

Supplier Onboarding Instructions for Exelixis, Inc.

Dear Supplier,

We have recently implemented a new automated system for Vendor Onboarding and Vendor changes (ARIBA SLP).

This is to alert you that Exelixis has just sent an invitation for you to self-service for onboarding, if you are a new supplier for Exelixis, or for existing suppliers, to update your supplier information to reflect any vendor information changes / updates you may require.

The invitation will come from the following email address:

s4system-prod+exelixis.[a unique Doc number will show-up here]@ansmtp.ariba.com

With a subject line of:

Invitation: Register to become a supplier with Exelixis, Inc

Please make sure to look in spam if you don't see the email and ask your IT department to "whitelist" this email address for future use.

If you are not already on the ARIBA Network, the invitation will ask you to create a free (standard) account via a link in the email.

If you already have an ARIBA Network account, please login as usual.

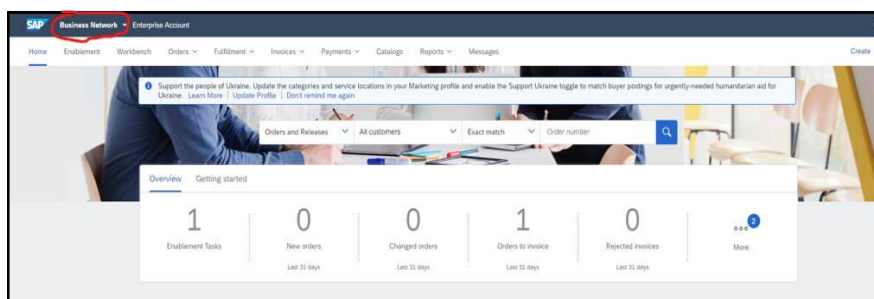
Should the link in the invitation e-mail you received no longer work, please use the following link to log in:

<http://supplier.ariba.com/> and follow the steps outlined below to find the Exelixis Inc. questionnaire for vendors.

New suppliers will complete the questionnaire and submit. For existing suppliers, your information currently in our system will pre-populate the questionnaire and you only need change the fields that have updated information. We ask that you review the complete form to ensure all other information is still accurate.

Instructions on finding the questionnaire in Supplier Portal of Ariba Network:

1. Once you login to your company's Supplier Portal, please navigate to the upper left corner and select the drop down under Business Network:



2. From the drop down please select “Ariba Proposals & Questionnaires”.



3. You should see all the customers that you are connected to via ARIBA Network. Please choose Exelixis Inc. and a new screen should appear, allowing you to choose the questionnaire to be completed (with a **unique Doc number**.)

Should you have any questions or need further assistance please email: vendor@exelixis.com

FAQs: Completing the Supplier Registration Questionnaire

1. Which fields are mandatory?

- a. All fields that are labeled with a (*) are mandatory (the system will tell you if you are missing anything when you click submit).

2. Will I need to attach anything?

- a. You will need to attach a completed and signed IRS tax certificate (W9 – USA Domestic), (W8 - for international)

3. Why did I receive an E-mail from ARIBA stating my address is invalid?

Example: Question 1.3: Invalid Address: Suite 304B 10 Huntington Lane Wheeling, WV 45242 US

- a. In Question 1.3 the questionnaire allows you to input your entire address in the street field. However, the street field is only for the street name, not the house/address number (10) and not the Suite number(304B). In this case the correct input of your address is the following:

Street: Huntington Lane

House: 10

Room: Suite 304B

City: Wheeling

State: WV

Postal Code: 45242

Country/Region: US

Note: This unique address entry is only required for question 1.3. Questions 3.2 and 5.2 address the Street address (including # and any Room/Suite information) can be entered in a single line.

4. I see the form in my Ariba Network account, but I am not able to make edits.

- a. Questionnaires have a standard length of 30 days for completion, should you exceed this time frame, please e-mail Vendor@exelixis.com requesting for Exelixis Inc. to provide additional time to complete the form.

5. **We have received an error message that our banking information (question 5.6.2) is incorrect, can you advise?**
 - a. Please look carefully at the error message provided by the system. Majority of the times it is only the Bank Name which needs to be updated, the error message will provide a “Suggested banks:” name please change it to what the system is asking.
6. **What is the bank control key field in question 5.6.2?**
 - a. Bank control key is a mandatory field, please select what type of account this is: Checking, Savings or other.
7. **What is “Question: 2.7 Are you able to transact with Exelixis via Purchase Order?” asking?**
 - a. Exelixis uses ARIBA to issue Purchase Orders to its suppliers. 90% of services, and goods ordered from our supplier are done so via a Purchase Order. We recommend marking this question as “Yes” and fill out the purchasing information in Question 3 – 3.4.
8. **I am not the right person to fill out the provided questionnaire, can I forward it to the correct colleague? Or I cannot find the initial e-mail?**
 - a. Yes, please make sure that if you have an already existing Ariba Network account, sign in using that account on the initial screen under the link sent via ARIBA. In most extreme cases you can request the invitation to be resent to yourself or another user within your organization by sending an e-mail to: Vendor@Exelixis.com providing the contact details to that user.
9. **I am an international supplier, is the form all that is required?**
 - a. Yes, our Vendor Team will be contacting you (preferably someone from finance) to verify the information provided in the form.