

MANUAL FOR COMPLETING THE LEONI QUALIFICATION QUESTIONNAIRE IN ARIBA

1. After you have received an email below, click "Click here" to start the process.

LEONI AG - TEST

Qualification questionnaire to become a qualified supplier with LEONI AG - TEST

Dear Supplier,

Now that **[REDACTED]** is registered as a supplier with LEONI AG - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- M_CABLE ASSEMBLY in All

You are requested to provide the data of you and your Affiliates under the below link – complete, correct and in line with the agreements, terms and quotes in place or to be agreed with LEONI Bordnetz-Systeme GmbH and its Affiliates that are organized in the Wiring Systems Division of LEONI AG (hereafter "LEONI") – that are mandatory to be qualified and released as a supplier of LEONI in the LEONI ERP landscape and for enabling the ordering processes from LEONI with you and your Affiliates. LEONI reserves the right to reject insufficient and/or incorrect data loads and to request corrections from its Suppliers or make corrections of its own behalf. This right to reject, request corrections or correct the data shall be valid throughout the whole business relationships between your company and LEONI.

[Click Here](#) to fill out the questionnaire

2. Once redirected, please enter your credentials (username & password) for your existing SAP Ariba supplier account and click the "Login" button. You will find instructions for registering with an existing supplier account [here](#). However, if you do not yet have an existing SAP Ariba supplier account, you will find instructions for registering a new supplier account [here](#).

SAP Business Network

Supplier Login

User Name


Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

Showcase your success with the Supplier Spotlight Program



We want to celebrate your success with millions of other businesses on SAP Business Network. Share your story today!

[Learn More](#)

NOTE: If you forgot either your Supplier SAP Ariba account username or password, use the option: "Forgot Username or Password".

3. After entering the correct credentials, you will be automatically redirected to your Ariba Account home page.

The screenshot displays the SAP Business Network Ariba Account home page. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, a secondary navigation bar contains 'Home', 'Enablement', 'Workbench', and 'Catalogs'. A 'Create' button with a dropdown arrow and a user profile icon 'AS' are also visible.

The main content area features a large banner with a background image of people in a meeting. Overlaid on this banner is a white box with two tabs: 'Overview' (selected) and 'Getting started' (with a notification badge '5'). Below the tabs, a large '0' is displayed above the text 'Enablement Tasks'.

Below the banner, the 'My widgets' section is titled with a 'Customize' button. It contains four widget cards:

- Company profile:** Shows a donut chart with 35% completed. Text below reads: 'Complete your company profile to increase your chances of being discovered by new buyers.' A 'Complete profile' link with a right arrow is at the bottom.
- My leads:** Shows a document icon and the text: 'You have no open leads matching your company profile. View all leads'.
- Download app:** Features a smartphone displaying the app interface. Text says: 'We are now mobile.' It includes 'Google play' and 'Available on the App Store' logos, and a 'Learn more' link with a right arrow.
- Shipment tracking:** Includes a 'Purchase order no.' input field, a 'Track' button, and a world map icon.

4. Under „Business Network“, select „Ariba Proposals & Questionnaires“.

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes the SAP logo, a 'Business Network' dropdown menu, and account information: 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The 'Business Network' dropdown is open, showing options: 'Ariba Discovery', 'Ariba Proposals & Questionnaires' (highlighted in yellow), 'Ariba Contract Management', and 'SAP Business Network'. A secondary dropdown for 'Ariba Proposals & Questionnaires' is also visible, containing 'Overview' and 'Getting started'. Below the navigation bar, a banner image shows a person working at a computer. A large '0' indicates 'Enablement Tasks'. The 'My widgets' section contains four panels: 'Company profile' with a 35% completion progress bar and a 'Complete profile' link; 'My leads' with a message 'You have no open leads matching your company profile. View all leads'; 'Download app' with 'We are now mobile.' text, Google Play and App Store logos, and a 'Learn more' link; and 'Shipment tracking' with a 'Purchase order no.' input field, a 'Track' button, and a world map icon.

5. Open questionnaires are available after selecting "Ariba Proposals and Questionnaires" in the top left corner. As you can see, you have already successfully sent the registration questionnaire to LEONI (status: registered) and are now asked to fill out the qualification questionnaire (status: qualification started). To do this, please click on the questionnaire that has not yet been answered.

LEONI AG - TEST

There are no matched postings.

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.

LEONI

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No Items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc1327597171	2/10/2024 9:46 AM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
Supplier qualification questionnaire	Doc1328689472	3/12/2023 9:47 AM	M_BLIND PLUGS 03_M0101	All All	Qualification Started

- Please fill out the questionnaire carefully and correctly. If an answer is missing in the field with (*), the system prevents further transmission of the answer. If you want to see all content, select "All Content" from the list on the left. To expand the questionnaire, press the arrow in the top right corner of the questionnaire. As soon as the questionnaire has been filled out completely and correctly, click on the "Submit Entire Response" button to send the questionnaire back to LEONI.

The screenshot displays the Ariba Sourcing interface for a supplier qualification questionnaire. The top navigation bar includes 'Ariba Sourcing' and various utility links like 'Company Settings', 'Anajn Sayana', 'Feedback', 'Help', and 'Messages'. Below the navigation, there's a breadcrumb trail and a 'Desktop File Sync' link. The main content area is titled 'Doc1328689472 - Supplier qualification questionnaire' and features a 'Time remaining' timer showing 29 days 22:06:16. On the left, a sidebar lists 'Event Contents' with 'All Content' selected. The main area shows a list of questions under the section '1.1 Research and Development'. The questions include: 'Do you accept LEONI sampling documents according to Sampling and re-qualification of purchased parts (AA 3151)?', 'Does your company enter customer-specific data records in the IMDS (International Material Data System)?', 'Please provide your IMDS company ID', 'Do you accept the Quality Assurance Terms (QAT) of LEONI?', 'Please attach ISO 9001', and 'Please attach IATF 16949'. Each question has a required field indicator (*) and a dropdown menu for the answer. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A red box highlights the 'Submit Entire Response' button.

NOTE: The time remaining until the submission has to be completed you see in the top right corner. Make absolutely sure to submit the answered questionnaire within this time, otherwise this is no longer possible on your part.

7. To see all questionnaires that are still open, press the "Go back to Dashboard" button.

The screenshot displays the Ariba Sourcing interface. At the top, the navigation bar includes the 'Go back to LEONI AG - TEST Dashboard' button, which is highlighted with a red box and a red arrow. The main content area shows a questionnaire titled 'Doc1328689472 - Supplier qualification questionnaire'. The questionnaire is organized into sections, with the 'Quality' section expanded to show a list of questions. The questions are as follows:

Section	Question	Response
1.1.1	Do you accept LEONI sampling documents according to Sampling and re-qualification of purchased parts (AA 3151) ?	* Unspecified
1.1.2	Does your company enter customer-specific data records in the IMDS (International Material Data System)?	* Unspecified
1.1.3	Please provide your IMDS company ID	*
1.1.4	Do you accept the Quality Assurance Terms (QAT) of LEONI?	* Unspecified
1.1.5	Please attach ISO 9001	* Unspecified
1.1.7	Please attach IATF 16949	* Unspecified

At the bottom of the questionnaire, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom indicates that an asterisk (*) denotes a required field.

8. If there are no more questionnaires to be answered, clicking "Ariba Network" will return you to your account home page.

The screenshot shows the SAP Ariba Proposals and Questionnaires interface. The top navigation bar includes 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. A dropdown menu is open on the left, listing 'Ariba Discovery', 'Ariba Proposals And Questionnaires', 'Ariba Contracts', and 'Ariba Network', with 'Ariba Network' highlighted and a red arrow pointing to it. The main content area features a large 'LEONI' logo and a welcome message: '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.' Below this, there are sections for 'Events' and 'Registration Questionnaires'. The 'Registration Questionnaires' section is highlighted with a red box and a red arrow pointing to it. It contains a table with the following data:

Title	ID	End Time	Commodity	Regions	Status
Supplier registration questionnaire	Doc1327597171	2/10/2024 9:46 AM			Registered

9. You are back on your Ariba account home page.

The screenshot shows the SAP Business Network interface for a Standard Account. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below the navigation bar, there are tabs for 'Home', 'Enablement', 'Workbench', and 'Catalogs'. The main content area features a 'Getting started' section with '0 Enablement Tasks'. Below this is a 'My widgets' section with a 'Customize' button. The widgets include: 'Company profile' with a 35% completion progress bar and a 'Complete profile' link; 'My leads' with a message 'You have no open leads matching your company profile. View all leads'; 'Download app' with a smartphone image and 'Learn more' link; and 'Shipment tracking' with a 'Purchase order no.' input field, a 'Track' button, and a world map.

Thank you for familiarizing yourself with the instructions and for successfully submitting the qualification questionnaire to LEONI. If you still have questions or problems in this regard, please contact supplier-onboarding@leoni.com and add "Ariba: Question regarding the completion of the LEONI qualification questionnaire" in the subject line.