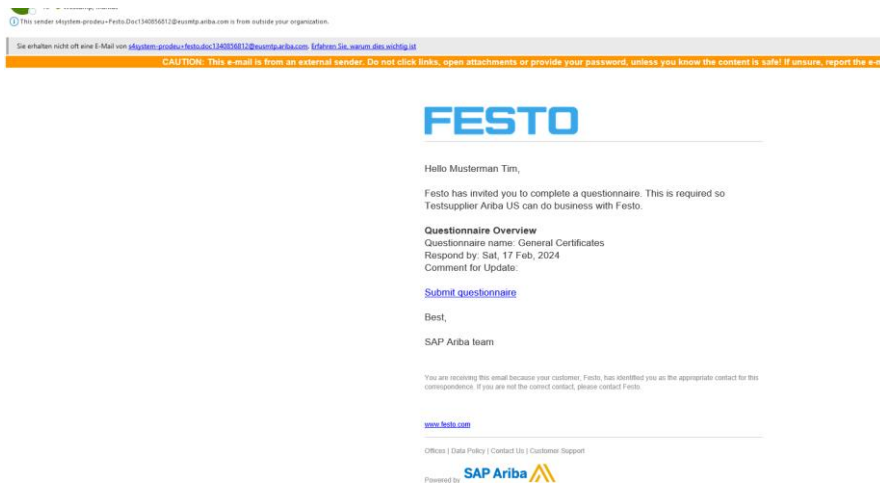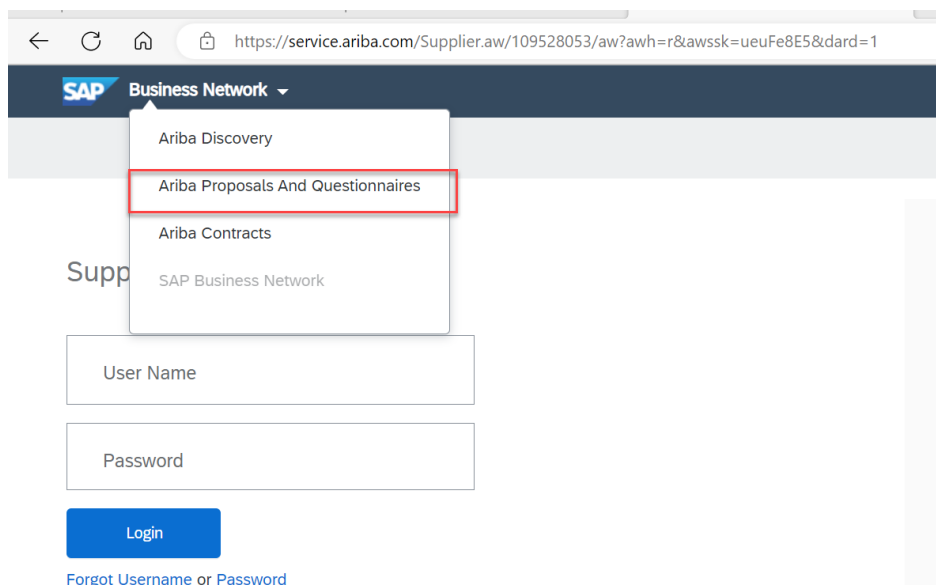# Basic Information

- The General certificate Questionnaire is sent out as part of the qualification process. Validity of certificates will be monitored on a regular basis. Please update all certificates when they are expiring.

Fill out Certificate Questionnaire

- As part of the qualification process you will receive an email invitation to fill out the General Certificate Questionnaire
- Please follow the link in the email and log in with your Ariba credentials (created in the registration process)

- Alternatively, you can access the General Certificate Questionnaire via the Ariba main dashboard. Open supplier.ariba.com in your web browser select "Ariba Proposals and Questionnaires" (on Ariba Network Dropdown menu) and log in with your credentials

- On the dashboard you will find the General Certificate Questionnaire under Section Questionnaires
- If you want to update a questionnaire which was filled out already, use the option "Revise Response"

▼ Status: Open (1)			
Festo Supplier Registration questionnaire		Doc712094525	5/1/6105 11:40 A

Qualification Questionnaires

Title	ID	End Time ↓		Commodity
				No items

Questionnaires

Title	ID	End Time ↓
▼ Status: Completed (1)		
Ariba Refusal Documentation	Doc934221767	3/16/2022 12:01 PM
▼ Status: Open (1)		
General Certificates	Doc1340856812	2/17/2024 1:30 PM

Certificates

Certificate Info	Effective	Expiration	Attachment
			No items

- For certificates you would like to upload pleases select answer "Yes", click on details and fill out the required detail information.
- Please upload the valid certificate as PDF document.

1.1.1 Are you ISO 9001 certified?If yes, please provide certificate and details in the details link next t...

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: *	xxx Org
Year of Publication: *	2023
Certificate Number: *	12345
Certificate Location: *	Stuttgart
Effective Date: *	Fri, 17 Feb, 2023
Expiration Date: *	Fri, 16 Feb, 2024
Attachment: *	dsde_tuv_en.pdf Delete

Choose File No file chosen

Or drop file here

Description:

OK   Cancel

- Send your data by clicking on "Submit entire Response"
- When a certificate expires you will be informed by a system notification via email