



Ariba SLP Supplier Qualification Questionnaire Job Aid

Published: October 2023

Owner: LyondellBasell Source-to-Pay Team





Purpose

The purpose of this job aid is to provide a step-by-step guide regarding how to qualify with Ariba SLP via submitting the **Qualification Questionnaire**.



Target Audience

This job aid is for 3rd Party LyondellBasell Suppliers



Table of Contents

Navigate through the job aid by selecting the appropriate section:

- **Submit Qualification Questionnaire**



Prerequisite

Refer to the following prior to viewing this job aid:

- **LyondellBasell Supplier Site**
- **Ariba SLP Supplier Registration Questionnaire Job Aid**



This job aid was originally published in **July 2023**.
This job aid was last updated in **October 2023**.

October 2023 Job Aid Update Details

Submit Qualification Questionnaire

- Steps 1 through 11 have been updated with new screenshots, highlighting user interface enhancements



Submit Qualification Questionnaire

The following steps are for **3rd Party LyondellBasell Suppliers**



Note: Select the Tool Tip icon (i) next to applicable Qualification Questionnaire fields to learn additional relevant information.



Submit Qualification Questionnaire

1

If you are eligible to receive Qualified status with LyondellBasell, you will receive an email notification from an 'ariba.com' email address. Click the **link** in the email invitation to begin the **Qualification Questionnaire**.

Test Supplier Requester 01 from LyondellBasell - TEST invites you to participate in this process: Supplier Qualification

AA Ariba Administrator <no-reply@ansmtp.ariba.com>
To

lyondellbasell

Hello

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

Process Overview
Process: Qualification
Category: Raw Materials
Region: United States of America
Business unit:
Material: Not applicable
Process owner: Test Supplier Requester 01
Message:

Questionnaire Overview

Name	Assigned To	Respond By
Raw Materials Daily Wood	October 1, 2023 at 3:34 PM	

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

Best Regards,
SAP Ariba team

Sun 9/24/2023 5:34 PM



Note: Check your **Junk / Spam folder** as the Ariba SLP email is automated and may be flagged as junk. You can add the Ariba SLP email address to your contacts to allow future communications to be sent to your inbox directly.



Submit Qualification Questionnaire

2

The email link will direct you to the Qualification Questionnaire. Select the appropriate options in the **Quality System** section.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Doc4226637901 - Raw Materials

Desktop File Sync

Time remaining 6 days 23:53:03

Console

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

All Content

1.1 Does your Company have a certified Quality System? * Yes

1.2 Is your organization ISO 9001 certified? * Yes Details

1.3 Are you certified with NACD (National Association of Chemical Distributors)? * No

1.4 Are you an automotive company? * No

1.6 Current TRIR Rating

2.1 Is your organization Responsible Care certified? * No

2.2 Is your organization Responsible Distribution certified? * Yes

2.3 Is your organization ChemStewards certified? * No

6.1 Do you have a valid sustainability on site audit report (for example T15, Smeta, SQAS) or ISO14001 certification? * Yes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Note: Questions in this section may vary based on the qualification category.

3

Click **Details** to populate the ISO 9001 certified details (if **Yes** is selected).

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Doc4226637901 - Raw Materials

Desktop File Sync

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Console

Event Messages
Event Details
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Event Contents

All Content

1 Quality System

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All Content

1.1 Does your Company have a certified Quality System? * Yes

1.2 Is your organization ISO 9001 certified? * Yes Details

1.3 Are you certified with NACD (National Association of Chemical Distributors)? * No

1.4 Are you an automotive company? * No

1.6 Current TRIR Rating

2.1 Is your organization Responsible Care certified? * No

2.2 Is your organization Responsible Distribution certified? * Yes

2.3 Is your organization ChemStewards certified? * No

6.1 Do you have a valid sustainability on site audit report (for example T15, Smeta, SQAS) or ISO14001 certification? * Yes

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



Submit Qualification Questionnaire

4 Enter the appropriate details in the pop-up window. Click OK.

The screenshot shows the Ariba Sourcing interface with a questionnaire pop-up window titled "1.2 Is your organization ISO 9001 certified?". The pop-up window contains the following fields:

- Certificate Type: ISO 9001
- Issuer: Example
- Year of Publication: 2023
- Certificate Number: 1234
- Certificate Location: Example
- Effective Date: Sun, 1 Jan, 2023
- Expiration Date: Thu, 1 Jan, 2026
- Attachment: [Choose File] No file chosen
- Description: (empty text area)

The "Attachment" field is highlighted with a green circle and the number 4. The "OK" button is visible at the bottom right of the pop-up window.



Note: **ISO 9001** is the international standard that demonstrates the ability to consistently provide goods and services that meet customer and regulatory requirements.

5 Click **Choose File** to attach your ISO 9001 certificate.

This screenshot is identical to the previous one, but with a green circle and the number 5 highlighting the "[Choose File]" button in the Attachment field of the pop-up window.



Submit Qualification Questionnaire

6 Select the **appropriate file** from your folder and attach.

6 your organization ISO 9001 certified?

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

Certificate Type: ISO 9001

Issuer: Example

Year of Publication: 2023

Certificate Number: 1234

Certificate Location: Example

Effective Date: Sun, 1 Jan, 2023

Expiration Date: Thu, 1 Jan, 2026

Attachment: **Choose File** No file chosen
Or drop file here

Description:

OK Cancel

7 Click **OK**.

1.2 Is your organization ISO 9001 certified?

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

Certificate Type: ISO 9001

Issuer: Example

Year of Publication: 2023

Certificate Number: 1234

Certificate Location: Example

Effective Date: Sun, 1 Jan, 2023

Expiration Date: Thu, 1 Jan, 2026

Attachment: **Choose File** ISO 9001 Example.pdf
Or drop file here

Description:

7

OK Cancel



Submit Qualification Questionnaire

8

Select the appropriate options in the **Responsible Care (HSES)** section.

The screenshot shows the Ariba Sourcing interface for a questionnaire. The 'Responsible Care (HSES)' section is highlighted with an orange box and a green circle containing the number 8. The section includes the following questions:

- 2.1 Is your organization Responsible Care certified? (Yes/No dropdown)
- 2.2 Is your organization Responsible Distribution certified? (Yes/No dropdown)
- 2.3 Is your organization ChemStewards certified? (Yes/No dropdown)



- **Responsible Care:** a global initiative for the chemical industry to improve health, safety, and environmental performance
- **Responsible Distribution:** a commitment to continuous performance improvement in every phase of chemical storage, handling, transportation, and disposal
- **ChemStewards:** an environmental, health, safety and security commitment to customers, employees and community
- **Note:** depending on your selections in the Responsible Care section, you may be prompted with additional questions.

9

Select the appropriate options in the **Sustainability** section.

The screenshot shows the Ariba Sourcing interface for a questionnaire. The 'Sustainability' section is highlighted with an orange box and a green circle containing the number 9. The section includes the following question:

- 6.1 Do you have a valid sustainability on site audit report (for example TIS, Smeta, SQAS) or ISO14001 certification? (Yes/No dropdown)



Submit Qualification Questionnaire

10 Submit Entire Response.

The screenshot shows the Ariba Sourcing interface for a questionnaire titled "Doc4226637901 - Raw Materials". The interface includes a sidebar with navigation options like "Event Messages", "Event Details", "Response History", and "Response Team". The main content area is titled "All Content" and lists several questions under different categories: "Quality System", "Responsible Care (HSES)", and "Sustainability". Each question has a dropdown menu for "Yes" or "No" answers. At the bottom of the questionnaire, there are four buttons: "Submit Entire Response" (highlighted with a red box and a green circle with the number 10), "Save draft", "Compose Message", and "Excel Import".

11 Click OK in the pop-up box.

This screenshot is identical to the previous one, but it features a pop-up dialog box in the center. The dialog box has a title "Submit this response?" and a message "Click to submit." Below the message are two buttons: "OK" (highlighted with a red box and a green circle with the number 11) and "Cancel". The background questionnaire interface is dimmed.



Submit Qualification Questionnaire

A confirmation message is displayed on the screen. LyondellBasell will now review your **Qualification Questionnaire** responses.

The screenshot shows the Ariba Sourcing interface for a supplier qualification event. At the top, the header includes 'Ariba Sourcing', 'Company Settings', 'Feedback', and 'Help'. Below the header, the breadcrumb trail reads 'Go back to LyondellBasell - TEST Dashboard'. The main content area is titled 'Console' and shows the event details: 'Doc4226637901 - Raw Materials'. A green confirmation message is displayed: 'Your response has been submitted. Thank you for participating in the event.' Below this, the 'All Content' section lists the qualification questions and their answers.

Name	Answer
1 Quality System	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes Details
1.3 Are you certified with NACD (National Association of Chemical Distributors)?	No
1.4 Are you an automotive company?	No
1.6 Current TRIR Rating	
2 Responsible Care (HSES)	
2.1 Is your organization Responsible Care certified?	No
2.2 Is your organization Responsible Distribution certified?	Yes
2.3 Is your organization ChemStewards certified?	No
6 Sustainability	
6.1 Do you have a valid sustainability on site audit report (for example TIS, Smeta, SQA5) or ISO14001 certification?	Yes

At the bottom of the content area, there is a 'Compose Message' button.



Submit Qualification Questionnaire



You have now completed and submitted your **Qualification Questionnaire**. LyondellBasell will review your information.



You will receive a notification once LyondellBasell has **approved, denied, or requested additional information** regarding your submission.



If you need to make additional changes to your supplier profile (i.e., update your address, contact information, bank details, etc.), please refer to the **Ariba SLP Supplier Changes Job Aid**.



Note: Refer to the **Ariba SLP Supplier Changes Job Aid** for next steps.





Thank You