



# Vendor Evaluation: Supplier Scorecards

1/10/2015

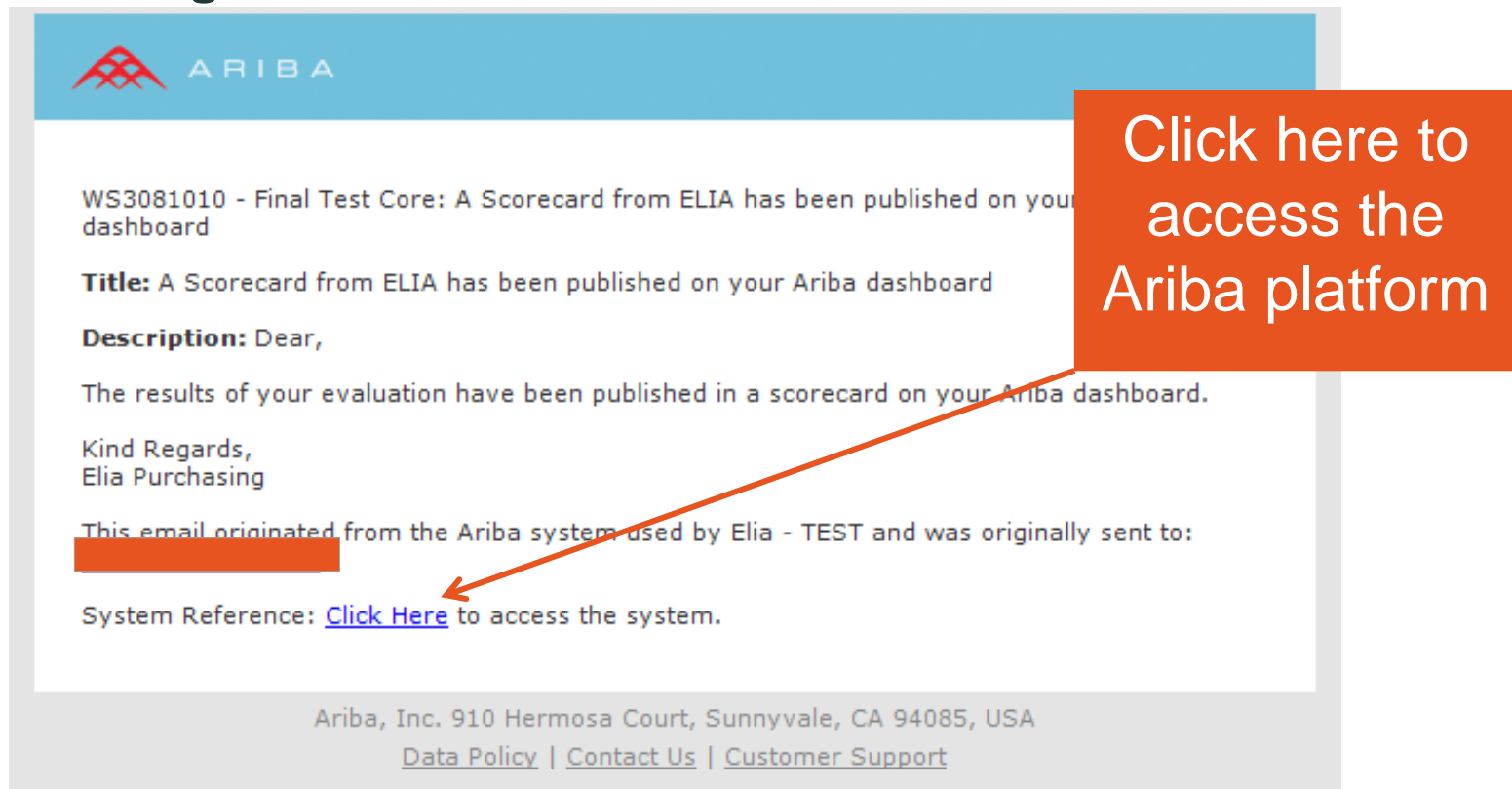


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# 1. Published scorecard e-mail

- You receive an e-mail every time a new scorecard has been published
- In case it is the first time you connect to Ariba, you can find the registration manual [here](#).



The screenshot shows an email from Ariba with the following content:

**ARIBA**

WS3081010 - Final Test Core: A Scorecard from ELIA has been published on your dashboard

**Title:** A Scorecard from ELIA has been published on your Ariba dashboard

**Description:** Dear,

The results of your evaluation have been published in a scorecard on your Ariba dashboard.

Kind Regards,  
Elia Purchasing

This email originated from the Ariba system used by Elia - TEST and was originally sent to: [REDACTED]

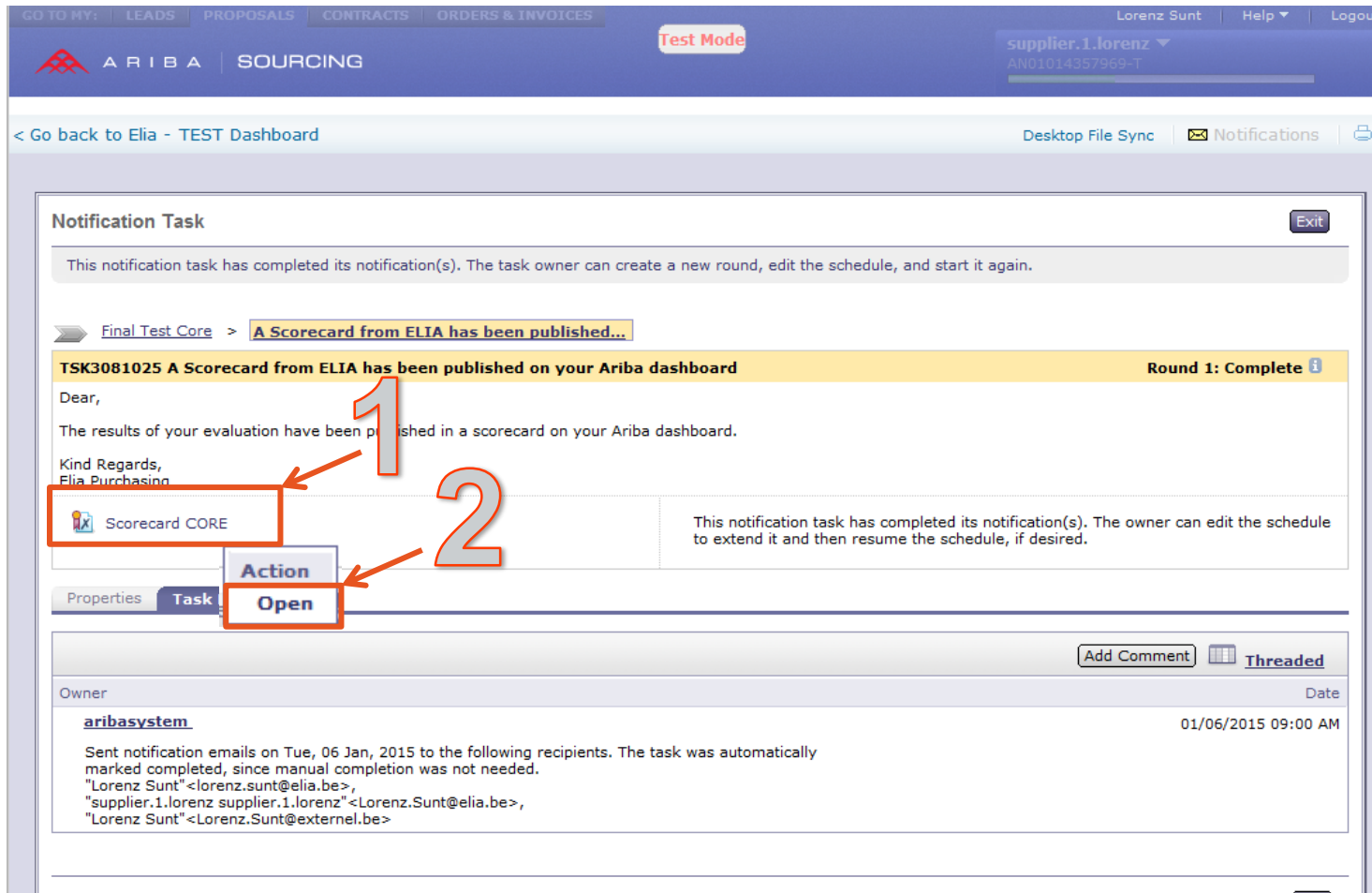
System Reference: [Click Here](#) to access the system.

**Annotation:** An orange box with the text "Click here to access the Ariba platform" and an arrow pointing to the "Click Here" link in the email body.

**Footer:** Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA  
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

## 2. Open scorecard

- Click on the scorecard title to open it.



GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

Test Mode

supplier.1.lorenz  
AN01014357969-T

ARIBA SOURCING

< Go back to Elia - TEST Dashboard Desktop File Sync Notifications

### Notification Task

This notification task has completed its notification(s). The task owner can create a new round, edit the schedule, and start it again.

Final Test Core > **A Scorecard from ELIA has been published...**

**TSK3081025 A Scorecard from ELIA has been published on your Ariba dashboard Round 1: Complete**

Dear,

The results of your evaluation have been published in a scorecard on your Ariba dashboard.

Kind Regards,  
Elia Purchasing

[Scorecard CORE](#)

This notification task has completed its notification(s). The owner can edit the schedule to extend it and then resume the schedule, if desired.

**Action**  
**Open**

Properties Task

Add Comment Threaded


Owner Date

**aribasystem** 01/06/2015 09:00 AM

Sent notification emails on Tue, 06 Jan, 2015 to the following recipients. The task was automatically marked completed, since manual completion was not needed.  
"Lorenz Sunt"<lorenz.sunt@elia.be>,  
"supplier.1.lorenz supplier.1.lorenz"<Lorenz.Sunt@elia.be>,  
"Lorenz Sunt"<Lorenz.Sunt@external.be>

### 3. Scorecard content

- The scorecard title contains more information about the project and the purchase order.
- In the scorecard you can view the performance period covered by the scorecard, your total score, section score and question score.
- The weights indicate for how much the question scores contribute to the section scores and the section scores to your total score.



**Title** → Scorecard PO4812345678-TR40774-Dinant-SupplierX

**Total score** → 60.00%

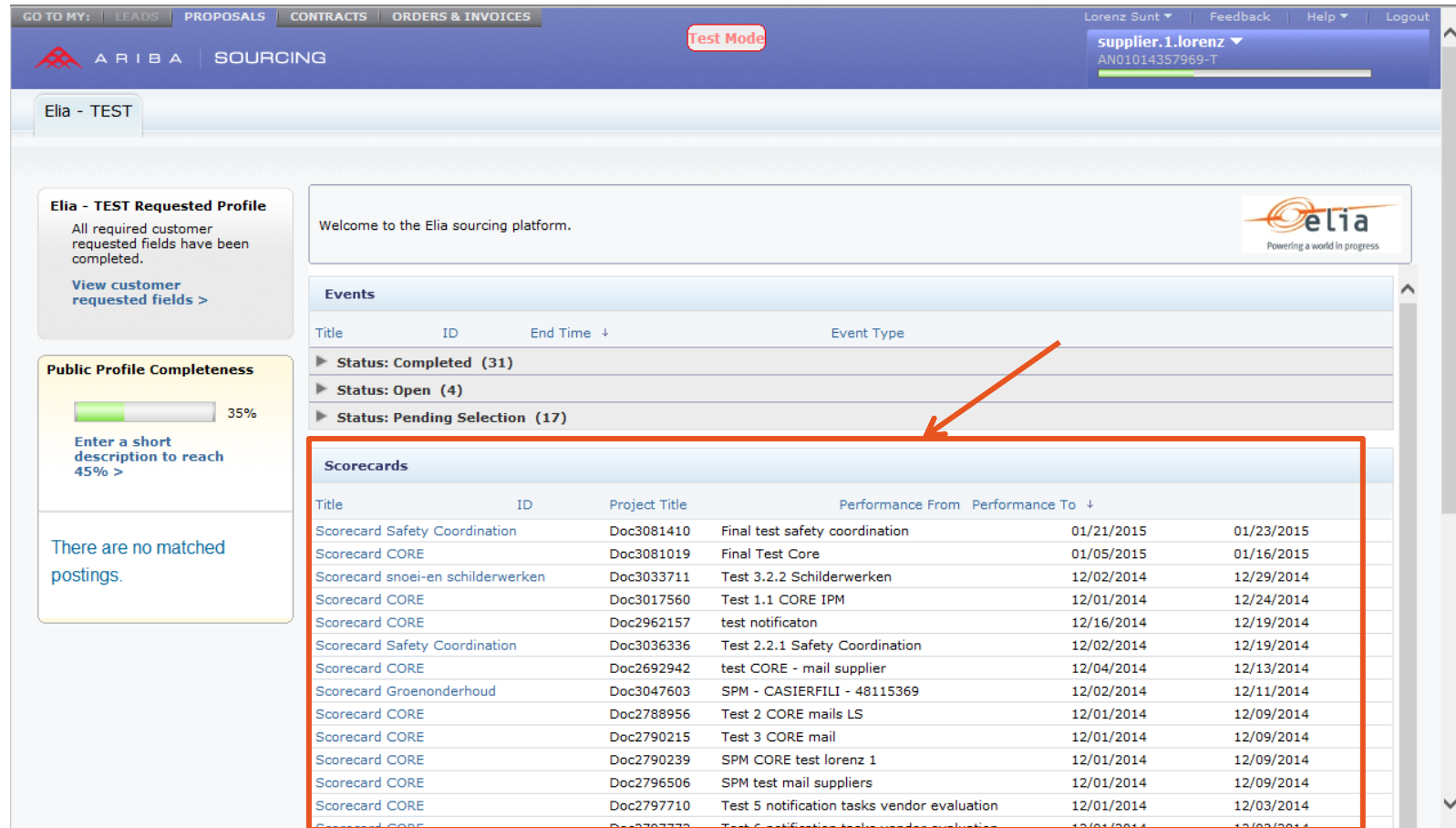
**Section score** → 68.00%

**Question score** → 25.00%

Name	Weight	Grade
<b>Totals</b>	50	60.00%
<b>1 VEILIGHEID</b>	25	68.00%
<b>1.1 Termijn van overmaken van de tussentijdse risicoanalyses en werkvoorbereidingen</b>	5	75.00%
Value 75%		
<b>1.2 Kwaliteit van de tussentijdse risicoanalyses en werkvoorbereidingen</b>	5	25.00%
Value 25%		
<b>1.3 Schikking collectieve en persoonlijke beschermingsmiddelen</b>	4	75.00%

## 4. Elia Sourcing Dashboard

- All your scorecards are available in the Elia Sourcing Dashboard



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Lorenz Sunt Feedback Help Logout

supplier.1.lorenz AN01014357969-T

ARIBA SOURCING

Elia - TEST

**Elia - TEST Requested Profile**  
All required customer requested fields have been completed.  
[View customer requested fields >](#)

**Public Profile Completeness**  
35%  
Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Elia sourcing platform.

**Events**

Title	ID	End Time ↓	Event Type
▶ Status: Completed (31)			
▶ Status: Open (4)			
▶ Status: Pending Selection (17)			

**Scorecards**

Title	ID	Project Title	Performance From	Performance To ↓
Scorecard Safety Coordination	Doc3081410	Final test safety coordination	01/21/2015	01/23/2015
Scorecard CORE	Doc3081019	Final Test Core	01/05/2015	01/16/2015
Scorecard snoei-en schilderwerken	Doc3033711	Test 3.2.2 Schilderwerken	12/02/2014	12/29/2014
Scorecard CORE	Doc3017560	Test 1.1 CORE IPM	12/01/2014	12/24/2014
Scorecard CORE	Doc2962157	test notificaton	12/16/2014	12/19/2014
Scorecard Safety Coordination	Doc3036336	Test 2.2.1 Safety Coordination	12/02/2014	12/19/2014
Scorecard CORE	Doc2692942	test CORE - mail supplier	12/04/2014	12/13/2014
Scorecard Groenonderhoud	Doc3047603	SPM - CASIERFILI - 48115369	12/02/2014	12/11/2014
Scorecard CORE	Doc2788956	Test 2 CORE mails LS	12/01/2014	12/09/2014
Scorecard CORE	Doc2790215	Test 3 CORE mail	12/01/2014	12/09/2014
Scorecard CORE	Doc2790239	SPM CORE test lorenz 1	12/01/2014	12/09/2014
Scorecard CORE	Doc2796506	SPM test mail suppliers	12/01/2014	12/09/2014
Scorecard CORE	Doc2797710	Test 5 notification tasks vendor evaluation	12/01/2014	12/03/2014
Scorecard CORE	Doc2797710	Test 5 notification tasks vendor evaluation	12/01/2014	12/03/2014

## 5. Need help?

**If you have questions about the scores you have received in a scorecard, please contact the responsible buyer.**

**For technical issues there is support in Dutch and French on weekdays from 9h to 17h on phone number +32 (0)2 700 68 674. Outside of these hours support remains available on weekdays, but only in English.**

**Additional phone numbers for your country or region can be found by clicking [here](#).**

**More information can be found on the [Ariba Help page](#).**