



# Become Takeda Supplier

SAP Business Network Account Registration

Questionnaire



# Become Takeda Supplier – quick overview



## **You receive the link to the questionnaire.**

To start the onboarding process as Takeda Supplier you need to receive the questionnaire form provided by your Takeda Business Contact via e-mail notification.



## **You register SAP Business Network Account.**

In order to open the questionnaire, you are required to register SAP Business Network account.



## **You fill in the questionnaire form.**

The form is used to create your vendor profile at Takeda. You are asked to enter your entity name, address, bank data, TAX / VAT details and other data required.



- **Once your information is verified\*, Takeda creates your vendor profile and we are ready to transact.**

\*Takeda may come back to you with additional questionnaires (Risk Assessment Request) and inquiries to reconfirm the address, bank data, and email domain from which you are contacting us.



# Become Takeda Supplier

SAP Business Network Account Registration



# SAP Business Network Account Registration

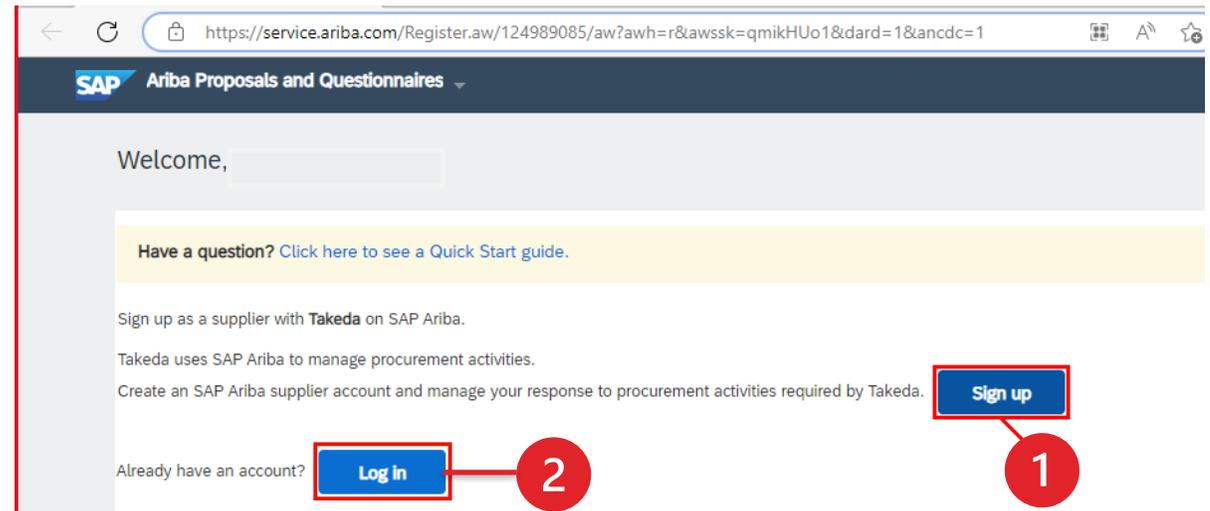


**STEP 1.** Once you receive the e-mail notification with the invitation to become Takeda Supplier, please open the link provided. After being moved to the SAP Business Network log-in site you will see 2 options:

**IMPORTANT:** If you are not sure whether your company is already using SAP Business Network, please continue with the 1st option: **“Sign up”**.

**1** If you are **new to SAP Business Network** - press **„Sign up”** to register a new Standard Account (free of charge option).

**2** If you are **the SAP Business Network user** – press **“Log in”** and log in with the credentials of your already existing account. After this, you will be moved to the subpage with the questionnaire.



# SAP Business Network Account Registration



**STEP 2.** Please check if the information already provided in the form is correct and set up the account password.

## 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

State: Łódź [PL-10]

## User account information

Name:\* [ ] [ ] SAP

Email:\* [ ]

Use my email as my username

Username:\* natalia.bielicka@takeda.com Must I ⓘ

Password:\* [ ] Passw chara: nume

Repeat Password [ ]

Language: English The la confie

Set up the password here



# SAP Business Network Account Registration



**STEP 3.** Provide the information regarding your “**Products and Service Categories**” and “**Ship-to or Service Location**”. By clicking „**Browse**” option you can select the category and location from suggestions and then choose the most suitable description. Please note that this step is **obligatory**, however, provided data will not have an impact on cooperation with Takeda.

## 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.

-or-

! 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.

-or-

! Must select a territory.

### Industries

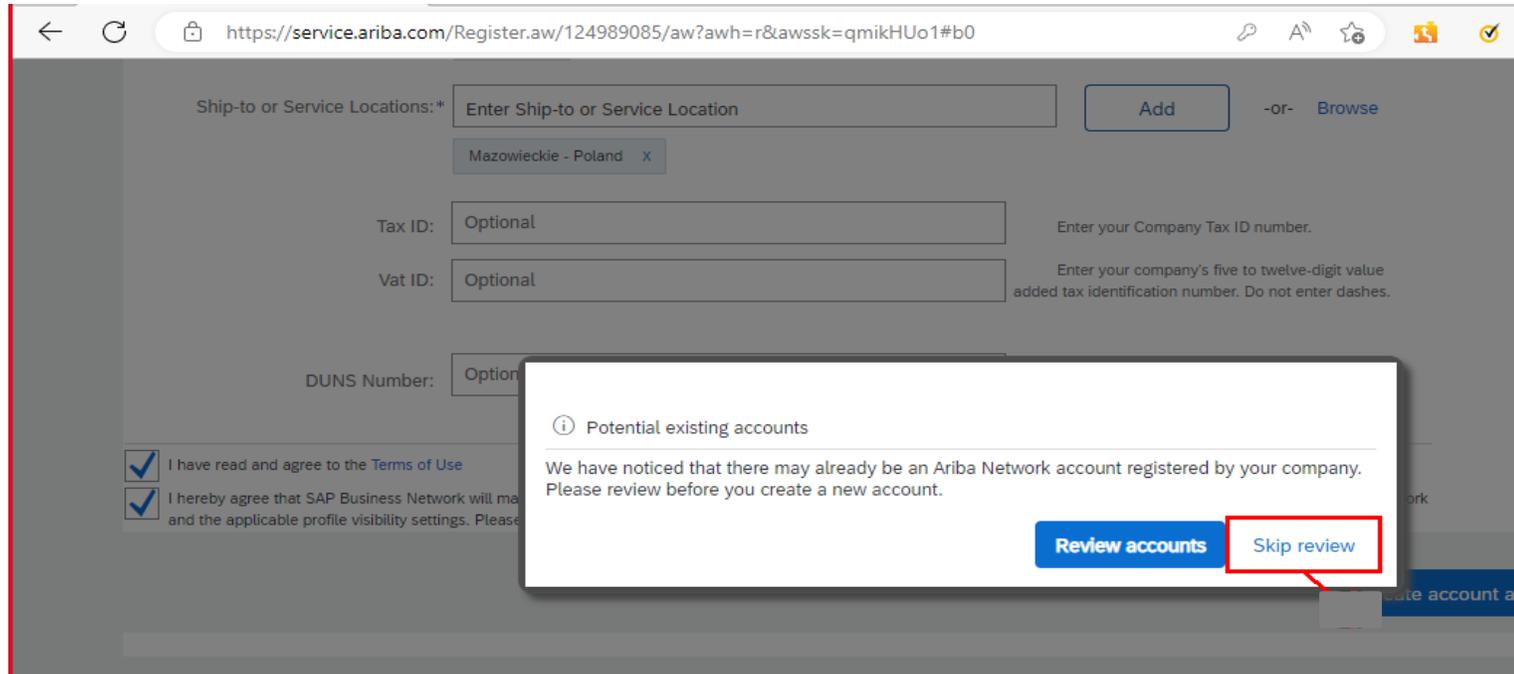
**STEP 4.** Please accept the terms of use and select “**Create account and continue**”.

 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.

# SAP Business Network Account Registration



**STEP 5.** Since you are new SAP Business Network user please select **“Skip review”** to finish account registration (the email with your credentials will be sent to your mailbox).



Once it is done you will be moved directly to the questionnaire ([how to fill the questionnaire](#)).



# Become Takeda Supplier

Questionnaire



# What is the Questionnaire?



A questionnaire is a form containing a list of questions that provide information about your company. You will find it once logged into your SAP Business Network Account in “Ariba Proposals and Questionnaires” section. Completing it is mandatory in order to become a registered entity within Takeda.

The screenshot shows the SAP Business Network Account interface. The top navigation bar includes the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaires', and buttons for 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'ABN AMRO – PARENT – TEST' and contains a welcome message, a table for 'Events', a table for 'Risk Assessments', and a table for 'Registration Questionnaires'. The 'Registration Questionnaires' table has a yellow highlight on its title and a red box around the 'Status: Open (1)' dropdown and the 'Supplier Registration Questionnaire' entry. A red arrow points from a box labeled 'Questionnaire form' to this entry.

Title	ID	End Time ↓	Event Type	Participated
No items				

Title	ID	End Time ↓	Event Type
No items			

Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier Registration Questionnaire	Doc3470434117	5/28/2022 2:37 PM

# How to fill in the Questionnaire



**STEP 1. Supplier Registration** – verify the general information. Please check if the data provided is full and correct. Make sure to fill all obligatory fields (marked with an asterisk).

Doc3842707336 - Supplier Profile Questionnaire

Time left to complete the questionnaire.  
After this, the form will be closed



Time remaining  
21 days 23:11:19

All Content

Name ↑	
1 Supplier Registration	
1.1 Supplier Information	
1.1.1 Legal Entity Name	<input type="text" value="New Supplier"/>
1.1.2 Legal Entity Name 2	<input type="text"/>
1.1.3 Main Address	<p><b>Show More</b></p> <p>Street: <input type="text" value="Street"/> ⓘ House Number: <input type="text" value="1"/> ⓘ</p> <p>Street 2: <input type="text"/> ⓘ</p> <p>Street 3: <input type="text"/> ⓘ</p> <p>District: <input type="text"/> ⓘ</p> <p>Postal Code: <input type="text" value="91-003"/> ⓘ City: * <input type="text" value="Łódź"/> ⓘ</p> <p>Country/Region: <input type="text" value="Poland (PL)"/> ⓘ State/Province/Region: <input type="text" value="Lodzkie (LDZ)"/> ⓘ</p>
1.1.4 Main Telephone Number	<input type="text"/>
1.1.5 Fax Number	<input type="text"/>
1.1.6 List the name of your organization's parent company, if applicable and any affiliates	<input type="text"/>
1.1.7 Does your company have any past or current potential conflicts of interest with Takeda or its employees involved with the performance of your products/services?	<input type="text" value="Unspecified"/>

# How to fill in the Questionnaire



**STEP 2. Supplier Diversity Classification & Supplier Code of conduct** – fill in all obligatory fields marked with a red asterisk and acknowledge Takeda’s Code of Conduct. The document is available on our website under the link provided in the form. This step is mandatory to start the cooperation with Takeda.

<p>▼ 1.2 Supplier Diversity Classification <span style="float: right;">Less... [-]</span></p> <p>Please complete these questions which we use to help maintain a diverse supplier base, and also in compliance with diversity legislation and reporting requirements.</p>	
<p>1.2.1 Is your company headquartered in the United States?</p>	<p>* <input type="text"/></p>
<p>1.2.10 Will the supplier manage any fee-for-service activity for Takeda that involves healthcare professionals or hospitals (e.g. meetings, research activities, consulting and/or advisory arrangements, clinical trials, educational or investigator grants or travels and/or meal related expenses)?</p>	<p>* <input type="text"/></p>
<p>1.2.11 Is the supplier owned in whole or in part by a healthcare professional (excluding publicly traded entities in which a healthcare professional holds stock)?</p>	<p>* <input type="text"/></p>
<p>▼ 1.3 Supplier Code of Conduct <span style="float: right;">Less... [-]</span></p>	
<p>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.</p>	
<p>1.3.1 Have you read and understood Takeda's Supplier Code of Conduct?</p> <p>Please review the latest version of Takeda's Supplier Code of Conduct here: <a href="http://www.takeda.com/company/suppliers/codeofconduct.html">http://www.takeda.com/company/suppliers/codeofconduct.html</a></p> <p>An answer of "Yes" to this questions constitutes your Company's acknowledgement of Takeda's Supplier Code.</p>	<p>* <input type="text"/></p>
<p>1.3.2 Name of authorized individual acknowledging the Takeda Supplier Code of Conduct on behalf of the organization.</p>	<p>* <input type="text"/></p>
<p>1.3.3 Does this authorized individual attest to the acknowledgement of Takeda's Supplier Code of Conduct?</p>	<p>* <input type="text"/></p>
<p>1.3.4 Position within the organization of the individual acknowledging the Takeda Supplier code of behalf of the organization</p>	<p>* <input type="text"/></p>

 The link to Code of Conduct

# How to fill in the Questionnaire



**STEP 3. Supplier Order and Tax information** – provide your TAX information and set up an e-mail address for PO Communication. Choose e-mail as the preferred communication method and provide the e-mail address where you wish to receive Takeda orders notifications.

▼ 1.5 Supplier Order and Tax Details Less... -

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

1.5.8 Tax Details

1.5.9  
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 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 registration cannot be approved without the appropriate tax form containing your legal business name, s  
<https://mytakeda.sharepoint.com/teams/suppliercollab/supplier%20resources/forms/allitems.aspx>

1.5.10 Preferred method of Purchase Order communication

1.5.11 PO Communication Email Address

**Choose correct tax type** → \*

**Insert the country of registration** → Country/Region: Germany (DE) ⓘ

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.	Organization	<input type="text"/>

**Enter the VAT/Tax information** →

**Select „Attach file” to add required TAX supporting documentation** → \*Attach a file 📎

**Select option „Email(INT)” and provide your e-mail address** → \* Email (INT) ▼

\*

# How to fill in the Questionnaire



## STEP 4. Remittance information – provide preferred payment method:

- Choose “Transfer” as Payment Type and select **NO** in the field below,

**IMPORTANT: The payment by cheque is available only for US & Canada based suppliers.**

- If you select “Cheque” and you are **US based supplier** you may choose between 2 options:
  - a) select **NO** if the payment address is the same as the main address of your company,
  - b) Select **YES** if the payment address is different from the main address of your company and provide your „Remit To” address.

▼ 1.6 Remittance Information

1.6.1 Payment Type

1.6.3 Is the Remittance Address different than main address?

1.6.5 Remit To Email Address

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 name)

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

\* Transfer ▾

\* No ▾

→ \*Attach a file

Select „Attach file” to add supporting documentation (document from the bank, company letterhead, bank statement)

# How to fill in the Questionnaire



## STEP 5. Remittance information – Provide your Bank Data:

1.6.9 Provide Bank Details.

Note: Refer the attached guidelines for providing bank details [References](#)

**Guidelines with detailed instructions on how to correctly enter bank details**

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

## STEP 9. Submit your response:

1. Select **„Submit Entire Response“**. The questionnaire will be sent to Takeda for further verification.
2. Select **„Safe draft“** to save current progress. The form will not be shared with Takeda. You can come back later to complete and submit it.

(\*) indicates a required field

**1**   **2**

# Thank you!



**Better Health, Brighter Future**