

SAP Ariba Direct Purchasing

Supplier Guide:

Sign a contract in Ariba

Introduction

Dear Supplier,

Faurecia has launched **Ariba S2C**, a new world class digital tool for end to end management of all **Sourcing and Contract activities**. With this new tool we are aiming to reduce the offline manual tasks and optimize the cycle times in sourcing process.

This Booklet will help you to onboard on this new journey with us. It will guide you right from Account Creation to Receiving RFQs, sending your bid proposals and agreeing to NDA and LON documents. In this booklet you can find step-by-step process to be followed with reference screenshots and key information. You will also get information on the support channels available in case of any blocking points.

Hope that with this guidance you can navigate on Ariba platform with ease and perform the required steps in sourcing process.

With Best Regards,
Faurecia Group Purchasing

Benefits for Suppliers



Better relation with Faurecia

- Better communication
- Integrated sourcing module
- Document status available at any time
- 1 Ariba account to manage multiple customers



Efficient procurement process

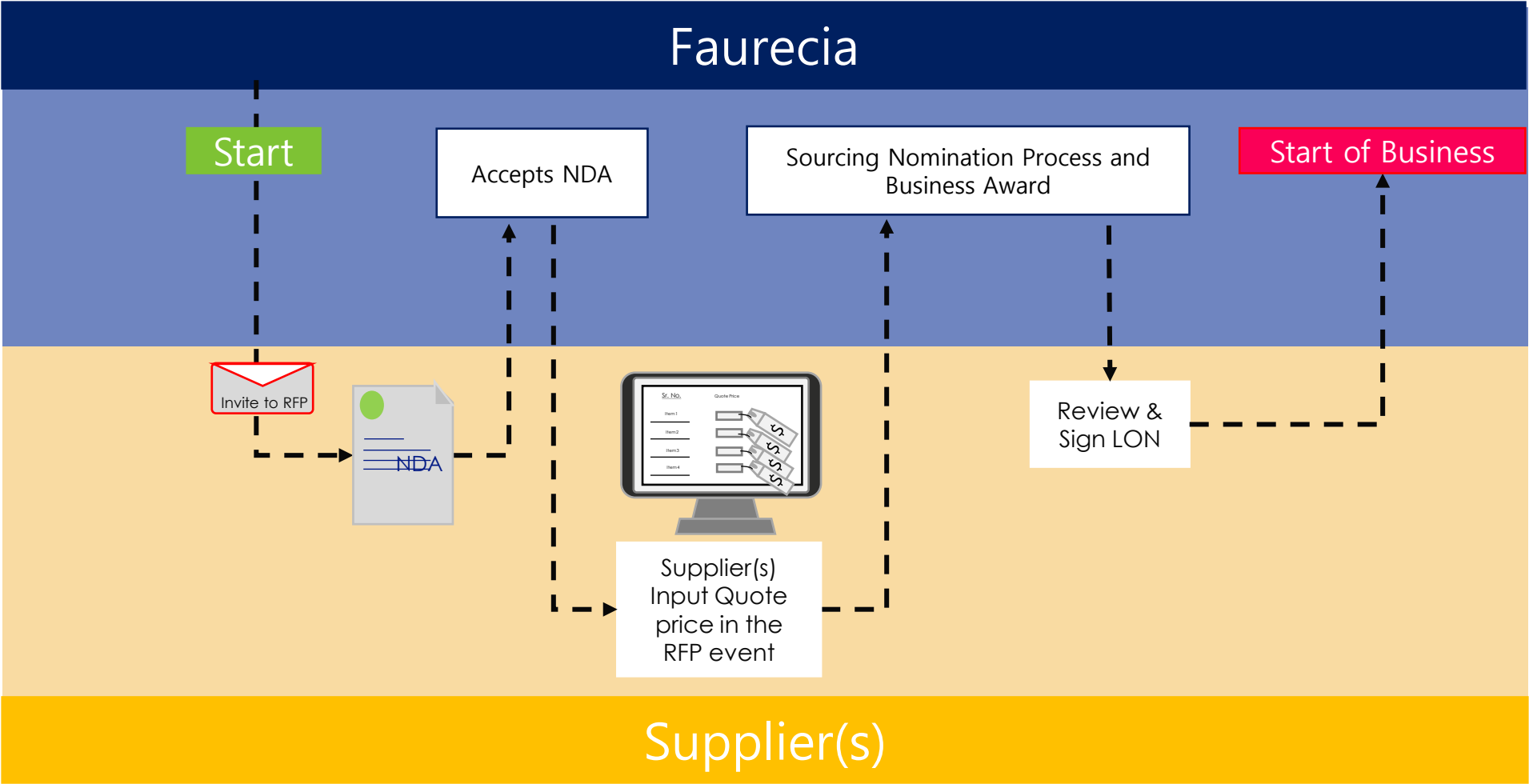
- 100% Paperless process integrated with your systems
- Standardized & streamlined processes for all Faurecia entities
- Reinforced compliance
- Less administrative tasks



Digital collaboration with Faurecia

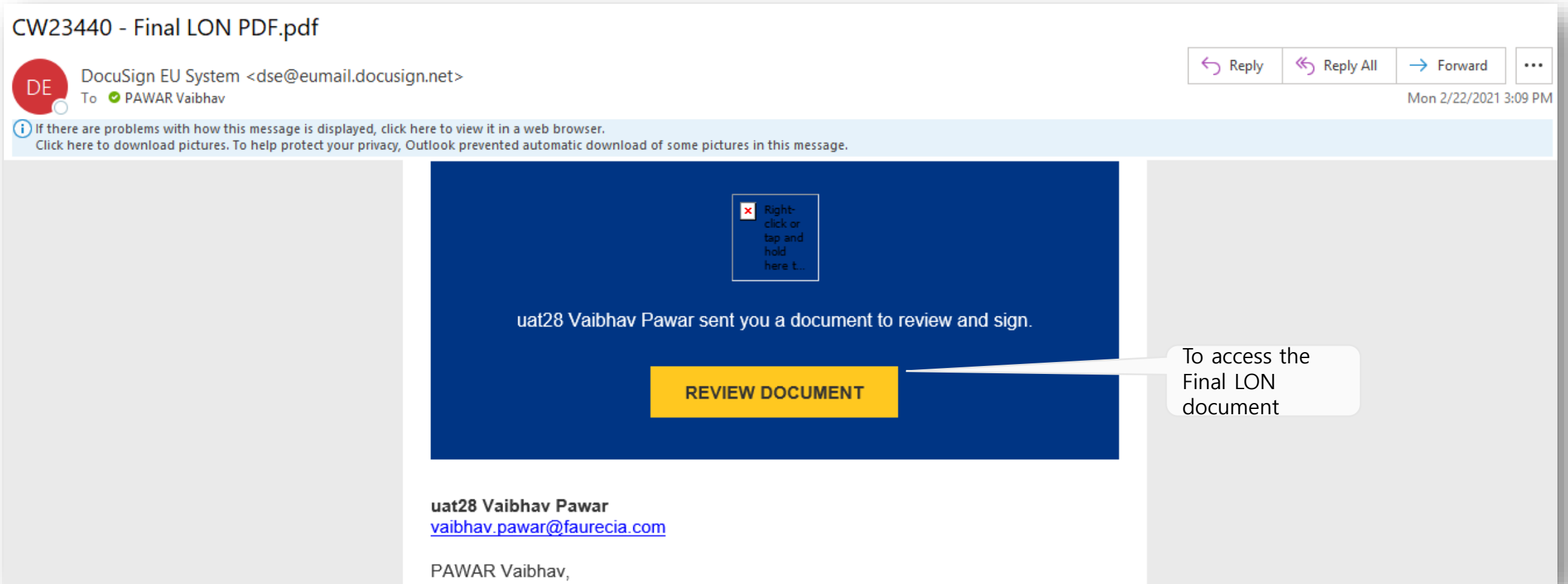
- e-portal to share document (NDA, CBD, LON, contracts)
- One single source of documents
- One single purchasing channel with Faurecia
- E-signatures and 1 click approvals

Overview: Sourcing to Contract Process Flow in Ariba



How to Sign a contract in Ariba

Contract Signing by Supplier – Supplier receives the Email



1. Supplier contact will access the Final LON document **directly from email received after business award**
2. Click on review Document to proceed

Contract Signing by Supplier – Redirected to DocuSign

Please review the documents below. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: E504D189-9492-4E32-A6AC-81771FC96102

faurecia
inspiring mobility

Letter of Nomination –
NOT IMPLEMENTED: support for w:instrText -
E10020 - BMW-LK-B47TUE2-AQY-EEUR E10020 - BMW-LK-B47TUE2-AQY-EEUR –
NOT IMPLEMENTED: support for w:instrText -
Test11_SP_BG_Region_Commodity_Package_MM_YYYYLetter-Of
NominationTest12_SP_BG_Region_Commodity_Package_MM_YYYY

This Letter of Nomination ("LON") is issued on
NOT IMPLEMENTED: support for w:instrText -
17/02/2021 17/02/2021 (the "Effective Date"),

By **NOT IMPLEMENTED: support for w:instrText -**
SAS AUTOMOTRIZ ARGENTINA S.A. SAS AUTOMOTRIZ ARGENTINA S.A.

A limited liability company, whose registered office is located at _____ **7** _____, registered under the number _____ **8** _____

Click on Start

1. After clicking on review document it will automatically redirect to the DocuSign for signing the LON document
2. Supplier will click on "Start" to proceed with the task

Contract Signing by Supplier – Click on Date ,Initial and Sign

Select the initial field to create and add your initials. FINISH

The arbitration shall be conducted according to the IBA Rules of Evidence as current on the date of the submission of the request for arbitration.
 Part I of the Indian Arbitration and Conciliation Act, 1996 (Nr. 26/1996) is excluded.
Article 7 New section

For the Plant:

22-Feb-2021 | 1:54 AM PST

Date: _____

Name: _____

Initial
↓

Sign
↓

Signature

22-Feb-2021 | 1:54 AM PST

Date: _____

Name: _____

Initial
↓

Sign
↓

Signature

INITIAL

Required - Initial Here

1. Here Supplier will click on Date , Initial and Sign for the Electronic Signature on the document

Contract Signing by Supplier – Click on Date ,Initial and Sign

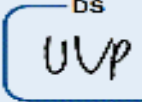
My Signatures and Initials

Choose a saved signature and initials or adopt new ones to use when signing the documents in this envelope.

☒ uat28 Vaibhav Pawar

DocuSigned by:

 FFEAB337F74B490...

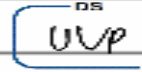
DS


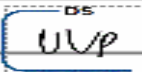
Edit

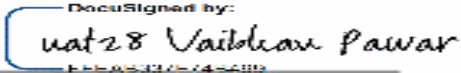
×

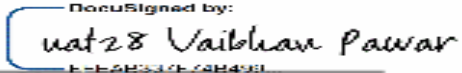
USE SAVED

ADOPT NEW

Date: 22-Feb-2021 | 2:02 AM PST
 Name: 

Date: 22-Feb-2021 | 2:02 AM PST
 Name: 

DocuSigned by:

 FFEAB337F74B490...
 Signature

Required - Initials Applied
 DocuSigned by:

 FFEAB337F74B490...
 Signature

1. After signing completed the final document will have signature on Letter of Nomination (LON)

Contract Signing by Supplier – Click on Date ,Initial and Sign

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: E504D189-9492-4E32-A6AC-81771FC96102

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inspiring mobility

Letter of Nomination –

NOT IMPLEMENTED: support for w:instrText -

E10020 - BMW-LK-B47TUE2-AQY-EEUR E10020 - BMW-LK-B47TUE2-AQY-EEUR –

NOT IMPLEMENTED: support for w:instrText -

Test11_SP_BG_Region_Commodity_Package_MM_YYYY Letter Of
Nomination Test12_SP_BG_Region_Commodity_Package_MM_YYYY

This Letter of Nomination ("LON") is issued on

NOT IMPLEMENTED: support for w:instrText -


17/02/2021 17/02/2021 (the "Effective Date"),

Click on Finish


1. At the Final Step , Supplier will click on finish button to complete the signing process of LON.
2. Once finished the process both the parties as Supplier and Faurecia will receive the signed LON PDF in Email

Contract Signing by Supplier – Final LON PDF in Email

Completed: CW23440 - Final LON PDF.pdf


 DocuSign EU System <dse@eumail.docusign.net>
To: PAWAR Vaibhav

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)
[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

 Final LON PDF.pdf
369 KB

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Mon 2/22/2021 3:34 PM

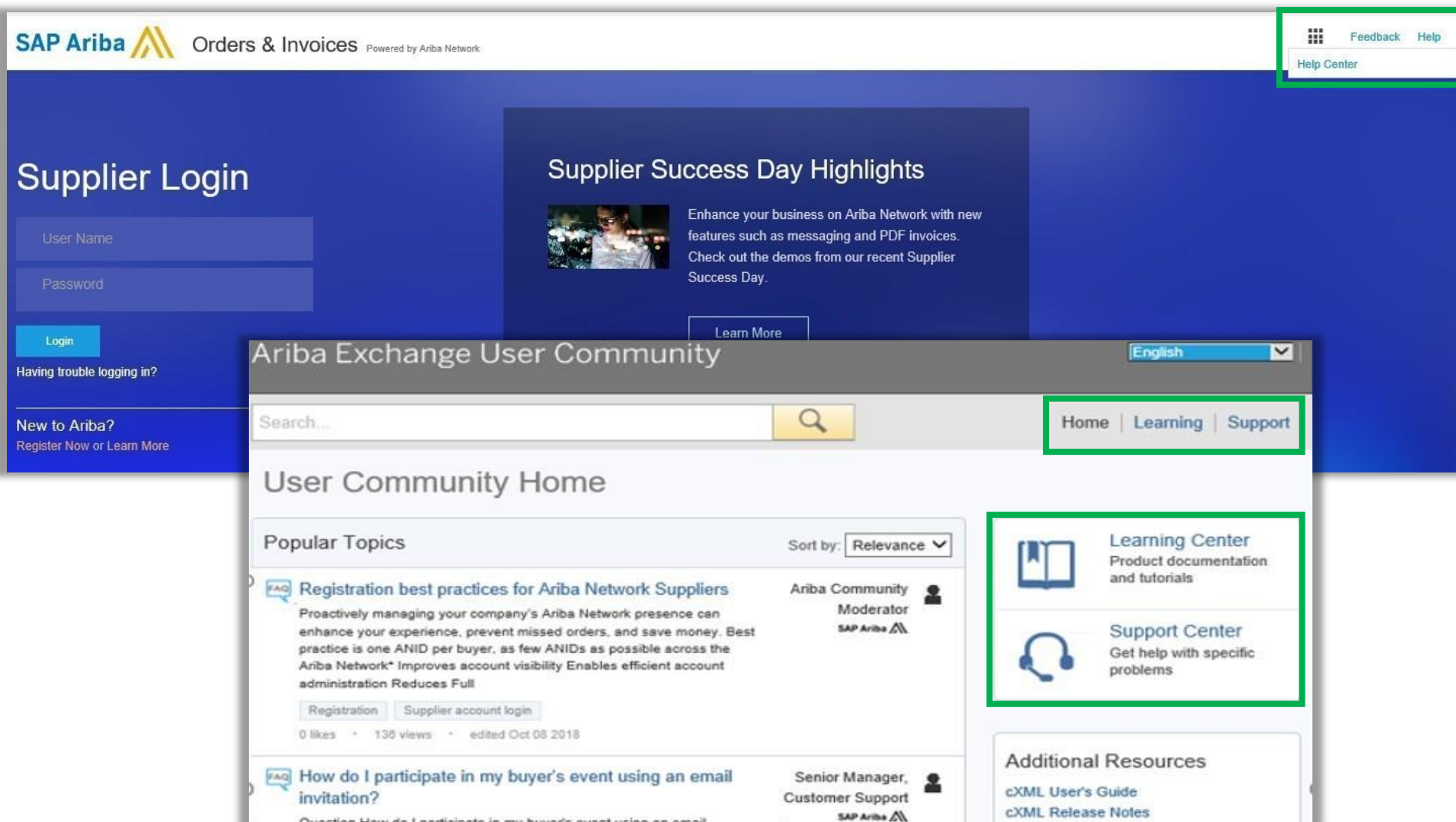


Your document has been completed.

[VIEW COMPLETED DOCUMENT](#)

All signers completed CW23440 - Final LON PDF.pdf

1. Completion email from DocuSign with attached LON PDF signed by supplier



Ariba support Access (2/3)

Ariba Exchange User Community

English

Search... Search with key words

Home | Learning | Support

User Community Home

Popular Topics

Sort by: Relevance

Registration best practices for Ariba Network Suppliers

Proactively managing your company's Ariba Network presence can enhance your experience, prevent missed orders, and save money. Best practice is one ANID per buyer, as few ANIDs as possible across the Ariba Network* Improves account visibility Enables efficient account administration Reduces Full

Registration Supplier account login

0 likes · 74 views · edited Oct 08 2018

Ariba Community Moderator SAP Ariba

How do I participate in my buyer's event using an email invitation?

Question How do I participate in my buyer's event using an email invitation? Answer Use the Click here link in the email notification to access the sourcing event. While buyers might customize the email content you receive, all email invitations contain a link to access the event. Depending on...

Registration Supplier account login Light accounts

9 likes · 8314 views · edited Sep 06 2018

Senior Manager, Customer Support SAP Ariba

Can my company have multiple accounts?

Question Can my company have multiple accounts? Answer Your company can have multiple Ariba accounts, depending on your business needs. For example, if your company has several locations around the world, you might want a separate account for each region. Most companies choose to have one account

Registration Supplier account login Currency

3 likes · 7240 views · edited Feb 21 2018

Senior Manager, Customer Support SAP Ariba

Supplier Basics (4:33)

Learning Center > Tutorials

Includes Video

Registration Supplier account login Company account settings Create sourcing event

Videos: managing your supplier account Upgraded light account email

1 like · 2777 views · edited Aug 02 2017

SAP Ariba

How do I register a new account?

Question How do I register a new account? Answer Your company may register an account on the SAP Ariba Network by visiting our website http://supplier.ariba.com and clicking the 'Register Now' link. Once you

Senior Community Consultant SAP Ariba

Learning Center

Product documentation and tutorials

Support Center

Get help with specific problems

Additional Resources

cXML User's Guide cXML Release Notes

Popular Tags

Spotlight Light accounts

Invoice rejection messages Registration

Search invoices

Contact account administrator

Browser configuration Account navigation

Supply chain Invoice status

View home dashboard

Search purchase orders

Customer relationships

Supplier account login Invoice history



Support Center

I need help with forgot my password Update

Log in with help from the Ariba Supplier mobile app

Where is my password reset email?

Ariba Supplier Mobile App- One-time Password (Replay) 3 mins

Why did the link in the password reset email expire?

Error: "The username and password pair you entered was not found"

Contact SAP Ariba Customer Support

Your responses to these questions will help us provide you an answer or direct you to the appropriate support channels.

Did you receive the error "The username and password pair you entered was not found."?

Yes No

Did you receive the error "Your account is locked? Try again later..."?

Yes No

Do you need to access your company's Ariba Network account?

Yes No

Can't find what you are looking for? Let us help you.

Choose your communication preference:

Get help by email

Get help by phone Estimated wait in minutes: 4

Attend a live webinar

Try searching for whatever you need help with by using the I need help with search box. If you need further support after conducting a search, the above mentioned support options will become available.

Ariba support Access (3/3)

- > Questions regarding RFP event in Ariba
- > Direct messenger in Ariba tool

: ariba.support_supplier@faurecia.com



Ariba S2C: Supplier FAQs

> Why do suppliers need to register?

→ In order to participate in Ariba Sourcing events (e.g. to respond to RFPs and for submitting proposals its necessary for supplies to register on the Ariba Network

> I already have an ANID (Ariba Network ID), do I need a second one for the Supplier Registration?

→ If you already have an ANID that you use for Ariba, then you do not need a second ID, simply log in with your username and password on Ariba Network

> How will we get notifications about new RFQ or status updates?

→ Email notifications will be sent to the supplier contact person. The primary contact person will receive all status updates, notifications. Suppliers are able to maintain their primary contact person and other designated user's roles via SAP ARIBA network

> What if Invite is send to the wrong contact from supplier organization?

→ You should not forward the invitation but rather get in touch with the Faurecia Contact mentioned on the invitation and ask for sending the invitation to correct user within your organization.



Ariba S2C: Supplier FAQs

- > **I tried to sign up but after completing the form I get the following error: There has been an issue updating the Sourcing document?**
 - Please login via supplier.ariba.com with your user name and password and then you should be able to access the questionnaire

- > **What would be the impact on running business/process (e.g. Payment/billing, bidding etc.), during suppliers profile update, migration and go live?**
 - Existing contract(s) will not be impacted

- > **In CBD template under which tab as a supplier pricing information needs to be filled in?**
 - Suppliers will have to provide the pricing in different tabs according to list of parts for which price needs to be Provided and then in "Pricing" Tab there is mapping for all the data entered within the sheet



Ariba S2C: Supplier FAQs



> Can the supplier will be able to change their quote price submitted for the RFP event ?

→ Yes , Supplier can change the quote price as many times till the time event is Open and once event is stopped by Buyer then afterwards suppliers will not be able to change their pricing further

> What all document supplier will have to fulfill in the RFP along with the pricing details ?

→ NDA , Cover Letter , Capacity Commitments , Technical Spécifications , Feasibility Commitments ,Quality Commitments , SOW , LPDS Etc.

> Do supplier Need the DocuSign account for signing LON document ?

→ Yes , Once the supplier contact receive the email from DocuSign(After submitted by PSP) for signing purpose , Only for the first time use suppliers needs to create their DocuSign account by adding some basic details and then can sign the document and submit the Task

> How to upload the NDA Inside Ariba and agree on the terms and conditions?

→ After clicking the link provided in the email coming from Ariba network for invitaton for the RFP event

Suppliers Will be automatically redirected to the page where they can Download→Review→Sign→Scan→Upload back in the Ariba Network. Once uploaded then suppliers needs to agree on the terms of Agreement for completion of task



