How to respond to a Request for quotation (RFQ) or a Request for information (RFI) in Ariba
Respond to a Request for quotation (RFQ) in Ariba
Be informed on new Request for quotation: by e-mail (1/2)

- **By e-mail**

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

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FAURECIA SERVICES GROUPE - TEST

Welcome, RENARD DOMINIQUER.

FAURECIA SERVICES GROUPE - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFQ1594. 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 or via email at brunorodrigues@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
Be informed on new Request for quotation: by Ariba Sourcing connexion (2/2)

Ariba Sourcing connection:

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

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

If you already have an account please click on ‘Log in’ and enter your account information
Be informed on new Request for quotation: by Ariba Sourcing connexion (2/2)

- Connect to Ariba Sourcing portal: [https://service.ariba.com/Sourcing.aw/](https://service.ariba.com/Sourcing.aw/)

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 Request for quotation: confirmation of participation

- By reviewing all content of RFQ, confirm your participation

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

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

The remaining period to respond visible on top
Respond to a Request for quotation: select the ‘Lot’ to be respond

- Select the ‘Lot’ and confirm:

RFQ (Quick quote) is containing only one ‘Lot’ (Strategic sourcing (Sourcing Project) could contain more than one Lot)
Respond to a Request for quotation: submit response (1/2)

- Complete the RFQ and submit:

  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

  Once all items are filled, click on ‘Submit entire response’
Confirm of the submit:

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

  ![Submit this response message](image)

  ![Confirmation message](image)
Request 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: name of Faurecia requester
To: name of supplier contact
Subject: RFI xxx – title of the request
Information of the deadline to answer

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:

RFQ1594-1. 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  or via e-mail at bruno.rodrigues@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
Be informed on new Request for information: by e-mail (1/2)

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

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

If at that step you meet any difficulties please contact Ariba Support Page (here)
Be informed on new Request for information: via Ariba Sourcing (2/2)

- Connect to Ariba Sourcing portal: [https://service.ariba.com/Sourcing.aw/](https://service.ariba.com/Sourcing.aw/)

In case anything appears in this page, please refer to Appendix 1.
Respond to a Request 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.

By reviewing all content of RFI, confirm your participation

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

All content area is provided:
- “Ship To” address
- Description of the request
- Attachments
Respond to a Request for information: select the ‘Lot’ to be respond

- Select the ‘Lot’ and confirm:

Select the RFI ‘Lot’ and confirm your selection
Complete the RFI and submit:

- 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.

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”:

![Image](Doc330784852 - RFI 1594)

- Your response has been submitted. Thank you for participating in the event.
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:

1. Peinta Melec
   thierry.samin@t-online.de
2. Contact Your Account Administrator
   The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.
   Account Administrator Information
   Name: Peinta Melec
   Email Address: dominique.renard@faurecia.com
   Office Phone: Fax:
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:

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

<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Proposals and Contracts</td>
<td>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.</td>
</tr>
</tbody>
</table>
Managing role by Administrator

- Check assigned users for **that role** and save:

  ![Assigned Users Table]

  - Select users and choose whether to remove, move to another role, or save changes.

  - Use the 'Save' button to apply changes.
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 (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=efIEb9GzUpOj83qsnW#Enablement-Inquiry](https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429NAM&h=efIEb9GzUpOj83qsnW#Enablement-Inquiry)
- **Brazil**: [https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429BRZ&h=ZU8JmQJ1cv1AyRPHP4rNzA#Enablement-Inquiry](https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429BRZ&h=ZU8JmQJ1cv1AyRPHP4rNzA#Enablement-Inquiry)
- **Latin America**: [https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429LAC&h=1qa9pmjd5dbyL4I4jaUcg#Enablement-Inquiry](https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429LAC&h=1qa9pmjd5dbyL4I4jaUcg#Enablement-Inquiry)
- **EMEA**: [https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429EMA&h=aYCJ5Mm2uFJv11T7QaeZ9A#Enablement-Inquiry](https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429EMA&h=aYCJ5Mm2uFJv11T7QaeZ9A#Enablement-Inquiry)
- **SE Asia**: [https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429SEA&h=kRV62sa3KWxd5CoBSswQ#Enablement-Inquiry](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