

	<h2 style="text-align: center;">Frequent Asked Questions</h2>	
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1. How do I register on the Supplier Portal?

To register, click on the "**Self-Registration Request**" button on the portal's homepage and follow the prompts to provide your company details and necessary documentation.

2. Will I be registered with S-chem once I submit my request?

No, the request will be reviewed by SRM personnel and in case the request is accepted you'll receive an invitation through Ariba.

3. What documents are required for registration with S-chem?

Commonly required documents include your company's legal registration, tax identification, banking information, and relevant certifications.

4. How can I submit bids and proposals for projects?

You can submit bids and proposals by accessing your Ariba account then click "events" section on the portal, where you will find detailed information about ongoing projects and the submission process.

5. How can I update my company's information on the portal?

You can update your company's information by logging into your Ariba account and accessing the "Questionnaires" section. Make sure to keep your information accurate and up to date.

6. What is the payment process for invoices submitted?

For services: Approved SES by end user → Accounts payable.

For material: Goods Received → Accounts payable.

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7. How can I communicate with S-chem regarding my inquiries or feedback?

Utilize the "Feedback" feature within the S-chem portal to send inquiries.

8. What security measures are in place to protect sensitive information?

Our portal employs advanced security measures to safeguard data. These measures include encryption, access controls, and regular security assessments.

9. Will the suppliers receive a notification once the registration is approved by S-chem?

Yes, all notifications will be sent to the email is defined in the SAP Ariba account settings.