



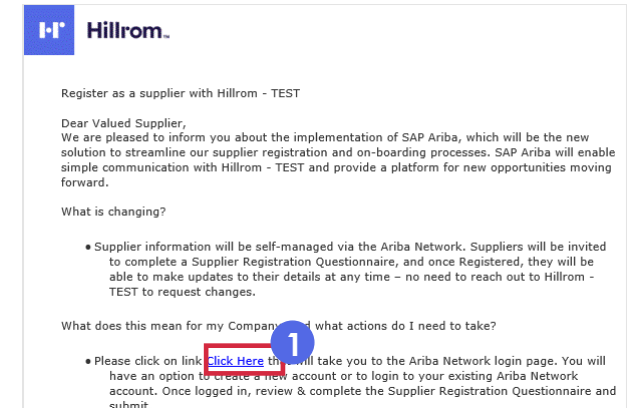
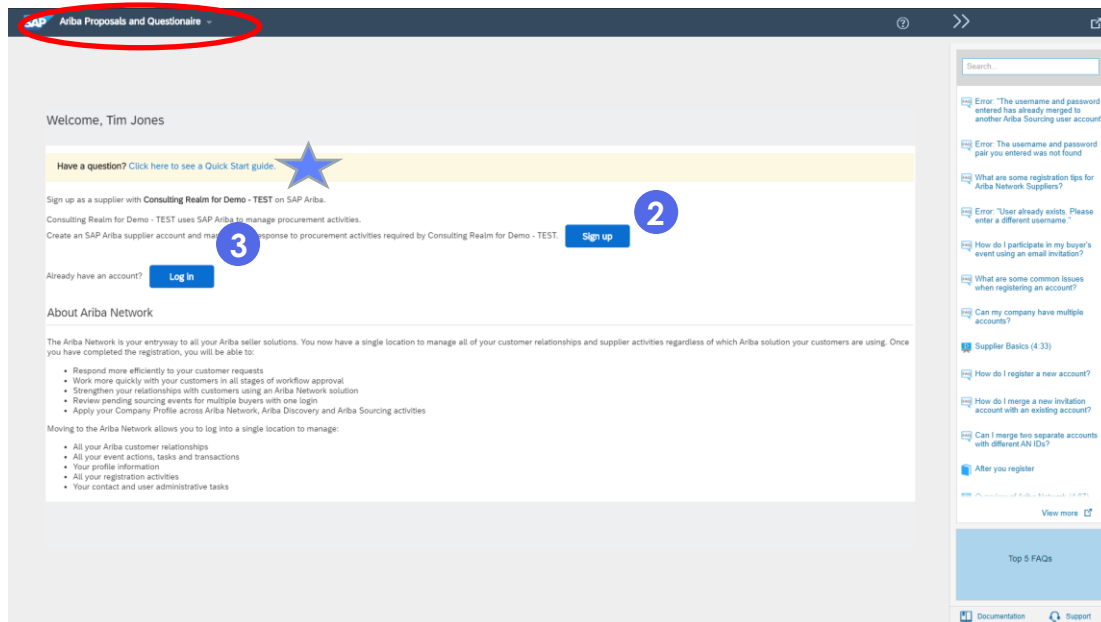
SLP Supplier Registration Quick Start Guide

V1.0 | 25-Oct-2021

Suppliers – Registration

The registration process begins by receiving an email like the one shown below from Hillrom:

1. Click on **Click Here** to continue with the beginning the registration process. You will be directed to the Welcome page – Ariba Proposals & Questionnaires with two ways to proceed as shown in 2 and 3 below
2. Click on **Sign up**, if you don't have an account on Ariba Network. See next slide on instruction to **Sign Up**
3. Click **Log In**, if you already have an Ariba Network Account



★ Notice the Quick Start Guide, FAQs, and other Help information available to you directly in the AN portal.

Note:

- The email has an expiry date of **30 days** from the day the email is received. After the 30-day period, reach out to supplierquestions@hillrom.com to request a new link

Supplier Registration – Sign Up

To create a new account, fill in all required fields and click “Create account and continue”.

The screenshot displays the SAP Ariba 'Create account' registration form. The 'Company information' section includes fields for Company Name (ARIBA SUPPLIER TRAINING), Country (United States [USA]), and Address (Line 1, 2, 3). The 'User account information' section includes fields for Name (Karina Nikolaeva), Email (karina.nikolaeva@sap.com), Username (test-karina.nikolaeva@sap.com), Password, Repeat Password, Language (English), and Email orders to (karina.nikolaeva@sap.com). A red circle highlights the 'Create account and continue' button. Below the user information, there is a 'Tell us more about your business' section with fields for Product and Service Categories, Ship-to or Service Locations (Sweden), and Tax ID (Optional).



Supplier Registration – Sign Up

The Ariba Network might notice that your company already has an account. If potential duplicates are flagged, they should be reviewed. Many suppliers choose to manage all of their Ariba activities with all of their suppliers under one AN account. Some suppliers choose to manage in a more de-centralized way. After reviewing the potential duplicate accounts, you can choose to:

A: **Continue Account Creation**, or

B: Go back to the previous page to choose to **Login** with your **existing credentials for an existing account** as shown in slide – 5

If you think one of the flagged accounts looks like it does belong to your company, but you do not have login credentials for this account, contact your Ariba Account Administrator and ask them to set you up with access to Proposals & Questionnaires.

The screenshot shows a registration form with fields for Company Name, Country, Address, Line, City, and State. A warning box is overlaid on the form, stating: "Potential existing accounts. We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." A "Review accounts" button is visible at the bottom of the warning box.

The screenshot shows the "Review duplicate Account" page in SAP Ariba. The page title is "SAP Ariba Proposals and Questionnaire". The main heading is "Review duplicate Account". The text reads: "We noticed that your company may already register an Ariba Network account. please review the match results below, then:"

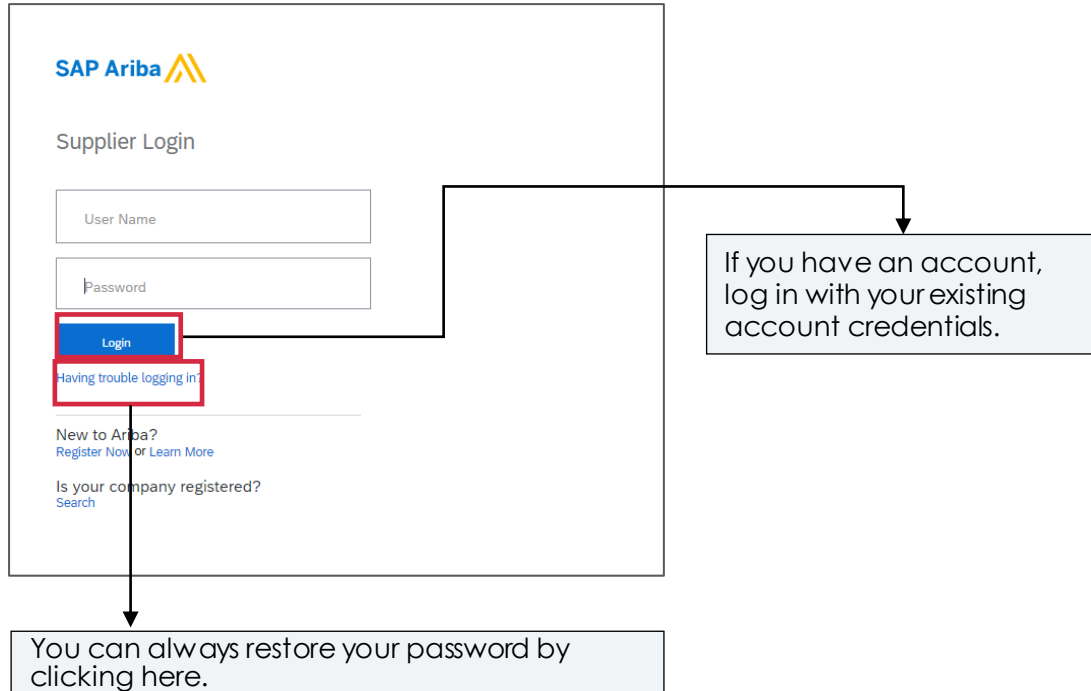
- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can **Continue Account Creation** and we will progress your registration
- Or, you can **Go back to previous page**

A callout box with an arrow pointing to the "Continue Account Creation" link in the list says: "Refer to **slide – 6** on the next steps after clicking **Continue Account Creation**".

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID
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Supplier Registration – Log In




Note: You can login to **SAP Ariba Network** using the URL <https://service.ariba.com/Sourcing.aw/> without any email link as well. make sure you select **Ariba Proposals and Questionnaires** on the login page.


Supplier Registration – New Account Creation




Note: Upon clicking “**Continue Account Creation**” you will receive the email below confirming a new account created on the Ariba Commerce Cloud for your supplier organization.

Welcome to the Ariba Commerce Cloud

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

 If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

SAP Ariba 

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for ARIBA SUPPLIER TRAINING is now complete.

Your organization's account ID: **AN01494873553-1**

Your username: test-karina.nikolaeva12345@sap.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Supplier Registration

1. Under the **Registration Questionnaires** sections, click **Supplier registration questionnaire** to access the registration questionnaire

title	Status
Supplier registration questionnaire	Not Responded

Doc236426305 7/2/2021 6:39 PM

As a Supplier you can respond to the questionnaire only if the status is **Open**.

As a Supplier you have to answer the questionnaire before the **End Time** (30 days).

2. Complete **Company Information, Mailing Address, Remittance Address, Payment Information, Supplier Diversity(if applicable), Environmental Health, Contacts and Terms & Conditions** with the required information

Console Doc236426305 - Supplier registration questionnaire

Time remaining: 29 days 23:46:39

2

1 Company Information

1.1 Company Name (Legal Entity Name) MEDICAL DEVICE ENGINEERING

1.2 Doing Business As (DBA), if applicable

1.3 Please confirm your country United States of America (US)

1.4 Corporate Address

Street: Brown Village Avenue 1474

Street 2:

Street 3:

City: New York

State/Province/Region: US-NY

Postal Code: 10003

Country/Region: United States

1.5 Corporate Address (in Regional Language)

1.6 P.O. Box & Bradstreet # (D&B #, DUNS #)

1.7 Phone 1234567899

(*) indicates a required field

3

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

As a Supplier, you have 30 days to respond to the questionnaires.

3. Click on **Submit Entire Response** and Click on **OK**

4. You will receive confirmation that your response has been successfully submitted

3

Submit this response?

Click OK to submit

OK Cancel

You can access all the available content in this table.

4

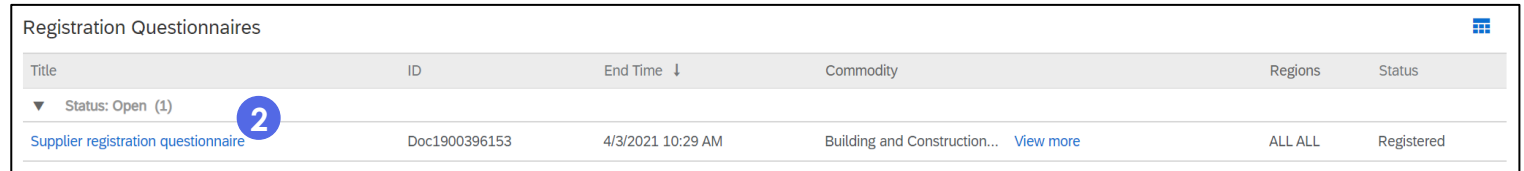
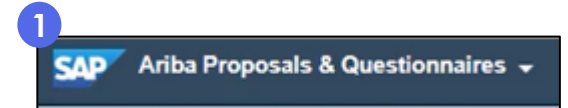
Doc239250324 - Supplier registration questionnaire

Your response has been submitted. Thank you for participating in the event.

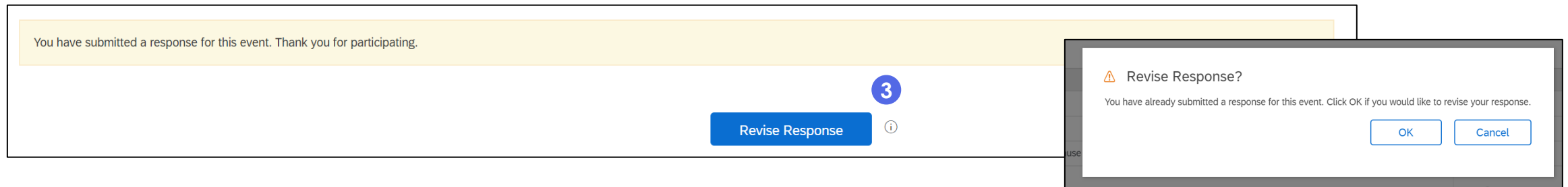
If you don't have the information at hand, you can always save your process and continue filling it in later.

Revising the Questionnaire

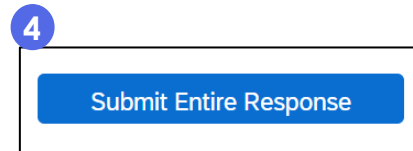
1. Once logged into your Ariba Network account, ensure you are on the "Questionnaires & Proposals" tab and under the correct customer tab.
2. Navigate to the Registration Questionnaires section. You will see the registration questionnaire. Notice the status of the questionnaire. If it is in a "Registered" status, you will be able to update it. If in a different status than Registered, you will not be able to make an update, reach out to supplierquestions@hillrom.com to request new link. Click on the questionnaire to open it.

A screenshot of a table titled 'Registration Questionnaires'. The table has columns for Title, ID, End Time, Commodity, Regions, and Status. A dropdown menu is open under the 'Status' column, showing 'Status: Open (1)'. A blue circle with the number '2' is placed over the dropdown. Below the dropdown, a row is visible with the following data: Title: 'Supplier registration questionnaire', ID: 'Doc1900396153', End Time: '4/3/2021 10:29 AM', Commodity: 'Building and Construction...', Regions: 'ALL ALL', and Status: 'Registered'. A 'View more' link is present next to the Commodity column.

3. Once you open the questionnaire, you will see that you've already submitted a response, but you have an opportunity to Revise Response. Confirm you would like to revise your response, then, the questionnaire will open for editing

A screenshot showing a confirmation message and a dialog box. The confirmation message is a yellow box with the text: 'You have submitted a response for this event. Thank you for participating.' Below this message is a blue button labeled 'Revise Response' with an information icon to its right. A blue circle with the number '3' is placed over the 'Revise Response' button. To the right of the main content is a modal dialog box titled 'Revise Response?' with a warning icon. The dialog contains the text: 'You have already submitted a response for this event. Click OK if you would like to revise your response.' and has two buttons: 'OK' and 'Cancel'.

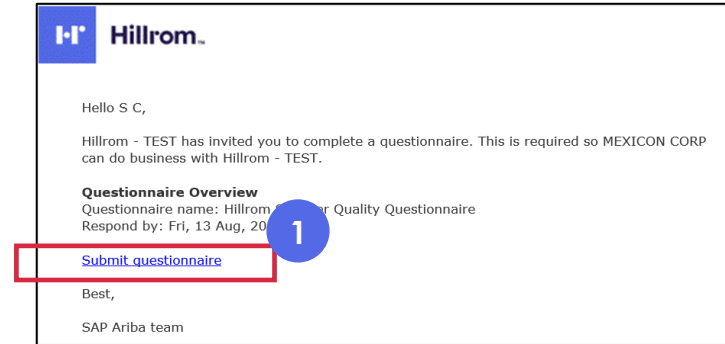
4. After you've made the necessary updates, click "Submit Entire Response". The updates will route to Hillrom for approval.



Supplier Qualification

After your registration questionnaire is approved, you may be contacted if Hillrom requires an additional step to **qualify your company** for a **specific commodity or service**. In this scenario, you will receive an email from the Hillrom requesting to fill out the **Hillrom Supplier Quality Questionnaire**

1. Click on **Submit questionnaire** in the email



2. Click Under **Questionnaires** section, click **Hillrom Supplier Quality Questionnaire**

Title	ID	End Time ↓	Commodity	Regions	Status
Status: Open (1)					
Hillrom Supplier Quality Questionnaire	Doc236726516	8/1/2021 7:46 PM	(no value)	(no value)	NotResponded

As a Supplier you can respond to the questionnaire if the status is **Open**



Note: If status of any questionnaire is not open, then please reach out to Hillrom Supplier helpdesk contact (supplierquestions@hillrom.com).



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Supplier Qualification (Continued)

Respond to All Content sections in the questionnaire such as Employees, Facilities, Quality, Quality Records and Process Control, Impact/Test

Doc239250347 - Hillrom Supplier Quality Questionnaire

All Content

Name ↑

▼ 1 Employees / Facilities

▼ 2 Quality

2.1 Is your Quality System certified by a third party certification agency? Please provide copies of certification per options below. * No

2.2 ISO 13485 * Yes **1** Details

▼ 3 Quality Records and Process Control

3.1 Is there a documented procedure for identification, collection, indexing, access, filing, storage, maintenance, and disposition of quality records? * Yes

3.2 Is there a formal customer complaint system used? * Yes

3.3 Is there a formal system dealing with field returns? * Yes

▼ 4 Inspection / Test

4.1 Is receiving inspection performed? * Yes

4.2 Are there in-process inspections with written instructions for each operation? * Yes

4.3 Are there written and defined Sampling Plans? * Yes

4.4 Are final inspections performed and documented? * Yes

2.2 ISO 13485

Enter details for **Certificate**. Enter the location of a file to add as an Attachment. To search for a [More](#)

Certificate Type: ISO 13485

Issuer: * ABC CO

Year of Publication: * 1990

Certificate Number: * 34534

Certificate Location: * HOUSTON

Effective Date: * Thu, 8 Jul, 2021

Expiration Date: * Sat, 31 Jul, 2021

Attachment: * ISO Certificate.docx
Or drop file here

Description:

1

Fill the **Quality** section with the proper company information, if applicable please provide details for certificate **ISO 13485**, **ISO 9001** or **ISO 17025**. click Yes and click on **Details**, to provide the details of the certificate. **Click Ok**

Supplier Qualification (Continued)

2. Fill the **Quality Records and Process Control** section with the proper company information
3. Click **Submit Entire Response**
4. Click **Ok** to the **Submit this response?** Question
5. Check the **verification message**

The screenshot shows a web-based questionnaire form. It is divided into two sections: '5 Supplier Management' and '6 Packaging|Distribution'. Each section contains several questions, each with a 'Yes' dropdown menu. A red box highlights the dropdown menus for questions 5.1, 5.2, 5.3, 6.1, and 6.2. A blue circle with the number '2' is placed in the top right corner of the form. At the bottom of the form, there are four buttons: 'Submit Entire Response' (highlighted with a red box and a blue circle with the number '3'), 'Save draft', 'Compose Message', and 'Excel Import'. A note below the buttons states '(*) indicates a required field'.

The screenshot shows a confirmation dialog box with a green checkmark icon and the text 'Submit this response?'. Below this, it says 'Click OK to submit'. There are two buttons: 'OK' (highlighted with a red box and a blue circle with the number '4') and 'Cancel'.

The screenshot shows a confirmation message box with a green checkmark icon and the text 'Your response has been submitted. Thank you for participating in the event.' The message is enclosed in a red box, and a blue circle with the number '5' is placed in the top right corner of the box.

Supplier Registration Confirmation

1. **Supplier Registration Confirmation** response is the final step for the Supplier Onboarding process with Hillrom. In this step you'll need to confirm all the information provided earlier is correct and no update is required. Locate the notification email in your inbox and click '**Click Here**' to open the link



2. Under **Qualification Questionnaires** section, click **Supplier Registration Confirmation**

Qualification Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier Registration Confirmation	Doc253534557	9/2/2021 11:13 AM	OEM DMOEM	MEX Mexico	Qualification Started

As a Supplier you can respond to the questionnaire if the status is **Open**.



Note: If status of any questionnaire is not open, then please reach out to Hillrom Supplier helpdesk contact (supplierquestions@hillrom.com).



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Supplier Registration Confirmation

3. Respond to the question accurately. Mandatory fields will be marked in asterisk
4. Click **Submit Entire Response**
5. Click **OK** on the popup message
6. Check the **verification message**

All Content

Name *

1 I confirm, that I have submitted the registration questionnaire response and uploaded all the necessary documents * Yes ▾

* indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Doc253534557 - Supplier Registration Confirmation Time remaining
29 days 23:57:36

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

All Content

Name *

1 I confirm, that I have submitted the registration questionnaire response and uploaded all the necessary documents Yes

Compose Message

✓ Submit this response?

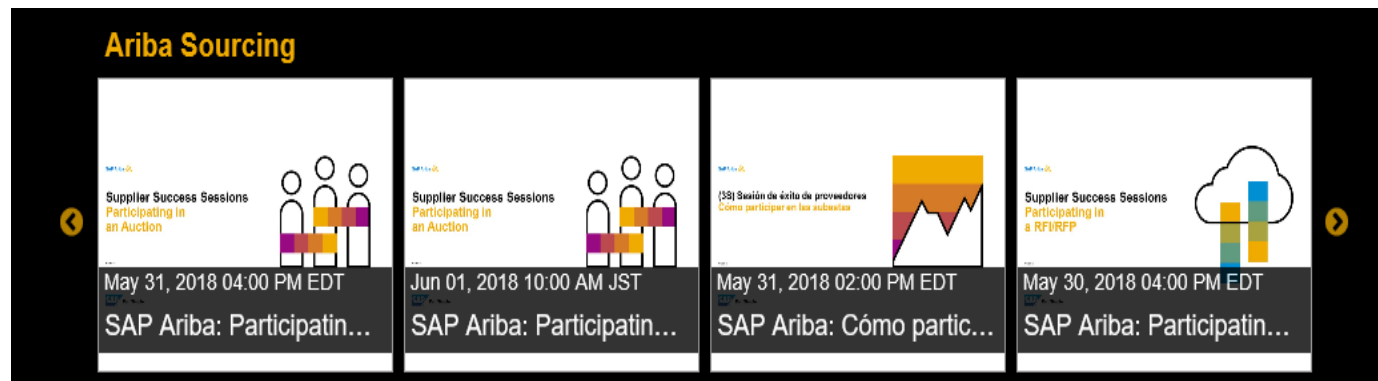
Click OK to submit.

OK Cancel

Sign Up for Additional Training from Ariba Support

Suppliers can participate in additional training provided by Ariba Customer Support including a wide range of topics from Source to Settle. **Click on Sourcing Webinars link below**

[Sourcing Webinars](#)



The image shows a carousel of four webinar cards under the heading "Ariba Sourcing". Each card features the SAP Ariba logo, a title, a date and time, and a partial title. The cards are as follows:

Webinar Title	Date and Time	Partial Title
Supplier Success Sessions Participating in an Auction	May 31, 2018 04:00 PM EDT	SAP Ariba: Participatin...
Supplier Success Sessions Participating in an Auction	Jun 01, 2018 10:00 AM JST	SAP Ariba: Participatin...
(S) Sesión de éxito de proveedores Cómo participar en las subastas	May 31, 2018 02:00 PM EDT	SAP Ariba: Cómo partic...
Supplier Success Sessions Participating in a RFQ/RFP	May 30, 2018 04:00 PM EDT	SAP Ariba: Participatin...