



# **SAP ARIBA: SUPPLIER REGISTRATION**

## Supplier Instruction Guide

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Overview	
Description of the system:	Halliburton uses SAP Ariba Supplier Lifecycle and Performance (SLP) module as our Supplier Management solution. SAP Ariba is a cloud-based solution and marketplace allowing exchanges between buyers and suppliers. SLP will be used to solicit responses for new supplier onboarding, qualifications, updates for existing suppliers, and supplier performance management.
The purpose of this job aid:	The purpose of this job aid is to provide instructions on how to complete the supplier registration process within Ariba.
Who should utilize this job aid:	This job aid is designed for <b>Suppliers</b> .
Vendor Record (KRED) Registration Questionnaire	<p>This is for the supplier/s to complete and including the following:</p> <ul style="list-style-type: none"> <li>• Supplier Name</li> <li>• Supplier details</li> <li>• Type of Ownership</li> <li>• Contact Information</li> <li>• Supplier Address</li> <li>• Factoring Agent</li> <li>• Miscellaneous Attachments</li> <li>• Financial Information</li> <li>• Tax Information</li> </ul>

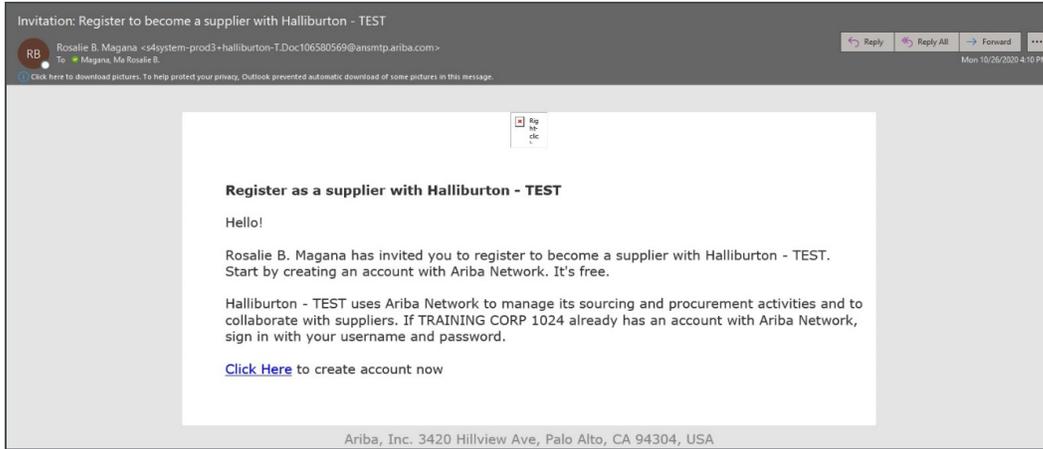
**Supplier Registration Statuses**

Below are the different statuses for Supplier Registration:

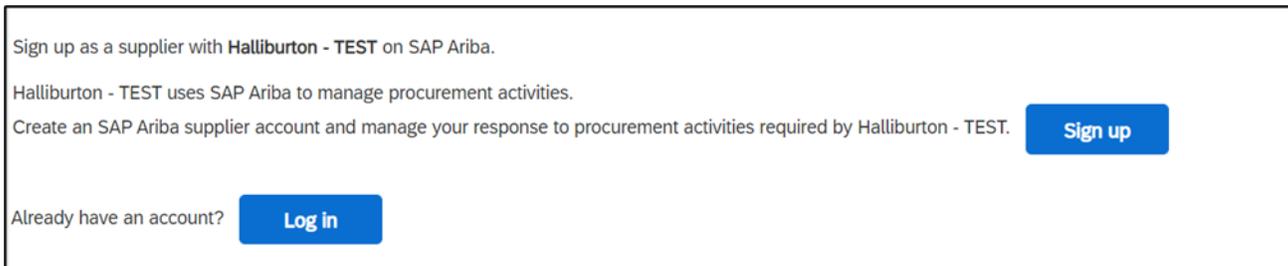
STATUS	DESCRIPTION
<b>Not Invited</b>	The Supplier Request has been approved and the supplier is created in the SAP Ariba Supplier Management Solution database, but the supplier has not yet been invited to register.
<b>Invited</b>	The supplier has been invited to register.
<b>Registered</b>	The supplier registration has been approved.
<b>In Registration</b>	The supplier has started the registration but in progress for completing the External Supplier Registration Form.
<b>Pending Approval</b>	The supplier has submitted the External Supplier Registration Form for approval.
<b>Registration Denied</b>	The supplier's registration has been denied.

## Supplier Invitation

After the invite for Supplier Registration is sent, the Supplier will receive an email for the invitation to register to become a supplier of Halliburton. Upon clicking the **Click Here** link, the supplier will be redirected to Ariba Network to complete the external questionnaire. Please follow the steps post clicking on “**Click Here**” as shown in the screenshot.



Sign up to create an account. **Note:** If you already have an account on the Ariba Network, this step is required to set up account for Halliburton. You can later merge your account together.



## Account Configuration

Please provide information for all mandatory fields. Adding information that is not mandatory provides more details about your business.

Account Configuration allows the System Administrator to set up the Ariba Network for users, ensuring that the information is specific to the supplier and consistent across all users. There are 3 mandatory tabs associated with the Company Profile Tab, they are:

- Company Information
- User Account Information
- Business Details and Terms and Conditions

## Company Information

Enter the basic information about your company.

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Halliburton - TEST.

### Company information

\* Indicates a required field

Company Name:\*

Country/Region:\* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:\*  
Line 1  
Line 2  
Line 3

City:\*

State:\* Alabama [US-AL]

Zip:\*

## User Account Information

Please enter your First and Last name appropriately. E-mail ID used should be the one the invitation was sent to.

### User account information

\* Indicates a required field

Name: \* First Name Last Name [SAP Business Network Privacy Statement](#)

Email: \* aunushahq@gmail.com Must be in email format(e.g john@newco.com)

Use my email as my username

Username: \*

Password: \* Enter Password Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Repeat Password

Language: English

Email orders to: \*

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

## Business Details and Terms and Conditions

Please enter the Business details as shown below and go through the Terms of use and SAP Ariba Privacy Statement before you proceed further and click on “Create account and continue”.

Tell us more about your business

---

Product and Service\* Categories:   -or- [Browse](#)

Ship-to or Service Locations:\*   -or- [Browse](#)

Tax ID:  Enter your nine-digit Company Tax ID number.

DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with “-T” in test account. ⓘ

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I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

If you are already an existing user and have an Ariba account, please login to your account with your credentials.

Supplier Login

[Forgot Username or Password](#)

In case you forget your credentials and try to sign up again, the below window/screen will pop-up.

Company information

Company Name\* ABC T

Country/Region\* India

Address\* MADH

Line 2

ⓘ Potential existing accounts

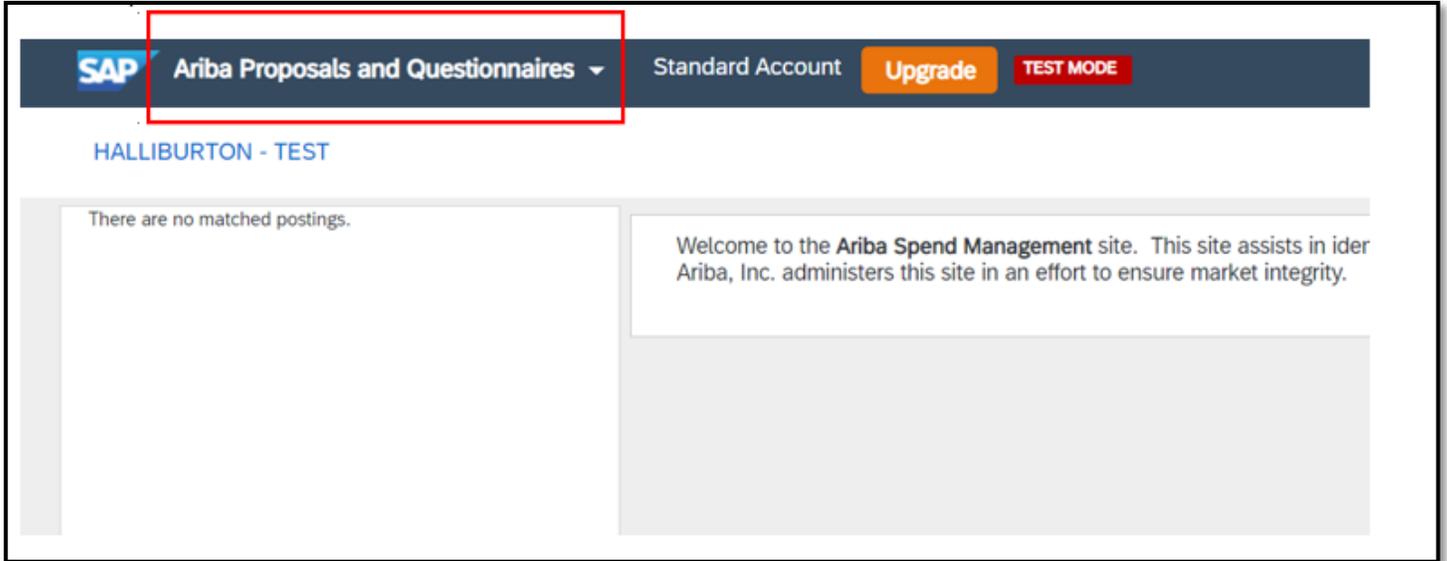
We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

**Note:**

- The fields marked with an asterisk (\*) are mandatory. Adding information that is not mandatory provides more details about your business
- If any error persists, please refresh your browser, and delete your cookies. The session expires or gets refreshed every 5 mins, please save the form when you are done entering details under each section to avoid re-work

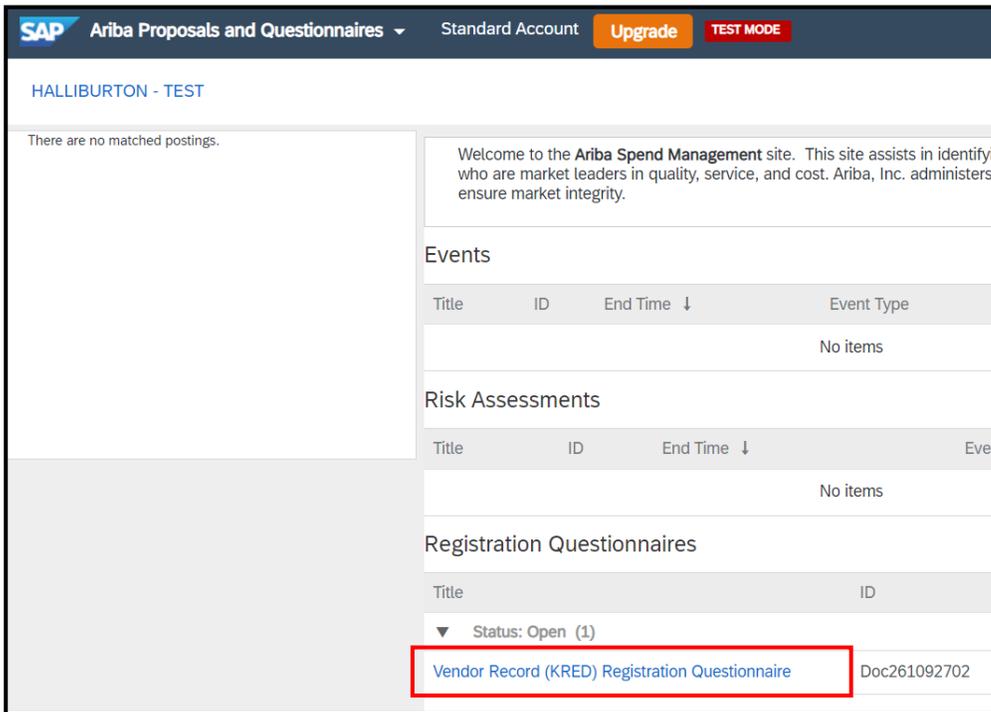
**Vendor Record (KRED) Registration Questionnaire**

Once logged into the Ariba account, navigate to the “Ariba Proposals and Questionnaires” tab using the drop down on the top left.



Please fill in the questionnaire under “Vendor Record (KRED) Registration Questionnaire as shown below:

Click on the link to fill in the KRED Questionnaire



**Step 1:** Under **Supplier Name** section, enter the Company Name (Legal/Registered Name) in Company Name 1.

Name ↑	
▼ 1 Supplier Name	More... +
1.1 Company Name 1	* <input type="text"/>
1.2 Company Name 2	<input type="text"/>
1.3 Company Name 3	<input type="text"/>
1.5 Company Name 4	<input type="text"/>
1.6 Does the company have a Doing Business As (DBA)?	* No ▾

**Note:**

- Field 1.1. Company Name 1 cannot exceed 35 characters (including space).
- Field 1.2. Company Name 2 can be used in case company's name exceeds 35 characters.
- Field 1.4 Company Name 4 will be available if the Place of Incorporation (2.3) is not USA.
- Field 1.6 Does the company have a Doing Business As (DBA)? will be available if the Place of Incorporation (2.3) is USA.
- Field 1.7 Doing Business As (DBA) Name will be available if answer to question 1.6 is Yes.  
*If there is a DBA name, then select DBA as "Yes" in field 1.6 and enter the DBA name in field 1.7*

**Step 2:** Enter the required fields under **Supplier Details** section:

- 2.1 Type of Entity\*
- 2.3 Place of Incorporation\* - auto populated based on the answer in the Supplier Request Form.
- 2.4 Region (Select only 1 value at the lowest level)\*
- 2.5 Please confirm you have selected the lowest level value available in the Region field above\*
- 2.7 Briefly describe product/services provided to Halliburton\*
- 2.8 Company's website

▼ 2 Supplier Details	
2.1 Type of Entity	* Corporation ▾
2.3 Place of Incorporation	* United States ▾
2.4 Region (Select only 1 value at the lowest level)	*4OD_PSL [select]
2.5 Please confirm you have selected the lowest level value available in the Region field above	* Yes ▾
2.7 Briefly describe product/services provided to Halliburton	* TEST
2.8 Company's website	<input type="text"/>

**Note:**

- If the answer on field 2.1 **Type of Entity** is set to **Other**, 2.2 **If Other is selected, please describe** field will be available.
- If the answer on 2.5 **Please confirm you have selected the lowest level value available in the Region field above** is set to **NO**, 2.6 **Please select the lowest level value in the Region field** will be visible and will serve as a hard stop.

- Step 3:** Enter the following fields under **Type of Ownership** section.
- 3.1 If subsidiary, list name and address of Parent Company
  - 3.2 If privately owned, who are the principles

**Note:** This question is NOT mandatory

▼ 3 Type of Ownership	
3.1 If subsidiary, list name and address of Parent Company	<input type="text"/>
3.2 If privately owned, who are the principles	<input type="text"/>

- Step 4:** Enter the following fields under **Contact Information** section.
- 4.1 Primary AP Email Address\*
  - 4.2 Corporate Telephone Number\*
  - 4.3 Corporate Fax No.
  - 4.4 Clerk's Fax

▼ 4 Contact Information	
4.1 Primary AP Email Address (If bank information is provided, this email address must be the same with the Vendor A/P Advice Email provided in the EFT form)	* <input type="text"/>
4.2 Corporate Telephone Number	* <input type="text"/>
4.3 Corporate Fax No.	<input type="text"/>
4.4 Clerk's Fax	<input type="text"/>

- Note:**
- Field 4.1 Primary AP Email Address should match the AP Advice Email on EFT form (when applicable)
  - Field 4.2 Corporate Telephone Number should not have special characters (., #, &\_)
  - Field 4.3 Corporate Fax No. should not have special characters (., #, &\_)

**Step 5:** Enter the **Salesperson Contact Details** section. To add the salesperson contact details, click the **Add Contact Details** link.

4.5 Salesperson Contact Details	<a href="#">Add Salesperson Contact Details (1)</a>
4.6 Additional Email Address	<a href="#">Add Additional Email Address (0)</a>

You will be navigated to the **Contact Details** page, click the **Add New** link to add the salesperson contact details.

Enter the following fields:

- 4.5.1.1 Salesperson\*
- 4.5.1.2 Contact Number\*
- 4.5.1.3 Location\*

Salesperson Contact Details (1)	
Name ↑	
▼ Contact Details #1	<a href="#">Delete</a>
Salesperson	* <input type="text"/>
Contact Number	* <input type="text"/>
Email Address	* <input type="text"/>
Location	* <input type="text" value="United States"/>
<a href="#">Add an additional Contact Details</a>	

(\*) Indicates a required field

Once done, click **Submit**.

**Step 6:** Enter the additional E-mail address if any, under section 4.6 and 4.7

4.6 Additional Email Address	<a href="#">Add Additional Email Address (0)</a>
▼ 4.7 Additional Email Address	
4.7.1 Do you have additional email address?	* <input type="text" value="Yes"/>
4.7.2 Number of Email Addresses	* <input type="text" value="1"/>
▼ 4.7.3 Email Address 1	
4.7.3.1 Email Address	* <input type="text"/>
4.7.3.2 Email Address Note	* <input type="text" value="Unspecified"/>
4.7.3.3 For Deletion?	* <input type="text" value="No"/>

**Step 7:** Enter the following fields under **Supplier Address** section:

5.1 Physical Address\*

5.4 Postal Code/Zip Code\*

5.5 Is your Physical Address same with your Remittance Address\*. If **YES** is selected, field **9.12 Provide a sample copy of invoice\*** will be available and will require you to upload a file.

<p>5 Supplier Address</p> <p>5.1 Physical Address</p>		<p>Show More</p> <p>Street: <input type="text"/> ⓘ House Number: <input type="text"/> ⓘ</p> <p>Street 2: <input type="text"/> ⓘ</p> <p>Street 3: <input type="text"/> ⓘ</p> <p>District: <input type="text"/> ⓘ</p> <p>Postal Code: <input type="text"/> ⓘ City: * <input type="text" value="Houston"/> ⓘ</p> <p>Country: <input type="text" value="United States (US)"/> ⓘ Region: <input type="text" value="Texas (TX)"/> ⓘ</p> <p>Time Zone: <input type="text" value="CST"/> ⓘ Tax Jurisdiction: <input type="text"/> ⓘ</p>
5.4 Postal Code/Zip Code	* <input type="text"/>	
5.5 Is your Physical Address same as your Remittance Address?	* <input type="text" value="Unspecified"/>	
9.12 Provide a sample copy of invoice *		<a href="#">*Attach a file</a>

**Step 8:** If the Physical Address and the Remittance Address are not the same, answer question **5.6 Number of Remittance Addresses\***. You may add up to 10 remittance addresses under **Remittance Information** section.

5.5 Is your Physical Address same as your Remittance Address?	* <input type="text" value="No"/>
5.6 Number of Remittance Addresses	* <input type="text" value="1"/>

**Step 9:** In **Supplier Address** section, enter the remaining fields:

5.7 Dun & Bradstreet No

5.8 Dun and Bradstreet rating

5.7 Dun & Bradstreet No. (Get Free DUNS Number Only, right-click this <a href="#">LINK</a> to open a new tab or window.)	<input type="text"/>
5.8 Dun and Bradstreet rating	<input type="text"/>

**Note:** To get free **DUNS Number**, navigate to <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**Step 10:** Under **Factoring Agent** section, confirm if the vendor receivable is being handled by a factoring agent. If **YES** is selected, field **6.2 Provide a copy of "Notice of Levy" or "Notice of Assignment"**\* will be available and will require you to upload a file.

▼ 6 Factoring Agent	
6.1 Is the Vendor receivable being handle by a factoring agent?	* Yes ▾
6.2 Provide a copy of "Notice of Levy" or "Notice of Assignment".	*Attach a file

**Note:** Field 7.3 can be used to upload any additional documentation as necessary

▼ 7 Miscellaneous Attachments	
7.3 Use this field to upload additional documents if required. For multiple files, attach documents as a ZIP file.	Attach a file

**Step 11a:** If the Physical Address and the Remittance Address are the same, **Financial Information** section will be available. Enter the following required field:

8.1 Payment Details

8.1.1 How will you be getting paid\*

Name ↑	
▼ 8 Financial Information	
▼ 8.1 Payment Details	
8.1.1 How will you be getting paid?	* Check ▾
	Check
	* Electronic

**Step 12a:** If you select **Electronic** in question **8.1.1 How will you be getting paid**, the following fields will appear and must be completed:

8.1.2.1 Bank Information\*

8.1.3 Please provide the completed EFT Form (see reference for the form). For multiple files, attach documents as ZIP file.\*

8.1.4 Please provide supporting documents for every bank details added. Select all applicable.\*

▼ 8 Financial Information

▼ 8.1 Payment Details

8.1.1 How will you be getting paid? \* Electronic ▾

8.1.2 Bank Information [Add Bank Information \(1\)](#)

8.1.3 Please provide the completed EFT Form (see Reference to download the EFT Form and for guidance if needed).  
For multiple files, attach documents as a ZIP file. 📄  
[References](#) ▾

Reference Documents

- 📄 EFT GUIDE ARGENTINA.pdf
- 📄 EFT GUIDE BRASIL.pdf
- 📄 EFT GUIDE ENGLISH.pdf
- 📄 EFT GUIDE ESPAÑOL.pdf
- 📄 EFT Form.pdf

Download all attachments

\*  Bank Letter  
\*  Voided Check

Submit | Add Last Bid | Save draft | Compose Message

**NOTE:** Please refer to page 16 for instructions on How to Add Bank Information.

**Step 11b:** If the Physical Address and the Remittance Address are not the same, enter the needed **Remittance Address** information.

<p>▼ 9 Remittance Information 1</p>	
<p>9.1 Remittance Country</p>	<p>* Unspecified ▼</p>
<p>★ Show More</p>	
	<p>Street: <input type="text"/> ⓘ House Number: <input type="text"/> ⓘ</p>
	<p>Street 2: <input type="text"/> ⓘ</p>
	<p>Street 3: <input type="text"/> ⓘ</p>
	<p>District: <input type="text"/> ⓘ</p>
	<p>Postal Code: <input type="text"/> ⓘ City: * <input type="text"/> ⓘ</p>
	<p>Country: (no value) ▼ ⓘ Region: (no value) ▼ ⓘ</p>
<p>9.2 Remittance Address</p>	

**Note:**

- **Sections 9-18 (Remittance Information Section)** will appear based on the number of remittance address selected.
- For **Field 9.6 AP Email Address**, the email address must be the same with the Vendor A/P Advice Email provided in the EFT form.

<p>9.6 AP Email Address (If bank information is provided, this email address must be the same with the Vendor A/P Advice Email provided in the EFT form)</p>	<p>* <input type="text"/></p>
--	-------------------------------

- If the Physical Address and the Remittance Address are not the same, **Payment Details** section will be added under **Remittance Address** section, Field 9.7.1.
- If the Physical Address and the Remittance Address are not the same, **please upload a sample copy of invoice** under filed 9.12.

<p>▼ 9.7 Payment Details</p>	
<p>9.7.1 How will you be getting paid?</p>	<p>* Unspecified ▼</p>
<p>9.12 Provide a sample copy of invoice *</p>	<p>★ Attach a file</p>

**Step 12b:** If you select **Electronic** in question **9.7.1 How will you be getting paid**, the following fields will appear and must be completed:

9.7.2 Bank Information\*

9.8 Please provide the completed EFT Form (see reference for the form). For multiple files, attach documents as ZIP file.\*

9.9 Please provide supporting documents for every bank details added. Select all applicable.\*

9.7.1 How will you be getting paid? \* Electronic ▾

9.7.2 **Bank Information** [Add Bank Information \(0\)](#)

9.8 Please provide the completed EFT Form for every bank details added (see reference for the form). For multiple files, attach documents as ZIP file. \*Attach a file

References ▾

Reference Documents

- EFT GUIDE ARGENTINA.pdf
- EFT GUIDE BRASIL.pdf
- EFT GUIDE ENGLISH.pdf
- EFT GUIDE ESPAÑOL.pdf
- EFT Form.pdf

Download all attachments

\*  Bank Letter

\*  Voided Check

\*Attach a file

[Load Last Bid](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

**NOTE:** Please refer to page 16 for instructions on How to Add Bank Information.

**How to add Bank Details:** To add banking details, click **Add Bank Information**.

<b>8.1.2 Bank Information</b>	<a href="#">Add Bank Information</a>
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You will be navigated to this section, click **Add New** under **Bank Details**.

**Bank Details (0)**

**Bank Details NOTES:** - For International Banking, provide the SWIFT code. - In the State/Province/Region field, enter an abbreviation with 1-6 characters. - Bank Key and Account Number are mandatory fields.

[Add new](#)

Enter the fields under **Bank Details\***

**\***

Bank Type:

Bank Id: USD0

Country: [United States](#)

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

**Following fields are mandatory:**

- Account Holder Name
- Bank Key/ABA Routing Number
- Account Number

*If Bank Key/ABA Routing Number is not available, use Swift Code*  
*IBAN is NOT mandatory, except for in Europe*

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

Enter additional fields under **Bank Details** section:

Bank Control Key

Bank Account Continuation (exceed of 18 digits)

Bank Account Currency\*

Bank Control Key (Maximum two characters allowed)	<input type="text"/>
Bank Account Continuation (exceed of 18 digits)	<input type="text"/>
Bank Account Currency	* Unspecified <input type="button" value="v"/>

## Note:

- **Banking Details should match the EFT and Bank Letter.** There should not be any mismatch on fields such as Depository Institution Name (Bank Name), Company Name, Account Number, IBAN, Bank Currency, Bank Account Holder Name and Bank Key/ABA Routing Number and Account
- **The following fields are mandatory: Account Holder Name, Bank Key/ABA Routing Number and Account Number. If Bank Key/ABA Routing Number is not available, use Swift Code**
- Do not use spaces or special characters in the following fields: Bank Key/ABA Routing Number, Account Number and IBAN Number.
- Account Number should not exceed 18 characters. If exceeds, use secondary Bank Number field.

Bank Account Continuation (exceed of 18 digits)	<input type="text"/>
---	----------------------

- Bank Letter must be current (from the past 12 months)
- IBAN field is not mandatory, **except for Europe**. When not available, please leave the field blank.
- For Oman, IBAN is not required.
- For International Banking, provide the SWIFT code.
  - MENA region: UAE, Saudi Ariba, Kuwait, Oman, Bahrain etc. provide Swift code as Bank key.
  - Pakistan: Halliburton specific bank key is advised
  - Europe: Netherlands & Belgium use Swift Code as Bank Key
  - APAC: Swift Code is used as Bank Key for Indonesia, Brunei, Malaysia, Vietnam, Myanmar
  - For China it's 11- or 12-digits numeric Bank Key.
  - Africa: Bank key is required
  - Italy: 10 digits of Bank key
- **For Russia**, bank letter should include bank key.
- **For Russia**, use first 2 digit of Account Number for “Bank Control Key” field and the remaining 18 digits for “Account Number” field.
- In the State/Province/Region Field, enter an abbreviation with 1-6 characters.

Once done, click **Submit**.

**NOTE: Please refer to page 24 for additional guidance on Banking Detail requirements.**

**Step 13:** The following fields will appear in the Tax Information section based on the below criteria:

- If the **Place of Incorporation (2.3)** is **USA**, the following fields will appear in the Tax Information section:

2.3 Place of Incorporation	* United States
----------------------------	-----------------

If **TIN (Tax Identification Number)** is selected in 18.1

▼ 19 Tax Information (Tax Code must be completed without periods, dashes, or spaces)	
19.1 Do you have SSN (Social Security Number) or TIN (Tax Identification Number)?	* TIN (Tax Identification Number)
19.3 US Tax Identification Number (Format: XX-XXXXXXX)	* 99-9999999

If **SSS (Social Security Number)** is selected in 18.1

▼ 19 Tax Information (Tax Code must be completed without periods, dashes, or spaces)	
19.1 Do you have SSN (Social Security Number) or TIN (Tax Identification Number)?	* SSN (Social Security Number)
19.2 US Social Security Number (Format: XXX-XX-XXXX)	*

- If the **Place of Incorporation (2.3)** is **Brazil**, the following fields will appear in the Tax Information section:

2.3 Place of Incorporation	* Brazil
----------------------------	----------

▼ 19 Tax Information (Tax Code must be completed without periods, dashes, or spaces)	
19.4 CNPJ Number	
19.5 CPF Number	99-9999999
19.6 State Tax Number	
19.7 City Tax Number	
19.19 Is this a Non-US Supplier that performed services for Halliburton in the US?	* Unspecified

- If the **Place of Incorporation (2.3)** is **Colombia**, the following fields will appear in the Tax Information section:

2.3 Place of Incorporation	* Colombia
----------------------------	------------

▼ 19 Tax Information (Tax Code must be completed without periods, dashes, or spaces)	
19.8 Colombia Tax Number	
19.19 Is this a Non-US Supplier that performed services for Halliburton in the US?	* Unspecified

- If the **Place of Incorporation (2.3)** is **Canada**, the following fields will appear in the Tax Information section:

2.3 Place of Incorporation	*	Canada
▼ 19 Tax Information (Tax Code must be completed without periods, dashes, or spaces)		
19.10 GST	*	<input type="text"/>
19.18 Attach the GST/HST Registry Confirmation Notice. For Canada GST/HST, right-click this <a href="#">LINK</a> to open a new tab or window. See attached for instructions on how to fill out Canada GST/HST. <a href="#">References</a> ▼	*	<a href="#">*Attach a file</a>
19.19 Is this a Non-US Supplier that performed services for Halliburton in the US?	*	Unspecified ▼

- If the **Place of Incorporation (2.3)** is **India**, the following fields will appear in the Tax Information section:

2.3 Place of Incorporation	*	India
▼ 19 Tax Information (Tax Code must be completed without periods, dashes, or spaces)		
19.11 GST	*	<input type="text"/>
19.12 PAN (Permanent Account Number)	*	99-9999999
19.13 PAN Document	*	<a href="#">*Attach a file</a>
19.19 Is this a Non-US Supplier that performed services for Halliburton in the US?	*	Unspecified ▼

**Note:** For India specific GST number, use the following:

- GST Number (If Registered)
- 0 – Not Registered
- 1 – Composition Scheme
- 2 – Special Economic Zone

- If the selected **Place of Incorporation** is not mentioned in the previous bullets, the following fields will appear in Tax Information section:

▼ 19 Tax Information (Tax Code must be completed without periods, dashes, or spaces)		
19.14 Tax Number 1		<input type="text"/>
19.15 Tax Number 2		99-9999999
19.16 Tax Number 3		<input type="text"/>
19.17 Tax Number 4		<input type="text"/>
19.19 Is this a Non-US Supplier that performed services for Halliburton in the US?	*	Unspecified ▼

- If the selected **Place of Incorporation** is using a **VAT Registration Number**, the following fields will appear in Tax Information section:

▼ 19 Tax Information (Tax Code must be completed without periods, dashes, or spaces)	
19.9 VAT Registration Number	<input type="text"/>
19.19 Is this a Non-US Supplier that performed services for Halliburton in the US?	* Unspecified ▼

**Note:** Tax code for the Norway country always ends with letters MVA

**Step 14: Under Tax Information** section, if **YES** is selected for Field 19.19, Field 19.20 6.2 Please provide W-8 form (For W-8 forms, right-click this [LINK](#) to open a new tab or window.)\* will be available and will require you to upload a file.

19.19 Is this a Non-US Supplier that performed services for Halliburton in the US?	* Yes ▼
19.20 Please provide W-8 form (For W-8 forms, right-click this <a href="#">LINK</a> to open a new tab or window.)*	* <a href="#">Attach a file</a>

**Step 15:** Complete **20.1 Provide a W-9 - Request for Taxpayer Identification Number and Certification\*** by uploading a file for TIN identification and certification.

**Note: W-9 Document** section will only be available if the **Place of Incorporation** is **USA**.

▼ 20 W-9 Document	
20.1 Provide a W-9 - Request for Taxpayer Identification Number and Certification (For W-9 form, right-click this <a href="#">LINK</a> to open a new tab or window.	* <a href="#">Attach a file</a>

**Step 16:** Enter the required field under **Supplier Diversity – Diverse Company Classification** section:

**Supplier Diversity - Diverse Company Classification**

Less...

Halliburton recognizes the importance of utilizing diverse business enterprises that offer quality products and services on a competitive basis and seeks to provide the maximum opportunity for their participation in our procurement and sourcing processes. The purpose of this section is to ensure that Halliburton captures the diversity information for our suppliers.

Please read each of diversity designations for your company below. At the end of this section, please select which apply to your company.

**Note:** **Supplier Diversity – Diverse Company Classification** section will only be available if the **Place of Incorporation** is **USA** and **Canada**.

- If the **Place of Incorporation (2.3)** is **Canada**, the following fields will appear in **Supplier Diversity – Diverse Company Classification** section:

Please select the diversity designation that apply to your company.\*

<p>▼ 22.1 International Diverse Company Classifications</p>	
<p>22.1.1 Canada - Aboriginal Business</p>	<p>Less... <input type="button" value="-"/></p>
<p>"Aboriginal Business" means a business enterprise that is legally registered in one of the Provinces or Territories in Canada where the Work is to be performed and is: (a) a band as defined by the Indian Act, including without limitation Métis, Inuit or Indians; (b) a sole proprietorship; (c) a limited company; (d) a co-operative; (e) a partnership; (f) a not-for-profit organization; or a (g) joint venture consisting of one or more (Aboriginal) enterprise; and the foregoing has at least fifty-one percent (51%) ownership by Aboriginal Peoples for which the management and daily business operations are controlled and operated by one or more such individuals.</p> <p><b>ABC</b> - Aboriginal Business Certified (Company meets the criteria to be designated as an Aboriginal Business, and is registered)  <b>ABN</b> - Aboriginal Business Not-Certified (Company meets the criteria to be designated as an Aboriginal Business, and is not registered)</p>	
<p>22.1.2 Unknown (NKN)</p>	<p>Less... <input type="button" value="-"/></p>
<p>Your company does not wish to disclose the ownership status of your company.</p>	
<p>22.1.3 Non-Minority Owned Business (NMS)</p>	<p>Less... <input type="button" value="-"/></p>
<p>Your company does not meet the criteria to be designated as a small, woman, or minority owned business. If your company headquarters are outside the U.S., please select this designation.</p>	

<p>22.2 Please select the diversity designation that apply to your company.</p>	<p>* <input type="text" value="Non-Minority Owned Business (NMS)"/> ▾</p>
<p>(*) indicates a required field</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>(ABN) Aboriginal Business Not-Cert</p> <p>(ABC) Aboriginal Business Cert</p> <p>Unknown (NKN)</p> <p>Non-Minority Owned Business (NMS)</p> </div>	

- If the **Place of Incorporation (2.3)** is **United States**, the following fields will appear in **Supplier Diversity – Diverse Company Classification** section:

Please select the diversity designation that apply to your company.\*

▼ 21.1 Classification	
21.1.1 Unknown (NKN)	More... +
21.1.2 Non-Minority Owned Business (NMS)	More... +
▼ 21.1.3 Minority Owned Business (MBE)	More... +
21.1.3.1 Your company meets the criteria to be designated as a minority owned business, but is not currently certified by the National Minority Supplier Development Council or a U.S. state certification agency.	More... +
▼ 21.1.4 Women Owned Business (WBE)	More... +
21.1.4.1 Your company meets the criteria to be designated as a woman-owned business and is certified by the Women's Business Enterprise National Council (WBENC) or a U.S. state certification agency.	More... +
21.1.4.2 Your company meets the criteria to be designated as a woman owned business, but is not currently certified by the Women's Business Enterprise National Council (WBENC) or a U.S. state certification agency.	More... +

▼ 21.1.5 Small Business (SBE)	More... +
21.1.5.1 Your company meets the criteria to be designated as a small business as designated by the U.S. Small Business Administration. <a href="http://www.sba.gov/category/navigation-structure/contracting/contracting-officials/eligibility-size-standards">http://www.sba.gov/category/navigation-structure/contracting/contracting-officials/eligibility-size-standards</a>	More... +

21.2 Please select the diversity designation that apply to your company. \*

(\*) indicates a required field

(NKN) UNKNOWN

(AFC) AFC Asian-Pacific-Female-Cert

(AFN) AFN Asian-Pacific-Female-Not Cert

(AMC) AMC Asian-Pacific-Male-Cert

(AMN) AMN Asian-Pacific-Male-Not Cert

(BFC) BFC Black-Female-Cert

(BFN) BFN Black-Female-Not Cert

(BMC) BMC Black-Male-Cert

(BMN) BMN Black-Male-Not Cert

**Step 32:** Once completed, click on “Submit Entire Response” and click on “OK” to submit.



For any queries **Compose a message:** use this section to convey any message.



Compose New Message Send Cancel

From: [SLP REGRESSION TEST AH \(TEST SUPPLIER\)](#)

To: Project Team

Subject:

Attachments: [Attach a file](#)

**B I U** [list icon] [size] [font] [color icon] [background color icon] [undo icon]



## Europe

Mandatory information (Banking & EFT) for Europe											
Austria	Denmark	France	Germany	Netherland	Norway	Spain	UK	Hungry	Romania	Cyprus	Italy
Bank Key	Bank Key	Swift Code/ Bank Key	Bank Key	Swift Code	Bank Key	Bank Key	Sort code	Bank Key	Bank Key/Swift Code	Bank Key	Bank Key
Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name
Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number
IBAN	IBAN	IBAN	IBAN	IBAN	IBAN	IBAN	IBAN	IBAN	IBAN	IBAN	IBAN
Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country
Currency	Currency	Currency	Currency	Currency	Currency	Currency	Currency	Currency	Currency	Currency	Currency
Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name
Branch	Branch	Branch	Branch	Branch	Branch	Branch	Branch	Branch	Branch	Branch	Branch
Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name
Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name
Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification
Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email
Address	Address	Address	Address	Address	Address	Address	Address	Address	Address	Address	Address
City	City	City	City	City	City	City	City	City	City	City	City
Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email
Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country	Country
State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province

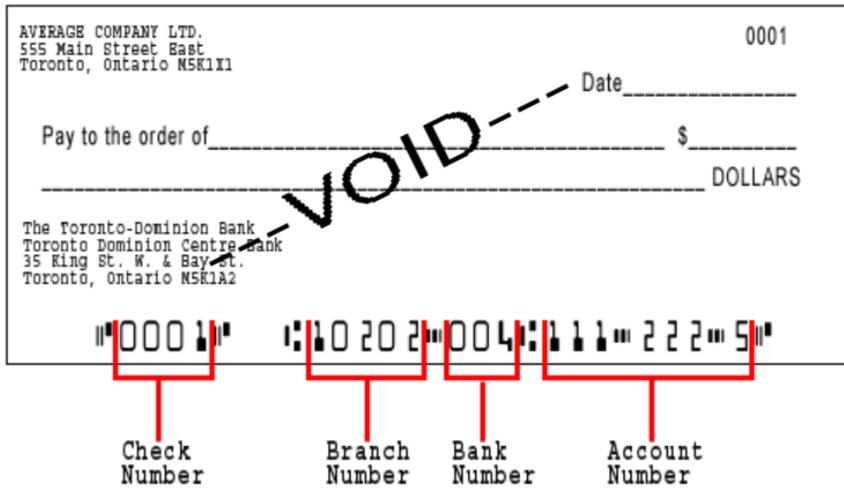
## LATAM

Mandatory Information (Banking & EFT) for LATAM									
Mexico	Argentina	Brazil	Trinidad and Tobago	Guyana	Colombia	Panama	Ecuador	Peru	Venezuela
Bank Key	Bank Key	Bank Key	Bank Key	Bank Key	Bank Key	Bank Key	Bank Key	Bank Key	Bank Key
Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name	Depository Institution Name
Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number	Account Number
Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country	Bank Country
Currency	Currency	Currency	Currency	Currency	Currency	Currency	Currency	Currency	Currency
Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name	Bank Holder Name
Branch	Branch	Branch	Branch	Branch	Branch	Branch	Branch	Branch	Branch
Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name	Company Name
Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name	Contact Name
Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification	Taxpayer Identification
Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email	Contact Email
Address	Address	Address	Address	Address	Address	Address	Address	Address	Address
City	City	City	City	City	City	City	City	City	City
Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email	Vendor A/P Advice Email
Country	Country	Country	Country	Country	Country	Country	Country	Country	Country
State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province	State/Province

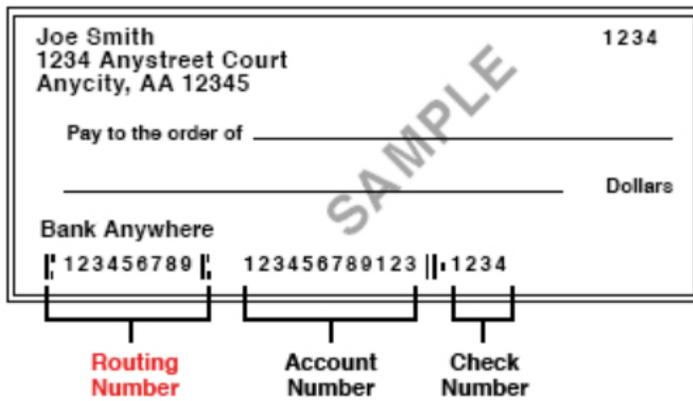
## North America

Country	Mandatory information (Banking & EFT) for North America															Payments Team Comm
Canada	Bank key	Depository Institution Name	Account Number	Bank Country	Currency	Bank Holder Name	Company Name	Contact Name	Taxpayer Identification	Contact Email	Address	City	Vendor A/P Advice Email	Country	State/Province	For Local- Bank key & Account number For CRBR- SWIFT & Account Number For Check - Complete Address details
USA	Bank key	Depository Institution Name	Account Number	Bank Country	Currency	Branch	Company Name	Contact Name	Taxpayer Identification	Contact Email	Address	City	Vendor A/P Advice Email	Country	State/Province	For Local- Bank key & Account number For CRBR- SWIFT & Account Number For Check - Complete Address details

## Void Check Samples



Routing number consists of Institution ID Number followed by Branch Number found on a cheque.  
 • (Institution ID Number) + (Branch Number)



## Bank Letter Samples



TREASURY MANAGEMENT ACCOUNT INFORMATION LETTER August 5, 2021

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Halliburton,

Below you will find the information regarding the PNC/UPIC account established for Reliable Hauling LLC. Please reference this information for account related activity.

Account Title: RXXXXXXXXXXXXX

Account Number (UPIC): 1XXXXXXXX (USD)

Routing Number: 0XXXXXXX

Company Address: 4321 State Rt. 7  
New Waterford, OH 44445

If you should have any further questions you may reach me by the information below.

Thank you.



**Michelle R. Schmock**  
Vice President  
Treasury Management  
PNC Bank  
1 Cascade Plaza (88-8481-04-1)  
Akron, Ohio 44308  
330-375-8064  
[Michelle.Schmock@pnc.com](mailto:Michelle.Schmock@pnc.com)



**Our Ref: COPS/21/08932**  
**Dated: 10<sup>th</sup> June 2021**

**Account Holder Name**  
P O BOX 124160  
DUBAI  
UAE

Dear Sir/Madam,

**Account Holder Name** **Account Number: XXXXXXXXXXXXX(AED)**

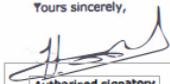
It gives us pleasure to confirm that you have been banking with us since 26<sup>th</sup> April 2014. During this period you have enjoyed Privileged Banking Relationship with us.

Further we confirm the requested details are as follows:

<b>BANK ADDRESS</b>	: THE NATIONAL BANK OF RAS AL KHAIMAH UMM HURRAIR BRANCH P O BOX 1531 DUBAI UAE
<b>IBAN</b>	: AXXXXXXXXXXXXXXXXXXXXXXXXX
<b>SWIFT CODE</b>	: NRKAEAK

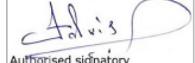
This letter has been issued at your request without any risk, responsibility or guarantee on the part of the Bank or any of its signing officers.

Yours sincerely,



Authorized signatory

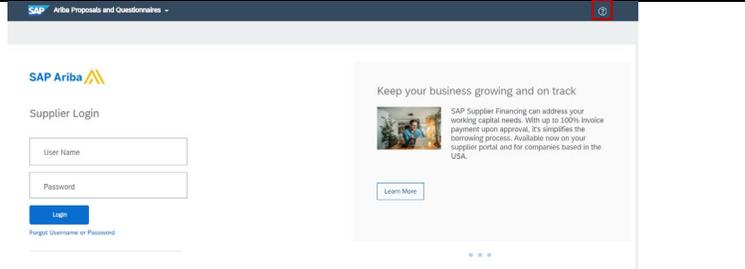
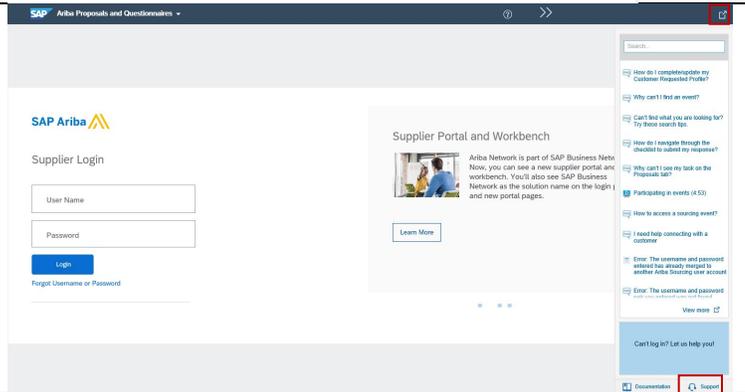
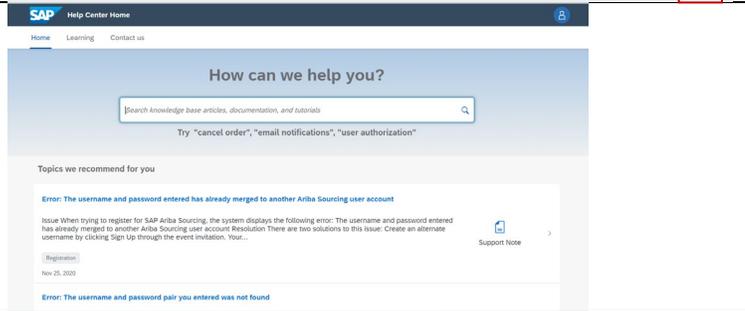
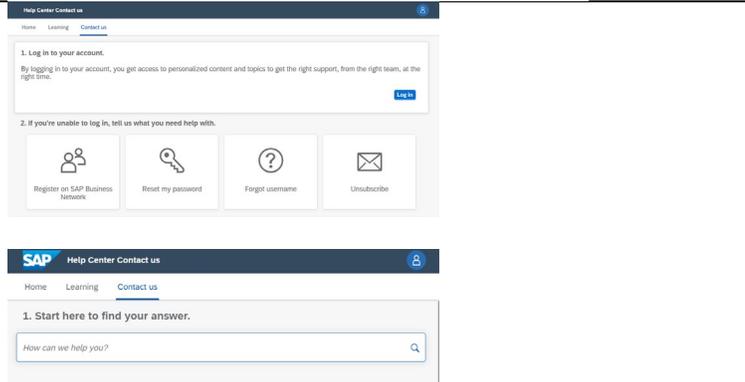




Authorized signatory

## Technical Issues and Support

For technical issues and support, please follow the below steps:

<p>Click the help  icon in the upper-right corner of the application.</p>	
<p>Click <b>Support</b> (either in the bottom-right corner next to the  icon or at the top of the help menu).</p>	
<p>Click on one of the recommended topics. <b>or</b> Search for articles, documentation, and tutorials by entering key words or a brief description of your query.</p>	
<p>Click the <b>Contact us</b> tab. Click a topic to get step-by-step instructions or additional buttons to narrow down your question/issue. <b>or</b> If you are logged into your account, enter a brief description of your question or issue in the <b>Start here to find your answer</b> field.</p>	
<p>Helpdesk Number:</p>	<p>Toll Free Number: 1-833-835-1761</p>
<p>Helpdesk E-mail address:</p>	<p><a href="mailto:HalProcSupport@halliburtonsupport.com">HalProcSupport@halliburtonsupport.com</a></p>