

Supplier Guideline

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



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

The image shows a sequence of three screenshots illustrating the registration process. The first screenshot is an email from 'Royal Swinkels family brewers' with a subject line 'Register as a supplier with Royal Swinkels Family Brewers - TEST'. It contains a greeting, a message about being invited to register, and a call-to-action button 'Click Here to create account now'. The second screenshot shows the 'Create an account' step on the SAP Ariba registration page. It includes a note about the recipient's role, a 'Click here to see a Quick Start guide' link, and a 'Sign up' button. The third screenshot shows the 'Log in' step, with a note for existing users, a 'Log in' button, and a 'Sign up' button.

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.

1

2

3

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with Royal Swinkels Family Brewers - TEST on SAP Ariba.

Royal Swinkels Family Brewers - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Royal Swinkels Family Brewers - TEST.

3

Already have an account? [Log in](#)

[Sign up](#)



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 composite image shows the SAP Business Network account creation process across six steps:

- Step 1: Company information** (highlighted in yellow): Shows fields for Company Name, Country/Region, Address, Postal Code, City, and State.
- Step 2: User account information** (highlighted in yellow): Shows fields for Name, Email, Username, Password, Language, and Email orders to.
- Step 3: Tell us more about your business** (highlighted in yellow): Shows fields for Product and Service Categories, Ship-to or Service Locations, Tax ID, Vat ID, and DUNS Number.
- Step 4: Legal Agreements** (highlighted in yellow): Shows checkboxes for accepting the Terms of Use and Privacy Statement.
- Step 5: Create account and continue** (highlighted in yellow): Shows a blue 'Create account and continue' button and a 'Cancel' button.
- Step 6: Potential existing accounts** (highlighted in yellow): Shows a message about potential existing accounts and buttons for 'Review accounts' and 'Skip review'.

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**”

Documents can be downloaded via the “References” button

2 Supplier Manual and Purchase Conditions

2.1 Please confirm you have received and/or read the Swinkels Family Brewers Purchase Conditions. [References](#) I agree

2.2 Please confirm you have received and/or read the Swinkels Family Brewers Supplier Manual. [References](#) I agree

2 General Supplier Information

2.1 Supplier full name

2.2 Main telephone number

2.3 General Fax number

3 Bank Information

3.1 Does your company have an alternative payee? (factoring company) No

Bank Type:

Country/Region:

Bank Name:

Bank Branch:

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

4 Contact Details Sales

4.1 Contact name

4.2 Contact telephone

4.3 Contact email

5 Contact Details Accounts Receivable

5.1 Contact name

5

Submit Entire Response

Save draft

Compose Message

Excel Import



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

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



Royal
Swinkels
family
brewers



Royal
Swinkels
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brewers



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Hello [REDACTED],

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)

1

Royal Swinkels family brewers

Qualification questionnaire to become a qualified supplier with Royal Swinkels Family Brewers - TEST

Hello!

Now that Supplier for testing is registered as a supplier with Royal Swinkels Family Brewers - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- Hop cone, raw in All

2

[Click Here](#) to fill out the questionnaire

SAP Ariba 

Aanmelding leverancier

Gebruikersnaam

Wachtwoord

Aanmelden

3



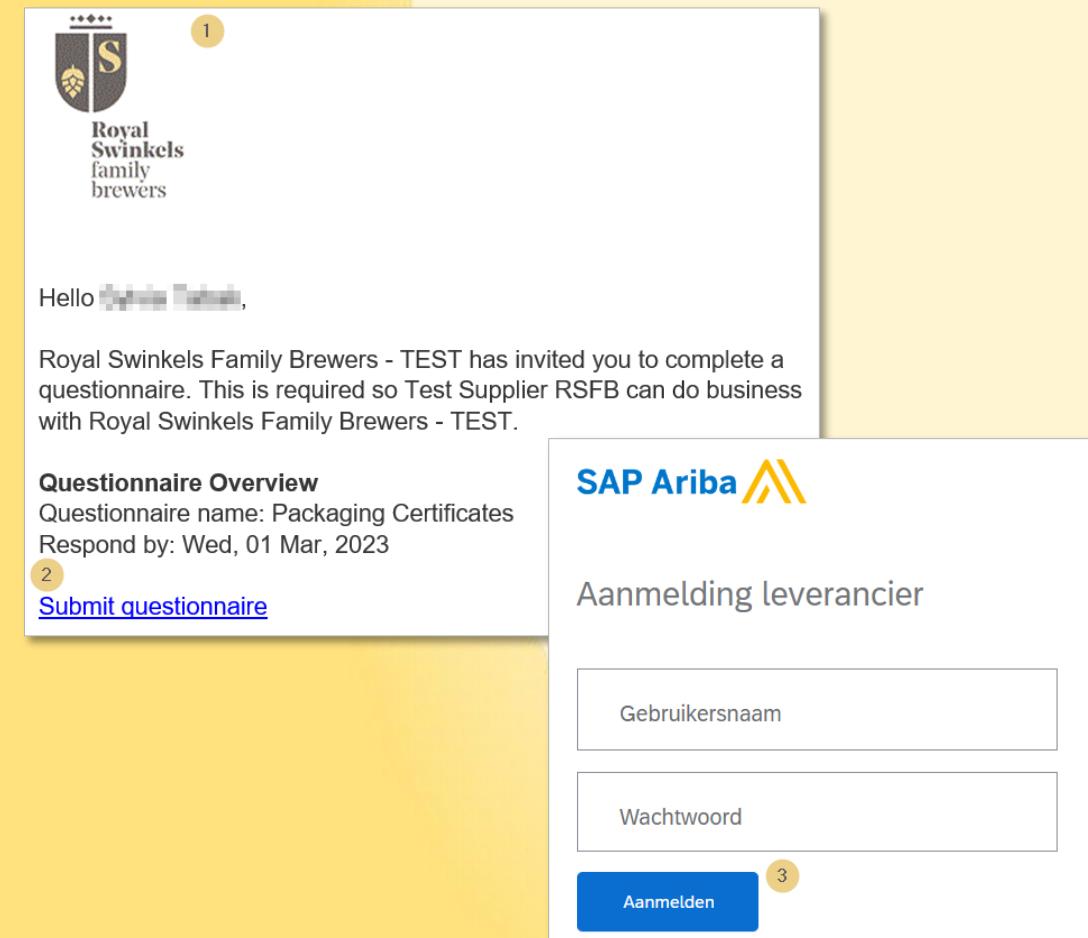
Receive the supplier qualification invite email

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 redirected 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

3

Submit Entire Response | Save draft | Compose Message | Excel Import



Fill in the supplier certificates questionnaire

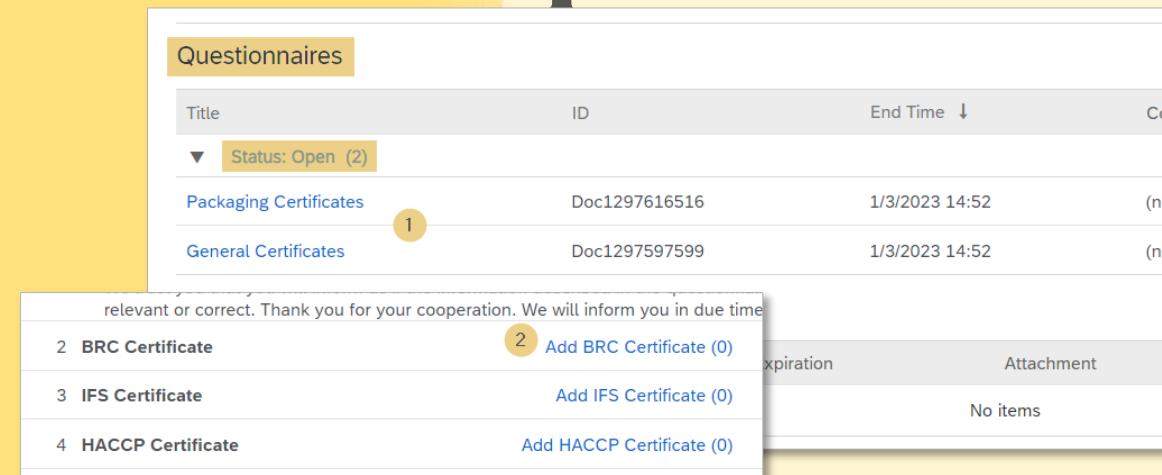
1 - Click on the questionnaire(s) in the section “Questionnaires” and “Status: Open”

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”)



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

BRC Certificate (1)

Name ↑

▼ BRC Certificate #1

Is your company certified in BRC?

Add an additional BRC Certificate

8

9

Save Cancel

Description:

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



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



