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

<u>**Prerequisite:**</u>

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**.**
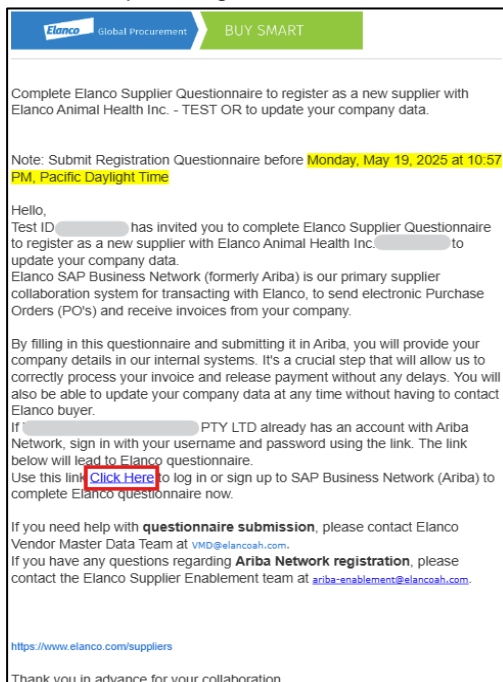
Note: If you've created an account but haven't submitted the questionnaire, please use this link to log back in https://service.ariba.com/ .
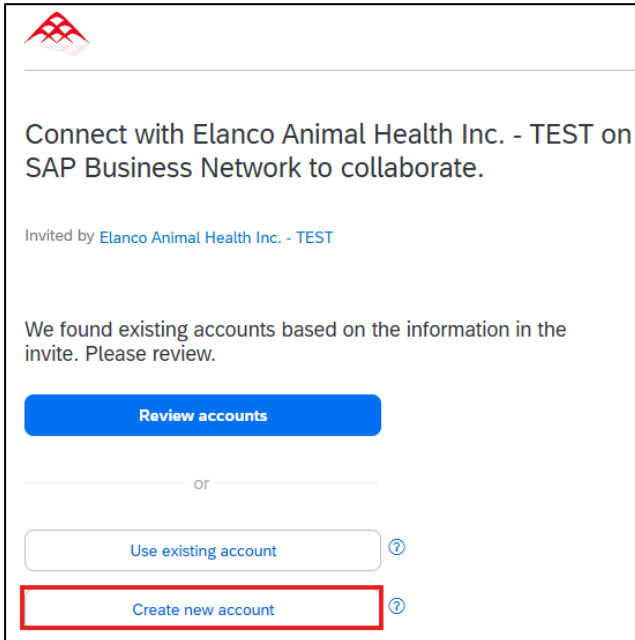
Section 1: Register an ARIBA account:

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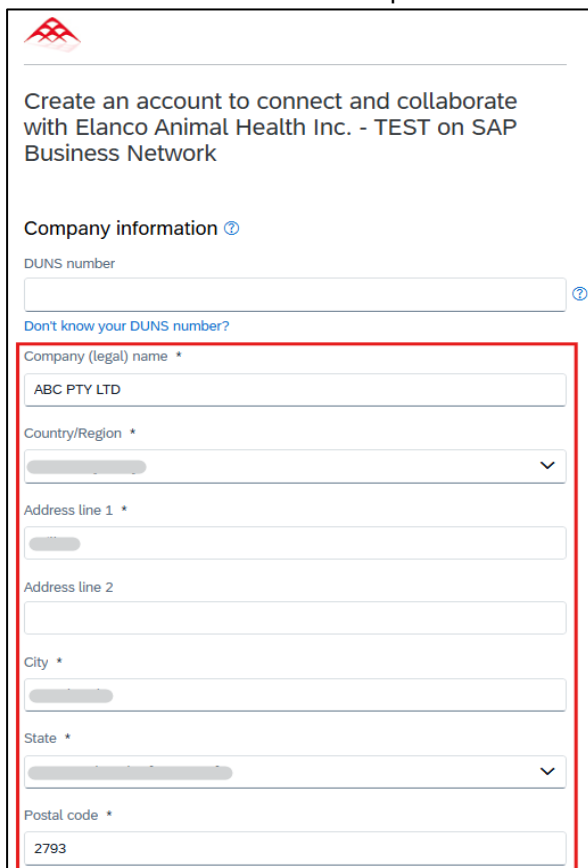* All newly created Ariba accounts are the standard Ariba account type which is fully free of charge*

Connect with Elanco Animal Health Inc. - TEST on SAP Business Network to collaborate.

Invited by Elanco Animal Health Inc. - TEST

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account ⑦

Create new account ⑦

2. Review and enter company's information.
   *Note: The DUNS number is optional field and may be left blank.

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

Company information ⑦

DUNS number

Don't know your DUNS number?

Company (legal) name *

ABC PTY LTD

Country/Region *

Address line 1 *

Address line 2

City *

State *

Postal code *

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.

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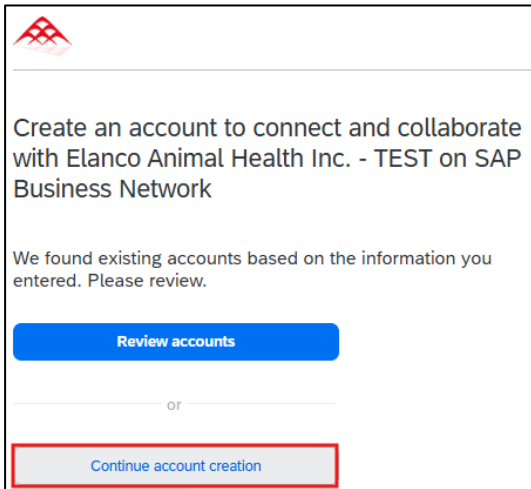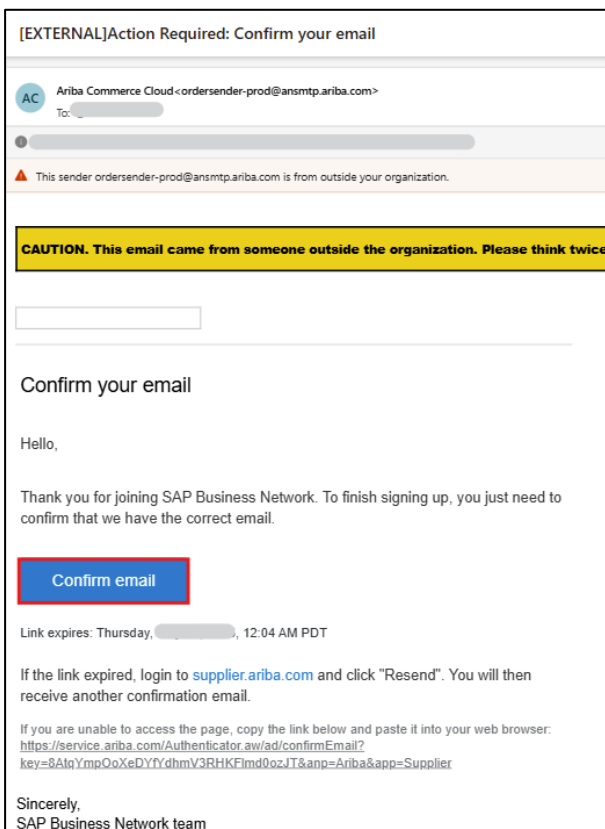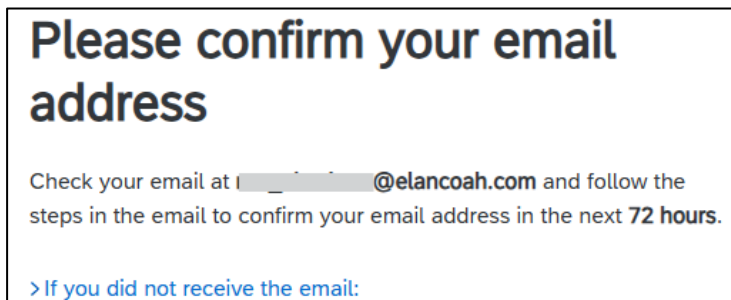
5. System prompts supplier to review for any potential existing accounts that supplier may have registered on ARIBA. Click **Continue Account Creation** to proceed with the new account creation.

   * 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 late**r 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**.

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.

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:

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

1. Input Name Information:
    a) Name Line 1 to input full Legal Name (as per tax document) If name is too long, please input in next line.

    b) No special characters allowed except Apostrophe, Hyphen and Ampersand, i.e. Remove characters such as period (full stop), comma, brackets.

       e.g. Do not use A & B (Test)., Company. Correct form is A & B TEST CO

    c) Use standard abbreviations: Company = CO; Private Limited = PVT LTD; Incorporated = INC

    d) Do not use special characters as delimiters (e.g. %, $, #, @, * etc.)

2. Input Corporate Address fields and complete all the mandatory fields that are marked with *:

    a) Do not use Ampersands (&).

    b) Delete ALL punctuation

3. Fill in all the mandatory fields that are marked with (*).
    a)   Question 2.6 Corporate Email: please provide the email address where Purchase Orders (POs) should be sent. Ensure that this email address is regularly monitored and is dedicated to receiving POs for your company.
    b)   Question 2.7 Corporate Phone: provide a direct phone number where someone from your company can be reached. Avoid using toll-free or automated numbers.
    c)   Question 2.8 Language selection: select the corresponding language by clicking the drop-down button.

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.

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

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

10. Input applicable TAX number for the selected country.

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 <mark>space or dash.</mark>

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

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'.

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

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

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

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

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

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 NOTE: For US Payments, EFT is 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)

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

All Content > 5.2.6 Upload Bank Supporting Documents
Upload Bank Supporting Documents (0)

Name ↑
No items
Add Bank Account Details   (*) indicates a required field

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
Add an additional Bank Account Details	(*) indicates a required field	

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	
Add an additional Bank Account Details	(*) indicates a required field	

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	Add If you are doing business with Elanco US Inc., provide relevant documents (0)
(*) 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 Conduct**		
4 Supplier Code of Con...	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 ⌄		
5 Financial Information	4.2 Do you accept Elanco Business Partner Code of Conduct?	*	Yes ⌄
6 If you are doing bus...	▼ 5 **Financial Information**		
28 United States of Ame...	▶ 5.1 **Tax Information**		
	▼ 5.2 **Bank Information**		
	5.2.1 Select Preferred Payment Method	*	Electronic Funds Transfer ⌄
	NOTE: For US Payments, EFT is preferred Payment Method		
	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 (1)		
	(*) 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.

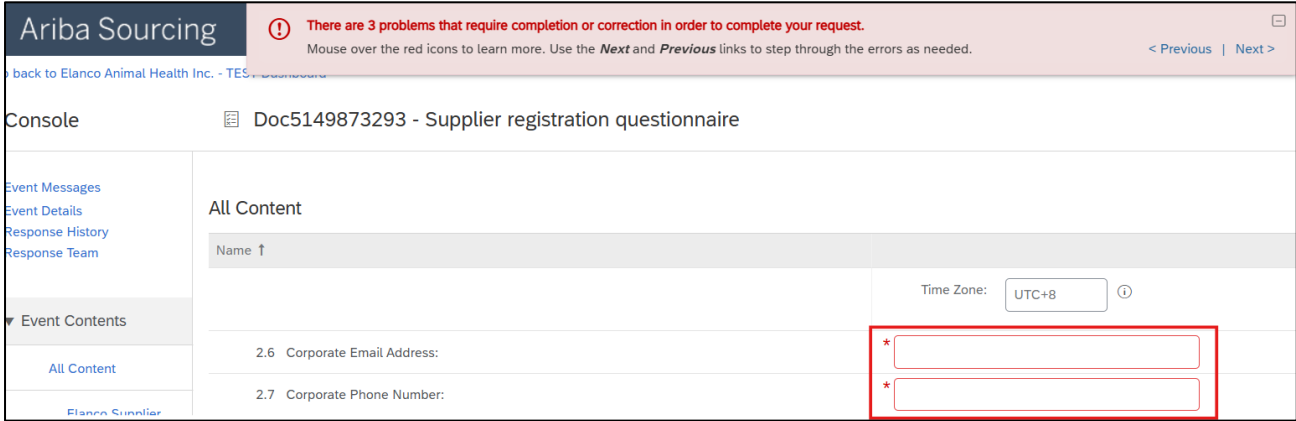- Please reach out to Elanco for a new email link if your questionnaire has expired.

Ariba Sourcing			Company Settings ▾ FIRST CONTACT LAST ▾
‹ Go back to Elanco Animal Health Inc. - TEST Dashboard			Desktop File Syn
Console	☰ Doc2919164554 - Supplier registration questionnaire		Time remaining 🕒 14 days 06:24:31
Event Messages Event Details Response History Response Team	✓ 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.		

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.
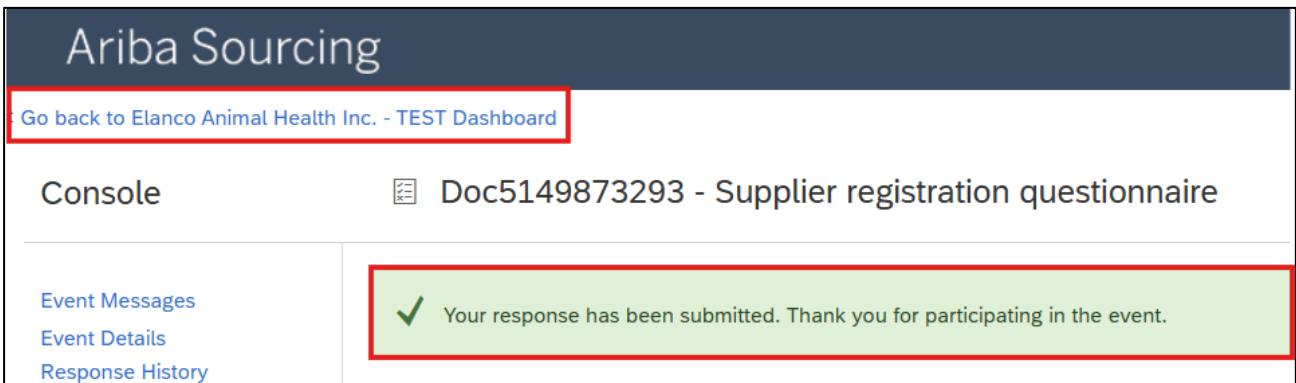

36. Correct all error fields highlighted in red. Then Click **Submit Entire Response** to submit again.

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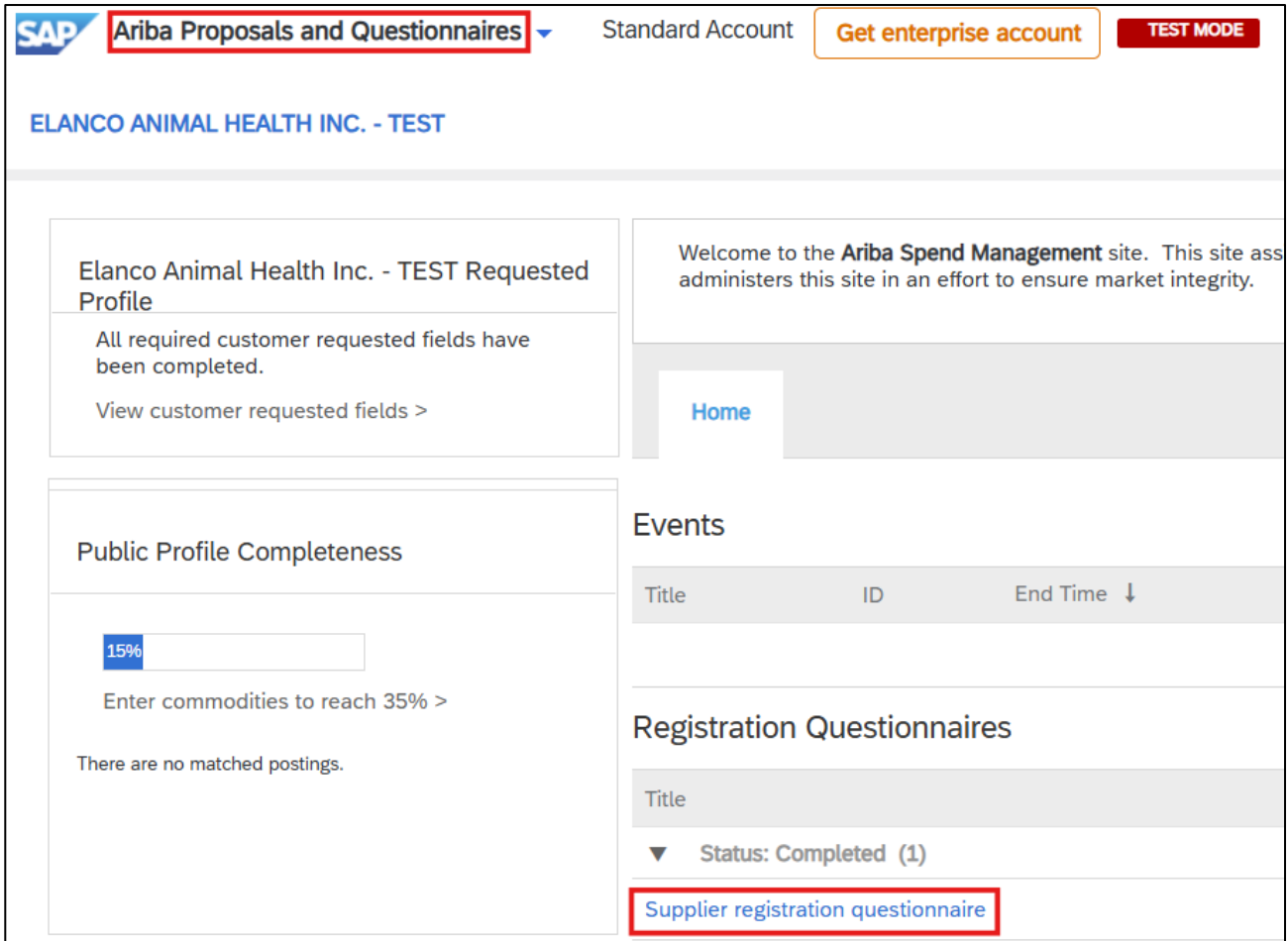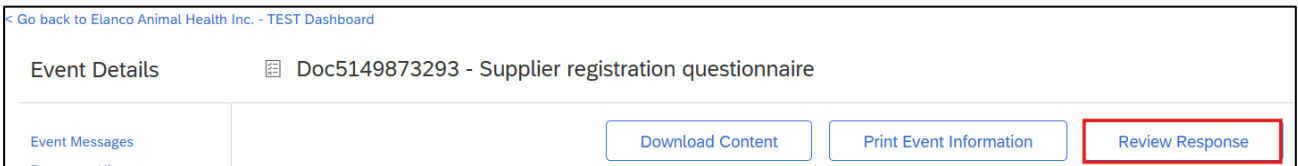
Section 3: To check the submitted questionnaire data or to submit a revised questionnaire:

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.