SAP ARIBA Direct Purchasing

Supplier Guide:
Sign a contract 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
How to Sign a contract in Ariba
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
1. Here Supplier will click on Date, Initial and Sign for the Electronic Signature on the document
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
Contract Signing by Supplier – Final 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: ariba.support_supplier@faurecia.com
- Direct messenger in Ariba tool
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 invitation 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.