A dark blue background featuring a large, glowing planet on the right side. A bright sun is positioned behind the planet's horizon, creating a lens flare effect. The text is centered on the left side of the image.

# SAP ARIBA SUPPLIER GUIDE.

Guide for suppliers

Status: 2024/10

# CONTENT

<b><u>FACC PROCUREMENT VISION</u></b>	Page 5
<b><u>PURCHASING STRATEGY TARGETS</u></b>	Page 6
<b><u>DIGITAL PURCHASING PROCESS</u></b>	Page 7
<u>FACC-Supplier Portal / E-Procurement Platform Ariba</u>	Page 8
<u>Will an ARIBA account be required?</u>	Page 10
<u>Existing FACC Suppliers</u>	Page 11
<u>New FACC Suppliers</u>	Page 12
<b><u>REGISTRIERUNG IN THE ARIBA NETWORK</u></b>	Page 13
<u>Introduction</u>	Page 14
<u>Step by step guide</u>	Page 15

# CONTENT

## **APPLY TO BECOME AN FACC SUPPLIER – SELF-REGISTRATION**

Page 25

Introduction

Page 26

Supplier Self-Registration – Step by step guide

Page 27

## **REGISTRATION AS FACC SUPPLIER IN ARIBA**

Page 34

Introduction

Page 35

FACC Registration Form Step by step guide

Page 36

## **SUPPLIER QUALIFICATION**

Page 46

Introduction

Page 47

Step by step guide

Page 48

# CONTENT

## CERTIFICATE / MODULE QUESTIONNAIRE

Page 72

Introduction

Page 73

Step by step guide

Page 74

## HOW TO CONFIGURE YOUR ARIBA PROFILE

Page 82

Account-Settings

Page 83

Add rolls and users

Page 84

Administrator change

Page 87

## SUPPLIER SUPPORT

Page 88

SAP Ariba Help Center

Page 89

FAQs

Page 91

# FACC PROCUREMENT VISION

We actively shape an international resilient supply chain and aim to establish long-term relationships with our suppliers to support FACC's corporate objectives.



# PURCHASING STRATEGY TARGETS

- Best cost purchasing based on TCA
  - Harmonization of materials
  - Optimization of logistics & packaging
  - Global market competitive sourcing
- Cash Flow Management
  - Consignment stock, payment terms
  - Vendor Managed Inventory (VMI) for C-articles and consumables
- Supply Chain performance enhancement and risk mitigation
  - Long term partnerships
  - 100% on cost, 100% on time, 100% on quality
  - Zero defects
  - Active supplier management using digital collaboration solutions

# DIGITAL PURCHASING PROCESS



# DIGITAL PURCHASING PROCESS

## FACC Supplier Portal/ E-Procurement Platform ARIBA

The FACC supplier portal was introduced several years ago and has been continuously developed ever since. This tool makes it possible to make purchasing processes more transparent and to handle them more efficiently. Furthermore, the flow-down of forecast data is operated in a timely and transparent manner.

With the introduction of the e-procurement platform SAP ARIBA, we are continuing our journey into the digital age in order to meet the current and future challenges of a dynamically changing world.

In a first step –autumn 2023- we have introduced ARIBA Supplier Management. ARIBA Sourcing and ARIBA Guided Buying will follow in future phases. The FACC supplier portal ([www.2facc.com](http://www.2facc.com)) will remain in place, ARIBA is intended to complement and expand our digital collaboration.

# DIGITAL PURCHASING PROCESS

## E-Procurement-Platform ARIBA

With SAP ARIBA, we support our partners in all classic tasks and ensure the digital transformation of the strategic purchasing process. It is the central network for providing and exchanging data and for deepening and simplifying the collaboration between purchaser and supplier.

We use ARIBA Supplier Management to register, qualify, segment and manage our suppliers. Through various questionnaires, you are asked to provide the requested information on all relevant aspects of your business, quality aspects and certificates.

With ARIBA Sourcing we can handle the tender process digitally and with ARIBA Guided Buying we optimise the purchase of catalogue items .

# DIGITAL PURCHASING PROCESS

## Will an ARIBA account be required?

FACC's procurement process is designed to ensure equal and fair treatment of suppliers, enabling participation in a competitive procurement process.

**Suppliers wishing to participate in this process are asked to register as a FACC supplier in the ARIBA Business Network**, a secure online database that FACC maintains for potential suppliers.

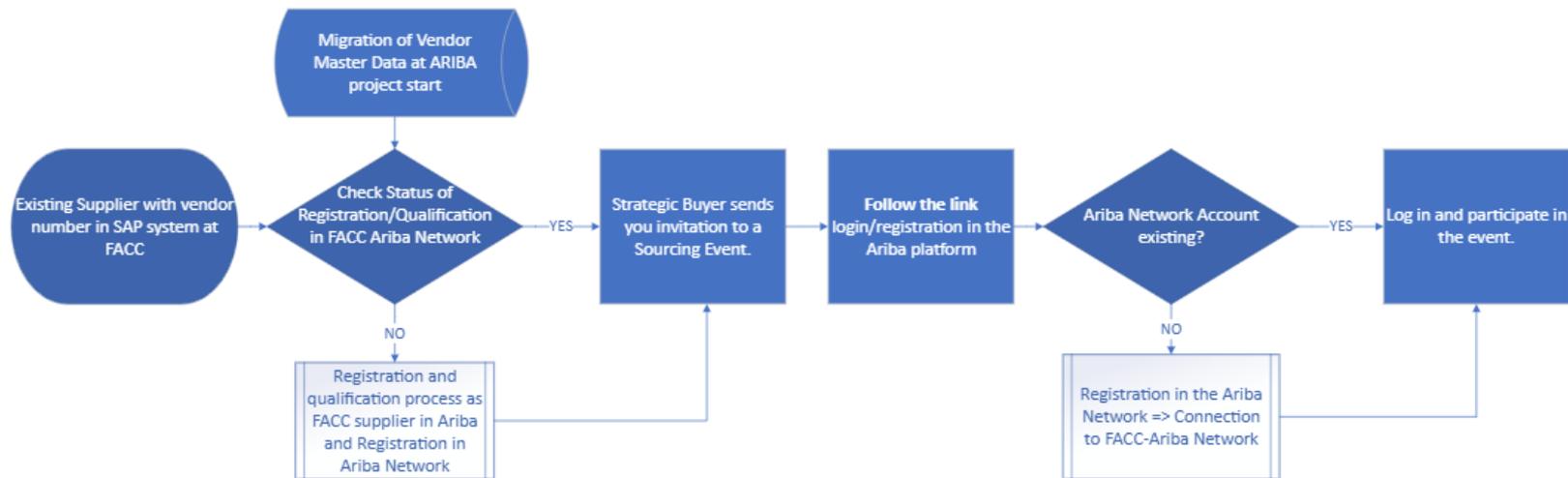
In SAP ARIBA, each (potential) FACC supplier is registered and qualified and **can participate in tenders and the subsequent procurement process.**

**Tenders will only be carried out via the ARIBA network.**



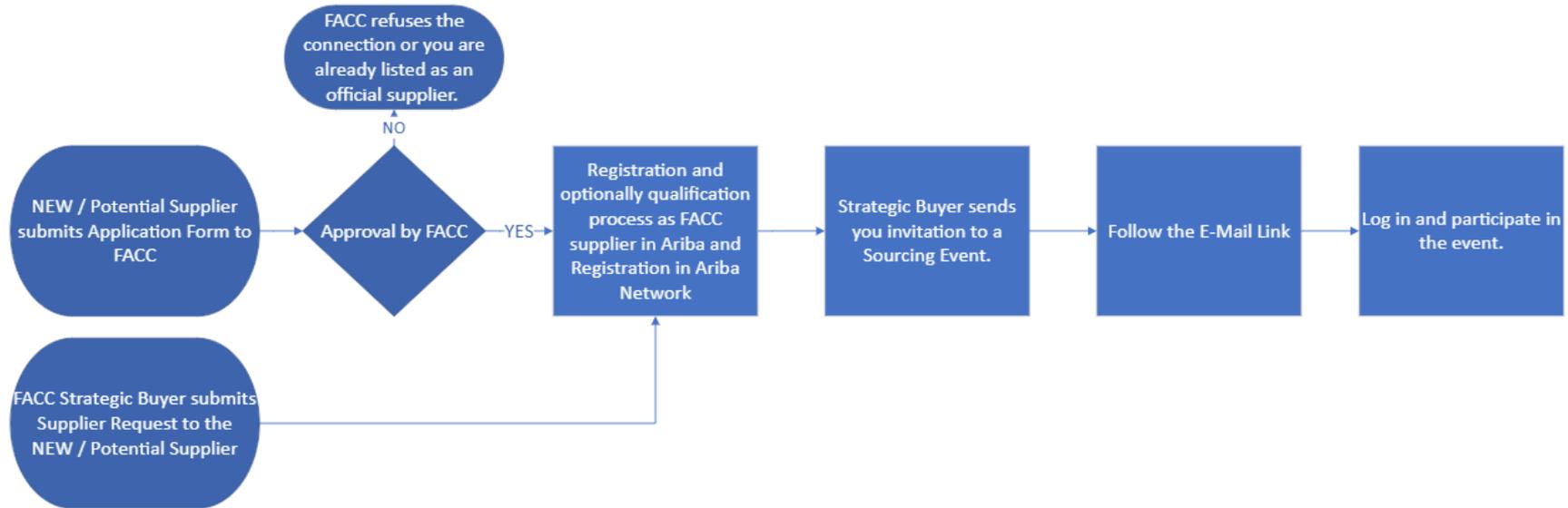
# EXISTING SUPPLIERS

## Process Overview – From Registration/Qualification to a Sourcing Event



# NEW / POTENTIAL SUPPLIERS

Process Overview – From applying as official supplier to a Sourcing Event



# REGISTRATION IN THE ARIBA NETWORK

# REGISTRATION IN THE ARIBA NETWORK

## Introduction

In the future, FACC will handle supplier management and sourcing via SAP ARIBA. For this purpose, you need an ARIBA Standard Account that is linked to FACC. There are two possible ways :

### ➤ **EXISTING SUPPLIER - INVITATION FROM FACC**

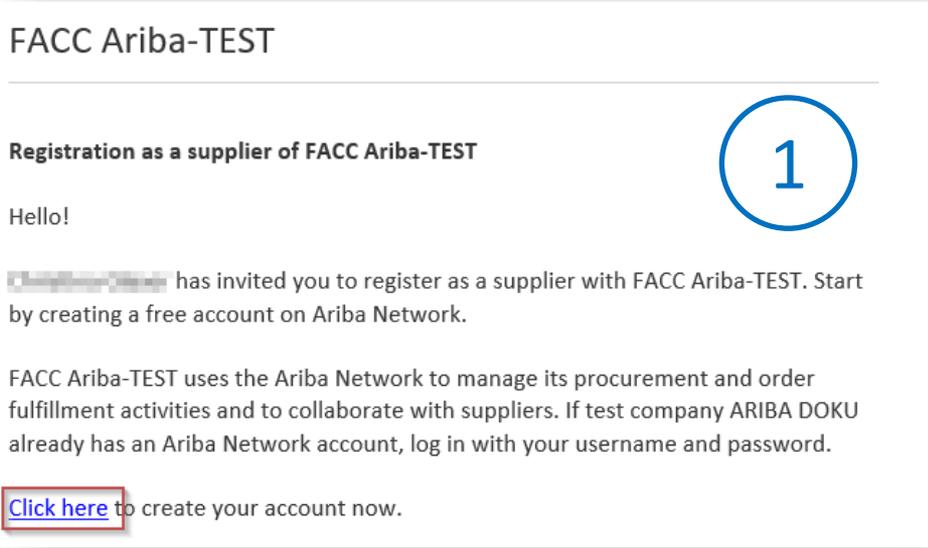
As an **existing supplier**, you will receive an **E-Mail from your responsible Strategic Buyer** for registration, qualification or an invitation to participate in a sourcing event. **Follow the link** in the E-Mail, which will take you to the login/registration in the Ariba platform. Follow the description in this chapter.

### ➤ **NEW SUPPLIER - SELF-REGISTRATION**

You apply to FACC as an official supplier via application link (homepage, email from FACC contact, ....). After approval by FACC you will be redirected to the login/registration on the ARIBA platform. (see chapter „[Become a supplier at FACC](#)“ )

# REGISTRATION IN THE ARIBA NETWORK

## Step by step guide



You receive an email from FACC for registration, qualification, invitation to the sourcing event.

Follow the link with "Click here"

**Note:** Forwarding questionnaires to other Email contacts is not possible. The link to answer the submitted questionnaires only works via the entered Email address.

# REGISTRATION IN THE ARIBA NETWORK

## Step by step guide

2

You can now register or log on to the ARIBA network.



Connect with FACC Operations GmbH - TEST on SAP Business Network to collaborate.

Invited by FACC Operations GmbH Test

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#)

[Create new account](#)

2c

2a

2b

2a

If you already have access to the Ariba network, click “**Use existing account**”, log in and process the FACC registration, qualification or sourcing project.

2b

If your company is new to the ARIBA network, click on “**Create new account**” and continue with step 3 in this chapter.

2c

If you are not sure, first choose **Review accounts** and contact the administrator if necessary.

# REGISTRATION IN THE ARIBA NETWORK

## Verification of potential accounts

You will now see the potentially existing accounts.

You can check the account information and select “Contact administrator” to reach the person who previously created an account.



### Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria | Edit

Company Name | E-mail address

Test |

Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
★ Smoke Test GmbH (Ariba)	Yes	Austria	Upper Austria		<a href="#">Use this account</a>
Test	No	Japón	東京都		<a href="#">Contact administrator</a>
Test	No	Canadá			<a href="#">Contact administrator</a>
test	No	Alemania	Brandenburg		<a href="#">Contact administrator</a>
Monastyrska test	No	Ucrania			<a href="#">Contact administrator</a>

**Please avoid creating duplicate accounts unnecessarily.**

# REGISTRATION IN THE ARIBA NETWORK

## Contact administrator of an existing account

Contact administrator ×

To obtain a user account, please provide the requested information below:

Your name \*  Your company name \*

Your email \*  Your phone number

Your message \*

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

I'm not a robot  reCAPTCHA  
Privacy \* Terms

2c

You can send an E Mail to the administrator of the account to check if you can use the account or to create another account. You can now pause the registration and wait for the administrator to reply. The administrator can add you as a new user to an existing account if necessary.

If you cannot use an existing account, log in again via the initial e-mail from FACC and select option 2b.

# REGISTRATION IN THE Ariba NETWORK

## Company information and Administrator account information

### Company information [?](#)

DUNS number  
  
[Don't know your DUNS number?](#)

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

Postal code \*

City \*

State \*



Enter the address of your main office, if your company has several offices. You can enter other addresses later in your company profile, such as your delivery address, your billing address, etc.

### Administrator account information [?](#)

First name \*

Last name \*

Email \*

Use my email as my username

Password \*

Repeat password \*

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

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my [Privacy](#) and the application's [Privacy](#) settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot

[Create account](#)



The username must have the format of an email address (e.g. [johannes@newcompany.com](#)). You do not have to use your real E-mail address.

Passwords must contain at least eight characters including upper/lower case, numeric digits and special characters.

Please read and confirm the general Terms of Use and the Privacy Statement of the Ariba Network. Then click on "Create account".



# REGISTRATION IN THE ARIBA NETWORK

## Review Account / Continue account creation



Connect with FACC Operations GmbH - TEST on SAP Business Network to collaborate.

6

We found existing accounts based on the information in the invite. Please review.

Review Accounts

6a

or

Continue account creation

6b

6a

The system can suggest possible existing accounts based on your data input. Click on "Review accounts".

6b

Continue with the account creation and confirm your e-mail address first

**Please confirm your email address**

Check your email at [redacted] and follow the steps in the email to confirm your email address in the next **72 hours**.

> If you did not receive the email:

# REGISTRATION IN THE ARIBA NETWORK

## Review Account / Continue account creation

Open the relevant E-Mail and confirm your E-Mail address.

Confirm your email

Dear [REDACTED]

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

7

Link expires: Friday, Oct 25, 2024, 12:57 AM PDT

Add Product and Service Categories as well as Ship-to or Service Locations

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories 8

or

Ship-to or Service Locations

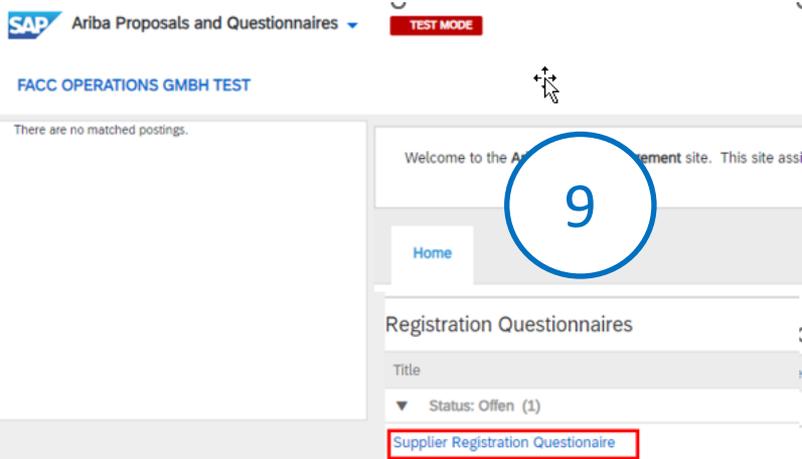
or

Don't show this to me again

You can choose from an extensive catalog of products and services. Either start typing or click on "Browse".

# REGISTRATION IN THE ARIBA NETWORK

Ariba Network account has been created



You will receive a confirmation of registration with account information and information on the "First steps".

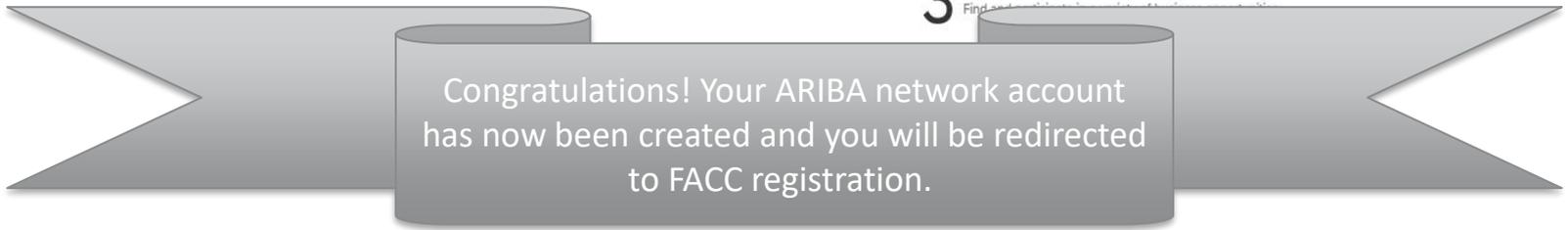
## Welcome to SAP Business Network

Please find your account information below.

### Get Started

Follow these steps to set up your account:

- 1 Complete any actions requested by your customer. When you log in, you will see a specific page with information they have requested.
- 2 Update your company profile. Potential customers can search for and review profiles to discover business opportunities.
- 3 Explore SAP Business Network Discovery Find relevant information and opportunities.



# REGISTRATION IN THE ARIBA NETWORK

## Approval by the administrator

The first user of a company is also the administrator (can be changed). If another user registers, the administrator receives an info mail about the registration of a new user. The new user must be released in the “Manage unauthorised users” area.

### A New User Account Requires Your Approval



Ariba Commerce Cloud <ordersender-prc

↩ Antworten

↩ Allen antworten

An: Bauer, Andrea Maria

A new user account, [MarinaMacquarie@facctest.com](mailto:MarinaMacquarie@facctest.com), has been created for your organization and requires your approval. The new user account was created when your Loncseal Inc. - Test Andrea Bauer supplier account on FACC Operations GmbH - TEST registered on the Ariba Commerce Cloud.

#### NEXT STEPS

To approve the new user account:

1. Click [here](#) to access the Users page.
2. In the Manage an Unapproved User section, click Approve

Sincerely,  
**The SAP Ariba Team**  
<https://seller.ariba.com>

Users Notifications Application Subscriptions Account Registration

Manage Roles Manage User Authentication **Revoked Users** Manage User Deletion More...

<input type="checkbox"/>	Account Status	Username	Email Address
<input type="checkbox"/>		Ab@facc.com	Ab@facc.com

**Apply** **Reset**

# REGISTRATION IN THE ARIBA NETWORK

Information regarding the administrator

The administrator receives an info mail about the registration of a new user. If you do not know the user or wish to deny access, delete it. In case of fraud, please contact SAP Business Network Support immediately.

Attention: Your SAP Business Network supplier account company profile has been updated

Benutzerkontoinformationen geändert

Sehr geehrte/r Marie Antoinette,

An update was just made to the user account details for a user in the SAP Business Network account that you administer. If you did not request this update, contact SAP Business Network Support immediately.

Mit freundlichen Grüßen  
SAP-Business-Network-Team

# BECOME A SUPPLIER AT FACC - SELF-REGISTRATION



# BECOME A SUPPLIER AT FACC

How do I become a supplier at FACC?

In the future, FACC will handle supply management and sourcing through SAP Ariba. If you are not already a listed supplier at FACC, you must first apply to become a supplier at FACC and then go through the registration and, if required, qualification process.

## Self- Registration

You can find the official application link here:

<https://s1-eu.ariba.com/Sourcing/Main/ad/selfRegistration?realm=facc>

# BECOME A SUPPLIER AT FACC

## Supplier Self-Registration – Step by step guide

### Fill out the **General Supplier-Information** section:

Supplier Self-Registration Request Form

1. General Supplier Information

1.1 Company Name \*  Entry restricted to 35 digits only, also use Company Name 2 if necessary.

1.2 Company Name 2

1.3 General Company E-Mail Address \*

1.4 Company Address \*

+

Street  House Number

Street 2

Street 3

District

Postal Code  City

Country/Region  State/Province/Region \*

1.5 Please indicate your company-website

1

Enter the address of the main office if your company has multiple offices. You can enter other addresses later in your company profile, such as your delivery address, your billing address, etc.

Mandatory fields are marked with "\*"

# BECOME A SUPPLIER AT FACC

## Supplier Self-Registration – Step by step guide

Fill out the **Communication** section:

1.6 Communication

1.6.1 Country Code \*

1.6.2 Contact Phone \* ⓘ

1.6.3 Extension

1.6.4 Mobile Phone Number

1.7 Type of Ownership \* ⓘ

1.8 Type of Business \*

1.10 Please describe your organization's specific skills, qualifications and the main activities relevant to the goods and/or services that may be provided to FACC \*

1.11 Have you had contact with an FACC employee? \*

1.12 Please provide the Name \*

Telephone- mobile number without country code, or extension, with the leading zero in case of need, e.g. 059616

e.g. AG, GmbH, Corp., Inc., Ltd.,...

AT

0591264

0

05912649

GmbH

Manufacturer

Manufacturer ×

Description

Yes  No

Andrea Bauer

Note the helpful information that appears with the question mark.

Mandatory fields are marked with "\*"

# BECOME A SUPPLIER AT FACC

## Supplier Self-Registration – Step by step guide

Fill out the **Primary Supplier Contact** section:

An individual that registers with Ariba or logs in with the existing Ariba account to establish a relationship in the Ariba network with FACC.

Do not use an impersonal company Email address (e.g., office@company.com). **A personal Email ad-dress must be entered here.**

Primary Supplier Contact

2.1 Person who registers Supplier with Ariba or logs into their existing Ariba Account to establish a relationship with FACC in the Ariba Network.

2.2 Title \*

2.3 Contact First Name \*

2.4 Contact Last Name \*

2.5 Contact Email \*

2.6 Country Code

2.7 Contact Phone \*

2.8 Extension

2.9 Mobile Phone Number

2.10 Language for Communication \*

**3**

Telephone- mobile number without country code, or extension, with the leading zero in case of need, e.g. 059616

This language is merely informative and does not control messages.

# BECOME A SUPPLIER AT FACC

## Supplier Self-Registration – Step by step guide

Fill out the **General Contact Information** section:

3 General Contact Information

3.1 Contact Person for Purchase Orders

3.1.1 Title \* Ms.

3.1.2 Contact First Name \* Lucy

3.1.3 Contact Last Name \* Green

3.1.4 E-Mail address for purchase orders \* lucygreen@test.com

3.1.5 Country Code AT

3.1.6 Contact Phone \* 059616

3.1.7 Extension 1265

3.1.8 Mobile Phone Number

3.1.9 Language for Communication \* [EN] - English

3.2 Which additional Contacts can you provide?

President / Owner(s)

General Manager

Quality Manager

4

The “Contact Person for Purchase Orders” is the person who is registered at FACC to handle orders.

Mandatory fields are marked with "\*"

Telephone- mobile number without country code, or extension, with the leading zero in case of need, e.g. 059616

This language is merely informative and does not control messages.

Please also enter further contacts.

# BECOME A SUPPLIER AT FACC

## Supplier Self-Registration – Step by step guide

Fill out the **Additional Information** section:

The screenshot shows the 'Additional Information' section of the SAP Ariba supplier registration process. A large blue circle with the number '5' is overlaid on the 'Company Presentation' step (4.2). Callout boxes provide additional instructions:

- 4.1 Please nominate the categories of goods and/or services that your organization provides:** A search bar is shown with 'Foam' and 'Foam manufacturing' selected. A callout states: "These categories of goods/services display the FACC commodity groups."
- 4.2 Company Presentation:** An 'Upload File' button is highlighted. A callout states: "It is not a mandatory field, but a company presentation would be very interesting for us!"
- 4.3 Does your company already have an account in Ariba? \*** The 'Yes' radio button is selected. A callout states: "Your company already has an Ariba account, please enter your ANID number here. Your company will be linked to the FACC-Ariba account."
- 4.4 Ariba Network ID (ANID) \*** The text 'AN1182940262-T' is entered in the field. A callout states: "Please avoid creating duplicate accounts unnecessarily."

A 'Submit' button is visible at the bottom of the form.

# BECOME A SUPPLIER AT FACC

## Supplier Self-Registration – Step by step guide

### Submit

Your request for registration as a supplier with FACC Ariba-TEST is complete.

The FACC Ariba-TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at [c.glaser@facc.com](mailto:c.glaser@facc.com)

6

Supplier self-registration request form

Print

After submitting, you can "Print" the application and save it as a PDF document if necessary.

FACC Ariba-TEST is reviewing your registration request



Ariba Administrator <[no-reply@eusmtp.ariba.com](mailto:no-reply@eusmtp.ariba.com)>

An Glaser, Christina



Nachricht übersetzen in: Deutsch

Nie übersetzen aus: Englisch

Übersetzungseinstellungen

**CAUTION:** This is an external email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Testfirma ARIBA DOKU,

FACC Ariba-TEST has received your registration request and will review it for approval. Their response will be emailed to [c.glaser@facc.com](mailto:c.glaser@facc.com).

If you have any questions, please don't reply to this email but instead contact FACC Ariba-TEST directly.

This email has been sent to you on behalf of FACC Ariba-TEST by SAP Ariba.

The person specified as "Primary Contact" will receive an email regarding the verification of the registration request.

# BECOME A SUPPLIER AT FACC

## Supplier Self-Registration – Step by step guide

Your application will be examined -> approval/rejection

7

If **Approved**, you will receive an invitation to **Register on the FACC-Ariba network:**

In case of a **Rejection**, you will receive a **Rejection** email:

7b

FACC Ariba-TEST

Hello **[Redacted]**,

After reviewing your information, your registration was declined.

This may have an impact on your ability to do future business with FACC Ariba-TEST. [Contact](#) **[Redacted]** for more information or if you have questions.

Sincerely,  
FACC Ariba-TEST

FACC Ariba-TEST

7a

### Registration as a supplier of FACC Ariba-TEST

Hello!

**[Redacted]** has invited you to register as a supplier with FACC Ariba-TEST. Start by creating a free account on Ariba Network.

FACC Ariba-TEST uses the Ariba Network to manage its procurement and order fulfillment activities and to collaborate with suppliers. If test company ARIBA DOKU already has an Ariba Network account, log in with your username and password.

[Click here](#) to create your account now.



Registration in the Ariba network >>> next chapter!



# REGISTRATION AS FACC SUPPLIER IN THE ARIBA NETWORK

# REGISTRATION IN THE FACC ARIBA NETWORK

## Introduction

Registration as an official FACC supplier in the Ariba network is necessary so that you can be invited to sourcing events. There are 3 possible ways in how you can be “registered” as a supplier in the FACC Ariba account:

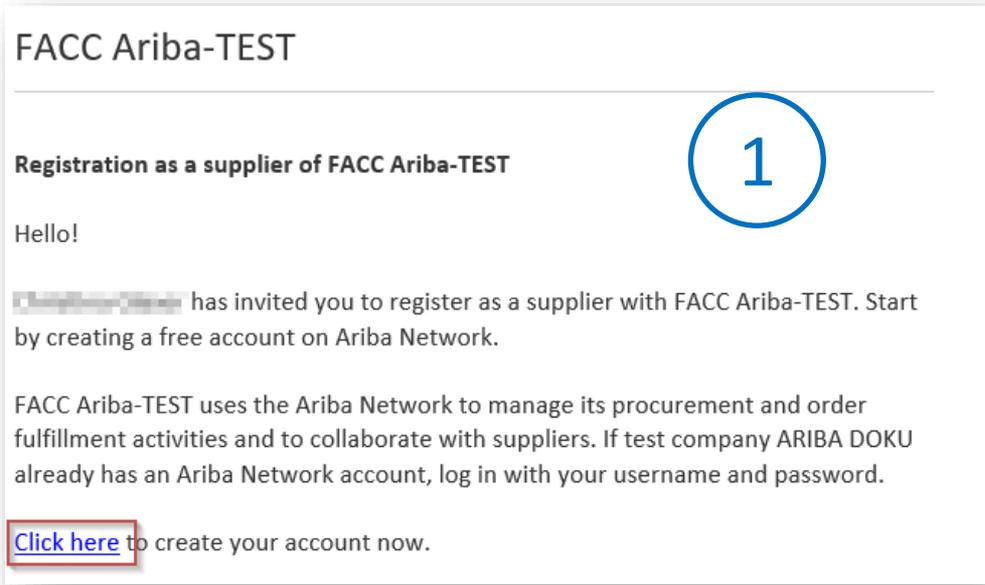
- Existing supplier:
  - Either you have already received the status “Registered” during the master data migration,
  - or you will be invited by E-Mail from your responsible Strategic Buyer to register as “FACC Supplier”.
  
- Application as a new supplier (see chapter “Become a supplier at FACC”)

You apply to FACC as an official supplier via application link (homepage, E-Mail from FACC contact,...). After approval by FACC you will be forwarded to the login/registration in the Ariba platform and then you can fill out the FACC registration form.

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

Your application will be examined -> approval/rejection



You will receive an email from FACC for registration.

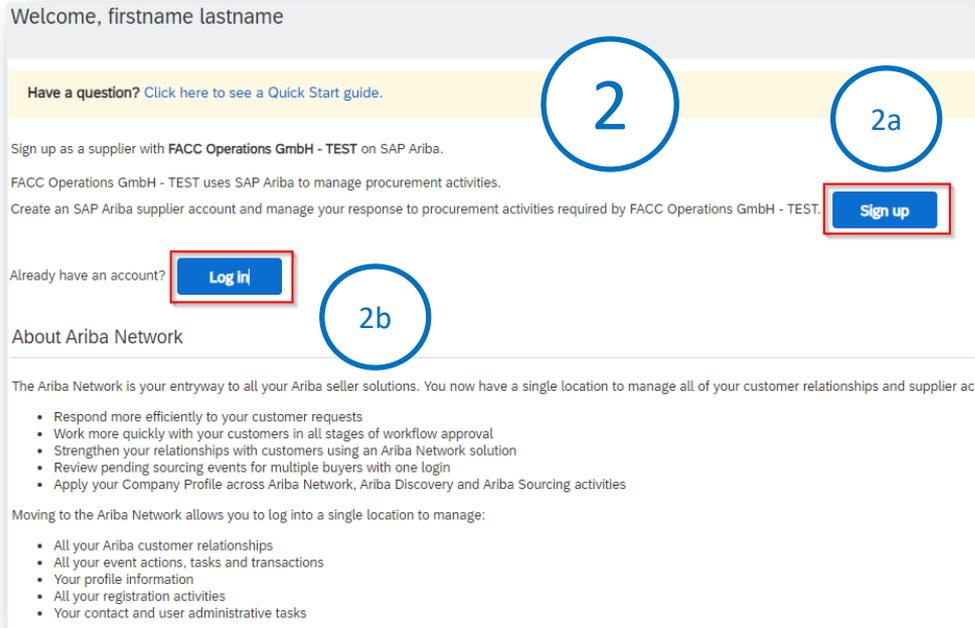
Follow the link with "[Click here](#)"

**Note:** Forwarding questionnaires to other Email contacts is not possible. The link to answer the submitted questionnaires only works via the entered Email address.

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

You can now register (2a) or log in (2b, 2c) to the ARIBA network.



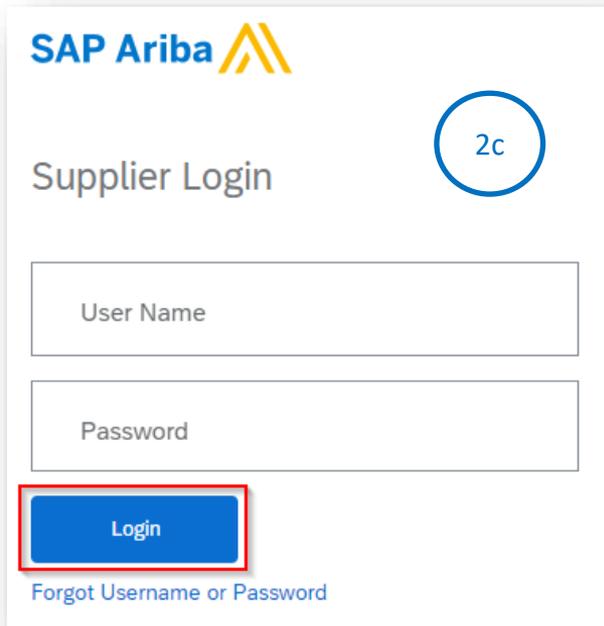
2a If your company is new to the ARIBA network, click on "**Register**" and follow the instructions in the chapter "**Register on the ARIBA network**"

2b If you already have access to the ARIBA network, click "**Log In**".

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

You can now log in to the ARIBA network.



SAP Ariba

Supplier Login

2c

User Name

Password

Login

[Forgot Username or Password](#)

If you already have access to the ARIBA network linked to FACC, this dialogue box opens.

Enter the username and password and click on "**Log In**".

You will now be asked to complete the FACC communicate and transact business with you through ARIBA.

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

3

### Financial Information

1 Financial Information

Bank Type:

Country/Region:

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Please provide your company's **bank information**.

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

4

### Tax Information

EU companies: **ONLY** enter the **VAT number, all other fields blank!**

Non-EU companies: **NO entries!**

Country/Region: Austria (AT)

Tax Name	TaxType	Tax Number
Austria: VAT Registration Number	Organization	ATU23717707

Country/Region: France (FR)

Tax Name	TaxType	Tax Number
France: VAT Registration Number	Organization	FR19582145470

Country/Region: United Kingdom (GB)

Tax Name	TaxType	Tax Number
United Kingdom: VAT Registration Number	Organization	not entry

Country/Region: Germany (DE)

Tax Name	TaxType	Tax Number
Germany: VAT Registration Number	Organization	DE12345678
Germany: VAT Number (Credit Proc. ? 14)	Organization	blank
Germany: Elster Tax Number	Organization	blank
Germany: Tax Number	Organization	blank

Country/Region: United States (US)

Tax Name	TaxType	Tax Number
USA: Employer ID Number	Organization	Empty

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

5

### NDA – Non-Disclosure Agreement

Please provide your **NDA** information.

If you are interested in working with us, please fill out the enclosed non-disclosure agreement with current date, company name + address and send us 2 signed copies (initial on each side) by post.  
One original signed by FACC will be returned to you after countersignature.

#### ▼ 2 NDA - Non Disclosure Agreement

If you are interested in working with us, please complete the enclosed non-disclosure agreement with the current date and your company name and address and send us to <a href="#">More...</a>	
2.1 This is the Non-Disclosure agreement (NDA) of FACC. It must be accepted by the supplier in order to be able to do business with FACC in the future.	<a href="#">References</a>
2.2 Do you accept the agreements of the NDA?	Yes
2.5 Please upload the signed NDA	<a href="#">NDA_Lonseal_2018-02-09.pdf</a>

Download option

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

### Save draft

You can save the registration form as a draft here and continue working on it later. To do so, use the registration invitation link again, log in and continue where you left off.



6

You can also "write a message" to the FACC Strategic Purchaser and the entire registration form can also be filled out via Excel import. You will find information about how to do this when you select the "Excel Import" button.

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

### Submit

You can submit the registration form here.

7

Submit Entire Response

Save draft

Compose Message

Excel Import

Necessary additions/ corrections are displayed.



There are 4 problems that require completion or correction in order to complete your request.

You need to provide an answer to Question 3.1, 'Bank'.

Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.

< Previous | Next >

Once all additions/changes have been incorporated, select "**Submit entire response**" again. A respective message appears, if all data are correct and the data can be submitted. Now the approval by FACC follows.



Submit this response?

Click OK to submit.

OK

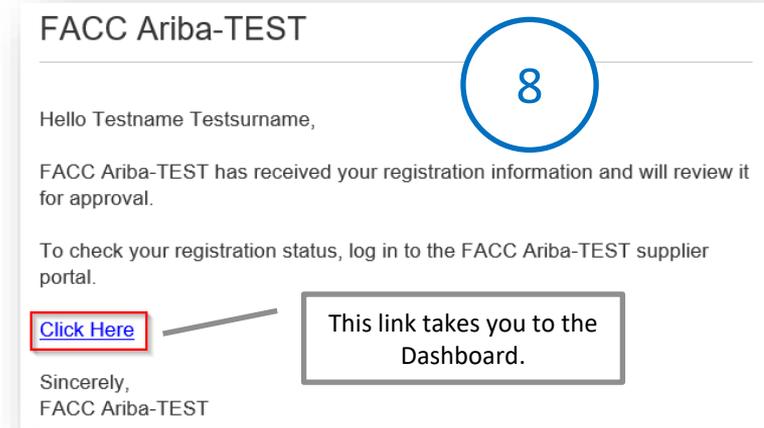
Cancel

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

### Info mail and dashboard

After submission, you will receive an information e-mail regarding the necessary review and approval by FACC.



In your FACC ARIBA dashboard you can see the status of the registration and view the details at any time.

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
Supplier Registration Questionnaire	Doc1600501190	30/8/2023 13:00	Pending Approval

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form

### Approval

As soon as FACC has checked the registration form and filled in or completed the internal registration form, you will receive an information email about the successful registration.

FACC Ariba-TEST

9

Hello Testname Testsurname,

Congratulations! Your **supplier registration** was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with FACC Ariba-TEST.

[Click Here](#)

Sincerely,  
FACC Ariba-TEST

Congratulation! You are now registered in the  
FACC ARIBA network and can participate in  
sourcing events!



# SUPPLIER QUALIFICATION



# SUPPLIER QUALIFICATION

## Introduction

Qualifications as a supplier for certain combinations of commodity groups, departments and regions (optional) takes place in the ARIBA network and is the prerequisite for listing as an official supplier to FACC.

Only suppliers that pass the qualification process are synchronised with the FACC ERP system and are then available to operational purchasing as an official source of supply. Existing Suppliers have received a predefined qualification status during master data migration at project start. New suppliers must complete the qualification form and go through the qualification process.

Multiple qualifications for different combinations of commodity groups, departments and regions (optional) are possible and suppliers can also be disqualified again.

# QUALIFICATION

## FACC qualification sheet Step by step guide

Your qualification is initiated manually by the Strategic Buyer at FACC.

### FACC Ariba-TEST

1

**Qualification questionnaire** to become a qualified supplier with FACC Ariba-TEST

Hello!

Now that Testfirma ARIBA DOKU is registered as a supplier with FACC Ariba-TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:

- **Electronics in Europe**

[Click Here](#) to fill out the questionnaire

You will receive a qualification email from FACC.

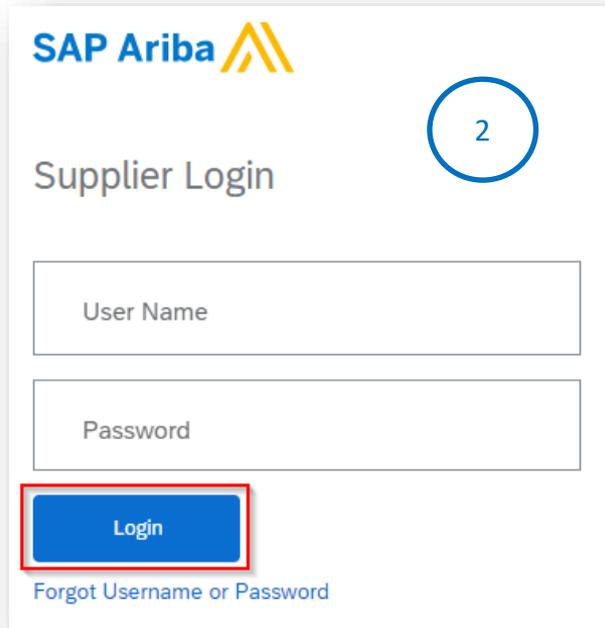
Follow the link with  
"Click here"

**Note:** Forwarding questionnaires to other Email contacts is not possible. The link to answer the submitted questionnaires only works via the entered Email address.

# QUALIFICATION

## FACC qualification sheet Step by step guide

You can now log in to the ARIBA network.



SAP Ariba

Supplier Login

2

User Name

Password

Login

[Forgot Username or Password](#)

If you already have access to the ARIBA network linked to FACC, this dialogue box opens.

Enter the username and password and click on **“Login”**.

You will now be asked to fill in the qualification form.

If you do not yet have access to the Ariba network, start by registering in the Ariba network (see the relevant chapter).

# QUALIFICATION

## FACC qualification sheet Step by step guide

Please provide **General Supplier information.**

1 General Supplier Information	
1.1 Do you have access to FACC's Supplier Portal FACC - AG (Austria) ?	* Yes <input type="button" value="v"/>
1.2 Do you have a Parent Firm / Corporation?	* Yes <input type="button" value="v"/>
1.3 Name of Parent Firm / Corporation	Name of Parent Company
1.4 Name of Parent Corporation President or CEO	* David Mayer
1.5 Has Parent Corporation done business with FACC?	* No <input type="button" value="v"/>
1.6 Years in Business	* 50
1.7 Locations of Manufacturing Plants	* Europe, USA, Asia
1.8 Type of Business	* <input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Engineering <input type="checkbox"/> Service <input type="checkbox"/> Stockist / Distributor <input type="checkbox"/> Tooling <input type="checkbox"/> Laboratory <input type="checkbox"/> IT <input type="checkbox"/> Other

3

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

Please information about **Employees in your Company.**

▼ 2 Employees in your Company	
2.1 Business Size	* Large (>250 employees) ▼
2.2 Production	* 1000
2.3 Quality	* 50
2.4 Engineering	* 50
2.5 Other	* 200
2.6 Total Employees (including P:	* 5000

4

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

Please provide some **Financial Information**.

▼ 3 Financial Information	
▼ 3.1 Turnover	
3.1.1 Latest Fiscal Year	* <input type="text" value="\$55,000,000.00"/> USD
3.1.2 Previous Year	* <input type="text" value="\$50,000,000.00"/> USD
▶ 3.2 EBIT	
▶ 3.3 Interest expense	
▶ 3.4 Earnings before taxes	
▶ 3.5 Net Income	
▶ 3.6 Equity Ratio	
▶ 3.7 Total shareholder's equity	

**5**

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

Please share your **Business Mix** information.

▼ 4 Business Mix	
4.1 Please give the ratio of military goods to commercial goods in %.	
4.2 Military	* <input type="text" value="0%"/>
4.3 Commercial	* <input type="text" value="100%"/>
4.4 Please give the ratio of aerospace goods to non-aerospace goods in %.	
4.5 Aerospace	* <input type="text" value="80%"/>
4.6 Non-aerospace	* <input type="text" value="20%"/>
4.7 Ratio of Subcontracting in %	* <input type="text" value="20%"/>

6

Mandatory fields are marked with "\*"\*

# QUALIFICATION

## FACC qualification sheet Step by step guide

### General Quality Information for Suppliers

Please check the "Quality Requirements for Suppliers FQS 05 008 02" (download possible) and give your consent.

The screenshot displays a SAP ARIBA qualification sheet interface. At the top, a tab labeled "5 General Quality Information" is active. Below it, a question is posed: "5.1 Does your organization comply with the requirements of FQS 05 008 02 'Quality Requirements for Suppliers'?" This question is marked as mandatory with a red asterisk. To the right of the question is a dropdown menu currently set to "Yes". Below the question, a "Reference Documents" section is visible, containing two PDF links: "SPC\_FQS\_05 008-05\_REV\_G\_Qualitäts und Dokumentationsanforderungen\_DE.pdf" and "SPC\_FQS\_05 008-05\_REV\_G\_Quality and Documentation requirements\_EN.pdf". A "Download all attachments" button is located below these links. A blue circle with the number "7" is overlaid on the interface, pointing to the mandatory field. A text note at the bottom right of the screenshot states: "Mandatory fields are marked with '\*'".

# QUALIFICATION

## FACC qualification sheet Step by step guide

Please enter/submit your **Management Systems Certificates**

Management System	Yes/No	Details
6.1 AS/EN/JISQ 9100	* Yes	Details
6.2 ISO 9001	* Yes	Details
6.3 EASA/FAA PART 21	* No	
6.4 EASA/FAA PART 145	* No	
6.5 ISO 50001	* No	
6.6 ISO 14001	* No	
6.7 ISO 27001	* No	
6.8 ISO 31001	* No	
6.9 ISO 45001	* No	
6.10 Other Certificates		

8a

### 6.1 AS/EN/JISQ 9100

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: \* AS9100

Issuer: \* PRI REGISTRAR

Year of Publication: \* 2023

Certificate Number: \* 1746

Certificate Location: \* NSF-IFR

Effective Date: \* Sat, 18 Mar, 2023

Expiration Date: \* Tue, 17 Mar, 2026

Attachment: \* Choose File | Local ISO... 5-26-14.pdf

Or drop file here

Description:

Design and Manufacturing of XYZ...

OK
Cancel

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide Mandatory fields are marked with "\*"

Add other certificates

Further certificates can be added under **"Add other certificates"** and accepted with **"Save"**.

Add Other Certificates

Other Certificates (1)

Name ↑	
▼ Other Certificates #1	
Other Certificates	<span style="border: 2px solid red; padding: 2px;">Yes</span> <span style="border: 2px solid red; padding: 2px;">▼</span> <span style="border: 2px solid red; padding: 2px;">Details</span>

8b



Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type:

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date:

Attachment: [Extension.pdf](#) [Delete](#)

Choose File No file chosen  
 Or drop file here

Description:

This is the extension of another document.

OK
Cancel

Finish the entry with Save

# QUALIFICATION

## FACC qualification sheet Step by step guide

Please provide information on the topics **Software – Programming – IT Security**.

▼ 7 Software - Programming - IT Security

7.1 What ERP system does your company use?	* <input type="text" value="SAP"/>
7.2 Do you have purchasing collaboration Software (EDI)?	* <input type="text" value="Yes"/> ▼
7.3 Which collaboration Software (EDI) does your company use?	* <input type="text" value="Ariba"/>
7.4 Do you have a proper IT Security System in place?	* <input type="text" value="Yes"/> ▼

9

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Environmental Social Governance ESG, Social Environmental Policy

Please provide information about the sections **Company Management**

▼ 8.1 Company Management	
8.1.1 Does your company have a management person responsible for sustainability?	* Yes ▾
8.1.2 Name of the person	* Voker
8.1.3 E-Mail of the person	* Black
8.1.4 Does your company publish a Environmental Social Governance (ESG) Report?	* Yes ▾
8.1.5 Please upload ESG	optional Attach a file
8.1.6 Do you organize training sessions to enhance the understanding of Environmental Social Governance / Sustainability at your site?	* Yes ▾

10

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Environmental Social Governance ESG, Social Environmental Policy

Please provide information about **Fair Working Conditions**.

8.2 Fair Working Conditions			
8.2.1	Does the company have a Code of Conduct?	11	* Yes <input type="button" value="v"/>
8.2.2	Please enclose the Code of Conduct		optional <input type="button" value="T"/> <a href="#">Attach a file</a>
8.2.3	Are you familiar with the ILO Convention on the Prevention of Child Labour and do you comply with it?		* Yes <input type="button" value="v"/>
8.2.4	Does your company have a program to ensure the prevention of discrimination?		* Yes <input type="button" value="v"/>
8.2.5	Ensure that their employees are adequately remunerated and can ensure that the regulations governing the applicable minimum wage are adhered to?		* Yes <input type="button" value="v"/>
8.2.6	Do you ensure that all employees in your company adhere to the statutory working hours?		* Yes <input type="button" value="v"/>

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Environmental Social Governance ESG, Social Environmental Policy

Please provide information about **Compliance & Business Ethics**.

12

▼ 8.3 Compliance & Business Ethics		
8.3.1	Does your company have a documented business ethics and compliance management system in place?	* Yes ▾
8.3.2	Please upload it	optional   Attach a file
8.3.3	Does your company have a formal policy in place regarding business conduct and compliance (corruption, extortion, bribery)?	* Yes ▾

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Environmental Social Governance ESG, Social Environmental Policy

Please provide information about **Safety and Health Protection**.

▼ 8.4 Safety and Health Protection	
8.4.1 Does your company have a written health and safety policy, which complies with industry, national or international standards? (e.g. DIN ISO 45001, DIN OHSAS 18001 or similar?)	* Yes <input type="button" value="v"/>
8.4.2 Which one do you have?	optional <input type="button" value="Attach a file"/>
8.4.3 Does your company own an occupational health and safety system?	* Yes <input type="button" value="v"/>
8.4.4 Can you ensure that legal requirements are met?	* Yes <input type="button" value="v"/>
8.4.5 Are all employees regularly instructed on occupational safety?	* Yes <input type="button" value="v"/>

13

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Environmental Social Governance ESG, Social Environmental Policy

Please provide information about **Corruption**.

8.5 Corruption	14		
8.5.1 Does your company have rules to prevent corruption?			* Yes <input type="button" value="v"/>
8.5.2 Please attach these rules		optional	<a href="#">Attach a file</a>
8.5.3 Are these anti-corruption rules known to all employees?			* Yes <input type="button" value="v"/>
8.5.4 Does your company conduct documented risk assessments in relation to corruption?			* Yes <input type="button" value="v"/>
8.5.5 Do you ensure in your company that personal interests do not interfere improperly with business interests?			* Yes <input type="button" value="v"/>

Mandatory fields are marked with "\*"!

# QUALIFICATION

## FACC qualification sheet Step by step guide Environmental Social Governance ESG, Social Environmental Policy

Please provide information about **Adherence to Antitrust Law.**

▼ 8.6 Adherence to Antitrust Law			
8.6.1	Does your company have written principles on applicable antitrust regulations?	<div style="border: 2px solid blue; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">15</div>	* Yes ▾
8.6.2	Please attach these rules		optional <span style="font-size: 2em;">}</span> <a href="#">Attach a file</a>
8.6.3	Are you fair to other competitors?		* Yes ▾
8.6.4	Can you ensure that you do not unduly restrict competition?		* Yes ▾

Mandatory fields are marked with "\*"!

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Environmental Social Governance ESG, Social Environmental Policy

Please provide information about **Export Control**.

▼ 8.7 Export Control	
8.7.1 Do you have a code in your company that ensures compliance with export control regulations?	* Yes <input type="button" value="v"/>
8.7.2 Please attach	optional <input type="button" value="Attach a file"/>
8.7.3 Do you have any export control licenses for dual use materials?	* Yes <input type="button" value="v"/>
8.7.4 Do you avoid illegal business relationships with sanctioned persons / organisations?	* Yes <input type="button" value="v"/>
8.7.5 Do you check custom regulations for export transactions and comply with them?	* Yes <input type="button" value="v"/>
8.7.6 Do you respect the intellectual property rights of your suppliers and customers?	* Yes <input type="button" value="v"/>
8.7.7 Can you ensure in your company that all confidential information and secrets that become known in the course of business activities with FACC are kept strictly confidential, are not used improperly and are not disclosed to third parties?	* Yes <input type="button" value="v"/>

16

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Environmental Social Governance ESG, Social Environmental Policy

Please provide information about **Supplier Management and Environmental Sustainability.**

▼ 8.8 Supplier Management		
8.8.1	Does your company have a supplier ESG / Sustainability policy?	* Yes
▼ 8.9 Environmental Sustainability		
8.9.1	Does your company have an environmental management system in place e.g. ISO 14001 or similar?	* Yes ▾
8.9.2	Which one do you have?	optional <a href="#">Attach a file</a>
8.9.3	Which of the following areas are covered by this policy or the related processes and working procedures?	* <input checked="" type="checkbox"/> Reduction of energy consumption <input type="checkbox"/> Reduction of water usage <input type="checkbox"/> Reduction of air emissions <input type="checkbox"/> Avoidance of waste <input checked="" type="checkbox"/> Environmentally friendly handling of restricted substances and chemicals
8.9.4	Has your company carried out an analysis of the substances it uses according to the European REACH regulation (EC1907/2006)?	* Yes ▾
8.9.5	If yes and your company uses any of these chemicals, does your company have any plans to replace them?	* Yes ▾

17

18

Mandatory fields are marked with "\*"

# QUALIFICATION

## FACC qualification sheet Step by step guide

You can submit **Additional documents** here.

<p>▼ 9 Additional Information</p>	<div style="border: 2px solid blue; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">19</div>	<p>optional   <a href="#">Attach a file</a></p>
<p>9.1 Any other documents</p>		

Please provide your **Approvals**.

Mandatory fields are marked with "\*"

<p>▼ 10 Approvals</p>		
<p>10.1 List companies that have approved your Quality Management System: ⓘ</p>		<p>* Name of the Company</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
<p>10.2 Is your company Nadcap approved?</p>		<p>* Yes ▼</p>
<p>10.3 List of Nadcap Approvals:</p>	<div style="border: 2px solid blue; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">20</div>	<p>* Approval 1 Approval 2 Approval 3</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
<p>10.4 List of further Special Process Approval:</p>		<p>* Approval 1 Approval 2 Approval 3</p> <div style="border: 1px solid #ccc; height: 100px;"></div>

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Save draft

You can save the registration form as a draft here and continue working on it later. To do so, use the registration invitation link again, log in and continue where you left off.



Submit Entire Response

Save draft

Compose Message

Excel Import

21

You can also "write a message" to the FACC Strategic Purchaser and the entire registration form can also be filled out via Excel import. You will find information about how to do this when you select the "Excel Import" button.

# QUALIFICATION

## FACC qualification sheet Step by step guide

22

### Submit

You can submit the registration form here.



Necessary additions/ corrections are displayed.


**There are 4 problems that require completion or correction in order to complete your request.**  
 You need to provide an answer to Question 3.1, 'Bank'.  
 Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.

[< Previous](#) | [Next >](#)

Once all additions/changes have been incorporated, select "**Submit entire response**" again. A respective message appears, if all data are correct and the data can be submitted. Now the approval by FACC follows.


**Submit this response?**  
 Click OK to submit.

# QUALIFICATION

## FACC qualification sheet Step by step guide

### Dashboard

After submission, you can re-enter the qualification invitation link. In your FACC ARIBA dashboard you will see the status of the qualification and can view the details at any time.

Doc1602308875 - Supplier Qualification
Pending Qualification Approval

Download Content
Print Event Information
Review Response

All Content ☰

Name ↑	
1 Do you have access to FACC's Supplier Portal <a href="#">FACC - AG (Austria) ?</a>	No
▼ 2 LABORATORIES	
2.1 Which kind of tests does your organization perform?	Functional Tests Material Tests Flammability (Fire Tests) Calibration Others
2.2 Please specify	We are masters in electronics.
2.3 Is your Calibration Master traceable to the relevant national standard i.e. OKD, DKD, NIST, UKAS, Nadcap?	Yes
2.4 Is your organization certified to ISO/IEC 17025?	No

Event Overview and Timing Rules

Owner: [Christina Glaser](#) 🗨 Currency: US Dollar

Event Type: Survey

Publish time: 30/8/2023 15:07

Due date: 30/8/2023 15:14

Project Owner Actions

23

# QUALIFICATION

## FACC Qualification

### Approval

As soon as FACC has checked the external qualification questionnaire and completed the internal questionnaire, you will receive an information email about the successful registration.

## FACC Ariba-TEST

### Qualification request with FACC Ariba-TEST.

Congratulations! Testfirma ARIBA DOKU is now qualified to sell in the following categories to FACC Ariba-TEST:

- Electronics in Europe

24

You will be notified when next steps as part of a procurement or sourcing process require your attention.

Congratulation! You are now qualified in the FACC ARIBA network and are therefore also listed as a supplier in the FACC ERP system!

# QUALIFICATION

## FACC Qualification rejected

If a qualification is rejected by FACC, you will receive a rejection email.

If this qualification is initiated again by FACC, you can revise the original response and submit it to FACC. If the supplier requests further information, the same input mask appears.

### FACC Ariba-TEST

**Qualification request with FACC Ariba-TEST has been declined.**

FACC Ariba-TEST has reviewed the qualification questionnaire responses from Testfirma ARIBA DOKU and has decided not to award Testfirma ARIBA DOKU a qualified status at this time for the following categories:

- 3D print in

Doc1604373921 - Supplier Qualification 🕒 Time remaining 29 days 23:56:58

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

Revise Response

All Content

Name 1	
1 List companies that have approved your Quality Management System: ⓘ	ABCD
2 Is your company Nadcap approved?	No
4 List of further Special Process Approval:	-

Compose Message



# CERTIFICATES MODULE- QUESTIONNAIRE

# CERTIFICATES MODULE-QUESTIONNAIRE

## Introduction

Outside the life cycle processes, there is the possibility of transmitting or obtaining information via modular questionnaires. These are based on individually customisable templates created by FACC.

Certificates are a special type and sub form of modular questionnaires.

Via a certificate request, you can upload certificates and transmit all relevant information (such as certificate name, expiry date, date of issue, issuer, ...)

As soon as a certificate that you have uploaded via a modular questionnaire expires, you will automatically receive an info mail to update it.

# CERTIFICATES MODULE-QUESTIONNAIRE

## Step by step guide

The certificate request is initiated manually by the Strategic Buyer at FACC.

### FACC Ariba-TEST

---

Hello Testname Testsurname,

FACC Ariba-TEST has invited you to complete a questionnaire. This is required so Testfirma ARIBA DOKU can do business with FACC Ariba-TEST.

#### Questionnaire Overview

Questionnaire name: Small Business Certificate Questionnaire

Respond by: Sat, 30 Sep, 2023

Update Request Comments:

[Submit questionnaire](#)

Best,

SAP Ariba team

1

You will receive an email from FACC regarding a certificate request.

Follow the link

["Submit questionnaire"](#).

**Note:** Forwarding questionnaires to other Email contacts is not possible. The link to answer the submitted questionnaires only works via the entered Email address.

# CERTIFICATES MODULE-QUESTIONNAIRE

## Step by step guide

You can now log in to the ARIBA network.

2



### Supplier Login

[Forgot Username or Password](#)

If you already have access to the ARIBA network linked to FACC, this dialogue box opens.

Enter the username and password and click on "**Log In**".

If you are not yet registered, follow the instructions in the chapter "Register on the ARIBA network".

# CERTIFICATES MODULE-QUESTIONNAIRE

## Step by step guide

### Edit/Submit certificate request

3

Name ↑

1 ISO 14001 Certificate ⓘ

(\*) indicates a required field

1 ISO 14001 Certificate

Enter details for Certificate. Enter the location of a file to add as an Attachment. To search for a [Move](#)

Certificate Type: ISO 14001 Certificate

Issuer: Issuer1

Year of Publication: 2022

Certificate Number: 12345

Certificate Location: ADF234

Effective Date: Thu, 31 Aug, 2023

Expiration Date: Tue, 4 Aug, 2026

Attachment: [Choose File](#) Extension.pdf  
Or drop file here

Description: This is an extension.

Submit Entire Response | Reload Last Bid | Save draft | Compose |  Yes Details

OK Cancel

Select "Yes", enter the details and confirm with "OK", then "Submit entire response".

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

# CERTIFICATES MODULE-QUESTIONNAIRE

Step by step guide

Certificate is verified/approved by FACC

4

## FACC Ariba-TEST

---

Hello Testname Testsurname,

FACC Ariba-TEST has approved the questionnaire that you completed.

### Questionnaire Overview

Questionnaire name: Expired ISO 14001 Certificate

You'll be notified if any other tasks require your attention.

Best,

SAP Ariba team

After successful verification by FACC, you will receive a confirmation by email.

# CERTIFICATES MODULE-QUESTIONNAIRE

## Step by step guide

Certificate has expired – Automatic update is requested

5

### FACC Ariba-TEST

---

Hello Testname Testsurname,

Please update the response to Expired ISO 14001 Certificate.

[Click Here](#) to update the questionnaire.

Best,

SAP Ariba team

You will receive an email that your certificate has expired. Follow the link with "Click here"

# CERTIFICATES MODULE-QUESTIONNAIRE

Step by step guide

Log In with your account

6

SAP Ariba 

Supplier Login

Login

[Forgot Username or Password](#)

If you already have access to the ARIBA network linked to FACC, this dialogue box opens.

Enter the username and password and click on "**Log In**".

If you are not yet registered, follow the instructions in the chapter " Register on the ARIBA network".

# CERTIFICATES MODULE-QUESTIONNAIRE

Step by step guide

Certificate is verified/approved by FACC

7

FACC Ariba-TEST

---

Hello Testname Testsurname,

FACC Ariba-TEST has approved the questionnaire that you completed.

## Questionnaire Overview

Questionnaire name: Expired ISO 14001 Certificate

You'll be notified if any other tasks require your attention.

Best,

SAP Ariba team

After successful verification by FACC, you will receive a confirmation by email.

# CERTIFICATES MODULE-QUESTIONNAIRE

## Step by step guide

### Edit/Submit certificate request

7

ISO 14001 Certificate

Review Response

\* Yes



1 ISO 14001 Certificate

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: ISO 14001 Certificate

Issuer:

Year of Publication:

Certificate Number:

Certificate Location:

Effective Date:

Expiration Date:

Attachment:  Extension.pdf  
Or drop file here

Description:

Submit Entire Response

Save draft

Select "Yes", enter the details and confirm with "OK", then "Submit entire response".

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



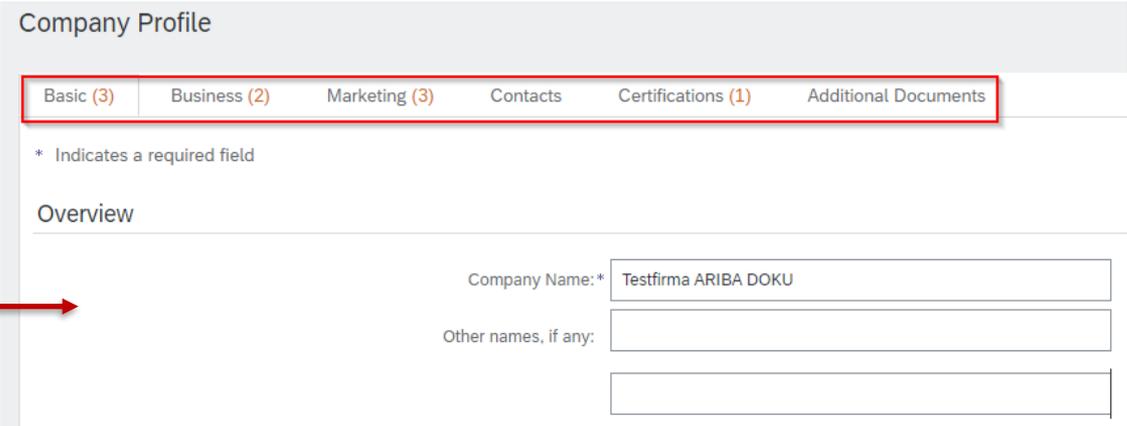
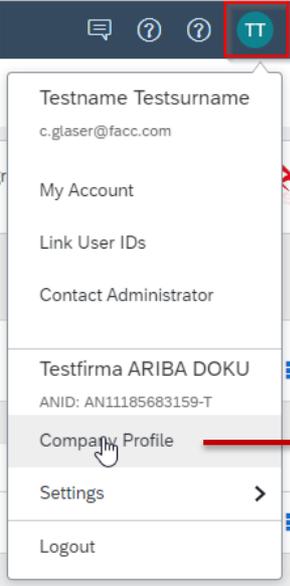
# HOW TO CONFIGURE YOUR ARIBA PROFILE

# HOW TO CONFIGURE YOUR ARIBA PROFILE

## Account Settings

You are the administrator. Click on the profile icon and select "Company profile".

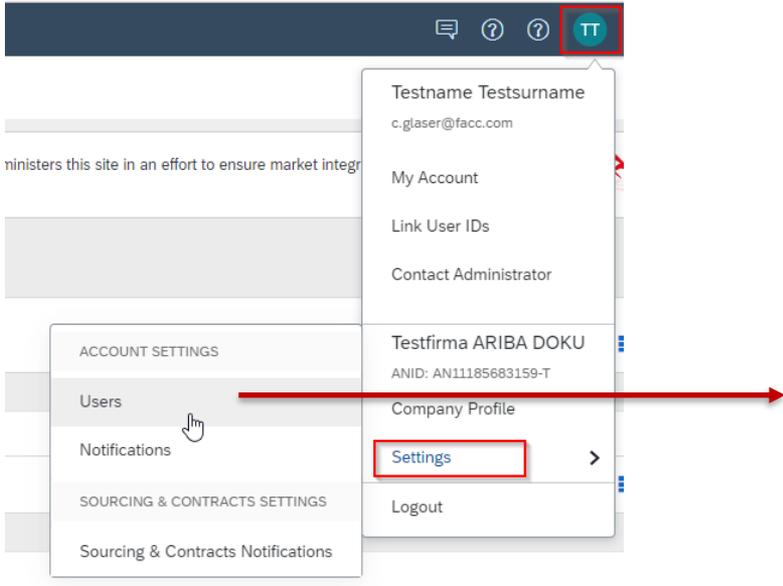
You will see different tabs to add content to your business profile. The more your profile is updated, the better other companies will be able to find and contact you.



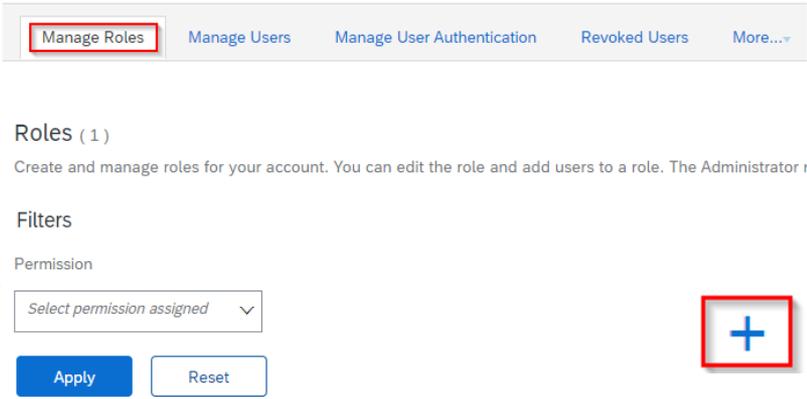
# HOW TO CONFIGURE YOUR Ariba PROFILE

## Add Roles and Users

Click on your profile icon  
Go to "Settings" > "Users"



First you must assign a role with corresponding permissions.  
Click on the tab "Manage roles" and then on the "+" sign.



# HOW TO CONFIGURE YOUR ARIBA PROFILE

## Add Roles and Users

Create Role

\* Indicates a required field

New Role Information

Name: \*

Description:

Permissions

Each role must have at least one permission.  
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

<input type="checkbox"/>	Permission	Description
<input type="checkbox"/>	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management content to participate in events or contract tasks
<input checked="" type="checkbox"/>	Company Information	Review and update company profile information
<input checked="" type="checkbox"/>	Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/>	ID Registration Access	Register unique identifiers, like email domains

Assign a name for the role and select the permissions from the standard catalogue. Save this role afterwards.

You can create a new user and assign a new role to it.

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...

Users ( 1 )

# HOW TO CONFIGURE YOUR Ariba PROFILE

## Add Roles and Users

New User Information

Username: \*

Email Address: \*

First Name: \*

Last Name: \*

Do not allow the user to resend invoices to t

Office Phone:

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Role Assignment

Name	Description
<input checked="" type="checkbox"/>	Customer Contact

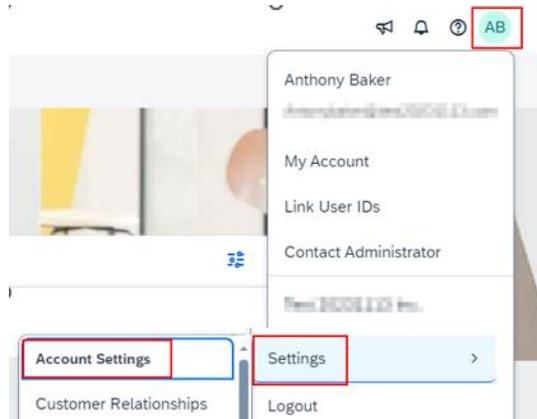
Create the user and select the previous defined role.

If your company is already connected to other customers, you can assign internal users for individual customers here. Then you can manage their clients separately via the account. Click on "Done". The new user receives an email with the access data.



# ADMINISTRATOR

## How do I change the Administrator



- You're the current administrator user and you'd like to transfer the administrator role to another user that already exists in the account
  - If you currently have the **Administrator** role assigned to your user, use the following procedure to transfer the administrator role to another existing user:
    - Click **[user initials]** in the upper-right corner of the application
    - Click **Settings > Users**
    - Click the **Manage Users** tab
    - To the right of the user you would like to transfer the account to, click **Actions > Make Administrator**
  - Since only one user can administer an account at a time, you must select a new role for your user.
    - Select a role for your own user and click **Assign**
    - Click **OK** to transfer the account administrator role

- The previous account administrator left your company, but you have access to the email address associated with their user profile
  - Reset the account's password, then reassign the account using one of the previous methods:
    - On the [Supplier Login page](#), click the **Password** link
    - Enter the email address associated with the previous administrator's user profile
    - Select **Submit**
    - SAP Business Network sends a password reset to the email address you entered
    - Follow the instructions in the email to reset the profile's password and sign in
  - After you sign in, you can transfer the administrator role to an existing user or update the the administrator user's info

- You have access to the previous administrator's account and you'd like to make yourself (or another employee) the administrator
  - Update the administrator account's details to reflect the new administrator's information:
    - Click **[user initials]** in the upper-right corner of the application, and select **My Account**
    - Update this page with the new administrator information. Remember to change the following:
      - Username
      - User's full name
      - User email
      - Contact information
    - Click **Save**





# SUPPLIER SUPPORT FAQS

SAP ARIBA SUPPORT CENTER  
FAQs

# SUPPLIER SUPPORT

The following support tools are available to suppliers

## SAP Ariba Help Center

Access via your ARIBA account

Help sign in the upper right corner

The Help Center pops up in a separate window.



Home Learning Contact us

Articles related to topics under "Home"

Learning topics/-videos under "Learning"

Chat under "Contact"

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to help you find the best suppliers for your business.

Home Learning Contact us

How can we help you?

Search knowledge base articles, documentation, and tutorials

Try "cancel order", "email notifications", "user authorization"

Topics we recommend for you

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

When trying to register for SAP Ariba Sourcing and access a sourcing event, the system displays the following error: The username and password entered has already merged to another Ariba Sourcing user account. Depending on how you would like to proceed, there are two solutions to this issue: Create an...

Registration Sep 23, 2022

**I need help connecting with a customer**

Depending on what you are doing in Ariba, there are different ways of connecting with customers. If you will be exchanging transaction documents (purchase orders, invoices, etc.) with your customer through Ariba, you will have to establish a trading relationship with them first. If you will be participating in a...

View homepage Jun 15, 2021

**Error: The username and password pair you entered was not found**

Question Why do I get the below message on the SAP Ariba Login page? The username and password pair you entered was not found. Answer You entered an incorrect username or password. You might also receive this message in the following scenarios: Your password contains part of your username. You...

Registration Error messages Apr 2, 2022

**How do I access and change the former administrator's account?**

How do I access the former administrator's account? If the account administrator is still with your company, contact them by clicking the link below in the upper right corner of the notification and selecting Contact Administrator - Ariba account

Help Center Contact Administrator

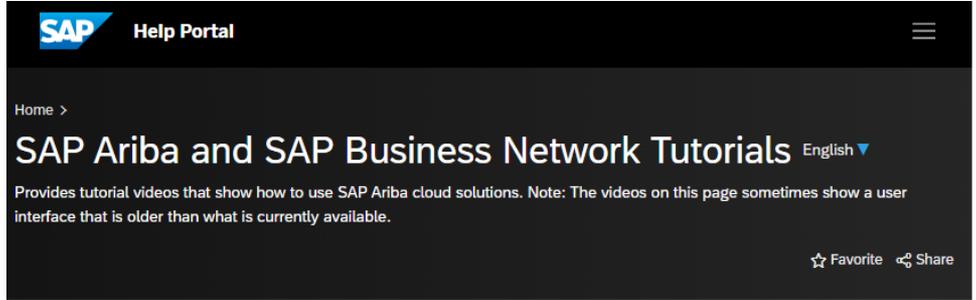
# SUPPLIER SUPPORT – SAP HELP

## SAP Tutorials

### [SAP Ariba and SAP Business Network Tutorials | SAP Help Portal](#)

Here you can find a lot of tutorials about SAP ARIBA and SAP Business Network.

- > SAP Business Network Tutorials for Suppliers
- > SAP Business Network Tutorials for Standard Account Suppliers
- > SAP Business Network Tutorials for Enterprise Account Suppliers
- > SAP Strategic Sourcing Tutorials for Suppliers
- > SAP Strategic Sourcing Tutorials for Buyers
- > SAP Ariba Procurement Tutorials for Buyers



#### SAP Business Network Tutorials for Suppliers

##### [Account Overview](#)

This video gives you an overview of your account including the workbench, home page widgets, company settings, customer relationships, notifications, and the Help

##### [Get Ready to Transact](#)

This video walks you through the workbench.

# FAQS

Click on the relevant question to get to the answer

[What happens if I have not received the registration link?](#)

[I already have an SAP ARIBA network account. Can I use it for FACC as well?](#)

[I am having trouble logging in with my ARIBA network account credentials. What am I supposed to do?](#)

[I got the following message during registration “The user already exists. Enter a different user name”.](#)

[Why do I get the following message on the SAP ARIBA login page?](#)

“You do not have the permission to view the event or the link you clicked is invalid”.

[I have opened the link but I got the error message:](#)

[ERR CONNECTION TIMED OUT error. Can I fix it?](#)

[My colleague added me to ARIBA but I can not see the FACC content.](#)

# FAQS

Click on the relevant question to get to the answer

[How can I update my response of the Registration/Qualification questionnaire?](#)

[Can questionnaires be forwarded internally and answered by colleagues?](#)

[How can I access my ARIBA dashboard?](#)

What if an unknown user wants to register? [What should I do in case of fraud?](#)

[How do I update my profile in Ariba? \(E-Mail, Telephone, Username,...\)](#)

[I have forgotten my Username or password?](#)

[How do I change the administrator?](#) (see page “Administrator”)

# FAQS

Click on the relevant question to get to the answer

[How do I link user IDs?](#)

[How do I merge/consolidate accounts?](#)

# FAQS

The following questions and answers may help you



What happens if I have not received the registration link?



- The problem could be related to your mail setting. Make sure that ariba.com is on the whitelist.
- Search your mailbox for an email with the following email subject: "Invitation to register as a supplier at FACC".
- Search for the invitation in all your folders, e.g. in your mailbox, junk or spam folder.
- Check whether one of your colleagues has received the invitation instead of you.
- Contact the responsible Strategic Buyer at FACC.



I already have an SAP ARIBA network account. Can I use it for FACC as well?



Yes, you can use your existing SAP ARIBA network account. Click on the link in the invitation email and select the "Log in" button.

# FAQS

The following questions and answers may help you



I am having trouble logging in with my ARIBA network account credentials. What am I supposed to do?



If this problem occurs, it could be one of the following scenarios:

- You have already logged into your existing account and subsequently also clicked on the link in the email for the first time.  
**IMPORTANT:** The system interprets this as an attempt to log in twice. You must either click on the link in the email or log into your existing account and navigate to the ARIBA Sourcing screen. You cannot do both!
- If another SAP ARIBA page opens in a different browser tab, close the other tab and try to log in again.
- If you receive a certificate error in your browser when you try to access the ARIBA network login page at <https://supplier.ariba.com>, please clear your browser cache, cookies, and search history. Close the browser and try to open the page again.

# FAQS

The following questions and answers may help you



I got the following message during registration “The user already exists. Enter a different user name”.



The username you selected has already been assigned. Choose a different username when registering on the ARIBA network. If you already have an account on the ARIBA network and want to link to FACC, select the button “Login” (instead of “Register”).



Why do I get the following message on the SAP ARIBA login page?  
“You do not have the permission to view the event or the link you clicked is invalid”.



If you have multiple accounts, make sure you are logged in to the account associated with this document, task or event. Click on “Back” to see other events you are invited to.

# FAQS

The following questions and answers may help you



I have opened the link but I got the error message: ERR\_CONNECTION\_TIMED\_OUT error. Can I fix it?



This is usually the result of a slow network connection (busy public hotspots) or a firewall blocking the website. To ensure that the firewall does not reject ARIBA web content , please contact your IT to have the required domains and IP ranges whitelisted (for technical information, please contact the Help Centre)



My colleague added me to ARIBA but I can not see the FACC content.



The person who created the ARIBA network account is the administrator. He or she can add new users. See the section “To configure your ARIBA network account” for more information. However, this does not mean that the user automatically sees the FACC content. Only if the added user receives an invitation link to FACC’s registration, qualification, modular questionnaire or call for tenders, it will be unlocked to FACC’s content on the ARIBA network.

# FAQS

The following questions and answers may help you



How can I update my response of the Registration/Qualification questionnaire?



You can update the content of the registration/qualification questionnaire at any time. Simply enter your ARIBA network account under [Supplier.ariba.com](http://Supplier.ariba.com). Navigate to the relevant questionnaire. After you have opened the questionnaire, you can click on “Revise answer”, update your data and submit it again.



Can questionnaires be forwarded internally and answered by colleagues?



No, this does not work! It is not possible to forward questionnaires (e.g. registration questionnaires) to other e-mail contacts. The link to answer the submitted questionnaires only works via the registered e-mail address. Existing contact: The questionnaire must be transmitted by FACC to the other contact person. New contact: The new contact person must be created in Ariba (by FACC or your primary contact). The questionnaire must then be sent by FACC to the new contact person.

# FAQS

The following questions and answers may help you



How can I access my ARIBA dashboard?



Simply enter your ARIBA network account under [Supplier.ariba.com](https://Supplier.ariba.com)



What if an unknown user wants to register? What should I do in case of fraud?



The first user of a company is also the administrator (can be changed). If another user registers, the administrator will receive a mail to approve/reject this user.  
See the section “Registration in the ARIBA network”, “Approval by the administrator”.

# FAQS

The following questions and answers may help you



How do I update my profile in Ariba? (E-Mail, Telephone, Username,...)



Enter your ARIBA network account (e.g. via Supplier.ariba.com).  
Click **[user initials]** in the **upper-right corner** of the application.  
Click **My Account**.  
Edit any fields as needed and **SAVE**



I have forgotten my Username or password?



Enter your ARIBA network account (e.g. via Supplier.ariba.com).  
When you are asked to enter the Username/Password press either “Forgot Username” or “Forgot Password” and follow the instructions.



# FAQS

The following questions and answers may help you



How do I link user IDs?



If you have multiple accounts that you maintain or have access to, it can be difficult to remember different usernames and passwords. Linking user IDs allows you to seamlessly login to one account, then switch to any other linked usernames with a click instead of having to logout and log back in with a different user ID.

In the upper-right corner of the application, click **[user initials]** > **Link User IDs**.

- If you know the username and password for the account you wish to link:
  1. Enter the login information under the **No Approval Needed** heading.
  2. Click **Link Accounts**.
- If you do not know the username and password:
  1. Enter the username for the user account you wish to link to under the **Approval Needed** heading.
  2. Click **Send link request**.
    - This will send an email to that user with the option to accept your link request.

In order to switch to the user once it has been linked:

1. In the upper-right corner of the application, click **[user initials]** > **Switch Account**.
2. Click the **name** of the account holder. You must click the **[user name]** in order to switch to the user that has been linked. If you click anywhere else, it will not switch successfully.



# FAQS

The following questions and answers may help you



How do I merge/consolidate accounts?



It is not possible to merge two accounts that have different SAP Business Network IDs, however, you do have some consolidation options:

Complete consolidation (SAP help)

Account hierarchy (SAP help)

Linking User IDs (see this description).

