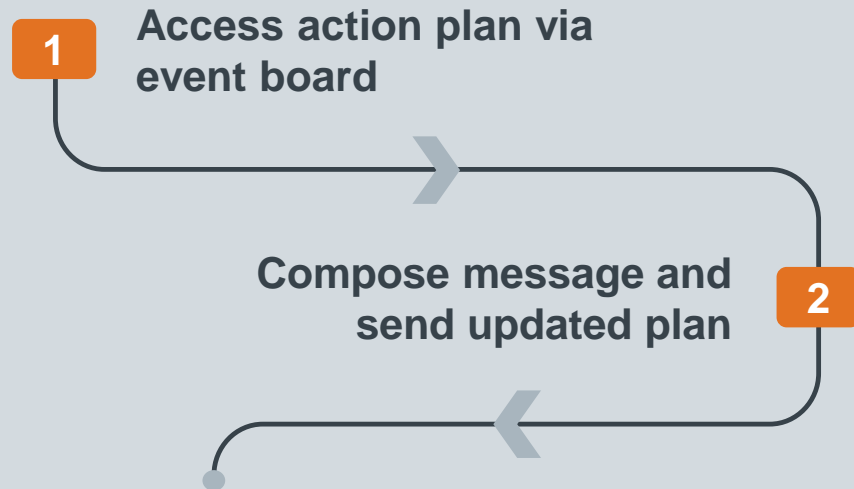


This **Supplier Quick Guide** shows you how to...

UPDATE SUPPLIER DEVELOPMENT PLAN IN Ariba

...in **two simple steps**



1. ACCESS ACTION PLAN VIA EVENT BOARD

Step-by-step

1. Log in to [Ariba](#). Click on 'Ariba Network' in the top navigation pane and select 'Ariba Sourcing'.
2. Click on 'Supplier qualification questionnaire'.
3. From the questionnaire, click on 'Event Messages'.

Illustration

The illustration shows the SAP Ariba Network interface. The top navigation pane includes 'SAP Ariba Network' and 'Standard Account'. A dropdown menu is open, showing 'Ariba Discovery', 'Ariba Sourcing' (highlighted with a red circle '1'), 'Ariba Contract Management', and 'Ariba Network'. The main content area displays 'Registration Questionnaires' and 'Qualification Questionnaires'. A 'Supplier qualification questionnaire' is selected, and the 'Event Details' panel is open, showing 'Event Messages' (highlighted with a red circle '3'), 'Response History', 'Download Tutorials', 'Prepare Response', and 'Response Team'. The 'Event Details' panel also shows 'Doc286970944 - Supplier qualification questionnaire' and a 'Download Content' button.

Tips & Tricks

- An action plan is required if you did not meet the requirements in the self-assessment or onsite assessment during the qualification process.
- Actions plan are also used for ongoing supplier development to continuously strengthen the collaboration between Vestas and suppliers.

2. COMPOSE MESSAGE AND SEND UPDATED ACTION PLAN

Step-by-step

1. Select 'Compose Message' to write a note to the responsible person in Vestas.
2. Write your message in the plain text field.
3. Attach the updated action plan.
4. Click 'Send'.

Illustration

The illustration shows a screenshot of an email client interface. In the background, there is a message list with columns for 'Id', 'Reply Sent', 'Sent Date', 'From', and 'Cor'. A message with ID 'MSG8827352' is selected, and the 'Compose Message' button is highlighted with a red circle '1'. Overlaid on this is a 'Compose New Message' dialog box. The dialog box has a 'Send' button highlighted with a red circle '4'. The dialog box contains the following text: 'From: TEST END TO END SLM 2.0 (ALMOJIL DEL ROSARIO)', 'To: Project Team', 'Subject: Doc286970944 - Supplier qualification questionnaire', 'Attachments: TPL Updates.xlsx Delete', and 'Attach another file' with a red circle '3'. The text area of the dialog box contains: 'Dear Vestas, Attached is the updated TPL based on the agreed actions. Many Thanks, Vendor' with a red circle '2' next to the text area.

Tips & Tricks

- You can follow the same steps whenever you have updates to your action plan.

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](#)

