



Registrazione fornitori su SBN

**Documento contenente le istruzioni
operative
Per i fornitori**

Introduzione

Nomad Foods utilizza SAP Ariba Supplier Lifecycle and Performance (SLP) per gestire l'onboarding dei fornitori.

SLP semplifica il processo di registrazione e consente di gestire i dati dei fornitori all'interno del nostro sistema. Questo nuovo modo di lavorare ci permette di controllare le informazioni in nostro possesso limitando gli errori.

La presente guida contiene:

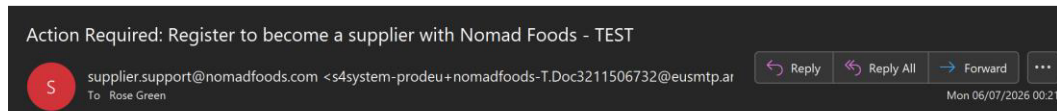
- Una panoramica generale del processo di onboarding dei fornitori in Nomad Foods
- Dettagli su cosa aspettarsi in ogni fase
- Dove trovare assistenza in caso di difficoltà o domande specifiche

Processo di onboarding dei fornitori

Nomad Foods utilizza SAP Ariba Supplier Lifecycle and Performance (SLP) per gestire l'onboarding dei fornitori.



Passaggio 1: Si riceverà un invito via e-mail per effettuare la registrazione. Fare clic sul **collegamento** per accedere al questionario.



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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Passaggio 2: In questa fase è fondamentale che, se l'azienda possiede già un account SAP Business Network (SBN), questo venga collegato anziché crearne uno nuovo. È possibile:

- Verificare internamente e utilizzare **l'account esistente** per accedere
- **Verificare gli account** individuati da SBN come potenzialmente appartenenti all'azienda
- **Creare un nuovo account** laddove si sia certi che l'azienda non abbia mai utilizzato SBN. L'unione di account duplicati in SBN è un processo lungo e complesso, quindi vale la pena verificare prima di crearne uno nuovo.



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

Passaggio 3: Se non si ha accesso all'account esistente, recarsi nella sezione **"Review Accounts"** (Esamina account) e **contattare l'amministratore** dell'account (o degli account) più probabilmente

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-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+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

Send Cancel

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

corrispondente/i.

Passaggio 4: Se si è certi che sia necessario un nuovo account, utilizzare l'opzione "Create new account" (Crea nuovo account). Nella schermata successiva verrà richiesto di verificare l'indirizzo e-mail. Fare clic su **"Proceed"** (Procedi).

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

Passaggio 5: Si riceverà un'e-mail contenente una **password monouso**. Copiarla negli appunti.

Action required: Your One Time Password

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](#)

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Passaggio 6: Incollare la password nella schermata successiva e fare clic su **"Continue"** (Continua).

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

Passaggio 7: Verificare le informazioni nella schermata di creazione dell'account. I dati sono precompilati in base alle informazioni recuperate dal sistema di Nomad Foods e potrebbe essere necessario modificarli di conseguenza. Impostare una password per l'accesso utente. Quindi, fare clic su

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

"Create account" (Crea account).

Passaggio 8: Si riceverà un'e-mail di conferma con i dettagli del nuovo account

Welcome to SAP Business Network

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

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

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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Passaggio 8: La schermata successiva è la schermata iniziale di SAP Business Network for Suppliers. Fare clic sul **Modulo di registrazione fornitore** in attesa di invio. Per tornare alla pagina con il Modulo di registrazione fornitore, utilizzare il menu in alto a sinistra e selezionare **"Ariba Proposals and Questionnaires"** (Proposte e questionari Ariba).

NOMAD

Ariba Proposals And Questionnaires

Ariba Contracts

SAP Business Network

Nomad

All req

been c

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: 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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Passaggio 8: Modulo di registrazione fornitore: Alcune informazioni, come il **nome** e l'**indirizzo del fornitore**, sono precompilate in base ai dati presenti nel sistema di Nomad:

- Verificare i dati e modificarli se necessario
- Completare tutte le domande obbligatorie
- Si tratta di un modulo **dinamico**. Le domande vengono visualizzate o nascoste in base alle risposte precedenti

Le **informazioni bancarie** e **fiscali** possono comprendere molteplici set di informazioni, e sono costituite da sezioni ripetibili. È sufficiente specificare un solo set di dati per ciascuna sezione.

Company Settings

Poppy Green

Feedback

Help

Messages

Desktop File Sync

Time remaining
9 days 20:57:37

Go back to Nomad Foods - TEST Dashboard

Doc3192983844 - Supplier Registration Form

Event Messages

Event Details

Response History

Response Team

Event Contents

All Content

General Supplier Inf...

Transaction Information

Bank Information

Tax Information

All Content

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

New Manufacturing Site [Direct only]

Change of Payment Terms

Change Company Name

Change of Primary Address

Change Email

Change Bank Details

Change of Payment Methods

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)

Unspecified

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)

(select a value) [select]

1.9 Do you accept 90 days or more payment terms?

Unspecified

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

Unspecified

1.13 Supplier Full Name

Obergfell GmbH

1.14 Telephone

Add Telephone (1)

Show More

Street: Geigenrain

House Number: 5

Street 2:

Street 3:

District:

Postal Code: 78664

City: Eschbronn-Locherhof

Country/Region: Germany (DE)

State/Province/Region: (no value)

Time Zone: CET

1.15 Supplier Legal Registered Address

Internet Homepage Address:

Do you have a parent company?

Unspecified

2 Transaction Information

2.1 E-mail address for purchase orders

info@obergfell-online.de

2.2 E-mail address for Remittance Advice

3 Bank Information

3.1 Bank Information

Add Bank Information (1)

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.

Attach a file

4 Tax Information

Add Tax Information (1)

6 Order Currency

Unspecified

7 DUNS Number

332989698

(*) Indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Passaggio 9: Dopo avere risposto a tutte le domande, fare clic su **“Submit Entire Response”** (Invia risposta completa).

Passaggio 10: La registrazione dei fornitori e i relativi aggiornamenti sono soggetti a un iter di approvazione in Nomad Foods. Durante la procedura di approvazione, lo stato della registrazione sarà indicato come **"Pending Approval"** (In attesa di approvazione)

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

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

Passaggio 11: I responsabili dell'approvazione in Nomad Foods potrebbero richiedere ulteriori informazioni. Se si riceve un'e-mail come quella riportata di seguito, verificare i **commenti** e **fare clic sul link** per modificare le risposte.

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](#) [More](#)

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

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Passaggio 12: Il link reindirizzerà al questionario per **modificare la risposta fornita**.

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

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

Passaggio 13: Apportare la modifica necessaria e fare clic su **"Submit Entire Response"** (Invia risposta completa)

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
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

Passaggio 14: Una volta completata l'approvazione del questionario di registrazione da parte di Nomad Foods, si riceverà una **notifica** via e-mail e lo stato nell'interfaccia SBN sarà contrassegnato con la dicitura **"Registered"** (Registrato)

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

 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

Passaggio 15: Se in futuro i dati dovessero cambiare, sarà possibile accedere nuovamente all'account SBN e **modificare** le risposte nel questionario di registrazione fornitore. Tali risposte saranno soggette all'approvazione di Nomad. Una volta approvate, saranno integrate e corrette nei documenti emessi successivamente, come gli ordini di acquisto.

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.

Opzioni di assistenza

In caso di difficoltà tecniche, accedere al Centro assistenza SAP facendo clic sul simbolo (?) in alto a destra nella pagina iniziale di SBN.

Per domande relative al questionario di registrazione, contattare il referente acquisti di Nomad Foods oppure inviare un'e-mail all'indirizzo supplierhelp@nomadfoods.com.



Grazie!