ABBOTT INDIRECT BUYING INITIATIVE

Abbott Supplier Registration and Qualification in Ariba

Quick Start Guide and Frequently Asked Questions

Proprietary and confidential — do not distribute

ABBOTT SUPPLIER REGISTRATION AND QUALIFICATION IN ARIBA

Abbott has selected Ariba as the guided buying platform for transacting with our suppliers. To complete the registration process, all suppliers invited should go through the Supplier Lifecycle Performance (SLP) process.

The Supplier Lifecycle Performance (SLP) process involves the following key components:

Step 1: Trading Relationship Request

- You should have received and accepted the Trading Relationship Request (TRR)
- You should have an account established with Ariba.

Step 2: Supplier Registration Process

- You will be requested to provide detailed information such as bank information, tax information, remit to and ordering address information, and other vendor specific data.

Step 3: Supplier Qualification Process

- You will be requested to provide further details required such as Certificate of Insurance (COI), Diverse classification and certification and other vendor specific data.

BUY-IN:

Supplier Registration Process

Supplier Registration Process Continued

Registration Email

You will receive an **invitation by email** to register with Abbott. Please note that you have 30 days to complete the registration.

Click on the ***Click Here*** link within the email to begin the registration:

Register as a supplier with Abbott

Hello!

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

Event End Date: Sunday, May 22, 2022 at 9:43 AM, Pacific Daylight Time

Abbott - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If TeleData LLC 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

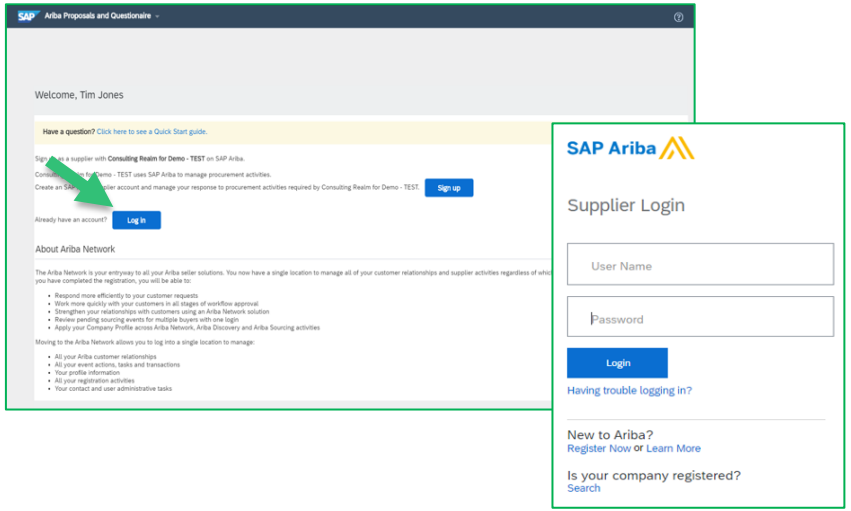
Click Here to create account now

Supplier Login

You will be directed to the **Welcome page - Ariba Proposals & Questionnaires**

Click ***Log In*** to access the registration questionnaire and submit your responses to Abbott.

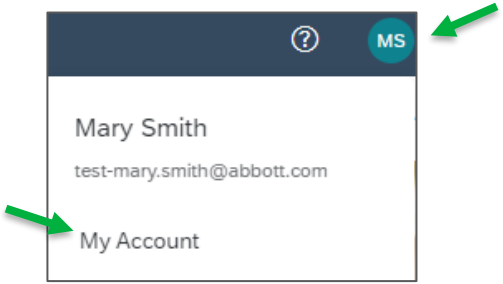
You will log into your existing Ariba account using your user ID and password associated with the Trading Relationship Request (TRR) completed for Abbott.



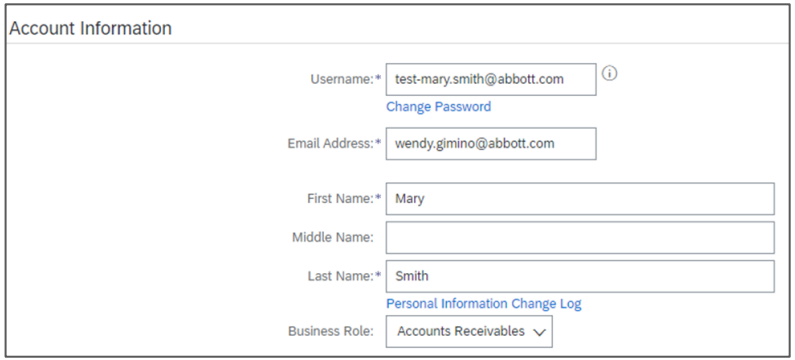
Supplier Registration Process

Confirm Your Ariba Account Details

To confirm your Ariba Account details, you will need to log-in to your Ariba account using the credentials for the Ariba Network Account you initially used when you registered. In the upper right-hand corner click on the circle with your initials. A menu will appear where you should select My Account.



After selecting My Account, please confirm and make any necessary changes to your first and last name.



Supplier Registration Process Continued

Supplier Registration Questionnaire

After you have signed into your existing account, you will be directed to complete the Abbott Registration Questionnaire.

As an existing supplier, your details are already filled-in based on our existing records for your review & validation.

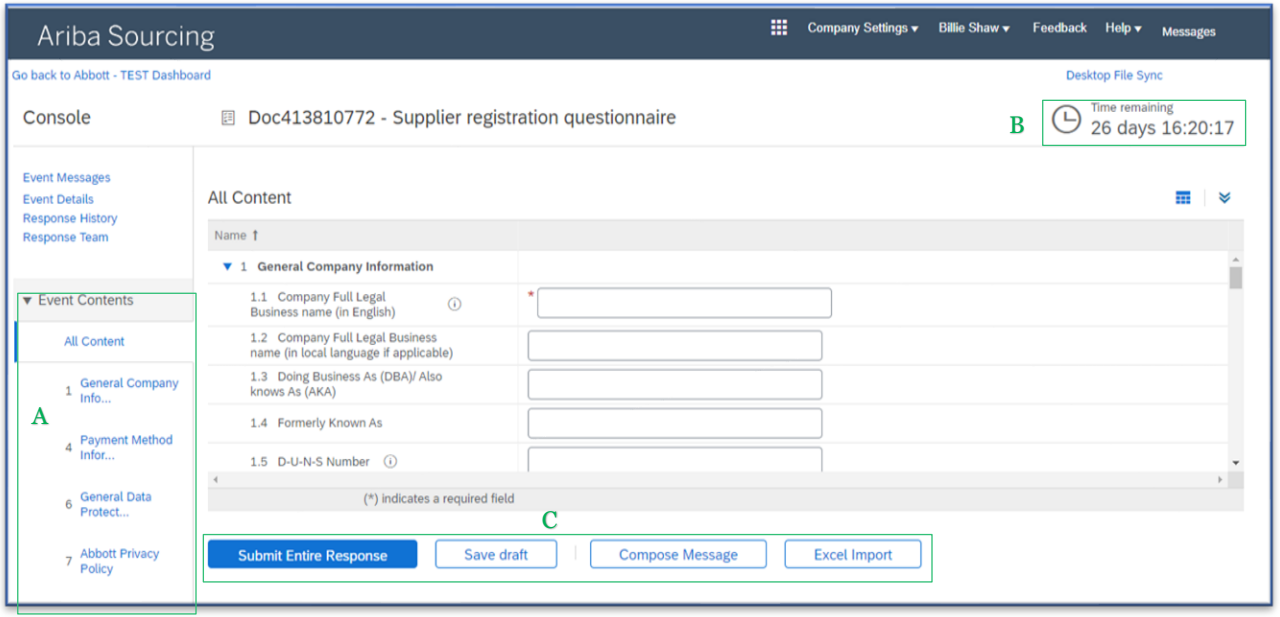
Please remember to:

- Complete all required sections and questions.
- ***Save Draft*** if you are not ready to submit your response yet.
- After you complete all required sections and questions, submit your answers by clicking ***Submit Entire Response***

A: Use the Navigation Pane to quickly move between sections of the Registration Questionnaire.

B: Time Remaining: Amount of time left to complete the registration before the invitation expires.

C: Action Buttons: Allow you to save a draft and come back at anytime before the invitation expires. Use the ***Compose Message*** button for any clarifications needed from Abbott side. This will send message to Abbott via email.



Supplier Registration Process Continued

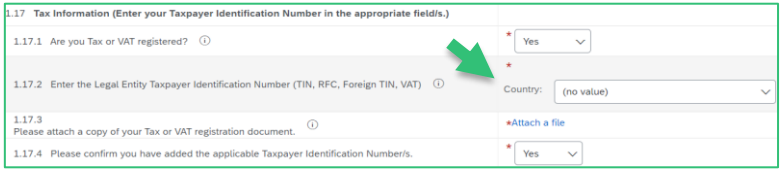
Fields marked by an asterisk are required. Some fields are pre-populated from the initial request. Please verify that the information is correct or edit the information to make corrections. Please find below some additional information for specific sections that may help you complete the questionnaire.

Note for Sole-Proprietors: 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 numbers), **skip to page 8 for further instructions**. **DO NOT** enter any Personally Identifiable Information here.

Section 1: General Company Information

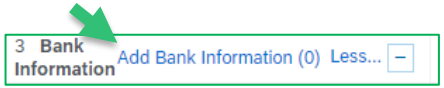
1.17 Tax Information

Complete Tax/VAT identification (mandatory). After you select your country for registration, additional tax fields will appear. Please complete all that apply.



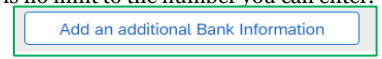
Section 3: Bank Information

Clicking on ***Add Bank Information*** will open another screen to validate/ enter your bank information.



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 numbers), please change question 1.11 Are you an Individual/ Sole Proprietorship/ Single Member LLC? to "Yes".

You can add additional bank details by clicking on ***Add an additional Bank Information.*** There is no limit to the number you can enter.



Bank details document: Please attach an official document confirming your account's details.

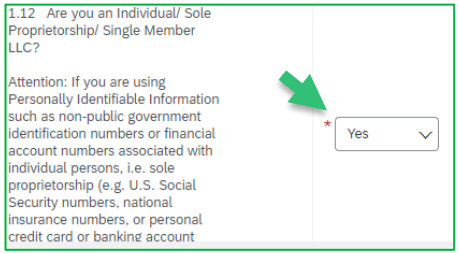
You must click ***Save*** once you have entered your bank information, or it will not be saved.

Supplier Registration Process for Sole Proprietors

Fields marked by an asterisk are required. Some fields are pre-populated from the initial request. Please verify that the information is correct or edit the information to make corrections. Please find below some additional information for specific sections that may help you complete the questionnaire.

Section 1: General Company Information

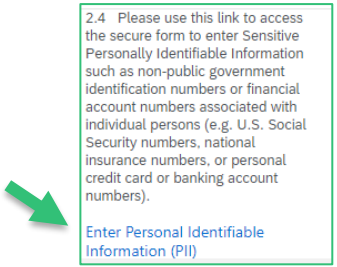
1.12 If you are an Individual/Sole Proprietorship/Single Member LLC select Yes

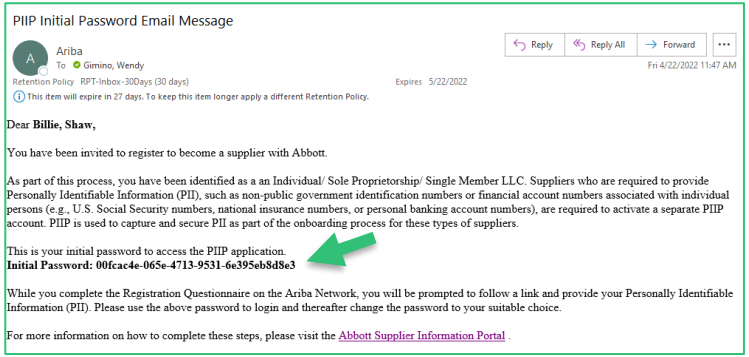


Section 2.4 : Personally Identifiable Information

To enter your Personally Identifiable Information, click on the link below. You will be brought to a secure site where you will enter your Personally Identifiable information. You should receive a separate email with a one-time password.

If you are unable to access the PIIP URL or have not received the system generated one time password, please use the Compose Message feature to submit your inquiry. Please save your registration in draft and submit it after you receive the PIIP access to provide your information.

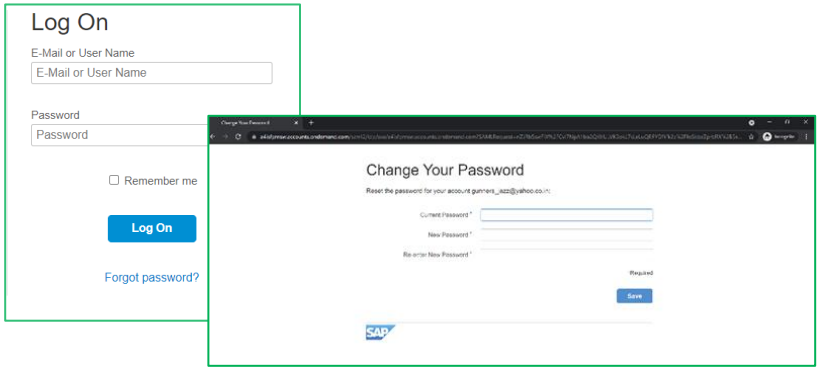




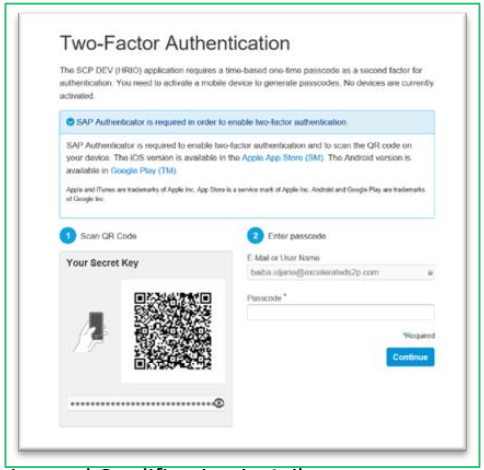
Supplier Registration Process for Sole Proprietors Cont.

PIIP: Personally Identifiable Information Protection

On the Log-In page, enter your email address and the temporary password that you received in the email. You will then be prompted to change your password.



After the password is changed, TOTP Two Factor Authentication is prompted. You will need to download the SAP Authenticator from either the Apple App Store or Google Play on your phone. Follow the prompts and scan the QR Code to your phone.

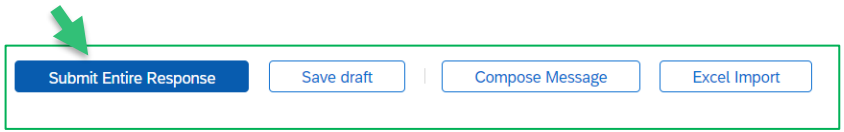


Once you authenticate your account, you will be prompted to enter the required fields with your Personally Identifiable Information and then Submit. You will then return to the Ariba Network to complete the registration questionnaire.

Supplier Registration Process Continued

Submit Entire Response

Once the Supplier Registration Questionnaire is complete, click on ***Submit Entire Response***. The questionnaire will not save if any of the sections is not complete. You will need to go back and correct anything that is missing.



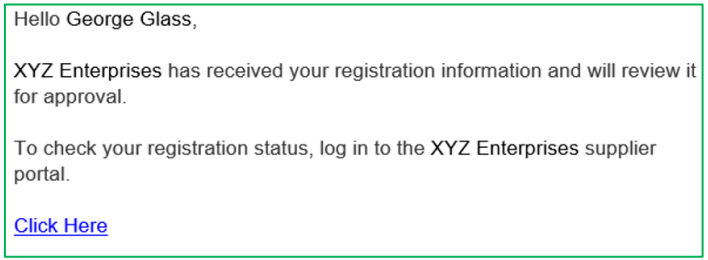
Once you submit your response, you will receive the message:

Upon response submission, you will receive an auto-email informing the request is sent for Abbott approval.

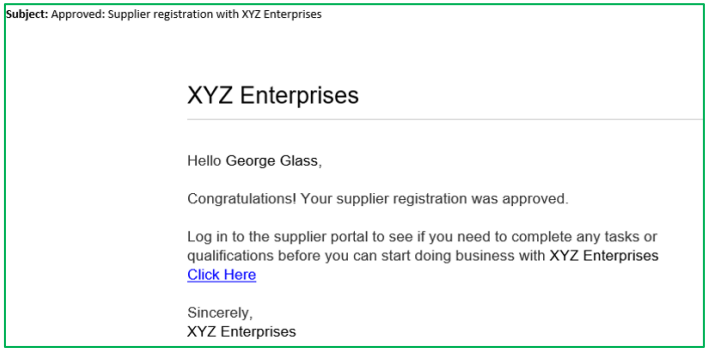
- Next step: Abbott to review the registration information.
- Once your registration is approved, you will receive a confirmation of approval.
- Shortly after your registration is approved, you will receive a Qualification Questionnaire.

Submit Entire Response Notifications

This email confirms Abbott has received your completed registration questionnaire.



The email below indicates that Abbott approved the information provided on the registration questionnaire.



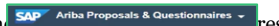
Supplier Registration Process Continued

Self-Managing/ Updating Your Details

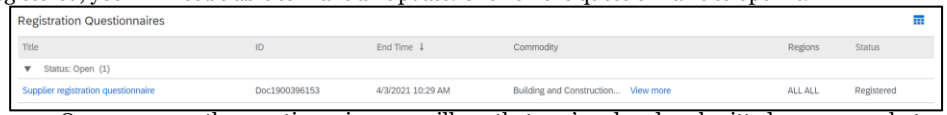
After the supplier registration questionnaire is approved by Abbott it will be available to you to allow for updates. If at any time your company's information changes, you should log into the Ariba Network and update the registration questionnaire to reflect the change. Keeping the registration questionnaire up to date with accurate details at all times will ensure your company is paid on time and accurately and considered for potential business opportunities.

To update your registration questionnaire going forward, follow the below steps:

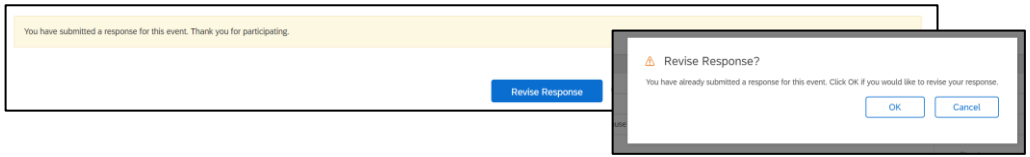
Step 1: Log into your Ariba Network account, ensure you are on the "Questionnaires & Proposals" tab and under the correct customer tab.

Step 2: Navigate to th 

res section. You will see the registration questionnaire. Notice the status of the questionnaire. If it is in a "Registered" status, you will be able to update it. If in a different status than Registered, you will not be able to make an update. Click on the questionnaire to open it.



Step 3: Once you open the questionnaire, you will see that you've already submitted a response, but you have an opportunity to Revise Response. Confirm you would like to revise your response, then the questionnaire will open for editing.



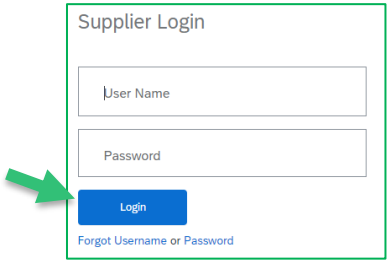
Step 4: After you've made the necessary updates, click "Submit Entire Response". The updates will route to Abbott for approval.

Logging back into the Ariba Network

Please note that once you've successfully registered through the invitation email, the invitation link can be reused to redirect you to the Ariba login screen.

You can also navigate directly to http://proposals.seller.ariba.com to login. We recommend bookmarking this page to easily access the Ariba Network moving forward.

If you cannot remember your credentials/login details, use the "forgot username or password" link to recover them.



BUY-IN:

Configuring Remittance Information

How To Provide or Update Remittance and Ordering Addresses

Note: 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 numbers), please **DO NOT follow this process**. Please email Ariba_Supplier_RAOA@abbott.com for instructions.

These steps outline the process of providing Remittance and Ordering Addresses in addition to your general data information.

- **Remit To Address:** where payments will be sent.
- **Ordering Address:** where the purchase order will be sent.

1. Go to the Abbott Supplier Information Portal and download the ***Abbott Remit To and Ordering Address Form***.

2. Fill in the new or updated Remittance or Ordering Address information in the ***Remit To and Ordering Address Form***.

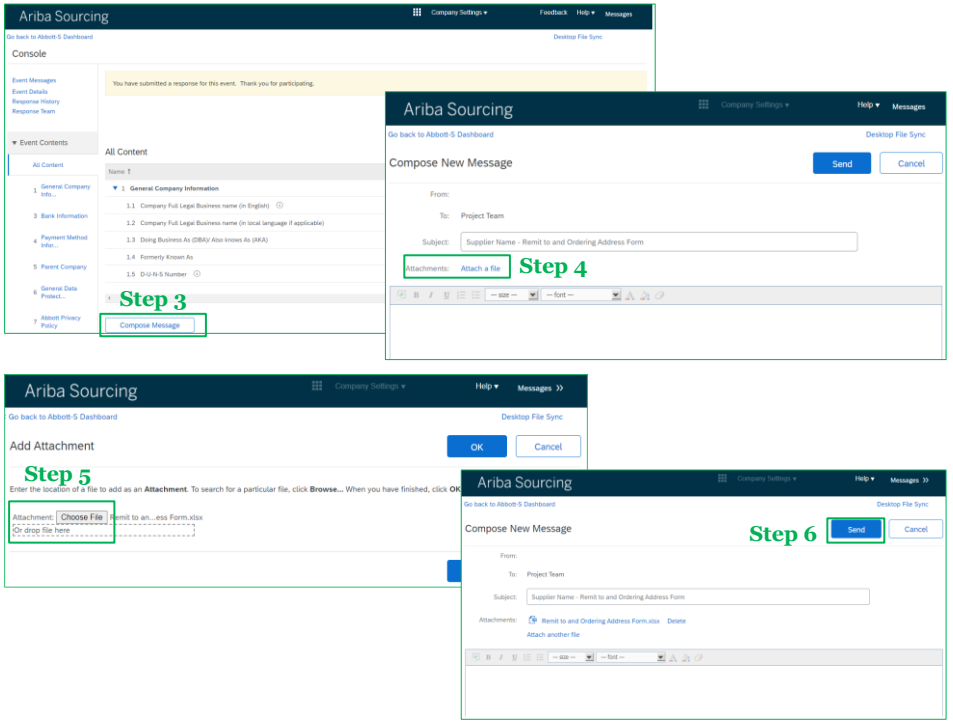
3. Click on the ***Compose a Message*** button available in the Supplier registration questionnaire.

4. Click on ***Attach a file.***

5. Click ***Choose File*** or ***Drop File*** to attach the completed ***Abbott Remit To and Ordering Address Form*** in excel format only. Please do not upload the form in any other formats. When you have finished, click **OK** to add the attachment.

6. After you have successfully attached the ***Abbott Remit To and Ordering Address Form,*** click ***Send.***

Note: You should use this process every time you have an additional remittance or ordering addresses for Abbott, or an update to an existing address.



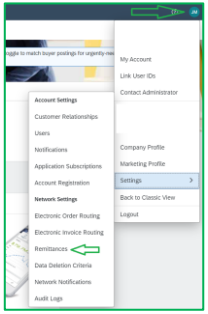
Ariba Network Remittance Notification for Abbott Supplier

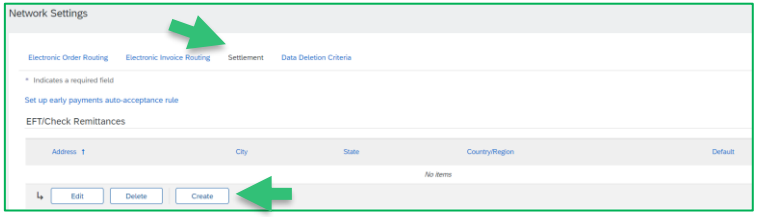
In preparation for Abbott's implementation, please confirm your remittance address(es) and update your Ariba Network profile. This is a critical invoicing requirement.

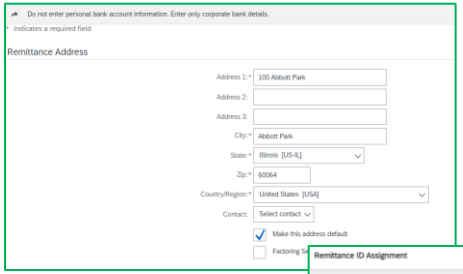
Next Steps:

Please enter each remit-to ID and address into your Ariba Network account:

- Log into your Ariba Network Account at https://supplier.ariba.com.
- Click on the initials in the upper right-hand corner next to the question mark of the Home tab (in the blue navigation pane).
- Go to **Settings** > **Remittances.**
- In the **EFT/Check Remittances** section, click **Create**.
- On the **Create Remittance Address/Payment Info** page, enter a complete mailing address.
- If applicable, check the box to make this address the default
- Enter the Abbott remit-to ID in the box for Abbott under 'Remittance ID Assignment'
- Click **OK** to save and repeat for each address listed above.







Notes:

- Ensure that your remit-to address information is an exact match to the address Abbott has on file to avoid any errors when submitting invoices.
- Do not configure a "Contact" on the EFT/Check Remittances page of your account. This will cause a mismatch to the remit-to address on record with Abbott and
- you will not be paid.
- Should you have any questions on this process, please submit your question via the Ariba Contact Form and an enablement professional will be happy to assist.
- Please reach out to Abbott at Ariba_Supplier_RAQA@abbott.com if you have any questions about what your Remittance ID is.

BUY-IN:

Supplier Qualification Process

Supplier Qualification Process

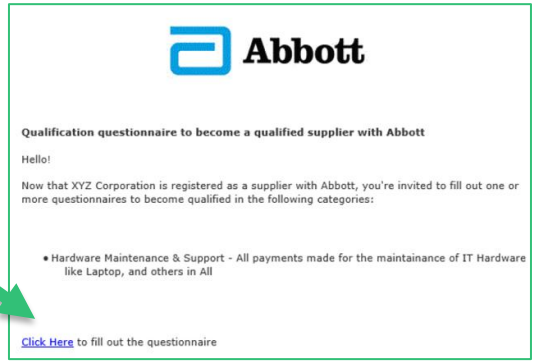
Qualification Email

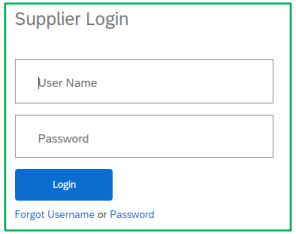
After your registration questionnaire is initially approved, you will be contacted by Abbott to complete the next step to qualify your company for a specific commodity or service. You will receive an email requesting you to complete the Qualification Questionnaire.

Step 1: Follow the ***Click Here*** link in the email to be directed to the website

Step 2: Log in with the credentials you created during the registration process

Step 3: Fill in all required fields and click 'Submit Entire Response'





Qualification Questionnaire Sections

The qualification questionnaire consists of the below sections:

Section 1. General Information – list commodities you are supporting.

Section 2. Certificate of Insurance Information - Abbott requires that a certificate of insurance is uploaded and kept current with Abbott. Click on the icon after choosing Yes to answer additional questions regarding your certificate of insurance and upload the certificate.

Section 3. Diversity Classification Information – If you are a diverse supplier, you will be prompted to choose the classification and upload certificates documenting the Diversity Classification specified.

Section 4. Abbott Supplier Guidelines – Please review and acknowledge the Abbott Supplier Guidelines.

Section 5. Purchase Orders Terms and Conditions - Please review and acknowledge the Purchase Orders Terms and Conditions. Please note that if you have a separate agreement with Abbott the T&C set forth in that agreement shall control in respect to any conflicting PO T&C. In this case, please select ***Separate Agreement in Place.***

Once all fields are complete, click on ***Submit Entire Response.***

After the qualification questionnaire response is submitted, you will receive an email notification when you are qualified by Abbott.

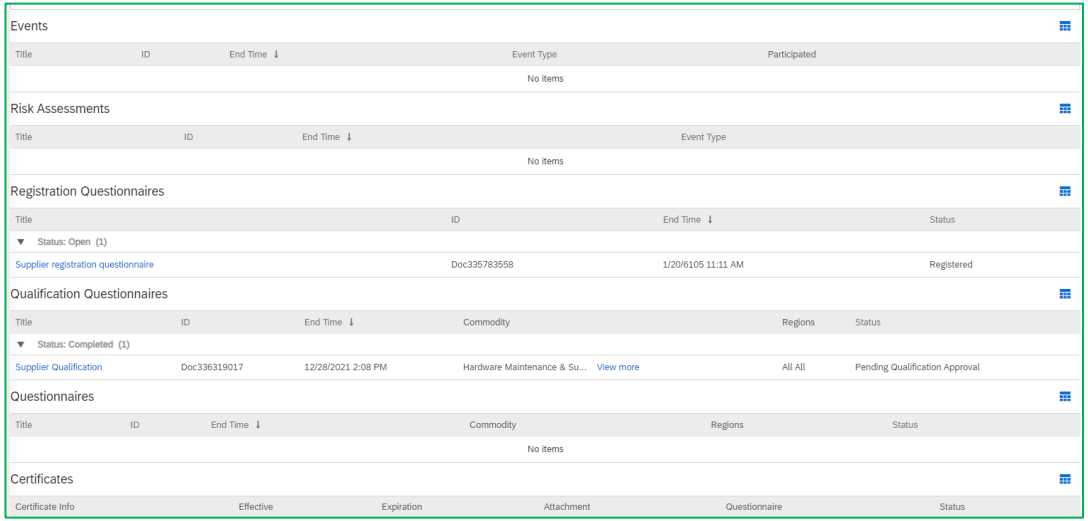
BUY-IN:

Additional Information

Other Events

You may be contacted by Abbott outside of the registration & qualification process to provide additional information. This could be in the form of:

- Modular Questionnaire (certificate management, additional information collection)
- Sourcing event



For any event or questionnaire that needs to be filled out, you will receive an Ariba system-generated email with a link to login to the Ariba Network to participate/complete the questionnaire.

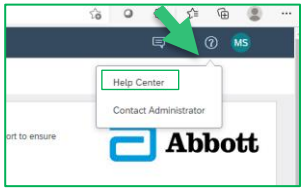
Note: While different events and questionnaires can be sent to different supplier contacts, they will all need to be responded to under the same Ariba Network ID (AN ID).

Support Resources

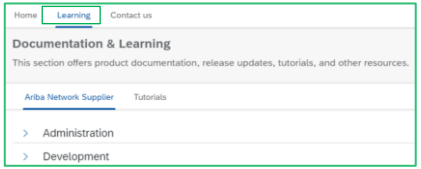
Ariba Customer Support for Suppliers

The following support tools are available to suppliers:

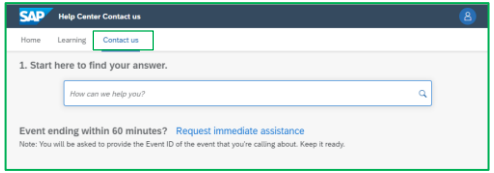
- The SAP Ariba Help Center is accessible directly from Supplier account upon login. It is is displayed in the upper right corner.
- Click on ***Help Center*** to see commonly asked questions.



- Popular topics and search bar become available for review.
- You can also view additional Documentation and Learning under the Learning Tab.

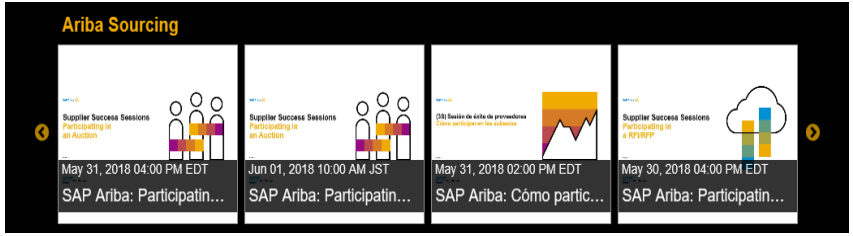


- Still not seeing your answer? Click on ***Contact Us*** for a response directly from an Ariba



Additional Training and Resources

Suppliers can participate in additional training provided by Ariba Customer Support. To access the trainings, click on the link: **Sourcing Webinars**



Useful Links:

- Ariba Network Hot Issues and FAQs - https://connect.ariba.com/anfaq.htm
- Ariba Discovery - http://www.ariba.com/solutions/discovery-for-suppliers.cfm
- Ariba Network Notifications - http://netstat.ariba.com
- Abbott Supplier Information Portal - Abbott Labs Supplier Information Portal (ariba.com)

Frequently Asked Questions

Question	Answer
If we are already transacting with Abbott as a Supplier, do we need to register again?	Abbott is requiring all our suppliers to register with us on the Ariba Network. This will guarantee that Abbott has the most accurate and up to date information regarding your company. Any changes in the future can then be communicated to Abbott by updating your registration.
What if I cannot see the Questionnaire?	When you are logged into your AN account, toggle to the "Proposals and Questionnaires" module in the left upper corner to see upstream forms and data. If you do not see the questionnaire, the questionnaire may not have been sent to your account. Please contact your Buyer within Abbott to have the link resent and then log in with your existing credentials. Note: you must login to your account via the invitation link in the email in order to see the questionnaire.
What happens once I have completed the Registration Questionnaire?	Once you have completed and submitted the Questionnaire, you should receive confirmation it has been approved. You will receive an additional request to complete for qualification as a supplier with Abbott.
What happens once I have completed the Qualification Questionnaire?	You will receive an email letting you know that your qualification has been accepted for the categories you wish to participate in. You will be notified when next steps as past of a procurement or sourcing event require your attention.
I received more than one system generated invitation to Register? Are these duplicates?	If you have more than one business that is actively trading with us, you will receive a system generated invitation to register for each organization or legal entity. You will need to register and qualify each one separately. IMPORTANT! When registering or qualifying multiple companies, please do so **one at a time**. Please do not have any other SAP Ariba related invitations to register open in different tabs of your browser. Doing so may result in the details for one company being saved or linked to another one of your company's questionnaire.
Why do we need to join Abbott's Ariba Network?	Abbott is implementing new standards, processes and implementing SAP Ariba modules to improve the way we interact with our Suppliers. The benefits of this include eliminating manual ways of work and duplication of effort for both parties. It will also ensure that our Supplier details are current and accurate.
What happens if an existing Supplier does not complete the new onboarding process?	Completing our process via the SAP Ariba SLP Module is mandatory. Not completing it on time could result in non-compliance and impact our existing trade relationship.

Frequently Asked Questions Continued

Question	Answer
What if I did not receive the link to register?	The issue could be related to your mail agent setting – make sure *ariba.com* is a trusted sender. Before requesting your invitation to be resent, please check the following: • Search your mailbox for an email with the following email subject: Invitation: Register to become a supplier with Abbott • Search for the invitation across all your folders, such as your Inbox, Junk or Spam Folders • Confirm if one of your colleagues received the invitation instead of you.
If I already have an existing SAP Ariba Network Account, why am I being asked to create a new one?	You do not need to create a new Ariba Network account to respond to questionnaires or participate in events with Abbott. You can use your existing Ariba Network account to: • Respond to registration, qualification questionnaires for Abbott and other customers that are on the Ariba Network • Respond to future sourcing events • Potentially manage contracts. However, some of our suppliers may want to create an additional Ariba Network account, to manage these three processes and modules separately from your transactional account or from your account used to manage other customers.
What will it cost me to use the 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 organizations on the SAP Ariba Network, you may be subject to fees
I received a system generated invitation to register, but I am not the correct person to complete this questionnaire. It should be sent to someone else within my organization.	If you or someone else in your organization received the SAP Ariba system generated "Invitation to Register" email, and it should have been sent to another person in your organization, please do not forward it on. Contact your Buyer within Abbott to have the email with the link resent to the relevant contact

Frequently Asked Questions Continued

Question	Answer
I am struggling to login with my existing Ariba Network Account credentials. What do I do?	If you are experiencing this problem, it could be one of the scenarios below: • You have already logged into your existing account and then also clicked on the link in the email for the first time. • IMPORTANT: The system will view this as an attempt to log in twice at the same time. You must either click on the link and log in from there or log into your existing account and navigate to the Ariba Sourcing screen. You can not to do both. • If you have another SAP Ariba site open in another browser tab, please close that other tab and try to login again. • If you received a certificate error in your browser when trying to access the Ariba Network login page at https://supplier.ariba.com, please clear your browser cache, cookies and search history. Close the browser and then try to open the page again. • When you were invited to Register or participate in an event and you clicked on the link in the email, it brought you directly to the login page. The system is expecting you to login with credentials to the ANID Abbott already has on file for your organization. If you do not have login credentials already for your organizations AN account, you will not be able to login. Contact your Ariba Administrator to get you setup in the system.
Will all of my current information be migrated to the SAP Ariba SLP module?	If you are an existing supplier of Abbott, some of your information may be migrated into the registration questionnaire so you need only confirm it for accuracy rather than starting new. However, you may need to re-enter some information or provide additional information. This will ensure Abbott has the most accurate, up to date information they need to do business with your company moving forward.

Abbott