

# Handbook for Suppliers

## Introduction to Ariba Network

28 February 2020



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# 1. SAP Ariba Network Rules

## What is SAP Ariba?

SAP Ariba is a worldwide recognized platform used by Almirall to establish commercial transactions with our suppliers (registration & homologation of suppliers, purchase orders, goods receipts and e-invoices).

## How to establish a relationship with Almirall on Ariba?


- You will receive an e-mail from SAP Ariba with a link for a **supplier registration**, or **you pre-registered your company** via the Almirall website.
- In both cases, you can **create a new** SAP-Ariba account if you do not have one, or you **should use your company's existing Ariba Network account**.
- **Before creating a new Ariba Network account**, please, **check if your organization is already registered** in the Ariba Network. Failing to do so may lead to confusion and incidents as several Ariba Network ID's might be created for the same organization.
- The email address you use for this account should be a **corporate email**.
- After you submit all the information, Almirall will verify your information and start with the qualification process (details about qualifications are stated on the following pages).

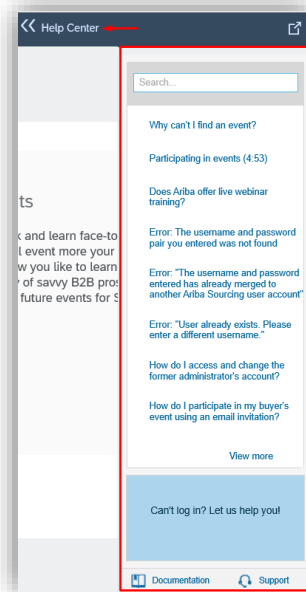
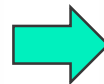
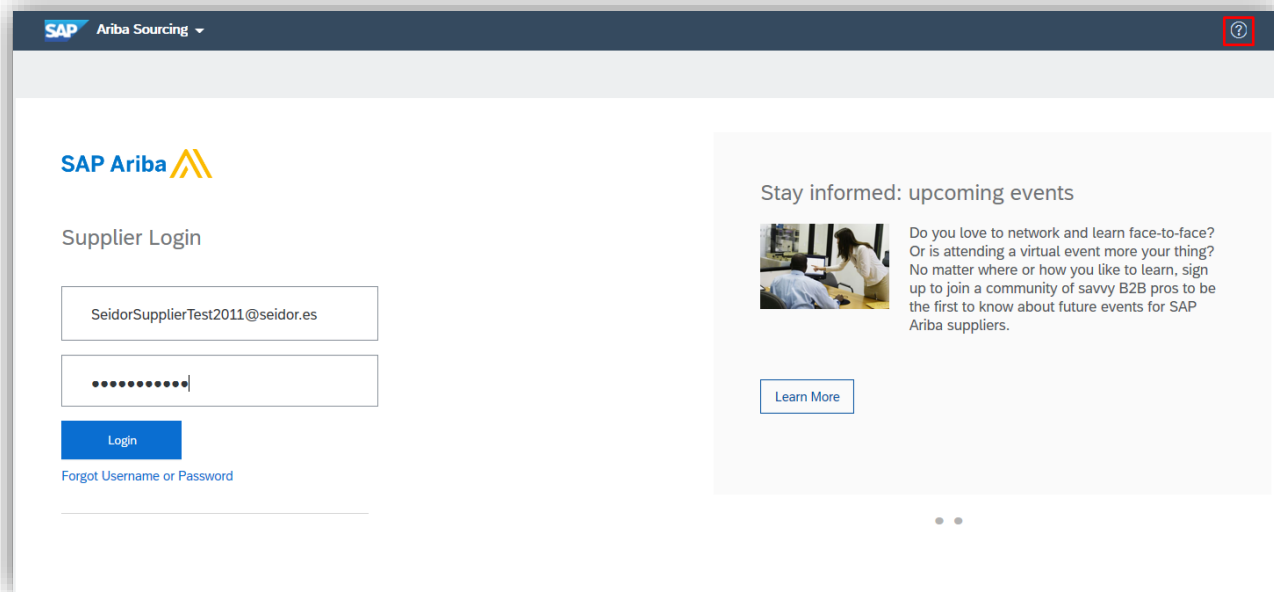
# 1. Ariba Network (URL)

- **Step 1:** The URL to access the supplier platform (Ariba Network) is: [supplier.ariba.com](https://supplier.ariba.com)
- **Step 2:** Once the registration process is completed (explained later), the username and password will be all you need to log in the platform.

The screenshot shows the SAP Ariba Supplier Login interface. At the top, there's a dark blue header with the SAP Ariba Sourcing logo and a help icon. Below this, the main content area has a light gray background. On the left, the 'Supplier Login' section includes the SAP Ariba logo, a text label 'Supplier Login', and two input fields: one for the username 'SeidorSupplierTest2011@seidor.es' and another for the password, represented by dots. Below these fields is a blue 'Login' button and a link for 'Forgot Username or Password'. On the right, there's a promotional banner for '20% off Ariba Discovery Advantage' featuring an image of a person with binoculars and a 'Learn More' button. The banner text describes the benefits of the Ariba Discovery Advantage program and provides a code 'SOURCING2017A' for a 20% discount.

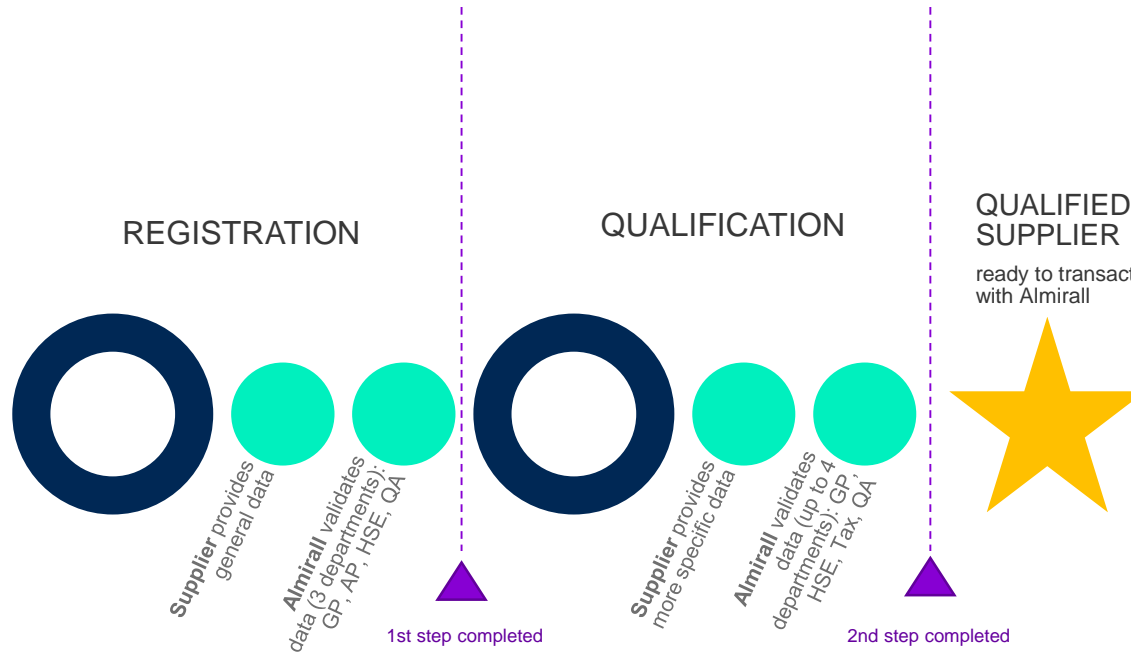
## 2. Ariba Network (Help Center)

- **Step 1:** Available on the Supplier Platform by clicking  (Help Center). Users have access at all times to a help panel to address any concerns or questions.



### 3. Process overview: Almirall Registration & Qualification

eportal a two-step qualification process



## 4. Supplier Registration Request

### 4.1. Internal Request (Almirall users)

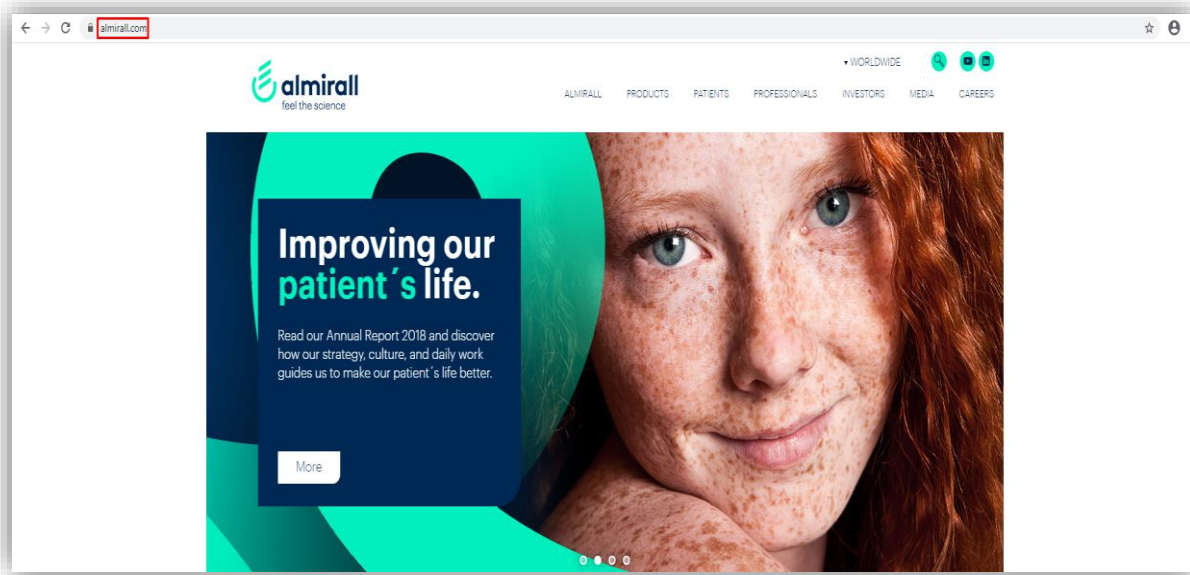
This **is an internal process**, which means that Almirall users will be responsible for requesting new suppliers on the platform through an internal questionnaire completing basic information.

### 4.2. Supplier Self-Registration Request

This is an **external process**, which means that new suppliers that wish to work with Almirall need to fill in the request questionnaire through the platform. The steps to follow will be explained next.

## 4.2. Supplier Self-Registration Request

- **Step 1:** Access the following link: <https://www.almirall.com/>





## 4.2. Supplier Self-Registration Request

- **Step 2:** At the bottom of the home page, click **Supplier Portal**.

The screenshot displays the Almirall website's home page. At the top, there's a 'News' section with the text 'Stay up to date with the latest news about Almirall' and a 'See all news' button. To the right is an 'ALMIRALL STOCK' section featuring a line chart for 08/01/2020 and a table of stock prices. Below the news section is the 'Q3 2019 Financial Results' announcement for 11th November at 10:00 am CET, with a 'Link to webcast' button. The footer contains a grid of links categorized by audience: Almirall, Patients, Professionals, Investors, Media, and Careers. The 'Suppliers portal' link is highlighted with a red box in the footer navigation bar.

**News.**  
Stay up to date  
with the latest news about Almirall  
[See all news](#)

**ALMIRALL STOCK**  
08/01/2020 12:29  
Quote data delayed 15 minutes [Download to Excel](#)

PRICES	LAST	DIF	DIF %
Close/Previous	14.7600	-0.1200	-0.81
Opening	14.7900	-0.1500	-1.01

**Q3 2019 Financial Results**  
11<sup>th</sup> November , 10:00 am CET  
[Link to webcast](#)

**Almirall**  
About Us  
Research and Development  
Partnering  
Our Commitment  
Our Products  
**Products**

**Patients**  
Disease Awareness  
Our Commitment to Patient Associations  
Conduct and transparency of clinical trials  
Report a side effect

**Professionals**  
Overview - Sharing Knowledge  
Product Focus  
Product Portfolio  
Transparency  
Useful Links

**Investors**  
Investor News  
Share Information  
Investor's Calendar  
Download center  
Corporate Governance  
Email Alerts

**Media**  
Press Releases  
Press Kit  
Multimedia  
Social Media  
Almirall FAQs  
Dermatology Training

**Careers**  
Life at Almirall  
Why work with us?  
Talent Development  
What we offer  
Job offers  
How we hire

**Suppliers portal** | News feed (RSS) | Global network | Contact | Terms | Privacy Policy | Cookies | Sitemap  
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## 4.2. Supplier Self-Registration Request

- **Step 3: Click on Self-Registration (New Supplier)**

### Welcome to the Almirall Suppliers' Portal



#### Self-registration

New supplier

If you are interested in becoming a supplier to Almirall, register your company details here, so we can assess your eligibility



#### eportal

Registered supplier/invited to register

Update your company details, access sourcing and econtracts



#### ebuy

Active supplier

Access your invoices and POs



#### DAT

Access to workers accreditation document (WAD)

## 4.2. Supplier Self-Registration Request

- **Step 4:** Then the following request form will appear.
- **Very important:** the fields with an \* are mandatory. Once completed, click on **Submit**.



Supplier self-registration request form

**Supplier Information**

1.1 \* Supplier Name

1.2 Main Address  
Country

1.3 \* Contact First Name

1.4 \* Contact Last Name

1.5 \* Contact job title

1.6 \* Contact Email

1.7 Contact Phone

**Financial Information**

2.1 DUNS Number

**Additional Information**

3.1 Where will the services/goods be supplied?  
Search Browse

3.2 \* What kind of services/goods does the Vendor supply?  
Search Browse

3.3 Comments

3.4 Company Website

## 4.2. Supplier Self-Registration Request

- **Step 5:** Once the form is submitted, a confirmation of the request should appear as shown below:

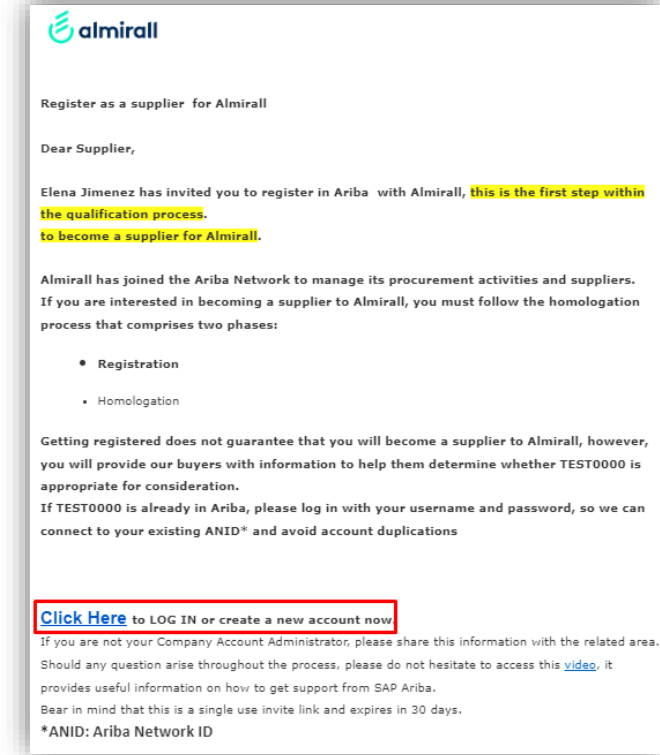
Supplier self-registration request form

1	Supplier Information	
1.1	Supplier Name	Supplier_Self_Registration
1.2	Address	
1.3	Contact First Name	Jose
1.4	Contact Last Name	Goncalves
1.5	Contact job title	Supplier
1.6	Contact Email	jgoncalves_90@hotmail.com
1.7	Contact Phone	663621002
2	Financial Information	
2.1	DUNS Number	
3	Additional Information	
3.1	Where will the services/goods be supplied?	Spain
3.2	What kind of services/goods does the Vendor supply?	Drugs and Pharmaceutical Products
3.3	Comments	
3.4	Company Website	

## 5. Registration

### 5.1.Registration (Ariba Network)

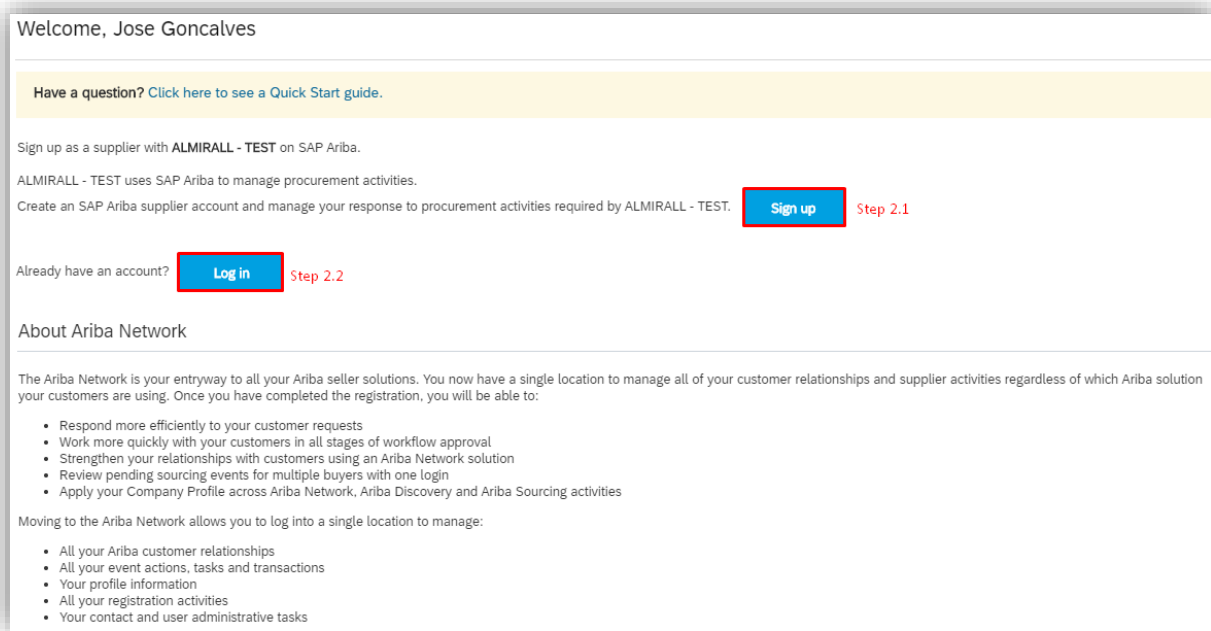
- **Step 1:** Once Almirall users have invited you to register as a supplier, you will receive an email like the one shown in the this image, then you must click on the link **(Click Here)**.



## 5. Registration

### 5.1.Registration (Ariba Network)

- **Step 2.1:** If you do not have an account click on **Sign up**.
- **Step 2.2:** If you already have an account click on **Log in**.



Welcome, Jose Goncalves

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **ALMIRALL - TEST** on SAP Ariba.

ALMIRALL - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by ALMIRALL - TEST. [Sign up](#) **Step 2.1**

Already have an account? [Log in](#) **Step 2.2**

#### About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

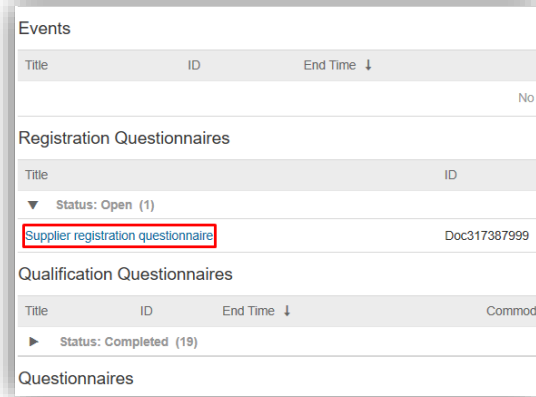
- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

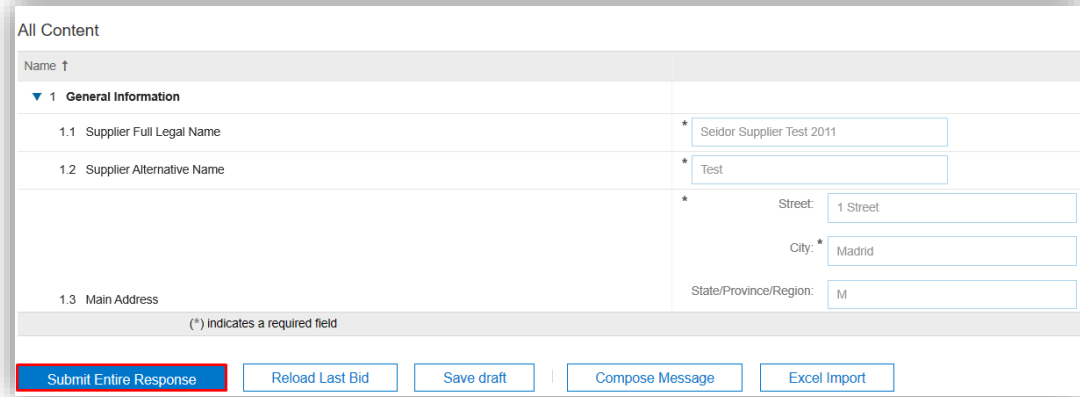
- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

## 5.2.Registration (Almirall)

- **Step 1:** After logging in on **Ariba Network** you will automatically access the platform and the registration questionnaire sent by Almirall:
  - **Fill in the questionnaire**
  - **Click on Submit Entire Response.**



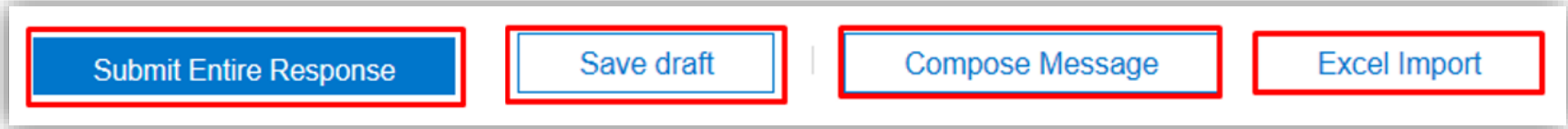
Title	ID	End Time ↓
No items found		
Registration Questionnaires		
Title	ID	
▼ Status: Open (1)		
Supplier registration questionnaire	Doc317387999	
Qualification Questionnaires		
Title	ID	End Time ↓
► Status: Completed (19)		
Questionnaires		



Name ↑	
▼ 1 General Information	
1.1 Supplier Full Legal Name *	Seidor Supplier Test 2011
1.2 Supplier Alternative Name *	Test
1.3 Main Address *	
Street:	1 Street
City: *	Madrid
State/Province/Region:	M
(*) indicates a required field	
Submit Entire Response	
Reload Last Bid	
Save draft	
Compose Message	
Excel Import	

## 5.2.Registration (Almirall)

- **Step 2:** It is important to explain and know the functionality of each of the buttons that we have in the questionnaires.

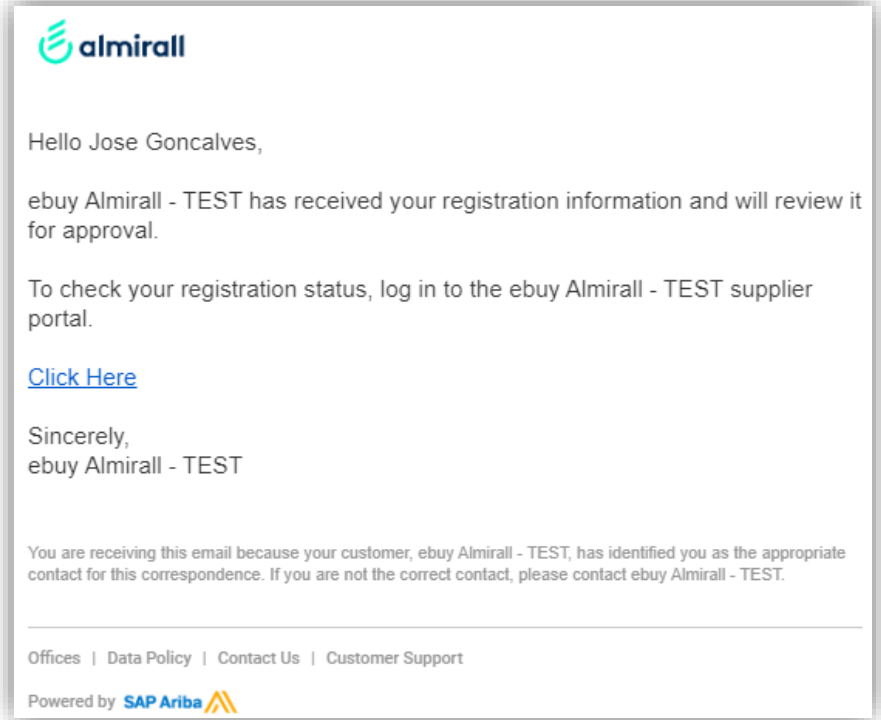


- ✓ **Submit Entire Response:** Once the questionnaire is completed, click on Submit Entire Response.
- ✓ **Save draft:** This function is very useful: it allows to save the progress when filling out a questionnaire; that is, you can save the answers of the questionnaire without having to fill out the whole questionnaire in one day.
- ✓ **Compose message:** It allows to send a message to Almirall users in case any doubts appears while completing the questionnaires.
- ✓ **Excel Import:** This function allows to export and import the content of the questionnaires. This way you can fill in the questionnaires in Excel and once completed they can be imported.



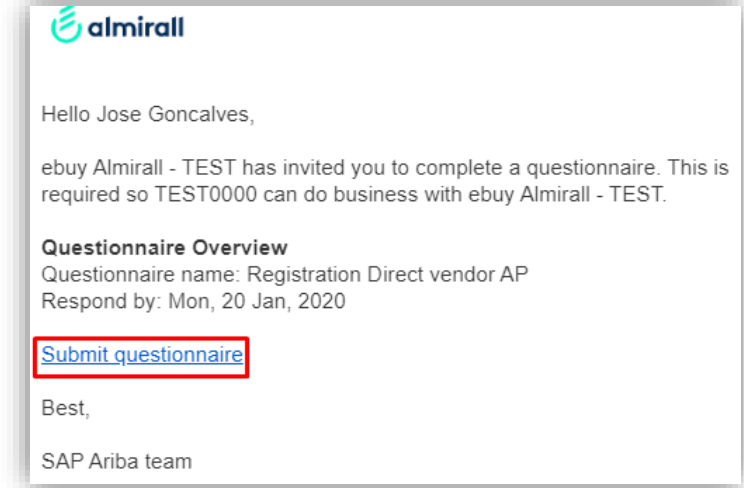
## 5.2.Registration (Almirall)

- **Step 3:** Once you submit the registration questionnaire, you will receive an e-mail notification as shown in the image.
- At this stage Almirall will evaluate the information received and approve/deny/request additional info as convenient.



## 5.2.Registration (Almirall)

- **Step 4:** During the registration process you will receive additional questionnaires. For each of these questionnaires you will receive an email like the one shown in the picture.



- You can view these questionnaires in the following section (**Questionnaires**):



Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
▼ Status: Open (1)						
Registration Direct vendor AP	Doc348326023	1/20/2020 12:25 PM	(no value)	(no value)	NotResponded	

## 5.2.Registration (Almirall)

- **Step 5:** To answer these questionnaires **click** on the questionnaire name.

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Registration Direct vendor AP	Doc348326023	1/20/2020 12:25 PM	(no value)	(no value)	NotResponded

- **Step 6:** Once it is completed, click on **Submit Entire Response**.

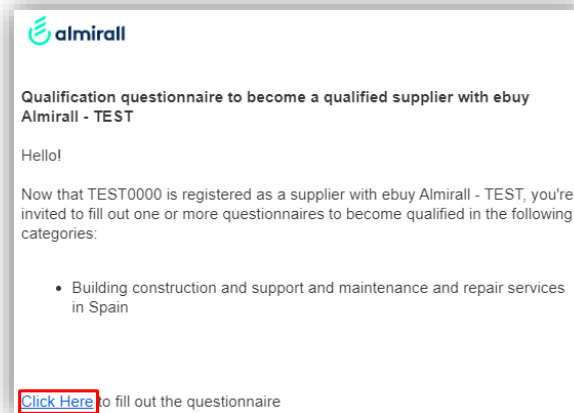
All Content	
Name ↑	
▼ 1 Quality Information	
1.1 Material (name)	* <input type="text"/>
1.2 GMP's and Manufacturer authorisation	* Unspecified ▾ 
1.3 Written Confirmation according Article 46b(2)(b) of Directive 2001/83/EC (for APIs)	<input type="text"/> 
<div><div>Submit Entire Response</div><div>Save draft</div><div>Compose Message</div><div>Excel Import</div></div>	

## 6. Qualification

- **Step 1:** Once the registration process is completed, we start with the qualification phase, in which Almirall sends the required qualification questionnaires. These questionnaires can be found in the **Qualification Questionnaires** section, as shown in the image below:

Qualification Questionnaires						
Title	ID	End Time ↓	Commodity		Regions	Status
▼ Status: Open (1)						
Supplier qualification questionnaire	Doc348336497	1/24/2020 12:28 PM	Building construction and...	<a href="#">View more</a>	ESP Spain	Qualification Started

- For each qualification questionnaire you will receive a mail like the one shown in this picture:

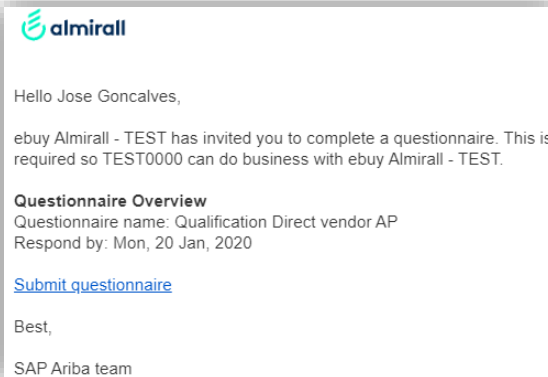


## 6. Qualification

- **Step 2:** During the qualification process you might receive additional questionnaires, which you can find in the questionnaire section as shown in the image below.

Questionnaires						
Title	Registration	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)						
Registration Direct vendor AP		Doc348326023	1/20/2020 12:25 PM	(no value)	(no value)	NotResponded
▼ Status: Open (1)						
Qualification Direct vendor AP		Doc348216840	1/20/2020 1:11 PM	(no value)	(no value)	NotResponded

- You will receive an email notification to answer these questionnaires.



## 6. Qualification

- Once the qualification questionnaires are submitted, Almirall will evaluate the information received and **approve/deny/request additional info** as convenient.
- When Almirall approves the qualification information, you will receive an informative e-mail. At this stage the process is finished.

## 6. What's Next?

- **Certain goods/services require a Purchase Order (PO).** If applicable, the PO requisition must be handled by Almirall internal Users.
- If applicable, you will receive the **PO via email**. To access, please use the **same Ariba account you used in the homologation process**.
- Once the services/goods are delivered, the PO requester must **confirm reception**. **This action enables billing**.
- **Send your invoices against the relevant PO via Ariba network.**



Further tutorials/handbooks in the next chapter.

## 8. Almirall user manuals available in the Ariba platform (II)

- Access your Ariba account and click on “Company Settings” (1) and “Customer Relationship” (2).
- In the “Current” tab, you will find the list of companies you have active SAP-Ariba business relationship with. Please choose Almirall (3) and click on “Supplier Information Portal” (4).
- Click on “Reference documents” to see the list of Almirall user manuals (5) and click on the specific manual you are interested in (6).

The screenshot shows the Ariba Network interface. A red arrow labeled '1' points to the 'Company Settings' dropdown menu. Another red arrow labeled '2' points to the 'Customer Relationship' option within the dropdown. A third red arrow labeled '3' points to the 'Current' tab in the 'Orders, Invoices and Payments' section. A fourth red arrow labeled '4' points to the 'Supplier Information Portal' link in the 'Current' tab table.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
0045219214	ALMIRALL	New	2.00 EUR	11 Apr 2019	0.00 EUR	Selected

Customer	Relationship Type	Approved Date	Routing Type
ALMIRALL	Trading	1 Apr 2019	Default

The screenshot shows the 'Supplier Information Portal of ALMIRALL'. A red arrow labeled '5' points to the 'Reference Documents' tab. A red arrow labeled '6' points to the first item in the list, 'Direct Purchasing\_PO Management'.

Name	Created
1. Direct Purchasing_PO Management	15 Apr 2019
2. Direct Purchasing_ASN	15 Apr 2019
3. Indirect Purchasing_PO Reception	15 Apr 2019
4. e-invoicing Header Level Tax	15 Apr 2019
5. Italian e-invoicing Legal Profile	15 Apr 2019



## 8. Almirall user manuals available in the Ariba platform (I)

This is training material available in the Ariba Platform:

### 1. Direct Purchasing\_ PO Reception\_PO Confirmation

- For direct suppliers (API, excipients, packaging, raw materials, finished products, starting materials)
- How to access and confirm a PO

### 2. Direct Purchasing\_ ASN

- For direct suppliers (API, excipients, packaging, raw materials, finished products, starting materials)
- How to send an advanced shipping notice

### 3. Indirect Purchasing\_ PO Reception

- For indirect suppliers (all other goods/services not listed in the direct list)
- How to access a PO

### 4. e-invoicing Header Level Tax

- For all direct and indirect suppliers
- How to send an invoice

### 5. Italian e-invoicing Legal Profile

- For Italian suppliers invoicing to an Italian company
- How to invoice

# Thank you