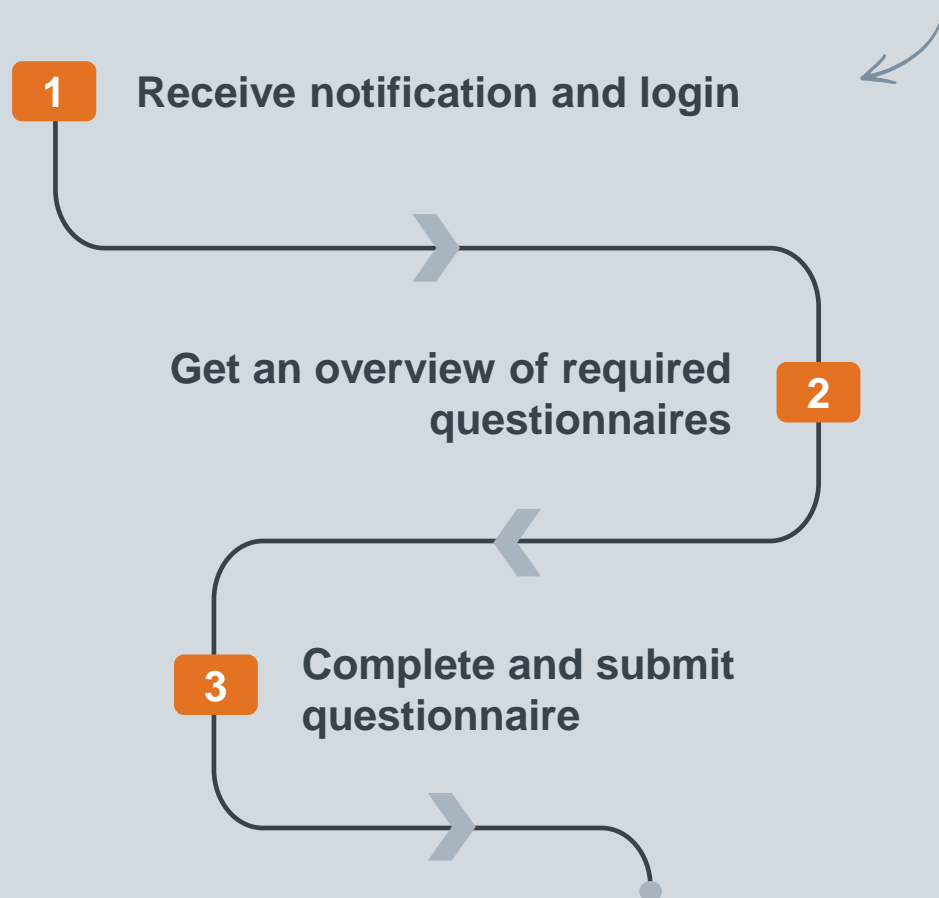


This **Supplier Quick Guide** shows you how to...

# COMPLETE QUALIFICATION QUESTIONNAIRES IN Ariba

...in **three simple steps**

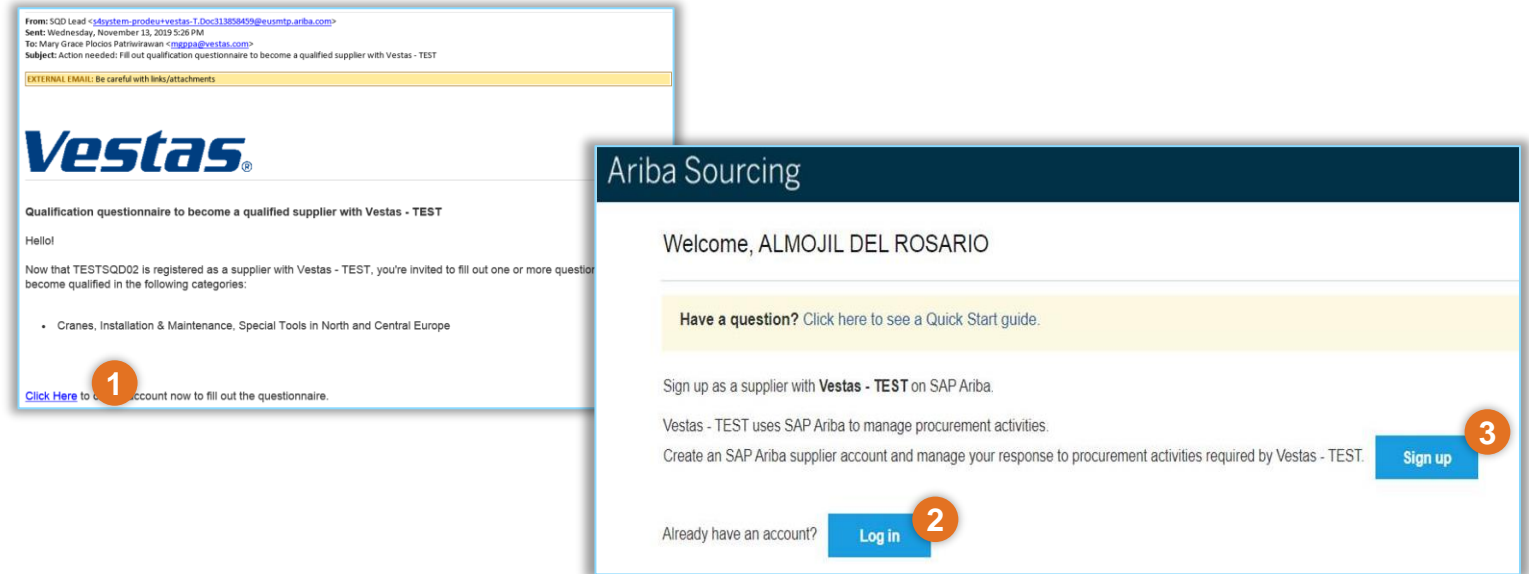


# 1. RECEIVE NOTIFICATION AND LOGIN

## 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

The screenshot illustrates the SAP Ariba Network interface. The navigation bar at the top shows 'SAP Ariba Network' and 'Standard Account'. A dropdown menu is open, highlighting 'Ariba Sourcing' with a red circle and the number 1. Below the navigation bar, the 'Payments' section is visible. The main content area displays the 'Qualification Questionnaires' section, which includes a table of questionnaires. A red circle and the number 2 point to the 'Qualification Questionnaires' section header. A red circle and the number 3 point to the 'Supplier qualification questionnaire' link in the table.

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc286547265	18/9/2020 23:56			Registered
▼ Status: Completed (1)					
Supplier qualification questionnaire	Doc286970944	20/9/2019 23:40	Powertrain 0208	AME North America	Pending Qualification Approval

The 'Questionnaires' section below shows a table with columns: Title, ID, End Time, Commodity, Regions, and Status. It currently displays 'No items'.

### 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

The illustration shows a screenshot of the 'Supplier qualification questionnaire' interface. The main window is titled 'Doc313923463 - Supplier qualification questionnaire' and shows a 'Machining Technical Questionnaire' section. The question '1.1 Are CNC operators skills available and are operators properly educated?' is selected, and the answer 'Unspecified' is chosen from a dropdown list. A 'Guides/ Evidences' section lists various skills and knowledge areas. A 'Submit this response?' dialog box is open, asking the user to click OK to submit. The dialog box has 'OK' and 'Cancel' buttons. The interface also includes a 'Console' on the left with links like 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. A 'Time remaining' indicator shows '13 days 23:32:48'. A 'Submit Entire Response' button is visible at the bottom of the questionnaire section.

### 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](#)

