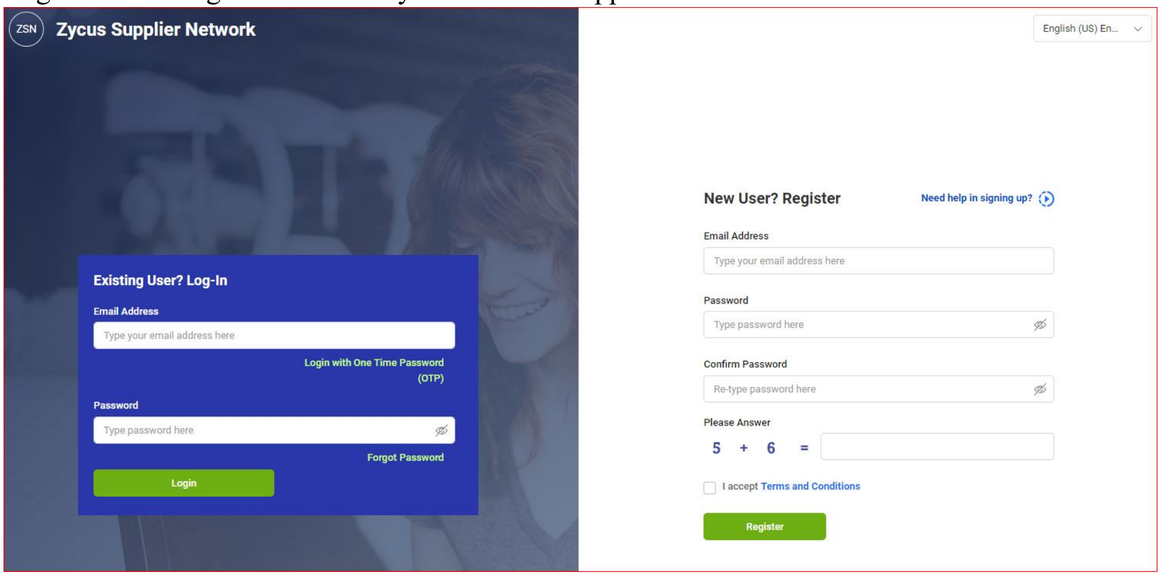
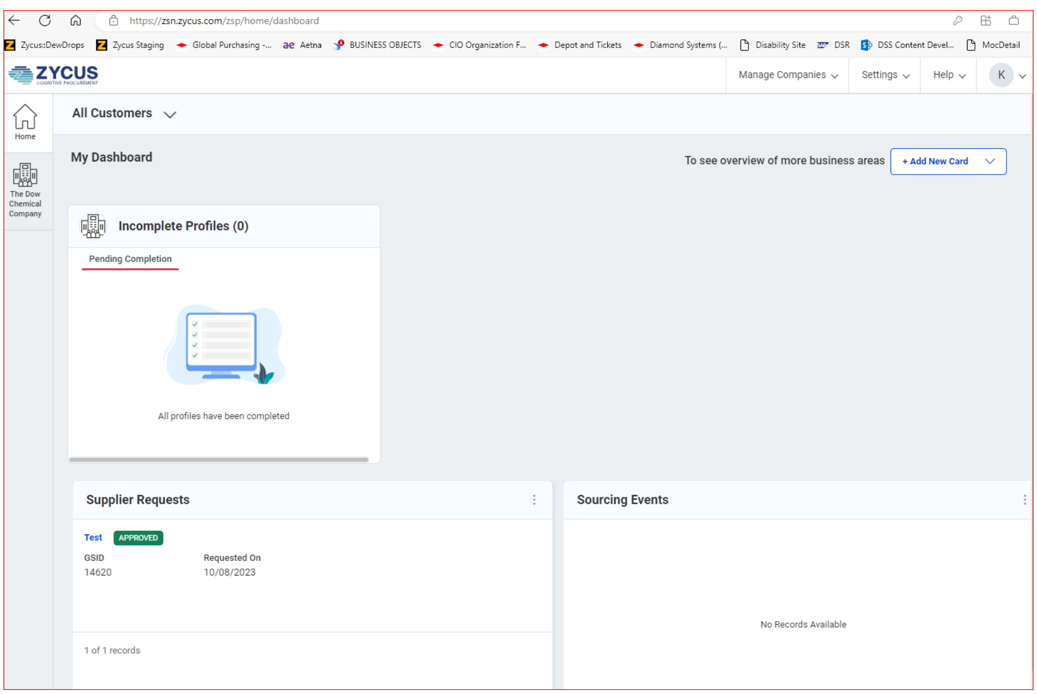
Supplier Self-Service (Create/Change Supplier Request)

[Zycus Supplier Network]()

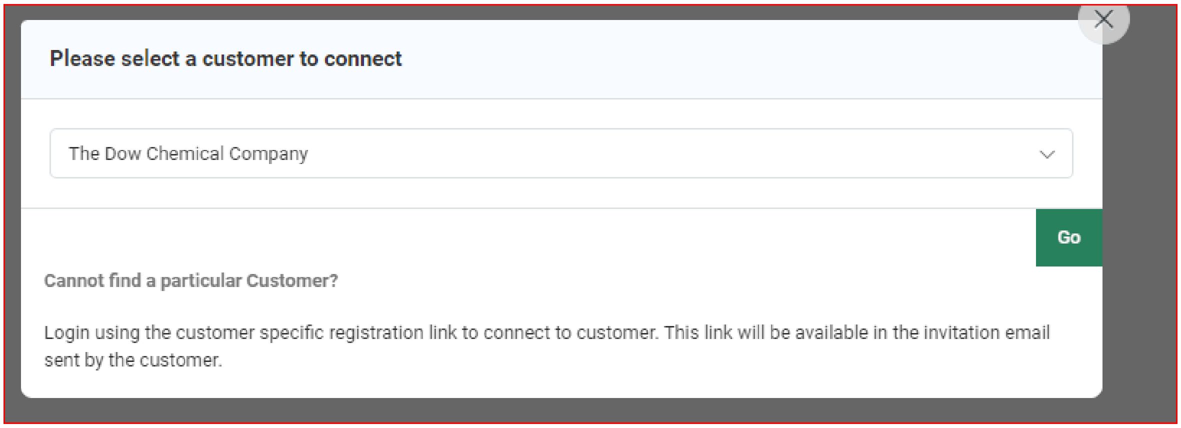
- Sign in on the left-hand side if you are an existing supplier.
  - Register on the right-hand side if you are a new supplier.



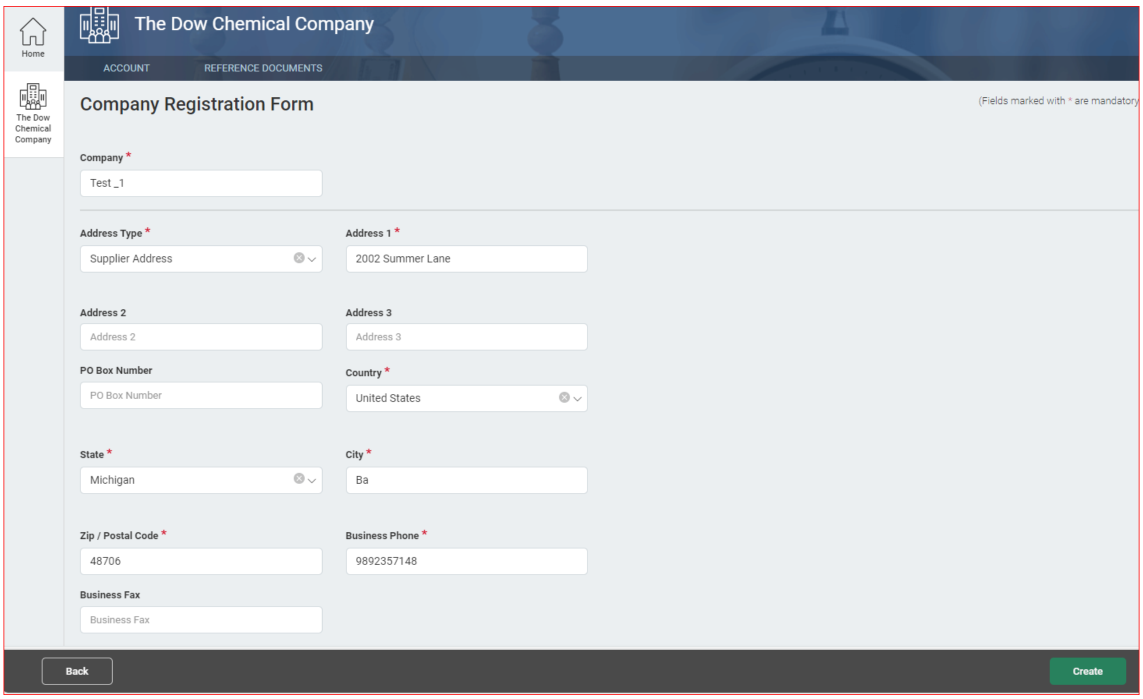
- Once signed in, it will open to the Home page and then there will be 'The Dow Chemical Company' on the left. Please click on that tab.



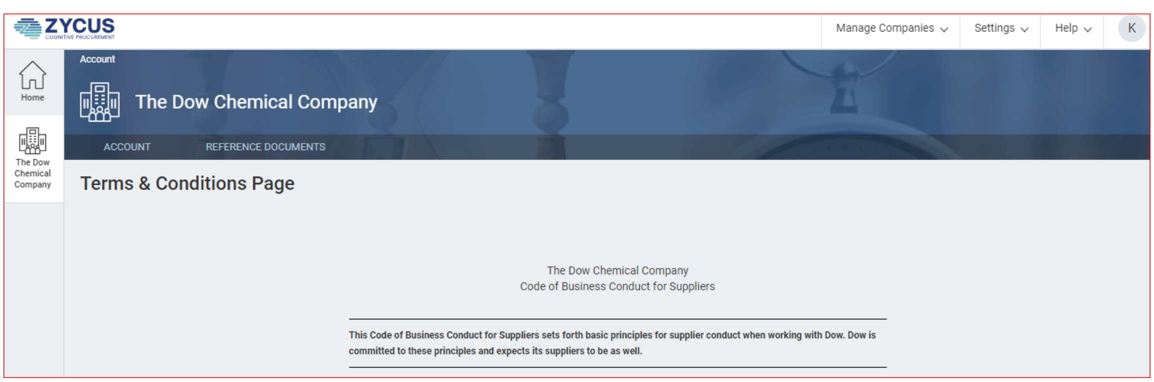
- Go to ‘Manage Companies’ above > select ‘Connect to Customer’ > The Dow Chemical Company pop-up will appear. Select ‘Go’

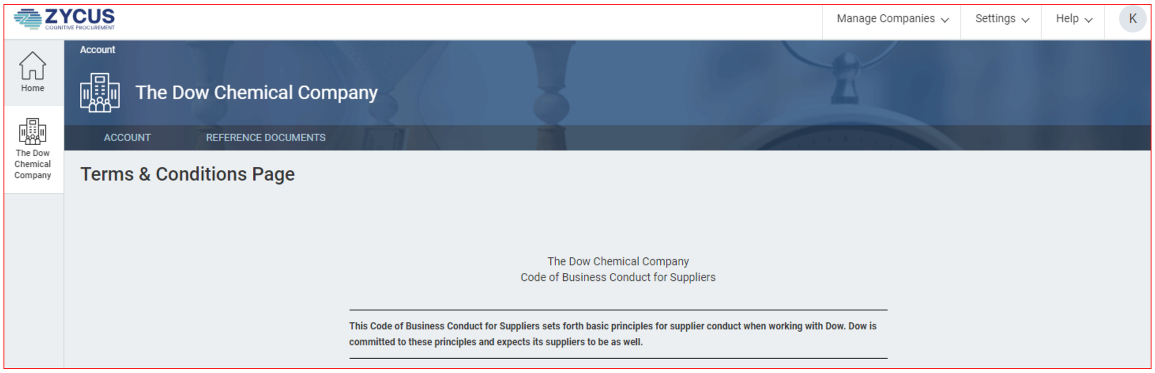


- Fill in the mandatory fields within the ‘Company Registration Form’ and select ‘Create’

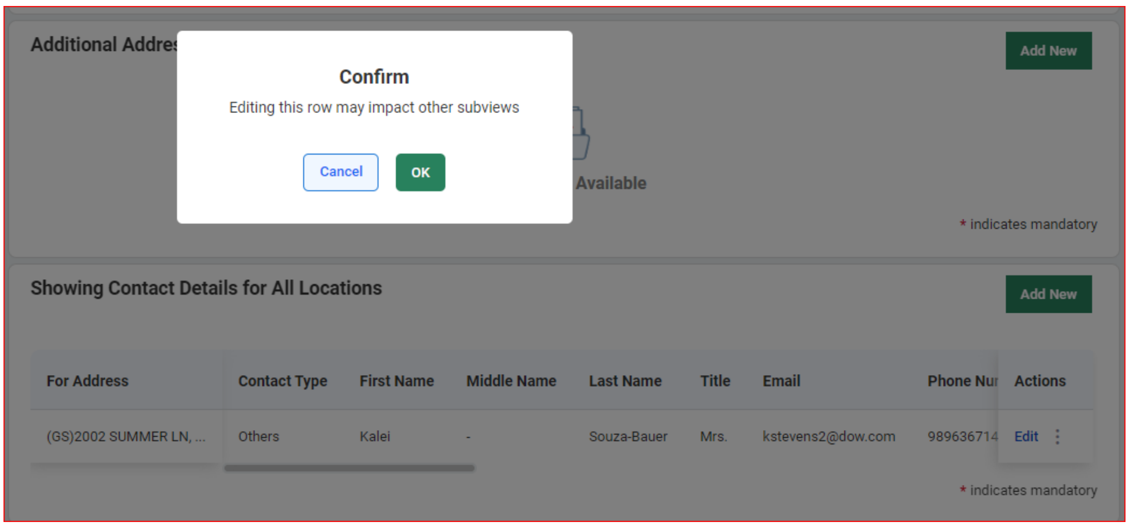


- ‘Terms & Conditions Page’ will pop-up > Please review the information until the bottom section to mark the box as you comply and are in agreement.

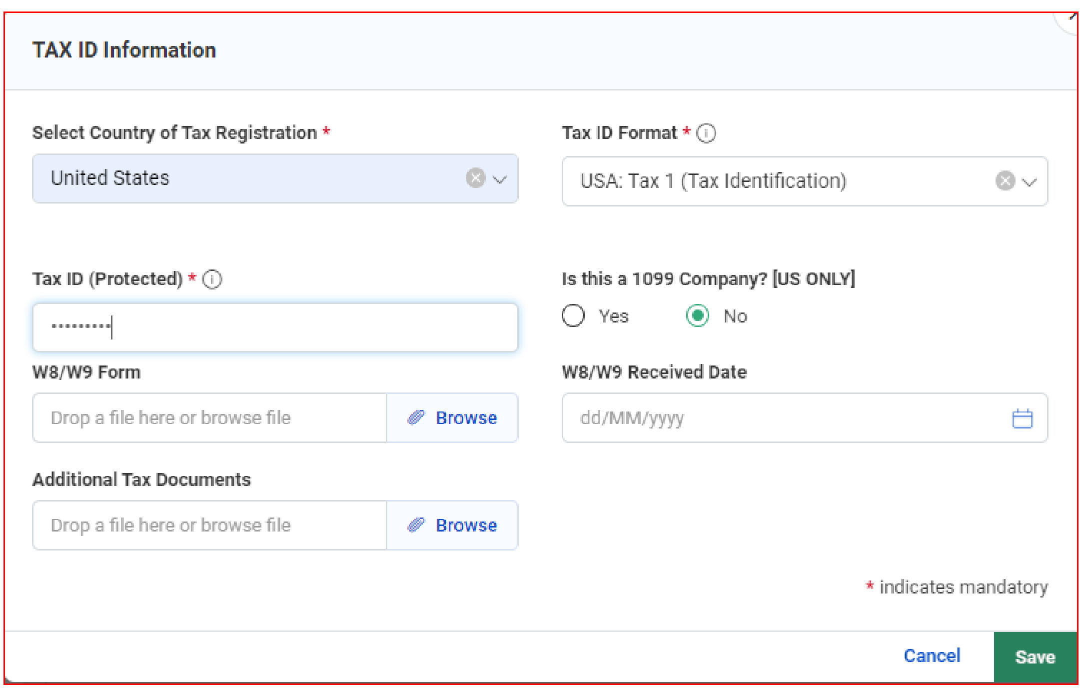


➢ 

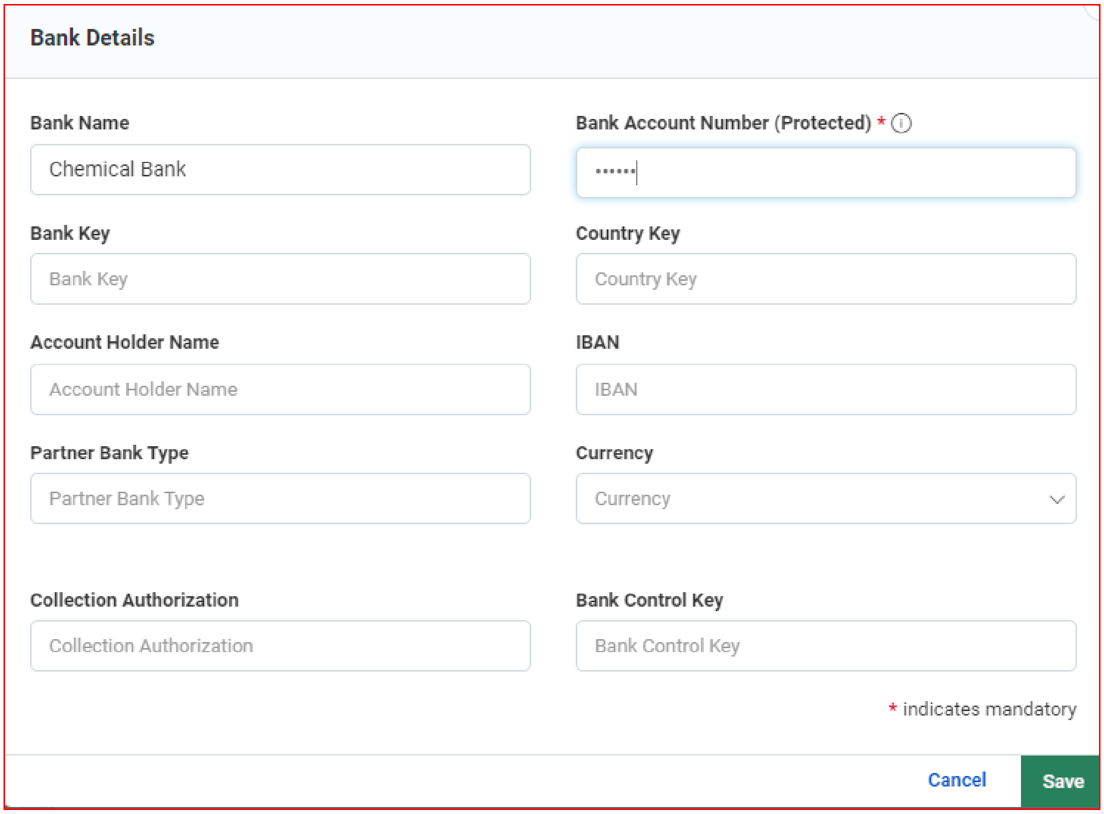
- ➢ Fill in the following sections:
  - ➢ Company (Company Details) and any Supporting Documents you have. Those will need to be attached.
  - ➢ Address: All Locations and Contact Details

➢ 

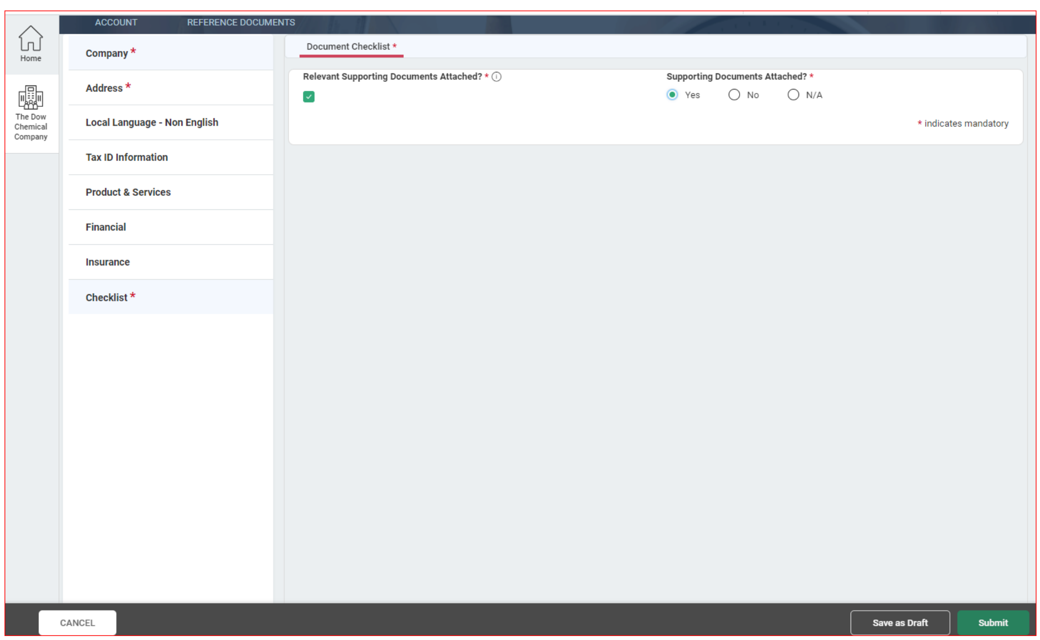
  - ➢ Tax ID Information > Add New > Example of what is entered, then select 'Save'

➢ 

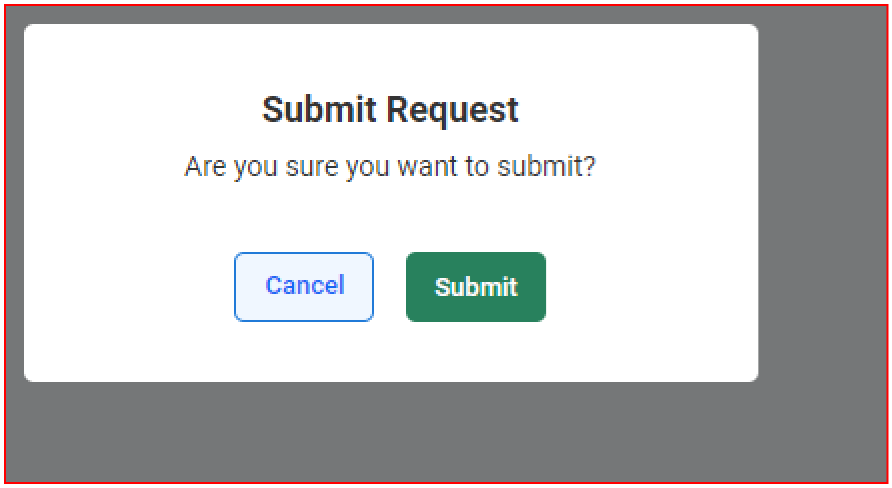
- Financial > Bank Details > Add New > Enter the required information, then select ‘Save’



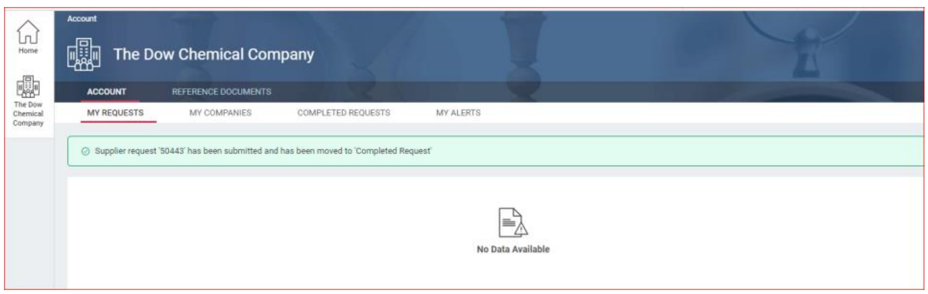
- Checklist > Document Checklist > Ensure ALL of your supporting documentation is attached, then check the box
  - If support documents are attached, mark question ‘Supporting Documents Attached?’ as YES.
  - When completed, select ‘Submit’



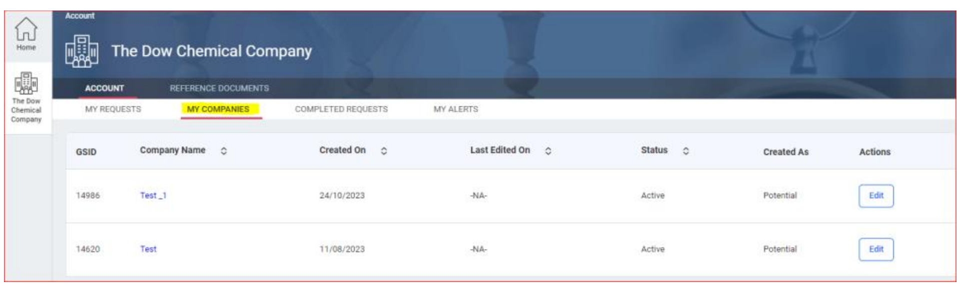
- Pop-up 'Submit Request' will appear, select 'Submit' to proceed or 'Cancel' to review the request.

  - 

- This will take you to 'My Requests' > This shows the Supplier request has been submitted.

  - 

- In 'My Companies' tab > the Supplier request will be visible with a status

  - 

  - If an update is needed, select under Actions (Edit)

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