

Ariba Portal User Guide for Suppliers

December 2023
Version 3.0



abbvie

Getting Started

This User Guide is intended to help Suppliers understand and use AbbVie's Ariba Supplier Portal.

The Ariba Supplier Portal is the internet interface which allows Suppliers to complete AbbVie's Supplier onboarding process and keep Supplier information up to date.

The Ariba Supplier Portal does not require special software, only a web browser and internet connection.

Click this icon to bring you to this page at any time.



Contents

- Getting Started
- [Creating and Maintaining an Ariba Network Account](#)
- [Using an Existing Ariba Network Account](#)
- [Completing the AbbVie Registration](#)
- [Submitting the AbbVie Registration](#)
- [Checking the Registration Status](#)
- [Updating the AbbVie Registration](#)

▶ AbbVie's Onboarding Process

- 1 AbbVie needs a product or service which an existing Supplier cannot provide. A request for a new Supplier is created.
- 2 The request for a new Supplier (your company) is reviewed and approved or denied.



3 If the request is approved, AbbVie sends you an invitation to register.

- You will receive an email invitation with a link to get started.

Invitation: Register to become a supplier with AbbVie

Ariba Administrator <no-reply@ansmtp.ariba.com>
to me ▾



4 You complete the registration questionnaire and submit it to AbbVie through the Ariba portal.

Confirmation: Registration submitted for approval

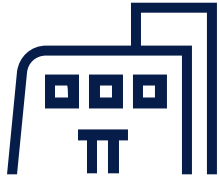
Ariba Administrator <no-reply@ansmtp.ariba.com>



5 AbbVie reviews your registration and approves or denies it.

Approved: Supplier registration with AbbVie

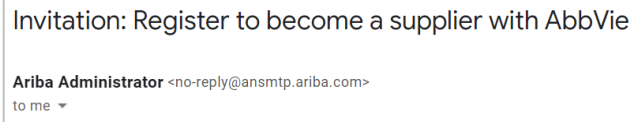
Ariba Administrator <no-reply@ansmtp.ariba.com>



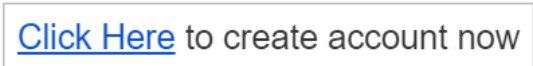
You're ready to do business with AbbVie.

Getting Started

- 1 You've been invited:**
You've received an invitation email from Ariba Administrator.



- 2 Get started:**
Click on the [Click Here](#) link in the invitation.

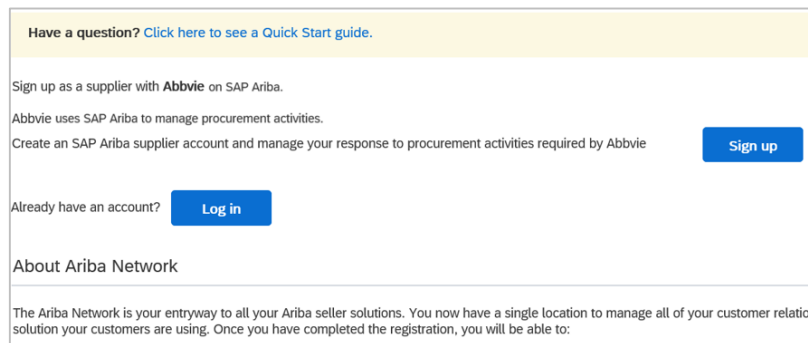


AbbVie uses SAP Ariba to manage our procurement activities. Creating an Ariba Network account allows you to access and complete the registration as well as, update your own information through Ariba's Supplier portal.

- 3 Already have an Ariba account?** Log in and go to the [Using an Existing Ariba Network account](#) section.



New to Ariba?
Sign up to create an account and go to the [Creating and maintaining your Ariba Network account](#) section (next).



Creating and Maintaining an Ariba Network Account

If you're new to Ariba we've got you covered with step-by-step instructions to create an Ariba Network account.

You may need to add a new user to your account or create a role or two for your users, so we provide the step-by-step instructions for those as well.

Contents

- [Getting Started](#)
- Creating and Maintaining an Ariba Network Account
- [Using an Existing Ariba Network Account](#)
- [Completing the AbbVie Registration](#)
- [Submitting the AbbVie Registration](#)
- [Checking the Registration Status](#)
- [Updating the AbbVie Registration](#)

Creating an Ariba Network account

[Sign up](#)

Before completing your registration with AbbVie, you will need to create an Ariba Network account. An Ariba Network account gives you access to a secure portal which allows you to enter and manage your information for AbbVie and other companies you may want to do business with.

1 Verify the information entered in the **Company information** section matches that of your headquarters address.

2 Complete the **User account information** section.

- Name
- Email
- Username
- Password
- Language
- Email for orders

Note: This email address is displayed to other Ariba Network users, it is not specific to AbbVie.

Create account

Create account and continue
Cancel

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

Company information

* Indicates a required field

Company Name: *

Country/Region: *

Address: *

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 for your company.

User account information

*

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

Creating an Ariba Network account (cont.)

Sign up

3 Complete the **Tell us more about your business** section.

- **Product and Service Categories**

Click *Browse* and select the product and/or service categories your business provides.

- **Ship-to or Service Locations** - Click

Browse and select the locations your business ships to/services.

- Optionally, add your **Tax ID** and/or **DUNS Number**.

Tell us more about your business

Product and Service Categories:* -or

Ship-to or Service Locations:* -or

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

4 Read the **Terms of Use** and **SAP Ariba Privacy Statement**.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

5

Next Step: Complete the AbbVie Supplier Registration Questionnaire

If you don't have time to complete the questionnaire now, you can log out of Ariba. When you're ready, log in as an existing Ariba Network user and follow the directions to access the questionnaire.

Roles Associated with your Ariba Network Account

Roles define a user's function within Ariba Network. Each role is assigned permissions which defines what they can see or do in Ariba Network.

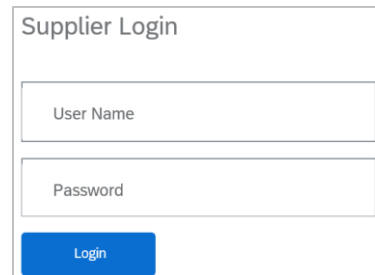
The predefined Administrator role is assigned automatically to the Username and login created during initial registration. The Administrator controls who can log in to the organization's Ariba Network account and what each person can see or do in Ariba Network by creating additional roles and assigning users to them.

Roles are only required when two or more people need access to the Ariba Network account. By default, the Administrator has full access to the account.

Creating a Role

1 Log in to Ariba

Use the same link as when you registered.




Supplier Login

User Name

Password

Login

2 Click **Company Settings** dropdown.



Ariba Sourcing

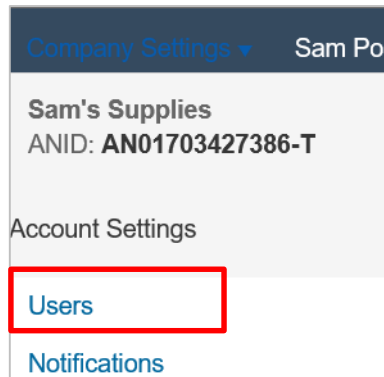
Company Settings ▾

< Go back to AbbVie Dashboard

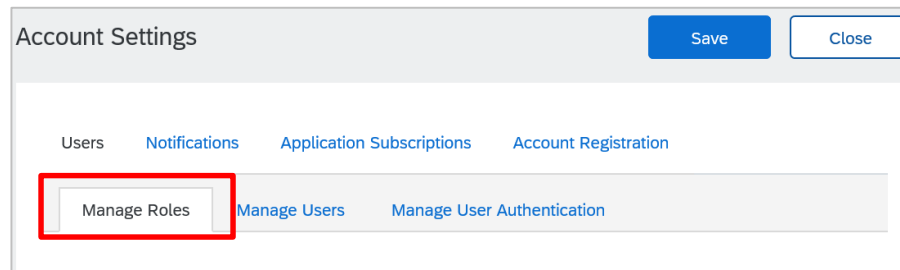
Event Details Doc3031138562 - Supplier registration questionn

Creating a Role (cont.)

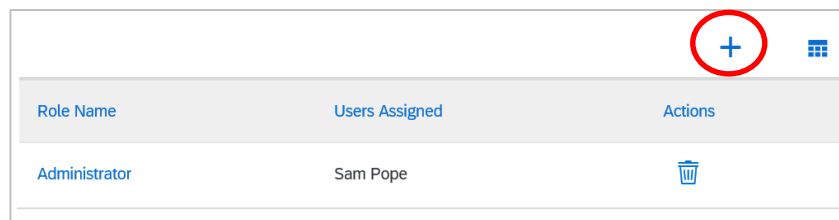
3 Click **Users**.



4 On the **Manage Roles** tab, scroll to the bottom of the page.



5 Click **Create Role** (the plus sign **+**).



Creating a Role (cont.)

- 6 Enter a **Name** and optionally, a **Description**, for the role.

New Role Information

Name: *

Description:

- 7 Check the **Permissions** this role is to have. The role may be assigned multiple Permissions.

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Permission	Description
<input checked="" type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input checked="" type="checkbox"/> Company Information	Review and update company profile information
<input checked="" type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks

- 8 If you have created multiple users for your Ariba Network account, you may **Assign Users**. If not, save the role(s) and you can assign them when new users are added.

9

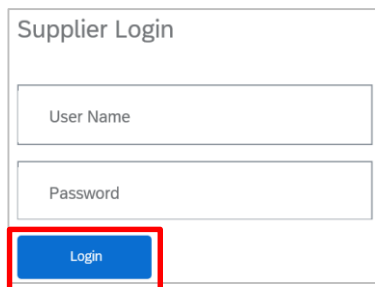
Adding a New User to your Ariba Account

Additional users may be added to your Ariba account to provide a view of transactions, and/or perform logistics or service actions as defined by their assigned role.

(If you're already logged in to Ariba skip to step 4.)

1 Log in to Ariba

Use the same link as when you registered.



Supplier Login

User Name

Password

Login

2 Click **Company Settings** dropdown.



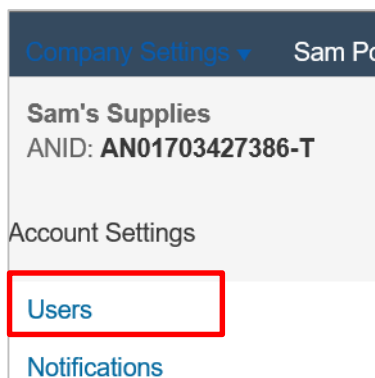
Ariba Sourcing

Company Settings ▾

< Go back to AbbVie Dashboard

Event Details Doc3031138562 - Supplier registration questionn

3 Click **Users**.



Company Settings ▾ Sam Po

Sam's Supplies
ANID: AN01703427386-T

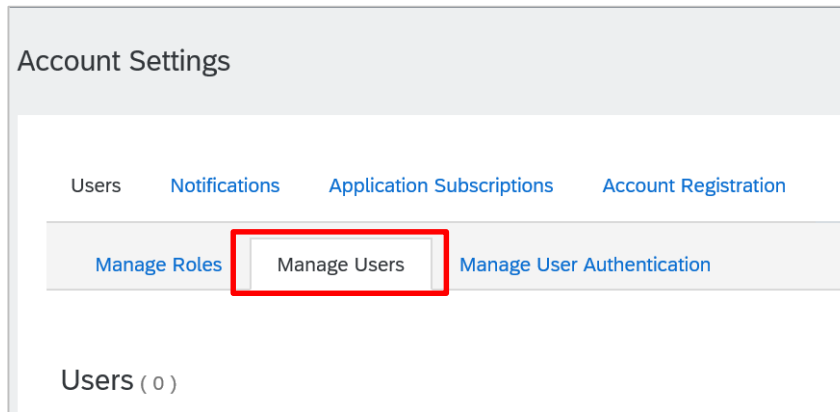
Account Settings

Users

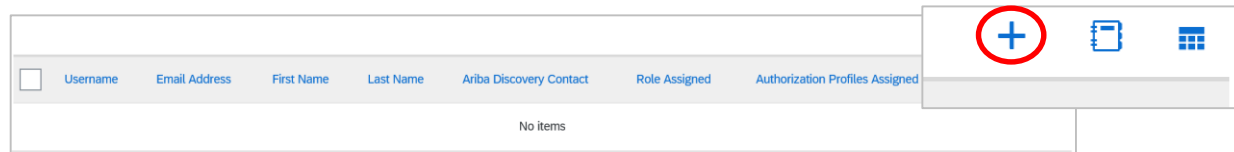
Notifications

Adding a New User to your Ariba Account (cont.)

4 Click the **Manage Users** tab.



5 Scroll to the bottom of the page. Click **Create User** (the plus sign +).



6 Complete the fields. Click **i** for details.

The screenshot shows the 'Create User' form. It has 'Done' and 'Cancel' buttons at the top right. Below the buttons is a paragraph of instructions: 'Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.' Below this is the 'New User Information' section, which is highlighted with a red box. The fields are: Username: Jenni.Lee@samsuppliesemail.cor; Email Address: jenni.lee@samsupplies.com; First Name: Jenni; Last Name: Lee; Do not allow the user to resend invoices to the buyer's account: (checkbox); Limited access: (checkbox); Office Phone: Country (USA 1), Area (914), Number (8769481).



Adding a New User to your Ariba Account (cont.)

7 Select the appropriate check boxes if applicable:

- *Do not allow the user to resend invoices to the buyer's account.*
- *Limited access*

Click to see details.

Do not allow the user to resend invoices to the buyer's account.

 Limited access

8 Scroll to the **Role Assignment** section. Check the box for the role to be assigned to the new user.

A User may only be assigned one role.

Role Assignment

Name	Description
<input checked="" type="checkbox"/>	Information Maintenance This role maintains the contact, company profile, and registration access for our account.

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

9 Click **Done**.

10 Click **Save**.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned
JenniLee@samsuppliesemail.com	jenni.lee@samsupplies.com	Jenni	Lee	No	Information Maintenance	

Using an Existing Ariba Network Account


As an existing Ariba Network user you need to sign into your account and locate the AbbVie Supplier Registration Questionnaire to get started.

Contents

- [Getting Started](#)
- [Creating and Maintaining an Ariba Network Account](#)
- Using an Existing Ariba Network Account
- [Completing the AbbVie Registration](#)
- [Submitting the AbbVie Registration](#)
- [Checking the Registration Status](#)
- [Updating the AbbVie Registration](#)

Getting Started as an Existing Ariba Network User

Log in

- 1 You've been invited.
- 2 Click on the [Click Here](#) link in the invitation.
- 3 
- 4 **Find the AbbVie Supplier Registration Questionnaire**

After you log in, select the **AbbVie dashboard** and **Ariba Proposals and Questionnaires**, if needed.

Click the **Supplier registration questionnaire** link.

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. abbvie

Events ☰

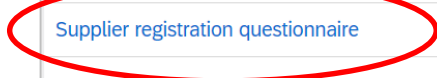
Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc3078662775	9/3/2021 11:16 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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Completing the AbbVie Registration

After creating or logging into your Ariba Network account, you can begin to complete the AbbVie Supplier Registration Questionnaire.

FOR INDIA ONLY:

Please click here: [Supplier Self-Registration in Ariba Supplier Management-India Only](#) and follow the steps in this job aid.

Use these links to quickly navigate to a specific subsection of *Completing the AbbVie Registration*:

- [General Company Information](#)
- [Supplier Legal and Compliance Contact](#)
- [Financial and Purchasing Information](#)
- [Tax Information](#)
- [Banking Information](#)
- [Supplier Profile](#)
- [IT Security and Privacy Evaluation](#)
- [Diversity](#)

Completing the AbbVie Registration

A Navigation Pane
Use the menu to quickly navigate from section-to-section of the registration questionnaire.

B Question Pane
Registration questions appear here.

C Time remaining
Days and hours until the invitation to register with AbbVie expires.

D Action buttons

The screenshot displays the Ariba Sourcing interface for a supplier registration questionnaire. The top navigation bar includes 'Company Settings', 'Srinvasana Rakasi', and 'Help Center'. The main content area shows a list of sections: 'General Company Information', 'Supplier Legal and C...', 'Financial and Purcha...', and 'Tax Information'. The 'Supplier Legal and C...' section is expanded, showing questions 3.1, 3.2, and 3.3. Question 3.2 is a required field with a 'Yes' radio button selected. At the bottom, there are four action buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A clock icon indicates a time remaining of 42 days 19:56:46.

Note: Section/question numbers may differ in Ariba system.

Save draft

Click **Save draft** before exiting and pick up where you left off later.

▶ Completing the AbbVie Registration

Supplier registration questionnaire	
Question	
▶ 3	General Company Information
▶ 4	Supplier Legal and Compliance Contact (for queries that need legal or compliance consider
▶ 5	Financial and Purchasing Information
▶ 6	Tax Information
▶ 7	Banking Information
▶ 8	Supplier Profile
▶ 9	IT Security and Privacy Evaluation
▶ 10	Diversity

Note: Section/question numbers may differ in Ariba system.



Completing the AbbVie Registration

General Company Information

Supplier Name - Legal entity name of the company. For the US it must match the Internal Revenue Service records.

- Do not use any special characters except "&".
- Maximum of 35 characters.
- The preference is all uppercase.

Headquarters Address - Click **Show More** to view additional address fields if you have a more complicated address.

Postal Code should match the local postal code format.

Save draft

Click **Save draft** to save your registration at any time.

3.2 I have read and agree to the Supplier Code of Conduct. * Yes

3.3 By clicking "Yes", you represent in your individual capacity, on behalf of the organization/company listed in response to this question above ("Supplier"), read the Ariba Network Terms of Use and the Yes No

Note: Section/question numbers may differ in Ariba system.

3.4 Supplier Information

3.4.1 Do you have any non-Latin characters in your legal name or address? (Latin characters are the letters of the Latin alphabet, (A-Z). Examples of languages that use non-Latin characters are Chinese (你好) and Arabic (مرحبا) * Yes No

3.4.2 Supplier Information

3.4.2.1 Supplier Name *

3.4.2.2 Name 2 (Other names/also known or operating under)

3.4.2.3 Name 3

3.4.2.4 Name 4

3.4.2.5 c/o Name

3.4.2.6 Headquarters Address: +

- Do not use a "PO BOX".
- Follow local postal code format (i.e. USA: NNNNN-NNNN, etc.).
- Use "Street" field to capture whole vendor address and house number (if any). If required, use street field 2 and 3, for additional address.
- Follow local postal code format (i.e. USA: NNNNN-NNNN, etc.).
- "City" field is mandatory, don't leave it blank
- "District" field auto populate, based on Postal Code, City and Country

Street * ⓘ

Street 2 ⓘ

Street 3 ⓘ

District ⓘ

Completing the AbbVie Registration

General Company Information (cont.)

Information in this section will auto-populate from the initial request. Please verify the information is correct or edit any incorrect information.

Non-Latin characters. If you DO HAVE non-Latin characters in your name or address, select **Yes**.

- **Supplier Information (Local Language)** will open to allow you to enter your name and address information in your local language.
- **Supplier Information (Latin character equivalent)** will open to allow you to provide an English/Latin character translation.

Supplier Name - Legal entity name of the company. For the US it must match the Internal Revenue Service records.

- Do not use any special characters except "&"
- Maximum of 35 characters.
- The preference is all uppercase.

Headquarters Address - Click **Show More** to view additional address fields if you have a more complicated address.

Postal Code should match the local postal code format.

NOTE: If your country does not have regions, the region field will auto-populate with (no value).

Note: Section/question numbers may differ in Ariba system.

Save draft

Click **Save draft** to save your registration at any time.



Completing the AbbVie Registration

General Company Information (cont.)

Supplier Contact Information

First Name

Last Name

Phone Number

Email Address – This email will be used to contact you regarding your registration.

Fax Number – Enter your fax number. Please **do NOT** enter country code.

▼ 3.4.5 Supplier Contact Information	
3.4.5.1 First Name	* <input type="text" value="Srinvasana"/>
3.4.5.2 Last Name	* <input type="text" value="Rakasi"/>
3.4.5.3 Phone Number	<input type="text" value="3124556543"/>
3.4.5.4 Email Address (This is NOT PO output e-mail. Please refrain from providing email containing '@abbvie.com')	* <input type="text" value="test4sup2865@gmail.com"/>
3.4.5.5 Fax Number (Please do NOT enter country code prior to fax number).	<input type="text"/>

Note: Section/question numbers may differ in Ariba system.

Save draft


Click **Save draft** to save your registration at any time.

NOTE: Please enter only numbers for the following fields:
 Supplier Contact - Phone Number
 Supplier Contact - Fax Number

Completing the AbbVie Registration

Supplier Legal and Compliance Contact

This contact will be used if there are legal or compliance related questions during the registration process. This field defaults to the Supplier Contact. Change if needed.

 The person designated as the Supplier **Contact** should have the authority to manage financial information.

First Name

Last Name

Phone Number

Legal and Compliance Contact Email Address - *This email will be used for questions on legal and compliance matters.*

4 Supplier Legal and Compliance Contact (for queries that need legal or compliance consideration)	
4.1 First Name *	Gab
4.2 Last Name *	DeBrauna
4.3 Phone Number *	2114678870
4.4 Legal and Compliance Contact Email Address *	sales@example.com

Note: Section/question numbers may differ in Ariba system.

Common errors:

- US Postal Codes require the Zip+4 format
- Phone and fax numbers should be entered without dashes.

Save draft

Click **Save draft** to save your registration at any time.

▶ Completing the AbbVie Registration

▶ Financial and Purchasing Information

Communication Method – How you would like to receive Purchase Orders from AbbVie.

Purchase Order Email – Provide an email address where AbbVie can send purchase orders.

Language Key - Language for purchase orders.

OPTIONAL FIELDS:

Remittance Email

Telephone Number – Country Code is not required.

Telephone Extension – Leave blank if there is not extension.

Fax Number – Do not enter Country Code. Appears when **Communication Method of (FAX) Fax Output of PO** is chosen.

URL of Company Website Address

5 Financial and Purchasing Information

5.1 Communication Method *

5.2 Purchase Order Email (For receipt of electronic copies of Purchase Orders.) *

5.3 Language Key (Purchase Orders will be received in this language) *

5.4 Remittance Email (For receipt of electronic copies of Remittance)

5.5 Telephone Number

5.6 Telephone Extension

5.8 Fax Number (Please do NOT enter country code prior to fax number). *

5.9 URL of company website:

Note: Section/question numbers may differ in Ariba system.

5.6 Telephone Extension

5.7 Fax Number (Please do NOT enter country code prior to fax number). *

5.9 URL of company website:

NOTE: Please enter only numbers in the following fields:
 Supplier Contact - Phone Number
 Supplier Contact - Fax Number

Completing the AbbVie Registration

Tax Information

Is Taxation (Tax ID, VAT, etc.) applicable for your company?

If **Yes**, question **Please enter tax details** appears.

- Select appropriate options, including your Country.

Click the **arrow** to enter a comment or attach a tax document.

6 Tax Information

6.1 Is Taxation (Tax ID, VAT, etc.) applicable for your company ? * Yes No

6.2 Please enter tax details *

Country/Region *

Additional comments and attachments (0)

+ Add more comments

Note: Section/question numbers may differ in Ariba system.

Save draft

Click **Save draft** to save your registration at any time.

Completing the AbbVie Registration

Banking Information

- Click **Add Banking Details (0)**.
- Click **Add new**.
- Select the **Bank Type** (Domestic or Foreign).
- Select the **Country** of your bank branch.
- Complete **other fields** as required.

Note: Either both Bank Key and Account Number, or IBAN is required.

Banking Details

Bank Key/ABA Routing Number:
and
Account Number:

OR

IBAN Number:

7 Banking Information

7.1 Banking Details

Add Banking Details (0)

Note: Section/question numbers may differ in Ariba system.

Banking Details

Add new

Bank Type

Country/Region

This field is required

Bank Name

Bank Branch

Street

City

State/Province/Region

Postal code

Account holder name

Enter account number and bank key, or IBAN in mandatory

Account number

Enter account number and bank key, or IBAN in mandatory

IBAN number

Enter account number and bank key, or IBAN in mandatory

Bank control key

- Click **Save** to save the banking information.

Note: This saves only the banking information, not your registration.

- Click **Back** when you have completed and saved the banking information.

Save draft

Click **Save draft** to save your registration at any time.

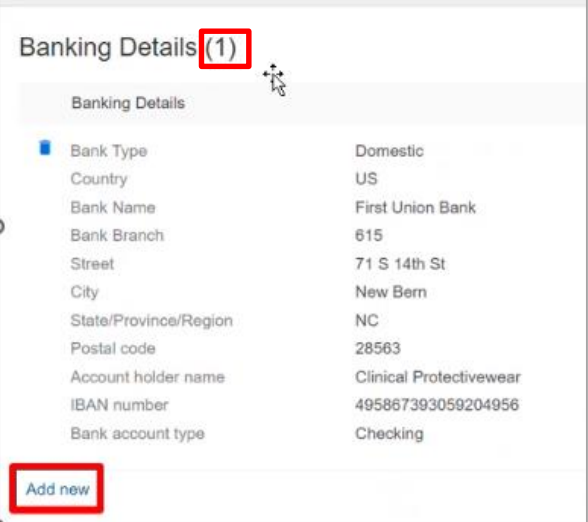
Completing the AbbVie Registration

Banking Information (cont.)

- Click **Add new** to add a second bank account details.

After the banking information has been saved, the number of banks will be shown on the Banking Details line in your Registration.

If you've entered your banking information but the line shows (0), the information was not saved and should be entered again.



Banking Details (1)	
Banking Details	
<input checked="" type="checkbox"/> Bank Type	Domestic
Country	US
Bank Name	First Union Bank
Bank Branch	615
Street	71 S 14th St
City	New Bern
State/Province/Region	NC
Postal code	28563
Account holder name	Clinical Protectivewear
IBAN number	495867393059204956
Bank account type	Checking
Add new	



AbbVie verifies banking information provided by all prospective Suppliers. Your AbbVie business contact will call and verify the information with the appropriate person.

Completing the AbbVie Registration

Supplier Profile

Note: This section is only visible for the [United States](#), [Puerto Rico](#), [Canada](#) and [South Africa](#) Company Codes. If the Supplier is OUS, this section will not appear.

Select the business type that best describes your organization.

Is your organization a subsidiary of another organization?

- If **Yes**, question **Please state the organization you are a Subsidiary of** appears.

Select the size of your organization.

U.S.-based suppliers, please provide your NAICS code(s).

Canada-based suppliers, please provide your NAICS code(s).

Select the business classification that best describes your organization.

8 Supplier Profile

8.1 Select the business type that best describes your organization. *

8.2 Is your organization a subsidiary of another organization? * Yes No

8.3 Please state the organization you are a Subsidiary of: *

8.4 Select the size of your organization. *

8.5 U.S.-based suppliers, please provide your NAICS code(s).
U.S. NAICS site: <https://www.naics.com/search/>

8.6 Canada-based suppliers, please provide your NAICS code(s).
Canadian NAICS site:
<https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVDStruct&TVD=307532&CVD=3075338&CPV=54&CST=01012017&CLV=1&MLV=5>

8.7 Select the business classification that best describes your organization. *

Note: Section/question numbers may differ in Ariba system.

Completing the AbbVie Registration

IT Security and Privacy Evaluation

Encryption practices (at rest, in motion, and removable media)

Note: *If you have already done business with AbbVie, this section is not required.*

Security Practices

The first 2 questions auto-populated from the Supplier's Request.

- Answer the following questions:
 - **Does your organization encrypt data?**
 - **Is your organization encrypting AbbVie data at rest, in motion, and/or removable media?**
 - **Privacy/Security Approval** appears, except when both of the above questions are **Yes**. When it does appear, the field is auto-populated from the Supplier's Request.

The screenshot shows a web form titled "10 IT Security and Privacy Evaluation". Underneath, there is a section "10.1 Security Practices".

- 10.1.1 Where is the supplier processing, storing, or accessing AbbVie Data?
- 10.1.2 Privacy Designation
- 10.1.3 Does your organization encrypt data? * Yes No
- 10.1.4 Is your organization encrypting AbbVie data at rest, in motion, and/or removable media? * Yes No
- 10.1.5 Privacy/Security Approval

Note: *Section/question numbers may differ in Ariba system.*

Save draft

Click **Save draft** to save your registration at any time.

Completing the AbbVie Registration

Diversity

Note: This section is only visible for the [United States, Puerto Rico, Canada and South Africa Company Codes](#). If the Supplier is OUS, this section will not appear.

Does your organization have diverse ownership status?

- If **Yes**, in the United States, Canada, and/or Puerto Rico, the following question appears.

If your organization is a U.S. Small Business or has diverse ownership status in the **U.S., Puerto Rico, or Canada**, your organization **must register with Supplier.IO** in order for AbbVie to recognize you as a Diverse Supplier.

▼ 10 Diversity

10.1 Does your organization have diverse ownership status?

10.2 If your organization is a U.S. Small Business or has diverse ownership status in the U.S., Puerto Rico, or Canada, your organization must register with Supplier.IO in order for AbbVie to recognize you as a Diverse supplier.

SupplierIO Registration site: <https://supplierone.co/#register>

(*) Indicates a required field

Note: Section/question numbers may differ in Ariba system.

SupplierIO Registration site:
<https://supplierone.co/#register>



[Login](#) [Sign up for free](#)

Register your company

By submitting your information, you will be entered into our supplier database. If one of our customers has an opportunity related to your submission, they will contact your organization for further information. A submission to the database does not guarantee a business opportunity.

BEGIN YOUR REGISTRATION

All
▼

FIND MY COMPANY

Completing the AbbVie Registration

Diversity (cont.)

Does your organization have diverse ownership status?

Note: While multiple classifications may apply to your organization, only one may be selected.

- If **Yes but outside the United States, Canada, and/or Puerto Rico** is selected and the Supplier is certified outside the United States, Canada, and/or Puerto Rico, a new question will appear.

The screenshot shows a form section titled "10 Diversity". Question 10.1 asks "Does your organization have diverse ownership status?" and has a dropdown menu with the selected option "Yes but outside of United States, Canada, and/or Puerto Rico". Question 10.3 asks "For the purposes of Diversity Classification in other countries, select the ownership type/classification your organization is certified in." and has a list of options: "(037) Women-Owned Business", "(013) Lesbian/Gay/Bisexual/Transgender Owned Business", and "(043) Ethnic Minority Owned Business".

Note: Section/question numbers may differ in Ariba system.

For the purposes of Diversity Classification in other countries, select the ownership type/classification your organization is certified in.

If you have identified an ownership type/classification, please complete the AbbVie Self-Certification documentation.

Additional Section(s) – May appear based on country.

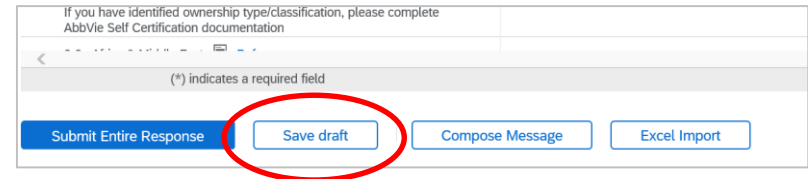
▶ Completing the AbbVie Registration

▶ Review

You have completed the registration questionnaire.

Before submitting, review your registration to ensure you have completed the required (*) fields, and provided banking and tax information.

If you need to research or gather additional information, click **Save draft** to save the information you've entered for later.



The screenshot shows a web form interface. At the top, it says "If you have identified ownership type/classification, please complete AbbVie Self Certification documentation". Below that is a navigation bar with a back arrow and a search icon. A grey bar below the navigation bar contains the text "(*) indicates a required field". At the bottom of the form, there are four buttons: "Submit Entire Response" (highlighted in blue), "Save draft" (circled in red), "Compose Message", and "Excel Import".

Next Step: Submit your registration to AbbVie for approval

The next section has the details.

Submitting the AbbVie Registration

You've completed your registration questionnaire, now you just need to submit it to AbbVie for review and approval.

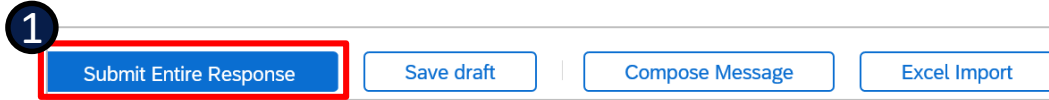
Contents

- [Getting Started](#)
- [Creating and Maintaining an Ariba Network Account](#)
- [Using an Existing Ariba Network Account](#)
- [Completing the AbbVie Registration](#)
- Submitting the AbbVie Registration
- [Checking the Registration Status](#)
- [Updating the AbbVie Registration](#)

Submitting the AbbVie Registration

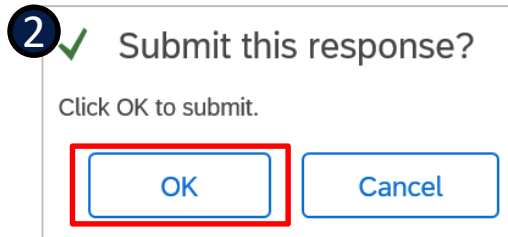
When you're ready, submit your registration:

1. Click **Submit Entire Response**.

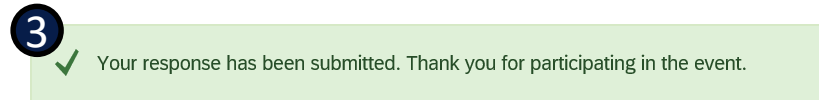


* If an error message appears, the error(s) will need to be corrected before submitting. See the next slide for details.

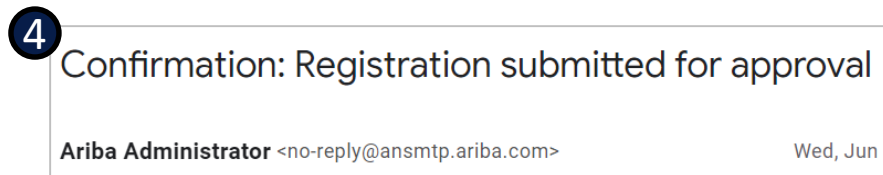
2. Click **OK**.



3. Confirmation appears at the top of the screen.



4. You'll receive an email confirmation of your submission.



Submitting the AbbVie Registration (cont.)

Addressing errors:

If any required information is missing or if an entry is improperly formatted, a message will pop up.

Use **Next** and **Previous** to navigate to fields containing errors.

! There are 6 problems that require completion or correction in order to complete your request.

Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.

< Previous | Next >

Entry fields with errors will be outlined in red.

* (M) Email Contact of PC

You need to provide an answer to Question 4.3, 'Purchase Order Email (Email where vendor will receive electronic copy of Purchase Orders)'.

4.3 Purchase Order Email (Email where vendor will receive electronic copy of Purchase Orders)

*

Hover over the asterisk (*) to view an explanation of the error.

Dropdown fields with errors will display the arrow in red.

All Content

Name ↑

▼ 7 Supplier Profile

7.1 Select the business type which best describes your organization.

* Unspecified ▼

You need to answer to Q 'Select the business type which best describes your organization.'.

Need to research?

Save draft

Issues corrected?

Submit Entire Response

FYI - One of the most common errors in the *Headquarters Address* is the Postal Code format.

Submitting the AbbVie Registration (cont.)

When you submit your registration to AbbVie for approval, it goes through multiple reviews.



The registration is reviewed to make sure all required information is complete and all required attachments are included. If AbbVie requires additional information from you, you'll receive an email notification.



The banking information provided on the registration is verified. Your AbbVie contact person will confirm the information has been entered correctly.



Additional evaluations may be required depending on answers to specific questions. If needed, someone from the appropriate AbbVie compliance team will contact the Legal and Compliance contact provided on your registration.

Checking the Registration Status

Check the status of your registration at any time after you've submitted it.

Contents

- [Getting started](#)
- [Creating and maintaining your Ariba Network account](#)
- [Using an existing Ariba Network account](#)
- [Completing your AbbVie registration](#)
- [Submitting your AbbVie registration](#)
- Checking the Registration Status
- [Updating the AbbVie Registration](#)

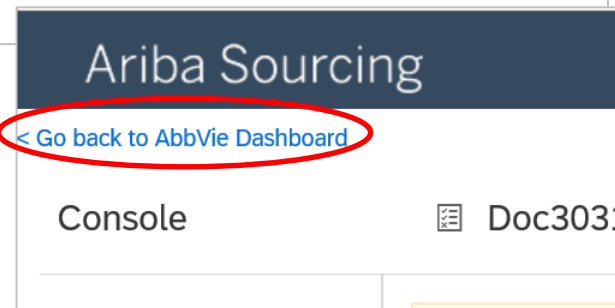
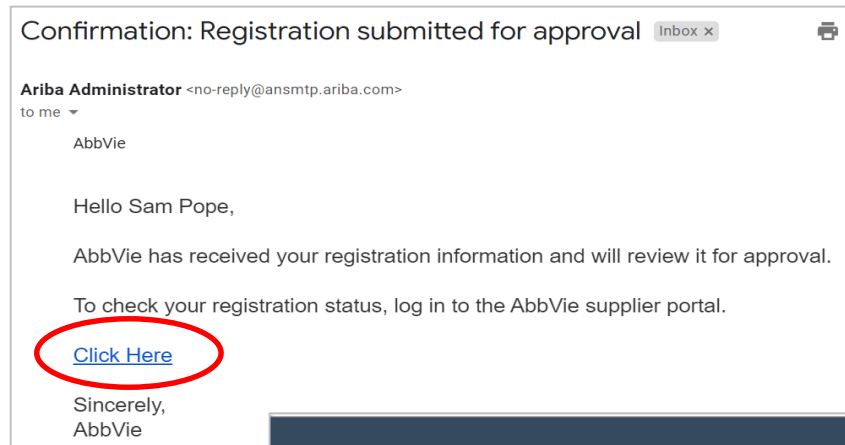
Checking the AbbVie Registration Status

After your registration questionnaire has been submitted, you can check your registration status in Ariba.

1. Start by clicking [Click Here](#) in your confirmation email.
2. Click [Go back to AbbVie Dashboard](#).
3. *Registration Status* is displayed in the far-right column.

Statuses:

- Invited – the registration activities have not been started. (Supplier)
- Registration – the registration activities have been started but are not completed. (Supplier)
- Pending approval – the registration has been submitted to AbbVie and is in the approval process. (AbbVie)
- Registered - all registration activities have been completed and registration is complete.



Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc3031138562	7/28/2022 6:06 PM	Registered

Updating the AbbVie Registration

You've registered and possibly done business with AbbVie. Maintain your data to keep us up to date with your current information.

Important:

If you need to change the country of your headquarters address or your tax information, please contact AbbVie. These changes cannot be done through the portal.

Contents

- [Getting Started](#)
- [Creating and Maintaining an Ariba Network Account](#)
- [Using an Existing Ariba Network Account](#)
- [Completing the AbbVie Registration](#)
- [Submitting the AbbVie Registration](#)
- [Checking the Registration Status](#)
- Updating the AbbVie Registration

Updating the AbbVie Registration

You can update your registration at any point after your *Registration Status* is *Registered*.

1 Log in to Ariba.

Use the same link as when you registered.

Supplier Login

User Name

Password

Login

You should update your registration when:

- Your address/phone number/email changes.
- The individual acting as AbbVie’s contact changes.
- Your banking information changes.
- Any time there are changes to other information that AbbVie needs to be aware of.

2 Click **Revise Response**.

questionnaire

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

Revise Response ⓘ

3 Click **OK** to confirm you would like to revise your response.

⚠ Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

Updating the AbbVie Registration

4 Select the **type of update(s)** you would like to make from the dropdown list.

5 **Make your changes**
Overwrite the information you need to change.

2.4.2.6 Headquarters Address:

- DO NOT USE PO BOX
- Follow local postal code format

*Show More

Street: 12 S Bluebird Blvd ⓘ

Street 2: Suite 100 ⓘ

Street 3: ⓘ

District: ⓘ

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft

Compose Message | Excel Import

6 Click **Submit Entire Response**.

7 Click **OK** to submit the response.

✓ Submit this response?

Click OK to submit.

OK | Cancel

8 ✓ Your revised response has been submitted. Thank you for participating in the event.

What happens next:

- Your changes are reviewed by AbbVie.
- If the reviewer has a question about your changes, you will receive an email from Ariba Administrator.
- When the changes have been accepted, you will receive an approval notification from Ariba Administrator.