



A User Guide

# DXN SAP Ariba Supplier Qualification Process



# Supplier Qualification Forms (SAP Ariba)

This document provides step-by-step instructions for suppliers to successfully submit their qualification details to **DXN** via the SAP Ariba Network.

**DXN Supplier Qualification process** requires supplier's information on specific criteria such as ESG (Environmental, Social, Governance) , Financial Assessment, and Certificates. Completing these questionnaires is mandatory to provide the necessary data for our evaluation.

Check your registered email for the invitation link (check the junk/spam folders as well) It is essential to submit all questionnaires within the **allotted time frame** to ensure your registration proceeds.

**Note:**

Certain questionnaires, such as the **DXN - ESG Questionnaire** and **DXN - Certificates**, require periodic updates. To refresh your information, simply follow the invitation link in your email to revise and resubmit your answers for the current year.

# Supplier Qualification Forms (SAP Ariba)



## ESG Questionnaire

As part of DXN's commitment to responsible sourcing, all suppliers are required to complete the ESG (Environmental, Social, and Governance) Questionnaire. This assessment evaluates your company's practices regarding environmental impact, labor rights, and ethical governance. Your responses help us ensure that our supply chain aligns with global sustainability standards and DXN's corporate values.

Provide the necessary business certifications and compliance documents via the Certificates questionnaire link. This information is essential for DXN to verify your company's eligibility and complete the onboarding process.

## Certificates Questionnaire

## Finance Questionnaire

### Finance Questionnaire

The Finance Questionnaire securely collects essential financial details.

# Supplier Qualification Forms (SAP Ariba)




**Sample Invitation for 3 questionnaires : ESG, Certificates, and Finance Questionnaires.**

**Note:** Depending on DXN, you may receive these as **separate invitation emails** rather than a single combined message. Please monitor your inbox for multiple notifications and ensure that all three questionnaires—ESG, Certificates, and Finance—are completed to provide the necessary information.

from DXN Holdings Bhd invites you to participate in this process: Process Qualification - ESG, Finance & Certifications

AA Ariba Administrator <no-reply@jp.cloud.ariba.com>  
To: You



Hello Faizal Hamzah,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Process Qualification - ESG, Finance & Certifications process. Thank you for taking the time to respond to each one.

Process Overview  
Process: ESG, Finance & Certification Qualification  
Category: Indirect Material, Agricultural Machinery, Direct Material  
Region: All  
Business unit: DXN HOLDINGS BHD.  
Material: Not applicable  
Process owner: ALI  
Message:

Questionnaire Overview

Name	Assigned To	Respond By
<a href="#">DXN - Finance Questionnaire</a>	Faizal Hamzah	April 8, 2026 at 6:21 PM
<a href="#">DXN - ESG Questionnaire</a>	Faizal Hamzah	April 8, 2026 at 6:21 PM
<a href="#">DXN - Certificates Questionnaire</a>	Faizal Hamzah	April 8, 2026 at 6:21 PM

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

Best Regards,  
SAP Ariba team

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (1/10)



1

Fill in the DXN Questionnaires via email.


Click one of the ‘**DXN – ESG Questionnaire**’, ‘**DXN – Certificates Questionnaire**’, or ‘**DXN – Finance Questionnaire**’ (1a) to redirect you to SAP Business Network for each questionnaire

or

Click the ‘**Click Here**’ hyperlink (1b) to redirect you to SAP Business Network.

from DXN Holdings Bhd invites you to participate in this process: Process Qualification - ESG, Finance & Certifications

AA Ariba Administrator <no-reply@jp.cloud.ariba.com>  
To: You



Hello Faizal Hamzah,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Process Qualification - ESG, Finance & Certifications process. Thank you for taking the time to respond to each one.

Process Overview  
Process: ESG, Finance & Certification Qualification  
Category: Indirect Material, Agricultural Machinery, Direct Material  
Region: All  
Business unit: DXN HOLDINGS BHD.  
Material: Not applicable  
Process owner: ALI  
Message:

Questionnaire Overview

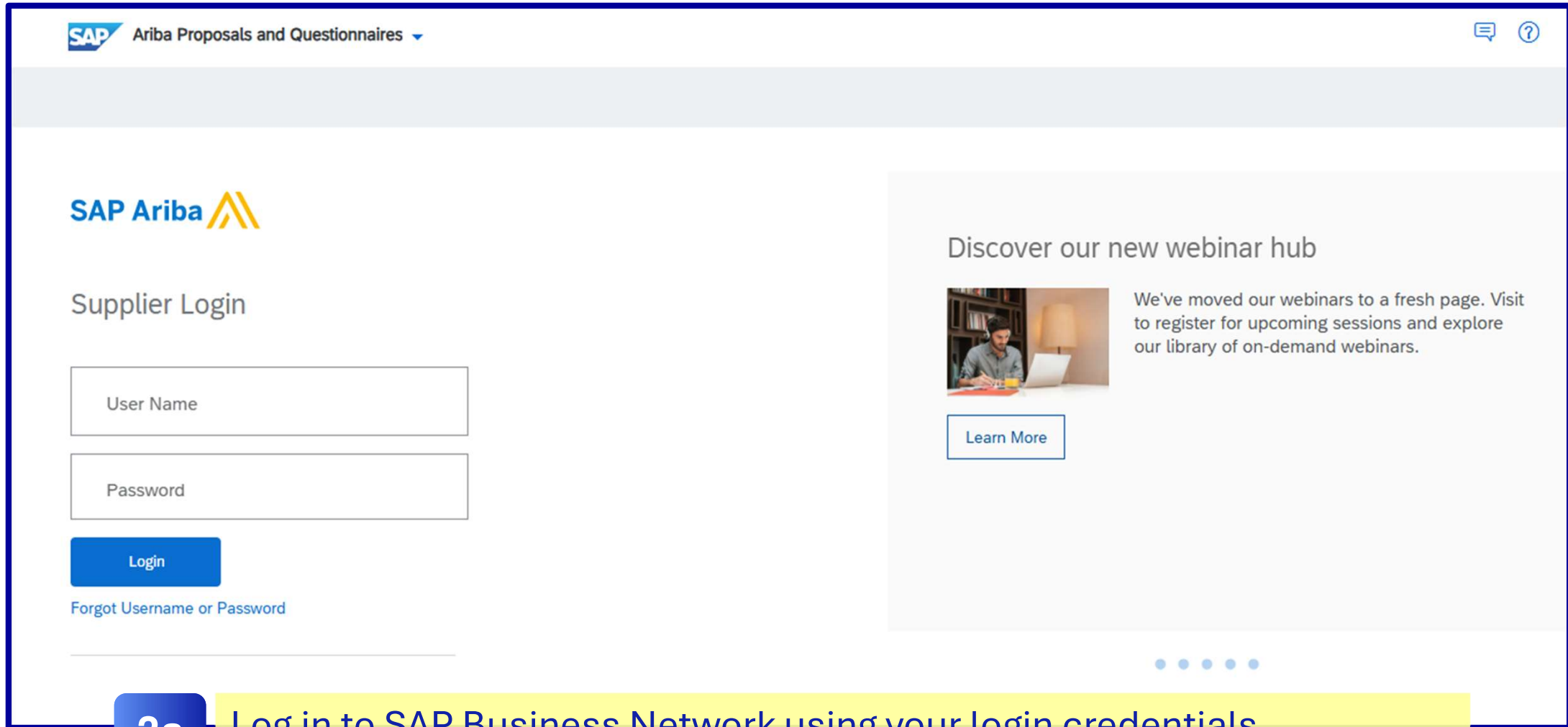
Name	Assigned To	Respond By
<a href="#">DXN - Finance Questionnaire</a>	Faizal Hamzah	April 8, 2026 at 6:21 PM
<a href="#">DXN - ESG Questionnaire</a>	Faizal Hamzah	April 8, 2026 at 6:21 PM
<a href="#">DXN - Certificates Questionnaire</a>	Faizal Hamzah	April 8, 2026 at 6:21 PM

1a

1b [Click Here](#) to view the process.

Best Regards,  
SAP Ariba team

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (2/10)

A screenshot of the SAP Ariba Supplier Login page. The page has a light gray header with the SAP logo and the text 'Ariba Proposals and Questionnaires'. Below the header, the SAP Ariba logo is displayed. The main content area is titled 'Supplier Login' and contains a login form with two input fields: 'User Name' and 'Password'. Below the password field is a blue 'Login' button and a link for 'Forgot Username or Password'. To the right of the login form is a promotional banner for a new webinar hub, featuring a photo of a person at a laptop and a 'Learn More' button. The banner text reads: 'Discover our new webinar hub. We've moved our webinars to a fresh page. Visit to register for upcoming sessions and explore our library of on-demand webinars.' At the bottom of the screenshot, there is a yellow highlighted box containing the text '2a Log in to SAP Business Network using your login credentials.'

2a

Log in to SAP Business Network using your login credentials.

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (3/10)



Process Qualification - ESG, Finance & Certifications

Commodity: Indirect Material  
Regions: All  
Departments: DXN PHARMACEUTICAL SDN. BHD.

Status:  
Owner: [Redacted]  
Message:

### Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (3)					
<a href="#">DXN - Certificates Questionnaire</a>	Doc2832741894	4/13/2026 6:05 PM	(no value)	(no value)	Not Responded
<a href="#">DXN - Finance Questionnaire</a>	Doc2832741880	4/13/2026 6:05 PM	(no value)	(no value)	Not Responded
<a href="#">DXN - ESG Questionnaire</a>	Doc2832729767	4/13/2026 6:05 PM	(no value)	(no value)	Not Responded

2b

## Account Dashboard: Questionnaires' section

For each questionnaire, the ID, deadline for completion and status will be visible. You can easily open and fill out the questionnaire by clicking on the respective names.

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (4/10)



Events						
Title	ID	End Time ↓	Event Type		Participated	
No items						
Registration Questionnaires						
Title	ID	End Time ↓			Status	
▼ Status: Completed (1)						
<a href="#">DXN - Supplier Registration Questionnaire</a>	Doc2832016761	3/9/2026 6:15 PM			Pending Approval	
Qualification Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
No items						
Questionnaires						
Title	ID	End Time ↓	Commodity	Regions	Status	
▼ Status: Open (3)						
<a href="#">DXN - Certificates Questionnaire</a>	Doc2832046282	4/9/2026 6:51 AM	(no value)	(no value)	Not Responded	
<a href="#">DXN - ESG Questionnaire</a>	Doc2832035368	4/9/2026 6:51 AM	(no value)	(no value)	Not Responded	
<a href="#">DXN - Finance Questionnaire</a>	Doc2832035356	4/9/2026 6:51 AM	(no value)	(no value)	Not Responded	

2c

## Account Dashboard: Questionnaires' section

Under “Questionnaires >> Status: Open” section you can find the list of qualification questionnaire’s.

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (5/10)



Doc2832046282 - DXN - Certificates Questionnaire Time remaining  
9 days 22:19:26

All Content

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified ▾
2 Is your organization ISO 14001 (Environmental Management System) certified? If yes, please provide details of your certification	* Unspecified ▾
3 Is your organization ISO 22000 (Food Safety Management) certified? If yes, please provide details of your certification	* Unspecified ▾
4 Is your organization ISO 27001 (Information Security Management) certified? If yes, please provide details of your certification	* Unspecified ▾
5 Is your organization ISO 37001 (Anti-Bribery Management) certified? If yes, please provide details of your certification	* Unspecified ▾
6 Is your organization ISO 45001 (Occupational Health & Safety) certified? If yes, please provide details of your certification	* Unspecified ▾
7 Is your organization HACCP (Food Safety) certified? If yes, please provide details of your certification	* Unspecified ▾
8 Is your organization GMP (Good Manufacturing Practice) certified? If yes, please provide details of your certification	* Unspecified ▾
9 Is your organization MeSTI (Makanan Selamat Tanggungjawab Industri) certified? If yes, please provide details of your certification	* Unspecified ▾
10 Is your organization Halal Certification certified? If yes, please provide details of your certification	* Unspecified ▾
11 Is your organization FSSC 22000 (Food Safety System Certification) certified? If yes, please provide details of your certification	* Unspecified ▾
12 Is your organization MyHIJAU (ESG, Sustainability & Green Certifications: Green products & services) certified? If yes, please provide details of your certification	* Unspecified ▾
13 Is your organization ISO 14064 (ESG, Sustainability & Green Certifications: Carbon footprint & GHG) certified? If yes, please provide details of your certification	* Unspecified ▾

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

3

Please ensure all mandatory fields—indicated by asterisk (\*)—are fully completed prior to submission.

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (6/10)



Doc2832046282 - DXN - Certificates Questionnaire Time remaining 9 days 22:19:26

All Content

Name ↑	
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	* Unspecified ▾
2 Is your organization ISO 14001 (Environmental Management System) certified? If yes, please provide details of your certification	* Unspecified ▾
3 Is your organization ISO 22000 (Food Safety Management) certified? If yes, please provide details of your certification	* Unspecified ▾
4 Is your organization ISO 27001 (Information Security Management) certified? If yes, please provide details of your certification	* Unspecified ▾
5 Is your organization ISO 37001 (Anti-Bribery Management) certified? If yes, please provide details of your certification	* Unspecified ▾
6 Is your organization ISO 45001 (Occupational Health & Safety) certified? If yes, please provide details of your certification	* Unspecified ▾
7 Is your organization HACCP (Food Safety) certified? If yes, please provide details of your certification	* Unspecified ▾
8 Is your organization GMP (Good Manufacturing Practice) certified? If yes, please provide details of your certification	* Unspecified ▾
9 Is your organization MeSTI (Makanan Selamat Tanggungjawab Industri) certified? If yes, please provide details of your certification	* Unspecified ▾
10 Is your organization Halal Certification certified? If yes, please provide details of your certification	* Unspecified ▾
11 Is your organization FSSC 22000 (Food Safety System Certification) certified? If yes, please provide details of your certification	* Unspecified ▾
12 Is your organization MyHIJAU (ESG, Sustainability & Green Certifications: Green products & services) certified? If yes, please provide details of your certification	* Unspecified ▾
13 Is your organization ISO 14064 (ESG, Sustainability & Green Certifications: Carbon footprint & GHG) certified? If yes, please provide details of your certification	* Unspecified ▾

4

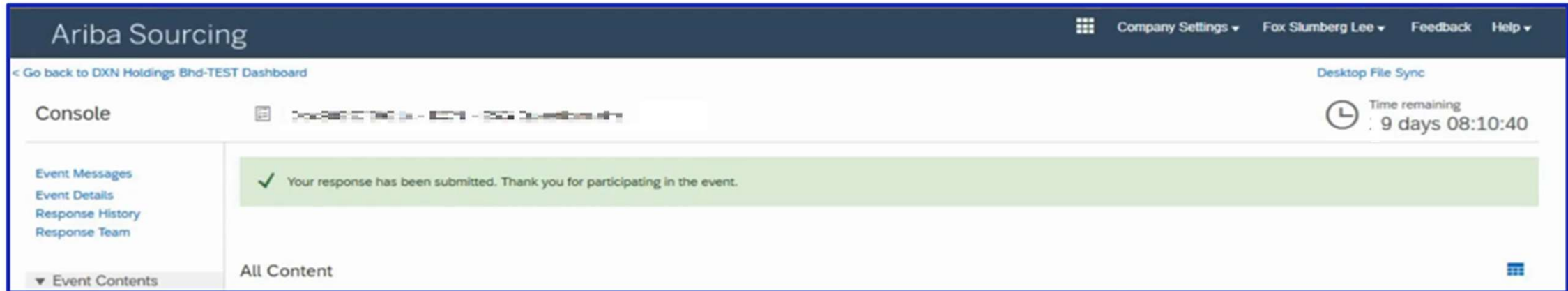
Once finalized, click '**Submit Entire Response**' followed by **OK** button to submit your responses to DXN.

Alternatively, you may select '**Save Draft**' to preserve your progress and return later.

Should you require assistance, use the '**Compose Message**' feature to contact us directly.

✓ Submit this response?  
Click OK to submit.

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (7/10)



5

An on-screen confirmation will appear, and you can track the real-time status of your submission via the dashboard.

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
<a href="#">DXN - Certificates Questionnaire</a>	Doc2832741894	3/14/2026 8:03 PM	Indirect Material IM	All All	Pending Approval
▼ Status: Open (2)					
<a href="#">DXN - Finance Questionnaire</a>	Doc2832741880	4/13/2026 6:05 PM	(no value)	(no value)	Not Responded
<a href="#">DXN - ESG Questionnaire</a>	Doc2832729767	4/13/2026 6:05 PM	(no value)	(no value)	Not Responded

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (8/10)



**6** Repeat the same process for the **‘DXN - ESG Questionnaires’** and **‘ DXN - Finance Questionnaires’**.

Follow the same steps to complete the ESG and Finance questionnaires.

These can be accessed via the specific links in your invitation emails or by selecting the questionnaires within your dashboard.

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (9/10)




**7** Email notification for approval process of a questionnaire.  
Upon completion of the approval process of the specific questionnaires by DXN, an automated notification will be sent to your registered email.

Approved: DXN - Certificates Questionnaire submitted to DXN Holdings Bhd-TEST

Ariba Administrator  
Approved: DXN - ESG Question... Thu 9:43 AM  
Hello Fox Slumberg Lee, DXN Holdings Bhd-TE...

AA Ariba Administrator <no-reply@jp.cloud.ariba.com>  
To: You  
Thu 09-Apr-26 9:46 AM M



Hello Fox Slumberg Lee,

DXN Holdings Bhd-TEST has approved the questionnaire that you completed.

Questionnaire Overview  
Questionnaire name: DXN - Certificates Questionnaire

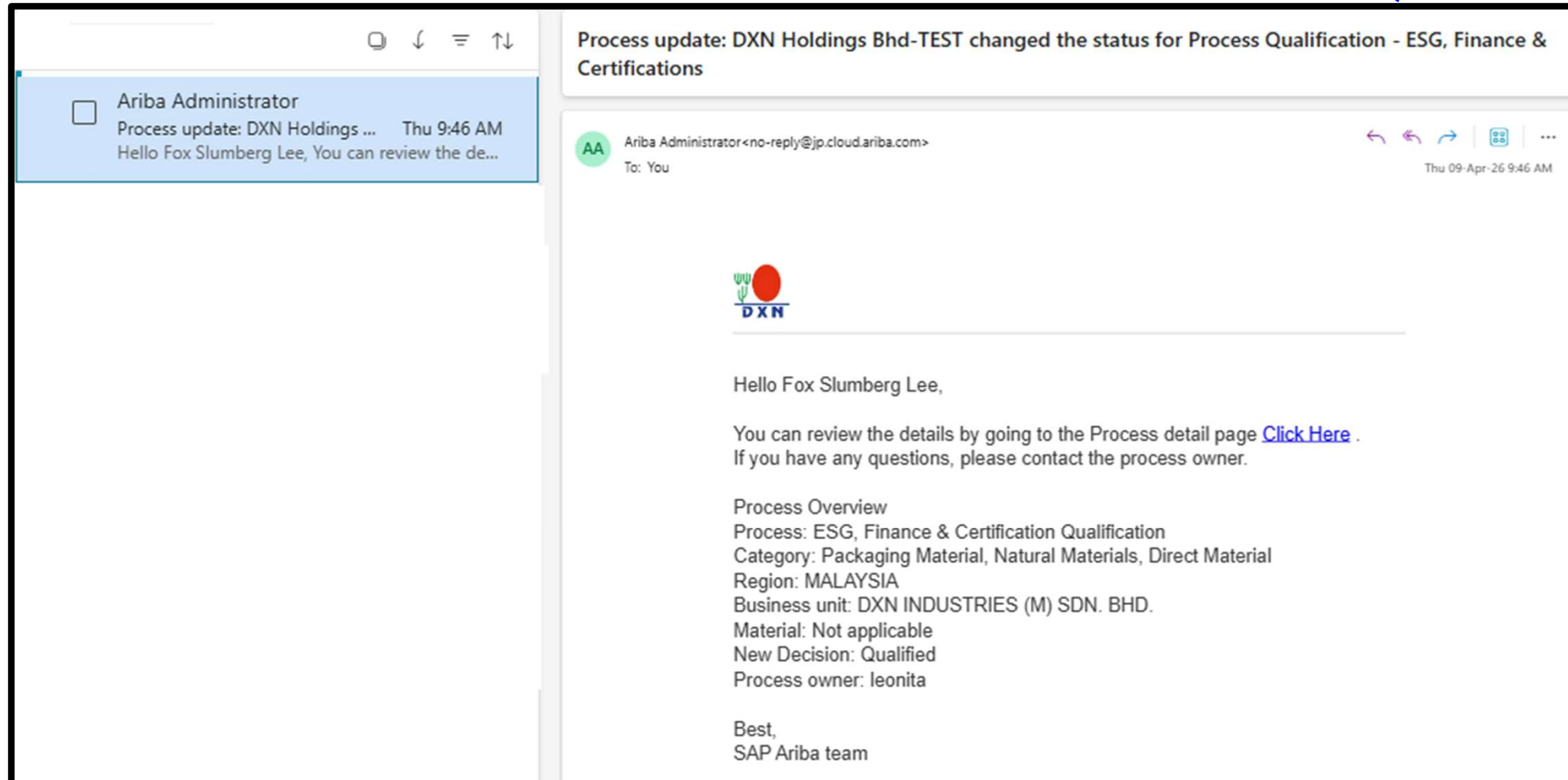
You'll be notified if any other tasks require your attention.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
<a href="#">Process Qualification - ESG, Finance &amp; Certifications</a>	ESG, Finance & Certification Qualification		Packaging Material, Natural Materials, Direct Material	MALAYSIA	DXN INDUSTRIES (M) SDN. BHD.	leonita

An example of the approved 'DXN – Certificates Questionnaire'

# Supplier Qualification Forms : RESPONDING TO QUALIFICATION QUESTIONNAIRE (10/10)



8

## Email notification for a Qualified DXN Partner.

Upon successful completion and approval of all mandatory questionnaires, a formal notification will be issued confirming your status as a **Qualified DXN Partner**.

# Supplier Qualification Forms (SAP Ariba)



## Tips

Click **Go back to ....** to return to your dashboard.

**Submission Deadline:** Keep an eye on the countdown clock in the right sidebar. This represents your remaining time to complete and submit the questionnaire to DXN

The screenshot shows the SAP Ariba Sourcing interface for a questionnaire titled "Doc2832046282 - DXN - Certificates Questionnaire". The interface includes a navigation bar with "Go back to DXN Holdings Bhd-TEST Dashboard", a sidebar with a "Time remaining" clock showing "9 days 22:19:26", and a main content area with a list of 13 certification questions. At the bottom, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

Name	Status
1 Is your organization ISO 9001 (Quality Management) certified? If yes, please provide details of your certification	Unspecified
2 Is your organization ISO 14001 (Environmental Management System) certified? If yes, please provide details of your certification	Unspecified
3 Is your organization ISO 22000 (Food Safety Management) certified? If yes, please provide details of your certification	Unspecified
4 Is your organization ISO 27001 (Information Security Management) certified? If yes, please provide details of your certification	Unspecified
5 Is your organization ISO 37001 (Anti-Bribery Management) certified? If yes, please provide details of your certification	Unspecified
6 Is your organization ISO 45001 (Occupational Health & Safety) certified? If yes, please provide details of your certification	Unspecified
7 Is your organization ISO 14001 (Environmental Management System) certified? If yes, please provide details of your certification	Unspecified
8 Is your organization ISO 14001 (Environmental Management System) certified? If yes, please provide details of your certification	Unspecified
9 Is your organization ISO 14001 (Environmental Management System) certified? If yes, please provide details of your certification	Unspecified
10 Is your organization Halal Certification certified? If yes, please provide details of your certification	Unspecified
11 Is your organization FSSC 22000 (Food Safety System Certification) certified? If yes, please provide details of your certification	Unspecified
12 Is your organization MyHIJAU (ESG, Sustainability & Green Certifications: Green products & services) certified? If yes, please provide details of your certification	Unspecified
13 Is your organization ISO 14064 (ESG, Sustainability & Green Certifications: Carbon footprint & GHG) certified? If yes, please provide details of your certification	Unspecified

By clicking **Save Draft**, you can save information up to that point without submitting the questionnaire

Click here to **maximize** the questionnaires window for a better experience.

By clicking **Compose Message**, you can send a message to DXN team.



## Support & Inquiries

If you have questions regarding the onboarding process or require technical support, please contact our team at:



[procurement@dxn2u.com](mailto:procurement@dxn2u.com)



+604-9161288

