

Corteva Legacy Supplier Registration Process

1. Introduction

The Corteva Legacy Supplier Registration process is followed to onboard existing suppliers within the SAP Business Network.

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 remain a supplier of Corteva (examples of this could include compliance with our Supplier Code of Conduct, completion of qualification questionnaires, etc.).

Any information shared with us as part of the Legacy 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 Legacy Registration process, you will be required to hold an SAP Business Network account, which can be either a Standard account (free of cost) or an Enterprise account. If you do not hold an account, you will be able to create one as part of the Legacy 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 Legacy 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 an 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 an SAP Business Network Strategic Relationship).

In this document, we provide an overview of the Legacy Registration process including the creation of an SAP Business Network account in case you do not have one already.

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 complete the Legacy Registration process, you will be notified through an email notification coming from the SAP Business Network (SAPBN) as follows:

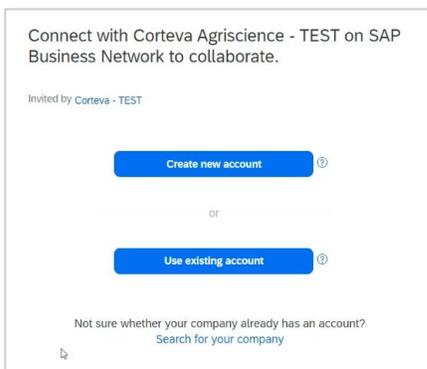
- Subject: Invitation: Register to continue as a supplier with Corteva through SAP Business Network
- Sender email domain: XXXXXXXXXX@ansmtp.ariba.com

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 do not 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 *

Address line 1 *

Address line 2

Address line 3

City *

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'

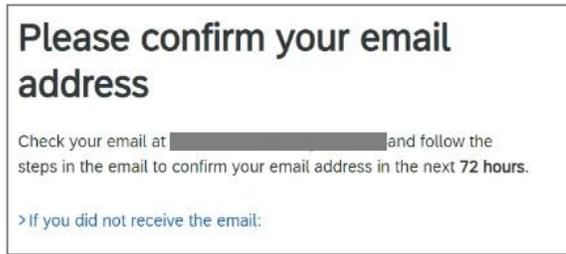
When providing an updated username, please take into account that it needs to have an email address format (@xxx.xx) although it does not need to be an existing/valid email address.

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.

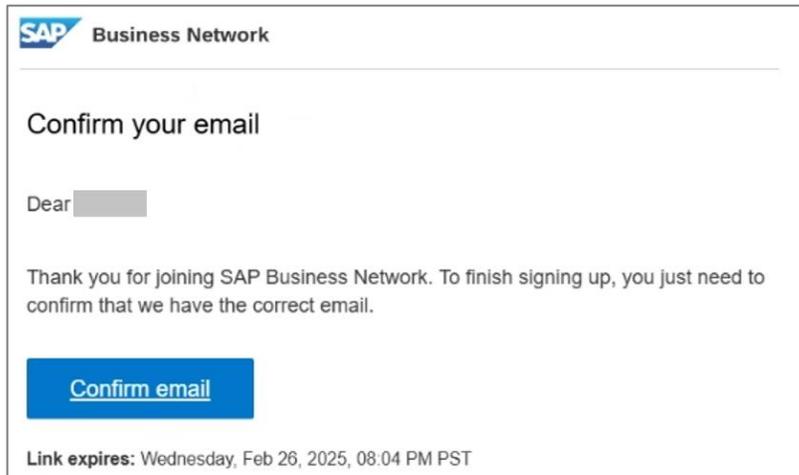
Then, click on "I'm not a robot", follow the verification steps and click "Create account":

I'm not a robot  reCAPTCHA
Privacy - Terms

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

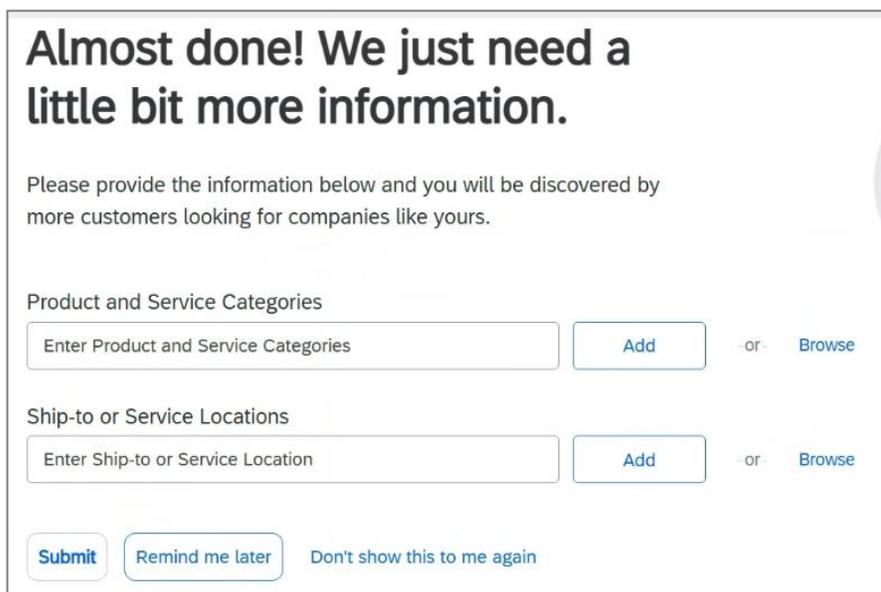


Retrieve the email that has just been sent to your email account and click on '[Confirm email](#)':



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](#)

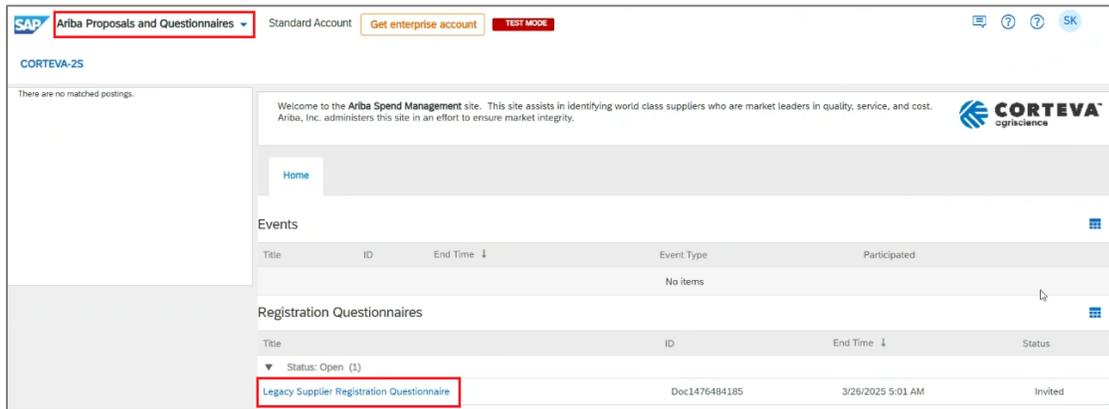
Ship-to or Service Locations

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

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

4. Completion of Corteva Legacy Registration

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

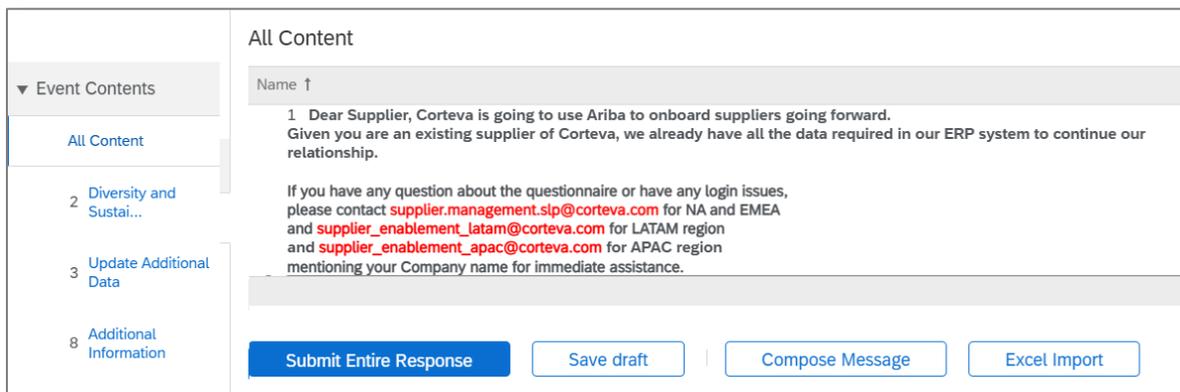


The screenshot shows the SAP Business Network interface. The 'Ariba Proposals and Questionnaires' tab is selected. The 'CORTEVA-2S' account is visible. The 'Registration Questionnaires' table lists the following item:

Title	ID	End Time ↓	Status
Legacy Supplier Registration Questionnaire	Doc1476484185	3/26/2025 5:01 AM	Invited

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 Legacy Registration Questionnaire has four 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.



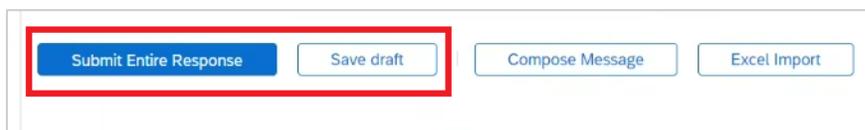
The screenshot shows the 'All Content' section of the Legacy Registration Questionnaire. The 'Submit Entire Response' button is highlighted. The content includes a welcome message and contact information for support.

1 Dear Supplier, Corteva is going to use Ariba to onboard suppliers going forward. Given you are an existing supplier of Corteva, we already have all the data required in our ERP system to continue our relationship.

If you have any question about the questionnaire or have any login issues, please contact supplier.management.slp@corveva.com for NA and EMEA and supplier_enablement_latam@corveva.com for LATAM region and supplier_enablement_apac@corveva.com for APAC region mentioning your Company name for immediate assistance.

Buttons: **Submit Entire Response**, Save draft, Compose Message, Excel Import

Once you have completed all the sections of the Legacy 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.



The close-up screenshot shows the 'Submit Entire Response' and 'Save draft' buttons highlighted with a red box.

Buttons: **Submit Entire Response**, Save draft, Compose Message, Excel Import

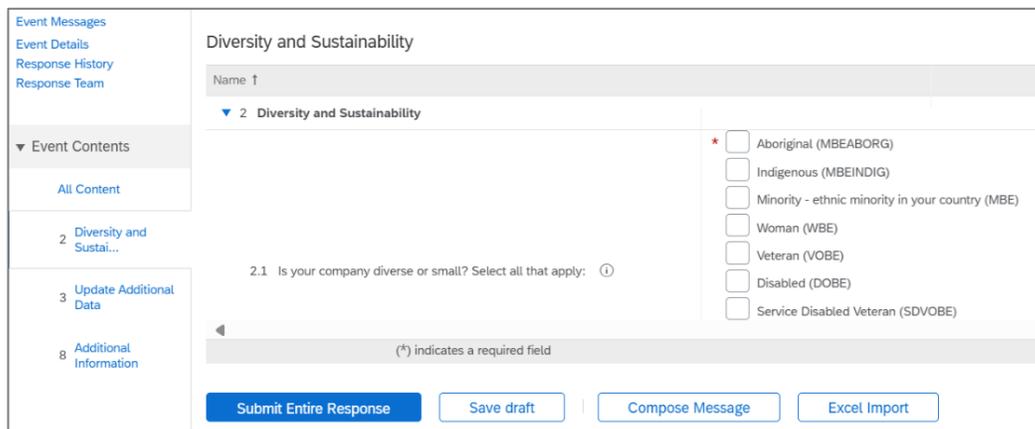
Next, we will provide an overview of each of those sections.

4.1. All content

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

4.2. Diversity and Sustainability

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



The screenshot shows a web interface for the 'Diversity and Sustainability' section. On the left is a navigation menu with options: Event Messages, Event Details, Response History, Response Team, Event Contents (expanded), All Content, 2 Diversity and Sustai..., 3 Update Additional Data, and 8 Additional Information. The main content area is titled 'Diversity and Sustainability' and includes a 'Name' field. Below this is a section for '2 Diversity and Sustainability' with a question: '2.1 Is your company diverse or small? Select all that apply:'. To the right of the question is a list of checkboxes:

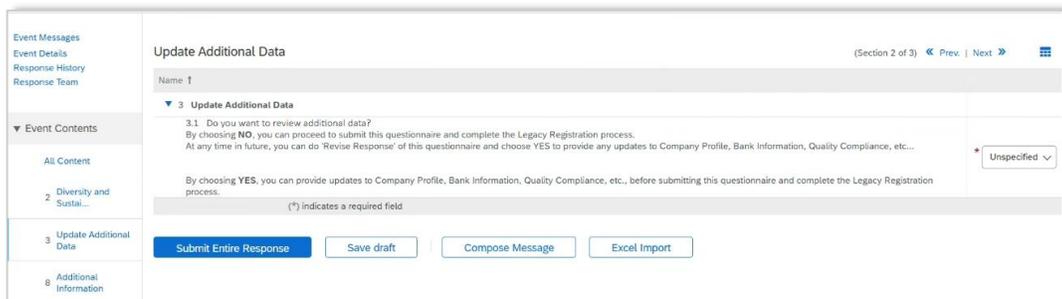
- Aboriginal (MBEABORG)
- Indigenous (MBEINDIG)
- Minority - ethnic minority in your country (MBE)
- Woman (WBE)
- Veteran (VOBE)
- Disabled (DOBE)
- Service Disabled Veteran (SDVOBE)

 A note below the checkboxes states: '(*) indicates a required field'. At the bottom of the form are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

4.3. Update Additional Data

At this stage of the process, you will be able to define if you want to review/update the information that Corteva currently has about your company:

- If you don't want to do that, click No and move to section 4.8 within this document.
- If you wish to do that, click Yes . Sections (sections 4, 5, 6, 7 and 9) will appear.



The screenshot shows a web interface for the 'Update Additional Data' section. The navigation menu on the left is similar to the previous screenshot, but 'Update Additional Data' is highlighted. The main content area is titled 'Update Additional Data' and includes a 'Name' field. Below this is a section for '3 Update Additional Data' with a question: '3.1 Do you want to review additional data?'. The text below the question reads: 'By choosing NO, you can proceed to submit this questionnaire and complete the Legacy Registration process. At any time in future, you can do 'Revise Response' of this questionnaire and choose YES to provide any updates to Company Profile, Bank Information, Quality Compliance, etc...'. Below this is another line of text: 'By choosing YES, you can provide updates to Company Profile, Bank Information, Quality Compliance, etc... before submitting this questionnaire and complete the Legacy Registration process.' A note below states: '(*) indicates a required field'. At the bottom of the form are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

4.4. 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.

Company Profile	
Name ↑	
▼ 4 Company Profile	
4.1 Full Legal Name of Submitting Company (Latin alphabet)	* <input type="text" value="Supplier Test for legacy"/>
4.2 Is this an organization or an individual? ⓘ	* <input type="text" value="Unspecified"/>
4.3 What other language/alphabet do you have name and address? ⓘ	* <input type="text" value="No other alphabet required ()"/>
4.8 Doing Business As	<input type="text"/>
* Show More	
4.9 Company Address (Latin alphabet) Always fill in Country, Region/State and Postal code	Street: <input type="text"/> ⓘ
	Street 2: <input type="text"/> ⓘ
	Street 3: <input type="text"/> ⓘ
	District: <input type="text"/> ⓘ

4.5. Bank information

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

1. Click on Add Bank Information:



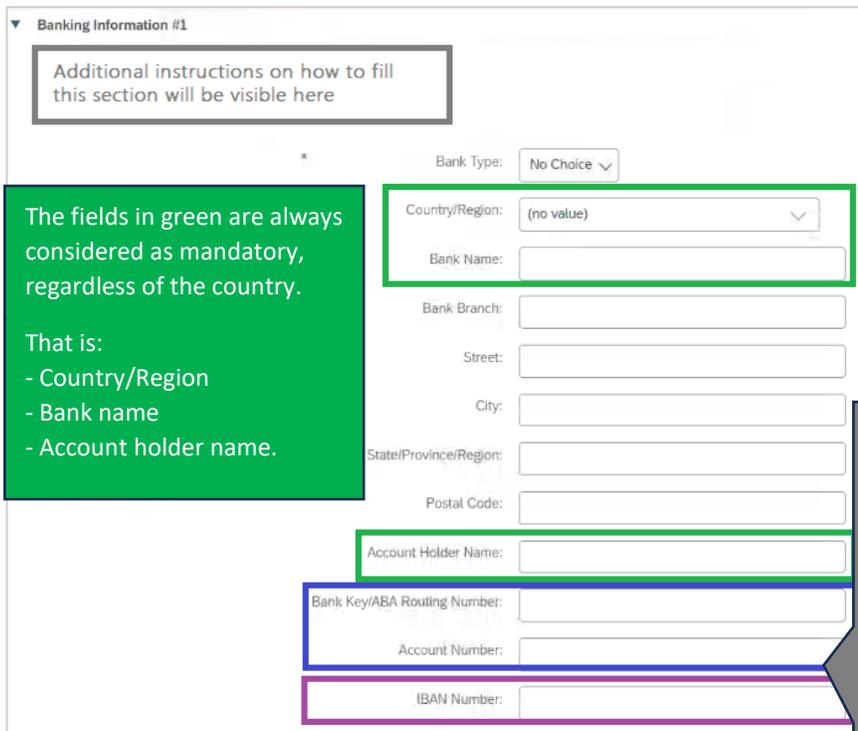
2. Click on the Add Banking information banner:



3. A screen like the one below 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.



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.

4.6. 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.

4.7. KYC (Known Your Customer)

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

KYC (Know Your Customer) Documents	
Name ↑	
▼ 7 KYC (Know Your Customer) Documents	
7.1 Please attach the Certificate of Incorporation	Attach a file
7.2 Please attach Memorandum	Attach a file
7.3 Please attach Articles of Association	Attach a file
7.4 Please attach Audited Balance Sheets	Attach a file

4.8. Additional Information

In this section you can attach any additional comment / attachment that you consider appropriate.

- Event Messages
- Event Details
- Response History
- Response Team

▼ Event Contents

- All Content
- 2 Diversity and Sustai...
- 3 Update Additional Data
- 4 Company Profile

Additional Information

Name ↑	
▼ 8 Additional Information	
8.1 Comments/Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
8.2 Additional Attachments	Attach a file

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

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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