

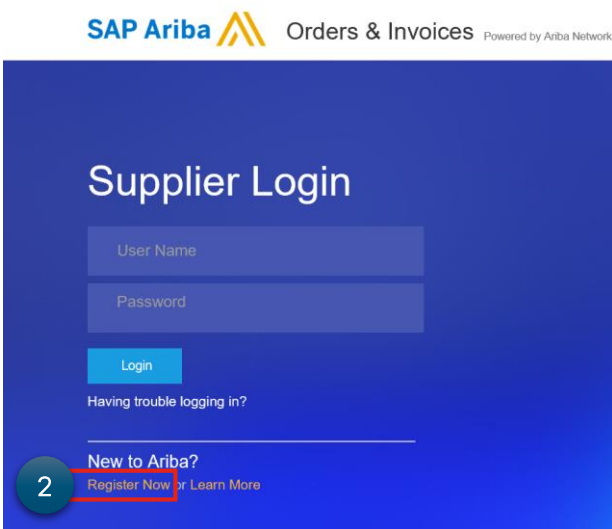
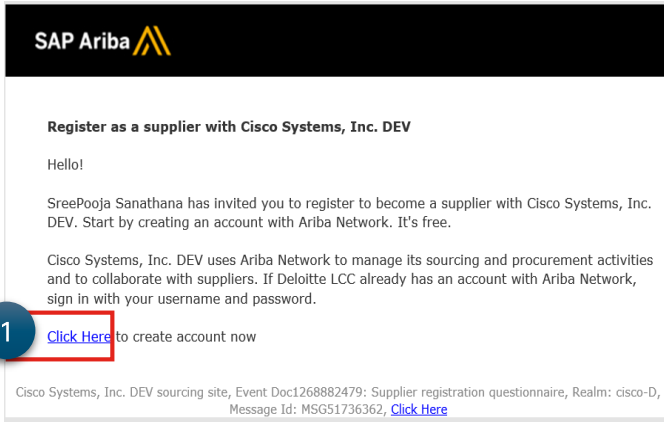
Supplier Guide for Registration and Onboarding

This document is suitable for external distribution to potential suppliers

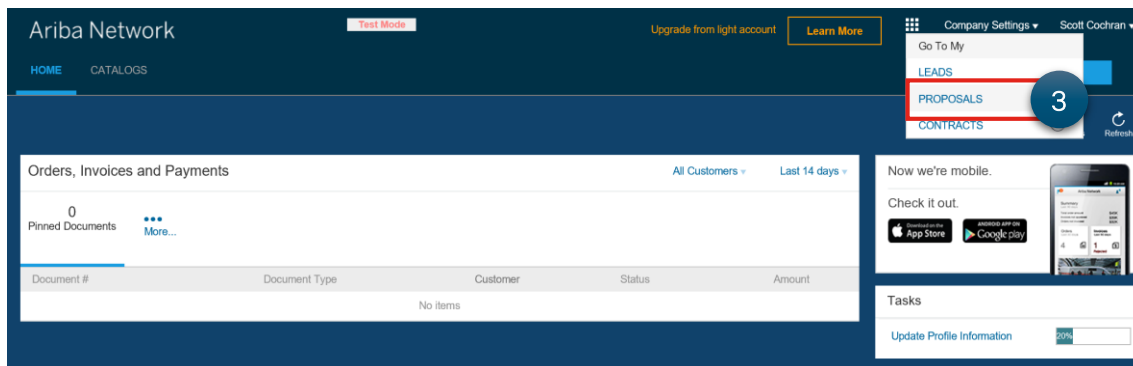
Respond to Registration

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.

- 3 Click the grid on the top right corner and select **Proposals** from the list of applications.

Registering as a Cisco supplier allows you to participate in future sourcing events that you may be invited to.

Complete Registration Questionnaire

Welcome to the Cisco Smart Buy site. This site assists Cisco in identifying world class suppliers who are market leaders in quality, service, and cost.

Title	ID	End Time ↓	Event Type
No items			

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓
▼ Status: Open (1)		
Supplier registration questionnaire	Doc1691029021	3/7/2020 9:26 PM

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions
No items				

4

4

Click the registration link.

Console Doc1691029021 - Supplier registration questionnaire

You have submitted a response for this event. Thank you for participating.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

- All Content
- 2 Company Profile
- 4 Company Insurance
- 5 Operations/Reputation

All Content

Name ↑

- This page MUST be fully completed. No boxes should be left blank or marked as N/A. Cisco Procurement will review this information as part of the vetting process. The onboarding process will not co...
- Company Profile
- Company Insurance
Cisco requires the following minimum insurance coverage. Please check yes or no to all that apply, and confirm the minimum coverage your company has.
- Operations/Reputation
 - 5.1 Will your company have access to Cisco's network?
 - 5.2 Will your company provide any cloud services to Cisco? (Types of CSPs include but are not limited to Cloud Software as a Service (SaaS), Cloud Platform as a Service (PaaS), and Cloud Infrastru...
 - 5.3 Will your company process data on behalf of Cisco using infrastructure or systems outside of Cisco's direct control? Ex: Inside Suppliers own network
 - 5.4 Will your company interact with Cisco customers directly?
 - 5.5 Have you or your staff ever been a fulltime employee of Cisco?
 - 5.6 Please Review and acknowledge Supplier Code Of Conduct (Responsible Business Alliance (RBA) Code of Conduct) policy document. Link : [References](http://www.responsiblebusiness.org/standards/code-o...
5.8 Please Review and acknowledge Cisco guidance on Juvenile labor. <a href=)
 - 5.10 Please Review and acknowledge Cisco Supplier Ethics Policy documents Link : https://www.cisco.com/o/dam/en_us/about/ac50/act142/sbdb/Documents/Supplier_Ethics_Policy.pdf
 - 5.12 Please Review and acknowledge Cisco Controlled Substance Specification (CCSS) EDCS-6618 policy document. [References](#)
 - 5.13 CCSS Policy Acknowledgment

5

5

Complete all sections of the registration form including, general information, code of conduct, Cisco Ethics Policy, Cisco Controlled Substance Specification (CCSS) and Cisco Supplier Guide on Sustainability, Risk and Security.

6

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

7

Cisco Systems, Inc.

Hello Rob Panor,

Cisco Systems, Inc. has received your registration information and will review it for approval.

To check your registration status, log in to the Cisco Systems, Inc. supplier portal.

[Click Here](#)

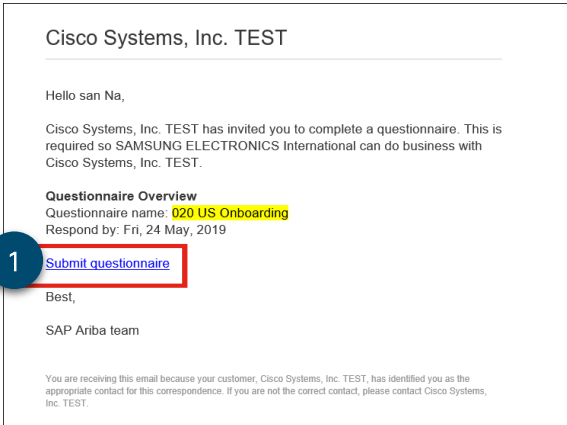
Sincerely,
Cisco Systems, Inc.

7

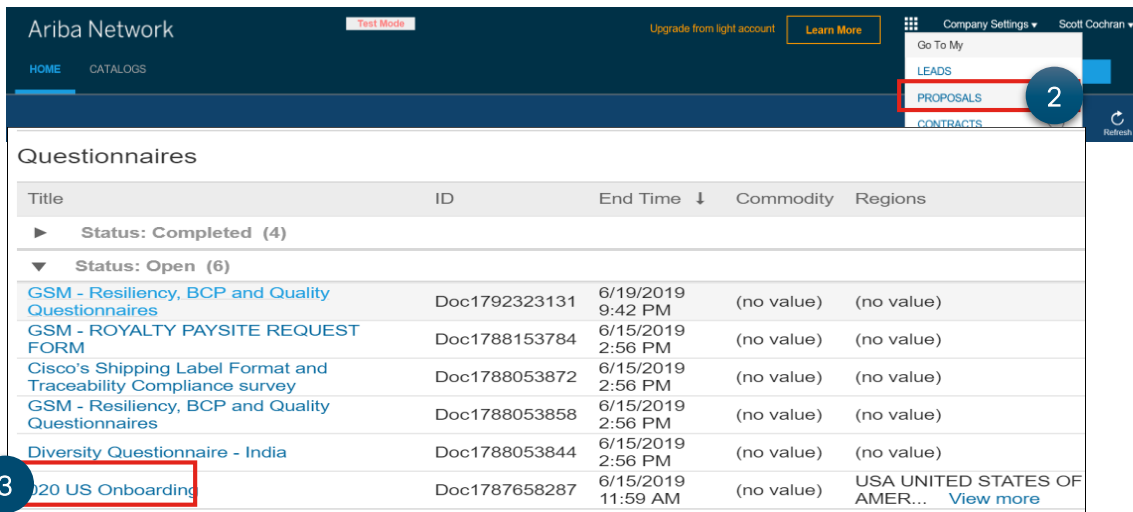
Ariba will send an email confirmation that your response is submitted.

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.

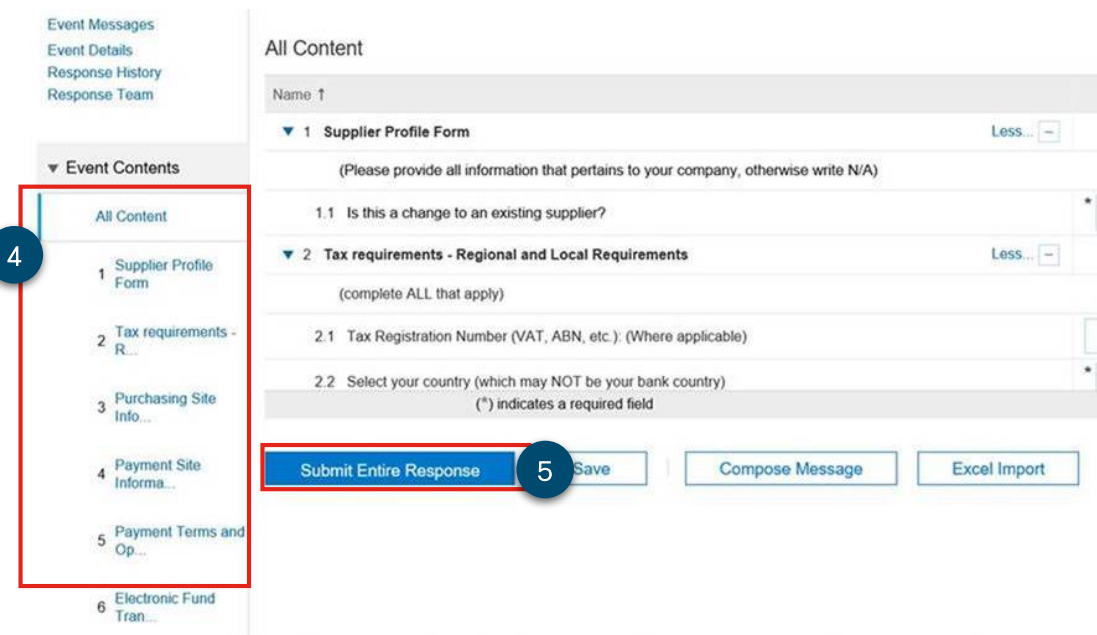


2 Sign in to the supplier portal. Click the grid on the top right corner and select **Proposals** from the list of applications.

3 Click the onboarding form link.

4 Complete all sections of the onboarding form including:

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



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. Royalty Paysite Request form

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	
▶ Status: Completed (4)					
▼ Status: Open (6)					
GSM - Resiliency, BCP and Quality	Doc1792323131	6/19/2019 9:42 PM	(no value)	(no value)	
GSM - ROYALTY PAYSITE REQUEST FORM	Doc1788153784	6/15/2019 2:56 PM	(no value)	(no value)	
Ships: Shipping Label Format and Traceability Compliance survey	Doc1788053872	6/15/2019 2:56 PM	(no value)	(no value)	
GSM - Resiliency, BCP and Quality Questionnaires	Doc1788053858	6/15/2019 2:56 PM	(no value)	(no value)	
Diversity Questionnaire - India	Doc1788053844	6/15/2019 2:56 PM	(no value)	(no value)	
020 US Onboarding	Doc1787658287	6/15/2019 11:59 AM	(no value)	USA UNITED STATES OF AMER... View more	

1

1

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

Click the **Royalty Paysite Request form** link to open the questionnaire.

2

Complete all sections of the Royalty Paysite Request form.

3

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

Event Details Doc1787658299 - GSM - ROYALTY PAYSITE REQUEST FORM Download Content

Event Messages
Response History
Download Tutorials
Prepare Response
Response Team

All Content

Name ↑

▼ Event Contents

All Content

4 Primary Vendor Bank ...

5 Royalty Contact Info...

6 Authorization for Pa...

1 ROYALTY PAYSITE REQUEST FORM & ELECTRONIC FUND TRANSFER PAYMENT ENROLLMENT FORM

Note: We request all suppliers to receive payments via ACH/wire transfer.

This supplier already has a supplier number assigned at Cisco. Please create a Royalty Paysite with NS terms and use the banking information provided below.

2 Payee Name: (As Listed on Bank Account)

3 AP Vendor Name and supplier #: (Supplier name and number in Cisco's AP database - INTERNAL USE ONLY)

▼ 4 Primary Vendor Bank Information:

(where account resides)

4.1 Bank Name:

4.2 Branch Name:

4.3 Bank Address

4.4 Type of Account:

4.5 USD Account Number

4.6 Currency

4.7 ACH ABA Bank Routing Number

4.8 SWIFT Code (Enter NA, if NON US Supplier)

4.9 CHIPS Code (Enter NA, if NON US Supplier)

2

Respond to Onboarding Questionnaires

Post-registration you will receive additional invites to complete onboarding questionnaires that are required to become a Cisco Supplier.

If you are a software supplier, you need to complete

1. Resiliency, BCP and Software Quality Questionnaires.

If you are a Hardware supplier, you'll need to complete these questionnaires:

1. Resiliency, BCP Questionnaires
2. Cisco's Shipping Label Format and Traceability Compliance
3. Conflict minerals compliance requirement for supplier onboarding
4. Declaration of Conformity
5. Global Hub (GHUB) Readiness
6. Environmental Packaging Compliance (Applicable for OEM/ODM, Packaging, EMS partner or Logistics partner)



Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Status: Open (6)					
GSM-Environmental Packaging Compliance Acceptance	Doc1794038061	6/20/2019 3:47 PM	(no value)	(no value)	NotResponded
GSM-GHUB Readiness questionnaire	Doc1794038047	6/20/2019 3:47 PM	(no value)	(no value)	NotResponded
Conflict minerals compliance requirement for Supplier on-Boarding	Doc1794038033	6/20/2019 3:47 PM	(no value)	(no value)	NotResponded
GSM-Declaration of Conformity	Doc1794038020	6/20/2019 3:47 PM	(no value)	(no value)	NotResponded
GSM - Resiliency, BCP and Quality Questionnaires	Doc1794038005	6/20/2019 3:46 PM	(no value)	(no value)	NotResponded
Cisco's Shipping Label Format and Traceability Compliance survey	Doc1794037992	6/20/2019 3:46 PM	(no value)	(no value)	NotResponded

- 1 You will receive an email inviting you to complete the respective questionnaires. 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
- 3 Complete all sections for each of the questionnaires.
- 4 Once the form is complete, click the Submit Entire Response button Repeat the above steps for all the 6 Questionnaires.
- 5 Responses to each questionnaires will be reviewed by Cisco and Approved or returned back for additional information

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: scosuppliersupport@cisco.com