

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

# UPDATE EXPIRED CERTIFICATE IN ARIBA

...in **two simple steps**



**1** Access the Questionnaire



Update the Expiration Date and  
Upload the Latest or Renewed  
Certificate

**2**



# HOW TO UPDATE EXPIRED CERTIFICATE IN Ariba

## Step-by-step

The supplier can update the expired certificates through the email notification or SAP Ariba Business Network site.

- If through email notification:** Supplier will receive email notifications from the Ariba Administrator: *mailto:no-reply@eusmtp.ariba.com*. Before and once the certification has expired.
- In the email, click on the 'click here' link.
- It will redirect to the log in page. Simply log in using the existing Ariba account.

## Illustration

**1** Your ISO9001 with Vestas - TEST expires on Sat, 19 Oct, 2024

Vestas <no-reply@eusmtp.ariba.com>  
To: Almojil Del Rosario

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

IMPORTANT: The evidence ISO9001 that you provided to Vestas - TEST has expired

Vestas <no-reply@eusmtp.ariba.com>  
To: Almojil Del Rosario

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello ALMOJIL DEL ROSARIO,

Please upload a new ISO9001 before the current ce  
19 Oct, 2024.

**2** [Click Here](#) to upload the certificate in T4 Complete A

Hello ALMOJIL DEL ROSARIO,

**2** [Click Here](#) to upload the renewed evidence: ISO9001.

You may check this file for further guidance on how to do it in Ariba:

Best,  
SAP Ariba team

**SAP Ariba**

Supplier Login

User Name

Password

**3** Login

[Forgot Username or Password](#)

# HOW TO UPDATE EXPIRED CERTIFICATE IN Ariba

## Step-by-step

4. If through [SAP Ariba Business Network](#): simply log in using the existing Ariba account. If the link is not working, type in the preferred browser '[supplier.ariba.com](#)'.
5. Once successfully logged in, from the home page, click 'Business Network' then 'Ariba Proposals and Questionnaires'.
6. Look at the 'Certificates' section, click the questionnaire to redirect to its content.

## Illustration

Supplier sign-in

Username

4

Next

Forgot username

New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

SAP Business Network Standard Account [Get enterprise account](#)

Home

SAP Business Network

SAP Business Network Discovery

5 Ariba Proposals & Questionnaires

Ariba Contract Management

Workbench Catalogs

Leads

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 45001		10/19/2024	<a href="#">ISO 45001.pdf</a>	6 T4 Complete Assessment	Expired
GWO Certificate		10/19/2024	<a href="#">GWO Certification.pptx</a>	T4 Complete Assessment	Expired
ISO9001		10/19/2024	<a href="#">ISO 9001.pptx</a>	T4 Complete Assessment	Expired

# HOW TO UPDATE EXPIRED CERTIFICATE IN Ariba

## Step-by-step

7. From the questionnaire page, click on 'Revise Response'.
8. Locate the certificate content, then update the expiration date. Make sure to upload as well the latest certification.
9. Click 'Submit Entire Response' once done.

**NOTE:** Supplier will receive another notification that the changes was approved

## Illustration

Doc2227388498 - T4 Complete Assessment Time remaining  
364 days 21:42:54

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.

**7** Revise Response

All Content

DOX.

▼ 1.1.18 Certificate Section	
<b>8</b> 1.1.18.1 Do you hold ISO 45001?	* Yes ▾
▼ 1.1.18.2 ISO 45001 <a href="#">More...</a> +	
1.1.18.2.1 Expiration Date	* Sat, 17 Aug, 2024 📅
1.1.18.2.2 Attachment	* <a href="#">ISO 45001.pdf</a> ▾ Update file Delete file
▼ 1.1.19 GWO Certificate or Equivalent <a href="#">More...</a> +	
1.1.19.1 Certificate Type	* GWO Certificate ▾
1.1.19.2 Expiration Date	* Tue, 19 Mar, 2024 📅
1.1.19.3 Attachment	* <a href="#">GWO Certification.pptx</a> ▾ Update file Delete file
▼ 1.2 Quality Management System	
1.2.1	

(\*) indicates a required field

**9** Submit Entire Response [Reload Last Bid](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

# 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](#)

