

SAP ARIBA

Supplier's Manual – Self
Registration

2020

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Submit a Supplier Self-Registration

01

Submit a Supplier
Self-Registration

1. Form

1.1. Fill the supplier self-registration form

You can register as supplier in Ageas data base, by submitting a self-registration form.

1.Fill all fields in the form.

In the field **Preferred Language**, selec the language in which you want to receive communications from Ageas.

2. After filling in all the fields in the form, click on Submit.

The screenshot shows the 'Supplier Self- Request Questionnaire' form. The title is 'Supplier Self- Request Questionnaire'. Below the title is a section header '1 Supplier Information'. Under this section, there are three main fields: '1.1 Full Legal Name *', '1.2 Company Email *', and '1.3 Address *'. The '1.3 Address *' field is expanded to show sub-fields: 'Street', 'House Number', 'Postal Code', 'City', and 'Country'. Each sub-field has a corresponding text input box.

The screenshot shows the 'Point of Contact Information' form. The title is '5 Point of Contact Information'. Under this section, there are five main fields: '5.1 First Name *', '5.2 Last Name *', '5.3 Email *', '5.4 Preferred language', and '5.5 Select Time Zone *'. Each field has a corresponding text input box or a dropdown menu. The '5.4 Preferred language' dropdown menu is currently set to 'English'. Below this section is another section header '6 Additional Information'. Under this section, there are three main fields: '6.1 Product and service categories *', '6.2 Places where ship to or service locations', and '6.3 Additional comments'. Each field has a corresponding text input box with a search icon.



Thank you

