

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

SEARCH FOR QUALITY NOTIFICATIONS

...in **3 simple steps**

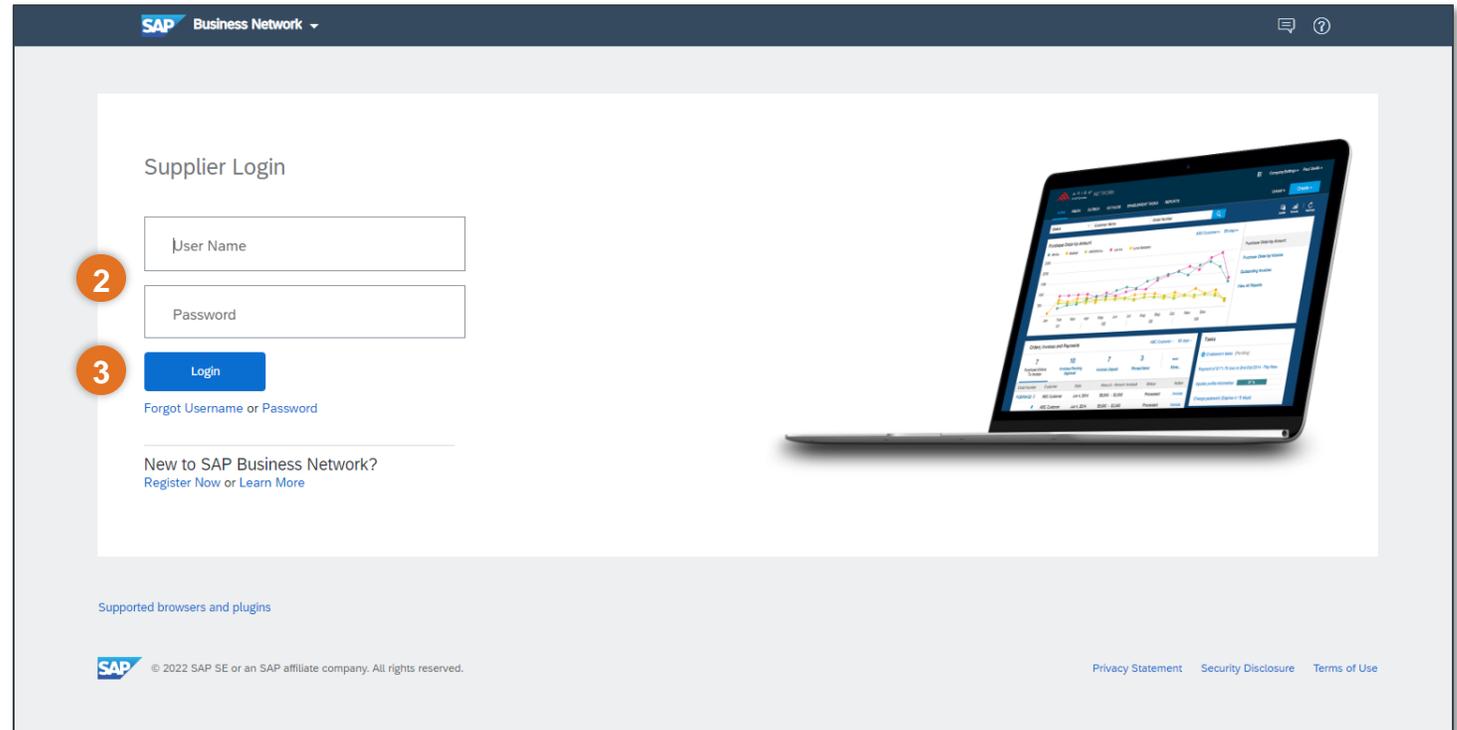


1. LOG ON TO ARIBA

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



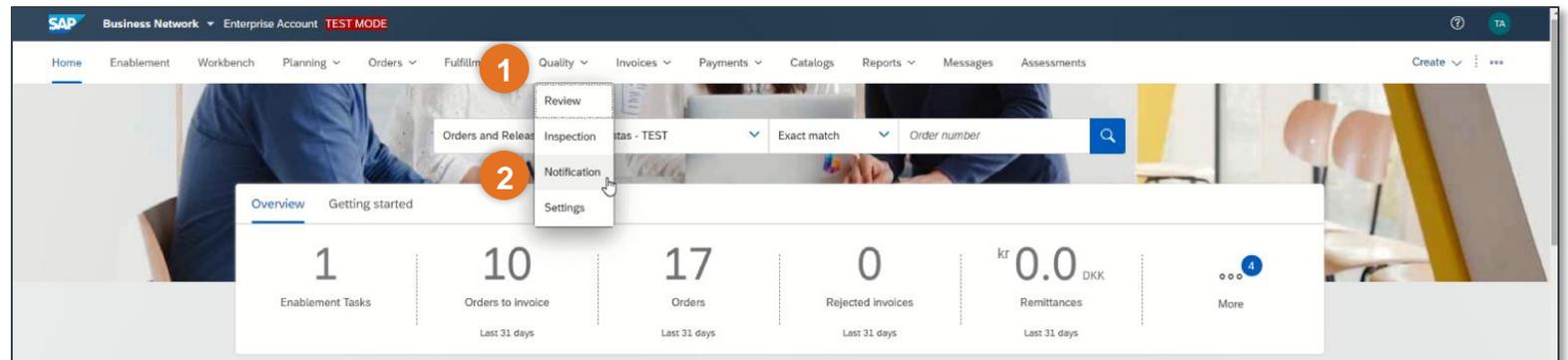
2. NAVIGATE TO QUALITY NOTIFICATION OVERVIEW

Step-by-step

1. Once you are logged in to the Ariba network, **navigate to the 'Quality' header**
2. Select **'Notification'** from the dropdown menu.

Once you have clicked on 'Notifications', you will see an overview of all the NC available to you as shown in the image below.

Illustration



Supplier deviation no.	Customer	Priority	Status	Supplier action	Outstanding task	Customer part no.	Order no.	Quality notification type	Customer location	Ver
200491646	Vestas - TEST	Medium	In-Process	Pending	4	29217437		NCM-Prod.Deviation	2030	3
200491635	Vestas - TEST	High	New	Pending	1	115517		NCM-Prod.Deviation	1000	1
200491645	Vestas - TEST	Medium	In-Process	Pending	4	29217437		NCM-Prod.Deviation	2030	4
200491568	Vestas - TEST	Medium	In-Process	Pending	2	115517		NCM-Prod.Deviation	1080	1
200491479	Vestas - TEST	Medium	New	Pending	1	115517		NCM-Prod.Deviation	5010	1
200491641	Vestas - TEST	Medium	New	Responded	1	115517		NCM-Prod.Deviation	5010	4

3. SEARCH FOR A QUALITY NOTIFICATION (1/2)

Step-by-step

1. Click on **'Search filters'**.
Note: When you click on 'Search filters', the screen as seen in the picture on the right becomes visible.
2. Ensure you **select the correct** 'Creation date' time frame (e.g., last 3 months).
3. Select any other search criteria to **limit the search** (e.g., Status "New").

Illustration

Tips & Tricks

- If you only want to see Deviation Requests created by your organization, filter for Q7: Supplier Generated.
- If you want to search specifically for Vestas created QNs select Z1: NCM:Prod.Deviation.

3. SEARCH FOR A QUALITY NOTIFICATION (2/2)

Step-by-step

- Click **'Search'** to search for specific Quality Notifications
- Below the search filters, **a list with the search results will be displayed.**

Illustration

Quality notifications

Search filters

Customer: Vestas - TEST

Customer location: []

Purchase order no.: []

Ship notice no.: []

Customer part no.: []

Customer batch: []

Supplier part no.: []

Supplier batch: []

Supplier deviation no.: []

Customer deviation no.: []

Quality notification type: Choose

Supplier action: All

Partial match (selected) Exact match

Partial match (selected) Exact match

Status: All

Creation date: Last 7 days

View all quality notifications

Create quality notification

Search Reset

16 items < 1 2 >

Supplier deviation no.	Customer	Priority	Status	Supplier action	Outstanding task	Customer part no.	Order no.	Quality notification type	Customer location	Ver
200491646	Vestas - TEST	Medium	In-Process	Pending	4	29217437		NCM.Prod.Deviation	2030	3

Tips & Tricks

- You can see older versions of the Quality Notifications if you tick the check box 'View all Quality Notifications' and click 'search' afterwards. The older versions of the NCs will be shown as obsoleted and only recommended to use for check-up purposes.

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

