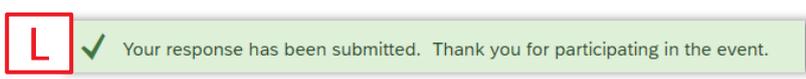
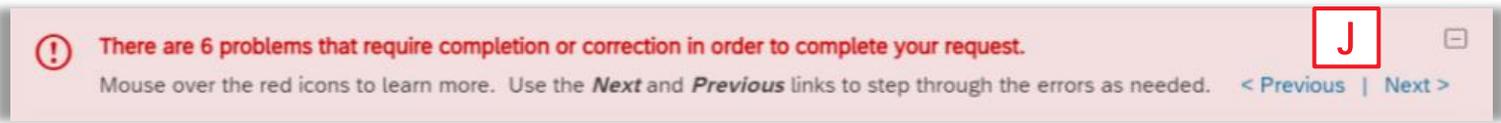
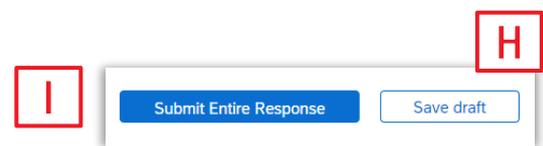
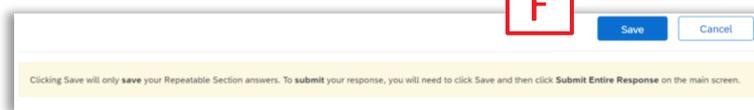
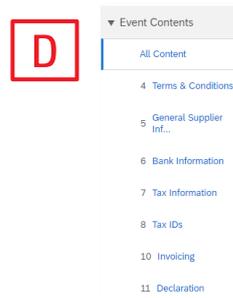
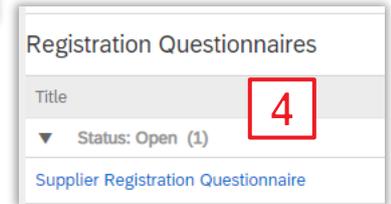
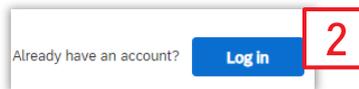
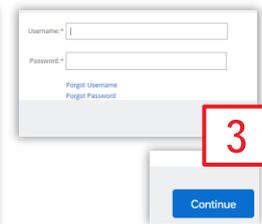
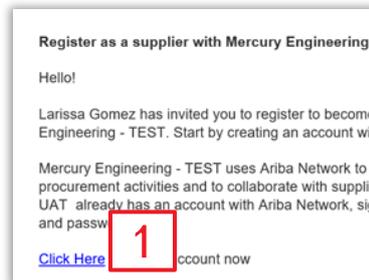


Upon setting up your SAP Ariba network account you need to provide Mercury with additional information before you can be set-up as one of our suppliers. This is done by filling in the “Supplier Registration Questionnaire”. Please follow these steps to do so...

1. Your original email invitation will contain the link you need to log into your account, select **[Click here]**
2. Click **[Log In]**
3. Enter your credentials and click **[Continue]**
4. From the **[Registration Questionnaires]** select your **[Supplier registration questionnaire]**

You should now complete the questionnaire bearing in mind these key points of note:

- A. Some of the information will already be prepopulated. You should verify this and correct/update as required
- B. Any field marked with a red asterisk (*) is mandatory and must be completed. You should ensure that all categories of information are completed, and ensure that you scroll fully to the end of each section
- C. Based on certain conditions, some answers may lead to additional questions being asked
- D. To **[Add Bank Information]**, **[Add Tax Information]** and **[Add Tax ID's]** a new window will open up when these options are selected. Ensure you click **[Save]** upon recording information in these windows before continuing.
- E. You can **[Add an additional Bank Information]** and **[Add an additional Tax Information]** if required.
- F. At anytime you can **[Save draft]** for later completion but remember that the information is not provided to Mercury until it is submitted
- G. When done you can **[Submit Entire Response]**
- H. Any errors will now be highlighted and you can use the **[< Previous | Next >]** links to jump straight to them
- I. Upon all errors being corrected the response will now be submitted. Click **[OK]** to complete this process
- J. An onscreen message will now be displayed and you will receive an email confirmation of your submission.



After you complete the registration questionnaire, you are likely to be prompted to fill out the additional information as part of the pre-qualification process. You will see an applicable Pre-Qualification process type for each of the four different types:

- Subcontractor / - Consultant / - Labour Agency / - Purchasing/Trade Vendor

1. Your additional email invitation will contain the list of necessary questionnaires to be filled out. The number of questionnaires listed might vary depending on your business. In order to log into your account, select **[Click here]**
2. Enter your credentials and click **[Login]**
3. From the list select each of the respective questionnaires and proceed to completion.
4. Repeat until all requested questionnaires have been fully completed and submitted.

MERCURY

Hello Matthew Anderson,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Subcontractor Pre-Qualification process. Thank you for taking the time to respond to each one.

Process Overview
 Process: Subcontractor Pre-Qualification
 Category: All Commodities
 Region: Ireland
 Business unit: Critical Data Infrastructure 3
 Material: Not applicable
 Process owner:

Message: Please complete the attached questionnaires in addition to the Registration questionnaire you have been already sent. Thanks!

Questionnaire Overview	Name	Assigned to	Respond By
Quality Details Questionnaire		Matthew Anderson	8/Sep/2022 at 06:26
Insurance Certificates Questionnaire		Matthew Anderson	8/Sep/2022 at 06:26
Irish Revenue Questionnaire		Matthew Anderson	8/Sep/2022 at 06:27
Ireland (SIB) Health, Safety, Quality & Environmental Management Questionnaire		Matthew Anderson	8/Sep/2022 at 06:26
Financial Details Questionnaire		Matthew Anderson	8/Sep/2022 at 06:26
Legal Questionnaire		Matthew Anderson	8/Sep/2022 at 06:27
Miscellaneous Questionnaire		Matthew Anderson	8/Sep/2022 at 06:27
Health, Safety, Quality & Environmental Management Certificates and Documents		Matthew Anderson	8/Sep/2022 at 06:27

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

SAP Ariba

Supplier Login

User Name

Password

Login

Status: Open (8)

- Health, Safety, Quality & Environmental Management Certificates and Documents
- Miscellaneous Questionnaire
- Legal Questionnaire**
- Irish Revenue Questionnaire
- Financial Details Questionnaire
- Ireland (SIB) Health, Safety, Quality & Environmental Management Questionnaire
- Quality Details Questionnaire
- Insurance Certificates Questionnaire

You should now complete the questionnaire bearing in mind these key points of note:

- A. Any field marked with a red asterisk (*) is mandatory and must be completed. You should ensure that all categories of information are completed, and ensure that you scroll fully to the end of each section
- B. Based on certain conditions, some answers may lead to additional questions being asked
- C. In the process you can always **[Save draft]** and go back to the overview by clicking on the top left corner **[Go back to Mercury Engineering - Dashboard]**
- D. When done you can **[Submit Entire Response]** and proceed to the next questionnaire.
- E. Be aware that either of the **Insurance Certificates Questionnaire / Supplier Insurance Certificates Questionnaire** must be always completed
- F. The Region to which you are being onboarded will be reflected in the "Region" field on the Pre-Qualification process (see email or the process on the dashboard), so that you can take this into consideration in your responses.

All Content

Home 1

1. Guidance:

- Regardless of the language you are reading this questionnaire in, please respond **only in English**.
- For any queries please contact prequalification@mercuryslp.com

2. Health, Safety, Quality & Environmental Management Certificates

2.1. Is your company accredited to ISO 45001?

2.2. Is your Environmental Management system externally accredited to ISO14001 (or equivalent)?

3. Health, Safety, Quality & Environmental Management Documentation

3.1. Does your company have a written Safety Statement, that has been reviewed and updated within the past 12 months?

Ariba Sourcing

< Go back to Mercury Engineering - TEST Dashboard

Console Doc1106046184

Submit Entire Response Save draft

Insurance Certificates Questionnaire

Supplier Lifecycle Processes

Subcontractor Pre-Qualification

Commodity	Regions	Departments
All Commodities	Ireland	Critical Data Infrastructure 3