

**Dear Valued Supplier,**

## Introducing Abbott's New Guided Buying Platform

Abbott is always looking for ways to improve efficiency, better serve our customers and build stronger relationships with our suppliers. With that in mind, we are pleased to announce that Abbott is implementing a guided buying platform for transacting with our indirect suppliers, in partnership with SAP Ariba®. The new platform will offer significant benefits as described below and will replace our current processes with a robust technology-enabled solution plus dedicated program support team.

This streamlined environment will be provided to you ***without network fees for Abbott transactions*** and will include:

- end-to-end Source-to-Pay solution
- intuitive and easy-to-use platform

### What does this mean for you?

SAP Ariba® is the platform Abbott will use to transact in the future, therefore, Abbott requires our valued suppliers to join the Ariba® Network. In addition, there are significant benefits to participating in the network, including:

- self-service portal for critical vendor data
- purchase orders will be transmitted using this platform
- visibility into payment status
- online catalogs
- invoice automation

### When will this take effect?

The onboarding of our existing supply base will take place in phases with the first wave to include suppliers serving the U.S., Canada, and Puerto Rico.

In the coming weeks and months, you will be receiving instructions for joining the SAP Ariba® Network, including how to:

- register your company on the SAP Ariba® Network
- set up your SAP Ariba® Network account
- register with Abbott via the SAP Ariba® Supplier Lifecycle Performance module
- establish your trading relationship with Abbott

Your prompt attention to these communications will be critical. Once the guided buying platform goes live in Q1 2022, your supplier transaction activities will be conducted through this platform. In the interim, you will continue to conduct business with Abbott the way you do today.

## What are my next steps?

### Step 1: Validation of Contact Information

Complete the form [here](#) to confirm the appropriate contact information. This form should be completed **no later than Monday, September 6<sup>th</sup>** by a contact who will register your company and sign a Trade Relationship Letter with Abbott. If you are not the correct contact, please forward this message and copy [Ariba@abbott.com](mailto:Ariba@abbott.com).

### Step 2: Attend a Supplier Summit

Register and attend one of our web-based Supplier Summits to learn more about SAP Ariba® and how this change will improve the way you do business with Abbott today. In this Summit, you will have the opportunity to participate in a live Q&A with program experts from both SAP Ariba® and Abbott. Registered attendees will receive a link to the recorded session.

Summit Options	Date	Time	Duration	Link
Supplier Summit Option 1	Thursday, September 9 <sup>th</sup>	3:00 pm (EDT)	1 hour	<a href="#">Register Here</a>
Supplier Summit Option 2	Thursday, September 16 <sup>th</sup>	2:00 pm (EDT)	1 hour	<a href="#">Register Here</a>
Supplier Summit Option 3	Monday, September 27 <sup>th</sup>	11:00 am (EDT)	1 hour	<a href="#">Register Here</a>

### Step 3: Register on the Ariba® Network

In the next few weeks, following the submission of your contact information, you will receive instructions on how to register your company on the SAP Ariba® Network and configure your account. Shortly thereafter, you will be able to register on the SAP Ariba® Supplier Lifecycle Performance module.

### Step 4: Accept Trading Relationship with Abbott

You will receive a request to establish a Trading Relationship with Abbott on the SAP Ariba® Network. A trading relationship allows for the transfer of documents such as, purchase orders and invoices, between Abbott's Ariba® Network account and yours. After the trading relationship has been established, you will receive a Go-Live notification via an email from Abbott notifying you when to start transacting on the Ariba® Network. Until then, you will continue to do business with Abbott the way you do today.

## What if I'm already registered in Ariba's network?

If your company is currently transacting on the Ariba® Network with a Standard Account, please be advised that by accepting the Trade Relationship Letter with Abbott, you'll be upgrading to an Enterprise account, which includes everything the standard account has to offer, with additional capabilities such as:

- supplier-managed catalogs
- ERP integration and automation
- access to supplier enablement specialists for onboarding

## Questions?

For additional information, please visit [Abbott's website](#), SAP Ariba's [Frequently Asked Supplier Questions](#) or contact the Abbott Buy-In Supplier Enablement Team by clicking [here](#).

We are confident that this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. Thank you for your continued partnership.

## Abbott's Supplier Enablement Team

Watch a short video clip on "[A Day in the Life: Supplier with SAP Ariba](#)"