

Accelerating Essity's Digital Transformation

Re-Qualification and Certification of Legacy Suppliers

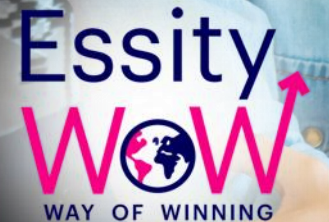
(SLP - Supplier Lifecycle and Performance)



Audience: *Essity Suppliers*



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Re- Qualification and Certification of Legacy Suppliers

Objectives

The aim of the training material is to:

1

Get familiar with terminology and the Re-Qualification and Certification Processes

2

Learn how to respond to the Legacy Qualification Questionnaire

3

Learn how to respond to Certification Management Questionnaire



Re- Qualification and Certification of Legacy Suppliers

Topic

1 Introduction

Re- Qualification and Certification of Legacy Suppliers
- Process



Re- Qualification and Certification of Legacy Suppliers

Key Terms

Some of the key terms used in this document are defined below:

Term	Description
SAP Ariba Network	A dynamic digital marketplace where collaborations on procurement and supply chain transactions take place.
Supplier Lifecycle and Performance (SLP)	A solution with linked processes for managing Suppliers from onboarding to qualification to the preferred Supplier.
Legacy Supplier	Legacy Suppliers are existing suppliers to Essity.

Re- Qualification and Certification of Legacy Suppliers

Introduction

What is Supplier Re-Qualification- and Certification Process?



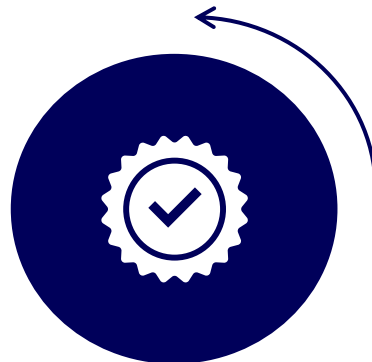
Main purpose of re-qualification and certification process is to support information gathering and documentation updates to help ensure Essity's supply requirements are met. For example: ISO certificates.

What are the requirements?

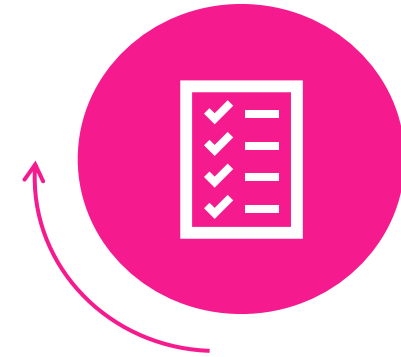
For the re-qualification process, it is mandatory to first **re-onboard** the supplier in the system.

Once the legacy supplier is successfully registered with Essity, they are eligible to be invited for re-qualification.

The Essity contact will send a system generated invitation for re-qualification to be completed via the supplier's **SAP Ariba Network account**.



What is expected from suppliers?



The assigned person at the supplier will receive two email invitations with a request to complete **Legacy Qualification Questionnaire and Certification Management Questionnaire**.

Essity can request the supplier for **Certificates**.

Re- Qualification and Certification of Legacy Suppliers

Topic

Introduction

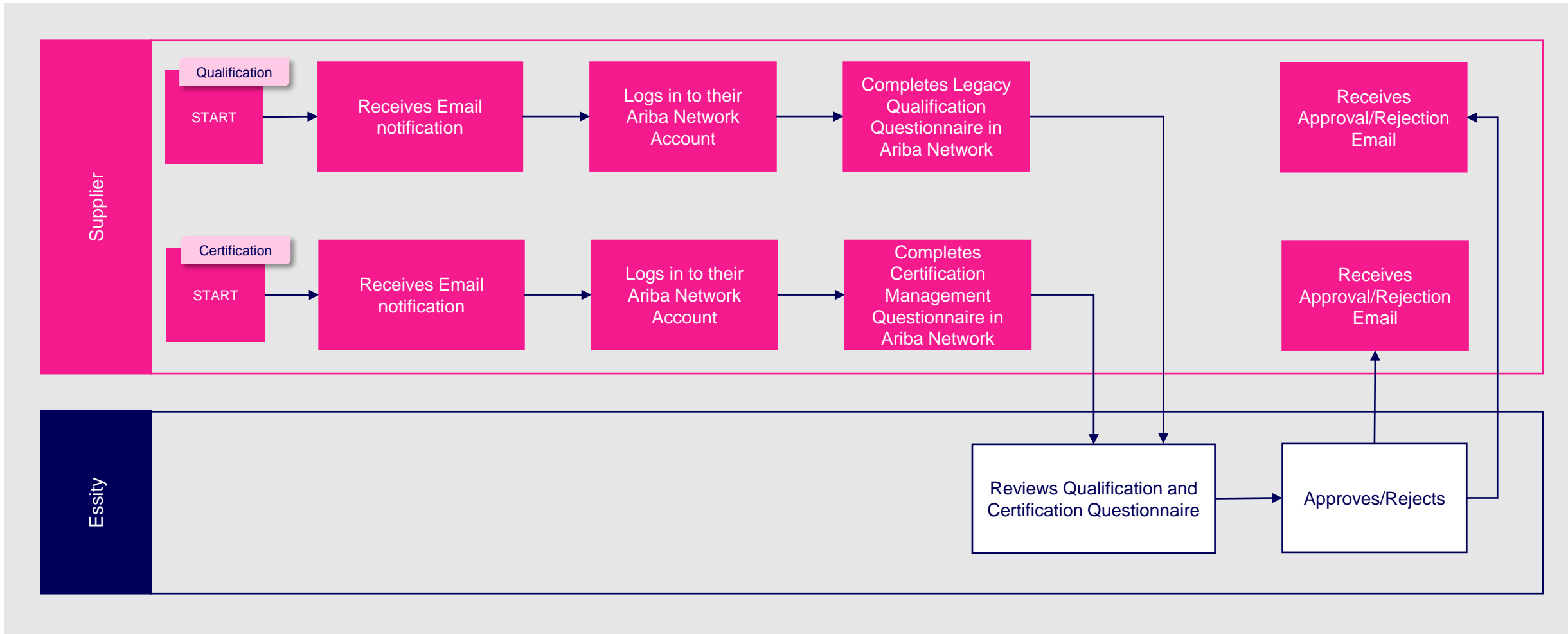
2

Re- Qualification and Certification of Legacy Suppliers - Process



Re- Qualification and Certification of Legacy Suppliers

Process Flow



Re- Qualification and Certification of Legacy Suppliers

Logging into SAP Ariba

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

2

User Name

Password

Login

[Forgot Username or Password](#)

SAP Business Network for suppliers webinars

Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

[Learn More](#)

Supported browsers and plugins

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In the following steps, you will learn **how** to **access and log into SAP Ariba**:

- 1 To access SAP Ariba, navigate to this [link](#).
- 2 Enter your credentials in the **User Name** and **Password** fields and click **Login**.

NOTE



You can access SAP Ariba through the link given in step 1. However, please note that typically, the supplier will receive specific links on their email, which they can click to login.

Re- Qualification and Certification of Legacy Suppliers

Topic

Introduction

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Re- Qualification and Certification of Legacy Suppliers - Process

Legacy Qualification Questionnaire

↓
Certification Management Questionnaire



Re- Qualification and Certification of Legacy Suppliers

Legacy Qualification Questionnaire (1/4)

1 Action needed: Fill out qualification questionnaire to become a qualified supplier with Essity Hygiene & Health AB - TEST

MA To: <s4system-prodeu+essity-T.Doc1844594166@eusmtp.riba.com> Fri 2/2/2024 4:55 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Essity Hygiene & Health AB - TEST

Qualification questionnaire to become a qualified supplier with Essity Hygiene & Health AB - TEST

Hello!


Now that End to End 07.09.23 is registered as a supplier with Essity Hygiene & Health AB - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- Adhesive in Sweden

2 [Click Here](#) to fill out the questionnaire

You are receiving this email because your customer, Essity Hygiene & Health AB - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Essity Hygiene & Health AB - TEST.

Offices | Data Policy | Contact Us | Customer Support

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In the following steps, you will learn **how** to perform the key activities for the **qualification**:

- 1** Supplier receives the **Qualification email**.
- 2** Click the **link** in the email.

NOTE



This questionnaire contains only **one question**

Re- Qualification and Certification of Legacy Suppliers

Legacy Qualification Questionnaire (2/4)

The screenshot shows the SAP Ariba login interface. At the top, there's a header with the SAP logo and 'Ariba Proposals and Questionnaires'. Below this, the main heading is 'Enter Your Account Information'. A sub-header explains: 'You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.' The login form contains two input fields: 'Username: *' and 'Password: *'. To the right of the password field is a link 'Forgot Username / Forgot Password'. At the bottom right of the form are two buttons: 'Continue' and 'Cancel'. Five numbered callouts are present: 3 points to the Username field, 4 points to the Forgot Username / Forgot Password link, and 5 points to the Continue button.

3 Login using the SAP Ariba Network Account – The link in the email takes you directly to the **SAP Ariba** login page. Enter your credentials in the **User Name** and **Password** fields and click **Login**.

4 If you have forgotten your Username or Password, you can reset them, using “**Forgot Username**” or “**Forgot Password**” options, respectively.

5 In order to process, click the “**Continue**” button. You will be re directed to the **Supplier Qualification Questionnaire** automatically.

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Legacy Qualification Questionnaire (3/4)

Ariba Sourcing

< Go back to Essity Hygiene & Health AB - TEST Dashboard

Desktop File Sync

Console Doc1107709793 - Supplier Qualification

Time remaining: 29 days 23:57:21

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

Name ↑

1 As previously qualified supplier, could you please update the certificate documentation.

Note: Please expect the Certificate Questionnaire will be sent separately.
(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

6 Fill out the Supplier Qualification Form – Choose the answer from the dropdown list.

7 After filling out your response click **Submit Entire Response** button.

Re- Qualification and Certification of Legacy Suppliers

Legacy Qualification Questionnaire (4/4)

Home

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

Title	ID	End Time	Event Type	Participated
No Items				

Registration Questionnaires

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier registration questionnaire	Doc1613853845	9/30/6106 6:36 PM	Other Services 2025	SWE Sweden	Registered

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Supplier Qualification	Doc1844594166	2/6/2024 12:12 PM	Adhesive 1002	SWE Sweden	Qualified

Questionnaires

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Completed (1)					
Certificate Management Questionnaire	Doc1848899690	2/6/2024 3:02 PM	(no value)	All All	Pending Approval

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No Items					

NOTE



You can always access the questionnaire at any time directly from the homepage of your Ariba Network account.

Re- Qualification and Certification of Legacy Suppliers

Topic

Introduction

2

Re- Qualification and Certification of Legacy Suppliers - Process

Legacy Qualification Questionnaire

Certification Management Questionnaire



Re- Qualification and Certification of Legacy Suppliers

Certification Management Questionnaire (1/5)

1

[External] Action needed: Complete questionnaire from Essity Health and Hygiene - TEST

↩ Reply

↩ Reply All

→ Forward

...

Essity Health and Hygiene - TEST

Hello < **Contact Name** >

Essity Health and Hygiene - TEST has invited you to complete a questionnaire. This is required so < **Supplier Name** > can do business with Essity Health and Hygiene - TEST.

Questionnaire Overview
Questionnaire name: Certificate Management Questionnaire
Respond by:
Update Request Comments:

2


Submit questionnaire

Best,

SAP Ariba team

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

Offices | Data Policy | Contact Us | Customer Support

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In the following steps, you will learn **how** to perform the key activities for the **certification**:

- 1 Supplier receives the notification about the Qualification Questionnaire from Essity with Topic: **Action needed**.
- 2 Click the **Submit questionnaire** link in the email.

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Certification Management Questionnaire (2/5)

SAP Ariba Proposals and Questionnaires

Enter Your Account Information

* Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*

Password:*

[Forgot Username](#)

[Forgot Password](#)

- 3 Use the credentials of your **existing Ariba Network account**.
- 4 If you have forgotten your Username or Password, you can reset them, using “**Forgot Username**” or “**Forgot Password**” options, respectively.
- 5 In order to process, click the “**Continue**” button.

NOTE



You can then access the questionnaire any time directly from your Ariba Network account, choosing **Ariba Proposals And Questionnaires** from the drop-down list in the top-left corner

Re- Qualification and Certification of Legacy Suppliers

Certification Management Questionnaire (3/5)

Ariba Sourcing

Company Settings Feedback Help

Go back to Essity Hygiene & Health AB - TEST Dashboard

Doc1107737217 - Certificate Management Questionnaire

Time remaining 29 days 23:56:09

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 2 Quality
- 3 Product Safety or Hy...
- 4 Environment & Sustai...
- 5 Code of Conduct - Et...
- 6 Medical Requirements
- 7 Medical Compliance C...

Name	Response
1 Do you have subcontractors?	No
2 Quality	
2.1 ISO 9001	Yes Details
2.3 ISO 13485	Yes Details
3 Product Safety or Hygiene or GMP	
3.1 BRC - Cons Products	
3.2 BRC - Food Safetv	

Compose Message

6 Once log-in, you will be re-directed to the **Certificate Management Questionnaire** automatically.

7 Choose **All Content** on the left-hand side.

8 The **Certificate Management Questionnaire** is displayed. Supplier needs to complete all the sections of this questionnaire.

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Certification Management Questionnaire (4/5)

The screenshot shows the Ariba Sourcing interface for a 'Certificate Management Questionnaire'. The document ID is Doc1107737217. The interface includes a sidebar with 'Event Contents' and a main area with a table of questions. A modal dialog 'Submit this response?' is open, and the 'Submit Entire Response' button is highlighted.

Name ↑	
1 Do you have subcontractors?	No
2 Quality	
2.1 ISO 9001	Yes
2.3 ISO 13485	Yes
3 Product Safety or Hygiene or GMP	
3.1 BRC - Cons Products	Unspecified

(*) indicates a required field

Buttons: Submit Entire Response, Save draft, Compose Message, Excel Import

- 9 Once done, click **Submit Entire Response** button.
- 10 Click "OK" to submit the response.

Congratulations! Your Certification Management Questionnaire is now submitted, and **re-qualification process** completed!

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Certification Management Questionnaire (5/5)

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Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No Items					

NOTE



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Thank you for your
participation. Join us in
shaping our future!



