

How to respond to a Request for quotation (RFQ) or a Request for information (RFI) in Ariba

July 2020



A solid red vertical bar is on the left side of the slide. A solid dark blue horizontal bar spans the width of the slide, starting from the right edge of the red bar.

Respond to a Request for quotation (RFQ) in Ariba

Be informed on new Resquest for quotation: by e-mail (1/2)

■ By e-mail

From: [REDACTED]
Sent: Friday, December 06, 2019 4:12 PM
To: [REDACTED]
Subject: FAURECIA SERVICES GROUPE - TEST has invited you to participate in an event: [REDACTED]

FAURECIA SERVICES GROUPE - TEST

Welcome, RENARD DOMINIQUE.

FAURECIA SERVICES GROUPE - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFQ1594-[REDACTED]. The event starts on Friday, December 6, 2019 at 7:11 AM, Pacific Standard Time and ends on Friday, December 13, 2019 at 2:59 PM, Pacific Standard Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact RODRIGUES Bruno via telephone at [REDACTED] or via e-mail at bruno.rodriques@faurecia.com.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

FAURECIA SERVICES GROUPE - TEST

From: name of Faurecia requester
To: name of supplier contact
Subject: RFQ xxx – title of the request
Information of the deadline to answer

1

Click on the Ariba Sourcing link, then see next page

Be informed on new Resquest for quotation: by Ariba Sourcing connexion (2/2)

■ Ariba Sourcing connection:

The screenshot shows the Ariba Sourcing login page. At the top, it says 'Welcome, [redacted]'. Below this is a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' The main content area has the heading 'Sign up as a supplier with FAURECIA on SAP Ariba.' followed by the text 'FAURECIA uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by FAURECIA.' There are two buttons: 'Sign up' and 'Log in'. A red circle with the number '2' is placed over the 'Sign up' button, and a red box with the text 'If you don't have an account, click on 'Sign up'' points to it. Another red circle with the number '2' is placed over the 'Log in' button, and a red box with the text 'If you already have an account please click on 'Log in' and enter your account information' points to it. Below the buttons is the text 'Already have an account?' and 'or'. The 'About Ariba Network' section follows, with a paragraph and a list of benefits. At the bottom, it says 'Moving to the Ariba Network allows you to log into a single location to manage:' followed by another list of features. An inset window titled 'Enter Your Account Information' is shown at the bottom right, with fields for 'Username' (test-petra@domain.com) and 'Password' (*****), and 'Forgot Username' and 'Forgot Password' links. A red line connects the 'Log in' button area to this inset window.

Welcome, [redacted]

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **FAURECIA** on SAP Ariba.

FAURECIA uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by FAURECIA.

2 Sign up

If you don't have an account, click on 'Sign up'

or

2 Log in

If you already have an account please click on 'Log in' and enter your account information

Already have an account?

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Enter Your Account Information

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: test-petra@domain.com

Password: *****

[Forgot Username](#)

[Forgot Password](#)

[Continue](#) [Cancel](#)

If at that step you meet any difficulties please contact Ariba Support Page ([here](#))

Be informed on new Resquest for quotation: by Ariba Sourcing connexion (2/2)

- Connect to Ariba Sourcing portal: <https://service.ariba.com/Sourcing.aw/>

There are no matched postings.

Welcome to the Faurecia Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Events

| Title |
|--|
| ► Status: Completed (12) |
| ▼ Status: Open (2) |
| Milestone coordination & documentation |
| RFQ1594-test |
| ► Status: Pending Selection (29) |
| ▼ Status: Preview (1) |
| RFQ1595-test |

Risk Assessments

| Title | ID | End Time ↓ | Event Type |
|----------|----|------------|------------|
| No items | | | |

Registration Questionnaires

| Title | ID | End Time ↓ | Status |
|--------------------|----|------------|--------|
| ► Status: Open (1) | | | |

Qualification Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|----------|----|------------|-----------|---------|--------|
| No items | | | | | |

Questionnaires

| Title | ID | End Time ↓ | Commodity | Regions | Status |
|-------|----|------------|-----------|---------|--------|
|-------|----|------------|-----------|---------|--------|

Request for Quotation is called 'Event'

Sorted by status:

- **Open:** RFQ to consult, and complete
- **Preview:** future RFQ near to be open
- **Pending selection:** RFQ replied but waiting for award by Faurecia
- **Completed:** closed RFQ (respond and award of offer done)

Respond to a Resquest for quotation: confirmation of participation

- By reviewing all content of RFQ, confirm your participation

The remaining period to respond visible on top

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard

Desktop File Sync

Event Details

Doc330784852 - RFQ1594-test

4

Event Messages

Download Tutorials

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

You must decide whether or not you intend to participate

Download Content

Intend to Participate

Decline to Participate

Print Event Information

All Content

| Name ↑ | Price | Quantity | Extended Price | Total Cost |
|--|-------|----------|----------------|------------|
| 1.2 Comments | | | | |
| 1.3 If required, attach a supporting file to your response | | | | |

Time remaining
7 days 06:51:13

Give your decision to “Intend to participate” or “Decline to participate”

All content area is provided:
“Ship To” address
Description of the request
Attachments

6

faurecia

Respond to a Resquest for quotation: select the 'Lot' to be respond

■ Select the 'Lot' and confirm:

[< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard](#)

Desktop File Sync

Select LotsDoc330784852 - RFQ1594-test

Cancel

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots

Select Using Excel

Lots Available for Bidding

☒

Name

☒

2.1 RFQ Industrial Supplies (MRO Generalist)

RFQ Industrial Supplies (MRO Generalist): No description provided

5

Ship To : 8 rue Emile Zola
60114 MERU 60
France

→

Confirm Selected Lots

RFQ (Quick quote) is containing only one 'Lot'
(Strategic sourcing (Sourcing Project) could contain more than one Lot)

Respond to a Resquest for quotation: submit response (1/2)

■ Complete the RFQ and submit:

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard

Desktop File Sync

Console

Doc330784852 - RFQ1594-test

Time remaining
7 days 06:21:02

Event Messages
Response History
Response Team

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

All Content

6

Fill information
RFQ (Quick quote) is described only by one item with one global price
Details must be provided in other fields such as "Comment" and "Attach a file" feature

| Name ↑ | Price | Quantity | Extended Price | Total Cost |
|---|----------------------|----------|----------------|------------|
| ▼ 2 Items | | | | |
| 2.1 RFQ Industrial Supplies (MRO Generalist) ▼ | Less... - * 5000 EUR | 1 each | | |
| RFQ Industrial Supplies (MRO Generalist): No description provided | | | | |
| Line Number: 1 | | | | |
| Supplier Part Id: <input type="text"/> | | | | |
| Supplier Part Auxiliary Id: <input type="text"/> | | | | |
| Manufacturer Part Id: <input type="text"/> | | | | |

(*) indicates a required field

7

Submit Entire Response

Update Totals

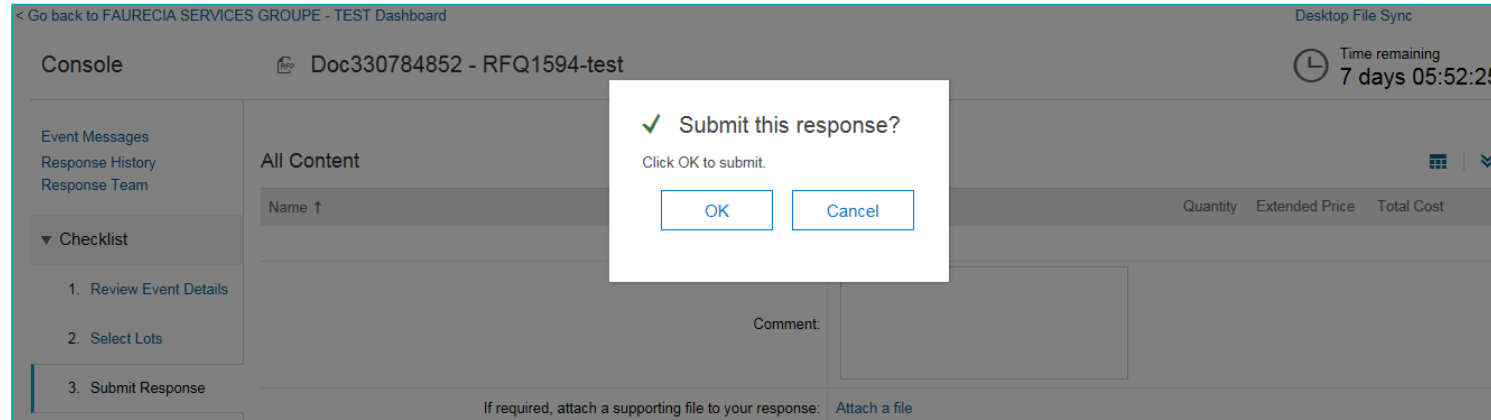
Save draft

Excel Import

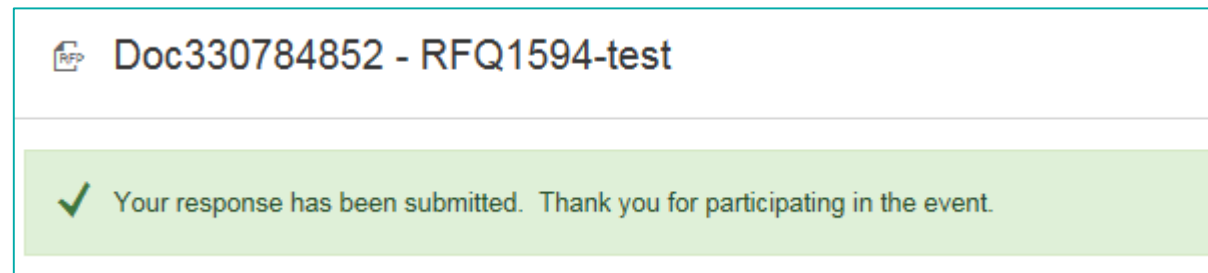
Once all items are filled, click on 'Submit entire response'

Respond to a Resquest for quotation: submit response (2/2)

■ Confirmation of the submit:



■ If you click on “OK”, this message is appearing and click on “Done”:



Resquest for quotation lifecycle

- During remaining bid period, RFQ is in status “open” and can be revised
- Remaining bid period can be stopped by Faurecia to allow the award phase. Then RFQ status is “Pending selection”
- RFQ in status “Pending selection” can be revised by the supplier. In certain circumstance, Faurecia is able to re-open the event giving possibility to do revision.

For any **technical support** please contact **Ariba Support**

For any **question on content of request** please contact the **requester**

As last option of support, we are listing a Faurecia Support per region

**Respond to a request for
information (RFI) in Ariba**

Be informed on new Request for information: by e-mail (1/2)

■ By e-mail

From: [REDACTED]
Sent: Friday, December 06, 2019 4:12 PM
To: [REDACTED]
Subject: FAURECIA SERVICES GROUPE - TEST has invited you to participate in an event: [REDACTED]

FAURECIA SERVICES GROUPE - TEST

Welcome, RENARD DOMINIQUE.

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[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact RODRIGUES Bruno via telephone at [REDACTED] or via e-mail at bruno.rodriques@faurecia.com.

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

FAURECIA SERVICES GROUPE - TEST

From: name of Faurecia requester
To: name of supplier contact
Subject: RFI xxx – title of the request
Information of the deadline to answer

1

Click on the Ariba Sourcing link, then see next page

Be informed on new Resquest for information: by e-mail (1/2)

■ Confirm that your company have an A.N. account:

Welcome, [REDACTED]

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **FAURECIA** on SAP Ariba.

FAURECIA uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by FAURECIA.

Already have an account? [Log in](#)

[Sign up](#)

2

If **NO**,

- If you are the A.N manager in your company and manage all the PO, catalogs, RFQ/RFI, click on 'sign up'
- If you are not the A.N manager, request to your A.N. account manager to generate an account to you. Need if you will be responsible to answered to the RFI

or

2

If **YES**, click on log in and proceed with the account creation following the system steps

If at that step you meet any difficulties please contact Ariba Support Page ([here](#))

SAP Ariba Proposals and Questionnaire

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by FAURECIA - TEST.

[SAP Ariba Privacy Statement](#)

Name: *

Email: *

☐ Use my email as my username

Username: *

Must be in email format(e.g.john@newco.com) ⓘ

Password: *

Repeat Password

Language:

ⓘ Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☐ I have read and agree to the Terms of Use

☐ I have read and agree to the SAP Ariba Privacy Statement

Be informed on new Request for information: via Ariba Sourcing (2/2)

- Connect to Ariba Sourcing portal: <https://service.ariba.com/Sourcing.aw/>

The screenshot shows the Ariba Sourcing portal interface. At the top, there is a header bar with the SAP logo, a dropdown menu for 'Ariba Proposals and Questionnaire', and a 'Standard Account' button. Below the header, the main content area is divided into several sections. On the left, there is a sidebar with a search bar and a list of categories. The main content area has a welcome message and a table of events. A red box with the number 3 points to the 'Ariba Proposals and Questionnaire' dropdown. A red box with the number 4 points to the 'Events' table. A blue box on the left contains text about Appendix 1. A red box at the bottom right contains a list of RFI event statuses.

3 Click on "Ariba Proposals and Questionnaire"

4

In case anything appears in that page, please refer to Appendix 1

Observe the RFI event status

- **Open:** RFI to consult, and complete
- **Preview:** future RFI near to be Open
- **Pending selection:** RFI replied but waiting for award by Faurecia
- **Completed:** closed RFI (respond and award of offer done)

| Title | ID | End Time | Event Type |
|--|--------------|---------------------|------------|
| Status: Completed (12) | | | |
| Status: Open (2) | | | |
| Milestone coordination & documentation | Doc212889767 | 2/28/2021 2:15 PM | RFI |
| RFI1594-test | Doc330784852 | 12/13/2019 11:59 PM | RFP |
| Status: Pending Selection (29) | | | |
| Status: Preview (1) | | | |

| Title | ID | End Time | Commodity | Regions | Status |
|----------|----|----------|-----------|---------|--------|
| No items | | | | | |

| Title | ID | End Time | Commodity | Regions | Status |
|-------|----|----------|-----------|---------|--------|
|-------|----|----------|-----------|---------|--------|

Respond to a Resquest for information: confirmation of participation

■ Reviewing all content of RFI

5

Observe the actions to be done or the remaining time for participation
Download content digitally or print event information if you prefer a paper version

Download Content Print Event Information

6

Start reviewing content step by step and fill needed information

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard

Event Details

Doc330784852 - RFI - 1594

Pending Selection

Event Messages

Download Tutorials

Response Team

▼ Checklist

- 1. Review Event Details
- 2. Select Lots
- 3. Submit Response

You must decide whether or not you intend to participate in this event

All Content

| Name 1 | Price | Quantity | Extended Price | Total Cost |
|--|-------|----------|----------------|------------|
| 1.2 Comments | | | | |
| 1.3 If required, attach a supporting file to your response | | | | |

Respond to a Resquest for information: confirmation of participation

- By reviewing all content of RFI, confirm your participation

The remaining period to respond visible on top

Go back to FAURECIA SERVICES GROUPE - TEST Dashboard

Desktop

Doc330784852 - RFI 1594

6

Time remaining
7 days 06:51:13

Event Messages
Download Tutorials
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

You must decide whether or not you intend to participate

Download Content

Intend to Participate

Decline to Participate

Print Event Information

All Content

| Name ↑ | Price | Quantity | Extended Price | Total Cost |
|--|-------|----------|----------------|------------|
| 1.2 Comments | | | | |
| 1.3 If required, attach a supporting file to your response | | | | |

All content area is provided :
"Ship To" address
Description of the request
Attachments

Respond to a Resquest for information: select the 'Lot' to be respond

■ Select the 'Lot' and confirm:

[< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard](#)

Desktop File Sync

Select LotsDoc330784852 - RFQ1594-test

Cancel

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots

Select Using Excel

Lots Available for Bidding

7

☒

Name

8

☒

2.1 RFQ Industrial Supplies (MRO Generalist)

RFQ Industrial Supplies (MRO Generalist): No description provided

Ship To : 8 rue Emile Zola
60114 MERU 60
France

Confirm Selected Lots

Select the RFI 'Lot' and confirm your selection

17

faurecia

Respond to a Resquest for information: submit response (1/2)

■ Complete the RFI and submit:

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard

Desktop File Sync

Console

Doc330784852 - RFQ1594-test

Time remaining
7 days 06:21:02

Event Messages
Response History
Response Team

9

Fill information
RFI is described only by one item with one global price
Details must be provided in other fields such as "Comment" and "Attach a file" feature

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

All Content

| Name ↑ | Price | Quantity | Extended Price | Total Cost |
|---|----------------------|----------|----------------|------------|
| ▼ 2 Items | | | | |
| 2.1 RFQ Industrial Supplies (MRO Generalist) ▼ | Less... - * 5000 EUR | 1 each | | |
| RFQ Industrial Supplies (MRO Generalist): No description provided | | | | |
| Line Number: 1 | | | | |
| Supplier Part Id: <input type="text"/> | | | | |
| Supplier Part Auxiliary Id: <input type="text"/> | | | | |
| Manufacturer Part Id: <input type="text"/> | | | | |

(*) indicates a required field

10

Submit Entire Response

Update Totals

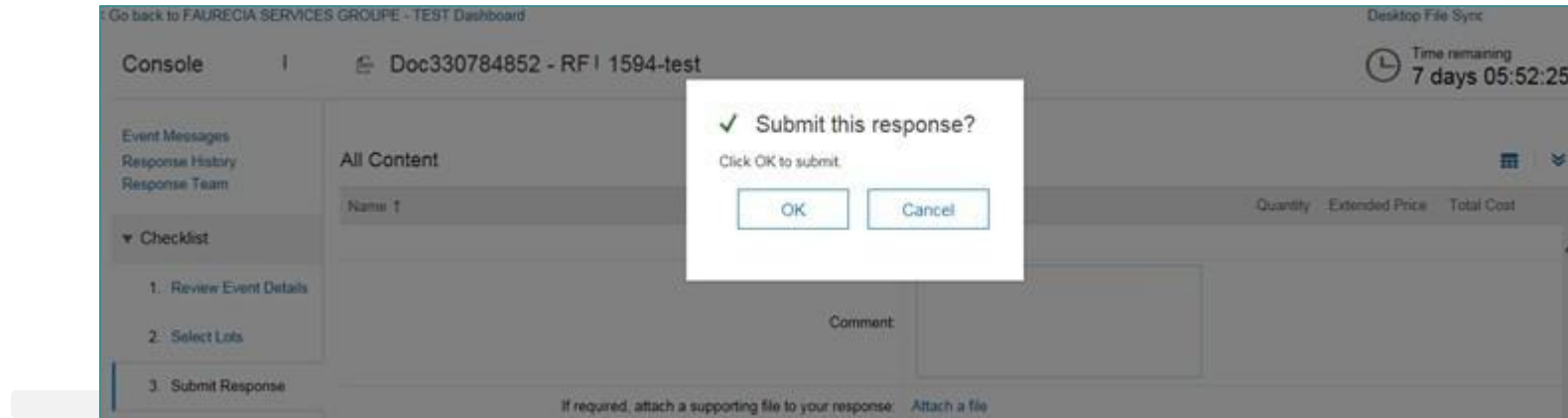
Save draft

Excel Import

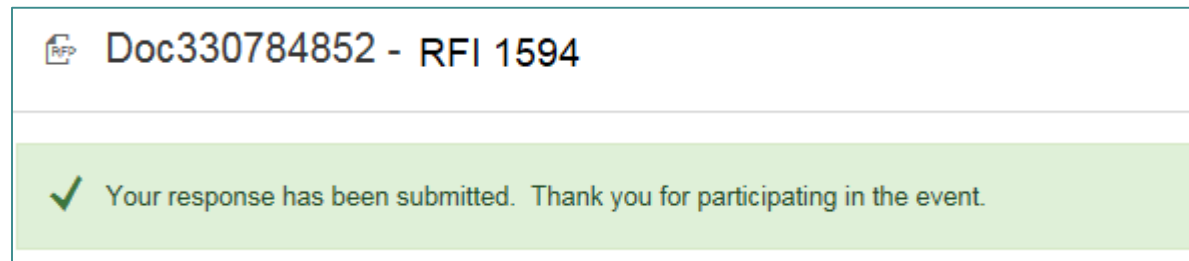
Once all items are filled, click on 'Submit entire response'

Respond to a Request for quotation: submit response (2/2)

■ Confirmation of the submit:



■ If you click on “OK”, this message is appearing and click on “Done”:



Resquest for quotation lifecycle

- During remaining bid period, RFQ is in status “open” and can be revised
- Remaining bid period can be stopped by Faurecia. Then RFI status is “Pending selection”
- RFI in status “Pending selection” can be revised by the supplier. In certain circumstance, Faurecia is able to re-open the event giving possibility to do revision.

For any **technical support** please contact **Ariba Support**

For any **question on content of request** please contact the **requester**

As last option of support, we are listing a Faurecia Support per region

Appendix 1

In Ariba Proposals and Questionnaire

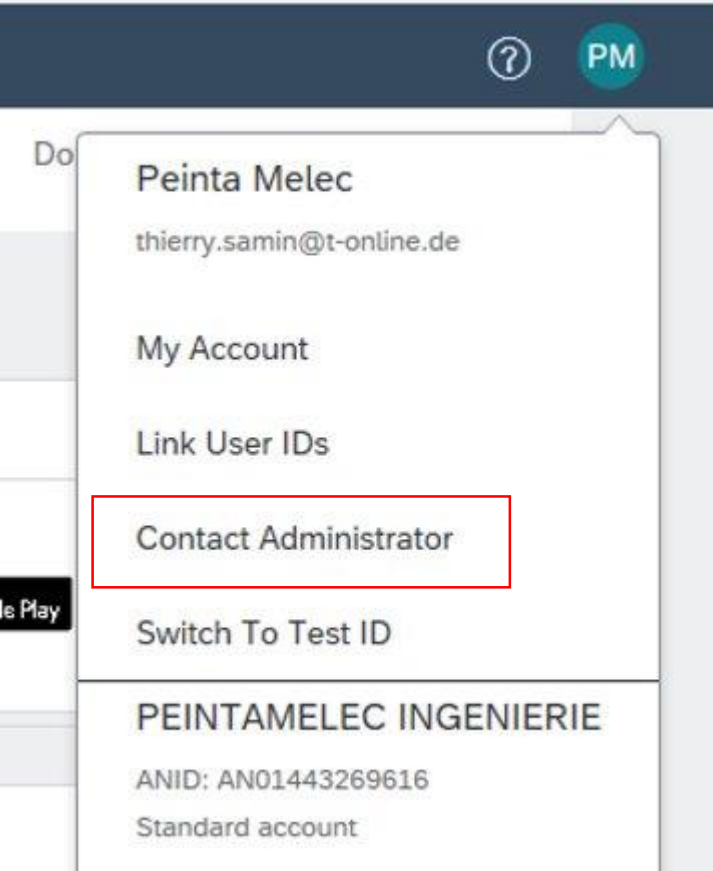
- Instead of Faurecia Bids, the page can show message such as below



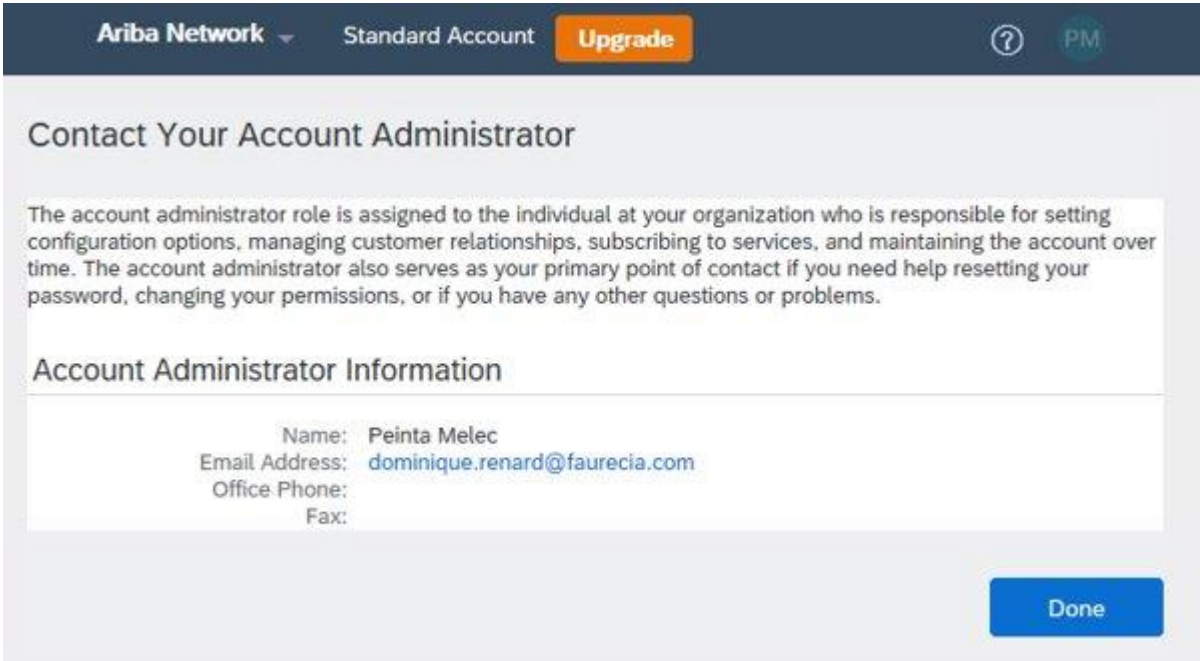
- The most often reason is that your user account doesn't have the expected role
- If it is not , please provide to Faurecia Contact your ANID visible on your Account Menu

Role required to bidder

- The required role can only be provided by the administrator, is identifying here by :

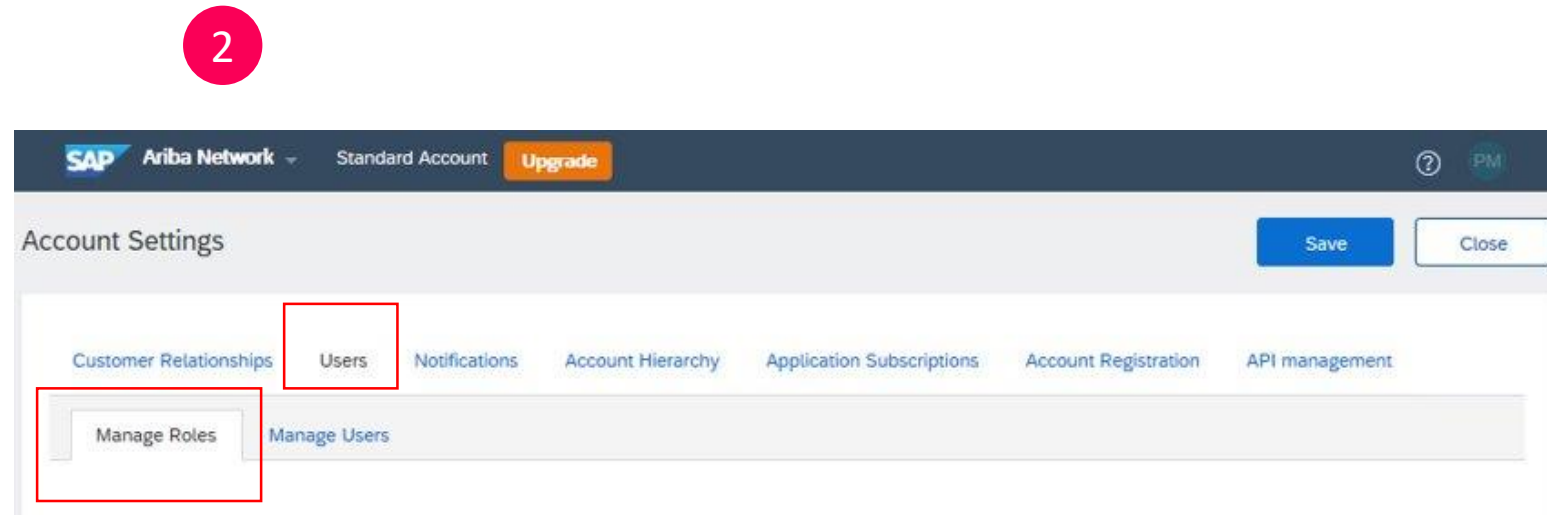
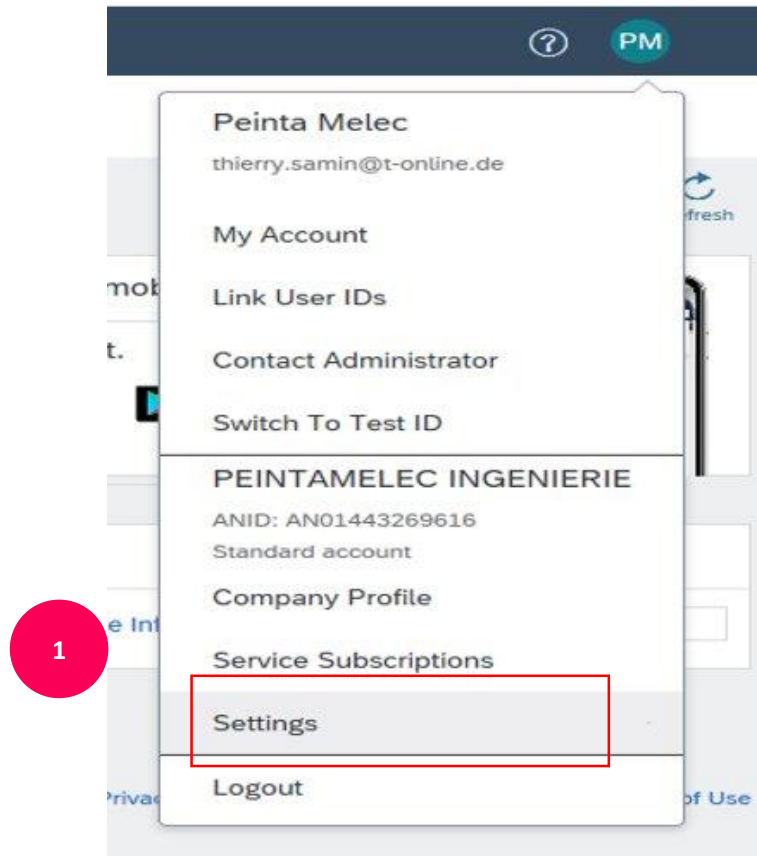


2



Managing role by Administrator

- Through settings, then users and finally manage roles:



Managing role by Administrator

- Select the Role Name to provide the missing permission:

SAP Ariba NetworkStandard AccountUpgrade

Account Settings

SaveClose

Customer RelationshipsUsersNotificationsAccount HierarchyApplication SubscriptionsAccount RegistrationAPI management

Manage RolesManage Users

Roles (2)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

ApplyReset

1

+

| Role Name | Users Assigned | Actions |
|---------------|----------------------|---------|
| Administrator | Peinta Melec | |
| Bidder Team | dominique RENARD, +4 | |

If there is no Role Name, please ensure that user is existing in your organization (via Manage Users)

Then click on "+" to create new Role Name

Managing role by Administrator

- Select the “Access Proposals and Contracts” visible on page 2 of the permission list :

SAP Ariba Network Standard Account Upgrade

Edit Role Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

* Indicates a required field

Selected Role Information

Name: * Bidder Team

Description:

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

☒ Show me all the available permissions

« Page 2 »

| Permission | Description |
|--|---|
| <input type="checkbox"/> Creation | Access to create quality notification documents |
| <input type="checkbox"/> Quality Review Access | Access to view quality review documents |
| <input type="checkbox"/> Quality Review Creation | Access to create quality review documents |
| <input type="checkbox"/> Receivables Upload | Select receivables for auction |
| <input checked="" type="checkbox"/> Access Proposals and Contracts | View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks |
| <input type="checkbox"/> Credit Card Number Access | Manage the display of credit card numbers on purchase orders |

Managing role by Administrator

- Check assigned users for that role and save:

Assigned Users (5)

You can add users to this role, remove users from this role or move users to another role

| <input type="checkbox"/> | Username ↑ | Email Address | First Name | Last Name | Roles Assigned |
|--------------------------|---------------------------------------|--------------------------------|------------|-----------|----------------|
| <input type="checkbox"/> | bruno.rodrigues_RFP_Test@faurecia.com | bruno.rodrigues@faurecia.com | Bruno | Rodrigues | Bidder Team |
| <input type="checkbox"/> | ccpeintaprod@domain.com | claudio.chassard@faurecia.com | Claudio | CHASSARD | Bidder Team |
| <input type="checkbox"/> | diogo_PEINTA@domain.com | diogo.max.pereira@faurecia.com | Diogo | PEREIRA | Bidder Team |
| <input type="checkbox"/> | gabriela_PEINTA@domain.com | gabriela.pais@faurecia.com | Gabriela | PAIS | Bidder Team |
| <input type="checkbox"/> | peintamelecPROD@domain.com | dominique.renard@faurecia.com | dominique | RENARD | Bidder Team |

↳

Remove

Move to another role

Save

Close

Faurecia to be informed in case of pending RFQ

- This action is only impacting new RFQ
- For pending cases please inform the contact so Faurecia can send again the documents

Ariba support access

Ariba support access (1/3)

The image shows a composite of two web pages. The top page is the SAP Ariba Supplier Login page, featuring a blue header with the SAP Ariba logo, 'Orders & Invoices', and 'Powered by Ariba Network'. It includes a 'Supplier Login' section with fields for 'User Name' and 'Password', a 'Login' button, and links for 'Having trouble logging in?' and 'New to Ariba? Register Now or Learn More'. A 'Supplier Success Day Highlights' section is also present. The bottom page is the 'Ariba Exchange User Community' home page, which has a search bar, navigation links for 'Home', 'Learning', and 'Support', and a 'Popular Topics' section. The 'Popular Topics' section lists two topics: 'Registration best practices for Ariba Network Suppliers' and 'How do I participate in my buyer's event using an email invitation?'. A sidebar on the right contains links to the 'Learning Center' and 'Support Center', and a section for 'Additional Resources'.

SAP Ariba Orders & Invoices Powered by Ariba Network

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Supplier Success Day Highlights

Enhance your business on Ariba Network with new features such as messaging and PDF invoices. Check out the demos from our recent Supplier Success Day.

Learn More

Ariba Exchange User Community English

Search...

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 · 138 views · edited Oct 08 2018

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

Ariba Community Moderator SAP Ariba

Senior Manager, Customer Support SAP Ariba

Learning Center
Product documentation and tutorials

Support Center
Get help with specific problems

Additional Resources
cXML User's Guide
cXML Release Notes

Ariba support access (2/3)

The screenshot displays the Ariba Exchange User Community interface. At the top, there is a search bar with the text "Search with key words" and a magnifying glass icon. Below the search bar, the "User Community Home" section is visible, featuring a "Popular Topics" box. To the right of the popular topics, there are links to the "Learning Center" and "Support Center". A blue arrow points from the "Support Center" link to a detailed view of the support center. In this view, the "I need help with" search box contains the text "forgot my password". Below this, there are several FAQ items, including "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?", and "Error: 'The username and password pair you entered was not found'". At the bottom of the support center view, there is a "Contact SAP Ariba Customer Support" section with a form to provide feedback on the support experience. A blue box at the bottom of the page contains the text: "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 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

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

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

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

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

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

FAQ Where is my password reset email?

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

FAQ Why did the link in the password reset email expire?

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

1 2

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.

3 Ariba Support Access (3/3)

■ Questions regarding Ariba usage :

Please click on one of the below links for any questions regarding registration, configuration or general Ariba Network questions :

- USA/Canada : <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429NAM&h=efiEiEb9GzUpOl83jqsNw#Enablement-Inquiry>
- Brazil : <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429BRZ&h=ZUMjmQJ1cv1AyRPHP4rNzA#Enablement-Inquiry>
- Latin America: <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429LAC&h=1a9ipmjaTdbYL4l4jaUcg#Enablement-Inquiry>
- EMEA: <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429EMA&h=aYJCJ5Mm2uFBJv1T7QaeZ9A#Enablement-Inquiry>
- SE Asia: <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429SEA&h=kRV62sa3KWxd5CoBSswQ#Enablement-Inquiry>

■ Questions regarding your relationship with Faurecia :

- EMEA
 - Enterprise account : supplier.enablement.emea@faurecia.com
 - Standard account : light.enablement.emea@faurecia.com
- North America
 - Enterprise accounts : full.enablement.nao@faurecia.com
 - Standard accounts : light.enablement.nao@faurecia.com
- China:
 - Enterprise accounts : supplier.enablement.asia@faurecia.com
 - Standard accounts : light.enablement.asia@faurecia.com

