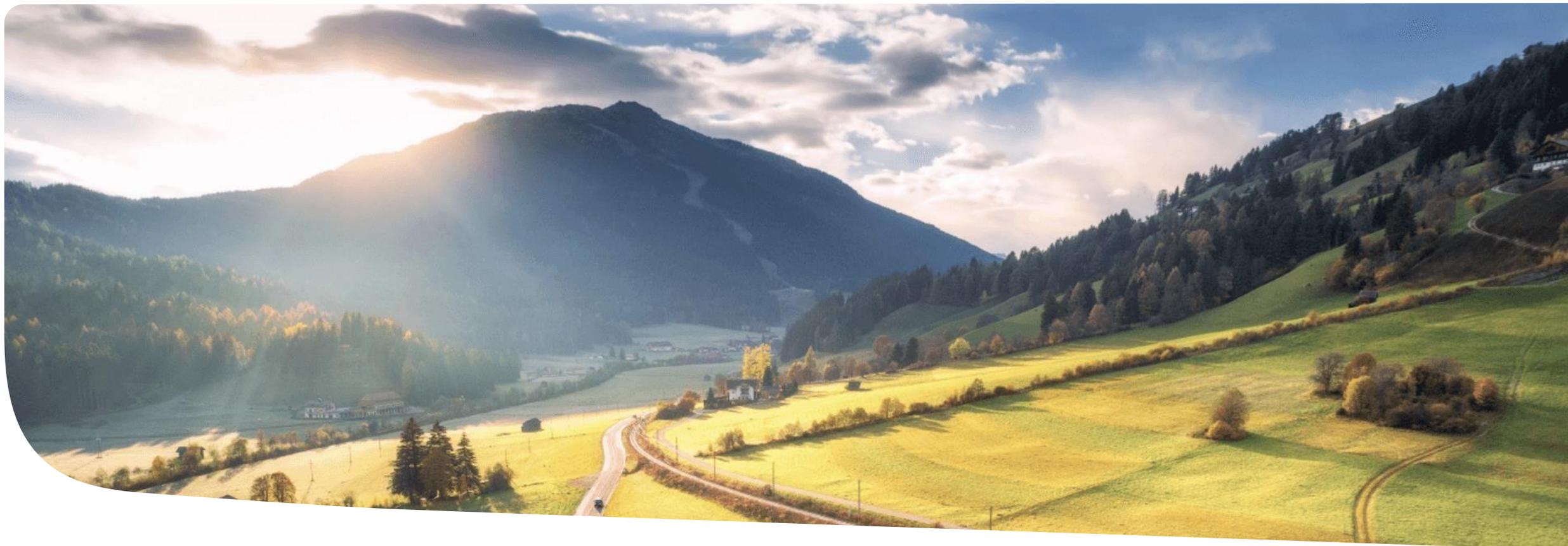


Ariba SLP (Supplier Lifecycle Performance)

SUPPLIER GUIDE

FORVIA
·faurecia



Agenda

- 01** Introduction to SLP
- 02** Ariba Supplier Registration
- 03** Ariba Supplier Qualification
- 04** Support Chain
- 05** FAQ's

01

Introduction to ARIBA SLP



What is ARIBA SLP ?

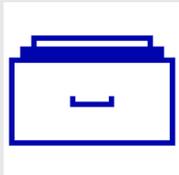
SLP stands for → **S**upplier **L**ifecycle **P**erformance.



Fully integrated software in ARIBA NETWORK. Cloud Solution.
Embedded module part of the complete Purchasing solution



Manage business relationship between FAURECIA and suppliers:
On-boarding // Qualification // Preferred status



One single repository for supplier
to upload and to maintain / update its master data management.

Introduction



ARIBA SLP: Why ?



One single tool to manage most of supplier relationship
One step more towards a 100% digital solution



To simplify data collection:

- Documentation & information up to date.
- Right supplier for right business with right level of qualification



To share a full end to end visibility across the supplier lifecycle process between both parts.
To ensure a full compliance process.



IT landscape

Data reliability

Transparency

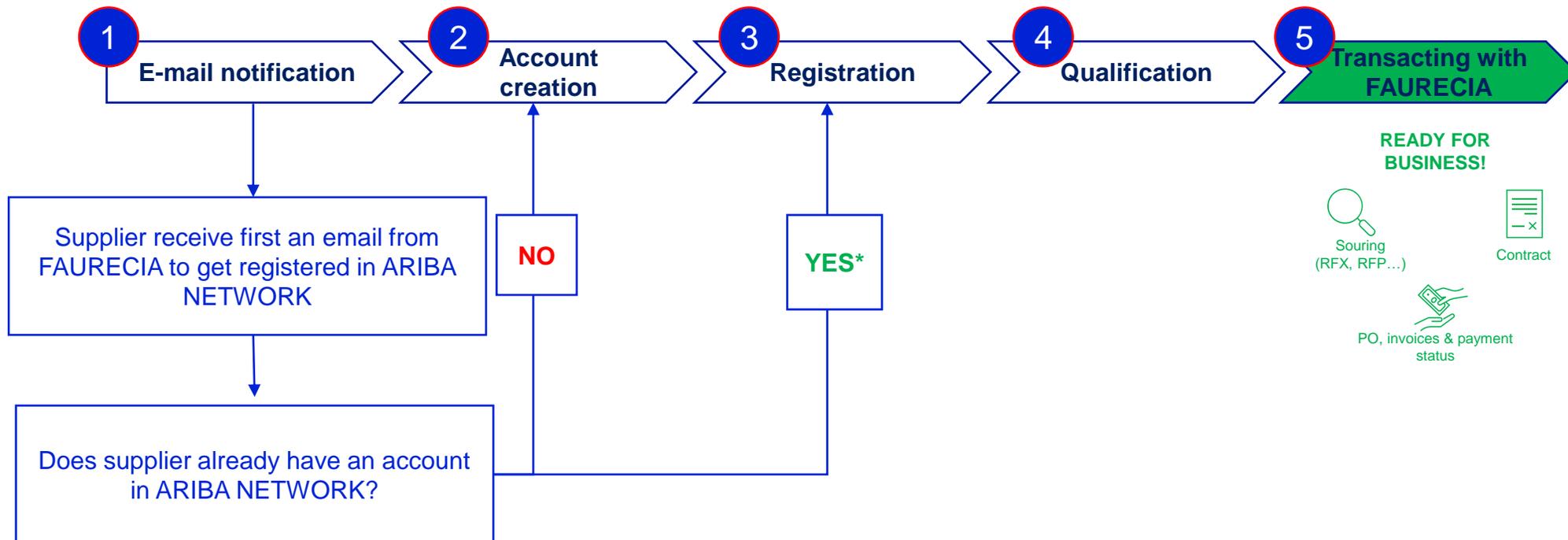
Introduction

New Supplier :

- This booklet is dedicated to all FAURECIA new suppliers, means suppliers who are not already under a business relationship with FAURECIA (RFQ/PO/Invoice...).
- What is expected from you today ? => **TO BE REGISTERED IN ARIBA NETWORK AND FOLLOW QUALIFICATION PROCESS**
 - Supplier to connect to its existing ARIBA NETWORK account **OR** to create one (if no existing account). To have an account is mandatory to get registered and qualified
 - Supplier to take the control and update its master data (e.g., tax, location, bank details, etc...)
 - Supplier to confirm its main contact address with full details (name, phone, @, ...)
 - For some specific cases, certificates to be uploaded as well.
- What is expected from you tomorrow ?
 - You may will receive notification in case of qualification extension (your company being qualified on a new segment) master data updates, contacts updates through questionnaires. To fulfill the questionnaire is mandatory.
 - You can maintain your master data whenever you need via registration questionnaires.

ARIBA SLP = mandatory tool for any business transaction
If supplier not qualified in ARIBA SLP => No business transaction possible

To Keep in mind...3 (or 4) steps to get qualified by FAURECIA



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



Supplier Login



[Forgot Username or Password](#)

[New to Ariba?](#)
[Register Now](#) or [Learn More](#)

**Click
"Login"**

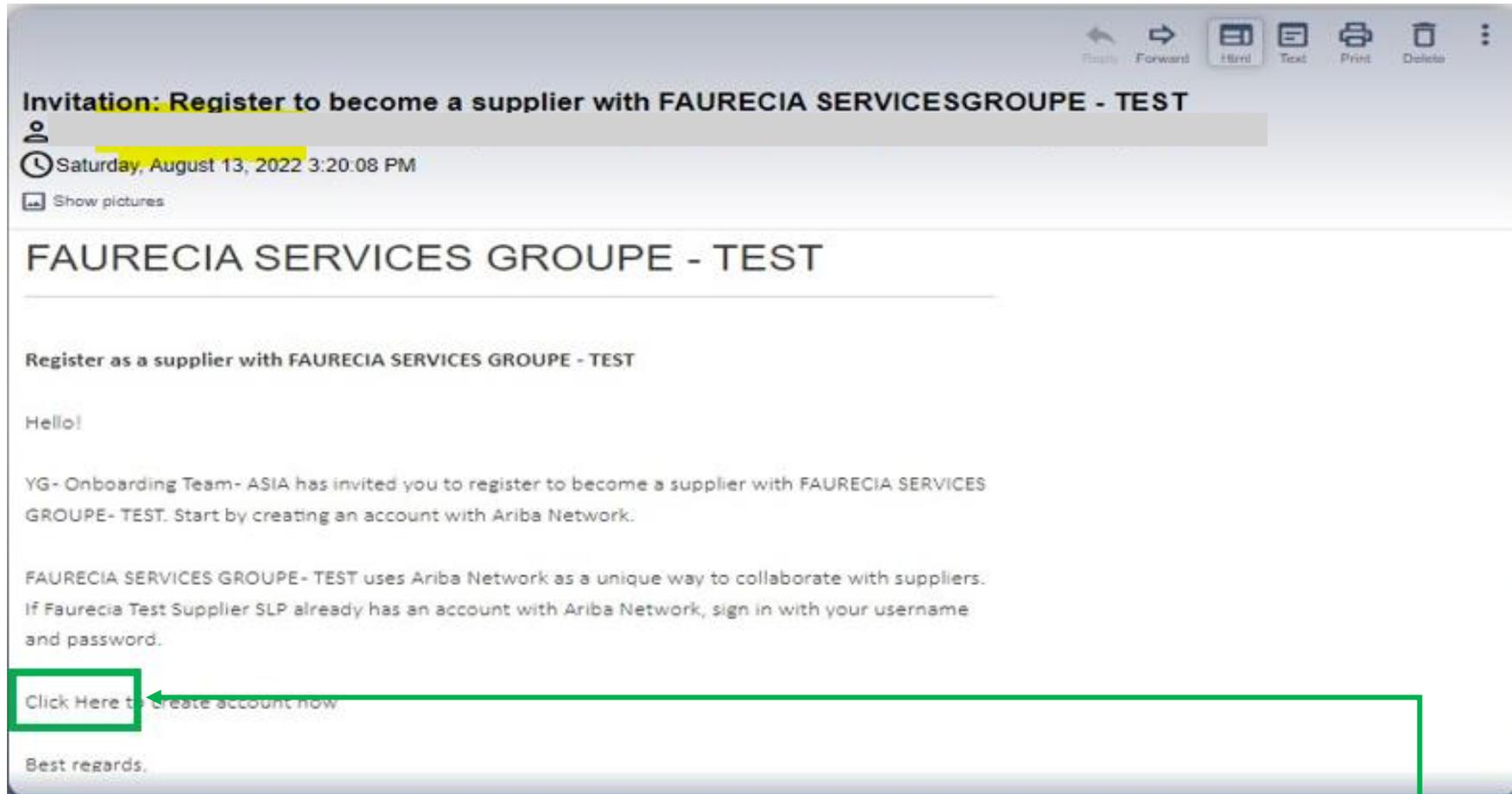


When supplier login in ARIBA NETWORK through the Registration invitation, **DO NOT** press "Enter" to access Ariba. You **MUST** click on "Login".

02

Ariba Supplier Registration

Supplier Registration



- Supplier will receive an email notification from FAURECIA to get registered in ARIBA NETWORK.
- Supplier to click on “Click here” to create account **OR** to access ARIBA NETWORK. <https://service.ariba.com/Sourcing.aw/>.

Supplier Registration



SAP Ariba Proposals and Questionnaires

Welcome,

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.

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

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

- Supplier will have 2 options here:
 - If you already have an Ariba Account, then click on “Log In” and jump to slide n° 16.
 - If you don’t have an Ariba Account, then click on “Sign-up” and jump to next slide.

1

E-mail notification

2

Account
creation

3

Registration

4

Qualification

Supplier Ariba Network – Account Creation

SAP Ariba Proposals and Questionnaires

Create account Create account and continue Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by FAURECIA - TEST.

Company information

* Indicates a required field

Company Name: Faurecia Test Supplier SLP

Country/Region: India [IND]

Address: T

Line 2

MIDC

City: Pune

State: Maharashtra [IN-MH]

Postal Code: 411026

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name: FirstName LastName

Email: testsuppliercontactslp@yopmail.com

Use my email as my username

Username: testsuppliercontactslp@yopmail.com

Password: *****

[SAP Business Network Privacy Statement](#)

Must be in email format(e.g john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

- Supplier to create its account if not exist and fulfill all the required information. All mandatory information are flagged with a star (*)

1

E-mail notification

2

Account
creation

3

Registration

4

Qualification

Supplier Ariba Network – Account Creation

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Email orders to:

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories: -or- [Browse](#)

X

Ship-to or Service Locations: -or- [Browse](#)

X

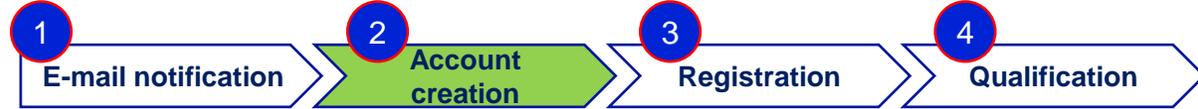
Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

- Once all the needed information are completed then click on “Create account and continue”.



Supplier Ariba Network – Duplicate Check

SAP Ariba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by FAURECIA - TEST.

[Create account and continue](#) [Cancel](#)

Company information

Company Name:*	Faurecia Te
Country/Region:*	India [IND]
Address:*	T1
	Line 2
	MIDC
City:*	Pune
State:*	Maharashtra [IN-MH]
Postal Code:*	411026

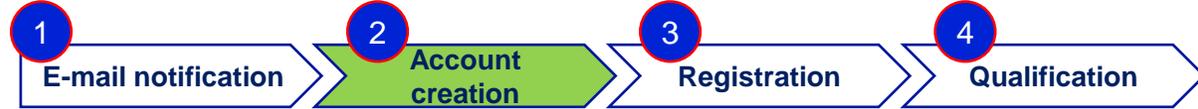
ⓘ Potential existing accounts

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

[Review accounts](#) [Skip review](#)

User account information

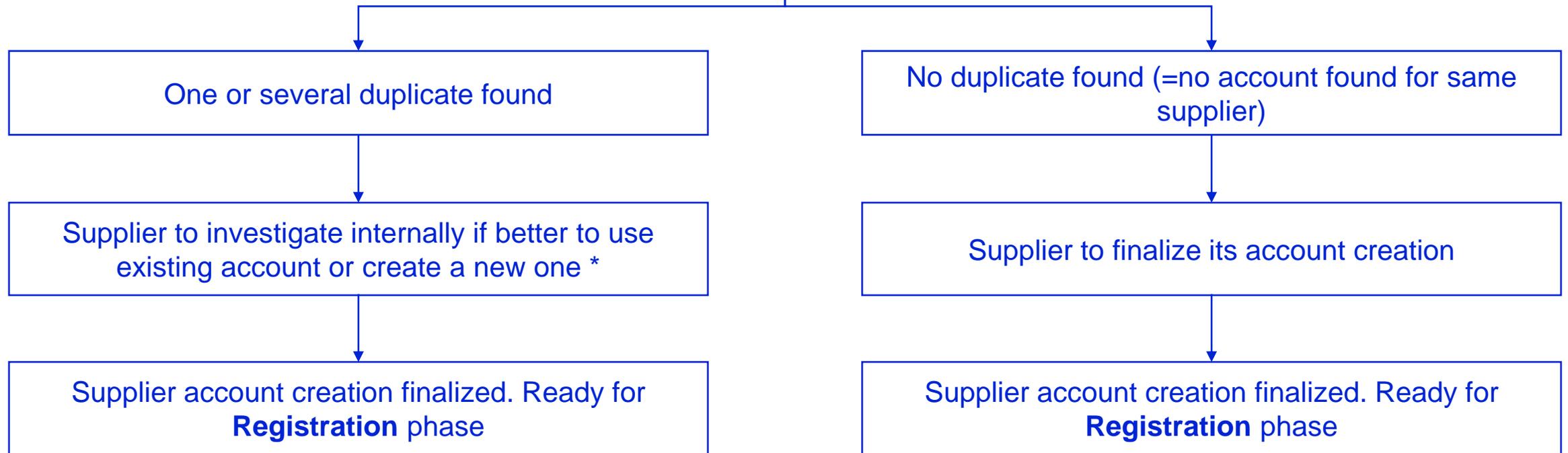
- The system will display all the potential existing accounts. Before creating new account, supplier to click on “Review accounts”.



Supplier Ariba Network – Duplicate Check



2 possible scenarios



- * It may happen a supplier already have one a several accounts due to different ARIBA Streams (S2C, P2P...) => so supplier internal alignment needed before new account creation or using one already existing.

Supplier Registration



Ariba Sourcing

Company Settings | FiName LName | Feedback | Help | Messages

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

Console | Doc1109871669 - Supplier registration questionnaire | Time remaining 14 days 21:28:47

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 3 General Information
- 4 Address Information
- 6 Company Information
- 7 Taxes
- 8 Banks - Please do no...

All Content

Name ↑

•Please make sure all mandatory questions marked by "*" are dully completed. If not, an error message will appear in case of a missing or wrong answer and submitted within submission time deadline.
•Do not hesitate to read the information text ito better understand the expected answer.
•For more information about Faurecia's supplier on-boarding process, please click on the following link

3 General Information

3.1 Select your country * INDIA (IN)

3.2 Fiscal Name (in local characters) * Faurecia Test Supplier S.P.

(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

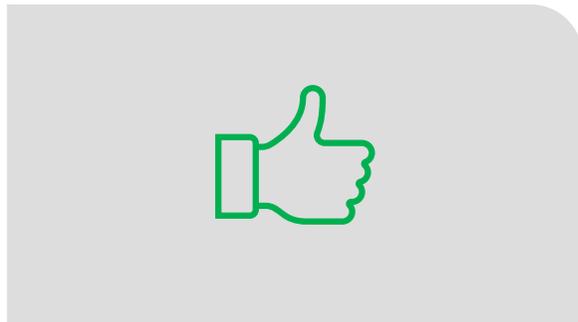
Walk Me Through

- Supplier need to populate the “Supplier registration questionnaire” i.e., Tax details, Bank details etc. and click on “Submit Entire Response”.
- Registration questionnaire will be submitted, and on-boarding will be notified afterwards.

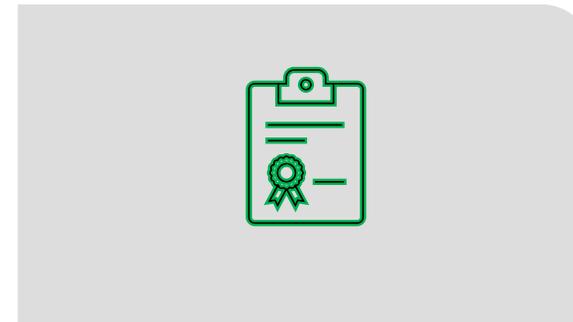
Supplier Registration



Supplier
Registration



Supplier Qualification
Process



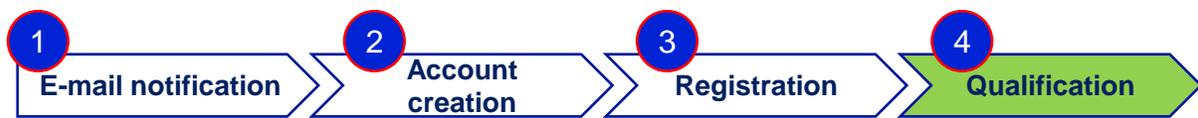
Congratulations! Supplier registration is completed!

Now, FAURECIA will start the qualification process.

For a supplier, being qualified means, he's authorized to start transacting on a specific business segment

04

Ariba Supplier Qualification



Supplier Qualification

PY - DP - Program Buyer - FIS from FAURECIA SERVICES GROUPE - TEST invites you to participate in this process: **Supplier Qualification**

Ariba Administrator
Friday, August 26, 2022 9:49:23 AM

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the Supplier Qualification process. Thank you for taking the time to respond to each one.

Process Overview
Process: Supplier Qualification
Category: C0201. Functional plastic parts
Region: All
Business unit: FCM_Faurecia Clean Mobility
Process owner: PY - DP - Program Buyer - FIS
Message:

Questionnaire Overview

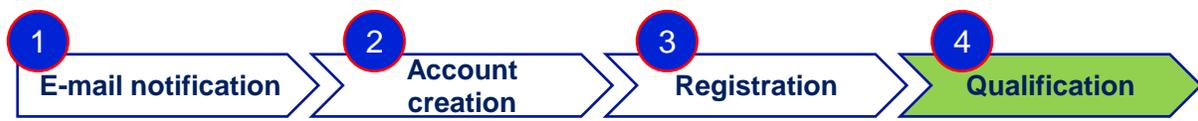
Name	Assigned To	Respond By
Vendor Profile	Fname Lname	September 24, 2022 at 9:48 PM
IATF 16949	Fname Lname	September 24, 2022 at 9:48 PM
Contact DP - T&E -Innovation	Fname Lname	September 24, 2022 at 9:48 PM

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

You are receiving this email because your customer, FAURECIA SERVICES GROUPE - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact FAURECIA SERVICES GROUPE - TEST.

The supplier will receive an email notification to fulfill the qualification questionnaire sent by FAURECIA => need to click on "Click Here".



Supplier Qualification

Supplier Qualification

Commodity: C0201. Functional plastic parts
Regions: All
Departments: FCM_Faurecia Clean Mobility

Test Site

Status: In Progress
Owner: SLP_KU_171
Message:

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (3)					
IATF 16949	Doc1120812048	9/25/2022 10:18 AM	C01. CHEMICALS C01, C02. PLASTIC PARTS C02, C03. METAL - RAW MATERIAL..., C04. METAL - CUTTING & ST..., C05. METAL - ENGINEERED P..., C06. METAL - OTHER PROCES..., C07. DECORATION C07, C08. EMISSION CONTROL C08, C09. MECHATRONICS AND SAF..., C10. COMPOSITES C10, C11. PACKAGING C11, C12. TRANSPORT & WAREHOUS..., C13. TOOLING C13, C14. EQUIPMENT C14, C15. PROTOTYPES C15, C16. ALUMINUM C16, C17. ELECTRONICS/HMI C17, C18. FULL COMPLEX MODULES... View more	All All	Not Responded
Contact DP - T&E -Innovation	Doc1120812012	9/25/2022 10:18 AM	C01. CHEMICALS C01, C02. PLASTIC PARTS C02, C03. METAL - RAW MATERIAL..., C04. METAL - CUTTING & ST..., C05. METAL - ENGINEERED P..., C06. METAL - OTHER PROCES..., C07. DECORATION C07, C08. EMISSION CONTROL C08, C09. MECHATRONICS AND SAF..., C10. COMPOSITES C10, C11. PACKAGING C11, C12. TRANSPORT & WAREHOUS..., C13. TOOLING C13, C14. EQUIPMENT C14, C15. PROTOTYPES C15, C16. ALUMINUM C16, C17. ELECTRONICS/HMI C17, C18. FULL COMPLEX MODULES... View more	All All	Not Responded
Vendor Profile	Doc1120812000	9/25/2022 10:18 AM	C01. CHEMICALS C01, C02. PLASTIC PARTS C02, C03. METAL - RAW MATERIAL..., C04. METAL - CUTTING & ST..., C05. METAL - ENGINEERED P..., C06. METAL - OTHER PROCES..., C07. DECORATION C07, C08. EMISSION CONTROL C08, C09. MECHATRONICS AND SAF..., C10. COMPOSITES C10, C11. PACKAGING C11, C12. TRANSPORT & WAREHOUS..., C13. TOOLING C13, C14. EQUIPMENT C14, C15. PROTOTYPES C15, C16. ALUMINUM C16, C17. ELECTRONICS/HMI C17, C18. FULL COMPLEX MODULES... View more	All All	Not Responded

The supplier can see the questionnaires which need to be completed => click on them to populate the details.

Supplier Qualification



Ariba Sourcing

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

Console Doc1120812000 - Vendor Profile Time remaining 29 days 18:14:57

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 Overview
- 2 Financial information
- 3 Share Holder
- 4 Business Portfolio T...
- 5 Business Portfolio T...
- 6 Sub-Commodity Suppli...
- 7 Geographical Product...

All Content

Name ↑

1 Overview

1.1 Current Number of Employee	*	<input type="text"/>
1.2 Current Number of Plant	*	<input type="text"/>
2 Financial information		Add Financial information (0)
3 Share Holder		Add Share Holder (0)
4 Business Portfolio Top Industries		Add Business Portfolio Top Industries (0)
5 Business Portfolio Top Clients		Add Business Portfolio Top Clients (0)
6 Sub-Commodity Supplier Capability		Add Sub-Commodity Supplier Capability (0)

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Fname Lname (Testcontact@yopmail.com) last visited 26 Aug 2022 2:21:10 AM SLP TEST GHI AN11117148679-T © 1996–2019 Ariba, Inc. All rights reserved. SAP Business Network Privacy Statement Security Disclosure Terms of Use

Walk Me Through

Once supplier has fulfilled all mandatory information, he must finalize the process by clicking on “Submit entire response”.

Supplier Qualification



Ariba Sourcing

Go back to FAURECIA SERVICES GROUPE - TEST Dashboard

Desktop File Sync

Time remaining 29 days 18:04:54

Console Doc1120812000 - Vendor Profile

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Name ↑

1 Overview

1.1 Current Number of Employee 12

1.2 Current Number of Plant 10

2 Financial information

3 Share Holder

4 Business Portfolio Top Industries

5 Business Portfolio Top Clients

6 Sub-Commodity Supplier Capability

Add Sub-Commodity Supplier Capability (1)

7 Geographical Product...

(*) indicates a required field

Submit Entire Response Save Draft Compose Message Excel Import

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SAP Business Network Privacy Statement Security Disclosure

Walk Me Through

Supplier to click on “OK” to submit the response.

Supplier Qualification



Ariba Sourcing

Go back to FAURECIA SERVICES GROUPE - TEST Dashboard

Desktop File Sync

Time remaining 29 days 18:02:16

Doc1120812000 - Vendor Profile

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

All Content

Name ↑	
1 Overview	
1.1 Current Number of Employee	12
1.2 Current Number of Plant	10
2 Financial information	View Financial information (1)
3 Share Holder	View Share Holder (1)
4 Business Portfolio Top Industries	View Business Portfolio Top Industries (1)
5 Business Portfolio Top Clients	View Business Portfolio Top Clients (1)

Compose Message

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SAP Business Network Privacy Statement Security Disclosure

Walk Me Through

- A confirmation message is displayed on top of the screen
- Here the supplier can have an overview of all submitted answers.
- Same operations to be repeated for each questionnaire.



Supplier Qualification

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

Supplier Qualification

Commodity: C0201. Functional plastic parts
Regions: All
Departments: FCM_Faurecia Clean Mobility

Status: In Progress
Owner: SLP_KU_171
Message:

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (3)					
IATF 16949	Doc1120812048	8/26/2022 4:36 PM	C01. CHEMICALS C01, C02. PLASTIC PARTS C02, C03. METAL - RAW MATERIAL..., C04. METAL - CUTTING & ST..., C05. METAL - ENGINEERED P..., C06. METAL - OTHER PROCES..., C07. DECORATION C07, C08. EMISSION CONTROL C08, C09. MECHATRONICS AND SAF..., C10. COMPOSITES C10, C11. PACKAGING C11, C12. TRANSPORT & WAREHOUS..., C13. TOOLING C13, C14. EQUIPMENT C14, C15. PROTOTYPES C15, C16. ALUMINUM C16, C17. ELECTRONICS/HMI C17, C18. FULL COMPLEX MODULES... View more	All All	Pending Approval
Contact DP - T&E -Innovation	Doc1120812012	8/26/2022 4:34 PM	C01. CHEMICALS C01, C02. PLASTIC PARTS C02, C03. METAL - RAW MATERIAL..., C04. METAL - CUTTING & ST..., C05. METAL - ENGINEERED P..., C06. METAL - OTHER PROCES..., C07. DECORATION C07, C08. EMISSION CONTROL C08, C09. MECHATRONICS AND SAF..., C10. COMPOSITES C10, C11. PACKAGING C11, C12. TRANSPORT & WAREHOUS..., C13. TOOLING C13, C14. EQUIPMENT C14, C15. PROTOTYPES C15, C16. ALUMINUM C16, C17. ELECTRONICS/HMI C17, C18. FULL COMPLEX MODULES... View more	All All	Pending Approval
Vendor Profile	Doc1120812000	8/26/2022 4:16 PM	C01. CHEMICALS C01, C02. PLASTIC PARTS C02, C03. METAL - RAW MATERIAL..., C04. METAL - CUTTING & ST..., C05. METAL - ENGINEERED P..., C06. METAL - OTHER PROCES..., C07. DECORATION C07, C08. EMISSION CONTROL C08, C09. MECHATRONICS AND SAF..., C10. COMPOSITES C10, C11. PACKAGING C11, C12. TRANSPORT & WAREHOUS..., C13. TOOLING C13, C14. EQUIPMENT C14, C15. PROTOTYPES C15, C16. ALUMINUM C16, C17. ELECTRONICS/HMI C17, C18. FULL COMPLEX MODULES... View more	All All	Pending Approval

Walk Me Through

- Once Supplier has completed all the questionnaires, a status “Pending Approval” is displayed on the right of the screen
- Once Status is approved from FAURECIA side, the supplier is qualified.



04

Support Chain

Ariba support...you are not alone ! - 1/2

1 Support Embedded in ARIBA

The screenshot shows the SAP Ariba Network interface. In the top right corner, there is a 'Help' icon (a question mark in a circle) with a green box and the number '1' next to it. The main content area features a 'Supplier Login' form with fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot Username or Password' link. Below the login form, there is a 'New to Ariba?' section with links for 'Register Now' and 'Learn More'. In the center, there is a video titled 'Video: Prevent duplicate accounts' with a 'Learn More' button. On the right side, there is a search bar and a list of frequently asked questions (FAQs) such as 'What are some registration tips for Ariba Network Suppliers?' and 'How do I register on SAP Ariba Sourcing?'. At the bottom right, there is a 'Top 5 FAQs' section. A green box and the number '2' are placed over the 'Documentation' and 'Support' links in the bottom right corner. A blue arrow points from this area towards the right-hand side of the image.

The screenshot shows the 'Support Center' interface. At the top, there is a search bar with the text 'I need help with' and a dropdown menu containing 'forgot my password'. A green box and the number '3' are placed over the search bar and the 'Update' button. Below the search bar, there is a large green box containing the text: '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.' Below this, there are several questions with 'Yes' and 'No' buttons: '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..."?', and 'Do you need to access your company's Ariba Network account?'. At the bottom, there is a section titled 'Can't find what you are looking for? Let us help you.' with a green box and the number '4' next to it. This section includes the text 'Choose your communication preference:' and three options: 'Get help by email', 'Get help by phone' (with an estimated wait in minutes of 4), and 'Attend a live webinar'.

Ariba support...you are not alone ! - 2/2

2 Specific email address available depending on your geographical location

If you are geographically based in:

Europe Middle East Africa

ASIA

AMERICAS

Please send and email to:

Supplier.Onboarding.EMEA@faurecia.com

Supplier.Onboarding.ASIA@faurecia.com

Supplier.Onboarding.AMERICAS@faurecia.com

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

A large, stylized number '5' is rendered in a light gray color, occupying the left and center portions of the page. It has a thick, rounded stroke and a slightly irregular, hand-drawn appearance. The number is positioned vertically, with its top near the top of the page and its bottom near the bottom. The background is a light gray gradient, and the overall design is clean and modern.

05

FAQ's

Ariba SLP: 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). In fact, to be able to transact (=received PO, invoices...) with FAURECIA.

> **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 or status updates?**

→ Email notifications will be sent to the supplier contact person. The primary contact person will receive all status updates, notifications. Suppliers can maintain their primary contact person and other designated user's roles via SAP ARIBA network. Notifications are visible as well inside Ariba Network in the page where are displayed the questionnaires.

> **What if Invitation is send to the wrong supplier contact?**

→ You should not forward the invitation but rather contact the FAURECIA Contact mentioned on the invitation and ask for sending the invitation to correct user within your organization. Faurecia may perform checks to validate the new contact.

Ariba SLP: Supplier FAQ's

› What is the process if the supplier does not receive an email notification for registration?

→ If the supplier failed to receive SAP Ariba invitation or email notification, the supplier should contact (depending on region of origin):

→ Europe Middle East Africa: Supplier.Onboarding.EMEA@faurecia.com

→ ASIA: Supplier.Onboarding.ASIA@faurecia.com

→ AMERICAS: Supplier.Onboarding.AMERICAS@faurecia.com

→ The FAURECIA onboarding team will be able to re-trigger the invitation and email notifications as required. Please also check if the invitation / email notification has potentially been moved to your SPAM folder.

› Is this registration required for the organization or a person?

→ Supplier registration is for the organization. However, during the registration, user needs to complete and submit the supplier registration questionnaire which is required to sign up on ARIBA in order to gain access to the company information.

› How many contacts can be created for one supplier?

→ Multiple contacts can be added with the different assigned roles as per requirement for one supplier. Faurecia will be requesting your main contacts during the qualification process and thus highly recommend you assign the roles and create the A.N. accounts for the contacts provided to FAURECIA.

› What happens once I have completed the Registration Questionnaire?

→ Once you have completed and submitted the Questionnaire, wait for the confirmation from FAURECIA to see whether it has been approved. Upon approval, you will become eligible to be invited to a Sourcing event

Ariba SLP: Supplier FAQ's

➤ **If I want to update my questionnaire or response, how do I proceed?**

→ If you have already submitted your questionnaire and would like to change it, you can revise and resubmit your responses as long as the event remains open

➤ **How safe is Ariba SLP? Is my data to be stored and shared safe?**

→ Yes! Ariba is a cloud-based platform which adheres to very strict data security criteria. All the data saved and shared is treated in a confidential manner

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