

# SUPPLIER INFORMATION PORTAL

## Introduction and Overview

Dear Supplier,

Welcome to Amgen Supplier Information Portal! This portal provides information for all suppliers that are conducting business with Amgen via the Ariba Network (AN). Your customer selected SAP Ariba as their electronic transaction provider and will use the Ariba Network to exchange business documents with suppliers, including, but not limited to purchase orders, purchase order confirmations and advance shipment notices

What information are you looking for?



### [Welcome to Ariba Network](#)

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# AMGEN®



### [Supplier Education & Support](#)

Access guides, videos tutorials and support from our team



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## Welcome to Ariba Network!

Welcome aboard! The Ariba Network is the leading business network with over two millions trading partners in 190 countries transacting more than 950 billion USD annually. Join the Ariba Network to transact electronically with your customers and find new business opportunities.

First, check out our videos to learn more about the value Ariba Network offers to sellers:

- [Easy Seller Enablement with Ariba - To learn more about Ariba Network Value](#)
- [Collaboration via the Ariba Network](#)
- [Sell simple with SAP Ariba](#)

### Getting started

- **Register on the Ariba Network.** Follow the instructions and use the activation link from the *Trading Relationship Request* email communication, received from [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com). Please contact our team in case you have not received this email.
- **Configure your Ariba account.** Ensure that your account is configured according to the business needs occurring between your company and your customer. Refer to the Account Configuration Guide for more information.
- **Review training materials.** Located below you will find Amgen's training materials to assist you with the tasks listed above. You will be invited to attend a training in the coming weeks if you need more help with these processes.

### Account Access

- Login to the Ariba Network: <http://supplier.ariba.com>

### Useful Links

[Ariba Network Terms of Use](#)

[Data Policy](#)

[Security Disclosure](#)

[Legal notices](#)

[Supplier Fee Schedule](#)

## Supplier Education & Support

### Ariba User Community

Community is an interactive help center situated in the right-hand side window wherever you are on your supplier account. Its content is adapted to the page on which you are working so it displays the most relevant tutorials, articles and FAQ's for direct help. To close/open the window, click on **Help Center**.

### Ariba Network for Sellers live demos Ariba

offers online training sessions:

- **Introduction to Ariba Network, Ariba Network Functional Demo, and more:** [Register here](#) for these live, interactive demo sessions held multiple times per month. ○ **AN Value Webinar:** 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 11AM EDT ○ **Functional Training:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 11AM EDT

### Supplier Education Guide

[Click Here for Amgen Supplier Education Guide](#)

The following manual contains compulsory instructions and tips on the management of your Ariba Network account when transacting with: Amgen. Please access this guide to help your organization get familiar with;

- Ariba Network Overview
- Account Set up
- Purchase Orders Management
- Invoice Methods

### Ariba Video Tutorials

- [Enablement Training Videos](#) ○ [Create and Configure your Supplier Account](#) ○ [Transact on the Ariba Network](#)
- [Introduction to the Seller Collaboration Console](#)
- [Creating a PO-Based Invoice \(Introduction\)](#)
- [Creating an Invoice \(Advanced Topics\)](#)

### Supplier Support

#### During your onboarding on the Ariba Network

- **Ariba Network Enablement Support**  
For any questions regarding registration, configuration, Fee schedule, or general Ariba Network questions, please [Click Here](#)
- Please contact the Amgen Enablement team at [amgen-ariba-supplier-enablement@amgen.com](mailto:amgen-ariba-supplier-enablement@amgen.com) for Amgen Business Process Support
- Frequently Asked Questions [Supplier Support\\_FAQ](#)

### After your first successful transaction

If you need assistance after having successfully submitted your first electronic transaction, please contact our Support Team:

1. Click on *Support* at the bottom of the *Help Center*.
2. Search for any topic you would like to know more about, or click on *Get help by phone* if you need immediate help.
3. If none of the articles answers your query, click on *Create Online Service Request* button.
4. Completely fill out the web form and submit.

### EDI/cXML Support Contact

If you are transacting POs to Amgen via EDI or cXML, you can get direct assistance from SAP Ariba. Send an email to our **technical team** at [AskAribaTech@ariba.com](mailto:AskAribaTech@ariba.com). We will respond to your email directly. Please ensure that the Subject field of the email references Amgen.

## Go further with your Ariba Network account

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### Ariba Discovery

Ariba Discovery is the business matchmaking service that helps you find leads among thousands of large companies on the Ariba Network. Every day, thousands of buyers from the world's leading companies use this buyer-seller matching service while sourcing goods and services. After your registration, you're automatically notified whenever a buyer is looking for the kind of products or services you offer.

Ariba Discovery can help you increase sales by:

- Matching you with buyers that want what you offer
- Automatically sending you high quality leads
- Making your bidding process more efficient
- Helping you comply with companies' purchasing processes
- Boosting awareness among your target customers

Go to <http://www.ariba.com/solutions/sell/discovery-for-sellers> to discover new business opportunities.

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### CATALOGS:

- [CIF Catalog Template](#)
- [Creating and Publishing Static Catalogs](#)
- [Punchout Catalog Template](#)
- [Creating and Publishing Punchout Catalogs](#)

## ERP Integration

The Ariba Network offers possibility to integrate with your back-end ERP system for automatic exchange of electronic documents. For more information please review below guides.

### Technical Specifications, documentation and examples: (COMING SOON)

- Introduction to Integrated Suppliers

- Checklist
- cXML Specifications
- EDI Specifications
- cXML User's Guide
- Ariba cXML Solutions Guide
- CSV Guide

### **Integration Testing**

All suppliers transacting through the Ariba Network using one of the following integration methods will be required to test with Amgen

- cXML Transactions
- EDI Transactions

Find out more about test account creation in Education Section

**Thank you for using Ariba Network!**