

AkzoNobel

Instruksi Modifikasi Pemasok/Supplier

Versi Bahasa Indonesia
July, 2021

Mengapa kami meminta ini?

Tujuan dari transaksi ini adalah untuk memperoleh set data pemasok lengkap yang terpercaya dan akurat langsung dari sumbernya. Informasi ini dibutuhkan untuk mendaftarkan anda/perusahaan anda sebagai pemasok/supplier di sistem AkzoNobel untuk proses pemesanan/pembelian lebih lanjut.

Sebelum anda mulai:

Pastikan anda telah mengumpulkan semua informasi yang relevan sebelum memulai. Informasi anda harus dimasukkan dan dikirimkan segera setelah proses dimulai. Sayangnya, **tidak ada opsi untuk menyimpan** data dalam proses jika anda tidak segera mengirimkannya.

Lampiran yang akan disertakan:

1. Salinan Registrasi Bisnis atau Sertifikat Nomor Induk Berusaha (NIB)
2. Pedoman Perilaku Mitra Bisnis AkzoNobel yang sudah di tanda tangai
3. Lampiran Nomor Wajib Pajak (NPWP)
4. 2x Bukti Bank
5. Untuk pemasok terkait Brexit; mengisi nomor EORI/REX anda melalui formulir "Pernyataan Konfirmasi Pemasok", yang termasuk dalam email sistem ke-2

Informasi tambahan :

1. Data Bank Lengkap
2. Kontak e-mail/telepon untuk PO, Keuangan, Kualitas, dan Pengiriman uang

Tautan sistem: <https://akzo.hubwoo.com/e-sourcing/fsvendor/vendordesktop/login>

Email sistem pertama dengan kredensial masuk

Untuk permintaan ini, anda telah menerima 2 email sistem dari e-sourcing@msg.hubwoo.com

Email pertama berisi detail login dan url ke sistem pemasok untuk menyelesaikan modifikasi SSR:

Detail login pemasok

Link ke sistem pemasok

AkzoNobel Welcome to SAP Sourcing - Login Credentials



e-sourcing@msg.hubwoo.com
To Chow, S.K. (Cheryl)

Reply Reply All Forward wo 26-5-2021 14:27

Dear Tirza,

Welcome to AkzoNobel supplier software. Because this email contains important Log On information, please keep it in your records.

You will receive another email notification when your participation is requested for a specific sourcing event or supplier registration. In the interim, please follow the steps listed below to ensure you can connect to the system.

A temporary AkzoNobel application password has been generated for you. After you Logon using the new temporary password, you will be prompted to change your password.

Your user name: tgoodman
Your temporary password: 2FL6Nhiv

To use AkzoNobel supplier software, simply follow these steps:

1. Click on the URL: https://akzo.uat.hubwoo.com/e-sourcing/fsvendor/vendordesktop/index?allow_redirect=true
2. In the 'Username' field, enter your user name.
3. In the Password field, enter your temporary password, then click Log On.
4. On the Change Password screen, enter your temporary password in the 'Old Password' field.
5. Enter a new password in the 'New Password' field and 'Re-enter New Password' fields, then click OK.
6. You are now ready to use Hubwoo eSource/eContract.

Thank you

Do not reply to this message. If you have questions or difficulty using this application, please contact support at +32 16 300 123 or email support at support-akzonobel@proactis.com.

Email sistem kedua instruksi & lampiran

Email kedua berisi informasi terperinci tentang prosedur termasuk instruksi & kode etik sebagai lampiran

➤ Data yang diminta harus dikumpulkan sebelum memulai dan tidak ada kemungkinan untuk menyimpan data diantara.

AkzoNobel Supplier Registration Instructions

 e-sourcing@msg.hubwoo.com
To  Chow, S.K. (Cheryl)

 Instructions CoC Brexit.zip
939 KB

 Reply  Reply All  Forward 

do 3-6-2021 13:06

Dear Supplier,

Welcome to AkzoNobel Self Supplier Registration Portal. You have been established as a Potential Supplier and are requested to enter your company's details for completion of the Supplier registration process. With the username, password and system link in the previous e-mail you can log into the system. Kindly complete the information and attachment to register as a supplier.

Before you start:

Make sure you have collected all relevant information before you start. Your information must be entered and submitted once the process has started. There is no option to save the data in the process if you don't submit it immediately.

To use AkzoNobel supplier software click on the URL: https://akzo.uat.hubwoo.com/e-sourcing/fsvendor/vendordesktop/index?allow_redirect=true

Attachment to be included:

- Copy of Business registration
- Signed Code of Conduct
- Attachment for Tax Evidence (e.g. Letterhead, W9 or W8 forms)
- 2x different types of Bank evidences containing bank account number and routing number (e.g. bank statement, letterhead, invoice, etc.)

Other information:

- Contact e-mail / phone for PO, Finance, Quality and remittance

In this email, we have included the instructions for completing this request and the unsigned code of conduct. For instructions in other languages, please visit our AkzoNobel website <https://www.akzonobel.com/en/supplier-information>. Scroll to the bottom of the screen and look for the Supplier Registration Instructions document.

Thank you for your cooperation.

Do not reply to this message. If you have questions or difficulty using this application, please contact support at +32 16 300 123 or email support at support.akzonobel@proactis.com.

Instruksi pemasok, Kode Etik tidak ditandatangani, dokumen terkait Brexit

Link ke sistem Pemasok

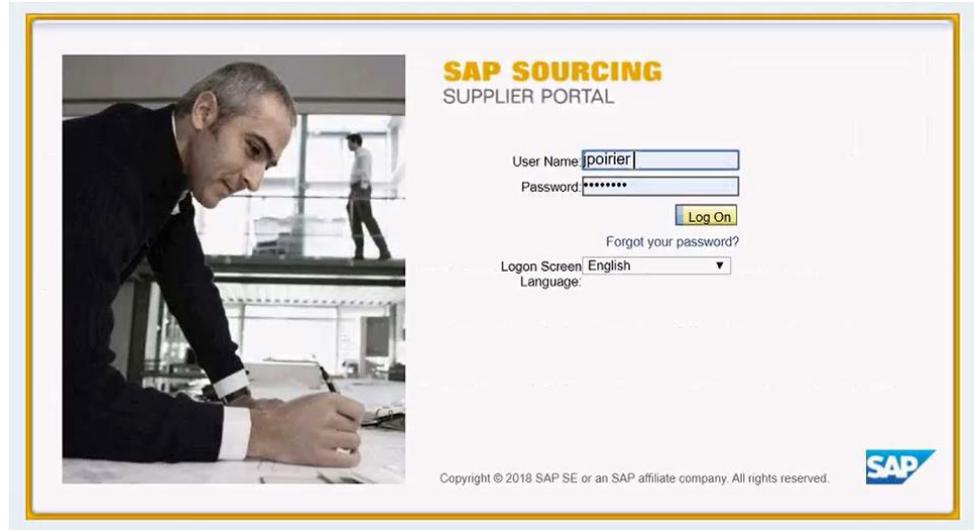
Pengumpulan data sebelum memulai

Tautan Internet AkzoNobel untuk instruksi bahasa lain

Mengubah kata sandi

-Masuk ke Portal Pemasok/Supplier-

- ❑ Pada tampilan jendela ini anda dapat menggunakan login detail yang anda terima di email untuk masuk ke sistem.
- ❑ Anda perlu mengubah kata sandi sementara dengan kata sandi baru dan konfirmasi dengan “OK”



Recent Items ▾ Favorites ▾

❗ Create a new password.

OK Cancel

* Your Temporary Password:

* New Password:

* Re-enter New Password:

Silakan baca syarat dan ketentuan dan menyetujui isi teks tersebut sebelum lanjut ke tahap berikutnya.

Jika anda tidak setuju, AkzoNobel menerima informasi tersebut dan kami tidak dapat menjadikan anda sebagai pemasok/supplier ke dalam sistem kami.

Displaying: Terms and Conditions in Company CO-0001: AkzoNobel : SAP Sourcing Product Terms

Terms Text:

By clicking the Accept button below, you agree and acknowledge that the software you are accessing is proprietary and confidential information of SAP SE and its licensors and affiliates ("SAP"). You will not disclose or make the software available to unauthorized persons without SAP's written consent. To the extent permitted by applicable law, you agree that SAP has no liability to you based on your access or use of the software and SAP makes no warranty as to the availability or performance of the software. These terms are governed by the law of the country/jurisdiction in which the SAP entity which licensed the software is located. If you do not agree to these terms, click the Decline button and do not use this

Accept

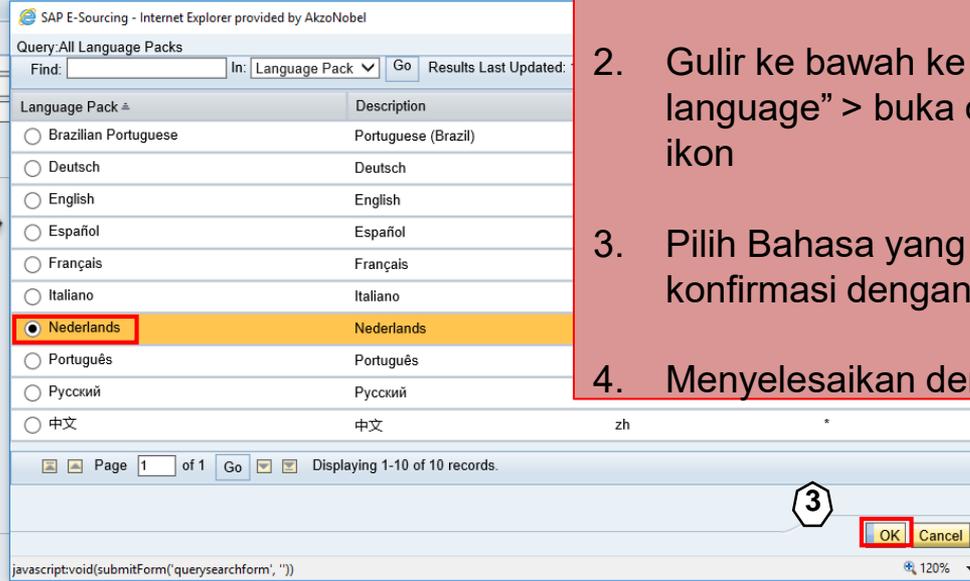
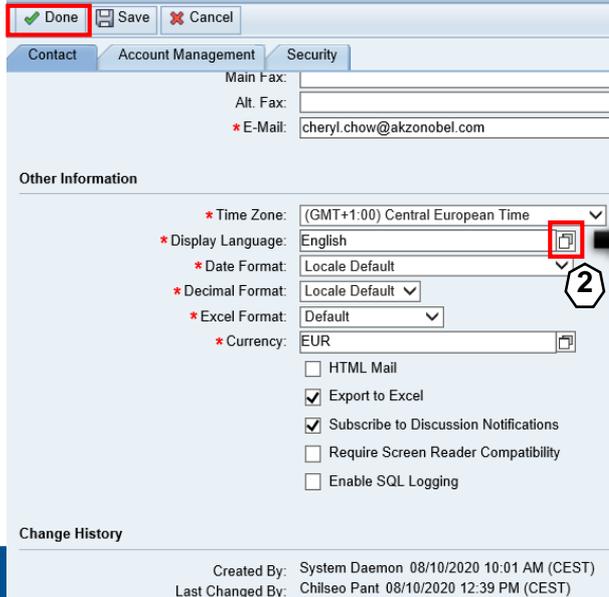
Decline

Pengaturan bahasa (opsional)

Sistem ini mendukung sejumlah bahasa lokal dan dapat menerjemahkan beberapa kolom data.



Editing: Contact VENCON-0007164: Chilseo Pant



Jika anda ingin memanfaatkan ini opsi masuk ke:

1. My Settings” di sebelah kanan sudut halaman utama
2. Gulir ke bawah ke “Display language” > buka opsi melalui ikon
3. Pilih Bahasa yang disukai > konfirmasi dengan OK
4. Menyelesaikan dengan “Done”

Cari permintaan modifikasi

-Melihat atau mengubah informasi pemasok/supplier-

Pada halaman utama klik
“View or Modify My
Supplier Information” di
pengaturan Pemasok untuk
memulai proses

Home button

RFx Auctions Contracts

Overview

Calendar

July 2021						
S	M	T	W	T	F	S
				1	2	3
27						
28	4	5	6	7	8	9
29	11	12	13	14	15	16
30	18	19	20	21	22	23
31	25	26	27	28	29	30

Events for 07/05/2021

Title	Active Dates
None	

Supplier Alerts

supplier instructions in other languages are also published here

File Sharing

--	File name	Description	Size
AkzoNobel Attachments	Supplier Registration Instructions (Turkish).pdf	Instructions in Turkish to submit supplier information. This is not required if you have been invited for an RFx.	
AkzoNobel Attachments	Supplier Registration Instructions (Russian).pdf	Instructions in Russian to submit supplier information. This is not required if you have been invited for an RFx.	
AkzoNobel Attachments	Supplier Registration Instructions (Bahasa).pdf	Instructions in Bahasa to submit supplier information. This is not required if you have been invited for an RFx.	
AkzoNobel Attachments	Supplier Registration Instructions Supplier (Thai).pdf	Instructions in Thai to submit supplier information. This is not required if you have been invited for an RFx.	
AkzoNobel Attachments	Supplier Registration Instructions (French).pdf	Instructions in French to submit supplier information. This is not required if you have been invited for an RFx.	
AkzoNobel Attachments	Supplier Registration Instructions (Dutch).pdf	Instructions in Dutch to submit supplier information. This is not required if you have been invited for an RFx.	
AkzoNobel Attachments	Supplier Registration instructions (Chinese).pdf	Instructions in Chinese to submit supplier information. This is not required if you have been invited for an RFx.	

Links

There is no content to show

Supplier Setup

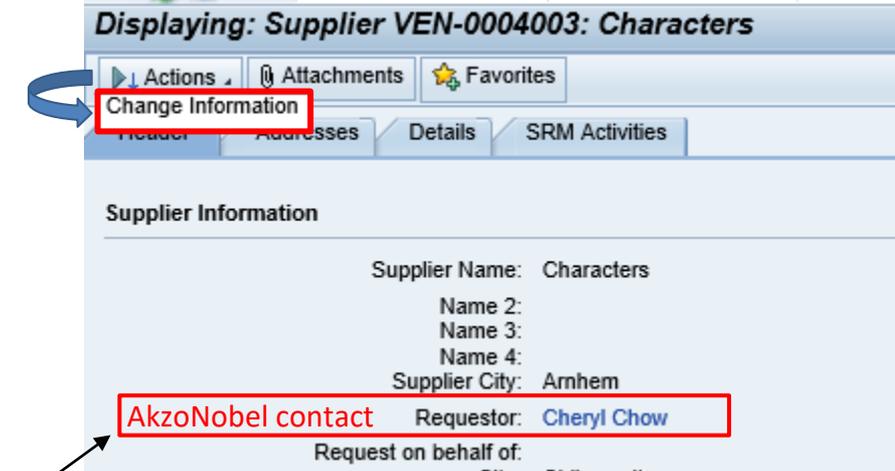
You are the primary contact for SupplierApple3.

- Change My Password
- View or Modify My Supplier Information**
- Manage User Accounts
- Supplier Account Status Report

Tech Support and Training

Menampilkan dan mengubah data

- ❑ Detail yang sudah diisi oleh tim Akzo Nobel dapat dilihat di sini.
- ❑ Untuk mengubah informasi klik **Actions > Change Information**
- ❑ Data tersebut sekarang bisa dilengkapi dan lampiran yang kurang bisa ditambahkan
- ❑ Jika anda memiliki pertanyaan tentang permintaan ini, silakan hubungi pemohon AkzoNobel yang tercantum di sini



Mengisi data setiap tab

- ❑ Silakan isi dan lengkapi semua detail yang kosong disetiap tab
- ❑ Melampirkan file yang diminta ke kolom unggahan terkait
 - Untuk melampirkan dokumen tambahan, anda bisa menggunakan “Attachments” tombol

Creating: New Supplier Modification Via Workflow : Test

Done Save Cancel Attachments (1)

Header Address Details

Supplier Information

* Supplier Name: Test

Name 2: _____

Name 3: _____

Name 4: _____

* Supplier City: _____

Requestor: Cheryl Chow

Request on behalf of: _____

Site Country: Netherlands

Site: Arnhem

Region (delivering to): North West Europe

Ketahui bahwa semua data harus diisi dan diselesaikan sekaligus, anda tidak boleh menyimpan data dan menyelesaikan input kemudian. Tombol simpan adalah tombol kirim

Tab Header

Header | Address | Details

Supplier Information

* Kolom wajib di isi

* Supplier Name:

Nama 2-4 dapat digunakan jika nama perusahaan anda tidak sesuai dengan bidang nama pemasok atau, jika berlaku tambahkan nama dalam bahasa lain

Name 2:

Name 3:

Name 4:

* Supplier City:

Requestor: Cheryl Chow

Request on behalf of:

Site Country: Canada

Site: Toronto

Region (delivering to): North West Europe

AkzoNobel Legal Entity: NORMAL procurement

Product Category: Capex - Other

Industry Key:

Reconciliation Account: Suppliers (3211000)

** Kode Etik yang tidak ditandatangani dilampirkan dalam email sistem. Silakan cetak, tanda tangani, dan unggah di kolom ini

* Copy of Business Registration: Kolom unggah untuk pendaftaran perusahaannya

* EU Supplier:

* Order Currency:

* Assets:

* Net Turnover:

* # of Employees:

Notes:

0 of 255 characters

* Signed Code of Conduct: ** Unggah Kode Etik yang ditandatangani

ISO Certificate: Unggah setifikat ISO, jika perlu

Trading Partner Code: (Akzo Nobel intercompany)

Partner Bank Type: (only need when Mult. Accounts)

Alternative Payee: (Only used for Suppliers)

Payment Supplement Method value EA:

DUNS & Bradstreet Number: - - Isi jika perlu

Withholding Tax: (Select one Mexico only)

* Remittance E-mail: Alamat email untuk faktur kredit

Comments:

Isi detail alamat perusahaan anda

Menambahkan informasi kontak departemen anda di kolom ini

Header **Address** Details

Address Information

* Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

* City:

* State/Province:

* Postal/Zip Code:

* Country:

PO Box:

PO Box Postal Code:

PO Box City:

* Supplier Telephone No.:

Supplier Contact Information

* Purchase Order Contact Name:

* Email for Purchase Orders:

* Purchase Order Contact Phone:

* Finance Contact Name:

* Finance Contact Email:

* Finance Contact Phone:

* Quality Contact Name:

* Quality Contact Email:

Tab Details

Header Address **Details**

Tax Information

VAT Reg. No.:

Tax Number 1 - GST Registration No.:

Tax Number 2:

Tax Number 3:

Tax Number 4:

Tax Number 5:

* Attachment for Tax Evidence:

Header Address **Details**

Payment

* Payment Method:

Payment Method Supplement:

Banking Information

* Bank Country:

* Bank Name:

* Account Holder Name:

* Bank Account Number:

* IBAN No (Swift code):

IBAN Validation: http://www.ibancalculator.com/bic_und_iban.html

Bank Key / Sort Code:

AN IBAN Check:

* Bank Address:

* Banking Evidence:

* Banking Evidence 2:

Attributes

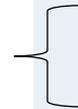
* Inco-Term:

Inco-Term2:

* Mode of Transport:

Bantu situs untuk menemukan IBAN anda

Kami memerlukan 2 jenis dokumen berbeda yang menyatakan rekening bank anda (misalnya laporan bank / faktur / pemeriksaan IBAN dll.) Ini tidak boleh dua dokumen yang sama; ini akan menyebabkan pesan kesalahan selama proses modifikasi



Unggah kolom untuk detail bank

Back Supplier: ABC company > ABC company

Creating: New Supplier Modification Via Workflow : ABC company

This document has error(s). View below for more details.

Please upload two different bank evidence file attachments.

Done Save Cancel Attachments

Header Address **Details**

Pernyataan konfirmasi pemasok

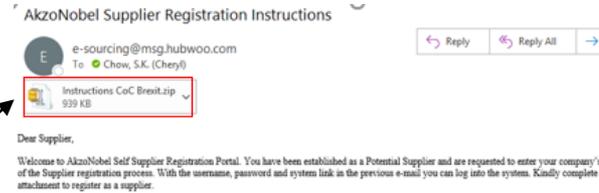
- hanya berlaku untuk pemasok terkait Brexit -

Karena Brexit, kami (mungkin) memerlukan informasi tambahan dari pemasok dengan alur pembelian antara EU dan UK

Jika berlaku, silakan baca "dokumen pemasok terkait Brexit" yang disertakan sebagai file zip dalam email Instruksi Pendaftaran Pemasok AkzoNobel. Dokumen Brexit ini berisi pengantar singkat, informasi pemasok tentang preferensial asal dan pernyataan konfirmasi pemasok.

Pemasok yang memenuhi kriteria yang disebutkan dalam surat harus memberikan nomor EORI/REX mereka kepada AkzoNobel melalui "Pernyataan Konfirmasi Pemasok".

- Jika ini berlaku untuk anda, salin "pernyataan konfirmasi pemasok" di kop surat perusahaan anda sendiri dan isi data yang diminta
- Menambahkannya ke tab lampiran di bagian atas layar:



Pernyataan Konfirmasi Pemasok

SUPPLIER'S CONFIRMATION STATEMENT ON OWN COMPANY LETTER HEAD

I, the undersigned, in my capacity of authorized representative of [SUPPLIER NAME], Supplier of products or materials to AkzoNobel, declare that for transports from the EU to the UK and vice versa:

- Supplier will in all situations be the importer of record and therefore the below requested information is not relevant or Supplier will not dispatch goods from EU to UK or vice versa. **[Correct, no further information will be provided / Incorrect, AkzoNobel will partly be the importer of record and below requested information will be provided]**

In case AkzoNobel will partly be the importer of record based on the agreed Incoterms the below information is correct and complete:

- We have obtained an EU REX / GB EORI number which is:
EU REX registration number:
GB EORI number:
- If a REX / EORI number is available, please confirm that a 'Statement on origin' within the framework of the Trade and Cooperation Agreement between the European Union and the United Kingdom (hereafter 'TCA') will be provided on a suitable commercial invoice or other suitable commercial document. **[Confirmed / not confirmed]**
- If such 'Statement on origin' cannot be provided (yet), the undersigned declares that AkzoNobel will be informed in detail about the origin of the goods - including supporting documentation - and AkzoNobel will receive a complete overview of the products involved, including goods for which the rules of preferential origin within the framework of the TCA are not met.

Kop surat perusahaan



I, the undersigned, in my capacity of authorized representative of [SUPPLIER NAME], Supplier of products or materials to AkzoNobel, declare that for transports from the EU to the UK and vice versa:

- Supplier will in all situations be the importer of record and therefore the below requested information is not relevant or Supplier will not dispatch goods from EU to UK or vice versa. **[Correct, no further information will be provided / Incorrect, AkzoNobel will partly be the importer of record and below requested information will be provided]**

In case AkzoNobel will partly be the importer of record based on the agreed Incoterms the below information is correct and complete:

- We have obtained an EU REX / GB EORI number which is:
EU REX registration number:
GB EORI number:
- If a REX / EORI number is available, please confirm that a 'Statement on origin' within the framework of the Trade and Cooperation Agreement between the European Union and the United Kingdom (hereafter 'TCA') will be provided on a suitable commercial invoice or other suitable commercial document. **[Confirmed / not confirmed]**
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Mengirim

Dengan tombol simpan dan selesai, anda dapat mengirimkan perubahan.

Jika detail hilang, anda tidak dapat mengirimkan perubahan.

Pesan kesalahan akan ditampilkan di bagian atas layar dan tanda seru merah muncul pada tab di mana kesalahan berada > betulkan dan kirim lagi.

Back Supplier: ABC company > ABC company

Creating: New Supplier Modification Via Workflow : ABC company

! This document has error(s). View below for more details.
! Please upload two different bank evidence file attachments.

Done Save Cancel Attachments

Header Address Details

Address Information

* Address 1: x

Address 2:

Address 3:

Address 4:

Address 5:

* City: This field is required and must have a valid value.

Header Address Details

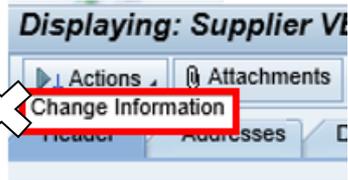
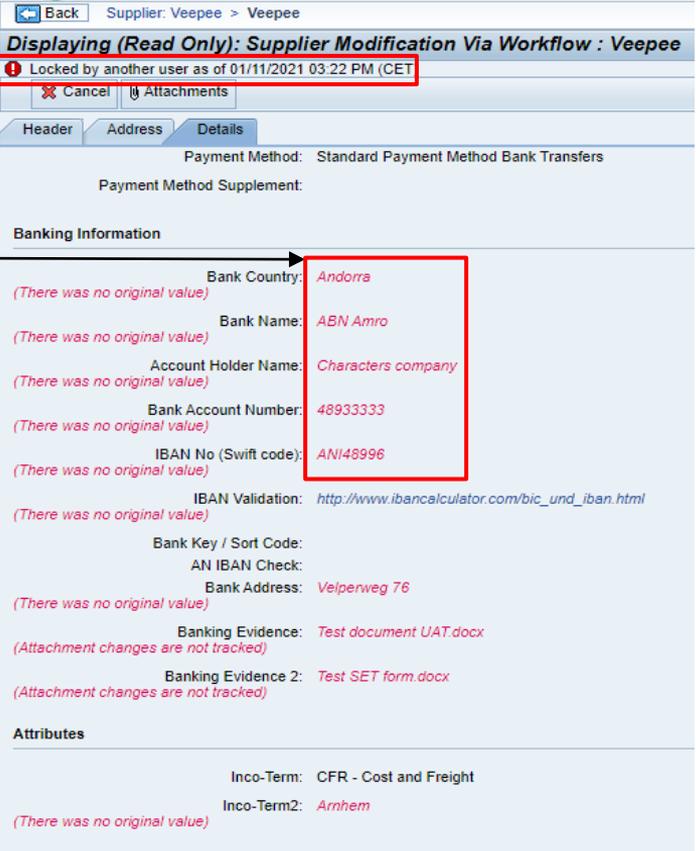
* Banking Evidence:

* Banking Evidence 2:

Berhasil dikirimkan!

Langsung setelah anda menekan tombol Selesai atau Simpan dan tidak ada pesan kesalahan yang muncul layar anda akan terkunci, dan semua entri akan ditampilkan dalam warna merah muda.

Selain itu, tab Tindakan asli yang anda memulai perubahan tidak terlihat pada tahap ini:

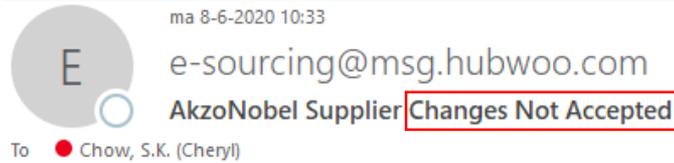


Pemohon akan meninjau data yang anda kirimkan

- Setelah mengirimkan pemohon AkzoNobel akan meninjau data yang telah anda kirimkan.
- Mereka akan menerima data jika informasinya benar atau mereka mungkin menolak permintaan jika data salah atau tidak lengkap.
- Dalam kedua dua kasus diatas, anda akan menerima pemberitahuan email sistem.

Perubahan yang ditolak oleh Akzo

Jika perubahan **ditolak** oleh Akzo, anda menerima email termasuk alasannya mengapa penolakan > silahkan ikuti instruksi dalam email untuk memodifikasi dan mengirimkan kembali perubahan anda terbaru



Dear Bettie,

Thank you for updating your company information for AkzoNobel. Unfortunately, your changes could not be accepted at this time. The following explains why your updates were declined: We rejected your request because the banking details deviate from the details in the contract

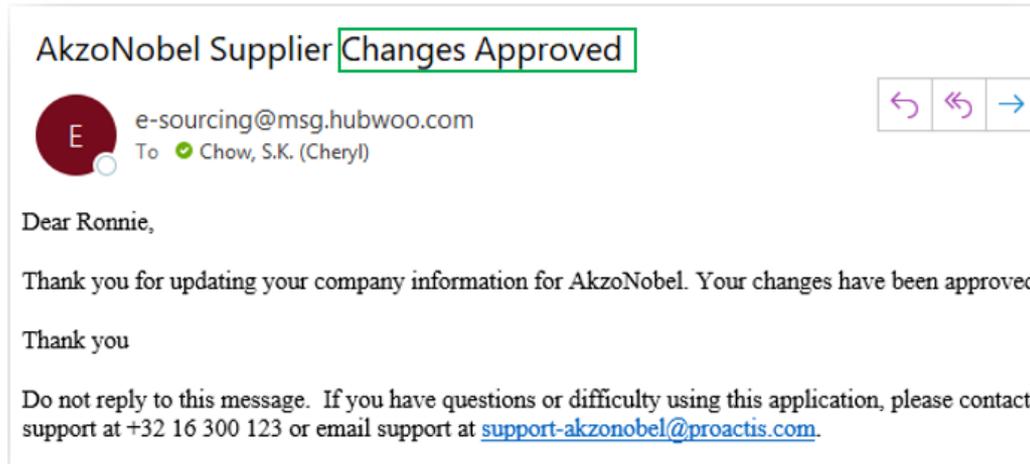
1. Click on the link: https://akzo.uat.hubwoo.com/e-sourcing/fsvendor/vendordesktop/index?allow_redirect=true.
2. Please resubmit supplier information, click on the 'View or Modify My Vendor Information' link in the Vendor Setup channel.
3. To view active user accounts, click on the 'Manager User Accounts' link in the Vendor Setup channel.

Thank you

Do not reply to this message. If you have questions or difficulty using this application, please contact support at +32 16 300 123 or email support at support-akzonobel@hubwoo.com.

Perubahan yang diterima oleh Akzo

Jika perubahan **diterima**, anda akan menerima pemberitahuan yang menginformasikan bahwa ia sudah disetujui



Prosesnya sekarang sudah selesai!

Terima kasih atas perhatiannya