Quick Guide to AbbVie Supplier Registration

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.

1. You will receive an email invitation to register. To get started, click Click Here in the invitation email.

New to Ariba Network? [Sign up]

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.

4. Read the **Ariba Terms of Use** and **SAP Ariba Privacy Statement** then check the boxes if you agree to them.

   ☑ I have read and agree to the Terms of Use
   ☑ I have read and agree to the SAP Ariba Privacy Statement

5. [Create account and continue]

Invitation: Register to become a supplier with AbbVie

Ariba Administrator <no-reply@ansmtp.ariba.com>
to me ▾

Click Here to create account now

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, ŞÜKRİYE 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.

 abbvie

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.

Headquarters Address: ★Show More

- DO NOT ENTER PO BOX in STREET fields.
- FOR PO Box info - Click + sign to expand for PO Box fields.
- Follow local postal code format (i.e. USA: NNNNN-NNNN, etc.)

▼ 2.4 **Supplier Information**

2.4.1 Do you have any non-Latin characters in your legal name or address?
(**Latin characters** are the letters that comprise of the **Latin** alphabet, being A-Z. Examples of words that use **non-Latin characters** are Chinese (你好) and Arabic (مرحبا)

★ Yes ▾

▶ 2.4.3 **Supplier Information (Local Language)**

▼ 2.4.4 **Supplier Information (English Translation)**

> 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.

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

4 Financial and Purchasing Information

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

▼ 4 **Financial and Purchasing Information**

4.1 Communication Method	★ (INT) Email Output of PO ▾
4.2 Language Key (Language that the purchase order will display in when the purchase order is sent to the vendor).	★ (E) English ▾
4.3 Purchase Order Email (Email where vendor will receive electronic copy of Purchase Orders)	★ purchaseorders@quantum.com
4.4 Remittance Email (Email where electronic copies of Remittance Advice)	
4.5 Telephone Number	2115556789
4.6 Telephone Extension	156
4.8 Fax Number (Please do NOT enter country code prior to fax number).	2115540987
4.9 Website Address	ourwebsite.com

5 Tax Information

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

Save draft

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

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6 Banking Information

1. Click Add Banking Information (0)

6 Banking Information	Add Banking Information (0)

2. Click **Add Banking Details**

3. Select the **Bank Type** (Domestic or Foreign).

4. Select the **Country** of your bank branch.

5. **Complete other fields** as required.
   Note: Either <u>both</u> Bank Key and Account Number, or IBAN is required.

   Banking Details — Bank Key/ABA Routing Number: **and** Account Number: **OR** IBAN Number:

6. Click **Save** 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, Country, 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

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.

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.   < Previous | Next >

Hover over the asterisk (*) to view an explanation of the error.

You need to answer 'Select the type which best describes your organization.'.

* Unspecified ˅

Dropdown fields with errors will display the arrow in red.

You need to Question Order Ema vendor will receive electronic copy of Purchase Orders)'.

Entry fields with errors will be outlined in red.

Need to research?

Save draft

Issues corrected?

Submit Entire Response

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

Additional Topics found in the User Guide