

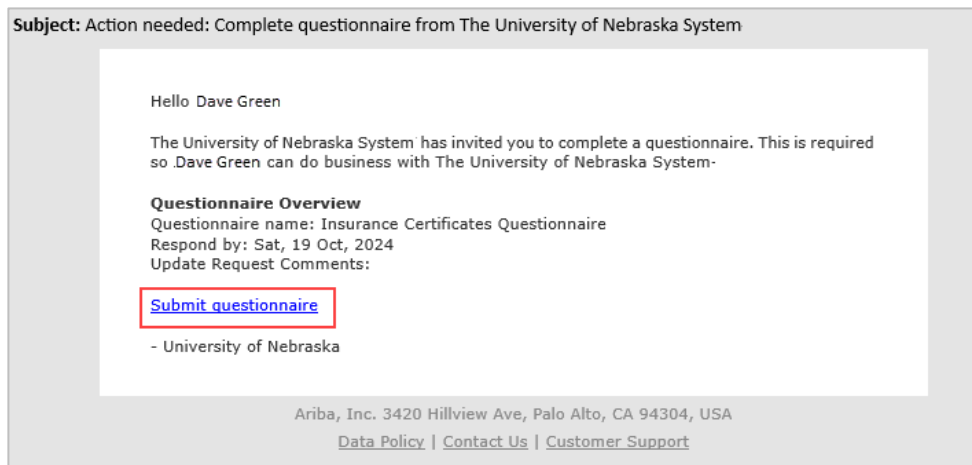
COI Questionnaire

PURPOSE

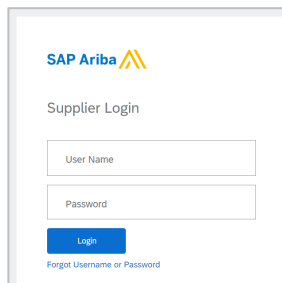
The purpose of the COI questionnaire is to collect a Certificate of Insurance (COI) from a supplier.

PROCEDURE

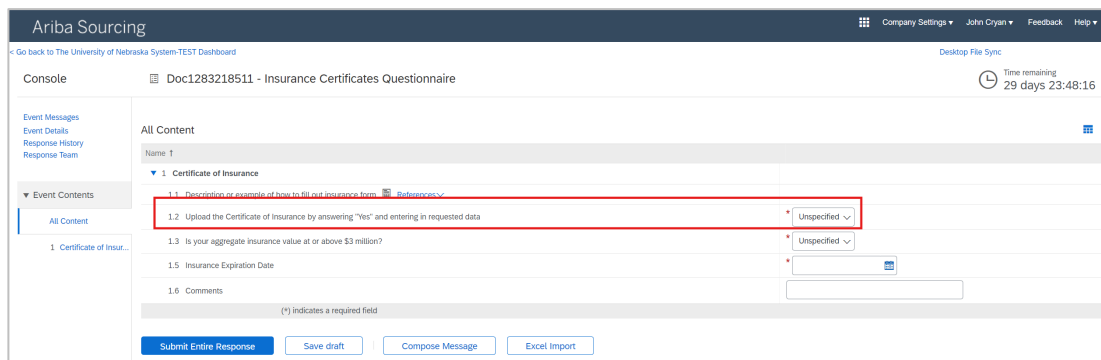
After P2P team sends the COI questionnaire, an email is sent to the supplier (example shown below). The supplier should click on “submit questionnaire” to access the questionnaire.



The SAP Ariba log in page will open and the supplier should log into their SAP Business Network account.



Once logged in, the Insurance Certificates Questionnaire opens automatically.



COI Questionnaire

The supplier should answer section 1.2 with *Yes* and click *Details*.

The screenshot shows a table titled 'All Content' with a 'Name' column. The table contains the following rows:

- 1.1 Description or example of how to fill out insurance form [References](#)
- 1.2 Upload the Certificate of Insurance by answering "Yes" and entering in requested data. This row has a dropdown menu with 'Yes' selected and a 'Details' link next to it, both highlighted with a red box.
- 1.3 Is your aggregate insurance value at or above \$3 million? This row has a dropdown menu with 'Unspecified' selected.
- 1.5 Insurance Expiration Date. This row has a date input field.
- 1.6 Comments. This row has a text input field.

A pop-up box opens for the supplier will provide their information and upload a copy of their COI. Once this pop-up box is completed, select *OK*.

The pop-up form is titled '1.2 Upload the Certificate of Insurance by answering "Yes" and entering in requested data'. It includes the following fields:

- Certificate Type: Certificate of Insurance
- Issued: [Text Input]
- Year of Publication: [Text Input]
- Certificate Number: [Text Input]
- Certificate Location: [Text Input]
- Effective Date: [Date Picker]
- Expiration Date: [Date Picker]
- Attachment: [Choose File] [No file chosen] [Or drop file here]
- Description: [Text Area]

At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

The system will return to the first screen. Once all the required fields are complete, the supplier should click *Submit Entire Response*.

The screenshot shows a horizontal bar with four buttons:

- Submit Entire Response (highlighted with a red box)
- Save draft
- Compose Message
- Excel Import

A notification will be sent to the P2P team. Once the questionnaire is approved by P2P, the COI will be loaded to the supplier profile.