INGKA™

IKEA®

Procurement in Ingka Group

How to fill in the Registration Questionnaire in SAP Business Network (Ariba Network)

Instructions for Ingka suppliers on how to fill in the Registration Questionnaire in SAP Business Network (Ariba Network)

The following document provides guidance for you as supplier to us at Ingka on how to fill in the fields in the Registration Questionnaire. Please use this guideline while filling out the questionnaire and follow the suggested structure on the input. For some questions there are country specific rules. If you cannot find your country in the list, please fill in the details as structured as possible.

In this document the following definitions are used.

- **Characters: Means that it could be either Letters or Digits**
- **Letter: A letter is a character in of the alphabet (Latin character set).**
- **Digit: A digit is a numerical value**

In case of questions reach out to your Purchaser from Ingka Procurement.

General Information

Company Legal Name	Fill in your company's legal/registered name exactly as it appears on official documents
Region	Mandatory field – Prefilled by Ingka Purchaser
Category	Mandatory field – Prefilled by Ingka Purchaser
Commodity	Mandatory field – Prefilled by Ingka Purchaser

Primary Address

Please fill in your company address in the correct format. The rules are country specific.

Country	Street	Street 2	Street 3	City	Postal Code	State/Region
Australia	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Minimum 4 and maximum 7 digits, with no letters, spaces, or special characters. E.g. 1234567	Select from predefined dropdown list
Austria	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
Belgium	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
Canada	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Six characters in right order. First character must be a letter from A to V, or X, or Y. Second, fourth and sixth character must be a digit. Third and fifth must be a capital letter. A space after third character is optional. E.g. K1A 0B1 or K1A0B1	Select from predefined dropdown list

Croatia	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Five digits with no letters, spaces, or special characters E.g. 12345	Select from predefined dropdown list
Czech Republic	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Five digits (space after third digit) with no letters or special characters. E.g. 123 45	Select from predefined dropdown list
Denmark	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g 1234	Select from predefined dropdown list
Finland	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Five digits with no letters, spaces, or special characters E.g. 12345	Select from predefined dropdown list
France	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Five digits with no letters, spaces, or special characters E.g. 12345	Select from predefined dropdown list
Germany	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Five digits with no letters, spaces, or special characters E.g. 12345	Select from predefined dropdown list
Hungary	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
Ireland	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Seven alphanumeric characters (space after third character) E.g. A12 B3C4	Select from predefined dropdown list
Japan	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Seven digits with (-) sign after third digit. E.g. 123-4567	Select from predefined dropdown list
New Zealand	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
Norway	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
Poland	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Five digits with (-) sign after second digit. E.g. 12-345	Select from predefined dropdown list

Portugal	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234 Or Seven digits with (-) sign after fourth digit E.g. 1234-567	Select from predefined dropdown list
Romania	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Six digits with no letters, spaces, or special characters E.g. 123456	Select from predefined dropdown list
Serbia	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
Slovakia	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Five digits (space after third digit) with no letters or special characters. E.g. 123 45	Select from predefined dropdown list
Slovenia	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
South Korea	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Five digits with no letters, spaces, or special characters E.g. 12345	Select from predefined dropdown list
Spain	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Five digits with no letters, spaces, or special characters E.g. 12345	Select from predefined dropdown list
Sweden	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Five digits (space after third digit) with no letters or special characters. E.g. 123 45	Select from predefined dropdown list
Switzerland	Fill in Street Name and House number	Optional	Optional	First Letter should be Capital	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
United Kingdom	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Three or four characters followed by a space, one digit and two letters E.g. SW1W 0NY	Select from predefined dropdown list
US	Fill in House number and Street Name	Optional	Optional	First Letter should be Capital	Five digits with no letters, spaces, or	Select from predefined dropdown list

					special characters E.g. 12345 Or Nine digits (space after fifth digit) with no letters or special characters. E.g. 12345 6789	

Telephone number	Mandatory Information Telephone numbers must be in the standardized format for the respective country, ensuring accuracy, consistency, and adherence to local numbering plans
Fax Number	Not Mandatory
Email Address to receive PO	Mandatory Information Email address for receiving purchase orders must be valid, regularly monitored, and accessible for prompt communication and order processing.

Banking Information

Note :- Banking information is mandatory to complete registration on Ariba Network.
- For countries listed in the table below "Rules for countries using the IBAN standard", please fill in either Bank Key / Sort code and Bank Account number, or only the IBAN number on its own.
- For countries listed in the second table, "Rules for countries using the SWIFT standard", please fill in Bank Key / Sort Code and Bank Account Number. SWIFT code is optional

Rules for countries using the IBAN standard

Country	Bank Key/ Sort Code	Bank Account Rules	IBAN Rules	IBAN Example
Austria	Max 5 alphanumeric characters	Max 11 digits	Starts with "AT" followed by exactly 18 digits	AT500040044011624312
Belgium	Exactly 3 alphanumeric characters	Exactly 3 digits followed by a hyphen (-), then 7 digits followed by a hyphen, then 2 digits, E.g. 123-4567890-12	Starts with BE followed by exactly 14 digits	BE12345678901234
Croatia	Max 11 alphanumeric characters	Exactly 10 digits	Starts with "HR" followed by exactly 19 digits	HR1234567890123456789
Czech Republic	Max 4 alphanumeric characters, including any spaces	Max 16 alphanumeric characters	Starts with "CZ" followed by exactly 22 digits	CZ1234567890123456789012

Denmark	Max 4 alphanumeric characters	Max 10 digits	Starts with "DK" followed by exactly 16 digits	DK1234567890123456
Finland	Max 11 alphanumeric characters	Max 15 alphanumeric characters	Starts with "FI" followed by exactly 16 digits	FI1234567890123456
France	Max 10 alphanumeric characters	Exactly 11 alphanumeric characters	Exactly 27 characters, starts with FR, followed by 12 digits, followed by 11 alphanumeric uppercase / digit characters, ending with 2 digits	FR123456789012AB12CDE345678
Germany	Max 8 alphanumeric characters	Max 10 digits	Starts with "DE" followed by exactly 20 digits	DE123456789012345678 90
Hungary	Max 11 alphanumeric characters	Max 17 characters	Starts with "HU" followed by exactly 26 digits	HU123456789012345678 90123456
Ireland	Max 15 alphanumeric characters	Exactly 8 digits	Starts with "IE" followed by 2 digits, then 4 uppercase characters, then 14 digits	IE12ABCD1234567890123 4
Italy	Max 10 alphanumeric characters	Max 12 alphanumeric characters	Exactly 27 characters, starts with IT, followed by 2 digits, then 1 uppercase letter, then 10 digits, ends with 12 uppercase letters or digits	IT60X05428111010000001 23456
Netherlands	Max 11 alphanumeric characters	Exactly 10 digits	Starts with "NL" followed by 2 digits, then 4 uppercase characters, then 10 digits	NL91ABNA0417164300
Norway	Max 4 alphanumeric characters	Exactly 11 digits	Starts with "NO" followed by exactly 13 digits	NO1234567890123
Poland	Max 11 alphanumeric characters	Exactly 16 digits	Starts with "PL" followed by exactly 26 digits	PL123456789012345678 90123456
Portugal	Max 8 alphanumeric characters	Exactly 11 digits	Starts with "PT" followed by exactly 23 digits	PT123456789012345678 90123
Romania	Max 11 alphanumeric characters	Exactly 16 alphanumeric characters	Exactly 24 characters, starts with RO, followed by 2 digits, then 4 uppercase letters, then 16 uppercase letters or digits	RO12BANKAB12CD34EF56 78GH90

Serbia	N/A	Exactly 13 digits	Starts with "RO" followed by 20 digits	RS123456789012345678 90
Slovakia	Max 4 alphanumeric characters	Max 16 alphanumeric characters	Starts with "SK" followed by 22 digits	SK3112000000198742637 541
Slovenia	Max 11 alphanumeric characters	Max 10 digits	Starts with "SI" followed by 17 digits	SI56192001234567890
Spain	Max 8 alphanumeric characters	Exactly 10 digits	Starts with "ES" followed by 22 digits	ES123456789012345678 012
Sweden	Exactly 4 digits and spaces	Max 11 digits	Starts with "SE" followed by 22 digits	SE123456789012345678 012
Switzerland	Max 7 digits	Max 12 alphanumeric characters	Exactly 21 characters, starts with CH, followed by 7 digits, ends with 12 uppercase letters or digits	CH9300762011623852 95A
United Kingdom	Max 6 alphanumeric characters	Max 8 digits	Exactly 22 characters, starts with "GB" followed by 2 digits, followed by 4 uppercase letters, followed by 14 digits	GB29NWBK601613319268 19

Rules for countries using the SWIFT standard
Bank key / sort code and bank account are both mandatory, SWIFT is optional

Country	Bank Key/ Sort Code	Bank Account Rules	SWIFT Rules	SWIFT Example
Australia	Max 7 alphanumeric characters	Max 9 digits and spaces	8 or 11 uppercase letters or digits	CTBAAU2SXXX
Canada	Max 12 alphanumeric characters, spaces	Max 12 alphanumeric characters and spaces	8 or 11 uppercase letters or digits	BOFMCAM2XXX
Japan	Exactly 7 digits	Max 7 digits	8 or 11 uppercase letters or digits	BOTKJPJTXXX
New Zealand	Max 6 alphanumeric characters	Max 14 digits	8 or 11 uppercase letters or digits	ANZBNZ22XXX
South Korea	Max 11 alphanumeric characters	Max 16 alphanumeric characters	8 or 11 uppercase letters or digits	KOEXKRSEXXX

US	Max 9 alphanumeric characters	Max 17 characters, digits and spaces	8 or 11 uppercase letters or digits	BOFAUS3NXXX

VAT / Tax Registration number

Country	Valid Format
Australia	Exactly 11 digits E.g. 12345678901
Austria	ATU followed by 8 digits E.g. ATU12345678
Canada	Goods and Service Tax (GST / HST): Exactly 9 digits optionally followed by RT, or RT and 4 digits E.g. 123456789RT1234 Business Number: Exactly 10 digits E.g. 1234567890
Croatia	VAT Registration Number: HR followed by 11 digits E.g. HR12345678901 OIB Number: Exactly 11 digits E.g. 12345678901
Czech Republic	VAT Registration Number: • CZ followed by 8 digits E.g. CZ12345678 • CZ followed by 9 digits E.g. CZ123456789 • CZ followed by 10 digits E.g. CZ1234567890
Denmark	DK followed by 8 digits E.g. DK12345678
Finland	FI followed by 8 digits E.g. FI12345678
France	VAT Number: FR followed by any combination of two capitalized letters or digits, followed by 9 digits (SIREN number) E.g. FRAA123456789; FRA1123456789; FR11123456789; FR1A123456789
Germany	VAT Number: DE followed by 9 digits E.g. DE123456789
Hungary	VAT Number: HU followed by 8 digits E.g. HU12345678 Tax Number: Exactly 8 digits followed by a hyphen, followed by 1 digit, followed by a hyphen, followed by 2 digits E.g. 12345678-1-12
Ireland	VAT Number: IE followed by 8 characters E.g. IE1234567AB Company Registration Number: Exactly eight digits E.g. 12345678, or two capital letters followed by 6 digits E.g. AB123456
Italy	VAT Number: IT followed by 11 digits E.g. IT12345678901 Codice Fiscale: 6 Letters followed by 2 digits, followed by 1 letter, followed by 2 digits, followed by a letter, followed by 3 digits, followed by a letter. E.g. ABCDEF12G34H567Z. If you don't have a Codice Fiscal, input the 9 digits in your VAT number (VAT number without the IT prefix).
Japan	VAT Number: T followed by exactly 13 digits E.g. T1234567890123 Corporate number: Exactly 13 digits

Netherlands	NL followed by 9 digits followed by a B followed by 2 digits E.g. NL123456789B12
New Zealand	Exactly 9 digits
Norway	VAT Number: NO followed by 9 digits and ending with MVA E.g. NO123456789MVA Tax Number: Exactly 9 digits
Poland	PL followed by 10 digits E.g. PL1234567890
Portugal	PT followed by 9 digits E.g. PT123456789
Romania	RO followed by 2 to 10 digits E.g. RO1234567890
Serbia	PIB Number: Exactly 9 digits E.g. 123456789 Tax Number: Exactly 8 digits: 12345678
Slovakia	VAT Number: SK followed by 10 digits E.g. SK1234567890 DIC Number: A string combining letters and digits up to a maximum of 14 characters E.g. A1B2C3D4E5F6G7
Slovenia	SI followed by 8 digits e.g. SI12345678
South Korea	Exactly 10 digits E.g. 1234567890 Corporate ID or Personal Number: Either exactly 10 digits long, or exactly 13 digits long
Spain	ES followed by an optional single uppercase letter or a digit, followed by 7 digits, ending with a single letter or digit, eg: ESA1234567A ESA12345678 ES11234567A ES112345671
Sweden	VAT Number: SE followed by 12 digits E.g. SE123456789012 Organization Registration Number: Exactly 10 digits E.g. 1234567890
Switzerland	CHE followed by 9 digits e.g. CHE123456789
United Kingdom	GB followed by 9 digits e.g. GB123456789
United States	9-digit number with hyphens after 3rd and 5th digits E.g. 123-45-6789 Or 9-digit number with hyphen after 2nd digit E.g. 12-3456789