Supplier guidelines

Questionnaire Invitations and Certifications

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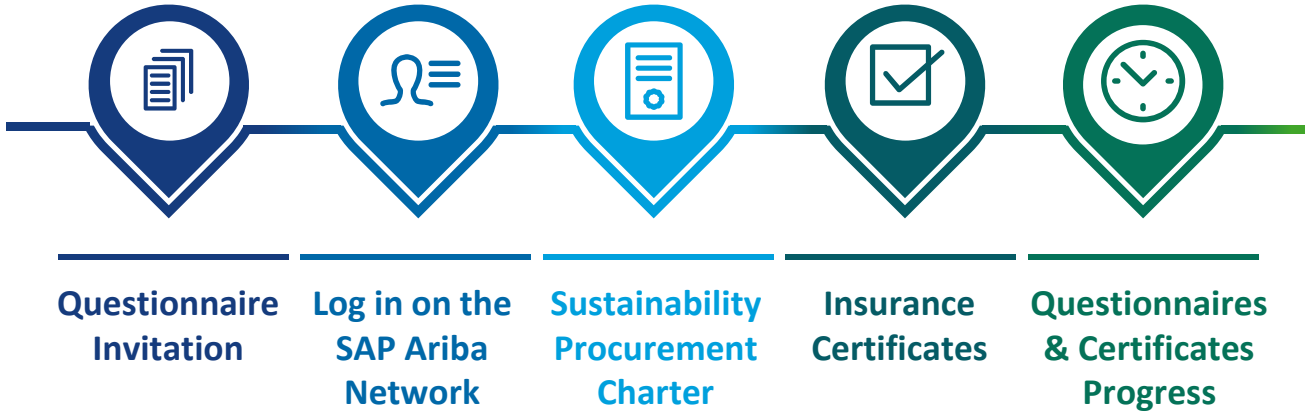
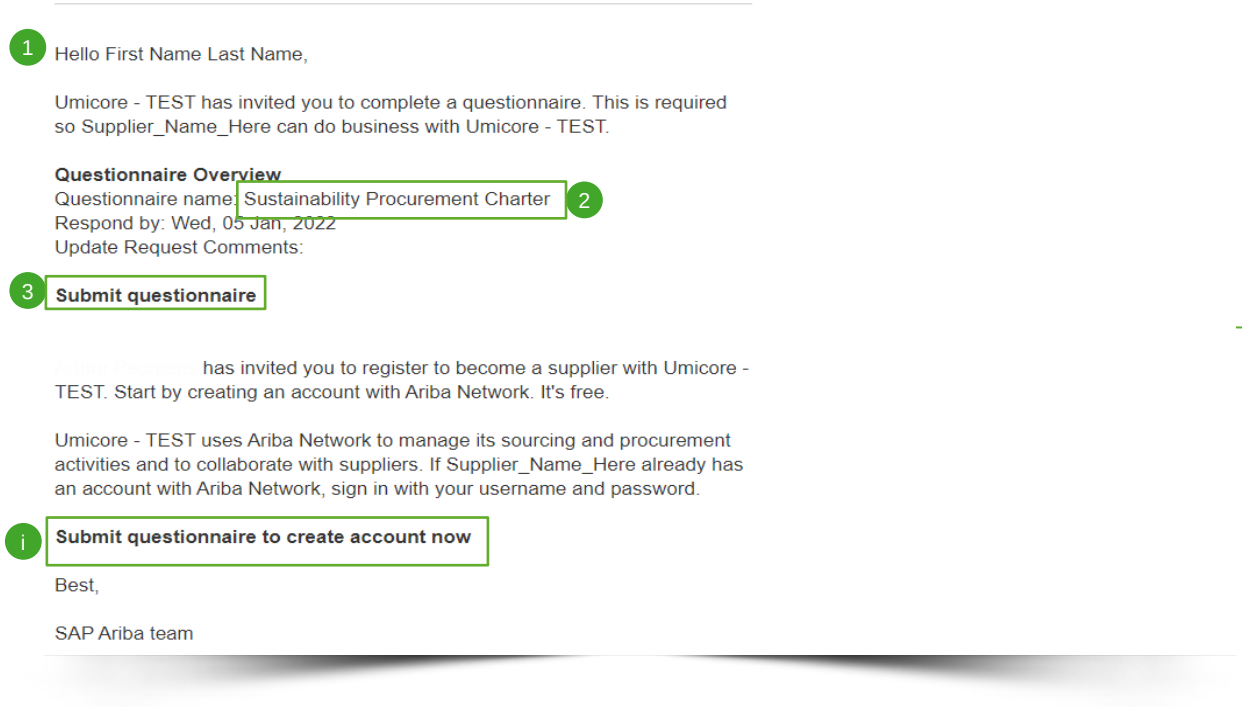


Questionnaire Invitation



1 Hello First Name Last Name,

Umicore - TEST has invited you to complete a questionnaire. This is required so Supplier_Name_Here can do business with Umicore - TEST.

Questionnaire Overview
Questionnaire name: Sustainability Procurement Charter 2
Respond by: Wed, 05 Jan, 2022
Update Request Comments:

3 **Submit questionnaire**

has invited you to register to become a supplier with Umicore - TEST. Start by creating an account with Ariba Network. It's free.

Umicore - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier_Name_Here already has an account with Ariba Network, sign in with your username and password.

i **Submit questionnaire to create account now**

Best,

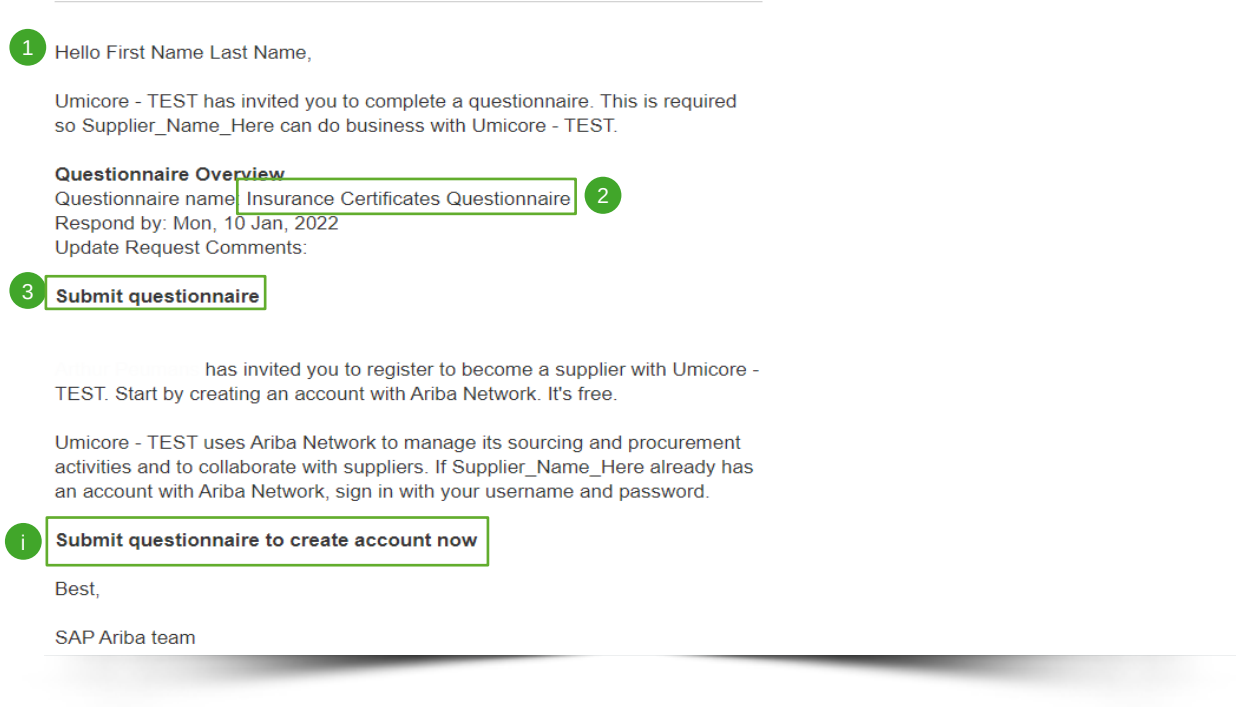
SAP Ariba team

1. You can be invited to fill in questionnaires via e-mail.
2. There are two types of questionnaires:
   1. **Sustainability Procurement Charter**
   2. Insurance Certificates
3. Click on **Submit questionnaire** to be redirected to the login portal on the SAP Ariba Network.

Additional information

i In case you don't have a supplier account on the SAP Ariba Network, click on the link: **to create account now**.

Questionnaire Invitation



1 Hello First Name Last Name,

Umicore - TEST has invited you to complete a questionnaire. This is required so Supplier_Name_Here can do business with Umicore - TEST.

Questionnaire Overview
Questionnaire name: Insurance Certificates Questionnaire 2
Respond by: Mon, 10 Jan, 2022
Update Request Comments:

3 **Submit questionnaire**

has invited you to register to become a supplier with Umicore - TEST. Start by creating an account with Ariba Network. It's free.

Umicore - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplier_Name_Here already has an account with Ariba Network, sign in with your username and password.

i **Submit questionnaire to create account now**

Best,

SAP Ariba team

1 You can be invited to fill in questionnaires via e-mail.

2 There are two types of questionnaires:

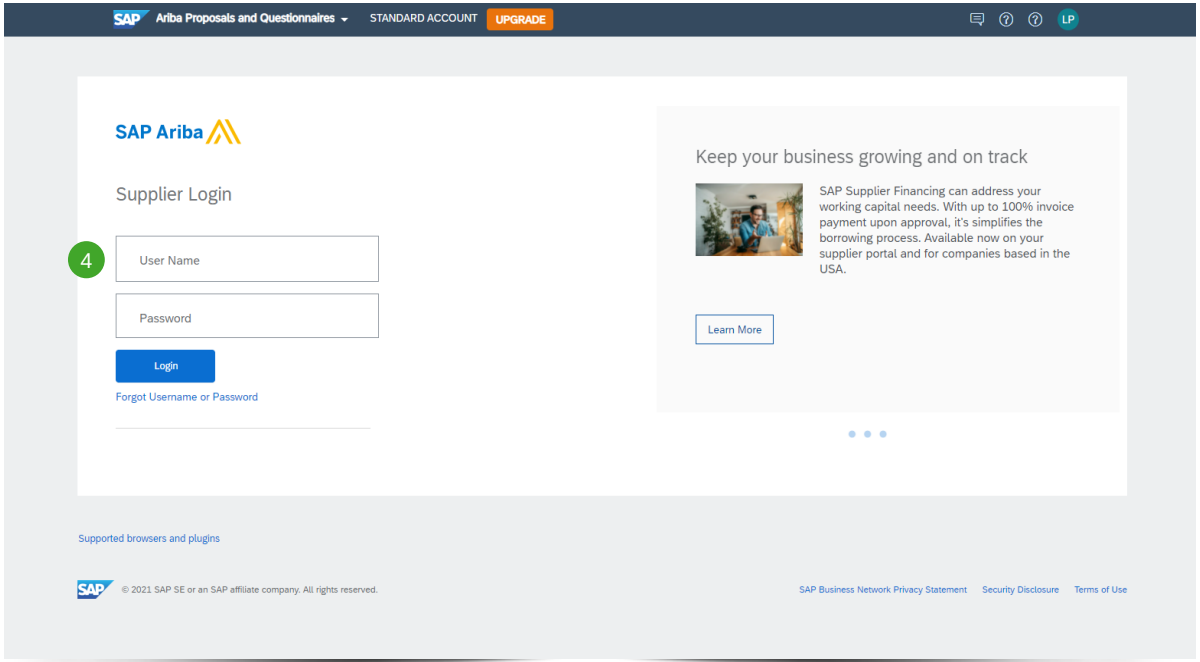
1. Sustainability Procurement Charter
2. **Insurance Certificates**

3 Click on **Submit questionnaire** to be redirected to the login portal on the SAP Ariba Network.

Additional information

i In case you don't have a supplier account on the SAP Ariba Network, click on the link: **to create account now**.

Log in on the SAP Ariba Network



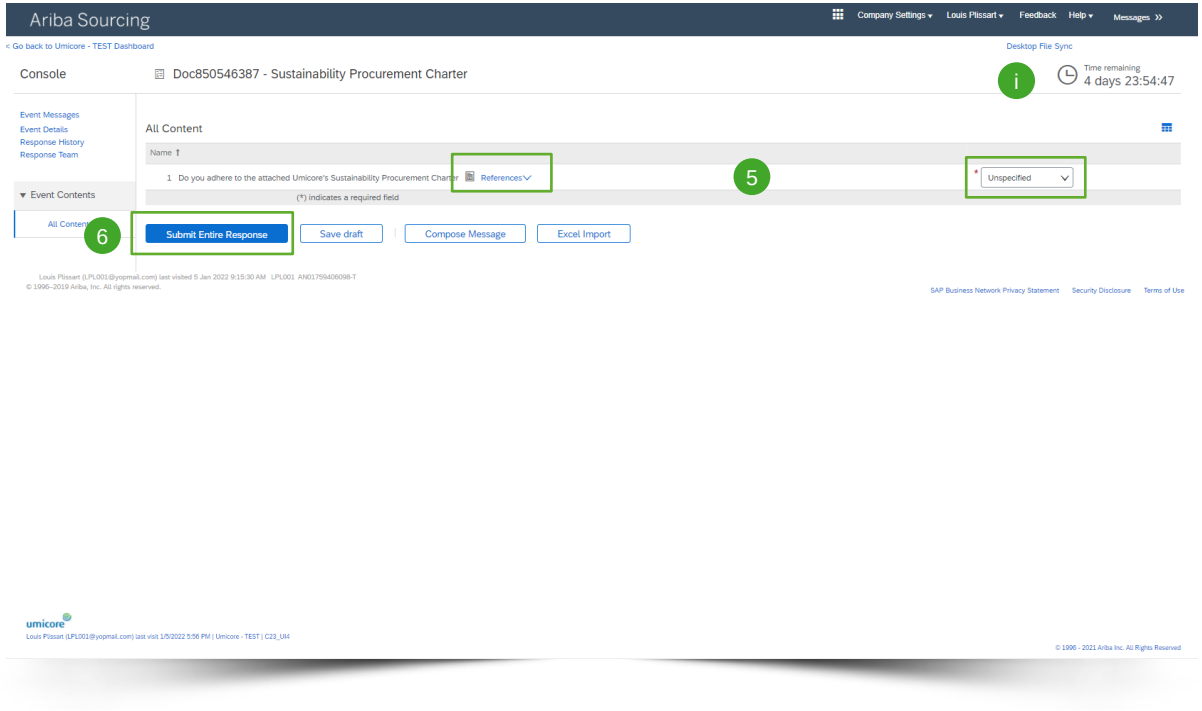
4 After completing **User Name** and **Password**, click on the **Login** button.

Additional information

i In case of technical issues or problems with the login procedure, please contact the SAP Ariba Helpdesk by clicking on the **question mark** at the top right corner.

i Click on **Supported browsers and plugins**, to check your compatibility.

Sustainability Procurement Charter



5 Click on **References** to read the charter, then specify whether you adhere to the charter:

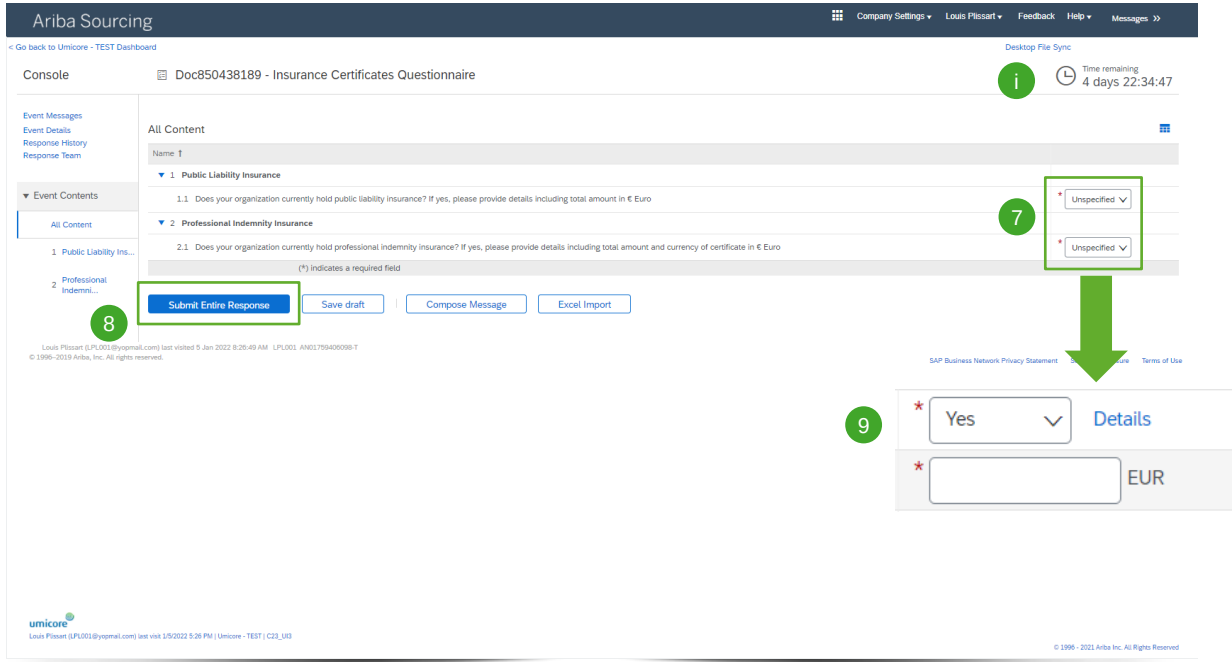
- *“Yes”:* No further actions needed
- *“Yes, with comments”:* Specify the reasons why you adhere with comments.
- *“No”:* Specify the reasons why you don’t adhere to the charter

6 Click on **Submit Entire Response.**

Additional information

i In the upper right corner of your screen, you see the time remaining to complete the questionnaire.

Insurance Certificates



7 Specify if your organization holds the following two insurances:

- Public Liability Insurance
- Professional Indemnity Insurance

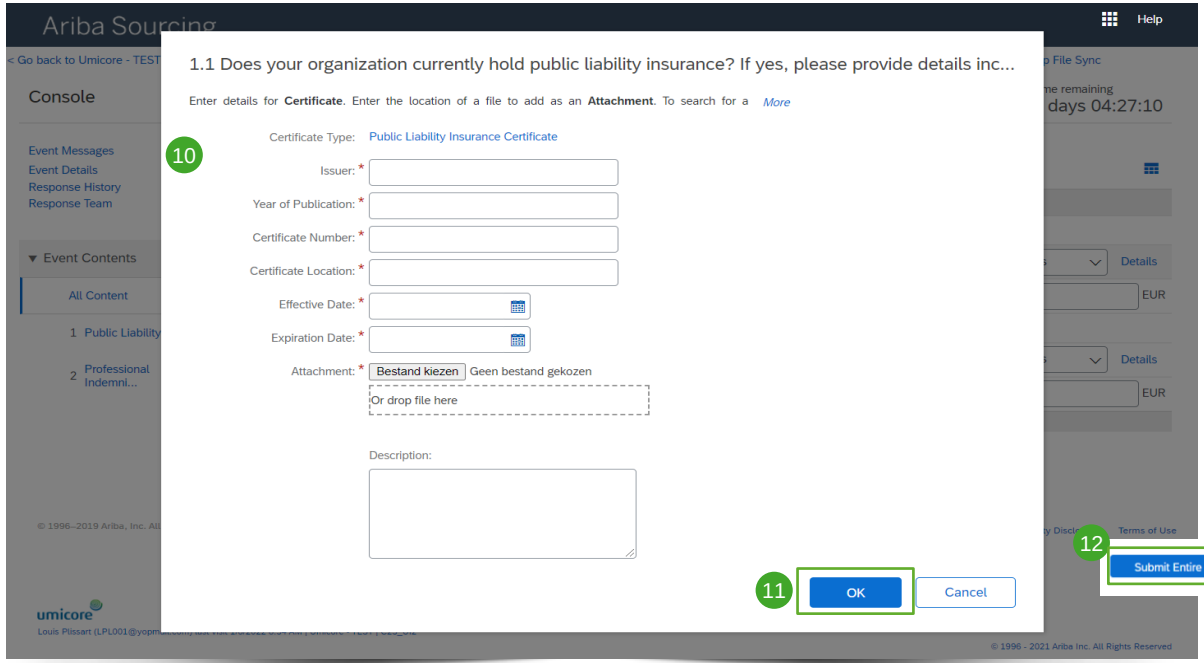
8 If you selected two times “No”, then click on **Submit Entire Response**.

9 If your organization has at least one of the above-mentioned insurances, please fill in the following questions to provide us with more details (*see next slide*).

Additional Information

i In the upper right corner of your screen, you see the time remaining to complete the questionnaire.

Insurance Certificates



10 If your organization has at least one of the above-mentioned insurances, please fill in the details of your insurance certificate.

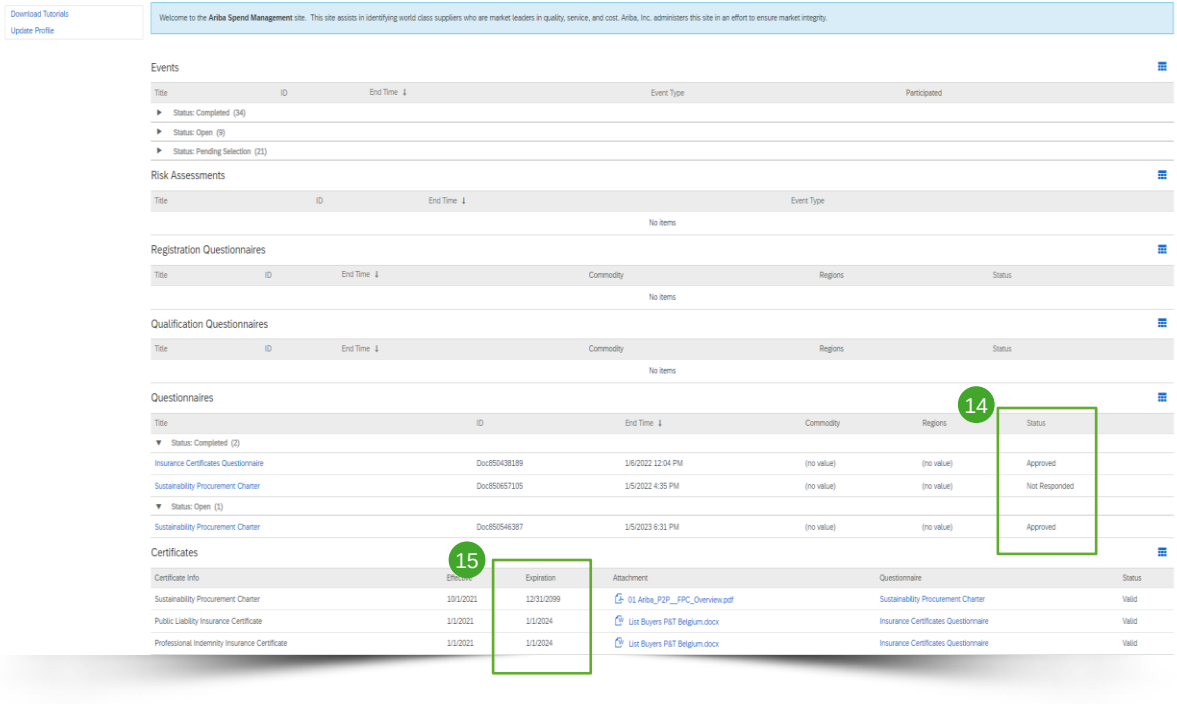
Questions marked with an **asterisk "*"**, are mandatory.

11 To continue, click on **OK**.

12 If you completed all details regarding your insurance certificates, click in the main menu of the Insurance Certificates Questionnaire on **Submit Entire Response.**

13 Finally, confirm the pop-up screen, by clicking **OK** again

Questionnaire & Certificates Progress



14 In the main menu, you can follow the progress of your questionnaires and your obtained certificates.

Once the questionnaires are approved by the responsible Umicore buyer, you can find the certificates of the questionnaires on the main menu.

15 You can also consult until when the certificates are valid, by looking at the Expiration column.

For additional information:

- Please consult our SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team

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