



Supplier Registration Procedure

1. You will receive an invitation email for registration from ZKW
2. **Registration at SAP Ariba:** If you are not already registered at SAP Ariba, you are requested to register on the SAP Ariba platform (free of charge). The registration needs to be done only once and may then be used for all your customer links via SAP Ariba.
3. **Registration at ZKW:** The next step is to fill out the supplier registration questionnaire on the supplier portal
4. **Supplier qualification process:** After ZKW has verified and approved your registration data, the supplier qualification process will be triggered by ZKW. Follow the steps given by the system. Please have your quality certificates ready for electronic upload.
5. After ZKW has verified and approved your qualification information, you are successfully registered on the ZKW supplier portal.

If you have any question please contact your well-known purchaser within the ZKW organization or send us an email to purchasing@zkw-group.com.

ZKW Group GmbH

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office@zkw-group.com

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Bankverbindungen:

Oberbank St. Pölten

BLZ 15021

Konto Nr. 531-244515

SWIFT-Code: OBKLAT2L

IBAN: AT30 1500 0005 3124 4515

ZKW Group GmbH

Rechtsform: Gesellschaft mit

beschränkter Haftung;

Sitz: A-3250 Wieselburg, Austria;

Firmenbuch-Nummer: 88672 a

des Landesgerichtes

A-3100 St. Pölten

UID-Nr. ATU 20103803


Datenschutzrichtlinien:

zkw-group.com/datapolicy



How to start the ZKW supplier registration procedure

To start the supplier registration procedure please use the link provided in your e-mail from the SAP Ariba system. If you are not able to find the invitation email, please also check your email software's SPAM folder.



BRIGHT MINDS,
BRIGHT LIGHTS.

Register as a supplier with ZKW Group GmbH!

Dear Business Partner,

Mustermann Max has invited you to register to become a supplier with ZKW Group GmbH. Start by creating an account with Ariba Network. It's free.

ZKW Group GmbH uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Test AG already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, ZKW Group GmbH, has identified you as the appropriate contact for this correspondence.
If you are not the correct contact, please contact ZKW Group GmbH.

If you happen to have already an existing Ariba account from other business relations, you may use this. Otherwise, please register and setup your new SAP Ariba account.

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Setup of a new Ariba account

Fill in all fields marked with * and complete the registration by clicking on "Create account" and "continue".

Company information

* Indicates a required field

Company Name:*

Country:*

Address:*

Postal Code:*

City:*

State:*

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.

User account information

* Indicates a required field

Name:*

Email:*

Use my email as my username

Username:*

Must be in email format(e.g john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

Password:*

Language:

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:*

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

[SAP Ariba Privacy Statement](#)

Tell us more about your business

Product and Service Categories:* -or-

Ship-to or Service Locations:* -or-

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: ⓘ Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account.

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

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Supplier registration at ZKW

After completion of your registration at SAP Ariba, the next step is to start the registration procedure on the ZKW supplier portal. Please fill out the questionnaire and provide the following information:

- General company data
- Banking information
- Commodity specific information

Name 1	
▼ 1 General Information	
1.1 Supplier full legal Name 1	* <input type="text" value="Test AG"/>
1.2 Supplier full legal Name 2	<input type="text"/>
1.3 Webaddress	<input type="text"/>
1.4 Phone Country Code	* <input type="text" value="Unspecified"/>
1.5 Phone-Number (without country code)	* <input type="text"/>
1.6 DUNS Number	* <input type="text"/>
1.7 Please upload a document to verify the existence of your company (e.g. Commercial Register Report, Company Register Report, Trade Register Extract, ...)	* <input type="text" value="Attach a file"/>
▶ 1.8 Main Address	
1.9 Correspondence (Notification of Payment)	Add Correspondence (Notification of Payment) (0)
▶ 2 Order Information	
3 Tax Informations	Add Tax Informations (0)
4 Bank Account	Add Bank Account (0)
7 Contact Person	Add Contact Person (0)
▶ 8 Additional information for ZKW <input type="text" value="Less..."/>	
If you have any remarks or additional information, please enter them in this section	
9 Privacy statement	

After completion of the questionnaire and the supplier registration process, your information will be verified and approved by ZKW.

Afterwards you will receive another email notification to complete the supplier qualification procedure. Please follow the path guided by the system.

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