

Instructie leveranciers gegevens invullen

Juli, 2021

Waarom vragen we dit?

Het doel van deze transactie is om rechtstreeks van u een betrouwbare en nauwkeurige leveranciersdataset te ontvangen. Deze informatie is nodig om u als leverancier in ons AkzoNobel-systeem te registreren voor het plaatsen van verdere bestellingen.

Belangrijke informatie voor u begint:

Verzamel voordat u begint alle relevante informatie. Alle informatie en bijlagen moeten in één keer worden ingevuld en toegevoegd op het moment dat u het proces start. Het systeem heeft geen optie om de gegevens tussentijds op te slaan; de knop **"Save" is niet om de gegevens op te slaan, maar om de gegevens in te dienen.** Zodra alle gegevens compleet zijn kunt u de aanvraag terugsturen d.m.v. op de "Save" of "Done" knop te klikken.

Benodigde bijlagen:

- Kopie registratie van uw bedrijf (bijv. Kopie KvK)
- Ondertekende Code of conduct (u ontvangt de niet-ondertekende versie als bijlage in de systeem-e-mail)
- Bewijs BTW
- Bankbewijs (bank afschrift / factuur / IBAN check etc.)
- Voor Brexit gerelateerde leveranciers; opgave van uw EORI/REX-nummer via formulier "Supplier Confirmation Statement" (bijgesloten in het 2e systeem e-mail)

Overige informatie:

- Bank gegevens en details
- Leveranciers gegevens (contact, e-mail adres, tel.nr.) m.b.t. inkoop, Finance, Quality en retouren.

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

1e Systeem e-mail met inloggegevens

Voor dit verzoek ontvangt u 2 systeem e-mails afkomstig van e-sourcing@msg.hubwoo.com

De 1e e-mail bevat de inloggegevens en de link naar ons leverancierssysteem om het verzoek te voltooien:

Uw inloggegevens

Link leverancierssysteem

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.

2e System e-mail met instructie & bijlagen

De tweede e-mail bevat gedetailleerde informatie over het proces met als bijlagen de instructie & Code of Conduct.

- Verzamel alle relevante informatie voordat u begint. U kunt de ingevulde data niet tussendoor opslaan.



Leveranciers instructie, ongetekende Code of Conduct, Brexit gerelateerde document


Link leveranciersstelsysteem

Verzamel deze gegevens voordat u begint

AkzoNobel Internet site voor instructies in andere talen

AkzoNobel Supplier Registration Instructions

 e-sourcing@msg.hubwoo.com
To  Chow, S.K. (Cheryl)

 Instructions CoC Brexit.zip
939 KB

do 3-6-2021 13:06

← Reply ← Reply All → Forward ⋮

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.

Wachtwoord wijzigen

- Login Leveranciers systeem -

- Gebruik de inloggegevens van de e-mail om in te loggen in het systeem.
- Wijzig het tijdelijke wachtwoord de eerste keer dat u inlogt en bevestig met "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:

Accepteer de algemene voorwaarden

Lees de algemene voorwaarden en accepteer de tekst van de voorwaarden voordat u verder gaat.
U kunt alleen verder in het systeem als u de voorwaarden accepteert.

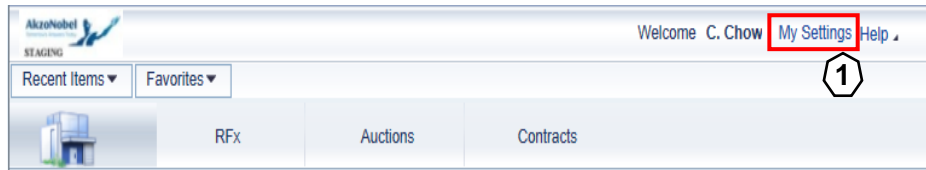
Displaying: Terms and Conditions in Company CO-0001: AkzoNobel : SAP Sourcing Product Terms

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

Taal instellingen (optie)

Het systeem ondersteunt een aantal lokale talen.



Editing: Contact VENCON-0007164: Chilseo Pant

4


Done Save Cancel

Contact Account Management Security

Main Fax: _____
Alt. Fax: _____
* E-Mail: cheryl.chow@akzonobel.com

Other Information

* Time Zone: (GMT+1:00) Central European Time

* Display Language: English  **2**

* Date Format: Locale Default

* Decimal Format: Locale Default

* Excel Format: Default

* Currency: EUR

HTML Mail
 Export to Excel
 Subscribe to Discussion Notifications
 Require Screen Reader Compatibility
 Enable SQL Logging

Change History

Created By: System Daemon 08/10/2020 10:01 AM (CEST)
Last Changed By: Chilseo Pant 08/10/2020 12:39 PM (CEST)

SAP E-Sourcing - Internet Explorer provided by AkzoNobel

Query: All Language Packs

Find: _____ In: Language Pack Go Results Last Updated: 12:41:53 PM (C

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

Page 1 of 1 Go Displaying 1-10 of 10 records.

3

OK Cancel

javascript:void(submitForm('querysearchform', ''))

120%

Als u van deze optie gebruik wilt maken, volgt u de onderstaande instructies:

1. Selecteer "My Settings" rechtsboven op de start pagina.
2. Druk op "Edit" knop en ga naar "Display language" > open de taal opties via het icoon
3. Kies uw voorkeurstaal > druk op OK.
4. Sluit af met "Done"

Start van het proces

- View or modify my supplier information -

AkzoNobel

Vanuit de startpagina selecteert u "View or Modify My supplier information" om het leveranciers informatiescherm te openen

Start pagina knop

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

Hier zijn de instructies gepubliceerd in andere talen

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

Vul uw leveranciers informatie aan

De basis gegevens zijn al ingevoerd door een medewerker van AkzoNobel.

- Ga naar Actions > Change Information om de gegevens te bewerken
- Vanuit hier kunt u de ontbrekende gegevens en bijlagen aanvullen en toevoegen.
- Indien u vragen heeft, neem dan contact op met de persoon die vermeld staat bij het veld "Requestor"

The screenshot displays the SAP SRM interface for a supplier record. The title bar reads "Displaying: Supplier VEN-0004003: Characters". Below the title bar are three tabs: "Actions", "Attachments", and "Favorites". The "Actions" tab is active, and the "Change Information" button is highlighted with a red box. A blue arrow points to this button. Below the tabs are four sub-tabs: "Header", "Addresses", "Details", and "SRM Activities". The "Details" sub-tab is selected. The main content area is titled "Supplier Information" and contains the following data:

Supplier Name:	Characters
Name 2:	
Name 3:	
Name 4:	
Supplier City:	Arnhem
AkzoNobel contact	Requestor: Cheryl Chow
Request on behalf of:	

The "AkzoNobel contact" field and its value "Requestor: Cheryl Chow" are highlighted with a red box. A blue arrow points to this field.

- Beantwoord de vragen en vul de ontbrekende gegevens aan per tabblad
- Voeg de gevraagde bestanden toe in de bijbehorende upload velden
- Als u naast de gevraagde documenten extra bijlagen wilt toevoegen, dan kan dit via het "Attachment" veld.

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

Houd er rekening mee dat alle gegevens in één keer moeten worden ingevuld en toegevoegd.

U kunt de gegevens **niet** tussentijds opslaan met de "Save" knop om de aanvraag later te verwerken.

Met de "Save" of "Done" knop kunt u uw aanvraag indienen. Als de data set volledig is en er verder niets ontbreekt in uw verzoek, dan zal uw verzoek verwerkt en teruggestuurd worden naar AkzoNobel.

Header tab

** De niet-ondertekende Code of Conduct is bijgevoegd in de systeemmail.
S.v.p. deze printen, ondertekenen en toevoegen in dit veld

Header | Address | Details

Supplier Information

* 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)

*** = verplichte velden**

* Copy of Business Registration: Upload KvK uittreksel/bedrijfsregistratie

* EU Supplier:

* Order Currency:

* Assets:

* Net Turnover:

* # of Employees:

Notes:
0 of 255 characters

* Signed Code of Conduct: Upload ondertekende Code of Conduct

ISO Certificate: Upload ISO certificate (indien van toepassing)

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: - - Vul in indien van toepassing

Withholding Tax: (Select one Mexico only)

* Remittance E-mail: E-mail adres credit afdeling

Comments:

Address tab

Invul velden met betrekking tot uw adresgegevens

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.:

Vul hier uw contactgegevens van de verschillende afdelingen in

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:

We hebben 2 verschillende document types nodig waarop uw bankrekening nummer staan vermeld (bijv. Bankafschrift / factuur / IBAN-cheque etc.)

Dit mogen niet dezelfde twee documenten zijn omdat dit een foutmelding veroorzaakt bij het indienen;

[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.

Attachments

Header Address Details

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:

Upload veld bankrekening bewijs

Attributes

* Inco-Term:

Inco-Term2:

* Mode of Transport:

Aanvraag indienen

Met de knop “Done” en “Save” dien je je gegevens in.

- Als er verplichte gegevens ontbreken in uw aanvraag, lukt het niet om de aanvraag in te dienen.
- Bovenaan het scherm wordt kort aangegeven waarom het niet is gelukt. Op de desbetreffende tabblad waar de fout zich bevindt verschijnt een rood uitroepteken > corrigeer de gegevens en dien de aanvraag opnieuw in

The screenshot displays a web interface for creating a new supplier modification. At the top, there is a breadcrumb trail: "Supplier: ABC company > ABC company". Below this, the title reads "Creating: New Supplier Modification Via Workflow : ABC company". Two red error messages are visible: "This document has error(s). View below for more details." and "Please upload two different bank evidence file attachments." Below the errors, there are buttons for "Done" (highlighted with a green box), "Save", "Cancel", and "Attachments". The interface has three tabs: "Header", "Address" (selected), and "Details". Both the "Address" and "Details" tabs have a red exclamation mark icon. Under the "Address" tab, the "Address Information" section contains five address fields (Address 1 to Address 5) and a "City" field. Address 1 contains the text "Hauptbahnhof 1". A red error message below the fields states: "This field is required and must have a valid value." Below the "Address" tab, the "Details" section contains two "Banking Evidence" fields. The first field contains "BP screening test.docx" and the second contains "ISO test form.docx".

Supplier confirmation statement

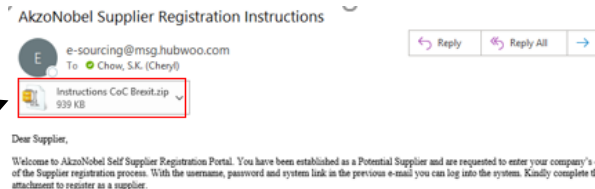
- alleen van toepassing voor Brexit gerelateerde leveranciers -

Vanwege Brexit hebben we (mogelijk) aanvullende informatie nodig van leveranciers met een inkoopstroom tussen de EU en het VK.

Mocht dit het geval zijn, lees dan het “Brexit-gerelateerd leveranciersdocument” dat als bijlage is toegevoegd in onze e-mail “AkzoNobel Supplier Registration Instructions”. Dit Brexit-document bevat een korte introductie, leveranciersinformatie over preferentiële oorsprong en de “Supplier Confirmation Statement”.

Leveranciers die voldoen aan de in de brief genoemde criteria dienen hun EORI/REX-nummer aan AkzoNobel te verstrekken via de “Supplier Confirmation Statement”.

- Indien dit voor u van toepassing is, kopieer dan de "Supplier Confirmation Statement" op uw eigen briefpapier en vul de gevraagde gegevens in
- Deze kun je dan toevoegen via het tabblad “Attachments” bovenaan het scherm



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:

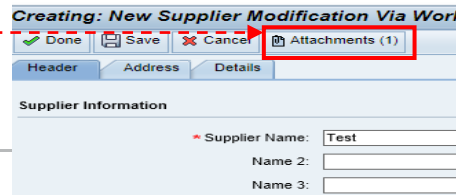


I, the undersigned, in my capacity of authorized representative of [SUPPLIER NAME], Supplier of products or materials to AkzoNobel, declare that for transports from the EU to the UK and vice versa:

- 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:

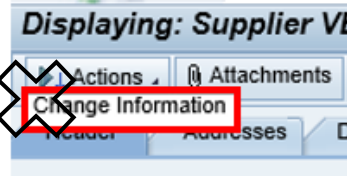
- We have obtained an EU REX / GB EORI number which is:
EU REX registration number:
GB EORI number:
- If a REX / EORI number is available, please confirm that a "Statement on origin" within the framework of the Trade and Cooperation Agreement between the European Union and the United Kingdom (hereafter "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.



Succesvol ingediend!

Zodra u op de knop "Done" of "Save" hebt gedrukt en er geen foutmelding verschijnt, wordt je scherm vergrendeld en zijn de gegevens die je hebt ingevoerd in het roze zichtbaar.

De knop "Actions" is niet meer zichtbaar om wijzigingen of aanpassingen door te voeren.



Back Supplier: Veepee > Veepee

Displaying (Read Only): Supplier Modification Via Workflow : Veepee

Locked by another user as of 01/11/2021 03:22 PM (CET)

Cancel Attachments

Header Address Details

Payment Method: Standard Payment Method Bank Transfers

Payment Method Supplement:

Banking Information

Bank Country: *Andorra*
(There was no original value)

Bank Name: *ABN Amro*
(There was no original value)

Account Holder Name: *Characters company*
(There was no original value)

Bank Account Number: *48933333*
(There was no original value)

IBAN No (Swift code): *ANI48996*
(There was no original value)

IBAN Validation: http://www.ibancalculator.com/bic_und_iban.html
(There was no original value)

Bank Key / Sort Code:

AN IBAN Check:

Bank Address: *Velperweg 76*
(There was no original value)

Banking Evidence: *Test document UAT.docx*
(Attachment changes are not tracked)

Banking Evidence 2: *Test SET form.docx*
(Attachment changes are not tracked)

Attributes

Inco-Term: *CFR - Cost and Freight*

Inco-Term2: *Arnhem*
(There was no original value)

Aanvrager beoordeeld uw gegevens

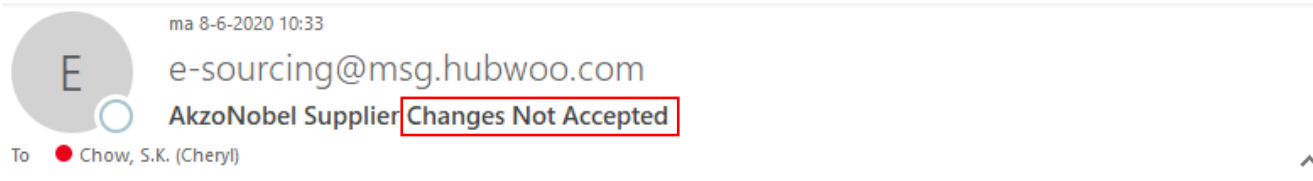
Na het indienen van uw gegevens beoordeeld de AkzoNobel contactpersoon uw aanvraag.

- Als alle informatie correct is, wordt uw aanvraag geaccepteerd.
- Mocht er informatie onjuist zijn of ontbreken, dan wordt de aanvraag afgewezen met het verzoek deze opnieuw in te dienen. De reden van afwijzing wordt dan vermeld.

In beide gevallen ontvangt u een systeem gegenereerde e-mail.

Voorbeeld e-mail bij afwijzing

Als de wijzigingen niet door Akzo zijn geaccepteerd, ontvangt u een e-mail waarin wordt uitgelegd waarom deze is afgewezen> volg de instructies in de e-mail op om uw wijzigingen aan te passen en opnieuw in te dienen



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

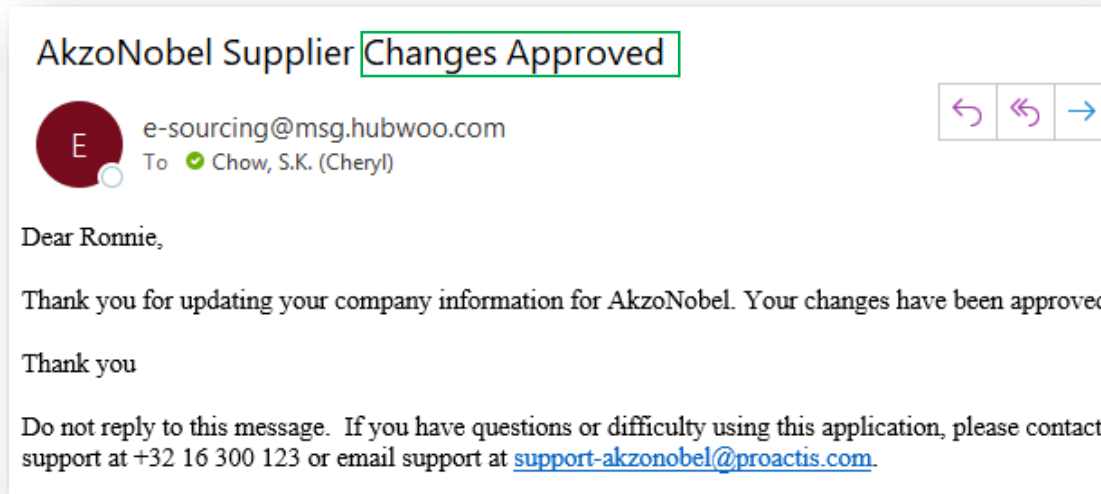
1. Click on the link: https://akzo.uat.hubwoo.com/e-sourcing/fsvendor/vendordesktop/index?allow_redirect=true.
2. Please resubmit supplier information, click on the 'View or Modify My Vendor Information' link in the Vendor Setup channel.
3. To view active user accounts, click on the 'Manager User Accounts'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

Voorbeeld e-mail na acceptatie

Na acceptatie ontvangt u een systeem gegenereerde e-mail



Het proces is hiermee afgerond!

Bedankt voor uw medewerking