



HAWORTH



SAP Business Network Finance Onboarding  
Guide - International

Version 2

November 17, 2025

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## Tool Tips

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Throughout the registration, Haworth Inc has created tool tips to help guide the registration process. The tool tips often appear as question marks within a circle/bubble.



When the registration applicant (user) hovers over these bubbles, there will be a tip on what that section/field is looking for. If more information is still needed, please reach out to the invitee or to [FinanceSharedServicesTeam@haworth.com](mailto:FinanceSharedServicesTeam@haworth.com) before moving on.

## Official Legal Documentation

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Official legal documentation (also known as Proof of Business documents) examples are often given as “W9/W8/W8-BEN-E”.

However, based on the country the entity is located in, these examples may not be applicable. In which case, please use legal proof of business that qualifies in the given country the entity is located in [Section 2: Tax Documentation](#).

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**Please Note:** During the following guide, the reference examples will be filled in using US legal documentation.

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Filling out sections 1.1 through 1.3:

## Section 1.1: Supplier Full Legal Name

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Section 1.1: Supplier Full Legal Name, there is a tooltip that requests this field to only contain the name that is “displayed on [official documentation](#)”.

This field must match the same *legal entity* name that appears on the uploaded legal documentation in [Section 2: Tax Documentation](#).



The screenshot shows the top portion of Form W-9. On the left, the 'W-9' logo is visible with the text 'Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service'. To the right, the heading 'Request Identification Number' is present with the instruction 'Go to www.irs.gov/FormW9 for instructions and the latest information.' Below this, a dropdown menu is open, showing '1 General Supplier Information'. Underneath, a table lists the sections. Section 1.1 is highlighted, with a red box around the number '1' in the table and a red arrow pointing from the box to the text 'Haworth Inc' in the table. The table entry for 1.1 is '1.1 Supplier Full Legal Name' with the value 'Haworth Inc'.

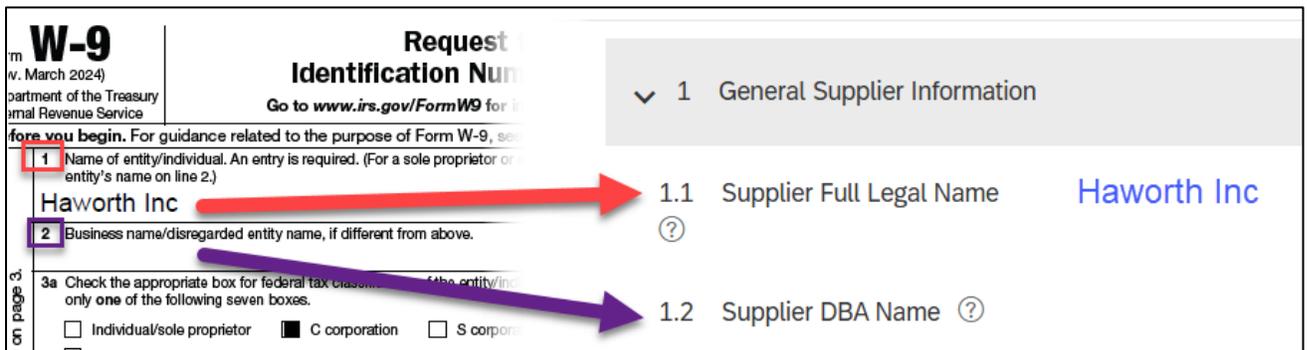
Section	Description	Value
1	General Supplier Information	
1.1	Supplier Full Legal Name	Haworth Inc

## Section 1.2: Supplier DBA Name

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Section 1.2: Supplier DBA Name, where DBA stands for “Doing Business As”. There is a tooltip that requests this field to only contain the legal DBA name as it is “displayed on [official documentation](#)”.

This field must match the same *legal DBA* name that appears on the uploaded legal documentation in [Section 2: Tax Documentation](#).



The screenshot shows the same Form W-9 as above, but with section 1.2 also visible. Section 1.2 is '1.2 Supplier DBA Name' with a question mark icon. A red arrow points from the 'Haworth Inc' value in section 1.1 to the '1.1 Supplier Full Legal Name' label. A purple arrow points from the 'Business name/disregarded entity name, if different from above.' label in section 1.2 to the '1.2 Supplier DBA Name' label. The table below shows the entries for 1.1 and 1.2.

Section	Description	Value
1.1	Supplier Full Legal Name	Haworth Inc
1.2	Supplier DBA Name	

# Section 1.3: Main Address

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Section 1.3: Main Address, there is a tooltip that requests that the address in this section contains only the address as listed/shown “[on your official documentation](#)”.

- This should be the main physical address of the entity.
- Please **do not** fill in the “Care Of” section.
- Please **do not** combine addresses (such as both PO Box sections and normal address sections – please ensure it is only one address).
  - There are sections later on within the registration for additional addresses such as remittance addresses and ordering addresses. Please fill out these sections as necessary.
- Please ensure that the address is fully filled out (Address, State, Country, and Postal Code).

See Specific Instruction	<input type="checkbox"/> Note: Check the "LLC" box above and, in the entry space, enter the classification of the LLC, unless it is a disregarded entity. A disregarded entity is a single-member LLC that is not a partnership for tax purposes. See instructions for the tax classification of its owner.	1.3 Main Address ?	+ Street	One Haworth Center
	<input type="checkbox"/> Other (see instructions)		Postal Code	49423
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "Disregarded entity" and you are providing this form to a partnership, trust, or estate in which you are a partner, trustee, or beneficiary, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.		City	Holland
	5 Address (number, street, and apt. or suite no.). See instructions.		Country/Region	USA
	6 City, state, and ZIP code		State/Province/Region	Michigan (MI)
	Holland, MI 49423			
	7 List account number(s) here (optional)			

## Section 2: Tax Information

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As touched on a little in the [official legal documentation](#) section, this section is requesting legal/official documentation (or proof of business documentation) be uploaded to Ariba.

<a href="#">Section 2.1</a>	<a href="#">Section 2.3</a>	<a href="#">Section 2.4</a>
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### Section 2.1: Select the Type of Entity

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In this section, the wording can be a bit confusing. Here select whether or not the entity registering is a US or Foreign entity.

- Select: **Foreign Organization**
  - If the entity **is not a** US Entity, please select “Foreign Organization” and uploaded an [official legal document](#) that services as a “proof of business” in the country the entity is located in.

### Section 2.3: Select Country and Enter Tax Number

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This section is based on the selection in 2.1.

- For **Foreign Entities**:
  - Please select the country the entity resides in (should match the country displayed on the uploaded documentation in section 2.4 and the main address section 1.3).
  - Please select the best option for tax type as displayed on the uploaded documentation in section 2.4.
  - Please enter either (1) the US Tax Number (if able), or (2) please enter the tax number as displayed on the uploaded attachment in section 2.4.

## Section 2.4: Upload Official Documentation

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This section is based on the selection in 2.1.

- For **Foreign Entities**:
  - If “Foreign Organization” was selected in 2.1, please upload an [official legal document](#) that services as a “proof of business” in the country the entity is located in.
    - If the entity does not know what would qualify as a “Official Legal Document” in their country, please contact [FinanceSharedServicesTeam@haworth.com](mailto:FinanceSharedServicesTeam@haworth.com) for help.

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### ***Please Note:***

- The registration *will not allow* the applicant to move forward without uploading a document in this section.
  - Please ensure that all uploaded attachments are *dated within* the current fiscal year.
- 

**Legal documentation for countries** (examples): Upload only **ONE** of the applicable documents.

- Entities can always use the US document for Foreign Entities if applicable: [W-8BEN-E](#)

**Common examples** of legal documentation (proof of business) are:

- Articles of Incorporation
- Certificate of Registration
- Memorandum of Association
- Articles of Association
- Tax certifications such as GST or VAT registration
- Business License

**Other** more expounded upon examples include:

Country	Qualifying Legal Documents
Canada	<ul style="list-style-type: none"> <li>• W8 (W8-BEN-E)</li> <li>• Article of Incorporation</li> <li>• Business License</li> <li>• Certificate of Good Standing</li> <li>• Business Name Registration</li> </ul>
China	<ul style="list-style-type: none"> <li>• Business License (营业执照)</li> <li>• Organization Code Certificate</li> <li>• Foreign Trade Registration Certificate (对外贸易经营者备案登记表)</li> <li>• Unified Social Credit Code</li> <li>• Official Seal</li> </ul>
France	<ul style="list-style-type: none"> <li>• Kbis Extract</li> <li>• Articles of Association (Statuts)</li> <li>• Tax Identification Number</li> <li>• Legal Notice of Publication Certificate</li> </ul>
Germany	<ul style="list-style-type: none"> <li>• Handelsregisterauszug (Commercial Register Extract)</li> <li>• HRB Certificate</li> <li>• Gewerbeschein (Trade License)</li> <li>• Certificate of Existence and Representation</li> <li>• Business License</li> <li>• VAT Registration</li> </ul>
India	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• GST Registration Certificate</li> <li>• PAN Card</li> <li>• Partnership Deed</li> <li>• Articles &amp; Memorandum of Association (AoA &amp; MoA)</li> <li>• Udyam Certificate (MSMEs)</li> <li>• Shops &amp; Establishment License</li> </ul>
Indonesia	<ul style="list-style-type: none"> <li>• Company Registration Certificate</li> <li>• Memorandum of Association</li> <li>• Tax ID Document</li> <li>• Company License</li> <li>• Ministerial Decree</li> </ul>
Ireland	<ul style="list-style-type: none"> <li>• Certificate of Registration</li> <li>• VAT Registration</li> <li>• Articles of Association</li> <li>• Company Registration (CORE)</li> </ul>
Italy	<ul style="list-style-type: none"> <li>• Visura Camerale</li> <li>• Invitation Letter</li> </ul>

	<ul style="list-style-type: none"> <li>• Proof of self-employment/ownership</li> </ul>
Malaysia	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Business License</li> <li>• Sijil SSM</li> </ul>
Mexico	<ul style="list-style-type: none"> <li>• Constancia de Situación Fiscal</li> <li>• Certificate of Incorporation</li> <li>• Extract from Commercial Register</li> <li>• Articles of Incorporation and Bylaws</li> <li>• Electronic Invoicing (CFDI)</li> </ul>
Poland	<ul style="list-style-type: none"> <li>• Extract from the National Court Register (KRS)</li> <li>• Extract from the Central Register and Information on Businesses (CEIDG)</li> <li>• REGON Number</li> <li>• VAT Certification</li> </ul>
Portugal	<ul style="list-style-type: none"> <li>• Certidão Permanente (Permanent Certificate)</li> <li>• Extract from the Trade Register</li> <li>• Articles of Association (Contrato de Sociedade)</li> <li>• Certificate of Admissibility (Certificado de Admissibilidade)</li> </ul>
Singapore	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Certificate of Good Standing</li> <li>• Accounting &amp; Corporate Regulatory Authority (ACRA)</li> </ul>
South Korea	<ul style="list-style-type: none"> <li>• Business Registration Certificate</li> <li>• Certificate of Corporate Registration</li> <li>• Corporate Seal Certificate</li> <li>• Articles of Incorporation</li> </ul>

# Section 5: Banking

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There is a tooltip within this section, however it appears differently compared to the other tool tips. Instead, it is at the top, and will appear in full when hovered over:

### Tool Tip 1:

Select Country and enter in the required Bank Data. Enter in Bank Name and Address. **Ensure the Bank Country selected is the same as Country listed in the Address within Section 1**

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### Please Note:

- Depending on the country type, different requirements might be shown, however some general guide on some of the sections that appear in the below area.
  
  - **Required Fields** will be marked with a red “\*”.
    - If there is not a red \* next to that field, it can be left blank, and the applicant will be able to submit their information.
  
    - If the applicant **does not use** a certain field that is required, please place “N/A” to move forward.
- 

Bank Section	Explanation				
<b>Bank Type</b>	<p>If the entity <b>is not</b> a <b>US Entity</b>, then select the bank type “<b>Foreign</b>” in this section.</p> <div data-bbox="480 1499 1411 1860" style="border: 1px solid black; padding: 5px;"><p>Foreign Entity</p><p><b>Bank Information (1)</b></p><p>Select Country and enter in the required Bank Data. Enter in Bank</p><table><tr><td>Bank Type</td><td>Foreign</td></tr><tr><td>Bank ID</td><td>0000</td></tr></table></div>	Bank Type	Foreign	Bank ID	0000
Bank Type	Foreign				
Bank ID	0000				

<b>Country/Region</b>	<p>This <b>must</b> match the country in section 1.3 [Main Address] or in the section that matches the provided remittance address.</p> <p>Haworth Inc’s ERP system <i>can only process payments to a bank located in the same country as the entity’s address</i> (the country here should match the country in the main address).</p> <p>If a different bank country is given, the entity <b>must</b> either:</p> <ol style="list-style-type: none"> <li>1. Provide a remittance address within the same country as the bank being loaded.</li> <li>2. The bank will need to be changed to one within the entity’s country.</li> </ol>
<b>SWIFT Code</b>	<p>Depending on the country, this field may not be applicable.</p> <ul style="list-style-type: none"> <li>• If the entity uses a SWIFT code instead of a Bank Key/ABA Routing number, please enter the SWIFT code in this section, and in the ABA required field</li> <li>• If entity does not use a SWIFT code and the field is required, enter “N/A” to move forward.</li> </ul>
<b>IBAN</b>	<p>Depending on the country, this field may not be applicable.</p> <ul style="list-style-type: none"> <li>• If the entity uses an IBAN, please enter the IBAN.</li> <li>• If the entity does not use an IBAN, and the field is required, please enter “N/A” to move forward.</li> </ul>

## Tool Tip 2:

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**Attach of one of the following:** Letter or statement from your financial institution, Blank check (voided), photocopy of a cleared check, Vendor invoice or letter which contains printed ACH instructions on company letterhead

### Please Note:

Please ensure that the uploaded attachment shows the full payment instructions applicable to the banking data that was entered.

This tool tip gives examples of some items that would qualify as long as the full payment instructions are shown.

- Using the entity's uploaded banking instructions attachment, ensure that the bank entered:
  - Can accept the invoice currency into the bank account
  - Is located in the same country as the main address in section 1.3

As a Foreign Entity

### Bank Information (1)

Select Country and enter in the required Bank Data. Enter in Bank

Bank Type	Foreign
Bank ID	0000
Country/Region	US
Bank Name	Bank Name
Bank Branch	Chicago
Street	123 Address
City	Holland
State/Province/Region	Michigan (MI)
Postal code	49423
Account holder name	Haworth Inc
Bank key/ABA routing number	123456789
Account number	1010123456
Swift ID	SWIFTID

**To:** Whom it may concern  
**From:** Haworth Inc.  
**Subject:** **Haworth Inc. Electronic Payment Instructions**

For wire transfers  
Account name: Haworth Inc.  
Account number: 1010123456  
Bank name: Bank Name  
ABA Number: 123456789  
SWIFT Code: SWIFTID

For ACH transfers  
Account name: Haworth Inc.  
Account number: 1010123456  
Bank name: Bank Name  
ABA Number: 123456789

