

OVERVIEW

Audience: External Suppliers

- HAWORTH uses SAP Ariba and SAP Business Network to collaborate and transact with suppliers for supplier information management processes. The purpose of this Quick Reference Guide (QRG) is to demonstrate how to access and complete the *Registration Questionnaire* that HAWORTH requires all suppliers to complete to do business together.

Quick Steps

- Log into SAP Business Network (SBN) to access the HAWORTH Registration Questionnaire
- Complete the Supplier Registration Questionnaire
- Submit the Supplier Registration Questionnaire
- Monitor status of registration approval / update information (as needed)

Step 1: Log into SBN to access the HAWORTH Registration Questionnaire

When invited to register as a supplier of HAWORTH, you will receive an automated email notification to initiate the registration process through the SAP Business Network (SBN).

- From the email notification, click the hyperlink to open the online SAP Business Network.
 - This will open the SBN Welcome page, where you can sign in to an existing SBN account or create a new one.
- If you do NOT have an account and need to create one, click **“Create new account.”**
 - This will open the standard form SAP requires all new suppliers to complete with basic company and user information.
 - Once this is complete, you will be able to log in and access the HAWORTH-specific Supplier Questionnaire.
- If you have an active SAP Business Network account, click **“Use existing account”** on the Welcome page.
 - Upon logging in to your account, the HAWORTH Supplier Questionnaire will automatically appear on your dashboard.
- If the SAP Business Network finds a potential existing account, you may get an alert and an option to **“Review accounts”**

The image illustrates the registration process flow. It starts with an email invitation from SAP Ariba. The user then navigates to the SAP Ariba registration page. From there, they can either review existing accounts (labeled 'D'), use an existing account (labeled 'C'), or create a new account (labeled 'B'). The 'Review matched accounts' pop-up shows a table with search criteria and top recommendations for 'Kramerica Ind...'. The 'Create an account' form includes fields for DUNS number, Company (legal) name, and Country/Region.

Step 2: Complete the Supplier Registration Questionnaire

A. Open the HAWORTH Supplier Registration Questionnaire (can be found on your “Ariba Proposals & Questionnaires” dashboard)

- This will open the blank registration questionnaire form to be completed.

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1667482044	8/31/2025 4:37 PM	Invited

A

The Supplier Registration Questionnaire collects all information required for doing business with HAWORTH. It is organized into sections; progress can be saved as needed while responding.

- Questionnaire response types include open text fields/boxes, multiple choice drop downs, and Yes/No selections, among others. Some fields require attachments to be uploaded.
- Your responses may trigger additional questions to appear in the form that require additional information and/or attachments to be submitted.
- All fields marked with an asterisk (*) are required to be completed before submitting.
- It is recommended to collect all relevant documentation before starting your response to ensure the necessary information is readily available for timely and efficient completion of the questionnaire.

B. Complete all required fields within each section of the questionnaire

- By default, the contents table will display “All Contents,” which shows all questionnaire sections consecutively to allow for continuous scrolling between sections and fields. The **Event Contents** menu on the left can be utilized to display one section at a time or to jump between sections.

B

Note: Section 2 – Tax Information

If “**US Individual/Sole Proprietor**” is selected, Personal Identifiable Information (PII) cannot be submitted on this form. PII (*W9, banking data, etc.*) will need to be emailed separately to FinanceSharedServicesTeam@Haworth.com

▼ 2 Tax Information

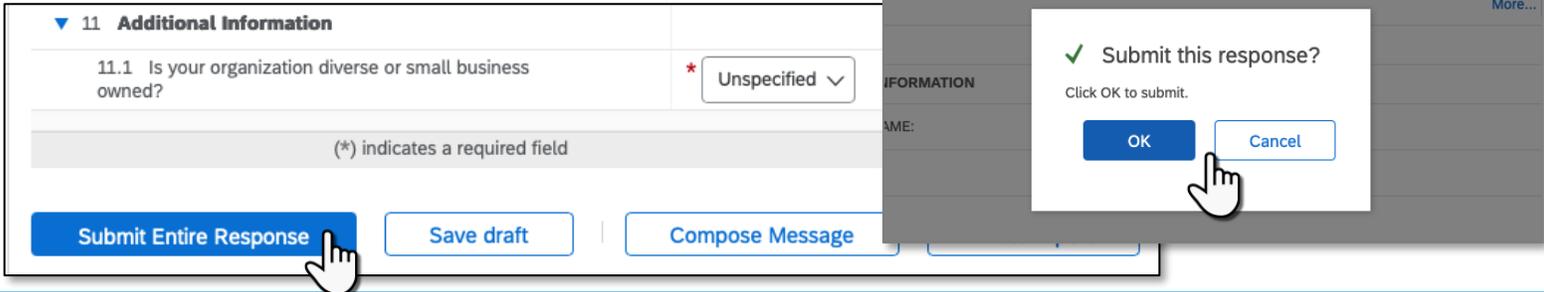
2.1 Are you an Individual/Sole Proprietor or an Organization?
Note: Only select US Individual/Sole Proprietor IF you are using a Social Security Number (SSN) as your Business Tax Number. If you are a US company and have a tax ID number (FEIN, not SSN) then select US Organization.

2.2 If you are operating as an individual/sole proprietor, we will not accept the submission of Personal Identifiable Information on this form (example: Social Security Number, Banking Data). Email your W9 and Banking data to this email: FinanceSharedServicesTeam@haworth.com
This is required before you can be approved as a supplier.

- Response progress can be saved as needed by clicking “**Save draft**” under the questionnaire table. Given the larger extent of information to fill-in, it is recommended to **save** responses often to help prevent potential data loss while completing each section. *Please note, saved responses will NOT be visible to HAWORTH until the entire response is officially submitted.*
- Clicking “**Compose Message**” allows you to communicate with HAWORTH as needed regarding your registration. *All correspondences are logged in the ‘Event Messages’ on the left-side for reference.*

Step 3: Submit the Supplier Registration Questionnaire

Once all required fields are complete and you are ready to submit for review by HAWORTH, click **“Submit Entire Response,”** then click **“OK”** to confirm submission.



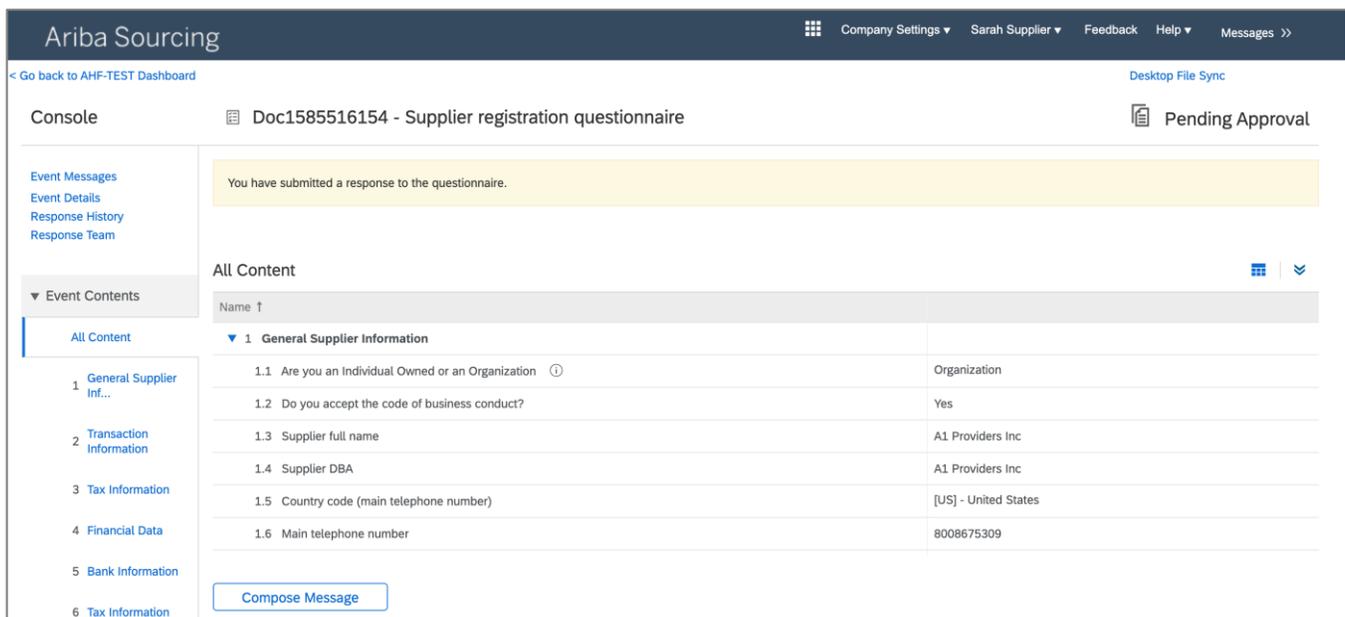
Step 4: Monitor status of Registration Approval / submit updates

When the questionnaire is submitted, it will appear on your home dashboard in **“Pending Approval”** status while HAWORTH reviews your questionnaire responses for approval.

- If additional information is needed to approve, you will receive an email notification with the request details and a hyperlink to access the questionnaire to revise the response.

Once your registration is approved by HAWORTH, you will receive an email notification.

- Upon logging into the supplier portal, the questionnaire will appear on your home dashboard in **“Registered”** status.
- Submitted responses can be viewed for historical purposes or updated as needed by clicking on the appropriate title under the Registration Questionnaire section on the home dashboard



TO SUBMIT AN UPDATE TO INFORMATION:

- Click **Revise Response**, make the **change(s)**, then click **“Submit Entire Response.”** *This will route the questionnaire back to HAWORTH for review and approval of the changes.*