Ariba SLP – guideline – for Suppliers

This guideline intends to support all Suppliers in working with Ariba Network registration process, in order to keep all information updated, such as Tax IDs, Bank information and any other relevant data that is needed to conduct business with accuracy and efficiency. Also, be able to participate in Sourcing and Contracting activities from Tetra Pak.

The following sections will contain the step by step information to fulfil the registration process in Ariba Network to work with Tetra Pak.

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1.Invitation to register

Description: Suppliers are invited by Tetra Pak to join the Ariba Network and register. The invitation comes in an email that contains a link to access the website that will start the registration process.

Steps to take:

a) Receive and open the invitation email. "Click" the hyperlink (1) inside the email.



b) After the browser opens and loads the website, you can "Log in" (2) to an existing account (if you are already registered to the Ariba Network) or, "Sign up" (3) as a new user. You can search for additional help in this process, at any time, by searching (4) a specific topic or even contact the Ariba support (5).



c) When you choose the option to "Log in" to the Ariba Network, the page will work as any other website. It will load a log in page with Username and password (6) to continue (7). In case you forgot your username or password, you can choose to receive or reset them, following the steps from the links "Forgot username" and/or "Forgot password" (8).

SAP	Ariba Proposals & Questionnaires	0	K Help Center
	Enter Your Account Information * Indicates a requination * Indicates a requination of the Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.	red field nt	Search Fror: The username and password pair you entered was not found Fror: "The username and password enter dhas already merged to another Ariba Sourcing user account"
	6 Username:* Password:*		What are some registration tips for Ariba Network Suppliers?
	Forgot Username Forgot Password 8 Continue Canc	21	Can't log in? Let us help you!
			Documentation Q Support

d) The first set of questions is related to the company information, containing legal entity name (that will show and be used in invoicing to Tetra Pak) and address information. Once the country is selected, different fields will show up based on the specific country that was selected. This starts the Ariba Network standard questions.

Ariba Proposals & Quest	onnaires		0	K Help Center
Create account First, create an SAP Ariba supplier	account, then complete questionnaires required by Tetra Pak - TEST.	Create account and continue Cancel		Search
Company informat	ion			 Error: "The username and pass pair you entered was not found Error: "The username and pass entered has already merged to another Ariba Sourcing user ac
9 Company Name:*	Supplier entity name - VALIDATE	Indicates a required field		What are some registration tip Ariba Network Suppliers?
Country:*	Brazil [BRA]	If your company has more than one office, enter the main office		Error: "User already exists. Ple enter a different username."
Address:*	street name and number	address. You can enter more addresses such as your shipping address,		How do I participate in my buye event using an email invitation?
Postal Code:*	13070-110	billing address or other addresses later in your company profile.		View more
Municipality:* City:*	District name here City name here			Can't log in? Let us help yo
State:*	Sao Paulo [BR-SP] V			Documentation On Sur

e) The second part of the form contains information from the user that is registering the company. Starting with "First", "Last Name" and "email' (10). Choose your username (11) that will be your login any time you need to update your information or participate in Sourcing projects. The password (12) follows Ariba standard format and you can choose your preferred "Language" (13). Also, double check your email address (14).

				Indicates a required field	Search
Ψ	Name:*	First Name	Last Name	SAP Ariba Privacy Statement	Scarch
	Email:*				Error: The username and pair you entered was not for
		Use my email as m	y username		Error "The userments and
Ψ.	lsername:*			Must be in email format(e.g john@newco.com)	entered has already merge another Ariba Sourcing us
12	Password:*	Enter Password		O Must contain a minimum 8	What are some registratio Ariba Network Suppliers?
		Repeat Password		letters and numbers.	Error: "User already exists enter a different username
ß				The language used when Ariba sends	How do I participate in my event using an email invita
	.anguage:	English		you configurable notifications. This is different than your	View
14—				web b	
Email	orders to:*	supplier email here		Customers may send you their orders	Can't log in? Let us hel
				through Ariba Network. To send	

f) It is mandatory to fill in some information about your business, such as products and services you provide (15) and where you can supply to (16).

Tell us more about y	your business		K Help Center
Product and Service* Categories:	Enter Product and Service Categories	Add -or- Browse	Search
Ship-to or Service Locations:*	Enter Ship-to or Service Location	Add -or- Browse	Error: The username and password pair you entered was not found
Tax ID:	Optional	Enter your Company Tax ID number.	Error: "The username and password entered has already merged to another Ariba Sourcing user account

g) SAP Ariba asks to read and review their "Terms of Use" and "SAP Privacy Statement".
 If you agree, check the boxes to continue (18) your registration.
 *These are SAP Ariba documents and Tetra Pak has no influence over them.

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	Error: The username and password
be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Arbba and the computer systems on which the Arbba sortices are hosted (located in various data centers globally), in accordance with the Arbba 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 Arbba administrator within your organization or Arbba, Inc. This corsent shall be in feet from the moment it has been granted and may be revoked by prior within onloce to Arbba. By prior within onloce to Arbba, the system has previously been captured by your organization in a separate data repository residing within the Russian federation.	 Par you entered was not found Toro: "The username and password entered has already merged to another Ariba Sourcing user account" What are some registration tips for Ariba Network Supplers? Error: "User already exists. Please enter a different username." How do I participate in my buyer's event using an email invitation? View more C 1
© 2019 SAP SE or an SAP affiliate company. All rights reserved. SAP Ariba Privacy Statement Security Disclosure Terms of Use	Can't log in? Let us help youl

 a) The system will check for possible duplication of registrations, based on the name of users, email, address among other information provided until now. Continue to review the possible existing accounts (19)



h) The list will show at the bottom and, if any of those should be used, go back to the previous steps and "Log in" or contact the user from those accounts. If none in the list is your company, "continue account creation" (20) on the link shown.

 Or yest can yiest the profile on 	We noticed that your company may already register an Arno Network account, please review the match results below, then: • You can log in the account you are associated with							
Or, you can view the profile and contact the account administrator from there								
• Or, if there is no match, you ca	n Continue Account Cr	eation and we will progress y	our registration					
Or, you can Go back to previou	us page 20				ß			
Match Based On								
COMPANY NAME	E-MAIL /	DDRESS		DUNS NO.	TAX ID	ADDRESS		
						street name and number		
Supplier entity name						City name here São Paulo, Brazil 13070-110		
20 search results found s	earch More							

Outcome: At this point, the supplier is registered to the Ariba Network with username and password that were chosen and will be able to start to provide their data (<u>next chapter</u>)

2. Provide your supplier data

Description: After the initial registration to the Ariba Network (<u>invitation to register</u>), the Tetra Pak Questionnaire – External"

Steps to take:

a) All steps from "<u>Invitation to register</u>" have been fulfilled at this point. The following "Supplier Registration Questionnaire – External" opens. Scroll down (1) on the page to find the questions as they might not be at the top. Review all sections (2). There will be questions with "Reference" documents (3) to download and follow the information on them. There will be questions marked as mandatory (4) with * and list of choices to choose from (5), while other questions may be optional (no * sign) and open text to write the answers.

< Go back to Tetra Pak - TEST Das	shboard		Desktop File Sync
Console	Doc359844770 - Supplier Registration Qi	Jestionnaire - External	364 days 23:15:19
Event Messages Event Details	All Content		
Response Team	Name †		
	▼ 1 Tetra Pak Code of Business Conduct for Less		6 ^
▼ Event Contents	Tetra Pak is committed to conduct every aspect of our busin including how our suppliers operate and run their business. Pak Code of Business Conduct for Suppliers.	ness with integrity. Our vision, mission and core values demand We require that all Tetra Pak suppliers sign and run their busine	collaboration throughout the supply chain, ess operations in accordance with the Tetra
All Content	1.1 Do you accept the Tetra Pak Code of Business Conduct for Suppliers?	★ Unspecified ✓ 5	
1 Tetra Pak Code of Bu	2 Company General Information		
2 Company General	2.1 URI Type	Homepage (WWW) [HPG] 🗸	•
	2.2 Internet homepage address		~
3 Other Supplier Infor	(*) indicates a required field		
4 Supplier's tax infor	Submit Entire Response Save draft	Compose Message Excel Import	,
5 Bank Information (*M			

b) The Section 1 is about the Tetra Pak Code of Business Conduct for Suppliers (8). Download one of the many languages we translate this document to (9) and, after reading it through, choose if you accept (answer = yes) or if you don't accept (answer = no) (10). If you have accepted, you will be asked to attach (11) a digital/scanned copy of the signed document. Print the reference document you downloaded, sign it and upload as attachment. If you do not accept the code of conduct, you will be asked to provide an explanation about not accepting it.

Response History Response Team	Name †	
	1 Tetra Pak Code of Business Conduct for Suppliers	Less –
▼ Event Contents	Tetra Pak is committed to conduct every aspect of our business with integrity. Our vision, mission and including how our suppliers operate and run their business. We require that all Tetra Pak suppliers sig Code of Business Conduct for Suppliers.	core values demand collaboration throughout the supply chain, n and run their business operations in accordance with the Tetra Pak
All Content	1.1 Do you accept the Tetra Pak Code of Business Conduct for Suppliers?	* Yes 19
1 Tetra Pak Code of	1.2 Please upload a signed copy of the Tetra Pak Code of Business Conduct for Suppliers	*Attach a file
	(*) indicates a required field	

c) Section 2 will be focused on "Company General Information" (12) and will ask to confirm the Supplier Name (Legal entity name) (13). If needed, do change to match the invoice legal entity name. Language key (14) is standard "English" but it is possible to choose one of the other options there, based on the language you provide your company information in the questionnaire. General telephone number to contact the company is also asked (14) and then all address information (15).

Even	n mossugos ht Details	Company General Information		(Section 2 of 5) 《 Prev. Next »	
Resp	oonse Team	Name 1			
		2 Company General Information			^
▼ Ev	vent Contents	2.1 URI Type	Homepage (WWW) [HPG] ~		
	All Content	2.2 Internet homepage address			
	Tetra Pak Code of	2.3 Supplier Name Please provide your legal entity name	* Supplier entity name		
12		2.4 Language Key	* [EN] - English 🗸		
	2 Company General Info	2.5 Vendor's telephone number	*		
	3 Other Supplier		* Show More		-15
	4 Supplier's tax infor		Street: street	House Number: 123	0
	5 Bank Information		Street 4:	i	
	° (*M	2.6 Address	Street 5:	i	
			District:	()	
		(*) indicator a required field			~
		() indicates a required field			

d) Continuing with company general information, questions 2.8 and 2.9 (16) asks about 2 email addresses. One is the ordering e-mail address, which is where you should receive any orders from Tetra Pak. This can be different then your email account. The other email, on question 2.9 is the email to receive information when a payment is booked to your company, therefore, might be account receivable e-mail address. Other optional questions are there to provide answers. Read them through and answer them if necessary.

Event Details	Company General Information		(Section 2 of 5) 《 Prev. Next 》
Response Team	Name †		
		Postal Code: (i) City	•
 Event Contents 		Country: (no visituo)	
All Content		(no value)	C Region: (no value) V
1 Tetra Pak Code of	2.7 Fax Number		
Bu	2.8 Ordering e-mail address	*	16
2 Company General Info	2.9 Payment advise email address Please provide an email address to receive advice when payments from Tetra Pak are performed to your company, e.g. Accounts Receivable		
3 Other Supplier Infor	▼ 2.10 International Address		-
4 Supplier's tax infor	2.10.1 Address Version		
5 Bank Information	2.10.3 Name		
° (*M	2.10.4 Street		
	2.10.5 City		
	2.10.6 District		· ·
	(*) indicates a required field		

e) The next section, 3, will ask about "other supplier information" within Ariba Network. If you are familiar to them, you can ask "yes" or "no". In the case you are not aware of this at this moment, you can choose "Don't know" and change the answer when you are familiar to them.

Event Messages Event Details	Other Supplier Information (Section 3 of 5) 《 Pro	ev. Next »		
Response Team	Name † Image: state of the state o			
▼ Event Contents	2.4. Ara veu able to previde electronic catalea in Ariba?	*		
All Content	3.1 Are you able to provide electronic catalog in Ariba?			
	3.2 Are you open to transmit and receive traditional Procurement and Accounts Pavables documents, such as Purchase Orders. Order	*		
1 Tetra Pak Code of Bu	Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network?	Unspecified \checkmark		
	(*) indicates a required field			
Company General				

f) At any stage of the process, you can "Save draft" (18) of the answers and come back to finish them later. Before you start to add Tax Information (section 4), we strongly suggest saving a draft, so you don't lose any information if going back to previous sections of the questionnaire.

To add information, click on the link "Add Tax Number" (19). A specific section in this guideline will cover the "Add Tax Number" part.

Event Messages Event Details Response History	Supplier's tax information (Section 4 of 5)	« Prev. Next »
Response Team	Name †	
	▼ 4 Supplier's tax information	
 Event Contents 	4.1 Tax Number ("Mandatory) Add Tax Number ("Mandatory) (0)	
All Content	4.2 Natural Person	* No[false] V
1 Tetra Pak Code of	4.3 Liable for VAT	* No[false] ~
Bu	(*) indicates a required field	
2 Company General Info	Submit Entire Response Save draft Compose Message Excel Import	
Other Supplier		

The last section is the Bank information, which starts by clicking on "Add bank information" link (20). A specific section in this guideline will cover the "Add Bank information" part.

Event Messages Event Details Response History	Bank Information (*Mandatory)	(Section 5 of 5) 🕊 Prev. 📰 🛛 🕿
Response Team	Name †	
	5 Bank Information (*Mandatory)	Add Bank Information (*Mandatory) (0) More +
 Event Contents 	(*) indicates a required field	

Outcome: At this point, the supplier is registered to the Ariba Network with all information, except Tax and Bank data. The next sections cover these 2 areas.

3.Add Tax information

Description: To be able to transact with suppliers, we must have accurate tax information for the company, therefore this section is mandatory to be filled in by all suppliers, even if some exceptional cases there is no tax number for the company (special cases in specific countries).

Steps to take:

a) Start by clicking on the link "Add tax number"

Supplier's tax information	(S	Section 4 of 5) 《	Prev. Next »	
Name 1				
▼ 4 Supplier's tax information				
4.1 Tax Number ("Mandatory)	Add Tax Number (*Mangatory) (0)	More +		
4.2 Natural Person			* No[false] ∨	
4.3 Liable for VAT			* No[false] v	
(*) indicates a required field				

b) Start by clicking on the link "Add tax registration". You can add multiple tax information. Each of the tax added fields will be as the next step.

All Content > 4.1 Tax Number ("Mandatory) Tax Number (*Mandatory) (0)		
Name 1		
	No items	
(*) indicates a required field		
Add Tax Registration		

c) New fields will show up in the screen. First, attach a document (3) that proves the validity of the information from the Tax Numbers that will be informed. Choose the country they belong to (4) and the Tax fields will show for that specific country. Fill in all available tax information from them.

All Content > 4.1 Tax Number (*Mandatory) Tax Number (*Mandatory) (1)	4	■ ≈
Name †		
▼ Tax Registration #1 Delete		
Tax Registration Attachment	*Attach a file 3	
Tax Number	Country: Brazil (BR) Image: State Tax Number Image: State Tax Numb	
(*) indicates a required field		
Add Tax Registration		

d) Download and open in Excel our Tax Number guideline, per country - LINK

e) To finish adding the Tax information, scroll up and click on the "Ok" button (not the "Add tax registration")

< Go back to Tetra Pak - TEST Dashboard		Desktop File Sync
		6 ОК Cancel
Clicking OK will only save your Repeatable Section answers. To submit yo	ur response, you will need to click OK and then click Submit Entire Response on the main screen.	
All Content > 4.1 Tax Number ("Mandatory)		
Tax Number (*Mandatory) (1)		► ■ *
Name †		20
Tax Registration #1	lete	
Tax Registration Attachment	★Attach a file	
	Country: Brazil (BR) G Tax Name TaxType Tax Number	
Tax Number	Brazil: CNPJ Number Organization	
	Brazil: CPF Number Organization	
	Brazil: State Tax Number Organization	
	Brazil: Municipal Tax Number Organization	
(*) indicates a required field		
Add Tax Excistration		

Outcome: All tax information is informed, and supplier registration continues

4.Add bank information

Description: To complete the registration process, all previous sections from this document must be fulfilled including this one, "add bank information".

Steps to take:

a) From the questionnaire, go to section 5, "Add Bank Information" and click on the link.

	tologool a	
5 Bank Information (*Mandatory) (0) More +		
(*Mandatory)		~
<		>
(*) indicates a required field		

b) Similar to the tax information, start by clicking on the "Add Bank Account" button (2). You can add as many bank information and accounts you want.

All Content > 5 Bank Information (*Mandatory)			
Bank Information (*Mandatory) (0)			=
Name †			
	No items		
(*) indicates a required field			
Add Bank Account	5		

c) Similar to the tax information, start by clicking on the "Add Bank Account" button (2). You can add as many bank information and accounts you want.

All Content > 5 Bank Information (*Mandatory)		
Bank Information (*Mandatory) (0)		
Name 1		
	No items	
(*) indicates a required field		
Add Bank Account	l≽	

- d) Many fields are mandatory in this section:
 - Bank Attachment (3): provide as attachment a document that validates the bank account belongs to your company. This will be reviewed prior to approving any creation or ordering.
 - Bank country key (4): choose the country of the bank account from the list
 - Bank ID Running Number (5): is the sequence of the Bank Accounts informed. Always 4 digits, starting with 0001 for the 1st ank account and 0002 for the 2nd bank account and so on...
 - Bank key (6): Open the link (7) and follow the instructions to find the correct bank key from the file. <u>LINK to file here</u>
 - Bank account number (8): provide the account number in this field, matching the document attached (3) that is the companies' bank account.
 - Type of bank account (9): is valid for some specific countries and more information can be found in the link to the question.
 - IBAN (10): is mandatory for some countries and EU. You can search websites that helps to show the exact IBAN number for your account.

e †		
Bank Account #1	Delete	
Bank Attachment Please provide a document that proves the validity of the information being submitted.	*Attach a file	
Bank Country Key	* Unspecified	~
Bank ID Running Number (0001 for the 1st bank account information, 0002 for the 2nd bank account information, etc)	*	
Bank Key Please review the file to find the correct bank key https://tetrapak-my.sharepoint.com	*	
Bank Account Number	*	
Account Holder Name		
Type of bank account (e.g. Checking or Savings account)		
IBAN (mandatory to all EU countries, optional to other regions)		
(*) indicates a required field		

e) Click "ok" at the top right corner to complete this step of the information.

Outcome: All tax information is informed, and supplier registration continues

5. Submit all information to Tetra Pak

Description: After all information is entered/answered, submit to Tetra Pak to finish the registration process in Ariba Network

Steps to take:

a) Go to the bottom of the questionnaire and click on the "Submit Entire Response"



b) In case of any missing information or errors when filling in, the system will show and display the information to correct them



c) The system will check if you want to submit, click on "Ok" if that is the case.



d) A message is displayed showing that your answers were submitted to Tetra Pak.

< Go back to Tetra Pak - TEST Das	hboard	Desktop File Sync
Console	Doc359844770 - Supplier Registration Questionnaire - External	Time remaining 364 days 16:22:37
Event Messages Event Details Response History	✓ Your response has been submitted. Thank you for participating in the event.	

e) The message will change to a warning showing that answers were submitted (4) and the form will be closed (5) until Tetra Pak approves the information or requests updates.

< Go back to Tetra Pak - TEST D	lashboard	Desktop File Sync
Console	Doc359844770 - Supplier Registration Questionnaire - External	5 Closed
Event Messages Event Details	You have submitted a response to the questionnaire.	

Outcome: All registration information is submitted and is now for Tetra Pak to review and approve or ask for updates/corrections.

6. First login after registration and updates

Description: After registration to the Ariba Network, it is possible to sign in at any moment. The first time you log in, there are some steps to take.

Steps to take:

a) Ariba will ask for information about your role in the company, select one of the choices (1) and submit (2).

	can change your business role at any time on the My Account page.	
[Accounts Receivables	
	Business Owner	
	Customer Service	
	E-Commerce	
	Field Services	
	Finance	
	Information Technology	
	Marketing	
	Order Management	
	Sales	
	Service Administrator	
	Shipping	
	Treasury	
	Other Plane Sourcify	

b) To review the questionnaire and information submitted, go to Ariba Network (3) from the main dashboard and choose the "Ariba Proposals & Questionnaires" (4)

Ariba Network	-3 andard Account	Upgrade TEST	MODE		¢	?	SN	K Help Center	ď
Hor Ariba Discov	ery				Documents $ \smallsetminus $	Create	\sim	Search	
Ariba Propos Ariba Contra	ct Management					.11 Trends	C Refresh	I need help accessing a sourcir	ng
Order Ariba Netwo	rk		All Customers v	Last 14 days v	Now we're mobile.	My Costomers Postere Drive Los IV \$1,34K	n a a a a a a a a a a a a a a a a a a a	Does Ariba offer live webinar tra	aining?
0 Pinned Documents	••• More				Check it out.			Why can't I find an event?	vete ID
Document #	Document Type	e Custo	omer Status	Amount	Soogle play	and and the		(ANID) number?	JIKID

c) In this area, you will be able to see all Events (sourcing that your company has been invited to) "Registration Questionnaires" (5), including the "Supplier Registration Questionnaire – External" (6) from Tetra Pak. Click on the link to open it.

	No items		
Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire - External	Doc359844770	2/12/2021 7:01 AM	Invited

d) The questionnaire is not open to review answers until your registration is approved by Tetra Pak.

Outcome: Supplier can log in to Ariba Network and review any information until it is approved.

7. Tetra Pak requests additional information

Description: After the information is submitted, Tetra Pak will review it and approve or request additional information if something is not fulfilling the minimum requirements.

Steps to take:

a) If Tetra Pak requests additional information, you receive an email with the comments (1) explaining what to update. Click on the link (2) provided to log in and update the information.

Action needed: Prov	ide additional registration information to Tetra Pak - TEST					
Email Approval -		← Reply	Reply All	\rightarrow Forward		
EA To				qui 13/02/20	20 14:45	
	Hello Supplier Name,					*
Tetra Pak - TEST reviewed your registration and needs additional information						
	comments.	FIDIOWING				
	Comments: Please review the signed code of conduct attached on section 1 valid document.	. Attach a	1			
	To provide this information, go to the registration questionnaire and update $$\mathbbmm I$$ your answers.					
2	Click Here					v

- b) Follow steps "b" and "c" from "First login after registration and updates"
- c) When the questionnaire opens, click on the "Revise Response" (3) button.

< Go back to Tetra Pak - TEST Dasi	iboard	Desktop File Sync
Console	Doc359844770 - Supplier Registration Questionnaire - External	B Time remaining 364 days 23:30:35
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.	
Response History Response Team	Bayées Response	L ₂
 Event Contents 	All Content	
All Content	Name 1	
1 Tetra Pak Code of	▼ 1 Tetra Pak Code of Business Conduct for Suppliers Less	^
2 Company General	Tetra Pak is committed to conduct every aspect of our business with integrity. Our vision, mission and core values demand including how our suppliers operate and run their business. We require that all Tetra Pak suppliers sign and run their busin Pak Code of Business Conduct for Suppliers.	I collaboration throughout the supply chain, less operations in accordance with the Tetra
f Info	1.1 Do you accept the Tetra Pak Code of Business Conduct for Suppliers? References Yes	
3 Other Supplier Infor	1.2 Please upload a signed copy of the Tetra Pak Code of Business Conduct for Suppliers	Test.docx 🔻
	- O Communic Communities	

d) The system checks if you want to review the answers, click "ok"



e) Make all necessary updates and submit entire response. If needed, check the "<u>Submit</u> <u>all information to Tetra Pak</u>" section if needed.

Event Details	All Content					
Response Team	Name 1					
	▼ 1 Tetra Pak Code of Business Conduct for Suppliers More +		^			
 Event Contents 	1.1 Do you accept the Tetra Pak Code of Business Conduct for Suppliers?	* Yes V				
All Content	All Content 1.2 Please upload a signed copy of the Tetra Pak Code of Business Conduct for Suppliers					
1 Bu	▼ 2 Company General Information					
2 Company General	2.1 URI Type	Homepage (WWW) [HPG] V				
Into	3.2 Internet homenane arldress		> ~			
3 Other Supplier	(*) indicates a required field					
4 Supplier's tax infor	Submit Entire Response	Save draft Compose Message Excel Import				
5 Bank Information (*M	Submit Entire Response					

Outcome: The information is reviewed according to the information requested by Tetra Pak in the email and is now back for review and approval.

8. Tetra Pak approves registration

Description: Once all information is provided in accordance to the requirements by Tetra Pak, the registration is approved, from Supplier Management / Procurement perspective. Other internal approvals are happening, and other information may be requested at any time of the process.

Steps to take:

a) An email confirmation of approval is received to inform about the decision

Confirmation: Registr	ation submitted for approval					
EA Email Approval -		← Reply	≪ Reply All	→ Forward	ui 15:20	
	Reference and the second secon					•
]	Hello Supplier Name, Tetra Pak - TEST has received your registration information and for approval.	will review	/ it 1	Ι		
L	To check your registration status, log in to the Tetra Pak - TEST portal.	supplier				Ŧ

Outcome: Supplier is informed about the information is for review and approval.