



**FRESENIUS
KABI**

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SUPPLIER GUIDE

Ariba Network User Interface

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ACCESSING MODULAR QUESTIONNAIRE

1. You will receive an email from SAP Ariba
2. Email Subject: Action needed: Complete questionnaire from Fresenius Kabi
3. Supplier's Name
4. Modular Questionnaire Name
5. If you need additional support, you may contact the listed email address
6. Click the **hyperlink**

1

Action needed: Complete questionnaire from Fresenius Kabi

2



Test Requester 1 <s4system-prod+fresenius-kabi-T.Doc3791374989@ansmp.ariba.com>
To: Muli, Joeb

Hello John Doe,

Fresenius Kabi - TEST has invited you to complete a questionnaire. This is additional information required from **Mighty Labs, LLC.**

3

Questionnaire Overview

Questionnaire name: Environmental Health & Safety Certificates

4

Respond by: Sat, 14 Jan, 2023

[Submit questionnaire](#)

6

Best Regards,

Test Requester 1 (Fresenius Kabi - TEST)

You are receiving this email because your customer, Fresenius Kabi - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Fresenius Kabi - TEST.

In case you face technical issues, please contact SAP Ariba Customer Support contact phone numbers:

- United Kingdom (Freephone): 08003583556
- Europe: +442071874144
- Asia: +6563114746
- All other locations: +14122226153

In case of further support needed, please contact our Fresenius Kabi Ariba Support:
• North-America: AribaSupport-NAM.HainaSSC@fresenius-kabi.com
• All other locations: Ariba_Support@fresenius-kabi.com

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This e-mail message is intended solely for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient or his/her representative, please be advised that any dissemination, distribution, copying, or the use of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and please delete this message and all attachments from your computer.

ACCESSING MODULAR QUESTIONNAIRE

7. You will be redirected to Ariba Network website. Enter the **username** from creation of AN account

8. Enter the **password** from the creation of AN account

9. Click **Login**

10. You will be redirected to the **Modular Questionnaire** page

The screenshot shows the SAP Ariba Supplier Login page. The URL is service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1. The page title is "SAP Ariba Proposals and Questionnaires". The main content area is titled "Supplier Login" and contains a form with "User Name" and "Password" fields, a "Login" button, and a "Forgot User name or Password" link. A blue circle with the number 7 is next to the "User Name" field, a blue circle with the number 8 is next to the "Password" field, and a blue circle with the number 9 is next to the "Login" button. To the right of the login form is a "Supplier Center of Excellence Live - Sourcing Best Practices" section with a "Learn More" button. Below the login form is a "Console" section for "Doc3791374989 - Environmental Health & Safety Certificates". A blue circle with the number 10 is next to the "Console" title. The console shows a table of event contents with columns for "Name" and "Status". The table has 5 rows of content. Below the table are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

Supplier Login

User Name

Password

Login

Forgot User name or Password

Supplier Center of Excellence Live - Sourcing Best Practices

Learn More

Console Doc3791374989 - Environmental Health & Safety Certificates Time remaining 29 days 23:47:40

All Content

Name	Status
1 For each certificate type below, select Yes or No to indicate whether your company holds this certificate. If you select Yes, then use the Details link that appears to provide additional information about the certificate.	
2 ISO 14001	Unspecified
3 ISO 45001	Unspecified
4 ISO 50001	Unspecified
5 Workers' Compensation Certificate of Insurance	Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

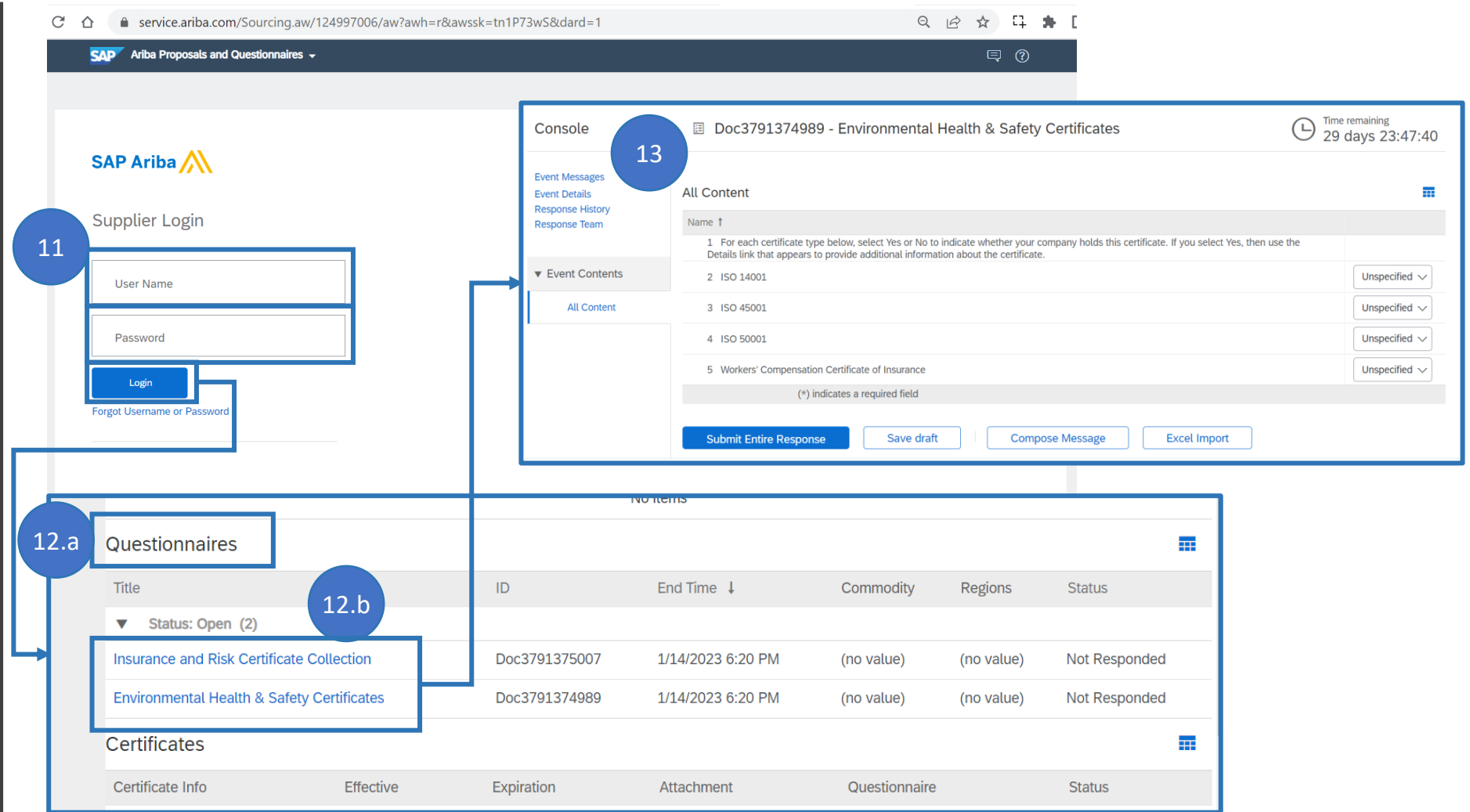
ACCESSING MODULAR QUESTIONNAIRE

If you do not receive the email from SAP Ariba, you can still access the Modular questionnaire page by following the steps below

11. Login to Ariba Network Supplier Account by going to <https://service.ariba.com/Supplier.aw>

12. Go to Questionnaires section, Click the desired modular questionnaire name

13. You will be redirected to **modular questionnaire** page



The screenshot shows the SAP Ariba interface. Step 11 highlights the 'Supplier Login' form with fields for 'User Name' and 'Password', and a 'Login' button. Step 12.a highlights the 'Questionnaires' section, and step 12.b highlights the 'Environmental Health & Safety Certificates' questionnaire. Step 13 highlights the 'All Content' section of the questionnaire, which lists five certificate types with 'Unspecified' status.

Title	ID	End Time ↓	Commodity	Regions	Status
Insurance and Risk Certificate Collection	Doc3791375007	1/14/2023 6:20 PM	(no value)	(no value)	Not Responded
Environmental Health & Safety Certificates	Doc3791374989	1/14/2023 6:20 PM	(no value)	(no value)	Not Responded

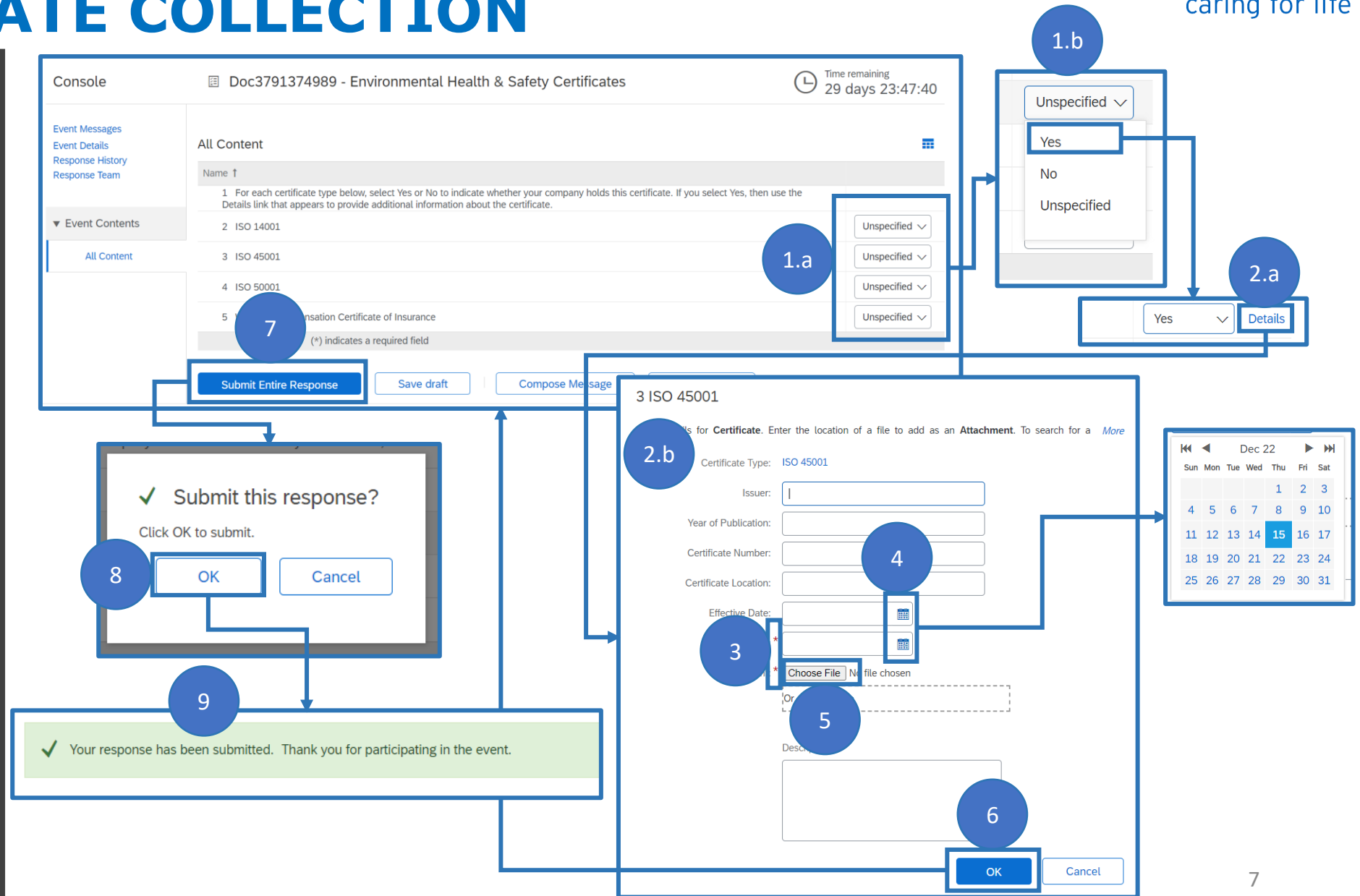
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
1				For each certificate type below, select Yes or No to indicate whether your company holds this certificate. If you select Yes, then use the Details link that appears to provide additional information about the certificate.	
2				ISO 14001	Unspecified
3				ISO 45001	Unspecified
4				ISO 50001	Unspecified
5				Workers' Compensation Certificate of Insurance	Unspecified

MODULAR QUESTIONNAIRE (CERTIFICATE COLLECTION)

- **RESPONDING TO GLOBAL EHS CERTIFICATE COLLECTION**

RESPONDING TO GLOBAL EHS CERTIFICATE COLLECTION

1. Select your answer in the dropdown, Answering "Yes" will show "Details" making it mandatory to fill up the certificate information
2. Click "Details". New window will pop-up, enter the details of the certificate
3. Fields marked with * are required to fill-out
4. Select the date by clicking the calendar icon and choose and click the appropriate date
5. Upload the Certificate file
6. Click OK
7. Click Submit Entire Response
8. Click OK
9. Confirmation message will be displayed in the page

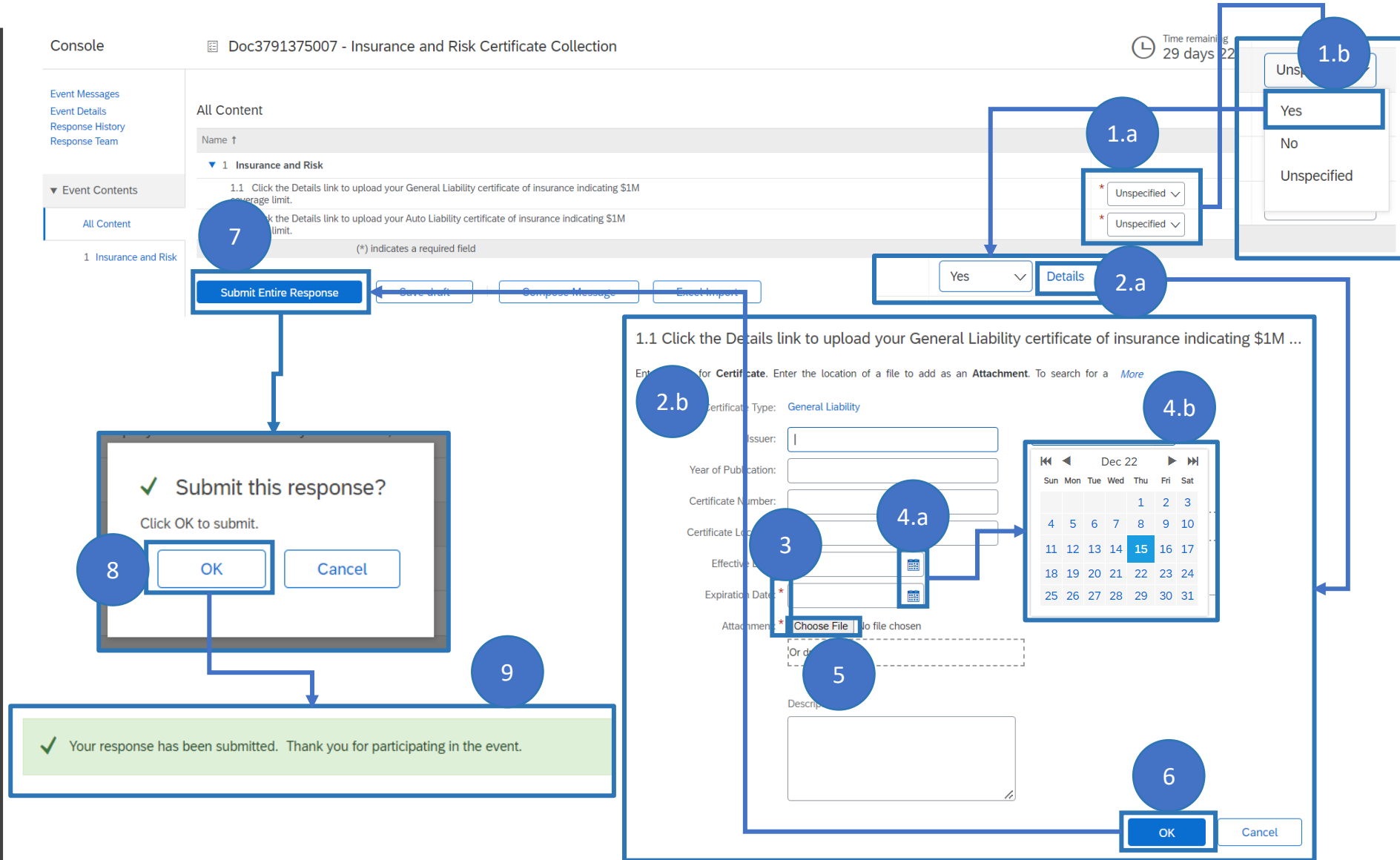


MODULAR QUESTIONNAIRE (CERTIFICATE COLLECTION)

- **RESPONDING TO INSURANCE AND RISK**

RESPONDING TO INSURANCE AND RISK

1. Select your answer in the dropdown, Answering "Yes" will show "Details" making it mandatory to fill up the certificate information
2. Click "Details". New window will pop-up, enter the details of the certificate
3. Fields marked with * are required to fill-out
4. Select the date by clicking the calendar icon and choose and click the appropriate date
5. Upload the Certificate file
6. Click OK
7. Click Submit Entire Response
8. Click OK
9. Confirmation message will be displayed in the page



The screenshot shows a web application interface for "Insurance and Risk Certificate Collection". The main content area lists items under "All Content", with the first item being "1.1 Insurance and Risk". A "Details" link is visible next to this item. A dropdown menu is open, showing options: "Unspecified", "Yes", "No", and "Unspecified". A "Submit Entire Response" button is highlighted. A confirmation dialog box asks "Submit this response?" with "OK" and "Cancel" buttons. A calendar is open, showing the date "15" selected. A "Choose File" button is also visible. A final confirmation message at the bottom states: "Your response has been submitted. Thank you for participating in the event."