



**FRESENIUS
KABI**

caring for life

SUPPLIER GUIDE

Ariba Network User Interface

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ARIBA NETWORK ACCOUNT

- CREATION OF ARIBA NETWORK ACCOUNT

CREATING Ariba NETWORK ACCOUNT

1. You will receive an email from SAP Ariba
2. Email Subject: Invitation: Register as a supplier with Fresenius Kabi
3. Supplier's Name
4. If you need additional support, you may contact the listed email address
5. Click the **hyperlink**

1

2

Invitation: Register as a supplier with Fresenius Kabi - TEST

TR

Test Requester 1 <s4system-prod+fresenius-kabi-T.Doc3789914025@ansmtp.ariba.com>
To  Muli, Joeb

Fresenius Kabi - TEST

Register as a potential supplier with Fresenius Kabi - TEST

Hello!

Test Requester 1 would like to invite you to register as a potential supplier with Fresenius Kabi - TEST.

Fresenius Kabi - TEST uses SAP Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. 3 If Mighty Labs, LLC already has an account with SAP Ariba Network, please sign in with your username and password. If you do not have an account, you can simply create one with SAP Ariba Network. Registering on the SAP Ariba Network is free for standard usage.

Click Here

5

an account with SAP Ariba network now

You are receiving this email because your customer, Fresenius Kabi - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Fresenius Kabi - TEST.

In case you face technical issues, please contact SAP Ariba Customer Support contact phone numbers:

- United Kingdom (Freephone): 08003583556
- Europe: +442071874144
- Asia: +6563114746
- All other locations: +14122226153

Click Here

4

In case of further support needed, please contact our Fresenius Kabi Ariba Support team:

- North-America: AribaSupport-NAM.HainaSSC@fresenius-kabi.com
- All other locations: Ariba_Support@fresenius-kabi.com

This e-mail message is intended solely for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient or his/her representative, please be advised that any dissemination, distribution, copying, or the use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and please delete this message and all attachments from your computer.

Offices | Data Policy | Contact Us | Customer Support

Powered by 

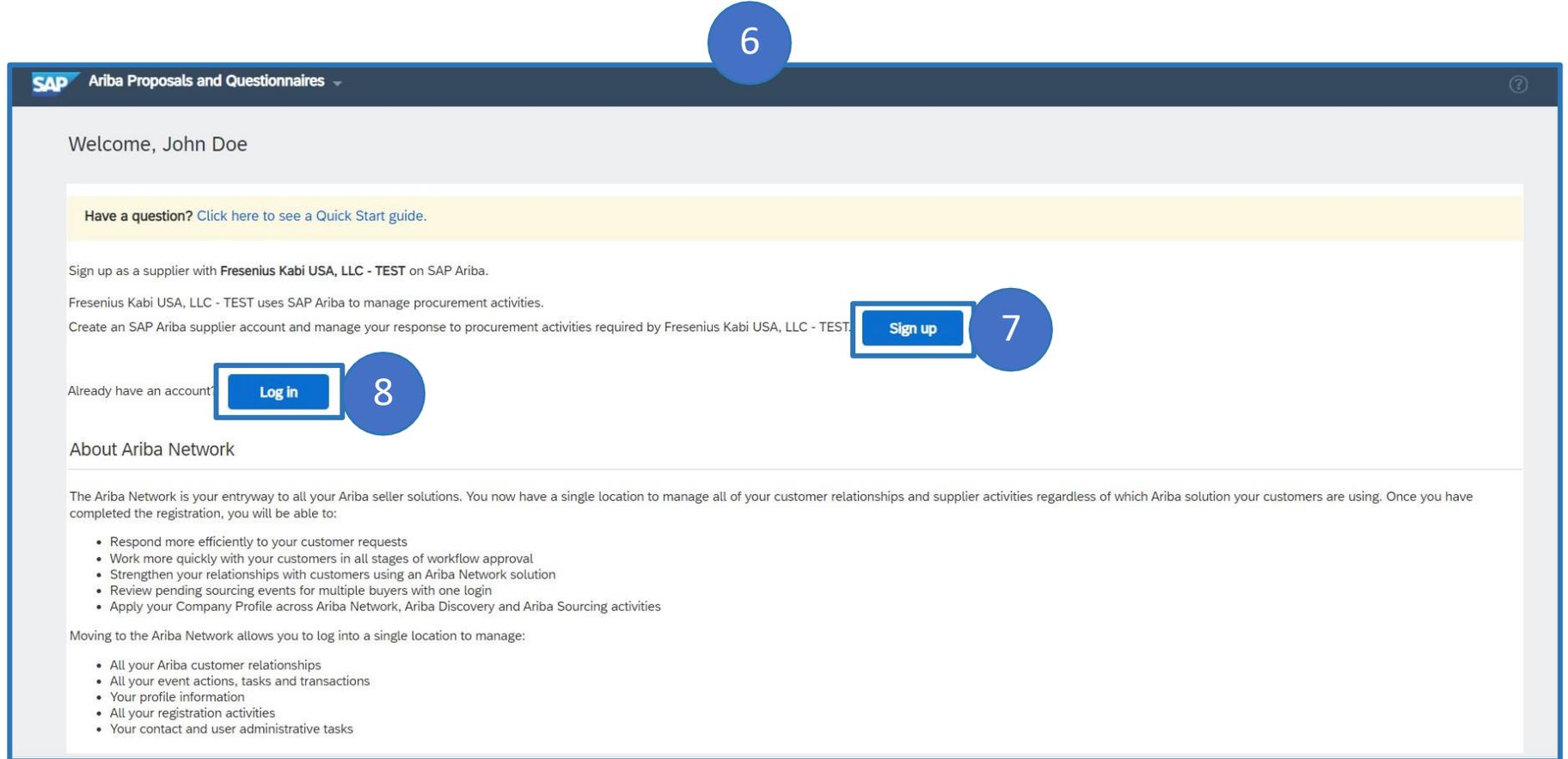
4

CREATING Ariba NETWORK ACCOUNT

6. You will be redirected to **Ariba Network Supplier Creation/Login Page**

7. If you already have Ariba Network Supplier account, Click **“Log In”**

8. If you don't have Ariba Network Supplier account, Click **“Sign Up”**



The screenshot shows the SAP Ariba Proposals and Questionnaires interface. At the top, a blue circle with the number '6' is positioned above the page title. Below the title, the user is greeted with 'Welcome, John Doe'. A yellow banner contains the text 'Have a question? Click here to see a Quick Start guide.' Below this, the user is prompted to sign up as a supplier with 'Fresenius Kabi USA, LLC - TEST' on SAP Ariba. A blue circle with the number '7' is placed over the 'Sign up' button. Below the sign-up prompt, the text 'Already have an account?' is followed by a blue circle with the number '8' placed over the 'Log in' button. The page also includes an 'About Ariba Network' section with a list of benefits and a list of tasks managed through the network.

SAP Ariba Proposals and Questionnaires

Welcome, John Doe

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Fresenius Kabi USA, LLC - TEST** on SAP Ariba.

Fresenius Kabi USA, LLC - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by **Fresenius Kabi USA, LLC - TEST**.

Sign up

Already have an account? Log in

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 activities regardless of which Ariba 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

CREATING Ariba NETWORK ACCOUNT

9. Fields tagged with * are required to fill-out before submitting. Leaving it blank will trigger a validation

10. Make necessary update in **company name**

11. Check and update the correct **address**

12. Select the correct **State**. Values in chooser will depend on selected Country/Region

Create account 9.b Create account and continue

First, create an SAP Ariba supplier account, then complete questionnaires required by Fresenius Kabi USA, LLC - TEST.

Company information

City:* ! Required field

Company Name:* 9.a 10

Country/Region:* 11

Address:* 11

State: 12.a

* 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, etc. in your company profile.

Select

- Baden-Württemberg [DE-BW]
- Bavaria [DE-BY]
- Berlin [DE-BE]
- Brandenburg [DE-BB]
- Bremen [DE-HB]
- Hamburg [DE-HH]
- Hesse [DE-HE]
- Lower Saxony [DE-NI]
- Mecklenburg-Western Pomerania [DE-MV]
- North Rhine-Westphalia [DE-NW]
- Rhineland-Palatinate [DE-RP]
- Saarland [DE-SL]
- Saxony [DE-SN]
- Saxony-Anhalt [DE-ST]
- Schleswig-Holstein [DE-SH]
- Thuringia [DE-TH]

Select

12.b

CREATING Ariba NETWORK ACCOUNT

13. Update **Name** if needed

14. Update **Username** and take note of it

15. Nominate new **password** and take note of it

16. Repeat the password

User account information

13

** Indicates a required field*

SAP Business Network Privacy Statement

Name:

Email*:

Use my email as my username

14 Must be in email format(e.g john@newco.com) ⓘ

Password: 15 Passwords must contain a minimum of eight characters including upper and lower letters, numeric digits, and special characters. ⓘ

16

Language:

Email orders to*:

The language used when Ariba sends you configurable notifications. This is different than your web b...

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.

CREATING ARIBA NETWORK ACCOUNT

17. Type the desired **Product and Service Categories**, wait for the dropdown items to show and click the appropriate category.

18. Type the desired **Ship-to or Service Locations**, wait for the dropdown items to show and click the appropriate location.

19. Tick the 2 box

20. Click **"Create account and continue"**

Tell us more about your business

17.a

Product and Service Categories: or

Ship-to or Service Locations: or

Tax ID: Enter your country's tax ID. Do not enter dashes.

Vat ID: Enter your country's VAT ID. Do not enter dashes.

DUNS Number: Enter the nine-digit DUNS number. Do not enter dashes.

18.a

18.b

19

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

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role and settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

20

office suppl

- Office Supplies
- Office Machines & Supplies
- Office machinery or equipment manufacture services
- Photocopiers
- Mail machines
- Conference or non modular room packages
- Accounting software

germ

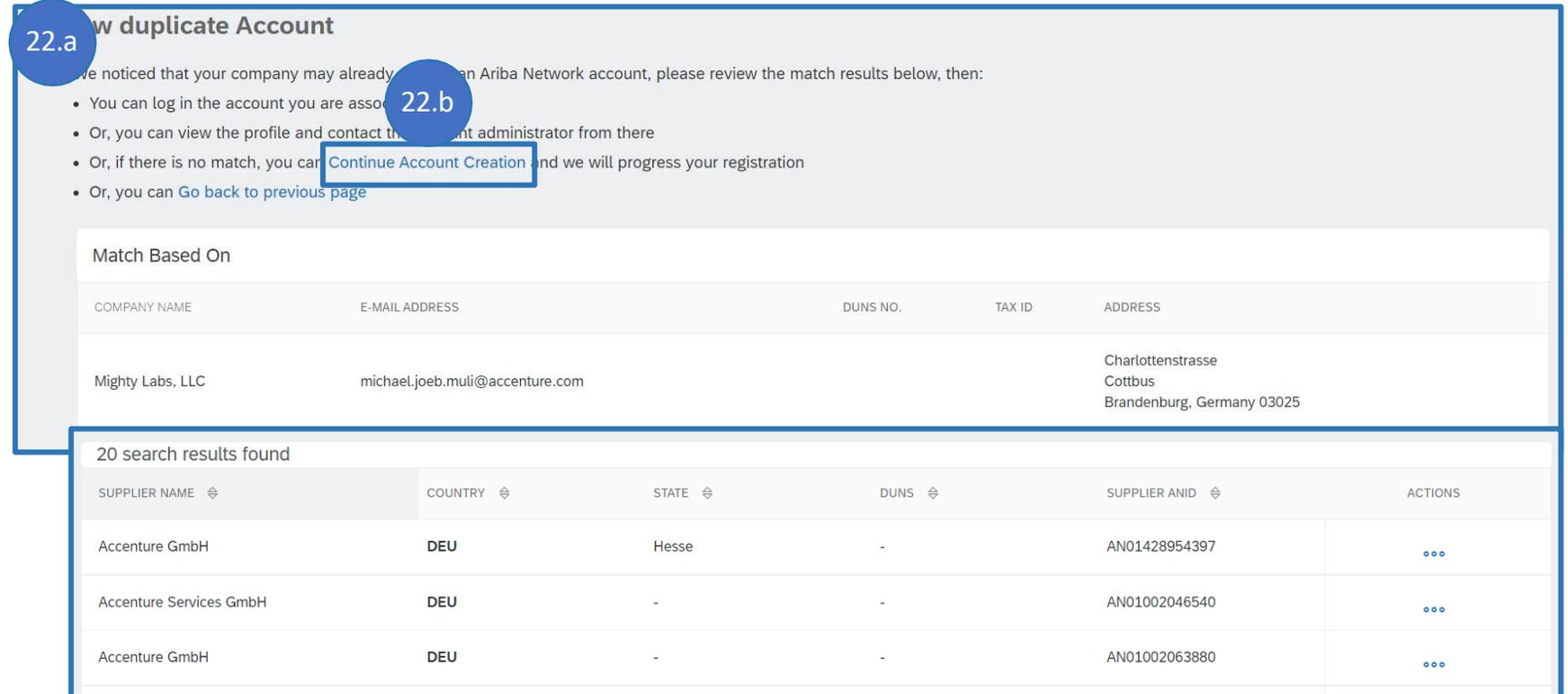
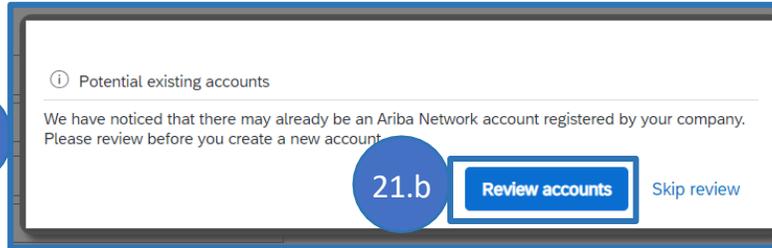
- Germany
- Baden-Württemberg - Germany
- Bayern - Germany
- Berlin - Germany
- Brandenburg - Germany
- Bremen - Germany
- Hamburg - Germany
- Hessen - Germany
- Mecklenburg-Vorpommern - Germany
- Niedersachsen - Germany

CREATING Ariba NETWORK ACCOUNT

21. In case of duplicate accounts, **Potential existing accounts** window will pop-up. Click **“Review accounts”**

22. You will be redirected to **Review duplicate Account** page. Verify if the account is already registered in the site. If you believe that the account is not a duplicate, Click **“Create Account Creation”**.

You Ariba Network Supplier Account now is created

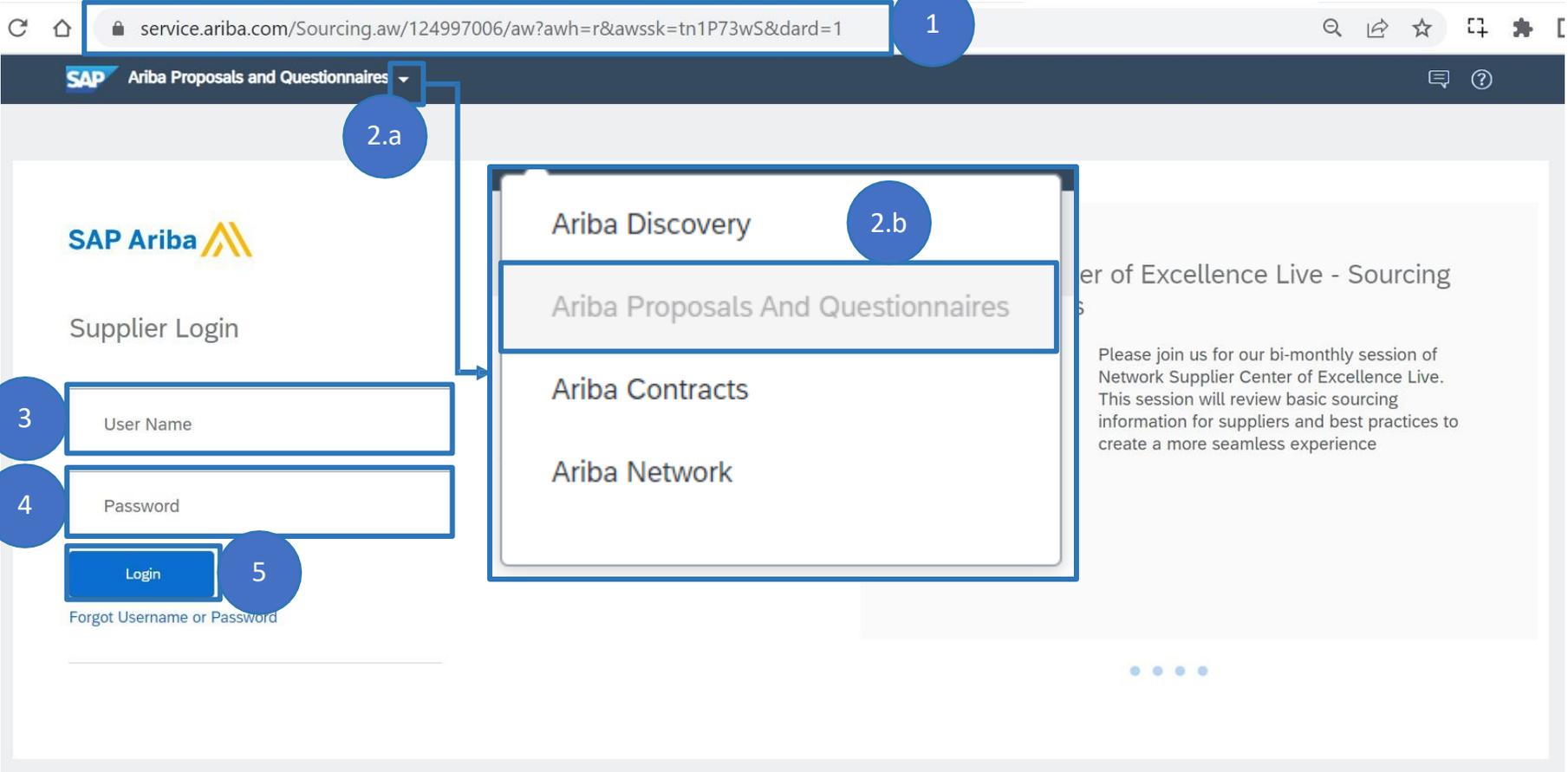


ARIBA NETWORK ACCOUNT

- HOW TO LOGIN

HOW TO LOGIN

1. Go to <https://service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1>
2. Select "Ariba Proposals and Questionnaires"
3. Enter the **username** from creation of AN account
4. Enter the **password** from the creation of Ariba Network account
5. Click **Login**



The screenshot shows the SAP Ariba Supplier Login page. The browser address bar (1) contains the URL: service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1. The page header (2.a) shows a dropdown menu with "Ariba Proposals and Questionnaires" selected. The main content area (2.b) features a menu with options: "Ariba Discovery", "Ariba Proposals And Questionnaires" (highlighted), "Ariba Contracts", and "Ariba Network". The login form (3) includes a "User Name" field, a "Password" field, and a "Login" button (5). A link for "Forgot Username or Password" is located below the password field. The page also displays the SAP Ariba logo and the text "Supplier Login".

ARIBA NETWORK ACCOUNT

- FORGOT USERNAME OR PASSWORD

FORGOT USERNAME OR PASSWORD - USERNAME

If you forgot your username, do the following steps to recover your username

1. Go to <https://service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1>
2. Click "Username"
3. You will be redirected to username recovery page, enter the email address that you used to register with Ariba Network (email address that received the "Invitation to Register"). Click Submit
4. You will be redirected to Confirmation message.
5. Check in your mailbox if you receive an email like this

The screenshot shows the SAP Ariba Supplier Login page. The browser address bar is annotated with a blue circle '1' and contains the URL: service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1. The page header shows 'SAP Ariba Proposals and Questionnaires' with a blue circle '3.a' next to it. The main content area features the 'SAP Ariba' logo and 'Supplier Login' heading. Below the heading are input fields for 'User Name' and 'Password', a blue 'Login' button, and a link for 'Forgot Username or Password' annotated with a blue circle '2'. A blue arrow points from the 'Forgot Username or Password' link to a 'Recover your username' modal window. This modal window has a title 'Recover your username' and a subtitle 'Enter the email address you used to register with Ariba Network.' It contains an 'Email address' input field annotated with a blue circle '3.b' and a 'Submit' button annotated with a blue circle '3.c'. A blue arrow points from the 'Submit' button to a confirmation message box. The confirmation message box has a title 'We have sent an email to you!' and text: 'Check your email address michael.joeb.muli@accenture.com and follow the instructions to recover your username.' It also includes a 'Back to Sign In' link. A blue circle '4' is placed to the right of the confirmation message box. At the bottom right of the page, there is a 'Learn More' button.

FORGOT USERNAME OR PASSWORD - USERNAME

6. You will receive an email from Ariba with Subject: **Request for your Ariba Commerce Cloud username.**

7. All Ariba Network account usernames associated with your email address will be available in the list.

Request for your Ariba Commerce Cloud username



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

To ● Muli, Joeb

Retention Policy 6 Month Delete (6 months)

 If there are problems with how this message is displayed, click here to view it in a web browser.



Request for your Ariba Commerce Cloud username

Dear SAP Business Network User,

This email message has been sent in response to your request to retrieve your Ariba Commerce Cloud username. Your email address is associated with multiple Ariba Commerce Cloud usernames.

Note: Ariba Commerce Cloud usernames are in email format. The following Ariba Commerce Cloud Test account usernames are associated with your email address:

UserGuideSupplierUS@accenture.com

FKSupplierReg2@accenture.com

test-michael.joeb.muli@accenture.com

OQTSupplierDay6DE@accenture.com

uswatchertest@accenture.com

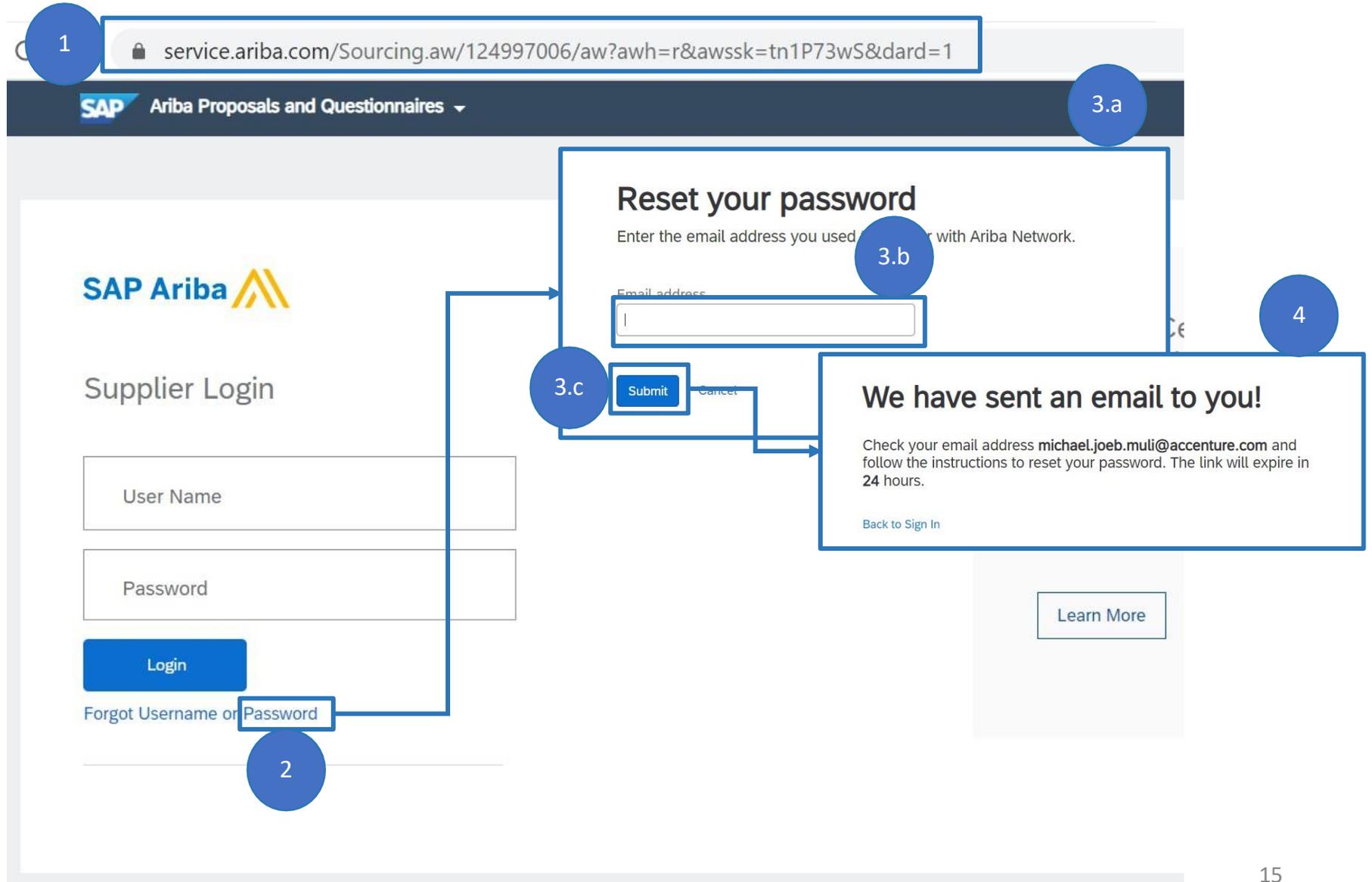
PQTDESupplier25@accenture.com

OQTSupplierDay8DE@accenture.com

FORGOT USERNAME OR PASSWORD - PASSWORD

If you forgot your password, do the following steps to reset your password

1. Go to <https://service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1>
2. Click "Password"
3. You will be redirected to username recovery page, enter the email address that you used to register with Ariba Network (email address that received the "Invitation to Register"). Click Submit
4. You will be redirected to Confirmation message.
5. Check in your mailbox if you receive an email like this



The screenshot shows the Ariba Supplier Login page with the following annotations:

- 1**: Points to the browser address bar showing the URL: `service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1`.
- 2**: Points to the "Forgot Username or Password" link at the bottom of the login form.
- 3.a**: Points to the "Reset your password" modal window.
- 3.b**: Points to the "Email address" input field in the modal.
- 3.c**: Points to the "Submit" button in the modal.
- 4**: Points to the "We have sent an email to you!" confirmation message, which includes the email address `michael.joeb.muli@accenture.com` and a 24-hour expiration period.

REGISTRATION QUESTIONNAIRE

- **RESPONDING TO REGISTRATION QUESTIONNAIRE**

REGISTRATION QUESTIONNAIRE

From creation of Ariba Network Supplier account, you will be automatically redirected to the Registration Questionnaire.

If you are not automatically redirected, do the following steps to access the Supplier External Registration Questionnaire.

1. Login to Ariba Network Supplier Account by going to <https://service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1>
2. You will be redirected to "Global External Questionnaire", If not, go to "Registration Questionnaires" and click "Global External Questionnaire"

The screenshot displays the Ariba Spend Management interface. The header includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The user is logged in as 'JD'. The main content area shows a list of Registration Questionnaires. A callout box highlights the 'Global External Questionnaire' with the following details:

- Console: Doc3789914025 - Global External Questionnaire
- Time remaining: 29 days 05:52:57
- Event Contents: All Content
- 1 Terms and Conditions: 1.1 I have read and acknowledge Fresenius Kabi's Code of Conduct from attached PDF file (References)
- 2 General Information: 2.1 Supplier Legal Entity Name: Mighty Labs, LLC; 2.2 Doing Business As 1

REGISTRATION QUESTIONNAIRE

3. Time remaining to respond on the Registration Questionnaire

4. Fields marked with * are required to fill-out before submitting, leaving it blank will trigger a validation

5. Download and read the **Fresenius Kabi's Code of Conduct**. Confirm that you acknowledge it.

6. Make necessary change in **Supplier Legal Entity Name**

7. Input you trade name or **DBA** aside from your Legal entity name.

8. Address information is pre-populated from the supplier request made in Ariba SLP, make necessary update to the address

9. Click **Show More**

< Go back to Fresenius Kabi - TEST Dashboard

Console Doc3789914025 - Global External Questionnaire

Desktop File Sync
Time remaining
29 days 05:39:53

Event Messages
Event Details
Response History
Response Team

All Content

▼ 1 Terms and Conditions

1.1 I have read and acknowledged Fresenius Kabi's Code of Conduct attached PDF file [References](#)

▼ 2 General Information

2.1 Supplier Legal Entity Name *

2.2 Doing Business As 1 *

2.3 Doing Business As 2

Reference Documents

Suppliers-Code-of-Conduct-Fresenius-Kabi-2020.pdf

Download all attachments

Unspecified

Yes, I/We Acknowledge

2.4 Primary Address

Street: ⓘ House Number: * ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: ⓘ City: * ⓘ

Country/Region: ⓘ State/Province/Region: ⓘ

*Show More

REGISTRATION QUESTIONNAIRE

10. Additional address fields are shown (e.g., PO details)

10

*Show Less

Building: ⓘ Room: ⓘ Floor: ⓘ

Care Of: ⓘ

Street: ⓘ House Number: * ⓘ Number Suffix: ⓘ

Street 2: ⓘ

Street 3: ⓘ

Street 4: ⓘ

Street 5: ⓘ

District: ⓘ

Different City: ⓘ

Postal Code: ⓘ City: * ⓘ

Country/Region: ⓘ State/Province/Region: ⓘ

Undeliverable: ⓘ

Time Zone: ⓘ Tax Jurisdiction: ⓘ

PO Box: ⓘ PO Box Number Not Visible: ⓘ

PO Box Service Type: ⓘ PO Box Service Number: ⓘ

PO Box Lobby: ⓘ

PO Box Postal Code: ⓘ PO Box City: ⓘ

PO Box Country/Region: ⓘ PO Box State/Province/Region: ⓘ

PO Box Undeliverable: ⓘ

Company Postal Code: ⓘ

Regional Structure Group: ⓘ

REGISTRATION QUESTIONNAIRE

11. Answer if you have **DUNS ID**. Click "Yes" if you have DUNS ID, new field to input your DUNS ID will be visible

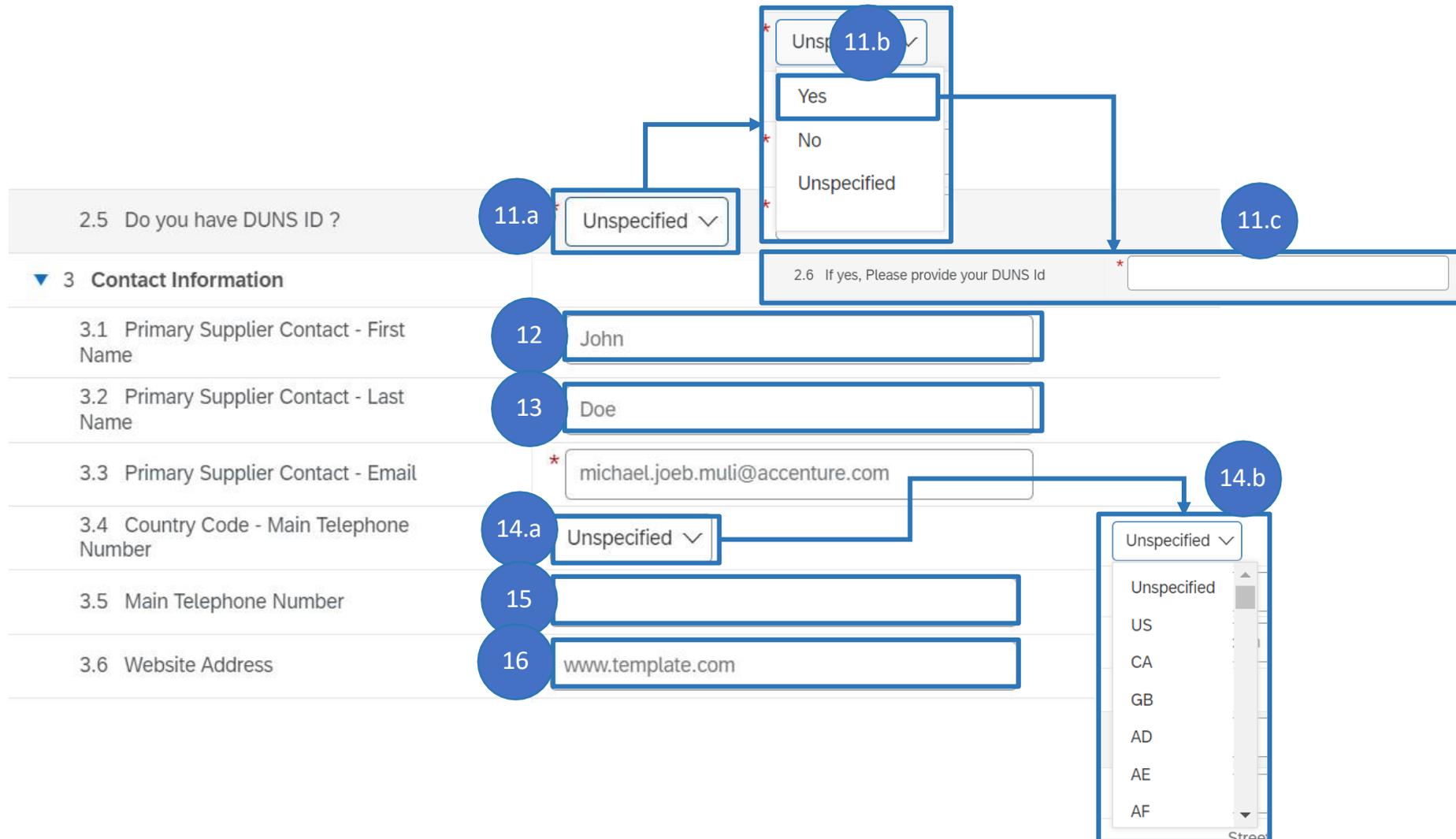
12. Make necessary update in you **first name**

13. Make necessary update in you **last name**

14. Select **Country Code of Main Telephone Number** from the dropdown menu

15. Input your **Main Telephone Number**

16. Make necessary update in **Website Address**



2.5 Do you have DUNS ID ? 11.a Unspecified ▾

2.6 If yes, Please provide your DUNS Id * 11.c

3 Contact Information

3.1 Primary Supplier Contact - First Name 12 John

3.2 Primary Supplier Contact - Last Name 13 Doe

3.3 Primary Supplier Contact - Email * michael.joeb.muli@accenture.com

3.4 Country Code - Main Telephone Number 14.a Unspecified ▾

3.5 Main Telephone Number 15

3.6 Website Address 16 www.template.com

11.b

14.b



REGISTRATION QUESTIONNAIRE

17. Input **additional Contact Information**

18. Answer **if your payment address for POs is different from your main address.** Answering **Yes** to this will show additional fields to enter your **Payment address for POs**

19. Enter **Email address for Purchase Orders**

20. Enter **Email address for Remittance Advice**

4 Additional Contact Information

17 Does your ordering PO address?

4.2 PI Partner Vendor Unspecified

Street:

City:

4.3 Provide your ordering address for POs

State/Province/Region:

Postal Code:

Country/Region: (no value)

18.a 4.4 Is your payment address for POs different from your main address? Unspecified

18.b Yes No Unspecified

4.7 Transaction Information

19 4.7.1 E-mail address for Purchase Orders

20 4.7.2 E-mail address for Remittance Advice

4.5 PI Partner Vendor

18.c

4.6 Provide your payment address for POs

*Show More

Street: House Number: *

Street 2:

Street 3:

District:

Postal Code: City: *

Country/Region: (no value) State/Province/Region: (no value)

REGISTRATION QUESTIONNAIRE

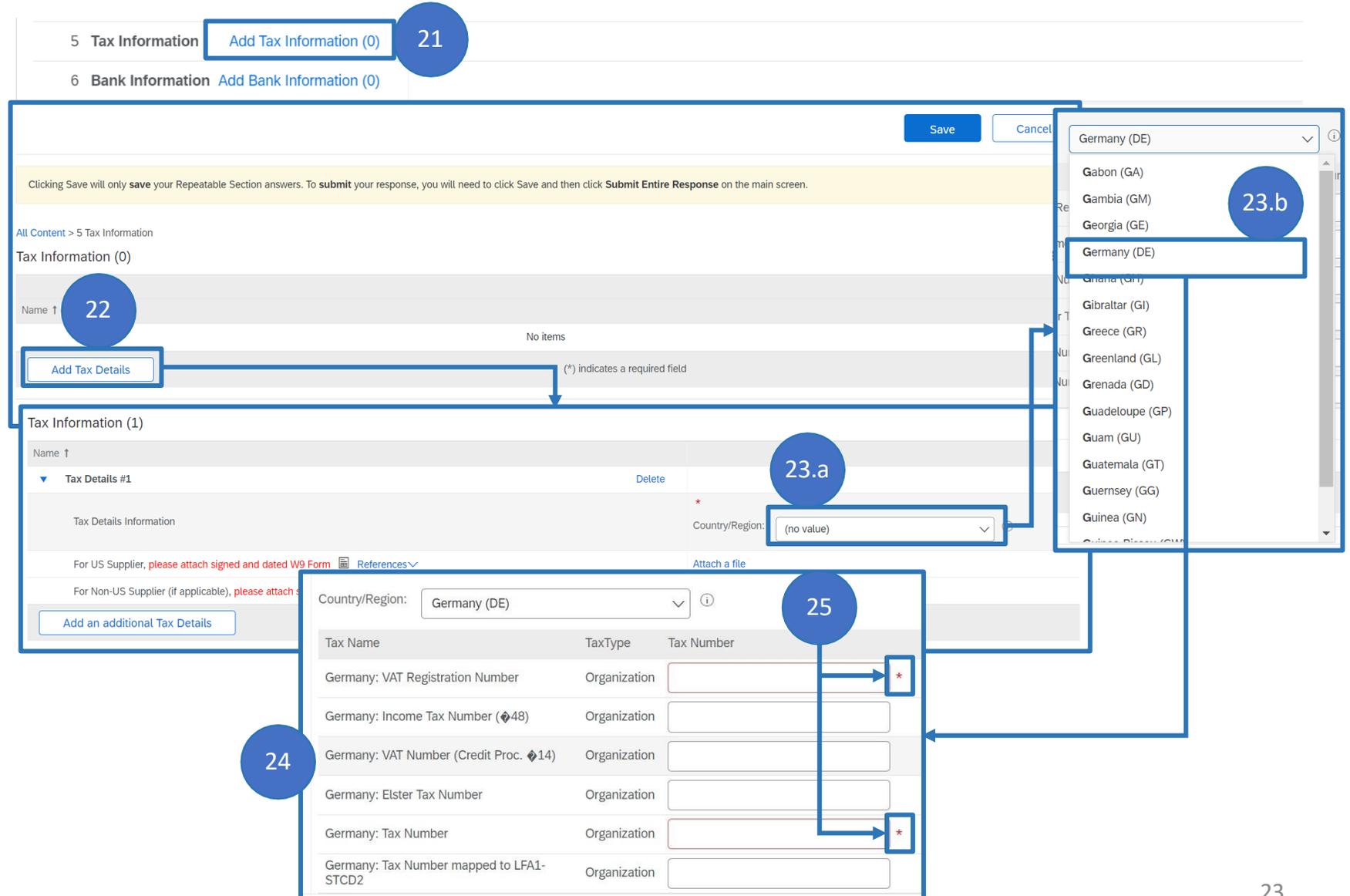
21. Enter Tax Information by clicking **"Add Tax Information"**

22. You will be redirected to **Tax Information page**. Click **Add Tax Details**

23. **Tax Details #1** will be visible in the page. Choose your **country/region** on the dropdown menu

24. Tax fields will be visible depending on the selected Country's Tax System

25. Fill-out Tax details, Fields that are tagged with * are required to fill-out before submitting.



5 Tax Information [Add Tax Information \(0\)](#) 21

6 Bank Information [Add Bank Information \(0\)](#)

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 Tax Information

Tax Information (0)

Name ↑ 22

[Add Tax Details](#)

No items (*) indicates a required field

Tax Information (1)

Name ↑

▼ Tax Details #1 Delete

Tax Details Information Country/Region: (no value) 23.a

For US Supplier, please attach signed and dated W9 Form [References](#) [Attach a file](#)

For Non-US Supplier (if applicable), please attach s

[Add an additional Tax Details](#)

23.b

Tax Name	TaxType	Tax Number
Germany: VAT Registration Number	Organization	<input type="text"/> *
Germany: Income Tax Number (♦48)	Organization	<input type="text"/>
Germany: VAT Number (Credit Proc. ♦14)	Organization	<input type="text"/>
Germany: Elster Tax Number	Organization	<input type="text"/>
Germany: Tax Number	Organization	<input type="text"/> *
Germany: Tax Number mapped to LFA1-STCD2	Organization	<input type="text"/>

24

25

REGISTRATION QUESTIONNAIRE

26. For **US Suppliers** providing products or services in the US, please attach signed and dated **W9 Form**.

27. For **Non-US Suppliers** providing products or services in the US, please attach signed and dated **W-8BEN-E Form**

28. **Attach** the signed and dated form

29. Click **OK**. Attached form will be visible in the interface

30. In the upper section of the page, Click **Save**

31. Add Tax Information field has "1" value now

The screenshot displays the 'Tax Details #1' section of the registration questionnaire. The 'Country/Region' is set to 'Germany (DE)'. The 'Tax Information' table includes the following fields:

Germany: Income Tax Number (48)	Organization	
Germany: VAT Number (Credit Proc. 14)	Organization	
Germany: Elster Tax Number	Organization	
Germany: Tax Number	Organization	
Germany: Tax Number mapped to LFA1-	Organization	

The 'References' section shows two documents:

- Form W-8BEN-E (Rev. July 2017) - fw8bene.pdf
- fw9.pdf

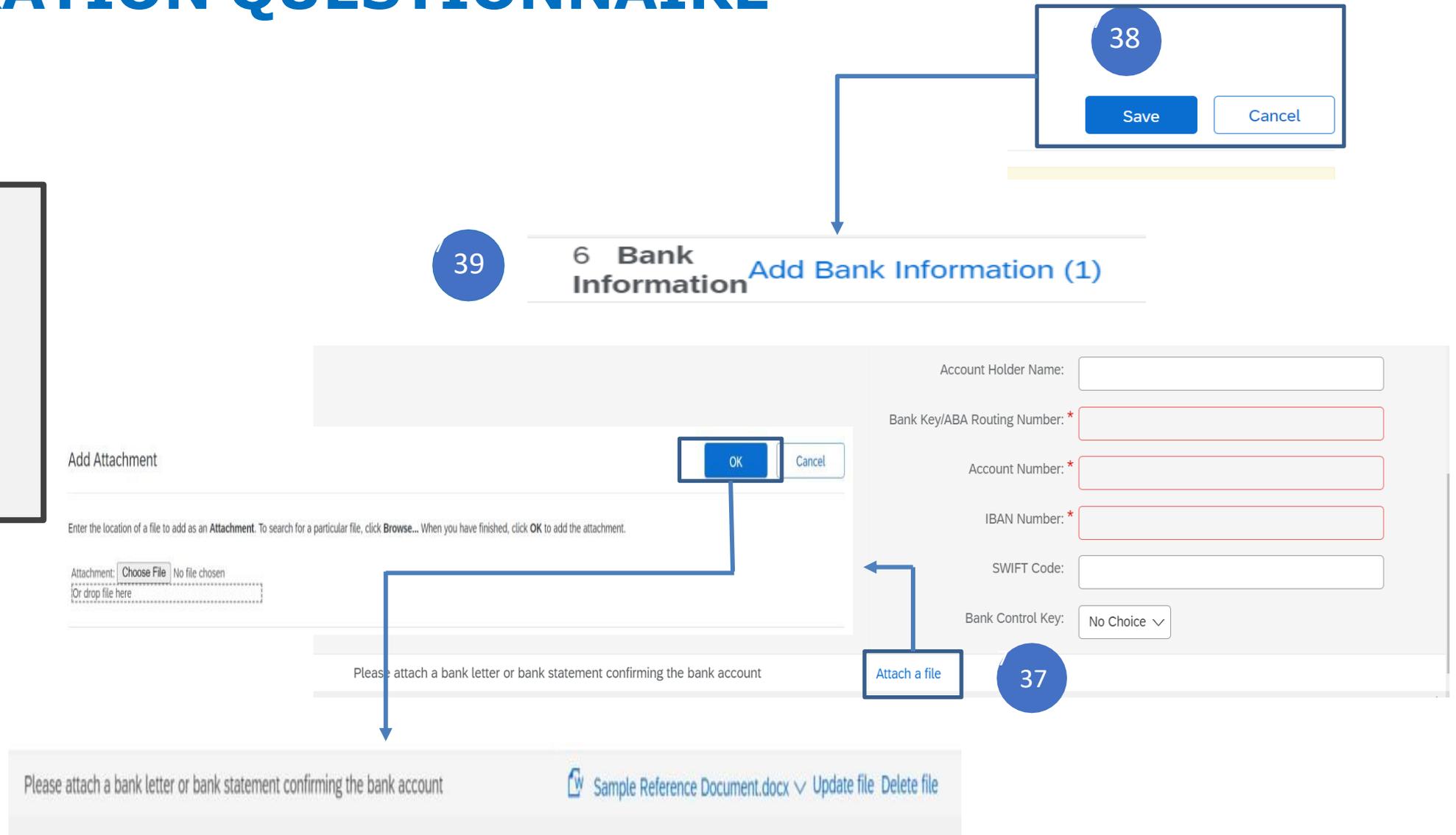
The 'Save' button is highlighted in a blue box. The 'OK' button in the 'Add Attachment' dialog is also highlighted in a blue box. The 'Add Tax Information (1)' button is highlighted in a blue box. The 'Attach a file' buttons are highlighted in blue boxes. The 'References' section is highlighted in a blue box. The 'Go back to Fresenius Kabi - TEST Dashboard' link is highlighted in a blue box.

REGISTRATION QUESTIONNAIRE

37. Attach the bank letter or bank statement of account

38. In the upper section of the page, Click **Save**

39. Add Bank Information field has "1" value now



38

Save Cancel

39 6 Bank Information Add Bank Information (1)

Add Attachment

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File No file chosen
Or drop file here

Account Holder Name:

Bank Key/ABA Routing Number: *

Account Number: *

IBAN Number: *

SWIFT Code:

Bank Control Key: No Choice ▾

Please attach a bank letter or bank statement confirming the bank account

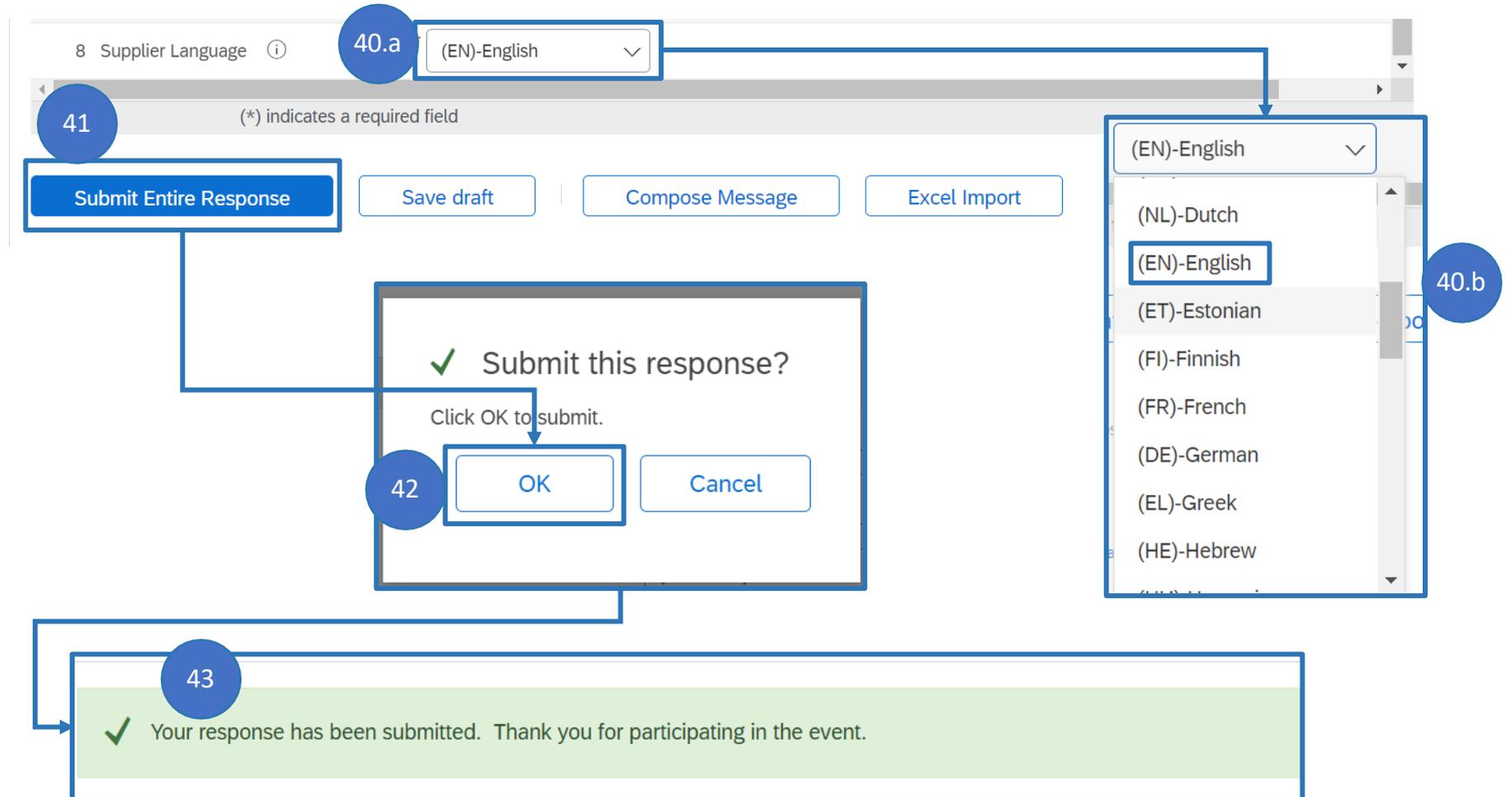
Attach a file **37**

Please attach a bank letter or bank statement confirming the bank account

Sample Reference Document.docx ▾ Update file Delete file

REGISTRATION QUESTIONNAIRE

40. Select your language on the dropdown menu.
41. Click Submit Entire Response
42. Click OK
43. Confirmation message will be displayed in the page



The screenshot shows a web interface for a registration questionnaire. At the top, there is a dropdown menu for 'Supplier Language' with '(EN)-English' selected. A callout '40.a' points to this dropdown. Below the dropdown, a message states '(*) indicates a required field'. A row of buttons includes 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A callout '41' points to the 'Submit Entire Response' button. To the right, a dropdown menu is open, showing a list of languages: '(EN)-English', '(NL)-Dutch', '(ET)-Estonian', '(FI)-Finnish', '(FR)-French', '(DE)-German', '(EL)-Greek', and '(HE)-Hebrew'. A callout '40.b' points to the '(EN)-English' option in this list. Below the buttons, a confirmation dialog box is displayed with the text 'Submit this response?' and 'Click OK to submit.'. It contains 'OK' and 'Cancel' buttons. A callout '42' points to the 'OK' button. At the bottom, a green confirmation message is shown: 'Your response has been submitted. Thank you for participating in the event.'. A callout '43' points to this message.

REGISTRATION QUESTIONNAIRE

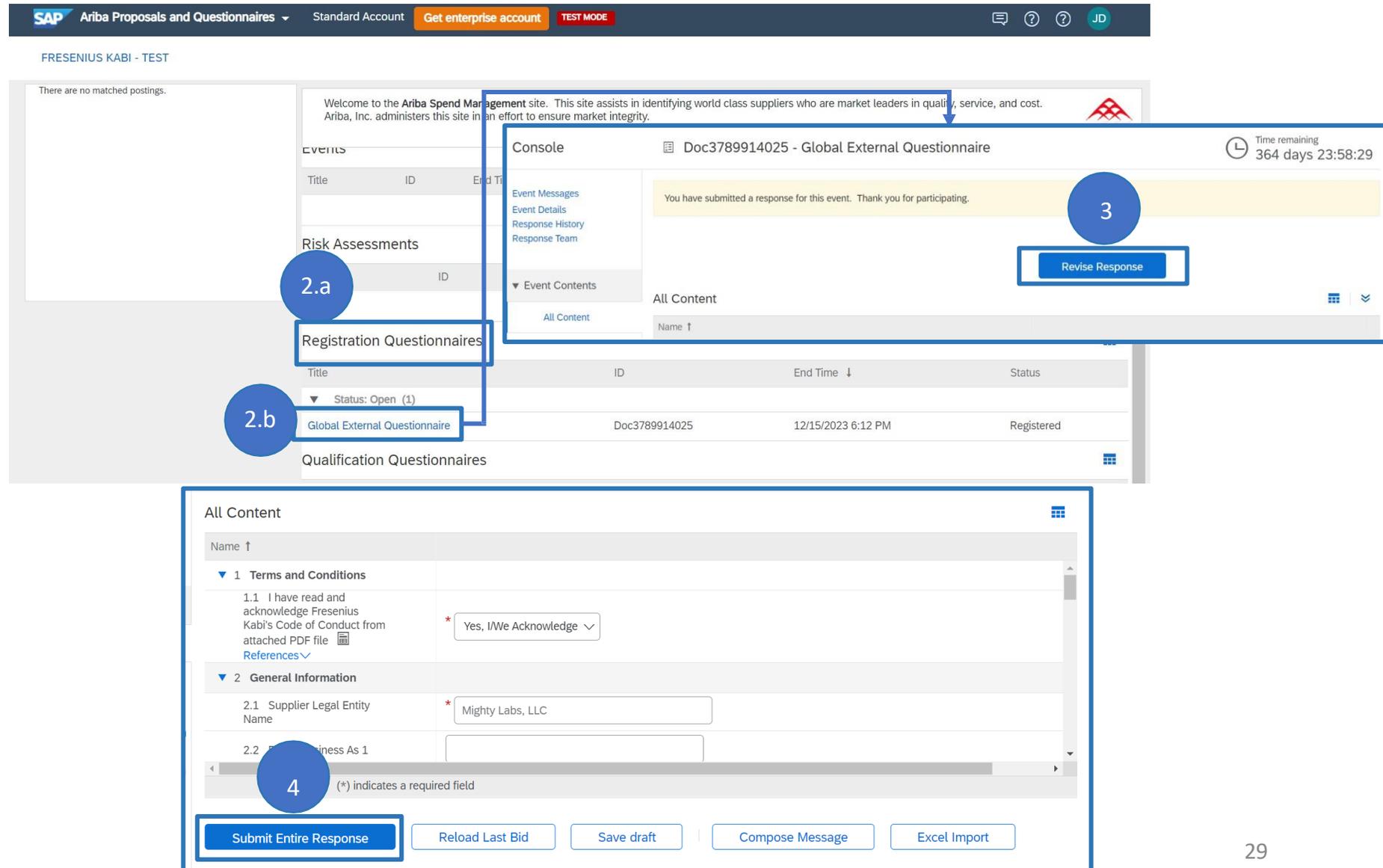
- **REVISING RESPONSE TO REGISTRATION QUESTIONNAIRE**

REVISING RESPONSE TO REGISTRATION QUESTIONNAIRE

Requirement: Initial response should have been approved/registered

Submitted registration questionnaire response can be revised by doing the following steps

1. Login to Ariba Network Supplier Account by going to <https://service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1>
2. Go to "Registration Questionnaires" and click "Global External Questionnaire"
3. Click "**Revise Response**"
4. Make necessary update and Click "**Submit Entire Response**"



The screenshot shows the Ariba Spend Management interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area displays a table of registration questionnaires. A callout box highlights the 'Global External Questionnaire' row, which is marked as 'Registered'. A second callout box shows the 'Revise Response' button in the console for this questionnaire. A third callout box shows the 'Submit Entire Response' button in the 'All Content' view of the questionnaire, which includes sections for 'Terms and Conditions' and 'General Information'.

Title	ID	End Time	Status
Global External Questionnaire	Doc3789914025	12/15/2023 6:12 PM	Registered

4 (*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

REGISTRATION QUESTIONNAIRE

- **RESPONDING TO CSR SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE**

ACCESSING CSR SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

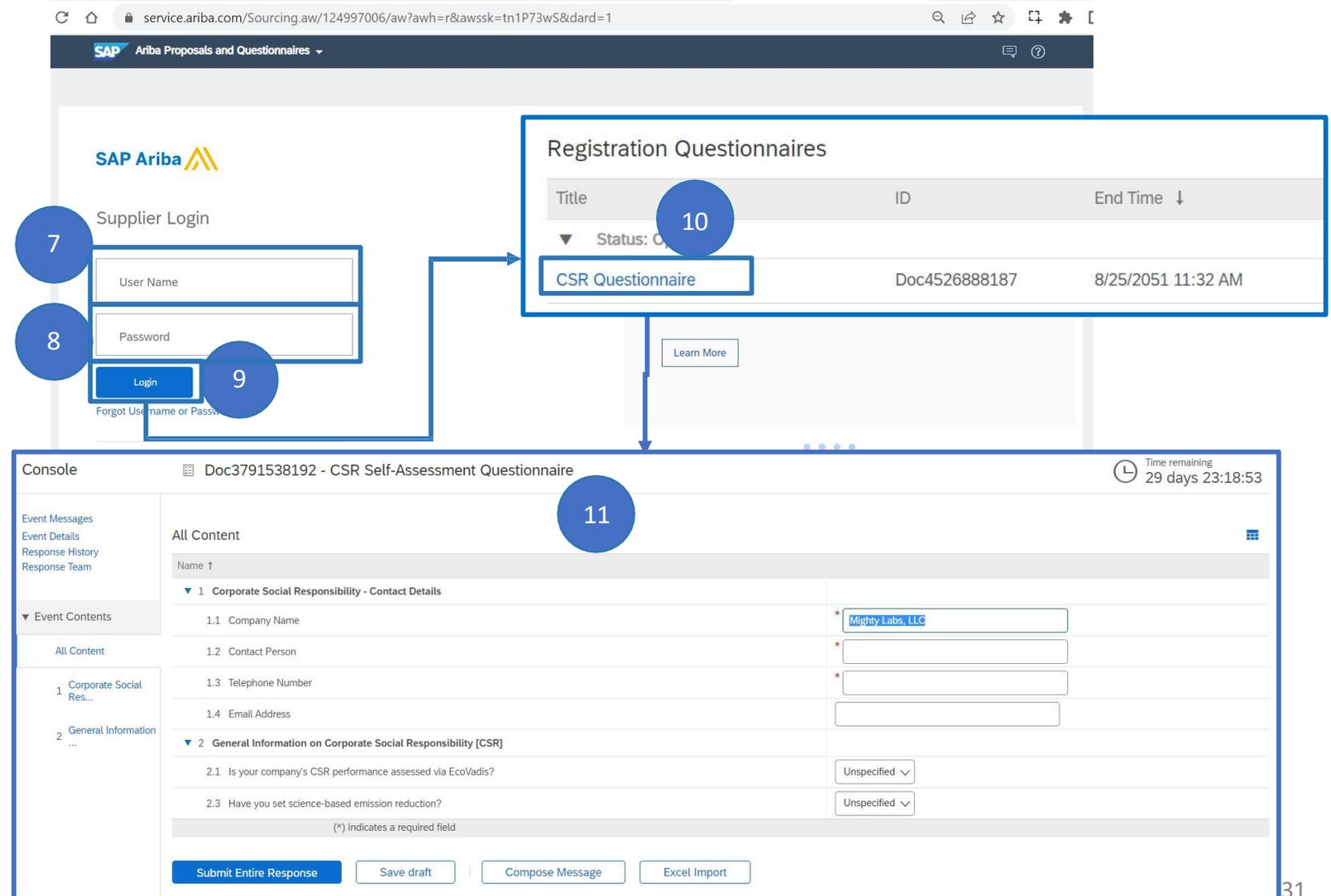
7. You will be redirected to Ariba Network website. Enter the **username** from creation of AN account

8. Enter the **password** from the creation of AN account

9. Click **Login**

10. You will be redirected to the **Registration Questionnaires** page. Click the **Questionnaire name**.

11. You will be redirected to the **CSR Questionnaire page**



The screenshot displays the SAP Ariba interface. At the top, the browser address bar shows the URL: `service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1`. The SAP Ariba logo and 'Ariba Proposals and Questionnaires' header are visible.

Supplier Login

7. User Name input field
8. Password input field
9. Login button

Registration Questionnaires

Title	ID	End Time ↓
CSR Questionnaire	Doc4526888187	8/25/2051 11:32 AM

10. CSR Questionnaire (highlighted in the table)

Console Doc3791538192 - CSR Self-Assessment Questionnaire Time remaining: 29 days 23:18:53

11. CSR Self-Assessment Questionnaire form

All Content

1. Corporate Social Responsibility - Contact Details

- 1.1 Company Name: Mighty Labs, LLC
- 1.2 Contact Person: *
- 1.3 Telephone Number: *
- 1.4 Email Address: *

2. General Information on Corporate Social Responsibility [CSR]

- 2.1 Is your company's CSR performance assessed via EcoVadis? Unspecified ↓
- 2.3 Have you set science-based emission reduction? Unspecified ↓

(*) indicates a required field

Buttons: Submit Entire Response, Save draft, Compose Message, Excel Import

RESPONDING TO CSR SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

1. Time remaining to submit response
2. List of sections, clicking this link will only show the questions and fields that are under that section
3. Answer the fields in **Corporate Social Responsibility – Contact Details** Section
4. Company Name is pre-populated from the registration form

The screenshot shows a web interface for a CSR Self-Assessment Questionnaire. At the top right, a timer indicates 'Time remaining 29 days 05:43:38' (labeled 1). The main content area is titled 'All Content' and lists sections: '1 Corporate Social Responsibility - Contact Details' and '2 General Information on Corporate Social Responsibility [CSR]'. The 'Contact Details' section includes fields for '1.1 Company Name' (pre-filled with 'Mighty Labs, LLC'), '1.2 Contact Person', '1.3 Telephone Number', and '1.4 Email Address'. The 'General Information' section includes '2.1 Is your company's CSR performance assessed via EcoVadis?' and '2.3 Have you set science-based emission reduction?'. A detailed view of the 'Contact Details' section is shown below, with a blue box highlighting the '1.1 Company Name' field (labeled 3) and the '1.2 Contact Person' field (labeled 4). Annotations include '2.a' pointing to the 'All Content' link, '2.b' pointing to the 'Corporate Social Responsibility' link, and '1' pointing to the timer.

RESPONDING TO CSR SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

5. Answer the questions under General Information on Corporate Social Responsibility (CSR)

6. Answering **“Yes”** to this will show new field to insert additional answer

7. Answering **“Yes”** to this will show new field to insert additional answer

General Information on Corporate Social Responsibility [CSR]

(Section 2 of 2) << Prev. ☰

Name ↑

2 General Information on Corporate Social Responsibility [CSR]

2.1 Is your company's CSR performance assessed via EcoVadis?

2.3 Have you set science-based emission reduction?

(*) indicates a required field

5

Unspecified ▾
Unspecified ▾

6.a

Unspecified ▾
Yes
No
Unspecified

7.a

Unspecified ▾
Yes
No
Unspecified

General Information on Corporate Social Responsibility [CSR]

(Section 2 of 2) << Prev. ☰

Name ↑

2 General Information on Corporate Social Responsibility [CSR]

2.1 Is your company's CSR performance assessed via EcoVadis?

Yes ▾

2.2 Please specify the DUNS or name of your company's scorecard or provide it once done.

*

2.3 Have you set science-based emission reduction?

Yes ▾

2.4 Comments

(*) indicates a required field

7.b

RESPONDING TO CSR SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

8. Answer all the questions under **Environmental Protection & Occupational Health and Safety Section**

9 Most of the questions are answerable by **Yes or No**

10. Other questions if answered by **"Yes"** will add new comment field to insert additional answer

11. Some questions are answerable **by percentage**

▼ 3 Environmental Protection & Occupational Health and Safety		
▼ 3.1 Has your company implemented a management system according to:		8
3.1.1 ISO 14001	Unspecified ▼	
3.1.2 ISO 50001	Unspecified ▼	
3.1.3 ISO 45001 (OHSAS 18001)	Unspecified ▼	
3.1.4 Similar management system covering all relevant environmental and occupational activities? (If yes, please specify)	Unspecified ▼	
▼ 3.2 Does your company have a documented policy for:		
3.2.1 Environmental protection	Unspecified ▼	
3.2.2 Occupational health and safety	Unspecified ▼	
▼ 3.3 Are objectives and action plans defined related to:		
3.3.1 Environmental protection	Unspecified ▼	
3.3.2 Occupational health and safety	Unspecified ▼	
▼ 3.4 Does your company set up publicly available targets related to:		
3.4.1 Environmental protection (if yes, please specify)	Unspecified ▼	
3.4.3 Occupational health and safety (if yes, please specify)	Unspecified ▼	
▼ 3.5 Does your company have a documented organization chart including appointed persons for:		
3.5.1 Environmental protection	Unspecified ▼	
3.7 Do you assess if your company and manufacturing sites are located in a water scarce regions? If yes, explain if you developed a long-term strategy for future water sourcing and management.		Yes ▼
3.8 Comments		10

Unspecified ▼

Yes

No

Unspecified

Unspecified ▼

Unspecified

Entirely: 100%

Partially: >=50%

To some extent: <50%

Not all all: 0%

9

11

RESPONDING TO CSR SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

12. Answer all the questions under **Human Rights, Business Ethics Sustainable Procurement Section**

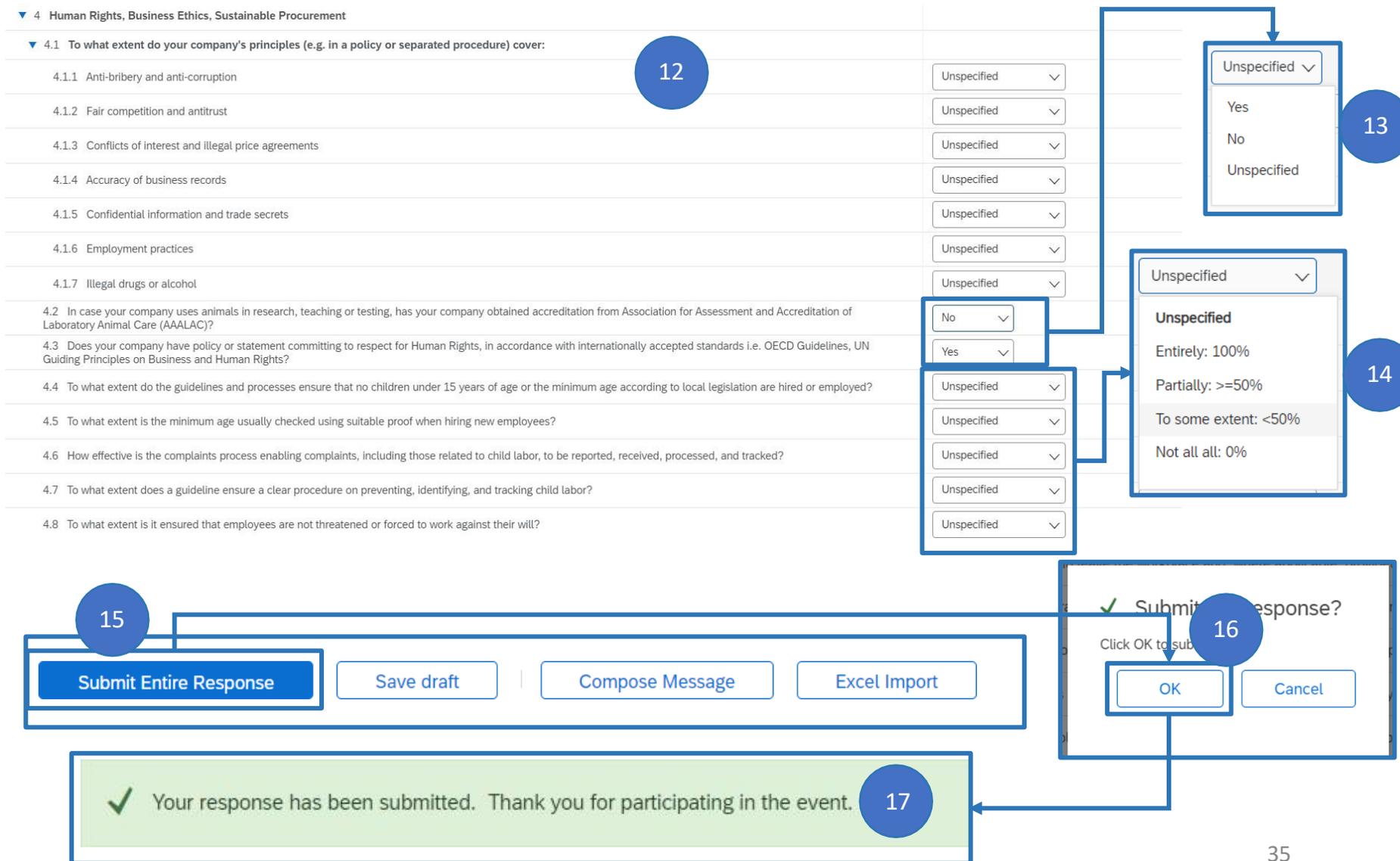
13. Some of the questions are answerable by **Yes or No**

14. Most of the questions are answerable **by percentage**

15. After answering all the questions, Submit the questionnaire by clicking **“Submit Entire Response”**

16. On the pop-up window, Click OK

17. Your response to the questionnaire has been submitted



▼ 4 Human Rights, Business Ethics, Sustainable Procurement

▼ 4.1 To what extent do your company's principles (e.g. in a policy or separated procedure) cover:

4.1.1 Anti-bribery and anti-corruption	Unspecified
4.1.2 Fair competition and antitrust	Unspecified
4.1.3 Conflicts of interest and illegal price agreements	Unspecified
4.1.4 Accuracy of business records	Unspecified
4.1.5 Confidential information and trade secrets	Unspecified
4.1.6 Employment practices	Unspecified
4.1.7 Illegal drugs or alcohol	Unspecified

4.2 In case your company uses animals in research, teaching or testing, has your company obtained accreditation from Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC)?

4.3 Does your company have policy or statement committing to respect for Human Rights, in accordance with internationally accepted standards i.e. OECD Guidelines, UN Guiding Principles on Business and Human Rights?

4.4 To what extent do the guidelines and processes ensure that no children under 15 years of age or the minimum age according to local legislation are hired or employed?

4.5 To what extent is the minimum age usually checked using suitable proof when hiring new employees?

4.6 How effective is the complaints process enabling complaints, including those related to child labor, to be reported, received, processed, and tracked?

4.7 To what extent does a guideline ensure a clear procedure on preventing, identifying, and tracking child labor?

4.8 To what extent is it ensured that employees are not threatened or forced to work against their will?

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

Submit response?
Click OK to submit
OK | Cancel

✓ Your response has been submitted. Thank you for participating in the event.