

Handbook for Suppliers

Introduction to Ariba Network

28 February 2020



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1. SAP Ariba Network Rules

What is SAP Ariba?

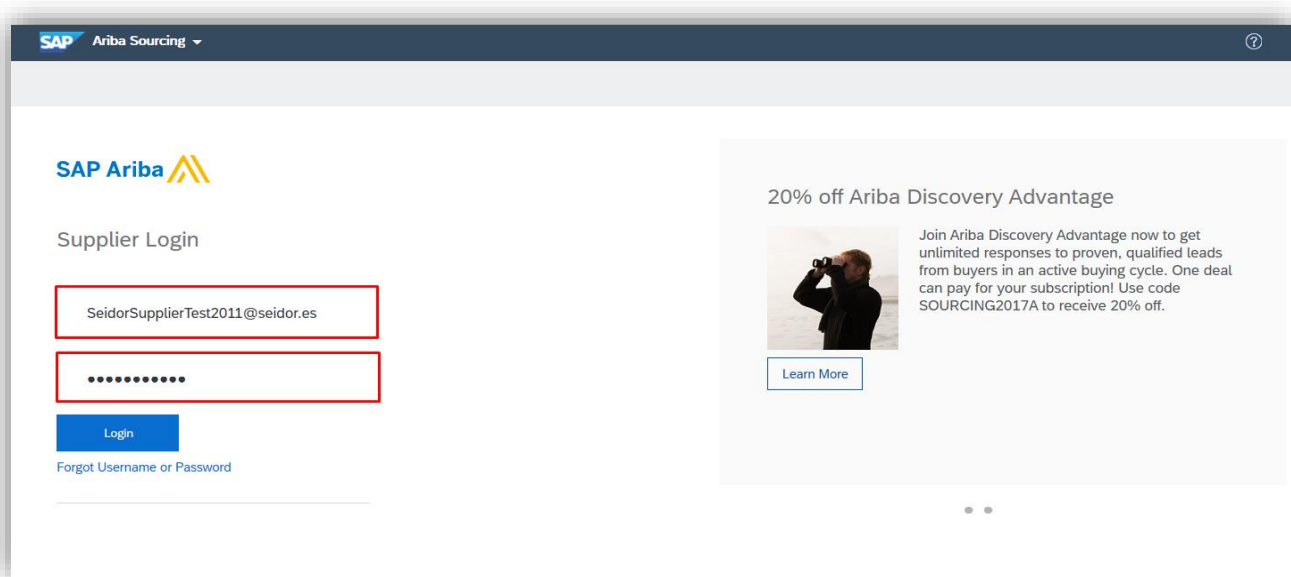
SAP Ariba is a worldwide recognized platform used by Almirall to establish commercial transactions with our suppliers (registration & homologation of suppliers, purchase orders, goods receipts and e-invoices).

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).

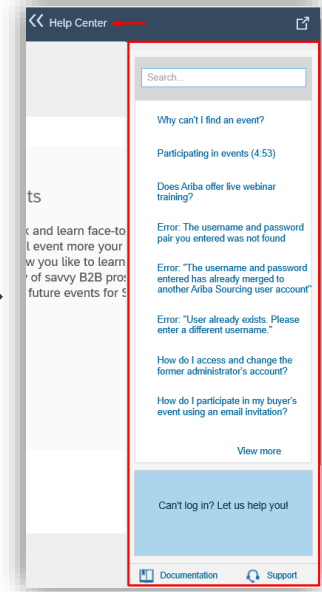
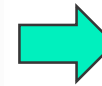
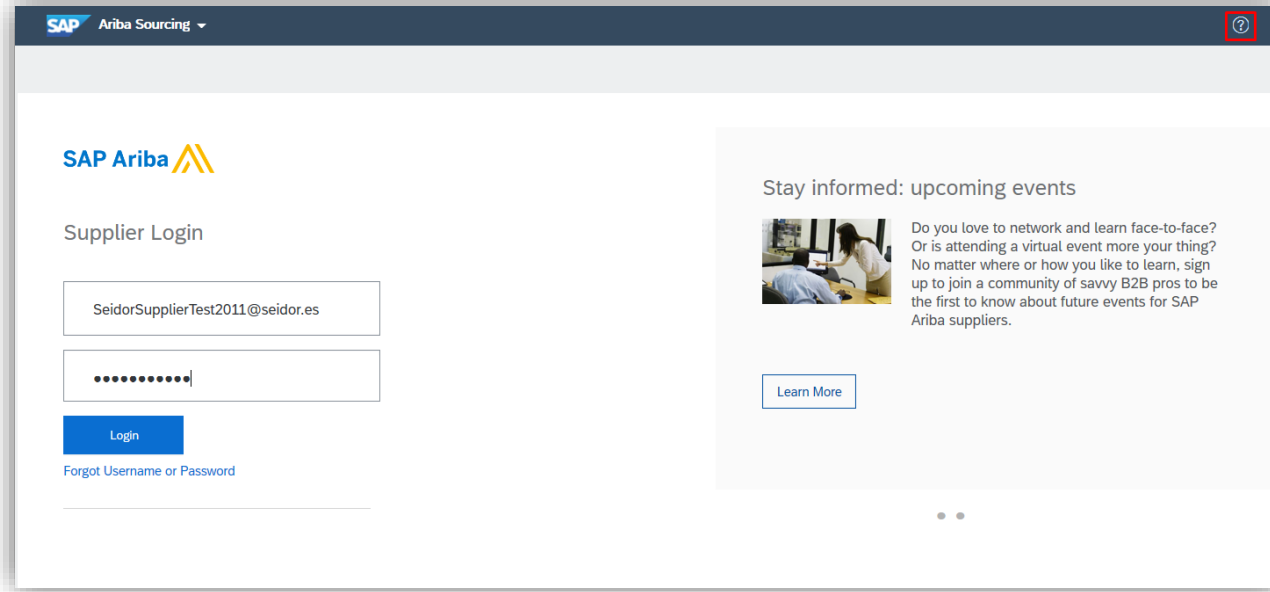
1. Ariba Network (URL)

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



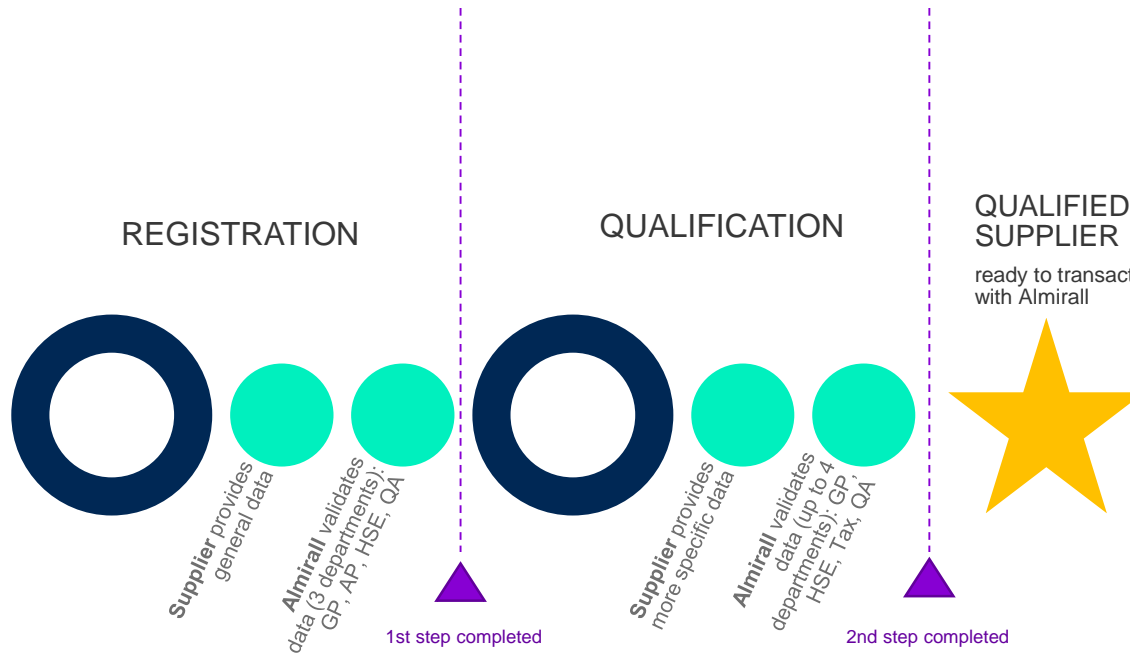
2. Ariba Network (Help Center)

- **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)

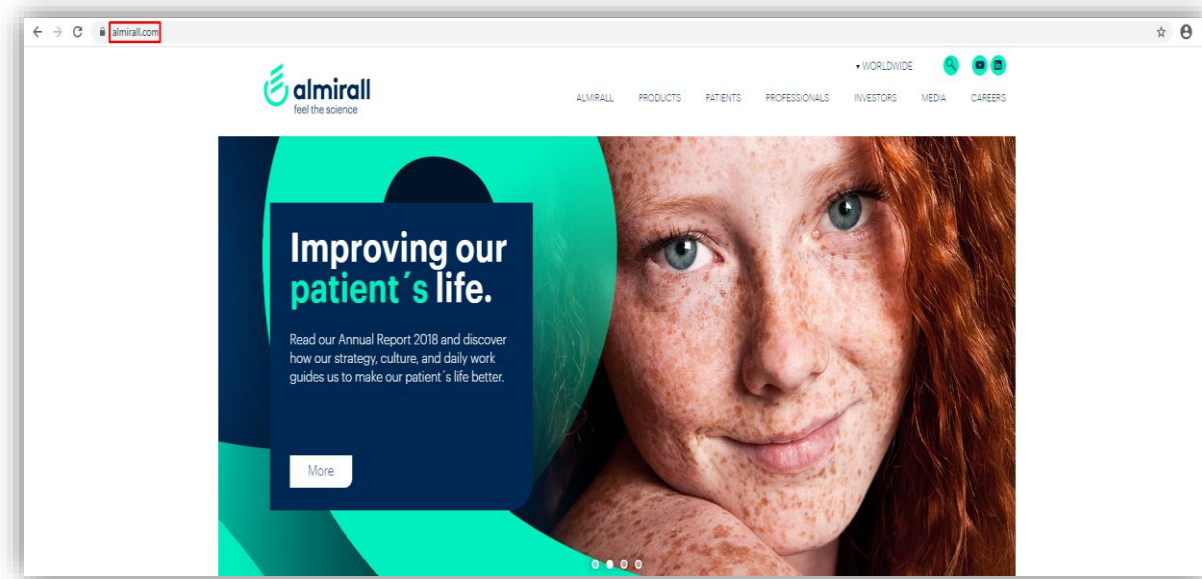
This is an **internal process**, which means that Almirall users will be responsible for requesting new suppliers on the platform through an internal questionnaire completing basic information.

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 shows the Almirall website home page. At the top, there is a 'News' section with the text 'Stay up to date with the latest news about Almirall' and a 'See all news' button. Below this is a 'Q3 2019 Financial Results' section with the text '11th November, 10:00 am CET' and a 'Link to webcast' button. On the right side, there is an 'ALMIRALL STOCK' section featuring a line chart of stock prices from 08/01/2020 to 12:29. Below the chart is a table with the following data:

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

Below the table, it says 'Quote data delayed 15 minutes' and 'Download to Introlist'. At the bottom of the page, there is a dark blue footer with the Almirall logo on the left and a navigation menu on the right. The 'Suppliers portal' link in the navigation menu is highlighted with a red box.

Almirall
About Us
Research and Development
Partnership
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

almirall

Suppliers portal | News feed (RSS) | Global Network | Contact | Terms | Privacy Policy | Cookies | Sitemap
Copyright 2020 © Almirall. S.R.L. All rights reserved

4.2. Supplier Self-Registration Request

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

Welcome to the Almirall Suppliers' Portal

 <p>Self-registration New supplier</p> <p>If you are interested in becoming a supplier to Almirall, register your company details here, so we can assess your eligibility</p>	 <p>eportal Registered supplier/invited to register</p> <p>Update your company details, access esourcing and econtracts</p>	 <p>ebuy Active supplier</p> <p>Access your invoices and POs</p>	 <p>DAT Access to workers accreditation document (WAD)</p>
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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**.

A screenshot of a web form titled "Supplier self-registration request form". The form is divided into three main sections: "Supplier Information", "Financial Information", and "Additional Information".
1.1 Supplier Name: Input field with "Supplier_Self_Registration".
1.2 Main Address: Country dropdown with "Spain".
1.3 Contact First Name: Input field with "Jose".
1.4 Contact Last Name: Input field with "Goncalves".
1.5 Contact job title: Input field with "Supplier".
1.6 Contact Email: Input field with "jgoncalves_90@hotmail.com".
1.7 Contact Phone: Input field with "66321002".
2.1 DUNS Number: Input field.
3.1 Where will the services/goods be supplied?: Search/Browse dropdown with "Spain" selected.
3.2 What kind of services/goods does the Vendor supply?: Search/Browse dropdown with "Pharm" selected, and "Drugs and Pharmaceutical Products" as a tag.
3.3 Comments: Text area.
3.4 Company Website: Input field.
At the bottom right, there are "Submit" and "Cancel" buttons.

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	
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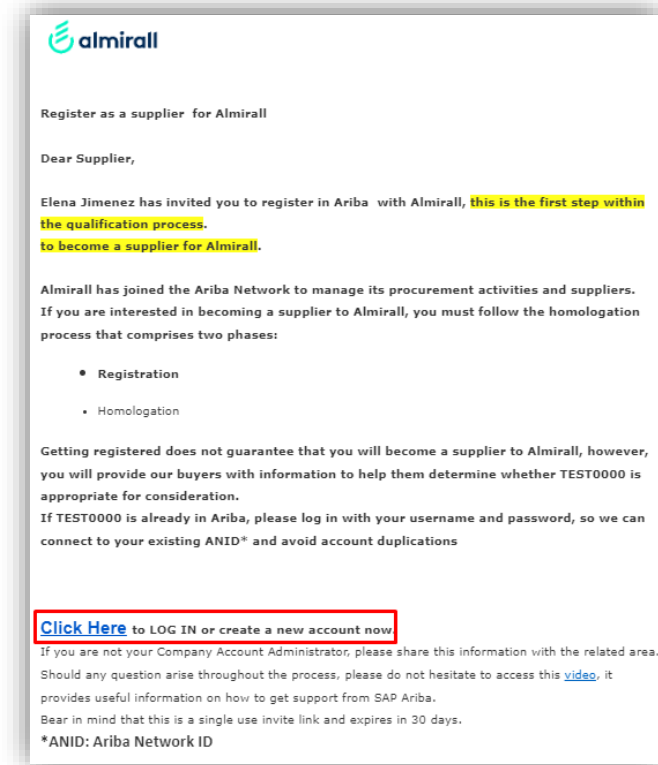
— 3 Additional Information

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)

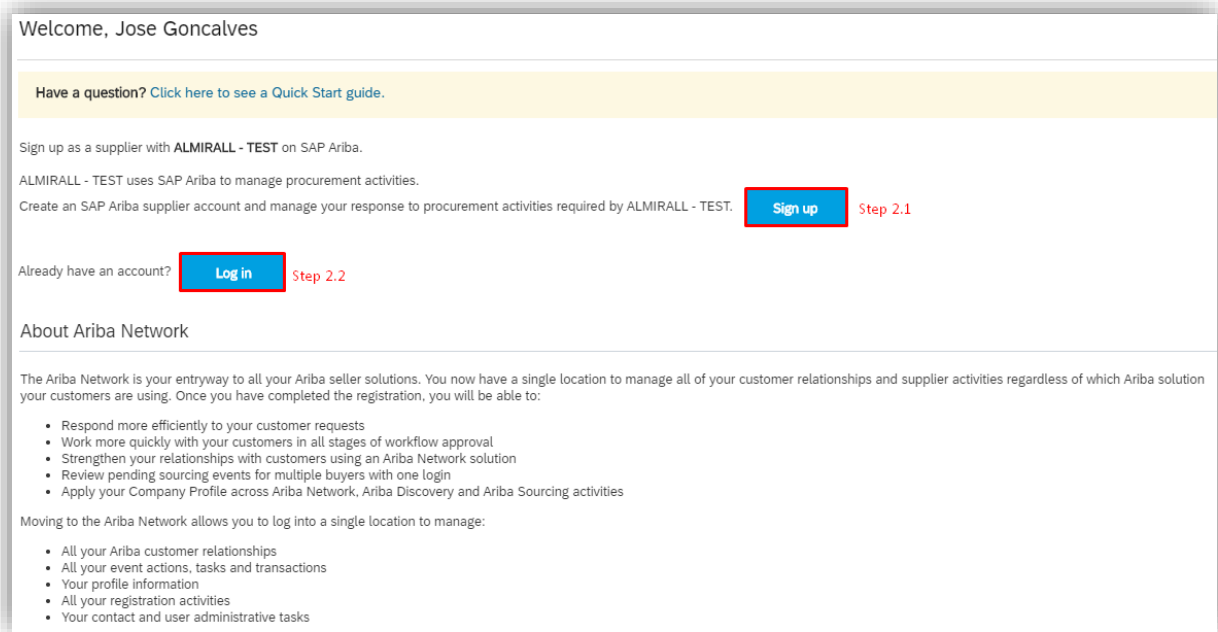
- **Step 1:** Once Almirall users have invited you to register as a supplier, you will receive an email like the one shown in the this image, then you must click on the link **(Click Here)**.



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.**

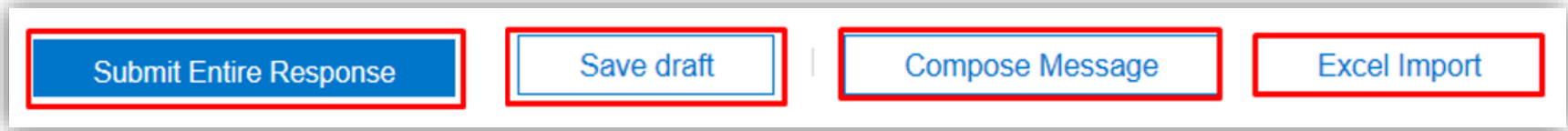
Events			
Title	ID	End Time ↓	
Registration Questionnaires			
Title	ID		
▼ Status: Open (1)			
Supplier registration questionnaire	Doc317387999		
Qualification Questionnaires			
Title	ID	End Time ↓	Commodi
▶ Status: Completed (19)			
Questionnaires			



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

5.2.Registration (Almirall)

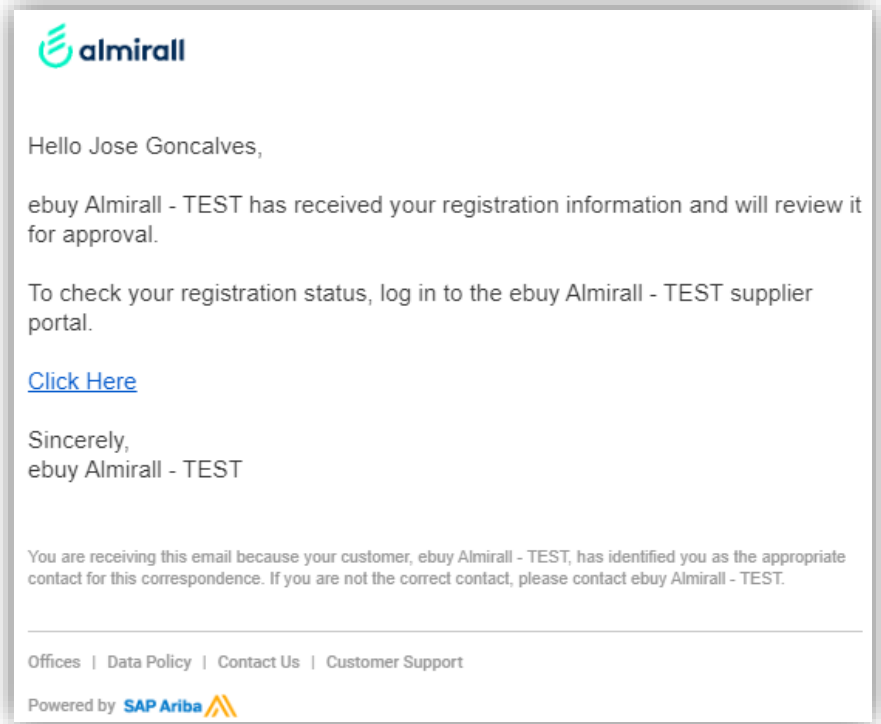
- **Step 2:** It is important to explain and know the functionality of each of the buttons that we have in the questionnaires.



- ✓ **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.

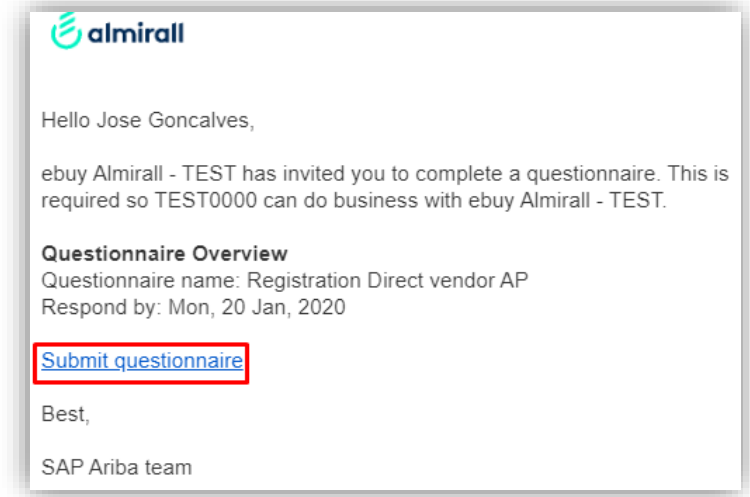
5.2.Registration (Almirall)

- **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**):

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"/>

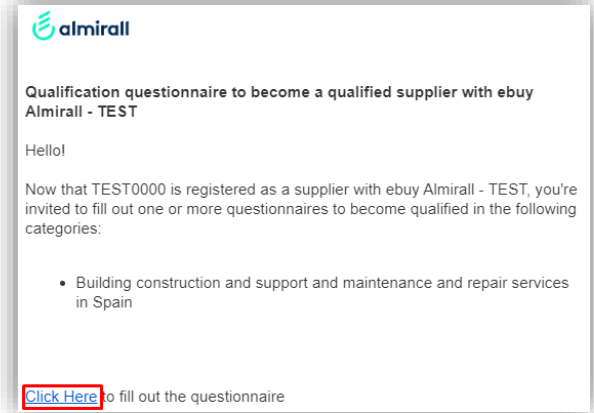
[Submit Entire Response](#) | [Save draft](#) | [Compose Message](#) | [Excel Import](#)

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:

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

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

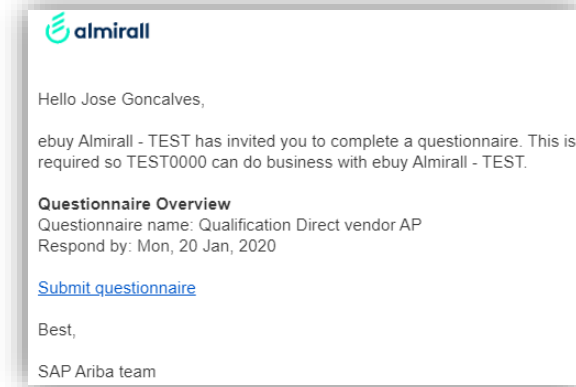


6. Qualification

- **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 displays the Ariba Network interface. At the top, the 'Company Settings' menu is open, with 'Customer Relationship' highlighted. Below this, the 'Current' tab is active, showing a table of customers. The 'ALMIRALL' entry is selected, and the 'Supplier Information Portal' link is highlighted. To the right, the 'Supplier Information Portal of ALMIRALL' page is shown, with the 'Reference Documents' tab selected. A table of reference documents is displayed, with the first item, 'Direct Purchasing_PO Management', highlighted.

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