WELLA
COMPANY

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
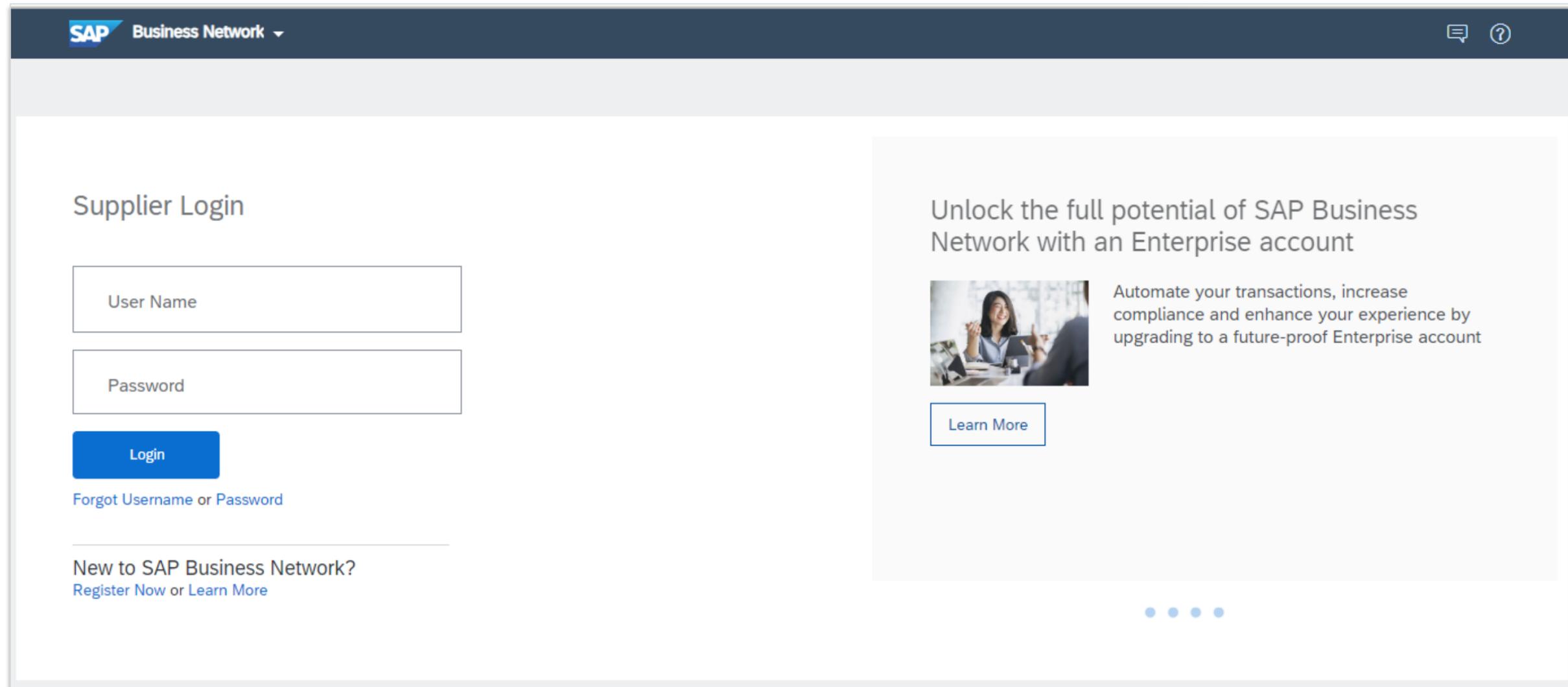
LOGIN

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'.

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.

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.

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)	* [AL] Alabama ⌄
94.3 Enter Tax Jurisdiction Code > Countrycode+RegionCode+Postal code+0000(Only for US vendors) Eg:USNY100010000	

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.

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'

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: Doc1623664724 - Supplier registration questionnaire

Attachments: Attach a file

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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.

Questionnaire page

Ariba Dashboard

However, if the Wella Team responsible for the Data Review founds 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.

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 pe 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