

AkzoNobel

# 供应商信息要求——Coupa

供应商手册

# 要求说明

您已收到一封来自发件人[do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com)的系统电子邮件，该邮件要求通过我们的Coupa系统提供信息。原因是贵公司已被识别为阿克苏诺贝尔的潜在供应商。为了在我们的阿克苏诺贝尔系统中注册您，以便进一步下订单，我们邀请您使用邀请电子邮件中的链接输入您的公司信息。表格填写是通过自主输入或选择选项的方式，部分栏位需要上传文件。

## 申请表中应包括的附件包括:

- 营业执照
- 已签署的行为准则
- 税务登记证(中国大陆同营业执照)
- 两份不同类型的银行证明

## 您可以从下面的附件中找到新供应商注册标准文件



新供应商注册标准文件

# 邀请邮件

在电子邮件邀请中，您可以选择首先在**Coupa供应商门户**（CSP）中创建一个帐户来注册您的信息。

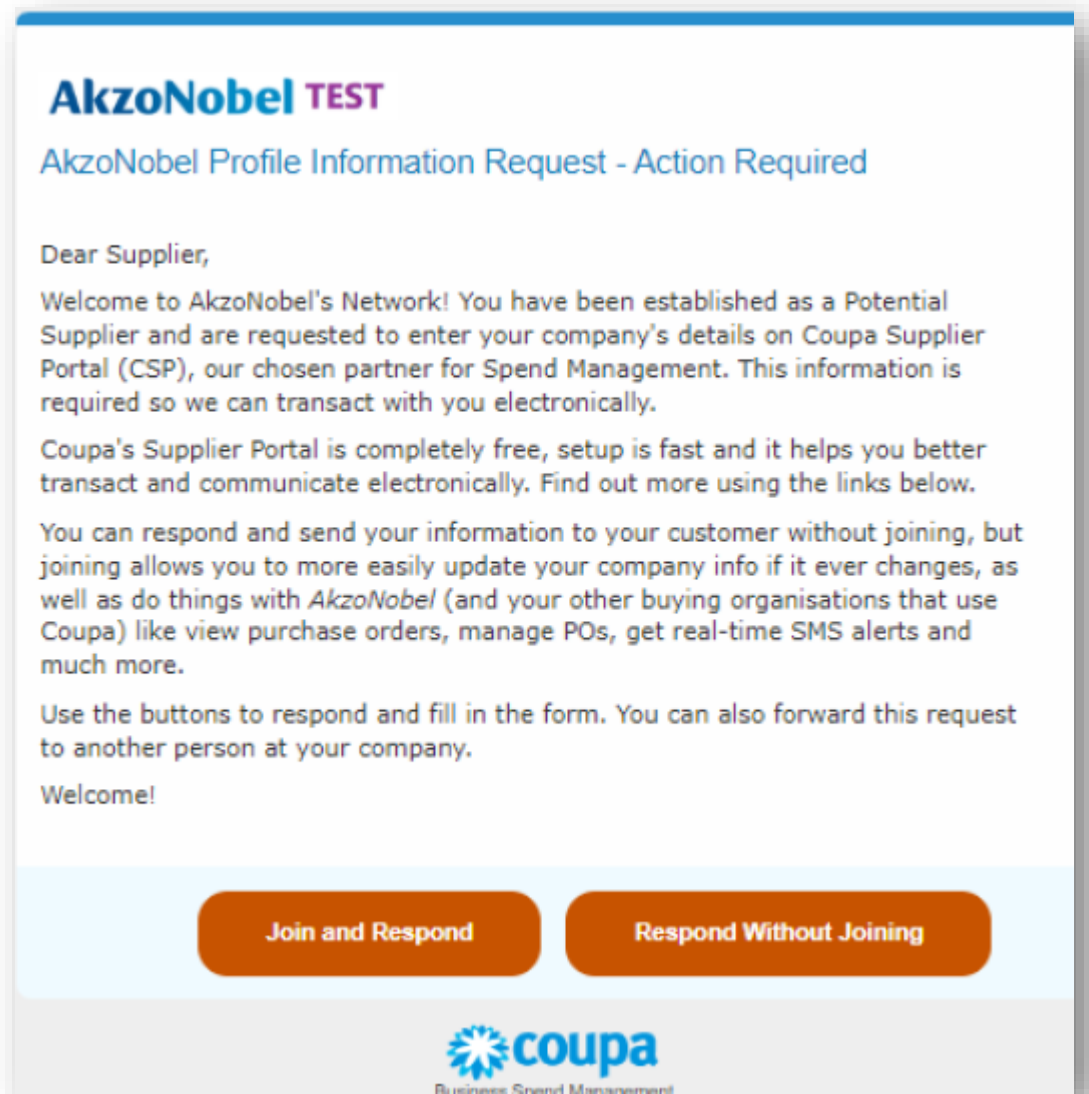
如果您**不想使用此选项**，请按**“无需加入即可响应”**按钮。这意味着您选择一次性链接。您需要一次完成所有的信息。我们建议您使用下面的**“无需加入即可响应”**开始快速注册。它将直接带您进入申请表，无需在CSP中注册。

如果您**希望使用此选项**，请在**“加入并响应”**按钮下提交数据。您可以参考第12和13页创建CSP帐户。CSP帐户是免费的，您可以通过门户网站与我们进行业务往来。您可以使用申请表底部的评论框通过CSP与我们联系。

如未收到CSP帐户请求，请发送电子邮件给我们：

[CoupaSupport.NorthAsia@akzonobel.com](mailto:CoupaSupport.NorthAsia@akzonobel.com)

如果您能尽快提交信息，我们将不胜感激。**请不要将此链接转发到任何其他电子邮件地址。**如果您需要更新邮箱，请联系阿克苏诺贝尔供应商经理寻求帮助。



# 申请表

“无需加入即可响应”将直接带您进入申请表，无需在CSP中注册。

这是您必须完成的申请表

- 填写信息并添加所需的附件。
- 带 \* 的项为必填项。

请检查预填信息的准确性，必要时进行更正。

工作电话：

选择“美国/加拿大”或“其他”，并填写电话详细信息。

工作电话应遵循国家代码+城市+当地+分机。

从下拉选项中选择联系人部门（可选）。

Supplier Information Kromisito

Supplier Information Form

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 650-555-1212

\* Work Phone Other 0031 020 388 8483  
Country/Region/Area/City Local Extension (optional)

Contact Purpose Select Some Options

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 in "N/A".

Accounting  
Diversity  
Executive  
Legal  
Other  
Procurement  
Sales  
Service Desk  
Sourcing

# 申请表

## 主要地址问题

从地址用途的下拉列表中选择答案(可选)。

### 具体说明:

#### 州/地区

输入州或地区，如果州或地区不适用，则添加N/A。

#### 地址名称

使用此项表示地址的更具体的细节；例如，您所在的大楼的名字。

#### 街道地址

输入公司地址，如果您在街道地址中输入完整地址时超出字数限制，请将余下地址信息填写在“街道地址2”。

\* Primary Address

Address Purpose  ⓘ

\* Region

Country/Region

State Region

Address Name   
Add N/A if you do not have a state or region

\* Street Address

Street Address 2

\* City

\* Postal Code

Location Code

- Branch
- Franchise
- HQ
- Other Address
- Service Centre
- Warehouse

# 申请表

The screenshot shows a web form with the following fields and annotations:

- PO Box: Text input field.
- PO Box Postal Code: Text input field.
- Quality Contact Email Address: Text input field, highlighted with a red box. A red arrow points from this box to the right.
- Mode of transport: Dropdown menu, highlighted with a red box. A black arrow points from this dropdown to a list of options: 1-Sea, 2-Rail, 3-Road, 4-Air, 5-Mail, 6-Fixed means of transport, 7-Domestic Shipping, 8-Own propulsion.
- \* PO Email: Text input field with an information icon.
- \* Do you intend to perform transactions with the use of cXML?: Radio buttons for Yes and No.
- \* Preferred Currency: Dropdown menu with EUR selected.

A dashed black arrow points from the bottom of the form towards the right.

如果适用，请填写邮政信箱的详细信息。

**如果您是原材料或包装供应商**，则需要具体填写这两个栏位。

**PO Email:** 接收采购订单的电子邮件地址

选择“否”

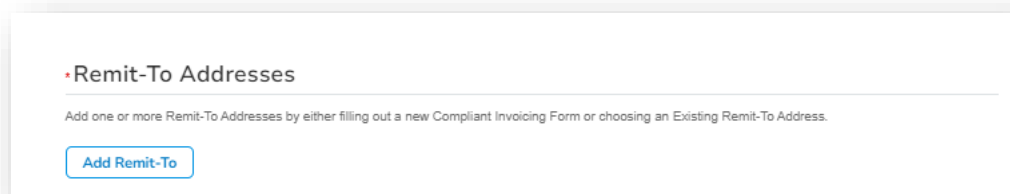
**“是”** 仅当您是阿克苏诺贝尔目录供应商，并且更喜欢接收cXML格式的采购订单而不是PO电子邮件时。(在后期阶段将要求提供更多信息以设置集成)。在所有其他情况下，选择**“否”**。

请依据您与阿克苏诺贝尔的业务来确认币种。

# 申请表

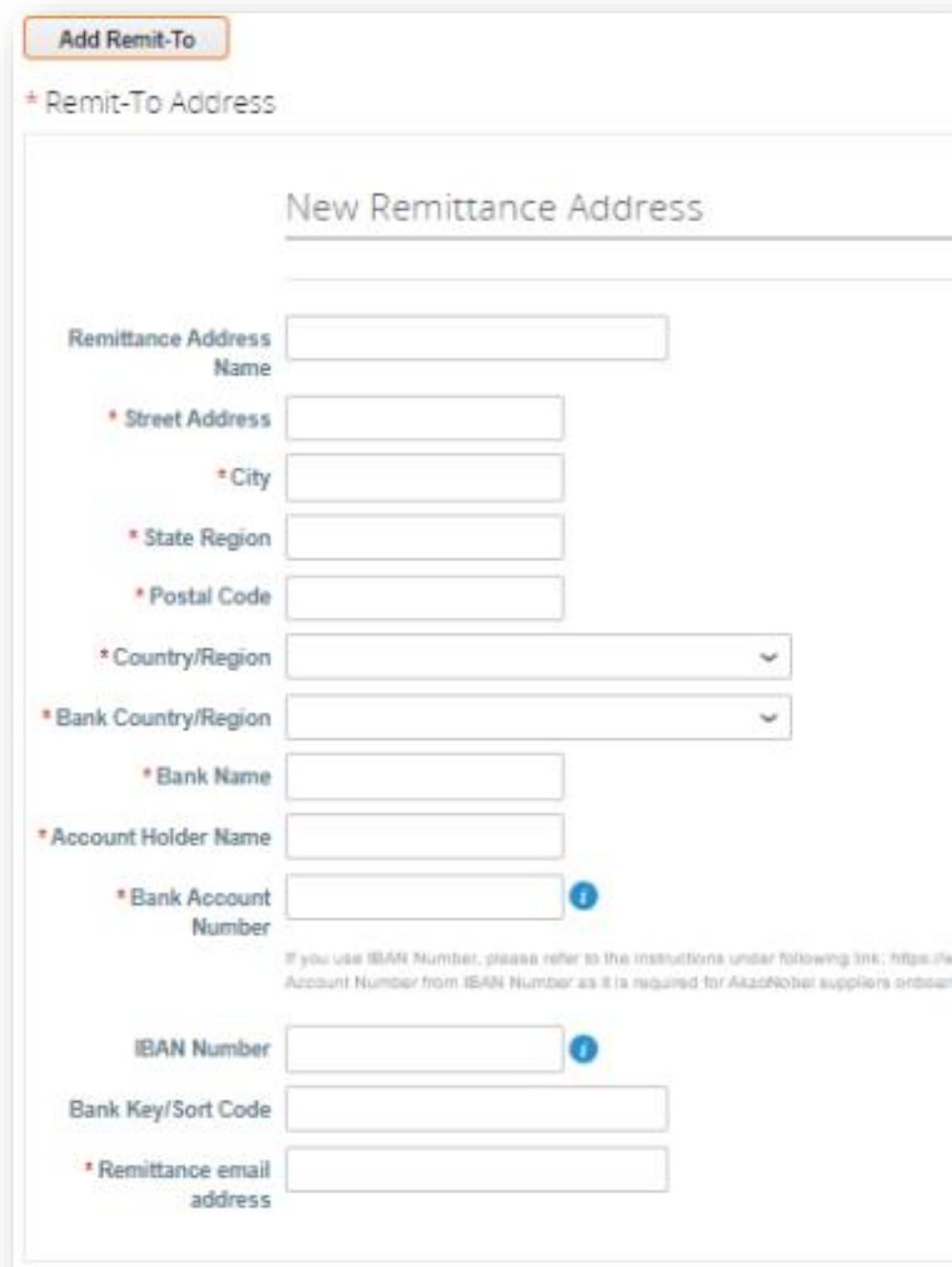
## 汇款至地址

您首先需要按“添加汇款到”按钮。  
与付款信息相关的栏位将被添加到表单中。



在相应栏位中添加您的信息  
如果您使用IBAN号码，请参阅以下链接下的说明：  
<https://www.iban.com/structure>

在这里，您可以找到如何从IBAN号码中提取银行帐号的指南。



# 申请表

## 行为准则

我们要求您审阅并签署我们的行为准则。为此，请按照以下说明进行操作：

点击网站

阿克苏诺贝尔行为准则发布在我们的网站上，请选择并下载适用的语言

请完成对问题的回答

"我接受阿克苏诺贝尔的行为准则"

- 如果“是”；在“**选择文件**”项上传签署的阿克苏诺贝尔行为准则
- 如果“否”；在此项上传您的行为准则

请注意，不接受阿克苏诺贝尔的行为准则将导致更长的注册流程，但须以阿克苏诺贝尔的认可为准

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

# 申请表

## 附件和税务信息

The image shows a web form for ISO 9001 registration. It is divided into several sections:

- ISO 9001:** Contains fields for 'Effective Date' and 'Expiry Date', both with date pickers. Below these is an 'Attachments' section with an 'Add File' button and a 'Description' text area.
- Business Registration:** Features a 'Copy of Business Registration' section with a 'Choose File' button and the text 'No file chosen'.
- Tax Information:** This section is highlighted with a green background. It contains a question: '\* Are you VAT registered?' with radio buttons for 'Yes' and 'No'. The 'Yes' option is selected. Below this is a field for '\* VAT Registration Number'.

A red arrow points from the 'Yes' radio button in the left-hand 'Tax Information' section to the 'Yes' radio button in the right-hand 'Tax Information' section.

### ISO 9001: 可选

如果ISO 9001国际质量管理体系标准适用于您，请填写本节中的信息，并将副本上传到附件栏位。

### 营业执照:

上传营业执照副本

### 税务信息:

如果选择“是”，请添加您的增值税税号

# 申请表

## 税务登记

### 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

点击“添加税务登记证”  
填写相关信息。

# 申请表


## 银行证明

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



**银行证明 (1和2) :**  
请在这些栏位中附上**两份不同类型的**银行证明。


单击**文件**按钮上传第一个附件，并对另一个文档重复此操作。

有效日期和截止日期请使用**下拉日历**。

\* Attachments

Add File

 Drop files here

# 加入并响应 > 创建CSP账号

“无需加入即可响应” 将直接带您到申请表，无需在CSP中注册。

如果您选择了“加入并响应”，系统将指导您在CSP中设置帐户。

您的电子邮箱已预先填写，请创建您的密码并确认相同的密码。

阅读隐私政策和使用条款：选择此框接受。

选择“开始”。

更多关于加入CSP的好处的信息，请参阅下面的链接。

[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal/CSP\\_Videos/CSP\\_Videos](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](#) 此按钮允许您在内部将申请表转发给同事

# 加入并响应 > 创建CSP账号

“无需加入即可响应” 将直接带您到申请表，无需在CSP中注册。

填写所要求的信息

点击 **“Next” (下一步)** > 点击下一页屏幕 **“Take me there” (带我去那里)**

然后，您将被引导到申请表

**AkzoNobel** Powered By **coupa**

Basics Profile

Tell us about your business ⓘ

\* Company Name   
Your official registered company name

Website

\* Country/Region

\* Address Line 1

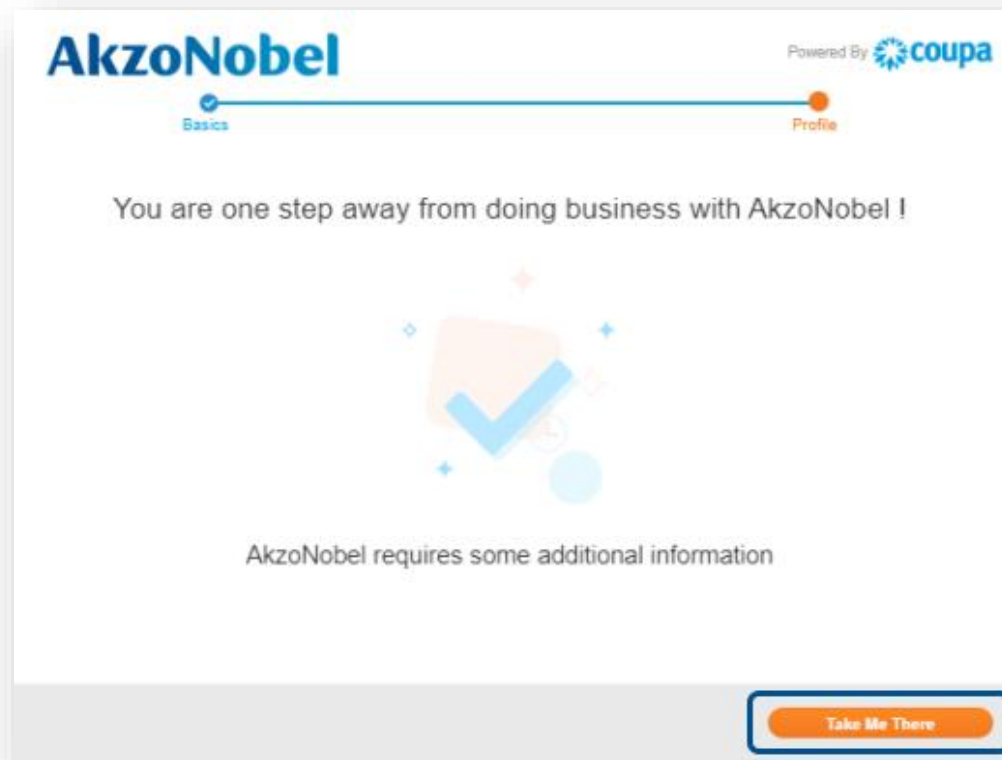
Address Line 2

\* City

State

\* Postal Code

**Next**



# 使用CSP帐户提交

## 提交您的要求

使用CSP帐户，您可以选择保存信息并稍后提交申请。  
填写表格后，按“提交审批”。

如果您对此要求有任何疑问，请使用页面底部的  
评论框

如有疑问，请联系此处提到的区域的P2I团队

因此，提问请@P2I North Asia

您想与我们分享的信息可以附在这里

The screenshot shows a web form for submitting a request. At the top, there is a 'Comments' section with instructions: 'If you have any questions, please post them in "Comments" section below. They will be picked up and answered by AkzoNobel regional P2I Team.' Below this, it says '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.' A list of regional P2I teams is provided: '@P2I EMEA', '@P2I South America', '@P2I North America', '@P2I North Asia', and '@P2I South Asia'. An arrow points from the text '提问请@P2I North Asia' to the '@P2I North Asia' tag in the list. Below the list are three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red box. Below the buttons is a 'Comments' section with a 'Mute Comments' dropdown. There is a text input field labeled 'Enter Comment' and a file upload button labeled 'Add File | URL'. An arrow points from the text '您想与我们分享的信息可以附在这里' to the 'Add File | URL' button. At the bottom of the comments section are two buttons: 'Add Private Comment' and 'Add Comment to Supplier'.

# 提交并不使用CSP帐户

## 提交您的要求

如果您在未注册CSP帐户的情况下，请一次性填写完申请表后按**提交**按钮。

有关此申请表的问题，请通过电子邮件联系您的阿克苏诺贝尔联系人：

[CoupaSupport.NorthAsia@akzonobel.com](mailto: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

**您提交的申请表将由阿克苏诺贝尔审核，如果所有信息完整，将直接创建您成为阿克苏诺贝尔的供应商。**

感谢您的合作