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Ariba Supplier Guide

Bucharest, 2020

Value For Suppliers

Buyers and suppliers work together more efficiently and effectively on all the shared aspects of business commerce: proposals, contracts, orders, invoices, and payments. Doing so through Ariba Network can save a lot of time and money. To calculate the value, see our [ROI calculator](#).



Save Time



Lower Costs



Stay Organized



Increase Your Revenue



Receive Faster Payment



Satisfy Your Customer



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SAP Ariba Helps You...



Save Time

No need to send invoices per post/email

No need to confirm the orders via email/phone

No need to spend time for follows up for payment

64% reduction in manual intervention



Lower Costs

Reduce paper usage
Eliminate postage costs
Reduce costs associated with resources used to generate/rework the invoices

60% average reduction in operating costs



Stay Organized

Handle multiple customer relationships under one account

Enjoy the simple way to store PO'S and invoices

Get a better visibility into customers' spend

Use 'Search Filters' to find your document/s

Have the visibility into when you'll get paid and what for



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Increase Your Revenue

- Publish your Catalogs in front of thousand of potential buyers
- Become searchable as a supplier on Ariba Discovery
- Establish new customer relationships via Ariba Discovery

30% growth in existing accounts
35% growth in new business



Receive Faster Payment

- Help your invoice reach the correct contact in the approval flow
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

62% decrease in late payments



Satisfy Your Customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

15% increase in customer retention

Operational Excellence & Automation improves process value into the supply chain



Collaborate immediately with all trading partners

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



Turn paper into efficient electronic transactions

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



Catch errors and correct them – before they even happen

- 64% reduction in manual intervention



Track invoice and payment status online in real time and accelerate receivables

- 62% decrease in late payments
- 68% improvement in reconciling payments



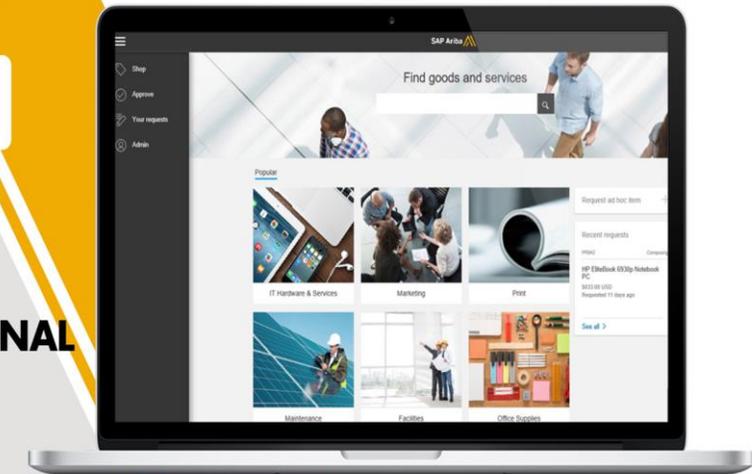
See opportunities you're missing and have the ability to trade globally

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

WELCOME

SAP Ariba

**THE NEW
SOURCE-TO-PAY
PLATFORM IN
KMG INTERNATIONAL**



SAP Ariba Supplier Mobile App



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Business Insights

PO Trending
Invoice aging
PO and invoices by customer

Work on-the-go

Confirm PO
Pin important documents for later



Real-time Alerts

View network activity
Receive push alerts for business
Critical events

Monitor Key Activity

View PO and invoice information
Search for Po and invoices
using HANA

Account Setup

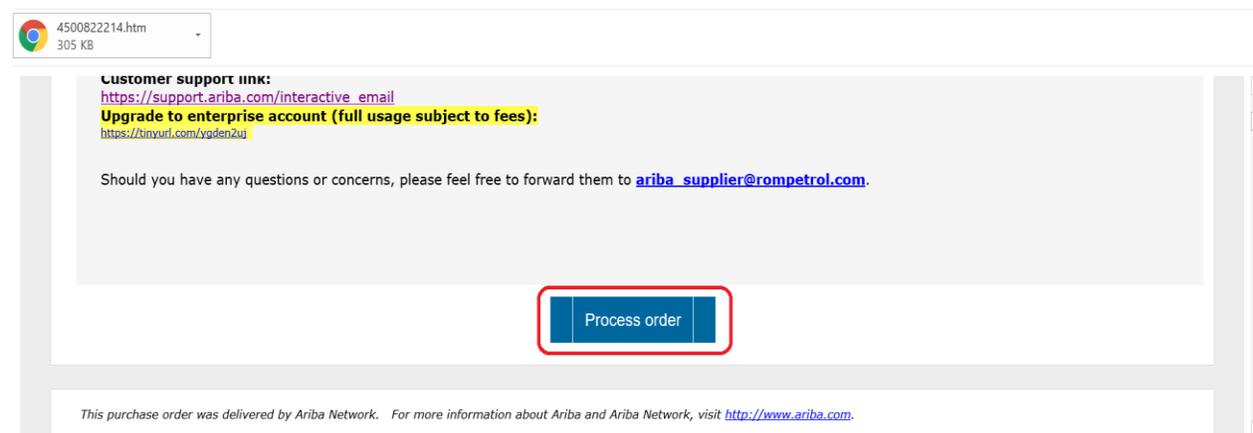
How to set up an Ariba Account

The purpose of this guide is to assist suppliers into creating and setting up their Ariba Account, so that they can successfully start transacting with KMG Rompetrol.

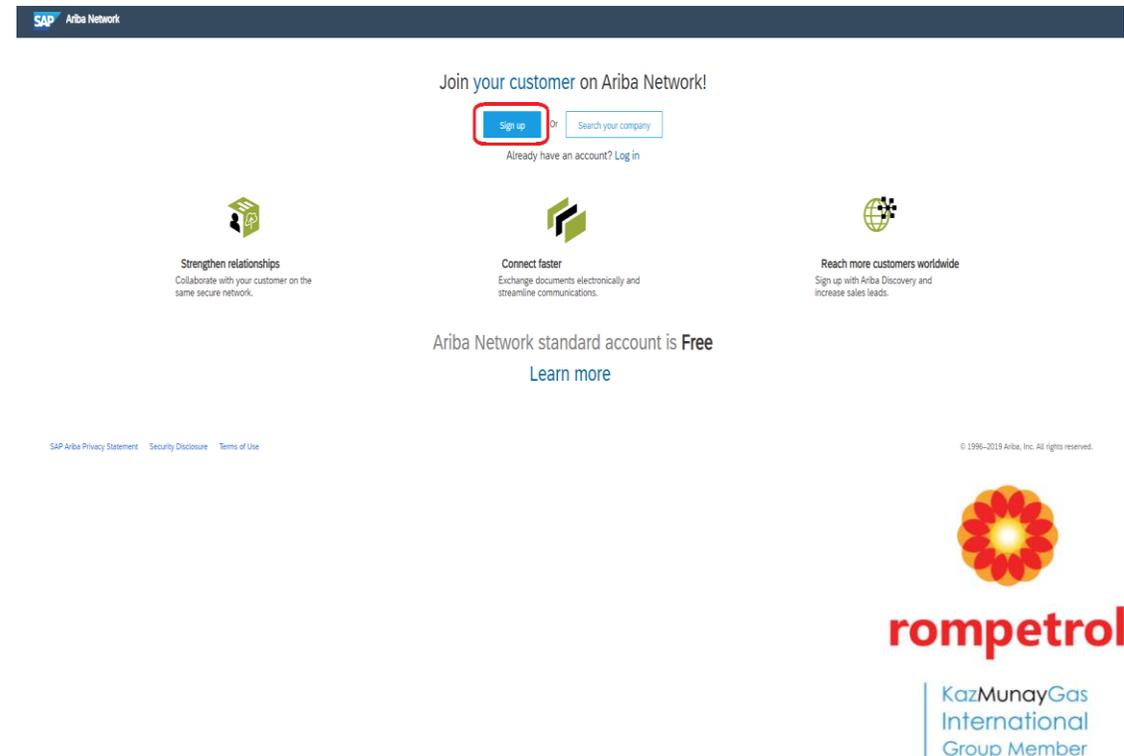
Please use this document as guidance, because setting up the Ariba Network Supplier Account will vary from supplier to supplier.

Step 1: Ariba account registration

1.1. To begin the account registration process, press the “**Process Order**” button in the **Purchase Order E-mail** you have just received from Rompetrol. You will then be redirected to the Ariba Network Website.



1.2. If you don't have an Ariba account, press the “**Sign Up**” button. If you already have an existing Ariba account, you can login and skip the Account Registration process.



How to set up an Ariba Account

1.3. Fill in the required information to register your Ariba Account, afterwards click the “**Register**” button.

SAP Ariba Network

Register

Company information

* Indicates a required field

Company Name:*

Country:* Romania [ROU]

Address:* Line 1
Line 2

Postal Code:*

City:*

State: Select

1. Enter your company name

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.

2. Select the Country; Enter the Company Legal Address; Enter the Postal Code and City; Select the State

User account information

* Indicates a required field

Name:* First Name Last Name

Email:*

Use my email as my username

Username:*

Password:* Enter Password
Repeat Password

3. Enter your First and Last Name

4. Enter the company E-mail Address

5. Enter an Username for your account.
The username must be in an E-mail format (e.g. email@company.com)
You can use the same Username as the Company e-mail you submitted above

6. Enter the password for your Ariba account



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Step 2. Account Setup

2.1. Setup your Company Profile.

Click on **"Company Settings -> Company Profile"**

The screenshot shows the SAP Ariba Network interface. At the top, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. Below that, there's a search bar and a section for 'Orders, Invoices and Payments'. A dropdown menu is open, showing 'Company Profile' highlighted with a red box. Other menu items include 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', 'Audit Logs', 'View All', 'Users', 'Notifications', 'Application Subscriptions', and 'Account Registration'.

First, fill in your **Basic** Company Profile (mandatory fields are marked with an asterisk). The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot shows the 'Company Profile' form in SAP Ariba Network. The form is divided into sections: 'Basic', 'Business', 'Marketing', 'Contacts', 'Certifications', and 'Additional Documents'. The 'Basic' section is active, showing fields for 'Company Name', 'Other names, if any', 'NetworkId', 'Short Description', 'Website', 'Public Profile', and 'Privacy Statement'. The 'Address' section is also visible, with fields for 'Address 1', 'Address 2', 'Postal Code', 'City', 'State', and 'Country'. A 'Public Profile Completeness' indicator shows 100%. A 'Share Your Public Profile' section is also present. Red annotations highlight mandatory fields: 'Company Name', 'Address 1', and 'Country'.

Click **"Save"** when finished.

2.2. Fill in your **Business** Company profile.



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Company Profile

Save Close

Basic Business Marketing Contacts Certifications Additional Documents

* Indicates a required field

Business Information

Year Founded:

Number of Employees:

Annual Revenue: ▼

Stock Symbol:

Financial Information

Supplier Legal Form: ▼

Penalty Information:

Supplier Company Capital: **Fill in your Company Capital.**

Discount Information:

Commercial Identifier: **Fill in your Company Commercial Identifier**

Commercial Credentials:

D-U-N-S® Number:

Global Location Number:

Public Profile Completeness

100%

Share Your Public Profile

Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile

Profile Visibility Settings

Search...

How do I update expiring profile information?

Do I need a DUNS number?

How do I pick the best Product and Service Categories for my company?

Company profile fields

How do I delete my account?

How do I update my company's D-U-N-S number?

How do I complete my customer requested profile?

How do I upload a logo to my company profile?

Why can't I find an event?

How to update your company profile

Does my public profile have to be 100% to use Ariba?

Show to immediate customer

View more

Top 5 FAQs

Documentation Support

Tax Information

Tax Classification: ▼

Taxation Type: ▼

Tax ID: ⓘ Do not enter dashes

State Tax ID: Do not enter dashes **Fill in your Tax ID so it will appear on the Invoice**

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered **Check the "VAT Registered" check-box**

VAT Registration Document: Upload

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: Upload

Tax Clearance Expiry Date:

Click **“Save”** when finished.



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2.3. Setup you Bank Account information = Click on "Company Settings -> Remittances"

Click on "Create" to create a new Remittance Address

The screenshot shows the Rompetrol system interface. On the left, a navigation menu is open, with 'Remittances' highlighted under 'ACCOUNT SETTINGS'. The main area displays the 'EFT/Check Remittances' page. At the top, there is a table with columns: Address, City, State, Country, and Default. Two rows are visible: one for BACX and one for IBANxxxxxx, both for Constanza, Romania. Below the table are 'Edit', 'Delete', and 'Create' buttons. The 'Create' button is highlighted with a red box. Below the table is the 'Edit Remittance Address / Payment Info' form. The form includes a warning: 'Do not enter personal bank account information. Enter only corporate bank details.' and a note: '* Indicates a required field'. The form fields are: Address 1 (Unicredit Bank SA), Address 2 (Bulevardul Tomis, nr. 132), Postal Code (12345), City (Constanta), State (Constanta [RO-CT]), Country (Romania [ROU]), and Contact (Select contact). There are checkboxes for 'Make this address default' and 'Factoring Service'. At the bottom, there is a 'Remittance ID Assignment' section with a table showing Customer (KMG Rompetrol SRL - TEST) and Remittance ID (RO52BACX0000000281205000). There is a checkbox for 'Include Bank Account Information in invoices' which is checked.

Address	City	State	Country	Default
<input type="radio"/> BACX	Constanza		Romania	No
<input type="radio"/> IBANxxxxxx	Constanza		Romania	Yes

EFT/Check Remittances

Address 1: Unicredit Bank SA
Address 2: Bulevardul Tomis, nr. 132
Postal Code: 12345
City: Constanța
State: Constanța [RO-CT]
Country: Romania [ROU]
Contact: Select contact

Remittance ID Assignment

Customer	Remittance ID
KMG Rompetrol SRL - TEST	RO52BACX0000000281205000



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Preferred Payment Method: **Select Preferred Payment Method to "Wired"**

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

Branch Name:

WIRE TRANSFER

<p>Beneficiary Bank</p> <p>Account Name: <input type="text" value="Bank1"/></p> <p>Account #: <input type="text" value="000000281205000"/></p> <p>Confirm Account #: <input type="text" value="000000281205000"/></p> <p>Account Type: <input type="text" value="Checking"/></p> <p>SWIFT Code <input type="text" value="BACXROBU"/> Select "SWIFT Code" in the drop-down and fill in the Bank SWIFT code</p> <p>Confirm SWIFT Code: <input type="text" value="BACXROBU"/></p> <p>IBAN: <input type="text" value="RO52BACX000000281205000"/> Enter the IBAN</p> <p>Bank Name: <input type="text" value="Unicredit Bank SA"/> Enter Bank Name</p> <p>Branch Name: <input type="text" value="Sucursala Tomis Constanta"/> Enter Bank Branch Name</p> <p>Address 1: <input type="text" value="Bulevardul Tomis, nr. 132"/> Enter Bank Address</p> <p>Address 2: <input type="text"/></p> <p>Postal Code: <input type="text" value="12345"/> Enter Bank Postal Code</p> <p>City: <input type="text" value="Constanta"/> Enter Bank City name</p> <p>State: <input type="text" value="Constanța [RO-CT]"/> Select State in the drop-down (correct state will appear after the Country is chosen)</p> <p>Country: <input type="text" value="Romania [ROU]"/> Enter Bank Country</p> <p>Country Area Number</p> <p>Bank Phone: <input type="text" value="ROU 40"/> <input type="text"/> <input type="text"/></p>	<p>Corresponding Bank</p> <p>Account Name: <input type="text"/></p> <p>Account #: <input type="text"/></p> <p>Confirm Account #: <input type="text"/></p> <p>Account Type: <input type="text" value="Select account type"/></p> <p>Select bank id <input type="text"/> :</p> <p>Confirm Bank Id: <input type="text"/></p> <p>Bank Name: <input type="text"/></p> <p>Branch Name: <input type="text"/></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>Address 4: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="Select"/></p> <p>Postal Code: <input type="text"/></p> <p>Country: <input type="text" value="United Kingdom [GBR]"/></p> <p>Country Area Number</p> <p>Bank Phone: <input type="text" value="ROU 40"/> <input type="text"/> <input type="text"/></p>
---	---

Click "OK" when finished and your Remittance Address will be saved

How to set up an Ariba Account

Setup the Preferred Language to Romanian= This is mandatory so that Invoices will be issued in Romanian language, which represents a Legal requirement.

To setup the Language to Romanian, go to “Account Settings” -> “My Account”

My Account Save Close

Account Settings

* Indicates a required field

Account Information

Username:* test-TUser@test.com ⓘ
[Change Password](#)

Email Address:* test@email.com

First Name:* Supplier

Middle Name:

Last Name:* TUser
[Personal Information Change Log](#)

Business Role: Customer Service ▾

Preferences

Preferred Language: Romanian ▾ ⓘ **Select "Romanian" in the "Preferred Language" drop-down.**

Preferred Timezone:* Europe/Bucharest ▾ ⓘ **Select Preferred Timezone (e.g. Europe/Bucharest)**

Default Currency:* New Romanian Leu Select Currency ⓘ **Select Default Currency (e.g. Romanian Leu)**

Allow Me to Save Filter Preferences in the Inbox/Outbox

Click “**Save**” when finished.



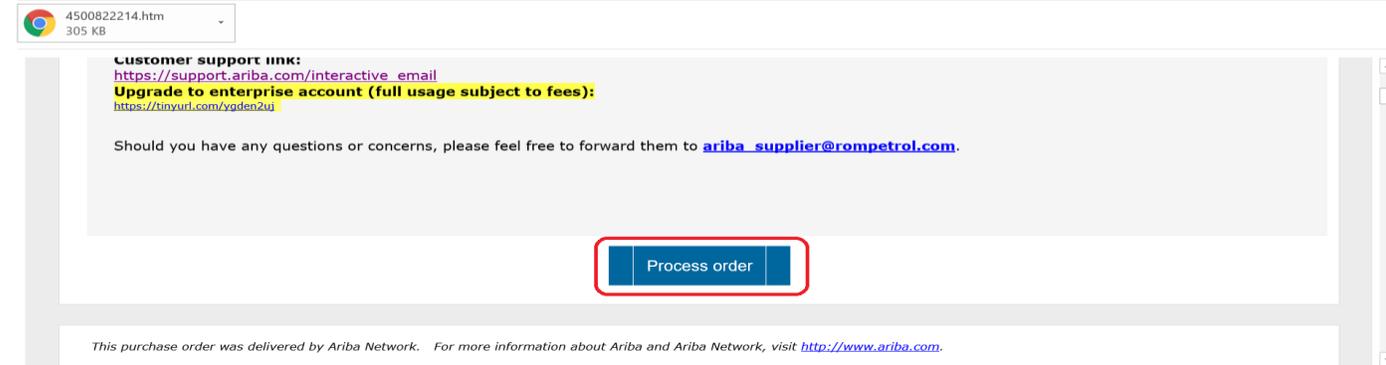
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Create Invoice

This guide will show how to create submit an Invoice to a Purchase Order.

Step 1: Click on Process Order button in the Purchase Order E-mail you have received from Rompetrol.



Step 2: Enter Supplier username and password to login to your Ariba Network Account.

Step 3: Click on Create Invoice -> Standard Invoice :

The screenshot shows the Ariba Network Supplier portal. The browser address bar displays 'service.ariba.com/Supplier.aw/125010065/aw?awh=r&awssk=33KIB8UK'. The page header includes 'Ariba Network' and 'Help Center >>'. The main content area shows 'Purchase Order: 4500694988' with a 'Done' button. A navigation bar contains 'Create Order Confirmation', 'Create Service Sheet', and 'Create Invoice'. The 'Create Invoice' dropdown menu is open, showing options: 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'. Below the menu, there are tabs for 'Order Detail' and 'Order History'. The 'From' information is for Rominserv SRL, and the 'To' information is for KMG Rompetrol SRL - TEST. The 'Purchase Order' summary shows it is partially serviced with amount 8,400.00 RON. At the bottom, there are 'Payment Terms' (0.000% 30, Platibil in 30 zile calendaristice) and 'Contact Information' for NOVO TECH SA. The footer includes 'Routing Status: Acknowledged' and 'Related Documents' for SES4500694988-1 and OC4500694988.



This guide will show how to create submit an Invoice to a Purchase Order.

Step 4: Enter Header information such as Invoice number, Invoice date, Service Description, Supplier Tax ID. Select the Remittance Address from the Remit To drop-down:

Ariba Network Help Center >>

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4500694988
Invoice #:

Invoice Date: 6 Sep 2019

Service Description:

Supplier Tax ID:

Remit To: Bd. Poligrafiei ▼

Bucuresti
Romania
Bill To: Rominserv SRL
Bucuresti
10
Romania

Subtotal: 2,400.00 RON
Total Tax: 0.00 RON
Amount Due: 2,400.00 RON

[View/Edit Addresses](#)

Step 5: Make sure the payment term is correct and add additional information in Additional Fields if required.

Payment Term

Net Term(days): 30 Add Discount/Penalty Term

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: TestSupplier10000031 - TEST
Bucuresti
Romania

Bill From: TestSupplier10000031 - TEST
Bucuresti
Romania

Tax paid through a Tax Representative

Service Start Date:

Service End Date:

Choose Address: Rompetrol Rafinare SA
Customer: Rompetrol Rafinare SA
Navodari
RO1860712
Romania
Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)



This guide will show how to create submit an Invoice to a Purchase Order.

Choose Address:

Customer:

Email:

Customer VAT

Customer VAT/Tax ID:*

- Billing Address: Byron Shipping SRL
- Billing Address: I.M. Rompetrol Moldova S.A.
- Billing Address: KMG Rompetrol Services Center SRL
- Billing Address: KMG Rompetrol SRL
- Billing Address: Midia Marine Terminal
- Billing Address: Oilfield Exploration Business Solutions
- Billing Address: Rominsery SRL
- Billing Address: Romoil S
- Billing Address: Rompetrol Bulgaria
- Billing Address: Rompetrol Downstream SRL

Please make sure to click and select the correct Rompetrol billing address in the Choose Address drop-down menu. This is mandatory to ensure that the correct Rompetrol billing information will appear on the Invoice:

Step 6: Scroll down and enter *mandatory information: Supplier VAT/Tax ID (e.g. RO12345678), Supplier Commercial Identifier (e.g. J40/123456/2000), Supplier Legal Form (e.g. SRL), Supplier Company Capital (e.g. 600)

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

VAT IBAN:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

Supplier Company* Capital:



This guide will show how to create submit an Invoice to a Purchase Order.

Step 7: Scroll down, and in the Line Item section select your item you want to flip and click on Line Item Actions button

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 19% VAT / TVA 19% Discount [Add to Included Lines](#)

<input checked="" type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▶	00010			rep.conducte tehnologice si constructii					

↳ [Line Item Actions](#) [Delete](#)

Tax

Category: * 19% VAT / TVA 19%

Location:

Description: TVA 19%

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 2,400.00 RON [Remove](#)

Tax Rate Type:

Rate(%): 19

Tax Amount: 456.00 RON

Exempt Detail: (no value)

Date Of Supply: * 6 Sep 2019

Triangular Transaction

↳ [Line Item Actions](#) [Delete](#)

Step 8: Select Tax from the dropdown list:

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 19% VAT / TVA 19% Discount [Add to Included Lines](#)

<input checked="" type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▶	00010			rep.conducte tehnologice si constructii					

↳ [Edit](#) [Delete](#)

- Tax**
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Comments
- Attachment

[Update](#) [Save](#) [Exit](#) [Next](#)

SAP Ariba [Help](#) [Feedback](#) [Terms of Use](#) © 1996–2019 Ariba, Inc. All rights reserved.

Step 9: Check the Tax Rate and Amount and press Next button:

This guide will show how to create submit an Invoice to a Purchase Order.

Step 10: A message for invoice confirmation will be displayed. Press Submit button:

Ariba Network Help Center >>

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Romania. The document's destination country is:Romania. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV4500694988-1
Invoice Date: Friday 6 Sep 2019 1:45 PM GMT+03:00
Original Purchase Order: 4500694988

Subtotal: 2,400.00 RON
Total Tax: 456.00 RON
Amount Due: 2,856.00 RON

REMIT TO:
KMG Rompetrol SRL - TEST
Postal Address:
Bd. Poligrafiei
3456677 Bucuresti
Romania
Tax ID of Supplier: RO123234

BILL TO:
Rominserv SRL
Postal Address:
Piata Presei Libere-3 - 5
013702 Bucuresti
10
Romania
Address ID: RO26

SUPPLIER:
KMG Rompetrol SRL - TEST
Postal Address:
Piata Presei Libere 3-5,
013702 Bucharest
Romania
Legal Form: SRL
Company Capital: 450,000.00 RON

Step 11: Click on Exit invoice creation

Ariba Network Help Center >>

Purchase Order: 4500694988 Done

Create Order Confirmation Create Service Sheet Create Invoice Hide Changes Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

From:
Rominserv SRL
Piata Presei Libere-3 - 5
013702 Bucuresti
10
Romania
Phone: + (40)212723660
Fax: + (40)213140897

To:
KMG Rompetrol SRL - TEST
Piata Presei Libere 3-5,
013702 Bucharest
Romania
Phone: +1 (123) 123
Fax:
Email: NoReplyAribaCS@ariba.com

Purchase Order
(+ Partially Invoiced)
4500694988
Amount: 8,400.00 RON
(Previous Version)

Payment Terms
0.000% 30
Platibil in 30 zile calendaristice

Contact Information
Supplier Address
NOVO TECH SA
Str. LIBERT??II 21
345654 CLUJ NAPOCA
14

Routing Status: Acknowledged
Related Documents: INV4500694988-1
SE34500694988-1
OC4500694988

Messages

Step 12: Purchase Order status changes to (Invoiced/Partially Invoiced). Invoice number is displayed in Related Documents section:



For Standard Account users, a copy of the Invoice will be sent to your E-mail address. It is recommended that you save a copy of the Invoice to have it for your reference, should you lose the e-mail notification.

Ariba Network

Invoice INV4500694988-1 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.



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Registration Questionnaire

This guide will show how to fill in a Registration Questionnaire

Supplier receives email to register

Invitation: Register to become a supplier with KMG Rompetrol - TEST

GD Gabriela Draghici <s4system-prodeu+kmgrom|
To ● Draghici, Gabriela vineri 27.09.2019 15:58

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Register as a supplier with KMG Rompetrol - TEST

Hello!

Gabriela Draghici has invited you to register to become a supplier with KMG Rompetrol - TEST. Start by creating an account with Ariba Network. It's free.

KMG Rompetrol - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test RS4 already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

Supplier contact receives the invite registration by email.





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Supplier logs in or creates new Ariba account

Bun venit, Test RS4_GD test

Aveți o întrebare? Faceți clic aici pentru a consulta un ghid de inițiere rapidă.

Înregistrați-vă ca furnizor pentru KMG Rompetrol SRL - TEST în SAP Ariba.

KMG Rompetrol SRL - TEST folosește SAP Ariba pentru a gestiona activitățile de aprovizionare.

Creați un cont de furnizor SAP Ariba și gestionați-vă răspunsurile la activitățile de aprovizionare cerute de KMG Rompetrol SRL - TEST.

Înscriere

Aveți deja cont?

Conectare

Despre Ariba Network

If the supplier has an existing account, he should select **Conectare**

If the supplier does not have an existing account, he should select **Înscriere**



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Information required upon Supplier Account Creation if is not a valid account created

Creare cont

Mai întâi, creați un cont de furnizor SAP Ariba, apoi completați chestionarele cerute de către KMG Rompetrol SA

Informații despre companie

Denumirea companiei: *

Țară: *

Adresă: *

Cod poștal: *

Oraș: *

Stat:

Informații despre contul de utilizator

Nume: *

E-mail: *

Utilizează-mi e-mailul ca nume de utilizator

Nume utilizator: *

Parola: *

Limbă:

Trimitere comenzi prin e-mail către: *



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Ariba's Supplier registration questions

Oferiți-ne mai multe detalii despre afacerea dvs.

Categorii de produse și servicii: *

Locuri de livrare sau prestare a *
serviciilor:

Cod fiscal:

Nr. de TVA:

Număr DUNS:

After the supplier creates the account, he will be directed to the Registration Questionnaire

Doc289821430 - Chestionar privind înregistrarea furnizorilor ⌚ Timp rămas
27 zile 04:56:39

Tot conținutul

Nume ↑

▼ 1 General Information

1.1 Supplier Full Legal Name	<input type="text" value="Test RS4"/>
1.2 Other names/also known or operating under(1)	<input type="text"/>
1.3 Other names/also known or operating under(2)	<input type="text"/>
1.4 Other names/also known or operating under(3)	<input type="text"/>

1.5 Address

*
Stradă:
Oraș: *
Stat/Provincie/Regiune:
Cod poștal: *
Țara: *

Supplier Name Limited to 35 Characters- has option to use other names fields.



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Bank Question for supplier that have fiscal address outside Romania

▼ 2 Supplier Code of Conduct

2.1 Please take note of Rompetrol Suppliers Code of Conduct Document [supplier_code_of_conduct_en.pdf](#)

2.2 Do you agree with our Supplier Code of Conduct? * Unspecified ▼

2.3 Attach your own Code of Conduct document Attach a file

▼ 3 GDPR

3.1 GDPR [INFORMATION NOTE ON GDPR.docx](#)

▼ 4 Supporting Documents

4.1 Please attach the Bank Statement. xAttach a file

4.2 Please attach the Registration Certificate xAttach a file

Supplier must agree to the Supplier code of conduct and has possibility to attach their own code of conduct.

Supplier must take note of GDPR Information.

▼ 5 Financial Information

5.1 Bank Account Adăugare Bank Account Details (1)

5.2 TAX ID Number Adăugare TAX ID Number (0)

(*) indică un câmp obligatoriu

Transmitere răspuns întreg | Salvare schiță | Compunere mesaj | Import Excel

Supplier must click here to open be able to add Bank and Tax details.

- Bank and Tax questions are added in repeatable sections. The questionnaire shows an initial instance of the repeatable section and its content; respondents can then add as many repetitions as they need.
- Suppliers must provide an answer for Country, Bank ID, and either IBAN number or both Bank key/ABA routing number and Account number.
- SAP Ariba Supplier Management solutions validates Bank Account answers to ensure that there are values present in mandatory fields. There is no other validation (for example, for syntax, or to verify that the bank account exists).

Supplier must attach a bank statement and a registration certificate.

Supplier Registration

Rompetrol's Registration Questionnaire - Bank Question

Bank Account Details #1 Ștergere

* Tip de bancă:

Codul băncii:

Țara:

Nume:

Sucursala băncii:

Stradă:

Oraș:

Stat/Provincie/Regiune:

Cod poștal:

Numele deținătorului de cont:

Cheie bancă/Număr de dirijare ABA:

Numărul contului:

Număr IBAN:

Cod SWIFT:

Tip de cont bancar:

Bank Account Details

(*) indică un câmp obligatoriu

[Adăugare Bank Account Details](#)

Suppliers can add multiple bank accounts.



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Bank Question for supplier that have fiscal address in Romania

▼ 5 Financial Information

5.1 Bank Account [Adăugare Bank Account Details \(1\)](#)

5.2 TAX ID Number [Adăugare TAX ID Number \(0\)](#)

(*) indică un câmp obligatoriu

Transmitere răspuns întreg | Salvare schiță | Compunere mesaj | Import Excel

Supplier must click here to open be able to add Bank and Tax details.

Tax Question

Tot conținutul > 5.2 TAX ID Number

TAX ID Number (1)

Nume ↑
▼ TAX ID Number #1 Ștergere

TAX ID Number

(*) indică un câmp obligatoriu

Adăugare TAX ID Number

Suppliers can add multiple tax accounts.

- Bank and Tax questions are added in repeatable sections. The questionnaire shows an initial instance of the repeatable section and its content; respondents can then add as many repetitions as they need.
- Suppliers must provide an answer for Country, Bank ID, and either IBAN number or both Bank key/ABA routing number and Account number.
- SAP Ariba Supplier Management solutions validates Bank Account answers to ensure that there are values present in mandatory fields. There is no other validation (for example, for syntax, or to verify that the bank account exists).



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Thank you!