

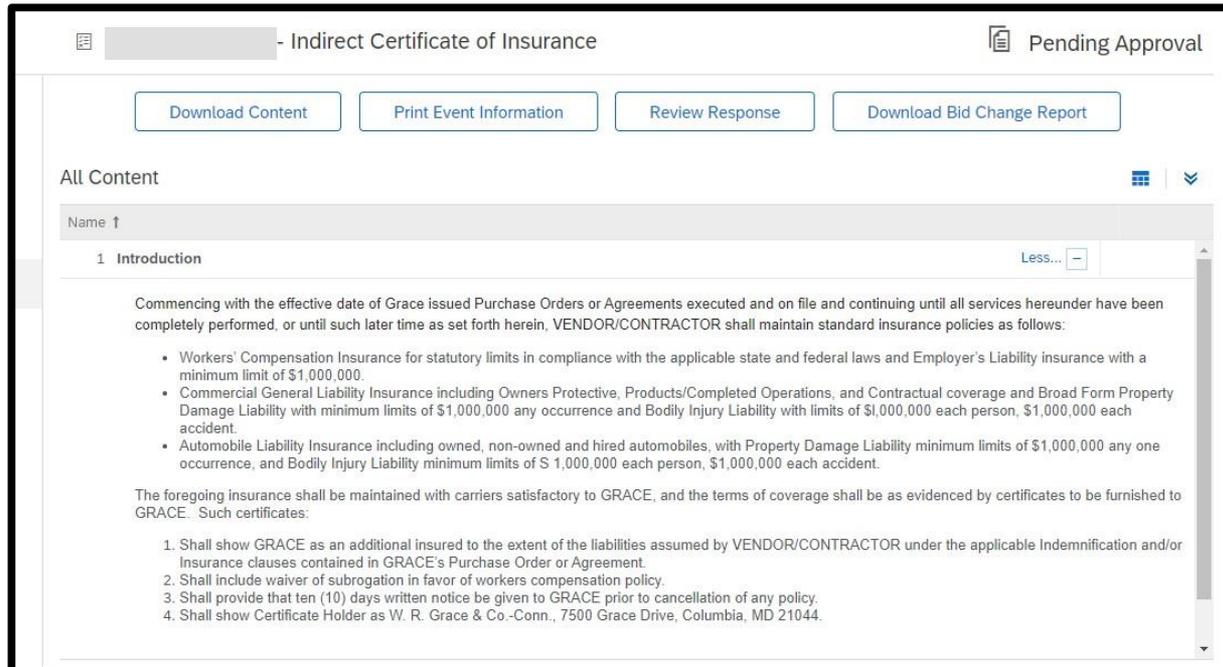
GRACE

Talent | Technology | Trust™

Providing and Updating a Certificate of Insurance in Ariba

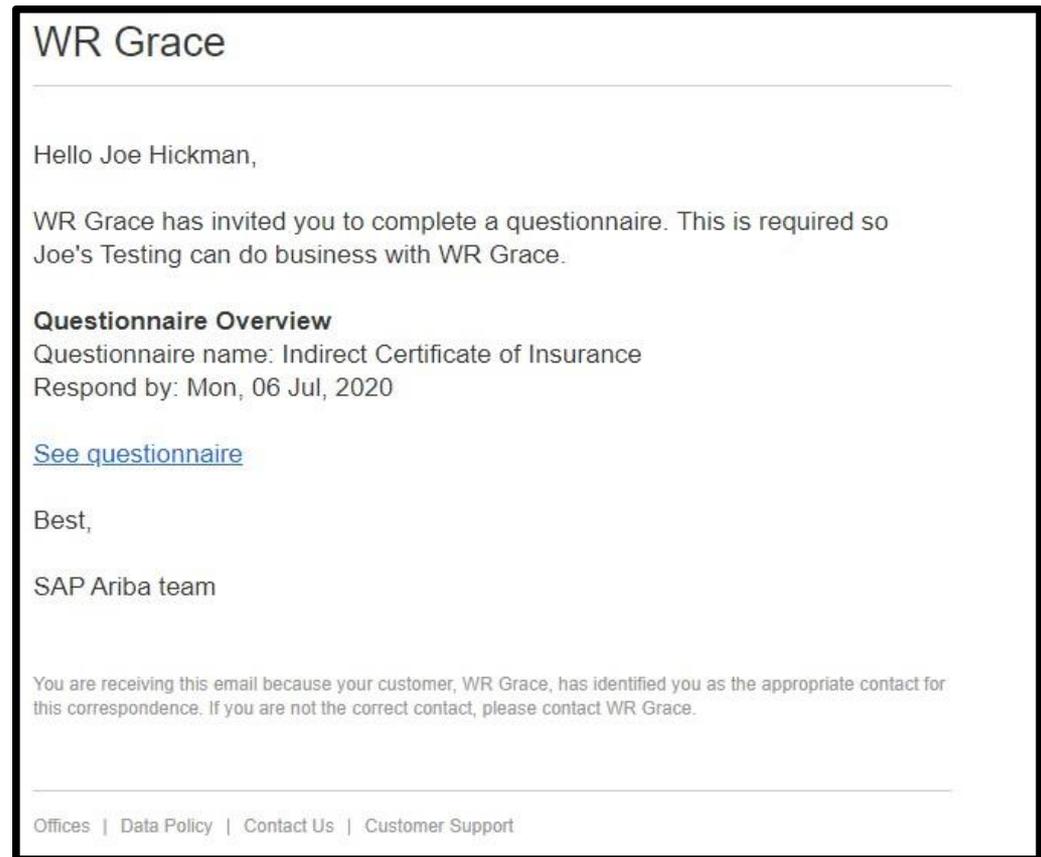
10/2021

- WR Grace uses the Supplier Management module within Ariba to engage with suppliers on multiple levels. We gather profile information, send questionnaires, and invite suppliers to participate in sourcing events.
- This module also allows us to request certificates from suppliers and automatically send notifications when those certificates are about to expire.
- If Grace determines that the goods or services your organization provides require insurance coverage we will reach out via an email invitation through Ariba to provide a Certificate of Insurance (COI).
- The below screenshot from the questionnaire outlines Grace's requirements:



You will receive a system generated invitation email with the subject “Action Needed: Complete questionnaire from WR Grace”.

- The email will have the Questionnaire Name and the deadline for responding.
- Click “See Questionnaire”
- You will be directed to log in to your Ariba account and then the questionnaire will open.



- Review the Introduction Section with Grace’s requirements. Feel free to send this information to your insurance provider when you request the COI.
- Please make sure that effective and expiration dates on COI are actual and certificate holder is:
**W.R. Grace & Co, - Conn.,
7500 Grace Drive
Columbia, MD 21044**
- Once you have obtained a COI, change the answer to Question 2 to “YES”. After you make that change, the word “Details” will appear.
- Click “Details”

All Content

Name ↑

\$1,000,000 each accident.

- Automobile Liability Insurance including owned, non-owned and hired automobiles, with Property Damage Liability minimum limits of \$1,000,000 any one occurrence, and Bodily Injury Liability minimum limits of \$ 1,000,000 each person, \$1,000,000 each accident.

The foregoing insurance shall be maintained with carriers satisfactory to GRACE, and the terms of coverage shall be as evidenced by certificates to be furnished to GRACE. Such certificates:

1. Shall show GRACE as an additional insured to the extent of the liabilities assumed by VENDOR/CONTRACTOR under the applicable Indemnification and/or Insurance clauses contained in GRACE's Purchase Order or Agreement.
2. Shall include waiver of subrogation in favor of workers compensation policy.
3. Shall provide that ten (10) days written notice be given to GRACE prior to cancellation of any policy.
4. Shall show Certificate Holder as W. R. Grace & Co.-Conn., 7500 Grace Drive, Columbia, MD 21044.

2 When you have obtained a Certificate of insurance, please mark the response as "Yes" and then attach your organization's Certificate of Insurance form by clicking the "Details" link that will appear to the right of your answer after updating your response.

(*) indicates a required field

* Yes ▾ Details

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

- A pop-up window will appear where you will need to provide the certificate details in the fields with the red stars.
- In the attachment field upload your certificate.
- You can add any additional comments in the Description box.
- Click OK.



2 When you have obtained a Certificate of insurance, please mark the response as "Yes" and then attach...

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: Indirect Certificate of Insurance

Issuer: *

Year of Publication: *

Certificate Number: *

Certificate Location: *

Effective Date: *

Expiration Date: *

Attachment: * Delete

No file chosen

Or drop file here

Description:

Ariba Sourcing

Go back to WR Grace Dashboard

Console - Indirect Certificate of Insurance

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Name ↑

1 Introduction

2 When you have obtained a Certificate of insurance, please mark the response as "Yes" and then attach Certificate of Insurance form by clicking the details link that will appear after updating your response.

(*) indicates a required field

SAP Ariba



- After you provide the certificate details, click "Submit Entire Response"
- You can also save a draft and come back to the questionnaire to make changes prior to submission

After you submit the questionnaire it will need approval from Grace before it can be posted to your Supplier Profile in the Supplier Management section of Grace's Ariba environment.

You can see the status of your questionnaire from the Proposals and Questionnaires section in Ariba, on the WR Grace page.

No items

Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Indirect Certificate of Insurance	[REDACTED]	7/1/2021 1:44 PM	(no value)	All All	Pending Approval

Certificates ☰

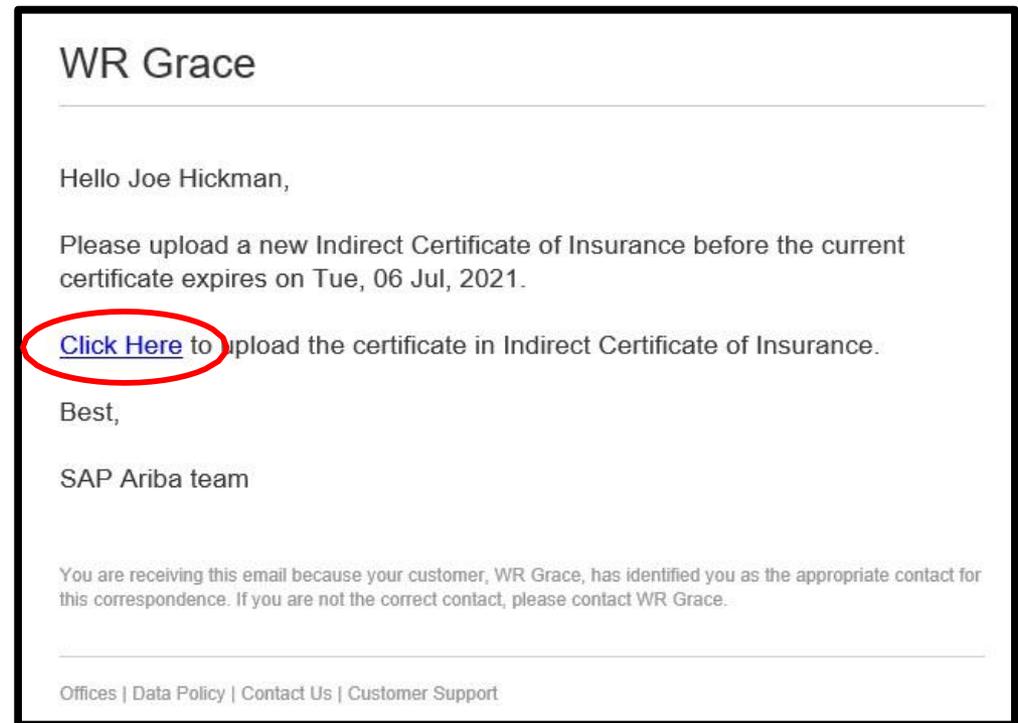
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
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Once your questionnaire has been approved by Grace it will show up in the Certificates section below the Questionnaires and you will be able to access both the questionnaire and certificate from this page. If you need to make any changes to the certificate or the data you provided in the details pop-up you must do so by opening the Indirect Certificate of Insurance Questionnaire, **NOT** the certificate itself.

In the next slides we will provide instructions on updating an expired COI.

Two weeks before the expiration date of your certificate you will receive an email from Ariba Administration no-reply@ansmtp.ariba.com with the subject “Your Indirect Certificate of Insurance with WR Grace Expires on *EXPIRATION DATE*”

- Use the “Click Here” link in the email to log into Ariba
- You can also log in from proposals.seller.ariba.com that will take you directly to the Proposals and Questionnaires page of Ariba, then open the WR Grace tab to locate the COI questionnaire.



- Locate and open your Indirect Certificate of Insurance Questionnaire

Questionnaires					
Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (2)					
Quality Questionnaire Test	Doc2592413609	9/2/2020 10:36 AM	(no value)	All All	Approved
Payment Terms Offer	Doc2378262365	5/21/2020 3:10 PM	(no value)	(no value)	NotResponded
▼ Status: Open (1)					
Indirect Certificate of Insurance	Doc2287061329	6/6/2022 3:44 AM	(no value)	All All	Expiring

Certificates					
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
Indirect Certificate of Insurance	7/6/2020	7/6/2021	TEST DOCUMENT_2.docx	Indirect Certificate of Insurance	Expiring

Ariba Sourcing | Company Settings | Joe Hickman | Help Center

Go back to WR Grace Dashboard | Desktop File Sync | Time remaining: 339 days 13:34:54

Console | Doc2287061329 - Indirect Certificate of Insurance

Event Messages | Event Details | Response History | Response Team

▼ Event Contents

All Content | All Content

1 Introduction

Revise Response

If your customer has requested an update to this questionnaire, please click **Revise Response** and re-submit your answers. Even if you do not need to change any of your current answers, your customer cannot complete their evaluation until you re-submit the questionnaire.

1 Introduction

Commencing with the effective date of Grace issued Purchase Orders or Agreements executed and on file and continuing until all services hereunder have been completely performed, or until such later time as set forth herein, VENDOR/CONTRACTOR shall maintain standard insurance policies as follows:

2 When you have obtained a Certificate of Insurance, please mark the response as "Yes" and then attach your organization's Certificate of Insurance form by clicking the details link that will appear after updating your response.

Compose Message

SAP Ariba

- Click Revise Response, then click OK in the pop-up warning message.
- Update the Details screen with the data from the new COI.
- Delete the old attachment and upload the new COI document. Ensure effective and expiration dates on COI are actual and certificate holder is W.R. Grace & CO. – Conn. ([see slide 4 for address](#)).
- Resubmit the Questionnaire.
- Once approved the new COI will appear in your certificates.