

**TATA STEEL**



# Tata Supplier Support How to update (expired) VQ answers

June 2021

**Together we make the difference**

# Topics

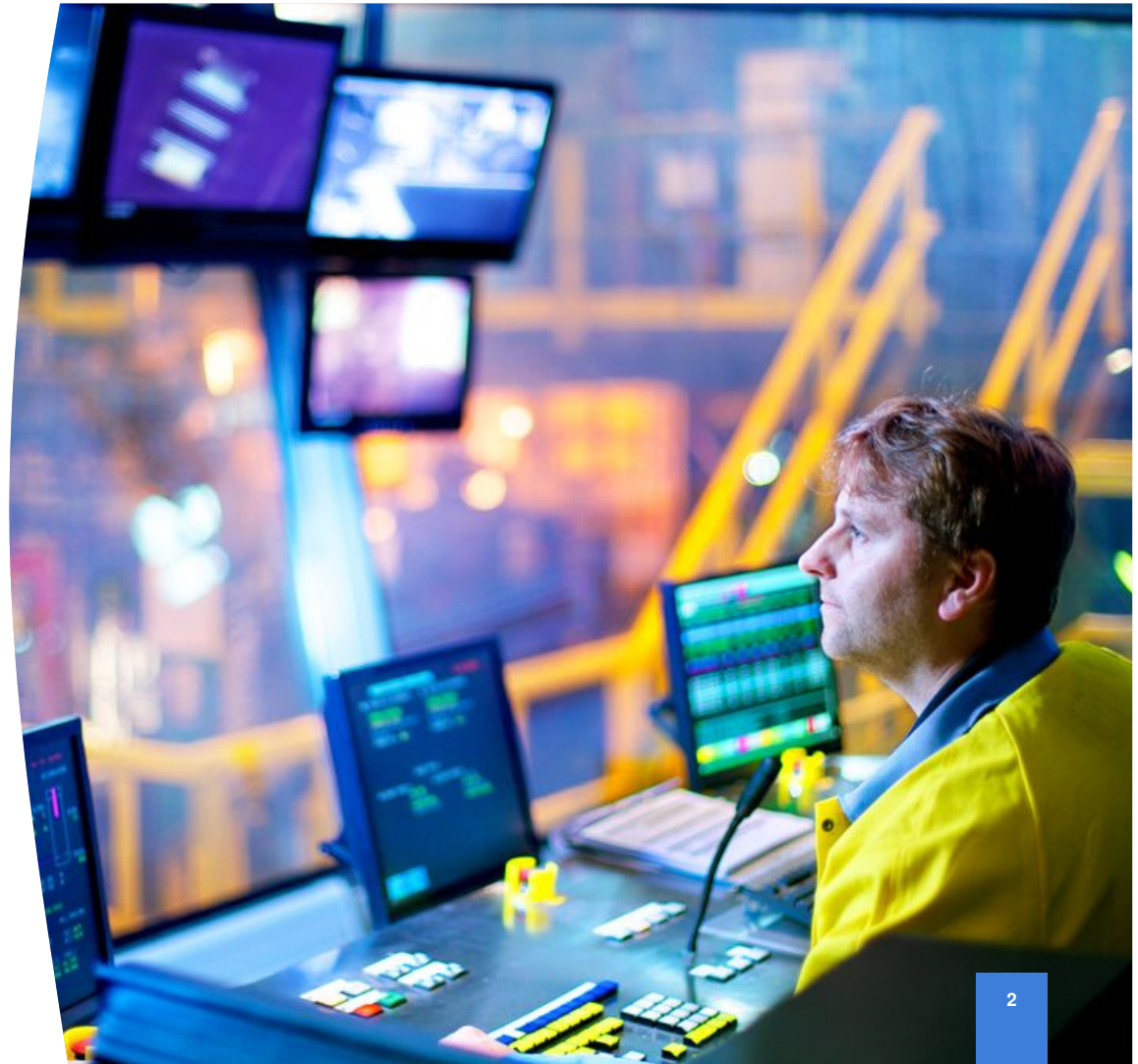
Tata Steel Vendor Qualification (VQ)

Email reminders

How to submit updated information

Tata evaluation and approval

Click this icon  
for Tata's  
Supplier  
support pages



## Tata Supplier Support Tata Steel VQ Questionnaire

Integrity and honesty are at the heart of our business dealings. We have a framework for the conduct of our business and the strengthening of our business integrity processes in particular. We encourage our Vendors and Contractors to operate to the same standards as Tata Steel.

The Tata Steel Vendor Qualification enables us to efficiently conduct business, purchase goods and services and make payments



# Tata Supplier Support

## Email reminders to update information

As the expiry date of information in the VQ approaches automatic emails are triggered.

Firstly, a proactive warning some 30 days before expiry

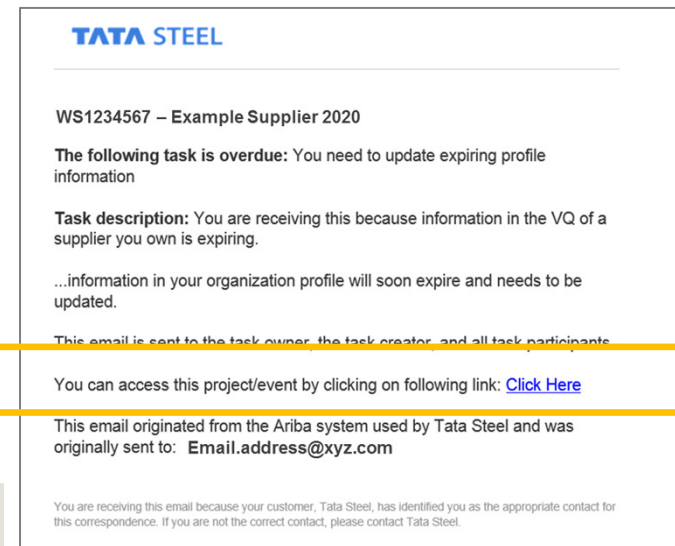
Secondly, and overdue message 1 day after expiry

Finally, a reminder every 7 days until the information is updated

**(This reminder is currently disabled)**

*Click the link in the email to access the VQ*

If you have not received an email reminder you can skip this, the next slides outline how to update your answers directly in the system



# Tata Supplier Support Login to Ariba

Go to [supplier.ariba.com](https://supplier.ariba.com) and add your credentials

SAP Ariba Network

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba?  
[Register Now](#) or [Learn More](#)

Having problems logging into your account – reach out to the Ariba support desk here

If you have forgotten your username or password use the support links below the login button to retrieve them

# Tata Supplier Support

## Update and submit information

### How to navigate to the Tata Steel requested VQ

1. Click on your **Initials** in the top right and select **Company Profile**  
**NOTE** - If you do not see the option *Company Profile* please contact your Ariba System Administrator for the correct rights, you can find your Administrator's details by clicking on your *Initials* and selecting the option *Contact administrator*
2. Click on **Customer Requested** tab
3. Click on **Tata Steel** name
4. Complete / update required information (**Expired information shows a !**)
5. **Submit** and Save

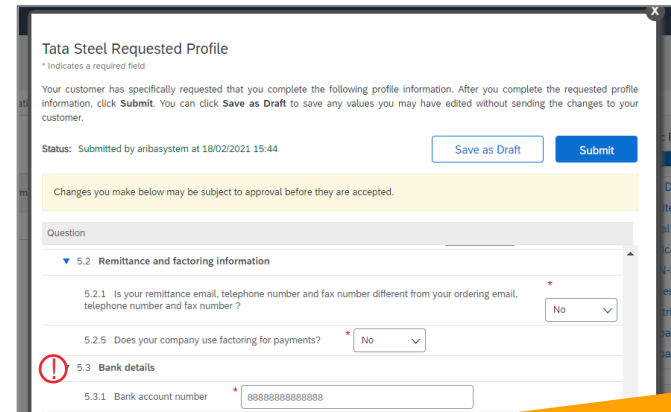
Note! – To expedite approval of your answers be sure to update the Company Information attachment in Q 5.3.16 so its content matches your updated Ariba answers

# Tata Supplier Support

## What has expired?

Once an answer has expired an icon  is seen in the profile to alert you to this.

What the Supplier sees



The screenshot shows a web form titled "Tata Steel Requested Profile". It includes a status bar indicating it was submitted on 18/02/2021 at 15:44, with "Save as Draft" and "Submit" buttons. A yellow warning box states that changes may be subject to approval. The form contains several questions, with the "5.3 Bank details" section highlighted. A red warning icon is placed next to the "5.3 Bank details" header, indicating that the answer for question 5.3.1 has expired. The question 5.3.1 asks for the bank account number, which is currently empty.

Note! – This indicator only appears once the answer has expired, so it is not present after the first proactive notification

# Tata Supplier Support Update and submit information

Ensure you have clicked SUBMIT and receive the confirmation message as shown here



Tata Steel Requested Profile  
\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by TEST2 091219 at 20/01/2021 09:54

Changes you make below may be subject to approval before they are accepted.

✓ You have successfully submitted changes to your customer.

If you save your answers you can return to complete the rest of the questions later, however, your answers are NOT yet submitted to Tata



Tata Steel Requested Profile  
\* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Saved as draft by TEST2 091219 at 20/01/2021 09:54  
Last submitted by TEST2 091219 at 20/01/2021 09:54

Changes you make below may be subject to approval before they are accepted.

Your changes have been saved, but have not been sent to your customer. Click Submit to send your updated profile information to your customer.



# Tata Supplier Support

## Tata evaluation and approval

Once submitted your updated answers will be automatically brought into the Tata Steel Evaluation and Approval process.

Your Tata contact will reach out to you should questions arise

Supplier  
support pages



**Do you have any questions?**

**Tata Steel**

Procurement

[www.tatasteeleurope.com](http://www.tatasteeleurope.com)