

AkzoNobel

Instructions Supplier modification

English version

July 2021

Why are we requesting this?

The purpose of this transaction is to receive a reliable and accurate supplier dataset directly from the source. This information is required to register you as a supplier in our Akzo Nobel system for further order placement.

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.

Attachment to be included:

- Copy of Business registration
- Signed Code of conduct
- Attachment for Tax Evidence
- 2x Bank evidence (bank statement/ invoice/ IBAN check etc.)
- **For Brexit related suppliers:** fill in your EORI/REX number via the form “Supplier Confirmation Statement”, which is included in the 2nd system email.

Other information:

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

System link: <https://akzo.hubwoo.com/e-sourcing/fsvendor/vendordesktop/login>

1st System e-mail with login credentials


For this request, you have received 2 system emails from e-sourcing@msg.hubwoo.com

The 1st email contains the login details and the url to the supplier system to complete the SSR modification:

Supplier login details

Link to the Supplier system

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.

2nd System e-mail instructions & attachment


The second e-mail contains detailed information about the procedure including instruction & code of conduct as attachments

- The requested data must be collected before the start and there is no possibility to store the data in between.

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.

Supplier instruction, unsigned Code of Conduct, Brexit related document

Link to the Supplier system


Data collection before start

AkzoNobel Internet link for other language instructions

Change password

- Logon Supplier Portal -

- ❑ In this window you can use the login details of the e-mail to enter the system.
- ❑ You need to change the temporary password with new password and confirm with “OK”



SAP SOURCING
SUPPLIER PORTAL


User Name:

Password:

[Forgot your password?](#)

Logon Screen Language:

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Recent Items ▾ Favorites ▾

❗ Create a new password.

* Your Temporary Password:

* New Password:

* Re-enter New Password:

Accept terms and conditions

Please read terms and conditions and accept the text of the conditions before to continue.

If you decline Akzo Nobel will be informed and we cannot maintain you as a supplier into our system.

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

Language settings (optional)

The system supports a number of local languages and can translate some data fields.



Editing: Contact VENCON-0007164: Chilseo Pant

A screenshot of the 'Editing: Contact' form. The 'Display Language' dropdown menu is open, showing a list of languages. 'Nederlands' is selected and highlighted with a red box. A red box also highlights the 'Done' button in the top left of the form, with a circled '4' next to it. Other form fields include 'Main Fax', 'Alt. Fax', 'E-Mail', 'Time Zone', 'Date Format', 'Decimal Format', 'Excel Format', 'Currency', and 'Change History'.

A screenshot of the 'SAP E-Sourcing - Internet Explorer provided by AkzoNobel' search results page. The search query is 'All Language Packs'. The results table shows a list of language packs with columns for 'Language Pack', 'Description', and 'ISO Lan'. The 'Nederlands' entry is selected and highlighted with a red box. The table also includes a 'Page 1 of 1' indicator and a 'Go' button.

Language Pack	Description	ISO Lan
<input type="radio"/> Brazilian Portuguese	Portuguese (Brazil)	pt
<input type="radio"/> Deutsch	Deutsch	de
<input type="radio"/> English	English	en
<input type="radio"/> Español	Español	es
<input type="radio"/> Français	Français	fr
<input type="radio"/> Italiano	Italiano	it
<input checked="" type="radio"/> Nederlands	Nederlands	nl
<input type="radio"/> Português	Português	pt
<input type="radio"/> Русский	Русский	ru
<input type="radio"/> 中文	中文	zh

If you want to make use of this option go to:

1. “My Settings” on the right corner of the home page
2. Scroll down to “Display language” > open the options via the icon
3. Select the preferred language > confirm with OK.
4. Finalize with “Done”

3

OK Cancel

120%

Search for modification request

- View or modify my supplier information -

On the home page click “View or Modify My Supplier Information” in the Supplier Setup window to start the process

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

View and modify data

- Details already filled in by Akzo Nobel employee are visible in here.
- To modify the information click on **Actions > Change Information**
- The data can now be completed and missing attachments can be added
- If you have any questions about this request, please contact the AkzoNobel requestor listed here

The screenshot displays a software interface for viewing and modifying supplier data. The title bar reads "Displaying: Supplier VEN-0004003: Characters". Below the title bar, there are three tabs: "Actions", "Attachments", and "Favorites". The "Actions" tab is active, and a red box highlights the "Change Information" option. Below the tabs, there are four sub-tabs: "Header", "Addresses", "Details", and "SRM Activities". The "Details" sub-tab is selected, showing "Supplier Information". The information displayed includes: "Supplier Name: Characters", "Name 2:", "Name 3:", "Name 4:", "Supplier City: Amhem", "AkzoNobel contact" (highlighted with a red box), "Requestor: Cheryl Chow" (highlighted with a red box), and "Request on behalf of:". A blue arrow points from the "Change Information" option to the "AkzoNobel contact" field.

Fill in data per tab

- Please fill in and complete all missing details per tab
- Attach the requested files to the corresponding upload fields
 - For other additional documents you can use the “Attachments” button

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

Be aware that all the data must be filled and completed at once, you cannot save the data and finalized the input later. The save button is a submit button

Header tab

Header | Address | Details

Supplier Information

*** Are mandatory fields**

* Supplier Name:

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)

Name 2-4 can be used if your company name does not fit into the supplier name field or, if applicable add the name in other language

** the unsigned Code of Conduct is attached in the system email. Please print, sign and upload in this field

* Copy of Business Registration: Upload field for company registration

* EU Supplier:

* Order Currency:

* Assets:

* Net Turnover:

* # of Employees:

Notes:

0 of 255 characters

* Signed Code of Conduct: ** Upload signed Code of Conduct

ISO Certificate: Upload ISO certificate, if applicable

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: - - Fill in if applicable

Withholding Tax: (Select one Mexico only)

* Remittance E-mail: E-mail address for credit invoice

Comments:

Address tab

Fill in the address details of your company

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.:

Add your department's contact information in these fields.

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:

Details tab

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:

help site to find your IBAN [IBAN Validation: http://www.ibancalculator.com/bic_und_iban.html](http://www.ibancalculator.com/bic_und_iban.html)

We require 2 different document types stating your bank account (e.g. bank statement / invoice / IBAN check etc.) These cannot be the same two documents; this will cause an error message during submission



Upload field for bank details

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

Supplier confirmation statement

- only applicable for Brexit related suppliers -

Due to Brexit we (may) need additional information from suppliers with a purchase flow between the EU and the UK.

If applicable, please read the "Brexit related supplier document" included as a zip file in the AkzoNobel Supplier Registration Instructions email. This Brexit document contains a brief introduction, supplier information on preferential origin and the supplier confirmation statement.

Suppliers who meet the criteria mentioned in the letter must provide AkzoNobel with their EORI/REX number via the "Supplier Confirmation Statement".

➤ If this apply to you, then copy the "supplier confirmation statement" on your own company letterhead and fill in requested data

➤ Add it to the Attachment tab on top of the screen:

AkzoNobel Supplier Registration Instructions



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 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 attachment to register as a supplier.



Supplier Confirmation Statement:

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.

Company letterhead:



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]**

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- 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.

Creating: New Supplier Modification Via Work

Done Save Cancel Attachments (1)

Header Address Details

Supplier Information

* Supplier Name: Test

Name 2: _____

Name 3: _____

Submit

Submit

With both the save and done button you can submit the changes.

If details are missing you are not able to submit the changes.

Error messages will be displayed on the top of the screen and a red exclamation mark appears on the tab where the error is located > correct and submit again

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:

Address 2:

Address 3:

Address 4:

Address 5:

* City:

This field is required and must have a valid value.

Header Address Details

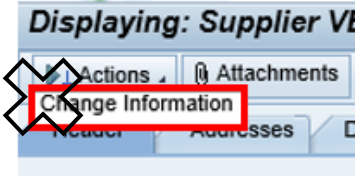
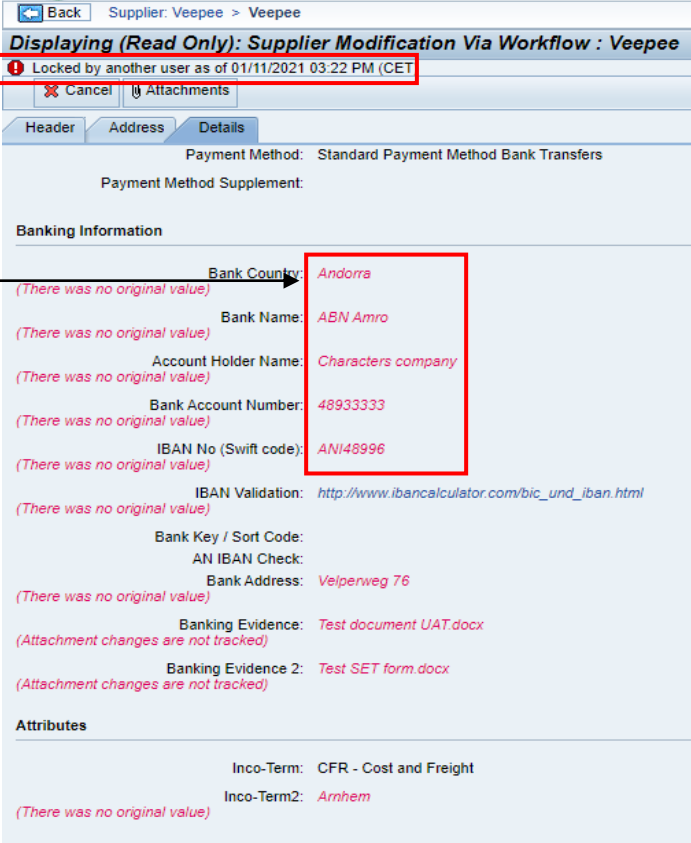
* Banking Evidence:

* Banking Evidence 2:

Successfully submitted!

Directly after you have hit the Done or Save button and no error message appears your screen will lock and all entries will be displayed in pink.

In addition, the original Actions tab with which you started the changes is not visible at this stage:



Requester will review your submitted data

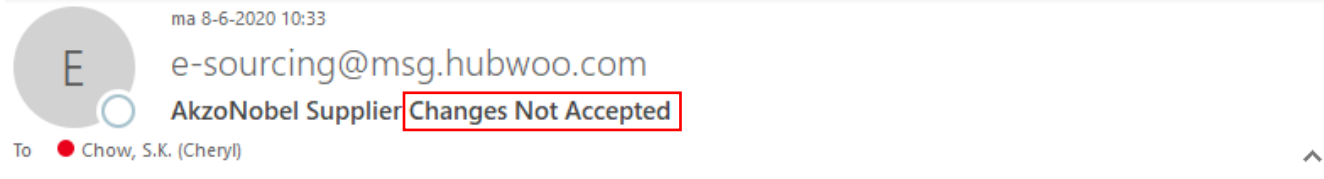
After submission the AkzoNobel requester will review the data you have submitted.

They will accept the data if the information is correct or they might reject the request if the data is incorrect or missing.

In both cases you will receive the system e-mail notification.

Changes rejected by Akzo

If the changes are **rejected** by Akzo you receive an e-mail including the reason why this is rejected > follow the instructions in the e-mail to modify and re-submit your changes



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

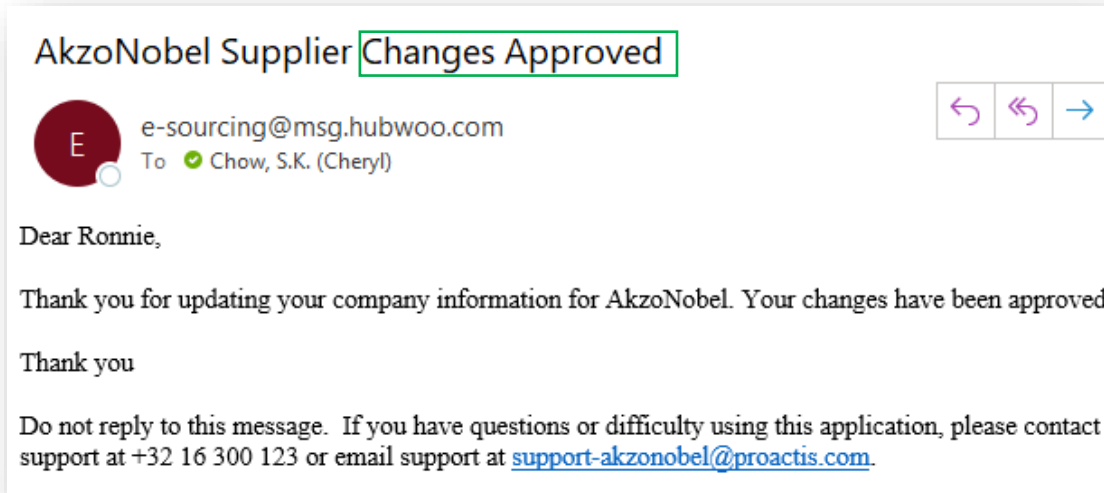
1. Click on the link: https://akzo.uat.hubwoo.com/e-sourcing/fsvendor/vendordesktop/index?allow_redirect=true.
2. Please resubmit supplier information, click on the 'View or Modify My Vendor Information' link in the Vendor Setup channel.
3. To view active user accounts, click on the 'Manager User Accounts'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

Changes accepted by Akzo

If the changes are **accepted**, you will receive a notification informing that this is approved.



The process is now finalized!

Thank you for your cooperation