

# 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](mailto: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?

3. 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.

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@meyerverft.de](mailto:supplier.manager@meyerverft.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:

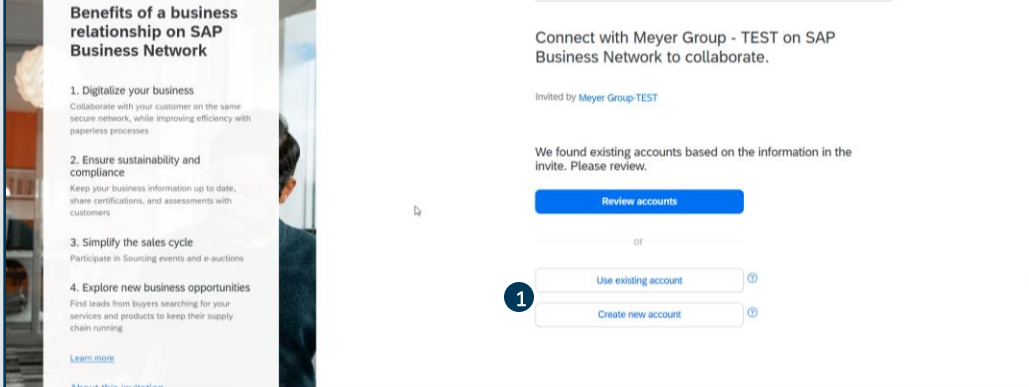
[MEYER WERFT GmbH & Co. KG](#)  
[MEYER TURKU OY](#)  
[NEPTUN WERFT GmbH & Co. KG](#)

# 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

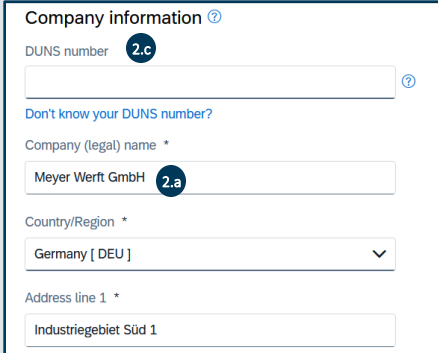
We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

OR

1  ⓘ

ⓘ



**Company information** ⓘ

DUNS number **2.c**

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

Company (legal) name \*  
 **2.a**

Country/Region \*

Address line 1 \*



Address line 2

Postal code \*

City \* **2.b**

State

# 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  Last name \*

Email \*

Use my email as my username 1.b

Username \*

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](mailto: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](https://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.

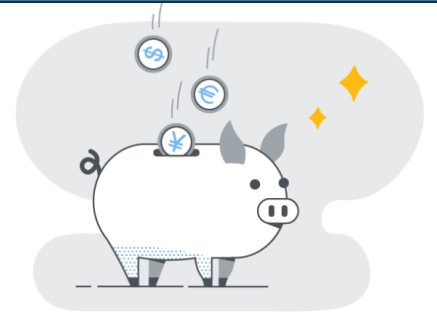
Product and Service Categories

or [Search](#)

Delivery or service locations

or [Search](#)

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**

**i** 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 ANID	Actions
Meyer Werft GmbH & Co. KG	DEU	Lower Saxony	-	ANID11008599320	<b>3</b> <a href="#">View profile</a> Please view profile and contact admin if you need to.

**4** [Contact Admin](#) [Cancel](#) [Cancel](#) **6** [Send Email](#)

**5**

Your Name:\*

Your Company Name:\*

Your Email Address:\*

Your Phone Number:

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](#)

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> | Kruse, Philipp

**Welcome to the Ariba Commerce Cloud**

Wenn Probleme mit der Darstellungsweise dieser Nachricht bestehen, klicken Sie hier, um sie im Webbrowser anzuzeigen. 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](mailto: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:

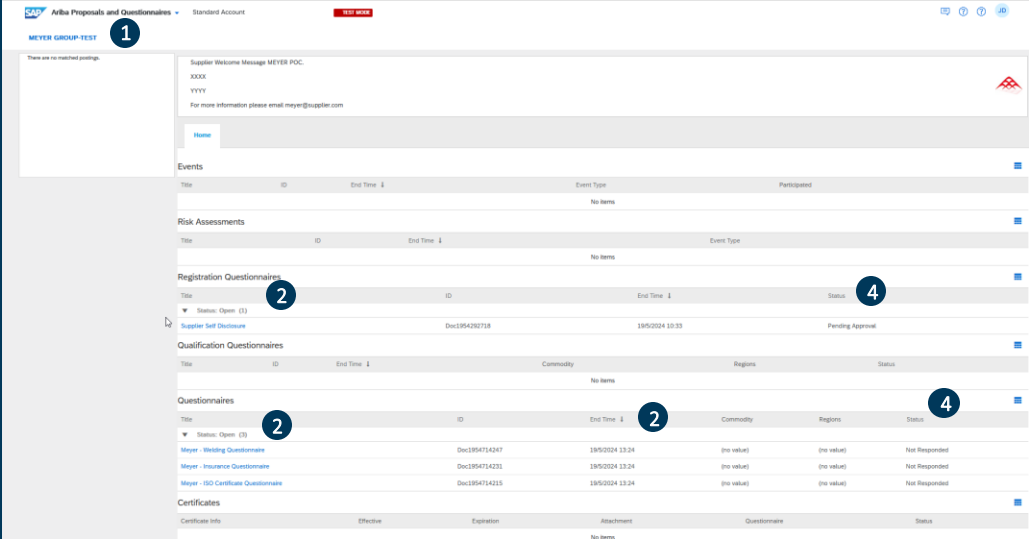
- SAP Business Network Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

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



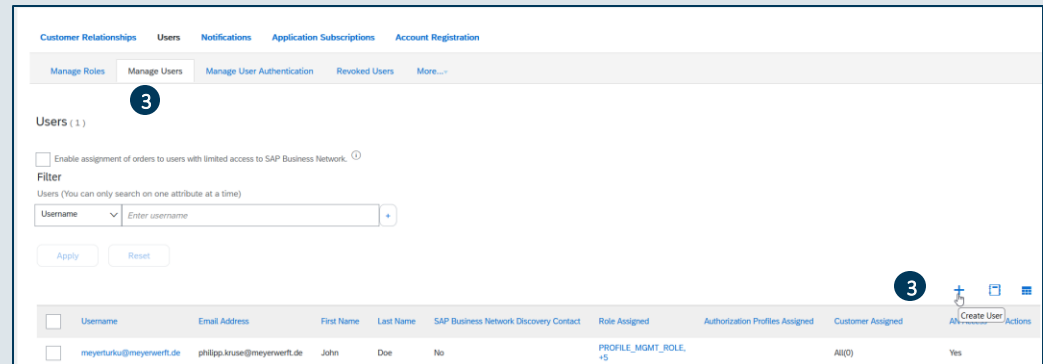
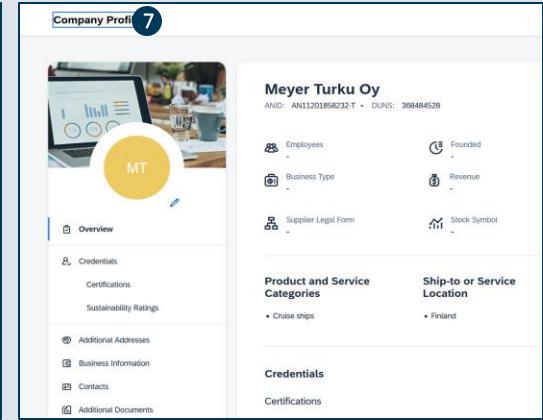
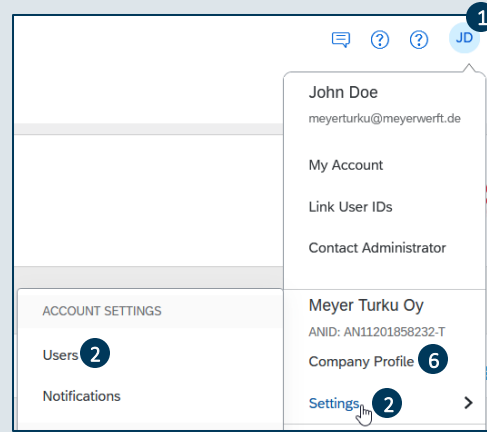
The screenshot displays the SAP Ariba interface for 'MEYER GROUP TEST'. It features a 'Supplier Welcome Message' and several sections for managing questionnaires. Red circles highlight key elements: 1. The 'Ariba Proposals and Questionnaires' header; 2. The 'Status: Open (3)' dropdown in the Registration and Qualification Questionnaires sections; 3. The 'End Time' column in the Qualification Questionnaires table; 4. The 'Status' column in the Qualification Questionnaires table.

Title	ID	End Time	Community	Regions	Status
Qualification Questionnaires					
Meyer - Working Questionnaire	Doc139474267	19/02/24 13:24	(no value)	(no value)	Not Responded
Meyer - Insurance Questionnaire	Doc139474231	19/02/24 13:24	(no value)	(no value)	Not Responded
Meyer - ISO Certificate Questionnaire	Doc139474215	19/02/24 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.

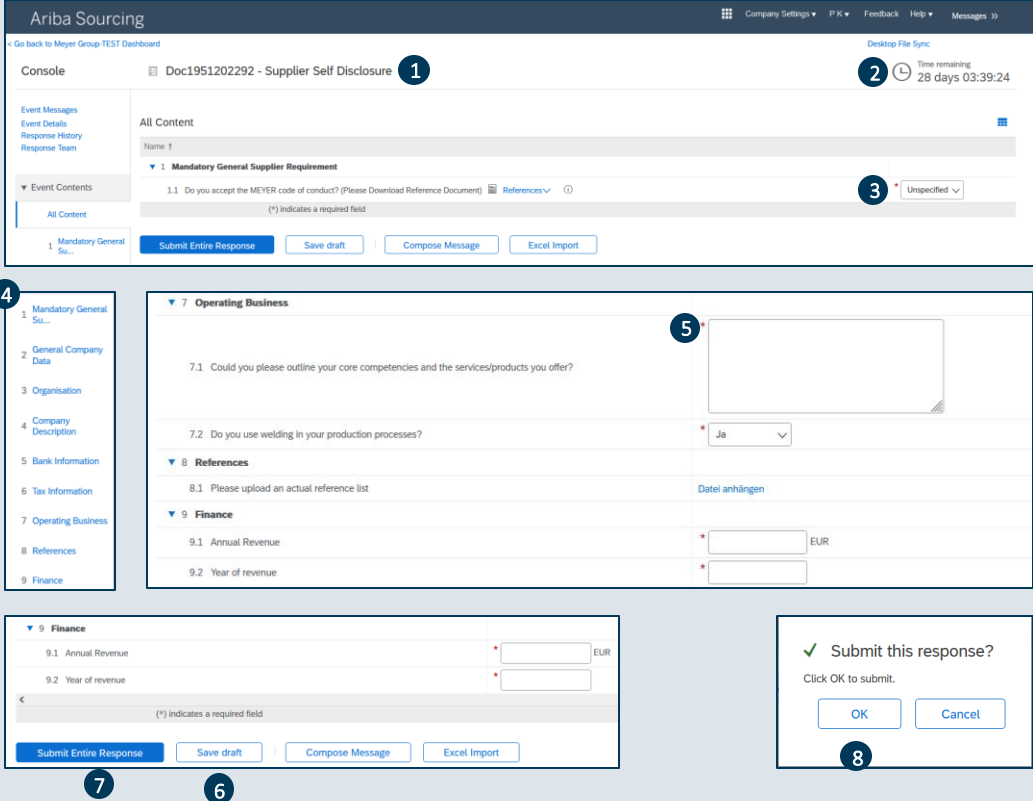


# Supplier Self Disclosure

## 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 shows the Ariba Sourcing interface for a Supplier Self Disclosure questionnaire. The interface is titled "Ariba Sourcing" and "Doc1951202292 - Supplier Self Disclosure". It features a sidebar with navigation options: Event Messages, Event Details, Response History, Response Team, Mandatory General Supplier Requirement, General Company Data, Organisation, Company Description, Bank Information, Tax Information, Operating Business, References, and Finance. The main content area displays the questionnaire questions, including "1.1 Do you accept the MEYER code of conduct?", "7.1 Could you please outline your core competencies and the services/products you offer?", "7.2 Do you use welding in your production processes?", "8.1 Please upload an actual reference list", "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 timer in the top right corner shows "Time remaining: 28 days 03:39:24". A confirmation dialog box at the bottom right asks "Submit this response?" with "OK" and "Cancel" buttons.

1. Doc1951202292 - Supplier Self Disclosure
2. Time remaining: 28 days 03:39:24
3. 1.1 Do you accept the MEYER code of conduct? (Please Download Reference Document) References Unspecified
4. Mandatory General Supplier Requirement
5. 7.1 Could you please outline your core competencies and the services/products you offer?
6. 9.1 Annual Revenue EUR
7. Submit Entire Response
8. 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 circled '3'. Below the table, a detailed view for 'Public Liability Insurance Certificate' is shown. This view contains several input fields: 'Issuer', 'Year of Publication' (set to 2024), 'Certificate Number', 'Certificate Location', 'Effective Date' (set to Mon, 1 Jan, 2024), 'Expiration Date' (set to Mon, 30 Dec, 2024, with a circled '3.a'), and 'Attachment' (set to '20240301082304.pdf', with a circled '3.b'). There is also a 'Browse...' button and a description field. At the bottom right, there are '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	<a href="#">Meyer Turku Oy - ISO 9001.pdf</a>	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:

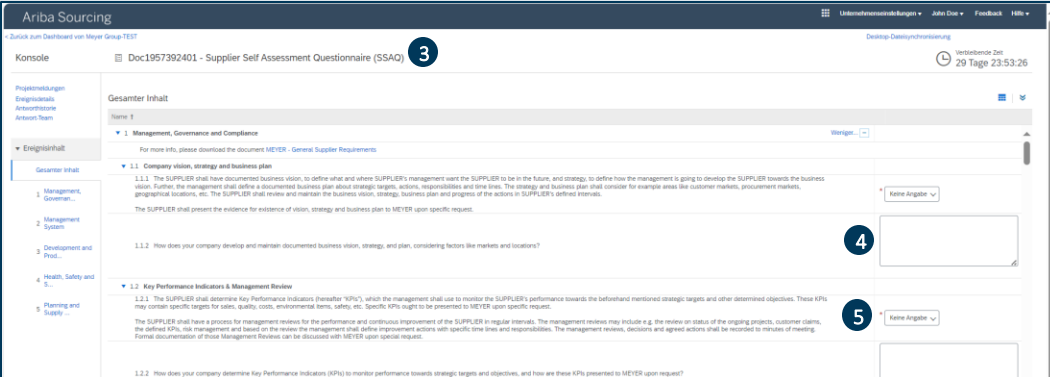
### Questionnaire Overview

Name	Assigned To	Respond By
<a href="#">Supplier Self Assessment Questionnaire (SSAQ)</a>	John Doe	May 22, 2024 at 1:19 AM

2

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

Best Regards,  
SAP Ariba team



Ariba Sourcing

Konsole Doc1957392401 - Supplier Self Assessment Questionnaire (SSAQ)

Gesamter Inhalt

1 Management, Governance and Compliance

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 / 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?

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 below/mentioned strategic targets and other determined objectives. These KPIs may consist specific targets for sales, quality, costs, environmental issues, 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?

# Supplier Qualification

## 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	<a href="#">View</a>

# Sourcing – What is Ariba Sourcing?

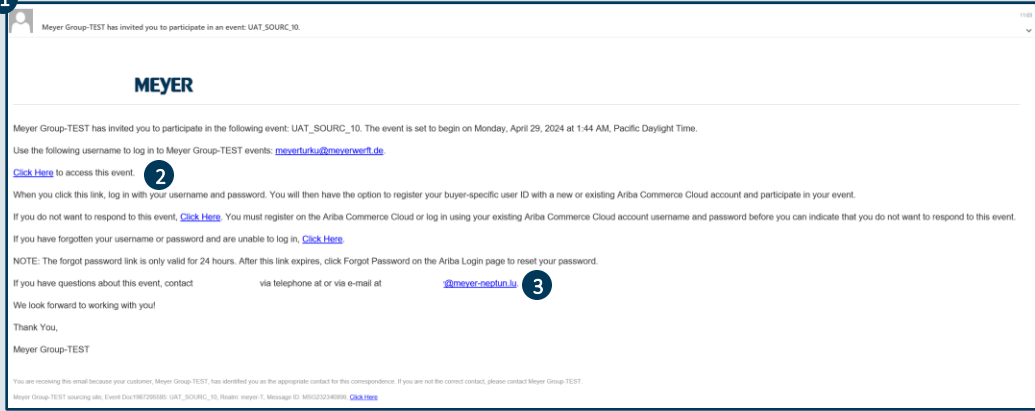
- SAP Ariba Sourcing is used to offer our suppliers the opportunity to bid and compete fairly for Meyer Global business.
- Meyer uses SAP Ariba to support the entire sourcing process. The tool provides an online portal that allows purchasers and suppliers to collaborate on sourcing activities.
- The 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: [mevurfuz@mevwerft.de](mailto:mevurfuz@mevwerft.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  via telephone or via e-mail at [@meyer-nepdm.lu](mailto:@meyer-nepdm.lu)

3

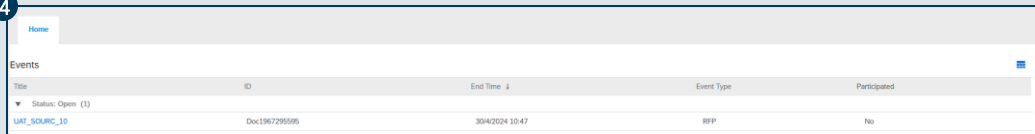
We look forward to working with you!

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 mailing list, Event Doc1967295595: UAT\_SOURC\_10, Recn: meyer T, Message ID: M50232348991 [Click Here](#)

4

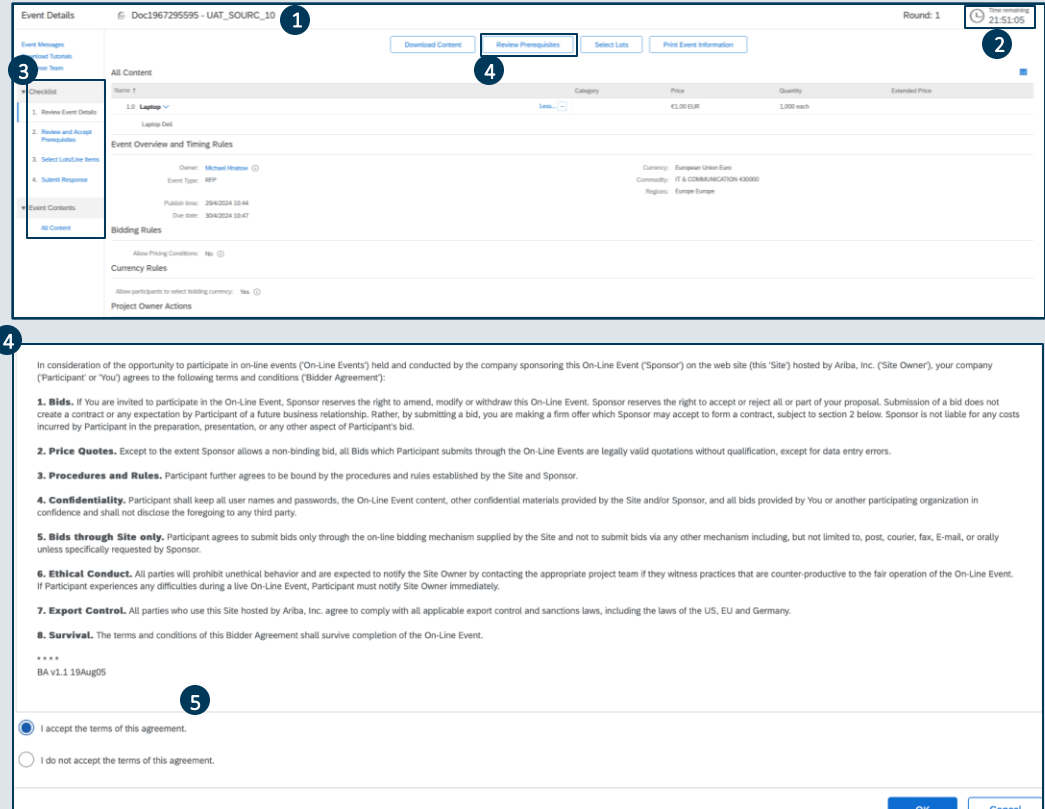


Title	ID	End Time	Event Type	Participated
▼ Status: Open (1)				
UAT_SOURC_10	Doc1967295595	30/4/2024 10:47	RFP	No

# 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 document ID Doc1967295595 - UAT\_SOURC\_10. The page is divided into several sections:

- Event Details:** Includes document ID, Round 1, and a timer showing 21:51:05 remaining.
- Checklist:** A vertical list of steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lot/Line Items, 4. Submit Response. Step 2 is currently selected.
- All Content:** A table with columns for Name, Category, Price, Quantity, and Extended Price. It lists 'Lot/Line Item' and 'Lot/Line Item'.
- Event Overview and Timing Rules:** Displays event details such as Name (Lot/Line Item), Event Type (RFP), Publication Date (2019/03/14 10:44), and Due Date (2019/03/14 10:47).
- Bidding Rules:** Shows 'Allow Pricing Conditions' set to 'No'.
- Currency Rules:** Shows 'Allow participants to select bidding currency' set to 'No'.
- Project Owner Actions:** A section for project owner actions.
- Terms and Conditions:** A scrollable area containing the Bidder Agreement text, including sections on Bids, Price Quotes, Procedures and Rules, Confidentiality, Bids through Site only, Ethical Conduct, Export Control, and Survival.
- Acceptance:** A section with two radio buttons: 'I accept the terms of this agreement.' (selected) and 'I do not accept the terms of this agreement.'.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom right.

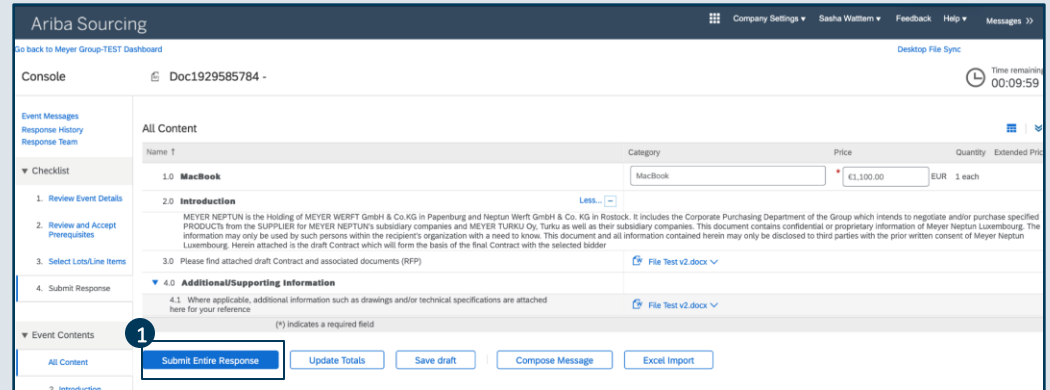
Numbered callouts (1-5) are placed on the screenshot to correspond with the steps in the 'Event Details' list:

- 1: Document ID
- 2: Timer
- 3: Checklist
- 4: 'Review and Accept 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



The screenshot shows the Ariba Sourcing console interface. At the top, it displays 'Ariba Sourcing' and 'Doc1929585784 -'. Below this, there is a 'Console' section with a 'Checklist' on the left. The checklist includes 'Review Event Details', 'Review and Accept Prerequisites', 'Select Lots/Line Items', and 'Submit Response'. The 'Submit Response' step is currently active. In the main content area, there is a table with columns for 'Name', 'Category', 'Price', and 'Quantity'. The first row is '1.0 MacBook' with a price of '€1,100.00' and a quantity of '1 each'. Below the table, there is a section for 'Additional Supporting Information' with a 'Submit Entire Response' button highlighted by a red circle and the number 1. Other buttons like 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import' are also visible.



The screenshot shows a confirmation dialog box with the title 'Submit this response?'. The text inside the dialog says 'Click OK to submit.' There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted by a red circle and the number 2. The background of the dialog is semi-transparent, showing the underlying console interface.

- SAP Ariba Contracts is used to create, negotiate, and manage contracts for Meyer Global in a structured and consistent way. The solution supports the full contract lifecycle, from request and drafting to approval, execution, and central storage.
- Standardized templates and predefined clauses ensure consistent contract quality and reduce risks. During negotiation, all changes are tracked within the system, providing full transparency and version control.
- A defined approval workflow ensures that all required stakeholders are involved before a contract is finalized.
- All executed contracts are stored in a central repository, ensuring easy access, transparency, and compliance throughout the contract lifecycle.
- The following explains how to manage contracts in SAP Ariba.

## Steps to Execute

1. The invitation via e-mail is the start
2. If your company already has an Ariba Network Account, you can click the button **Click Here** and log in with your credentials

MW9739 - Schulungsunterlage\_Techniker: Verhandlung mit dem Lieferanten

 Ariba-Administrator <no-reply@eusmtp.ariba.com>  
24.03.2026 - 10:49  
[Details](#) 1

**MEYER**

MW9739 - Schulungsunterlage\_Techniker: Verhandlung mit dem Lieferanten

Titel der Aufgabe: Verhandlung mit dem Lieferanten

Aufgabenbeschreibung:

Folgende Hinweise könnten hilfreich für Sie sein:  
Bitte Prüfen

Sie erhalten diese E-Mail, da Sie der Prüfer eines Dokuments sind, das Ihnen zur Prüfung vorgelegt wurde.

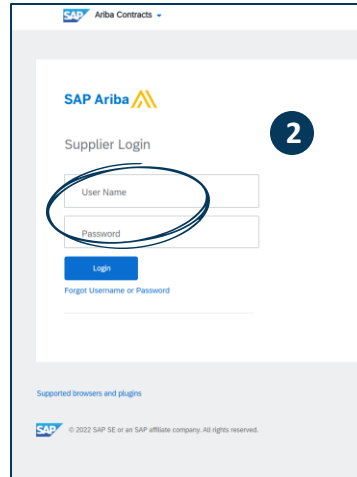
Diese E-Mail wurde von einem Ariba-System aus gesendet, das von Meyer Group-TEST verwendet wird. Die E-Mail wurde ursprünglich an folgenden Empfänger gesendet: [eva.horstmann@web.de](mailto:eva.horstmann@web.de)

Systemreferenz: [Klicken Sie hier](#) um auf das System zuzugreifen.

Sie erhalten diese E-Mail, weil Ihr Kunde Meyer Group-TEST Sie als die richtige Kontaktperson für diese Korrespondenz identifiziert hat. Sollten Sie nicht die zuständige Kontaktperson sein, wenden Sie sich bitte an Meyer Group-TEST.

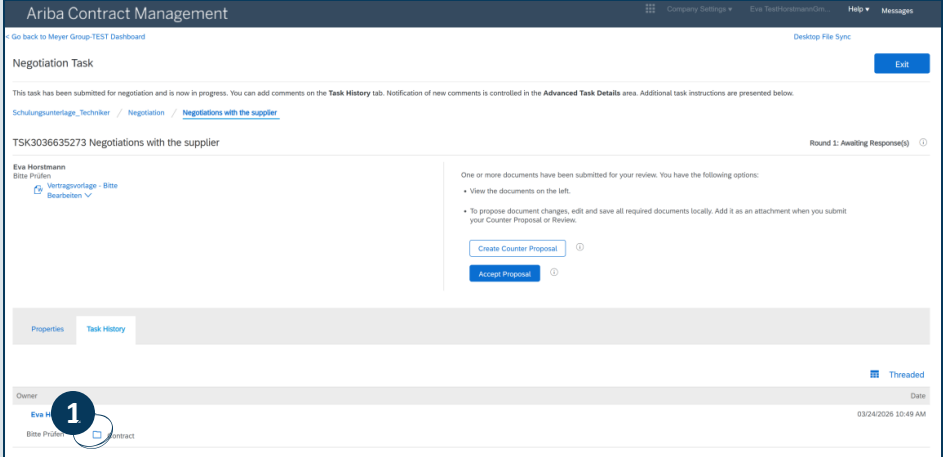
[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by 



## Steps to Execute

1. Click on the *Folder Symbol* to check attachments

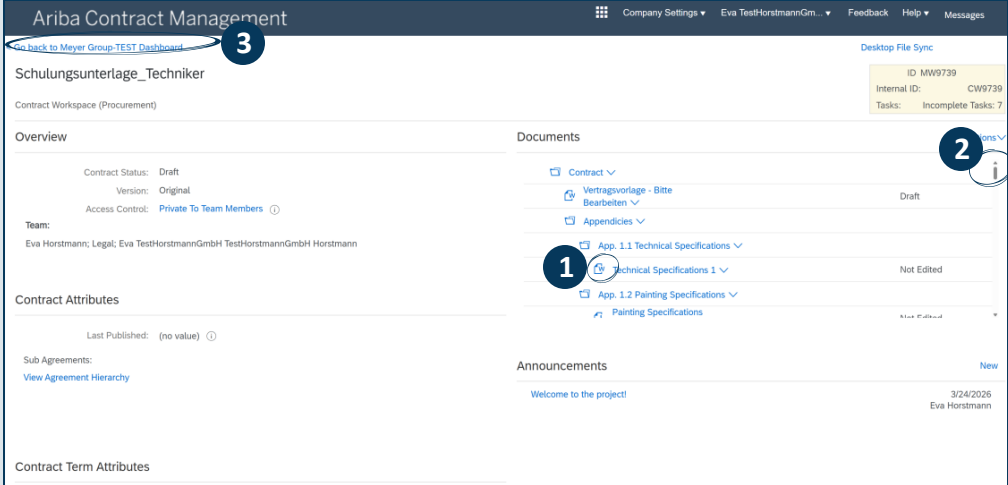


The screenshot displays the SAP Ariba Contract Management interface for a negotiation task. The page title is "Ariba Contract Management" and the breadcrumb trail is "Go back to Meyer Group-TEST Dashboard". The task is titled "Negotiation Task" and is identified by the ID "TSK3036635273 Negotiations with the supplier". The task is currently in "Round 1: Awaiting Response(s)". The user "Eva Horstmann" is the owner of the task. The interface shows a "Task History" tab and a "Threaded" view. A large blue circle with the number "1" is overlaid on the "Owner" section, indicating the step to click on the folder symbol to check attachments. The interface also includes a "Create Counter Proposal" button and an "Accept Proposal" button.

# Negotiations

## Steps to Execute

1. Click on the **Word Symbol** to download the document
2. Scroll down to view all attachments
3. After downloading all attachments click on „**Go back to Dashboard**“



The screenshot displays the SAP Ariba Contract Management interface for a contract titled "Schulungsunterlage\_Techniker". The interface is divided into several sections:


- Overview:** Shows contract details such as "Contract Status: Draft", "Version: Original", and "Access Control: Private To Team Members". It also lists the team members: "Eva Horstmann; Legal; Eva TestHorstmannGmbH TestHorstmannGmbH Horstmann".
- Documents:** A list of documents is shown, including "Contract", "Vertragsvorlage - Bitte Bearbeiten", "Appencies", "App. 1.1 Technical Specifications", "Technical Specifications 1", "App. 1.2 Painting Specifications", and "Painting Specifications". A red circle with the number "1" highlights the "Technical Specifications 1" document.
- Announcements:** A "Welcome to the project" announcement is visible, dated 3/24/2026 by Eva Horstmann.
- Contract Term Attributes:** A section for contract term attributes is located at the bottom.

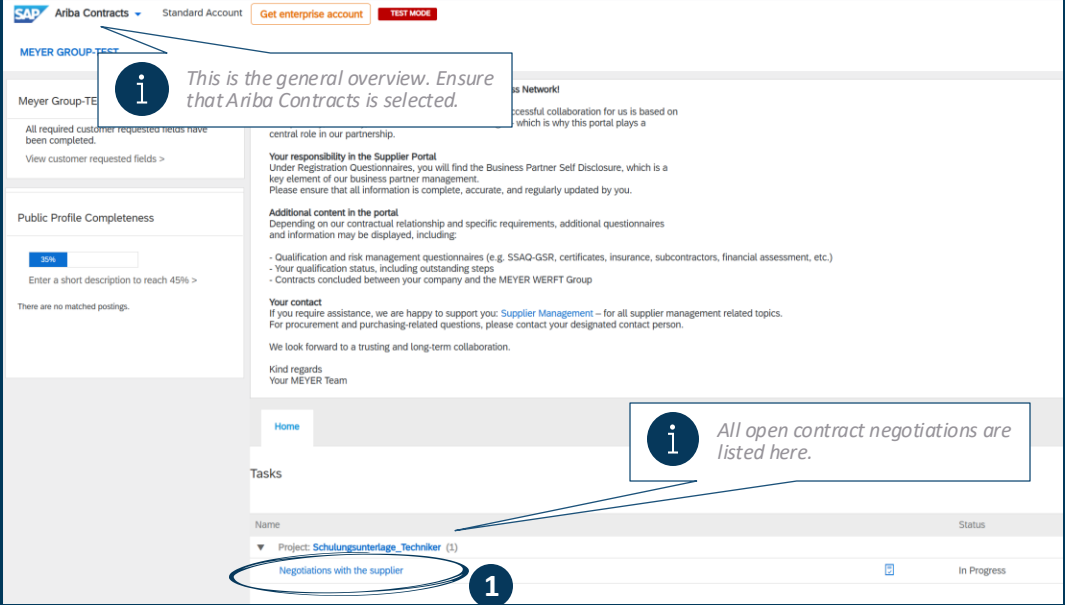
Numbered callouts in the image indicate the following actions:

- 1:** Points to the "Technical Specifications 1" document in the Documents list.
- 2:** Points to the information icon (i) next to the document.
- 3:** Points to the "Go back to Meyer Group TEST Dashboard" link in the top navigation bar.

## Steps to Execute

1. Click on *Open Tasks*

 Alternative: Use link provided in e-mail



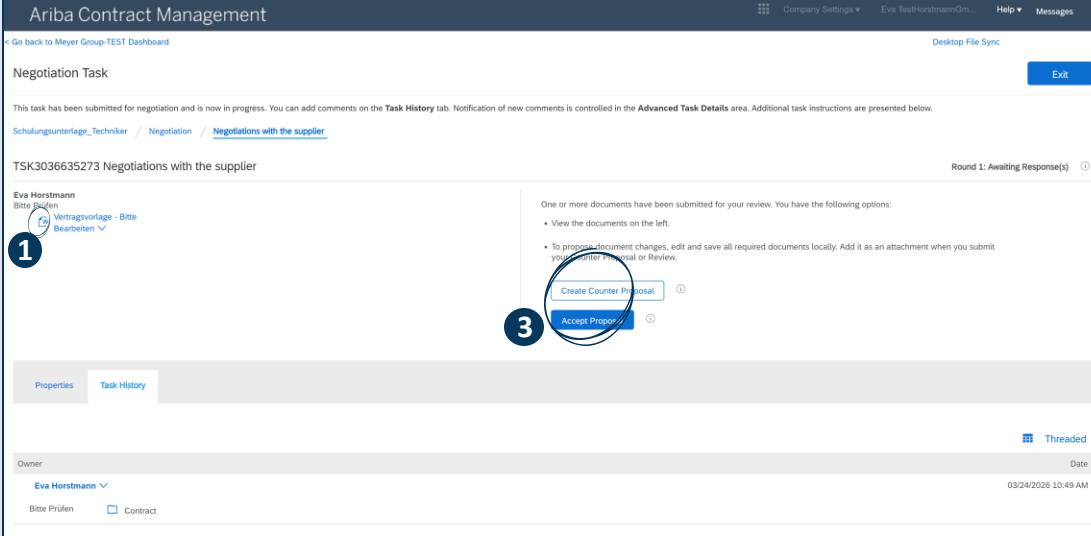
The screenshot shows the SAP Ariba Contracts user interface. At the top, there is a navigation bar with 'SAP Ariba Contracts', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the user's name 'MEYER GROUP-TEST' is displayed. A large information icon with the text 'This is the general overview. Ensure that Ariba Contracts is selected.' points to the top navigation area. The main content area is divided into several sections: 'Meyer Group-TE' with a message about required customer requested fields, 'Public Profile Completeness' with a 30% progress bar and a prompt to enter a short description to reach 45%, and a 'Your responsibility in the Supplier Portal' section with detailed instructions. Below this is the 'Your contact' section. At the bottom, there is a 'Tasks' section with a table. A circled entry in the table, 'Project: Schulungsunterlage\_Techniker (1)', has a sub-entry 'Negotiations with the supplier' which is circled and labeled with a '1'. An information icon with the text 'All open contract negotiations are listed here.' points to this entry.

**1** This is the general overview. Ensure that Ariba Contracts is selected.

**1** All open contract negotiations are listed here.

## Steps to Execute

1. Click on **Word Symbol**, the document will be downloaded automatically.
2. Open the contract, comment if necessary and save the document on your desktop.
3. Click on **„Accept Proposal“** if you agree with the contract, or press **“Create counter Proposal“** if you would like to make a counterproposal.



Ariba Contract Management

Company Settings Eva Horstmann@Me... Help Messages

Go back to Meyer Group-TEST Dashboard Desktop File Sync

### Negotiation Task

This task has been submitted for negotiation and is now in progress. You can add comments on the **Task History** tab. Notification of new comments is controlled in the **Advanced Task Details** area. Additional task instructions are presented below.

Schulungsunterlage\_Techniker / Negotiation / [Negotiations with the supplier](#)

TSK3036635273 Negotiations with the supplier Round 1: Awaiting Response(s)

Eva Horstmann  
Bitte Prüfen

1 Vertragsvorlage - Bitte Bearbeiten

One or more documents have been submitted for your review. You have the following options:

- View the documents on the left.
- To propose document changes, edit and save all required documents locally. Add it as an attachment when you submit your comment, proposal or Review.

3 Create Counter Proposal Accept Proposal

Properties Task History

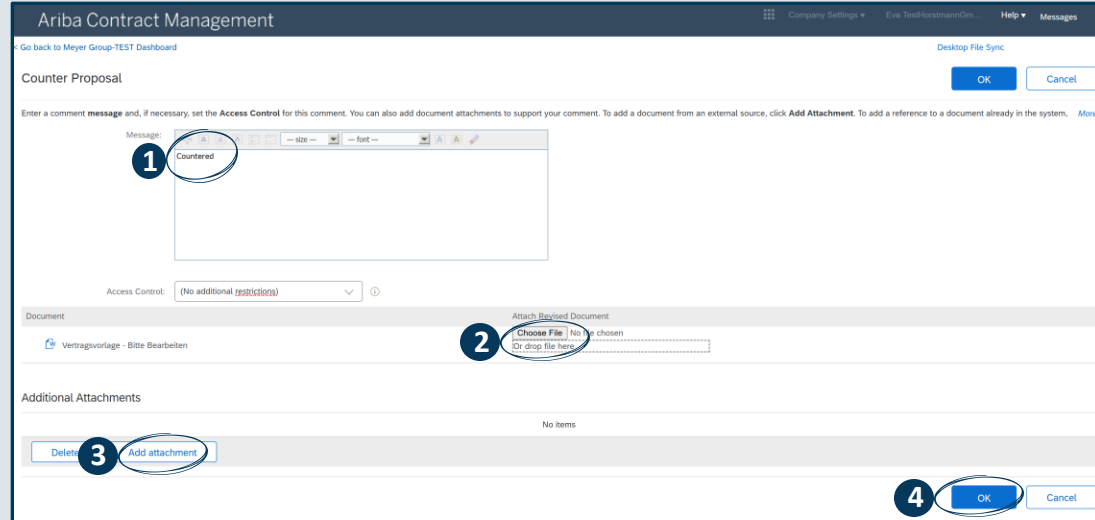
Threaded

Owner: Eva Horstmann Date: 03/24/2026 10:49 AM

Bitte Prüfen Contract

## Steps to Execute

1. Write a message
2. Upload the new document here in case changes were made
3. Add additional attachments here
4. Click on "OK"



Ariba Contract Management

Go back to Meyer Group-TEST Dashboard Desktop File Sync

Counter Proposal OK Cancel

Enter a comment **message** and, if necessary, set the **Access Control** for this comment. You can also add document attachments to support your comment. To add a document from an external source, click **Add Attachment**. To add a reference to a document already in the system, [More](#)

Message: **1** Countered

Access Control: (No additional restrictions)

Document: Vertragsvorlage - Bitte Bearbeiten **2** Attach Revised Document Choose File No file chosen Or drop file here

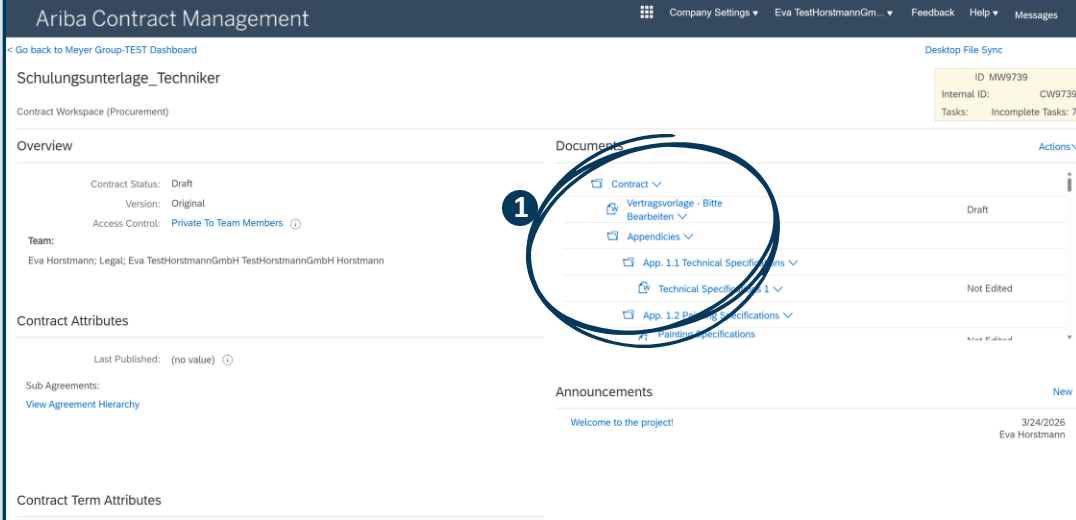
Additional Attachments: No items

**3** Delete Add attachment

**4** OK Cancel

## Steps to Execute

1. Last chance to download contract or attachments
2. You can now close the overview
3. Via Mail you either receive a counterproposal or a confirmation



The screenshot shows the SAP Ariba Contract Management interface for a contract titled "Schulungsunterlage\_Techniker". The contract status is "Draft" and the version is "Original". The access control is set to "Private To Team Members". The team consists of Eva Horstmann, Legal; Eva TestHorstmannGmbH TestHorstmannGmbH Horstmann. The interface includes sections for Overview, Contract Attributes, Sub Agreements, and Contract Term Attributes. A "Documents" section is visible, listing several documents, including "Contract", "Vertragsvorlage - Bitte Bearbeiten", "Appendices", "App. 1.1 Technical Specifications", "Technical Specifications 1", and "App. 1.2 Painting Specifications". A blue circle with the number "1" highlights the "Contract" document in the list. An "Announcements" section shows a message "Welcome to the project" dated 3/24/2026 by Eva Horstmann. The top navigation bar includes "Company Settings", "Eva TestHorstmannGm...", "Feedback", "Help", and "Messages".

## 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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