Ibuy Source to Contract

Quick Reference Guide

Self-Registration

For Suppliers

Version 1.6, June 2018

thinkforward

ING

1   Supplier Self Registration

This document will guide you through the Self-Registration which is a part of the Ibuy sourcing process.

1.1   Getting started

The Supplier Self-Registration is the first step to enable you to interact with ING (via the ING Supplier web portal). Please follow the steps mentioned in section below.

After ING processes the Self-Registration requests, you will receive status notification of your request via email.

Approval notification from ING includes the following:
1. Log in Instructions
2. Username
3. Password

Once registered successfully, you have the possibility to interact with ING (via the ING Supplier web portal) for tendering and auctioning activities and maintaining your contact and address. ING has the ability to invite you as a Supplier to participate in upcoming Auctions and RFx' s. You will receive invitations via email for each event with instructions on how to participate.

1.2   How to access the Self-Registration page

Self-Registration requires the use of a web browser, to access go to the Self-Registration webpage by using the URL provided by ING. The current Self-Registration solution is compatible with Microsoft Internet Explorer version 6, 7, 8, 9, 10 and 11 (compatibility mode could be applicable), Safari, Firefox or Chrome. Safari iOS on iPad is also supported.

To set the compatibility mode for Microsoft Internet Explorer 11 please follow the next steps:
1. Press Alt – this will bring up additional options across the top menu.
2. From these option select Tools
3. Go to the Compatibility View Settings
4. You will then have the option to add the URL to the list of websites you want to view in compatibility mode.
This will mean that in the future it is displayed in compatibility mode.

1.3   Process steps

1. Enter the requested information in the space provided on the site. The system identifies required fields with a red asterisk (*).
2. Attach supporting documentation using the Attachments feature (optional).
3. Submit Registration.
4. ING needs to approve the Supplier Registration. After approval the Supplier receives two emails. One with User ID and one with password to log in.
5. You can maintain and update your information by sending a modification request via the Sourcing tool.
6. You can receive invitations from ING procurement to participate in RFX's and Auctions.

1.4   Field Definitions

Sourcing Process Identification

Sourcing Process Identification	
* ING Sourcing Country:	
* ING Procurement Contact Person:	
* ING Procurement Contact Person Email Address:	

- ING Sourcing Country: fill in the country of the ING procurement Contact Person
- ING Procurement Contact Person: fill in the first and last name of your Contact Person within ING Procurement.
- ING Procurement Contact Person Email Address: fill in the Email Address of your Contact Person within ING Procurement.

Acceptance of Terms

Acceptance of Terms	
* Company Name:	
ING Terms of Use:	
Terms of Use:	https://www.ing.com/termsofuse
* I have read and accept the Terms of Use:	Select...

- Company Name: fill in your full Company Name as know within ING Procurement
- Terms of Use: Read and accept the Terms of Use by selecting "Yes" from the value list.

thinkforward   Ibuy   ING

Company Information

Company Information	
Supplier Full Name:	
DUNS ID:	[ ] - [ ] - [ ]
Chamber of Commerce:	
Company Registration Number (VAT):	
Generic Company Email Address:	
Description:	0 of 256 characters
Web Site URL:	
IBAN Number:	
eMail address for Receiving Purchase Orders:	

- Supplier Full Name: Fill in the full name of your company as it is registered in Dun and Bradstreet

⚠ For the registration at least one of the following information needs to be registered in the registration form; DUNS ID, Chamber of Commerce number or Company Registration (VAT) Number. ING preferably wants the DUNS number to be filled in to ensure correct registration and validation.

- DUNS ID: ING Procurement kindly request you to fill in your Dun & Bradstreet Identification Number, If not available, please check the Internet for the retrieval of your DUNS ID Number
- Chamber of Commerce: The Chamber of Commerce number is mandatory for NL based suppliers (KvK number)
- Company Registration Number (VAT): The VAT identification Number is mandatory for BE based suppliers
- Generic Company Email Address: optional to fill in the generic email address of your company
- Description: optional to fill in a short description about your company with a maximum of 256 characters
- Web Site URL: optional to add the URL of your company's Web Site
- IBAN Number: International Bank Account Number is an international bank account identifier used to uniquely identify the account of a customer at a financial institution. This is the only permissible account identifier for SEPA payments. It is important to remember that IBAN is not a new account number but simply a new format for an existing account number which is recognized internationally.

⚠ Please do not forget to provide your IBAN Number, it is required in case Purchase Orders will be sent to you in the future.

- Email address for receiving Purchase Orders: identifies an email box to which email messages are delivered.

⚠ Please do not forget to provide the email address, it is required in case Purchase Orders will be sent to you in the future.

Mother Company Information (if applicable)

Mother Company Information (if applicable)	
Mother Company Name:	
Mother Company DUNS Number:	

- Mother Company Name: If your registering a daughter company or a subdivision, please fill in the name of you Mother Company
- Mother Company DUNS Number: Fill in the Dun & Bradstreet Identification Number of your Mother Company

thinkforward   Ibuy   ING

Regional Settings

- Default Time Zone: select the Time Zone of the company your are registering via the dropdown menu
- Default Language: select the Default Language via the dropdown menu
- Default Date Format: select the Date Format via the dropdown menu, due dates will be displayed according to your selected format
- Default Decimal Format: select from the drop down menu the format in which monetary values should be displayed
- Default Excel Format: The exports out of the system will be in default in the format.
- Currency: select from the drop down menu the default currency in which bids are placed

Contact information for Sourcing

Identify the person that ING should contact within your organisation and fill in his/her Contact information details

- Salutation: select Mr. or Mrs. via the dropdown menu
- First Name: fill in the first name of the selected contact person within your organisation
- Last Name: fill in the last name of the selected contact person within your organisation
- Title: optional to fill in the Title of the selected contact person
- E-Mail: fill in the correct E-Mail address, as emails will be sent to this address
- Phone: fill in the phone number of the selected contact person
- Mobile Phone: fill in the Mobile Phone number with Country Code of the selected contact person

Business Address

ING will use the information entered in the Business Address section to contact your organisation

- Address 1: fill in the street name + number of the business address

- City: fill in the name of the city of the business address
- Postal/Zip code: fill in the postal code of the business address
- Country: fill in the country of the business address

Attachments

Attachment are not mandatory, in case you want to provide more information about your company or the products and services you deliver please upload supporting documents here.

1. Click Attach File
2. Click circled symbol to browse to the document which you like to attach
3. Click OK