



Technology with Vision

HELLA GPS

(SAP Ariba)

Quick reference guide for suppliers

November 2022

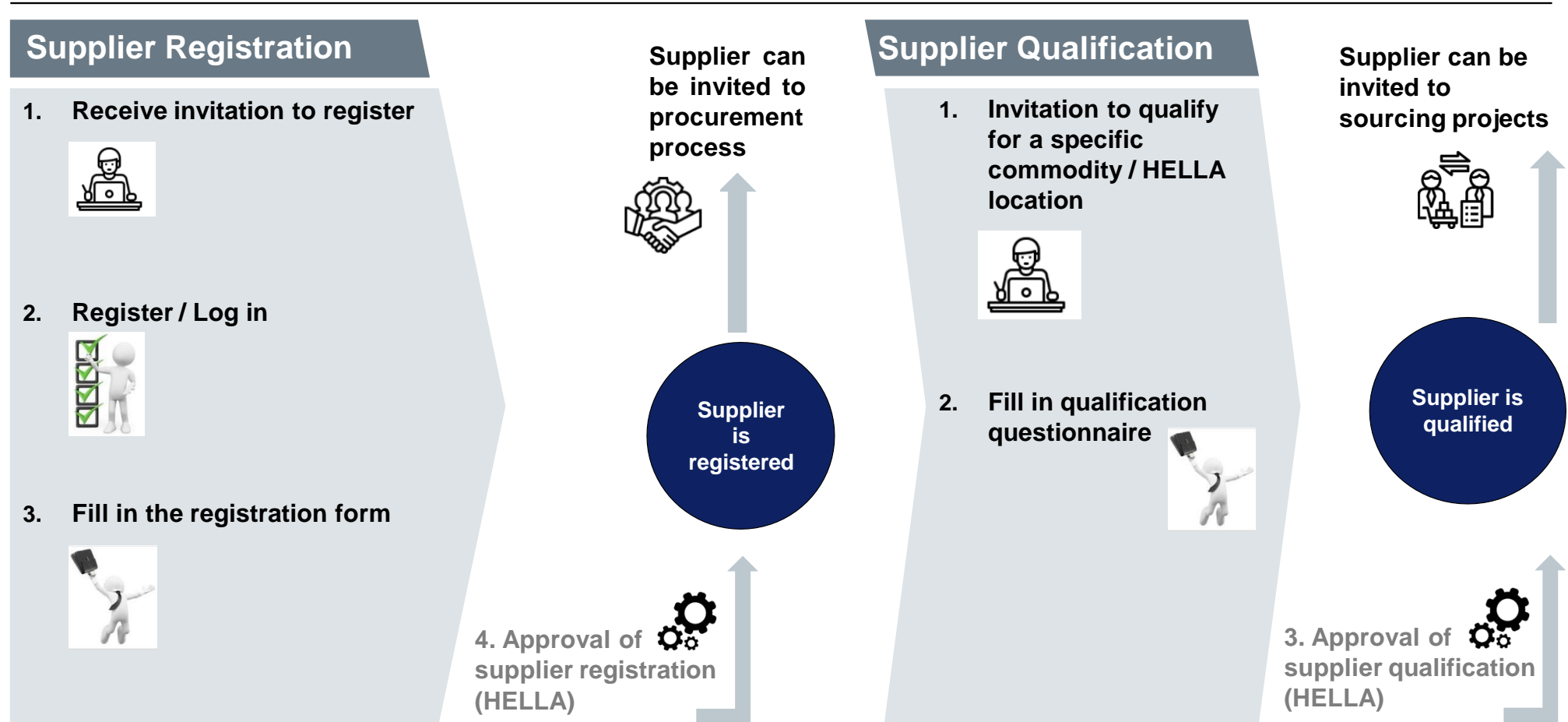


Content



Registration and Qualification of suppliers

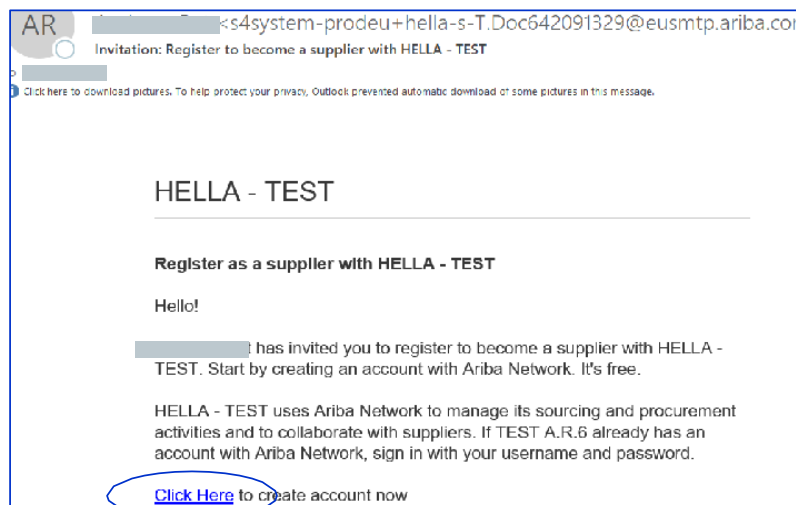
General Process Overview



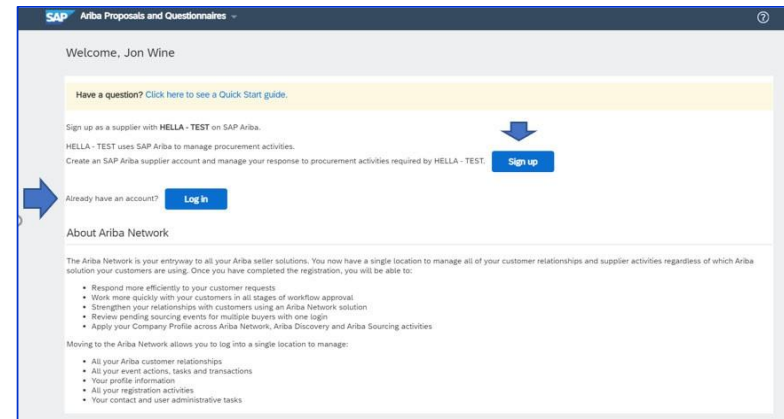
Supplier Registration guide

Register: Go to Log In page

1. You received an invitation to register in GPS Ariba. If you **click on the link**, you will be **redirected to the login page**.



2. In case **you already have an Ariba Account** (from your previous business with other companies), you need to go on **Sign up** button, create a new Ariba account and then you will be able to link the two accounts (never go to Log In).



Supplier Registration guide

Register (sign up) as new supplier

1. Please **enter your company details** and your **User account information**.
! Do not forget the entered username & password

2. Please **fill in the Tell us more about your business section, agree to Ariba Terms of use and Privacy statement**

3. Click **Create Account and Continue**.
4. A **welcome email** is received when the account was successfully created on the Ariba Network (AN).
5. The **supplier is also registered in HELLA Ariba SLP Database**

Supplier Registration guide

Answer to HELLA Registration Questionnaire

1. Immediately **after signing in Ariba**, you will be directed to **HELLA Supplier Registration questionnaire**.

1. **Input your company information and location**
2. **Read and mark you option** regarding HELLA’s statements
3. **Fill in the other sections** of the questionnaire
4. **Click Submit Entire Response** to send you answer to HELLA
5. **! Mandatory fields are marked with “ * ”**



Supplier Registration guide

HELLA's acceptance, denial or request for additional information

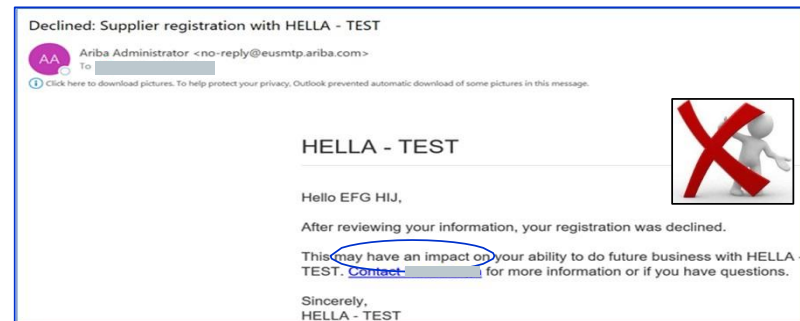
1. You received an **Email notification** informing you that the **registration process** has been **approved by HELLA**

Congratulation: you are now officially registered in HELLA SLP Ariba database



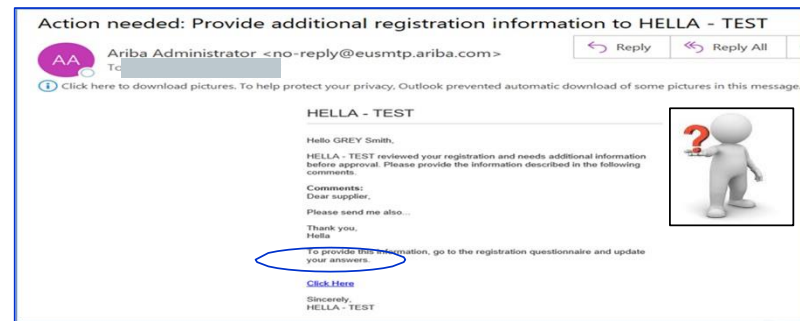
2. You received an **Email notification** informing you that the **registration process** has been **denied by HELLA**

! Contact our buyer for more details/questions



3. You received an **Email notification** informing you that **HELLA requires additional information** from your side

! Enter your Ariba account by accessing the link from the email body, fill in the requested information and submit your answer again.



Supplier Registration guide

Logged off Ariba, but login is needed again?

1. Log into **the Ariba Supplier Network**, enter your credentials and click “Login”

[Ariba Network Supplier](#)

Supplier Login

.....

.....

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

2. If you **forgot your username/password**, click „Forgot Username or Password“ and enter a recovery email address

Recover your username

Enter the email address you used to register with SAP Business Network.

Email address

.....

Submit Cancel

3. Switch to **Ariba Proposals and Questionnaires**. All your procurement projects (events) and questionnaires are displayed.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

HELLA - TEST

There are no unmatched postings.

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 ensure market integrity.

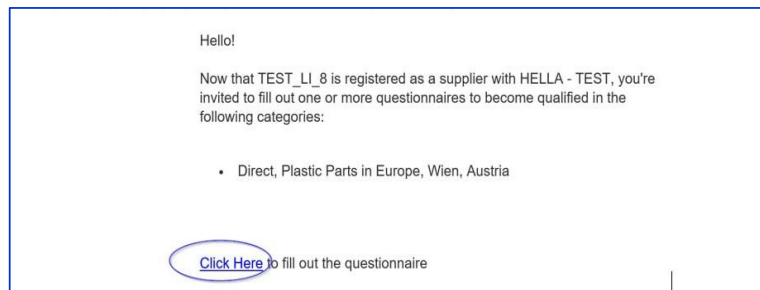
Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Completed (2)				
Training GE - suppliers' responses	Doc690898309	6/23/2021 2:45 PM	RFP	Yes
GE Training Test	Doc690997837	6/23/2021 9:09 AM	RFP	Yes
▼ Status: Open (1)				
RFQ IMS INVESTMENT 4	Doc711801545	8/10/2021 2:49 PM	RFP	No

Supplier Qualification guide

Answer to Hella Qualification Questionnaire

1. Received **Email invitation to qualify** your company for a **specific category**, click on the link from the email body to access HELLA qualification questionnaire



2. Log into your **Ariba account**, use your credentials and click “Login”

1. Once you have logged into Ariba the **HELLA qualification questionnaire** will be automatically opening. You have the possibility to **Fill in requested** information as per HELLA qualification questionnaire, **or you can use Excel Import** function.
2. **Mandatory fields are marked with “ * ”**, but all the provided information will be considered by HELLA in further evaluation process
3. Click “**Submit Entire Response**” to send your answer to HELLA

Supplier Qualification guide

Answer to Hella Qualification Questionnaire

How to use *Excel import Tab*

- If *Excel import Tab* has been used the window below will open where Ariba provides step by step explanation

< Go back to HELLA - TEST Dashboard
Desktop File Sync

Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

Step 1. Click "Download Content" to download and review your event in an Excel Spreadsheet.
Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".

Download Content
Download Attachments

Step 2. Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Browse
No file selected.
Or drop file here

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

Done

1. **Download Content** - click "Download Content" to download and review your event in an Excel Spreadsheet.

2. *Enter your response in the Excel spreadsheet and save the file to your computer.*

3. **Browse** – click it to locate the saved Excel file on your computer.

4. **Upload** – click to import the contents of the Excel file to your event.

Get SAP Ariba Supplier Support

SAP Supplier Support Helpdesk Phone Contact: +1-866-218-2155

**for logging in, username or password assistance -please select 4 in the menu and afterwards select 1*



1. [Access SAP Ariba Customer Support for Buyers & Suppliers | SAP Ariba](#)

2. Go to **Supplier Customer Support - Help with SAP Business Network transactions** section.

3. Click on “E-commerce support for SAP Business Network, formerly known as Ariba Network, is available through [the Help Center](#)”

4. Select either **Sourcing** or **Contracts** from the tiles.

5. Access “[Contact us](#)” for support:





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