How to Revise Qualification

Step-by-step quick guide for Ariba Qualification Revision (For Suppliers)

Vestas

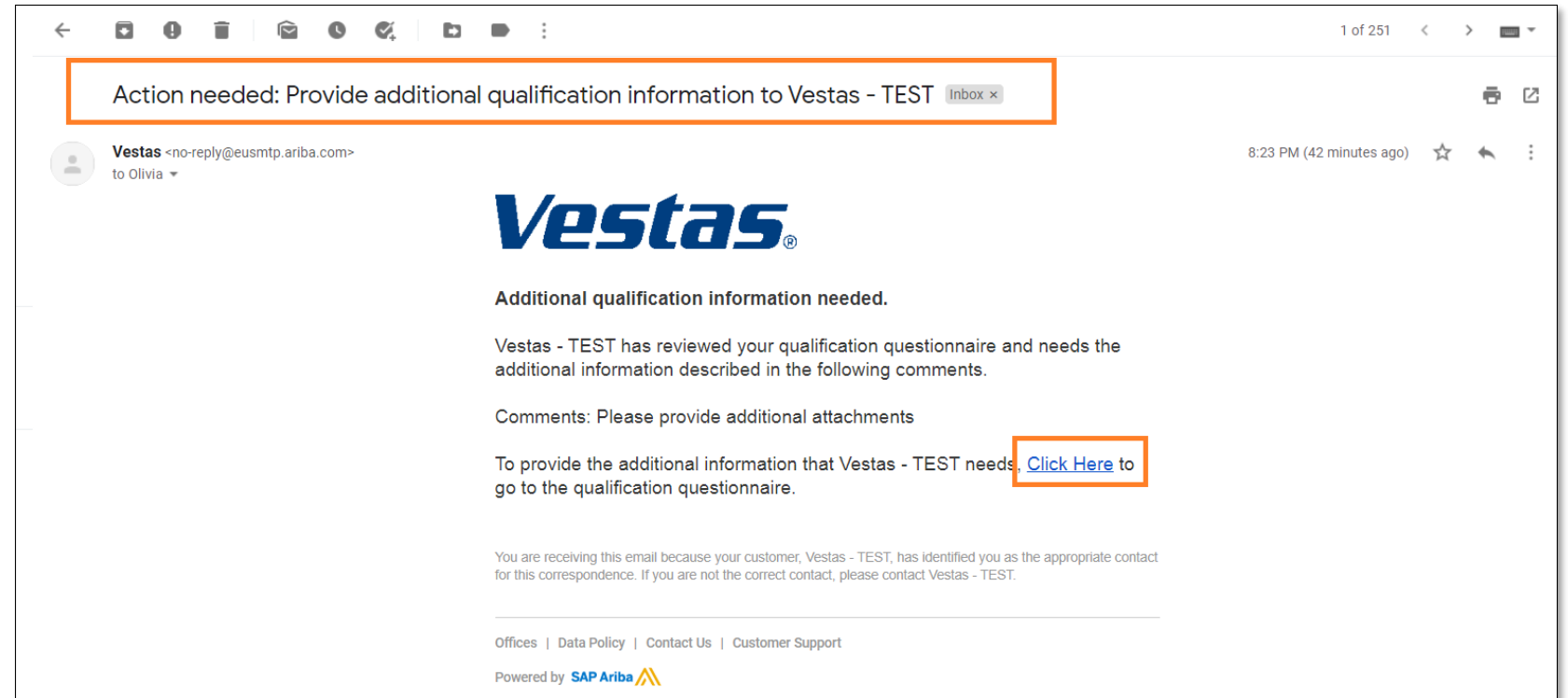# PENDING RESUBMISSION VIA EMAIL

Step-by-step

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.

Illustration

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PENDING RESUBMISSION VIA EMAIL

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.**

Illustration

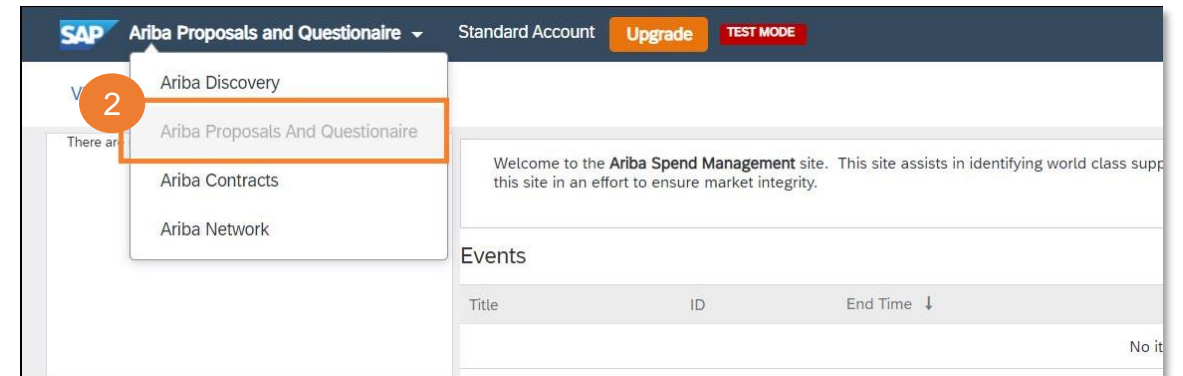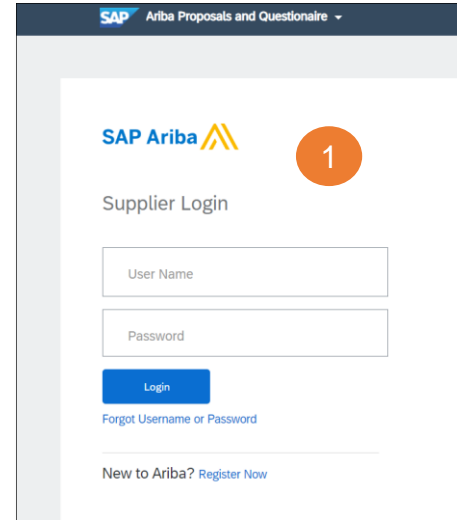**Digital Procurement** | Quick Guide: How to Revise Ariba Qualification

REVISION OF SUPPLIER QUALIFICATION QUESTIONNAIRE

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

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REVISION OF SUPPLIER QUALIFICATION QUESTIONNAIRE

Step-by-step

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

4. Select **OK.**

Illustration

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HOW TO ADD AN ATTACHMENT (1/3)

Step-by-step

To add an **Attachment:**

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

6. Select **Attach a file.**

Illustration

HOW TO ADD AN ATTACHMENT (2/3)

Step-by-step

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.**

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HOW TO ADD AN ATTACHMENT (3/3)

Step-by-step

11. Once you have added attachments on each items, 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.

Illustration

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IMPORT RESPONSE FROM EXCEL

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