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**

VERSION: 1.0

UPDATED: OCTOBER 2024

Classificat

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.

1. **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.

2. In the email, click on the 'click here' link.

3. 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

V   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[...]

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

V   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,

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

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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

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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

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](#)

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