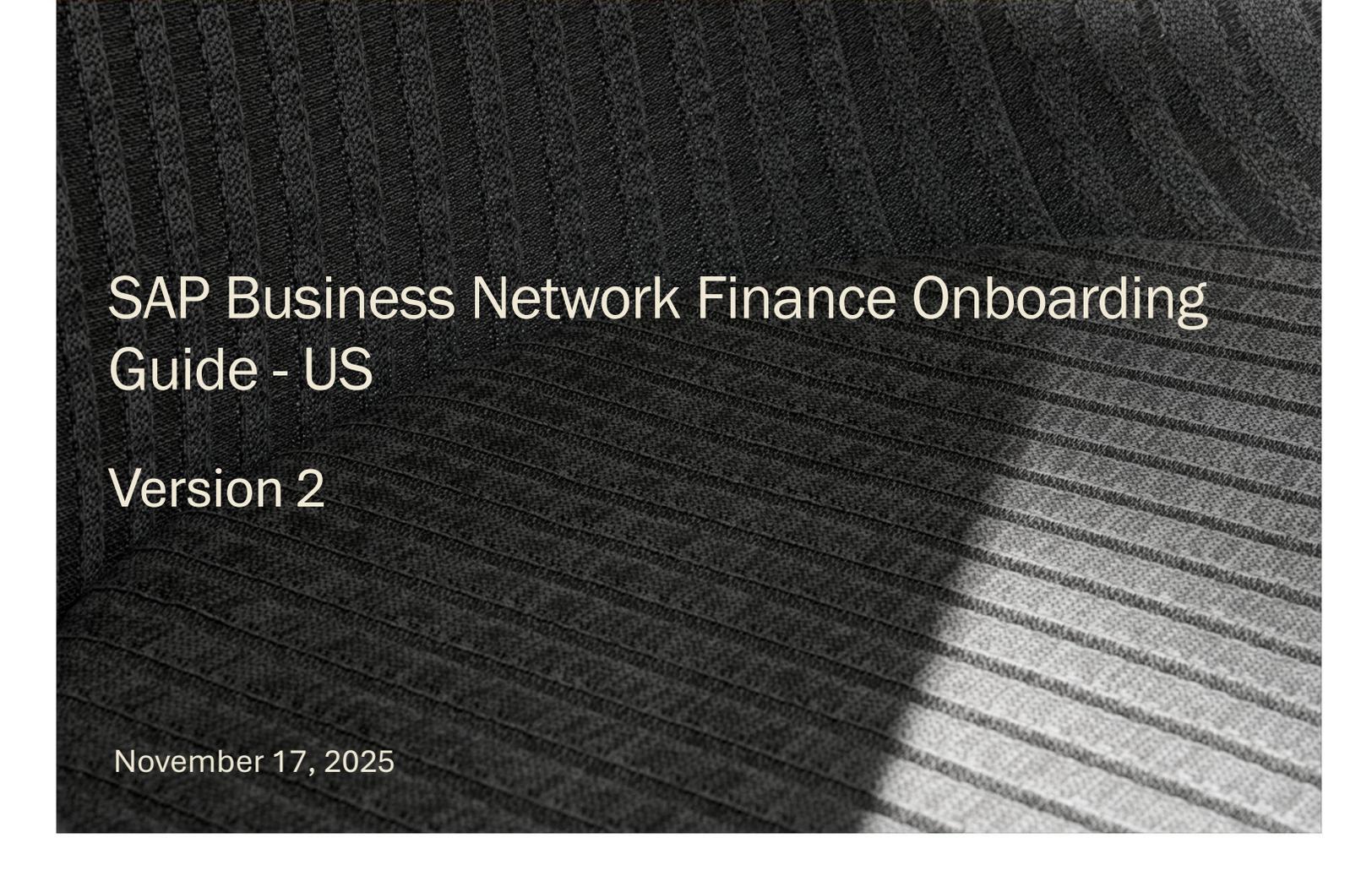




HAWORTH



SAP Business Network Finance Onboarding
Guide - US

Version 2

November 17, 2025

Index

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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 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”.

For US Entities, the accepted legal documentation is a US W9.

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

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](#).



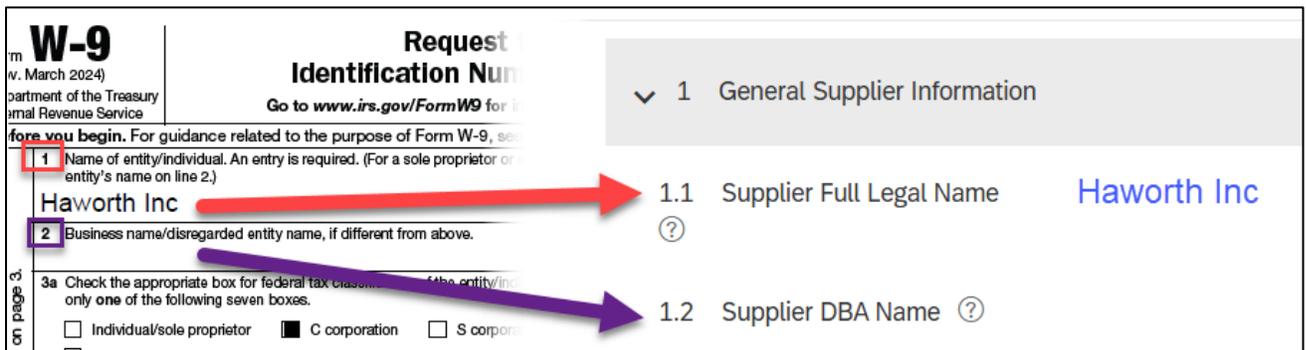
The screenshot shows the top portion of Form W-9. On the left, the 'W-9' logo is visible. The main heading is 'Request Identification Number' with a sub-heading 'Go to www.irs.gov/FormW9 for instructions.' Below this, a dropdown menu is open, showing '1 General Supplier Information'. Underneath, item '1.1 Supplier Full Legal Name' is selected, with the value 'Haworth Inc' entered in the adjacent field. A red box highlights the '1' in the item number, and a red arrow points from this box to the '1.1' label. Another red arrow points from the 'Haworth Inc' text in the form to the 'Haworth Inc' text in the dropdown menu.

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. Item '1.1 Supplier Full Legal Name' is still selected, with 'Haworth Inc' entered. Below it, item '2 Business name/disregarded entity name, if different from above.' is visible, with a question mark icon. Further down, item '1.2 Supplier DBA Name' is visible, also with a question mark icon. A red box highlights the '1' in item 1.1, and a red arrow points from this box to the '1.1' label. A purple box highlights the '2' in item 2, and a purple arrow points from this box to the '1.2' label. Another red arrow points from the 'Haworth Inc' text in the form to the 'Haworth Inc' text in the dropdown menu.

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
	One Haworth Center		State/Province/Region	Michigan (MI)
	6 City, state, and ZIP code			
	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.

Section 2.1	Section 2.3	Section 2.4
-----------------------------	-----------------------------	-----------------------------

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: **US Organization**
 - If the entity **is a US Entity** that **uses a Social Security Number (SSN)** on the entity's W9, then please select "Individual/Sole Proprietor". Then follow the prompts to complete registration:
 - It will require a copy of both this entity's W9 and banking to be emailed to FinanceSharedServicesTeam@haworth.com.
 - The registration will not be able to be accepted until Finance receives these copies.
 - If the entity is a US Entity, that **uses a Federal Employer Identification (FEIN or EIN)** the entity's W9, please select "US Organization".

✓ 2 Tax Information

2.1 Are you an Individual/Sole  US Organization Proprietor or an Organization?

Note: Only select US Individual/Sole Proprietor IF you are using a Social Security Number (SSN) as your Business Tax Number. If you are a US company and have a tax ID number (FEIN, not SSN) then select US Organization.

Section 2.3: Select Country and Enter Tax Number

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[Return to Section 2](#)

This section is based on the selection in 2.1.

- For **US Entities**:
 - Please select the country “USA”.
 - Please select the best option for tax type as displayed on the uploaded W9 in section 2.4.
 - Please enter the entity’s FEIN (EIN) as displayed on the uploaded W9 in section 2.4.

1 Select one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the “LLC” box above the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	2	2 If on line 2a you checked “Partnership” or “Trust/estate” or checked “LLC” and entered “P” as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.	3						
	5 Address (number, street, and apt. or suite no.). See instructions. One Haworth Center 6 City, state, and ZIP code Holland, MI 49423 7 List account number(s) here (optional)	3	3	3					
Part I Taxpayer identification number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid pickup withholding. For individuals, this is generally your social security number (SSN). However, for a fiduciary, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Number To Give the Requester</i> for guidelines on whose number to enter.	3	3	3						
3 Proprietor or an Organization? Note: Only select US Individual/Sole Proprietor IF you are using a Social Security Number (SSN) as your Business Tax Number. If you are a US company and have a tax ID number (FEIN, not SSN) then select US Organization.	2	3	3						
2.3 Select Country and enter Tax Number. IF you have a US Tax Number but based outside of the US, provide the US Tax Number	2	3	3						
2.4 Upload official documentation	2	3	3						
			<table border="1"><thead><tr><th>Tax Name</th><th>Tax Type</th><th>Tax Number</th></tr></thead><tbody><tr><td>USA: Federal EIN</td><td>Organization</td><td>38-6053093</td></tr></tbody></table>	Tax Name	Tax Type	Tax Number	USA: Federal EIN	Organization	38-6053093
Tax Name	Tax Type	Tax Number							
USA: Federal EIN	Organization	38-6053093							

Section 2.4: Upload Official Documentation

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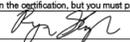
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This section is based on the selection in 2.1.

- For **US Entities**:
 - As noted in section 2.1, all **SSN** using entities will not receive this selection as Ariba will not collect any SSN data for taxes and banking. Please ensure Haworth Finance Shared Services has received these copies.
 - All **FEIN (EIN)** entities, please upload a W9 that is signed within the current fiscal year.

Please Note:

- The registration will not allow the applicant to move forward without uploading a W9 document in this section.
 - Please ensure that all uploaded attachments are dated within the current fiscal year.
-

<small>Click here to view the registration for guidance on whose number to enter.</small>		<input type="text" value="0000000000"/>
Part II Certification		
<small>Under penalties of perjury, I certify that: The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</small>		
<small>Verification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments for tax interest and dividends, you are not required to sign the certification, but you must provide your name: File a claim or dispute a return for Part II, later.</small>		
SP	Signature of U.S. person	
DT	Date	04/07/2025
		4
2.4 Upload official documentation (W9/W8/W8-BENE etc.). Ensure the official documentation is a date within the current year. If you have any questions filling out the Registration or the documents to upload, please reach out to FinanceSharedServicesTeam@haworth.com		654.33 kb Haworth W9.2025

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**

Please Note: 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.

Bank Section	Explanation
Bank Type	Select the bank type “ Domestic ” in this section.
Country/Region	This must match the country in section 1.3 [Main Address] or in the section that matches the provided remittance address. Select “US”
SWIFT Code	US Entities are mainly paid by ACH so SWIFT codes are not required, however can be added by applicant.
ABA Routing	Please enter the full 9-digit ABA routing number in this section.

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

To:	Whom it may concern
From:	Haworth Inc.
Subject:	Haworth Inc. Electronic Payment Instructions
<u>For wire transfers</u>	
Account name:	Haworth Inc.
Account number:	1010123456
Bank name:	Bank Name
ABA Number:	123456789
SWIFT Code:	SWIFTID
<u>For ACH transfers</u>	
Account name:	Haworth Inc.
Account number:	1010123456
Bank name:	Bank Name
ABA Number:	123456789

Bank Information (1)

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

Bank Type	Domestic
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

