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.

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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.

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

   Invitation: Register to become a supplier with AbbVie

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

   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 your 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.

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Creating an Ariba Network account

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.
Creating an Ariba Network account (cont.)

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**.

4. Read the **Terms of Use** and **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 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.

Creating a Role

1. **Log in to Ariba**
   Use the same link as when you registered.

2. **Click Company Settings dropdown.**
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.

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

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 Save
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.

2. **Click Company Settings dropdown.**

3. **Click Users.**
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 for details.
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.

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.

9. Click Done.

10. Click Save.
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.

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### Getting Started as an Existing Ariba Network User

1. You’ve been invited.
2. Click on the **Click Here** link in the invitation.
3. Log in
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.

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>End Time</th>
<th>Event Type</th>
<th>Participated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Events</td>
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</tr>
<tr>
<td>Event Type</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Compete</td>
<td></td>
<td></td>
<td>Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doc3078662775</td>
<td>9/3/2021 11:16 AM</td>
<td>Invited</td>
<td></td>
</tr>
</tbody>
</table>

**AbbVie 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.
Completing your AbbVie registration

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

Use these links to quickly navigate to a specific subsection of Completing your 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 your AbbVie Registration

The questionnaire window:

A **Navigation Pane**

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

B **Question Pane**

Registration questions appear here. Click to make the pane larger.

C **Time remaining**

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

D **Action buttons**

Click Save draft before exiting and pick up where you left off later.
Completing your AbbVie Registration

There are 8 sections, numbered 2 through 9.

- Sections may be completed in any order.
- Click **Save draft** at any time to save your entries before exiting.

The next pages give more detail about each of the sections.

We won’t go into detail about self-explanatory fields like Name and Address, but we’ll add some detail if a section/field requires it.
Completing your AbbVie Registration

General Company Information

2.2 and 2.3 Read the Supplier Code of Conduct and Terms of Use, then confirm you have by clicking ‘Yes’ for each.

For questions/concerns with the Supplier Code of Conduct contact your AbbVie business contact.

2.4.1 Non-Latin characters. If you have non-Latin characters in your name or address, select ‘Yes’.

Section 2.4.3 will open to allow you to enter your name and address information in your local language. Section 2.4.4 will open to allow you to provide an English/Latin character translation.

Guidance on the questions includes the question number for both Latin and non-Latin.
Completing your 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.

**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).
## Completing your AbbVie Registration

### General Company Information (cont.)

#### Supplier Contact Information

<table>
<thead>
<tr>
<th></th>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.5.1</td>
<td>First Name</td>
<td>Srinivasana</td>
</tr>
<tr>
<td>2.4.5.2</td>
<td>Last Name</td>
<td>Rakasi</td>
</tr>
<tr>
<td>2.4.5.3</td>
<td>Phone Number</td>
<td>3124556543</td>
</tr>
<tr>
<td>2.4.5.4</td>
<td>Email Address</td>
<td><a href="mailto:test4sup2865@gmail.com">test4sup2865@gmail.com</a></td>
</tr>
</tbody>
</table>

**Note:** This email will be used to contact you regarding your registration.

Fax Number – Enter your fax number.

Please do **NOT** enter country code.

**NOTE:** Please enter only numbers for the following fields:

- Supplier Contact - Phone Number
- Supplier Contact - Fax Number
Completing your AbbVie Registration

Supplier Legal and Compliance Contact

Add contact information for an individual who can answer legal and/or compliance-related questions.
This information will default to the main contact completed/verified in the previous (Supplier Contact Information) section. Please make changes if necessary.

3.1 First Name

3.2 Last Name

3.3 Phone Number

3.4 Email Address

Note: This email will be used for questions on legal and compliance matters.

Note: This email will be used for questions on legal and compliance matters.
### Completing your AbbVie Registration

#### Financial and Purchasing Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1 Communication Method</strong></td>
<td>How you would like to receive Purchase Orders from AbbVie.</td>
</tr>
<tr>
<td><strong>4.2 Language Key</strong></td>
<td>Language for purchase orders.</td>
</tr>
<tr>
<td><strong>4.3 Purchase Order Email</strong></td>
<td>Provide an email address where AbbVie can send purchase orders.</td>
</tr>
</tbody>
</table>

#### Optional fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.4 Remittance Email</strong></td>
<td></td>
</tr>
<tr>
<td><strong>4.5 Telephone Number</strong></td>
<td>- you do not need to provide the country code.</td>
</tr>
<tr>
<td><strong>4.6 Telephone Extension</strong></td>
<td>- if you do not have an extension, leave this field blank.</td>
</tr>
<tr>
<td><strong>4.8 Fax Number</strong></td>
<td>- Please do NOT enter country code prior to fax number.</td>
</tr>
<tr>
<td><strong>4.9 Website Address</strong></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Please enter only numbers in the following fields:
- Supplier Contact - Phone Number
- Supplier Contact - Fax Number
Completing your AbbVie Registration

**Tax Information**

1. Select your **Country** (headquarters location).

2. Complete fields as required for your country.
   Note: Tax requirements differ by country. Fields required for your country will be marked with an asterisk (*).

3. Optionally, **attach** a copy of your tax documentation. (ex. W-9, W-8, etc.)

   ![Diagram showing Tax Information fields]

3. Click to add a comment or an attachment.
Completing your AbbVie Registration

Banking Information

AbbVie prefers to issue payments electronically.

1. Start by clicking Add Banking Information (0)
2. Click Add Banking Details
3. Select the Bank Type (Domestic or Foreign).
4. Click the dropdown for Country and select the country of your bank branch.
5. Complete other fields as required. Note: Either IBAN or both Bank Key and Account Number is required.
6. Click Save to save the banking information. Note: This saves only the banking information, not your registration.
7. To add another bank, click Add additional Banking Details and enter information for the second bank.

AbbVie prefers to issue payments electronically.
Completing your AbbVie Registration

Banking Information (cont.)

After the banking information has been saved, the number of banks will be shown on the Banking Information 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.

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

Supplier Profile

7.1 Business Type –
Manufacturer, Distributor, Services, or Wholesaler.

7.2 Subsidiary -
If Yes, enter the name of your parent organization in 7.3.

7.4 Organization size

7.4 Please select your organization’s size.

7.5 If you are located in US, please provide your NAICS codes.  The US NAICS Site: https://www.naics.com/search/

7.6 If you are located in Canada, please provide your NAICS codes. = CA NAICS Site: http://www23.statcan.gc.ca/imdb/p3VD.pl?
Function=getVDStruct&TVD=307532&CVD=307533&CPV=54&CST=01012017&CLV=1&MLV=5

7.7 Select the business classification which best describes your organization.

(*) indicates a required field

Unspecified
1-99
100-250
251-499
500-1000
1000-1500
1500+
Completing your AbbVie Registration

Supplier Profile

7.5 and 7.6 **NAICS** – If your organization is based in the United States or Canada, enter the North American Industry Classification System code(s).

7.7 **Business Classification** -
Select the most appropriate classification of your business.
Completing your AbbVie Registration

IT Security and Privacy Evaluation

If you need to process, store, or access AbbVie data in your environment, you will see questions regarding your security practices.

8.1.2 Does your organization encrypt data?

8.1.3 Are you encrypting AbbVie data at rest, in motion, and/or removable media?

Answer Yes or No to reflect your organization's practices.

If your company is processing, storing, or accessing AbbVie data in your environment, it is necessary for you to encrypt data.

If you are not able to encrypt at the time you complete the registration (the answer to either 8.1.2 or 8.1.3 is No), AbbVie will reach out to you to discuss remediation options.
9.2 Does your organization have diverse ownership status?

If Yes, in the United States, Canada, and/or Puerto Rico.

9.3 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
Completing your AbbVie Registration

Diversity (cont.)

**If Yes, outside the United States, Canada, and/or Puerto Rico.**

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

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

**9.5 – 9.9**

If you have selected a type/classification (for 9.4), please complete the AbbVie Self-Certification documentation.

Click **References** to download the *AbbVie Self-Certification Form* for your region.
Completing your AbbVie Registration

Diversity (cont.)

If Yes, outside the United States, Canada, and/or Puerto Rico. (cont.)

9.10

1. Select Yes from the dropdown menu.
2. Enter the details of your certification.
3. Use the Attachments field to attach your Self-Certification Form or a third-party certification.
   a) Click Choose File.
   b) Navigate to the file containing your Self-Certification Form or third-party certification.
   c) Click Open to attach the selected file.
4. Click OK.
Completing your 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.

Next Step: Submit your registration to AbbVie for approval
The next section has the details.
Submitting your AbbVie registration

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

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Submitting your AbbVie Registration

When you’re ready, submit your registration:

1. Click **Submit Entire Response**.

2. Click **OK**.

3. Confirmation will appear at the top of the screen.

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

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

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

Entry fields with errors will be outlined in red.

Dropdown fields with errors will display the arrow in red.

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

FYI - One of the most common errors in the Headquarters Address is the Postal Code format.
Submitting your 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 call to 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 your registration status

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

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Checking your 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.
Updating your 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 – those changes cannot be done through the portal.

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Updating your AbbVie Registration

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

1️⃣ Log in to Ariba.
Use the same link as when you registered.

2️⃣ Click Revise Response.

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

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.
Updating your 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.

6 Click **Submit Entire Response**.

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

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.