (question 9), and 'Supplier Structure and Partners' (question 10.1). The 'Add Bank Information (0)' button is located next to the 'Bank Information' section. At the bottom of the form, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states '(*) indicates a required field'.

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



Clicking Save **will** save only the responses in the repeatable section. To **send** your reply, you have to click Save and then **Send Full Reply** on the main screen.

All content > 8 Bank Information

Bank Information (1)

Name ↑

Bank Information: Bank Key/ABA Routing Number is referred differently in other regions:
US and Australia its ABA routing number; China its CNAPS; India its IFSC Code;
Japan its Zengin Code; All other countries its Bank Key or Bank Code; No Special Character allowed in Account Holder Name; State/Region is only 6 Alphabet/Number; For Taiwan only bank Account Holder Name (ALL CAPITAL) should be EXACT as Vendor Name

Reference documents

BANK AND TAX REFERENCE DOCUMENT.xlsx

Download all attachments

Bank Office:

Street:

City:

State/Province/Region:

Zip code:

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”

Doc4090496637 - Supplier Registration Questionnaire

All Content

Name ↑	
8 Bank Information	Add Bank Information (0)
9 Tax Information	Add Tax Information (0)
▼ 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 DIFFERENT from your main Headquarters address? Then select	* No ▾
22 Supplier Comment	<input type="text" value="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. If you need any support, please contact SLP_Admin@huntsman.com.

