This Supplier Quick Guide shows you how to...

SEARCH FOR AND RESPOND ON A NON-CONFORMITY (NC)

...in 4 simple steps

1. Log on to Ariba
2. Navigate to the Quality Notifications overview
3. How to search for an NC
4. Required tasks on an NC
1. LOG ON TO Ariba

Step-by-step

1. Go to the Ariba Portal by using the link: supplier.ariba.com.

2. Enter your 'User name' and 'Password'.

3. Click on 'login'.

Illustration
2. NAVIGATE TO QUALITY NOTIFICATION OVERVIEW

**Step-by-step**

1. Once you are logged in to the Ariba network, **navigate to the ‘Quality’ tab** in the Action Header to find the Quality Notification overview. You can see all the NC cases sent to you in this overview.

2. **Now select ‘Notification’** from the dropdown menu.

Once you have clicked on ‘Notification’, you will see the NC overview of all the NC available to you as shown in the image below.
If you want to search on some specific NCs,

1. Click on ‘Search Filters’
2. Enter the NC number in ‘Customer Deviation no.’
3. Select the ‘creation date’ (period)
4. Click on ‘Search’
5. Click on the specific NC, in which you want to go into detail and find task(s).

**Tips**

6. **Outstanding task:** Shows how many task(s) the specific NC has for you. If Vestas closes some of the tasks, the number will decrease.
3. HOW TO SEARCH FOR AN NC 2/2

**Step-by-step**

After clicking on the specific NC.

1. The specific NC will first show the **specific detailed overview** regarding the NC

2. Below you can see the explanation of the headers:

   **Details:** Provides basic details about the quality notification and describe your required task(s).

   **Defects (1):** Contains defect item detail for the quality notification.

   **Partner info:** Contains From, To, Bill To, and Deliver To information

   **History:** Contains the history of changes to the quality notification. The history is empty until the quality notification is published
4. REQUIRED TASKS ON AN NC 1/3

Step-by-step

Find your required tasks

1. Click on ‘Details’.

2. Scroll to the bottom of the page to find ‘Required tasks (x)’.

   The number in the ‘Required tasks’ header tells you how many tasks you need to complete on the NC.

3. To act on the tasks, click on the ‘Edit’ button.

Tips

- **Start date**: When the specific task has been created for you.
- **Target Date**: When the specific task needs to be finished.
- **Status**: Vestas will change the status from ‘New’ to ‘Closed’. When a task is shown as ‘closed’, you cannot change the task.
4. REQUIRED TASKS ON AN NC 2/3

Step-by-step

5. Fill in a **short title** in the ‘Title’ field.

6. Click on ‘Add a new description’. You will need to provide detailed information about the actions you are taking on the NC.

7. Click on ‘Publish’ in the right upper corner to respond to the task.

After clicking on ‘Publish’, you will come back to the NC overview. You will notice that the ‘Supplier Action’ field on the specific NC has changed to ‘Responded’.

You can always go back and edit the title in the required task if the status is ‘new’ on the task. When Vestas has closed the task, the fields will be non-editable.
4. REQUIRED TASKS ON AN NC 3/3

Step-by-step

1. Once Vestas has accepted your task descriptions and finalized the internal tasks, the status of an NC will be set to ‘Closed’.

2. You can also see the number in the outstanding task has disappeared which means that you do not need further actions from your side. You can experience that the status is still ‘in-process’, when though the outstanding task has disappeared. You might then check the conversation thread if there is anything from Vestas.
NEED HELP?

Support is available!

For questions or technical support please contact the Vestas SSC Ariba team.

For more detailed descriptions, please view the Quality Notification video guides on our website.

For information and further Quick Guides from the Digital Procurement program in Vestas, visit our website.