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

# SEARCH FOR QUALITY NOTIFICATIONS

…in 3 simple steps

**1**  **Log on to Ariba**

**Navigate to the Quality Notifications overview**  **2**

**3**  **Search for Quality Notifications**

One portal for supplier collaboration
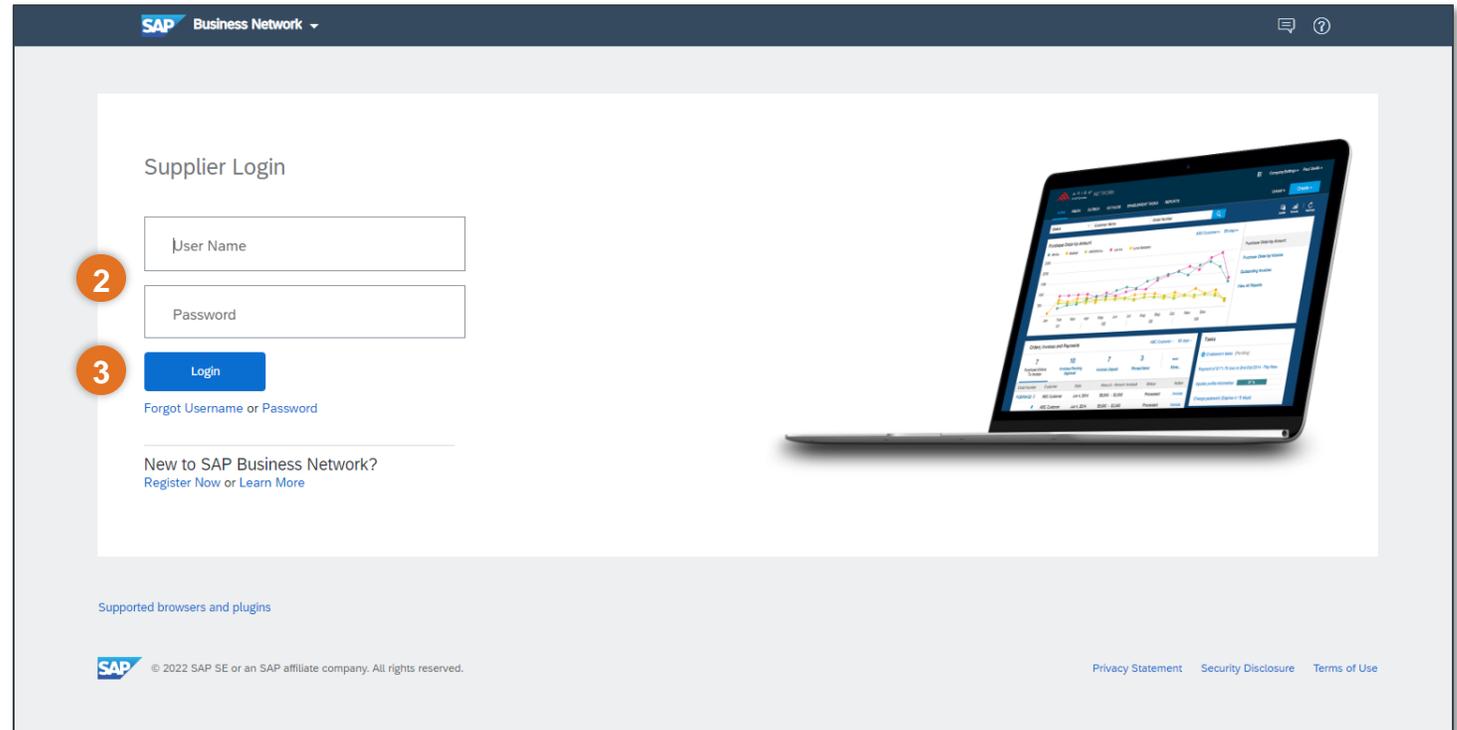
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# 1. LOG ON TO ARIBA

## Step-by-step

1. Go to the Ariba Portal by using the link: supplier.ariba.com

2. Enter your 'User Name' and 'Password'.

3. Click on 'Login'.

## Illustration

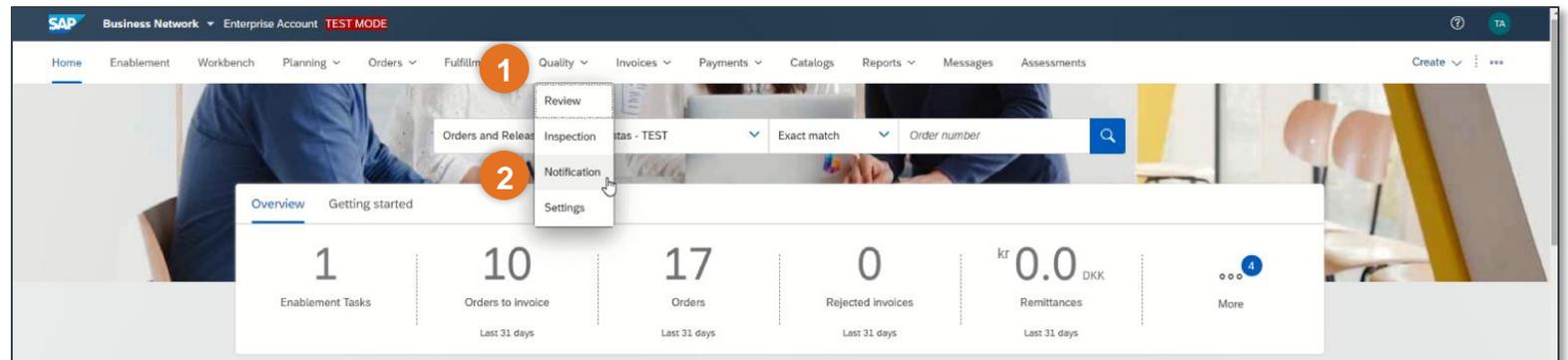Classification: Public

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# 2. NAVIGATE TO QUALITY NOTIFICATION OVERVIEW

## Step-by-step

1. Once you are logged in to the Ariba network, **navigate to the 'Quality' header**

2. Select **'Notification'** from the dropdown menu.

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

## Illustration

Classification: Public

# 3. SEARCH FOR A QUALITY NOTIFICATION (1/2)

## Step-by-step

1.  Click on '**Search filters'.**
    Note: When you click on 'Search filters', the screen as seen in the picture on the right becomes visible.

2.  Ensure you **select the correct** 'Creation date' time frame (e.g., last 3 months).

3.  Select any other search criteria to **limit the search** (e.g., Status "New").

## Illustration



## Tips & Tricks

-   If you only want to see Deviation Requests created by your organization, filter for Q7: Supplier Generated.
-   If you want to search specifically for Vestas created QNs select Z1: NCM:Prod.Deviation.

# 3. SEARCH FOR A QUALITY NOTIFICATION (2/2)

## Step-by-step

4. Click **'Search'** to search for specific Quality Notifications

5. Below the search filters, **a list with the search results will be displayed**.

## Illustration



## Tips & Tricks

• You can see older versions of the Quality Notifications if you tick the check box 'View all Quality Notifications' and click 'search' afterwards. The older versions of the NCs will be shown as obsoleted and only recommended to use for check-up purposes.

# NEED HELP?

## Support is available!

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

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

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