



# Ariba SLP Supplier Registration Questionnaire Job Aid

**Published:** October 2023

**Owner:** LyondellBasell Source-to-Pay Team



## Purpose

The purpose of this job aid is to provide a step-by-step guide regarding how to register with Ariba SLP via submitting the Registration Questionnaire.



## Target Audience

This job aid is for 3<sup>rd</sup> 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 **October 2023**.

## 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 **3<sup>rd</sup> Party LyondellBasell Suppliers**



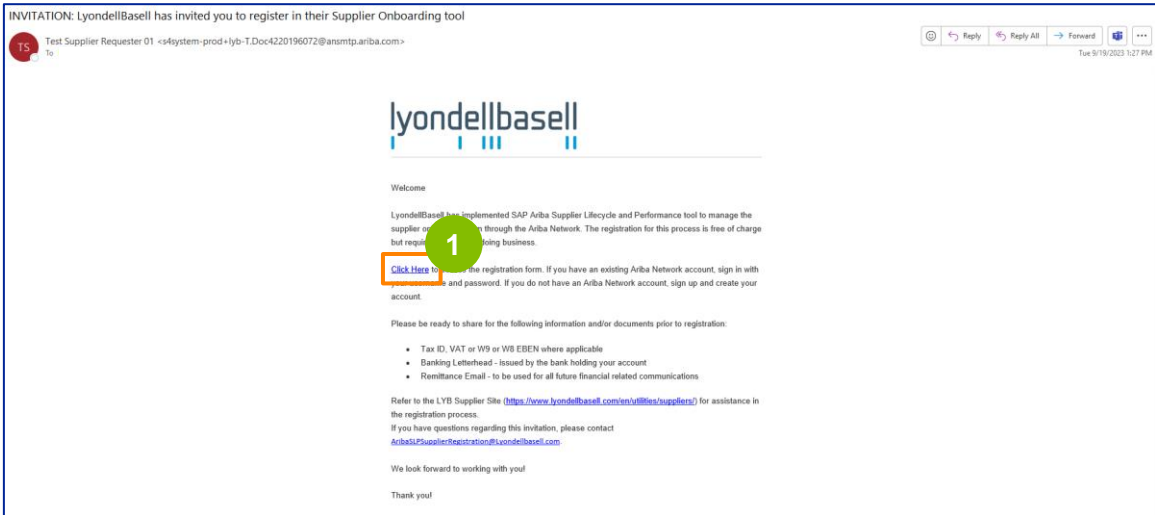
Note: Select the Tool Tip icon (i) next to applicable Registration Questionnaire fields to learn additional relevant information.



## Submit Registration Questionnaire

1

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

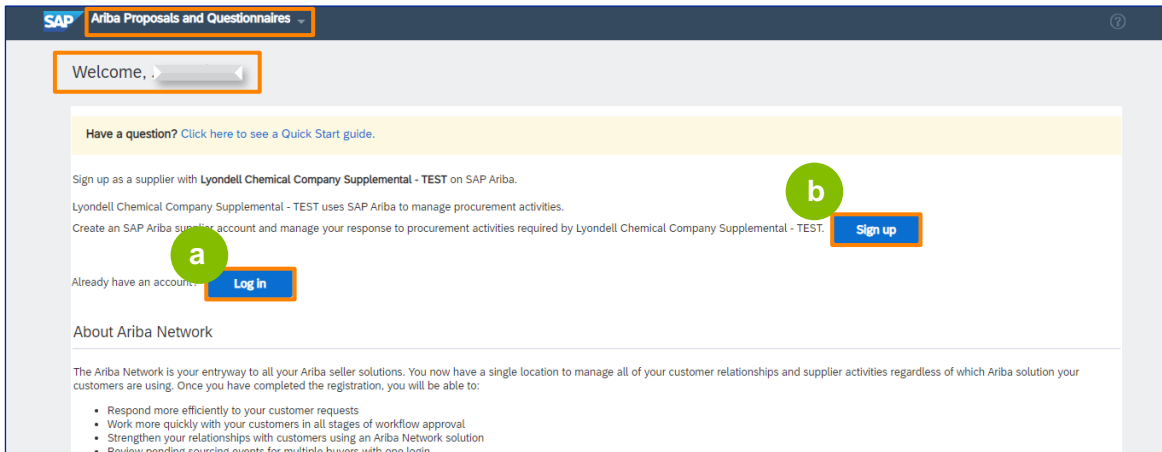


Note: Check your **Junk folder** as the Ariba SLP email is automated and may be flagged as junk. You can add the Ariba SLP email address to your contacts to allow future communications to be sent to your inbox directly.

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

2

- 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, let's 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.

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.



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:\*   -or- [Browse](#)  
 x

Ship-to or Service Locations:\*   -or- [Browse](#)  
 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

Click the two user agreement checkboxes.

Tell us more about your business

Product and Service Categories:\*   -or- [Browse](#)  
 x

Ship-to or Service Locations:\*   -or- [Browse](#)  
 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.



## Submit Registration Questionnaire

7 Click **Create account and continue**.

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.

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

Business Categories:\*   
 x

Locations:\*   
 x

Tax ID:

DUNS Number:

**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.

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





## Submit Registration Questionnaire

9

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

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 SLP conducts the duplicate check based on your company address and your contacts 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 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 page associated with the administrator from there
- Or, if there is no match, you can **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



## Submit Registration Questionnaire

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

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Company Settings Feedback Help Messages

Desktop File Sync

Time remaining: 89 days 23:43:50

Console Doc4220196072 - Supplier Registration Questionnaire

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

7 Supplier Diversity

8 Sustainability

9 IT Security Risk Man...

All Content

1.1 Name 1

1.2 Name 2

1.3 Name 3

2 Supplier Address

2.1 Registered Address

Please provide English-only translated address here. For address written in different languages/characters, provide them in the International Address section below.

Show More

Street: 1221 McKinney Street

Street 2:

Street 3:

Street 4:

Street 5:

2.1.1 Address

NOTES:

- Street field is mandatory and only accepts up to 35 characters. For the remaining characters, use Street 2, Street 3, Street 4 and Street 5 respectively
- Do not use the following special characters: #, /, %, \*, : <=

11

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

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Company Settings Feedback Help Messages

Desktop File Sync

Time remaining: 89 days 23:40:37

Console Doc4220196072 - Supplier Registration Questionnaire

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

Supplier Name

(Section 1 of 9) Next

1.1 Name 1

1.2 Name 2

1.3 Name 3

2 Supplier Address

(\*) indicates a required field



## 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 enter the **Postal Code**.

Supplier Address

2.1.1 Address

NOTES:  
- Street field is mandatory and only accepts up to 35 characters. For the remaining characters, use Street 2, Street 3, Street 4 and Street 5 respectively.  
- Do not use the following special characters: ;@!~%\*\_<>=

Street: 1221 McKinney Street  
Street 2:  
Street 3:  
Street 4:  
Street 5:  
District:  
Postal Code: 77010 City: Houston  
Country/Region: United States (US) State/Province/Region: Texas (TX)

2.1.2 Country of Registration: Unspecified  
2.1.3 Postal Code: 77010



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

13

Provide your **DUN & Bradstreet DUNS** number, if applicable.

Supplier Address

2.1.2 Country of Registration: Unspecified  
2.1.3 Postal Code: 77010  
2.1.4 Provide Dun & Bradstreet (D&B) D-U-N-S number:  
2.1.5 Add International Address?: No  
2.2 Do you have an Ordering Address different than the Registered Address?: No  
2.3 Do you need to be paid on a different company name than the registered name?: No



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



## Submit Registration Questionnaire

14

Select the appropriate option for the question ‘**Add International Address?**’. If **Yes** is selected, then additional questions are displayed. If you need to add your address in your local language, select **Yes**. For example, if your address is in China, enter your address in Chinese characters in the International Address fields that appear.

Supplier Address (Section 2 of 9) < Prev | Next >

Name \*

2.1.5 Add International Address? \* Yes

2.1.6 International Address

2.1.6.1 International Version \* (C) Chinese

2.1.6.2 International Vendor Name \* 供应商名称

2.1.6.3 International Address

2.1.6.3.1 Street \* 街道名称

2.1.6.3.2 Street 2

2.1.6.3.3 Street 3

2.1.6.3.4 Street 4

2.1.6.3.5 Street 5

2.1.6.3.6 City \* 北京

(\* indicates a required field)

15

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

Supplier Address (Section 2 of 9) < Prev | Next >

Name \*

NOTES:  
- Street field is mandatory and only accepts up to 35 characters. For the remaining characters, use Street 2, Street 3, Street 4 and Street 5 respectively.  
- Do not use the following special characters: ,#!~%\*\_<>=

Street 5: [ ] ⓘ

District: [ ] ⓘ

Postal Code: 77010 ⓘ City: Houston ⓘ

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

2.1.2 Country of Registration ⓘ \* Unspecified

2.1.3 Postal Code \* 77010

2.1.4 Provide Dun & Bradstreet (D&B) D-U-N-S number [ ] ⓘ

2.1.5 Add International Address? \* No

2.2 Do you have an Ordering Address different than the Registered Address? ⓘ \* No

2.3 Do you need to be paid on a different company name than the registered name? ⓘ \* No

(\* indicates a required field)



The Ordering address is printed on the Purchase Order. The Payment will be in the name of the factoring company or alternative payee.



## Submit Registration Questionnaire

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

Supplier Information

3.1 Type of Business Entity

3.2 Company's Website URL

3.3 Year of establishment or incorporation

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



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.

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

Contact Information

4.1 Telephone

4.2 Fax

4.3 Remittance Advice/AR Email

4.4 Arba Purchase Order email address (ZARIBA PO)

4.5 Purchase Order email address (ZPO Email)

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



- **Fax:** If available, update the fax number. Otherwise, leave the **999-999-9999** value.
- **Remittance Advice/AR Email:** This is your payment notification email address.
- **Purchase Order email address (ZPO Email):** This is your generic supplier group email address for purchase orders.



## Submit Registration Questionnaire

18

The Sales, HSE, Administrative, Emergency, and Technical/E-Business Contacts are optional.

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

7 Supplier Diversity

8 Sustainability

9 IT Security Risk

### Contact Information

(Section 4 of 9) ◀ Prev | Next ▶

Name 1

▼ 4.6 Sales Contact

4.6.1 Sales Contact Person

4.6.2 Sales Contact Number

4.6.3 Sales Contact Email Address

▼ 4.7 HSE Contact

4.7.1 HSE Contact Person

4.7.2 HSE Contact Number

4.7.3 HSE Contact Email Address

▼ 4.8 Administrative Contact

4.8.1 Administrative Contact Person

4.8.2 Administrative Contact Number

(\*) indicates a required field

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

7 Supplier Diversity

8 Sustainability

9 IT Security Risk

### Contact Information

(Section 4 of 9) ◀ Prev | Next ▶

Name 1

4.8.1 Administrative Contact Person

4.8.2 Administrative Contact Number

4.8.3 Administrative Contact Email Address

▼ 4.9 Emergency Contact

4.9.1 Emergency Contact Person

4.9.2 Emergency Contact Number

4.9.3 Emergency Contact Email Address

▼ 4.10 Technical/E-Business Contact

4.10.1 Technical/E-Business Contact Person

4.10.2 Technical/E-Business Contact Number

4.10.3 Technical/E-Business Contact Email Address

(\*) indicates a required field



## Submit Registration Questionnaire

19 Populate the following **Tax Details**.

The screenshot shows the 'Tax Details' section of a registration questionnaire. A red box highlights the following fields:

- 5.2 Does the Supplier have a tax id applicable to your country (for example: TIN, VAT, RFC, etc.)? (Yes)
- 5.3 Tax Information
  - 5.3.1 Tax Details
    - Country/Region: United States (US)
    - Tax Name, Tax Type, Tax Number (No Items)
  - 5.3.7 Is this a Non-US Supplier providing goods/services for LYB in the US? (No)
  - 5.3.20 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) (Attach a file)
- 5.4 Additional Tax Information from other Country
  - 5.4.1 Number of Tax Country (0)

Buttons at the bottom: Submit Entire Response, Save draft, Compose Message, Excel Import.



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

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

The screenshot shows the 'Tax Details' section of a registration questionnaire. Red boxes highlight the following fields:

- 5.4.1 Number of Tax Country (0)
- 5.3.20 Provide a supporting document that contains the TAX/VAT information of the supplier (e.g. Company Letterhead, Invoice, etc.) (Attach a file)

Buttons at the bottom: Submit Entire Response, Save draft, Compose Message, Excel Import.

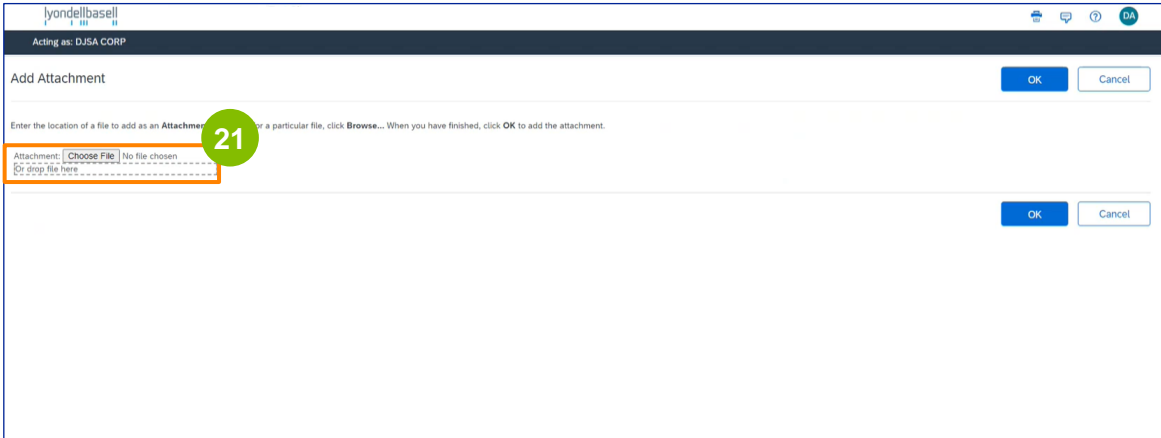


Note: Only U.S. suppliers will be requested to attach a W-9 form.

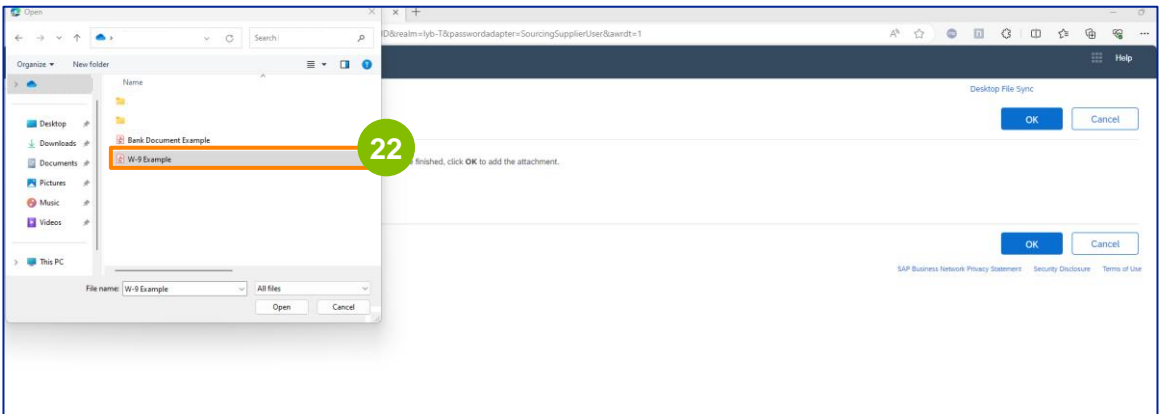


## Submit Registration Questionnaire

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



**22** Attach the appropriate file from your computer.







## Submit Registration Questionnaire

23 Click **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

© 1998-2019 Arba, Inc. All rights reserved.

SAP Business Network Privacy Statement Security Disclosure Terms of Use

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

Event Messages  
Event Details  
Response History  
Response Team

Financial Information (Section 6 of 9)

6 Financial Information

6.1 Do you have a 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 Do you have 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](http://www.lyb.com)).

(\*) indicates a required field



## Submit Registration Questionnaire

25 Click **Add Bank Details**.

26 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

### 27 Select your **Bank Currency**.

Bank Information (1)

Name 1

Bank Information

NOTES:

- Select the Bank Country. Based on the Country selected, the additional fields will be available.
- The Bank Name and Account Holder Name are required.
- Bank Name only accepts English characters
- Select a Bank Control Key for the following countries: Canada, China, Japan, Malaysia
- The Bank Address is not required.

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

SWIFT Code:

Bank Control Key: No Choice

Bank Currency: (USD) American Dollar

Bank Document (For China bank country, it is mandatory to upload the completed reference form. For other bank country, provide bank letterhead containing bank account information)

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

(\*) indicates a required field

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

Bank Information (1)

Name 1

Bank Information

NOTES:

- Select the Bank Country. Based on the Country selected, the additional fields will be available.
- The Bank Name and Account Holder Name are required.
- Bank Name only accepts English characters
- Select a Bank Control Key for the following countries: Canada, China, Japan, Malaysia
- The Bank Address is not required.

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

SWIFT Code:

Bank Control Key: No Choice

Bank Currency: (USD) American Dollar

Bank Document (For China bank country, it is mandatory to upload the completed reference form. For other bank country, provide bank letterhead containing bank account information)

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

(\*) indicates a required field



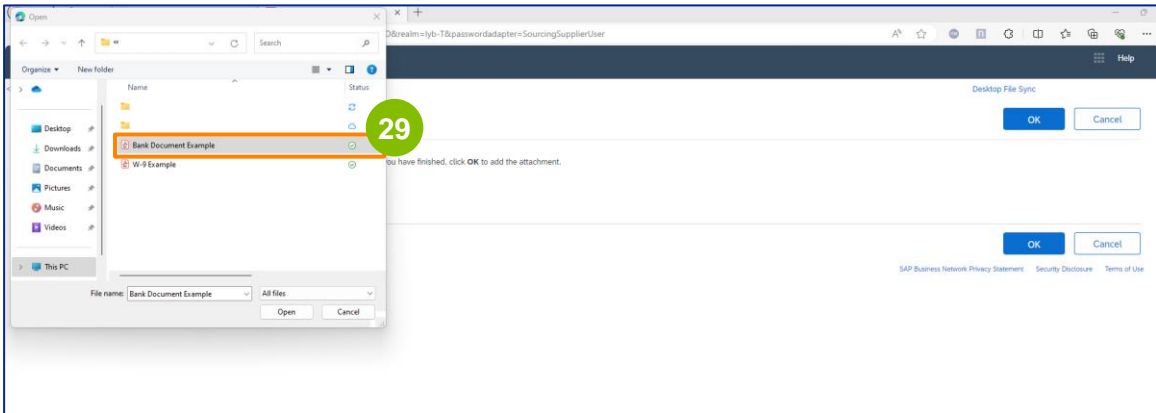
Note: The letter from your bank confirming your bank account must include the banking letterhead. Your company letterhead will not suffice as confirmation.



## Submit Registration Questionnaire

29

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



30

Click **OK**.





## Submit Registration Questionnaire

31

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

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

App 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 (1)

Name ↑

Bank Information

NOTES:

- Select the Bank Country. Based on the Country selected, the additional fields will be available.
- The Bank Name and Account Holder Name are required.
- Bank Name only accepts English characters
- Select a Bank Control Key for the following countries: Canada, China, Japan, Malaysia
- The Bank Address is not required.

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Bank Currency: (USD) American Dollar ▾

Bank Document: Bank Document Example.pdf ▾ Update file Delete file

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

Add an additional Bank Details

(\*) indicates a required field

32

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

Event Messages

Event Details

Response History

Response Team

Supplier Diversity

(Section 7 of 9) Prev Next

Name ↑

7.1 Minority Indicator Unspecified ▾

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



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



## Submit Registration Questionnaire

33

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 LYB's Supplier Code of Conduct.

The screenshot shows the 'Sustainability' section of a registration questionnaire in the Ariba Sourcing system. The page title is 'Ariba Sourcing' and the document ID is 'Doc4238280069 - Supplier Registration Questionnaire'. The 'Sustainability' section is highlighted with a green circle containing the number '33'. It contains three questions with dropdown menus for answers:

- 8.1 You acknowledge that you have accessed and reviewed LYB's Supplier Code of Conduct which can be located at www.lyb.com. You commit to conduct business ethically and responsibly and in adherence to fundamental human rights and internationally recognized environmental, social and governance ("ESG") standards, in accordance with the principles set forth in LYB's Supplier Code of Conduct. (Answer: Yes)
- 8.3 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)? (Answer: No)
- 8.6 Is your company assessed using ESG criteria on a regular basis by an internationally reputable ESG rating provider (e.g., EcoVadis)? (Answer: No)

At the bottom of the section, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.



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

34

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

The screenshot shows the 'IT Security Risk Management' section of a registration questionnaire in the Ariba Sourcing system. The page title is 'Ariba Sourcing' and the document ID is 'Doc4238280069 - Supplier Registration Questionnaire'. The 'IT Security Risk Management' section is highlighted with a green circle containing the number '34'. It contains five questions with dropdown menus for answers:

- 9.1 Will the product(s) and/or services being offered to LyondellBasell involve a cloud-hosted or web-based solution or service? (Answer: No)
- 9.2 Will the product(s) and/or services being offered impact LyondellBasell's controls or processes related to financial or regulatory reporting? (Answer: No)
- 9.3 Will the product(s) and/or services being offered to LyondellBasell involve staff augmentation? (Answer: 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? (Answer: No)
- 9.5 Does your organization maintain security certifications (i.e., ISO, HIPAA, etc.) or third-party security reports (i.e., SOC 2 Type II, etc.) related to the product(s) and/or services offered? (Answer: Yes)

At the bottom of the section, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.



## Submit Registration Questionnaire

**35** Click **Submit Entire Response**.

The screenshot shows a web form titled "IT Security Risk Management" (Section 9 of 9). The form contains five questions with dropdown menus for "No" or "Yes". A green circle with the number "35" is positioned over the "Submit Entire Response" button, which is also highlighted with a red rectangular box. Other buttons include "Save draft", "Compose Message", and "Excel Import".

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

The screenshot shows the same questionnaire form as above, but with a white pop-up dialog box overlaid in the center. The dialog box has a green checkmark icon and the text "Submit this response?" followed by "OK to submit." Below the text are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box and a green circle containing the number "36".



## Submit Registration Questionnaire

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 interface. At the top, it says "Ariba Sourcing" and "Go back to LyondellBasell - TEST Dashboard". The main header is "Doc4220196072 - Supplier Registration Questionnaire" with a "Time remaining 89 days 20:23:44" indicator. A green confirmation message is highlighted: "✓ Your response has been submitted. Thank you for participating in the event." Below this is the "IT Security Risk Management" section, which is "Section 9 of 9". It contains a table with 5 questions and their 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

At the bottom of the table, there is a "Compose Message" button.



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.



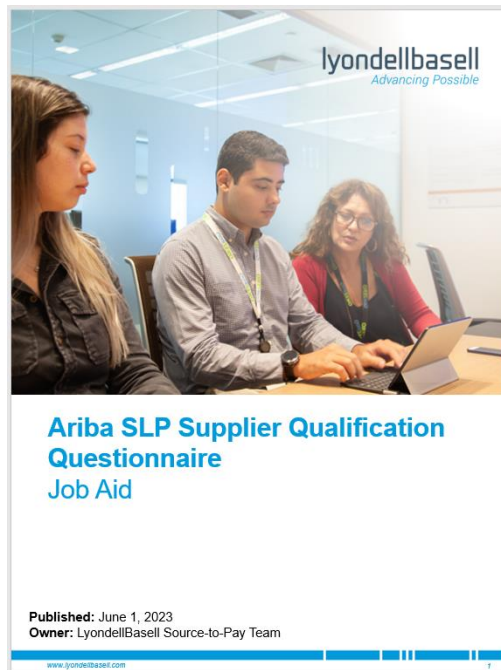
You will receive a notification once LyondellBasell has **approved** your submission or **requested additional information**.



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 **Ariba SLP Supplier Qualification Questionnaire Job Aid** for next steps.





**Thank You**