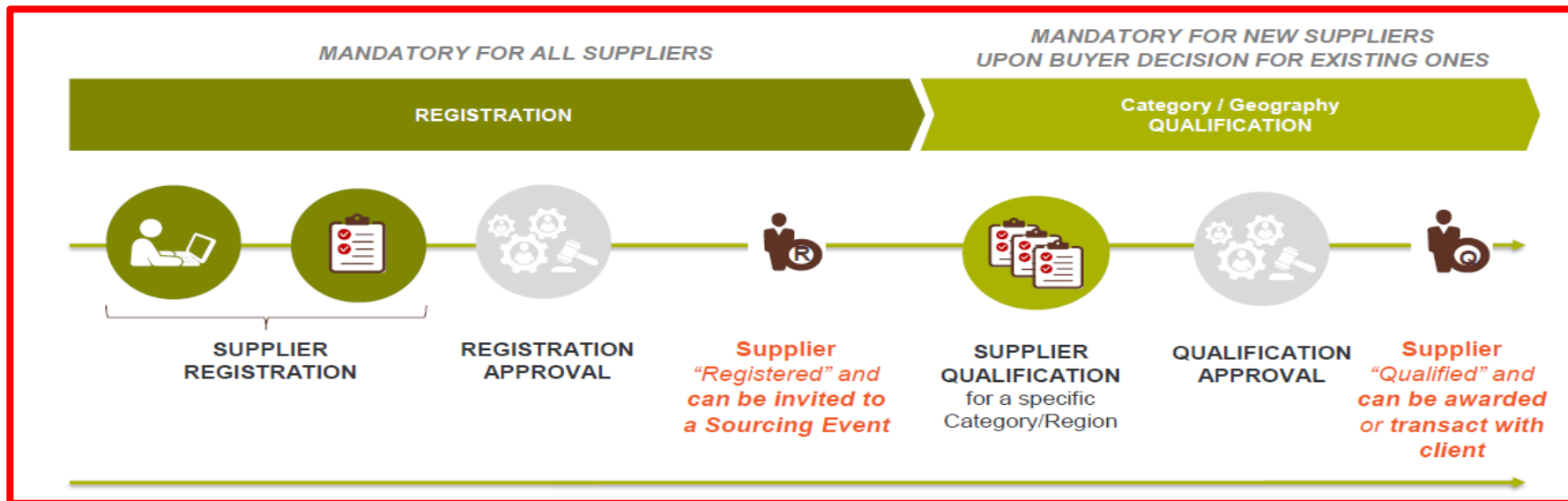




Supplier Qualification Guide

Qualification : Overview



- Getting Supplier qualified is an important prerequisite for Syngenta to be able to send Purchase Orders to the supplier after supplier completes the registration.
- Syngenta qualifies its supplier base by **category/commodity** (what goods or services can be delivered by the supplier) and **geographical region** (in which country goods or services can be delivered by supplier to Syngenta).
- Consequently, a supplier may receive several requests to complete a qualification questionnaire of different complexity; some may just require you to answer only one question.
- To get your organization qualified in the Syngenta system you need to complete a Qualification Questionnaire that one of our procurement managers will send you.
- Please complete your qualification questionnaires in a timely matter in order to avoid delays in processing orders and invoices.

Qualification Questionnaire Access

Qualification Questionnaire is sent to supplier via email.

- Click on the link in the email
- Login with your ANID and complete the questionnaire.

If you cannot find the email:

- Login to ANID and go to Ariba home page.
- On top left click on “ Ariba Network” drop down at the top left; you will get 3 options.
- Select the second option “ Ariba Proposal & Questionnaires”
- It will take you to a screen where you will be able to see “Qualification Questionnaire”.
- Click on “ Registration Questionnaire”; complete the form and click on “ Submit response”.