

SAP Ariba

Instruction for Supplier

Global Supply Chain Management

02.05.2024



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- **More Efficient Supplier Management**
Since May 2024, we have been using SAP ARIBA to manage our suppliers in the area of supplier management.
Focus areas: registration, qualification, certificate management, and risk management.
- **Simplified & Centralized Communication**
A single portal for all information and documents related to supplier management.
Clear traceability of all processes and status updates.
- **Self-Management of Your Data**
You remain in control of your company data and certificates.
Update your data independently at any time, ensuring we always have the most up-to-date and accurate information.
- **Additional Questions**
 - If you have any questions regarding the registration process or the usage of SAP ARIBA, please feel free to reach out to us.
 - Pls. contact: supplier.manager@meyerwerft.de or your Supplier Manager

Steps to Execute

1. After we have approved a supplier request internally, a supplier is automatically invited
2. First you will receive an e-mail from the "MEYER GROUP" with the subject: **Invitation: Register as a supplier with the Meyer Group (Meyer Werft, Meyer Turku, Neptun Werft and subsidiaries)**. Please double-check your spam folder, as it is possible that this e-mail will end up there
3. Click on the link in the invitation email
4. Please note: *You can only use the link once, and it will expire after you click on it. Please click the link only when you have enough time to complete your registration as a supplier with us. If the link no longer works, please contact us, and we'll send you a new email with a fresh link from the system.*



MEYER GROUP <s4system-prodeu+meyer-T.Doc2185803399@eusmtp.ariba.com>

Kruse, Philipp

Invitation: Register as a supplier with Meyer Group (Meyer Werft, Meyer Turku, Neptun Werft and subsidiaries) 2

Dear Sir or Madam,

We hope this message finds you well. We are excited to inform you of our recent transition to a new digitalization platform, SAP ARIBA, for registration and qualification processes within the MEYER Group.

As part of this transition, we kindly request your participation in registering your company on the SAP ARIBA Network. This platform will serve as our primary tool for supplier qualification moving forward. We understand that change can sometimes be challenging, but we believe that this transition will ultimately streamline our processes for mutual benefit.

The key improvements with SAP ARIBA are:

- A structured environment to swiftly and reliably manage this data
- Streamline processes for mutual benefit
- You can now complete the registration process at your convenience,
- Save the progress of your registration and continue at a later stage and
- Allow multiple team members to collaborate on the task if necessary.
- If your company undergoes any changes such as a name change, address change, or changes in contact personnel in the future, you can easily update the registration questionnaire and submit the revised information. We will ensure that the information is accurately reflected in our systems.

This **high flexibility** ensures a smoother and more efficient registration process for all parties involved.

What do you as our partner need to do?

- To begin the registration process, please access your account on SAP ARIBA if you already have one. If not, you will need to register on the SAP ARIBA Network platform. [Click Here](#) to sign in with your existing account or to create a new account.

3 You can only use the link once, and it will expire after you click on it. Please click the link only when you have enough time to complete your registration as a supplier with us. If the link no longer works, please contact us, and we'll send you a new email with a fresh link from the system.

In case of any kind of questions:

- If you notice any difficulties or have any questions regarding the registration process, please don't hesitate to reach out to supplier_manager@meyerwerft.de for assistance.
- You can also see our website for more detailed instructions for suppliers.

[MEYER WERFT GmbH & Co. KG](#)
[MEYER TURKU OY](#)
[NEPTUN WERFT GmbH & Co. KG](#)

- We are committed to providing you with the support you need to complete this process seamlessly.

Thank you for your attention to this matter. Your cooperation in completing the registration process is greatly appreciated and will contribute to the success of our partnership.

Privacy Policy:

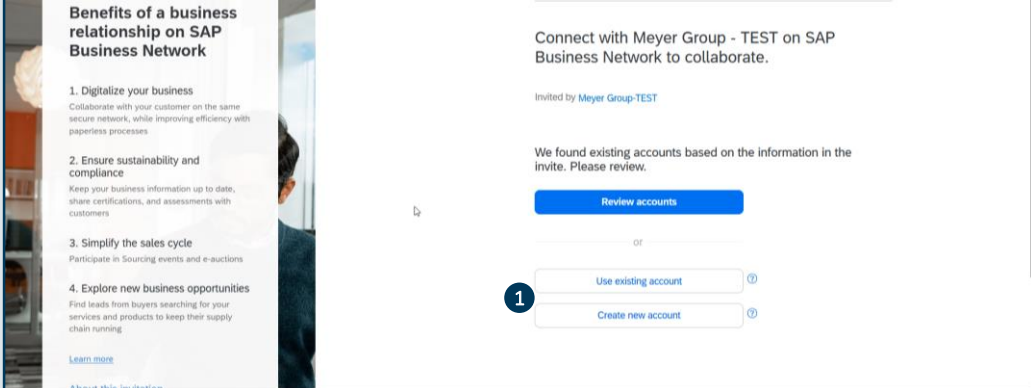
[MEYER WERFT GmbH & Co. KG](#)
[MEYER TURKU OY](#)
[NEPTUN WERFT GmbH & Co. KG](#)

Create Ariba Network Account

Steps to Execute

1. Click either “Create new account” or - if you have already an SAP ARIBA NETWORK account – “Use existing account”
 - a. If your company is already registered with an Ariba Network Account, *simply log in with your credentials*
2. Enter your **Company Information**
 - a. Some of this information may have already been inserted by our procurement team who started the supplier request. Please review and correct if necessary
 - b. Please fill in the information marked with an asterisk, at the very least
 - c. If you have a DUNS number, you can add it here, but this is currently not important for MEYER

Next slide – Part 2 



Benefits of a business relationship on SAP Business Network

1. Digitalize your business
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
2. Ensure sustainability and compliance
Keep your business information up to date, share certifications, and assessments with customers
3. Simplify the sales cycle
Participate in Sourcing events and e-auctions
4. Explore new business opportunities
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)
[About this invitation](#)

Connect with Meyer Group - TEST on SAP Business Network to collaborate.

Invited by Meyer Group-TEST

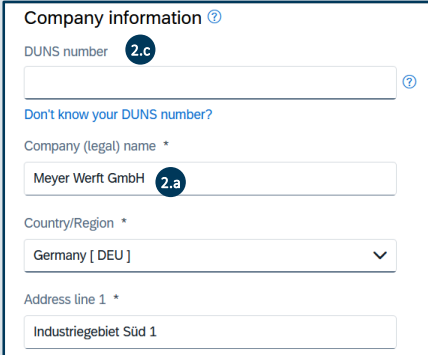
We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

OR

1 ⓘ

ⓘ



Company information ⓘ

DUNS number **2.c**

[Don't know your DUNS number?](#)

Company (legal) name *

Meyer Wert GmbH **2.a**

Country/Region *

Germany [DEU]

Address line 1 *

Industriegebiet Süd 1



Address line 2

Papenburg

Postal code *

26871

City * **2.b**

Papenburg

State

Lower Saxony [DE-NI]

Create Ariba Network Account

Steps to Execute

1. Enter your **Administrator account information**
 - a. Our first point of contact has received the invitation, therefore his or her credentials are pre-selected.
 - b. Now you have two options - you can use your e-mail address as the username or you can create a new username, but this has to be in the format of an e-mail.
 - c. Please select your password and repeat
2. Click on the checkboxes for **Terms of Use** and **SAP Business Network Policy Statement**
3. Click on **Create account and continue**

Next slide – Part 3

Administrator account information 1

First name * 1.a

Philipp

Last name *

Kruse

Email *

philipp.kruse@meyerwertf.de

Use my email as my username 1.b

Username *

test@meyerwertf.de

Password * 1.c

••••••••



Repeat password *

••••••••



I have read and agree with the [Terms of Use](#). 2

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

3

4

Steps to Execute

1. Click "Continue account creation"

Next slide – Part 4 

Create an account to connect and collaborate with Meyer Group - TEST on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

1

Steps to Execute

1. Now you have to confirm your email address
2. Click "Confirm email"

Next slide – Part 5 

Please confirm your email address

Check your email at philipp.kruse@meyerwerft.de and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:

Confirm your email

Dear Philipp,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Confirm email

2

Link expires: Sunday, Sep 22, 2024, 06:18 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

Create Ariba Network Account

Steps to Execute

1. Enter *Tell us more about your business*
 - a. Please note that the information for *Product and Service Categories* and *Ship-to or Service Locations* are not mandatory and **not relevant for MEYER**. Therefore, you can enter something there or you can skip this by clicking “Don’t show this message again”

Almost done! We still need some information.

Enter the information below so you'll be discovered by more customers searching for businesses like yours.

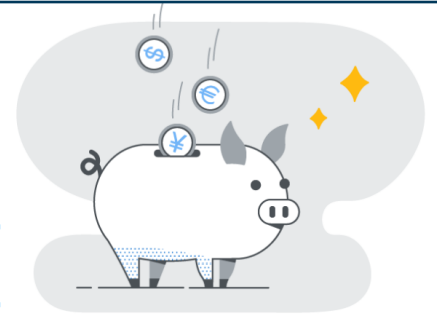
Product and Service Categories

or

Delivery or service locations

or

2



Create Ariba Network Account

Steps to Execute

1. Based on the information you've provided, a text box may appear named **Potential existing accounts**. Within the Ariba platform, there is a mechanism to determine whether your company already possesses an SAP Business Network account.
2. Click **Review accounts** to see an overview about potential duplicates
3. Now you will see the existing accounts. By clicking on the three dots in the "Action" column, you will access the company profile.
4. To reach the administrator of an existing account, you can click on the "Contact Admin" button located in the upper right corner.
5. A window titled "Contact Your Account Administrator" will appear.
6. Click Send Email to send this message to the account administrator.
7. You can click **Skip review** if the previous steps are not relevant to you.

1 **Potential existing accounts**

We have noticed that there may already be an SAP Business Network account registered by your company. Please review before you create a new account.

2 **Review accounts** **Skip review** **7**

1 search results found

Supplier name	Country	State	DUNS	Supplier AUID	Actions
Meyer Werft GmbH & Co. KG	DEU	Lower Saxony	-	AN011008599320	3 View profile Please view profile and contact admin if you need to.

4 **Contact Admin** **Cancel** **Cancel** **6** **Send Email**

5

Your Name:* Test Company
Your Company Name:* Test Company
Your Email Address:* Jon.Doe@meyerwerft.de
Your Phone Number: GBR 44 [] []

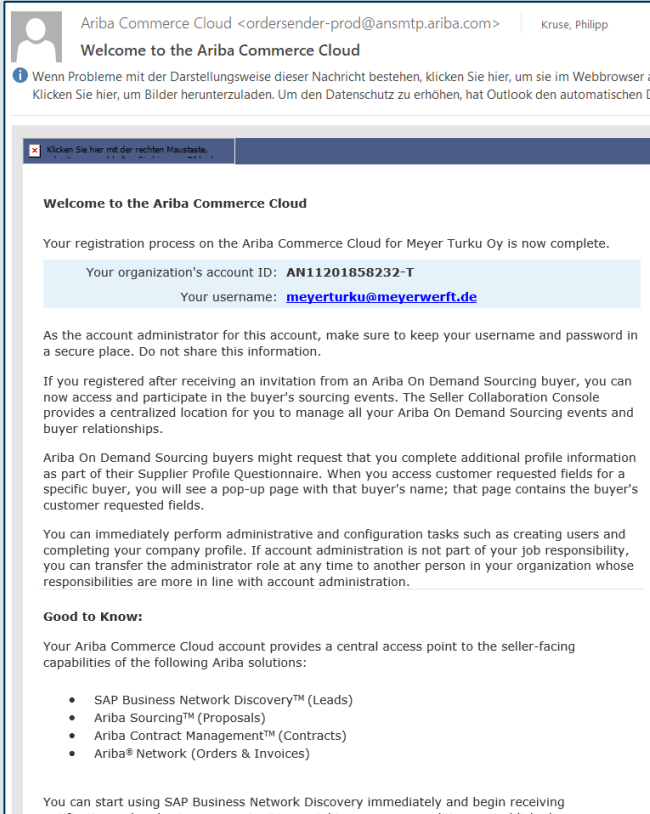
Your Message:*
Hello,
I recently attempted to register an account on SAP Business Network. During registration, SAP Ariba searched and returned your account as a match.
Please contact me to determine if I should be using this account.
Thank you.

Notification

1. You will receive an e-mail with the subject: **Welcome to the Ariba Commerce Cloud** once your Ariba account is created

Support

1. [How do I register a new account?](#)
2. [What are some common issues when registering an account?](#)
3. [SAP ARIBA NETWORK - Support Video \(Old - Version\)](#)
4. [Supplier Login](#)



The screenshot shows an email from Ariba Commerce Cloud. The header includes the sender's name 'Ariba Commerce Cloud' and email address '<ordersender-prod@ansmtp.ariba.com>', and the recipient's name 'Kruse, Philipp'. The main body of the email contains the following text:

Welcome to the Ariba Commerce Cloud

Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzusehen. Wenn Sie Probleme mit dem Öffnen dieser Nachricht haben, klicken Sie hier, um Bilder herunterzuladen. Um den Datenschutz zu erhöhen, hat Outlook den automatisierten Download von Bildern deaktiviert.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Meyer Turku Oy is now complete.

Your organization's account ID: **AN11201858232-T**

Your username: meyerturku@meyerwert.de

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

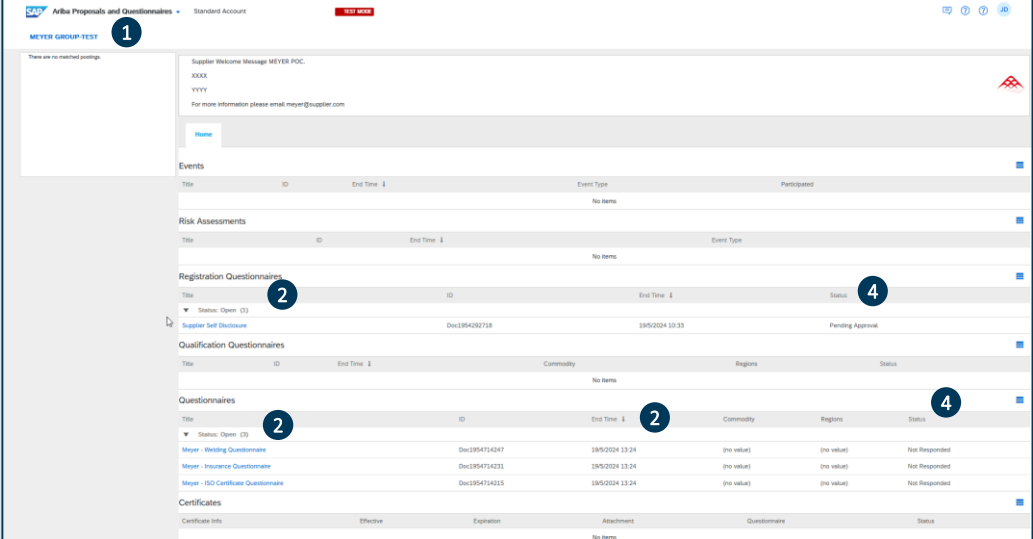
- SAP Business Network Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using SAP Business Network Discovery immediately and begin receiving

Ariba Network Account Information

Overview

1. MEYER mainly uses the option *Ariba Proposals and Questionnaire*, as shown in the screenshot.
2. It means the Supplier Self-Disclosure, the Certificate Questionnaire, the Insurance Questionnaire, all applicable Qualification Questionnaires and the Risk Questionnaires can be found here.
3. You are also able to see the date until the questionnaire has to be answered
4. And you can see the different status of a questionnaire e.g.:
 - a. Not responded
 - b. Pending Approval
 - c. Pending Resubmission
 - d. Rejected
 - e. Approved



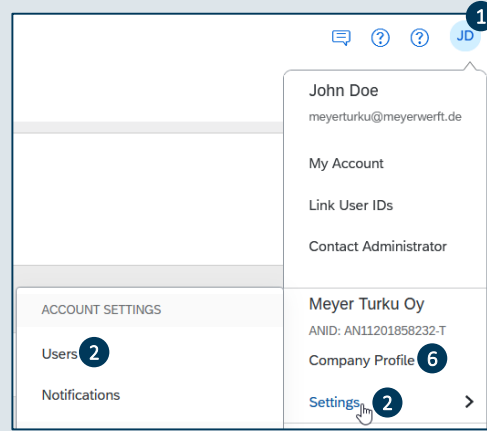
The screenshot displays the SAP Ariba Proposals and Questionnaires interface for a Standard Account. The page is titled "MEYER GROUP TEST" and includes a "TEST MODE" indicator. The main content area is divided into several sections: "Events", "Risk Assessments", "Registration Questionnaires", "Qualification Questionnaires", and "Certificates". The "Registration Questionnaires" section is expanded, showing a table with columns for Title, ID, End Time, Commodity, Regions, and Status. The table contains three rows of data, with the first row highlighted. The status of the first row is "Pending Approval".

Title	ID	End Time	Commodity	Regions	Status
Supplier Self Disclosure	Dec1994292718	19/5/2024 10:33			Pending Approval
Meyer - Working Questionnaire	Dec1954714267	19/5/2024 13:24	(no value)	(no value)	Not Responded
Meyer - Insurance Questionnaire	Dec1954714221	19/5/2024 13:24	(no value)	(no value)	Not Responded
Meyer - ISO Certificate Questionnaire	Dec1954714215	19/5/2024 13:24	(no value)	(no value)	Not Responded

Manage Ariba Network Account

Configurations

1. Click on your profile **icon** in the upper right corner.
2. Here, you can access various settings and additional actions. To add users navigate to **Settings** and select **Users**.
3. Click on the tab **Manage Users** and then on the **plus sign** to add more users to the account. Then you'll be prompted to enter the necessary information there.
4. If your company works with other customers, you can add internal users for each one. This lets them manage their customers in the account.
5. To complete the process, please click on the "Save" button.
6. By clicking on **Company Profile**.
7. You'll find various content to your company profile. The more you maintain your profile, the easier it is for other companies to find and contact you.



JD

John Doe
meyerturku@meyerwerft.de

My Account

Link User IDs

Contact Administrator

ACCOUNT SETTINGS

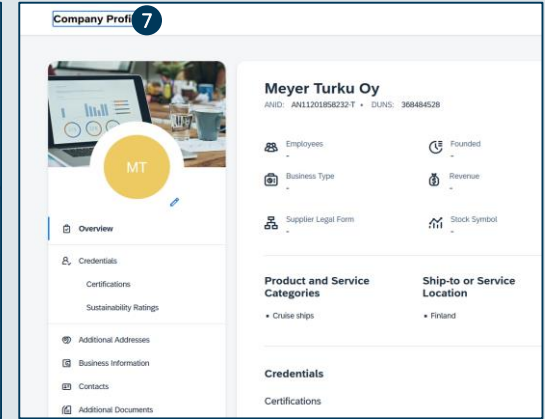
Users **2**

Notifications

Meyer Turku Oy
ANID: AN11201858232-T

Company Profile **6**

Settings **2**



Company Profile **7**

Meyer Turku Oy
ANID: AN11201858232-T • DLNLS: 369484528

Employees -

Business Type -

Supplier Legal Form -

Product and Service Categories
• Cruise ships

Ship-to or Service Location
• Finland

Overview

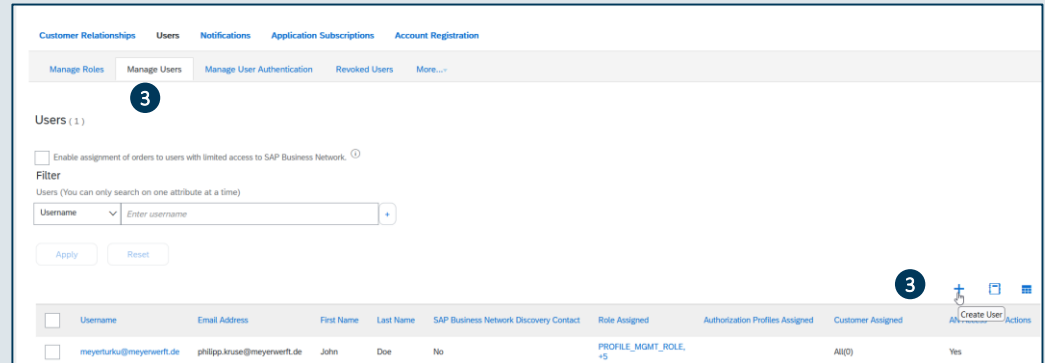
Credentials

Additional Addresses

Business Information

Contacts

Additional Documents



Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage User Authentication Revoked Users More...

3

Users (1)

Enable assignment of orders to users with limited access to SAP Business Network. ⓘ




Filter

Users (You can only search on one attribute at a time)

Username

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Create User Actions
<input type="checkbox"/>	meyerturku@meyerwerft.de	philipp.kruse@meyerwerft.de	John	Doe	No	PROFILE_MGMT_ROLE +5		AN(0)	Yes

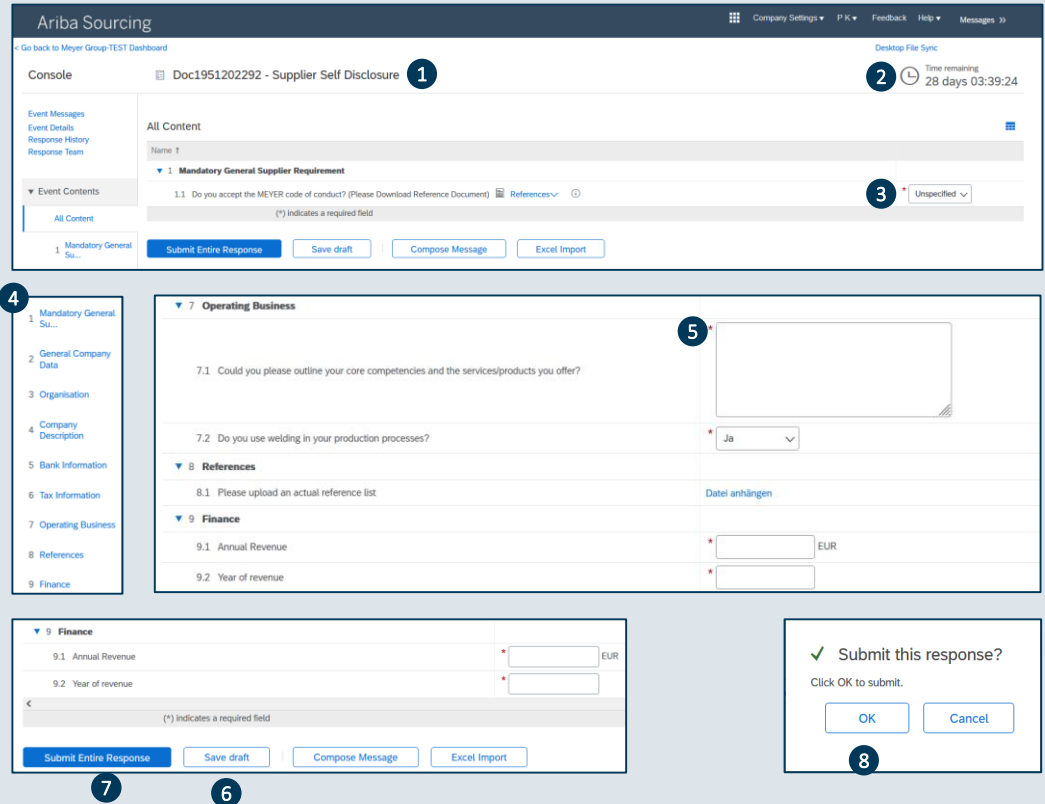
3   

Supplier Self Disclosure

Steps to Execute

1. For registering at MEYER you need to fill first the "Supplier Self Disclosure"
2. Please check the remaining time for answering the questionnaire here
3. For MEYER it is important that our suppliers either follow our Code of Conduct or have their own Code of Conduct. Therefore, you cannot proceed without this information. If you are unable to comply, it will be individually reviewed by MEYER Legal Department.
4. If you agree to one of the options just mentioned, you will see that further questions will appear that are important for the registration.
5. Please also note that some questions are mandatory; these fields are marked with a **red asterisk (*)**. Fields not marked with an asterisk provide a clearer understanding of your company. Additionally, our internal reviewers may ask for missing information in a subsequent review.
6. If you do not have all the information immediately available, you can save your results first.
7. Once you've answered all the required questions, you can submit the complete questionnaire.
8. After you have completed the previous step, another window will appear in which you confirm the submission by clicking on "OK".
9. After you have submitted your application, you will also receive a confirmation e-mail.

Please use the option of " temporary saving" so that the existing answers do not disappear if you are inactive for a longer period of time (approx. 15 minutes).



The screenshot displays the Ariba Sourcing interface for a Supplier Self Disclosure questionnaire. The interface is titled "Ariba Sourcing" and shows a document titled "Doc1951202292 - Supplier Self Disclosure". A timer indicates 28 days 03:39:24 remaining. The questionnaire is divided into sections: Mandatory General Supplier Requirement, Operating Business, and Finance. The "Mandatory General Supplier Requirement" section includes question 1.1: "Do you accept the MEYER code of conduct? (Please Download Reference Document)". The "Operating Business" section includes question 7.1: "Could you please outline your core competencies and the services/products you offer?" and question 7.2: "Do you use welding in your production processes?". The "Finance" section includes questions 9.1: "Annual Revenue" and 9.2: "Year of revenue". The interface includes buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A confirmation dialog box asks "Submit this response?" with "OK" and "Cancel" buttons.

1. Document title: Doc1951202292 - Supplier Self Disclosure
2. Timer: 28 days 03:39:24 remaining
3. Question 1.1: Do you accept the MEYER code of conduct? (Please Download Reference Document)
4. Section 7: Operating Business
5. Question 7.1: Could you please outline your core competencies and the services/products you offer?
6. Question 7.2: Do you use welding in your production processes?
7. Section 9: Finance
8. Confirmation dialog: Submit this response? Click OK to submit.

Supplier Self Disclosure

Steps to Execute

1. Once MEYER has received the information, it is viewed and evaluated by the responsible supplier manager and either approved, rejected or further information is requested.
2. In the screenshot at the top you see that MEYER is requesting some additional information.
3. You also see the comments inside the supplier portal at the top of the questionnaire
4. If you've completed the Supplier Self-Disclosure to our satisfaction, your registration will be approved and you will also receive an email notification.
5. By clicking "Click Here" you'll be directed to your account to check if there are additional questionnaires that need to be completed.
6. Please note that you can update your company data in the **Supplier Self-Disclosure** at any time. You can click **revise response** and update your data. MEYER will then review, verify, and approve the changes.

2

Hello John Doe,
Meyer Group-TEST reviewed your registration and needs additional information before approval. Please provide the information described in the following comments.

Comments:
We need detailed information and attachment for the following questions:

- 1.1.
- 3.3.
- 4.2.
- 7.1.
- 7.2.

Thank you

To provide this information, go to the registration questionnaire and update your answers.

3

Go back to Meyer Group-TEST Dashboard Desktop File Sync

Console Doc1954292718 - Supplier Self Disclosure Time remaining: 29 days 23:42:12

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Latest comment [19/4/2024]: We need detailed information and attachment for the following questions:

- 1.1.
- 3.3.
- 4.2.
- 7.1.
- 7.2.

Thank you

4

Hello John Doe,
Congratulations! Your supplier registration was approved.
Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Meyer Group-TEST.

[Click Here](#)

Sincerely,
Meyer Group-TEST

Steps to Execute

1. In order to qualify as a MEYER supplier, you will receive additional questionnaires to query certificates and insurance policies before the start of the qualification process. The advantage of these questionnaires is that they only need to be completed once and reminders are sent automatically when the certificates or the insurances expire.
2. The **Insurance Questionnaire** requires information about the most important forms of insurance
3. If you have a certificate available, please click on **Details**. MEYER has decided to mark two of the fields in the Details as mandatory:
 - a. **Expiration Date**
 - b. **Attachment**The other fields are useful but not mandatory.

Next slide – Part 2

The screenshot displays the 'Public Liability Insurance' section of a questionnaire. It includes a table with two rows: 'Public Liability Insurance' and 'Product Liability Insurance'. The 'Public Liability Insurance' row has a 'Details' button highlighted with a red circle '3'. Below the table, a detailed form for 'Public Liability Insurance Certificate' is shown. This form includes fields for 'Issuer', 'Year of Publication' (set to 2024), 'Certificate Number', and 'Certificate Location'. The 'Effective Date' is set to 'Mon, 1 Jan, 2024'. The 'Expiration Date' is set to 'Mon, 30 Dec, 2024' and is marked as mandatory with a red circle '3.a'. The 'Attachment' field shows a file named '20240301082304.pdf' and is also marked as mandatory with a red circle '3.b'. There are 'Browse...' and 'Delete' buttons for the attachment. Below the attachment field is a dashed box for dropping a file. At the bottom, there is a 'Description' text area and 'OK' and 'Cancel' buttons.

Insurance and Certificates

Steps to Execute

1. The **Certificate Questionnaire** requires information about the most common certificates
2. If you have a certificate available, please click on **Details**. MEYER has decided to mark two of the fields in the Details as mandatory:
 - a. **Expiration Date**
 - b. **Attachment**The other fields are useful but not mandatory.
3. If you haven't filled the information in correctly and try to submit the results, you'll get a small red text box with required information
4. You are also able to see all your certificates in the supplier portal in **Ariba Proposals and Questionnaire**.

Name 1

▼ 1 Quality Management

1.1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification * Yes [Details] 2

1.2 Does your organization has any additional Quality Management certification? If yes, please provide details of your certification * No

▼ 2 Environmental Management

2.1 Is your organization ISO 14001 (Environmental Management) certified? If yes, please provide details of your certification * Yes [Details]

2.2 Does your organization has any additional Environmental Management certification? If yes, please provide details of your certification * No

1.1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your...

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: Bureau Veritas

Year of Publication: 1995

Certificate Number: CH3XXXX478

Certificate Location: United Kingdom

Effective Date: Fri, 28 Jan, 2022

2.a Expiration Date: * Tue, 30 Apr, 2024

2.b Attachment: * [Meyer Turku Oy - ISO 9001.pdf](#) Delete

No file selected.
Or drop file here

Description:

3 You need to provide an answer to Question 3.1, 'Is your organization ISO 45001 (ISO standard for occupational health and safety OH&S) certified? If yes, please provide details of your certification'.

4

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 9001 Certificate	28/1/2022	30/4/2024	Meyer Turku Oy - ISO 9001.pdf	Meyer - ISO Certificate Questionnaire	Valid

Supplier Qualification

Steps to Execute

1. The MEYER supplier manager has sent you an e-mail inviting you to complete the **Supplier Self-Assessment Questionnaire**
2. You can click either on the questionnaire itself or on the **Click Here** button to jump to the SAP ARIBA NETWORK portal.
3. You can now complete the questionnaire in the portal, which you must answer in order to qualify for certain areas/regions at MEYER
4. Please note that completing the extensive list of questions is not mandatory. However, please bear in mind that questions may arise during the internal evaluation and we may not be able to approve the questionnaire. This would mean that you would receive a request to provide certain information. The better you complete the questionnaire in the initial step, the fewer questions will arise from the supplier manager after the internal evaluation.
5. Please also note that some questions are mandatory; these fields are marked with a **red asterisk (*)**.

Please use the option of "temporary saving" so that the existing answers do not disappear if you are inactive for a longer period of time (approx. 15 minutes).

1

Hello John Doe,

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

Process Overview

Process: Supplier Qualification (GSR)
Category: 60000 MACHINERY
Region: All
Business unit: All
Material: Not applicable
Process owner: Philipp Kruse
Message:

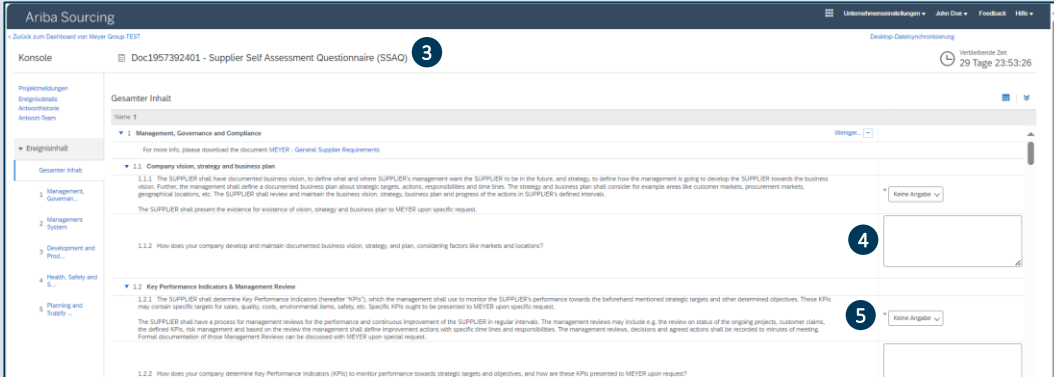
Questionnaire Overview

Name	Assigned To	Respond By
Supplier Self Assessment Questionnaire (SSAQ)	John Doe	May 22, 2024 at 1:19 AM

2

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

Best Regards,
SAP Ariba team



Ariba Sourcing

Konsole | Doc:1957392401 - Supplier Self Assessment Questionnaire (SSAQ) | 3

Unternehmensstruktur | John Doe | Feedback | Hilfe

Dashboard-Datenvisualisierung

Verbleibende Zeit: 29 Tage 23:53:26

Projektstellungen
Ergebnisse
Anforderungen
Antwort Team

Ergebnisinhalt

Gesamter Inhalt

Name 1

1 Management, Governance and Compliance

For more info, please download the document MEYER - General Supplier Requirements

1.1 Company vision, strategy and business plan

1.1.1 The SUPPLIER shall have documented business vision, to define what and where SUPPLIER's management want the SUPPLIER to be in the future, and strategy, to define how the management is going to develop the SUPPLIER towards the business vision. Further, the management shall define a documented business plan about strategic targets, actions, responsibilities and time lines. The strategy and business plan shall consider for example areas like customer markets, procurement markets, geographical locations, etc. The SUPPLIER shall review and maintain the business vision, strategy, business plan and progress of the actions in SUPPLIER's defined intervals.
The SUPPLIER shall present the evidence for existence of vision, strategy and business plan to MEYER upon specific request.

1.1.2 How does your company develop and maintain documented business vision, strategy, and plan, considering factors like markets and locations? 4

1.2 Key Performance Indicators & Management Review

1.2.1 The SUPPLIER shall determine Key Performance Indicators (hereafter "KPIs"), which the management shall use to monitor the SUPPLIER's performance towards the beforehand mentioned strategic targets and other determined objectives. These KPIs may contain specific targets for sales, quality costs, environmental items, safety, etc. Specific KPIs might be to be presented to MEYER upon specific request.
The SUPPLIER shall have a process for management reviews for the performance and continuous improvement of the SUPPLIER in regular intervals. The management reviews may include e.g. the review on status of the ongoing projects, customer claims, the defined KPIs, risk management and based on the review the management shall define improvement actions with specific time lines and responsibilities. The management reviews, decisions and agreed actions shall be recorded to minutes of meeting. Formal documentation of these Management Reviews can be discussed with MEYER upon specific request.

1.2.2 How does your company determine key Performance Indicators (KPIs) to monitor performance towards strategic targets and objectives, and how are these KPIs presented to MEYER upon request? 5

Keine Angabe

Keine Angabe

Information

1. You will also automatically receive an e-mail when we have made the decision on the qualification status in which we will inform you of the status.
2. You can also view the status of the qualification in the portal.

1

Hello John Doe,

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: Supplier Qualification (GSR)
Category: 60000 MACHINERY
Region: All
Business unit: All
Material: Not applicable
New Decision: Qualification has been approved
Process owner: Philipp Kruse

Best,
SAP Ariba team

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

2

Supplier Lifecycle Processes

Supplier Qualification (GSR)

Commodity	Regions	Departments	Owner	Status	Action
60000 MACHINERY	All	All	Philipp Kruse	Qualification has been approved	View

Sourcing – What is Ariba Sourcing?

- SAP Ariba Sourcing is used to offer our suppliers the opportunity to bid and compete fairly for Meyer Global business.
- Meyer uses SAP Ariba to support the entire sourcing process. The tool provides an online portal that allows purchasers and suppliers to collaborate on sourcing activities.
- The SAP Sourcing enables the sourcing process to be safe and transparent. It allows for a precise evaluation process with clearly defined requirements and forms the basis for ensuring a competitive and fair environment for all suppliers.
- A ***request for information*** (RFI) usually precedes a request for proposal (RFP). MNL use RFI's to gather data or comments from suppliers so they can qualify participants for a follow-up event.
- The ***request for proposal*** (RFP) is a key step in our sourcing process. MNL usually explains their business needs and ask how you can address them. MNL wants details about the goods and/or services you offer, your production capacity, and your prices.
- ***Suppliers are not charged*** when participating in an RFI or RFP event, initiated by MNL via the SAP Ariba platform.
- The following explains how to participate in an RFP Event.

Participating in an RFP Event

Information

1. The invitation via e-mail is the start of your Ariba RFP Event
2. If your company already has an Ariba Network Account, you can click the button **Click Here** and log in with your credentials
3. You will be invited by the purchaser who is also the contact person for the RFP event
4. In the **Events** section of the portal, you can see all the events to which you have been invited until the event begins.

1 Meyer Group-TEST has invited you to participate in an event: UAT_SOURC_10.

MEYER

Meyer Group-TEST has invited you to participate in the following event: UAT_SOURC_10. The event is set to begin on Monday, April 29, 2024 at 1:44 AM, Pacific Daylight Time.
Use the following username to log in to Meyer Group-TEST events: meverturku@meyerwert.de
[Click Here](#) to access this event.

2 When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.
If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.
If you have forgotten your username or password and are unable to log in, [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.
If you have questions about this event, contact meverturku@meyerwert.de via telephone at or via e-mail at meverturku@meyerwert.de

3 We look forward to working with you!
Thank You,
Meyer Group-TEST

You are receiving this email because your customer, Meyer Group-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Meyer Group-TEST.
Meyer Group-TEST sourcing site: Event Doc1967295096: UAT_SOURC_10: Role(s): meyer.7: Message ID: MS0232348999: [Click Here](#)

4

Home

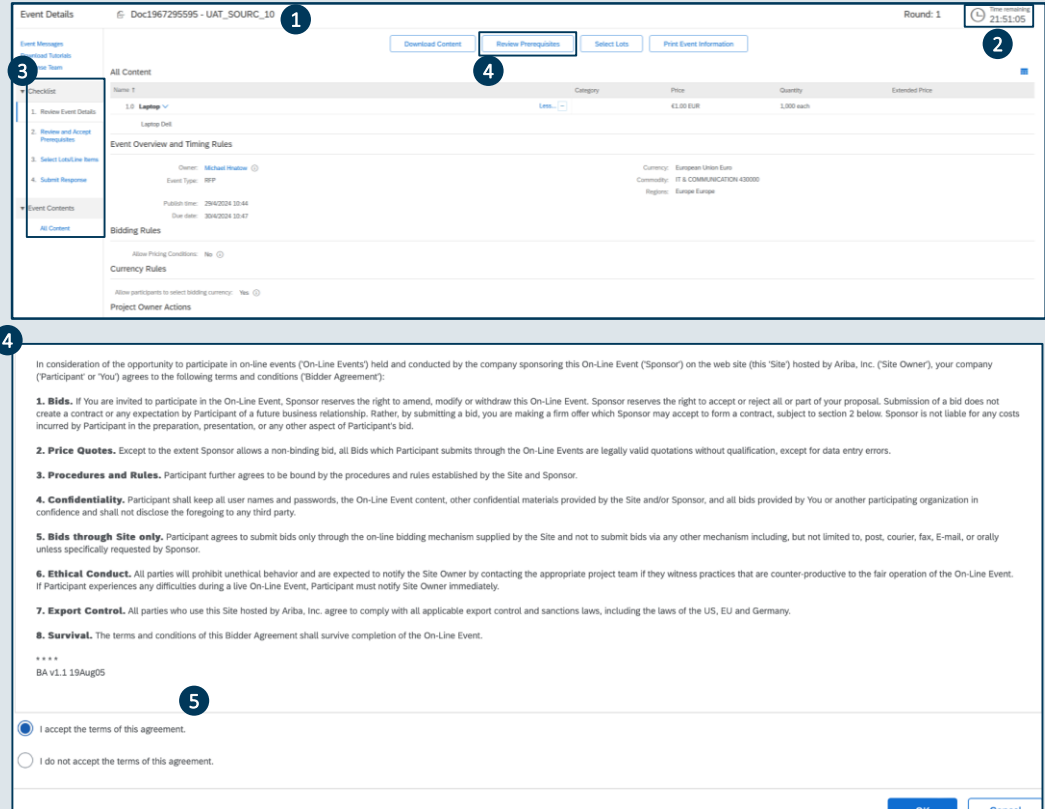
Events

Title	ID	End Time	Event Type	Participated
▼ Status: Open (1)				
UAT_SOURC_10	Doc1967295096	30/4/2024 10:47	RFP	No

Participating in an RFP Event

Event Details

1. You should now be able to see all the relevant information in the sourcing event.
2. The time remaining for the sourcing event should also be visible now.
3. On the right-hand side you will see the checklist that guides you through the process step by step.
4. You must accept the terms of this agreement in order to proceed
5. Mark the checkbox and click on **OK** to proceed



The screenshot shows the SAP Ariba Event Details page for Doc1967295595 - UAT_SOURC_10. The page is divided into several sections:

- Event Details:** Shows event name, category, price, and quantity. A table lists items with columns for Name, Category, Price, Quantity, and Extended Price. Item 1 is 'Laptop' with a price of 41.00 EUR and a quantity of 1,000 each.
- Event Overview and Timing Rules:** Displays event details such as Owner (Michael Hadow), Event Type (RFP), Publication Date (29/03/2024 10:44), and Live Date (29/03/2024 10:47). It also shows Currency (European Union Euro), Community (IT & COMMUNICATION 43000), and Region (Europe Europe).
- Bidding Rules:** Includes 'Allow Pricing Conditions' (No) and 'Currency Rules' (Allow participants to select bidding currency: No).
- Project Owner Actions:** A section for project owner actions.
- Checklist:** A vertical checklist on the left side of the page, with step 3 highlighted. The steps are: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select On-Line Items, 4. Submit Response.
- Terms and Conditions:** A section containing the Bidder Agreement, including sections on Bids, Price Quotes, Procedures and Rules, Confidentiality, Bids through Site only, Ethical Conduct, and Expert Control. It also includes a version number BA v1.1 19Aug05.
- Agreement:** A section with two radio buttons: 'I accept the terms of this agreement.' (selected) and 'I do not accept the terms of this agreement.' Below this are 'OK' and 'Cancel' buttons.

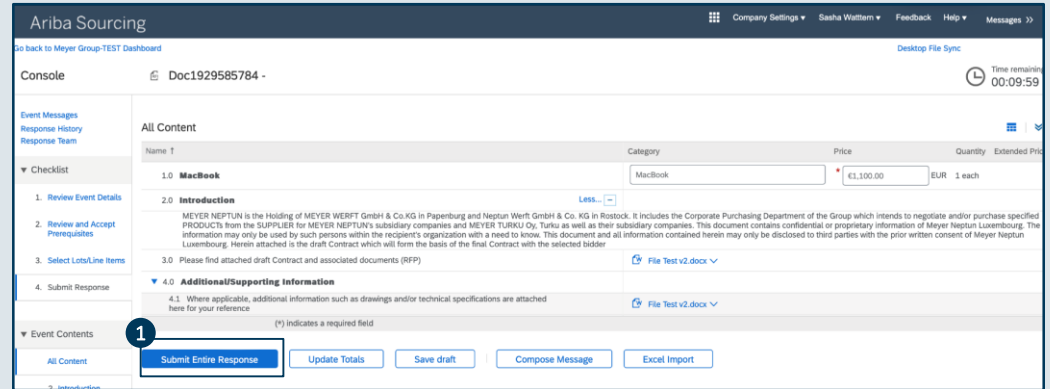
Numbered callouts (1-5) are placed on the screenshot to correspond to the steps in the list on the left:

- 1: Event ID (Doc1967295595 - UAT_SOURC_10)
- 2: Round: 1 and Time remaining: 21:51:05
- 3: Checklist item '3. Select On-Line Items'
- 4: 'Review Prerequisites' button
- 5: 'I accept the terms of this agreement.' radio button

Participating in an RFP Event

Event Details

1. At the end, you must click on the button **Submit Entire Response**, submit the completed event and confirm the submission
2. Confirm the submission by clicking **OK**
3. The purchaser will contact you for the further process



Ariba Sourcing

Go back to Meyer Group-TEST Dashboard

Company Settings | Sasha Watterm | Feedback | Help | Messages

Desktop File Sync

Console Doc1929585784 - Time remaining 00:09:59

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

1 Submit Entire Response Update Totals Save draft Compose Message Excel Import

Name	Category	Price	Quantity	Extended Price
1.0 MacBook	MacBook	€1,100.00	EUR 1 each	

2.0 Introduction

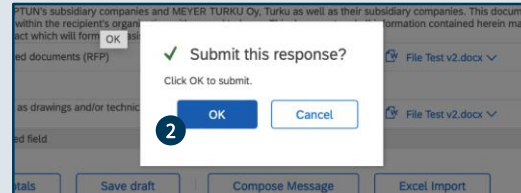
MEYER NEPTUN is the Holding of MEYER WERTF GmbH & Co. KG in Papenburg and Neptun Werft GmbH & Co. KG in Rosdok. It includes the Corporate Purchasing Department of the Group which intends to negotiate and/or purchase specified PRODUCTS from the SUPPLIER for MEYER NEPTUN's subsidiary companies and MEYER TURKU Oy, Turku as well as their subsidiary companies. This document contains confidential or proprietary information of Meyer Neptun Luxembourg. Hencein attached to the draft Contract which will form the basis of the final Contract with the selected bidder.

3.0 Please find attached draft Contract and associated documents (RFP)

4.0 Additional Supporting Information

4.1 Where applicable, additional information such as drawings and/or technical specifications are attached here for your reference

(*) Indicates a required field



Submit this response?

Click OK to submit.

OK Cancel

2

Frequently Asked Questions

Q: Why am I being asked to create a new SAP Ariba Network Account if I already have an existing one?

A: You don't need to create a new account. Use your existing one by selecting "login" instead of "register" during the initial setup.

Q: How can I update my information?

- A:
1. Navigate to the SAP Business Network platform by clicking on the link provided: [Supplier sign-in](#)
 2. Enter your username and password to sign in.
 3. Once signed in, click on the Business Network Button located in the upper left corner.
 4. Switch to "Ariba Proposals & Questionnaires" to access and update your information in the available questionnaires

Q: Is the portal only available in English?

A: As we want to act as a global company, we have decided to create all questionnaires exclusively in English in order to make the exchange of information between the locations in Germany, Finland and Luxembourg as transparent as possible. We are successively developing accompanying material in German and Finnish which can be found on our website.

Thank you...

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