

# Ahlstrom Onboarding Guide

SAP ARIBA @ AHLSTROM


*How to complete the Ahlstrom onboarding process through SAP Ariba*



# Introduction

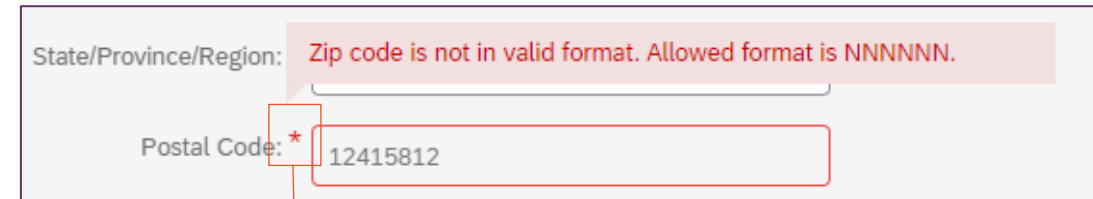
This guide explains each question in the Ahlstrom registration questionnaire and provides guidance and examples on what to input. Please also note, that in some cases the questions have an info box, which gives further information on what to answer and in what format. All mandatory fields are marked with a red asterisk (\*) If you receive an error message, you can hover your mouse over the red asterisk (\*) to see the detailed error message and how to correct it.



2.1 Vendor Name 

Please enter your company name as it is officially registered in your country, using Latin alphabets. If your company name is officially written in Chinese, Cyrillic, Japanese etc. characters, please give company name first in English and after that in brackets using your local characters, example: 'Service Vendor Ltd. (济南华派造纸机械有限公司)'

*Info box with more information*



State/Province/Region:

Postal Code: \*

Zip code is not in valid format. Allowed format is NNNNNN.

*Detailed error message and instruction*

For support on the onboarding process, please contact your local Ahlstrom contact. For general inquiries please contact the following e-mail address:


[smartbuy@ahlstrom.com](mailto:smartbuy@ahlstrom.com)




# Step 1: Receiving an invitation

To initiate the registration process you will receive an invitation by e-mail. The sender is **Ahlstrom Smartbuy** ([....@eusmtp.ariba.com](mailto:....@eusmtp.ariba.com) / [....@ansmtp.ariba.com](mailto:....@ansmtp.ariba.com)). You might have to check your junk folder but you can also choose to whitelist this sender in advance, before receiving the invitation.

Invitation: Register to become a supplier with Ahlstrom-Munksjö - TEST ▷

 **Ahlstrom Smartbuy** <s4system-prodeu+Ahlstrom-Munksjo-T.Doc1303217137@eusmtp.ariba.com>  
to me ▾ Jan 23, 2023, 4:07 PM (3 days ago)



**Register as a supplier with Ahlstrom**

Hello!

Janardhan has invited you to register to become a supplier with Ahlstrom  
Start by creating an account with Ariba Network. It's free.

Ahlstrom uses Ariba Network to manage its sourcing and procurement activities  
and to collaborate with suppliers. If 28082024 already has an account with Ariba  
Network, sign in with your username and password.

Please use the *"Click Here"* link to be redirected to the external SAP Ariba login page. Click Here to create account now or to login to an existing account.

Please click on the below link to access Ahlstrom supplier pages

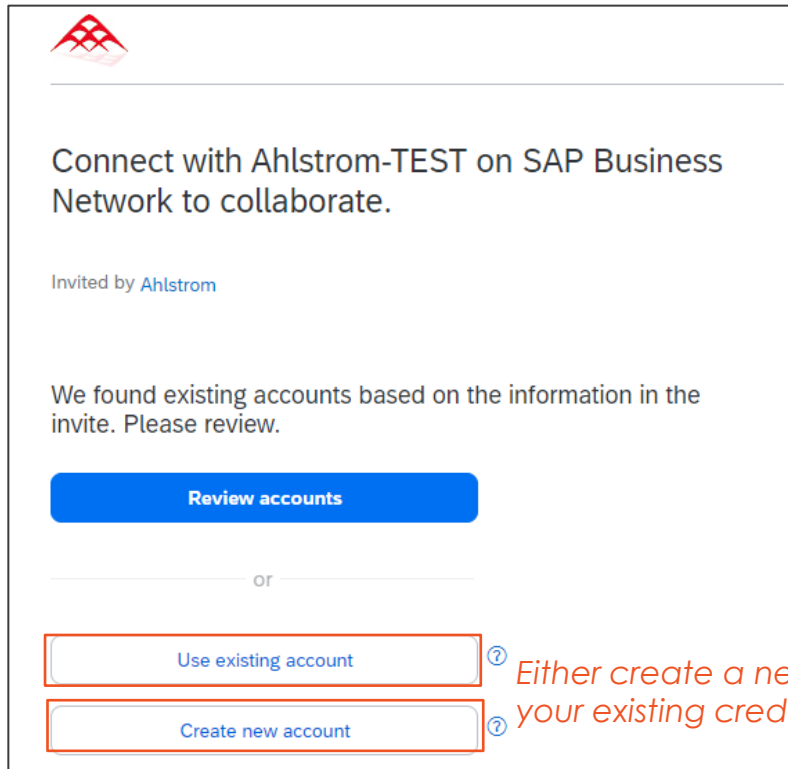
<https://www.ahlstrom.com/About-us/Smartbuy/>

*Note that the text in the message may vary slightly*



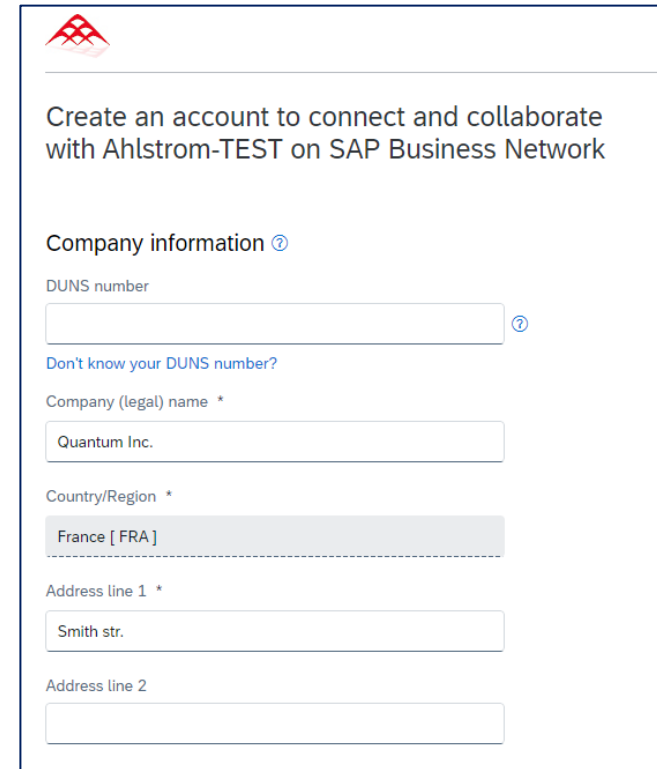
## Step 2: Signing in / Creating an account

Once redirected, you will have the option to sign in to your existing SAP Business network (AN ID) account or to create a new account. Please choose the option applicable for you.



The screenshot shows the SAP Business Network interface. At the top left is the Ahlstrom-TEST logo. The main heading reads "Connect with Ahlstrom-TEST on SAP Business Network to collaborate." Below this, it says "Invited by Ahlstrom". A message states: "We found existing accounts based on the information in the invite. Please review." A blue button labeled "Review accounts" is present. Below the button, the word "or" is centered. At the bottom, there are two buttons: "Use existing account" and "Create new account". Both buttons have a small question mark icon to their right.

*Either create a new free account or login with your existing credentials*



The screenshot shows the account creation form. At the top left is the Ahlstrom-TEST logo. The heading reads "Create an account to connect and collaborate with Ahlstrom-TEST on SAP Business Network". Under the heading is the section "Company information" with a question mark icon. The form contains the following fields: "DUNS number" with a question mark icon and a link "Don't know your DUNS number?"; "Company (legal) name \*" with the value "Quantum Inc."; "Country/Region \*" with a dropdown menu showing "France [ FRA ]"; "Address line 1 \*" with the value "Smith str."; and "Address line 2" which is currently empty.

Sign in or Create an account, after which you will be redirected to Ahlstrom's registration questionnaire. In the case that you create a new account, please provide SAP Ariba with basic information on your company. This information can be updated after creating the account.



## Step 2: Creating an account

Once you have created an account, you will receive an email from Ariba ([ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)) in order to confirm your email.

### Please confirm your email address

Check your email at [redacted]@[redacted] and follow the steps in the email to confirm your email address in the next **72 hours**.

> [If you did not receive the email:](#)

**SAP** Business Network

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### Confirm your email

Dear Michael,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#) *Please click on the Confirm email button*

**Link expires:** Friday, Sep 06, 2024, 08:46 AM PDT

If the link expired, login to [proposals.seller.ariba.com](https://proposals.seller.ariba.com) and click "Resend". You will then receive another confirmation email.



## Step 2: Signing in / Creating an account

When signing in for the first time, the system will ask you to complete Product and Service Categories as well as Ship-to or Service Locations.

### Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#) -or- [Browse](#)

Ship-to or Service Locations

[Add](#) -or- [Browse](#)

[Submit](#) [Remind me later](#) [Don't show this to me again](#)



# Step 2: Signing in / Creating an account

Once signed in, the Ahlstrom dashboard page will appear :

The screenshot displays the Ahlstrom dashboard interface. At the top, there is a navigation bar with the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', a 'TEST MODE' indicator, and user initials 'JM'. The main content area is titled 'AHLSTROM' and contains a welcome message, a 'Home' button, and three sections: 'Events', 'Registration Questionnaires', and 'Qualification Questionnaires'. The 'Registration Questionnaires' section features a table with the following data:

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2151572605	10/27/2024 11:41 AM	In Registration

TIPS : you can always access to the Ahlstrom dashboard by selecting "Ariba Proposals and Questionnaires AHLSTROM" section

Please click on "Supplier Registration Questionnaire"



# Step 3: Completing Ahlstrom's registration questionnaire

You will now see Ahlstrom's registration questionnaire. Please complete the questionnaire and provide bank, tax and general information. You will be asked to provide a bank certificate validated by your bank and documentation validating your tax details. You will also be asked to accept Ahlstrom's Supplier Code of Conduct.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Jean Moulin', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a 'Go back to Ahlstrom Dashboard' link and a 'Desktop File Sync' button. The main content area is titled 'Console' and 'Doc2151572605 - Supplier Registration Questionnaire'. A 'Time remaining' indicator shows '57 days 21:37:48'. On the left, a sidebar lists navigation options: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', 'All Content', '2 Supplier code of con...', '3 General Information', '4 Bank Information', '5 Tax Information', and '6 Contact person'. The main content area is titled 'All Content' and contains a list of sections: 1. 'Please use the instructions in the document which will act as a guide to fill in this Ahlstrom questionnaire.' with a link to a PDF guide. 2. 'Supplier code of conduct & registration instructions' with sub-sections 2.1 (link to Ahlstrom website) and 2.2 (checkbox for 'We have read Ahlstrom's Supplier Code of Conduct...'). 3. 'General Information' with a 'Less...' button and a note to validate pre-populated details. 3.1 'Supplier Name' with an input field. 'Street:' with an input field.

You will find detailed instructions for every section in the following slides.





# Step 3: Completing Ahlstrom's registration questionnaire

## 1-2. Instructions and Ahlstrom's Code of Conduct

All Content	
Name ↑	
1 Please use the instructions in the document which will act as a guide to fill in this Ahlstrom questionnaire. <a href="#">Ahlstrom Registration Questionnaire Step-by-Step Supplier Guide - January 2023.pdf</a>	Detailed Instructions can be downloaded here
▼ 2 Supplier code of conduct & registration instructions	
2.1 Please use this link to access Ahlstrom website where you can review and download our Supplier Code of Conduct in your own language: <a href="https://www.ahlstrom.com/About-us/suppliers-and-customers/">https://www.ahlstrom.com/About-us/suppliers-and-customers/</a>	Click here to download our Code of Conduct in your language
2.2 We have read Ahlstrom's Supplier Code of Conduct and commit to adhering to the principles of Ahlstrom's Supplier Code of Conduct, which outlines the non-negotiable minimum standard Ahlstrom requires of its Suppliers and sub-tier supplier.	* Yes ▼

If you does not accept Ahlstrom's Code of Conduct, additional fields will appear after selecting « No ». You will need to provide more information.

2.2 We have read Ahlstrom's Supplier Code of Conduct and commit to adhering to the principles of Ahlstrom's Supplier Code of Conduct, which outlines the non-negotiable minimum standard Ahlstrom requires of its Suppliers and sub-tier supplier.	* No ▼
2.4 Please state why you are not willing to accept Ahlstrom Supplier Code of Conduct ⓘ	* <input type="text"/>
2.5 Please attach your company's documentation as evidence to support the compliance to Ahlstrom policies (please open the info box for additional details) ⓘ	*Attach a file

Mandatory attachment such as your own Code of conduct



# Step 3: Completing Ahlstrom's registration questionnaire

## 3. General information

3 General Information Less... -

Please validate the pre-populated name, address and other details, and make the changes as necessary

Please note that some fields will be pre-populated with the information you have provided for you SAP Business network account

1 3.1 Supplier Name ⓘ

2 3.2 Address ⓘ

\*

\* Street:

City: \*

State/Province/Region: FR-ARA ⓘ

Postal Code: \* 69001

Country: \* France

This field is only mandatory for users with addresses within the United States or Canada.

- 1 Write your company's official name
- 2 Write your company's address details

Please review your information and make changes if needed



# Step 3: Completing Ahlstrom's registration questionnaire

## 3. General information

3.3 Do you wish to provide your PO Box details.	No ▼
3.7 Purchase order currency ⓘ	* ▼
3.8 Please use the drop-down menu to the right and select DUNS or BvD if you want to provide your company's DUNS or Bureau Van Dijk number. If you do not have or do not want to provide a DUNS or BvD, leave selection as "None"	None ▼
3.10 Please provide the e-mail address to where you want Ahlstrom to send purchase orders	* <input type="text"/>

*Leave selection as "None" if you do not want to provide a DUNS or BvD number*

3.3 Do you wish to provide your PO Box details.	Yes ▼
3.4 PO Box number	* <input type="text"/>
3.5 City of PO box number	* <input type="text"/>
3.6 PO box number postal code	* <input type="text"/>

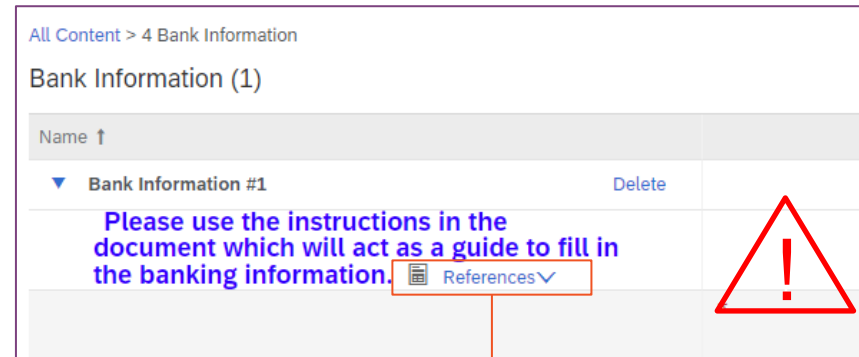
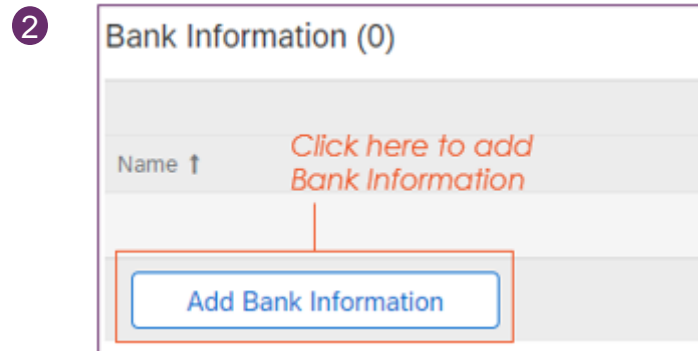
*If question 3.3 answered « Yes », please provide all PO box details*



# Step 3: Completing Ahlstrom's registration questionnaire

## 4. Bank information

1 Please click here to add bank information



3 Please download bank key instructions here



# Step 3: Completing Ahlstrom's registration questionnaire

## 4. Bank information

*Please enter all the informations you have. The system will prompt you if a mandatory field is left empty when saving the bank information. The red asterisk (\*) will indicate what is missing. By hovering your cursor on the asterisk, you will see detailed instructions.*

Bank account information

\*

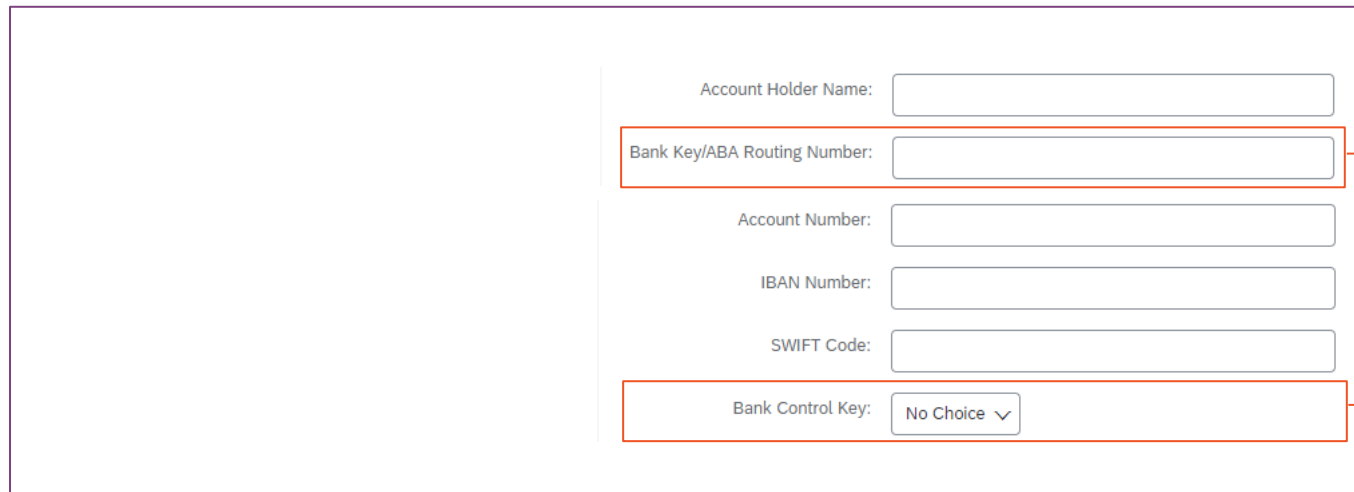
Bank Type:	<input type="text" value="Domestic"/>
Country/Region:	<input type="text" value="France"/>
Bank Name:	<input type="text"/>
Bank Branch:	<input type="text"/>
Street:	<input type="text"/>
City:	<input type="text"/>
State/Province/Region:	<input type="text"/>
Postal Code:	<input type="text"/>



# Step 3: Completing Ahlstrom's registration questionnaire

## 4. Bank information

Please make sure that **ALL** the fields below are completed (even if there is no asterisk) :



The screenshot shows a registration form with the following fields:

- Account Holder Name:
- Bank Key/ABA Routing Number:  (highlighted with an orange border)
- Account Number:
- IBAN Number:
- SWIFT Code:
- Bank Control Key:  (highlighted with an orange border)

The bank key depends on where your bank account is located. Please refer to the separate bank key instructions in the questionnaire or [here](#)

Please don't change this field ("No Choice" answer is to be selected) unless you are invited by the system to do so



# Step 3: Completing Ahlstrom's registration questionnaire

## 4. Bank information

Please use the "Attach a file" link to upload a bank certificate signed and/or stamped by your bank. The document type can vary depending on your country, but it must be validated by your bank.

Please attach a bank certificate for the indicated bank account

This document should be signed/stamped by your bank & confirm the bank details you have entered to Ahlstrom registration questionnaire (e.g. IBAN number, BIC, address, bank name)

[\\*Attach a file](#)

1 Click here to attach your bank certificate

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:  No file chosen

Or drop file here

2 Upload your file here

3 Click OK to save your attachment

4 Please click on Save once you have completed the bank information

**Tips :** You can also add additional bank accounts by clicking on "Add an additional Bank Information" at the bottom of the page:



# Step 3: Completing Ahlstrom's registration questionnaire

## 5. Tax information

Please start by selecting your country. The country selection will determine what information is needed

1 5.1 Please enter your tax details

Country/Region: France (FR)

Tax Name	Tax Type	Tax Number
France: VAT Registration Number - (input is mandatory)	Organization	<input type="text"/>
France: SIRET Number - (input is mandatory)	Organization	<input type="text"/>
France: SIREN Number - (input is mandatory)	Organization	<input type="text"/>

2 5.2 Please attach documentation which supports the provided tax information.  Attach a file here

1 Please input the tax details as they are stated in your company registration information. When you save or submit the questionnaire, the system will prompt you if the tax format is inputted incorrectly. Please hover your mouse on the red asterisk (\*) to see details about what syntax/format is expected.

2 We ask that you attach documentation which supports the tax information you are providing. In many cases this can be a copy of your company's registration certificate or another document which shows your company name and the tax identification number(s) associated with your company. In example, French suppliers should attach their KBIS. The document types vary a lot globally, our requirement is that you provide some document detailing the company name and related tax identification numbers, such as VAT, CNPJ, EIN etc.





# Step 3: Completing Ahlstrom's registration questionnaire

## 5. Tax information

*If you are based in any other country than Italy, India, South Korea, China or Brazil please select « Other »*

5.3 Please select the country that you are based in:	* Other ▾
------------------------------------------------------	-----------

*If you are based in Italy, India, South Korea, China or Brazil, tax documents or other mandatory information will appear after selecting your country*

5.3 Please select the country that you are based in:	* South Korea ▾
5.4 Please attach your business registration certificate issued by the statutory authority	* <a href="#">Attach a file</a>
5.5 Please select your Industry type	* 지관지류 ▾
5.6 Please select type of your business	* Unspecified ▾



# Step 3: **Completing** Ahlstrom's registration questionnaire

## 6. Contact details

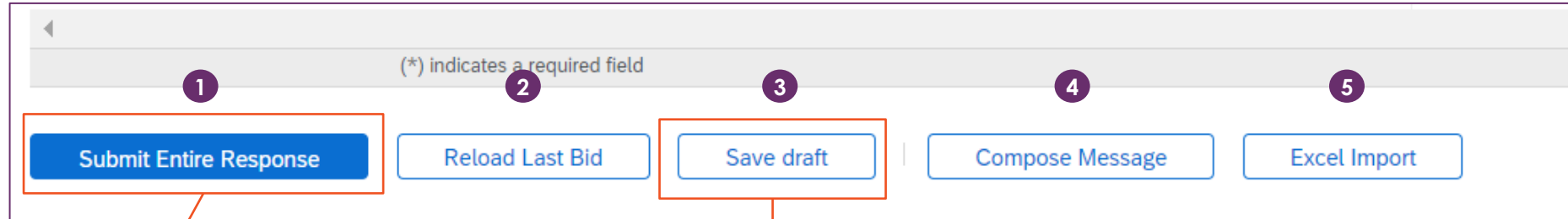
Please complete contact details of **your company's contact person to Ahlstrom**

▼ 6 Contact person	
6.1 First Name	* <input type="text"/>
6.2 Last Name	* <input type="text"/>
6.3 Telephone	* <input type="text"/>
6.4 Email address	* <input type="text"/>



# Step 3: Completing Ahlstrom's registration questionnaire

## Submit Entire Response



*Important! Please click here to submit your response for our review*

*Use this button to save a draft of your response. You can access it later by logging in at <http://supplier.ariba.com>*

- 1 Please use this button to submit your questionnaire for our review and ensure that we can continue the onboarding process
- 2 This button will reload your latest saved answers.
- 3 Please use this button to save a draft version of your response. This is useful when you do not have the time to finish the questionnaire and need to continue later.
- 4 This button can be used to send a message through the system. We do however recommend that you send an e-mail directly to your local Ahlstrom contact if you have any questions.
- 5 This button allows you to import answers from excel, but you can not import attachments. We do not recommend using this button.



## Step 3: Completing Ahlstrom's registration questionnaire

After you have submitted the Ahlstrom registration questionnaire and it has been approved, you are registered as a supplier.

If you have received an invitation to complete the Qualification questionnaire, you need to complete the Qualification questionnaire first (as described in Step 4).

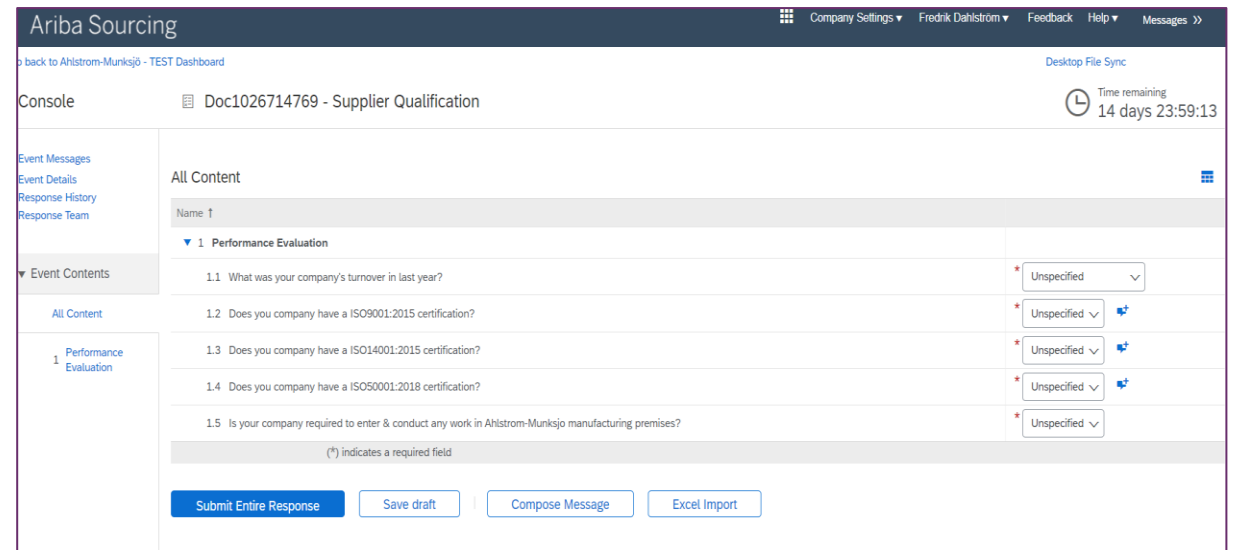
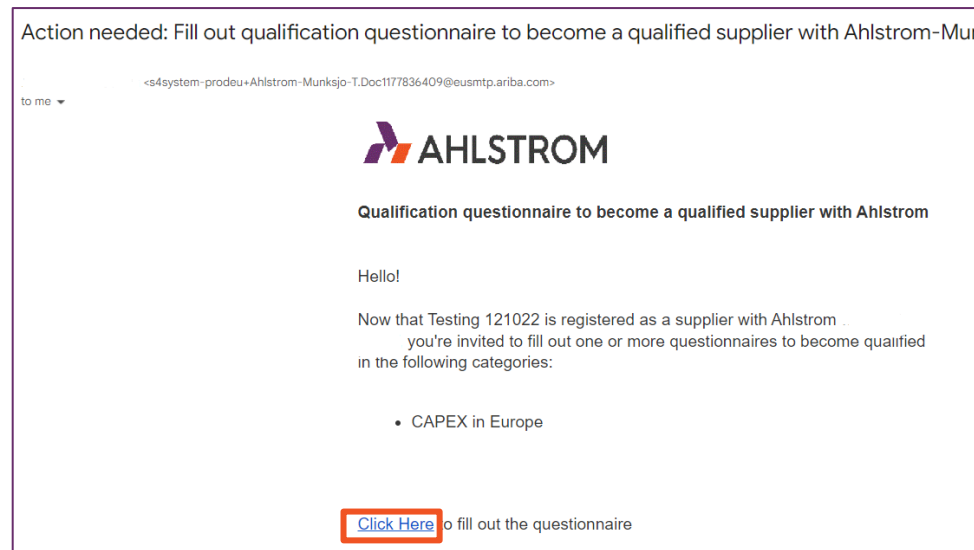
If not, you can already receive Purchase Orders and transact with us now.



# Step 4: Qualifying as an Ahlstrom supplier

If you are concerned by a Qualification questionnaire, you will receive a separate invitation for the qualification process.

You could access to the Qualification questionnaire in the same way as to the Registration questionnaire.



The standard qualification questionnaire only consists of a few questions and you have the opportunity to upload ISO certificates. If you are a contractor that will enter any of Ahlstrom's premises, you will also have to answer health and safety questions. The questions in the questionnaire will depend on what category you are supplying.



# Congratulations!

If you have completed all the steps in this guide, you are now a fully registered and qualified supplier to Ahlstrom.

