

# 供应商手册

## 2. 资格认证

西门子能源 E2E ARIBA 实施

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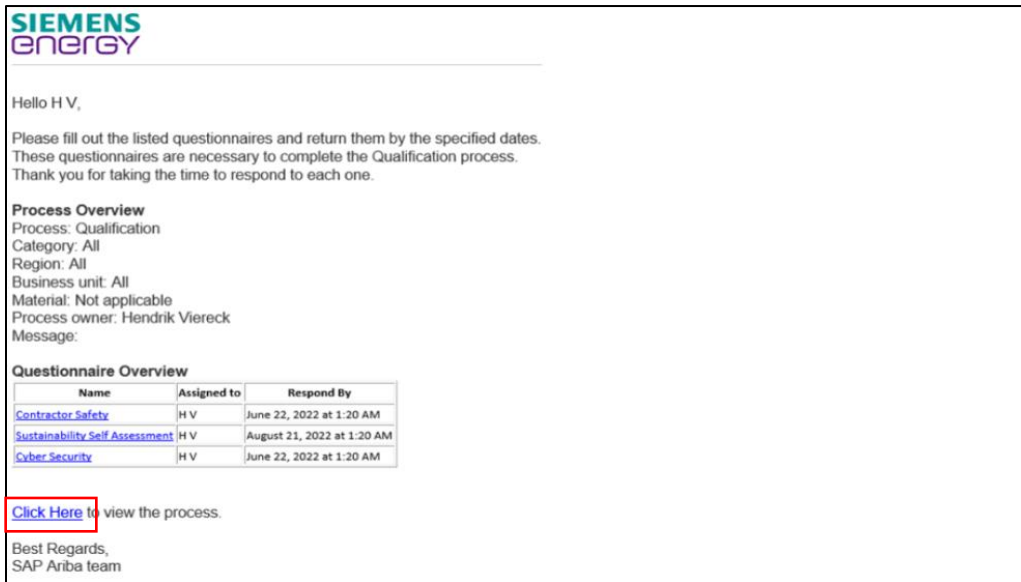
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请注意：您在参加调查问卷前必须已注册 Ariba 账户。更多有关于如何在 Ariba 注册账户的操作指导，请参考“供应商手册\_1.注册”，链接为：<https://assets.siemens-energy.com/siemens/assets/api/uuid:a184738e-f668-49ea-a177-8fa23fd3a8a5/supplier-manuals-registration-se-ariba-cn.pdf>

## 1. 资格认证调查问卷概述

### 1.1 邀请邮件

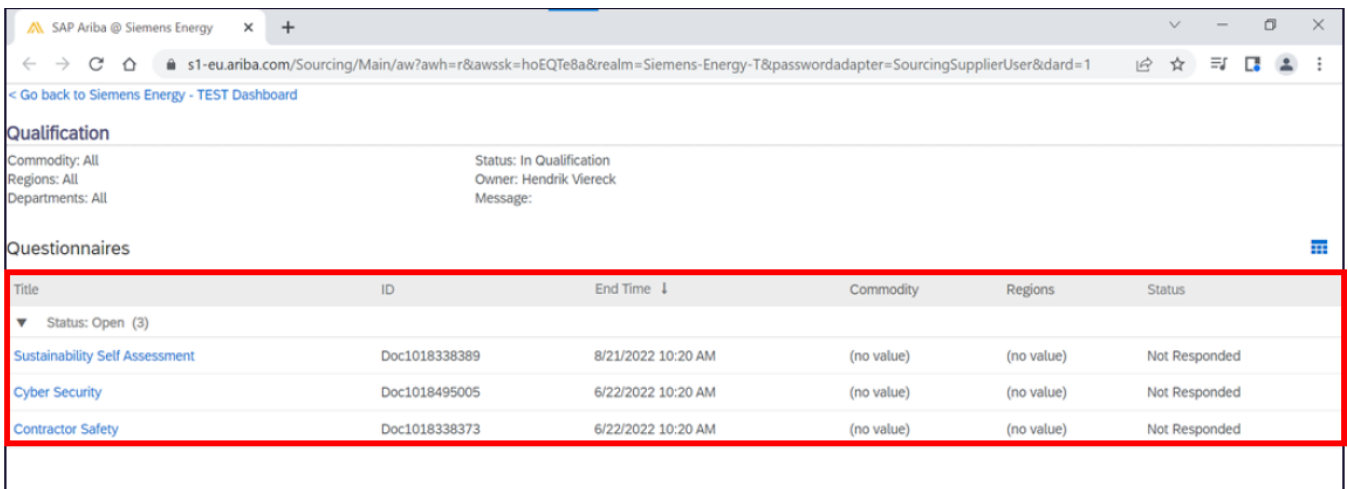
您会收到一封来自西门子能源的电子邀请邮件，请点击邀请邮件中的链接，以进入 Ariba 来访问您的个人资料。如果您无法找到该邮件，请查看您的垃圾箱。



### 1.2 资格认证和资格认证 Dashboard

在此概览中，会显示所有需要回答的调查问卷以便于完成资格认证。

请注意：资格认证调查问卷有多种类型，您需要回答的调查问卷是取决于供应商的经营/交付范围。



### 1.3 Dashboard

如果您在通过邀请链接访问问卷时遇到任何问题，可以随时在 **Ariba Dashboard** 上找到所有的问卷以及它们各自的状态。例如：它们是否被回应，是否在等待提交，以及是否被批准。此外，您还可以监测你还有多少剩余时间来回答调查问卷。

The screenshot shows the Ariba Sourcing dashboard for a user named 'SIEMENS ENERGY - TEST'. The dashboard includes a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', and buttons for 'Get enterprise account' and 'TEST MODE'. A message on the left states 'There are no matched postings.' The main content area features a welcome message and several sections: 'Events' (No items), 'Registration Questionnaires', 'Qualification Questionnaires' (No items), and 'Questionnaires'. The 'Registration Questionnaires' section is expanded to show a list of questionnaires. A red box highlights the following entry:

Title	ID	End Time ↓	Status
Supplier Registration Questionnaire	Doc1016950111	6/15/6105 10:59 AM	Registered

The screenshot shows the 'Questionnaires' section of the dashboard. A red box highlights the following list of questionnaires:

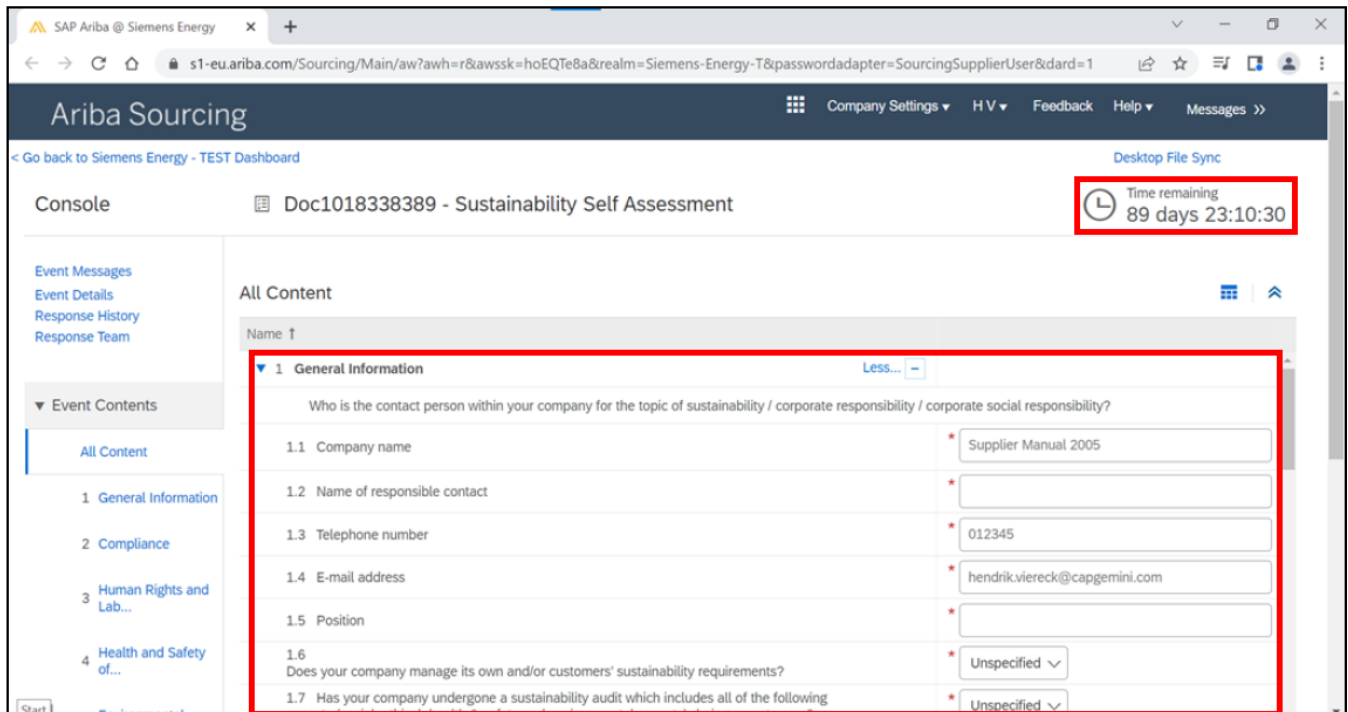
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
Contractor Safety	Doc1018338373	5/23/2022 1:15 PM	(no value)	(no value)	Pending Approval
Cyber Security	Doc1018495005	5/23/2022 12:56 PM	(no value)	(no value)	Approved
▼ Status: Open (1)					
Sustainability Self Assessment	Doc1018338389	8/21/2022 10:20 AM	(no value)	(no value)	Not Responded

Below this list are sections for 'Certificates' (No items), 'Supplier Lifecycle Processes', and 'Qualification' (All, All, All, Hendrik Viereck, In Qualification, View).

## 2. 供应商资格认证调查问卷填写

### 2.1 可持续发展自我评估

当点击可持续发展自我评估问卷时，您可看到所有需要填写的问卷内容，以及在右上角显示回答问卷的剩余时间。请注意，所有红色星号的字段为必填项。该问卷第一部分涉及供应商的一般信息。请提供您的可持续发展/企业责任/企业社会责任联系人的所有信息。



SAP Ariba @ Siemens Energy

s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=hoEQTe8a&realm=Siemens-Energy-T&passwordadapter=SourcingSupplierUser&card=1

Ariba Sourcing

Company Settings | HV | Feedback | Help | Messages

Go back to Siemens Energy - TEST Dashboard

Desktop File Sync

Console | Doc1018338389 - Sustainability Self Assessment

Time remaining: 89 days 23:10:30

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 General Information
- 2 Compliance
- 3 Human Rights and Lab...
- 4 Health and Safety of...

All Content

Name ↑

1 General Information Less...

Who is the contact person within your company for the topic of sustainability / corporate responsibility / corporate social responsibility?

1.1 Company name	*	Supplier Manual 2005
1.2 Name of responsible contact	*	
1.3 Telephone number	*	012345
1.4 E-mail address	*	hendrik.viereck@capgemini.com
1.5 Position	*	
1.6 Does your company manage its own and/or customers' sustainability requirements?	*	Unspecified
1.7 Has your company undergone a sustainability audit which includes all of the following	*	Unspecified

## 2.1.1 需进一步验证的问题

根据您的回答，有些题目会触发进一步的后续问题。如果需要的话，也请在这些答案的后面加上支持性文件和/或简短的解释。您可以通过点击 "附加文件" 附加文件和/或在评论栏中留言来提供进一步信息。

The screenshot shows a web browser window with the URL `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=hoEQTe8a&realm=Siemens-Energy-T&passwordadapter=SourcingSupplierUser&dard=1#b0`. The page title is "All Content". On the left, there is a sidebar with "Event Contents" and a list of categories: 1 General Information, 2 Compliance, 3 Human Rights and Lab..., 4 Health and Safety of..., 5 Environmental Protec..., 6 Responsible Minerals..., and 7 Supply Chain. The main content area displays a list of questions. Question 1.7 is highlighted with a red box: "1.7 Has your company undergone a sustainability audit which includes all of the following aspects (social, ethical, health & safety and environmental aspects) during recent years?". The dropdown menu for this question is set to "No". Other questions include 1.10, 2.1, 2.4, 3.1, and 4.1, all with "Unspecified" selected in their dropdown menus. A note at the bottom states "(\*) indicates a required field".

The screenshot shows the same SAP Ariba form. Question 1.7 is now selected with "Yes" in the dropdown menu. A red box highlights the question details: "1.7 Has your company undergone a sustainability audit which includes all of the following aspects (social, ethical, health & safety and environmental aspects) during recent years?". Below the question, there are three sub-questions: 1.8 "Who performed the audit / assessment? (Please note the name of the audit firm e.g. SGS, Intertek, TÜV, BV, etc.)", 1.9 "Audit / Assessment completion date", and 1.10 "How many people does your company employ? (Only the number of people working at this specific facility required)". The dropdown for 1.8 is empty, 1.9 has a calendar icon, and 1.10 is empty. The rest of the form, including the sidebar and other questions (2.1, 2.4, 3.1, 4.1), remains the same as in the previous screenshot. The note "(\*) indicates a required field" is still present at the bottom.

## 2.1.2 附加问题（选填）

如您所见，**第8和第9部分**为非必选项，您可以选择不填。当然，如果可以的话，请尽量回答。

**第8部分**涉及回收利用。如果您在8.1题回答为“是”，则会要求您给出一个预估的百分比。

**第9部分**涉及包容性和多元化。如果可以的话，请提供所要求的有关包容和多元化的信息，并请上传一份批准文件（如有）。

The screenshot shows a web browser window with the URL `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=hoEQTe9a&realm=Siemens-Energy-T&passwordadapter=SourcingSupplierUser&dard=1#b0`. The page title is "All Content". On the left sidebar, there are navigation links: "Event Messages", "Event Details", "Response History", "Response Team", "Event Contents", and a list of categories from 1 to 7. The main content area is titled "All Content" and shows a list of questions. Two sections are highlighted with red boxes: "8 Recycling (optional)" and "9 Inclusion and Diversity (optional)".

8 Recycling (optional)	
8.1 Will you provide products to us which could generally be made of recycled material?	Unspecified ▾

Not answering these questions will have no negative consequences but answering these questions contributes positively to our supplier evaluations.

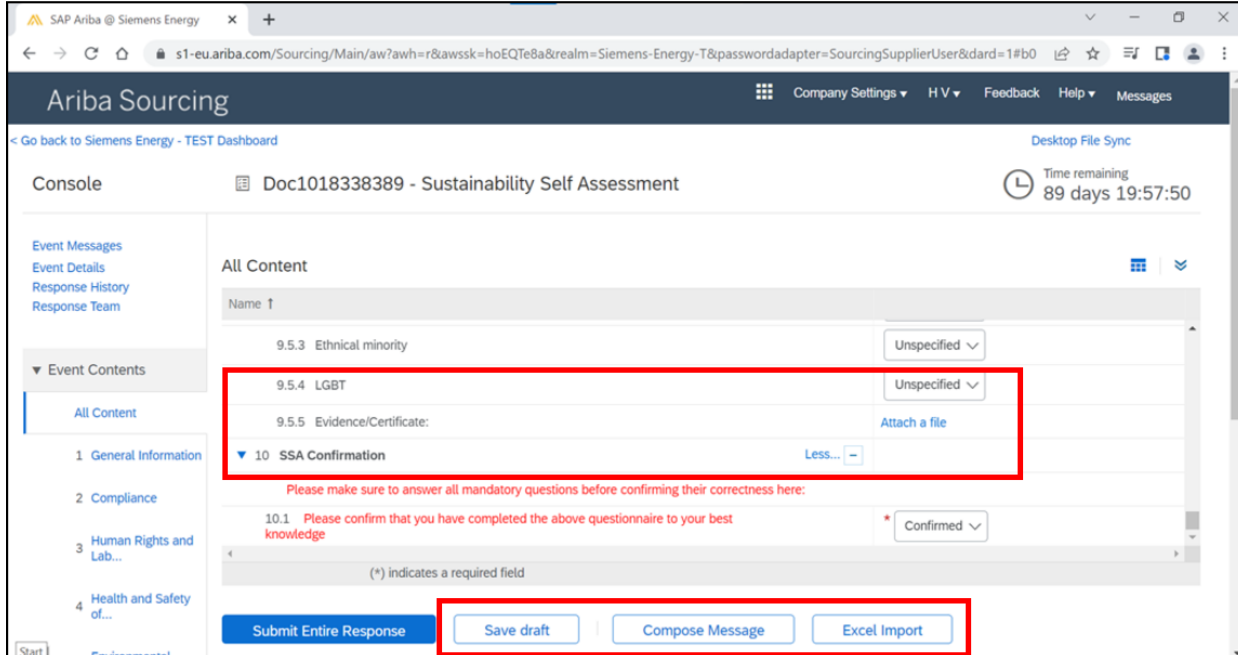
9 Inclusion and Diversity (optional)	
9.1 Size of business: ⓘ	Unspecified ▾
9.2 Please provide information on the following share of women, disabled people, ethnical minorities and people from the LGBT community belonging to your company.	
9.3 Business Owners	
9.3.1 Women	Unspecified ▾
9.3.2 Disabled	Unspecified ▾
9.3.3 Ethnical minority	Unspecified ▾
9.3.4 LGBT	Unspecified ▾
9.3.5 Evidence/Certificate:	<a href="#">Attach a file</a>

(\*) indicates a required field

### 2.1.3 可持续发展自我评估调查问卷的确认

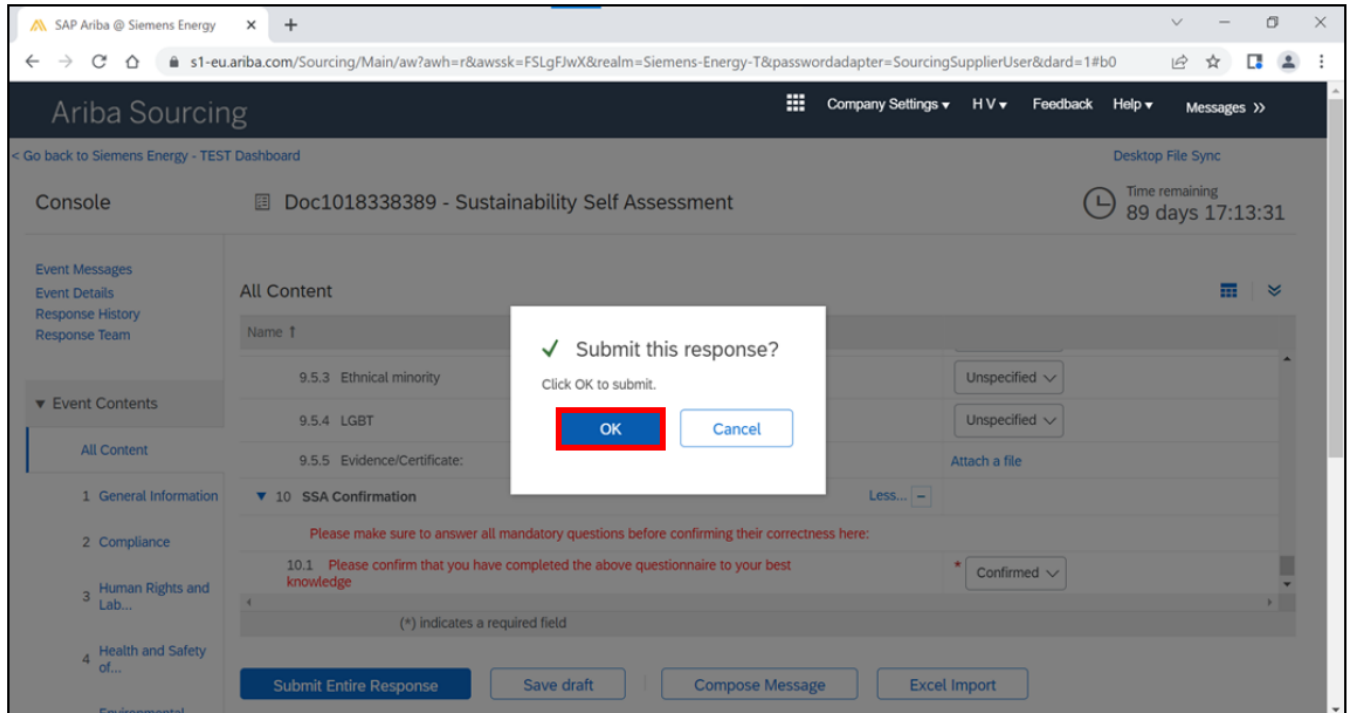
在这一部分，请确认您已经尽可能地回答了您所了解的的所有的问题。

在提交最终答案前，您可以先将答案保存为草稿以便于后续编辑/完成信息，或通过Excel电子表格导入/导出您的答案。



### 2.1.4 提交

点击“Submit Entire Response”和“OK”来提交问卷。



## 2.1.5 纠正措施问题

点击 "提交" 后, 有可能会根据您的回答弹出其他问题。请回答所有剩余的必填问题。

The screenshot displays the Ariba Sourcing interface for a Sustainability Self Assessment. At the top, a red banner indicates: "There are 2 problems that require completion or correction in order to complete your request. Mouse over the red icons to learn more. Use the **Next** and **Previous** links to step through the errors as needed." Below this, the document title is "Doc1018338389 - Sustainability Self Assessment" with a timer showing "Time remaining 89 days 19:57:03".

The main content area is titled "All Content" and lists three questions:

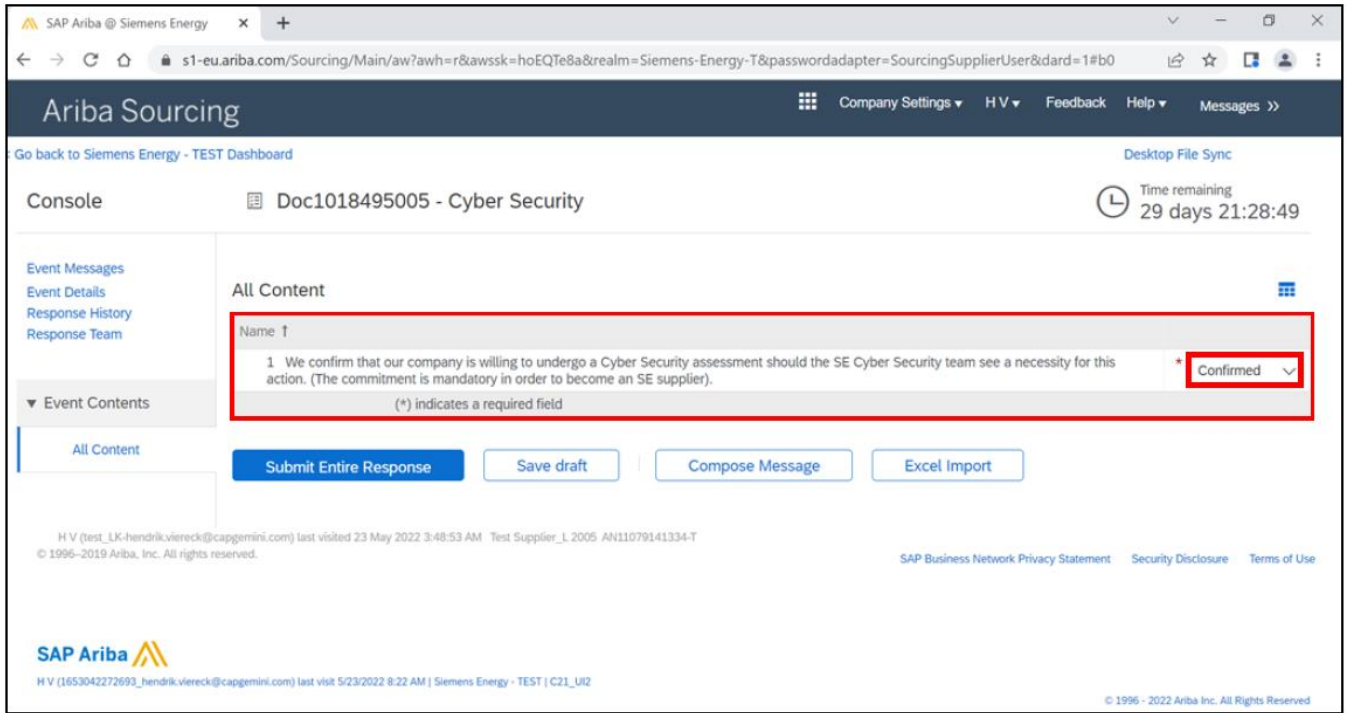
- 2.1 Does your company have a compliance program or policy in place?
- 2.4 Is your company or are its employees currently under external or internal investigation for any misconduct related to corruption or other relevant criminal practices or has it/have they been in the last five years?
- 2.5 Corrective Action Plan Question: Please give detailed information and state the outcome of the aforementioned internal and external investigations and what penalties were imposed if any.

A red error box highlights question 2.5 with the message: "You need to provide an answer to Question 2.5, 'Corrective Action Plan Question: Please give detailed information and state the outcome of the aforementioned internal and external investigations and what penalties were imposed if any.'" Below the error box is a red-outlined text input field.

At the bottom, there are four buttons: "Submit Entire Response" (highlighted in blue), "Save draft", "Compose Message", and "Excel Import". A note at the bottom of the content area states: "(\*) indicates a required field".

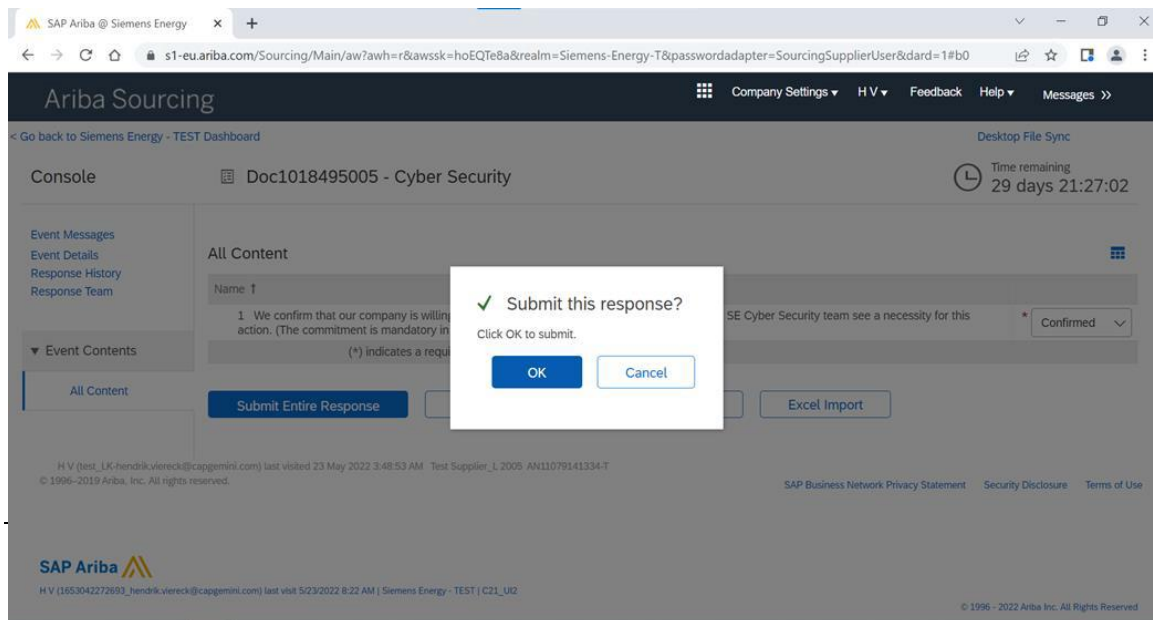
## 2.2 网络安全调查问卷

网络安全调查问卷只包含一个问题，您必须确认该问题才能成为西门子能源的批准供应商。如果我们的数据安全团队决定有必要进行网络安全评估，他们将单独与您联系。



### 2.2.1 提交

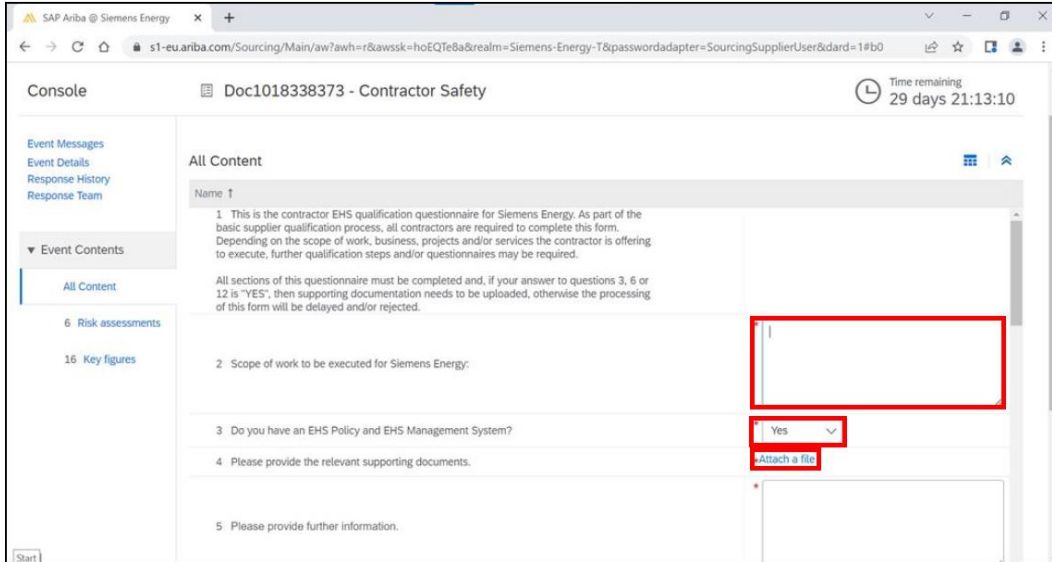
点击“Submit Entire Response”和“OK”来提交问卷。



## 2.3 承包商安全调查问卷

请您尽可能回答本问卷的所有问题。根据问题的不同，回答也有可能不同。您可以输入您的信息（如问题 2），或者从下拉菜单中选择答案（如问题 3）。

请注意：一些您回答“是”的问题需要用证明文件和/或简要的解释来验证。因此，请点击“附加文件”附上文件，并在备注栏中填写描述，以提供进一步信息。

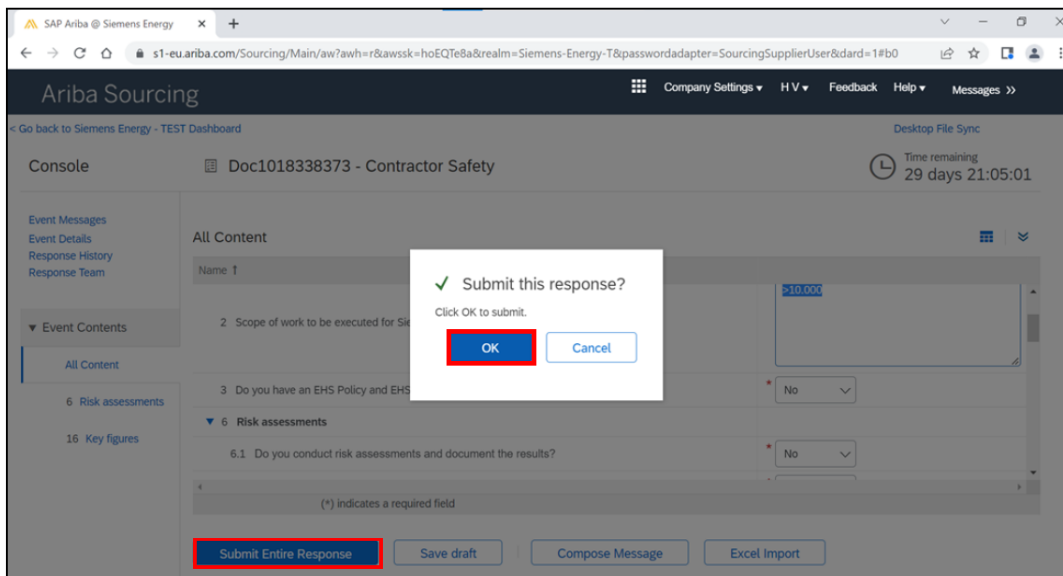


The screenshot shows a web browser window displaying the SAP Ariba Contractor Safety questionnaire. The page title is "Doc1018338373 - Contractor Safety" and the time remaining is "29 days 21:13:10". The form is titled "All Content" and contains several questions:

- 1 This is the contractor EHS qualification questionnaire for Siemens Energy. As part of the basic supplier qualification process, all contractors are required to complete this form. Depending on the scope of work, business, projects and/or services the contractor is offering to execute, further qualification steps and/or questionnaires may be required. All sections of this questionnaire must be completed and, if your answer to questions 3, 6 or 12 is "YES", then supporting documentation needs to be uploaded, otherwise the processing of this form will be delayed and/or rejected.
- 2 Scope of work to be executed for Siemens Energy: (This field is highlighted with a red box.)
- 3 Do you have an EHS Policy and EHS Management System? (This dropdown menu is highlighted with a red box and shows "Yes" selected.)
- 4 Please provide the relevant supporting documents. (This field has an "Attach a file" button highlighted with a red box.)
- 5 Please provide further information.

### 2.3.1 提交

当您回答完所有问题时，请点击“Submit Entire Response”和“OK”来提交问卷。



The screenshot shows the same SAP Ariba Contractor Safety questionnaire form, but with a confirmation dialog box overlaid. The dialog box contains the following text:

✓ Submit this response?  
Click OK to submit.

The dialog box has two buttons: "OK" (highlighted with a red box) and "Cancel".

At the bottom of the form, the "Submit Entire Response" button is also highlighted with a red box. Other buttons visible include "Save draft", "Compose Message", and "Excel Import".

### 3. 资格认证

在完成并提交了所有的资格认证调查问卷后，您已完成的供应商引入的所有任务。然而，根据您的回答可能会有进一步的问题。

除了供应商经营情况发生变化，大多数的问卷回答是长期有效的。如有需要请更新问卷，例如，联系信息的变更。

请注意：可持续发展自我评估的有效期只有三年，因此你可能会被要求再次回答它。

#### 3.1 资格认证状态变更

当贵司的资格认证顺利通过，您将会收到一封西门子能源发出的电子邮件来通知供应商引入流程已完成，贵司成为西门子能源公司的正式供应商。



---

Hello H V,

You can review the details by going to the Process detail page [Click Here](#) .  
If you have any questions, please contact the process owner.


**Process Overview**  
Process: Qualification  
Category: All  
Region: All  
Business unit: All  
Material: Not applicable  
New Decision: R4B  
Process owner: Hendrik Viereck

Best,  
SAP Ariba team

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

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