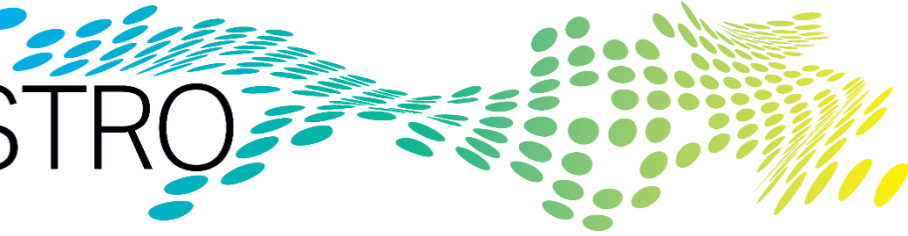


BUYING
@ COVESTRO



Buying@Covestro: How to register



Initial invitation via email

Dear First Name,

Heading for a digital future, we have decided to streamline our procurement processes by partnering with SAP Ariba®. As a valued supplier and trusted partner, we would like to welcome you onboard to our new "Buying@Covestro" program. You should have received an email already with more details regarding this topic, which you can review in the category "Buying@Covestro (Ariba)" by following this link:

<https://www.covestro.com/en/company/profile/procurement/supplier-information/download-links>

What does this mean for you?

For our future cooperation it is necessary that you check and complete your master data. For this purpose you must register once on our Buying@Covestro platform. This registration is free of charge and needs to be completed within a week after receiving this email. Please help us by completing the registration questionnaire as soon as possible. If you are not the right contact person for this, please forward this email accordingly.

Upon registering, you will be able to view, complete, and edit your company's vendor data within the Buying@Covestro platform. Keeping the data always up to date is an important prerequisite for our continued successful cooperation.

How can I register?

First, it is important to check whether your company already has an SAP Ariba® Supplier Account or not. In both cases, please follow the link below and select the appropriate option: "Sign up" or "Log in". After logging in or opening the SAP Ariba® supplier account, you will automatically be redirected to the Covestro questionnaire. Registration for an SAP Ariba® supplier account is not the same as registration with Covestro. Our link [Click Here](#) is valid for 30 days.

We have prepared an easy step-by-step guide to help you through the registration process, which you can download via the link below.

<https://www.covestro.com/en/company/profile/procurement/supplier-information/download-links>

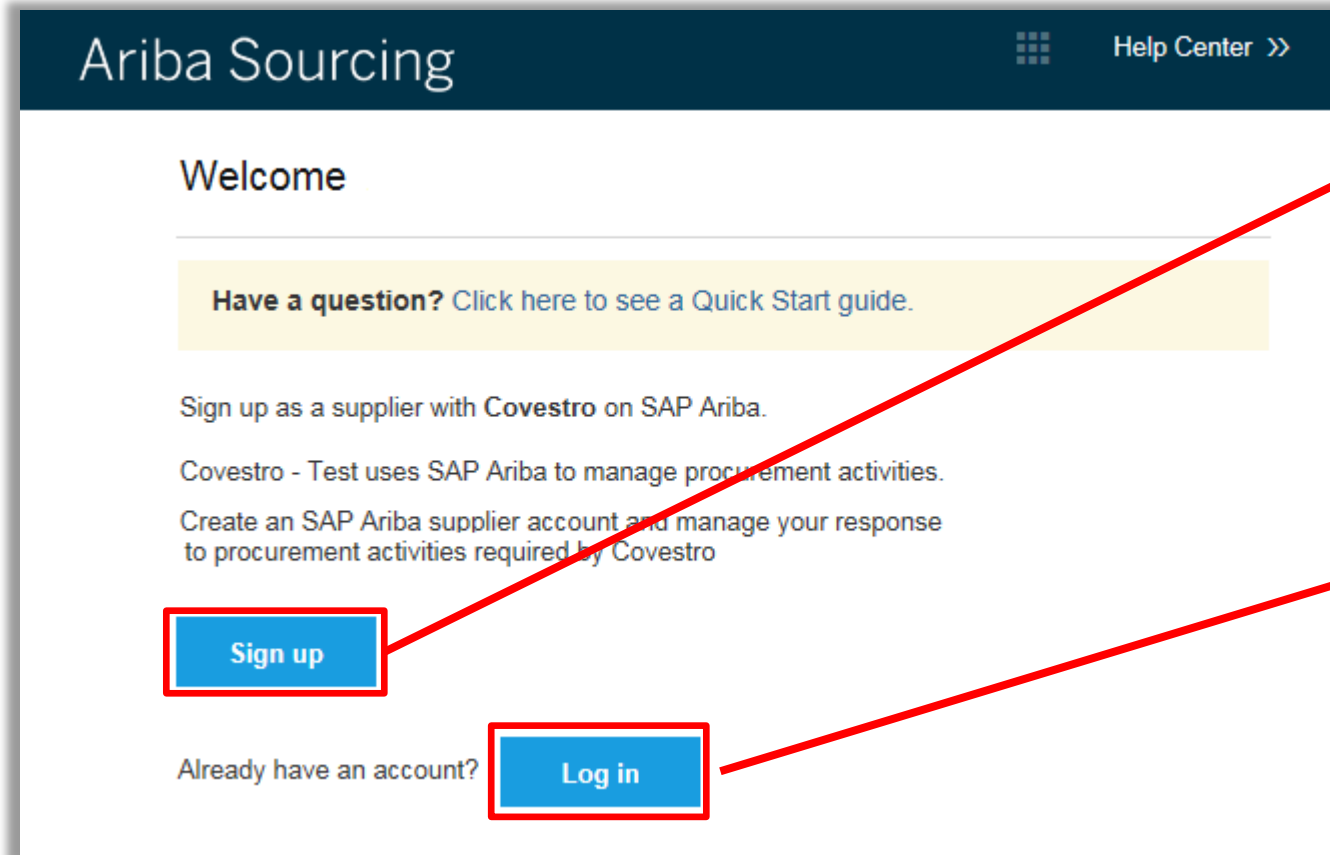
You will receive the initial invitation via email from COVESTRO with the email-address no-reply@eusmtp.ariba.com.

Click on the "Click here" link **in the mail** you have received.

You will be forwarded to a page where you can choose whether you already have an SAP Ariba® supplier account or you need to create one.

← *This is just a screenshot, you cannot click on this link*

Make the right choice



The screenshot shows the Ariba Sourcing login page. At the top, there is a dark blue header with the text "Ariba Sourcing" on the left and a "Help Center >>" link on the right. Below the header, the word "Welcome" is displayed. A yellow callout box contains the text "Have a question? Click here to see a Quick Start guide." Below this, there are three lines of text: "Sign up as a supplier with Covestro on SAP Ariba.", "Covestro - Test uses SAP Ariba to manage procurement activities.", and "Create an SAP Ariba supplier account and manage your response to procurement activities required by Covestro". At the bottom left, there is a blue "Sign up" button. Below it, the text "Already have an account?" is followed by a blue "Log in" button. Two red arrows originate from the "Sign up" and "Log in" buttons and point to explanatory text boxes on the right side of the slide.

Click on "sign up" if your company **does not** already have an SAP Ariba®-supplier account.

Click on "log in" if your company **already has** an SAP Ariba®-supplier account.



Log in with an existing SAP Ariba® supplier account

Ariba Sourcing Help Center >>

Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: *

Password: *

[Forgot Username](#)
[Forgot Password](#)

Log on to your existing SAP Ariba® supplier account.

You will be re-directed to the questionnaire.

Creating a new SAP Ariba® supplier account

SAP Ariba Proposals & Questionnaires ?

Create account

[Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by Covestro - Test.

Company information

** Indicates a required field*

Company Name: *

Country: * ▼ If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: *

Postal Code: *

City: *

State: ▼

After clicking on „Sign up“ you will be re-directed to the Ariba® Supplier Account creation.

Please fill all mandatory fields marked with an asteriks (*).

Creating a new SAP Ariba® supplier account

Tell us more about your business

Product and Service* Categories: -or-

Within the creation you will be asked to select your products/services from the product and service catalogue. This is how to do it. Please have in mind that Covestro has no influence in the listed categories.

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

Agricultural & Fishing Machinery >	Agricultural, Forestry and Landscaping Equipment >	Agricultural machinery for cleaning and sorting and grading >	Cleaning machines for seed or grain or dried leguminous vegetables ✓
Agricultural & Fishing Services >	Fishing & Aquaculture Equipment >	Agricultural machinery for harvesting >	Grading machines for seed or grain or dried leguminous vegetables ⊕
Apparel, Luggage & Personal Care >		Agricultural machinery for planting and seeding >	Grinding mills ⊕
Chemicals >		Agricultural machinery for soil preparation >	Hammer mills ⊕
Cleaning Supplies >		Agricultural processing ⊕	Rice cleaning or hulling equipment ⊕
Computer Hardware, Software & Telecom >			Sorting machines for seed or grain or dried leguminous vegetables ⊕
Construction & Maintenance Services >			

My Selections (1)

Cleaning machines for seed or grain or dried leguminous vegetables (View)

Once the plus-sign appears, you can choose the category, either in column two, three or four.

The selection must be confirmed, then click ok.

Step 7: creating a new SAP Ariba® supplier account

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

Create account and continue

Cancel

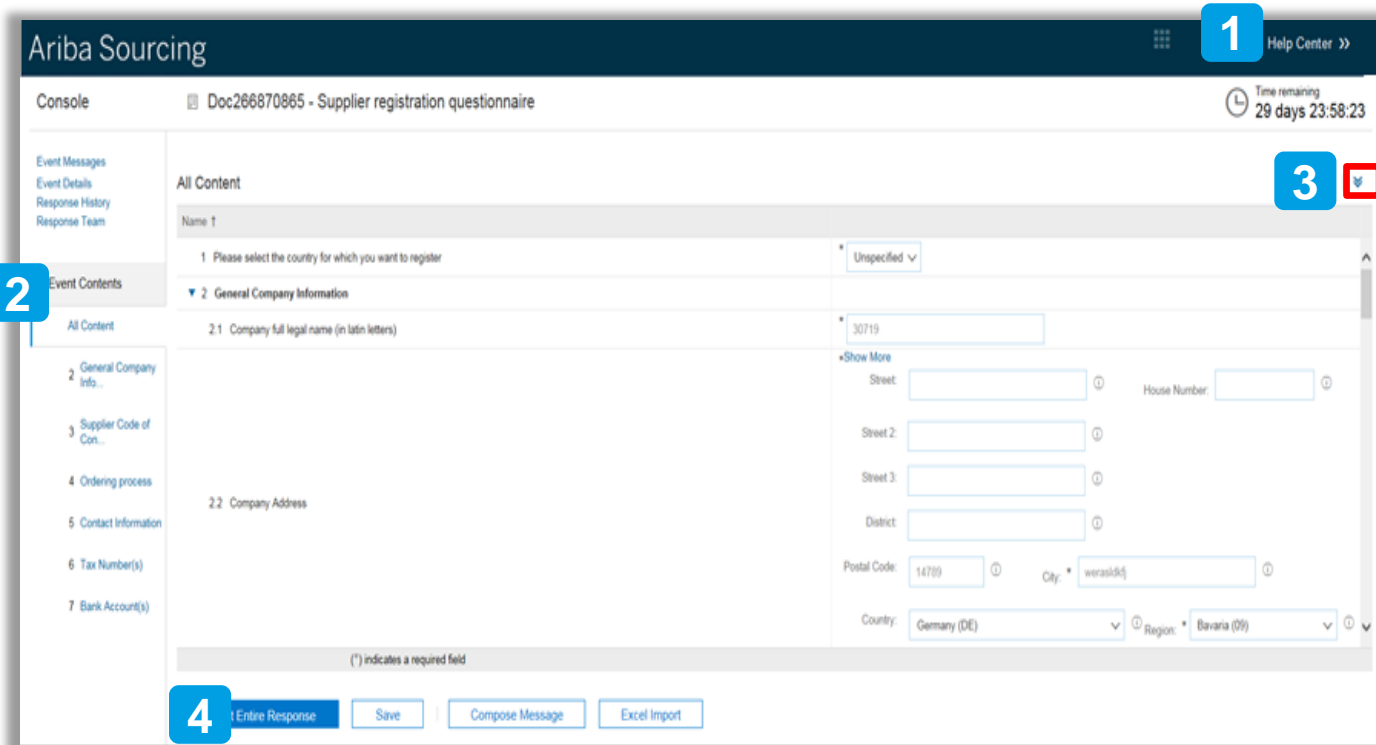
Read the “Terms of Use” and the “SAP Ariba Privacy Statement” and tick the boxes if you agree.

Now click "Create account and continue". You will be redirected directly to the Covestro questionnaire.



Complete the questionnaire

Page overview



1 Consult the HelpCenter or change your company's preferences.

2 Shows the overview of the questions in the questionnaire. By clicking you can jump to the corresponding topic.

3 Clicking on the marked arrows, the questionnaire expands.

4 Once you have completed your answers, click on "Submit Entire Response". The "Save" button saves the questionnaire for processing it later.

Fill the Covestro Questionnaire to register

▼ 1 General Company Information Less... -

Please provide information only in Latin letters

Dear supplier, please check the pre-filled information in the questionnaire. With this registration questionnaire we would like to register only the location listed in this questionnaire. If you are the wrong contact person or if you have any questions or need support in the registration process, please contact us via email at:

Canada, Europe, Mexico, USA: ariba@covestro.com

Thailand: procurement-directs.th@covestro.com / procurement-indirects.th@covestro.com

Greater China: procurement-directs.gc@covestro.com / procurement-indirects.gc@covestro.com

1.1 Company full legal name 1 (in Latin letters) *

1.2 Company full legal name 2 (in Latin letters)

*Show More

Street: ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: ⓘ City: *

Country: ▼

Time Zone: ⓘ

1.3 Company Address (in Latin letters)
Note: Maximum 35 characters (including spaces)

Please fill in all mandatory fields marked with an asterisk (*).

Some of the data is already pre-filled. If you see a company name and an address, please just change this info if the company name has changed or the company moved. We want to register the site which is named in the Questionnaire. If you have question regarding this topic, please get in touch with us. You will find our email-address at the end of this presentation.

Fill the Covestro Questionnaire to register

▼ 2 Supplier Code of Conduct	
2.1 Please find Covestro's Supplier Code of Conduct as follows: https://www.covestro.com/en/company/profile/procurement/sustainability-in-procurement/supplier-code-of-conduct	
2.2 Do you agree with our Code of Conduct?	* Unspecified ▼
▼ 3 Ordering process	
3.1 Indicate an e-mail address where to receive our purchase orders (only one is possible!)	* <input type="text"/>
3.2 Please select your preferred invoicing method	* Unspecified ▼ <input type="checkbox"/> Other <input type="text"/>
3.6 Please find more information under the following link: https://www.covestro.com/en/company/profile/procurement/supplier-information/invoicing/overview	
4 Contact Information	Add Contact Information (0)
▼ 5 Additional Information	
5.1 Did you make changes (add / delete / change) in your company name or address ?	* Unspecified ▼

▼ 5 Additional Information	
5.1 Did you make changes (add / delete / change) in your company name or address ?	* Yes ▼
6 Attachments	Add Attachments (0)
(*) indicates a required field	

2.1 you can read the Code of Conduct.

2.2 you have to indicate if you agree with it.

3.2 please make the appropriate selection in the drop-down menu or activate the field "Other" by checking the box to the left of it and then enter the method you want to use.

If you have changed the pre-filled company name or address, please choose "yes" at 5.1.

Please only change this data **if you have changed your company name or moved**.

Please do not enter addresses of other locations here.

Fill out general details information

▼ 5 Additional Information

5.1 Did you make changes (add / delete / change) in **your company name or address**? * Yes ▼

6 Attachments Add Attachments (0) **1**

(* indicates a required field)

If you answered 5.1 with yes you need to attach a document to support your entries.

(1) First click on "Add Attachments" then (2) "Add an additional Upload Document". Then click on (3) "Attach a file" and select the file you want to upload. To save the information click "Save".

4 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 Attachments

Attachments (1)

Name ↑

▼ Upload Document #1

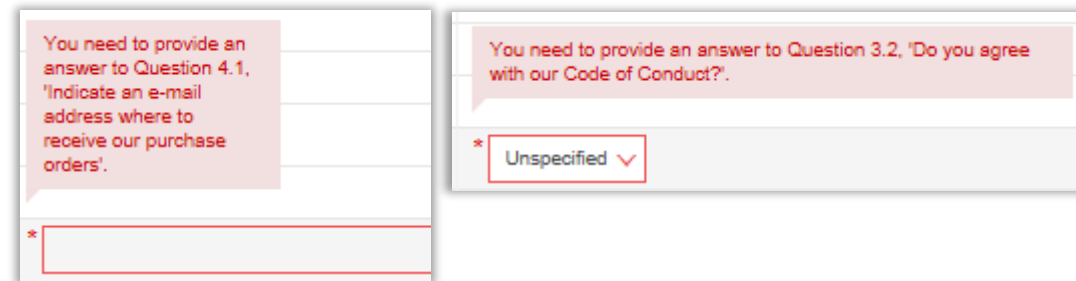
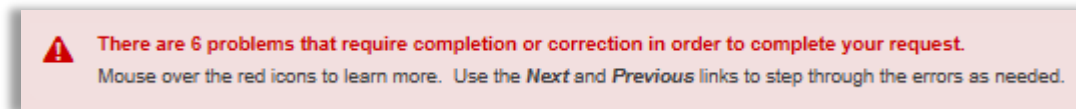
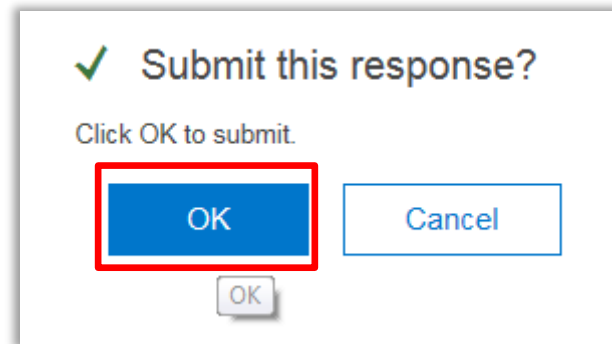
Please upload a general letter as a supporting document including all important information of your Company (Legal Form, Address, Registration No., Tax No., VAT No., Bank Details, Phone, Mail etc.) in PDF e.g. General letter, Business License / Registration, Company Affidavit

2 Add an additional Upload Document

3 Delete *Attach a file

(* indicates a required field)

Review and complete questionnaire



Once you have completed your answers click on "**Submit Entire Response**". The "Save" button saves the questionnaire for processing it later.

Another window appears: "Submit this response?" Confirm with "OK".

If the system detects erroneous or incomplete entries it reports this with a corresponding message on top of the screen.

The fields with errors will be marked in red in the questionnaire itself with a description of the error.



Your registration is complete!

Please feel free to contact us if you have any questions or need support with the registration process via the following email address:

Canada, Europe, Mexico, USA: digital-buying-EMEA@covestro.com

Thailand: procurement-directs.th@covestro.com / procurement-indirects.th@covestro.com

Greater China: procurement-directs.gc@covestro.com / procurement-indirects.gc@covestro.com

India: procurement-direct.in@covestro.com / procurement-indirect.in@covestro.com



How to find the Questionnaire after you have submitted it

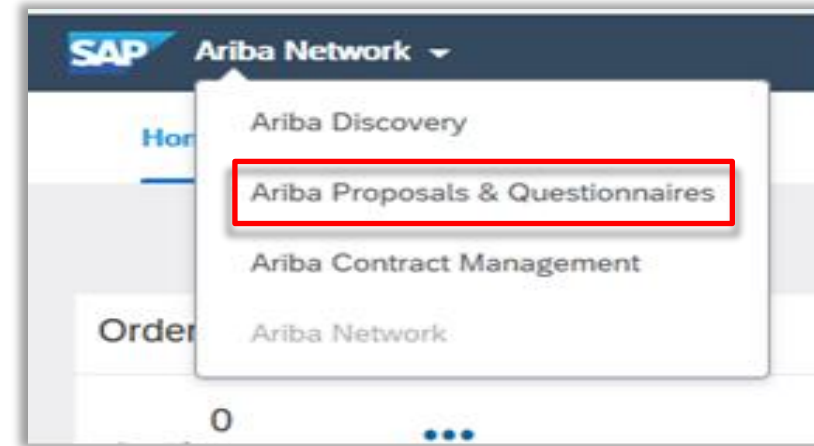
Login into your account 1/2

- 1 Login into your account
<https://supplier.ariba.com>



The image shows a blue-themed login form titled "Supplier Login". It contains two input fields: "User Name" and "Password". Below the fields is a blue "Login" button. Underneath the button, there is a link "Having trouble logging in?". At the bottom, there is a section "New to Ariba?" with the text "Register Now or Learn More".

- 2 Click on „Ariba Proposals & Questionnaires“ from the drop down menu in the upper left corner





Login into your account 2/2

- 3 Choose Covestro if you see several companys in this tool and find the questionnaire as displayed here.

The screenshot shows the SAP Ariba Proposals & Questionnaires interface. The top navigation bar includes 'SAP Ariba Proposals & Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. A search bar on the left contains 'COVESTRO - TEST'. The main content area displays a welcome message and three sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section is expanded to show a table with one entry: 'Supplier registration questionnaire' (ID: Doc286318330, End Time: 20/9/2019 11:08, Status: Pending Approval). This entry is highlighted with a red box.

Title	ID	End Time ↓	Status
Supplier registration questionnaire	Doc286318330	20/9/2019 11:08	Pending Approval