

Standard Account Registration

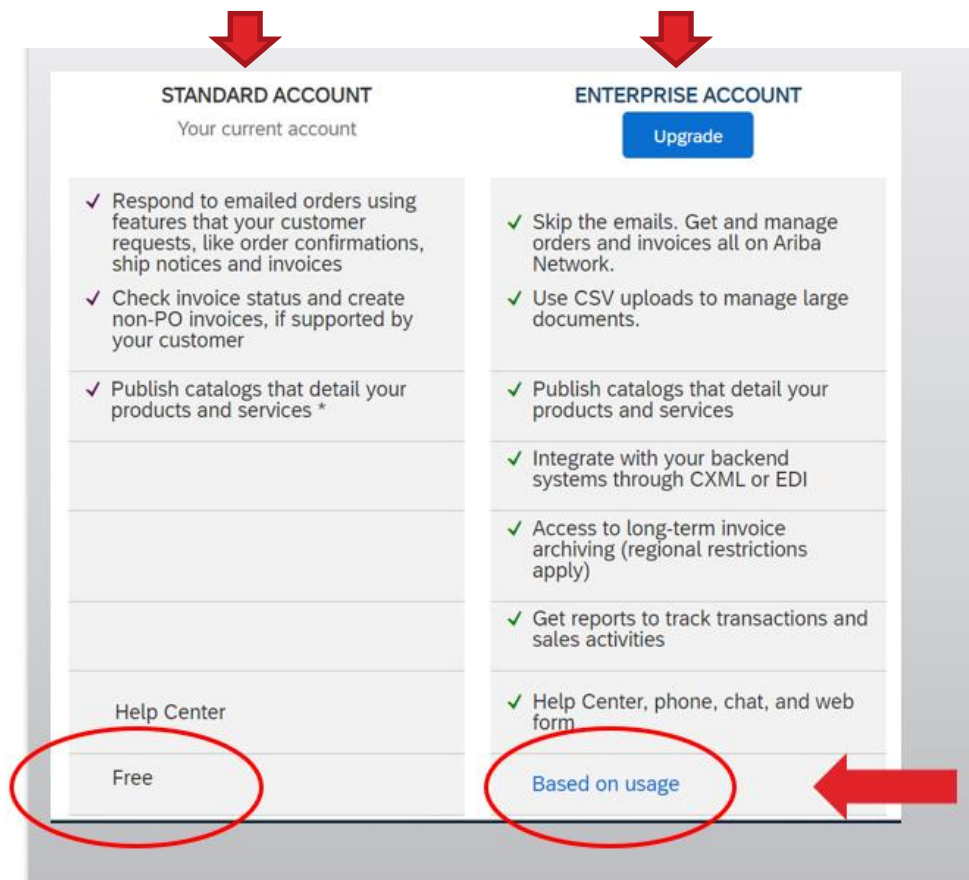


IMPORTANT:

Please note that Takeda recommends Suppliers to cooperate on STANDARD ACCOUNT which is a free-of-charge option. Upgrading the account to the Enterprise type is not an obligatory action. Regardless of the volume of documents created or the amount of spend, it is possible to continue cooperation with Takeda using STANDARD ACCOUNT.

Recommended –
free of charge

Optional – fee based, please check
more [information](#) and [pricing](#)



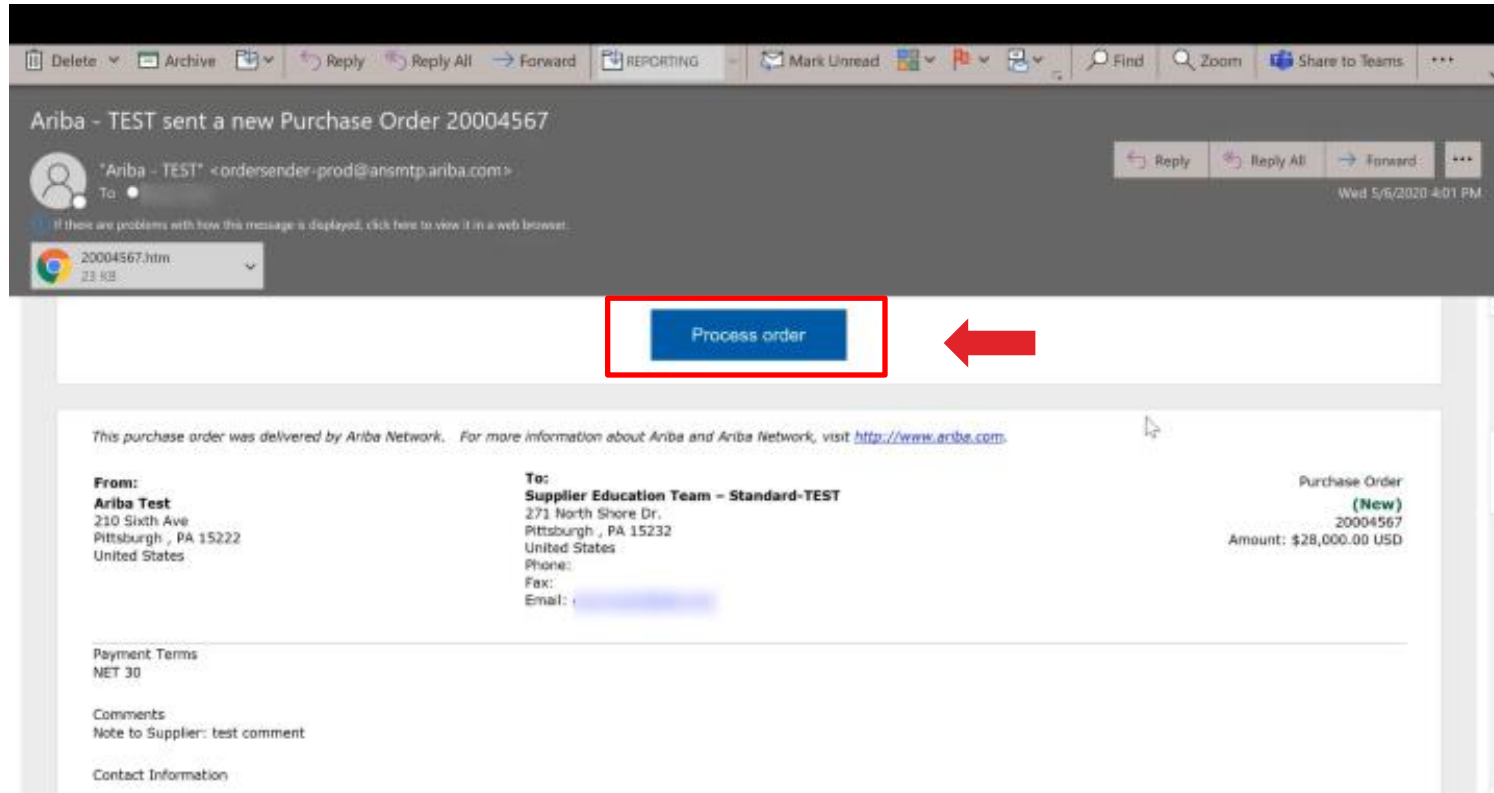
The image shows a comparison between a Standard Account and an Enterprise Account. The Standard Account is labeled 'Your current account' and is 'Free'. The Enterprise Account is labeled 'Upgrade' and is 'Based on usage'. A red arrow points from the 'Based on usage' text to the right.

STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
<ul style="list-style-type: none">✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices✓ Check invoice status and create non-PO invoices, if supported by your customer✓ Publish catalogs that detail your products and services *	<ul style="list-style-type: none">✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.✓ Use CSV uploads to manage large documents.
	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services
	<ul style="list-style-type: none">✓ Integrate with your backend systems through CXML or EDI
	<ul style="list-style-type: none">✓ Access to long-term invoice archiving (regional restrictions apply)
	<ul style="list-style-type: none">✓ Get reports to track transactions and sales activities
Help Center	<ul style="list-style-type: none">✓ Help Center, phone, chat, and web form
Free	Based on usage

Registration



STEP 1. When you receive a notification regarding your new order from Takeda, press „**Process order**” button.



Registration



STEP 2. After being moved to the SAP Business Network log-in-site you will see below options:

- 1 Here you can check potential duplicate accounts. Click „Review accounts” to check potential duplicates.
- 2 If you **already are the SAP Business Network user** – press “**Use existing account**” and log in with the credentials of your already existing account.
- 3 If you are **new to SAP Business Network** - press „**Create new account**” to register a new Standard Account for free and check following pages for registration details.



Connect with Takeda on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

1

Review accounts

or

2

Use existing account

?

3

Create new account

?

Registration



STEP 3. Duplicate accounts – if you find your company on the search list, you have two possibilities:

1. You can select „Use this account” to log in with the credentials connected with your email address.
2. You can also select „Contact administrator” to contact account administrator and request access to the account.

[< Back](#)

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria | [Edit](#)

Company Name	E-mail address	Country
Anaerobe System	supplier.enablement@takeda.com	USA

Search results (20) ★ Means you are a user of this account Bold font: Matched values					
Company name	Email domain matched	Country	State	DUNS number	Action?
★ American Express Services Europe Limited	Yes	United Kingdom			Use this account
★ Takeda SE Team	Yes	Poland			Use this account
Takeda Pharmaceutical Company	Yes	United States			Contact administrator
Mitch Test supplier	Yes	United States	IL		Contact administrator



1



2

Registration



STEP 4. For this step, please fill all the obligatory fields (marked with an asterisk).



Afterwards accept terms of use and click „**Create Account**”.



Company information ?

Company (legal) name *

Anaerobe System

Country/Region *

United States [USA]

Address line 1 *

15906 Concord Circle

Address line 2

Address line 3

City *

Morgan Hill

State *

California [US-CA]

Zip *

95037

Administrator account information ?

First name *

Last name *

Email *

supplier.enablement@takeda.com

☒ Use my email as my username

Password *

Repeat password *

Business role *

Choose your primary business role

Create account

- ☐ I have read and agree with 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 [Privacy Statement](#) to learn how we process personal data.

Registration



STEP 5. Then please confirm your business role in company, choose appropriate option from the list and click **“Continue to the Ariba Network”**.

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.
You can change your business role at any time on the My Account page.

☐ Accounts Receivables

☐ Business Owner

☐ Customer Service

☐ E-Commerce

☐ Field Services

☐ Finance

☐ Information Technology

☐ Marketing

☐ Order Management

☐ Sales

☐ Service Administrator

☐ Shipping

☐ Treasury

☐ Other

! Please specify the Other business role

Continue to the Ariba Network

Registration



STEP 6. These are your account dashboard features and place where you can track your Purchase Orders.

Under the **Settings icon** you can update your company data. At first please click **Settings icon** and visit your **Company profile**. If you want to customize your dashboard, please use **Workbench** tab.

WORKBENCH

Here you can
customize your tiles

Access to
help center

SETTINGS ICON

Access your account
settings

Registration



STEP 7. In your **Company Profile** please go through consecutive tabs and fill in all required data in sections: **Basic**, **Contacts** and optionally **Business** tab. In **Basic** tab please leave your company details: company name and address.

NOTE: The information you provide in your Company Profile is automatically populated while creating an invoice.

Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: * XXXTakedaTest

Address

Address 1: * Sterlinga 8a

Address 2:

Postal Code: * 91-425

City: * Lodz

State: Łódzkie [PL-10] ▼

Country: * Poland [POL] ▼

Registration



STEP 8. Please also provide the information regarding your **“Products and Service Categories”** and **“Ship-to or Service Location”**. By clicking **„Browse”** you can choose the category and location from suggestions.

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

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 categories you enter below.

Enter Product and Service Categories

Add

-or-

Browse

! 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 capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location

Add

-or-

Browse

! Must select a territory.

Industries

Select the industries your company serves.

Registration



STEP 9. Please fill in all required (*) fields in the **Contacts tab**. Optionally you can leave your tax information in **Business tab**. After all these steps please remember to click **Save** button.

Basic (3) Business (2) Marketing (3) **Contacts** Certifications (1) Additional Documents

* Indicates a required field

Company Contact Information

Main Email: *

Main Phone: *

Main Fax:

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

☐ VAT Registered

VAT Registration Document: <No document> Upload

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document> Upload

Tax Clearance Expiry Date:

Please remember to click **Save** button:

Save Close