Supplier Registration Process
Key Points To Remember

1. All new suppliers must complete Takeda’s due diligence & Vendor Master Data process to become a registered entity within Takeda.

2. Suppliers will be invited via email to begin the registration process prompting them to register their information on the Ariba Commerce Cloud.

3. They will be invited to review a number of Takeda questionnaires to enable them to action any required activities such as participating in an RFX, execution of an agreement or receiving Purchase Order through Ariba Commerce Cloud.
You will receive an e-mail to confirm your bank details in Bank Data Verification Process.

- The process will help us to eliminate risks of any potential frauds,
- The process will help proceed all invoices in a faster way and proceed all payments
- The process applies to all Takeda’s suppliers

Please, answer directly to the e-mail, which you received and provide the required Bank Data information. Upon receiving this information, Takeda will be in a position to fully finalize payment transactions. This is a one-time verification and will not require review upon your Bank Data changes.

You can find information about this procedure on our official website [here](#).
Hello!

Whether you are a current supplier or a potential one, thank you for registering in Ariba.

You have been invited you to register to become a supplier with Takeda.

Takeda uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If you already have an account with the Ariba Network, please sign in with your username and password. If you do not have an account, you can simply create one on the SAP Ariba Network where a registration is free.

Click Here to create account now

The instruction on how to register via Ariba Commerce Cloud is available on webpage:


Takeda’s suppliers are very important in Takeda’s mission to “strive toward better health for people worldwide through leading innovation in medicine.” Given Takeda’s global reach, ensuring the sustainable procurement of our goods and services is paramount. As part of Takeda’s supplier qualification process we will ask for information about your company or organization to help us determine whether there is an area of the goods or services you are providing that may require further information.

Takeda may request more information from you after you have completed the Registration phase of the process. These requests for information will be based on Takeda’s commitment to quality and to corporate social responsibility. There are a few different ways that Takeda may request information.

• It may require returning to Ariba to answer more detailed questions on a particular subject
• It may require creating or sharing a profile in a third party platform, such as Ecovadis or One Trust
• It may include a request for an on-site visit

More information can be found on the following link:

https://www.takeda.com/what-we-do/suppliers/

Thank you,

Takeda Supplier Management Team
You have been invited to register to become a supplier with Takeda.

Takeda uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If you already have an account with the Ariba Network, please sign in with your username and password. If you do not have an account, you can simply create one on the SAP Ariba Network where a registration is free.

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Supplier Registration

Sign-in or Log-in page

**REMINDER!** Do not create new account if your company is already transacting on the Ariba Network

1. **New Users in Ariba Commerce Cloud** can sign in and complete their registration.

2. **Existing Ariba Commerce Cloud users** can log in.
Supplier Registration
Access More information about Ariba Commerce Cloud

Help Center guides will provide more information on Ariba Commerce Cloud.
Supplier Registration
Supplier Sign-up Process

Click on Sign up
Supplier Registration
Supplier Sign-up Process

Ariba Sourcing
Create account
First, create an SAP Ariba supplier account, then complete questionnaires required by Takeda - TEST.

Company information
* Indicates a required field

Company Name: VP Test Supplier 5
Country: United States [USA]
Address: Takeda Pky
Line 2
Line 3
City: Deerfield
State: Illinois
Zip: 60015

Change Company details if required
# Supplier Registration

## Supplier Sign-up Process

### Company Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Test</td>
</tr>
<tr>
<td>Country/Region:</td>
<td>Germany (DEU)</td>
</tr>
<tr>
<td>Address:</td>
<td>Test</td>
</tr>
<tr>
<td>Line 2:</td>
<td></td>
</tr>
<tr>
<td>Postal Code:</td>
<td>58576</td>
</tr>
<tr>
<td>City:</td>
<td>Berlin</td>
</tr>
<tr>
<td>State:</td>
<td>Schleswig-Holstein (DE-SH)</td>
</tr>
</tbody>
</table>

### User Account Information

- **Name:** p
- **Email:** paulina.sitarz-nowak@takeda.com
- **Username:** test092paulina.sitarz-nowak@takeda.com
- **Password:**
- **Repeat Password:**
- **Language:** English

---

Create Login id and password details - Suggestion is to use your email address as username.
Supplier Registration
Supplier Sign-up Process

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories
Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service you provide. Enter up to five product and service categories and select the highest level category. You must provide at least one category.

Ship-to or Service Locations
Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, enter locations in all the regions your company serves, such as North America or Asia. For example, a services company might only serve the US, but a goods manufacturer may ship globally.

Select Product or Services your company provides. Either by searching or by browse option

Enter your Ship to or Service location

Product and Service Category Selection

Search  Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories

Here is your selection reflected

Select the category up to level 3 and click on “+” sign
Supplier Registration
Supplier Sign-up Process

Tell us more about your business

Product and Service Categories:
- Enter Product and Service Categories
  - Drain or pipe cleaning equipment

Ship-to or Service Locations:
- Enter Ship-to or Service Location
  - Germany

Tax ID:
- Optional

VAT ID:
- Optional

Enter your Company Tax ID number:

Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

Enter the nine-digit number issued by Dun & Bradstreet.

I have read and agree to the Terms of Use:
- [ ]

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my skills within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

Check box to Agree terms and conditions

Click here to view terms of Use

Click here to view Privacy Statement

Click on create account and continue

Create account and continue

Cancel
Supplier Registration
Supplier Sign-up Process

Review list of potential duplicate as it may appear you already have Ariba Network account
Supplier Registration
Supplier Sign-up Process

1. **Review duplicate Account**
   - Check if you are associated with an existing account.
   - If you find a match, you can log in.
   - If no match is found, you can continue account creation.

2. **List of potential duplicates**
   - Your name and address

3. **Continue Account Creation**
   - Click on Continue account creation.
Supplier Registration

Submit Details

Click here to complete Supplier Profile Questionnaire
Supplier Registration
Submit Details

Complete all required information

Takeda Supplier Code of Conduct has to be reviewed and acknowledged
Supplier Registration
Submit Details

Continue with filling in the form like VAT

Attach required supporting doc
Supplier Registration
Submit Details

System will not allow submission if information is incomplete.
Supplier Registration
Submit Details

Bank details
Supplier Registration
Submit Details

1.6.9 Provide Bank Details.

Note: Refer the attached guidelines for providing bank details.

System highlights the errors that need to be corrected.
Supplier Registration
Submit Details – Bank Details

If IBAN exists, enter it to the filed. The only additional info you need to provide is Bank ID and Country.

If IBAN does not exist, mandatory fields are:
• Country
• Bank Key/ABA Routing Number. NOTE: enter either SWIFT code or either BANK ID + BRANCH CODE
• Account Number

REMINDER: Do not Use Wire ABA Numbers in Takeda US
More info in the attached document
Supplier Registration – Russia Specific

- First 2 digits of your bank account need to be added to Bank Control Key field.
- Remaining account number to be entered in Account number.
Supplier Registration

Key Features on Each Tab

**Ariba Sourcing**

**3. Supplier Code of Conduct**

It is a condition of business with Takeda that all suppliers should read, understand and acknowledge our Supplier Code of Conduct. Please complete this section to demonstrate that you have done so.

3.1 Have you read and understood Takeda’s Supplier Code of Conduct? An answer of “yes” to this question constitutes your Company’s acknowledgement of Takeda’s Supplier Code.

Please review the latest version of Takeda’s Supplier Code of Conduct here: http://www.takeda.com/company/suppliers/codeofconduct.html

3.3 Please attach a signed copy of Supplier Code of Conduct acknowledgement form

3.4 Name of authorized individual acknowledging the Takeda Supplier Code of Conduct on behalf of the organization.

3.5 Does this authorized individual attest to the acknowledgement of Takeda’s Supplier Code of Conduct?

3.6 Position within the organization of the individual acknowledging the Takeda Supplier Code of Conduct on behalf of the organization

(*) Indicates a required field

**Submit Entire Response**  **Save**  **Compose Message**  **Excel Import**
Supplier Registration

Key Features on Each Tab

Click submit to send completed questionnaire to Takeda team
Supplier Registration

Save

Click on save and complete later
Send message to Takeda support team if you have questions related to the specific Takeda Supplier Registration Questionnaire.
Supplier Registration

Compose Message

1. Enter Message details

2. Click on send to notify the Takeda Project Team
Supplier Registration

Excel Import

Click on Excel Import
Supplier Registration

Excel Import

**Ariba Sourcing**

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

**Step 2.** Declare your intention to respond and complete questions and save the file to your computer.

**Step 3.** Locate the saved Excel file on your computer and click "Choose File" to select the file chosen.

**Step 4.** Click "Upload" to import the contents of the Excel file into your event. Note: Values in the Excel file will overwrite values in your saved response.

**Download questions and complete**

**Click on choose file**

**Upload document**

[Image of Ariba Sourcing interface with highlighted steps and options]
Supplier Registration

Monitor Status

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<tr>
<th>Title</th>
<th>ID</th>
<th>End Time</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>End Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Profile Questionnaire New</td>
<td>Doc129221121</td>
<td>3/15/2018 6:14 PM</td>
<td>Pending Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>Commodity</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Due Date</th>
<th>Completion Date</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Monitor supplier approval status
Dear P S,

Takeda reviewed your registration and needs additional information described in the following comments.

Comments: Provide supporting documentation for VAT number - wrong doc was attached

To provide this additional information, Click Here to go to the registration questionnaire, revise and submit again your response.

Click Here

Thank you,

Paulina Sitarz - Takeda

You are receiving this email because your customer, Takeda, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Takeda.
Supplier Registration
How to Respond Request for More Info

Enter login email address and password.
Supplier Registration

How to Respond Request for More Info

All questionnaires are located in "Ariba Proposals & Questionnaires"
Supplier Registration
How to Respond Request for More Info

Click on revise response
Supplier Registration
How to Respond Request for More Info

Enter required details
Example – Attach updated tax form
Supplier Registration
How to Respond Request for More Info

Click on submit entire response

Submit Entire Response
Risk assessments – Due Diligence proces questionnaire
Hello Supplier

Takeda has invited you to complete a risk assessment questionnaire.

If you already have an account with the Ariba Network, please log in with your username and password. If you do not have an account, you can simply create one on the SAP Ariba Network where a registration is free. In both instances use below link to the questionnaire.

Click Here Submit questionnaire to respond the questionnaire.

For instructions on how to respond via the Ariba Commerce Cloud see the below webpage:


Assessment questionnaire Overview:
Assessment questionnaire name: Human Rights & Labor Standards Assessment

Submit questionnaire

More information can be found on the following link: https://www.takeda.com/what-we-do/suppliers/

Thank you.

Takeda Supplier Management Team
Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment process

Hello,

Takeda has invited you to complete a risk assessment questionnaire.

If you already have an account with the Ariba Network, please log in with your username and password. If you do not have an account, you can simply create one on the SAP Ariba Network where a registration is free. In both instances use below link to the questionnaire.

Click Here [Submit questionnaire] to respond the questionnaire.

For instructions on how to respond via the Ariba below webpage:

https://www.takeda.com/what-we-do/suppliers/supplier-registration-access-via-ariba-commerce-cloud/

Assessment questionnaire Overview:
Assessment questionnaire name: Human Rights & Labor Standards Assessment

Submit questionnaire

More information can be found on the following link:
https://www.takeda.com/what-we-do/suppliers/

Thank you,

Takeda Supplier Management Team

Please note: if more than assessment is required to be completed, you will get more than one email notification
Supplier Risk Assessment
Invitation Supplier Assessment for Risk assessment proces – if Ariba Network account does not exist

REMINDER! Do not create new account if your company is already transacting on the Ariba Network
Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment process – if Ariba Network account already exists

Enter login email address and password
Supplier Risk Assessment

Invitation Supplier Assessment for Risk assessment process

Complete all required information marked with red asterisks

Click submit to send completed questionnaire to Takeda team

Click on save and complete later

Send message to Takeda support team if you have questions related to the specific Takeda Supplier Registration Questionnaire

Click on Excel Import
**Supplier Risk Assessment**

**Invitation Supplier Assessment for Risk assessment process**

Go back to your Dashboard to fill in the rest of the questionnaires. Or use a link in notification to open it directly.

---

**Go back to Takeda Dashboard**

---

**Successfully completed response**

<table>
<thead>
<tr>
<th>Event Contents</th>
<th>All Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Section 1</td>
<td>1. Does your company measure its GHG emissions?</td>
</tr>
<tr>
<td>2 Section 2</td>
<td>1.5 Where and how does your company report GHG emissions?</td>
</tr>
<tr>
<td>3 Section 3</td>
<td>1.6 Is your company willing to start measuring its GHG emissions?</td>
</tr>
<tr>
<td>4 Section 4</td>
<td>2. Did your company include GHG reduction targets in a business strategy and/or in a company's environmental or sustainability policy?</td>
</tr>
<tr>
<td>5 Section 5</td>
<td>2.1 Did your company include GHG reduction targets in a business strategy and/or in a company's environmental or sustainability policy?</td>
</tr>
<tr>
<td></td>
<td>2.9 Please provide rough timeline for those future commitments.</td>
</tr>
<tr>
<td></td>
<td>3. If applicable, does your company conduct Product Life Cycle Assessment or measure Product Carbon Footprint for any of your products?</td>
</tr>
<tr>
<td></td>
<td>3.2 Please list all products for which your company measures PLA or PCF.</td>
</tr>
<tr>
<td></td>
<td>4.1 Does your company face any challenges that prevent you from measuring, reporting and reducing GHG emissions?</td>
</tr>
</tbody>
</table>

---

**Takeda Pharmaceutical Company Limited**
Supplier Risk Assessment
Invitation Supplier Assessment for Risk assessment process

If registration questionnaire completed is stored on your account
Response provided
Awaiting questionnaires
Account Settings

(Optional – Post Registration)
Adding new user

Account Settings

1. Click on “users” under “company settings”

2. Click on “create User” button
Adding new user

Account Settings

1. Fill all required fields. Then assign appropriate role to the user.

Note: If the role you are looking for does not exist and the list is empty, go to next page.

2. Click on “create role” button and add role.
Adding new user

Account settings

Note: Each role have to have at least one permission. Review permission list carefully and choose the proper one in order to guarantee easy account management by added user.

1. Fill in “Name” of the role. Then add User’s Permission.

2. Click on “Save”. 
Supplier Registration
Account Settings

Click here to view or modify account information

Contact your company's Ariba Network Administrator
Supplier Registration
Account Settings

Contact Information

1. View or modify contact information

Contact Information Preferences

2. Click on Save
Quick Start Guide

If you have additional questions on the Ariba registration process, you can access the Quick Start Guide link on the home page of Ariba Commerce Cloud.

Click the link to access the Quick Start Guide.

The Ariba Help page consists of a list of FAQs related to the registration process.

If you are unable to access Ariba or have additional questions, contact Ariba Support for further instructions.
Qualification Questionnaire

• After you have completed the registration process, you may receive a request from Takeda to enter additional information on Ariba. You will receive an email notification, in such cases. To complete the additional information:

1. Log in to your Ariba account and click the Go to Company Profile link.
2. Complete the Qualification questionnaire and click the Submit button.

Complete all the information in the Qualification section and click the Submit button.
Help Center
Supplier Registration – help center options

To contact the technical support, you need to click on “Help Center” in the upper right corner.

By clicking the “Help Center” it will display a list of frequently asked questions.

A short video is also available to present supplier basics on managing your Ariba.

Clicking “Support” will display the Ariba Support center below and provide more options to receive help from Ariba.
Supplier Registration – help center options
This screen shot below will pop-up if you click on “Support”

Leverage the search field to narrow down the content for which you are seeking help..

Ariba may ask you a string of questions (G) to help guide you on next steps based on your search.

If further assistance is needed, you can contact Ariba via email, phone.

Signing up for “Live” webinars can be helpful as it would provide a group session with “Live” Q&A on key topics that you want to deep dive for a better understanding of Ariba.
FAQs

Is there a way for suppliers to enter the tool themselves, without being invited by Takeda?

“No. The suppliers will not be able to register themselves on Takeda’s Ariba environment without being invited via email.”

Will the suppliers be notified if they have any pending actions?

“Yes. Throughout the entire process, the suppliers will be notified via email, and/or the suppliers will be contacted by Takeda to inform them about the next steps.”

Do the suppliers need to contact Takeda every time they complete any action?

“No. Takeda will automatically be notified via a system notification. You do not need to contact Takeda individually.”

While registering in Ariba, in which languages will the suppliers be able to view the content?

“You will be able to view the standard Ariba content (Ariba Cloud Commerce Profile, Ariba notifications, etc.) in the language that your web browser is set to. You can also customize your language while registering in Ariba. Questionnaires sent by Takeda will be available in select languages.”

Why does my company need to register in Ariba?

“Takeda has chosen this platform for on-boarding suppliers and to engage them in various stages of procurement.”

What is the maximum file size allowed for the attachments in the Takeda questionnaire?

“The maximum file size for the attachment is 2 GB and only one file can be uploaded. If you need to upload multiple files, then zip them together and upload them as a single file.”
Thank you