How to Revise Qualification

Step-by-step quick guide for Ariba Qualification Revision
(For Suppliers)
We have 2 options on how you can open the qualification again.

1st OPTION:

1. You received an email from Ariba Administrator “Action needed: Provide additional qualification information to Vestas”

2. Select Click Here. It will directly route to Ariba network account.
Step-by-step

3. Provide credentials of your AN account then click Login.

4. Click Revise Response and edit the questionnaire.

5. Submit Entire Response.
Step-by-step

2ND OPTION:

1. Go to supplier.ariba.com and login your credentials

2. Go to Ariba Proposals and Questionnaire located on the upper-left side of your Ariba dashboard.

3. Find Supplier qualification questionnaire under Qualification Questionnaires tab.

Illustration
Step-by-step

3. To be able to revise the qualification questionnaire, Click the Revise Response blue button.

4. Select OK.
To add an Attachment:

5. Click the **speech-bubble small icon** (Add comment and optional attachment).

6. Select **Attach a file**.
HOW TO ADD AN ATTACHMENT (2/3)

7. Select **Choose File** from your desktop or you may also **drag the file** directly.

8. Select **OK**.

9. Provide additional comment in the text box.

10. Select **OK**.
HOW TO ADD AN ATTACHMENT (3/3)

11. Once you have added attachments on each item, click **Save draft** just in case you won’t be able to finish yet.

12. Select **Submit Entire Response** when you are fully done with the revision of supplier qualification questionnaire.

Note: Notice that the small icon will change when there is attachment provided.
Step-by-step

1. Select Excel Import

   **Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.

   **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.

   **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.

2. Select Done once completed.

Illustration

1. Import Response from Excel

2. Select Done once completed.