

Submission Instructions for Intuit Sustainability Guidelines



*If you already have an account with Ariba [sign in here](#) and skip to Step 4.

Step 1: Register

- Sign up for Ariba here: <http://intuit.supplier.ariba.com/ad/register/SSOActions>
 - If you are ready to share your company's responses to the Guidelines, begin filling in the "Profile Questionnaire"
 - If more time is needed before your company is ready to respond to the Guidelines, please begin filling out the "Profile Questionnaire" at this later date.

Profile Questionnaire

Name

1.4 Which year was your company founded?

1.5 Are you participating in an Request for Proposal? *

▼ 2 Intuit Supplier Responsibility Guidelines

Please show us that you abide by the below requirements through screen shots/links http://about.intuit.com/about_intuit/philanthropy/.
[For suppliers with annual revenue greater than \$20M, please fill out all 6 requirements.]

2.1 Please demonstrate that an organization-wide internally developed sustainability program exists.

Answer "

Step 2: Wait for Intuit to approve your account

- You will receive a notice of approval to the email address you used to register for Ariba.

Step 3: Choose a password and "secret question"

Step 4: Submit your profile

1. Login: <http://intuit.supplier.ariba.com>
2. Click on *Preferences*
3. Click on *Update Your Profile*
4. Fill out profile information
5. When completed, check "Intuit Supplier Responsibility Guidelines Completed."

Appendix

Common Problems

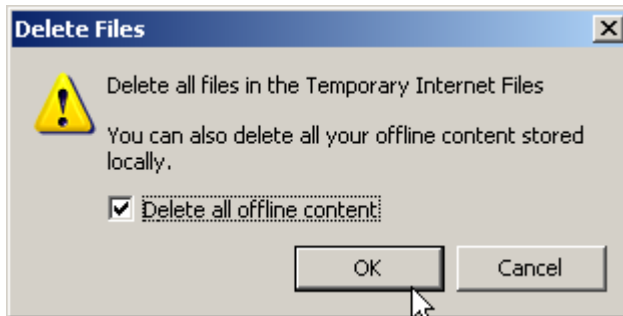
You see an error when trying to access the URL in your registration email:

Potential Solution – Delete Internet Explorer’s Temporary Files and Cookies:

- 1) In Internet Explorer, click **Tools > Internet Options**.
- 2) On the General tab, choose **Delete Cookies**.



- 3) Also on the General tab, choose **Delete Files**. Enable the checkbox to **Delete all offline content**.



- 4) Click **OK**, and click **OK**, to exit from the **Internet Options** menu.

Potential Solution – Ensure That Settings Related to Cookies Are Set Up Properly:

- 1) In Internet Explorer, click **Tools > Internet Options**.
- 2) Click the **Privacy** tab.
- 3) Click the **Advanced** button.
- 4) Enable the checkbox **Override automatic cookie handling**. Choose to **Accept First-Party Cookies**. Enable the checkbox **Always allow session cookies**.
- 5) Click **OK**, and click **OK** to exit from the dialog box.

