



# How to respond to a Request for quotation (RFQ) in Ariba

2021



# Glossary

---

Please, note the following glossary :

- **RFQ – REQUEST FOR QUOTATION**
- **RFP – REQUEST FOR PRICE**
- **RFI – REQUEST FOR INFORMATION**
- **EVENT – it is a word used in Ariba. It is any exchange between Faurecia and Supplier including FRQ, RFP, RFI**

# Pre requisits before responding to a Resquest for quotation : Access to the RFQ

---

Supplier access the RFQ from :

- Mail
- or ARIBA network

# Be informed on new Request for quotation: by e-mail (1/2)

## ■ By e-mail

From: [REDACTED]  
 Sent: Friday, December 06, 2019 4:12 PM  
 To: [REDACTED]  
 Subject: FAURECIA SERVICES GROUPE - TEST has invited you to participate in an event: [REDACTED]

**FAURECIA SERVICES GROUPE - TEST**

---

Welcome, R [REDACTED] E.

FAURECIA SERVICES GROUPE - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFQ1594-[REDACTED]. The event starts on Friday, December 6, 2019 at 7:11 AM, Pacific Standard Time and ends on Friday, December 13, 2019 at 2:59 PM, Pacific Standard Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

If you have questions about this event, contact RODRIGUES Bruno via telephone at [REDACTED] or via e-mail at [\[REDACTED\]@faurecia.com](mailto:[REDACTED]@faurecia.com).

If you do not want to respond to this event, [Click Here](#). You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

We look forward to working with you!

Thank You,

FAURECIA SERVICES GROUPE - TEST

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

1

**Click on the Ariba Sourcing link, then see next page**

# Be informed on new Request for quotation: by Ariba Sourcing connexion (2/2)

- Connect to Ariba Sourcing portal: <https://service.ariba.com/Sourcing.aw/>

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? **Log in** **1**

**Sign up** **1**

**or**

**If you don't have an account, click on 'Sign up'**

**If you already have an account please click on 'Log in' and enter your account information**

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

**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.penta@domain.com  
 Password: \*\*\*\*\*  
 Forgot Username  
 Forgot Password

Continue Cancel

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

# Pre-requisites before responding to a Request for quotation : NDA Signature

---



In some cases (Direct Purchasing) the Prerequisite of reviewing and Signing NDA needs to be completed. Only after completing that you will be able to view the contents of the RFQ package.

The Response in Excel format (CBD) is required to be submitted in Ariba.

**Refer to the steps to follow this variation : [click here to access](#)**

**Otherwise, just pursue with the next slides**

# If no NDA signature required



# Be informed on new Request for quotation: by Ariba Sourcing connexion (2/2)

The screenshot displays the SAP Ariba Sourcing interface for 'FAURECIA SERVICES GROUPE - TEST'. The top navigation bar includes 'SAP Ariba Proposals and Questionnaire', 'Standard Account', and an 'Upgrade' button. The main content area is divided into several sections:

- Events:** A section with a red callout box. The callout states: "Request for Quotation is called 'Event'". It lists the following statuses:
  - Open:** RFQ to consult, and complete
  - Preview:** future RFQ near to be open
  - Pending selection:** RFQ replied but waiting for award by Faurecia
  - Completed:** closed RFQ (respond and award of offer done)
 Below the list, it says: "To start, click on the related Event you would like to respond to".
- Risk Assessments:** A table with columns: Title, ID, End Time ↓, Event Type. It shows "No items".
- Registration Questionnaires:** A table with columns: Title, ID, End Time ↓, Status. It shows "Status: Open (1)".
- Qualification Questionnaires:** A table with columns: Title, ID, End Time ↓, Commodity, Regions, Status. It shows "No items".
- Questionnaires:** A table with columns: Title, ID, End Time ↓, Commodity, Regions, Status.

A red box with the number '2' is positioned over the 'Events' section. The 'Ariba Proposals and Questionnaire' menu item is also highlighted with a red box.

# Respond to a Request for quotation: confirmation of participation

- By reviewing all content of RFQ, confirm your participation

The remaining period to respond visible on top

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

Event Details Doc330784852 - RFQ1594-test Time remaining 7 days 06:51:13

Event Messages  
Download Tutorials  
Response Team

You must decide whether or not you intend to participate **Give your decision to "Intent to participate" or "Decline to participate"**

[Download Content](#) [Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.2 Comments				
1.3 If required, attach a supporting file to your response				

All content area is provided:  
"Ship To" address  
Description of the request  
Attachments

# Respond to a Request for quotation: select the 'Lot' to be respond

- If you clicked on “intent to participate”
- Select the ‘Lot (s)’ on which you “intent to participate” and confirm:

[< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard](#)

Desktop File Sync

Select Lots

Doc330784852 - RFQ1594-test

Cancel

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots

Select Using Excel

Lots Available for Bidding



Name



2.1 RFQ Industrial Supplies (MRO Generalist)

RFQ Industrial Supplies (MRO Generalist): No description provided

4

Ship To ▾: 8 rue Emile Zola  
60114 MERU 60  
France

Confirm Selected Lots

**RFQ (Quick quote) is containing only one 'Lot'  
(Strategic sourcing (Sourcing Project) could contain more than one Lot)**

# Respond to a Request for quotation: submit response (1/2)

## ■ Complete the RFQ and submit:

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

Console Doc330784852 - RFQ1594-test Time remaining  
7 days 06:21:02

Event Messages  
Response History  
Response Team

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

All Content **5**

**Fill information**  
RFQ (Quick quote) is described only by one item with one global price  
Details must be provided in other fields such as "Comment" and "Attach a file" feature

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 2 Items				
2.1 RFQ Industrial Supplies (MRO Generalist) ▼	Less... - * 5000 EUR	1 each		
RFQ Industrial Supplies (MRO Generalist): No description provided				
Line Number:	1			
Supplier Part Id:	<input type="text"/>			
Supplier Part Auxiliary Id:	<input type="text"/>			
Manufacturer Part Id:	<input type="text"/>			

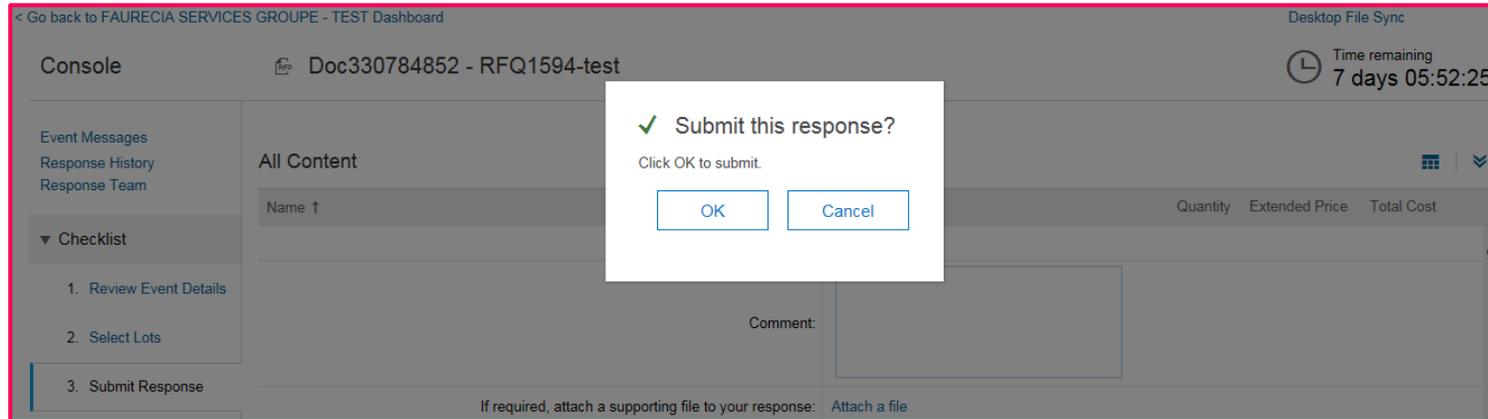
(\*) indicates a required field

**6**    |

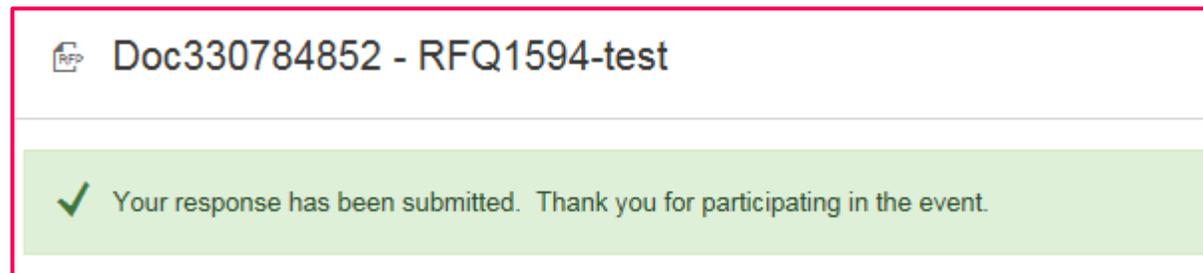
Once all items are filled, click on 'Submit entire response'

# Respond to a Request for quotation: submit response (2/2)

## ■ Confirmation of the submit:



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



# Request for quotation lifecycle

---

- During remaining bid period, RFQ is in status “open” and can be revised
- Remaining bid period can be stopped by Faurecia to allow the award phase. Then RFQ status is “Pending selection”
- RFQ in status “Pending selection” can be revised by the supplier. In certain circumstance, Faurecia is able to re-open the event giving possibility to do revision.

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

For any **question on content of request** please contact the **requester**

As last option of support, we are listing a Faurecia Support per region

# If NDA Signature required



# Supplier Review & Response to NDA

The screenshot shows the Faurecia Spend Management interface. At the top, the browser address bar displays the URL: s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=HIZsavRC&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser&da... The page title is 'Faurecia' and the user is acting as 'cgago cgago'. The main content area is titled 'Event Details' and 'Doc501856023 - UAT32\_Cycle 2\_RFP 1\_3 LI'. A yellow banner at the top of the main content area contains the following text: '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 the banner are three buttons: 'Review Prerequisites' (highlighted with a red box and a blue circle labeled '2'), 'Decline to Respond', and 'Print Event Information'. The 'NDA' section is visible, showing a table with one item: '1.1 Please find attached the NDA.' and '1.2 Please sign the attached NDA.' A red box highlights the download link 'NDA example (1).docx' (labeled '1') with a red callout box that says 'Download NDA from Here'. The 'Event Overview and Timing Rules' section shows details such as Owner: uat32, Event Type: RFP, Publish time: 28/9/2020 16:45, Due date: 28/10/2020 16:45, Currency: Euro, Commodity: 020101, All vent 020101, and Regions: IND India. The 'Bidding Rules' and 'Project Owner Actions' sections are also visible.

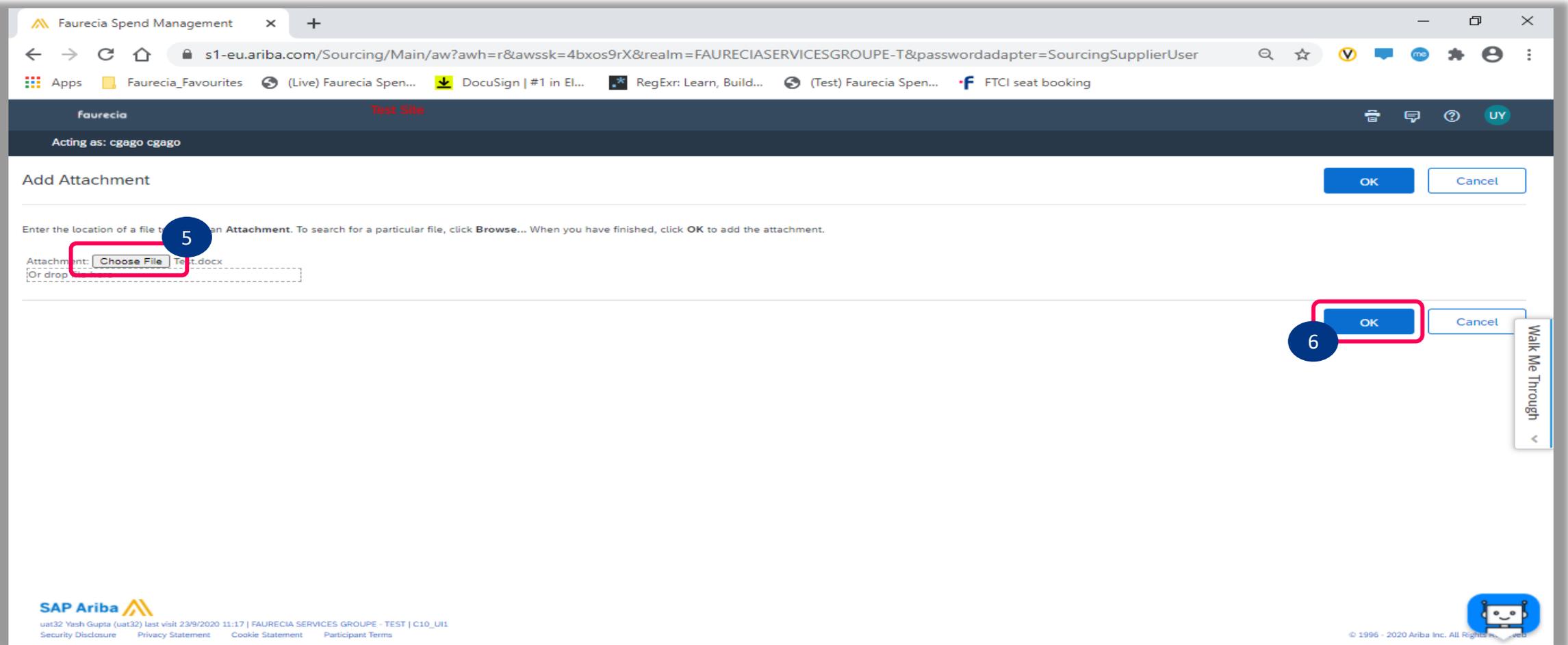
1. Here the supplier will review the RFP event and Download the NDA provide their acceptance by uploading the signed copy of the NDA
2. To submit the signed NDA go to **“Review Prerequisites”**

# Supplier Review & Response to 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 'Prerequisites' for 'Doc501856023 - UAT32\_Cycle 2\_RFP 1\_3 LI'. A checklist on the left shows three steps: 1. Review Event Details, 2. Review and Accept Prerequisites (highlighted), and 3. Submit Response. The main content area contains a blue informational box, a question 'Would you like to accept the Bidder Agreement?', and two radio button options. The first option, 'I accept the terms of this agreement.', is selected and highlighted with a red box and a blue circle containing the number 3. The second option is 'I do not accept the terms of this agreement.'. Below this is a table of prerequisites with columns for Name and a description. The first prerequisite is 'NDA' with a sub-item '1.2 Please sign the attached NDA.' and a note: '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 second prerequisite is 'Pricing'. A red box highlights the 'Attach a file' button next to the NDA prerequisite, with a blue callout box containing the number 4 and the text 'Attached the signed NDA here'. At the bottom right, there are 'OK' and 'Cancel' buttons and a 'Walk Me Through' button.

1. Select "I accept the terms of main agreement"
2. To attach the Signed NDA go to "Attach file"

# Supplier attach Signed NDA



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

# Supplier Review & Response to 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 "Doc501856023 - UAT32\_Cycle 2\_RFP 1\_3 LI".

**Prerequisites Checklist:**

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

**Informational Message:**

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 Section:**

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.	<a href="#">Attach a file</a>
<b>NOTE:</b> 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

**Dialog Box:**

7

After the Terms have been accepted and signed NDA has been attached, click on “OK” after attaching the NDA and accepting the main agreement terms to submit the Response for NDA

# Supplier Submits 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" 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 checklist on the left includes "1. Review Event Details", "2. Review and Accept Prerequisites", and "3. Submit Response". The main content area contains a message: "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." Below this message are two radio buttons: "I accept the terms of this agreement." (selected) and "I do not accept the terms of this agreement." A modal dialog box is open in the center, titled "Submit this response?" with a green checkmark icon. The dialog contains the text "Click OK to submit." and two buttons: "OK" and "Cancel". A blue circle with the number "8" is overlaid on the dialog. At the bottom right of the page, there is a "Walk Me Through" button and a chatbot icon.

Confirmation of Submission will be given by system

# Supplier Submits NDA (waiting for Buyer to Acknowledge NDA and accept)

The screenshot shows the Faurecia Spend Management web application interface. The browser address bar displays the URL: s1-eu.riba.com/Sourcing/Main/aw?awh=r&awssk=4bxos9rX&realm=FAURECIASERVICESGROUPE-T&passwordadapter=SourcingSupplierUser. The page title is "Doc501856023 - UAT32\_Cycle 2\_RFP 1\_3 LI". A "Time remaining" indicator shows 29 days 23:54:49. A yellow banner contains the text: "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 the banner are three buttons: "Review Prerequisites", "Decline to Respond", and "Print Event Information". The "NDA" section is highlighted with a blue circle containing the number "8". It lists two prerequisites: "1.1 Please find attached the NDA." and "1.2 Please sign the attached NDA." with attached files "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." Below this is the "Event Overview and Timing Rules" section, which includes details such as Owner: uat32, 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. A "Walk Me Through" chatbot icon is visible on the right side of the page.

At this stage you need to wait for the Faurecia Buyer Approval for your NDA to go further on the process

# 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**

# 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> 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 V [redacted] at v [redacted]@[redacted].com.

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

Thank you,

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

8

After Buyer has acknowledged the NDA, you will go to “**Compose Response**” to further proceed for bidding

# Access the Event after Faurecia Buyer has Accepted the NDA

The screenshot shows the Faurecia Spend Management interface. At the top, there's a navigation bar with 'SAP Ariba Proposals and Questionnaire', 'Standard Account', and an 'Upgrade' button. Below this, the page title is 'FAURECIA SERVICES GROUPE - TEST'. A message on the left says 'There are no matched postings.' The main content area has a welcome message and a table of 'Events'. The 'Events' section is highlighted with a red box and a blue circle containing the number '9'. A red callout box points to the event name 'RFQ1594-test' in the table with the text 'Click on the "event name" to open'. Below the events table are sections for 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires', each with its own table header.

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

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

# Respond to a Request for quotation: confirmation of participation

- By reviewing all content of RFQ, confirm your participation

The remaining period to respond visible on top

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

Event Details Doc330784852 - RFQ1594-test 🕒 Time remaining 7 days 06:51:13

Event Messages  
Download Tutorials  
Response Team

You must decide whether or not you intend to participate **Give your decision to "Intent to participate" or "Decline to participate"**

Download Content Intend to Participate Decline to Participate Print Event Information

▼ Checklist

1. Review Event Details
2. Select Lots
3. Submit Response

All Content

Name ↑	Price	Quantity	Extended Price	Total Cost
1.2 Comments				
1.3 If required, attach a supporting file to your response				

All content area is provided:  
"Ship To" address  
Description of the request  
Attachments

# Respond to a Request for quotation: select the 'Lot' to be respond

- If you clicked on “intent to participate”
- Select the ‘Lot (s)’ on which you “intent to participate” and confirm:

[< Go back to FAURECIA SERVICES GROUPE - TEST Dashboard](#)

Desktop File Sync

Select Lots

Doc330784852 - RFQ1594-test

Cancel

▼ Checklist

1. Review Event Details

2. Select Lots

3. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots

Select Using Excel

Lots Available for Bidding



Name



2.1 RFQ Industrial Supplies (MRO Generalist)

RFQ Industrial Supplies (MRO Generalist): No description provided

Ship To ▾ : 8 rue Emile Zola  
60114 MERU 60  
France

11

Confirm Selected Lots

**RFQ (Quick quote) is containing only one 'Lot'**  
**(Strategic sourcing (Sourcing Project) could contain more than one Lot)**

# Respond to a Request for quotation: submit response (1/2)

## ■ Complete the RFQ and submit:

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

Console Doc330784852 - RFQ1594-test Time remaining  
7 days 06:21:02

Event Messages  
Response History  
Response Team

▼ Checklist

- Review Event Details
- Select Lots
- Submit Response

All Content 12

**Fill information**  
RFQ (Quick quote) is described only by one item with one global price  
Details must be provided in other fields such as "Comment" and "Attach a file" feature

Name ↑	Price	Quantity	Extended Price	Total Cost
▼ 2 Items				
2.1 RFQ Industrial Supplies (MRO Generalist) ▼	Less... <input type="text" value="5000"/> EUR	1 each		
RFQ Industrial Supplies (MRO Generalist): No description provided				
Line Number:	1			
Supplier Part Id:	<input type="text"/>			
Supplier Part Auxiliary Id:	<input type="text"/>			
Manufacturer Part Id:	<input type="text"/>			

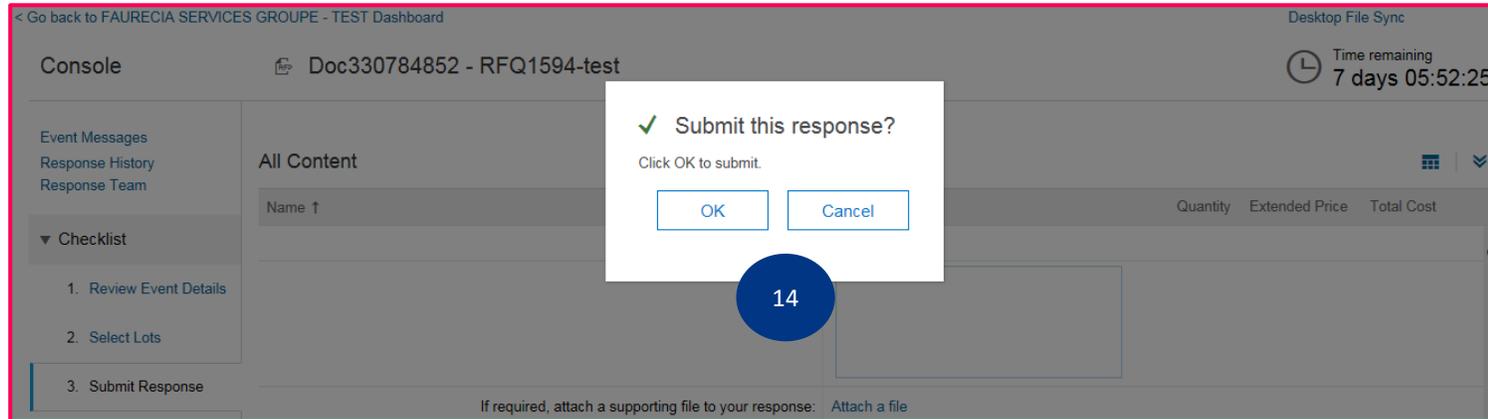
(\*) indicates a required field

13 Submit Entire Response Update Totals Save draft | Excel Import

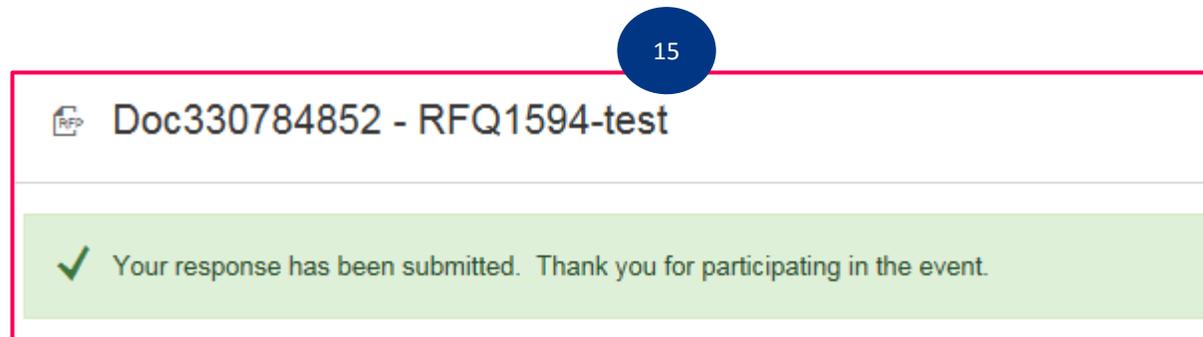
Once all items are filled, click on 'Submit entire response'

# Respond to a Request for quotation: submit response (2/2)

## ■ Confirmation of the submit:



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



# Request for quotation lifecycle

---

- During remaining bid period, RFQ is in status “open” and can be revised
- Remaining bid period can be stopped by Faurecia to allow the award phase. Then RFQ status is “Pending selection”
- RFQ in status “Pending selection” can be revised by the supplier. In certain circumstance, Faurecia is able to re-open the event giving possibility to do revision.

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

For any **question on content of request** please contact the **requester**

As last option of support, we are listing a Faurecia Support per region

# Ariba Support Access (1/4)

The screenshot displays the SAP Ariba website interface. At the top left, the SAP Ariba logo is followed by the text "Orders & Invoices" and "Powered by Ariba Network". In the top right corner, a red box highlights a navigation menu containing "Feedback" and "Help" links, with a "Help Center" link appearing below it. The main content area features a "Supplier Login" section with input fields for "User Name" and "Password", and a "Login" button. To the right, a "Supplier Success Day Highlights" section includes an image of a person and text about enhancing business on Ariba Network, with a "Learn More" button. Below this, the "Ariba Exchange User Community" section is shown, featuring a search bar, a language dropdown set to "English", and navigation links for "Home", "Learning", and "Support". A red box highlights these navigation links. The "User Community Home" section displays "Popular Topics" with a "Sort by: Relevance" dropdown. Two topics are listed: "Registration best practices for Ariba Network Suppliers" and "How do I participate in my buyer's event using an email invitation?". A red box highlights a sidebar on the right containing "Learning Center" (with a book icon) and "Support Center" (with a headset icon). Below this is an "Additional Resources" section listing "cXML User's Guide" and "cXML Release Notes".

# Ariba Support Access (2/4)

Ariba Exchange User Community English

Search... Search with key words

Home | Learning | Support

## User Community Home

**Popular Topics** Sort by: Relevance

**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

**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

**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

**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

**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

**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  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"

1 2

**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."?

Did you receive the error "Your account is locked? Try again later...".?

Do you need to access your company's Ariba Network account?

Can't find what you are looking for? Let us help you.

Choose your communication preference:

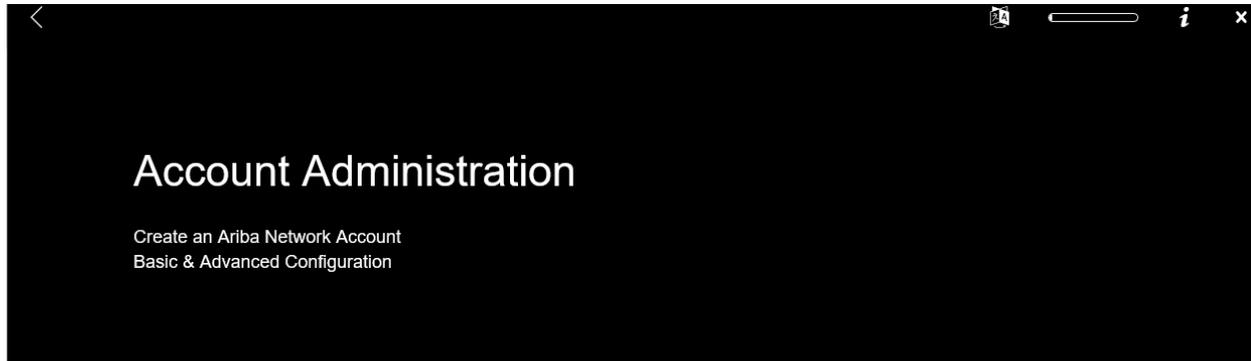
Get help by email

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 (3/4)



This section is designed for the **Administrator** of your Ariba Network Account in order to complete registration, perform account configurations and create additional user accesses to the account.

Please refer to the instructions provided by your Buyer to know which sections are mandatory to complete before starting transacting documents

If you are using a **Standard Account**, you can also visit [this page](#) for dedicated instructions.

## New User

If you DO NOT have an existing account and would like to participate, click Register Now



**Accept Your Invitation**

## Existing User

If you already have an Ariba Network account, enter your existing username and password and click Confirm



**Accept Your Invitation**

[https://support.ariba.com/Adapt/Ariba Network Supplier Training/#/id/5ef46c81c09b3a2213f55123](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/id/5ef46c81c09b3a2213f55123)

# Ariba Support Access (4/4)

---

- Questions regarding RFQ event in Ariba (Direct Purchasing) : [ariba.support\\_supplier@faurecia.com](mailto:ariba.support_supplier@faurecia.com)
- Direct messenger in Ariba tool

# Ariba Support Access (4/4)

## ■ Questions regarding Ariba usage :

Please click on one of the below links for any questions regarding registration, configuration or general Ariba Network questions :

- USA/Canada : <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429NAM&h=efiEiEb9GzUpOl83jqsNw#Enablement-Inquiry>
- Brazil : <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429BRZ&h=ZUMjmQJ1cv1AyRPHP4rNzA#Enablement-Inquiry>
- Latin America: <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429LAC&h=1a9ipmjaTdbYL4l4jaUcg#Enablement-Inquiry>
- EMEA: <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429EMA&h=aYcJ5Mm2uFBjv1T7QaeZ9A#Enablement-Inquiry>
- SE Asia: <https://connectsupport.ariba.com/sites/Company?ANID=AN01274677429SEA&h=kRV62sa3KWxd5CoBSswQ#Enablement-Inquiry>

## ■ Questions regarding your relationship with Faurecia :

- EMEA
  - Enterprise account : [supplier.enablement.emea@faurecia.com](mailto:supplier.enablement.emea@faurecia.com)
  - Standard account : [light.enablement.emea@faurecia.com](mailto:light.enablement.emea@faurecia.com)
- North America
  - Enterprise accounts : [full.enablement.nao@faurecia.com](mailto:full.enablement.nao@faurecia.com)
  - Standard accounts : [light.enablement.nao@faurecia.com](mailto:light.enablement.nao@faurecia.com)
- China:
  - Enterprise accounts : [supplier.enablement.asia@faurecia.com](mailto:supplier.enablement.asia@faurecia.com)
  - Standard accounts : [light.enablement.asia@faurecia.com](mailto:light.enablement.asia@faurecia.com)

