

# Supplier Diversity Questionnaire

Reference Guide



# Supplier Registration

## How-to References:

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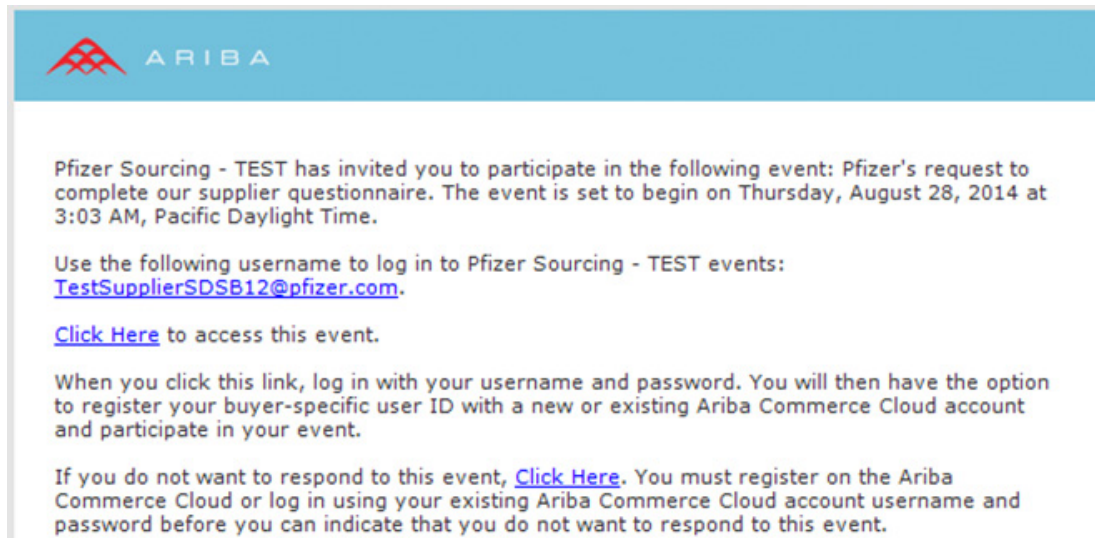
## Ariba Resources

- [Quick Start](#)
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# How to create an Ariba Cloud Account

1. You will receive an email from the Pfizer Central Data Management Team (through Ariba) requesting your participation in a Supplier Diversity information request event. This email will include instructions on how to participate and a link to login and register on the Ariba Commerce Cloud. Click the link to access the system.



# How to create an Ariba Cloud Account

2. Create an Ariba Cloud Account by entering the required information. Pfizer utilizes the Ariba® Network to register interested supplier inquiries. It will be necessary to establish an account with Ariba and agree to the terms and conditions in order to create an account.

GO TO BUY LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Help

ARIBA SOURCING

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

Welcome, Test Supplier

Welcome to the Ariba Commerce Cloud. Pfizer - TEST has invited you to a sourcing event. Please complete registration for your account on the Ariba Commerce Cloud prior to accessing the sourcing event.

Please complete your Ariba Commerce Cloud user account registration by clicking **Continue**. Notes: If you click **Continue** and you already have an existing user account on the Ariba Commerce Cloud, Ariba Discovery or Ariba Network you will be creating a duplicate user account.

**Continue**

Click here if you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account

GO TO BUY LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Help

ARIBA SOURCING

Enter Your Ariba Commerce Cloud Information

To do business with Pfizer on Ariba, you need an Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?

If you already have an Ariba Commerce Cloud account, click here to log in: **Login**

1 Enter basic company information

\* Indicates a required field

Company Name \* |

Country \* United States [USA]

Address \* Line 1  
Line 2  
Line 3

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.

If you already have an existing Ariba Commerce Cloud account, you should login using your existing account credentials.



# How to respond to Pfizer's questionnaire

1. Upon logging into the Ariba network, you will see any open events. Click on the **Event Title** to access the Pfizer supplier questionnaire.

The screenshot displays the Ariba Sourcing interface for a Pfizer Sourcing - TEST event. The top navigation bar includes links for GO TO MY: LEADS, PROPOSALS, CONTRACTS, and ORDERS & INVOICES, along with a 'Test Mode' indicator. The user is logged in as 'Test Supplier' with ID AN01017224371-T. The main content area is titled 'Pfizer Sourcing - TEST' and features a welcome message from Ariba Spend Management. A red circle highlights the 'Events' table, which lists two completed survey events. The 'Public Profile Completeness' section shows a 35% progress bar, and the 'Tasks' section indicates no items.

**Pfizer Sourcing - TEST Requested Profile**  
Your customer has requested that you complete **8** additional profile fields.  
[Enter Now >](#)

**Public Profile Completeness**  
35%  
[Enter a short description to reach 45% >](#)

**6 leads** match your company profile

Welcome to the **Ariba Spend 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
▼ Status: Completed (2)			
Test event Feb 3 2015	Doc462627498	2/9/2015 10:17 AM	Survey
Test event Jan 27 2015	Doc460480509	2/3/2015 9:50 AM	Survey

**Tasks**

Name	Status	Due Date	Completion Date	Alert
No items				



# How to respond to Pfizer's questionnaire

2. You will be taken to Pfizer's supplier questionnaire. Complete the General Information and Supplier Diversity sections.

The screenshot displays the Pfizer Sourcing interface. At the top, there are navigation tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. The user is logged in as 'Test Supplier' with ID 'AN01017224371-T'. The main content area shows a questionnaire for 'Doc462627498 - Test event Feb 3 2015' with a time remaining of '3 days 23:58:56'. The questionnaire is titled 'All Content' and includes sections for 'General Information' and 'Supplier Diversity'. The 'General Information' section contains questions 1.1 through 1.6, and 'Supplier Diversity' contains question 1.11. The 'Submit Entire Response' button is highlighted with a red circle.

Name ↑	
<b>1 General Information</b>	
1.1 Please give a brief description of the goods or services you provide	* <input type="text"/>
1.2 Select the category that best corresponds to the goods or services you provide	* Unspecified
1.3 How many permanent employees do you have?	* <input type="text"/>
1.4 Which year was your company founded?	* <input type="text"/>
1.5 Website address	* <input type="text"/>
1.6 What type of Tax ID does your company do business under?	* Unspecified
1.11 Primary NAICS Code	<input type="text"/>

\* indicates required field

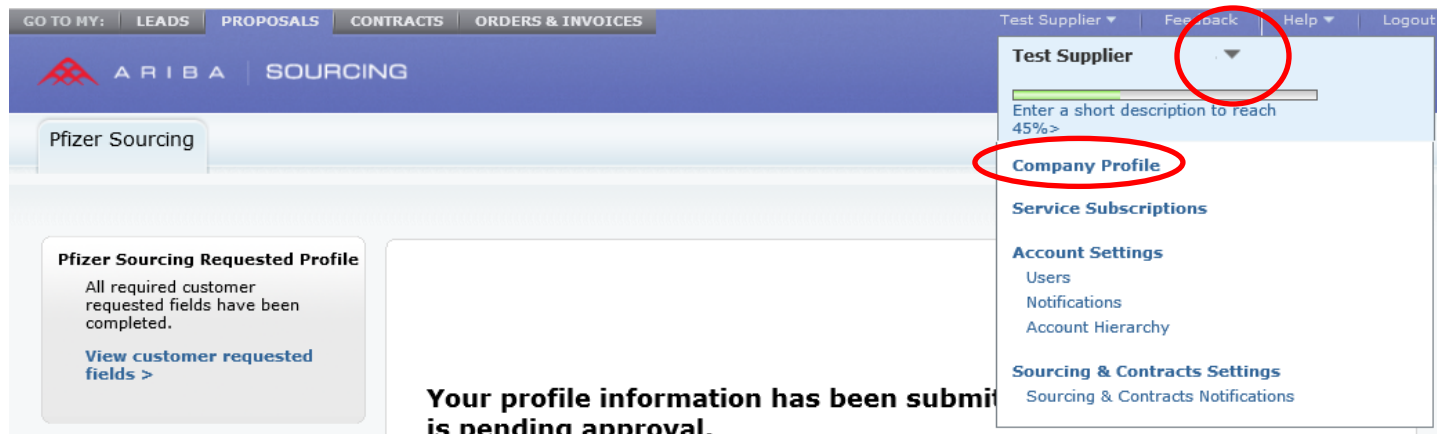
**Submit Entire Response** | Save | Compose Message | Excel Import

3. Complete the questionnaire and click on **Submit Entire Response**. You will have the option to revise your answers while the event remains open.



# How to update your profile

1. To update your profile after submitting your initial registration, click on the drop-down option beside your company name and select **Company Profile** as shown below.



The screenshot displays the ARIBA Sourcing user interface. At the top, there is a navigation bar with tabs for 'LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. The user is logged in as 'Test Supplier'. A dropdown menu is open, showing options: 'Company Profile', 'Service Subscriptions', 'Account Settings' (with sub-items 'Users', 'Notifications', 'Account Hierarchy'), and 'Sourcing & Contracts Settings' (with sub-item 'Sourcing & Contracts Notifications'). The 'Company Profile' option is highlighted with a red circle. Below the navigation bar, the main content area shows a 'Pfizer Sourcing' tab and a message: 'Pfizer Sourcing Requested Profile. All required customer requested fields have been completed. View customer requested fields >'. A large message in the center states: 'Your profile information has been submitted and is pending approval.'

# How to update your profile

## 2. Click on the **Customer Requested** tab.

### Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) **Customer Requested** Additional Documents

\* Indicates a required field

Overview

Company Name: \*  x

Other names, if any:

# How to update your profile

3. Click on **Pfizer Sourcing** from the Sourcing Customer List section.

## Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

\* Indicates a required field

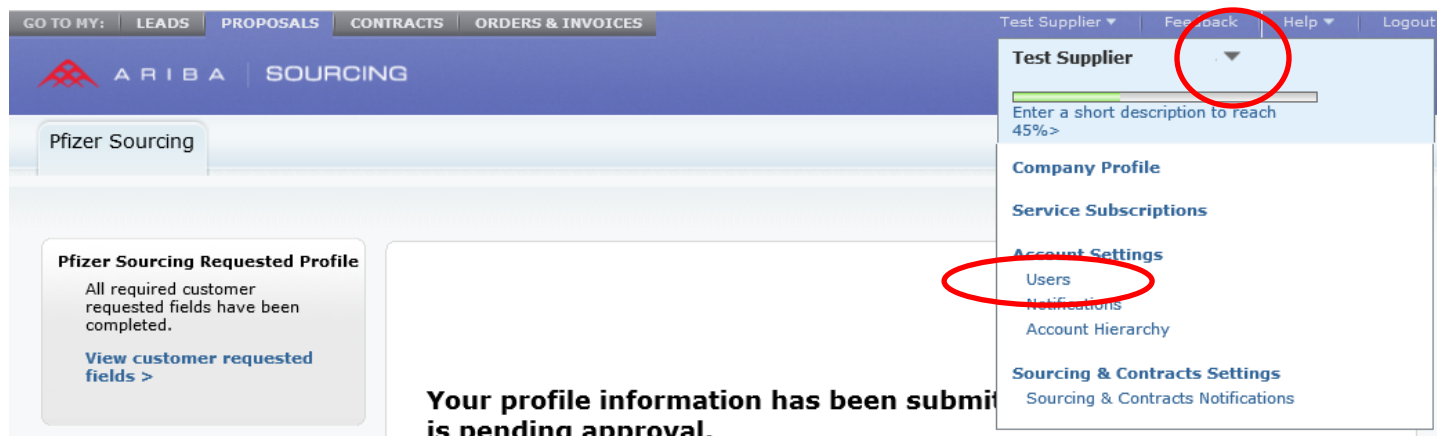
Sourcing Customer List	
Customer	Customer Requested Profile Information
Pfizer Sourcing	Complete

4. Update the appropriate responses and then click **Submit**.



# How to add users to your account

1. Additional users who can maintain your supplier profile can be added to your Ariba account by clicking the drop-down link beside your company name and select **Users** as shown below.



The screenshot displays the Ariba Sourcing user interface. At the top, there is a navigation bar with tabs for 'GO TO MY: LEADS', 'PROPOSALS', 'CONTRACTS', and 'ORDERS & INVOICES'. The main header features the Ariba logo and 'SOURCING'. Below this, a breadcrumb trail shows 'Pfizer Sourcing'. The main content area is divided into two columns. The left column contains a message box titled 'Pfizer Sourcing Requested Profile' with the text: 'All required customer requested fields have been completed. View customer requested fields >'. The right column displays a large message: 'Your profile information has been submitted and is pending approval.' On the right side of the interface, a user profile dropdown menu is open, showing the user's name 'Test Supplier' and a progress bar. The dropdown menu lists several options: 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Users', 'Notifications', 'Account Hierarchy', 'Sourcing & Contracts Settings', and 'Sourcing & Contracts Notifications'. The 'Users' option is highlighted with a red circle, and the 'Test Supplier' dropdown arrow is also circled in red.

# How to add users to your account

## 2. Click on **Create Role**.

The screenshot displays the 'Account Settings' window with three tabs: 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active, showing a 'Manage Users' section with a table of users (currently empty) and a 'Create User' button. Below this is the 'Manage User Roles' section, which includes a table of roles. The 'Administrator' role is listed with a 'Details' link. A red circle highlights the 'Create Role' button located at the bottom left of the 'Manage User Roles' section. 'Save' and 'Close' buttons are present at the top and bottom right of the window.

Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
No items					

Role	Actions
Administrator	Details

# How to add users to your account

3. Enter a **Role Name**, click (select) the Permissions for **Company Information** and **Access Proposals and Contracts**, then click **Save**.

Create Role

\* Indicates a required field

New Role Information

Name: \*

Description:

Permissions

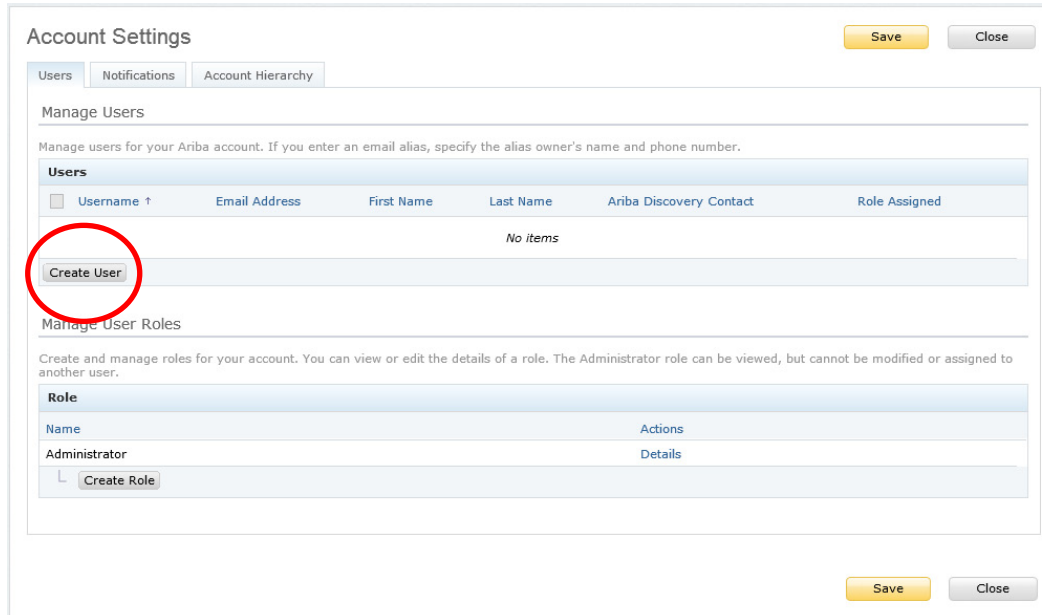
Each role must have at least one permission.

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile
<input type="checkbox"/> cXML Configuration	Configure account for cXML transactions
<input checked="" type="checkbox"/> Company Information	Review and update company profile information
<input type="checkbox"/> Transaction Configuration	Configure account for electronic transactions
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input checked="" type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks



# How to add users to your account

## 4. Click the **Create User** button.



The screenshot displays the 'Account Settings' window with three tabs: 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active. Below the tabs, there are two main sections: 'Manage Users' and 'Manage User Roles'. The 'Manage Users' section includes a table with columns for Username, Email Address, First Name, Last Name, Ariba Discovery Contact, and Role Assigned. The table is currently empty, showing 'No items'. A 'Create User' button is located below the table and is circled in red. The 'Manage User Roles' section includes a table with columns for Name and Actions, with one row for the 'Administrator' role. A 'Create Role' button is located below the table. The window has 'Save' and 'Close' buttons in the top right and bottom right corners.

Account Settings

Users | Notifications | Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
No items						

Create User

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role	Name	Actions
	Administrator	Details

Create Role

Save Close

Save Close

## 5. Enter the required information, select the appropriate company information role, then click the **Save** button.



# Ariba Resources

- Quick Start
  - <https://connect.ariba.com/help/?SubType=Seller%20Collaboration%20Console%20Resources>
- Ariba Support
  - <https://knowledge.ariba.com/help/1,,contact,00.html>

By clicking on the links above, you are accessing Ariba.com and leaving Pfizer.com.

