

SAP ARIBA Direct Purchasing

Supplier Guide:

Respond to Request for Proposal/Quote(RFP/RFQ) in ARIBA

Introduction

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

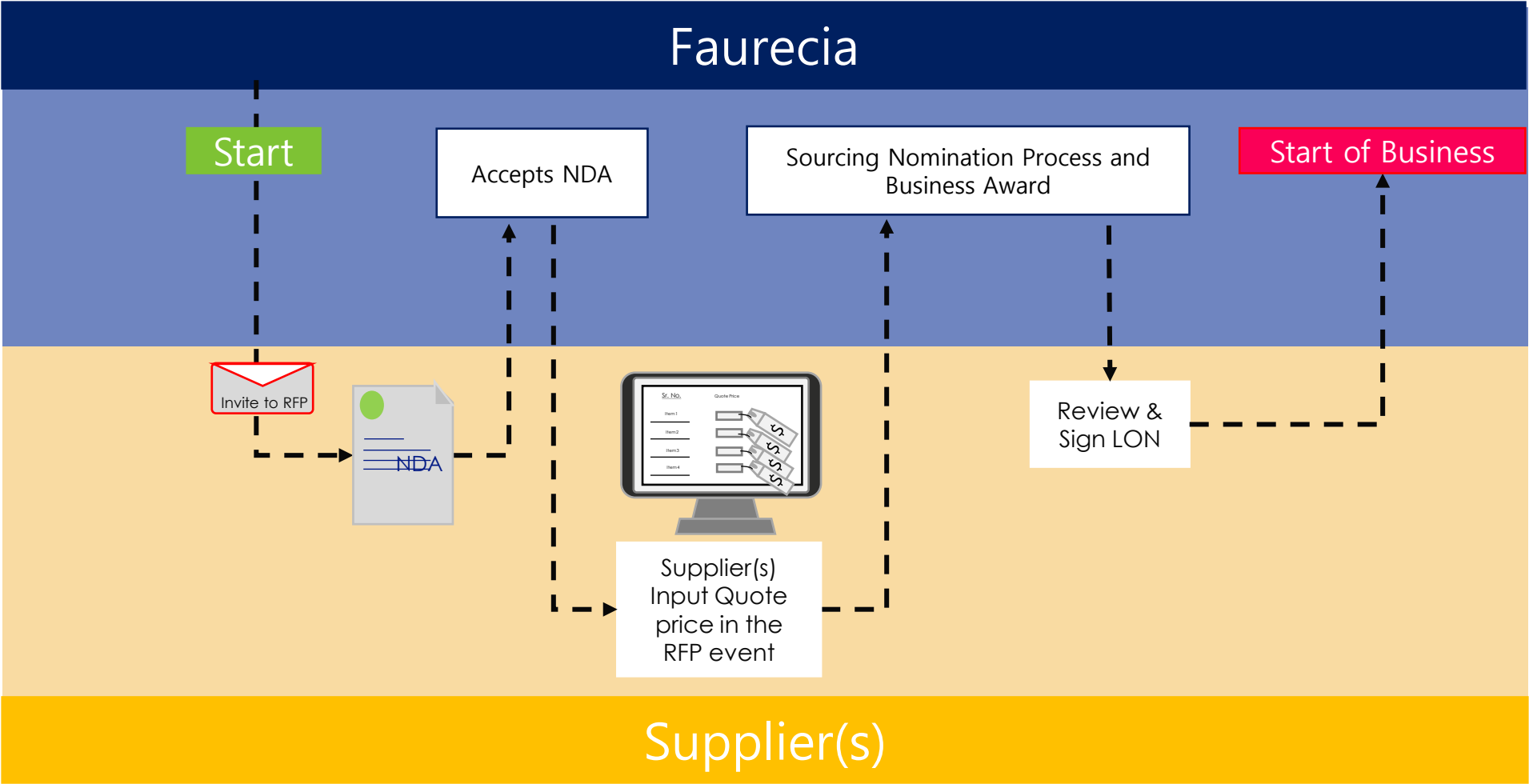
- 100% Paperless process integrated with your systems
- Standardized & streamlined processes for all Faurecia entities
- Reinforced compliance
- Less administrative tasks



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



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

FAURECIA SERVICES GROUPE - TEST has invited you to participate in an event:
SP_FCM_Europe_F532B_40504_Package 1_Nov 2020. Inbox x



Vishal DONGARE <s4system-prodeu+FAURECIASERVICESGROUPE-T.Doc537647436@eusmtp.ariba.com>
to me ▾

11:56 AM (2 hours ago)



FAURECIA SERVICES GROUPE - TEST

FAURECIA SERVICES GROUPE - TEST has invited you to participate in the following event: SP_FCM_Europe_F532B_40504_Package 1_Nov 2020. The event is set to begin on Wednesday, November 18, 2020 at 10:26 PM, Pacific Standard Time.

[Click Here](#) to access this event.

To access the
RFQ event

When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

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.

Check for

1. Name of FAURECIA requestor if legitimate in the mail
2. Recipient email
3. Subject of mail with the RFQ title

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 Resquest for quotation: by e-mail (2/3)

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?

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

- If you do not have an existing ARIBA user for your organization, new account can be created using "Signup" button on the screen
- If already an ARIBA user is existing then you can directly "Log In" and access the event

Sign up

Log in

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-peinta@domain.com

Password: *****

Forgot Username
Forgot Password

Continue Cancel

- If you already have an account please click on '**Log in**' and enter your account information to begin
- If you don't have an account, click on '**Sign up**' and create an account

Sourcing Project RFP – Be informed on new Resquest for quotation: by e-mail (3/3)

SAP Ariba Proposals and Questionnaire Standard Account Upgrade

FAURECIA SERVICES GROUPE - TEST

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	ID	End Time ↓	Event Type
► Status: Completed (12)			
▼ Status: Open (2)			
Milestone coordination & documentation	Doc212889767	2/28/2021 2:15 PM	RFI
RFQ1594-test	Doc330784852	12/13/2019 11:59 PM	RFP
► Status: Pending Selection (29)			
▼ Status: Preview (1)			
RFQ1595-test	Doc330784870	12/6/2019 5:00 PM	RFP

Click on the "event name" to open

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
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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

Sourcing Project RFP – Supplier Review & Response to NDA

The screenshot displays the Faurecia Spend Management Sourcing portal. The browser address bar shows the URL: `s1-eu.riba.com/Sourcing/Main/aw?awh=r&awssk=HIZsavRC&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser&da...`. The page header indicates the user is acting as `cgago cgago`. The main content area is titled "Event Details" for "Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI". A timer shows "Time remaining 29 days 23:58:08".

A yellow banner at the top states: "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." Below this banner are three buttons: "Review Prerequisites" (highlighted with a green circle and labeled '2'), "Decline to Respond", and "Print Event Information".

The "NDA" section is expanded, showing a list of prerequisites:

- 1.1 Please find attached the NDA.
- 1.2 Please sign the attached NDA.

 A note below states: "NOTE: This is an access gate to the event content, which the event owner will have to approve before you can access the RFP." A document icon labeled "NDA example (1).docx" is shown, with a green circle and label '1' pointing to it. A blue callout box with an arrow points to this document, containing the text "Download NDA from Here".

The "Event Overview and Timing Rules" section shows:

- Owner: uat32 Yash Gupta
- Event Type: RFP
- Publish time: 28/9/2020 16:45
- Due date: 28/10/2020 16:45

The "Bidding Rules" section is partially visible. A "Walk Me Through" button is located on the right side of the page.

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"**

Sourcing Project RFP – Supplier Review & Response to NDA

Prerequisites

Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI

To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Would you like to accept the Bidder Agreement?

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Prerequisites

Name	Details
1 NDA	1.2 Please sign the attached NDA. NOTE: This is an access gate to the event content, which the event owner will have to approve before you can access the RFP.
2 Pricing	

(*) indicates a required field

OK Cancel

Walk Me Through

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

faurecia

Acting as: cgago cgago

Add Attachment

OK Cancel

Enter the location of a file to attach as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: **Choose File** Test.docx

Or drop

OK Cancel

Walk Me Through

SAP Ariba

uat32 Yash Gupta (uat32) last visit 23/9/2020 11:17 | FAURECIA SERVICES GROUPE - TEST | C10_UI1

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1. Choose Or Drag & Drop the Signed NDA file to be attached

Sourcing Project RFP – Supplier Review & Response to NDA

The screenshot shows a web browser window with the URL `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=4bxos9rX&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser&a...`. The page title is "Faurecia Spend Management". The user is logged in as "cgago cgago". The page displays the "Prerequisites" section for the event "Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI".

Prerequisites Checklist:

1. Review Event Details
2. Review and Accept Prerequisites (Current step)
3. Submit Response

Instructions: To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response.

Agreement: Would you like to accept the Bidder Agreement? [View Bidder Agreement](#)

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Prerequisites Table:

Name	
1 NDA	
1.2 Please sign the attached NDA.	
NOTE: This is an access gate to the event content, which the event owner will have to approve before you can access the RFP.	
2 Pricing	

(*) indicates a required field

Buttons: OK (highlighted with a green border), Cancel

Walk Me Through: A vertical button on the right side of the page.

1. After the Terms have been accepted and signed NDA has been attached, please click on OK"

Sourcing Project RFP – Supplier Submits NDA

The screenshot shows the Faurecia Spend Management interface. The browser address bar indicates the URL: `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=4bxos9rX&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser&a...`. The page title is "Faurecia" and the user is acting as "cgago cgago".

The main content area is titled "Prerequisites" and "Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI". A message box states: "To continue with this event, complete the prerequisites below. Some of the prerequisites might be access gate questions that you must answer before you can see the event information. Other prerequisites might serve as a participation gate that restricts you from submitting your response unless you have responded to them. In some cases, your responses to the prerequisites require buyer review before you can continue with the event or submit a response."

A modal dialog is displayed in the center, asking "Submit this response?" with the instruction "Click OK to submit." and two buttons: "OK" and "Cancel".

The background interface shows a checklist on the left with three items: "1. Review Event Details", "2. Review and Accept Prerequisites" (selected), and "3. Submit Response".

The "Prerequisites" section lists the following items:

- 1. NDA
 - 1.2 Please sign the attached NDA.
- 2. Pricing

A note states: "NOTE: This is an access gate to the event content, which the event owner will have to approve before you can access the RFP." A file named "Test.docx" is attached, with options to "Update file" or "Delete file".

At the bottom right, there are "OK" and "Cancel" buttons, and a "Walk Me Through" button.

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

Sourcing Project RFP – Supplier Submits NDA (waiting for Buyer to Acknowledge NDA and accept)

The screenshot displays the Faurecia Spend Management interface. The browser address bar shows the URL: `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=4bxos9rX&realm=FAURECIASERVICESESGROUPE-T&passwordadapter=SourcingSupplierUser`. The user is logged in as 'cgago cgago'. The main heading is 'Event Details' for 'Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI'. A yellow banner states: '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.' Below this are three buttons: 'Review Prerequisites', 'Decline to Respond', and 'Print Event Information'. The 'Checklist' on the left shows three steps: '1. Review Event Details', '2. Review and Accept Prerequisites', and '3. Submit Response'. The 'Event Contents' section shows '1 NDA' and '2 Pricing'. The 'NDA' section is expanded, showing a table with two rows: '1.1 Please find attached the NDA.' and '1.2 Please sign the attached NDA.'. The table has a column for documents, showing 'NDA example (1).docx' and 'Test.docx'. A note states: 'NOTE: This is an access gate to the event content, which the event owner will have to approve before you can access the RFP.' The 'Event Overview and Timing Rules' section shows: Owner: uat32 Yash Gupta, Event Type: RFP, Publish time: 28/9/2020 16:45, Due date: 28/10/2020 16:45, Currency: European Union Euro, Commodity: 020101. Air vent 020101, and Regions: IND India. The 'Bidding Rules' section is partially visible. A 'Walk Me Through' button is on the right.

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

Sourcing Project RFP – Email to Supplier on NDA acceptance

FAURECIA SERVICES GROUPE - TEST - Your response to the NDA submitted by Supplier Name(Supplier Contact Name) has been accepted



Vishal DONGARE <s4system-prodeu+FAURECIASERVICESGROUPE-T.Doc537647436@eusmtp.ariba.com>
to me ▾

12:05 PM (2 hours ago)



FAURECIA SERVICES GROUPE - TEST

1. This is a mail you will receive once the Faurecia Buyer has accepted the NDA and opened the access gate to the content of RFQ

i

Your response to the NDA submitted by Supplier Name(Supplier Contact Name) has been accepted

Thank you for your participation.

If you have questions, please contact Vishal DONGARE at vishal.dongare@faurecia.com.

For details about this event, please visit the FAURECIA SERVICES GROUPE - TEST Ariba site [Click Here](#).

Thank you,

FAURECIA SERVICES GROUPE - TEST

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

SAP Ariba Proposals and Questionnaire Standard Account Upgrade

FAURECIA SERVICES GROUPE - TEST

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	ID	End Time ↓	Event Type
► Status: Completed (12)			
▼ Status: Open (2)			
Milestone coordination & documentation	Doc212889767	2/28/2021 2:15 PM	RFI
RFQ1594-test	Doc330784852	12/13/2019 11:59 PM	RFP
► Status: Pending Selection (29)			
▼ Status: Preview (1)			
RFQ1595-test	Doc330784870	12/6/2019 5:00 PM	RFP

Click on the "event name" to open

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
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To again access the Event Login to ARIBA Network click on the Right event to be accessed to start quoting

Sourcing Project RFP – Supplier Compose Response for RFP

The screenshot shows the Faurecia Spend Management web application interface. The browser address bar displays the URL: `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=z2sjHGZH&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser&d...`. The application header shows the user is acting as 'cgago cgago'. The main content area is titled 'Event Details' for 'Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI'. A sidebar on the left contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots, and 4. Submit Response. The 'Event Contents' section shows '1 NDA' and '2 Pricing'. The main content area features a 'Compose Response' button highlighted with a green border. Below this, the 'NDA' section is visible, showing a list of items with attachments like 'NDA example (1).docx', 'Test.docx', and 'Cover Letter example.docx'. A 'Walk Me Through' tooltip is visible on the right. The bottom section shows 'Event Overview and Timing Rules' with details like Owner: uat32 Yash Gupta, Event Type: RFP, Publish time: 28/9/2020 16:45, Due date: 28/10/2020 16:45, Currency: European Union Euro, Commodity: 020101. Air vent 020101, and Regions: IND India.

1. After Buyer has acknowledged the NDA, you will go to "**Compose Response**" to further proceed for bidding

Sourcing Project RFP – Excel Import

Console Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI Time remaining 29 days 23:51:50

Acting as: cago cago

Event Messages
Response History
Response Team

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Contents

All Content

Name ↑	Quantity	Price	Extended Price
1 NDA			
1.1 Please find attached the NDA.	NDA example (1).docx		
1.2 Please sign the attached NDA.	Test.docx		
NOTE: This is an access gate to the event content, which the event owner will have to approve before you can access the RFP. 🟡 ✓			
1.3 Questions			
1.3.1 Please find attached the Cover Letter of this Request for Quotation	Cover Letter example.docx		
1.3.2 Please confirm you have reviewed the Cover Letter(if there any comments, please attach)	Attach a file		
1.3.3 Please find attached the Technical Specification	Technical Specification example.docx		
1.3.4 Please find attached the Statement of Work			
1.3.5 Please confirm you have reviewed and signed the Statement of Work (if there any comments, please attach)	Attach a file		
(*) indicates a required field			

Submit Entire Response Update Totals Save draft Compose Message **Excel Import**

Walk Me Through

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

Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Download Content Download Original Custom Offline Bid Sheets Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.
Choose File No file chosen
 Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
 Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
Upload

Walk Me Through

Done

SAP Ariba
 uat32 Yash Gupta (uat32) last visit 23/9/2020 11:17 | FAURECIA SERVICES GROUPE - TEST | C10_UI1
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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

Sourcing Project RFP – Excel Import

The screenshot shows the Faurecia Spend Management web application. The browser address bar displays the URL: `s1-eu.riba.com/Sourcing/Main/aw?awh=r&awssk=z2sjHGZH&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser&a...`. The page header includes the Faurecia logo, a 'Test Site' label, and a user profile icon. The main content area is titled 'Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI' and shows a message: 'Your response to the prerequisites has been submitted.' Below this, there is a table titled 'All Content' with columns: Name, Quantity, Price, and Extended Price. The table lists various items and their associated documents, including 'NDA example (1).docx', 'Test.docx', 'Cover Letter example.docx', and 'Technical Specification example.docx'. At the bottom of the page, there are several buttons: 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import' (which is highlighted with a green box). A 'Walk Me Through' button is also visible on the right side of the page.

1. To further Submit your proposal to the Faurecia Buyer Access the Event and Upload the Bidding file, go to > **Excel Import**

Sourcing Project RFP – Excel Import

Faurecia Spend Management

s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=z2sjHGhZ&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser

Faurecia Test Site

Acting as: cgago cgago

Import Response from Excel

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

[Download Content](#) [Download Original Custom Offline Bid Sheets](#) [Download Attachments](#)

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

[Choose File](#) No file chosen
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event. Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

[Upload](#)

[Done](#)

[Walk Me Through](#)

SAP Ariba

uat32 Yash Gupta (uat32) last visit 23/9/2020 11:17 | FAURECIA SERVICES GROUPE - TEST | C10_UI1
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1. To Upload the Bidding file go to > **Choose File**> click on **Upload**

Sourcing Project RFP – Submit Entire Response

Acting as: cgago cgago

Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI

Time remaining: 29 days 23:29:38

Your response to the prerequisites has been submitted.

All Content

Name ↑	Quantity	Price	Extended Price
1.3.11 Please find attached the Capacity Input Sheet	Capacity Input Sheet example.xlsx		
1.3.12 Please confirm you have reviewed and signed the Capacity Input Sheet (if there any comments, please attach)	Attach a file		
2 Pricing	More... +	€377.5815 EUR	-€1,224 EUR
2.1 Clamp Grapa Rosca Chapa	Less... -	€119.5136 EUR	-€3,805 EUR
	Material Code: uat32-C2-MAT000001		
	Material Group: 020104		
	Take Rate %: 80		

(*) is a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

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"**

Sourcing Project RFP – Submit Entire Response

The screenshot shows the Faurecia Spend Management web application interface. The browser address bar displays the URL: `s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=xppUkZgf&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser#b0`. The application header shows the user is acting as 'cgago cgago' and has a 'Time remaining' of 29 days 23:28:58. The main content area displays a message: 'Your response to the prerequisites has been submitted.' Below this, there is a table with columns: Name, Quantity, Price, and Extended Price. The table contains two rows of data, one for 'Capacity Input Sheet example.xlsx' and another for 'Attach a file'. A modal dialog box is centered on the screen, asking 'Submit this response?' with 'OK' and 'Cancel' buttons. The dialog also includes the text 'Click OK to submit.' The background interface includes a sidebar with navigation links like 'Event Messages', 'Response History', 'Response Team', 'Checklist', and 'Event Contents'. At the bottom, there are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'.

Console

Doc501856023 - UAT32_Cycle 2_RFP 1_3 LI

Time remaining 29 days 23:28:58

Acting as: cgago cgago

Event Messages
Response History
Response Team

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

Event Contents

- All Content
- 1 NDA
- 2 Pricing

All Content

Name ↑

Name	Quantity	Price	Extended Price
1.3.11 Please find attached the Capacity Input Sheet			
1.3.12 Please confirm you have reviewed and signed the Capacity Input Sheet			
2 Pricing			
2.1 Clamp Grapa Rosca Chapa			

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Walk Me Through

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.

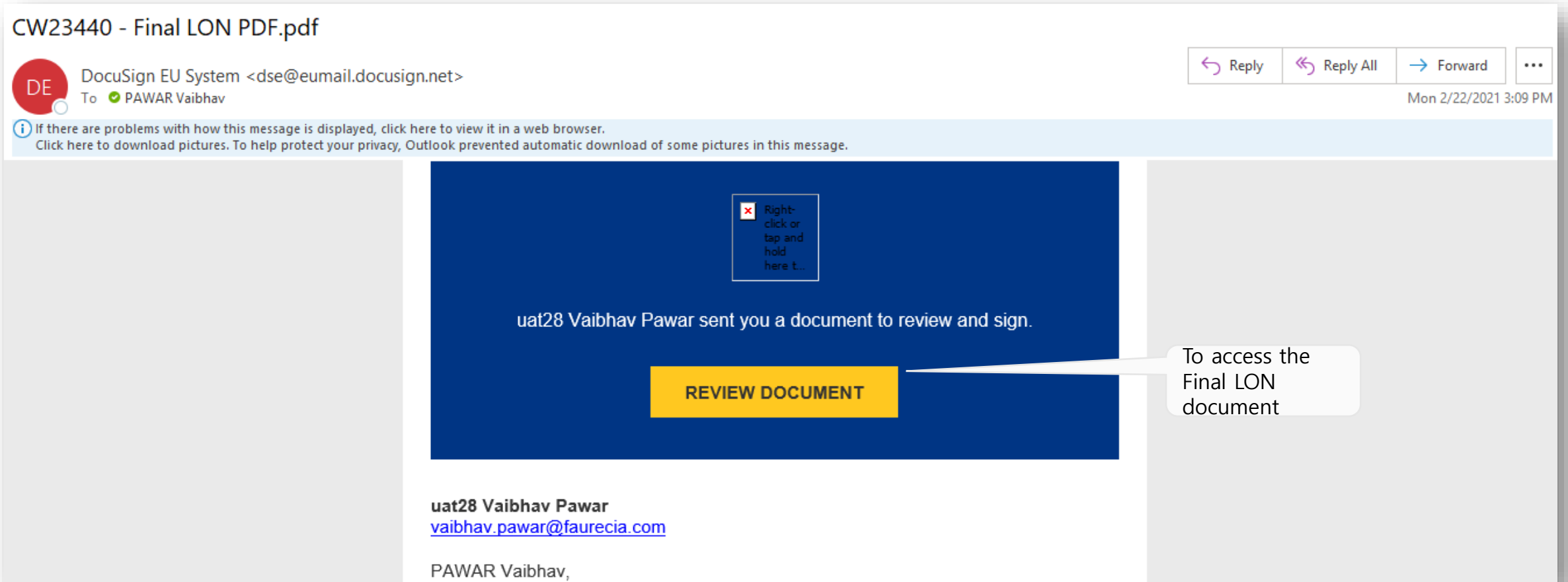
For any **technical support** please contact **Ariba Support**

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

Contract Signing by Supplier – Redirected to DocuSign

Please review the documents below. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: E504D189-9492-4E32-A6AC-81771FC96102

faurecia
inspiring mobility

Letter of Nomination –
NOT IMPLEMENTED: support for w:instrText -
E10020 - BMW-LK-B47TUE2-AQY-EEUR E10020 - BMW-LK-B47TUE2-AQY-EEUR –
NOT IMPLEMENTED: support for w:instrText -
Test11_SP_BG_Region_Commodity_Package_MM_YYYYLetter-Of
NominationTest12_SP_BG_Region_Commodity_Package_MM_YYYY

This Letter of Nomination ("LON") is issued on
NOT IMPLEMENTED: support for w:instrText -
17/02/2021 17/02/2021 (the "Effective Date"),

By **NOT IMPLEMENTED: support for w:instrText -**
SAS AUTOMOTRIZ ARGENTINA S.A. SAS AUTOMOTRIZ ARGENTINA S.A.

A limited liability company, whose registered office is located at 7, registered under the number 8

Click on Start

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

Select the initial field to create and add your initials. FINISH

The arbitration shall be conducted according to the IBA Rules of Evidence as current on the date of the submission of the request for arbitration.

Part I of the Indian Arbitration and Conciliation Act, 1996 (Nr. 26/1996) is excluded.

Article 7 New section

For the Plant:

22-Feb-2021 | 1:54 AM PST

Date: Required - Initial Here Initial Sign

Name: Initial Sign

Signature

Signature

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

My Signatures and Initials

Choose a saved signature and initials or adopt new ones to use when signing the documents in this envelope.

☒ uat28 Vaibhav Pawar

DocuSigned by:
 uat28 Vaibhav Pawar
 FFEAB337F74B490...

DS
 UVP

Edit

×

USE SAVED

ADOPT NEW

Date: 22-Feb-2021 | 2:02 AM PST
 Name:

DS
UVP

Date: 22-Feb-2021 | 2:02 AM PST
 Name:

DS
UVP

DocuSigned by:
 uat28 Vaibhav Pawar
 FFEAB337F74B490...
 Signature

DocuSigned by:
 uat28 Vaibhav Pawar
 FFEAB337F74B490...
 Signature

1. After signing completed the final document will have signature on Letter of Nomination (LON)

Contract Signing by Supplier – Click on Date ,Initial and Sign

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: E504D189-9492-4E32-A6AC-81771FC96102

faurecia
inspiring mobility

Letter of Nomination –

NOT IMPLEMENTED: support for w:instrText -

E10020 - BMW-LK-B47TUE2-AQY-EEUR E10020 - BMW-LK-B47TUE2-AQY-EEUR –

NOT IMPLEMENTED: support for w:instrText -

Test11_SP_BG_Region_Commodity_Package_MM_YYYY Letter Of
Nomination Test12_SP_BG_Region_Commodity_Package_MM_YYYY

This Letter of Nomination ("LON") is issued on

NOT IMPLEMENTED: support for w:instrText -

17/02/2021 17/02/2021 (the "Effective Date"),

Click on Finish

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

Contract Signing by Supplier – Final LON PDF in Email

Completed: CW23440 - Final LON PDF.pdf

DocuSign EU System <dse@eumail.docusign.net>
To: PAWAR Vaibhav

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)
[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

Final LON PDF.pdf
369 KB

Mon 2/22/2021 3:34 PM

Reply Reply All Forward ...

Right-click or tap and hold here to...

Your document has been completed.

[VIEW COMPLETED DOCUMENT](#)

All signers completed CW23440 - Final LON PDF.pdf

1. Completion email from DocuSign with attached LON PDF signed by supplier

SAP Ariba

Orders & Invoices

Powered by Ariba Network

Feedback

Help

Help Center

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

Ariba support Access (2/3)

Ariba Exchange User Community

English

Search... Search with key words

Home Learning Support

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

Ariba Community Moderator SAP Ariba

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

Senior Manager, Customer Support SAP Ariba

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

Senior Manager, Customer Support SAP Ariba

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

SAP Ariba

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

Senior Community Consultant SAP Ariba

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"

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.

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 Spécifications , 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



