

Accelerating Essity's Digital Transformation

Supplier Qualification and Certification Process

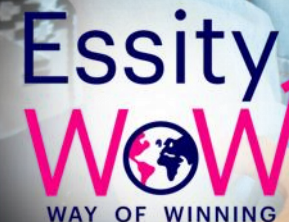
(SLP - Supplier Lifecycle and Performance)



Audience: *Essity Suppliers*



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Supplier Qualification and Certification Process Objectives

The aim of the training material is to:

1

Get familiar with terminology and the Qualification and Certification Processes

2

Learn how to respond to the Qualification and Certification Questionnaires



Supplier Qualification and Certification Process

Topic

1 Introduction

Supplier Qualification and Certification Process



Supplier Qualification and Certification Process

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.

Supplier Qualification and Certification Process

Introduction

What is Supplier Qualification- and Certification Process?



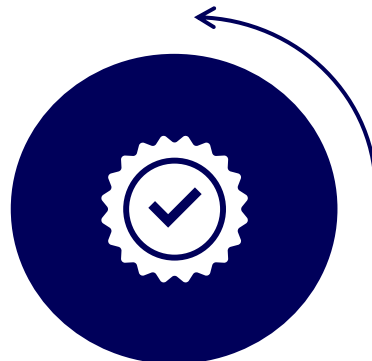
The Qualification- and Certification process is to provide suitable information and documentation to help ensure Essity's supply requirements are met.

What are the requirements?

Once a supplier is successfully registered with Essity, they are eligible to be invited for qualification.

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

Whether a supplier needs to be qualified depends on the type of product or material they supply.



What is expected from suppliers?



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

During the **Qualification** process, your company will be validated for a particular job or activity based on specific commodities, regions, and departments.

Supplier Qualification and Certification Process

Topic

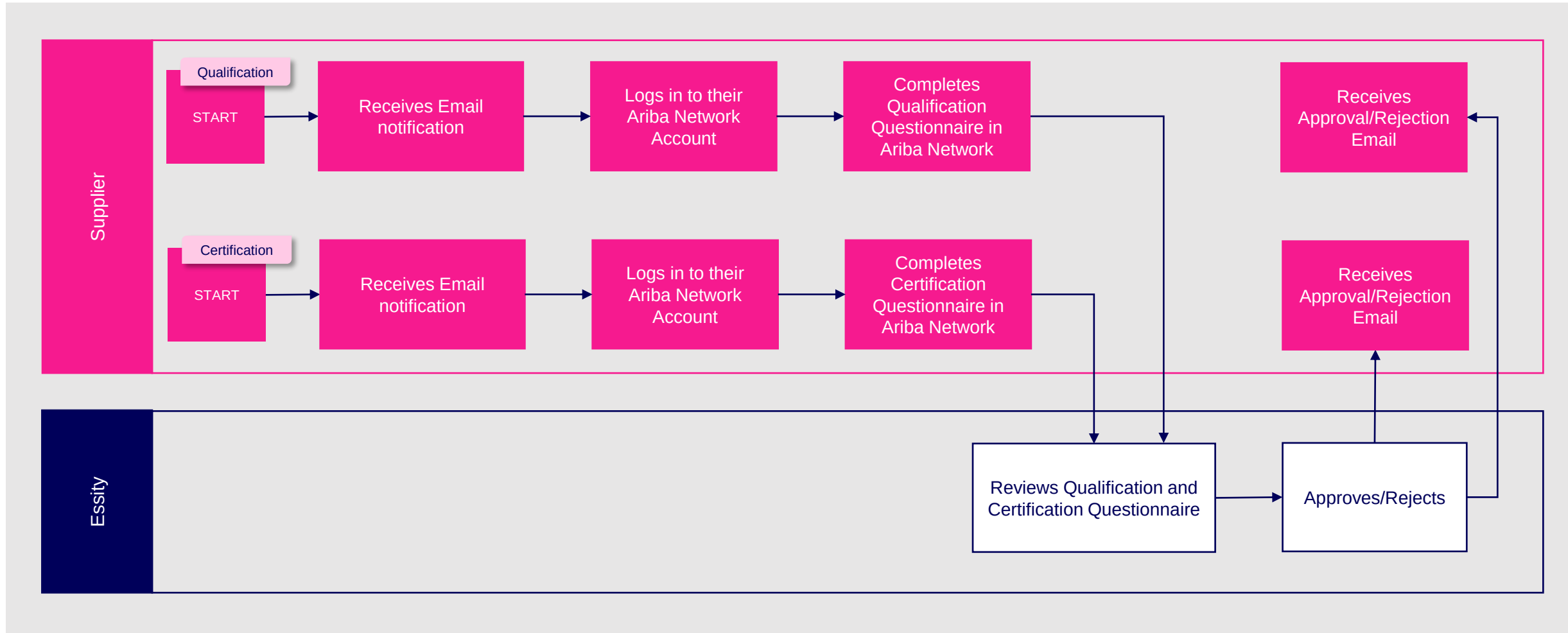
Introduction

2 Supplier Qualification and Certification Process



Supplier Qualification and Certification Process

Process Flow



Supplier Qualification and Certification Process

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.

Topic

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2 Supplier Qualification and Certification Process

Supplier Qualification Process Steps

Supplier Certification Process Steps



Supplier Qualification and Certification Process

Supplier Qualification Process (1/5)

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.

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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.

Supplier Qualification and Certification Process

Supplier Qualification Process (2/5)

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

3

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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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**.

NOTE



In case you do not remember your username or password that you had created during the registration process, you can click **Forgot Username or Password** to set up a new password.

Supplier Qualification and Certification Process

Supplier Qualification Process (3/5)

The screenshot displays the SAP Ariba Sourcing interface for a Supplier Qualification process. The sidebar on the left lists the sections of the questionnaire, with the first section, '1. General Qualification...', highlighted by a red box and a red circle containing the number '4'. The main content area shows the 'General Qualification Questionnaire' form, which includes a 'Name' field, a 'Submit Entire Response' button, and other options like 'Save draft', 'Compose Message', and 'Excel Import'. The top navigation bar shows 'Ariba Sourcing' and 'Doc1844594166 - Supplier Qualification'. The bottom of the page includes SAP Ariba logos and legal disclaimers.

4 Fill out the Supplier Qualification Form – Enter the required details in the Qualification form in all the sections from **1. General Qualification Questionnaire** to **6. Code of Conduct**. Ensure that the mandatory fields are filled in to successfully submit the form for approval.

NOTE



- For detailed steps to fill out the Supplier Qualification form, please refer to the QRGs available at this [link](#).
- The questions in your questionnaire may differ based on the type of qualification i.e., General Qualification, Legacy, Extension from Medical to Hygiene, and Extension from Hygiene to Medical.

Supplier Qualification and Certification Process

Supplier Qualification Process (4/5)

Code of Conduct (Set)

Name ↑

▼ 6 Code of Conduct

6.1 Please provide Sedex site code (ZS#) for each site supplying into Essity or confirm that you are registered in EcoVadis. *

6.2 Does your company have an Anti-Bribery and Corruption policy? * Unspecified ▼

6.3 Does your company have Code of Conduct? * Unspecified ▼

6.4 Does your company have a Supplier Code of Conduct? * Unspecified ▼

6.5 Has a 3rd party social/ethical audit (e.g. SMETA or similar audit protocol) been conducted at the site(s) supplying into Essity? * Unspecified ▼

6.7 Do you execute risk assessments of your supply and supplier base relating to e.g. social/ethical, environmental risks? * Unspecified ▼

6.8 Is your business registered and/or certified as a small business and/or diverse owned business? * Unspecified ▼

6.10 Is your operation certified to ISO 45001 or equivalent? Unspecified ▼

(*) indicates a required field

5 Submit Entire Response Save draft Compose Message Excel Import

5 Once all the sections are completed, click the **Submit Entire Response** button to submit the response.

NOTE Alternatively, click the **Save draft** button to save the request for later.

Supplier Qualification and Certification Process

Supplier Qualification Process (5/5)

6

Approved: Supplier qualification request with Essity Hygiene & Health AB - TEST

Ariba Administrator <no-reply@eusmtp.ariba.com>
To .

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 request with Essity Hygiene & Health AB - TEST.

Congratulations! End to End 07.09.23 is now qualified for Essity Hygiene & Health AB - TEST:

- Adhesive in Sweden

You will be notified when next steps as part of a procurement or sourcing process require your attention.

Thank you,

Essity Hygiene & Health AB - TEST

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.

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Reply Reply All Forward

Wed 2/7/2024 12:19 PM

6 **Essity Review and Approval** – The Supplier Qualification Form will go through the defined approval workflow, and you will get to know the final status through email.

NOTE



- If your qualification is approved, you will receive an approval email (shown here).
- If your qualification is not approved (rejected or requested for more information), you will be contacted via email with the next action steps.

Supplier Qualification and Certification Process

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Introduction

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Supplier Qualification Process Steps

Supplier Certification Process Steps



Supplier Qualification and Certification Process

Supplier Certification Process (1/6)

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.

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

1

Supplier receives the **Certification Management email**.

2

Click the **Submit questionnaire** link in the email.

Supplier Qualification and Certification Process

Supplier Certification Process (2/6)

< Go back to Essity Health and Hygiene - TEST Dashboard

Desktop File Sync

Console Doc871487251 - Certificate Management Questionnaire Time remaining 29 days 23:51:05

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Do you have subcontractors? Unspecified

2 Quality

2.1 ISO 9001 Unspecified

2.2 ISO 13485 Unspecified

3 Product Safety or Hygiene or GMP

3.1 BRC - Cons Products Unspecified

3.2 BRC - Food Safety Unspecified

3.3 BRC - Pack Materials Unspecified

3.4 BRC - Storage & Distribution Unspecified

3.5 IFS-HPC Unspecified

3.6 IFS-Food Unspecified

3.7 IFS-Logistics Unspecified

3.8 GFSI Unspecified

3.9 ISO 22000 Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

- 3 The **Supplier Certificate Management Questionnaire** is displayed. Supplier needs to complete all the sections of this questionnaire.
- 4 Click the **drop down arrow** to answer the first question, **Do you have subcontractors?**

Supplier Qualification and Certification Process

Supplier Certification Process (3/6)

All Content

Name ↑	
1 Do you have subcontractors?	* No ▾
▼ 2 Quality	
2.1 ISO 9001	5 Yes ▾ 6 Details
2.3 ISO 13485	Unspecified ▾

Doc871487251 - 2.1 ISO 9001

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: ISO 9001 Certificate

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * Choose File No file chosen

Or drop file here

Description:

OK Cancel

- 5 For each of the sections, where a certificate is in place, select **Yes**.
- 6 Click **Details**.
- 7 Complete the required fields and click the **OK** button.

Supplier Qualification and Certification Process

Supplier Certification Process (4/6)

▼ Event Contents

All Content

8

2 Quality

3 Product Safety or Hy...

4 Environment & Sustai...

5 Code of Conduct - Et...

6 Medical Requirements

7 Medical Compliance C...

8 Chain of Custody

Chain of Custody

Name ↑

▼ 8 Chain of Custody

8.1 FSC	Unspecified ▼
8.2 PEFC	Unspecified ▼
8.3 RSPO	Unspecified ▼
8.4 BCI	Unspecified ▼
8.5 SFI	Unspecified ▼

(*) indicates a required field

9

Submit Entire Response

Save draft

Compose Message

Excel Import

8 Repeat the steps for all the sections from 2 .Quality to 8. Chain of Custody.

9 Once all the sections are completed, click the **Submit Entire Response** button to submit the response.

NOTE

Alternatively, click the **Save draft** button to save the request for later.

Supplier Qualification and Certification Process

Supplier Certification Process (5/6)

All Content

Name ↑

5.16 Does your company have documented targets and actions related to green gas emission reductions?

▼ 6 Code of Conduct

6.1 Please provide Sedex site code (ZS#) for each site supplying into Essity or confirm that you are registered in EcoVadis.

6.2 Is your operation certified to SA 8000 or equivalent?

6.3 Does your company have a Anti-Bribery and Corruption policy?

6.4 Does your company have Code of Conduct?

6.5 Does your company have a Supplier Code of Conduct?

6.6 Has a 3rd party social/ethical audit (e.g. SMETA or similar audit protocol) been conducted?

6.8 Do you execute risk assessments of your supply and supplier base relating to e.g. social/ethical, environmental risks?

6.9 Is your business defined as a small business or diverse business?

6.11 Is your operation certified to ISO 45001 or equivalent?

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Submit this response?
Click OK to submit.

OK Cancel

10 Click the **OK** button to submit the request.

Supplier Qualification and Certification Process

Supplier Certification Process (6/6)

Console

Doc871487251 - Certificate Management Questionnaire

Time remaining
29 days 23:35:58

11

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

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

2 Quality

3 Product Safety or Hy...

Name ↑

1 Do you have subcontractors?

2 Quality

2.1 ISO 9001

2.2 ISO 13485

No

Yes Details

Console

Doc871487251 - Certificate Management Questionnaire

Pending Approval

You have submitted a response to the questionnaire.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

2 Quality

3 Product Safety or Hy...

4 Environment & Sustal...

Name ↑

1 Do you have subcontractors?

2 Quality

2.1 ISO 9001

2.3 ISO 13485

3 Product Safety or Hygiene or GMP

No

Yes Details

- 11 A message confirming that **your response has been submitted** will be displayed.
- 12 After a few minutes, the event message will change, and the **Time remaining input** will change to **Pending Approval**.

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



