



How to complete Wella Supplier Registration Questionnaire



EMAIL NOTIFICATION

You will receive an email notification from Ariba on the email address mentioned in the Supplier Request. You have to click on the link mentioned in the email to be directed to the Ariba Homepage, or you can use – [Link to Ariba](#)

[External] Invitation: Register to become a supplier with Wella - TEST

 Daxata Barapatre <s4system-prodeu+wella-T.Doc1538606978@eusmtp.ariba.com>
To  Barapatre, Daxata

Wed 7/12/2023 3:25 PM

  Reply  Reply All  Forward  

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Wella - TEST

Register as a supplier with Wella - TEST

Hello!

Daxata Barapatre has invited you to register to become a supplier with Wella - TEST. Start by creating an account with Ariba Network. It's free.

Wella - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If UAT_Supplier Regist_Non-Purchase already has an account with Ariba Network, sign in with your username and password.

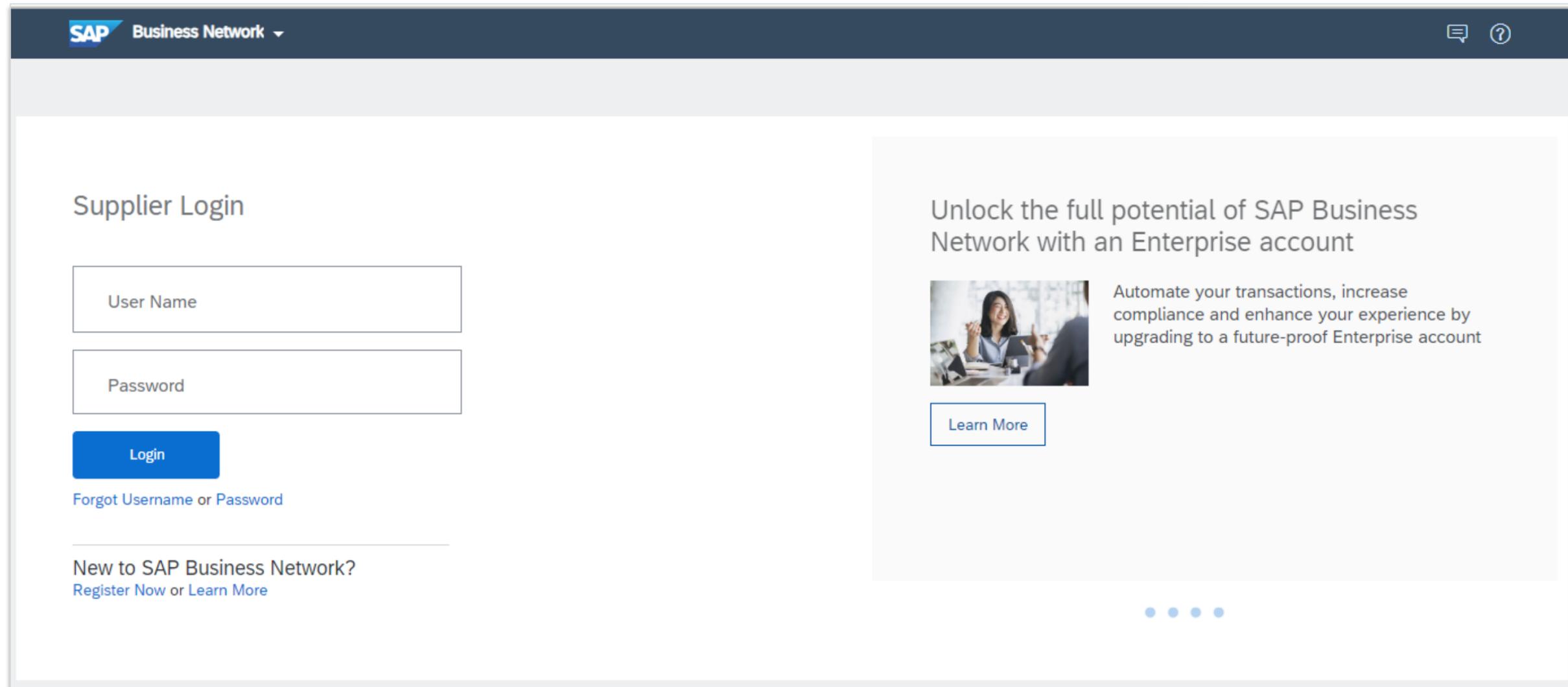
[Click Here](#) to create account now

LOGIN

Login : If you have already registered on Ariba network then you can proceed to 'Login' using your Ariba credentials.

Reset credentials : If you are an existing supplier on Ariba but have forgotten your credentials, then you can reset it by selecting 'Forgot Username and password' and follow the instructions provided.

Register : If you do not have an account with Ariba, you can proceed with creating a new account by clicking 'Register Now'.



The screenshot displays the SAP Business Network interface. At the top, the header includes the SAP logo and 'Business Network' with a dropdown arrow, alongside chat and help icons. The main content area is titled 'Supplier Login' and features a form with two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button. Underneath the button, there is a link for 'Forgot Username or Password'. A horizontal line separates this section from the bottom part of the page, which contains the text 'New to SAP Business Network?' followed by links for 'Register Now' and 'Learn More'. To the right of the login form is a promotional banner for an Enterprise account. The banner text reads 'Unlock the full potential of SAP Business Network with an Enterprise account' and 'Automate your transactions, increase compliance and enhance your experience by upgrading to a future-proof Enterprise account'. It includes a small image of a woman working on a laptop and a 'Learn More' button. At the bottom of the banner, there are four blue dots, with the first one being larger, indicating the current slide in a carousel.

LOGIN

Once you have logged in you will be directed to the 'Supplier registration questionnaire'. To have a full screen view, please click on the down arrow shown the below screenshot.

You can either view all the content at once, or you can click on the sections number (1, 91, 94..) mentioned on the sidebar and complete it one by one section wise.

The screenshot displays the Ariba Sourcing interface for a 'Supplier registration questionnaire'. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Daxata Barapatre', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a breadcrumb trail '< Go back to Wella - TEST Dashboard' and a 'Desktop File Sync' indicator. The main content area is titled 'Doc1623664724 - Supplier registration questionnaire' and shows a 'Time remaining' of 29 days 20:03:31. The interface is divided into a sidebar and a main content area. The sidebar, titled 'Event Contents', lists several sections: 'All Content', '1 SUPPLIER BASIC INFOR...', '91 SUPPLIER SUPPORTING ...', '94 Additional Address S...', '95 Supplier Bank Details', and '99 Approval By Master D...'. The main content area, titled 'All Content', displays a table of sections with their respective values: '2 Legal Entity Code (Company Code)' with '[3570] Galeria Productora', '4 Country Served' with 'MEXICO', '5 Supplier Name' with '* US to Mexico_Category change', and '6 Supplier Name 2' with 'RITM0406525'. A 'Country/Region' dropdown is set to 'United States (US)'. A red box highlights the 'All Content' option in the sidebar and a full-screen icon in the top right of the main content area. At the bottom of the main content area, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom indicates that an asterisk (*) indicates a required field.

1. SUPPLIER BASIC INFORMATION

This section consist of all the basic information of the supplier – Name, tax information, address, telephone number, email addresses etc. The fields such as Legal Entity Code, Name, Tax Information, Payment method will be copied from the ‘Supplier Request’ that the Wella user will be creating but you will be able to still modify it. However, vendor’s scope of work, categorization, PO currency and Payment terms are fixed, and you will not be able to modify it.

Name ↑																
1 SUPPLIER BASIC INFORMATION																
2 Legal Entity Code (Company Code)	[3570] Galería Productora															
4 Country Served	MEXICO															
5 Supplier Name	* US to Mexico_Category change															
6 Supplier Name 2 ⓘ																
Country/Region: United States (US) ⓘ																
<table border="1"><thead><tr><th>Tax Name</th><th>TaxType</th><th>Tax Number</th></tr></thead><tbody><tr><td>USA: GIIN Number</td><td>Organization</td><td></td></tr><tr><td>USA: Employer ID Number</td><td>Organization</td><td>123456789</td></tr><tr><td>USA: Unique Form Identifier</td><td>Organization</td><td></td></tr><tr><td>US Tax Identification Number</td><td>Organization</td><td></td></tr></tbody></table>		Tax Name	TaxType	Tax Number	USA: GIIN Number	Organization		USA: Employer ID Number	Organization	123456789	USA: Unique Form Identifier	Organization		US Tax Identification Number	Organization	
Tax Name	TaxType	Tax Number														
USA: GIIN Number	Organization															
USA: Employer ID Number	Organization	123456789														
USA: Unique Form Identifier	Organization															
US Tax Identification Number	Organization															
9 Supplier VAT ID																
10 Supplier Country Location	* United States															
* Street: <input type="text"/>																
City: * <input type="text"/>																
11 Supplier Main Address	State/Province/Region: <input type="text"/> ⓘ															
Postal Code: * <input type="text"/>																
Country/Region: * (no value)																

Name ↑	
12 Brief description of goods/services that will be delivered by this supplier.	Change in categorization
13 Categorization	Consumer Insight: Categ/Brand or New Pro...
14 PO Currency	[USD] - US Dollar
15 Payment Terms	[N120] - 120 Days payment - Fix day payment on 15th
16 Non-Standard Payment Terms	
47 Payment Method- [3570] Galería Productora	* [T] Transferencia Bancaria
66 Is DUNS Number Available?	* Unspecified
68 Social Security Number	<input type="text"/>
73 Standard Carrier Alpha Code (SCAC)	* <input type="text"/>
75 Telephone country code	* Unspecified
76 General Phone Number	* <input type="text"/>
77 Supplier Correspondence Language	* [EN] - English
78 Supplier PO Email Address	<input type="text"/>
81 Supplier Email Address for Remittance (Address Data)	* <input type="text"/>
85 Supplier Finance Email Address	* <input type="text"/>
88 Supplier Quality Email Address	* <input type="text"/>

2. SUPPORTING DOCUMENTATION & ADDRESS

Supporting documentation will depend on the Legal Entity Code selected in the Supplier Request. You need to provide all the documents which are marked as mandatory.

Name ↑	
▼ 91 SUPPLIER SUPPORTING DOCUMENTATION	
91.1 Company Registration Certificate	Attach a file
91.2 Bank Statement / Bank Data confirmation	Attach a file
91.14 United Arab Emirates (UAE) Trade License	Attach a file
91.16 W9 Form	Attach a file
91.17 W8 Form	Attach a file
▼ 94 Additional Address Section (required)	
94.2 Region code/state (mandatory for US)	* <input type="text" value="[AL] Alabama"/>
94.3 Enter Tax Jurisdiction Code > Countrycode+RegionCode+Postal code+0000(Only for US vendors) Eg:USNY100010000	<input type="text"/>

3. BANKING INFORMATION

Banking information will be displayed as per the region where the supplier is located. You need to fill in all the mandatory information.

▼ 95 Supplier Bank Details	
95.1 Number of Bank Accounts?	Unspecified ▼
▼ 95.2 Bank Account 1	
95.2.3 Bank Currency	Unspecified ▼
95.2.4 Bank Country	Unspecified ▼
95.2.5 Bank Name	<input type="text"/>
95.2.6 Bank Branch	<input type="text"/>
95.2.7 Account Holder Name	<input type="text"/>
95.2.8 Bank Key / ABA Routing	<input type="text"/>
95.2.9 Bank Account Number	<input type="text"/>
95.2.10 Swift/BIC Code	<input type="text"/>
95.2.12 IBAN Number	<input type="text"/>

SUBMIT RESPONSE

Submit : Once you are done with filling all the mandatory fields you need to go ahead a click on 'Submit Entire Response'.

Save : If you are missing some information and are done with half of the form, you can save the changes by clicking on 'Save draft'. You can open the questionnaire from the Wella Dashboard and resume editing once you have the information.

Compose Message : If you want to send a message to the Project team you can click on 'Compose Message' > Draft your message in the space provided. You can also attach a document to the message and click on 'Send'

95.2.9 Bank Account Number	<input type="text" value="123456789"/>
95.2.10 Swift/BIC Code	<input type="text" value="CHASUS00"/>
95.2.12 IBAN Number	<input type="text"/>
▶ 99 Approval By Master Data Team	

(*) indicates a required field

[Submit Entire Response](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

COMPOSE MESSAGE

You can convey your response or comment to the Project team by sending a message using 'Compose Message' option. When you on the link you will be directed to the page where you can write your comment in the space provided. There is also an option to add a document using 'Attach file'.

Once you are done composing, hit the 'Send' button

Compose New Message

[Send](#) [Cancel](#)

From: [US to Mexico_Category change \(Daxata Barapatre\)](#)

To: [Project Team](#)

Subject:

Attachments: [Attach a file](#)



Hello,

We have filled the form and submitted. Let us know if we need any further information.

Regards,
Supplier

STATUS OF THE QUESTIONNAIRE – PENDING APPROVAL

You will be able to see the status of the questionnaire from the right top side of the Questionnaire page or on the Dashboard.

The screenshot shows the Ariba Dashboard interface. On the left, the text 'Ariba Dashboard' has an arrow pointing to a 'Registration Questionnaires' table. On the right, a 'Questionnaire page' header has an arrow pointing to a 'Pending Approval' status indicator in a red box. The table below shows a single entry with the status 'Pending Approval' also highlighted in a red box.

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier registration questionnaire	Doc1623664724	9/14/2023 3:06 AM	Pending Approval

However, if the Wella Team responsible for the Data Review finds some issues with the submitted information, they will request more information through Ariba, and the questionnaire will change to 'Pending Resubmission'. Click on the 'Supplier registration questionnaire' link to view their message.

The screenshot shows the 'Registration Questionnaires' table with one entry where the status is 'Pending Resubmission', highlighted in a red box.

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc1623664724	10/14/2023 2:54 AM	Pending Resubmission

STATUS OF THE QUESTIONNAIRE – PENDING RESUBMISSION

Click on 'Revise Response' at the top of the page to view the message from the Wella Data Compliance Team. You will get a pop-up message and need to click on 'OK' to proceed.

You have submitted a response for this event. Thank you for participating.

[Revise Response](#) ⓘ

 **Revise Response?**

You have already submitted a response for this event. Click OK if you would like to revise your response.

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

You will be able to see the comments by the Wella Data Compliance Team at the top of the page. You need to modify the questionnaire as per the requirement and click on 'Submit Entire Response' to resubmit your questionnaire.

 Doc1623664724 - Supplier registration questionnaire

Latest comment [9/14/2023]: Dear Supplier,
Could you please provide more information on the vendor and attach the supporting documentation to validate the same.
Regards,
Procurement Center Team