

# Supplier Information Management Portal (Ariba SLP)

## Supplier Qualification Questionnaire Job Aid

[Chinese \(普通话\)](#)

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# 供应商信息管理门户资质调查表 Ariba SLP 工作手册





## 目的

本作业指导书旨在逐步指导如何通过提交资质审查问卷在利安德巴赛尔供应商信息管理门户网站上进行资质审查。



## 目标受众

本工作辅助工具适用于第三方利安德巴赛尔供应商



## 目录

选择适当的部分，浏览工作手册：

- [提交资质审查问卷](#)



## 先决条件

在查看本作业手册之前，请参考以下内容：

- [利安德巴赛尔供应商网站](#)
- [供应商注册问卷工作指南](#)



本工作手册最初于 **2023 年 7 月** 发布。  
本工作手册最近一次更新是在 **2024 年 4 月**。

## 2024 年 4 月工作手册更新详情

### 提交资质审查问卷

- 由于对问卷进行了多次改进，所有步骤均已更新。

## 2023 年 10 月工作手册更新详情

### 提交资质审查问卷

- 更新了步骤 1 至 11，并添加了新的截图，突出显示了用户界面的增强功能



## 提交资质审查问卷

以下步骤适用于第三方利安德巴赛尔供应商



注意：选择适用的资质审查问卷字段旁边的工具提示图标, ⓘ 了解更多相关信息。



## 提交资质审查问卷

1

如果您获得了利安德巴赛尔的认可，您将收到一封来自 "ariba.com" 电子邮件地址的电子邮件通知。点击电子邮件邀请函中的链接，开始资质问卷调查。

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

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

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



注意：请检查您的垃圾邮件文件夹，因为 Ariba 电子邮件是自动发送的，可能会被标记为垃圾邮件。您可以将 Ariba 电子邮件地址添加到您的联系人中，以允许将来的通信直接发送到您的收件箱。





## 提交资质审查问卷

2 电子邮件链接将引导您进入资质问卷。点击标题。

< Go back to LyondellBasell - TEST Dashboard

**Supplier Qualification**

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Ameri...	Not Responded

3 在“质量审核系统”部分选择适当的选项。

Ariba Sourcing

< Go back to LyondellBasell - TEST Dashboard

Company Settings | Rosalie Magana | Feedback | Help

Desktop File Sync

Time remaining: 6 days 22:43:40

Console | Doc4465183567 - Raw Materials

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

1 Quality System

- 1.1 Does your Company have a certified Quality System? Yes
- 1.2 Is your organization ISO 9001 certified? Yes
- 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? Unspecified
- 2.2 Is your organization Responsible Distribution certified? Unspecified
- 2.3 Is your organization ChemStewards certified? Unspecified

6 Sustainability

- 6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification? Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



注：本部分的问题可能因资质类别而异。



## 提交资质审查问卷

4

单击 "详细信息", 填写 ISO 9001 认证详细信息 (如果选择 "是")。

The screenshot shows the Ariba Sourcing interface for a supplier qualification survey. The survey is titled 'Doc4465183567 - Raw Materials'. The question '1.2 Is your organization ISO 9001 certified?' is selected, and the 'Details' link is highlighted with a red box and a green circle containing the number 4.

5

在弹出窗口中输入适当的详细信息。点击确定。

The screenshot shows the Ariba Sourcing interface with a modal window open for entering details for '1.2 Is your organization ISO 9001 certified?'. The modal window contains the following fields:

- Certificate Type: ISO 9001
- Issuer: Example
- Year of Publication: 2024
- Certificate Number: 1234
- Certificate Location: Example
- Effective Date: Mon, 1 Jan, 2024
- Expiration Date: Thu, 1 Jan, 2026
- Attachment: Choose File | No file chosen
- Description: (empty text area)

The 'Details' link from the previous step is highlighted with a red box and a green circle containing the number 5.



注：ISO 9001 是一项国际标准，表明有能力始终如一地提供符合客户和监管要求的产品和服务。





## 提交资质审查问卷

6

单击 "选择文件" 附加 ISO 9001 证书。

7

从文件夹中选择合适的文件并附加。



## 提交资质审查问卷

8

单击 "确定"。

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 **File**

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:

OK Cancel

9

在 "责任关怀 (HSES)" 部分选择适当的选项。

2.1 Is your organization Responsible Care certified?

2.2 Is your organization Responsible Distribution certified?

2.3 Is your organization ChemStewards certified?



- 责任关怀：化工行业改善健康、安全和环境绩效的全球倡议
- 负责任的配送：承诺在化学品储存、处理、运输和处置的每个阶段不断提高绩效
- **ChemStewards**：对客户、员工和社区的环境、健康、安全和安保承诺
- 注意：根据您在 "责任关怀" 部分的选择，可能会提示您其他问题。



## 提交资质审查问卷

10

在 "可持续发展" 部分选择适当的选项。

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Time remaining: 6 days 22:36:38

Console | Doc4465183567 - Raw Materials

Event Messages | Event Details | Response History | Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

Name ↑

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 TFS, Smeta, SQAS) or ISO14001 certification? \* Yes

(\* indicates a required field)

Submit Entire Response | Save draft | Compose Message | Excel Import

11

单击提交整个回复。

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Time remaining: 6 days 22:36:38

Console | Doc4465183567 - Raw Materials

Event Messages | Event Details | Response History | Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

Name ↑

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 TFS, Smeta, SQAS) or ISO14001 certification? \* Yes

(\* indicates a required field)

Submit Entire Response | Save draft | Compose Message | Excel Import

11



## 提交资质审查问卷

12

在弹出框中单击 "确定"。

The screenshot shows the Ariba Sourcing interface for a survey titled "Doc4465183567 - Raw Materials". The survey is divided into sections: "1 Quality System" and "2 Responsible Care (HSES)". The "Quality System" section includes questions 1.1 through 1.6, and the "Responsible Care (HSES)" section includes questions 2.1 through 2.3. A confirmation dialog box is overlaid on the survey, asking "Submit this response?" with "OK" and "Cancel" buttons. A green circle with the number "12" is placed over the "OK" button.

页面上将显示确认信息。利安德巴赛尔公司将审核您的资质问卷答复

o

The screenshot shows the Ariba Sourcing interface for the same survey. A green confirmation message is displayed at the top: "Your response has been submitted. Thank you for participating in the event." The survey form is visible below, showing the same questions as in the previous screenshot. The "Quality System" section includes questions 1.1 through 1.6, and the "Responsible Care (HSES)" section includes questions 2.1 through 2.3. The "Sustainability" section includes question 6.1. The "OK" button from the previous screenshot is now highlighted with an orange border.



## 提交资质审查问卷



您已完成并提交了资质审查问卷。利安德巴赛尔将审核您的信息。



一旦利安德巴赛尔 (LyondellBasell) **批准、拒绝**或要求就您的提交提供**更多信息**，您将收到通知。



如果您需要对供应商资料进行其他更改（如更新地址、联系信息、银行详情等），请参阅供应商**更改工作手册**。



**注：**有关下一步操作，请参阅《**供应商变更操作指南**》。



谢谢





# Kwalificatie Vragenlijst

## Ariba Supplier Information Management Portal Functiehulp



## Doel

Het doel van deze functiehulp is om een stapsgewijze handleiding te geven over hoe u zich kunt kwalificeren in LyondellBasells Supplier Information Management Portal door de kwalificatievragenlijst in te dienen.



## Doelgroep

Deze functiehulp is voor LyondellBasell's leveranciers



## Inhoudsopgave

Navigeer door de functiehulp door de juiste sectie te selecteren:

- **Kwalificatievragenlijst indienen**



## Voorwaarde

Raadpleeg het volgende voordat u deze functiehulp bekijkt:

- **LyondellBasell's website voor leveranciers**
- **Vragenlijst leveranciersregistratie Job Aid**



Deze functiehulp is oorspronkelijk gepubliceerd in **juli 2023**.  
Deze functiehulp is voor het laatst bijgewerkt in **april 2024**.

## Details bijgewerkt april 2024

### Kwalificatievragenlijst indienen

- Alle stappen zijn bijgewerkt als gevolg van meerdere verbeteringen aan de vragenlijst.

## Details bijgewerkt oktober 2023

### Kwalificatievragenlijst indienen

- Stappen 1 tot en met 11 zijn bijgewerkt met nieuwe schermafbeeldingen die de verbeteringen in de gebruikersinterface benadrukken



## Kwalificatievragenlijst indienen

De volgende stappen zijn voor **LyondellBasell's Leveranciers**



Opmerking: Selecteer het Tool Tip-pictogram naast de velden van de Kwalificatievragenlijst voor aanvullende relevante informatie.



## Kwalificatievragenlijst indienen

1


Als je in aanmerking komt voor de kwalificatiestatus bij LyondellBasell, ontvang je een e-mailbericht van een 'ariba.com' e-mailadres. Klik op de **link** in de e-mailuitnodiging om met de **kwalificatievragenlijst te beginnen**.

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

Ariba Administrator <no-reply@ansmtp.ariba.com>  
To: Magana, Rosalie

Wed 2/28/2024 10:29 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Opmerking: controleer uw **Ongewenste Email** folder, aangezien de Ariba-e-mail geautomatiseerd is en mogelijk als junk wordt gemarkeerd. Je kunt het e-mailadres van Ariba toevoegen aan je contacten zodat toekomstige berichten direct naar je inbox worden gestuurd.





## Kwalificatievragenlijst indienen

2

De link in de e-mail leidt je naar de kwalificatievragenlijst. Klik op de **titel**.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Ameri... <a href="#">View more</a>	Not Responded

3

Selecteer de juiste opties in het gedeelte **Kwaliteitssysteem**.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

< Go back to LyondellBasell - TEST Dashboard

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
▼ 1 Quality System	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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?	Unspecified
2.2 Is your organization Responsible Distribution certified?	Unspecified
2.3 Is your organization ChemStewards certified?	Unspecified
▼ 6 Sustainability	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Opmerking: De vragen in dit onderdeel kunnen variëren afhankelijk van de kwalificatiecategorie.





## Kwalificatievragenlijst indienen

4

Klik op **Details** om de ISO 9001-gecertificeerde gegevens in te vullen (als **Ja** is geselecteerd).

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Doc4465183567 - Raw Materials

Time remaining 6 days 22:43:40

Event Messages  
Event Details  
Response History  
Response Team

All Content

▼ 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? \* Unspecified

2.2 Is your organization Responsible Distribution certified? \* Unspecified

5

Voer de juiste gegevens in het pop-upvenster in. Klik op OK.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Doc4465183567 - Raw Materials

Time remaining 6 days 22:41:03

Event Messages  
Event Details  
Response History  
Response Team

All Content

▼ 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? \* Unspecified

2.2 Is your organization Responsible Distribution certified? \* Unspecified

2.3 Is your organization Responsible Distribution certified? \* Unspecified

6.1 Do you have a valid... \* Unspecified

Submit Entire Response

1.2 Is your organization ISO 9001 certified?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. Search for a **More**

Certificate Type: ISO 9001

Issuer: \* Example

Year of Publication: \* 2024

Certificate Number: \* 1234

Certificate Location: \* Example

Effective Date: \* Mon, 1 Jan, 2024

Expiration Date: \* Thu, 1 Jan, 2026

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

Description:

OK Cancel



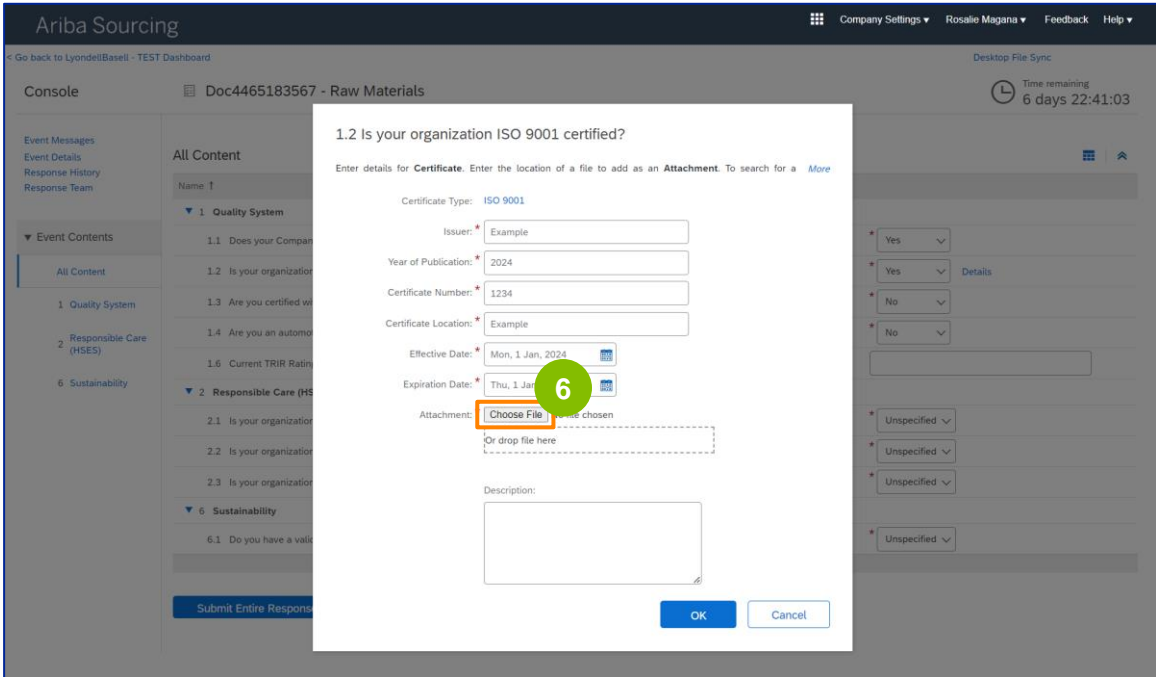
Opmerking: **ISO 9001** is de internationale norm die het vermogen aantoont om op consistente wijze goederen en diensten te leveren die voldoen aan de eisen van klanten en regelgevende instanties.



## Kwalificatievragenlijst indienen

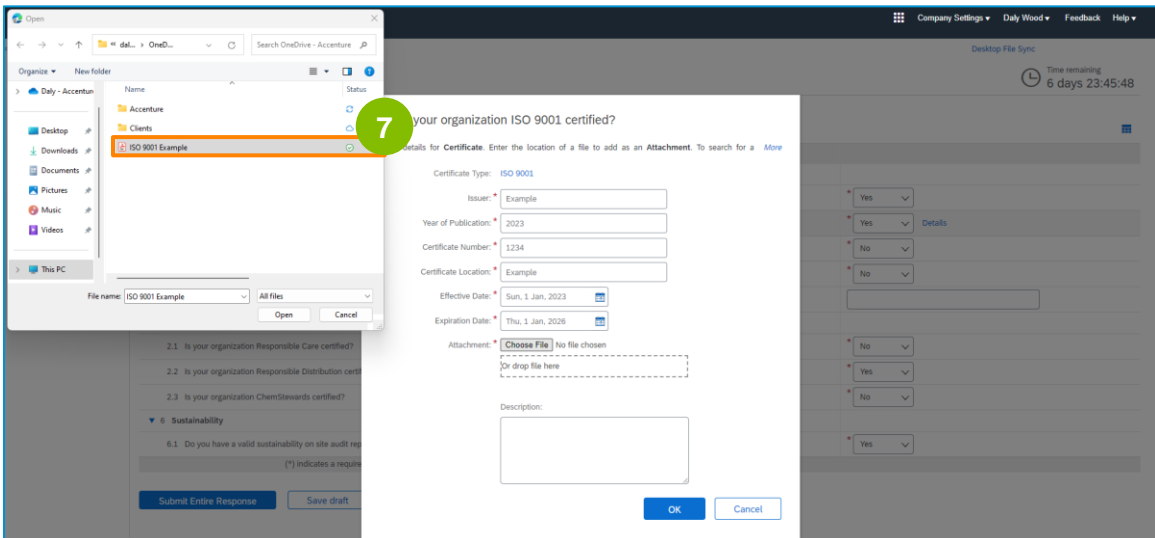
6

Klik op **Bestand kiezen** om uw ISO 9001-certificaat bij te voegen.



7

Selecteer het **juiste bestand** uit je map en voeg het bij.





## Kwalificatievragenlijst indienen

8

Klik op **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 **Move**

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:

OK Cancel

9

Selecteer de juiste opties in het gedeelte **Verantwoordelijke zorg (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



- **Responsible Care:** een wereldwijd initiatief voor de chemische industrie om de prestaties op het gebied van gezondheid, veiligheid en milieu te verbeteren
- **Verantwoorde Distributie:** een streven naar voortdurende prestatieverbetering in elke fase van de opslag, hantering, transport en afvoer van chemicaliën
- **ChemStewards:** een engagement op het gebied van milieu, gezondheid, veiligheid en beveiliging tegenover klanten, werknemers en de gemeenschap
- **Opmerking:** afhankelijk van je selecties in het gedeelte Verantwoordelijke zorg, kun je aanvullende vragen krijgen.



## Kwalificatievragenlijst indienen

10

Selecteer de juiste opties in het gedeelte **Duurzaamheid**.

The screenshot shows the Ariba Sourcing interface for a supplier qualification questionnaire. The document is titled "Doc4465183567 - Raw Materials". The questionnaire is divided into sections: 1. Quality System, 2. Responsible Care (HSES), and 6. Sustainability. The Sustainability section (6) is highlighted with a green circle containing the number 10. The question in this section is: "6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?". The answer is "Yes".

Section	Question	Answer
1 Quality System	1.1 Does your Company have a certified Quality System?	Yes
	1.2 Is your organization ISO 9001 certified?	Yes
	1.3 Are you certified with NACD (National Association of Chemical Distributors)?	No
	1.4 Are you an automotive company?	No
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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes

11

Klik op **Submit Entire Response (Indienen)**.

The screenshot shows the same Ariba Sourcing interface as above, but with the "Submit Entire Response" button highlighted with a green circle containing the number 11. The button is located at the bottom left of the questionnaire form.



## Kwalificatievragenlijst indienen

12

Klik op **OK** in het pop-upvenster.

The screenshot shows the Ariba Sourcing interface for a supplier qualification survey. The survey is titled "Doc4465183567 - Raw Materials". The survey questions are listed under "All Content":

- 1. Quality System
  - 1.1 Does your Company have a certified Quality System?
  - 1.2 Is your organization ISO 9001 certified?
  - 1.3 Are you certified with NACD (National Association of Chemical Distributors)?
  - 1.4 Are you an automotive company?
  - 1.6 Current TRIR Rating
- 2. Responsible Care (HSES)
  - 2.1 Is your organization Responsible Care certified?
  - 2.2 Is your organization Responsible Distribution certified?
  - 2.3 Is your organization ChemStewards certified?

A confirmation pop-up window is displayed in the center, asking "Submit this response?". The "OK" button is highlighted with a red box, and a green circle with the number "12" is overlaid on it. The "Cancel" button is also visible.

Er verschijnt een bevestigingsbericht op het scherm. LyondellBasell zal nu de antwoorden op uw **kwalificatievragenlijst** bekijken.

The screenshot shows the Ariba Sourcing interface after the survey response has been submitted. A green confirmation message is displayed at the top, stating: "Your response has been submitted. Thank you for participating in the event." The survey questions are still visible below the message, but the "OK" button is no longer present. The "Compose Message" button is visible at the bottom of the survey form.



## Kwalificatievragenlijst indienen



U hebt nu uw **kwalificatievragenlijst** ingevuld en ingediend. LyondellBasell zal uw informatie bekijken.



U ontvangt een bericht zodra LyondellBasell uw inzending heeft **goedgekeurd, geweigerd of om aanvullende informatie heeft verzocht.**



Als je nog meer wijzigingen moet aanbrengen in je leveranciersprofiel (bijv. je adres, contactgegevens, bankgegevens, enz. bijwerken), raadpleeg dan de **Supplier Changes Job Aid**.



**Opmerking:** Raadpleeg de **Supplier Changes Job Aid** voor de volgende stappen.





**Bedankt!**



# Supplier Information Management Portal Qualification Questionnaire Ariba SLP Job Aid



## Purpose

The purpose of this job aid is to provide a step-by-step guide regarding how to qualify in LyondellBasell's Supplier Information Management Portal via submitting the Qualification Questionnaire.



## Target Audience

This job aid is for 3<sup>rd</sup> 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**
- **Supplier Registration Questionnaire Job Aid**



This job aid was originally published in **July 2023**.  
This job aid was last updated in **April 2024**.

## April 2024 Job Aid Update Details

### Submit Qualification Questionnaire

- All steps have been updated due to multiple enhancements made to the questionnaire.

## 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 **3<sup>rd</sup> 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 SLP Onboarding Team 01 from LyondellBasell - TEST invites you to participate in this process: Supplier Qualification

**AA** Ariba Administrator <no-reply@ansmtp.ariba.com>  
To: Magana, Rosalie

Wed 2/28/2024 10:29 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Note: Check your **Junk / Spam folder** as the Ariba email is automated and may be flagged as junk. You can add the Ariba 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. Click the **Title**.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Ameri...	Not Responded

3

Select the appropriate options in the **Quality System** section.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Company Settings | Rosalie Magana | Feedback | Help

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
<b>1 Quality System</b>	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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	
<b>2 Responsible Care (HSES)</b>	
2.1 Is your organization Responsible Care certified?	Unspecified
2.2 Is your organization Responsible Distribution certified?	Unspecified
2.3 Is your organization ChemStewards certified?	Unspecified
<b>6 Sustainability</b>	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	Unspecified

(\*) 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.



## Submit Qualification Questionnaire

4

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

Ariba Sourcing  
Go back to LyondellBasell - TEST Dashboard  
Doc4465183567 - Raw Materials  
Desktop File Sync  
Time remaining 6 days 22:43:40

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

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? \* Unspecified

2.2 Is your organization Responsible Distribution certified? \* Unspecified

5

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

Ariba Sourcing  
Go back to LyondellBasell - TEST Dashboard  
Doc4465183567 - Raw Materials  
Desktop File Sync  
Time remaining 6 days 22:41:03

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

1.2 Is your organization ISO 9001 certified?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. Search for a **More**

Certificate Type: ISO 9001

Issuer: \* Example

Year of Publication: \* 2024

Certificate Number: \* 1234

Certificate Location: \* Example

Effective Date: \* Mon, 1 Jan, 2024

Expiration Date: \* Thu, 1 Jan, 2026

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

Description:

Submit Entire Response

OK Cancel



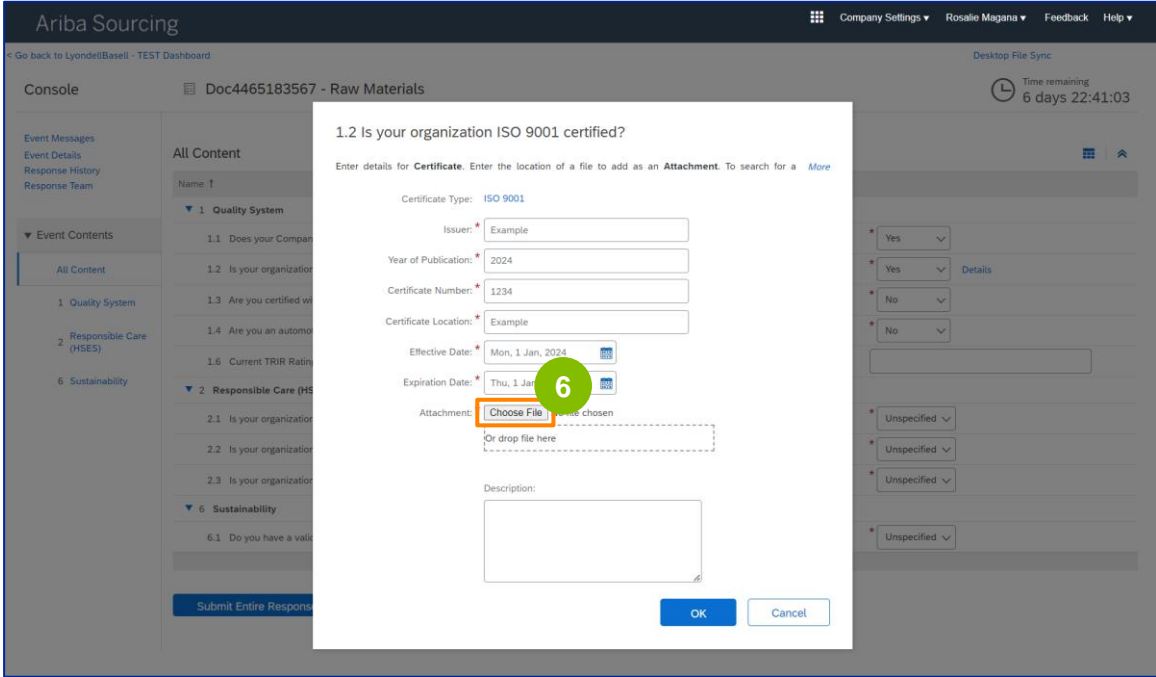
Note: **ISO 9001** is the international standard that demonstrates the ability to consistently provide goods and services that meet customer and regulatory requirements.



## Submit Qualification Questionnaire

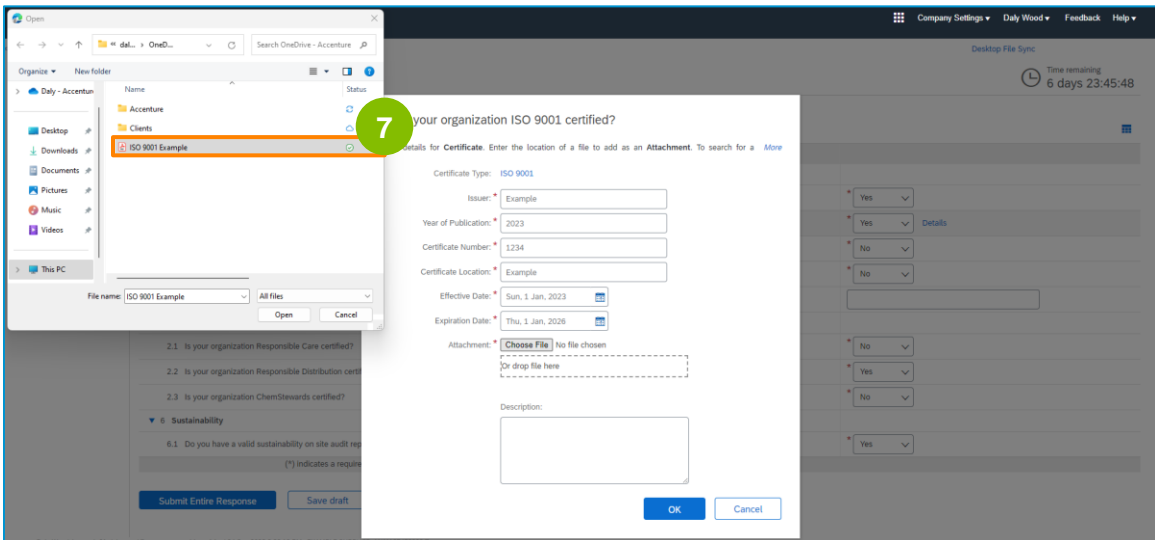
6

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



7

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





## Submit Qualification Questionnaire

8

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 **Move**

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:

OK Cancel

9

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

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



- **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.



## Submit Qualification Questionnaire

10

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

The screenshot shows the Ariba Sourcing interface for a questionnaire titled "Doc4465183567 - Raw Materials". The "Sustainability" section (6) is highlighted with a red box, and a green circle with the number "10" points to the question: "6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?". The answer is "Yes".

Section	Question	Answer
1 Quality System	1.1 Does your Company have a certified Quality System?	Yes
	1.2 Is your organization ISO 9001 certified?	Yes
	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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes

11

Click **Submit Entire Response**.

The screenshot shows the same Ariba Sourcing interface. The "Submit Entire Response" button at the bottom left is highlighted with a red box, and a green circle with the number "11" points to it.

Section	Question	Answer
1 Quality System	1.1 Does your Company have a certified Quality System?	Yes
	1.2 Is your organization ISO 9001 certified?	Yes
	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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes



## Submit Qualification Questionnaire

12

Click **OK** in the pop-up box.

The screenshot shows the Ariba Sourcing interface for a qualification questionnaire. A pop-up box is centered on the screen with the following text: "Submit this response?" followed by a green checkmark icon, "Click OK to submit your response.", and two buttons: "OK" (highlighted with an orange box) and "Cancel". The background shows a questionnaire form with sections for "Quality System" and "Responsible Care (HSES)".

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

The screenshot shows the Ariba Sourcing interface after the questionnaire has been submitted. A green confirmation message is displayed at the top: "Your response has been submitted. Thank you for participating in the event." Below the message, the completed questionnaire form is visible, showing the following responses:

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



## 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 **Supplier Changes Job Aid**.



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





**Thank You**



# Portail de gestion des informations sur les fournisseurs Questionnaire de qualification Ariba SLP Job Aid



## Objectif

L'objectif de cet outil de travail est de fournir un guide étape par étape sur la façon de se qualifier dans le portail de gestion des informations fournisseurs de LyondellBasell en soumettant le questionnaire de qualification.



## Public cible

Cet outil de travail est destiné à 3<sup>rd</sup> Party LyondellBasell Suppliers



## Table des matières

Naviguez dans l'aide au travail en sélectionnant la section appropriée :

- **Soumettre le questionnaire de qualification**



## Prérequis

Reportez-vous à ce qui suit avant de consulter cet outil de travail :

- **Site du fournisseur LyondellBasell**
- **Questionnaire d'inscription des fournisseurs Aide-mémoire**



Cette aide à l'emploi a été publiée à l'origine en **juillet 2023**.  
Cette aide à l'emploi a été mise à jour pour la dernière fois en **avril 2024**.

## Détails de la mise à jour de l'aide à l'emploi d'avril 2024

### Soumettre le questionnaire de qualification

- Toutes les étapes ont été mises à jour en raison des nombreuses améliorations apportées au questionnaire.

## Détails de la mise à jour de l'aide à l'emploi d'octobre 2023

### Soumettre le questionnaire de qualification

- Les étapes 1 à 11 ont été mises à jour avec de nouvelles captures d'écran, mettant en évidence les améliorations de l'interface utilisateur.



# Soumettre le questionnaire de qualification

Les étapes suivantes concernent **3<sup>rd</sup> Partie**  
**LyondellBasell Fournisseurs**



Remarque : Sélectionnez l'icône de l'info-bulle à côté des champs applicables du questionnaire de qualification pour obtenir des informations supplémentaires pertinentes.







## Soumettre le questionnaire de qualification

1


Si vous êtes éligible pour recevoir le statut de personne qualifiée auprès de LyondellBasell, vous recevrez une notification par courriel à partir d'une adresse électronique 'ariba.com'. Cliquez sur le **lien** figurant dans l'e-mail d'invitation pour commencer le **questionnaire de qualification**.

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

 Ariba Administrator <no-reply@ansmtp.ariba.com>  
To  Magana, Rosalie

Wed 2/28/2024 10:29 PM

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Remarque : vérifiez votre **dossier Junk / Spam** car l'e-mail d'Ariba est automatisé et peut être signalé comme indésirable. Vous pouvez ajouter l'adresse électronique d'Ariba à vos contacts pour que les communications futures soient envoyées directement dans votre boîte de réception.



## Soumettre le questionnaire de qualification

2

Le lien du courriel vous dirigera vers le questionnaire de qualification. Cliquez sur le **titre**.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Amer...	Not Responded

3

Sélectionnez les options appropriées dans la section **Système de qualité**.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

< Go back to LyondellBasell - TEST Dashboard

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
1 Quality System	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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?	Unspecified
2.2 Is your organization Responsible Distribution certified?	Unspecified
2.3 Is your organization ChemStewards certified?	Unspecified
6 Sustainability	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Note : Les questions de cette section peuvent varier en fonction de la catégorie de qualification.





## Soumettre le questionnaire de qualification

4

Cliquez sur **Détails** pour compléter les informations relatives à la certification ISO 9001 (si **Oui** est sélectionné).

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Company Settings Rosalie Magana Feedback Help

Desktop File Sync

Time remaining 6 days 22:43:40

Console Doc4465183567 - Raw Materials

Event Messages  
Event Details  
Response History  
Response Team

All Content

▼ 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? Unspecified

2.2 Is your organization Responsible Distribution certified? Unspecified

5

Saisissez les détails appropriés dans la fenêtre contextuelle. Cliquez sur OK.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Company Settings Rosalie Magana Feedback Help

Desktop File Sync

Time remaining 6 days 22:41:03

Console Doc4465183567 - Raw Materials

Event Messages  
Event Details  
Response History  
Response Team

All Content

▼ 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? Unspecified

2.2 Is your organization Responsible Distribution certified? Unspecified

2.3 Is your organization Responsible Distribution certified? Unspecified

6.1 Do you have a valid... Unspecified

Submit Entire Response

1.2 Is your organization ISO 9001 certified?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. Search for a **More**

Certificate Type: ISO 9001

Issuer: Example

Year of Publication: 2024

Certificate Number: 1234

Certificate Location: Example

Effective Date: Mon, 1 Jan, 2024

Expiration Date: Thu, 1 Jan, 2026

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

Description:

OK Cancel

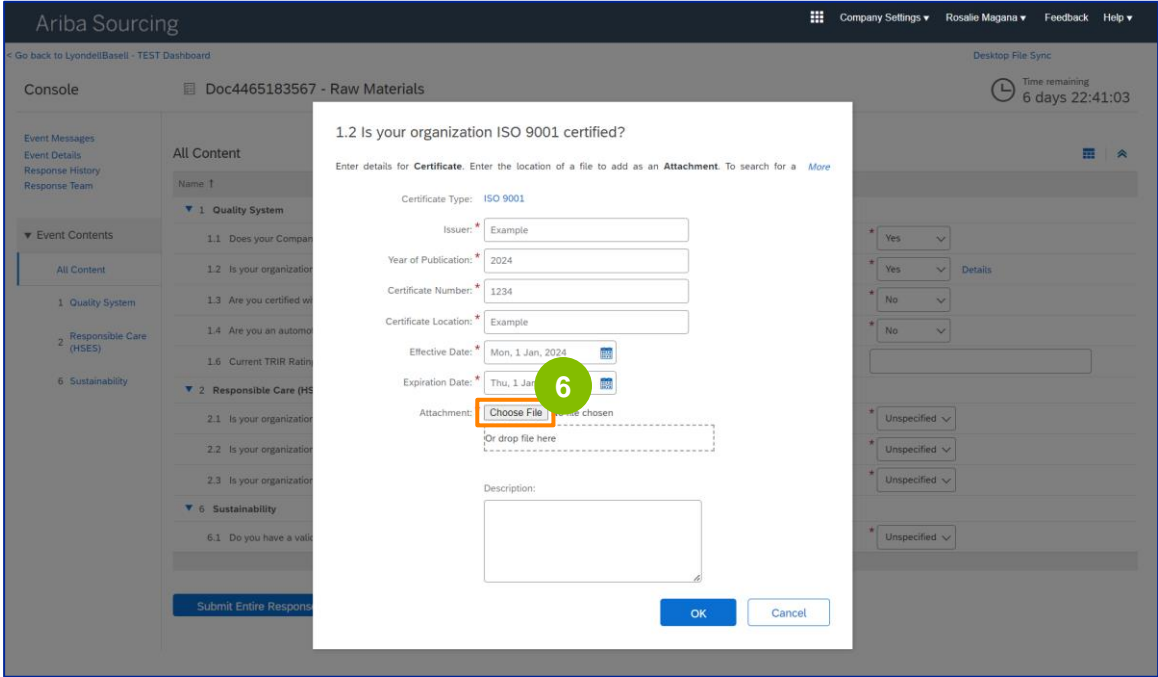


Note : **ISO 9001** est la norme internationale qui démontre l'aptitude à fournir en permanence des biens et des services qui répondent aux exigences des clients et de la réglementation.

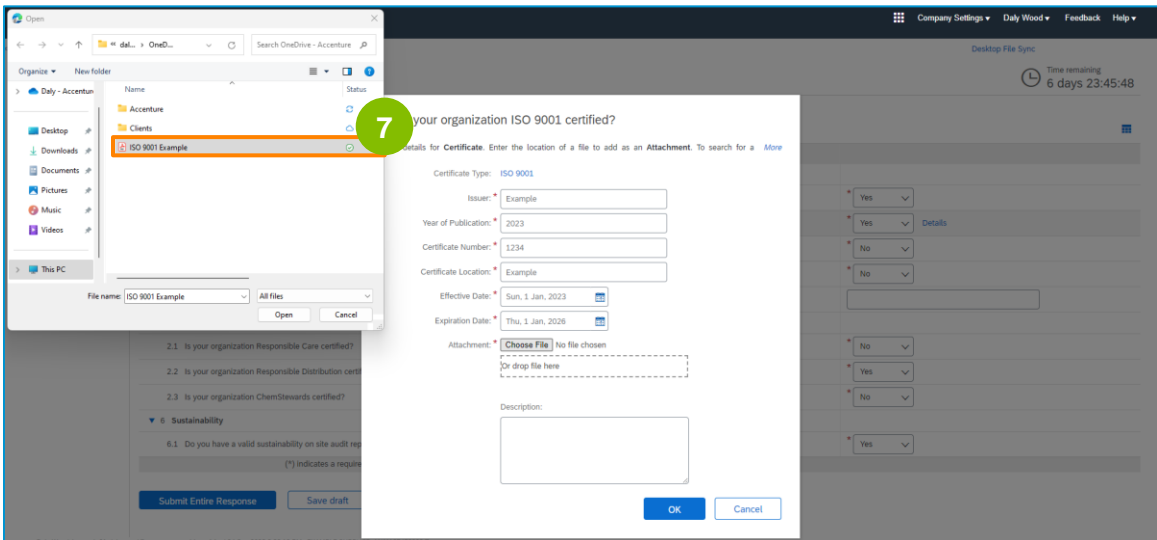


## Soumettre le questionnaire de qualification

6 Cliquez sur **Choisir un fichier** pour joindre votre certificat ISO 9001.



7 Sélectionnez le **fichier approprié** dans votre dossier et joignez-le.





## Soumettre le questionnaire de qualification

8

Cliquez sur **OK**.

9

Sélectionnez les options appropriées dans la section **Responsible Care (HSES)**.



- **Responsible Care** : une initiative mondiale pour l'industrie chimique visant à améliorer les performances en matière de santé, de sécurité et d'environnement
- **Distribution responsable** : un engagement en faveur de l'amélioration continue des performances à chaque étape du stockage, de la manipulation, du transport et de l'élimination des produits chimiques.
- **ChemStewards** : un engagement en faveur de l'environnement, de la santé, de la sécurité et de la sûreté pour les clients, les employés et la communauté
- Remarque : en fonction de vos choix dans la section "Responsible Care", il se peut que des questions supplémentaires vous soient posées.



## Soumettre le questionnaire de qualification

10 Sélectionnez les options appropriées dans la section **Durabilité**.

Ariba Sourcing interface showing the questionnaire for Doc4465183567 - Raw Materials. The 'Sustainability' section (6) is highlighted with a red box and a green circle containing the number 10. The question 6.1 asks: "Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?" with a "Yes" dropdown selected. Other sections include "Quality System" and "Responsible Care (HSES)".

11 Cliquez sur **Submit Entire Response** (Soumettre la réponse complète).

Ariba Sourcing interface showing the questionnaire for Doc4465183567 - Raw Materials. The "Submit Entire Response" button at the bottom is highlighted with a red box and a green circle containing the number 11.



## Soumettre le questionnaire de qualification

12

Cliquez sur **OK** dans la fenêtre contextuelle.

The screenshot shows the Ariba Sourcing interface for a supplier qualification questionnaire. The main content area displays a list of questions under the heading "All Content". A modal dialog box is overlaid on the form, asking "Submit this response?" with a green checkmark icon. The dialog has "OK" and "Cancel" buttons. A green circle with the number "12" is placed over the "OK" button. The background form shows questions such as "Does your Company have a certified Quality System?", "Is your organization ISO 9001 certified?", and "Are you certified with NACD (National Association of Chemical Distributors)?".

Un message de confirmation s'affiche à l'écran. LyondellBasell va maintenant examiner vos réponses au **questionnaire de qualification**.

The screenshot shows the Ariba Sourcing interface after the questionnaire has been submitted. A green confirmation message is displayed at the top: "Your response has been submitted. Thank you for participating in the event." Below the message, the questionnaire form is visible, showing the questions and the user's responses. The "OK" button from the previous dialog is now a "Compose Message" button. The form shows the following responses: "1.1 Does your Company have a certified Quality System?" (Yes), "1.2 Is your organization ISO 9001 certified?" (Yes), "1.3 Are you certified with NACD (National Association of Chemical Distributors)?" (No), "1.4 Are you an automotive company?" (No), "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), and "6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?" (Yes).



## Soumettre le questionnaire de qualification



Vous venez de remplir et d'envoyer votre **questionnaire de qualification**. LyondellBasell examinera vos informations.



Vous recevrez une notification lorsque LyondellBasell aura **approuvé, refusé ou demandé des informations complémentaires** concernant votre demande.



Si vous devez apporter d'autres modifications à votre profil de fournisseur (par exemple, mettre à jour votre adresse, vos coordonnées, vos coordonnées bancaires, etc.), veuillez vous référer à l'**aide-mémoire sur les changements de fournisseur**.



**Remarque** : pour les étapes suivantes, reportez-vous à l'**aide-mémoire sur les changements de fournisseur**.



**Merci de votre attention**





# Qualifizierungsfragebogen für das Supplier Information Management Portal

## Ariba SLP Arbeitshilfe

Veröffentlicht: April 2024

Eigentümer: LyondellBasell Source-to-Pay Team



## Zweck

Diese Arbeitshilfe enthält eine Schritt-für-Schritt-Anleitung für die Qualifizierung im Supplier Information Management Portal von LyondellBasell durch Einreichen des Qualifizierungsfragebogens.



## Zielpublikum

Diese Arbeitshilfe ist für 3<sup>rd</sup> Party LyondellBasell Suppliers



## Inhaltsübersicht

Navigieren Sie durch die Arbeitshilfe, indem Sie den entsprechenden Abschnitt auswählen:

- [Qualifikationsfragebogen einreichen](#)



## Voraussetzung

Bevor Sie diese Arbeitshilfe lesen, sollten Sie die folgenden Hinweise beachten:

- [LyondellBasell Lieferanten-Website](#)
- [Fragebogen zur Lieferantenregistrierung Arbeitshilfe](#)



Diese Arbeitshilfe wurde ursprünglich im **Juli 2023** veröffentlicht.

Diese Arbeitshilfe wurde zuletzt im **April 2024** aktualisiert.

## April 2024 Job Aid Update Details

### Qualifikationsfragebogen einreichen

- Alle Schritte wurden aufgrund mehrerer Verbesserungen des Fragebogens aktualisiert.

## Oktober 2023 Job Aid Update Details

### Qualifikationsfragebogen einreichen

- Die Schritte 1 bis 11 wurden mit neuen Screenshots aktualisiert, die die Verbesserungen der Benutzeroberfläche hervorheben



# Qualifikationsfragebogen einreichen

Die folgenden Schritte gelten für **3<sup>rd</sup> Party  
LyondellBasell Suppliers**



Hinweis: Wählen Sie das ⓘ Tooltip-Symbol neben den entsprechenden Feldern des Qualifikationsfragebogens, um weitere relevante Informationen zu erhalten.



## Qualifikationsfragebogen einreichen

1


Wenn Sie für den Qualifikationsstatus bei LyondellBasell in Frage kommen, erhalten Sie eine E-Mail-Benachrichtigung von einer "ariba.com"-E-Mail-Adresse. Klicken Sie auf den **Link** in der E-Mail-Einladung, um den **Qualifizierungsfragebogen auszufüllen**.

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

Ariba Administrator <no-reply@ansmtp.ariba.com>  
To Magana, Rosalie

Wed 2/28/2024 10:29 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Hinweis: Überprüfen Sie Ihren **Junk-/Spam-Ordner**, da die Ariba-E-Mail automatisiert ist und möglicherweise als Junk gekennzeichnet wird. Sie können die Ariba-E-Mail-Adresse zu Ihren Kontakten hinzufügen, damit künftige Mitteilungen direkt an Ihren Posteingang gesendet werden können.





## Qualifikationsfragebogen einreichen

2

Der Link in der E-Mail führt Sie zum Qualifikationsfragebogen. Klicken Sie auf den **Titel**.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Ameri...	Not Responded

3

Wählen Sie die entsprechenden Optionen im Abschnitt **Qualitätssystem**.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

< Go back to LyondellBasell - TEST Dashboard

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
▼ 1 Quality System	
1.1 Does your Company have a certified Quality System?	* Yes
1.2 Is your organization ISO 9001 certified?	* Yes
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?	* Unspecified
2.2 Is your organization Responsible Distribution certified?	* Unspecified
2.3 Is your organization ChemStewards certified?	* Unspecified
▼ 6 Sustainability	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	* Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Hinweis: Die Fragen in diesem Abschnitt können je nach Qualifikationskategorie variieren.



## Qualifikationsfragebogen einreichen

4

Klicken Sie auf **Details**, um die ISO 9001-zertifizierten Details einzutragen (falls **Ja** ausgewählt ist).

The screenshot shows the Ariba Sourcing interface for a document titled 'Doc4465183567 - Raw Materials'. The 'All Content' section is expanded to show '1 Quality System'. Question 1.2, 'Is your organization ISO 9001 certified?', has 'Yes' selected. A green circle with the number '4' highlights the 'Details' link next to the 'Yes' dropdown.

5

Geben Sie die entsprechenden Details in das Pop-up-Fenster ein. Klicken Sie auf OK.

The screenshot shows a pop-up window titled '1.2 Is your organization ISO 9001 certified?'. The window contains the following fields: 'Certificate Type' (ISO 9001), 'Issuer' (Example), 'Year of Publication' (2024), 'Certificate Number' (1234), 'Certificate Location' (Example), 'Effective Date' (Mon, 1 Jan, 2024), 'Expiration Date' (Thu, 1 Jan, 2026), 'Attachment' (Choose File | No file chosen), and 'Description'. A green circle with the number '5' highlights the pop-up window.



Hinweis: **ISO 9001** ist die internationale Norm, die die Fähigkeit nachweist, Waren und Dienstleistungen zu liefern, die den Anforderungen der Kunden und den gesetzlichen Vorschriften entsprechen.

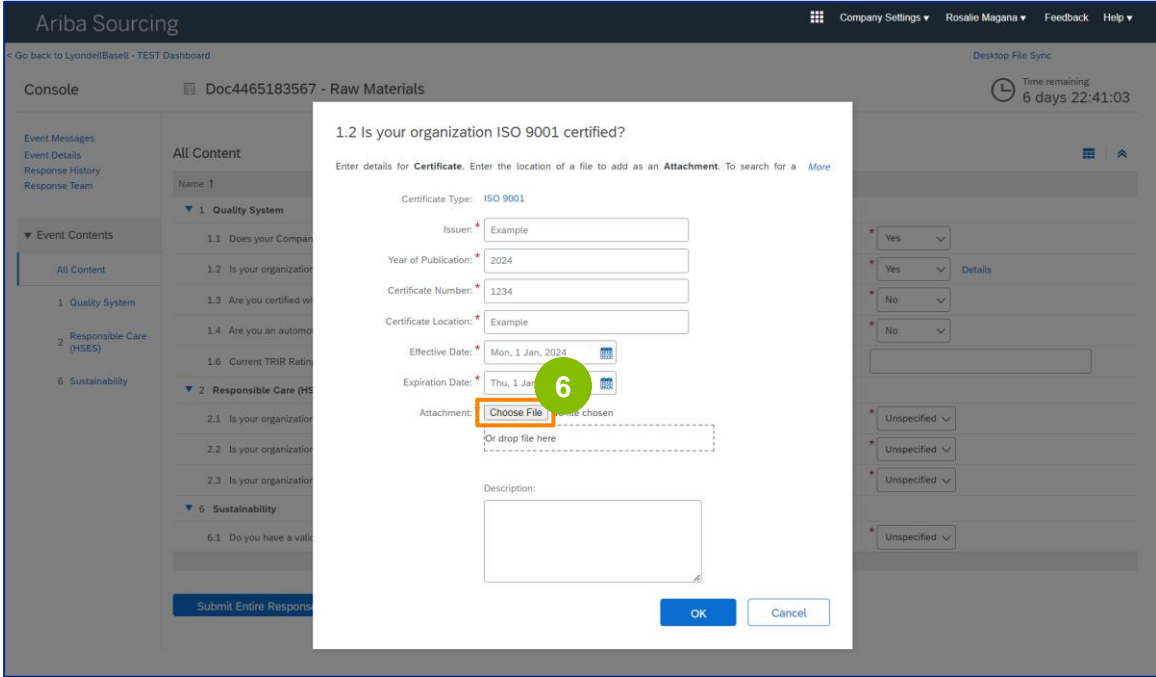




## Qualifikationsfragebogen einreichen

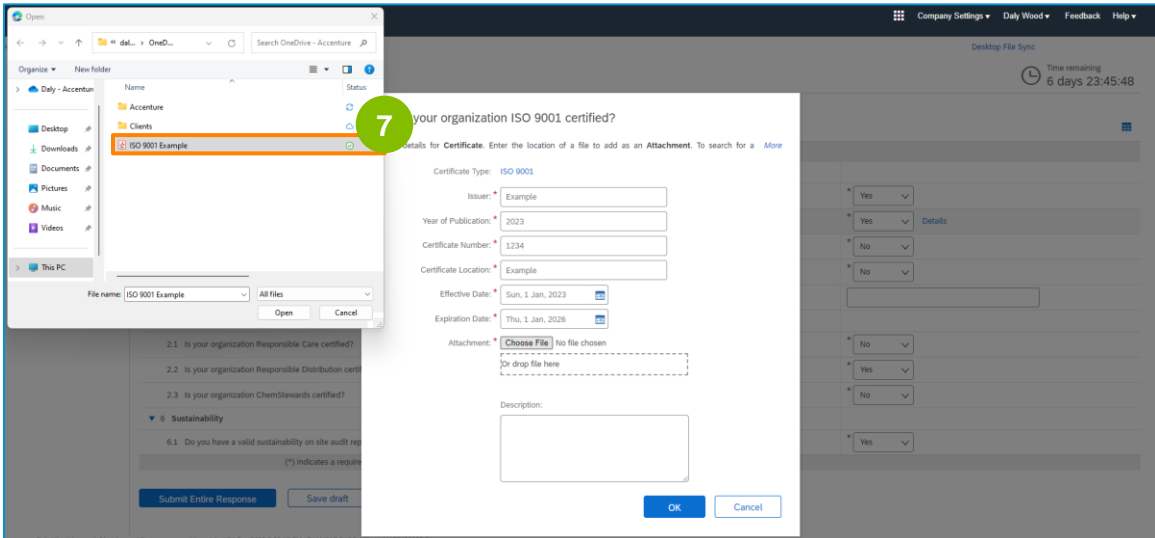
6

Klicken Sie auf **Datei auswählen**, um Ihr ISO 9001-Zertifikat anzuhängen.



7

Wählen Sie die **entsprechende Datei** aus Ihrem Ordner aus und hängen Sie sie an.





## Qualifikationsfragebogen einreichen

8

Klicken Sie auf **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 **File**

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:

OK

9

Wählen Sie die entsprechenden Optionen im Abschnitt **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



- **Responsible Care:** eine globale Initiative für die chemische Industrie zur Verbesserung von Gesundheit, Sicherheit und Umweltleistung
- **Verantwortungsvoller Vertrieb:** Verpflichtung zur kontinuierlichen Leistungsverbesserung in jeder Phase der Lagerung, der Handhabung, des Transports und der Entsorgung von Chemikalien
- **ChemStewards:** ein Engagement für Umwelt, Gesundheit, Sicherheit und Schutz für Kunden, Mitarbeiter und die Gemeinschaft
- Hinweis: Je nachdem, was Sie im Abschnitt "Verantwortungsbewusstes Handeln" ausgewählt haben, werden Sie möglicherweise zu weiteren Fragen aufgefordert.



## Qualifikationsfragebogen einreichen

10

Wählen Sie die entsprechenden Optionen im Abschnitt **Nachhaltigkeit**.

The screenshot shows the Ariba Sourcing interface for a supplier qualification form. The document is titled "Doc4465183567 - Raw Materials". The form is divided into sections: "1 Quality System", "2 Responsible Care (HSES)", and "6 Sustainability". The "6 Sustainability" section is highlighted with an orange box, and a green circle with the number "10" is placed over the dropdown menu for question 6.1, which is set to "Yes".

Section	Question	Answer
1 Quality System	1.1 Does your Company have a certified Quality System?	Yes
	1.2 Is your organization ISO 9001 certified?	Yes
	1.3 Are you certified with NACD (National Association of Chemical Distributors)?	No
	1.4 Are you an automotive company?	No
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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes

11

Klicken Sie auf **Gesamte Antwort abschicken**.

The screenshot shows the same Ariba Sourcing interface as in step 10. The "6 Sustainability" section is still highlighted. A green circle with the number "11" is placed over the "Submit Entire Response" button at the bottom of the form.

Section	Question	Answer
1 Quality System	1.1 Does your Company have a certified Quality System?	Yes
	1.2 Is your organization ISO 9001 certified?	Yes
	1.3 Are you certified with NACD (National Association of Chemical Distributors)?	No
	1.4 Are you an automotive company?	No
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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes



## Qualifikationsfragebogen einreichen

12

Klicken Sie im Pop-up-Fenster auf **OK**.

The screenshot shows the Ariba Sourcing interface for a supplier qualification survey. The survey is titled "Doc4465183567 - Raw Materials". The survey questions are listed under "All Content":

- 1. Quality System
  - 1.1 Does your Company have a certified Quality System? Yes
  - 1.2 Is your organization ISO 9001 certified? Yes
  - 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

A confirmation pop-up window is displayed in the center, asking "Submit this response?". The "OK" button is highlighted with a green circle and the number 12, indicating the step to click.

Eine Bestätigungsmeldung wird auf dem Bildschirm angezeigt. LyondellBasell wird nun Ihre Antworten auf den Qualifikationsfragebogen überprüfen.

The screenshot shows the Ariba Sourcing interface after the survey has been submitted. A green confirmation message is displayed at the top: "Your response has been submitted. Thank you for participating in the event." The survey questions and answers are visible below:

Section	Question	Answer
1 Quality System	1.1 Does your Company have a certified Quality System?	Yes
	1.2 Is your organization ISO 9001 certified?	Yes
	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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes

A "Compose Message" button is visible at the bottom of the survey form.



## Qualifikationsfragebogen einreichen



Sie haben nun Ihren **Qualifikationsfragebogen** ausgefüllt und eingereicht. LyondellBasell wird Ihre Angaben prüfen.



Sie erhalten eine Benachrichtigung, sobald LyondellBasell **Ihren Antrag genehmigt oder abgelehnt hat bzw. zusätzliche Informationen zu Ihrem Antrag angefordert hat.**



Wenn Sie weitere Änderungen an Ihrem Lieferantenprofil vornehmen müssen (z. B. Aktualisierung Ihrer Adresse, Kontaktinformationen, Bankverbindung usw.), lesen Sie bitte die **Arbeitshilfe für Lieferantenänderungen.**



**Hinweis:** Weitere Schritte finden Sie in der **Arbeitshilfe Lieferantenwechsel.**



# Dankeschön





# Portale di gestione delle informazioni sui fornitori Questionario di qualificazione

## Aiuto al lavoro Ariba SLP





## Scopo

Lo scopo di questo aiuto al lavoro è quello di fornire una guida passo-passo su come qualificarsi nel portale di gestione delle informazioni sui fornitori di LyondellBasell inviando il questionario di qualificazione.



## Pubblico di riferimento

Questo aiuto al lavoro è per 3<sup>rd</sup> Fornitori di LyondellBasell.



## Indice dei contenuti

Navigare nel manuale selezionando la sezione appropriata:

- [Invia il questionario di qualificazione](#)



## Prerequisito

Prima di consultare questo aiuto al lavoro, consultate quanto segue:

- [Sito del fornitore di LyondellBasell](#)
- [Questionario di registrazione dei fornitori Aiuto al lavoro](#)



Questo aiuto al lavoro è stato pubblicato originariamente nel **luglio 2023**.

Questo aiuto al lavoro è stato aggiornato l'ultima volta nell'**aprile 2024**.

## Dettagli sull'aggiornamento dell'aiuto al lavoro dell'aprile 2024

### Invia il questionario di qualificazione

- Tutti i passaggi sono stati aggiornati a causa dei numerosi miglioramenti apportati al questionario.

## Dettagli dell'aggiornamento della Guida al lavoro dell'ottobre 2023

### Invia il questionario di qualificazione

- I passi da 1 a 11 sono stati aggiornati con nuove schermate, che evidenziano i miglioramenti dell'interfaccia utente.



## Invia il questionario di qualificazione

I seguenti passi sono per **3<sup>rd</sup> Fornitori di LyondellBasell di parte**



Nota: selezionare l'icona del suggerimento dello strumento accanto ai campi del questionario di qualificazione per ottenere ulteriori informazioni pertinenti.





## Invia il questionario di qualificazione

1


Se si è idonei a ricevere lo status di qualificato con LyondellBasell, si riceverà una notifica via e-mail da un indirizzo e-mail "ariba.com". Fare clic sul **link** contenuto nell'e-mail di invito per iniziare il **questionario di qualificazione**.

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

 Ariba Administrator <no-reply@ansmtp.ariba.com>  
To:  Magana, Rosalie

Wed 2/28/2024 10:29 PM

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Nota: controllare la **cartella Posta indesiderata/spam**, poiché l'e-mail di Ariba è automatica e potrebbe essere contrassegnata come indesiderata. È possibile aggiungere l'indirizzo e-mail di Ariba ai propri contatti per consentire l'invio di future comunicazioni direttamente alla propria casella di posta.



## Invia il questionario di qualificazione

2

Il link dell'e-mail vi indirizzerà al Questionario di qualificazione. Fare clic sul **titolo**.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Ameri...	Not Responded

3

Selezionare le opzioni appropriate nella sezione **Sistema di qualità**.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

< Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
<b>1 Quality System</b>	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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	
<b>2 Responsible Care (HSES)</b>	
2.1 Is your organization Responsible Care certified?	Unspecified
2.2 Is your organization Responsible Distribution certified?	Unspecified
2.3 Is your organization ChemStewards certified?	Unspecified
<b>6 Sustainability</b>	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Nota: le domande di questa sezione possono variare in base alla categoria di qualificazione.



## Invia il questionario di qualificazione

4

Fare clic su **Dettagli** per inserire i dettagli della certificazione ISO 9001 (se è stato selezionato **Sì**).

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Time remaining 6 days 22:43:40

Console Doc4465183567 - Raw Materials

All Content

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

1.1 Does your Company have a certified Quality System? Yes

1.2 Is your organization ISO 9001 certified? Yes **4** 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? Unspecified

2.2 Is your organization Responsible Distribution certified? Unspecified

5

Immettere i dettagli appropriati nella finestra a comparsa. Fare clic su OK.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Time remaining 6 days 22:41:03

Console Doc4465183567 - Raw Materials

All Content

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

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? Unspecified

2.2 Is your organization Responsible Distribution certified? Unspecified

2.3 Is your organization Responsible Distribution certified? Unspecified

6.1 Do you have a valid... Unspecified

Submit Entire Response

1.2 Is your organization ISO 9001 certified?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. Search for a **More**

Certificate Type: ISO 9001

Issuer: Example

Year of Publication: 2024

Certificate Number: 1234

Certificate Location: Example

Effective Date: Mon, 1 Jan, 2024

Expiration Date: Thu, 1 Jan, 2026

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

Description:

OK Cancel



**Nota: ISO 9001** è lo standard internazionale che dimostra la capacità di fornire costantemente beni e servizi che soddisfano i requisiti dei clienti e delle normative.



## Invia il questionario di qualificazione

6

Fare clic su **Scegli file** per allegare il certificato ISO 9001.

The screenshot shows the Ariba Sourcing interface with a questionnaire titled "1.2 Is your organization ISO 9001 certified?". The form includes fields for Certificate Type (ISO 9001), Issuer (Example), Year of Publication (2024), Certificate Number (1234), Certificate Location (Example), Effective Date (Mon, 1 Jan, 2024), and Expiration Date (Thu, 1 Jan, 2026). The Attachment field is highlighted with a green circle containing the number 6, and the "Choose File" button is also highlighted with a red box. The "Description" field is empty. The background shows a sidebar with "All Content" and a "Submit Entire Response" button.

7

Selezionare il **file appropriato** dalla cartella e allegarlo.

The screenshot shows the Ariba Sourcing interface with a file selection dialog box open. The dialog box displays a list of files, with "ISO 9001 Example" highlighted in orange. A green circle with the number 7 is placed over the file name. The background shows the same questionnaire form as in the previous screenshot, but the "Choose File" button is now disabled and labeled "No file chosen".





## Invia il questionario di qualificazione

8

Fare clic su **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 **File**

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:

OK Cancel

9

Selezionare le opzioni appropriate nella sezione **Responsible Care (HSES)**.

2.1 Is your organization Responsible Care certified? Yes No

2.2 Is your organization Responsible Distribution certified? Yes No

2.3 Is your organization ChemStewards certified? No



- **Responsible Care:** un'iniziativa globale dell'industria chimica per migliorare la salute, la sicurezza e le prestazioni ambientali.
- **Distribuzione responsabile:** un impegno al miglioramento continuo delle prestazioni in ogni fase dello stoccaggio, della manipolazione, del trasporto e dello smaltimento dei prodotti chimici.
- **ChemStewards:** un impegno per l'ambiente, la salute, la sicurezza e la protezione dei clienti, dei dipendenti e della comunità.
- Nota: a seconda delle selezioni effettuate nella sezione Responsible Care, potrebbero essere poste ulteriori domande.



## Invia il questionario di qualificazione

10 Selezionare le opzioni appropriate nella sezione **Sostenibilità**.

Ariba Sourcing  
Go back to LyondellBasell - TEST Dashboard  
Company Settings | Rosalia Magana | Feedback | Help

Console | Doc4465183567 - Raw Materials | Desktop File Sync | Time remaining: 6 days 22:36:38

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

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 TFS, Smeta, SQAS) or ISO14001 certification? \* Yes

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

11 Fare clic su **Invia risposta completa**.

Ariba Sourcing  
Go back to LyondellBasell - TEST Dashboard  
Company Settings | Rosalia Magana | Feedback | Help

Console | Doc4465183567 - Raw Materials | Desktop File Sync | Time remaining: 6 days 22:36:38

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

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 TFS, Smeta, SQAS) or ISO14001 certification? \* Yes

(\*) indicates a required field

11 Submit Entire Response | Save draft | Compose Message | Excel Import



## Invia il questionario di qualificazione

12

Fare clic su **OK** nel riquadro a comparsa.

The screenshot shows the Ariba Sourcing interface for a supplier qualification questionnaire. A modal dialog box is displayed in the center, asking "Submit this response?". The dialog has a green checkmark icon and the text "Click OK to submit". There are two buttons: "OK" (highlighted with an orange box) and "Cancel". A green circle with the number "12" is overlaid on the "OK" button. The background shows the questionnaire form with questions and dropdown menus.

Sullo schermo viene visualizzato un messaggio di conferma. LyondellBasell esaminerà ora le risposte al **questionario di qualificazione**.

The screenshot shows the Ariba Sourcing interface after the questionnaire has been submitted. A green message box at the top of the content area contains the text: "Your response has been submitted. Thank you for participating in the event." The message box is highlighted with an orange border. Below the message, the questionnaire form is visible, showing the questions and the submitted answers. A "Compose Message" button is located at the bottom of the form.

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



## Invia il questionario di qualificazione



**Il questionario di qualificazione è** stato completato e inviato. LyondellBasell esaminerà le sue informazioni.



Riceverete una notifica quando LyondellBasell avrà **approvato, rifiutato o richiesto ulteriori informazioni** sulla vostra richiesta.



Se è necessario apportare ulteriori modifiche al proprio profilo di fornitore (ad esempio, aggiornare l'indirizzo, le informazioni di contatto, i dati bancari, ecc.



**Nota:** per le fasi successive, consultare la **Guida alle modifiche dei fornitori.**



**Grazie**



# Kwestionariusz kwalifikacyjny portalu zarządzania informacjami o dostawcach

## Pomoc zawodowa Ariba SLP





## Cel

Celem niniejszej pomocy jest zapewnienie przewodnika krok po kroku dotyczącego sposobu kwalifikacji w portalu zarządzania informacjami o dostawcach LyondellBasell poprzez przesłanie Kwestionariusza Kwalifikacyjnego.



## Docelowi odbiorcy

Niniejsza pomoc jest przeznaczona dla 3<sup>rd</sup> Dostawców LyondellBasell.



## Spis treści

Poruszaj się po pomocy roboczej, wybierając odpowiednią sekcję:

- **[Prześlij kwestionariusz kwalifikacyjny](#)**



## Warunek wstępny

Przed zapoznaniem się z niniejszą pomocą techniczną należy zapoznać się z poniższymi informacjami:

- **[Strona dostawcy LyondellBasell](#)**
- **[Kwestionariusz rejestracji dostawcy - pomoc w pracy](#)**





Ta pomoc została pierwotnie opublikowana w **lipcu 2023 r.**  
Ta pomoc została ostatnio zaktualizowana w **kwietniu 2024 r.**

## Szczegóły aktualizacji Job Aid z kwietnia 2024 r.

### Prześlij kwestionariusz kwalifikacyjny

- Wszystkie kroki zostały zaktualizowane ze względu na liczne ulepszenia wprowadzone do kwestionariusza.

## Szczegóły aktualizacji Job Aid z października 2023 r.

### Prześlij kwestionariusz kwalifikacyjny

- Kroki od 1 do 11 zostały zaktualizowane o nowe zrzuty ekranu, podkreślające ulepszenia interfejsu użytkownika



## Prześlij kwestionariusz kwalifikacyjny

Poniższe kroki dotyczą **3<sup>rd</sup> dostawców LyondellBasell.**



Uwaga: Wybierz ikonę podpowiedzi obok odpowiednich pól Kwestionariusza Kwalifikacyjnego, aby uzyskać dodatkowe istotne informacje.



## Prześlij kwestionariusz kwalifikacyjny

1


Jeśli kwalifikujesz się do uzyskania statusu Qualified w LyondellBasell, otrzymasz powiadomienie e-mail z adresu e-mail "ariba.com". Kliknij **łącze** w zaproszeniu e-mail, aby rozpocząć **Kwestionariusz Kwalifikacyjny**.

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

Ariba Administrator <no-reply@ansmtp.ariba.com>  
To Magana, Rosalie

Wed 2/28/2024 10:29 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Uwaga: Sprawdź **folder Wiadomości-śmieci/spam**, ponieważ wiadomości e-mail od Ariba są zautomatyzowane i mogą zostać oznaczone jako wiadomości-śmieci. Możesz dodać adres e-mail Ariba do swoich kontaktów, aby umożliwić wysyłanie przyszłych wiadomości bezpośrednio do Twojej skrzynki odbiorczej.



## Prześlij kwestionariusz kwalifikacyjny

2

Link w wiadomości e-mail przekieruje Cię do Kwestionariusza Kwalifikacyjnego. Kliknij **tytuł**.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Amer...	Not Responded

3

Wybierz odpowiednie opcje w sekcji **System jakości**.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
▼ 1 Quality System	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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?	Unspecified
2.2 Is your organization Responsible Distribution certified?	Unspecified
2.3 Is your organization ChemStewards certified?	Unspecified
▼ 6 Sustainability	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Uwaga: Pytania w tej sekcji mogą się różnić w zależności od kategorii kwalifikacji.



## Prześlij kwestionariusz kwalifikacyjny

4

Kliknij **Szczegóły**, aby wypełnić szczegóły certyfikatu ISO 9001 (jeśli wybrano **Tak**).

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Time remaining: 6 days 22:43:40

Console | Doc4465183567 - Raw Materials

Event Messages | Event Details | Response History | Response Team

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? \* Unspecified

2.2 Is your organization Responsible Distribution certified? \* Unspecified

5

Wprowadź odpowiednie dane w wyskakującym oknie. Kliknij przycisk OK.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Time remaining: 6 days 22:41:03

Console | Doc4465183567 - Raw Materials

Event Messages | Event Details | Response History | Response Team

All Content

1.2 Is your organization ISO 9001 certified?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. Search for a **More**

Certificate Type: ISO 9001

Issuer: Example

Year of Publication: 2024

Certificate Number: 1234

Certificate Location: Example

Effective Date: Mon, 1 Jan, 2024

Expiration Date: Thu, 1 Jan, 2026

Attachment: Choose File | No file chosen

Or drop file here

Description:

Submit Entire Response

OK | Cancel



Uwaga: **ISO 9001** to międzynarodowy standard, który wykazuje zdolność do konsekwentnego dostarczania towarów i usług spełniających wymagania klientów i wymogi prawne.



## Prześlij kwestionariusz kwalifikacyjny

6

Kliknij **Wybierz plik**, aby załączyć certyfikat ISO 9001.

The screenshot shows the Ariba Sourcing interface for a questionnaire titled "1.2 Is your organization ISO 9001 certified?". The form includes fields for Certificate Type (ISO 9001), Issuer (Example), Year of Publication (2024), Certificate Number (1234), Certificate Location (Example), Effective Date (Mon, 1 Jan, 2024), and Expiration Date (Thu, 1 Jan, 2026). The Attachment field is highlighted with a green circle containing the number 6, and the "Choose File" button is also highlighted with a red box. The Description field is empty. The form has "OK" and "Cancel" buttons at the bottom.

7

Wybierz odpowiedni plik z folderu i załącz go.

The screenshot shows the same Ariba Sourcing interface as in step 6, but with a file explorer window open. The file explorer shows a folder named "ISO 9001 Example" selected, with a green circle containing the number 7 highlighting it. The "Choose File" button in the questionnaire form is now labeled "No file chosen". The form has "OK" and "Cancel" buttons at the bottom.





## Prześlij kwestionariusz kwalifikacyjny

8

Kliknij przycisk 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 **File**

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:

OK Cancel

9

Wybierz odpowiednie opcje w sekcji **Responsible Care (HSES)**.

2.1 Is your organization Responsible Care certified?

2.2 Is your organization Responsible Distribution certified?

2.3 Is your organization ChemStewards certified?



- **Responsible Care:** globalna inicjatywa dla przemysłu chemicznego mająca na celu poprawę wyników w zakresie zdrowia, bezpieczeństwa i ochrony środowiska.
- **Odpowiedzialna dystrybucja:** zobowiązanie do ciągłego doskonalenia wydajności na każdym etapie przechowywania, obsługi, transportu i utylizacji chemikaliów.
- **ChemStewards:** zaangażowanie na rzecz środowiska, zdrowia, bezpieczeństwa i ochrony klientów, pracowników i społeczności.
- Uwaga: w zależności od wyborów dokonanych w sekcji Responsible Care, mogą zostać wyświetlone dodatkowe pytania.



## Prześlij kwestionariusz kwalifikacyjny

10 Wybierz odpowiednie opcje w sekcji **Zrównoważony rozwój**.

Ariba Sourcing  
Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard | Desktop File Sync

Console | Doc4465183567 - Raw Materials | Time remaining: 6 days 22:36:38

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

Name 1

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 TFS, Smeta, SQAS) or ISO14001 certification? \* Yes

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

11 Kliknij przycisk **Prześlij całą odpowiedź**.

Ariba Sourcing  
Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard | Desktop File Sync

Console | Doc4465183567 - Raw Materials | Time remaining: 6 days 22:36:38

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

Name 1

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 TFS, Smeta, SQAS) or ISO14001 certification? \* Yes

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



## Prześlij kwestionariusz kwalifikacyjny

12

Kliknij **OK** w wyskakującym okienku.

Submit this response?

Click OK to submit

OK Cancel

12

Na ekranie zostanie wyświetlony komunikat potwierdzający. LyondellBasell dokona teraz przeglądu odpowiedzi udzielonych w kwestionariuszu kwalifikacyjnym.

Your response has been submitted. Thank you for participating in the event.

All Content	
Name ↑	
▼ 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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes

Compose Message



## Prześlij kwestionariusz kwalifikacyjny



**Kwestionariusz kwalifikacyjny został** wypełniony i przesłany. LyondellBasell przeanalizuje podane informacje.



Otrzymasz powiadomienie, gdy LyondellBasell **zatwierdzi, odrzuci lub zażąda dodatkowych informacji** dotyczących Twojego zgłoszenia.



Jeśli musisz wprowadzić dodatkowe zmiany w swoim profilu dostawcy (np. zaktualizować adres, dane kontaktowe, dane bankowe itp.), zapoznaj **się z pomocą dotyczącą zmian dostawcy.**



**Uwaga: Więcej informacji na temat kolejnych kroków można znaleźć w pomocy dotyczącej zmian dostawców.**

**Dziękuję**



# Questionário de qualificação do portal de gestão de informações sobre fornecedores

## Ajuda de trabalho do Ariba SLP





## Objetivo

O objetivo desta ajuda de trabalho é fornecer um guia passo-a-passo sobre como se qualificar no Portal de Gestão de Informação de Fornecedores da LyondellBasell através da submissão do Questionário de Qualificação.



## Público-alvo

Esta ajuda de trabalho destina-se a 3<sup>rd</sup> Fornecedores da LyondellBasell Party



## Índice

Navegue pela ajuda de trabalho seleccionando a secção adequada:

- **[Apresentar o questionário de qualificação](#)**



## Pré-requisito

Antes de consultar esta ajuda de trabalho, consulte o seguinte:

- **[Site do fornecedor da LyondellBasell](#)**
- **[Questionário de registo de fornecedores Ajuda de trabalho](#)**



Esta ajuda de emprego foi originalmente publicada em **julho de 2023.**

Esta ajuda de emprego foi actualizada pela última vez em **abril de 2024.**

## Detalhes da atualização do auxílio ao trabalho de abril de 2024

### Apresentar o questionário de qualificação

- Todos os passos foram actualizados devido às múltiplas melhorias introduzidas no questionário.

## Detalhes da atualização da ajuda ao trabalho de outubro de 2023

### Apresentar o questionário de qualificação

- Os passos 1 a 11 foram actualizados com novas imagens de ecrã, destacando as melhorias na interface do utilizador



## Apresentar o questionário de qualificação

Os passos seguintes são para **3<sup>rd</sup> Party LyondellBasell Suppliers**



Nota: Seleccione o ícone de Sugestão de ferramenta junto aos campos aplicáveis do Questionário de qualificação para obter informações adicionais relevantes.





## Apresentar o questionário de qualificação

1

Se for elegível para receber o estatuto de qualificado da LyondellBasell, receberá uma notificação por correio eletrónico de um endereço de correio eletrónico "ariba.com". Clique na **ligação** do convite por correio eletrónico para iniciar o **Questionário de Qualificação**.


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

 Ariba Administrator <no-reply@ansmtp.ariba.com>  
To:  Magana, Rosalie

Reply Reply All Forward

Wed 2/28/2024 10:29 PM

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Nota: Verifique a sua **pasta de lixo eletrónico / spam**, uma vez que a mensagem de correio eletrónico da Ariba é automática e pode ser assinalada como lixo. Pode adicionar o endereço de correio eletrónico da Ariba aos seus contactos para permitir que futuras comunicações sejam enviadas diretamente para a sua caixa de entrada.



## Apresentar o questionário de qualificação

2

A ligação de correio eletrónico direccioná-lo-á para o Questionário de Qualificação. Clique no **título**.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Ameri...	Not Responded

3

Selecione as opções adequadas na secção **Sistema de qualidade**.

Ariba Sourcing

< Go back to LyondellBasell - TEST Dashboard

Company Settings | Rosalie Magana | Feedback | Help

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
<b>1 Quality System</b>	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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	
<b>2 Responsible Care (HSES)</b>	
2.1 Is your organization Responsible Care certified?	Unspecified
2.2 Is your organization Responsible Distribution certified?	Unspecified
2.3 Is your organization ChemStewards certified?	Unspecified
<b>6 Sustainability</b>	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Nota: As perguntas desta secção podem variar consoante a categoria de qualificação.



## Apresentar o questionário de qualificação

4

Clique em **Detalhes** para preencher os detalhes da certificação ISO 9001 (se **Sim** estiver selecionado).

The screenshot shows the Ariba Sourcing interface. The main content area displays a list of questions under the heading 'All Content'. The first section is '1 Quality System', which includes questions 1.1 through 1.6. Question 1.2, 'Is your organization ISO 9001 certified?', has a dropdown menu set to 'Yes'. A green circle with the number '4' is placed over the 'Details' link next to this question. Other questions include 1.3 (NACD certification), 1.4 (automotive company), 1.6 (TRIR Rating), and a section for '2 Responsible Care (HSES)' with questions 2.1 and 2.2.

5

Introduza os detalhes apropriados na janela pop-up. Clique em OK.

The screenshot shows the same Ariba Sourcing interface as before, but with a pop-up window open for question 1.2. The pop-up window is titled '1.2 Is your organization ISO 9001 certified?' and contains the following fields: 'Certificate Type' (ISO 9001), 'Issuer' (Example), 'Year of Publication' (2024), 'Certificate Number' (1234), 'Certificate Location' (Example), 'Effective Date' (Mon, 1 Jan, 2024), 'Expiration Date' (Thu, 1 Jan, 2026), 'Attachment' (Choose File, No file chosen, Or drop file here), and 'Description' (empty text area). A green circle with the number '5' is placed over the 'Attachment' field. The 'OK' and 'Cancel' buttons are at the bottom of the pop-up.



Nota: **A ISO 9001** é a norma internacional que demonstra a capacidade de fornecer, de forma consistente, bens e serviços que satisfazem os requisitos regulamentares e do cliente.





## Apresentar o questionário de qualificação

6

Clique em **Escolher ficheiro** para anexar o seu certificado ISO 9001.

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: \* 2024

Certificate Number: \* 1234

Certificate Location: \* Example

Effective Date: \* Mon, 1 Jan, 2024

Expiration Date: \* Thu, 1 Jan, 2026

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

Description:

OK Cancel

7

Selecione o **ficheiro adequado** da sua pasta e anexe-o.

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** No file chosen  
Or drop file here

Description:

OK Cancel



## Apresentar o questionário de qualificação

8

Clique em **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 **File**

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:

OK Cancel

9

Selecionar as opções adequadas na secção "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



- **Responsible Care:** uma iniciativa global da indústria química para melhorar a saúde, a segurança e o desempenho ambiental
- **Distribuição responsável:** um compromisso de melhoria contínua do desempenho em todas as fases de armazenamento, manuseamento, transporte e eliminação de produtos químicos
- **ChemStewards:** um compromisso ambiental, de saúde, segurança e proteção para com os clientes, funcionários e comunidade
- Nota: dependendo das suas selecções na secção "Responsible Care", poderão ser-lhe colocadas questões adicionais.



## Apresentar o questionário de qualificação

10 Selecciona as opções adequadas na secção **Sustentabilidade**.

The screenshot shows the Ariba Sourcing interface for a supplier qualification questionnaire. The document is titled 'Doc4465183567 - Raw Materials'. The questionnaire is divided into sections: 1. Quality System, 2. Responsible Care (HSES), and 6. Sustainability. The 'Sustainability' section (6) is highlighted with an orange box, and a green circle with the number '10' is placed over the 'Yes' dropdown for question 6.1. The question 6.1 asks: 'Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?'. The 'Yes' option is selected. Below the questionnaire, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

11 Clique em **Enviar resposta completa**.

The screenshot shows the same Ariba Sourcing interface as above. The 'Submit Entire Response' button is highlighted with an orange box, and a green circle with the number '11' is placed over it. The questionnaire content is the same as in the previous screenshot, but the 'Sustainability' section (6) is no longer highlighted. The 'Submit Entire Response' button is the primary action to complete the questionnaire.



## Apresentar o questionário de qualificação

12

Clique em **OK** na caixa pop-up.

The screenshot shows the Ariba Sourcing interface for a supplier qualification questionnaire. A confirmation dialog box is overlaid on the screen, asking "Submit this response?". The dialog box has a green checkmark icon and the text "Submit this response?". Below the text, it says "Click OK to submit" and "Click Cancel to return to the questionnaire". There are two buttons: "OK" (highlighted with an orange box) and "Cancel". A green circle with the number "12" is placed over the "OK" button. The background shows a questionnaire with questions like "Does your Company have a certified Quality System?" and "Is your organization ISO 9001 certified?".

É apresentada uma mensagem de confirmação no ecrã. A LyondellBasell irá agora rever as respostas ao seu **Questionário de Qualificação**.

The screenshot shows the Ariba Sourcing interface after the questionnaire has been submitted. A green confirmation message is displayed at the top of the page, stating "Your response has been submitted. Thank you for participating in the event." The message is highlighted with an orange border. Below the message, the questionnaire is visible, showing the questions and the answers that were submitted. The "OK" button from the previous dialog is now a "Compose Message" button.



## Apresentar o questionário de qualificação



O seu **Questionário de Qualificação** foi preenchido e enviado. A LyondellBasell irá rever as suas informações.



Receberá uma notificação quando a LyondellBasell tiver **aprovado, recusado ou solicitado informações adicionais** relativamente à sua candidatura.



Se necessitar de efetuar alterações adicionais ao seu perfil de fornecedor (ou seja, atualizar o seu endereço, informações de contacto, dados bancários, etc.), consulte a **Ajuda de trabalho sobre alterações de fornecedores**.



**Nota:** Consulte a **Ajuda de trabalho sobre alterações de fornecedores** para obter os próximos passos.



**Obrigado**





# Portal de gestión de la información para proveedores Cuestionario de Calificación Ayuda de Ariba SLP



## Propósito

El propósito de esta ayuda de trabajo es proporcionar una guía paso a paso sobre cómo calificar en el Portal de Gestión de Información de Proveedores de LyondellBasell mediante la presentación del Cuestionario de Calificación.



## Público al que está dirigido

Esta ayuda de trabajo es para Proveedores de LyondellBasell fuera del grupo.



## Índice

Navegue por la ayuda para el trabajo seleccionando la sección adecuada:

- **[Enviar cuestionario de calificación](#)**



## Requisito previo

Consulte lo siguiente antes de ver esta ayuda de trabajo:

- **[Sitio del proveedor de LyondellBasell](#)**
- **[Cuestionario de registro de proveedores Ayuda de trabajo](#)**



Esta ayuda de trabajo se publicó originalmente en **julio de 2023**.

Esta ayuda de trabajo se actualizó por última vez en **abril de 2024**.

## **Abril 2024 Detalles de la actualización de la ayuda de trabajo**

### **Enviar cuestionario de calificación**

- Todos los pasos se han actualizado debido a las múltiples mejoras introducidas en el cuestionario.

## **Octubre de 2023 Detalles de la actualización de la ayuda de trabajo**

### **Enviar cuestionario de calificación**

- Los pasos 1 a 11 se han actualizado con nuevas capturas de pantalla, destacando las mejoras en la interfaz de usuario.



## Enviar cuestionario de Calificación

Los siguientes pasos son para **Proveedores de LyondellBasell**



Nota: Seleccione el icono de sugerencia de herramienta situado junto a los campos aplicables del Cuestionario de calificación para obtener información adicional relevante.



## Enviar cuestionario de calificación

1


Si cumple los requisitos para recibir la calificación de LyondellBasell, recibirá una notificación por correo electrónico desde una dirección de correo electrónico 'ariba.com'. Haga clic en el **enlace** de la invitación por correo electrónico para iniciar el **Cuestionario de calificación**.

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

Ariba Administrator <no-reply@ansmtp.ariba.com>  
To: Magana, Rosalie

Wed 2/28/2024 10:29 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Nota: Compruebe su **carpeta de correo no deseado** ya que el correo electrónico de Ariba está automatizado y puede marcarse como correo no deseado. Puede añadir la dirección de correo electrónico de Ariba a sus contactos para que las futuras comunicaciones se envíen directamente a su bandeja de entrada.





## Enviar cuestionario de calificación

2

El enlace de correo electrónico le dirigirá al Cuestionario de calificación. Haga clic en el **Título**.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Ameri...	Not Responded

3

Seleccione las opciones adecuadas en la sección **Sistema de calidad**.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
<b>1 Quality System</b>	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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	
<b>2 Responsible Care (HSES)</b>	
2.1 Is your organization Responsible Care certified?	Unspecified
2.2 Is your organization Responsible Distribution certified?	Unspecified
2.3 Is your organization ChemStewards certified?	Unspecified
<b>6 Sustainability</b>	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Nota: Las preguntas de esta sección pueden variar en función de la categoría de calificación.





## Enviar cuestionario de calificación

4

Haga clic en **Detalles** para rellenar los detalles de la certificación ISO 9001 (si se ha seleccionado **Sí**).

The screenshot shows the Ariba Sourcing interface. The main content area displays a list of questions under the heading 'All Content'. The first section is '1 Quality System', which includes questions 1.1 through 1.6. Question 1.2, 'Is your organization ISO 9001 certified?', has a 'Yes' dropdown selected. A green circle with the number '4' is placed over the 'Details' link next to this question. Other questions include 1.3 (NACD certification), 1.4 (automotive company), 1.6 (TRIR Rating), and a section for '2 Responsible Care (HSES)' with questions 2.1 and 2.2.

5

Introduzca los datos correspondientes en la ventana emergente. Haz clic en Aceptar.

The screenshot shows a modal window titled '1.2 Is your organization ISO 9001 certified?'. The modal contains the following fields: 'Certificate Type' (ISO 9001), 'Issuer' (Example), 'Year of Publication' (2024), 'Certificate Number' (1234), 'Certificate Location' (Example), 'Effective Date' (Mon, 1 Jan, 2024), 'Expiration Date' (Thu, 1 Jan, 2026), 'Attachment' (Choose File | No file chosen), and 'Description' (text area). A green circle with the number '5' is placed over the modal. The background shows the same questionnaire as in the previous screenshot, but it is dimmed.



**Nota: ISO 9001** es la norma internacional que demuestra la capacidad de suministrar de forma coherente bienes y servicios que cumplen los requisitos reglamentarios y del cliente.



## Enviar cuestionario de calificación

6

Haga clic en **Seleccionar archivo** para adjuntar su certificado ISO 9001.

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: \* 2024

Certificate Number: \* 1234

Certificate Location: \* Example

Effective Date: \* Mon, 1 Jan, 2024

Expiration Date: \* Thu, 1 Jan, 2026

Attachment: **Choose File** No file chosen

Or drop file here

Description:

OK Cancel

7

Seleccione el **archivo apropiado** de su carpeta y adjúntelo.

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** No file chosen

Or drop file here

Description:

OK Cancel



## Enviar cuestionario de calificación

8

Haga clic en **Aceptar**.

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 **Move**

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:

OK Cancel

9

Seleccione las opciones adecuadas en la sección **Atención responsable (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



- **Cuidado Responsable:** una iniciativa mundial de la industria química para mejorar la salud, la seguridad y el medio ambiente
- **Distribución responsable:** compromiso de mejora continua del rendimiento en todas las fases de almacenamiento, manipulación, transporte y eliminación de productos químicos.
- **ChemStewards:** un compromiso medioambiental, de salud, seguridad y protección con los clientes, los empleados y la comunidad
- Nota: en función de lo que haya seleccionado en la sección "Cuidado Responsable", es posible que se le planteen preguntas adicionales.



## Enviar cuestionario de calificación

10 Seleccione las opciones adecuadas en la sección **Sustentabilidad.**

Arriba Sourcing

Go back to LyondellBasell - TEST Dashboard

Company Settings Rosalio Magana Feedback Help

Desktop File Sync

Time remaining: 6 days 22:36:38

Doc4465183567 - Raw Materials

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

Name 1

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 TFS, Smeta, SQAS) or ISO14001 certification? Yes

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

11 Haga clic en **Enviar respuesta completa.**

Arriba Sourcing

Go back to LyondellBasell - TEST Dashboard

Company Settings Rosalio Magana Feedback Help

Desktop File Sync

Time remaining: 6 days 22:36:38

Doc4465183567 - Raw Materials

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 Quality System
- 2 Responsible Care (HSES)
- 6 Sustainability

All Content

Name 1

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 TFS, Smeta, SQAS) or ISO14001 certification? Yes

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import



## Enviar cuestionario de calificación

12

Haga clic en **Aceptar** en el cuadro emergente.

The screenshot shows the Ariba Sourcing interface for a supplier qualification questionnaire. The main content area displays a list of questions under the heading "All Content". The questions are grouped into sections: "1 Quality System" and "2 Responsible Care (HSES)". A confirmation dialog box is overlaid on the form, asking "Submit this response?" with "OK" and "Cancel" buttons. A green circle with the number "12" is placed over the "OK" button.

Aparecerá un mensaje de confirmación en la pantalla. LyondellBasell revisará ahora sus respuestas **al cuestionario de calificación**.

The screenshot shows the Ariba Sourcing interface after the questionnaire has been submitted. A green confirmation message is displayed at the top: "Your response has been submitted. Thank you for participating in the event." Below the message, the questionnaire form is visible, showing the questions and their corresponding answers. The answers are: "Yes" for 1.1, 1.2, 2.2, and 6.1; "No" for 1.3, 1.4, 2.1, 2.3, and 2.3; and "Yes" for 2.2 and 6.1.

Section	Question	Answer
1 Quality System	1.1 Does your Company have a certified Quality System?	Yes
	1.2 Is your organization ISO 9001 certified?	Yes
	1.3 Are you certified with NACD (National Association of Chemical Distributors)?	No
	1.4 Are you an automotive company?	No
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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes



## Enviar cuestionario de calificación



Ha completado y enviado su **cuestionario de calificación**. LyondellBasell revisará su información.



Recibirá una notificación una vez que LyondellBasell haya **aprobado, rechazado o solicitado información adicional** en relación con su presentación.



Si necesita realizar cambios adicionales en su perfil de proveedor (por ejemplo, actualizar su dirección, información de contacto, datos bancarios, etc.), consulte la **Ayuda de trabajo para cambios de proveedor**.



**Nota:** Consulte la **Ayuda de Trabajo de Cambios de Proveedor** para los siguientes pasos.





**Gracias**



# Tedarikçi Bilgi Yönetimi Portalı Yeterlilik Anketi Ariba SLP İş Yardımı



## Amaç

Bu iş yardımının amacı, LyondellBasell'in Tedarikçi Bilgi Yönetimi Portalında Yeterlilik Anketinin gönderilmesi yoluyla nasıl kalifiye olunacağına ilişkin adım adım bir kılavuz sağlamaktır.



## Hedef Kitle

Bu iş yardımı 3<sup>rd</sup> Parti LyondellBasell Tedarikçileri içindir



## İçindekiler

Uygun bölümü seçerek iş yardımında gezin:

- [Yeterlilik Anketini Gönderin](#)



## Ön Koşul

Bu iş yardımını görüntülemeye önce aşağıdakilere bakın:

- [LyondellBasell Tedarikçi Sitesi](#)
- [Tedarikçi Kayıt Anketi İş Yardımı](#)



Bu iş yardımı ilk olarak **Temmuz 2023'te yayınlanmıştır.**  
Bu iş yardımı en son **Nisan 2024'te güncellenmiştir.**

## Nisan 2024 İş Yardımı Güncelleme Detayları

### Yeterlilik Anketini Gönderin

- Ankette yapılan çoklu geliştirmeler nedeniyle tüm adımlar güncellenmiştir.

## Ekim 2023 İş Yardımı Güncelleme Detayları

### Yeterlilik Anketini Gönderin

- 1'den 11'e kadar olan adımlar, kullanıcı arayüzü geliştirmelerini vurgulayan yeni ekran görüntüleriyle güncellendi



## Yeterlilik Anketini Gönderin

Aşağıdaki adımlar **3<sup>rd</sup> Taraf LyondellBasell Tedarikçileri** içindir



Not: İlgili ek bilgileri öğrenmek için ilgili Yeterlilik Anketi alanlarının yanındaki Araç İpucu simgesini seçin.





## Yeterlilik Anketini Gönderin

1


LyondellBasell ile Kalifiye statüsü almaya uygunsanız, 'ariba.com' e-posta adresinden bir e-posta bildirimini alacaksınız. **Yeterlilik Anketine** başlamak için e-posta davetindeki **bağlantıya** tıklayın.

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

Ariba Administrator <no-reply@ansmtp.ariba.com>  
To Magana, Rosalie

Wed 2/28/2024 10:29 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Hello Rosalie Magana,

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 SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

**Questionnaire Overview**

Name	Assigned To	Respond By
<a href="#">Raw Materials</a>	Rosalie Magana	March 6, 2024 at 6:28 AM

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

Best Regards,  
SAP Ariba team



Not: Ariba e-postası otomatik olduğundan ve önemsiz olarak işaretlenebileceğinden **Önemsiz / Spam klasörünüzü** kontrol edin. Gelecekteki iletişimin doğrudan gelen kutunuza gönderilmesini sağlamak için Ariba e-posta adresini kişilerinize ekleyebilirsiniz.





## Yeterlilik Anketini Gönderin

2

E-posta bağlantısı sizi Yeterlilik Anketine yönlendirecektir. **Başığa** tıklayın.

< Go back to LyondellBasell - TEST Dashboard

### Supplier Qualification

Commodity: Raw Materials  
Regions: United States of America  
Departments:

Status: Qualification In Progress  
Owner: Test SLP Onboarding Team 01  
Message: This is the qualification questionnaire for Raw Materials. If you have any questions, please contact us.

#### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
Raw Materials	Doc4465183567	3/6/2024 10:28 PM	Raw Materials 5000	US United States of Amer...	Not Responded

3

**Kalite Sistemi** bölümünden uygun seçenekleri seçin.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

< Go back to LyondellBasell - TEST Dashboard

Console | Doc4465183567 - Raw Materials

Time remaining: 6 days 22:43:40

#### All Content

Name ↑	
1 Quality System	
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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?	Unspecified
2.2 Is your organization Responsible Distribution certified?	Unspecified
2.3 Is your organization ChemStewards certified?	Unspecified
6 Sustainability	
6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?	Unspecified

(\*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import



Not: Bu bölümdeki sorular yeterlilik kategorisine göre değişiklik gösterebilir.



## Yeterlilik Anketini Gönderin

4

ISO 9001 sertifikalı ayrıntıları doldurmak için **Ayrıntılar'a** tıklayın (**Evet** seçilmişse).

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Time remaining 6 days 22:43:40

Console | Doc4465183567 - Raw Materials

Event Messages | Event Details | Response History | Response Team

Event Contents

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

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? \* Unspecified

2.2 Is your organization Responsible Distribution certified? \* Unspecified

5

Açılır pencerede uygun ayrıntıları girin. Tamam düğmesine tıklayın.

Ariba Sourcing

Company Settings | Rosalie Magana | Feedback | Help

Go back to LyondellBasell - TEST Dashboard

Desktop File Sync

Time remaining 6 days 22:41:03

Console | Doc4465183567 - Raw Materials

Event Messages | Event Details | Response History | Response Team

Event Contents

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

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? \* Unspecified

2.2 Is your organization Responsible Distribution certified? \* Unspecified

1.2 Is your organization ISO 9001 certified?

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. Search for a **More**

Certificate Type: ISO 9001

Issuer: \* Example

Year of Publication: \* 2024

Certificate Number: \* 1234

Certificate Location: \* Example

Effective Date: \* Mon, 1 Jan, 2024

Expiration Date: \* Thu, 1 Jan, 2026

Attachment: \* Choose File | No file chosen

Or drop file here

Description:

Submit Entire Response

OK | Cancel



Not: **ISO 9001**, müşteri ve düzenleyici gereklilikleri karşılayan mal ve hizmetleri tutarlı bir şekilde sağlama becerisini gösteren uluslararası bir standarttır.



## Yeterlilik Anketini Gönderin

6

ISO 9001 sertifikanızı eklemek için **Dosya Seç'e** tıklayın.

Ariba Sourcing

Go back to LyondellBasell - TEST Dashboard

Company Settings | Rosalie Magana | Feedback | Help

Doc4465183567 - Raw Materials

Desktop File Sync

Time remaining: 6 days 22:41:03

Console

Event Messages

Event Details

Response History

Response Team

All Content

1 Quality System

2 Responsible Care (HSES)

6 Sustainability

1.1 Does your Company have a Quality System?

1.2 Is your organization ISO 9001 certified?

1.3 Are you certified with ISO 9001?

1.4 Are you an automotive supplier?

1.6 Current TRIR Rating

2.1 Is your organization Responsible Care certified?

2.2 Is your organization Responsible Distribution certified?

2.3 Is your organization ChemStewards certified?

6.1 Do you have a valid sustainability on site audit report?

Submit Entire Response

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 file, click **More**.

Certificate Type: ISO 9001

Issuer: Example

Year of Publication: 2024

Certificate Number: 1234

Certificate Location: Example

Effective Date: Mon, 1 Jan, 2024

Expiration Date: Thu, 1 Jan, 2026

Attachment: **Choose File** No file chosen

Or drop file here

Description:

OK Cancel

7

Klasörünüzden **uygun dosyayı** seçin ve ekleyin.

Ariba Sourcing

Company Settings | Daily Wood | Feedback | Help

Desktop File Sync

Time remaining: 6 days 23:45:48

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 file, click **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

Open

File name: ISO 9001 Example

ISO 9001 Example



## Yeterlilik Anketini Gönderin

8

Tamam'a tıklayın.

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 **Move**

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:

OK Cancel

9

Sorumlu Bakım (HSES) bölümünden uygun seçenekleri seçin.

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



- **Responsible Care:** kimya endüstrisi için sağlık, güvenlik ve çevre performansını iyileştirmeye yönelik küresel bir girişim
- **Sorumlu Dağıtım:** kimyasalların depolanması, taşınması, nakliyesi ve bertarafının her aşamasında sürekli performans iyileştirme taahhüdü
- **ChemStewards:** müşterilere, çalışanlara ve topluma yönelik çevre, sağlık, emniyet ve güvenlik taahhüdü
- Not: Üçlü Sorumluluk bölümündeki seçimlerinize bağlı olarak sizden ek sorular istenebilir.



## Yeterlilik Anketini Gönderin

10

**Sürdürülebilirlik** bölümünde uygun seçenekleri seçin.

Ariba Sourcing

Company Settings Rosalie Magana Feedback Help

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console Doc4465183567 - Raw Materials Time remaining 6 days 22:36:38

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 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 TFS, Smeta, SQAS) or ISO14001 certification? \* Yes

(\*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

11

**Tüm Yanıtı Gönder'e** tıklayın.

Ariba Sourcing

Company Settings Rosalie Magana Feedback Help

Go back to LyondellBasell - TEST Dashboard Desktop File Sync

Console Doc4465183567 - Raw Materials Time remaining 6 days 22:36:38

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 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 TFS, Smeta, SQAS) or ISO14001 certification? \* Yes

(\*) indicates a required field

11 Submit Entire Response Save draft Compose Message Excel Import



## Yeterlilik Anketini Gönderin

12

Açılan kutuda **Tamam'a** tıklayın.

The screenshot shows the Ariba Sourcing interface for a supplier qualification survey. The survey is titled "Doc4465183567 - Raw Materials". The survey questions are listed under "All Content" and include:

- 1. Quality System
  - 1.1 Does your Company have a certified Quality System?
  - 1.2 Is your organization ISO 9001 certified?
  - 1.3 Are you certified with NACD (National Association of Chemical Distributors)?
  - 1.4 Are you an automotive company?
  - 1.6 Current TRIR Rating
- 2. Responsible Care (HSES)
  - 2.1 Is your organization Responsible Care certified?
  - 2.2 Is your organization Responsible Distribution certified?
  - 2.3 Is your organization ChemStewards certified?
- 6. Sustainability
  - 6.1 Do you have a valid sustainability on site audit report (for example TFS, Smeta, SQAS) or ISO14001 certification?

A confirmation dialog box is displayed in the center of the screen, asking "Submit this response?". The dialog box has "OK" and "Cancel" buttons. A green circle with the number "12" is overlaid on the "OK" button.

Ekranında bir onay mesajı görüntülenir. LyondellBasell şimdi **Yeterlilik Anketi** yanıtlarınızı inceleyecektir.

The screenshot shows the Ariba Sourcing interface after the survey response has been submitted. A green confirmation message is displayed at the top of the survey form, stating: "Your response has been submitted. Thank you for participating in the event." The survey questions and answers are visible below the message.

Question	Answer
1.1 Does your Company have a certified Quality System?	Yes
1.2 Is your organization ISO 9001 certified?	Yes
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 TFS, Smeta, SQAS) or ISO14001 certification?	Yes





## Yeterlilik Anketini Gönderin



Şimdi **Yeterlilik Anketinizi** tamamladınız ve gönderdiniz. LyondellBasell bilgilerinizi inceleyecektir.



LyondellBasell başvurunuzu **onayladığında, reddettiğinde veya başvurunuzla ilgili ek bilgi talep ettiğinde** bir bildirim alacaksınız.



Tedarikçi profilinizde ek değişiklikler yapmanız gerekiyorsa (örneğin, adresinizi, iletişim bilgilerinizi, banka bilgilerinizi vb. güncellemeniz), lütfen **Tedarikçi Değişiklikleri İş Yardımına başvurun.**



**Not:** Sonraki adımlar için **Tedarikçi Değişiklikleri İş Yardımına** bakın.

**Teşekkür ederiz**