




# QUICK REFERENCE GUIDE | Supplier Registration Form

 <b>Role</b>	Supplier	 <b>Scenario</b>	Suppliers will receive an invitation email from Novartis to self-register for the Ariba Supplier Network	 <b>Hints &amp; tips</b>	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