SAP ARIBA Direct Purchasing

Supplier Guide: Respond to Request for Proposal/Quote (RFP/RFQ) in ARIBA
Dear Supplier,

Faurecia has launched Ariba S2C, a new world class digital tool for end to end management of all Sourcing and Contract activities. With this new tool we are aiming to reduce the offline manual tasks and optimize the cycle times in sourcing process.

This Booklet will help you to onboard on this new journey with us. It will guide you right from Account Creation to Receiving RFQs, sending your bid proposals and agreeing to NDA and LON documents. In this booklet you can find step–by–step process to be followed with reference screenshots and key information. You will also get information on the support channels available in case of any blocking points.

Hope that with this guidance you can navigate on Ariba platform with ease and perform the required steps in sourcing process.

With Best Regards,
Faurecia Group Purchasing
Benefits for Suppliers

Better relation with Faurecia
- Better communication
- Integrated sourcing module
- Document status available at any time
- 1 Ariba account to manage multiple customers

Efficient procurement process
- 100% Paperless process integrated with your systems
- Standardized & streamlined processes for all Faurecia entities
- Reinforced compliance
- Less administrative tasks

Digital collaboration with Faurecia
- e-portal to share document (NDA, CBD, LON, contracts)
- One single source of documents
- One single purchasing channel with Faurecia
- E-signatures and 1 click approvals
Overview: Sourcing to Contract Process Flow in Ariba

Faurecia

Start

Accepts NDA

Sourcing Nomination Process and Business Award

Start of Business

Supplier(s)

Invite to RFP

NDA

Supplier(s)
Input Quote price in the RFP event

Review & Sign LON

Start of Business

Input Quote price in the RFP event

Invite to RFP

NDA

Supplier(s)
Sourcing Project RFP – Be informed on new Request for quotation: by e-mail (1/3)

1. You will access the RFP event directly from Mail or by accessing ARIBA network
   1. (Connect to Ariba Sourcing portal: https://service.ariba.com/Sourcing.aw/)
2. Once you Access the event from mail you will be taken to the Next screen
Sourcing Project RFP – Be informed on new Request for quotation: by e-mail (2/3)

1. If you already have an account please click on ‘Log in’ and enter your account information to begin.
2. If you don’t have an account, click on ‘Sign up’ and create an account.
Request for Quotation is called 'Event'

“Events” are Sorted in Ariba by status:

- **Open**: RFQ to consult, and complete the response
- **Preview**: future RFQ approaching opening time / date for quotes
- **Pending selection**: RFQ reply sent, but waiting for award by Faurecia
- ** Completed**: closed RFQ (response and award of offer done)

To open the Event Click on the event and the you will have the next window.
1. Supplier access the RFP event from Mail or ARIBA network
2. Here the supplier will review the RFP event and Download the NDA provide their acceptance by uploading the signed copy of the NDA
3. To submit the signed NDA go to “Review Prerequisites”
1. To attach the Signed NDA go to “Attach file”
2. select “I accept the terms of main agreement”
Sourcing Project RFP – Supplier attach Signed NDA

1. Choose Or Drag & Drop the Signed NDA file to be attached
1. After the Terms have been accepted and signed NDA has been attached, please click on OK
1. click on “OK” after attaching the NDA and accepting the main agreement terms to submit the Response for NDA
2. Confirmation of Submission will be given by system
<table>
<thead>
<tr>
<th>Event Details</th>
<th>Doc501856023 - UAT32_Cycle_2_RFP_1_3 Li</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Messages</td>
<td>Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.</td>
</tr>
<tr>
<td>Response History</td>
<td></td>
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<tr>
<td>Download Tutorials</td>
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<td>Response Team</td>
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<td>Checklist</td>
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<tr>
<td>1. Review Event Details</td>
<td></td>
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<tr>
<td>2. Review and Accept Prerequisites</td>
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<tr>
<td>3. Submit Response</td>
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<td>Event Overview and Timing Rules</td>
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<td>Regions: IND India</td>
</tr>
<tr>
<td>Due date: 28/10/2023 16:45</td>
<td></td>
</tr>
</tbody>
</table>

1. At this stage you have to wait for the Faurecia Buyer Approval for your NDA to go further on the process
Sourcing Project RFP – Signed NDA Accepted (Supplier now can start Quoting)

Only after the NDA is accepted by Faurecia Buyer, you will be able to view the RFP Bidding file to respond with your Quotation.
1. After Buyer has acknowledged the NDA, you will go to “Compose Response” to further proceed for bidding
Sourcing Project RFP – Access the Event after Faurecia Buyer has Accepted the NDA

To again access the Event Login to ARIBA Network click on the Right event to be accessed to start quoting.
1. After Buyer has acknowledged the NDA, you will go to “Compose Response” to further proceed for bidding.
1. At this step, supplier will have to answer to all the Questions within RFP
2. To further download the Bidding file go to > Excel Import
Sourcing Project RFP – Excel Import

1. To download the Bidding file go to > Download Content > click on Done

Go offline to the downloaded Bidding file(Cost Breakdown_CBD) to start adding details and quoting price for Materials as per RFP
Note : - once the bidding file is updated with quote price come back to this page and upload the file.
Sourcing Project RFP – Offline Cost Breakdown file update

For further support on the CBD file on how to Read and Populate right data within you may contact the Responsible Faurecia Buyer
1. To further Submit your proposal to the Faurecia Buyer Access the Event and Upload the Bidding file, go to > Excel Import
1. To Upload the Bidding file go to > Choose File > click on Upload
1. After the file has been uploaded successfully click on “Update Totals” to view the pricing on the screen.
2. To Submit the Bid Click on “Submit Entire Response”
1. Click on “OK” to submit
Resquest for Quotation lifecycle

- During remaining bid period, RFQ is in status “open” and can be revised
- RFP event should be stopped by Faurecia Buyer to allow it to enter the “Award phase”. Then RFP status is “Pending selection”
- 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 questions on content of request please contact the requester
As last option of support, we are listing a Faurecia Support contacts
How to Sign a contract in Ariba
Contract Signing by Supplier – Supplier receives the Email

1. Supplier contact will access the Final LON document directly from email received after business award
2. Click on review Document to proceed
1. After clicking on review document it will automatically redirect to the DocuSign for signing the LON document
2. Supplier will click on “Start” to proceed with the task
Contract Signing by Supplier – Click on Date , Initial and Sign

1. Here Supplier will click on Date, Initial and Sign for the Electronic Signature on the document
Contract Signing by Supplier – Click on Date, Initial and Sign

1. After signing completed the final document will have signature on Letter of Nomination (LON)
1. At the Final Step, Supplier will click on finish button to complete the signing process of LON.
2. Once finished the process both the parties as Supplier and Faurecia will receive the signed LON PDF in Email.
1. Completion email from DocuSign with attached LON PDF signed by supplier
Ariba support Access
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 support Access (3/3)

- Questions regarding RFP event in Ariba
- Direct messenger in Ariba tool

: ariba.support_supplier@faurecia.com
Ariba S2C: Supplier FAQs

> **Why do suppliers need to register?**  
→ In order to participate in Ariba Sourcing events (e.g. to respond to RFPs and for submitting proposals) its necessary for supplies to register on the Ariba Network.

> **I already have an ANID (Ariba Network ID), do I need a second one for the Supplier Registration?**  
→ If you already have an ANID that you use for Ariba, then you do not need a second ID, simply log in with your username and password on Ariba Network.

> **How will we get notifications about new RFQ or status updates?**  
→ Email notifications will be sent to the supplier contact person. The primary contact person will receive all status updates, notifications. Suppliers are able to maintain their primary contact person and other designated user’s roles via SAP ARIBA network.

> **What if Invite is send to the wrong contact from supplier organization?**  
→ You should not forward the invitation but rather get in touch with the Faurecia Contact mentioned on the invitation and ask for sending the invitation to correct user within your organization.
Ariba S2C: Supplier FAQs

> I tried to sign up but after completing the form I get the following error: There has been an issue updating the Sourcing document?

→ Please login via supplier.ariba.com with your user name and password and then you should be able to access the questionnaire.

> What would be the impact on running business/process (e.g. Payment/billing, bidding etc.), during suppliers profile update, migration and go live?

→ Existing contract(s) will not be impacted.

> In CBD template under which tab as a supplier pricing information needs to be filled in?

→ Suppliers will have to provide the pricing in different tabs according to list of parts for which price needs to be Provided and then in “Pricing” Tab there is mapping for all the data entered within the sheet.
Ariba S2C: Supplier FAQs

> Can the supplier will be able to change their quote price submitted for the RFP event?
→ Yes, Supplier can change the quote price as many times till the time event is Open and once event is stopped by Buyer then afterwards suppliers will not be able to change their pricing further.

> What all document supplier will have to fulfill in the RFP along with the pricing details?
→ NDA, Cover Letter, Capacity Commitments, Technical Specifications, Feasibility Commitments, Quality Commitments, SOW, LPDS, etc.

> Do supplier Need the DocuSign account for signing LON document?
→ Yes, Once the supplier contact receive the email from DocuSign (After submitted by PSP) for signing purpose, Only for the first time use suppliers needs to create their DocuSign account by adding some basic details and then can sign the document and submit the Task.

> How to upload the NDA Inside Ariba and agree on the terms and conditions?
→ After clicking the link provided in the email coming from Ariba network for invitaton for the RFP event Suppliers Will be automatically redirected to the page where they can Download→Review→Sign→Scan→Upload back in the Ariba Network. Once uploaded then suppliers needs to agree on the terms of Agreement for completion of task.