

Corteva Supplier Registration Process

1. Introduction

The Corteva Supplier Registration process is followed in support of our Crop Protection business in North America, EMEA and Latin America. As of July 2025, this process will also be used in support of our Crop Protection business in APAC.

Through this process, we collect information from your Company through a platform known as 'SAP Business Network'. Corteva may use the information collected during the process to:

- Invite you to participate in sourcing events such as Request for Quotation or Request for Proposal.
- Ensure you comply with different requirements to become a supplier of Corteva (examples of this could include compliance with our Supplier Code of Conduct, completion of qualification questionnaires, etc.).
- Enable you as a Corteva supplier within our ERP system.

Any information shared with us as part of the Registration process will only be visible by you and Corteva. You can access, rectify or update that information at any point in time.

To complete the Supplier Registration process, you will be required to hold an SAP Business Network account, that can be either a Standard account (free of cost) or an Enterprise account.

If you don't hold an account, you will be able to create one as part of the Registration process.

It is up to your discretion, as the supplier, to choose your preferred account type.

If you choose to transact with Corteva under an Enterprise Account, you will incur charges for the transactions you do with Corteva. Corteva is not responsible for charges associated with the use of the SAP Business Network. To learn more about account types and related fees, please visit SAP Business Network Subscriptions and Pricing.

As a result of the Registration process, we will be establishing a connection between our companies through the SAP Business Network, that what will enable us to:

- Exchange purchase orders, order confirmations, advanced ship notices and other tactical documents electronically through the network (what is known as a SAP Business Network Trading Relationship)
- Exchange questionnaires, collect certificates, allow you to access / rectify your supplier data in our system or participate in sourcing events (what is known as a SAP Business Network Strategic Relationship).

This document provides an overview of the Registration process including the creation of a SAP Business Network account. For more information on how Corteva leverages the SAP Business Network, you can consult our Ariba Supplier Information Portal: <https://support.ariba.com/Corteva>

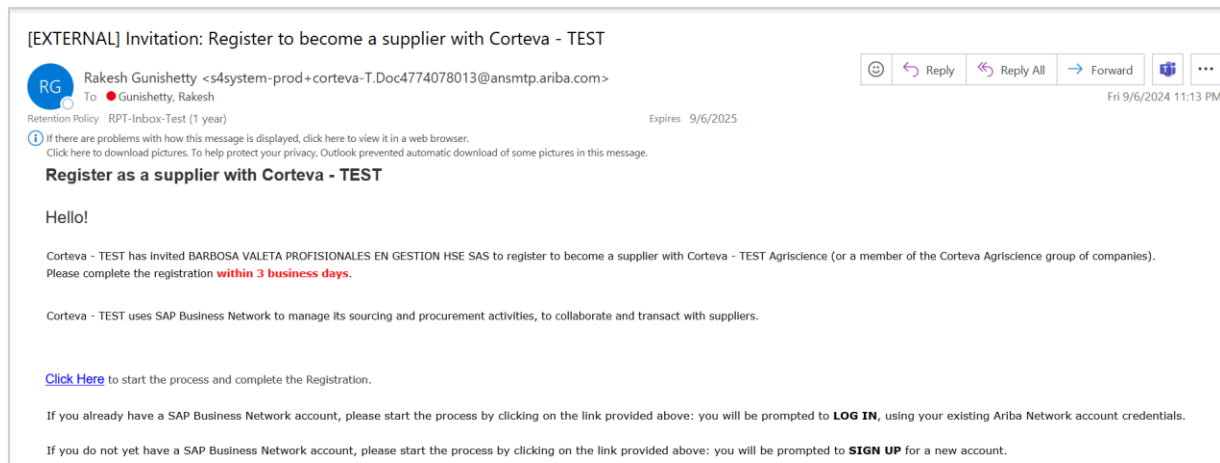
2. Email Notification

When Corteva invites you to become a supplier with Corteva, you will be notified through an email notification coming from the SAP Business Network (SAPBN) as follows:

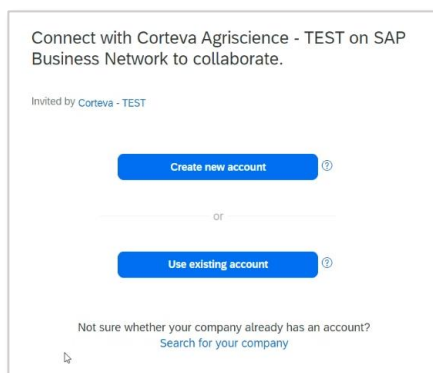
- Subject: Invitation: Register to become a supplier with Corteva
- Sender email domain: XXXXXXXXXX@ansmtp.ariba.com

To initiate the process, open the email and click on [Click Here](#). Please note that:

- The actual layout of the email could look different than the example below.
- In some cases, after clicking on 'Click Here' you will be asked to complete an additional validation step to validate that your email address is a valid one by providing a One-Time Password (OTP) that will be sent to your email address.



You will then be asked to log-in to your SAPBN account:



- If you don't have a SAPBN account, click **Create New Account** to create one. [Here you can find an overview of the account creation process.](#)
- If you have a SAPBN account, click **Use existing account** and log with your existing SAPBN credentials. You will then be redirected to the Registration questionnaire – [here you can find the guidance on how to complete this questionnaire.](#) Please take into account that if you connect with Corteva through an existing Enterprise account you will incur charges for the transactions you do with Corteva. Corteva is not responsible for charges associated with the use of the SAP Business Network.

3. SAP Business Network (BN) account creation

If you elect to create a new account, you will be redirected to a screen where you will be asked to fill-in your Company Information and the Administrator Account information. This is required to set up an account with SAP - Corteva will not see nor receive this information.

Here you can find [a public SAP Ariba video on the registration process](#).

Below, you can find additional details on how to complete the registration.

All the details which are in (*) are mandatory.

Company information

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

United States [USA]

▼

Address line 1 *

Address line 2

Address line 3

City *

State *

Choose a state

▼

Zip *

The Dun & Bradstreet (D-U-N-S) Number (short for Data Universal Numbering System) is a 9 digit Unique Identifier for Businesses.

If your company doesn't have a DUNS Number, leave the field blank.

Administrator account information [?](#)

First name * Last name *

Email *

☐ Use my email as my username

Username *

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.

By default the system will take your email address as Username.


You can modify it by unflagging the indicator 'Use my email as my username'

When providing an updated username, please take into account that it needs to have an email address format (@xxx.xx) although it does not need to be an existing/valid email address.

You could have multiple SAPBN accounts associated to the same email address, however the Username will always have to be unique. Because of this, our recommendation is to always update the username.

Then, click on "I'm not a robot", follow the verification steps and click "Create account":

☐ I'm not a robot

 reCAPTCHA
[Privacy](#) - [Terms](#)

[Create account](#)


You will then receive an email notification similar to one below informing you that an email has just been sent to your attention to confirm your email address:

Please confirm your email address

Check your email at [redacted] and follow the steps in the email to confirm your email address in the next 72 hours.

[> If you did not receive the email:](#)

Retrieve the email that has just been sent to your email account and click on '[Confirm email](#)':

 **Business Network**

Confirm your email

Dear [redacted]

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

Link expires: Wednesday, Feb 26, 2025, 08:04 PM PST

You will then be asked to confirm what type of Products and Services you will supply to Corteva as well as the Corteva locations you are doing business with.

To do so, click on [Browse](#) and select the value that better describes the nature of your commercial relation with Corteva. Then click on [Submit](#).

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#) - or - [Browse](#)

Ship-to or Service Locations

[Add](#) - or - [Browse](#)

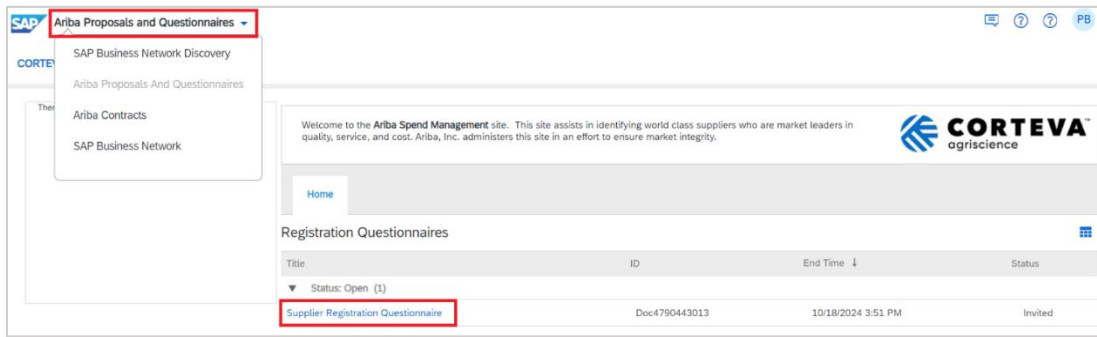
[Submit](#)

[Remind me later](#)

[Don't show this to me again](#)

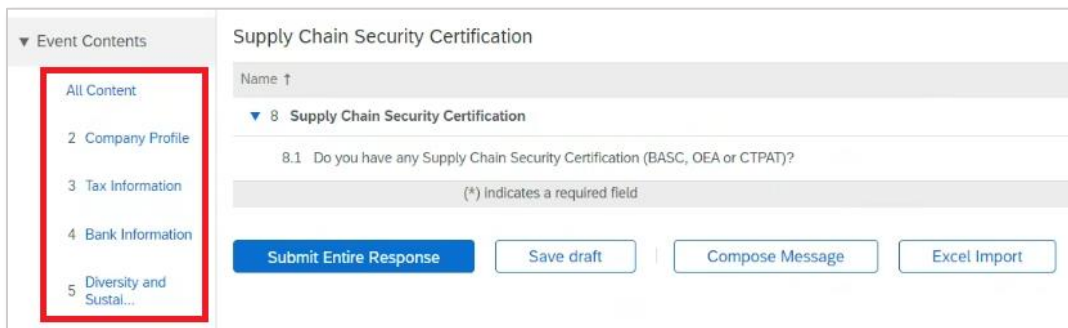
4. Completion of Corteva Registration

When accessing the SAP Business Network from the Registration email notification, you should be automatically directed to the Registration Questionnaire. If this is not the case, please navigate to the [Ariba Proposals and Questionnaires](#) tab and then click on Supplier Registration Questionnaire:



Please note that these questionnaires are available in different languages. Here you can find guidance on how to [configure your SAP Business Network language preferences](#).

The Registration Questionnaire has 10 different sections you will need to review and complete. You can use the menu on the left to see all available sections and navigate in between them.



Once you have completed all the sections of the registration form, please use the function 'Submit Entire Response' to submit the full questionnaire to Corteva. If there is any mandatory field pending to be filled-in, you will be receiving an error message for correction.

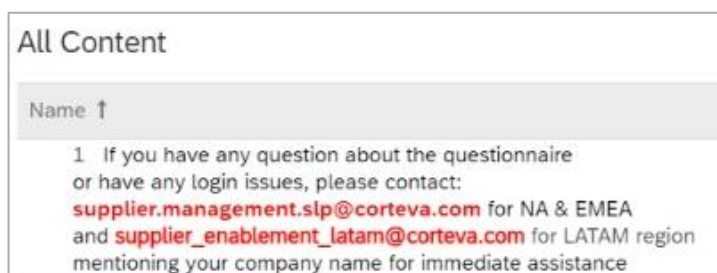
You can also use the 'Save as draft' functionality at any point in time to save the questionnaire without submitting it.



Next, we will provide an overview of each of those sections.

4.1. All content

This section provides an overview of who you can contact at Corteva if you have any question about the Registration process:



4.2. Company Profile

In this section you will be asked to provide general information about your company such as Company Legal Name, Primary Contact details , Telephone numbers, Email addresses, etc.
All fields flagged as * are mandatory.

▼ 2 Company Profile	
2.1 Full Legal Name of Submitting Company (Latin alphabet)	* <input type="text"/>
2.2 Is this an organization or an individual? ⓘ	* <input type="text" value="None()"/> ▼
2.3 What other language/alphabet do you have name and address? ⓘ	* <input type="text" value="None ()"/> ▼
2.8 Doing Business As	<input type="text"/>
▼ 2.9 Primary Contact Details	
2.9.1 First Name	* <input type="text"/>
2.9.2 Last Name	* <input type="text"/>
2.9.3 Position in the company	* <input type="text"/>
2.9.4 Telephone Number	* <input type="text"/>
2.9.5 Mobile Number	<input type="text"/>
2.9.6 Email	* <input type="text"/>
2.10 Corporate Web Site	<input type="text"/>

4.3. Tax information

This section is used to collect the tax details of your company as well as any Tax supporting documentation that may be required. To fill-in this section:

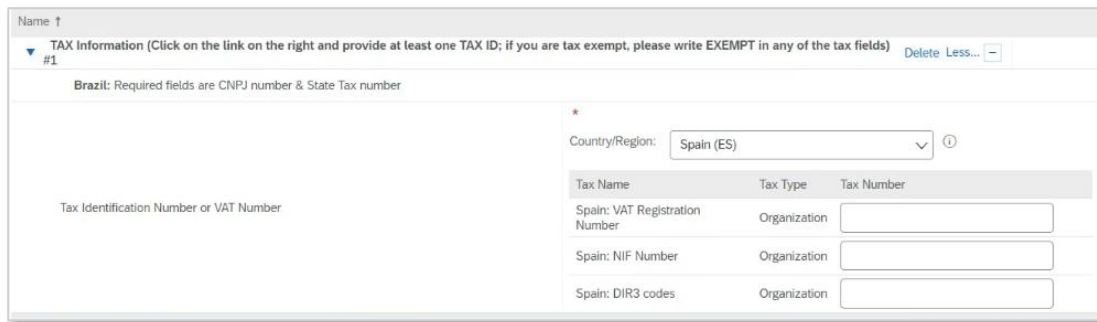
1. Navigate to section 3.1 and click on Add Tax:



2. Click on the Add Tax Information banner:



3. That will take you to a new screen where you will need to fill in the Country – that is the country of residence of your company. Based on what that country is, the system will automatically populate what are the tax fields that you may need to fill-in.

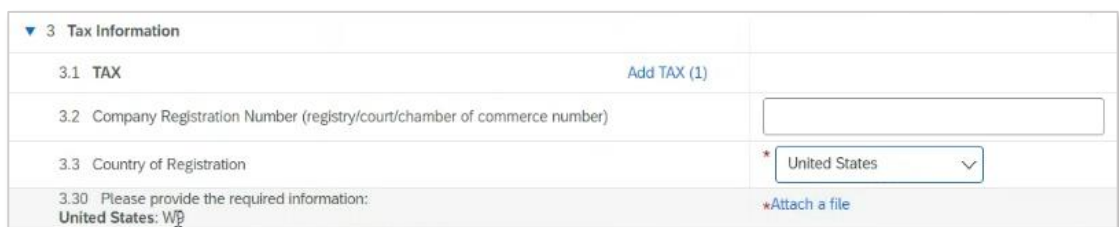


4. Fill-in your tax details and then click on Save.

Important: Please ensure that you fill-in at least one of the tax fields. The system will allow you to save this section without filling in your tax details, but if doing so the Registration request will be returned to you for correction / completion.

5. After clicking on save you will be taken back to the main tax screen. There you will need to fill your country of registration (that is the country of residence of your company, the same country you filled on the prior screen).

6. When doing that, the system may be pulling country-specific mandatory fields. For example, for United States, you will be asked to attach the W9 form in this section:



4.4. Bank information

In this section you will be asked to provide your bank details. To do so:

1. Click on Add Bank Information:



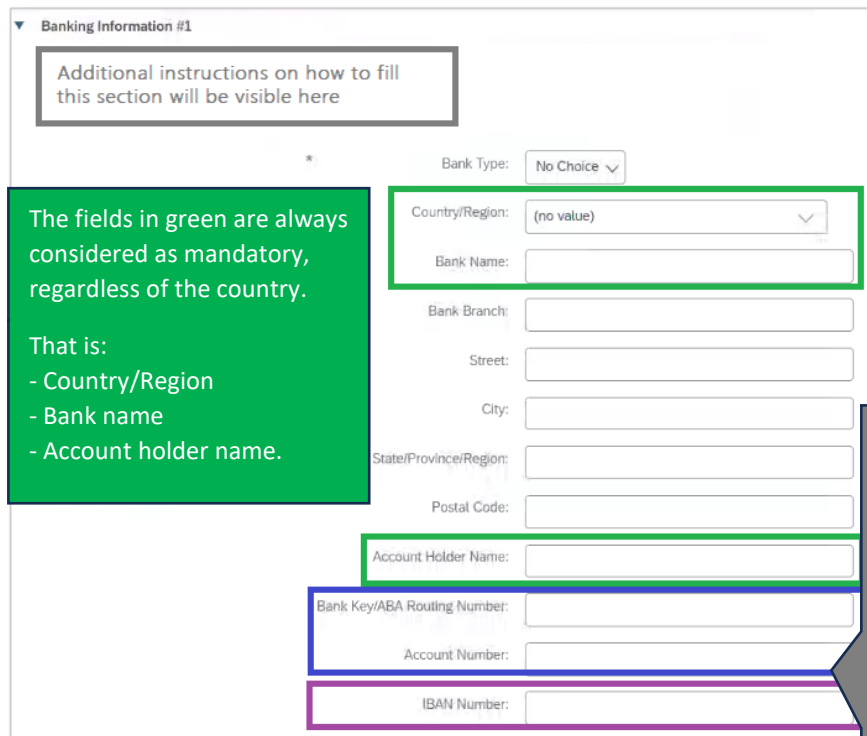
2. Click on the Add Banking information banner:



3. A screen like below one will be displayed.

On the upper side of the screen, you will see a banner that will indicate special instructions you must consider when providing the bank details depending on the country.

Please read that section carefully to ensure that this section is filled correctly.



Banking Information #1

Additional instructions on how to fill this section will be visible here

Bank Type: No Choice

Country/Region: (no value)

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

The fields in green are always considered as mandatory, regardless of the country.

That is:

- Country/Region
- Bank name
- Account holder name.

Depending on the country, you will also need to provide either:

Bank Key/ABA routing number + Account number

or

IBAN number

4. Once you have filled-in the bank details click on Save.
You can then repeat steps 2-4 if in need to provide additional bank accounts.

4.5. Diversity and Sustainability

Within this section we will be retrieving information as to if your company has any diversity classification/certification as well as sustainability evaluations.

4.6. Quality compliance

If you have a Quality Management System you can provide the details about it in this section (e.g. Quality Management Certification along with expiration dates).
Else, update this section as 'Not Applicable'.

▼ 6 Quality Compliance	
6.1 Please provide the Quality Management Certification you are enrolled into along with the expiration dates.	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

4.7. Code of Conduct

Click on 'Please review here' within section 7.1 to open the Corteva Supplier Code of Conduct. Please read the document in detail and then answer question 7.2 to confirm if you affirm compliance with it.

▼ 7 Code of Conduct	
7.1 Corteva Supplier Code of Conduct - Please review here	
7.2 Do you affirm compliance with Corteva's Supplier Code of Conduct?	<div style="display: flex; align-items: center;"> * <div style="border: 1px solid #ccc; padding: 2px 5px; display: flex; align-items: center;"> Unspecified ▼ </div> </div>
7.3 Attachment	Attach a file

If replying 'No' our Legal Department will be engaged on the review of your registration request, what could result on a delay of your registration process with Corteva.



4.8. Supply Chain Security

In this section you can define if you have any Supply Chain Security Certification. In case you do, you will be asked to attach a copy of it.

▼ 8 Supply Chain Security Certification	
8.1 Do you have any Supply Chain Security Certification (BASC, OEA or CTPAT)?	<div style="display: flex; align-items: center;"> * <div style="border: 1px solid #ccc; padding: 2px 5px; display: flex; align-items: center;"> Unspecified ▼ </div> </div>

4.9. KYC (Known Your Customer)


In this section you can attach additional documentation relative to your company.

▼ 9 KYC (Know Your Customer) Documents	
9.1 Please attach the Certificate of Incorporation	Attach a file 
9.2 Please attach Memorandum	Attach a file 
9.3 Please attach Articles of Association	Attach a file 


4.10. Safety Pre-Qual process.

This section is used to ensure that those suppliers performing services within a Corteva site have the required qualifications to do so.

- The first question defines if you will be performing any service within a Corteva plant / site. If that is not the case, select 'No' – no additional information will be required for this section. If you plan to perform services within a Corteva plant / site, select 'Yes' – two more questions will appear on the form.

▼ 10 Safety Pre-Qual Process	
10.1 If awarded the contract will you need to be "on-site" to perform work?	* Unspecified 

- If the country of registration on the Tax section (field 3. Country of registration) is US or Canada, the system will prompt you to fill-in questions 10.2 and 10.3:

Name ↑	
▼ 10 Safety Pre-Qual Process	
10.1 If awarded the contract will you need to be "on-site" to perform work?	* Yes 
10.2 Please complete our Safety PreQual registration process by going to PreQual Portal (prequal-pr.azurewebsites.net)	
10.3 Once the Safety PreQual process has been approved, Please attach email notification received here	* Attach a file

- Question 10.2 will route you to the PreQual Portal where you will be able to fill-in a form directly on the PreQual Portal by clicking on "Contractors- Register to get started".
- When completing the form, you will be receiving email communication that their PreQual process has been approved - you will need to attach that email on section 10.3.

3. If the country of registration on the Tax section (field 3. Country of registration) is different than US or Canada, the system will prompt you to fill in questions 10.4 and 10.5 instead:

Name ↑	
▼ 10 Safety Pre-Qual Process	
10.1 If awarded the contract will you need to be "on-site" to perform work?	* Yes ▾
10.4 Please download from this site the "Global Prequalification Form" (in English or any of the 8 local language provided) Forms (prequal-pr.azurewebsites.net)	
10.5 Attach the "Global Prequalification Form" filled in here	* Attach a file

- Question 10.4 will route you to the the Global Prequalification forms (from the link [PreQual Portal/Info&Resources/Forms](#)) that you will download and fill- in manually.
- You will then need to attach the completed Global Prequalification form in section 10.5

5. Document Control

Document version	1.0
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Point of contact	For any question about the content of this document please contact Corteva Procurement through the Support section of the Corteva SAP Ariba Supplier information portal
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