



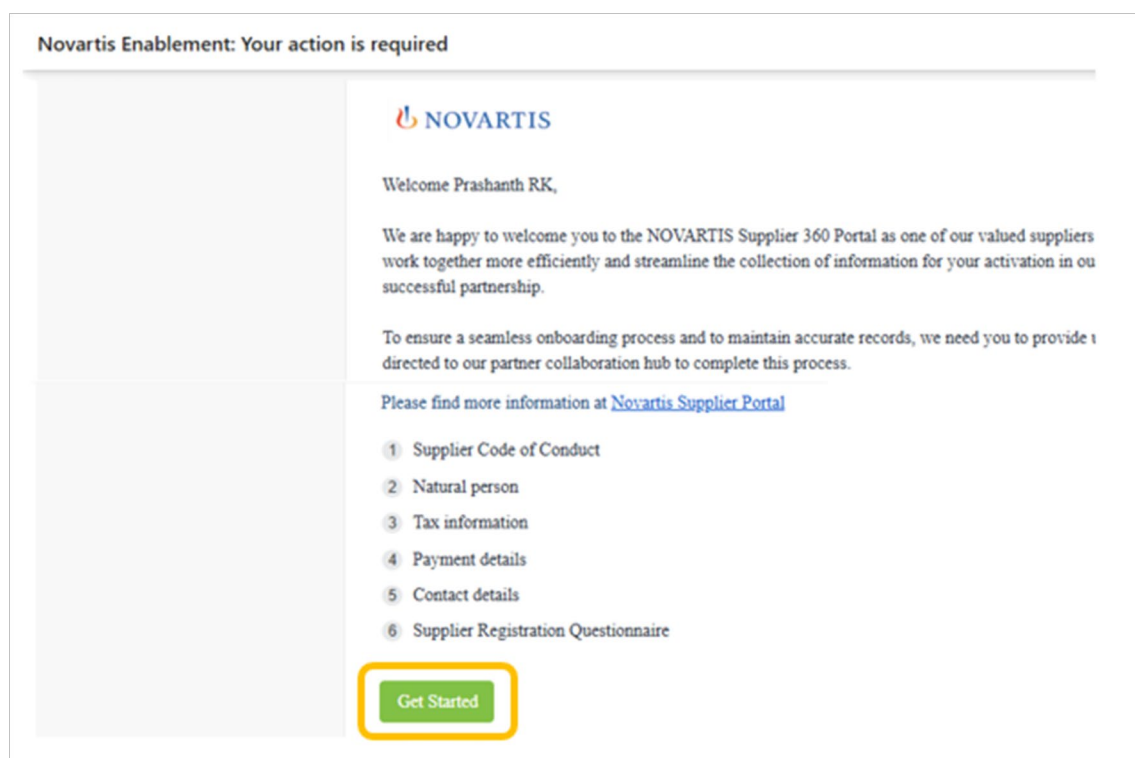
Supplier 360 - Supplier onboarding: Supplier Document Collection

This guide provides instructions for the Supplier Documentation task by the Novartis Suppliers in the Supplier Onboarding Process.

Follow the below five steps to access and provide your inputs to Novartis.

1. Invitation to access the S360 Application through Email

The supplier contact will get an e-mail inviting the supplier user to access the S360 application. Click on Get Started to begin the task.



2. Novartis S360 Portal login

Supplier will be directed to S360 page authentication.

Click Continue to begin the verification.

Welcome to Partner Collaboration

POWERED BY ORO ⓘ

Email Verification

To verify it's really you, we will send One Time Passcode (OTP) to your email **pra*****@brainbox.consulting**.

If you cannot see the email in your inbox, make sure to check SPAM folder.

Continue

3. Novartis S360 Portal Authentication

Supplier Contact will receive an e-mail with the OTP for authentication.

(ORO-5018) Your one time passcode for Novartis360 is **439438**

This temporary passcode is in response to your request, this code will expire in 30 minutes.

Proceed to fill in the OTP in the S360 application page and continue.

Welcome to Partner Collaboration

POWERED BY ORO ⓘ

Please Enter Your One-Time Passcode (OTP)

A 6 digit verification code is sent to **pra*****@brainbox.consulting**

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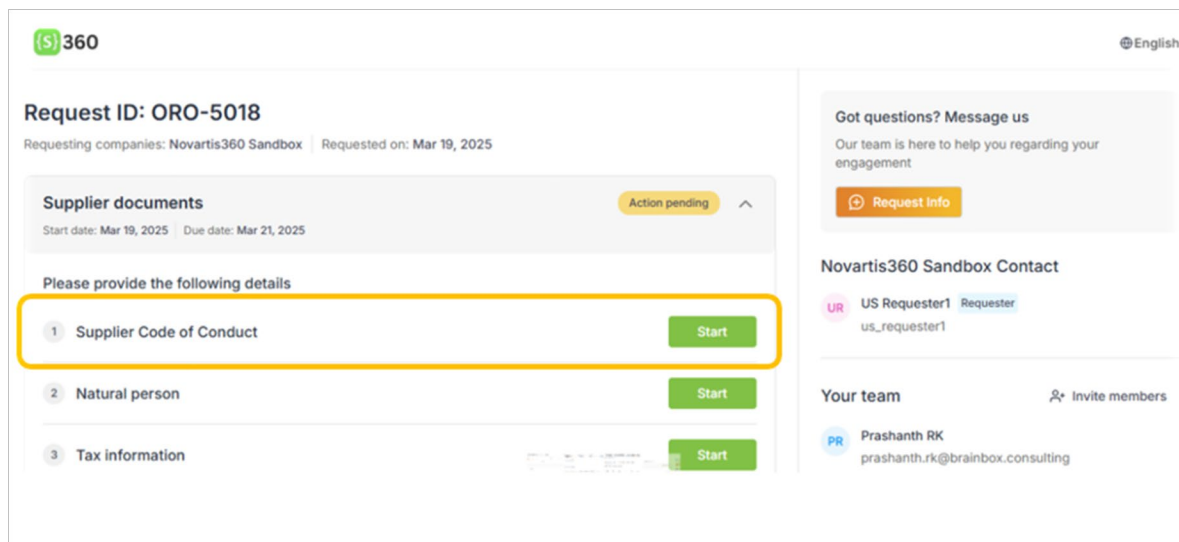
8

Verify code

Didn't receive code? [Resend code](#)

4. S360 Supplier Portal – Forms

Supplier user will be taken to the page where the forms to be filled are placed.



Request ID: ORO-5018
 Requesting companies: Novartis360 Sandbox | Requested on: Mar 19, 2025

Supplier documents Action pending

Start date: Mar 19, 2025 | Due date: Mar 21, 2025

Please provide the following details

- 1 Supplier Code of Conduct** Start
- 2 Natural person** Start
- 3 Tax information** Start

Got questions? Message us
 Our team is here to help you regarding your engagement
[Request info](#)

Novartis360 Sandbox Contact

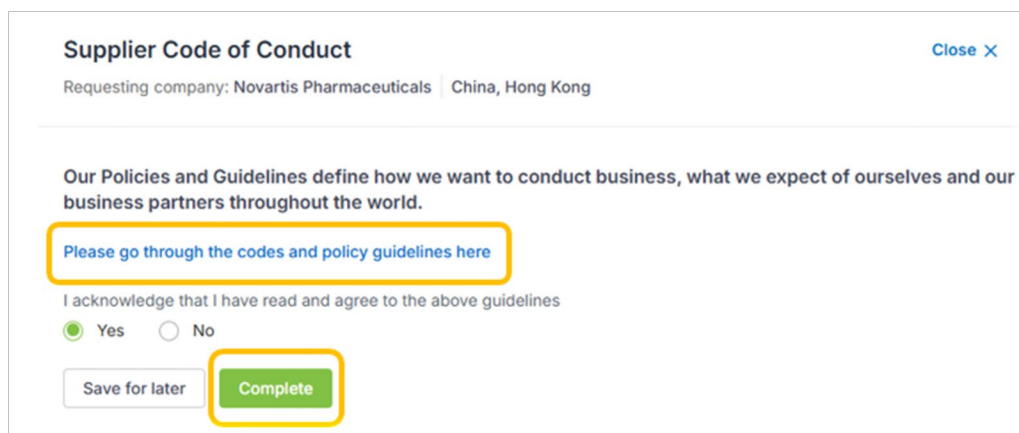
US Requester1 Requester
 us_requester1

Your team Invite members

Prashanth RK
 prashanth.rk@brainbox.consulting

4a. Supplier Code of Conduct – Review and Acceptance

User will be directed to complete acknowledging the Novartis Supplier Code of Conduct. User can read through the page where the codes and guidelines are placed. Thereafter, the user can complete the step.



Supplier Code of Conduct Close X

Requesting company: Novartis Pharmaceuticals | China, Hong Kong

Our Policies and Guidelines define how we want to conduct business, what we expect of ourselves and our business partners throughout the world.

[Please go through the codes and policy guidelines here](#)

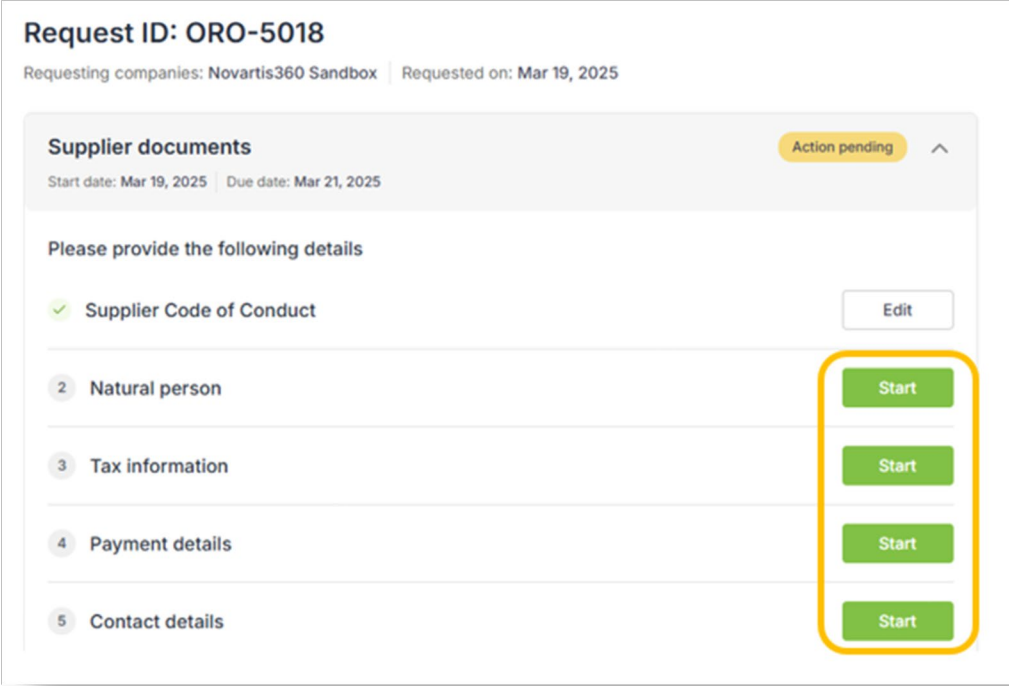
I acknowledge that I have read and agree to the above guidelines

☒ Yes ☐ No

Save for later Complete

5. Supplier Forms- Provide inputs to all the forms

Start filling the next forms one by one, continue to fill in the company information by editing the prefilled data input by the requester.



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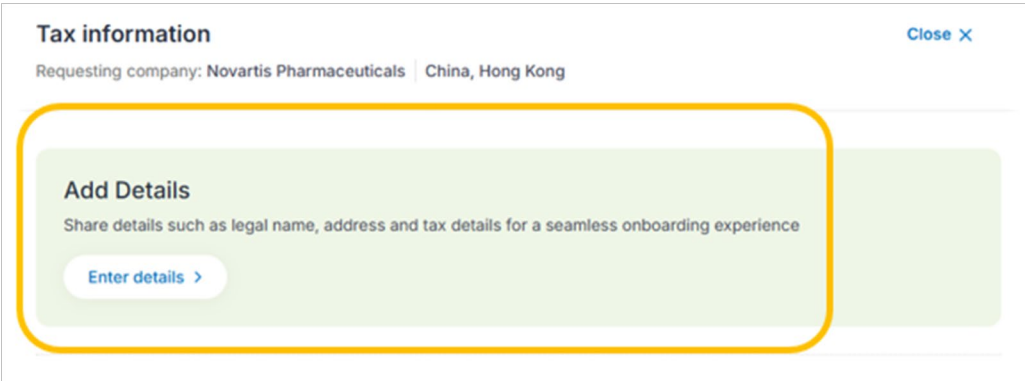
Supplier documents Action pending ^
Start date: Mar 19, 2025 | Due date: Mar 21, 2025

Please provide the following details

- ✓ Supplier Code of Conduct Edit
- 2 Natural person Start
- 3 Tax information Start
- 4 Payment details Start
- 5 Contact details Start

5a. Upload the necessary documents / certificates where applicable

Uploaded documents will be scanned via OCR and will populate the company info fields as appropriate.



Tax information Close X
Requesting company: Novartis Pharmaceuticals | China, Hong Kong

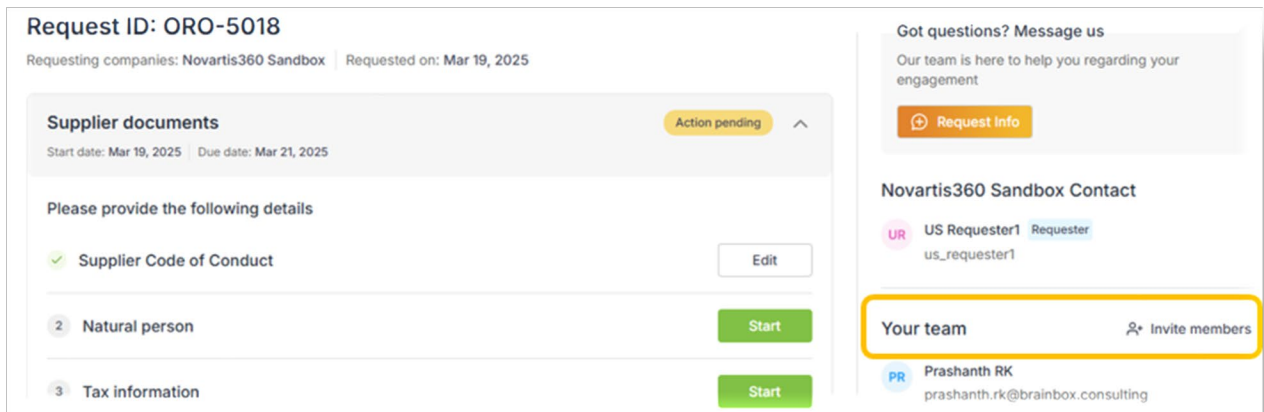
Add Details
Share details such as legal name, address and tax details for a seamless onboarding experience

[Enter details >](#)

Proceed to fill the other forms. System will guide to enter all the mandatory information necessary in the forms.

5b. Collaboration feature in S360

Suppliers may also use the collaboration feature by inviting a fellow member for requesting required information if needed by clicking on the invite members and start sharing the forms.



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Request Info

Novartis360 Sandbox Contact

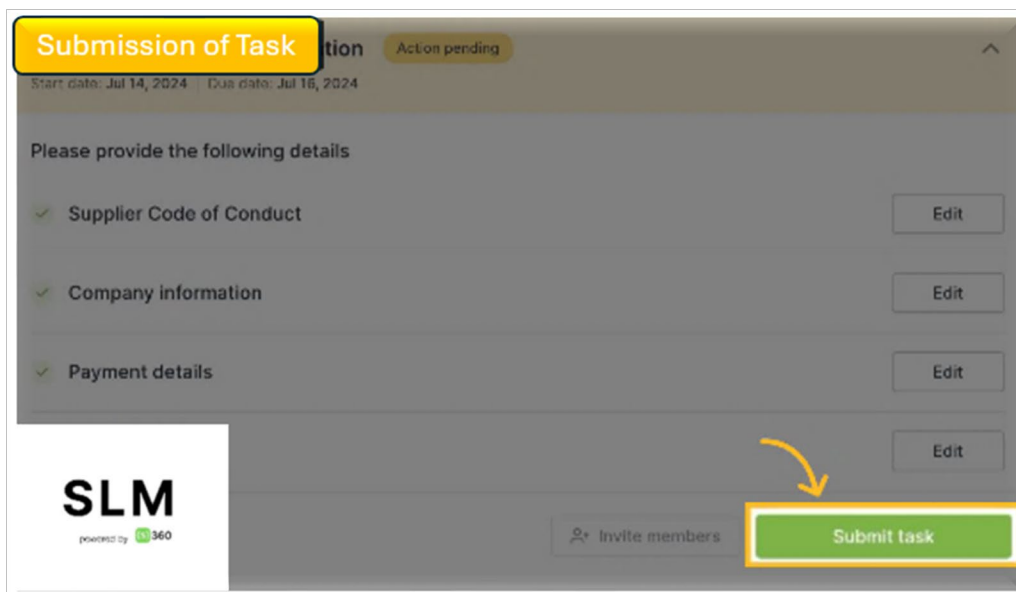
UR US Requester1 Requester
us_requester1

Your team Invite members

PR Prashanth RK
prashanth.rk@brainbox.consulting

5c. Submission of Task

On completion of the forms, proceed to complete the task by submitting the task.



Submission of Task Action pending

Start date: Jul 14, 2024 | Due date: Jul 16, 2024

Please provide the following details

- ✓ Supplier Code of Conduct Edit
- ✓ Company information Edit
- ✓ Payment details Edit

SLM
powered by S360

Invite members Submit task



Click [here](#) to learn what documentation you need to provide to become a supplier and how to invoice Novartis.

We look forward to a successful partnership!

