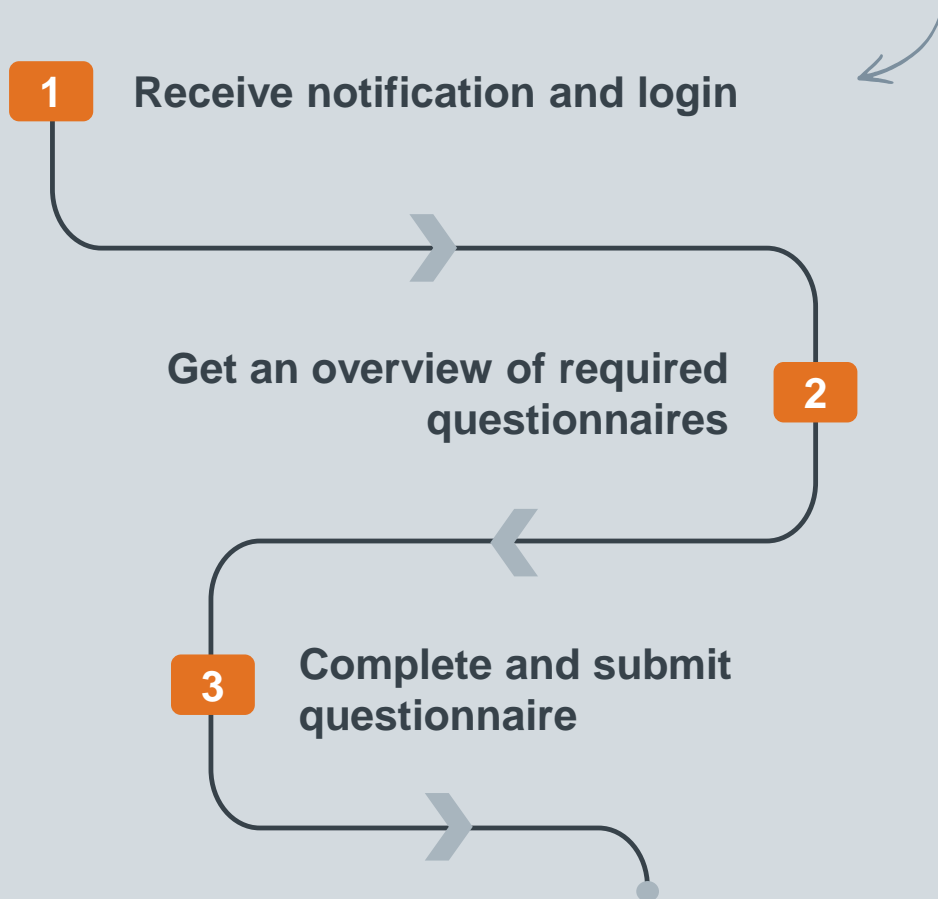This **Supplier Quick Guide** shows you how to…

COMPLETE QUALIFICATION QUESTIONNAIRES IN ARIBA

…in three simple steps

1 Receive notification and login

2 Get an overview of required questionnaires

3 Complete and submit questionnaire

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Classificat

Vestas

One portal for supplier collaboration
DIGITAL PROCUREMENT

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

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

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

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

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