

OVERVIEW

Audience: External Suppliers

- Fujifilm uses SAP Ariba and SAP Business Network to collaborate and transact with suppliers for supplier information management processes. The purpose of this Quick Reference Guide (QRG) is to demonstrate how to access and complete the *Registration Questionnaire* that Fujifilm requires all suppliers to complete in order to do business together.

Quick Steps

1. Log into SAP Business Network (SBN) to access the Fujifilm Registration Questionnaire
2. Complete the Supplier Registration Questionnaire
3. Submit the Supplier Registration Questionnaire
4. Monitor status of registration approval / update information (as needed)

Step 1: Log into SBN to access the Fujifilm Registration Questionnaire

When invited to register as a supplier of Fujifilm, you will receive an automated email notification to initiate the registration process through the SAP Business Network (SBN).

- A. From the email notification, click the hyperlink to open the online SAP Business Network.

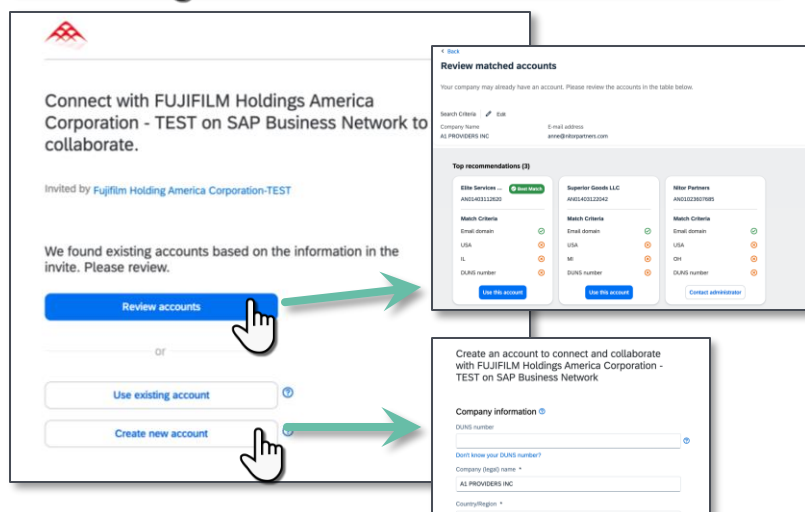
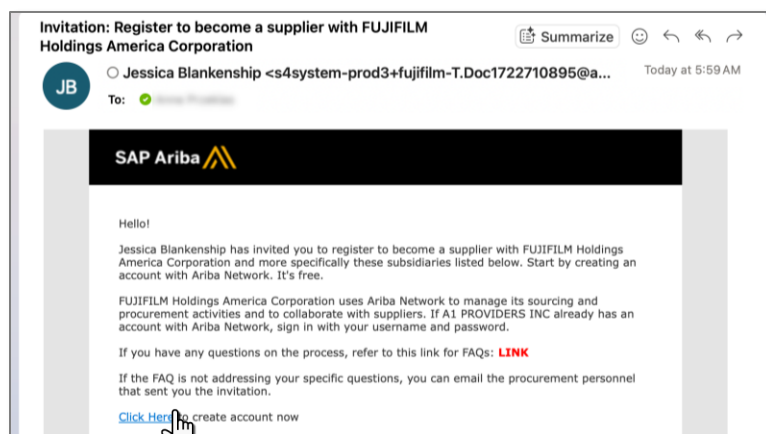
- This will open the SBN Welcome page, where you can either sign in to an existing SBN account or create a new one.

- B. If you do NOT have an account and need to create one, click **“Create new account.”**

- This will open the standard form SAP requires all new suppliers to complete with basic company and user information.
- Once this is complete, you will be able to log in and access the Fujifilm-specific Supplier Questionnaire.

- C. If you have an active SAP Business Network account, click **“Use existing account”** on the Welcome page.

- If your company has an account, click **“Review Accounts”** to view options for contacting the administrator.



Step 2: Complete the Supplier Registration Questionnaire

A. Open the Fujifilm Supplier Registration Questionnaire (can be found on your “Ariba Proposals & Questionnaires” dashboard)

- This will open the blank registration questionnaire form to be completed.

The Supplier Registration Questionnaire collects all information required for doing business with Fujifilm. It is organized into sections; progress can be saved as needed while responding.

- Questionnaire response types include open text fields/boxes, multiple choice drop downs and Yes/No selections, among others. Some fields require attachments to be uploaded.
- Your responses may trigger additional questions to appear in the form that require additional information and/or attachments to be submitted.
- All fields marked with an asterisk (*) are required to be completed before submitting.
- It is recommended to collect all relevant documentation before starting your response to ensure the necessary information is readily available for timely and efficient completion of the questionnaire.

Ariba Sourcing

< Go back to Fujifilm Holding America Corporation-TEST Dashboard

Desktop File Sync

Console Doc1722710895 - Supplier Registration Questionnaire Time remaining 59 days 23:44:48

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 General Supplier Inf...

2 Tax Information

8 Material and Service...

10 Healthcare Provider ...

All Content

1 General Supplier Information

1.1 Supplier Full Legal Name (Up to 35 Characters) * A1 PROVIDERS INC.

1.2 Supplier DBA Name

Show More

Street: 3000 Auburn Drive, Suite 400

Street 2:

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

B. Complete all required fields within each section of the questionnaire

- By default, the contents table will display “All Contents,” which shows all questionnaire sections consecutively to allow for continuous scrolling between sections and fields. The **Event Contents** menu on the left can be utilized to display one section at a time or to jump between sections.
- Response progress can be saved as needed by clicking “**Save draft**” under the questionnaire table. Given the larger extent of information to fill-in, it is recommended to **save** responses often to help prevent potential data loss while completing each section. *Please note, saved responses will NOT be visible to Fujifilm until the entire response officially submitted.*
- Clicking “**Compose Message**” allows you to communicate with Fujifilm as needed regarding your registration. *All correspondences are logged in the ‘Event Messages’ on the left-side for reference.*

Step 3: Submit the Supplier Registration Questionnaire

Once all required fields are complete and you are ready to submit for review by Fujifilm, click **“Submit Entire Response,”** then click **“OK”** to confirm submission.

Step 4: Monitor status of Registration Approval / submit updates

When the questionnaire is submitted, it will appear on your home dashboard in “Pending Approval” status while Fujifilm reviews your questionnaire responses for approval.

- If additional information is needed in order to approve, you will receive an email notification with the request details and a hyperlink to access the questionnaire to revise the response.

Once your registration is approved by Fujifilm, you will receive an email notification.

- Upon logging into the supplier portal, the questionnaire will appear on your home dashboard in “Registered” status.
- Submitted responses can be viewed for historical purposes or updated as needed by clicking on the appropriate title under the Registration Questionnaire section on the home dashboard

TO SUBMIT AN UPDATE TO INFORMATION:

- Click **Revise Response**, make the **change(s)**, then click **“Submit Entire Response.”** *This will route the questionnaire back to Fujifilm for review and approval of the changes.*