



ZF LIFETEC PM SAP Ariba PROJECT SUPPLIER TRAINING

9/17/2026

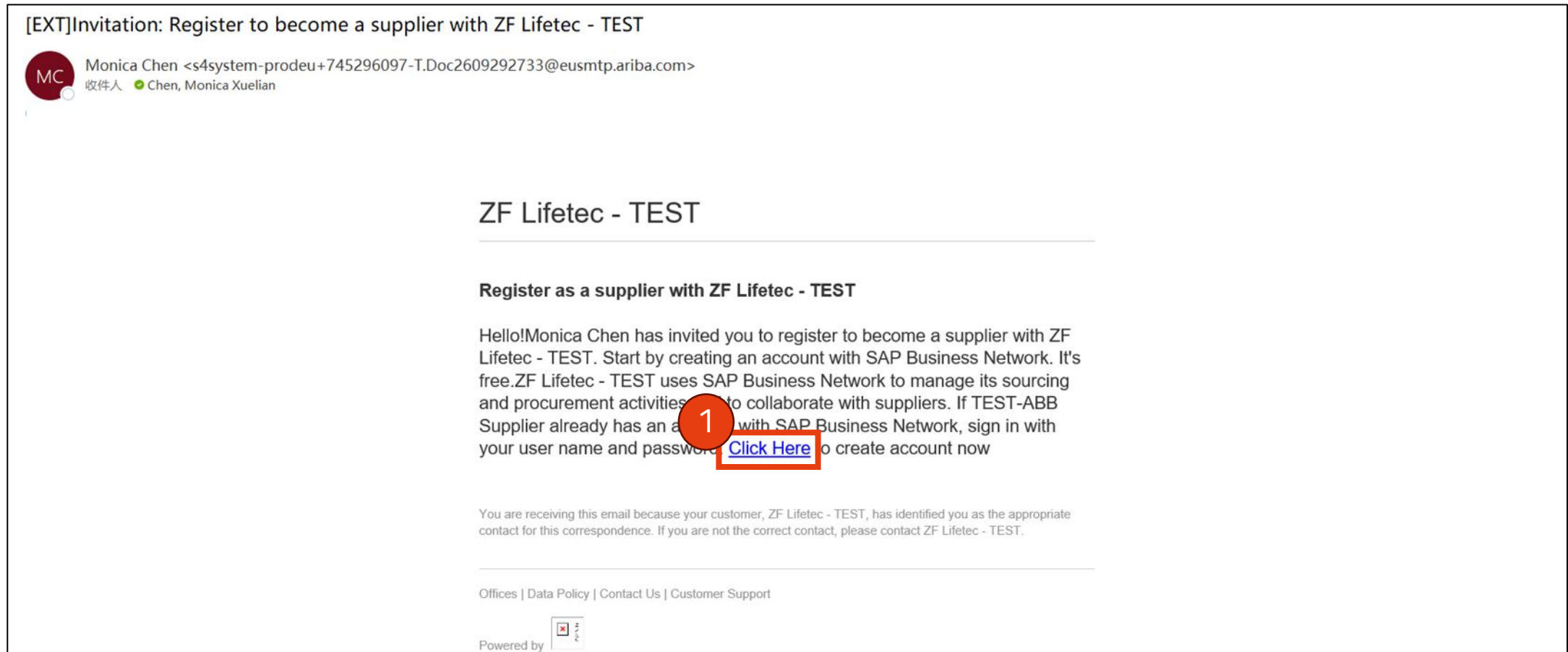
AGENDA

1. Create/Connect SAP Business Network Account
2. Respond to Supplier Registration Form

01 CREATE/CONNECT SAP BUSINESS NETWORK ACCOUNT

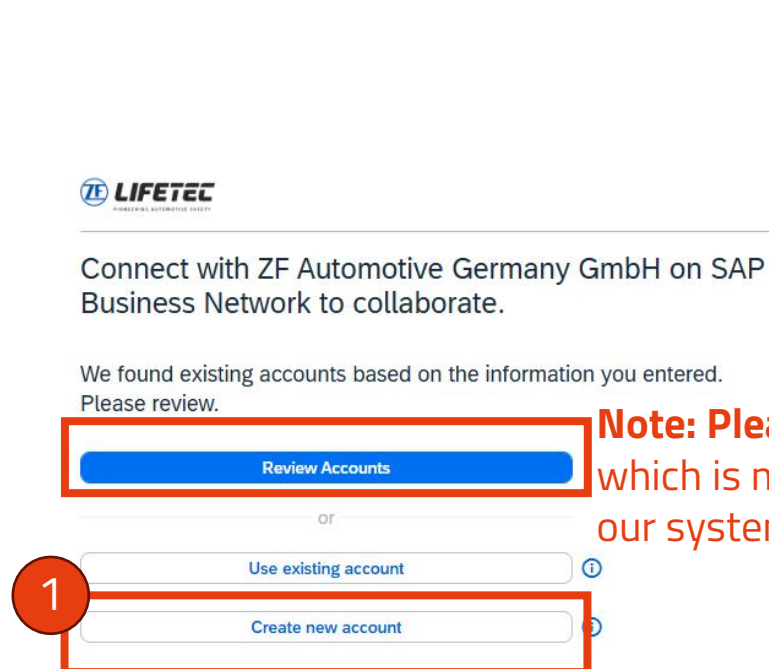
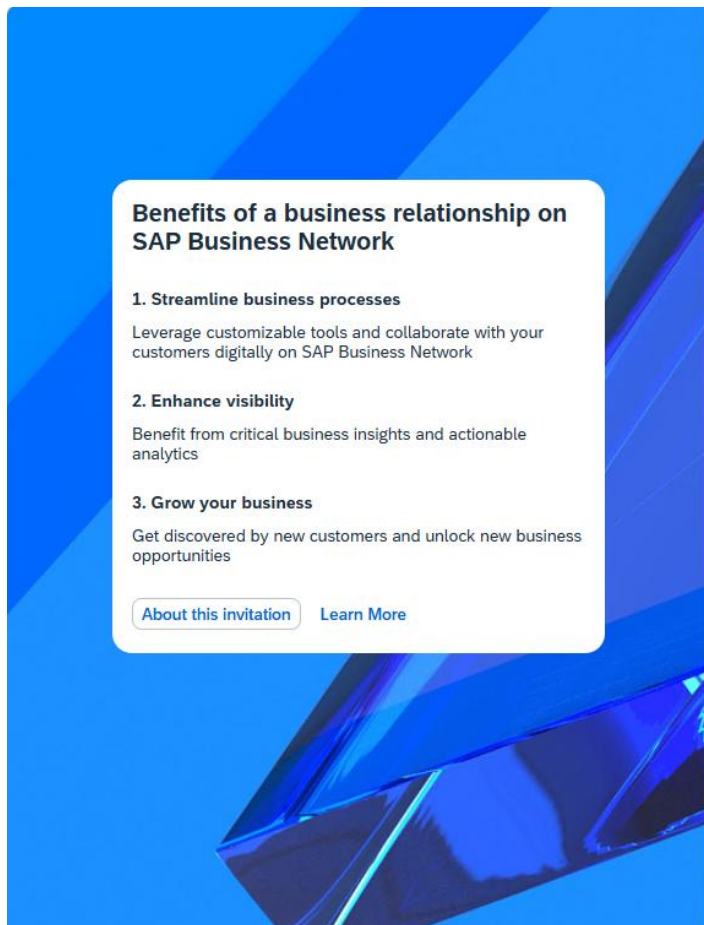
RECEIVE EMAIL NOTIFICATION

1. Receive "Invitation: Register to become a supplier with ZF Lifetec" Email. **Click [Click Here]**



CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 1

1. Click [Create new account] if you do not have an SAP Business Network account before.
2. If you already have an account, please choose [Use existing account], [see page20-21](#).



Note: Please ignore [Review Accounts] , which is mostly not aligned with records in our system but a References result from SA

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. **【Updated Content】 : Keep the default choice of Data Center, Click [Confirm]**

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Choose a Data Center

Your account and profile will be created and maintained in the chosen data center

☒ USA: Quincy, WA
☐ Netherlands: Amsterdam

Note

You can change the selected data center only until the account creation process is completed. To make changes, start the onboarding process again by returning to Data center picker page, where the required Data center can be selected again.

[Confirm](#) [Cancel](#)

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : Click [Proceed].



[? Help](#)

Verify your email before you proceed...

Please provide the email that you want to use to create your new account.

Email: *

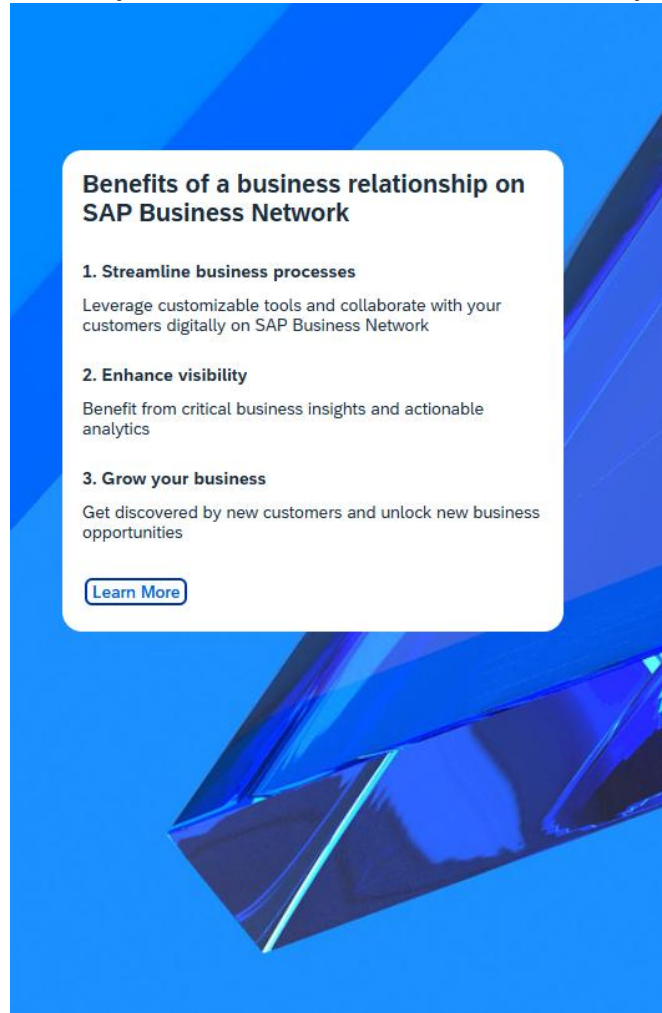
Proceed

Note: email address is not allowed to edit here.
If you need to change, please contact your buyer.

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. **【Updated Content】** : Check your email (maybe in your junk box), **enter One Time Password and Click [Continue]**

[< Back](#)[? Help](#)

Enter your One Time Password

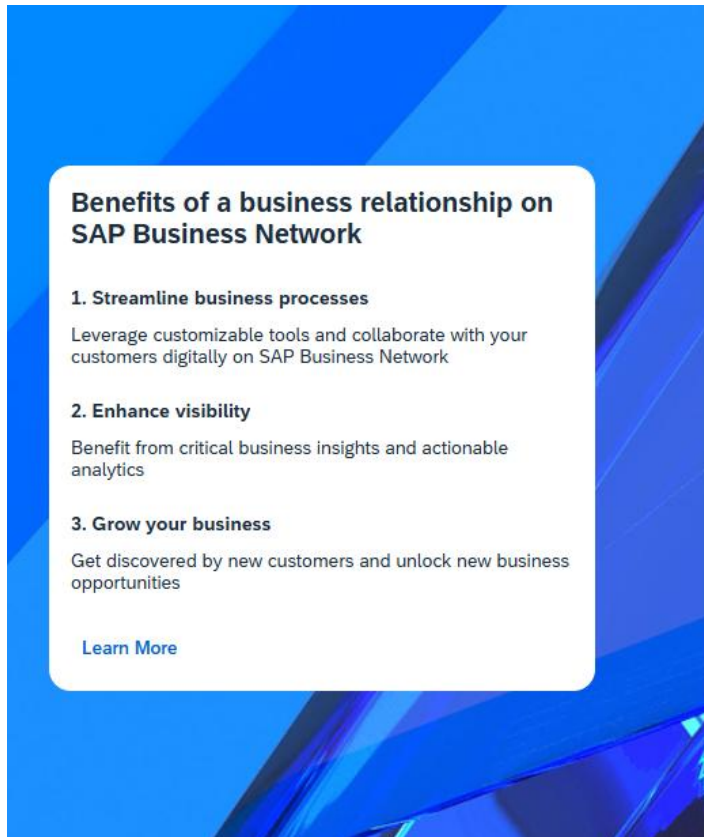
Please enter your one time password sent to weiru.yin.external@zf-lifetec.com. Your password expires in 30 minutes.

[Continue](#)

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 2

Fill in all the mandatory fields with asterisk symbol (*). These **Company Information** is public information and not specific to ZF LIFETEC.

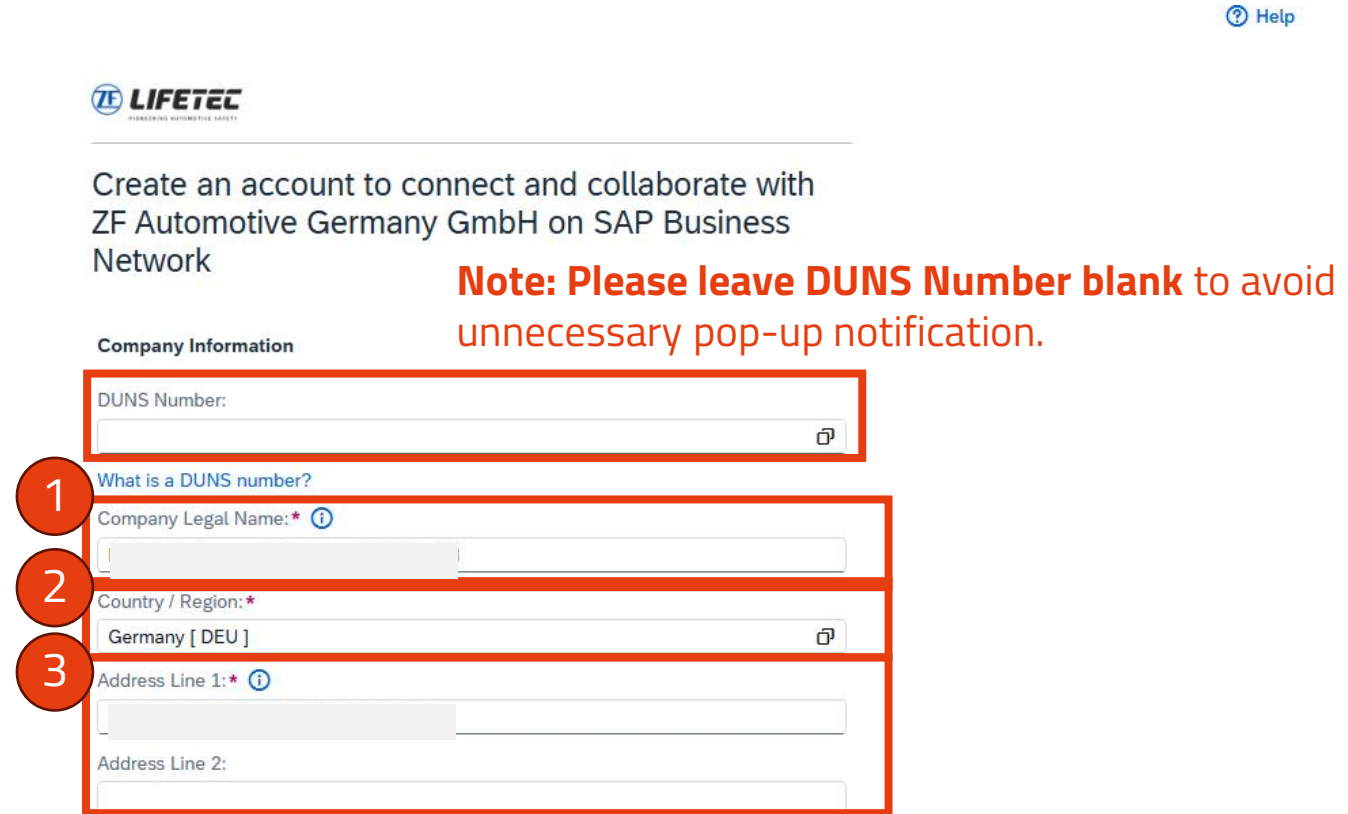
1. The **[Company (legal) name]** is defaulted from ZF LIFETEC buyer.
2. Select **[Country/Region]**
3. Fill in **[Address line 1]**



Benefits of a business relationship on SAP Business Network

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[Learn More](#)



ZF LIFETEC
POWERING AUTOMOTIVE SAFETY

Create an account to connect and collaborate with ZF Automotive Germany GmbH on SAP Business Network

Note: Please leave DUNS Number blank to avoid unnecessary pop-up notification.

Company Information

DUNS Number:

1 What is a DUNS number?

2 Company Legal Name: *

3 Country / Region: *
Germany [DEU]

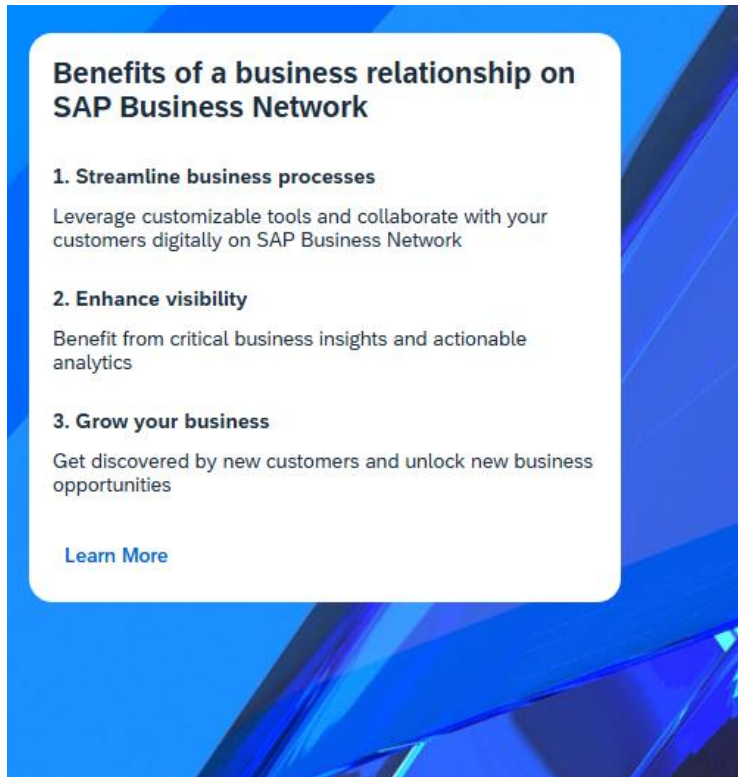
Address Line 1: *

Address Line 2:

[Help](#)

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 2

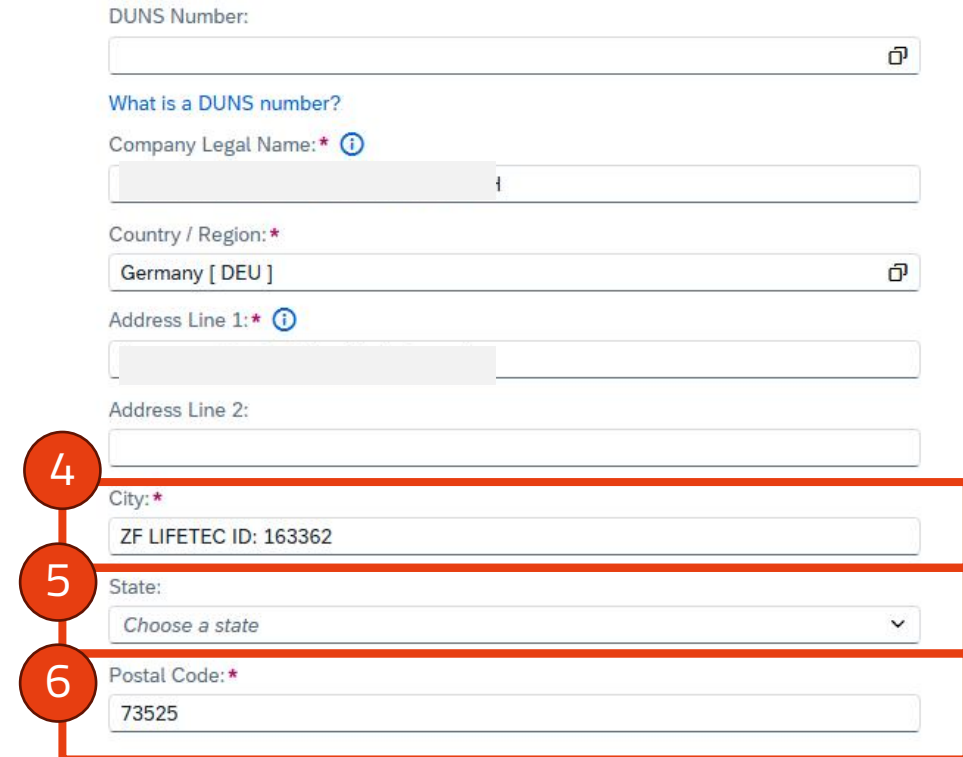
4. Fill in **[City]**
5. Select **[State]**
6. Fill in **[Zip]/[Postal code]**



Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
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- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)



DUNS Number:

[What is a DUNS number?](#)

Company Legal Name: * [i](#)

Country / Region: *
Germany [DEU] [i](#)

Address Line 1: * [i](#)

Address Line 2:

4 City: *
ZF LIFETEC ID: 163362

5 State:
Choose a state [v](#)

6 Postal Code: *
73525

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 2

Administrator Account Information

7. The **[Name]** is defaulted from ZF LIFETEC buyer.

8. If tick the **[Use my email as my username]**, the email address is the username when logging in Ariba Business Network.

If remove the checkbox, you can set the username by yourself.

Email:

☐ Use my email as my user name

User Name: *

Must be in email format

Note: User Name must be in email format, but not required to be a valid email address.

If your company has multiple global plants/branches, you could set different user names with one email address

State:

Postal Code: *

Administrator Account Information ⓘ

7

Name: *

Email:

8

☒ Use my email as my user name

Password: *

Repeat Password: *

☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot



Create account

CREATE A NEW ARIBA BUSINESS NETWORK'S ACCOUNT 2

Administrator Account Information

9. Set the password and enter Repeat Password.

You could click the field to check rules

10. Tick the terms and privacy statement

11. Tick [I'm not a robot].

You must check reCAPTCHA.

12. Click [Create account]

- ✗ Must be at least 8 characters long and no longer than 32 characters.
- ✗ Must contain at least one uppercase letter (A-Z), one lowercase letter (a-z), one number (0-9), and one special character (!#\$%&'()*+,-./:;<=>?@^_`{|}~"[]).
- ✓ Cannot contain the user name.
- ✓ Consecutive and sequenced patterns are not allowed ("abcd", "1234", "aaaa", or "1111").
- ✓ Only ASCII characters are allowed (numbers 0-9, lower and upper case characters a-z, and some special characters).

Note: Contents highlighted in red do not meet requirements.

..... 

If you could not find any red highlights, please check reCAPTCHA, if you cannot see it, change WIFI to make it appear.

State:
Choose a state 

Postal Code: *
73525

Administrator Account Information

Name: *
supplier contact

Email:
.....

☒ Use my email as my user name

9 Password: *
..... 

Repeat Password: *
..... 

10 ☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

11 ☐ I'm not a robot 

12 [Create account](#)

CREATE A NEW Ariba BUSINESS NETWORK'S ACCOUNT 3

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : Click [Continue account creation].



Create an account to connect and collaborate with ZF Automotive Germany GmbH on SAP Business Network

We found existing accounts based on the information you entered.
Please review.

Review Accounts

or

1

Continue account creation

Note: Please ignore [Review Accounts] , which is mostly not aligned with records in our system but a References result from SAP.

CONFIRM YOUR EMAIL ADDRESS

- 1. System pop-up a new page. The page will automatically redirect after a while.
- 2. A **confirmation email** will be sent to you at the same time. You can also **click [Sign in]** to open the page.

Welcome to SAP Business Network

1 Confirmation email

 SAP Business Network <noreply@us.bn.cloud.ariba.com>
To [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear [redacted]

Please find your account information below:

- Company name [redacted]
- User name [redacted]
- SAP Business Network ID [redacted]
- Business Network ID [redacted]
- Administrator email [redacted]

You are almost done 1 Pop-up message

You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete.

2 Redirect automatically

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

Update Sign Out

Note: Update company profile here is requested by SAP and public to all companies, **not specified to ZF LIFETEC.**

Get Started

Follow these steps to set up your account:

1. Complete your company profile

When you log in, you will see a customer-specific page with information they have requested.

2. Update your company profile

Potential customers can search for and review profiles to discover business opportunities.

3. Explore SAP Business Network Discovery

Find and participate in a variety of business opportunities.

Sincerely,
SAP Business Network

2 Click

Sign in

Open page

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : Tick the box to select categories, click [Save].

Edit Products And Services

Please correct any errors before continuing

Product and Service Categories Ship-to or Service Locations Industries

Enter your company's products and services. Postings made by buyers will be matched to your company's products and services.

Product and Service Categories:*

Selected categories (0)

Browse All Categories

Search Go

Select categories

- > Agricultural & Fishing Machinery
- > Agricultural & Fishing Services
- > Apparel, Luggage & Personal Care
- > Building and Facility Construction and Maintenance Services
- > Chemicals
- > Cleaning Supplies
- > Computer Hardware, Software & Telecom
 - > Communications Devices & Accessories
 - > Computer & Storage Hardware
 - Chassis components
 - ☒ Backplane or panels or assemblies

Selected categories (1)

Backplane or panels or assemblies X

Save Cancel

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 1

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. **【Updated Content】 : Selected categories** show the result of selection.

Product and Service Categories **✕ Ship-to or Service Locations** Industries

Enter your company's products and services. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Product and Service Categories: *

Selected categories (1)

Backplane or panels or assemblies

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 2

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : **Select Ship-to or Service Locations, click [Save]**

Edit Products And Services

✖ Please correct any errors before continuing

Product and Service Categories

✖ Ship-to or Service Locations

Industries

Add the locations your company ships to or serves. Buyers and their postings are not affected.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence.

☐ Serve Globally

Ship-to or Service Locations:*



Selected locations (0)

Browse All Locations

Search



Go

Select locations (Max 10)

> North America

> Central America

> South America

> The Caribbean

> Northern Europe

▼ Western Europe

☐ Andorra

> ☐ Belgium

> ☐ Estonia

> ☒ France

1

Selected locations (1)

France x



1

Save

Cancel

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 2

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. 【Updated Content】 : **Selected locations** show the result of selection.

Product and Service Categories

Ship-to or Service Locations

Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

☐ OFF Serve Globally

Ship-to or Service Locations: *

Selected locations (1)

France

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

☒ ON Serve Globally

Ship-to or Service Locations: *

Selected locations (1)

Global

Note: If you switch "ON" to Serve Globally, selected locations is "Global" automatically and not allowed to select manually.

UPDATE COMPANY FILE IN SAP BUSINESS NETWORK 3

Pre-Note: When your SAP move to NextGen, you need to pay attention to 【Updated Content】

1. **【Updated Content】 : Click [Save]** after categories and locations are selected.

Edit Products And Services

Product and Service Categories Ship-to or Service Locations Industries

Add the locations your company ships to or serves. Buyers and their postings are matched to you based on the locations in your profile.
If you have global capabilities, toggle on "Serve globally".
After adding locations, click the building icon to mark locations with a physical presence. The icon will be highlighted when selected.

☐ OFF ☒ Serve Globally

Ship-to or Service Locations: *

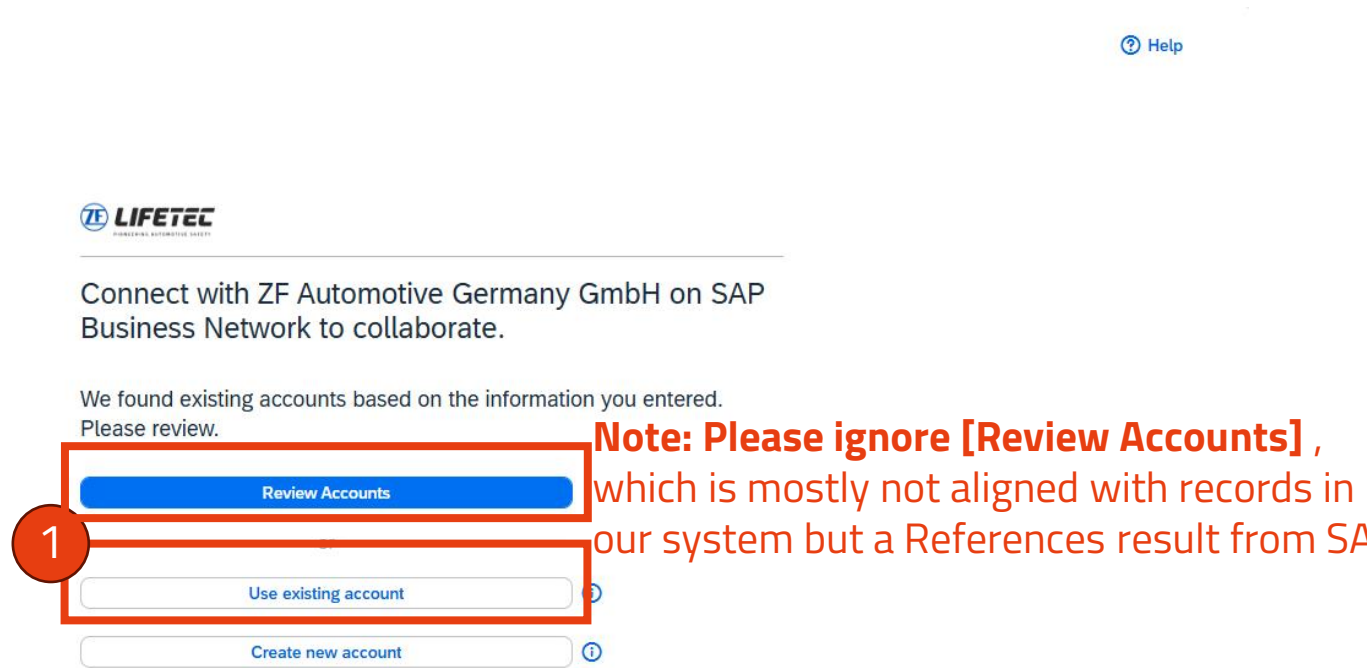
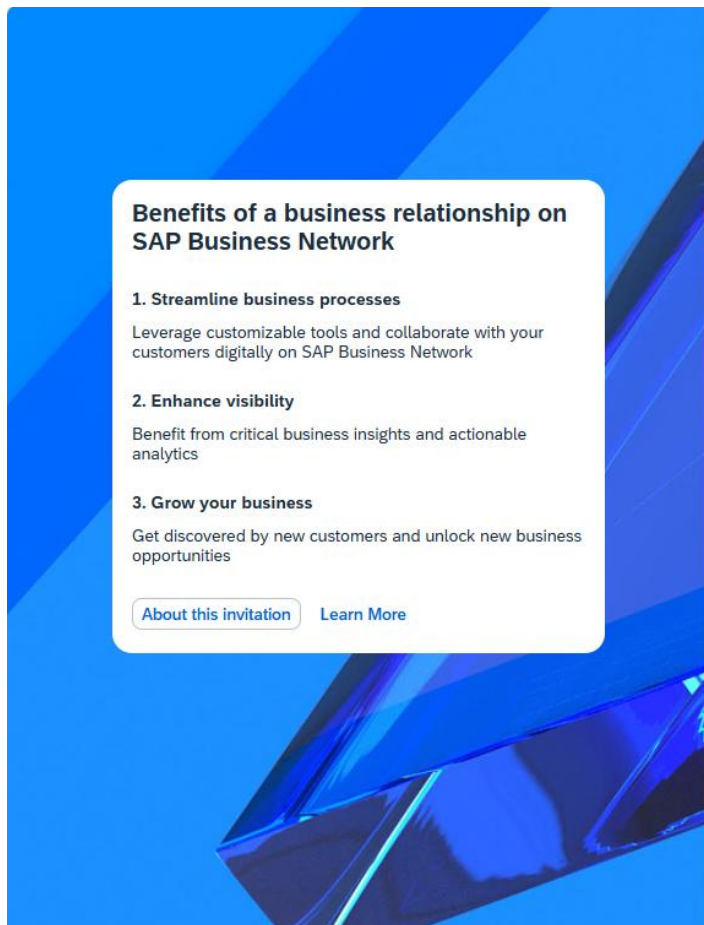
Selected locations (1)

France	 
--------	---

1  

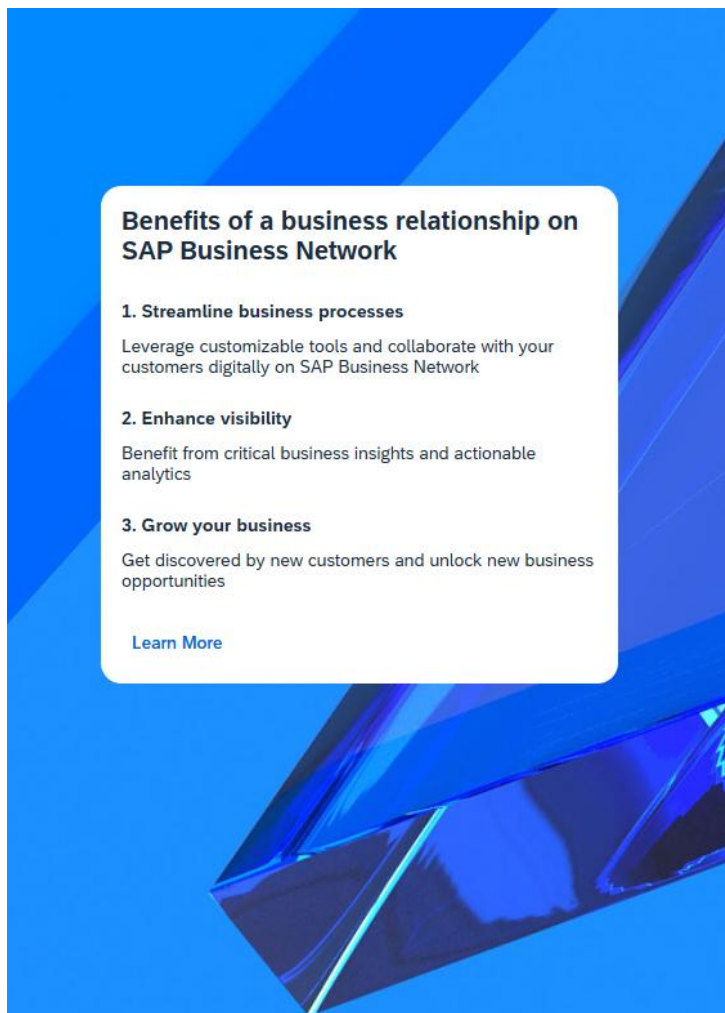
USE EXISTING ARIBA BUSINESS NETWORK'S ACCOUNT 1

1. Click [Use existing account]



USE EXISTING ARIBA BUSINESS NETWORK'S ACCOUNT

1. Enter **[Username]** and **[Password]**
2. Click **[Connect]**

[< Back](#)[? Help](#)A screenshot of a login page for LIFETEC. The page has a white background with the LIFETEC logo at the top left. The main heading is "Sign in to connect with ZF Automotive Germany GmbH". Below the heading, there is a login form. The form has two main sections: "Username: *" and "Password: *". The "Username" section has a text input field and a link "Forgot your username?". The "Password" section has a text input field with a toggle icon (an eye) and a link "Forgot your password?". Below the password field is a blue "Connect" button. Red circles with numbers 1 and 2 are overlaid on the form. Circle 1 points to the username input field. Circle 2 points to the "Connect" button.

02 RESPOND TO SUPPLIER REGISTRATION FORM

1. Click **[Proposals-Questionnaires & Contracts]** tab
2. Click **[Supplier Registration Form]**



RESPOND TO SUPPLIER REGISTRATION FORM 1 – ENTRY OF FORM V2

1. Click [More]
2. Click [Proposals-Questionnaires & Contracts] tab
3. Click [Supplier Registration Form]

The screenshot displays the SAP Business Network interface. The top navigation bar includes links for Home, Enablement, Store, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Analytics. A 'More' dropdown menu is open, showing options: Assessments, Insights, and Proposals-Questionnaires & Contracts. The 'Proposals-Questionnaires & Contracts' tab is selected. Below the navigation bar, the 'Proposals and Contracts' section is visible, featuring a search bar and a list of customers. The 'Customers (1)' list shows 'ZF Automotive Germany GmbH'. The 'Supplier Registration Form' is highlighted in the list of registration questionnaires.

Overview

New orders Standard: 0

Orders Standard: 0

Rejected Standard: 0

Setup Actions

Confirm email for orders

Configure payment preferences

Proposals and Contracts

View Matched Leads (0) Customer requested fields

Customers (1)

Search: ZF Automotive Germany GmbH

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Proposals and Questionnaires Contracts

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Form	Doc3261327363	8/17/2026 1:55 AM	Registered

Qualification Questionnaires

RESPOND TO SUPPLIER REGISTRATION FORM 1 – ENTRY OF FORM V3

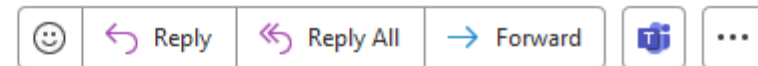
1. **Click link** in the invitation email and direct to Supplier Registration Form directly.

For your information: ZF Lifetec has added you as a respondent to Supplier Registration Form



Rui Wang <s4system-prodeu+745296097.Doc3206459227@eusmtp.ariba.com>

To ● Weiru Yin



Wed 7/22/2026 3:29 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Note: please send email to ARIBA@zf-lifetec.com for help, the sender is a dummy contact.

ZF Lifetec

Hello supplier dummy,

ZF Lifetec has added you as a respondent to Supplier Registration Form. You can now submit updates for it when needed.

To view or update the questionnaire, [Click Here](#).

Sincerely,

The SAP Ariba team

RESPOND TO SUPPLIER REGISTRATION FORM2

These information of Supplier Registration Form is specific to ZF LIFETEC.

* Indicates mandatory fields

1. NDA (**NOT required**): Click [Attach a file] to upload the signed NDA documents
 - **Time remaining: 30 days** for a **totally new registration**; **7 days** for **updated registration**

Doc3111510116 - Supplier Registration Form

Time remaining
29 days 23:57:23

All Content

Name ↑

4 [NDA]

4.1 Please upload signed NDA document. ⓘ

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

1

Attach a file

5 [Business Partner Code of Conduct]

5.1 BPCoC Template ⓘ References

5.2 Do you agree the BPCoC? *

Unspecified

6 [Global Logistics Directive 2022]

You need to complete the supplier registration form within 30 days.

If you are invited to update the supplier registration form, you need to complete it within 7 days.

【Business Partner Code of Conduct】

- 2.1 Click **[References]**
- 2.2 Click **[BPCoC template.zip]** to download the BPCoC template
- 2.3 **Select [Do you agree the BPCoC?].**
 - If "Yes" is selected, you need to upload signed BPCoC document.
 - If "No" is selected, you need to enter your comments.
 - We also accept your own BPCoC. Please choose "Yes" and upload your own document.

- It supports PDF, Word or Zip format.
- The file size should not exceed 100MB.

RESPOND TO SUPPLIER REGISTRATION FORM3

【Global Logistics Directive 2022】

3.1 Click **[References]**

3.2 Click **[GLD2022 template.zip]** to download the template

3.3 Select **[Do you agree the GLD2022?]**.

- If "Yes" is selected, you need to upload signed document.
- If "No" is selected, you need to enter your comments.

The screenshot displays the 'All Content' section of the SAP Ariba Supplier Registration Form. The left sidebar shows the navigation menu with 'Event Contents' expanded. The main content area lists various registration steps. Step 6, 'Global Logistics Directive 2022', is highlighted. Within this step, the 'References' link is circled in red and labeled 3.1. The 'GLD2022 Template.zip' file is also circled in red and labeled 3.2. The 'Do you agree the GLD2022?' dropdown menu is circled in red and labeled 3.3, with the 'Yes' option selected. A red box highlights the dropdown menu. To the right of the dropdown, a red text box states: 'It supports PDF, Word or Zip format. The file size should not exceed 100MB.'

RESPOND TO SUPPLIER REGISTRATION FORM3

【Quantity Directive 83】

4.1 Click **[References]**

4.2 Click **[QD83 template.zip]** to download the template

4.3 **Select [Do you agree the QD83?].**

- If "Yes" is selected, you need to upload signed document.
- If "No" is selected, you need to enter your comments.

The screenshot shows the 'All Content' section of a supplier registration form. The left sidebar contains navigation links: Event Messages, Event Details, Response History, Response Team, and Event Contents. The main content area lists various items with their names and actions. Annotations highlight specific steps:

- 4.1**: A red circle and box highlight the 'References' link next to item 7.1 'QD83 Template'.
- 4.2**: A red circle and box highlight the 'QD83 Template.zip' link next to item 7.3 'Please upload signed QD83 Template'.
- 4.3**: A red circle and box highlight the 'Yes' dropdown menu next to item 8.2 'Do you agree the GTCP?'.

Additional text on the right side of the form states: "It supports PDF, Word or Zip format. The file size should not exceed 100MB."

RESPOND TO SUPPLIER REGISTRATION FORM3

【Terms and Conditions】

5.1 Click **【References】**

5.2 Click **【GTCP Acceptance Letter 05_12_2026.pdf】** to download the template

5.3 **Select 【Do you agree the GTCP?】.**

- If "Yes" is selected, you need to upload signed document.
- If "No" is selected, you need to enter your comments.

The screenshot displays the 'All Content' table with the following structure:

Name ↑
▼ 8 【Terms and Conditions】
8.1 GTCP Acceptance Letter Template References ▼
8.2 Do you agree the GTCP?
8.3 Please upload signed GTCP document. GTCP Acceptance Letter 05_12_2026.pdf
Download all attachments
▼ 9 【Data Protection Commitment Letter】
9.1 Data Protection Commitment Letter Template References ▼

(*) indicates a required field

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

RESPOND TO SUPPLIER REGISTRATION FORM3

【Data Protection Commitment Letter】

6.1 Click **[References]**

6.2 Click **[Data Protection Commitment Letter-Template.docx]** to download the template

6.3 **Select [Do you agree the Data Protection Commitment Letter?].**

- If "Yes" is selected, you need to upload signed document.
- If "No" is selected, you need to enter your comments.

All Content 

Name ↑	
▼ 9 【Data Protection Commitment Letter】	
9.1 Data Protection Commitment Letter Template 	
6.1 References ▼	
Reference Documents	Unspecified ▼
6.2  Data Protection Commitment Letter-Template.docx	
Download all attachments	* [EN] English ▼
9.2 Do you agree the Data Protection Commitment Letter?	6.3 Yes ▼
9.3 Please upload signed Data Protection Commitment Letter document. 	* Attach a file

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

RESPOND TO SUPPLIER REGISTRATION FORM4

【Supplier Information】

7. **Select [Preferred Communication Language]:** It decides the language of notification email.
8. **Enter [Supplier Name] in English** . It cannot exceed 160 characters. And it can contain any of the following characters: \ / : * ? " < > | . + % &
9. **Enter [Supplier address] in English.**

The screenshot shows the 'All Content' page for a supplier registration form. The left sidebar lists various content items, with '10 [Supplier Information]' selected. The main content area shows the details for '10 [Supplier Information]'. Three red callouts are present:

- Callout 7:** Points to the 'Preferred Communication Language' field, which is a dropdown menu currently set to '[EN] English'.
- Callout 8:** Points to the 'Supplier Name (English)' field, which contains the text 'PM supplier registration - TEST'.
- Callout 9:** Points to the 'Supplier Address (English)' section, which includes fields for Country/Region, State/Province/Region, City, Postal Code, Street, House Number, and District.

RESPOND TO SUPPLIER REGISTRATION FORM5

【Supplier Information】

10. Select [Address Type]

11. [Can you provide the Name and Address in your local language?] :

- If your local language is Arabic/Hebrew/Chinese/Greek/Hangul/Chinese: please **choose “YES” and enter supplier name, address in your local language**;
- Otherwise, please choose “NO”

11.4 Address Type

- 8
- * ☐ [1] Sales Address
 - ☐ [2] Warehouse Address
 - ☐ [3] Headquarter
 - ☐ [4] Order Address
 - ☐ [5] Manufacturing Address

11.5 Domestic **Japanese** suppliers, please must enter katakana. Domestic **Chinese** suppliers, please must enter Chinese.

11.6 Can you provide the Name and Address in your local language?

9

* Yes ▼

▼ 11.7 Supplier information in Local language

11.7.1 Local Language (International Version)

* Unspecified ▼

11.7.2 Supplier Name

Enter Company name and address in
your local language

*

11.7.3 City

*

11.7.4 Street

*

(*) indicates a required field

RESPOND TO SUPPLIER REGISTRATION FORM5

【Please provide Tax Information】

12.1 Select [Add 【Please provide Tax Information】]

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

4 【NDA】

5 【Business Partner Co...】

6 【Global Logistics Di...】

All Content

▼ 10.7 Supplier information in Local language

10.7.1 Local Language (International Version)

Unspecified

10.7.2 Supplier Name

10.7.3 City

10.7.4 Street

10.7.5 House Number

11 【Please provide Tax Information】

Add 【Please provide Tax Information】 (0)

RESPOND TO SUPPLIER REGISTRATION FORM5

【Please provide Tax Information】

12.2 Click **[Add Tax Number]**

12.3 **Select [Country/Region]**

12.4 **Enter mandatory** field (marked with *****) of **Tax Number**

12.5 **Click [Save]**

12.5

Save

Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 12 【Please provide Tax Information】

【Please provide Tax Information】 (0)



Name ↑

12.2

Add Tax Number

No items

(*) indicates a required field

▼ Tax Number #1

Delete

12.3

Country/Region: ⓘ

12.4

Tax Name	Tax Type	Tax Number
DE0_Germany: VAT identification number	Organization	
DE1_Germany: Tax Number (e.g. for UStG)	Organization	

Add an additional Tax Number

(*) indicates a required field

【Supplier Contact】 【Finance Contact】 【Quality Contact】

13. Fill in mandatory contact information



LIFETEL

RESPOND TO SUPPLIER REGISTRATION FORM7

14. Select [The region that you supply for].
If multiple options are selected, you need to **upload different business license and bank details** for different regions.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

4 [NDA]

5 [Business Partner Co...

All Content

Name ↑

12.3.4 Quality Contactor_Phone Number

13 The region that you supply for

14

* ☐ Chinese Plant

☐ AP Plant (Except China)

☐ European Plant

☐ MX Plant

☐ US Plant

☐ BR Plant

▼ 14 [Business License] for Chinese Plant:		
▼ 14.1 [Chinese Plant]		
14.1.1 Business License CN ⓘ		*Attach a file
14.1.2 Local tax number confirmation(foreign supplier mandatory) ⓘ		Attach a file
▼ 15 [Bank Details]		
▼ 15.1 [Chinese Plant]		
15.1.1 Banking Documentation ⓘ		*Attach a file
15.1.2 Permission of opening bank account ⓘ		Attach a file

▼ 14 [Business License] for AP Plant(Except China):		
▼ 14.2 [AP Plant (Except China)]		
14.2.1 Business License ⓘ		Attach a file
14.2.2 Local Tax Number Confirmation ⓘ		*Attach a file
▼ 15 [Bank Details]		
▼ 15.2 [AP Plant (Except China)]		
15.2.1 Banking Documentation ⓘ		*Attach a file
15.2.2 Permission of opening bank account ⓘ		Attach a file
15.2.3 GST Certificate ⓘ		Attach a file

▼ 14 [Business License] for European Plant:		
▼ 14.3 [European Plant]		
14.3.1 Local Tax Number Confirmation ⓘ		*Attach a file
▼ 15 [Bank Details]		
▼ 15.3 [European Plant]		
15.3.1 Banking Documentation ⓘ		*Attach a file
15.3.2 SWIFT Document (foreign supplier mandatory) ⓘ		Attach a file

RESPOND TO SUPPLIER REGISTRATION FORM8

【Bank information】

15. Select [How many bank accounts do you have?]

If the number of bank accounts is more than one, you need to fill in detailed bank account information separately.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

4【NDA】

5【Business Partner Co...

6【Global Logistics Di...

7【Quantity Directive 83】

8【Terms and Conditions】

Supplier

4【NDA】

5【Business Partner Co...

All Content

16【Please Provide Bank Information】

16.1 * Please note: If you want to reduce the count of bank information, please change the 【Deletion Flag】 from “No” to “Yes”. You cannot directly delete bank information; you can only modify them.

16.2 How many bank accounts do you have?

16.3【Bank Account 1】

16.3.1 Bank Country/Region 1

16.3.2 Bank Account Number 1

16.3.5 Bank Name 1

16.3.6 Bank Key 1

16.3.7 Bank Currency 1

16.3.8 * For international bank, please must enter the SWIFT code.

16.3.9 SWIFT Code 1

16.3.10 IBAN: International Bank Account Number 1

16.3.13 Deletion Flag 1 ⓘ

15

*

1

▼

*

Unspecified

▼

*

*

*

*

Unspecified

▼

*

No

▼

RESPOND TO SUPPLIER REGISTRATION FORM8

【Bank information】

16. Enter bank details: select bank country/region, enter bank account number, bank key, select bank currency
For international transactions/bank, SWIFT Code is a must.

select 'Deletion Flag' to indicate whether to mark as deleted. The default value is "No", meaning this bank information will not be marked for deletion and will remain active. If you select "Yes", it will be marked for deletion.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

4 【NDA】
5 【Business Partner Co...
6 【Global Logistics Di...
7 【Quantity Directive 83】
8 【Terms and Conditions】
Supplier
4 【NDA】
5 【Business Partner Co...

All Content

16.1 * Please note: If you want to reduce the count of bank information, please change the 【Deletion Flag】 from "No" to "Yes". You cannot directly delete bank information; you can only modify them.

16.2 How many bank accounts do you have?

16.3 【Bank Account 1】

16.3.1 Bank Country/Region 1

16.3.2 Bank Account Number 1

16.3.5 Bank Name 1

16.3.6 Bank Key 1

16.3.7 Bank Currency 1

16.3.8 * For international bank, please must enter the SWIFT code.

16.3.9 SWIFT Code 1

16.3.10 IBAN: International Bank Account Number 1

16.3.13 Deletion Flag 1 ⓘ

Note: bank key is the identification code of bank, not account, e.g., BIC/BLZ/SWIFT Code

Note: When entering bank information for the first time, please keep "No".

16

* 1 ▼

* Unspecified ▼

*

*

*

* Unspecified ▼

*

*

* No ▼

RESPOND TO SUPPLIER REGISTRATION FORM9

【TISAX】 and 【Additional Attachment】

17. Click [Attach a file] to upload TISAX document

Usually not required, unless it is requested by buyer

16.3.9	SWIFT Code 1	
16.3.10	IBAN: International Bank Account Number 1	
16.3.13	Deletion Flag 1 ⓘ	* No ▼
▼ 18	【TISAX】	
17	18.1 Please upload TISAX document. ⓘ	*Attach a file
▼ 19	【Additional Information】	
19.1	Additional Attachment	Add Additional Attachment (0)

It supports PDF, Word or Zip format.

The file size should not exceed 100MB.

RESPOND TO SUPPLIER REGISTRATION FORM9

【TISAX】 and 【Additional Attachment】

18. (Not required) Additional attachment could be uploaded, such as address confirming documents

16.3.9	SWIFT Code 1	
16.3.10	IBAN: International Bank Account Number 1	
16.3.13	Deletion Flag 1 ⓘ	* No ▾
▼ 18	【TISAX】	
18.1	Please upload TISAX document. ⓘ	*Attach a file
▼ 19	【Additional Information】	
19.1	Additional Attachment	18 Add Additional Attachment (0)

It supports PDF, Word or Zip format.
The file size should not exceed 100MB.

SUBMIT SUPPLIER REGISTRATION FORM 1

- 1. After completing supplier registration form, **click [Submit Entire Response]**

Doc2964900639 - Supplier Registration Form

Time remaining
29 days 23:54:10

All Content

Name ↑

19.2 Additional Comments

20 [Supplier IDs]

20.1 ZF LIFETEC Supplier ID

20.2 Local Vendor ID

(*) indicates a required field

1

Submit Entire Response

Save draft

Compose Message

Excel Import

You need to complete the supplier registration form within 30 days.

If you are invited to update the supplier registration form, you need to complete it within 7 days.

SUBMIT SUPPLIER REGISTRATION FORM 2

2. Click [OK]

< Go back to ZF Lifetec - TEST Dashboard Desktop File Sync

Console Doc2609292733 - Supplier Registration Form Time remaining 29 days 21:26:33

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

2 [NDA]

3 [Terms and Conditions]

5 [Supplier Information]

6 [Please provide Tax ...]

All Content

5.7 Supplier Address

District:

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit this response?

Click OK to submit.

2 OK Cancel

State/Province/Region: Brandenburg (12)

City: * Berlin

SUBMIT SUPPLIER REGISTRATION FORM 3

3. System pop-up a message "Your response has been submitted. Thank you for participating in the event."
4. After 1~2 minutes, the status will refresh to "Pending Approval".

[< Go back to ZF Lifetec - TEST Dashboard](#)
[Desktop File Sync](#)

Console

[Event Messages](#)
[Event Details](#)
[Response History](#)
[Response Team](#)

▼ Event Contents

All Content

2 [NDA]

3 [Terms and Conditions]

5 [Supplier Information]

6 [Please provide Tax ...]

Doc2609292733 - Supplier Registration Form

Time remaining

29 days 21:26:03

3

✓ Your response has been submitted. Thank you for participating in the event.

[< Go back to ZF Lifetec - TEST Dashboard](#)
[Desktop File Sync](#)

Console

[Event Messages](#)
[Event Details](#)
[Response History](#)
[Response Team](#)

▼ Event Contents

All Content

2 [NDA]

3 [Terms and Conditions]

5 [Supplier Information]

6 [Please provide Tax ...]

Doc2609292733 - Supplier Registration Form

Pending Approval

You have submitted a response to the questionnaire.

All Content

Name ↑	
3.1 BPCoC Template	References ✓
3.2 Do you agree the BPCoC?	Yes
3.3 Please upload BPCoC document.	TEST-BPCoC.pdf ✓
▼ 5 [Supplier Information]	
5.1 Supplier Name ⓘ	TEST-ABB Supplier
5.2 Do you need the Name and Address in your local language?	No
- - - - -	[1] Sales Address

RECEIVED STATUS NOTIFICATION TO SUPPLIER

1. After submitting supplier registration form, you will receive an Email.

[EXT]Confirmation: Registration submitted for approval



Ariba Administrator <no-reply@eusmtp.ariba.com>

收件人 ● Chen, Monica Xuelian

1

ZF Lifetec - TEST

Hello Monica Chen,

ZF Lifetec - TEST has received your registration information and will review it for approval.

To check your registration status, sign in to the ZF Lifetec - TEST supplier portal.

[Click Here](#)

Sincerely,
ZF Lifetec - TEST

You are receiving this email because your customer, ZF Lifetec - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ZF Lifetec - TEST.

REGISTRATION STATUS NOTIFICATION TO SUPPLIER

2. After getting approval, you will receive an Email.

[EXT]Approved: Supplier registration with ZF Lifetec - TEST



Ariba Administrator <no-reply@eusmtp.ariba.com>

收件人 ● Chen, Monica Xuelian

ZF Lifetec - TEST

2

Hello Monica Chen,

Congratulations! Your supplier registration was approved.

Sign in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with ZF Lifetec - TEST.

[Click Here](#)

Sincerely,
ZF Lifetec - TEST

You are receiving this email because your customer, ZF Lifetec - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact ZF Lifetec - TEST.

REVISE RESPONSE TO SUPPLIER REGISTRATION FORM

If additional information is required, please revise your response and resubmit before the remaining time

1. Click **[Revise Response]** to edit the form.
2. Comments tell what needs to be revised.

Console

Doc3206459227 - Supplier Registration Form

Time remaining
5 days 22:10:02

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

4 [NDA]

5 [Business Partner Code of Conduct]

11 [Supplier Information]

12 [Please provide Tax ...]

13 [Supplier Contact]

17 [Please Provide Bank...]

20 [Additional Information]

21 [Supplier IDs]

You have submitted a response for this event. Thank you for participating.

1

Revise Response

2

Latest comment [7/24/2026]: Bank account number: Please enter Kontonr/Account no. "3421136593" and resubmit the request.

All Content

Name ↑

▼ 4 [NDA]

4.1 Please upload signed NDA document. ⓘ

 NDA_ZF_Lifetec.docx.pdf Update file Delete file

▼ 5 [Business Partner Code of Conduct]

5.1 BPCoC Template  References▼

5.2 Do you agree the BPCoC?

* Yes ▼

REVISE RESPONSE TO SUPPLIER REGISTRATION FORM

If additional information is required, you could see comments for details and resubmit before the remaining time

3. After updating the form, click [Submit Entire Response]

Latest comment [7/24/2026]: Bank account number: Please enter Kontonr/Account no. "3421136593" and resubmit the request.

All Content

Name ↑	
▼ 4 [NDA]	
4.1 Please upload signed NDA document. ⓘ	 NDA_ZF_Lifetec.docx.pdf Update file Delete file
▼ 5 [Business Partner Code of Conduct]	
5.1 BPCoC Template  References ▼	
5.2 Do you agree the BPCoC?	* Yes ▼
5.3 Please upload signed BPCoC document. ⓘ	*  signed_VF_ZF_Lifetec_BPCoC_Acceptance.pdf Update file Delete file
▼ 11 [Supplier Information]	

(*) indicates a required field

3

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

THANKS !