



ABBOTT - SAP ARIBA

SUPPLIER REGISTRATION & QUALIFICATION GUIDE

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SAP Ariba Defitions / Process

SAP ARIBA DEFINITIONS / PROCESS

1. SAP Ariba Network: An Enterprise Ariba Account is provided to our suppliers without network fees associated with Abbott transactions. If a supplier is currently transacting on the Ariba Network with a Standard Account, please be advised that by accepting a Trade Relationship with Abbott, you may upgrade to an Enterprise account, which includes everything the standard account has to offer, with additional capabilities such as supplier-managed catalogs and ERP integration and automation. If a supplier opts into additional services or transact with other buying organizations on the SAP Ariba Network, they may be subject to fees.
2. TRR (Trading Relationship): A trading relationship is a link between a supplier's account and Abbott on the SAP Ariba Network. It allows for the transfer of documents such as purchase orders and invoices between a supplier and Abbott.
3. SAP Ariba Supplier Lifecycle Performance (SLP) Module: This module allows Abbott's suppliers to update their own information required for conducting business transactions, including remittance addresses, banking information, and qualification documentation (more on this included below). Registering on SLP also gives suppliers the opportunity to respond to requests and submit proposals for Abbott sourcing events.
4. Abbott's Registration Questionnaire: The information collected via the 'Supplier Registration Questionnaire' is related to general company information, contact information, transaction information, tax detail and documents, banking information, and data protection.
5. Abbott's Qualification Questionnaire: The 'Supplier Qualification' questionnaire collects a supplier's diversity status, a certificate of insurance when required, acceptance of the Abbott Supplier Guidelines, and acceptance of Abbott Purchase Order Terms and conditions.

Abbott Registration Questionnaire

Complete & Submit the Supplier Registration Questionnaire

PROCESS OVERVIEW TO COMPLETE REGISTRATION

Suppliers must register and complete their remit set up actions to prevent payment delays. These steps must be completed in sequence.

1. Supplier will receive an email from no-reply@ansmtp.ariba.com with an invitation to register as a supplier with Abbott.
 - If you already have an Ariba Network Account, select 'Log in' and go to step 4
 - Otherwise select 'Sign up' and follow step 2
2. Supplier creates an Ariba Network Account.
3. Supplier will receive an email confirming Ariba Network ID.
4. Complete the Supplier Registration Questionnaire and submit to Abbott.
5. Supplier receives an email from no-reply@ansmtp.ariba.com confirming that they are successfully registered.
6. Log into your Ariba Network Account (using your Ariba Network ID) and make sure that the Remittance information in your user profile is accurate.
7. Once registered, the remittance information you have confirmed in step 6 above will be the same in our system. It is critical to ensure that it exactly matches the information in your user profile. If multiple remit addresses and/or ordering addresses are needed, a form for each address must be submitted by following step 8.
8. Go to the Supplier Portal - [Abbott Supplier Information Portal](#) and download a copy of the [Remit Address Ordering Address Form](#)
 - Complete the form and save the document to your local drive.
 - Log into your Ariba Network Account, go to the Ariba Proposals and Questionnaires Tab, select Supplier Registration Questionnaire. This provides a secure portal for you to correspond with Abbott on the Ariba Network.
 - Select Compose a message and upload the Remit Address Ordering Address Form. One update per form, multiple forms can be submitted.
 - Select Send.
9. The Abbott vendor master data team will update your records on our system and send you a confirmation to confirm that this has been completed.

Complete Abbott's Registration Questionnaire

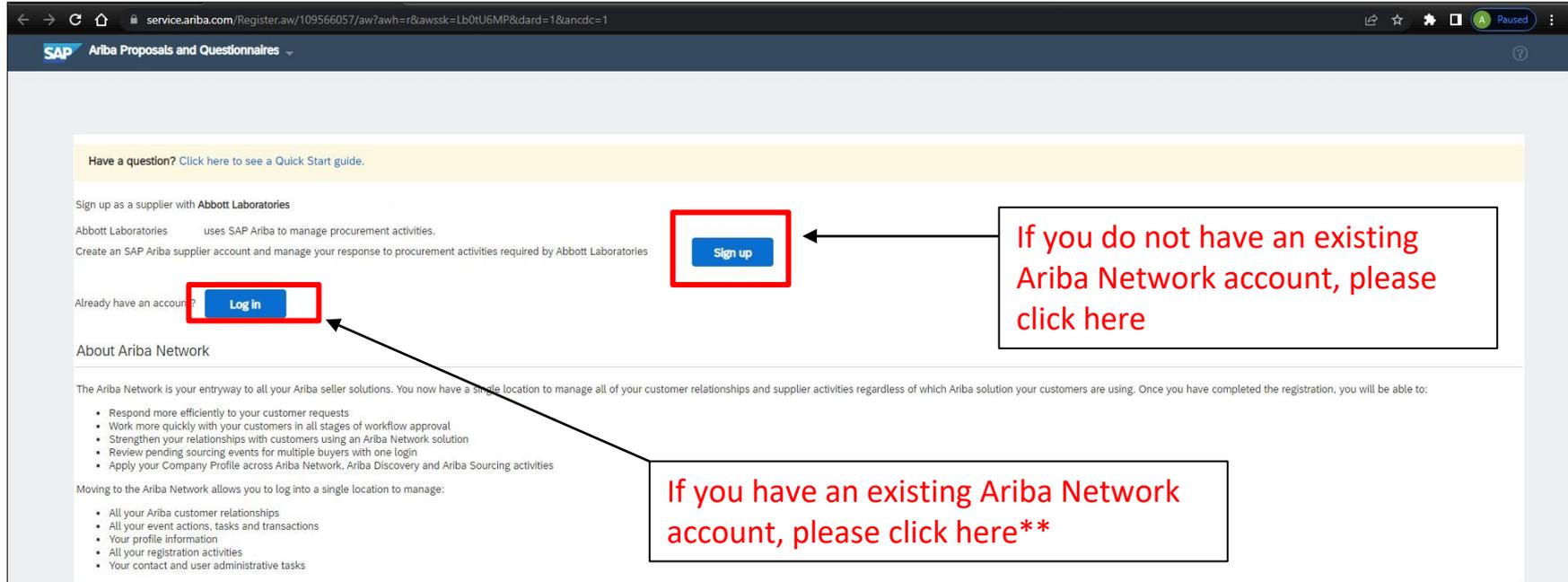
Step 1 - You will receive the below e-mail from no-reply@ansmtp.ariba.com when invited to register. Select the "Click Here" at the bottom of the email.



If you have an existing Ariba Network account, you are still required to follow the link here

Complete Abbott's Registration Questionnaire (Register on the Ariba Network if needed)

Step 1 Continued – If you have an existing Ariba account, log into the network and skip to Step 4 . If you are new to Ariba, click the 'Sign up' box and move to Step 2.



Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Abbott Laboratories**

Abbott Laboratories uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by Abbott Laboratories

Already have an account? [Log in](#)

[Sign up](#)

If you do not have an existing Ariba Network account, please click here

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

If you have an existing Ariba Network account, please click here**

****If your company has an existing Ariba account, please ensure that this is used to sign in and link to Abbott. Failure to do this will result in issues with Purchase Orders and invoicing going forward.**

Complete Abbott's Registration Questionnaire (Register on the Ariba Network if needed)



Step 2 - Complete the information request as per below and click create account and continue.

Step 3 - Once submitted, you will receive an e-mail from no-reply@ansmtp.ariba.com with your Ariba Network ID.

SAP Ariba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Abbott Laboratories

Create account and continue Cancel

Company information

* Indicates a required field

Company Name:*

Country/Region:*

Address:*

City:*

State:*

Zip:*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: English

SAP Business Network Privacy Statement

Must be in email format(e.g.john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Complete Abbott's Registration Questionnaire



Step 4 - Access the Abbott 'Supplier registration questionnaire' form by clicking on the link in the Invite email. You can also access by logging into your Ariba Network Account, go to the Ariba Proposals and Questionnaires tab, then click on the 'Supplier registration questionnaire', as shown below.

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) TEST MODE

ABBOTT - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc639497976	4/1/6106 5:03 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates

Complete Abbott's Registration Questionnaire

Step 5 - Complete the Abbott Supplier Registration Questionnaire form as seen below



Ariba Sourcing Company Settings Feedback Help

< Go back to Abbott - TEST Dashboard Desktop File Sync

Console Doc639497976 - Supplier registration questionnaire Time remaining 29 days 23:09:30

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Company Info...
- 3 Bank Information
- 4 Parent Company
- 5 General Data Protect...
- 6 Abbott Privacy Policy

All Content **Abbott Specific Form**

Name ↑	
▼ 1 General Company Information	
1.1 Company Full Legal Business name (in English) ⓘ	<input type="text"/>
1.2 Company Full Legal Business name (in local language if applicable)	<input type="text"/>
1.3 Doing Business As (DBA)/ Also knows As (AKA)	<input type="text"/>
1.4 Formerly Known As	<input type="text"/>
1.5 D-U-N-S Number ⓘ	<input type="text"/>
*Show More	
1.6 Company Main Address ⓘ	Street: <input type="text"/> ⓘ Street 2: <input type="text"/> ⓘ Street 3: <input type="text"/> ⓘ State/Province/District: <input type="text"/> ⓘ Postal Code: <input type="text"/> ⓘ City: <input type="text"/> ⓘ Country/Region: <input type="text"/> ⓘ Region: <input type="text"/> ⓘ
1.7 Country Code (main and mobile telephone numbers)	<input type="text"/>
1.9 Main Telephone Number	<input type="text"/>
1.10 Internet Homepage Address	<input type="text"/>

Complete Abbott's Registration Questionnaire

Step 6 - Question 1.12 is regarding suppliers that are an individual, sole proprietorship, or single member LLC and how Abbott collects Personally Identifiable Information (PII). PII is associated with a personal U.S. Social Security number, national insurance number, personal credit card, personal banking account numbers, or personal address.



If your answer to question 1.12 is **No**: Section 1.17 of the questionnaire will open to allow you to enter a tax ID, upload a tax document (Example: W9), and banking information in Section 3. **See page 13.**

If your answer to question 1.12 is **Yes**: Move on to Section 2, question 2.4. **See page 16.**

1.12 Are you an Individual/ Sole Proprietorship/ Single Member LLC?

Attention: If you are using Personally Identifiable Information such as non-public government identification numbers or financial account numbers associated with individual persons, i.e. sole proprietorship (e.g. U.S. Social Security numbers, national insurance numbers, or personal credit card or banking account

* Yes ▾

2.4 Please use this link to access the secure form to enter Sensitive Personally Identifiable Information such as non-public government identification numbers or financial account numbers associated with individual persons (e.g. U.S. Social Security numbers, national insurance numbers, or personal credit card or banking account numbers).

[Enter Personal Identifiable Information \(PII\)](#)

Complete Abbott's Registration Questionnaire



Step 6 Continued - If response is No to question 1.12, section 1.17 open to allow collection of tax info and banking in section 3.

s3.ariba.com/Sourcing/Main/aw?awh=r&awssk=L8VR250h&realm=abbott-T&passwordadapter=SourcingSupplierUser

Event Contents

- All Content
- 1 General Company Info...
- 3 Bank Information
- 4 Parent Company
- 5 General Data Protect...
- 6 Abbott Privacy Policy

1.16.1 Purchase Order (PO) Email Address

1.16.2 Remittance Email Address

1.17 Tax Information (Enter your Taxpayer Identification Number in the appropriate field/s.)

1.17.1 Are you Tax or VAT registered? Yes No

Country/Region:

Tax Name	TaxType	Tax Number
USA: Employer ID Number	Organization	<input type="text"/>

test.docx Update file Delete file

1.17.3 Please attach a copy of your Tax or VAT registration document.

1.17.4 Please confirm you have added the applicable Taxpayer Identification Number/s. Yes No

3 Bank Information

Add Bank Information (1) More... +

Less... -

4.1 Is your company held/owned by another entity/corporation? Yes No

5 General Data Protection Regulation (GDPR)

5.1 Describe the goods and services that you will provide to Abbott

5.2 What personal data categories will you process (e.g., business contact details, health related data, payroll data, etc.)? Please note that you must never process personal data which are not strictly required for the purpose(s) of the services that you will provide to Abbott.

6 Abbott Privacy Policy

6.1 Privacy Policy

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

1.17.1 Must be Yes to allow entering of a tax ID, upload of a recent tax document (Example: W9).

Bank information is entered here.



Complete Abbott's Registration Questionnaire

Step 7 - You have now submitted your registration to transact over the Ariba Network with Abbott. You will receive a confirmation email from no-reply@ansmtp.ariba.com to confirm a successful registration.

s3.ariba.com/Sourcing/Main/aw?awh=r&awssk=L8VR250h&realm=abbott-T&passwordadapter=SourcingSupplierUser

Event Contents

- All Content
- 1 General Company Info...
- 3 Bank Information
- 4 Parent Company
- 5 General Data Protect...
- 6 Abbott Privacy Policy

1.16.1 Purchase Order (PO) Email Address

1.16.2 Remittance Email Address *

1.17 Tax Information (Enter your Taxpayer Identification Number in the appropriate field/s.)

1.17.1 Are you Tax or VAT registered? ① *

Country/Region: [dropdown] ①

Tax Name	TaxType	Tax Number
USA: Employer ID Number	Organization	[input]

1.17.3 Please attach a copy of your Tax or VAT registration document. ① *

test.docx [dropdown] Update file Delete file

1.17.4 Please confirm you have added the applicable Taxpayer Identification Number/s. *

3 Bank Information Add Bank Information (1) More... +

4 Parent Company Less... -

A parent company is a company that has a controlling interest in another company, giving it control of its operations

4.1 Is your company held/owned by another entity/corporation? *

5 General Data Protection Regulation (GDPR)

5.1 Describe the goods and services that you will provide to Abbott *

5.2 What personal data categories will you process (e.g., business contact details, health related data, payroll data, etc.)? Please note that you must never process personal data which are not strictly required for the purpose(s) of the services that you will provide to Abbott. *

6 Abbott Privacy Policy

6.1 Privacy Policy

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Abbott Registration Questionnaire

Individual / Sole Proprietor / Single Member LLC:

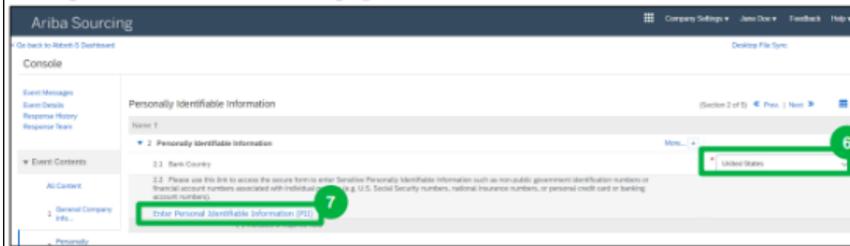
Personally Identifiable Information

Individual / Sole Proprietor / Single Member LLC

Step 1 - If you answered 'Yes' to question 1.12 in the Registration questionnaire, you will do the following.

In this section, the **Personally Identifiable Information** section is displayed. You will need to provide Personally Identifiable Information details.

- Click **drop-down list** to view the available options for Bank Country.
 **Note:** The Bank Information provided for United States, Canada (English and French), Germany is different as compared to other countries
- Click **Enter Personal Identifiable Information (PII)** hyperlink to open the PIIP information page.



The screenshot shows the 'Ariba Sourcing' interface. The main content area is titled 'Personally Identifiable Information'. It contains a form with two sections: '1. Bank Country' and '2. Please use this link to access the input form to enter location Personally Identifiable Information such as non-usable government identification numbers or financial account numbers associated with individual (e.g. U.S. Social Security numbers, national insurance numbers, or personal credit card or banking account numbers)'. The 'Bank Country' dropdown menu is highlighted with a green box and a circled '6'. Below it, the 'Enter Personal Identifiable Information (PII)' link is highlighted with a green box and a circled '7'.

 **Note:** You will be redirected to **SCP Log-on page**.

- Enter the **Registered E-Mail or User Name** in the **E-mail or User Name** field on the **SCP Log-on** page.



The screenshot shows the 'SCP - Test' login page. It has a 'Log On' section with two input fields: 'E-Mail or User Name' and 'Password'. The 'E-Mail or User Name' field is highlighted with a green box and a circled '8'. Below the password field is a 'Remember me' checkbox. At the bottom is a blue 'Log On' button.

Password Reset:
Enter the E-Mail or User Name, then select Log On

Step 2 - Continued

9. Enter the password in the **Password** field.
10. Click **Log On** button to proceed.

SCP - Test

Log On

E-Mail or User Name

9

Password

Remember me

10

Log On



 **Note: Initial PIP Login Password** will be shared to Supplier's registered Email ID. Copy the password and enter it in SCP Login page.

 **Note: You will be redirected to Two Factor Authentication** page. When you are logging in for the first time, you are required to Scan the QR Code and **download the Authenticator app.**

11. Enter **Passcode** generated in the Authenticator App.
12. Click **Continue** to proceed.

Two-Factor Authentication

The SCP - Test application requires a time-based one-time passcode as a second factor for authentication. You need to activate a mobile device to generate passcodes. No devices are currently activated.

 SAP Authenticator is required in order to enable two-factor authentication.

SAP Authenticator is required to enable two-factor authentication and to scan the QR code on your device. The iOS version is available in the [Apple App Store \(3M\)](#). The Android version is available in [Google Play \(TM\)](#).

Apple and iTunes are trademarks of Apple Inc. App Store is a service mark of Apple Inc. Android and Google Play are trademarks of Google Inc.

1 Scan QR Code

2 Enter passcode

Your Secret Key



E-Mail or User Name

Passcode *

044188

*Required

Continue

11

12



Note: When we login for the first time SCP login page asks to **reset the password**. Reset the password to proceed.

Step 4 - Continued

13. Enter new password in **New Password** field
14. Enter new password in **Re-enter New Password** field.
15. Click **Save** to change the password and proceed.

Change Your Password

Reset the password for your account pcutinho@deloitte.com:

Current Password *

New Password * 13

Re-enter New Password * 14

*Required

15

PIIP info page is displayed.

16. Click **OK** to proceed.

PIIP Data

Tax Info Bank Info

US Social Security Number* Please enter your social security number

The name that appears on the account*

Number of the bank account*

Country in which bank is located*

PIIP Info

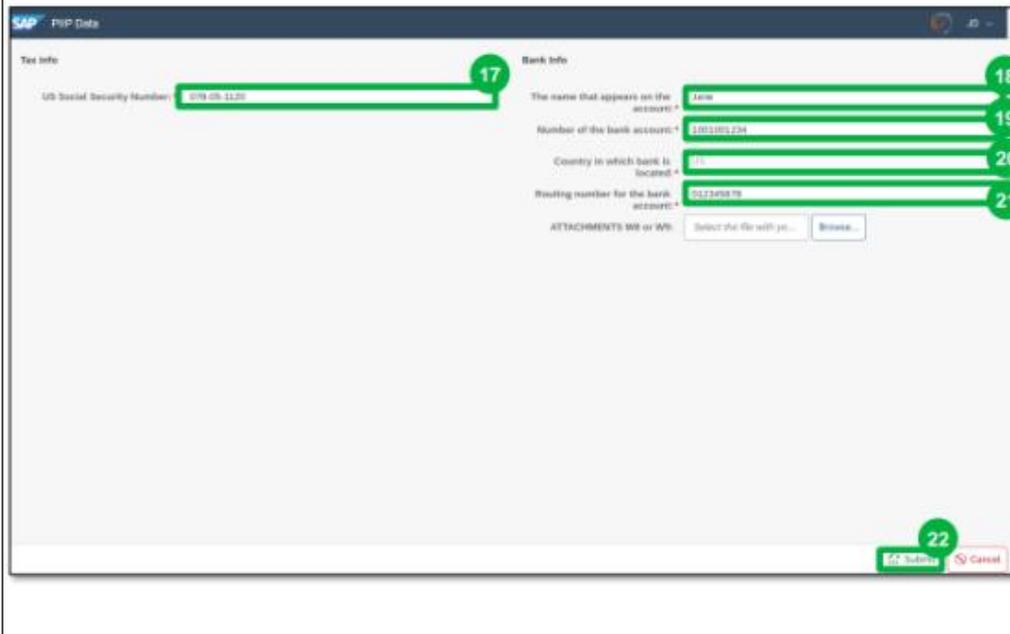
To provide or guide new suppliers using PIP screen to fill in their secure information with necessary information.

16



Note: The Bank Information changes for the countries such as United States, Canada (English and French), and Germany.

17. Enter the Social Security number in **US Social Security Number** field.
18. Enter name in **The name that appears on the account** field.
19. Enter bank account number in the **Number of the bank account** field.
20. Select country in the **Country in which Bank is located** field.
21. Enter routing number in **the Routing number for the bank account** field.
22. Click **Submit** button to proceed.



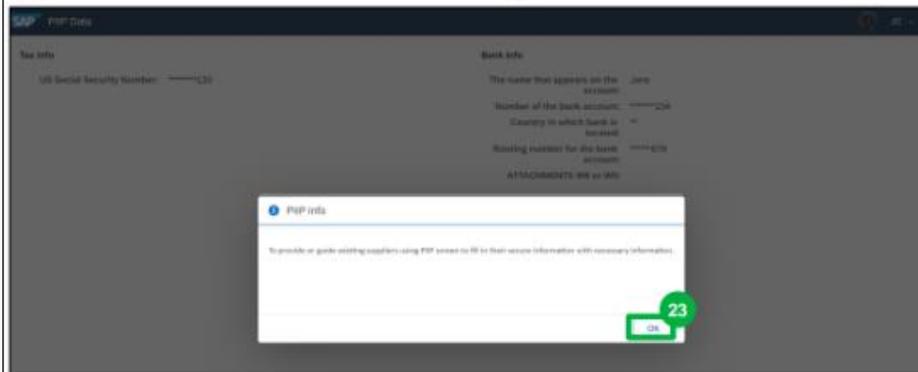
The screenshot shows the SAP PIP Data form with the following fields and values:

Field Label	Value	Annotation
US Social Security Number	019-05-1120	17
The name that appears on the account	Jane	18
Number of the bank account	1001001234	19
Country in which bank is located	US	20
Routing number for the bank account	01120019	21
ATTACHMENTS W9 or W9	Select the file with j... Browse...	

At the bottom right of the form, there is a **Submit** button (labeled 22) and a **Cancel** button.

Step 6 - Continued

23. Click **OK** to submit the information and proceed.

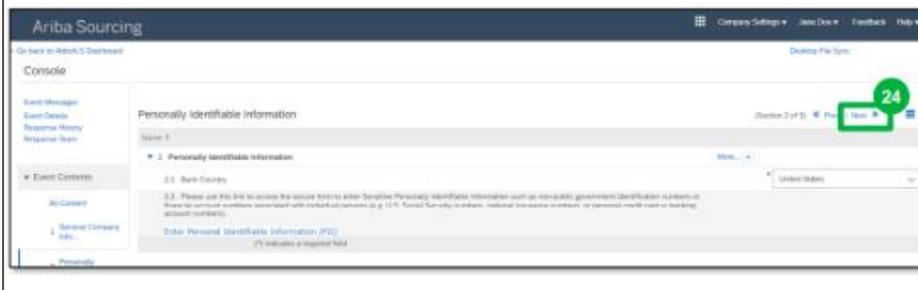


The screenshot shows a dark-themed window titled "PIP info" with a blue header bar. The main content area is white and contains the text: "To provide or guide existing suppliers using PIP access to fill in their secure information with necessary information:". At the bottom right of the dialog, there is a green "OK" button. A green circle with the number "23" is overlaid on the "OK" button.



Note: PIIP information is submitted in Cordis and this data will be integrated in MDG. If you want to make any changes, click **Edit**.

24. Click **Next** to proceed.

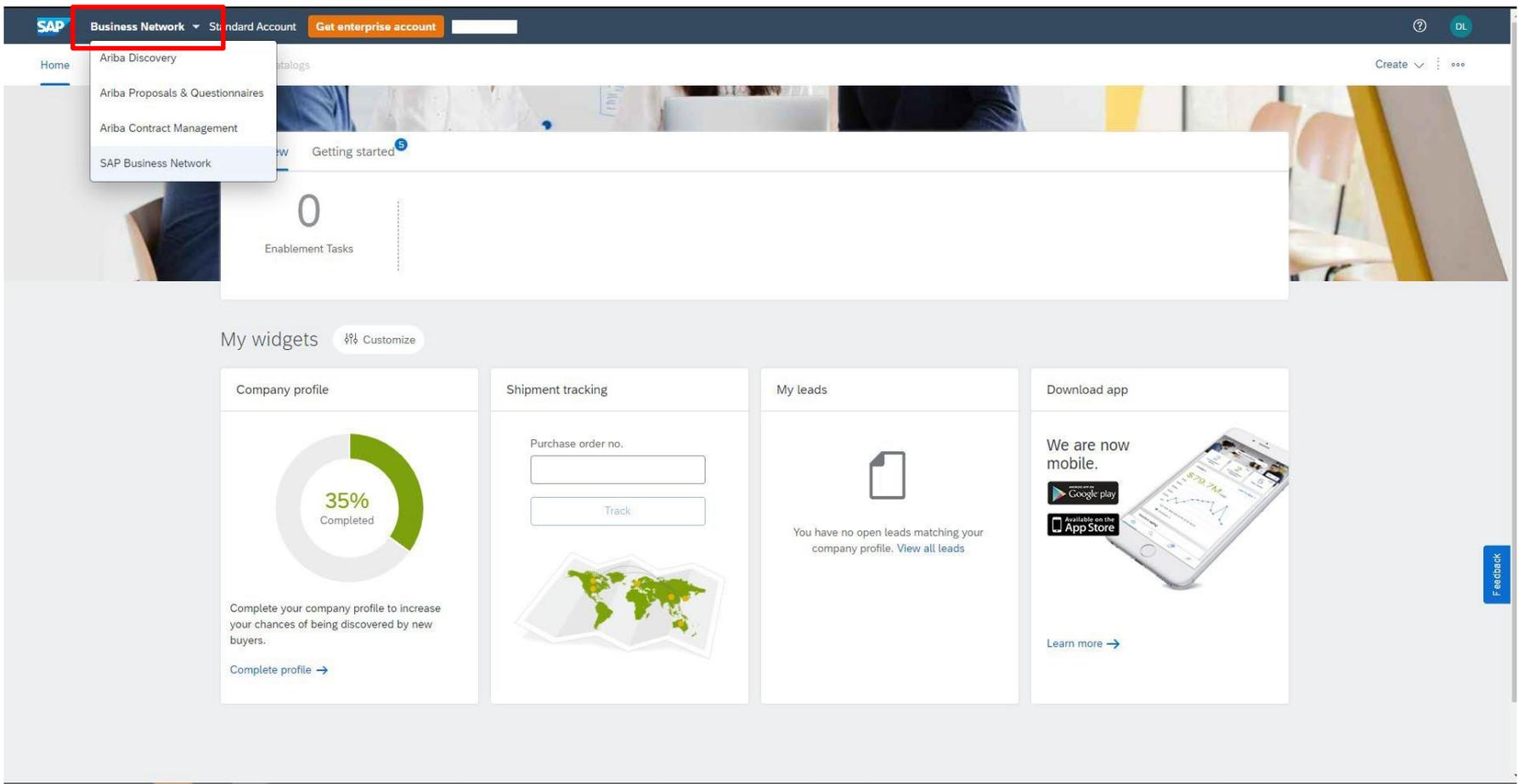


The screenshot shows the "Ariba Sourcing" interface. The main content area is titled "Personally Identifiable Information" and is part of a "Step 3" sequence. It contains a list of items, including "2.1 Bank Country" and "2.2 Please use this link to access the secure form to enter sensitive Personally Identifiable Information (such as applicable government identification numbers of those for whom members government with individual members (e.g. U.S. Social Security numbers, national insurance numbers, or personal credit card or banking account numbers)". At the bottom right of the page, there is a green "Next" button. A green circle with the number "24" is overlaid on the "Next" button.

Update / Validate Remittance Address Information in Your Ariba Profile

Update / Validate Remittance Address Information in Your Ariba Profile

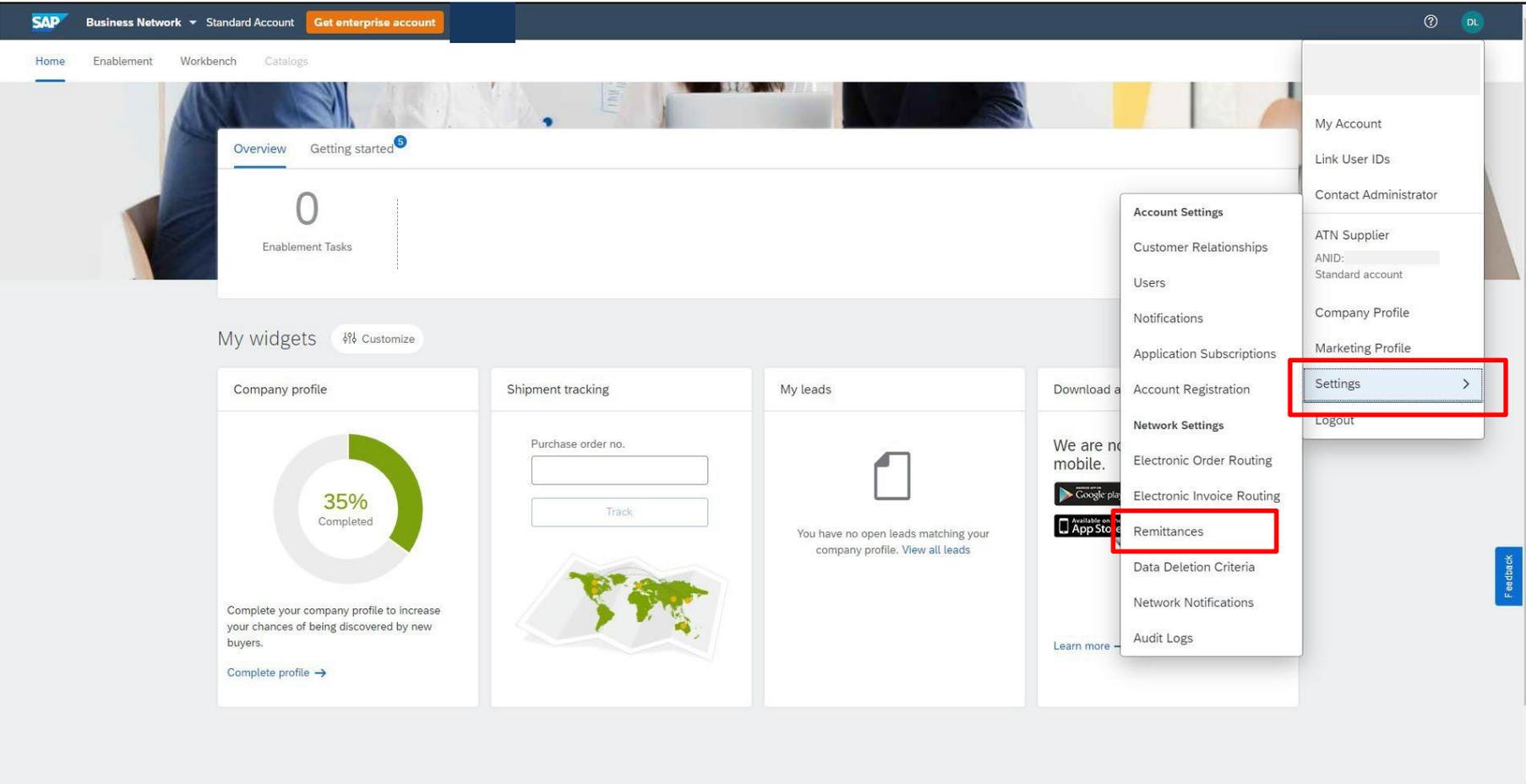
Step 6 - Click on the SAP Business Network option in the drop-down menu.



The screenshot shows the SAP Business Network user interface. At the top, the SAP logo is on the left, and the user's account type is 'Standard Account'. A red box highlights the 'Business Network' dropdown menu, which is open and shows the following options: 'Ariba Discovery', 'Ariba Proposals & Questionnaires', 'Ariba Contract Management', and 'SAP Business Network'. The 'SAP Business Network' option is highlighted in blue. Below the navigation bar, there is a 'Home' link and a 'Create' button. The main content area features a 'Getting started' section with a '5' badge and 'Enablement Tasks' with a '0' badge. Below this is a 'My widgets' section with a 'Customize' button. The widgets include: 'Company profile' with a 35% completed progress indicator and a 'Complete profile' link; 'Shipment tracking' with a 'Purchase order no.' input field, a 'Track' button, and a world map; 'My leads' with a document icon and a message: 'You have no open leads matching your company profile. View all leads'; and 'Download app' with the text 'We are now mobile.' and links to 'Google play' and 'Available on the App Store'.

Update / Validate Remittance Address Information in Your Ariba Profile

Step 6 Continued - Click on Settings and navigate to the “Remittances” option.



The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'SAP Business Network', 'Standard Account', and a 'Get enterprise account' button. Below this, a secondary navigation bar contains 'Home', 'Enablement', 'Workbench', and 'Catalogs'. The main content area features a 'Getting started' section with '0 Enablement Tasks' and a 'My widgets' section with three cards: 'Company profile' (35% completed), 'Shipment tracking' (with a 'Track' button), and 'My leads' (with a 'View all leads' link). On the right side, a user profile menu is open, listing options like 'My Account', 'Link User IDs', 'Contact Administrator', 'ATN Supplier', 'Company Profile', 'Marketing Profile', 'Settings', and 'Logout'. A secondary dropdown menu is open from the 'Settings' option, listing categories such as 'Account Settings', 'Network Settings', and 'Remittances'. The 'Remittances' option is highlighted with a red box.

Update / Validate Remittance Address Information in Your Ariba Profile

Step 6 Continued - Enter Remittance Address information and save.

Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Settlement Data Deletion Criteria

* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address ↑	City	State
-----------	------	-------

↳ Edit Delete Create

Once you click "Create" you will be directed to the remittance screen where you can enter your information

Notifications

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	* <input type="text"/>
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.	* <input type="text"/>
Payment Remittance for Virtual Card	<input checked="" type="checkbox"/> Send a notification when payment remittances or payment plans are received.	* <input type="text"/>
Payment Remittance Status Updates	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	* <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to paid.	* <input type="text"/>
	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	* <input type="text"/>

Extended Profile Information

Use this section to configure and update your company's payment options.

Check all payment options you currently support.

Indicates a required field

Remittance Address

Address 1:*

Address 2:

Address 3:

City:*

State:*

Zip:*

Country/Region:*

Contact:

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer ↑ Remittance ID

Update / Validate Remittance Address Information in Your Ariba Profile

Step 6 Continued - Enter Remit to details and save.

Network Settings

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Settlement](#) [Data Deletion Criteria](#)

* Indicates a required field

[Set up early payments auto-acceptance rule](#)

EFT/Check Remittances

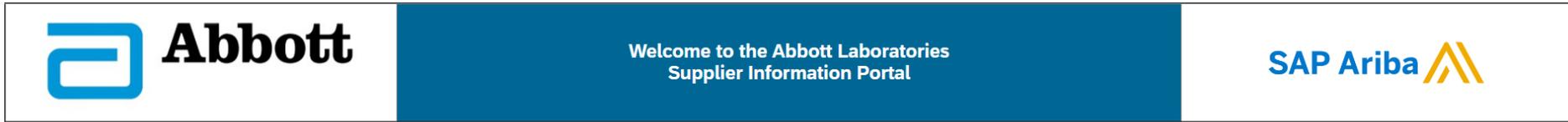
Address ↑	City	State	Country/Region	Default
<input type="text"/>				Yes

Notifications

How to add Multiple Remit Addresses and/or Ordering Addresses when needed

How to add Multiple Remit To and/or Ordering Addresses when needed

Step 1 - If multiple remit addresses and/or ordering addresses are needed, visit the [Abbott Supplier Information Portal](#) and download a copy of the 'Remit Address Ordering Address Form'. Complete a form for each address needed and save to your local drive.



Welcome to the Supplier Information Portal that provides information for all suppliers conducting business with Abbott Laboratories. For your organization, this means the traditional way of transacting with us is changing fundamentally. On this site you will find information regarding the transformation, as well as, a number of tools to help answer any of the questions you may have.

What information are you looking for?

	<p>Messages to Suppliers</p> <p>Functional Training Sessions - Coming Soon!</p>		<p>Registration and Qualification Guide</p> <p>Remit Address Ordering Address Form</p>		<p>Ariba Network General Resources</p> <p>General resources for suppliers transacting using the Ariba Network.</p> <p>Ariba Network Introductory Video</p> <p>Learn how to transact with Abbott Laboratories</p> <p>General Functionality Guide</p> <p>General Functionality Video</p>
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	<p>Integration & Catalog</p> <p>Integrated Supplier Transaction Guideline - US & Canada</p> <p>cXML Delta - US & Canada</p> <p>EDI Delta - US & Canada</p> <p>Supplier Test Plan</p> <p>French Integrated Supplier Transaction Guidelines</p>		<p>Standard Account Information</p> <p>Standard Supplier Summit (English)</p> <p>Standard Account Welcome Page</p> <p>Self-Help Portal</p> <p>Supplier Info Pack</p> <p>Standard Supplier Functional Training</p> <p>Standard Account Demo</p>		<p>Enterprise Account Information</p> <p>Enterprise Supplier Summit (English)</p> <p>Enterprise Supplier Summit (French)</p> <p>Enterprise Supplier Functional Training</p> <p>Enterprise Account Demo</p> <p>PO Flip Demo</p> <p>Help Center Tour</p>
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How to add Multiple Remit To and/or Ordering Addresses when needed

Step 2 - Log into your Ariba Network account and go to the Ariba Proposals and Questionnaires Tab.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The top navigation bar includes the SAP logo, the current page title 'Ariba Proposals and Questionnaires', and account information 'Standard Account' with a 'Get enterprise account' button. On the right, there are icons for chat, help, and a user profile 'BO'. Below the navigation bar, the user is logged in as 'ABBOTT - TEST'. A message box on the left states 'There are no matched postings.' The main content area features a welcome message and the Abbott logo. A 'Home' button is visible. The interface is divided into several sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. The 'Registration Questionnaires' section is highlighted with a red box and contains a table with one entry: 'Supplier registration questionnaire' with ID 'Doc639497976', end time '4/1/6106 5:03 PM', and status 'Registered'. The 'Questionnaires' section is also highlighted with a red box. The 'Events' and 'Risk Assessments' sections show 'No items'.

ABBOTT - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
Supplier registration questionnaire	Doc639497976	4/1/6106 5:03 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates

How to add Multiple Remit To and/or Ordering Addresses when needed

Step 3 - Click Compose Message to attach the completed Remit-To Form.

Ariba Sourcing

< Go back to Abbott - TEST Dashboard Desktop File Sync

Company Settings ▾ Ben Ortiz ▾ Feedback Help ▾

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Company Info...
- 3 Bank Information
- 4 Parent Company
- 5 General Data Protect...
- 6 Abbott Privacy Policy

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

All Content

Name ↑	
▼ 1 General Company Information	
1.1 Company Full Legal Business name (In English) ⓘ	
1.2 Company Full Legal Business name (in local language if applicable)	
1.3 Doing Business As (DBA)/ Also knows As (AKA)	
1.4 Formerly Known As	
1.5 D-U-N-S Number ⓘ	
1.6 Company Main Address ⓘ	Show More Street: Street 2: Street 3: State/Province/District: Postal Code: Country/Region:
1.7 Country Code (main and mobile telephone numbers)	US

[Compose Message](#)

SAP Ariba

How to add Multiple Remit To and/or Ordering Addresses when needed

Step 4 - Attach the completed form to the message.



Ariba Sourcing

Company Settings Ben Ortiz Help Messages

Go back to Abbott - TEST Dashboard Desktop File Sync

Compose New Message

From:

To: Project Team

Subject: Remit to Ordering Address Form

Attachments: [Attach a file](#)

Send Cancel

Send Cancel

SAP Ariba

Ben Ortiz (neusupplier01@slp.com) last visited 17 Mar 2023 6:17:18 AM Huet Inc AN11172620679-T

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How to add Multiple Remit To and/or Ordering Addresses when needed

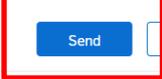
Step 5 - Click Send.



< Go back to Abbott - TI

Desktop File Sum

Compose New Message



From:

To: Project Team

Subject: Remit to Ordering Address Form

Attachments: Remit To and Ordering Address Form.xlsx Delete

Attach another file

Dear Abbott,
Please find attached our completed Remit To and Ordering Address Form as requested.
Regards



Abbott Qualification Questionnaire

Complete & Submit the Supplier Qualification Questionnaire

Qualification on the Ariba Network for Abbott

Step 1 - You will receive the below e-mail from no-reply@ansmtp.ariba.com when invited to complete the qualification questionnaire. Click on the “Click Here” option at the bottom of the mail



Qualification questionnaire to become a qualified supplier with Abbott - TEST

Hello!

Now that Abt [redacted] registered as a supplier with Abbott - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- Marketing / Commercial Fulfillment - Free Standing Inserts / Coupon programs, including adjudication and payment services. in Americas, Puerto Rico, Canada, United States of America

1

[Click Here](#) to fill out the questionnaire

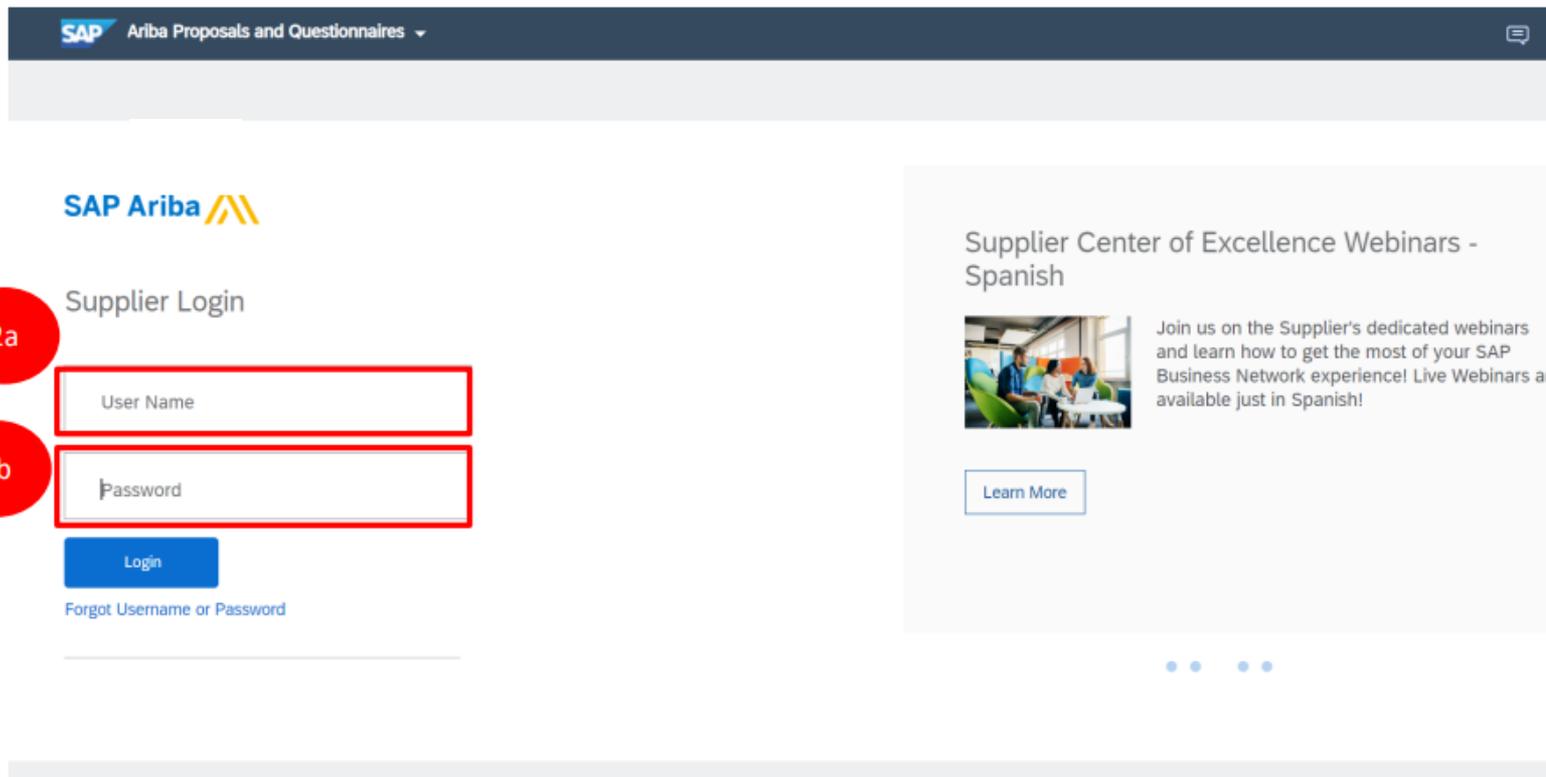
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Qualification on the Ariba Network for Abbott

Step 2 - Login to your Ariba account using the email and password that you used to complete your supplier registration.

***Please note, you cannot login using a different email address or password.**



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

2a

2b

Login

[Forgot Username or Password](#)

Supplier Center of Excellence Webinars - Spanish



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[Learn More](#)

Qualification on the Ariba Network for Abbott



Step 3 - Access the Abbott Supplier Qualification Questionnaire form by clicking on the link in the Invite email or when you have logged into your Ariba Network Account, Go To the Ariba Proposals And Questionnaires Tab, click on the Supplier Qualification Questionnaire, as shown below

3a

SAP Ariba Proposals and Questionnaires - Standard Account [Get enterprise account](#) TEST MODE

ABBOTT - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc716425948	6/29/6106 11:34 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Qualification	Doc716528748	7/6/2023 9:41 AM	Marketing / Commercial Fu... View more	AMER Americas, PRI Puerto Rico, CAN Canada, USA United States of Amer... View more	Qualification Started

3b

Qualification on the Ariba Network for Abbott



Step 4 - Answer the questions. Please pay attention to question #2.1 as it is important. To upload your Certificate of Insurance (COI), click "Details" and proceed to step #5.

Ariba Sourcing

Company Settings ▾ Feedback Help ▾ Messages >>

< Go back to Abbott - Desktop File Sync

Console Doc716528748 - Supplier Qualification Time remaining 29 days 23:18:04

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 Certificate of Insurance Information
- 3 Diversity Classification Information
- 4 Abbott Supplier Guid...
- 5 Purchase Order Terms...

All Content

Name ↑	
General Information	
1.1 Area of Service (geographical)	* <input type="text"/>
1.2 List commodities supported by Supplier	* (select a value) [select]
▼ 2 Certificate of Insurance Information	
2.1 Do you have a Certificate of Insurance (COI)?	* Yes ▾ Details 
▼ 3 Diversity Classification Information	
3.1 Are you a Diverse Supplier or Small business Supplier?	* Unspecified ▾

(* indicates a required field)

Submit Entire Response Save draft Compose Message Excel Import

For more details on Certificate of Insurance (COI), please refer to page 16 - 18

Qualification on the Ariba Network for Abbott

Step 5 - Add your attachment name in the comment field and attach your Certificate of Insurance (COI)

Ariba Sourcing Company Settings Help Messages

[Go back to Abbott - TEST Dashboard](#) Desktop File Sync

Add/Edit Comment OK Cancel

Comment: * 5a

Attachment: Attach a file 5b 5c OK Cancel

Qualification on the Ariba Network for Abbott



Step 6 - Finish completing the Abbott Supplier Qualification Questionnaire form as seen below and select "Submit Entire Response"

Ariba Sourcing

Company Settings ▾ Feedback Help ▾ Messages >>

< Go back to Abbott - TEST Dashboard Desktop File Sync

Console Doc716528748 - Supplier Qualification Time remaining 29 days 22:50:34

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 Certificate of Insur...
- 3 Diversity Classifica...
- 4 Abbott Supplier Guid...
- 5 Purchase Order Terms...

All Content

Name ↑

▼ 4 Abbott Supplier Guidelines

4.1 Review the Supplier Guidelines * Unspecified ▾

4.2 I certify that our company has received, read, understood and will abide by the Abbott Supplier Guidelines if we are chosen as an Abbott supplier. * Yes ▾

▼ 5 Purchase Order Terms and Conditions Less... ▾

Terms & Conditions (T&Cs) for materials and services shall apply to all transactions in which Abbott is the purchaser. If a separate agreement between Abbott and Supplier exists, the T&Cs set forth in that agreement shall control in respect to any conflicting PO T&Cs.

5.1 Review the PO Terms and Conditions Unspecified ▾

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Imj

6

For more details on PO Terms & Conditions, please refer to page 18

Abbott Qualification Questionnaire

Certificate of Insurance (COI) Requirements

Certificate of Insurance (COI) – For most categories, a supplier is required to provide a COI that complies with its contract or PO terms with Abbott.

As part of the qualification questionnaire, Abbott requires the supplier to confirm their insurance in section 2 and upload a copy of the COI in 2.1.

The named insured should reflect the supplier entity that is contracting with Abbott and the certificate holder should reflect the Abbott contracting entity or collectively:

Abbott Laboratories and its Subsidiaries
100 Abbott Park Road
Abbott Park, IL 60064

Please reach out to your Abbott contact/Abbott procurement professional if you need to confirm contract insurance requirements.

The following slide provides an example of an acceptable COI. Please note the required limits of insurance in the supplier's contract may require more or less than the amounts displayed in the example.

Certificate of Insurance (COI) - Example Certificate



ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY):

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements(s).

PRODUCER Insurance Broker/Provider 1234 Central Street Otherplace, IL 12345	CONTACT Name: _____ Phone: (____) _____ FAX: _____ Address: _____ City: _____ State: _____ Zip: _____
INSURED DEF Manufacturing Systems, Inc. 123 Main Street Somewhere, IL 12345	INSURER(S) AFFORDING COVERAGE INSURER A: ABC Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____

CERTIFICATE NUMBERS **REVISION NUMBER**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CLASS	TYPE OF INSURANCE	INSR	WVD	POLICY NUMBER	START/EXPIRY DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GL 12345678	01/01/2024 - 01/01/2025	EACH OCCURRENCE: \$1,000,000
	COMMERCIAL GENERAL LIABILITY (UNEMPLOYED) OCCUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			AGGREGATE: \$1,000,000
A	PERSONAL & AUTO LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AL 12345678	01/01/2024 - 01/01/2025	AGGREGATE: \$10,000
	GENERAL AGGREGATE LIMIT APPLIES PER POLICY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PERSONAL & AUTO LIABILITY: \$1,000,000
A	UMBRELLA LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UMB 12345678	01/01/2024 - 01/01/2025	GENERAL AGGREGATE: \$2,000,000
	EXCESS LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PRODUCTS-COMP/OP AGG: \$1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WC 12345678	01/01/2024 - 01/01/2025	WORKERS COMPENSATION: \$1,000,000
	ANY PROPRIETOR/INDEPENDENT CONTRACTOR/EMPLOYEE (Mandatory in NH)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			AGGREGATE: \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101 Additional Remarks Schedule, if so required to describe):
 Abbott Laboratories and its Subsidiaries are included as additional insureds if required by written contract with respect to General Liability, Automobile Liability, and Umbrella Liability per the terms and conditions of the policy. A waiver of subrogation applies in favor of Abbott Laboratories and its Subsidiaries if required by written contract with respect to General Liability, Automobile Liability, Umbrella Liability, and Workers' Compensation per the terms and conditions of the policy where permitted by state law.

CERTIFICATE HOLDER Abbott Laboratories and its Subsidiaries 100 Abbott Park Road Abbott Park, IL 60064	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: _____
--	---

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 ACORD 25 (2010/05) [Clear All]

Named Insured

Insurance Company

Insurance Coverage

Limits of Insurance

Special Requirements
 Additional Insured Wording,
 Waivers, Primary & Non-Contributory Clauses

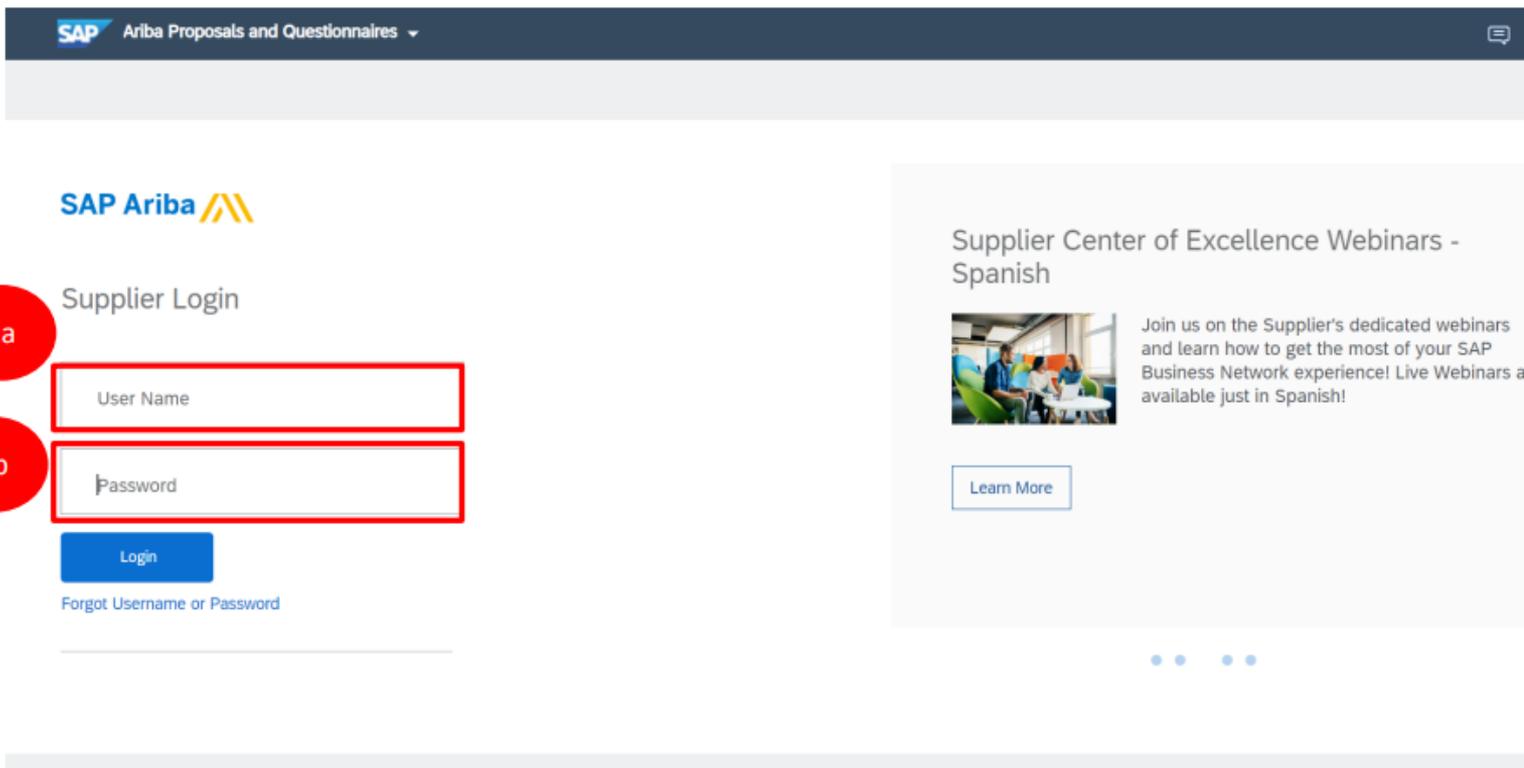
Certificate Holder Name and Address

How to Revise a Response and Re-submit a Questionnaire

How to Revise a Response and Re-submit a Questionnaire - COI Example

Step 1 - Login to your Ariba account using the email and password that you used to complete your supplier registration.

***Please note, you cannot login using a different email address or password.**



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

1a User Name

1b Password

Login

[Forgot Username or Password](#)

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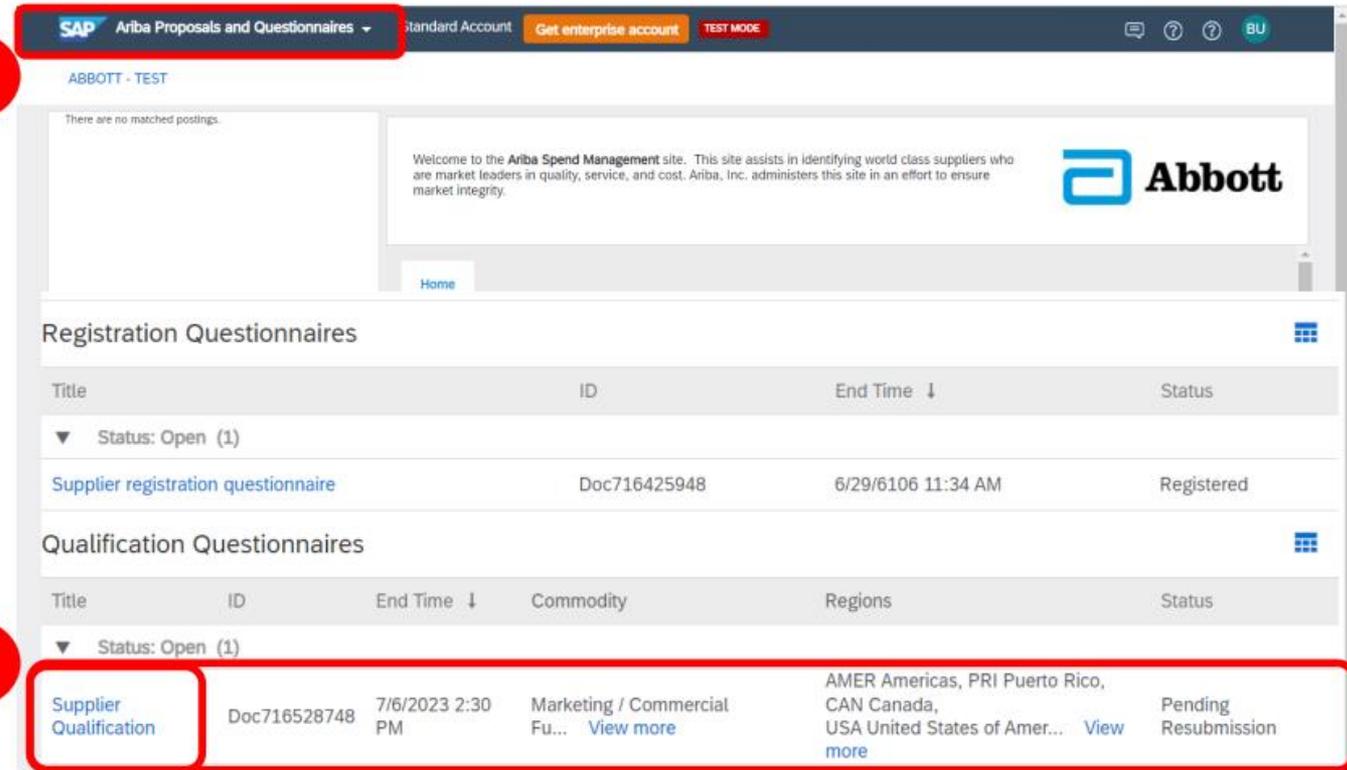
[Learn More](#)

How to Revise a Response and Re-submit a Questionnaire - COI Example

If you get a note requesting you to upload your Certificate of Insurance (COI), complete these steps

Step 2 - Select the qualification questionnaire

2a



ABBOTT - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc716425948	6/29/6106 11:34 AM	Registered

Qualification Questionnaires

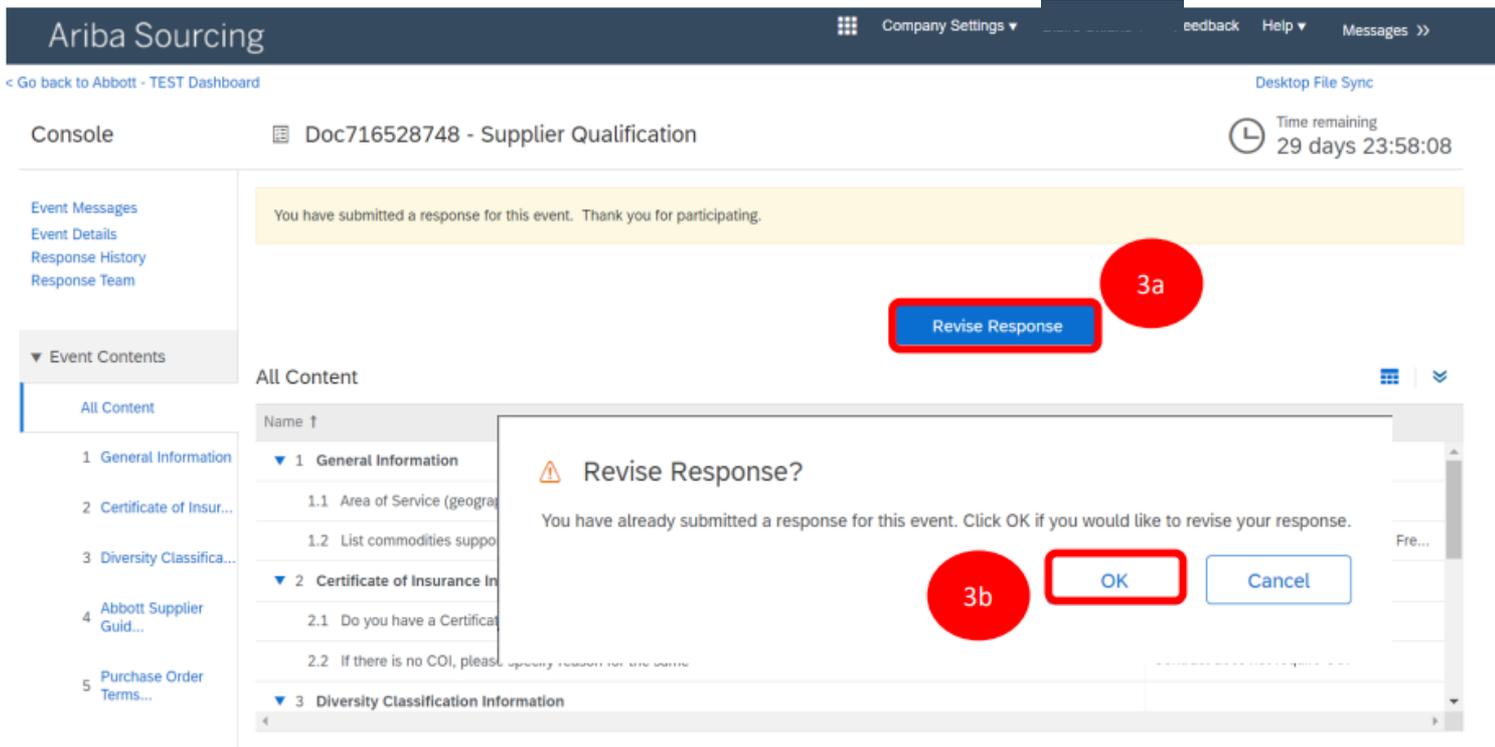
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Qualification	Doc716528748	7/6/2023 2:30 PM	Marketing / Commercial Fu... View more	AMER Americas, PRI Puerto Rico, CAN Canada, USA United States of Amer... View more	Pending Resubmission

2b

How to Revise a Response and Re-submit a Questionnaire - COI Example

If you get a note requesting you to upload your COI, complete these steps

Step 3 - Select the qualification questionnaire



The screenshot shows the Ariba Sourcing interface. At the top, the header includes 'Ariba Sourcing', 'Company Settings', 'Feedback', 'Help', and 'Messages'. Below the header, there is a navigation bar with 'Go back to Abbott - TEST Dashboard' and 'Desktop File Sync'. The main content area displays 'Doc716528748 - Supplier Qualification' with a 'Time remaining' of '29 days 23:58:08'. A yellow notification bar states: 'You have submitted a response for this event. Thank you for participating.' Below this, a blue button labeled 'Revise Response' is highlighted with a red box and a red circle labeled '3a'. A dialog box titled 'Revise Response?' is open, containing the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The dialog box has two buttons: 'OK' (highlighted with a red box and a red circle labeled '3b') and 'Cancel'. The background shows a table with columns for 'Name' and 'Content', with sections for 'General Information', 'Certificate of Insurance Information', and 'Diversity Classification Information'.

How to Revise a Response and Re-submit a Questionnaire - COI Example

Step 4 - Answer the questions, paying attention to question #2.1 to upload your COI click **“Details”** and proceed to step #5.

Ariba Sourcing

Company Settings ▾ Blaise Helms ▾ Feedback Help ▾ Messages >>

< Go back to Abbott - TEST Dashboard Desktop File Sync

Console Doc716528748 - Supplier Qualification Time remaining
29 days 23:18:04

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 1 General Information
- 2 Certificate of Insur...
- 3 Diversity Classifica...
- 4 Abbott Supplier Guid...
- 5 Purchase Order Terms...

All Content

Name ↑	
▼ 1 General Information	
1.1 Area of Service (geographical)	* <input type="text"/>
1.2 List commodities supported by Supplier	*(select a value) [select]
▼ 2 Certificate of Insurance Information	
2.1 Do you have a Certificate of Insurance (COI)?	* Yes ▾ Details 
▼ 3 Diversity Classification Information	
3.1 Are you a Diverse Supplier or Small business Supplier?	* Unspecified ▾

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

How to Revise a Response and Re-submit a Questionnaire - COI Example



Step 5 - Add your attachment name in the comment field and attach your COI

Ariba Sourcing Company Settings ▾ Blaire Unland Help ▾ Messages >>

[Go back to Abbott - TEST Dashboard](#) Desktop File Sync

Add/Edit Comment

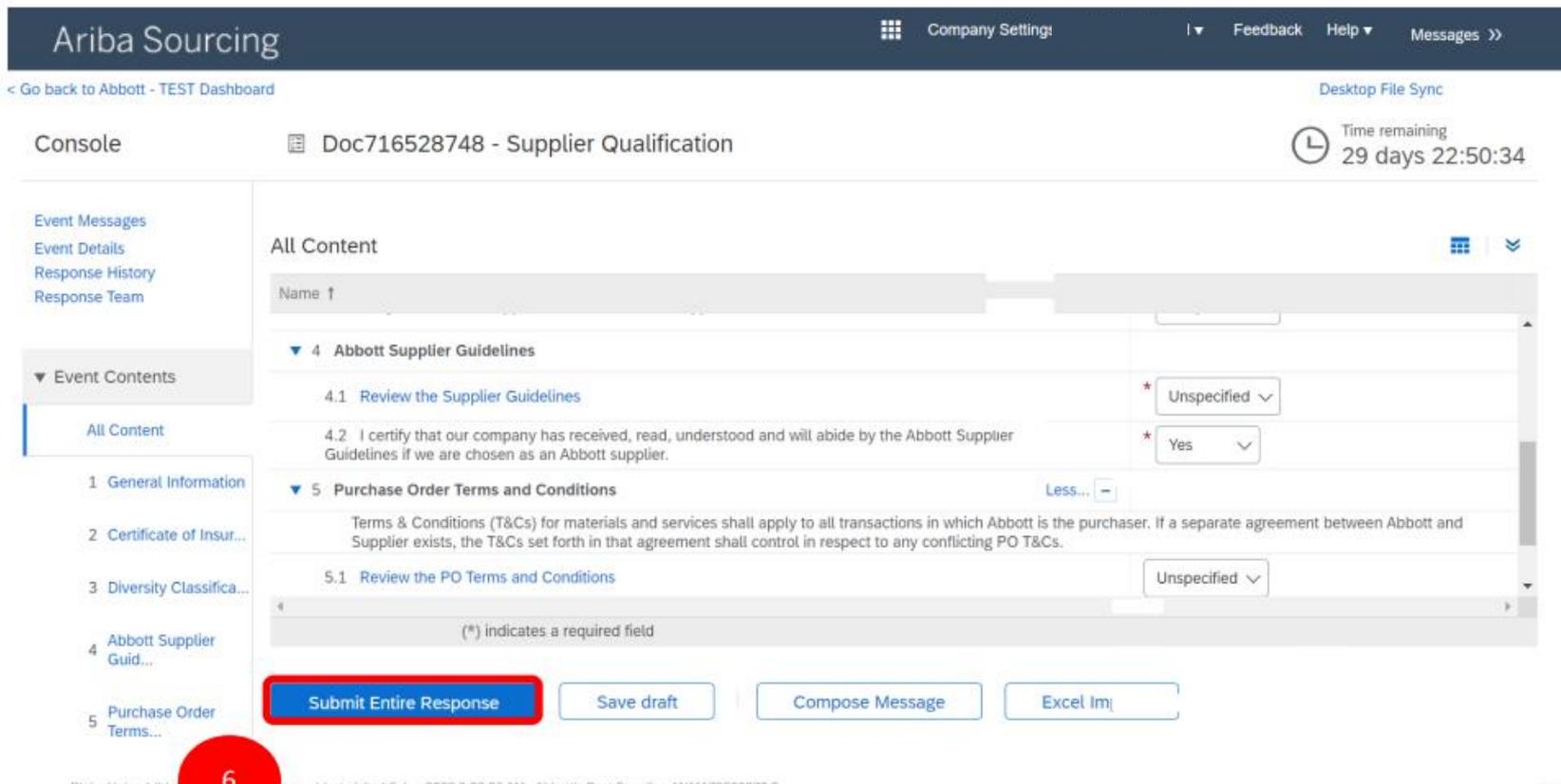
Comment: * **5a**

Attachment: **5b**

5c

How to Revise a Response and Re-submit a Questionnaire - COI Example

Step 6 - Finish completing the Abbott Supplier Qualification Questionnaire form as seen below and select “Submit Entire Response”



The screenshot displays the Ariba Sourcing interface for a supplier qualification questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a breadcrumb trail '< Go back to Abbott - TEST Dashboard' and a 'Desktop File Sync' link. The main header shows 'Console' and 'Doc716528748 - Supplier Qualification' with a 'Time remaining' of '29 days 22:50:34'. On the left, a sidebar lists navigation options: 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. Under 'Event Contents', 'All Content' is selected. The main content area shows a list of sections: '4 Abbott Supplier Guidelines' and '5 Purchase Order Terms and Conditions'. Section 4.1 'Review the Supplier Guidelines' has a dropdown menu set to 'Unspecified'. Section 4.2 is a certification statement with a dropdown set to 'Yes'. Section 5.1 'Review the PO Terms and Conditions' has a dropdown set to 'Unspecified'. At the bottom, there are four buttons: 'Submit Entire Response' (highlighted with a red border), 'Save draft', 'Compose Message', and 'Excel Im'. A red circle with the number '6' is overlaid on the bottom left of the page.