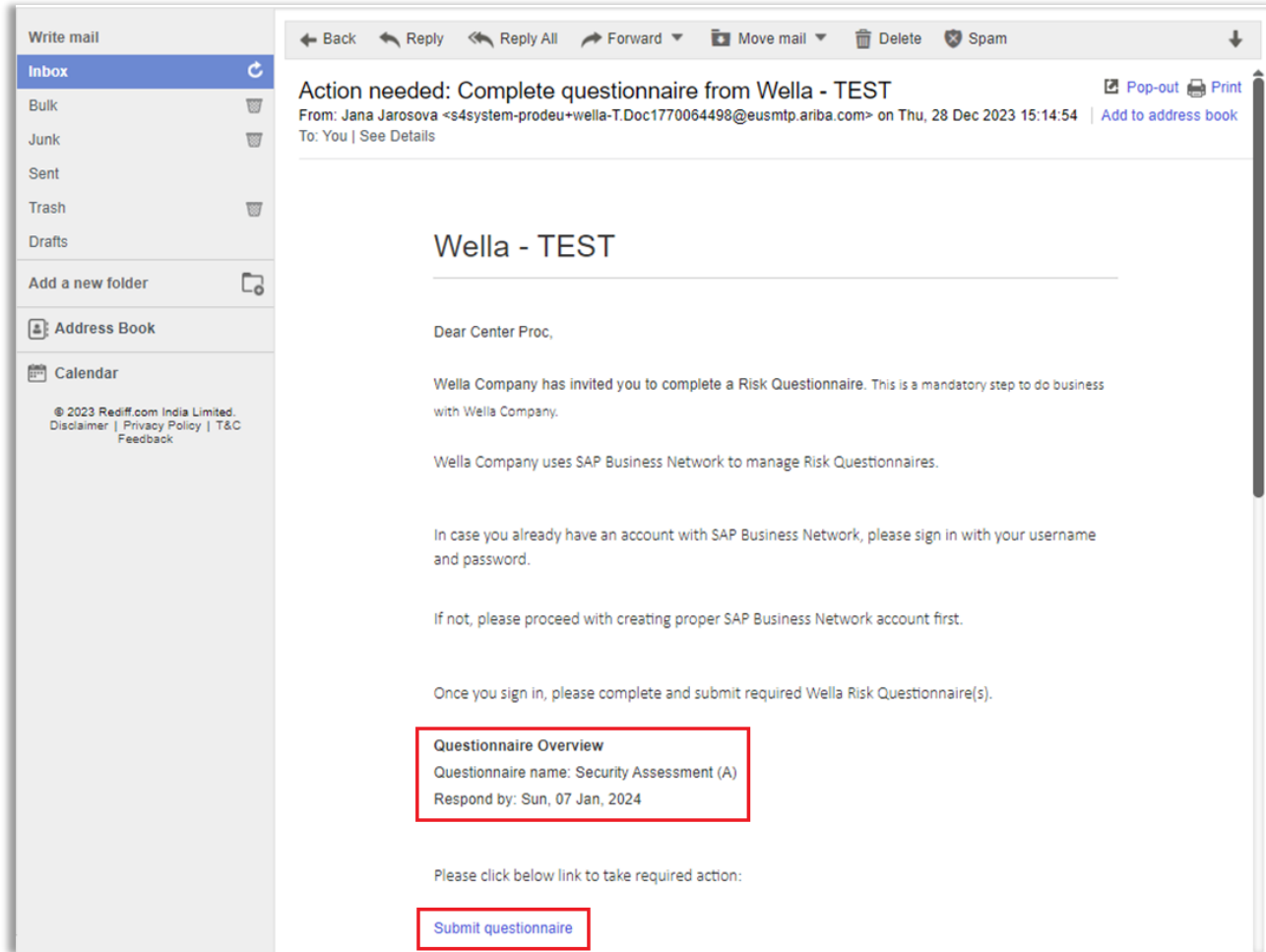# Supplier Questionnaire

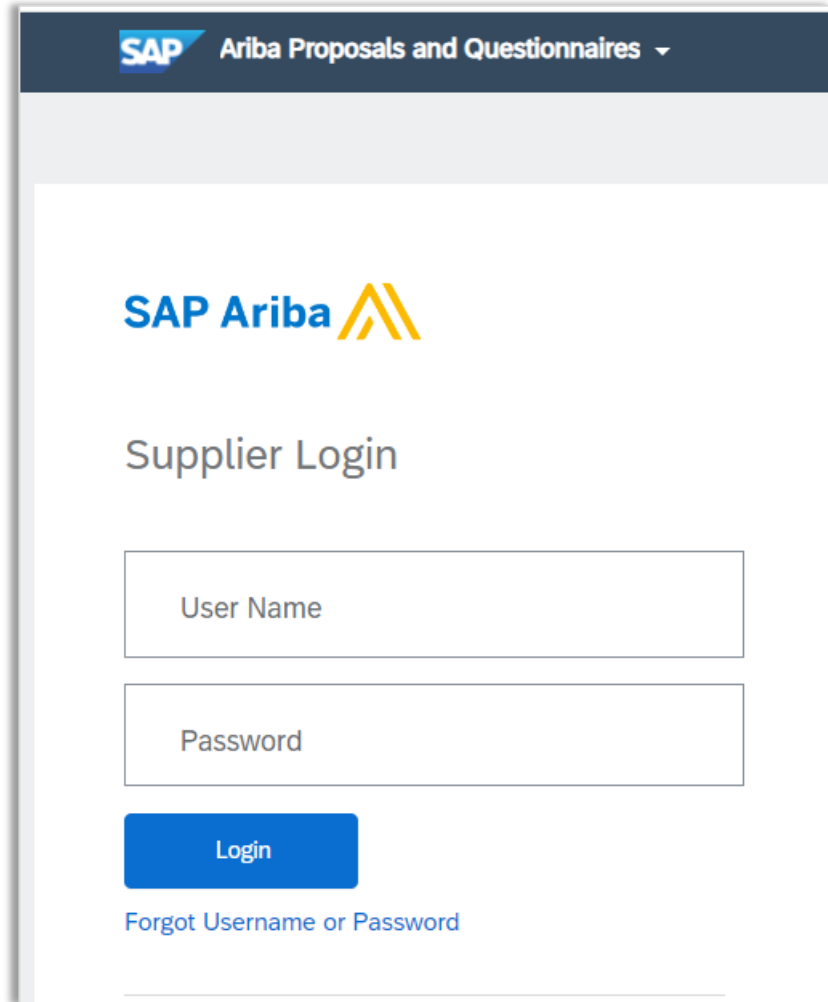Security Assessment

EMAIL NOTIFICATION

You will receive an email notification from SAP Business Network to complete Due Diligence Questionnaire.

'Questionnaire Overview' describes the type of a required questionnaire and provides the due date.
Please ensure this is responded by the date indicated in the email. After that, the link will expire.

You have to click on the link '**Submit Questionnaire**' mentioned in the email to be directed to SAP Business Network Questionnaire.

Important: Completing the assessment is a mandatory element of Wella New Supplier Onboarding process. Please note that in case the required assessment does not get completed and submitted, Wella will not approve individual company to become a supplier.

LOGIN

Login : If you have already registered on SAP Business Network then you can proceed to 'Login' using your SAP Business Network credentials.

Reset credentials : If you are an existing supplier on SAP Business Network but have forgotten your credentials, then you can reset it by selecting 'Forgot Username and password' and follow the instructions provided.

Register : If you do not have an account with SAP Business Network, you can proceed with creation a new account by clicking 'Register Now'.

Important – there is no cost associated with the Standard SAP Business Network Account creation.

LOGIN

Once you login on the SAP Business Network Home Page, you will find a section for 'Questionnaires' for the due diligence. In this section you will find proper Wella assessment required to complete a new supplier onboarding process. The assessment can be dedicated to either Data Privacy and/or Security.

If you have already responded to one of the questionnaire then it will be in 'Pending Approval' status and if there is a new or an open questionnaire it will be in 'Not Responded' status.

Click on the title of the questionnaire to open.

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Data Privacy Assessment	Doc1770322836	12/28/2023 4:39 PM	(no value)	(no value)	Pending Approval
▼ Status: Open (1)					
Security Assessment (A)	Doc1770064498	1/7/2024 3:14 PM	(no value)	(no value)	Not Responded

QUESTIONNAIRE

Once you have clicked on the title, you will be directed to the questionnaire. To have a full screen view, please click on the down arrow marked in the below screenshot to have a wider view of the questionnaire. You can either view all the content at once, or you can click on the sections number (1, 2, 3…) mentioned on the sidebar and complete it section by section.

QUESTIONNAIRE

The questionnaire is divided into different sections. Some questions are with yes/no drop-down and some are free text. Mandatory once are marked with (*) sign.

You can also select multiple options. If needed, you will be asked to upload a supporting document.
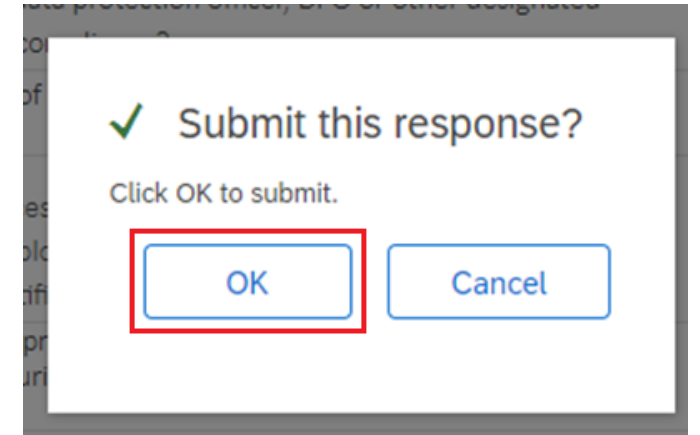
SUBMIT

Once you are done filling the questionnaire with all the mandatory information you can click on 'Submit Entire Response'. You will get a pop-up and select 'OK' to proceed.

SUBMIT

You will get a notification at the top of the questionnaire that the response has been submitted and the status of the questionnaire will change to 'Pending Approval'. If the team find some discrepancy or need more information, they questionnaire will be sent back to you and the status will turn to 'Pending Resubmission'

WELLA
COMPANY

THANK
YOU!