



**FRESENIUS
KABI**

caring for life

SUPPLIER GUIDE

Ariba Network User Interface

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QUALIFICATION PROCESS QUESTIONNAIRE

- ACCESSING QUALIFICATION PROCESS
QUESTIONNAIRE

ACCESSING QUALIFICATION PROCESS QUESTIONNAIRE

1. You will receive an email from SAP Ariba
2. Email Subject: Fresenius Kabi invites you to participate in the process
3. Category and Region
4. Qualification Process Questionnaire name
5. If you need additional support, you may contact the listed email address
6. Click the **hyperlink**

1 Fresenius Kabi - TEST invites you to participate in this process



Ariba Administrator <no-reply@ansmtp.ariba.com>
To: Muli, Joeb

2

Hello John Doe,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Qualification process in SAP Ariba for potential sourcing activities with Fresenius Kabi - TEST. Thank you for taking the time to respond to each one.

Process Overview

Process: Qualification process
Category: Other Production Related Goods & Services
Region: Germany
Message:

3

Questionnaire Overview

Name	Assigned To	Respond By
CSR Self-Assessment Questionnaire		January 14, 2023 at 5:26 AM

4

[Click Here](#) to complete the process.

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: +14122228153

- North-America: AribaSupport-NAM.HainaSSC@fresenius-kabi.com
- All other locations: Ariba_Support@fresenius-kabi.com

5

ACCESSING QUALIFICATION PROCESS 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 **SM Process for Qualification** page. Click the **Questionnaire name**

11. You will be redirected to the **Qualification Questionnaire page**

The screenshot displays the SAP Ariba interface. At the top, the browser address bar shows the URL: `service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1`. The SAP Ariba logo is visible in the top left corner.

Supplier Login

Step 7: A blue circle highlights the "Supplier Login" heading.

Step 8: A blue circle highlights the "User Name" input field.

Step 8: A blue circle highlights the "Password" input field.

Step 9: A blue circle highlights the "Login" button.

Step 10: A blue circle highlights the "Questionnaire" section in the "SM Process for Qualification" page. The page shows details for a process with ID Doc3791538192, titled "CSR Self-Assessment Questionnaire".

Step 11: A blue circle highlights the "Qualification Questionnaire" page. The page shows a "Console" on the left with "Event Contents" expanded to "All Content". The main content area displays a list of questions under "Corporate Social Responsibility - Contact Details" and "General Information on Corporate Social Responsibility [CSR]".

Name	Value
1.1 Company Name	Mighty Labs, LLC
1.2 Contact Person	
1.3 Telephone Number	
1.4 Email Address	
2.1 Is your company's CSR performance assessed via EcoVadis?	Unspecified
2.3 Have you set science-based emission reduction?	Unspecified

At the bottom of the page, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A "Time remaining" indicator shows 29 days 23:18:53.

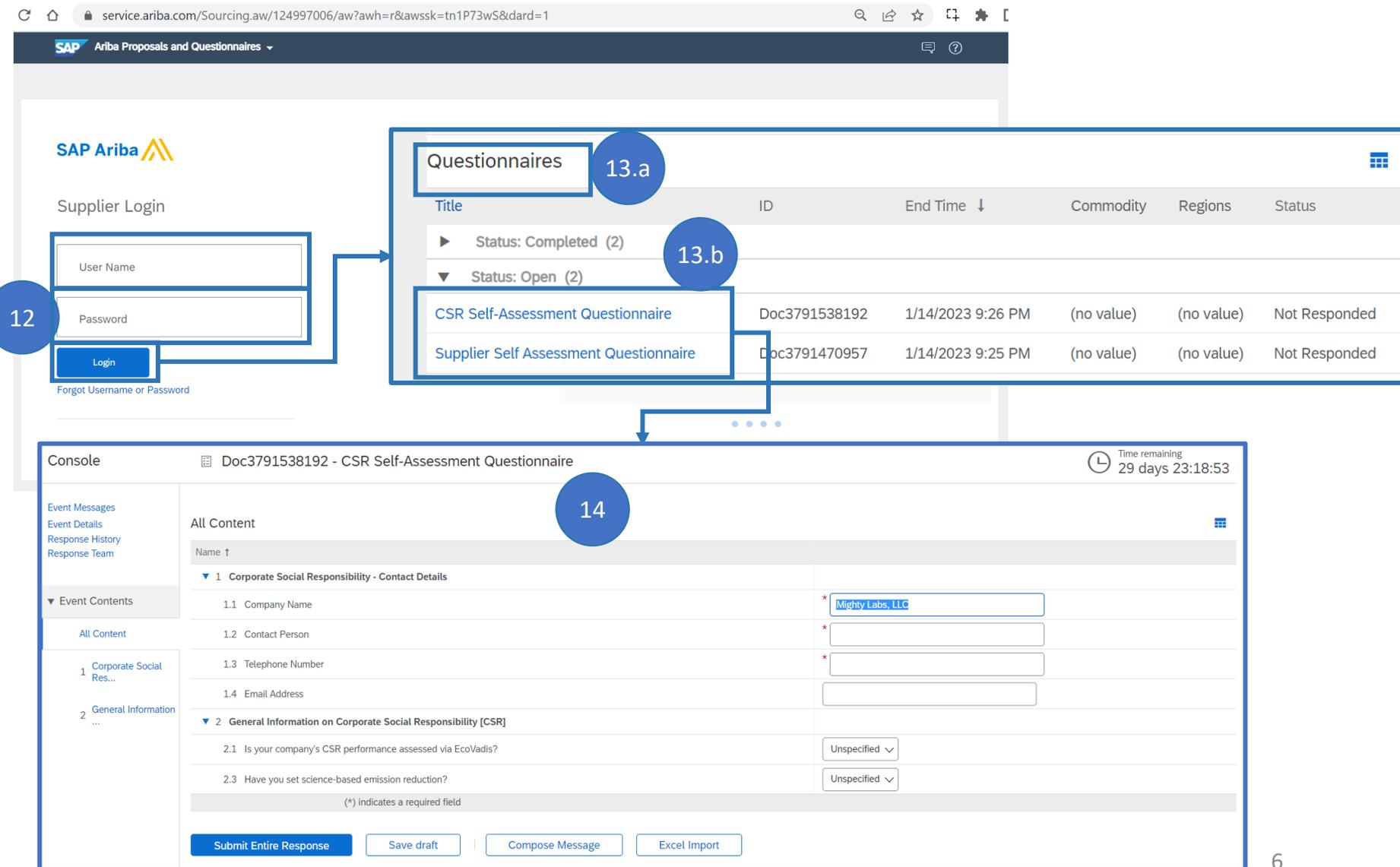
ACCESSING QUALIFICATION PROCESS QUESTIONNAIRE

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

12. Login to Ariba Network Supplier Account by going to <https://service.ariba.com/Sourcing.aw/124997006/aw?awh=r&awssk=tn1P73wS&dard=1>

13. Go to Questionnaires section, Click the desired qualification questionnaire name

14. You will be redirected to **qualification questionnaire** page



The screenshot illustrates the SAP Ariba interface for accessing a qualification questionnaire. It is divided into three main sections:

- Supplier Login (Step 12):** A form with fields for "User Name" and "Password", and a "Login" button. A blue circle labeled "12" is positioned to the left of the form.
- Questionnaires (Step 13):** A table listing available questionnaires. A blue circle labeled "13.a" points to the "Questionnaires" header, and another labeled "13.b" points to the "Status: Open (2)" section. The table contains the following data:

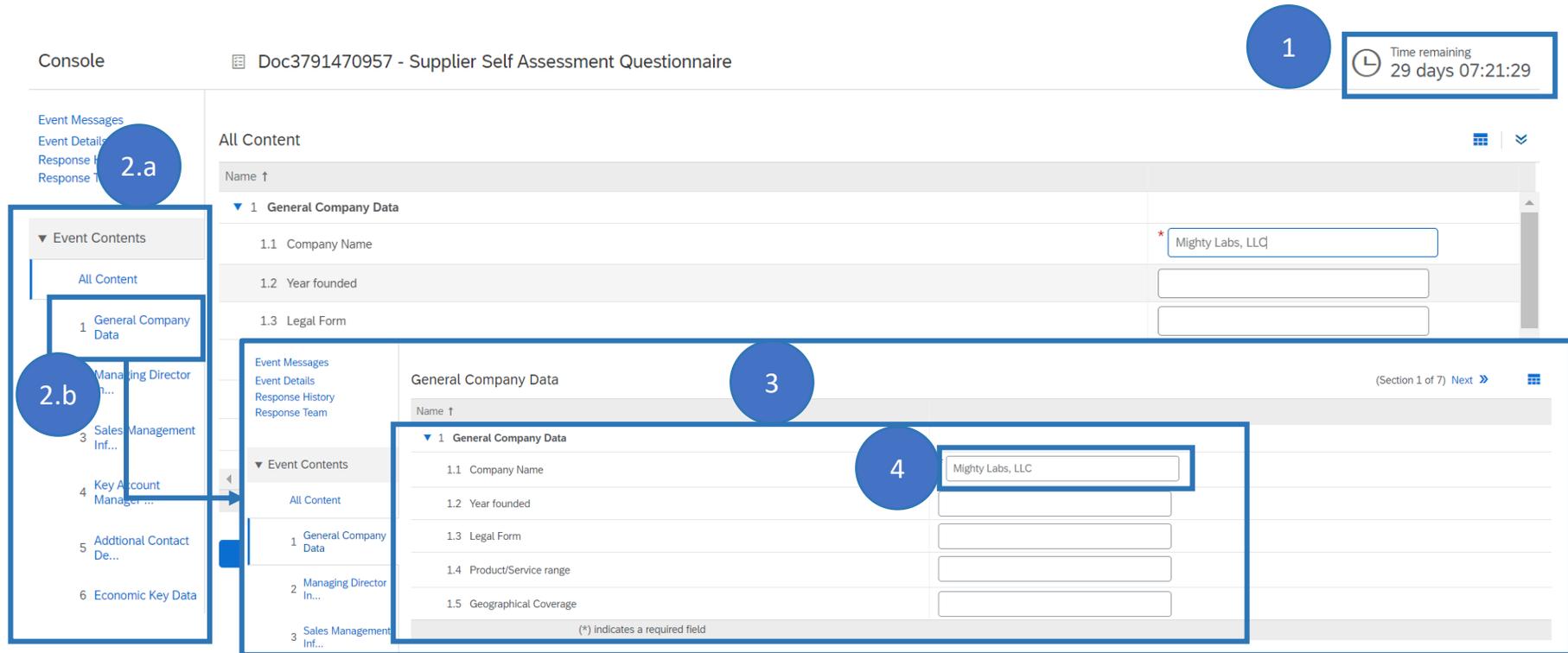
Title	ID	End Time ↓	Commodity	Regions	Status
▶ Status: Completed (2)					
▼ Status: Open (2)					
CSR Self-Assessment Questionnaire	Doc3791538192	1/14/2023 9:26 PM	(no value)	(no value)	Not Responded
Supplier Self Assessment Questionnaire	Doc3791470957	1/14/2023 9:25 PM	(no value)	(no value)	Not Responded
- Console (Step 14):** A detailed view of the "CSR Self-Assessment Questionnaire" for document ID "Doc3791538192". A blue circle labeled "14" is positioned above the content area. The form includes sections for "Corporate Social Responsibility - Contact Details" and "General Information on Corporate Social Responsibility [CSR]". The "Contact Details" section has fields for "Company Name" (filled with "Mighty Labs, LLC"), "Contact Person", "Telephone Number", and "Email Address". The "General Information" section has dropdown menus for "Is your company's CSR performance assessed via EcoVadis?" and "Have you set science-based emission reduction?". A "Time remaining" indicator shows "29 days 23:18:53". Buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import" are at the bottom.

QUALIFICATION PROCESS QUESTIONNAIRE

- **RESPONDING TO SUPPLIER SELF-ASSESSMENT
QUESTIONNAIRE**

RESPONDING TO SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

1. Time remaining to submit response
2. List of sections, clicking this link will only show the questions and fields that are under that section
3. Answer the fields in **General Company Data** Section
4. Company Name is pre-populated from the registration form



The screenshot shows the 'Supplier Self Assessment Questionnaire' interface. At the top right, a timer indicates 'Time remaining: 29 days 07:21:29'. The main content area is titled 'All Content' and lists sections under 'Event Contents'. A sidebar on the left contains a list of sections: 'General Company Data', 'Managing Director In...', 'Sales Management Inf...', 'Key Account Manager...', 'Additional Contact De...', and 'Economic Key Data'. Annotations include:

- 1**: A blue circle highlighting the timer.
- 2.a**: A blue circle highlighting the 'All Content' link in the sidebar.
- 2.b**: A blue circle highlighting the 'General Company Data' link in the sidebar.
- 3**: A blue circle highlighting the 'General Company Data' section in the main content area.
- 4**: A blue circle highlighting the 'Company Name' field, which is pre-populated with 'Mighty Labs, LLC'.

The 'General Company Data' section contains the following fields:

Name	Value
1.1 Company Name	Mighty Labs, LLC
1.2 Year founded	
1.3 Legal Form	
1.4 Product/Service range	
1.5 Geographical Coverage	

(*) Indicates a required field

RESPONDING TO SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

5. Add Managing Director Information by clicking **Add Managing Director Information**

6. You will be redirected to **Managing Director Information** page. Click **"Add Managing Director Details"**

7. (Optional)Managing Director Information #1 is visible; You can add more Managing Director Details by clicking **Add an additional Managing Director Details**

8. (Optional)You can delete the Managing Director Details by clicking **"Delete"** button

9. Fill up the needed information.

10. In the upper section of the page, Click Save

11. Add Managing Director Information has "1" value now

Managing Director Information

(Section 2 of 7) << Prev. | Next >>

Name ↑

2 Managing Director Information

(*) indicates a required field

5 Add Managing Director Information (0)

All Content > 2 Managing Director Information

Managing Director Information (0)

Name ↑

6 Add Managing Director Details

Add Managing Director Information (1) 11

10 Save Cancel

Managing Director Information (1)

Name ↑

8 Delete

9

▼ Managing Director Details #1

Managing Directors Full Name

Managing Directors Phone Number

Managing Director Email address

7 Add an additional Managing Director Details

(*) indicates a required field

RESPONDING TO SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

12. Add Sales Management Information by clicking **Add Sales Management Information**

13. You will be redirected to **Sales Management Information** page. Click **"Add Sales Management Details"**

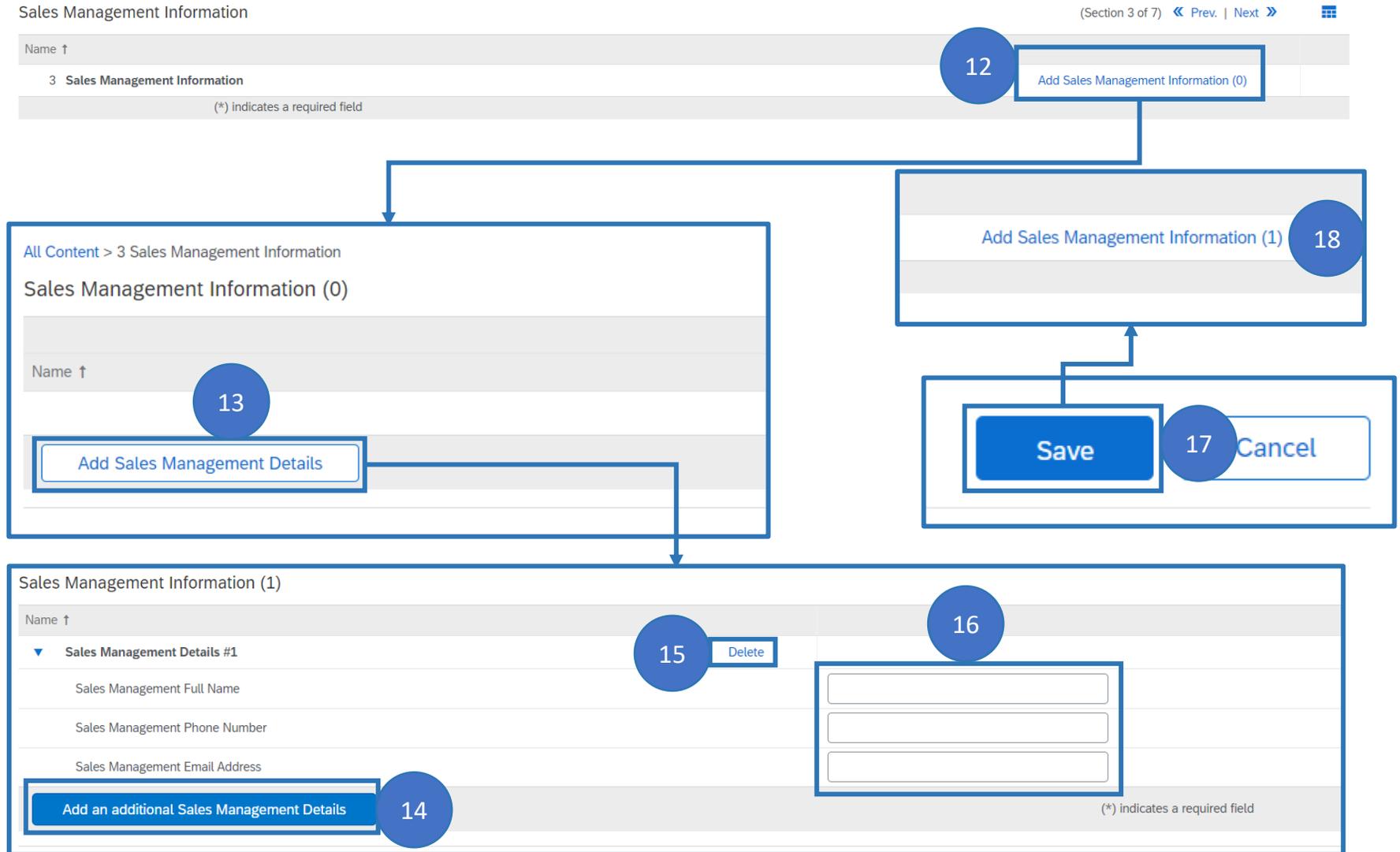
14. (Optional) Sales Management Information #1 is visible; You can add more Sales Management Details by clicking **Add an additional Sales Management Details**

15. (Optional) You can delete the Managing Director Details by clicking **"Delete"** button

16. Fill up the needed information.

17. In the upper section of the page, Click Save

18. Add Sales Management Information has "1" value now



RESPONDING TO SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

19. Add Key Account Manager Information by clicking **Add Key Account Manager Information**

20. You will be redirected to **Key Account Manager Information page**. Click **"Add Key Account Manager Details"**

21. (Optional) Key Account Manager Information #1 is visible; You can add more Key Account Manager Details by clicking **Add an additional Key Account Manager Details**

22. (Optional) You can delete the Managing Director Details by clicking **"Delete"** button

23. Fill up the needed information.

24. In the upper section of the page, Click Save

25. Add Key Account Manager Information has "1" value now

Key Account Manager Information

(Section 4 of 7) « Prev. | Next »

Name ↑

4 Key Account Manager Information

(*) indicates a required field

19 Add Key Account Manager Information (0)

All Content > 4 Key Account Manager Information

Key Account Manager Information (0)

Name ↑

20 Add Key Account Manager Details

Add Key Account Manager Information (1)

25

Save 24 Cancel

Key Account Manager Information (1)

Name ↑

22 Delete

23

Key Account Manager Details #1

Key Account Manager for Fresenius Kabi Full Name

Key Account Manager for Fresenius Kabi Phone Number

Key Account Manager for Fresenius Kabi Email Address

21 Add an additional Key Account Manager Details

(*) indicates a required field

RESPONDING TO SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

33. Click **"More"** to show additional message

34. Add Economic Key Data by clicking **Add Economic Key Data**

35. You will be redirected to **Economic Key Data** page. Click **"Add Economic Key Data Details"**

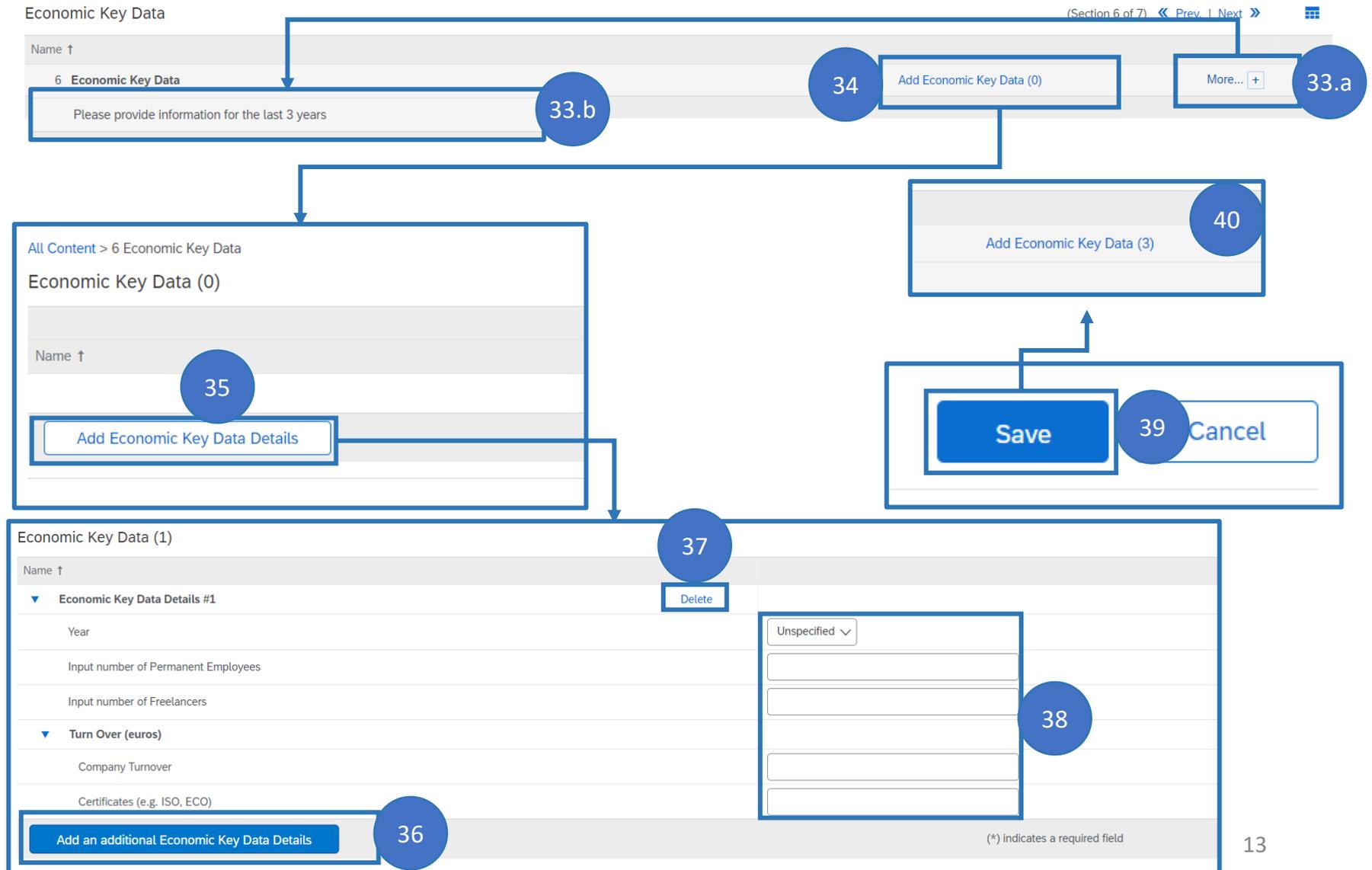
36. (Optional) Economic Key Data Details #1 is visible; You can add more Economic Key Data Details by clicking **Add an additional Economic Key Data**

37. (Optional) You can delete the Managing Director Details by clicking **"Delete"** button

38. Fill up the needed information.

39. In the upper section of the page, Click Save

40. Add Additional Contact Details has value now



RESPONDING TO SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

41. Answer the questions 7,8,9. Answering "Yes" to question 9 will show new field to enter answer

42. Add Fresenius Kabi Business Segments by clicking **Add Fresenius Kabi Business Segments**

43. You will be redirected to **Fresenius Kabi Business Segments page**. Click **"Add Fresenius Kabi Business Segments Details"**

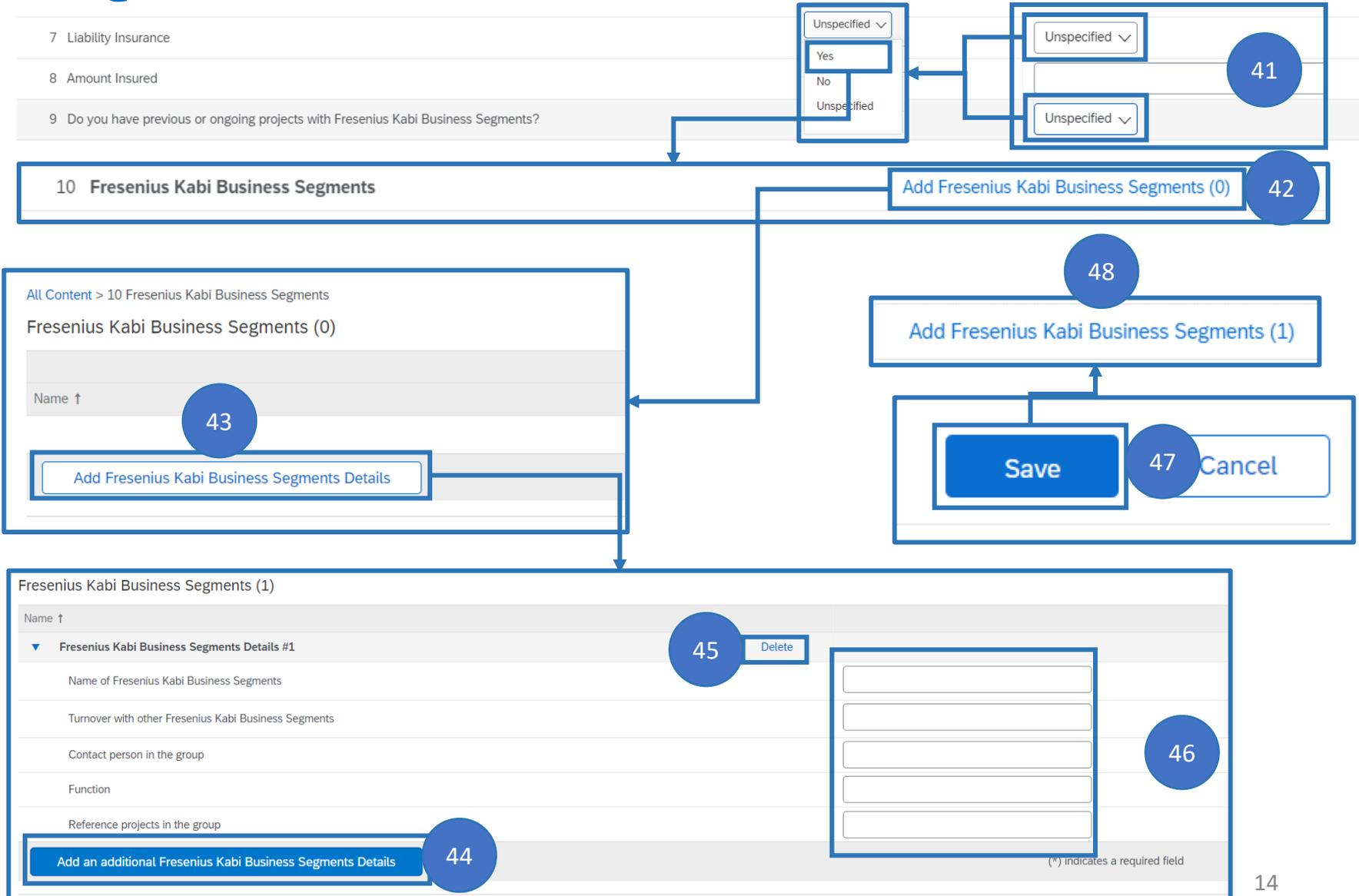
44. (Optional) Fresenius Kabi Business Segments Details #1 is visible; You can add more Economic Key Data Details by clicking **Add an additional Fresenius Kabi Business Segments Details**

45. (Optional) You can delete the Managing Director Details by clicking **"Delete"** button

46. Fill up the needed information.

47. In the upper section of the page, Click Save

48. Add Additional Contact Details has value now



RESPONDING TO SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

49. Add Current references outside the Fresenius Kabi Group by clicking **Add Current references outside the Fresenius Kabi Group**

50. You will be redirected to Current references outside the Fresenius Kabi Group page. Click **"Add References outside the Fresenius Kabi"**

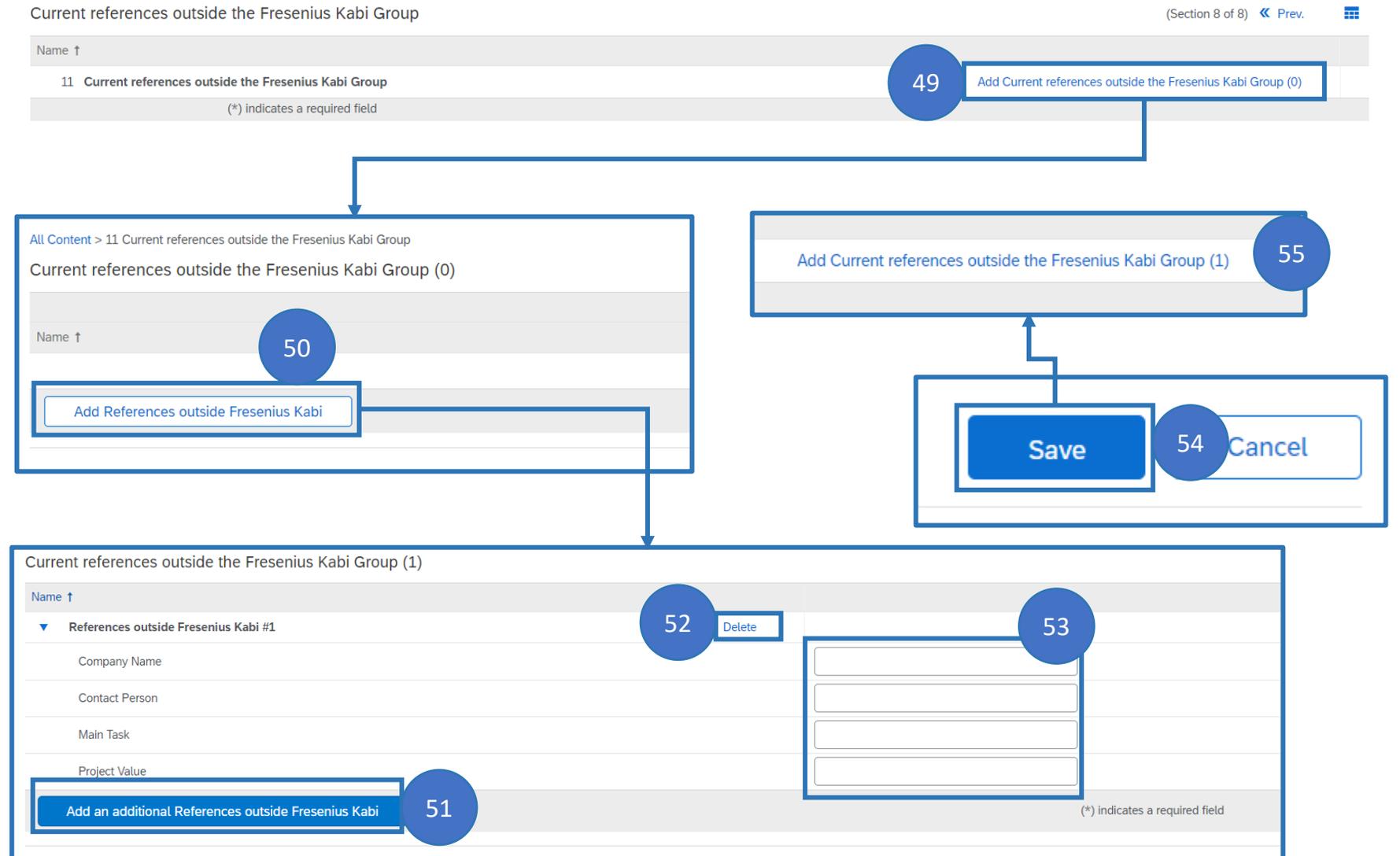
51. (Optional) Additional References outside the Fresenius Kabi #1 is visible; You can add more Current references outside the Fresenius Kabi Group by clicking **Add an additional References outside the Fresenius Kabi**

52. (Optional) You can delete the Managing Director Details by clicking **"Delete"** button

53. Fill up the needed information.

54. In the upper section of the page, Click Save

55. Add Current references outside the Fresenius Kabi Group has "1" value now



Current references outside the Fresenius Kabi Group (Section 8 of 8) << Prev. [Grid Icon]

Name ↑

11 Current references outside the Fresenius Kabi Group

(*) indicates a required field

49 Add Current references outside the Fresenius Kabi Group (0)

All Content > 11 Current references outside the Fresenius Kabi Group

Current references outside the Fresenius Kabi Group (0)

Name ↑

50

Add References outside Fresenius Kabi

55 Add Current references outside the Fresenius Kabi Group (1)

54 Save Cancel

Current references outside the Fresenius Kabi Group (1)

Name ↑

52 Delete

53

References outside Fresenius Kabi #1

Company Name

Contact Person

Main Task

Project Value

51 Add an additional References outside Fresenius Kabi

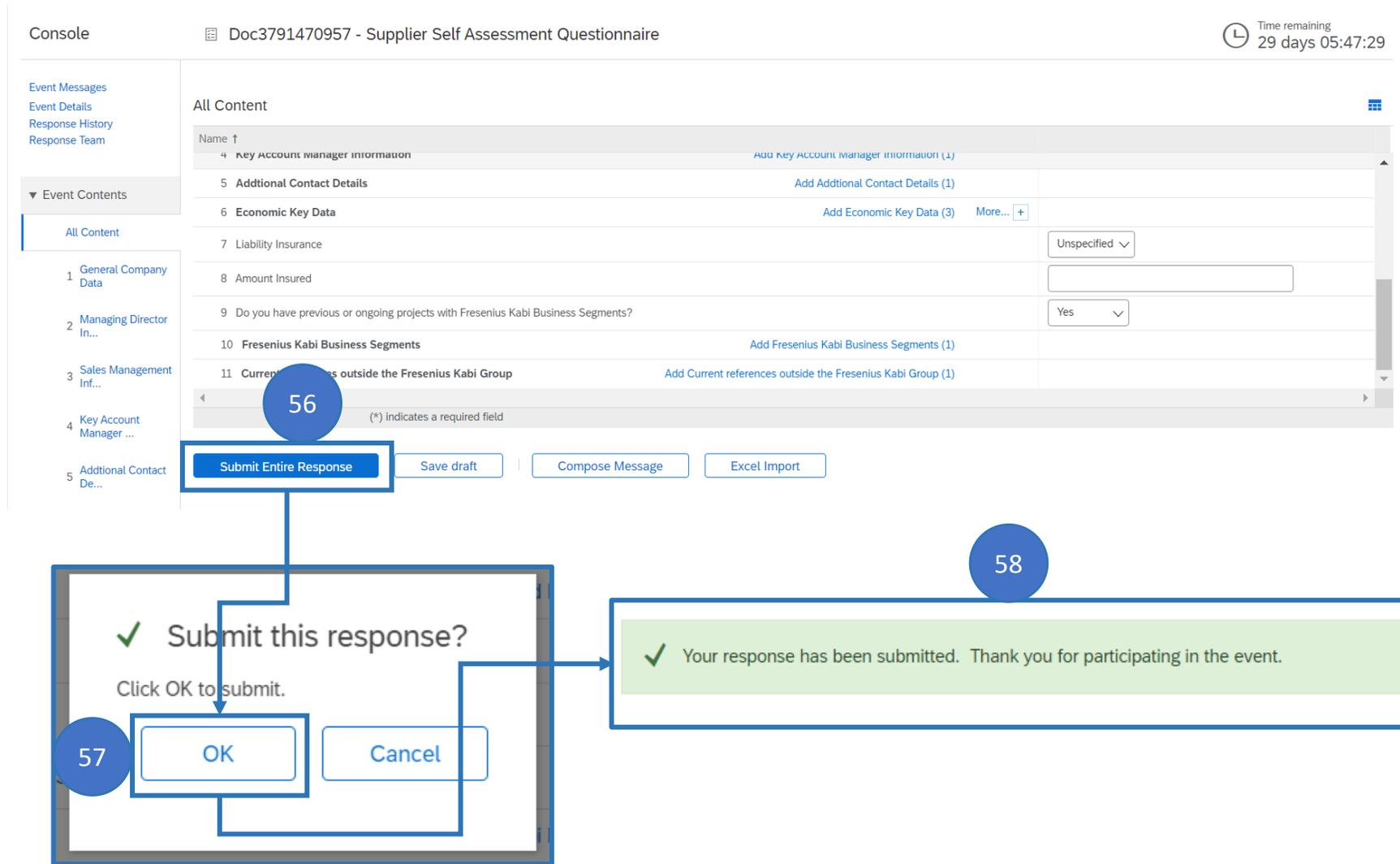
(*) indicates a required field

RESPONDING TO SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE

56. Click "Submit Entire Response"

57. On the pop-up window, Click OK

58. Your response to the questionnaire has been submitted



The screenshot shows the 'Supplier Self Assessment Questionnaire' interface. The top bar includes a 'Console' tab, the document ID 'Doc3791470957 - Supplier Self Assessment Questionnaire', and a 'Time remaining' indicator of '29 days 05:47:29'. The main content area is titled 'All Content' and lists various sections: 4 Key Account Manager Information, 5 Additional Contact Details, 6 Economic Key Data, 7 Liability Insurance, 8 Amount Insured, 9 Do you have previous or ongoing projects with Fresenius Kabi Business Segments?, 10 Fresenius Kabi Business Segments, and 11 Current references outside the Fresenius Kabi Group. A blue circle with the number '56' is positioned over the 'Submit Entire Response' button. Below the main content area, a blue circle with the number '57' is positioned over the 'OK' button in a confirmation dialog box. A blue circle with the number '58' is positioned over a green success message box that reads 'Your response has been submitted. Thank you for participating in the event.'

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Company Data
- 2 Managing Director In...
- 3 Sales Management Inf...
- 4 Key Account Manager ...
- 5 Additional Contact De...

4 Key Account Manager Information (1)

5 Additional Contact Details (1)

6 Economic Key Data (3) More... +

7 Liability Insurance (Unspecified)

8 Amount Insured

9 Do you have previous or ongoing projects with Fresenius Kabi Business Segments? (Yes)

10 Fresenius Kabi Business Segments (1)

11 Current references outside the Fresenius Kabi Group (1)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit this response?
Click OK to submit.

OK Cancel

Your response has been submitted. Thank you for participating in the event.