SAP Ariba /\\/\\

ARIBA NETWORK
REGISTRATION GUIDE

Alcon
SEE BRILLIANTLY

Introduction

Dear Valued Alcon Supplier,

Alcon is pleased to announce that we have entered into a long-term agreement with SAP Ariba to migrate our procure-to-pay processes to their cloud-based solution. Conducting business on the Ariba Network will be required, and all transactional documents between our companies will be exchanged through this platform. SAP Ariba brings our suppliers many benefits such as real-time PO delivery, use of online catalogs, invoice automation and payments in a timely manner.

Suppliers new to the Ariba Network generally start transacting on the Ariba Network for free. However, based on the volume of transactions you have on the Ariba Network (across all customer relationships) you may be eligible for fees.

The Registration Guide shows new suppliers how to register on the Ariba Network and existing users how to incorporate Alcon in their already existing accounts. This guide also provides information steps to create an Alcon supplier profile.

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The Ariba Network is the leading business network
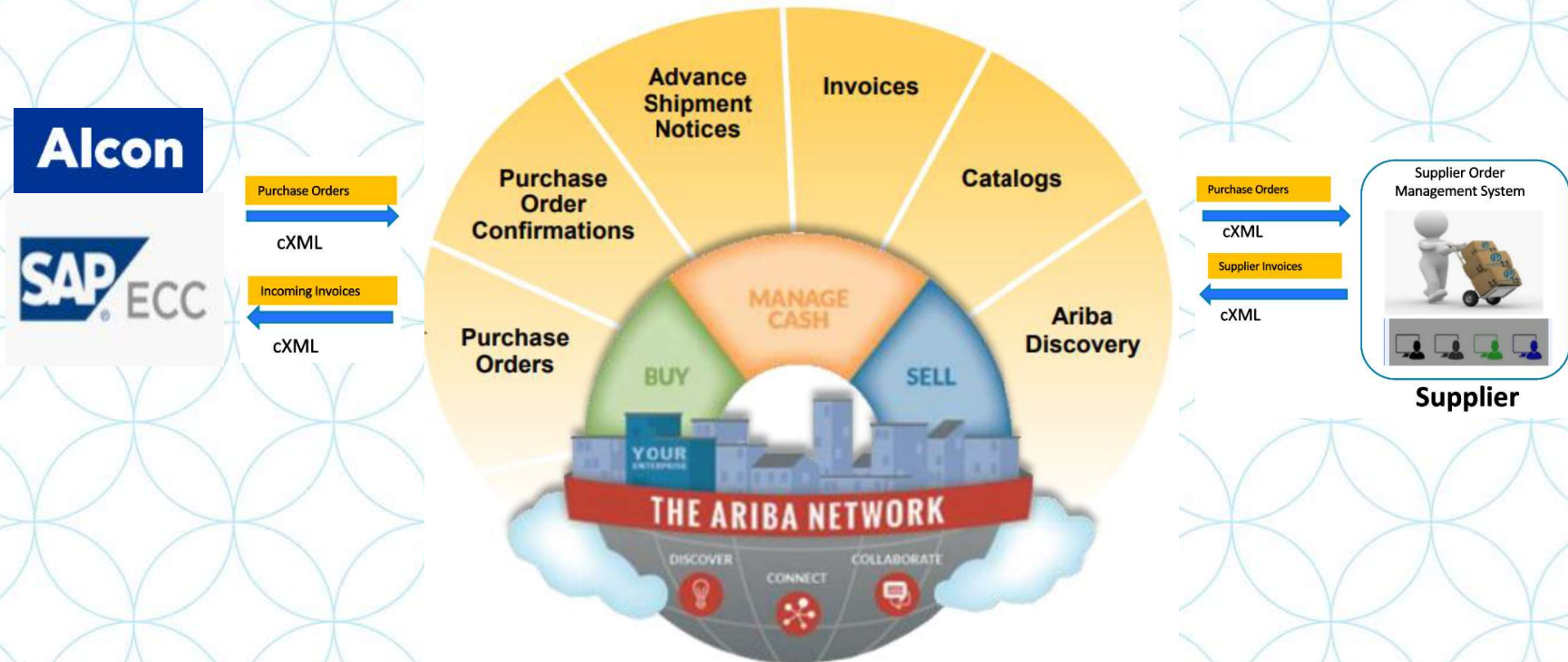
Using your existing systems, what if you could...

Collaborate immediately with all trading partners?
- Immediate access to online invoice creation tool
- Automate the buying process through catalogs

Turn paper into efficient electronic transactions?
- Enable faster deal closure
- Increase order processing productivity gains via cXML
- Increase order accuracy through PunchOut Catalogs

Catch errors and correct them – before they even happen?
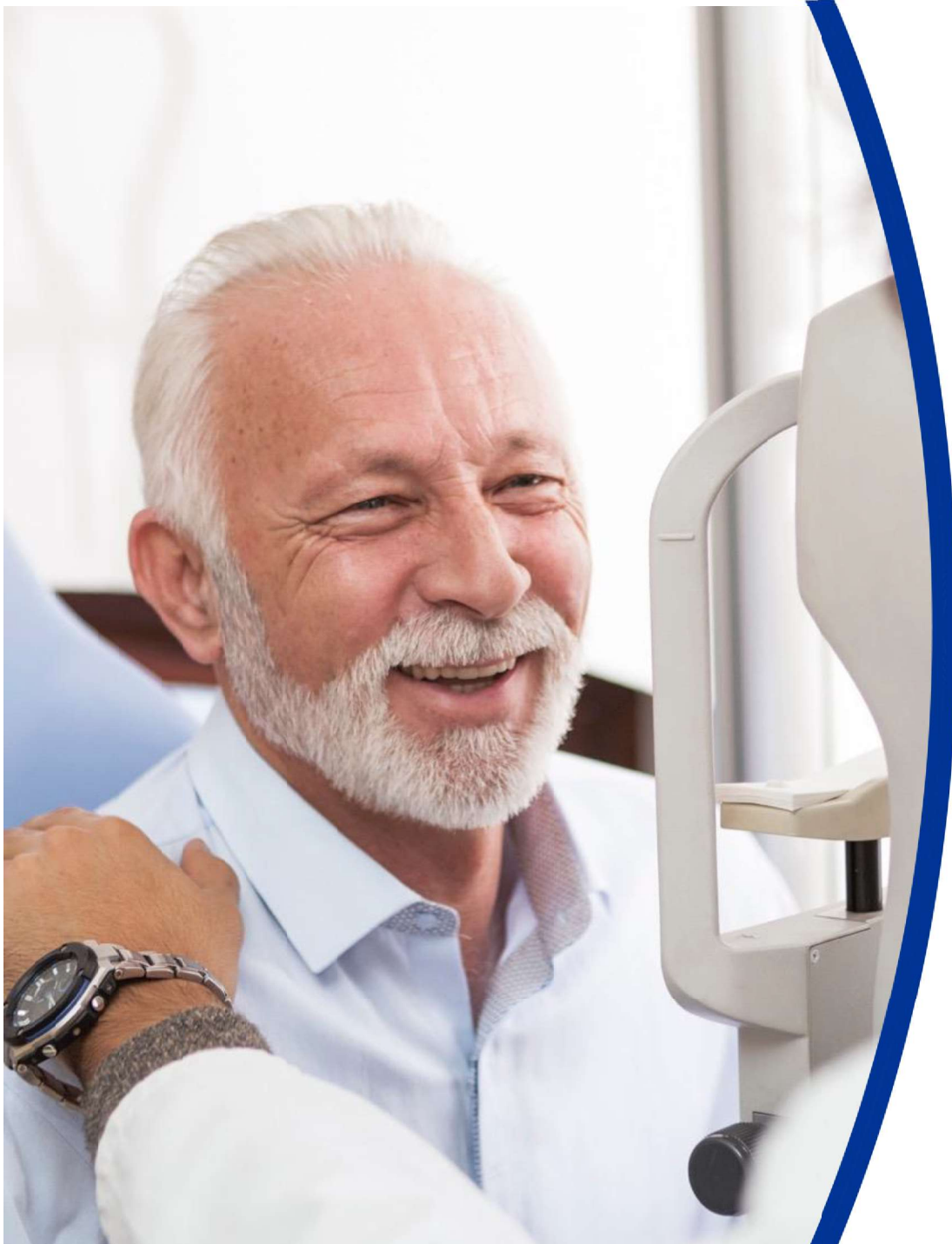- Reduce manual intervention

Track invoice and payment status online in real time and accelerate receivables?
- Decrease in late payments
- Improvement in reconciling payments

See opportunities you're missing and have the ability to trade globally?
- Increase in customer retention
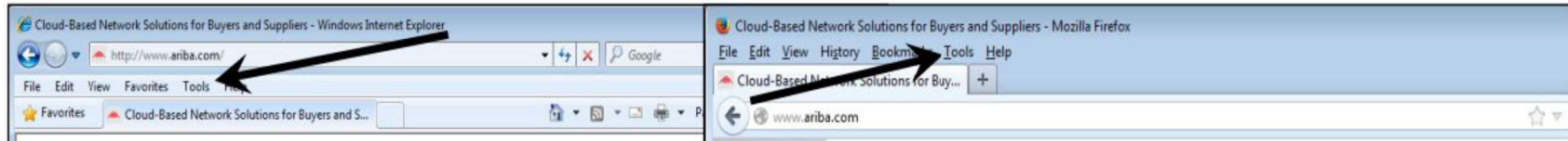- Growth among existing accounts
- Grow new business

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Supplier Registration Process

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Before you start..

By default, the Ariba Network displays in the language of your browser (when supported) – make sure this is your preferred language.

To change your language settings, follow the below steps based on browser:

Internet Explorer

Navigate to **Tools,** and then select **Options.**
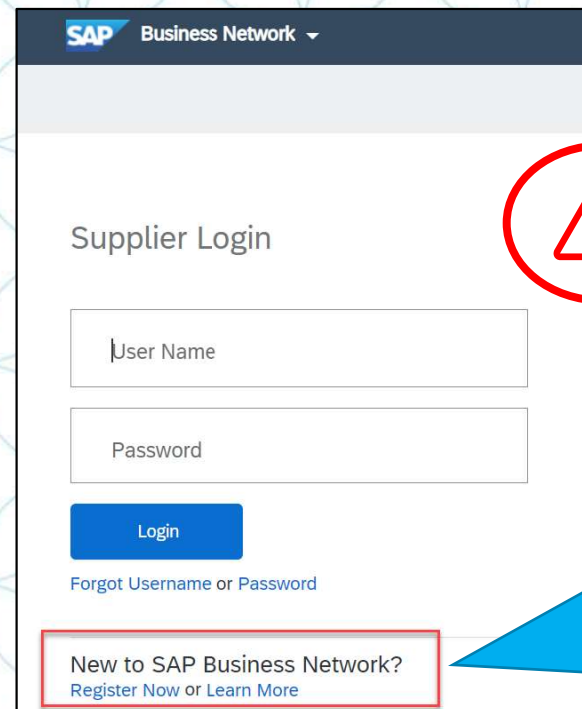In Internet Explorer, language can be added in section **Language** on the **General** page.
Move the preferred language to the top of the list.

Mozilla Firefox

Navigate to **Tools**
Language options are in the **Context** section.
Move the preferred language to the top of the list.

SAP Business Network ▾

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to SAP Business Network?
Register Now or Learn More

Please do not use the general account creation process. If you open an Ariba Network account using this link, your new account will not automatically create a trading relationship with your customer.

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Supplier Registration Process

1. The customer logs in to Ariba Network and invites your company to join.
   Typically, your company is already in contact with a customer that transacts with their suppliers through the Ariba Network.

2. The Ariba Network sends an email message to you containing a link to start the registration process.

3. Ariba Network notifies you through email when the account is active and ready to transact with your customer.

Invitation Letter
This e-mail contains information about electronic transactions with Alcon and a link to the landing page.

New user registration
3 steps to complete

Landing page
First time user
& Existing users

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Getting Started

Jerry Russell <s4system-prod3+alcon-T.Doc389147768@ansmtp.ariba.com>
To Savchenko, Kateryna

Expires 6/15/2022   Thu 3/17/2022 9:00 AM

Retention Policy Inbox (90 days)

(i) Follow up. Start by Thursday, March 17, 2022. Due by Thursday, March 17, 2022.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of Alcon. Always verify the sending address and use caution when opening links or opening attachments unless you recognize the sender and know the content is safe.

Register as a supplier with Alcon - TEST

Hello!

Jerry Russell has invited you to register to become a supplier with Alcon - TEST. Start by creating an account with Ariba Network. It's free.

Alcon - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If mexico already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

Welcome, Kateryna Savchenko

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Alcon Vision, LLC - TEST** on SAP Ariba.

Alcon Vision, LLC - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Alcon Vision, LLC - TEST.   **Sign up**   ⭐**1**

Already have an account?   **Log in**   ⭐**2**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Open the Invitation Letter that received via email, then select **Click Here** link in the body of the email to proceed. You will be redirected to the landing page. If you did not receive the email invitation, please check your spam folder.

Next Steps:

⭐**1** If you're a **First-time user**, click **Sign up** to start the registration and follow the instructions on the next slides.

⭐**2** If you **already have an account**, click **Log in** using you current Ariba username and password in order to accept the relationship with Alcon.

Supplier Registration – step 1
Company information

SAP | Ariba Proposals and Questionnaires ⌄

Create account

[Create account and continue] [Cancel]

First, create an SAP Ariba supplier account, then complete questionnaires required by Alcon Vision, LLC - TEST.

Company information

* *Indicates a required field*

Company Name:* Kateryna Ltd

Country/Region:* United States [USA] ⌄

Address:* 2nd Avenue, New York, NY, USA

Line 2

Line 3

City:* New York

State:* New York [US-NY] ⌄

Zip:* 10003

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.

Note: The wizard performs automatic address validation to detect and correct any wrong or misspelled portion of a mailing address. A pop-up window shows a recommendation, which you can accept or reject. There is an ISO-based country- or region-specific drop-down list for state/province in the address section of the supplier profile. Select from the drop-down list (where available) instead of entering free text.

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Information pre-populated on this page was provided by your customer.

Please check if the information is accurate, correcting incorrect entries and completing missing data.

To avoid potential confusion, the Ariba Network checks for duplicate accounts as part of the registration process. This applies to both standard and enterprise accounts.

Fill in the required information in English.

Supplier Registration – step 2
Administrator information

SAP Ariba ∧

User account information

Enter the requested information in the fields onscreen. Those ones marked with an asterisk are required to be completed.

You may enter your email address as your username, but you may create a different username.

Passwords follow the below parameters:
• Minimum of 8 characters
• Must contain a mix of letters and numbers
• Is case-sensitive.

The answer to the secret question is required (will be needed when requiring a forgotten password or username).

* Indicates a required field

SAP Business Network Privacy Statement

Name: *   Kateryna   Savchenko

Email: *   Kateryna.Savchenko@Alcon.com

☐   Use my email as my username

Username: *   test-Kateryna.Savchenko@Alcon.com

Must be in email format(e.g john@newco.com) ⓘ

Password: *   ••••••••••••

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

••••••••••••

Language: English   ⌄

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: *   Kateryna.Savchenko@Alcon.com

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

IMPORTANT:
The person whose name is entered in the user account information section becomes the account administrator automatically. Account administrators can transfer the administrator role to another user later.

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Supplier Registration – step 3

Tell us more about your business: Product and Service Category

Tell us more about your business

Product and Service Categories: *   Enter Product and Service Categories   [Add]   -or-   Browse

Mobile Telephone Support Service X

Ship-to or Service Locations: *   Enter Ship-to or Service Location   [Add]   -or-   Browse

New York - United States X

Tax ID: Optional   Enter your nine-digit Company Tax ID number.

DUNS Number: Optional   Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

☑ 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 role 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.

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   Didn't find what you were looking for? Try Search »

Agricultural & Fishing Machinery ›	Computer Services ›	Access management services ›	⊕ Fax administration service ⊕
Agricultural & Fishing Services ›	Earth Science Services ›	Electronic mail and messaging services ›	⊕ Fax support service ⊕
Apparel, Luggage & Personal Care ›	Economics ›	Telecommunication services ›	⊕ Mobile telephone administration service ⊕
Chemicals ›	Information Technology Service Delivery ›		Mobile Telephone Support Service ✓
Cleaning Supplies ›	Manufacturing Technologies ›		⊕ Pager administration service ⊕
Computer Hardware, Software & Telecom ›	Professional Engineering Services ›		⊕ Pager support service ⊕
Construction & Maintenance Services ›	Statistics ›		⊕ Telephone administration service ⊕

My Selections (1)

☑ Mobile Telephone Support Service (View)

[Remove]

[Cancel]   [OK]

In adding Product and Service Categories, you have two options:

Option 1:

Click on Browse, and a dropdown list becomes available. Click on the "+" icon and choose the lowest level (level 4) of the product or service category you wish to add.

Remember to tick the box under My Selections.

And click on OK when you're done.

Supplier Registration – step 3

Tell us more about your business: Product and Service Category

Tell us more about your business

| Product and Service Categories:* | ne | | Add | -or- | Browse |

Network applications software
Network management software
Hypodermic needles
Hair or beard nets
Network cable
Newsprint and offset papers
Nephelite
Local area network communications design
Local area network LAN maintenance or support

Ship-to or Service Locations:*

Tax ID:

DUNS Number:

Tell us more about your business

| Product and Service Categories:* | | | Add | -or- | Browse |

"Network applications software" is not an exact match.   X
Click Browse or select from these choices:

Netting   ⊕ Add
Network cable   ⊕ Add
Network analyzers   ⊕ Add
Network interface cards   ⊕ Add
Sport nets or netting   ⊕ Add
Local area network communications d...   ⊕ Add
Local area network LAN maintenance ...   ⊕ Add
Hair or beard nets   ⊕ Add
Wireless network interface cards   ⊕ Add
Protective netting   ⊕ Add

Option 2:

On the Product and service category field, type-in key words related to your business. A dropdown list will appear. Click on the "+Add" button to choose the product or service category that matches your business.

And click on OK when you're done.

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Supplier Registration – step 3

Tell us more about your business: Ship-to and Service Locations

For Ship-to and Service Locations, you can follow the same steps performed for the Product and Service categories.

Either type in key words or click Browse and select the level-3 state/province you wish to add.

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Supplier Registration – step 3
Tell us more about your business: Tax ID, DUNS # and T&Cs

You can enter your 9 digit Tax ID, and your 9 digit DUNS number, if available.

Read the Terms of Use and the SAP Business Network Privacy Statement and tick the check box if you agree. (Optional) Print the Summary page for your records. You can also print the terms of use.

Tell us more about your business

Product and Service Categories: *   Enter Product and Service Categories   [Add]   -or-   Browse

Mobile Telephone Support Service   X

Ship-to or Service Locations: *   Enter Ship-to or Service Location   [Add]   -or-   Browse

New York - United States   X

Tax ID: Optional   Enter your nine-digit Company Tax ID number.

DUNS Number: Optional   Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. (i)

☑ 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 role 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.

[Create account and continue]   [Cancel]

You may review your information again and when ready, click Create Account and Continue.

SAP Ariba

Supplier Registration – step 4
Activate and Verify your Email

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to   **Kateryna.Savchenko@Alcon.com**

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

  Resend

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

  Enter other email address   Send

After clicking on Continue, Ariba shows the Activate Your Account Now page where you need to verify your email address.

Ariba Network sends you an email confirming registration of your account. You must click the link in the email to activate your account and start transacting with your customer.

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network.

Click here to activate your Ariba account.

SAP Ariba

Supplier Account is created!

An email notification gets sent upon the successful creation of your account in Ariba.

Welcome to the Ariba Commerce Cloud

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To Savchenko, Kateryna

Retention Policy Inbox (90 days)   Expires 6/16/2022

(i) If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of Alcon. Always verify the sending address and use caution when opening links or opening attachments

[x] Right-click or tap and hold here to download pictures. To
help protect your privacy, Outlook prevented automatic...

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for mexico is now complete.

Your organization's account ID: **AN11055885278-T**

Your username: **Kateryna.Savchenko@Alcon.com**

As the account administrator for this account, make sure to keep your username and password in
a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can
now access and participate in the buyer's sourcing events. The Seller Collaboration Console
provides a centralized location for you to manage all your Ariba On Demand Sourcing events and
buyer relationships.

Once logged in to your account, you have the option to give a more detailed description
of your company's profile. This information is optional but we advise you to complete
as much information as possible as this will give your buyers a more detailed overview
of your activities.

For more information, you may visit these links:

FAQs 📞

How to revise your Alcon supplier profile
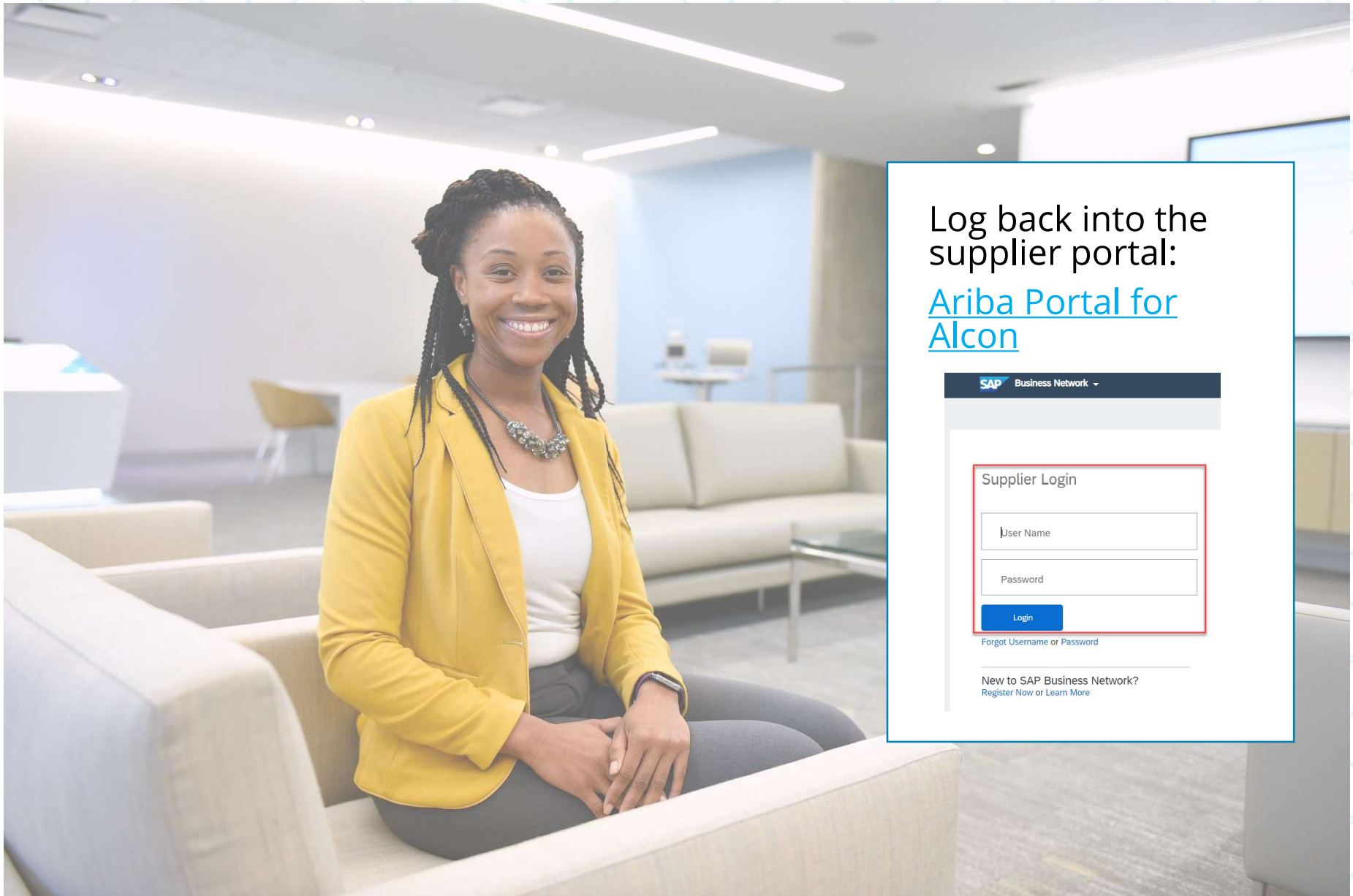
Log back into the supplier portal:

[Ariba Portal for Alcon](#)

On the upper left corner, select the Business Network drop down
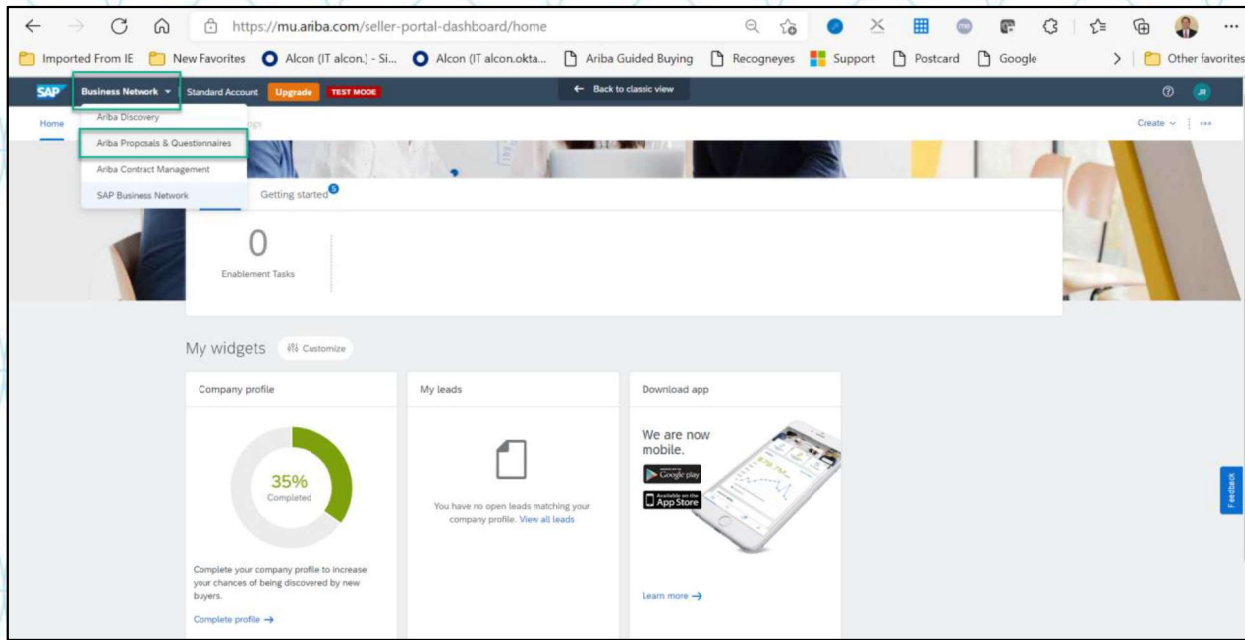
Then click **Ariba Proposals and Questionnaires**
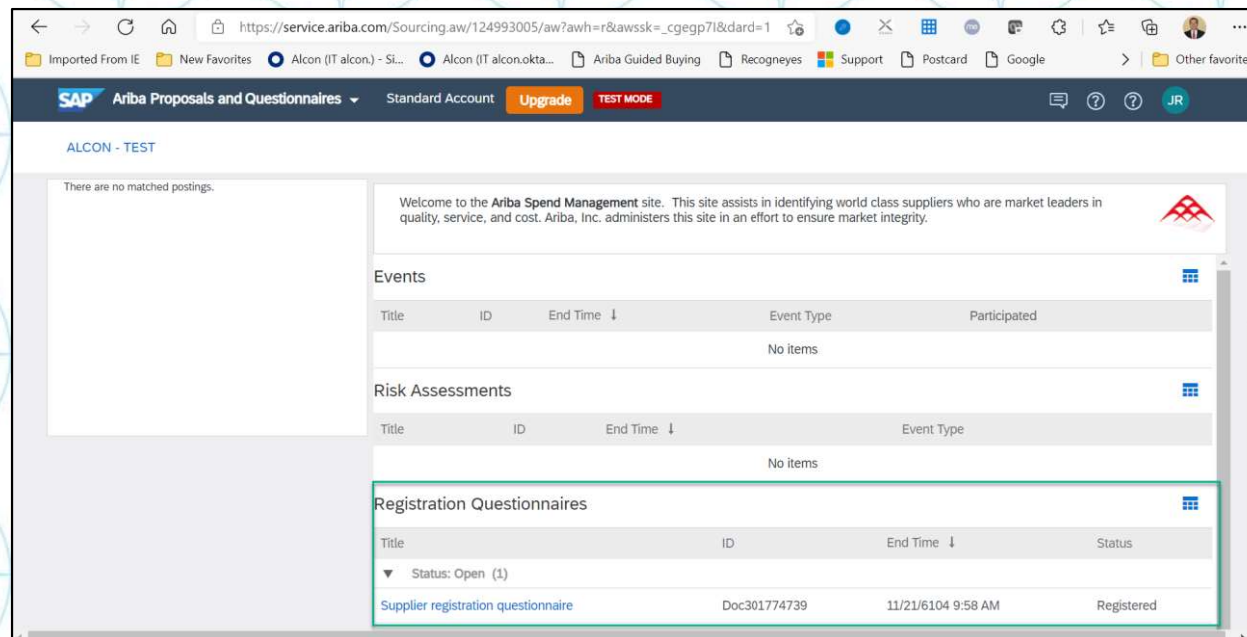
Select the Supplier Registration Questionnaire or Alcon Supplier Profile Registration

The registration form appears on screen. Please complete this form.

You can see a button at the top that says Revise Response. This will allow you to edit this form and make any changes as required.

Important note: There are many questions, use the scroll bar to the right to answer all the questions.

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At the end of the page, you have the option to Save as draft or to Submit Entire Response.
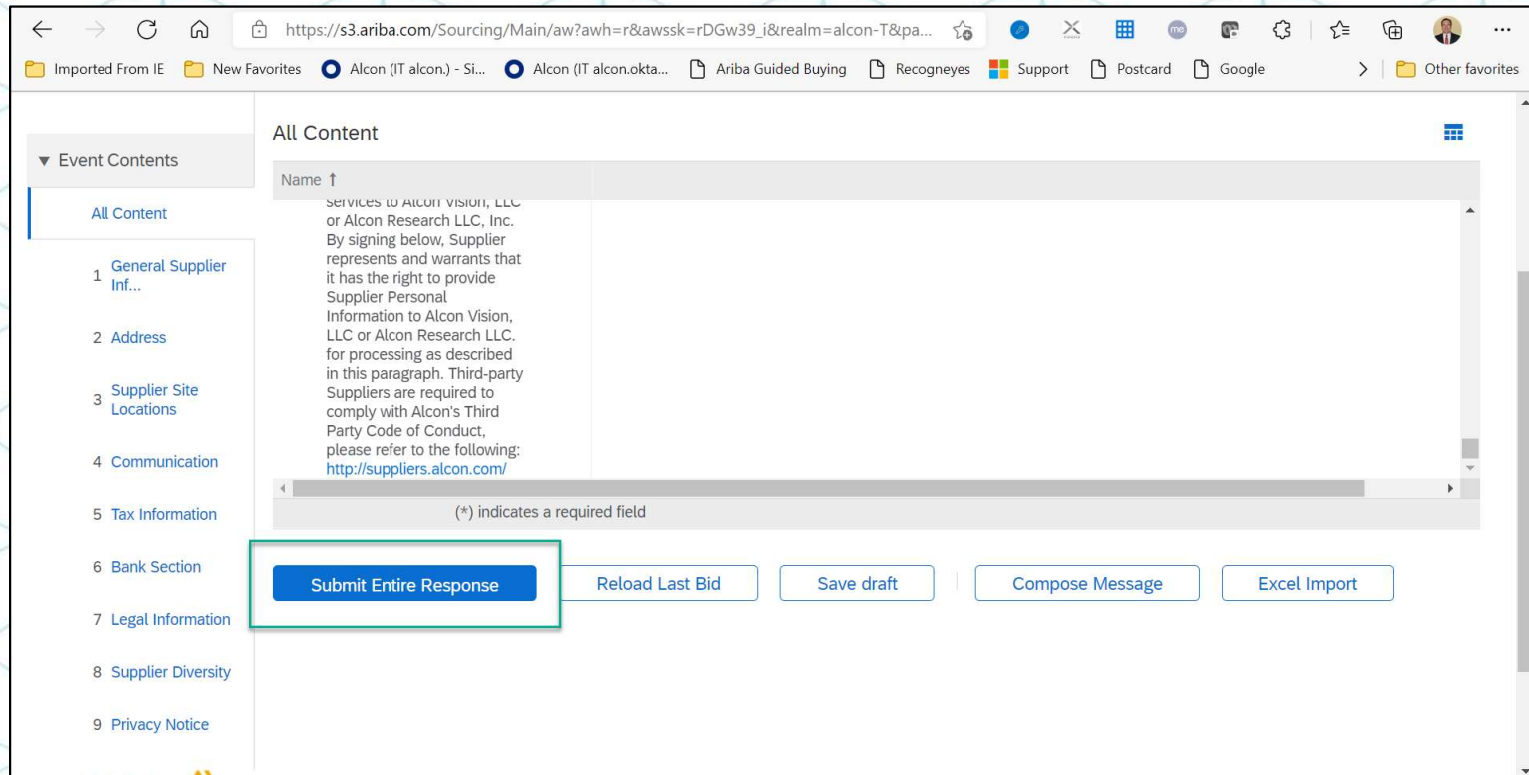
This concludes the registration process.