

---

# **HUNTSMAN**

---

Enriching lives through innovation

Supplier Step by Step Ariba  
registration process.

## Overview

The objective of this document is to guide you, through the Ariba Supplier registration process-

## Important Notes

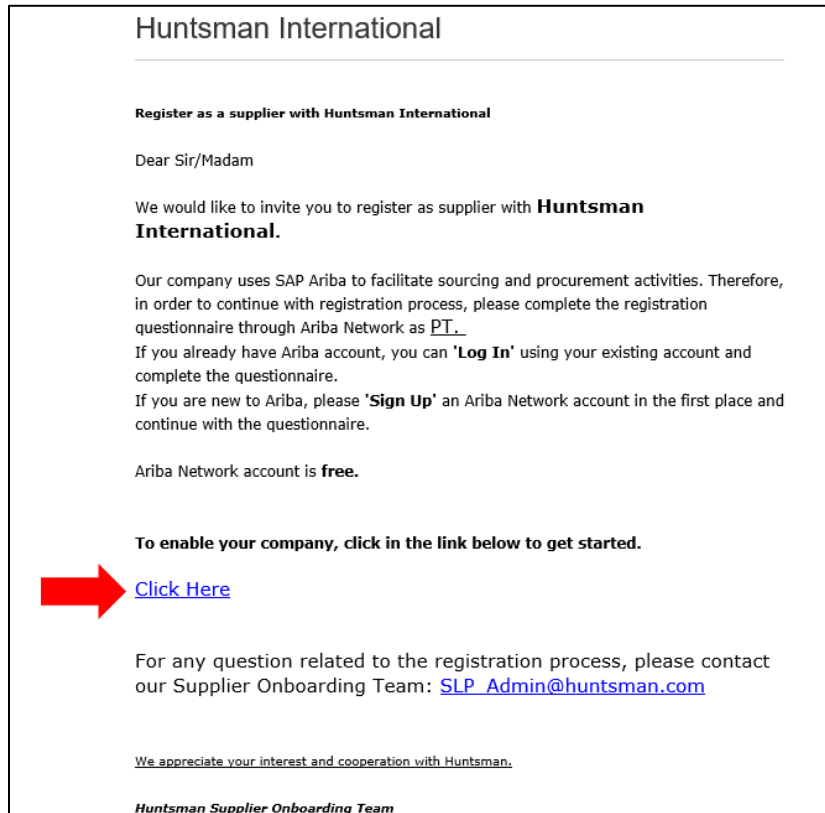
1. The supplier registration process is managed by the supplier in Ariba through the Ariba Network. Technical assistance if needed would be provided by Ariba. This document covers the registration process from the supplier's point of view.
2. For any assistances from Huntsman about this process; please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

# Supplier Ariba Onboarding

## Step by Step Ariba NEW Supplier registration

### Registration invitation

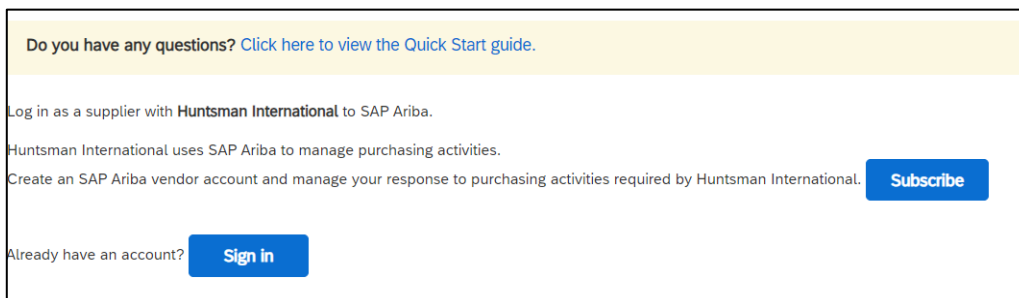
You will be receiving an invitation email on behalf the Huntsman Supplier Onboarding team. See below what the email looks like. By clicking on “click here” you will start the registration process on the Ariba Network or to “sign into” their existing Ariba network account.



### Type of registration

There are two possibilities to register successfully on our Network.

1. **Sign In:** you choose sign in, if you have already an existing Ariba Network account.
2. **Subscribe:** you subscribe if you are registering the first time on the Ariba Network.



## Subscription

### STEP 1 How to create your Ariba Profile as a new Account.

1. You need to complete the data including Email, Username, password, and general business categories and geography.

**User Account Information**

Name:\*

Ariel

Cortes

Email:\*

Ariel\_Cortes@huntsman.com

☐ Use my email address as a username

Username:\*

Test\_Ariel\_Cortes@huntsman.com

Password:\*

\*\*\*\*\*

\*\*\*\*\*

Language:

English

▼

Email requests to:\*

Ariel\_Cortes@huntsman.com

**Tell us more about your business**

Product and Service Categories:\*

Enter Product and Service Categories

Add

Ship-to or Service Locations:\*

Enter Ship-to or Service Location

Add

Tax ID:

Optional

DUNS Number:

Optional

☒ 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 Ne [Privacy Statement](#) to learn how we process personal data.

**Company Information**

Company Name:\*

Supplier for Test AC

Country/Region:\*

Costa Rica [CRI]

▼

Address:\*

Línea 1

Línea 2

City:\*

Heredia

Zip code:\*

State/Province:\*

Heredia [CR-H]

▼

2. After completing the information, go to the upper right-hand corner and click “Submit and continue.”

**Note:** Make sure that you are not using an existing account since the system will give a warning if you already have an Ariba account. Review it and then log into the existing account or skip review and proceed to create the new account.

Tell us more about your business

Product and Service Categories: \*  Enter Product and Service Categories  -or-

Ship-to or Service Locations: \*  Enter Ship-to or Service Location  -or-

Tax ID: Optional  Enter your Company Tax ID number.

DUNS Number: Optional  Enter the nine-digit number issued by Dun & Bradstreet.

☒ 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.

## STEP 2 Huntsman registration form

Time to register.

When step 1 is successfully completed, the registration will lead you to the Huntsman supplier registration form. You have 15 days to complete to the Form. Starting day 2 we will start sending daily reminders. If the 15-days window is breached, our Team (SLP Admin) can re-invite and send the registration email again. **Note:** Ensure you provide the correct Email address to our team.

Doc4090496637 - Supplier Registration Questionnaire

All content

Name

1 Please read the code of business conduct for all suppliers

2 Do you accept the Huntsman supplier code of business conduct?  
Within an internal registration validated and carried out by an Huntsman associate, this question gets invalid and the further processing can only be continued with "YES"

(\*) indicates a required field

## Business code of conduct.

As supplier you must first agree to our supplier code of business conduct before you can proceed with the registration information. If you do not agree, you cannot proceed.

Business code of conduct

All content

Name

1 Please read the code of business conduct for all suppliers

2 Do you accept the Huntsman supplier code of business conduct?  
Within an internal registration validated and carried out by an Huntsman associate, this question gets invalid and the further processing can only be continued with "YES"

(\*) indicates a required field

\* Unspecified  
Yes  
No  
Unspecified

Huntsman Advanced Materials Division.

You are going to be asked if you do business with our Advanced Materials division. If you answer yes, you need to display the Supplier Quality Document and ask to acknowledge receiving it.

3 Do you do business with our Advanced Materials Division? \* Yes ▾

4 Supplier Quality Document [References](#) ▾

5 Please acknowledge you have seen the Supplier Quality Requirement Manual \* Unspecified ▾

(\*) indicates a required field

#### General information

Fill in your general contact data into the supplier questionnaire form.

1. The fields included are name, a clarification of a relationship for doing business on behalf of and phone number information.

6 General Supplier Information

6.1 Supplier full name \* Supplier for Test AC

6.2 Supplier Name2 (add remaining if less space in Name above)

6.3 Are you doing business on behalf (DBA) of or in care of another supplier? \* No ▾

6.6 Country code (main and mobile telephone numbers) \* Costa Rica (506) ▾

6.7 Main telephone number ⓘ \* 8561 4587

6.8 Mobile telephone number ⓘ

6.9 Country Costa Rica (CR) ▾

Note: Make sure you are typing the correct Main address; this needs to match with your tax details. For US countries please make sure you provide full Postal Code number: XXXXX-XXXX. Then PO Box should be empty

6.10 Main address (US Postal code format is XXXXX-XXXX)

Street: Heredia La Aurora ⓘ

Street 2: ⓘ

Street 3: ⓘ

Zip code: ⓘ City: \* Heredia ⓘ

Country/region: Costa Rica (CR) ⓘ State/Province/Region: (no value) ⓘ

P.O. Box: X Leave Empty

## Certificates

When answering the question if you have any certifications with “Yes”, you will receive another questionnaire after your registration. This will provide you the chance to attach all your certificates.

6.12 Do you have any Certifications

Unspecified

Unspecified

Yes

No

## Local language

If you require documents to be printed in your local language, this can be managed in the languages section.

All content

Name ↑

6.12 Do you have any Certifications (such as ISO, CONAS, etc.)

6.13 Do you have name and address data in local language?

Yes

## Local language in your address fields

Answer yes if local language should be used for your address data. Section 21 will be displayed to fill this information. Click on “Add Address in local language”.

All content

Name ↑

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

21 Address in Local Language

Add Address in Local Language (0)

All content > 21 Address in Local Language

Address in Local Language (0)

Name ↑

Add Address in Local Language

## Local language on purchase order documents.

The next section is for PO language correspondence and associated email addresses. Note- with Ariba Buying, the PO output is determined by country for non-enabled suppliers and by supplier

preference for enabled suppliers. Where we manually add AP clerk email for remittance. Make sure this email address is correct.

▼ 7 Transaction Information	
7.1 Language for Supplier Correspondence	* EN (English) ▼
7.2 E-mail address for purchase orders	* Ariel_Test@Huntsman.com
! 7.3 E-mail address for accounts receivable	* Ariel_Test@Huntsman.com

#### Bank information

Complete the bank information, click “add bank information” and you can add one or more banks as needed. An attachment is required! **Note: Make sure you are attaching valid bank information in PDF format with the same details as you are typing into the form. These details need to come directly from the bank entity or from company with the corresponding sign/stamp.**

Mandatory documents	<ul style="list-style-type: none"><li>PDF document with bank details. Signed or Stamp.</li></ul>
---------------------	--------------------------------------------------------------------------------------------------

All content


Name ↑

8 Bank Information  Add Bank Information (0)

All content > 8 Bank Information

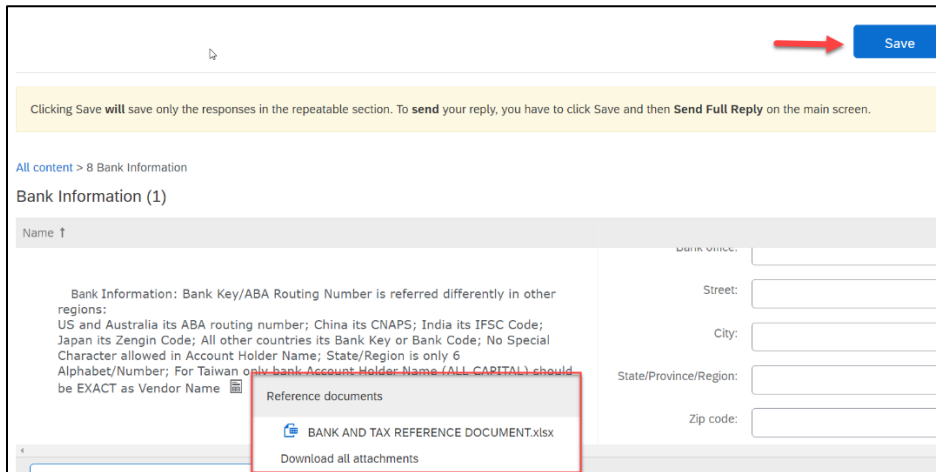
Bank Information (0)

Name ↑

 Add Bank Information



Once you click on Add Bank info, we offer a document guide to follow the correct format by country to add this information correctly. To access to this document guide, click on “Download all attachments”. Once it is done 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 Name:

Street:

City:

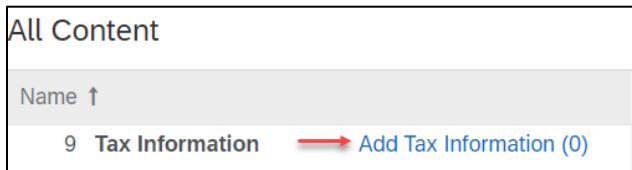
State/Province/Region:

Zip code:

## Tax information

Fill in the tax information. Once selected, the tax options for that country will be displayed. **The data needs to be completed and you need to attach a valid tax document in PDF format, matching with the details into the form.** Once it is done click on Save.

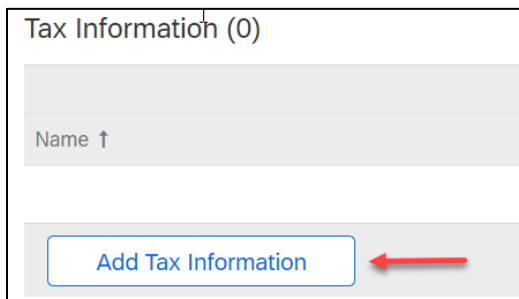
Mandatory documents	<ul style="list-style-type: none"> <li>PDF document with tax Information. Signed or Stamp.</li> </ul>
---------------------	-------------------------------------------------------------------------------------------------------



All Content

Name ↑

9 Tax Information → Add Tax Information (0)



Tax Information (0)

Name ↑

Add Tax Information

[Save](#)

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > 9 Tax Information

### Tax Information (1)

Name ↑										
▼ Tax Information #1	<a href="#">Delete</a>									
<div> <div>Tax number(s) ⓘ</div> <div> <div>Country/Region: United States (US) ⓘ</div> <table border="1"> <thead> <tr> <th>Tax Name</th> <th>TaxType</th> <th>Tax Number</th> </tr> </thead> <tbody> <tr> <td>USA: Social Security Number</td> <td>Organization</td> <td></td> </tr> <tr> <td>USA: Employer ID Number</td> <td>Organization</td> <td>27-1234567</td> </tr> </tbody> </table> </div> </div>		Tax Name	TaxType	Tax Number	USA: Social Security Number	Organization		USA: Employer ID Number	Organization	27-1234567
Tax Name	TaxType	Tax Number								
USA: Social Security Number	Organization									
USA: Employer ID Number	Organization	27-1234567								
<div> <div>Please attach a Non-editable document for validation of Tax Information</div> <div> <a href="#">*Attach a file</a> </div> </div>										

## Supplier Structure and Partners

You also have an opportunity (Optional) to provide details of any partner vendor that may be needed by selecting yes. Partners can be set as:

- **Invoicing representative addresses:** when your invoicing party is different from the main vendor, then it needs to be added here, to ensure invoices can be managed with first pass.
- **Ordering addresses.**
- **Goods supplier addresses.**

### All Content

Name ↑	
▼ 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	<div> <div>* Yes ▼</div> </div>
11.2 What additional vendor structure needs to be established? Check all that apply and complete additional details with comments for each.	<div> <div>* <input type="checkbox"/> Invoicing Addresses</div> <div><input type="checkbox"/> Ordering Address</div> <div><input type="checkbox"/> Goods Supplier</div> </div>

For each option selected there will be the required data for address information, banking information and tax information so we can properly set up the partner vendors.

Mandatory documents	<ul style="list-style-type: none"> <li>• PDF document with tax Information. Signed or Stamp.</li> <li>• PDF document with bank details. Signed or Stamp.</li> </ul>
---------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------

All Content	
Name ↑	
11.2 What additional vendor structure needs to be established? Check all that apply and complete additional details with comments for each.	<div>* <input checked="" type="checkbox"/> Invoicing Addresses</div> <div><input type="checkbox"/> Ordering Address</div> <div><input type="checkbox"/> Goods Supplier</div>
12 Bank Information Invoicing Addresses <a href="#">Add Bank Information Invoicing Addresses (0)</a>	
13 Tax Information Invoicing Addresses <a href="#">Add Tax Information Invoicing Addresses (0)</a>	
18 Repeat Invoicing Addresses <a href="#">Add Repeat Invoicing Addresses (0)</a>	

Once completed, you should click “submit entire response” to send the registration details back to Huntsman for review and processing. If not ready to submit, select “save draft.” And contact our team for support if necessary: [SLP\\_Admin@huntsman.com](mailto:SLP_Admin@huntsman.com)

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	<div>* No ▾</div>
22 Supplier Comment	N/A

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

## How can I review my questionnaire status?

After submitting, you can see the registration status as it moves through the process on their dashboard.

Make sure you click on “Ariba Proposals and Questionnaires” tab.

SAP Ariba Proposals and Questionnaires Standard Account Get enterprise account

HUNTSMAN INTERNATIONAL

There are no matched postings.

Welcome to the Ariba Sourcing tool for Huntsman. This site assists in identifying world class suppliers who are

Home

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID
▼ Status: Open (1)	
Supplier Registration Questionnaire	Doc4139550886

Qualification Questionnaires

Then the status will be displayed.

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc4139550886	5/8/2023 7:23 PM	Pending Approval

Note: Below you can see the different status for your questionnaire. In case you need support, please contact: [SLP\\_Admin@huntsman.com](mailto:SLP_Admin@huntsman.com)

