Accelerating Essity's Digital Transformation

ARIBA SLP REGISTRATION OF NEW SUPPLIERS

(SLP - Supplier Lifecycle and Performance)

Audience: Essity Suppliers

essity

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SLP Registration of New Suppliers

Objectives

The aim of this training material is to:

1. Introduce SLP - Supplier Lifecycle and Performance process
2. Get familiar with terminology and Onboarding Process Flow
3. Learn how to complete Supplier Registration Questionnaire

SLP Registration of New Suppliers
Topic

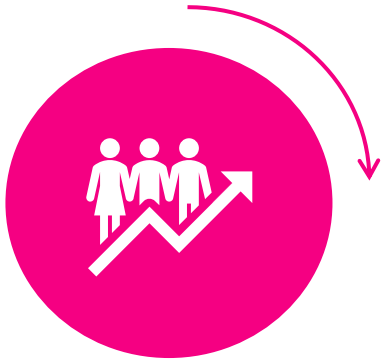
1 **Introduction**

Supplier Registration Questionnaire

SLP Registration of New Suppliers

Introduction

What is Supplier Life Performance (SLP) process?

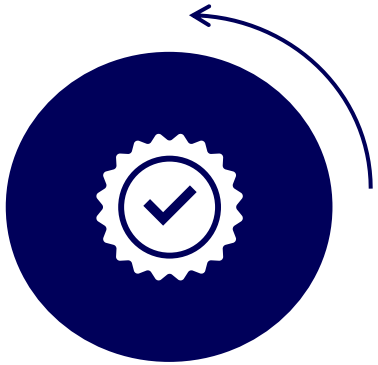


Supplier Lifecycle & Performance Process is a module within Ariba platform. It allows for a digital interaction between Essity and the supplier related to commercial aspects (e.g., Contract Management, Qualification, Sourcing Events). It includes tools to onboard, qualify, segment, and manage suppliers.

Why SLP registration?

By registering with **Supplier Lifecycle and Performance Process** you will enhance effectiveness across source-to-pay processes and improve your working relationship with Essity at virtually every touch point.

Supplier Lifecycle & Performance module allows for automated and streamlined supplier management as well as aligning closely with procurement on consistent supplier data.



What is expected from suppliers?

Assigned person will receive email invitation link with a request to complete **Supplier Registration Questionnaire.**

The content of this questionnaire contains 7 sections: General Information, Supply Information, Financial Data, Tax Information, Alternative Payee, Bank Information and Essity Compliance & Requirement. Section 5: **Alternative Payee** and section 6: **Bank Information** are mutually exclusive.

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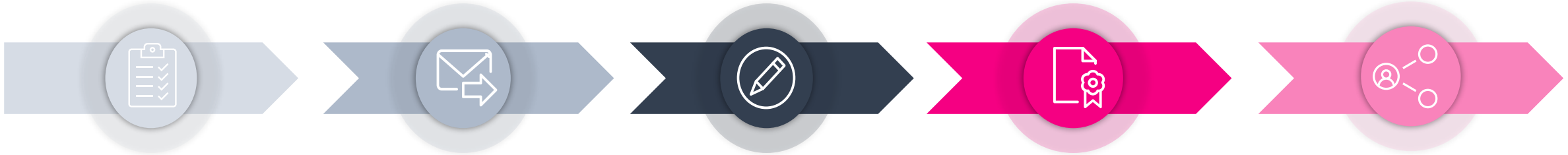
Process Flow



01

Internal Demand

Supplier Request form is raised internally by Essity.

02

Supplier Invitation

Email invitation is sent to supplier's Point of Contact.

*That assigned person **receives the SLP invitation (from ariba.com domain) with a link** in order to proceed further with registration process.*

*That person is requested to **provide the statements to the questionnaire content.***

03

Supplier Registration Completion

Supplier submits the registration completion to Essity.

04

Registration approval

Data quality of the submission will be reviewed and approved by Essity.

Supplier can edit the submitted form but every change will trigger Essity call for approval.

05

Internal approval and record creation

Additional internal Essity approvals in place. After receiving all the required approvals Vendor record sync between internal Essity Master Data system and Ariba.

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Introduction

2 **Supplier Registration Questionnaire**

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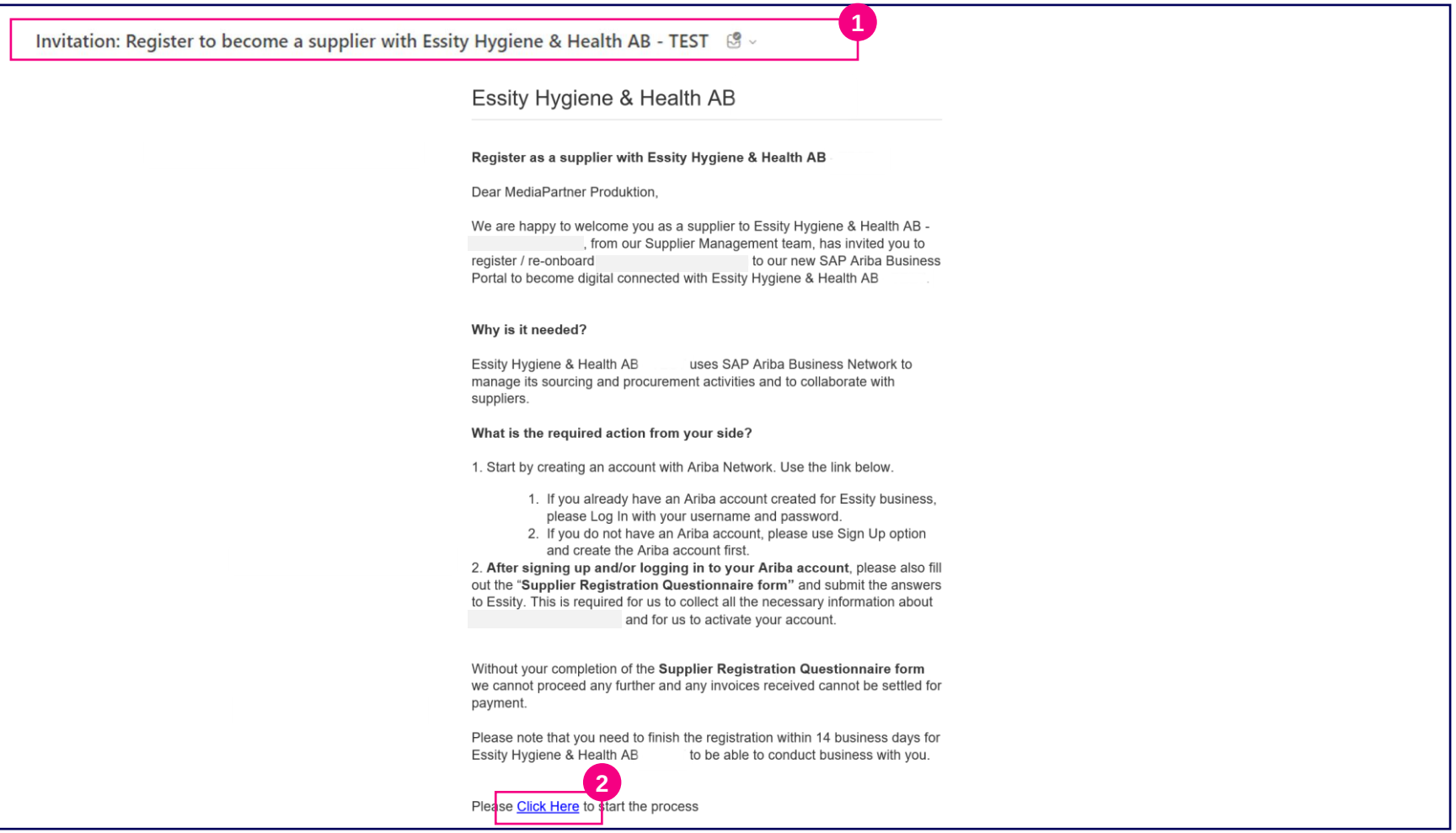
Supplier Registration Questionnaire (1/17)



In the following steps you will learn **how** to respond to Supplier Registration Questionnaire invitation.

Hint: Please check spam folder in case no email received

1. Supplier receives automated email from **ariba.com** domain *(similar to the one included on this slide)* with the registration link to **Ariba Proposals and Questionnaires section.**
2. Click the hyperlink ***"Click Here"*** to start the process**.**

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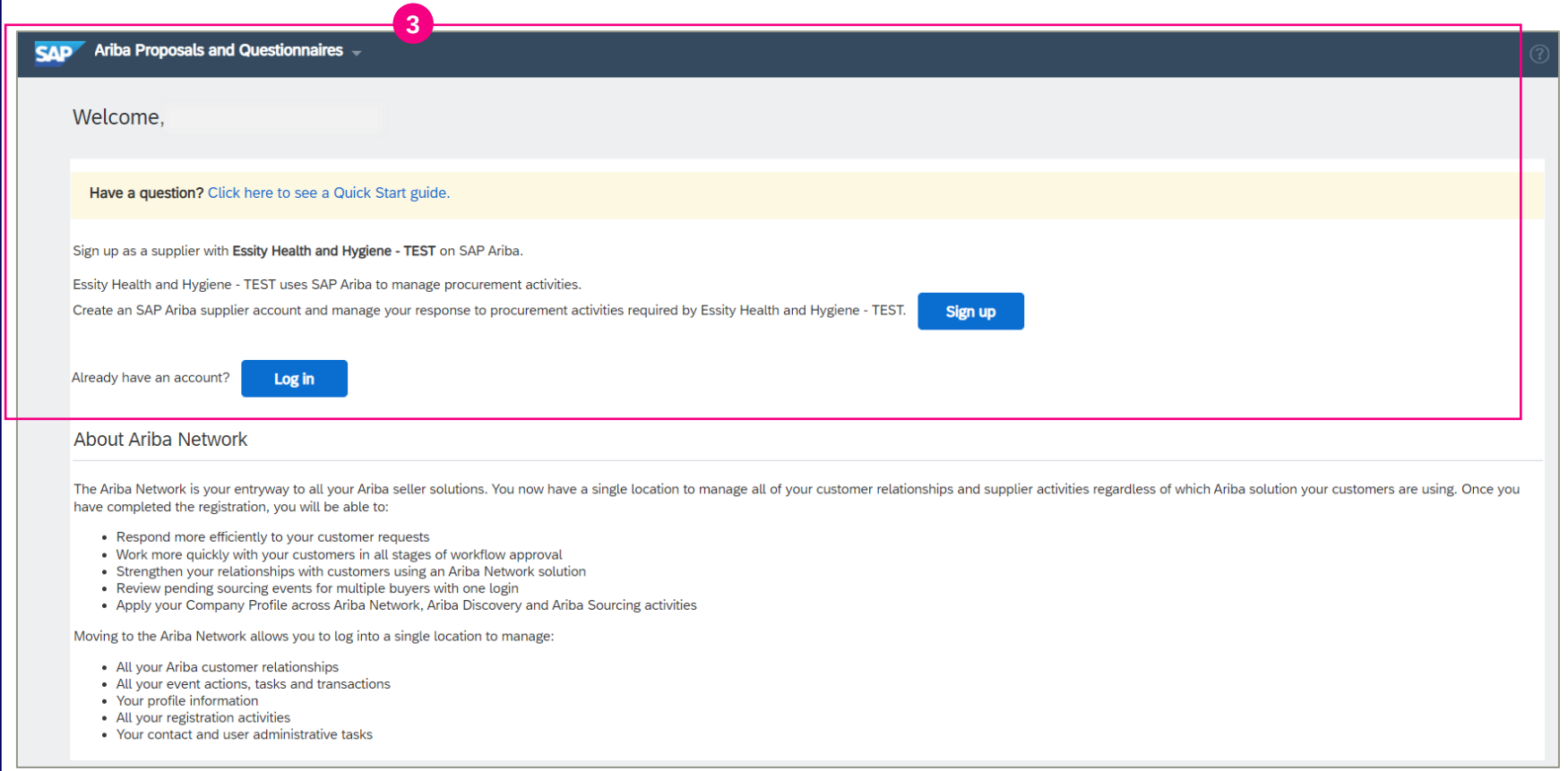
Supplier Registration Questionnaire (2/17)



3 You will be redirected to **Ariba Proposals and Questionnaires page** where you are requested to **log-in** with your credentials for existed Ariba Network account or **create a new** Ariba Network account.

If you already have Ariba Network account, please follow the steps on slides 9,10.

In case new account creation needed please follow the steps on slides 11,12.

Essity Internal

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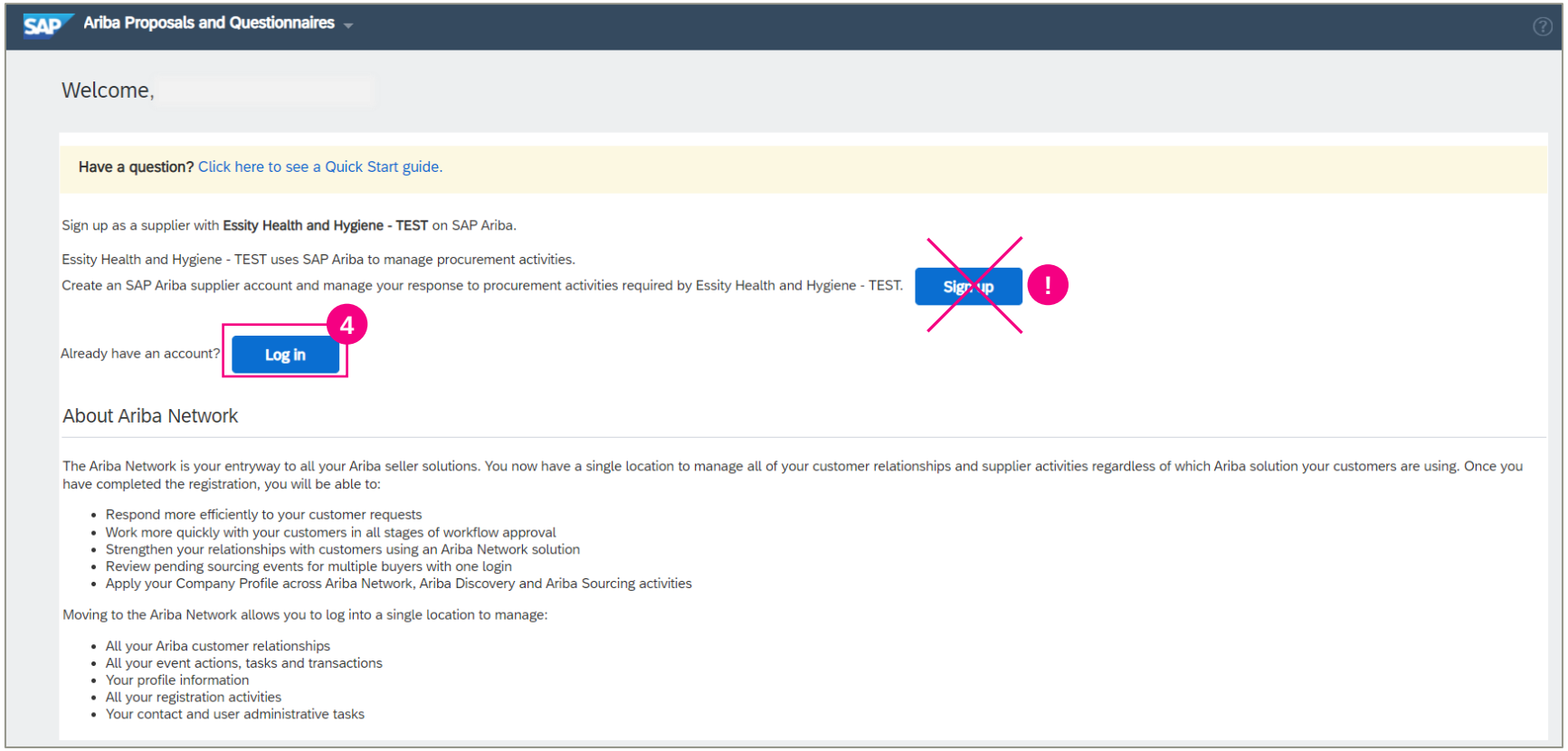
Supplier Registration Questionnaire (3/17)

Existing Ariba Account (1/2)



4 If your organization is already registered with Ariba Network you can use the existing account for business with Essity. To proceed click **"Log in"** option and use your account credentials.

! You can also create a separate Ariba account just for business with Essity. To create a new Ariba account follow the steps on slides 11 and 12.

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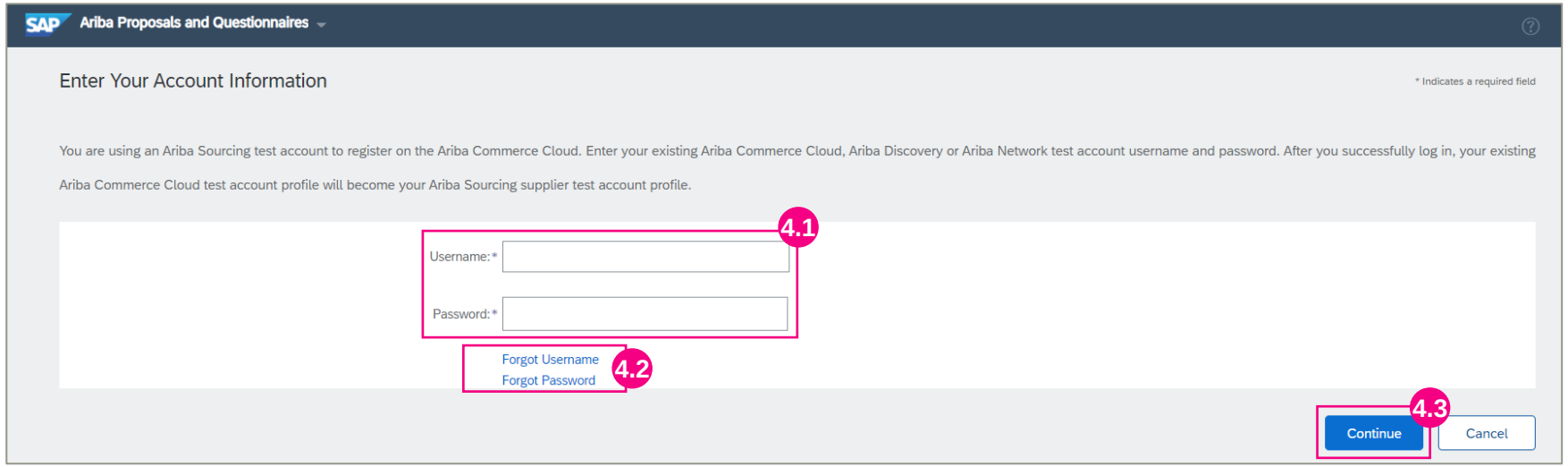
Supplier Registration Questionnaire (4/17)

Existing Ariba Account (2/2)



4.1 Insert Username and password of your **existing Ariba Network account.**

4.2 If you forgot Username or Password, use **"Forgot Username"** or **"Forgot Password"** options, respectively.

4.3 In order to proceed and log in, click the **"Continue"** button.

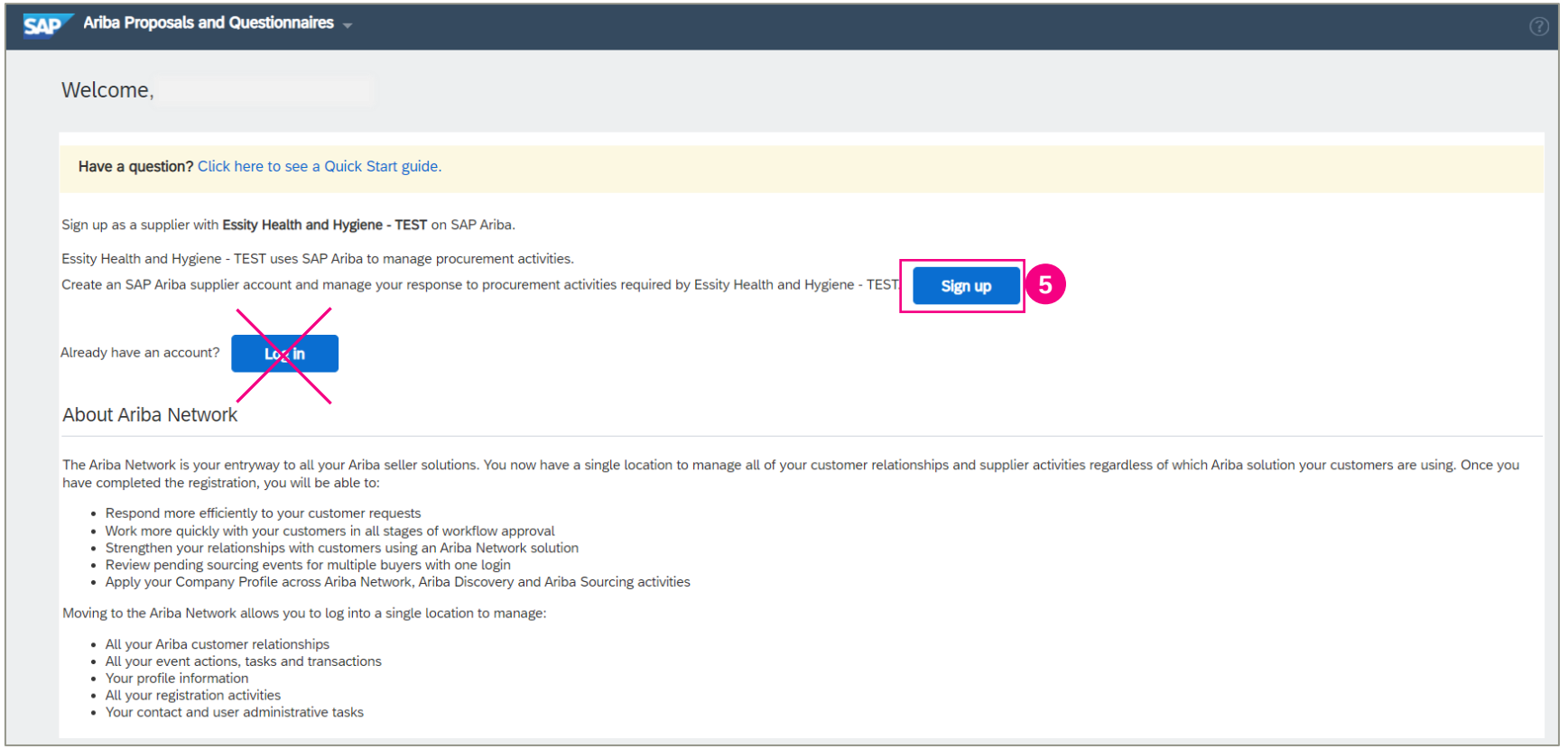
You will then be automatically redirected to **Supplier registration questionnaire**.

If at any point you exit the Registration form and want return to finish your submission at the later time, you can access the form directly from your Ariba profile (instruction on slide 13).

SLP Registration of New Suppliers

Supplier Registration Questionnaire (5/17)

New Ariba Account (1/2)



5 If your organization is NOT yet registered with Ariba Network, **create** a new Ariba Network account using **"Sign-up"** button and follow the instruction described on the Slide 12.

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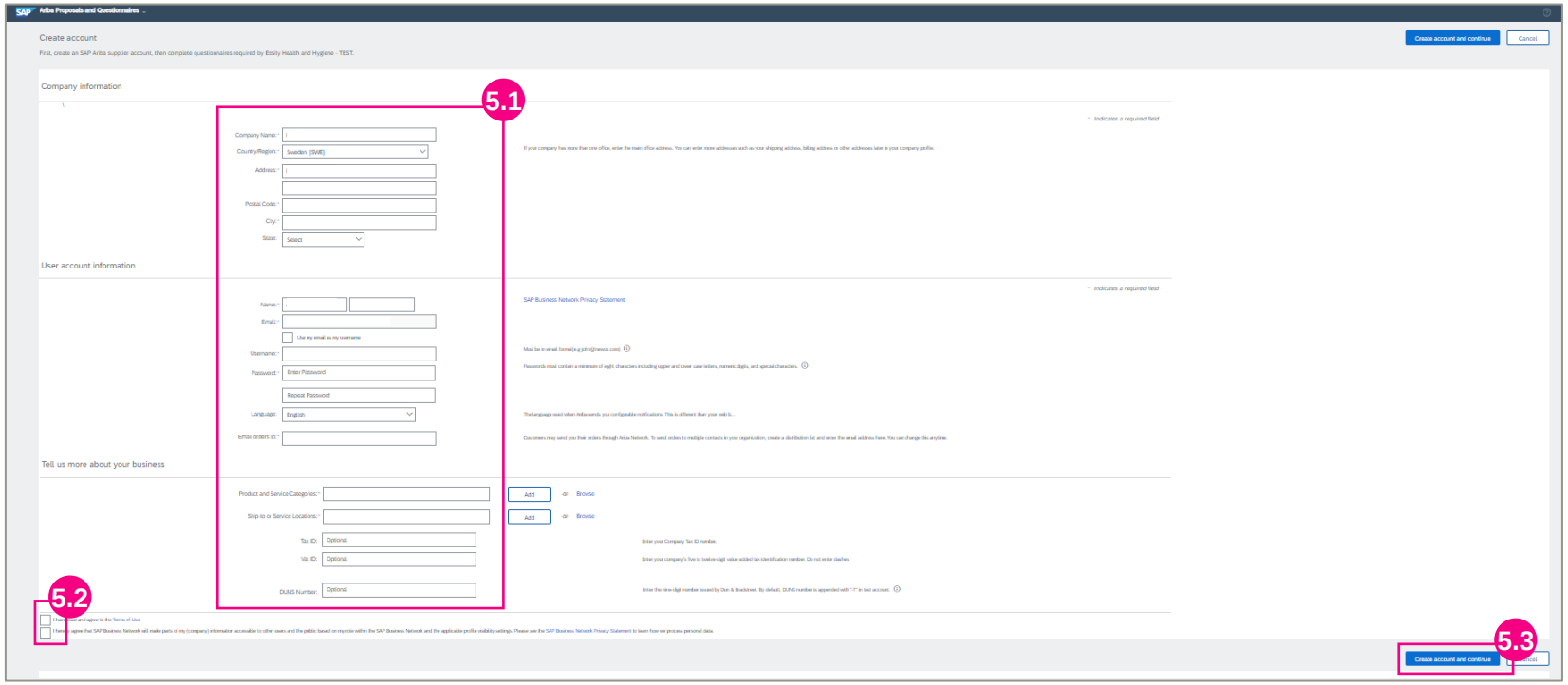
Supplier Registration Questionnaire (6/17)

New Ariba Account (2/2)



5.1 Fill out all required fields containing information about your Company.

5.2 Agree for all required Terms & Conditions related to the registration process.

5.3 To finalize the registration process choose **"Create account and continue"** option. Once completed, you should receive the email with your credentials which will allow you to login to the questionnaire using original link.

If at any point you exit the Registration form and want to return to finish your submission at the later time, you can access the form directly from your Ariba profile (instruction on the following slide).

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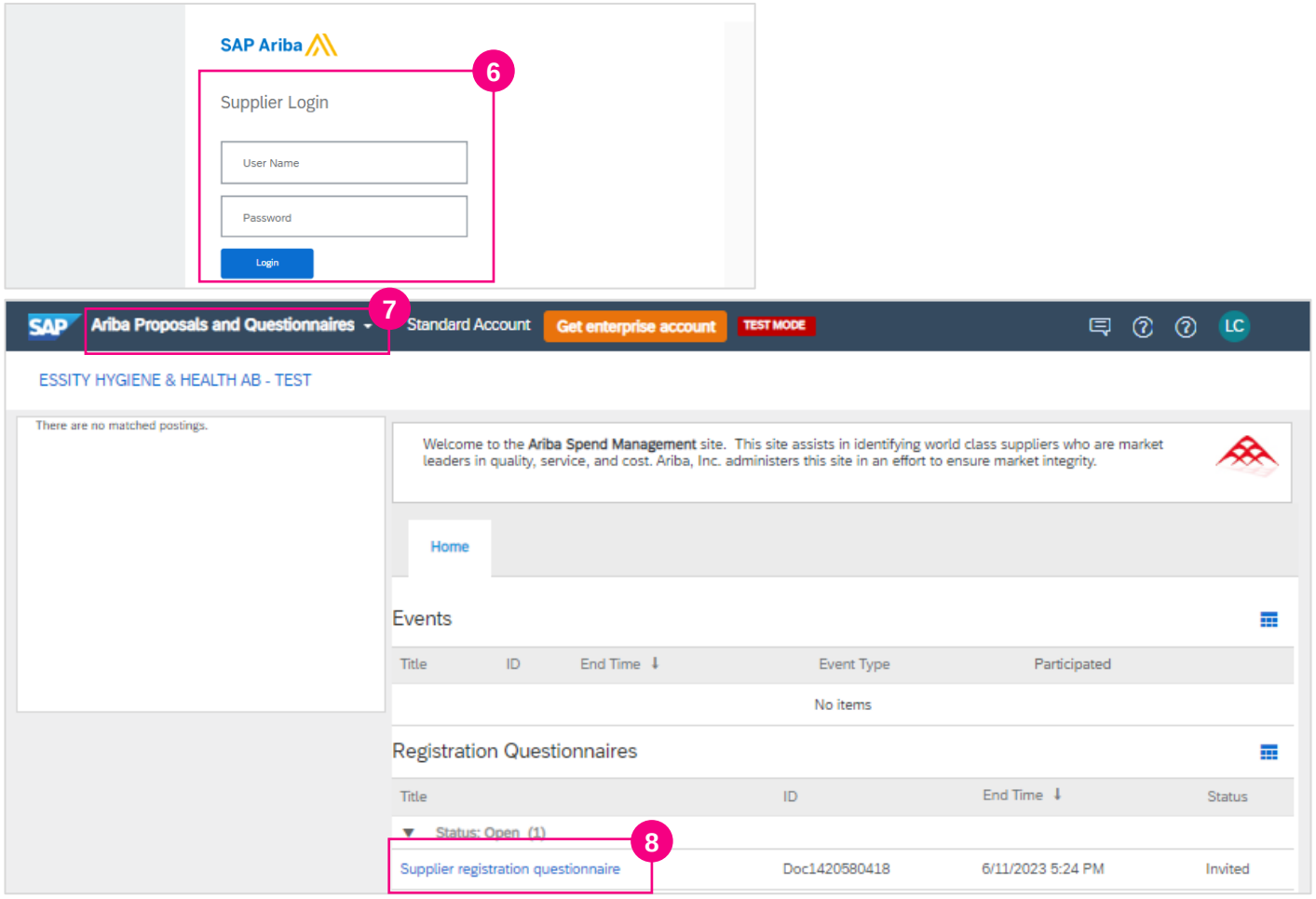
Supplier Registration Questionnaire (7/17)



Follow these steps to access **Supplier registration questionnaire** directly from your Ariba profile .

6 First log in with your account credentials from Ariba Supplier Login page.

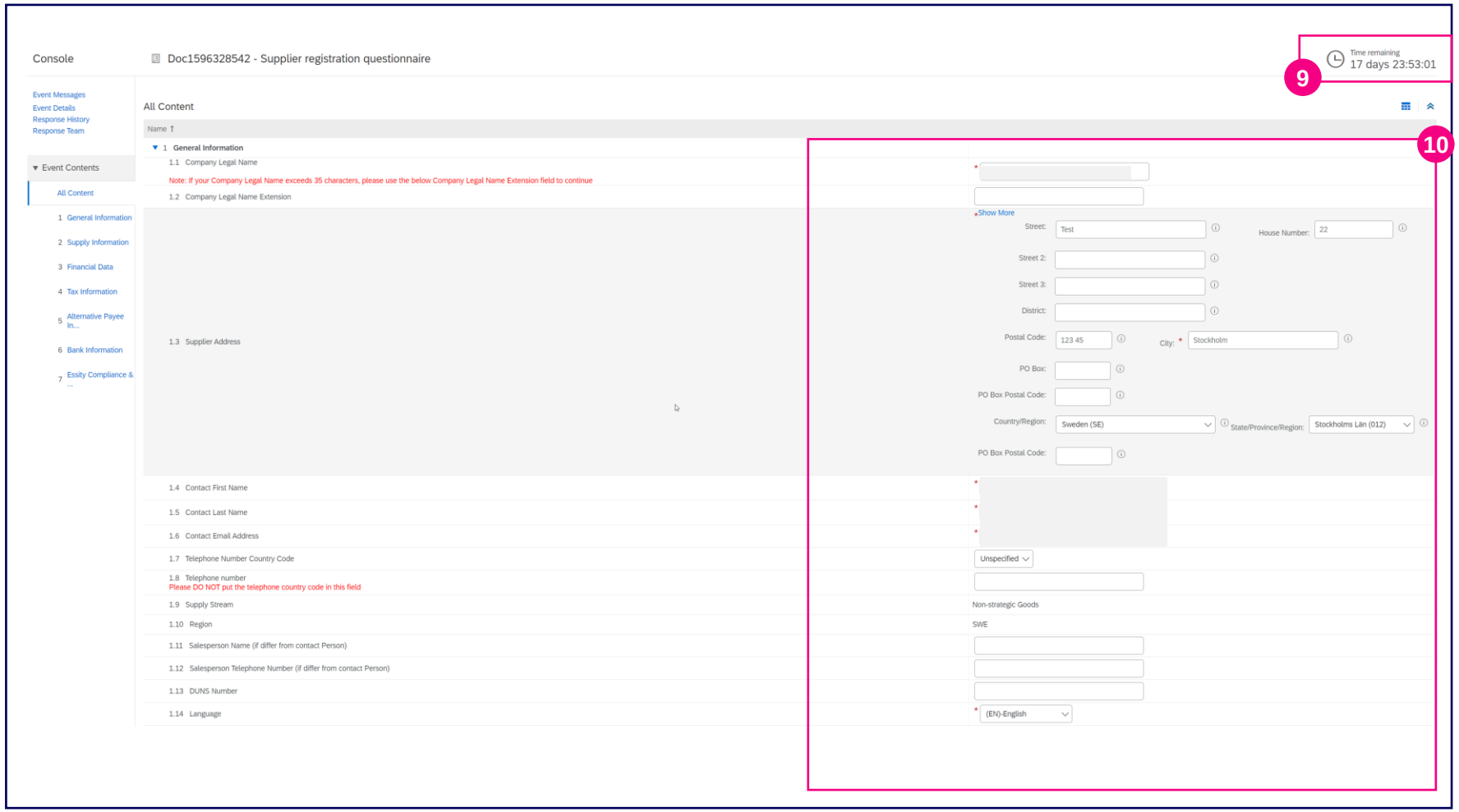
7 Make sure you are in **Ariba Proposals and Questionnaires** module

8 You will be able to view the form from the Registration Questionnaires list. Click on the form name and you will be redirected to the recent version of the draft.

NOTE Remember to manually save all changes – the form will not update automatically.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (7/17)



After log-in either using credentials for a new created Ariba network account or the existing one, you will be redirected to **Supplier registration questionnaire** as a last step of the process.

9 The timeframe for filling out the form is 18 days (14 business days) from the day that email invite was sent. But please complete as soon as possible.

10 The form consists of 7 Sections.

The required information such as address and contact information in **Section 1: General Information** will be autofilled from information of the ANID account (either existing or newly created). The other fields need to be filled manually if applicable.

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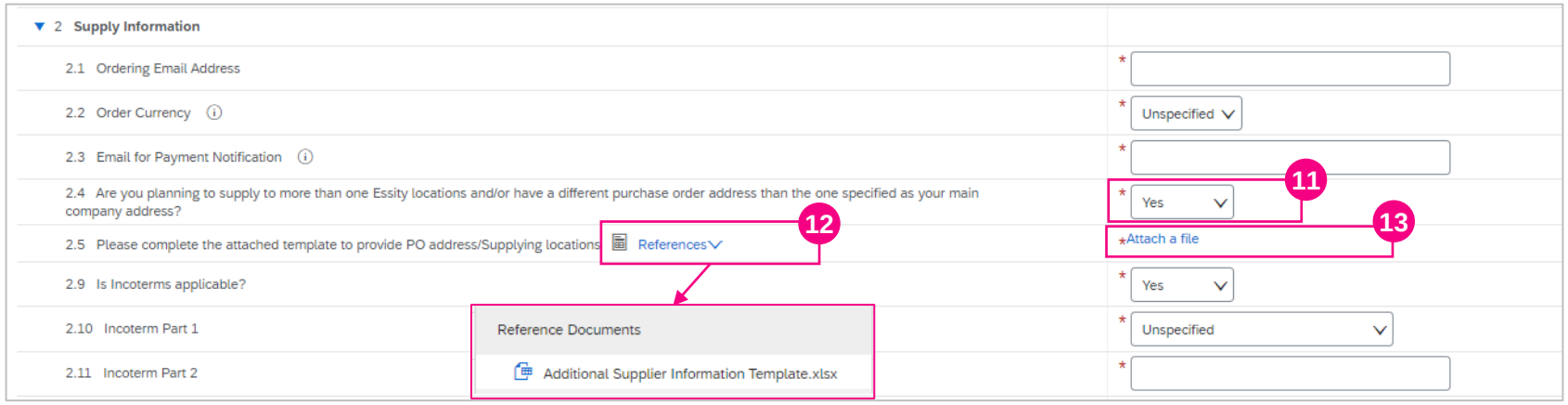
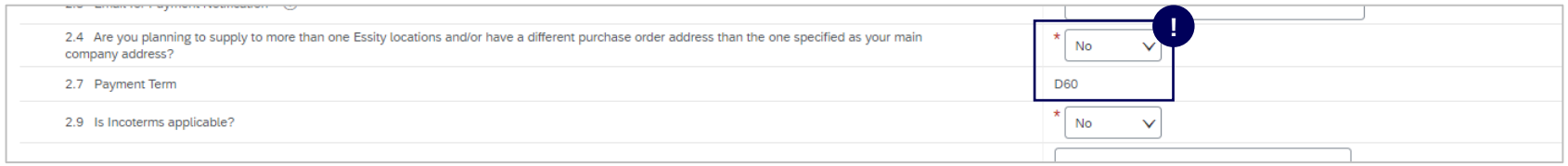
Supplier Registration Questionnaire (8/17)





In **Section 2: Supplier Information,** the form will display additional fields depending on the selected answers.

11 If you are planning to supply to more than one Essity location - you will need to download **Additional Supplier Information Template** excel file.

12 Update this file using the instructions stated in it. Specify Essity locations in column A. If you are using a different company name and address to receive PO, please specify in the file, column B-F.

13 After completing these steps **attach** the file.

! If you answer “No” to question **2.4**, the Payment Terms will automatically generate to your preset agreement with Essity.

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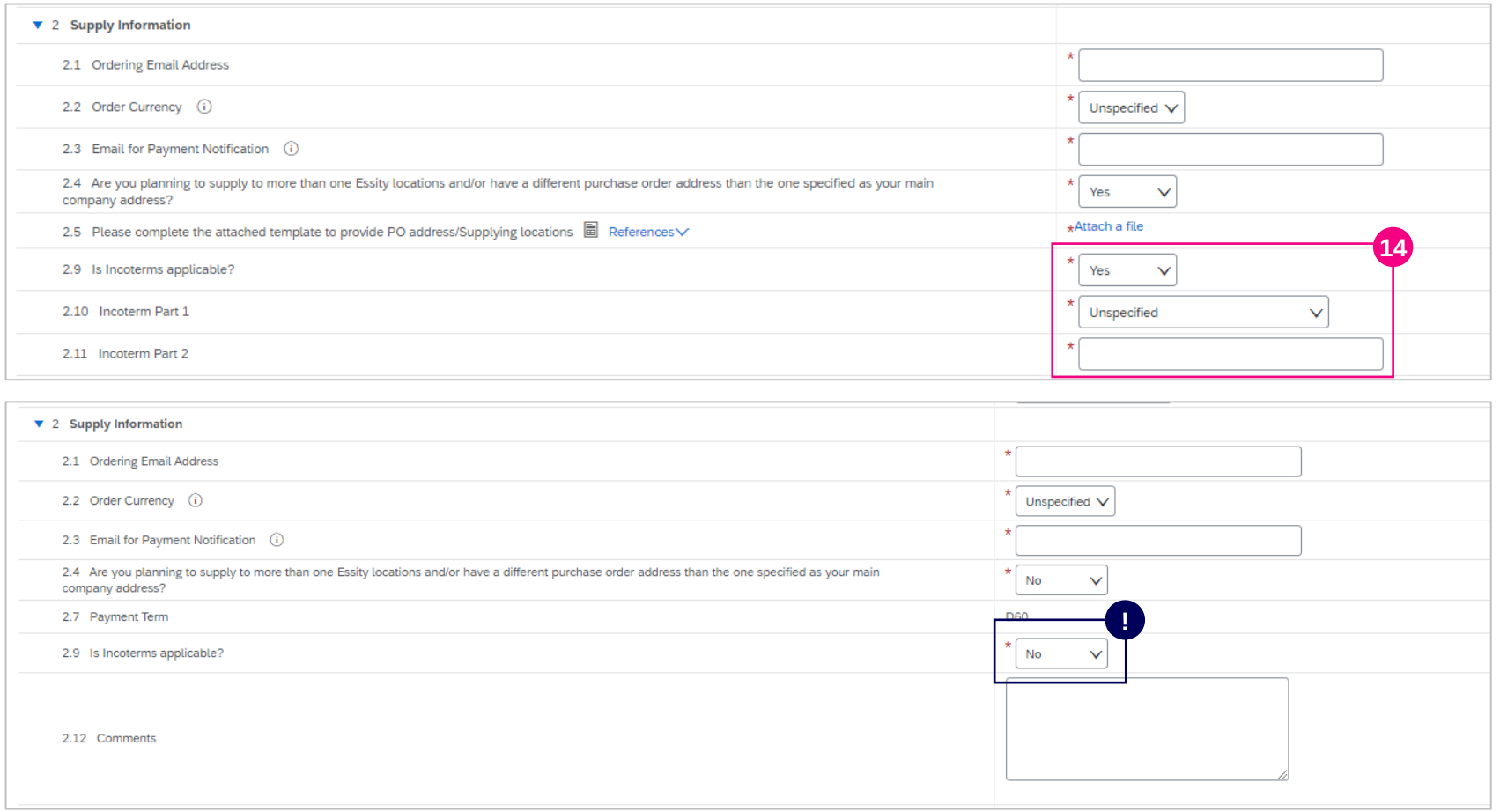
Supplier Registration Questionnaire (9/17)



Next complete **Section 2: Supplier Information.**

In this section, the form will display additional fields depending on the selected answers.

14 If incoterm is applicable, you will be asked to specify the details in points 2.10 and 2.11.

! If you answer “No” in point **2.9** you won’t be required to specify details.

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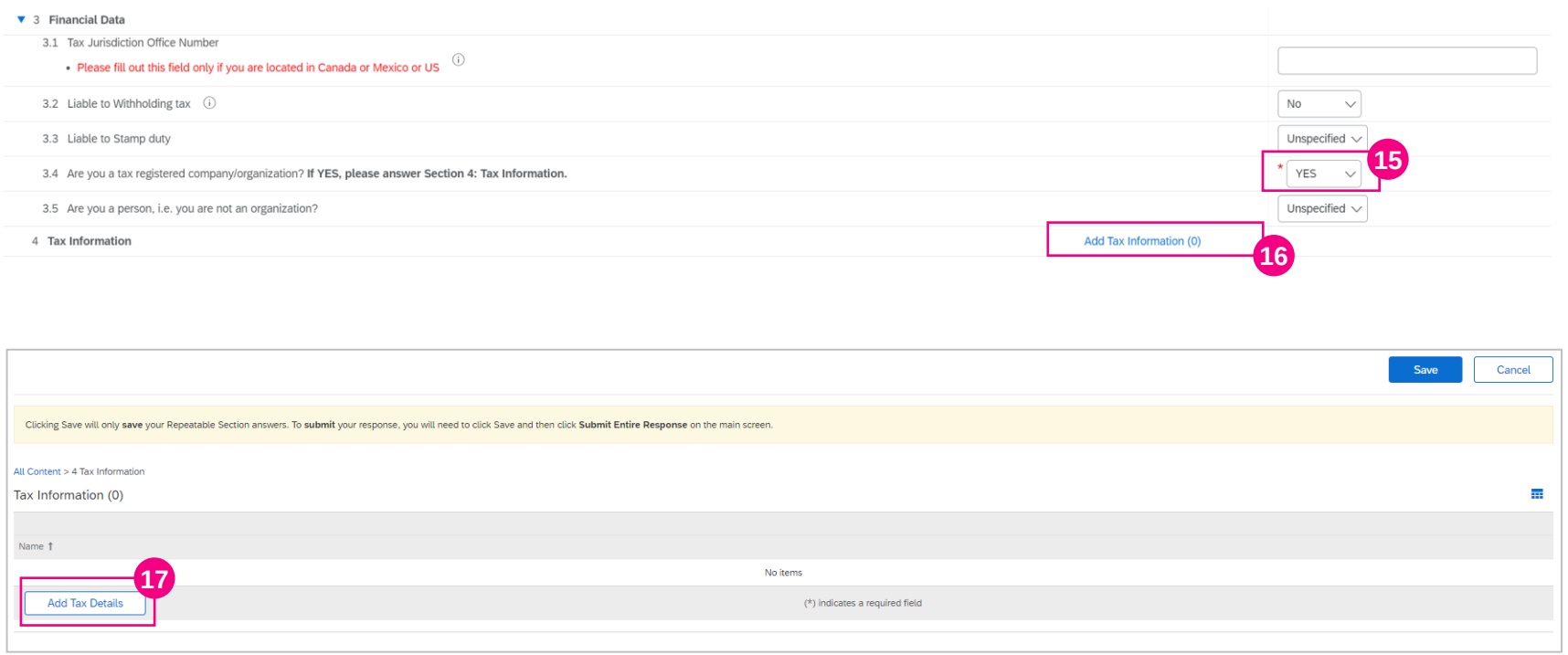
Supplier Registration Questionnaire (10/17)



Next complete **Section 3: Financial Data.**

Fill out carefully all sections by selecting the answer from dropdown list or provide the information in adequate boxes.

15 Select "**Yes**" in field 3.4 to enable the Tax Information section.

16 Click the Add Tax Information link in **Section 4: Tax Information.**

17 On the resulting page, click the **Add Tax Details** button.

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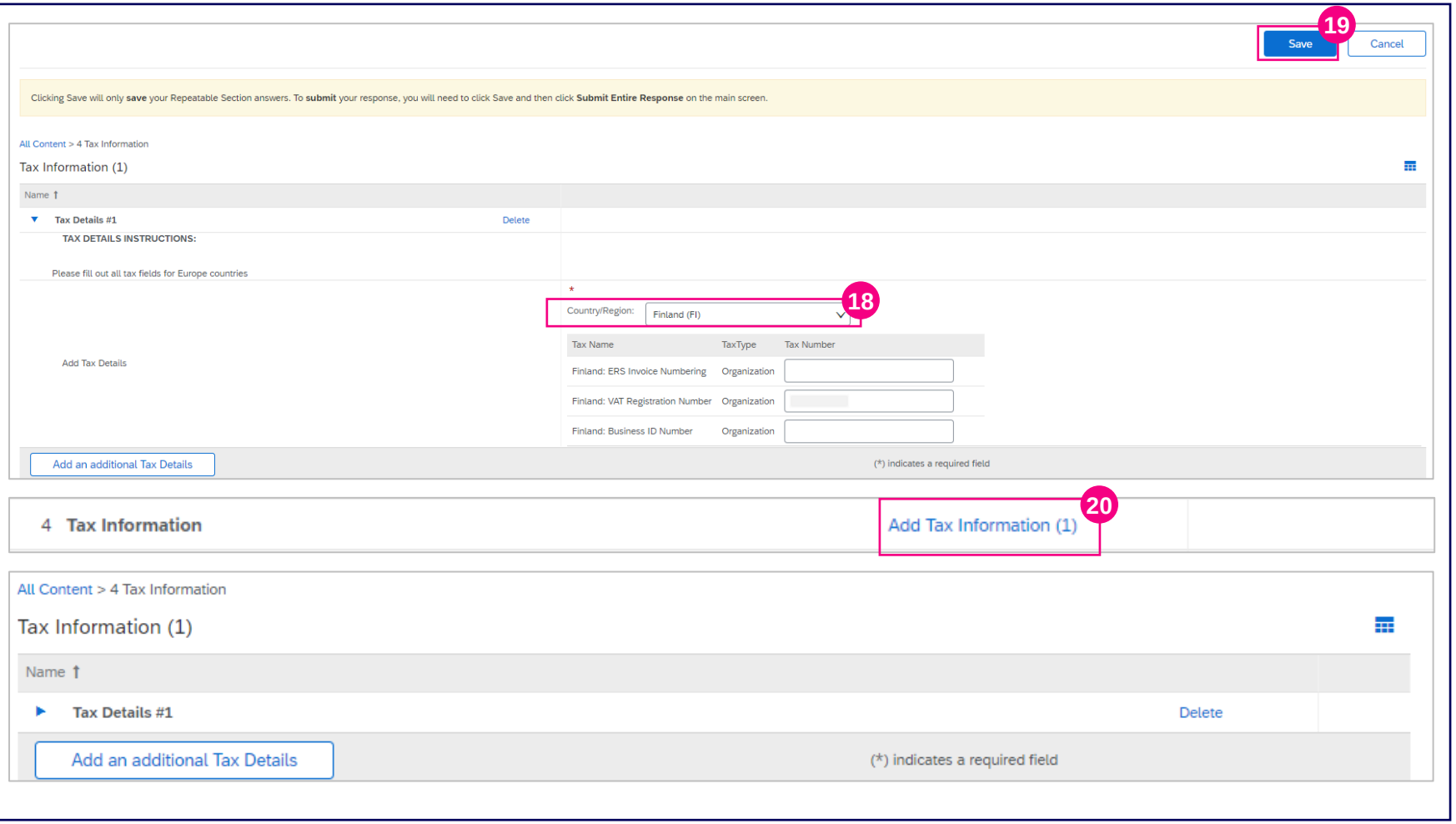
Supplier Registration Questionnaire (11/17)



18 Select the country from the dropdown menu. Then enter details in the field(s) applicable for the selected country.

19 Click Save to continue.

20 The Tax Information is now updated with your input and displays the number of tax details that have been added. By clicking on this field you can update/delete the existing tax details and Add an additional Tax Details if needed.

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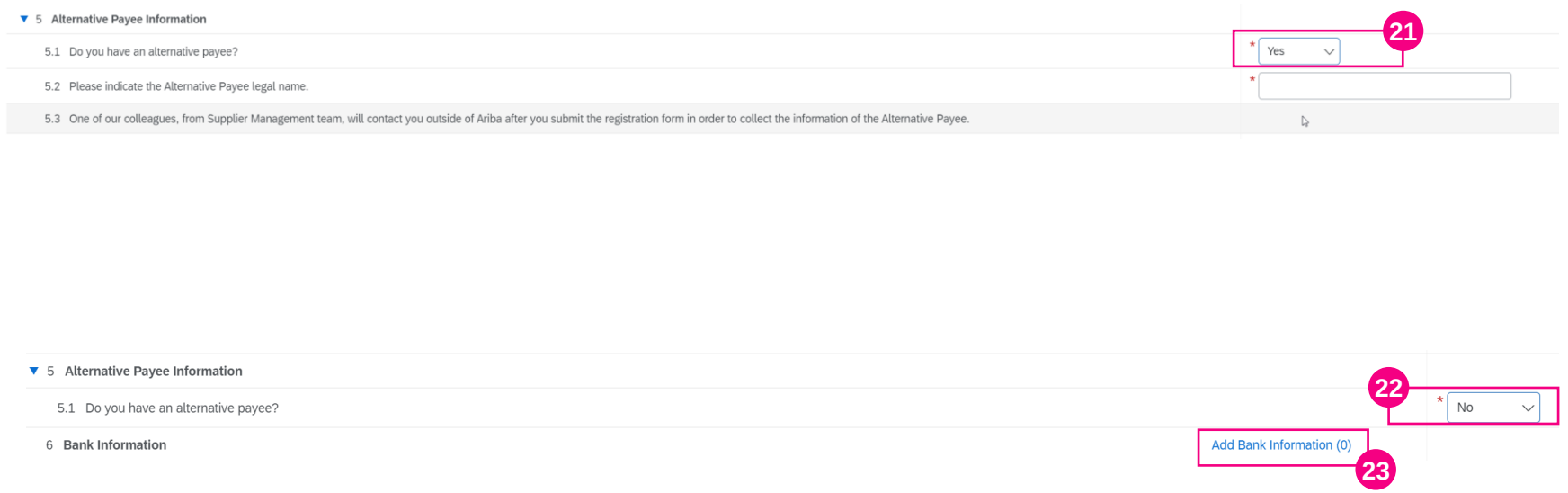
Supplier Registration Questionnaire (12/17)



Section 5: Alternative Payee Information.

21 If Alternative Payee Information is applicable pick "**Yes**" in field 5.1 and fill out and read the required information in fields 5.2 and 5.3.

22 If Alternative Payee Information is **not** applicable, pick "**No**" in field 5.1.

23 When you answer question 5.1 as "**No**", **Section 6: Bank Information** will be visible.

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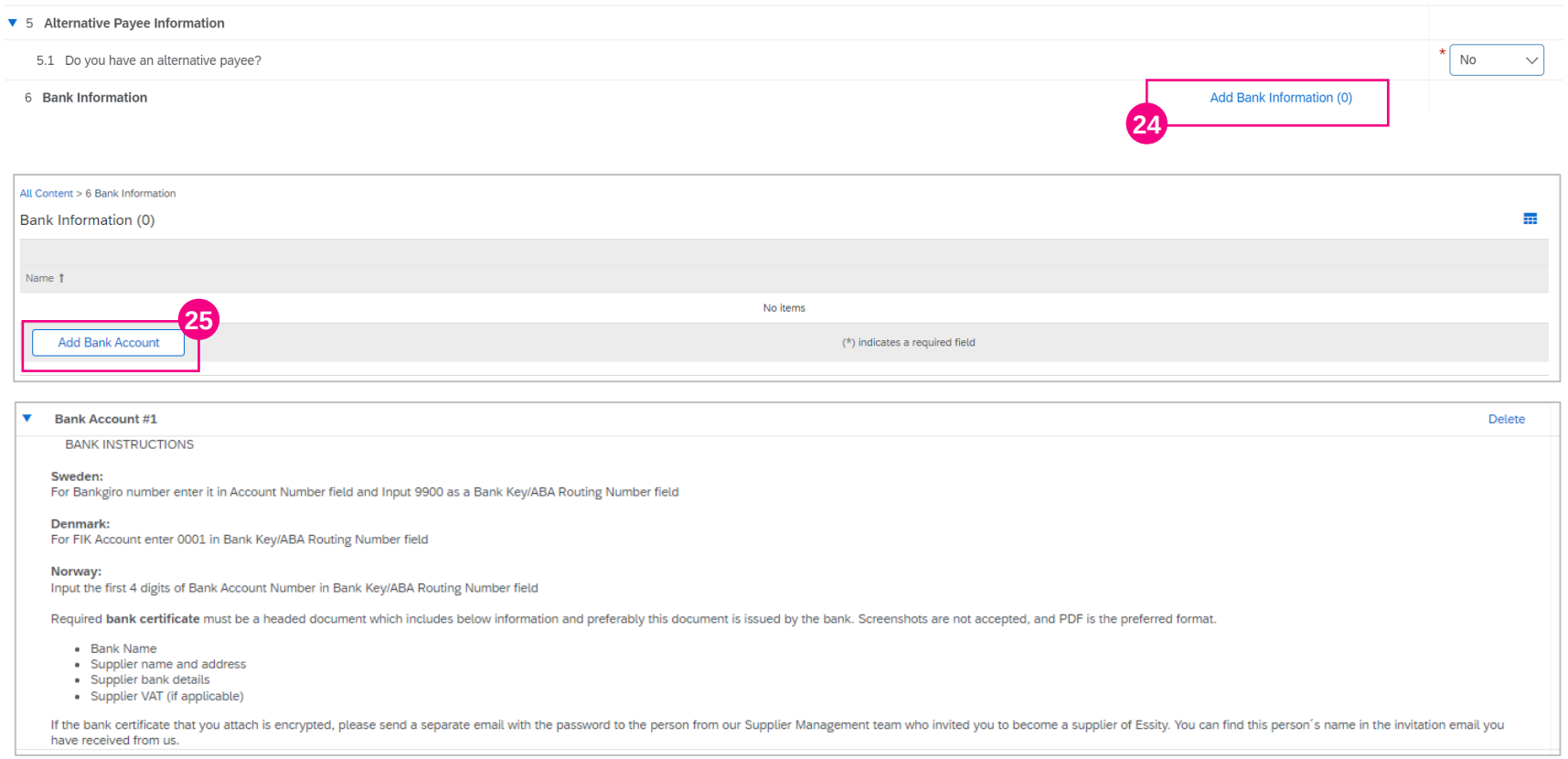
Supplier Registration Questionnaire (13/17)



24 Click on **Add Bank Information** to populate needed details.

25 When redirected to Bank Information page click **Add Bank Account.**

Follow the instructions on the page.

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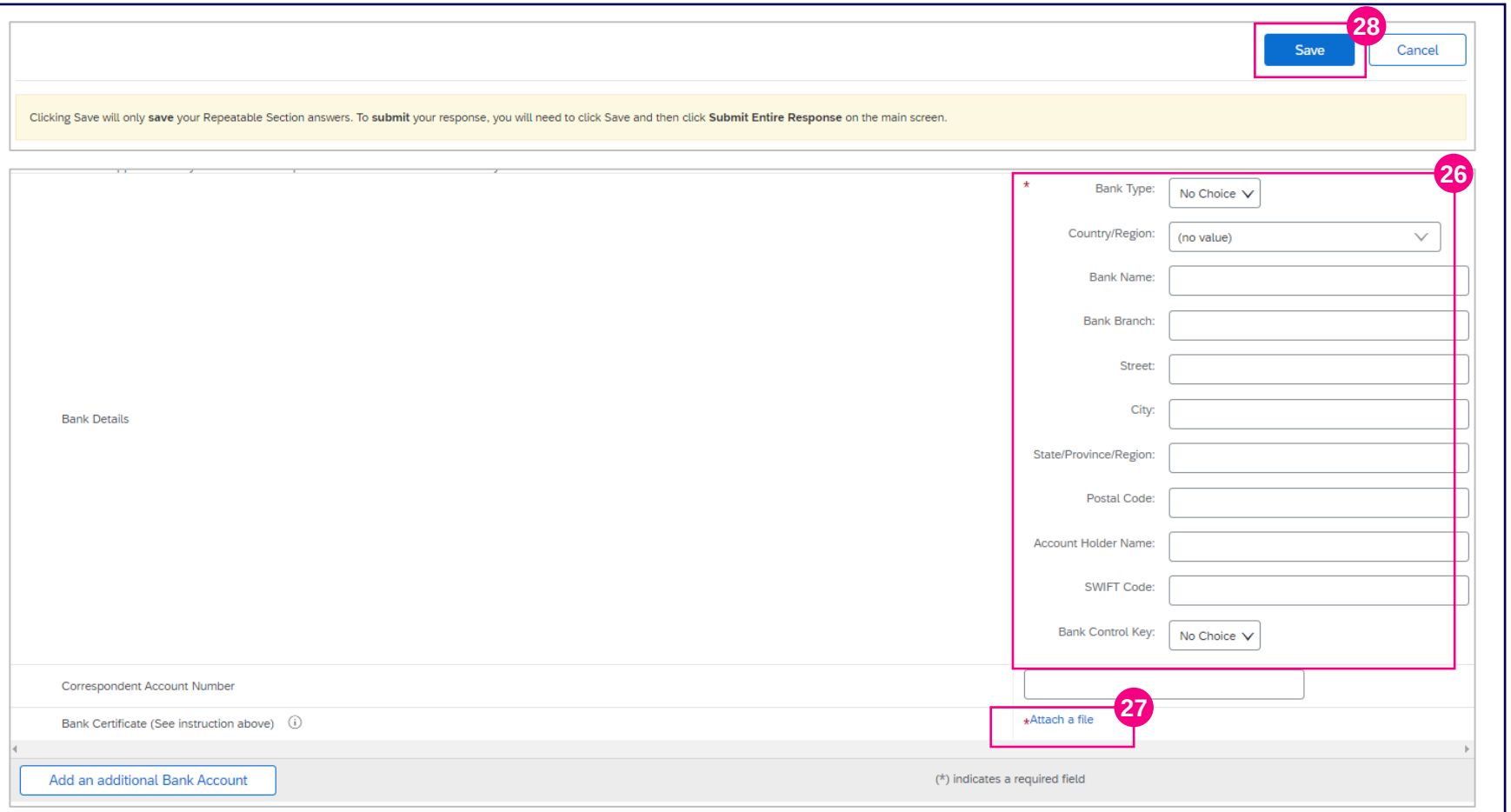
Supplier Registration Questionnaire (14/17)



26 Enter required information in the Bank Details fields.

27 Remember to attach a **Bank Certificate**. Screenshots are not accepted, and PDF is the preferred format.

28 Click the **Save** button to proceed.

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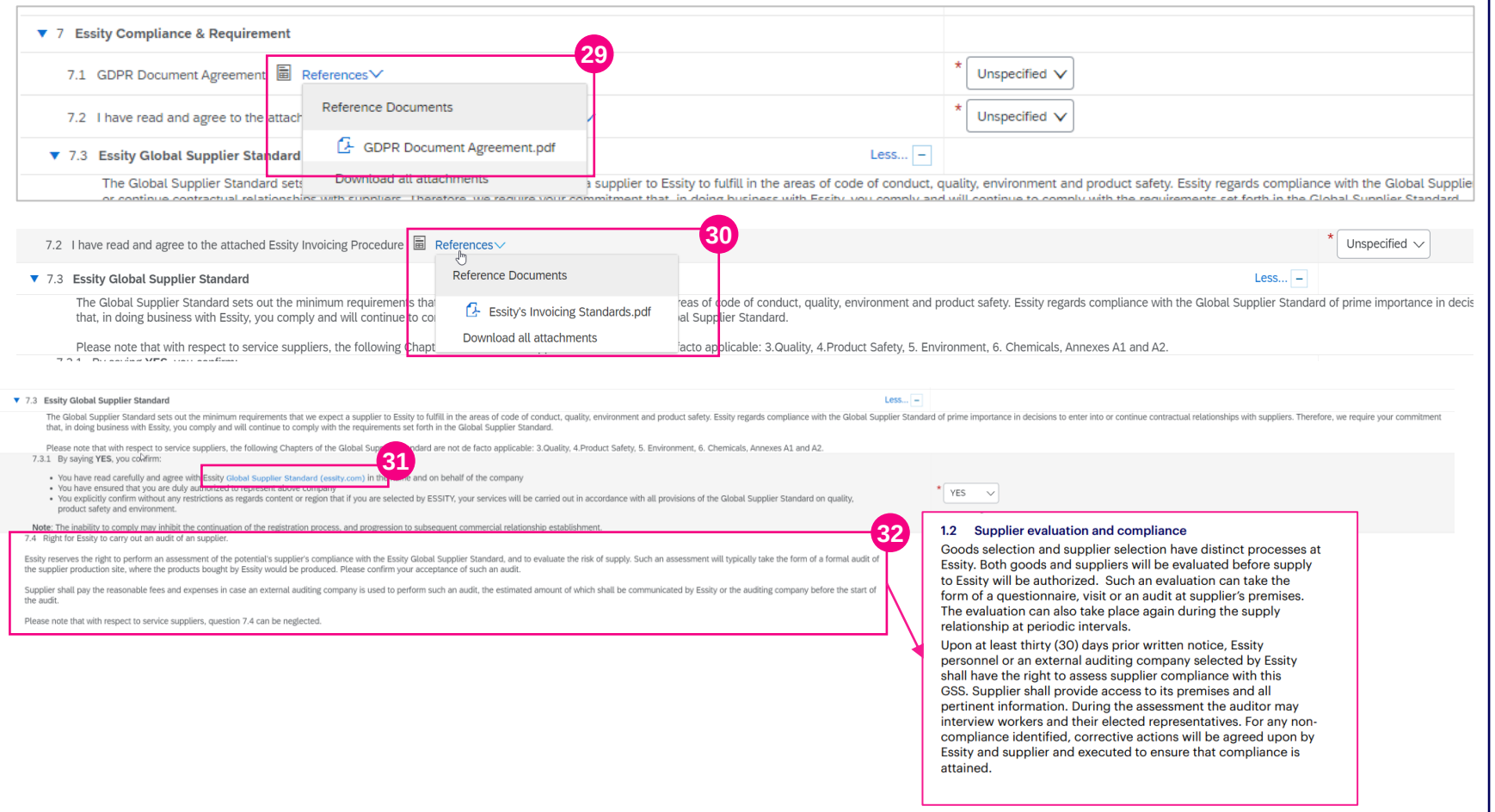
Supplier Registration Questionnaire (15/17)



Section 7: Essity Compliance & Requirement

29 Click the References dropdown arrow in field 7.1 to view **GDPR Document Agreement.**

30 Click the References dropdown arrow 7.2 to view the **Essity's Invoicing Standard.**

31 The **Global Supplier Standard** (essity.com) can be downloaded from the hyperlink in field 7.3.1.

32 The Essity audit rights are included in Section 1.2 of Global Supplier Standard.

Fill out carefully all sections by selecting the answer from dropdown list or provide the information in adequate boxes.

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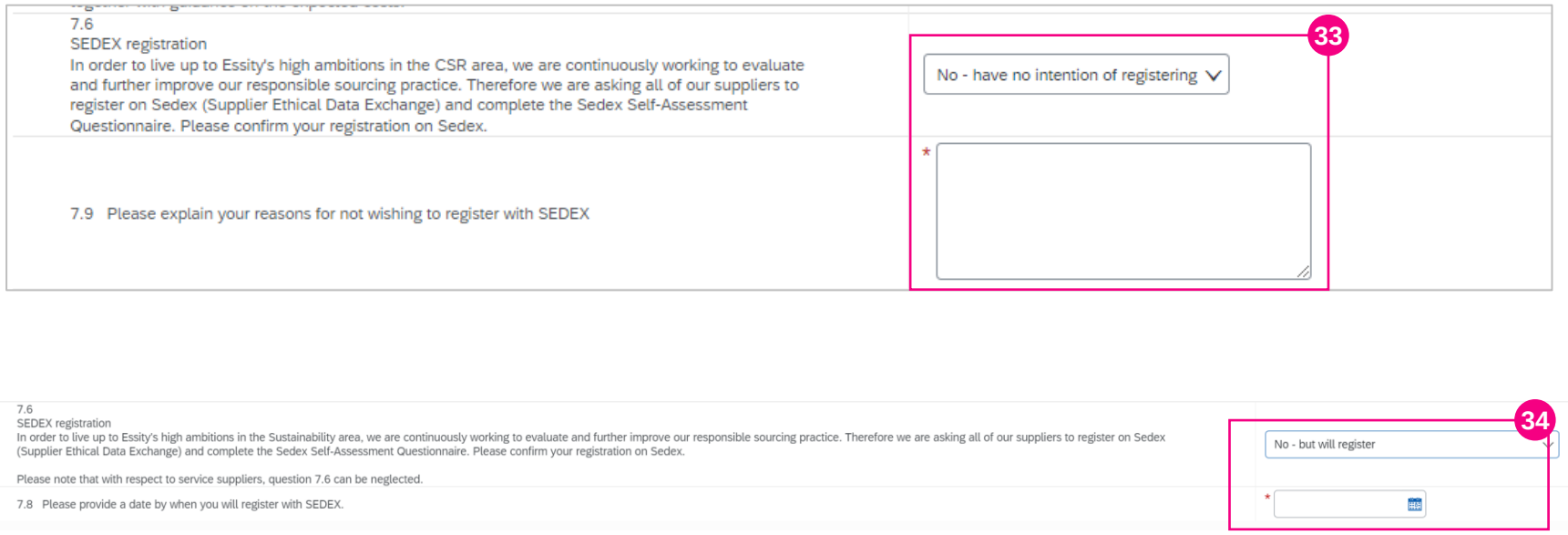
Supplier Registration Questionnaire (16/17)

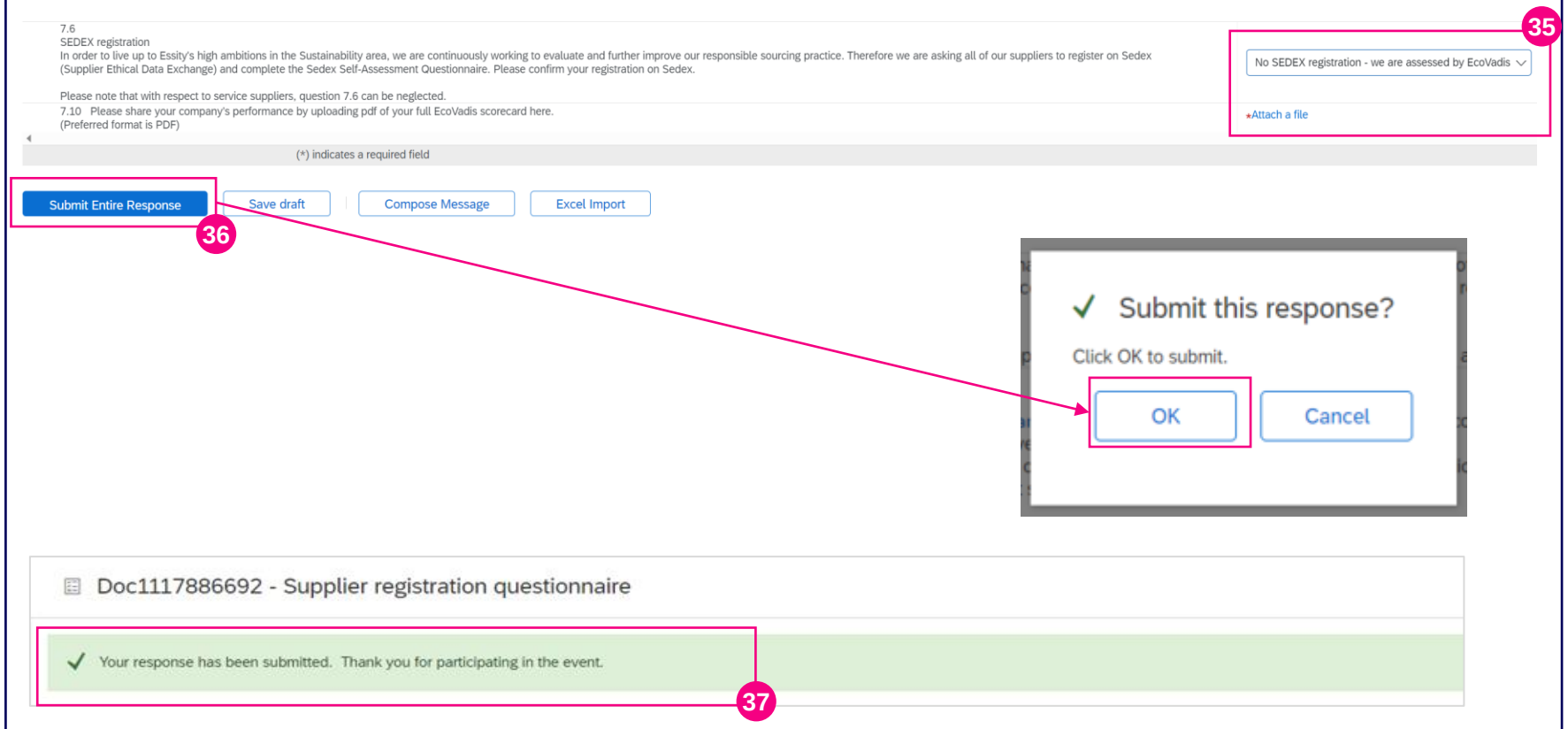


33 If you are already SEDEX registered, please provide your number in the form. If you do not have SEDEX and you don't wish to have it in the future, please provide the reason in the form.

34 If you plan to register in the future, please provide approx. date.

SLP Registration of New Suppliers

Supplier Registration Questionnaire (17/17)



35 If you do not have SEDEX, but you are assessed by Ecovadis, please provide the document in the pdf form.

36 Once all data is reviewed and updated choose "**Submit Entire Response"** option and click **„OK"** to submit.

37 Once submitted, the following message will be displayed: „Your response has been submitted. Thank you for participating in the event".

Congratulations! Your Onboarding process is completed!

Accelerating Essity's Digital Transformation

Questions

Please contact
SupplierInfo@essity.com

essity

Thank you for your participation. Join us in shaping our future!

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