

Instructions Supplier modification

November, 2020

Why are we requesting this?

The purpose of this transaction is to receive a reliable and accurate supplier dataset directly from the source. This information is required to register you as a supplier in our Akzo Nobel system for further order placement.

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.

Attachment to be included:

- Copy of Business registration
- Signed Code of conduct
- Attachment for Tax Evidence
- 2x Bank evidence (bank statement/ invoice/ IBAN check etc.)

Other information:

- Bank details
- Contact e-mail/phone for PO, Finance, Quality and remittance

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

E-mail notification

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.uat.hubwoo.com/e-sourcing/fsvendor/vendordesktop/index?allow_redirect=true

[Link to the system](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. 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.

[Link to the instruction](https://www.akzonobel.com/en/supplier-information)

Thank you

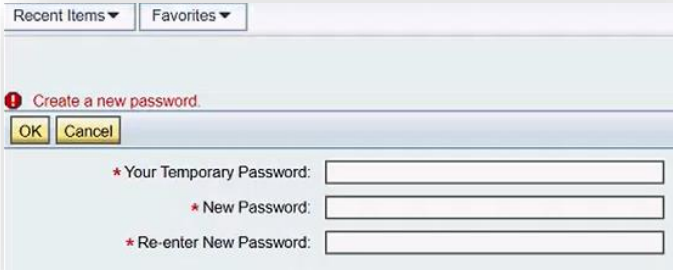

Do not reply to this message. If you have questions or difficulty using this application, please contact support at +32 16 300 123 or email support at support-akzonobel@proactis.com.

- ❑ You will receive an e-mail with the logon details and link to the Supplier portal.

Change password

- Logon Supplier Portal -

- ❑ In this window you can use the login details of the e-mail to enter the system.
- ❑ You need to change the temporary password with new password and confirm with “OK”



Accept terms and conditions

Please read terms and conditions and accept the text of the conditions before to continue.

If you decline Akzo Nobel will be informed and we cannot maintain you as a supplier into our system.

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

Accept

Decline

Language settings (optional)

The system supports a number of local languages and can translate some data fields.



Editing: Contact VENCON-0007164: Chilseo Pant

A screenshot of the SAP E-Sourcing 'Editing: Contact VENCON-0007164: Chilseo Pant' form. The 'Done' button is highlighted with a red box and a circled '4'. The 'Display Language' dropdown menu is open, showing 'English' selected, with a red box and a circled '2' around the dropdown arrow. Other fields include 'Main Fax', 'Alt. Fax', 'E-Mail', 'Time Zone', 'Date Format', 'Decimal Format', 'Excel Format', 'Currency', and 'Change History'.

A screenshot of the SAP E-Sourcing search results page for 'All Language Packs'. The search results table is shown below.

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

The 'OK' button is highlighted with a red box and a circled '3'.

If you want to make use of this option go to:

1. “My Settings” on the right corner of the home page
2. Scroll down to “Display language” > open the options via the icon
3. Select the preferred language > confirm with OK.
4. Finalize with “Done”

Search for modification request

- View or modify my supplier information -

On the home page click
“View or Modify My
Supplier Information” in
the Supplier Setup
window

Overview

RFX Auctions Contracts

Calendar

April 2020

S	M	T	W	T	F	S
			1	2	3	4
14						
15	5	6	7	8	9	10
16	12	13	14	15	16	17
17	19	20	21	22	23	24
18	26	27	28	29	30	

Events for 04/16/2020

Title	Active Dates
None	

Supplier Alerts

File Sharing

--	File name	D
AkzoNobel Attachments	AkzoNobel RFX Supplier Guide.pdf	RF
AkzoNobel Attachments	AkzoNobel RFX Guide Fournisseur.pdf	RF

Page 1 of 1 Go Displaying 1-2 of 2 records.

Public Events

Active Auctions, RFXs, and XPress Requests

Supplier Setup

You are the primary contact for UAT SSR supplier.

- Change My Password
- View or Modify My Supplier Information
- Manage User Accounts
- Supplier Account Status Report

View and modify data

- ❑ Details already filled in by Akzo Nobel employee are visible in here.
- ❑ To modify the information click on **Actions > Change Information**
- ❑ The data can now be completed and missing attachments can be added
- ❑ If you have any questions about this request, please contact the AkzoNobel requestor listed here

Displaying: Supplier VEN-0004003: Characters

Actions Attachments Favorites

Change Information

Supplier Information

Supplier Name: Characters
 Name 2:
 Name 3:
 Name 4:
 Supplier City: Arnhem

AkzoNobel contact Requestor: Cheryl Chow

Request on behalf of:

- The supplier name field is the official Legal entity name
- Additional name fields can be used if the Supplier name field is exceeded to enter the remaining official supplier Legal entity name or, if applicable, to add a supplier name in another language

Fill in data per tab

- ❑ Please fill in and complete all missing details per tab
- ❑ Attach the requested files to the corresponding upload fields
- ❑ For other additional documents you can use the “Attachments” button

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

Header Address Details

Address Information

* Address 1:

Address 2:

Address 3:

Address 4:

Address 5:

* City:

* State/Province:

* Postal/Zip Code:

* Country:

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: A059

* Payment Method:

* Payment Method Supplement: [ISO test form.docx](#)

Submit

Remark

The 2 Bank Evidence document (bank statement/ invoice/ IBAN check etc) cannot be the same two documents; this will cause an error message during submission

Submit

With both the save and done button you can submit the changes.

If details are missing you are not able to submit the changes.

Error messages will be displayed on the top of the screen and a red exclamation mark appears on the tab where the error is located > correct and submit again

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.

Done Save Cancel Attachments

Header Address Details

Address Information

* Address 1: Hauptbahnhof 1

Address 2:

Address 3:

Address 4:

Address 5:

This field is required and must have a valid value.

* City:

Header Address Details

* Banking Evidence: BP screening test.docx

* Banking Evidence 2: ISO test form.docx

How to recognize the request being processed

The screenshot displays the SAP Supplier Information System interface for Supplier VEN-0004052. The 'Header' tab is selected, and the 'Current Supplier Approval Phase' is highlighted in red and labeled 'Modified'. A red 'X' is placed over the 'Actions' menu, and a red box highlights the 'Change Information' button. An arrow points from the text on the right to the 'Modified' status.

Displaying: Supplier VEN-0004052: Test

Attachments (1) Favorites

Header | Addresses | Details | SRM Activities

Current Supplier Approval Phase: **Modified**

Supplier Name: Test

Name 2:

Name 3:

Name 4:

Supplier City:

Requestor: Cheryl Chow

Request on behalf of:

Site: Arnhem

AkzoNobel Legal Entity: ANHQ NPR NL NV

Product Category: Advertising Agency

Industry Key: ZM0A

Reconciliation Account: Suppliers (3211000)

Search Terms:

Copy of Business Registration:

EU Supplier: No

of Employees:

Currency: EUR

Notes:

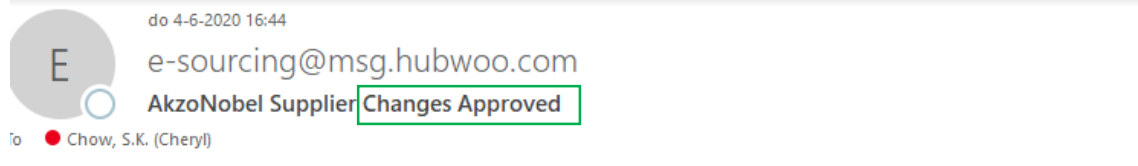
After your changes have been submitted, the "Action" tab is no longer available to change the information

&

In the Header tab, the Current Supplier Approval Phase indicates "Modified"

Changes accepted by Akzo

If the changes are **accepted**, you will receive a notification informing that this is approved,



Dear Bekkie,

Thank you for updating your company information for AkzoNobel. Your changes have been approved.

To use view your updates, simply follow these steps:

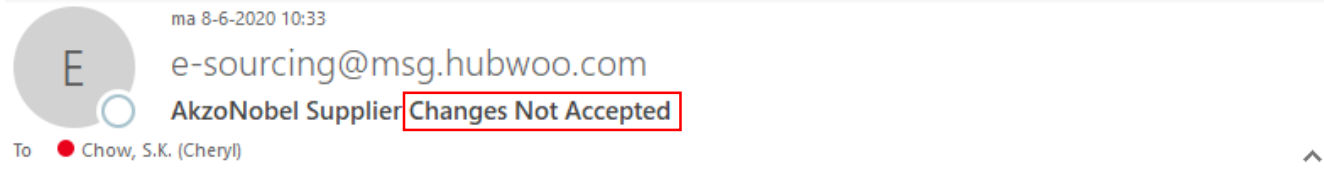
1. Click on the link: https://akzo.uat.hubwoo.com/e-sourcing/fsvendor/vendordesktop/index?allow_redirect=true.
2. To view vendor information, click on the View or Modify My Vendor Information link in the Vendor Setup channel.
3. To view active user accounts, click on the Manager User Accounts link in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

Thank you

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Changes rejected by Akzo

If the changes are **rejected** by Akzo you receive an e-mail including the reason why this is rejected > follow the instructions in the e-mail to modify and re-submit your changes



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.

Thank you for your attention