



# ARIBA - Supplier Registration and Questionnaire Submission

**Section 1: Register an ARIBA account**

**Section 2: Input company details in Elanco Questionnaire for submission**

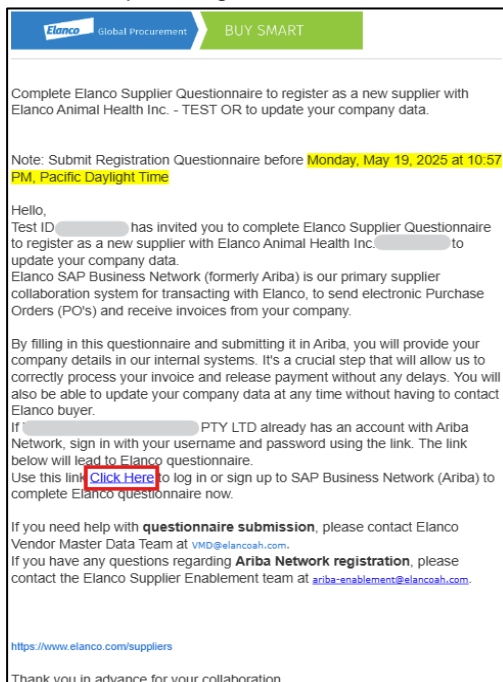
**Section 3: To check the submitted questionnaire data or to submit a revised questionnaire**

## **Prerequisite:**

Supplier to receive an invitation email from email domain (@ansmtp.ariba.com) (to check junk or spam mailbox as well) with Subject: **Invitation: Register to become a supplier with Elanco Animal Health Inc.**

\*Note: The supplier has 15 days to complete the questionnaire from the date the email invitation link is sent.

Proceed by clicking on the **Click Here** link in the email.



**Note: If you've created an account but haven't submitted the questionnaire, please use this link to log back in <https://service.ariba.com/> .**

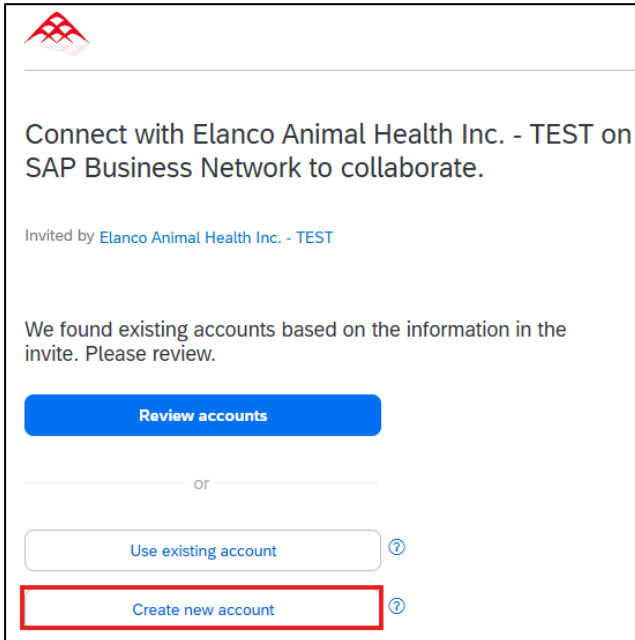
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## Section 1: Register an ARIBA account:

1. Click **Create New Account**.

*\*Or Click **Use existing account** if already have existing ARIBA account and skip to Section 2 - Input company details in Elanco Questionnaire for submission.*

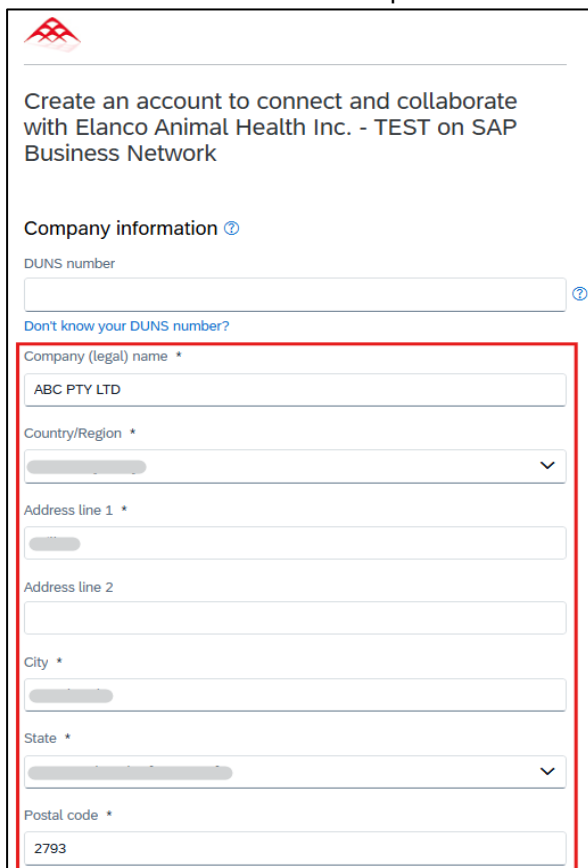
*\* All newly created Ariba accounts are the standard Ariba account type which is fully free of charge*



The screenshot shows a registration page for SAP Business Network. At the top left is the SAP logo. The main heading reads "Connect with Elanco Animal Health Inc. - TEST on SAP Business Network to collaborate." Below this, it says "Invited by Elanco Animal Health Inc. - TEST". A message states: "We found existing accounts based on the information in the invite. Please review." There are two main options: a blue button labeled "Review accounts" and a button labeled "Create new account" which is highlighted with a red rectangular border. A "Use existing account" button is also visible above the "Create new account" button. There are small question mark icons next to the "Use existing account" and "Create new account" buttons.

2. Review and enter company's information.

*\*Note: The DUNS number is optional field and may be left blank.*



The screenshot shows the "Company information" section of the registration page. It includes a "DUNS number" field with a question mark icon and a link "Don't know your DUNS number?". Below this is a red-bordered box containing several required fields: "Company (legal) name \*" with the value "ABC PTY LTD"; "Country/Region \*" with a dropdown menu; "Address line 1 \*" with a text input field; "Address line 2" with a text input field; "City \*" with a text input field; "State \*" with a dropdown menu; and "Postal code \*" with the value "2793".

3. You can choose to set your email as your username and set password at the administrator account information section. Proceed to click **I have read and agree with the Terms of Use** and **SAP business Network Privacy Statement**. Tick the checkbox at the I'm not a robot section and proceed to **Create account**

\*Note : Your password must include at least one uppercase letter, one lowercase letter, one number, and one special character.

Administrator account information ?

First name \*  Last name \*

Email \*

Use my email as my username


Username \*

Password \*  Repeat password \*

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

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  reCAPTCHA Privacy - Terms

**Create account**

4. If there are errors in the fields, the system will prompt error message: **Please correct the following errors**. Once all fields are corrected, click **Create account**.

Create an account to connect and collaborate with Elanco Animal Health Inc. - TEST on SAP Business Network

**Please correct the following errors**

Company information ?

DUNS number

Don't know your DUNS number?

Company (legal) name \*

Country/Region \*

Address line 1 \*

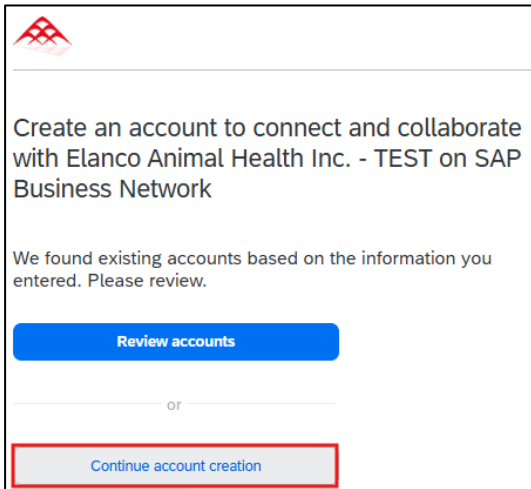
Address line 2

City \*

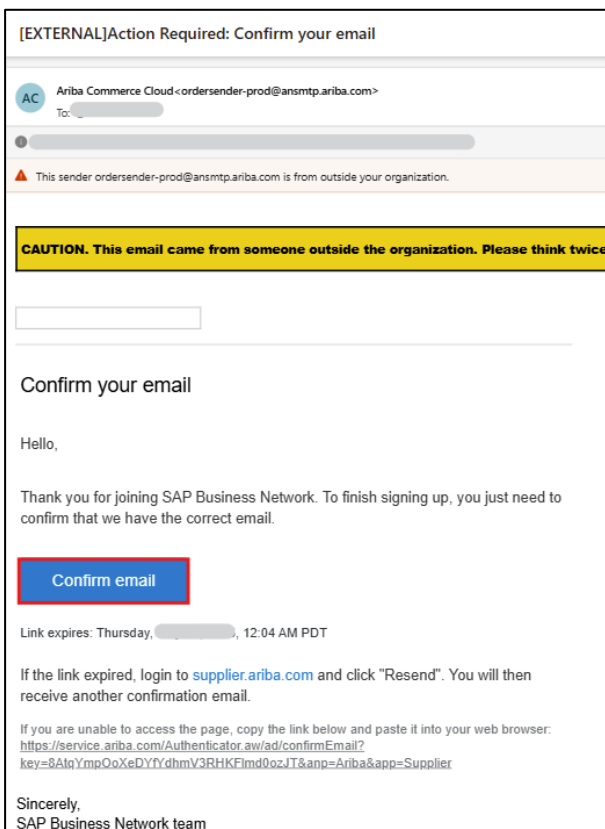
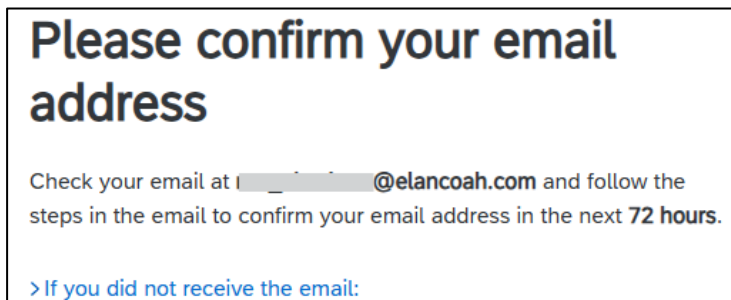
Required field

5. System prompts supplier to review for any potential existing accounts that supplier may have registered on ARIBA. Click **Continue Account Creation** to proceed with the new account creation.

\* Or Click **Review accounts** if there is existing account which Supplier has the credentials and wants to log in with.



6. Supplier to receive a confirmation email from email domain (@ansmtp.ariba.com) (to check junk or spam mailbox as well). Proceed to click **Confirm email**.



7. The **Product and Service Categories** and **Ship-to or Service locations** selection is optional and primarily used for visibility within Ariba. Since it is not required by Elanco, you may skip this step by clicking the **Remind me later** button and **Don't show this to me again** link as stated below.

If you choose to complete it, type in to search the relevant Product and Service Categories and Ship-to or Service locations, select from the search suggestions as example below. Or Click **Browse**.

## Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

**Product and Service Categories**

  or 

**Ship-to or Service Locations**

  or 

[Don't show this to me again](#)

8. If click **Browse**, proceed to expand out the available category and click the “+” sign to add the selection. Proceed to click **OK** after selection.

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) TEST MODE

### Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search >*

Food & Beverage >	Commercial Sports >	Camping and wilderness facilities >	No items
Fuels, Additives & Lubricants >	Entertainment Services >	Hotel rooms > ✓	
Furniture & Furnishings >	Hotels, Lodging & Meeting Facilities >	Hotels and motels and inns >	
Healthcare Services >	Performing Arts >	Meeting facilities >	
Heavy Construction Equipment >	Restaurants & Catering >	Specialized accommodation services >	
Hospitality Services >	Travel Facilitation >		
Humanitarian Relief Items, Kits, or Accessories >			

My Selections (1)

Hotel rooms (View)


Supplier is now registered on ARIBA Network but still not yet registered as an Elanco Supplier.

System will auto-redirects Supplier to the Elanco Supplier Questionnaire page.

Supplier will also receive confirmation email that registration process in SAP Business Network is completed. The Ariba account created is the **standard Ariba account type with no extra charges**. Suppliers are encouraged to use a standard Ariba account as it's fully free of charge.


Sample email:

**[EXTERNAL]Welcome to SAP Business Network**


**AC** Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> 

To: [REDACTED]

Retention: Exchange 3 Year Enforced Deletion (3 years) Expires: Thu 5/4/2028 3:16 PM

 This sender ordersender-prod@ansmtp.ariba.com is from outside your organization.

**CAUTION. This email came from someone outside the organization. Please think twice before clicking any links or**



## Welcome to SAP Business Network

Please find your account information below.

**Your account:**  
Company name: **ABC PTY LTD**  
Username: [REDACTED]@elancoah.com  
Business Network ID: **AN11228** [REDACTED]  
Administrator email: [REDACTED]@elancoah.com



4. Click **select** to view list of countries available.

5. Select your country based on your business address (one only).

6. Or input the country name at the search bar to search for a specific value. Select the appropriate country and proceed to click Done

\*Note : Please change the Region button to Description before searching.



7. To receive payment notifications, select 'Yes' for Question 3.3 and enter the recipient's email address in Question 3.4.

General Information (Section 3 of 7)

3.1 Please select your country based on the corporate address provided in the question 2.5: +USA [select]

3.2 Alternate Contact Email: [input field]

3.3 Would you like to receive payment notifications?: Yes

3.4 Payment Notification Recipient Email: abcde@elancoah.com

8. To do business with Elanco, suppliers are required to review and accept the Supplier Code of Conduct at question 4.2

Supplier Code of Conduct (Section 4 of 7)

4.1 Please refer to the attached document for the Elanco Business Partner Code of Conduct (English Version only). For other language versions, please refer to the link below.  
<https://www.elanco.com/suppliers> [Business Partner Code of Business Conduct.pdf](#)

4.2 Do you accept Elanco Business Partner Code of Conduct?: Yes

9. Proceed with **Financial Information** section. Please click on the dropdown button at the **Tax ID(s)** question and select relevant country.

Financial Information (Section 5 of 7)

5.1.1 Tax ID(s): Country/Region: (no value)

5.1.2 Upload Tax Certificate: Add Upload Tax Certificate (0)

5.2 Bank Information

5.2.1 Select Preferred Payment Method: Electronic Funds Transfer

5.2.2 Provide Bank Account Details: Add Provide Bank Account Details (1)

5.2.4 Provide Bank Account Currency: Add Provide Bank Account Currency (0)

5.2.6 Upload Bank Supporting Documents: Add Upload Bank Supporting Documents (0)

(\*) indicates a required field

Buttons: Submit Entire Response, Save draft, Compose Message, Excel Import

10. Input applicable TAX number for the selected country.

Financial Information (Section 5 of 7)

Country/Region: United States (US)

Tax Name	Tax Type	Tax Number
US Tax Identification Number	Organization	[input field]
USA: Employer ID Number	Organization	12345
USA: Unique Form Identifier	Organization	[input field]
USA: GIIN Number	Organization	[input field]

11. To upload Tax Certificate (Question 5.1.2) click the blue link

12. Click Add Tax Certificate: to add the supporting documents for all the tax numbers input earlier at Question 5.1.1.

\*Note : Supplier can add more than one attachment.

13. After adding all relevant supporting attachments, click **Save**.

14. Select payment method from the dropdown list.

15. Click the blue link to **provide bank account details**

16. Click **Add Bank Details**

17. Select Bank Type and input Country, Bank Name, and Bank Branch.

18. Input **Account Holder Name** only if:

a) Supplier name contains Ampersand (&) hence need to replace with the word "AND".

e.g. AT & T to input as AT AND T.

b) Bank account holders are different from Supplier Name

Otherwise, leave as blank.

19. Mandatory to input **Bank Key/ABA routing number** and **Account Number**.  
Format is without **space or dash**.

All Content > 5.2.2 Provide Bank Account Details

Provide Bank Account Details (1)

Name ↑

口座名義人名: 小文字は大文字にし、半角カタカナで入力してください。口座名義人名が英語の場合は、半角大文字で入力してください。  
 <例> (誤) エーロン・コンピュータ (カ) (正) エーロン・コンピュータ  
 銀行コード/ABAナンバー: 銀行コードに続けてスペースを空けずに支店コードを入力してください。  
 銀行制御キー: 該当の口座種別を選択してください。

For Brazil Supplier: Kindly refer to the attached instruction on How to fill in Bank Details.  
 Please do not fill IBAN number and SWIFT code.  
 Para fornecedores do Brasil: consulte as instruções em anexo sobre como preencher os dados bancários.  
 Por favor, não preencher o número do IBAN e código SWIFT.

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

20. For the applicable country, input **IBAN Number** when applicable.

All Content > 5.2.2 Provide Bank Account Details

Provide Bank Account Details (1)

Name ↑

口座名義人名: 小文字は大文字にし、半角カタカナで入力してください。口座名義人名が英語の場合は、半角大文字で入力してください。  
 <例> (誤) エーロン・コンピュータ (カ) (正) エーロン・コンピュータ  
 銀行コード/ABAナンバー: 銀行コードに続けてスペースを空けずに支店コードを入力してください。  
 銀行制御キー: 該当の口座種別を選択してください。

For Brazil Supplier: Kindly refer to the attached instruction on How to fill in Bank Details.  
 Please do not fill IBAN number and SWIFT code.  
 Para fornecedores do Brasil: consulte as instruções em anexo sobre como preencher os dados bancários.  
 Por favor, não preencher o número do IBAN e código SWIFT.

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

21. For the applicable country, select the appropriate **Bank Control Key** (which generally refers to the account type, such as checking or savings etc) from the dropdown list. If no option is selected, the system will treat it as 'No choice'.

All Content > 5.2.2 Provide Bank Account Details

Provide Bank Account Details (1)

Name ↑

口座名義人名: 小文字は大文字にし、半角カタカナで入力してください。口座名義人名が英語の場合は、半角大文字で入力してください。  
 <例> (誤) エーロン・コンピュータ (カ) (正) エーロン・コンピュータ  
 銀行コード/ABAナンバー: 銀行コードに続けてスペースを空けずに支店コードを入力してください。  
 銀行制御キー: 該当の口座種別を選択してください。

For Brazil Supplier: Kindly refer to the attached instruction on How to fill in Bank Details.  
 Please do not fill IBAN number and SWIFT code.  
 Para fornecedores do Brasil: consulte as instruções em anexo sobre como preencher os dados bancários.  
 Por favor, não preencher o número do IBAN e código SWIFT.

For Colombia Supplier: Kindly refer to the attached file "Colombia Bank Key" to obtain the bank key according with your current bank.  
 Para el proveedor de Colombia: por favor revise el archivo adjunto para obtener la clave bancaria que le corresponde según su banco.

References

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

Bank Control Key:

No Choice  
 Checking Account [01]  
 Savings Account [02]

Add an additional Bank Details

(\*) indicates a required field

22. Click **Add an additional Bank Details** if multiple bank details are required.

All Content > 5.2.2 Provide Bank Account Details

Provide Bank Account Details (1)

Name ↑

口座名義人名: 小文字は大文字にし、半角カタカナで入力してください。口座名義人名が英語の場合は、半角大文字で入力してください。  
 <例> (誤) エーロン・コンピュータ (カ) (正) エーロン・コンピュータ  
 銀行コード/ABAナンバー: 銀行コードに続けてスペースを空けずに支店コードを入力してください。  
 銀行制御キー: 該当の口座種別を選択してください。

For Brazil Supplier: Kindly refer to the attached instruction on How to fill in Bank Details.  
 Please do not fill IBAN number and SWIFT code.  
 Para fornecedores do Brasil: consulte as instruções em anexo sobre como preencher os dados bancários.  
 Por favor, não preencher o número do IBAN e código SWIFT.

For Colombia Supplier: Kindly refer to the attached file "Colombia Bank Key" to obtain the bank key according with your current bank.  
 Para el proveedor de Colombia: por favor revise el archivo adjunto para obtener la clave bancaria que le corresponde según su banco.

References

Add an additional Bank Details

23. Click **Save** once all bank details are filled.

The screenshot shows the top navigation bar of the Ariba Sourcing application. The header includes the logo 'Ariba Sourcing' and user information 'Company Settings', 'test last', and 'Help'. Below the header, there is a breadcrumb trail 'Go back to Elanco Animal Health Inc. - TEST Dashboard' and a 'Desktop File Sync' link. A yellow banner at the bottom of the page contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' A blue 'Save' button is highlighted with a red border, and a white 'Cancel' button is visible to its right.

24. Click the blue link to provide **bank account currency**.

The screenshot displays the 'Financial Information' section of the application. The breadcrumb trail is 'All Content > 5.2.4 Provide Bank Account Currency'. The section title is 'Provide Bank Account Currency (0)'. Below the title, there is a table with columns for 'Name' and 'Items'. The table is currently empty, showing 'No items'. A blue link 'Add Provide Bank Account Currency (0)' is highlighted with a red border. To the right of the table, there is a dropdown menu for 'Select Preferred Payment Method' with 'Electronic Funds Transfer' selected. A yellow banner at the top of the section contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' A blue 'Save' button and a white 'Cancel' button are visible in the top right corner.

25. Click **Add Bank Account Currency**.

The screenshot shows the 'Provide Bank Account Currency (0)' section. The breadcrumb trail is 'All Content > 5.2.4 Provide Bank Account Currency'. The section title is 'Provide Bank Account Currency (0)'. Below the title, there is a table with columns for 'Name' and 'Items'. The table is currently empty, showing 'No items'. A blue link 'Add Bank Account Currency' is highlighted with a red border. A yellow banner at the top of the section contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' A blue 'Save' button and a white 'Cancel' button are visible in the top right corner.

26. Type in the value or select from dropdown list and proceed to click **Save**

The screenshot displays the 'Provide Bank Account Currency (1)' section. The breadcrumb trail is 'All Content > 5.2.4 Provide Bank Account Currency'. The section title is 'Provide Bank Account Currency (1)'. Below the title, there is a table with columns for 'Name' and 'Items'. The table contains one row: 'Bank Account Currency #1'. The 'Currency for Bank Account' field is highlighted with a red border and contains the value 'USD'. A blue link 'Add an additional Bank Account Currency' is visible below the table. A yellow banner at the top of the section contains the text: 'Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response on the main screen.' A blue 'Save' button and a white 'Cancel' button are visible in the top right corner.

27. Click the blue link to **upload bank supporting documents**.

Doc5149873293 - Supplier registration questionnaire time remaining  
3 days 19:20:36

Financial Information (Section 5 of 7) << Prev. | Next >>

Name ↑

- 5 Financial Information
  - 5.1 Tax Information
  - 5.2 Bank Information
    - 5.2.1 Select Preferred Payment Method \* Electronic Funds Transfer
    - 5.2.2 Provide Bank Account Details Add Provide Bank Account Details (1)
    - 5.2.4 Provide Bank Account Currency Add Provide Bank Account Currency (1)
    - 5.2.6 Upload Bank Supporting Documents Add Upload Bank Supporting Documents (0)

**NOTE: For US Payments, EFT is preferred Payment Method**

28. Click **Add Bank Account Details**.

All Content > 5.2.6 Upload Bank Supporting Documents

Upload Bank Supporting Documents (0)

Name ↑

No items

(\*) indicates a required field

Add Bank Account Details

29. Click **Attach a file**.

All Content > 5.2.6 Upload Bank Supporting Documents

Upload Bank Supporting Documents (1)

Name ↑

- Bank Account Details #1 Delete
  - Please attach relevant documents for provided Bank Account.
  - Note: Supporting documents must be in PDF format.**
  - Accepted documents are: a bank statement or a bank confirmation letter.**
  - Attach a file

(\*) indicates a required field

Add an additional Bank Account Details

30. Click **Choose File** to select your document to attach. After attaching all required supporting for the bank details, Click **OK**.

Add Attachment OK Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen

Or drop file here

31. Click **Save**.

Save Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 5.2.6 Upload Bank Supporting Documents

Upload Bank Supporting Documents (1)

Name ↑

- Bank Account Details #1 Delete
  - Please attach relevant documents for provided Bank Account.
  - Note: Supporting documents must be in PDF format.**
  - Accepted documents are: a bank statement or a bank confirmation letter.**
  - \* testing attachment.pdf Update file Delete file

(\*) indicates a required field

Add an additional Bank Account Details

32. Fill in Section 6 if the supplier is doing business with Elanco US.

If you are doing business with Elanco US Inc., provide relevant documents (Section 6 of 7) << Prev. | Next >>

Name ↑
6 If you are doing business with Elanco US Inc., provide relevant documents <span style="float: right;">Add If you are doing business with Elanco US Inc., provide relevant documents (0)</span>

(\*) indicates a required field

33. To avoid losing progress, the supplier should click 'Save Draft' to continue the questionnaire later, or select 'Submit Entire Response' to submit it for review.

4	Supplier Code of Con...	<p>▼ 4 Supplier Code of Conduct</p> <p>4.1 Please refer to the attached document for the Elanco Business Partner Code of Conduct (English Version only). For other language versions, please refer to the link below.  <a href="https://www.elanco.com/suppliers">https://www.elanco.com/suppliers</a>. Business Partner_Code_of_Business_Conduct.pdf</p>	
5	Financial Information		
6	If you are doing bus...	4.2 Do you accept Elanco Business Partner Code of Conduct?	* Yes ▾
28	United States of Ame...	<p>▼ 5 Financial Information</p> <p>▶ 5.1 Tax Information</p> <p>▼ 5.2 Bank Information</p> <p>5.2.1 Select Preferred Payment Method</p> <p><b>NOTE: For US Payments, EFT is preferred Payment Method</b></p> <p>5.2.2 Provide Bank Account Details <span style="float: right;">Add Provide Bank Account Details (1)</span></p> <p>5.2.4 Provide Bank Account Currency <span style="float: right;">Add Provide Bank Account Currency (1)</span></p> <p>5.2.6 Upload Bank Supporting Documents <span style="float: right;">Add Upload Bank Supporting Documents (1)</span></p>	* Electronic Funds Transfer ▾

(\*) indicates a required field

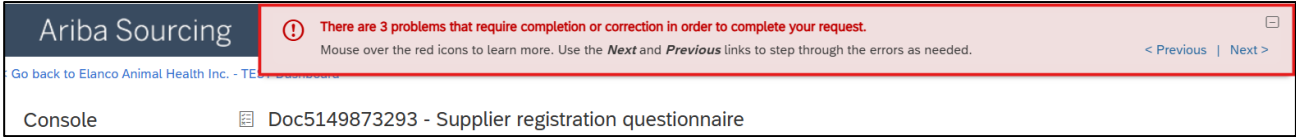
Submit Entire Response
Save draft
Compose Message
Excel Import

34. Supplier has a time limit of 15 days to complete questionnaire from the time email invitation link is sent.

- Please reach out to Elanco for a new email link if your questionnaire has expired.

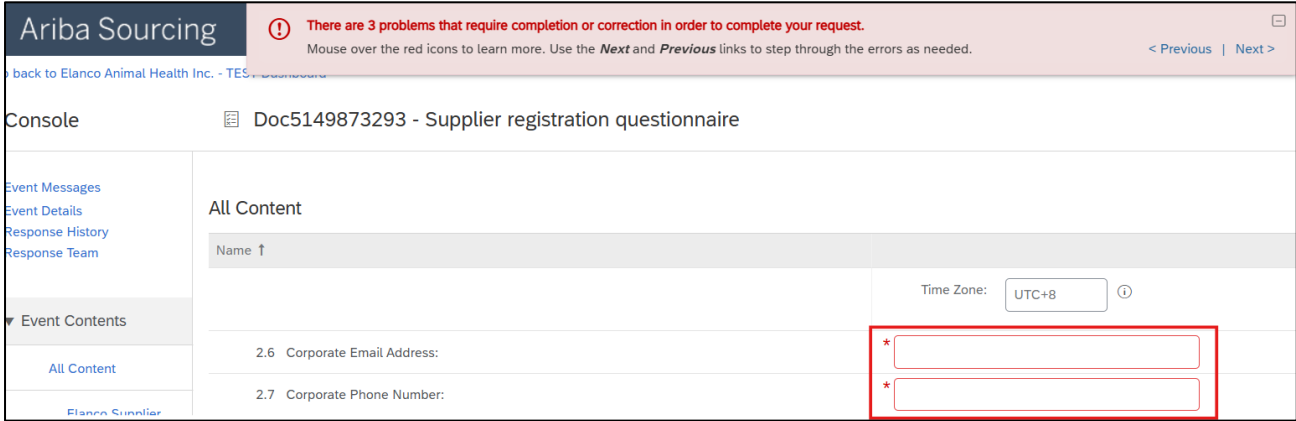
The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. A green message bar states: "Your entries have been saved but have not yet been submitted to the event owner. Continue working on your response and submit it when you are finished." In the top right corner, a red box highlights a timer icon with the text "Time remaining: 14 days 06:24:31".

35. System will prompt warning if there are errors in the questionnaire. Use the **Next** and **Previous** links to bring the screen to the error location through the errors as needed.



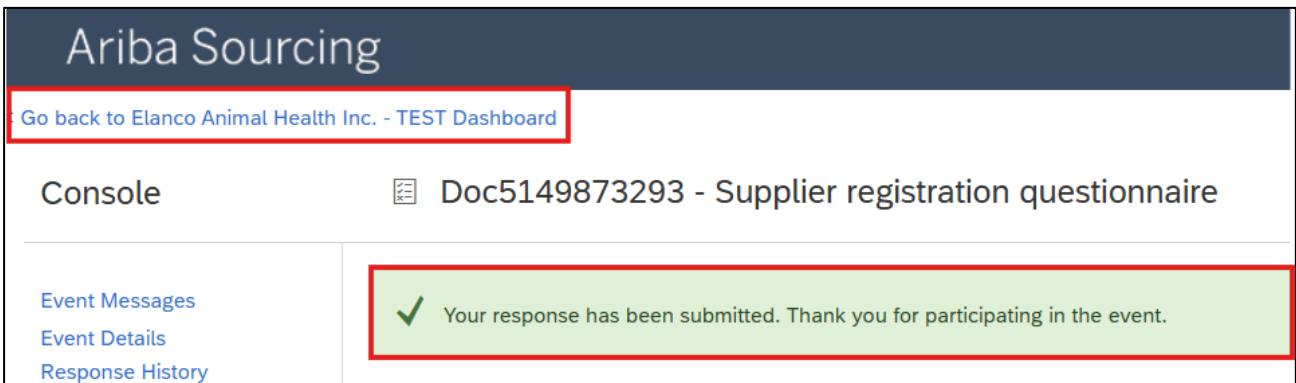
The screenshot shows the Ariba Sourcing interface. At the top, a dark blue header contains the text "Ariba Sourcing". Below the header, a light blue navigation bar includes a link "Go back to Elanco Animal Health Inc. - TEST Dashboard". The main content area has a "Console" section with a document icon and the text "Doc5149873293 - Supplier registration questionnaire". A red warning banner is positioned at the top of the main content area, containing a red exclamation mark icon, the text "There are 3 problems that require completion or correction in order to complete your request.", and a sub-message "Mouse over the red icons to learn more. Use the **Next** and **Previous** links to step through the errors as needed." To the right of the banner are "< Previous" and "Next >" links.

36. Correct all error fields highlighted in red. Then Click **Submit Entire Response** to submit again.



This screenshot shows the same Ariba Sourcing interface as above, but with the questionnaire form visible. The form has a table with columns for "Name" and "Time Zone". The "Time Zone" is set to "UTC+8". Two rows in the table are highlighted with red boxes, indicating errors: "2.6 Corporate Email Address:" and "2.7 Corporate Phone Number:". Each of these rows has a red asterisk (\*) to its left and a red-bordered input field to its right.

37. Once the green ribbon appears, the questionnaire has been successfully submitted and is pending Elanco's review. You may then click '**Go back to Elanco Animal Health Inc. - Dashboard**' or simply exit the website.

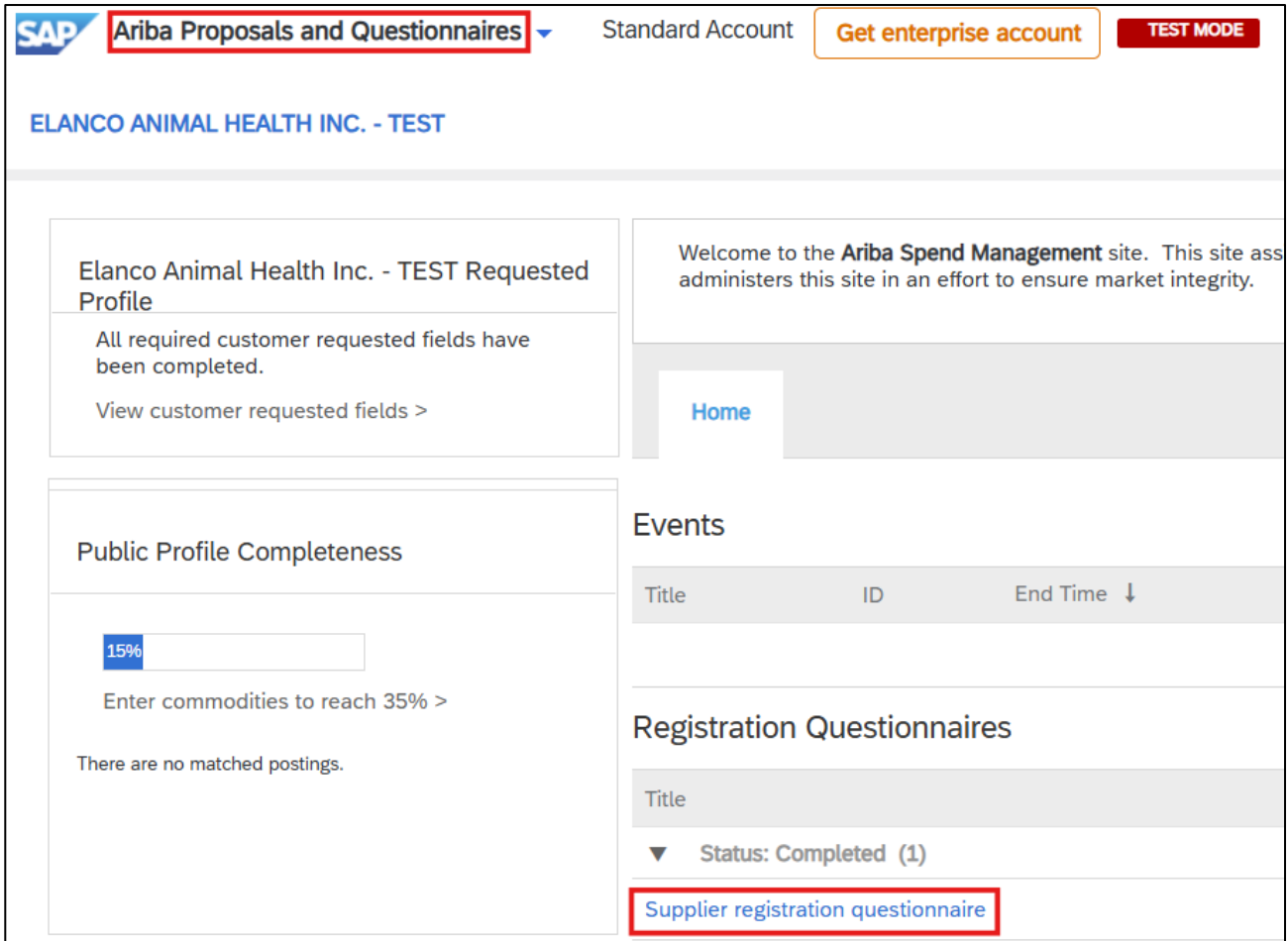


The screenshot shows the Ariba Sourcing interface after successful submission. The "Go back to Elanco Animal Health Inc. - TEST Dashboard" link is highlighted with a red box. The "Console" section shows "Doc5149873293 - Supplier registration questionnaire". A green success message banner is displayed at the bottom, containing a green checkmark icon and the text "Your response has been submitted. Thank you for participating in the event." The banner is also highlighted with a red box.

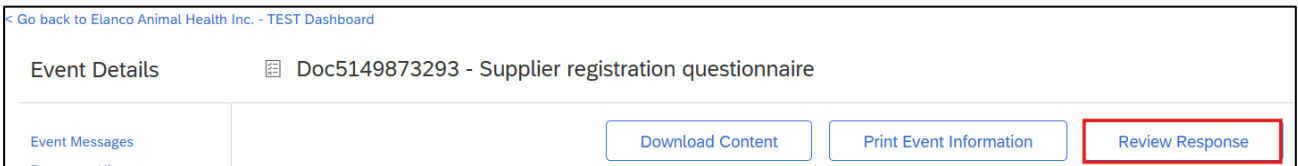


**Section 3: To check the submitted questionnaire data or to submit a revised questionnaire:**

38. Log back into the ARIBA website, go to the 'Ariba Proposals and Questionnaires' tab, and click on the 'Supplier Registration Questionnaire'.



39. Click **Review Response**.



40. Currently the questionnaire is pending approval hence no resubmission can be done.

After the questionnaire is approved, you can access back this section to submit a revised questionnaire if required to change your data on a later date.

