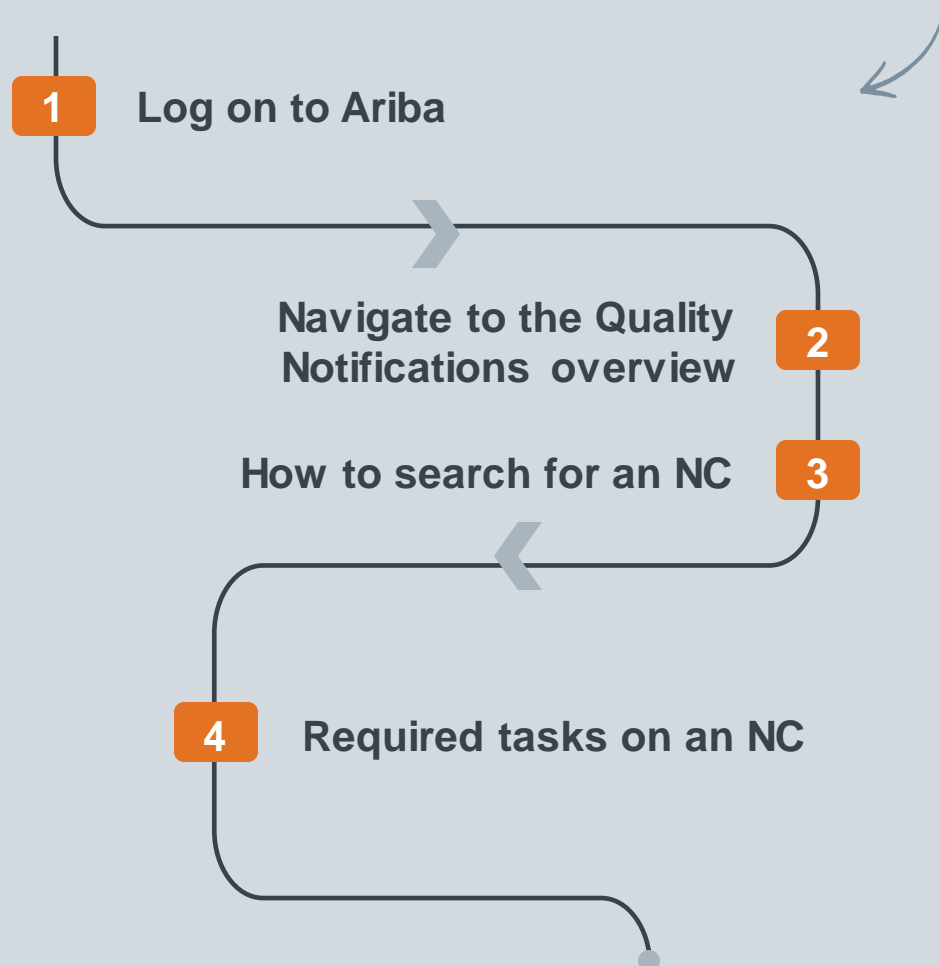


This **Supplier Quick Guide** shows you how to...

# SEARCH FOR AND RESPOND ON A NON-CONFORMITY (NC)

...in 4 simple steps

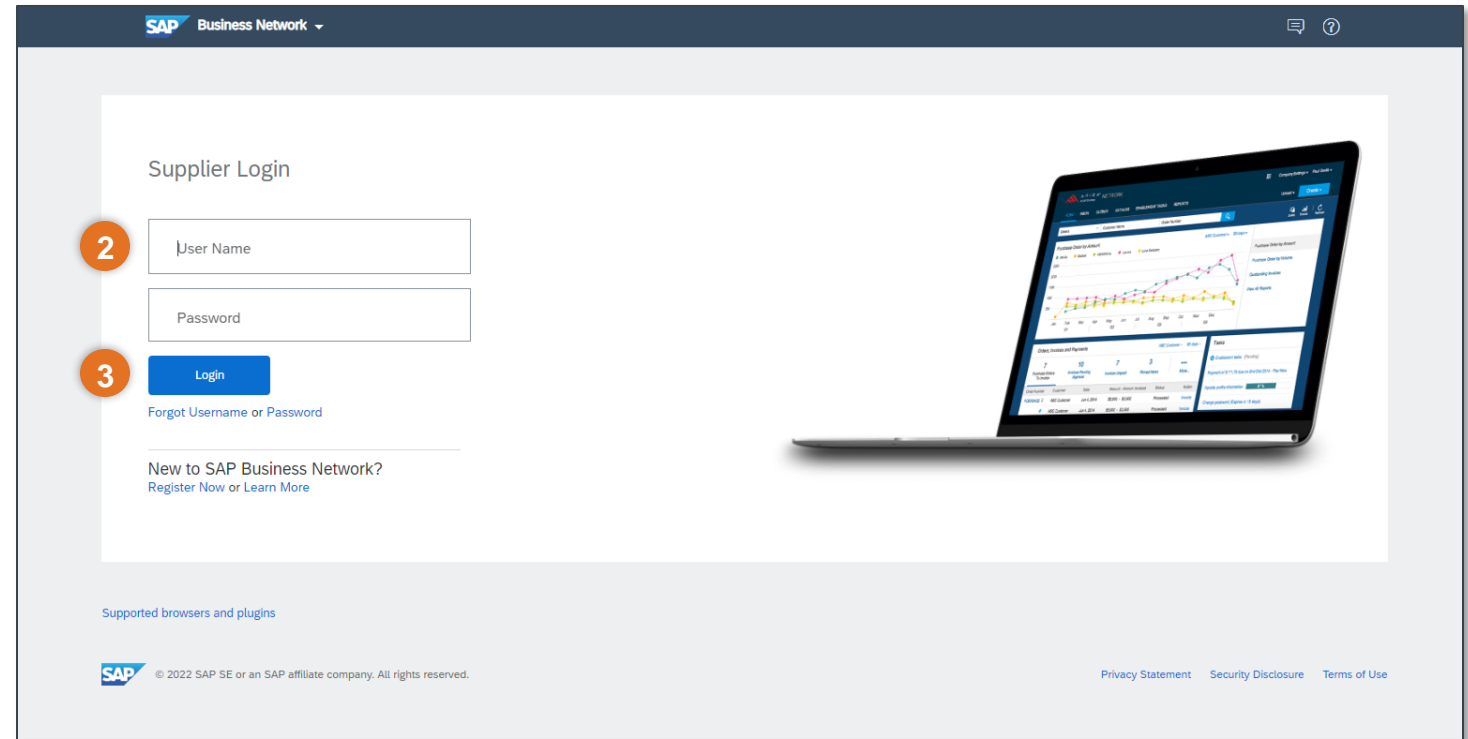


# 1. LOG ON TO ARIBA

## Step-by-step

1. Go to the Ariba Portal by using the link: [supplier.ariba.com](https://supplier.ariba.com).
2. Enter your **'User name'** and **'Password'**.
3. Click on **'login'**.

## Illustration



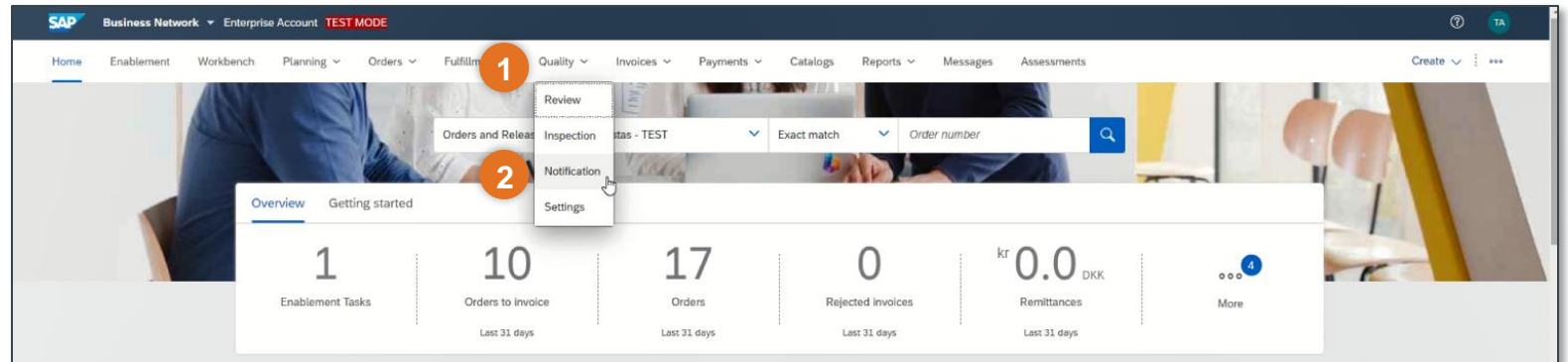
## 2. NAVIGATE TO QUALITY NOTIFICATION OVERVIEW

### Step-by-step

- Once you are logged in to the Ariba network, **navigate to the 'Quality'** tab in the Action Header to find the Quality Notification overview. You can see all the NC cases sent to you in this overview.
- Now **select 'Notification'** from the dropdown menu.

Once you have clicked on 'Notification', you will see the NC overview of all the NC available to you as shown in the image below.

### Illustration



Supplier deviation no.	Customer	Priority	Status	Supplier action	Outstanding task	Customer part no.	Order no.	Quality notification type	Customer location	Ver
<a href="#">200491646</a>	Vestas - TEST	Medium	In-Process	Pending	4	29217437		NCM-Prod.Deviation	2030	3
<a href="#">200491635</a>	Vestas - TEST	High	New	Pending	1	115517		NCM-Prod.Deviation	1000	1
<a href="#">200491645</a>	Vestas - TEST	Medium	In-Process	Pending	4	29217437		NCM-Prod.Deviation	2030	4
<a href="#">200491568</a>	Vestas - TEST	Medium	In-Process	Pending	2	115517		NCM-Prod.Deviation	1080	1
<a href="#">200491479</a>	Vestas - TEST	Medium	New	Pending	1	115517		NCM-Prod.Deviation	5010	1
<a href="#">200491641</a>	Vestas - TEST	Medium	New	Responded	1	115517		NCM-Prod.Deviation	5010	4

## 3. HOW TO SEARCH FOR AN NC 1/2

### Step-by-step

If you want to search on some specific NCs,

1. Click on **'Search Filters'**
2. Enter the NC number in **'Customer Deviation no.'**
3. Select the **'creation date'** (period)
4. Click on **'Search'**
5. Click on the specific NC, in which you want to go into detail and find task(s).

### Tips

6. **Outstanding task:** Shows how many task(s) the specific NC has for you. If Vestas closes some of the tasks, the number will decrease.

### Illustration

The screenshot shows the SAP Business Network interface for searching quality notifications. The search filters are as follows:

- Customer:** Vestas - TEST
- Customer location:** (empty)
- Purchase order no.:** (empty)
- Ship notice no.:** (empty)
- Customer part no.:** (empty)
- Customer batch:** (empty)
- Supplier part no.:** (empty)
- Supplier batch:** (empty)
- Supplier deviation no.:** (empty)
- Customer deviation no.:** 200491650
- Quality notification type:** Choose
- Supplier action:** All

Match options:  Partial match,  Exact match

Status: All, Creation date: Last 7 days

View all quality notifications

Buttons: Search, Reset

Table below the search filters:

Supplier deviation no.	Customer	Priority	Status	Supplier action	Outstanding task	Customer part no.	Order no.	Quality notification type	Customer location	Ver
<a href="#">200491650</a>	Vestas - TEST	Medium	In-Process	Pending	4	29217437		NCM:Prod.Deviation	2030	1

## 3. HOW TO SEARCH FOR AN NC 2/2

### Step-by-step

After clicking on the specific NC.

1. The specific NC will first show the **specific detailed overview** regarding the NC
2. Below you can see the explanation of the headers:

**Details:** Provides basic details about the quality notification and describe your required task(s).

**Defects (1):** Contains defect item detail for the quality notification.

**Partner info:** Contains From, To, Bill To, and Deliver To information

**History:** Contains the history of changes to the quality notification. The history is empty until the quality notification is published

### Illustration

Quality notification

Customer	Title	Quality notification type	Supplier deviation no.	Customer deviation no.	Priority	Status
Vestas - TEST	Impossible to mount the material	Z1 - NCM:Prod.Deviation	200491650	200491650	Medium	In-Process

1

Details	Defects (1)	Partner info	History
<u>Details</u>			

2

Customer and part

Customer location	Customer routing identifier		
2030 - Vestas Nacelles Deutschland GmbH	QE2CLNT301		
Customer part no.	Customer batch	Supplier part no.	Supplier batch
29217437			

## 4. REQUIRED TASKS ON AN NC 1/3

### Step-by-step

Find your required tasks

1. Click on **'Details'**.
2. Scroll to the bottom of the page to find **'Required tasks (x)'**.

The number in the 'Required tasks' header tells you how many tasks you need to complete on the NC.

3. To act on the tasks, **click on the 'Edit' button**.

### Tips

- **Start date:** When the specific task has been created for you.
- **Target Date:** When the specific task needs to be finished.
- **Status:** Vestas will change the status from 'New' to 'Closed'. When a task is shown as 'closed', you cannot change the task.

### Illustration

Customer	Title	Quality notification type	Supplier deviation no.	Customer deviation no.	Priority	Status
Vestas - TEST	Impossible to mount the material	Z1 - NCM:Prod.Deviation	200491650	200491650	Medium	In-Process

Task category	Task subcategory	Title
YNCV2-00 - Non Conformance Handling Tasks (Header)	Y150 - *Disposition Supplier Request	

Start date	Start time	Target date	Target time
5/23/2023	22:00:00	5/25/2023	22:00:00
Status	Processor type	Processor ID	Processor name
New	Supplier	0000500419	

## 4. REQUIRED TASKS ON AN NC 2/3

### Step-by-step

5. Fill in a **short title** in the 'Title' field.
6. Click on **'Add a new description'**. You will need to provide detailed information about the actions you are taking on the NC.
7. Click on **'Publish'** in the right upper corner to **respond to the task**.

After clicking on 'Publish', you will come back to the NC overview. You will notice that the 'Supplier Action' field on the specific NC has changed to 'Responded'.

You can always go back and edit the title in the required task if the status is 'new' on the task. When Vestas has closed the task, the fields will be non-editable.

### Illustration

The screenshot shows the 'Quality notification' form in the Vestas system. The form includes the following fields:

- Title: Impossible to mount the m
- Quality notification type: Z1 - NCM:Prod.Deviation
- Supplier deviation no.: 200491650
- Priority: Medium
- Status: In-Process

The 'Publish' button in the top right corner is highlighted with a red circle and the number 7.

The screenshot shows the 'Required tasks (4)' overview. The task card for 'Task 4' includes the following information:

- Task category: YNCV2-00 - Non Conformance Handling Tasks (Header)
- Task subcategory: Y150 - \*Disposition Supplier Requests
- Title: (Field highlighted with a red circle and the number 5)
- + Add a new description (Button highlighted with a red circle and the number 6)
- Start date: 5/23/2023
- Start time: 22:00:00
- Target date: 5/25/2023
- Target time: 22:00:00

## 4. REQUIRED TASKS ON AN NC 3/3

### Step-by-step

1. Once Vestas has accepted your task descriptions and finalized the internal tasks, the status of an NC will be set to **'Closed'**.
2. You can also see the number in the **outstanding task has disappeared** which means that you do **not need further actions from your side**.

You can experience that the status is still 'in-process', when though the outstanding task has disappeared. You might then check the conversation thread if there is anything from Vestas.

### Illustration

The screenshot shows the SAP Business Network interface for Quality Notifications. The table below represents the data shown in the interface:

Supplier deviation no.	Customer	Priority	Status	Supplier action	Outstanding task	Customer part no.	Order no.	Quality notification type	Customer location	Ver
200491650	Vestas - TEST	Medium	Closed	None		29217437		NCM-Prod.Deviation	2030	17

Red circles with numbers 1 and 2 are overlaid on the screenshot. Circle 1 points to the 'Closed' status in the 'Status' column. Circle 2 points to the empty 'Outstanding task' column.



# NEED HELP?

Support is available!



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



For **more detailed descriptions**, please view the Quality Notification video guides on our [website](#)



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

