

All new 3<sup>rd</sup> party purchase order suppliers will create an account on the Ariba Network and complete FMC’s registration and qualification questionnaires online.

Ariba Network is a cloud software for suppliers allowing them to manage their customers and corresponding forms and questionnaires.

**NEW SUPPLIER REGISTRATION AND QUALIFICATION PROCESS**

TASK	Process Steps
Sign up with Ariba or Log in	<ul style="list-style-type: none"> <li>Supplier receives a registration email from FMC to “click here” to “Sign up” to create an Ariba Network account or “Log in” if already a member.</li> <li>Suppliers can specify their preferred language once they sign up with Ariba.</li> </ul>
FMC Registration	<ul style="list-style-type: none"> <li>Supplier completes FMC’s registration request, attaches supporting documentation (tax and bank documents) and submits to FMC</li> </ul>
FMC Qualification	<ul style="list-style-type: none"> <li>Supplier receives an email from FMC to complete qualification</li> <li>Supplier logs in and completes qualification questionnaire and submits to FMC</li> <li>FMC approves</li> </ul>
Requalification	<ul style="list-style-type: none"> <li>Strategic suppliers will receive periodic email requests to re-qualify with FMC. Supplier will review online qualification responses and submits.</li> </ul>
<b>Need HELP?</b>	<ul style="list-style-type: none"> <li>Click on the “Help Center” link on the Ariba login page</li> <li>Contact our FMC Global Procurement Service Center at <a href="mailto:GPSC.masterdata@fmc.com">GPSC.masterdata@fmc.com</a> .</li> </ul>

**Supplier Registration Email:  
Use the “Click Here” link to go to Ariba.**

**Register as a Supplier with FMC Corporation**

Hello, this email is being sent from FMC Corporation ([www.fmc.com](http://www.fmc.com)).

Please do not treat this email as spam and delete. You may “reply” to this email if you would like to validate its legitimacy with the FMC business stakeholder.

As a new supplier to FMC, you must register your credentials online so we can qualify you as new supplier to FMC and issue a purchase order for required goods or services. FMC uses the Ariba Network system to register and qualify new suppliers in a safe secure manner; this is a two-step process: 1) registration to provide basic information and 2) qualification to provide more details about your business and work with FMC.

When you select the [Click here](#) link below, you will register with Ariba (if you have an Ariba account simply log in), then complete and submit the FMC registration request. Once registration is approved by FMC, you will receive another email asking you to complete the qualification. **Both of these steps must be completed to become an approved supplier at FMC.**

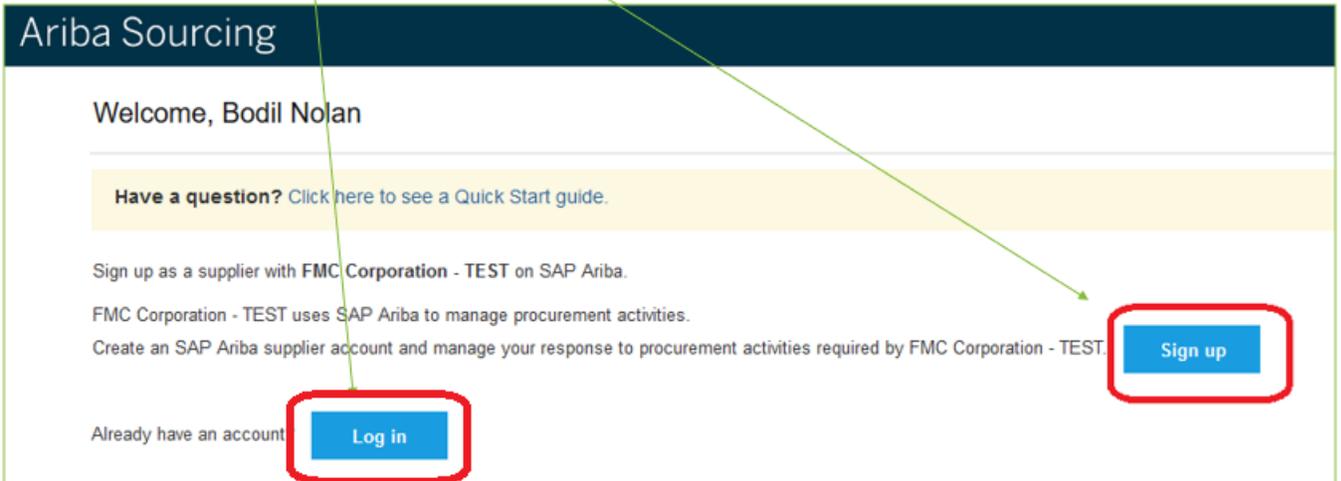
[Click Here](#) to create a new account with Ariba or log in with your current account.

To access a “Supplier Guide” that outlines instructions on how to complete the registration in the Ariba Network, go to <http://www.fmc.com/>, FMC Suppliers -> What’s New? page or [click here](#) to go directly to the guide.

If you have any questions or need help, you can reach out to our FMC Global Procurement Service Center at [GPSC.masterdata@fmc.com](mailto:GPSC.masterdata@fmc.com) .

Once in Ariba, you will “Sign up” to create a new account or “Log in” with your current account credentials.

**Note:** Use your email as your username when registering.



Complete the FMC registration, attach required documentation (tax and banking) and submit.

Once approved by FMC, a second email will be sent to you to complete the qualification questionnaire and submit.

Once approved by FMC, you will be a qualified supplier and available in our SAP ERP System so we can issue purchase orders to you for required goods or services.

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