

# Supplier Manual

## 2. Qualification

SE E2E ARIBA Implementation

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**Please note: You first have to register yourself to attend those Questionnaires. For more information how to start the registration process in ARIBA please read the “Supplier Manual 1. Registration” that can be found via this Link: <https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit/sap-ariba-pmplementation.html>**

## 1. QUALIFICATION QUESTIONNAIRES OVERVIEW

### 1.1. Invitation E-Mail

As soon as you got your invitation email from Siemens Energy you can access your ARIBA profile by clicking on “Click Here” in the email.

**SIEMENS energy**

Hello H V,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Qualification process. Thank you for taking the time to respond to each one.

**Process Overview**  
 Process: Qualification  
 Category: All  
 Region: All  
 Business unit: All  
 Material: Not applicable  
 Process owner: ack  
 Message:

**Questionnaire Overview**

Name	Assigned to	Respond By
<a href="#">Contractor Safety</a>	H V	June 22, 2022 at 1:20 AM
<a href="#">Sustainability Self Assessment</a>	H V	August 21, 2022 at 1:20 AM
<a href="#">Cyber Security</a>	H V	June 22, 2022 at 1:20 AM

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

Best Regards,  
SAP Ariba team

### 1.2. Qualification and Questionnaires Dashboard

On this overview you can see **all the questionnaires you have to answer for your qualification.**

**Please note:** There are different qualification modules. **Which ones you have to go through depends on your respective delivery scope.**

SAP Ariba @ Siemens Energy

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

< Go back to Siemens Energy - TEST Dashboard

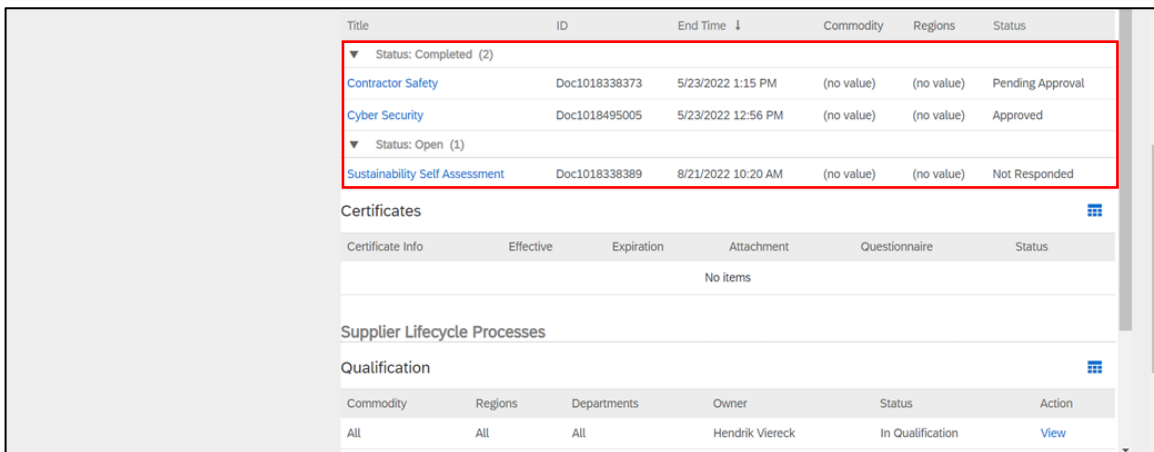
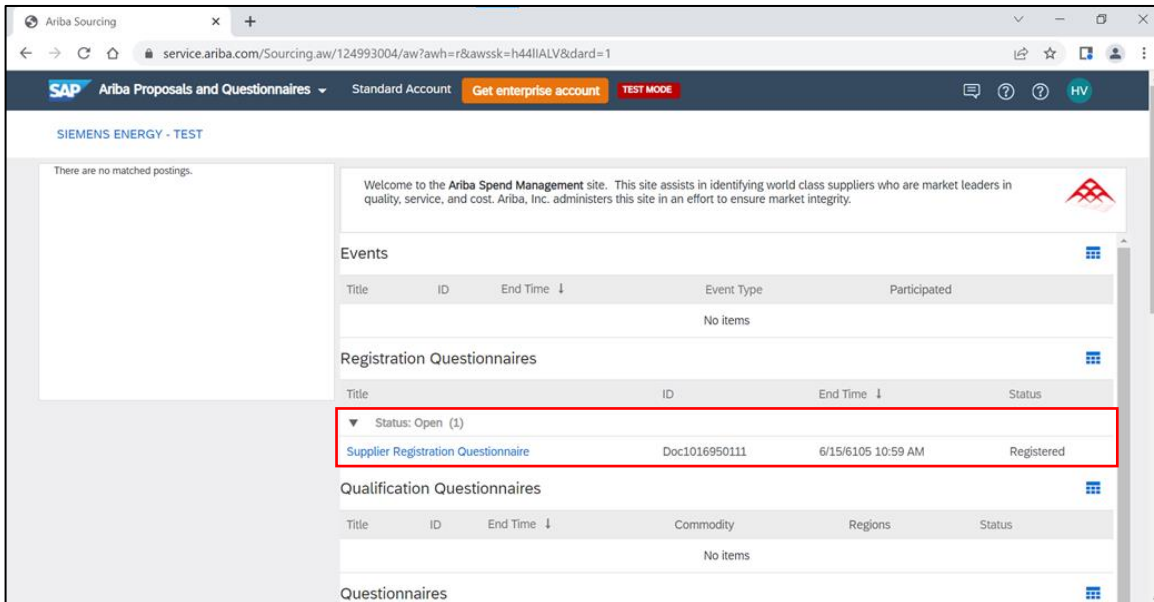
**Qualification**  
 Commodity: All  
 Regions: All  
 Departments: All  
 Status: In Qualification  
 Owner: Hendrik Viereck  
 Message:

**Questionnaires**

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (3)					
<a href="#">Sustainability Self Assessment</a>	Doc1018338389	8/21/2022 10:20 AM	(no value)	(no value)	Not Responded
<a href="#">Cyber Security</a>	Doc1018495005	6/22/2022 10:20 AM	(no value)	(no value)	Not Responded
<a href="#">Contractor Safety</a>	Doc1018338373	6/22/2022 10:20 AM	(no value)	(no value)	Not Responded

### 1.3. Dashboard

If you have any difficulties with accessing the questionnaires via the invitation link you can always find all questionnaires as well as their respective status on your ARIBA dashboard. You can see the status of the questionnaires here, for instance if they are responded, waiting for submission, or got approved. Furthermore, you can monitor how much time you have left to answer the questionnaires.

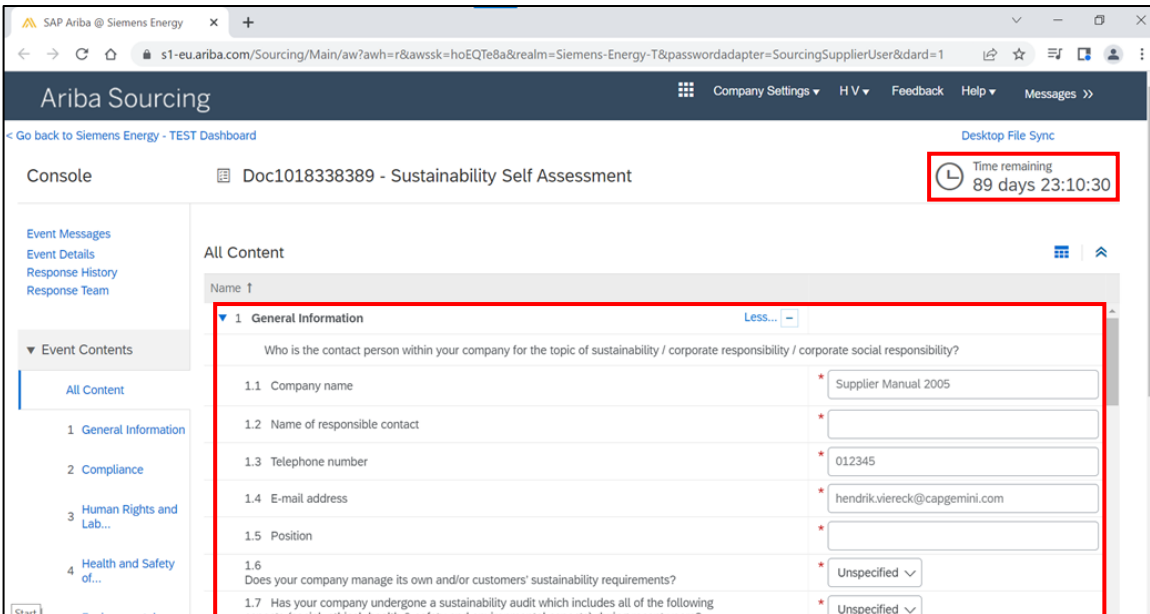


## 2. FILL IN QUALIFICATION QUESTIONNAIRES

### 2.1. Sustainability Self-Assessment

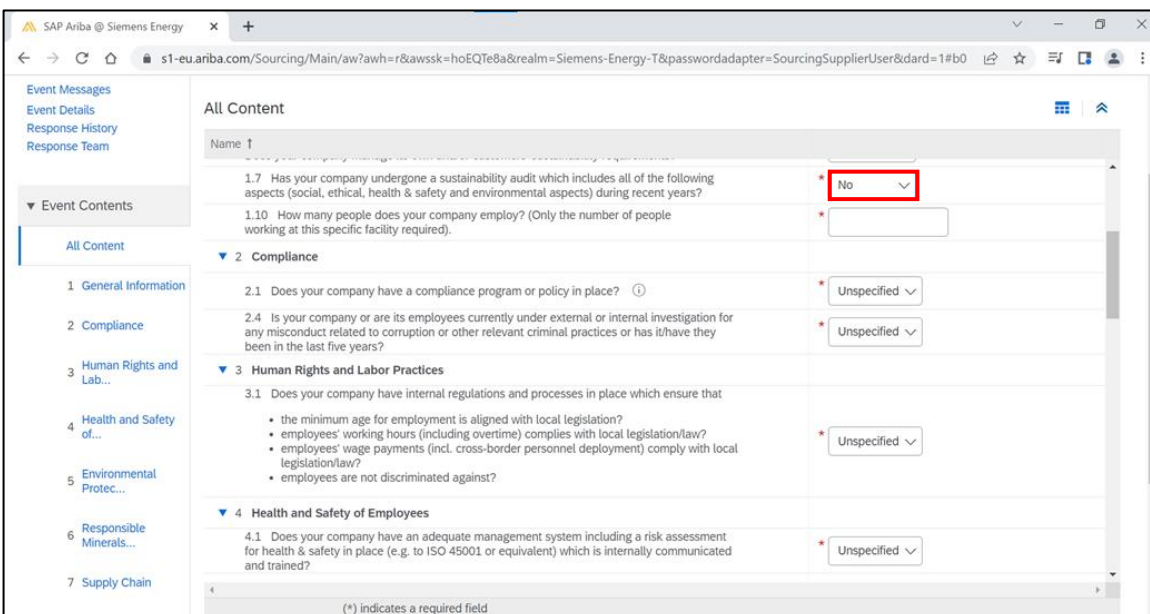
When clicking on a questionnaire, you see the **content including all questions and the remaining time** to answer it in the upper right corner. Please note that **all fields marked with a red asterisk are mandatory** and need to be filled.

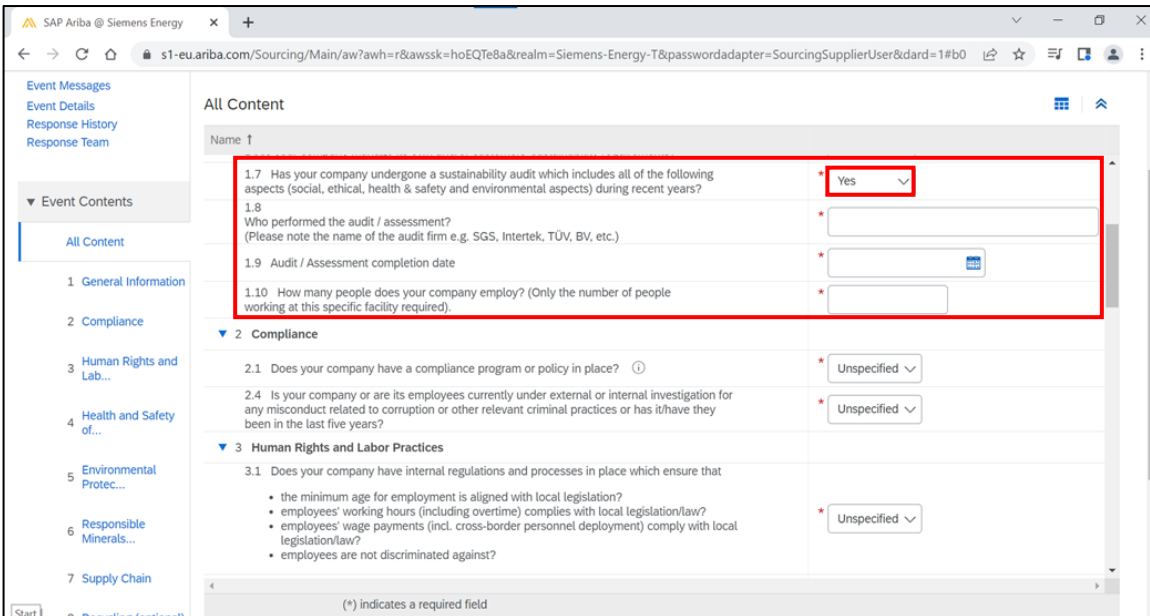
The first section of this questionnaire addresses **General Information**. Please provide all the information from your sustainability/corporate responsibility/corporate social responsibility contact person.



#### 2.1.1 To be validated answers

Some of the questions will **trigger further follow up questions depending on your answer**. Please also **validate these answers with supporting documents and/or brief explanations if required**. You can do that by attaching a file by clicking on "attach a file" and/or provide further information by leaving a comment in the comment field.



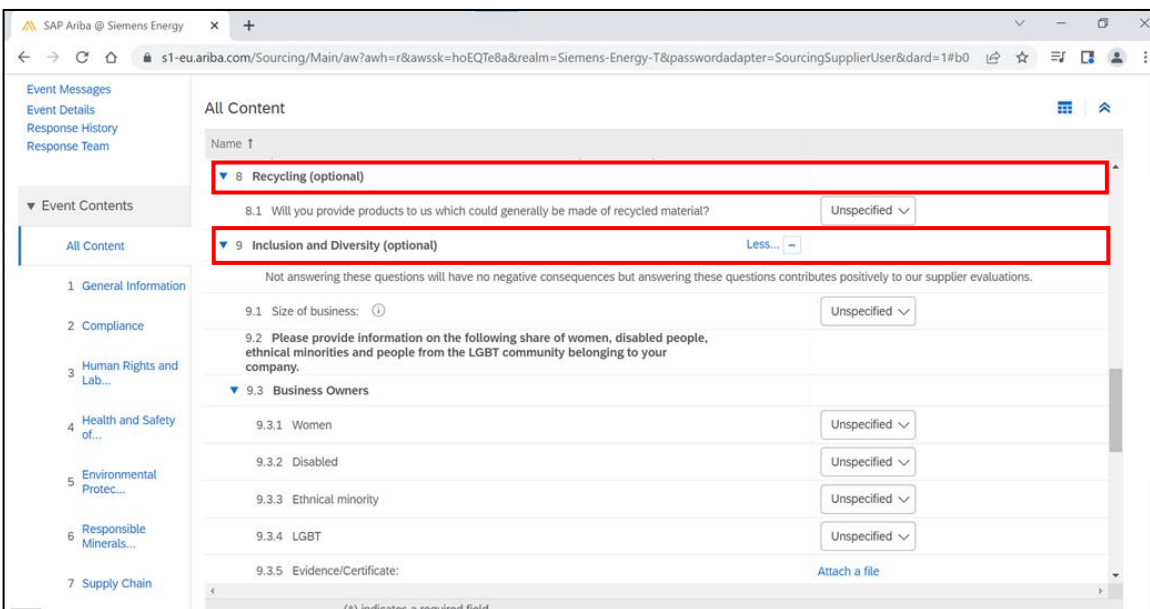


## 2.1.2 Additional questions (Optional)

As you can see, **sections 8 and 9 include optional questions** that you don't have to fill in. However, if you can, please answer these questions.

**Section 8** is regarding **Recycling**. If you answer question 8.1 with "yes" it opens another question that asks you to give an estimated percentage.

**Section 9** deals with **Inclusion and Diversity**. If you can, please provide the asked information regarding inclusion and diversity and upload an approval document if available.



## 2.1.3 SSA Confirmation

In this section you have to confirm, that you answered all questions to your best knowledge.

Before submitting your final answer, you have the possibility for further actions like saving your answer as a draft for later completion, composing a message or importing/exporting your answers via "Excel Import".

The screenshot displays the Ariba Sourcing interface for a Sustainability Self Assessment. The page title is "Ariba Sourcing" and the user is logged in as "SAP Ariba @ Siemens Energy". The current assessment is "Doc1018338389 - Sustainability Self Assessment" with a time remaining of "89 days 19:57:50".

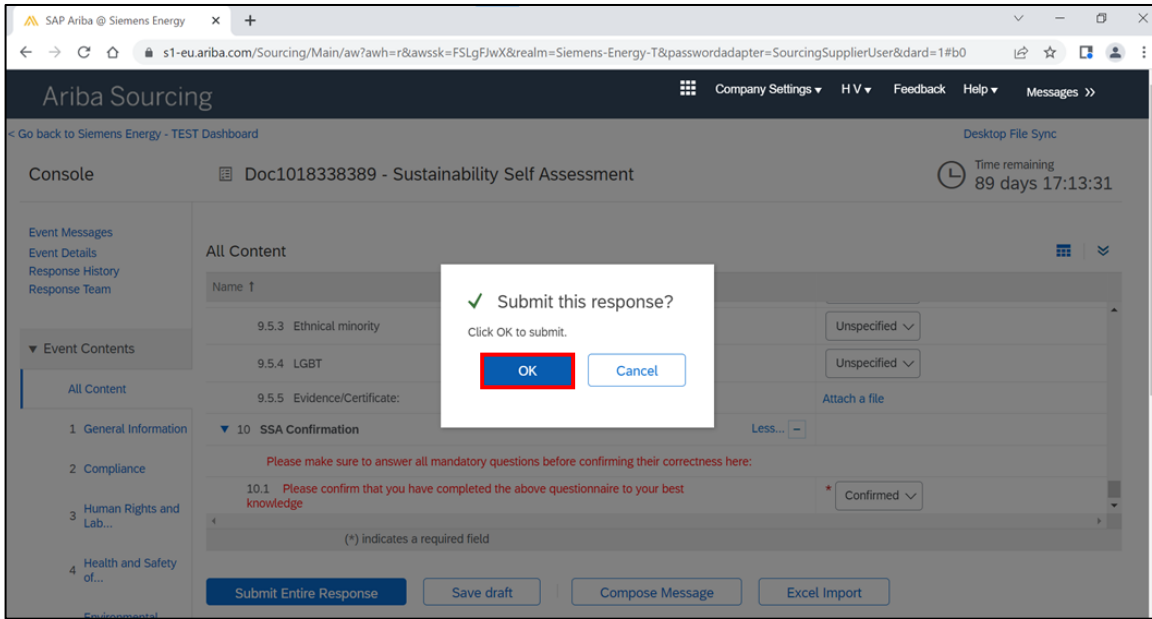
The main content area shows a list of questions under the heading "All Content". The questions are:

- 9.5.3 Ethical minority (Unspecified)
- 9.5.4 LGBT (Unspecified)
- 9.5.5 Evidence/Certificate: (Attach a file)
- 10 SSA Confirmation (Less...)
- 10.1 Please confirm that you have completed the above questionnaire to your best knowledge (Confirmed)

A red box highlights the "Save draft", "Compose Message", and "Excel Import" buttons at the bottom of the page. The "Submit Entire Response" button is also visible.

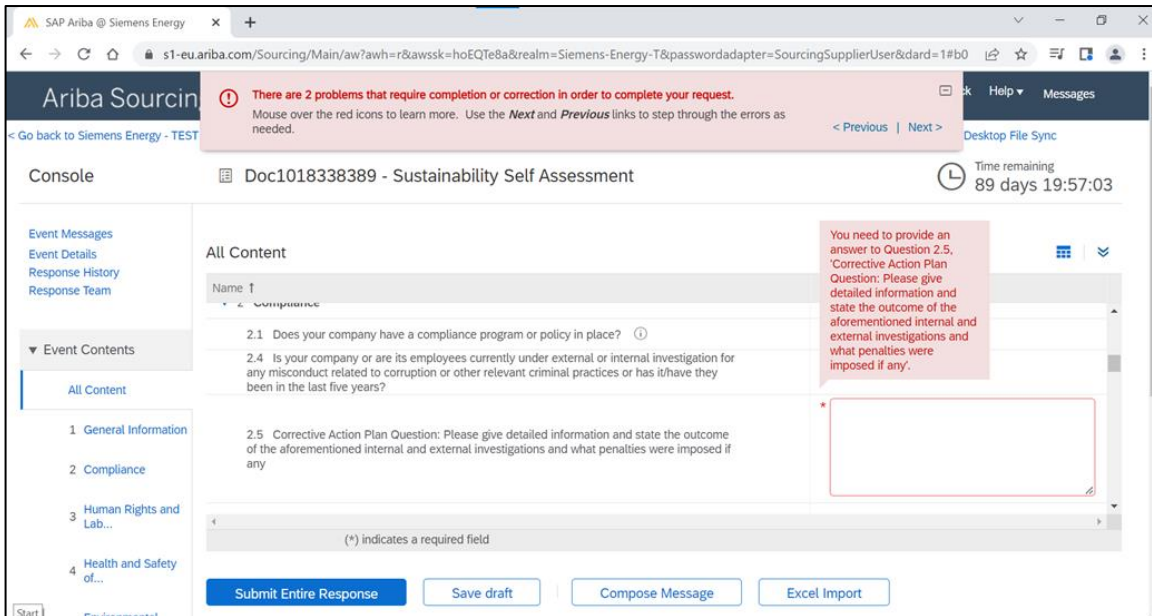
## 2.1.4 Submission

Click on **“Submit Entire Response”** and on **“OK”** to submit the Questionnaire.



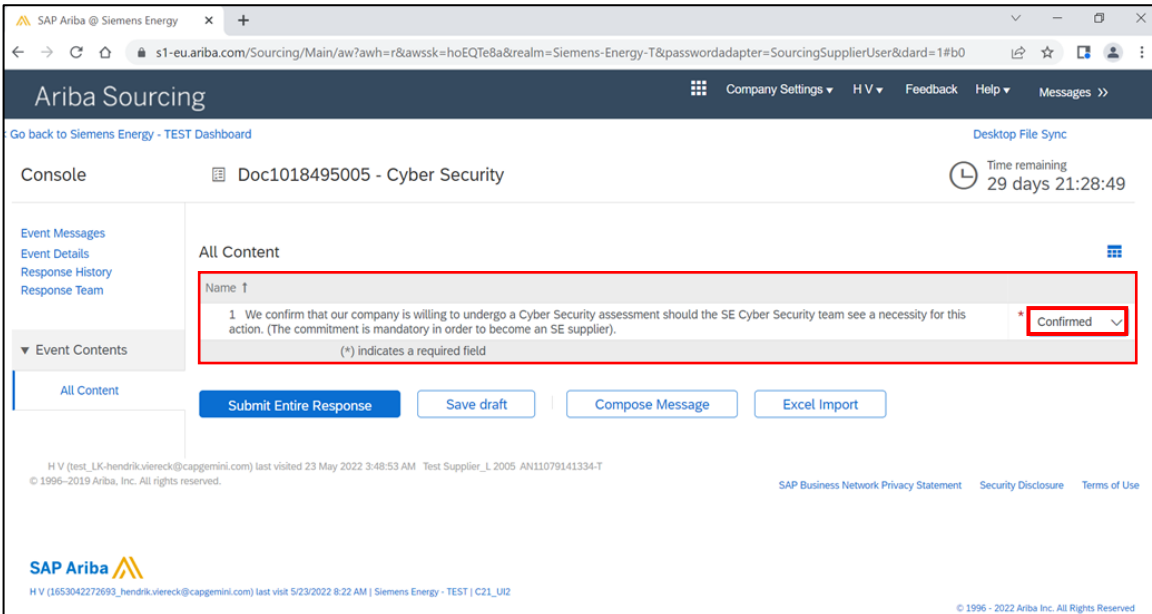
## 2.1.5 Cap Questions

After clicking on "Submit" it is possible, that **additional fields pop up depending on your answers.**  
**Please answer all the remaining mandatory questions.**



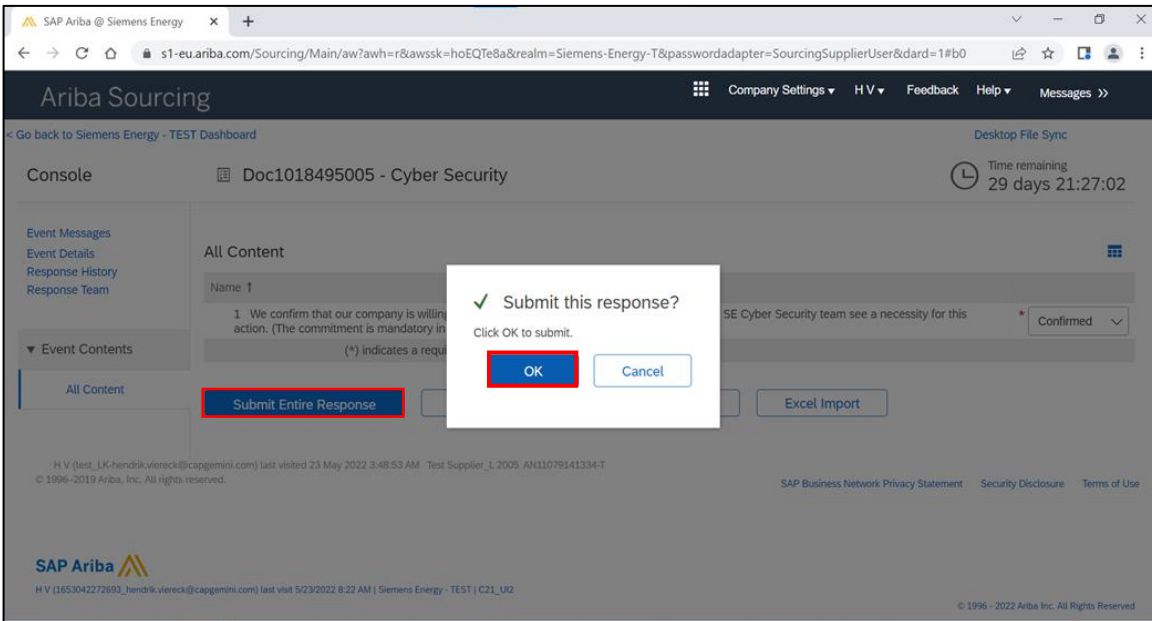
## 2.2. Cyber Security Questionnaire

The **Cyber Security Questionnaire** contains **only one question which you have to confirm to become an approved Siemens Energy supplier**. In case our data security team decides that a Cyber Security assessment is necessary, they will contact you separately.



### 2.2.1. Submission

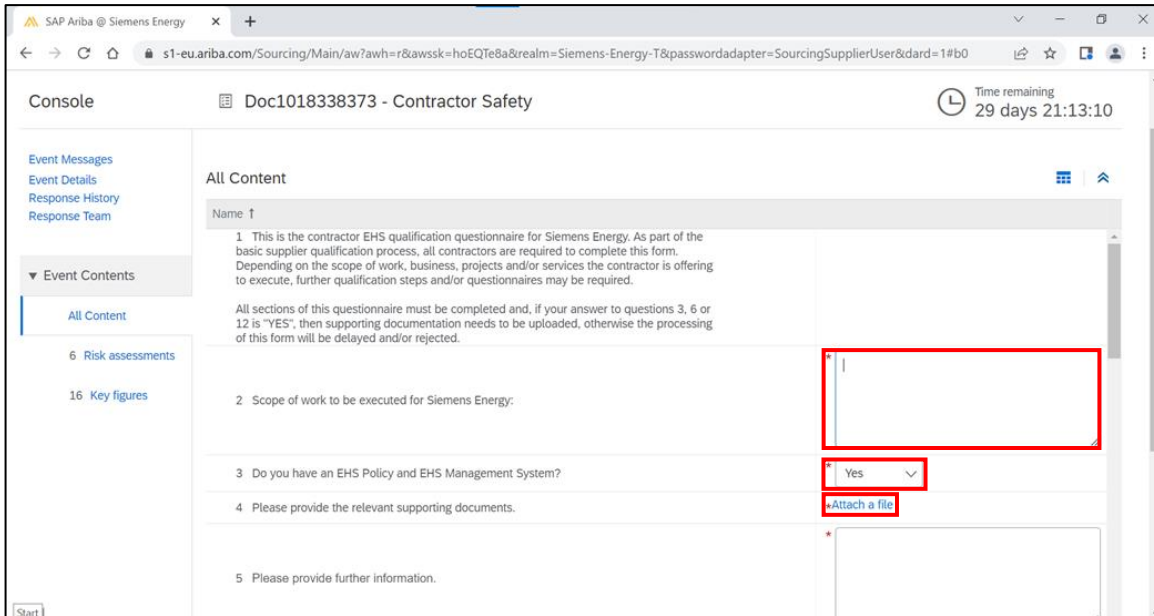
Click on **“Submit Entire Response”** and on **“OK”** to submit the Cyber Security Questionnaire.



## 2.3. Contractor Safety Questionnaire

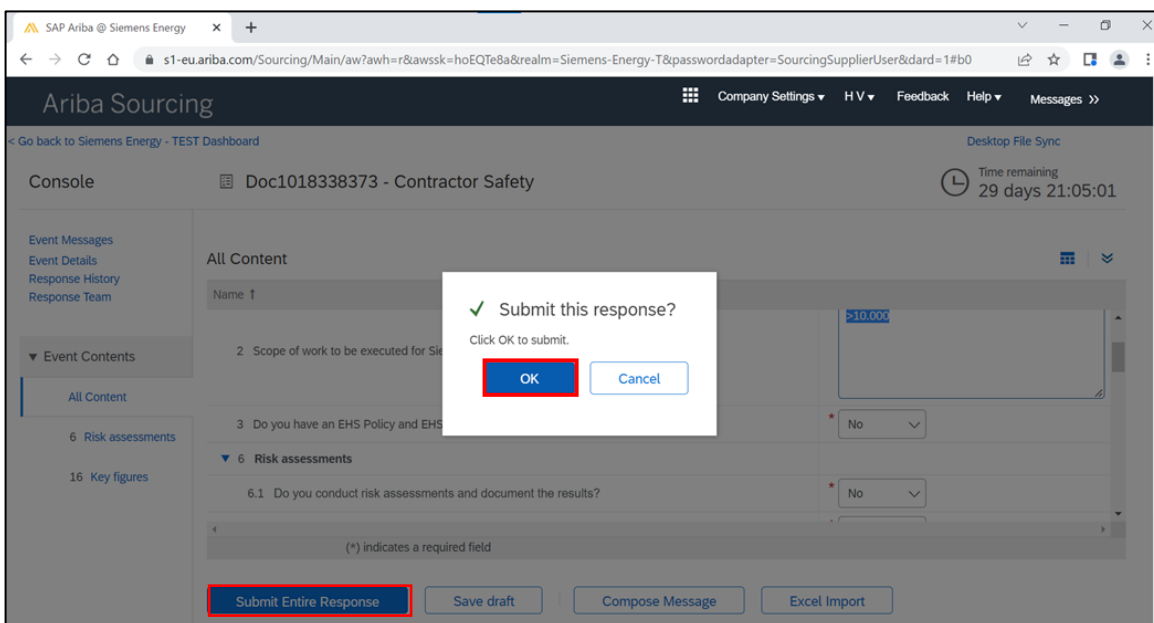
Please answer all questions of this questionnaire to your best knowledge. Depending on the question there are different answer possibilities. **Either you have to type in your information** (e.g. question 2) or you can **select the answers from a drop down menu** (e.g. question 3).

Please note: Some questions you answer with **“yes”** need to get validated with supporting documents **and/or brief explanations**. Therefore, please **attach a file by clicking on “attach a file”** and provide further information by leaving a comment in the comment field.



### 2.3.1. Submission

As soon as you answered all questions **click on “Submit Entire Response”** and on **“OK”**.



### 3. QUALIFICATION


With completing and submitting all the questionnaires, you have finished all the tasks you need to perform for your onboarding. However, there might be some follow-up questions regarding your answers.

Most of the questionnaires are evergreen questionnaires unless something changes. **Please always update the questionnaire sheets, for example if any contact information changes.**

Please note: The SSA is only valid for three years and therefore you might be asked to answer it again.

#### 3.1. Changed Qualification Status

**You will receive an email as soon as your qualification status changed, and your onboarding process is completed. You are now an official supplier for Siemens Energy.**



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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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<https://www.siemens-energy.com/global/en/company/about/supply-chain-management/supplier-cockpit.html>

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