

Quick Start Guide to AbbVie Supplier Registration

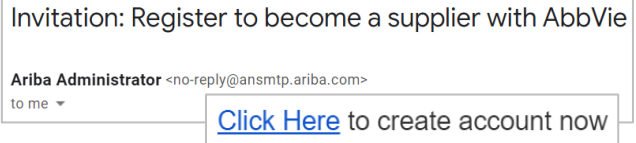
Version 2.0, May 2023

AbbVie uses SAP Ariba to manage our procurement activities. As a Supplier, creating an Ariba Network account allows you to access and complete the AbbVie registration and access the portal to manage your information.

Create an Ariba Network account

Create an Ariba Network account if your organization does not already have one. This is separate from registering with AbbVie.

You will receive an email invitation to register. To get started, click [Click Here](#) in the invitation email.



New to Ariba Network?

[Sign up](#)

Verify the information prepopulating the form is correct.

- Default Username is the email address associated with the account.

Complete any additional required (*) fields.

Read the **Ariba Terms of Use** and **SAP Ariba Privacy Statement** then check the boxes if you agree to them.

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

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

[Create account and continue](#)

Already an Ariba Network user?

[Log in](#)

and skip to completing your AbbVie registration.

The information in the Ariba Network Account registration will be visible to everyone who can view your Ariba Network account, not just AbbVie. You can adjust who can view your profile in your settings.

Completing your AbbVie Supplier Registration Questionnaire

Information you'll need:

- If there are non-Latin characters in your company name or address, you will be asked to provide a Latin-character equivalent of this information. This is not an English translation – focus on the characters rather than the meaning.

As an example, ŞÜKRİYE MAH. becomes SUKRIYE MAH.

- A contact person for legal or compliance questions.
- Tax information.
- Bank account details.
- Number of people your company employs.
- NAICS code(s) (US- and Canada-based companies only).
- Basic familiarity with the encryption practices of your company (if you will require access to AbbVie data).

Common errors:

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

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Completing your AbbVie Supplier Registration Questionnaire (cont.)

General Company Information

If there are non-Latin characters in the name or address of your company, additional fields for entry in both your local language and a Latin-character equivalent are required.



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

Click **Show More** to display additional address fields (e.g., PO Box, Building Name, etc.), if needed.

Save draft

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

Note: The section/question numbers may differ in Ariba.

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Completing your AbbVie Supplier Registration Questionnaire (cont.)

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.

4 Supplier Legal and Compliance Contact (for queries that need legal or compliance consideration)	
4.1 First Name	<input type="text" value="Althea"/>
4.2 Last Name	<input type="text" value="Rozario"/>
4.3 Phone Number	<input type="text" value="971555237211"/>
4.4 Legal and Compliance Contact Email Address	<input type="text" value="arozario@allhejacobs.com"/>

Common errors:

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

Financial and Purchasing Information

Select the preferred **Communication Method** for receiving orders

Type the **Email** address for receipt of copies of POs

Select the preferred **Language** for POs


5 Financial and Purchasing Information	
5.1 Communication Method	<input type="text" value="(INT) Email Output of PO"/>
5.2 Purchase Order Email (For receipt of electronic copies of Purchase Orders.)	<input type="text"/>
5.3 Language Key (Purchase Orders will be received in this language.)	<input type="text" value="Unspecified"/>
5.4 Remittance Email (For receipt of electronic copies of Remittance)	<input type="text"/>
5.5 Telephone Number	<input type="text"/>
5.6 Telephone Extension	<input type="text"/>
5.8 Fax Number (Please do NOT enter country code prior to fax number).	<input type="text"/>
5.9 URL of company website:	<input type="text"/>

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

Tax Information

Select appropriate options, including your **Country**.

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

6 Tax Information	
6.1 Is Taxation (Tax ID, VAT, etc..) applicable for your company ?	<input type="text" value="Yes"/>
6.2 Please enter tax details Attach Supporting information if needed (e.g. withholding tax, W9, W8, etc)	Country/Region: <input type="text" value="(no value)"/> 

Save draft

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

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Completing your AbbVie Supplier Registration Questionnaire (cont.)

Banking Information

Click **Add Banking Information (0)**.

Click **Add Banking Details**.

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:

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

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

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

7 Banking Information **Add Banking Information (0)**

All Content > 7 Banking Information

Banking Information (0)

Name 1

No Items

Add Banking Details

(*) indicates a required field

Country/Region: (No value)

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Current Key:

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

Select whether your organization is a **Subsidiary** of another organization. If so, what is the name?

Select the **Size** of your organization

If U.S.-based Supplier, please provide your **NAICS code(s)**

If Canada-based Supplier, please provide your **NAICS code(s)**

Select the **Business Classification**

Have multiple bank accounts?

Click **Add additional Banking Details** and enter information for the second bank.

8 Supplier Profile

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

8.2 Is your organization a subsidiary of another organization? * Yes

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

8.4 Select the size of your organization. * 251-499

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/lmdb/jspVD.pl?Function=getVDStructure&TVID=3075326&VD=3075338&GPV=54&CST=01012017&CLV=1&MLV=5>

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

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

Save draft

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

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Completing your AbbVie Supplier Registration Questionnaire (cont.)

IT Security and Privacy Evaluation

Answer questions regarding encryption practices (at rest, in motion, and removable media)

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

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.

Answer questions regarding whether your organization has diverse ownership:

- In US, Canada, and Puerto Rico register with Supplier.io.
- Outside the US, Canada, and Puerto Rico, download and complete the AbbVie Self Certification documentation.

Save draft

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

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

Submitting your registration

When you're ready, click **Submit Entire Response**.

Submit Entire Response

Save draft

Compose Message

Excel Import

The system will check for missing information and formatting errors – a message will display if corrections are required. Use the **Next >** and **Previous >** links to move through the 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 >

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

You need to answer 'Select which best describes your organization.'

Dropdown fields with errors will display the red arrow

Need to research?

Save draft

Mona, should "Click" be added after "research?" above?

Issues corrected? Click

Submit Entire Response

A confirmation message will display, and you will receive an email message confirming your submission.

See the User Guide for more details.