



How to become an Almirall supplier

SAP-Ariba network





Become an Almirall Supplier

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Key take-aways of the eportal verification process

Why?

In order to **become an Almirall supplier** to be able to participate to a sourcing event, or provide your services or raise an invoice you will follow our **verification process in our eportal**, a cloud-base procurement platform (provided by SAP Ariba).

What?

The verification process consists in **collecting general supplier information** which will be assessed by several Almirall departments (among other information: supplier name, address, VAT, activity, financial and tax documents, code of conduct acceptance, Health Safety and Environment requirements...)

The specific documentation depends on the supplier profile and service type.

How?

All our suppliers will receive the eportal questionnaire by email once an Almirall's employee requests it. The supplier will access to eportal after being registered in Ariba Network with the company account.

STEP 1:

EMAIL INVITE

You will receive an invitation email from Almirall to become a Supplier

- 1) Open the email.
- 2) Click on the link to access and complete Almirall's Supplier Registration Questionnaire.

Register in Almirall's supplier portal

Dear Supplier,

Lead Buyer X (as a Lead Buyer) has invited you to register in Almirall's Supplier Portal through the SAP Ariba platform. SAP Ariba is the platform selected by Almirall to collaborate with its suppliers (sourcing events, procurement activities and supplier management).

By clicking on the link below you will be able to accomplish both steps of the process:

Step 1. Register on SAP Ariba

This is a required step to start working with Almirall and/or get invited to our sourcing events.

- If your company doesn't have an account*, you need to create an account on Ariba.
- If your company has already an account, please log in to the existing account with your company credentials (If needed, ask your Company Ariba Administrator to create a user profile for you).

[Click here](#) to LOG IN or create a new account now.

Remember that this is a single use link which expires in 30 days.

Complete Almirall's Supplier Registration Questionnaire:

This is a required step to receive Purchase Orders and to upload invoices.

Once you have created your SAP Ariba Account you will be able to access to Almirall questionnaire section to register your company information.

Click Here

I NEED MORE HELP

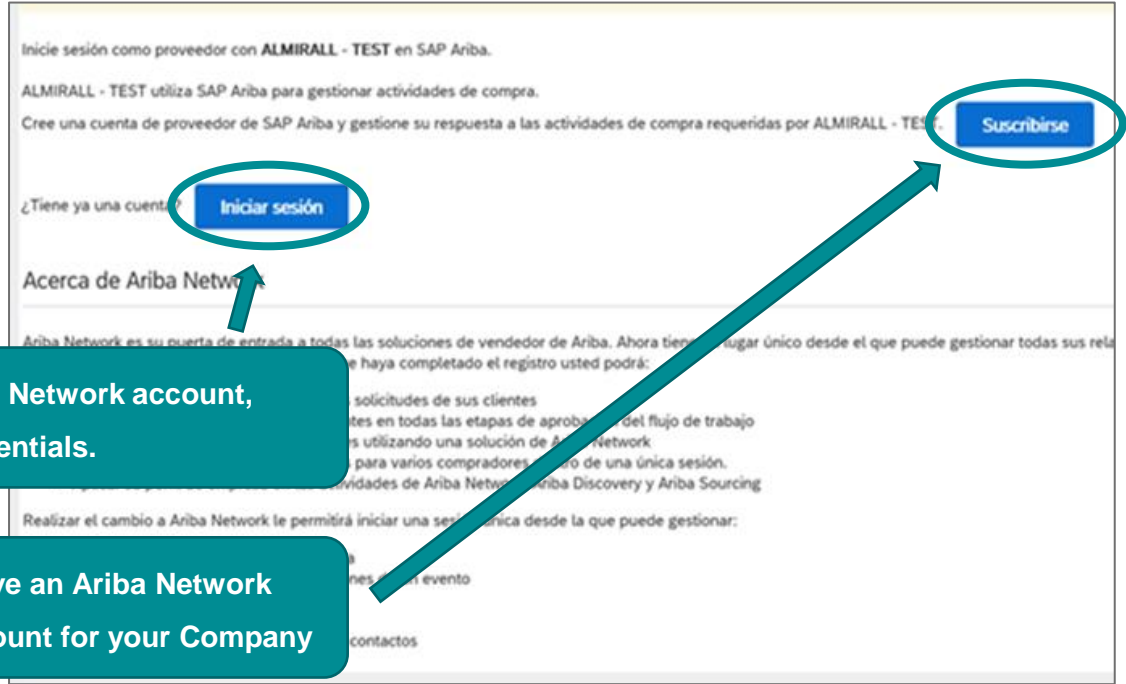
If you need further information about the process, please do not hesitate to access this [video guide](#) where you will find useful materials on how to get support from SAP Ariba.

STEP 2:

LOGIN WITH YOUR ARIBA ACCOUNT

Once you've clicked on the link in the notification email you have 2 options:

- a) If your company has an Ariba Network account, select to login with your credentials.
- b) If your company does not have an Ariba Network account, select to create account for your Company



STEP 2:

LOGIN WITH YOUR ARIBA ACCOUNT

a) If your company has an Ariba Network account, select to login with your credentials.

b) If your company does not have an Ariba Network account, select to create account for your Company.

Complete the Ariba Network Profile Information to create your account

The screenshot shows the 'Inicio de sesión de proveedor' (Provider Login) page. It features the SAP Ariba logo at the top. Below the logo, the text 'Inicio de sesión de proveedor' is displayed. There are two input fields: one for the email address, which contains 'supplier1almirall@gmail.com', and another for the password, which is masked with asterisks. A blue button labeled 'Inicio de sesión' (Login) is positioned below the password field. At the bottom, there is a link that says 'Ha olvidado el nombre de usuario o la contraseña' (Forgot username or password).

The screenshot shows the 'Crear una Cuenta' (Create an Account) page. It includes the SAP Ariba logo and the text 'Crear una cuenta de proveedor de SAP Ariba, después de haber sido autorizado por ALMIRALL - TEST'. Below this, there are two main sections: 'Información de la empresa' (Company Information) and 'Información de cuenta del usuario' (User Account Information). The 'Información de la empresa' section contains fields for 'Nombre de la empresa', 'País', 'Dirección', 'Código postal', 'Ciudad', and 'Sector'. The 'Información de cuenta del usuario' section contains fields for 'Nombre', 'Apellido', 'Correo electrónico', 'Número de teléfono', 'País', 'Categoría de negocio', 'Industria', 'Sector', and 'Número de negocio'. At the bottom, there are buttons for 'Agregar' (Add) and 'Eliminar' (Remove) for each field, and a 'Crear una cuenta y continuar' (Create account and continue) button.

STEP 3:

ALMIRALL'S SUPPLIER REGISTRATION QUESTIONNAIRE

Depending on the type of supplier you will have access to one or more questionnaires

Welcome to the Ariba eSourcing Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No Items				

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Supplier registration questionnaire	Doc481146854	16/7/2021 12:09	External Analysis RD0203	ESP Spain	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Supplier qualification questionnaire	Doc456160295	17/7/2020 08:31	External Analysis RD0203	ESP Spain	Qualified

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Qualification Tax Certificate	Doc456121566	31/8/2021 10:54	(no value)	All All	PendingResubmit
Registration HSE certificates	Doc415346712	19/9/2021 12:18	(no value)	All All	Approved

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status

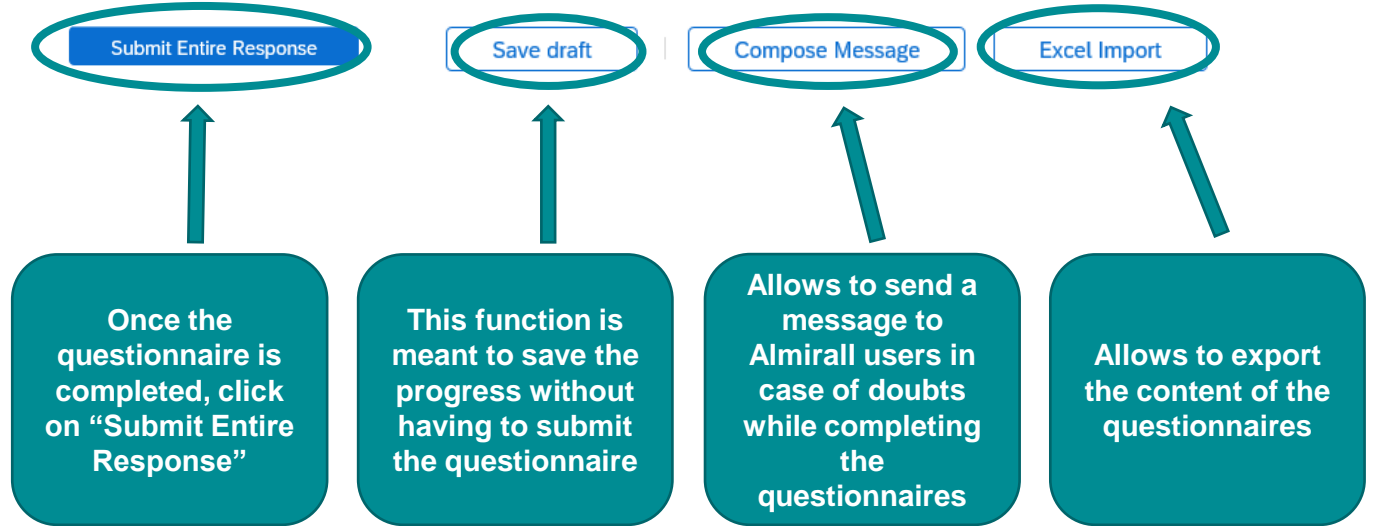
Access, complete and submit all the available questionnaires (characters appear in blue)

You will be able to identify the status of each questionnaire.

STEP 3:

**ALMIRALL'S
SUPPLIER
REGISTRATION
QUESTIONNAIRE**

Once a questionnaire is completed, you have different options



For more information
we invite you to watch
our [video](#)





Thank you