

VERSION 2.0
JULY 2020

How to Revise Qualification

Step-by-step quick guide for Ariba Qualification Revision
(For Suppliers)

PENDING RESUBMISSION VIA EMAIL

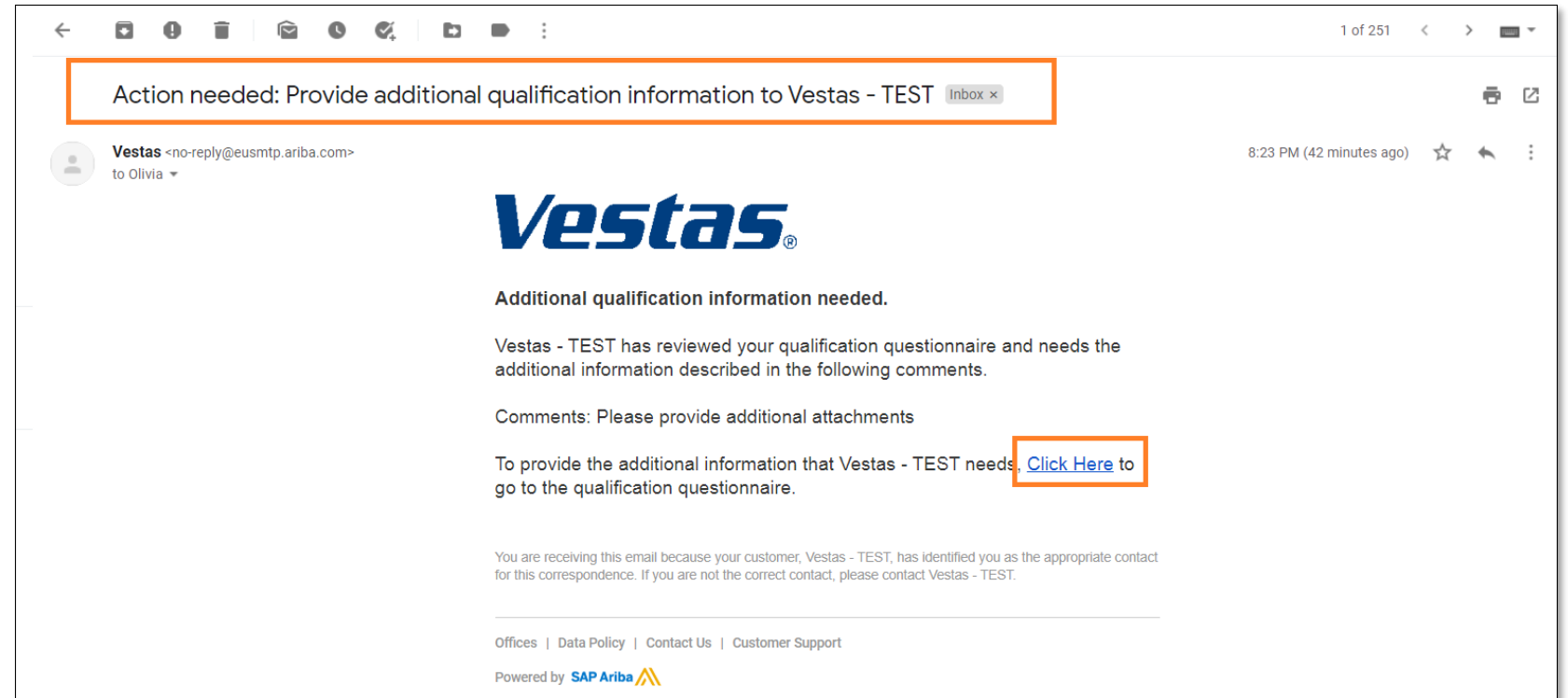
Step-by-step

We have 2 options on how you can open the qualification again.

1st OPTION:

1. You received an email from Ariba Administrator **“Action needed: Provide additional qualification information to Vestas”**
2. Select **Click Here**. It will directly route to Ariba network account.

Illustration



PENDING RESUBMISSION VIA EMAIL

Step-by-step

3. Provide credentials of your AN account then click **Login**.

4. Click **Revise Response** and **edit** the questionnaire.

5. **Submit Entire Response**.

Illustration

The illustration shows two screenshots of the SAP Ariba Sourcing interface. The top screenshot shows the 'Supplier Login' page with a 'Login' button highlighted by a red circle with the number 3. The bottom screenshot shows the 'All Content' page for a questionnaire, with a 'Revise Response' button highlighted by a red circle with the number 4. The questionnaire content includes a section for 'Electrical-Transformer' with a question: '5. (100%) Have a strong, consistent and integrated improvement process.' The question is marked as required with an asterisk. The bottom screenshot also shows a 'Submit Entire Response' button highlighted by a red circle with the number 5.

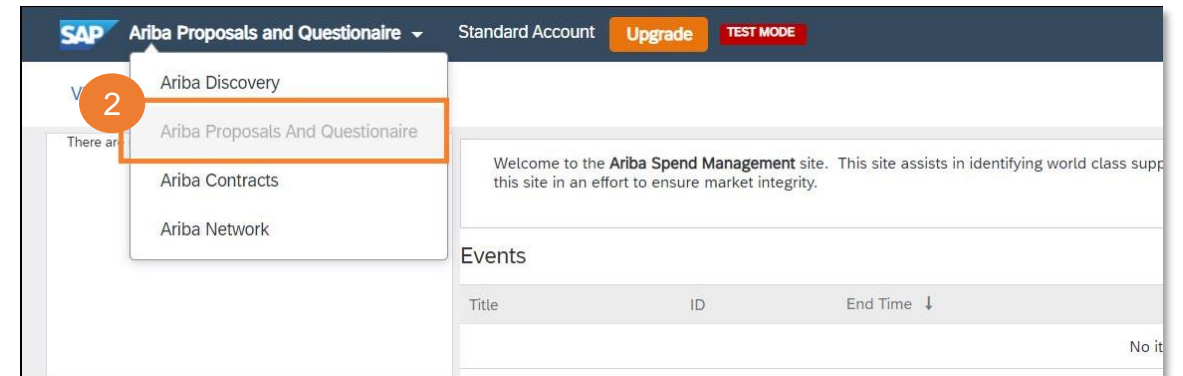
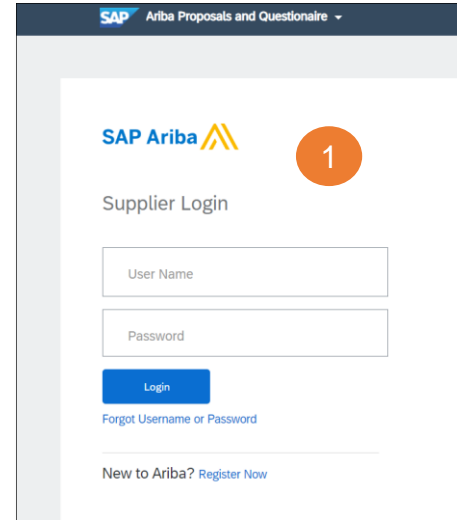
REVISION OF SUPPLIER QUALIFICATION QUESTIONNAIRE

Step-by-step

2ND OPTION:

1. Go to **supplier.ariba.com** and login your credentials
2. Go to **Ariba Proposals and Questionnaire** located on the upper-left side of your Ariba dashboard.
3. Find **Supplier qualification questionnaire** under Qualification Questionnaires tab.

Illustration



Qualification Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
▼ Status: Open (1)						
Supplier qualification questionnaire	Doc449793130	16/7/2021 20:23	Blades 0201	NCE North and Central Eur...	View more	Pending Resubmission
Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
No items						

REVISION OF SUPPLIER QUALIFICATION QUESTIONNAIRE

Step-by-step

3. To be able to revise the qualification questionnaire, Click the **Revise Response** blue button.

4. Select **OK**.

Illustration

The screenshot shows the Ariba Sourcing interface for a supplier qualification questionnaire. The page title is "Ariba Sourcing" and the document ID is "Doc449793130 - Supplier qualification questionnaire". A yellow notification bar at the top states, "You have submitted a response for this event. Thank you for participating." Below this, a blue button labeled "Revise Response" is highlighted with an orange box and a red circle containing the number 3. The main content area displays a list of questionnaire items, including "1. Electrical technical Questionnaire" and "1.1 Electrical-Transformer".

The screenshot shows a confirmation dialog box overlaid on the questionnaire. The dialog box has a title "Revise Response?" and a message: "You have already submitted a response for this event. Click OK if you would like to revise your response." Below the message are two buttons: "OK" and "Cancel". The "OK" button is highlighted with an orange box and a red circle containing the number 4.

HOW TO ADD AN ATTACHMENT (1/3)

Step-by-step

To add an **Attachment**:

5. Click the **speech-bubble small icon** (Add comment and optional attachment).

6. Select **Attach a file**.

Illustration

The illustration shows a screenshot of the Ariba Sourcing interface for a 'Supplier qualification questionnaire' (Doc449793130). The page displays a list of content items under 'All Content'. The selected item is '1.1.1 Electrical- Transformer', which includes a comment: '5. (100%) Have a strong, consistent and integrated improvement process.' A speech-bubble icon next to the comment is highlighted with an orange box and labeled '5'. Below the comment, there is an 'Add comment and optional attachment' button. An inset window titled 'Ariba Sourcing' shows the 'Add/Edit Comment' form. In this form, the 'Attachment' field has an 'Attach a file' button highlighted with an orange box and labeled '6'. The interface also includes a 'Submit Entire Response' button and a 'Save draft' button.

HOW TO ADD AN ATTACHMENT (2/3)

Step-by-step

7. Select **Choose File** from your desktop or you may also **drag the file** directly.

8. Select **OK**.

9. Provide additional comment in the text box.

10. Select **OK**.

Illustration

Ariba Sourcing

< Go back to Vestas - TEST Dashboard

Desktop File Sync

Add Attachment

OK Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose file 20200512080345143.pdf

Or drop file here

OK Cancel

Olivia Anderson (three-SQDaribatest@gmail.com) last visited 16 Jul 2020 5:23:53 AM LAODM TEST 2 AN01525631348-T
© 1996–2019 Ariba, Inc. All rights reserved.

SAP Ariba Privacy Statement Security Disclosure Terms of Use

Ariba Sourcing

< Go back to Vestas - TEST Dashboard

Desktop File Sync

Add/Edit Comment

OK Cancel

Comment: * 1.1.1 Attachment

Attachment: 20200512080345143.pdf Update file Delete file

OK Cancel

Olivia Anderson (three-SQDaribatest@gmail.com) last visited 16 Jul 2020 5:23:53 AM LAODM TEST 2 AN01525631348-T
© 1996–2019 Ariba, Inc. All rights reserved.

SAP Ariba Privacy Statement Security Disclosure Terms of Use

HOW TO ADD AN ATTACHMENT (3/3)

Step-by-step

11. Once you have added attachments on each item, click **Save draft** just in case you won't be able to finish yet.

12. Select **Submit Entire Response** when you are fully done with the revision of supplier qualification questionnaire.

Note: Notice that the small icon will change when there is attachment provided.

Illustration

The screenshot displays the Ariba Supplier Qualification Questionnaire interface. The top navigation bar includes a breadcrumb trail: '< Go back to Vestas - TEST Dashboard'. The main header shows 'Console' and 'Doc449793130 - Supplier qualification questionnaire'. A 'Desktop File Sync' indicator is present in the top right corner, along with a clock icon and the text 'Time remaining 364 days 23:48:20'. A yellow banner at the top contains the message: 'Latest comment [16/7/2020]: Please provide additional attachments'. The main content area is titled 'All Content' and features a tree view on the left with the following items: 'All Content', '1 Electrical technical...', '17 Electrical-Switch Gear', '18 Forging Technical Qu...', and '19 Surface Treatment Te...'. The right pane shows the details for item '1.1.1 Electrical- Transformer', including a question: '1.1.1 Is a dedicated organization with staff available for performing Requirements and Technical review before commencement of work?'. Below the question, there are sections for 'Guides/ Evidences' and 'Technical team Experience certificate'. A dropdown menu is open, showing the selected option: '5. (100%) Have a strong, consistent and integrated improvement process.' with a small yellow icon to its right. At the bottom of the interface, there are five buttons: 'Submit Entire Response' (highlighted with a red box and a red circle labeled '12'), 'Reload Last Bid', 'Save draft' (highlighted with a red box and a red circle labeled '11'), 'Compose Message', and 'Excel Import'. A note at the bottom of the content area states: '(*) indicates a required field'.

IMPORT RESPONSE FROM EXCEL

Step-by-step

1. Select **Excel Import**

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Step 4. Click **Upload** to import the contents of the Excel file to your event.

Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

2. Select **Done** once completed.

Illustration

The screenshot shows the 'All Content' page in Ariba. On the left, there is a list of event contents including 'Electrical technical...', 'Electrical-Switch Gear', 'Forging Technical Ou...', and 'Surface Treatment Te...'. The main area displays a questionnaire item titled 'Electrical- Transformer' with a sub-item '1.1.1 Is a dedicated organization with staff available for performing Requirements and Technical review before commencement of work?'. Below this, there is a dropdown menu with the selected option '5. (100%) Have a strong, consistent and integrated improvement process.'. At the bottom of the page, there are several buttons: 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Excel Import' button is highlighted with a red box and a red circle with the number 1.

The screenshot shows the 'Import Response from Excel' page in Ariba. The page provides instructions for importing an Excel file. The instructions are as follows:

- Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet. *Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".* The 'Download Content' button is highlighted with a red box and a red circle with the number 2.
- Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Step 3.** Locate the saved Excel file on your computer using the Browse button. The 'Choose file' dropdown menu is highlighted with a red box and a red circle with the number 2.
- Step 4.** Click **Upload** to import the contents of the Excel file to your event. *Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.* The 'Upload' button is highlighted with a red box and a red circle with the number 2.

At the bottom of the page, there is a 'Done' button highlighted with a red box and a red circle with the number 2. A file named 'Supplier qualificati...xls' is shown in the bottom left corner, also highlighted with a red box. The page footer includes the text 'Olivia Anderson (three-SQDribatest@gmail.com) last visited 16 Jul 2020 5:53:00 AM LAODM TEST 2 AN01525631348-T © 1996–2019 Ariba, Inc. All rights reserved.' and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Us'.