



Supplier Registration on SBN

**Work Instructions Document
For Suppliers**

Introduction

At Nomad Foods, we use SAP Ariba Supplier Lifecycle and Performance (SLP) to onboard our suppliers.

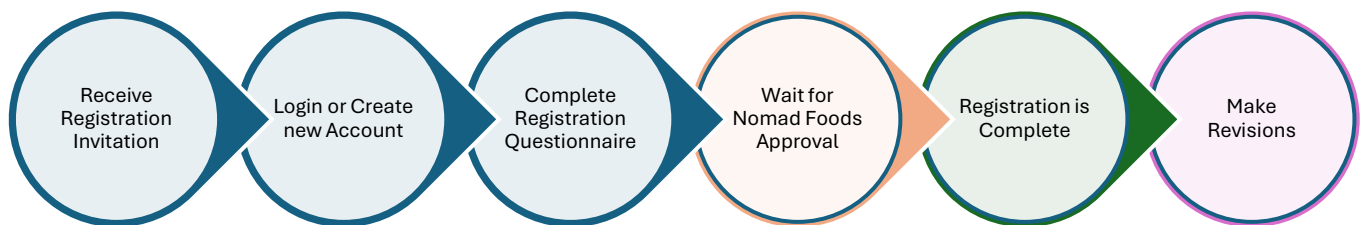
SLP simplifies our onboarding process and allows you to maintain your supplier data in our system. This new way of working gives you control over your data and reduces errors.

In this guide you will find:

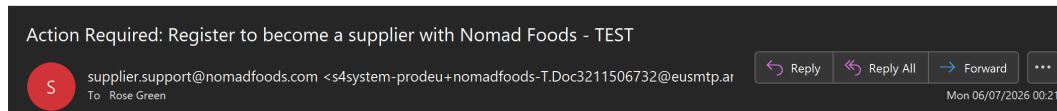
- A high-level overview of the Supplier onboarding process at Nomad Foods
- Details on what to expect at each step
- Where you can access support should you have difficulties or specific questions

Supplier Onboarding Process

At Nomad Foods, we use SAP Ariba Supplier Lifecycle and Performance (SLP) to onboard our suppliers.



Step 1: You will receive an email invitation to register. Click on the **link** in order to access the questionnaire.



Nomad Foods

Hello Rose Green,

You have been invited to become a supplier with Nomad Foods.

To start transacting with Nomad Foods, you will need to first complete your registration via the SAP Ariba Questionnaires Portal, by following the steps below:

Step 1: Register a new account on SAP Business Network or if Microalgae oil for Demo have an existing SAP Business Network account, log in with your existing username and password. PLEASE NOTE, THIS IS A FREE ACCOUNT, and will allow you to submit your registration to us.

- [Click Here](#) to sign up or sign in. Please note this link has an expiration date (7 days), please ensure you complete the registration process before the link expires.

Step 2: Fill out and submit the Registration Questionnaire

- Visit see this [Instruction Guide] for help with completing this step

(To prevent delays with your registration, please complete and submit your form within 7 business days, otherwise the form link will expire)

What happens after you submit the Registration Questionnaire?

- Once the registration questionnaire has been submitted, you will receive a confirmation email from Ariba notifying you of a successful submission. Your form will then go for approval to finalize the account registration.
- The Nomad Foods team will review your submitted questionnaire, please allow approximately 5 working days for a response. If additional verification for your submitted information is required, the Nomad Foods team will reach out to you. Please be on the lookout in case our team requests for additional information for the account registration.
- When the Nomad Foods team approves your registration, you will receive an 'Approved' email from Ariba. Once approved, the status of your application becomes 'Registered'.

Support

For additional support on how to complete the registration process, tutorials can be accessed [\[here\]](#)

If you experience any issues with registering your account, please send a description and attach screenshots of the issue to

support@nomadfoods.com

Thank you for your partnership.

Nomad Foods Supplier Support team

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

Offices | Data Policy | Contact Us | Customer Support

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Step 2: At this stage, it is very important that if your company has an SAP Business Network (SBN) account, it is linked instead a new account being created. You can:

- Verify internally and use **existing account** to login
- **Review the Accounts** that SBN has found to be likely your company
- **Create new account**, when you are certain this is the first time your company has used SBN. Merging duplicate accounts in SBN is a lengthy and difficult process, so it's worth checking before creating a new one.

Step 3: If you don't have access to the existing account, go to **Review Accounts** and **contact the administrator** of the most likely match(es).

Review Accounts

Company Name: Obergfell GmbH Corporate Email / Domain: obergfell@smeaky.com Country: Germany [DEU] Tax / VAT ID: DUNS Number: GLN: Enter Global Location Nu... Go Clear Adapt Filters

Your company may already have a matching account. Please review the recommended accounts below.

Top recommendations (3)

OBERGFELL GMBH Best Match

AN11032919495
BNO-100000055742158

Match Criteria

Email Domain	DEU	DE-BW	DC Region	DUNS Number
DEU	DEU	DE-BW	DC Region	DUNS Number

Contact administrator

Obergfell GmbH

AN01474583296
BNO-100000025291567

Match Criteria

Email Domain	DEU	DE-BW	DC Region	DUNS Number
DEU	DEU	DE-BW	DC Region	DUNS Number

Contact administrator

Vermessungsbüro Griefhaber+Obergfell

AN11162830452
BNO-100000071433113

Match Criteria

Email Domain	DEU	DE-BW	DC Region	DUNS Number
DEU	DEU	DE-BW	DC Region	DUNS Number

Contact administrator

Contact administrator

Your Name: * Poppy Green Your Company: * Obergfell GmbH

Your Email: * obergfell@smeaky.com Your Phone Number:

Your Message: *

Hello,

I recently attempted to create an account on SAP Business Network. During the account creation process, SAP Business Network returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

I'm not a robot reCAPTCHA

Send Cancel

Other Existing Accounts (7)

Company Name	ANID	BNOID	DC Region	Email domain matched	Country	State	DUNS Number	Contact administrator
DDN/Obergfel, LLC	AN01011230499	BNO-100000137265814	US20	No	USA	US-WI		Contact administrator
ServiceMaster by Obergfell Janitorial Services	AN01413749679	BNO-100000016043787	US20	No	USA	US-CA	090364295	Contact administrator

Step 4: If you are certain that a new account is needed, you can use the Create new account option. The next screen will ask you to verify your email address. Click **Proceed**.

Verify your email before you proceed...

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

Email: *

obergfell@smeaky.com

Proceed

Step 5: You will receive an email with a **One Time Password**. Copy it to your keyboard.

Action required: Your One Time Password

SB

SAP Business Network <noreply@us.bn.cloud.ariba.com>

To

• obergfell@smeaky.com

Reply

Reply All

Forward

...

Wed 24/06/2026 13:01

SAP

Business Network

Hello,

Your One Time Password (OTP) is : **743788**

Enter the OTP to start your registration for SAP Business Network.

This OTP is **valid for 30 minutes**. If you do not enter the correct OTP within that time, you may request a new OTP.

Sincerely,
SAP Business Network

You have received this notification because your email address is associated with an SAP Business Network account or was provided by a trading partner on SAP Business Network.

This email may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this email in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

If you need additional SAP support, please access [Help Center](#)

[Copyright](#) | [Privacy](#) | [Legal Disclosure](#)

Step 6: Paste the password into the next screen and click **Continue**.

Enter your One Time Password

Please enter your one time password sent to obergfell@smeaky.com. Your password expires in 30 minutes.

7 4 3 7 8 8

Continue

Step 7: Review the details on the create an account screen. They are defaulted from Nomad Food's system, and you may have to change them accordingly. Set a password for your user login. Then click on **Create account**.

Nomad Foods

Create an account to connect and collaborate with
Nomad Foods - TEST on SAP Business Network

Company Information

DUNS Number:

[What is a DUNS number?](#)

Company Legal Name: * 

Country / Region: *

Address Line 1: * 

Address Line 2:

City: *

State:

Postal Code: *

Administrator Account Information

Name: *

Green

Email:

☒ 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.

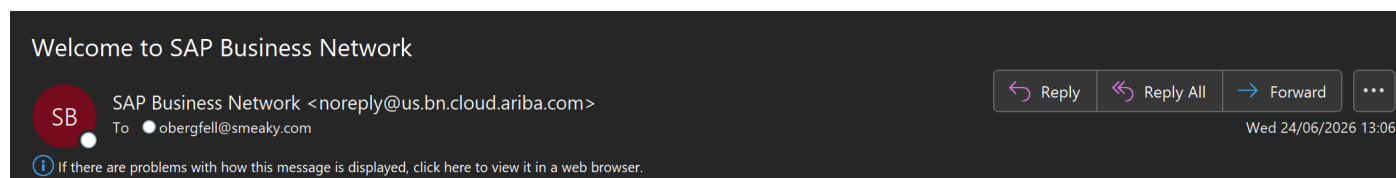
 I'm not a robot



reCAPTCHA

Create account

Step 8: You will receive an email confirming the new account details



Welcome to SAP Business Network

Dear obergfell@smeaky.com,

Please find your account information below:

- **Company name** Obergfell GmbH
- **User name** obergfell@smeaky.com
- **SAP Business Network ID** AN11410184404-T
- **Business Network ID** BNO-100000176882693-T
- **Administrator email** obergfell@smeaky.com

Follow these steps to set up your account:

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

[Sign in](#)

You have received this notification because your email address is associated with an SAP Business Network account or was provided by a trading partner on SAP Business Network.

This email may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this email in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

If you need additional SAP support, please access [Help Center](#)

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Step 8: The next screen is the SAP Business Network for Suppliers home screen. Click on the **Supplier Registration Form** pending your submission. To navigate back to the page with the Supplier Registration Form, you can use the Top Left menu and select **Ariba Proposals and Questionnaires**.

The screenshot shows the SAP Business Network for Suppliers home screen. At the top, there is a navigation bar with the SAP logo, a dropdown menu labeled "Ariba Proposals and Questionnaires", and buttons for "Standard Account", "Get enterprise account", and "TEST MODE". A red arrow points from the text in Step 8 to the "Ariba Proposals and Questionnaires" dropdown menu. Below the navigation bar, there is a welcome message from Ariba Spend Management. The main content area is divided into several sections: "Events", "Registration Questionnaires", "Qualification Questionnaires", and "Questionnaires". A red arrow points from the text in Step 8 to the "Supplier Registration Form" link in the "Registration Questionnaires" section. On the left side, there is a sidebar with a "Public Profile Completeness" section showing a progress bar at 15% and a "View customer requested fields >" link.

Navigation Bar:

- SAP
- Ariba Proposals and Questionnaires
- Standard Account
- Get enterprise account
- TEST MODE

Welcome Message:

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.

Events:

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires:

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Form	Doc3192983844	7/4/2026 10:07 AM	Invited

Qualification Questionnaires:

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires:

Title	ID	End Time ↓	Commodity	Regions	Status
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Public Profile Completeness:

15%

Enter commodities to reach 35% >

There are no matched postings.

Step 8: Supplier Registration Form: Some information, such as the **Supplier Name** and **Address** are prefilled based on information in Nomad's System:

- Verify and adjust as necessary
- Complete all mandatory questions
- This is a **dynamic** form. Questions show and hide depending on previous answers

Bank Information and **Tax Info** can be a set of multiple data and they have their own repeatable sections. One set in each is sufficient

Ariba Sourcing

< Go back to Nomad Foods - TEST Dashboard

Desktop File Sync

Console

Doc3192983844 - Supplier Registration Form

Time remaining
9 days 20:57:37

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 General Supplier Inf...

2 Transaction Information

3 Bank Information

4 Tax Information

All Content

Name ↑

1 General Supplier Information. Please note - Question numbers may not be sequential. Some questions are automatically hidden based on your supplier type. This is expected—please answer all questions shown.

1.2 Reason for Request

1.3 Additional Information

1.3.1 What will be the main type of goods or services that you will supply for Nomad Foods? (Direct materials are related to the food product)

1.3.2 Please provide the Category of goods/services that you will supply to Nomad Foods(Please select only one Category from the list)

1.9 Do you accept 90 days or more payment terms?

1.12 Do you have a governing master agreement between your company and Nomad Foods?

1.13 Supplier Full Name

1.14 Telephone

1.15 Supplier Legal Registered Address

1.16 Internet Homepage Address:

1.21 Do you have a parent company?

2 Transaction Information

2.1 E-mail address for purchase orders

2.2 E-mail address for Remittance Advice

3 Bank Information

3.1 Bank Information

3.2 Please attach evidence - A PDF of bank details on company letterheaded paper, bank letterheaded paper, or an invoice within the last 30 days.

4 Tax Information

6 Order Currency

7 DUNS Number

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Step 9: When ready answering all questions click on **Submit Entire Response**.

Step 10: Supplier Registration and Supplier Registration Updates are subject to a chain of approval at Nomad Foods. While the approval is ongoing, the status of the Registration will be **Pending Approval**

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) TEST MODE PG

NOMAD FOODS - TEST

Nomad Foods - TEST Requested Profile

All required customer requested fields have been completed.

[View customer requested fields >](#)

Public Profile Completeness

15%

[Enter commodities to reach 35% >](#)

There are no matched postings.

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.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Form	Doc3192983844	6/24/2026 2:48 PM	Pending Approval

Step 11: The Nomad Foods approvers may come back to you requesting additional information. If you receive an email like the one below, review their **comments**, and **click on the link** to amend your answers.

Action needed: additional information for Nomad Foods - TEST onboarding

AA Ariba Administrator <no-reply@eusmtp.ariba.com>
To ● Poppy Green Wed 24/06/2026 15:01

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Nomad Foods

Hello Poppy Green,

Additional Information required

Nomad Foods - TEST reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.

Comments:
attach MSC Certificate please

To provide this information, go to the registration questionnaire and update your answers.

[Click Here](#)

Sincerely,
Nomad Foods - TEST

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

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba**

Step 12: The link will bring you into the questionnaire to **Revise your Response**.

Ariba Sourcing

Company Settings ▾ Poppy Green ▾ Feedback Help ▾ Messages >>

< Go back to Nomad Foods - TEST Dashboard

Desktop File Sync

Console

Doc3192983844 - Supplier Registration Form

Time remaining
9 days 22:14:55

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

Revise Response

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

All Content

1 General Supplier Inf...

2 Transaction Information

3 Bank Information

4 Tax Information

All Content

Name ↑

1 General Supplier Information. Please note - Question numbers may not be sequential. Some questions are automatically hidden based on your supplier type. This is expected—please answer all questions shown.

1.2 Reason for Request

Change Email

▼ 1.3 Additional Information

1.3.1 What will be the main type of goods or services that you will supply for Nomad Foods? (Direct materials are related to the food product)

Direct (Raw Material, Copack, Packaging)

1.3.2 Please provide the Category of goods/services that you will supply to Nomad Foods(Please select only one Category from the list)

Haddock

1.9 Do you accept 90 days or more payment terms?

Yes

Compose Message

Step 13: Make the needed change and **Submit Entire Response**

Doc3192983844 - Supplier Registration Form

Time remaining
9 days 22:11:26

Latest comment [6/24/2026]: attach MSC Certificate please

All Content

All Content

Name ↑

address provided above?

1.18 For each manufacturing site, provide details, using this excel template [References](#) ▾

* [Manufacturing Sites.xlsx](#) ▾ [Update file](#) [Delete file](#)

1.19 For each manufacturing site, attach the appropriate and valid food accreditation [E.G. BRC, IFS] certificate(s) - (Excl. Agri.)

[Document.pdf](#) ▾ [Update file](#) [Delete file](#) [+](#)

1.21 Do you have a parent company?

Unspecified ▾

▼ 1.24 Supplier Technical contact details

(*) indicates a required field

Submit Entire Response

Excel Import

Reload Last Bid

Save draft

Compose Message

Step 14: When Nomad Foods approves your registration questionnaire you will receive an email **notification** and its status on your SBN dashboard will be **Registered**

Approved: Supplier registration with Nomad Foods - TEST has been approved

AA

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

To ● Poppy Green

Reply

Reply All

Forward

...

Wed 24/06/2026 16:55

Nomad Foods

Hello Poppy Green,

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 Nomad Foods - TEST.

[Click Here](#)

Sincerely,
Nomad Foods - TEST

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Form	Doc3192983844	7/17/6109 7:02 PM	Registered

Step 14: When your details change in future, you can go back to your SBN account and **Revise** your answers in the Supplier Registration questionnaire. Those answers will be subject to Nomad approval, after which, they will be integrated and corrected on downstream documents, such as Purchase Orders.

Ariba Sourcing

Company Settings ▼ Poppy Green ▼ Feedback Help ▼ Messages

< Go back to Nomad Foods - TEST Dashboard Desktop File Sync

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 General Supplier Inf...

2 Transaction Information

3 Bank Information

4 Tax Information

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

Revise Response

All Content

Name ↑	
▼ 1 General Supplier Information. Please note - Question numbers may not be sequential. Some questions are automatically hidden based on your supplier type. This is expected—please answer all questions shown.	
1.2 Reason for Request	Change Email
▼ 1.3 Additional Information	
1.3.1 What will be the main type of goods or services that you will supply for Nomad Foods? (Direct materials are related to the food product)	Direct (Raw Material, Copack, Packaging)
1.3.2 Please provide the Category of goods/services that you will supply to Nomad Foods(Please select only one Category from the list)	Haddock
1.9 Do you accept 90 days or more payment terms?	Yes
1.10 Please select from the list:	[Z102] - Payment due within 90 days.

Support Options

If you have any technical difficulties, access the SAP Help Centre by clicking on (?) top-right of your SBN home page.

For questions relating to your registration questionnaire, connect with your Nomad Foods buyer or email supplierhelp@nomadfoods.com.

Thank You!