

Supplier Guideline

How to register & qualify your company
as a supplier for Royal Swinkels



Registration & Qualification process

Five main steps to become a qualified supplier for Royal Swinkels



Your company is successfully registered and qualified as supplier for Royal Swinkels

Step 4 & 5 are not for all suppliers applicable, this depends on the type of goods and/or services you will provide



Receive the registration invite email

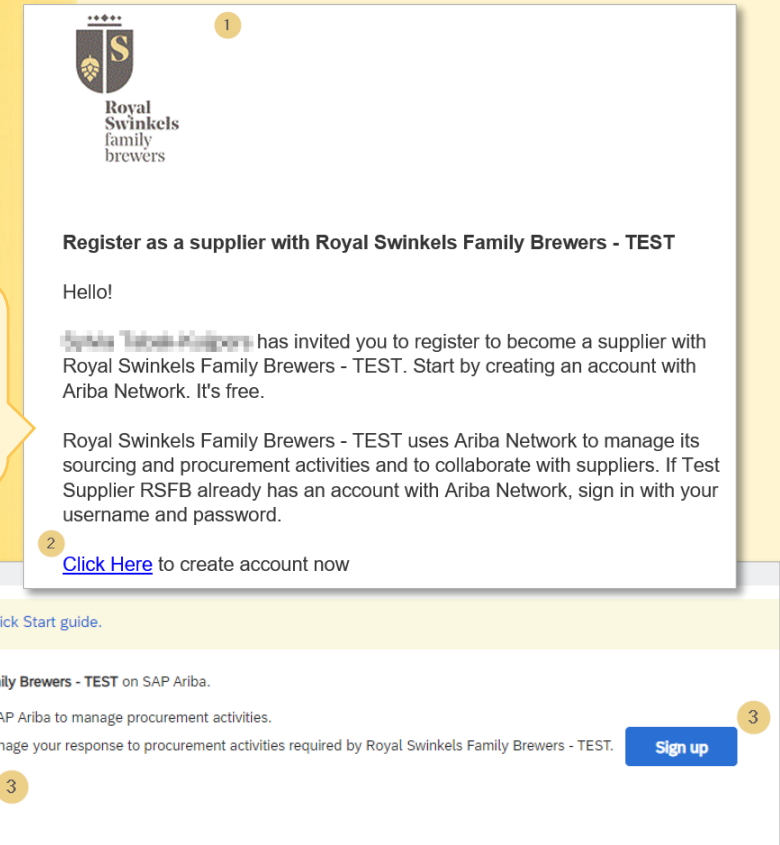
1 - You will be receiving a registration email invite via Ariba from Royal Swinkels with the link for you to access or create your SAP Business Network account

2 - Click on “**Click Here**” and you will be re-directed to the registration webpage

3 - Select the correct option depending if you already have an account on the SAP Business Network or not:

- If you do not have an existing SAP Business Network account yet, please click on “**Sign Up**” and complete your Company Profile
- If you have already an existing SAP Business Network account, please click on “**Log in**” and use your existing login details

Only the recipient from this mail can execute the registration process. Please inform us and name the correct contact person if this needs to be changed.



Create your SAP Business Network account

1 - Check the available data in the “**Company information**” section and adjust where necessary

2 - Enter the requested data in the “**User account information**” section

3 - Enter the requested data in the “**Tell us more about your business**” section. Fill at least the mandatory fields

4 - Read and accept both the “**Terms of Use**” and the “**SAP Business Network Privacy Statement**”

5 - Click on “**Create account and continue**” in the bottom right corner

6 - SAP Ariba will alert you if your company might have an existing account already. Click “**Review accounts**” to check the already existing accounts and contact the admin of your company

The image displays a sequence of six screenshots from the SAP Business Network account creation process, numbered 1 through 6.

- Screenshot 1:** The "Company information" section. Fields include Company Name (Test S), Country/Region (Neth), Address (De St), Line 2, Postal Code (5737), City (Liesh), and State (Noor).
- Screenshot 2:** The "User account information" section. Fields include Name (sylvia), Email (sylvia), Username (sylvia), Password (*****), Language (English), and Email orders to (orders).
- Screenshot 3:** The "Tell us more about your business" section. Fields include Product and Service Categories (Beer), Ship-to or Service Locations (Belgium, Netherlands), Tax ID (Optional), Vat ID (Optional), and DUNS Number (Optional).
- Screenshot 4:** The "Terms of Use" and "SAP Business Network Privacy Statement" section. Both checkboxes are checked.
- Screenshot 5:** The "Create account and continue" button.
- Screenshot 6:** The "Potential existing accounts" alert. It states: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." The "Review accounts" button is highlighted.

Fill in the supplier registration questionnaire

1 - Confirm you have received and/or read our “**Purchase Conditions**” and “**Supplier Manual**”

2 - Enter the requested data in the “**General Supplier Information**” section

3 - Enter the requested data in the “**Bank Information**” section

- When you have an IBAN Number, it is sufficient to fill in only the fields “**Bank Type**”, “**Country/Region**” and “**IBAN Number**”
- When you don’t have an IBAN Number, it is sufficient to fill in only the fields “**Bank Type**”, “**Country/Region**”, “**Bank key/ABA routing number**” and “**Account Number**”

4 - Enter the requested data in the “**Contact Details**” section

5 - Once completed, click on “**Submit Entire Response**”

If you have problems logging in with your SAP Business Network account, please try logging in in a different browser (e.g. Google Chrome)

Documents can be downloaded via the “References” button

The screenshot displays the SAP Business Network supplier registration questionnaire. It is divided into five numbered sections:

- Section 1: Supplier Manual and Purchase Conditions** (indicated by a yellow circle with '1'). It contains two items:
 - 2.1 Please confirm you have received and/or read the Swinkels Family Brewers Purchase Conditions. [References button] * I agree [dropdown arrow]
 - 2.2 Please confirm you have received and/or read the Swinkels Family Brewers Supplier Manual. [References button] * I agree [dropdown arrow]
- Section 2: General Supplier Information** (indicated by a yellow circle with '2'). It contains:
 - 2.1 Supplier full name: Test Supplier RSFB
 - 2.2 Main telephone number
 - 2.3 General Fax number
- Section 3: Bank Information** (indicated by a yellow circle with '3'). It contains:
 - 3.1 Does your company have an alternative payee? (factoring company) * No [dropdown arrow]
 - Bank Type: Domestic [dropdown arrow]
 - Country/Region: Netherlands
 - Bank Name:
 - Bank Branch:
- Section 4: Contact Details Sales** (indicated by a yellow circle with '4'). It contains:
 - 4.1 Contact name
 - 4.2 Contact telephone
 - 4.3 Contact email
- Section 5: Contact Details Accounts Receivable** (indicated by a yellow circle with '5'). It contains:
 - 5.1 Contact name

At the bottom of the form, there are four buttons: **Submit Entire Response** (highlighted in blue), **Save draft**, **Compose Message**, and **Excel Import**.

It is sufficient to fill in only the fields “**Bank Type**”, “**Country/Region**” and “**IBAN Number**”



Registration process completed

1 - You will be receiving an email via Ariba with the confirmation that your registration information is received

2 - You will be receiving an email via Ariba about the approval of your registration



Your company is successfully registered as supplier for Royal Swinkels

The responsible persons within Royal Swinkels will be informed about your registration and will review your answers



1

Hello **[Redacted Name]**,

Royal Swinkels Family Brewers - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the Royal Swinkels Family Brewers - TEST supplier portal.

[Click Here](#)

Sincerely,
Royal Swinkels Family Brewers - TEST



2

Hello **[Redacted Name]**,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Royal Swinkels Family Brewers - TEST.

[Click Here](#)

Sincerely,
Royal Swinkels Family Brewers - TEST

When the reviewers need more information about your registration, you will be informed about this via email



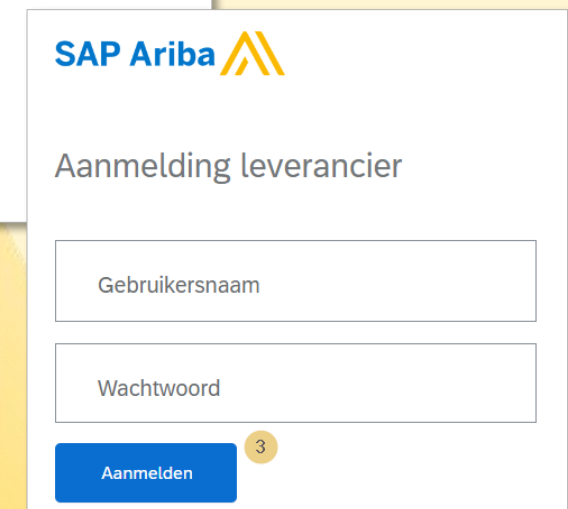
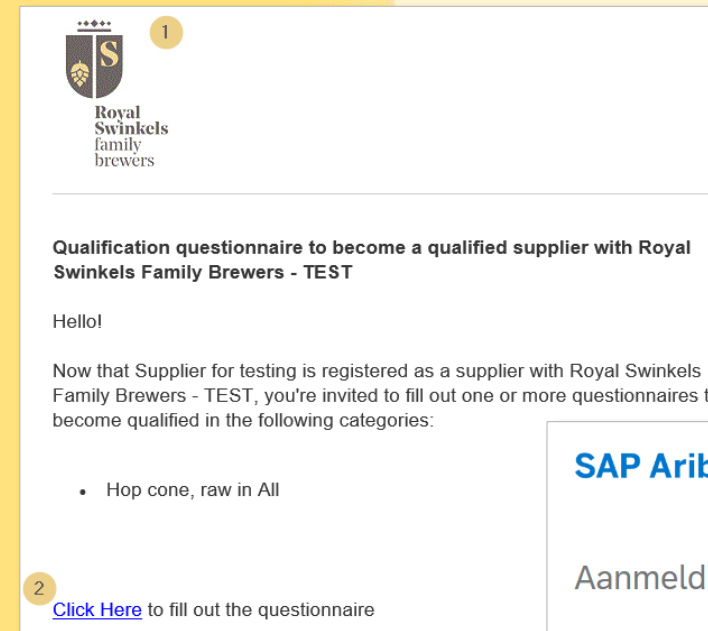
Receive the supplier qualification invite email

1 - You will be receiving a qualification email invite via Ariba from Royal Swinkels with the link for you to fill out the questionnaire

2 – Click on “**Click Here**” and you will be re-directed to the SAP Ariba log in page

3 - Fill in the credentials from your SAP Business Network account and click on “**Login**”

If you have problems logging in with your SAP Business Network account, please try logging in in a different browser (e.g. Google Chrome)



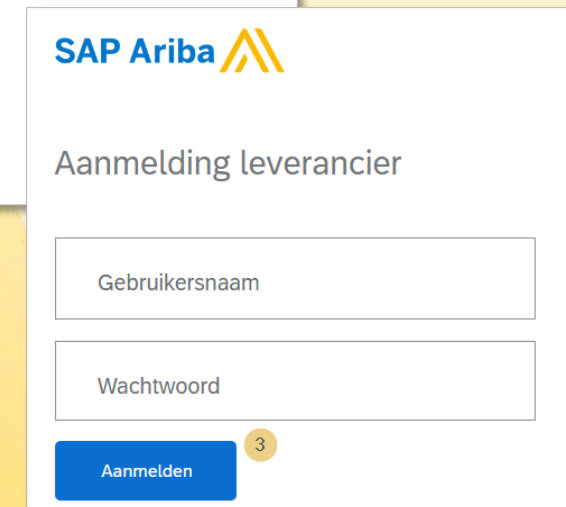
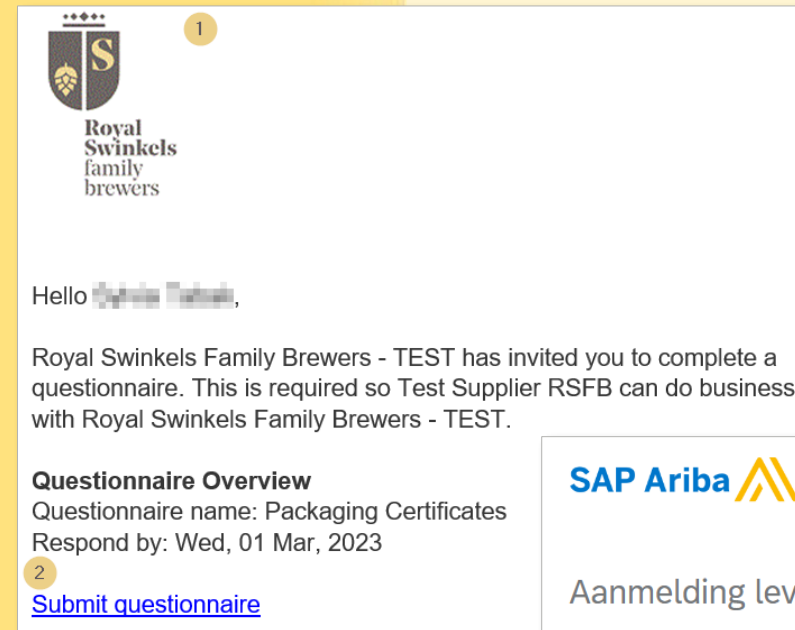
Receive the supplier qualification invite email

1 - You will be receiving a questionnaire email invite via Ariba from Royal Swinkels with the link for you to submit the certificates

2 – Click on “**Submit questionnaire**” and you will be re-directed to the SAP Ariba log in page

3 - Fill in the credentials from your SAP Business Network account and click on “**Login**”

If you have problems logging in with your SAP Business Network account, please try logging in in a different browser (e.g. Google Chrome)



Fill in the supplier qualification questionnaire

1 - Click on the questionnaire(s) in the section “**Qualification Questionnaires**” and “**Status: Open**”

2 - Enter the requested data in the questionnaire and upload the requested documents

3 - Once completed, click on “**Submit Entire Response**”

If you are invited to complete multiple qualification questionnaires, then please repeat the above steps for the other questionnaires.

Depending on the type of goods or services you will provide, you will receive one or more questionnaires related to those product types

Registration Questionnaires

Title	ID
▼ Status: Open (1)	
Supplier Registration Questionnaire	Doc1295408719

Qualification Questionnaires

Title	ID	End Time
▼ Status: Open (2)		
Qualification Questionnaire Packaging	Doc1297476955	1/3/2023
General Qualification Questionnaire	Doc1297476954	1/3/2023

Questionnaires

▼ 2 General

2

2.1 What type of packaging does SFB buy from you?

2.2 Does your company comply with EU 852/2004?

2.3 According to which food

★

★

Unspecified ▼

3

Submit Entire Response

Save draft

Compose Message

Excel Import

Fill in the supplier certificates questionnaire

1 - Click on the questionnaire(s) in the section **“Questionnaires”** and **“Status: Open”**

2 - Click on **“Add ... Certificate (0)”**

3 - Click again on **“Add ... Certificate”**

4 - Answer the question with **“Yes”** or **“No”**

5 - Click on **“Details”** (if previous answer was **“Yes”**)

The interface shows the 'Questionnaires' section with a table of open questionnaires. The first row is 'Packaging Certificates' (Doc1297616516) and the second is 'General Certificates' (Doc1297597599). A yellow circle '1' is next to the 'General Certificates' row.

Below the table, a dropdown menu is open, showing options to 'Add BRC Certificate (0)', 'Add IFS Certificate (0)', 'Add HACCP Certificate (0)', and 'Add FSSC 22000 Certificate (0)'. A yellow circle '2' is next to the 'Add BRC Certificate (0)' option.

The 'Add BRC Certificate (0)' option is selected, leading to a page titled 'BRC Certificate (0)'. A yellow circle '3' is next to the 'Add BRC Certificate' button.

The 'Add BRC Certificate' button is clicked, leading to a page titled 'BRC Certificate (1)'. A yellow circle '4' is next to the 'Yes' dropdown menu.

The 'Yes' dropdown menu is selected, leading to a page titled 'BRC Certificate (1)' with a yellow circle '5' next to the 'Details' button.

Fill in the supplier certificates questionnaire

6 - Enter the requested data in the questionnaire and upload the requested documents

7 - Click on “OK”

8 - If you have multiple certificates from the same type (e.g. for multiple locations), click on “Add an additional ... Certificate” and repeat step 4 until 7

9 - Once all certificates from this type are uploaded, click on “Save”

Please repeat step 2 until 8 for the other certificates requested in this questionnaire.

9 - Once completed, click on “Submit Entire Response”

If you are invited to complete multiple certificates questionnaires, then please repeat all the previous steps for the other questionnaires

2.1.1 Is your company certified in BRC?

6

Certificate Type: BRC Certificate

Issuer: * RSFB-TEST

Year of Publication: * 2023

Certificate Number: * 1234-ABC

Certificate Location: * Lieshout

Effective Date: * Sun, 1 Jan, 2023

Expiration Date: * Tue, 31 Jan, 2023

Attachment: * Choose File Certificate RSFB.pdf

Or drop file here

Description:

BRC Certificate (1)

Name ↑

▼ BRC Certificate #1

Is your company certified in BRC?

Add an additional BRC Certificate

Save

Cancel

9

7

OK

Cancel

9

Submit Entire Response

Save draft

Compose Message

Excel Import



Qualification process completed

Royal Swinkels will review the information & documents uploaded by you.

When the reviewers need more information about your qualification or certificates, you will be informed about this via email.

When one of your certificates expires, Ariba automatically requests you for an update



**Your company is successfully
qualified as supplier for Royal
Swinkels**

Thank you for your cooperation!

Your company is successfully registered and qualified as supplier for Royal Swinkels



FAQ and Contact Details



If you are facing any issues during the registration and/or the qualification process, please check our frequently asked questions [via this link](#)



If your question is not listed in the frequently asked questions or you need any help during the registration and qualification process, you can contact us via procurement@swinkels.com



