



Lieferantenregistri erung im SBN

**Dokument mit Arbeitsanweisungen
Für Lieferanten**

Einführung

Bei Nomad Foods verwenden wir für das Onboarding unserer Lieferanten SAP Ariba Supplier Lifecycle and Performance (SLP).

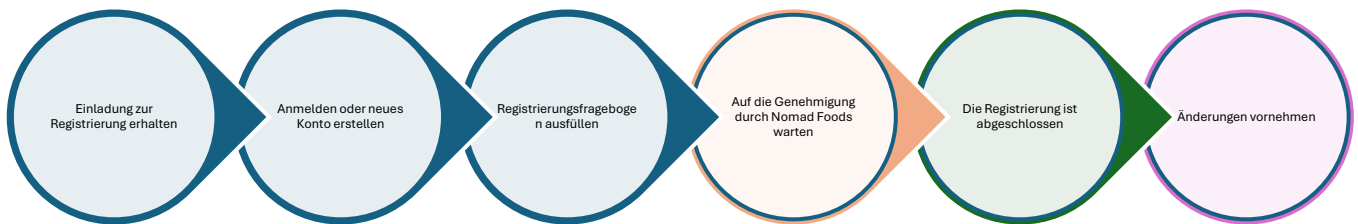
SLP vereinfacht unseren Onboarding-Prozess und ermöglicht es Ihnen, Ihre Lieferantendaten in unserem System selbst zu pflegen. Diese neue Arbeitsweise gibt Ihnen die Kontrolle über Ihre Daten und verringert Fehler.

In diesem Leitfaden finden Sie:

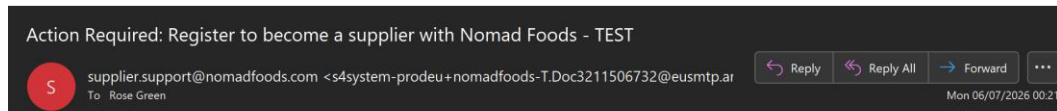
- Einen allgemeinen Überblick über den Lieferanten-Onboarding-Prozess bei Nomad Foods
- Einzelheiten dazu, was Sie in jedem Schritt erwartet
- Wo Sie Unterstützung erhalten, falls Sie Probleme oder konkrete Fragen haben

Lieferanten-Onboarding-Prozess

Bei Nomad Foods verwenden wir für das Onboarding unserer Lieferanten SAP Ariba Supplier Lifecycle and Performance (SLP).



Schritt 1: Sie erhalten eine E-Mail-Einladung zur Registrierung. Klicken Sie auf den **Link**, um zum Fragebogen zu gelangen.



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

supplier.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**

Schritt 2: In dieser Phase ist es sehr wichtig, dass, falls Ihr Unternehmen über ein SAP Business Network (SBN)-Konto verfügt, dieses verknüpft und kein neues Konto angelegt wird. Sie können:

- Intern prüfen und sich mit dem **bestehenden Konto** anmelden
- **Die Konten prüfen**, die SBN als wahrscheinlich zu Ihrem Unternehmen ~~gehörend identifiziert hat~~
- **Ein neues Konto erstellen**, wenn Sie sicher sind, dass Ihr Unternehmen SBN zum ersten Mal nutzt. Das Zusammenführen doppelter Konten in SBN ist ein langwieriger und schwieriger Vorgang. Daher lohnt es sich, dies zu prüfen, bevor ein neues Konto erstellt wird.

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

[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](#)

Schritt 3: Wenn Sie keinen Zugriff auf das vorhandene Konto haben, gehen Sie zu **Konten überprüfen** und **wenden Sie sich an den Administrator** des Kontos oder der Konten, die am ehesten infrage

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)

OBERFELL GMBH Best Match

AN11032919495
BNO-10000055742158

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+Oberfell

AN11162830452
BNO-100000071433113

Match Criteria

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

[Contact administrator](#)

Other Existing Accounts (7)

Company Name	ANID	BNOID	DC Region	Email domain matched	Country	State	DUNS Number	
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

Contact administrator

Your Name: Your Company:

Your Email: Your Phone Number:

Your Message:

☒ I'm not a robot

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

kommen.

Schritt 4: Wenn Sie sicher sind, dass ein neues Konto erforderlich ist, können Sie die Option „Neues Konto erstellen“ verwenden. Auf dem nächsten Bildschirm werden Sie aufgefordert, Ihre E-Mail-Adresse zu bestätigen. Klicken Sie auf **Weiter**.

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

Schritt 5: Sie erhalten eine E-Mail mit einem **Einmalpasswort**. Kopieren Sie dieses in die Zwischenablage.

Action required: Your One Time Password



SAP Business Network <noreply@us.bn.cloud.ariba.com>
To: obergfell@smeaky.com

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

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.](#)



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](#)

Schritt 6: Fügen Sie das Passwort auf dem nächsten Bildschirm ein und klicken Sie auf **Weiter**.

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

Schritt 7: Prüfen Sie die Angaben auf dem Bildschirm „Konto erstellen“. Diese Angaben sind im System von Nomad Foods voreingestellt, gegebenenfalls müssen Sie sie entsprechend anpassen. Legen Sie ein Passwort für Ihren Benutzerzugang fest. Klicken Sie anschließend auf **Konto erstellen**.

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

Schritt 8: Sie erhalten eine E-Mail zur Bestätigung der neuen Kontodaten.

Welcome to SAP Business Network

SB

SAP Business Network <noreply@us.bn.cloud.ariba.com>
To: obergfell@smeaky.com

← Reply

↩ Reply All

→ Forward

⋮

Wed 24/06/2026 13:06

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



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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7

Schritt 8: Der nächste Bildschirm ist die Startseite des SAP Business Network für Lieferanten. Klicken Sie auf das **Lieferantenregistrierungsformular**, das noch eingesendet werden muss. Um zur Seite mit dem Lieferantenregistrierungsformular zurückzukehren, können Sie das Menü oben links verwenden und dort **Ariba-Angebote und Fragebögen** auswählen.

The screenshot shows the SAP Business Network Supplier Registration page. The top navigation bar includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and buttons for 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is divided into several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Registration Questionnaires' section contains a table with one item: 'Supplier Registration Form'.

Registration Questionnaires

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

Schritt 8: Lieferantenregistrierungsformular: Einige Angaben, wie beispielsweise der **Name** und die **Adresse** des Lieferanten, werden anhand der im Nomad-System gespeicherten Informationen automatisch ausgefüllt:

- Die Angaben überprüfen und bei Bedarf anpassen
- Alle Pflichtfragen beantworten
- Dies ist ein **dynamisches** Formular. Je nach den vorherigen Antworten werden bestimmte Fragen ein- oder ausgeblendet.

Bankdaten und **Steuerangaben** können mehrere Datensätze umfassen und verfügen jeweils über eigene wiederholbare Bereiche. Jeweils ein Eintrag ist ausreichend.

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: 'All Content', 'General Supplier Information', 'Transaction Information', 'Bank Information', and 'Tax Information'. The 'General Supplier Information' section includes fields for 'Name', '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 'Gesamte Antwort senden' button.

Schritt 9: Wenn Sie alle Fragen beantwortet haben, klicken Sie auf **Gesamte Antwort senden**.

Schritt 10: Die Lieferantenregistrierung und Aktualisierungen der Lieferantenregistrierung unterliegen bei Nomad Goods einem Genehmigungsprozess. Solange dieser läuft, lautet der Status der Registrierung **Genehmigung ausstehend**.

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

Schritt 11: Die Genehmiger bei Nomad Foods können sich erneut an Sie wenden und zusätzliche Informationen anfordern. Wenn Sie eine E-Mail wie die unten stehende erhalten, prüfen Sie die **Kommentare** und **klicken Sie auf den Link**, um Ihre Antworten zu überarbeiten.

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.

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Schritt 12: Über den Link gelangen Sie zum Fragebogen, in dem Sie **Ihre Antwort überarbeiten** können.

Ariba Sourcing

< Go back to Nomad Foods - TEST Dashboard

Company Settings Poppy Green Feedback Help Messages >>

Desktop File Sync

Time remaining 9 days 22:14:55

Console Doc3192983844 - Supplier Registration Form

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

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

Schritt 13: Nehmen Sie die erforderlichen Änderungen vor und klicken Sie auf „Gesamte Antwort senden“

Doc3192983844 - Supplier Registration Form

Time remaining 9 days 22:11:26

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

All Content

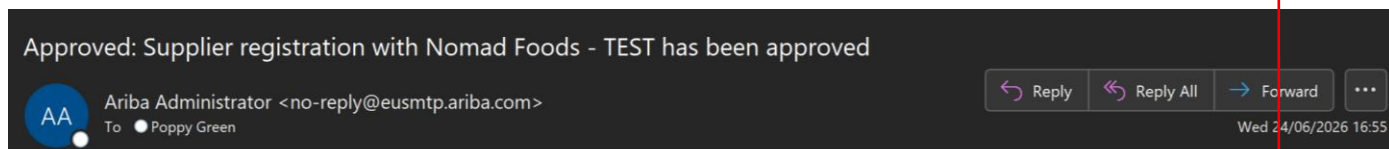
Name ↑	
address provided above?	
1.18 For each manufacturing site, provide details, using this excel template References	* Manufacturing Sites.xlsx Update file Delete file
1.19 For each manufacturing site, attach the appropriate and valid food accreditation [E.G. BRC, IFS] certificate(s) - (Excl. Agri.)	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 Reload Last Bid Save draft Compose Message

Excel Import

Schritt 14: Sobald Nomad Foods Ihren Registrierungsfragebogen genehmigt hat, erhalten Sie eine E-Mail-**Benachrichtigung** und der Status auf Ihrem SBN-Dashboard lautet **Registriert**.



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

Schritt 15: Wenn sich Ihre Angaben künftig ändern, können Sie zu Ihrem SBN-Konto zurückkehren und Ihre Antworten im Lieferantenregistrierungsfragebogen **überarbeiten**. Diese Antworten müssen von Nomad genehmigt werden. Anschließend werden sie in nachgelagerte Dokumente, wie z. B. Bestellungen, übernommen und dort entsprechend korrigiert.

Ariba Sourcing

< Go back to Nomad Foods - TEST Dashboard

Desktop File Sync

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-Optionen

Sollten technische Probleme auftreten, rufen Sie das SAP Help Center auf, indem Sie oben rechts auf Ihrer SBN-Startseite auf (?) klicken.

Bei Fragen zu Ihrem Registrierungsfragebogen wenden Sie sich bitte an Ihre Ansprechperson bei Nomad Foods oder senden Sie eine E-Mail an supplierhelp@nomadfoods.com.

Vielen Dank!