



# How to Submit Supplier Registration Questionnaire

## Eisai Ariba Quick Reference Guide (QRG)

### OVERVIEW

Audience: External Supplier

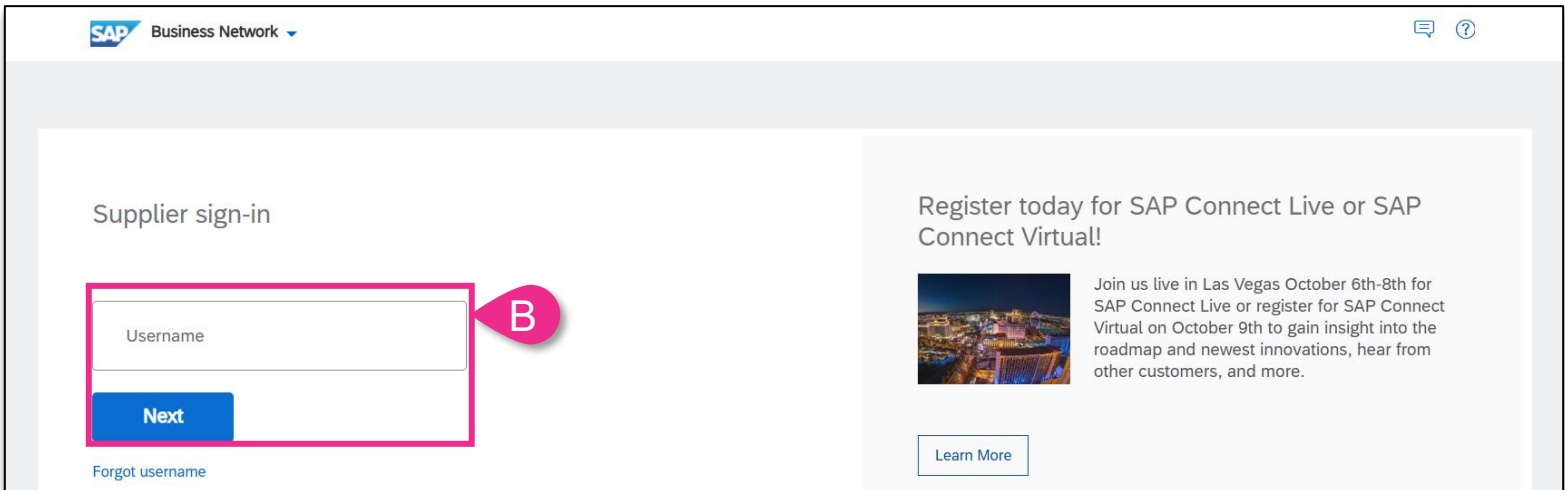
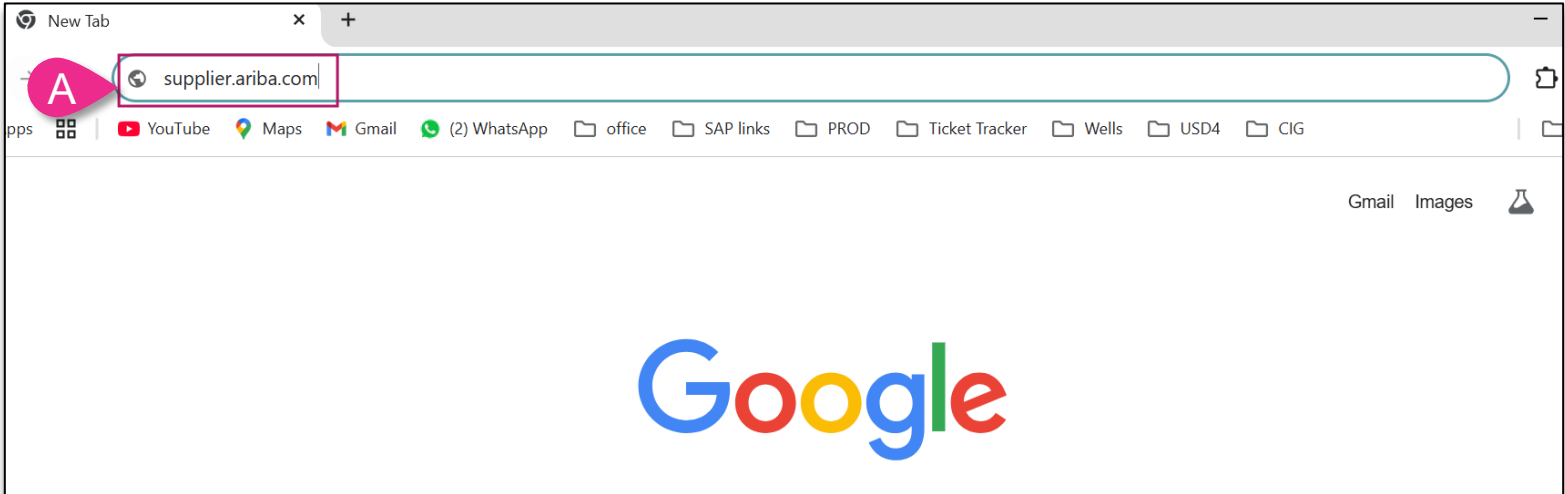
- The purpose of this Quick Reference Guide (QRG) is to demonstrate how to login and submit Supplier Registration Questionnaire as part of the Supplier Registration Process.

#### Quick Steps

1. Login to the SAP Business Network
2. Navigate to the Supplier Registration Questionnaire
3. Complete the Supplier Registration Questionnaire
4. Submit the Supplier Registration Questionnaire

### Step 1: Login to the SAP Business Network

- A. Open browser and in the URL section type [supplier.ariba.com](http://supplier.ariba.com) and hit Enter
- B. Enter your existing credential for your Active SAP Business Network Account to logging in



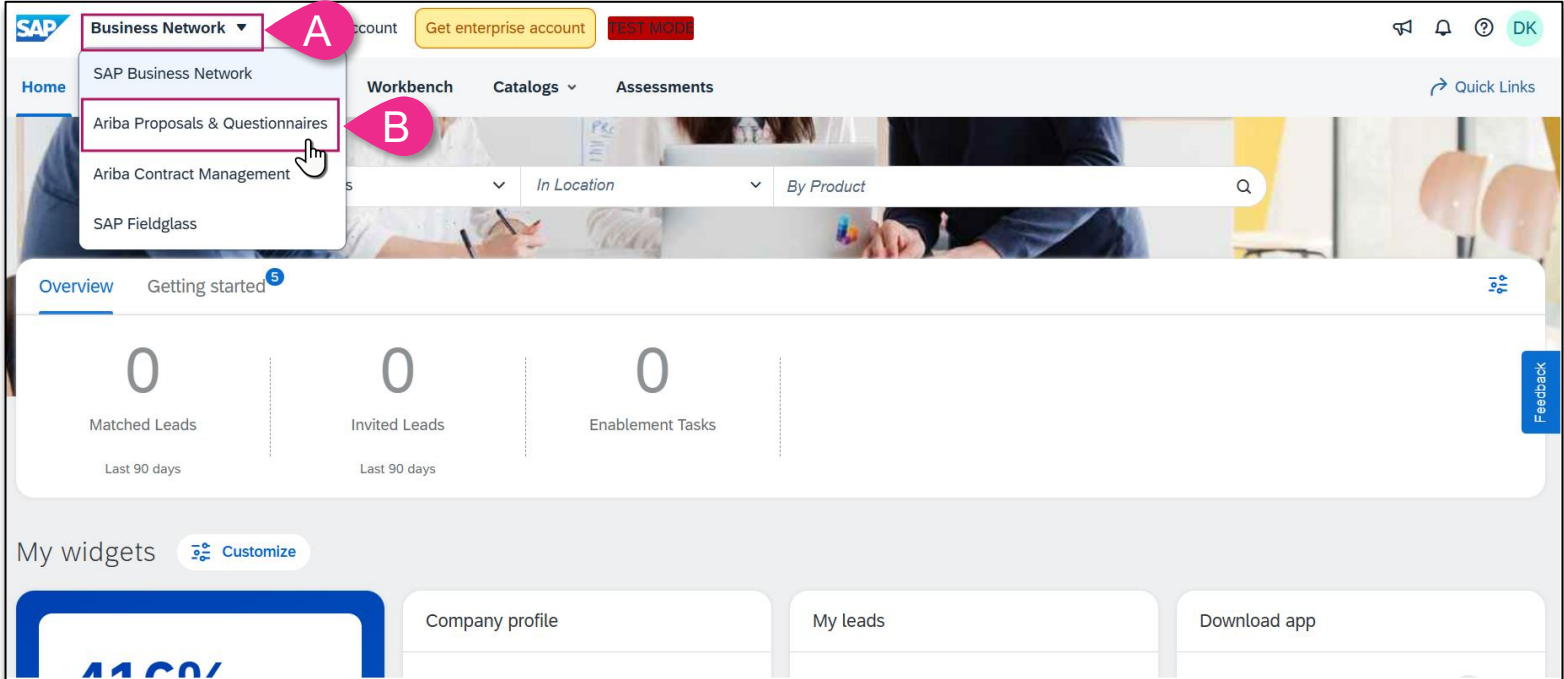


# How to Submit Supplier Registration Questionnaire

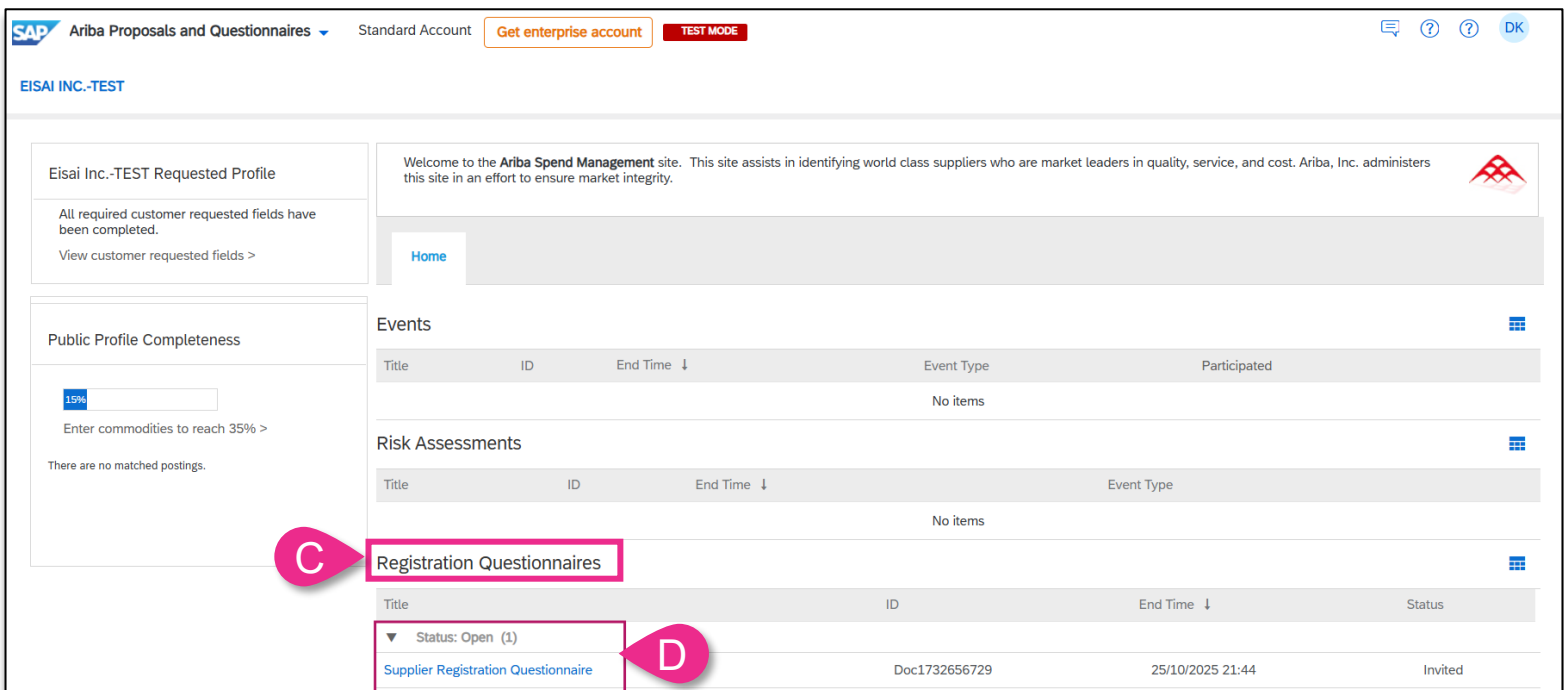
## Eisai Ariba Quick Reference Guide (QRG)

### Step 2: Navigate to the Registration Questionnaire

- A. Navigate to the upper left **toolbar** and click **Business Network**
- B. Select **Ariba Proposal & Questionnaire**



- C. Identify and navigate to the **Registration Questionnaire Section**
- D. Click on the **Supplier Registration Questionnaire** Link
  - This will open the registration questionnaire form to be completed





# How to Submit Supplier Registration Questionnaire

## Eisai Ariba Quick Reference Guide (QRG)

### Step 3: Complete the Supplier Registration Questionnaire

- A. Open the Eisai Supplier Registration Questionnaire (can be found on your SBN Proposals & Questionnaires dashboard) This will open the blank registration questionnaire form to be completed.

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc1325986226	11/21/2024 9:34 AM	Invited

**The Supplier Registration Questionnaire collects all information required for doing business with Eisai. It is organized into sections; progress can be saved as needed while responding.**

- ❖ Questionnaire response types include open text fields/boxes, multiple choice drop downs and Yes/No selections, among others. Some fields require attachments to be uploaded.
- ❖ Your responses may trigger additional questions to appear in the form that require additional information and/or attachments to be submitted.
- ❖ All fields marked with an asterisk (\*) are required to be completed before submitting.
- ❖ It is recommended to collect all relevant documentation before starting your response to ensure the necessary information is readily available for timely and efficient completion of the questionnaire.

Console Doc1325986226 - Supplier Registration Questionnaire Time remaining 29 days 23:37:06

Event Messages  
Event Details  
Response History  
Response Team

▼ Event Contents

All Content

1 General Supplier Information

2 Tax Information

10 Additional Data

All Content

1.1 Supplier Full Legal Name \* Juan Corp 12

1.2 Supplier DBA Name

Show More

Care Of: [ ]

Street: 123 House Number: [ ] Suite Nur [ ]

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- B. Complete all required fields within each section of the questionnaire.

- The recipient will receive an automated email from Ariba containing the URL link to begin the Eisai Supplier Registration process. Upon logging in or creating an Ariba Commerce Cloud account, the recipient will have access to the Eisai Supplier Registration Questionnaire.
- Complete the questionnaire and submit the response to Eisai within 90 days via Ariba for review and approval – the system will keep the invite active for longer if needed.

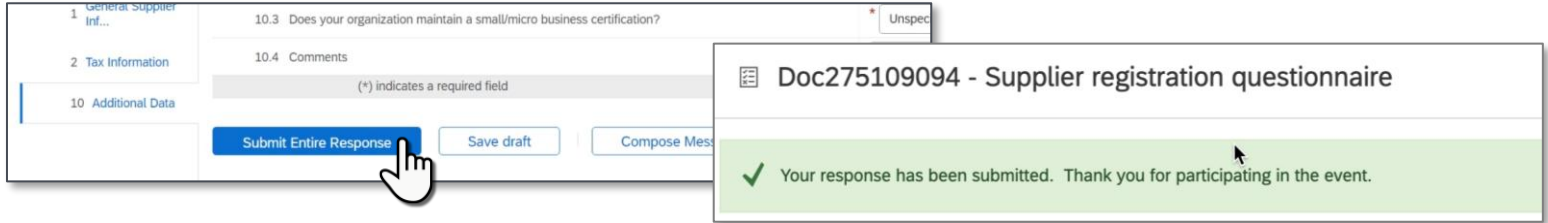


# How to Register as a Supplier with Eisai

## Eisai Ariba Quick Reference Guide (QRG)

### Step 4: Click “Submit”

Once all required fields are complete and you are ready to submit for review by Eisai, **click “Submit Entire Response,”** then click **“OK”** to confirm submission. A banner will appear indicating the questionnaire was submitted successfully.



*You can view your response but cannot make changes at this stage, until it is reviewed and approved.*

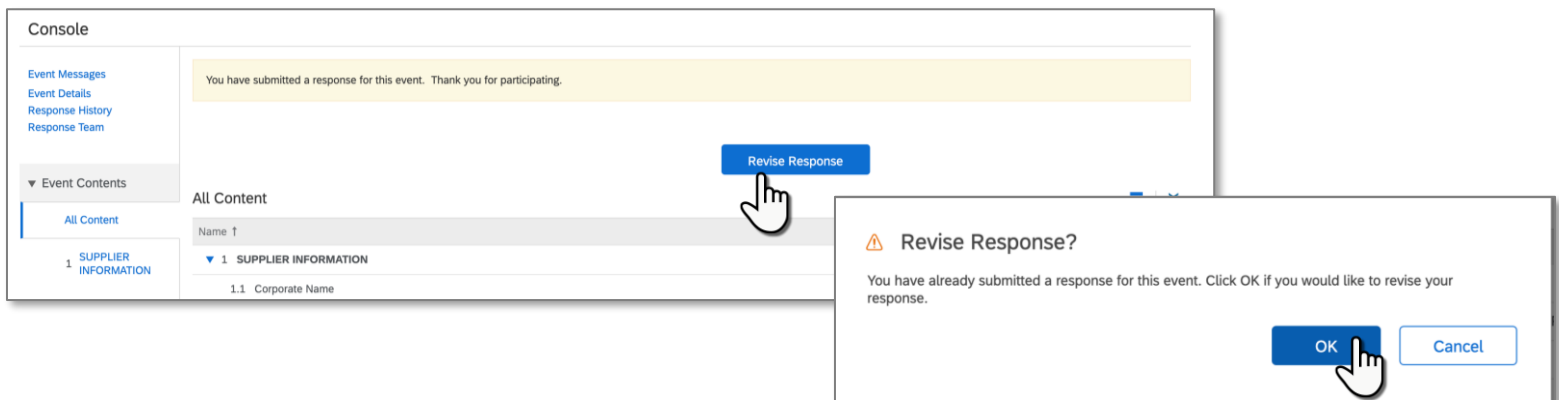
### Step 5: (As Needed) Monitor status of registration approval / update info

When the questionnaire is submitted, it will appear on your home dashboard in “Pending Approval” status while Eisai reviews your questionnaire responses for approval.

- If additional information is needed to approve, you will receive an email notification with the request details and a hyperlink to access the questionnaire to revise the response.

*Once your registration is approved by Eisai, you will receive an automated email notification.*

- Submitted responses can be viewed for historical purposes or updated as needed by clicking on the appropriate title under the Registration Questionnaire section on the home dashboard



*To Submit An Update To Information:*

- Click Revise Response, make the change(s), then click “Submit Entire Response.” This will route the questionnaire back to Eisai for review and approval of the changes.

*This concludes the Quick Reference Guide for How to Submit Supplier Registration Questionnaire*