



Supplier guide for Non-PO Registration and Onboarding

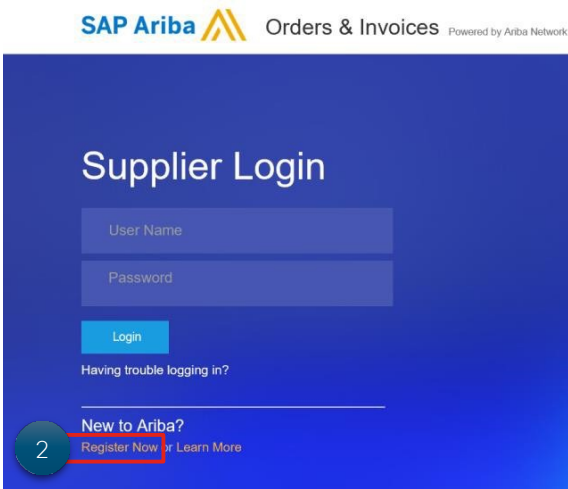
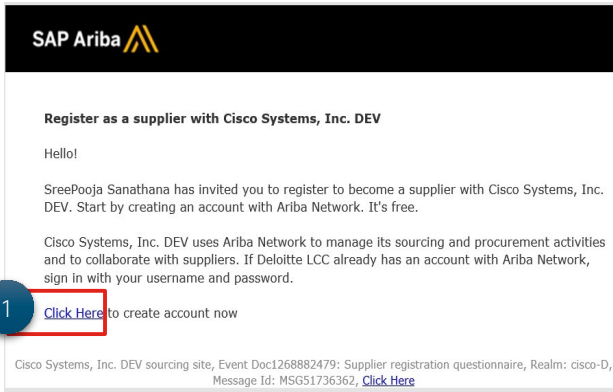
This document is suitable for external
distribution to potential suppliers

Updated October 2024

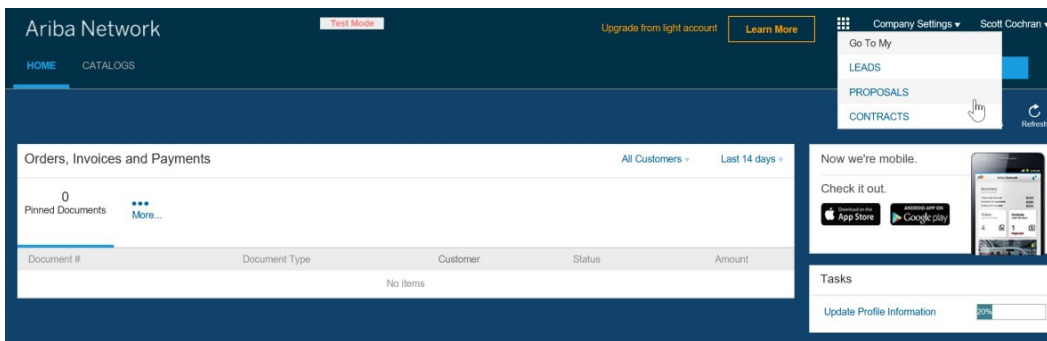
Respond to Registration

As a potential supplier for Cisco, you will receive an email to register as a supplier contact through Ariba.

As a first step, create an Ariba supplier account. This will be a “standard enabled” account on the Ariba Network to participate in sourcing events with Cisco. Ariba does not currently charge to create this account.



Once your Ariba account has been created, login with your credentials.



1 You will receive an email inviting you to register as a supplier. Click the link in the email.

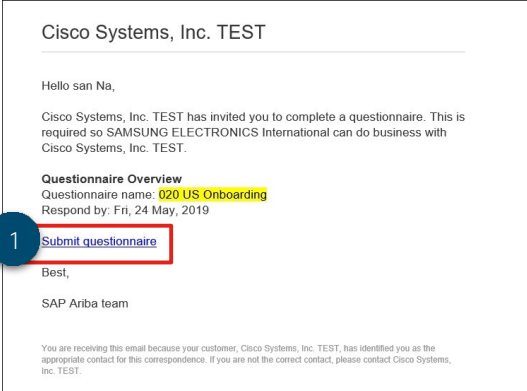
2 Click the Register Now button to create a new Ariba account as a supplier.

Once you complete the registration, you will receive an activation email. Click the activation link that you receive in the email to activate your account.

Note: If you already have an Ariba account that you use to participate in sourcing activities with other companies on the Ariba Network, then you can use the same credentials to login.

Respond to Cisco Onboarding Request forms

Once you are signed up for the Ariba Network, and become a contact for Cisco, you will receive an email to complete a Cisco-specific onboarding form.



1 You will receive an email inviting you to complete the onboarding form. Click the link in the email.



2 Sign in to the supplier portal. Click the grid on the top right corner and select Proposals from the list of applications.

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (4)					
APJC Onboarding - Non PO Supplier	Doc4830619181	11/13/2024 11:48 AM	(no value)	APJC ASIA PACIFIC	Not Responded
Non PO_020 US Onboarding	Doc4830007263	11/13/2024 11:48 AM	(no value)	USA UNITED STATES OF AMER...	View more Not Responded
105 CA Onboarding	Doc4830007243	11/13/2024 11:48 AM	(no value)	CAN Canada	Not Responded
Non PO - EMEA Onboarding	Doc4830007224	11/13/2024 11:48 AM	(no value)	EMEAR EMEAR	Not Responded

3 Select the onboarding form.

Console Doc4830007263 - Non PO_020 US Onboarding Time remaining 29 days 23:58:39

Event Messages
 Event Details
 Response History
 Response Team

▼ Event Contents

4 All Content

1 Supplier Profile

2 Tax requirements - Regional and Local Requirements

3 Pay Site Informations

4 Electronic Fund Transactions

5 Authorization: Regional and Local Requirements

All Content

Name 1

▼ 1 Supplier Profile Less...

Purpose

The onboarding document is required for new suppliers who have been invited by Cisco to become a Cisco supplier on each Cisco legal entity, as well as for existing suppliers who wish to update their information. The information provided as part of the onboarding will be entered into the Cisco supplier database.

CAPITALIZE ALL TEXT ENTRIES AND ONLY IN ENGLISH FORMAT REQUIRED TO SUBMIT.

1.1 Cisco Purchasing Unit 020-000-Cisco Us Operating Unit

1.2 Are you requesting to update existing Transaction Information * Unspecified ▾

1.6 Will you make payments to a third party on behalf of Cisco, i.e. receive funds to pay liabilities owned by Cisco? * Unspecified ▾

1.7 Do you provide such payment services on behalf of other clients? * Unspecified ▾

1.8 Legal Or DBA Name under which Supplier records needs to be created & Invoice will be submitted

▼ 2 Tax requirements - Regional and Local Requirements Less...

(complete ALL that apply)

4 Complete all sections of the onboarding form including:

- supplier profile
- tax requirements
- site information
- payment terms
- bank information

Event Messages
 Event Details
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▼ Event Contents

All Content

1 Supplier Profile

2 Tax requirements - Regional and Local Requirements

3 Pay Site Informations

4 Electronic Fund Transactions

5 Authorization: Regional and Local Requirements

Tax requirements - Regional and Local Requirements (Section 2 of 5) ◀ Prev | Next ▶

Name 1

▼ 2 Tax requirements - Regional and Local Requirements Less...

(complete ALL that apply)

2.1 Select your country (Country where Cisco's business entity transacting with supplier is located) United States

2.2 Supplier's Country of Incorporation: * (select a value) [select]

(As Per the Country Of Incorporation in Tax Form)

2.3 Tax Registration Number (VAT, ABN, etc.): (Where applicable)

▼ 2.20 United States

2.20.1 IRS Tax Documentation (Forms W-9BEN, W-BECL, W-BIMY, W-BEXP, W-9 or 6233) is required. Please download, complete, sign and attach the required form(s) located at the "Tax Requirements" section of the [Become a Cisco Supplier](#) website. Forms must be on current revision, contain a current signature date and in non-editable format. * Attach a file

Please make sure that the digital Signature updated on the Tax form is not frozen for validation. If it Frozen, Please Update Manual Signature over it.

(*) indicates a required field

5 [Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

5 Once the form is complete, click the Submit Entire Response button.

Respond to Cisco Onboarding Request forms

If you are a software supplier, you need to complete the additional form:

1. Paysite Request form

The screenshot shows a web interface for 'Pay Site Information (1)'. On the left, there is a dropdown menu labeled 'Pay Site Information #1' which is highlighted with a red box and a circled '1'. The main area of the form contains various input fields for address and contact information, including 'Street', 'Street 2', 'Street 3', 'District', 'Postal Code', 'City', 'Country/Region', 'State/Province/Region', 'D&B D-U-N-B Number', and 'Supplier Contact Person's Name'. A 'Show More' button is visible above the address fields.

The screenshot shows a 'Response History' page. On the left, there is a 'Response Team' and a list of 'Event Contents'. The 'Pay Site Information' item is highlighted with a red box and a circled '2'. The main area of the page shows a list of response items, including '4.1 Payment Remittance Advice Email Address' and '4.2 Primary Vendor Bank Information'. Each item has a 'More...' button and a list of sub-items with input fields. The '4.2 Primary Vendor Bank Information' section includes fields for 'Currencies accepted', 'Supplier/Account Holder Name', 'Bank Name', 'Account number/IBAN Number', 'SWIFT/BIC/IFSC/Bank Universal ID/CNAPS Code', and 'Account Type'. There are also fields for 'Street', 'City', 'State/Province/Region', 'Postal Code', and 'Country/Region' at the bottom.

A system generated email is received by the Supplier. Click the Submit Questionnaire link.

- 1 Click the Pay Site Information #1 dropdown arrow to open the questionnaire and complete information at the right.
- 2 Complete all sections of the Pay Site Information form.
- 3 Once the form is complete, click the Submit Entire Response button.

Cisco values our partnership with you. We need your cooperation and support to complete all requested steps in a timely manner so that we can continue to efficiently manage our partnership. Thank you for your willingness and flexibility to collectively improve the way we do business –together.

For any questions please reach out [to:toscosuppliersupport@cisco.com](mailto:toscosuppliersupport@cisco.com)