This Supplier Quick Guide shows you how to...

UPDATE SUPPLIER DEVELOPMENT PLAN IN ARIBA

...in two simple steps

1. Access action plan via event board
2. Compose message and send updated plan
1. ACCESS ACTION PLAN VIA EVENT BOARD

**Step-by-step**

1. Log in to Ariba. Click on ‘Ariba Network’ in the top navigation pane and select ‘Ariba Sourcing’.
2. Click on ‘Supplier qualification questionnaire’.
3. From the questionnaire, click on ‘Event Messages’.

**Illustration**

![Image of Ariba Network interface]

**Tips & Tricks**

- An action plan is required if you did not meet the requirements in the self-assessment or onsite assessment during the qualification process.
- Actions plan are also used for ongoing supplier development to continuously strengthen the collaboration between Vestas and suppliers.
2. COMPOSE MESSAGE AND SEND UPDATED ACTION PLAN

Step-by-step

1. Select ‘Compose Message’ to write a note to the responsible person in Vestas.
2. Write your message in the plain text field.
3. Attach the updated action plan.
4. Click ‘Send’.

Illustration

Tips & Tricks

• You can follow the same steps whenever you have updates to your action plan.
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](#).