Ariba Business Network Registration and Onboarding

March 2023

Smith+Nephew

You will receive the S+N invitation for registration and onboarding - please follow the steps higlhlighted below:

Register as a supplier with Smith & Nephew,

Hello!
Smith & Nephew requires you to self-register for an Ariba account in order to start transacting through our systems. SAP Ariba is the official Smith & Nephew Procurement tool for order processing and e-invoicing.

It's free to set up a Standard Account and use it for receiving orders and sending e-invoices. NOTE: S+N does not require you to upgrade to Enterprise Account (which is chargeable). More information about Ariba Network Accounts - here.

If TEST_SUPPLIER_SN_03 already has an account with Ariba Network, log in with your existing username and password, if not – create a new account. You can find a step-by-step guide here.
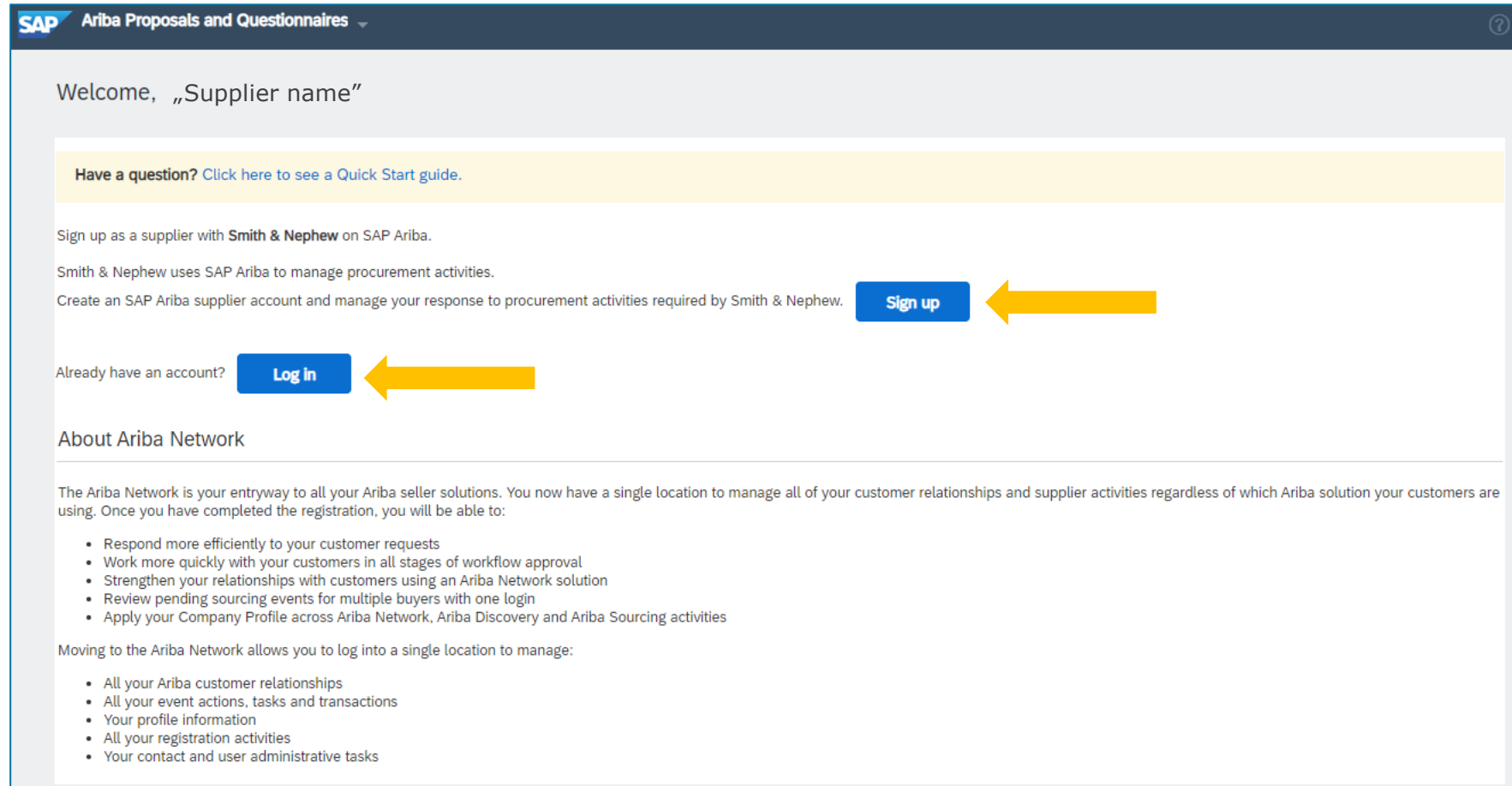
Click Here to complete the S+N supplier registration process and questionnaire.

This registration link is not to be shared or forwarded to any recipient outside of your organization.

Smith and Nephew Supplier Support
https://www.smith-nephew.com/en/suppliers

Note: Please make sure to check the spam/junk folder in your mailbox. If you do not complete the S+N onboarding process, you will receive automated reminders.

Once you click on the link form the e-mail you will be taken to the page below.

- **If you don't have Ariba account, click on Sign Up and follow to the next slide.**
- **If you already have an account, please Log in with your existing account credentials*.**
  *Once logged in you will be taken automatically to the S+N Supplier registration questionnaire (slide 5).

To register a new account fill in your company details and click Create Account and continue.

scroll

Before registering, you might be notified about potential existing accounts to review (or skip this step). If you are confident that there is no match for existing accounts (that you have access to), you can click Back and Continue Account Creation to finish your registration.

Once logged in you will be taken to the S+N Supplier registration questionnaire. Fill in all the mandatory fields and Submit Entire Response.
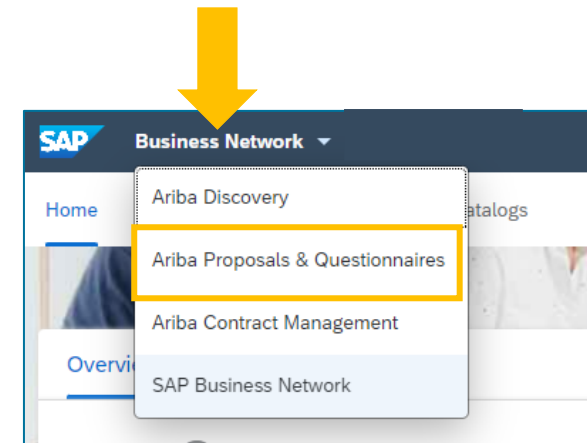
Note: if you want to go back to a previously saved draft of the questionnaire click on the Business Network button at the top left corner of the homepage and go to Ariba Proposals & Questionnaires.
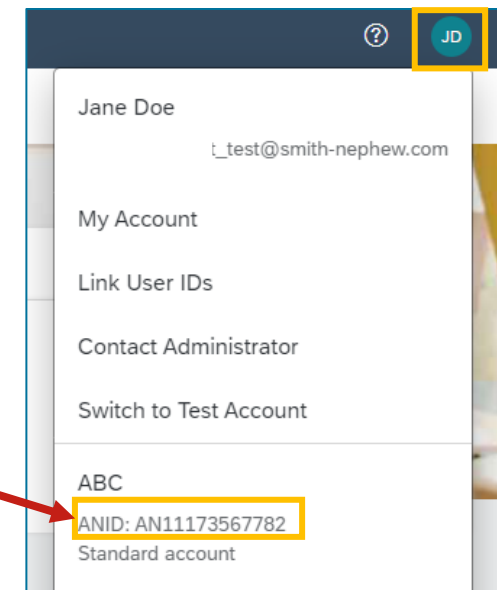
Upon successfull registration, you will receive a confirmation email with your Business Network account ID number (ANID).
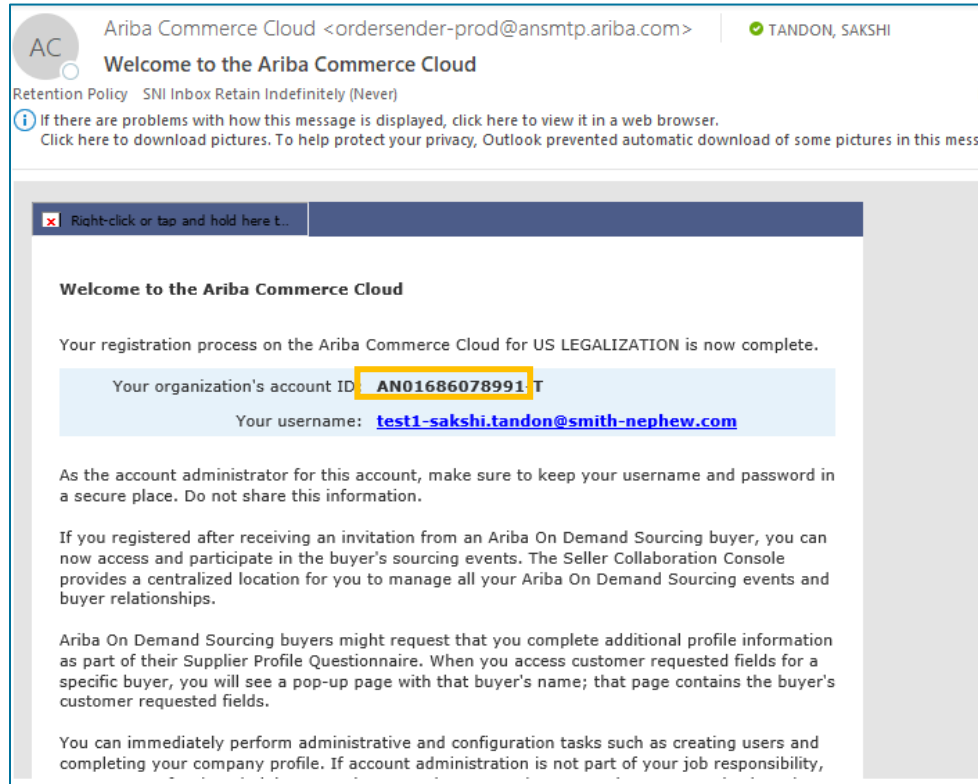
Note: Your ANID number can always be found by logging into your account and clicking on your credentials in the right top corner on the homepage.

Once Registered/Logged in Supplier Ariba Business Network home page, it would look like in below examples.
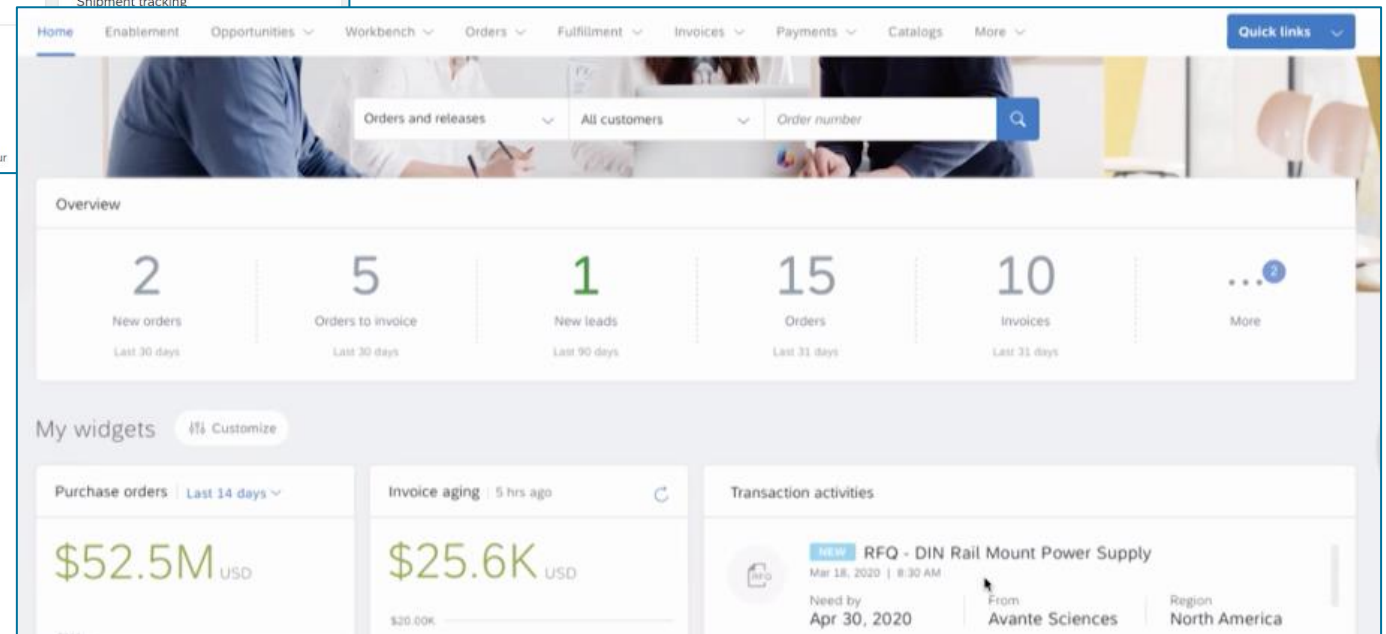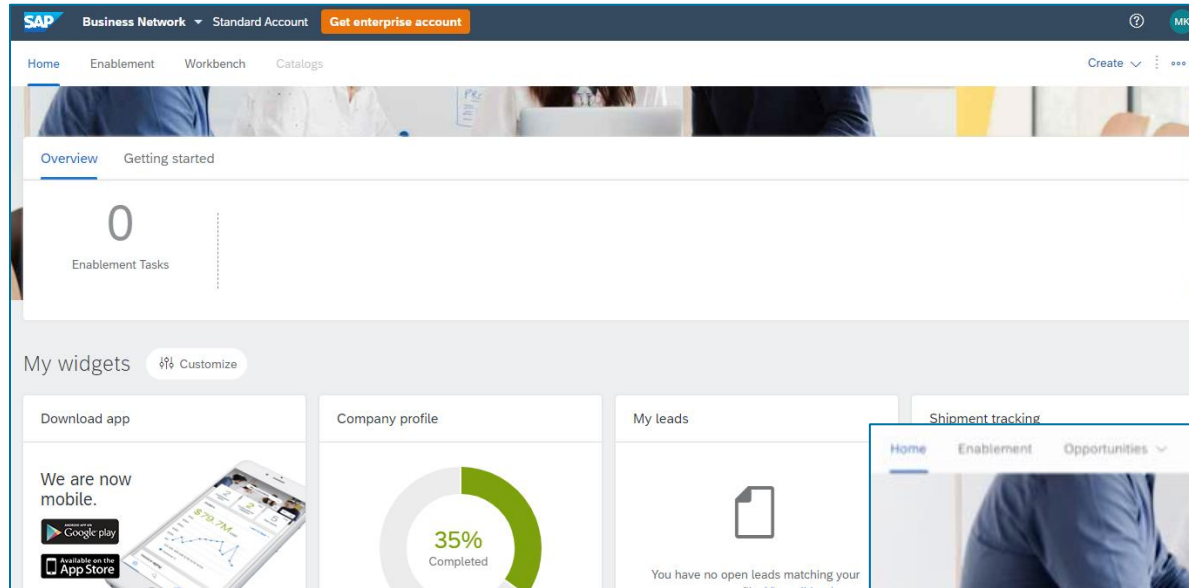
Note: You can customize the dashboard view by clicking on Workbench and adding specific tiles (recommended: orders tile)

Support

S+N

Visit our page www.smith-nephew.com/en/suppliers to view our supplier facing information and if you need to contact us go **HERE**.

For more information and instructions about Ariba Business Network and Supplier account functionality please check below:

- Smith+Nephew Standard Account Supplier Training (on demand) – **CLICK HERE**

- Ariba Supplier Learning site – **CLICK HERE**

- Ariba Network Standard Account video guides – **CLICK HERE**

- How to contact Ariba Support Team– **TUTORIAL** / **PAGE**

- Ariba Help Portal for Suppliers – **CLICK HERE**

- New Ariba Supplier Portal workbench – **CLICK HERE**

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