



Technology with Vision

# HELLA GPS

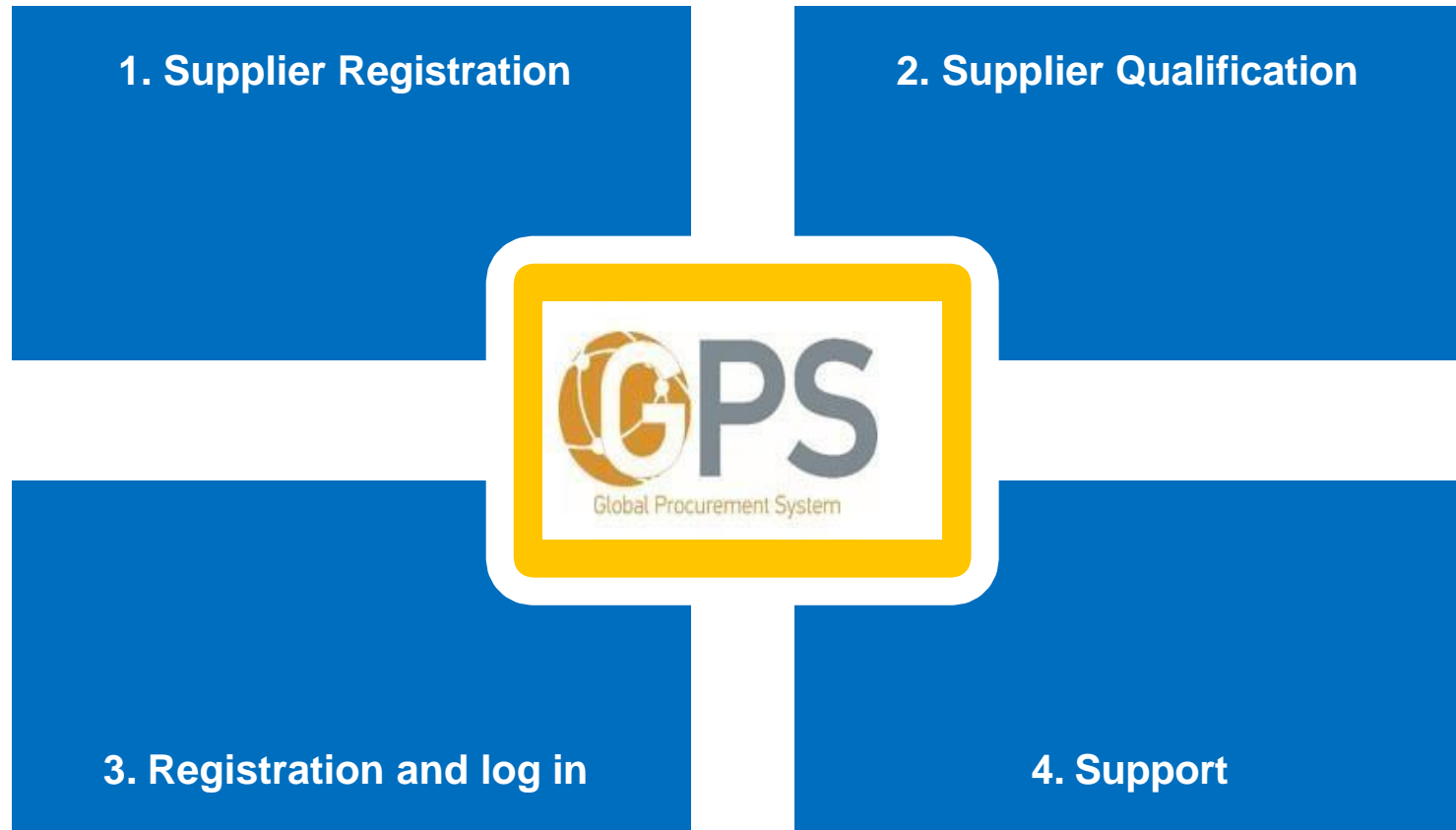
(SAP Ariba)

Quick reference guide for suppliers

September 2024

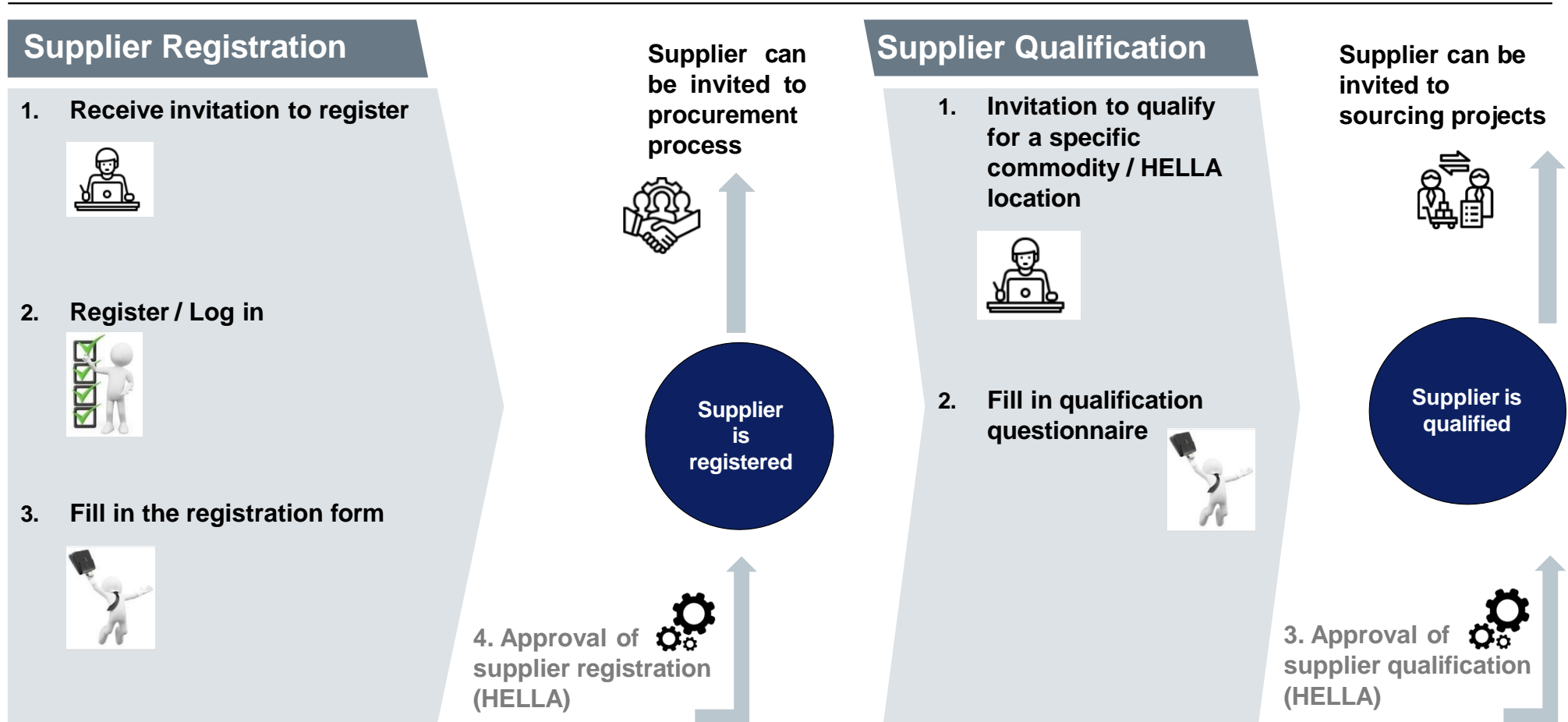


# Content



# Registration and Qualification of suppliers

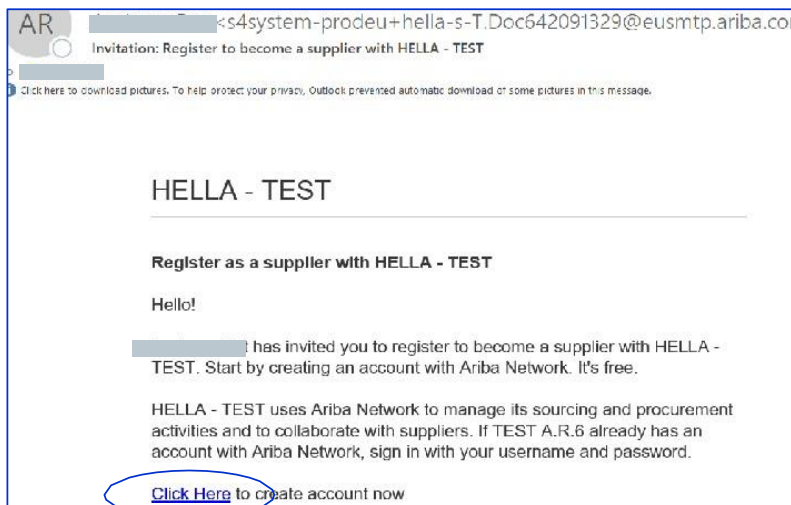
## General Process Overview



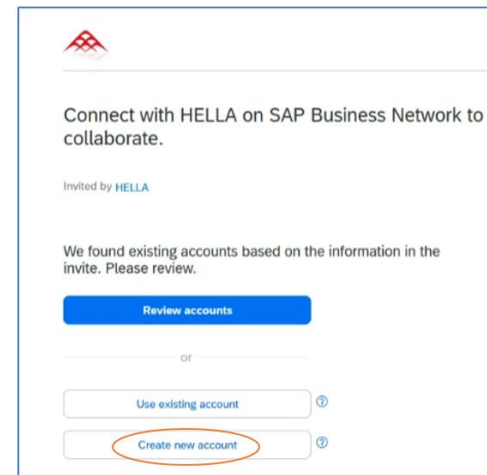
## Supplier Registration guide

### 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 **Create new account** button, create a new Ariba account and then you will be able to link the two accounts (never go on *Use existing account*).



# Supplier Registration guide

## Register (sign up) as new supplier

### 1. Please enter your company details and your User account information.

\*Create your Username & Password to login:

- Choose your username and add it into the Username\* field (untick Use my email as my username)
- Keep an email address format:- E.g.: [123.username@supplier.com](mailto:123.username@supplier.com)
- Enter a Password & Repeat Password using the SAP recommendation
- Confirm the Terms of Use and Privacy

- Click on "I'm not a Robot" and then click "Create account"

**1**

Create an account to connect and collaborate with HELLA - TEST on SAP Business Network

**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

**2**

**Administrator account information**

First name \*

Last name \*

Email \*

Use my email as my username

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 role within the SAP Business Network and the applicable profile visibility settings.

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

I'm not a robot 

**Create account**

Once the "Create account" button was clicked the below pop-up message will appear – please select the option from "You entered" and click the "Confirm" button

Address recommendation

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

**You entered:**

- Main, Berlin, Berlin, 12345

**We recommend:**

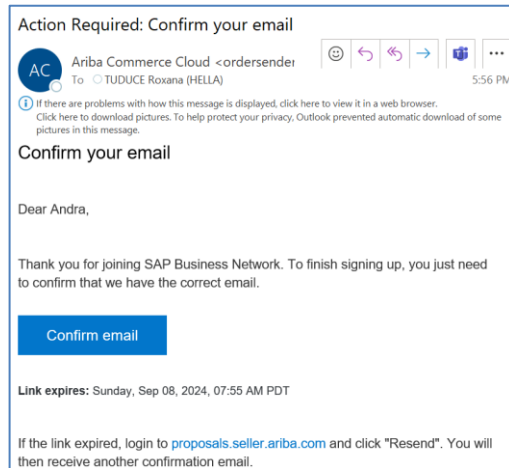
- Mainweg, 12459, Berlin, Kga Am Freibad, Berlin
- Mainzer Str., 10247, Berlin

**Confirm**

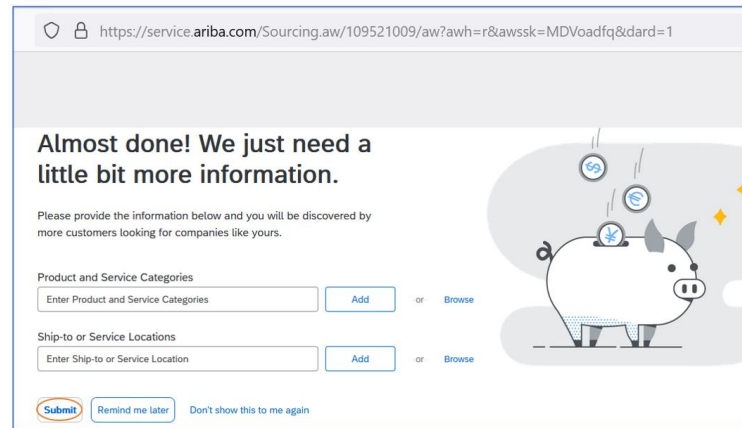
# Supplier Registration guide

## Register (sign up) as new supplier

2. An email will be sent to you in order to check if the address is correct:

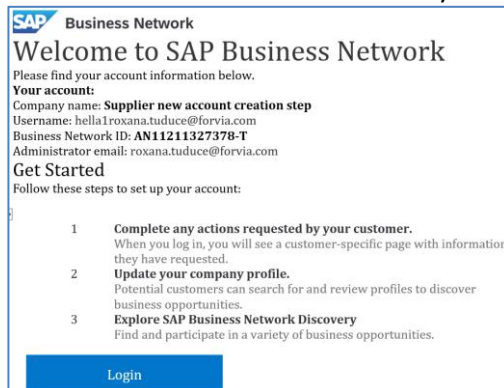


3. Once the **“Confirm email”** button is clicked the below page will open where you must fill in the information for **“Product and Service Categories”** and for **“Ship-to or Service Locations”** (in both cases you need to select from a predefined list) – then click the **Submit** button.



### 4. Write down your username and password.

SAP Ariba will also send you a notification e-mail, that you are register as supplier in Ariba network and communicate your username.



# Supplier Registration guide

## Answer to HELLA Registration Questionnaire

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

The screenshot shows the Ariba Sourcing interface for the HELLA Supplier Registration Questionnaire. The 'Supplier Information' section is highlighted with a blue circle. The form includes fields for Supplier Name (TEST A.B.C), Contact First Name (John), and Contact Last Name (Doe). There are also fields for Street, House Number, and District. The interface includes a 'Submit Entire Response' button and other options like 'Save draft', 'Compose Message', and 'Excel Import'.

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 “ \* ”**

The screenshot shows the HELLA Registration Questionnaire with a list of sections. Two blue callout boxes highlight sections 2 and 4. Section 2 is labeled 'Please input production locations' and section 4 is labeled 'Mark your option (Yes / NO) to the Hella statements'. The sections listed are: 1. Supplier Information, 2. Supplier Location, 3. Supplier Code of Conduct (COC), 4. Non Disclosure Agreement (NDA), 5. Data Privacy, 6. REACH, 7. General Information, 8. Introduction, 9. Staff, 10. Sales Revenue / Turnover (in EUR), 11. Investments (in EUR), 12. Reference list of your Main Customers, 13. Open Book Calculation, 14. Financial Status, 15. Logistics, 16. Data Transfer, 17. Additional Information, and 18. Traceability.

## 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**

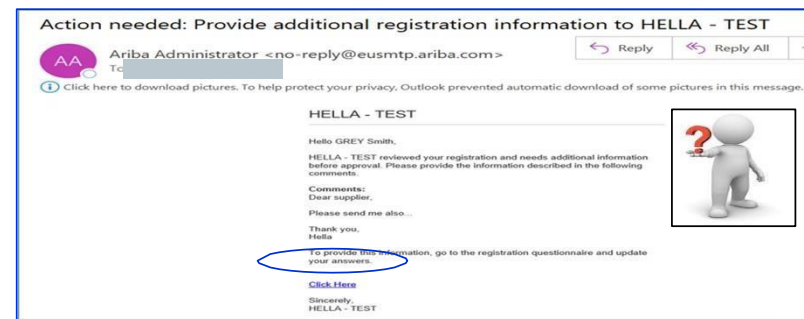
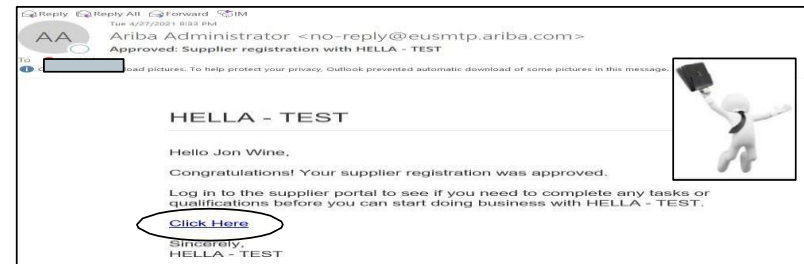
**Congratulation:** you are now officially registered in HELLA SLP Ariba database

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](#)

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

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

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

Import Response from Excel 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*

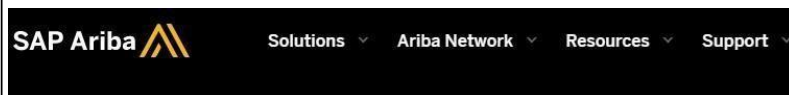


1. [Access SAP Ariba Customer Support for Buyers & Suppliers | SAP Ariba](#)



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](#)"



## Supplier Customer Support

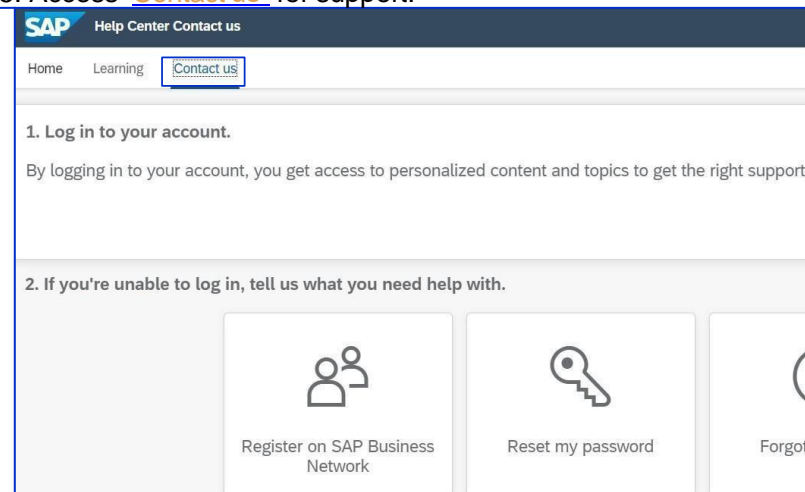
Help with SAP Business Network transactions

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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