

Ariba Network
Invoice Portal for Direct Suppliers

SAP Ariba  Orders & Invoices

December 2020



Smarter Procurement Together

Dear Supplier,

Faurecia is developing a new Invoice status Portal within its core Ariba Procure to Pay solution. In order to check your invoices with corresponding booking and payment status, Faurecia invites you to follow the link and instructions available in this email.

You will be requested to either create an account on the Ariba platform or log-in with your already existing Ariba supplier's account.

We are pleased to inform that access to Ariba Enterprise account is FREE for our Direct supplier's invoicing in a digital format.

We hope and expect this portal will provide you clear statement over your invoices processing and better serve our digital collaboration efforts in the near future.

IMPORTANT INFORMATION:

If you do not want to receive invoices status email alerts, please follow the WI available in Faurecia website:

<https://www.faurecia.com/en/fournisseurs/ariba-support>

- Indirect purchasing:
 - A.N. Faurecia Work Instruction:

<https://www.faurecia.com/sites/groupe/files/paradocfournisseurs/Faurecia%20A.N.%20WI%20-%20How%20to%20Turn%20Off%20Notification%20Emails%20in%20A.N.pdf>

A.N. account management is a supplier Key Account Manager responsibility.

Faurecia does not have access to supplier's accounts.

Main principles:

- All Production suppliers sending their invoices to Faurecia via Ariba Network or by EDI or SBI will receive their invoices payment status:

- **Case 1:** Invoices Integrated via Ariba Network: You will be able to follow your invoice from the first moment it's sent to Faurecia, until it's booked and then available for payment:

- All invoice processing steps will be documented and shared under your Ariba account "table of invoices in the supplier's Outbox" section

- **Case 2:** Invoices booked out of Ariba Network via EDI or SBI process:

Invoices received via EDI or processed by Faurecia via SBI will appear as soon as booked under your Ariba account “table of invoices in the supplier’s Outbox” section:

- When booked, the EDI or SBI invoice will appear in the following status:

1. Sent: Invoice was booked but process is not closed due to Internal validation, Price or Quantity Discrepancies;
2. Approved: The invoice was booked and approved for payment;
3. Paid: The invoice is paid or is in the process of issuing payment;
4. Rejected: Faurecia has rejected the Invoice.

Notes:

- When invoices are not booked via Ariba Network, the invoice portal can only provide invoices status once booked in accounting

When your EDI invoice is not booked, please check following potential causes on your side in the here below order:

- Corresponding goods are still in transit
- Purchase order or Delivery Note reference printed on your invoice does not correspond to the information provided on your delivery document.
- Goods reception was done using inadequate references:
 1. We remind that Faurecia Suppliers Logistics Manual requires 1 manifest number to be executed under a unique PO reference.
 2. In case you suspect wrong delivery note administration, please contact your Faurecia Logistics contact point in order to implement correct rules.

- All invoices processing steps are shared in Ariba Network: To proceed please select your invoice and check details.
- You will receive automatic email notifications related your invoices: Do not reply to this automatic mailbox.

We strongly advise you to check with your Sales /E- Commerce teams if you have already an Ariba Account to avoid creating multiple ones.

[Learn more about E-invoicing process and A.N. Inv.](#)

- **[Portal with Faurecia](#)**

Let’s make procurement smarter together!

Best regards,

Faurecia Supplier Enablement team
ariba.supplier.invportal@faurecia.com

Please consult Faurecia Website:
<https://www.faurecia.com/en/fournisseurs/ariba-support>

