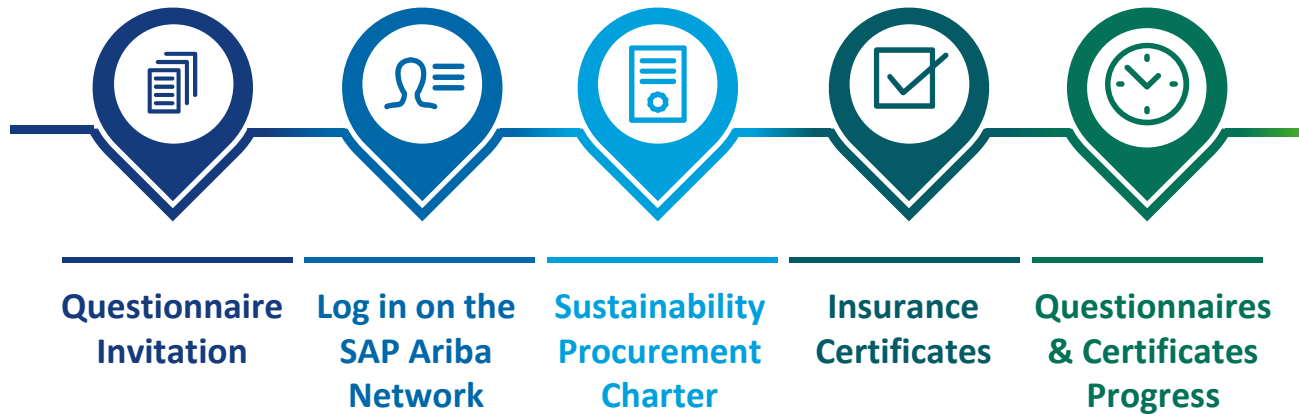




Supplier guidelines

Questionnaire Invitations and Certifications

Table of content



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](#)

Supplier_Name_Here 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

Respond by: Mon, 10 Jan, 2022

Update Request Comments:

3 [Submit questionnaire](#)

Supplier_Name_Here 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**

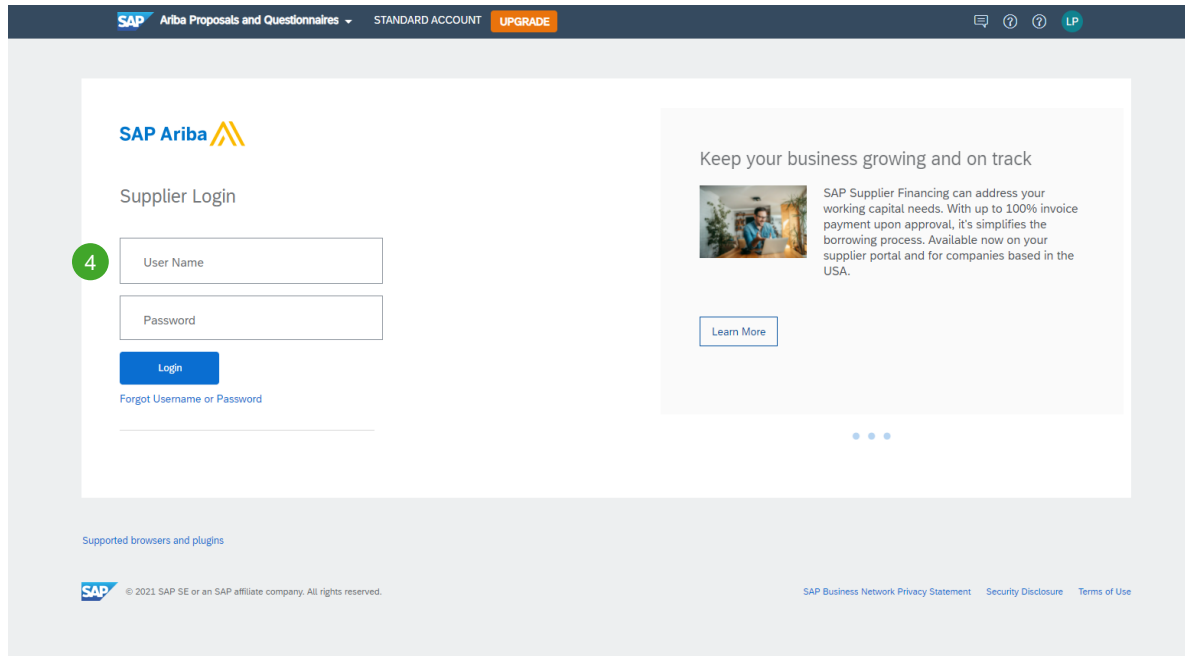
3 Click on **Submit questionnaire** to be redirected to the login portal on the SAP Ariba Network.

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



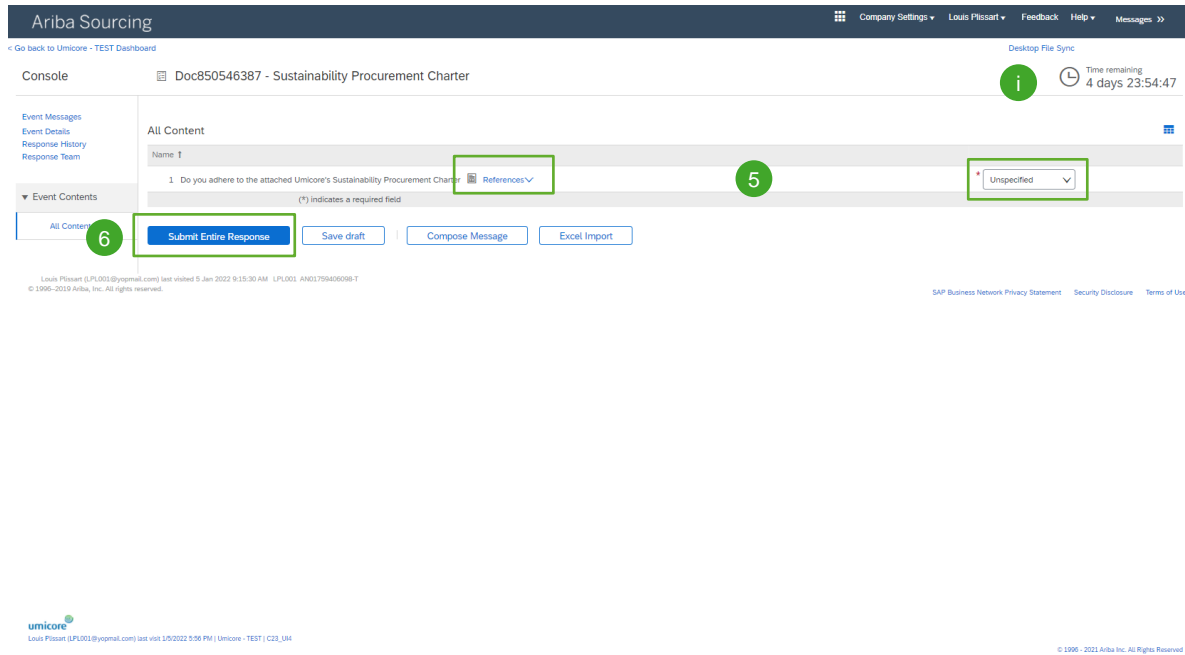
- 4 After completing **User Name** and **Password**, click on the **Login** button.

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

The screenshot shows the Ariba Sourcing interface for an insurance questionnaire. The top navigation bar includes 'Company Settings', 'Louis Pflanzl', 'Feedback', 'Help', and 'Messages'. The main header shows 'Ariba Sourcing' and 'Doc850438189 - Insurance Certificates Questionnaire'. The left sidebar contains 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area is titled 'All Content' and lists two insurance types: '1 Public Liability Insurance' and '2 Professional Indemnity Insurance'. Each type has a question and a dropdown menu. The dropdown menus are currently set to 'Unspecified'. A green box highlights the 'Submit Entire Response' button. A green arrow points from the 'Unspecified' dropdowns to a 'Details' link. A green box highlights the 'Details' link. A green box highlights the 'Yes' dropdown in the 'Details' section. A green box highlights the 'EUR' dropdown in the 'Details' section. A green box highlights the 'Submit Entire Response' button. A green box highlights the 'Details' link. A green box highlights the 'Yes' dropdown in the 'Details' section. A green box highlights the 'EUR' dropdown in the 'Details' section. A green box highlights the 'Submit Entire Response' button. A green box highlights the 'Details' link. A green box highlights the 'Yes' dropdown in the 'Details' section. A green box highlights the 'EUR' dropdown in the 'Details' section.

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**.

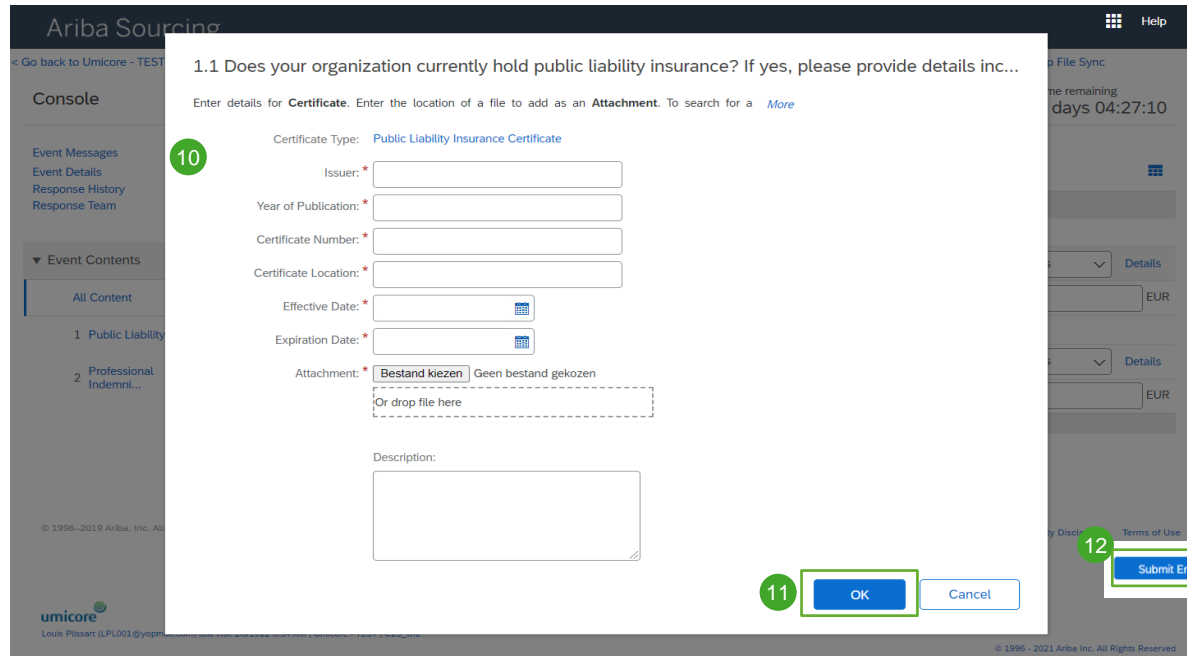
9 If your organization has at least one of the above-mentioned insurances, please fill in the following questions to provide us with more details (see next slide).

Additional Information

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



Insurance Certificates



1.1 Does your organization currently hold public liability insurance? If yes, please provide details inc...

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

10 Certificate Type: **Public Liability Insurance Certificate**

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * **Bestand kiezen** Geen bestand gekozen
Or drop file here

Description:

11 **OK** Cancel

12 **Submit Entire Response** Save draft Compose Message Excel Import

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

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.

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[Update Profile](#)

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (34)				
▶ Status: Open (9)				
▶ Status: Pending Selection (2)				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
Insurance Certificates Questionnaire	Doc85438189	1/6/2022 12:04 PM	(no value)	(no value)	Approved
Sustainability Procurement Charter	Doc850567105	1/5/2022 4:35 PM	(no value)	(no value)	Not Responded
▼ Status: Open (1)					
Sustainability Procurement Charter	Doc850546387	1/5/2022 6:31 PM	(no value)	(no value)	Approved

Certificates

Certificate Info	Expiration	Attachment	Questionnaire	Status
Sustainability Procurement Charter	10/1/2021	01_Ariba_PSP_PFC_Overview.pdf	Sustainability Procurement Charter	Valid
Public Liability Insurance Certificate	1/1/2021	List Buyers P&T Belgium.docx	Insurance Certificates Questionnaire	Valid
Professional Indemnity Insurance Certificate	1/1/2021	List Buyers P&T Belgium.docx	Insurance Certificates Questionnaire	Valid

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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