

How to: Steps for Registering and interact with Ariba

September 2019



Summary

1

How to register

- Registration from a PO
- Registration from a Buyer Invitation
- Qualification questionnaire

2

How to use interactive email

- Send order confirmation
- Create shipment notice
- Create invoice

3

How to get support

- Invite to register may come by e-mail, PO, RFQ, etc
- Registration is free and highly recommended to work with Faurecia
- **NOTICE:** If you already have an Ariba Account, you don't have to register again; just connect into to register as a Faurecia Supplier in Ariba Network.

First Contact – The Supplier will receive an invitation from Faurecia Registration from a PO

Classification - **INTERNAL & PARTNERS**

From: Ariba Network <ordersender-prod@ansmtp.ariba.com>
Sent: 7 de junho de 2019 14:00
To: ANICETO Nuno <nuno.aniceto@faurecia.com>
Subject: FAURECIA SERVICES GROUPE - TEST sent a new Purchase Order 4501241043

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

SAP Ariba

FAURECIA SERVICES GROUPE - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer FAURECIA SERVICES GROUPE - TEST
dfsjklsdqjvnxcknmw erqpinjdfqe

[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

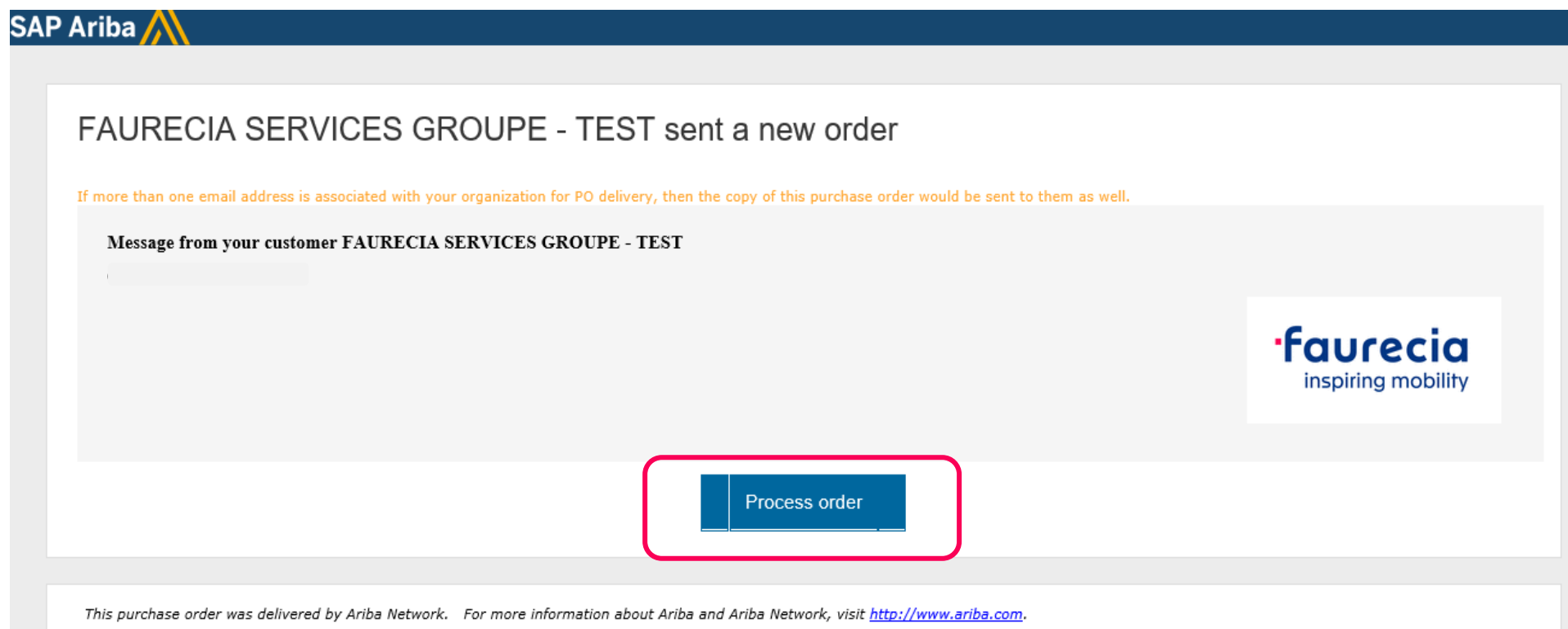
From:
Faurecia Autositze GmbH
Nordsehler Straße 38
31655 Stadthagen

To:
TESTNA
05-
TEST

1A

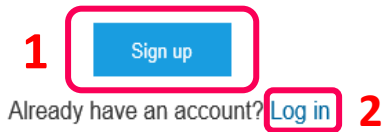
First Contact – The Supplier will receive an invitation from Faurecia (2) Registration from a PO

- In the PO e-mail you receive, click “Process order”
 - Registration only works by invitation from Faurecia



- It will direct you to the Ariba Network connection page
- Click the “Sign up” button if you don’t have an Ariba Account
- Click “Log in” if you already have one

Join **your customer** on Ariba Network!



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

1A

Registration - Step 2

- You will be directed to the registration page
- Fill in all the required fields with your information
- Agree with the “Terms of use” and “SAP Ariba Privacy Statement”
- Finalize by clicking “Register”

User account information

Name: * First Name Last Name
 Email: *
☒ Use my email as my username
 Username: *
 Password: * Enter Password
 Repeat Password
 Language: French
 Email orders to: * isa.silva@faurecia.Com

Tell us more about your business ►

Ariba will make your company profile, which includes the basic company information, available for new business opportunity Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba P

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm the repository residing within the Russian federation.

- 1
- ☐ I have read and agree to the [Terms of Use](#)
☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

2

Register

Cancel

Ariba Network standard account is Free

Already have an account?

[Login](#)

Strengthen relationships

Collaborate with your customer on the same secure network.

Connect faster

Exchange documents electronically and streamline communications.

Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

- You will be redirected to the PO
- Click “Done” when finished

1

Purchase Order: 4501143045

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)[Order Detail](#) [Order History](#)

From:
FAURECIA PSA-BAU-IS-ICM-RD
8 rue Emile Zola
60114 MERU
60
France

To:
TEST1503
123 rue des Lilas
75001 PARIS

France
Phone:
Fax:
Email: isa.silva@faurecia.com

Purchase Order
(New)
4501143045
Amount: 150,00 EUR
Version: 1

Payment Terms

NET 0
Z110: 30 days end of month, the 10th

Routing Status: Sent

Comments

Comment Type: Terms and Conditions
Body: Test Text 1255

Other Information

OperationalBuyerAddress: frederic.kosto@faurecia.com
OperationalBuyerName.ID: 1255
OperationalBuyerName: S56249
Faurecia VAT reg. Number: FR45071502397

Terms and Conditions

Die Bestellung erfolgt zu unseren allgemeinen FAURECIA Einkaufsbedingungen, die im Internet einzusehen sind (unter: http://www.faurecia.com/sites/groupe/files/paradoxfournisseurs/faurecia_gpc_en-germany_2018_0.pdf)
Entgegenstehendes Bedingungen widersprechen wir ausdrücklich.
Faurecia folgt einer Ethik Charta.

Code of Ethics: Diese Charta legt die Grundsätze unseres alltäglichen Handelns fest: sie gelten für den firmeninternen Umgang genauso wie für externe Geschäftsbeziehungen. Diese Charta findet sich auf der Gruppen Website unter folgendem Link: <http://www.faurecia.com/en/supplier>. Sind sie der Auffassung, dass ein Faurecia Mitarbeiter nicht gemäß unserer Ethik Charta handelt, zögern sie nicht uns zu kontaktieren.

Company Code: FR03
Purchasing Unit Name: 1255_BAU-FIS-ISE-RD-Meru PSA
Legal Terms and Conditions of Purchase: Test Leg Text 1255
Invoicing Terms and Conditions of Purchase: Test Inv Text 1255

[View less](#)**Ship All Items To**

FAURECIA PSA-BAU-IS-ICM-RD
8 rue Emile Zola
60114 MERU
60
France
Ship To Code: 1255
Email: Dummy@dummy.com

Bill To

FAURECIA PSA-BAU-IS-ICM-RD
8 rue Emile Zola
60114 MERU
60
France

Deliver To

TAVARES Maria
FAURECIA PSA-BAU-IS-ICM-RD

Line Items[Show Item Details](#)

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	Not Available		Material	1 (EA)	18 Mar 2019	150,00 EUR	150,00 EUR	Details

Done

- You will be directed to this configuration page
- Select one option
- Click “Continue to the Ariba Network” to finalize

Ariba Network

Test Mode

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.
You can change your business role at any time on the My Account page.

☐ Accounts Receivables

☐ Business Owner

☐ Customer Service

☐ E-Commerce

☐ Field Services

☐ Finance

☐ Information Technology

☐ Marketing

☐ Order Management

☐ Sales

☐ Service Administrator

☐ Shipping

☐ Treasury

☐ Other

Continue to the Ariba Network

- You will get an e-mail confirming the registration with your User Name and Ariba Network ID
- Click “Ariba.com” to sign in to your account

Welcome to Ariba Network Standard Account

Thank you for registering for an Ariba Network standard account. Here are some info to get you started

Your Account Information

Company name	TESTIS03
Administrator email	isa.silva@faurecia.com
Ariba Network ID	AN01438214503-T
Username	Testis03@toto.com

Signing in

To sign in to your account, go to [Ariba.com](https://ariba.com)

Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.)

Things you can do

When you sign in to Ariba Network, you can:

- Respond to emailed orders.
- View recent orders on the home page and resend them by email.
- Get access to features that your buyer supports, like order confirmations and ship notices.
- Check invoice status and create non-PO invoices, if your buyer supports them.
- Set up your company profile to attract potential customers.

Mobile

[Download the Ariba Supplier Mobile app](#) to your mobile device and manage customer orders and invoices on the go.

Upgrading

Upgrade anytime get full access to features. [Learn More](#).

1A

Registration - Step 6

- You will be directed to the main page of Ariba Network
- Go to “Company Settings”, fill in the required information and the registration is complete

Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field
! Correct the following errors before continuing.

Overview

Company Name: TESTIS03

Other names, if any:

Network ID: AN01438214503-T

Short Description: Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01438214503-T> | Customize URL

Privacy Statement: SAP Ariba Privacy Statement

Address

Address 1: 123 rue des Lilas

Address 2:

Postal Code: 75001

City: PARIS

State:

Country: France [FRA]

Additional Company Addresses

Address Name Address ID VAT ID Tax ID

Create

Company Settings

TESTIS03
ANID: AN01438214503-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Account Settings

Customer Users Notifications Application

Relationships Subscriptions

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

Update

Pending

Customer Relationship

Approve Reject

Current

Customer	Relationship Type
FAURECIA SERVICES GROUPE - TEST	Trading

Reject

Rejected

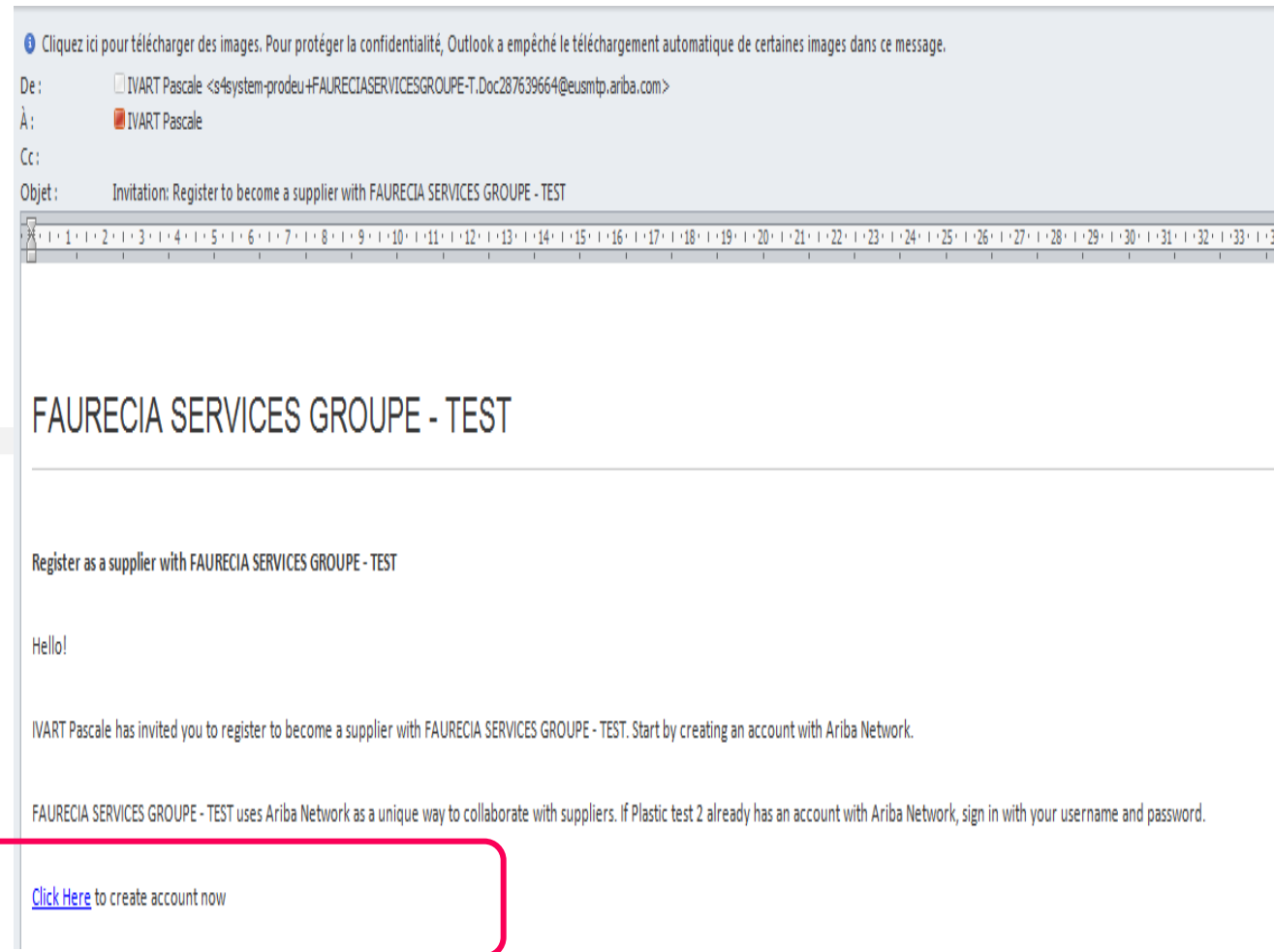
Customer Relationship Type

Registration Complete!



First Contact – The Supplier will receive an invitation from Faurecia Registration from a Buyer Invitation

- Click on the Link “Click here” to be directed to the Ariba Network connection page



- The language displayed will be the one of your supplier PC / location
- Click the “Sign up” button if you don't have an Ariba Account (1)
- Click “Log in” if you already have one (2)

You have a question ? Click here to check the guide.

Register as a Faurecia supplier on SAP Ariba.

Faurecia uses SAP ARIBA to manage its purchases.

Crate your supplier account in SAP ARIBA to manage your answers to Faurecia purchasing requests :

Register

1

You have already have an account ?

Log in

2

Registration - Step 2

Once clicked on “Register” button

- Once clicked on « register » , fill in all the required fields with your information

- *NB: All information with a * are mandatory*

- Mail and email Addresses

- Delivery location (world, country, etc)

- Contact name

- Language

- Password to access to Arina Network interface with Faurecia

- All the Product/Service categories to be supplied for faurecia

- Fiscal ID, DUNS

- Agree with the « terms of use » and SAP Ariba Privacy Statement



Registration form fields:

- Nom de la société : *
- Pays : *
- Adresse : *
- Ligne 2
- Code postal : *
- Ville : *
- État :



Agreement checkboxes:

- ☐ I have read and agree to the Terms of Use
- ☐ I have read and agree to the SAP Ariba Privacy Statement

- Once completed, click at the bottom of the page : « create an account & continue »

- You will be directed to an other form regarding General Information - Fill in all the required fields with your information
 - NB: You must specify address in local and latin language for deliveries

▼ 1 General Information

➡ 1.1 * Select your country

➡ 1.2
* Fiscal Name:
- 35 characters maximum

➡ 1.3 Fiscal Name (part 2): - to be used if your fiscal name is longer than 35 cha
- 35 characters maximum

➡ 1.4 * Company name in Latin characters:
- 35 characters

➡ 1.5 Company name in Latin characters (part 2):

■ Bank account information Form (1/3) : Fill in all the required fields with your information

[Intégralité du contenu](#) > 6 Banks - Please do not delete the banks - just deactivate them when necessary

Banks - Please do not delete the banks - just deactivate them when necessary (1)

Nom ↑

- 27 Characters

* What is the bank Currency?

* The bank is valid from:

* The bank is valid to:

* Upload your RIB File

* Banks usage / applicable
FaureciaCountries - Please do not
delete the banks - just deactivate them

[Ajouter](#) * Banks usage / applicable FaureciaCountries - Please do not delete the banks - just deactivate them (1)

■ Bank account information Form (2/3):

- Click on “Add Bank Usage / Faurecia countries” button (1)
- Then fill required information (2)
- Then click on “OK” button when completed (3)

OK

3

Si vous cliquez sur OK, ceci aura uniquement pour effet d'enregistrer les réponses de la section répétable. Pour soumettre vos réponses, cliquez sur OK, puis sur Soumettre l'intégralité de la réponse d principal.

Intégralité du contenu > 6 Banks - Please do not delete the banks - just deactivate them when necessary > 6.1.163 * Banks usage / applicable FaureciaCountries - Please do not delete the banks - just deactivate them

* Banks usage / applicable FaureciaCountries - Please do not delete the banks - just deactivate them (1)

Nom ↑	
▼ Bank Usage / Faurecia Countries #1	Supprimer
* Select Faurecia Country	* (FR) - France ▼
Would you like to deactivate this bank usage?	Non ▼
Insert the email to receive payment advice (ClercksInternet) :	
(*) indique un champ obligatoire	

Ajouter Bank Usage / Faurecia Countries

1

2

■ Bank account information Form (2/3):

- Click on “Add Bank Usage / Faurecia countries”button (1)
- Then fill required information (2)
- Then click on “OK” button when completed (3)

OK

3

Si vous cliquez sur OK, ceci aura uniquement pour effet d'enregistrer les réponses de la section répétable. Pour soumettre vos réponses, cliquez sur OK, puis sur Soumettre l'intégralité de la réponse d principal.

Intégralité du contenu > 6 Banks - Please do not delete the banks - just deactivate them when necessary > 6.1.163 * Banks usage / applicable FaureciaCountries - Please do not delete the banks - just deactivate them

* Banks usage / applicable FaureciaCountries - Please do not delete the banks - just deactivate them (1)

Nom ↑	
▼ Bank Usage / Faurecia Countries #1	Supprimer
* Select Faurecia Country	* (FR) - France ▼
Would you like to deactivate this bank usage?	Non ▼
Insert the email to receive payment advice (ClercksInternet) :	
(*) indique un champ obligatoire	

Ajouter Bank Usage / Faurecia Countries

1

2

- Bank account information Form (3/3):
 - Click on “OK” button when completed

OK

Si vous cliquez sur OK, ceci aura uniquement pour effet d'enregistrer les réponses de la section répétable. Pour soumettre vos réponses, cliquez sur OK, puis sur **Soumettre l'intégralité de la réponse** dans le menu principal.

[Intégralité du contenu](#) > 6 Banks - Please do not delete the banks - just deactivate them when necessary

Banks - Please do not delete the banks - just deactivate them when necessary (1)

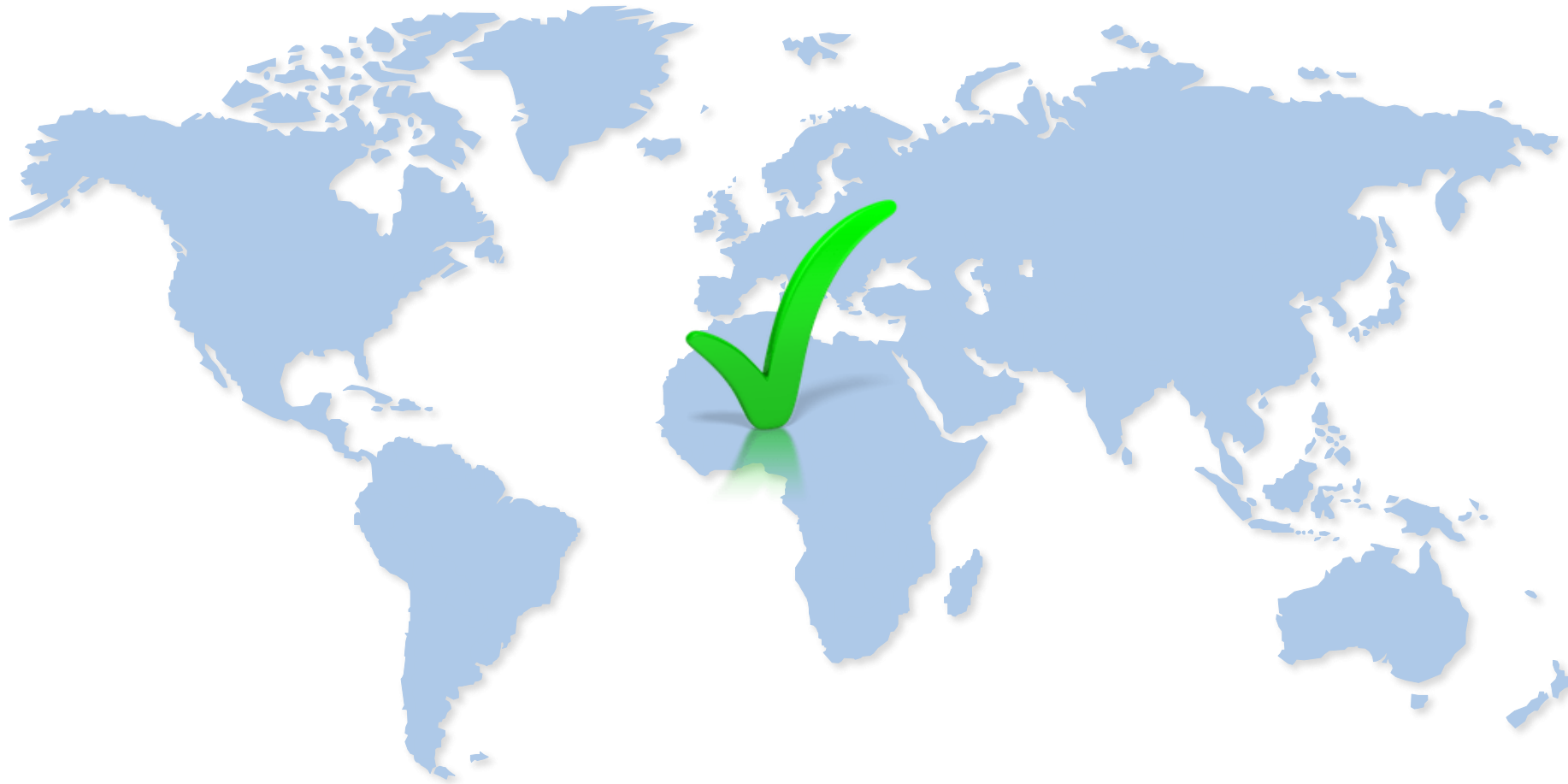
Nom ↑	
- 27 Characters	
* What is the bank Currency?	<input type="text" value="(EUR) - Euro"/>
* The bank is valid from:	<input type="text" value="mar. 10 sept. 2019"/>
* The bank is valid to:	<input type="text" value="dim. 27 sept. 2020"/>
* Upload your RIB File	<input type="text" value="IDEA2.png"/> Mettre à jour un fichier
* Banks usage / applicable FaureciaCountries - Please do not delete the banks - just deactivate them	
Ajouter * Banks usage / applicable FaureciaCountries - Please do not delete the banks - just deactivate them (1)	
(*) indique un champ obligatoire	

- Fill in all the required fields with your information
- Verify and click on « Submit » Button

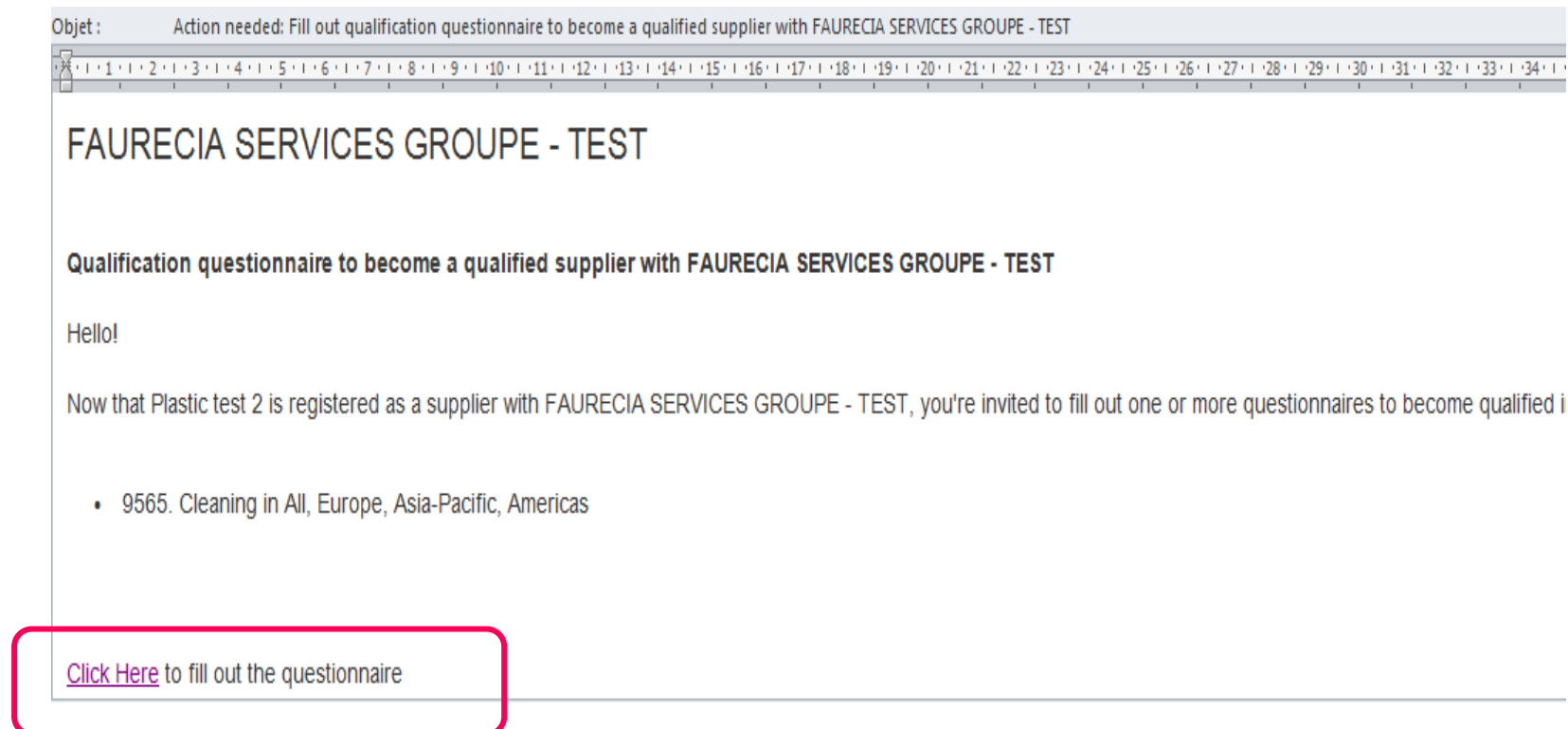
necessary	
▼ 7 Your company's billing and operational entities	Moins... <input type="button" value="-"/>
Indicate here below other entities that might act for the company you are currently registering	
7.1 * Do you have specific Invoice presenter entities? If the entity that will invoice Faurecia is different from the entity you are registering, please select yes and complete required info Pay Attention: an incorrect billing name and address might block your invoice processing	* <input type="text" value="Non"/> <input type="button" value="v"/>
7.5 * Do you have other Goods/service provider entities? If you have different sites that might supply goods or services on behalf of the entity you are registering, please select yes and complete required info	* <input type="text" value="Non"/> <input type="button" value="v"/>
7.9 * Do you have other Purchase Orders receiver entities? If other sites might receive and manage orders on behalf of the entity you are registering, please select yes and complete required info	* <input type="text" value="Non"/> <input type="button" value="v"/>
<input type="button" value="←"/> <input type="button" value="→"/>	
(*) indique un champ obligatoire	

[Soumettre l'intégralité de la réponse](#)[Enregistrer comme ébauche](#)[Composer un message](#)[Importer depuis Excel](#)

Registration Complete!



- Click on the email notification to fill questionnaire and be able to sell & deliver on the right segments / locations



■ Fill/verify key elements and data such as :

- Turnover data
- Staff data (number of employees, quality director name, etc.)
- Key product/services delivered to Faurecia description, location, volume
- Etc.

faurecia

test site

[< Back](#)

Qualification

Supplier Plastic test 2

Category 9565, Cleaning

Supplier contact pascale ivart

Region All, Europe, Asia-Pacific, Americas

Email pascale.ivart@faurecia.com

Qualification

— 1 CONTACTS

— 1.1 Sales manager

1.1.1 First name

1.1.2 Last name

1.1.3 Telephone

1.1.4 Fax

1.1.5 E-mail

1.1.6 Geographical zone in charge of

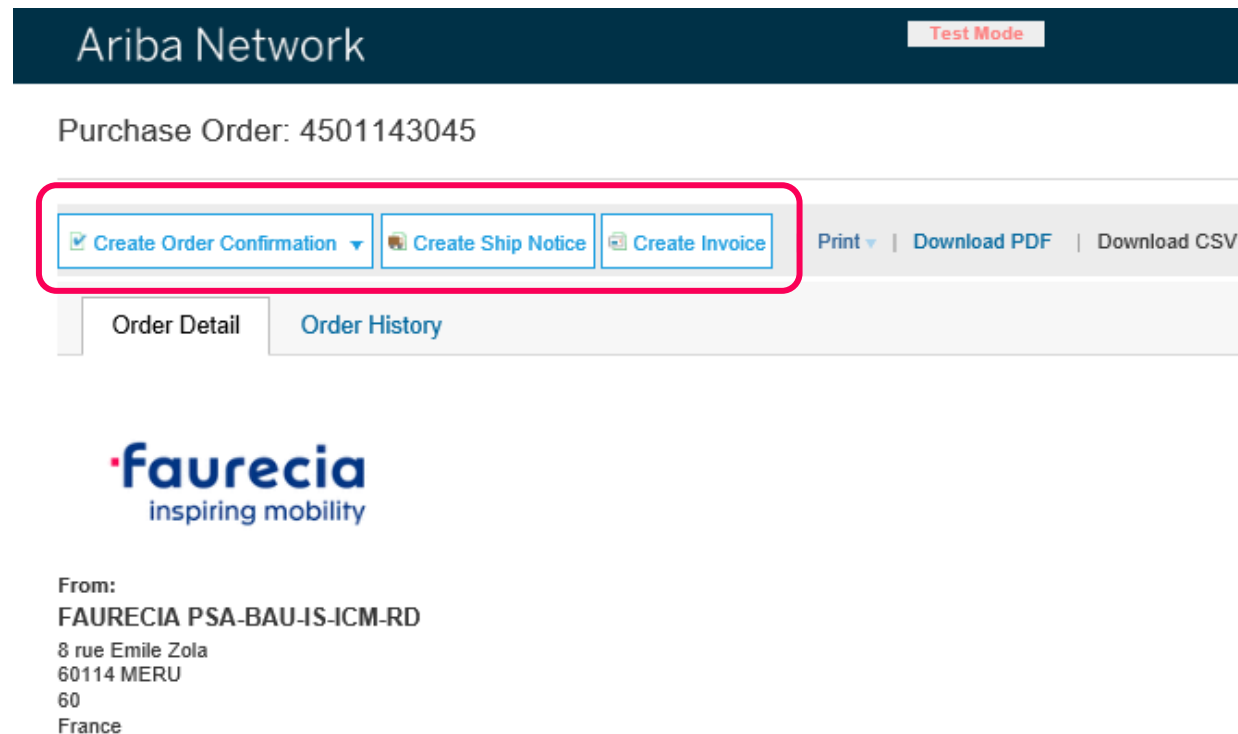
Qualification Process Complete!



2 After registering: How to use the interactive e-mail

■ In the received PO e-mail you will have three options

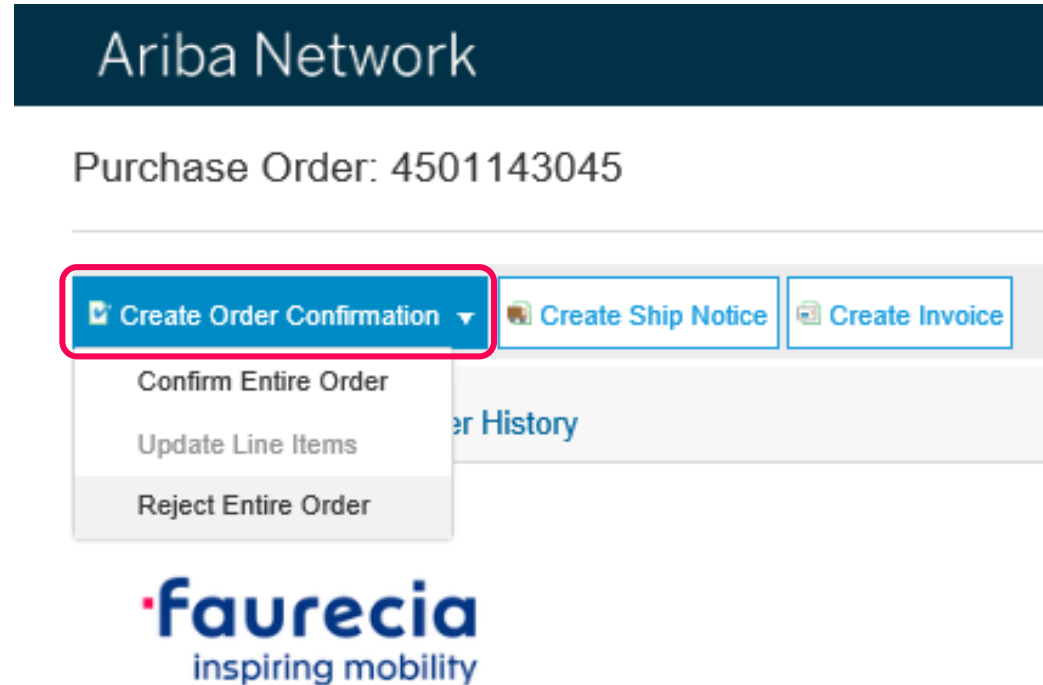
- Create Order Confirmation
- Create Ship Notice
- Create Invoice (invoices are not available yet)



2

How to use the interactive e-mail – Create PO confirmation Confirm Entire Order

- In Create Order Confirmation you have two options:



How to use the interactive e-mail – Create PO confirmation Confirm Entire Order

- Confirm Entire Order - fill in the necessary fields and press “Next”
- Review Order Confirmation – Confirm and press “Submit”

Confirming PO Exit **Next** ¹

1
Confirm Entire Order

Order Confirmation Header

* Indicates required field

Confirmation #:
 Associated Purchase Order #: 4501143045
 Customer: FAURECIA SERVICES GROUPE - TEST
 Supplier Reference:

SHIPPING AND TAX INFORMATION
 Est. Shipping Date:
 Est. Shipping Cost:
 Est. Delivery Date:
 Est. Tax Cost:
 Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available test		1 (EA)	18 Mar 2019	150,00 EUR	150,00 EUR

Current Order Status:
1 Confirmed With New Date (Estimated Delivery Date: 28 Mar 2019)

Confirming PO Previous **Submit** ² Exit

2
Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 03/21/2019
 Supplier Reference:
 Attachments:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available test		1 (EA)	18 Mar 2019	150,00 EUR	150,00 EUR

Current Order Status:

2

How to use the interactive e-mail – Create PO confirmation Reject Entire Order

- Reject Entire Order - fill in the necessary fields

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason:

Comments:

2 How to use the interactive e-mail – Create Ship Notice

■ Create Ship Notice

Ariba Network

Test Mode

Purchase Order: 4501143045

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Order Detail

Order History

faurecia

inspiring mobility

From:

FAURECIA PSA-BAU-IS-ICM-RD

8 rue Emile Zola

60114 MERU

60

France

■ Create Ship Notice – fill in necessary fields (continues next slide)

Ariba Network

Test Mode

Upgrade from standard account

Learn More

Company Settings

Isa03 Silva03

Help

Create Ship Notice

Save

Exit

Next

* Indicates required field

SHIP FROM	DELIVER TO
TESTIS03	FAURECIA PSA-BAU-IS-ICM-RD
PARIS	MERU
France	60
	France

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: *

Delivery Date: *

Gross Volume:

Gross Weight:

TRACKING

Carrier Name:

Service Level:

Unit:

Unit:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Browse...

Add Attachment

The total size of all attachments cannot exceed 10MB

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: Account

Shipping Contract Number:

Shipping Instructions:

■ Create Ship Notice – Click “Next”

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Transport Term							

► Additional Fields

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4501143045	1	Not Available test		1	EA	18 Mar 2019		150,00 EUR	150,00 EUR	Remove
Shipment Status										
Total Item Due Quantity: 1 EA										
Confirmation Status										
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA										

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details
Add Ship Notice Line					

↳ [Add Order Line Item](#)

[Save](#) [Exit](#) [Next](#)

2 How to use the interactive e-mail – Create Ship Notice (3/3)

■ Create Ship Notice – Confirm information and click “Submit”

Create Ship Notice

Previous

Save

Submit

Exit

Confirm and submit this document.

SHIP FROM

TESTIS03

123 rue des Lilas
75001 PARIS

France

DELIVER TO

FAURECIA PSA-BAU-IS-ICM-RD

8 rue Emile Zola
60114 MERU
60
France

Ship Notice Header

SHIPPING

Packing Slip ID: 5266458552

Invoice #: 5266458552

Requested Delivery Date: --

Ship Notice Type: --

Actual Shipping Date: 28 Mar 2019

Actual Delivery Date: 31 Mar 2019 12:00:00 PM

Gross Volume: --

Gross Weight: --

TRACKING

Tracking information not provided.

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: --

Delivery Terms Description: --

Transport Terms Description: --

Shipping Payment Method: Account

Shipping Contract Number: --

Shipping Instructions: --

ADDITIONAL FIELDS

Additional information not provided.

Order Items

[Hide Item Details](#)

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
4501143045	1	Not Available test		1	EA	18 Mar 2019		150,00 EUR	150,00 EUR

SHIPMENT STATUS

▼ 1. Ship Qty: 1 EA

[Hide Details](#)

No detail information provided.

2

How to use the interactive e-mail – Create invoice

- Click in “Create Invoice”

Ariba Network

Test Mode

Purchase Order: 4501143045

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Order Detail

Order History

faurecia

inspiring mobility

From:

FAURECIA PSA-BAU-IS-ICM-RD

8 rue Emile Zola

60114 MERU

60

France

2 How to use the interactive e-mail – Create Invoice (1/3)

■ Create invoice - Fill in the necessary fields (continues next slide)

Ariba Network

Test Mode

Upgrade from standard account

Learn More

Company Settings

Isa03 Silva03

Help

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header

Summary

Purchase Order: 4501143045

Invoice #: *

Invoice Date: * 22 Mar 2019

Service Description:

Remit To: TESTIS03

PARIS

France

Bill To: FAURECIA PSA-BAU-IS-ICM-RD

MERU

60

France

Subtotal: 150,00 EUR

Total Tax: 0,00 EUR

Total Gross Amount: 150,00 EUR

Total Net Amount: 150,00 EUR

Amount Due: 150,00 EUR

View/Edit Addresses

Tax

Header level tax

Line level tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 150,00 EUR

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail: (no value)

Date Of Supply: * 22 Mar 2019

Triangular Transaction

Remove

Shipping

Header level shipping

Line level shipping

Ship From: TESTIS03

PARIS

France

Ship To: FAURECIA PSA-BAU-IS-ICM-RD

MERU

60

France

Deliver To: TAVARES Maria

FAURECIA PSA-BAU-IS-ICM-RD

View/Edit Addresses

■ Create invoice - Fill in the necessary fields and click “Next”

Payment Term

Net Term(days): 0
Z110: 30 days end of month, the 10th

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: TESTIS03
PARIS
France

Service Start Date:

Service End Date:

Choose Address: FAURECIA PSA-BAU-IS-ICM-RD [View/Edit Addresses](#)

Customer: FAURECIA PSA-BAU-IS-ICM-RD
MERU
60
France

Email:

Bill From: TESTIS03
PARIS
France

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

[Add to Header](#)

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test		<input type="text" value="1"/>	EA	150,00 EUR	150,00 EUR

[Line Item Actions](#) [Delete](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

■ Create invoice – Confirm information and click “Submit”

Ariba Network
Test Mode
Upgrade from standard account
Learn More
Company Settings
Isa03 Silva03
Help

Create Invoice

Previous
Save
Submit
Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:France. The document's destination country is:France. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 5581515215315165
Invoice Date: Friday 22 Mar 2019 11:27 AM GMT+00:00
Original Purchase Order: 4501143045

Subtotal: 150,00 EUR
Total Tax: 7,50 EUR
Total Gross Amount: 157,50 EUR
Total Net Amount: 157,50 EUR
Amount Due: 157,50 EUR

REMIT TO:
TESTIS03
Postal Address:
123 rue des Lilas
75001 PARIS
France

BILL TO:
FAURECIA PSA-BAU-IS-ICM-RD
Postal Address (Par défaut):
8 rue Emile Zola
60114 MERU
60
France
Address ID: 1255

SUPPLIER:
TESTIS03
Postal Address:
123 rue des Lilas
75001 PARIS
France

BILL FROM:
TESTIS03
Postal Address:
123 rue des Lilas
75001 PARIS
France

CUSTOMER:
FAURECIA PSA-BAU-IS-ICM-RD
Postal Address:
8 rue Emile Zola
60114 MERU
60
France
Address ID: 1255

SHIPPING INFORMATION:

SHIP FROM:
TESTIS03
Postal Address:
123 rue des Lilas
75001 PARIS
France

SHIP TO:
FAURECIA PSA-BAU-IS-ICM-RD
Postal Address (Par défaut):
TAVARES Maria
FAURECIA PSA-BAU-IS-ICM-RD
8 rue Emile Zola
60114 MERU
60
France
Address ID: 1255
Email: Par défaut

■ If you loose the PO go to Ariba Network:

- Step1 - Click “Select”
- Step 2 - Click “Send me a copy to take action”

The screenshot shows the Ariba Network interface. At the top, there's a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. Below this, a section titled 'Orders, Invoices and Payments' displays a summary of order statistics: 1 New Purchase Orders, 0 Orders that Need Attention, 0 Invoices Rejected, 0 Payments Received, and 1 Orders to Confirm. A table below this summary lists orders with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The first row shows an order with number 4501143045, customer FAURECIA SERVICES GROUPE - TEST, status New, amount 150,00 EUR, date 6 Mar 2019, and amount invoiced 0,00 EUR. The 'Action' column for this row has a dropdown menu with 'Select' and 'Send me a copy to take action' options. A red box highlights the 'Select' dropdown menu.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4501143045	FAURECIA SERVICES GROUPE - TEST	New	150,00 EUR	6 Mar 2019	0,00 EUR	Select Send me a copy to take action

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

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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 Exchange User Community English

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User Community Home

Popular Topics Sort by: Relevance

FAQ **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

FAQ **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

FAQ **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

FAQ **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](#)

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[Supply chain](#) [Invoice status](#)
[View home dashboard](#)
[Search purchase orders](#)
[Customer relationships](#)
[Supplier account login](#) [Invoice history](#)

Support Center

I need help with 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"

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."?

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

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

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.

■ 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

