# How to reply to Questionnaires as an Ingka (IKEA) Supplier



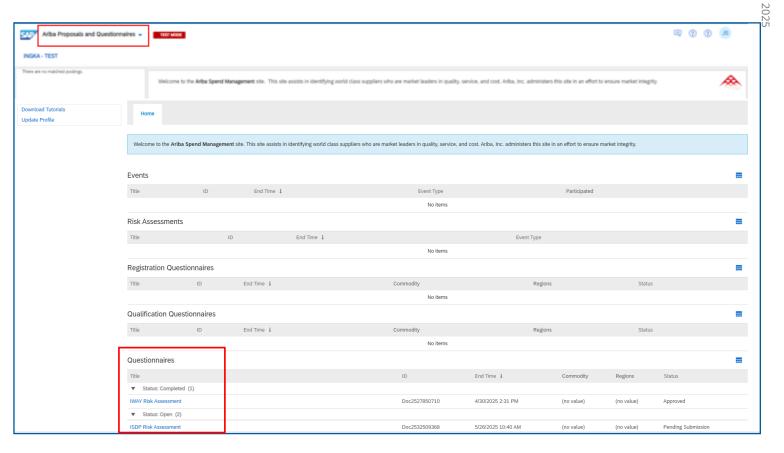
# Hej! We now collaborate via SAP Business Network.

To support us at Ingka in our digital transformation journey, we want to inform you of the following:

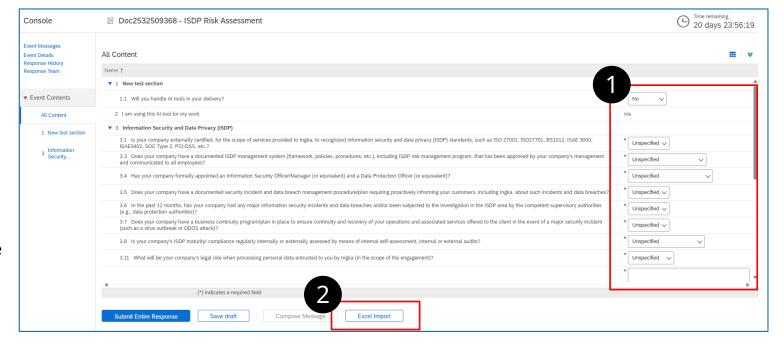
- At Ingka we are digitizing our procurement processes, and we conduct our sourcing, risk assessments and other procurement activities in the system SAP Ariba
- This means that you as a supplier to Ingka need to create an account (or use your existing account if you have one) on SAP Business Network to participate in our activities
- The account on SAP Business Network for risk assessment activities is free of charge and you can sign up via the invitation email you receive when you are invited to answer a questionnaire
- Please note that if your company already have an account on SAP Business Network, sign in with your existing account instead of creating a new one!

- The account registration is described in the guide <u>"How to Register an Account from an email?"</u>.
- If you need any further information, you will find useful documents and FAQ available on our supplier support portal <u>Ingka Supplier Portal</u> | <u>Ingka Group</u>

- Once you have created/logged in to your account on SAP Business Network you will get directed to your dashboard. Make sure to be on the tab "Ariba Proposals and Questionnaires", under "Questionnaires" you will find the assessments you have been invited to.
- To participate, click on the **title** (link) of the assessment.

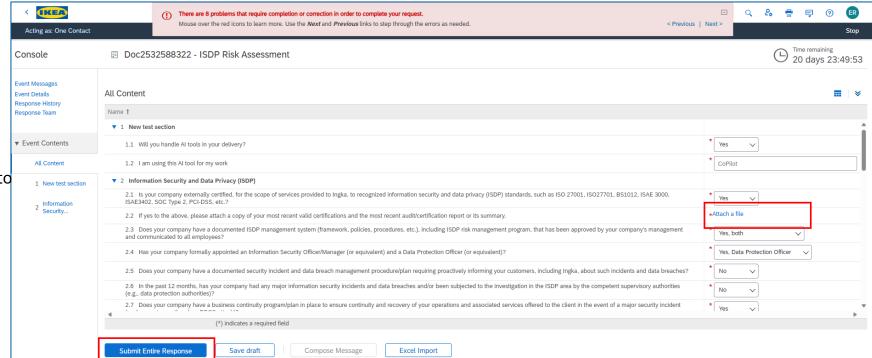


- You have two different ways of providing the responses to Ingka
- To answer all dropdown questions and enter the required answers directly on the screen for the assessment – continue on this slide
- 2. To create an **excel export** and send to someone else to provide the answers in the offline excel file. Later you would need to upload the same excel file with the answers included <u>continue to this slide</u>





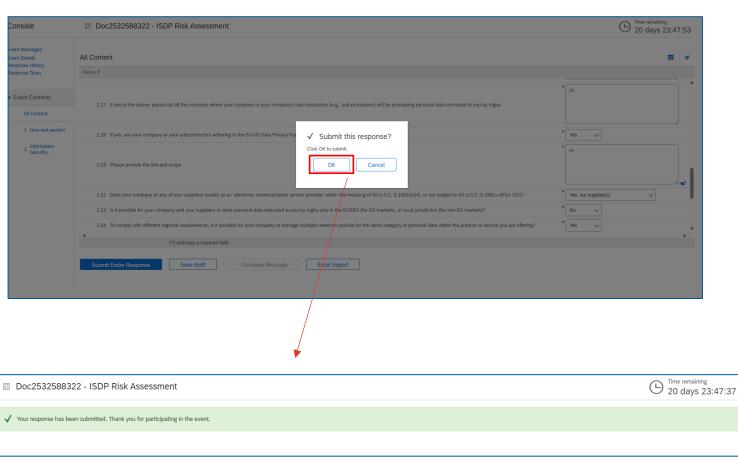
- Remember to add specific attachments to the \*Attach a file answers
- When all answers are provided you click Submit Entire Response



#### Option 1

- Click **OK** to confirm that you want to submit your response.
- You will get a confirmation that your response have been submitted.

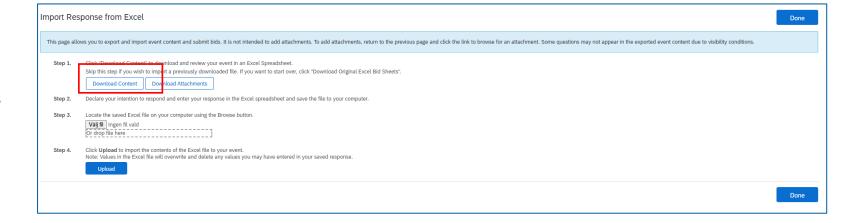
 If you need any support – you can find information here





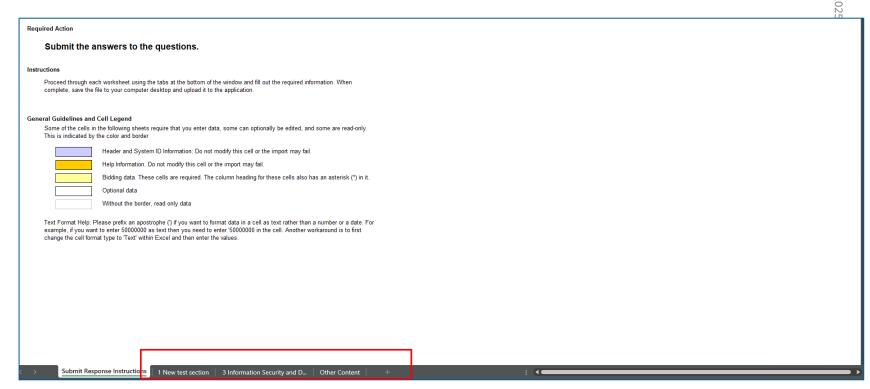
Excel export/import

Click **Download Content** to get all questions in an excel file which can be filled offline and imported again with the answers

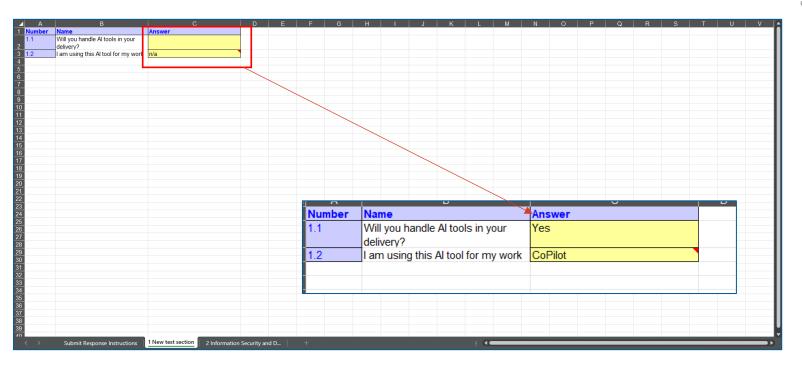


#### Option 2

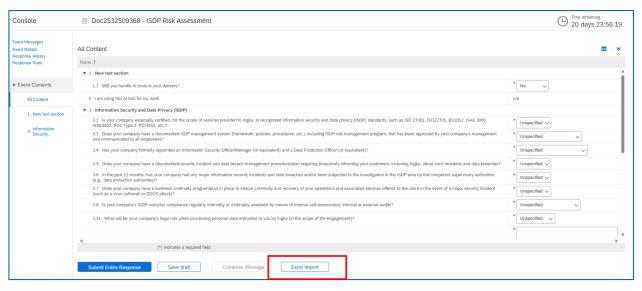
 In the excel file one section equals one sheet. Make sure to answer all sheets

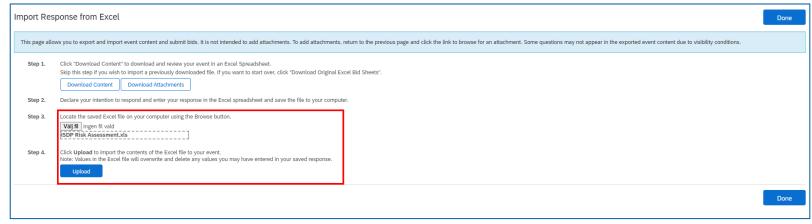


- Fill in all **answers** in the **yellow marked** fields. Some fields might be promted with dropdown values to choose from, and some are basic text fields where you can enter the answer.
- Save the file locally

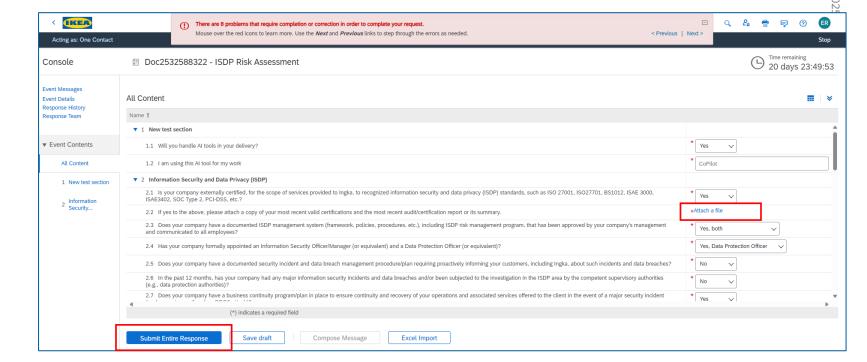


- When the file is ready choose Excel Import to upload the answers to SAP Ariba
- Go directly to Step 3 on the screen and select a file by clicking the grey box, or drag and drop the file to the dotted area
- Click Upload

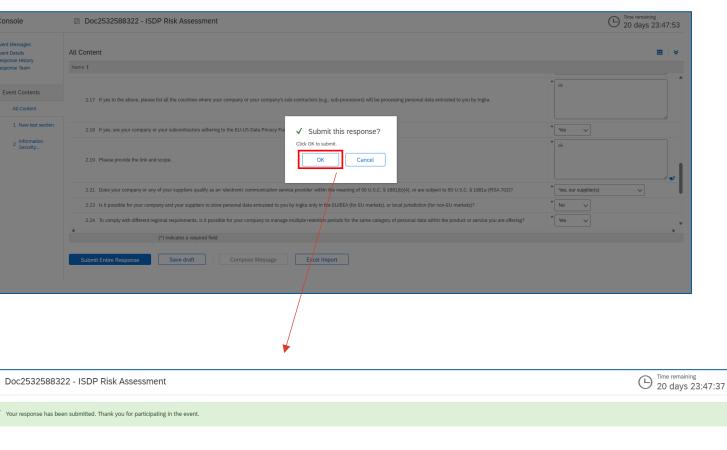




- The uploaded answers will now be shown in the overview on the right
- Remember to add specific attachments to the \*Attach a file answers
- You can then click Submit Entire Response



- Click **OK** to confirm that you want to submit your response.
- You will get a **confirmation** that your response have been submitted.



#### Support for you as our Supplier

- Supplier facing information on <u>Ingka Supplier Portal</u> <u>Ingka Group</u> list important documents referred to in our Agreements and/or Purchase Orders.
- For issues to log into SAP Business Network, questions around SAP Business Network account etc. contact <u>SAPs</u> <u>support</u> directly.

# Thank you!

