

Supplier Information Management Portal (Ariba SLP)

Supplier Registration Questionnaire Job Aid

[Chinese \(普通话\)](#)

[Dutch \(Nederlands\)](#)

[English](#)

[French \(Français\)](#)

[German \(Deutsch\)](#)

[Italian \(Italiana\)](#)

[Polish](#)

[Portuguese \(português\)](#)

[Spanish \(Español\)](#)

[Turkish](#)



供应商信息管理门户注册调查表 Ariba SLP 工作手册



目的

本作业指导书旨在逐步指导您如何通过提交注册问卷在利安德巴赛尔的供应商信息管理门户网站上注册。



目标受众

本工作手册适用于 第三方利安德巴赛尔供应商



目录

选择适当的部分，浏览工作手册：

- [提交注册问卷](#)



先决条件

在查看本作业手册之前，请参考以下内容：

- [利安德巴赛尔供应商网站](#)



本工作手册最初于 **2023 年 7 月** 发布。
本工作手册最近一次更新是在 **2024 年 4 月**。

2024 年 4 月工作手册更新详情

提交注册问卷

- 由于对问卷进行了多次改进，所有步骤均已更新。

2023 年 10 月工作手册更新详情

提交注册问卷


- 对步骤 1 至 36 进行了更新，增加了新的截图，突出显示了用户界面的增强功能



提交注册问卷

以下步骤适用于 **第三方利安德巴赛尔供应商**



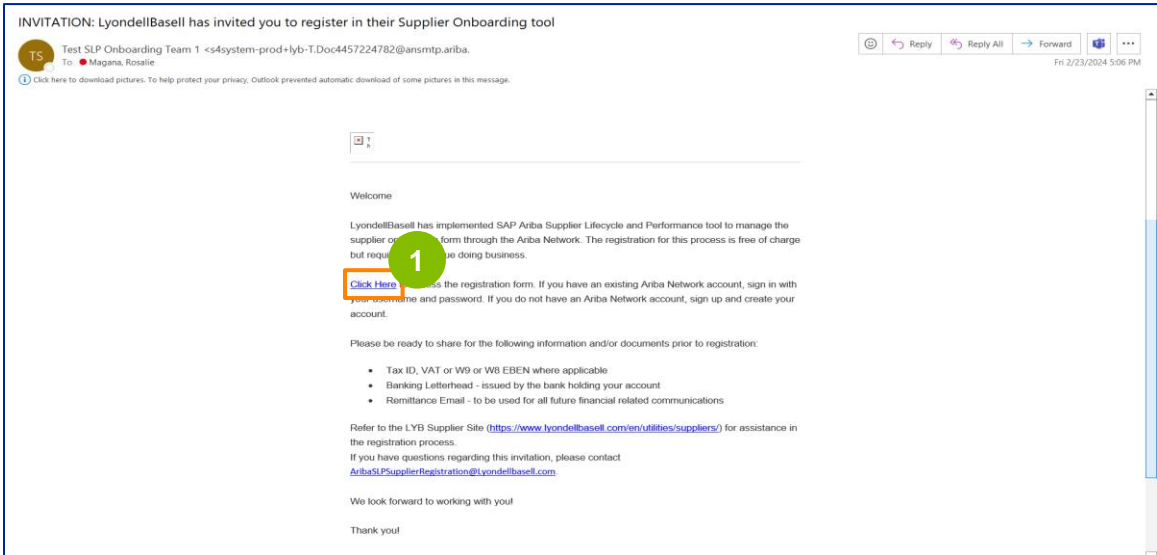
注意：选择适用的注册问卷字段旁边的工具提示图标， 了解更多相关信息。



提交注册问卷

1

您应该已收到 Ariba 的电子邮件通知。单击电子邮件邀请函中的链接，开始注册问卷调查。

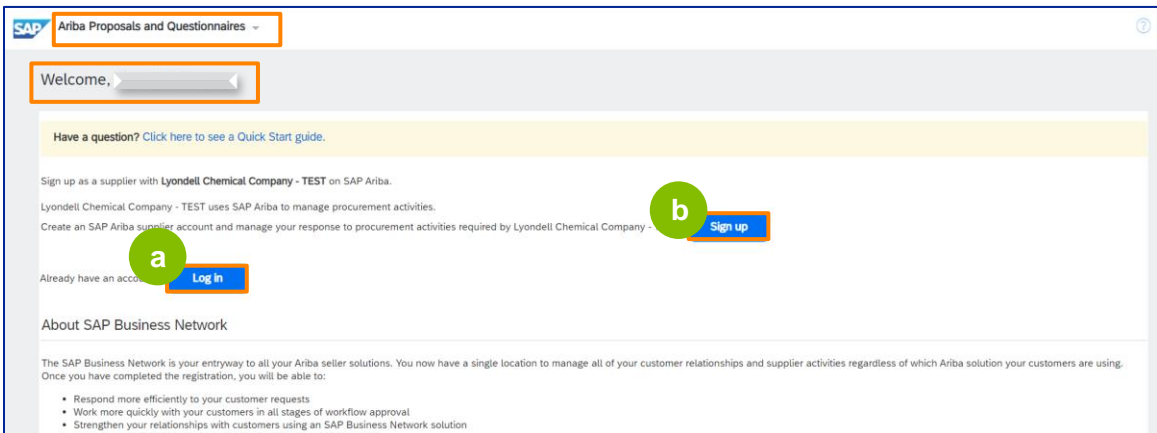


注意：请检查您的垃圾邮件文件夹，因为 Ariba 电子邮件是自动发送的，可能会被标记为垃圾邮件。您可以将 Ariba 电子邮件地址添加到您的联系人中，以允许将来的通信直接发送到您的收件箱。

2

显示 Ariba 建议书和问卷页面。在欢迎页面：

- 如果您已有 Ariba Network (AN) 配置文件，请单击登录。跳转到第 10 页，开始注册问卷。
- 如果您是 new 供应商或新加入 Ariba Network (AN)，请单击注册。在此示例中，单击注册。继续下一步。





提交注册问卷

3

此时将显示 "创建账户" 屏幕。在**公司信息部分**，输入公司名称、国家/地区和地址。

SAP Ariba Proposals and Questionnaires -

Create account Create account and continue Cancel

3 create an SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information * Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

4

向下滚动到**用户账户信息部分**。输入您的姓名、电子邮件地址、用户名和密码。选择适当的语言并输入电子邮件地址，以便向多个联系人发送订单。此电子邮件地址可随时更改。

User account information * Indicates a required field

4

Name:*

Email:* Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

如果选择此选项，用户名字段将自动填充您的电子邮件地址。



注：* 表示必填字段。用户名必须是电子邮件格式（如 john.doe@email.com）。密码必须至少包含 8 个字符，包括大小写字母、数字和特殊字符。

创建 Ariba 网络账户时，密码可能会在屏幕上自动缩短为 8 个字符，但原始密码仍然有效，不受影响。



提交注册问卷

5

向下滚动到 "向我们详细介绍您的企业" 部分。在以下字段中输入或浏览相应的详细信息。

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

6

单击两个用户协议复选框。

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel



提交注册问卷

7

单击 "创建账户 "并继续。

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories -or- [Browse](#)
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location -or- [Browse](#)
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

8

弹出 "地址推荐 "窗口。选择原始地址或推荐地址。在本例中，选择推荐地址，然后单击接受。

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011



提交注册问卷

9

如果存在潜在重复账户，则弹出 "潜在现有账户" 窗口。单击 "审查账户" 审查潜在重复账户。

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

[Review accounts](#) [Skip review](#)



注意： Ariba 会根据您的公司地址和联系电子邮件地址进行重复检查。

10

显示 "审查重复账户" 屏幕。检查详细信息。如果没有重复账户，点击继续创建账户。如果已经创建了重复账户，请返回上一页。

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account and be associated with
- Or, you can view the account details and contact the account administrator from there
- Or, if there is no match, click [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



提交注册问卷

显示“**供应商注册问卷**”页面。让我们开始注册程序。

Ariba Sourcing

Company Settings Feedback Help

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console Doc4457224782 - Supplier Registration Questionnaire Time remaining 87 days 00:27:24

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (English Name)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

All Content

1 Supplier Name (English Name) Less...

Provide English-only translated name. Use Name 1 field to enter the Company Name, it only accepts up to 35 characters. For the remaining characters, use Name 2 and Name 3 fields respectively.

1.1 Name 1 RM CORP 0221A

1.2 Name 2

1.3 Name 3

2 Supplier Address Less...

2.1 Registered Address Less...

Provide your company address in English only. If your company address is in a language different than English, please add it in the International Address section (2.1.2) depending on your Country of Registration.

Show More

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

11 查看并确认**供应商名称**。如有必要，您可以更新名称。

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (English Name)

2 Supplier Address

3 Supplier Information

Supplier Name (English Name) (Section 1 of 10) Next

Name 1

1 Supplier Name (English Name) More...

1.1 Name 1 RM CORP 0221A

1.2 Name 2

1.3 Name 3

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



提交注册问卷

12 查看并确认**注册地址**。如有需要，您可以更新地址。从**"注册国家"**部分的下拉列表中选择**注册国家**。然后在问题**"在 2.1.1 地址问题字段中提供邮政编码/邮政编码值"**中选择适当的选项。

Supplier Address (Section 2 of 10) < Prev. | Next >

Name 1

2 Supplier Address

2.1 Registered Address

2.1.1 Address

NOTE: Street field is mandatory and only accepts up to 35 characters; use additional street fields, if needed.

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration: Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field: Unspecified



注册国家和邮政编码应与注册地址栏中显示的相同。

13 选择有关**"您是否有邓白氏 (D&B) DUNS 编号"**的相应选项。

Supplier Address (Section 2 of 10) < Prev. | Next >

Name 1

2 Supplier Address

2.1 Registered Address

2.1.1 Address

NOTE: Street field is mandatory and only accepts up to 35 characters; use additional street fields, if needed.

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration: Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field: Unspecified

2.2 Do you have a Dun & Bradstreet (D&B) DUNS Number?: Unspecified

2.4 Do you have an Ordering Address:



注意：DUN & Bradstreet DUNS 号码字段只允许输入 9 位数字。



提交注册问卷

14

选择有关订购地址和以不同公司名称付款的适当选项。

15

在 "供应商信息" 部分输入相应的详细信息。



注：您的企业实体类型可以是以下类型之一：公共有限责任公司、私营有限公司/执业公司、全资子公司、公司、公共有限公司。有限合伙企业、无限合伙企业、特许公司、法定公司、控股公司、子公司、单人公司（独资经营）、非政府组织等。



提交注册问卷

16 验证 "联系信息" 部分的预填信息。

Contact Information (Section 4 of 10) << Prev. | Next >>

Name ↑

4 Contact Information

4.1 Primary Contact Information

4.1.1 Telephone ① * 1234567890

4.1.2 Remittance Advice/AR Email ① *

4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ①

4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? * Unspecified v

Note: This will prevent business interruption in the case of the primary is unavailable.



- 汇款通知/AR 电子邮件：这是您的付款通知电子邮件地址。
- Ariba 采购订单的技术/共享电子邮件地址 (ZARIBAPO)：供应商组电子邮件地址，用于接收 Ariba 采购订单和 Ariba 应急订单。
- 接收采购订单的共享邮箱 (ZPOEmail)：这是您的通用供应商组电子邮件地址，用于接收采购订单。

17 销售和 HSE 联系人可为选项。

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

8 Sustainability

9 IT Security Risk Man...

10 Comments Section

4.2 Sales Contact

4.2.1 Sales Contact Person

4.2.2 Sales Contact Number

4.2.3 Sales Contact Email Address

4.3 HSE Contact (Health, Safety and Environment)

4.3.1 HSE Contact Person

4.3.2 HSE Contact Number

4.3.3 HSE Contact Email Address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



提交注册问卷

18

填写以下税务详细信息。

Tax Details	
Name ↑	
5.4	Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes
5.12 Tax Information	
5.12.1	Tax Details Country/Region: (no value)
5.12.2	Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified
5.12.15	Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * attachment.docx Update file Delete file
5.13 Additional Tax Information from other Country	
5.13.1	Number of additional Tax id from other Country * 0



注意：纳税国家/地区和注册国家字段应完全相同。

19

添加额外纳税国家的数量。然后单击 "附加文件" 添加 W-9 表格。

All Content	
Name ↑	
5.4	Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes
5.12 Tax Information	
5.12.1	Tax Details Country/Region: (no value)
5.12.2	Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified
5.12.15	Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * Attach a file
5.13 Additional Tax Information from other Country	
5.13.1	Number of additional Tax id from other Country * 0



注：仅要求美国供应商附上 W-9 表格。



提交注册问卷

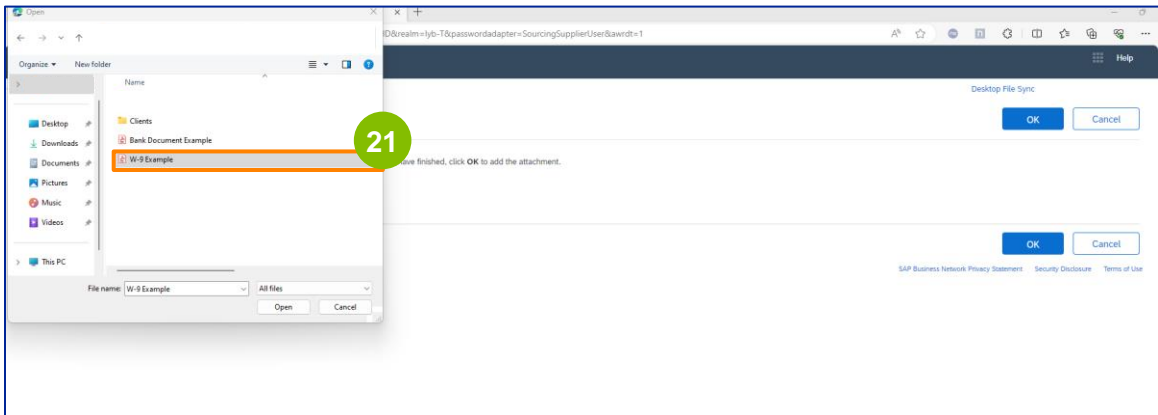
20

显示 "添加附件" 屏幕。单击 "选择文件"。



21

从电脑中附加相应的文件。





提交注册问卷

22

单击 "确定"。

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment:

Or drop file here

© 1996-2019 Ariba, Inc. All rights reserved.

SAP Business Network Privacy Statement Security Disclosure Terms of Use

23

填写财务信息字段。这包括中介银行信息和确认利安德巴赛尔的发票政策。然后单击添加银行信息。

Event Messages

Event Details

Response History

Response Team

Financial Information

(Section 6 of 10) < Prev. | Next >

6 Financial Information

6.1 Do you have Bank details?
NOTE: LyondellBasell prefers an electronic fund transfer (ACH/WIRE) as payment method. *

6.2 Bank Information

6.3 Intermediary Bank

6.3.1 Does your company have an Intermediary Bank? *

6.4 Invoice Policy Acknowledgement

6.4.1 You acknowledge that you have accessed and reviewed LYB's Standard Invoicing Requirements and Guidelines, which can be located at Suppliers > Ancillary Documents > Standard Invoicing Requirements and Guidelines on LYB's internet site (www.lyb.com). *

(* Indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import



提交注册问卷

24

单击**添加银行详细信息**。

Go back to LyondellBasell - TEST Dashboard Desktop File Sync Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 6.2 Bank Information

Bank Information (0)

Name 1

No items

Add Bank Details 24 (*) indicates a required field

25

显示“银行信息”页面。在银行详细信息字段中输入相应信息。

Bank Information (1)

Name 1

Bank Details #1 Delete

Bank Type: No Choice

Country/Region: (no value)

Bank Name: *

Bank Branch: *

Street: *

City: *

State/Province/Region: *

Postal Code: *

Account Holder Name: *

SWIFT Code: *

Bank Control Key: No Choice

Bank Currency: Unspecified

Bank Document (For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)



注意：请勿在银行明细字段中使用任何特殊字符。特殊字符包括！@#\$\$%^&* ()。



提交注册问卷

26

选择银行货币。

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: * (USD) American Dollar

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

*Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

27

单击 "附加文件" 添加您的正式银行文件。

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: * (USD) American Dollar

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

*Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

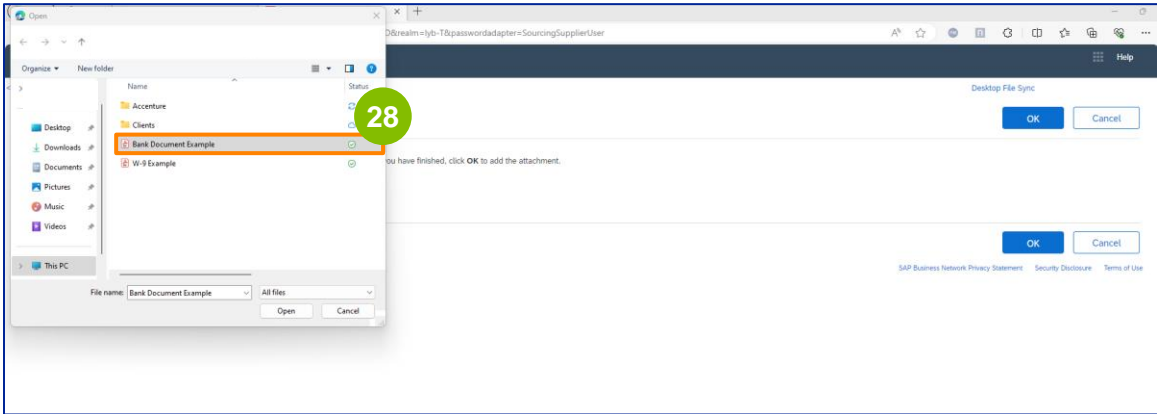


注：银行出具的银行账户确认函必须包含银行官方信笺。公司信笺不能作为确认函。

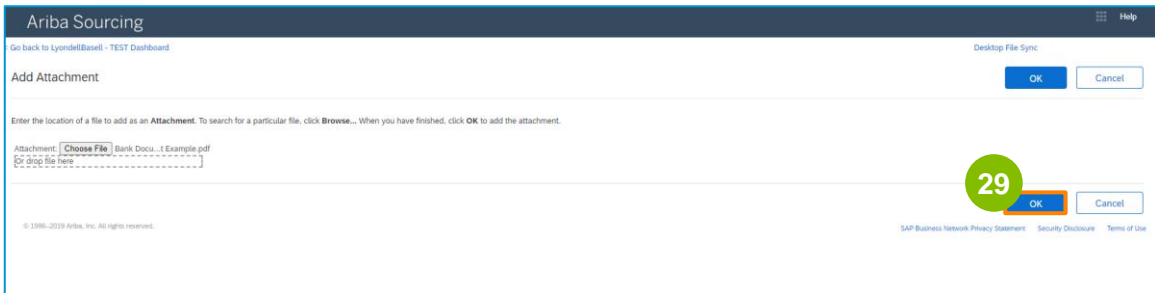


提交注册问卷

28 显示 "添加附件" 屏幕。单击 "选择文件"。从电脑中选择合适的文件并附加到问卷中。



29 单击 "确定"。





提交注册问卷

30 再次显示 "银行信息" 屏幕。输入所有适当的银行信息后，点击**保存**返回问卷主屏幕。

31 您可以在 "供应商多样性" 部分选择一个选项。



少数民族裔指标是一个可选字段。请查看下拉列表，选择适用于贵公司的任何选项。



提交注册问卷

32

在 "可持续发展" 一栏中输入相应的详细信息。您必须同意按照利安德巴赛尔的《供应商行为准则》中规定的原则开展业务，遵守基本人权和国际公认的ESG标准。

Event Messages
Event Details
Response History
Response Team

Sustainability (Section 8 of 10) ◀ Prev | Next ▶

Name 1

▼ 8 Sustainability

8.1 You commit to conduct business ethically and responsibly, in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, and in accordance with the principles set forth in LYB's Supplier Code of Conduct, which can be located at www.lyb.com, or as set forth within your own code of conduct? * Unspecified ▼

8.2 Does your company regularly report to the public its performance against its sustainability targets in a structured way (e.g., through the publication of a Sustainability Report)? * Unspecified ▼

8.3 Sustainability Contact Name

8.4 Sustainability Email Address

8.5 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? * Unspecified ▼

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import



Ecovadis 评估根据您提供的信息对贵公司的重大可持续发展影响进行评估。

33

在 "IT 安全风险" 部分输入相应的详细信息。

Event Messages
Event Details
Response History
Response Team

IT Security Risk Management (Section 9 of 10) ◀ Prev | Next ▶

Name 1

▼ 9 IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? Unspecified ▼

9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? Unspecified ▼

9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? Unspecified ▼

9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data? Unspecified ▼

9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? Unspecified ▼

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import



提交注册问卷

34 评论部分为可选项。输入任何评论，以便与利安德巴赛尔就您的供应商设置或变更进行一般性沟通。

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) < Prev. ☰

Name 1

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

35 单击提交整个回复。

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) < Prev. ☰

Name 1

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) indicates a required field

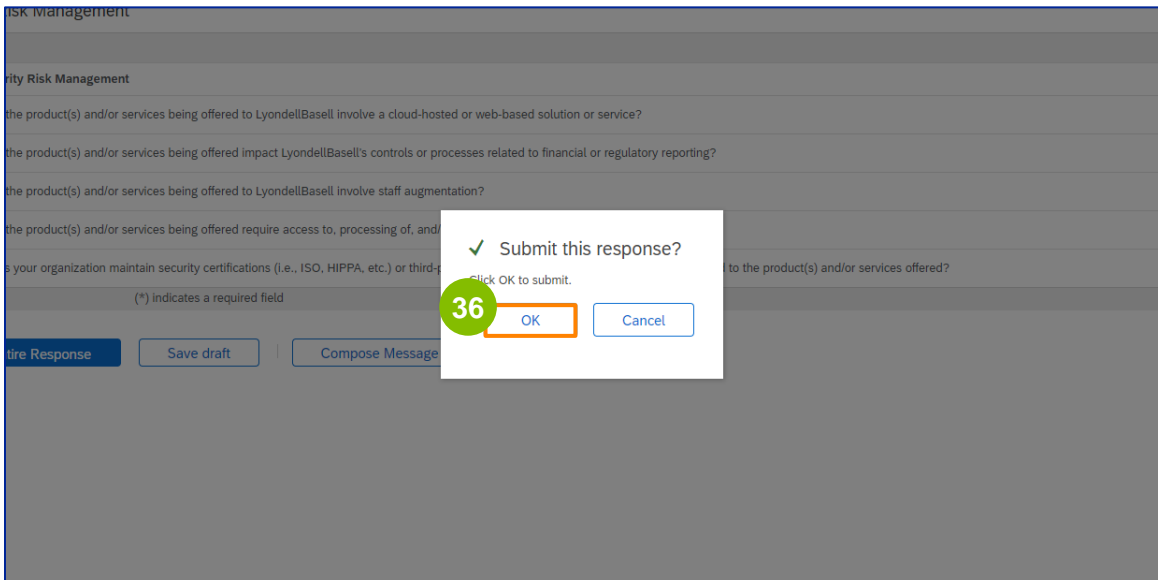
Submit Entire Response Save draft Compose Message Excel Import



提交注册问卷

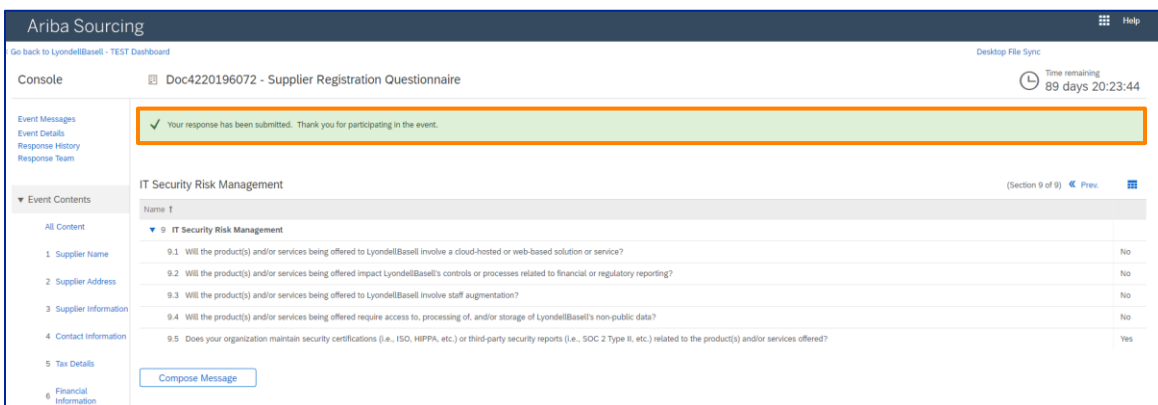
36

弹出一个窗口。单击 **"确定"**。



37

屏幕上会显示确认信息 **"您的回复已提交。感谢您参与活动"**。



注意：您已完成并提交了注册问卷。利安德巴赛尔将审核您的信息。一旦利安德巴赛尔批准、拒绝或要求您提供更多信息，您将收到通知。



提交注册问卷



您现在已经完成并提交了**注册问卷**。利安德巴赛尔将审核您的信息。



一旦利安德巴赛尔**批准**了您的提交或**要求提供更多信息**，您将收到通知。



如果您有**资质**获得利安德巴赛尔的**认可**（基于地区和商品分类），您将收到提交合格问卷的通知。



注：有关下一步操作，请参阅 "[供应商资格调查表作业指导书](#)"。



谢谢



Registratie Vragenlijst

Ariba Supplier Information Management Portal Functiehulp



Doel

Het doel van deze functiehulp is om een stapsgewijze handleiding te geven voor het registreren in LyondellBasell's Supplier Information Management Portal via het indienen van de registratievragenlijst.



Doelgroep

Deze functiehulp is voor LyondellBasell's leveranciers



Inhoudsopgave

Navigeer door de functiehulp door de juiste sectie te selecteren:

- [Vragenlijst voor registratie indienen](#)



Voorwaarde

Raadpleeg het volgende voordat je deze functiehulp bekijkt:

- [LyondellBasell's website voor leveranciers](#)



Deze functiehulp is oorspronkelijk gepubliceerd in **juli 2023**.
Deze functiehulp is voor het laatst bijgewerkt in **april 2024**.

Details bijgewerkt april 2024

Vragenlijst voor registratie indienen

- Alle stappen zijn bijgewerkt als gevolg van meerdere verbeteringen aan de vragenlijst.

Details bijgewerkt oktober 2023

Vragenlijst voor registratie indienen

- Stappen 1 tot en met 36 zijn bijgewerkt met nieuwe schermafbeeldingen die de verbeteringen in de gebruikersinterface benadrukken



Vragenlijst voor registratie indienen

De volgende stappen zijn voor **LyondellBasell's Leveranciers**



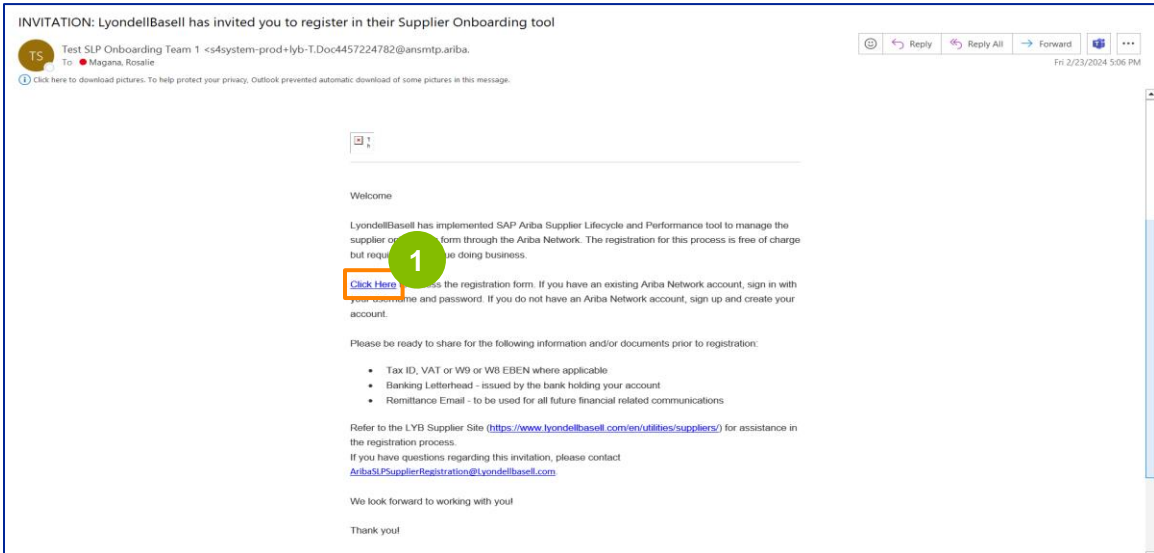
Opmerking: Selecteer het Tool Tip naast de velden van de registratievragenlijst voor aanvullende relevante informatie.



Vragenlijst voor registratie indienen

1

Je zou een e-mailbericht van Ariba moeten hebben ontvangen. Klik op de link in de e-mailuitnodiging om met de **registratievragenlijst te beginnen**.

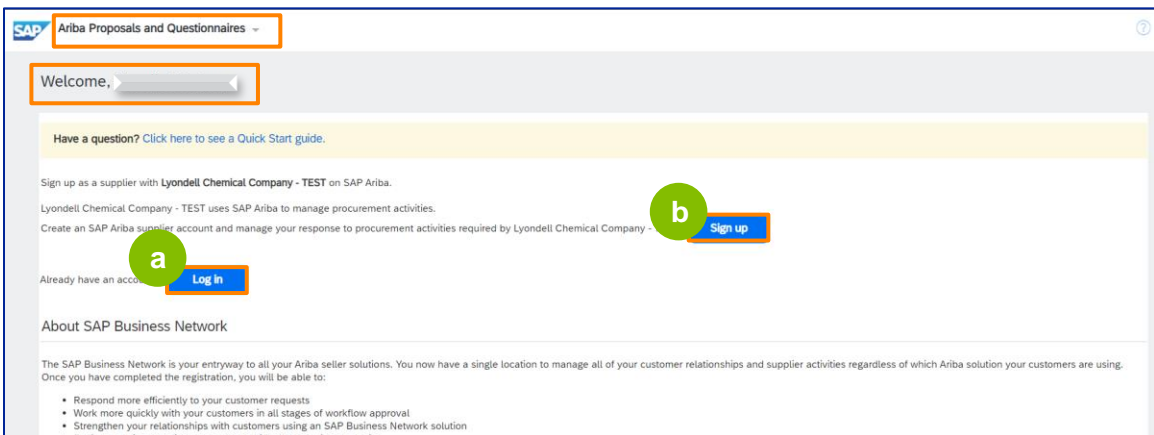


Opmerking: controleer uw **map met ongewenste e-mail** omdat de e-mail van Ariba geautomatiseerd is en mogelijk als ongewenste e-mail wordt gemarkeerd. Je kunt het e-mailadres van Ariba toevoegen aan je contacten zodat toekomstige berichten direct naar je inbox worden gestuurd.

2

De pagina **Ariba Proposals and Questionnaires** wordt weergegeven. Ga naar het welkomtscherm:

- Als u al een Ariba Network (AN)-profiel hebt, klikt u op Aanmelden. Ga naar pagina 10 om met de **registratievragenlijst te beginnen**.
- Als je een nieuwe leverancier bent of nieuw bent bij het Ariba Network (AN), klik je op Aanmelden. In dit voorbeeld klikt u op **Aanmelden**. Ga verder met de volgende stap.





Vragenlijst voor registratie indienen

3

Het scherm **Account aanmaken** wordt weergegeven. Voer in het gedeelte **Bedrijfsgegevens** uw bedrijfsnaam, land/regio en adres in.

create an SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information

* Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA]

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

4

Scroll naar beneden naar het gedeelte **Gebruikersaccountinformatie**. Voer je naam, e-mailadres, gebruikersnaam en wachtwoord in. Selecteer de juiste taal en voer het e-mailadres in om bestellingen naar meerdere contactpersonen te sturen. Dit e-mailadres kan op elk moment worden gewijzigd.

User account information

* Indicates a required field

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

Als je deze optie selecteert, wordt het veld Gebruikersnaam automatisch ingevuld met je e-mailadres.



Opmerking: * geeft een verplicht veld aan. De gebruikersnaam moet in e-mailformaat zijn (bijv. john.doe@email.com). Het wachtwoord moet minimaal acht tekens bevatten, waaronder hoofdletters en kleine letters, cijfers en speciale tekens.

Wanneer u een Ariba Network-account aanmaakt, wordt uw wachtwoord mogelijk automatisch ingekort tot 8 tekens op het scherm, maar uw oorspronkelijke wachtwoord is nog steeds geldig en wordt niet beïnvloed.



Vragenlijst voor registratie indienen

5

Scroll naar beneden naar het gedeelte **Vertel ons meer over uw bedrijf**. Voer de juiste gegevens in de volgende velden in of blader er doorheen.

Tell us more about your business

Product and Service Categories:* -or-
 x

Ship-to or Service Locations:* -or-
 x

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

6

Klik op de twee selectievakjes voor de gebruikersovereenkomst.

Tell us more about your business

Product and Service Categories:* -or-
 x

Ship-to or Service Locations:* -or-
 x

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Vragenlijst voor registratie indienen

7

Klik op **Account aanmaken** en ga verder.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

7 Create account and continue Cancel

8

Het pop-upvenster **AANBEVELING ADRES** wordt weergegeven. Selecteer het oorspronkelijke of het aanbevolen adres. Selecteer in dit voorbeeld het aanbevolen adres en klik vervolgens op **Accepteren**.

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Address Recommendation Pop-up:

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011

Use this **8** Accept

Multiple contacts in your account can be added at any time.

is appended with "-T" in test account.

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.



Vragenlijst voor registratie indienen

9

Als er mogelijk dubbele accounts zijn, verschijnt het pop-upvenster **Potentieel bestaande accounts**. Klik op **Accounts controleren** om de mogelijke duplicaten te bekijken.

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

Review accounts Skip review



Opmerking: Ariba voert de duplicaatcontrole uit op basis van je bedrijfsadres en je e-mailadres als contactpersoon.

10

Het scherm **Overeenkomende accounts controleren** wordt weergegeven. Controleer de details. Als er geen dubbele account is, klik je op **Doorgaan met maken van Account**. Als er al een dubbele account is aangemaakt, ga je terug naar de vorige pagina.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the details and contact the account administrator from there
- Or, if there is no match, click **Continue Account Creation** and we will progress your registration
- Or, you can Go back to previous page

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Vragenlijst voor registratie indienen

Het scherm **Vragenlijst leveranciersregistratie** verschijnt. Laten we beginnen met het registratieproces.

Ariba Sourcing
Company Settings | Feedback | Help

Go back to LyondellBasell - TEST Dashboard | Desktop File Sync

Time remaining: 87 days 00:27:24

Console | Doc4457224782 - Supplier Registration Questionnaire

Event Messages | Event Details | Response History | Response Team

Event Contents

- All Content
- 1 Supplier Name (Engli...
- 2 Supplier Address
- 3 Supplier Information
- 4 Contact Information
- 5 Tax Details
- 6 Financial Information
- 7 Supplier Diversity

All Content

Name 1

1 Supplier Name (English Name) Less...

Provide English-only translated name. Use Name 1 field to enter the Company Name, it only accepts up to 35 characters. For the remaining characters, use Name 2 and Name 3 fields respectively.

1.1 Name 1 * RM CORP 0221A

1.2 Name 2

1.3 Name 3

2 Supplier Address

2.1 Registered Address Less...

Provide your company address in English only. If your company address is in a language different than English, please add it in the International Address section (2.1.2) depending on your Country of Registration.

Show More

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

11 Controleer en bevestig uw **leveranciersnaam**. U kunt de naam indien nodig bijwerken.

Event Messages | Event Details | Response History | Response Team

Event Contents

- All Content
- 1 Supplier Name (Engli...
- 2 Supplier Address
- 3 Supplier Information

Supplier Name (English Name) (Section 1 of 10) Next

Name 1

1 Supplier Name (English Name) More...

1.1 Name 1 * RM CORP 0221A

1.2 Name 2

1.3 Name 3

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Vragenlijst voor registratie indienen

12

Controleer en bevestig je **geregistreerde adres**. Indien nodig kun je het adres bijwerken. Selecteer het **Land van registratie** in de vervolgkeuzelijst onder het gedeelte **Land van registratie**. Selecteer vervolgens de juiste optie voor de vraag **'Geef een postcode op'** in het vragenveld 2.1.1.



Het **land van registratie** en de **postcode** moeten in hetzelfde land zijn als die in het veld **Geregistreerd adres**.

13

Selecteer de juiste optie bij **"Hebt u een Dun & Bradstreet (D&B) DUNS-nummer?"**



Opmerking: In het veld **DUN & Bradstreet DUNS-nummer** kunnen slechts 9 cijfers worden ingevoerd.



Vragenlijst voor registratie indienen

14 Selecteer de juiste optie met betrekking tot **Besteladres** en **betaald worden op een andere bedrijfsnaam**.

15 Voer de juiste gegevens in bij **Leveranciersinformatie**.



Opmerking: Uw **type bedrijfseentiteit** kan bijvoorbeeld een van de volgende zijn: Naamloze Venootschap, Besloten Venootschap, NGO, etc.



Vragenlijst voor registratie indienen

16 Valideer de vooraf ingevulde informatie in het gedeelte **Contactgegevens**.

Contact Information (Section 4 of 10) << Prev. | Next >>

Name ↑

4 Contact Information

4.1 Primary Contact Information

4.1.1 Telephone ⓘ * 1234567890

4.1.2 Remittance Advice/AR Email ⓘ *

4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ⓘ

4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? * Unspecified ▾
Note: This will prevent business interruption in the case of the primary is unavailable.



- **Remittance Advice/AR E-mail:** Dit is het e-mailadres voor betalingsberichten.
- **Technisch / Gedeeld e-mailadres voor Ariba Inkooporders (ZARIBAPO):** E-mailadres van leveranciersgroep dat Ariba-inkooporders en Ariba-onvoorzien uitgaven ontvangt.
- **Gedeelde mailbox om inkooporders te ontvangen (ZPOEmail):** Dit is het algemene e-mailadres van je leveranciersgroep voor inkooporders.

17 De **verkoop-** en **HSE-contactpersonen** zijn optioneel.

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

8 Sustainability

9 IT Security Risk Man...

10 Comments Section

4.2 Sales Contact

4.2.1 Sales Contact Person

4.2.2 Sales Contact Number

4.2.3 Sales Contact Email Address

4.3 HSE Contact (Health, Safety and Environment)

4.3.1 HSE Contact Person

4.3.2 HSE Contact Number

4.3.3 HSE Contact Email Address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Vragenlijst voor registratie indienen

18

Vul de volgende **Belastinggegevens** in.

The screenshot shows the 'Tax Details' section of a supplier registration form. The section is highlighted with an orange border and a green circle with the number 18. The form includes the following fields:

- 5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes
- 5.12 Tax Information
 - 5.12.1 Tax Details
 - Country/Region: (no value)
 - 5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified
 - 5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * attachment.docx Update file Delete file
- 5.13 Additional Tax Information from other Country
 - 5.13.1 Number of additional Tax Id from other Country * 0

(*) Indicates a required field

Buttons: Submit Entire Response, Save draft, Compose Message, Excel Import



Opmerking: de velden **Tax Country/Region (Belastingland/regio)** en **Country of Registration (Land van registratie)** moeten identiek zijn.

19

Voeg eventueel het aantal extra belastinglanden toe. Indien je de Verenigde Staten toevoegt, klik dan op **Bestand bijvoegen** om je W-9 of W-8 formulier toe te voegen.

The screenshot shows the 'Tax Details' section of a supplier registration form. The 'Country/Region' field is highlighted with an orange box and a green circle with the number 19. The form includes the following fields:

- 5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes
- 5.12 Tax Information
 - 5.12.1 Tax Details
 - Country/Region: (no value)
 - 5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified
 - 5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * Attach a file
- 5.13 Additional Tax Information from other Country
 - 5.13.1 Number of additional Tax Id from other Country * 0

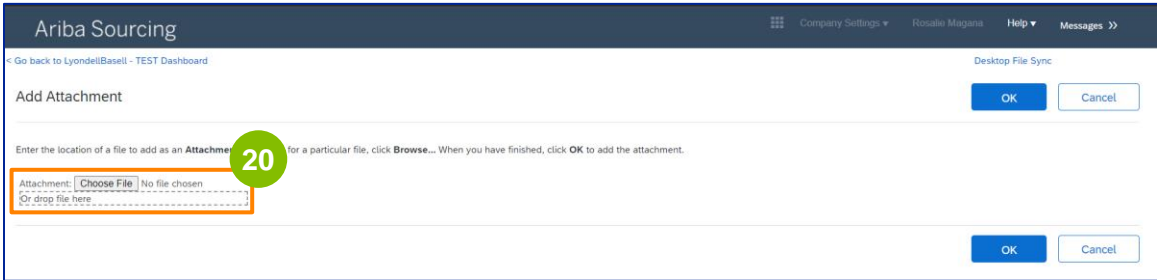


Opmerking: Alleen Amerikaanse leveranciers wordt gevraagd een W-9 of W-8 formulier bij te voegen.

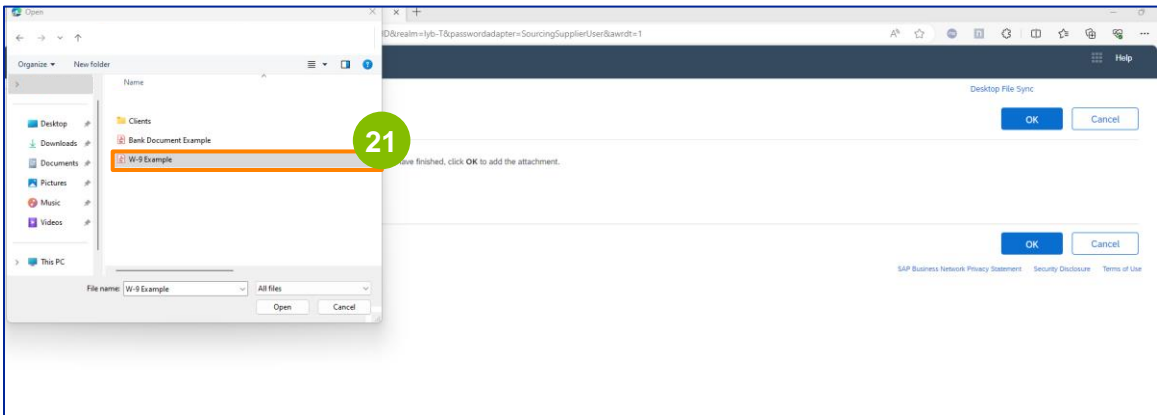


Vragenlijst voor registratie indienen

20 Het scherm **Bijlage toevoegen** wordt weergegeven. Klik op **Bestand kiezen**.



21 Voeg het juiste bestand van je computer toe.





Vragenlijst voor registratie indienen

22 Klik op **OK**.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Add Attachment

OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: W-9 Example.pdf

Or drop file here

© 1996-2019 Ariba, Inc. All rights reserved.

SAP Business Network Privacy Statement Security Disclosure Terms of Use

23 Vul de velden met **financiële informatie** in. Dit omvat informatie over de intermediaire bank en de erkenning van het facturatiebeleid van LyondellBasell. Klik vervolgens op **Bankgegevens toevoegen**.

Event Messages

Event Details

Response History

Response Team

Financial Information

(Section 6 of 10) < Prev. | Next >

6 Financial Information

6.1 Do you have Bank details?
NOTE: LyondellBasell prefers an electronic fund transfer (ACH/WIRE) as payment method. Yes

6.2 Bank Information Add Bank Information (0)

6.3 Intermediary Bank

6.3.1 Does your company have an Intermediary Bank? Unspecified

6.4 Invoice Policy Acknowledgement

6.4.1 You acknowledge that you have accessed and reviewed LYB's Standard Invoicing Requirements and Guidelines, which can be located at Suppliers > Ancillary Documents > Standard Invoicing Requirements and Guidelines on LYB's internet site (www.lyb.com). Unspecified

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import



Vragenlijst voor registratie indienen

24

Klik op **Bankgegevens toevoegen**.

< Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6.2 Bank Information

Bank Information (0)

Name 1

No items

(*) indicates a required field

25

Het scherm **Bankgegevens** verschijnt. Voer de juiste informatie in de velden **Bankgegevens** in.

Bank Information (1)

Name 1

▼ Bank Details #1 Delete

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Currency

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

Bank Type: No Choice

Country/Region: (no value)

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice

Unspecified

Attach a file



Opmerking: Gebruik geen speciale tekens in de velden met bankgegevens. Speciale tekens zijn onder andere ! @ # \$ % ^ & * ().



Vragenlijst voor registratie indienen

26 Selecteer je bankvaluta.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key:

Bank Currency: **26**

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

27 Klik op **Bestand bijvoegen** om uw officiële bankdocument toe te voegen.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key:

Bank Currency:

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) **27**

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

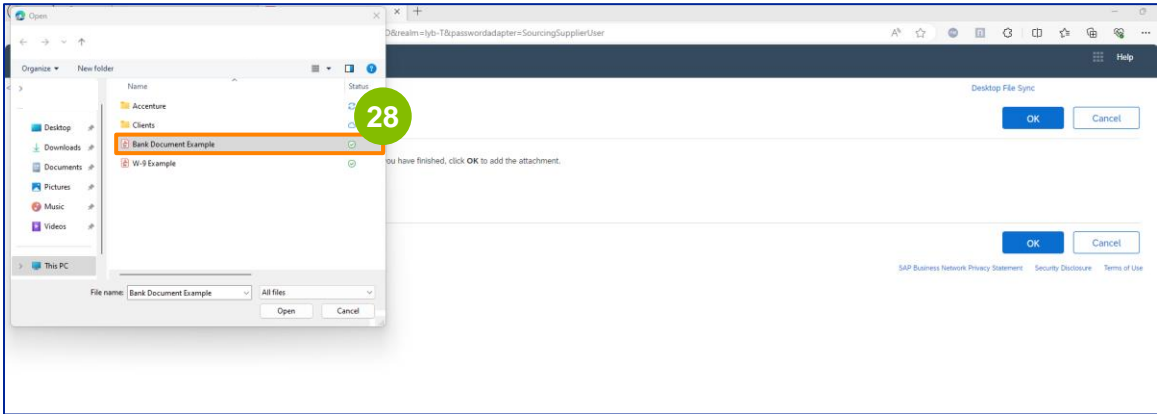


Opmerking: De brief van je bank ter bevestiging van je bankrekening moet het officiële briefhoofd van de bank bevatten. Het briefhoofd van je bedrijf is niet voldoende als bevestiging.

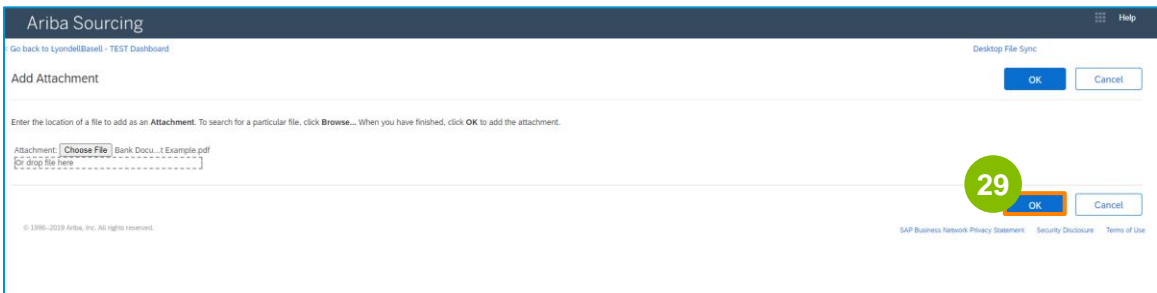


Vragenlijst voor registratie indienen

28 Het scherm **Bijlage toevoegen** wordt weergegeven. Klik op **Kies bestand**. Kies het juiste bestand van je computer en voeg het toe aan de vragenlijst.



29 Klik op **OK**.





Vragenlijst voor registratie indienen

- 30 Het scherm **Bankgegevens** wordt opnieuw weergegeven. Zodra alle juiste bankgegevens zijn ingevoerd, klikt u op **Opslaan** om terug te keren naar het beginscherm van de vragenlijst.

- 31 U kunt een optie selecteren in het gedeelte **Leveranciersdiversiteit**.



Minderheidsaanduiding is een optioneel veld. Bekijk de vervolgkeuzelijst en selecteer elke optie die op uw bedrijf van toepassing kan zijn.



Vragenlijst voor registratie indienen

32

Vul de juiste gegevens in bij **Duurzaamheid**. U moet ermee instemmen zaken te doen in overeenstemming met fundamentele mensenrechten en internationaal erkende ESG-normen, in overeenstemming met de principes die zijn uiteengezet in de Gedragscode voor Leveranciers van LyondellBasell.

Event Messages
Event Details
Response History
Response Team

Sustainability (Section 8 of 10) « Prev. | Next »

Name 1

▼ 8 Sustainability

8.1 You commit to conduct business ethically and responsibly, in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, and in accordance with the principles set forth in LYB's Supplier Code of Conduct, which can be located at www.lyb.com, or as set forth within your own code of conduct? * Unspecified

8.2 Does your company regularly report to the public its performance against its sustainability targets in a structured way (e.g., through the publication of a Sustainability Report)? * Unspecified

8.3 Sustainability Contact Name

8.4 Sustainability Email Address

8.5 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? * Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Een **Ecovadis-beoordeling** beoordeelt de materiële duurzaamheidsimpact van uw bedrijf op basis van de informatie die u hebt verstrekt.

33

Voer de gegevens in bij **Risicobeheer IT-beveiliging**.

Event Messages
Event Details
Response History
Response Team

IT Security Risk Management (Section 9 of 10) « Prev. | Next »

Name 1

▼ 9 IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? Unspecified

9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? Unspecified

9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? Unspecified

9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data? Unspecified

9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Vragenlijst voor registratie indienen

- 34 Het gedeelte Commentaar is optioneel. Voer opmerkingen in voor algemene communicatie met LyondellBasell over uw leveranciersinstelling of wijzigingen.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) << Prev. ☰

Name ↑

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- 35 Klik op **Submit Entire Response (Indienen)**.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) << Prev. ☰

Name ↑

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Vragenlijst voor registratie indienen

36

Er wordt een pop-upvenster weergegeven. Klik op **OK**.

The screenshot shows a questionnaire titled "IT Security Risk Management" with several questions. A white pop-up window is overlaid on the form, containing a green checkmark icon and the text "Submit this response?". Below the text, it says "Click OK to submit." and has two buttons: "OK" (highlighted with an orange border) and "Cancel". A green circle with the number "36" is placed over the "OK" button.

37

Een bevestigingsbericht "**Uw reactie is ingediend. Bedankt voor uw deelname aan het evenement.**" wordt weergegeven op het scherm.

The screenshot shows the Ariba Sourcing dashboard. At the top, it says "Ariba Sourcing" and "Go back to LyondellBasell - TEST Dashboard". The main content area shows a confirmation message: "Your response has been submitted. Thank you for participating in the event." This message is highlighted with an orange border. Below the message, there is a section titled "IT Security Risk Management" with a table of questions and answers.

Name	IT Security Risk Management		
1	Supplier Name	9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
2	Supplier Address	9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
3	Supplier Information	9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
4	Contact Information	9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
5	Tax Details	9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes



Opmerking: U hebt uw **registratievragenlijst** ingevuld en verzonden. LyondellBasell zal uw informatie beoordelen. U ontvangt bericht zodra LyondellBasell uw aanvraag heeft goedgekeurd, geweigerd of om aanvullende informatie heeft verzocht.



Vragenlijst voor registratie indienen



U hebt nu uw **registratievragenlijst** ingevuld en ingediend. LyondellBasell zal nu uw informatie bekijken.



U ontvangt een bericht zodra LyondellBasell uw inzending heeft **goedgekeurd** of **om aanvullende informatie heeft gevraagd**.



Als je in aanmerking komt voor de kwalificatiestatus bij LyondellBasell (op basis van regio en grondstof), ontvang je een bericht om de **kwalificatievragenlijst** in te dienen.



Opmerking: raadpleeg de **Supplier Qualification Questionnaire Job Aid** voor de volgende stappen.



Bedankt!



Supplier Information Management Portal Registration Questionnaire Ariba SLP Job Aid



Purpose

The purpose of this job aid is to provide a step-by-step guide regarding how to register in LyondellBasell's Supplier Information Management Portal via submitting the Registration Questionnaire.



Target Audience

This job aid is for 3rd Party LyondellBasell Suppliers



Table of Contents

Navigate through the job aid by selecting the appropriate section:

- **Submit Registration Questionnaire**



Prerequisite

Refer to the following prior to viewing this job aid:

- **LyondellBasell Supplier Site**



This job aid was originally published in **July 2023**.
This job aid was last updated in **April 2024**.

April 2024 Job Aid Update Details

Submit Registration Questionnaire

- All steps have been updated due to multiple enhancements made to the questionnaire.

October 2023 Job Aid Update Details

Submit Registration Questionnaire

- Steps 1 through 36 have been updated with new screenshots, highlighting user interface enhancements



Submit Registration Questionnaire

The following steps are for **3rd Party LyondellBasell Suppliers**



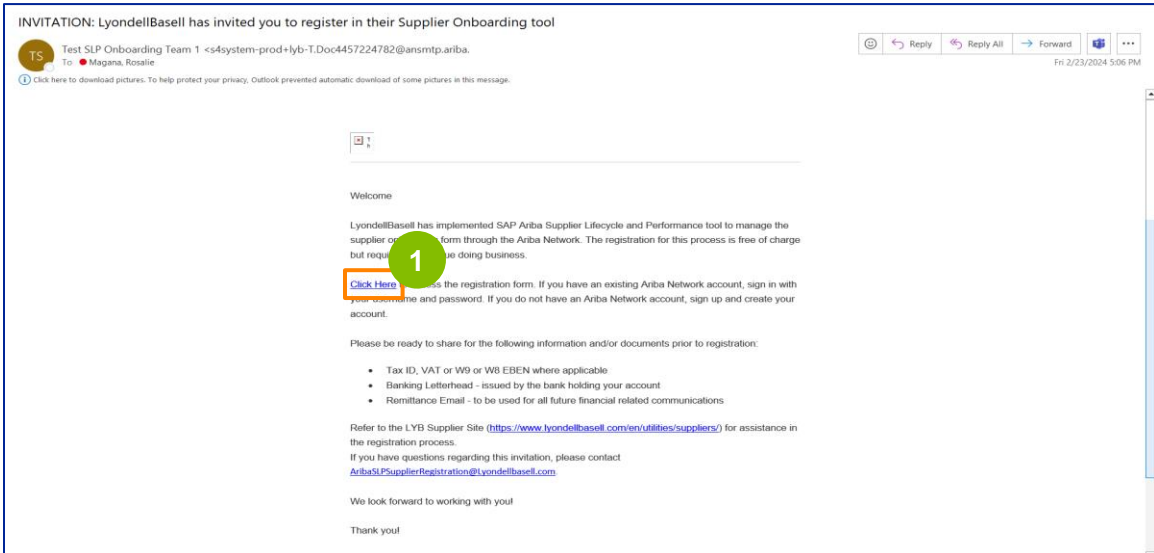
Note: Select the Tool Tip icon (i) next to applicable Registration Questionnaire fields to learn additional relevant information.



Submit Registration Questionnaire

1

You should have received an email notification from Ariba. Click the link in the email invitation to begin the **Registration Questionnaire**.

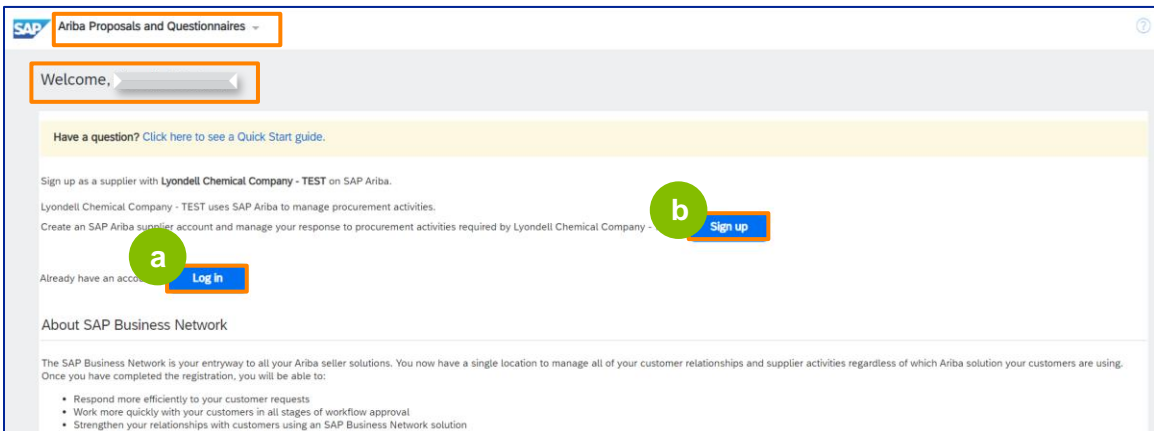


Note: Check your **Junk folder** as the Ariba email is automated and may be flagged as junk. You can add the Ariba email address to your contacts to allow future communications to be sent to your inbox directly.

2

The **Ariba Proposals and Questionnaires** page is displayed. On the Welcome screen:

- If you already have an Ariba Network (AN) profile, click Log in. Skip to page 10 to begin the **Registration Questionnaire**.
- If you are a new supplier or new to the Ariba Network (AN), click Sign up. For this example, click **Sign up**. Continue with the next step.





Submit Registration Questionnaire

3

The **Create account** screen is displayed. In the **Company information** section, enter your Company name, country/region, and address.

SAP Ariba Proposals and Questionnaires -

Create account Create account and continue Cancel

3 create an SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information

* Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

4

Scroll down to the **User account information** section. Enter your name, email address, username, and password. Select the appropriate language and enter the email address to send orders to multiple contacts. This email address can be changed anytime.

User account information

* Indicates a required field

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

If you select this option, the Username field is auto-populated with your email address.



Note: * indicates a required field. Username must be in email format (e.g., john.doe@email.com). The password must contain a minimum of eight characters, including upper- and lower-case letters, numeric digits, and special characters.

When you are creating an Ariba Network account, your password may be automatically shortened to 8 characters on the screen, but your original password is still valid and is not affected.



Submit Registration Questionnaire

5 Scroll down to the **Tell us more about your business** section. Enter or browse the appropriate details in the following fields.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

6 Click the two user agreement checkboxes.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel



Submit Registration Questionnaire

7

Click **Create account and continue**.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

7

8

The **ADDRESS RECOMMENDATION** pop-up window displays. Select either your original or recommended address. For this example, select the recommended address, then click **Accept**.

Language: English

Address Recommendation Pop-up:

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011

8

All make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.



Submit Registration Questionnaire

9

If there are potential duplicate accounts, then the **Potential existing accounts** pop-up window displays. Click **Review accounts** to review the potential duplicates.

Enter Product and Service Category
Raw materials X

Enter Ship-to or Service Location
Texas - United States X

Optional
Enter your nine-digit Company Tax ID number.

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

Review accounts Skip review



Note: Ariba conducts the duplicate check based on your company address and your contact email address.

10

The **Review Duplicate Account** screen is displayed. Check the details. If there isn't a duplicate account, click **Continue Account Creation**. If there is a duplicate account already created, go back to the previous page.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account if you are associated with
- Or, you can view the details and contact the account administrator from there
- Or, if there is no match, click **Continue Account Creation** and we will progress your registration
- Or, you can Go back to previous page

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Submit Registration Questionnaire

The **Supplier Registration Questionnaire** screen displays. Let's get started with the registration process.

11 Review and confirm your **Supplier Name**. You may update the name, if necessary.



Submit Registration Questionnaire

- 12 Review and confirm your **Registered Address**. You may update the address, if needed. Select the **Country of Registration** from the drop-down list under the **Country of Registration** section. Then Select the appropriate option for the question 'Provide a postal code/ZIP code value in 2.1.1 Address question field.'

Supplier Address (Section 2 of 10) Prev | Next

Name 1

2 Supplier Address

2.1 Registered Address More

2.1.1 Address

NOTE: Street field is mandatory and only accepts up to 35 characters; use additional street fields, if needed.

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration * Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field * Unspecified



The **Country of Registration** and **Postal Code** should be the same as shown in the **Registered Address** field.

- 13 Select the appropriate option regarding “Do you have a Dun & Bradstreet (D&B) DUNS Number?”.

Supplier Address (Section 2 of 10) Prev | Next

Name 1

2 Supplier Address

2.1 Registered Address More

2.1.1 Address

NOTE: Street field is mandatory and only accepts up to 35 characters; use additional street fields, if needed.

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration * Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field * Unspecified

2.2 Do you have a Dun & Bradstreet (D&B) DUNS Number? * Unspecified

2.4 Do you have an Ordering Address * Unspecified



Note: The **DUN & Bradstreet DUNS** number field only allows for 9 digits to be entered.



Submit Registration Questionnaire

14 Select the appropriate option regarding **Ordering Address** and **being paid on a different company name**.

15 Enter the appropriate details in the **Supplier Information** section.



Note: Your **Type of Business Entity** may be one of the following: Public Limited Liability, Private Limited/Practice, Wholly Owned Subsidiary, Corporation, Public Limited Company, Limited Partnership, Unlimited Partnership, Chartered Company, Statutory Company, Holding Company, Subsidiary Company, One Man Company (Sole Proprietor), NGO, etc.



Submit Registration Questionnaire

16 Validate the pre-populated information in the **Contact Information** section.

Contact Information	
Name ↑	
4 Contact Information	
4.1 Primary Contact Information	
4.1.1 Telephone ⓘ	* 1234567890
4.1.2 Remittance Advice/AR Email ⓘ	*
4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ⓘ	
4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? Note: This will prevent business interruption in the case of the primary is unavailable.	* Unspecified ▾



- **Remittance Advice/AR Email:** This is your payment notification email address.
- **Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO):** Supplier group email address that will receive Ariba purchase orders and Ariba contingency.
- **Shared mailbox to receive Purchase Orders (ZPOEmail):** This is your generic supplier group email address for purchase orders.

17 The **Sales** and **HSE Contacts** are optional.

3 Supplier Information	
4 Contact Information	
5 Tax Details	
6 Financial Information	
7 Supplier Diversity	
8 Sustainability	
9 IT Security Risk Man...	
10 Comments Section	
(*) indicates a required field	
4.2 Sales Contact	
4.2.1 Sales Contact Person	
4.2.2 Sales Contact Number	
4.2.3 Sales Contact Email Address	
4.3 HSE Contact (Health, Safety and Environment)	
4.3.1 HSE Contact Person	
4.3.2 HSE Contact Number	
4.3.3 HSE Contact Email Address	

Submit Entire Response Save draft Compose Message Excel Import



Submit Registration Questionnaire

18

Populate the following **Tax Details**.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

Tax Details (Section 5 of 10) Prev. | Next »

Name ↑

5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes ▾

5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value) ▾ ⓘ

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified ▾

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * attachment.docx ▾ Update file Delete file

5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax Id from other Country * 0 ▾

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Note: The **Tax Country/Region** and the **Country of Registration** fields should be identical.

19

Add the number of additional tax countries. Then click **Attach a file** to add your W-9 form.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

Tax Details

Name ↑

5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes ▾

5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value) ▾ ⓘ

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified ▾

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * Attach a file

5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax Id from other Country * 0 ▾

(*) Indicates a required field

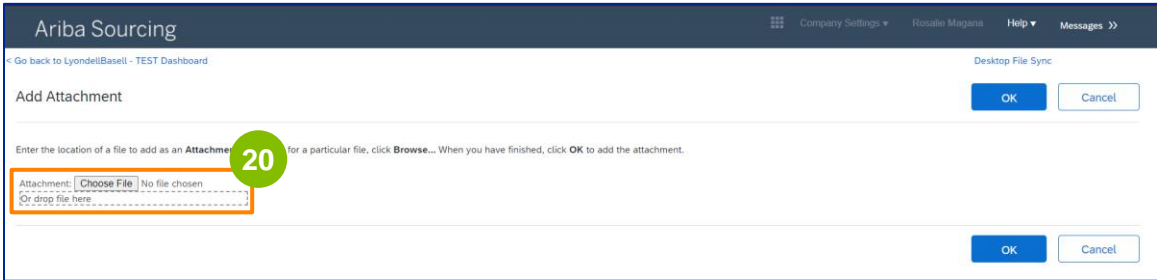


Note: Only U.S. suppliers will be requested to attach a W-9 form.

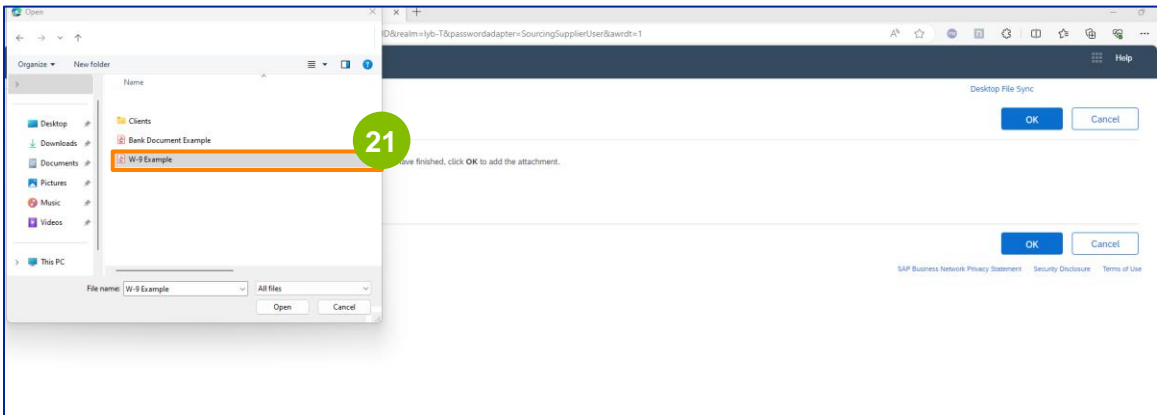


Submit Registration Questionnaire

20 The **Add Attachment** screen is displayed. Click **Choose File**.



21 Attach the appropriate file from your computer.





Submit Registration Questionnaire

22

Click **OK**.

23

Populate the **Financial Information** fields. This includes Intermediary Bank information and acknowledging LyondellBasell's Invoice Policy. Then click **Add Bank Information**.



Submit Registration Questionnaire

24

Click **Add Bank Details**.

25

The **Bank Information** screen displays. Enter the appropriate information in the **Bank Details** fields.



Note: Do not use any special characters in the bank detail fields. Special characters include ! @ # \$ % ^ & * ().



Submit Registration Questionnaire

26

Select your **Bank Currency**.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) American Dollar

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

*Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

27

Click **Attach a file** to add your official banking document.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) Am

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

*Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

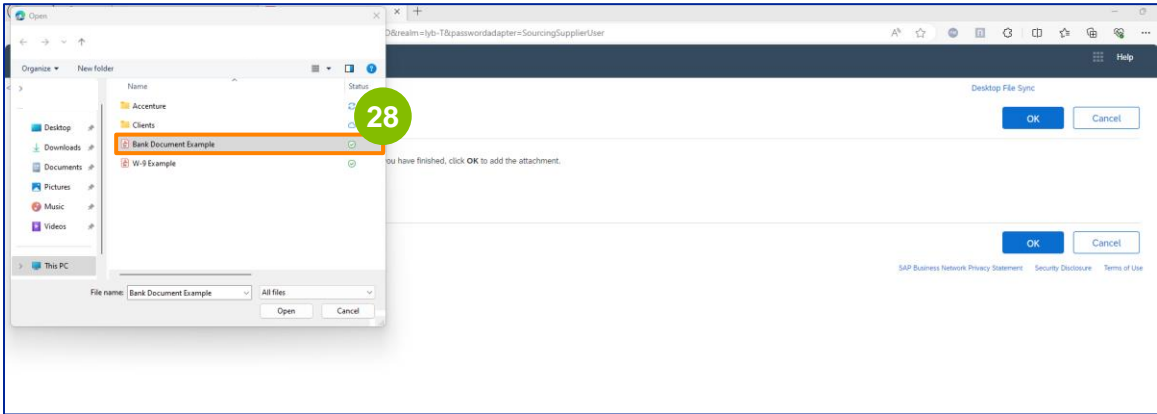


Note: The letter from your bank confirming your bank account must include the official banking letterhead. Your company letterhead will not suffice as confirmation.

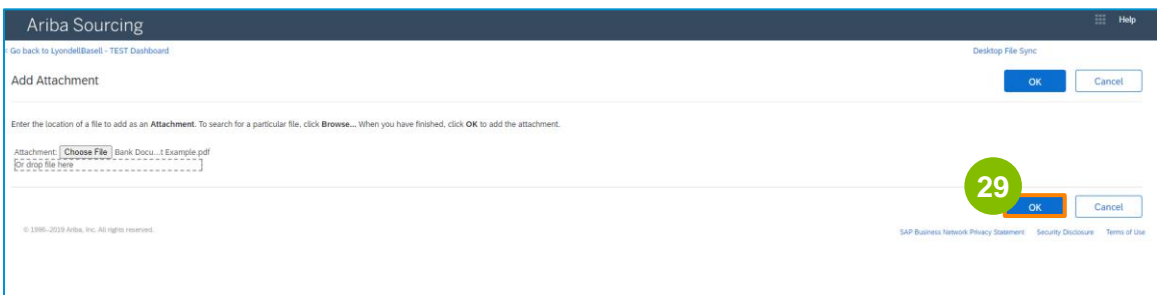


Submit Registration Questionnaire

28 The **Add Attachment** screen is displayed. Click **Choose File**. Choose the appropriate file from your computer and attach to the questionnaire.



29 Click **OK**.





Submit Registration Questionnaire

30 The **Bank Information** screen is displayed again. Once all appropriate bank details are entered, click **Save** to return to the questionnaire home screen.

31 You may select an option in the **Supplier Diversity** section.



Minority Indicator is an optional field. View the drop-down list and select any option that may apply to your company.



Submit Registration Questionnaire

32 Enter the appropriate details in the **Sustainability** section. You must agree to conduct business in adherence to fundamental human rights and internationally recognized ESG standards, in accordance with the principles set forth in LyondellBasell's Supplier Code of Conduct.

Event Messages
Event Details
Response History
Response Team

Sustainability (Section 8 of 10) « Prev. | Next »

Name 1

▼ 8 Sustainability

8.1 You commit to conduct business ethically and responsibly, in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, and in accordance with the principles set forth in LYB's Supplier Code of Conduct, which can be located at www.lyb.com, or as set forth within your own code of conduct? * Unspecified ▼

8.2 Does your company regularly report to the public its performance against its sustainability targets in a structured way (e.g., through the publication of a Sustainability Report)? * Unspecified ▼

8.3 Sustainability Contact Name

8.4 Sustainability Email Address

8.5 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? * Unspecified ▼

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



An **Ecovadis Assessment** assesses your company's material sustainability impacts based on the information you have provided.

33 Enter the appropriate details in the **IT Security Risk Management** section.

Event Messages
Event Details
Response History
Response Team

IT Security Risk Management (Section 9 of 10) « Prev. | Next »

Name 1

▼ 9 IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? Unspecified ▼

9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? Unspecified ▼

9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? Unspecified ▼

9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data? Unspecified ▼

9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? Unspecified ▼

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Submit Registration Questionnaire

34 Comments section is optional. Enter any comments for general communication with LyondellBasell regarding your supplier set-up or changes.

The screenshot shows the 'Comments Section' of a registration form. On the left is a navigation menu with 'Event Contents' expanded to show 'Supplier Name', 'Supplier Address', and 'Supplier Information'. The main area is titled 'Comments Section' and contains a text input field with the placeholder text '10.1 Comments for general communication with LYB regarding your Supplier set-up or changes'. A red rectangular box highlights this text area, and a green circle with the number '34' is positioned to its right. Below the text area are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the text area states '(*) indicates a required field'.

35 Click **Submit Entire Response**.

This screenshot is identical to the one above, showing the 'Comments Section' form. However, a red rectangular box highlights the 'Submit Entire Response' button, and a green circle with the number '35' is positioned to its right. The rest of the form, including the text area and other buttons, remains the same.



Submit Registration Questionnaire

36

A pop-up window displays. Click **OK**.

The screenshot shows a registration questionnaire form titled "IT Security Risk Management". The form contains several questions about cloud-hosted solutions, financial reporting, staff augmentation, and security certifications. A pop-up dialog box is overlaid on the form, asking "Submit this response?" with a green checkmark icon and the instruction "Click OK to submit." The dialog box has two buttons: "OK" (highlighted with an orange border) and "Cancel". A green circle with the number "36" is positioned over the "OK" button.

37

A confirmation message “**Your response has been submitted. Thank you for participating in the event.**” is displayed on the screen.

The screenshot shows the Ariba Sourcing console interface. At the top, it says "Ariba Sourcing" and "Go back to LyondellBasell - TEST Dashboard". The main content area is titled "Doc4220196072 - Supplier Registration Questionnaire". A green confirmation message is displayed: "Your response has been submitted. Thank you for participating in the event." Below the message, there is a section for "IT Security Risk Management" with a table of questions and answers. The table has columns for "Name", "Question", and "Answer".

Name	Question	Answer	
1	Supplier Name	9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
2	Supplier Address	9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
3	Supplier Information	9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
4	Contact Information	9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
5	Tax Details	9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes
6	Financial Information		



Note: You have completed and submitted your **Registration Questionnaire**. LyondellBasell will review your information. You will receive a notification once LyondellBasell has approved, denied, or requested additional information regarding your submission.



Submit Registration Questionnaire



You have now completed and submitted your **Registration Questionnaire**. LyondellBasell will now review your information.



You will receive a notification once LyondellBasell has **approved** your submission or **requested additional information**.



If you are eligible to receive **Qualified** status with LyondellBasell (based on region and commodity), you will receive a notification to submit the **Qualification Questionnaire**.



Note: Refer to the **Supplier Qualification Questionnaire Job Aid** for next steps.



Thank You



Questionnaire d'inscription au portail de gestion des informations sur les fournisseurs

Ariba SLP Job Aid



Objectif

L'objectif de cette aide à la tâche est de fournir un guide étape par étape sur la manière de s'inscrire dans le portail de gestion des informations sur les fournisseurs de LyondellBasell en soumettant le questionnaire d'inscription.



Public cible

Cet outil de travail est destiné à 3rd Party LyondellBasell Suppliers



Table des matières

Naviguez dans l'aide au travail en sélectionnant la section appropriée :

- **[Soumettre le questionnaire d'inscription](#)**



Prérequis

Reportez-vous à ce qui suit avant de consulter cette aide à l'emploi :

- **[Site du fournisseur LyondellBasell](#)**



Cette aide à l'emploi a été publiée à l'origine en **juillet 2023**. Cette aide à l'emploi a été mise à jour pour la dernière fois en **avril 2024**.

Détails de la mise à jour de l'aide à l'emploi d'avril 2024

Soumettre le questionnaire d'inscription

- Toutes les étapes ont été mises à jour en raison des nombreuses améliorations apportées au questionnaire.

Détails de la mise à jour de l'aide à l'emploi d'octobre 2023


Soumettre le questionnaire d'inscription

- Les étapes 1 à 36 ont été mises à jour avec de nouvelles captures d'écran, mettant en évidence les améliorations de l'interface utilisateur.



Soumettre le questionnaire d'inscription

Les étapes suivantes concernent **3rd Partie LyondellBasell Fournisseurs**

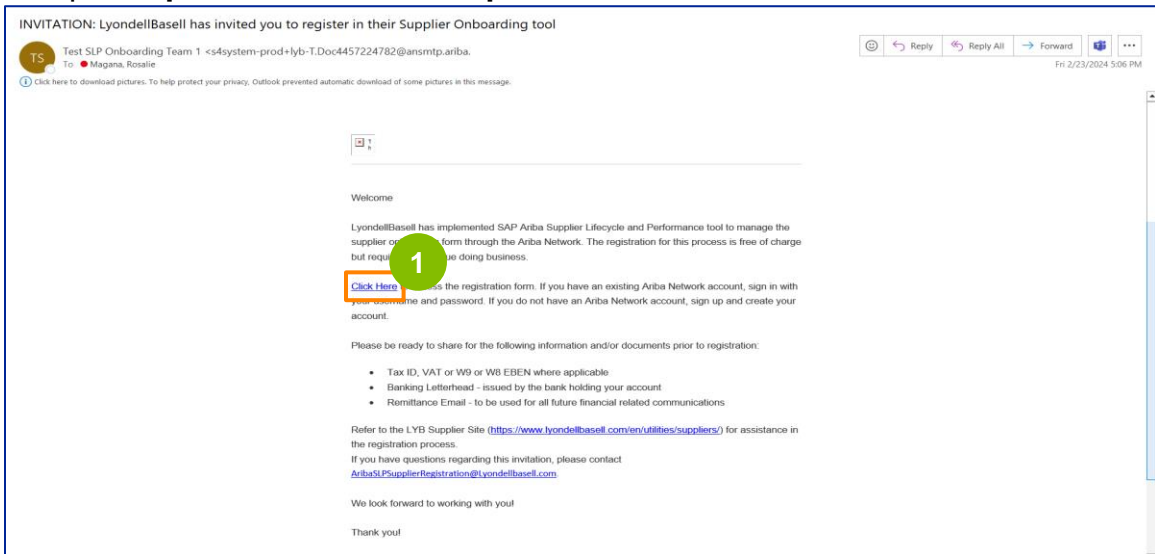
 Note : Sélectionnez l'icône de l'info-bulle à côté des champs applicables du questionnaire d'inscription pour obtenir des informations supplémentaires pertinentes.



Soumettre le questionnaire d'inscription

1

Vous devriez avoir reçu une notification par courrier électronique de la part d'Ariba. Cliquez sur le lien figurant dans l'e-mail d'invitation pour commencer à remplir le **questionnaire d'inscription**.

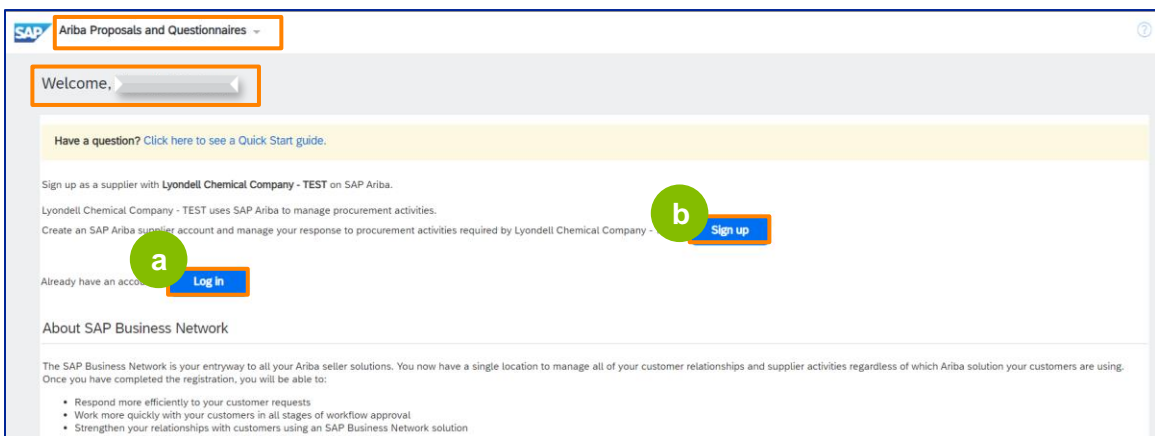


Remarque : vérifiez votre **dossier de courrier indésirable**, car l'e-mail d'Ariba est automatisé et peut être signalé comme tel. Vous pouvez ajouter l'adresse électronique d'Ariba à vos contacts pour que les communications futures soient envoyées directement dans votre boîte de réception.

2

La page **Ariba Proposals and Questionnaires (Propositions et questionnaires Ariba)** s'affiche. Dans l'écran de bienvenue :

- Si vous avez déjà un profil Ariba Network (AN), cliquez sur Log in. Passez à la page 10 pour commencer le **questionnaire d'inscription**.
- Si vous êtes un nouveau fournisseur ou un nouvel utilisateur d'Ariba Network (AN), cliquez sur S'inscrire. Pour cet exemple, cliquez sur **S'inscrire**. Passez à l'étape suivante.





Soumettre le questionnaire d'inscription

3

L'écran **Créer un compte** s'affiche. Dans la section **Informations sur l'entreprise**, saisissez le nom de votre entreprise, le pays/la région et l'adresse.

4

Faites défiler vers le bas jusqu'à la section **Informations sur le compte d'utilisateur**. Saisissez votre nom, votre adresse électronique, votre nom d'utilisateur et votre mot de passe. Sélectionnez la langue appropriée et saisissez l'adresse électronique pour envoyer les commandes à plusieurs contacts. Cette adresse électronique peut être modifiée à tout moment.



Note : * indique un champ obligatoire. Le nom d'utilisateur doit être au format e-mail (par exemple, john.doe@email.com). Le mot de passe doit contenir au moins huit caractères, dont des lettres majuscules et minuscules, des chiffres et des caractères spéciaux.

Lorsque vous créez un compte Ariba Network, votre mot de passe peut être automatiquement raccourci à 8 caractères à l'écran, mais votre mot de passe original reste valide et n'est pas affecté.



Soumettre le questionnaire d'inscription

5

Faites défiler vers le bas jusqu'à la section "**Tell us more about your business**" (**Dites-nous en plus sur votre entreprise**). Saisissez ou parcourez les détails appropriés dans les champs suivants.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-F" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

6

Cliquez sur les deux cases à cocher relatives au contrat d'utilisation.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-F" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel



Soumettre le questionnaire d'inscription

7

Cliquez sur **Créer un compte et continuez.**

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

7 Create account and continue Cancel

8

La fenêtre contextuelle **RECOMMANDATION D'ADRESSE** s'affiche. Sélectionnez l'adresse originale ou l'adresse recommandée. Pour cet exemple, sélectionnez l'adresse recommandée, puis cliquez sur **Accepter**.

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011

Use this **8** Accept

Multiple contacts in your profile can be added or updated at any time.

is appended with "-T" in test

All make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Soumettre le questionnaire d'inscription

9

S'il existe des doublons potentiels, la fenêtre contextuelle **Comptes existants potentiels** s'affiche. Cliquez sur **Examiner les comptes** pour examiner les doublons potentiels.

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

[Review accounts](#) [Skip review](#)



Remarque : Ariba vérifie les doublons en fonction de l'adresse de votre entreprise et de l'adresse électronique de votre contact.

10

L'écran **Review Duplicate Account (Réviser le compte en double)** s'affiche. Vérifiez les détails. S'il n'y a pas de compte en double, cliquez sur **Continuer la création du compte**. Si un compte en double a déjà été créé, revenez à la page précédente.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account and use the associated with
- Or, you can view the details and contact the account administrator from there
- Or, if there is no match, click [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Soumettre le questionnaire d'inscription

L'écran **Questionnaire d'inscription du fournisseur** s'affiche. Commençons la procédure d'inscription.

11 Vérifiez et confirmez votre **nom de fournisseur**. Vous pouvez le mettre à jour si nécessaire.



Soumettre le questionnaire d'inscription

- 12 Vérifiez et confirmez votre **adresse enregistrée**. Vous pouvez la mettre à jour si nécessaire. Sélectionnez le **pays d'enregistrement** dans la liste déroulante de la section **Pays d'enregistrement**. Sélectionnez ensuite l'option appropriée à la question "**Fournissez un code postal dans le champ 2.1.1 de la question sur l'adresse**".



Le **pays d'enregistrement** et le **code postal** doivent être les mêmes que ceux indiqués dans le champ **Adresse enregistrée**.

- 13 Sélectionnez l'option appropriée concernant la question "**Avez-vous un numéro DUNS de Dun & Bradstreet (D&B) ?**"



Note : Le champ du **numéro DUN & Bradstreet DUNS** ne permet de saisir que 9 chiffres.



Soumettre le questionnaire d'inscription

14 Sélectionnez l'option appropriée concernant l'adresse de commande et le fait d'être payé sous un autre nom de société.

Supplier Address

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States State/Province/Region: Texas (TX)

2.1.2 Country of Registration: Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field: Unspecified

2.2 Do you have a Dun & Bradstreet (D&B) DUNS Number?: Unspecified

2.4 Do you have an Ordering Address different than the Registered Address?: Unspecified

2.6 Do you need to be paid on a different company name than the registered name?: Unspecified

(*) indicates a required field

15 Saisissez les informations appropriées dans la section Informations sur le fournisseur.

Supplier Information

3.1 Type of Business Entity:

3.2 Company's Website URL:

3.3 Year of establishment or incorporation:

3.4 Indicate your company size: Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Remarque : votre **type d'entité commerciale** peut être l'un des suivants : Société publique à responsabilité limitée, société privée à responsabilité limitée, filiale à 100 %, société de capitaux, société anonyme. Société en commandite, société en commandite illimitée, société agréée, société statutaire, société holding, filiale, société unipersonnelle (propriétaire unique), ONG, etc.



Soumettre le questionnaire d'inscription

16 Validez les informations pré-remplies dans la section **Informations de contact**.

Contact Information (Section 4 of 10) < Prev. | Next >

Name ↑

4 Contact Information

4.1 Primary Contact Information

4.1.1 Telephone ⓘ * 1234567890

4.1.2 Remittance Advice/AR Email ⓘ *

4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ⓘ

4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? * Unspecified ▾
Note: This will prevent business interruption in the case of the primary is unavailable.



- **Remittance Advice/AR Email** : Il s'agit de l'adresse électronique de notification de votre paiement.
- **Adresse électronique technique / partagée pour les bons de commande Ariba (ZARIBAPO)** : Adresse électronique du groupe de fournisseurs qui recevra les bons de commande Ariba et les imprévus Ariba.
- **Boîte aux lettres partagée pour recevoir les bons de commande (ZPOEmail)** : Il s'agit de l'adresse électronique générique de votre groupe de fournisseurs pour les commandes d'achat.

17 Les **contacts commerciaux** et **HSE** sont facultatifs.

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

8 Sustainability

9 IT Security Risk Man...

10 Comments Section

4.2 Sales Contact

4.2.1 Sales Contact Person

4.2.2 Sales Contact Number

4.2.3 Sales Contact Email Address

4.3 HSE Contact (Health, Safety and Environment)

4.3.1 HSE Contact Person

4.3.2 HSE Contact Number

4.3.3 HSE Contact Email Address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Soumettre le questionnaire d'inscription

18

Renseignez les **détails fiscaux** suivants.



Note : Les champs **Pays/Région d'imposition** et **Pays d'enregistrement** doivent être identiques.

19

Ajoutez le nombre de pays fiscaux supplémentaires. Cliquez ensuite sur **Joindre un fichier** pour ajouter votre formulaire W-9.

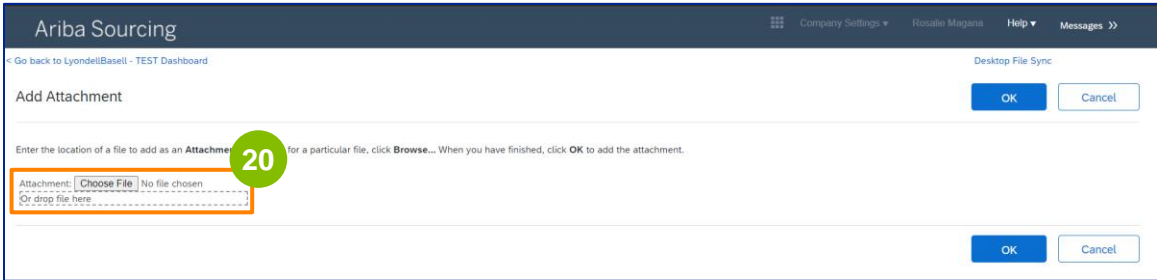


Note : Seuls les fournisseurs américains devront joindre un formulaire W-9.

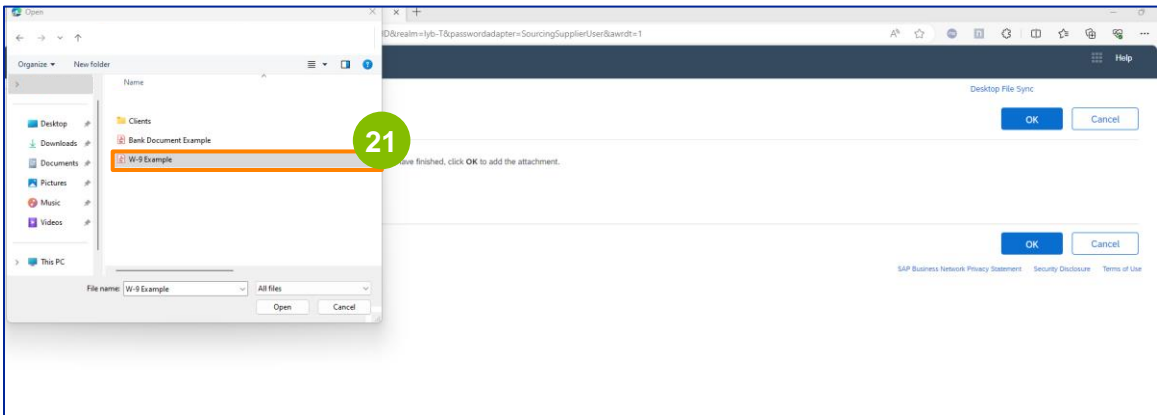


Soumettre le questionnaire d'inscription

20 L'écran **Ajouter une pièce jointe** s'affiche. Cliquez sur **Choisir un fichier**.



21 Joignez le fichier approprié de votre ordinateur.





Soumettre le questionnaire d'inscription

22

Cliquez sur **OK**.

23

Remplir les champs d'**informations financières**. Il s'agit notamment des informations relatives à la banque intermédiaire et de la reconnaissance de la politique de facturation de LyondellBasell. Cliquez ensuite sur **Add Bank Information**.



Soumettre le questionnaire d'inscription

24

Cliquez sur **Ajouter des coordonnées bancaires**.

25

L'écran **Informations bancaires** s'affiche. Saisissez les informations appropriées dans les champs **relatifs aux coordonnées bancaires**.



Note : N'utilisez pas de caractères spéciaux dans les champs relatifs aux coordonnées bancaires. Les caractères spéciaux comprennent ! @ # \$ % ^ & * ().



Soumettre le questionnaire d'inscription

26

Sélectionnez la **devise de votre banque**.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) American Dollar

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

*Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

27

Cliquez sur **Joindre un fichier** pour ajouter votre document bancaire officiel.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) Am

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

*Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)



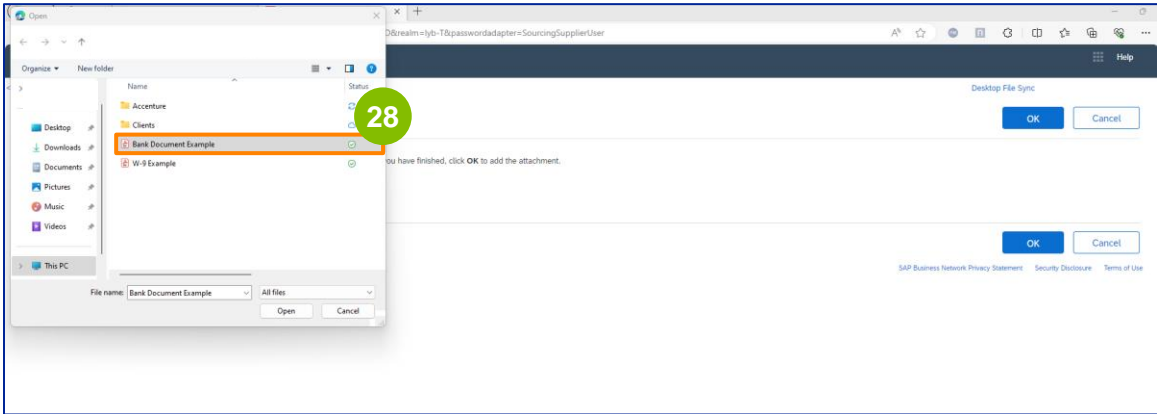
Remarque : la lettre de votre banque confirmant votre compte bancaire doit comporter l'en-tête officiel de la banque. Le papier à en-tête de votre entreprise ne suffira pas comme confirmation.



Soumettre le questionnaire d'inscription

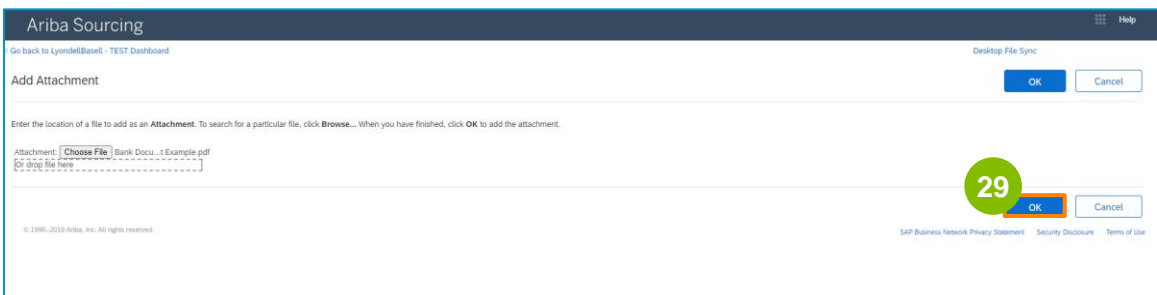
28

L'écran **Ajouter une pièce jointe** s'affiche. Cliquez sur **Choisir un fichier**. Choisissez le fichier approprié sur votre ordinateur et joignez-le au questionnaire.



29

Cliquez sur **OK**.





Soumettre le questionnaire d'inscription

- 30 L'écran **Informations bancaires** s'affiche à nouveau. Une fois que toutes les informations bancaires appropriées ont été saisies, cliquez sur **Enregistrer** pour revenir à l'écran d'accueil du questionnaire.

The screenshot shows the 'Bank Information' form in the Ariba Sourcing interface. The form includes fields for Name, Postal Code, Identifier Name, SWIFT Code, and Bank Control Key. A green circle with the number 30 highlights the 'Save' button. A yellow banner at the top states: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.'

- 31 Vous pouvez sélectionner une option dans la section **Diversité des fournisseurs**.

The screenshot shows the 'Supplier Diversity' section of the form. A dropdown menu for 'Minority Indicator' is highlighted with a green circle containing the number 31. The dropdown is currently set to 'Unspecified'. The form also includes buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.



L'indicateur de minorité est un champ facultatif. Consultez la liste déroulante et sélectionnez les options qui s'appliquent à votre entreprise.



Soumettre le questionnaire d'inscription

32 Saisissez les informations appropriées dans la section **Développement durable**. Vous devez accepter de mener vos activités dans le respect des droits de l'homme fondamentaux et des normes ESG internationalement reconnues, conformément aux principes énoncés dans le Code de conduite des fournisseurs de LyondellBasell.

Event Messages
Event Details
Response History
Response Team

Sustainability (Section 8 of 10) « Prev. | Next »

Name ↑

▼ 8 Sustainability

8.1 You commit to conduct business ethically and responsibly, in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, and in accordance with the principles set forth in LYB's Supplier Code of Conduct, which can be located at www.lyb.com, or as set forth within your own code of conduct? * Unspecified ▼

8.2 Does your company regularly report to the public its performance against its sustainability targets in a structured way (e.g., through the publication of a Sustainability Report)? * Unspecified ▼

8.3 Sustainability Contact Name

8.4 Sustainability Email Address

8.5 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? * Unspecified ▼

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Une **évaluation Ecovadis** évalue les impacts matériels de votre entreprise en matière de développement durable sur la base des informations que vous avez fournies.

33 Saisissez les informations appropriées dans la section **Gestion des risques de sécurité informatique**.

Event Messages
Event Details
Response History
Response Team

IT Security Risk Management (Section 9 of 10) « Prev. | Next »

Name ↑

▼ 9 IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? Unspecified ▼

9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? Unspecified ▼

9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? Unspecified ▼

9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data? Unspecified ▼

9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? Unspecified ▼

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Soumettre le questionnaire d'inscription

- 34 La section des commentaires est facultative. Saisissez vos commentaires pour une communication générale avec LyondellBasell concernant la mise en place ou les modifications de votre fournisseur.

The screenshot shows the 'Comments Section' of a supplier registration form. On the left, there is a navigation menu with 'Event Contents' expanded to show 'Supplier Name', 'Supplier Address', and 'Supplier Information'. The main area is titled 'Comments Section' and contains a text input field with the placeholder text '10.1 Comments for general communication with LYB regarding your Supplier set-up or changes'. A green circle with the number 34 highlights this text area. Below the text area are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the text area states '(*) Indicates a required field'.

- 35 Cliquez sur **Submit Entire Response (Soumettre la réponse complète)**.

This screenshot is identical to the one above, showing the 'Comments Section' of the supplier registration form. However, a green circle with the number 35 highlights the 'Submit Entire Response' button at the bottom left of the form.



Soumettre le questionnaire d'inscription

36

Une fenêtre contextuelle s'affiche. Cliquez sur **OK**.

The screenshot shows a questionnaire titled "IT Security Risk Management" with several questions. A modal dialog box is displayed in the center, asking "Submit this response?" with a green checkmark icon. Below the question, it says "Click OK to submit." and has two buttons: "OK" (highlighted with an orange box) and "Cancel". A small "36" in a green circle is positioned to the left of the "OK" button.

37

Un message de confirmation "**Votre réponse a été envoyée. Merci d'avoir participé à l'événement**" s'affiche à l'écran.

The screenshot shows the Ariba Sourcing interface. At the top, it says "Ariba Sourcing" and "Doc4220196072 - Supplier Registration Questionnaire". A green confirmation message is displayed in a box: "Your response has been submitted. Thank you for participating in the event." Below this, the "IT Security Risk Management" questionnaire is visible, with a table of questions and answers.

Name	Question	Answer	
1	Supplier Name	9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
2	Supplier Address	9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
3	Supplier Information	9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
4	Contact Information	9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
5	Tax Details	9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes



Note : Vous avez rempli et soumis votre **questionnaire d'enregistrement**. LyondellBasell examinera vos informations. Vous recevrez une notification lorsque LyondellBasell aura approuvé, refusé ou demandé des informations complémentaires concernant votre demande.



Soumettre le questionnaire d'inscription



Vous avez maintenant rempli et soumis votre **questionnaire d'enregistrement**. LyondellBasell va maintenant examiner vos informations.



Vous recevrez une notification lorsque LyondellBasell aura **approuvé** votre demande ou **demandé des informations complémentaires**.



Si vous pouvez prétendre au statut de **personne qualifiée** auprès de LyondellBasell (en fonction de la région et du produit), vous recevrez une notification vous invitant à soumettre le **questionnaire de qualification**.



Remarque : pour les étapes suivantes, reportez-vous à l'**aide-mémoire du questionnaire de qualification des fournisseurs**.

A blue-tinted background image showing a close-up of hands typing on a laptop keyboard. The image is slightly blurred, creating a sense of motion and focus on the task.

Merci de votre attention



Fragebogen zur Registrierung im Supplier Information Management Portal

Ariba SLP Arbeitshilfe

Veröffentlicht: April 2024

Eigentümer: LyondellBasell Source-to-Pay Team



Zweck

Diese Arbeitshilfe enthält eine schrittweise Anleitung für die Registrierung im Supplier Information Management Portal von LyondellBasell durch Übermittlung des Registrierungsfragebogens.



Zielpublikum

Diese Arbeitshilfe ist für 3rd Party LyondellBasell Suppliers



Inhaltsübersicht

Navigieren Sie durch die Arbeitshilfe, indem Sie den entsprechenden Abschnitt auswählen:

- [Fragebogen zur Registrierung einreichen](#)



Voraussetzung

Bevor Sie diese Arbeitshilfe lesen, sollten Sie die folgenden Hinweise beachten:

- [LyondellBasell Lieferanten-Website](#)



Diese Arbeitshilfe wurde ursprünglich im **Juli 2023** veröffentlicht.

Diese Arbeitshilfe wurde zuletzt im **April 2024** aktualisiert.

April 2024 Job Aid Update Details

Fragebogen zur Registrierung einreichen

- Alle Schritte wurden aufgrund mehrerer Verbesserungen des Fragebogens aktualisiert.

Oktober 2023 Job Aid Update Details



Fragebogen zur Registrierung einreichen

- Die Schritte 1 bis 36 wurden mit neuen Screenshots aktualisiert, die die Verbesserungen der Benutzeroberfläche hervorheben



Fragebogen zur Registrierung einreichen

Die folgenden Schritte gelten für **3rd Party LyondellBasell Suppliers**

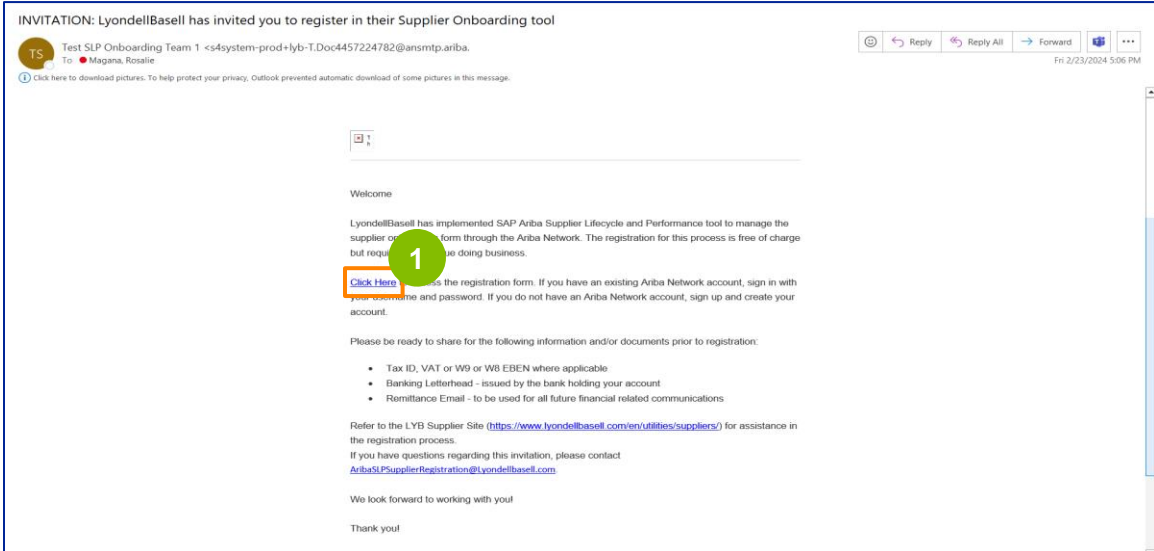
 Hinweis: Wählen Sie das  Tooltip-Symbol neben den entsprechenden Feldern des Registrierungsfragebogens, um weitere relevante Informationen zu erhalten.



Fragebogen zur Registrierung einreichen

1

Sie sollten eine E-Mail-Benachrichtigung von Ariba erhalten haben. Klicken Sie auf den Link in der E-Mail-Einladung, um den **Registrierungsfragebogen auszufüllen**.

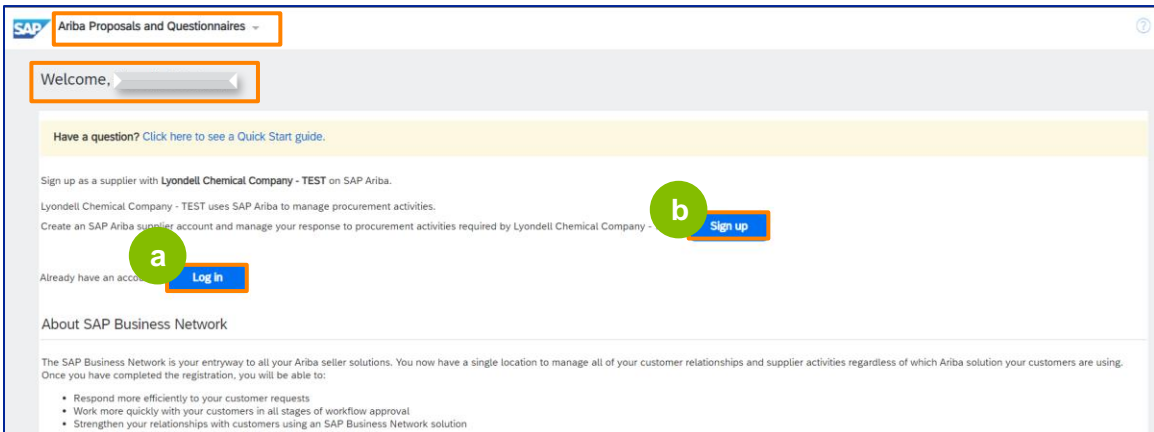


Hinweis: Überprüfen Sie Ihren **Junk-Ordner**, da die Ariba-E-Mail automatisiert ist und möglicherweise als Junk gekennzeichnet wird. Sie können die Ariba-E-Mail-Adresse zu Ihren Kontakten hinzufügen, damit künftige Mitteilungen direkt an Ihren Posteingang gesendet werden können.

2

Die Seite **Ariba-Angebote und Fragebögen** wird angezeigt. Auf dem Willkommensbildschirm:

- Wenn Sie bereits ein Ariba Network (AN)-Profil haben, klicken Sie auf Log in. Gehen Sie zu Seite 10, um mit dem **Registrierungsfragebogen** zu beginnen.
- Wenn Sie ein neuer Lieferant oder neu im Ariba Network (AN) sind, klicken Sie auf Sign up. Für dieses Beispiel klicken Sie auf **Sign up**. Fahren Sie mit dem nächsten Schritt fort.





Fragebogen zur Registrierung einreichen

3

Der Bildschirm **Konto erstellen** wird angezeigt. Geben Sie im Abschnitt **Unternehmensinformationen** den Namen Ihres Unternehmens, das Land/die Region und die Adresse ein.

create an SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information

* Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA]

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

4

Blättern Sie nach unten zum Abschnitt **Benutzerkontoinformationen**. Geben Sie Ihren Namen, Ihre E-Mail-Adresse, Ihren Benutzernamen und Ihr Passwort ein. Wählen Sie die entsprechende Sprache und geben Sie die E-Mail-Adresse ein, um Bestellungen an mehrere Kontakte zu senden. Diese E-Mail-Adresse kann jederzeit geändert werden.

User account information

* Indicates a required field

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Wenn Sie diese Option wählen, wird das Feld Benutzernamen automatisch mit Ihrer E-Mail-Adresse ausgefüllt.



Hinweis: * bedeutet, dass ein Feld ausgefüllt werden muss. Der Benutzername muss im E-Mail-Format vorliegen (z. B. john.doe@email.com). Das Passwort muss mindestens acht Zeichen enthalten, darunter Groß- und Kleinbuchstaben, Ziffern und Sonderzeichen.

Wenn Sie ein Ariba Network-Konto erstellen, wird Ihr Kennwort auf dem Bildschirm automatisch auf 8 Zeichen verkürzt, aber Ihr ursprüngliches Kennwort ist immer noch gültig und bleibt davon unberührt.



Fragebogen zur Registrierung einreichen

5

Blättern Sie nach unten zum Abschnitt **Erzählen Sie uns mehr über Ihr Unternehmen**. Geben Sie die entsprechenden Details in die folgenden Felder ein oder durchsuchen Sie sie.

Tell us more about your business

Product and Service Categories:* -or-
 x

Ship-to or Service Locations:* -or-
 x

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

6

Klicken Sie auf die beiden Kontrollkästchen der Benutzervereinbarung.

Tell us more about your business

Product and Service Categories:* -or-
 x

Ship-to or Service Locations:* -or-
 x

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Fragebogen zur Registrierung einreichen

7

Klicken Sie auf **Konto erstellen und fahren Sie fort.**

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

7 Create account and continue Cancel

8

Das Pop-up-Fenster **ADRESSENEMPFEHLUNG** wird angezeigt. Wählen Sie entweder die ursprüngliche oder die empfohlene Adresse aus. Wählen Sie in diesem Beispiel die empfohlene Adresse aus und klicken Sie dann auf **Akzeptieren**.

Language: English

Address Recommendation Pop-up:

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011

Use this Accept **8**

Categories:* Enter Product and Service Categories Raw materials x

Locations:* Enter Ship-to or Service Location Texas - United States x

Tax ID: Optional

DUNS Number: Optional

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Fragebogen zur Registrierung einreichen

9

Wenn es potenzielle doppelte Konten gibt, wird das Popup-Fenster **Potenzielle vorhandene Konten** angezeigt. Klicken Sie auf **Konten überprüfen**, um die potenziellen Duplikate zu prüfen.

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

Review accounts Skip review



Hinweis: Ariba führt die Dublettenprüfung auf der Grundlage Ihrer Firmenadresse und Ihrer Kontakt-E-Mail-Adresse durch.

10

Der Bildschirm **Dupliziertes Konto überprüfen** wird angezeigt. Überprüfen Sie die Details. Wenn es kein doppeltes Konto gibt, klicken Sie auf **Kontoerstellung fortsetzen**. Wenn es bereits ein doppeltes Konto gibt, gehen Sie zurück zur vorherigen Seite.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account if you are associated with
- Or, you can view the details and contact the account administrator from there
- Or, if there is no match, click **Continue Account Creation** and we will progress your registration
- Or, you can [Go back to previous page](#)

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Fragebogen zur Registrierung einreichen

Der Bildschirm mit dem **Fragebogen zur Lieferantenregistrierung** wird angezeigt. Beginnen wir mit dem Registrierungsprozess.

11

Überprüfen und bestätigen Sie Ihren **Lieferantennamen**. Sie können den Namen bei Bedarf aktualisieren.



Fragebogen zur Registrierung einreichen

- 12 Überprüfen und bestätigen Sie Ihre **registrierte Adresse**. Sie können die Adresse bei Bedarf aktualisieren. Wählen Sie das **Land der Registrierung** aus der Dropdown-Liste unter dem Abschnitt **Land der Registrierung**. Wählen Sie dann die entsprechende Option für die Frage "Geben Sie eine **Postleitzahl im Fragefeld 2.1.1 Adresse an**."



Das **Land der Registrierung** und die **Postleitzahl** sollten mit den Angaben im Feld **Registrierte Adresse** übereinstimmen.

- 13 Wählen Sie die entsprechende Option unter "**Haben Sie eine Dun & Bradstreet (D&B) DUNS-Nummer?**"



Hinweis: In das Feld **DUN & Bradstreet DUNS-Nummer** können nur 9 Ziffern eingegeben werden.



Fragebogen zur Registrierung einreichen

14 Wählen Sie die entsprechende Option in Bezug auf die **Bestelladresse** und die **Zahlung unter einem anderen Firmennamen**.

15 Geben Sie die entsprechenden Details in den Abschnitt **Lieferanteninformationen** ein.



Hinweis: Ihre **Unternehmensform** kann eine der folgenden sein: Gesellschaft mit beschränkter Haftung, private Gesellschaft mit beschränkter Haftung/Praxis, hundertprozentige Tochtergesellschaft, Aktiengesellschaft, Public Limited Company, Kommanditgesellschaft, Unbeschränkte Partnerschaft, Chartered Company, Statutory Company, Holdinggesellschaft, Tochtergesellschaft, Ein-Mann-Unternehmen (Einzelunternehmer), NGO, etc.



Fragebogen zur Registrierung einreichen

16 Überprüfen Sie die vorausgefüllten Informationen im Abschnitt **Kontaktinformationen**.

Contact Information (Section 4 of 10) << Prev. | Next >>

Name ↑

4 Contact Information

4.1 Primary Contact Information

4.1.1 Telephone ⓘ * 1234567890

4.1.2 Remittance Advice/AR Email ⓘ *

4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ⓘ

4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? * Unspecified ▾
Note: This will prevent business interruption in the case of the primary is unavailable.



- **Zahlungsaufforderung/AR E-Mail:** Dies ist die E-Mail-Adresse für Ihre Zahlungsbenachrichtigung.
- **Technische / Gemeinsame E-Mail-Adresse für Ariba-Bestellungen (ZARIBAPO):** E-Mail-Adresse der Lieferantengruppe, die Ariba-Bestellungen und Ariba-Kontingente erhält.
- **Gemeinsames Postfach für den Empfang von Bestellungen (ZPOEmail):** Dies ist die allgemeine E-Mail-Adresse Ihrer Lieferantengruppe für Bestellungen.

17 Die **Kontakte für Vertrieb** und **GSU** sind optional.

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

8 Sustainability

9 IT Security Risk Man...

10 Comments Section

4.2 Sales Contact

4.2.1 Sales Contact Person

4.2.2 Sales Contact Number

4.2.3 Sales Contact Email Address

4.3 HSE Contact (Health, Safety and Environment)

4.3.1 HSE Contact Person

4.3.2 HSE Contact Number

4.3.3 HSE Contact Email Address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Fragebogen zur Registrierung einreichen

18

Füllen Sie die folgenden **Steuerdetails** aus.

Tax Details	
Name ↑	
5.4	Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes
5.12 Tax Information	
5.12.1	Tax Details Country/Region: (no value)
5.12.2	Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified
5.12.15	Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * attachment.docx Update file Delete file
5.13 Additional Tax Information from other Country	
5.13.1	Number of additional Tax Id from other Country * 0



Hinweis: Die Felder **Steuerland/Region** und **Land der Registrierung** sollten identisch sein.

19

Fügen Sie die Anzahl der zusätzlichen Steuerländer hinzu. Klicken Sie dann auf **Datei anhängen**, um Ihr W-9-Formular hinzuzufügen.

All Content	
Name ↑	
5.4	Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes
5.12 Tax Information	
5.12.1	Tax Details Country/Region: (no value)
5.12.2	Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified
5.12.15	Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * Attach a file
5.13 Additional Tax Information from other Country	
5.13.1	Number of additional Tax Id from other Country * 0

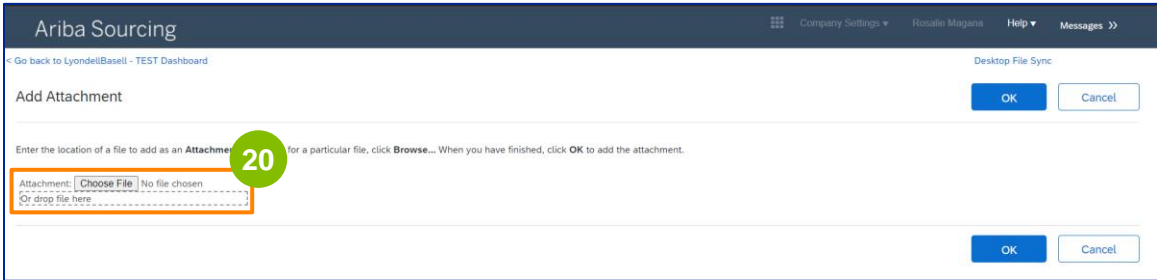


Hinweis: Nur US-Lieferanten werden aufgefordert, ein W-9-Formular beizufügen.

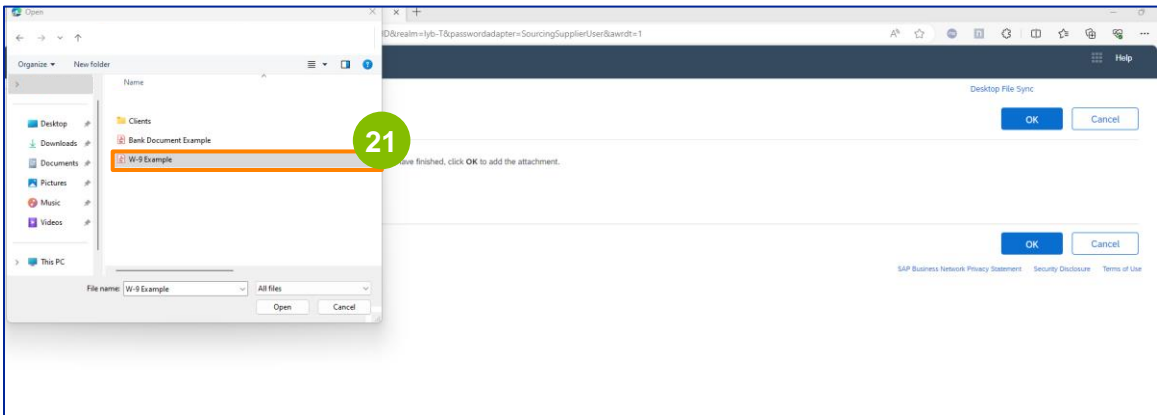


Fragebogen zur Registrierung einreichen

20 Der Bildschirm **Anlage hinzufügen** wird angezeigt. Klicken Sie auf **Datei auswählen**.



21 Hängen Sie die entsprechende Datei von Ihrem Computer an.





Fragebogen zur Registrierung einreichen

22

Klicken Sie auf **OK**.

23

Füllen Sie die Felder mit den **Finanzinformationen** aus. Dazu gehören Informationen zur Zwischenbank und die Anerkennung der Rechnungsrichtlinie von LyondellBasell. Klicken Sie dann auf **Bankinformationen hinzufügen**.



Fragebogen zur Registrierung einreichen

24

Klicken Sie auf **Bankdaten hinzufügen**.

< Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6.2 Bank Information

Bank Information (0)

Name 1

No items

(*) indicates a required field

25

Der Bildschirm **Bankinformationen** wird angezeigt. Geben Sie die entsprechenden Informationen in die Felder **Bankdaten** ein.

Bank Information (1)

Name 1

▼ Bank Details #1 Delete

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Currency

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

Bank Type: No Choice

Country/Region: (no value)

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice

Unspecified

Attach a file



Hinweis: Verwenden Sie keine Sonderzeichen in den Bankdatenfeldern. Zu den Sonderzeichen gehören ! @ # \$ % ^ & * ().



Fragebogen zur Registrierung einreichen

26

Wählen Sie Ihre **Bankwahrung**.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) American Dollar

Bank Document (For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

*Attach a file

26

27

Klicken Sie auf **Datei anhangen**, um Ihr offizielles Bankdokument hinzuzufugen.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) Am

Bank Document (For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

*Attach a file

27

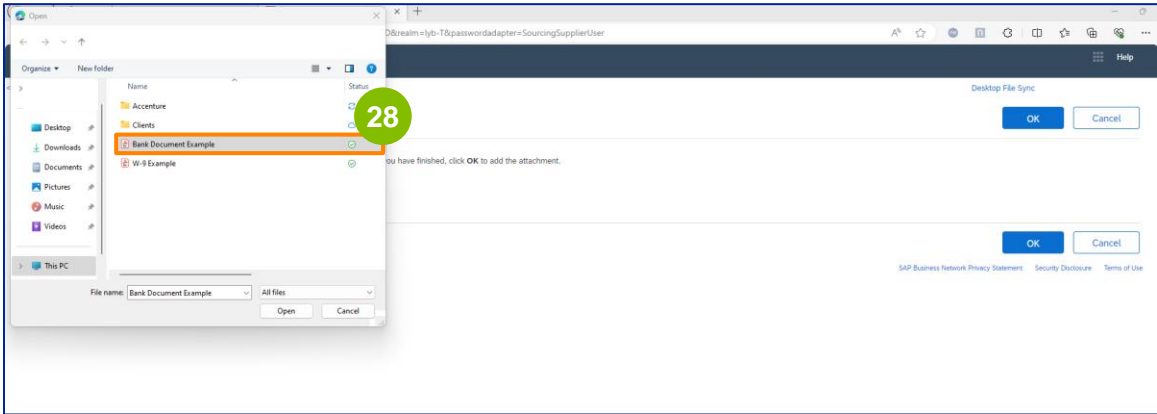


Hinweis: Das Schreiben Ihrer Bank zur Bestatigung Ihres Bankkontos muss den offiziellen Briefkopf der Bank enthalten. Der Briefkopf Ihres Unternehmens reicht als Bestatigung nicht aus.

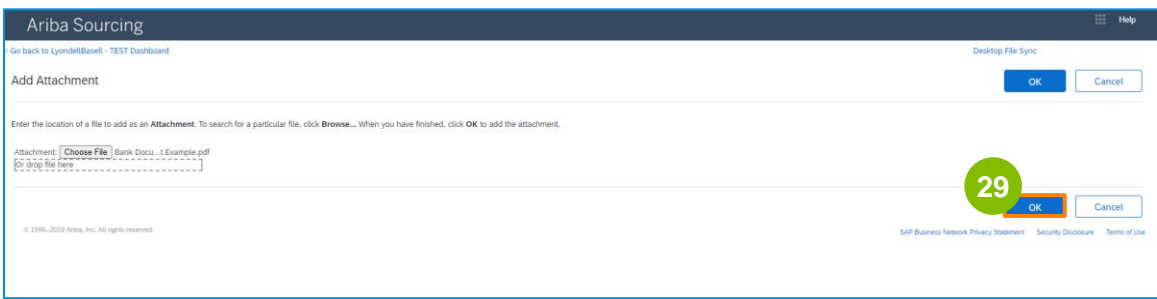


Fragebogen zur Registrierung einreichen

28 Der Bildschirm **Anlage hinzufügen** wird angezeigt. Klicken Sie auf **Datei auswählen**. Wählen Sie die entsprechende Datei von Ihrem Computer aus und hängen Sie sie an den Fragebogen an.



29 Klicken Sie auf **OK**.





Fragebogen zur Registrierung einreichen

- 30** Der Bildschirm **Bankinformationen** wird erneut angezeigt. Wenn Sie alle erforderlichen Bankdaten eingegeben haben, klicken Sie auf **Speichern**, um zum Startbildschirm des Fragebogens zurückzukehren.

- 31** Sie können eine Option im Abschnitt **Lieferantenvielfalt** auswählen.



Der Minderheitenindikator ist ein optionales Feld. Sehen Sie sich die Dropdown-Liste an und wählen Sie eine Option aus, die auf Ihr Unternehmen zutreffen könnte.



Fragebogen zur Registrierung einreichen

32 Geben Sie die entsprechenden Details im Abschnitt **Nachhaltigkeit ein**. Sie müssen sich verpflichten, Ihre Geschäfte unter Einhaltung grundlegender Menschenrechte und international anerkannter ESG-Standards in Übereinstimmung mit den Grundsätzen des Verhaltenskodex für Lieferanten von LyondellBasell zu führen.

Event Messages
Event Details
Response History
Response Team

Sustainability (Section 8 of 10) « Prev. | Next »

Name 1

▼ 8 Sustainability

8.1 You commit to conduct business ethically and responsibly, in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, and in accordance with the principles set forth in LYB's Supplier Code of Conduct, which can be located at www.lyb.com, or as set forth within your own code of conduct? * Unspecified ▾

8.2 Does your company regularly report to the public its performance against its sustainability targets in a structured way (e.g., through the publication of a Sustainability Report)? * Unspecified ▾

8.3 Sustainability Contact Name

8.4 Sustainability Email Address

8.5 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? * Unspecified ▾

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import



Ein **Ecovadis Assessment** bewertet die wesentlichen Nachhaltigkeitsauswirkungen Ihres Unternehmens auf der Grundlage der von Ihnen bereitgestellten Informationen.

33 Geben Sie die entsprechenden Details im Abschnitt **IT-Sicherheitsrisikomanagement ein**.

Event Messages
Event Details
Response History
Response Team

IT Security Risk Management (Section 9 of 10) « Prev. | Next »

Name 1

▼ 9 IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? Unspecified ▾

9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? Unspecified ▾

9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? Unspecified ▾

9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data? Unspecified ▾

9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? Unspecified ▾

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import



Fragebogen zur Registrierung einreichen

- 34** Der Abschnitt Kommentare ist optional. Geben Sie hier Kommentare für die allgemeine Kommunikation mit LyondellBasell in Bezug auf Ihre Lieferanteneinrichtung oder Änderungen ein.

The screenshot shows the 'Comments Section' of a registration form. On the left is a navigation menu with 'Event Contents' expanded to show 'Supplier Name', 'Supplier Address', and 'Supplier Information'. The main area is titled 'Comments Section' and contains a text input field with the placeholder text '10.1 Comments for general communication with LYB regarding your Supplier set-up or changes'. A green circle with the number 34 is overlaid on the text area. Below the input field are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom of the input field states '(*) indicates a required field'.

- 35** Klicken Sie auf **Gesamte Antwort abschicken**.

This screenshot is identical to the previous one, showing the 'Comments Section' with the text input field and navigation buttons. A green circle with the number 35 is overlaid on the 'Submit Entire Response' button, indicating the next step in the process.



Fragebogen zur Registrierung einreichen

36

Ein Pop-up-Fenster wird angezeigt. Klicken Sie auf **OK**.

The screenshot shows a questionnaire titled "IT Security Risk Management" with several questions. A confirmation dialog box is overlaid on the screen, asking "Submit this response?" with "OK" and "Cancel" buttons. A green circle with the number "36" is placed over the "OK" button.

IT Security Risk Management

Priority Risk Management

the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?

the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?

the product(s) and/or services being offered to LyondellBasell involve staff augmentation?

the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?

Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?

(*) Indicates a required field

Submit Response Save draft Compose Message

Submit this response?
Click OK to submit.

OK Cancel

37

Eine Bestätigungsmeldung "Ihre Antwort wurde übermittelt. Vielen Dank für Ihre Teilnahme an der Veranstaltung" wird auf dem Bildschirm angezeigt.

The screenshot shows the Ariba Sourcing dashboard. A green confirmation message is displayed at the top: "Your response has been submitted. Thank you for participating in the event." Below this, the "IT Security Risk Management" questionnaire is visible, showing a table of questions and answers.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console Doc4220196072 - Supplier Registration Questionnaire Time remaining 89 days 20:23:44

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

IT Security Risk Management (Section 9 of 9) Prev

Name	Response
9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes

Compose Message



Hinweis: Sie haben Ihren **Registrierungsfragebogen** ausgefüllt und eingereicht. LyondellBasell wird Ihre Angaben prüfen. Sie erhalten eine Benachrichtigung, sobald LyondellBasell Ihren Antrag genehmigt oder abgelehnt hat bzw. zusätzliche Informationen zu Ihrem Antrag angefordert hat.



Fragebogen zur Registrierung einreichen



Sie haben nun Ihren **Registrierungsfragebogen** ausgefüllt und eingereicht. LyondellBasell wird nun Ihre Angaben überprüfen.



Sie erhalten eine Benachrichtigung, sobald LyondellBasell Ihren Antrag **genehmigt** oder **zusätzliche Informationen angefordert hat**.



Wenn Sie für den Qualifikationsstatus bei LyondellBasell in Frage kommen (je nach Region und Rohstoff), erhalten Sie eine Benachrichtigung zur Übermittlung des **Qualifikationsfragebogens**.



Hinweis: Informationen zu den nächsten Schritten finden Sie in der **Arbeitshilfe zum Fragebogen zur Lieferantenqualifikation**.

Dankeschön



Questionario di registrazione del portale di gestione delle informazioni sui fornitori

Aiuto al lavoro Ariba SLP



Scopo

Lo scopo di questo aiuto al lavoro è quello di fornire una guida passo passo su come registrarsi nel portale di gestione delle informazioni sui fornitori di LyondellBasell inviando il questionario di registrazione.



Pubblico di riferimento

Questo aiuto al lavoro è per 3rd Fornitori di LyondellBasell.



Indice dei contenuti

Navigare nel manuale selezionando la sezione appropriata:

- **Invia il questionario di registrazione**



Prerequisito

Prima di consultare questo aiuto al lavoro, consultate quanto segue:

- **Sito del fornitore di LyondellBasell**



Questo aiuto al lavoro è stato pubblicato originariamente nel **luglio 2023**.

Questo aiuto al lavoro è stato aggiornato l'ultima volta nell'**aprile 2024**.

Dettagli sull'aggiornamento dell'aiuto al lavoro dell'aprile 2024

Invia il questionario di registrazione

- Tutti i passaggi sono stati aggiornati a causa dei numerosi miglioramenti apportati al questionario.

Dettagli dell'aggiornamento della Guida al lavoro dell'ottobre 2023

Invia il questionario di registrazione

- I passi da 1 a 36 sono stati aggiornati con nuove schermate che evidenziano i miglioramenti dell'interfaccia utente.



Invia il questionario di registrazione

I seguenti passi sono per **3rd Fornitori di LyondellBasell di parte**



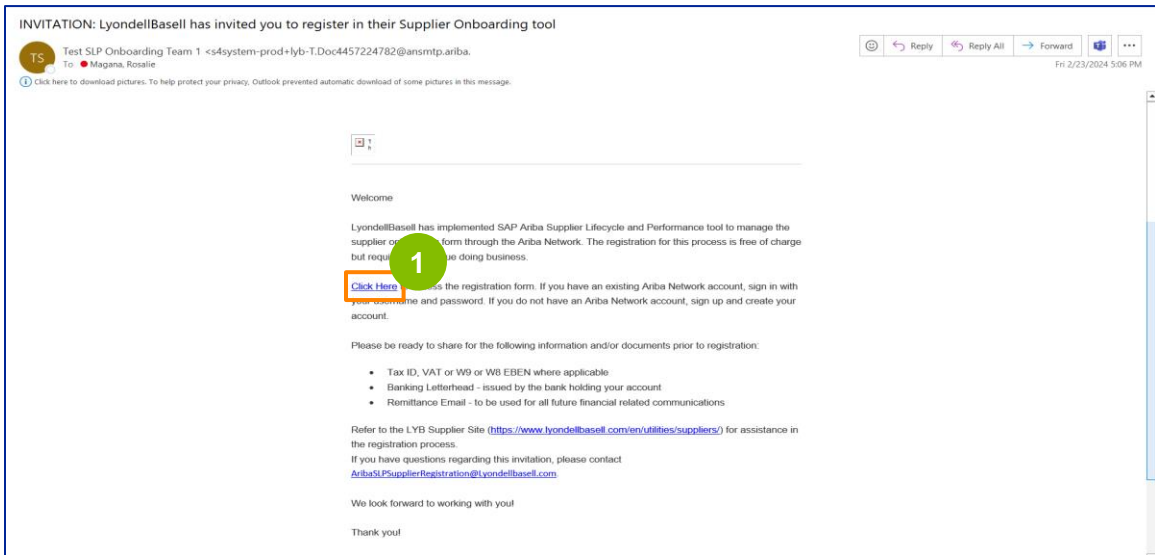
Nota: selezionare l'icona del suggerimento dello strumento accanto ai campi del questionario di registrazione per ottenere ulteriori informazioni pertinenti.



Invia il questionario di registrazione

1

Dovreste aver ricevuto una notifica via e-mail da Ariba. Fate clic sul link contenuto nell'e-mail di invito per iniziare il **questionario di registrazione**.

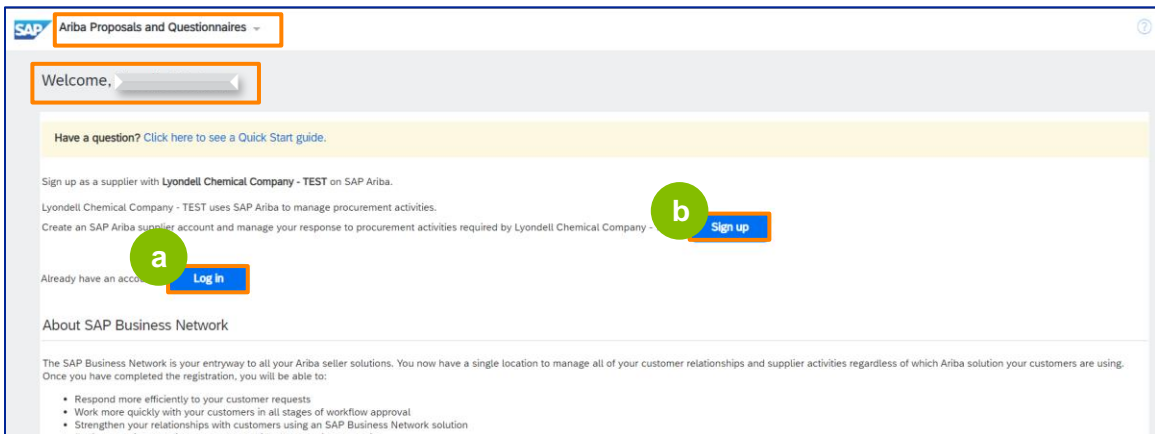


Nota: controllare la **cartella della posta indesiderata** poiché l'e-mail di Ariba è automatica e potrebbe essere contrassegnata come indesiderata. È possibile aggiungere l'indirizzo e-mail di Ariba ai propri contatti per consentire l'invio di future comunicazioni direttamente alla propria casella di posta.

2

Viene visualizzata la pagina **Proposte e questionari Ariba**. Nella schermata di benvenuto:

- Se si dispone già di un profilo Ariba Network (AN), fare clic su **Accedi**. Passate a pagina 10 per iniziare il **questionario di registrazione**.
- Se siete un nuovo fornitore o un nuovo utente di Ariba Network (AN), fate clic su **Iscriviti**. In questo esempio, fare clic su **Iscriviti**. Continuare con il passo successivo.





Invia il questionario di registrazione

3

Viene visualizzata la schermata **Crea account**. Nella sezione **Informazioni sulla società**, inserire il nome della società, il paese/regione e l'indirizzo.

create an SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information

* Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA]

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

4

Scorrere fino alla sezione **Informazioni sull'account utente**. Inserite il vostro nome, indirizzo e-mail, nome utente e password. Selezionare la lingua appropriata e inserire l'indirizzo e-mail per inviare gli ordini a più contatti. Questo indirizzo e-mail può essere modificato in qualsiasi momento.

User account information

* Indicates a required field

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Se si seleziona questa opzione, il campo Nome utente viene popolato automaticamente con il vostro indirizzo e-mail.



Nota: * indica un campo obbligatorio. Il nome utente deve essere in formato e-mail (ad esempio, john.doe@email.com). La password deve contenere almeno otto caratteri, tra cui lettere maiuscole e minuscole, cifre numeriche e caratteri speciali.

Durante la creazione di un account Ariba Network, la password potrebbe essere automaticamente accorciata a 8 caratteri sullo schermo, ma la password originale è ancora valida e non viene modificata.



Invia il questionario di registrazione

5

Scorrete verso il basso fino alla sezione **Parlaci della tua attività**. Inserite o sfogliate i dettagli appropriati nei campi seguenti.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

6

Fare clic sulle due caselle di controllo dell'accordo con l'utente.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel



Invia il questionario di registrazione

7

Fare clic su **Crea account e continuare.**

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

7 Create account and continue Cancel

8

Viene visualizzata la finestra pop-up **RACCOMANDAZIONE INDIRIZZO**. Selezionare l'indirizzo originale o quello consigliato. In questo esempio, selezionare l'indirizzo consigliato, quindi fare clic su **Accetta**.

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Address to:*

Business

Categories:* Enter Product and Service Categories
Raw materials x

Locations:* Enter Ship-to or Service Location
Texas - United States x

Tax ID: Optional

DUNS Number: Optional

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street	1221 McKinney St
Houston	Houston
Texas	Texas
USA, 77010	USA, 77010-2011

Use this **8** Accept

Multiple contacts in your account can be added at any time.

is appended with "-T" in test account.

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.



Invia il questionario di registrazione

9

Se ci sono potenziali duplicati, viene visualizzata la finestra pop-up **Potenziali conti esistenti**. Fare clic su **Rivedi conti per** esaminare i potenziali duplicati.

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

Review accounts Skip review



Nota: Ariba esegue il controllo dei duplicati in base all'indirizzo dell'azienda e all'indirizzo e-mail di contatto.

10

Viene visualizzata la schermata **Revisione conto duplicato**. Controllare i dettagli. Se non ci sono account duplicati, fare clic su **Continua creazione account**. Se è già stato creato un account duplicato, tornare alla pagina precedente.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account and be associated with
- Or, you can view the details and contact the account administrator from there
- Or, if there is no match, click **Continue Account Creation** and we will progress your registration
- Or, you can Go back to previous page

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Invia il questionario di registrazione

Viene visualizzata la schermata del **Questionario di registrazione del fornitore**. Iniziamo il processo di registrazione.

11 Rivedere e confermare il **nome del fornitore**. Se necessario, è possibile aggiornare il nome.



Invia il questionario di registrazione

- 12 Rivedere e confermare l'**indirizzo registrato**. Se necessario, è possibile aggiornare l'indirizzo. Selezionare il **Paese di registrazione** dall'elenco a discesa della sezione **Paese di registrazione**. Selezionare quindi l'opzione appropriata per la domanda "**Fornire il valore del codice postale/ZIP nel campo 2.1.1 Domanda sull'indirizzo**".



Il **Paese di registrazione** e il **codice postale** devono essere gli stessi indicati nel campo **Indirizzo registrato**.

- 13 Selezionare l'opzione appropriata per "**Avete un numero DUNS di Dun & Bradstreet (D&B)?**".



Nota: il campo del **numero DUN & Bradstreet DUNS** consente di inserire solo 9 cifre.



Invia il questionario di registrazione

14 Selezionare l'opzione appropriata per quanto riguarda l'indirizzo d'ordine e il pagamento a nome di un'altra società.

15 Inserire i dettagli appropriati nella sezione **Informazioni sul fornitore**.



Nota: il **tipo di entità commerciale** può essere uno dei seguenti: Società per azioni, Società privata a responsabilità limitata, Società interamente controllata, Società per azioni, Società a responsabilità limitata, Società in accomandita, Società in accomandita semplice, Società di diritto, Holding, Società controllata, Società unipersonale, ONG, ecc.



Invia il questionario di registrazione

16 Convalidare le informazioni precompilate nella sezione **Informazioni di contatto**.

Name ↑	
▼ 4 Contact Information	
▼ 4.1 Primary Contact Information	
4.1.1 Telephone ⓘ	* 1234567890
4.1.2 Remittance Advice/AR Email ⓘ	*
4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ⓘ	
4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? Note: This will prevent business interruption in the case of the primary is unavailable.	* Unspecified ▾



- **Email di avviso di pagamento/AR:** Questo è l'indirizzo e-mail di notifica del pagamento.
- **Indirizzo e-mail tecnico/condiviso per gli ordini di acquisto Ariba (ZARIBAPO):** Indirizzo e-mail del gruppo di fornitori che riceverà gli ordini di acquisto Ariba e le contingenze Ariba.
- **Casella di posta elettronica condivisa per ricevere gli ordini di acquisto (ZPOEmail):** È l'indirizzo e-mail generico del gruppo di fornitori per gli ordini di acquisto.

17 I **Contatti vendite** e **HSE** sono facoltativi.

▼ 4.2 Sales Contact	
4.2.1 Sales Contact Person	
4.2.2 Sales Contact Number	
4.2.3 Sales Contact Email Address	
▼ 4.3 HSE Contact (Health, Safety and Environment)	
4.3.1 HSE Contact Person	
4.3.2 HSE Contact Number	
4.3.3 HSE Contact Email Address	

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Invia il questionario di registrazione

18

Inserire i seguenti **dettagli fiscali**.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

Tax Details (Section 5 of 10) Prev. | Next »

Name ↑

5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes ▾

5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value) ▾ ⓘ

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified ▾

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * attachment.docx ▾ Update file Delete file

5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax Id from other Country * 0 ▾

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Nota: i campi **Paese/regione fiscale** e **Paese di registrazione** devono essere identici.

19

Aggiungere il numero di Paesi fiscali aggiuntivi. Quindi fare clic su **Allega un file** per aggiungere il modulo W-9.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

All Content

Name ↑

5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes ▾

5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value) ▾ ⓘ

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified ▾

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * Attach a file

5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax Id from other Country * 0 ▾

6 Financial Information

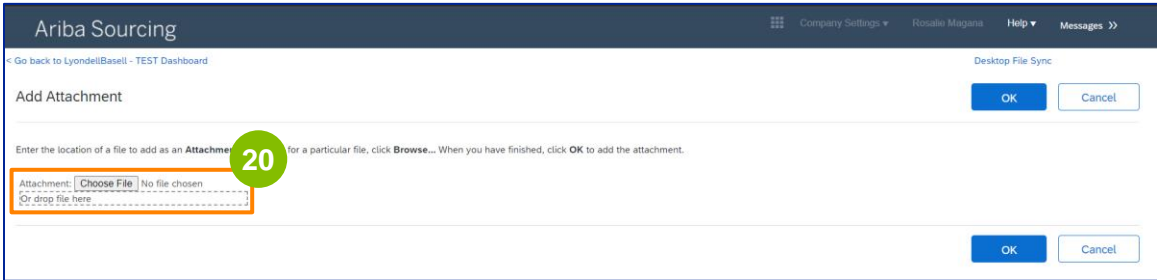


Nota: solo ai fornitori statunitensi verrà richiesto di allegare un modulo W-9.

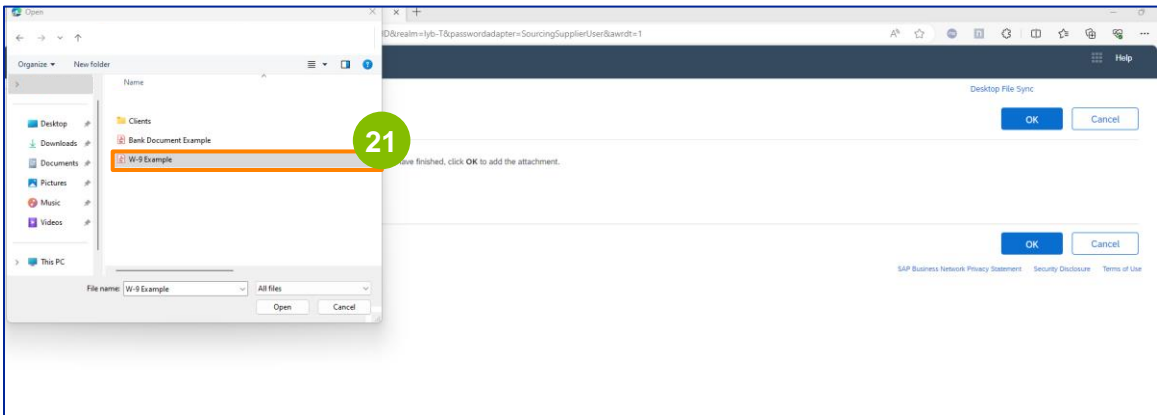


Invia il questionario di registrazione

20 Viene visualizzata la schermata **Aggiungi allegato**. Fare clic su **Scegli file**.



21 Allegare il file appropriato dal computer.





Invia il questionario di registrazione

22

Fare clic su **OK**.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse**... When you have finished, click **OK** to add the attachment.

Attachment: W-9 Example.pdf

© 1996-2019 Ariba, Inc. All rights reserved.

SAP Business Network Privacy Statement Security Disclosure Terms of Use

23

Compilare i campi delle **Informazioni finanziarie**. Ciò include le informazioni sulla banca intermediaria e il riconoscimento della Politica sulle fatture di LyondellBasell. Quindi fare clic su **Aggiungi informazioni bancarie**.

Event Messages

Event Details

Response History

Response Team

Financial Information

(Section 6 of 10) < Prev. | Next >

6 Financial Information

6.1 Do you have Bank details?
NOTE: LyondellBasell prefers an electronic fund transfer (ACH/WIRE) as payment method. *

6.2 Bank Information

6.3 Intermediary Bank

6.3.1 Does your company have an Intermediary Bank? *

6.4 Invoice Policy Acknowledgement

6.4.1 You acknowledge that you have accessed and reviewed LYB's Standard Invoicing Requirements and Guidelines, which can be located at Suppliers > Ancillary Documents > Standard Invoicing Requirements and Guidelines on LYB's internet site (www.lyb.com). *

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Invia il questionario di registrazione

24

Fare clic su **Aggiungi dettagli banca**.

< Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6.2 Bank Information

Bank Information (0)

Name 1

No items

Add Bank Details 24 (*) indicates a required field

25

Viene visualizzata la schermata **Informazioni sulla banca**. Inserire le informazioni appropriate nei campi **Dettagli banca**.

Bank Information (1)

Name 1

Bank Details #1 Delete

Bank Type: No Choice

Country/Region: (no value)

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice

Bank Currency: Unspecified

Bank Document (For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)



Nota: non utilizzare caratteri speciali nei campi delle coordinate bancarie. I caratteri speciali includono ! @ # \$ % ^ & * ().



Invia il questionario di registrazione

26

Selezionare la **valuta della banca**.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) American Dollar

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

27

Fare clic su **Allega un file** per aggiungere il documento bancario ufficiale.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) American Dollar

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

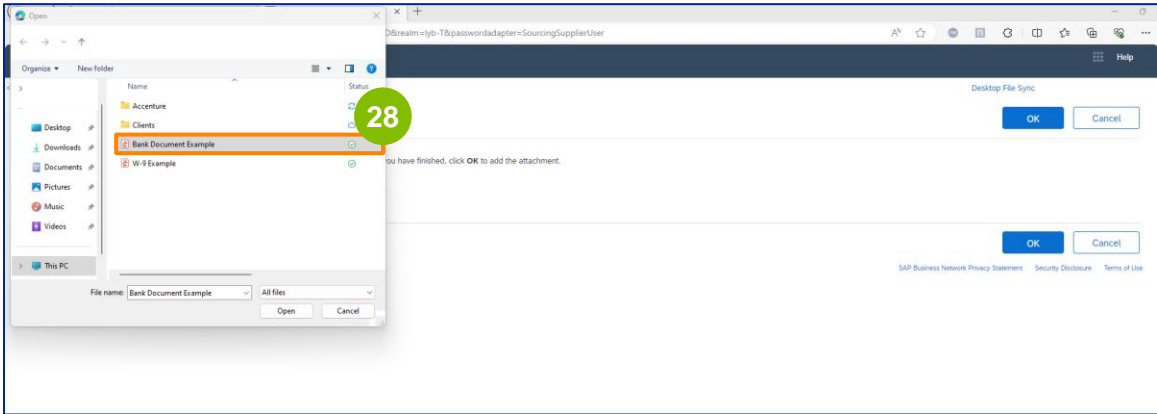


Nota: la lettera della vostra banca che conferma il vostro conto bancario deve includere la carta intestata ufficiale della banca. La carta intestata della vostra azienda non sarà sufficiente come conferma.

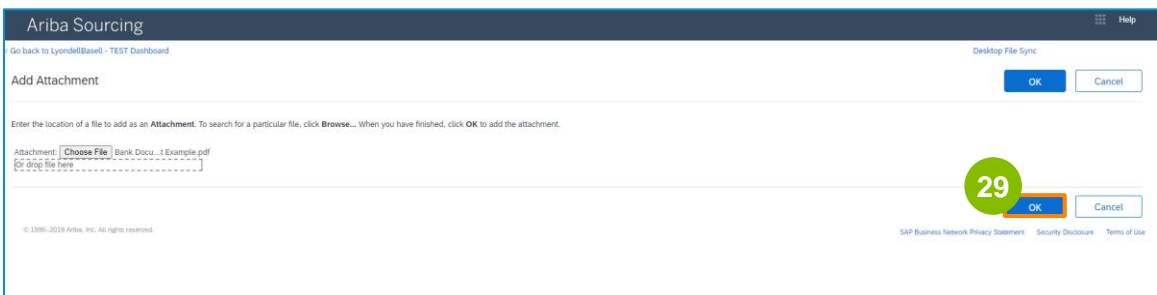


Invia il questionario di registrazione

28 Viene visualizzata la schermata **Aggiungi allegato**. Fare clic su **Scegli file**. Scegliere il file appropriato dal proprio computer e allegarlo al questionario.



29 Fare clic su **OK**.





Invia il questionario di registrazione

- 30** Viene nuovamente visualizzata la schermata **Informazioni bancarie**. Una volta inseriti tutti i dati bancari appropriati, fare clic su **Salva** per tornare alla schermata iniziale del questionario.

- 31** È possibile selezionare un'opzione nella sezione **Diversità dei fornitori**.



L'indicatore di minoranza è un campo opzionale. Consultate l'elenco a discesa e selezionate le opzioni applicabili alla vostra azienda.



Invia il questionario di registrazione

32 Inserire i dettagli appropriati nella sezione **Sostenibilità**. Il Fornitore deve accettare di condurre l'attività nel rispetto dei diritti umani fondamentali e degli standard ESG riconosciuti a livello internazionale, in conformità con i principi stabiliti nel Codice di Condotta dei Fornitori di LyondellBasell.

32



Una **valutazione Ecovadis** valuta gli impatti materiali di sostenibilità della vostra azienda sulla base delle informazioni da voi fornite.

33 Inserite i dettagli appropriati nella sezione **Gestione dei rischi per la sicurezza informatica**.

33



Invia il questionario di registrazione

- 34** La sezione Commenti è facoltativa. Inserire eventuali commenti per comunicare in generale con LyondellBasell in merito alla configurazione o alle modifiche del fornitore.

The screenshot shows the 'Comments Section' of a supplier registration form. On the left, there is a navigation menu with 'Event Contents' expanded to show 'All Content' and a list of sections: '1 Supplier Name (Engl...', '2 Supplier Address', and '3 Supplier Information'. The main area is titled 'Comments Section' and contains a text input field with the placeholder text '10.1 Comments for general communication with LYB regarding your Supplier set-up or changes'. A red rectangular box highlights this input field. A green circle with the number '34' is positioned in the top right corner of the input field. Below the input field, there is a note '(*) indicates a required field'. At the bottom of the form, there are four buttons: 'Submit Entire Response' (highlighted in blue), 'Save draft', 'Compose Message', and 'Excel Import'. The top right corner of the form indicates '(Section 10 of 10) << Prev.' and a grid icon.

- 35** Fare clic su **Invia risposta completa**.

This screenshot is identical to the previous one, showing the 'Comments Section' form. However, a red rectangular box highlights the 'Submit Entire Response' button at the bottom left of the form. A green circle with the number '35' is positioned over the button. The rest of the form, including the navigation menu, the comment input field, and the other buttons, remains the same as in the previous screenshot.



Invia il questionario di registrazione

36

Viene visualizzata una finestra a comparsa. Fare clic su **OK**.

The screenshot shows a questionnaire titled "IT Security Risk Management" with several questions. A modal dialog box is overlaid on the form, asking "Submit this response?" with a green checkmark icon. The dialog includes the text "Click OK to submit." and two buttons: "OK" (highlighted with an orange border) and "Cancel". A green circle with the number "36" is positioned over the "OK" button.

37

Viene visualizzato il messaggio di conferma "La risposta è stata inviata. Grazie per aver partecipato all'evento".

The screenshot shows the Ariba Sourcing dashboard. At the top, it says "Ariba Sourcing" and "Go back to LyondellBasell - TEST Dashboard". The main content area shows a confirmation message: "Your response has been submitted. Thank you for participating in the event." This message is highlighted with an orange border. Below the message, there is a section titled "IT Security Risk Management" with a table of questions and answers.

Name	IT Security Risk Management		
1	Supplier Name	9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
2	Supplier Address	9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
3	Supplier Information	9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
4	Contact Information	9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
5	Tax Details	9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes
6	Financial Information		



Nota: Il **questionario di registrazione** è stato completato e inviato. LyondellBasell esaminerà le informazioni fornite. Riceverete una notifica quando LyondellBasell avrà approvato, rifiutato o richiesto ulteriori informazioni sulla vostra richiesta.



Invia il questionario di registrazione



Il **questionario di registrazione** è stato completato e inviato. LyondellBasell esaminerà ora le sue informazioni.



Riceverete una notifica quando LyondellBasell avrà **approvato** la vostra richiesta o **richiesto ulteriori informazioni**.



Se si è idonei a ricevere lo status di **Qualificato** con LyondellBasell (in base alla regione e alla merce), si riceverà una notifica per inviare il **Questionario di Qualificazione**.



Nota: per le fasi successive, consultare il **Job Aid** del **Questionario di qualificazione del fornitore**.

Grazie



Kwestionariusz rejestracyjny portalu zarządzania informacjami o dostawcach

Pomoc zawodowa Ariba SLP



Cel

Celem niniejszej pomocy jest dostarczenie przewodnika krok po kroku dotyczącego sposobu rejestracji w Portalu Zarządzania Informacjami o Dostawcach LyondellBasell poprzez przesłanie Kwestionariusza Rejestracyjnego.



Docelowi odbiorcy

Niniejsza pomoc jest przeznaczona dla 3rd Dostawców LyondellBasell.



Spis treści

Poruszaj się po pomocy roboczej, wybierając odpowiednią sekcję:

- **[Prześlij kwestionariusz rejestracyjny](#)**



Warunek wstępny

Przed zapoznaniem się z niniejszą pomocą techniczną należy poznać się z poniższymi informacjami:

- **[Strona dostawcy LyondellBasell](#)**



Ta pomoc została pierwotnie opublikowana w **lipcu 2023 r.**
Ta pomoc została ostatnio zaktualizowana w **kwietniu 2024 r.**

Szczegóły aktualizacji Job Aid z kwietnia 2024 r.

Prześlij kwestionariusz rejestracyjny

- Wszystkie kroki zostały zaktualizowane ze względu na liczne ulepszenia wprowadzone do kwestionariusza.

Szczegóły aktualizacji Job Aid z października 2023 r.

Prześlij kwestionariusz rejestracyjny

- Kroki od 1 do 36 zostały zaktualizowane o nowe zrzuty ekranu, podkreślające ulepszenia interfejsu użytkownika



Prześlij kwestionariusz rejestracyjny

Poniższe kroki dotyczą **3rd dostawców LyondellBasell.**



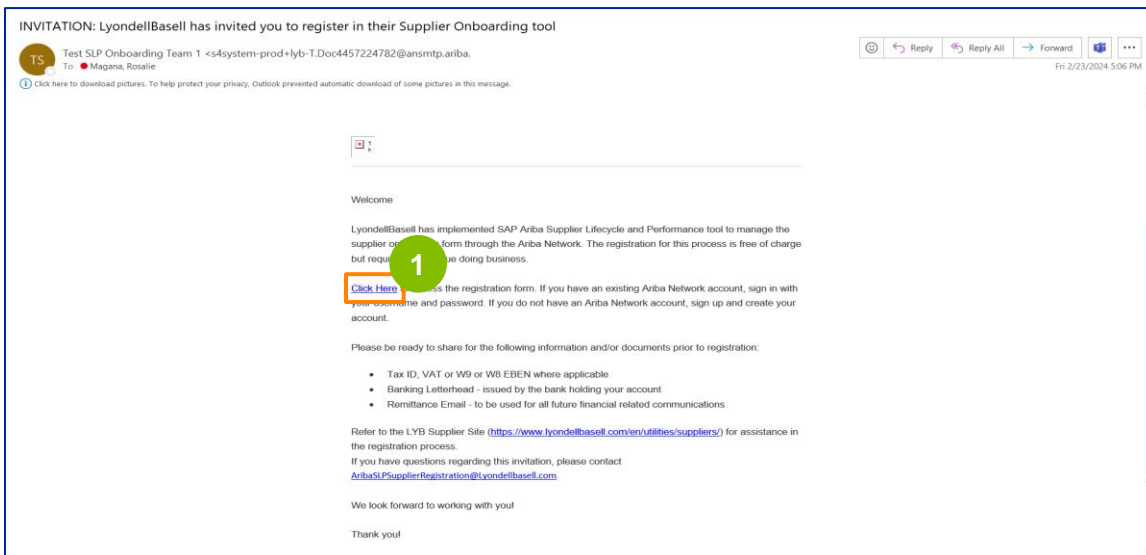
Uwaga: Wybierz ikonę podpowiedzi obok odpowiednich pól kwestionariusza rejestracyjnego, aby uzyskać dodatkowe istotne informacje.



Prześlij kwestionariusz rejestracyjny

1

Powinieneś otrzymać powiadomienie e-mail od Ariba. Kliknij łącze w zaproszeniu e-mail, aby rozpocząć wypełnianie **kwestionariusza rejestracyjnego**.

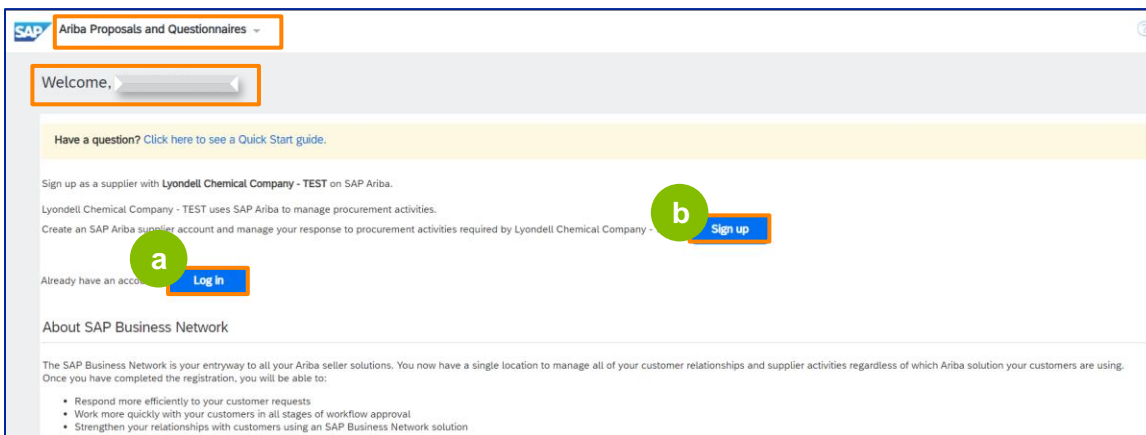


Uwaga: Sprawdź **folder wiadomości-śmieci**, ponieważ wiadomość e-mail od firmy **Ariba** jest zautomatyzowana i może zostać oznaczona jako wiadomość-śmieć. Możesz dodać adres e-mail Ariba do swoich kontaktów, aby umożliwić wysyłanie przyszłych wiadomości bezpośrednio do Twojej skrzynki odbiorczej.

2

Zostanie wyświetlona strona **Propozycje i kwestionariusze Ariba**. Na ekranie powitamy:

- Jeśli masz już profil Ariba Network (AN), kliknij Zaloguj się. Przejdź do strony 10, aby rozpocząć wypełnianie **kwestionariusza rejestracyjnego**.
- Jeśli jesteś nowym dostawcą lub nowym użytkownikiem Ariba Network (AN), kliknij Zarejestruj się. W tym przykładzie kliknij **Zarejestruj się**. Przejdź do następnego kroku.





Prześlij kwestionariusz rejestracyjny

3

Zostanie wyświetlony ekran **Utwórz konto**. W sekcji **Informacje o firmie** wprowadź nazwę firmy, kraj/region i adres.

create an SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information

* Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA]

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

4

Przewiń w dół do sekcji **Informacje o koncie użytkownika**. Wprowadź swoje imię i nazwisko, adres e-mail, nazwę użytkownika i hasło. Wybierz odpowiedni język i wprowadź adres e-mail, aby wysyłać zamówienia do wielu kontaktów. Ten adres e-mail można zmienić w dowolnym momencie.

User account information

* Indicates a required field

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Jeśli wybierzesz tę opcję, pole Nazwa użytkownika zostanie automatycznie wypełnione Twoim adresem e-mail.



Uwaga: * oznacza pole wymagane. Nazwa użytkownika musi być w formacie e-mail (np. john.doe@email.com). Hasło musi zawierać co najmniej osiem znaków, w tym wielkie i małe litery, cyfry i znaki specjalne.

Podczas tworzenia konta Ariba Network hasło może zostać automatycznie skrócone do 8 znaków na ekranie, ale oryginalne hasło jest nadal ważne i nie ma na nie wpływu.



Prześlij kwestionariusz rejestracyjny

5

Przewiń w dół do sekcji **Powiedz nam więcej o swojej firmie**. Wprowadź lub przejrzyj odpowiednie szczegóły w poniższych polach.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

6

Kliknij dwa pola wyboru umowy użytkownika.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel



Prześlij kwestionariusz rejestracyjny

7

Kliknij **Utwórz konto i kontynuuj**.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

7 Create account and continue Cancel

8

Zostanie wyświetlone okno podręczne **ZALECANY ADRES**. Wybierz oryginalny lub zalecany adres. W tym przykładzie wybierz zalecany adres, a następnie kliknij przycisk **Akceptuj**.

Language: English

Address Recommendation Modal:

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011

Use this Accept 8

Multiple contacts in your profile can be added or updated at any time.

is appended with "-T" in test

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Prześlij kwestionariusz rejestracyjny

9

Jeśli istnieją potencjalne duplikaty kont, wyświetlone zostanie wyskakujące okno **Potencjalne istniejące konta**. Kliknij przycisk **Przejrzyj konta**, aby przejrzeć potencjalne duplikaty.

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

Review accounts Skip review



Uwaga: Ariba sprawdza duplikaty na podstawie adresu firmy i kontaktowego adresu e-mail.

10

Zostanie wyświetlony ekran **Review Duplicate Account**. Sprawdź szczegóły. Jeśli nie ma zduplikowanego konta, kliknij **Kontynuuj tworzenie konta**. Jeśli duplikat konta został już utworzony, wróć do poprzedniej strony.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account associated with
- Or, you can view the details and contact the account administrator from there
- Or, if there is no match, click **Continue Account Creation** and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Prześlij kwestionariusz rejestracyjny

Zostanie wyświetlony ekran **Kwestionariusz rejestracji dostawcy**.
Rozpoczniemy proces rejestracji.

11

Sprawdź i potwierdź **nazwę dostawcy**. W razie potrzeby można zaktualizować nazwę.



Prześlij kwestionariusz rejestracyjny

- 12 Sprawdź i potwierdź swój **zarejestrowany adres**. W razie potrzeby możesz zaktualizować adres. Wybierz **kraj rejestracji** z listy rozwijanej w sekcji **Kraj rejestracji**. Następnie wybierz odpowiednią opcję dla pytania **"Podaj kod pocztowy/kod pocztowy w polu 2.1.1 Pytanie o adres"**.



Kraj rejestracji i kod pocztowy powinny być takie same, jak podane w polu **Zarejestrowany adres**.

- 13 Wybierz odpowiednią opcję dotyczącą **"Do you have a Dun & Bradstreet (D&B) DUNS Number?"**.



Uwaga: W polu **numeru Dun & Bradstreet DUNS** można wprowadzić tylko 9 cyfr.



Prześlij kwestionariusz rejestracyjny

14 Wybierz odpowiednią opcję dotyczącą adresu zamówienia i płatności na inną nazwę firmy.

Event Details
Response History
Response Team

Supplier Address (Section 2 of 10) ⏪ Prev. | Next ⏩

Name 1

Street: 1221 McKinney St Ste 300 ⓘ

Street 2: ⓘ

Street 3: ⓘ

Street 4: ⓘ

Street 5: ⓘ

District: ⓘ

Postal Code: 77010-2036 ⓘ City: Houston ⓘ

Country/Region: United States ⓘ State/Province/Region: Texas (TX) ⓘ

2.1.2 Country of Registration ⓘ * Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field. * Unspecified

2.2 Do you have a Dun & Bradstreet (D&B) DUNS Number? * Unspecified

2.4 Do you have an Ordering Address different than the Registered Address? ⓘ * Unspecified

2.6 Do you need to be paid on a different company name than the registered name? ⓘ * Unspecified

(*) indicates a required field

15 Wprowadź odpowiednie dane w sekcji Informacje o dostawcy.

Event Messages
Event Details
Response History
Response Team

Supplier Information (Section 3 of 10) ⏪ Prev. | Next ⏩

Supplier Information

3.1 Type of Business Entity ⓘ

3.2 Company's Website URL

3.3 Year of establishment or incorporation

3.4 Indicate your company size * Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Uwaga: **Typ podmiotu gospodarczego** może być jednym z następujących: Public Limited Liability, Private Limited/Practice, Wholly Owned Subsidiary, Corporation, Public Limited Company. Spółka komandytowa, spółka jawna, spółka akcyjna, spółka holdingowa, spółka zależna, spółka jednoosobowa, organizacja pozarządowa itp.



Prześlij kwestionariusz rejestracyjny

16 Zatwierdź wstępnie wypełnione informacje w sekcji **Dane kontaktowe**.

Contact Information	
Name ↑	
▼ 4 Contact Information	
▼ 4.1 Primary Contact Information	
4.1.1 Telephone ⓘ	* 1234567890
4.1.2 Remittance Advice/AR Email ⓘ	*
4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ⓘ	
4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? Note: This will prevent business interruption in the case of the primary is unavailable.	* Unspecified ▾



- **Remittance Advice/AR Email:** Jest to adres e-mail powiadomienia o płatności.
- **Techniczny / współdzielony adres e-mail dla zamówień zakupu Ariba (ZARIBAPO):** Adres e-mail grupy dostawców, która będzie otrzymywać zamówienia zakupu Ariba i nieprzewidziane wydatki Ariba.
- **Współdzielona skrzynka pocztowa do otrzymywania zamówień zakupu (ZPOEmail):** Jest to ogólny adres e-mail grupy dostawców dla zamówień zakupu.

17 Kontakty ds. sprzedaży i BHP są opcjonalne.

▼ 4.2 Sales Contact	
4.2.1 Sales Contact Person	
4.2.2 Sales Contact Number	
4.2.3 Sales Contact Email Address	
▼ 4.3 HSE Contact (Health, Safety and Environment)	
4.3.1 HSE Contact Person	
4.3.2 HSE Contact Number	
4.3.3 HSE Contact Email Address	

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Prześlij kwestionariusz rejestracyjny

18

Wypełnij następujące dane podatkowe.

Event Messages
Event Details
Response History
Response Team

(Section 5 of 10) « Prev. | Next »

▼ 5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes

▼ 5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value)

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * attachment.docx Update file Delete file

▼ 5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax id from other Country * 0

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Uwaga: Pola **Kraj/region podatkowy** i **Kraj rejestracji** powinny być identyczne.

19

Dodaj liczbę dodatkowych krajów podatkowych. Następnie kliknij **Załącz plik**, aby dodać formularz W-9.

Event Messages
Event Details
Response History
Response Team

(Section 5 of 10) « Prev. | Next »

▼ 5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes

▼ 5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value)

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * Attach a file

▼ 5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax id from other Country * 0

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



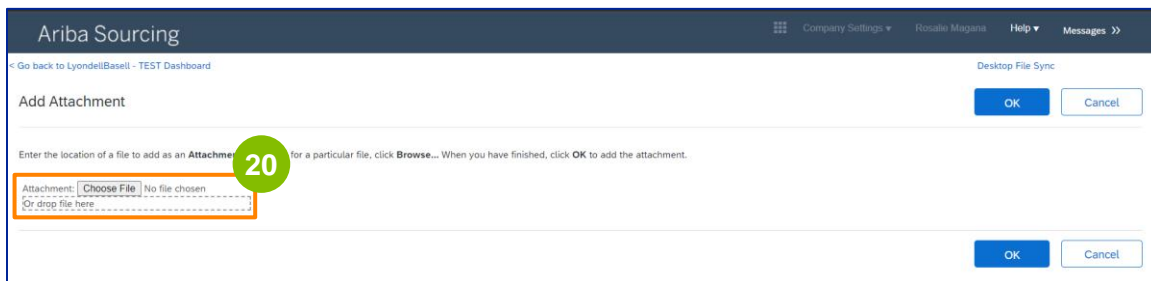
Uwaga: Tylko dostawcy z USA będą proszeni o dołączenie formularza W-9.



Prześlij kwestionariusz rejestracyjny

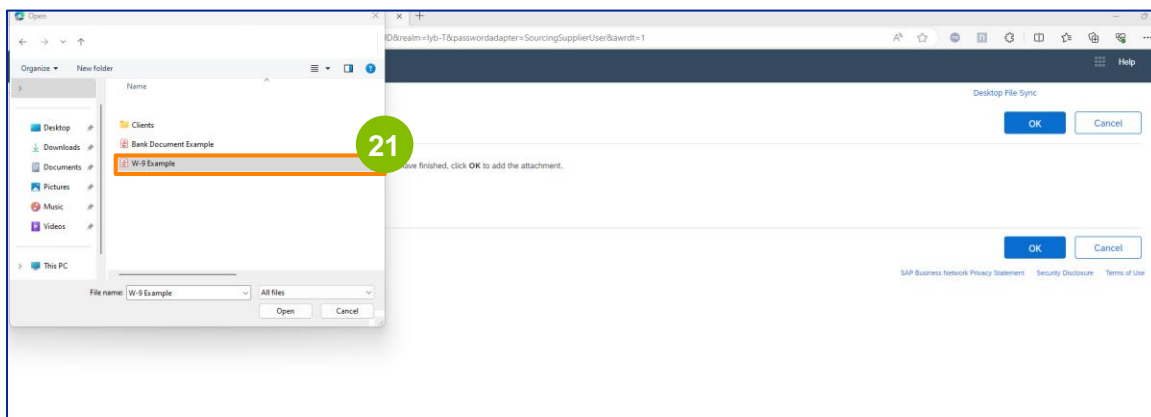
20

Zostanie wyświetlony ekran **dobawania załącznika**. Kliknij **Wybierz plik**.



21

Dołącz odpowiedni plik z komputera.





Prześlij kwestionariusz rejestracyjny

22

Kliknij przycisk **OK**.

23

Wypełnij pola **informacji finansowych**. Obejmuje to informacje o banku pośredniczącym i potwierdzenie polityki faktur LyondellBasell. Następnie kliknij **Dodaj informacje bankowe**.



Prześlij kwestionariusz rejestracyjny

24

Kliknij **Dodaj szczegóły banku**.

25

Zostanie wyświetlony ekran **Informacje o banku**. Wprowadź odpowiednie informacje w polach **danych banku**.



Uwaga: Nie używaj żadnych znaków specjalnych w polach szczegółów banku. Znaki specjalne obejmują ! @ # \$ % ^ & * ().



Prześlij kwestionariusz rejestracyjny

26

Wybierz walutę banku.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) American Dollar

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

*Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

27

Kliknij Załącz plik, aby dodać oficjalny dokument bankowy.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) Am

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) ▾

*Attach a file

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

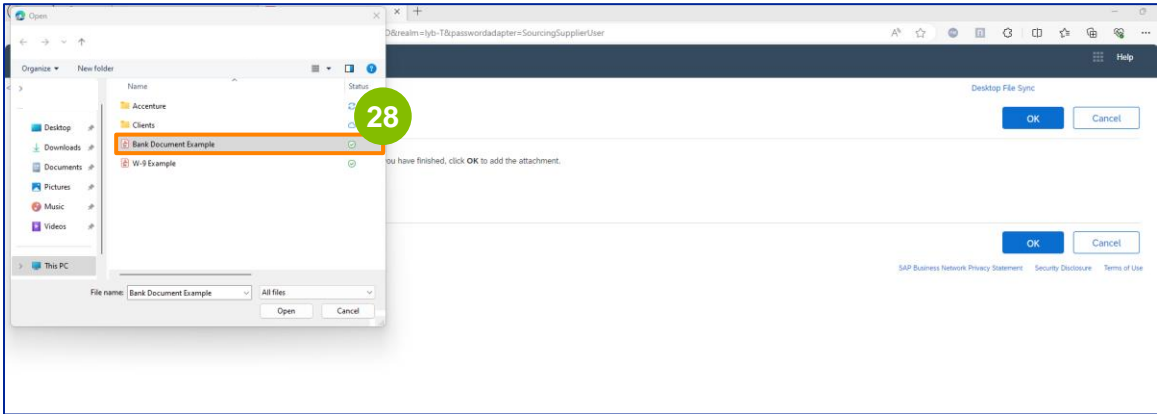


Uwaga: Pismo z banku potwierdzające konto bankowe musi zawierać oficjalny papier firmowy banku. Papier firmowy nie wystarczy jako potwierdzenie.

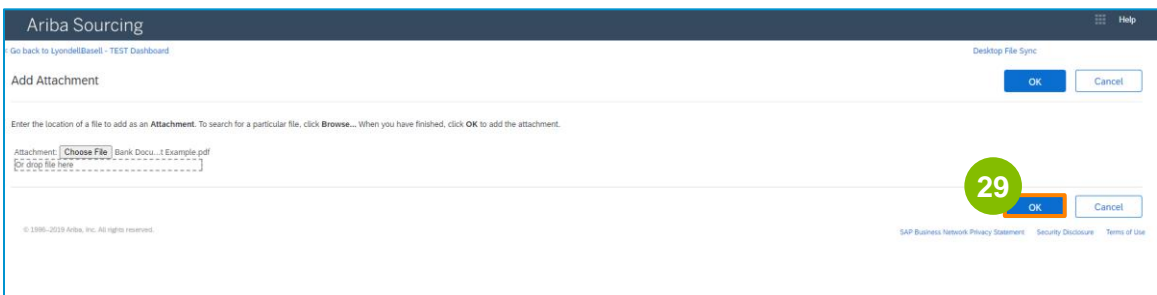


Prześlij kwestionariusz rejestracyjny

28 Zostanie wyświetlony ekran **dodawania załącznika**. Kliknij **Wybierz plik**. Wybierz odpowiedni plik z komputera i dołącz go do kwestionariusza.



29 Kliknij przycisk **OK**.





Prześlij kwestionariusz rejestracyjny

- 30 Ponownie wyświetlony zostanie ekran **Informacje bankowe**. Po **wprowadzeniu** wszystkich odpowiednich danych bankowych kliknij przycisk **Zapisz**, aby powrócić do ekranu głównego kwestionariusza.

- 31 Możesz wybrać opcję w sekcji **Różnorodność dostawców**.



Wskaźnik mniejszości jest polem opcjonalnym. Wyświetl listę rozwijaną i wybierz dowolną opcję, która może mieć zastosowanie do Twojej firmy.



Prześlij kwestionariusz rejestracyjny

32 Wprowadź odpowiednie dane w sekcji **Zrównoważony rozwój**. Musisz wyrazić zgodę na prowadzenie działalności z poszanowaniem podstawowych praw człowieka i uznanych na całym świecie standardów ESG, zgodnie z zasadami określonymi w Kodeksie postępowania dostawców LyondellBasell.

Event Messages
Event Details
Response History
Response Team

Sustainability (Section 8 of 10) « Prev. | Next »

Name 1

▼ 8 Sustainability

8.1 You commit to conduct business ethically and responsibly, in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, and in accordance with the principles set forth in LYB's Supplier Code of Conduct, which can be located at www.lyb.com, or as set forth within your own code of conduct? * Unspecified ▾

8.2 Does your company regularly report to the public its performance against its sustainability targets in a structured way (e.g., through the publication of a Sustainability Report)? * Unspecified ▾

8.3 Sustainability Contact Name

8.4 Sustainability Email Address

8.5 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? * Unspecified ▾

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import



Ocena Ecovadis ocenia istotny wpływ Twojej firmy na zrównoważony rozwój w oparciu o dostarczone przez Ciebie informacje.

33 Wprowadź odpowiednie szczegóły w sekcji **Zarządzanie ryzykiem bezpieczeństwa IT**.

Event Messages
Event Details
Response History
Response Team

IT Security Risk Management (Section 9 of 10) « Prev. | Next »

Name 1

▼ 9 IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? Unspecified ▾

9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? Unspecified ▾

9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? Unspecified ▾

9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data? Unspecified ▾

9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? Unspecified ▾

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import



Prześlij kwestionariusz rejestracyjny

- 34 Sekcja Komentarze jest opcjonalna. Wprowadź wszelkie uwagi dotyczące ogólnej komunikacji z LyondellBasell w zakresie konfiguracji lub zmian dostawcy.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) < Prev. ☰

Name ↑

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- 35 Kliknij przycisk **Prześlij całą odpowiedź**.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) < Prev. ☰

Name ↑

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Prześlij kwestionariusz rejestracyjny

36

Zostanie wyświetlone okno wyskakujące. Kliknij przycisk **OK**.

The screenshot shows a questionnaire titled "IT Security Risk Management" with several questions. A confirmation dialog box is overlaid on the form, asking "Submit this response?" with a green checkmark icon. The dialog box has "OK" and "Cancel" buttons. A green circle with the number "36" is placed over the "OK" button. The background form contains questions such as "Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?" and "Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?".

37

Zostanie wyświetlony komunikat potwierdzający "**Twoja odpowiedź została przesłana. Dziękujemy za udział w wydarzeniu.**" jest wyświetlany na ekranie.

The screenshot shows the Arriba Sourcing interface. At the top, it says "Arriba Sourcing" and "Go back to LyondellBasell - TEST Dashboard". The main content area shows a confirmation message: "Your response has been submitted. Thank you for participating in the event." This message is highlighted with a green box. Below the message, there is a table titled "IT Security Risk Management" with columns for "Name", "Question", and "Answer". The table contains five rows of questions and their corresponding answers (No or Yes). A "Compose Message" button is visible at the bottom of the table.

Name	Question	Answer	
1	Supplier Name	9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
2	Supplier Address	9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
3	Supplier Information	9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
4	Contact Information	9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
5	Tax Details	9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes



Uwaga: **Kwestionariusz rejestracyjny został** wypełniony i przesłany. LyondellBasell dokona przeglądu informacji. Otrzymasz powiadomienie, gdy LyondellBasell zatwierdzi, odrzuci lub zażąda dodatkowych informacji dotyczących Twojego zgłoszenia.



Prześlij kwestionariusz rejestracyjny



Kwestionariusz rejestracyjny został wypełniony i przesłany. LyondellBasell dokona teraz przeglądu informacji.



Otrzymasz powiadomienie, gdy LyondellBasell **zatwierdzi** Twoje zgłoszenie lub **poprosi o dodatkowe informacje**.



Jeśli kwalifikujesz się do uzyskania statusu **kwalifikowanego** w LyondellBasell (na podstawie regionu i towaru), otrzymasz powiadomienie o przesłaniu **kwestionariusza kwalifikacyjnego**.



Uwaga: Kolejne kroki można znaleźć w **kwestionariuszu kwalifikacji dostawcy**.



Dziękuję



Questionário de registo do Portal de Gestão de Informação de Fornecedores

Ajuda de trabalho do Ariba SLP



Objetivo

O objetivo desta ajuda de trabalho é fornecer um guia passo-a-passo sobre como se registar no Portal de Gestão de Informação de Fornecedores da LyondellBasell através da apresentação do Questionário de Registo.



Público-alvo

Esta ajuda de trabalho destina-se a 3rd Fornecedores da LyondellBasell Party



Índice

Navegue pela ajuda de trabalho seleccionando a secção adequada:

- **[Apresentar o questionário de registo](#)**



Pré-requisito

Antes de consultar esta ajuda de trabalho, consulte o seguinte:

- **[Site do fornecedor da LyondellBasell](#)**



Esta ajuda de emprego foi originalmente publicada em **julho de 2023**.

Esta ajuda de emprego foi actualizada pela última vez em **abril de 2024**.

Detalhes da atualização do auxílio ao trabalho de abril de 2024

Apresentar o questionário de registo

- Todos os passos foram actualizados devido às múltiplas melhorias introduzidas no questionário.

Detalhes da atualização da ajuda ao trabalho de outubro de 2023

Apresentar o questionário de registo

- Os passos 1 a 36 foram actualizados com novas imagens de ecrã, destacando as melhorias na interface do utilizador



Apresentar o questionário de registo

Os passos seguintes são para **3rd Party LyondellBasell Suppliers**



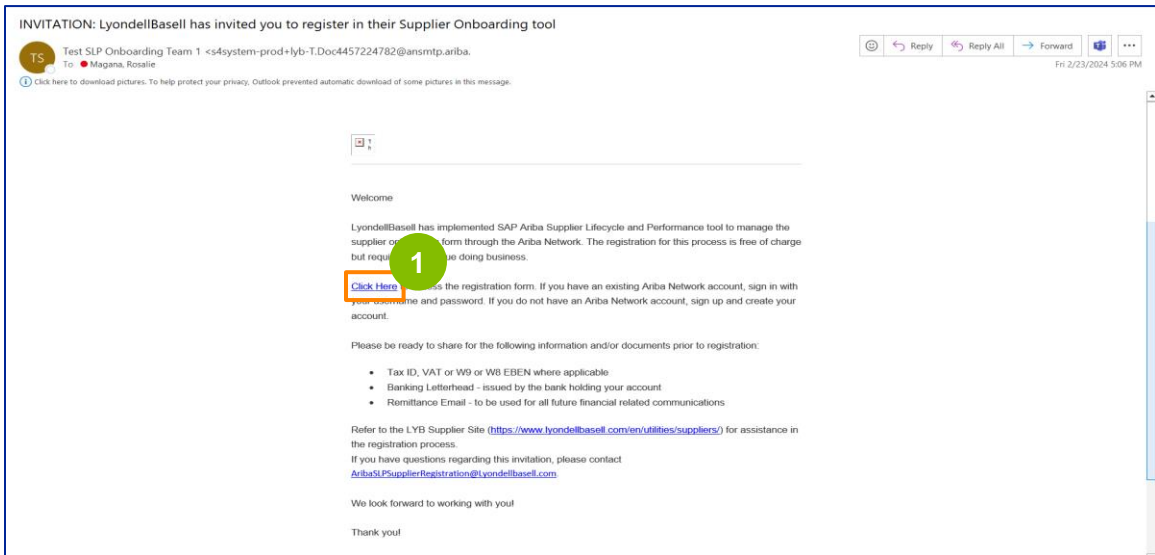
Nota: Selecciono o ícone de Sugestão de Ferramenta junto aos campos aplicáveis do Questionário de Registo para obter informações adicionais relevantes.



Apresentar o questionário de registo

1

Deve ter recebido uma notificação por correio eletrónico da Ariba. Clique na ligação do convite por correio eletrónico para iniciar o **Questionário de Registo**.

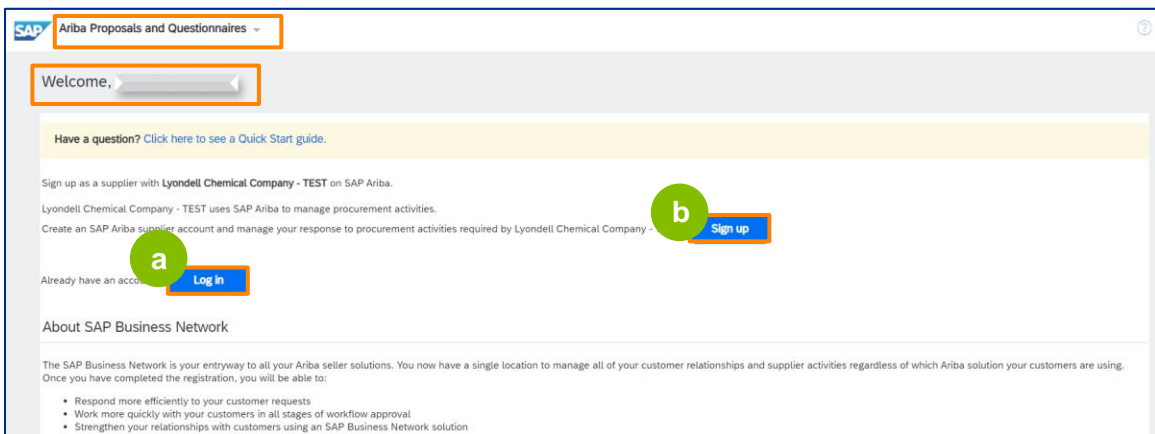


Nota: Verifique a sua **pasta de lixo** eletrónico, uma vez que o correio eletrónico da Ariba é automático e pode ser assinalado como lixo. Pode adicionar o endereço de correio eletrónico da Ariba aos seus contactos para permitir que futuras comunicações sejam enviadas diretamente para a sua caixa de entrada.

2

É apresentada a página **Propostas e questionários Ariba**. No ecrã de boas-vindas:

- Se já tiver um perfil Ariba Network (AN), clique em Iniciar sessão. Saltar para a página 10 para iniciar o **Questionário de Registo**.
- Se for um novo fornecedor ou novo na Ariba Network (AN), clique em Inscrever-se. Para este exemplo, clique em **Inscrever-se**. Continue com a próxima etapa.





Apresentar o questionário de registo

3

É apresentado o ecrã **Criar conta**. Na secção **Informações da empresa**, introduza o nome da empresa, o país/região e o endereço.

SAP Ariba Proposals and Questionnaires -

Create account Create account and continue Cancel

3 create an SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information

* Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

4

Desloque-se para baixo até à secção **Informações da conta de utilizador**. Introduza o seu nome, endereço de correio eletrónico, nome de utilizador e palavra-passe. Seleccione a língua adequada e introduza o endereço de correio eletrónico para enviar encomendas a vários contactos. Este endereço de correio eletrónico pode ser alterado em qualquer altura.

User account information

* Indicates a required field

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

4

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

Se seleccionar esta opção, o campo Nome de utilizador é preenchido automaticamente com o seu endereço de correio eletrónico.



Nota: * indica um campo obrigatório. O nome de utilizador tem de estar no formato de correio eletrónico (por exemplo, john.doe@email.com). A palavra-passe deve conter um mínimo de oito caracteres, incluindo letras maiúsculas e minúsculas, dígitos numéricos e caracteres especiais.

Quando estiver a criar uma conta Ariba Network, a sua palavra-passe pode ser automaticamente encurtada para 8 caracteres no ecrã, mas a sua palavra-passe original continua a ser válida e não é afetada.



Apresentar o questionário de registo

5

Desloque-se para baixo até à secção **Fale-nos mais sobre a sua empresa**. Introduza ou procure os dados adequados nos campos seguintes.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

6

Clique nas duas caixas de verificação do acordo do utilizador.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel



Apresentar o questionário de registo

7

Clique em **Criar conta e continue.**

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

7 Create account and continue Cancel

8

A janela pop-up **RECOMENDAÇÃO DE ENDEREÇO** é exibida. Selecione o endereço original ou o endereço recomendado. Para este exemplo, selecione o endereço recomendado e, em seguida, clique em **Aceitar**.

Language: English

Address Recommendation Pop-up:

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011

Use this **8** Accept

Multiple contacts in your profile can be added or updated anytime.

is appended with "-T" in test

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Apresentar o questionário de registo

9

Se existirem potenciais contas duplicadas, é apresentada a janela pop-up **Potenciais contas existentes**. Clique em **Revisar contas** para revisar as possíveis duplicatas.

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

Review accounts Skip review



Nota: A Ariba efectua a verificação de duplicados com base no endereço da sua empresa e no seu endereço de correio eletrónico de contacto.

10

É apresentado o ecrã **Rever conta duplicada**. Verifique os detalhes. Se não houver uma conta duplicada, clique em **Continuar criação de conta**. Se já existir uma conta duplicada criada, volte à página anterior.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the details and contact the account administrator from there
- Or, if there is no match, click **Continue Account Creation** and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Apresentar o questionário de registo

É apresentado o ecrã **Questionário de registo do fornecedor**. Vamos dar início ao processo de registo.

11 Reveja e confirme o seu **nome de fornecedor**. Pode atualizar o nome, se necessário.



Apresentar o questionário de registo

- 12 Reveja e confirme o seu **endereço registado**. Pode atualizar o endereço, se necessário. Selecione o **país de registo** na lista pendente da secção **País de registo**. Em seguida, selecione a opção adequada para a pergunta **"Forneça um valor de código postal/código postal no campo de perguntas 2.1.1 Endereço"**.



O país de registo e o código postal devem ser os mesmos que os indicados no campo **Endereço registado**.

- 13 Selecione a opção adequada relativamente a **"Do you have a Dun & Bradstreet (D&B) DUNS Number?"**



Nota: O campo **do número DUN & Bradstreet DUNS** só permite a introdução de 9 dígitos.



Apresentar o questionário de registo

14 Selecionar a opção adequada relativamente ao **endereço de encomenda** e ao **pagamento numa firma diferente**.

Event Details
Response History
Response Team

Supplier Address (Section 2 of 10) ⏪ Prev. | Next ⏩

Name 1

Street: 1221 McKinney St Ste 300 ⓘ

Street 2: ⓘ

Street 3: ⓘ

Street 4: ⓘ

Street 5: ⓘ

District: ⓘ

Postal Code: 77010-2036 ⓘ City: Houston ⓘ

Country/Region: United States ⓘ State/Province/Region: Texas (TX) ⓘ

2.1.2 Country of Registration ⓘ * Unspecified ▾

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field * Unspecified ▾

2.2 Do you have a Dun & Bradstreet (D&B) DUNS Number? * Unspecified ▾

2.4 Do you have an Ordering Address different than the Registered Address? ⓘ * Unspecified ▾

2.6 Do you need to be paid on a different company name than the registered name? ⓘ * Unspecified ▾

(*) indicates a required field

15 Introduza os dados adequados na secção **Informações sobre o fornecedor**.

Event Messages
Event Details
Response History
Response Team

Supplier Information (Section 3 of 10) ⏪ Prev. | Next ⏩

Supplier Information

3.1 Type of Business Entity ⓘ

3.2 Company's Website URL

3.3 Year of establishment or incorporation

3.4 Indicate your company size * Unspecified ▾

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Nota: O seu **tipo de entidade empresarial** pode ser um dos seguintes: Sociedade Anónima, Sociedade Limitada/Prática, Subsidiária detida a 100%, Sociedade Anónima, Sociedade Anónima. Sociedade em nome coletivo, Sociedade em nome coletivo sem limites, Sociedade com personalidade jurídica, Sociedade gestora de participações sociais, Sociedade subsidiária, Sociedade unipessoal (empresário em nome individual), ONG, etc.



Apresentar o questionário de registo

16 Valide as informações pré-preenchidas na secção **Informações de contacto**.

Contact Information (Section 4 of 10) << Prev. | Next >>

Name ↑

4 Contact Information

4.1 Primary Contact Information

4.1.1 Telephone ⓘ * 1234567890

4.1.2 Remittance Advice/AR Email ⓘ *

4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ⓘ

4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? * Unspecified ▾
Note: This will prevent business interruption in the case of the primary is unavailable.



- **Remittance Advice/AR Email:** Este é o seu endereço de correio eletrónico de notificação de pagamento.
- **Endereço de correio eletrónico técnico/partilhado para as ordens de compra Ariba (ZARIBAPO):** Endereço de correio eletrónico do grupo de fornecedores que irá receber as ordens de compra Ariba e a contingência Ariba.
- **Caixa de correio partilhada para receber ordens de compra (ZPOEmail):** Este é o seu endereço de correio eletrónico genérico do grupo de fornecedores para ordens de compra.

17 Os contactos de vendas e de HSE são facultativos.

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

8 Sustainability

9 IT Security Risk Man...

10 Comments Section

4.2 Sales Contact

4.2.1 Sales Contact Person

4.2.2 Sales Contact Number

4.2.3 Sales Contact Email Address

4.3 HSE Contact (Health, Safety and Environment)

4.3.1 HSE Contact Person

4.3.2 HSE Contact Number

4.3.3 HSE Contact Email Address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Apresentar o questionário de registo

18

Preencha os seguintes **detalhes do imposto**.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

Tax Details (Section 5 of 10) Prev. | Next »

Name ↑

5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes

5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value)

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * attachment.docx Update file Delete file

5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax Id from other Country * 0

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Nota: Os campos **País/Região fiscal** e **País de registo** devem ser idênticos.

19

Adicione o número de países fiscais adicionais. Em seguida, clique em **Anexar um ficheiro** para adicionar o seu formulário W-9.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

Tax Details

Name ↑

5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes

5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value)

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * Attach a file

5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax Id from other Country * 0



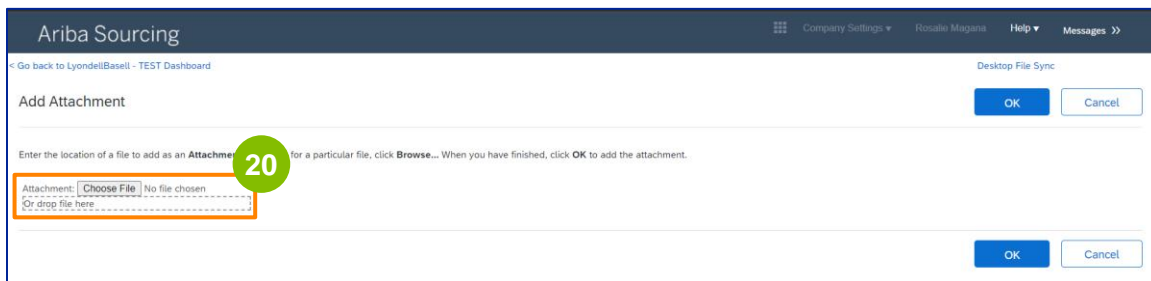
Nota: Apenas os fornecedores dos EUA terão de anexar um formulário W-9.



Apresentar o questionário de registo

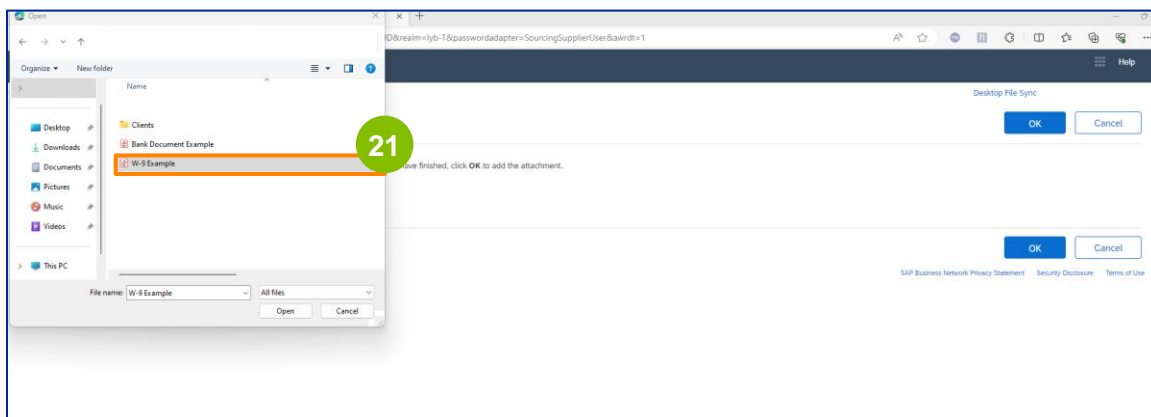
20

É apresentado o ecrã **Adicionar anexo**. Clique em **Escolher ficheiro**.



21

Anexe o ficheiro adequado do seu computador.





Apresentar o questionário de registo

22

Clique em **OK**.

23

Preencher os campos de **Informação Financeira**. Isto inclui a informação do Banco Intermediário e o reconhecimento da Política de Faturação da LyondellBasell. Em seguida, clique em **Adicionar informações bancárias**.



Apresentar o questionário de registo

24

Clique em **Adicionar dados bancários**.

25

A tela **Informações bancárias** é exibida. Entrar as informações apropriadas nos campos **Dados bancários**.



Nota: Não utilize quaisquer caracteres especiais nos campos de dados bancários. Os caracteres especiais incluem ! @ # \$ % ^ & * ().



Apresentar o questionário de registo

26

Selecione a moeda do seu banco.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key:

Bank Currency: **26**

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

27

Clique em **Anexar um ficheiro** para adicionar o seu documento bancário oficial.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key:

Bank Currency: **27**

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

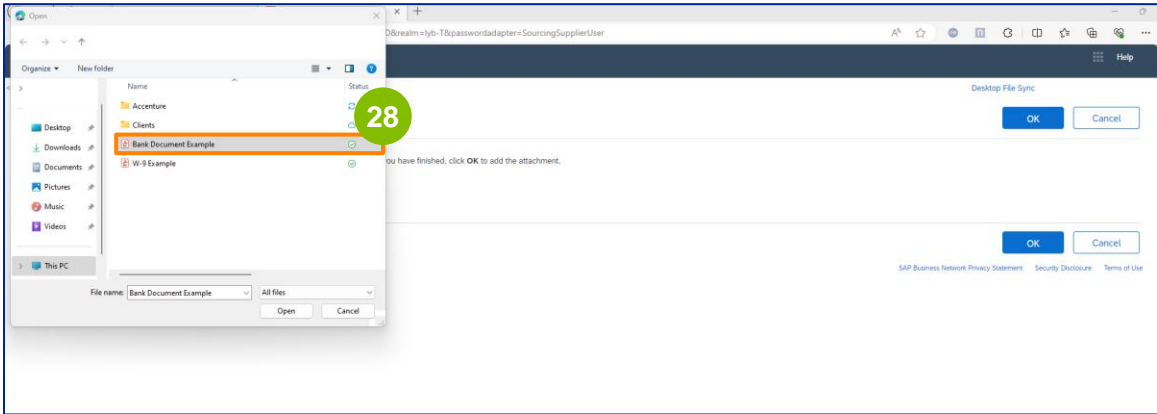


Nota: A carta do seu banco a confirmar a sua conta bancária deve incluir o papel timbrado oficial do banco. O papel timbrado da sua empresa não será suficiente como confirmação.

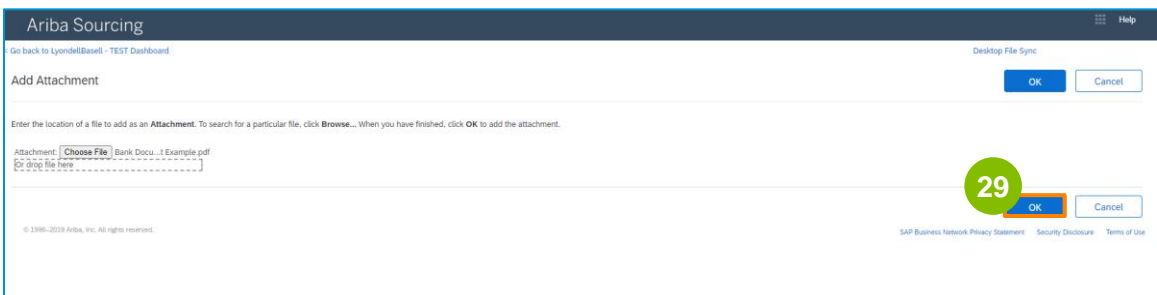


Apresentar o questionário de registo

28 É apresentado o ecrã **Adicionar anexo**. Clique em **Escolher arquivo**. Escolha o ficheiro apropriado no seu computador e anexe-o ao questionário.



29 Clique em **OK**.





Apresentar o questionário de registo

- 30 O ecrã **Informações bancárias** é novamente apresentado. Uma vez introduzidos todos os dados bancários adequados, clique em **Guardar** para regressar ao ecrã inicial do questionário.

Ariba Sourcing

Company Settings | Rosalie Magana | Help | Messages

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

30 Save Cancel

Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.

All Content > 6.2 Bank Information

Bank Information (1)

Name ↑

- select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Postal Code:

Identifier Name:

SWIFT Code:

Bank Control Key:

Add an additional Bank Details (*) indicates a required field

- 31 Pode seleccionar uma opção na secção **Diversidade de fornecedores**.

Event Messages
Event Details
Response History
Response Team

Supplier Diversity (Section 7 of 10) << Prev. | Next >>

Name ↑

7.1 Minority Indicator Unspecified (*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



O Indicador de minorias é um campo opcional. Consulte a lista pendente e seleccione qualquer opção que se aplique à sua empresa.



Apresentar o questionário de registo

32 Introduza os detalhes apropriados na secção **Sustentabilidade**. O utilizador deve concordar em conduzir a sua atividade em conformidade com os direitos humanos fundamentais e com as normas ESG internacionalmente reconhecidas, de acordo com os princípios estabelecidos no Código de Conduta do Fornecedor da LyondellBasell.

Event Messages
Event Details
Response History
Response Team

Sustainability (Section 8 of 10) « Prev. | Next »

Name 1

▼ 8 Sustainability

8.1 You commit to conduct business ethically and responsibly, in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, and in accordance with the principles set forth in LYB's Supplier Code of Conduct, which can be located at www.lyb.com, or as set forth within your own code of conduct? * Unspecified ▾

8.2 Does your company regularly report to the public its performance against its sustainability targets in a structured way (e.g., through the publication of a Sustainability Report)? * Unspecified ▾

8.3 Sustainability Contact Name

8.4 Sustainability Email Address

8.5 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? * Unspecified ▾

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Uma **Avaliação Ecovadis** avalia os impactos materiais de sustentabilidade da sua empresa com base nas informações que fornece.

33 Introduza os dados adequados na secção **Gestão dos riscos de segurança informática**.

Event Messages
Event Details
Response History
Response Team

IT Security Risk Management (Section 9 of 10) « Prev. | Next »

Name 1

▼ 9 IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? Unspecified ▾

9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? Unspecified ▾

9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? Unspecified ▾

9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data? Unspecified ▾

9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? Unspecified ▾

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Apresentar o questionário de registo

- 34 A secção de comentários é opcional. Introduza quaisquer comentários para comunicação geral com a LyondellBasell relativamente à configuração ou alterações do seu fornecedor.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) << Prev. ☰

Name ↑

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- 35 Clique em **Enviar resposta completa.**

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) << Prev. ☰

Name ↑

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Apresentar o questionário de registo

36

É apresentada uma janela pop-up. Clique em **OK**.

The screenshot shows a questionnaire titled "IT Security Risk Management" with several questions. A pop-up dialog box is overlaid on the form, asking "Submit this response?" with a green checkmark icon. Below the question, it says "Click OK to submit." and has two buttons: "OK" (highlighted with an orange box) and "Cancel". A green circle with the number "36" is placed over the "OK" button.

37

É apresentada no ecrã uma mensagem de confirmação: "**A sua resposta foi enviada. Obrigado por participar no evento.**" é apresentada no ecrã.

The screenshot shows the Ariba Sourcing dashboard. At the top, it says "Ariba Sourcing" and "Go back to LyondellBasell - TEST Dashboard". The main content area is titled "Doc4220196072 - Supplier Registration Questionnaire". A green confirmation message is displayed: "Your response has been submitted. Thank you for participating in the event." Below this, there is a table titled "IT Security Risk Management" with 5 questions and their corresponding answers.

Name	IT Security Risk Management	Answer	
1	Supplier Name	9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
2	Supplier Address	9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
3	Supplier Information	9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
4	Contact Information	9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
5	Tax Details	9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes



Nota: Preencheu e enviou o seu **Questionário de Registo**. A LyondellBasell irá rever as suas informações. Receberá uma notificação assim que a LyondellBasell tiver aprovado, recusado ou solicitado informações adicionais relativamente à sua submissão.



Apresentar o questionário de registo



Já preencheu e submeteu o seu **Questionário de Registo**. A LyondellBasell irá agora rever as suas informações.



Receberá uma notificação assim que a LyondellBasell tiver **aprovado a** sua candidatura ou **solicitado informações adicionais**.



Se for elegível para receber o estatuto de **Qualificado** da LyondellBasell (com base na região e no produto), receberá uma notificação para apresentar o **Questionário de Qualificação**.



Nota: Consulte o **Job Aid do Questionário de Qualificação do Fornecedor** para os passos seguintes.



Obrigado



Cuestionario de registro en el Portal de Gestión de la Información para Proveedores

Ayuda de Ariba SLP



Propósito

El propósito de esta ayuda de trabajo es proporcionar una guía paso a paso sobre cómo registrarse en el Portal de Gestión de Información de Proveedores de LyondellBasell mediante el envío del Cuestionario de Registro.



Público al que está dirigido

Esta ayuda de trabajo es para Proveedores externos de LyondellBasell



Índice

Navegue por la ayuda para el trabajo seleccionando la sección adecuada:

- **[Enviar cuestionario de registro](#)**



Requisito previo

Consulte lo siguiente antes de ver esta ayuda de trabajo:

- **[Sitio del proveedor de LyondellBasell](#)**



Esta ayuda de trabajo se publicó originalmente en **julio de 2023**.

Esta ayuda de trabajo se actualizó por última vez en **abril de 2024**.

Abril 2024 Detalles de la actualización de la ayuda de trabajo

Enviar cuestionario de registro

- Todos los pasos se han actualizado debido a las múltiples mejoras introducidas en el cuestionario.

Octubre de 2023 Detalles de la actualización de la ayuda de trabajo

Enviar cuestionario de registro

- Los pasos 1 a 36 se han actualizado con nuevas capturas de pantalla, destacando las mejoras en la interfaz de usuario.



Enviar cuestionario de registro

Los siguientes pasos son para **Proveedores Externos de LyondellBasell**



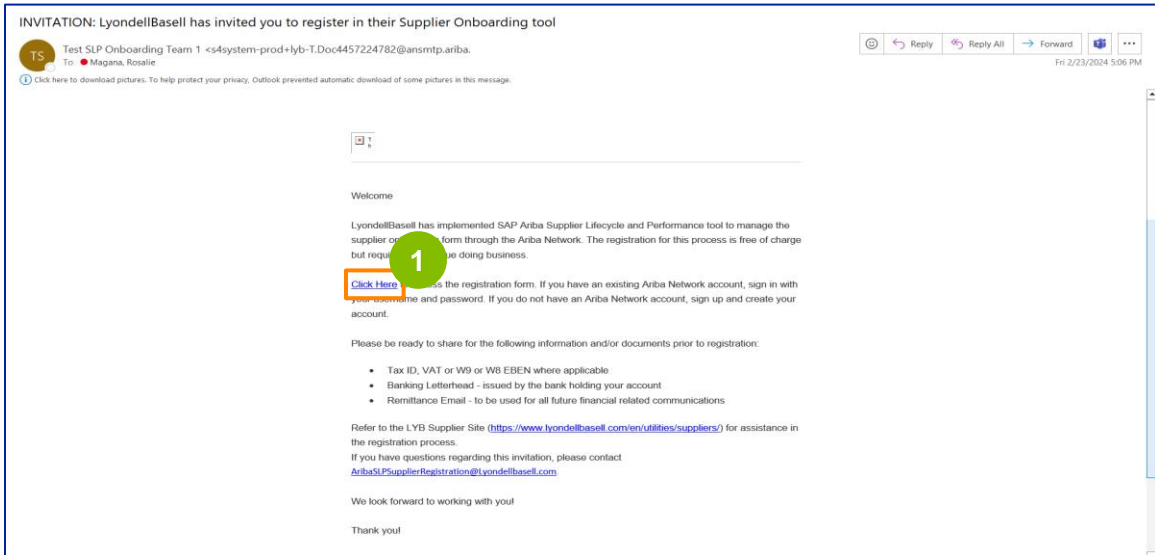
Nota: Seleccione el icono de Sugerencia de herramienta situado junto a los campos del Cuestionario de registro aplicables para obtener información adicional relevante.



Enviar cuestionario de registro

1

Debería haber recibido una notificación por correo electrónico de Ariba. Haga clic en el enlace de la invitación por correo electrónico para iniciar el **cuestionario de registro**.

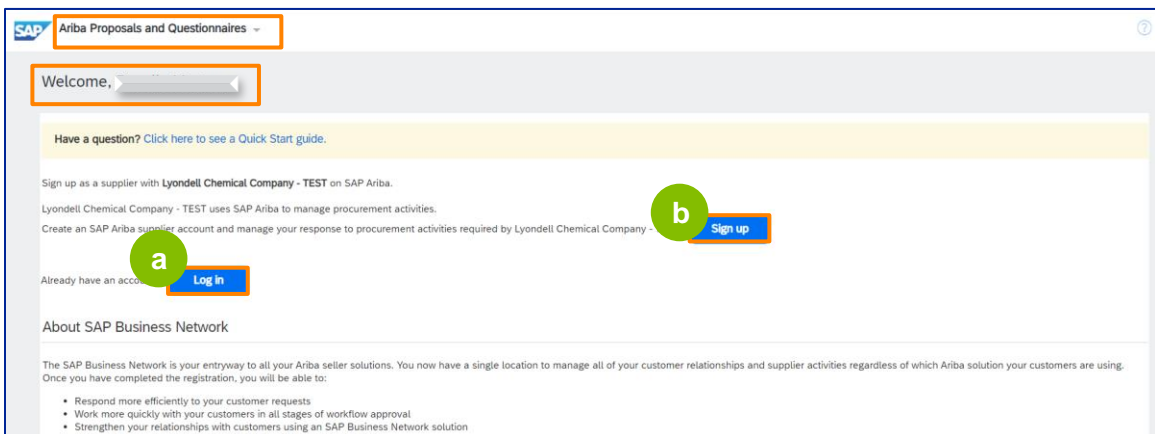


Nota: Compruebe su **carpeta de correo no deseado**, ya que el correo electrónico de Ariba está automatizado y puede marcarse como correo no deseado. Puede añadir la dirección de correo electrónico de Ariba a sus contactos para que las futuras comunicaciones se envíen directamente a su bandeja de entrada.

2

Aparecerá la página **Propuestas y Cuestionarios de Ariba**. En la pantalla de bienvenida:

- Si ya tiene un perfil de Ariba Network (AN), haga clic en Iniciar sesión. Vaya a la página 10 para comenzar el **Cuestionario de registro**.
- Si es un proveedor nuevo o nuevo en Ariba Network (AN), haga clic en Registrarse. Para este ejemplo, haga clic en **Registrarse**. Continúe con el siguiente paso.





Enviar cuestionario de registro

3

Aparecerá la pantalla **Crear cuenta**. En la sección **Información de la empresa**, introduzca el nombre de su empresa, país/región y dirección.

create a SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information

* Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

4

Desplácese hasta la sección **Información de la cuenta de usuario**. Introduzca su nombre, dirección de correo electrónico, nombre de usuario y contraseña. Seleccione el idioma adecuado e introduzca la dirección de correo electrónico para enviar pedidos a varios contactos. Esta dirección de correo electrónico puede cambiarse en cualquier momento.

User account information

* Indicates a required field

Name:*

Email:* Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Si selecciona esta opción, el campo Nombre de usuario se rellenará automáticamente con su dirección de correo electrónico./



Nota: * indica un campo obligatorio. El nombre de usuario debe tener formato de correo electrónico (por ejemplo, john.doe@email.com). La contraseña debe contener un mínimo de ocho caracteres, incluyendo letras mayúsculas y minúsculas, dígitos numéricos y caracteres especiales.

Al crear una cuenta de Ariba Network, es posible que su contraseña se acorte automáticamente a 8 caracteres en la pantalla, pero su contraseña original sigue siendo válida y no se ve afectada.



Enviar cuestionario de registro

5

Desplácese hacia abajo hasta la sección **Cuéntenos más sobre su empresa**. Introduzca o busque los detalles apropiados en los siguientes campos.

Tell us more about your business

Product and Service Categories:* -or-
 x

Ship-to or Service Locations:* -or-
 x

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

6

Haga clic en las dos casillas de verificación del acuerdo de usuario.

Tell us more about your business

Product and Service Categories:* -or-
 x

Ship-to or Service Locations:* -or-
 x

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Enviar cuestionario de registro

7

Haga clic en **Crear cuenta y continúe.**

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

7 Create account and continue Cancel

8

Aparecerá la ventana emergente **RECOMENDACIÓN DE DIRECCIÓN**. Seleccione la dirección original o la recomendada. Para este ejemplo, seleccione la dirección recomendada y haga clic en **Aceptar**.

Language: English

Address Recommendation Modal:

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011

Use this **8** Accept

Multiple contacts in your...
is anytime.

is appended with "-T" in test

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Enviar cuestionario de registro

9

Si existen posibles cuentas duplicadas, aparecerá la ventana emergente **Posibles cuentas existentes**. Haga clic en **Revisar cuentas** para revisar los posibles duplicados.

The screenshot shows a registration form with fields for 'Enter Product and Service Category', 'Raw materials', 'Enter Ship-to or Service Location', 'Texas - United States', and 'Optional'. A modal window titled 'Potential existing accounts' is overlaid, containing the text: 'We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.' Two buttons are visible: 'Review accounts' (highlighted with a red box and a green circle with the number 9) and 'Skip review'.



Nota: Ariba realiza la comprobación de duplicados basándose en la dirección de su empresa y su dirección de correo electrónico de contacto.

10

Aparece la pantalla **Revisar cuenta duplicada**. Compruebe los detalles. Si no hay ninguna cuenta duplicada, haga clic en **Continuar creación de cuenta**. Si hay una cuenta duplicada ya creada, vuelva a la página anterior.

The screenshot shows the 'Review duplicate Account' screen. It contains a message: 'We noticed that your company may already register an SAP Business Network account, please review the match results below, then:' followed by a list of actions: 'You can log in the account', 'Or, you can view the account details and contact the account administrator from there', 'Or, if there is no match, click Continue Account Creation and we will progress your registration', and 'Or, you can Go back to previous page'. A table titled 'Match Based On' is shown below with columns: COMPANY NAME, E-MAIL ADDRESS, DUNS NO., TAX ID, and ADDRESS. The table contains one row: 'EXAMPLE SUPPLIER', 'dalywood@accenture.com', and '1221 McKinney St, Houston, TX, United States 77010-2011'. The 'Continue Account Creation' button in the list is highlighted with a red box and a green circle with the number 10.

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Enviar cuestionario de registro

Aparece la pantalla **Cuestionario de registro de proveedores**. Comencemos con el proceso de registro.

Ariba Sourcing

Company Settings Feedback Help

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console Doc4457224782 - Supplier Registration Questionnaire Time remaining 87 days 00:27:24

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (English Name)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

All Content

1 Supplier Name (English Name) Less...

Provide English-only translated name. Use Name 1 field to enter the Company Name, it only accepts up to 35 characters. For the remaining characters, use Name 2 and Name 3 fields respectively.

1.1 Name 1 * RM CORP 0221A

1.2 Name 2

1.3 Name 3

2 Supplier Address Less...

2.1 Registered Address Less...

Provide your company address in English only. If your company address is in a language different than English, please add it in the International Address section (2.1.2) depending on your Country of Registration.

Show More

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

11 Revise y confirme su **Nombre de proveedor**. Si es necesario, puede actualizar el nombre.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (English Name)

2 Supplier Address

3 Supplier Information

Supplier Name (English Name) (Section 1 of 10) Next

Name 1

1 Supplier Name (English Name) More...

1.1 Name 1 * RM CORP 0221A

1.2 Name 2

1.3 Name 3

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Enviar cuestionario de registro

- 12 Revise y confirme su **Dirección Registrada**. Si es necesario, puede actualizar la dirección. Seleccione el **país de registro** en la lista desplegable de la sección **País de registro**. A continuación, seleccione la opción adecuada para la pregunta **"Proporcione un valor de código postal en el campo de pregunta 2.1.1 Dirección"**.

Supplier Address (Section 2 of 10) Prev | Next

Name 1

2 Supplier Address

2.1 Registered Address More

2.1.1 Address

NOTE: Street field is mandatory and only accepts up to 35 characters; use additional street fields, if needed.

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration * Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field * Unspecified



El país de registro y el código postal deben ser los mismos que figuran en el campo **Dirección registrada**.

- 13 Seleccione la opción adecuada en relación con **"¿Dispone de un número DUNS de Dun & Bradstreet (D&B)?"**

Supplier Address (Section 2 of 10) Prev | Next

Name 1

2 Supplier Address

2.1 Registered Address More

2.1.1 Address

NOTE: Street field is mandatory and only accepts up to 35 characters; use additional street fields, if needed.

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration * Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field * Unspecified

2.2 Do you have a Dun & Bradstreet (D&B) DUNS Number? * Unspecified

2.4 Do you have an Ordering Address * Unspecified

Nota: El campo del número **DUN & Bradstreet DUNS** sólo permite introducir 9 dígitos.



Enviar cuestionario de registro

14 Seleccione la opción adecuada en relación con la **Dirección del pedido** y el **pago a nombre de otra empresa**.

Supplier Address

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States State/Province/Region: Texas (TX)

2.1.2 Country of Registration	Unspecified
2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field	Unspecified
2.2 Do you have a Dun & Bradstreet (D&B) DUNS Number?	Unspecified
2.4 Do you have an Ordering Address different than the Registered Address?	Unspecified
2.6 Do you need to be paid on a different company name than the registered name?	Unspecified

(*) indicates a required field

15 Introduzca los datos correspondientes en la sección **Información del proveedor**.

Supplier Information

3.1 Type of Business Entity

3.2 Company's Website URL

3.3 Year of establishment or incorporation

3.4 Indicate your company size Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Nota: Su **tipo de entidad empresarial** puede ser una de las siguientes: Sociedad Anónima, Sociedad Privada, Filial al 100%, Sociedad Anónima, Sociedad Anónima. Sociedad Comanditaria, Sociedad Ilimitada, Sociedad Anónima, Sociedad Estatutaria, Sociedad Holding, Sociedad Filial, Sociedad Unipersonal (Propietario Único), ONG, etc.



Enviar cuestionario de registro

16 Valide la información rellena previamente en la sección **Información de contacto**.

Name ↑	
4 Contact Information	
4.1 Primary Contact Information	
4.1.1 Telephone ⓘ	* 1234567890
4.1.2 Remittance Advice/AR Email ⓘ	*
4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ⓘ	
4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? Note: This will prevent business interruption in the case of the primary is unavailable.	* Unspecified ▾



- **Correo electrónico de aviso de pago/AR:** Esta es su dirección de correo electrónico de notificación de pago.
- **Dirección de correo electrónico técnica / compartida para pedidos de compra de Ariba (ZARIBAPO):** Dirección de correo electrónico del grupo de proveedores que recibirá las órdenes de compra Ariba y la contingencia Ariba.
- **Buzón compartido para recibir Órdenes de Compra (ZPOEmail):** Esta es su dirección de correo electrónico genérica del grupo de proveedores para las órdenes de compra.

17 Los **contactos de ventas y HSE** son opcionales.

4.2 Sales Contact	
4.2.1 Sales Contact Person	
4.2.2 Sales Contact Number	
4.2.3 Sales Contact Email Address	
4.3 HSE Contact (Health, Safety and Environment)	
4.3.1 HSE Contact Person	
4.3.2 HSE Contact Number	
4.3.3 HSE Contact Email Address	

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Enviar cuestionario de registro

18

Rellene los siguientes **datos fiscales**.



Nota: Los campos **País/Región fiscal** y **País de registro** deben ser idénticos.

19

Añada el número de países fiscales adicionales. A continuación, haga clic en **Adjuntar un archivo** para añadir su formulario W-9 y/o Información fiscal (Registro de Compañía)



Nota: Sólo se pedirá a los proveedores estadounidenses que adjunten un formulario W-9.

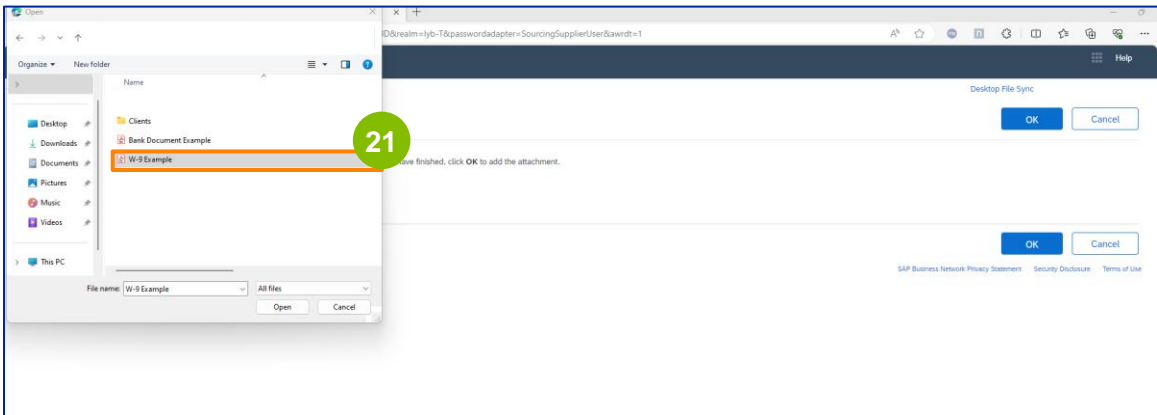


Enviar cuestionario de registro

20 Aparecerá la pantalla **Añadir archivo adjunto**. Haga clic en **Elegir archivo**.



21 Adjunte el archivo correspondiente de su ordenador.





Enviar cuestionario de registro

22

Haga clic en **Aceptar**.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment:

OK Cancel

22

OK Cancel

© 1996-2019 Ariba, Inc. All rights reserved.

SAP Business Network Privacy Statement Security Disclosure Terms of Use

23

Rellene los campos de **Información financiera**. Esto incluye la información del banco intermediario y el reconocimiento de la Política de facturación de LyondellBasell. A continuación, haga clic en **Añadir información bancaria**.

Event Messages

Event Details

Response History

Response Team

Financial Information

(Section 6 of 10) < Prev. | Next >

23

6.1 Financial Information

6.1 Do you have Bank details?
NOTE: LyondellBasell prefers an electronic fund transfer (ACH/WIRE) as payment method.

* Yes

6.2 Bank Information

Add Bank Information (0)

6.3 Intermediary Bank

6.3.1 Does your company have an Intermediary Bank?

* Unspecified

6.4 Invoice Policy Acknowledgement

6.4.1 You acknowledge that you have accessed and reviewed LYB's Standard Invoicing Requirements and Guidelines, which can be located at Suppliers > Ancillary Documents > Standard Invoicing Requirements and Guidelines on LYB's internet site (www.lyb.com).

* Unspecified

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Enviar cuestionario de registro

24

Haga clic en **Añadir datos bancarios**.

25

Aparece la pantalla Información Bancaria. Introduzca la información adecuada en los campos Datos bancarios.



Nota: No utilice caracteres especiales en los campos de datos bancarios. ¡Los caracteres especiales incluyen ! @ # \$ % ^ & * ().



Enviar cuestionario de registro

26

Seleccione la **divisa de su banco**.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) American Dollar

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) [*Attach a file](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

27

Haga clic en **Adjuntar un archivo** para añadir su documento bancario oficial.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) Am

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#) [*Attach a file](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)



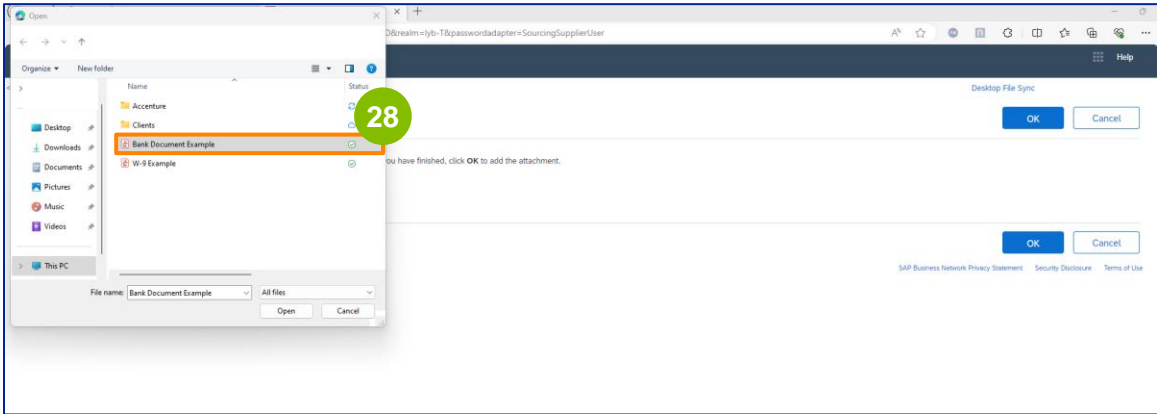
Nota: La carta de su banco confirmando su cuenta bancaria debe incluir el membrete oficial del banco. El membrete de su empresa no bastará como confirmación.



Enviar cuestionario de registro

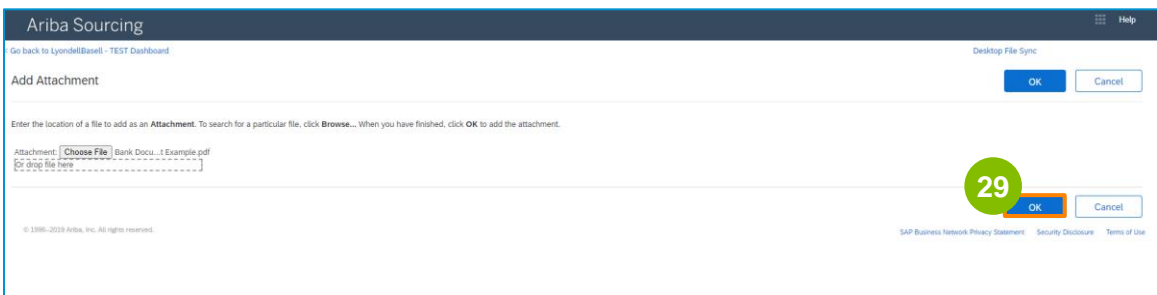
28

Aparecerá la pantalla **Añadir archivo adjunto**. Haga clic en **Seleccionar archivo**. Elija el archivo apropiado de su ordenador y adjúntelo al cuestionario.



29

Haga clic en **Aceptar**.





Enviar cuestionario de registro

- 30 Aparecerá de nuevo la pantalla **Información bancaria**. Una vez introducidos todos los datos bancarios pertinentes, haga clic en **Guardar** para volver a la pantalla de inicio del cuestionario.

- 31 Puede seleccionar una opción en la sección **Diversidad de proveedores**.



El Indicador de minorías es un campo opcional. Consulte la lista desplegable y seleccione cualquier opción que pueda aplicarse a su empresa.



Enviar cuestionario de registro

32

Introduzca los datos correspondientes en la sección **Sustentabilidad**. Debe comprometerse a realizar negocios respetando los derechos humanos fundamentales y las normas ESG reconocidas internacionalmente, de conformidad con los principios establecidos en el Código de conducta para proveedores de LyondellBasell.

The screenshot shows the 'Sustainability' section of a questionnaire. The left sidebar contains navigation options: Event Messages, Event Details, Response History, Response Team, and Event Contents. The main area is titled 'Sustainability' and includes a 'Name' field. Below this, a section titled '8 Sustainability' contains five questions (8.1 to 8.5) with corresponding dropdown menus or text input fields. Question 8.1 asks about ethical and responsible business conduct. Question 8.2 asks about public reporting on sustainability targets. Question 8.3 asks for the Sustainability Contact Name. Question 8.4 asks for the Sustainability Email Address. Question 8.5 asks if the company is assessed using ESG criteria by a reputable provider. A note at the bottom states '(*) indicates a required field'. At the bottom of the form are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A green circle with the number '32' is in the top right corner of the form area.



Una **evaluación de Ecovadis** valora los impactos materiales de sustentabilidad de su empresa basándose en la información que usted ha facilitado.

33

Introduzca los datos correspondientes en la sección **Gestión de riesgos de seguridad informática**.

The screenshot shows the 'IT Security Risk Management' section of a questionnaire. The left sidebar is identical to the previous form. The main area is titled 'IT Security Risk Management' and includes a 'Name' field. Below this, a section titled '9 IT Security Risk Management' contains five questions (9.1 to 9.5) with corresponding dropdown menus. Question 9.1 asks if products/services involve cloud-hosted or web-based solutions. Question 9.2 asks if they impact financial or regulatory reporting controls. Question 9.3 asks if they involve staff augmentation. Question 9.4 asks if they require access to, processing of, or storage of non-public data. Question 9.5 asks if the organization maintains security certifications (e.g., ISO, HIPPA) or third-party security reports (e.g., SOC 2 Type II). A note at the bottom states '(*) indicates a required field'. At the bottom of the form are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A green circle with the number '33' is in the top right corner of the form area.



Enviar cuestionario de registro

34

La sección Comentarios es opcional. Introduzca cualquier comentario para la comunicación general con LyondellBasell en relación con la configuración o cambios de su proveedor.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) << Prev. ☰

Name ↑

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

35

Haga clic en **Enviar respuesta completa**.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

Comments Section (Section 10 of 10) << Prev. ☰

Name ↑

▼ 10 Comments Section

10.1 Comments for general communication with LYB regarding your Supplier set-up or changes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Enviar cuestionario de registro

36

Aparecerá una ventana emergente. Pulse **OK**.

The screenshot shows a questionnaire titled "IT Security Risk Management" with several questions. A modal dialog box is displayed in the center, asking "Submit this response?" with a green checkmark icon. Below the question, it says "Click OK to submit." and has two buttons: "OK" (highlighted with an orange box) and "Cancel". A green circle with the number "36" is overlaid on the "OK" button.

37

Aparece el mensaje de confirmación "**Su respuesta ha sido enviada. Gracias por participar en el evento**".

The screenshot shows the Ariba Sourcing interface. At the top, it says "Ariba Sourcing" and "Doc4220196072 - Supplier Registration Questionnaire". A green message box with a checkmark says "Your response has been submitted. Thank you for participating in the event." Below this, the questionnaire content is visible, including a table with questions and answers.

Name	IT Security Risk Management		
1	Supplier Name	9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
2	Supplier Address	9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
3	Supplier Information	9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
4	Contact Information	9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
5	Tax Details	9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes
6	Financial Information		



Nota: Ha rellenado y enviado su **Cuestionario de registro**. LyondellBasell revisará su información. Recibirá una notificación cuando LyondellBasell haya aprobado, rechazado o solicitado información adicional en relación con su solicitud.



Enviar cuestionario de registro



Ha cumplimentado y enviado su **Cuestionario de registro**. LyondellBasell revisará ahora su información.



Recibirá una notificación una vez que LyondellBasell haya **aprobado** su presentación o **solicitado información adicional**.



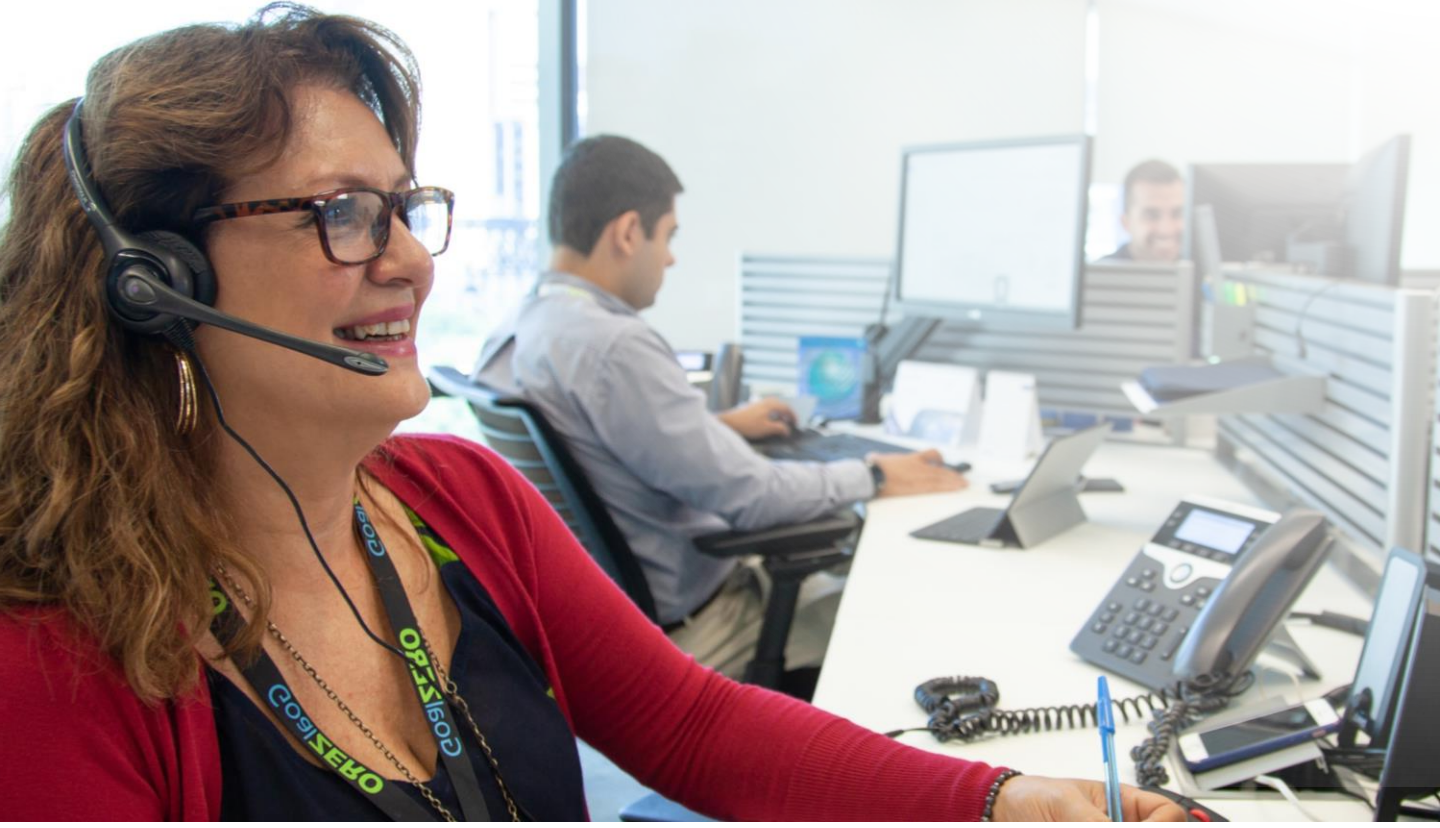
Si reúne los requisitos para recibir el estatus de **Calificado** con LyondellBasell (en función de la región y la materia prima), recibirá una notificación para presentar el **Cuestionario de Calificación**.



Nota: Consulte el [cuestionario de calificación de proveedores](#) para conocer los pasos a seguir.



Gracias



Tedarikçi Bilgi Yönetimi Portalı Kayıt Anketi

Ariba SLP İş Yardımı



Amaç

Bu iş yardımının amacı, Kayıt Anketinin gönderilmesi yoluyla LyondellBasell'in Tedarikçi Bilgi Yönetimi Portalına nasıl kayıt olunacağına ilişkin adım adım bir kılavuz sağlamaktır.



Hedef Kitle

Bu iş yardımı 3rd Parti LyondellBasell Tedarikçileri içindir



İçindekiler

Uygun bölümü seçerek iş yardımında gezinin:

- **Kayıt Anketini Gönderin**



Ön Koşul

Bu iş yardımını görüntülemeye önce aşağıdakilere bakın:

- **LyondellBasell Tedarikçi Sitesi**



Bu iş yardımı ilk olarak **Temmuz 2023'te yayınlanmıştır.**
Bu iş yardımı en son **Nisan 2024'te güncellenmiştir.**

Nisan 2024 İş Yardımı Güncelleme Detayları

Kayıt Anketini Gönderin

- Ankette yapılan çoklu geliştirmeler nedeniyle tüm adımlar güncellenmiştir.

Ekim 2023 İş Yardımı Güncelleme Detayları

Kayıt Anketini Gönderin

- 1'den 36'ya kadar olan adımlar, kullanıcı arayüzü geliştirmelerini vurgulayan yeni ekran görüntüleriyle güncellendi



Kayıt Anketini Gönderin

Aşağıdaki adımlar **3rd Taraf LyondellBasell**
Tedarikçileri içindir



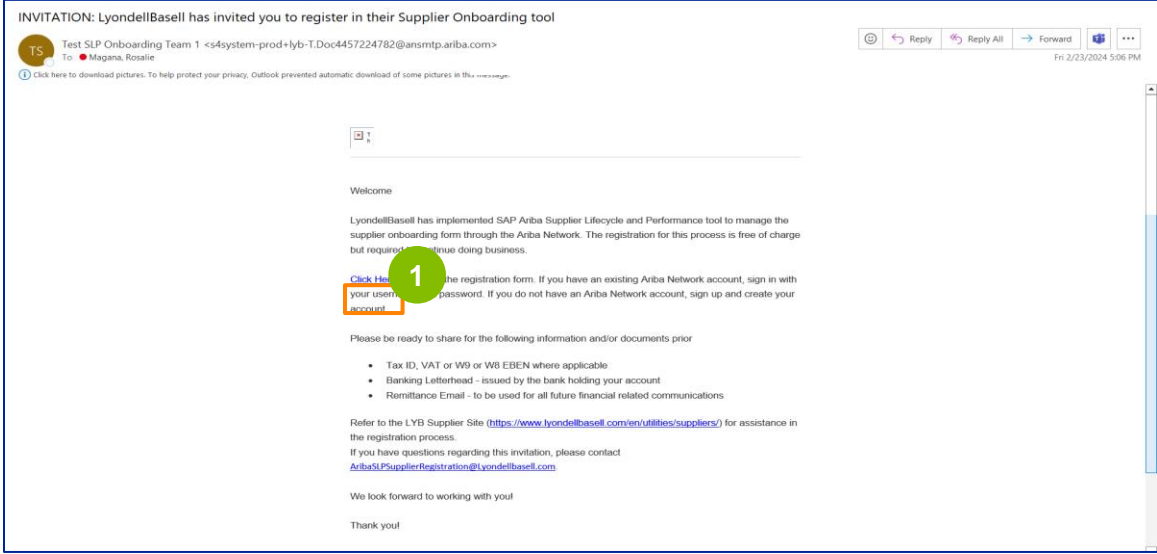
Not: İlgili ek bilgileri öğrenmek için ilgili Kayıt Anketi alanlarının yanındaki Araç İpucu simgesini seçin.



Kayıt Anketini Gönderin

1

Ariba'dan bir e-posta bildirimini almış olmalısınız. **Kayıt Anketini** başlatmak için e-posta davetindeki bağlantıya tıklayın.

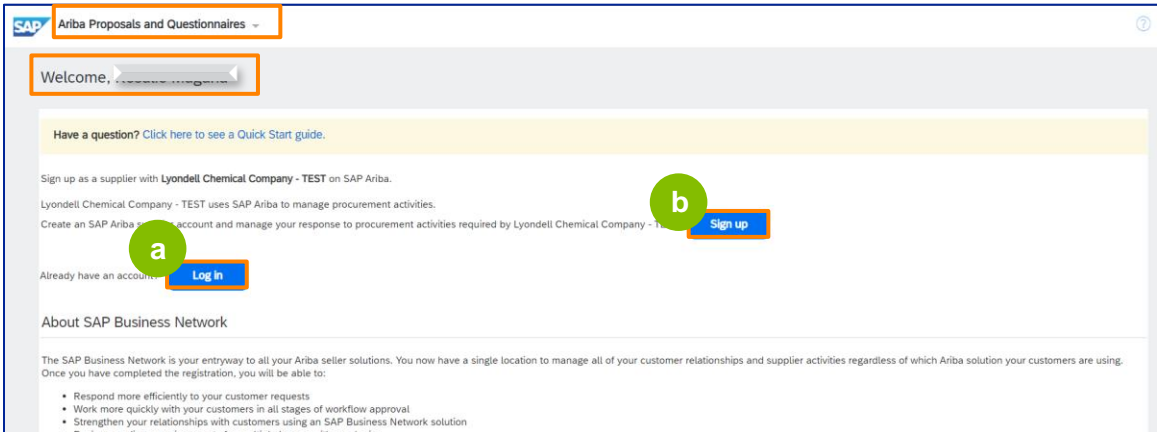


Not: Ariba e-postası otomatik olduğundan ve önemsiz olarak işaretlenebileceğinden **Önemsiz klasörünüzü** kontrol edin. Gelecekteki iletişimler doğrudan gelen kutunuza gönderilmesini sağlamak için Ariba e-posta adresini kişilerinize ekleyebilirsiniz.

2

Ariba Proposals and Questionnaires (Ariba Teklifleri ve Anketleri) sayfası görüntülenir. Hoş Geldiniz ekranında:

- Zaten bir Ariba Network (AN) profiliniz varsa Giriş Yap'a tıklayın. **Kayıt Anketi'ne** başlamak için sayfa 10'a atlayın.
- Yeni bir tedarikçiyse veya Ariba Network'te (AN) yeniyseniz Kaydol'a tıklayın. Bu örnek için **Kaydol'a tıklayın**. Sonraki adımla devam edin.





Kayıt Anketini Gönderin

3

Hesap oluştur ekranı görüntülenir. **Şirket bilgileri** bölümünde Şirket adınızı, ülkenizi/bölgenizi ve adresinizi girin.

SAP Ariba Proposals and Questionnaires -

Create account Create account and continue Cancel

3 create an SAP Ariba supplier account, then complete questionnaires required by Lyondell Chemical Company - TEST.

Company information * Indicates a required field

Company Name:* RM CORP 0221A

Country/Region:* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:* 1221 McKinney St Ste 300

Line 2

Line 3

City:* Houston

State:* Texas [US-TX]

Zip:* 77010-2036

4

Kullanıcı hesabı bilgileri bölümüne ilerleyin. Adınızı, e-posta adresinizi, kullanıcı adınızı ve şifrenizi girin. Uygun dili seçin ve birden fazla kişiye sipariş göndermek için e-posta adresini girin. Bu e-posta adresi istenildiği zaman değiştirilebilir.

User account information * Indicates a required field

SAP Business Network Privacy Statement

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

4

Name:*

Email:* Use my email as my username

Username:*

Password:*

Language: English

Email orders to:*

Bu seçeneği seçerseniz, Kullanıcı Adı alanı e-posta adresinizle otomatik olarak doldurulur.



Not: * zorunlu bir alanı gösterir. Kullanıcı adı e-posta formatında olmalıdır (örn. john.doe@email.com). Parola, büyük ve küçük harfler, rakamlar ve özel karakterler dahil olmak üzere en az sekiz karakter içermelidir.

Bir Ariba Network hesabı oluştururken, parolanız ekranda otomatik olarak 8 karaktere kısaltılabilir, ancak orijinal parolanız hala geçerlidir ve etkilenebilir.



Kayıt Anketini Gönderin

5

Bize işletmeniz hakkında daha fazla bilgi verin bölümüne ilerleyin. Aşağıdaki alanlara uygun ayrıntıları girin veya göz atın.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel

6

İki kullanıcı sözleşmesi onay kutusuna tıklayın.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Create account and continue Cancel



Kayıt Anketini Gönderin

7

Hesap oluştur'a tıklayın ve devam edin.

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
Raw materials x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse
Texas - United States x

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

I have read and agree to the Terms of Use

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

7

8

ADRES ÖNERİSİ açılır penceresi görüntülenir. Orijinal adresinizi ya da önerilen adresi seçin. Bu örnek için önerilen adresi seçin ve ardından **Kabul Et'e** tıklayın.

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Business Address to:*

Business Categories:* Enter Product and Service Categories Raw materials x

Business Locations:* Enter Ship-to or Service Location Texas - United States x

Tax ID: Optional

DUNS Number: Optional

ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:	We recommend:
1221 McKinney Street Houston Texas USA, 77010	1221 McKinney St Houston Texas USA, 77010-2011

8

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.



Kayıt Anketini Gönderin

9

Potansiyel yinelenen hesaplar varsa, Potansiyel mevcut hesaplar açılır penceresi görüntülenir. Potansiyel yinelenen **hesapları incelemek için Hesapları incele'ye** tıklayın.

Potential existing accounts

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

[Review accounts](#) [Skip review](#)



Not: Ariba, şirket adresinize ve iletişim e-posta adresinize göre mükerrerlik kontrolü yapar.

10

Yinelenen **Hesabı İncele** ekranı görüntülenir. Ayrıntıları kontrol edin. Yinelenen bir hesap yoksa **Hesap Oluşturmaya Devam Et'e** tıklayın. Önceden oluşturulmuş bir mükerrer hesap varsa, önceki sayfaya geri dönün.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account that is associated with
- Or, you can view the account details and contact the account administrator from there
- Or, if there is no match, click [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
EXAMPLE SUPPLIER	dalywood@accenture.com			1221 McKinney St Houston TX, United States 77010-2011



Kayıt Anketini Gönderin

Tedarikçi Kayıt Anketi ekranı görüntülenir. Kayıt işlemine başlayalım.

Console Doc4457224782 - Supplier Registration Questionnaire Time remaining 87 days 00:27:24

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engli...

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

All Content

1.1 Name 1 RM CORP 0221A

1.2 Name 2

1.3 Name 3

2 Supplier Address

2.1 Registered Address

Provide your company address in English only. If your company address is in a language different than English, please add it in the International Address section (2.1.2) depending on your Country of Registration.

Show More

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

11

Tedarikçi Adınızı gözden geçirin ve onaylayın. Gerekirse adı güncelleyebilirsiniz.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engli...

2 Supplier Address

3 Supplier Information

Supplier Name (English Name)

(Section 1 of 10) Next

Name 1

1.1 Name 1 RM CORP 0221A

1.2 Name 2

1.3 Name 3

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Kayıt Anketini Gönderin

- 12 **Kayıtlı Adresinizi gözden geçirin ve onaylayın. Gerekirse adresi güncelleyebilirsiniz. Kayıt Ülkesi bölümünün altındaki açılır listeden Kayıt Ülkesini seçin. Ardından '2.1.1 Adres sorusu alanında posta kodu/ZIP kodu değeri girin' sorusu için uygun seçeneği seçin.**

Supplier Address (Section 2 of 10) Prev | Next

Name 1

2 Supplier Address

2.1 Registered Address More

2.1.1 Address

NOTE: Street field is mandatory and only accepts up to 35 characters; use additional street fields, if needed.

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration * Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field * Unspecified

2.1.4 Do you have an Ordering Address * Unspecified



Kayıtlı Olduğu Ülke ve Posta Kodu, Kayıtlı Adres alanında gösterilenle aynı olmalıdır.

- 13 **"Dun & Bradstreet (D&B) DUNS Numaranız var mı?" ile ilgili uygun seçeneği seçin.**

Supplier Address (Section 2 of 10) Prev | Next

Name 1

2 Supplier Address

2.1 Registered Address More

2.1.1 Address

NOTE: Street field is mandatory and only accepts up to 35 characters; use additional street fields, if needed.

Street: 1221 McKinney St Ste 300

Street 2:

Street 3:

Street 4:

Street 5:

District:

Postal Code: 77010-2036 City: Houston

Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration * Unspecified

2.1.3 Provide a postal code/ZIP code value in 2.1.1 Address question field * Unspecified

2.1.4 Do you have an Ordering Address * Unspecified



Not: DUN & Bradstreet DUNS numarası alanı yalnızca 9 hanenin girilmesine izin verir.



Kayıt Anketini Gönderin

14 Sipariş Adresi ve farklı bir şirket adına ödeme yapılması ile ilgili uygun seçeneği seçin.

15 Tedarikçi Bilgileri bölümüne uygun ayrıntıları girin.



Not: **Ticari Varlık Türünüz** aşağıdakilerden biri olabilir: Kamu Sınırlı Sorumluluk, Özel Limited / Uygulama, Tamamen Sahip Olunan Bağlı Ortaklık, Şirket, Kamu Limited Şirketi, Limited Ortaklık, Sınırsız Ortaklık, İmtiyazlı Şirket, Yasal Şirket, Holding Şirketi, Bağlı Şirket, Tek Kişilik Şirket (Tek Sahipli), STK, vb.



Kayıt Anketini Gönderin

16 İletişim Bilgileri bölümünde önceden doldurulmuş bilgileri doğrulayın.

Contact Information (Section 4 of 10) < Prev. | Next >

Name ↑

4 Contact Information

4.1 Primary Contact Information

4.1.1 Telephone ① * 1234567890

4.1.2 Remittance Advice/AR Email ① *

4.1.3 Technical / Shared email address for Ariba Purchase Orders (ZARIBAPO) ①

4.1.4 Do you have a shared mailbox to receive Purchase Orders (ZPOEmail)? * Unspecified v

Note: This will prevent business interruption in the case of the primary is unavailable.



- **Havale Önerisi/AR E-postası:** Bu, ödeme bildirim e-posta adresinizdir.
- **Ariba Satınalma Siparişleri için Teknik / Paylaşılan e-posta adresi (ZARIBAPO):** Ariba satın alma siparişlerini ve Ariba beklenmedik durumlarını alacak olan tedarikçi grubu e-posta adresi.
- **Satın Alma Siparişlerini almak için paylaşılan posta kutusu (ZPOEmail):** Bu, satın alma siparişleri için genel tedarikçi grubu e-posta adresinizdir.

17 Satış ve HSE Kişileri isteğe bağlıdır.

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

7 Supplier Diversity

8 Sustainability

9 IT Security Risk Man...

10 Comments Section

4.2 Sales Contact

4.2.1 Sales Contact Person

4.2.2 Sales Contact Number

4.2.3 Sales Contact Email Address

4.3 HSE Contact (Health, Safety and Environment)

4.3.1 HSE Contact Person

4.3.2 HSE Contact Number

4.3.3 HSE Contact Email Address

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Kayıt Anketini Gönderin

18

Aşağıdaki **Vergi Ayrıntılarını** doldurun.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

Tax Details (Section 5 of 10) Prev. | Next »

Name ↑

5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes

5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value)

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * attachment.docx Update file Delete file

5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax id from other Country * 0

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Not: **Vergi Ülkesi/Bölgesi** ve **Kayıt Ülkesi** alanları aynı olmalıdır.

19

Ek vergi ülkelerinin sayısını ekleyin. Ardından W-9 formunuzu eklemek için **Dosya ekle**'ye tıklayın.

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

Tax Details (Section 5 of 10) Prev. | Next »

Name ↑

5 Tax Details

5.4 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, GST, etc.)? * Yes

5.12 Tax Information

5.12.1 Tax Details Country/Region: (no value)

5.12.2 Is this a Non-US Supplier providing goods/services for LYB in the US? * Unspecified

5.12.15 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) * Attach a file

5.13 Additional Tax Information from other Country

5.13.1 Number of additional Tax id from other Country * 0

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Not: Yalnızca ABD'li tedarikçilerden W-9 formu eklemeleri istenecektir.



Kayıt Anketini Gönderin

20

Ek Ekle ekranı görüntülenir. **Dosya Seç'e** tıklayın.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Add Attachment

Desktop File Sync

OK Cancel

Enter the location of a file to add as an Attachment for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK Cancel

21

Bilgisayarınızdan uygun dosyayı ekleyin.

Open

Organize New folder

Name

Desktop

Downloads

Documents

Pictures

Music

Videos

This PC

Clients

Bank Document Example

W-9 Example

File name: W-9 Example All files

Open Cancel

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Add Attachment

Desktop File Sync

OK Cancel

Enter the location of a file to add as an Attachment for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

OK Cancel

SAP Business Network Privacy Statement Security Disclosure Terms of Use



Kayıt Anketini Gönderin

22

Tamam'a tıklayın.

Arriba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Add Attachment

OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: W-9 Example.pdf

Or drop file here

© 1996-2019 Arriba, Inc. All rights reserved.

SAP Business Network Privacy Statement Security Disclosure Terms of Use

23

Finansal Bilgi alanlarını doldurun. Bu, Aracı Banka bilgilerinizi ve LyondellBasell'in Fatura Politikasının onaylanmasını içerir. Ardından **Banka Bilgileri Ekle'ye** tıklayın.

Event Messages

Event Details

Response History

Response Team

Financial Information

(Section 6 of 10) < Prev. | Next >

6 Financial Information

6.1 Do you have Bank details?
NOTE: LyondellBasell prefers an electronic fund transfer (ACH/WIRE) as payment method.

* Yes

6.2 Bank Information

Add Bank Information (0)

6.3 Intermediary Bank

6.3.1 Does your company have an Intermediary Bank?

* Unspecified

6.4 Invoice Policy Acknowledgement

6.4.1 You acknowledge that you have accessed and reviewed LYB's Standard Invoicing Requirements and Guidelines, which can be located at Suppliers > Ancillary Documents > Standard Invoicing Requirements and Guidelines on LYB's internet site (www.lyb.com).

* Unspecified

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Kayıt Anketini Gönderin

24

Banka Detayları Ekle'ye tıklayın.

25

Banka Bilgileri ekranı görüntülenir. Banka Bilgileri alanlarına uygun bilgileri girin.



Not: Banka detayı alanlarında herhangi bir özel karakter kullanmayın. Özel karakterler şunları içerir ! @ # \$ % ^ & * ().



Kayıt Anketini Gönderin

26

Banka Para Biriminizi seçin.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

WIFT Code:

Bank Control Key:

Bank Currency:

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

*Attach a file

27

Resmi banka belgenizi eklemek için **Dosya ekle**'ye tıklayın.

Bank Information (1)

Name ↑

Bank Information

NOTES:

- The Bank Name and Account Holder Name are required. Bank Name only accepts English characters.
- For Brazil Bank Country, the Bank Key is the combination of the first 3 digits in the Bank Number and 4 digits in the Agency Number. This should include leading zeros if available.
- Select the Bank Control Key for the following countries: Canada, Japan and Malaysia

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key:

Bank Currency:

Bank Document
(For Asian countries (except India and Turkey), complete the attached Vendor Banking Form with bank key signed or stamped. For India, Turkey, US and European countries, provide bank letterhead containing bank account information. For multiple documents, attach it in ZIP file.) [References](#)

Bank Reference Number (Use this field if the Account Number is more than 18 characters)

*Attach a file

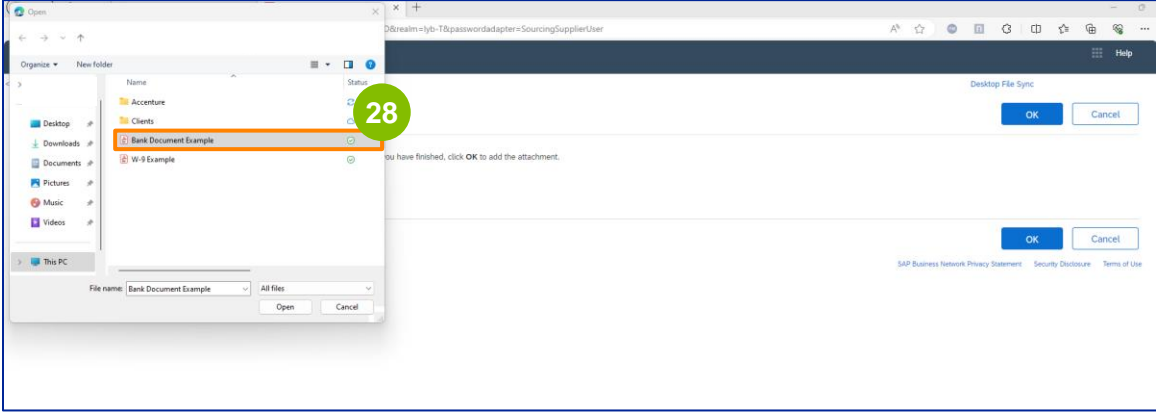


Not: Bankanızdan gelen ve banka hesabınızı teyit eden mektup, bankanın resmi antetli kağıdını içermelidir. Şirketinizin antetli kağıdı teyit olarak yeterli olmayacaktır.

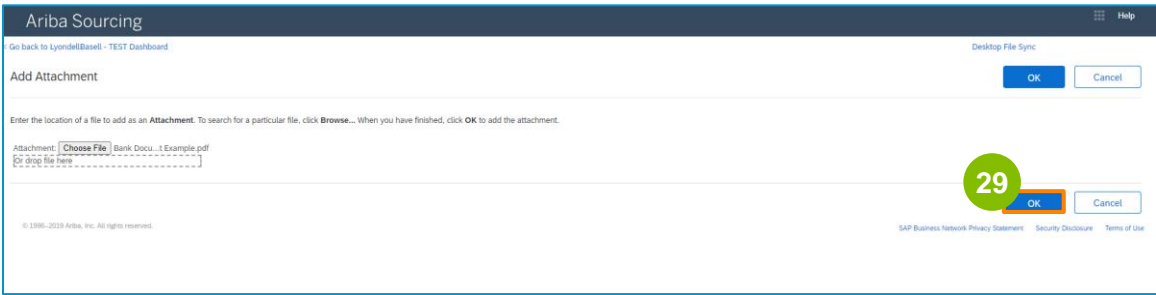


Kayıt Anketini Gönderin

28 **Ek Ekle** ekranı görüntülenir. **Dosya Seç'e** tıklayın. Bilgisayarınızdan uygun dosyayı seçin ve ankete ekleyin.



29 **Tamam'a** tıklayın.





Kayıt Anketini Gönderin

30 **Banka Bilgileri** ekranı tekrar görüntülenir. Tüm uygun banka bilgileri girildikten sonra, anket ana ekranına dönmek için **Kaydet'e** tıklayın.

31 **Tedarikçi Çeşitliliği** bölümünden bir seçenek belirleyebilirsiniz.



Azınlık Göstergesi isteğe bağlı bir alandır. Açılır listeyi görüntüleyin ve şirketiniz için geçerli olabilecek herhangi bir seçeneği seçin.



Kayıt Anketini Gönderin

32 **Sürdürülebilirlik** bölümüne uygun ayrıntıları girin. LyondellBasell'in Tedarikçi Davranış Kurallarında belirtilen ilkelere uygun olarak temel insan haklarına ve uluslararası kabul görmüş ESG standartlarına bağlı kalarak iş yapmayı kabul etmelisiniz.

Event Messages
Event Details
Response History
Response Team

Sustainability (Section 8 of 10) « Prev. | Next »

Name 1

▼ 8 Sustainability

8.1 You commit to conduct business ethically and responsibly, in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, and in accordance with the principles set forth in LYB's Supplier Code of Conduct, which can be located at www.lyb.com, or as set forth within your own code of conduct? * Unspecified

8.2 Does your company regularly report to the public its performance against its sustainability targets in a structured way (e.g., through the publication of a Sustainability Report)? * Unspecified

8.3 Sustainability Contact Name

8.4 Sustainability Email Address

8.5 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? * Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Bir **Ecovadis Değerlendirmesi**, sağladığınız bilgilere dayanarak şirketinizin önemli sürdürülebilirlik etkilerini değerlendirir.

33 **BT Güvenlik Risk Yönetimi** bölümüne uygun ayrıntıları girin.

Event Messages
Event Details
Response History
Response Team

IT Security Risk Management (Section 9 of 10) « Prev. | Next »

Name 1

▼ 9 IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? Unspecified

9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? Unspecified

9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? Unspecified

9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data? Unspecified

9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Kayıt Anketini Gönderin

34 Yorumlar bölümü isteğe bağlıdır. Tedarikçi kurulumunuz veya değişikliklerinizle ilgili LyondellBasell ile genel iletişim için herhangi bir yorum girin.

The screenshot shows the 'Comments Section' of the supplier registration form. The form is titled 'Comments Section' and is part of 'Section 10 of 10'. It includes a 'Name' field and a large text area for comments. The text area contains the text: '10.1 Comments for general communication with LYB regarding your Supplier set-up or changes'. Below the text area, there is a note: '(*) Indicates a required field'. At the bottom of the form, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Submit Entire Response' button is highlighted with a green circle labeled '34'.

35 Tüm Yanıtı Gönder'e tıklayın.

The screenshot shows the 'Comments Section' of the supplier registration form. The form is titled 'Comments Section' and is part of 'Section 10 of 10'. It includes a 'Name' field and a large text area for comments. The text area contains the text: '10.1 Comments for general communication with LYB regarding your Supplier set-up or changes'. Below the text area, there is a note: '(*) Indicates a required field'. At the bottom of the form, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Submit Entire Response' button is highlighted with a green circle labeled '35'.



Kayıt Anketini Gönderin

36

Bir açılır pencere görüntülenir. **Tamam'a** tıklayın.

IT Security Risk Management

Priority Risk Management

the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?

the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?

the product(s) and/or services being offered to LyondellBasell involve staff augmentation?

the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?

Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?

(*) Indicates a required field

Submit Response Save draft Compose Message

Submit this response?
Click OK to submit.

OK Cancel

37

Bir onay mesajı "**Yanıtınız gönderildi. Etkinliğe katıldığınız için teşekkür ederiz.**" mesajı ekranda görüntülenir.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console Doc4220196072 - Supplier Registration Questionnaire Time remaining 89 days 20:23:44

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name

2 Supplier Address

3 Supplier Information

4 Contact Information

5 Tax Details

6 Financial Information

IT Security Risk Management (Section 9 of 9) Prev

Name 1

IT Security Risk Management

9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service?	No
9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting?	No
9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation?	No
9.4 Will the product(s) and/or services being offered require access to, processing of, and/or storage of LyondellBasell's non-public data?	No
9.5 Does your organization maintain security certifications (i.e., ISO, HIPPA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered?	Yes

Compose Message



Not: **Kayıt Anketinizi** tamamladınız ve gönderdiniz. LyondellBasell bilgilerinizi inceleyecektir. LyondellBasell başvurunuzu onayladığında, reddettiğinde veya başvurunuzla ilgili ek bilgi talep ettiğinde bir bildirim alacaksınız.



Kayıt Anketini Gönderin



Şimdi **Kayıt Anketinizi** tamamladınız ve gönderdiniz. LyondellBasell şimdi bilgilerinizi inceleyecektir.



LyondellBasell başvurunuzu **onayladığında** veya **ek bilgi talep** ettiğinde bir bildirim alacaksınız.



LyondellBasell ile **Kalifiye** statüsü almaya uygunsanız (bölge ve emtiaya bağlı olarak), Kalifikasyon **Anketini** göndermeniz için bir bildirim alacaksınız.



Not: Sonraki adımlar için **Tedarikçi Yeterlilik Anketi İş Yardımına** bakın.

Teşekkür ederiz