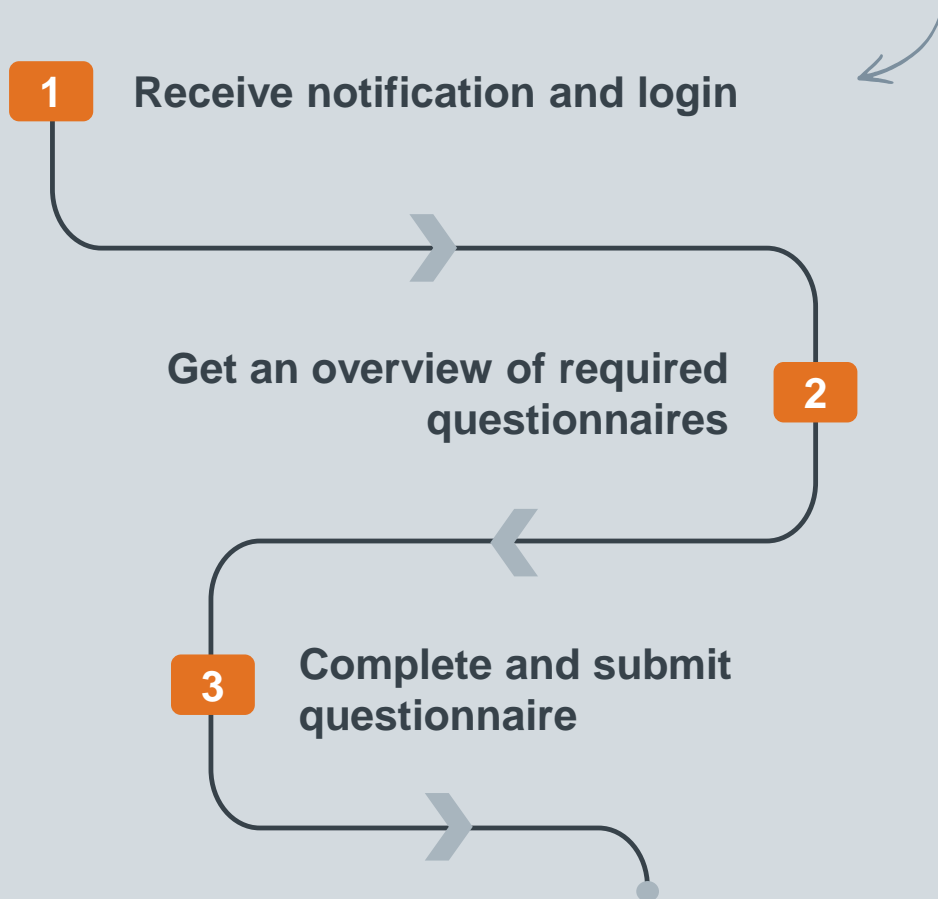


This **Supplier Quick Guide** shows you how to...

COMPLETE QUALIFICATION QUESTIONNAIRES IN ARIBA

...in **three simple steps**



VERSION: 1.0

UPDATED: NOVEMBER 2019

1. RECEIVE NOTIFICATION AND LOGIN

Step-by-step

1. You will receive an email notification from Vestas. Click the link to access the qualification questionnaire.
2. You will be directed to Ariba, where you will be asked log in.
3. If you have not already created an Ariba account, click on 'Sign up'.

Illustration

The illustration shows two overlapping screenshots. The background screenshot is an email from Vestas with the following details: From: SQD Lead <sqdsystem_prodeur@vestas.T.Doc313858459@evsmtf.ariba.com>; Sent: Wednesday, November 13, 2019 5:26 PM; To: Mary Grace Ploos-Patterson <mgpp@vestas.com>; Subject: Action needed: Fill out qualification questionnaire to become a qualified supplier with Vestas - TEST. A yellow banner reads 'EXTERNAL EMAIL: Be careful with links/attachments'. The Vestas logo is prominent. Below it, the text says 'Qualification questionnaire to become a qualified supplier with Vestas - TEST'. A 'Hello!' is followed by an invitation to fill out a questionnaire. A list of categories includes 'Cranes, Installation & Maintenance, Special Tools in North and Central Europe'. A blue link 'Click Here' is circled with a red '1'. The foreground screenshot is the Ariba Sourcing interface. It says 'Welcome, ALMOJIL DEL ROSARIO'. A yellow banner asks 'Have a question? Click here to see a Quick Start guide.' Below, it says 'Sign up as a supplier with Vestas - TEST on SAP Ariba.' and 'Vestas - TEST uses SAP Ariba to manage procurement activities.' A blue 'Sign up' button is circled with a red '3'. At the bottom, it says 'Already have an account?' with a blue 'Log in' button circled with a red '2'.

Tips & Tricks

- You may also check your spam folder if you are not able to see any email in your primary inbox.

2. GET AN OVERVIEW OF REQUIRED QUESTIONNAIRES

Step-by-step

1. When logged in, select 'Ariba Sourcing' from the drop-down menu in the navigation bar.
2. In the section 'Qualification Questionnaires' you will see all required self-assessments to be completed.
3. Click on the title to access the questionnaire.

Illustration

The screenshot illustrates the SAP Ariba Network interface. The navigation bar at the top shows 'SAP Ariba Network' and 'Standard Account'. A dropdown menu is open, highlighting 'Ariba Sourcing' with a red circle and the number '1'. Below the navigation bar, the main content area displays a welcome message and a table of questionnaires. The table is divided into three sections: 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Qualification Questionnaires' section is highlighted with a red circle and the number '2'. It contains a table with columns for Title, ID, End Time, Commodity, Regions, and Status. A red circle and the number '3' are placed over the 'Supplier qualification questionnaire' link in the table.

Title	ID	End Time	Commodity	Regions	Status
Status: Open (1)					
Supplier registration questionnaire	Doc286547265	18/9/2020 23:56			Registered
Status: Completed (1)					
Supplier qualification questionnaire	Doc286970944	20/9/2019 23:40	Powertrain 0208	AME North America	Pending Qualification Approval

Tips & Tricks

- In the 'Status' column, you can follow the progress for each questionnaire.

3. COMPLETE AND SUBMIT QUESTIONNAIRE

Step-by-step

1. You will be routed to selected the questionnaire.
2. Answer the questions by choosing the applicable option in the dropdown list.
3. Some questions require documentation or further elaboration. Click on the icon to the right to add comments or attachments.
4. When you have completed the questionnaire, click 'Submit Entire Response' followed by 'OK'.

Illustration

The illustration shows a web interface for a 'Supplier qualification questionnaire'. The main window displays a list of questions under the heading 'Machining Technical Questionnaire'. Question 1.1 is selected, showing a dropdown menu with 'Unspecified' selected. A callout box (2) shows the dropdown options, including 'Unspecified', 'Most operators can not read and ...', 'Basic understanding of CNC prog...', 'Reading program and able to Un...', and 'Can read and analyse CNC progr...'. A callout box (3) shows a dropdown menu with 'Unspecified' and an 'Add' icon. A callout box (4) shows a dialog box asking 'Submit this response?' with 'OK' and 'Cancel' buttons. A callout box (1) points to the questionnaire title 'Doc313923463 - Supplier qualification questionnaire'.

Tips & Tricks

- If you prefer, you can complete the **questionnaire in Excel**. Download the questionnaire in excel format by clicking on 'Excel Import' and follow the instructions. Click on 'Choose File' to locate the saved file and click 'Upload' to import the content your response. You will be notified when your response has been successfully imported.

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

