

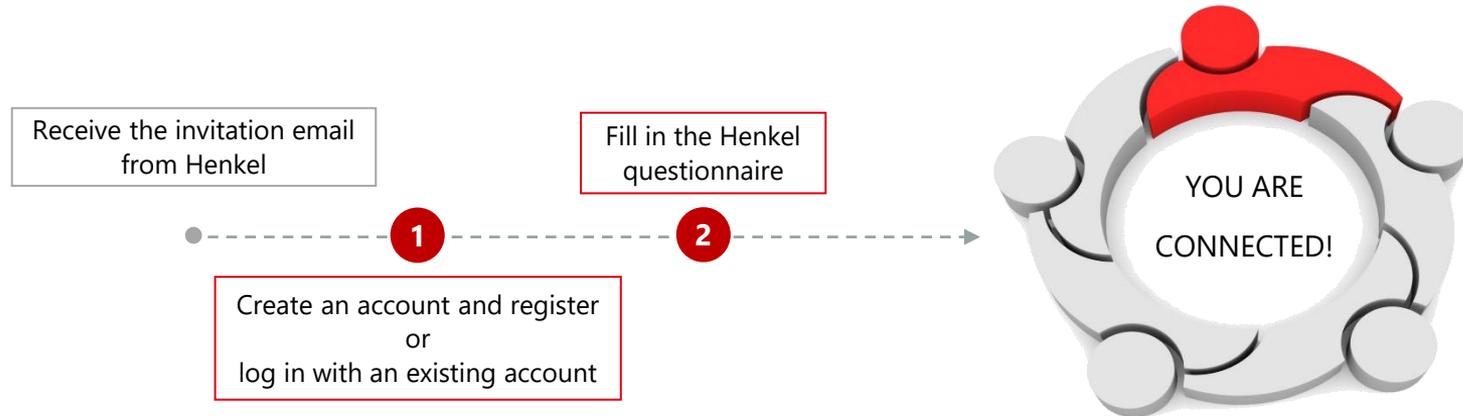


CONNECTING TO HENKEL@SAP ARIBA



▶ HENKEL@SAP Ariba REGISTRATION IN 2 EASY STEPS

GET CONNECTED TO HENKEL!

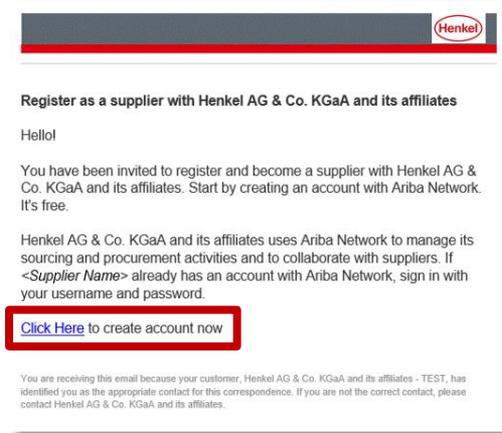


▶ CREATE / ACCESS YOUR ARIBA ACCOUNT

ACCESS OR CREATE YOUR ARIBA ACCOUNT

You will be receiving a **registration email invite** from Henkel with the **link** for you to access or create your Ariba account

1. Click on **“Click Here”** and you will be re-directed to the registration webpage
2. Select the correct option depending if you already have an account or not:
 - If you have an **existing Ariba account**, please click on **“Log in”** and use your existing login details
 - If you **do not have** an existing Ariba account yet, please **click on “Sign Up”** and complete your Company Profile



1. [Click Here to create account now](#)



▶ IF CREATING NEW ARIBA ACCOUNT COMPLETE YOUR COMPANY PROFILE

1

Applicable for new accounts only



1.

Company information

Company Name* * indicates a required field

Country* 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*

Postal Code*

State*

City*

User account information

Name* SAP Ariba Privacy Statement

Email* Use my email as my username

Username* Must be 6-40 characters & your domain name

Password*
 Must contain 8 characters including letters and numbers

Language*

Email orders to* Customers may email you orders through Ariba Sourcing. To email orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change the recipient.

Tell us more about your business

Product and Service Categories* -or-

Ship-to or Service Locations* -or-

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-1" in test account.

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

2.

3.

Potential existing accounts

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

1. Fill-out the **mandatory fields** of the Company Profile sections
2. Once completed, click on **"Create account and continue"**
3. The platform will alert you if your company might have an existing account already. Click **"Review accounts"** to contact your company admin (find more info [here](#)).

Inquiries about your Ariba account? Please click on **"Help Center"** button

▶ HENKEL QUESTIONNAIRE

ANSWER ALL QUESTIONS AND SUBMIT FOR APPROVAL



It is necessary for all **potential and existing suppliers** of Henkel to complete the **Henkel Registration Questionnaire** before participating in any eSourcing activities / qualification assessment / setting up any buying channels in SAP Ariba. It contains 2 sections which are shown in the table below.

Sections of Henkel Registration Questionnaire

(Once you have logged in or completed creating your Ariba account, you will be automatically directed to the Henkel Registration questionnaire where you need to answer the fields below.)

COMPANY INFORMATION

- Business phone number
- Company Information
 - ✓ Company Name
 - ✓ Company Address (postal code, city, country, etc.)

COMPLIANCE QUESTIONS

- Acceptance on Privacy Policy (**IMPORTANT**: this must be accepted in order for your registration to be approved)
- Truthfulness Confirmation (Confirmation that all information provided are correct)

▶ HENKEL QUESTIONNAIRE

ANSWER ALL QUESTIONS AND SUBMIT FOR APPROVAL

- Once you completed all the answers, please click on **“Submit Entire Response”** button
(You will be notified via email once Henkel Analyst approved your registration)

Not sure how to answer any of the questions?
Click on **“Compose Message”** and ask the Henkel team for clarification.

Overview of the Henkel Registration Questionnaire

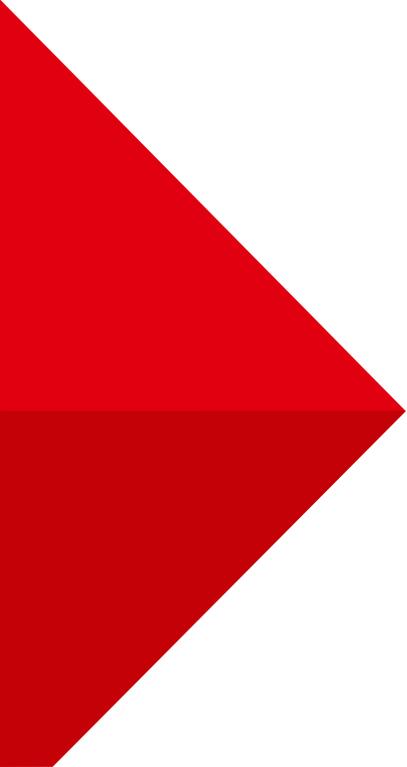
Each section has corresponding questions which are visible to you once you have accessed it

All Content

Name ↑
▶ 1 Introduction and Authorization
Welcome to the Henkel Supplier Assessment!
We will begin your Supplier Registration process.
Your Feedback is essential for us and highly appreciated. Your responses will be kept strictly confidential and treated with the utmost care.
Thank you for your support!
▶ 2 Contact information
▶ 3 Company Information
▶ 4 Confirmations

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

A large red triangle pointing to the right, located on the left side of the slide.

THANK YOU!

For further supporting materials please visit our [Henkel@SAP Ariba](#) webpage

