

Ariba SLP Supplier Changes 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 make changes in the **Registration Questionnaire**.



Target Audience

This job aid is for the following roles:

• 3rd Party LyondellBasell Suppliers



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Navigate through the job aid by selecting the appropriate section:

Revise the Registration Questionnaire



Prerequisite

Refer to the following prior to viewing this job aid:

- LyondellBasell Supplier Site
- Ariba SLP Supplier Registration Questionnaire Job Aid
- Ariba SLP Supplier Qualification Questionnaire Job Aid



This job aid was originally published in July 2023. This job aid was last updated in October 2023.

October 2023 Job Aid Update Details

Revise Registration Questionnaire

- The intro and outro content (pages 4 and 11) have been updated.
- Step 5 has been updated with new wording, screenshot, and note.



This job aid provides you with the detailed steps involved in updating the information in the **Registration Questionnaire**.



The **Registration Questionnaire** is submitted by the **Supplier** for approval. The **LyondellBasell Approvers** either approve or send the questionnaire back to the Supplier if additional information is needed or if they are denied.



An email notification is sent to the **Supplier** if additional information is required or if the revised questionnaire is denied.



The **Supplier** can click the link provided in the email to revise the questionnaire. Once the responses are submitted, the approval process is repeated.



Note that the **Supplier** can also make changes to the **Registration Questionnaire** if they would like to make updates to their information. The original submission must be approved before the **Supplier** can **Revise the Response.**





Revise the Registration Questionnaire

The following steps are for 3rd Party LyondellBasell Suppliers



	Revise	Registration	Questionnaire
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You may revise the Registration Questionnaire if you would like to make updates to your company information or if LyondellBasell asks you to update you company information. Log into **Ariba SLP** with your username and password and click **Login**.

SAP Ariba 📉		Navy Cymreliau	
	-	New Supplier	ESG Features
Supplier Login		2	Check out these new sustain today! Showcase your comp and build trust with buyers
User Name			questionnaire and sustainab supplier profile.
Password		Learn More	



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3

Revise Registration Questionnaire

The Ariba SLP homepage is displayed. Click Supplier Registration Questionnaire in the Registration Questionnaire section to revise your response.

Ariba Proposals and Questionnaires 🗸	Standard Account	Get enterprise account	TEST MODE	Ę	??	
LYONDELLBASELL SUPPLEMENTAL						
There are no matched postings.	Welcome to the LY in quality, service,	'B-T Ariba Spend Mgmt site. 1 and cost. Ariba, Inc. administ	This site assists in identifying worl ers this site in an effort to ensure	ld class suppliers who are mark market integrity.	et leaders	
	Home					Î
	Events					
	Title ID	End Time ↓	Event Type	Participated		
			No items			
	Registration Que	stionnaires				
	2 Charless Open (4	<u>) </u>	ID	End Time ↓	Status	
	Supplier Registration	Questionnaire	Doc674091530	5/13/6106 2:47 PM	Registere	d
	Qualification Que	estionnaires				
	Title ID	End Time ↓	Commodity	Regions	Status	

The Questionnaire screen is displayed. Click Revise Response.

sell	Test Site	
Rogers		
	3	
	Revise Resp	onse 🛛 🛈
	All Content	1
_	Name † D	
te of	▼ 1 Supplier Code of Conduct	
	1.1 Please read the LYB Supplier Code of Conduct on this link. Do you agree on the code of conduct?	Yes
ne	▼ 2 Supplier Name Less	
lress	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.
rmation	2.1 Name 1	JDC 040423 000



The **Revise Response** pop-up window is displayed. Click **OK**.

Response Team • Event Contents		Revise Response 0
All Content	All Content	
	Name 1	
1 Supplier Code of Con	▼ 1 Supplier Code of Conduct	▲ Revise Response?
2. Supplier Name	1.1 Please read the LYE Supplier Code of Con	You have already submitted a response for this event. C
< and the second s	2 Supplier Name	
3 Supplier Address	Use Name 1 field to enter the Company Na	
4 Supplier Information	2.1 Name 1	3005 US01
5 Contact Information	2.2 Name 2	
E. Tax Datalla	2.3 Name 3	
u sax cretais	▼ 3 Supplier Address	

The questionnaire is ready for revision.

All Content			
Name †			
▼ 1 Supplier Code of Conduct			
1.1 Please read the LYB Supplier Code of Conduct on this link. Do you agree on the code of conduct?		* Yes V	
▼ 2 Supplier Name	More +		
2.1 Name 1		* JDC 040423 0005 U501	
2.2 Name 2			
2.3 Name 3			
▼ 3 Supplier Address			
▼ 3.1 Registered Address	More +		
(*) indicates a required field			



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Update the fields that require updating. You may update information like your company name, contact information, address, tax details, and bank details.

Ariba Sourcing		Company Settings ¥ L	лаку чиооса — пеір •	Message	∺s >>
Go back to LyondellBasell - TEST Dashboard		C	esktop File Sync		
			Save	Can	ncel
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 Context = 6.2 Bank Information Bank Information (1)					×
Name 1					
Bank Information	City:				^
NOTES: - Select the Bank Country. Based on the Country selected, the additional fields will be available.	State/Province/Region:				
- The Bank Name and Account Holder Name are required. - Bank Name only accepts English characters	Postal Code:				
 Select a Bank Control Key for the following countries: Canada, China, Japan, Malaysia The Bank Address is not required. 				_	
	Account Holder Name:				
	Bank Key/ABA Routing Number:				- L
	Account Number:				- 1
	SWIFT Code:				- L
	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 Document Example.pd	f 🗸 Update file Delete file			
Bark Reference Number (Use the for four Number is more than 18 characters)					
Add an additional Bank Details (*) indicat	es a required field				

Note: If you need to update your banking information, you must delete your existing bank details entry and add your new banking information in a new entry. Do **NOT** edit your old banking information.



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Once you have made your updates, click **Submit Entire Response**.

Doc667577809 - Supplier Registration Questi	onnaire	B days 23:58:38
All Content		= ~
Aucontent		
Name 1		
1 Supplier Code of Conduct		*
1.1 Please read the LYB Supplier Code of Conduct on this tink. Do you agree on the code of conduct?	* Yes 🗸	
▼ 2 Supplier Name Less		
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.	
2.1 Name 1	* MLM POVD-US TEST	
2.2 Name 2		
•		÷
(*) a required field		
Submit Entire Response Save draft C	Compose Message Excel Import	

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

Console		
Event Messages Event Details	✓ Your revised response has been submitted. Thank you for participating in the event.	
Response History Response Team	6	
	All Content	=
	Name f	
All Content	2.1 Name 1	. JDC 040423 0005 US01
1 Supplier Code of Con	2.2 Name 2	
2 Supplier Name	2.3 Name 3	
3 Supplier Address	▼ 3 Supplier Address	
	▼ 3.1 Registered Address Mo	e +
 Supplier Information Contact Information 		Street: 910 INDUSTRIAL BLVD STE A ①
6 Tax Details		Street 2: (j) Street 3: (j)
Financial		Street 4: ①





You have now submitted your updates to LyondellBasell.



LyondellBasell will review your revisions. You will receive an **email notification** with any updates.





Thank You

