

SAP ARIBA Source To contract (S2C)

SUPPLIER GUIDE – Tools & Equipment (T&E)

FORVIA
faurecia



Agenda

- 01** Introduction to Ariba
- 02** Registration Process
- 03** Supplier response to RFP
- 04** Support Chain
- 05** Most common error messages
- 06** Supplier LON Process
- 07** FAQ's



01

Introduction to Ariba

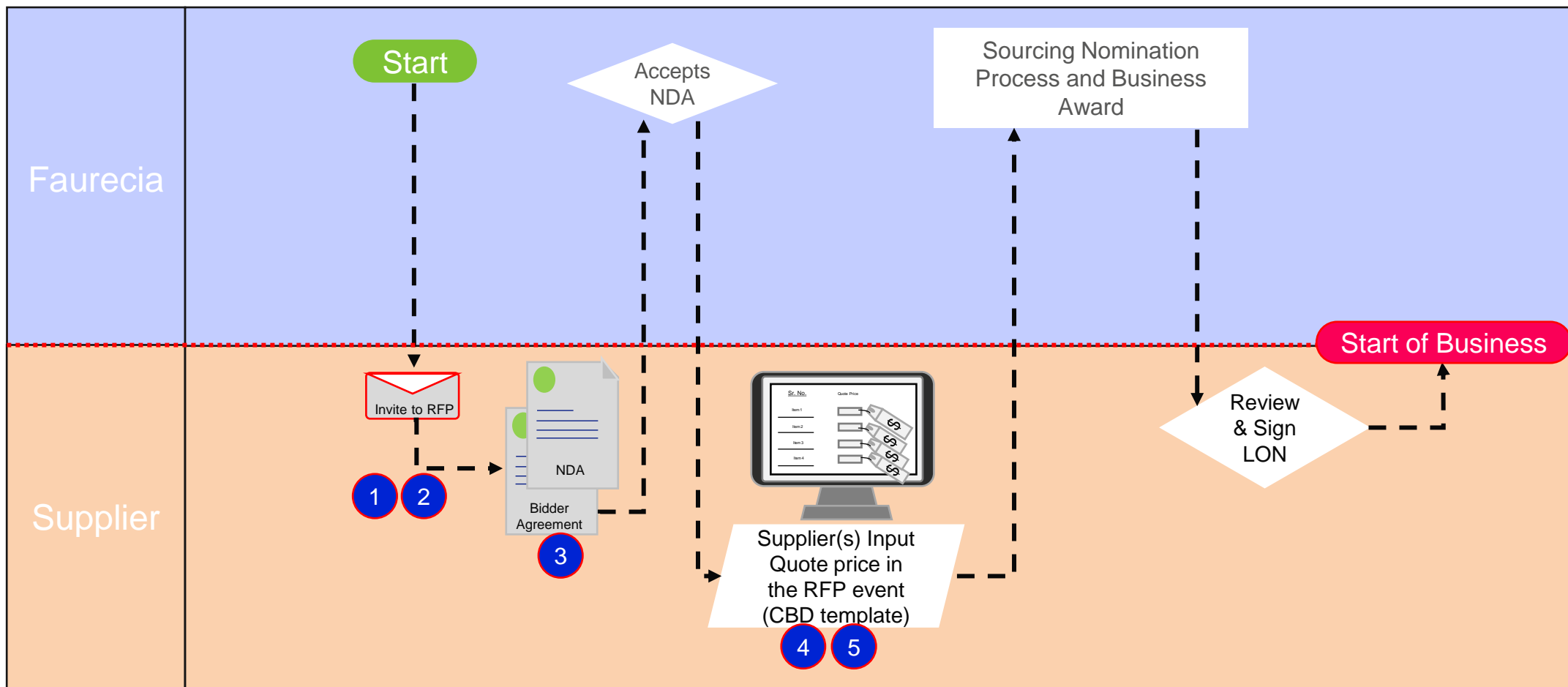
Introduction

Dear Supplier,

- Faurecia has launched Ariba Source To Contract (S2C), an SAP ARIBA module to manage all sourcing steps and contract activities.
- Aim of ARIBA Source To Contract (S2C) is to minimize offline manual task and optimizing cycle times all along sourcing process.
- Purpose of this document is to provide you guidance at each step of the process from your account creation to your award.

Regards,
Faurecia Group Purchasing

Ariba Source To Contrat (S2C): End to End process



Benefits for Supplier



Better relationship with FAURECIA

- Better communication
- Integrated sourcing module
- Document status available at any time
- One 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

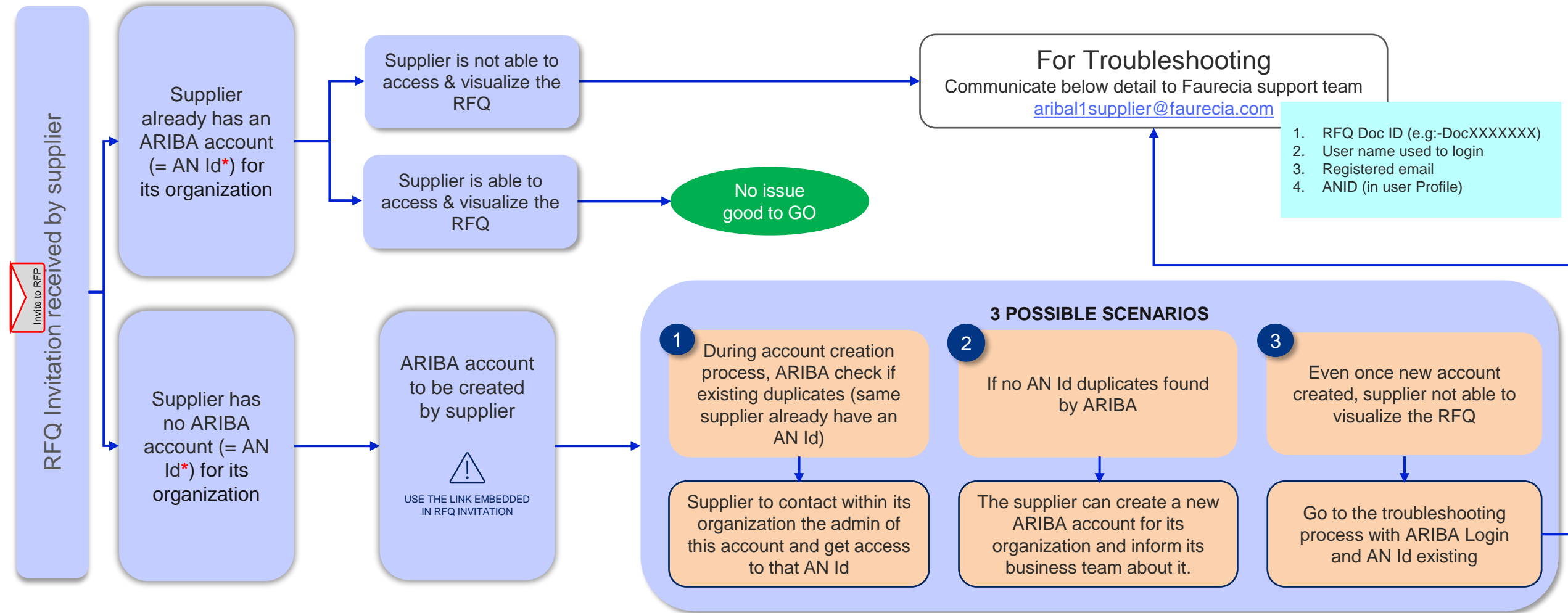
- e-portal to share document (NDA, CBD, LON, contracts)
- One single source of documents
- One single purchasing channel with FAURECIA
- E-signatures and 1 click approvals



02

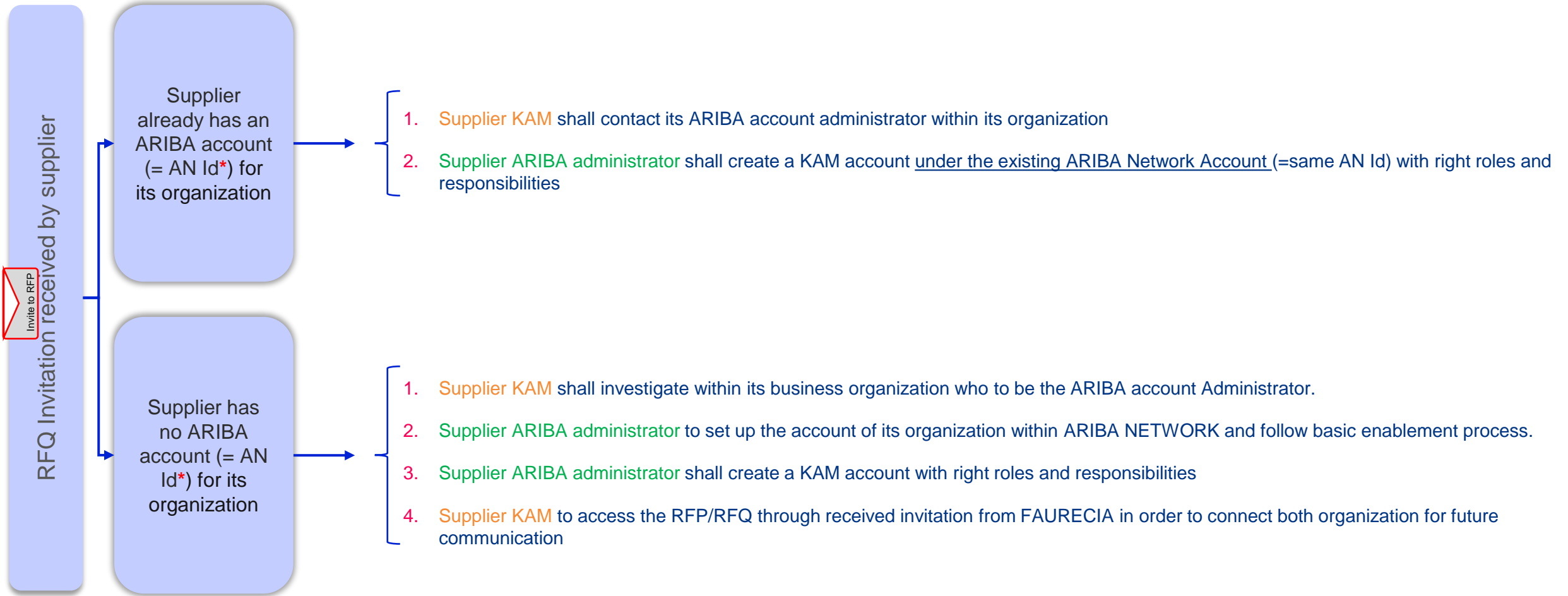
Registration Process

Ariba account management rules



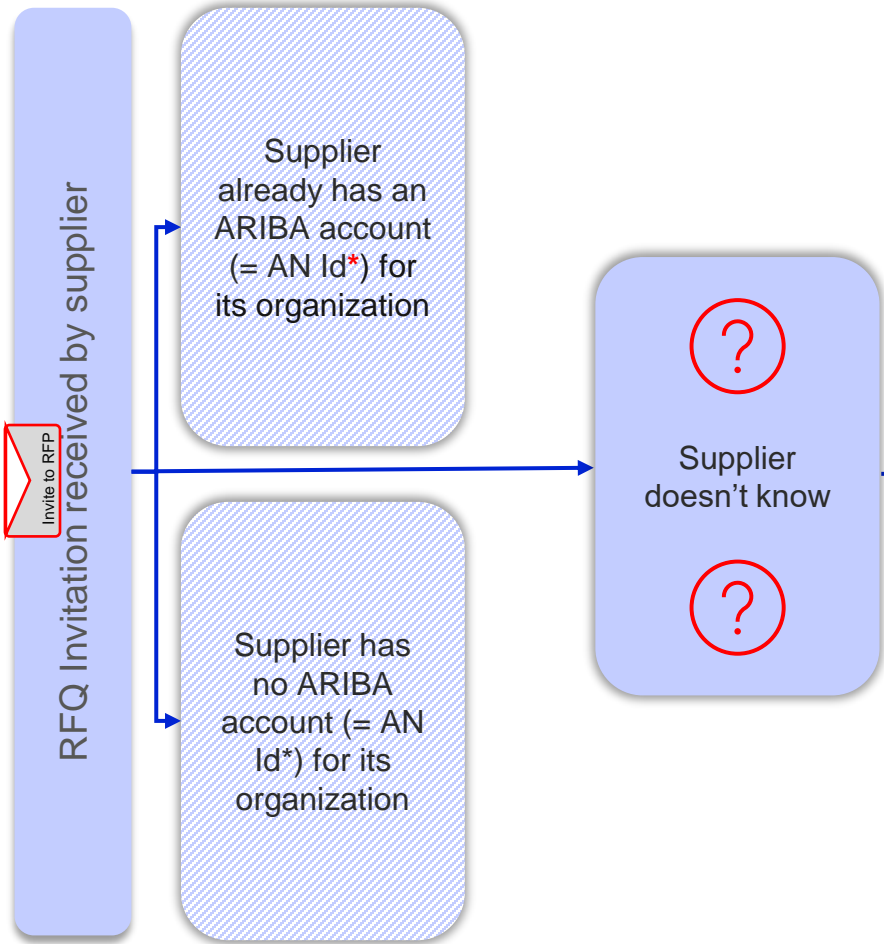
TO KEEP IN MIND: ALWAYS PREFER AN EXISTING ACCOUNT INSTEAD OF CREATING A NEW ONE !

Ariba account management rules

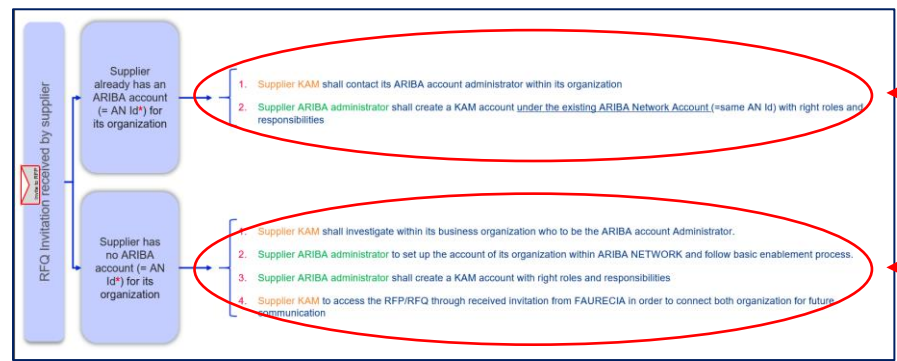


- *AN Id = ARIBA Network number account = ARIBA account number
- **Supplier KAM** = Key Account Manager = for each supplier, the person in charge of the business relationship with FAURECIA
- **Supplier ARIBA Administrator** = for each supplier, the person in charge of the relationship with ARIBA.

Ariba account management rules



1. **Supplier KAM** to create a new account for its organization. ARIBA will check for potential duplicates. Matching done as per supplier email address domain. All potential existing account will be visible.
2. 2 possible outcomes:
 1. List of potential duplicates (=account already existing) has been founded => Slide n°9
 2. No duplicate => GO FOR ARIBA Account Creation => Slide n°9



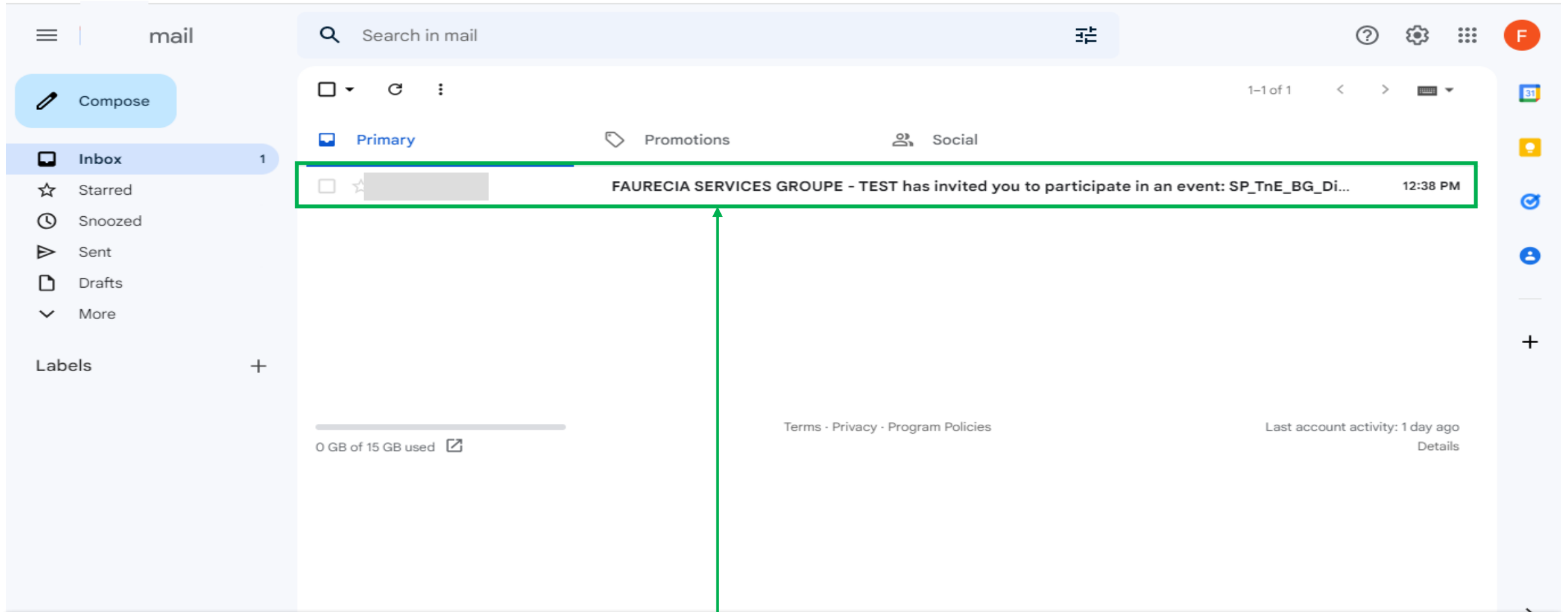
- *AN Id = ARIBA Network number account = ARIBA account number
- **Supplier KAM** = Key Account Manager = for each supplier, the person in charge of the business relationship with FAURECIA
- **Supplier ARIBA Administrator** = for each supplier, the person in charge of the relationship with ARIBA.



03

Supplier Response to RFP

Supplier Response to RFP



Supplier will receive from FAURECIA an email similar to the above one. It is an invitation for an RFP event.

Supplier Response to RFP



Accessing the event Supplier will have **two** cases:

1. Supplier already connected with FAURECIA via ARIBA NETWORKS:
 - Email will be displayed like the one above: email address + direct link to access the event.

Case n°1

FAURECIA SERVICES GROUPE - TEST has invited you to participate in an event: SP_TnE_BG_Division_Customer_Program Code_Commodity_MM_YYYY. Inbox x

system-prodeu+FAURECIASERVICESGROUPE-T.Doc1119653946@eusmtp.ariba.com > 12:38 PM (4 minutes ago)

FAURECIA SERVICES GROUPE - TEST

FAURECIA SERVICES GROUPE - TEST has invited you to participate in the following event: SP_TnE_BG_Division_Customer_Program Code_Commodity_MM_YYYY. The event is set to begin on Thursday, August 25, 2022 at 12:07 AM, Pacific Daylight Time.

Use the following username to log in to FAURECIA SERVICES GROUPE - TEST events: system-prodeu+FAURECIASERVICESGROUPE-T.Doc1119653946@eusmtp.ariba.com

[Click Here](#) to access this 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

Supplier Response to RFP



Accessing the event Supplier will have **two** cases:

1. Supplier not yet connected with FAURECIA via ARIBA NETWORKS:
 - Email will be displayed like the one above:
 - Activate account if never done before.
 - New account to be created.

Case n°2

SAP Ariba Proposals and Questionnaires

Welcome, Firstname Lastname

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **FAURECIA - TEST** on SAP Ariba.

FAURECIA - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by FAURECIA - TEST. [Sign up](#)

Already have an account? [Log in](#)

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

Case n°2

ARIBA account connection

To Keep in mind...make the right click!



SAP Ariba 

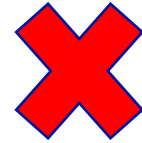
Supplier Login

Login

[Forgot Username or Password](#)

[New to Ariba?](#)

[Register Now or Learn More](#)



Click
"Login"



When supplier login in ARIBA NETWORK through the Registration invitation, **DO NOT** press "Enter" to access Ariba. You **MUST** click on "Login".



Supplier Response to RFP - NDA submission

Ariba Sourcing Company Settings ▾ Faurecia Supplier ▾ Feedback Help ▾

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard Desktop File Sync

Event Details Doc1119653946 - SP_TnE_BG_Division_Customer_Program_Code_Com... Time remaining 29 days 23:41:47

Event Messages
Download Tutorials
Response Team

▼ Checklist

- Review Event Details
- Review and Accept Prerequisites
- Submit Response

▼ Event Contents

All Content

- Prerequisites and RF...

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.

Download Content **2** Review Prerequisites Decline to Respond Print Event Information

Prerequisites and RFP Content (Section 1 of 1)

Name ↑	
▼ 1 Prerequisites and RFP Content Less... [-]	
By answering to this Request for Proposal, the Supplier expressly accepts that Faurecia General Purchasing Conditions (GPC) shall apply during the entire sourcing process and to all resulting contractual documents (including but not limited to this document, purchase orders or frame agreements) issued by or to be entered into between the parties. As a result, the applicability of the general terms and conditions of the Supplier, or similar Supplier terms, shall be barred, even if an objection is not specifically raised against them.	
▼ 1.1 NDA	
1.1.1 Please find attached the NDA.	1 NDA example (1).docx ▾
1.1.2 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.	

Event Overview and Timing Rules

After login, supplier will be redirect to the event:

- Supplier to download the NDA for review and signature
- Supplier to accept the Bidder terms and submit the Signed NDA by clicking on "Review Prerequisites"

If NDA not signed => no access to RFP



Supplier Response to RFP - NDA submission

Ariba Sourcing

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard Desktop File Sync

Prerequisites Doc1119653946 - SP_TnE_BG_Division_Customer_Program Code_Commodity_MM_YYYY

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.

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

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

Name ↑

1 Prerequisites and RFP Content

By answering to this Request for Proposal, the Supplier expressly accepts that Faurecia General Purchasing Conditions (GPC) shall apply during the entire sourcing process and to all resulting contractual documents (including but not limited to this document, purchase orders or frame agreements) issued by or to be entered into between the parties. As a result, the applicability of the general terms and conditions of the Supplier, or similar Supplier terms, shall be barred, even if an objection is not specifically raised against them.

1.1 NDA

1.1.2 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

*Attach a file

(*) indicates a required field

OK

- Supplier to accept the bidder agreement and upload the signed NDA.
- Both documents will be sent to FAURECIA Buyer for Acknowledgement

Supplier Response to RFP

Supplier attach Signed NDA



- Supplier to choose or drag & drop the signed NDA file to be attached

Supplier Response to RFP

Supplier attach Signed 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.

1. Review Event Details

2. Review and Accept Prerequisites **1**

3. Submit Response

I accept the terms of this agreement.

I do not accept the terms of this agreement.

Prerequisites

Name ↑	
1 NDA	
1.2 Please sign the attached NDA.	Attach a file
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

- Once terms have been accepted and signed NDA has been uploaded, supplier to click on OK”

Supplier Response to RFP NDA submission



Ariba Sourcing

Company Settings | Faurecia Supplier | Help | Messages

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard Desktop File Sync

Prerequisites Doc1119653946 - SP_TnE_BG_Division_Customer_Program Code_Commodity_MM_YYYY

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.

Checklist

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

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.

Submit this response?

Click OK to submit.

OK Cancel

Prerequisites

Name ↑

1 Prerequisites and RFP Content Less...

By answering to this Request for Proposal, the Supplier expressly accepts that Faurecia General Purchasing Conditions (GPC) shall apply during the entire sourcing process and to all resulting contractual documents (including but not limited to this document, purchase orders or frame agreements) issued by or to be entered into between the parties. As a result, the applicability of the general terms and conditions of the Supplier, or similar Supplier terms, shall be barred, even if an objection is not specifically raised against them.

1.1 NDA

1.1.2 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

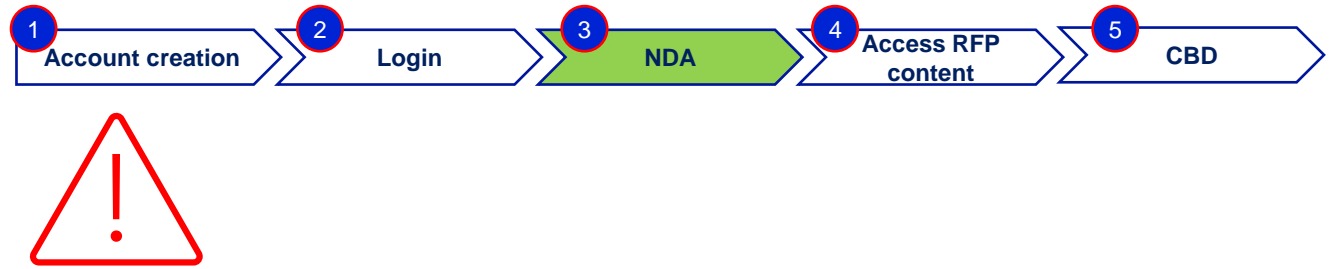
S2C Dummy Doc.docx Update file Delete file

Walk Me Through

- Supplier to confirm its response submission.
- Supplier to wait for FAURECIA Buyer:
 - To accept submitted documentation
 - To open the access gate to event content & related technical documentation

Supplier Response to RFP

Wait for NDA acknowledgement



Supplier needs to wait for FAURECIA Buyer formal approval as per NDA submission
 For any questions, Supplier may reach out to buyer via email or Event messaging

Ariba Sourcing | Company Settings | Faurecia Supplier | Feedback | Help

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard | Desktop File Sync

Event Details: Doc1119653946 - SP_TnE_BG_Division_Customer_Program_Code_Com... | Time remaining: 29 days 23:32:41

Event Messages (highlighted with green box and '2')

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.

Buttons: Download Content, Review Prerequisites, Decline to Respond, Print Event Information

Prerequisites and RFP Content (Section 1 of 1)

Name	
1 Prerequisites and RFP Content	Less... [-]
By answering to this Request for Proposal, the Supplier expressly accepts that Faurecia General Purchasing Conditions (GPC) shall apply during the entire sourcing process and to all resulting contractual documents (including but not limited to this document, purchase orders or frame agreements) issued by or to be entered into between the parties. As a result, the applicability of the general terms and conditions of the Supplier, or similar Supplier terms, shall be barred, even if an objection is not specifically raised against them.	
1.1 NDA	
1.1.1 Please find attached the NDA.	NDA example (1).docx
1.1.2 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	

Event Overview and Timing Rules (highlighted with green box and '1')

Event Type: RFP

Currency: European Union Euro | Commodity: 130101. Checking fixtures and gauges 130101 | Regions: All All

Supplier Response to RFP

Access RFP content



The screenshot shows a Gmail interface. The inbox contains two emails. The first email is titled "Response of prerequisite 1.1.2 submitted by Faurecia Dummy Supplier (Faurecia Supplier) has ..." and is dated 1:11 PM. The second email is titled "FAURECIA SERVICES GROUPE - TEST has invited you to participate in an event: SP_TnE_BG_Division_..." and is dated 12:38 PM. The first email is open, showing the sender as "FAURECIA SERVICES GROUPE - TEST" and the subject as "Response of prerequisite 1.1.2 submitted by Faurecia Dummy Supplier (Faurecia Supplier) has been accepted." The email body contains the following text:

FAURECIA SERVICES GROUPE - TEST

Response of prerequisite 1.1.2 submitted by Faurecia Dummy Supplier (Faurecia Supplier) has been accepted.

Thank you for your participation.

If you have questions, please contact GUPTA Yash at or via e-mail at [@faurecia.com](mailto:Yash.Gupta@faurecia.com).

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

Thank you,

FAURECIA SERVICES GROUPE - TEST

- Supplier will receive an email notification once FAURECIA buyer has accepted NDA
- Supplier is now able to access the event and start preparing its quote

Supplier Response to RFP

Download document and CBD



Ariba Sourcing

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard Desktop File Sync

Event Details Time remaining 29 days 23:18:19

Doc1119653946 - SP_TnE_BG_Division_Customer_Program Code_Com...

Download Content Review Prerequisites Print Event Information

Prerequisites and RFP Content

(Section 1 of 2) Next >>

Name ↑	
1.2 Commercial Terms and Documentation	
1.2.1 Please find attached the Cover Letter of this Request for Quotation	Cover Letter example.docx ✓
1.2.2 Please find attached the Statement of Work	SOW example.docx ✓
1.2.3 Please confirm you have reviewed and signed the Statement of Work (if there any comments, please attach)	
1.2.4 Please answer the attached CO2	FAURECIA CO2 Neutral Questionnaire for RFP vlex ✓

Next Section: Pricing >>

Event Overview and Timing Rules

Owner: [redacted] Currency: European Union Euro

Event Type: RFP Commodity: 130101. Checking fixtures and gauges 130101

Walk Me Through

Supplier can access Commercial terms + technical documentation + CBD (Cost Breakdown Details)

1. Supplier to download all documents in order to prepare its quote
2. CBD must be downloaded from the "Submit Response" page. See next slide

Supplier Response to RFP Download document and CBD



Ariba Sourcing Company Settings ▾ Faurecia Supplier ▾ Feedback Help ▾

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard Desktop File Sync

Console Doc1119653946 - SP_TnE_BG_Division_Customer_Program Code_Com... Time remaining 29 days 23:15:14

Your response to the prerequisites has been submitted.

All Content

Name ↑	
1.3.4 Please confirm you have reviewed and signed the Feasibility Commitment (please attach)	Attach a file 📎
1.3.5 Please attach your planning.	Attach a file 📎
1.4 Place holder for additional requirement	
▼ 2 Pricing	
2.1 Please find attached the Cost Breakdown to be fulfilled to answer this RFP.	📎 Group CBD Template V9.xlsx ▾
2.2 Please upload your quotations and cost breakdowns in 1 Zip file here.	*Attach a file 📎

(*) indicates a required field

Walk Me Through

Supplier to download CBD document and fill it offline (Xlsx document).

Supplier Response to RFP Upload document and CBD



Ariba Sourcing

Company Settings ▾ Faurecia Supplier ▾ Feedback Help ▾ Messages

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard Desktop File Sync

Console Doc1119653946 - SP_TnE_BG_Division_Customer_Program Code_Com... Time remaining 29 days 23:12:46

Your response to the prerequisites has been submitted.

Event Messages
Response History
Response Team

▼ Checklist

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

▼ Event Contents

All Content

1 Prerequisites and RF...

2 Pricing

All Content

Name ↑

1.3.3 Please find attached the Feasibility Commitment	Feasibility Commitment example.docx
1.3.4 Please confirm you have reviewed and signed the Feasibility Commitment (please attach)	Attach a file
1.3.5 Please attach your planning.	Attach a file
1.4 Place holder for additional requirement	
▼ 2 Pricing	
2.1 Please find attached the Cost Breakdown to be fulfilled to answer this RFP.	Group CBD Template V9.xlsx
2.2 Please upload your quotations and cost breakdowns in 1 Zip file here.	Attach a file

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

Walk Me Through

1. Supplier to access “Submit Response” to update their response for the event
2. Supplier to upload response and documents (including CBD) in the placeholder
3. Supplier to click on “Submit Entire Response” to send their full commercial offer to FAURECIA

Supplier Response to RFP



The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Company Settings', 'Faurecia Supplier', 'Feedback', and 'Help'. Below that, a breadcrumb trail reads '< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard'. The main area displays a console for 'Doc1119653946 - SP_TnE_BG_Division_Customer_Program Code_Com...'. A message states 'Your response to the prerequisites has been submitted.' A central dialog box asks 'Submit this response?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a green border. The background shows a checklist with '3. Submit Response' selected and a table of content items.

- Supplier to confirm response submission

Supplier Response to RFP



Ariba Sourcing

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard

Company Settings ▾ Faurecia Supplier ▾ Feedback Help ▾

Desktop File Sync

Time remaining 29 days 23:04:10

Doc1119653946 - SP_TnE_BG_Division_Customer_Program Code_Com...

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

Revise Response

Walk Me Through

Compose Message

All Content

Name ↑	
▼ 1 Prerequisites and RFP Content	Less... -
By answering to this Request for Proposal, the Supplier expressly accepts that Faurecia General Purchasing Conditions (GPC) shall apply during the entire sourcing process and to all resulting contractual documents (including but not limited to this document, purchase orders or frame agreements) issued by or to be entered into between the parties. As a result, the applicability of the general terms and conditions of the Supplier, or similar Supplier terms, shall be barred, even if an objection is not specifically raised against them.	
▼ 1.1 NDA	
1.1.1 Please find attached the NDA.	NDA example (1).docx ▾
1.1.2 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	

- After submitting its response, supplier still has the possibility to revise it (if needed) till the time the event is open.

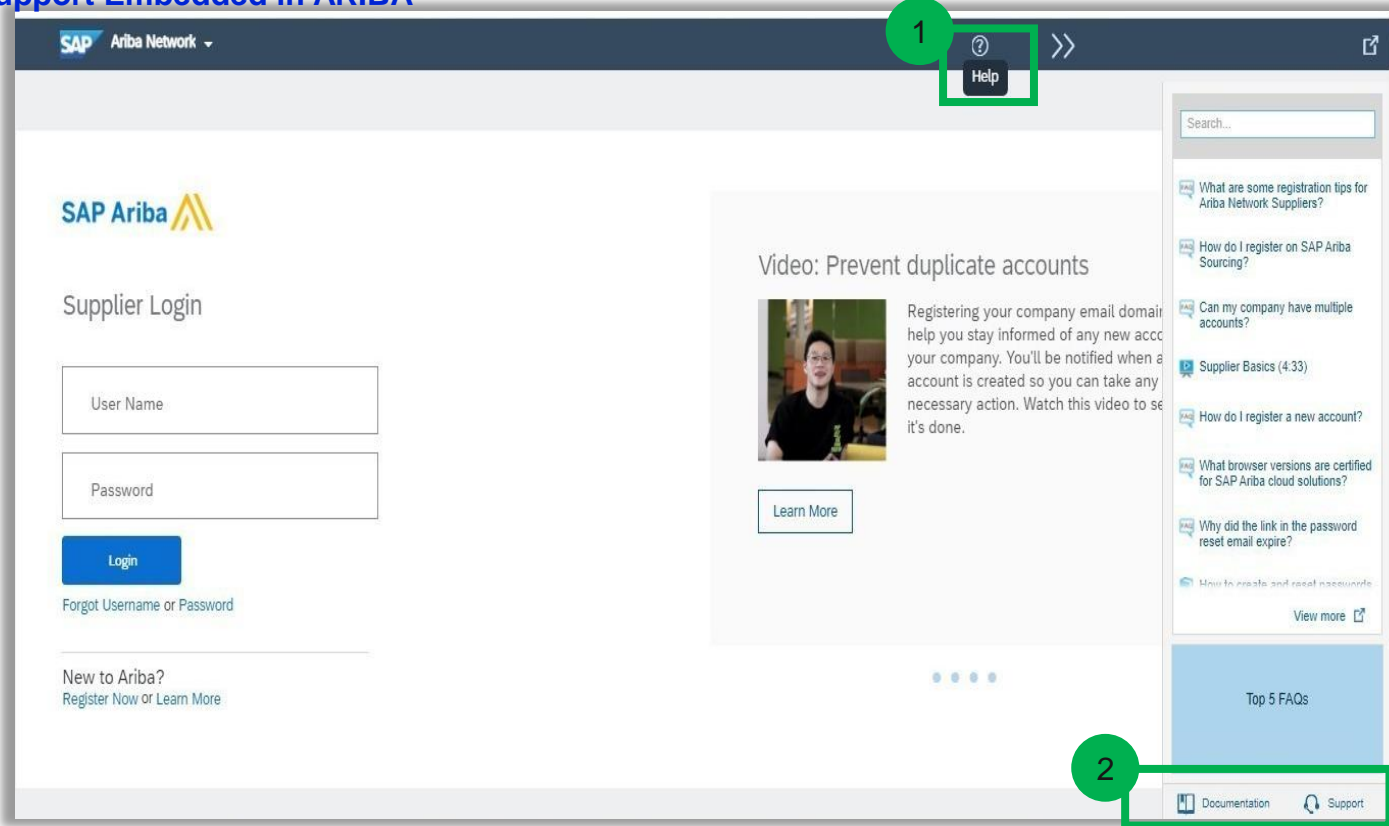


04

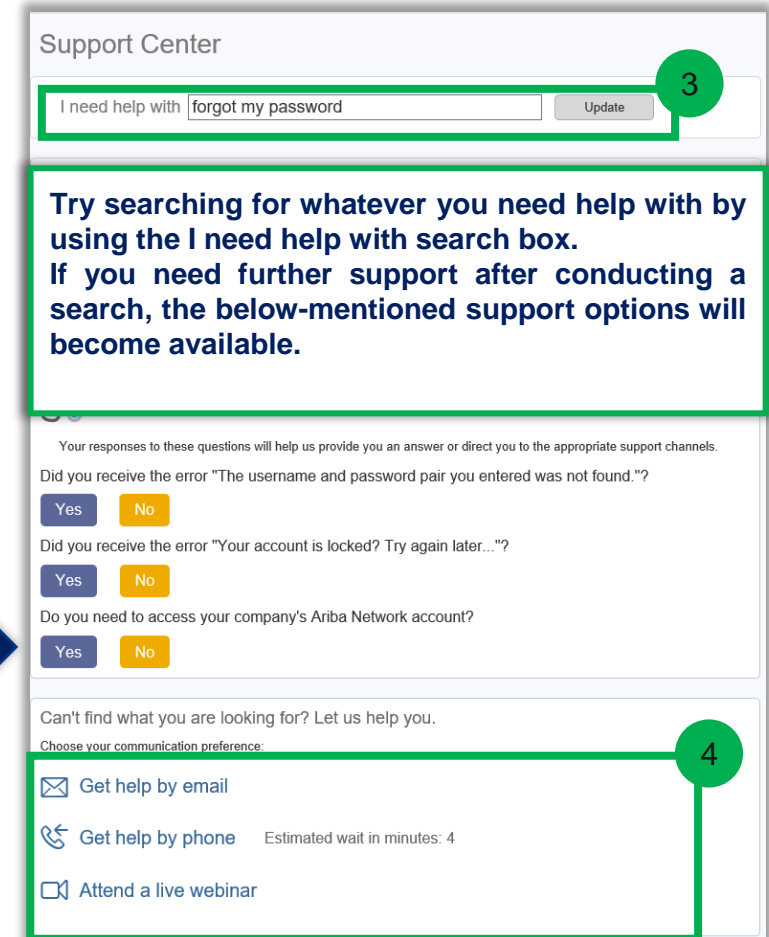
Support Chain

Ariba support...you are not alone ! – Supplier

1 Support Embedded in ARIBA



> Video Link: [Click here to view video](#)



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 below-mentioned support options will become available.

2 Specific email address  aribal1supplier@faurecia.com

3 Dedicated supplier portal  [Supplier information portal](#)

Ariba support...you are not alone ! – Supplier

Ariba Sourcing

< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard Desktop File Sync

Doc1119653946 - SP_TnE_BG_Division_Customer_Program Code_Com... Time remaining 29 days 23:32:41

Event Details

2 Event Messages (highlighted)

Response History
Download Tutorials
Response Team

Checklist

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

Event Contents

All Content

1 Prerequisites and RF... (highlighted)

Prerequisites and RFP Content (Section 1 of 1)

Name ↑

▼ 1 Prerequisites and RFP Content Less... [-]

By answering to this Request for Proposal, the Supplier expressly accepts that Faurecia General Purchasing Conditions (GPC) shall apply during the entire sourcing process and to all resulting contractual documents (including but not limited to this document, purchase orders or frame agreements) issued by or to be entered into between the parties. As a result, the applicability of the general terms and conditions of the Supplier, or similar Supplier terms, shall be barred, even if an objection is not specifically raised against them.

▼ 1.1 NDA

1.1.1 Please find attached the NDA. NDA example (1).docx ✓

1.1.2 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

Event Overview and Timing Rules

1 Buyer name (highlighted)

Event Type: RFP Currency: European Union Euro

Commodity: 130101. Checking fixtures and gauges 130101 Regions: All All

<https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=uldg9sV&realm=FAU...>

Walk Me Through

- FAURECIA buyer can be contacted:
 1. Under the Event overview section
 2. In Event messages area
 3. Through email event received at the beginning of the process. See next slide.

Ariba support...you are not alone ! – Supplier

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



<s4system-prodeu+FAURECIASERVICESGROUPE-T.Doc537647436@eusmtp.ariba.com>

12:05 PM (2 hours ago)



to me ▾

FAURECIA SERVICES GROUPE - TEST

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 [redacted] at [redacted] [@faurecia.com](mailto:[redacted]@faurecia.com).

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

Thank you,

FAURECIA SERVICES GROUPE - TEST



05

Most common error messages

Sourcing Project RFP – Common errors while Signing Up on ARIBA as a Supplier

- 1 Error: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account."

Issue


When trying to create an account to access an event or a purchase order, the error message below are thrown:

We have noticed that there may already be an Ariba Network account registered by your company.

Please review before you create a new account.

Resolution

To mitigate the occurrence of additional accounts being created please follow the steps below:

- Click **Review Accounts**
- From this screen you can review other accounts that may be relevant to your company
- You can view the details of each account by clicking  > **View Profile**
- If are able to locate the correct account you should be using, click **Contact Admin**
- Fill in the required fields and click **Send Email**
- This will send an email to the admin of the account with your contact information so they can contact you

The admin will need to add you as a user, so you can use that account to login to access the event or purchase order.

If none of the accounts shown seem relevant, click **Continue Account Creation**. The event should now appear for you.

- If **Continue Account Creation** is not an option, click **Return to Previous Page** , then click the **X** in the top right corner of the pop up box to close it.

Cause

An account very similar to other ones that were created in the past is being created. Ariba shows this warning message to try to prevent users from creating duplicate accounts.

Sourcing Project RFP – Common errors while Signing Up on ARIBA as a Supplier

2 Error: The username and password entered has already merged to another Ariba Sourcing user account

Issue

When trying to register for SAP Ariba Sourcing, the system displays the following error:

The username and password entered has already merged to another Ariba Sourcing user account

Resolution

There are two solutions to this issue:

1. Create an alternate username by clicking **Sign Up** through the event invitation. Your new username will need to be different than any existing registered username. If not, you will face an `user already exists` error message.
2. Contact SAP Ariba Customer and have them unlink the existing accounts if possible.

Cause

Your buyer created a duplicate user profile for you in their company's supplier database. The system stops you from signing in because you can only connect your Ariba Network username to a one user profile for each buyer.

Additional Information

If you followed these steps and still need assistance, please [contact SAP Ariba Customer Support](#).

Sourcing Project RFP – Common errors while Signing Up on ARIBA as a Supplier

3 Error: "User already exists. Please enter a different username." while registering

Answer

You are receiving this message because the username you are entering is already associated with an Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account. You will still be able to register a new user account, but the new username will need to be unique to satisfy Ariba system requirements.

SAP Ariba requires that all usernames be formatted like an email address, but they do not have to be a valid email address. For example, if your username of example@ariba.com was not accepted, you can try using example1@ariba.com.

Additional Information

If you would like to access an account that already exists, go to the [Supplier Login page](#) and click **Password**.

Sourcing Project RFP – Common errors on ARIBA as a Supplier

4 How do I contact SAP Ariba Customer Support as a supplier?

[How do I contact Business Network Customer Support as a supplier? \(ariba.com\)](#)

5 Troubleshooting for event participants

[Troubleshooting for event participants | SAP Help Portal](#)

6 Why can't I find an event? Where is my event?

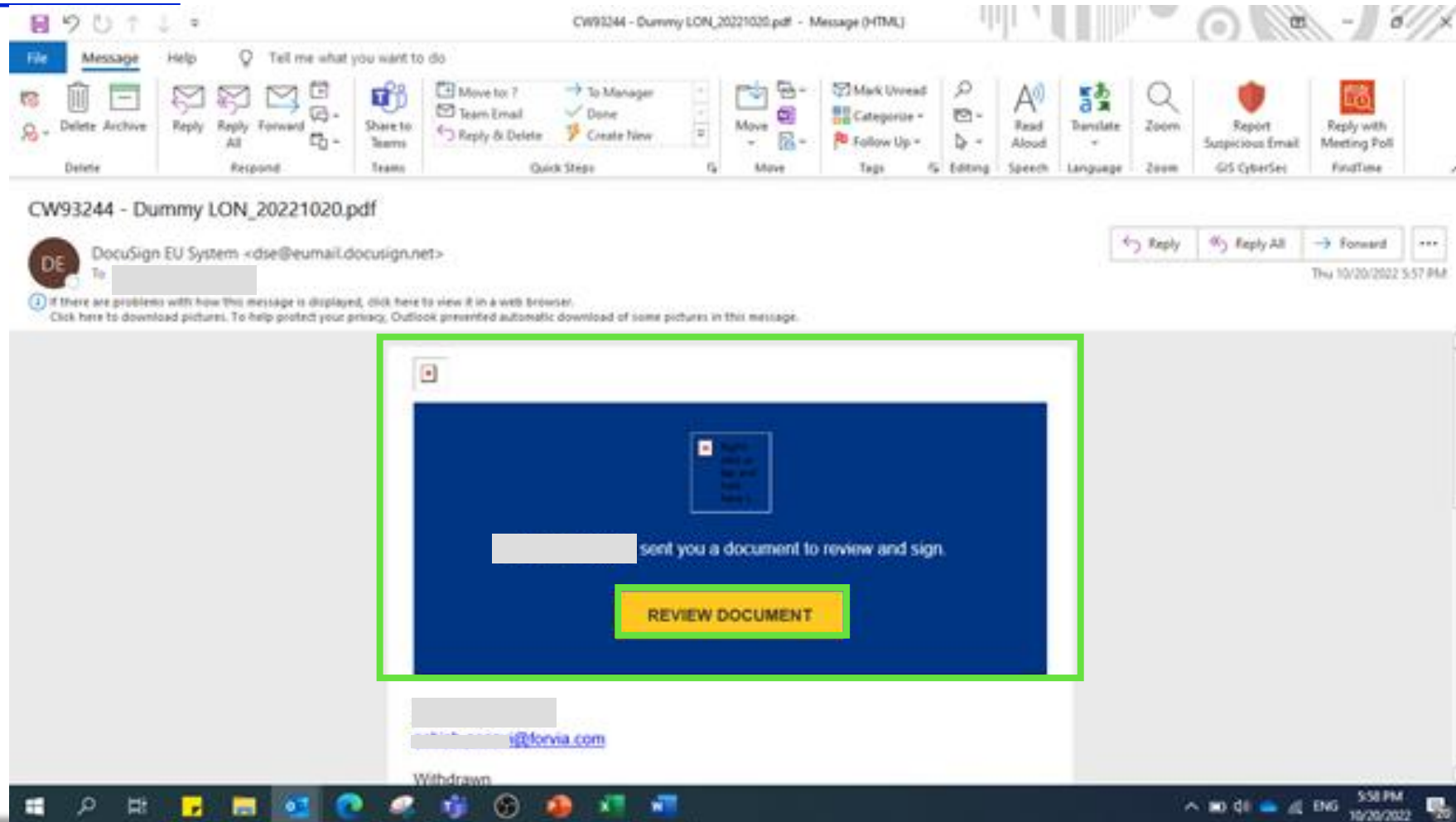
[Why can't I find an event? \(ariba.com\)](#)



06

Supplier LON Process

Receiving LON for signature



1. The supplier will receive an email for LON signature – Click on “Review Document”

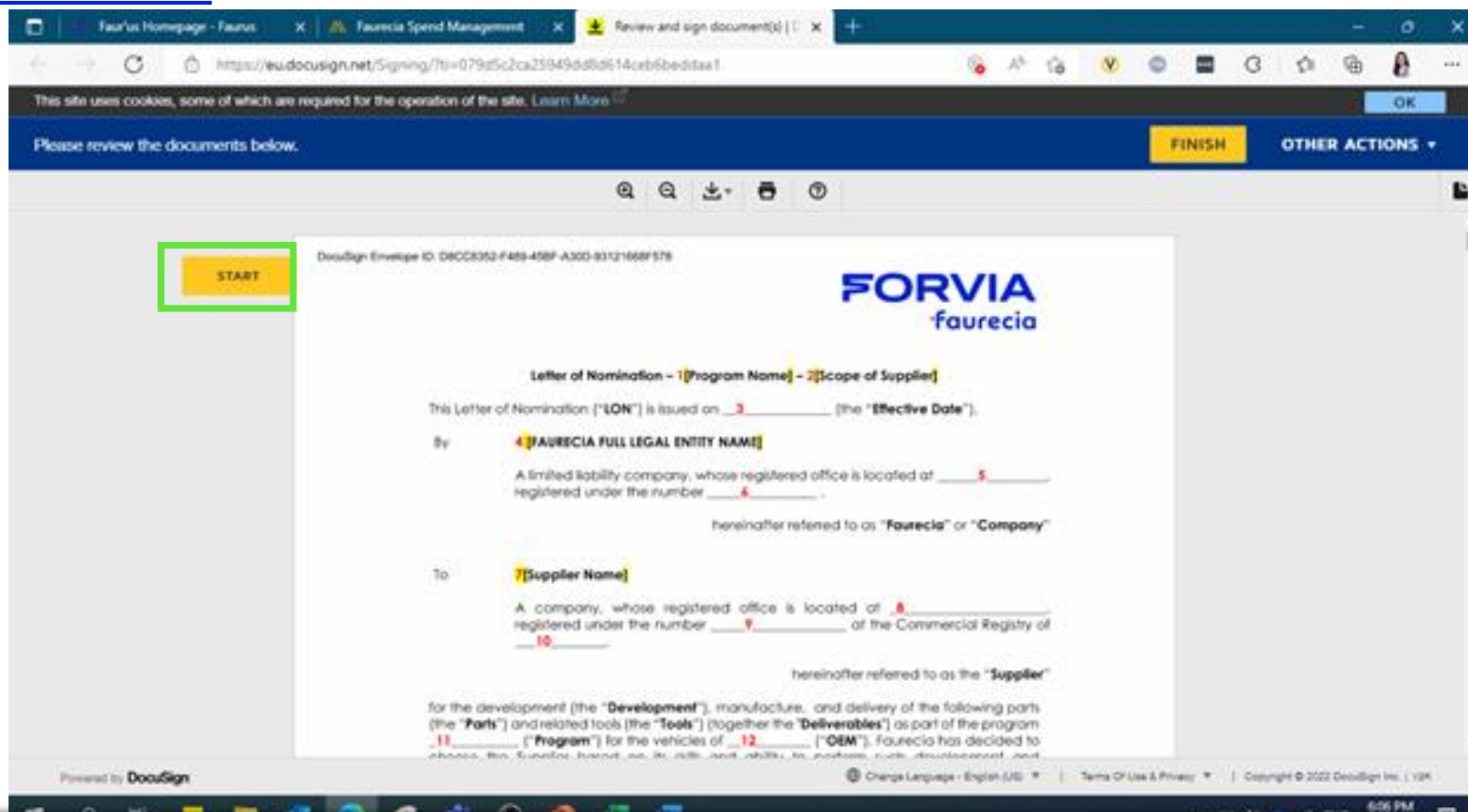
Receiving LON for signature

The screenshot shows a web browser window with the following elements:

- Browser tabs: 'Faurecia Homepage - Faurecia', 'Faurecia Spend Management', and 'Review and sign document(s) | DocuSign'.
- Address bar: 'https://eu.docuSign.net/Signing/?ti=079d5c2ca25949d8b0614ceb6bed3aa1'.
- Cookie notice: 'This site uses cookies, some of which are required for the operation of the site. Learn More' with an 'OK' button.
- Document title: 'Please Review & Act on These Documents'.
- Sender information: 'FAURECIA' and 'Withdrawn'.
- Document title: 'Please read the Electronic Record and Signature Disclosure'.
- Agreement checkbox: 'I agree to use electronic records and signatures' (highlighted in green).
- Buttons: 'CONTINUE' (highlighted in green) and 'OTHER ACTIONS'.
- Document content: 'To: [Supplier Name]', 'hereinafter referred to as "Faurecia" or "Company"', and 'hereinafter referred to as the "Supplier"'. The text describes the development, manufacture, and delivery of parts and tools for a program.
- Footer: 'Powered by DocuSign', 'Change Language - English (US)', 'Terms Of Use & Privacy', and 'Copyright © 2022 DocuSign Inc. | USA'.

1. Click on agree terms and conditions and then "Continue"

Receiving LON for signature



1. Click on "Start" to adopt a signature for signing the LON process

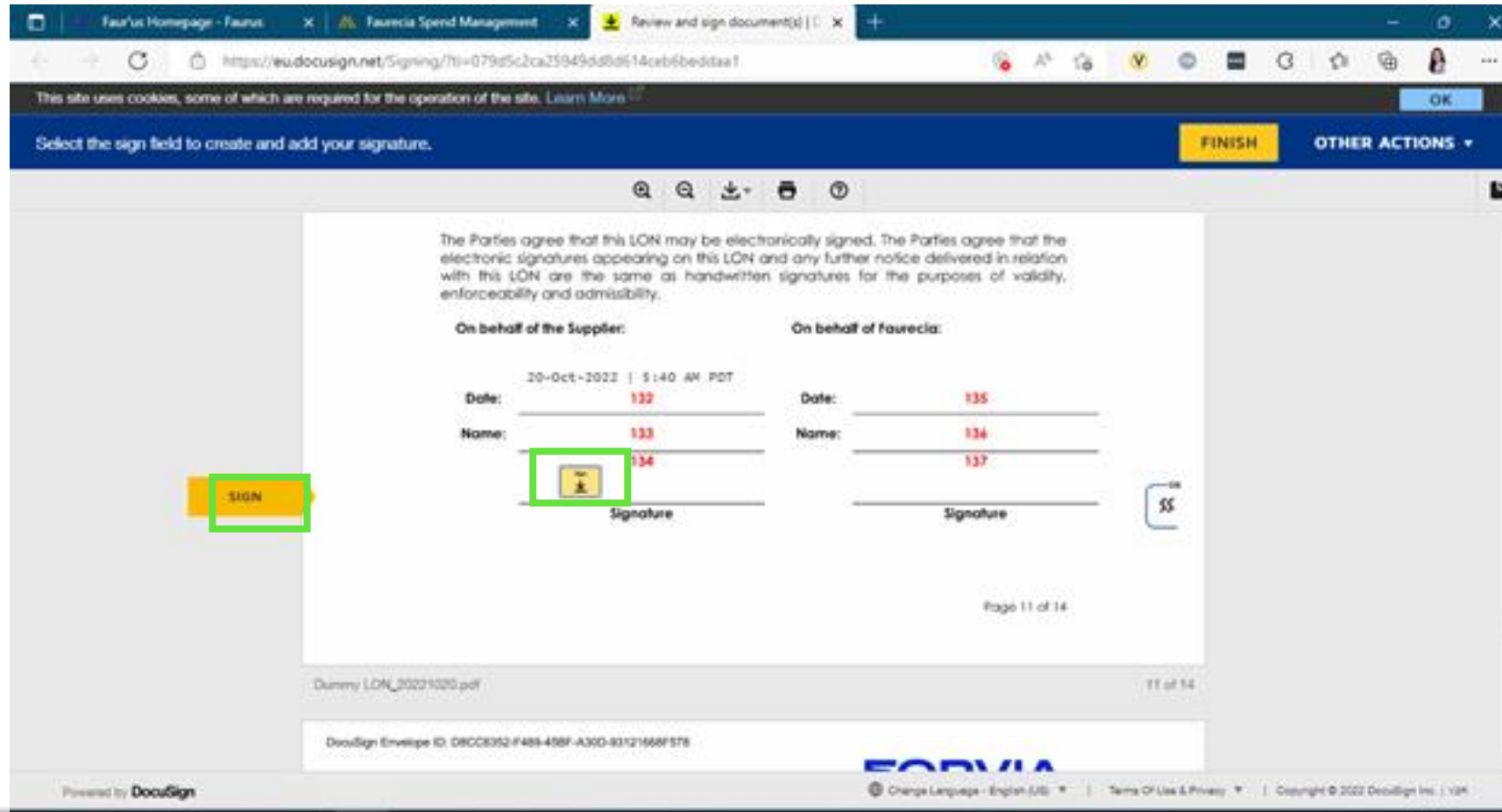
Receiving LON for signature

The screenshot shows a web browser window with a DocuSign interface. The main dialog box is titled "Adopt Your Initials" and contains the following elements:

- A header: "Adopt Your Initials" with a close button (X).
- Text: "Confirm your name, initials, and signature."
- Text: "* Required"
- Form fields: "Full Name*" and "Initials*", both with input boxes.
- Buttons: "SELECT STYLE", "DRAW", and "UPLOAD" (highlighted with a green box).
- Section: "PREVIEW" with a "Change Style" link.
- Preview content: A signature and initials, with a "DS" logo and a document ID "D230B7E230ED4C6...".
- Text: "By selecting Adopt and Initial, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial."
- Buttons: "ADOPT AND INITIAL" (highlighted in yellow) and "CANCEL".

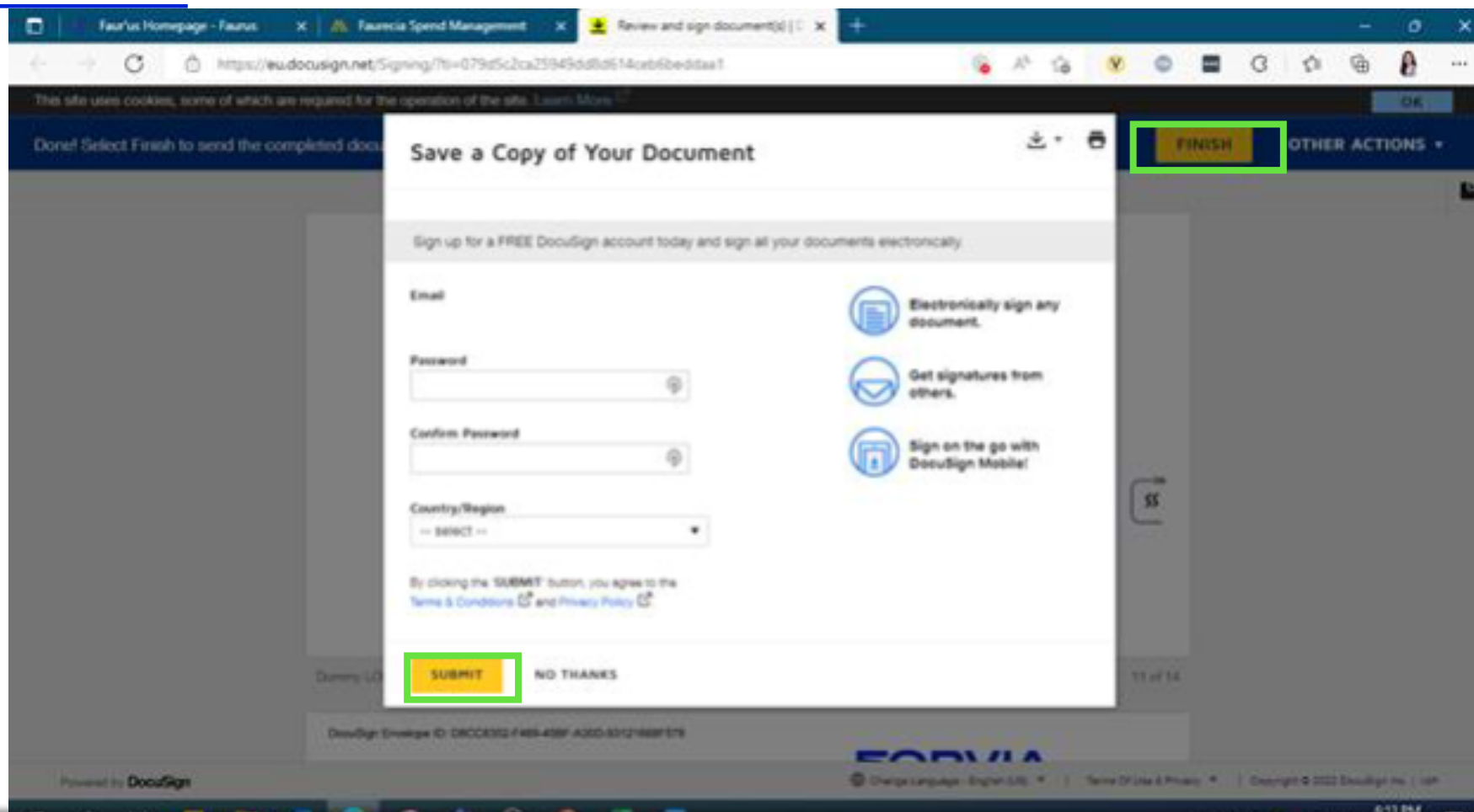
1. The supplier can choose the giving signature and initial from docu sign directly.
2. The supplier can also Draw its own signature
3. The Supplier can also upload its signature from its desktop

Receiving LON for signature



1. Click "Sign" and the adopted signature will be added automatically

Receiving LON for signature



1. Once the signatures are completed click on “Finish” to complete the task
2. The supplier can also save a copy by creating an account on Docu sign by adding the password and country and click on “Submit”
3. The supplier will receive an email regarding the submission / Signing completed of LON under DocuSign



06

FAQ's

ARIBA S2C Supplier FAQ's

> **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 FAQ's

- **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 username 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 supplier's 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 FAQ's

> **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

Request for Quotation lifecycle...To keep in mind.

- 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 can re-open the event giving possibility to do revision.

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