

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 with multiple rays of light extending outwards.

# SAP ARIBA SUPPLIER GUIDE.

Guide for suppliers

Status: 2023/11

# CONTENT

## FACC PROCUREMENT VISION

Page 5

## PURCHASING STRATEGY TARGETS

Page 6

## DIGITAL PURCHASING PROCESS

Page 7

FACC-Supplier Portal / E-Procurement Platform Ariba

Page 8

Will an ARIBA account be required?

Page 10

## BECOME A SUPPLIER AT FACC– SELF- REGISTRATION

Page 11

Introduction

Page 12

Supplier Self-Registration – Step by step guide

Page 13

# CONTENT

## REGISTRATION AS FACC SUPPLIER

Page 20

Introduction

Page 21

FACC Registration Form Step by step guide

Page 22

## SUPPLIER QUALIFICATION

Page 32

Introduction

Page 33

Step by step guide

Page 34

## ZERTIFIKATE MODUL FRAGEBOGEN

Page 59

Introduction

Page 60

Step by step guide

Page 61

# CONTENT

## REGISTRIERUNG IN THE ARIBA NETWORK

Introduction

Page 69

Step by step guide

Page 70

Page 71

## HOW TO CONFIGURE YOUR ARIBA PROFILE

Account-Settings

Page 80

Add rolls and users

Page 81

Page 82

## SUPPLIER SUPPORT

SAP Ariba Help Center

Page 85

FAQ's

Page 86

Page 87

# FACC PROCUREMENT VISION

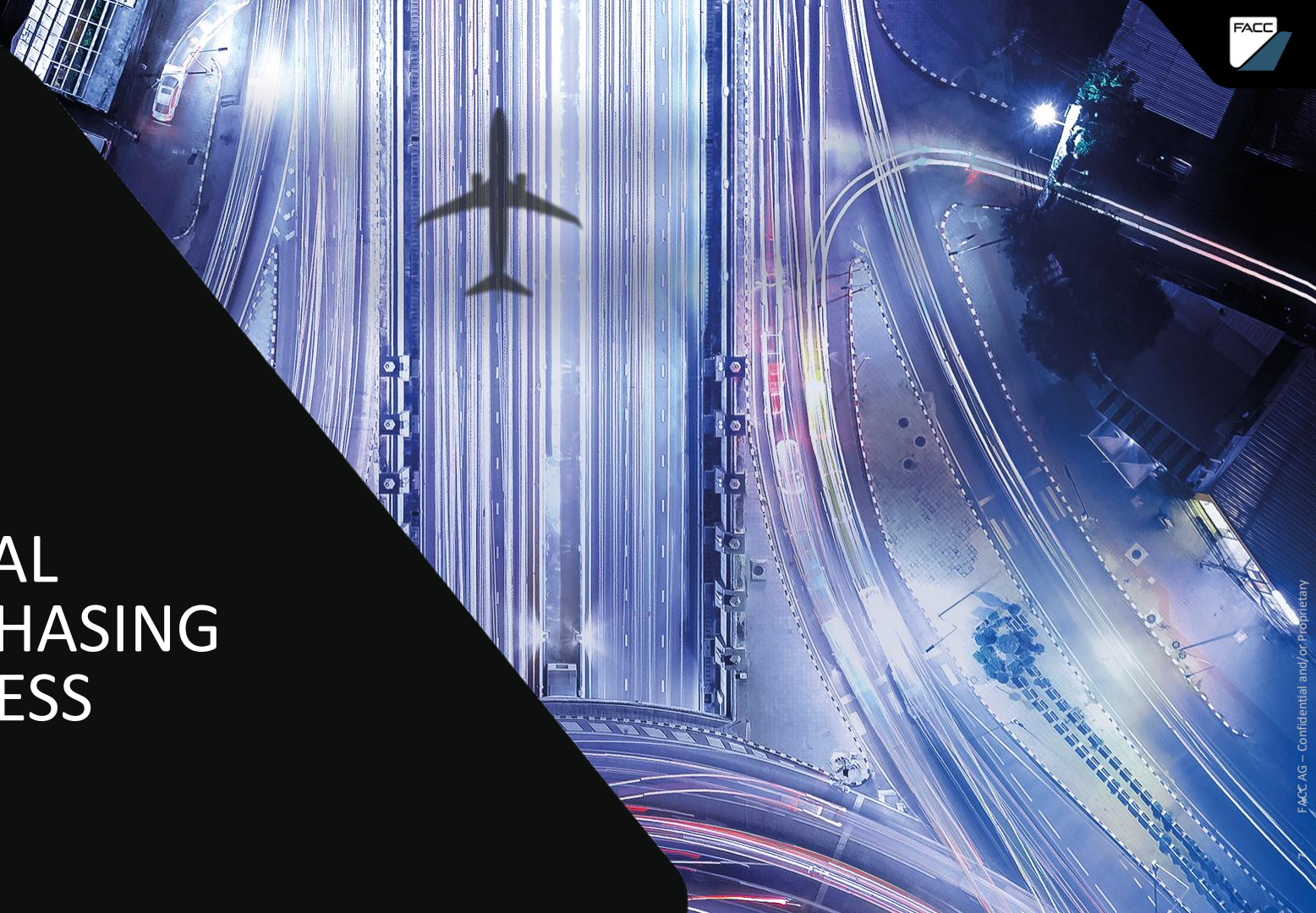
We actively shape an international resilient supply chain and aim to establish long-term relationships with our suppliers to support FACC's corporate objectives.



# 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 will introduce 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 through 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 **after successful qualification, can participate in tenders and the subsequent procurement process.**

**It is planned that tenders will only be carried out via the ARIBA network.**



# 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 \* ②

1.6.3 Extension

1.6.4 Mobile Phone Number

1.7 Type of Ownership \* ②

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 x

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:

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.

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

Mandatory fields are marked with "\*"

# 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). The form includes a search bar for commodity groups, an 'Upload File' button, a file upload area with a PDF file, radio buttons for 'Yes' and 'No' regarding an existing Ariba account, and a text field for the Ariba Network ID (ANID). A 'Submit' button is at the bottom.

**4 Additional Information**

4.1 Please nominate the categories of goods and/or services that your organization provides

4.2 Company Presentation **5**

4.3 Does your company already have an account in Ariba? \*

4.4 Ariba Network ID (ANID) \*

These categories of goods/services display the FACC commodity groups.

Upload File

123 kb Andrea Bauer - Test 7 EN Request.pdf x

Yes  No

AN1182940262-T

Submit

It is not a mandatory field, but a company presentation would be very interesting for us!

Your company already has an Ariba account, please enter your ANID number here. Your company will be linked to the FACC-Ariba account.

**Please avoid creating duplicate accounts unnecessarily.**

# 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

The registration as supplier takes place in the ARIBA network and links your ARIBA account to the FACC account. There are 2 different ways to start the registration process.

➤ SELF-REGISTRATION (see previous chapters)

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 in the ARIBA platform and then you can fill in the FACC registration form.

➤ INVITATION FROM FACC TO REGISTER

You are already listed as a supplier at FACC and receive an email from your responsible strategic buyer to log in or register in the ARIBA platform and then you can fill in the FACC registration form.

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

Your application will be examined -> approval/rejection

### FACC Ariba-TEST

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

1

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.

You will receive an email from FACC for registration.

Follow the link with  
"Click here"

# 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.

Welcome, firstname lastname

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

Sign up as a supplier with **FACC Operations GmbH - TEST** on SAP Ariba.

FACC Operations GmbH - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by FACC Operations GmbH - TEST.

Already have an account?

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.

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

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"**

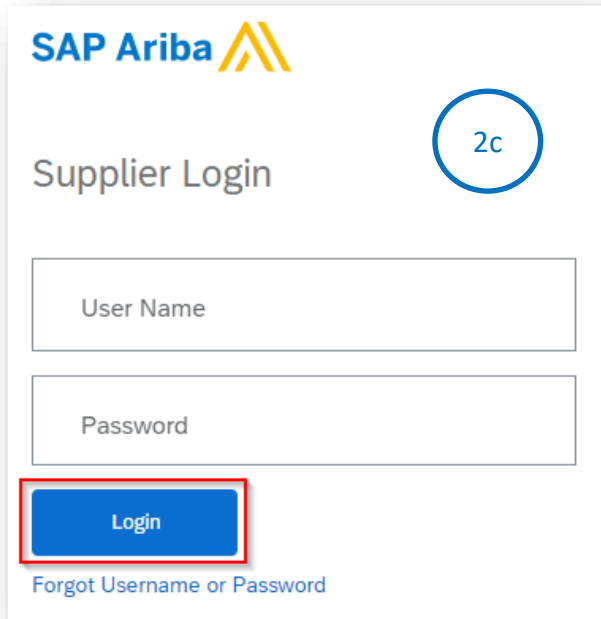
2b

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: Domestic ▾

Country/Region: United Kingdom ▾

Bank Name: City Group Bank

Bank Branch:

Street: Main Street 5

City: London

State/Province/Region: London

Postal Code:

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

Account Holder Name: Test 20231113 Inc.

Bank Key/ABA Routing Number:

Account Number:

IBAN Number: [REDACTED]

SWIFT Code: [REDACTED]

Bank Control Key: No Choice ▾

# REGISTRATION AS FACC SUPPLIER

## FACC Registration Form Step by step guide

4

### Tax Information

Please provide the **tax information** of your company. Here are some examples.

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	
Germany: Elster Tax Number	Organization	
Germany: Tax Number	Organization	207/5700/9999

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 [More...](#)

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>

*Note: A callout box labeled "Download option" points to the "References" link in row 2.1.*

# 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.



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

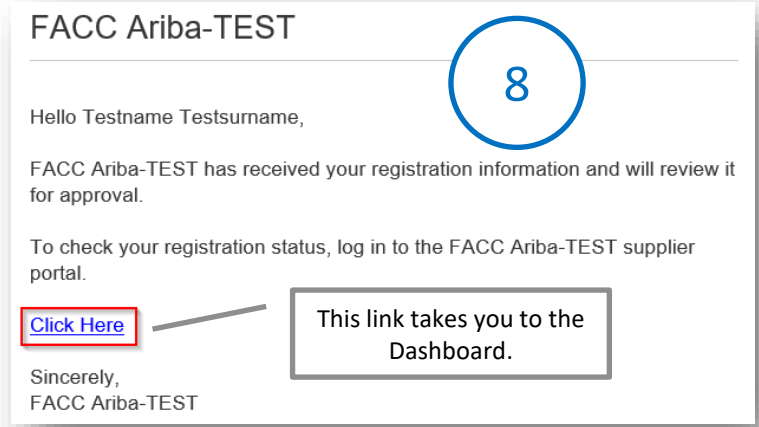
Cancel

# 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.

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"

# QUALIFIZIERUNG

## FACC qualification sheet Step by step guide

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

The screenshot shows the FACC ARIBA network registration page. At the top, it says "Welcome, firstname lastname". Below this is a yellow banner with the text "Have a question? Click here to see a Quick Start guide." and a large blue circle containing the number "2". Underneath, there are two main options: "Sign up as a supplier with FACC Operations GmbH - TEST on SAP Ariba." and "Already have an account?". The "Sign up" button is highlighted with a red box and a blue circle containing "2a". The "Log In" button is also highlighted with a red box and a blue circle containing "2b". Below these options is a section titled "About Ariba Network" which contains a list of benefits and a section for moving to the Ariba Network.

Welcome, firstname lastname

Have a question? Click here to see a Quick Start guide.

2

2a

Sign up as a supplier with FACC Operations GmbH - TEST on SAP Ariba.

FACC Operations GmbH - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by FACC Operations GmbH - TEST.

Sign up

Already have an account? Log In

2b

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 act

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

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**"

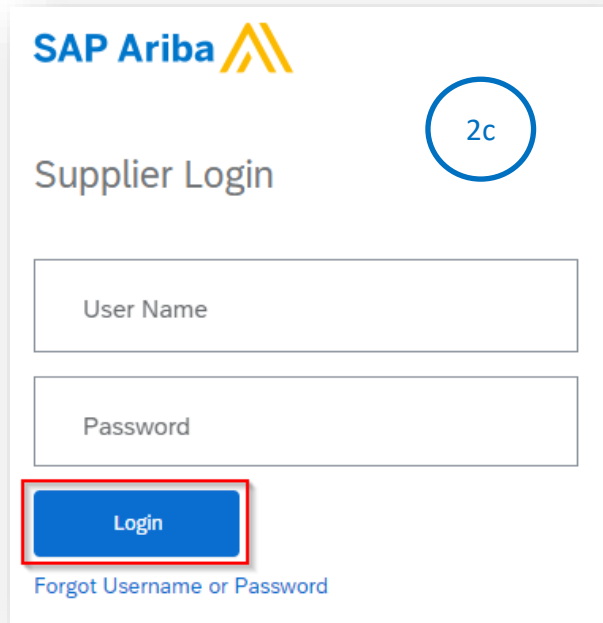
2b

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

# QUALIFICATION

## FACC qualification sheet 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 **“Login”**.

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

# 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 ▾
1.2 Do you have a Parent Firm / Corporation?	* Yes ▾
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 ▾
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 section titled "5 General Quality Information" is expanded. 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" box 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 highlighted with a red box. A large blue circle with the number "7" is overlaid on the interface, pointing to the mandatory field. A note at the bottom right 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	Yes <span>▼</span> <a href="#">Details</a>

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

Certificate Type: \* Certificate type

Issuer: \* Issuer

Year of Publication: \* 2022

Certificate Number: \* 2025

Certificate Location: \* TÜV

Effective Date: \* Mon, 3 Oct, 2022

Expiration Date: \* Thu, 2 Oct, 2025

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 <span style="border-left: 1px solid black; padding-left: 5px;">Attach a file</span>
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**.

14

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

19

▼ 9 Additional Information

9.1 Any other documents optional [Attach a file](#)

Please provide your **Approvals**.

Mandatory fields are marked with "\*"

20

▼ 10 Approvals

10.1 List companies that have approved your Quality Management System: ⓘ

10.2 Is your company Nadcap approved?

10.3 List of Nadcap Approvals:

10.4 List of further Special Process Approval:

\* Name of the Company

\* Yes ▾

\* Approval 1  
Approval 2  
Approval 3


\* Approval 1  
Approval 2  
Approval 3

# 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".

# 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

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



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

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.



# 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 :

- SELF-REGISTRATION (see chapter [„Become a supplier at FACC“](#) )

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.

- REGISTRATION INVITATION FROM FACC

You are already listed as a supplier at FACC and will receive an e-mail from your responsible strategic buyer to register in the Ariba platform and then you can fill out the FACC registration form.

# REGISTRATION IN THE ARIBA NETWORK

## Step by step guide

### FACC Ariba-TEST

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

1

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.

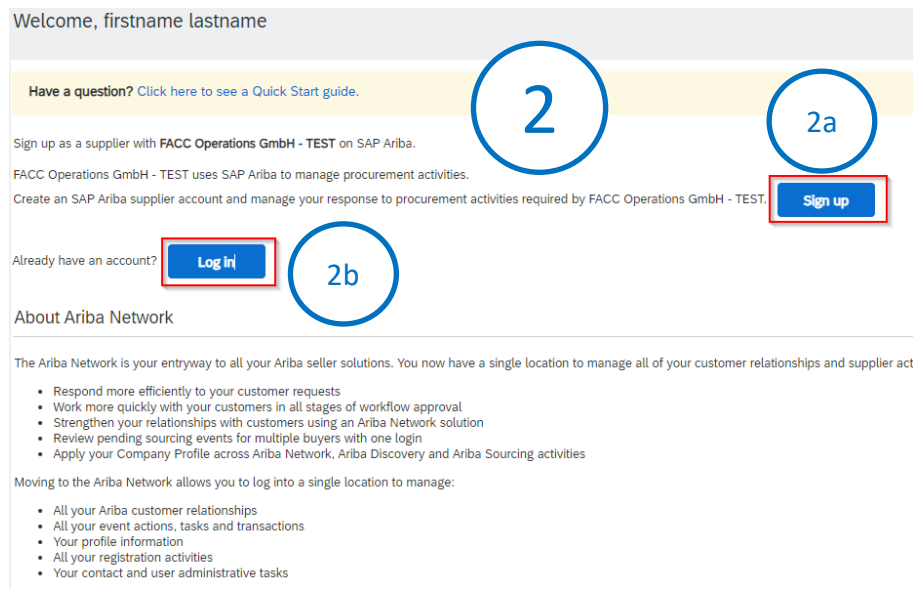
You receive an email from FACC for registration, qualification, invitation to the sourcing event.

Follow the link with "Click here"

# REGISTRATION IN THE ARIBA NETWORK

## Step by step guide

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



2a If your company is new to the ARIBA network, click on "**Register**" and follow the steps below.

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



# REGISTRATION IN THE ARIBA NETWORK

## Information about the company and the user

### Provide details of your company

3

Company Name:\* Testfirma ARIBA DOKU

Country/Region:\* Austria [AUT] ▼

Address:\* Wienerstrasse

Line 2

Postal Code:\* 4910

City:\* Ried im Innkreis

State:\* Select ▼

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.

**Note:** This part is skipped if your company is already linked to FACC.

### Please complete your user account information.

4

Name:\*

Email:\*

Use my email as my username

Username:\*

Password:\*

Language:  ▼

Email orders to:\*

The username must have the format of an email address (e.g. johannes@newcompany.com)

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

The language in which ARIBA sends configurable notifications to you.

**Note:** The ARIBA network requires an order address, but this does not mean that you will start receiving orders via this mail. It is only a technical account requirement in this step.

# REGISTRATION IN THE ARIBA NETWORK

## Business details and termination

### Provide details of your company

Product and Service Categories:\*

Ship-to or Service Locations:\*

**5** Tax ID:

Vat ID:

DUNS Number:  account

You can provide more company information here. You can find other companies on the ARIBA network based on the information you provide. You can choose from an extensive catalogue of products and services. Start typing or click "Browse"

Please read and confirm the General Terms of Use and the Privacy Policy of the ARIBA network. Then click on "Create account and continue".

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

I accept that SAP Business network discloses parts of my (company) information to other users and the public based on my role in SAP Business network and the relevant profile visibility settings. Find out how we process personal data here: [SAP-Business-Network-Vertraulichkeitserklärung](#).

**Create account and continue**

**6**

# REGISTRATION IN THE ARIBA NETWORK

## Verification of potential accounts

The system can suggest possible existing accounts based on your data entry. Click on "Check accounts". Otherwise, proceed with step 11.

7

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

You will now see the potentially existing accounts. Click on the three dots and then on "View profile".

11 search results found

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	ACTIONS
FACC OPERATIONS GMBH	AUT	Austria	-	AN01406532834	<span style="font-size: 2em; border: 2px solid blue; border-radius: 50%; padding: 10px; display: inline-block;">8</span> <span style="border: 1px solid red; padding: 2px 5px; font-size: 0.8em;">...</span>
FACC Operations GmbH	AUT	Upper Austria	-	AN11100407288	...
FACC Operations GmbH	AUT	Upper Austria	-	AN01658209762	...

**Please avoid creating duplicate accounts unnecessarily.**

# REGISTRATION IN THE ARIBA NETWORK

## Contact administrator of an existing account

You can check the account information and select "Contact Admin" to reach the person who previously created an account.

You can send an email to the administrator of the account to check if you can use the account to create another account. You can now suspend the registration and wait for the administrator's reply and then continue with step 11.

Supplier profile 9

Contact Admin
Cancel

Last Updated: 24 May 2018

**FACC OPERATIONS GMBH**  
**Ried im Innkreis**  
**Austria**  
**Austria**

**Contact Your Account Administrator**

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator.

Your Name:\*

Your Company Name:\*

Your Email Address:\*

Your Phone Number:

Hello,

I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match.

Your Message:\*

I'm not a robot

Cancel
Send Email

10

# REGISTRATION IN THE ARIBA NETWORK

Final step

If you are sure you want to create your individual account, click on "Continue with account creation".

11

## Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Congratulations! Your ARIBA network account has now been created and you will be redirected to FACC registration.

# 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

# HOW TO CONFIGURE YOUR ARIBA PROFILE

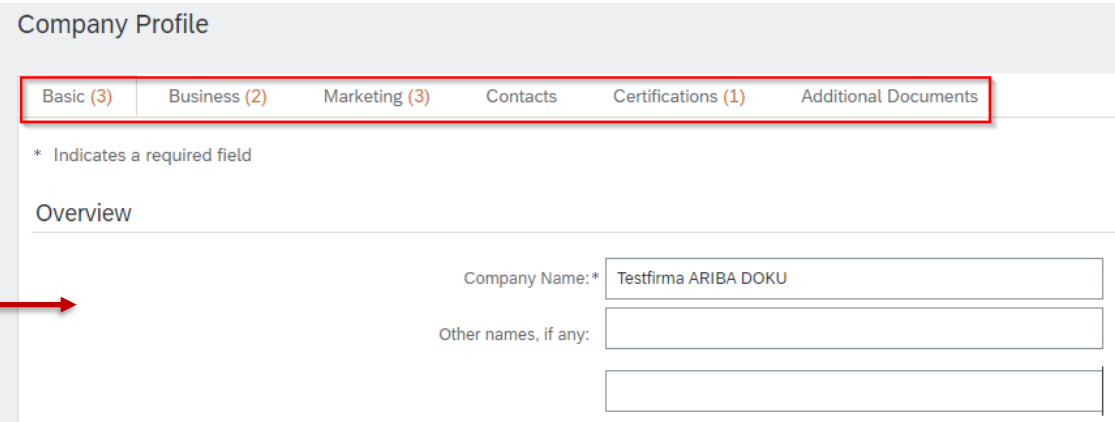
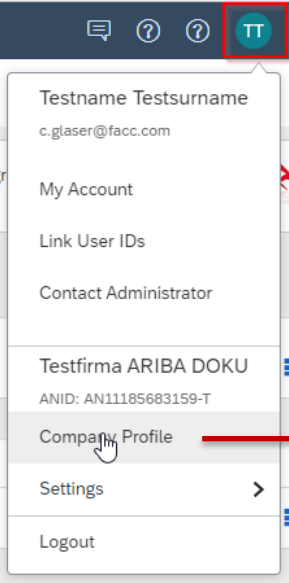


# HOW TO CONFIGURE YOUR ARIBA PROFILE

## 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.

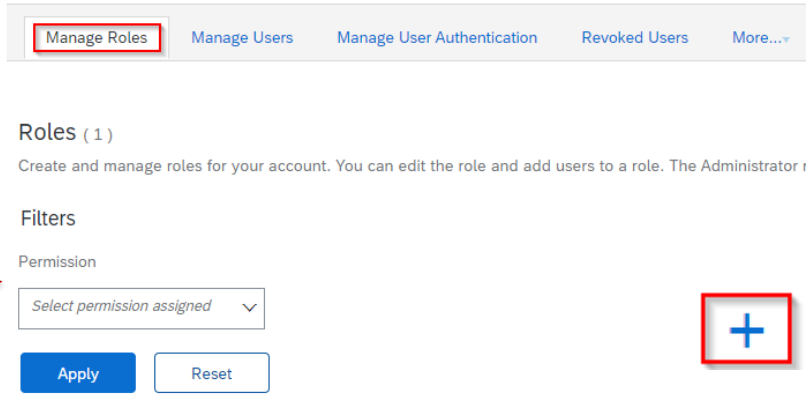
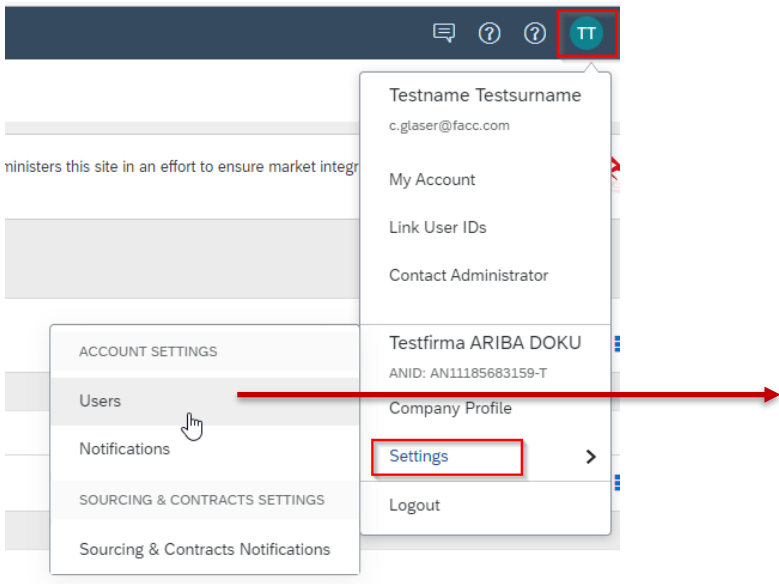


# HOW TO CONFIGURE YOUR Ariba PROFILE

## 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:

---

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.





# SUPPLIER SUPPORT FAQS

SAP ARIBA SUPPORT CENTER  
FAQs

# SUPPLIER SUPPORT

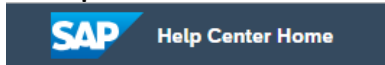
The following support tools are available to suppliers

## 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

# 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 data?](#)

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

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



# 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 "Register" 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 data?



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.



How can I access my ARIBA dashboard?



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

# FAQS

The following questions and answers may help you



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”.

