

AkzoNobel

# SSR 供应商端操作指南截图

SSR supplier instructions in Chinese language

# 供应商在收到SSR系统邮件通知后，按照邮件内的用户名/初始密码登录，并修改密码。

## AkzoNobel Welcome to SAP Sourcing



e-sourcing@msg.hubwoo.com

To ● Chow, S.K. (Cheryl)

↩ Reply   ↩ Reply All   → Forward   ⋮

vr 11-9-2020 12:22

Dear Check,

Welcome to AkzoNobel Self Registration Portal. You have been established as a user (Potential) Supplier and are required to enter your company's details for completion of Supplier registration process.

A temporary 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: cmail  
Your temporary password: QUN2mSGP

To use this Portal, simply follow these steps:

1. Click on the URL: [https://akzo.hat.hubwoo.com/e-sourcing/fsvendor/vendordesktop/index?allow\\_redirect=true](https://akzo.hat.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. For an explanation on how to complete this process, click on the URL: <https://www.akzonobel.com/en/supplier-information> and open the pdf file 'Supplier Registration Instructions' at the bottom of the screen.

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@proachis.com](mailto:support-akzonobel@proachis.com).

**SAP SOURCING**  
SUPPLIER PORTAL

User Name:

Password:

[Forgot your password?](#)

Logon Screen Language: English

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**!** Create a new password.

\* Your Temporary Password:

\* New Password:

\* Re-enter New Password:

接下来按照如下页面开始进行资料填写

The screenshot shows a dashboard with several sections. A red box highlights the 'Supplier Setup' section, which contains the following text and links:

You are the primary contact for 河北[REDACTED]安全检测有限公司.

- Change My Password
- **View or Modify My Supplier Information** (with a red arrow pointing to '点击进入')
- Manage User Accounts
- Supplier Account Status Report

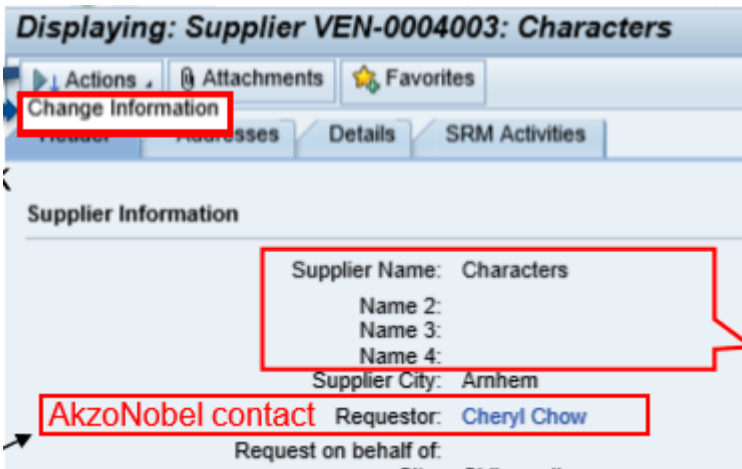
Other sections visible include: Calendar (July 2020), Events for 07/09/2020, Supplier Alerts, File Sharing (table below), Links, My Profile, Need Help?, and Global Discussions.

	File name	Description	Size	Date Added	Added By
AlcoNobel Attachments	Instructions Supplier Modification.pdf	Instructions Supplier Modification	445	06/08/2020 10:58 AM (CEST)	Cheryl Chow
AlcoNobel Attachments	Supplier Auction Guide AN.pdf	Auction Supplier Guide	1,209	02/15/2019 04:25 PM (CET)	Matt Matuszak
AlcoNobel Attachments	Supplier RFX Guide AN.pdf	RFX Supplier Guide	1,166	02/08/2019 05:40 PM (CET)	Matt Matuszak

**Supplier Setup**

You are the primary contact for 河北[REDACTED]安全检测有限公司.

- Change My Password
- **View or Modify My Supplier Information** (with a red arrow pointing to '点击进入')
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点击Action, 选中Change Information

供应商名称一栏(Supplier Name) 需要填写供应商官方法人名称。如果供应商名称一栏填不下, 可以用其他名称一栏 (Name 2,3...) 进行补充填写。其他名称一栏也可以用于填写其他语言形式的供应商名称

### Creating: New Supplier Modification Via Workflow : 上海...技术有限公司

Done Save Cancel Attachments (5)

Header Address Details

#### Supplier Information

\* Supplier Name: 上海...技术有限公司

\* Supplier City: 上海

Requestor: Alick Chen

Request on behalf of:

Site Country: China

Site: Changzhou

Region (delivering to): North Asia

AkzoNobel Legal Entity: AN P&C China

Product Category: Reach Services

Industry Key: ZS11

Reconciliation Account: Suppliers (3211000)

Search Terms: ~~...~~

\* Copy of Business Registration: ~~...~~ 营业执照.pdf

上传营业执照

\* EU Supplier: No

\* Order Currency: CNY

是否为欧洲供应商, 币种, 资产, 净收入, 员工人数按实际情况填写

\* Assets: < 20 Million Euros

\* Net Turnover: < 40 Million Euros

\* # of Employees: < 250

Notes:

0 of 256 characters

\* Signed Code of Conduct: ~~...~~ 行为准则.pdf

上传企业行为准则

ISO Certificate:

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: - -

Withholding Tax:

(Select one Mexico only)

\* Remittance E-mail: ~~...~~ @163.com

Comments:

#### Regional Settings

\* Default Time Zone: (GMT+8:00) Beijing; Chongqing; Hong Kong

\* Default Language: 中文

\* Default Date Format: YYYY-MM-DD HH:MM (24 hour clock)

\* Default Decimal Format: 1,000.00

\* Default Excel Format: Excel 2003

Creating: New Supplier Modification Via Workflow : 上海[Redacted]技术有限公司

Done Save Cancel Attachments (5)

Header Address Details

Address Information

\* Address 1: 上海市杨浦区中山北[Redacted]  
Address 2:   
Address 3:   
Address 4:   
Address 5:   
\* City: 上海  
\* State/Province: 上海  
\* Postal/Zip Code: 200000  
\* Country: China  
PO Box:   
PO Box Postal Code:   
PO Box City:   
\* Supplier Telephone No.: 13801667164

该界面主要填写供应商地址，城市，省份，邮编，国家，联系人的姓名，电话，邮箱等信息。  
如实填写即可

Supplier Contact Information

\* Purchase Order Contact Name: [Redacted]  
\* Email for Purchase Orders: shydhj[Redacted]@163.com  
\* Purchase Order Contact Phone: 13801667164  
\* Finance Contact Name: [Redacted]  
\* Finance Contact Email: shydhj[Redacted]@163.com  
\* Finance Contact Phone: 13801667164  
\* Quality Contact Name: [Redacted]  
\* Quality Contact Email: shydhj[Redacted]@163.com x

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RFx Auctions Contracts

Supplier: 上海[REDACTED]有限公司 > 上海[REDACTED]技术有限公司

**Creating: New Supplier Modification Via Workflow : 上海[REDACTED]技术有限公司**

Done Save Cancel Attachments (5)

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:

**Payment**

Payment Terms: A064

\* Payment Method: Standard Payment Method Bank Transfers ▾

Payment Method Supplement:

**Banking Information**

\* Bank Country: China ▾

\* Bank Name: 上海浦东发展银行奉贤支行

\* Account Holder Name: 上海永[REDACTED]有限公司

\* Bank Account Number: 987400780015[REDACTED] 银行账号

\* IBAN No (Swift code): 3102900[REDACTED] 联行号

IBAN Validation: [http://www.ibancalculator.com/bic\\_und\\_iban.html](http://www.ibancalculator.com/bic_und_iban.html)

Bank Key / Sort Code:

AN IBAN Check:

\* Bank Address: 上海市奉贤区[REDACTED]

\* Banking Evidence:

\* Banking Evidence 2:

**Attributes**

\* Inco-Term: DDP - Delivered Duty Paid

Inco-Term2:

\* Mode of Transport: Road ▾

Communication Method: E-Mail

上传营业执照

银行账号

联行号

两份不同形式的银行证明，开户许可证，开票资料，发票影像等

按照如上截图全部完成填写后，点击Done提交后，供应商端SSR操作完成，阿克苏SSR系统申请人会收到系统提醒。