



Inscription fournisseur dans SBN

**Document Instructions de travail
Pour les fournisseurs**

Introduction

Chez Nomad Foods, nous utilisons la solution SAP Ariba Supplier Lifecycle and Performance (SLP) pour intégrer nos fournisseurs.

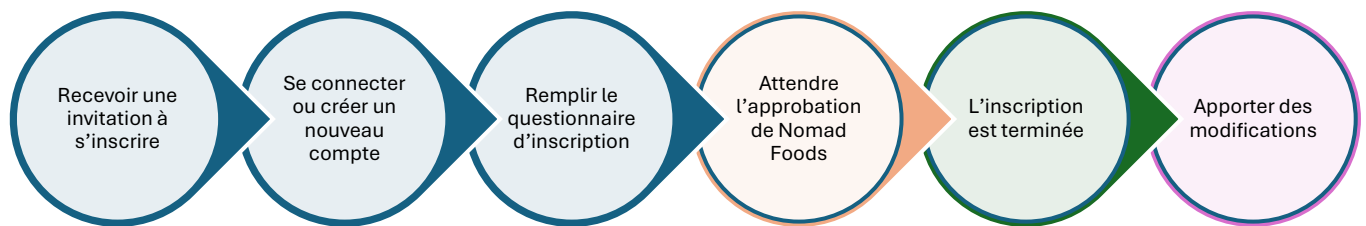
SLP simplifie notre processus d'intégration et vous permet de gérer vos données fournisseur dans notre système. Cette nouvelle méthode de travail vous permet de garder le contrôle sur vos données et de réduire les erreurs.

Dans ce guide, vous découvrirez :

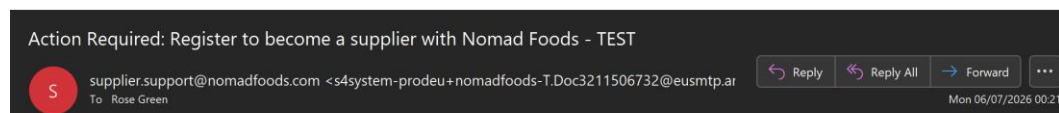
- Un aperçu du processus d'intégration des fournisseurs chez Nomad Foods
- Des informations détaillées sur ce qui vous attend à chaque étape
- Où obtenir de l'aide si vous rencontrez des difficultés ou si vous avez des questions spécifiques

Processus d'intégration de fournisseur

Chez Nomad Foods, nous utilisons la solution SAP Ariba Supplier Lifecycle and Performance (SLP) pour intégrer nos fournisseurs.



Étape 1 : Vous recevez un e-mail vous invitant à vous inscrire. Cliquez sur le **lien** pour accéder au 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

Powered by **SAP Ariba**

Étape 2 : À ce stade, si votre entreprise dispose d'un compte SAP Business Network (SBN), celui-ci doit impérativement être associé au lieu de créer un nouveau compte. Vous pouvez :

- Vérifier en interne et utiliser le **compte existant** pour vous connecter
- **Consulter les comptes** que SBN a trouvés comme correspondant probablement à votre entreprise
- **Créer un nouveau compte** si vous êtes certain(e) qu'il s'agit de la première fois que votre entreprise utilise SBN. La fusion de comptes en doublon dans SBN est un processus long et fastidieux ; il est donc préférable de vérifier avant d'en créer un nouveau.

Benefits of a business relationship on SAP Business Network

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

[About this invitation](#) [Learn More](#)

Nomad Foods

Connect with Nomad Foods - TEST on SAP Business Network to collaborate.

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

[Review Accounts](#)

or

[Use existing account](#)

[Create new account](#)

Étape 3 : Si vous n'avez pas accès au compte existant, accédez à la section **Vérifier les comptes** et contactez l'administrateur du ou des comptes les plus susceptibles de correspondre.

Review Accounts

Company Name: Corporate Email / Domain: Country: Tax / VAT ID: DUNS Number: GLN: [Go](#) [Clear](#) [Adapt Filters](#)

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

Top recommendations (3)

OBERGELL GMBH Best Match

AN11032919495
BNO-10000005742158

Match Criteria

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

[Contact administrator](#)

Obergell GmbH

AN01474583296
BNO-100000025291567

Match Criteria

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

[Contact administrator](#)

Vermessungsbüro Grießhaber+Oberfell

AN11162830452
BNO-100000071433113

Match Criteria

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

[Contact administrator](#)

Contact administrator

Your Name: Your Company:

Your Email: Your Phone Number:

Your Message:

☒ I'm not a robot

[Send](#) [Cancel](#)

Other Existing Accounts (7)

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

Étape 4 : Si vous êtes certain(e) qu'un nouveau compte est nécessaire, vous pouvez utiliser l'option Créer un nouveau compte. L'écran suivant vous demande de confirmer votre adresse e-mail. Cliquez sur **Poursuivre**.

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

Étape 5 : Vous recevez un e-mail contenant un **mot de passe à usage unique**. Copiez-le dans votre presse-papiers.

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

If there are problems with how this message is displayed, click here to view it in a web browser.

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](#)

Étape 6 : Collez le mot de passe dans l'écran suivant, puis cliquez sur **Continuer**.

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

Étape 7 : Vérifiez les informations affichées sur l'écran de création d'un compte. Ces informations sont renseignées par défaut à partir du système de Nomad Foods et vous devrez peut-être les modifier. Définissez un mot de passe pour votre identifiant utilisateur. Cliquez ensuite sur **Créer un compte**.

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.



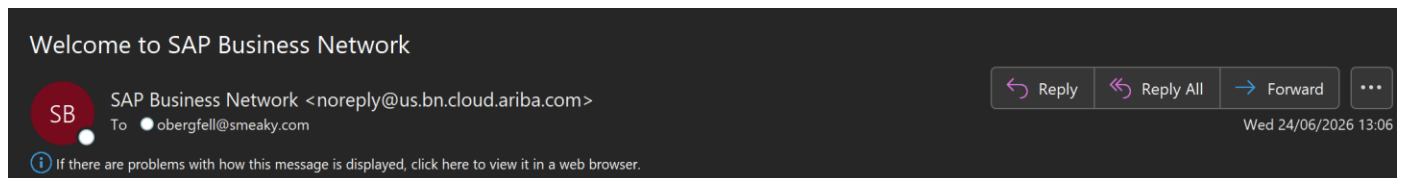
I'm not a robot



reCAPTCHA

Create account

Étape 8 : Vous recevez un e-mail confirmant les informations de votre nouveau compte



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](#)

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

Étape 8 : L'écran suivant illustre la page d'accueil de SAP Business Network for Suppliers. Cliquez sur le **Formulaire d'inscription fournisseur** en attente d'envoi. Pour revenir à la page contenant le Formulaire d'inscription fournisseur, vous pouvez utiliser le menu en haut à gauche et sélectionner **Propositions et questionnaires Ariba**.

Public Profile Completeness

15%

Enter commodities to reach 35% >

There are no matched postings.

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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Étape 8 : Formulaire d'inscription fournisseur : Certaines informations, telles que le **Nom du fournisseur** et son **Adresse**, sont préremplies à partir des informations existantes dans le système de Nomad :

- Vérifiez et modifiez ces informations si nécessaire
- Répondez à toutes les questions obligatoires
- Il s'agit d'un formulaire **dynamique**. Les questions sont affichées ou masquées en fonction des réponses précédentes.

Les informations bancaires et fiscales peuvent comprendre plusieurs ensembles de données et comportent leurs propres sections répétables. Un seul ensemble dans chaque section suffit.

The screenshot shows the Ariba Sourcing interface for a supplier registration form. The header includes 'Ariba Sourcing' and navigation links like 'Company Settings', 'Poppy Green', 'Feedback', 'Help', and 'Messages'. The main content area is titled 'Doc3192983844 - Supplier Registration Form' and shows a progress bar with 'Time remaining 9 days 20:57:37'. The form is divided into sections: 'General Supplier Information', 'Transaction Information', 'Bank Information', and 'Tax Information'. The 'General Supplier Information' section includes fields for 'Reason for Request', 'Additional Information', and 'Supplier Full Name'. The 'Transaction Information' section includes fields for 'E-mail address for purchase orders' and 'E-mail address for Remittance Advice'. The 'Bank Information' section includes fields for 'Bank Information' and 'Attach a file'. The 'Tax Information' section includes fields for 'Order Currency' and 'DUNS Number'. Red arrows point to the 'Submit Entire Response' button and the 'DUNS Number' field.

Étape 9 : Lorsque vous êtes prêt(e) à répondre à toutes les questions, cliquez sur **Envoyer l'intégralité des réponses**.

Étape 10 : L'Inscription des fournisseurs et ses mises à jour sont soumises à un enchaînement d'approbations chez Nomad Foods. Tant que la procédure d'approbation est en cours, le statut de l'inscription reste **En attente d'approbation**.

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

Étape 11 : Les approbateurs de Nomad Foods peuvent revenir vers vous pour vous demander des informations complémentaires. Si vous recevez un e-mail comme celui ci-dessous, consultez leurs **commentaires** puis **cliquez sur le lien** pour modifier vos réponses.

Action needed: additional information for Nomad Foods - TEST onboarding

AA Ariba Administrator <no-reply@eusmtp.ariba.com>
To: ● Poppy Green

[Reply](#) [Reply All](#) [Forward](#) [...](#) Wed 24/06/2026 15:01

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**

Étape 12 : Ce lien vous permet d'accéder au questionnaire afin de **Modifier votre réponse**.

Ariba Sourcing

Company Settings ▾Poppy Green ▾FeedbackHelp ▾Messages >>

< Go back to Nomad Foods - TEST DashboardDesktop File Sync

ConsoleDoc3192983844 - Supplier Registration FormTime 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

1 General Supplier Inf...
2 Transaction Information
3 Bank Information
4 Tax Information

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

Étape 13 : Apportez les modifications nécessaires, puis **envoyez la réponse dans son intégralité**

Doc3192983844 - Supplier Registration Form

Time remaining
9 days 22:11:26

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

All Content

address provided above?
1.18 For **each** manufacturing site, provide details, using this excel template [References](#)▼

Manufacturing Sites.xlsx ▼ Update file Delete file

Document.pdf ▼ 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.)

1.21 Do you have a parent company?
Unspecified ▼

▼ 1.24 Supplier Technical contact details

(*) indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

Étape 14 : Une fois que Nomad Foods approuve votre questionnaire d'inscription, vous recevez une **notification** par e-mail et le statut sur votre tableau de bord SBN indique **Inscrit**

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

AA Ariba Administrator <no-reply@eusmtp.ariba.com>
To ● Poppy Green 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

Étape 14 : Si vos informations venaient à changer à l'avenir, vous pourrez vous reconnecter à votre compte SBN et **modifier** vos réponses dans le questionnaire d'inscription fournisseur. Ces réponses devront être approuvées par Nomad. Elles seront ensuite intégrées et corrigées dans les documents en aval, tels que les bons de commande.

Ariba Sourcing

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

Company Settings ▼ Poppy Green ▼ Feedback Help ▼ Messages

Console

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

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.

Options d'assistance

Si vous rencontrez des difficultés techniques, accédez au Centre d'aide SAP en cliquant sur (?) en haut à droite de votre page d'accueil SBN.

Pour toute question concernant votre questionnaire d'inscription, veuillez contacter votre acheteur chez Nomad Foods ou envoyer un e-mail à supplierhelp@nomadfoods.com.



Merci !