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
First Contact – The Supplier will receive an invitation from Faurecia

Different channels of Invitation - Registration

- 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
drjigldqynbxmwwvopbjdflq

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

Faurecia
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

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

[Process order button]

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit http://www.ariba.com.
Registration - Step 1

- 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!

1. **Sign up**
   - Already have an account? **Log in**

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

<table>
<thead>
<tr>
<th>Ariba Network</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is your primary business role in your company?</strong> 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.</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivables</td>
<td></td>
</tr>
<tr>
<td>Business Owner</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td></td>
</tr>
<tr>
<td>E-Commerce</td>
<td></td>
</tr>
<tr>
<td>Field Services</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>Order Management</td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td></td>
</tr>
<tr>
<td>Service Administrator</td>
<td></td>
</tr>
<tr>
<td>Shipping</td>
<td></td>
</tr>
<tr>
<td>Treasury</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Company name</th>
<th>TESTIS03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator email</td>
<td><a href="mailto:is.silva@faurecia.com">is.silva@faurecia.com</a></td>
</tr>
<tr>
<td>Ariba Network ID</td>
<td>AN014392114503-T</td>
</tr>
<tr>
<td>Username</td>
<td><a href="mailto:Testis03@toto.com">Testis03@toto.com</a></td>
</tr>
</tbody>
</table>

Signing in

To sign in to your account, go to 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...
- 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
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
Registration - Step 1

- 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.
Create your supplier account in SAP ARIBA to manage your answers to Faurecia purchasing requests.

You have **already** have an account? [Log in](#)
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

- Once completed, click at the bottom of the page : « create an account & continue »
Registration - Step 3

- 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 char
   - 35 characters maximum

1.4 * Company name in Latin characters:
   - 35 characters

1.5 Company name in Latin characters (part 2):
Registration - Step 4

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

<table>
<thead>
<tr>
<th>Nom ↑</th>
<th>21 Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>* What is the bank Currency?</td>
<td></td>
</tr>
<tr>
<td>* The bank is valid from:</td>
<td></td>
</tr>
<tr>
<td>* The bank is valid to:</td>
<td></td>
</tr>
<tr>
<td>* Upload your RIB File</td>
<td></td>
</tr>
<tr>
<td>* Banks usage / applicable FaureciaCountries - Please do not delete the banks - just deactivate them (1)</td>
<td></td>
</tr>
</tbody>
</table>

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)
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)
Registration - Step 5

- 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)
Registration - Step 6

- Bank account information Form (3/3):

  - Click on “OK” button when completed

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**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)**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Currency</th>
<th>From Date</th>
<th>To Date</th>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(EUR) - Euro</td>
<td>mar. 10 sept. 2019</td>
<td>dim. 27 sept. 2020</td>
<td>IDEA2.png</td>
<td>Mettre à jour un fichier</td>
</tr>
</tbody>
</table>

(*) indique un champ obligatóire
Registration - Step 7

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

1. Fill in all the required fields with your information.
2. Verify and click on « Submit » Button.
Registration Complete!
The Supplier will receive a Qualification Questionnaire from Faurecia by mail

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

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**FAURECIA SERVICES GROUPE - TEST**

Qualification questionnaire to become a qualified supplier with FAURECIA SERVICES GROUPE - TEST

Hello!

Now that Plastic test 2 is registered as a supplier with FAURECIA SERVICES GROUPE - TEST, you're invited to fill out one or more questionnaires to become qualified:

- 9505: Cleaning in All, Europe, Asia-Pacific, Americas

[Click Here to fill out the questionnaire]
The Supplier performs Qualification Questionnaire

- 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.
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)
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 - fill in the necessary fields and press “Next”
- Review Order Confirmation – Confirm and press “Submit”
How to use the interactive e-mail – Create PO confirmation
Reject Entire Order

- Reject Entire Order - fill in the necessary fields
How to use the interactive e-mail – Create Ship Notice

- Create Ship Notice

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Ariba Network

Purchase Order: 4501143045

[Create Order Confirmation] [Create Ship Notice] [Create Invoice] | Print | Download PDF | Download CSV

Order Detail | Order History

From:
FAURECIA PSA-BAU IS-ICM RD
8 rue Edme Zola
60114 MERU
60
France
# How to use the interactive e-mail – Create Ship Notice (1/3)

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

## Ariba Network

### Create Ship Notice

<table>
<thead>
<tr>
<th>SHIP FROM</th>
<th>SHIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST12345</td>
<td>FAURECIA FIA BAG-US-IXM-40B</td>
</tr>
<tr>
<td>Paris, France</td>
<td>Paris, France</td>
</tr>
</tbody>
</table>

- **Ship Notice Header**

  **SHIPPING**
  - Tracking:
  - Invoice No:
  - Tapped Delivery Date:
  - Shipped Date:
  - Expected Delivery Date:
  - Gross Weight:
  - Gross Volume:
  - Gross Weight:

- **TRACKING**
  - Customer Name:
  - Service Level:

- **ATTACHMENTS**
  - Name:
  - Size (bytes):
  - Content Type:

- **DELIVERY AND TRANSPORT INFORMATION**
  - Delivery Terms Description:
  - Transport Terms Description:
  - Shipping Instructions:
  - Shipment Payment Method:
  - Shipment Control Number:
2 How to use the interactive e-mail – Create Ship Notice (2/3)

■ Create Ship Notice – Click “Next”
How to use the interactive e-mail – Create Ship Notice (3/3)

Create Ship Notice – Confirm information and click “Submit”
How to use the interactive e-mail – Create invoice

- Click in “Create Invoice”
How to use the interactive e-mail – Create Invoice (1/3)

Create invoice - Fill in the necessary fields (continues next slide)
Create invoice - Fill in the necessary fields and click “Next”
How to use the interactive e-mail – Create Invoice (3/3)

- Create invoice – Confirm information and click “Submit”
If you lose the PO go to Ariba Network:

- Step 1 - Click “Select”
- Step 2 - Click “Send me a copy to take action”
Ariba Support Access (1/3)
Ariba Support Access (2/3)

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=efIEib9GzUpOlB3jqsNw#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=1a9ipmjaTdbvL14jaUcg#Enablement-Inquiry
- **EMEA**: https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429EMA&h=aYCJ5Mm2uFBJv11T7QaeZ9A#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