

Ariba Supplier Lifecycle and Performance (SLP) Requester Instructions

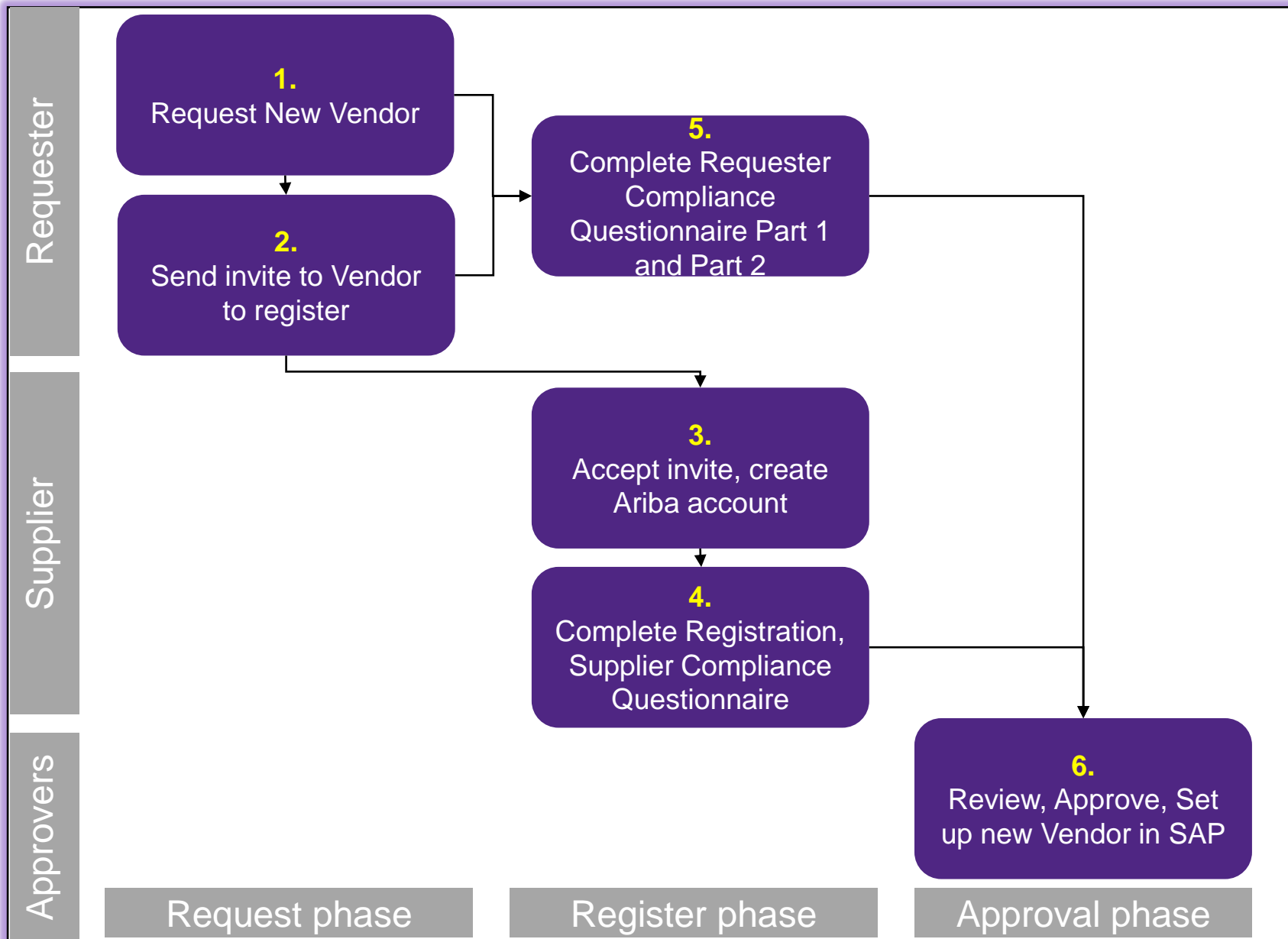
Updated June 15, 2021



Learning Objectives

1. Understand the Synopsys new vendor onboarding process
2. Learn how to Request a new vendor to be onboarded
3. Understand the steps a new Vendor needs to take to be onboarded

Synopsys new vendor onboarding process



Synopsys has implemented a new and simpler way to onboard new vendors.

Ariba's Supplier Lifecycle and Performance (SLP) module is a solution with a set of linked processes that automate our current highly manual process to onboard new vendors.

STEP 1: The Requester requests a new vendor by providing basic vendor information including vendor company name, contact information, region, company code paying for services.

STEP 2: The Requester sends an invite to the new Vendor to register.

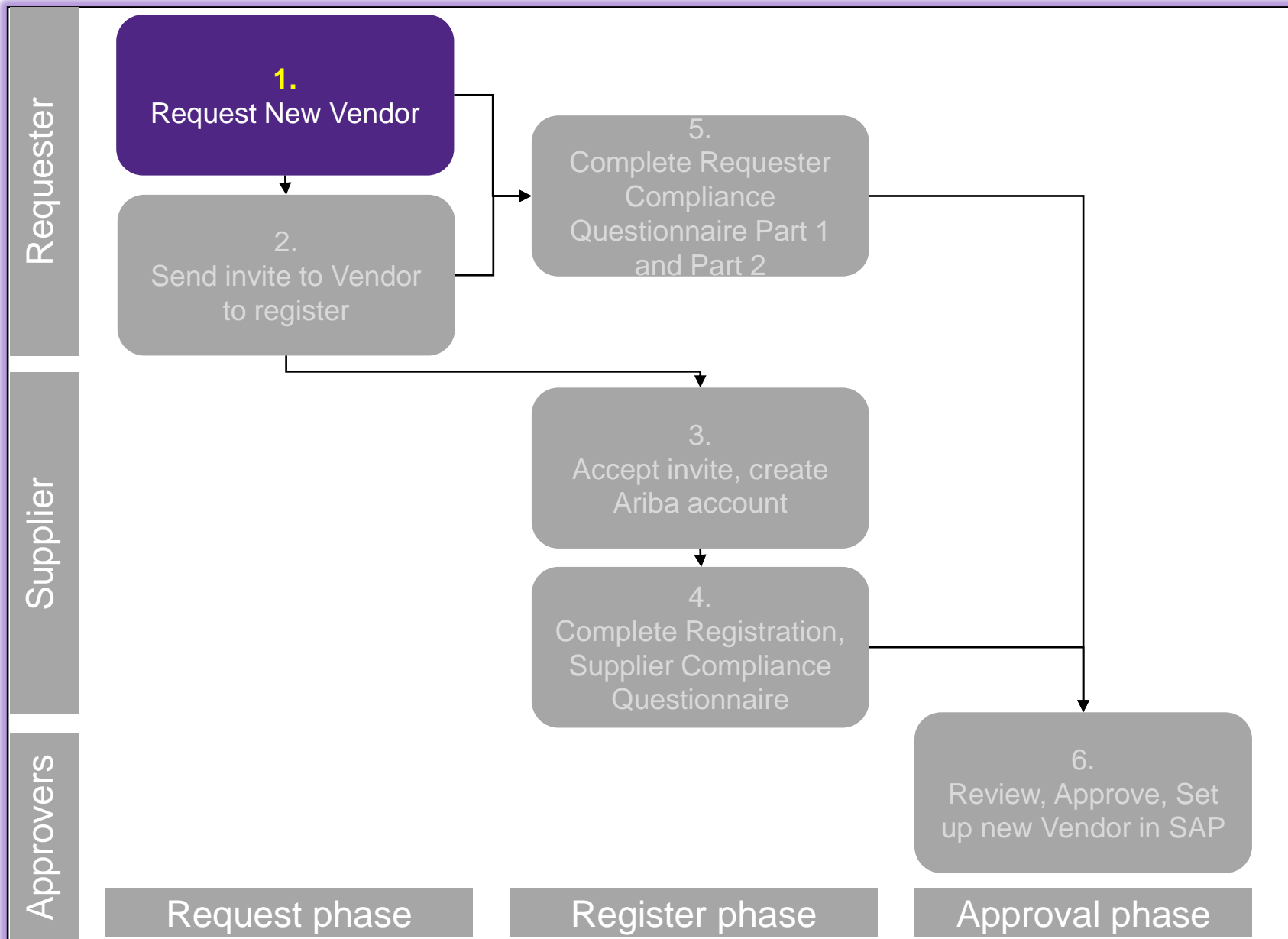
STEP 3: The Vendor accepts invite and creates Ariba account

STEP 4: The Vendor completes registration questionnaire (includes Supplier Compliance questions)

STEP 5: The Requester completes Requester Compliance Questionnaire Part 1 and Part 2

STEP 6: The appropriate Synopsys groups will review, approve and set up the new Vendor in SAP

Step 1: Request a New Vendor



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SAP Ariba Spend Management x +

← → ↻ 🏠 🔒 https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=eGdrjP1.&realm=synopsys-T&awrdt=1#b0

SAP Test Site

HOME SOURCING CATALOG **SUPPLIER MANAGEMENT** MORE... ▾

Catalog ▾ Keywords 🔍

Common Actions ▾

- Create Requisition
- Supplier Research Posting
- Quick Quote Posting
- Armenia and Russia - Contract Review Request
- More ▾
- Manage
- Receive
- Report Search Filters
- Prepackaged Reports
- More ▾

Recently Viewed ▾

News

Go 2 Guided Buying

To Do ▾ **0** Items

My Requisitions **0 Denied** **0** Total Submitted

My Documents ▾

Title	Date ↓	Status
No items		

To Do

Date ↓

Notifications ▾

From	Subject	Received
No items		

April 2021

M	T
5	6

STEP 1: Request a new Vendor

→ From the Ariba dashboard, click on the Supplier Management tab




1.ariba.com/Sourcing/Main/aw?awh=r&awssk=hVun5WJh&realm=synopsys-T&dard=1

Test Site

SUPPLIER MANAGEMENT MORE... ▾

Search

1 - 10 of 236 Results

 ABPT - TEST 2 San Francisco, CA, US	Vendor ID VDR101001
 ABC Company	Vendor ID VDR138001
 Salman Scenario 2 Mountain View, CA, US	Vendor ID VDR18001

Armenia and Russia - Contract Review Request
Armenia and Russia - Sourcing Project Request
Asia Pacific - Contract Review Request
Asia Pacific - Sourcing Project Request
India and Sri Lanka - Contract Review Request
India and Sri Lanka - Sourcing Project Request
NA and EMEA - Contract Review Request

NA and EMEA - Sourcing Project Request
Quick Quote Posting
Quick Survey
Requisition
Supplier Request
Supplier Research Posting

7:26 AM

STEP 1: Request a new Vendor

- From the Ariba dashboard, click on the Supplier Management tab
- **Select Create > Supplier Request**

Supplier request form

Requester Information

Are you requesting on behalf of another Synopsys employee? *

 Yes No

Supplier Information

Supplier Name *

Main Address (Complete Address)

+

Street ?

House Number ?

Street 2 ?

Street 3 ?

District ?

Postal Code ?

City ?

Country ?

Supplier Contact First Name *

Supplier Contact Last Name *

Supplier Contact Email *

Supplier Contact Phone

STEP 1: Request a new Vendor

- From the Ariba dashboard, click on the Supplier Management tab
- Select Create > Supplier Request
- **Complete required fields noted with an asterisk (*)**

→ ↻ 🏠 🔒 https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=t6JuQTcu&realm=synopsys-T&awrdt=1

Country ?
Country ?

Supplier Contact First Name * James

Supplier Contact Last Name * St. Patrick

Supplier Contact Email * jsp@yahoo.com

Supplier Contact Phone

Additional Information

Type of Purchase

Country (Indicate Country of purchasing) - Please select ONLY one country, ex. To select Germany, Click EMEA > Then select Germany *

What is the company code/paying entity location of the purchase - (if you don't know the company code location please call your Finance department) - North America *

United States of Amer... x

US01 - Synopsys, Inc

US01 - Synopsys, Inc

CA02 - Synopsys Canada

Submit

STEP 1: Request a new Vendor

- From the Ariba dashboard, click on the Supplier Management tab
- Select Create > Supplier Request
- Complete required fields noted with an asterisk (*)
- **Select a company code for the entity paying for purchases with this vendor**
- **Click 'Submit'**

→ ↻ 🏠 🔒 https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=t6JuQTcu&realm=synopsys-T&awrdt=1

SAP Test Site

i Your supplier request submission is in progress. Once it is complete, you can view the submitted request.

Supplier request form

Done

Requester Information

Are you requesting on behalf of another Synopsys employee? No

Supplier Information

Supplier Name Anchorage maintenance

Main Address (Complete Address) +

Supplier Contact First Name James

Supplier Contact Last Name St. Patrick

Supplier Contact Email jsp@yahoo.com

Supplier Contact Phone

Additional Information

Type of Purchase

Country (Indicate Country of purchasing) - Please select ONLY one country, ex. To select Germany, Click EMEA > Then select Germany United States of America

What is the company code/paying entity location of the purchase - (if you don't know the company code location please call your Finance department) - North America US01 - Synopsys, Inc

STEP 1: Request a new Vendor


- From the Ariba dashboard, click on the Supplier Management tab
- Select Create > Supplier Request
- Complete required fields noted with an asterisk (*)
- Select a company code for the entity paying for purchases with this vendor
- Click 'Submit'
- **Click 'Done'. The status of the request is now in progress**

Submitted: Your request to add Anchorage maintenance as a supplier

File Message Help Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward Meeting Move to? To Manager Team Email Done Reply & Delete Create New Rules OneNote Actions Assign Mark Policy Unread

Submitted: Your request to add Anchorage maintenance as a supplier

 Ariba Administrator <no-reply@ansmtp.ariba.com>
To Paul Lacy

Retention Policy SNPS 15 Months Delete (1 year, 3 months) Expires 8/4/2022

Request to add Anchorage maintenance as a supplier.

You've submitted a request to add Anchorage maintenance as a supplier to Synopsys, Inc.. We've forwarded this request for review and approval.

You'll receive an email about the status of your request. Or, you can [Click Here](#) to check the approval process and status of your request in Ariba.

STEP 1: Request a new Vendor

→ You will receive an email verifying you requested a new supplier

STEP 1: Request a new Vendor

- You will receive an email verifying you requested a new supplier
- You will receive another email once your request is approved.

The screenshot shows an Outlook email window. The top ribbon includes tabs for Quick Steps, Move, Tags, Groups, Find, Speech, Teams, and Cofense. The email content is as follows:

Approved: Your request to add Anchorage maintenance

Ariba Administrator <no-reply@ansmtp.ariba.com>
To: Paul Lacy

Retention Policy: SNPS 15 Months Delete (1 year, 3 months) Expires: 8/4/2022

Your request to add Anchorage maintenance as a supplier was approved.

Your request from Thu, 06 May, 2021 to add Anchorage maintenance as a supplier to Synopsys, Inc. was approved. You will be notified when next steps require your attention.

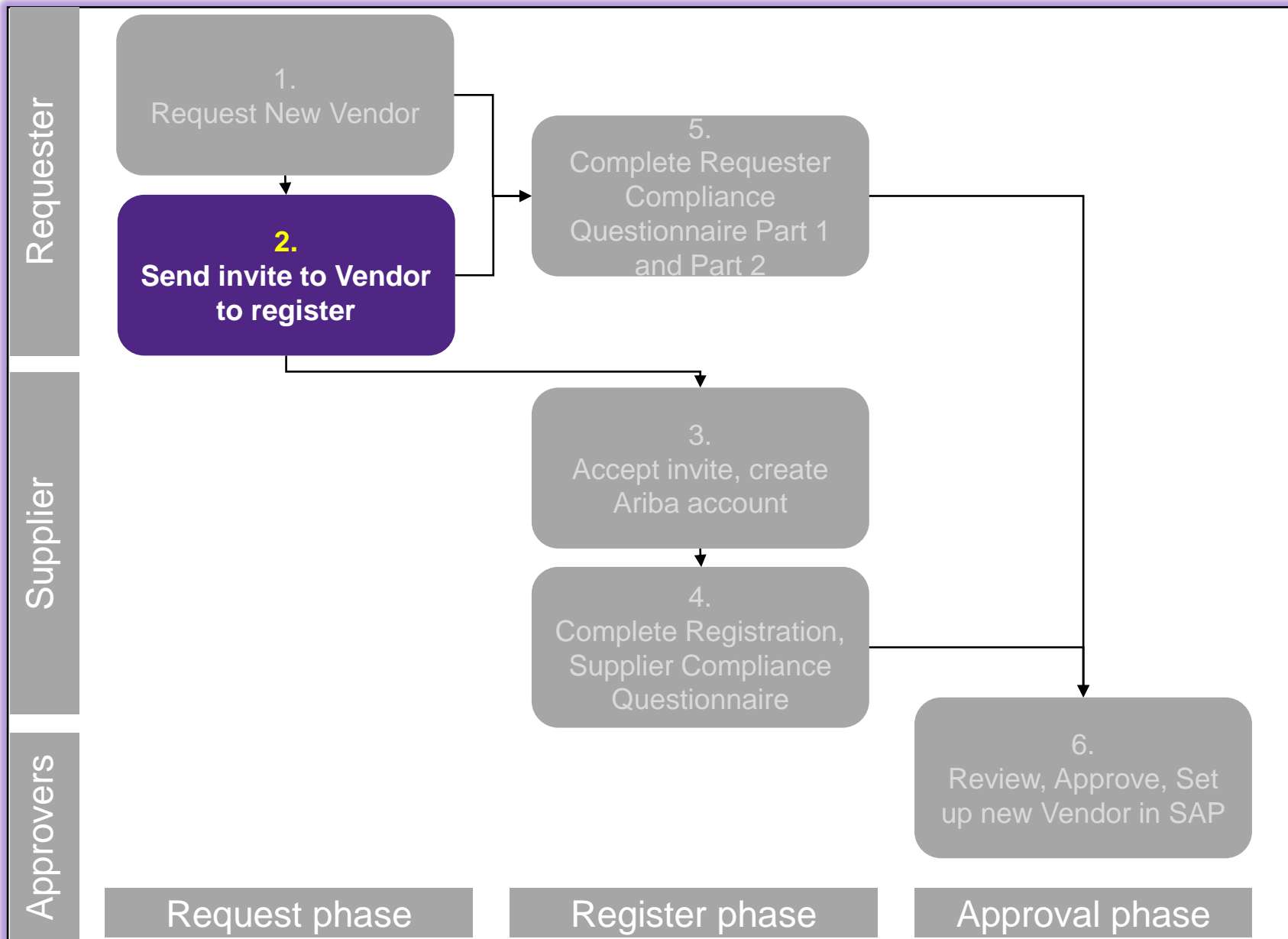
[Click Here](#) to review the new supplier information, including any comments from approvers.

The screenshot shows the SAP Supplier Management interface. At the top, there is a navigation bar with the SAP logo and the text 'Test Site'. Below this, a menu bar contains 'HOME', 'SOURCING', 'CATALOG', 'SUPPLIER MANAGEMENT' (highlighted with a red box), and 'MORE...'. A search bar is located below the menu, with the placeholder text 'Enter Supplier name or ID'. Underneath the search bar, there is a section titled 'My Activities' which contains two cards: '1 Supplier Request' (highlighted with a red box) and '1 Registration'. Below the 'My Activities' section, there is a table with the following columns: 'Supplier name', 'Status', and 'Action'. The table contains one row with the following data: 'Anchorage maintenance', 'Approved' (highlighted with a red box), and a 'View' button. A 'Feedback' button is visible on the left side of the table.

STEP 1: Request a new Vendor

- You will receive an email verifying you requested a new supplier
- You will receive another email once your request is approved.
- **Your request will show 'Approved' status in the Supplier Request Dashboard on the Supplier Management Tab**

Step 2: Send an invite to the new Vendor to register



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STEP 6: The appropriate Synopsys groups will review, approve and set up the new Vendor in SAP

SAP Test Site

HOME SOURCING CATALOG **SUPPLIER MANAGEMENT** MORE... ▾

Enter Supplier name or ID 🔍

My Activities

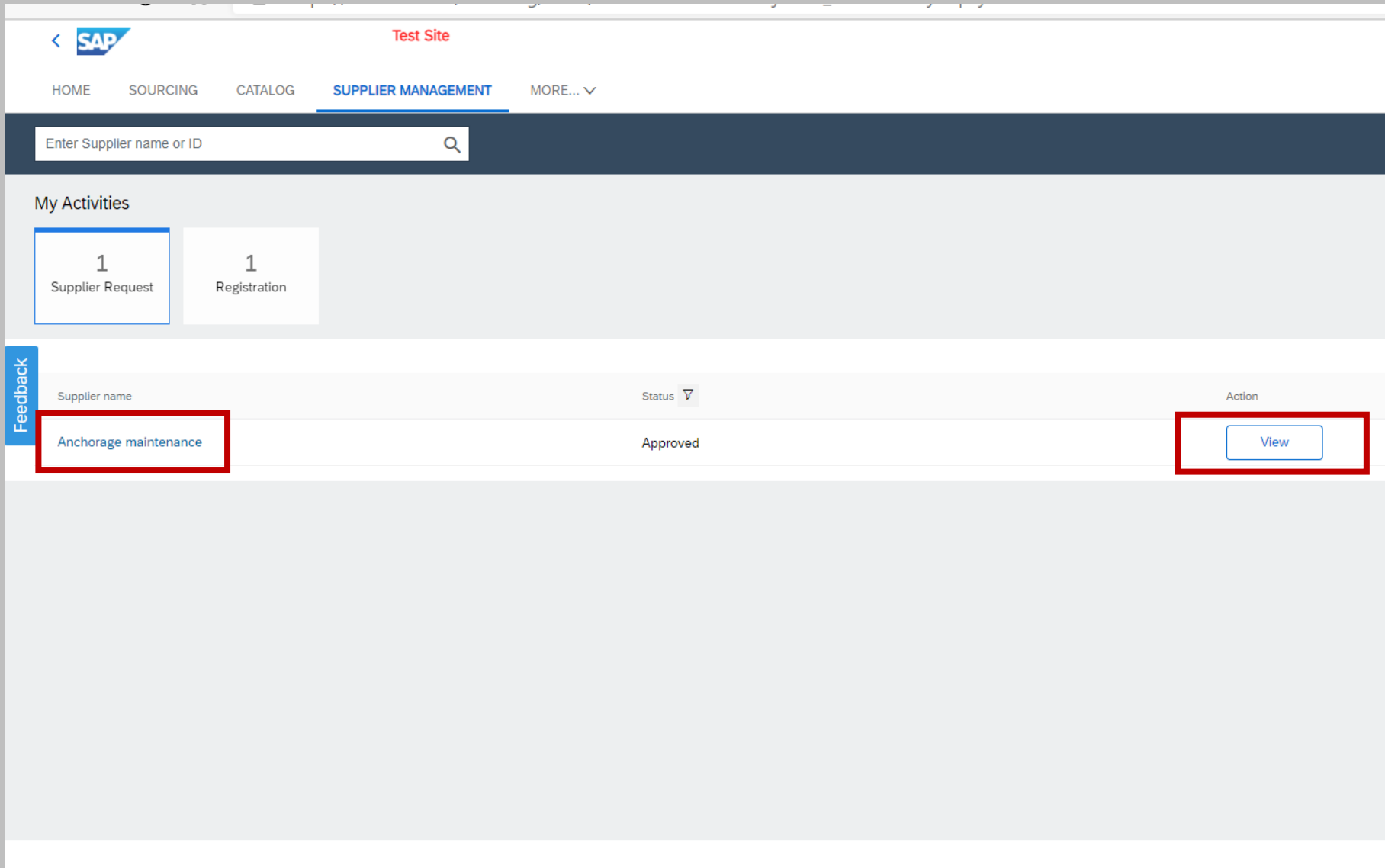
1 Supplier Request 1 Registration

Feedback

Supplier name	Status ▾	Action
Anchorage maintenance	Approved	View

STEP 2: Send invite to Vendor to register

→ From your Supplier Management Tab, click on the Supplier Request tile



STEP 2: Send invite to Vendor to register

- From your Supplier Management Tab, click on the Supplier Request tile
- **Click the Supplier's name or 'View'**

STEP 2: Send invite to Vendor to register

- From your Supplier Management Tab, click on the Supplier Request tile
- Click the Supplier's name or 'View'
- One the top right, click 'View supplier profile'

The screenshot displays the SAP Supplier Management interface. At the top, the browser address bar shows the URL: <https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=t6JuQTcu&realm=synopsys-T&dard=1>. The SAP logo and 'Test Site' are visible in the top left. The navigation menu includes 'SOURCING', 'CATALOG', 'SUPPLIER MANAGEMENT', and 'MORE...'. A 'View supplier profile' button is highlighted with a red box. Below this, a green 'Approved' button is visible. The main content area shows the title 'Approve supplier request: Anchorage maintenance'. A summary table provides details: Supplier name (Anchorage maintenance), Requested by (Paul Lacy), and Requested on (May 6, 2021). A process flow diagram shows four steps: Request created, Supplier request form gets submitted, Approval for supplier request [Procurement], and New supplier created. Below the flow, the 'New supplier request details' section includes an 'Export' button and two expandable sections: 'Requester Information' and 'Supplier Information'. The 'Supplier Information' section is expanded, showing details for the supplier 'Anchorage maintenance', including contact information for James St. Patrick at jsp@yahoo.com.

Supplier name: Anchorage maintenance

Requested by: Paul Lacy

Requested on: May 6, 2021

Process Flow:

- Request created
- Supplier request form gets submitted
- Approval for supplier request [Procurement]
- New supplier created

New supplier request details

Requester Information

Are you requesting on behalf of another Synopsys employee? No

Supplier Information

Supplier Name: Anchorage maintenance

Main Address (Complete Address): +

Supplier Contact First Name: James

Supplier Contact Last Name: St. Patrick

Supplier Contact Email: jsp@yahoo.com

→ ↻ 🏠 🔒 https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=t6JuQTcu&realm=synopsys-T&dard=1

[Back to supplier request](#)

An

Anchorage maintenance

SM Vendor ID: S28434660

- Summary**
- Contacts
- ERP data
- Certificates
- Activity log
- Registration**
- Questionnaires

Summary

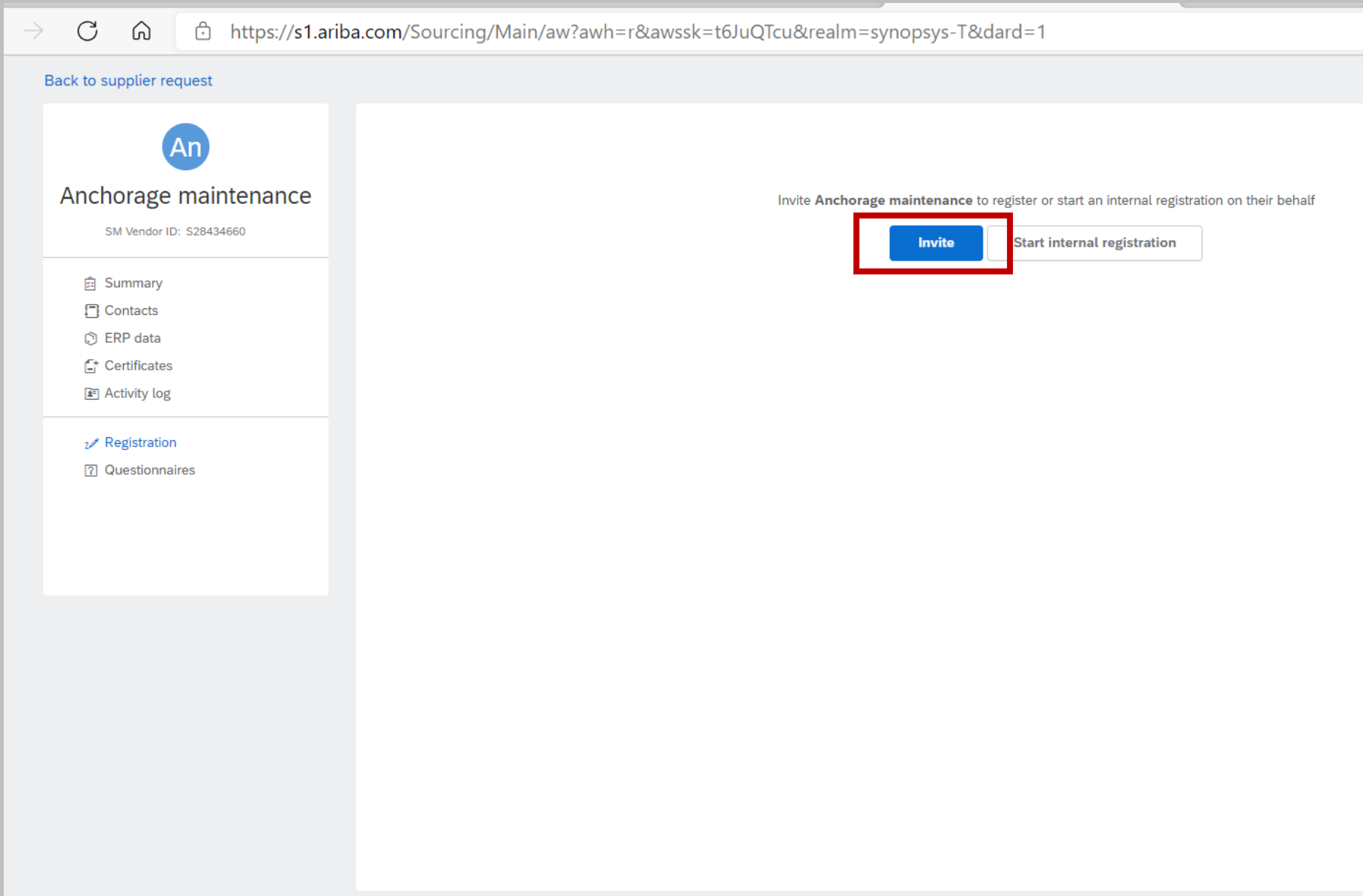
PRIMARY CONTACT	LOCATION
Name James St. Patrick	Address
Email jsp@yahoo.com	

> Origin of the Supplier

Requested by: Paul Lacy Approv

STEP 2: Send invite to Vendor to register

- From your Supplier Management Tab, click on the Supplier Request tile
- Click the Supplier's name or 'View'
- One the top right, click 'View supplier profile'
- **Click 'Summary'**
- **Click 'Registration'**



STEP 2: Send invite to Vendor to register

- From your Supplier Management Tab, click on the Supplier Request tile
- Click the Supplier's name or 'View'
- One the top right, click 'View supplier profile'
- Click 'Summary'
- Click 'Registration'
- **Click 'Invite'**

← → ↻ 🏠 <https://s1.ariba.com/Sourcing/Main/aw?awh=r&awssk=t6JuQTcu&realm=synopsys-T&dard=1>

< **SAP** Test Site


HOME SOURCING CATALOG **SUPPLIER MANAGEMENT** MORE... ▾

Invite to register

Confirm questionnaires to send

QUESTIONNAIRE ID	QUESTIONNAIRE NAME
<input checked="" type="checkbox"/> Doc2973406197	Supplier Registration Questionnaire

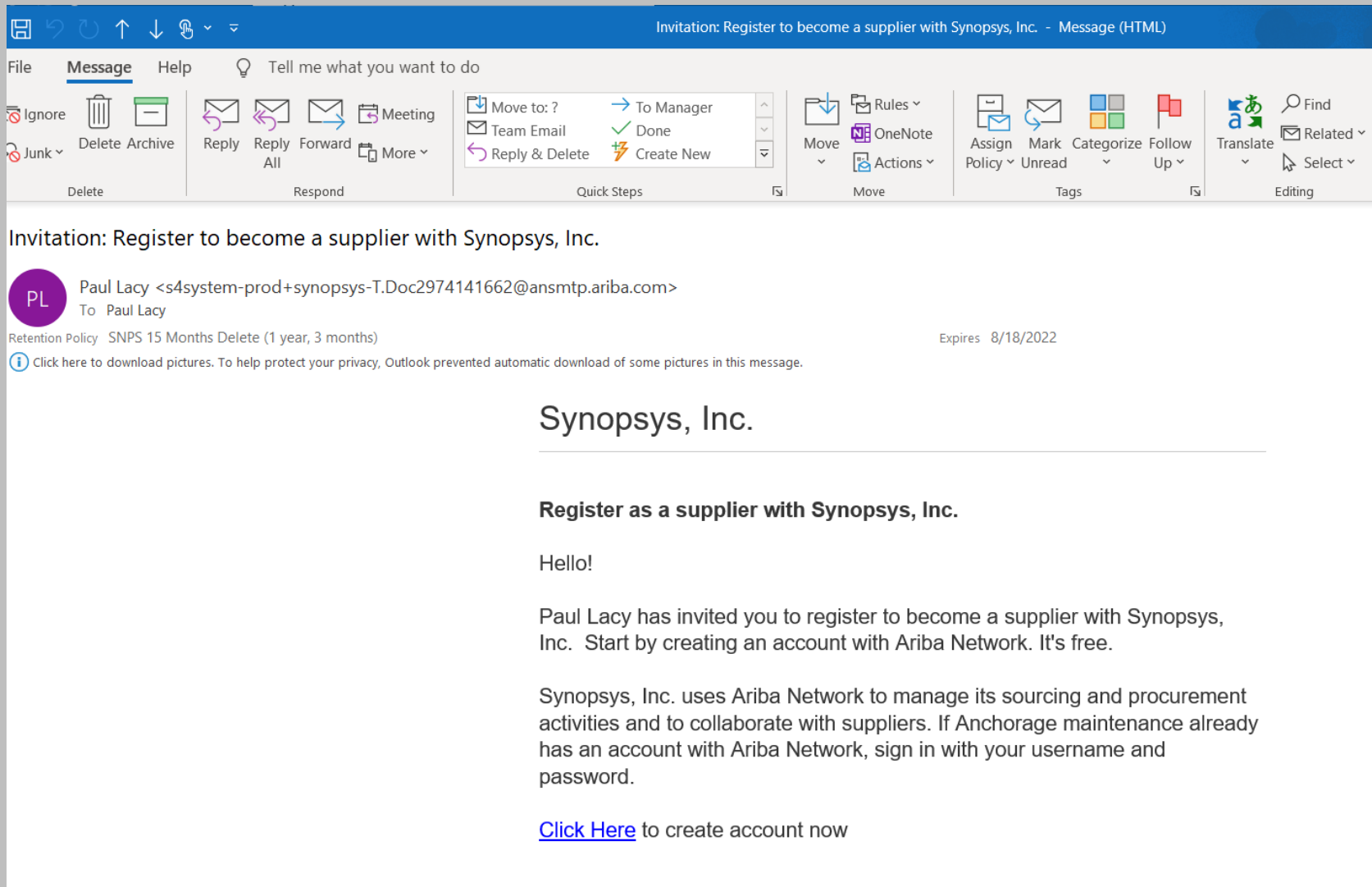
Choose recipient

NAME	TYPE	AN STATUS
<input checked="" type="radio"/>  James St. Patrick jsp@yahoo.com	N/A	Private

Send

STEP 2: Send invite to Vendor to register

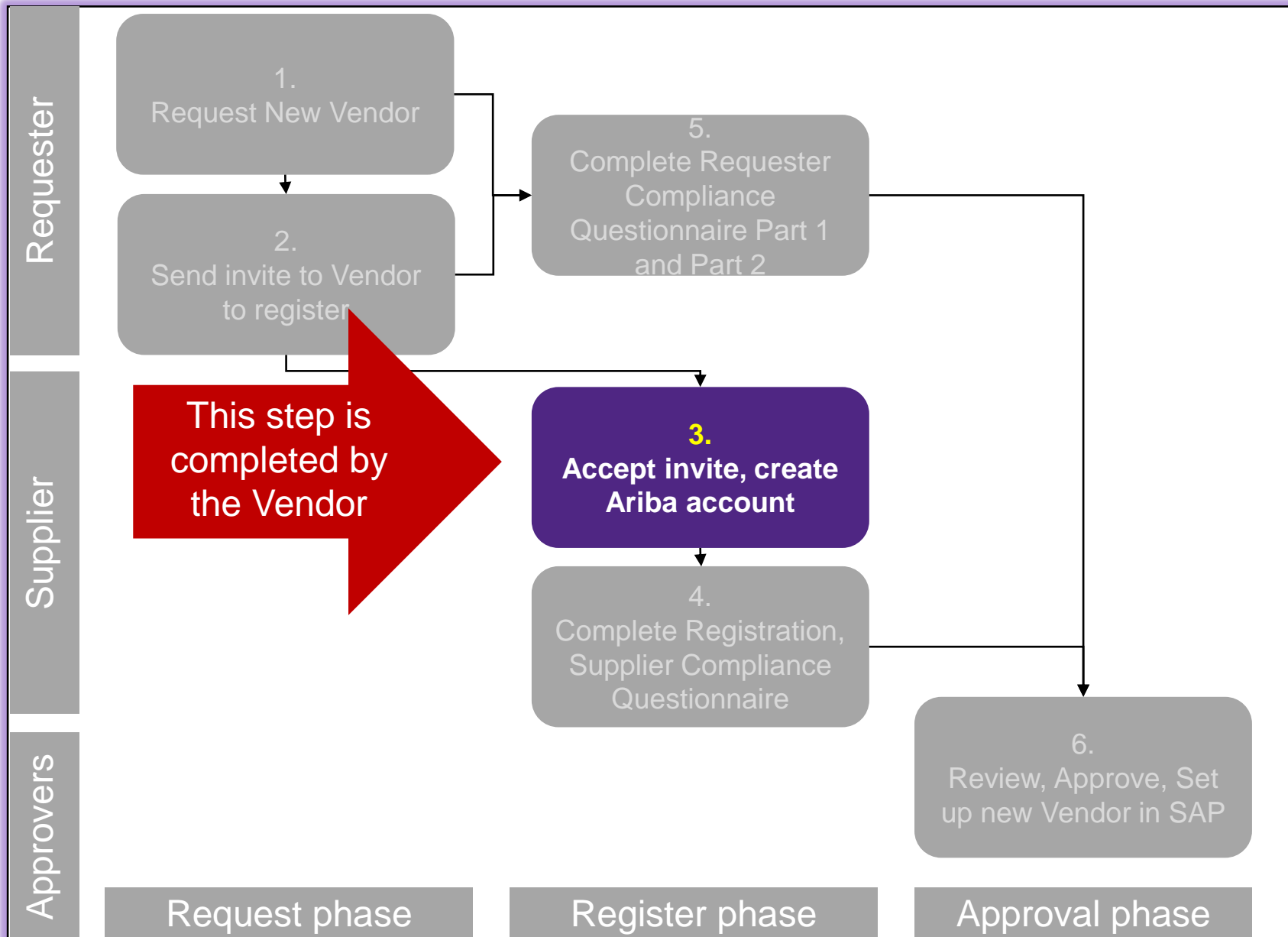
- From your Supplier Management Tab, click on the Supplier Request tile
- Click the Supplier's name or 'View'
- One the top right, click 'View supplier profile'
- Click 'Summary'
- Click 'Registration'
- Click 'Invite'
- **Choose the Recipient you want to invite and click 'Send'**



STEP 2: Send invite to Vendor to register

- From your Supplier Management Tab, click on the Supplier Request tile
- Click the Supplier's name or 'View'
- On the top right, click 'View supplier profile'
- Click 'Summary'
- Click 'Registration'
- Click 'Invite'
- Choose the Recipient you want to invite and click 'Send'
- **The contact's name you choose will receive an invite to register**

Step 3: Vendor accepts invite and creates Ariba account



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STEP 6: The appropriate Synopsys groups will review, approve and set up the new Vendor in SAP

STEP 3: Vendor accepts the invite and creates Ariba account

→ The Vendor clicks on 'Click Here' in the email invitation to create an Ariba account

Invitation: Register to become a supplier with Synopsys, Inc. - Message (HTML)

File Message Help Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward Meeting Move to: ? To Manager Team Email Done Reply & Delete Create New OneNote Actions Move Rules Assign Mark Categorize Follow Policy Unread Tags Translate Find Related Select Editing

Invitation: Register to become a supplier with Synopsys, Inc.

PL Paul Lacy <s4system-prod+synopsys-T.Doc2974141662@ansmtp.ariba.com>
To Paul Lacy

Retention Policy SNPS 15 Months Delete (1 year, 3 months) Expires 8/18/2022

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Synopsys, Inc.

Register as a supplier with Synopsys, Inc.

Hello!

Paul Lacy has invited you to register to become a supplier with Synopsys, Inc. Start by creating an account with Ariba Network. It's free.

Synopsys, Inc. uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Anchorage maintenance already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

→ ↻ 🏠 🔒 https://service.ariba.com/Register.aw/124988038/aw?awh=r&awssk=2Gz2A8MC&dard=1&ancdc=1

SAP Ariba Proposals and Questionnaires ▾

Welcome, Paul McCartney

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Synopsys - TEST** on SAP Ariba.

Synopsys - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Synopsys - TEST

Already have an account? OR

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

STEP 3: Vendor accepts the invite and creates Ariba account

- The Vendor clicks on 'Click Here' in the email invitation to create an Ariba account
- Vendor is redirected to the Ariba Commerce site to create Ariba account. If supplier does not have an account, they will click on 'Sign up'. If supplier already has an Ariba account, they will click on 'Log in' and enter username and password

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Synopsys - TEST.

Create account and continue

Company information

Company Name:* Anchorage maintenance

Country/Region:* United States [USA]

Address:* Line 1

Line 2

Line 3

City:*

State:* Alabama [US-AL]

Zip:*

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

Name:* Paul McCartney

Email:* placy@synopsys.com

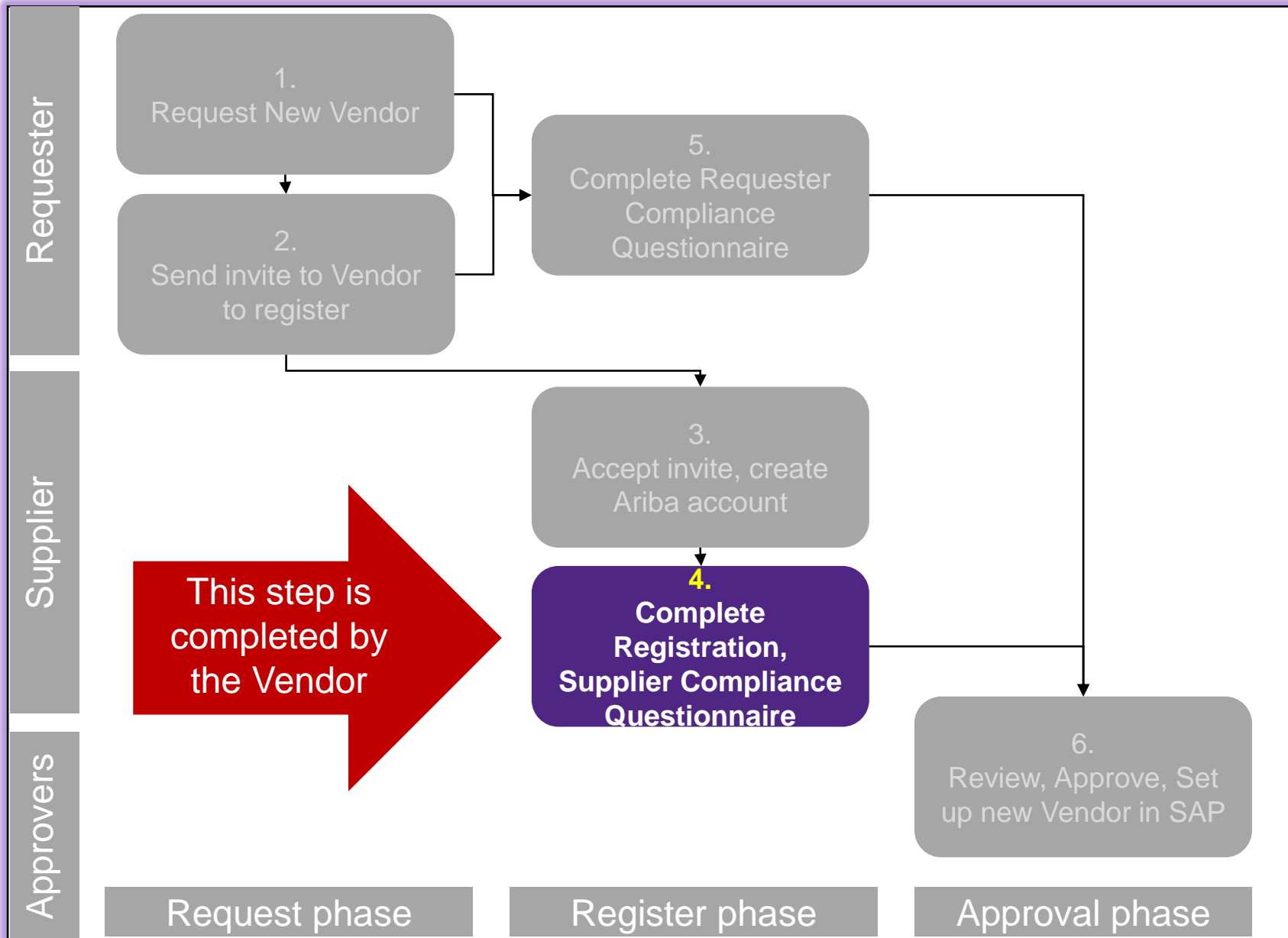
* Indicates a required field

[SAP Ariba Privacy Statement](#)

STEP 3: Vendor accepts the invite and creates Ariba account

- The Vendor clicks on 'Click Here' in the email invitation to create an Ariba account
- Vendor is redirected to the Ariba Commerce site to create Ariba account. If supplier does not have an account, click on Sign up. If supplier has already an Ariba account, click on Log in and enter username and password
- Vendor fills out required fields to create Ariba account
- Vendor clicks 'Create Account and continue'

Step 4: Vendor completes Registration and Compliance Questionnaires



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Standard Account **Upgrade** TEST MODE ? PM

Welcome to the **Ariba 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.

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc2974141662	5/20/2022 1:22 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
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STEP 4: Complete Registration and Supplier Compliance Questionnaire

- After creating Ariba account, Vendor will be redirected to Ariba network
- Vendor clicks on Supplier registration questionnaire link, supplier registration form will appear

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Information

2 Supplier Compliance

3 Payment Information

All Content

Name ↑

1 Supplier Information

1.1 Company Name

* Anchorage maintenance

1.2 Complete Legal Name of Vendor as reported to Tax agency (if different than 1.1)

* Anchorage maintenance

1.3 Complete Legal Name of Vendor in local language if different from above.

1.4 Company's Website

*Show More

Street: 245 Main Street

Street 2:

Street 3:

District:

Postal Code: 94440

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

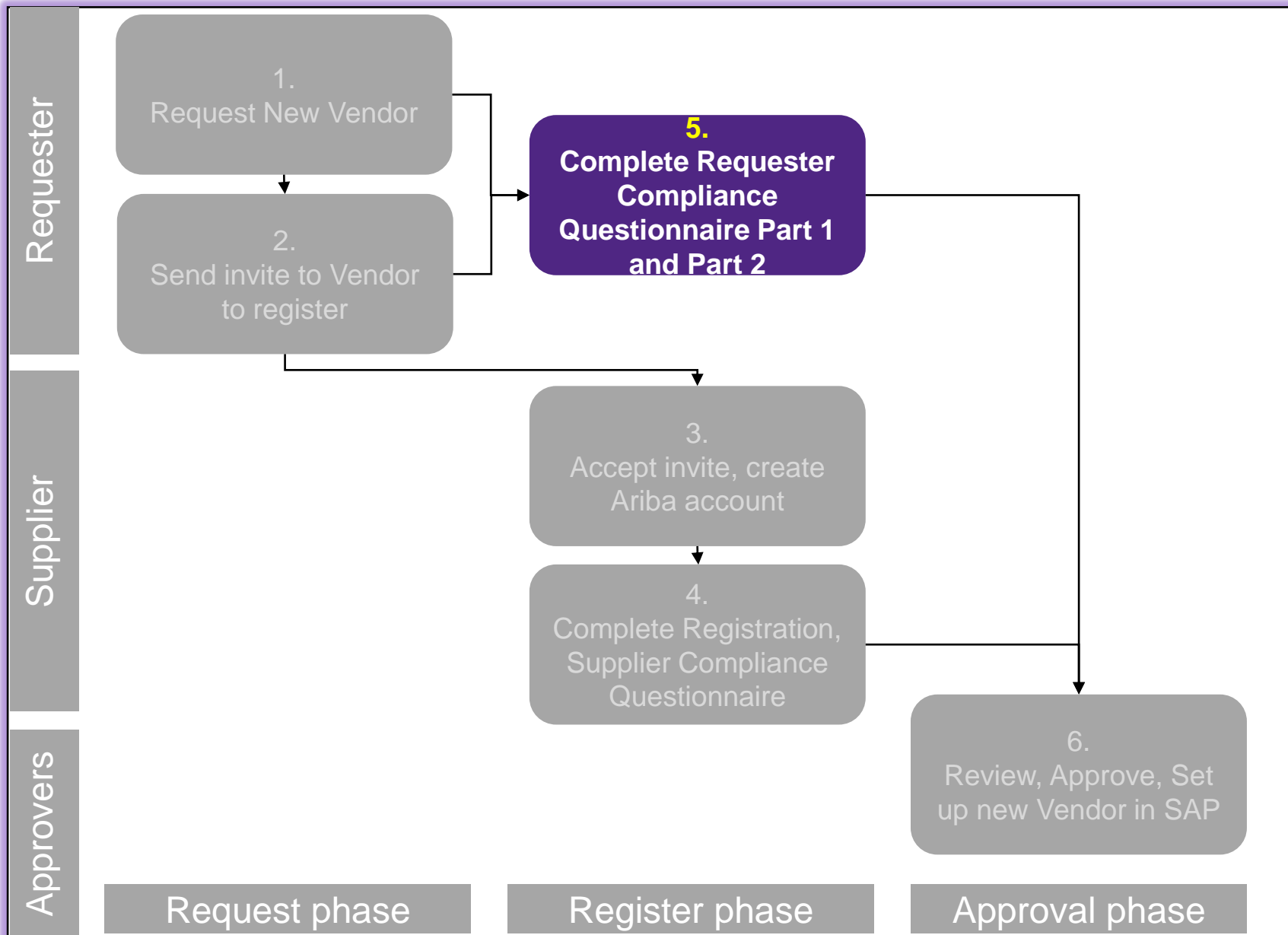
Excel Import



STEP 4: Complete Registration and Supplier Compliance Questionnaire

- After creating Ariba account, Vendor will be redirected to Ariba network
- Vendor clicks on Supplier registration questionnaire link, supplier registration form will appear
- Vendor enters all required information
- Vendor clicks 'Submit Entire Response'

Step 5: Complete the Requester Questionnaire



Synopsys has implemented a new and simpler way to onboard new vendors.

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STEP 6: The appropriate Synopsys groups will review, approve and set up the new Vendor in SAP

STEP 5: Complete Requester Compliance Questionnaire Part 1 and 2

→ From the Supplier Management tab, click on the Supplier Request tile

The screenshot displays the SAP S/4HANA Supplier Management interface. At the top, the navigation bar includes the SAP logo, a 'Test Site' label, and menu items: HOME, SOURCING, CATALOG, **SUPPLIER MANAGEMENT** (highlighted with a red box), and MORE... A search bar below the navigation bar contains the text 'Enter Supplier name or ID'. The 'My Activities' section features two tiles: '1 Supplier Request' (highlighted with a red box) and '1 Registration'. Below this, a table lists activities with columns for 'Supplier name', 'Status', and 'Action'. The table contains one entry: 'Anchorage maintenance' with a status of 'Approved' and a 'View' button. A 'Feedback' button is visible on the left side of the table. The SAP logo is located at the bottom left of the page.

Supplier name	Status	Action
Anchorage maintenance	Approved	View

STEP 5: Complete Requester Compliance Questionnaire Part 1 and 2

→ From the Supplier Management tab, click on the Supplier Request tile

→ Click on View or the Supplier's Name

The screenshot shows the SAP Supplier Management interface. At the top, there is a navigation bar with the SAP logo and the text "Test Site". Below this, there are navigation tabs: HOME, SOURCING, CATALOG, SUPPLIER MANAGEMENT (which is highlighted), and MORE... A search bar is located below the navigation tabs, containing the text "Enter Supplier name or ID".

Under the "My Activities" section, there are two tiles: "1 Supplier Request" and "1 Registration".

Below the activities, there is a table with the following columns: Supplier name, Status, and Action. The table contains one row with the following data:

Supplier name	Status	Action
Anchorage maintenance	Approved	View

The "Anchorage maintenance" cell in the "Supplier name" column and the "View" button in the "Action" column are highlighted with red boxes.

Test Site

SUPPLIER MANAGEMENT MORE... ▾

Recent

View supplier profile

Request: Anchorage maintenance

Requested by Paul Lacy

Requested on May 6, 2021

Supplier request form gets submitted

Approval for supplier request [Procurement]

New supplier created

On behalf of another Synopsys employee? No

Anchorage maintenance

Address) +

Name James

Name St. Patrick

jsp@yahoo.com

STEP 5: Complete Requester Compliance Questionnaire Part 1 and 2

- From the Supplier Management tab, click on the Supplier Request tile
- Click on View or the Supplier's Name
- **On the top right, click 'View supplier profile'.**

[Back to supplier request](#)



Anchorage maintenance

SM Vendor ID: S28434660
Ariba Network ID: AN01691814576-T

Summary

Contacts

ERP data

Public profile

Certificates

Activity log

Registration

Questionnaires

Summary

PRIMARY CONTACT

Name
James St. Patrick

Email
jsp@yahoo.com



LOCATION

Address

> Origin of the Supplier

Requested by: Paul Lacy

Approved by: S

STEP 5: Complete Requester Compliance Questionnaire Part 1 and 2

- From the Supplier Management tab, click on the Supplier Request tile
- Click on View or the Supplier's Name
- On the top right, click 'View supplier profile'
- **From the tile on the left, click 'Registration'**

Supplier recipient: Paul McCartney
 Email: placy@synopsys.com
 Office phone:

Process Flow

Questionnaires

NAME	TYPE
Supplier Registration Questionnaire	External
Compliance Questionnaire Part II – Continued	Internal
Compliance Questionnaire Part I	Internal

Tasks

NAME	ACTION BY	STATUS
Supplier to submit Registration questionnaire	Paul Lacy	Complete
Complete Compliance Questionnaire Part I	Project Owner	In Progress
Complete Compliance Questionnaire Part II – Continued	Project Owner	In Progress
Approval for supplier registration		Not Started

STEP 5: Complete Requester Compliance Questionnaire Part 1

- From the Supplier Management tab, click on the Supplier Request tile
- Click on View or the Supplier's Name
- On the top right, click 'View supplier profile'
- From the tile on the left, click 'Summary', then click 'Registration'
- **Under the Task section, launch the Compliance Questionnaire Part I by clicking on the highlighted icon**

Supplier registration questionnaire

Questionnaire	Response	
1 Will the new vendor participate in any way in Synopsys' efforts to obtain business (such as distributors, resellers, sales agents, etc.)? *	<input type="radio"/> Yes	<input type="radio"/> No
2 Will the new vendor interact with government officials on Synopsys' behalf (such as tax advisors interacting with tax authorities, immigration agents, customs brokers, and contractors permits for construction projects)? *	<input type="radio"/> Yes	<input type="radio"/> No
3 Is the new vendor a credit card service provider or merchant who will be processing or storing Synopsys employee's or customer's credit cards? *	<input type="radio"/> Yes	<input type="radio"/> No
4 Will the new vendor be processing, storing, or transferring Synopsys confidential data externally to a non-Synopsys managed environment (e.g., non-Synopsys-managed system, network, or facility), or will the new vendor be a cloud service provider (SaaS, IaaS, PaaS) hosting Synopsys data, or will the new vendor be utilizing Single Sign On (SSO) integration with Synopsys? *	<input type="radio"/> Yes	<input type="radio"/> No
5 Will the materials purchased from the new vendor be incorporated, bundled, or distributed with Synopsys' hardware products? *	<input type="radio"/> Yes	<input type="radio"/> No
6 Will the new vendor license software that will be incorporated or bundled with a Synopsys product? *	<input type="radio"/> Yes	<input type="radio"/> No
8 Will the following technologies be incorporated or bundled into a Synopsys product: (i) telecommunication equipment and services produced by Huawei, ZTE Corporation, or any subsidiary/affiliate of either of these entities; or (ii) video surveillance and telecommunication equipment and services produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any of their subsidiaries/affiliates? *	<input type="radio"/> Yes	<input type="radio"/> No
9 Will the new vendor sell, deliver, lease, license, or disclose the following technologies to Synopsys: (i) telecommunication equipment and services produced by Huawei, ZTE Corporation, or any subsidiary/affiliate of either of these entities; or (ii) video surveillance and telecommunication equipment and services produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any of their subsidiaries/affiliates? *	<input type="radio"/> Yes	<input type="radio"/> No

Mark Complete

STEP 5: Complete Requester Compliance Questionnaire Part 1

- From the Supplier Management tab, click on the Supplier Request tile
- Click on View or the Supplier's Name
- On the top right, click 'View supplier profile'
- From the tile on the left, click 'Summary', then click 'Registration'
- Under the Task section, launch the Compliance Questionnaire Part 1 by clicking on the highlighted icon
- **Answer all questions and click 'Mark Complete'**

*please note: the question numbering is not sequential, but you are not missing questions. The number assigned to each question helps determine the SNPS internal team who must review the answers

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i Questionnaire submission is in progress. Once it is complete, you can view questionnaire details.

Compliance Questionnaire Part I Done

1	Will the new vendor participate in any way in Synopsys' efforts to obtain business (such as distributors, resellers, sales agents, etc.)?	No
2	Will the new vendor interact with government officials on Synopsys' behalf (such as tax advisors interacting with tax authorities, immigration agents, customs brokers, and contractors permits for construction projects)?	No
3	Is the new vendor a credit card service provider or merchant who will be processing or storing Synopsys employee's or customer's credit cards?	No
4	Will the new vendor be processing, storing, or transferring Synopsys confidential data externally to a non-Synopsys managed environment (e.g., non-Synopsys-managed system, network, or facility), or will the new vendor be a cloud service provider (SaaS, IaaS, PaaS) hosting Synopsys data, or will the new vendor be utilizing Single Sign On (SSO) integration with Synopsys?	No
5	Will the materials purchased from the new vendor be incorporated, bundled, or distributed with Synopsys' hardware products?	No
6	Will the new vendor license software that will be incorporated or bundled with a Synopsys product?	No
8	Will the following technologies be incorporated or bundled into a Synopsys product: (i) telecommunication equipment and services produced by Huawei, ZTE Corporation, or any subsidiary/affiliate of either of these entities; or (ii) video surveillance and telecommunication equipment and services produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any of their subsidiaries/affiliates?	No

STEP 5: Complete Requester Compliance Questionnaire Part 1

- From the Supplier Management tab, click on the Supplier Request tile
- Click on View or the Supplier's Name
- On the top right, click 'View supplier profile'
- From the tile on the left, click 'Summary', then click 'Registration'
- Under the Task section, launch the Compliance Questionnaire Part 1 by clicking on the highlighted icon
- Answer all questions and click 'Mark Complete'
- **Click 'Done'**

Supplier recipient: Paul McCartney
 Email: placy@synopsys.com
 Office phone:

Process Flow

Questionnaires

NAME	TYPE
Supplier Registration Questionnaire	External
Compliance Questionnaire Part II – Continued	Internal
Compliance Questionnaire Part I	Internal

Tasks

NAME	ACTION BY	STATUS
Supplier to submit Registration questionnaire	Paul Lacy	Complete
Complete Compliance Questionnaire Part I	Project Owner	In Progress
Complete Compliance Questionnaire Part II – Continued	Project Owner	In Progress
Approval for supplier registration		Not Started

STEP 5: Complete Requester Compliance Questionnaire Part 2

→ Return to the Task section and launch the Compliance Questionnaire Part II by clicking on the highlighted icon

Edit Compliance Questionnaire Part II – Continued

1 Will the new vendor provide outsourced engineering, R&D consulting, or IT consulting services? *

Yes No

4 Will the vendor provide services or work by contractors (non-employees), such as independent contractors (also known as freelancers or consultants), agency workers (also known as temps or dispatch workers), and companies providing services (outsourced service providers)? *

Yes No

10 Will the new vendor provide equipment that requires hazardous chemicals or materials to operate? *

Yes No

11 Is the vendor critical to maintaining business operations? A vendor is critical if its sudden loss of services or goods cause a significant disruption to the business. *

Yes No

Submit

STEP 5: Complete Requester Compliance Questionnaire Part 2

→ Return to the Task section and launch the Compliance Questionnaire Part II by clicking on the highlighted icon

→ Answer all questions and click 'Mark Complete'

***please note: the question numbering is not sequential, but you are not missing questions. The number assigned to each question helps determine the SNPS internal team who must review the answers**

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i Questionnaire submission is in progress. Once it is complete, you can view questionnaire details.

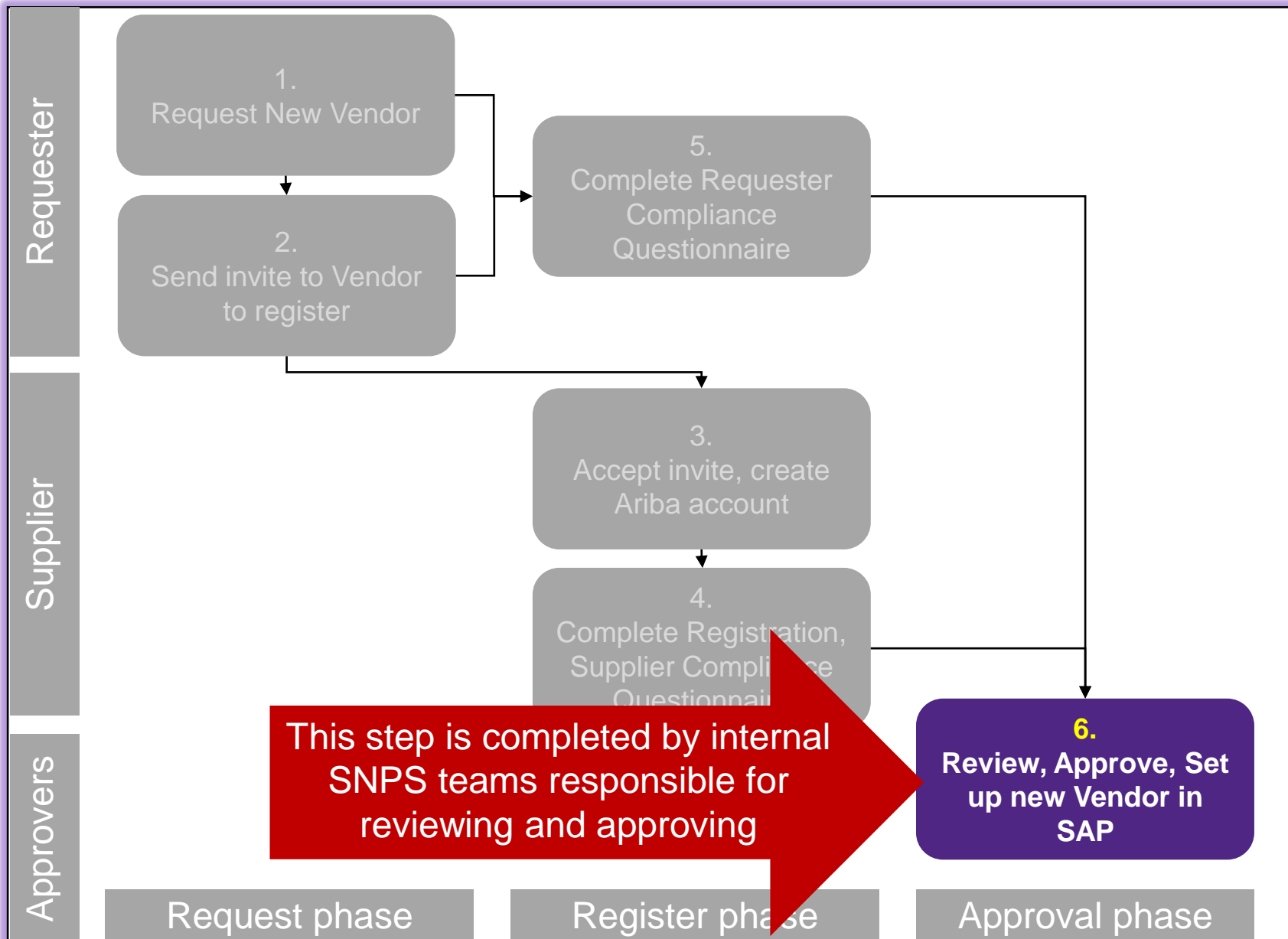
Compliance Questionnaire Part II – Continued Done

1	Will the new vendor provide outsourced engineering, R&D consulting, or IT consulting services?	No
4	Will the vendor provide services or work by contractors (non-employees), such as independent contractors (also known as freelancers or consultants), agency workers (also known as temps or dispatch workers), and companies providing services (outsourced service providers)?	No
10	Will the new vendor provide equipment that requires hazardous chemicals or materials to operate?	No
11	Is the vendor critical to maintaining business operations? A vendor is critical if its sudden loss of services or goods cause a significant disruption to the business.	No

STEP 5: Complete Requester Compliance Questionnaire Part 2

- Return to the Task section and launch the Compliance Questionnaire Part II by clicking on the highlighted icon
- Answer all questions and click 'Mark Complete'
- **Click 'Done'**

Step 6: Review, Approve, Set up new Vendor in SAP



Synopsys has implemented a new and simpler way to onboard new vendors.

Ariba's Supplier Lifecycle and Performance (SLP) module is a solution with a set of linked processes that automate our current highly manual process to onboard new vendors.

STEP 1: The requester requests a new vendor by providing basic vendor information including vendor company name, contact information, region, company code paying for services.

STEP 2: The requester sends an invite to the new Vendor to register.

STEP 3: The Vendor accepts invite and creates Ariba account

STEP 4: The Vendor completes registration questionnaire (includes Supplier Compliance questions)

STEP 5: The Requester completes Requester Compliance Questionnaire Part 1 and Part 2

STEP 6: The appropriate Synopsys groups will review, approve and set up the new Vendor in SAP

STEP 6: Review, Approve, Set up new Vendor in SAP

→ The groups who approve are Info Security, Legal, HR, Procurement, Finance and the Requester's Manager

→ These specific groups will be added to the notification chain as an approver or watcher, depending on the responses to the supplier and requestor Compliance Questionnaire.

Approval Group	What their focus is
Info Security	<ul style="list-style-type: none">• SNPS Employees, Customers and Partners are protected against unauthorized use of information and data
Legal	<ul style="list-style-type: none">• Proper treatment of technology and / or materials we intend to incorporate with SNPS products• New Vendor's products cannot include technology produced by companies the U.S. Government prohibits doing business with e.g. Huawei• Anti-Corruption• Privacy• Third Party Proprietary Software• Conflict Mineral Laws
HR / Safety & Security	<ul style="list-style-type: none">• Accurate classification of non-employees e.g., Independent Contractors, Consultants, Temps• Vendor's products are non-hazardous and safe• Vendor's criticality to maintaining SNPS business operations• Vendor's Social Responsibility i.e., greenhouse emissions, I&D
Finance	<ul style="list-style-type: none">• Accurate New Vendor banking information
Procurement	<ul style="list-style-type: none">• Overall accuracy of New Vendor information

STEP 6: Review, Approve, Set up new Vendor in SAP

→ The groups who approve are Info Security, Legal, HR, Procurement, Finance and the Requester's Manager

→ **The requester will receive notification emails as individual approvals occur**

- example shown is an email to notify the requester the Compliance Questionnaire Part I is fully approve

Please contact the sender if you believe you have received this e-mail in error.

From: Ariba Administrator <no-reply@ansmtp.ariba.com>

Sent: 27 May 2021 6:45 PM

To: Sylvia Taylor <Sylvia.Taylor@excelerateds2p.com>

Subject: WS3004564370 - Supplier Registration for Thomson Consulting: Approval for Compliance Questionnaire Part I was fully approved.

WS3004564370 - Supplier Registration for Thomson Consulting: Approval for Compliance Questionnaire Part I was fully approved.

Task Title: Approval for Compliance Questionnaire Part I

Task Description:

This email is to notify you that all compliance questions have been fully approved.

STEP 6: Review, Approve, Set up new Vendor in SAP

- The groups who approve are Info Security, Legal, HR, Procurement, Finance and the Requester's Manager
- The requester will receive notification emails as individual approvals occur
- **The requester will receive a final notification when all approvals are complete**
- **You can begin to do business with the New Vendor through the existing Procurement process**

