

Note: This content has been machine translated. Please contact us at ariba@bls.ch if you have any questions or uncertainties.

Guide Ariba: Qualification for Suppliers

BLS will carry out future procurements via SAP Ariba. To do this, suppliers must register once in the Ariba network (enter data) and qualify for each product group with BLS.

For qualification, it is mandatory that suppliers have an account in the Ariba network. The steps of registration, including logging into the Ariba network, are explained in the separate "Registration" guide, which <u>can be found under</u> www.bls.ch/ariba.

The **standard SAP** Ariba account is free of charge and covers all areas of cooperation with BLS. Optionally, a fee-based company account with extended functions (e.g. automatic transmission of order data to your own ERP) can be created. Any costs for a corporate account are not covered by BLS.

1. Content of supplier qualification at BLS

Qualification in Ariba is used to define requirements for product groups, to query them from suppliers and to document them in the system.

For this purpose, the supplier answers corresponding questionnaires in Ariba, which are checked / approved by the responsible person on behalf of BLS.

The content of the qualification per product group is still being developed at BLS. In the 1st implementation stage, a so-called simple "general terms and conditions qualification" is therefore first carried out at the suppliers.

At a later date, your company may be asked to fill out further qualification questionnaires (depending on the product groups that are supplied).

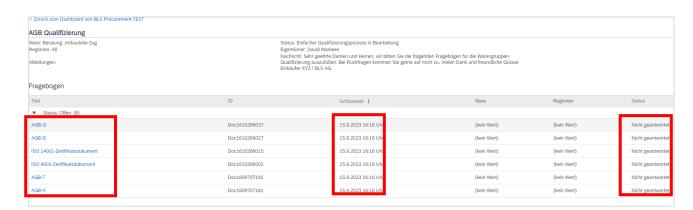
The qualification is carried out gradually and you will be asked to do so by the BLS.

2. Invitation to supplier qualification by e-mail

- You will receive an invitation to supplier qualification by e-mail.
- There you can see, among other things (see below):
 - Contact person BLS
 - Personal message (optional)
 - o Relevant product groups on the part of BLS
 - o Relevant questionnaires to answer
 - Assigned contact person at the supplier
 - Deadline for answering the questionnaires (10 days)



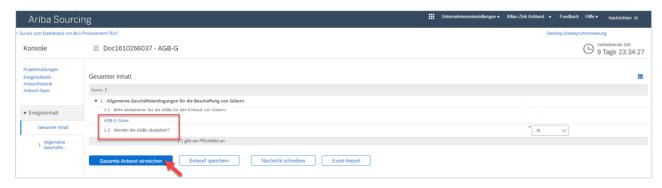
- By clicking on the individual links above for each questionnaire, you can enter the Ariba network directly and (after registering in the network) answer the respective questionnaire.
- By clicking on the link below, you can access an overview of all outstanding questionnaires in Ariba and call up the questionnaires there (see image below).
- The processing status of each questionnaire can be seen on the right-hand side.
- Please submit the answer by the deadline.
- The contact person at BLS is automatically informed.



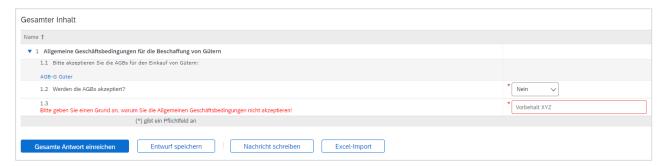
3. Processing of questionnaires

- Now please complete the individual questionnaires. These currently contain only 1-2 questions.
 - General agreement to the General Terms and Conditions of BLS (can be accessed via direct link in the questionnaire).
 - 2. Query on existing ISO 9001 and 14001 certifications.

Example 1) Acceptance of terms and conditions



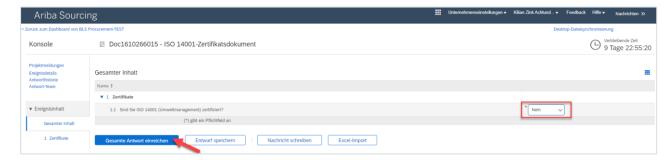
- A separate questionnaire is sent out for each GTC.
- If you do not agree with the terms and conditions or parts of them , we ask you to note this in the justification field.



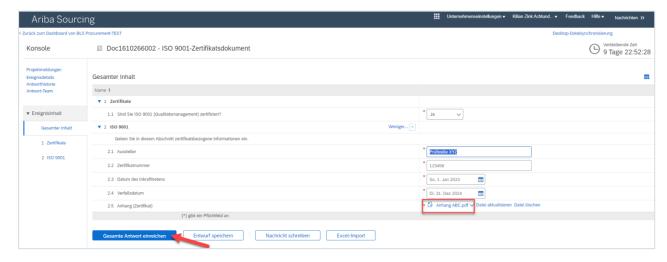
- The feedback is checked by the responsible person for procurement BLS.
- You will then be contacted about any open issues.

Example 2) Recording ISO certificates

- The query of ISO certificates may be optional.
- Only standard certificates 9001 and 14001 are requested.
- A separate questionnaire must be completed for each certificate.
- If there is no certificate, please tick NO and send.

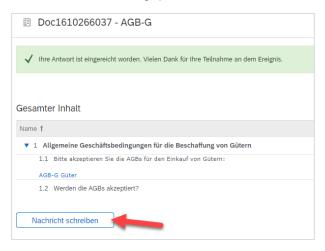


- If a certificate is available, please provide the necessary information and upload the certificate.
- This is checked and approved by the responsible person for procurement BLS.
- After the stored expiry period, you will automatically be reminded of the renewal.

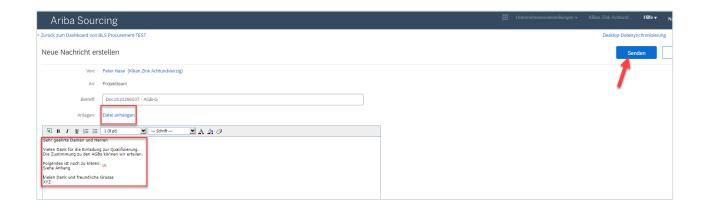


4. Procedure after submission of questionnaires:

After submitting questionnaires, the status changes accordingly.



- Immediately after submitting the questionnaire, you will have the opportunity to add a message.
- If necessary, attachments can also be provided.
- The message will be sent to the BLS contact person specified.



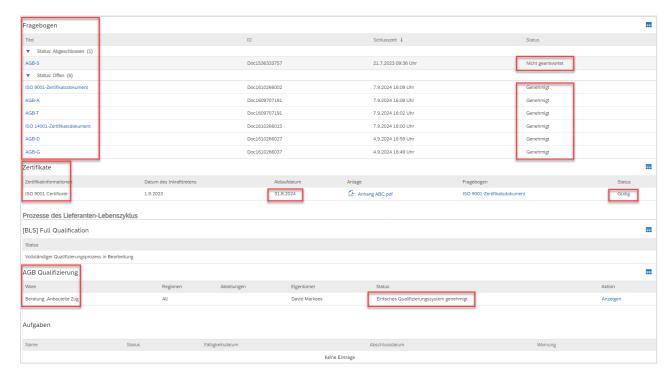
- Please complete all open questionnaires from BLS by clicking on the link (email or overview in Ariba).
- The questionnaires are reviewed and approved by the responsible person at BLS.
 If necessary, you will be contacted for inquiries.
- If all the necessary requirements are met, you will receive the status of "Qualified Supplier" from BLS and can supply the corresponding product groups.
- You will be informed about each step of the process by email, see examples below.

Email Approval Questionnaire:

Enamel Approval Overall qualification:



• In **the Ariba network**, you have a complete overview of all the basics of working with BLS at any time and can view the open/completed questionnaires.



We thank you for your support and look forward to a successful cooperation!