



Ariba SLP 供应商变更 工作助手

出版日期2023年10月
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目的

本工作辅助工具旨在逐步指导如何更改**注册问卷**。



目标受众

本工作辅助工具适用于以下角色：

- 3rd 方利安德巴赛尔供应商



目录

选择适当的部分，浏览工作辅助工具：

- [修订登记问卷](#)



先决条件

在查看本作业指导书之前，请参考以下内容：

- [利安德巴赛尔供应商网站](#)
- [Ariba SLP 供应商注册问卷工作辅助工具](#)
- [Ariba SLP 供应商资格调查问卷工作辅助工具](#)



本工作助手最初于 **2023 年 7 月** 发布。
本工作指南最近一次更新是在 **2023 年 10 月**。

2023 年 10 月工作辅助工具更新详情

修订登记问卷

- 更新了引言和尾声内容（第 4 页和第 11 页）。
- 步骤 5 已更新，增加了新措辞、截图和注释。

本工作辅助工具为您提供了更新**注册调查表**信息的详细步骤。



供应商提交注册问卷供审批。**利安德巴赛尔**审批人员要么批准，要么在需要补充信息或被拒绝的情况下将问卷发回给供应商。



如果需要补充信息，或经修改的问卷被拒绝，则会向**供应商**发送电子邮件通知。



供应商可点击电子邮件中提供的链接修改问卷。提交答复后，将重复审批流程。



请注意，如果**供应商**希望更新信息，也可以更改注册问卷。在**供应商**修改答复之前，其提交的原件必须获得批准。



修订登记问卷

以下步骤适用于 **3rd 方利安德巴赛尔供应商**



修订登记问卷

1

如果您想更新公司信息或利安德巴赛尔要求您更新公司信息，您可以修改注册问卷。使用您的用户名和密码登录 **Ariba SLP**，然后点击**登录**。

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New Supplier ESG Features

Check out these new sustainability features today! Showcase your company's strengths and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability reporting in your supplier profile.

[Learn More](#)



修订登记问卷

2

显示 **Ariba SLP** 主页。单击 "注册问卷" 部分中的 "供应商注册问卷"，修改您的答复。

There are no matched postings.

Welcome to the LYB-T Ariba Spend Mgmt site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
Status: Open (4)			
Supplier Registration Questionnaire	Doc674091530	5/13/6106 2:47 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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3

显示 "问卷调查" 屏幕。单击 **修改答复**。

Test Site

Rogers

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

2 Supplier Name Less... [v]

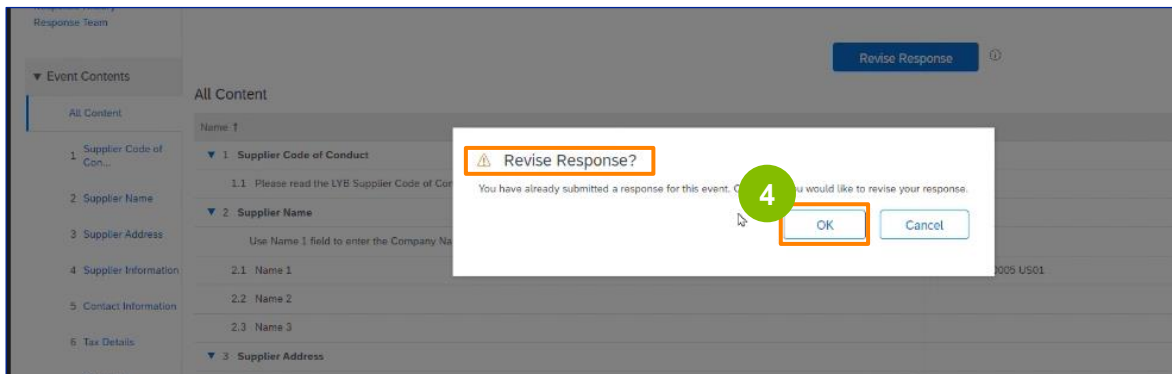
Use Name 1 field to enter the Company Name, it only accepts up to 35 characters. For the remaining characters, use Name 2 and Name 3 fields respectively.

2.1 Name 1 JDC 040423 000



修订登记问卷

4 弹出 "修订回复" 窗口。单击**确定**。



问卷可随时修订。

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 ▾
▼ 2 Supplier Name	More... +
2.1 Name 1	* JDC 040423 0005 US01
2.2 Name 2	
2.3 Name 3	
▼ 3 Supplier Address	
▼ 3.1 Registered Address	More... +

(*) indicates a required field



修订登记问卷

5

更新需要更新的字段。您可以更新公司名称、联系方式、地址、税务信息和银行信息等信息。

Ariba Sourcing

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 (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 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



注意：如果需要更新银行信息，必须删除现有的银行详细信息条目，然后在新条目中添加新的银行信息。请勿编辑旧的银行信息。



修订登记问卷

6 完成更新后，单击 "提交整个回复"。

Doc667577809 - Supplier Registration Questionnaire

Time remaining
89 days 23:58:38

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

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 Compose Message Excel Import

屏幕上将显示确认信息 "您已提交修改后的回复。感谢您参与活动"。

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Code of Con...

2 Supplier Name

3 Supplier Address

4 Supplier Information

5 Contact Information

6 Tax Details

Financial

✓ Your revised response has been submitted. Thank you for participating in the event.

All Content

Name ↑

2 Supplier Name More...

2.1 Name 1 JDC 040423 0005 U501

2.2 Name 2

2.3 Name 3

3 Supplier Address More...

3.1 Registered Address Show More

Street: 910 INDUSTRIAL BLVD STE A

Street 2: (i)

Street 3: (i)

Street 4: (i)



您已向利安德巴赛尔提交了更新信息。



利安德巴赛尔将审核您的修订。如有任何更新，您将收到电子邮件通知。



谢谢