

Supplier Information Management Portal (Ariba SLP) Supplier Changes Job Aid

[Chinese \(普通话\)](#)

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供应商信息管理门户网站 供应商变更 Ariba SLP 工作手册



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

本工作手册适用于以下角色：

- 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：

- **修改注册问卷**



先决条件

在查看本工作手册之前，请参考以下内容：

- **利安德巴赛尔供应商网站**
- **供应商注册问卷工作指南**
- **供应商资质调查表工作指南**



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

修改注册问卷

- 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

修改注册问卷

- 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。

本工作手册为您提供了更新**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回复给供应商。



如果需要补充信息，或修改的问卷被拒绝，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。



注：您还可以使用以下链接导航至您的问卷调查与建议网站（在此可找到您的注册问卷）：<https://proposals.seller.ariba.com/>

建议将此链接添加到书签中，以方便将来访问。如果链接到多个客户，您需要选择**利安德巴赛尔**。



修改注册问卷

以下步骤适用于 **第三方利安德巴赛尔供应商**



修改注册问卷

1

如果想更新公司信息或利安德巴赛尔要求您更新公司信息，可以修改您的注册问卷。使用您的用户名和密码登录门户网站，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 ESG and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability risk assessment in your supplier profile.

[Learn More](#)



注：您还可以使用以下链接导航至您的问卷调查与建议网站（在此可找到您的注册问卷）：<https://proposals.seller.ariba.com/>

建议将此链接添加到书签中，以方便将来访问。如果链接到多个客户，您需要选择利安德巴赛尔。



修改注册问卷

2

在主页中单击 "注册问卷" 部分中的 "供应商注册问卷", 修改您的答复。

The screenshot shows the SAP Ariba Spend Management interface. The user is logged in as 'Standard Account' and is in 'TEST MODE'. The page title is 'LYONDELLBASELL - TEST'. There are no matched postings. A welcome message is displayed. The 'Events' section is empty. The 'Registration Questionnaires' section contains a table with one entry: 'Supplier Registration Questionnaire' with ID 'Doc4457224782' and status 'Registered'. A green circle with the number '2' highlights this entry. The 'Qualification Questionnaires' section is also empty.

3

显示 "问卷调查" 页面。单击修改回复。

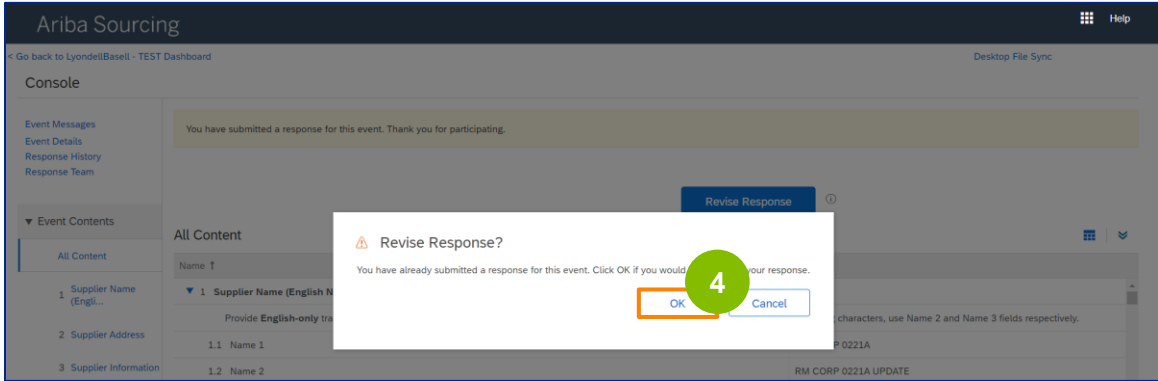
The screenshot shows the Ariba Sourcing interface. The user is logged in as 'Standard Account' and is in 'TEST MODE'. The page title is 'Ariba Sourcing'. The user is viewing the 'All Content' page for a 'Supplier Name' questionnaire. A message states: 'You have submitted a response for this event. Thank you for participating.' A blue button labeled 'Revise Response' is highlighted with a green circle containing the number '3'. The 'All Content' section shows a table with one entry: '1 Supplier Name (English Name)' with a 'Less...' dropdown. The table contains two rows: '1.1 Name 1' with value 'RM CORP 0221A' and '1.2 Name 2' with value 'RM CORP 0221A UPDATE'.



修改注册问卷

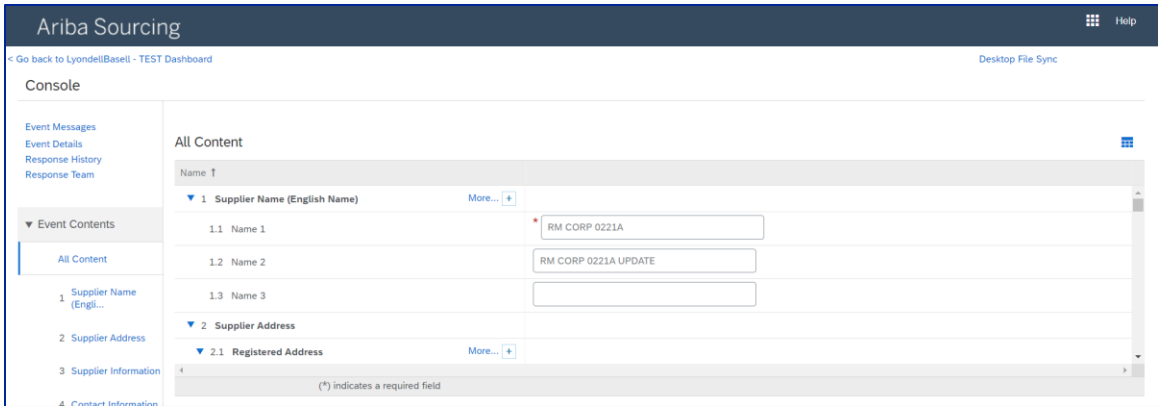
4

弹出 "修改回复" 窗口。单击**确定**。



5

问卷可随时修改。





修改注册问卷

6

更新需要更改的字段。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 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.)	attachment.docx Update file Delete file
Bank Reference Number (Use this field if 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。

7

完成更新后，单击“提交整个回复”。

Ariba Sourcing

< Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console

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	Supplier Name (English Name) More...
1.1 Name 1	RM CORP 0221A
1.2 Name 2	RM CORP 0221A UPDATE
1.3 Name 3	

(*) indicates a required field

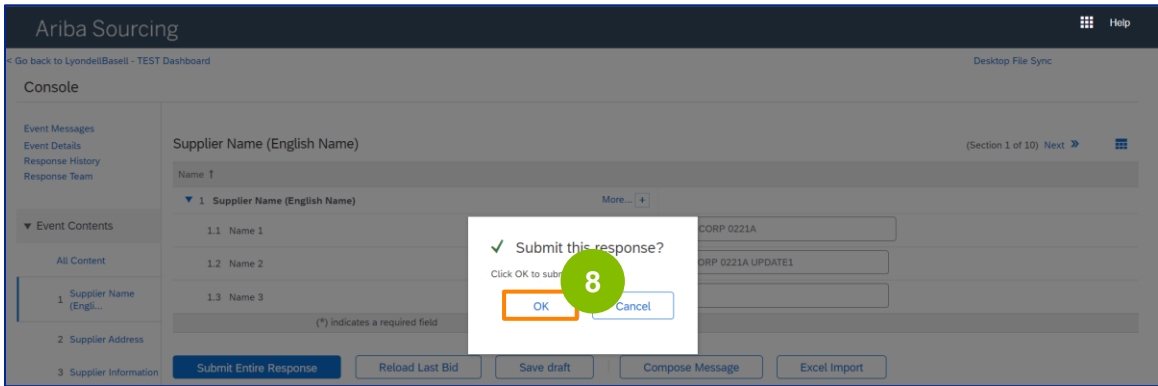
Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import



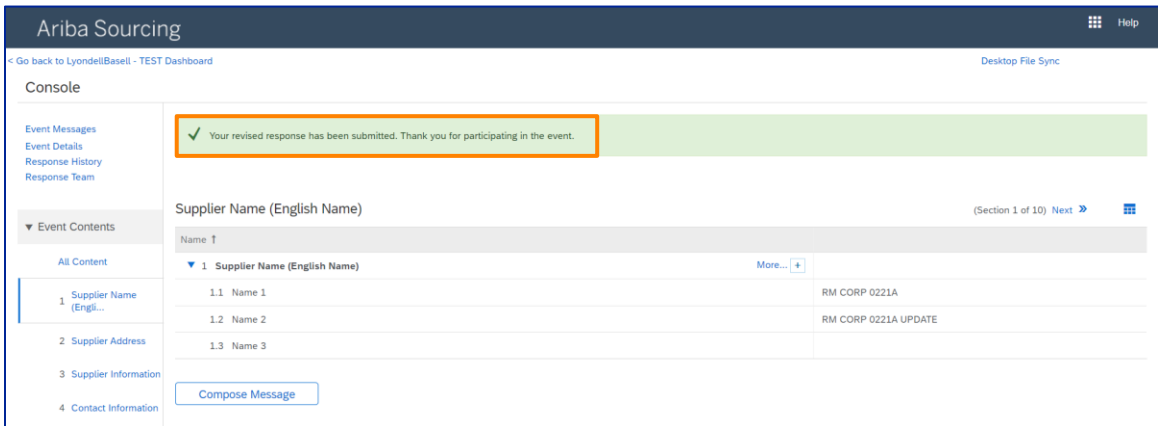
修改注册问卷

8

单击 "确定"。



显示确认信息 "您已提交修改后的回复。感谢您参与活动"。





您现在已经向利安德巴赛尔提交了您的更改。



利安德巴赛尔将审核您的修改。如有任何更新，您将收到电子邮件通知。



谢谢



Wijzigingen in registratievragenlijst Ariba Supplier Information Management Portal Functiehulp



Doel

Het doel van deze functiehulp is een stapsgewijze handleiding te geven voor het maken van wijzigingen in de **registratievragenlijst**.



Doelgroep

Deze functiehulp is voor LyondellBasell's leveranciers



Inhoudsopgave

Navigeer door de functiehulp door de juiste sectie te selecteren:

- **De registratievragenlijst herzien**



Voorwaarde

Raadpleeg het volgende voordat u deze functiehulp bekijkt:

- **LyondellBasell's website voor leveranciers**
- **Vragenlijst leveranciersregistratie Job Aid**
- **Vragenlijst leverancierskwalificatie Job Aid**



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 herzien

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

Details bijgewerkt oktober 2023

Vragenlijst voor registratie herzien

- De intro en outro (pagina's 4 en 11) zijn bijgewerkt.
- Stap 5 is bijgewerkt met een nieuwe formulering, schermafbeelding en opmerking.

In deze functiehulp vind je de gedetailleerde stappen voor het bijwerken van de informatie in de **registratievragenlijst**.



De **registratievragenlijst** wordt door de **Leverancier** ter goedkeuring ingediend. De **goedkeurders van LyondellBasell** keuren de vragenlijst goed of sturen deze terug naar de Leverancier als er aanvullende informatie nodig is of als deze wordt geweigerd.



Er wordt een e-mailbericht naar de **Leverancier gestuurd** als er aanvullende informatie nodig is of als de herziene vragenlijst wordt geweigerd.



De **Leverancier** kan op de link in de e-mail klikken om de vragenlijst te herzien. Zodra de antwoorden zijn ingediend, wordt het goedkeuringsproces herhaald.



Merk op dat de **Leverancier** ook wijzigingen kan aanbrengen in de **Registratievragenlijst** als hij zijn informatie wil bijwerken. De oorspronkelijke indiening moet worden goedgekeurd voordat de **Leverancier het Antwoord kan herzien**.



Opmerking: Je kunt ook naar de site Vragenlijsten & Voorstellen gaan (waar je je registratievragenlijst kunt vinden) via deze link: <https://proposals.seller.ariba.com/>

Het is aan te raden deze link te bookmarken zodat u er in de toekomst gemakkelijk bij kunt. U moet **LyondellBasell** selecteren als u aan meerdere klanten bent gekoppeld.



De registratievragenlijst herzien

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



Vragenlijst voor registratie herzien

1

U kunt uw **registratievragenlijst** herzien als u uw bedrijfsinformatie wilt bijwerken of als LyondellBasell u vraagt om uw bedrijfsinformatie bij te werken. Log in op het portaal met uw gebruikersnaam en wachtwoord en klik op **Aanmelden**.

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 ESG performance and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability risk assessment supplier profile.

Learn More



Opmerking: Je kunt ook naar de site Vragenlijsten & Voorstellen gaan (waar je je registratievragenlijst kunt vinden) via deze link: <https://proposals.seller.ariba.com/>

Het is aan te raden deze link te bookmarken zodat u er in de toekomst gemakkelijk bij kunt. U moet **LyondellBasell** selecteren als u aan meerdere klanten bent gekoppeld.



Vragenlijst voor registratie herzien

2

De homepage wordt weergegeven. Klik op **Vragenlijst leveranciersregistratie** in het gedeelte **Vragenlijst registratie** om uw antwoord te herzien.

The screenshot shows the SAP Ariba Spend Management interface. At the top, it says 'SAP Ariba Proposals and Questionnaires' and 'Standard Account'. Below that, it says 'LYONDELLBASELL - TEST'. The main content area has a 'Home' button and an 'Events' section with a table. Below that is a 'Registration Questionnaires' section with a table. The first row in this table is highlighted with a green circle and the number 2. The table has columns: Title, ID, End Time, Status. The row contains: 'Supplier Registration Questionnaire', 'Doc4457224782', '3/23/6107 10:04 PM', 'Registered'. Below that is a 'Qualification Questionnaires' section with a table.

Title	ID	End Time	Status
Supplier Registration Questionnaire	Doc4457224782	3/23/6107 10:04 PM	Registered

3

Het scherm **Questionnaire (Vragenlijst)** wordt weergegeven. Klik op **Reactie herzien**.

The screenshot shows the SAP Ariba Sourcing interface. At the top, it says 'Ariba Sourcing'. Below that, it says 'Go back to LyondellBasell - TEST Dashboard'. The main content area has a 'Console' section with a message: 'You have submitted a response for this event. Thank you for participating.' Below that is an 'All Content' section with a table. The first row in this table is highlighted with a green circle and the number 3. The table has columns: Name, Supplier Name (English Name), Name 1, Name 2. The row contains: 'Supplier Name (English Name)', 'RM CORP 0221A', 'RM CORP 0221A', 'RM CORP 0221A UPDATE'.

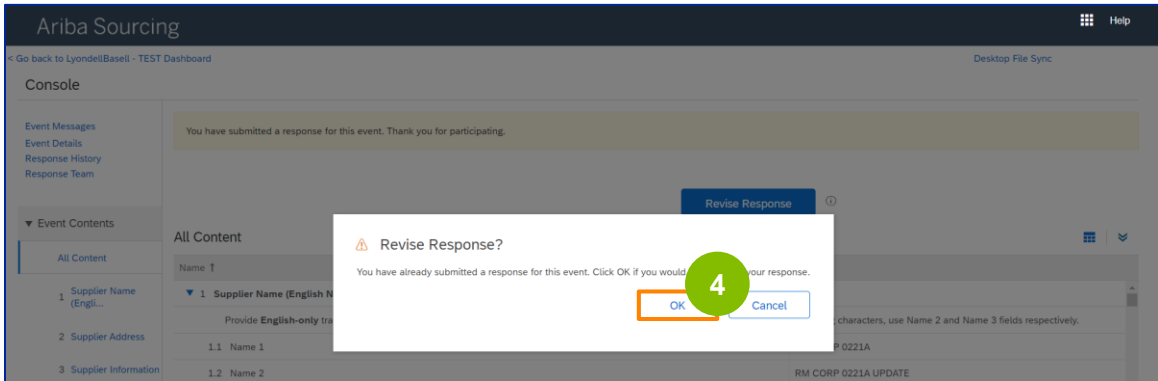
Name	Supplier Name (English Name)	Name 1	Name 2
Supplier Name (English Name)	RM CORP 0221A	RM CORP 0221A	RM CORP 0221A UPDATE



Vragenlijst voor registratie herzien

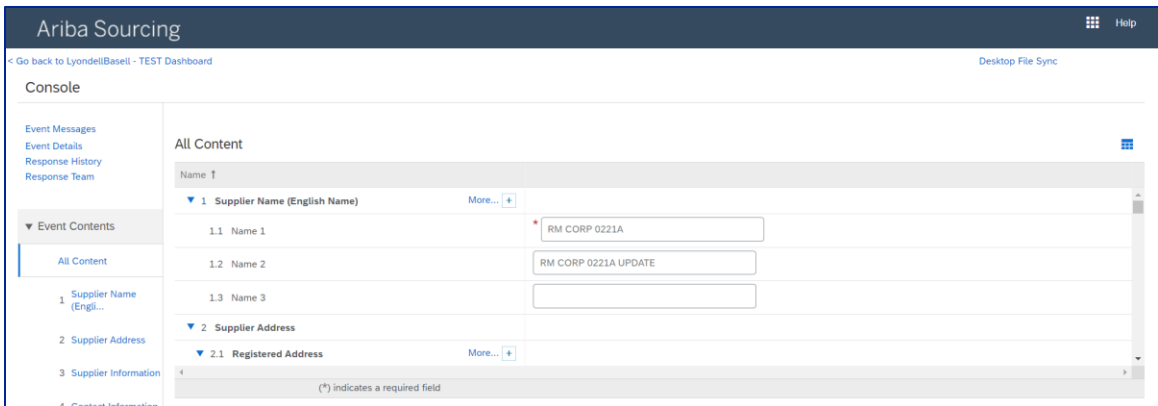
4

Het pop-upvenster **Reactie herzien** wordt weergegeven. Klik op **OK**.



5

De vragenlijst is klaar voor herziening.





Vragenlijst voor registratie herzien

6

Werk de velden bij die moeten worden gewijzigd. Je kunt informatie bijwerken zoals je bedrijfsnaam, contactgegevens, adres, belastinggegevens en bankgegevens.

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 Control Key: No Choice

Bank Currency: (USD) American Dollar

Bank Document: attachment.docx Update file Delete file

Bank Reference Number (Use this field if your account number is more than 18 characters)

Add an additional Bank Details (*) indicates a required field



Opmerking: Als u uw bankgegevens moet bijwerken, moet u uw bestaande bankgegevens verwijderen en uw nieuwe bankgegevens in een nieuwe invoer toevoegen. Bewerk uw oude bankgegevens **NIET**.

7

Klik op **Submit Entire Response (Indienen)** wanneer u uw wijzigingen hebt aangebracht.

Ariba Sourcing

< Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Console

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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 RM CORP 0221A UPDATE

1.3 Name 3

(*) indicates a required field

Submit Entire Response 7 Reload Last Bid Save draft Compose Message Excel Import



Vragenlijst voor registratie herzien

8

Klik op **OK**.

The screenshot shows the Ariba Sourcing interface. A modal dialog box is displayed in the center with the text "Submit this response?" and "Click OK to submit". Below the text are two buttons: "OK" and "Cancel". A green circle with the number "8" is overlaid on the "OK" button. The background interface shows a form for "Supplier Name (English Name)" with fields for "Name 1", "1.1 Name 1", "1.2 Name 2", and "1.3 Name 3". There are also buttons for "Submit Entire Response", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

Er wordt een bevestigingsbericht "Uw herziene reactie is ingediend. Bedankt voor je deelname aan het evenement" wordt weergegeven.

The screenshot shows the Ariba Sourcing interface after the response has been submitted. A green banner at the top of the main content area contains the message: "Your revised response has been submitted. Thank you for participating in the event." The banner is highlighted with an orange border. Below the banner, the "Supplier Name (English Name)" form is visible, showing the same fields as in the previous screenshot. A "Compose Message" button is now visible at the bottom of the form.



U hebt nu uw wijzigingen doorgegeven aan LyondellBasell.



LyondellBasell zal uw herzieningen bekijken. Je ontvangt een **e-mailbericht** met eventuele updates.



Bedankt!



Supplier Information Management Portal Supplier Changes Ariba SLP Job Aid



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



Table of Contents

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](#)
- [Supplier Registration Questionnaire Job Aid](#)
- [Supplier Qualification Questionnaire Job Aid](#)



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

April 2024 Job Aid Update Details

Revise Registration Questionnaire

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

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.

Supplier Changes

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**.



Note: You can also navigate to your Questionnaires & Proposals site (where you can find your Registration Questionnaire) by using this link:

<https://proposals.seller.ariba.com/>

It is recommended to bookmark this link for easy access in the future. You will need to select **LyondellBasell** if you are linked to multiple customers.



Revise the Registration Questionnaire

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



Revise Registration Questionnaire

1

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

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 report in your supplier profile.

[Learn More](#)



Note: You can also navigate to your Questionnaires & Proposals site (where you can find your Registration Questionnaire) by using this link:

<https://proposals.seller.ariba.com/>

It is recommended to bookmark this link for easy access in the future. You will need to select **LyondellBasell** if you are linked to multiple customers.



Revise Registration Questionnaire

2

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

LYONDELLBASELL - TEST

Welcome to the **Ariba Spend Management** 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
			N	

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc4457224782	3/23/6107 10:04 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

3

The **Questionnaire** screen is displayed. Click **Revise Response**.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Name (Engl...
2 Supplier Address
3 Supplier Information

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

Name ↑

▼ 1 Supplier Name (English Name) Less...

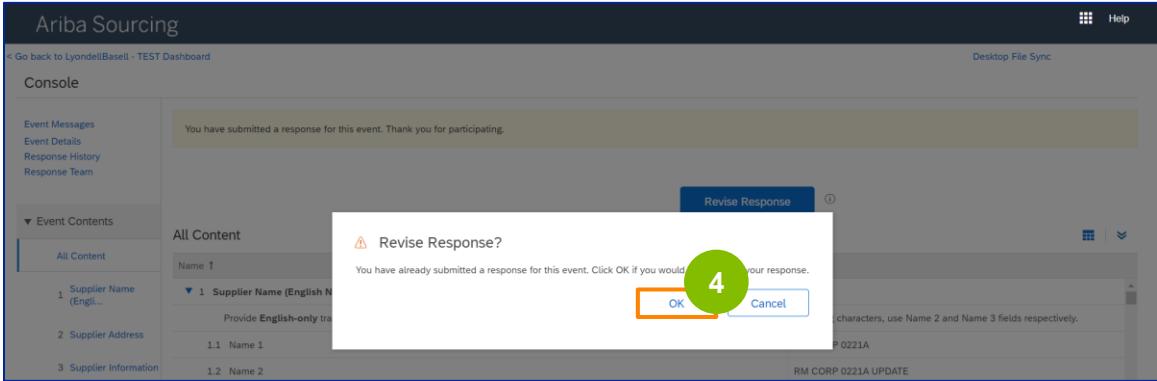
Provide **English-only** translated name. Use Name 1 field to enter the Company Name, it only accepts up to 35 characters. For the remaining characters, use Name 2 and Name 3 fields respectively.

1.1 Name 1	RM CORP 0221A
1.2 Name 2	RM CORP 0221A UPDATE

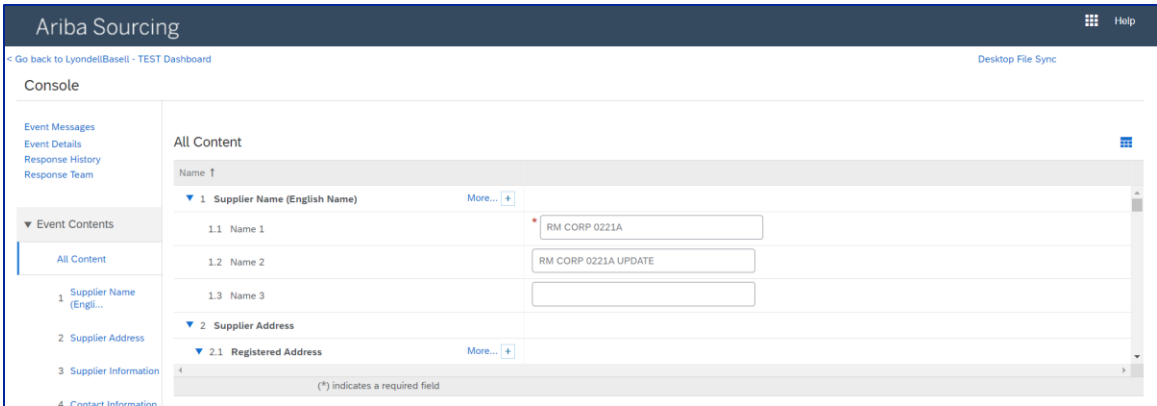


Revise Registration Questionnaire

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



5 The questionnaire is ready for revision.





Revise Registration Questionnaire

6

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

Ariba Sourcing
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 (1)

Name 1	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.)	attachment.docx Update file Delete file
Bank Reference Number (Use this field if account number is more than 18 characters)	

6 Add an additional Bank Details (*) indicates 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.

7

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

Ariba Sourcing
Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console

Event Messages
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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	RM CORP 0221A UPDATE
1.3 Name 3	

(*) indicates a required field

7 Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import



Revise Registration Questionnaire

8

Click **OK**.

The screenshot shows the Ariba Sourcing interface. A modal dialog box is displayed in the center with the title "Submit this response?". Below the title, it says "Click OK to submit". There are two buttons: "OK" and "Cancel". A green circle with the number "8" is overlaid on the "OK" button. The background shows a form for "Supplier Name (English Name)" with fields for "Name 1", "1.1 Name 1", "1.2 Name 2", and "1.3 Name 3". There are also buttons for "Submit Entire Response", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

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

The screenshot shows the Ariba Sourcing interface after the response has been submitted. A green banner at the top of the main content area contains the message: "Your revised response has been submitted. Thank you for participating in the event." The banner is highlighted with an orange border. Below the banner, the "Supplier Name (English Name)" form is visible, showing the same fields as in the previous screenshot. The "Compose Message" button is now visible at the bottom of the form.



You have now submitted your changes to LyondellBasell.



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



Thank You



Portail de gestion des informations sur les fournisseurs Changements de fournisseur Ariba SLP Job Aid



Objectif

L'objectif de cette aide à la tâche est de fournir un guide étape par étape sur la manière d'apporter des modifications au **questionnaire d'inscription**.



Public cible

Cette aide à l'emploi s'adresse aux fonctions suivantes :

- 3rd Partie LyondellBasell Fournisseurs



Table des matières

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

- [Révision du questionnaire d'inscription](#)



Prérequis

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

- [Site du fournisseur LyondellBasell](#)
- [Questionnaire d'inscription des fournisseurs Aide-mémoire](#)
- [Questionnaire de qualification des fournisseurs Aide à l'emploi](#)



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

Révision du 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

Révision du questionnaire d'inscription

- Les contenus de l'intro et de l'outro (pages 4 et 11) ont été mis à jour.
- L'étape 5 a été mise à jour avec une nouvelle formulation, une nouvelle capture d'écran et une nouvelle note.

Cette aide à la tâche vous présente les étapes détaillées de la mise à jour des informations contenues dans le **questionnaire d'inscription**.



Le **questionnaire d'enregistrement** est soumis par le **fournisseur** pour approbation. Les **approbateurs de LyondellBasell** approuvent ou renvoient le questionnaire au fournisseur si des informations supplémentaires sont nécessaires ou si elles sont refusées.



Une notification par courrier électronique est envoyée au **fournisseur** si des informations supplémentaires sont requises ou si le questionnaire révisé est refusé.



Le **fournisseur** peut cliquer sur le lien fourni dans l'e-mail pour réviser le questionnaire. Une fois les réponses soumises, le processus d'approbation est répété.



Le **fournisseur** peut également modifier le **questionnaire d'inscription** s'il souhaite mettre à jour ses informations. La soumission originale doit être approuvée avant que le **fournisseur** puisse **réviser sa réponse**.



Note : Vous pouvez également accéder à votre site Questionnaires & Propositions (où vous trouverez votre questionnaire d'inscription) en utilisant ce lien : <https://proposals.seller.ariba.com/>

Il est recommandé de marquer ce lien d'un signet pour pouvoir y accéder facilement à l'avenir. Vous devrez sélectionner **LyondellBasell** si vous êtes lié à plusieurs clients.



Révision du questionnaire d'inscription

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



Révision du questionnaire d'inscription

1

Vous pouvez réviser votre **questionnaire d'enregistrement si vous souhaitez** mettre à jour les informations relatives à votre entreprise ou si LyondellBasell vous demande de mettre à jour les informations relatives à votre entreprise. Connectez-vous au portail avec votre nom d'utilisateur et votre mot de passe et cliquez sur **Connexion**.

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 ESG performance and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability risk assessment supplier profile.

[Learn More](#)



Note : Vous pouvez également accéder à votre site Questionnaires & Propositions (où vous trouverez votre questionnaire d'inscription) en utilisant ce lien : <https://proposals.seller.ariba.com/>

Il est recommandé de marquer ce lien d'un signet pour pouvoir y accéder facilement à l'avenir. Vous devrez sélectionner **LyondellBasell** si vous êtes lié à plusieurs clients.



Révision du questionnaire d'inscription

2

La page d'accueil s'affiche. Cliquez sur **Questionnaire d'inscription du fournisseur** dans la section **Questionnaire d'inscription** pour réviser votre réponse.

The screenshot shows the Ariba Spend Management dashboard for a user named LYONDELLBASELL - TEST. The dashboard includes a navigation menu with 'Home' and 'Events'. Under 'Events', there are sections for 'Registration Questionnaires' and 'Qualification Questionnaires'. In the 'Registration Questionnaires' section, a table lists one questionnaire: 'Supplier Registration Questionnaire' with ID 'Doc4457224782' and status 'Registered'. This entry is highlighted with a green circle containing the number '2'.

Title	ID	End Time ↓	Status
Supplier Registration Questionnaire	Doc4457224782	3/23/6107 10:04 PM	Registered

3

L'écran **Questionnaire** s'affiche. Cliquez sur **Réviser la réponse**.

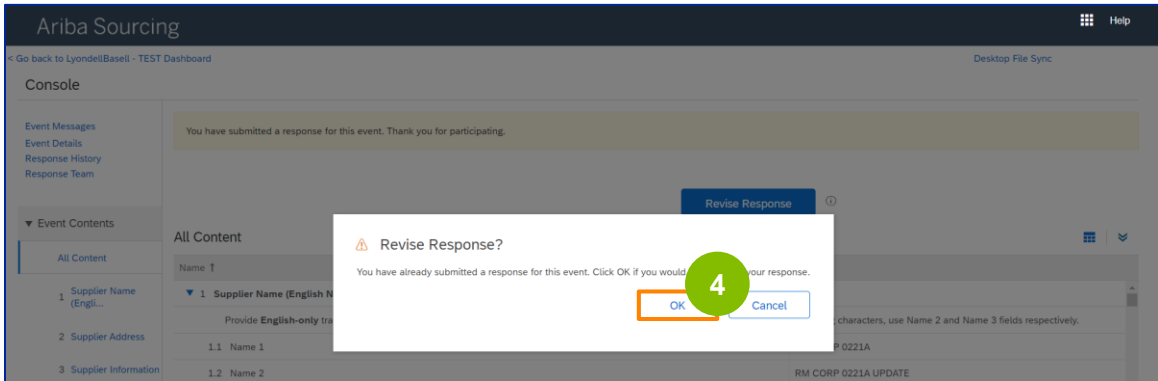
The screenshot shows the Ariba Sourcing questionnaire page. The page title is 'Ariba Sourcing' and it includes a 'Help' link. A message states: 'You have submitted a response for this event. Thank you for participating.' Below this, there is a 'Revise Response' button highlighted with a green circle containing the number '3'. The 'All Content' section shows a form for 'Supplier Name (English Name)' with fields for 'Name 1' (RM CORP 0221A) and 'Name 2' (RM CORP 0221A UPDATE).



Révision du questionnaire d'inscription

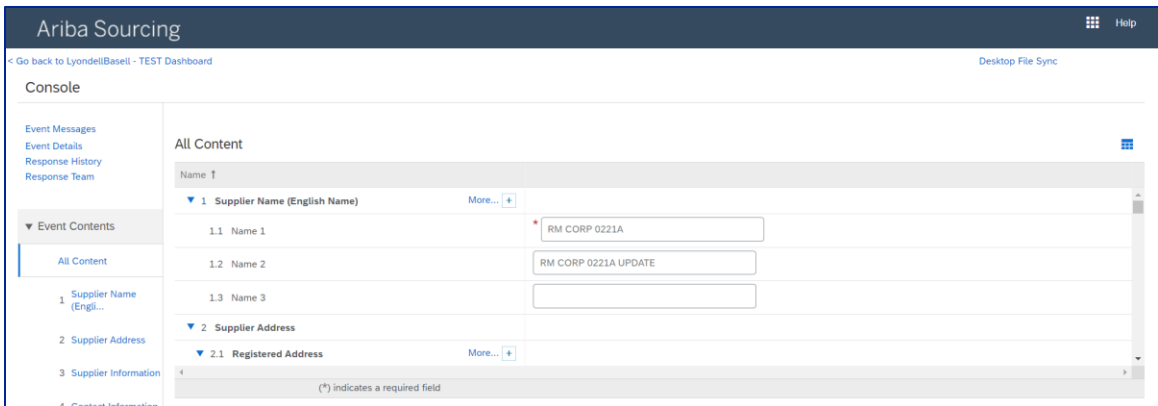
4

La fenêtre contextuelle **Réviser la réponse** s'affiche. Cliquez sur **OK**.



5

Le questionnaire est prêt à être révisé.





Révision du questionnaire d'inscription

6

Mettez à jour les champs qui nécessitent des modifications. Vous pouvez mettre à jour des informations telles que le nom de votre entreprise, vos coordonnées, votre adresse, vos données fiscales et vos coordonnées bancaires.



Remarque : si vous devez mettre à jour vos informations bancaires, vous devez supprimer l'entrée de vos coordonnées bancaires existantes et ajouter vos nouvelles informations bancaires dans une nouvelle entrée. Ne modifiez **PAS** vos anciennes coordonnées bancaires.

7

Une fois que vous avez effectué vos mises à jour, cliquez sur **Soumettre la réponse complète**.



Révision du questionnaire d'inscription

8

Cliquez sur **OK**.

The screenshot shows the Ariba Sourcing interface. A modal dialog box is displayed in the center, asking "Submit this response?". Below the question, it says "Click OK to submit". There are two buttons: "OK" and "Cancel". A green circle with the number "8" is overlaid on the "OK" button. The background shows a form for "Supplier Name (English Name)" with fields for "Name 1", "1.1 Name 1", "1.2 Name 2", and "1.3 Name 3". There are also buttons for "Submit Entire Response", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

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

The screenshot shows the Ariba Sourcing interface after the submission. A green message box is displayed at the top, containing the text: "Your revised response has been submitted. Thank you for participating in the event." The message box has a green background and an orange border. Below the message, the form for "Supplier Name (English Name)" is visible, showing the same fields as in the previous screenshot. The "Submit Entire Response" button is no longer visible, and a "Compose Message" button is present at the bottom.



Vous avez maintenant soumis vos modifications à LyondellBasell.



LyondellBasell examinera vos révisions. Vous recevrez une **notification par courrier électronique** avec les mises à jour éventuelles.



Merci de votre attention



Supplier Information Management Portal Lieferantenänderungen Ariba SLP Arbeitshilfe

Veröffentlicht: April 2024
Eigentümer: LyondellBasell Source-to-Pay Team



Zweck

Der Zweck dieser Arbeitshilfe ist es, eine schrittweise Anleitung zu geben, wie Änderungen im **Registrierungsfragebogen** vorgenommen werden können.



Zielpublikum

Diese Arbeitshilfe richtet sich an die folgenden Stellen:

- 3rd Partei LyondellBasell Lieferanten



Inhaltsübersicht

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

- [Überarbeitung des Registrierungsfragebogens](#)



Voraussetzung

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

- [LyondellBasell Lieferanten-Website](#)
- [Fragebogen zur Lieferantenregistrierung Arbeitshilfe](#)
- [Fragebogen zur Lieferantenqualifikation Arbeitshilfe](#)



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

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

April 2024 Job Aid Update Details

Überarbeitung des Registrierungsfragebogens

- Alle Schritte wurden aufgrund mehrerer Verbesserungen des Fragebogens aktualisiert.

Oktober 2023 Job Aid Update Details

Überarbeitung des Registrierungsfragebogens

- Der Inhalt von Intro und Outro (Seiten 4 und 11) wurde aktualisiert.
- Schritt 5 wurde mit neuem Wortlaut, Screenshot und Hinweis aktualisiert.

In dieser Arbeitshilfe werden Ihnen die einzelnen Schritte zur Aktualisierung der Informationen im **Registrierungsfragebogen** erläutert.



Der **Registrierungsfragebogen** wird vom **Lieferanten** zur Genehmigung vorgelegt. Die **Genehmiger von LyondellBasell** genehmigen den Fragebogen oder senden ihn an den Lieferanten zurück, wenn zusätzliche Informationen erforderlich sind oder er abgelehnt wird.



Der **Lieferant** erhält eine E-Mail-Benachrichtigung, wenn zusätzliche Informationen erforderlich sind oder der überarbeitete Fragebogen abgelehnt wird.



Der **Lieferant** kann den in der E-Mail angegebenen Link anklicken, um den Fragebogen zu überarbeiten. Sobald die Antworten übermittelt wurden, wird der Genehmigungsprozess wiederholt.



Beachten Sie, dass der **Lieferant** auch Änderungen am **Registrierungsfragebogen** vornehmen kann, wenn er seine Angaben aktualisieren möchte. Die ursprüngliche Einreichung muss genehmigt werden, bevor der **Lieferant seine Antwort überarbeiten** kann.



Hinweis: Sie können auch über diesen Link zu Ihrer Website für Fragebögen und Vorschläge navigieren (wo Sie Ihren Registrierungsfragebogen finden):

<https://proposals.seller.ariba.com/>

Es wird empfohlen, diesen Link als Lesezeichen zu speichern, um in Zukunft leichter darauf zugreifen zu können. Wenn Sie mit mehreren Kunden verbunden sind, müssen Sie **LyondellBasell** auswählen.



Überarbeitung des Registrierungsfragebogens

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



Überarbeitung des Registrierungsfragebogens

1

Sie können Ihren **Registrierungsfragebogen** überarbeiten, wenn Sie Ihre Unternehmensdaten aktualisieren möchten oder wenn LyondellBasell Sie auffordert, Ihre Unternehmensdaten zu aktualisieren. Melden Sie sich im Portal mit Ihrem Benutzernamen und Passwort an und klicken Sie auf **Login**.

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 ESG performance and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability risk assessment supplier profile.

[Learn More](#)



Hinweis: Sie können auch über diesen Link zu Ihrer Website für Fragebögen und Vorschläge navigieren (wo Sie Ihren Registrierungsfragebogen finden):

<https://proposals.seller.ariba.com/>

Es wird empfohlen, diesen Link als Lesezeichen zu speichern, um in Zukunft leichter darauf zugreifen zu können. Wenn Sie mit mehreren Kunden verbunden sind, müssen Sie **LyondellBasell** auswählen.



Überarbeitung des Registrierungsfragebogens

2

Die Startseite wird angezeigt. Klicken Sie auf **Fragebogen zur Lieferantenregistrierung** im Abschnitt **Fragebogen zur Registrierung**, um Ihre Antwort zu überarbeiten.

The screenshot shows the Ariba Spend Management dashboard. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', and 'TEST MODE'. The main content area is titled 'LYONDELLBASELL - TEST' and contains a welcome message, a 'Home' button, and three sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section contains a table with one entry: 'Supplier Registration Questionnaire' (ID: Doc4457224782, End Time: 3/23/6107 10:04 PM, Status: Registered). This entry is highlighted with a green circle containing the number '2'.

3

Der Bildschirm **Fragebogen** wird angezeigt. Klicken Sie auf **Antwort überarbeiten**.

The screenshot shows the Ariba Sourcing 'Supplier Name' form. The top navigation bar includes 'Ariba Sourcing' and 'Help'. The main content area is titled 'All Content' and contains a 'Name' field with a dropdown menu. The dropdown menu is open, showing '1 Supplier Name (English Name)' with a 'Less...' button. Below this, there are two rows of data: '1.1 Name 1' with value 'RM CORP 0221A' and '1.2 Name 2' with value 'RM CORP 0221A UPDATE'. A blue button labeled 'Revise Response' is highlighted with a green circle containing the number '3'.



Überarbeitung des Registrierungsfragebogens

4

Das Popup-Fenster **Antwort überarbeiten** wird angezeigt. Klicken Sie auf **OK**.

The screenshot shows the Ariba Sourcing 'Console' page. A 'Revise Response?' dialog box is open in the center. The dialog box text reads: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' Below the text are two buttons: 'OK' and 'Cancel'. A green circle with the number '4' is positioned over the 'OK' button. In the background, a 'Revise Response' button is visible on the page.

5

Der Fragebogen kann nun überarbeitet werden.

The screenshot shows the Ariba Sourcing 'Console' page with the 'All Content' section expanded. The form fields are visible, including 'Supplier Name (English Name)', 'Supplier Address', and 'Registered Address'. The 'Registered Address' field contains the text 'RM CORP 0221A UPDATE'. A red box highlights the 'Registered Address' field. The 'Supplier Name (English Name)' field has a 'More...' dropdown menu. The 'Supplier Address' field has a 'More...' dropdown menu. The 'Registered Address' field has a 'More...' dropdown menu. A note at the bottom indicates that an asterisk (*) indicates a required field.



Überarbeitung des Registrierungsfragebogens

6

Aktualisieren Sie die Felder, die geändert werden müssen. Sie können Informationen wie den Namen Ihres Unternehmens, Kontaktinformationen, Adresse, Steuerangaben und Bankdaten aktualisieren.

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 Control Key: No Choice

Bank Currency: (USD) American Dollar

Bank Document: attachment.docx Update file Delete file

Bank Reference Number (Use this field if your account number is more than 18 characters)

Add an additional Bank Details (*) indicates a required field



Hinweis: Wenn Sie Ihre Bankdaten aktualisieren müssen, müssen Sie Ihren bestehenden Eintrag für die Bankverbindung löschen und Ihre neuen Bankdaten in einem neuen Eintrag hinzufügen. Bearbeiten Sie **NICHT** Ihre alten Bankdaten.

7

Wenn Sie Ihre Aktualisierungen vorgenommen haben, klicken Sie auf **Submit Entire Response**.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Console

Event Messages

Event Details

Response History

Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

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 RM CORP 0221A UPDATE

1.3 Name 3

(*) indicates a required field

Submit Entire Response 7 Reload Last Bid Save draft Compose Message Excel Import



Überarbeitung des Registrierungsfragebogens

8

Klicken Sie auf **OK**.

The screenshot shows the Ariba Sourcing interface. A modal dialog box is displayed in the center with the title "Submit this response?". Below the title, it says "Click OK to submit". There are two buttons: "OK" and "Cancel". A green circle with the number "8" is overlaid on the "OK" button. The background interface shows a table for "Supplier Name (English Name)" with columns for Name 1, Name 2, and Name 3. The "OK" button is highlighted with an orange border.

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

The screenshot shows the Ariba Sourcing interface after the response has been submitted. A green banner at the top of the main content area contains the message: "Your revised response has been submitted. Thank you for participating in the event." The banner is highlighted with an orange border. Below the banner, the "Supplier Name (English Name)" table is visible, showing columns for Name 1, Name 2, and Name 3. The "OK" button from the previous dialog is now a "Compose Message" button.



Sie haben nun Ihre Änderungen an LyondellBasell übermittelt.



LyondellBasell wird Ihre Änderungen überprüfen. Sie erhalten eine **E-Mail-Benachrichtigung** mit allen Aktualisierungen.



Dankeschön



Portale di gestione delle informazioni sui fornitori Modifiche ai fornitori Aiuto al lavoro Ariba SLP



Scopo

Lo scopo di questo aiuto al lavoro è fornire una guida passo passo su come apportare modifiche al **questionario di registrazione**.



Pubblico di riferimento

Questo aiuto al lavoro è rivolto ai seguenti ruoli:

- 3rd Parte Fornitori LyondellBasell



Indice dei contenuti

Navigare nella guida al lavoro selezionando la sezione appropriata:

- **Revisione del questionario di registrazione**



Prerequisito

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

- **Sito del fornitore di LyondellBasell**
- **Questionario di registrazione dei fornitori Aiuto al lavoro**
- **Questionario di qualificazione dei fornitori Aiuto al lavoro**



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

Revisione del 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

Revisione del questionario di registrazione

- I contenuti dell'introduzione e dell'outro (pagine 4 e 11) sono stati aggiornati.
- Il punto 5 è stato aggiornato con una nuova formulazione, una schermata e una nota.

Questo aiuto al lavoro fornisce le fasi dettagliate per l'aggiornamento delle informazioni contenute nel **Questionario di registrazione**.



Il **Questionario di Registrazione** viene presentato dal **Fornitore** per l'approvazione. Gli **approvatori di LyondellBasell** approvano o rimandano il questionario al Fornitore se sono necessarie ulteriori informazioni o se è negato.



Al fornitore viene inviata una notifica via e-mail se sono necessarie ulteriori informazioni o se il questionario rivisto viene rifiutato.



Il **fornitore** può fare clic sul link fornito nell'e-mail per rivedere il questionario. Una volta inviate le risposte, il processo di approvazione viene ripetuto.



Si noti che il **Fornitore** può anche apportare modifiche al **Questionario di registrazione** se desidera aggiornare le proprie informazioni. La presentazione originale deve essere approvata prima che il **Fornitore** possa **rivedere la Risposta**.



Nota: è possibile accedere al sito Questionari e proposte (dove si trova il questionario di registrazione) utilizzando questo link:

<https://proposals.seller.ariba.com/>

Si consiglia di inserire questo link nei preferiti per accedervi facilmente in futuro. È necessario selezionare **LyondellBasell** se si è collegati a più clienti.



Revisione del questionario di registrazione

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



Revisione del questionario di registrazione

1

È possibile rivedere il **Questionario di Registrazione** se si desidera aggiornare le informazioni aziendali o se LyondellBasell chiede di aggiornare le informazioni aziendali. Accedere al portale con il proprio nome utente e password e fare clic su **Login**.

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 sustainability and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability report in your supplier profile.

[Learn More](#)



Nota: è possibile accedere al sito Questionari e proposte (dove si trova il questionario di registrazione) utilizzando questo link:

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Si consiglia di inserire questo link nei preferiti per accedervi facilmente in futuro. È necessario selezionare **LyondellBasell** se si è collegati a più clienti.



Revisione del questionario di registrazione

2

Viene visualizzata la homepage. Fare clic su **Questionario di registrazione del fornitore** nella sezione **Questionario di registrazione** per rivedere la propria risposta.

There are no matched postings.

Welcome to the **Ariba Spend Management** 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
N				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc4457224782	3/23/6107 10:04 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

3

Viene visualizzata la schermata del **questionario**. Fare clic su **Revisione della risposta**.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

Name ↑

▼ 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.

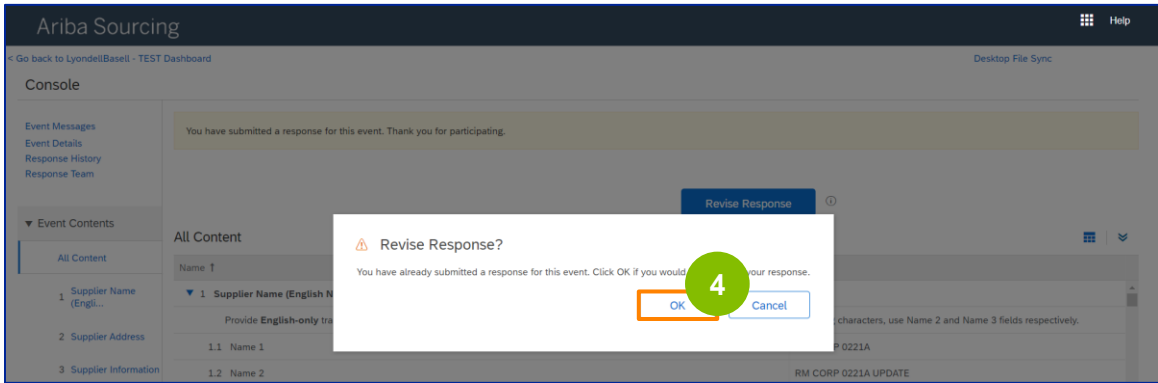
1.1 Name 1	RM CORP 0221A
1.2 Name 2	RM CORP 0221A UPDATE



Revisione del questionario di registrazione

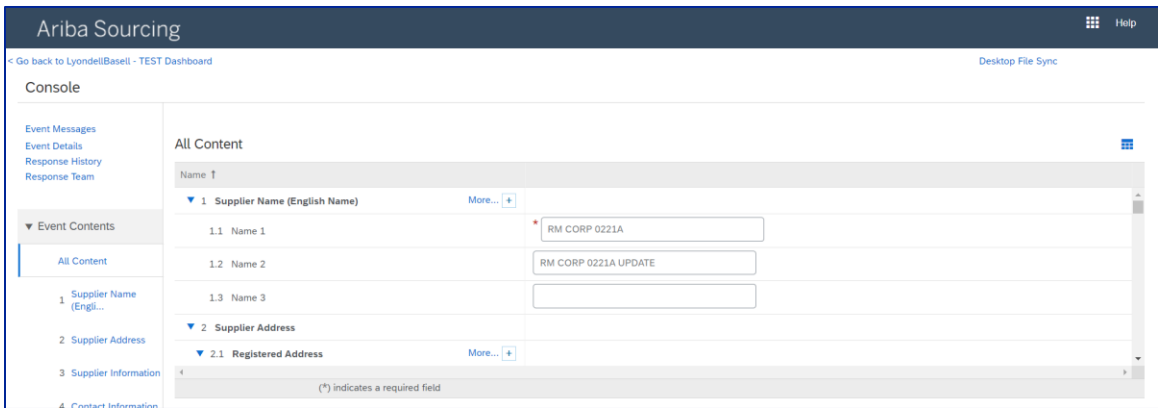
4

Viene visualizzata la finestra pop-up **Revisione della risposta**. Fare clic su **OK**.



5

Il questionario è pronto per la revisione.





Revisione del questionario di registrazione

6

Aggiornare i campi che richiedono modifiche. È possibile aggiornare informazioni come il nome della società, le informazioni di contatto, l'indirizzo, i dati fiscali e le coordinate bancarie.

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 Control Key: No Choice

Bank Currency: (USD) American Dollar

Bank Document: attachment.docx Update file Delete file

Bank Reference Number (Use this field if account number is more than 18 characters)

Add an additional Bank Details (*) indicates a required field



Nota: se è necessario aggiornare le informazioni bancarie, è necessario cancellare la voce relativa alle coordinate bancarie esistenti e aggiungere le nuove informazioni bancarie in una nuova voce. **NON** modificare le vecchie informazioni bancarie.

7

Dopo aver effettuato gli aggiornamenti, fare clic su **Invia risposta completa**.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Console

Event Messages

Event Details

Response History

Response Team

Event Contents

Supplier Name (English Name)

(Section 1 of 10) Next

1 Supplier Name (English Name) More...

1.1 Name 1 RM CORP 0221A

1.2 Name 2 RM CORP 0221A UPDATE

1.3 Name 3 (*) indicates a required field

Submit Entire Response 7 Reload Last Bid Save draft Compose Message Excel Import



Revisione del questionario di registrazione

8

Fare clic su **OK**.

The screenshot shows the Ariba Sourcing interface. A modal dialog box is displayed in the center with the title "Submit this response?". The dialog contains a green checkmark icon, the text "Submit this response?", and "Click OK to submit". Below the text are two buttons: "OK" and "Cancel". A green circle with the number "8" is overlaid on the "OK" button. The background interface shows a "Supplier Name (English Name)" section with a table of items and a "Submit Entire Response" button.

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

The screenshot shows the Ariba Sourcing interface after the response has been submitted. A green banner at the top of the main content area contains a green checkmark icon and the text "Your revised response has been submitted. Thank you for participating in the event." The "OK" button from the previous dialog is highlighted with an orange border. The background interface shows the "Supplier Name (English Name)" section with a table of items and a "Compose Message" button.



Le modifiche sono state inviate a LyondellBasell.



LyondellBasell esaminerà le revisioni. Riceverete una **notifica via e-mail** con gli eventuali aggiornamenti.

Grazie



Portal zarządzania informacjami o dostawcach Zmiany dostawców

Pomoc zawodowa Ariba SLP



Cel

Celem niniejszej pomocy jest przedstawienie krok po kroku sposobu wprowadzania zmian w **Kwestionariuszu rejestracyjnym**.



Docelowi odbiorcy

Ta pomoc dotyczy następujących ról:

- 3rd Strona Dostawcy LyondellBasell



Spis treści

Poruszaj się po pomocy roboczej, wybierając odpowiednią sekcję:

- [Zmiana kwestionariusza rejestracyjnego](#)



Warunek wstępny

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

- [Strona dostawcy LyondellBasell](#)
- [Kwestionariusz rejestracji dostawcy - pomoc w pracy](#)
- [Kwestionariusz kwalifikacji dostawcy - pomoc w pracy](#)



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.

Zmiana kwestionariusza rejestracyjnego

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

Szczegóły aktualizacji Job Aid z października 2023 r.

Zmiana kwestionariusza rejestracyjnego

- Treści intro i outro (strony 4 i 11) zostały zaktualizowane.
- Krok 5 został zaktualizowany o nowe sformułowanie, zrzut ekranu i notatkę.

Niniejsza pomoc zawodowa zawiera szczegółowe kroki związane z aktualizacją informacji w kwestionariuszu **rejestracyjnym**.



Kwestionariusz rejestracyjny jest przedkładany przez Dostawcę do zatwierdzenia. Osoby zatwierdzające LyondellBasell zatwierdzają lub odsyłają kwestionariusz do Dostawcy, jeśli potrzebne są dodatkowe informacje lub jeśli kwestionariusz został odrzucony.



Powiadomienie e-mail jest wysyłane do **dostawcy**, jeśli wymagane są dodatkowe informacje lub jeśli poprawiony kwestionariusz zostanie odrzucony.



Dostawca może kliknąć link podany w wiadomości e-mail, aby poprawić kwestionariusz. Po przesłaniu odpowiedzi proces zatwierdzania jest powtarzany.



Należy pamiętać, że **Dostawca** może również wprowadzić zmiany w **Kwestionariuszu rejestracyjnym**, jeśli chce zaktualizować swoje informacje. Pierwotne zgłoszenie musi zostać zatwierdzone, zanim **Dostawca będzie mógł zmienić odpowiedź.**



Uwaga: Możesz również przejść do strony z kwestionariuszami i propozycjami (gdzie znajdziesz swój kwestionariusz rejestracyjny), korzystając z tego łącza: <https://proposals.seller.ariba.com/>.

Zaleca się dodanie tego linku do zakładek, aby mieć do niego łatwy dostęp w przyszłości. Jeśli jesteś powiązany z wieloma klientami, musisz wybrać **LyondellBasell**.



Zmiana kwestionariusza rejestracyjnego

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



Zmiana kwestionariusza rejestracyjnego

1

Użytkownik może zmienić swój **Kwestionariusz Rejestracyjny**, jeśli chce zaktualizować informacje o swojej firmie lub jeśli LyondellBasell poprosi go o aktualizację informacji o firmie. Zaloguj się do portalu za pomocą nazwy użytkownika i hasła, a następnie kliknij przycisk **Zaloguj**.

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 ESG performance and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability risk assessment supplier profile.

Learn More



Uwaga: Możesz również przejść do strony z kwestionariuszami i propozycjami (gdzie znajdziesz swój kwestionariusz rejestracyjny), korzystając z tego łącza: <https://proposals.seller.ariba.com/>.

Zaleca się dodanie tego linku do zakładek, aby mieć do niego łatwy dostęp w przyszłości. Jeśli jesteś powiązany z wieloma klientami, musisz wybrać **LyondellBasell**.



Zmiana kwestionariusza rejestracyjnego

2

Zostanie wyświetlona strona główna. Kliknij **Kwestionariusz rejestracji dostawcy** w sekcji **Kwestionariusz rejestracji**, aby poprawić swoją odpowiedź.

The screenshot shows the Ariba Spend Management interface. At the top, it says 'SAP Ariba Proposals and Questionnaires' and 'Standard Account'. Below that, there's a 'TEST MODE' indicator. The main content area is titled 'LYONDELLBASELL - TEST' and contains a welcome message. There are three main sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section contains a table with the following data:

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc4457224782	3/23/6107 10:04 PM	Registered

3

Zostanie wyświetlony ekran **kwestionariusza**. Kliknij opcję **Popraw odpowiedź**.

The screenshot shows the Ariba Sourcing interface. At the top, it says 'Ariba Sourcing' and 'Help'. Below that, there's a navigation bar with 'Go back to LyondellBasell - TEST Dashboard' and 'Desktop File Sync'. The main content area is titled 'Console' and contains a message: 'You have submitted a response for this event. Thank you for participating.' Below this, there's a 'Revise Response' button highlighted with a green circle and the number '3'. The 'All Content' section shows a list of items:

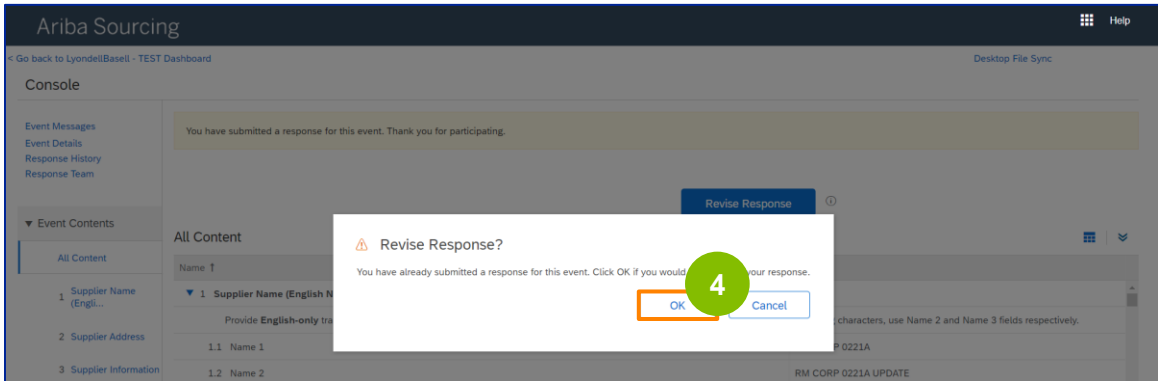
Name ↑	Less...
▼ 1 Supplier Name (English Name)	
Provide English-only translated name. Use Name 1 field to enter the Company Name, it only accepts up to 35 characters. For the remaining characters, use Name 2 and Name 3 fields respectively.	
1.1 Name 1	RM CORP 0221A
1.2 Name 2	RM CORP 0221A UPDATE



Zmiana kwestionariusza rejestracyjnego

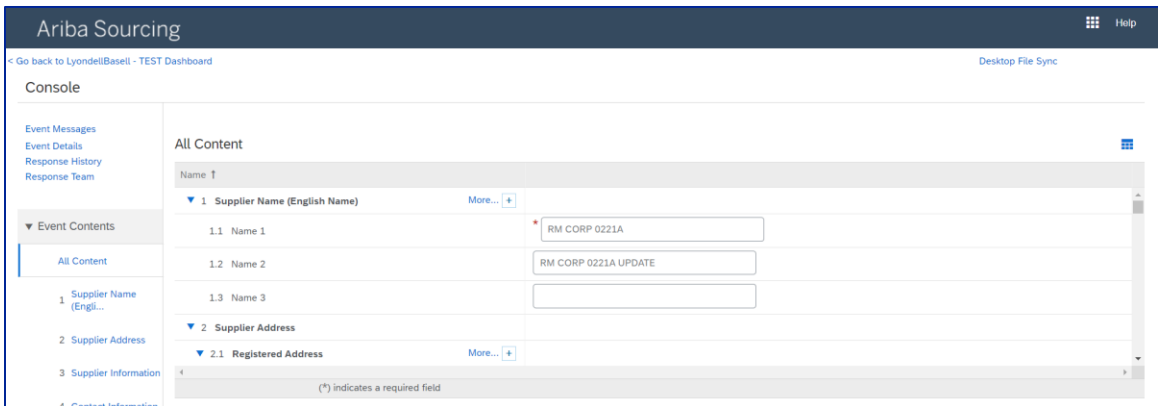
4

Zostanie wyświetlone wyskakujące okno **Revise Response**. Kliknij przycisk **OK**.



5

Kwestionariusz jest gotowy do rewizji.





Zmiana kwestionariusza rejestracyjnego

6

Zaktualizuj pola, które wymagają zmian. Możesz zaktualizować informacje, takie jak nazwa firmy, dane kontaktowe, adres, dane podatkowe i dane bankowe.



Uwaga: Jeśli chcesz zaktualizować informacje bankowe, musisz usunąć istniejący wpis danych bankowych i dodać nowe informacje bankowe w nowym wpisie. **NIE** edytuj starych informacji bankowych.

7

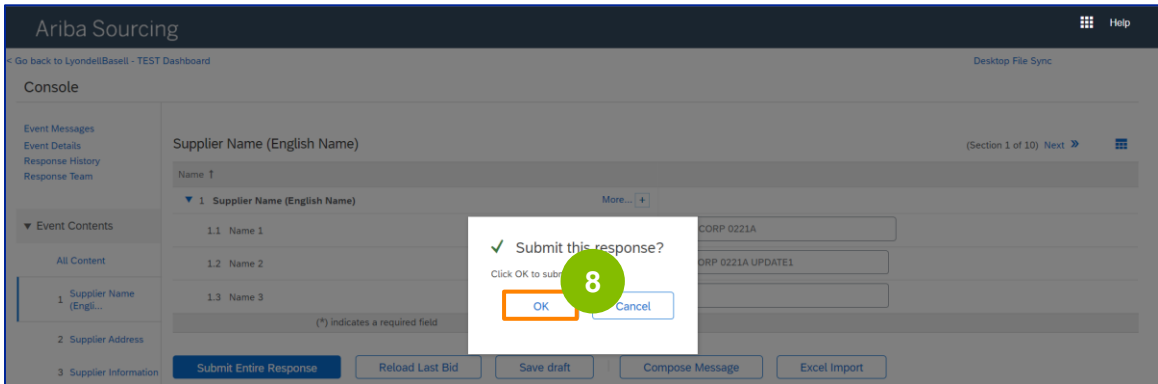
Po dokonaniu aktualizacji kliknij przycisk **Prześlij całą odpowiedź**.



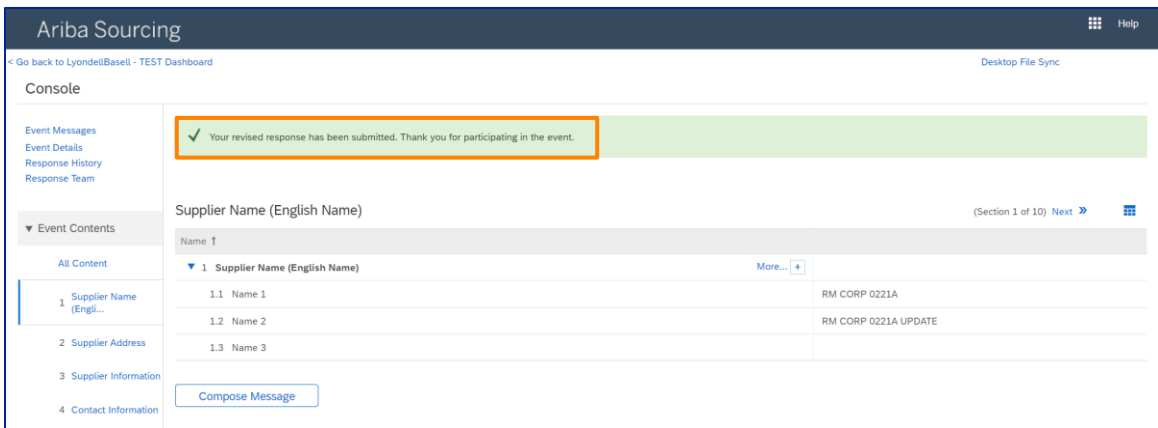
Zmiana kwestionariusza rejestracyjnego

8

Kliknij przycisk **OK**.



Zostanie wyświetlony komunikat z potwierdzeniem "Twoja poprawiona odpowiedź została przesłana. Dziękujemy za udział w wydarzeniu".





Zmiany zostały przesłane do LyondellBasell.



LyondellBasell dokona przeglądu poprawek.
Otrzymasz **powiadomienie e-mail** z wszelkimi aktualizacjami.

Dziękuję



Portal de Gestão de Informação de Fornecedores Alterações de Fornecedores

Ajuda de trabalho do Ariba SLP



Objetivo

O objetivo desta ajuda de trabalho é fornecer um guia passo a passo sobre como fazer alterações no **Questionário de Registo**.



Público-alvo

Esta ajuda de emprego destina-se às seguintes funções:

- 3rd Fornecedores da LyondellBasell



Índice

Navegue pela ajuda de trabalho seleccionando a secção adequada:

- [Rever o questionário de registo](#)



Pré-requisito

Antes de consultar esta ajuda de trabalho, consulte o seguinte:

- [Site do fornecedor da LyondellBasell](#)
- [Questionário de registo de fornecedores Ajuda de trabalho](#)
- [Questionário de qualificação de fornecedores Ajuda de trabalho](#)



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

Rever 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

Rever o questionário de registo

- O conteúdo da introdução e do final (páginas 4 e 11) foi atualizado.
- O passo 5 foi atualizado com nova redação, captura de ecrã e nota.

Esta ajuda de trabalho fornece-lhe os passos pormenorizados necessários para atualizar as informações do **Questionário de Registo**.



O **Questionário de Registo** é apresentado pelo **Fornecedor** para aprovação. Os **Aprovadores da LyondellBasell** aprovam ou enviam o questionário de volta ao Fornecedor se forem necessárias informações adicionais ou se forem recusadas.



É enviada uma notificação por correio eletrónico ao **fornecedor** se forem necessárias informações adicionais ou se o questionário revisto for recusado.



O **fornecedor** pode clicar na ligação fornecida na mensagem de correio eletrónico para rever o questionário. Uma vez enviadas as respostas, o processo de aprovação repete-se.



Note-se que o **Fornecedor** também pode fazer alterações ao **Questionário de Registo** se pretender atualizar as suas informações. A apresentação original tem de ser aprovada antes de o **Fornecedor** poder **Rever a Resposta**.



Nota: Pode também navegar para o seu sítio "Questionários e Propostas" (onde se encontra o seu Questionário de Inscrição) utilizando esta ligação:

<https://proposals.seller.ariba.com/>

Recomenda-se que marque esta ligação para facilitar o acesso no futuro. Terá de seleccionar **LyondellBasell** se estiver ligado a vários clientes.



Rever o questionário de registo

Os passos seguintes são para **3rd Party LyondellBasell Suppliers**



Rever o questionário de registo

1

Pode rever o seu **Questionário de Registo** se pretender atualizar as informações da sua empresa ou se a LyondellBasell lhe pedir para atualizar as informações da sua empresa. Inicie sessão no portal com o seu nome de utilizador e palavra-passe e clique em **Iniciar sessão**.

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 ESG performance and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability risk assessment.

[Learn More](#)



Nota: Pode também navegar para o seu sítio "Questionários e Propostas" (onde se encontra o seu Questionário de Inscrição) utilizando esta ligação:

<https://proposals.seller.ariba.com/>

Recomenda-se que marque esta ligação para facilitar o acesso no futuro. Terá de seleccionar **LyondellBasell** se estiver ligado a vários clientes.



Rever o questionário de registo

2

É apresentada a página inicial. Clique em **Questionário de registo do fornecedor** na secção **Questionário de registo** para rever a sua resposta.

The screenshot shows the Ariba Spend Management dashboard for a user named LYONDELLBASELL - TEST. The dashboard includes a navigation menu with 'Home', 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is expanded, showing a table with columns for Title, ID, End Time, and Status. A row is highlighted with a green circle and the number 2, containing the text 'Supplier Registration Questionnaire', ID 'Doc4457224782', and End Time '3/23/6107 10:04 PM'. The status is 'Registered'.

3

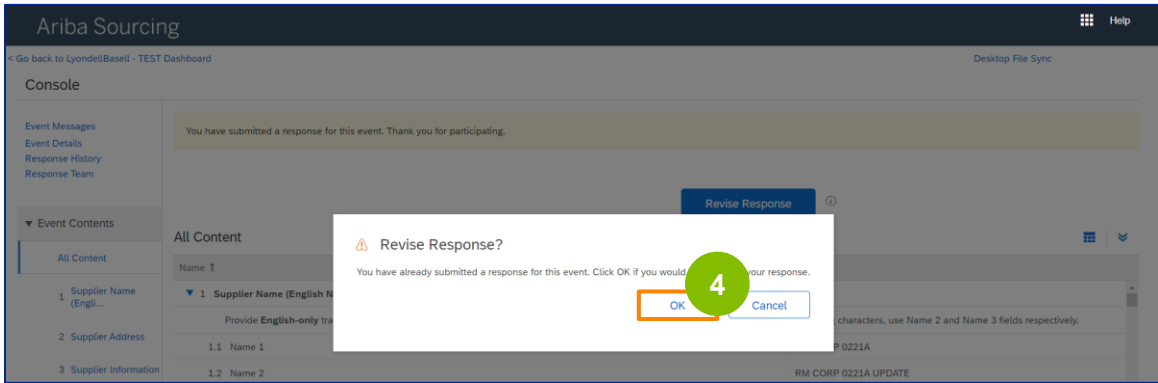
É apresentado o ecrã do **Questionário**. Clique em **Rever resposta**.

The screenshot shows the Ariba Sourcing questionnaire interface. At the top, it says 'Ariba Sourcing' and 'Help'. Below that, it says 'Go back to LyondellBasell - TEST Dashboard' and 'Desktop File Sync'. The main content area has a yellow banner that says 'You have submitted a response for this event. Thank you for participating.' Below this, there is a 'Revise Response' button highlighted with a green circle and the number 3. The 'All Content' section is expanded, showing a table with columns for Name 1 and Name 2. The table contains two rows: '1.1 Name 1' with value 'RM CORP 0221A' and '1.2 Name 2' with value 'RM CORP 0221A UPDATE'.

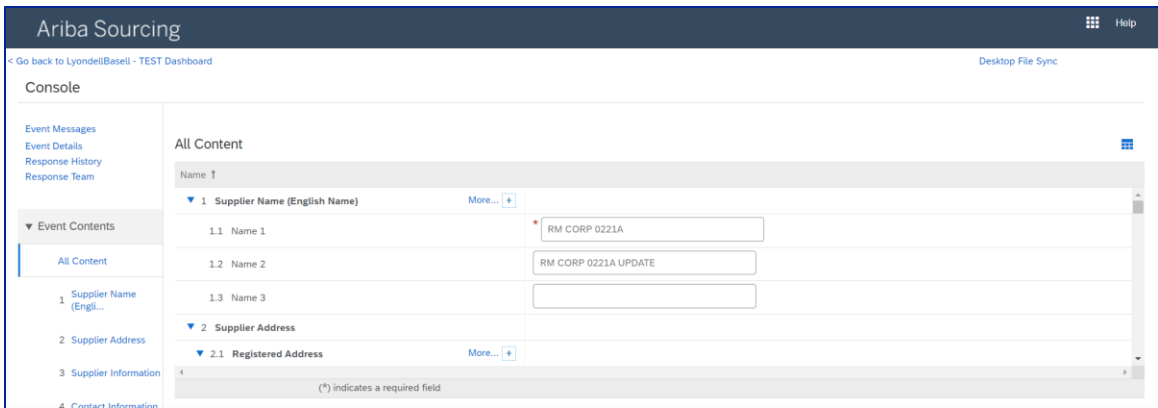


Rever o questionário de registo

4 A janela pop-up **Revisar resposta** é exibida. Clique em **OK**.



5 O questionário está pronto para ser revisto.





Rever o questionário de registo

6

Atualize os campos que requerem alterações. Pode atualizar informações como o nome da sua empresa, informações de contacto, endereço, dados fiscais e dados bancários.

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 Control Key: No Choice

Bank Currency: (USD) American Dollar

Bank Document: attachment.docx Update file Delete file

Bank Reference Number (Use this field if your account number is more than 18 characters)

Add an additional Bank Details (*) indicates a required field



Nota: Se necessitar de atualizar as suas informações bancárias, deve eliminar a entrada dos dados bancários existentes e adicionar as novas informações bancárias numa nova entrada. **NÃO** edite as suas informações bancárias antigas.

7

Depois de efetuar as actualizações, clique em **Submeter resposta completa**.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Console

Event Messages

Event Details

Response History

Response Team

Event Contents

All Content

1 Supplier Name (Engl...)

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 RM CORP 0221A UPDATE

1.3 Name 3

(*) indicates a required field

Submit Entire Response 7 Reload Last Bid Save draft Compose Message Excel Import



Rever o questionário de registo

8

Clique em **OK**.

The screenshot shows the Ariba Sourcing interface. A modal dialog box is displayed in the center with the title "Submit this response?". Below the title, it says "Click OK to submit". There are two buttons: "OK" and "Cancel". A green circle with the number "8" is overlaid on the "OK" button. The background shows a form for "Supplier Name (English Name)" with fields for "Name 1", "1.1 Name 1", "1.2 Name 2", and "1.3 Name 3". There are also buttons for "Submit Entire Response", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

É apresentada uma mensagem de confirmação "A sua resposta revista foi submetida. Obrigado por participar no evento" é apresentada.

The screenshot shows the Ariba Sourcing interface after the response has been submitted. A green banner at the top contains a checkmark icon and the message: "Your revised response has been submitted. Thank you for participating in the event." Below the banner, the form for "Supplier Name (English Name)" is visible, showing the same fields as in the previous screenshot. A "Compose Message" button is now visible at the bottom of the form.



Submeteu agora as suas alterações à LyondellBasell.



A LyondellBasell analisará as suas revisões. Receberá uma **notificação por correio eletrónico** com as eventuais actualizações.



Obrigado



Portal de gestión de la información del proveedor Cambios en el Proveedor Ayuda de Ariba SLP



Propósito

El objetivo de esta ayuda de trabajo es proporcionar una guía paso a paso sobre cómo realizar cambios en el **Cuestionario de Registro**.



Público al que está dirigido

Esta ayuda de trabajo es para las siguientes funciones:

- Proveedores de LyondellBasell



Índice

Navegue por la ayuda para el trabajo seleccionando la sección adecuada:

- [Revisar el cuestionario de registro](#)



Requisito previo

Consulte lo siguiente antes de ver esta ayuda de trabajo:

- [Sitio para proveedores de LyondellBasell](#)
- [Cuestionario de registro de proveedores Ayuda de trabajo](#)
- [Cuestionario de calificación de proveedores Ayuda de trabajo](#)



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

Revisar el 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

Revisar el cuestionario de registro

- Se ha actualizado el contenido de la introducción y la conclusión (páginas 4 y 11).
- Se ha actualizado el paso 5 con nueva redacción, captura de pantalla y nota.

Esta ayuda de trabajo le proporciona los pasos detallados para actualizar la información del **Cuestionario de Registro**.



El **Proveedor** presenta el **Cuestionario de registro** para su aprobación. Los **aprobadores de LyondellBasell** aprueban o devuelven el cuestionario al Proveedor si se necesita información adicional o si lo rechazan..



Se envía una notificación por correo electrónico al **Proveedor** si se requiere información adicional o si se rechaza el cuestionario revisado.



El **Proveedor** puede hacer clic en el enlace que figura en el correo electrónico para revisar el cuestionario. Una vez enviadas las respuestas, se repite el proceso de aprobación.



Tenga en cuenta que el **Proveedor** también puede realizar cambios en el **Cuestionario de Registro** si desea actualizar su información. La presentación original debe ser aprobada antes de que el **Proveedor** pueda **Revisar la Respuesta**.



Nota: También puede navegar a su sitio de Cuestionarios y Propuestas (donde encontrará su Cuestionario de registro) utilizando este enlace:

<https://proposals.seller.ariba.com/>

Se recomienda marcar este enlace para facilitar el acceso en el futuro. Deberá seleccionar **LyondellBasell** si está vinculado a varios clientes.



Revisar el cuestionario de registro

Los siguientes pasos son para **Proveedores de LyondellBasell**



Revisar el cuestionario de registro

1

Puede revisar su **Cuestionario de registro** si desea actualizar los datos de su empresa o si LyondellBasell le pide que actualice los datos de su empresa. Acceda al portal con su nombre de usuario y contraseña y haga clic en **Login**.

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 ESG performance and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability risk assessment tool.

[Learn More](#)



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<https://proposals.seller.ariba.com/>

Se recomienda marcar este enlace para facilitar el acceso en el futuro. Deberá seleccionar **LyondellBasell** si está vinculado a varios clientes.



Revisar el cuestionario de registro

2

Aparecerá la página de inicio. Haga clic en **Cuestionario de registro de proveedores** en la sección **Cuestionario de registro** para revisar su respuesta.

The screenshot shows the Ariba Spend Management dashboard for a user named LYONDELLBASELL - TEST. The dashboard includes a navigation menu with 'Home', 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is expanded, showing a table with one entry: 'Supplier Registration Questionnaire' with ID 'Doc4457224782' and status 'Registered'. A green circle with the number '2' highlights the 'Supplier Registration Questionnaire' row.

3

Aparecerá la pantalla **Cuestionario**. Haga clic en **Revisar respuesta**.

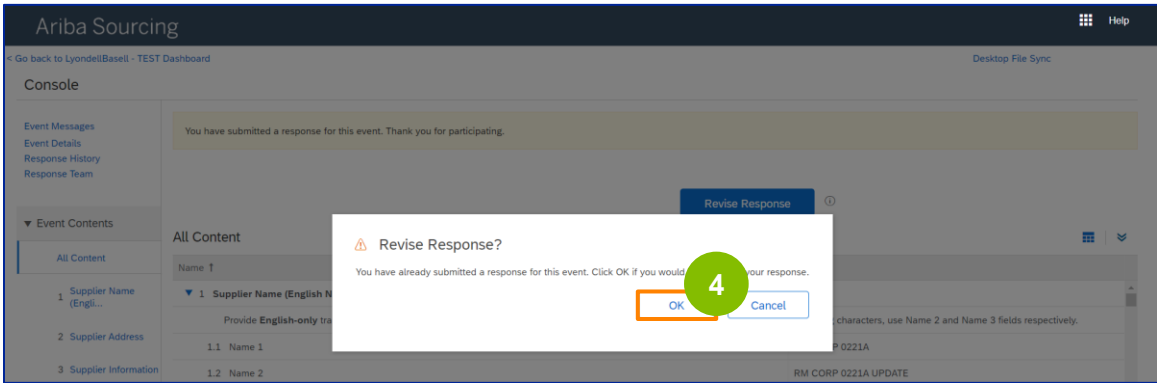
The screenshot shows the Ariba Sourcing questionnaire page. The page title is 'Ariba Sourcing' and the user is logged in as 'LyondellBasell - TEST Dashboard'. The main content area displays a message: 'You have submitted a response for this event. Thank you for participating.' Below this message is a 'Revise Response' button, which is highlighted with a green circle and the number '3'. The 'All Content' section shows a table with columns for 'Name' and 'Supplier Name (English Name)'. The table contains two rows: '1.1 Name 1' with value 'RM CORP 0221A' and '1.2 Name 2' with value 'RM CORP 0221A UPDATE'.



Revisar el cuestionario de registro

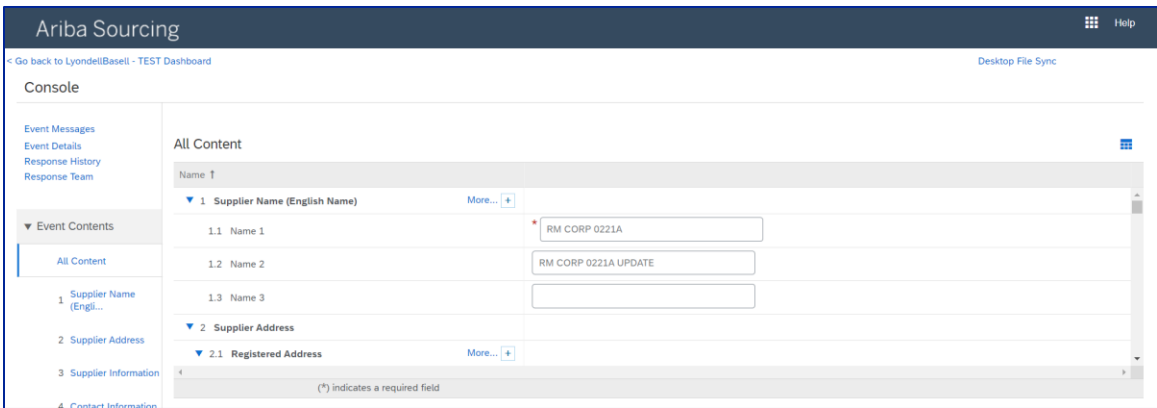
4

Aparecerá la ventana emergente **Revisar respuesta**. Haga clic en **Aceptar**.



5

El cuestionario está listo para su revisión.





Revisar el cuestionario de registro

6

Actualice los campos que requieran cambios. Puede actualizar información como el nombre de su empresa, información de contacto, dirección, datos fiscales y datos bancarios.

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 Control Key: No Choice

Bank Currency: (USD) American Dollar

Bank Document: attachment.docx Update file Delete file

Bank Reference Number (Use this field if account number is more than 18 characters)

Add an additional Bank Details (*) indicates a required field



Nota: Si necesita actualizar sus datos bancarios, debe eliminar la entrada de datos bancarios existente y añadir los nuevos datos bancarios en una nueva entrada. **NO** modifique los datos bancarios antiguos.

7

Una vez que haya realizado las actualizaciones, haga clic en **Enviar respuesta completa**.

Ariba Sourcing

< Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

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

1 Supplier Name (English Name) More...

1.1 Name 1 RM CORP 0221A

1.2 Name 2 RM CORP 0221A UPDATE

1.3 Name 3

Submit Entire Response 7 Reload Last Bid Save draft Compose Message Excel Import



Revisar el cuestionario de registro

8

Haga clic en **Aceptar**.

The screenshot shows the Ariba Sourcing interface. A modal dialog box is displayed in the center with the text "Submit this response?" and a green checkmark icon. Below the text, it says "Click OK to submit" and "Click Cancel to cancel". There are two buttons: "OK" and "Cancel". A green circle with the number "8" is overlaid on the "OK" button. The background shows a form for "Supplier Name (English Name)" with fields for "Name 1", "1.1 Name 1", "1.2 Name 2", and "1.3 Name 3". There are also buttons for "Submit Entire Response", "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import".

Aparecerá el mensaje de confirmación "Su respuesta revisada ha sido enviada. Gracias por participar en el evento".

The screenshot shows the Ariba Sourcing interface after the submission. A green banner message is displayed at the top, stating "Your revised response has been submitted. Thank you for participating in the event." The message is highlighted with an orange border. Below the message, the form for "Supplier Name (English Name)" is visible, showing the same fields as in the previous screenshot. The "OK" button is now disabled, and a "Compose Message" button is visible at the bottom.



Ha enviado sus cambios a LyondellBasell.



LyondellBasell revisará sus actualizaciones.
Recibirá una **notificación por correo electrónico**
con las actualizaciones.



Gracias



Tedarikçi Bilgi Yönetimi Portalı

Tedarikçi Değişiklikleri

Ariba SLP İş Yardımı



Amaç

Bu iş yardımının amacı, **Kayıt Anketinde** nasıl değişiklik yapılacağına ilişkin adım adım bir kılavuz sağlamaktır.



Hedef Kitle

Bu iş yardımı aşağıdaki roller içindir:

- LyondellBasell Tedarikçileri



İçindekiler

Uygun bölümü seçerek iş yardımında gezin:

- **Kayıt Anketinin Gözden Geçirilmesi**



Ön Koşul

Bu iş yardımını görüntülemeye önce aşağıdakilere bakın:

- **LyondellBasell Tedarikçi Sitesi**
- **Tedarikçi Kayıt Anketi İş Yardımı**
- **Tedarikçi Yeterlilik Anketi İş Yardımı**



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 Revize Edin

- Ankette yapılan çoklu geliştirmeler nedeniyle tüm adımlar güncellenmiştir.

Ekim 2023 İş Yardımı Güncelleme Detayları

Kayıt Anketini Revize Edin

- Giriş ve çıkış içerikleri (sayfa 4 ve 11) güncellenmiştir.
- Adım 5 yeni ifadeler, ekran görüntüsü ve not ile güncellenmiştir.

Bu iş yardımı, **Kayıt Anketindeki** bilgilerin güncellenmesiyle ilgili ayrıntılı adımları size sunmaktadır.



Kayıt Anketi Tedarikçi tarafından onay için sunulur. **LyondellBasell Onaylayıcıları** ya onaylar ya da ek bilgi gerekiyorsa veya reddedilirse anketi Tedarikçiye geri gönderir.



Ek bilgi gerekiyorsa veya revize edilmiş anket reddedilirse **Tedarikçiye** bir e-posta bildirimini gönderilir.



Tedarikçi, anketi revize etmek için e-postada verilen bağlantıya tıklayabilir. Yanıtlar gönderildikten sonra onay süreci tekrarlanır.



Tedarikçinin bilgilerinde güncelleme yapmak istemesi halinde **Kayıt Anketinde** de değişiklik yapabileceğini unutmayın. **Tedarikçinin Yanıtı Revize** edebilmesi için önce orijinal gönderimin onaylanması gerekir.



Not: Ayrıca bu bağlantıyı kullanarak Anketler ve Teklifler sitenize (Kayıt Anketinizi bulabileceğiniz yer) gidebilirsiniz: <https://proposals.seller.ariba.com/>

Gelecekte kolay erişim için bu bağlantıyı yer imlerine eklemeniz önerilir. Birden fazla müşteriye bağlıysanız **LyondellBasell'i** seçmeniz gerekecektir.



Kayıt Anketinin Gözden Geçirilmesi

Aşağıdaki adımlar **LyondellBasell Tedarikçileri** içindir



Kayıt Anketini Revize Edin

1

Şirket bilgilerinizde güncelleme yapmak isterseniz veya LyondellBasell sizden şirket bilgilerinizi güncellenizi isterse **Kayıt Anketinizi** gözden geçirebilirsiniz. Kullanıcı adınız ve şifrenizle portala giriş yapın ve **Giriş'e** tıklayın.

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 sustainability and build trust with buyers using the standardized human rights due diligence questionnaire and sustainability risk assessment supplier profile.

Learn More



Not: Ayrıca bu bağlantıyı kullanarak Soru Formları ve Teklifler sitenize (Kayıt Soru Formunuzu bulabileceğiniz yer) gidebilirsiniz: <https://proposals.seller.ariba.com/>

Gelecekte kolay erişim için bu bağlantıyı yer imlerine eklemeniz önerilir. Birden fazla müşteriye bağlıysanız **LyondellBasell'i** seçmeniz gerekecektir.



Kayıt Anketini Revize Edin

2

Ana sayfa görüntülenir. Yanıtınızı gözden geçirmek için **Kayıt Anketi** bölümündeki **Tedarikçi Kayıt Anketi**'ne tıklayın.

The screenshot shows the Ariba Spend Management dashboard. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', and 'TEST MODE'. The main content area is titled 'LYONDELLBASELL - TEST' and contains a welcome message, a 'Home' button, and three sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is expanded, showing a table with one entry: 'Supplier Registration Questionnaire' with ID 'Doc4457224782' and status 'Registered'. A green circle with the number '2' highlights this entry.

3

Anket ekranı görüntülenir. **Yanıtı Gözden Geçir'e** tıklayın.

The screenshot shows the Ariba Sourcing 'All Content' page. The top navigation bar includes 'Ariba Sourcing' and 'Help'. The main content area is titled 'All Content' and contains a message: 'You have submitted a response for this event. Thank you for participating.' Below this message is a 'Revise Response' button, which is highlighted with a green circle and the number '3'. The page also shows a sidebar with 'Event Contents' and 'All Content' sections, and a table with columns for 'Name' and 'Supplier Name (English Name)'. The table has two rows: '1.1 Name 1' with value 'RM CORP 0221A' and '1.2 Name 2' with value 'RM CORP 0221A UPDATE'.



Kayıt Anketini Revize Edin

4

Yanıtı Gözden Geçir açılır penceresi görüntülenir. **Tamam'a** tıklayın.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Name (Engl...
2 Supplier Address
3 Supplier Information

1.1 Name 1
1.2 Name 2

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

5

Anket revizyon için hazırdır.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console

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

1.1 Name 1
1.2 Name 2
1.3 Name 3

2 Supplier Address

2.1 Registered Address

RM CORP 0221A
RM CORP 0221A UPDATE

(*) indicates a required field



Kayıt Anketini Revize Edin

6

Değişiklik gerektiren alanları güncelleyin. Şirket adınız, iletişim bilgileriniz, adresiniz, vergi bilgileriniz ve banka bilgileriniz gibi bilgileri güncelleyebilirsiniz.

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 Control Key: No Choice

Bank Currency: (USD) American Dollar

Bank Document: attachment.docx Update file Delete file

Bank Reference Number (Use this field if your account number is more than 18 characters)

Add an additional Bank Details (*) indicates a required field



Not: Banka bilgilerinizi güncellenmeniz gerekiyorsa, mevcut banka bilgileri girişinizi silmeli ve yeni banka bilgilerinizi yeni bir girişe eklemelisiniz. Eski banka bilgilerinizi DÜZENLEMEYİN.

7

Güncellemelerinizi yaptıktan sonra **Tüm Yanıtı Gönder'e** tıklayın.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Console

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)

Name 1

1 Supplier Name (English Name) More...

1.1 Name 1 RM CORP 0221A

1.2 Name 2 RM CORP 0221A UPDATE

1.3 Name 3

(*) indicates a required field

Submit Entire Response 7 Reload Last Bid Save draft Compose Message Excel Import



Kayıt Anketini Revize Edin

8

Tamam'a tıklayın.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

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

Name 1

1 Supplier Name (English Name) More...

1.1 Name 1
1.2 Name 2
1.3 Name 3 (*) indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Submit this response?
Click OK to submit
OK Cancel

Bir onay mesajı "Gözden geçirilmiş yanıtınız gönderildi. Etkinliğe katıldığınız için teşekkür ederiz" mesajı görüntülenir.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console

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

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 RM CORP 0221A UPDATE1
1.3 Name 3

Compose Message

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



Şimdi deęişikliklerinizi LyondellBasell'e gönderiniz.



LyondellBasell revizyonlarınızı gözden geçirecektir. Güncellemeleri içeren bir **e-posta bildirimini alacaksınız.**

Teşekkür ederiz