



How to Become a BeOne Supplier

APRIL 2025



Become a BeOne Supplier

BeOne is committed to advancing innovative therapies that transform patients' lives. To achieve this mission, we partner with a diverse global community of suppliers who share our commitment to operating with integrity while ensuring compliance with the highest ethical standards.

SAP Ariba Network is our chosen platform to empower and enhance collaborative sourcing activities. It provides a centralized, user-friendly, and secure environment for all aspects of the sourcing journey. Please follow the steps in this Quick Reference Guide to become a BeOne Supplier.

- [SAP Business Network Account Registration](#)
- [BeOne Supplier Registration Questionnaire](#)
- [Existing Account SAP Business Network Login Assistance](#)

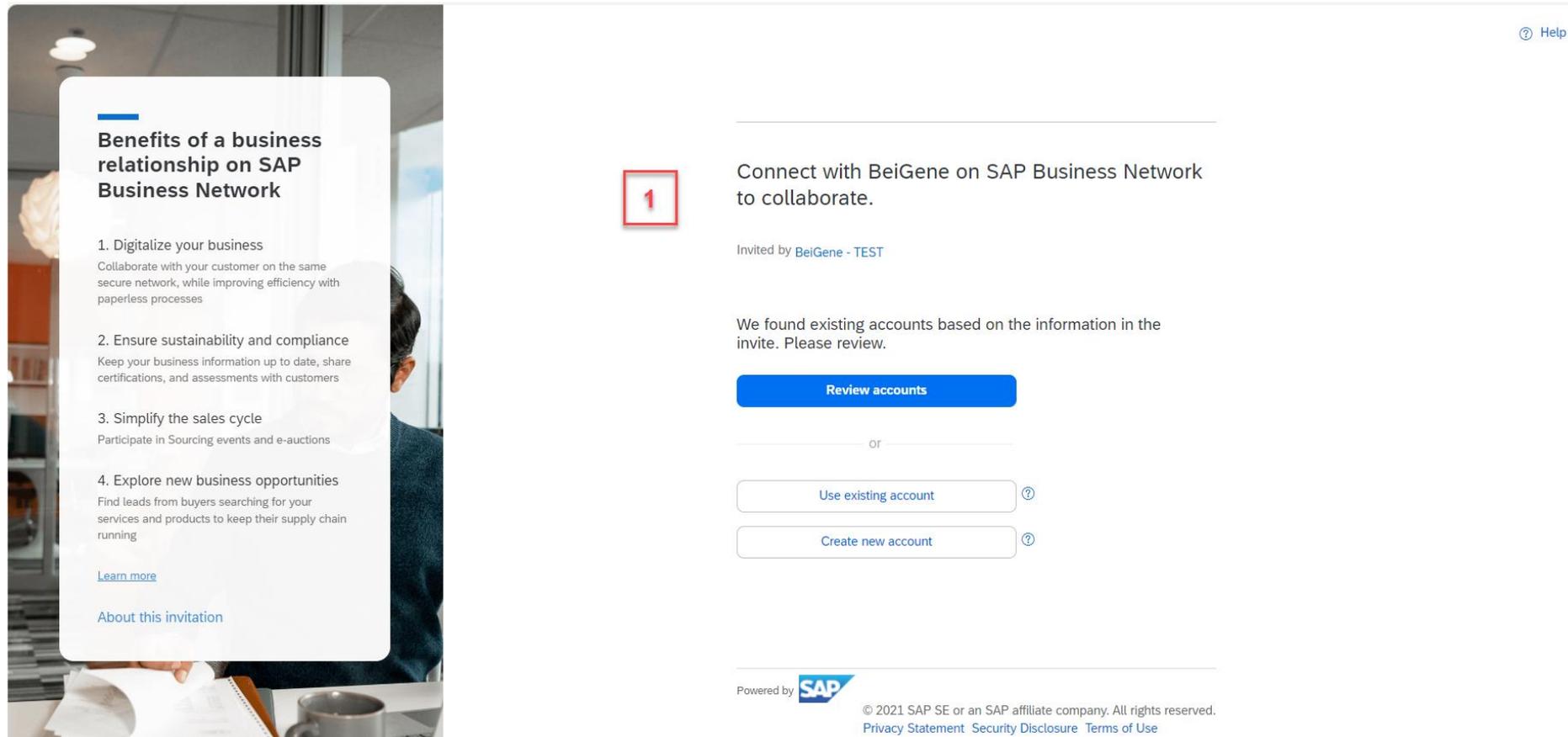


SAP Business Network Account Registration



SAP Business Network Account Registration

STEP 1 – You will receive an e-mail notification with the invitation to become a BeOne Supplier; please open the link provided. You will be redirected to the SAP Business Network log-in site.



The screenshot shows the SAP Business Network account registration interface. On the left, a white card titled "Benefits of a business relationship on SAP Business Network" lists four points: 1. Digitalize your business, 2. Ensure sustainability and compliance, 3. Simplify the sales cycle, and 4. Explore new business opportunities. A red box with the number "1" highlights the main heading area. The main content area features a heading "Connect with BeiGene on SAP Business Network to collaborate." followed by "Invited by BeiGene - TEST". Below this, a message states "We found existing accounts based on the information in the invite. Please review." and a blue "Review accounts" button. Below the button, the word "or" is centered, followed by two buttons: "Use existing account" and "Create new account", both with help icons. At the bottom, the SAP logo is displayed with the text "Powered by SAP" and "© 2021 SAP SE or an SAP affiliate company. All rights reserved. Privacy Statement Security Disclosure Terms of Use". A "Help" link is visible in the top right corner.

[Help](#)

Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

[About this invitation](#)

Connect with BeiGene on SAP Business Network to collaborate.

Invited by [BeiGene - TEST](#)

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

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SAP Business Network Account Registration

STEP 2 – If you are new to SAP Business Network – choose **Create New Account** to register a new Standard Account (free of charge option).

If you are an SAP Business Network user – choose **Use Existing Account**

2

Connect with BeiGene on SAP Business Network to collaborate.

Invited by BeiGene - TEST

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account



Create new account



Note: If you click on *Use Existing Account* and get an error message that reads "User already exists. Please enter a different username" the username you are entering is already associated with an SAP Ariba supplier account.

You can still register a new BeOne account, but the new username must be unique to satisfy system requirements.

*** All usernames must be formatted like email addresses, but they do not have to be valid email addresses. For example, if your username of example@ariba.com was not accepted, you can try using example1@ariba.com.**

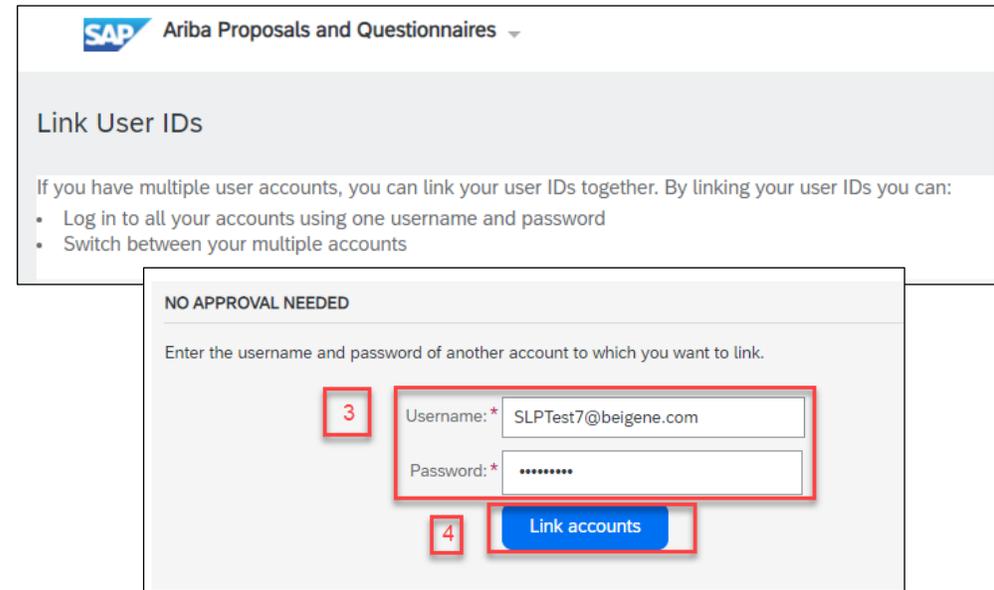


Existing Accounts – Option to Link User Accounts

Linking user accounts allows users to easily switch between accounts and navigate between them.

To link multiple user accounts in Ariba, you can do the following:

1. Click the Account Settings icon in the upper-right corner of the header bar
2. Select Link User IDs
3. Enter the username and password for the account to link
4. Click on *Link accounts*



Confidential. For internal use only.



SAP Business Network Account Registration

STEP 3 – You will be prompted to confirm your email address.

Please confirm your email address 3

Check your email at valerie.sweeney@beigene.com and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:



STEP 4 – You will receive an email from Ariba (ordersender-prod@ansmtp.ariba.com)

Click **Confirm email**

You must confirm your email address within 72 hours of receiving the email.

If you do not receive the email, please check your spam/junk mail folder.

[External] Action Required: Confirm your email



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To Valerie Sweeney

Retention Policy | Inbox Retention - 1 Year (1 year)

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Expires 9/5/2025

SAP Business Network

Confirm your email

Dear Cody,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#) 4

Link expires: Sunday, Sep 08, 2024, 07:18 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.



SAP Business Network Account Registration

NOTE: If you choose **Create New Account** to register a new Standard Account (free of charge option), you might see the message below.

* It is important to review accounts if you receive this message prior to continuing with a new account creation to avoid duplication of accounts.

Create an account to connect and collaborate
with BeiGene on SAP Business Network

We found existing accounts based on the information you
entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)



SAP Business Network Account Registration

STEP 5 – Provide information regarding your **Product and Service Categories** and **Ship-to or Service Locations**.

Click on “Browse” to select the category and location and choose the most suitable description.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

5

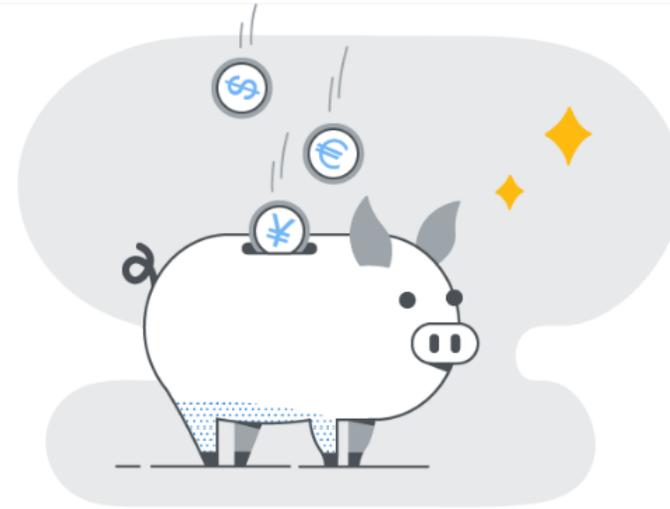
Product and Service Categories

-or- [Browse](#)

Ship-to or Service Locations

-or- [Browse](#)

[Don't show this to me again](#)



SAP Business Network Account Registration

STEP 5a. – Choose your **Products and Service Categories** and click **OK** (follow the same steps for **Ship-to or Service Locations**)

SAP Ariba Proposals and Questionnaires

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 >
- Agricultural & Fishing Services >
- Apparel, Luggage & Personal Care >
- Chemicals >
- Cleaning Supplies >
- Computer Hardware, Software & Telecom >
- Construction & Maintenance Services >
- Construction Materials >

- Cleaning & Janitorial Supplies >
- Industrial Laundry & Dry Cleaning Equipment >
- Janitorial Equipment >
- Toxic and hazardous waste cleanup products >
- Water Treatment Supplies & Disposal >

- Cleaning and janitorial carts and accessories > +
- Cleaning equipment > +
- Cleaning equipment accessories > +
- Floor machines and accessories > +
- Waste containers and accessories > +

- Pressure or steam cleaner accessories ✓
- Spray ball +
- Squeegee or washer accessories +
- Squeegee or washer holsters +

My Selections (1)

Pressure or steam cleaner accessories (View)

Remove

Cancel OK

NOTE – If you Browse for your **Products and Service Categories** and **Ship-to or Service Locations**, you must drill down until you see a plus (+) sign to add the product or service.



SAP Business Network Account Registration

STEP 6 – You will be directed to the Welcome page where you can complete the BeOne Supplier Registration Questionnaire

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The user is logged in as BEIGENE. The page displays a welcome message and several sections: Events, Registration Questionnaires, Qualification Questionnaires, and Questionnaires. The 'Registration Questionnaires' section contains a table with one entry, 'BeiGene Supplier Registration Questionnaire', which is highlighted with a red box and a red '6' in a box. The table has columns for Title, ID, End Time, and Status.

There are no matched postings.

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.

[Home](#)

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
BeiGene Supplier Registration Questionnaire	Doc141020106	9/3/2025 6:05 PM	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					



BeOne Supplier Registration Questionnaire



BeOne Supplier Registration Questionnaire

STEP 1 – Complete all mandatory fields in the registration form.

****** Be sure to read all instructions to ensure that your registration information is processed promptly

Name ↑	
▼ 1 General Supplier Information	
1.1 Supplier Legal Name in Local Language ⓘ	* <input type="text" value="Example Supplier"/>
1.2 Supplier Legal Name (up to 35 characters only) - Please enter the supplier name in Chinese if the supplier is in China or Taiwan, China. Otherwise, enter supplier name in English. ⓘ	* <input type="text" value="Example Supplier"/>
1.3 Supplier Legal Name (continued if over 35 characters from question 1.2) ⓘ	<input type="text"/>
1.4 Supplier Legal Name (continued if over 35 characters from question 1.3) ⓘ	<input type="text"/>
1.5 Supplier Legal Name (continued if over 35 characters from question 1.4) ⓘ	<input type="text"/>
1.6 Parent Organization Name in English ⓘ	* <input type="text"/>
1.7 Doing Business As (DBA) Name ⓘ	<input type="text"/>
▼ 2 Supplier Primary Contact to Receive the PO	
2.1 Contact First Name (to receive PO) ⓘ	* <input type="text" value="First Name"/>
2.2 Contact Last Name (to receive PO) ⓘ	* <input type="text" value="Last Name"/>
2.3 Contact Work Phone Number Country Code (to receive PO) ⓘ	* <input type="text" value="Unspecified ▼"/>



BeOne Supplier Registration Questionnaire

STEP 2 – Supplier Primary Contact to Receive the PO: Please complete all required fields

▼ 2 Supplier Primary Contact to Receive the PO	
2.1 Contact First Name (to receive PO) ⓘ	* <input type="text"/>
2.2 Contact Last Name (to receive PO) ⓘ	* <input type="text"/>
2.3 Contact Work Phone Number Country Code (to receive PO) ⓘ	* Unspecified ▾
2.4 Contact Phone Number (to receive PO) ⓘ <small>[Minimum of 11 numbers required without extension or special characters such as +, -, #, (,), etc]</small>	* <input type="text"/>
2.5 Contact Email (to receive PO) ⓘ	* <input type="text"/>
2.6 Primary Vendor Address	<p>✦ Show More</p> <p>Street: <input type="text"/> ⓘ House Number: <input type="text"/> ⓘ</p> <p>Street 2: <input type="text"/> ⓘ</p> <p>Street 3: <input type="text"/> ⓘ</p> <p>District: <input type="text"/> ⓘ</p> <p>Postal Code: <input type="text"/> ⓘ City: <input type="text"/> ⓘ</p> <p>Country/Region: (no value) ▾ ⓘ State/Province/Region: (no value) ▾ ⓘ</p>



BeOne Supplier Registration Questionnaire

STEP 3 – Banking Information – Select either Corporation or Individual, then click on the Add Bank Details link. For guidance, click on the Bank Data Guidelines.

Name ↑	
▼ 3 Banking Information	
3.1 Is the Supplier an Individual or Corporation?	* Corporation ▾
3.3 Payment Method	* Unspecified ▾
3.4 Please follow the bank guidelines for filling the bank data [Bank data guidelines]	
3.5 Supplier Bank Details	Add Supplier Bank Details (0) Less... ▾
Please follow the link to the banking data guidelines to ensure the banking data is filled out accurately.	
3.6 Please upload supplier's supporting banking letters or documents [Mainland Chinese suppliers must upload the stamped version of the account information document.] ⓘ	* Attach a file 📎
3.7 Account Currency	* Unspecified ▾

STEP 4 – Click on **Add Bank Details**

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 6.5 Bank Details

Bank Details (0)

Name ↑

Add Bank Details



BeOne Supplier Registration Questionnaire

STEP 5 – Please provide the banking information that matches the banking information on your invoices to avoid delay in payment processing

*** Important:** Please follow the guidelines with detailed instructions on how to enter bank details correctly

Supplier Bank Details (1)

Name ↑

▼ Supplier Bank Details #1 Delete Less... ▾

[Bank data guidelines]

Bank Details ⓘ

* Bank Type: No Choice ▾

Country/Region: (no value) ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

SWIFT Code:

Bank Control Key: No Choice ▾

STEP 6 – Click on **Save** located on the top right side of the screen

Save Cancel



BeOne Supplier Registration Questionnaire

STEP 7 – Tax Information – provide your TAX information

▼ 4 Tax Information

4.1 Tax Number(s) ⓘ

4.2 Please upload supplier's official tax supporting documents. [Mainland China suppliers must upload the stamped version of the business license.]

4.3 For Non-US based supplier, select 'Foreign Entity' from the dropdown. For US-based supplier, please select the federal tax classification from the dropdown. ⓘ

Country/Region: Switzerland (CH) ⓘ

Tax Name	Tax Type	Tax Number
Switzerland: UID Number	Organization	<input type="text"/>
Switzerland: VAT Number	Organization	<input type="text"/>

*Attach a file 📎

* Unspecified ▼

STEP 8 – You must click on the links to review the **Supplier Code of Conduct** and **BeOne's PO T&Cs** and complete our questionnaire surrounding risk management and supplier diversity status

▼ 5 Additional Information

5.1 Proposed Inco/Freight Terms ⓘ Unspecified ▼

5.2 Review and Acknowledge BeiGeneSupplier Code of Conduct * Unspecified ▼

5.3 Unless there are mutually agreed pre-existing written terms between the parties regarding the services performed and/or goods purchased, I agree and have the authority (or have been given the authority) to agree to BeiGene's Purchase Order Terms & Conditions for the services performed and/or goods purchased herein. In the absence of any mutually agreed pre-existing written terms between the parties BeiGene's Purchase Order Terms & Conditions shall govern. * I agree to BeiGene's Terms and Conditions ▼

5.4 Do you commit that there is no conflict of interest in this commercial relationship? ⓘ * Unspecified ▼

5.6 Utilize the provided link to complete our questionnaire surrounding risk management and supplier diversity status ⓘ * Unspecified ▼
<https://app.smartsheet.com/b/form/bfd46bfd2e04ab88f7d2930c44d19da>

(*) indicates a required field

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



BeOne Supplier Registration Questionnaire

STEP 9 - Submit your response:

Select "Submit Entire Response". The questionnaire will be sent to BeOne for further verification.



Tip: You can select "Save draft" to save current progress. The form will not be shared with BeOne. You can come back later to complete and submit the completed Questionnaire.

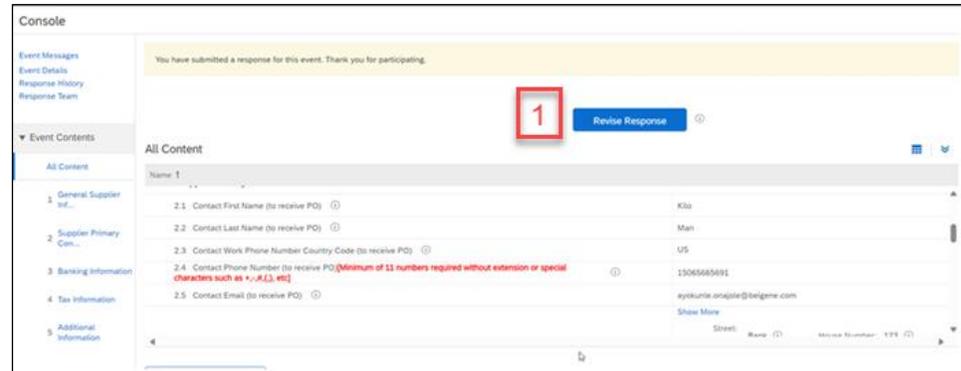


Update Bank Details



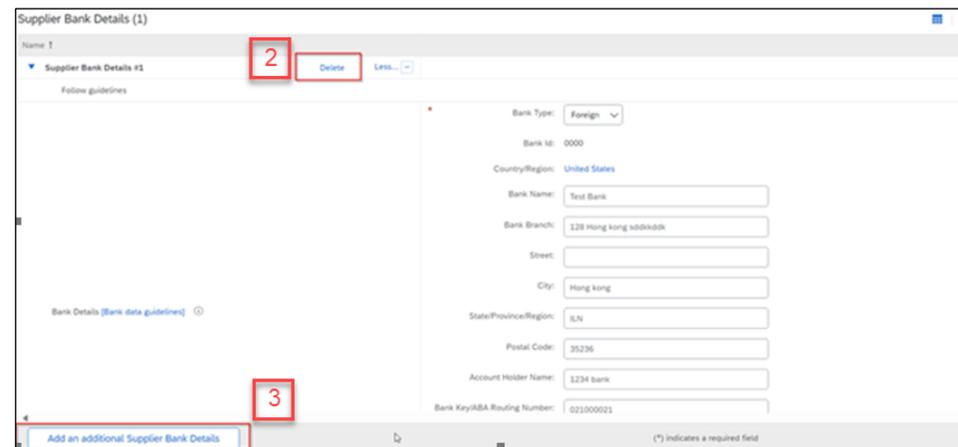
Update Bank Country Field

1. Click on **Revise Response** on the supplier registration template



Navigate to the bank details – question 3.4.1

2. Delete the old banking details
3. Add updated bank information
4. Submit



Existing Account: SAP Business Network Login Assistance



Existing Accounts: SAP Business Network Login Assistance

If you already have an SAP Business Network account and need assistance logging into your account, please review the tips below.

Question: How do I retrieve my username?

Resolution

If you forgot your username, follow the directions below to retrieve it:

On the [Supplier Login page](#), click **Forgot Username**.

Enter the email address registered to the account in the **Email Address** field and click **Submit**.

Check your email for a notification that contains a list of usernames associated with your email address.

Please note that usernames are case-sensitive.



Existing Accounts: SAP Business Network Login Assistance

Question: How do I reset my password as a supplier? How can I send myself a password reset?

Resolution

On the [Supplier Login](#) page, click **Password**.

Enter the email address registered to the account in the **Email Address** field and click **Submit**. SAP Ariba will send an email notification containing instructions on resetting your password to the email address you used to register your SAP Ariba account.

Click the link in the Password Reset notification email.

Enter and confirm your new password.

Click **Submit**.

Some password recommendations:

- ✓ Must contain between 8 and 32 characters
- ✓ Must contain at least one lowercase letter, one uppercase letter, numeric character and one special character
- ✓ Special characters allowed are !#\$%&'()*+,-./:;<=>?@^_`{|}~\"[
- ✓ Cannot contain username
- ✓ It is not recommended to use repeating characters and numbers sequentially



Thank You

55 Cambridge Parkway
Suite 700W
Cambridge, MA 02142

1 (877) 828-5568

[BeOneMedicines.com](https://www.BeOneMedicines.com)

