

Coupa供应商信息申请表

供应商手册 – 中文

If you need a different language version, go to the link below.

<https://www.akzonobel.com/en/about-us/for-suppliers/akzonobel-coupa-supplier-instruction>

关于供应商信息申请表的指导

您已收到了一封来自发件人do_not_reply@supplier.coupahost.com的系统邮件，原因是贵司已被选为阿克苏诺贝尔（AkzoNobel）的潜在供应商，该邮件是通过我们的 Coupa 系统向贵司索取信息。为了将贵司注册到我们阿克苏诺贝尔的系统中以便后续下单，我们邀请您使用邀请邮件中的链接输入贵司的信息。

该申请表包含一些问题，您可以通过自由文本输入字段来填写或者选择相应的选项进行填写。

有些问题需要您通过本系统上传文件来完成。

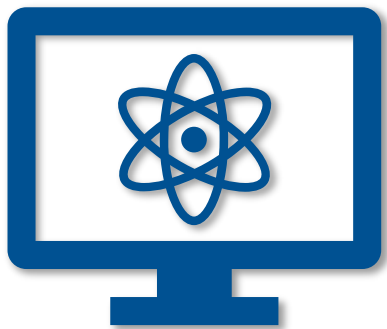
在开始填写申请表之前，请务必先收集以下资料。

需包含在申请表中的附件有：

- 营业执照
- 阿克苏诺贝尔 **或** 贵司自身的商业伙伴行为准则复印件
- 税务登记证（同营业执照）
- 两份不同类型的银行账户证明文件

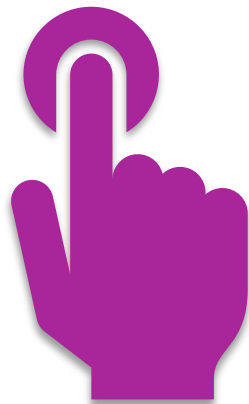
选择正确的指南

请点击相关图标以打开对应的指南：



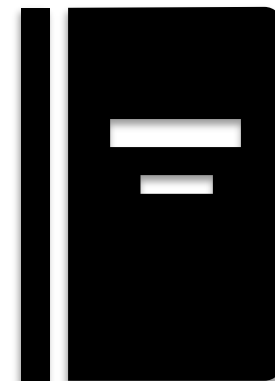
针对现有Coupa供应商门户 (CSP)用户的指南

您已经拥有一个 Coupa 供应商门户 (CSP) 账户，并且想要将阿克苏诺贝尔添加到您的业务网络中。



针对 Coupa 供应商门户新用户 的指南

您是 Coupa 供应商门户的新用户，需要创建一个账户。



一次性链接指南

您希望在不创建 Coupa 供应商门户 (CSP) 账户的情况下完成一次性申请表。

AkzoNobel

现有CSP用户

现有CSP用户



如果您已经是 Coupa 供应商门户(CSP)的用户，您将收到这封邀请邮件。

点击“Update Profile”按钮。

The screenshot shows an email from Coupa with the subject "Update your profile for AkzoNobel". The content includes a greeting "Hello Supplier," followed by a request to update the company profile on Coupa. It provides instructions to use the "Update Profile" button and lists three links: "Overview" (Learn more about the Coupa Supplier Portal), "Need Help?" (Answers to common questions and issues), and "Coupa Info" (Learn more about how companies use Coupa). The footer features the Coupa logo and the text "Business Spend Management" and "To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)".

coupa Update your profile for AkzoNobel

Hello Supplier,

AkzoNobel wants you to respond by updating your company profile on Coupa. This information is required so they can transact with you electronically.

Use the "Update Profile" button to respond or decline.

AkzoNobel

Update Profile

[Overview](#)
Learn more about the Coupa Supplier Portal

[Need Help?](#)
Answers to common questions and issues

[Coupa Info](#)
Learn more about how companies use Coupa

coupa
Business Spend Management

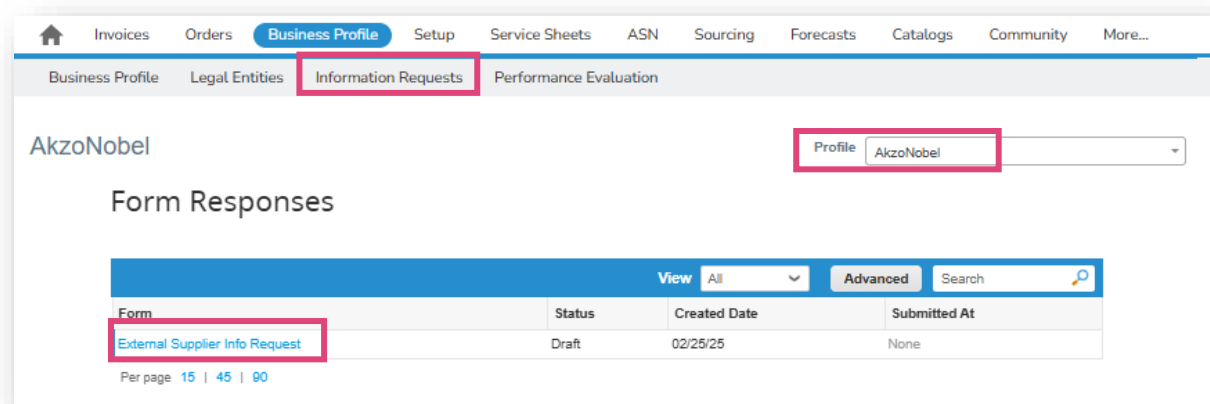
To get immediate updates via SMS or change notification preferences, go [here and adjust your settings](#)

现有CSP用户



进入Business Profile页面 → 然后点击‘Information Requests’ → 在Profile中选择‘AkzoNobel’

➤ 点击 ‘External Supplier Info Request’ 以打开阿克苏诺贝尔的供应商注册信息申请表





填写阿克苏诺贝尔供应商申请表

供应商商务联系人详情

- 请核实预填的信息。
如果这些信息不适用，请务必进行更新。

* Supplier Commercial Contact Person

Supplier Commercial Contact Person details

These contact details will be used to validate all changes made to supplier profile including banking information in future.

* First Name

* Last Name

* Email address

* Work Phone

650-555-1212

Contact Purpose





填写阿克苏诺贝尔供应商申请表

如果您是我们的原材料供应商，您必须填写一些额外的信息。

➤ 质量问题联系人邮件

* Are you a Supplier of Raw Materials?

- Yes
 No

* Quality Contact Email Address

Please confirm/enter the correct Quality Contact Email Address in this field.
This Email address will be used to highlight any Quality related issues

➤ 运输方式

* Mode of transport

3-Road

➤ ISO 9001证书

如果生效日期‘Effective Date’不适用，请输入
01/01/2025.

如果到期日期‘Expiration Date’不适用，请输入
31/12/2099.

ISO 9001 Certificate

Effective Date

02/01/25



* Expiration Date

05/31/25



* Attachments

Add [File](#)

ISOCertificate.bt

Description




填写阿克苏诺贝尔供应商申请表


主要地址

- 请核实预先填入的信息。
如果这些信息不适用，请务必进行更新。
- 请提供您希望接收采购订单(PO)的电子邮箱地址。

*** PO Email**



• Primary Address

Address Purpose
 

• Region

Country/Region

State Region

State ISO Code

Address Name

• Street Address

Street Address 2

Street Address 3

Street Address 4

• City

• Postal Code

Location Code



填写阿克苏诺贝尔供应商申请表

收款地址

- 点击添加收款地址 'Add Remit-To'
- 您在创建 Coupa 供应商门户(CSP)账户时添加的银行账户详细信息将显示在此部分。请选择相应的账户。
- 点击添加所选内容 'Add Selected'

• Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

AkzoNobel supports Bank Transfers Payments.

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI BRANCH Shared With Customer

Suite 2701, 5 Corporate Avenue, 150 Hu Bin Road, 200021 Shanghai Shanghai, China

Account Number: ****3969011 Transit Code: 501290000012 Wire Routing Number

Cancel Add Selected



填写阿克苏诺贝尔供应商申请表

收款地址

- 如果你不是巴西供应商, 直接选择No。否则系统会要求你填写如下额外税务信息。

Additional Tax Registration Number for Brazil

Please input the following tax registration numbers

* State tax registration number

* Municipality tax registration number

- 选择 'No' 以添加银行账号。通常只有欧洲国家使用IBAN, 请选择 'No' 以添加银行账号Bank Account以及银行行号Bank Key。

- 添加收款电子邮箱地址 'Remittance E-mail address' 以接受付款通知。

Remit-To Address

* Is your country Brazil?

No

Banking Information

* Bank Country/Region

China

* Bank Name

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI E

* Account Holder Name

Demo TEST

* Do you have IBAN number?

Yes

No

You can check here, if IBAN is applicable for your country: <https://www.iban.com/structure>

* Bank Account Number

*****011

* Bank Key/Sort Code

This is a unique identification code assigned to your bank & branch. You can find it on your online bank account details or bank statement

* Remittance email address

This E-mail address will be used to send payment/remittance advice



填写阿克苏诺贝尔供应商申请表

收款地址

在这个部分，您需要上传来自两个不同来源的银行证明材料。

➤ 勾选您将要附上的两种证明材料类型

银行收据应以 PDF格式上传，且文件名中不应包含空格。

➤ 在每个银行证明材料部分仅上传一份 PDF 文件。

➤ 请勿将同一份 PDF 文档添加到 银行证明材料 1'Bank Evidence(1)' 和银行证明材料 2'Bank Evidence(2)'字段中。

* Please attach TWO DIFFERENT types of evidence related to the bank account you specified

- Letter from supplier announcing latest bank details (On letterhead of supplier and signed by Authorized signatories)
- Bank Statement not older than 60 days
- Invoice with new bank details
- Cancelled copy of cheque
- Bank letter confirming bank details

* Banking Evidence (1)

BankEvidence1.txt
(Change , Clear)

* Banking Evidence (2)

BankEvidence2.txt
(Change , Clear)



填写阿克苏诺贝尔供应商申请表

阿克苏诺贝尔商业合作伙伴行为准则

- 阿克苏诺贝尔商业合作伙伴行为准则可以从该链接中获取。
- 当您点击该链接，页面将直接跳转到商业合作伙伴行为准则的下载页面。
- 点击您偏好的语言，然后下载商业合作伙伴行为准则（Code of Conduct，简称CoC）的PDF文件。
- 您可以手动或者通过电子方式在该PDF文件上签字，然后将其上传至附件位置。
- 如果您不接受阿克苏诺贝尔的行为准则，请上传贵司自己的行为准则。

The screenshot displays the 'AkzoNobel's Business Partner Code of Conduct' page. At the top, there is a URL: <https://www.akzonobel.com/en/about-us/governance...>. Below this, a message states: 'Please scroll down to Business Partner Code of Conduct section and find Code of Conduct document in a preferred language'. There are two main sections for acceptance:

- * I accept AkzoNobel's Business Partner Code of Conduct
 Yes
 No
- * AkzoNobel's Business Partner Code of Conduct
[BusinessPartnerCodeofConduct.txt](#)
(Change , Clear)

Below these sections, there is a prompt: 'Please upload signed AkzoNobel Business Partner Code of Co...' and a warning: 'Please be aware that not accepting AkzoNobel Business Partner acceptance.' On the right side, there is a 'Download Code of Conduct' section with the text: 'You can download the Code of Conduct by clicking on your preferred language below'. Below this, there are two tabs: 'CODE OF CONDUCT' and 'BUSINESS PARTNER CODE OF CONDUCT'. Under the 'BUSINESS PARTNER CODE OF CONDUCT' tab, there is a list of languages: Arabic, Chinese (SC), Chinese (TW), Czech, Danish, Dutch, Estonian, English, French, German, Greek (EL), Hindi, Hungarian, Indonesian, Italian, Korean, Norwegian, Polish, Portuguese (BR), Romanian, Spanish, Swedish, Turkish, Urdu, and Vietnamese.



填写阿克苏诺贝尔供应商申请表

营业执照以及税务登记证

- 以PDF格式上传贵司的营业执照。
- 如果您已进行税务登记，请填写此部分内容，并以 PDF 格式附上税务登记证书。(中国大陆同营业执照，填写统一社会信用代码)
- 再次点击 ‘Add Tax Registration’ 您就可以添加多个税务登记号码。(一般对大陆供应商不适用)

如果生效日期 ‘Effective Date’ 不适用, 请输入 01/01/2025。

如果到期日期 ‘Expiration Date’ 不适用, 请输入 31/12/2099。

The screenshot displays two main sections of the registration form:

- Business/Company Registration Certificate:** This section includes a file upload area with a 'Choose File' button and the text 'No file chosen'. Below this, it provides examples: 'For USA - W8, W9 Form' and 'For EU - Chamber of Commerce certificate'.
- Tax Registrations:** This section is titled 'Tax Registrations' and includes the instruction 'Use this section to add all your applicable tax registrations.' It features an 'Add Tax Registration' button. Below this, there is a 'Tax Registration' form with fields for 'Country' (a dropdown menu), 'Number' (a text input field), and 'Local' (a checkbox). At the bottom of this section, there is a 'Tax Registration Certificate' section with fields for 'Effective Date' and 'Expiration Date' (both with date pickers), an 'Attachments' section with an 'Add File' button, and a 'Description' text area.



在CSP账户中提交申请

提交申请

拥有一个 Coupa 供应商门户(CSP)账户，您可以选择保存信息，稍后再提交申请。

在完成表格填写后，请点击‘Submit for Approval’。

- 如有疑问，可以通过电子邮件向此处列出的对应地区的P2I支持团队咨询。
- 或者使用屏幕底部的评论框。始终以‘@P2I’以及相关地区为开头来提出您的问题，以确保收件人能及时收到通知。
- 如果您需要附上额外的文件，您可以将其上传到评论区。
- 在表格状态变为待审批‘Pending Approval’之前，请勿关闭该窗口。

Based on Region (Delivering To) field at the top of this form, tag a P2I Team dedicated for your region. Always choose only one from listed below:

- @P2I EMEA
- @P2I South America
- @P2I North America
- @P2I North Asia
- @P2I South Asia (IN, LK)
- @P2I South Asia (TH, VN, ID, PK, AU, MM, MY, NZ, PG, SG)

For Suppliers who have not registered with CSP (Respond Without Joining in email invitation)

If you any question, please post them to relevant email address depending on Country of Operation:

- CoupaSupport.EMEA@AkzoNobel.com (For EMEA countries)
- CoupaSupport.SouthAmerica@AkzoNobel.com (For South America countries)
- CoupaSupport.NorthAmerica@AkzoNobel.com (For North America countries)
- CoupaSupport.NorthAsia@akzonobel.com (For North Asia countries)
- CoupaSupport.SouthAsia_PN@AkzoNobel.com (For South Asia countries; IN, LK)
- CoupaSupport.SouthAsia_KL@akzonobel.com (For South Asia countries; TH,VN,ID,PK,AU,MM,MY,NZ,PG,SG)

Decline Save **Submit for Approval**

Comments Mute Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

External Supplier Info Request

Pending Approval

Supplier Information
Demo Video Supplier

一旦您的申请成功提交，阿克苏诺贝尔将进一步对其进行审核。

如果需要更多信息，我们的团队会与您联系。

一旦您的账户在我们的系统中激活，您会收到邮件通知。

感谢您的支持与配合。

创建新的CSP账户

邀请邮件

之前未使用过 Coupa 的供应商将收到如图邮件邀请。

- 完成注册流程所需的所有说明都可在邀请邮件以及本指南中获取。
- 如果您需要额外的支持，请参考邀请邮件中提供的支持说明。
- 此邀请链接的有效期仅为 30 天。请在链接过期前完成注册流程。
- 该注册链接仅对邀请邮件的接收者可用。如果此电子邮件被转发到任何其他电子邮件地址，该链接将无法使用。如果您需要在其他电子邮件地址上接收此邀请，请联系阿克苏诺贝尔公司。

AkzoNobel TEST

Profile Information Request

Dear Supplier,

You have been selected to join Akzo Nobel's supplier network. To continue the onboarding process please click on either of the links in this message:

Option 1 **Join and Respond**

Recommended approach by AkzoNobel – Allows you to view orders, e-invoices and make changes to your profile details as required

Option 2 **Respond Without Joining**

Allows one time access to create a profile. Functionality to review orders and invoices will **not** be available and adjustments to the form **cannot** be made once submitted

Once you have successfully submitted either form, you will see the form status as 'Pending approval'

This link provides step by step guide on the Coupa process:

<https://www.akzonobel.com/en/about-us/for-suppliers/akzonobel-coupa-supplier-instruction>

For any additional questions you can contact AkzoNobel:

CoupaSupport.EMEA@AkzoNobel.com (For EMEA countries)

CoupaSupport.SouthAmerica@AkzoNobel.com (For South America countries)

CoupaSupport.NorthAmerica@AkzoNobel.com (For North America countries)

CoupaSupport.NorthAsia@akzonobel.com (For North Asia countries)

CoupaSupport.SouthAsia_PN@AkzoNobel.com (For South Asia countries; IN, LK)

CoupaSupport.SouthAsia_KL@akzonobel.com (For South Asia countries; TH,VN,ID,PK,AU,MM,MY,NZ,PG,SG)

Look forward to welcoming you onboard!

Join and Respond

Respond Without Joining





加入并回复 > 创建(CSP)账户

如果您选择了**Join and Respond** (推荐的方式), 系统将提示您在客户支持平台(CSP)中创建一个账户。

如果您已经有了CSP账户, 点击‘LOG IN’。

Already have an account? **LOG IN**

- 填写所有标记 ‘*’ 的必填项。
- 如果你没有税务登记过, 请通过勾选 ‘I do not have a Tax ID’ 添加原因。
- 阅读隐私政策 ‘Privacy Policy’ 和使用条款 ‘Terms of use’: 勾选此框即表示接受。

Create an Account
Grow your Business on Coupa with a Free Account

* Business Name
Your legal business name (or legal personal name if an individual)

* Email

* First Name * Last Name

* Password * Confirm Password
Use at least 8 characters and include a number and a letter.

* Country/Region * Tax Registration ⓘ

I do not have a Tax ID

* Reason
Provide a reason for not having a Tax ID

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? **LOG IN**

加入并回复 > 创建(CSP)账户



在上一屏幕中点击 'Create an Account' 后，你将会在收到原始邀请的同一个电子邮箱地址处收到一个六位数的验证码。

输入该验证码，然后点击 'Next'。

The screenshot shows a mobile application interface for email verification. At the top left, there is a back arrow and the text "Back". The main heading is "Email Verification". Below the heading, it states "We sent a one time verification code to 464944340@qq.com". In the center, there is a light blue rounded rectangle containing six empty square input boxes for the verification code. Below the input boxes, there is a link that says "Didn't receive the Verification Code? Request a New Code". At the bottom, there is a large blue button labeled "Next".



加入并回复 > 创建(CSP)账户

在账户详情 ‘Account Details’ 选项卡中填写所要求的信息。

- 根据所选的国家 / 地区，可能会出现一些额外的字段。你需要填写必填字段。
- 一旦你开始在地址栏 1 ‘Address Line 1’ 中输入你的地址，系统将会填充一些地址建议。你可以选择正确的地址，这样其他必填字段将会自动填写。
- 如果没有合适的地址，请手动输入地址详情。

点击下一步 ‘Next’

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Account Details Payment Information

Primary Address

* Country/Region	* Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>	<input type="text"/> (+)
* City	* State	* Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Next

加入并回复 > 创建(CSP)账户



在支付信息 'Payment Information' 选项卡中填写所要求的信息。

- 请勾选我的公司不接受虚拟卡支付 'My company does not accept Virtual Card Payment'

点击下一步 'Next'

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

✓ Primary Address saved successfully

Account Details **Payment Information**

Virtual Card ⓘ
Please enter the following information to receive Virtual Card payments.

* Payment Method Name ⓘ * Email Address

My company does not accept Virtual Card payments.

Next

加入并回复 > 创建(CSP)账户



在支付信息 ‘Payment Information’ 选项卡中填写所要求的信息。

- 在支付方式名称 ‘Payment Method Name’ 字段中输入 ‘Bank Transfer’。
- 在此部分添加所有其他必填信息。（这些信息可在你的银行对账单或网上银行门户中获取）

如果你没有所需的详细信息，请联系你的银行。

点击下一步 ‘Next’

加入并回复 > 创建(CSP)账户



在支付信息 ‘Payment Information’ 选项卡中填写所要求的信息。

- 勾选我的公司不接受支票支付 ‘My company does not accept Check payments’。

点击下一步 ‘Next’

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Great News! The payment information has been successfully saved.

Account Details **Payment Information**

Check
Please enter the following information to receive Check payments.

* Payment Method Name ⓘ

Country/Region
United States

* Street 1
Street Address or P.O. Box

Street 2
Unit, Building or Floor Number

+ Street 3

* City

* State

* Zip Code

Remit-To Code ⓘ

My company does not accept Check payments.

Next



填写阿克苏诺贝尔供应商申请表

进入Business Profile页面 → 然后点击 ‘Information Requests’ → 在Profile中选择 ‘AkzoNobel’

- 点击 ‘External Supplier Info Request’ 以打开阿克苏诺贝尔的供应商注册信息申请表

The screenshot shows the Coupa Business Profile interface for AkzoNobel. The 'Information Requests' tab is selected. A dropdown menu shows 'Profile: AkzoNobel'. Below this, the 'Form Responses' section contains a table with the following data:

Form	Status	Created Date	Submitted At
External Supplier Info Request	Draft	02/25/25	None

At the bottom of the table, it indicates 'Per page 15 | 45 | 90'.

填写阿克苏诺贝尔供应商申请表



供应商商务联系人详情

- 请核实预填的信息。
如果这些信息不适用，请务必进行更新。

* Supplier Commercial Contact Person

Supplier Commercial Contact Person details

These contact details will be used to validate all changes made to supplier profile including banking information in future.

* First Name

* Last Name

* Email address

* Work Phone

650-555-1212

Contact Purpose





填写阿克苏诺贝尔供应商申请表

如果您是我们的原材料供应商，您必须填写一些额外的信息。

➤ 质量问题联系人邮件

➤ 运输方式

➤ ISO 9001证书

如果生效日期‘Effective Date’不适用, 请输入
01/01/2025.

如果到期日期‘Expiration Date’不适用, 请输入
31/12/2099.

* Are you a Supplier of Raw Materials?
 Yes
 No

* Quality Contact Email Address

Please confirm/enter the correct Quality Contact Email Address in this field.
This Email address will be used to highlight any Quality related issues

* Mode of transport

ISO 9001 Certificate

Effective Date

* Expiration Date

* Attachments
Add [File](#)

Description




填写阿克苏诺贝尔供应商申请表


主要地址

- 请核实预先填入的信息。
如果这些信息不适用，请务必进行更新。
- 请提供您希望接收采购订单(PO)的电子邮箱地址。

*** PO Email**



• Primary Address

Address Purpose
 

• Region

Country/Region

State Region

State ISO Code

Address Name

• Street Address

Street Address 2

Street Address 3

Street Address 4

• City

• Postal Code

Location Code



填写阿克苏诺贝尔供应商申请表

收款地址

- 点击添加收款地址 'Add Remit-To'
- 你在创建Coupa供应商门户 (CSP) 账户时添加的银行账户详细信息将显示在此部分。请选择相应的账户。
- 点击添加所选 'Add Selected'

• Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

How would you like to be paid?

All Methods Bank Transfers Checks Credit Cards Add Payment Method

AkzoNobel supports Bank Transfers Payments.

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI BRANCH Shared With Customer

Suite 2701, 5 Corporate Avenue, 150 Hu Bin Road, 200021 Shanghai Shanghai, China

Account Number ****3969011 Transit Code 50129000012 Wire Routing Number

Cancel Add Selected



填写阿克苏诺贝尔供应商申请表

收款地址

- 如果你不是巴西供应商, 直接选择No。否则系统会要求你填写如下额外税务信息。

Additional Tax Registration Number for Brazil

Please input the following tax registration numbers

* State tax registration number

* Municipality tax registration number

- 选择 'No' 以添加银行账号。
通常只有欧洲国家使用IBAN, 请选择 'No' 以添加银行账号Bank Account以及银行行号Bank Key。
- 添加收款电子邮箱地址 'Remittance E-mail address' 以接受付款通知。

Remit-To Address

* Is your country Brazil?

No

Banking Information

* Bank Country/Region

China

* Bank Name

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI E

* Account Holder Name

Demo TEST

* Do you have IBAN number?

Yes

No

You can check here, if IBAN is applicable for your country: <https://www.iban.com/structure>

* Bank Account Number

*****011

* Bank Key/Sort Code

This is an unique identification code assigned to your bank & branch. You can find it on your online bank account details or bank statement

* Remittance email address

This E-mail address will be used to send payment/remittance advice



填写阿克苏诺贝尔供应商申请表

收款地址

在这个部分，您需要上传来自两个不同来源的银行证明材料。

➤ 勾选您将要附上的两种证明材料类型。

银行收据应以 PDF 格式上传，且文件名中不应包含空格。

➤ 在每个银行证明材料部分仅上传一份 PDF 文件。

➤ 请勿将同一份 PDF 文档添加到银行证明材料 1 'Bank Evidence(1)' 和银行证明材料 2 'Bank Evidence(2)' 字段中。

* Please attach TWO DIFFERENT types of evidence related to the bank account you specified

- Letter from supplier announcing latest bank details (On letterhead of supplier and signed by Authorized signatories)
- Bank Statement not older than 60 days
- Invoice with new bank details
- Cancelled copy of cheque
- Bank letter confirming bank details

* Banking Evidence (1)

BankEvidence1.txt
(Change , Clear)

* Banking Evidence (2)

BankEvidence2.txt
(Change , Clear)

填写阿克苏诺贝尔供应商申请表



阿克苏诺贝尔商业合作伙伴行为准则

- 阿克苏诺贝尔商业合作伙伴行为准则可以从该链接中获取。
- 当您点击该链接，页面将直接跳转到商业合作伙伴行为准则的下载页面。
- 点击您偏好的语言，然后下载商业合作伙伴行为准则（Code of Conduct，简称CoC）的PDF文件。
- 您可以手动或者通过电子方式在该PDF文件上签字，然后将其上传至附件位置。
- 如果您不接受阿克苏诺贝尔的行为准则，请上传贵司自己的行为准则。

AkzoNobel's Business Partner Code of Conduct

AkzoNobel's Business Partner Code of Conduct

<https://www.akzonobel.com/en/about-us/governance...>

Please scroll down to Business Partner Code of Conduct section and find Code of Conduct document in a preferred language

* I accept AkzoNobel's Business Partner Code of Conduct

Yes

No

* AkzoNobel's Business Partner Code of Conduct

[BusinessPartnerCodeofConduct.txt](#)

(Change , Clear)

Please upload signed AkzoNobel Business Partner Code of Co

Please be aware that not accepting AkzoNobel Business Partne acceptance.

Download Code of Conduct

You can download the Code of Conduct by clicking on your preferred language below

[AkzoNobel](#) / [About us home](#) / [Governance](#) / [Policies and procedures](#) / [Download Code of Cond](#)

CODE OF CONDUCT | **BUSINESS PARTNER CODE OF CONDUCT**

Business Partner Code of Conduct

Arabic | Chinese (SC) | Chinese (TW) | Czech | Danish | Dutch

Estonian | English | French | German | Greek (EL) | Hindi

Hungarian | Indonesian | Italian | Korean | Norwegian | Polish

Portuguese (BR) | Romanian | Spanish | Swedish | Turkish | Urdu

Vietnamese



填写阿克苏诺贝尔供应商申请表

营业执照以及税务登记证

- 以PDF格式上传贵司的营业执照。
- 如果您已进行税务登记，请填写此部分内容，并以 PDF 格式附上税务登记证书。(中国大陆同营业执照，填写统一社会信用代码)
- 再次点击 ‘Add Tax Registration’ 您就可以添加多个税务登记号码。(一般对大陆供应商不适用)

如果生效日期 ‘Effective Date’ 不适用, 请输入 01/01/2025。

如果到期日期 ‘Expiration Date’ 不适用, 请输入 31/12/2099。

The screenshot displays two sections of the application form. The top section is titled 'Business/Company Registration Certificate' and includes a 'Choose File' button with the text 'No file chosen'. Below this, it lists examples: 'For USA - W8, W9 Form' and 'For EU - Chamber of Commerce certificate'. The bottom section is titled 'Tax Registrations' and contains a sub-section 'Tax Registration' with fields for 'Country' (a dropdown menu), 'Number' (a text input field), and 'Local' (a checkbox). Below this is another sub-section 'Tax Registration Certificate' with fields for 'Effective Date' and 'Expiration Date' (both with 'mm/dd/yy' format and calendar icons), an 'Attachments' section with an 'Add File' link, and a 'Description' text area.



在CSP账户中提交申请

提交申请

拥有一个 Coupa 供应商门户(CSP)账户，您可以选择保存信息，稍后再提交申请。

在完成表格填写后，请点击‘Submit for Approval’。

- 如有疑问，可以通过电子邮件向此处列出的对应地区的P2I支持团队咨询。
- 或者使用屏幕底部的评论框。始终以‘@P2I’以及相关地区为开头来提出您的问题，以确保收件人能及时收到通知。
- 如果您需要附上额外的文件，您可以将其上传到评论区。
- 在表格状态变为待审批‘Pending Approval’之前，请勿关闭该窗口。

Based on Region (Delivering To) field at the top of this form, tag a P2I Team dedicated for your region. Always choose only one from listed below:

- @P2I EMEA
- @P2I South America
- @P2I North America
- @P2I North Asia
- @P2I South Asia (IN, LK)
- @P2I South Asia (TH, VN, ID, PK, AU, MM, MY, NZ, PG, SG)

For Suppliers who have not registered with CSP (Respond Without Joining in email invitation)

If you any question, please post them to relevant email address depending on Country of Operation:

- CoupaSupport.EMEA@AkzoNobel.com (For EMEA countries)
- CoupaSupport.SouthAmerica@AkzoNobel.com (For South America countries)
- CoupaSupport.NorthAmerica@AkzoNobel.com (For North America countries)
- CoupaSupport.NorthAsia@akzonobel.com (For North Asia countries)
- CoupaSupport.SouthAsia_PN@AkzoNobel.com (For South Asia countries; IN, LK)
- CoupaSupport.SouthAsia_KL@akzonobel.com (For South Asia countries; TH,VN,ID,PK,AU,MM,MY,NZ,PG,SG)

Decline

Save

Submit for Approval

Comments

Mute Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

External Supplier Info Request

Pending Approval

Supplier Information

Demo Video Supplier

一旦您的申请成功提交，阿克苏诺贝尔将进一步对其进行审核。

如果需要更多信息，我们的团队会与您联系。

一旦您的账户在我们的系统中激活，您会收到邮件通知。

感谢您的支持与配合。

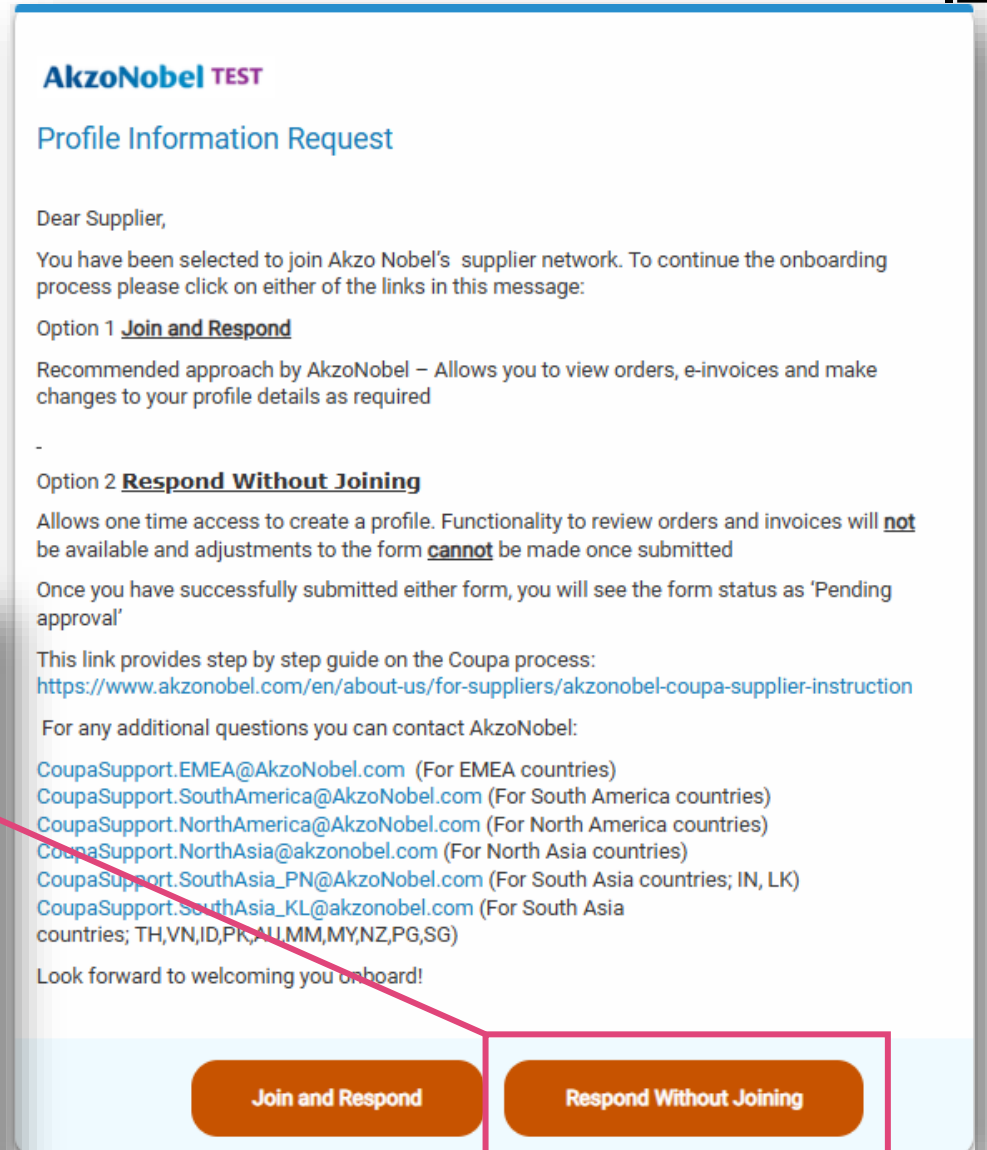
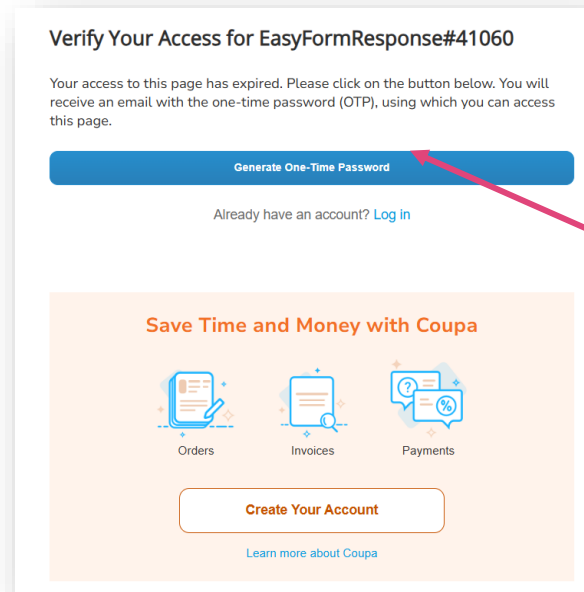
在不加入CSP情况下回复

在不加入CSP情况下回复

如果您选择不加入即回复 ‘Respond Without Joining’，您将被引导至一次性申请表。

请注意，如果您选择此选项，在提交此表格后，您将无法更改您的个人资料信息。

点击 ‘Respond without Joining’ 后，再点击 ‘Generate One Time Password’。

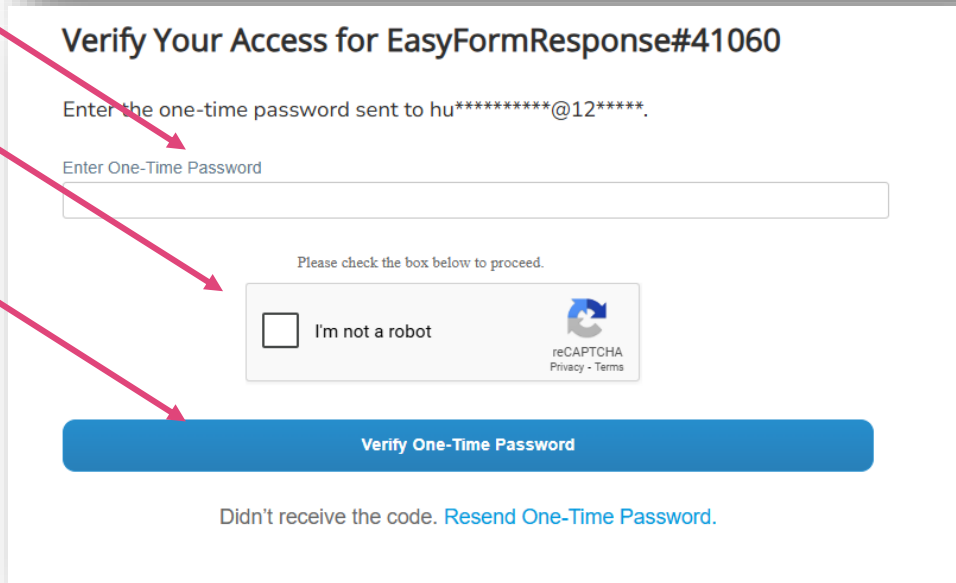
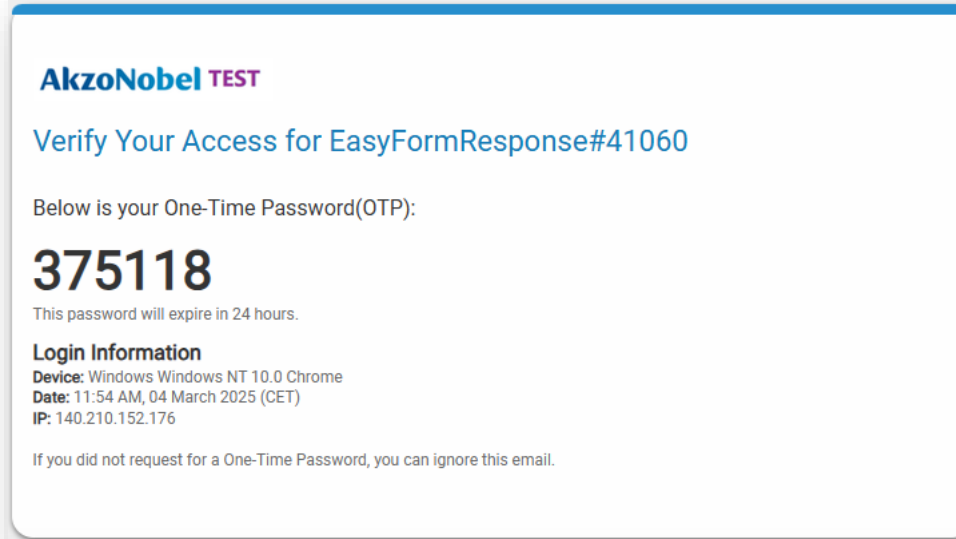


在不加入CSP情况下回复



您将通过电子邮件收到一个6位数的验证码。

1. 在一次性密码框中输入验证码。
2. 选择 'I'm not a robot' 并完成测试。
3. 点击验证一次性密码 'Verify One Time Password'。



完成一次性供应商注册申请表



点击 'Verify One-Time password' 后将跳转到申请表。

填写信息并添加所需的附件。

Manage your profile and more with Coupa. [Create Your Account](#)

AkzoNobel TEST [Sign Out](#)

External Supplier Info Request

- External Supplier Info Request Form

Supplier Information

- Demo Video Supplier one time link

Supplier Information Form

Region (Delivering To)
North Asia
This is an internal AkzoNobel classification that will make sure that your form will flow to a valid person for approval.

Business Unit
DEU Decorative Paints Europe & Africa

Country/Region of Operation
Netherlands

完成一次性供应商注册申请表



供应商商务联系人详情

- 请核实预填的信息。
如果这些信息不适用，请务必进行更新。
- 填写所有标记‘*’的必填字段

* Supplier Commercial Contact Person

Supplier Commercial Contact Person details

These contact details will be used to validate all changes made to supplier profile including banking information in future.

* First Name

* Last Name


* Email address

* Work Phone

US/Canada

650-555-1212

Contact Purpose

Select Some Options 

完成一次性供应商注册申请表



如果您是我们的原材料供应商，您必须填写一些额外的信息。

➤ 质量问题联系人邮件

* Are you a Supplier of Raw Materials?

Yes
 No

* Quality Contact Email Address

Please confirm/enter the correct Quality Contact Email Address in this field.
This Email address will be used to highlight any Quality related issues

➤ 运输方式

* Mode of transport

3-Road

➤ ISO 9001证书

如果生效日期‘Effective Date’不适用，请输入
01/01/2025.

如果到期日期‘Expiration Date’不适用，请输入
31/12/2099.

ISO 9001 Certificate

Effective Date

02/01/25



* Expiration Date

05/31/25



* Attachments

Add File

ISOCertificate.txt

Description


完成一次性供应商注册申请表




主要地址

- 请核实预先填入的信息。
如果这些信息不适用，请务必进行更新。
- 请提供您希望接收采购订单(PO)的电子邮箱地址。

*** PO Email**



• Primary Address

Address Purpose
 

• Region

Country/Region

State Region

State ISO Code

Address Name

• Street Address

Street Address 2

Street Address 3

Street Address 4

• City

• Postal Code

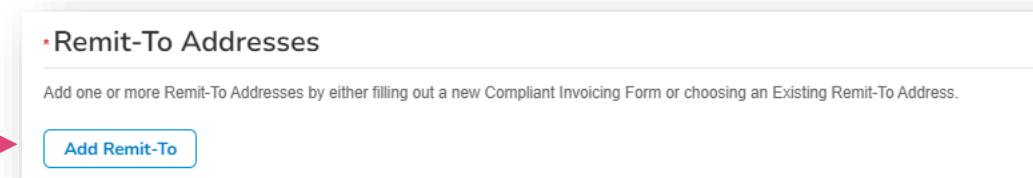
Location Code

完成一次性供应商注册申请表



收款地址

- 点击添加收款地址 ‘Add Remit-To’
- 填写下一页中要求的银行信息



完成一次性供应商注册申请表

收款地址

- 如果你不是巴西供应商, 直接选择No。否则系统会要求你填写如下额外税务信息。

Additional Tax Registration Number for Brazil

Please input the following tax registration numbers

* State tax registration number

* Municipality tax registration number

- 选择 'No' 以添加银行账号。
通常只有欧洲国家使用IBAN, 请选择 'No' 以添加银行账号Bank Account以及银行行号Bank Key。
- 添加收款电子邮箱地址 'Remittance E-mail address' 以接受付款通知。

• Remit-To Address

* Is your country Brazil?

No

Banking Information

* Bank Country/Region

China

* Bank Name

HSBC BANK (CHINA) COMPANY LIMITED/SHANGHAI E

* Account Holder Name

Demo TEST

* Do you have IBAN number?

Yes

No

You can check here, if IBAN is applicable for your country: <https://www.iban.com/structure>

* Bank Account Number

*****011

* Bank Key/Sort Code

This is an unique identification code assigned to your bank & branch. You can find it on your online bank account details or bank statement

* Remittance email address

This E-mail address will be used to send payment/remittance advice

完成一次性供应商注册申请表



收款地址

在这个部分，您需要上传来自两个不同来源的银行证明材料。

➤ 勾选您将要附上的两种证明材料类型。

银行收据应以 PDF 格式上传，且文件名中不应包含空格。

➤ 在每个银行证明材料部分仅上传一份 PDF 文件。

➤ 请勿将同一份 PDF 文档添加到 银行证明材料 1'Bank Evidence(1)' 和 银行证明材料 2'Bank Evidence(2)' 字段中。

* Please attach TWO DIFFERENT types of evidence related to the bank account you specified

- Letter from supplier announcing latest bank details (On letterhead of supplier and signed by Authorized signatories)
- Bank Statement not older than 60 days
- Invoice with new bank details
- Cancelled copy of cheque
- Bank letter confirming bank details

* Banking Evidence (1)

BankEvidence1.txt
(Change , Clear)

* Banking Evidence (2)

BankEvidence2.txt
(Change , Clear)

完成一次性供应商注册申请表

阿克苏诺贝尔商业合作伙伴行为准则

- 阿克苏诺贝尔商业合作伙伴行为准则可以从该链接中获取。
- 当您点击该链接，页面将直接跳转到商业合作伙伴行为准则的下载页面。
- 点击您偏好的语言，然后下载商业合作伙伴行为准则（Code of Conduct，简称CoC）的PDF文件。
- 您可以手动或者通过电子方式在该PDF文件上签字，然后将其上传至附件位置。
- 如果您不接受阿克苏诺贝尔的行为准则，请上传贵司自己的行为准则。

The screenshot displays the 'AkzoNobel's Business Partner Code of Conduct' page. At the top, there is a search bar containing the URL 'https://www.akzonobel.com/en/about-us/governance...'. Below this, a message instructs the user to scroll down to the 'Business Partner Code of Conduct' section and find the document in a preferred language. A form asks for acceptance: '* I accept AkzoNobel's Business Partner Code of Conduct' with radio buttons for 'Yes' (selected) and 'No'. Below this, there is a link for 'BusinessPartnerCodeofConduct.txt' with '(Change , Clear)' options. A second message asks the user to upload a signed document. At the bottom, there is a navigation menu with 'CODE OF CONDUCT' and 'BUSINESS PARTNER CODE OF CONDUCT' (highlighted). A list of languages is provided for selection: Arabic, Chinese (SC), Chinese (TW), Czech, Danish, Dutch, Estonian, English, French, German, Greek (EL), Hindi, Hungarian, Indonesian, Italian, Korean, Norwegian, Polish, Portuguese (BR), Romanian, Spanish, Swedish, Turkish, Urdu, and Vietnamese.

完成一次性供应商注册申请表

营业执照以及税务登记证

- 以PDF格式上传贵司的营业执照。
- 如果您已进行税务登记，请填写此部分内容，并以 PDF 格式附上税务登记证书。(中国大陆同营业执照，填写统一社会信用代码)
- 再次点击 ‘Add Tax Registration’ 您就可以添加多个税务登记号码。(一般对大陆供应商不适用)

如果生效日期 ‘Effective Date’ 不适用, 请输入
01/01/2025。

如果到期日期 ‘Expiration Date’ 不适用, 请输入
31/12/2099。

The screenshot displays two overlapping form sections. The top section is titled 'Business/Company Registration Certificate' and includes a 'Choose File' button with the text 'No file chosen'. Below this, it lists examples: 'For USA - W8, W9 Form' and 'For EU - Chamber of Commerce certificate'. The bottom section is titled 'Tax Registrations' and contains a blue 'Add Tax Registration' button. Below the button, there is a 'Tax Registration' form with fields for 'Country' (a dropdown menu), 'Number' (a text input field with a yellow background), and 'Local' (a checkbox). At the bottom of the 'Tax Registrations' section, there is a 'Tax Registration Certificate' section with fields for 'Effective Date' and 'Expiration Date' (both with 'mm/dd/yy' format and calendar icons), an 'Attachments' section with an 'Add File' link, and a 'Description' text area.

提交一次性申请表

提交申请

完成后点击 'Submit' 。

- 如有疑问，可以通过电子邮件向此处列出的对应地区的P2I支持团队咨询。
- 在表格状态变为待审批 'Pending Approval' 之前，请勿关闭该窗口。

For Suppliers who have not registered with CSP (Respond Without Joining in email invitation)
If you any question, please post them to relevant email address depending on Country of Operation:
CoupaSupport.EMEA@AkzoNobel.com (For EMEA countries)
CoupaSupport.SouthAmerica@AkzoNobel.com (For South America countries)
CoupaSupport.NorthAmerica@AkzoNobel.com (For North America countries)
CoupaSupport.NorthAsia@akzonobel.com (For North Asia countries)
CoupaSupport.SouthAsia_PN@AkzoNobel.com (For South Asia countries; IN, LK)
CoupaSupport.SouthAsia_KL@akzonobel.com (For South Asia countries; TH,VN,ID,PK,AU,MM,MY,NZ,PG,SG)

Decline

Submit

External Supplier Info Request

Pending Approval

Supplier Information

Demo Video Supplier



一旦您的申请成功提交，阿克苏诺贝尔将进一步对其进行审核。

如果需要更多信息，我们的团队会与您联系。

一旦您的账户在我们的系统中激活，您会收到邮件通知。

感谢您的支持与配合。