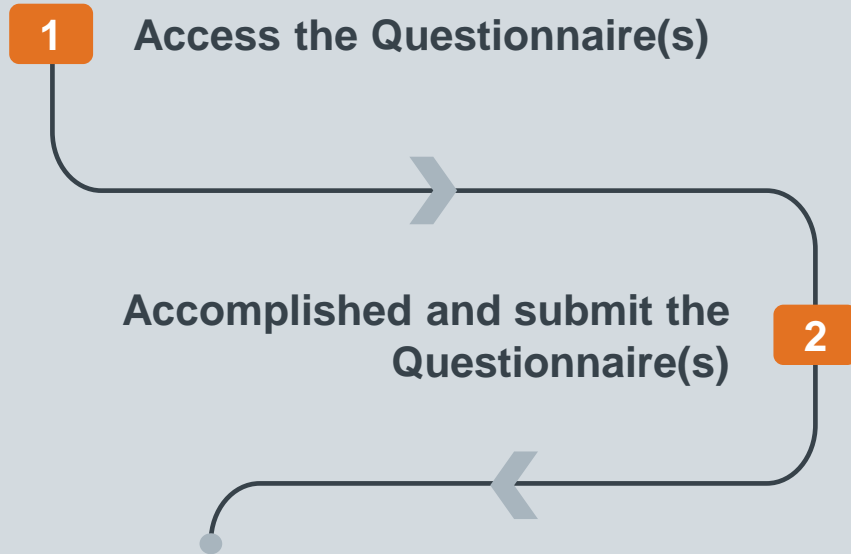


This **Supplier Quick Guide** shows you how to...

RESPOND AND SUBMIT QUALIFICATION QUESTIONNAIRE(S) IN ARIBA



HOW TO RESPOND AND SUBMIT QUALIFICATION QUESTIONNAIRE(S) IN ARIBA

Step-by-step

When Vestas sends out questionnaire(s) to qualify their suppliers, they need to respond and complete them accordingly. They will receive email notifications to access them or through the Ariba Supplier website.

- To access through email notifications:** Supplier will receive email notifications from the Ariba Administrator: *mailto:no-reply@eusmtp.ariba.com*.
- 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 or create a new account to register as a new user.

Illustration

Almojil Del Rosario (ADERA) from Vestas - TEST invites you to participate in this process: T3 Direct Process Qualification



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

☺ Reply Reply All Forward 📧 ⋮

Sun 10/27/2024 12:14 PM

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

Process Overview

Process: T3 Direct Process Qualification
Category: Electronics
Region: Brazil
Process owner: Almojil Del Rosario (ADERA)
Message:

Questionnaire Overview

Name	Assigned To	Respond By
T3 Management And Leadership Required	ALMOJIL DEL ROSARIO	November 17, 2024 at 8:13 PM
T3 Safety and Sustainability Required	ALMOJIL DEL ROSARIO	November 17, 2024 at 8:13 PM
T3 Supply Chain Required	ALMOJIL DEL ROSARIO	November 17, 2024 at 8:13 PM
T3 Operations Required	ALMOJIL DEL ROSARIO	November 17, 2024 at 8:14 PM
T3 Financials Required	ALMOJIL DEL ROSARIO	November 17, 2024 at 8:14 PM



Click Here to view the process.

Ariba Supplier Login



[Forgot Username](#)
[Forgot Password](#)

Not a member?

Select your role and create a new account.

HOW TO RESPOND AND SUBMIT QUALIFICATION QUESTIONNAIRE(S) IN ARIBA

Step-by-step

4. To access through Ariba website, [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 'Questionnaires' section and start responding to the available questionnaire(s).

Illustration

The illustration shows three screenshots from the SAP Ariba Business Network interface. The first screenshot shows the 'Supplier sign-in' page with a 'Username' field and a 'Next' button, marked with a blue circle '4'. The second screenshot shows the 'Home' page with a dropdown menu for 'Business Network' containing options like 'SAP Business Network', 'SAP Business Network Discovery', 'Ariba Proposals & Questionnaires', and 'Ariba Contract Management', marked with a blue circle '5'. The third screenshot shows the 'Questionnaires' section with a table of open questionnaires, marked with a blue circle '6'.

ID	End Time ↓	Commodity	Regions	Status	
Status: Open (5)					
T3 Financials Required	Doc2242120191	11/18/2024 12:14 PM	(no value)	(no value)	Not Responded
T3 Operations Required	Doc2242120140	11/18/2024 12:14 PM	(no value)	(no value)	Not Responded
T3 Supply Chain Required	Doc2242120128	11/18/2024 12:13 PM	(no value)	(no value)	Not Responded
T3 Safety and Sustainability Required	Doc2242120116	11/18/2024 12:13 PM	(no value)	(no value)	Not Responded
T3 Management And Leadership Required	Doc2242120104	11/18/2024 12:13 PM	(no value)	(no value)	Not Responded

HOW TO RESPOND AND SUBMIT QUALIFICATION QUESTIONNAIRE(S) IN ARIBA

Step-by-step

There are two ways to respond to the questionnaire(s). Directly choose the answers from each question or through Excel import.

7. If directly to the questionnaire, choose the appropriate answer to each question.

8. To add relevant comments and attachments/evidence, click the icon at the end of each answer.

Illustration

Doc2242120104 - T3 Management And Leadership Required Time remaining
20 days 20:56:09

All Content

Name ↑

▼ 1 Management And Leadership Less... ▾

Kindly provide mandatory documents in English language whenever you rate yourself as 70% or higher.

1.1 How do you protect intellectual property rights 7

Guides/Evidences:
Intellectual property rights Procedure/ confidentiality procedures

1.2 How are the risk assessed in process/ functions involved

Guides/Evidences:
Risk management process/ Review/ Risk assessment. Action Plan on High and medium risks

1.3 How do you handle Crisis situations

Guides/Evidences:
Crisis Handling procedure/ Scenario testing Evidence

1.4 How do you conduct business impact analysis and operate with Continuity Planning

Guides/Evidences:
Business Impact analysis/ External Inputs/ Threats/ Succession Planning/ contingency plan/
Foot Print risk/ Business plan - Short Term & Long Term/ Market research

1.5 How is your position related to competition

Guides/Evidences:
Business segment share/ Competitor analysis

1.6 How do you manage your Share of Business

Guides/Evidences:
Types of Market, Geographic share,
Multiple customer policy

1.7 How do you understand the unique needs of the customers (apart from drawing /
TPS / standards)?

Guides/Evidences:
Guidelines procedures/ QFD/ Voice of customer/ Meeting minutes/ customer feedback

1.8 How do you deliver the customer requirements that creates value?

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

Add/Edit Comment

Comment: *

Attachment: Attach a file

8

HOW TO RESPOND AND SUBMIT QUALIFICATION QUESTIONNAIRE(S) IN Ariba

Step-by-step

10. If through Excel Import, click 'Excel Import'.
 11. Then click on 'Download Content'.
 12. Complete the excel by choosing the correct answer to each question and save in the local drive. Do not add a comment or anything.
 13. Go back to Ariba, complete steps 3 and 4.
- NOTE:** If Ariba automatically logged out, just follow the same steps on how to access the questionnaire.
14. Click 'Done' once completed.

Illustration

Doc2242120191 - T3 Financials Required

All Content

Name ↑
<p>1 Financials</p> <p>Kindly provide mandatory documents in English language whenever you rate yourself as 70% or higher.</p> <p>1.1 Present the performance of Current ratio</p> <p>Guides/Evidences: (Current assets / Current liabilities, Annual reports(Authorized Financial statements)</p> <p>1.2 Present the performance of EBIT margin</p> <p>Guides/Evidences: (EBIT / Operating revenue) * 100. Annual reports(Authorized Financial statements)</p> <p>1.3 Present the performance of Equity ratio (Asset based)</p> <p>Guides/Evidences: (Shareholders' funds / Total assets) * 100. Annual reports(Authorized Financial statements)</p> <p>1.4 Present the performance of Gearing ratio</p> <p>Guides/Evidences: Gearing ratio = NFD / Shareholders' funds (NFD (Net Financial Debt) = Long term financial debt + Short term financial debt - Cash and cash equivalent)</p> <p>(*) Indicates a required field</p>

Submit Entire Response Save draft Compose Message **10** Excel Import

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link.

- Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Click this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".
11 Download Content
- Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- Step 3. Locate the saved Excel file on your computer using the Browse button.
13 Choose File No file chosen
Or drop file here
- Step 4. Click Upload to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
Upload

Number	Name	Answer
1.1	Present the performance of Current ratio	2. (35%) < 1.00
1.2	Present the performance of EBIT margin	3. (70%) Positive for 2 out of the last 3 years
1.3	Present the performance of Equity ratio (Asset based)	4. (85%) 35% - 49%
1.4	Present the performance of Gearing ratio	5. (100%) 0.00 - 4.99 or negative ratio due to negative NFD

14 Done

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15. There are some questions, depending on the answers, that will require providing ISO or certification. Complete the details and attach the updated certificates.
16. Once everything looks okay, click 'Submit Entire Response'.
17. Follow the same steps if there are more than one questionnaires until all of them went to pending approval status.

Illustration

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
T3 Management And Leadership Required	Doc2242120104	10/28/2024 7:52 PM	(no value)	(no value)	17 Pending Approval
T3 Financials Required	Doc2242120191	10/28/2024 7:50 PM	(no value)	(no value)	Pending Approval
▼ Status: Open (3)					
T3 Operations Required	Doc2242120140	11/18/2024 12:14 PM	(no value)	(no value)	Not Responded
T3 Supply Chain Required	Doc2242120128	11/18/2024 12:13 PM	(no value)	(no value)	Not Responded
T3 Safety and Sustainability Required	Doc2242120116	11/18/2024 12:13 PM	(no value)	(no value)	Not Responded

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](#)

