

Quick guide for thyssenkrupp supplier qualification



Step 1: Open invitation email

If you are invited to perform a qualification as a (future) thyssenkrupp supplier, you get an email containing all relevant background information and links to the questionnaires to be filled in:

Links to questionnaires to be filled in and signed

Process overview summarizes the scope of the qualification to be performed

The screenshot shows an email from thyssenkrupp pronet. The header includes the thyssenkrupp logo and 'pronet'. The body of the email starts with 'Dear [Name]', followed by a message from Xenia Gornitz stating she has started the XS Demo Process and requests collaboration. It asks the recipient to fill in questionnaires by specified dates. A table lists the assigned questionnaires:

Name	Assigned to	Respond By
Test Message Stephen	Short Bread	March 30, 2019 at 3:33 AM
SCoC - Internal Upload Version 3 (historical data)	Short Bread	March 30, 2019 at 3:33 AM
...		

Below the table, it provides a link to view the process and a 'Process Overview' section with details: Process: Demo Process XS, Category (SCC): All SCC Commodities, Region: World, tk entity: thyssenkrupp group, Process owner: Xenia Gornitz, and Message. At the bottom, it offers contact information via pronet@thyssenkrupp.com.

Step 2: Register or log in to the SAP Ariba Network

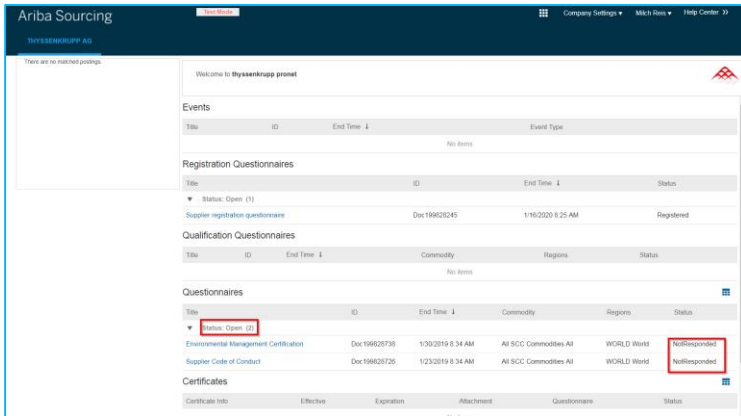
Click on the log in link to the SAP Ariba Network with your user name and password.

If you are not registered yet, please follow the "Register Now" link and the further instructions on the SAP Ariba Network homepage.

The screenshot shows the SAP Ariba 'Supplier Login' page. The header features the SAP Ariba logo, 'Orders & Invoices', and 'Powered by Ariba Network'. The main content area has a dark blue background with the text 'Supplier Login' in white. Below this are two input fields for 'User Name' and 'Password', followed by a blue 'Login' button. At the bottom, there is a link for 'Having trouble logging in?' and a red-bordered box containing the text 'New to Ariba?' with a link to 'Register Now or Learn More'.

Step 3: Review your open questionnaires

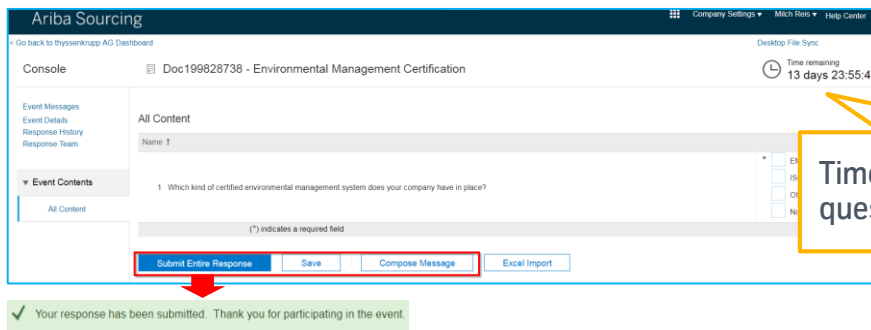
You can now view all qualification processes and the assigned questionnaires to be performed. The status will show you which questionnaires are open and not yet responded. Please choose the questionnaire you want to submit by clicking on the corresponding link.



Step 4: Answer questionnaires

The chosen questionnaire opens and all included questions are shown. Your answers can be submitted or saved. If you have a question which requires feedback from thyssenkrupp, a message can be composed and sent to the requestor of your qualification.

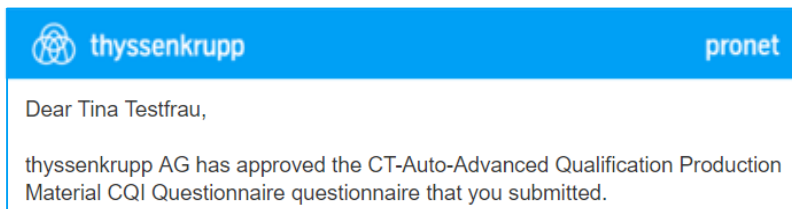
After answering all questions, please select "Submit Entire Response". If the upload was successful you will get a confirmation in your browser as well as via email.



Time left to respond to the questionnaire

Step 5: Final approval

Each of your submitted questionnaires will be approved or declined by thyssenkrupp individually. You will receive an additional notification about the final decision regarding the qualification process.



In case of questions please visit the [Ariba Help Center](#) or refer to your thyssenkrupp contact person.