



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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 an uppercase letter. A space after third character is optional. E.g. K1A 0B1 or K1A0B1	Select from predefined dropdown list
China	Fill in Street Name and	Optional	Optional	First Letter should be uppercase	Six digits with no letters, spaces, or	Select from predefined dropdown list

	House number				special characters E.g. 123456	
Croatia	Fill in Street Name and House number	Optional	Optional	First Letter should be uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	Four digits with no letters, spaces, or special characters E.g. 1234	Select from predefined dropdown list
India	Fill in Street Name and House number	Optional	Optional	First Letter should be uppercase	Six digits with no letters, spaces, or special characters E.g. 123456	Select from predefined dropdown list
Ireland	Fill in House number and Street Name	Optional	Optional	First Letter should be uppercase	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 uppercase	Seven digits with (-) sign after third digit. E.g. 123-4567	Select from predefined dropdown list
Netherlands	Fill in Street Name and House number	Optional	Optional	First Letter should be uppercase	Four digits followed by a space and two letters, E.g 1234 AB	Select from predefined dropdown list

New Zealand	Fill in House number and Street Name	Optional	Optional	First Letter should be uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	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 uppercase	Five digits with no letters, spaces, or special characters E.g. 12345 Or Nine digits (space after fifth digit) with no letters or special characters. E.g. 12345 6789	Select from predefined dropdown list

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
- For suppliers in Sweden, if using **Bankgiro** or **Postgiro** instead of IBAN/SWIFT, please enter the following details:
 - **Bankgiro**: use Bank Key 9900 and enter your Bankgiro number in the Bank Account Number field.
 - **Postgiro**: use Bank Key 9960 and enter your Postgiro number in the Bank Account Number field.
 - SWIFT code is not required for Swedish domestic accounts.

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 14 alphanumeric characters	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 17 alphanumeric characters including hyphens, Eg. 123456-7890123456	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	DE12345678901234567890
Hungary	Max 11 alphanumeric characters	Max 17 alphanumeric characters	Starts with "HU" followed by exactly 26 digits	HU12345678901234567890123456
Ireland	Max 15 alphanumeric characters	Exactly 8 digits	Starts with "IE" followed by 2 digits, then 4 uppercase characters, then 14 digits	IE12ABCD12345678901234
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	IT60X0542811101000000123456

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	PL12345678901234567890123456
Portugal	Max 8 alphanumeric characters	Exactly 11 digits	Starts with "PT" followed by exactly 23 digits	PT12345678901234567890123
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	RO12BANKAB12CD34EF5678GH90
Serbia	Exactly 3 digits	Exactly 13 digits	Starts with "RS" followed by 20 digits	RS12345678901234567890
Slovakia	Max 4 alphanumeric characters	Max 16 alphanumeric characters	Starts with "SK" followed by 22 digits	SK3112000000198742637541
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	ES1234567890123456789012
Sweden	Exactly 4 digits and spaces	Max 11 digits	Starts with "SE" followed by 22 digits	SE1234567890123456789012
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	CH930076201162385295A
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	GB29NWBK60161331926819

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
China	Starts with 4 uppercase letters. Followed by a single zero, followed by 6 alphanumeric characters (letters or digits).	Max 30 alphanumeric characters, spaces are allowed	8 or 11 uppercase letters or digits	BKCHCNBJXXX
Canada	Max 12 alphanumeric characters, spaces	Max 12 alphanumeric characters and spaces	8 or 11 uppercase letters or digits	BOFMCAM2XXX
India	Exactly 11 characters: 4 uppercase letters, followed by a 0, followed by 6 alphanumeric characters	Max 30 alphanumeric characters, no spaces are allowed	8 or 11 uppercase letters or digits	SBININBBXXX
Japan	Exactly 7 digits	Max 7 digits	8 or 11 uppercase letters or digits	BOTKJPJTXXX
New Zealand	Max 6 alphanumeric characters	Exactly 10 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
Belgium	BE followed by exactly 10 digits E.g. BE1234567890 Enterprise Number: Max 10 alphanumeric characters, no spaces or special characters allowed E.g. 0123456789
Canada	Goods and Service Tax (GST / HST): Exactly 15 characters in total: 9 digits, followed by 2 uppercase letters, followed by 4 digits E.g. 123456789AB1234 Business Number: Exactly 9 digits E.g. 123456789 Provincial sales tax (PST) numbers by province: <ul style="list-style-type: none"> British Columbia: Prefix PST, followed by a hyphen, followed by 4 digits, followed by a hyphen, followed by 4 digits, E.g. PST-1234-5678 Manitoba: either, 15 alphanumeric characters, E.g. 123456789MT1234, or 7 digits, E.g. 1234567 Saskatchewan: 7 digits, E.g. 1234567 Quebec sales tax (QST) number: Either, 16 alphanumeric characters, E.g. 1234567890TQ1234, or 10 digits 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: <ul style="list-style-type: none"> CZ followed by 8 digits E.g. CZ12345678 CZ followed by 9 digits E.g. CZ123456789 CZ followed by 10 digits E.g. CZ1234567890 DIC Number: CZ followed by 8 digits, E.g. CZ12345678 ICO Number: Exactly 8 digits. E.g. 12345678
Denmark	Danish VAT Registration Number: Maximum 10 Alphanumerical characters, starting optionally with DK, followed by by 8 digits E.g. DK12345678 Tax number: 8 Digits, E.g. 12345678
Finland	FI followed by 8 digits E.g. FI12345678
France	VAT Number: FR followed by any combination of two uppercase 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
India	Tax Identification Number (TIN): Exactly 10 characters: 5 uppercase letters, followed by 4 digits, followed by 1 uppercase letter E.g. ABCDE1234A

	<p>GST Identification Number (GSTIN): exactly 15 characters: 2 digits, followed by 5 uppercase letters, followed by 4 digits, followed by 1 uppercase letter, followed by 1 character (can be either a digit from 1 to 9 or a uppercase letter), followed by a letter Z, followed by 1 character (either a digit from 0 to 9 or a uppercase letter) E.g. 12ABCDE1234A1Z0</p> <p>PAN Number (Permanent Account Number): 10 alphanumeric characters in the following format: 3 characters followed by a 4th character which represents the type of holder, followed by a 5th character which is the first letter of the entity's name, followed by 4 digits, the last letter is the check digit. E.g. ABCDE1234F:</p> <p>Aadhaar Number for Business Partners, if applicable: Exactly 12 digits, E.g. 123456789012</p> <p>Import Export (IE) Code, if applicable: Exactly 10 digits, E.g. 0123456789</p> <p>CIN (Corporate Identification Number): Exactly 21 alphanumeric characters, where the first character is either L or U, the next 5 digits are the industry classification code (based on NIC), the next 2 letters are the state code, the next 4 letters are the year of incorporation, the next three letters are the company type (PLC or PTC, and the last 6 digits are a unique registration number, E.g. U12345MH2000PLC123456</p> <p>LLP Number: 7 digits, E.g. 1234567</p> <p>TAN Number: 10 alphanumeric characters: four characters, followed by five digits, followed by one character, E.g. ABCD12345E</p>
Ireland	<p>VAT Number: IE followed by 8 or 9 characters E.g. IE1234567A; IE1234567AB; IE123456AB</p> <p>Company Registration Number: Exactly eight digits E.g. 12345678, or two uppercase letters followed by 6 digits E.g. AB123456</p>
Italy	<p>VAT Number: IT followed by 11 digits E.g. IT12345678901</p> <p>Codice Fiscale: 6 uppercase letters, followed by 2 digits, followed by 1 uppercase letter, followed by 2 digits, followed by an uppercase letter, followed by 3 digits, followed by an uppercase letter. E.g. ABCDEF12G34H567Z. If you don't have a Codice Fiscale, input the 9 digits in your VAT number (VAT number without the IT prefix).</p>
Japan	<p>VAT Number: T followed by exactly 13 digits E.g. T1234567890123</p> <p>Corporate number: Exactly 13 digits</p>
Netherlands	<p>NL followed by 9 digits followed by a B followed by 2 digits E.g. NL123456789B12</p>
New Zealand	<p>Exactly 9 digits with optional hyphens between groups of 3 digits E.g. 123456789 or 123-456-789</p>
Norway	<p>VAT Number: NO followed by 9 digits and ending with MVA E.g. NO123456789MVA</p> <p>Tax Number: Exactly 9 digits</p>

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: exactly 10 digits E.g. 1234567890 ICO Number: SK followed by 8 digits E.g. SK12345678
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	Spanish VAT Registration Number: 11 Alphanumeric characters, starting with ES, then followed by the NIF (Número de Identificación Fiscal) number, E.g. ESB12345678 or ES12345678Z. NIF (Número de Identificación Fiscal) number. Format for legal entities: 9 Alphanumeric characters starting with 1 letter, followed by 7 digits, ending with 1 letter or digit, E.g. B12345678 Format for individuals: 9 Alphanumeric characters starting with 8 digits, ending with 1 letter, E.g. 12345678Z
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 3 rd and 5 th digits E.g. 123-45-6789 Or 9-digit number with hyphen after 2 nd digit E.g. 12-3456789