




QUICK REFERENCE GUIDE | Supplier Registration Form

 Role	Supplier	 Scenario	Suppliers will receive an invitation email from Novartis to self-register for the Ariba Supplier Network	 Hints & tips	As a supplier you will be given 10 days to complete the self-registration form
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GUIDELINES

Select the link in your invitation email to register for the Ariba Supplier Network

1. If you do not have an Ariba Supplier Network account, select the *Sign up* button and follow the steps below – otherwise, select the *Log in* button and jump straight to step 10
2. Review the pre-populated information in the *Company Information* section
3. Set up a password for your Ariba Supplier Network account
4. Fill out the *Product and Service Categories* field
6. Enter a location under the *Ship-to or Service Locations* field
7. Read and tick both boxes for the *Terms of Use*
8. Select the *Create account and continue* button
9. If you see a pop-up message due to potential duplicate accounts – select the *Review account* button, make changes as required and select the *Continue Account Creation* link
10. Select 'Yes' from the dropdown list in the *Terms And Conditions* section
11. Complete/ review mandatory fields* in the *General Information* section (i.e. *Company Legal Name, Telephone Number, Address*)
12. Complete mandatory fields* in the *Supplier Contact Details* section (i.e. email address for purchase orders, email address for accounts receivables, Accounting Department telephone number, etc)
13. Complete mandatory fields* in the *Ethics, Compliance & Risk Contact Person* section (i.e. Contact First Name, Contact Last Name, E-mail address)
14. Enter optional information in the *Salesperson Contact Details* section
15. Select the *Add Bank Information* link in the *Bank Information* section
 - Select the *Add Bank Information* button
 - Select *Bank Type* in the dropdown list
 - Select a mandatory country/region from the dropdown list
- Complete the *Bank name* field
- Enter *Bank Branch details* and *Address*
- Complete the *Account Holder Name* field
- Complete the mandatory fields for the *bank account number*: IBAN Number or a combination of Bank Key/ABA Routing Number and Account Number
- Select the *Attach a file* link to provide any required supporting documentation such as bank reference or bank statement
- Select the *Choose File* button – for multiple documents, zip all the documents into one file and attach to the registration form
- Select the *OK* button
- Select the *bank currency* from the dropdown list
16. Select the *Add Tax Information* link and select the *Add Tax Information* button – complete the *Country* field
 - Provide any specific tax details (as per your country requirements) in the *Tax Name* section
 - Select the *Attach a file* link to provide any mandatory supporting documentation
 - Select the *Save* button
17. Select the relevant country in the *Country Specific Questions* section
 - Based on the country selected you may have to answer additional questions and/or provide additional documentation by selecting the *Attach a file* link that will appear
18. Select 'Yes' or 'No' in the dropdown list in the *International Name and Address (English)* section
19. Select the *Submit Entire Response* button to finalize your registration form – and finally select the *OK* button

The information submitted will be reviewed by Novartis you will receive an email notification prompting you to provide further information required

You will be asked to open your registration form and select the *Revise Response* button to update and resend the form