Version 1.0, November 2021

AbbVie uses SAP Ariba to manage our procurement activities. As a supplier, creating an Ariba Network account allows you to access and complete the AbbVie registration and access the portal to manage your information.

Create an Ariba Network account

Create an Ariba Network account if your organization does not already have one. This is separate from registering with AbbVie.

You will receive an email invitation to register.
 To get started, click <u>Click Here</u> in the invitation email.

New to Ariba Network?



- 2. Verify the information prepopulating the form is correct.
 - Default Username is the email address associated with the account.
- 3. Complete any additional required (*) fields.
- Read the Ariba Terms of Use and SAP Ariba Privacy Statement then check the boxes if you agree to them.



5. Create account and continue



Already an Ariba Network user?

Log in

and skip to completing your AbbVie registration.

The information in the Ariba Network Account registration will be visible to everyone who can view your Ariba Network account, not just AbbVie. You can adjust who can view your profile in your settings.

Completing your AbbVie Supplier Registration Questionnaire

Information you'll need:

☐ If there are non-Latin characters in your company name or address, you will be asked to provide a Latin-character equivalent of this information. This is not an English translation – focus on the characters rather than the meaning.

As an example, SÜKRİYE MAH, becomes SUKRIYE MAH.

- A contact person for legal or compliance questions.
- Tax information.
- Bank account details.
- Number of people your company employs.
- □ NAICS code(s) (US- and Canada-based companies only).
- Basic familiarity with the encryption practices of your company (if you will require access to AbbVie data).

Common errors:

- US Postal Codes require the Zip+4 format
- Phone and fax numbers should be entered without dashes.



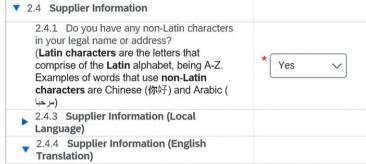
Version 1.0, November 2021

Completing your AbbVie Supplier Registration Questionnaire (cont.)

2 General Company Information

- If there are non-Latin characters in the name or address of your company, there are additional fields for entry in both your local language and a Latin-character equivalent.
- Click the Show More link to display additional address fields (e.g., PO Box, Building Name, etc.), if needed.





Important: The person designated as the **Supplier Contact** should have the authority to manage financial information.

3 Legal and Compliance Contact

This contact will be used if there are legal or compliance related questions during the registration process. Defaults to the Supplier Contact. Change if needed.

4 Financial and Purchasing Information

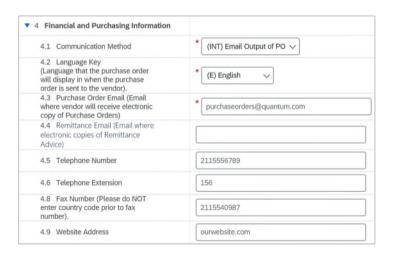
- · Preferred method of receiving orders
- Preferred language for POs
- · Email address for receipt of copies of POs

5 Tax Information

- Select your Country.
- Click to enter a comment or attach a tax document.

Common errors:

- US Postal Codes require the Zip+4 format
- Phone and fax numbers should be entered without dashes.



Save draft

Click **Save draft** to save your registration at any time.



Version 1.0, November 2021

Completing your AbbVie Supplier Registration Questionnaire (cont.)

6 Banking Information

Click Add Banking Information (0)

6 Banking Information

Add Banking Information (0)

- Click 2.
- Add Banking Details
- Select the **Bank Type** (Domestic or Foreign).
- Select the **Country** of your bank branch.
- 5. Complete other fields as required.

Note: Either both Bank Key and Account Number, or IBAN is required.



Click to save the banking information.

Note: This saves only the banking information, not your registration.

7. Click **Back** when you have completed and saved the banking information.

* Bank Type:	No Choice ∨
Country:	(no value)
Name:	
Bank Branch:	
Street:	
City:	
State/Province/Region:	
Postal Code:	
Account Holder Name:	
Bank Key/ABA Routing Number:	
Account Number:	
IBAN Number:	
SWIFT Code:	
Bank Account Type:	No Choice ✓

Have multiple bank accounts?

Click

Add additional Banking Details

and enter information for the second bank.

7 Supplier Profile

- **Business Type**
- If your organization is a subsidiary
- Size of your organization
- NAICS code(s) for US and Canada-based org
- **Business Classification**

8 IT Security and Privacy Evaluation

Encryption practices (at rest, in motion, and removable media)

Note: If you have already done business with AbbVie, this section is not required.

Save draft

Click Save draft to save your registration at any time.

Version 1.0, November 2021

Completing your AbbVie Supplier Registration Questionnaire (cont.)

9 Diversity

If your organization has diverse ownership:

US, Canada, and Puerto Rico register with supplier.io p30

Outside the US, Canada, and Puerto Rico, download and complete the AbbVie Self Certification documentation. P32

Save draft

Click **Save draft** to save your registration at any time.

Submitting your registration

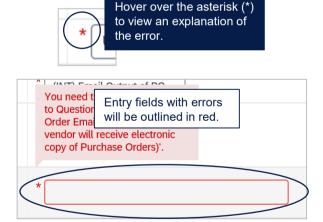
When you're ready, click Submit Entire Response.

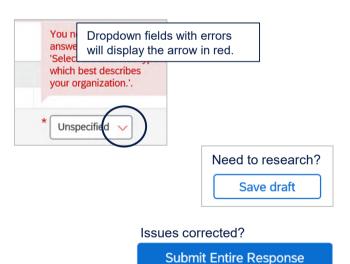
Submit Entire Response Save draft Compose Message Excel Import

The system will check for missing information and formatting errors – a message will display if corrections are required. Use the **Next>** and **Previous>** links to move through the errors.

There are 6 problems that require completion or correction in order to complete your request.

Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.





A confirmation message will display, and you will receive an email message confirming your submission.

Additional Topics found in the User Guide

Creating roles associated with your Ariba Network account......8

Adding a new user to your Ariba Network account......11

Assigning roles for users of your Ariba Network account........13

Updating your AbbVie information after registration......41

abbvie