Supplier Registration Process

Business
Process
Redesign

Takeda Pharmaceutical Company Limited

Takeda

Better Health, Brighter Future

Key Points To Remember

(1) All new suppliers must complete Takeda's due diligence & Vendor Master Data process to become a registered entity within Takeda.

(2) Suppliers will be invited via email to begin the registration process prompting them to register their information on the Ariba Commerce Cloud.

(3) They will be invited to review a number of Takeda questionnaires to enable them to action any required activities such as participating in an RFX, execution of an agreement or receiving Purchase Order through Ariba Commerce Cloude.

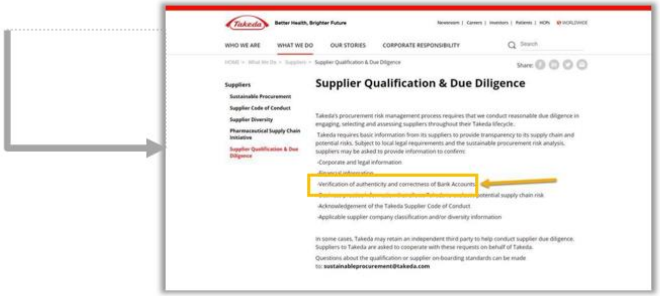
Key Points To Remember

(4) You will receive an e-mail to confirm your bank details in Bank Data Verification Process.

- The process will help us to eliminate risks of any potential frauds,
- The process will help proceed all invoices in a faster way and proceed all payments
- The process applies to all Takeda's suppliers

Please, answer directly to the e-mail, which you received and provide the required Bank Data information. Upon receiving this information, Takeda will be in a position to fully finalize payment transactions. This is a one-time verification and will not require review upon your Bank Data changes.

You can find information about this procedure on our official website here.


Takeda
Better Health, Brighter Future
Newsroom | Careers | Investors | Patients | HCPs | WORLDWIDE
WHO WE ARE
WHAT WE DO
OUR STORIES
CORPORATE RESPONSIBILITY
Search
HOME > What We Do > Suppliers > Supplier Qualification & Due Diligence
Share:
Suppliers
Sustainable Procurement
Supplier Code of Conduct
Supplier Diversity
Pharmaceutical Supply Chain Initiative
Supplier Qualification & Due Diligence

Supplier Qualification & Due Diligence

Takeda's procurement risk management process requires that we conduct reasonable due diligence in engaging, selecting and assessing suppliers throughout their Takeda lifecycle.

Takeda requires basic information from its suppliers to provide transparency to its supply chain and potential risks. Subject to local legal requirements and the sustainable procurement risk analysis, suppliers may be asked to provide information to confirm:

-Corporate and legal information
-Financial information
-Verification of authenticity and correctness of Bank Accounts
-[illegible] potential supply chain risk
-Acknowledgement of the Takeda Supplier Code of Conduct
-Applicable supplier company classification and/or diversity information

In some cases, Takeda may retain an independent third party to help conduct supplier due diligence. Suppliers to Takeda are asked to cooperate with these requests on behalf of Takeda.

Questions about the qualification or supplier on-boarding standards can be made to: **sustainableprocurement@takeda.com**

Supplier Registration Communication

Hello!

Whether you are a current supplier or a potential one, thank you for registering in Ariba.

You have been invited you to register to become a supplier with Takeda.

Takeda uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If test already has an account with the Ariba Network, please sign in with your username and password. If you do not have an account, you can simply create one on the SAP Ariba Network where a registration is free.

Click Here to create account now

The instruction on how to register via Ariba Commerce Cloud is available on webpage:

https://www.takeda.com/what-we-do/suppliers/supplier-registration-process-via-ariba-commerce-cloud/

Takeda's suppliers are very important in Takeda's mission to "strive toward better health for people worldwide through leading innovation in medicine." Given Takeda's global reach, ensuring the sustainable procurement of our goods and services is paramount. As part of Takeda's supplier qualification process we will ask for information about your company or organization to help us determine whether there is an area of the goods or services you are providing that may require further information.

Takeda may request more information from you after you have completed the Registration phase of the process. These requests for information will be based on Takeda's commitment to quality and to corporate social responsibility. There are a few different ways that Takeda may request information.

- *It may require returning to Ariba to answer more detailed questions on a particular subject*
- *It may require creating or sharing a profile in a third party platform, such as Ecovadis or One Trust*
- *It may include a request for an on-site visit*

More information can be found on the following link:

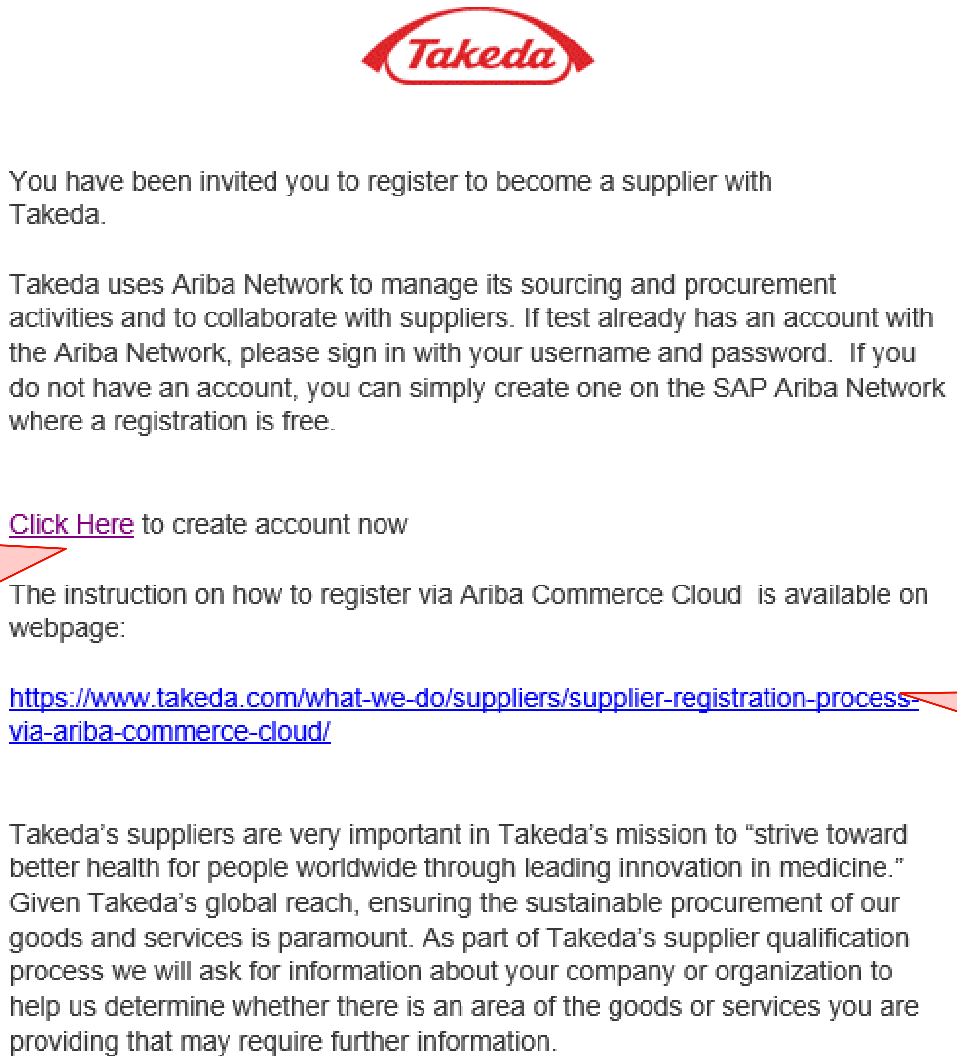
https://www.takeda.com/what-we-do/suppliers/

Thank you,

Takeda Supplier Management Team

Supplier Registration

Invitation to Register from Support Team



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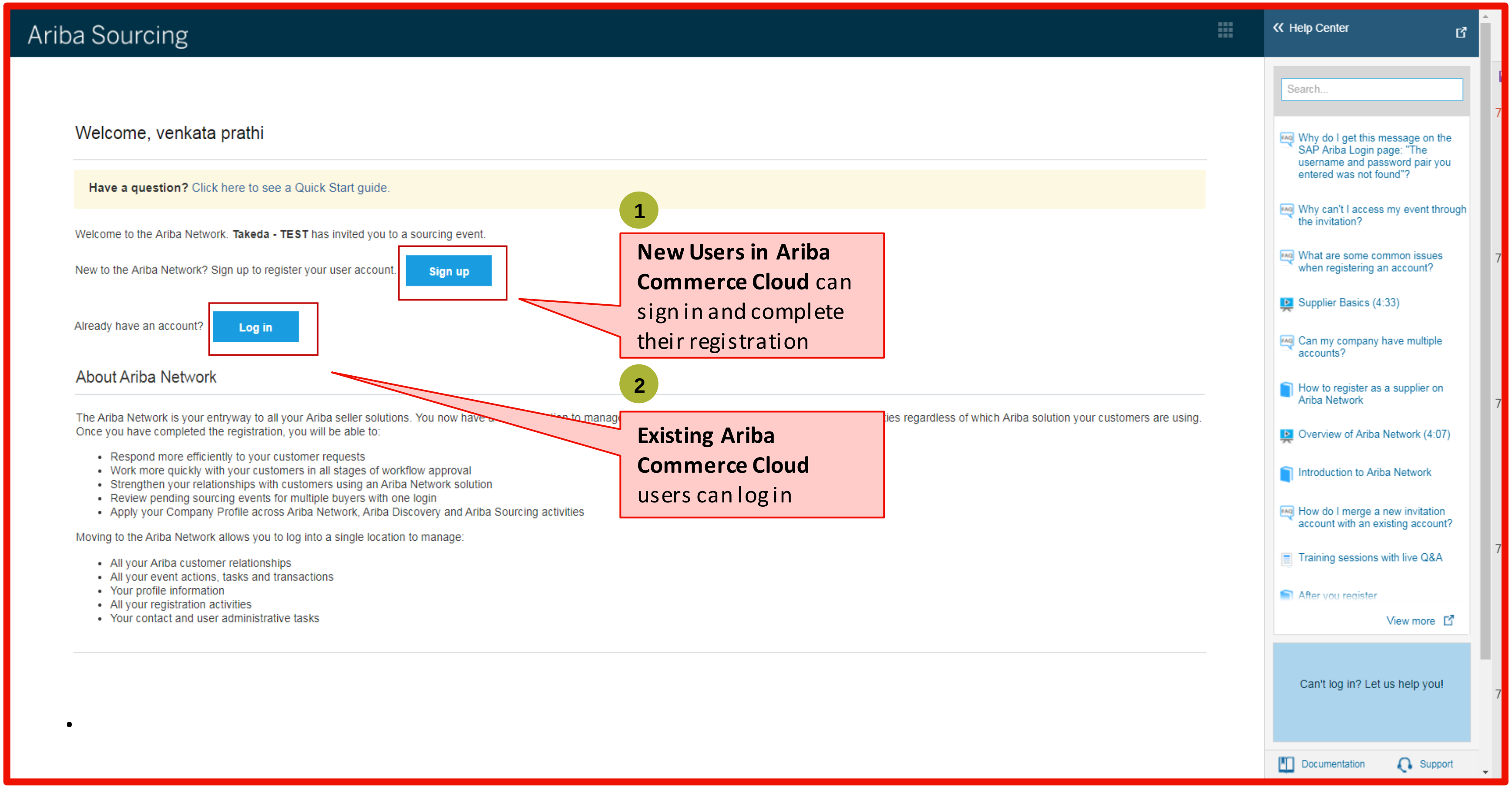
Hyper link to Sign in or Login Ariba Commerce cloud.
That link is valid for your first log in.

Additional Information can be found here.

Supplier Registration

Sign-in or Log-in page



Welcome, venkata prathi

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

Welcome to the Ariba Network. **Takeda - TEST** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account. 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 ion to manag ies 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

- Why do I get this message on the SAP Ariba Login page: "The username and password pair you entered was not found"?
- Why can't I access my event through the invitation?
- What are some common issues when registering an account?
- Supplier Basics (4:33)
- Can my company have multiple accounts?
- How to register as a supplier on Ariba Network
- Overview of Ariba Network (4:07)
- Introduction to Ariba Network
- How do I merge a new invitation account with an existing account?
- Training sessions with live Q&A
- After you register

View more

Can't log in? Let us help you!

Documentation Support

1

New Users in Ariba Commerce Cloud can sign in and complete their registration

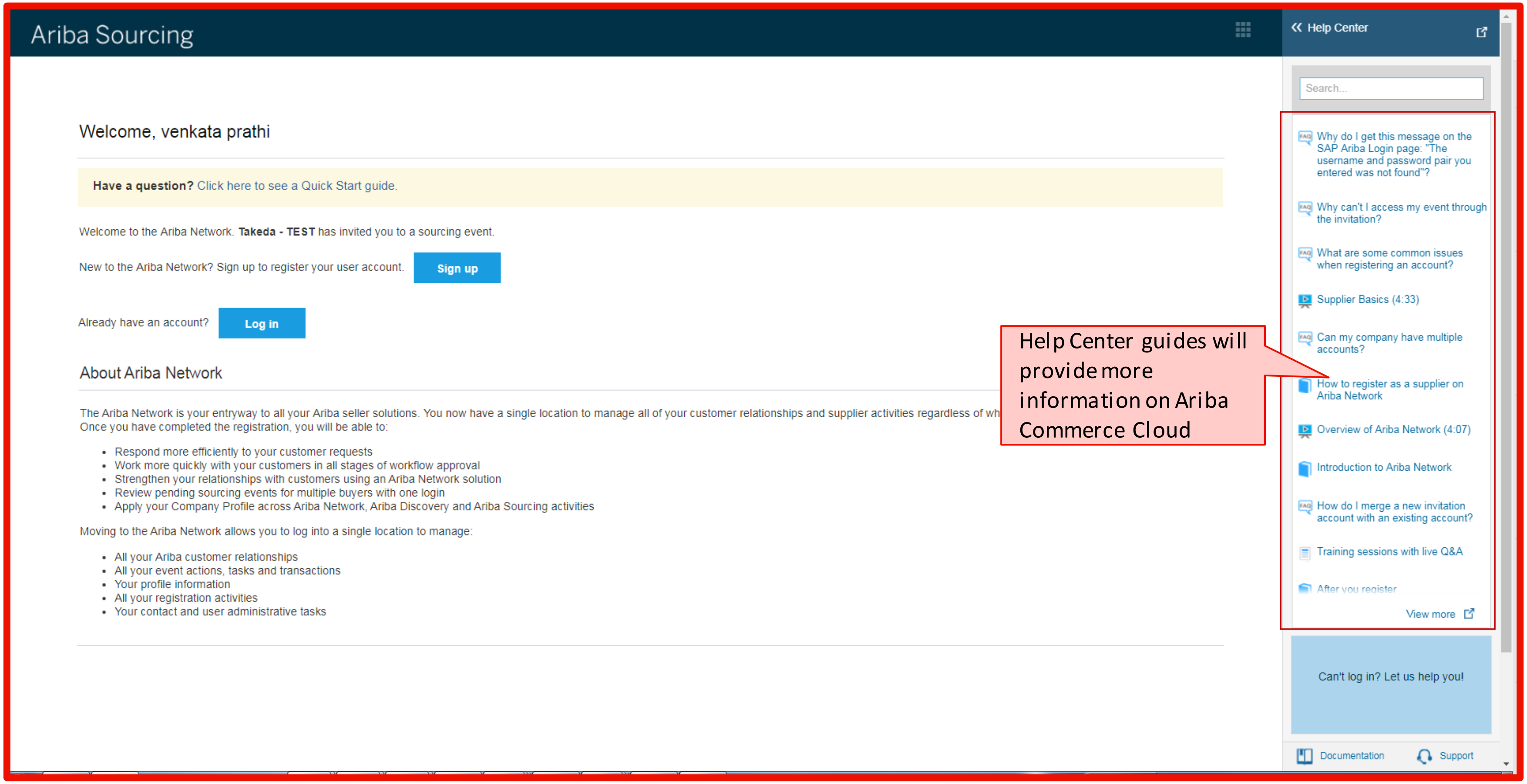
2

Existing Ariba Commerce Cloud users can log in

REMINDER! Do not create new account if your company is already transacting on the Ariba Network

Supplier Registration

Access More information about Ariba Commerce Cloud



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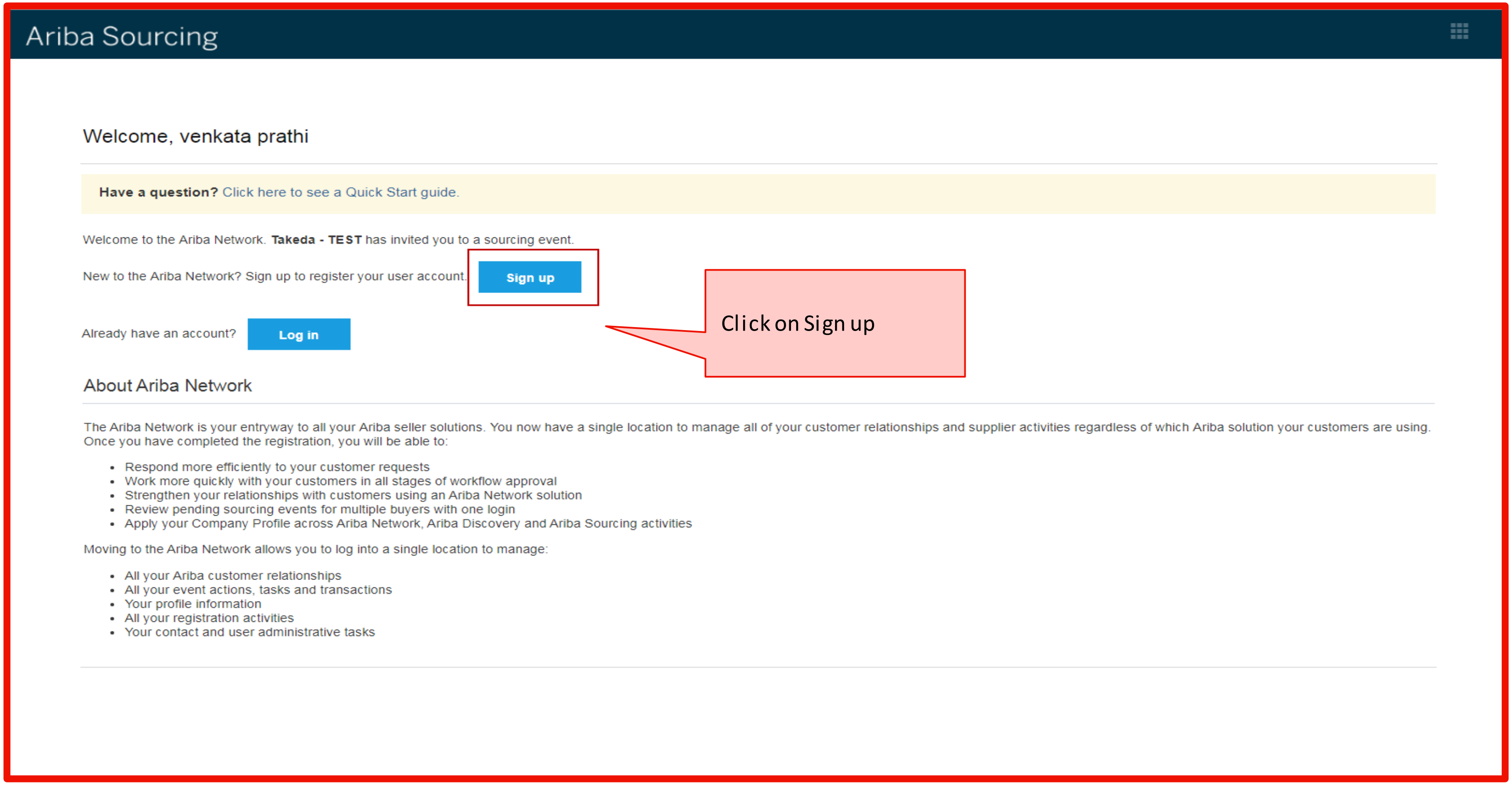
View more

Can't log in? Let us help you!

Help Center guides will provide more information on Ariba Commerce Cloud

Supplier Registration

Supplier Sign-up Process



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Already have an account?

Click on Sign up

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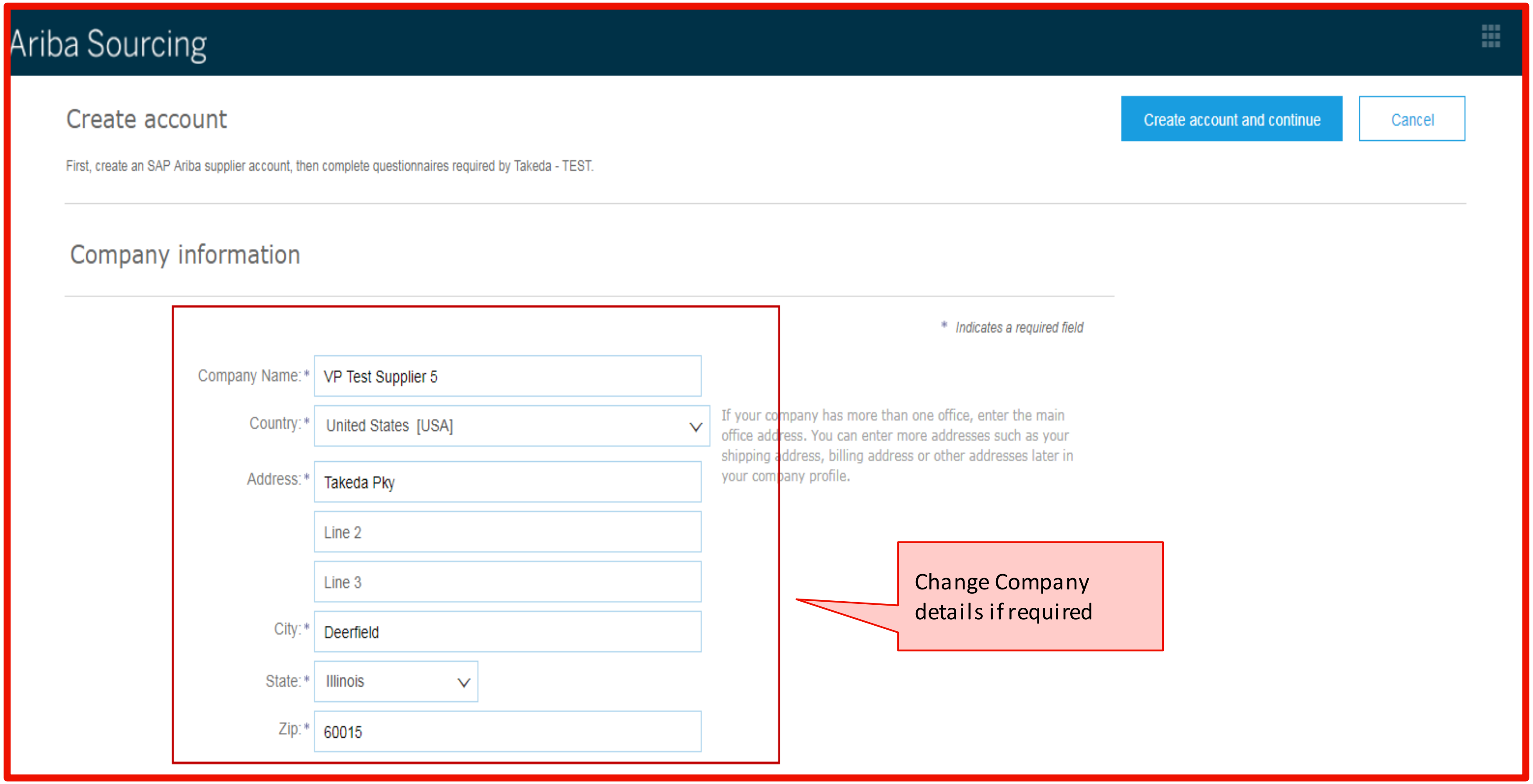
Supplier Registration

Supplier Sign-up Process



Create account

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

Company information

* Indicates a required field

Company Name: * VP Test Supplier 5

Country: * United States [USA]

Address: * Takeda Pky

Line 2

Line 3

City: * Deerfield

State: * Illinois

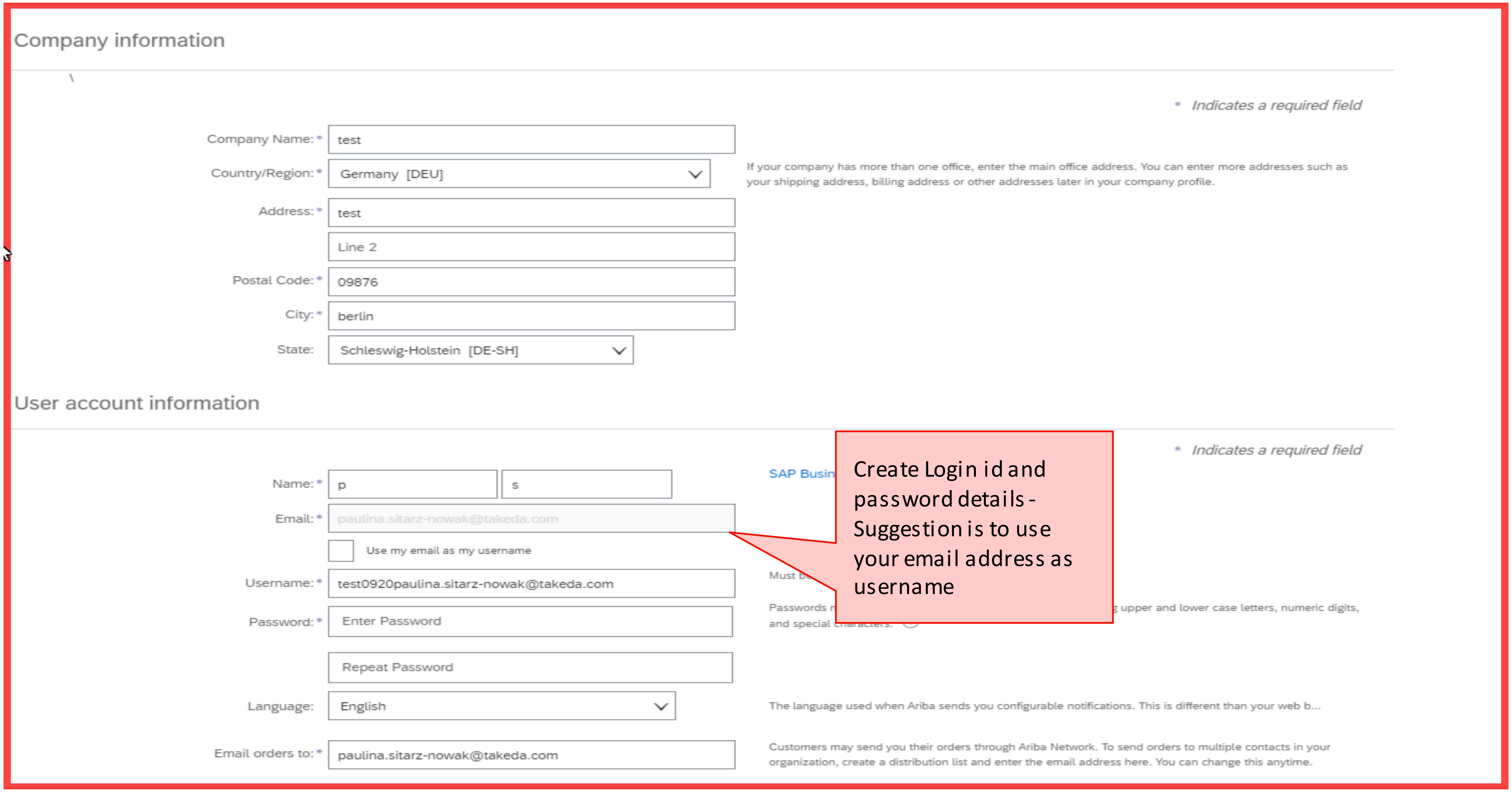
Zip: * 60015

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.

Change Company details if required

Supplier Registration

Supplier Sign-up Process



Company information

* *Indicates a required field*

Company Name: *	test
Country/Region: *	Germany [DEU]
Address: *	test Line 2
Postal Code: *	09876
City: *	berlin
State:	Schleswig-Holstein [DE-SH]

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

* *Indicates a required field*

SAP Busin

Name: *	p | s
Email: *	paulina.sitarz-nowak@takeda.com
	☐ Use my email as my username
Username: *	test0920paulina.sitarz-nowak@takeda.com
Password: *	Enter Password Repeat Password
Language:	English
Email orders to: *	paulina.sitarz-nowak@takeda.com

Must b

Passwords

g upper and lower case letters, numeric digits, and special

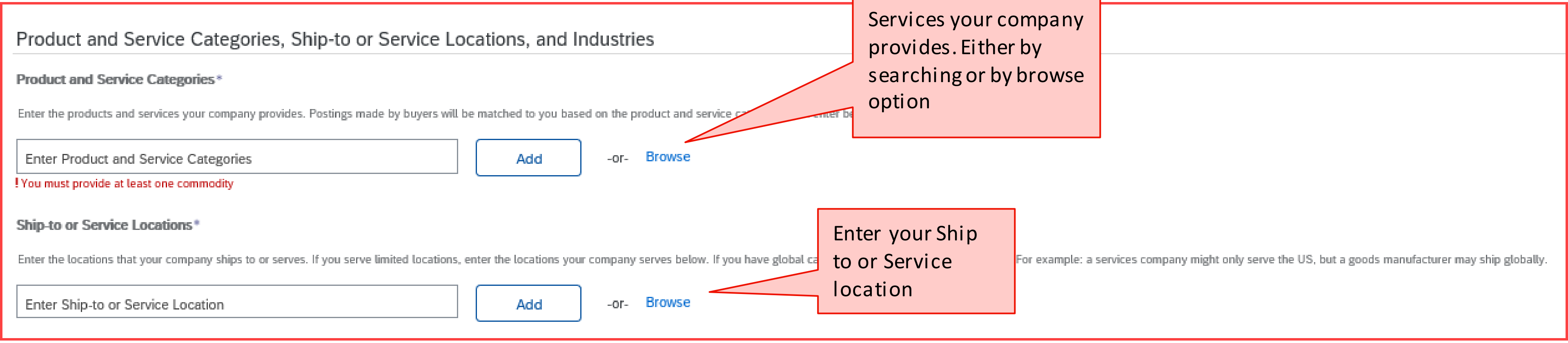
The language used when Ariba sends you configurable notifications. This is different than your web b...

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.

Create Login id and password details - Suggestion is to use your email address as username

Supplier Registration

Supplier Sign-up Process



Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service ca

! You must provide at least one commodity

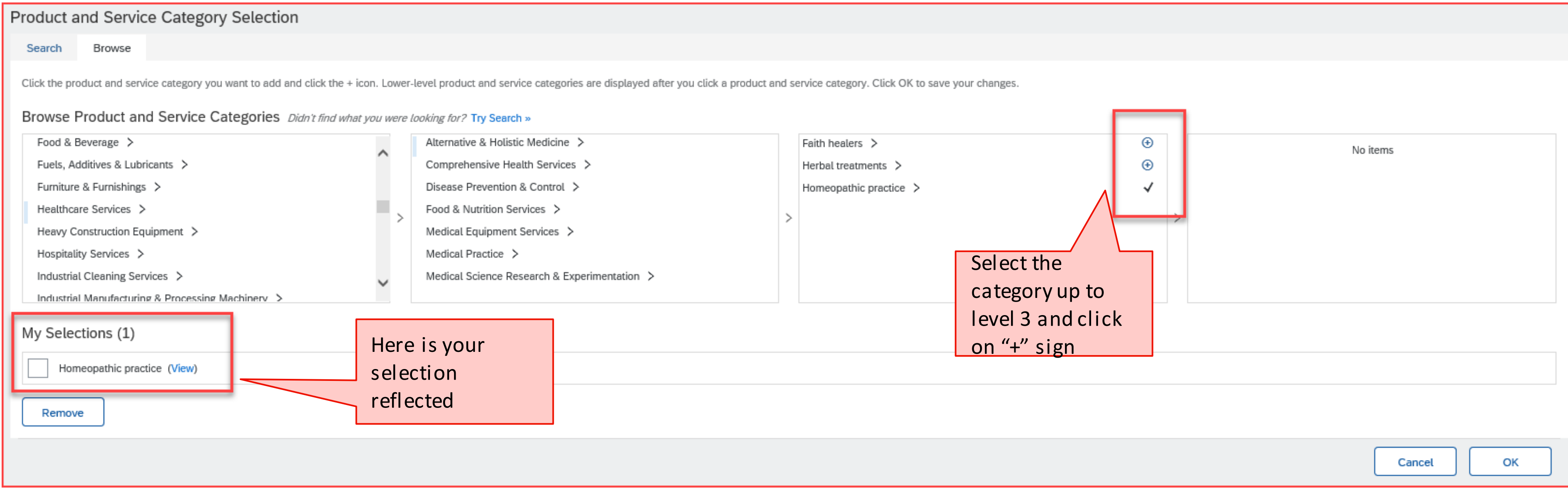
Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global ca

For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Select Product or Services your company provides. Either by searching or by browse option

Enter your Ship to or Service location



Product and Service Category Selection

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 »

- Food & Beverage >
- Fuels, Additives & Lubricants >
- Furniture & Furnishings >
- Healthcare Services >
- Heavy Construction Equipment >
- Hospitality Services >
- Industrial Cleaning Services >
- Industrial Manufacturing & Processing Machinery >

- Alternative & Holistic Medicine >
- Comprehensive Health Services >
- Disease Prevention & Control >
- Food & Nutrition Services >
- Medical Equipment Services >
- Medical Practice >
- Medical Science Research & Experimentation >

- Faith healers > ⊕
- Herbal treatments > ⊕
- Homeopathic practice > ✓

No items

My Selections (1)

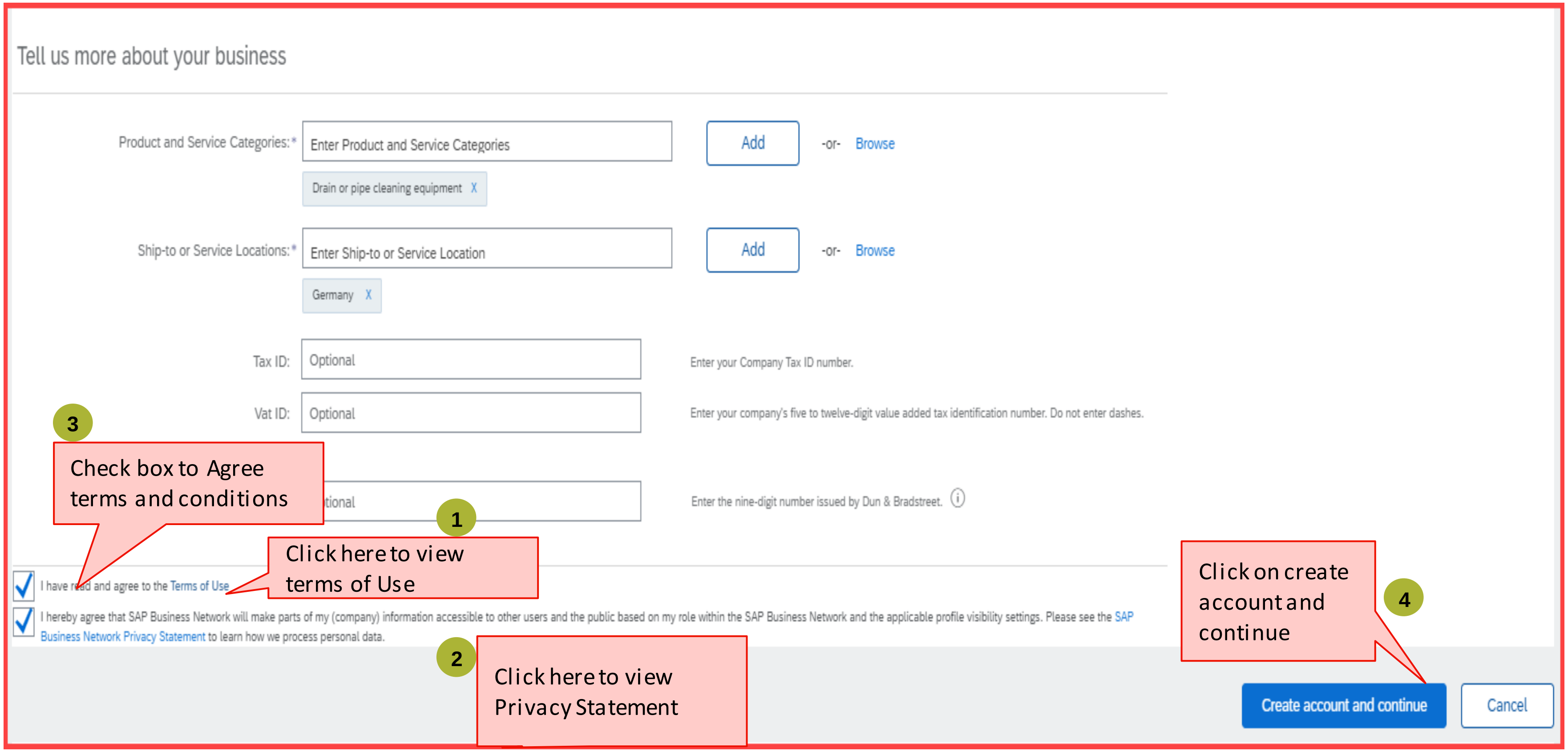
☐ Homeopathic practice (View)

Select the category up to level 3 and click on "+" sign

Here is your selection reflected

Supplier Registration

Supplier Sign-up Process



Tell us more about your business

Product and Service Categories:* Enter Product and Service Categories

Drain or pipe cleaning equipment X

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

Germany X

Tax ID: Optional — Enter your Company Tax ID number.

Vat ID: Optional — Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

tional — Enter the nine-digit number issued by Dun & Bradstreet.

☑ 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 within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

1 Click here to view terms of Use

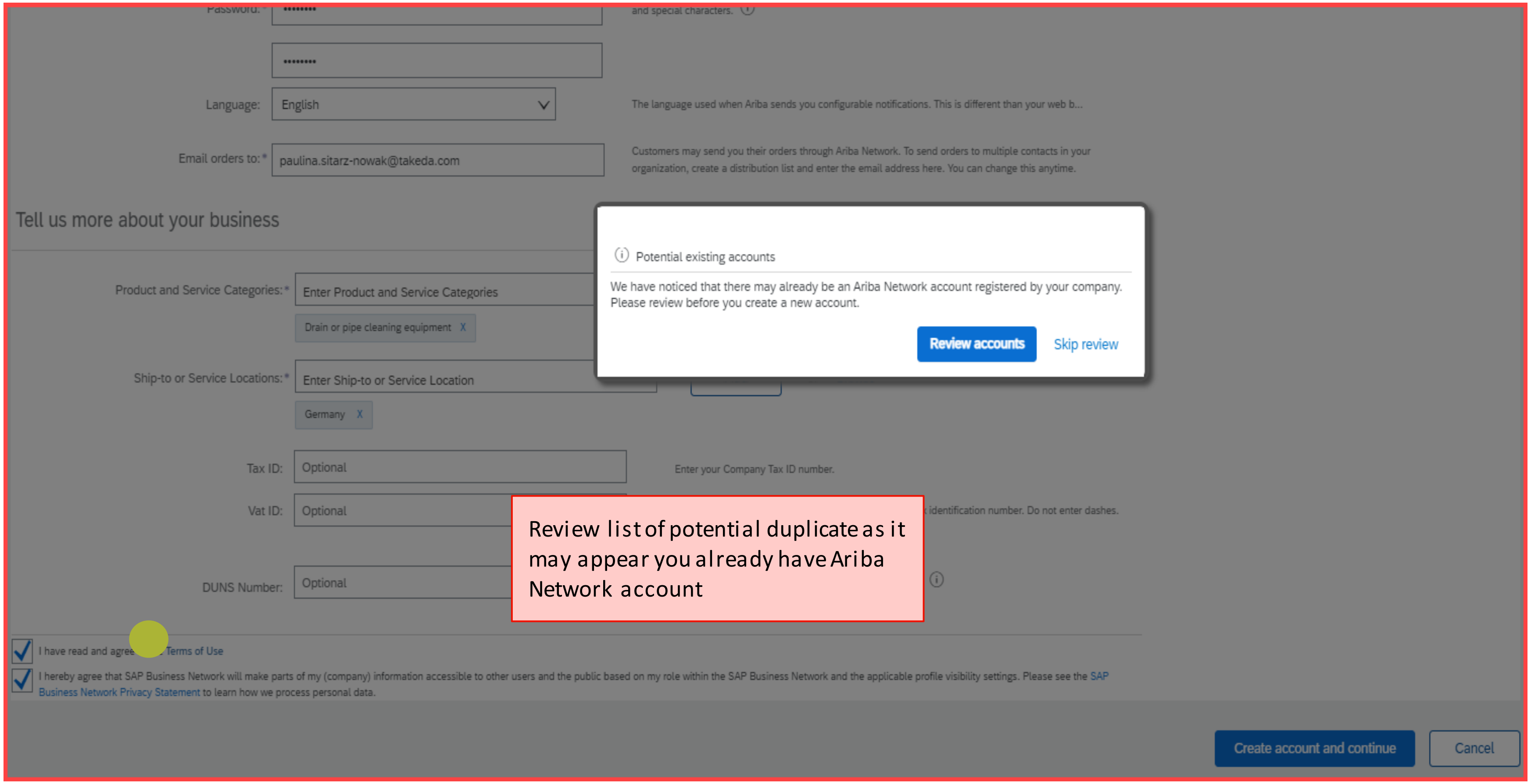
2 Click here to view Privacy Statement

3 Check box to Agree terms and conditions

4 Click on create account and continue

Supplier Registration

Supplier Sign-up Process



Password:* ••••••••

••••••••

and special characters.

Language: English

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

Email orders to:* paulina.sitarz-nowak@takeda.com

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:* Enter Product and Service Categories

Drain or pipe cleaning equipment X

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

Germany X

Tax ID: Optional

Enter your Company Tax ID number.

Vat ID: Optional

identification number. Do not enter dashes.

DUNS Number: Optional

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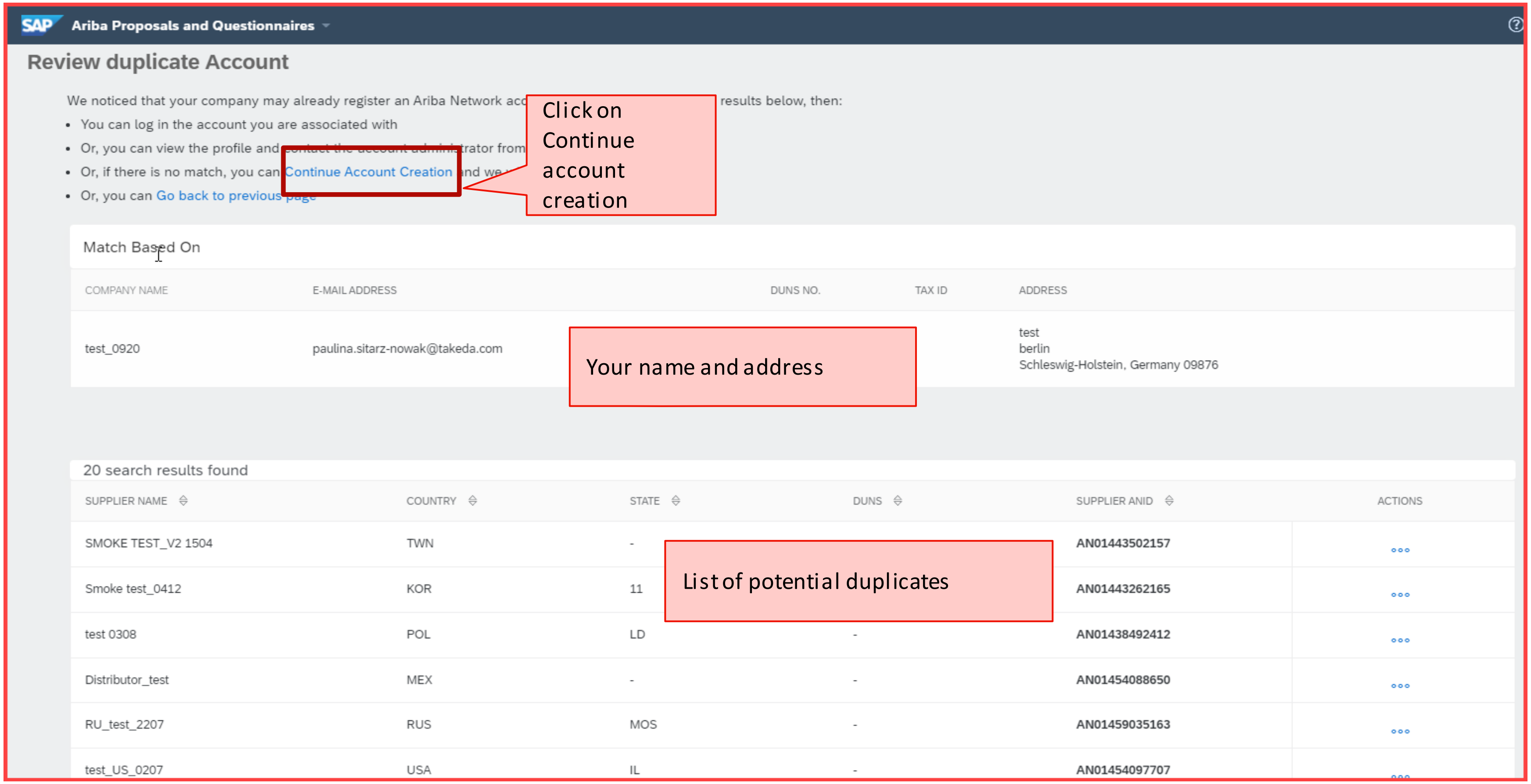
Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review list of potential duplicate as it may appear you already have Ariba Network account

Supplier Registration

Supplier Sign-up Process



Review duplicate Account

We noticed that your company may already register an Ariba Network acc results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from
- Or, if there is no match, you can Continue Account Creation and we
- Or, you can Go back to previous page

Click on Continue account creation

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
test_0920	paulina.sitarz-nowak@takeda.com			test berlin Schleswig-Holstein, Germany 09876

Your name and address

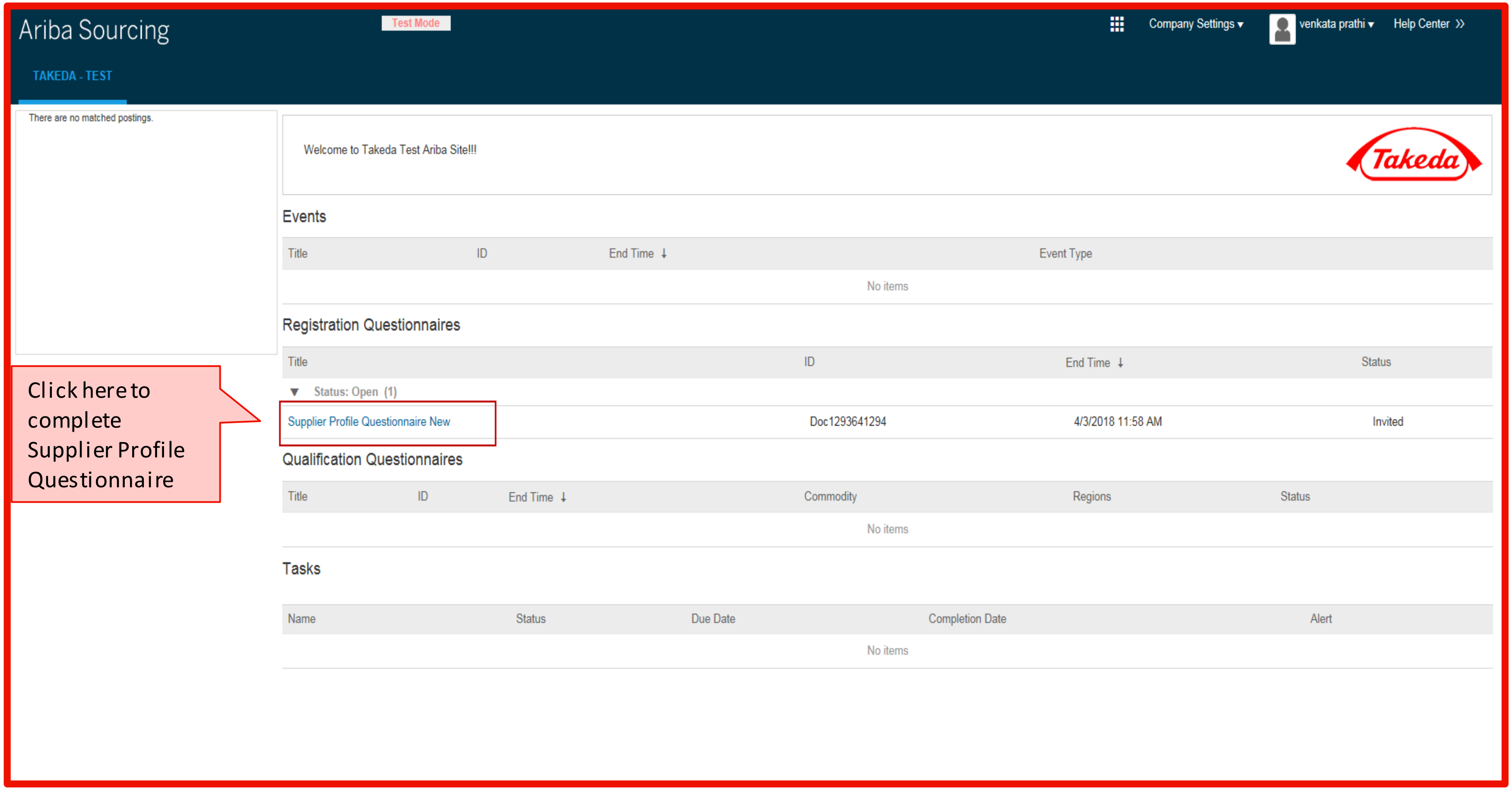
20 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
SMOKE TEST_V2 1504	TWN	-		AN01443502157	◦◦◦
Smoke test_0412	KOR	11		AN01443262165	◦◦◦
test 0308	POL	LD	-	AN01438492412	◦◦◦
Distributor_test	MEX	-	-	AN01454088650	◦◦◦
RU_test_2207	RUS	MOS	-	AN01459035163	◦◦◦
test_US_0207	USA	IL	-	AN01454097707	◦◦◦

List of potential duplicates

Supplier Registration

Submit Details


Ariba Sourcing
Test Mode
Company Settings ▾
venkata prathi ▾
Help Center »
TAKEDA - TEST
Takeda

There are no matched postings.

Welcome to Takeda Test Ariba Site!!!

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Profile Questionnaire New	Doc1293641294	4/3/2018 11:58 AM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

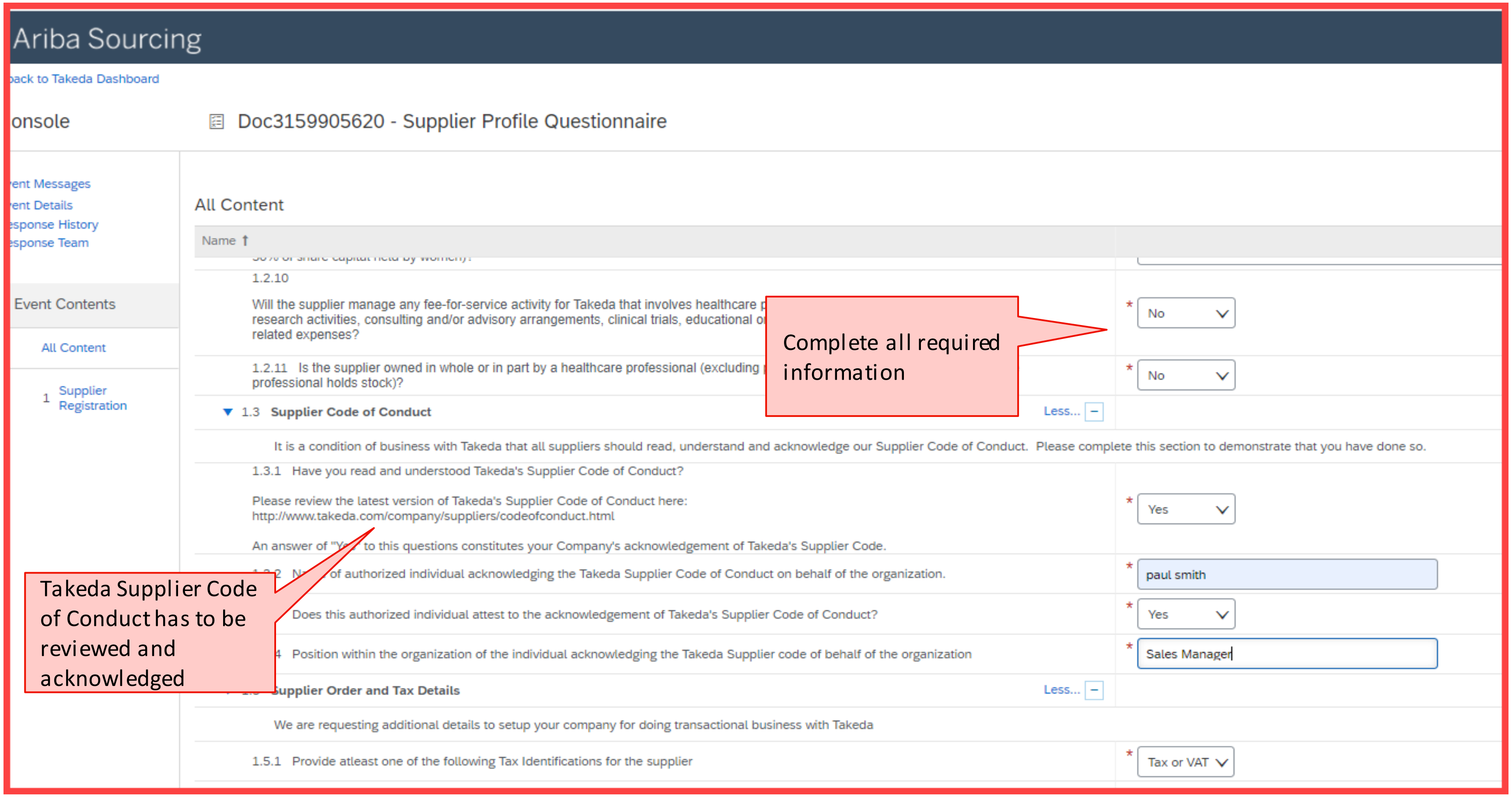
Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Click here to complete Supplier Profile Questionnaire

Supplier Registration

Submit Details



Doc3159905620 - Supplier Profile Questionnaire

All Content

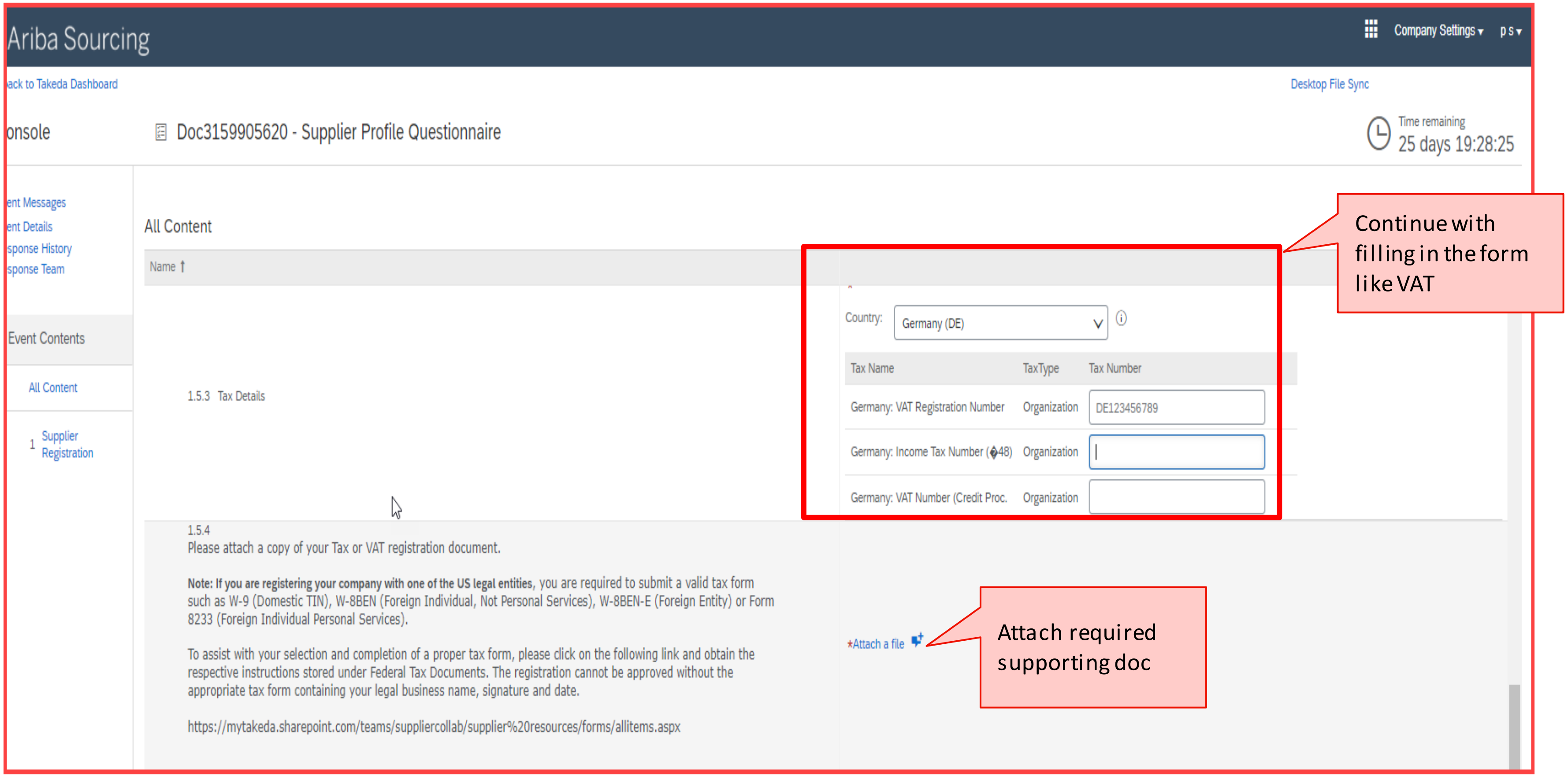
1.2.10 Will the supplier manage any fee-for-service activity for Takeda that involves healthcare p research activities, consulting and/or advisory arrangements, clinical trials, educational o related expenses?	* No
1.2.11 Is the supplier owned in whole or in part by a healthcare professional (excluding professional holds stock)?	* No
▼ 1.3 **Supplier Code of Conduct**	
It is a condition of business with Takeda that all suppliers should read, understand and acknowledge our Supplier Code of Conduct. Please complete this section to demonstrate that you have done so.	
1.3.1 Have you read and understood Takeda's Supplier Code of Conduct? Please review the latest version of Takeda's Supplier Code of Conduct here: http://www.takeda.com/company/suppliers/codeofconduct.html An answer of "Ye to this questions constitutes your Company's acknowledgement of Takeda's Supplier Code.	* Yes
N of authorized individual acknowledging the Takeda Supplier Code of Conduct on behalf of the organization.	* paul smith
Does this authorized individual attest to the acknowledgement of Takeda's Supplier Code of Conduct?	* Yes
4 Position within the organization of the individual acknowledging the Takeda Supplier code of behalf of the organization	* Sales Manager
upplier Order and Tax Details	
We are requesting additional details to setup your company for doing transactional business with Takeda	
1.5.1 Provide atleast one of the following Tax Identifications for the supplier	* Tax or VAT

Complete all required information

Takeda Supplier Code of Conduct has to be reviewed and acknowledged

Supplier Registration

Submit Details


Ariba Sourcing
Company Settings ▾
p s ▾
ack to Takeda Dashboard
Desktop File Sync
onsole
ent Messages
ent Details
sponse History
sponse Team
Event Contents
All Content
1 Supplier Registration
All Content
Name ↑
Attach a file

Doc3159905620 - Supplier Profile Questionnaire

Time remaining
25 days 19:28:25

1.5.3 Tax Details

Country: Germany (DE)

Tax Name	TaxType	Tax Number
Germany: VAT Registration Number	Organization	DE123456789
Germany: Income Tax Number (�48)	Organization	
Germany: VAT Number (Credit Proc.	Organization	

1.5.4
Please attach a copy of your Tax or VAT registration document.

Note: If you are registering your company with one of the US legal entities, you are required to submit a valid tax form such as W-9 (Domestic TIN), W-8BEN (Foreign Individual, Not Personal Services), W-8BEN-E (Foreign Entity) or Form 8233 (Foreign Individual Personal Services).

To assist with your selection and completion of a proper tax form, please click on the following link and obtain the respective instructions stored under Federal Tax Documents. The registration cannot be approved without the appropriate tax form containing your legal business name, signature and date.

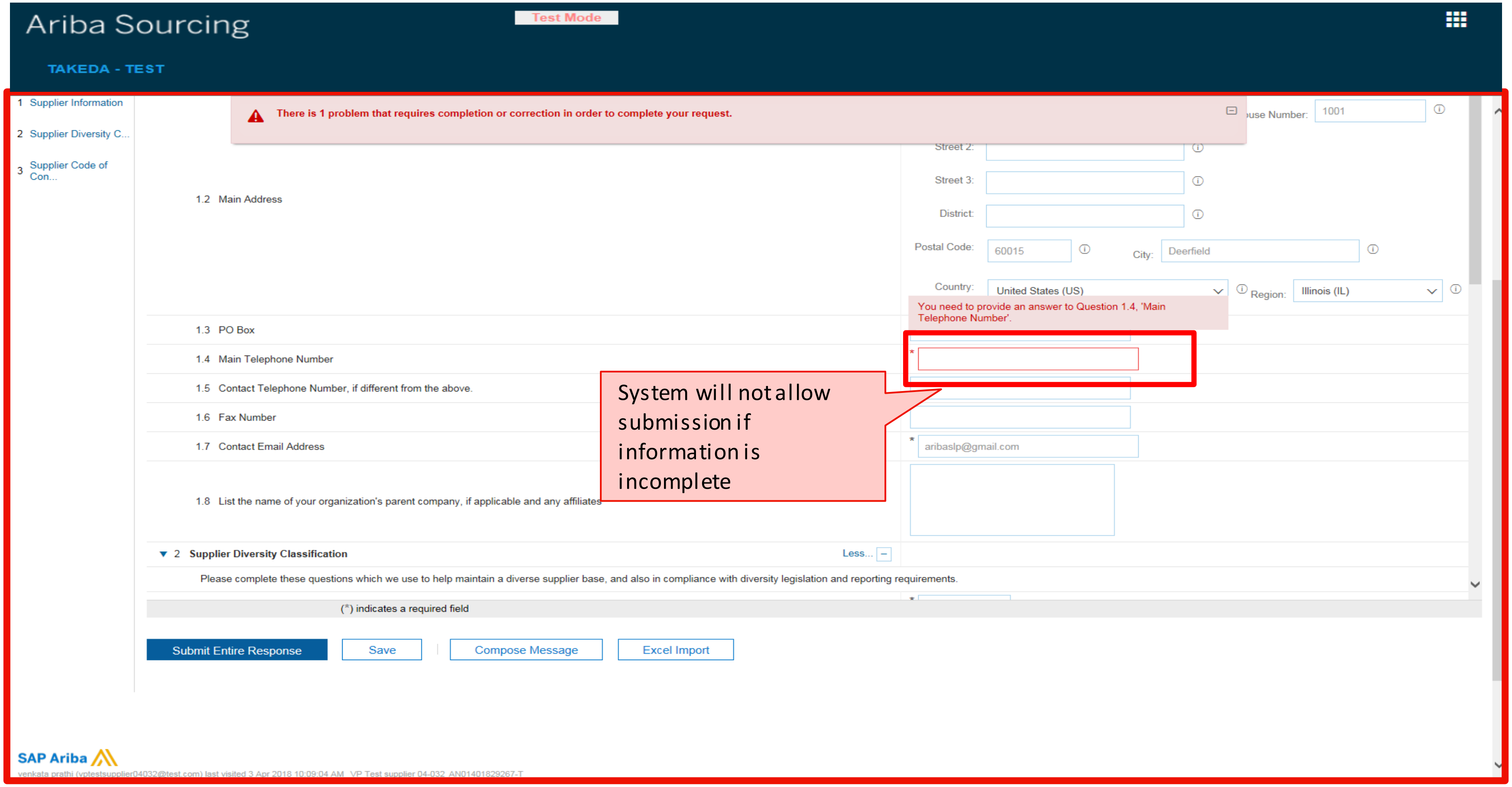
https://mytakeda.sharepoint.com/teams/suppliercollab/supplier%20resources/forms/allitems.aspx

Continue with filling in the form like VAT

Attach required supporting doc

Supplier Registration

Submit Details



Ariba Sourcing

Test Mode

TAKEDA - TEST

1 Supplier Information

2 Supplier Diversity C...

3 Supplier Code of Con...

There is 1 problem that requires completion or correction in order to complete your request.

1.2 Main Address

use Number: 1001

Street 2:

Street 3:

District:

Postal Code: 60015

City: Deerfield

Country: United States (US)

Region: Illinois (IL)

You need to provide an answer to Question 1.4, 'Main Telephone Number'.

1.3 PO Box

1.4 Main Telephone Number *

1.5 Contact Telephone Number, if different from the above.

1.6 Fax Number

1.7 Contact Email Address * aribaslp@gmail.com

1.8 List the name of your organization's parent company, if applicable and any affiliates

2 Supplier Diversity Classification

Less...

Please complete these questions which we use to help maintain a diverse supplier base, and also in compliance with diversity legislation and reporting requirements.

(*) indicates a required field

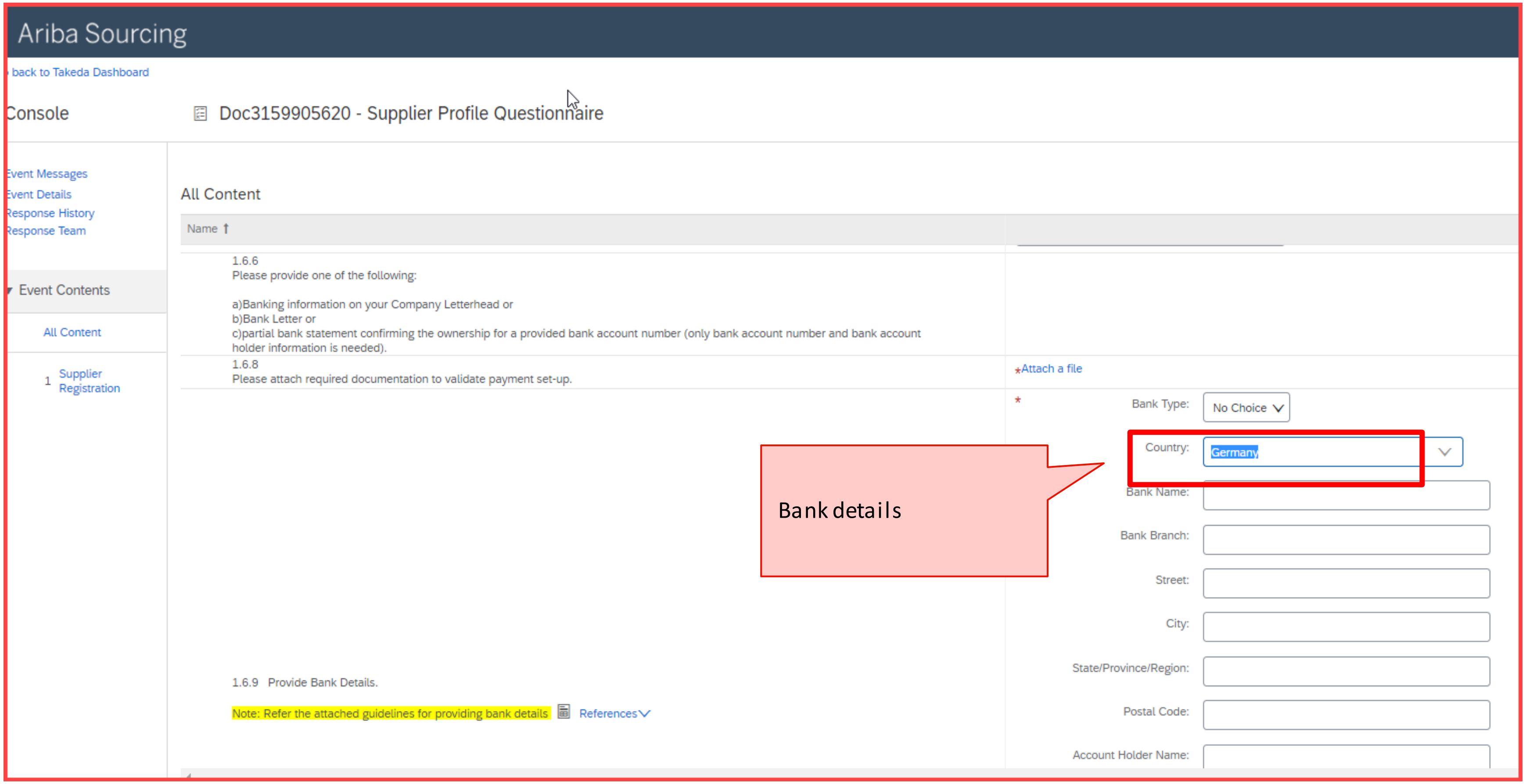
SAP Ariba

venkata prathi (vptestsupplier04032@test.com) last visited 3 Apr 2018 10:09:04 AM VP Test supplier 04-032 AN01401829267-T

System will not allow submission if information is incomplete

Supplier Registration

Submit Details



Ariba Sourcing

back to Takeda Dashboard

Console

Doc3159905620 - Supplier Profile Questionnaire

Event Messages
Event Details
Response History
Response Team
Event Contents
All Content
1 Supplier Registration

All Content

Name ↑

1.6.6
Please provide one of the following:

a)Banking information on your Company Letterhead or
b)Bank Letter or
c)partial bank statement confirming the ownership for a provided bank account number (only bank account number and bank account holder information is needed).

1.6.8
Please attach required documentation to validate payment set-up.

*Attach a file

1.6.9 Provide Bank Details.

Note: Refer the attached guidelines for providing bank details

References

* Bank Type: No Choice

Country: Germany

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

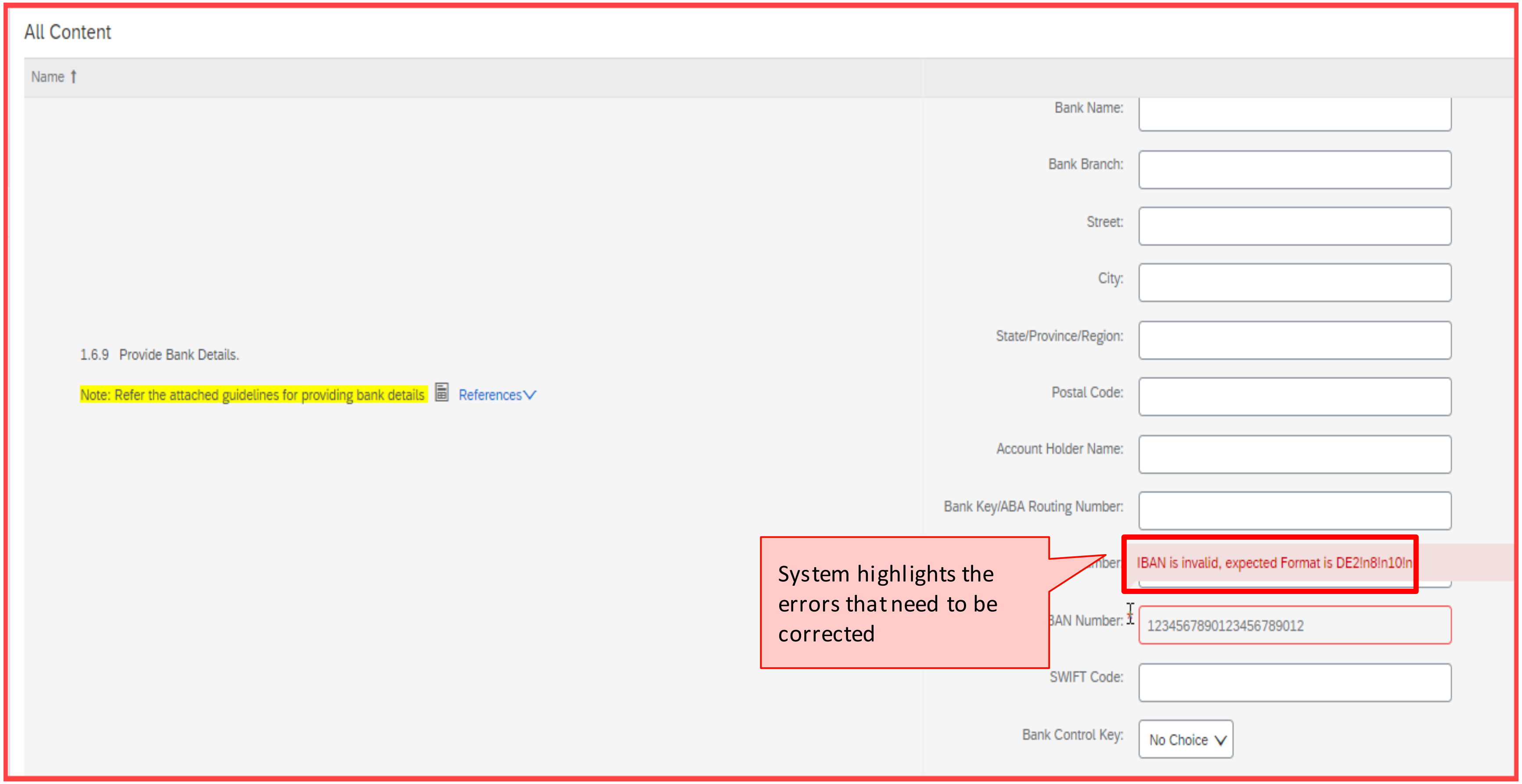
Postal Code:

Account Holder Name:

Bank details

Supplier Registration

Submit Details



All Content

1.6.9 Provide Bank Details.

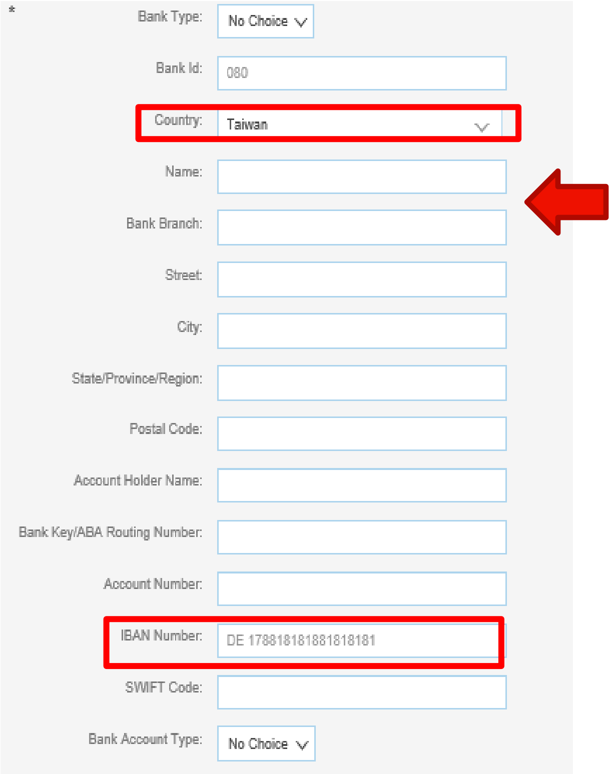
Note: Refer the attached guidelines for providing bank details

Bank Name:
Bank Branch:
Street:
City:
State/Province/Region:
Postal Code:
Account Holder Name:
Bank Key/ABA Routing Number:
mber: IBAN is invalid, expected Format is DE2!n8!n10!n
BAN Number: 1234567890123456789012
SWIFT Code:
Bank Control Key: No Choice

System highlights the errors that need to be corrected

Supplier Registration

Submit Details – Bank Details



*

Bank Type: No Choice

Bank Id: 080

Country: Taiwan

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number: DE 178818181881818181

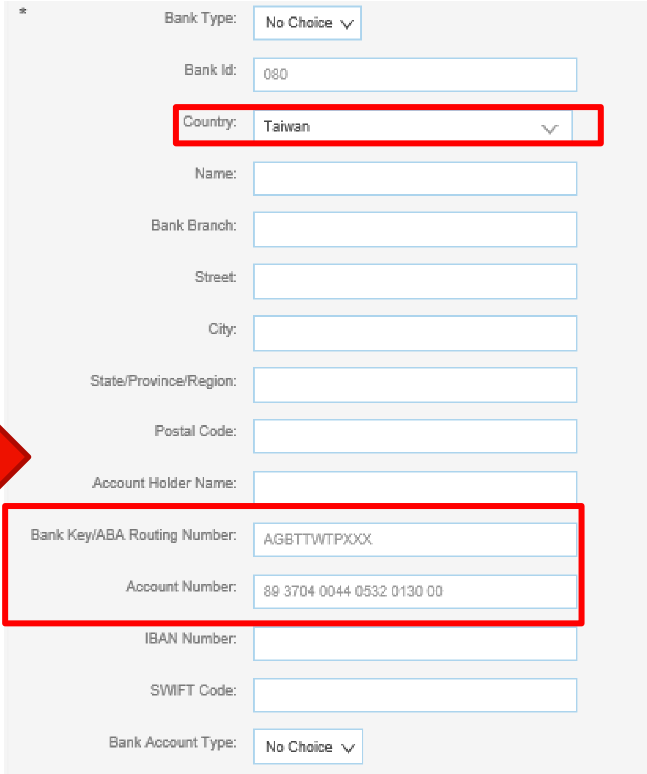
SWIFT Code:

Bank Account Type: No Choice

If **IBAN exists**, enter it to the filed. The only additional info you need to provide is Bank ID and Country

If **IBAN does not exist**, mandatory fields are:

- Country
- Bank Key/ABA Routing Number. **NOTE: enter either SWIFT code or either BANK ID + BRANCH CODE**
- Account Number



*

Bank Type: No Choice

Bank Id: 080

Country: Taiwan

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number: AGBTTWTPXXX

Account Number: 89 3704 0044 0532 0130 00

IBAN Number:

SWIFT Code:

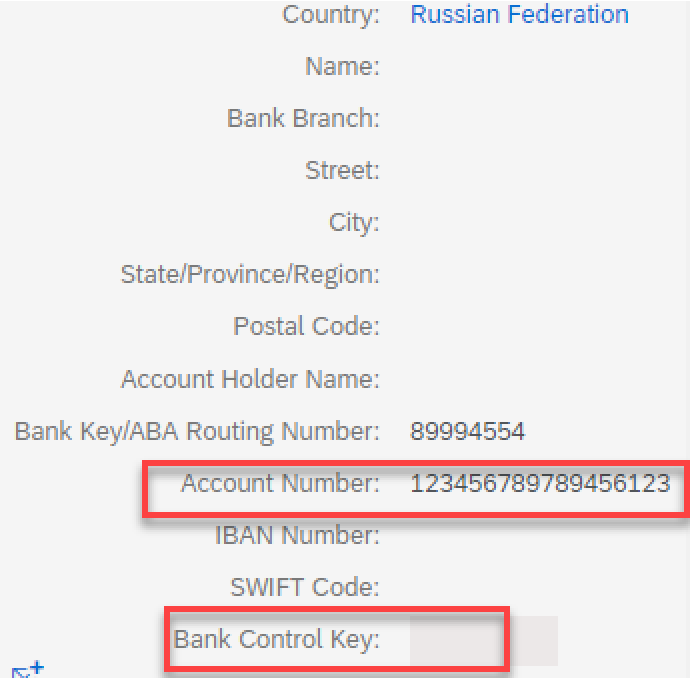
Bank Account Type: No Choice

REMINDER: Do not Use Wire ABA Numbers in Takeda US

More info in the attached document

Microsoft Word Document

Supplier Registration – Russia Specific



Country: Russian Federation

Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number: 89994554

Account Number: 123456789789456123

IBAN Number:

SWIFT Code:

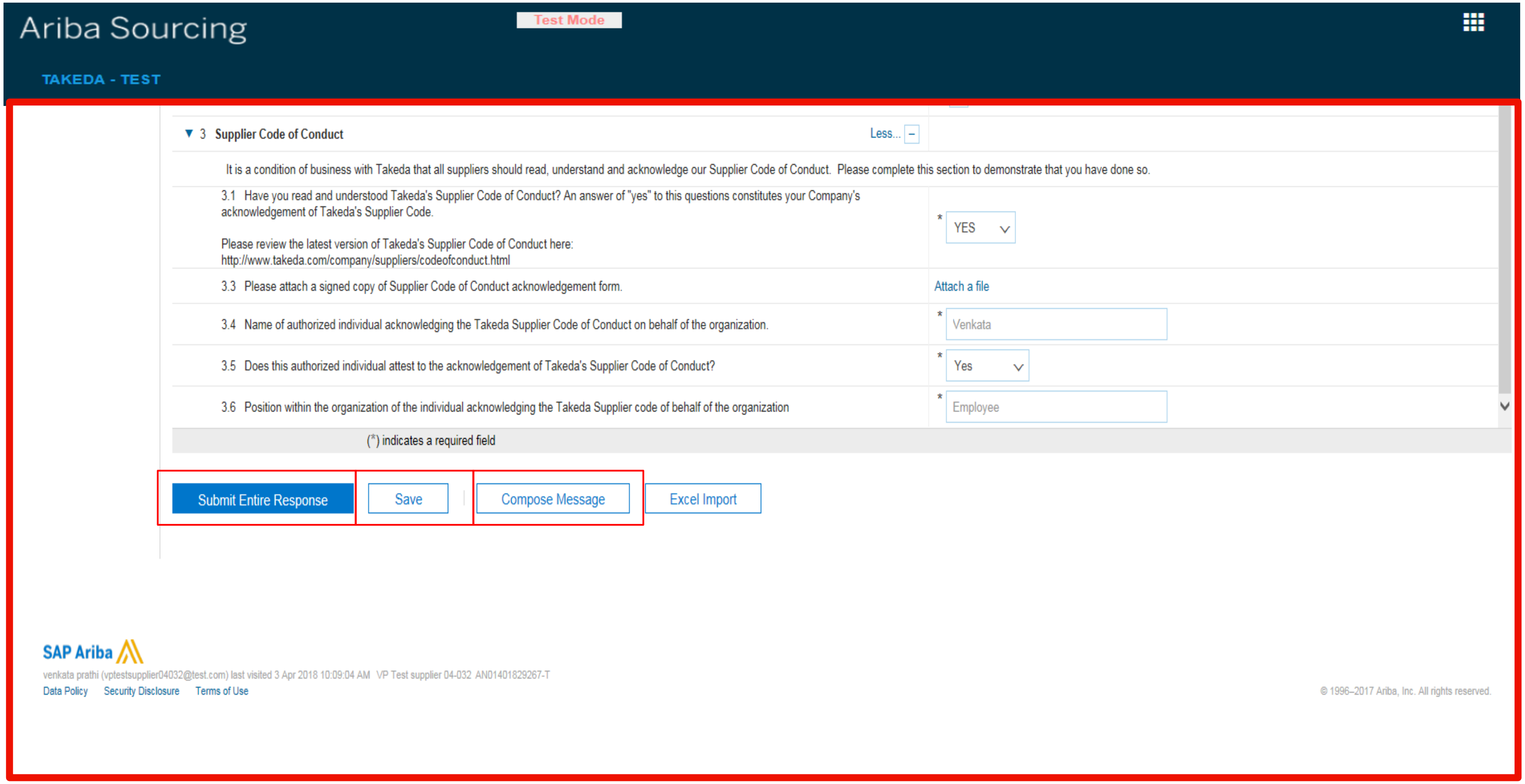
Bank Control Key:

Remaining acocunt numer to be entered in **Account number**

First **2 digits** of your bank account need to be added to **Bank Control Key** field.

Supplier Registration

Key Features on Each Tab


Ariba Sourcing
Test Mode
TAKEDA - TEST
Less... –
Attach a file
Submit Entire Response
Save
Compose Message
Excel Import
SAP Ariba
Data Policy
Security Disclosure
Terms of Use

▼ 3 Supplier Code of Conduct

It is a condition of business with Takeda that all suppliers should read, understand and acknowledge our Supplier Code of Conduct. Please complete this section to demonstrate that you have done so.

3.1 Have you read and understood Takeda's Supplier Code of Conduct? An answer of "yes" to this questions constitutes your Company's acknowledgement of Takeda's Supplier Code. Please review the latest version of Takeda's Supplier Code of Conduct here: http://www.takeda.com/company/suppliers/codeofconduct.html	* YES
3.3 Please attach a signed copy of Supplier Code of Conduct acknowledgement form.	Attach a file
3.4 Name of authorized individual acknowledging the Takeda Supplier Code of Conduct on behalf of the organization.	* Venkata
3.5 Does this authorized individual attest to the acknowledgement of Takeda's Supplier Code of Conduct?	* Yes
3.6 Position within the organization of the individual acknowledging the Takeda Supplier code of behalf of the organization	* Employee

(*) indicates a required field

venkata prathi (vptestsupplier04032@test.com) last visited 3 Apr 2018 10:09:04 AM VP Test supplier 04-032 AN01401829267-T

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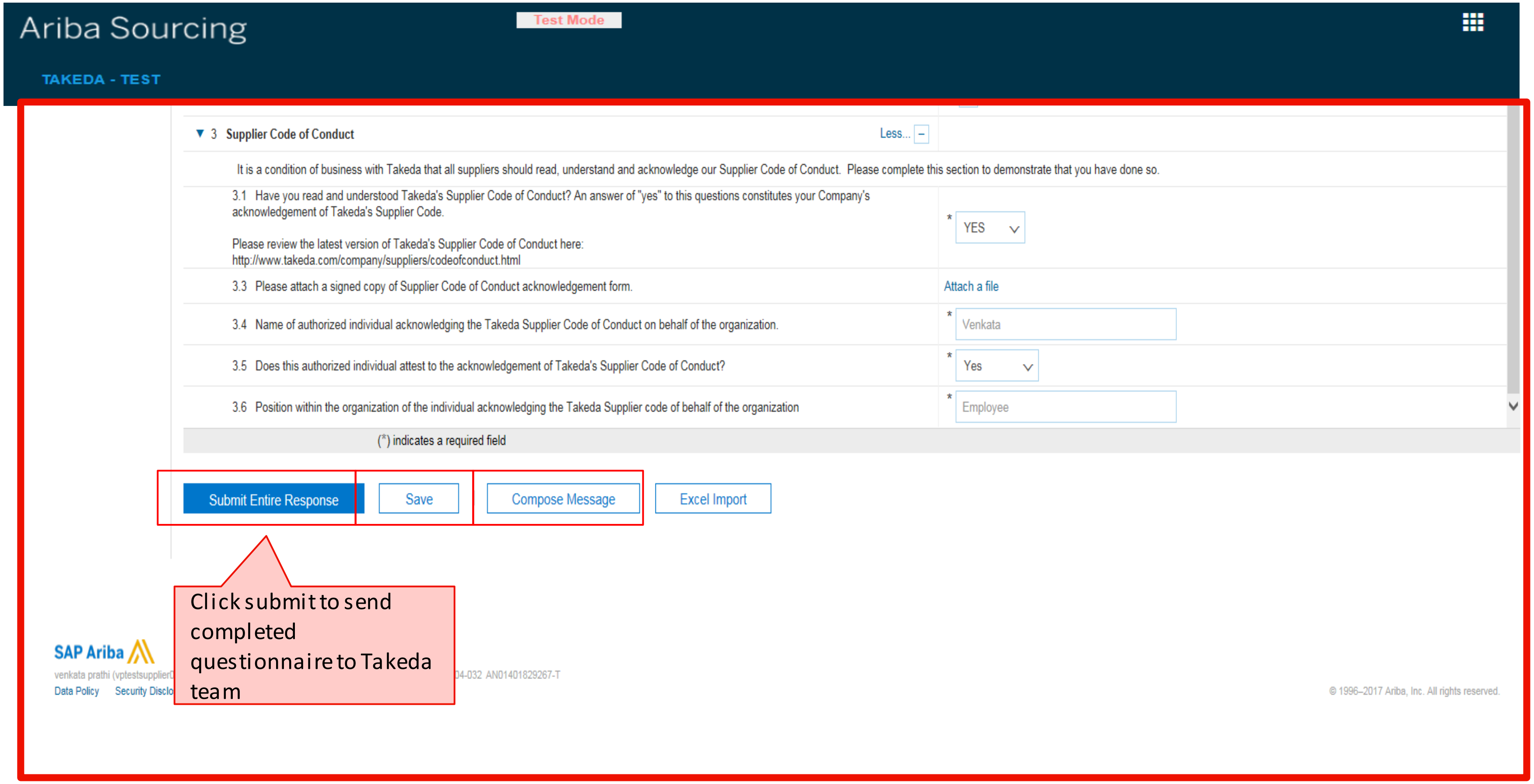
Supplier Registration

Key Features on Each Tab



Ariba Sourcing
Test Mode
TAKEDA - TEST

▼ 3 Supplier Code of Conduct

Less... –

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(*) indicates a required field

Submit Entire Response
Save
Compose Message
Excel Import

Click submit to send completed questionnaire to Takeda team

SAP Ariba
venkata prathi (vptestsupplier
Data Policy
Security Disclo
04-032 AN01401829267-T
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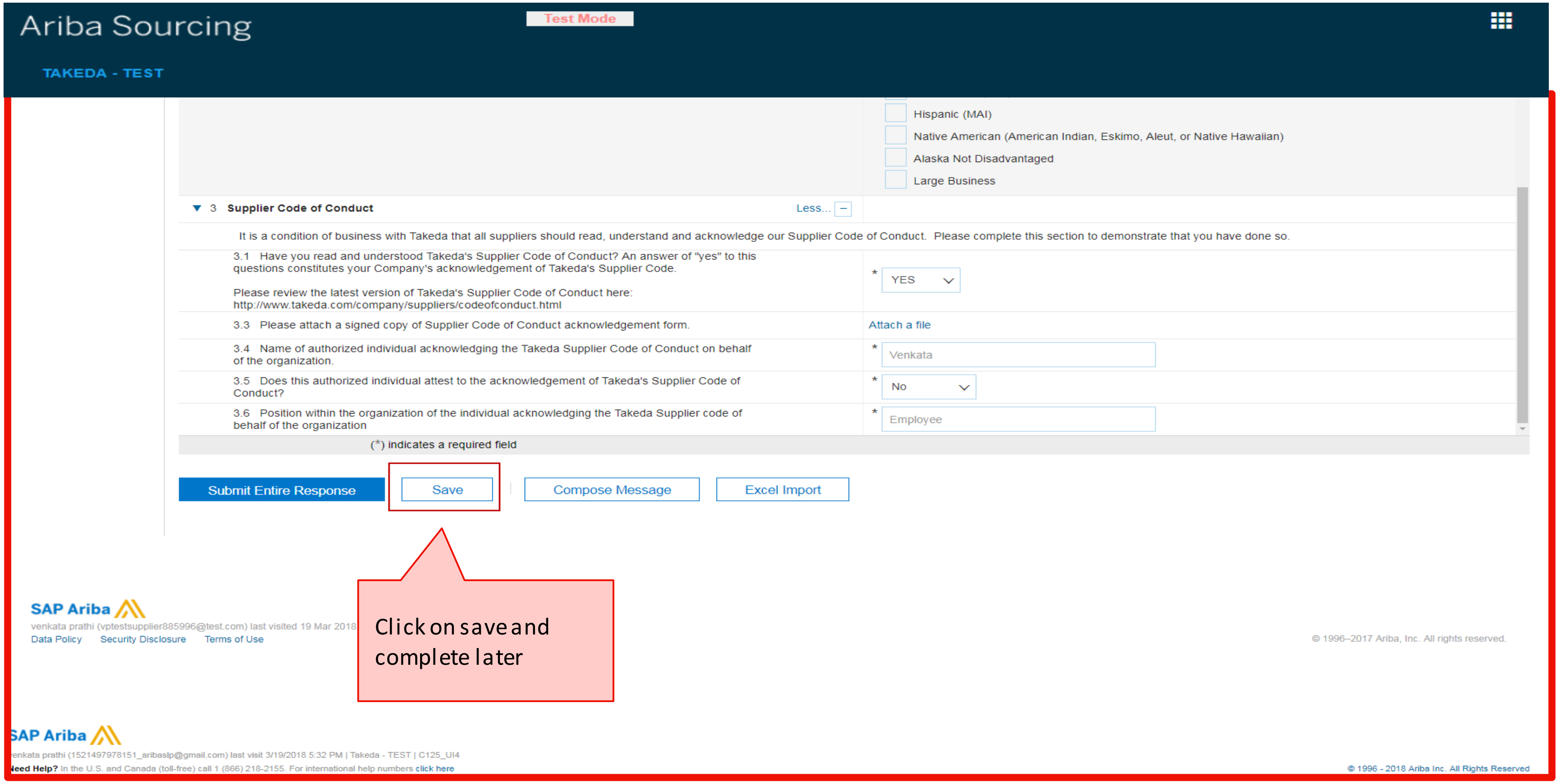
Supplier Registration

Save



☐ Hispanic (MAI)
☐ Native American (American Indian, Eskimo, Aleut, or Native Hawaiian)
☐ Alaska Not Disadvantaged
☐ Large Business

▼ 3 **Supplier Code of Conduct** Less... −

It is a condition of business with Takeda that all suppliers should read, understand and acknowledge our Supplier Code of Conduct. Please complete this section to demonstrate that you have done so.

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3.5 Does this authorized individual attest to the acknowledgement of Takeda's Supplier Code of Conduct?	* No
3.6 Position within the organization of the individual acknowledging the Takeda Supplier code of behalf of the organization	* Employee

(*) indicates a required field

Click on save and complete later

venkata prathi (vptestsupplier885996@test.com) last visited 19 Mar 2018

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enkata prathi (1521497978151_aribaslp@gmail.com) last visit 3/19/2018 5:32 PM | Takeda - TEST | C125_UI4

eed Help? In the U.S. and Canada (toll-free) call 1 (866) 218-2155. For international help numbers click here

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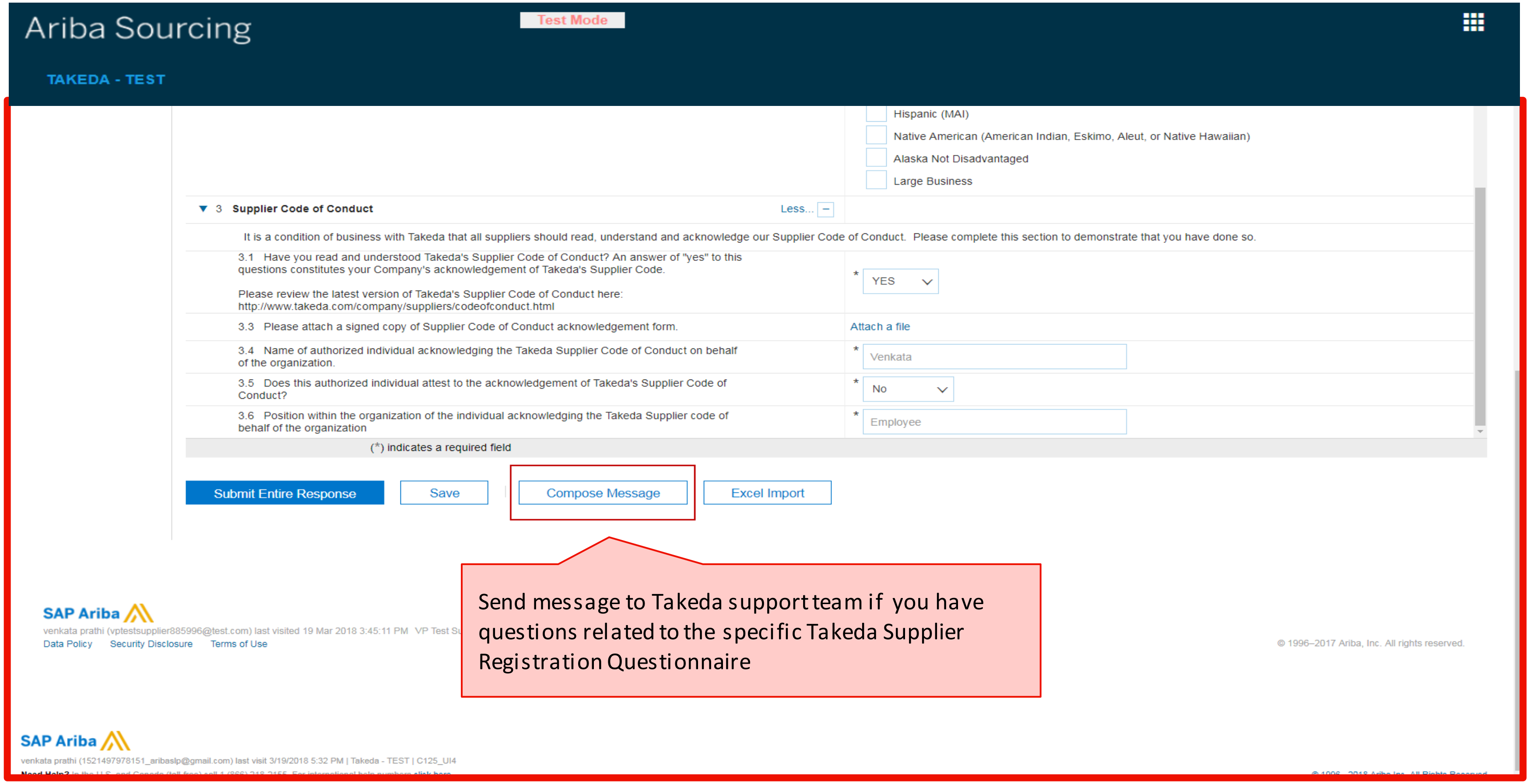
Supplier Registration

Compose Message



☐ Hispanic (MAI)
☐ Native American (American Indian, Eskimo, Aleut, or Native Hawaiian)
☐ Alaska Not Disadvantaged
☐ Large Business

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(*) indicates a required field

Send message to Takeda support team if you have questions related to the specific Takeda Supplier Registration Questionnaire

venkata prathi (vptestsupplier885996@test.com) last visited 19 Mar 2018 3:45:11 PM VP Test Su

Data Policy Security Disclosure Terms of Use

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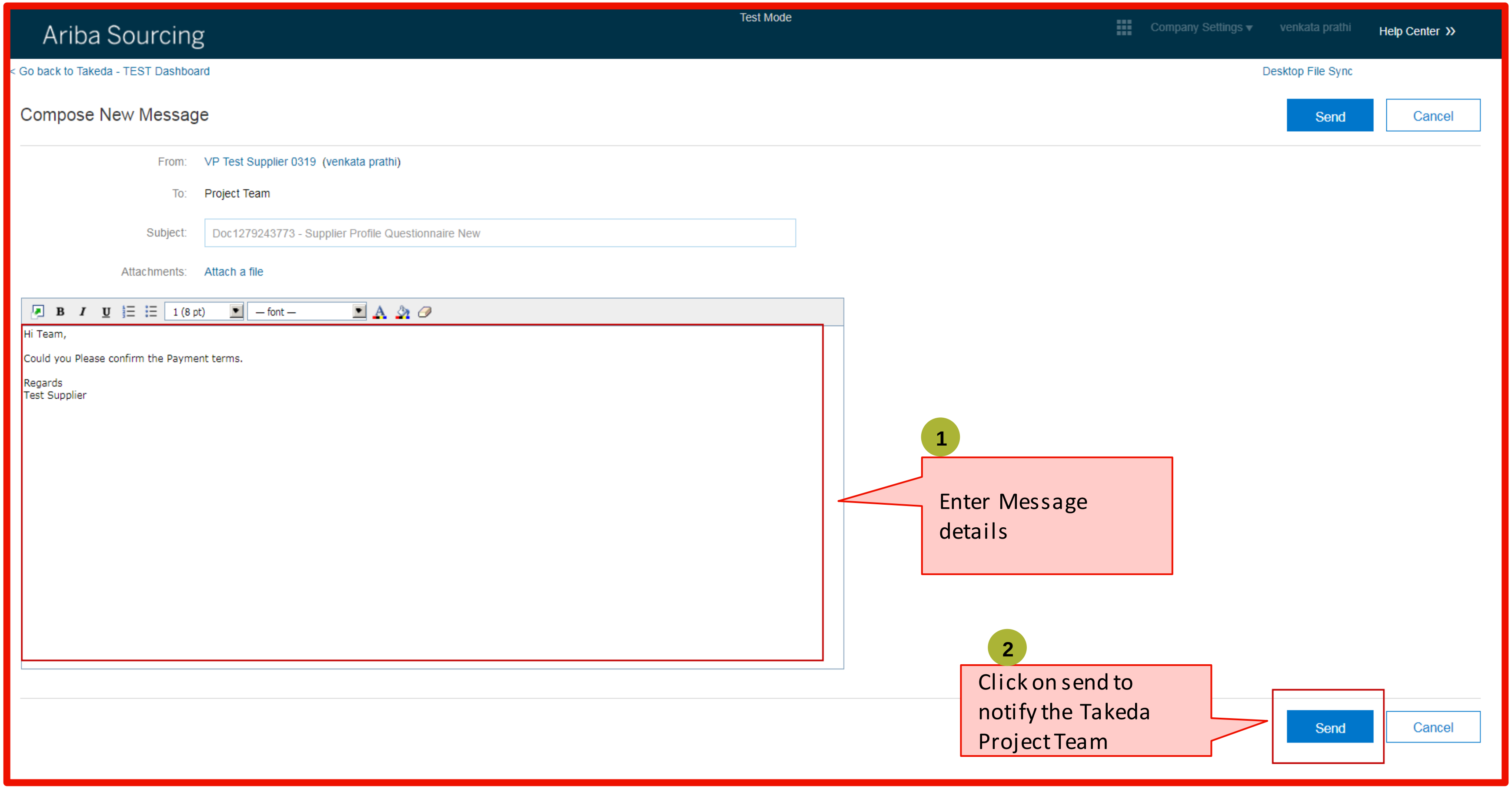
venkata prathi (1521497978151_aribaslp@gmail.com) last visit 3/19/2018 5:32 PM | Takeda - TEST | C125_UI4

Supplier Registration

Compose Message



Ariba Sourcing
Test Mode
Company Settings ▾
venkata prathi
Help Center »
< Go back to Takeda - TEST Dashboard
Desktop File Sync
Send
Cancel
Attach a file
1 (8 pt)
— font —

Compose New Message

From: VP Test Supplier 0319 (venkata prathi)

To: Project Team

Subject: Doc1279243773 - Supplier Profile Questionnaire New

Attachments: Attach a file

Hi Team,

Could you Please confirm the Payment terms.

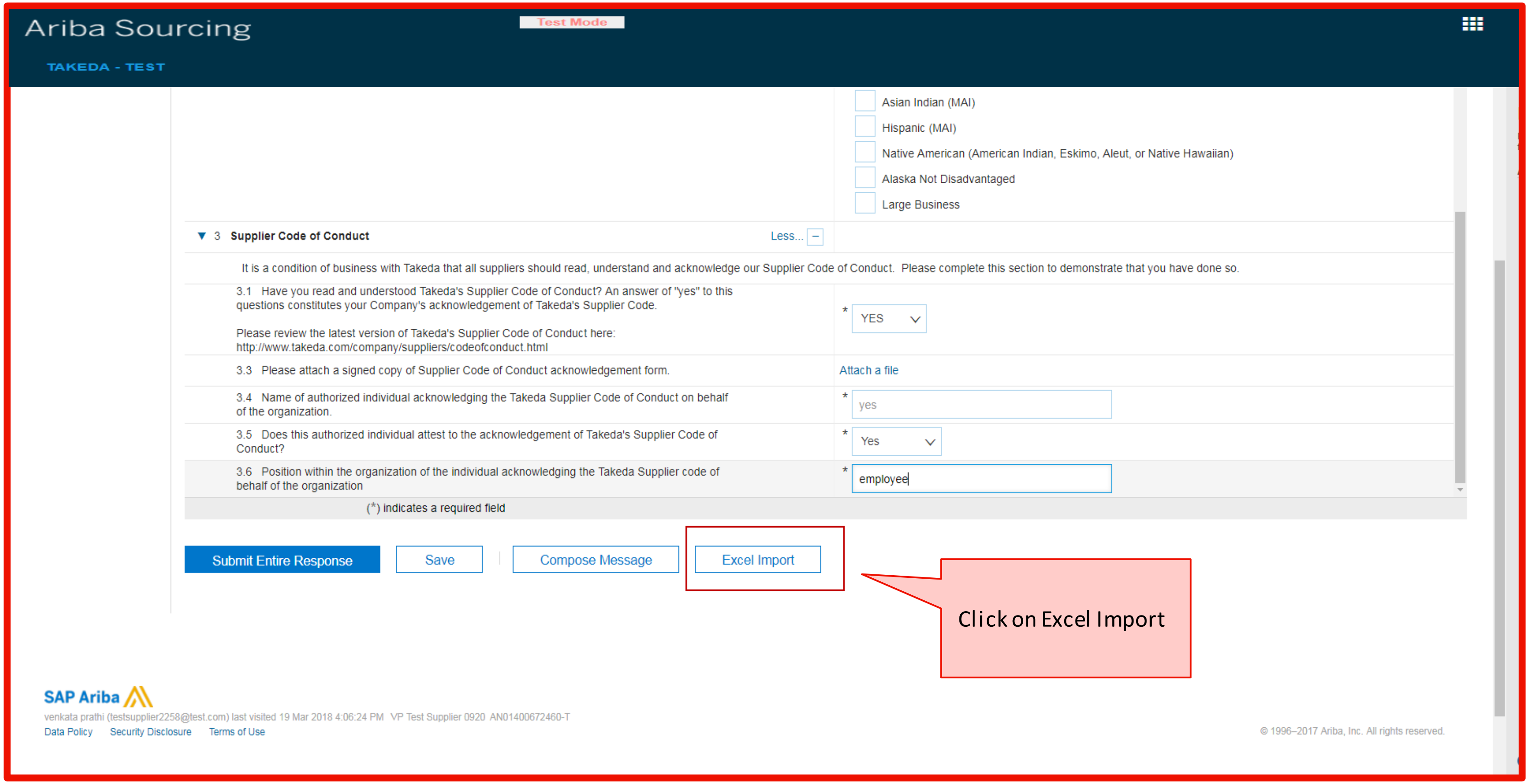
Regards
Test Supplier

1. Enter Message details

2. Click on send to notify the Takeda Project Team

Supplier Registration

Excel Import



☐ Asian Indian (MAI)
☐ Hispanic (MAI)
☐ Native American (American Indian, Eskimo, Aleut, or Native Hawaiian)
☐ Alaska Not Disadvantaged
☐ Large Business

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3.3 Please attach a signed copy of Supplier Code of Conduct acknowledgement form.	Attach a file
3.4 Name of authorized individual acknowledging the Takeda Supplier Code of Conduct on behalf of the organization.	* yes
3.5 Does this authorized individual attest to the acknowledgement of Takeda's Supplier Code of Conduct?	* Yes
3.6 Position within the organization of the individual acknowledging the Takeda Supplier code of behalf of the organization	* employee

(*) indicates a required field

Click on Excel Import

venkata prathi (testsupplier2258@test.com) last visited 19 Mar 2018 4:06:24 PM VP Test Supplier 0920 AN01400672460-T

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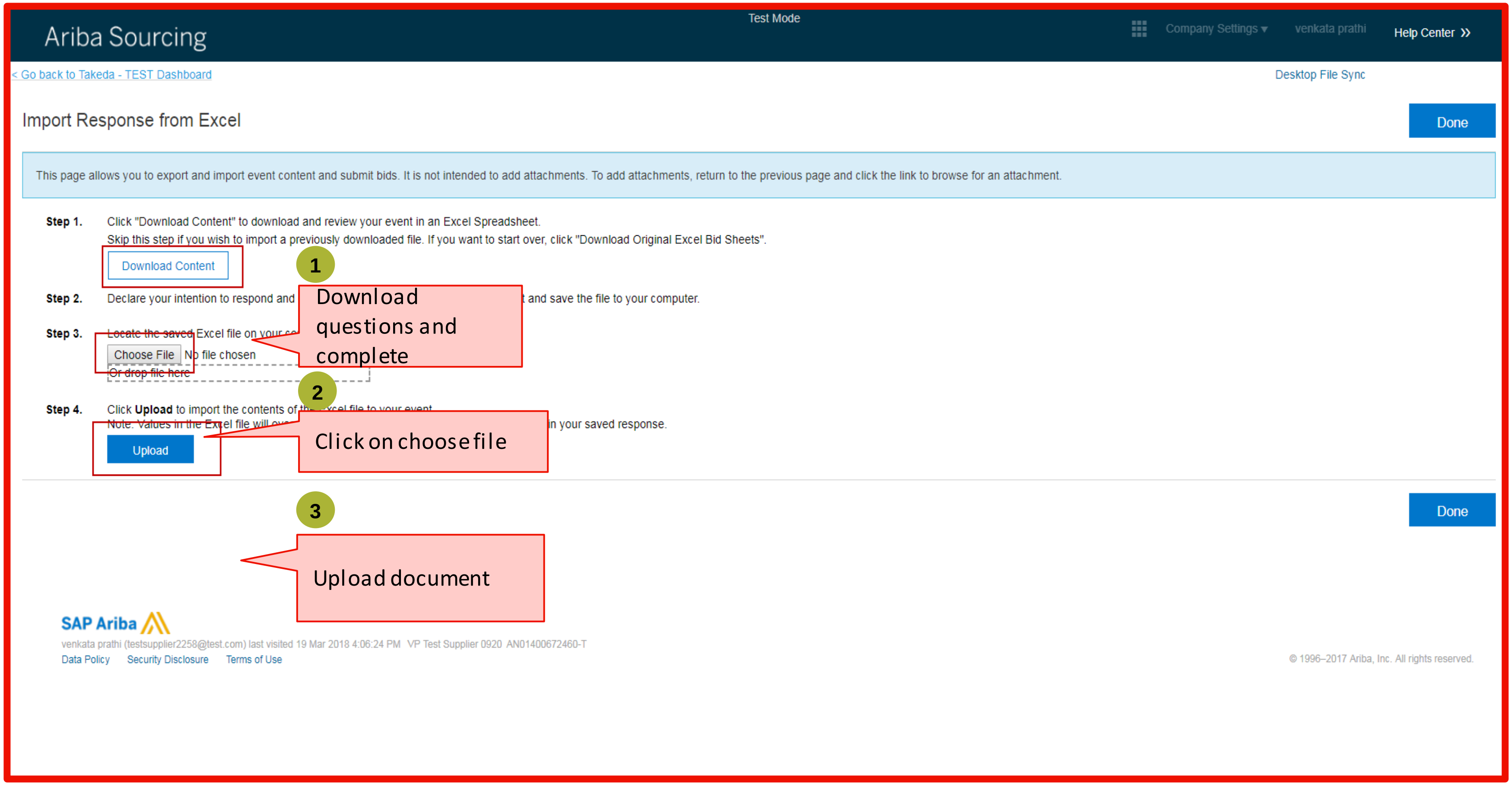
Supplier Registration

Excel Import



Ariba Sourcing
Test Mode
Company Settings ▾
venkata prathi
Help Center »
< Go back to Takeda - TEST Dashboard
Desktop File Sync
Done
Download Content
Choose File
Upload
Done
SAP Ariba
Data Policy
Security Disclosure
Terms of Use

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Step 2. Declare your intention to respond and … t and save the file to your computer.

Step 3. Locate the saved Excel file on your co…
No file chosen
Or drop file here

Step 4. Click **Upload** to import the contents of th… xcel file to your event.
Note: Values in the Excel file will ove… in your saved response.

1 Download questions and complete

2 Click on choose file

3 Upload document

venkata prathi (testsupplier2258@test.com) last visited 19 Mar 2018 4:06:24 PM VP Test Supplier 0920 AN01400672460-T

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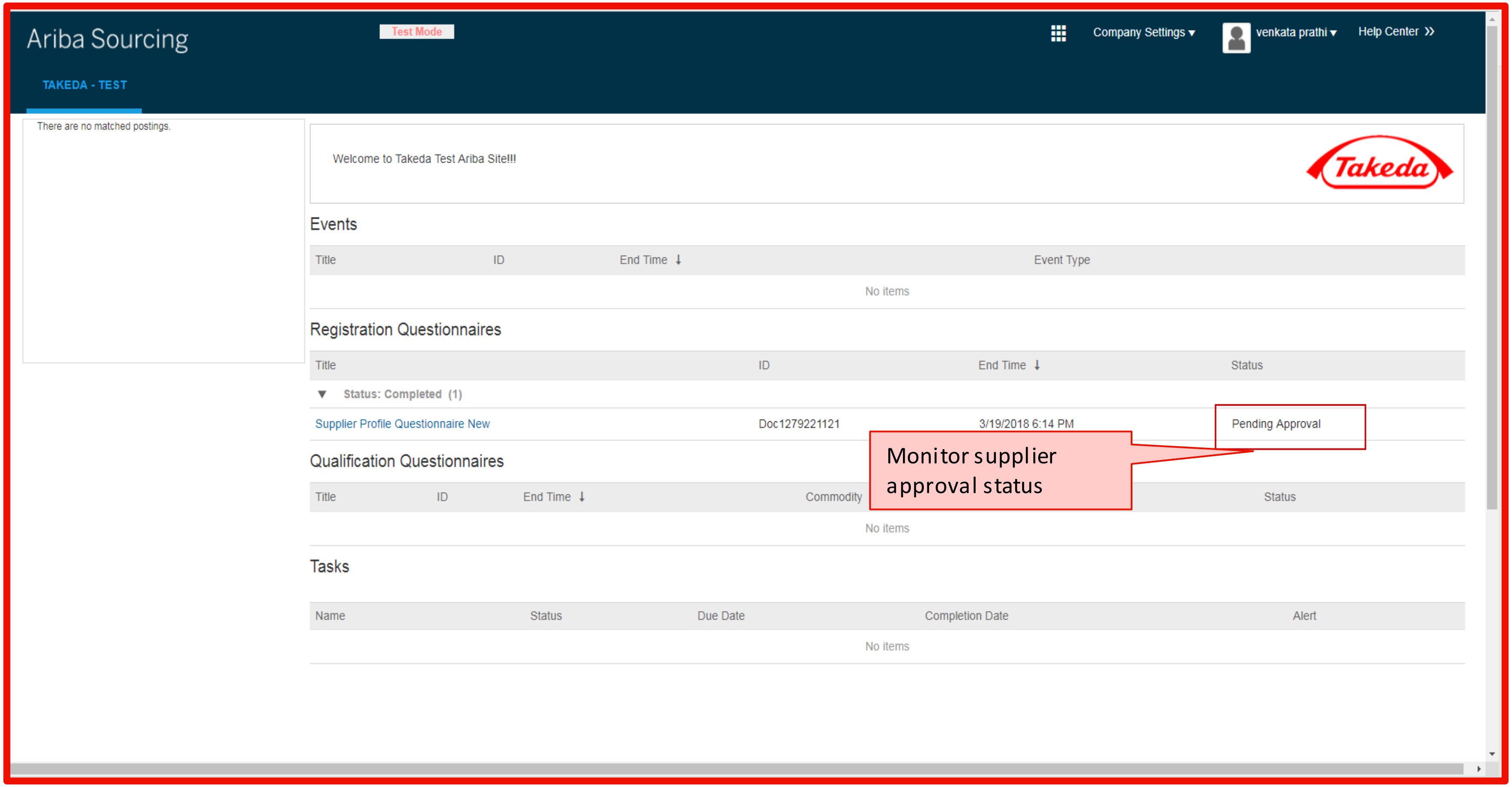
Supplier Registration

Monitor Status


Ariba Sourcing
Test Mode
Company Settings ▾
venkata prathi ▾
Help Center »
TAKEDA - TEST
Takeda

There are no matched postings.

Welcome to Takeda Test Ariba Site!!!

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Profile Questionnaire New	Doc1279221121	3/19/2018 6:14 PM	Pending Approval

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Status
No items				

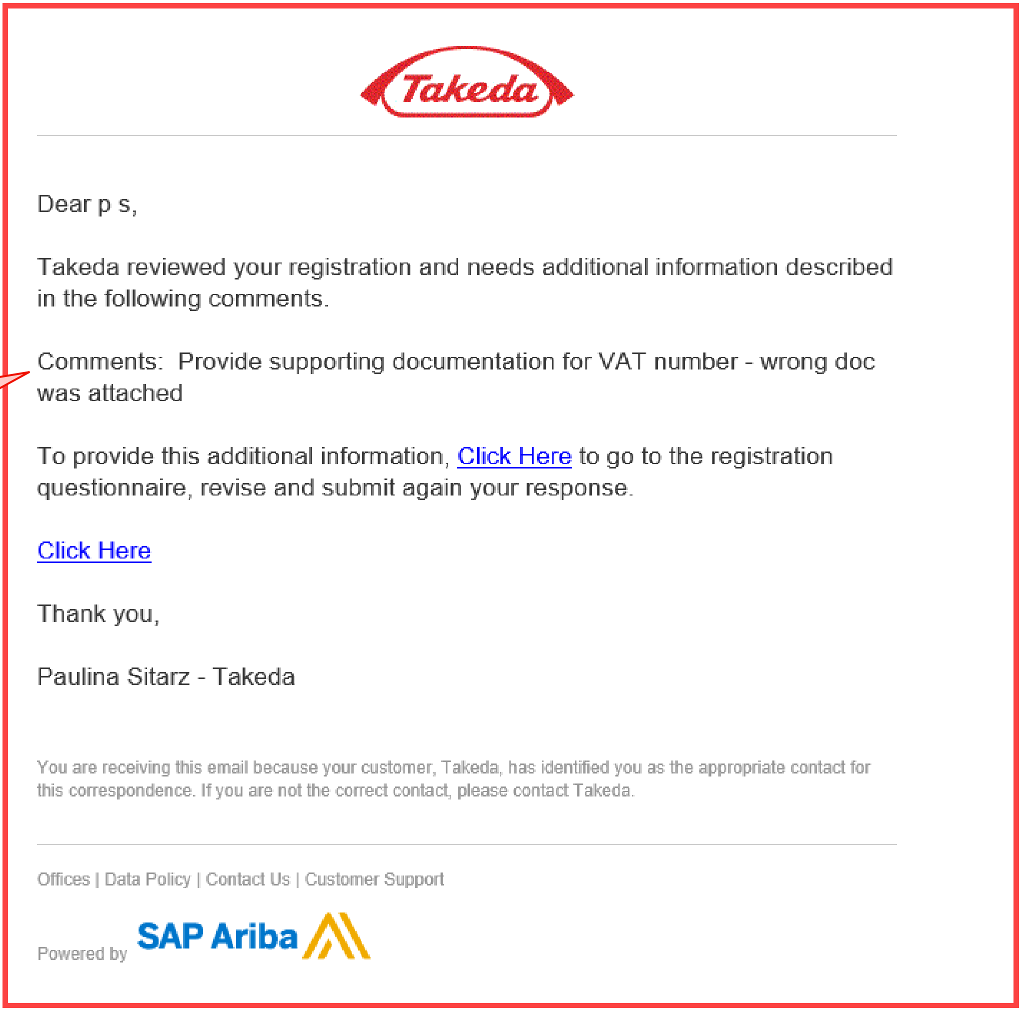
Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Monitor supplier approval status

Supplier Registration

How to Respond Request for More Info



Dear p s,

Takeda reviewed your registration and needs additional information described in the following comments.

Comments: Provide supporting documentation for VAT number - wrong doc was attached

To provide this additional information, Click Here to go to the registration questionnaire, revise and submit again your response.

Click Here

Thank you,

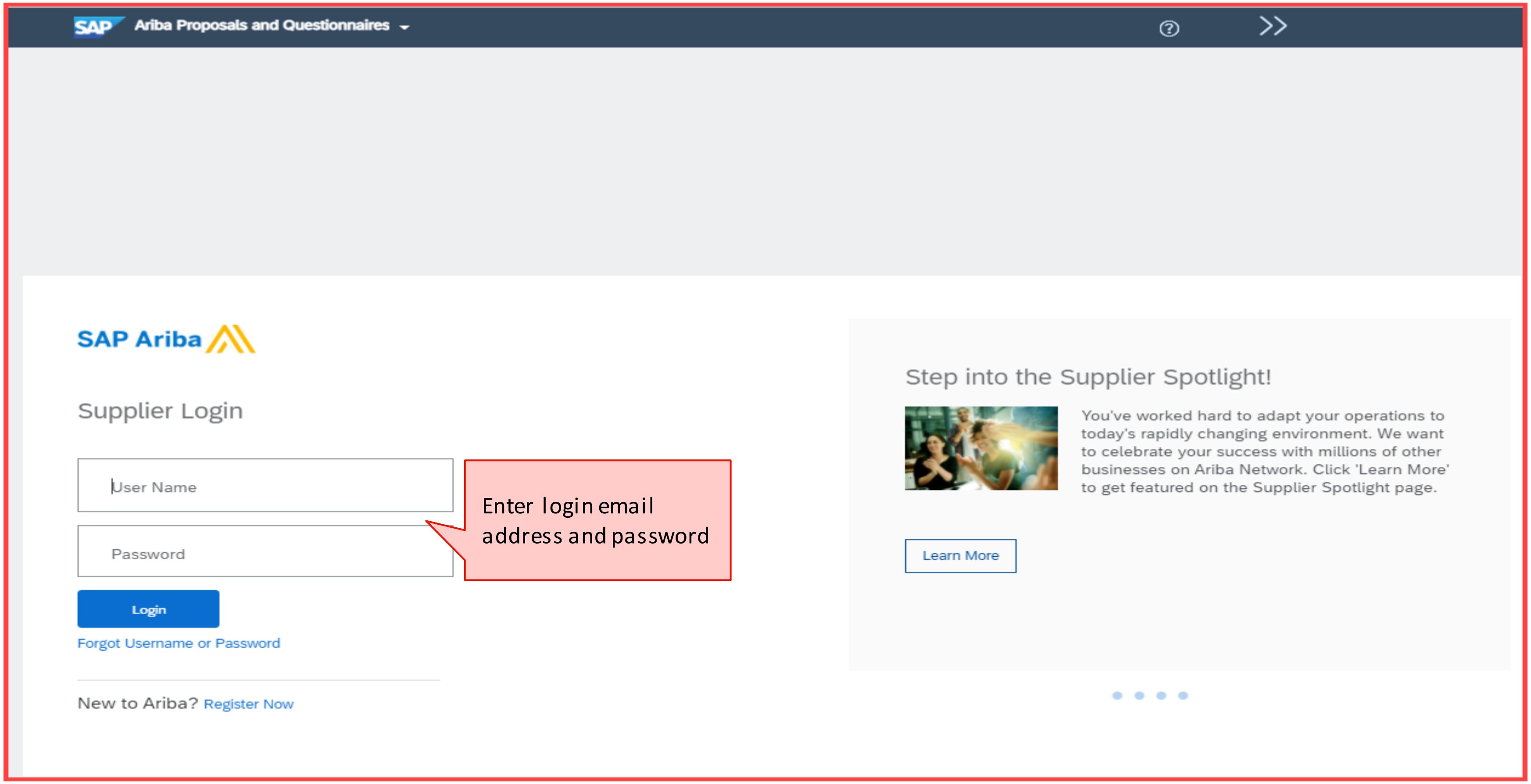
Paulina Sitarz - Takeda

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

Receive Email from Takeda Team to submit additional information with details

Supplier Registration

How to Respond Request for More Info

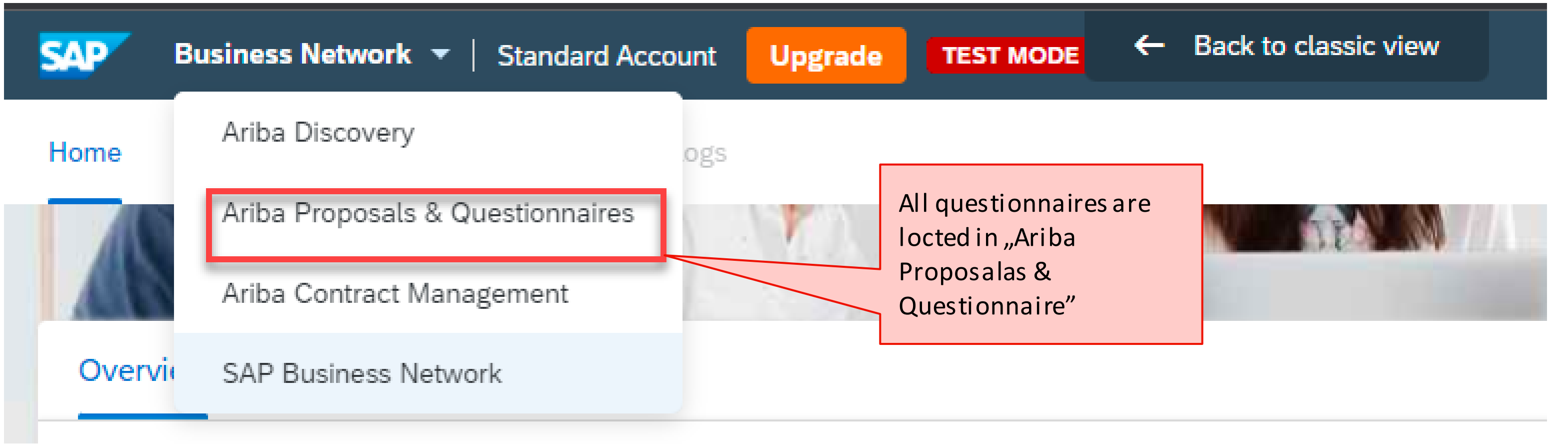

SAP Ariba Proposals and Questionnaires
SAP Ariba
Supplier Login
User Name
Password
Login
Forgot Username or Password
New to Ariba? Register Now
Step into the Supplier Spotlight!
Learn More

You've worked hard to adapt your operations to today's rapidly changing environment. We want to celebrate your success with millions of other businesses on Ariba Network. Click 'Learn More' to get featured on the Supplier Spotlight page.

Enter login email address and password

Supplier Registration

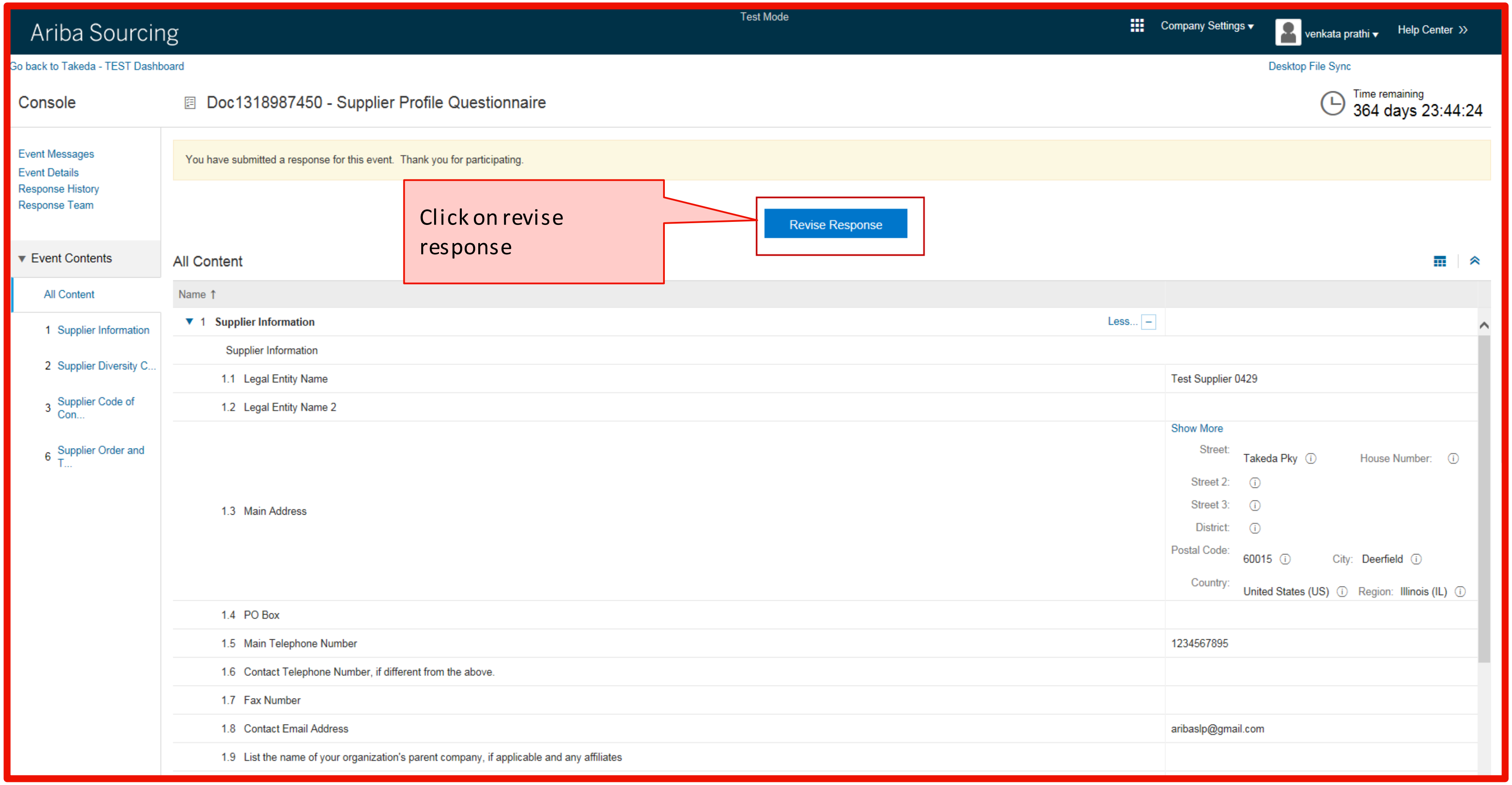
How to Respond Request for More Info


SAP
Business Network
Standard Account
Upgrade
TEST MODE
Back to classic view
Home
Ariba Discovery
Ariba Proposals & Questionnaires
Ariba Contract Management
SAP Business Network
Overvi
ogs

All questionnaires are locted in „Ariba Proposalas & Questionnaire”

Supplier Registration

How to Respond Request for More Info



Ariba Sourcing

Test Mode

Company Settings ▾ venkata prathi ▾ Help Center »

Go back to Takeda - TEST Dashboard

Desktop File Sync

Console

Doc1318987450 - Supplier Profile Questionnaire

Time remaining
364 days 23:44:24

- Event Messages
- Event Details
- Response History
- Response Team

▼ Event Contents

- All Content
- 1 Supplier Information
- 2 Supplier Diversity C...
- 3 Supplier Code of Con...
- 6 Supplier Order and T...

You have submitted a response for this event. Thank you for participating.

Click on revise response

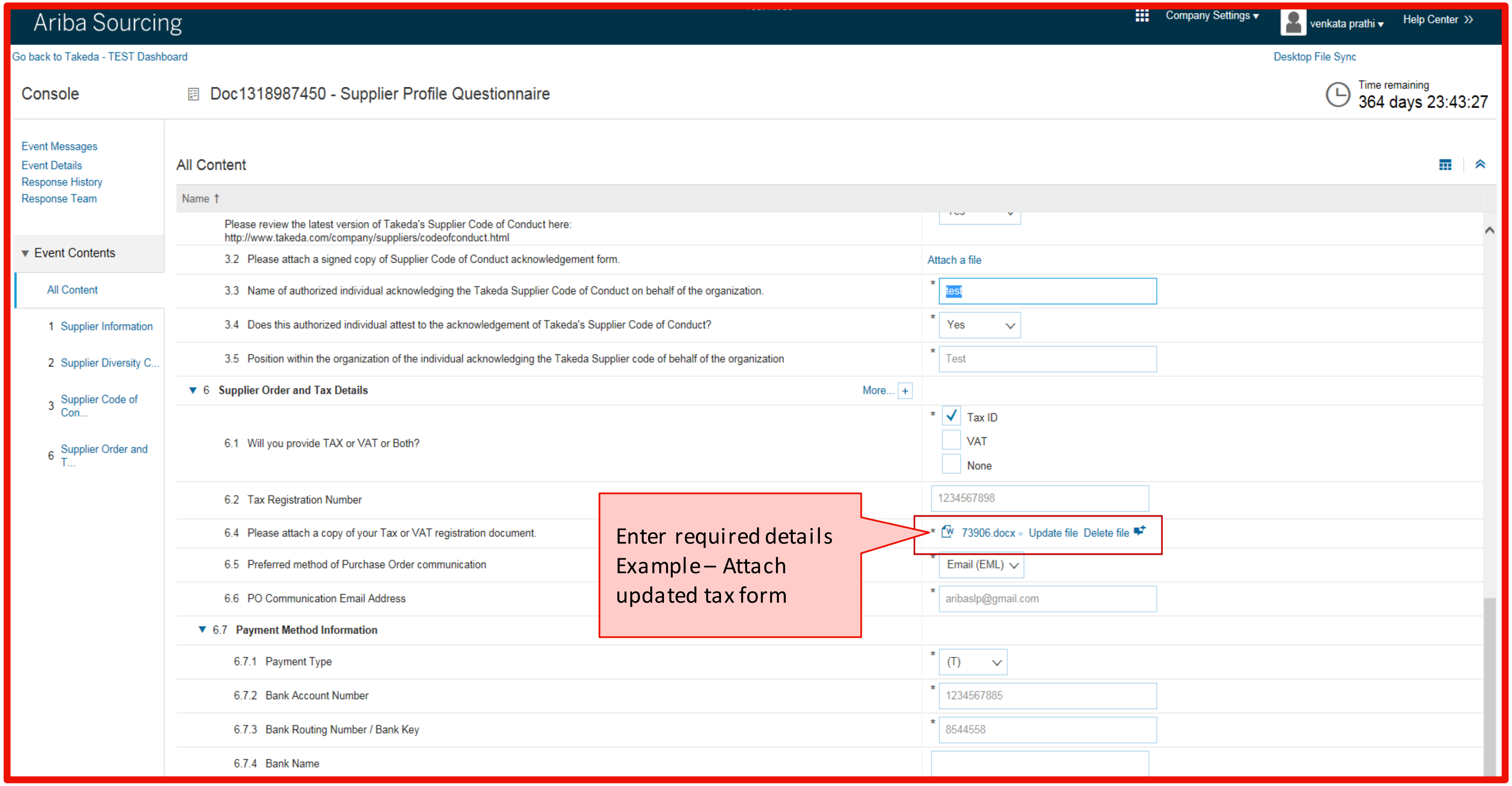
Revise Response

All Content

Name ↑	
▼ 1 **Supplier Information** Less... −	
Supplier Information	
1.1 Legal Entity Name	Test Supplier 0429
1.2 Legal Entity Name 2	
1.3 Main Address	Show More Street: Takeda Pky House Number: Street 2: Street 3: District: Postal Code: 60015 City: Deerfield Country: United States (US) Region: Illinois (IL)
1.4 PO Box	
1.5 Main Telephone Number	1234567895
1.6 Contact Telephone Number, if different from the above.	
1.7 Fax Number	
1.8 Contact Email Address	aribaslp@gmail.com
1.9 List the name of your organization's parent company, if applicable and any affiliates	

Supplier Registration

How to Respond Request for More Info



Ariba Sourcing

Company Settings ▾ venkata prathi ▾ Help Center »

Go back to Takeda - TEST Dashboard

Desktop File Sync

Console

Doc1318987450 - Supplier Profile Questionnaire

Time remaining
364 days 23:43:27

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Supplier Information

2 Supplier Diversity C...

3 Supplier Code of Con...

6 Supplier Order and T...

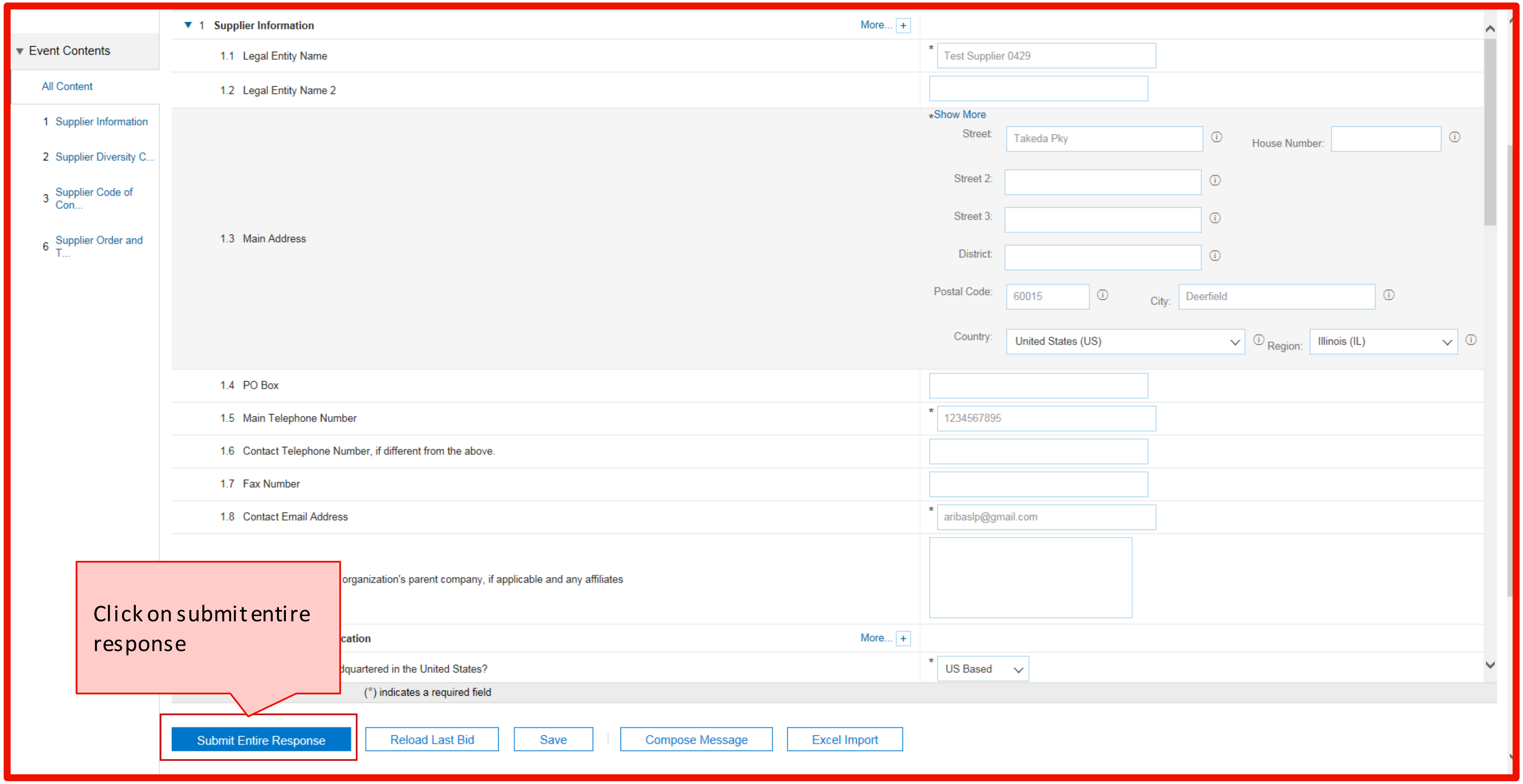
All Content

Name ↑	
Please review the latest version of Takeda's Supplier Code of Conduct here: http://www.takeda.com/company/suppliers/codeofconduct.html	
3.2 Please attach a signed copy of Supplier Code of Conduct acknowledgement form.	Attach a file
3.3 Name of authorized individual acknowledging the Takeda Supplier Code of Conduct on behalf of the organization.	* test
3.4 Does this authorized individual attest to the acknowledgement of Takeda's Supplier Code of Conduct?	* Yes
3.5 Position within the organization of the individual acknowledging the Takeda Supplier code of behalf of the organization	* Test
▼ 6 **Supplier Order and Tax Details** More... +	
6.1 Will you provide TAX or VAT or Both?	* ☑ Tax ID ☐ VAT ☐ None
6.2 Tax Registration Number	1234567898
6.4 Please attach a copy of your Tax or VAT registration document.	* 73906.docx Update file Delete file
6.5 Preferred method of Purchase Order communication	* Email (EML)
6.6 PO Communication Email Address	* aribaslp@gmail.com
▼ 6.7 **Payment Method Information**	
6.7.1 Payment Type	* (T)
6.7.2 Bank Account Number	* 1234567885
6.7.3 Bank Routing Number / Bank Key	* 8544558
6.7.4 Bank Name	

Enter required details
Example – Attach updated tax form

Supplier Registration

How to Respond Request for More Info


Event Contents
All Content
1 Supplier Information
2 Supplier Diversity C...
3 Supplier Code of Con...
6 Supplier Order and T...
More... +
Show More
Submit Entire Response
Reload Last Bid
Save
Compose Message
Excel Import

▼ 1 Supplier Information

1.1 Legal Entity Name * Test Supplier 0429

1.2 Legal Entity Name 2

1.3 Main Address
Street: Takeda Pky
House Number:
Street 2:
Street 3:
District:
Postal Code: 60015
City: Deerfield
Country: United States (US)
Region: Illinois (IL)

1.4 PO Box

1.5 Main Telephone Number * 1234567895

1.6 Contact Telephone Number, if different from the above.

1.7 Fax Number

1.8 Contact Email Address * aribaslp@gmail.com

organization's parent company, if applicable and any affiliates

cation

dquartered in the United States? * US Based

(*) indicates a required field

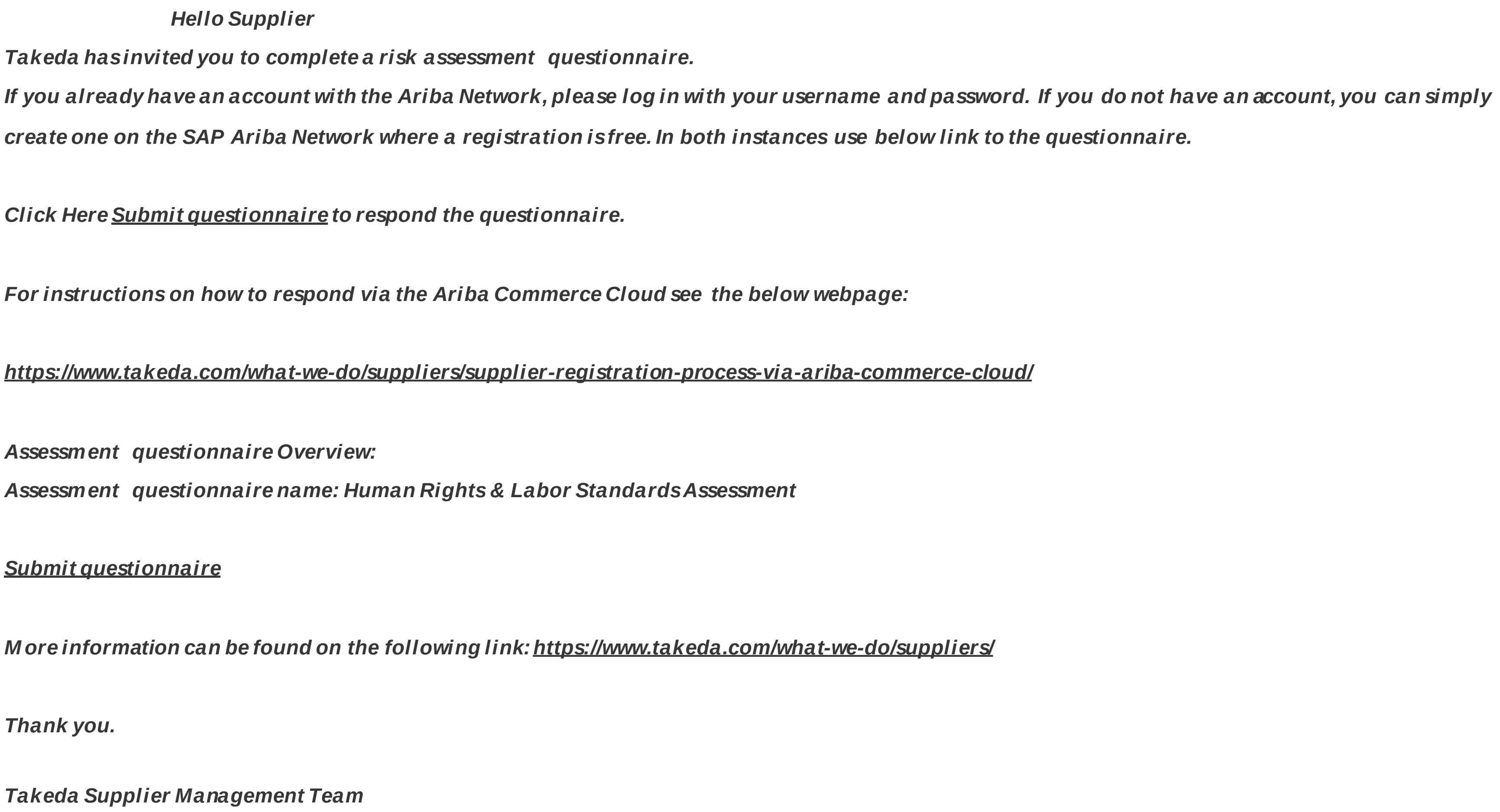
Click on submit entire response

Better Health, Brighter Future

Risk assessments – Due Diligence proces questionnaire

Supplier Risk Assessment Communication

Whether you are a current supplier or a potential one, thank you for completing the assessment for Takeda



Hello Supplier

Takeda has invited you to complete a risk assessment questionnaire.

If you already have an account with the Ariba Network, please log in with your username and password. If you do not have an account, you can simply create one on the SAP Ariba Network where a registration is free. In both instances use below link to the questionnaire.

Click Here Submit questionnaire to respond the questionnaire.

For instructions on how to respond via the Ariba Commerce Cloud see the below webpage:

https://www.takeda.com/what-we-do/suppliers/supplier-registration-process-via-ariba-commerce-cloud/

Assessment questionnaire Overview:

Assessment questionnaire name: Human Rights & Labor Standards Assessment

Submit questionnaire

More information can be found on the following link: https://www.takeda.com/what-we-do/suppliers/

Thank you.

Takeda Supplier Management Team

Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment process

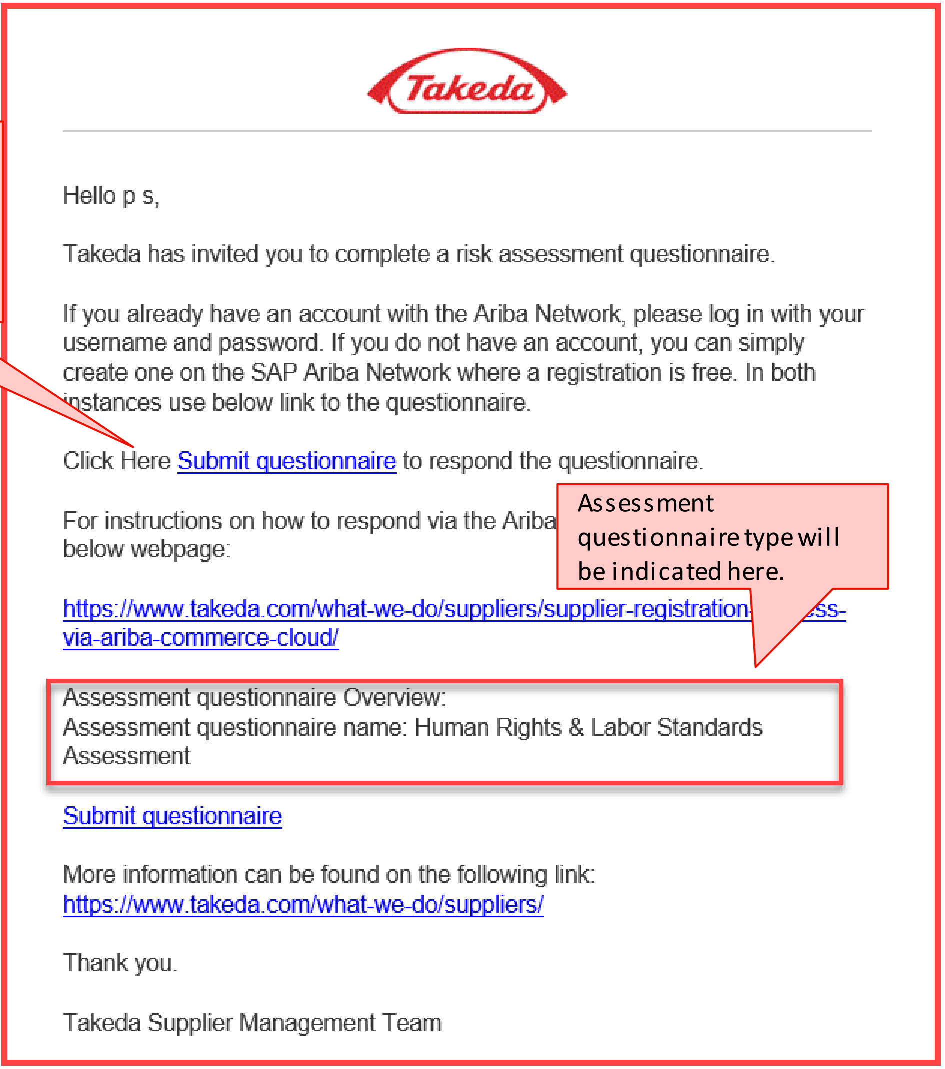
Hyper link to Sign in or Login Ariba Commerce cloud.
That link is valid for your first log in.

Please note: if more than assessment is required to be completed, you will get more than one email notification

Assessment questionnaire Overview:
Assessment questionnaire name: Scope 3 Assessment

Assessment questionnaire Overview:
Assessment questionnaire name: Sustainability Assessment

Assessment questionnaire Overview:
Assessment questionnaire name: Environment Assessment



Hello p s,

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Click Here Submit questionnaire to respond the questionnaire.

For instructions on how to respond via the Ariba
below webpage:

https://www.takeda.com/what-we-do/suppliers/supplier-registration-
ss-via-ariba-commerce-cloud/

Assessment questionnaire Overview:
Assessment questionnaire name: Human Rights & Labor Standards Assessment

Submit questionnaire

More information can be found on the following link:
https://www.takeda.com/what-we-do/suppliers/

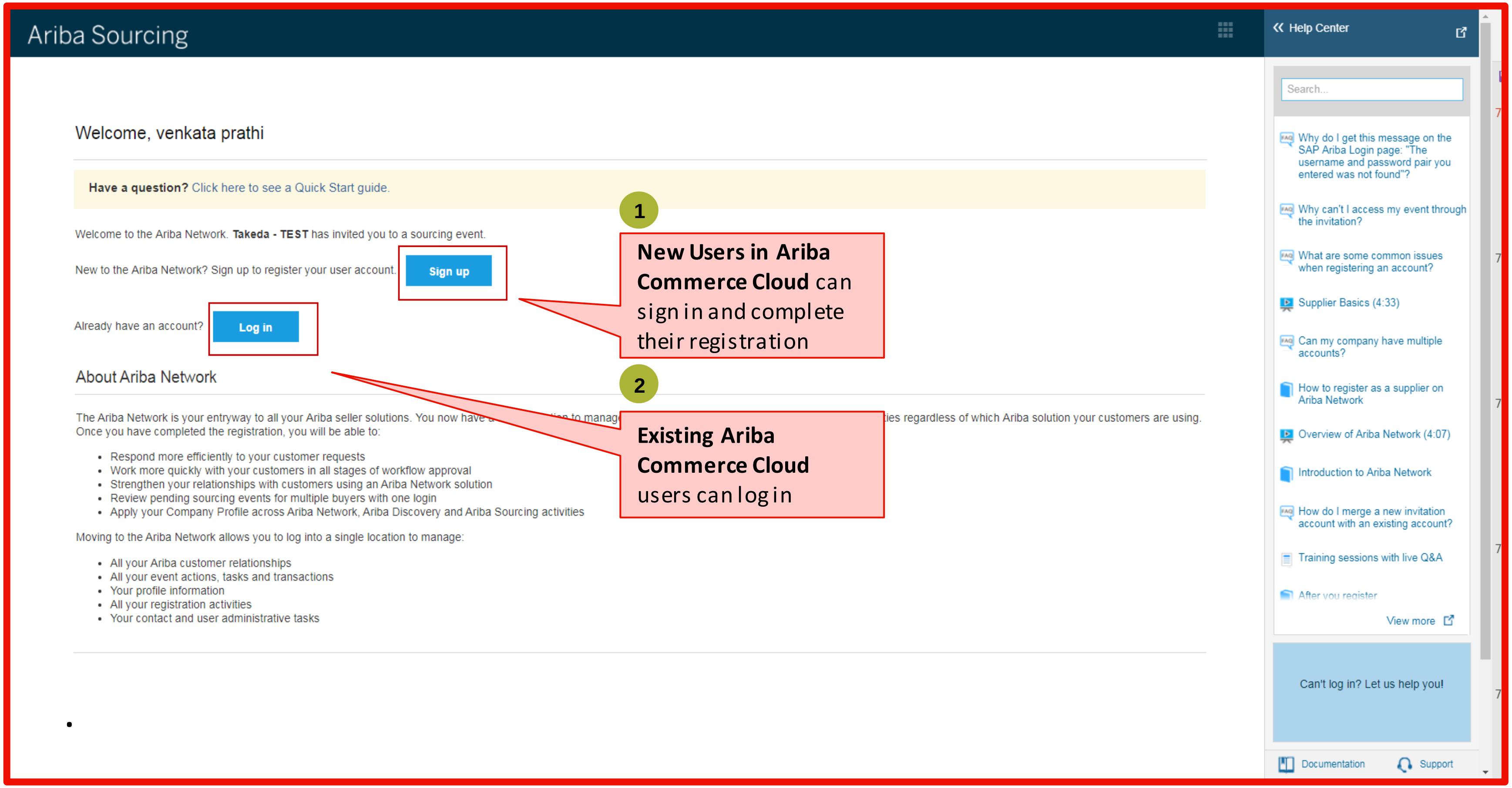
Thank you.

Takeda Supplier Management Team

Assessment questionnaire type will be indicated here.

Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment proces – if Ariba Network account does not exist



Welcome, venkata prathi

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

Welcome to the Ariba Network. **Takeda - TEST** has invited you to a sourcing event.

New to the Ariba Network? Sign up to register your user account.

Already have an account?

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a to manag ies 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

- Why do I get this message on the SAP Ariba Login page: "The username and password pair you entered was not found"?
- Why can't I access my event through the invitation?
- What are some common issues when registering an account?
- Supplier Basics (4:33)
- Can my company have multiple accounts?
- How to register as a supplier on Ariba Network
- Overview of Ariba Network (4:07)
- Introduction to Ariba Network
- How do I merge a new invitation account with an existing account?
- Training sessions with live Q&A
- After you register

1

New Users in Ariba Commerce Cloud can sign in and complete their registration

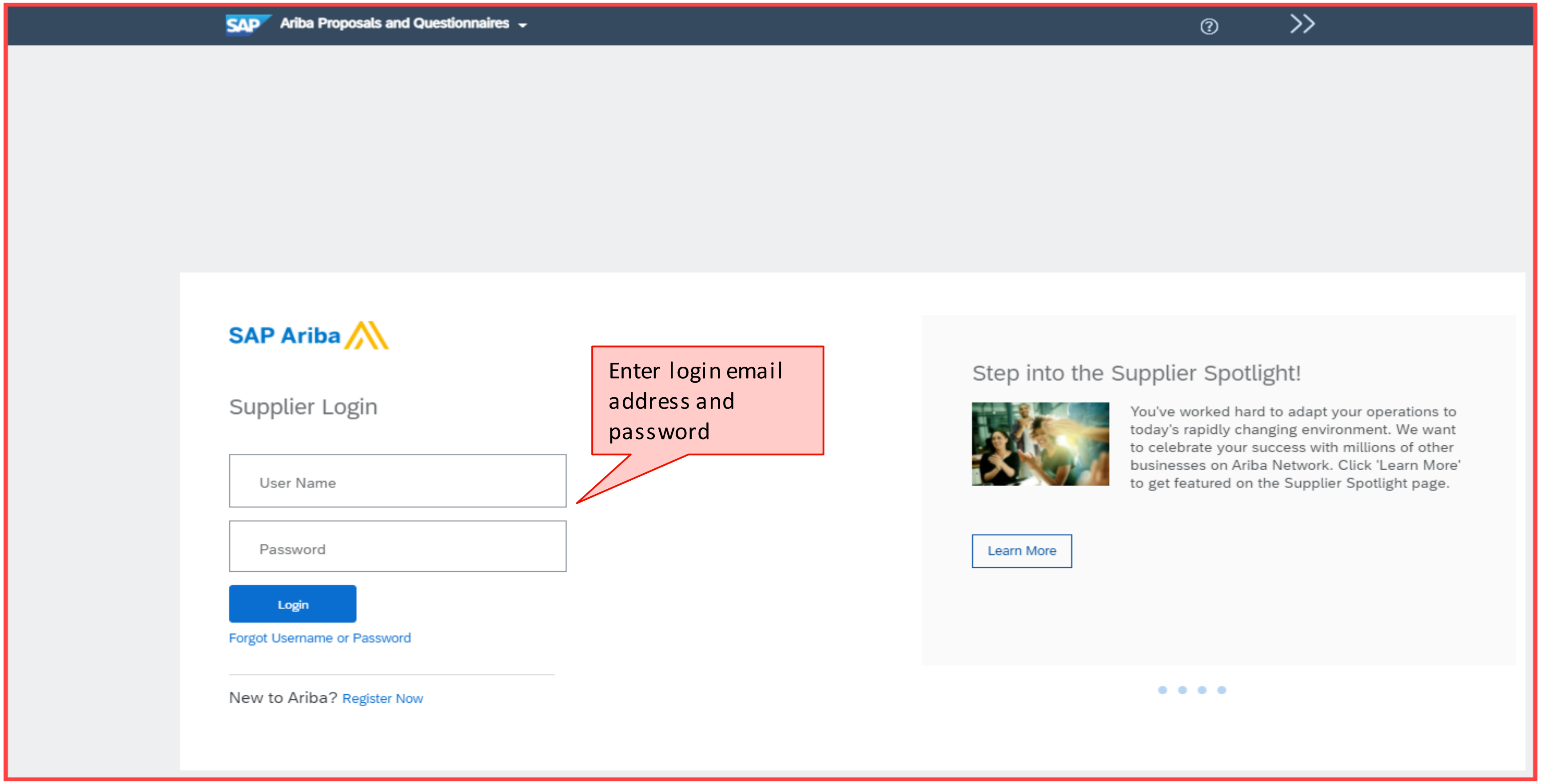
2

Existing Ariba Commerce Cloud users can log in

REMINDER! **Do not create new account if your company is already transacting on the Ariba Network**

Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment proces – if Ariba Network account already exists



SAP Ariba Proposals and Questionnaires
SAP Ariba
Supplier Login
User Name
Password
Login
Forgot Username or Password
New to Ariba? Register Now
Learn More

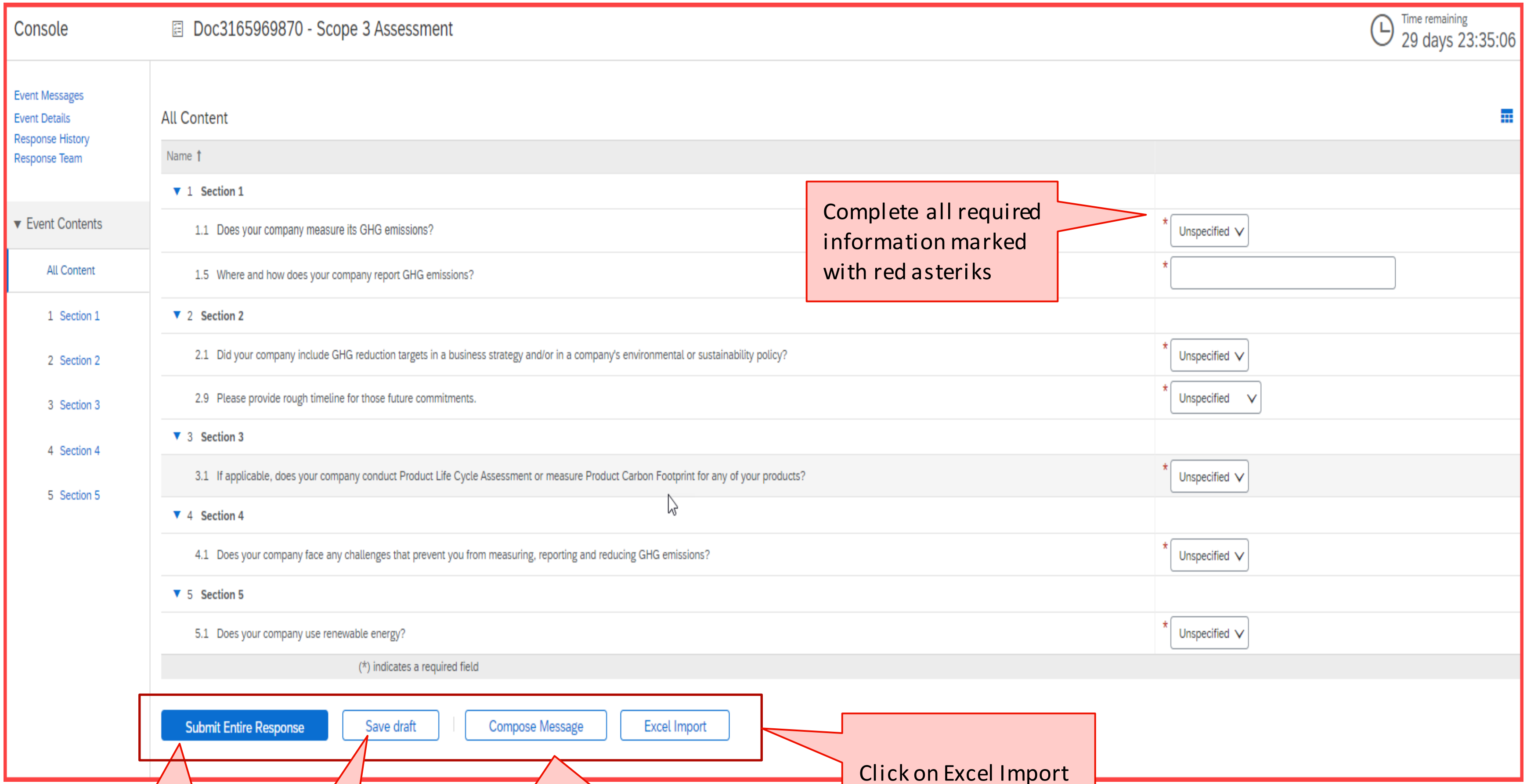
Enter login email address and password

Step into the Supplier Spotlight!

You've worked hard to adapt your operations to today's rapidly changing environment. We want to celebrate your success with millions of other businesses on Ariba Network. Click 'Learn More' to get featured on the Supplier Spotlight page.

Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment process



Console

Doc3165969870 - Scope 3 Assessment

Time remaining 29 days 23:35:06

Event Messages
Event Details
Response History
Response Team
Event Contents
All Content
1 Section 1
2 Section 2
3 Section 3
4 Section 4
5 Section 5

All Content

Name ↑	
▼ 1 Section 1	
1.1 Does your company measure its GHG emissions?	* Unspecified ∨
1.5 Where and how does your company report GHG emissions?	*
▼ 2 Section 2	
2.1 Did your company include GHG reduction targets in a business strategy and/or in a company's environmental or sustainability policy?	* Unspecified ∨
2.9 Please provide rough timeline for those future commitments.	* Unspecified ∨
▼ 3 Section 3	
3.1 If applicable, does your company conduct Product Life Cycle Assessment or measure Product Carbon Footprint for any of your products?	* Unspecified ∨
▼ 4 Section 4	
4.1 Does your company face any challenges that prevent you from measuring, reporting and reducing GHG emissions?	* Unspecified ∨
▼ 5 Section 5	
5.1 Does your company use renewable energy?	* Unspecified ∨

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

Complete all required information marked with red asteriks

Click on Excel Import

Click submit to send completed questionnaire to Takeda team

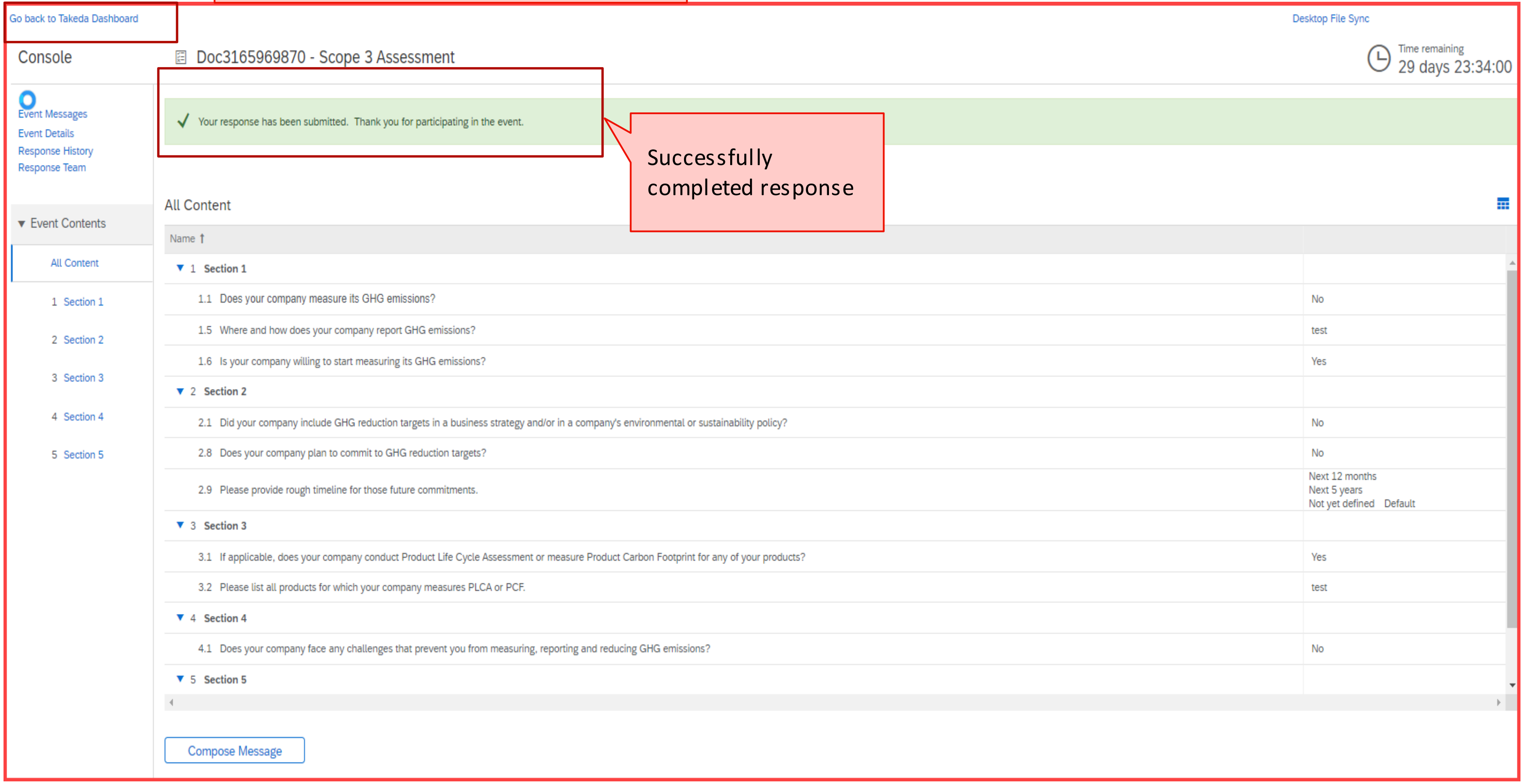
Click on save and complete later

Send message to Takeda support team if you have questions related to the specific Takeda Supplier Registration Questionnaire

Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment process

Go back to your Dashboard to fill in the rest of the questionnaires. Or use a link in notifictaion to open it directly



Successfully completed response

Go back to Takeda Dashboard

Desktop File Sync

Console

Doc3165969870 - Scope 3 Assessment

Time remaining
29 days 23:34:00

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

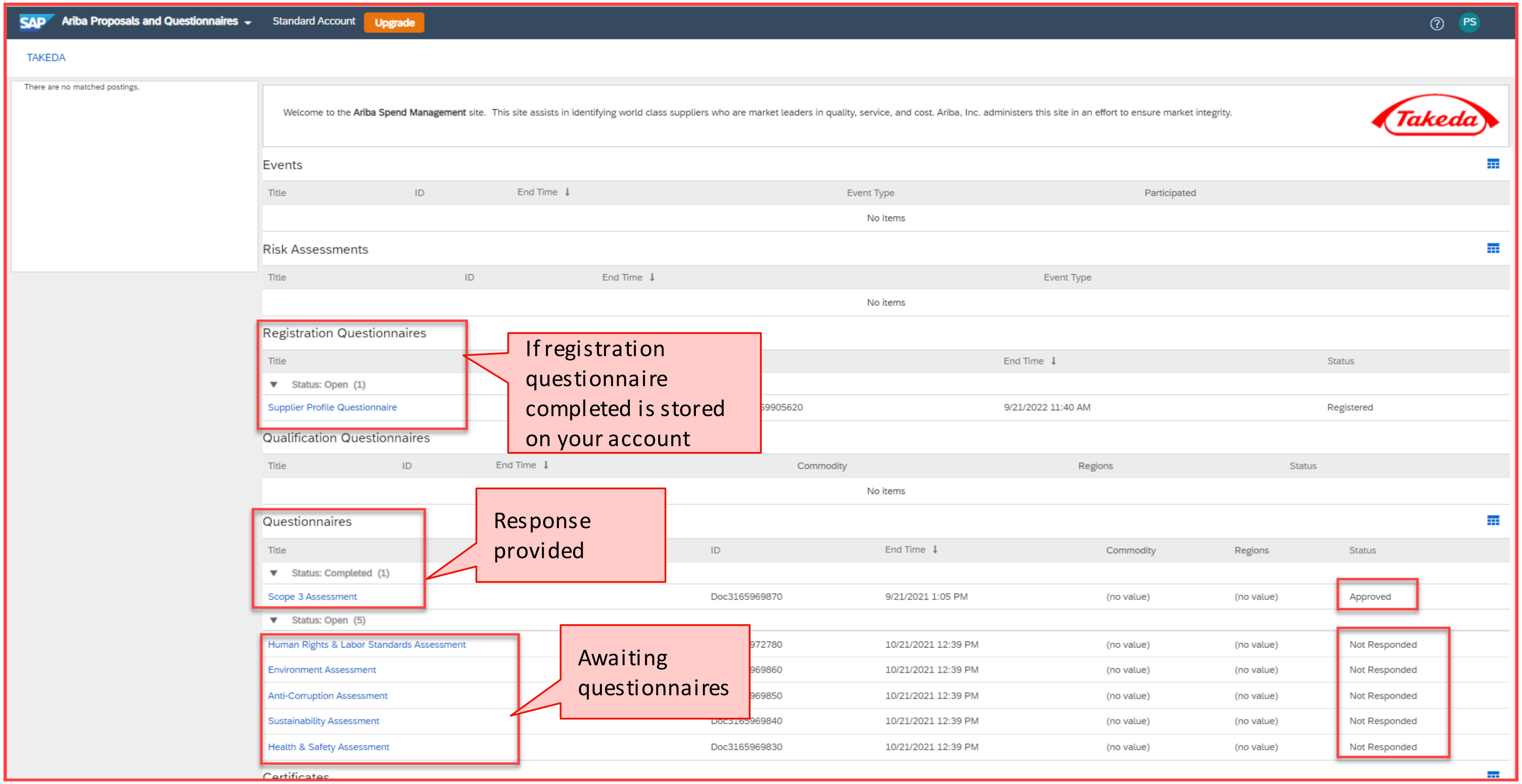
Event Messages
Event Details
Response History
Response Team
Event Contents
All Content
1 Section 1
2 Section 2
3 Section 3
4 Section 4
5 Section 5
Compose Message

All Content

Name ↑	
1 Section 1	
1.1 Does your company measure its GHG emissions?	No
1.5 Where and how does your company report GHG emissions?	test
1.6 Is your company willing to start measuring its GHG emissions?	Yes
2 Section 2	
2.1 Did your company include GHG reduction targets in a business strategy and/or in a company's environmental or sustainability policy?	No
2.8 Does your company plan to commit to GHG reduction targets?	No
2.9 Please provide rough timeline for those future commitments.	Next 12 months Next 5 years Not yet defined Default
3 Section 3	
3.1 If applicable, does your company conduct Product Life Cycle Assessment or measure Product Carbon Footprint for any of your products?	Yes
3.2 Please list all products for which your company measures PLCA or PCF.	test
4 Section 4	
4.1 Does your company face any challenges that prevent you from measuring, reporting and reducing GHG emissions?	No
5 Section 5	

Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment process



There are no matched postings.

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				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title		End Time ↓	Status
▼ Status: Open (1)			
Supplier Profile Questionnaire	59905620	9/21/2022 11:40 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Scope 3 Assessment	Doc3165969870	9/21/2021 1:05 PM	(no value)	(no value)	Approved
▼ Status: Open (5)					
Human Rights & Labor Standards Assessment	972780	10/21/2021 12:39 PM	(no value)	(no value)	Not Responded
Environment Assessment	969860	10/21/2021 12:39 PM	(no value)	(no value)	Not Responded
Anti-Corruption Assessment	969850	10/21/2021 12:39 PM	(no value)	(no value)	Not Responded
Sustainability Assessment	Doc3165969840	10/21/2021 12:39 PM	(no value)	(no value)	Not Responded
Health & Safety Assessment	Doc3165969830	10/21/2021 12:39 PM	(no value)	(no value)	Not Responded

Certificates

If registration questionnaire completed is stored on your account

Response provided

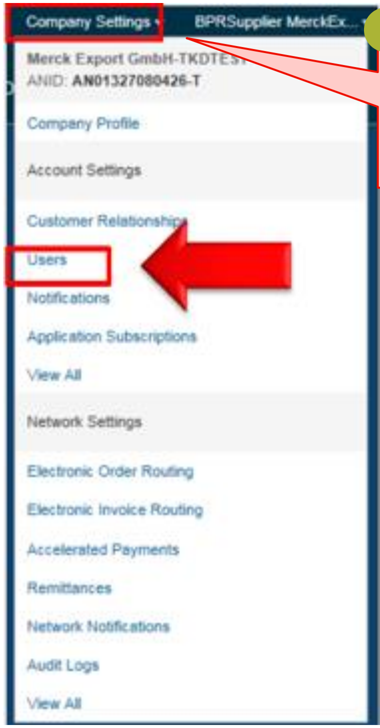
Awaiting questionnaires

Account Settings

(Optional – Post Registration)

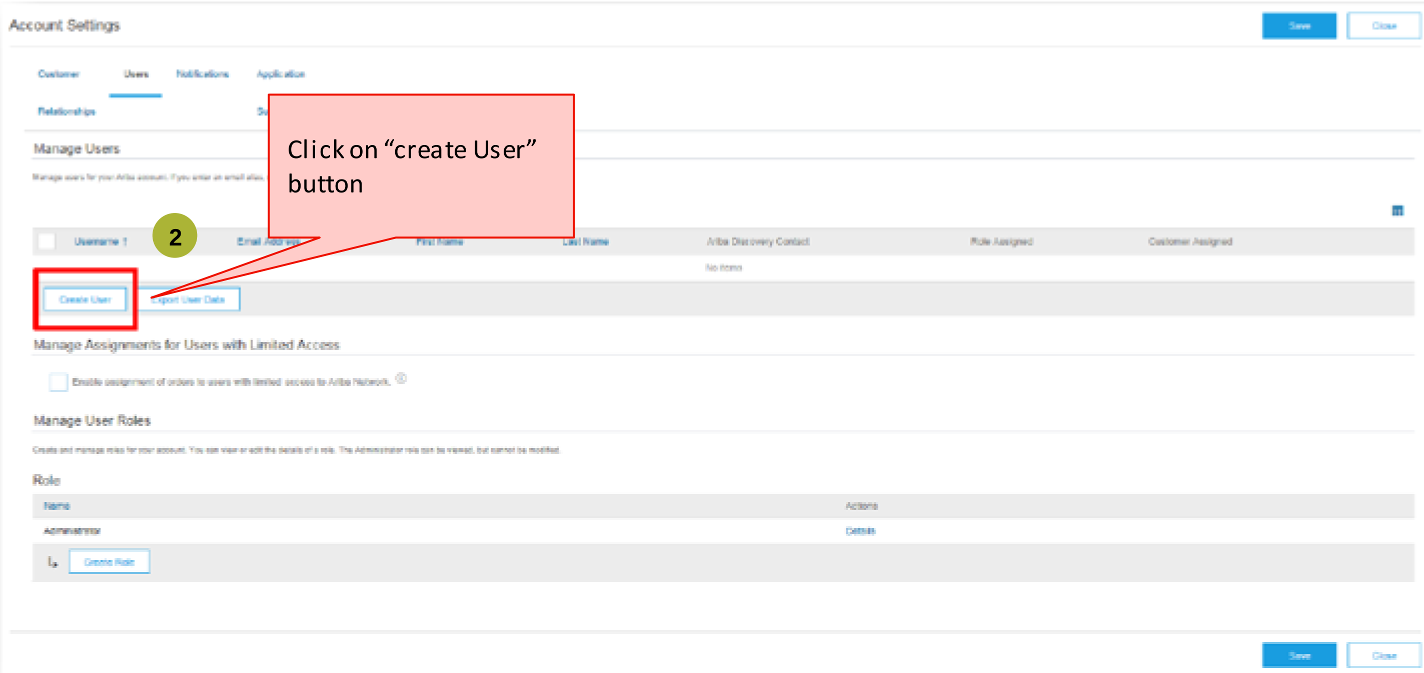
Adding new user

Account Settings


Company Settings
BPRSupplier MerckEx...
Merck Export GmbH-TKDTEST
ANID: AN01327080426-T
Company Profile
Account Settings
Customer Relationships
Users
Notifications
Application Subscriptions
View All
Network Settings
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments
Remittances
Network Notifications
Audit Logs
View All

1

Click on "users" under "company settings"

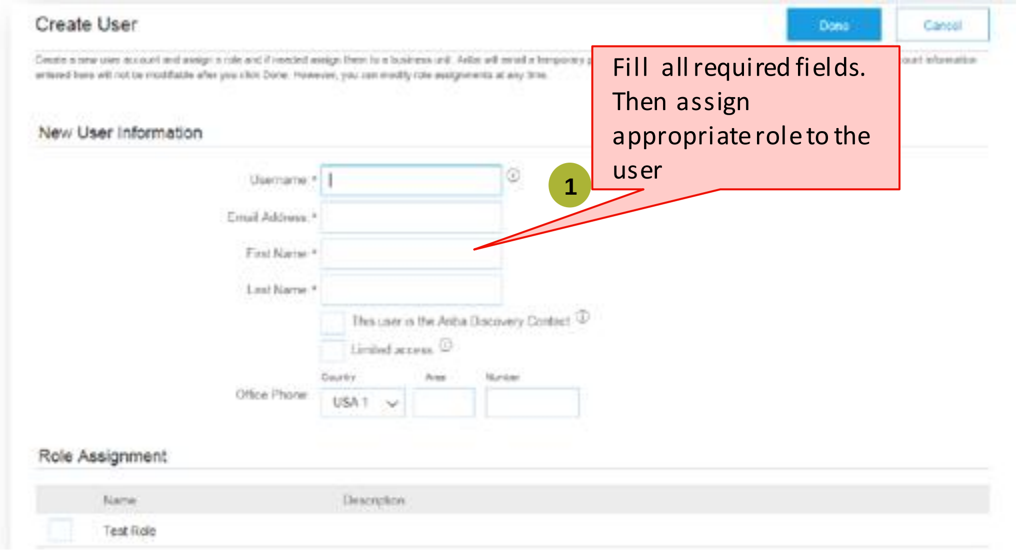

Account Settings
Save
Close
Customer Relationships
Users
Notifications
Application
Manage Users
Username ↑
Email Address
First Name
Last Name
Ariba Discovery Contact
Role Assigned
Customer Assigned
No items
Create User
Export User Data
Manage Assignments for Users with Limited Access
Enable assignment of orders to users with limited access to Ariba Network.
Manage User Roles
Role
Name
Actions
Administrator
Details
Create Role
Save
Close

2

Click on "create User" button

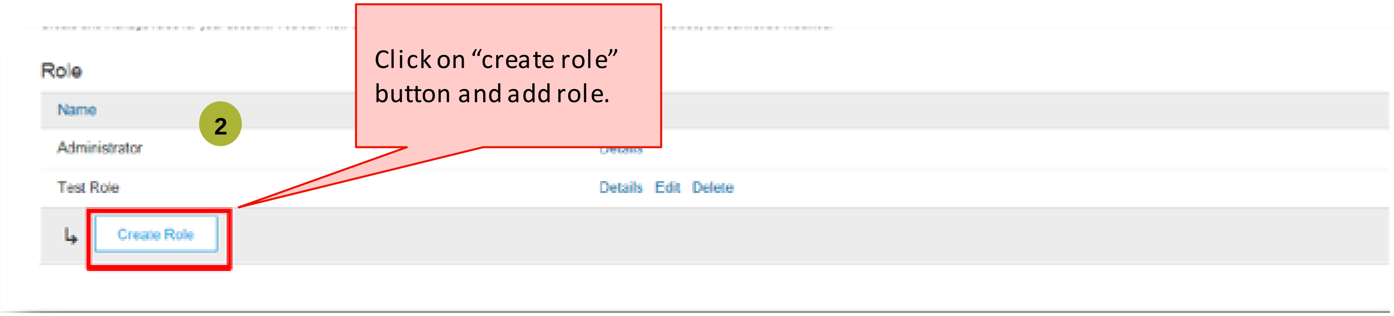
Adding new user

Account Settings


Create User
Done
Cancel
New User Information
Username *
Email Address *
First Name *
Last Name *
This user is the Ariba Discovery Contact
Limited access
Office Phone
Country
Area
Number
USA 1
Role Assignment
Name
Description
Test Role
1

Fill all required fields. Then assign appropriate role to the user

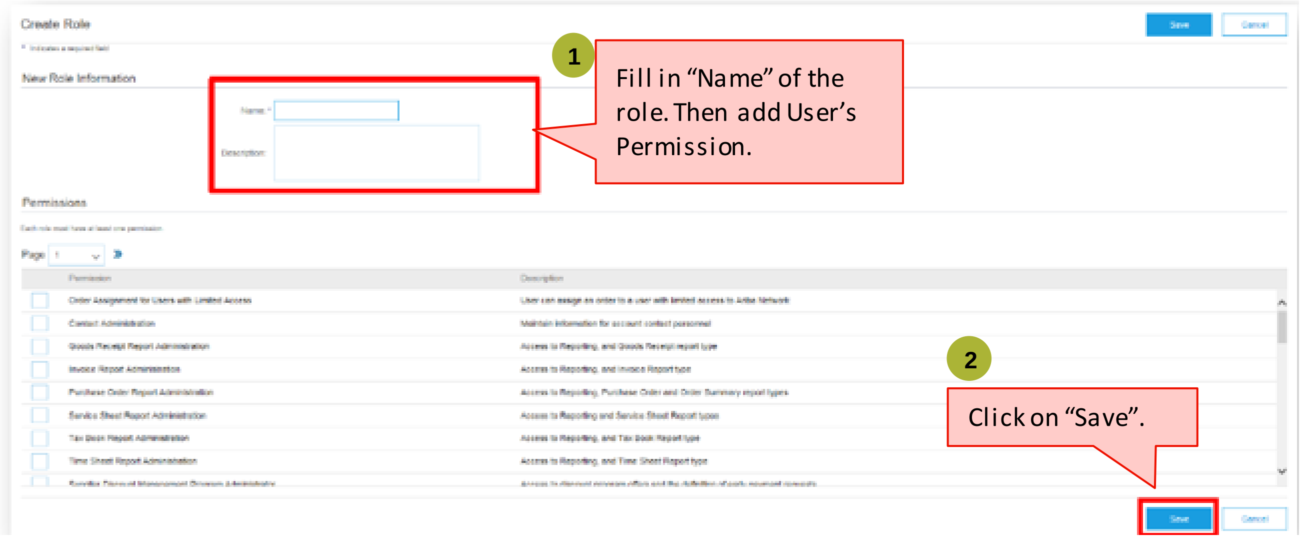
Note: If the role you are looking for does not exists and the list is empty go to next page


Role
Name
Administrator
Details
Test Role
Details
Edit
Delete
Create Role
2

Click on “create role” button and add role.

Adding new user

Account settings


Create Role
New Role Information
Name: *
Description:
Permissions
Page
Save
Cancel

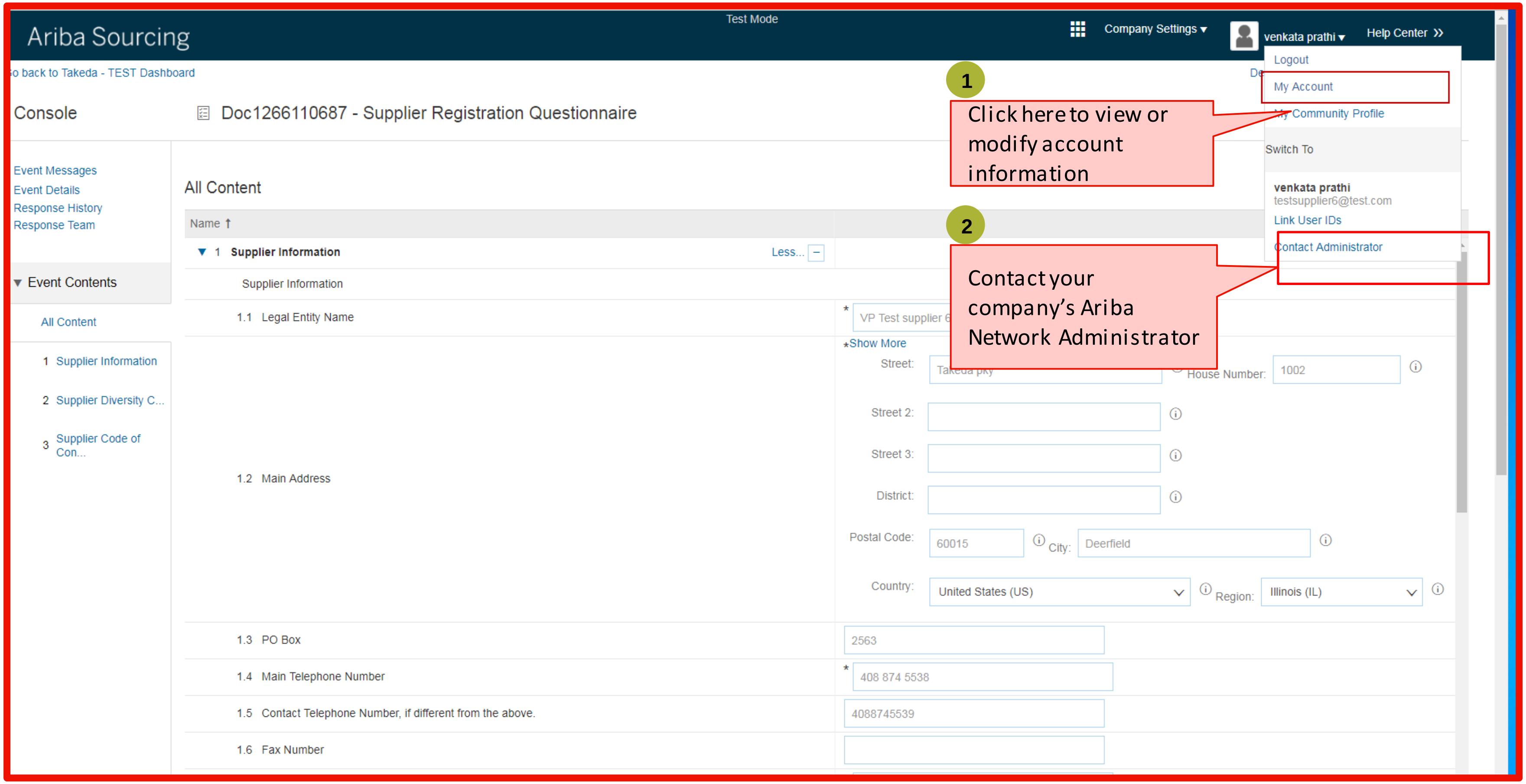
1 Fill in “Name” of the role. Then add User’s Permission.

2 Click on “Save”.

Note: Each role have to have at least one permission. Review permission list carefully and choose the proper one in order to guarantee easy accout management by added user.

Supplier Registration

Account Settings


Ariba Sourcing
Test Mode
Company Settings ▾
venkata prathi ▾
Help Center »
Logout
My Account
My Community Profile
Switch To
venkata prathi
testsupplier6@test.com
Link User IDs
Contact Administrator
o back to Takeda - TEST Dashboard
Console
Event Messages
Event Details
Response History
Response Team
Event Contents
All Content
1 Supplier Information
2 Supplier Diversity C...
3 Supplier Code of Con...
Less...
Show More

1 Click here to view or modify account information

2 Contact your company's Ariba Network Administrator

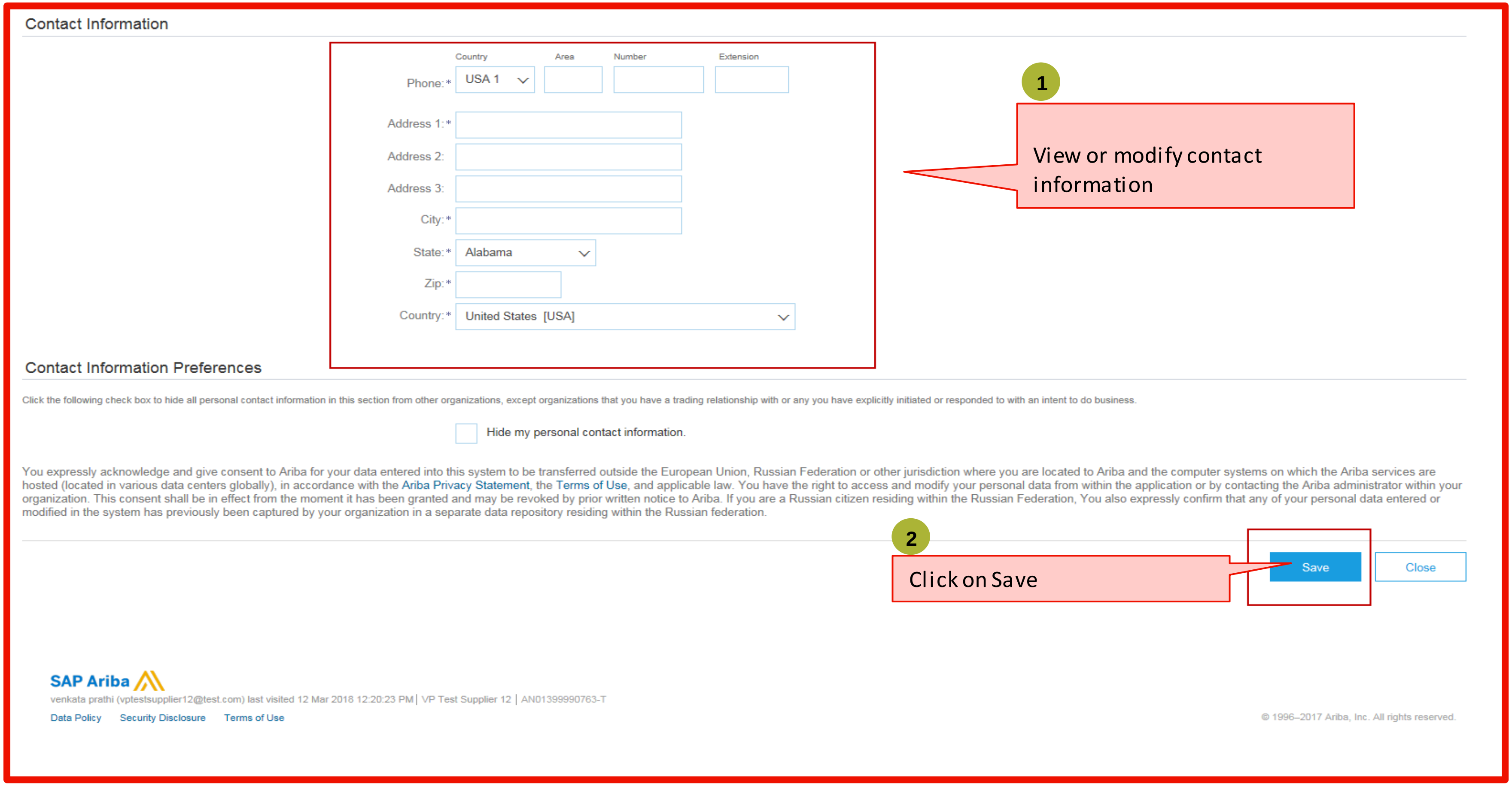
Doc1266110687 - Supplier Registration Questionnaire

All Content

Name ↑	
1 Supplier Information	
Supplier Information	
1.1 Legal Entity Name	* VP Test supplier 6
1.2 Main Address	Street: Takeda pky House Number: 1002 Street 2: Street 3: District: Postal Code: 60015 City: Deerfield Country: United States (US) Region: Illinois (IL)
1.3 PO Box	2563
1.4 Main Telephone Number	* 408 874 5538
1.5 Contact Telephone Number, if different from the above.	4088745539
1.6 Fax Number	

Supplier Registration

Account Settings



Contact Information

Phone: * Country: USA 1 | Area: | Number: | Extension:
Address 1: *
Address 2:
Address 3:
City: *
State: * Alabama
Zip: *
Country: * United States [USA]

Contact Information Preferences

Click the following check box to hide all personal contact information in this section from other organizations, except organizations that you have a trading relationship with or any you have explicitly initiated or responded to with an intent to do business.

☐ Hide my personal contact information.

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 or by contacting the Ariba administrator within your organization. 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.

1 View or modify contact information

2 Click on Save

SAP Ariba

venkata prathi (vptestsupplier12@test.com) last visited 12 Mar 2018 12:20:23 PM | VP Test Supplier 12 | AN01399990763-T

Data Policy Security Disclosure Terms of Use

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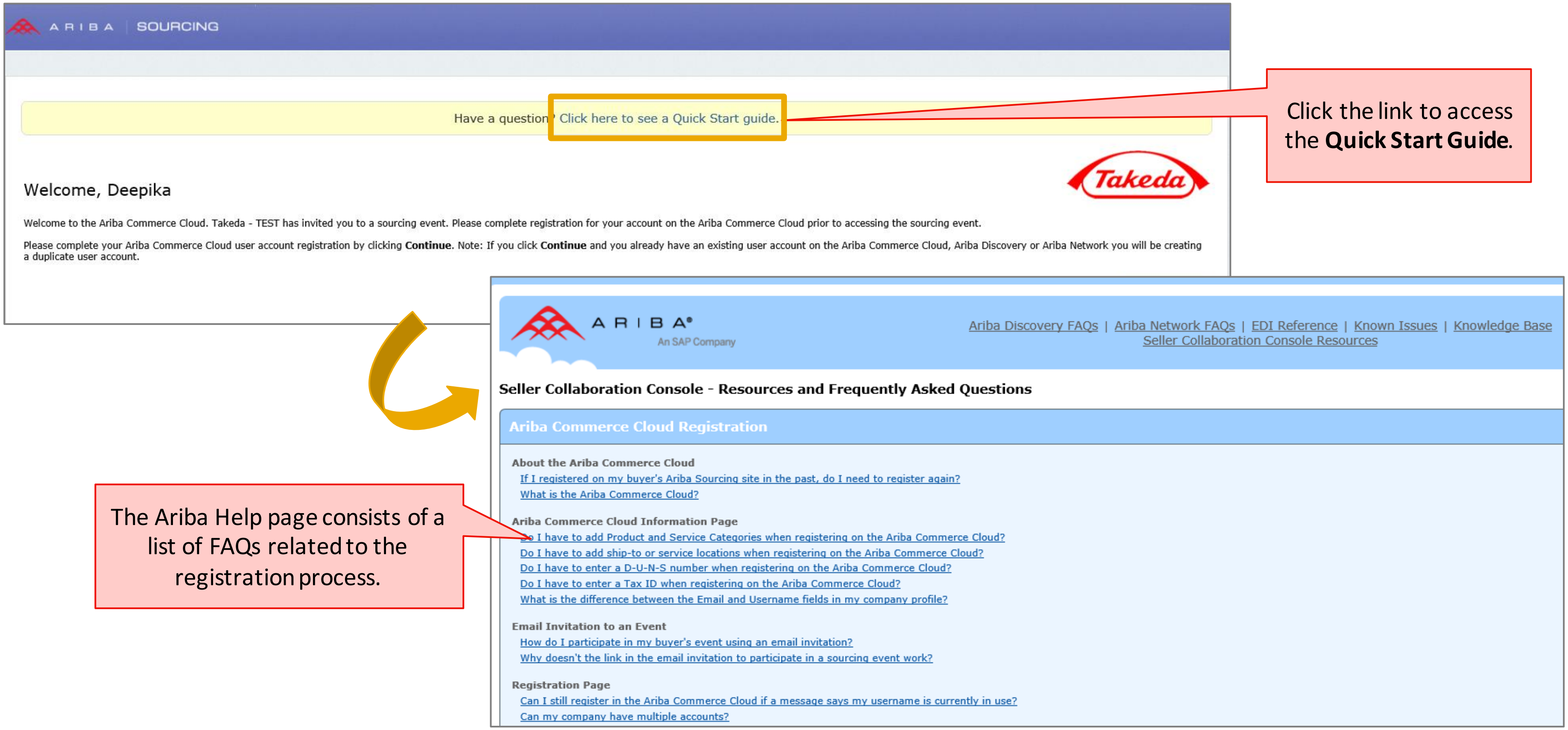
Quick Start Guide

•If you have additional questions on the Ariba registration process, you can access the **Quick Start Guide** link on the home page of Ariba Commerce Cloud.



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

Welcome, Deepika

Welcome to the Ariba Commerce Cloud. Takeda - TEST has invited you to a sourcing event. Please complete registration for your account on the Ariba Commerce Cloud prior to accessing the sourcing event.

Please complete your Ariba Commerce Cloud user account registration by clicking **Continue**. Note: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

Click the link to access the **Quick Start Guide**.

Ariba Discovery FAQs | Ariba Network FAQs | EDI Reference | Known Issues | Knowledge Base
Seller Collaboration Console Resources

Seller Collaboration Console - Resources and Frequently Asked Questions

Ariba Commerce Cloud Registration

About the Ariba Commerce Cloud
- If I registered on my buyer's Ariba Sourcing site in the past, do I need to register again?
- What is the Ariba Commerce Cloud?

Ariba Commerce Cloud Information Page
- Do I have to add Product and Service Categories when registering on the Ariba Commerce Cloud?
- Do I have to add ship-to or service locations when registering on the Ariba Commerce Cloud?
- Do I have to enter a D-U-N-S number when registering on the Ariba Commerce Cloud?
- Do I have to enter a Tax ID when registering on the Ariba Commerce Cloud?
- What is the difference between the Email and Username fields in my company profile?

Email Invitation to an Event
- How do I participate in my buyer's event using an email invitation?
- Why doesn't the link in the email invitation to participate in a sourcing event work?

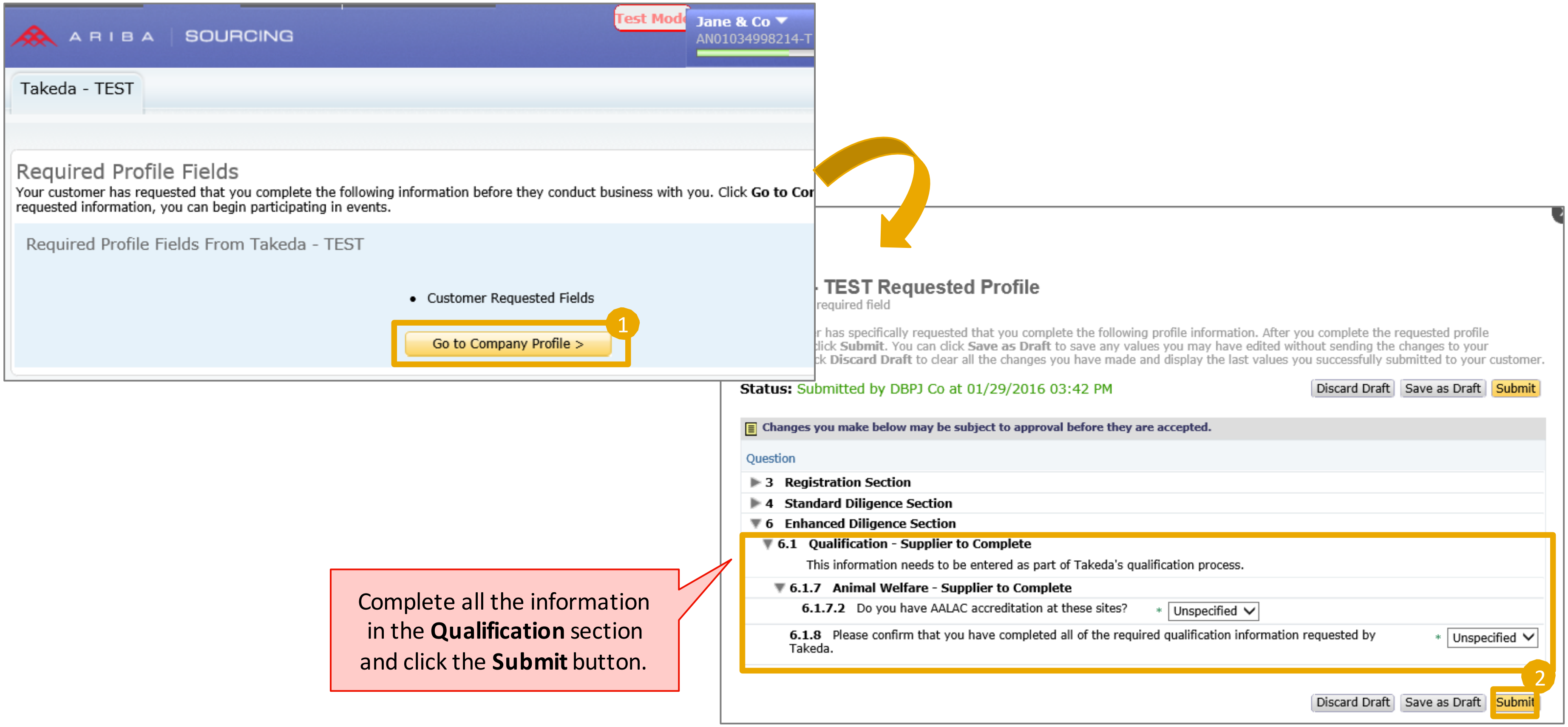
Registration Page
- Can I still register in the Ariba Commerce Cloud if a message says my username is currently in use?
- Can my company have multiple accounts?

The Ariba Help page consists of a list of FAQs related to the registration process.

*If you are unable to access Ariba or have additional questions, contact **Ariba Support** for further instructions.*

Qualification Questionnaire

- After you have completed the registration process, you **may** receive a request from Takeda to enter additional information on Ariba. You will receive an email notification, in such cases. To complete the additional information:
  - ① Log in to your Ariba account and click the **Go to Company Profile** link.
  - ② Complete the **Qualification** questionnaire and click the **Submit** button.



Required Profile Fields

Your customer has requested that you complete the following information before they conduct business with you. Click **Go to Co**
requested information, you can begin participating in events.

Required Profile Fields From Takeda - TEST

- Customer Requested Fields

Go to Company Profile >

TEST Requested Profile

required field

r has specifically requested that you complete the following profile information. After you complete the requested profile lick **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your k **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by DBPJ Co at 01/29/2016 03:42 PM

Discard Draft | Save as Draft | Submit

Changes you make below may be subject to approval before they are accepted.

Question

- ▶ **3 Registration Section**
- ▶ **4 Standard Diligence Section**
- ▼ **6 Enhanced Diligence Section**
  - ▼ **6.1 Qualification - Supplier to Complete**
    This information needs to be entered as part of Takeda's qualification process.
    - ▼ **6.1.7 Animal Welfare - Supplier to Complete**
      - **6.1.7.2** Do you have AALAC accreditation at these sites? * Unspecified
    - **6.1.8** Please confirm that you have completed all of the required qualification information requested by Takeda. * Unspecified

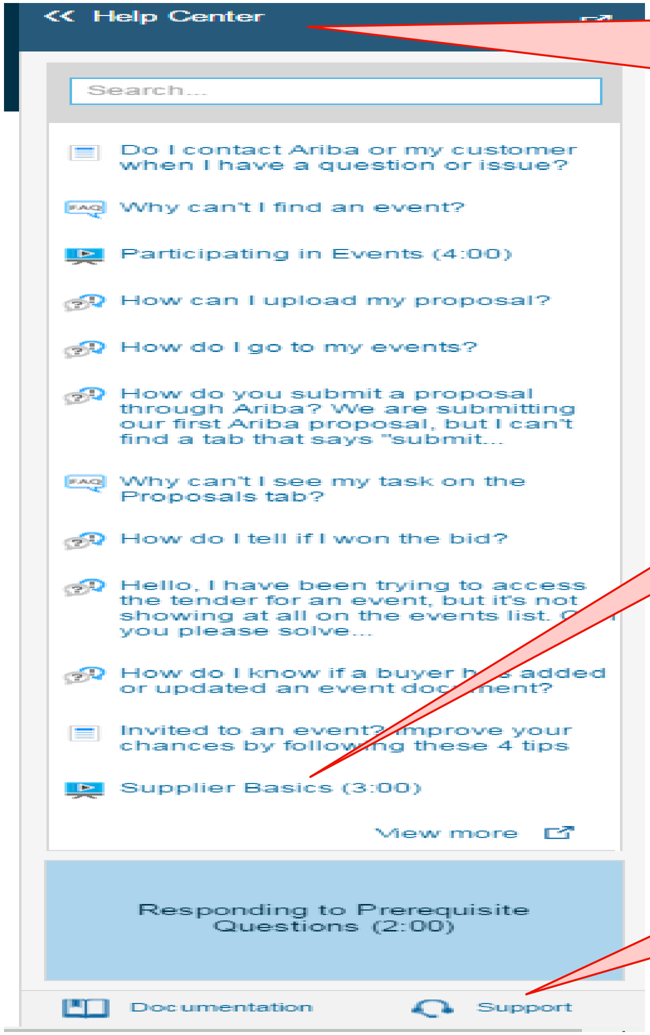
Discard Draft | Save as Draft | Submit

Complete all the information in the **Qualification** section and click the **Submit** button.

Better Health, Brighter Future

Help Center

Supplier Registration – help center options



<< Help Center

Search...

- Do I contact Ariba or my customer when I have a question or issue?
- Why can't I find an event?
- Participating in Events (4:00)
- How can I upload my proposal?
- How do I go to my events?
- How do you submit a proposal through Ariba? We are submitting our first Ariba proposal, but I can't find a tab that says "submit...
- Why can't I see my task on the Proposals tab?
- How do I tell if I won the bid?
- Hello, I have been trying to access the tender for an event, but it's not showing at all on the events list. C you please solve...
- How do I know if a buyer has added or updated an event document?
- Invited to an event? Improve your chances by following these 4 tips
- Supplier Basics (3:00)

View more

Responding to Prerequisite Questions (2:00)

Documentation Support

To contact the technical support, you need to click on **"Help Center"** in the upper right corner.

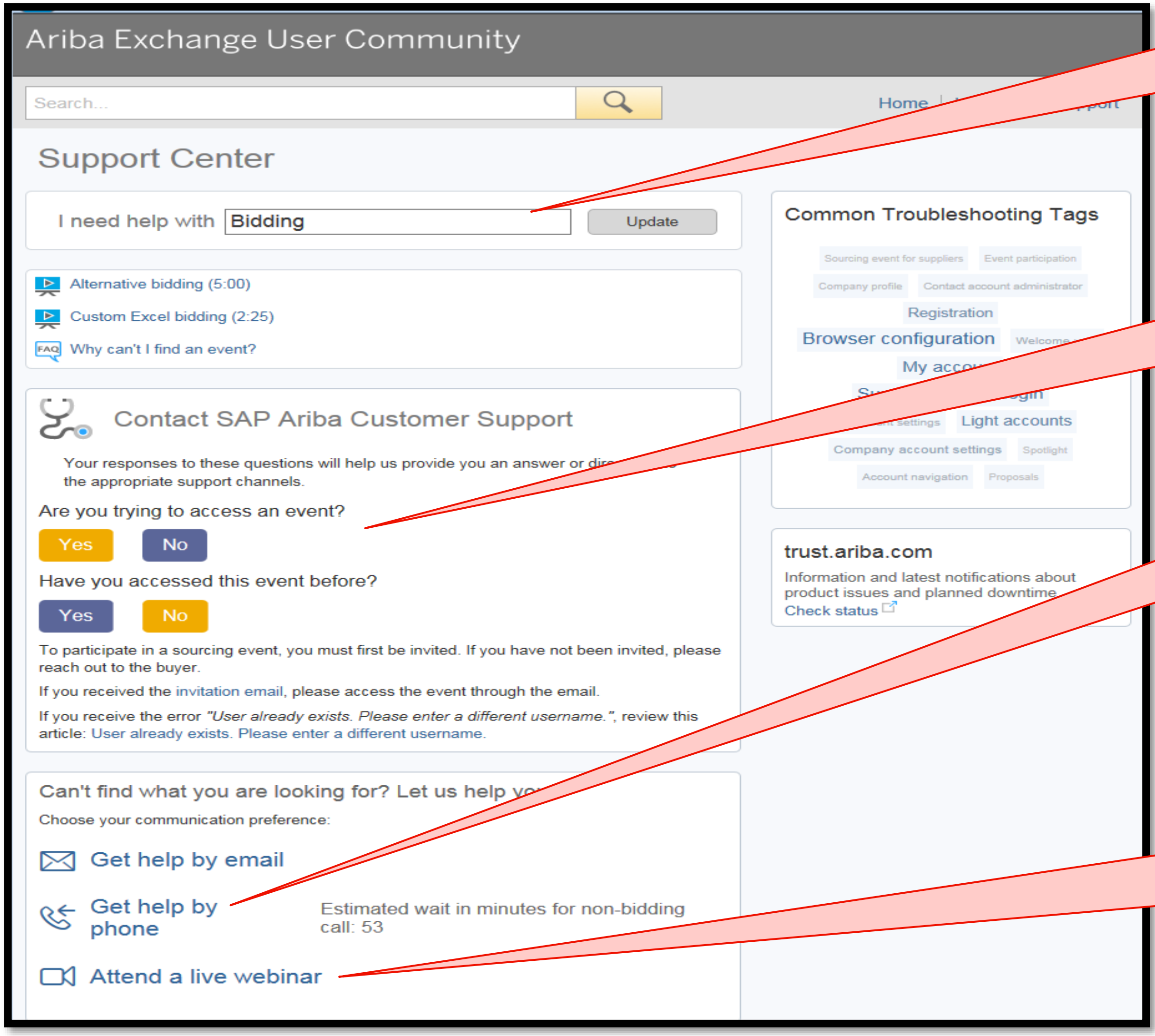
By clicking the "**Help Center**" it will display a list of frequently asked questions.

A short video is also available to present supplier basics on managing your Ariba

Clicking **"Support"** will display the Ariba Support center below and provide more options to receive help from Ariba.

Supplier Registration – help center options

This screen shot below will pop-up if you click on **“Support”**



Ariba Exchange User Community
Search...
Home
Support Center

I need help with Bidding

Update

- Alternative bidding (5:00)
- Custom Excel bidding (2:25)
- Why can't I find an event?

Common Troubleshooting Tags
Sourcing event for suppliers
Event participation
Company profile
Contact account administrator
Registration
Browser configuration
Welcome
My accou
Su
ogin
settings
Light accounts
Company account settings
Spotlight
Account navigation
Proposals

Contact SAP Ariba Customer Support

Your responses to these questions will help us provide you an answer or dir the appropriate support channels.

Are you trying to access an event?

Yes
No

Have you accessed this event before?

Yes
No

To participate in a sourcing event, you must first be invited. If you have not been invited, please reach out to the buyer.

If you received the invitation email, please access the event through the email.

If you receive the error *"User already exists. Please enter a different username."*, review this article: User already exists. Please enter a different username.

trust.ariba.com

Information and latest notifications about product issues and planned downtime

Check status

Can't find what you are looking for? Let us help yo

Choose your communication preference:

- Get help by email
- Get help by phone — Estimated wait in minutes for non-bidding call: 53
- Attend a live webinar

Leverage the search field to narrow down the content for which you are seeking help..

Ariba may ask you a string of questions (G) to help guide you on next steps based on your search.

If further assistance is needed, you can contact Ariba via email, phone.

Signing up for “Live” webinars can be helpful as it would provide a group session with “Live” Q&A on key topics that you want to deep dive for a better understanding of Ariba.

FAQs

Is there a way for suppliers to enter the tool themselves, without being invited by Takeda?

“No. The suppliers will not be able to register themselves on Takeda’s Ariba environment without being invited via email.”

Will the suppliers be notified if they have any pending actions?

“Yes. Throughout the entire process, the suppliers will be notified via email, and/or the suppliers will be contacted by Takeda to inform them about the next steps.”

Do the suppliers need to contact Takeda every time they complete any action?

“No. Takeda will automatically be notified via a system notification. You do not need to contact Takeda individually.”

While registering in Ariba, in which languages will the suppliers be able to view the content?

“You will be able to view the standard Ariba content (Ariba Cloud Commerce Profile, Ariba notifications, etc.) in the language that your web browser is set to. You can also customize your language while registering in Ariba. ***Questionnaires sent by Takeda will be available in select languages.***

Why does my company need to register in Ariba?

“Takeda has chosen this platform for on-boarding suppliers and to engage them in various stages of procurement”

What is the maximum file size allowed for the attachments in the Takeda questionnaire?

“The maximum file size for the attachment is ***2 GB*** *and only one file can be uploaded. If you need to upload multiple files, then zip them together and upload them as a single file.”*

Thank you

Takeda Pharmaceutical Company Limited