



ABBOTT - SAP Ariba

SUPPLIER REGISTRATION & QUALIFICATION GUIDE

SUPPLIER REGISTRAION & 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 transacts 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.





Register as a supplier with Abbott Laboratories

Hello!

Abbott has invited you to register to become a supplier with Abbott Laboratories. Start by creating an account with Ariba Network. It's free.

Event End Date: Monday, April 3, 2023 at 9:04 AM, Pacific Daylight Time

Abbott Laboratories uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If already has an account with Ariba Network, sign in with your username and password.

What are the types of Ariba Network accounts?
Standard Account
Enterprise Account- Abbott recommended

Is there a cost to transact on the SAP Ariba Network?
Abbott is offering an Enterprise Account to our suppliers **without network fees for Abbott transactions**. If you opt into additional services or transact with other buying organizations on the SAP Ariba Network, you may be subject to fees.

Are you an Individual/ Sole Proprietorship/ Single Member LLC?
Suppliers (such as Individual/ Sole Proprietorship/ Single Member LLC) who are required to provide Personally Identifiable Information (PII), 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 banking account numbers), will also receive an email to activate a separate PIIP account. PIIP is used to capture and secure PII as part of the onboarding process for these types of suppliers.

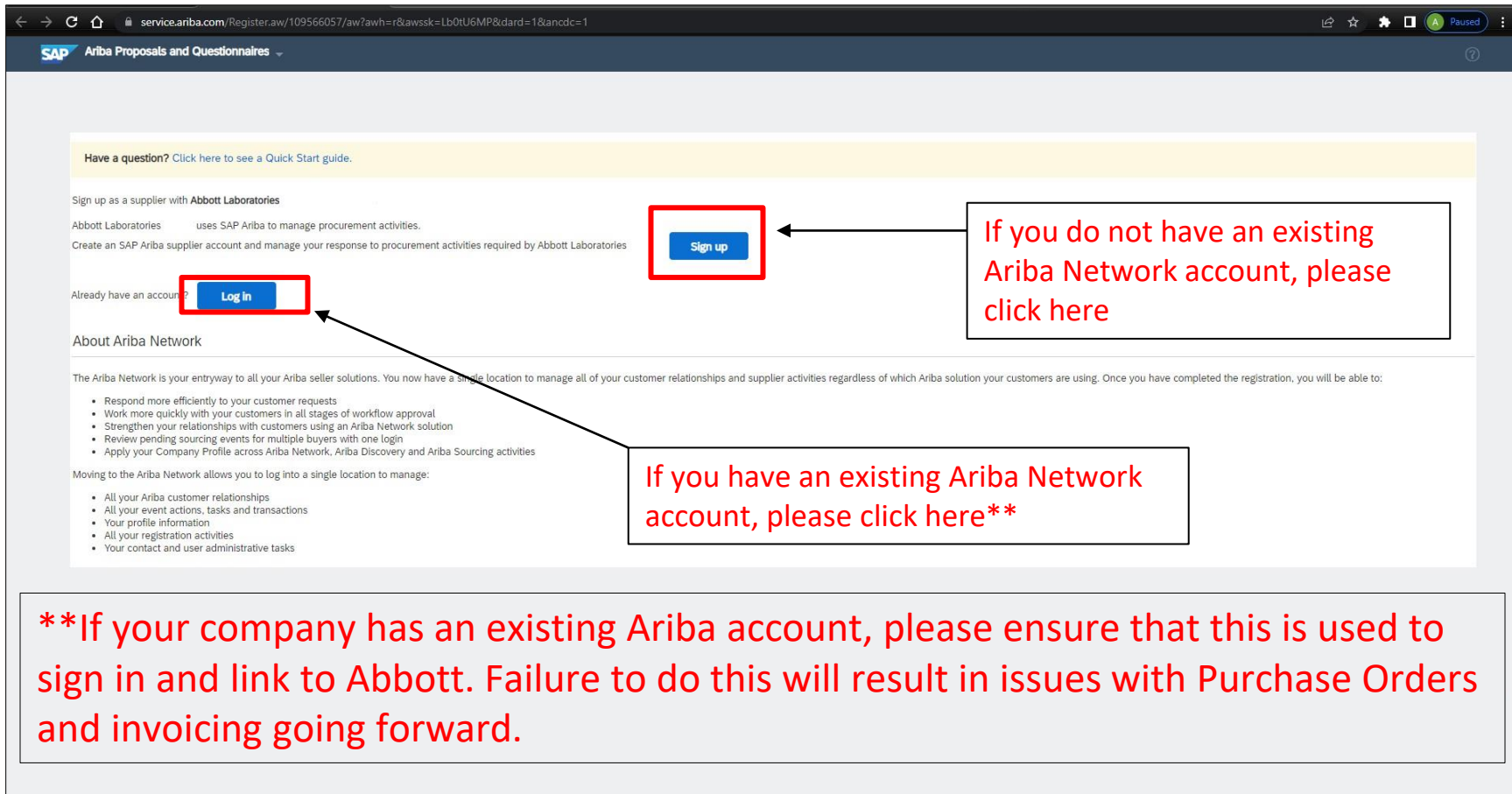
For more information, please visit the [Abbott Supplier Information Portal](#)

[Click Here](#) to create account now

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.



The screenshot shows the SAP Ariba Proposals and Questionnaires registration page. The page has a dark blue header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, there is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.'.

The main content area is white and contains the following text:

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](#)

Annotations on the screenshot:

- A red box highlights the 'Sign up' button. An arrow points from a text box to this button.
- A red box highlights the 'Log in' button. An arrow points from a text box to this button.

The text boxes contain the following instructions:

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

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

Below the registration options, there is a section titled 'About Ariba Network' with the following text:

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

At the bottom of the page, there is a large red text box with the following text:

****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

Status: Open (1)

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

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)

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

1.7 Country Code (main and mobile telephone numbers)

1.9 Main Telephone Number

1.10 Internet Homepage Address

Show More

Street

Street 2

Street 3

State/Province/District

Postal Code

City

Country/Region

Region

Country Code

Main Telephone Number

Internet Homepage Address

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.



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?

1.17.3 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.

3 Bank Information

4

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

Yes

Country/Region:

Tax NameTaxTypeTax Number

USA: Employer ID NumberOrganization

test.docxUpdate fileDelete file

Yes

Add Bank Information (1) More...Less...

No

accounting services

business contact details

(*) 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.



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?

1.17.2 Enter the Legal Entity Taxpayer Identification Number (TIN, RFC, Foreign TIN, VAT)

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.

3 Bank Information

4 Parent Company

5 General Data Protection Regulation (GDPR)

6 Abbott Privacy Policy

1.17.1

Are you Tax or VAT registered?

Yes

1.17.2

Enter the Legal Entity Taxpayer Identification Number (TIN, RFC, Foreign TIN, VAT)

Country/Region:

Tax Name

TaxType

Tax Number

USA: Employer ID Number

Organization

1.17.3

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

test.docx

Update file

Delete file

1.17.4

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

Yes

4

Parent Company

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?

No

5

General Data Protection Regulation (GDPR)

5.1

Describe the goods and services that you will provide to Abbott

accounting services

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.

business contact details

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

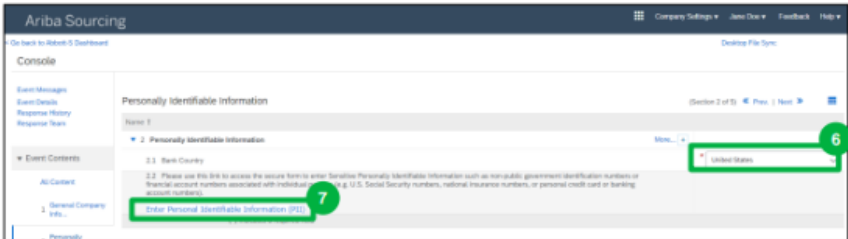
Step 1 - If you answered 'Yes' to question 1.12 in the Registration questionnaire, you will do the following.


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.

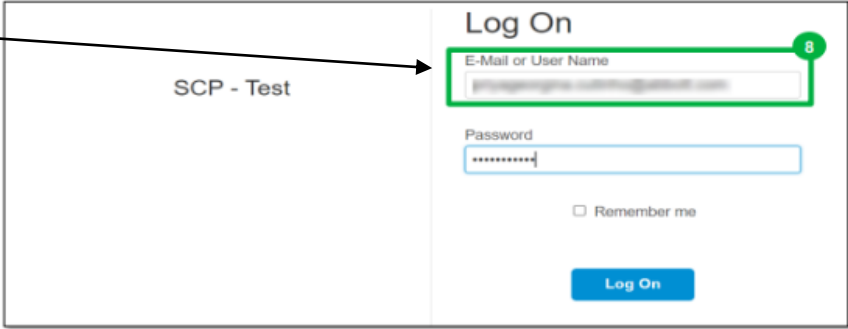
 **Note:** The Bank Information provided for United States, Canada (English and French), Germany is different as compared to other countries

- Click **Enter Personal Identifiable Information (PII)** hyperlink to open the PIIP information page.



 **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.



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

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

SCP - Test

Log On

E-Mail or User Name

Password

☐ Remember me

Log On

[EXT] PIIP Initial Test

From: PIIPCordia09282021@outlook.com
To: [redacted]

Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. We converted this message into plain text format.

PIIP Initial Password Email Message



Dear John, Dan,

You have been invited to register to become a supplier with [redacted] LLC. Suppliers who are required to provide Personal Identification Numbers (PINs), U.S. Social Security numbers, national insurance numbers, or other government identification numbers are required to activate a separate PIIP account. PIIP is used to capture and store PIN as part of the onboarding process for these types of suppliers.

This is your initial password to access the PIIP application.

Initial Password: a5f3249a-fce4-44a8-b467-33b462db5b35

The initial PIIP login and password email to the Supplier

-  **Note: Initial PIIP 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

Your Secret Key



XXXXXXXXXXXXXXXXXXXX

2 Enter passcode

E-Mail or User Name


XXXXXXXXXXXX

Passcode *

044188

*Required

Continue

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

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 *

Re-enter New Password *

*Required

Save

- PIIP info page is displayed.*
16. Click **OK** to proceed.

PIIP Data

Tax Info

US Social Security Number *

Bank Info

The name that appears on the account *

Number of the bank account *

Country in which bank is located *

PIIP Info

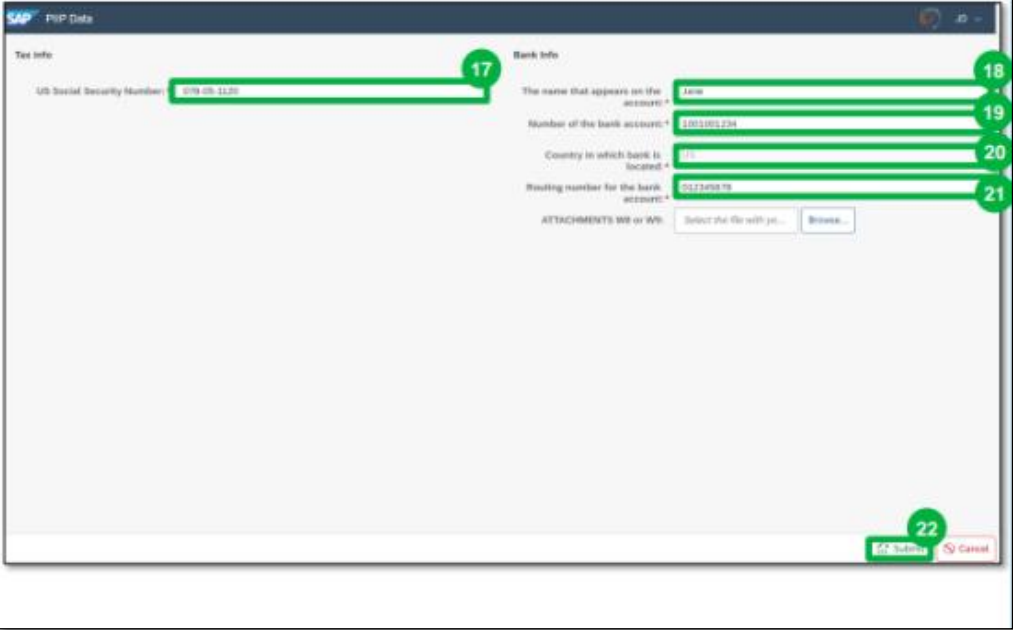
To provide or guide new suppliers using PIIP screen to fill in their secure information with necessary information.

OK



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

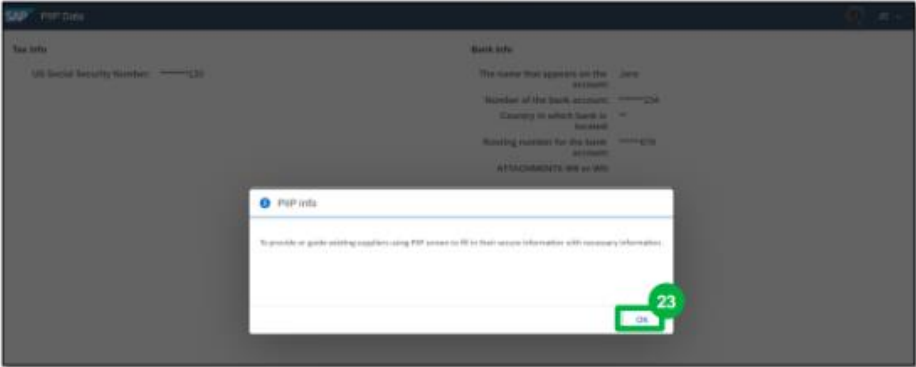
- 17. Enter the Social Security number in **US Social Security Number** field.
- 18. Enter name in **The name that appears on the account** field.
- 19. Enter bank account number in the **Number of the bank account** field.
- 20. Select country in the **Country in which Bank is located** field.
- 21.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




The screenshot shows the SAP PDP Data form with the following fields and callouts:

- 17** US Social Security Number: 019-05-1120
- 18** The name that appears on the account: Jane
- 19** Number of the bank account: 1001001234
- 20** Country in which bank is located: US
- 21** Routing number for the bank account: 012345678
- 22** ATTACHMENTS 900 or 901: Select the file with pdf... (Submit button)

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



 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.



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.



SAP

Business Network

Standard Account

Get enterprise account

Home

Ariba Discovery

Ariba Proposals & Questionnaires

Ariba Contract Management

SAP Business Network

Getting started

0

Enablement Tasks

Create

DL

My widgets

Customize

Company profile

35%

Completed

Complete your company profile to increase your chances of being discovered by new buyers.

Complete profile →

Shipment tracking

Purchase order no.

Track

My leads

You have no open leads matching your company profile. [View all leads](#)

Download app

We are now mobile.

Learn more →

Feedback

Update / Validate Remittance Address Information in Your Ariba Profile

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



SAP

Business Network

Standard Account

Get enterprise account

Home

Enablement

Workbench

Catalogs

Overview

Getting started

0

Enablement Tasks

My widgets

Customize

Company profile

35%

Completed

Complete your company profile to increase your chances of being discovered by new buyers.

Complete profile

Shipment tracking

Purchase order no.

Track

My leads

You have no open leads matching your company profile. [View all leads](#)

Download a

We are no mobile.

Google play

App Store

Learn more

My Account

Link User IDs

Contact Administrator

ATN Supplier

ANID: Standard account

Company Profile

Marketing Profile

Settings

Logout

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Remittances

Data Deletion Criteria

Network Notifications

Audit Logs

Update / Validate Remittance Address Information in Your Ariba Profile



Step 6 Continued - Enter Remittance Address information and save.

Network Settings

Electronic Order RoutingElectronic Invoice RoutingSettlementData Deletion Criteria

* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address ↑	City	State
<div>↳ EditDeleteCreate</div> <p>Once you click "Create" you will be directed to the remittance screen where you can enter in your information</p>		

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 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.	

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: Select 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

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	Country/Region	Default
<div><div></div></div>				Yes
<div><div>↳</div><div>Edit</div><div>Delete</div><div>Create</div></div>				

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 Abbott Laboratories
Supplier Information Portal



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>
	<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>

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.



SAP

Ariba Proposals and Questionnaires

Standard Account

Get enterprise account

BO

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.

Abbott

Home

Events

Risk Assessments

Registration Questionnaires

Qualification Questionnaires

Questionnaires

Certificates

Title	ID	End Time	Event Type	Participated
No items				

Title	ID	End Time	Event Type
No items			

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

Title	ID	End Time	Commodity	Regions	Status
No items					

Title	ID	End Time	Commodity	Regions	Status
No items					

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

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 ⓘ	<div>Show More</div> <div>Street:</div> <div>Street 2:</div> <div>Street 3:</div> <div>State/Province/District:</div> <div>Postal Code:</div> <div>Country/Region:</div>
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

Send Cancel

From:

To: Project Team

Subject: Remit to Ordering Address Form

Attachments: [Attach a file](#)

B

I

U

size

font

Send Cancel

SAP Ariba

Ben Ortiz (neulsupplier01@slp.com) last visited 17 Mar 2023 6:17:18 AM Huet Inc AN11172620679-T

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SAP Business Network

Privacy Statement

Security Disclosure

Terms of Use

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

Step 5 - Click Send.



Ariba Sourcing

Company Settings Help Messages

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

Compose New Message

From:

To: Project Team

Subject: Remit to Ordering Address Form

Attachments: Remit To and Ordering Address Form.xlsb Delete

Attach another file

sizefont

Dear Abbott,

Please find attached our completed Remit To and Ordering Address Form as requested.

Regards

SendCancel

SendCancel

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 _____ 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

User Name

2b

Password

Login

Forgot Username or Password

Supplier Center of Excellence Webinars - Spanish

Join us on the Supplier's dedicated webinars and learn how to get the most of your SAP Business Network experience! Live Webinars are available just in Spanish!

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 BU

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.

Abbott

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 ▼FeedbackHelp ▼Messages >>

< Go back to Abbott -Desktop File Sync

ConsoleDoc716528748 - Supplier QualificationTime 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 Classi...

4 Abbott Supplier Guid...

5 Purchase Order Terms...

All Content

Name ↑

General Information

1.1 Area of Service (geographical)

*

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

OK

Cancel

5c

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

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.

▼ 5 Purchase Order Terms and Conditions

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

(*) indicates a required field

Unspecified

Yes

Less...

Unspecified

Submit Entire Response

Save draft

Compose Message

Excel Im

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 endorsement(s).

PRODUCER
Insurance Broker/Provider
1234 Central Street
Otherplace, IL 12345

CONTACT
NAME:
Phone:
Fax:
ADDRESS:
CITY:
STATE:
ZIP:

INSURER(S) AFFORDING COVERAGE

NAME #

INSURED
DEF Manufacturing Systems, Inc.
123 Main Street
Somewhere, IL 12345

INSURER A: ABC Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:

CERTIFICATE NUMBER

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	INS	W/O	POLICY NUMBER	START/END DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY [] COMMERCIAL GENERAL LIABILITY [] DAMAGE WAIVER [] OCCUR	X	X	GL 12345678	01/01/2024 - 01/01/2025	EACH OCCURRENCE DAMAGES BODILY INJURY (Per occurrence) \$1,000,000 \$1,000,000 MED EXP (Per occurrence) \$10,000 PERSONAL & AD INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	GENERAL AGGREGATE LIMIT APPLIES PER POLICY					
A	AUTOMOBILE LIABILITY [] AUTO/BIOS [] ACCIDENT [] AUTO/BIOS [] OTHER AUTOS	X	X	AL 12345678	01/01/2024 - 01/01/2025	COMBINED SINGLE LIMIT BODILY INJURY (Per person) \$1,000,000 BODILY INJURY (Per accident) \$1,000,000 PROPERTY DAMAGE (Per accident) \$1,000,000 \$
A	UMBRELLA LIABILITY [] EXCESS LINE [] EXCESS WAIVER	X	X	UMB 12345678	01/01/2024 - 01/01/2025	EACH OCCURRENCE AGGREGATE \$1,000,000 \$1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY [] ANY PROPRIETOR/OWNER/EXECUTIVE OFFICER/BOARDER EXCLUDED (Mandatory in NH) [] If yes, describe under DESCRIPTION OF OPERATIONS below	X	X	WC 12345678	01/01/2024 - 01/01/2025	WC STAT. (Per employee) \$1,000,000 EL EACH ACCIDENT \$1,000,000 EL DISEASE - EMPLOYEE \$1,000,000 EL DISEASE - POLICY LIMIT \$1,000,000 \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (attach ACORD 101 Additional Remarks sheet, if no use space to retype)

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

ACORD 25 (2010/05)

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Clear All

Named Insured

Insurance Company

Insurance Coverage

Limits of Insurance

Special Requirements

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

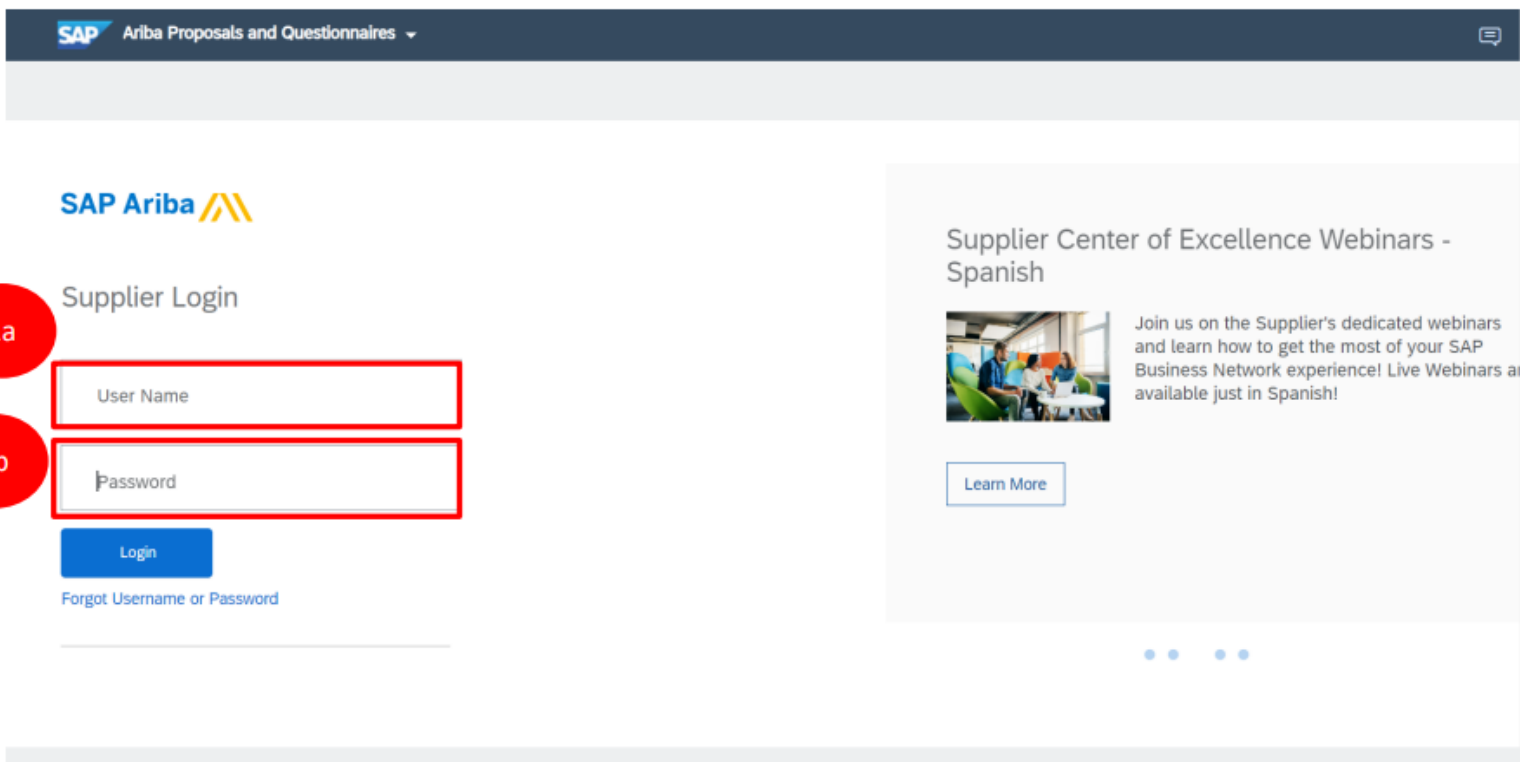
Certificate Holder Name and Address

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.



The screenshot shows the SAP Ariba Supplier Login page. At the top, there is a dark blue header with the SAP logo and the text "Ariba Proposals and Questionnaires". Below the header, the SAP Ariba logo is displayed. The main content area is divided into two sections. On the left, the "Supplier Login" section is highlighted with a red circle labeled "1a". It contains a "User Name" input field, a "Password" input field (highlighted with a red circle labeled "1b"), a "Login" button, and a link for "Forgot Username or Password". On the right, there is a section titled "Supplier Center of Excellence Webinars - Spanish" with a small image of people in a meeting and a "Learn More" button. The page is clean and professional, with a light gray background.

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

1a

User Name

1b

Password

Login

[Forgot Username or Password](#)

Supplier Center of Excellence Webinars - Spanish

Join us on the Supplier's dedicated webinars and learn how to get the most of your SAP Business Network experience! Live Webinars are available just in Spanish!

[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

SAP Ariba Proposals and Questionnaires Standard Account Get enterprise account TEST MODE BU

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

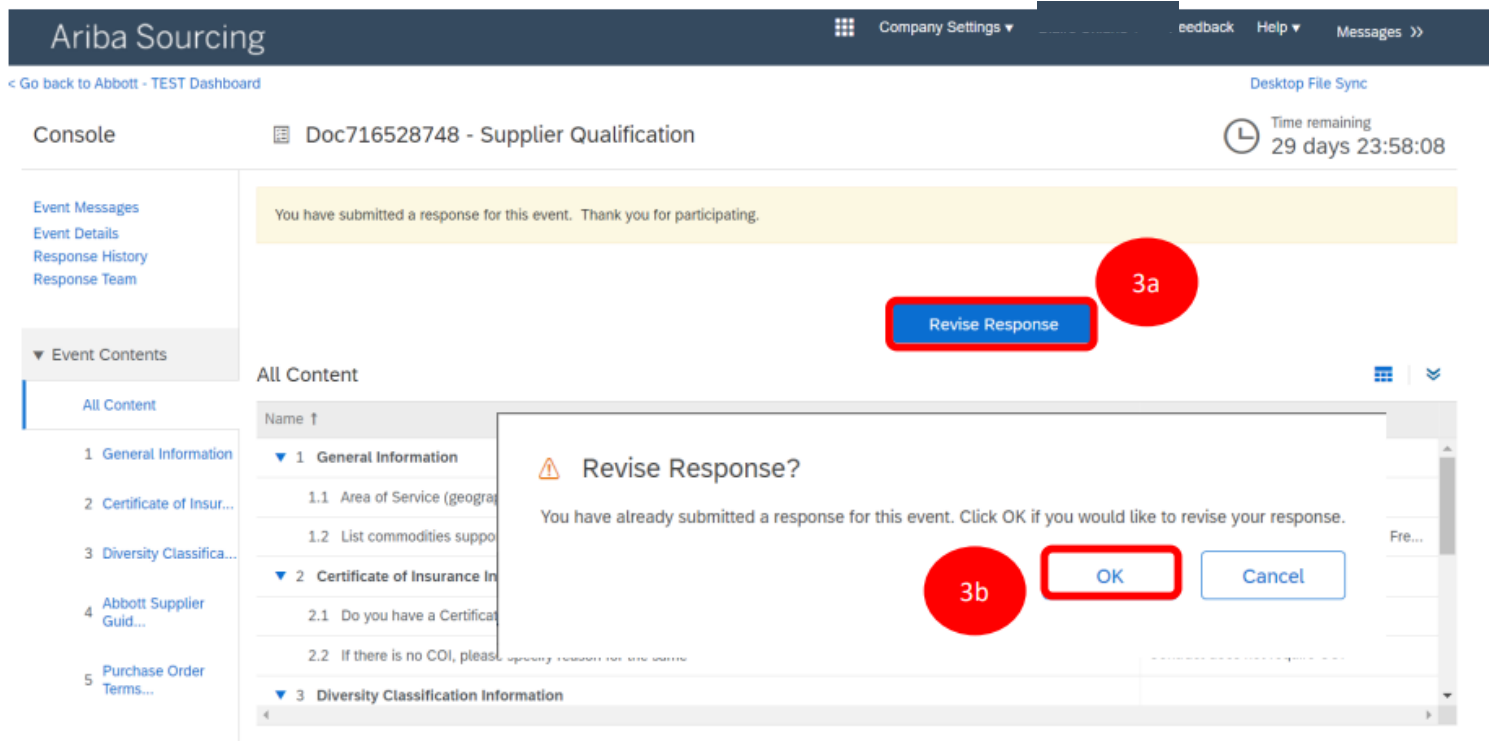
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Qualification	Doc716528748	7/6/2023 2:30 PM	Marketing / Commercial Fu... View more	AMER Americas, PRI Puerto Rico, CAN Canada, USA United States of Amer... View more	Pending Resubmission

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 the Ariba Sourcing logo, a grid icon, '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 is titled 'Doc716528748 - Supplier Qualification' and shows a message: 'You have submitted a response for this event. Thank you for participating.' A 'Revise Response' button is highlighted with a red box and labeled '3a'. A modal dialog box titled 'Revise Response?' is open, showing the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' The dialog has 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box and labeled '3b'. The left sidebar contains a list of event contents, including 'General Information', 'Certificate of Insurance', 'Diversity Classification', 'Abbott Supplier Guid...', and 'Purchase Order Terms...'. The main content area also lists these sections under 'All Content'.

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 Heland ▾
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

4

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

OK

Cancel

Comment: *

5a

Attachment:

Attach a file

5b

5c

OK

Cancel

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”

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

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 Im

6