

AkzoNobel

供應商信息要求——Coupa

供應商手冊

要求說明

您已收到一封來自發件人 do_not_reply@supplier.coupahost.com 的系統電子郵件，該郵件要求通過我們的Coupa系統提供信息。原因是貴公司已被識別為阿克蘇諾貝爾的潛在供應商。為了在我們的阿克蘇諾貝爾系統中註冊您，以便進一步下訂單，我們邀請您使用邀請電子郵件中的鏈接輸入您的公司信息。表格填寫是通過自主輸入或選擇選項的方式，部分欄位需要上傳文件

申請表中應包括的附件包括:

- 營利事業登記證
- 已簽署的行為準則已簽署的行為準則
- 兩份不同類型的銀行證明

您可以從下面的附件中找到新供應商註冊標準文件



新供應商註冊標準
文件

邀請郵件

在電子郵件邀請中，您可以選擇首先在**Coupa供應商門戶**（CSP）中創建一個帳戶來註冊您的信息。

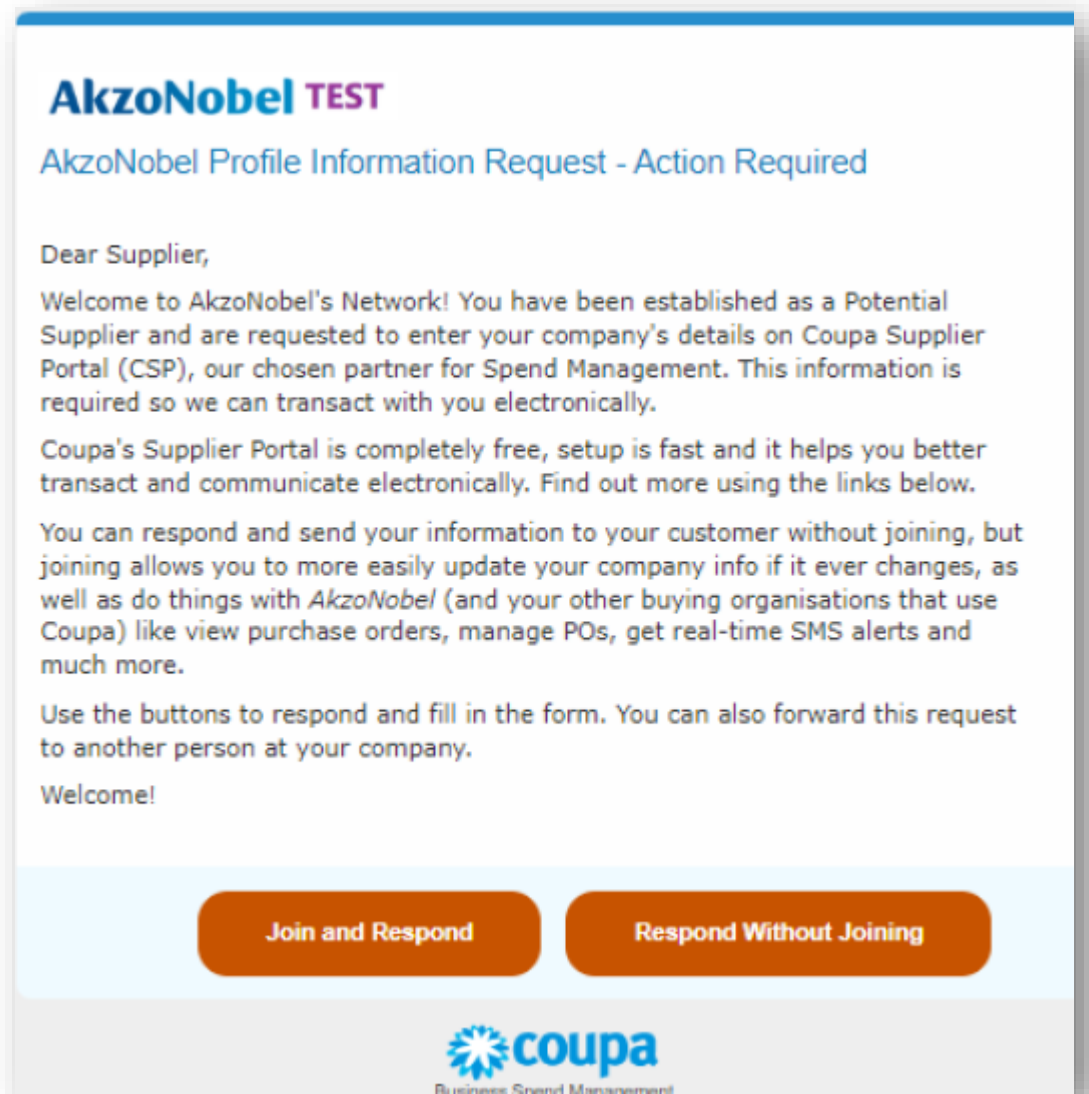
如果您**不想使用此選項**，請按**“無需加入即可響應”** 按鈕。這意味着您選擇一次性鏈接。您需要一次完成所有的信息。我們建議您使用下面的**“無需加入即可響應”** 開始快速註冊。它將直接帶您進入申請表，無需在CSP中註冊。

如果您**希望使用此選項**，請在**“加入並響應”** 按鈕下提交數據。您可以參考第12和13頁創建CSP帳戶。CSP帳戶是免費的，您可以通過門戶網站與我們進行業務往來。您可以使用申請表底部的評論框通過CSP與我們聯繫。

如果沒有收到CSP的請求，請發送電子郵件給我們：

CoupaSupport.NorthAsia@akzonobel.com

如果您能儘快提交信息，我們將不勝感激。**請不要將此鏈接轉發到任何其他電子郵件地址。**如果您需要更新郵箱，請聯繫阿克蘇諾貝爾供應商經理尋求幫助。



申請表

“無需加入即可響應”將直接帶您進入申請表，無需在CSP中註冊。

這是您必須完成的申請表

- 填寫信息並添加所需的附件。
- 帶 * 的項為必填項。

請檢查預填信息的準確性，必要時進行更正。

工作電話：

選擇“美國/加拿大”或“其他”，並填寫電話詳細信息。

工作電話應遵循國家代碼+城市+當地+分機。

從下拉選項中選擇聯繫人部門（可選）。

Supplier Information Form

Supplier Information: Kiro misito

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

* Supplier Commercial Contact Person

Supplier Commercial Contact Person details

* First name: Kiro

* Surname: Misito

* Email address: cheryl.akzonobel@gmail.co

* Work Phone: US/Canada (dropdown) [input field] ↔ Other (dropdown) [input field]
650-555-1212 Country/Region/Area/City Local Extension (optional)

Contact Purpose: Select Some Options (dropdown)

You are about to fill in your Primary Address details. Only fields marked with an asterisk are required. You can optionally specify a "nickname" for address, e.g. Name of firm. If you are not sure what to put in State/Region field below or it is not applicable, please put "N/A".

申請表

主要地址問題

從地址用途的下拉列表中選擇答案(可選)。

具體說明:

州/地區

輸入州或地區，如果州或地區不適用，則添加N/A。

地址名稱

使用此項表示地址的更具體的細節；例如，您所在的大樓的名字。

街道地址

輸入公司地址，如果您在街道地址中輸入完整地址時超出字數限制，請將餘下地址信息填寫在“街道地址2”。

* Primary Address

Address Purpose: Select Some Options (dropdown menu open with options: Branch, Franchise, HQ, Other Address, Service Centre, Warehouse)

* Region: (dropdown menu)

Country/Region: Netherlands

State Region: (text input)

Address Name: Empire State Building

* Street Address: Akzo Street Holland 5

Street Address 2: (text input)

* City: Amsterdam

* Postal Code: 1198 PH

Location Code: (text input)

申請表

PO Box

PO Box Postal Code

Quality Contact Email Address

Please specify if you are raw materials or packaging supplier

Mode of transport

Please specify if you are raw materials or packaging supplier

- 1-Sea
- 2-Rail
- 3-Road
- 4-Air
- 5-Mail
- 6-Fixed means of transport
- 7-Domestic Shipping
- 8-Own propulsion

* PO Email

* Do you intend to perform transactions with the use of cXML? Yes No

* Preferred Currency

如果適用，請填寫郵箱的詳細信息。

如果您是原材料或包裝供應商，則需要具體填寫這兩個欄位。

PO Email: 接收採購訂單的電子郵件地址

選擇“否”

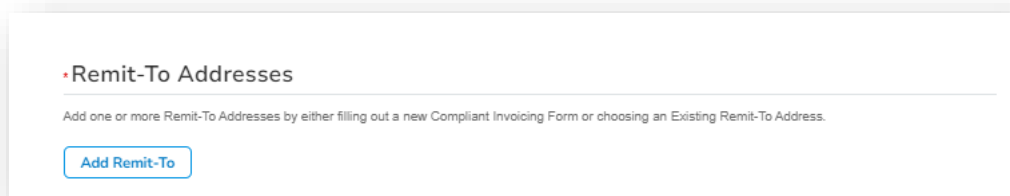
“是” 僅當您是阿克蘇諾貝爾目錄供應商，並且更喜歡接收cXML格式的採購訂單而不是PO電子郵件時。(在後期階段將要求提供更多信息以設置集成)。在所有其他情況下，選擇**“否”**。

請依據您與阿克蘇諾貝爾的業務來確認幣種。

申請表

匯款至地址

您首先需要按“**添加匯款到**”按鈕。
與付款信息相關的欄位將被添加到表單中。



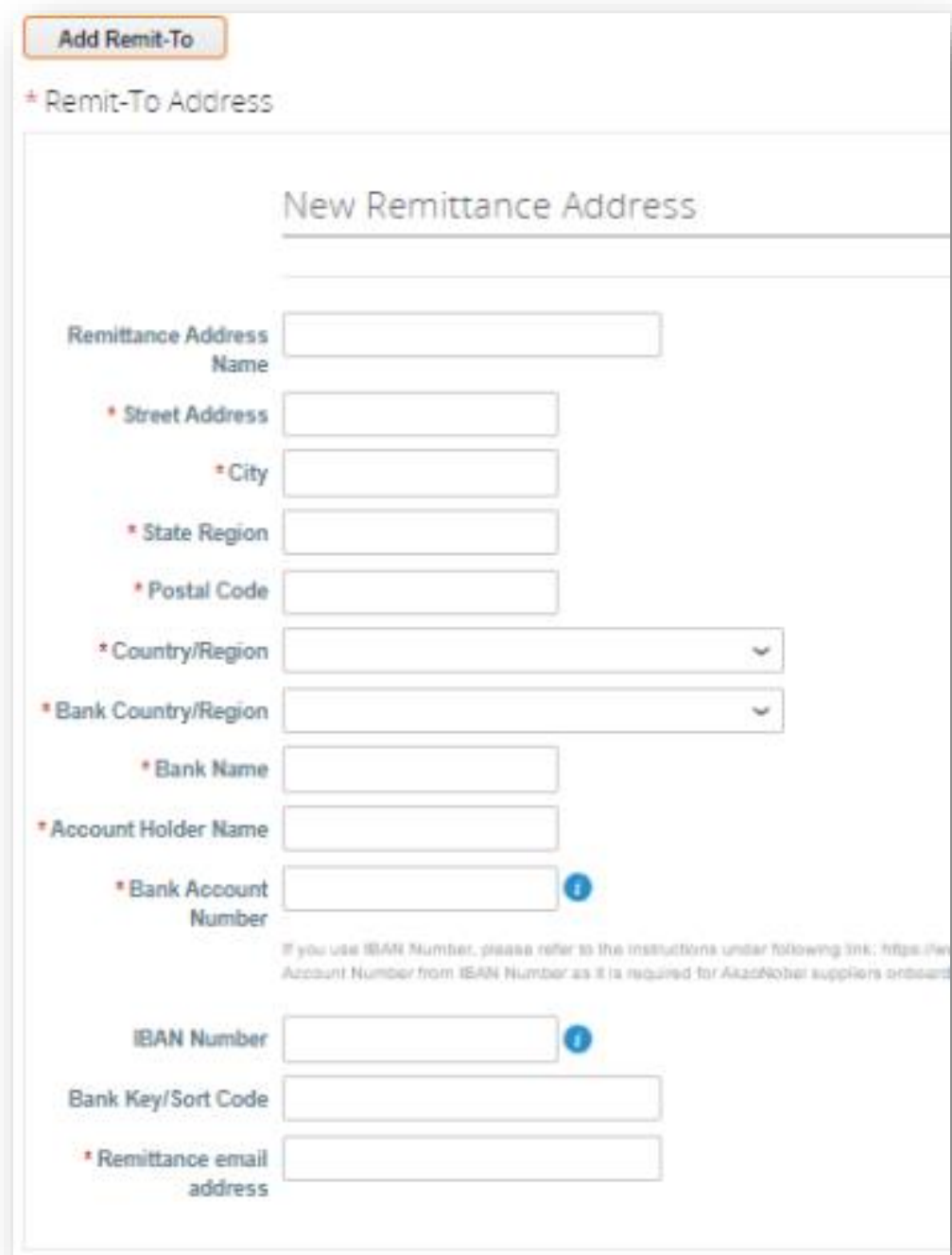
• Remit-To Addresses

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](#)

在相應欄位中添加您的信息
如果您使用IBAN號碼，請參閱以下鏈接下的說明
<https://www.iban.com/structure>

在這裏，您可以找到如何從IBAN號碼中提取銀行帳號的指南。



[Add Remit-To](#)

* Remit-To Address

New Remittance Address

Remittance Address Name

* Street Address

* City

* State Region

* Postal Code

* Country/Region

* Bank Country/Region

* Bank Name

* Account Holder Name

* Bank Account Number ⓘ

If you use IBAN Number, please refer to the instructions under following link: <https://www.iban.com/structure> Account Number from IBAN Number as it is required for AkzoNobel suppliers onboard

IBAN Number ⓘ

Bank Key/Sort Code

* Remittance email address

申請表

行為準則

我們要求您審閱並簽署我們的行為準則。為此，請按照以下說明進行操作：

點擊網站

阿克蘇諾貝爾行為準則發佈在我們的網站上，請選擇並下載適用的語言

請完成對問題的回答

"我接受阿克蘇諾貝爾的行為準則"

- 如果“是”；在“選擇文件”項上傳簽署的阿克蘇諾貝爾行為準則
- 如果“否”；在此項上傳您的行為準則

請注意，不接受阿克蘇諾貝爾的行為準則將導致更長的註冊流程，但須以阿克蘇諾貝爾的認可為準

Code of Conduct

AkzoNobel's Code of Conduct <https://www.akzonobel.com/en/about-us/...>

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

Download Code of Conduct

Code of Conduct

Arabic	Chinese (simplified)	Chinese (TW)	Czech	Danish	Dutch
English	Estonian	Finnish	French	French (CA)	German
Greek (EL)	Hindi	Hungarian	Indonesian	Italian	Japanese
Korean	Malay	Norwegian	Polish	Portuguese (BR)	Romanian
Russian	Spanish	Spanish (LAM)	Swedish	Thai	Turkish
Urdu	Vietnamese				

* I accept AkzoNobel's Code of Conduct Yes, we accept No, we have our own version of Code of Conduct

* Code of Conduct No file chosen

Please upload signed AkzoNobel Business Partner Code of Conduct or your own version of the document!

申請表

附件和稅務信息

The screenshot shows a web form with the following sections:

- ISO 9001**
 - Effective Date:
 - Expiry Date:
 - Attachments: [Add File](#)
 - Description:
- Business Registration**
 - * Copy of Business Registration: No file chosen
- Tax Information**
 - * Are you VAT registered? Yes No

A red arrow points from the "No" radio button in the Tax Information section of the main form to the "Yes" radio button in a zoomed-in inset of the same section. The inset also shows a "VAT Registration Number" field with a text input box.

ISO 9001: 可選

如果ISO 9001國際質量管理體系標準適用於您，請填寫本節中的信息，並將副本上傳到附件欄位。

營業執照：

上傳營業執照副本

稅務信息：

如果選擇“是”，請添加您的增值稅稅號

申請表

稅務登記

Tax Registrations

Use this section to add all your applicable tax registrations.

Add Tax Registration



Tax Registration

Country



Number

Local

For Brazil countries, please input your CNPJ number

Tax Registration Certificate

Effective Date

Expiration Date

Attachments

Add [File](#)

Description

點擊“添加稅務登記證”
填寫相關信息

申請表


銀行證明

Please see below of banking evidences that can be attached in the field below:

银行证明示例

1. Letter from supplier announcing new bank details (On letterhead of supplier and signed by Authorized signatories)
2. Bank Statement not older than 60 days
3. Invoice with new bank details
4. Cancelled copy of cheque
5. Bank letter confirming bank details.


* Banking Evidences (1)


* Attachments Add File 


- Q_A_List-Vevey.xlsx

Please attach banking evidences.

* Banking Evidences (2)

Effective Date 

* Expiration Date 

* Attachments Add File 

- Q_A_List-Vevey.xlsx

Description

Please attached banking evidence and add expiry date of the document

銀行證明 (1和2) :
請在這些欄位中附上**兩份不同類型**的銀行證明。

單擊**文件**按鈕上傳第一個附件，並對另一個文檔重複此操作。

有效日期和截止日期請使用**下拉日曆**。

加入并響應 > 創建CSP賬號

“無需加入即可響應” 將直接帶您到申請表，無需在CSP中註冊。

如果您選擇了“加入並響應”，系統將指導您在CSP中設置帳戶。

您的電子郵箱已預先填寫，請創建您的密碼並確認相同的密碼。

閱讀隱私政策和使用條款：選擇此框接受。

選擇“開始”。

更多關於加入CSP的好處的信息，請參閱下面的鏈接。

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_Videos/CSP_Videos

Join and Respond

Powered by coupa

Create your business account

We use Coupa to manage purchase orders and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together.

Email

Password

Use at least 8 characters and include a number and a letter.

Password Confirmation

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

[Having an issue with signup?](#)

[Forward this to someone](#) 此按鈕允許您在內部將申請表轉發給同事

加入并響應 > 創建CSP賬號

“無需加入即可響應” 將直接帶您到申請表，無需在CSP中註冊。

填寫所要求的信息

點擊 **“Next”** (下一步) > 點擊下一頁屏幕 **“Take me there”** (帶我去那裏)

然後，您將被引導到申請表

AkzoNobel Powered By **coupa**

Basics Profile

Tell us about your business ⓘ

* Company Name
Your official registered company name

Website

* Country/Region

* Address Line 1

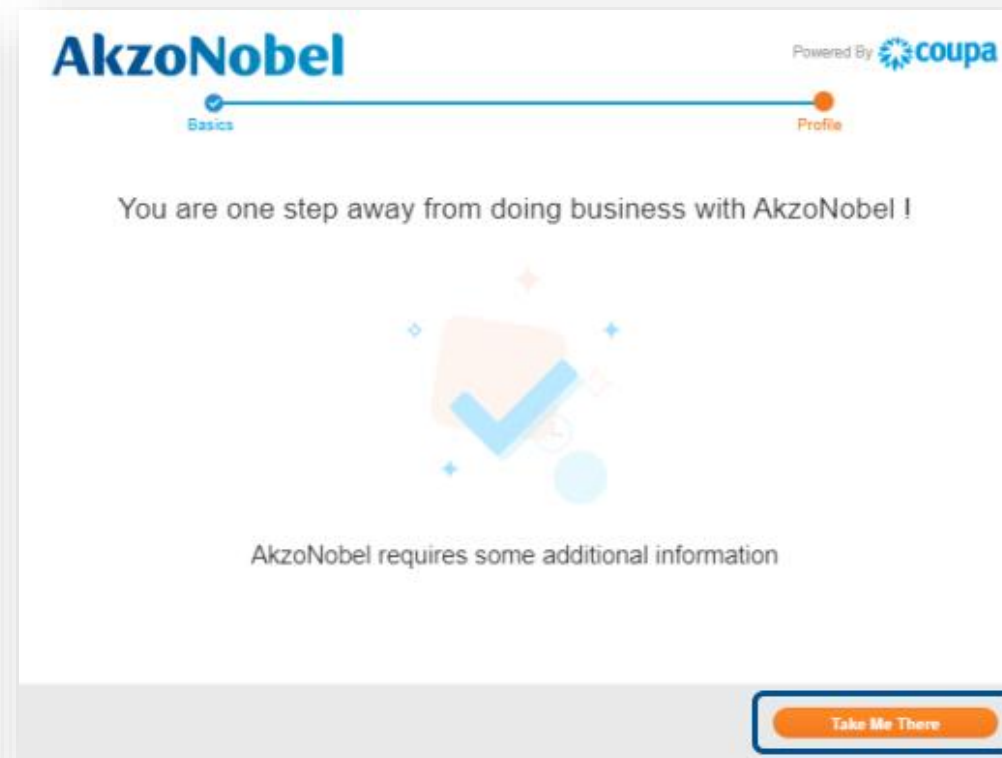
Address Line 2

* City

State

* Postal Code

Next



使用CSP帳戶提交

提交您的要求

使用CSP帳戶，您可以選擇保存信息並稍後提交申請。
填寫表格後，按“**提交審批**”。

如果您對此要求有任何疑問，請使用頁面底部的
評論框

如有疑問，請聯繫此處提到的區域的P2I團隊

請提問 **@P2I North Asia**

您想與我們分享的信息可以附在這裏

The screenshot shows a web form for submitting a request. At the top, there is a text box for questions, followed by instructions to tag regional P2I teams. A list of regional tags is shown in a box: @P2I EMEA, @P2I South America, @P2I North America, @P2I North Asia, and @P2I South Asia. Below this is a 'Comments' section with a text input field and an 'Add File | URL' button. At the bottom right, there are three buttons: 'Decline', 'Save', and 'Submit for Approval' (highlighted with a red box). Arrows point from the Chinese text on the left to the regional tags list and the 'Add File | URL' button.

If you have any questions, please post them in "Comments" section below. They will be picked up and answered by AkzoNobel regional P2I Team.

Please make sure to tag proper regional P2I Team using "@"(e.g. @P2I EMEA) in EVERY comment you post so that they will be notified and will answer your question as soon as possible.

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

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 Private Comment](#) [Add Comment to Supplier](#)

提交并不使用CSP帳戶

提交您的要求

如果您在未註冊CSP帳戶的情況下，請一次性填寫完申請表後按**提交**按鈕。

有關此申請表的問題，請通過電子郵件聯繫您的阿克蘇諾貝爾聯繫人：

CoupaSupport.NorthAsia@akzonobel.com

If you have any questions, please post them in "Comments" section below. They will be picked up and answered by AkzoNobel regional P2I Team.

Please make sure to tag proper regional P2I Team using "@"(e.g. @P2I EMEA) in EVERY comment you post so that they will be notified and will answer your question as soon as possible.

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

Decline

Submit

AkzoNobel

您提交的申請表將由阿克蘇諾貝爾審覈，如果所有信息完整，將直接創建您成爲阿克蘇諾貝爾的供應商。

感謝您的合作