

Technology with Vision



HF-7761EN\_C (2014-07)

# **HELLA GPS**

(SAP Ariba)

Quick reference guide for suppliers

September 2024

#### Content



Title of presentation | Referee | Department | Location, Date



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### **Registration and Qualification of suppliers**

**General Process Overview** 



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### Supplier Registration guide Register: Go to Log In page

1. You received an invitation to register in GPS Ariba. If you **click on the** 

ink, you will be redirected t	to the	login page.
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R	s4system-prodeu+hella-s-T.Doc642091329@eusmtp.ariba.cor
Õ	Invitation: Register to become a supplier with HELLA - TEST
here to	cownload pictures. To help protect your privacy, Outlock prevented automatic download of some pictures in this message.
	HELLA - TEST
	2
	Register as a supplier with HELLA - TEST
	Hello!
	has invited you to register to become a supplier with HELLA -
	TEST. Start by creating an account with Ariba Network. It's free.
	HELLA - TEST uses Ariba Network to manage its sourcing and procurement
	activities and to collaborate with suppliers. If TEST A.R.6 already has an
	account with Ariba Network, sign in with your username and password.
	Click Here to create account now

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*).

Connect with HELLA on collaborate.	SAP Business Network to
Invited by HELLA	
We found existing accounts bas invite. Please review.	ed on the information in the
We found existing accounts bas invite. Please review. Review accounts	sed on the information in the
We found existing accounts bas invite. Please review. Review accounts or	sed on the information in the
We found existing accounts bas invite. Please review. Review accounts or Use existing account	sed on the information in the



#### **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 (<u>untick</u> Use my email as my username)

- → Keep an email address format:- E.g.: <u>123.username@supplier.com</u>
- 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"

	2	Once the "Create account" button was clicked the below p	oop-up message will appear – please select the option from
Create an account to connect and collaborate	Administrator account information ③	"You entered" and click the " <b>Confirm</b> " button	
with HELLA - TEST on SAP Business Network	First name * Last name *		
	Andra Morariu	Address recommendation X	
Company information ③	Email *	We noticed that your address is incomplete or invalid. Please make a selection from	
DUNS number	roxana.tuduce@forvia.com	the recommendations below and click Confirm.	
Don't know your DUNS number?	Use my email as my username	You entered:	
Company (legal) name *	Username *	Main, Berlin, Berlin, 12345	
Supplier new account creation step	hella1roxana.tuduce@forvia.com	We recommend:	
Country/Region *	Password * Repeat password *	Mainweg, A	
Germany [ DEU ]	•	Berlin, Kga Am Freibad,	
Address line 1 *	✓ I have read and agree with the Terms of Use.	Berun	
Main	✓ I hereby agree that SAP Business Network will make	Mainzer Str, 10247,	
Address line 2	parts of my Personal Data (as defined in the Privacy Statement) accessible to other users and the public	) Berlin,	
	based on my role within the SAP Business Network and the applicable profile visibility settings.		
Postal code *	Please see the Privacy Statement to learn how we process		
12345	personal data.		
City *	_		
Berlin	I'm not a robot		
State			
Berlin [ DE-BE ] V	Create account		

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# **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
Action Required: Confirm your email
Ariba Commerce Cloud <ordersender To TUDUCE Roxana (HELLA) <math>\bigcirc</math> <math>\bigcirc</math> <math>\bigcirc</math> <math>\bigcirc</math> <math>\bigcirc</math> <math>\bigcirc</math> <math>\bigcirc</math> <math>\bigcirc</math> 5:56 PM</ordersender 
① If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Confirm your email
Dear Andra,
Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.
Confirm email
Link expires: Sunday, Sep 08, 2024, 07:55 AM PDT
If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

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.

✓ ⊟ https://service.ariba.com/Sourcing.ar	w/109521	009/av	/?awh=r8	kawssk=MDVoadfq&dard=1
				1
Almost done: we just nee little bit more information	a a			6
	•			
more customers looking for companies like yours.	vered by			
Product and Service Categories				d'
Enter Product and Service Categories	Add	or	Browse	( U
Ship-to or Service Locations				

#### 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

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

onsole	Doc642091329 - Supplier Registration Question			
6		innaire	Θ	ime remaining 364 days 07:56:26
ent Messages				
ent Details	All Content			<b>=</b> ×
sponse Team	Name 1			
	▼ 1 Supplier Information			
Event Contents	11 SupplerName	* TEST A.R.6		
All Content	1.2 Contact First Name	* Jan		
1 Supplier Information	1.3 Contact Last Name	* Wine		
		+Show More		
2 Supplier Location		Street:	() House Number:	0
3 Supplier Code of Con		Street 2:	0	
4 Non Disclosure Agree	1.4 Main Address	Street 3:	0	
5 Data Privacy	(*) indicates a required field	District:	0	
6 REACH				

- 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 "\*"



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## Supplier Registration guide

#### HELLA's acceptance, denial or request for additional information

 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

 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.



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#### **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

0	
e	
vith SAP Business	
	Image: Second state       Image: Second

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

SAP Ariba Proposals and Questionnaires	S - Standard Account Upgrade TEST	MODE		Ę	1	?	
HELLA - TEST							
There are matched postings.	Welcome to the Ariba Spend Managem quality, service, and cost. Ariba, Inc. ad	ent site. This site assists in ministers this site in an effor	identifying world class supplier t to ensure market integrity.	s who are market lead	ers in	/	*
	Events					m	*
	Title	ID	End Time 1	Event Type	Partici	pated	- 1
	▼ 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

Hello!
Now that TEST_LI_8 is registered as a supplier with HELLA - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:
Direct, Plastic Parts in Europe, Wien, Austria
Click Here to fill out the questionnaire

2. Log into your Ariba account, use your credentials and click "Login"



- 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
- Click "Submit Entire Response" to send your answer to HELLA

o back to HELLA - TEST Dash	board	Desktop File Sync		
Console	Doc648887270 - Supplier Qualification Questionnaire	E Time remaining 29 days 23	8:57:03	3
Event Messages Event Details	All Content			
Response Team	Name †			
	> 1 Technical Cleantiness			
<ul> <li>Event Contents</li> </ul>	> 2 Plant SSA			
All Content	(*) indicates a required field			
1 Technical Cleanliness	Submit Entire Response Save draft: Compose Message Excell import			
2 Plant SSA				
Maria Sanitas (bestili)-laura i 10 1996–2019 Adba, Inc. Ali righ	orga@HetA.com/ Lost vibited 26 Apr 2022 8:30:37 AM TEST_LL_B AM01879772336-7 11 moneted.	SAP Ariba Privacy Statement. Security Disclosure	Tentrs of	of Use
(PS				
Mara Santas (1609062626811_las	ni longa (Shelin com) kati visit. 427/2021 1:38 PM (HELLA - TEST ) C42_043	© 1996 - 2021 Aritus Inc. All I	Rights Reser	ened



#### Supplier Qualification guide Answer to Hella Qualification Questionnaire

#### How to use Excel import Tab

 If <u>Excel import</u> Tab has been used the window below will open where Ariba provides step by step explanation



**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.





Ariba<sup>®</sup> Network

### 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

		30	ipplier Support	
1. <u>Access SAP Ariba Customer Support for Buyers &amp;</u> Suppliers   SAP Ariba	4. Select eithe	er Sourcing or Contracts	from the tiles.	
SAP Ariba 🕅 Solutions × Ariba Network × Resources × Support × About × & & @ 🕿 (Request Damo) Q	SAP	8	8	
2.Go to <b>Supplier Customer Support</b> - Help with SAP Business Network transactions section.		Ariba Sourcing Proposals	Ariba Contract Manage Contracts	ment
3.Click on "E-commerce support for SAP Business Network, formerly known as Ariba Network, is available through <u>the Help Center</u> "	5. Access "Co SAP Help Cent	Ontact us" for support: er Contact us		
SAP Ariba Monthead Solutions Ariba Network Resources Support	Home Learning     1. Log in to your     By logging in to your	contact us account. our account, you get access to personal	ized content and topics to get the	e right support
Supplier Customer Support	2. If you're unabl	le to log in. tell us what vou need hel	o with.	
Help with SAP Business Network transactions		~ ~ ~		
E-commerce support for SAP Business Network, formerly known as Ariba Network, is available through <u>the Help Center</u> .		Register on SAP Business Network	Reset my password	Forgot
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SAP Ariba



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