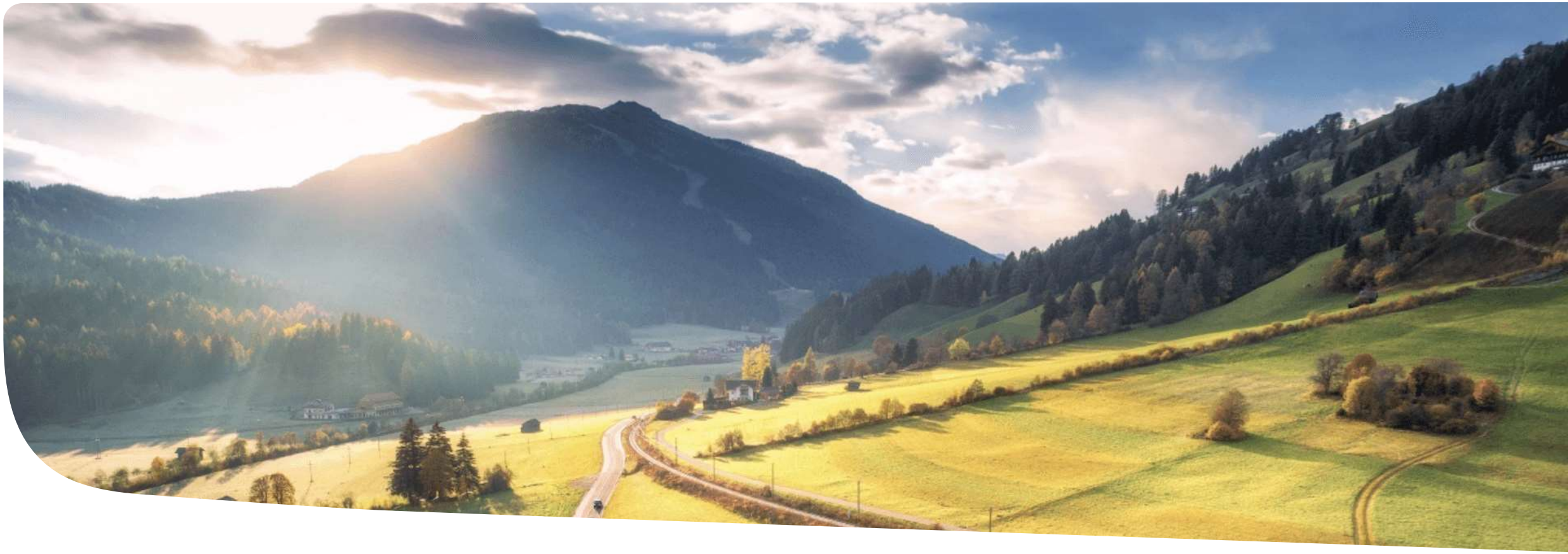
Access RFQ in Ariba

HOW TO RESPOND TO A REQUEST FOR QUOTATION (RFQ) IN ARIBA



Glossary

Please Note the following Glossary,

- **RFQ – REQUEST FOR QUOTATION**
- **RFP – REQUEST FOR PROPOSAL**
- **RFI – REQUEST FOR INFORMATION**
- **EVENT – It is a word used in ARIBA. It is an exchange between Faurecia and Supplier including RFQ, RFP & RFI**

New request for quotation: by email

Dear FName LName,

FAURECIA SERVICES GROUPE - TEST invites you to participate in the following event:
Event Title: [redacted]
Event Start Date: Wednesday, March 15, 2023 at 2:06 AM, Pacific Daylight Time.
Event End Date:Wednesday, March 15, 2023 at 2:06 AM, Pacific Daylight Time

To access or deny to the event please use the following username to log in to [redacted]
[redacted]@yopmail.com.

To Access this event click here: Click Here.
To Deny this event click here: Click Here

To Access the guide and Tutorial videos use below link
Ariba Supplier Information Portal : https://support.ariba.com/item/view/194435

note:Only above username must be used to access,else you will not be able to access the event.

If you have forgotten your username or password and are unable to log in, Click Here.

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Login page to reset your password.

If you have questions about this event, contact [redacted] at
[redacted]@yopmail.com.

We look forward to working with you!

From: Name of the Faurecia requestor

To: Name of the supplier Contact

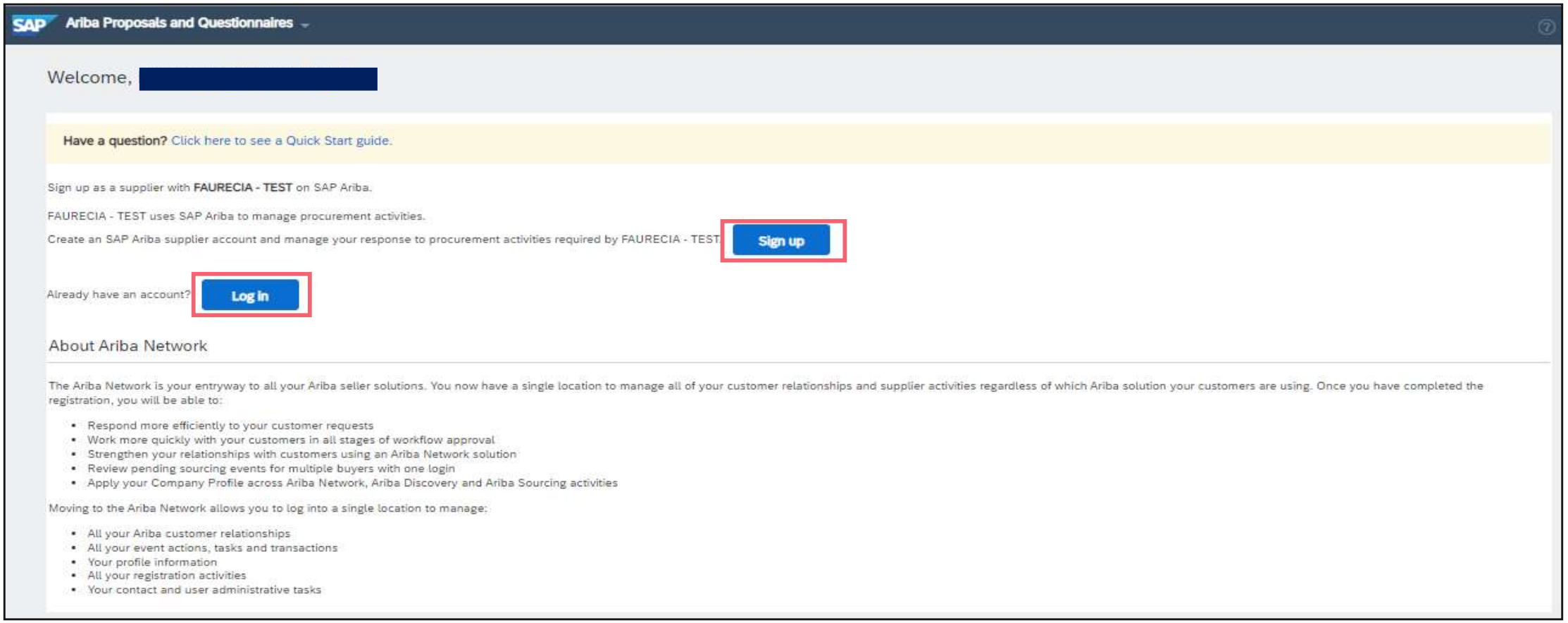
Subject: RFQ xxx – title of the request

Information of the deadline to answer

Click on the ARIBA sourcing link

1. Import your file back to SAP Ariba and click on “**Import**”

New Request for quotation: by Ariba Sourcing

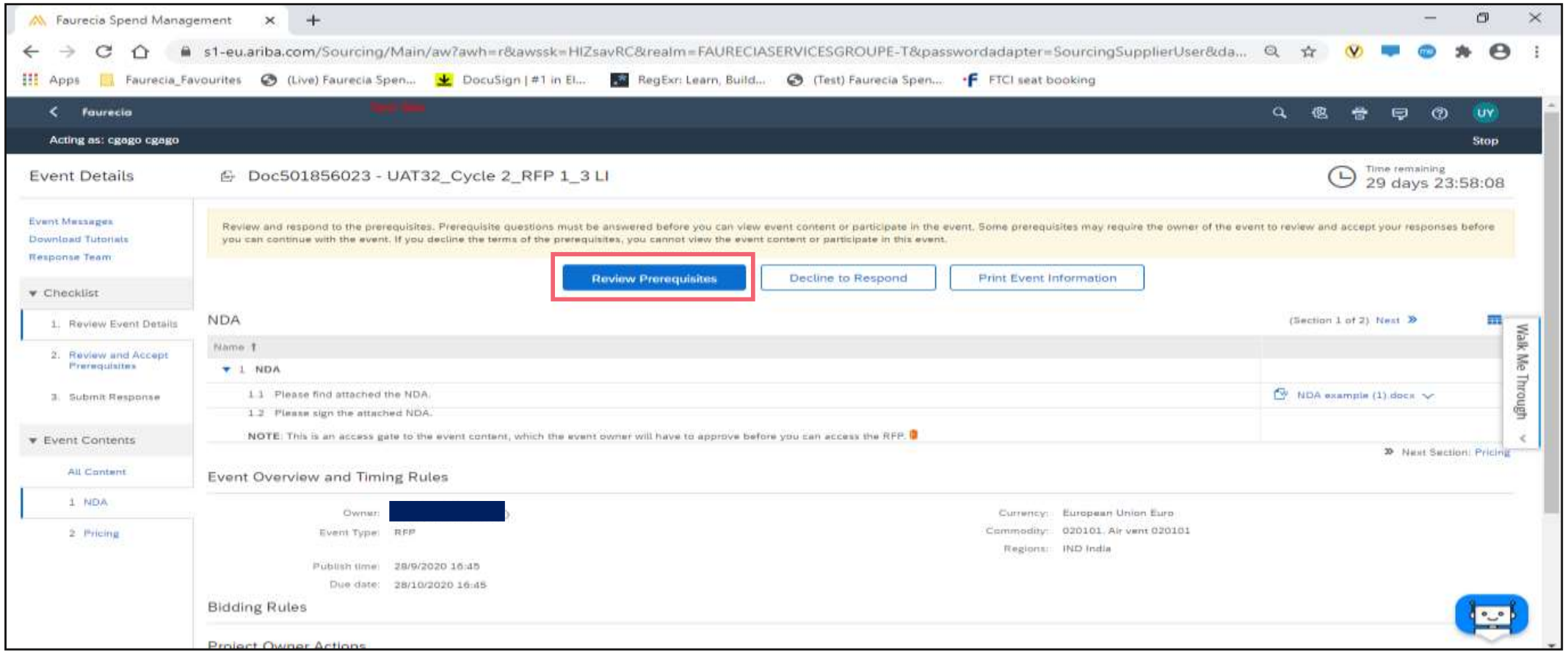


1. Connect to Ariba Sourcing Portal – https://service.ariba.com/Sourcing.aw/
2. If you already have an account, **click on > Log In > and enter your account information**
3. If you don't have an account, **Click on > Sign up**

Pre-requisits before responding to a request for quotation: NDA Signature

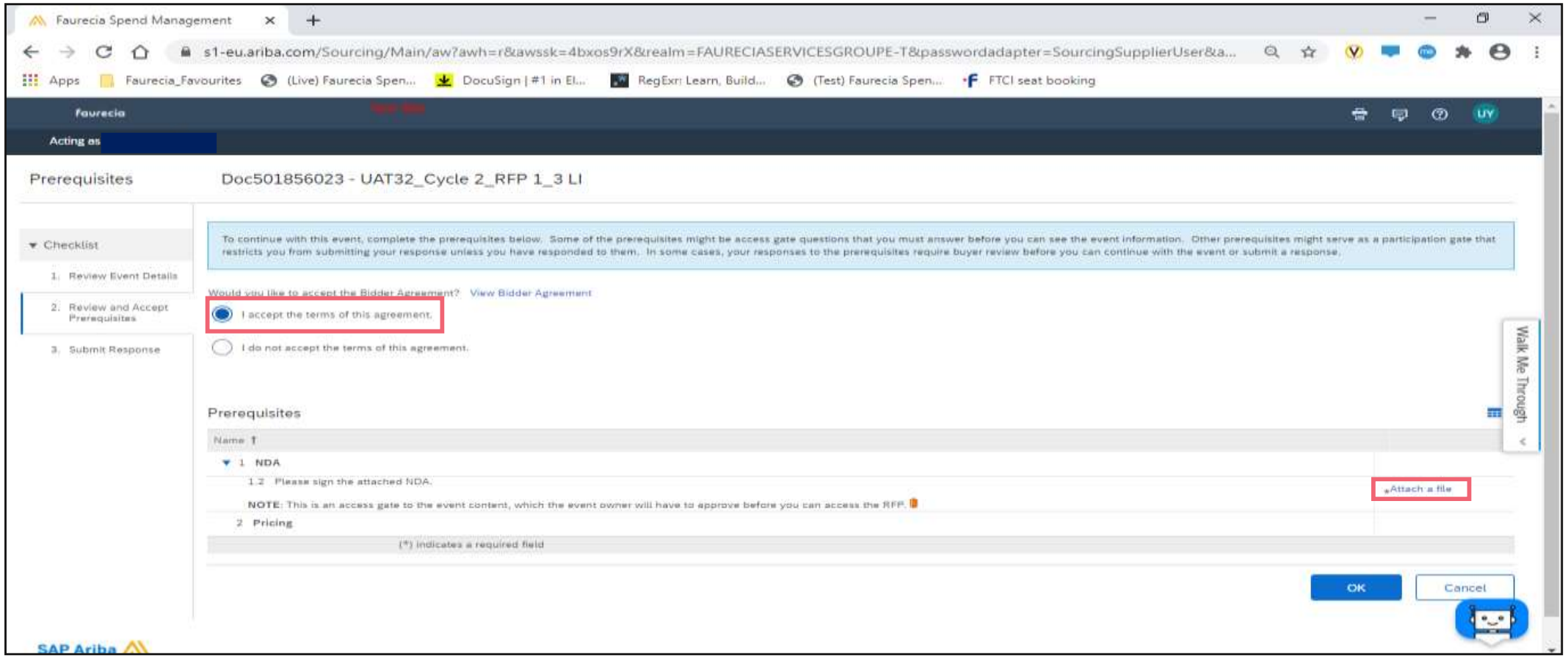
In Direct Purchasing the pre-requisite of reviewing and signing NDA needs to be completed. Only after completing that you will be able to view the contents of the RFQ Package.
The response to excel format (CBD) is required to be submitted in Ariba.

Supplier review & response to NDA



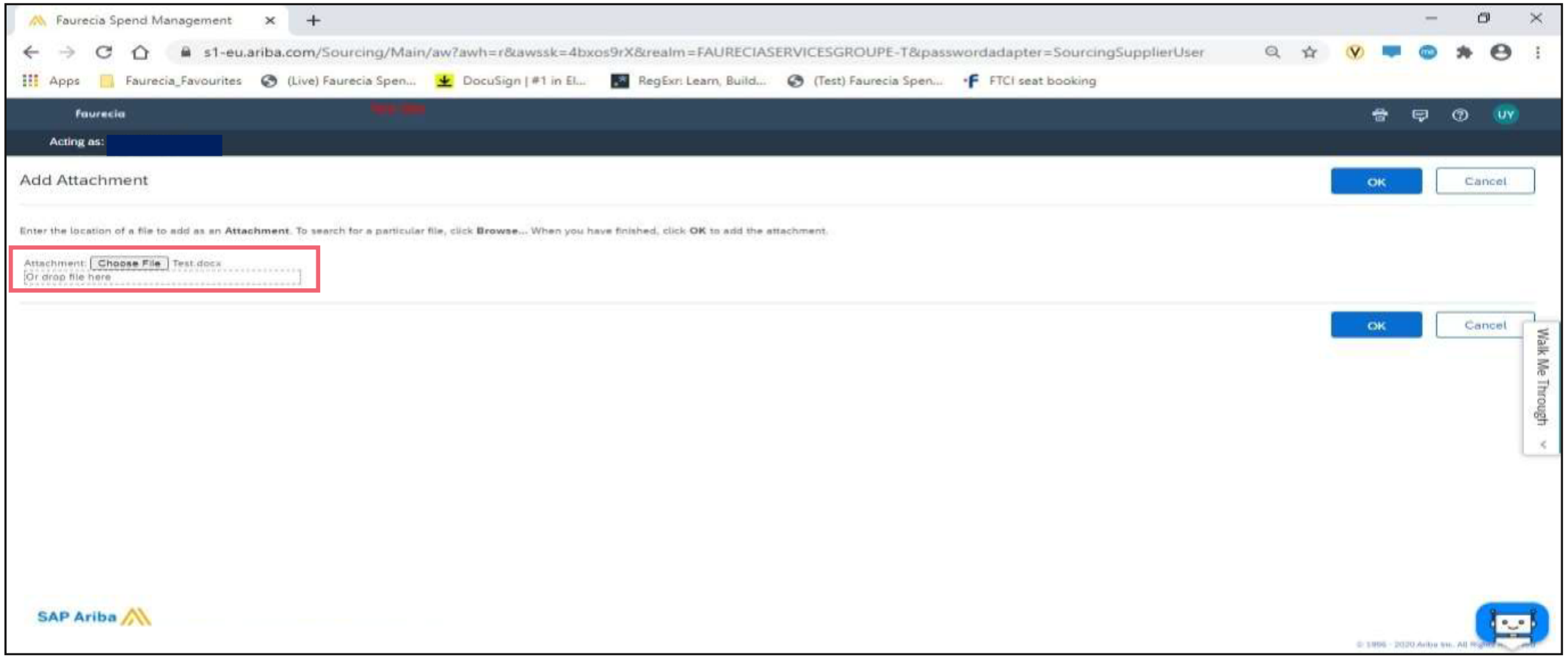
1. Here the supplier will review the RFP event and download the NDA provide their acceptance by uploading the signed copy of the NDA
2. To submit the NDA go on **Review Prerequisites**

Supplier review & response to NDA



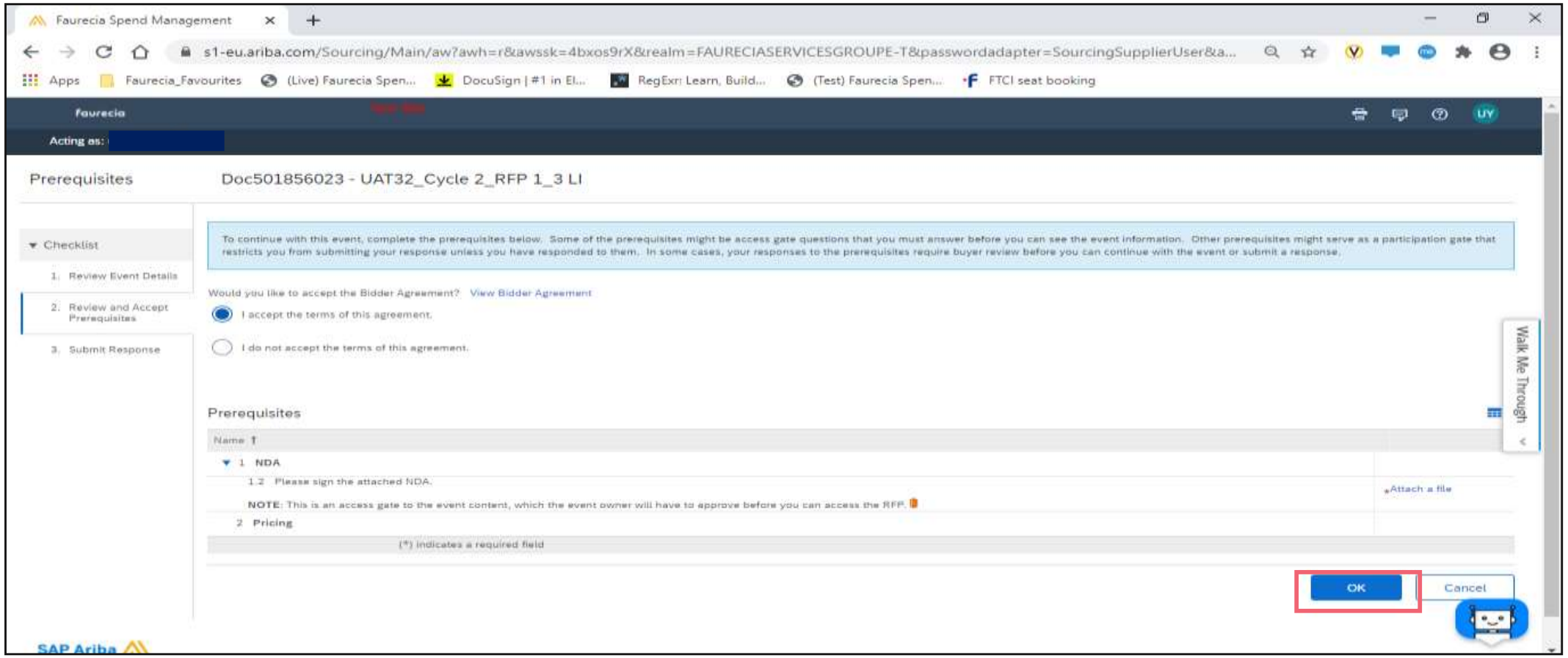
1. Select **“I accept the terms of main agreement”**
2. To attach the Signed NDA go to **“Attach File”**

Supplier review & response to NDA



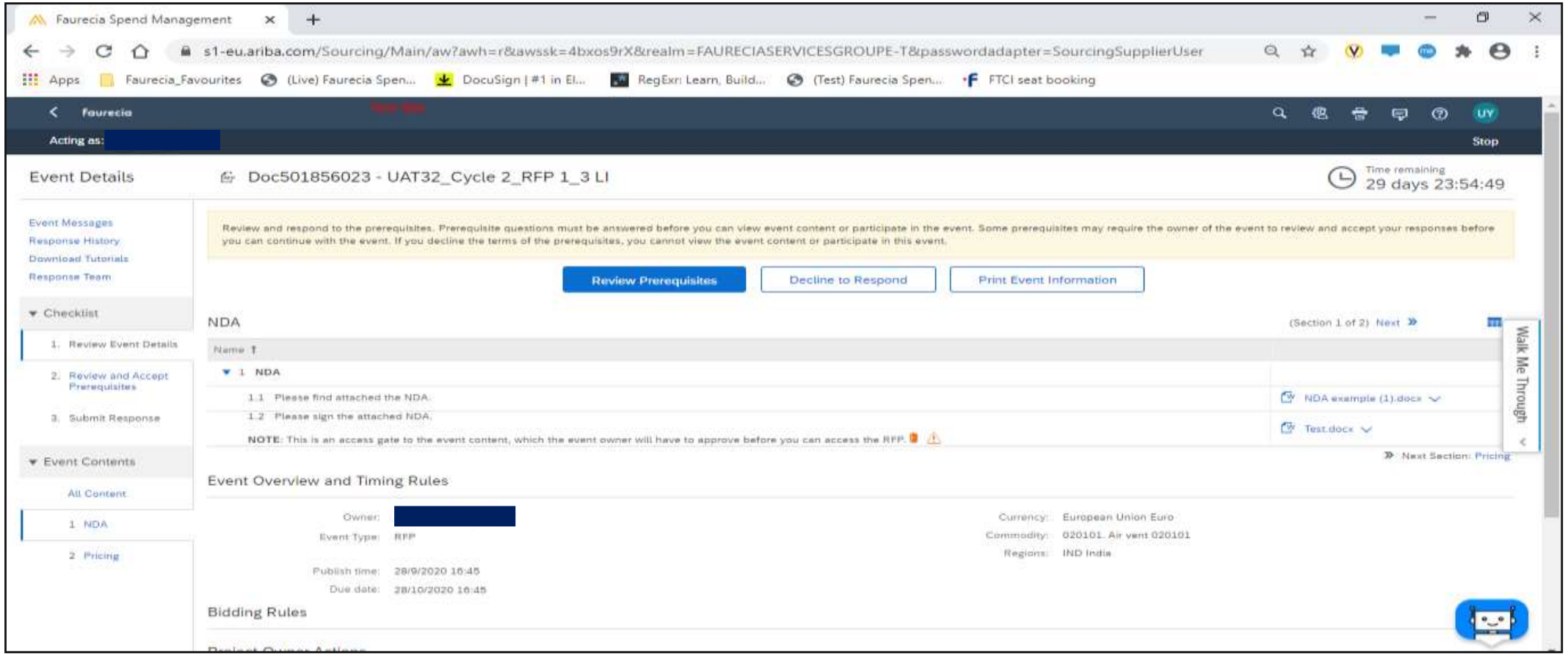
1. **Choose or Drag & Drop** the signed NDA file that needs to be attached

Supplier review & response to NDA



1. 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 (waiting for buyer to acknowledge NDA and accept)

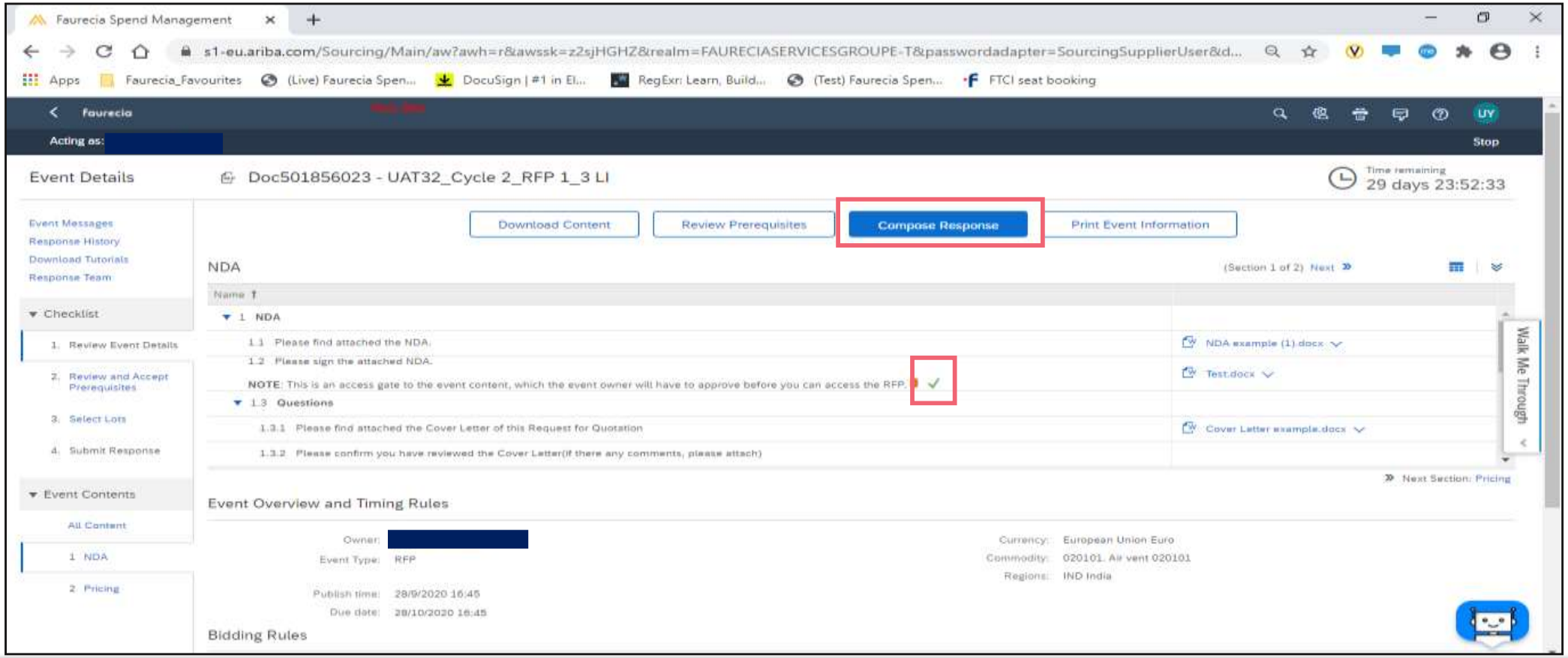


1. At this stage you need to wait for the **Faurecia Buyer to accept the NDA** to go further on the process to access the RFP Bid file

Signed NDA Accepted (Supplier can now start quoting)

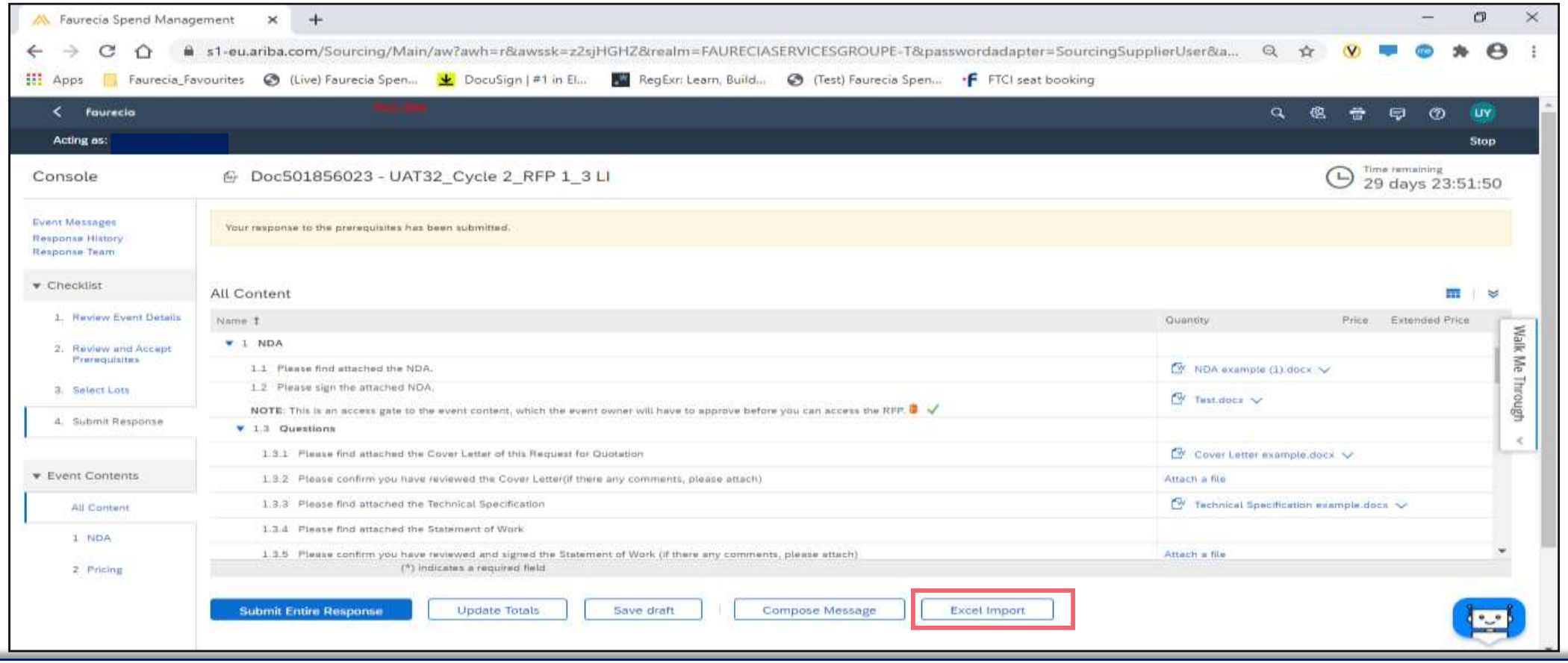
Only after the NDA is accepted by the Faurecia Buyer, you will be able to view the RFP Bidding file to respond with your quotation.

Respond to a request for quotation: Compose Response



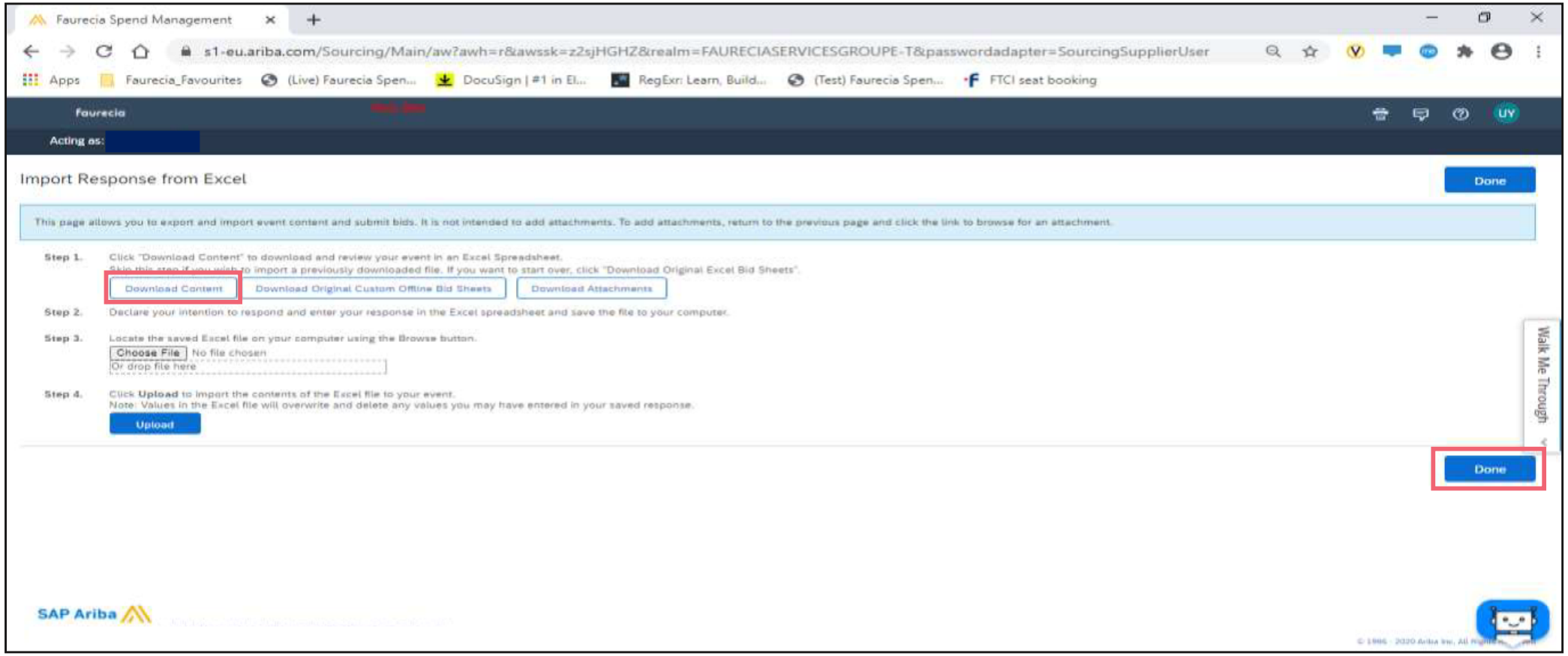
1. After the NDA is acknowledged, You will receive an email of “Acknowledgement”
2. Go on the event and click on **“Compose Response”** for bidding / Quote Prices

Respond to a request for quotation: Excel Import



1. At this step, supplier will have to answer to all the questions with RFP
2. To further download the bidding file, go to **> Excel Import**

Respond to a request for quotation: Excel Import



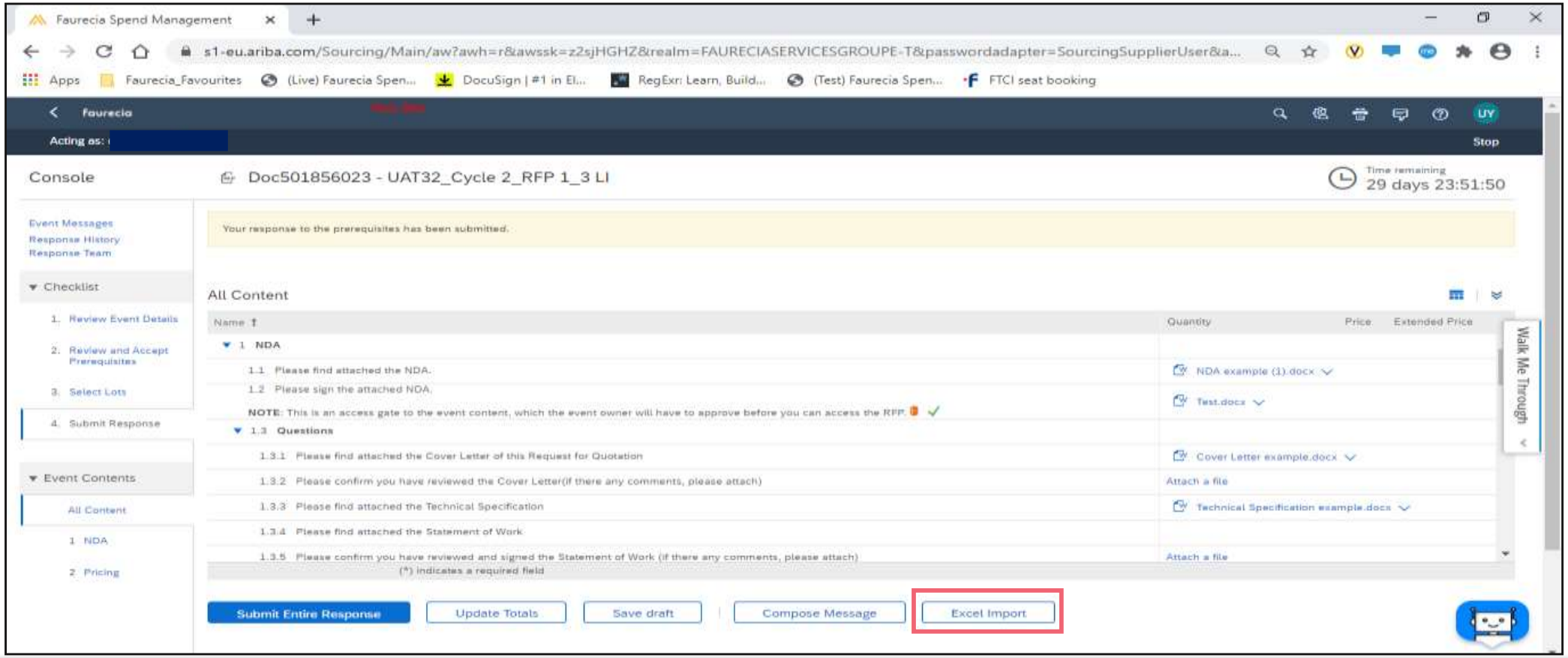
1. To download the Bidding file, go to > **Download Content > Click on Done**

Go offline to the downloaded bidding file to start quoting price for RFP Materials
Note: Once the bidding file is updated with the quote price come back to the same page and upload the file

Respond to a request for quotation: Offline cost breakdown file update

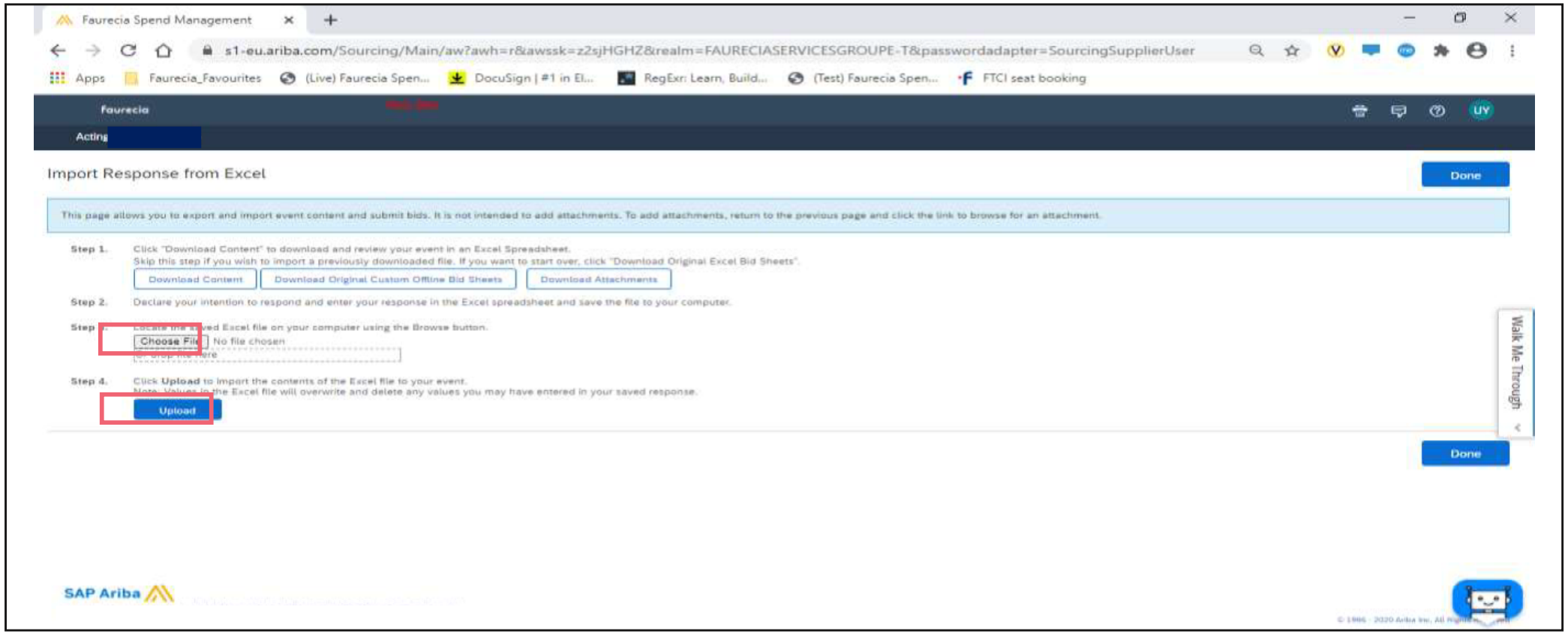
For further support on the CBD file on how to read and populate right data within supplier may contact the responsible Faurecia Buyer

Respond to a request for quotation: Excel Import



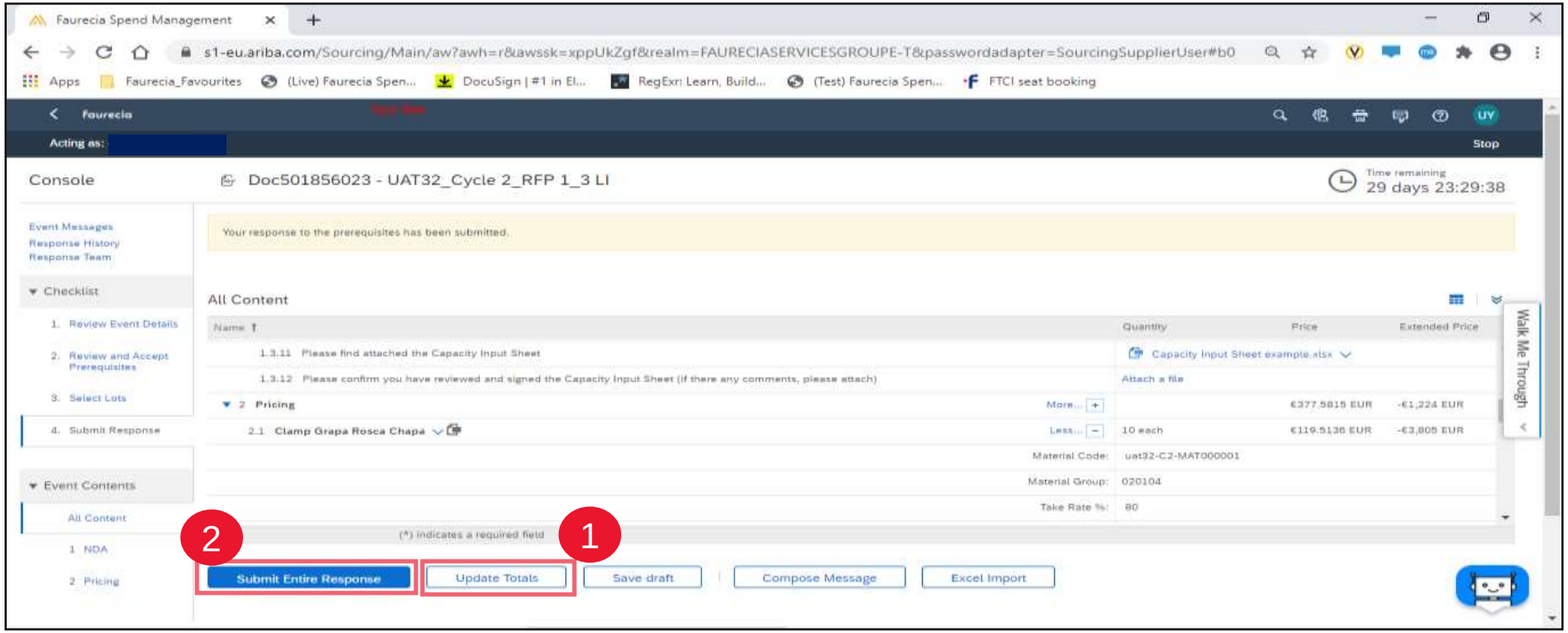
1. To further submit your proposal to the faurecia buyer, Access the event and upload the bidding file, Go to > **Excel Import**

Respond to a request for quotation: Excel Import



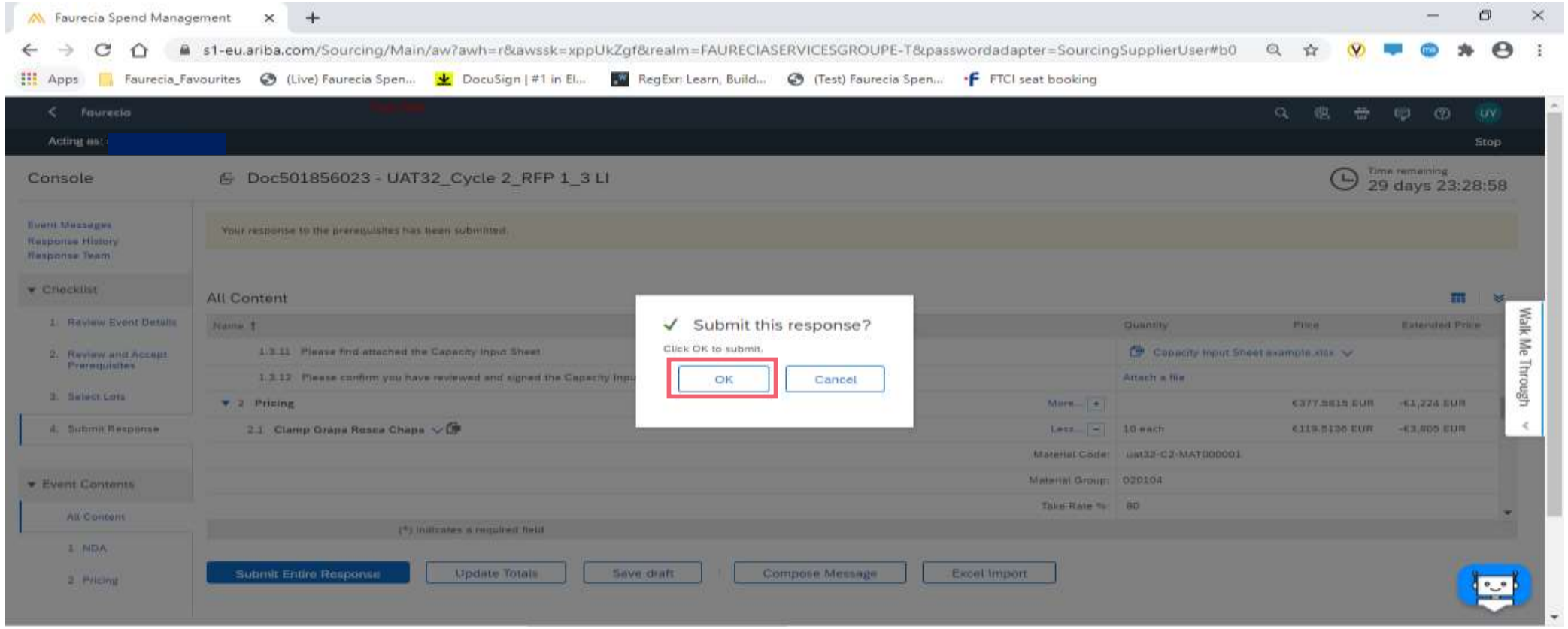
1. To Upload the Bidding file, go to > **Choose File**> click on **Upload**

Respond to a request for quotation: Submit Entire Response



1. After the file has been uploaded successfully click on **"Update Totals"** to view the pricing on the screen
2. To Submit the Bid, Click on "**Submit Entire Response"**

Respond to a request for quotation: Submit Entire Response



1. Click on “**OK**” to submit

Request for quotation lifecycle

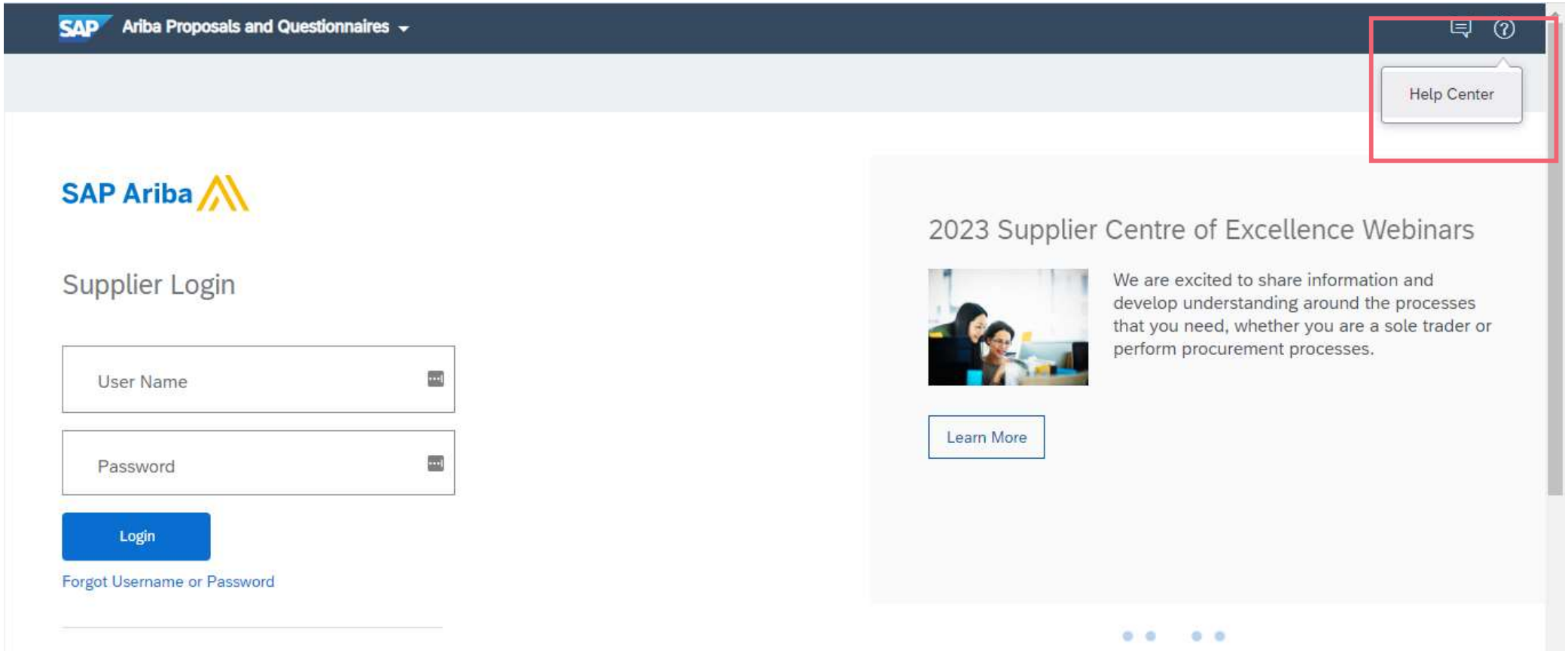
- During remaining bid period, RFQ is in “Open” and can be revised
- Remaining bid period can be stopped by Faurecia to allow the award phase. Then the “RFQ” status is in “Pending Selection”
- RFQ in status “Pending Selection” can be revised by the supplier. In the certain circumstance, Faurecia is able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

For any Technical Support Please contact ARIBA Support

For any question on content of request please contact the requestor

At last option of support, we are

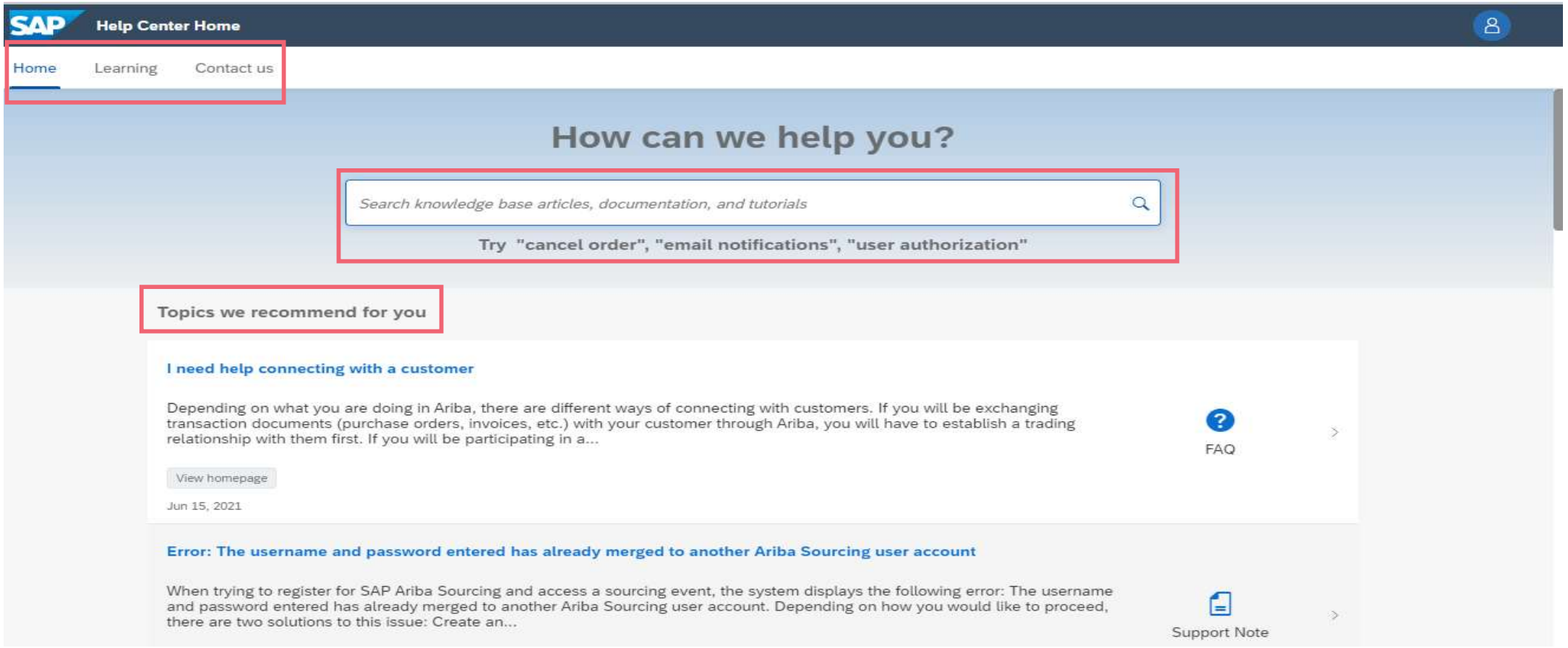
ARIBA Support Access (1/4)



https://service.ariba.com/Sourcing.aw/

1. For any support access click on “?” symbol on the home page of ariba which will re direct you to the help center

ARIBA Support Access (2/4)



1. Try searching for whatever help you need by using the “How can we help you” search Box
2. You can also click on “Learning” to check some tutorials

ARIBA Support Access (3/4)

- Questions regarding RFQ event in ARIBA (Direct Purchasing): ariba.support_supplier@faurecia.com
- Direct Messenger in ARIBA Tool

ARIBA Support Access (4/4)

› Questions regarding Ariba Usage:

Please click on one if the following 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=1a9ipmjaTdbyL4I4jaUcg#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.onboarding.emea@faurecia.com
  - Standard Account : light.enablement.emea@faurecia.com
- **North America**
  - Standard Account : supplierenablementnao@faurecia.com
- **China**
  - Enterprise Account : supplier.enablement.asia@faurecia.com

FORVIA faurecia

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