

Supplier Registration

Reference Guide



Disclaimer: Registration by supplier does not entitle supplier to provide any services or goods to Pfizer Inc. Pfizer Inc. in its discretion will decide if it is interested in working with Supplier and no work of any kind shall be done unless expressly agreed to in a written contract between Pfizer Inc. and supplier for such work.

Supplier Registration

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How to complete the registration process

1. Click on **Register as a New Supplier.**

The screenshot displays the Ariba Sourcing interface. At the top, there are navigation tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. The main header includes the Ariba logo and 'SOURCING'. On the left, the 'Ariba Login' panel contains fields for 'Enter Username' and 'Enter Password', a 'Log In' button, and links for 'Forgot Username' and 'Forgot Password'. The 'Register as a New Supplier' link is circled in red. Below the login panel, there is a 'Need help? See Quick Start' link. The main content area features a banner for 'Pfizer eSourcing' with the text 'New Business Opportunities are Waiting to be Discovered!' and 'Join Ariba Discovery Advantage™ now for unlimited access to active buyers and new business opportunities.' The banner also includes a 'Limited time offer 20% off code: SOURCING2014' and a 'SUBSCRIBE NOW' button. At the bottom of the banner, there are logos for 'Ariba Exchange' and 'Discovery'.



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How to complete the registration process

2. Create an Ariba Cloud Account by entering the required information. Pfizer utilizes the Ariba® Network to register interested supplier inquiries. It will be necessary to establish an account with Ariba and agree to the terms and conditions in order to create an account.

GO TO MY | LEADS | PROPOSALS | CONTRACTS | ORDERS & INVOICES | Help

A R I B A | SOURCING

Enter Your Ariba Commerce Cloud Information

To do business with Pfizer on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud account, click here to log in: [Login](#)

1 Enter basic company information

* Indicates a required field

Company Name *

Country * United States [USA]

Address *
Line 1
Line 2
Line 3

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

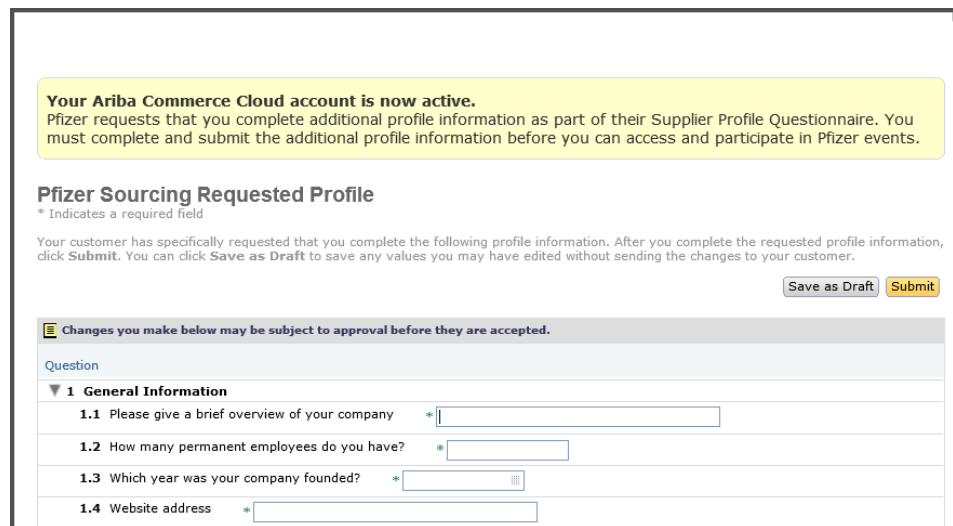
If you already have an existing Ariba Commerce Cloud account, you should login using your existing account credentials.



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How to complete the registration process

3. You will be taken directly to the Pfizer Sourcing Supplier Questionnaire. Complete the General Information and Supplier Diversity sections.



Your Ariba Commerce Cloud account is now active.
Pfizer requests that you complete additional profile information as part of their Supplier Profile Questionnaire. You must complete and submit the additional profile information before you can access and participate in Pfizer events.

Pfizer Sourcing Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Save as Draft **Submit**

Changes you make below may be subject to approval before they are accepted.

Question

1 General Information

1.1 Please give a brief overview of your company *

1.2 How many permanent employees do you have? *

1.3 Which year was your company founded? *

1.4 Website address *

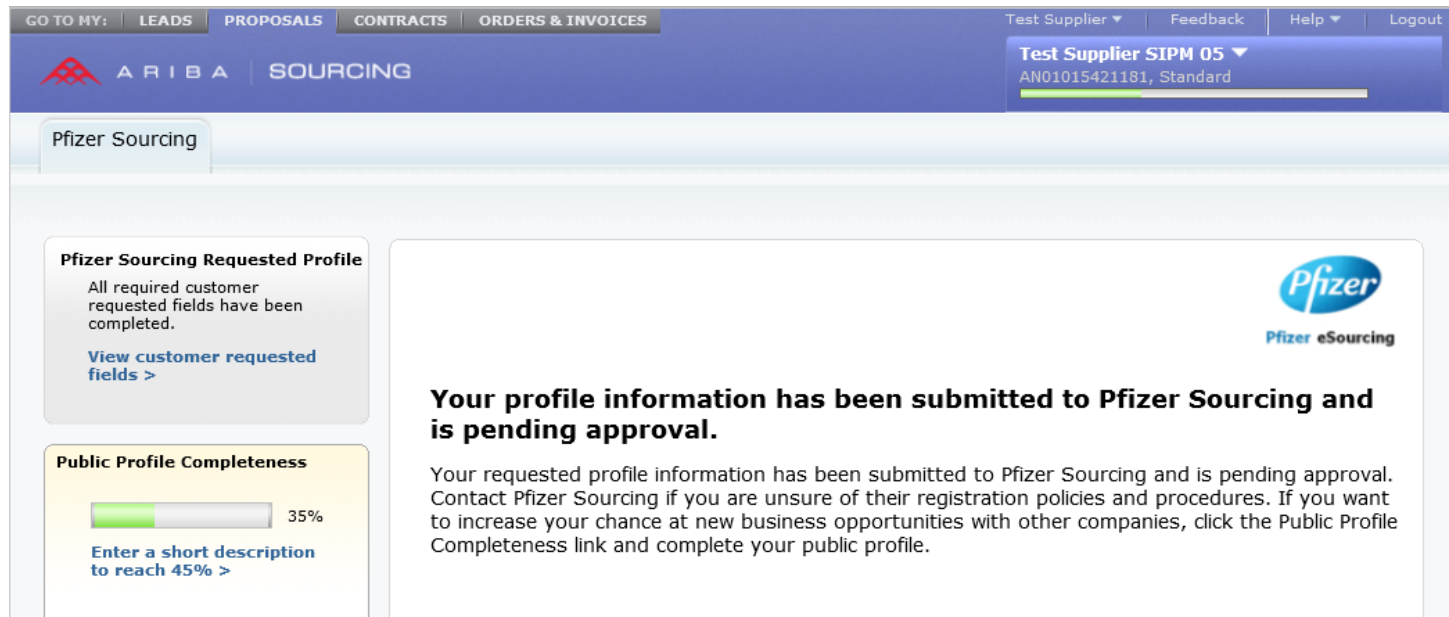
4. Complete the questionnaire and click on **Submit**.



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How to complete the registration process

5. You will receive a confirmation message that your supplier information has been submitted to Pfizer. At this point your registration is complete.



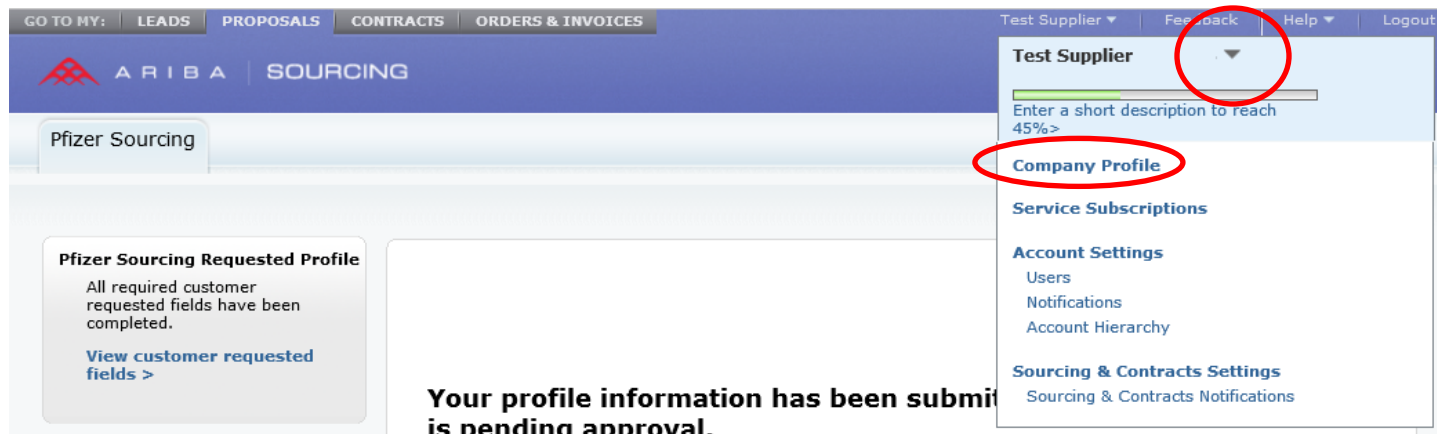
The screenshot displays the Pfizer Sourcing portal interface. At the top, there is a navigation bar with tabs for 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES'. On the right side of the navigation bar, there are links for 'Test Supplier', 'Feedback', 'Help', and 'Logout'. Below the navigation bar, the main header includes the ARIBA logo and the word 'SOURCING'. A dropdown menu is open, showing 'Test Supplier SIPM 05' and 'AN01015421181, Standard'. The main content area features a 'Pfizer Sourcing' tab. On the left, there are two informational boxes: 'Pfizer Sourcing Requested Profile' with a message that all required customer requested fields have been completed and a link to 'View customer requested fields >', and 'Public Profile Completeness' with a progress bar at 35% and a link to 'Enter a short description to reach 45% >'. The main content area contains a large message: 'Your profile information has been submitted to Pfizer Sourcing and is pending approval.' followed by a paragraph explaining that the requested profile information has been submitted and is pending approval, and that users should contact Pfizer Sourcing if unsure of their registration policies and procedures. The Pfizer eSourcing logo is visible in the top right corner of the main content area.



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How to update your profile

1. To update your profile after submitting your initial registration, click on the drop-down option beside your company name and select **Company Profile** as shown below.



The screenshot displays the ARIBA Sourcing user interface. At the top, there is a navigation bar with tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. The user is logged in as 'Test Supplier'. A dropdown menu is open next to the 'Test Supplier' name, with 'Company Profile' highlighted. Other options in the menu include 'Service Subscriptions', 'Account Settings' (Users, Notifications, Account Hierarchy), and 'Sourcing & Contracts Settings' (Sourcing & Contracts Notifications). A progress bar indicates that 45% of the profile is complete. A message box on the left states 'Pfizer Sourcing Requested Profile' and 'All required customer requested fields have been completed.' A central message reads 'Your profile information has been submitted and is pending approval.'



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How to update your profile

2. Click on the **Customer Requested** tab.

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

* Indicates a required field

Overview

Company Name: * x

Other names, if any:



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How to update your profile

3. Click on **Pfizer Sourcing** from the Sourcing Customer List section.

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List	
Customer	Customer Requested Profile Information
Pfizer Sourcing	Complete

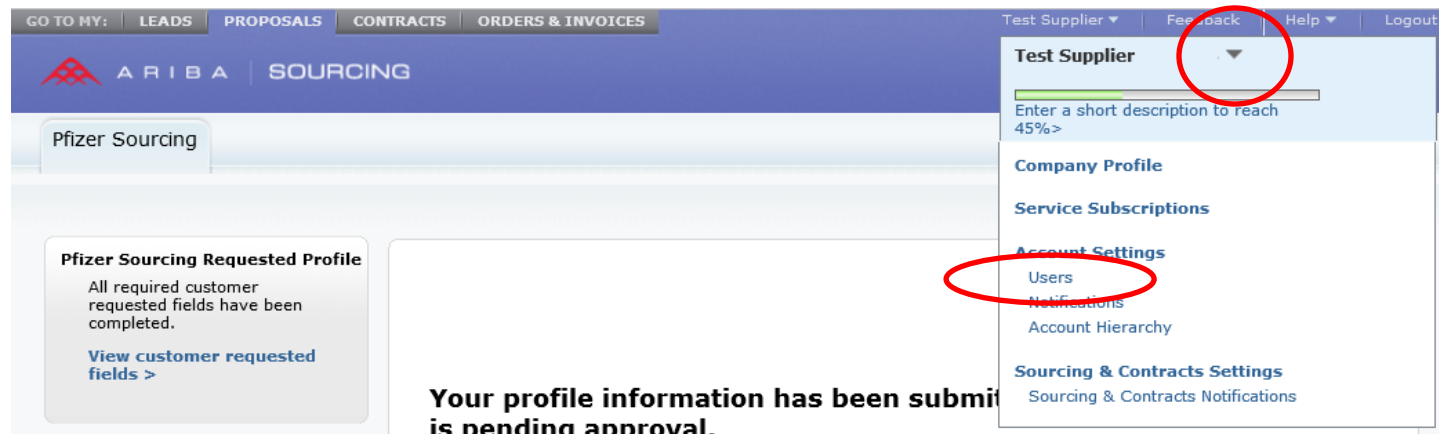
4. Update the appropriate responses and then click **Submit**.



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How to add users to your account

1. Additional users who can maintain your supplier profile can be added to your Ariba account by clicking the drop-down link beside your company name and select **Users** as shown below.



The screenshot displays the Ariba Sourcing interface. At the top, there is a navigation bar with tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. The main header shows the Ariba Sourcing logo and the text 'Pfizer Sourcing'. Below this, there is a section titled 'Pfizer Sourcing Requested Profile' with a message: 'All required customer requested fields have been completed. View customer requested fields >'. To the right, a message states: 'Your profile information has been submitted and is pending approval.' In the top right corner, there is a dropdown menu for 'Test Supplier' which is open, showing options: 'Company Profile', 'Service Subscriptions', 'Account Settings' (with 'Users' selected), 'Notifications', 'Account Hierarchy', 'Sourcing & Contracts Settings', and 'Sourcing & Contracts Notifications'. Red circles highlight the 'Test Supplier' dropdown and the 'Users' option.



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How to add users to your account

2. Click on **Create Role**.

The screenshot shows the 'Account Settings' window with three tabs: 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active. Below the tabs, there are two main sections: 'Manage Users' and 'Manage User Roles'. The 'Manage Users' section contains a table with columns for Username, Email Address, First Name, Last Name, Ariba Discovery Contact, and Role Assigned. Below this table is a 'Create User' button. The 'Manage User Roles' section contains a table with columns for Role Name and Actions. The 'Administrator' role is listed with a 'Details' action. A red circle highlights the 'Create Role' button located at the bottom left of the 'Manage User Roles' table. At the top right and bottom right of the window are 'Save' and 'Close' buttons.

Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
No items					

Role Name	Actions
Administrator	Details



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How to add users to your account

3. Enter a **Role Name**, click (select) the Permissions for **Company Information** and **Access Proposals and Contracts**, then click **Save**.

Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.

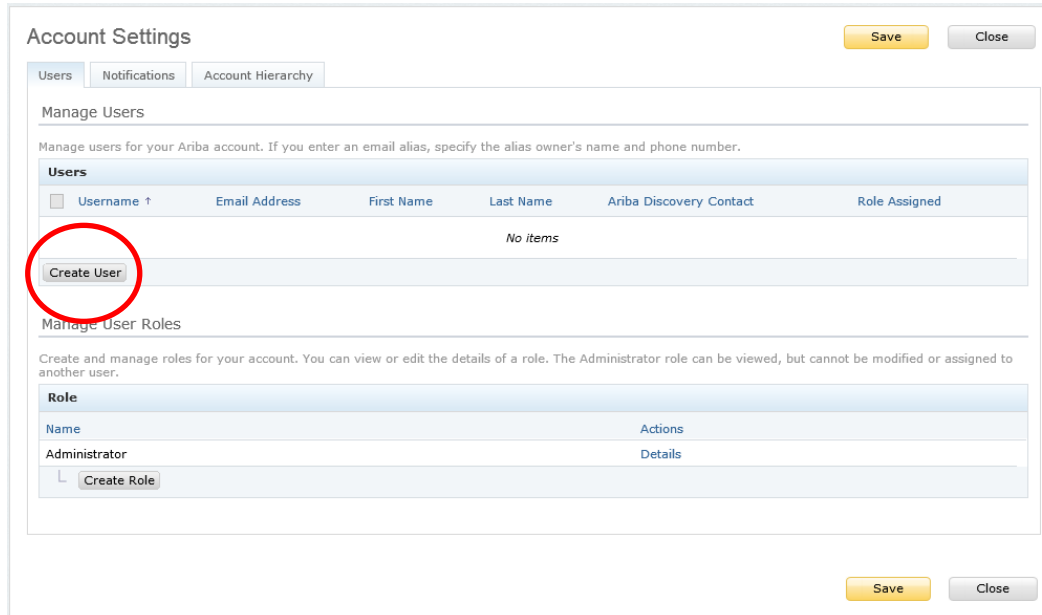
Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input checked="" type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks



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How to add users to your account

4. Click the **Create User** button.



The screenshot shows the 'Account Settings' window with three tabs: 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active. Below the tabs is a 'Manage Users' section with a description: 'Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.' Below this is a table with columns: Username ↑, Email Address, First Name, Last Name, Ariba Discovery Contact, and Role Assigned. The table is currently empty, showing 'No items'. A 'Create User' button is located below the table and is circled in red. Below the table is a 'Manage User Roles' section with a description: 'Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.' Below this is a table with columns: Name and Actions. The 'Administrator' role is listed with a 'Details' action. A 'Create Role' button is located below the table. At the bottom right of the window are 'Save' and 'Close' buttons.

5. Enter the required information, select the appropriate company information role, then click the **Save** button.



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Ariba Resources

- Quick Start
 - <https://connect.ariba.com/help/?SubType=Seller%20Collaboration%20Console%20Resources>
- Ariba Support
 - <https://knowledge.ariba.com/help/1,,contact,00.html>

By clicking on the links above, you are accessing Ariba.com and leaving Pfizer.com.



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