



ARIBA - Supplier Registration and Questionnaire Submission

Section 1: To 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 (to check junk or spam mail) with Subject:

Invitation: Register to become a supplier with Elanco Animal Health Inc.

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

If you have any questions about Elanco's initiative, Ariba Network registration or any other question, please contact the Elanco Supplier Enablement team at ariba-enablement@elanco.com.

<https://www.elanco.com/suppliers>

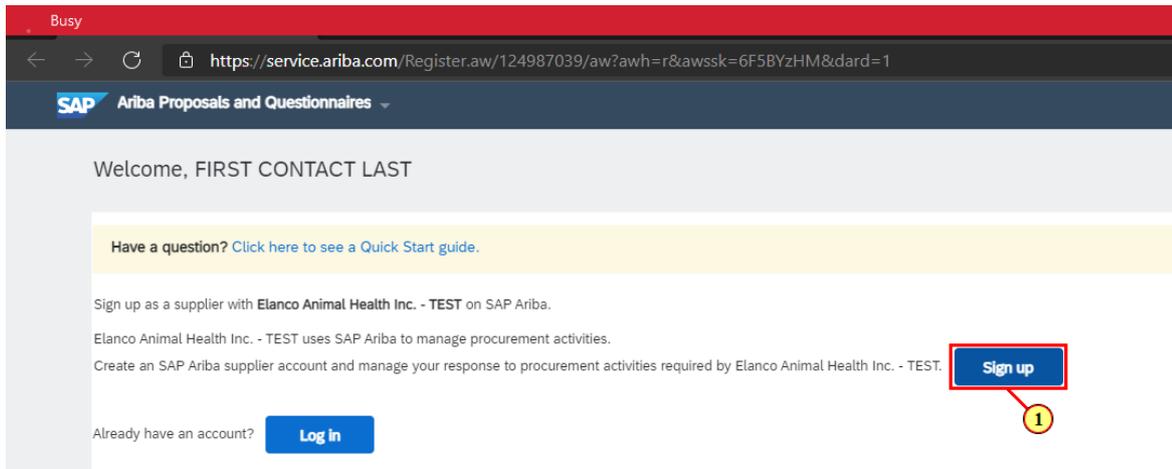
Thank you in advance for your support.

[Redacted] has invited you to register to become a supplier with Elanco Animal Health Inc.. Start by creating an account with Ariba Network. It's free.

Elanco Animal Health Inc. uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If [Redacted] already has an account with Ariba Network, sign in with your username and password.

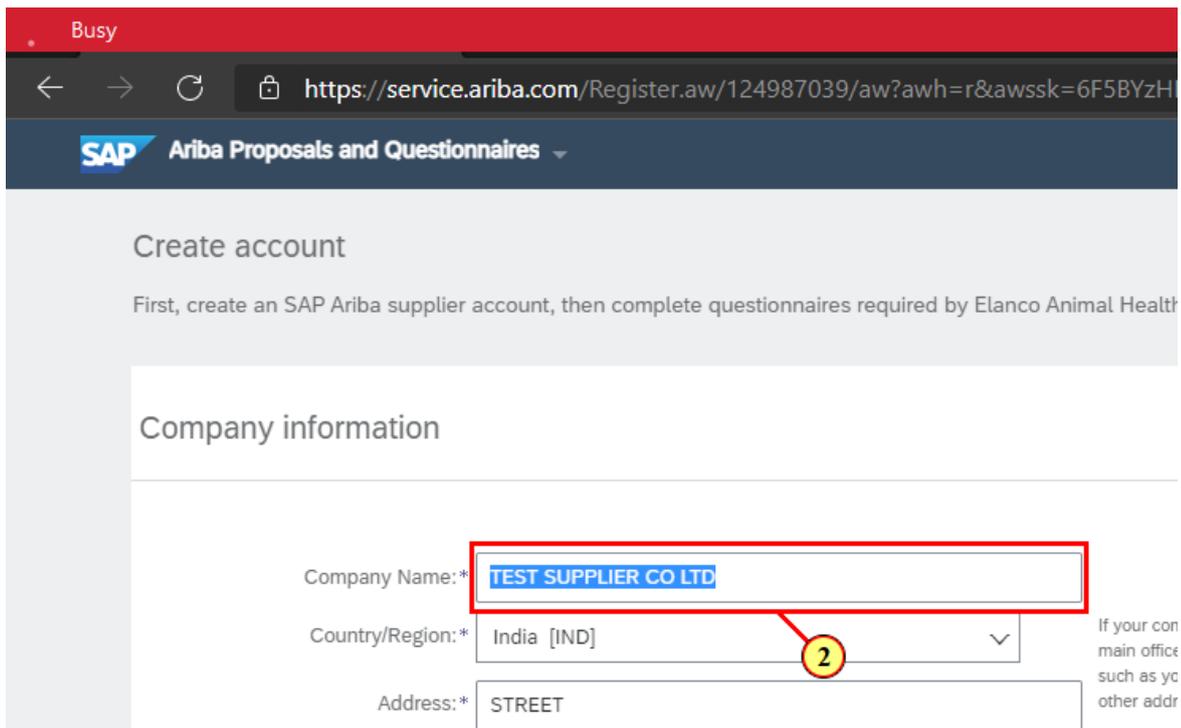
Click Here to create account now

Section 1: To Register an ARIBA account:



1. Click **Sign up** to Create a New Account.

* Or Click **Log in** if have existing ARIBA account and skip to Step 16 - Input company details in Elanco Questionnaire for submission.



2. Review and enter company's information.

City:* MUMBAI

State:* Andhra Pradesh [IN-AP]

Postal Code:* 400072

User account information

Name:* FIRST CONTACT LAST

Email:* emy_huilin.tan@elancoah.com

Use my email as my username

Username:* test-emy_huilin.tan@elancoah.com

Password:* Enter Password

3

SAP Ariba Priv

Must be in email

Passwords must characters includ letters, numeric c

The language use configurable noti your web b...

Customers may s Ariba Network. T contacts in your r distribution list ar You can change t

3. You can choose to set your email as your username.

City:* MUMBAI

State:* Andhra Pradesh [IN-AP]

Postal Code:* 400072

User account information

Name:* FIRST CONTACT LAST

Email:* emy_huilin.tan@elancoah.com

Use my email as my username

Username:* emy_huilin.tan@elancoah.com

Password:*

Language: English

Email orders to:* emy_huilin.tan@elancoah.com

4

SAP Ariba Priv

Must be in email

Passwords must characters includ letters, numeric c

The language use configurable noti your web b...

Customers may s Ariba Network. T contacts in your r distribution list ar You can change t

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories

Ship-to or Service Locations:* Enter Ship-to or Service Location

4. Type in to search the relevant Product and Service Categories

City:* MUMBAI

State:* Andhra Pradesh [IN-AP] v

Postal Code:* 400072

User account information

* Indicates a required field
[SAP Ariba Privacy Statement](#)

Name:* FIRST CONTACT LAST

Email:* emy_huilin.tan@elancoah.com

Use my email as my username

Username:* emy_huilin.tan@elancoah.com

Password:* [REDACTED]

Language: [REDACTED]

Email orders to:*

- Hot air balloons
- Hot melt adhesives
- Hot cell samplers
- Hot stamp printer
- Hotels**
- Anemometers
- Oilfield hot oil or water service
- Machined hot extrusions

5

5. Select from the search suggestions.

Product and Service Categories:* [REDACTED] Add -or- Browse

Hotels x

Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse

6

6. Or Click Browse

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 »*

Agricultural & Fishing Machinery >
Agricultural & Fishing Services >
Apparel, Luggage & Personal Care >
Chemicals >
Cleaning Supplies >
Computer Hardware, Software & Telecom >
Construction & Maintenance Services >

No items No items No items

My Selections (1)

Hotels (View)

Remove

Cancel OK

7. Click OK after selection.

Busy

https://service.ariba.com/Register.aw/124987039/aw?awh=r&awssk=6F5BzHM&awr

SAP Ariba Priv

Name:* FIRST CONTACT LAST

Email:* emy_huilin.tan@elancoah.com

Use my email as my username

Username:* emy_huilin.tan@elancoah.com

Password:* *****

Language: English

Email orders to:* emy_huilin.tan@elancoah.com

Must be in email
Passwords must include letters, numeric c

The language is configurable not your web b...

Customers may s
Ariba Network. T
contacts in your
distribution list ar
You can change t

Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories

Hotels x

Ship-to or Service Locations:* Enter Ship-to or Service Location

Tax ID: Optional

Enter your Co

8. Fill in Ship-to or Service Location

Product and Service Categories:* -or- [Browse](#)
 x

Ship-to or Service Locations:* -or- [Browse](#)
 x

Tax ID: Enter your 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. [i](#)

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

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

9

9. Click I have read and agree to the Terms of Use.

Product and Service Categories:* -or- [Browse](#)
 x

Ship-to or Service Locations:* -or- [Browse](#)
 x

Tax ID: Enter your 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. [i](#)

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

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

10

10. Click I have read and agree to the SAP Ariba Privacy Statement

Product and Service Categories:* -or- [Browse](#)

x

Ship-to or Service Locations:* -or- [Browse](#)

x

Tax ID: Enter your Company Tax ID number.

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

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

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

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

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11. Click **Create account and continue**

Name:*

Email:*

Use my email as my username

! User already exists. Please enter a different username.

Username:* Must be in email format (e.g. john@newco.com) [i](#)

Password:* Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special character. [i](#)

Language: [v](#) The language used when Ariba sends you configurable notifications. This is different than your web browser.

Email orders to:* Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories:* -or- [Brow](#)

x

Ship-to or Service Locations:* **12** -or- [Brow](#)

x

12. If there are errors in fields, system will prompt error message: **Please correct the above errors and resubmit.**

*Supplier may encounter Username field error where username already exists. If user wants to continue to create a new account, just use a different username.

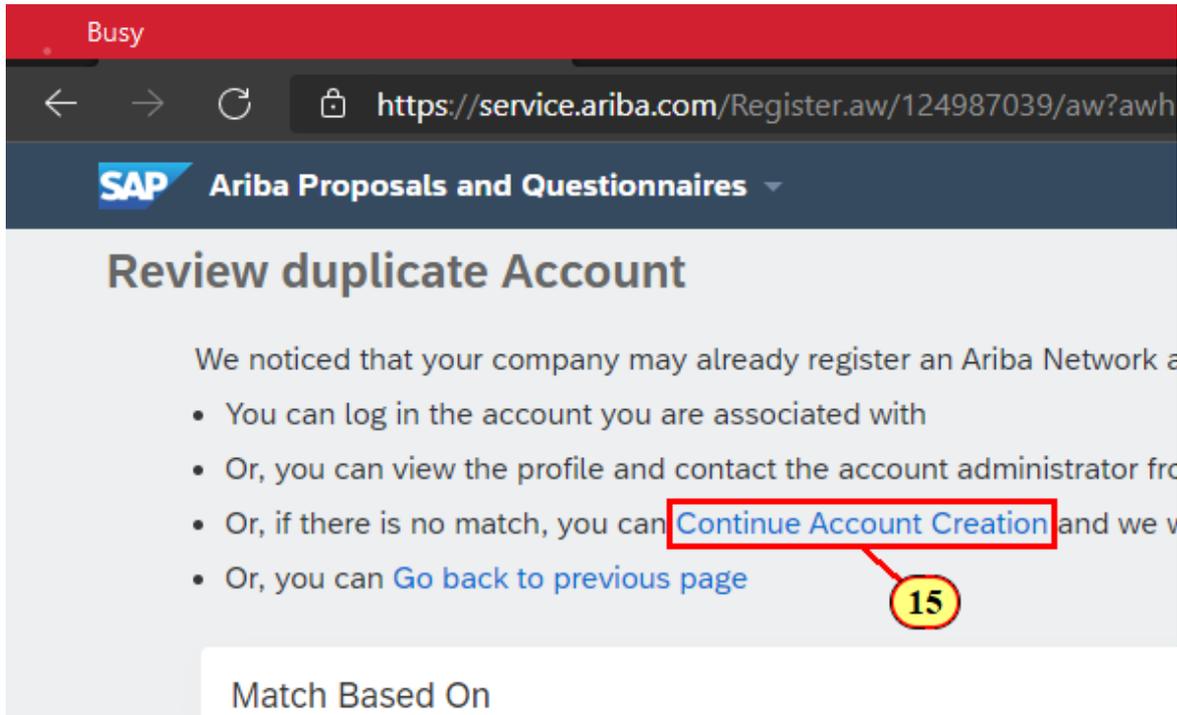
However, this new account created will not link to earlier existing account (if any) which may have been used as a Supplier for another company.

The screenshot shows a web browser window with the URL <https://service.ariba.com/Register.aw/124987039/aw?awh=r&awssk=6F5BYzHM&awrdt=1#b0>. The page contains several input fields: 'Product and Service Categories' with an 'Add' button and a 'Hotels' tag; 'Ship-to or Service Locations' with an 'Add' button and an 'India' tag; 'Tax ID' with an 'Optional' label and a note to 'Enter your Company Tax ID number.'; and 'DUNS Number' with an 'Optional' label and a note to 'Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account.' Below these fields are two checked checkboxes: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'. A red error message states: 'Please correct the above errors and resubmit'. At the bottom right, a blue button labeled 'Create account and continue' is highlighted with a red box and a yellow circle containing the number 13.

13. Once all fields are corrected, click **Create account and continue**.

This screenshot shows the same registration form as above, but with a modal dialog box overlaid in the center. The dialog box has a title 'Potential existing accounts' and contains the text: 'We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.' A blue button labeled 'Review accounts' is highlighted with a red box and a yellow circle containing the number 14. The background form is dimmed.

14. System may prompt message to review potential existing account. Click **Review accounts**.



15. 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 **Go back to previous page** if there is existing account which Supplier has the credentials and wants to log in with.*

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

The screenshot shows the 'Supplier registration questionnaire' in Ariba Sourcing. The form is titled 'Elanco Supplier Registration Form'. It includes a welcome message and a section for 'Name and Address Information (to be provided in english)'. The 'Type of Organization' field has a dropdown menu set to 'Unspecified'. A yellow circle with the number '16' is overlaid on the page, pointing to the dropdown menu.

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

Supplier will also receive email that registration process in ARIBA Commerce Cloud is completed.

Sample email:

[EXTERNAL]Welcome to the Ariba Commerce Cloud

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
 To: ● EMY_HUILIN TAN
 Retention Policy Exchange 3 Year Enforced Deletion (3 years)
 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This message comes from a validated external organization.

Right-click or tap and hold here to...

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TEST SUPPLIER CO LTD is now complete.

Your organization's account ID: ANO [REDACTED]

Your username: testsupplier_emy_huilin.tan@elancoah.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

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

17. 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) Name to input in Upper Case letters.
 - c) No special characters allowed except Aprostrophe, Hyphen and Ampersand, i.e. Remove characters such as period (full stop), comma, brackets.
 - d) Use standard abbreviations: Company = CO; Private Limited = PVT LTD; Incorporated = INC
 - e) Do not use special characters as delimiters (e.g. %, \$, #, @, * etc.)
- e.g. Do not use A & B (Test)., Company. Correct form is A & B TEST CO

18. Input Address fields:

- a. Street to input in Upper Case letters.
 - b. Do not use Ampersands (&).
 - c. Delete ALL punctuation
- e.g. Do not use 16, A & B (TEST)., CO. Correct form is 16 RUE AND DE LA PAIX

19. Input District field.

19. Input District field.

20. Fill in the mandatory fields

20. Fill in the mandatory fields

21. The Corporate Phone Number: field is filled out.

21. The Corporate Phone Number: field is filled out.

Console Doc2919164554 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents
All Content

1 Elanco Supplier Regi...
2 Name and Address Inf...
3 General Information
4 Supplier Code of Con...
5 Financial Information
6 If you are doing bus...

2.6 Corporate Address:
Street 2: STREET 2
Street 3:
District: DISTRICT
Postal Code: 400072 City: MUMBAI
Country: India (IN)

2.7 Corporate EmailAddress: emy_huilin.tan@elancoah.com
2.8 Corporate Phone Number: 010-11111111
2.9 Corporate Fax Number: (highlighted with red box and callout 22)
2.10 What language would you like to correspond in? Unspecified (callout 22)
2.11 Industry Sector Add Industry Sector (0)

3 General Information

22. Input **Corporate Fax Number**: if applicable

Console Doc2919164554 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents
All Content

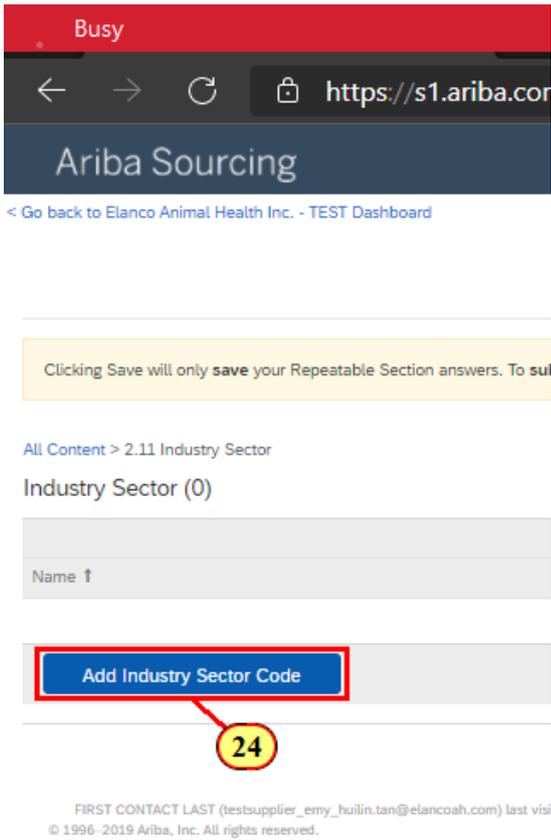
1 Elanco Supplier Regi...
2 Name and Address Inf...
3 General Information
4 Supplier Code of Con...
5 Financial Information
6 If you are doing bus...

2.6 Corporate Address:
Stre
Stre
Dis
Postal C
Cos

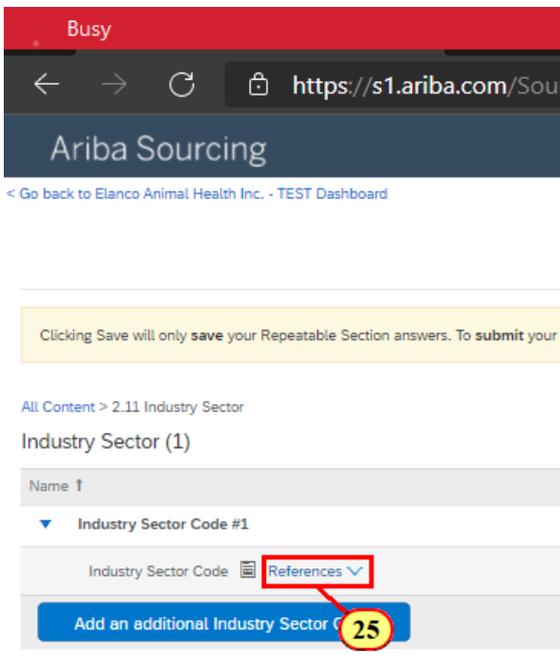
2.7 Corporate EmailAddress: emy_huilin.tan@elancoah.com
2.8 Corporate Phone Number: 010-11111111
2.9 Corporate Fax Number:
2.10 What language would you like to correspond in? English
2.11 Industry Sector Add Industry Sector (0) (highlighted with red box and callout 23)
3 General Information
3.1 Other names ("Also Known As" or "Operating Under"):

(*) indicates a required field

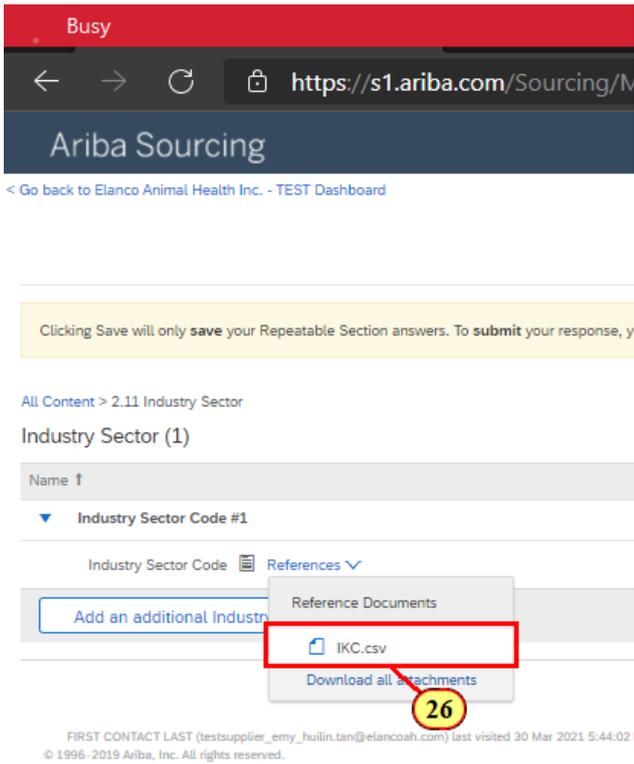
23. Click **Add Industry Sector (0)**



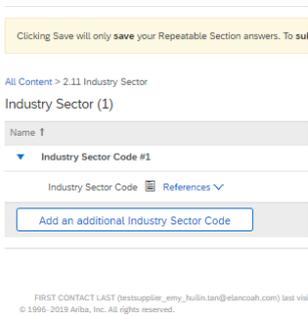
24. Click **Add Industry Sector Code**.



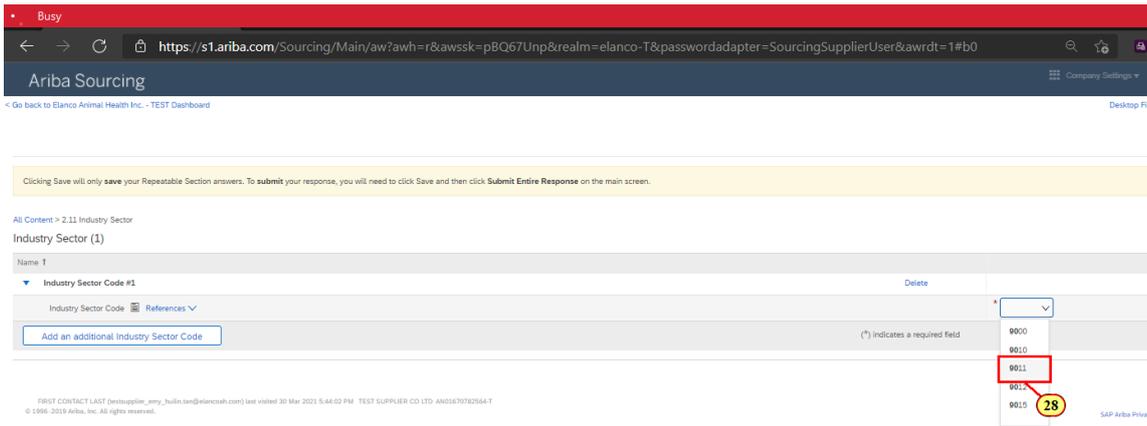
25. Click **References**.



26. Click the **IKC.csv** menu item to download.



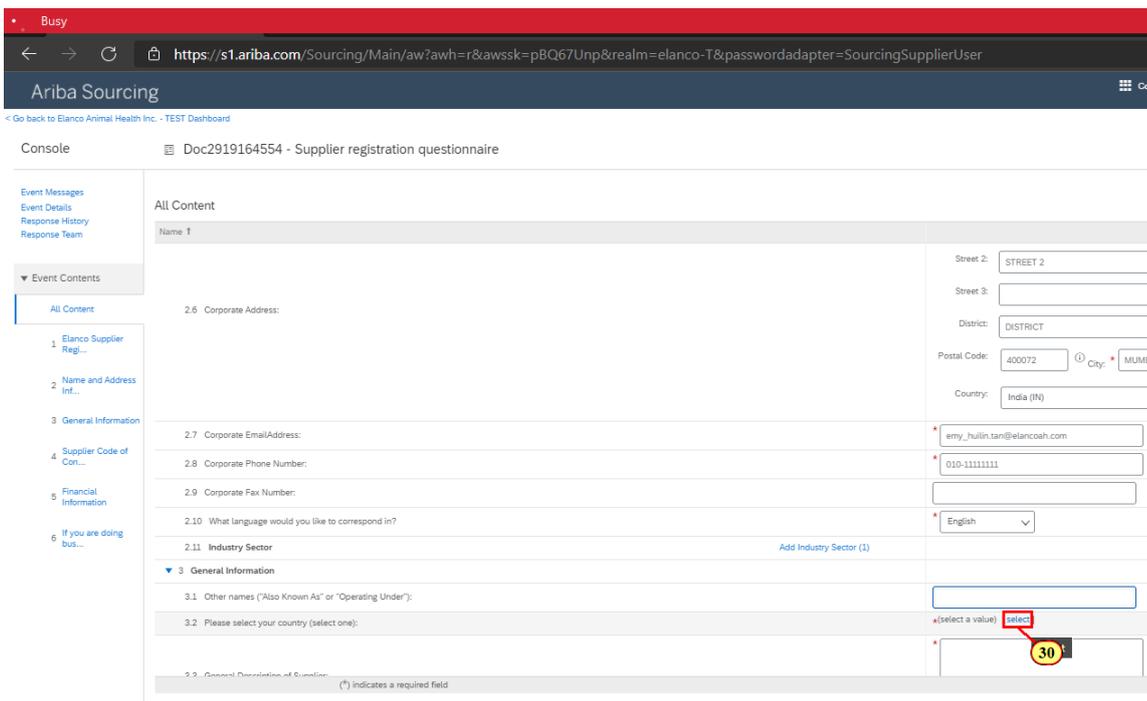
27. Click **Open file** to open up the excel list of industry codes.



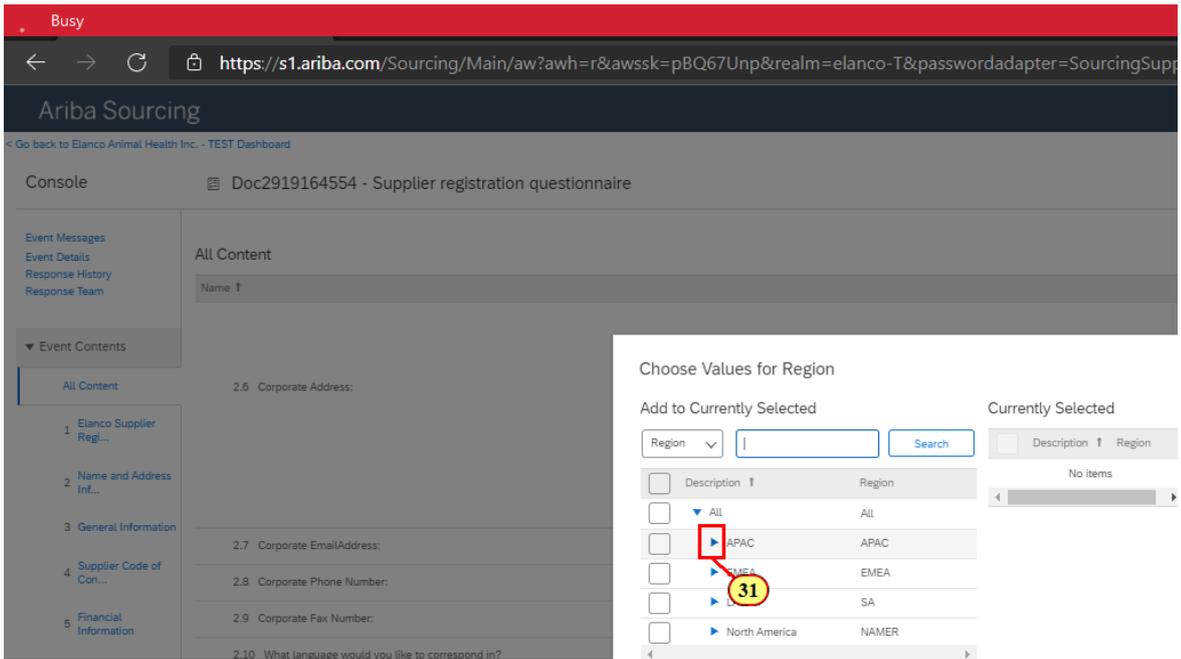
28. Input your selected IKC number and Click on menu bar to select.



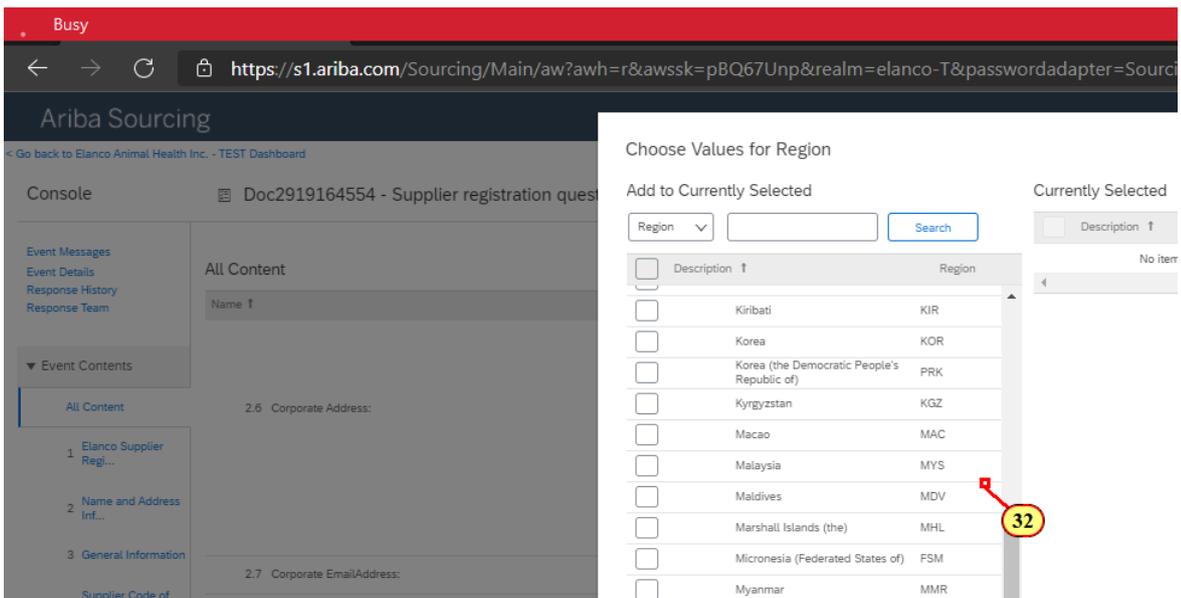
29. Click **Save**.



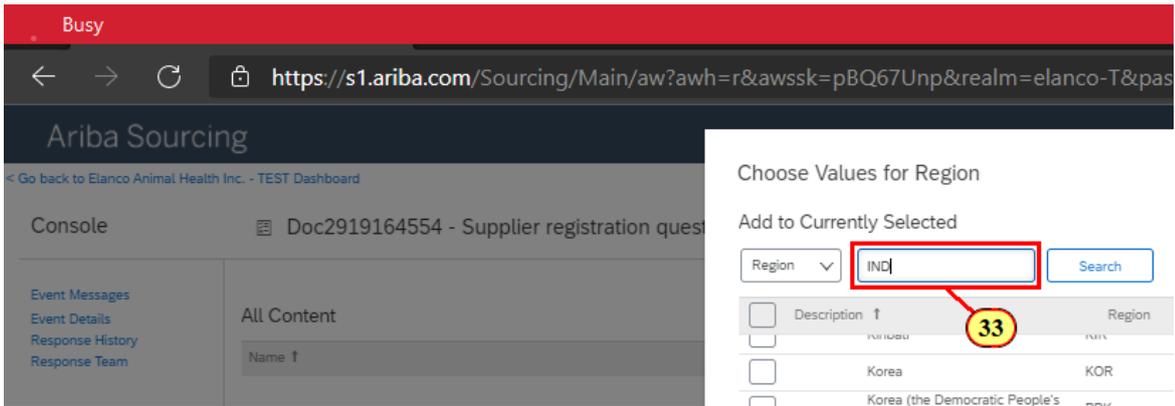
30. Click **select**.



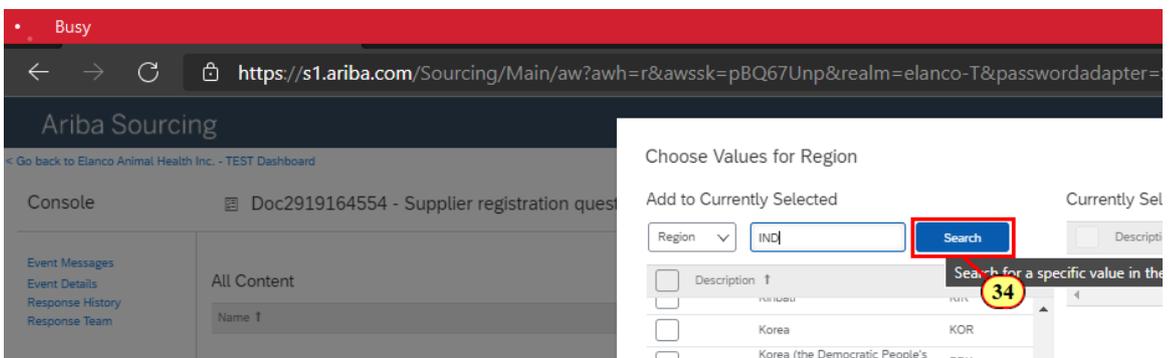
31. Click on the arrow icon. Do not tick in left check box yet.



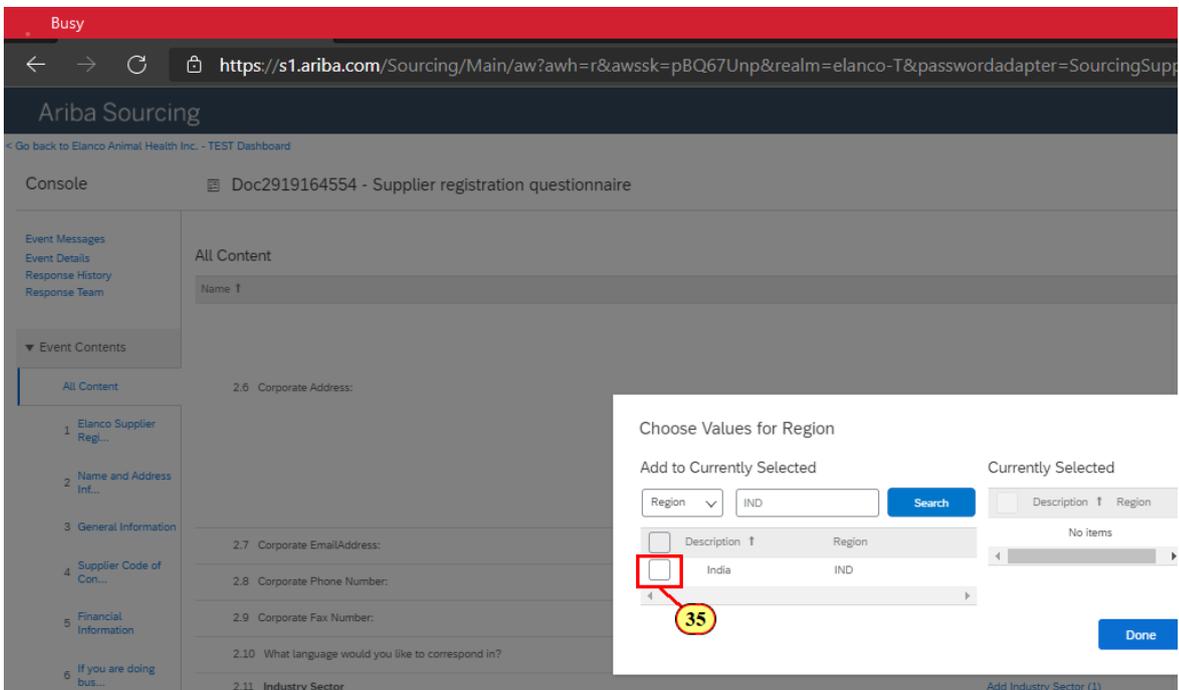
32. Select your country (one only)



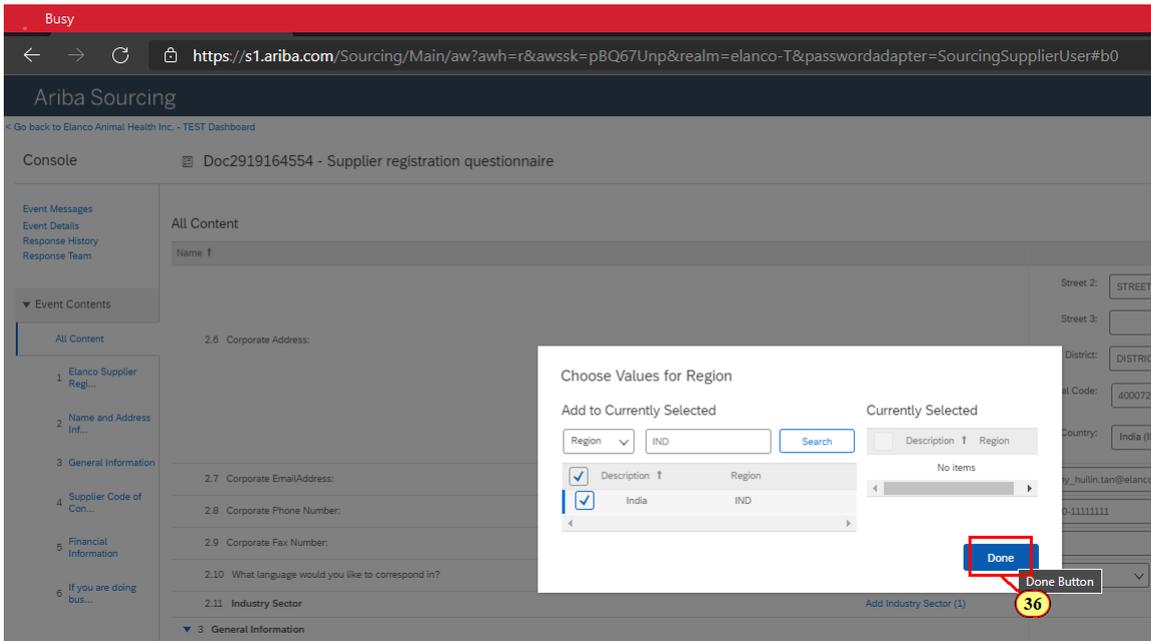
33. Or input here to search for a specific value



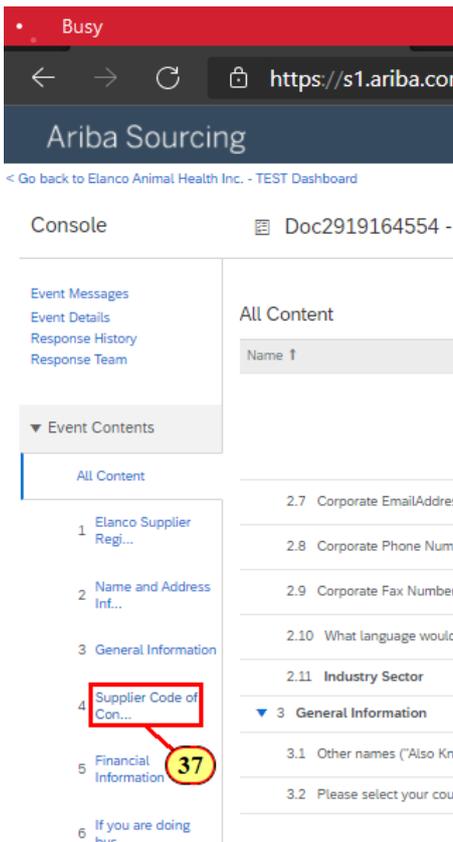
34. Click **Search**.



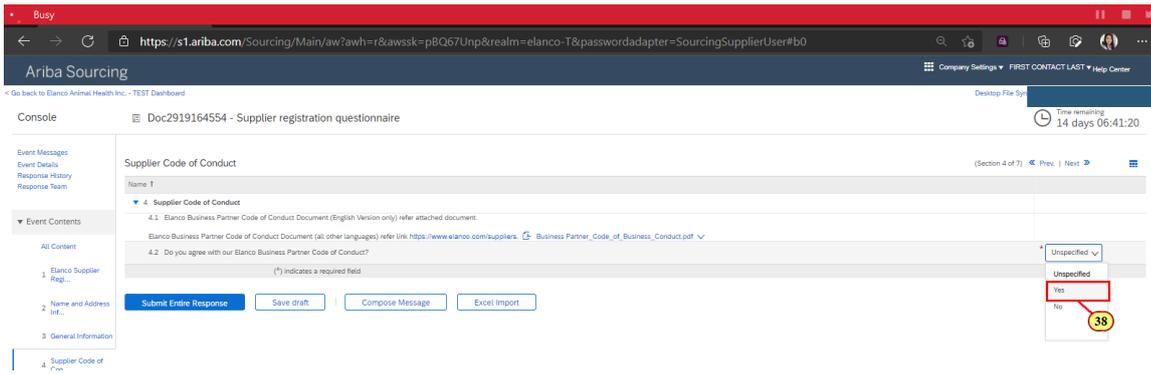
35. Tick at your selected value.



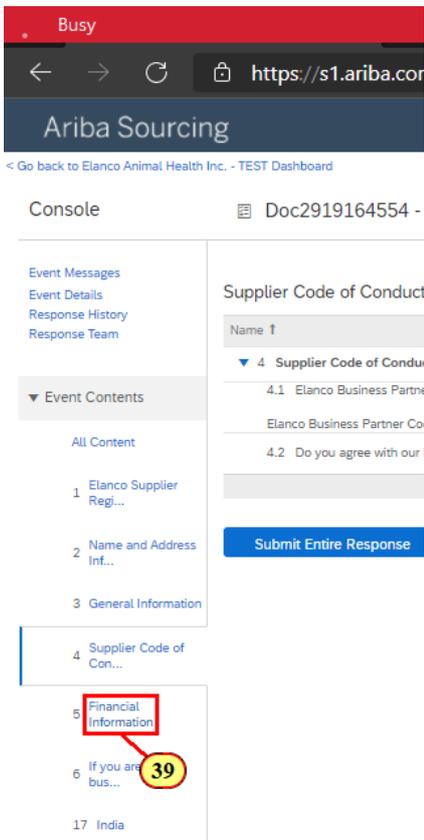
36. Click **Done**.



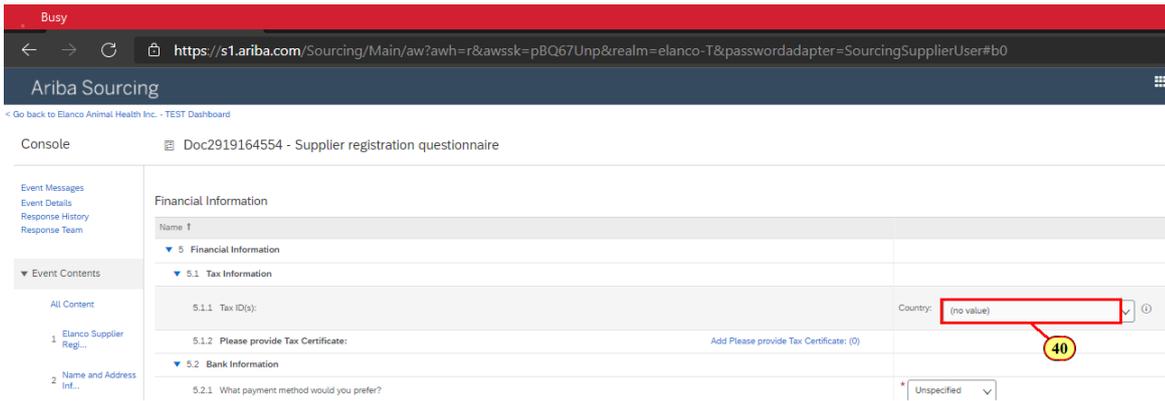
37. Click on left bar tabs to navigate to different sections.



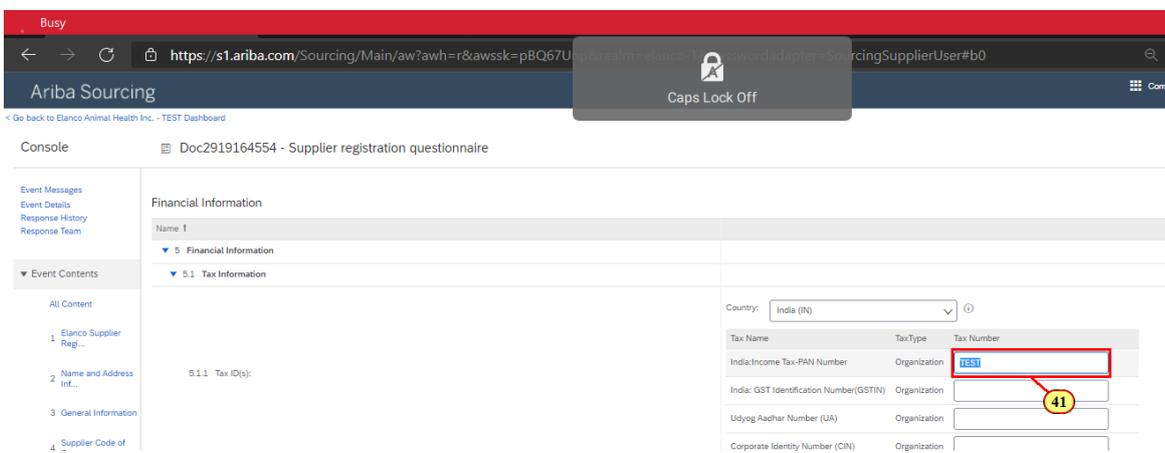
38. Fill in all mandatory fields.



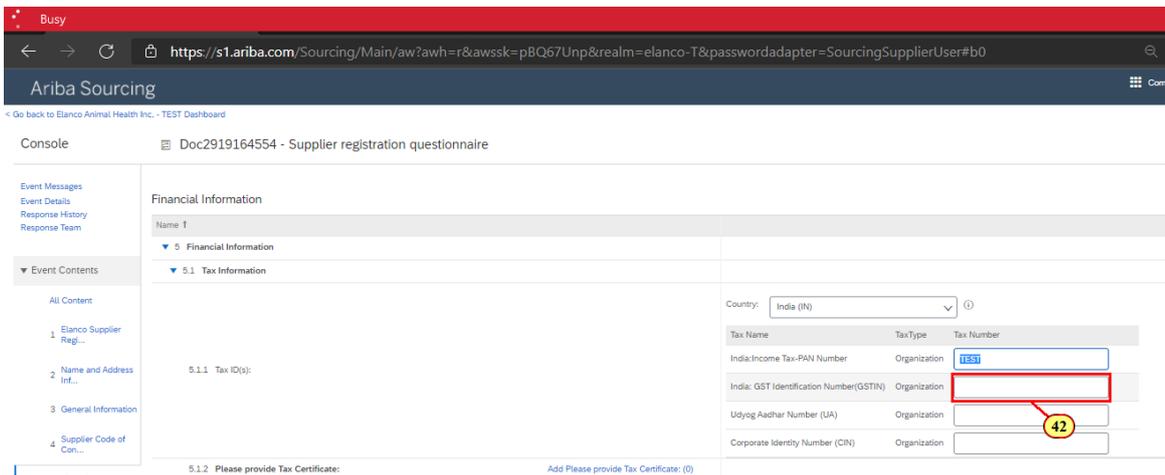
39. Click **Financial Information**



40. The **Country:** field is filled out.



41. Input PAN number.



42. Input GSTIN number.

Country: India (IN)

Tax Name	TaxType	Tax Number
India:Income Tax-PAN Number	Organization	TEST
India: GST Identification Number(GSTIN)	Organization	TEST
Udyog Aadhar Number (UA)	Organization	43
Corporate Identity Number (CIN)	Organization	

43. Input UA number (i.e. MSME number) if applicable.

Format is 12 characters without spaces or dashes.

e.g. KR090000999

Country: India (IN)

Tax Name	TaxType	Tax Number
India:Income Tax-PAN Number	Organization	TEST
India: GST Identification Number(GSTIN)	Organization	TEST
Udyog Aadhar Number (UA)	Organization	TEST
Corporate Identity Number (CIN)	Organization	44

5.2.1 What payment method would you prefer? Unspecified

44. Input CIN number.

Format is 21 digits alpha-numeric code without spaces or dashes.

Busy

← → ↻ <https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=pBQ67Unp&realm=elanco-T&passwor>

Ariba Sourcing

< Go back to Elanco Animal Health Inc. - TEST Dashboard

Console Doc2919164554 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Elanco Supplier Regi...
- 2 Name and Address Inf...
- 3 General Information
- 4 Supplier Code of Con...
- 5 Financial Information
- 6 If you are doing bus...

Financial Information

Name ↑

5 Financial Information

5.1 Tax Information

Country:

Tax Nam

India:Inc

India: Gt

Udyog A

Corporat

5.1.1 Tax ID(s):

5.1.2 Please provide Tax Certificate: Add Please provide Tax Certificate: (0)

5.2 Bank Information

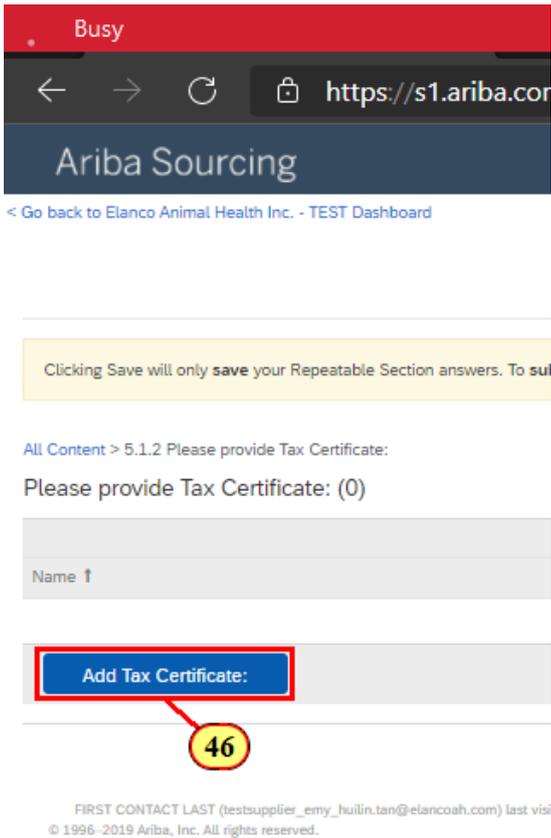
5.2.1 What payment method would you prefer? *

Unsp

(*) indicates a required field

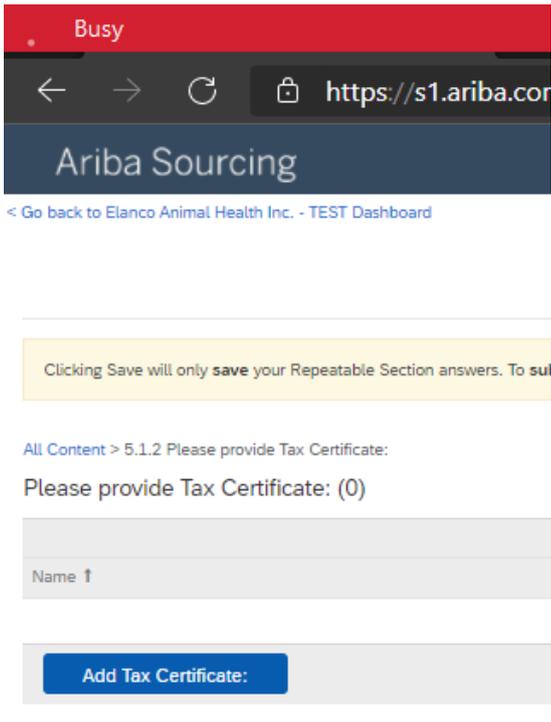
45

45. Click **Add Please provide Tax Certificate: (0)**

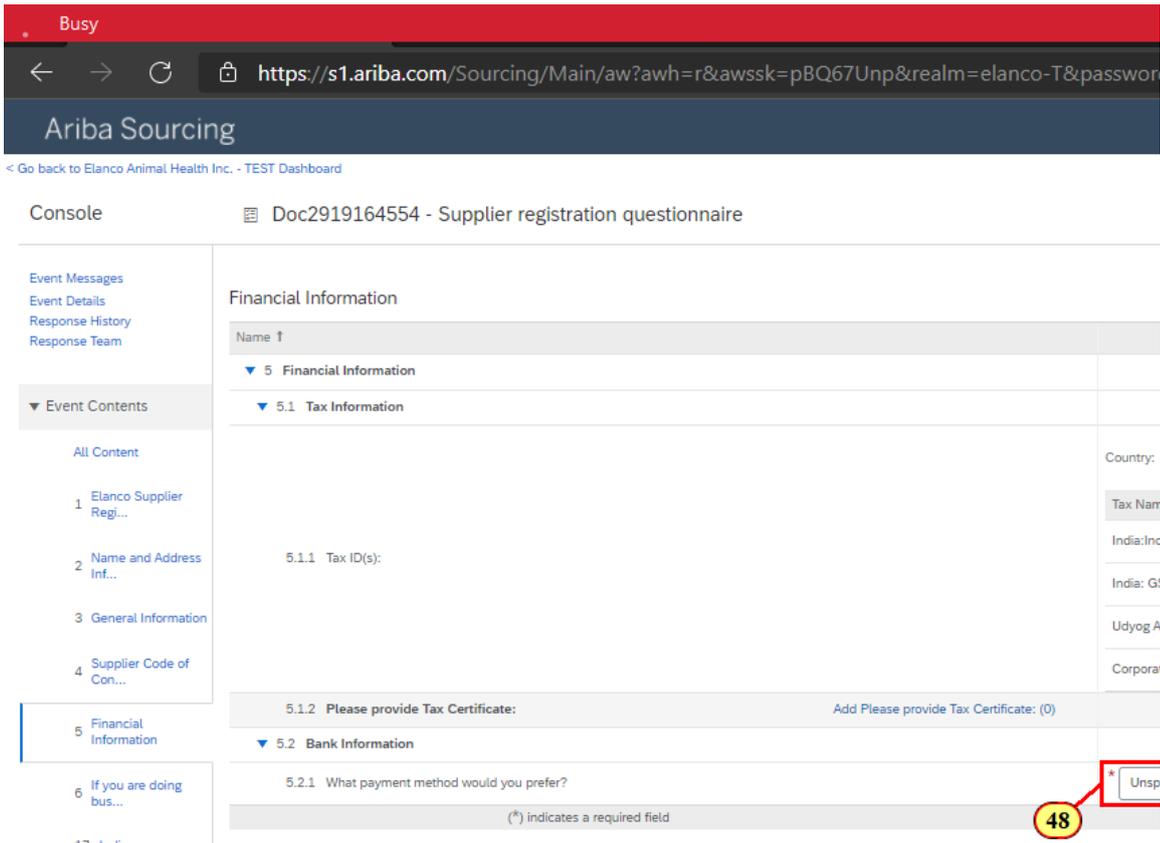


46. Click **Add Tax Certificate:** to add the supporting docs for the tax numbers input earlier.

Supplier can add more than one attachment.

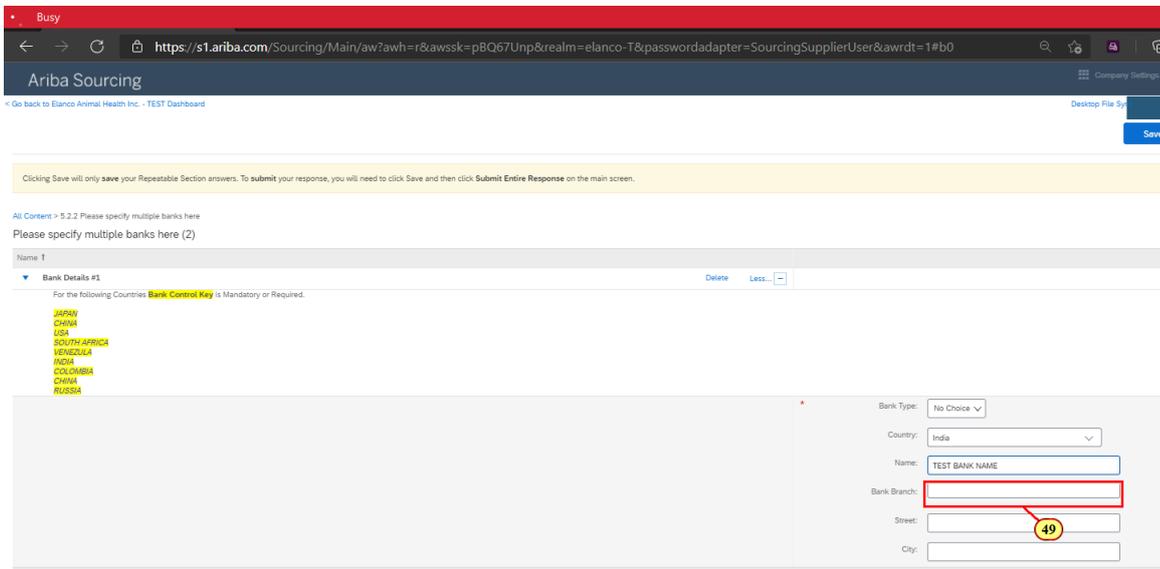


47. After adding all supporting attachments,
Click **Save**.



48. Select payment method.

Choose **EFT** for bank electronic fund transfer.



49. Input Country, Bank Name, and Bank Branch.

Busy

https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=pBQ67Unp&realm=elanco-T&passwordadapter=SourcingSupplierUser&awrdt=1#b0

Ariba Sourcing

Company Settings

Go back to Elanco Animal Health Inc. - TEST Dashboard

Desktop File System

Save

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 > 5.2.2 Please specify multiple banks here

Please specify multiple banks here (2)

Name 1

Please specify multiple banks here

For Brazil Supplier: Kindly refer to the attached instruction on How to fill in Bank Details
Para fornecedores do Brasil: consulte as instruções em anexo sobre como preencher os dados bancários. References

Name: TEST BANK NAME

Bank Branch: TEST BANK BRANCH

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number: 50

Account Number:

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

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

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

b) Bank account holder is different from Vendor Name

Otherwise to leave as blank.

Busy

https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=pBQ67Unp&realm=elanco-T&passwordadapter=SourcingSupplierUser&awrdt=1#b0

Ariba Sourcing

Company Settings

Go back to Elanco Animal Health Inc. - TEST Dashboard

Desktop File System

Save

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 > 5.2.2 Please specify multiple banks here

Please specify multiple banks here (2)

Name 1

Please specify multiple banks here

For Brazil Supplier: Kindly refer to the attached instruction on How to fill in Bank Details
Para fornecedores do Brasil: consulte as instruções em anexo sobre como preencher os dados bancários. References

Name: TEST BANK NAME

Bank Branch: TEST BANK BRANCH

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number: TEST BANK KEY

Account Number: 51

IBAN Number:

51. Mandatory to input **Bank Key**, which is the IFSC code.

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 > 5.2.2 Please specify multiple banks here
Please specify multiple banks here (2)

Name 1

Please specify multiple banks here

For Brazil Supplier: kindly refer to the attached instruction on How to fill in Bank Details!
Para fornecedores do Brasil: consulte as instruções em anexo sobre como preencher os dados bancários! [References](#)

Name: TEST BANK NAME
Bank Branch: TEST BANK BRANCH
Street:
City:
State/Province/Region:
Postal Code:
Account Holder Name:
Bank Key/ABA Routing Number: TEST BANK KEY
Account Number: **TEST ACC HOLDER**
IBAN Number:

52

(*) indicates a required field

52. Mandatory to input Account Number:

Format is without space or dash.

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 > 5.2.2 Please specify multiple banks here
Please specify multiple banks here (2)

Name 1

Please specify multiple banks here

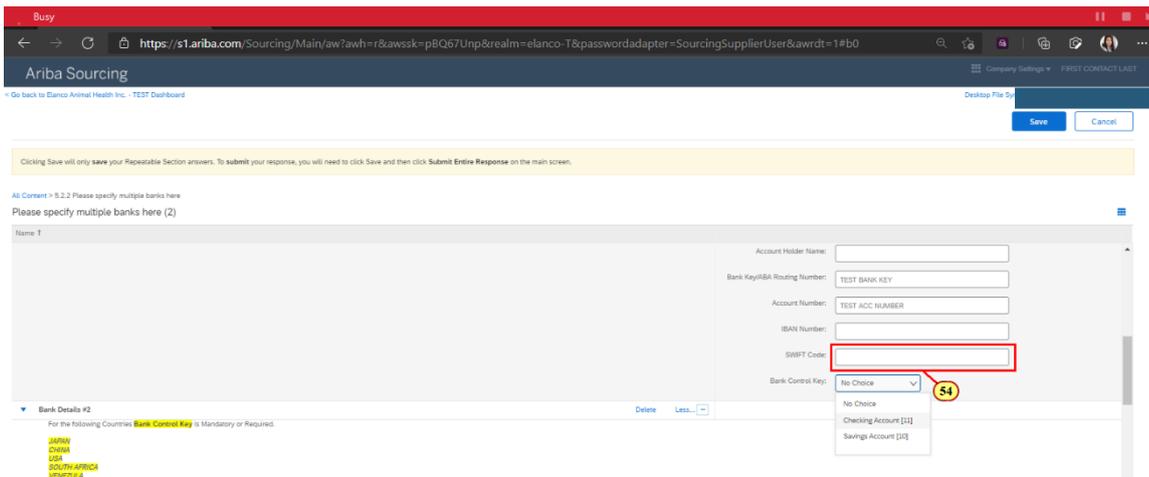
For Brazil Supplier: kindly refer to the attached instruction on How to fill in Bank Details!
Para fornecedores do Brasil: consulte as instruções em anexo sobre como preencher os dados bancários! [References](#)

Name: TEST BANK NAME
Bank Branch: TEST BANK BRANCH
Street:
City:
State/Province/Region:
Postal Code:
Account Holder Name:
Bank Key/ABA Routing Number: TEST BANK KEY
Account Number: TEST ACC NUMBER
IBAN Number:

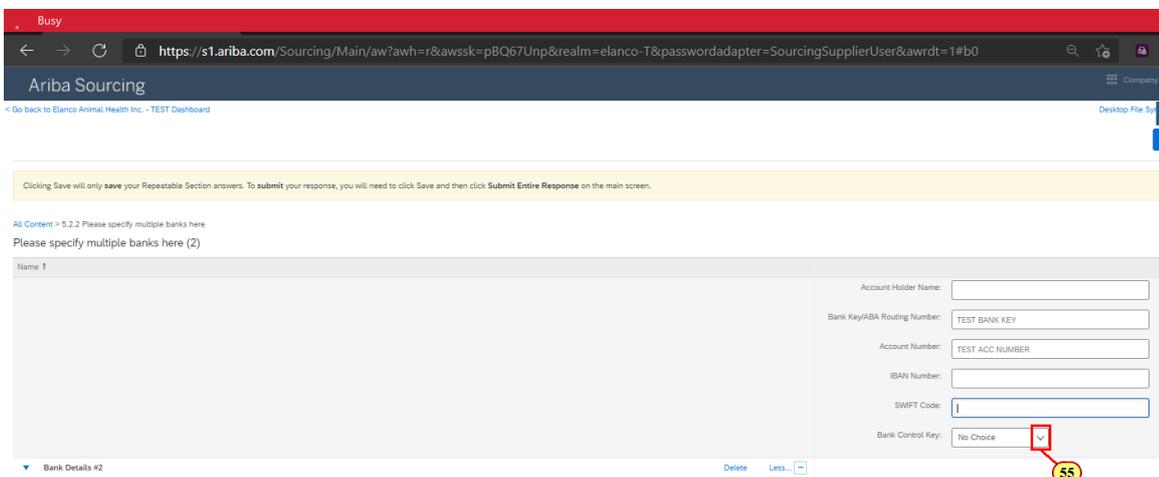
53

(*) indicates a required field

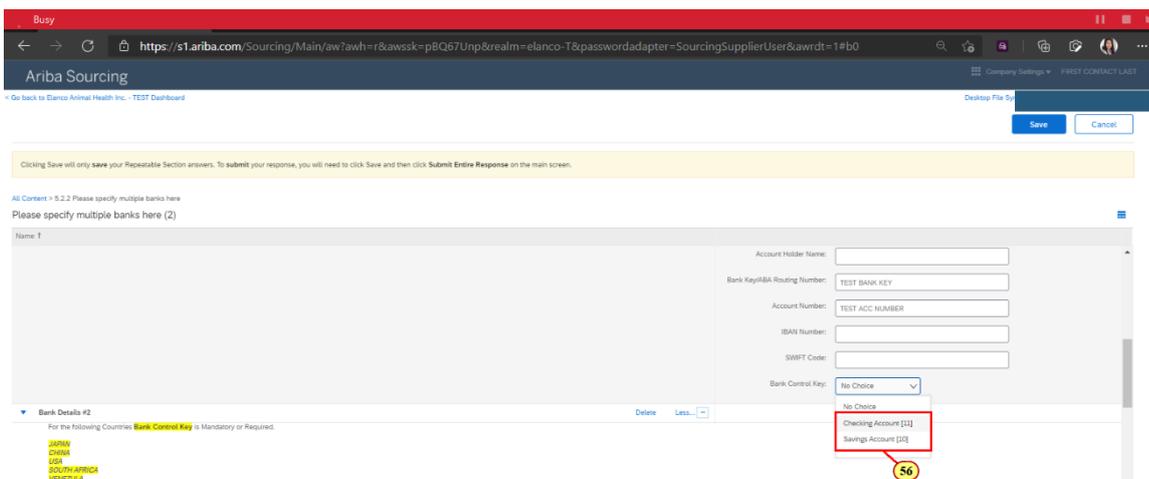
53. IBAN Number: is not applicable for India domestic vendors. Please leave as blank.



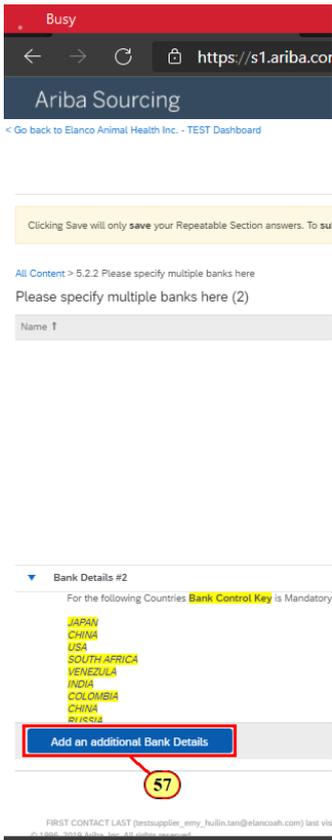
54. Input SWIFT Code



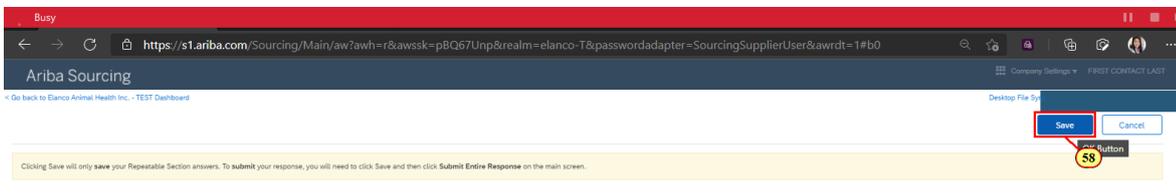
55. Clicking the **Bank Control Key**: button opens a dropdown list.



56. Select the applicable control key



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



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

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Elanco Supplier Regi...
- 2 Name and Address Inf...
- 3 General Information
- 4 Supplier Code of Con...
- 5 Financial Information
- 6 If you are doing bus...
- 17 India

Financial Information

Name ↑

5 Financial Information

5.1 Tax Information

5.1.1 Tax ID(s):

Country:

Tax Nat

India:In

India: G

Udyog F

Corpora

5.1.2 Please provide Tax Certificate: Add Please provide Tax Certificate: (4)

5.2 Bank Information

5.2.1 What payment method would you prefer? EFT

5.2.2 Please specify multiple banks here Add Please specify multiple banks here (1)

5.2.4 Please specify bank currency here Add Please specify bank currency here (0)

5.2.6 Please provide Bank Account Details/Cheque for all Bank Accounts: Add Please provide Bank Account Details/Cheque for all Bank Accounts: (0)

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

59. Click **Add Please specify bank currency here (0)**



[Go back to Elanco Animal Health Inc. - TEST Dashboard](#)

Clicking Save will only **save** your Repeatable Section answers. To su

[All Content](#) > [5.2.4 Please specify bank currency here](#)

Please specify bank currency here (0)

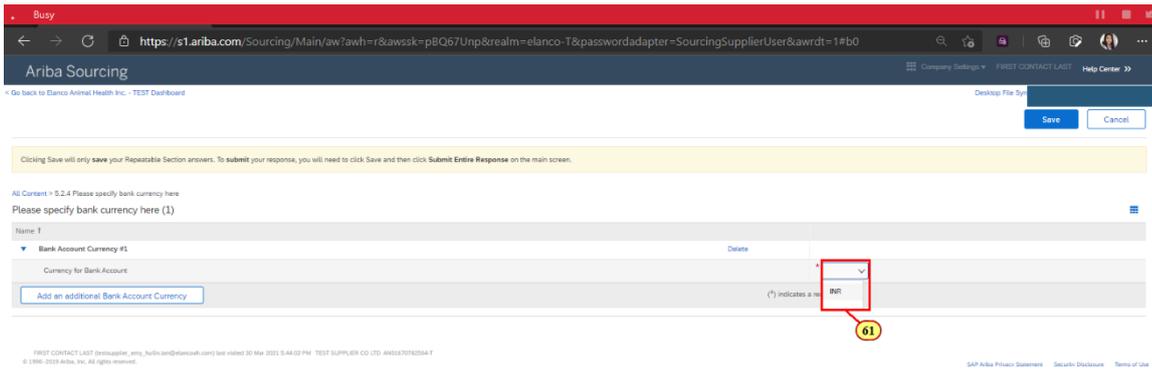
Name ↑

Add Bank Account Currency

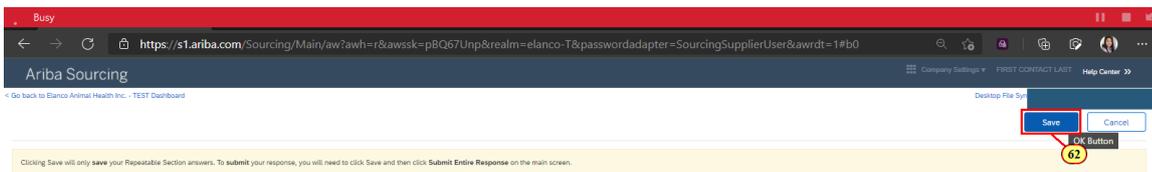
60

FIRST CONTACT LAST (testsupplier_emy_huiin.tan@elancoah.com) last visi
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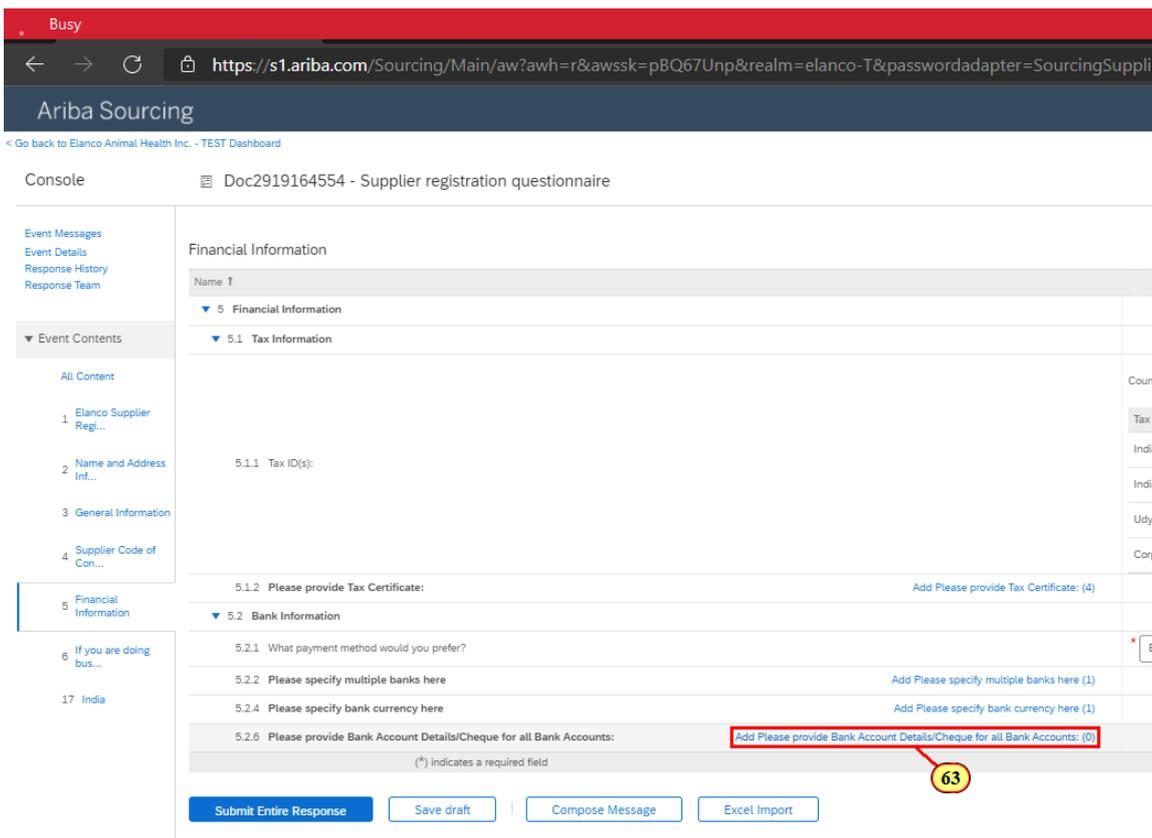
60. Click **Add Bank Account Currency**



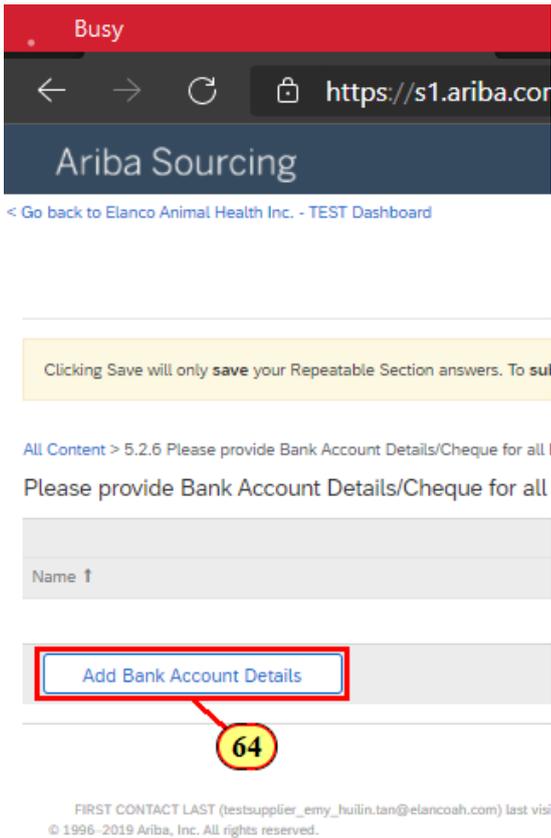
61. Type in the value or select from dropdown list.



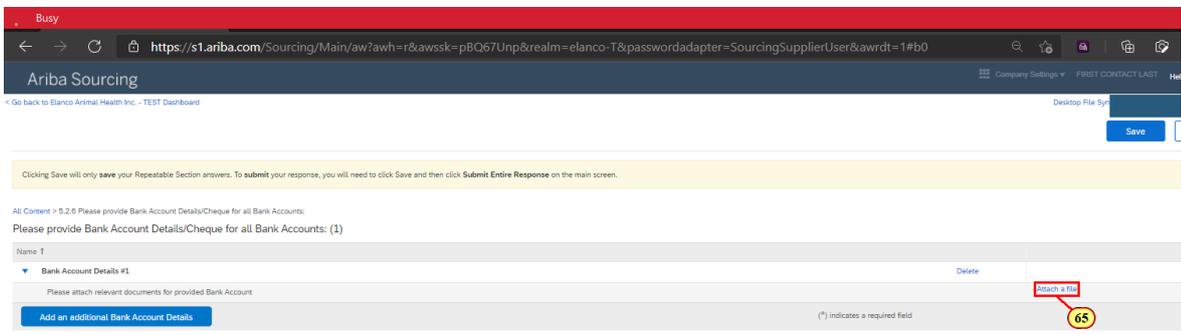
62. Click **Save**.



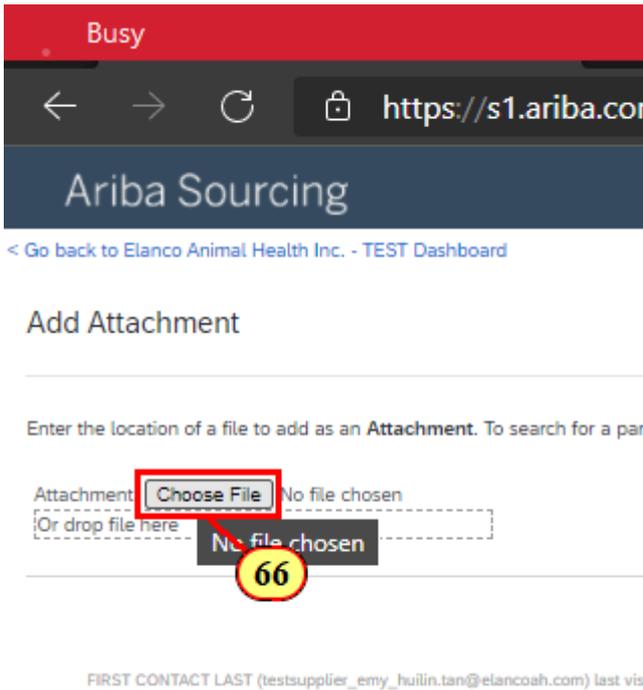
63. Click **Add Please provide Bank Account Details/Cheque for all Bank Accounts: (0)**



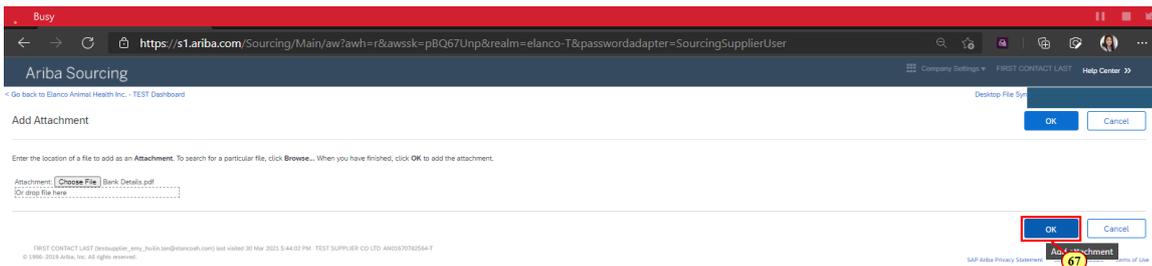
64. Click Add Bank Account Details



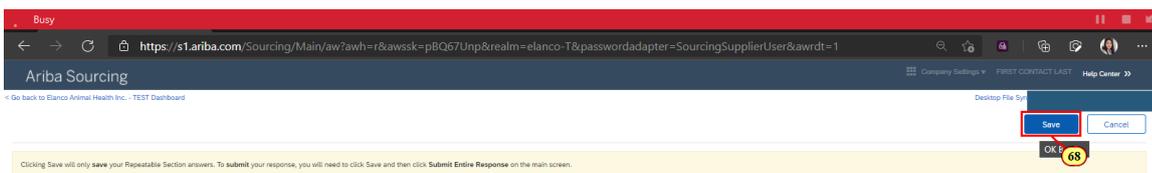
65. Click Attach a file



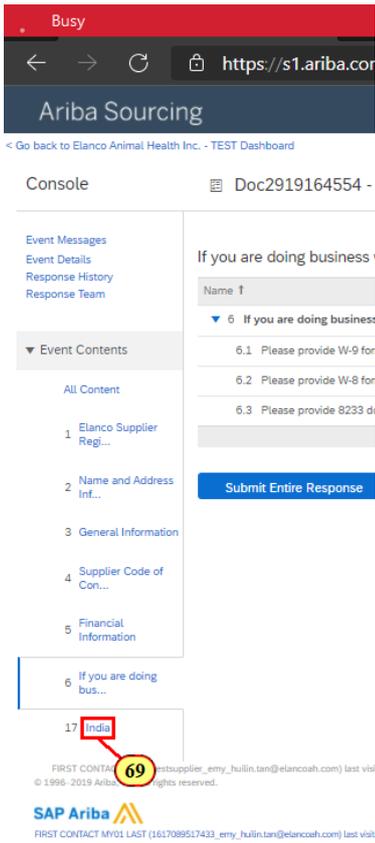
66. Click **Choose File** to select your document to attach.



67. After attached all required supporting for the bank detail, Click **OK**.

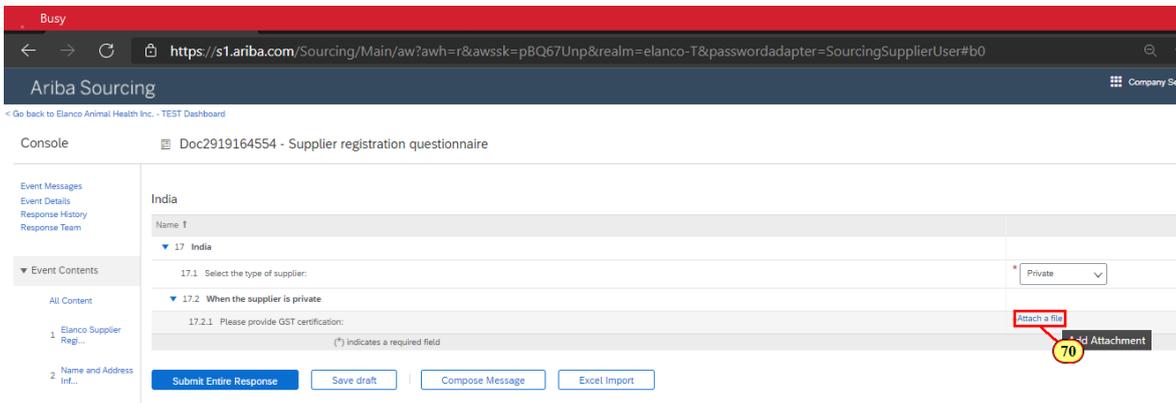


68. Click **Save**.

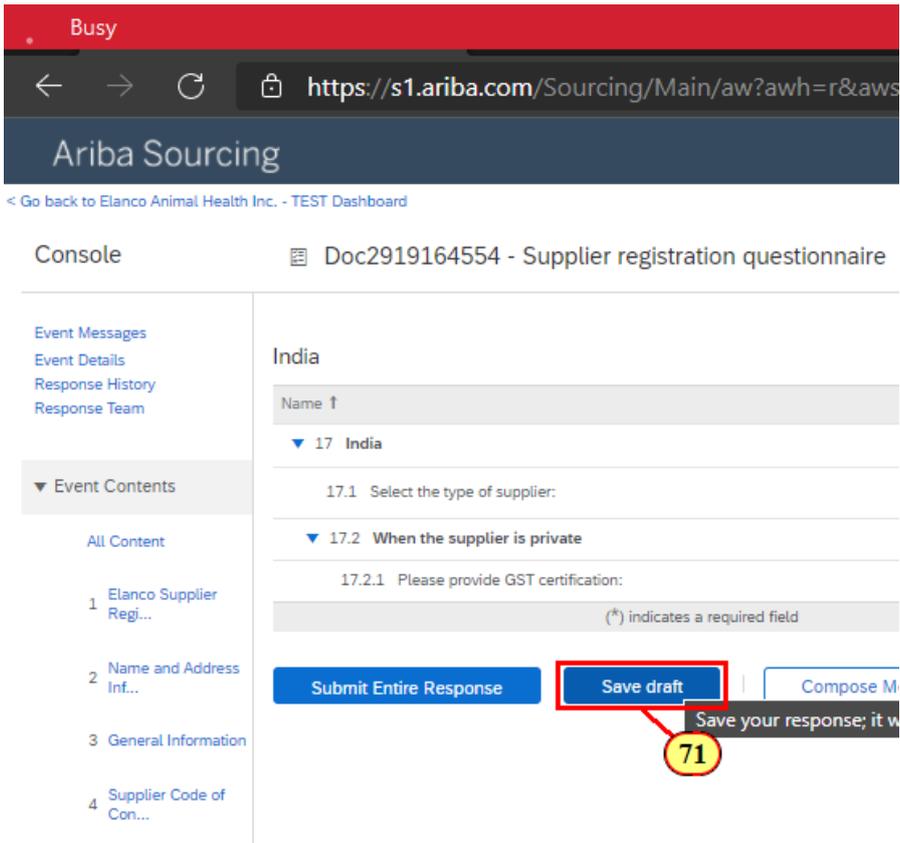


69. No need to input in Section 6 if vendor is not doing business with Elanco US.

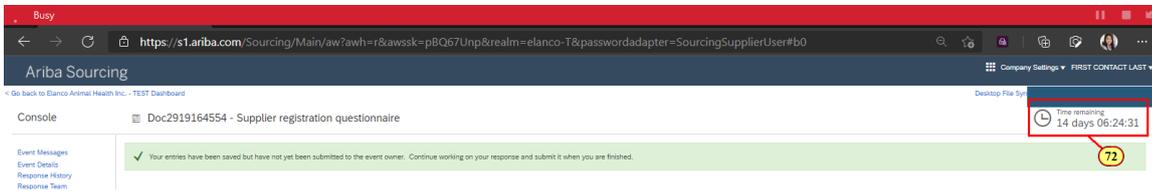
Skip to Section 17. Click **India**.



70. Input and attach the mandatory fields.

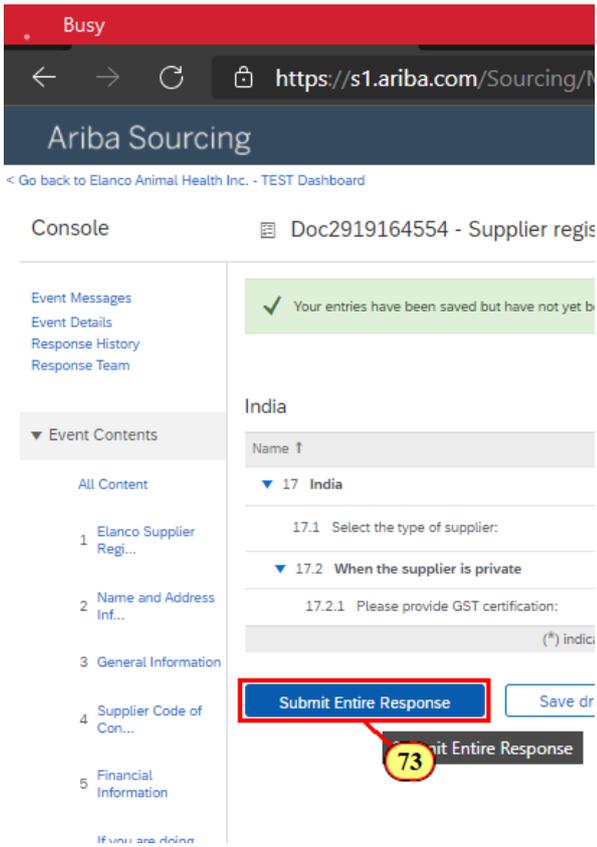


71. Supplier can Click on **Save draft** to continue questionnaire at a later time.



72. Note: Supplier has a time limit of 14 days to complete questionnaire from the time email invitation link is sent.

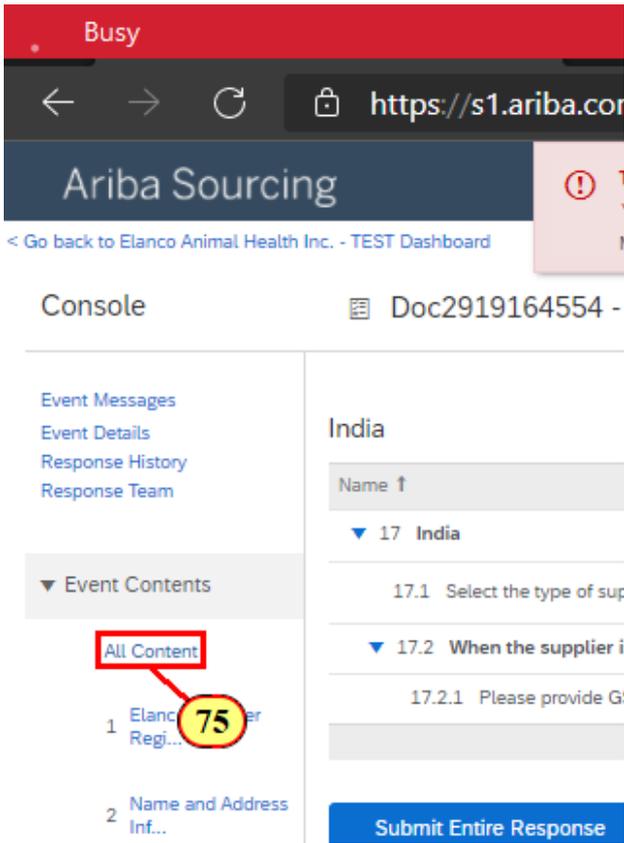
Please reach out to Elanco for a new email link if your questionnaire has expired.
Ariba Spend Management and 1 more page - Work - Microsoft Edge



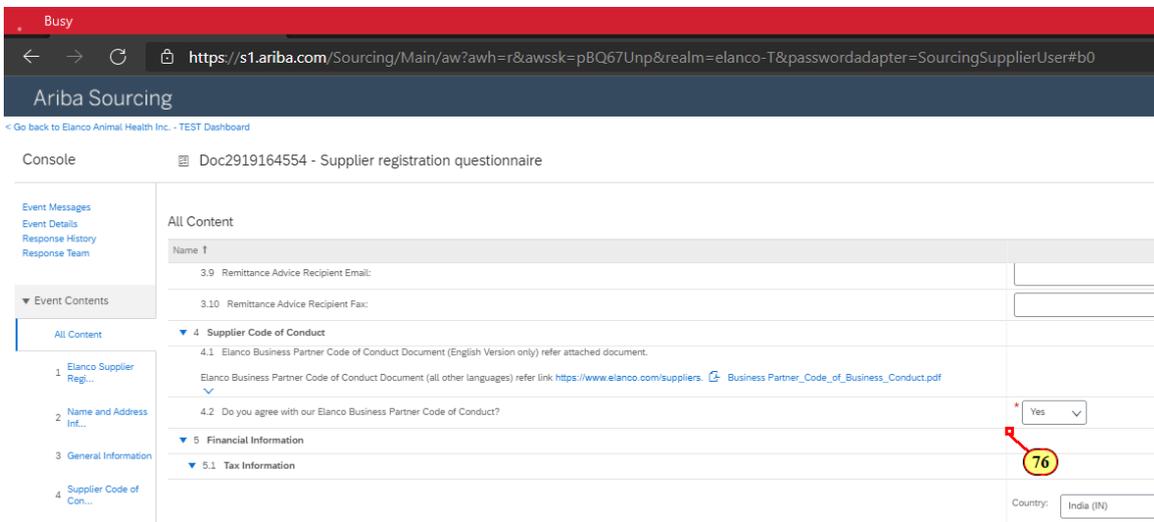
73. Click **Submit Entire Response** once ready to submit.



74. System will prompt if there are errors in the questionnaire.



75. Click **All Content**.



76. Scroll Mouse wheel up to bring the screen to error location.

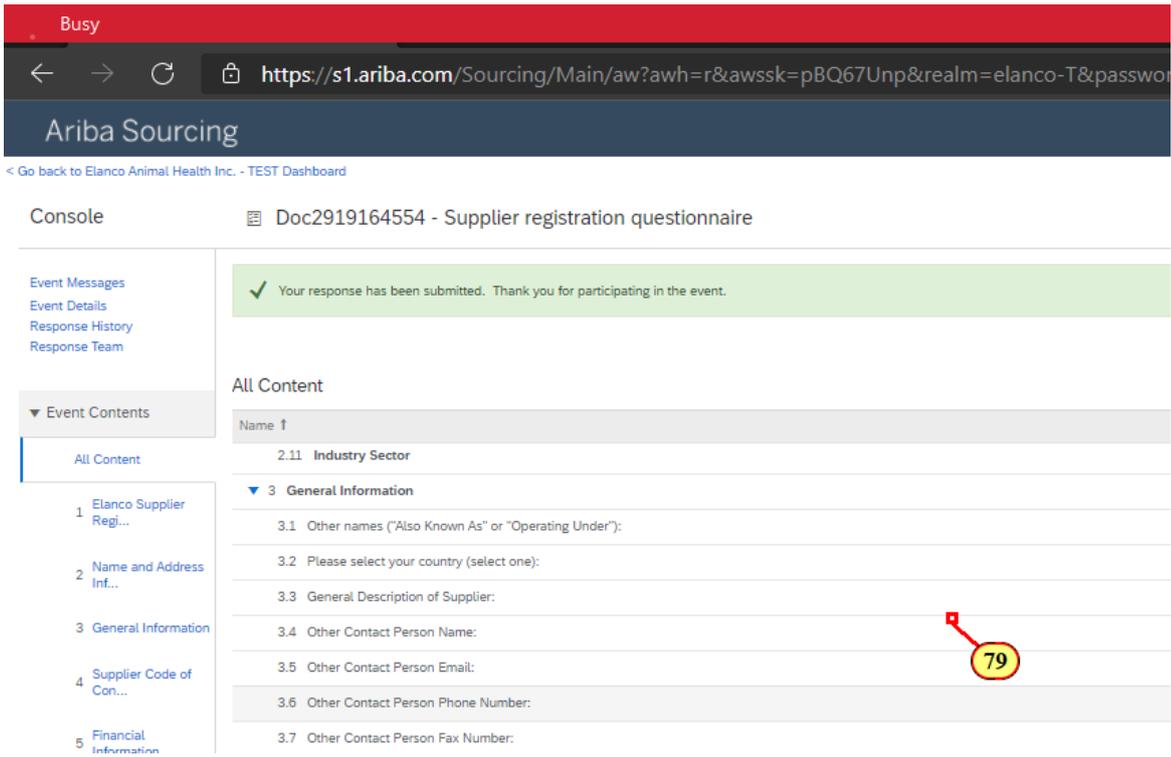
77. Correct the fields highlighted in red.

77. Correct the fields highlighted in red.

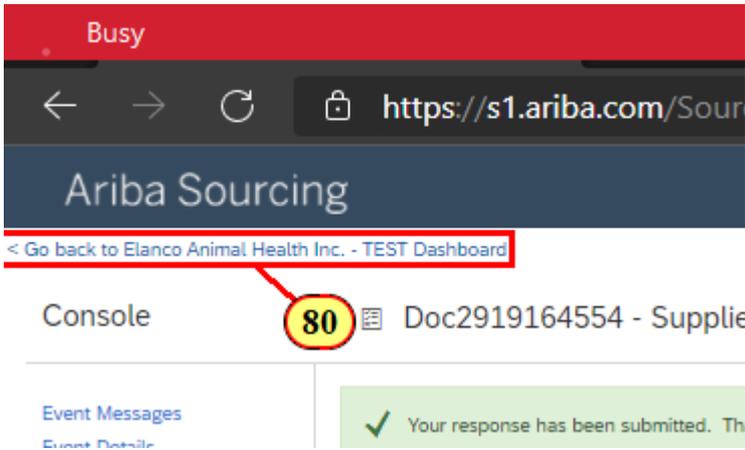
78. Correct all error fields highlighted in red.

78. Correct all error fields highlighted in red.

Then Click **Submit Entire Response** to submit again.

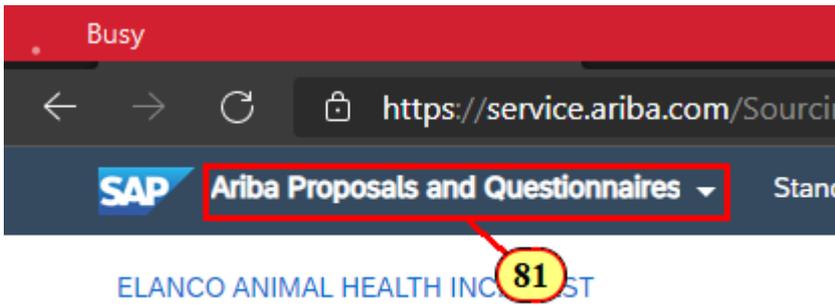


79. Questionnaire is successfully submitted and is now pending for review and approval on Elanco side.



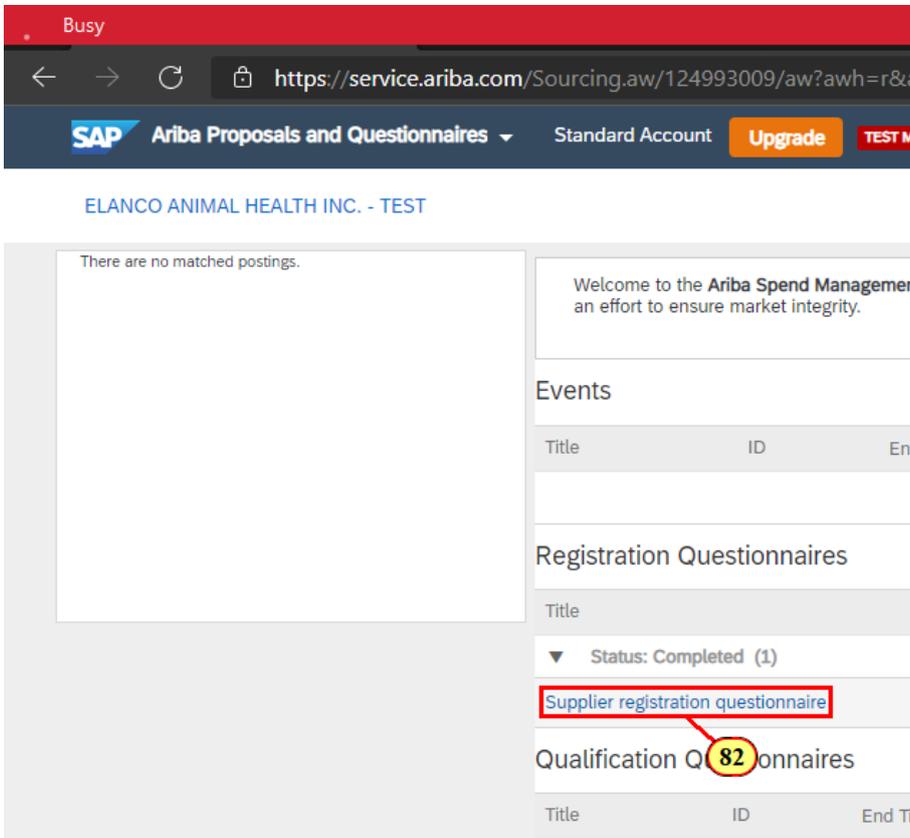
80. Click < Go back to Elanco Animal Health Inc. - Dashboard or just exit website.

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

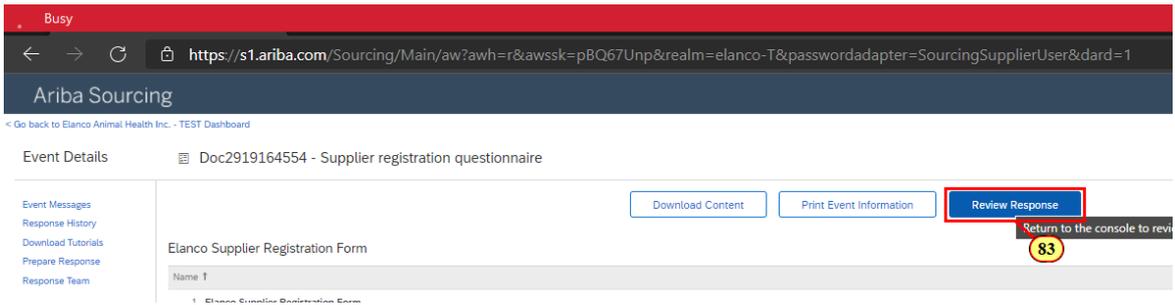


There are no matched postings.

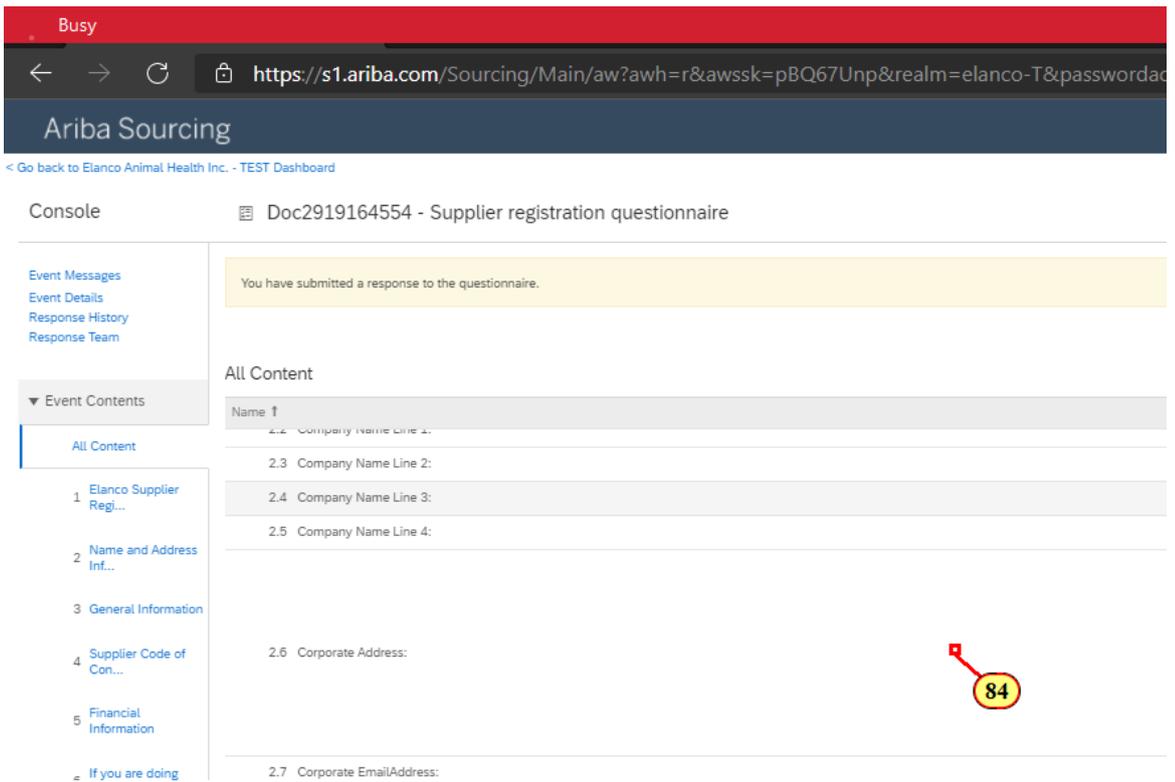
81. Log in back to ARIBA website and Go to **Ariba Proposals and Questionnaires** tab.



82. Click **Supplier registration questionnaire**.



83. Click Review Response.



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

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