

ARIBA

SUPPLIER ACCOUNT CREATION STEPS
Supplier guide

November, 2026

FORVIA

HELLA

AGENDA

01 Benefits for Supplier

02 Onboarding Process

03 Supplier Support

02
BENEFITS FOR SUPPLIER

BENEFITS FOR SUPPLIER

Better relationship with Forvia

-Better communication

-Integrated sourcing module

-Document status available at any time

Efficient Procurement Process

- Standardized & streamlined processes for all Forvia entities

- Reinforced compliance

- Less administrative tasks

Digital Collaboration with Forvia

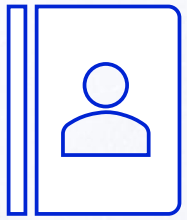
- e-portal to share documents (NDA, CBD, LON, contracts)

- One single source of documents

-One single purchasing channel with Forvia

03
ONBOARDING PROCESS

ONBOARDING PROCESS - ACCOUNT

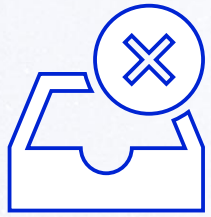


Existing Ariba Account

- Log into your *Forvia Ariba account* using your credentials (already created username and password)

No Ariba account

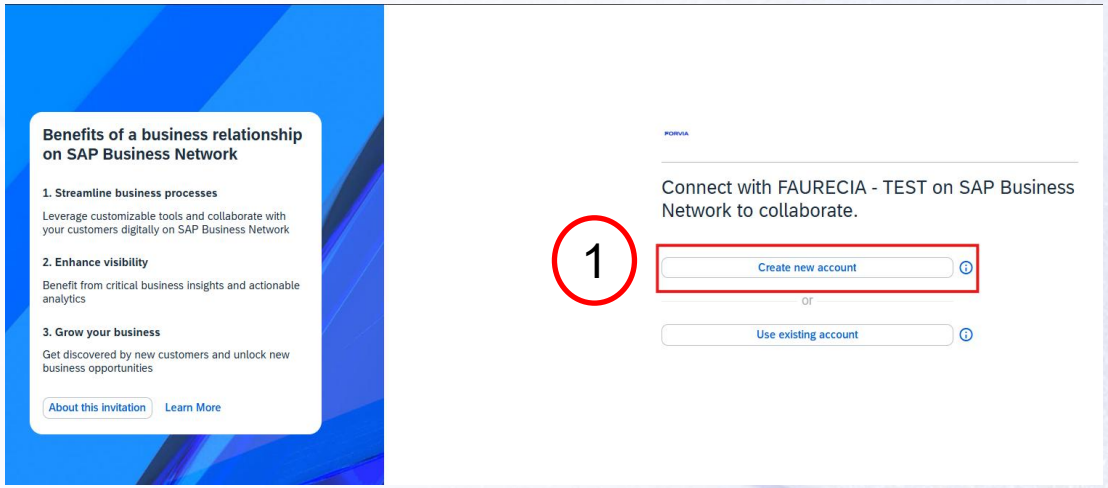
- **Create an Ariba account** using the link in the RFQ invitation

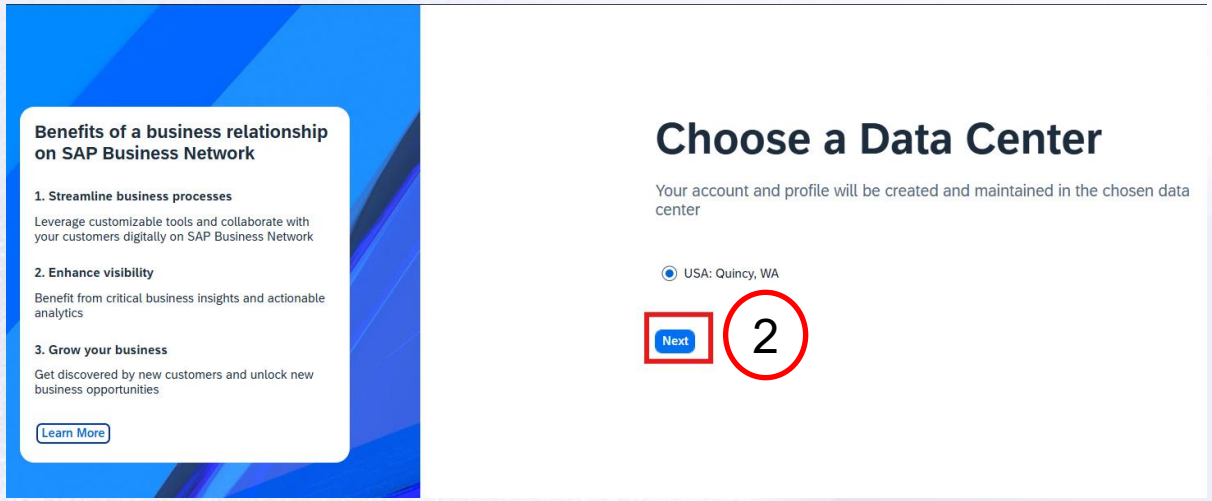


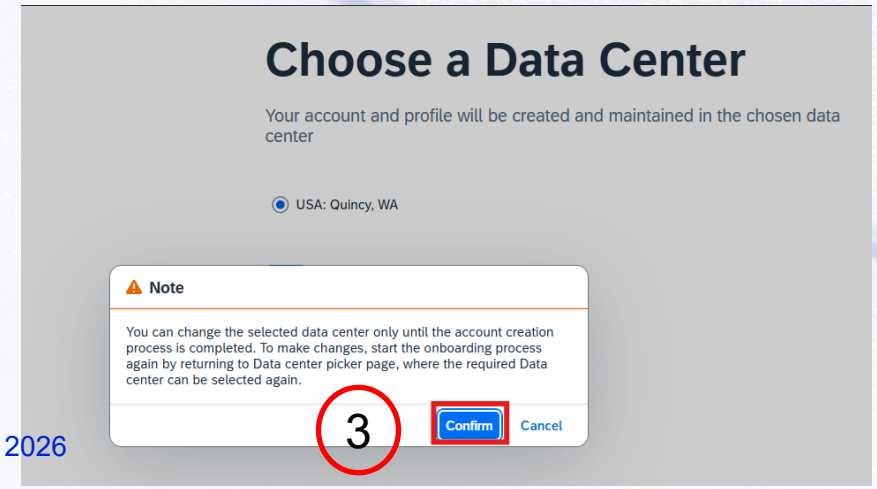
- For any issues you encounter when trying to log into Ariba, please send an email to supplier.onboarding.hella@forvia.com

ONBOARDING PROCESS - ACCOUNT

! Even if you have an already existing account, you must create a new one after the update made in the SAP Ariba tool, for each site supplier entity.
Click on **Create New Account,** then on **Next** and **confirm** the data Center:

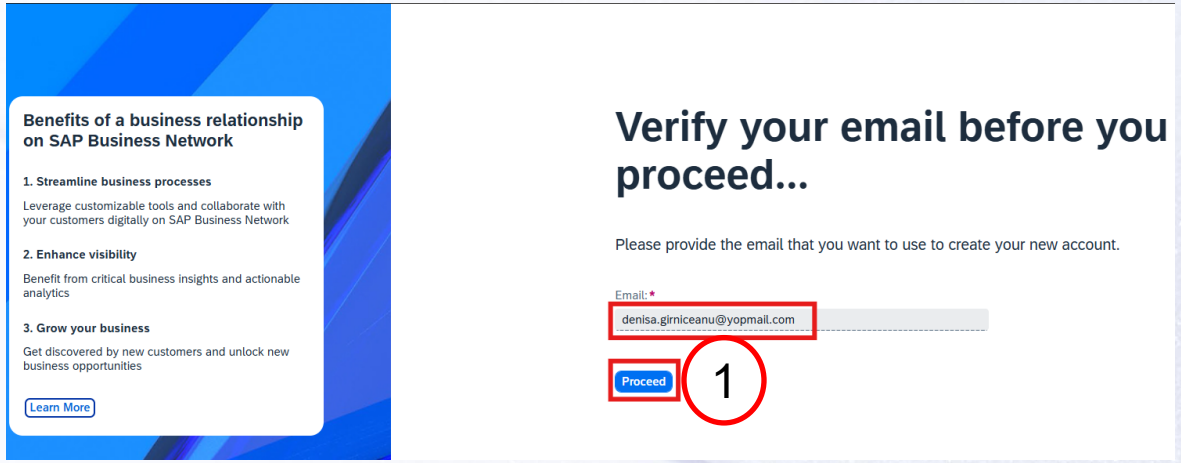


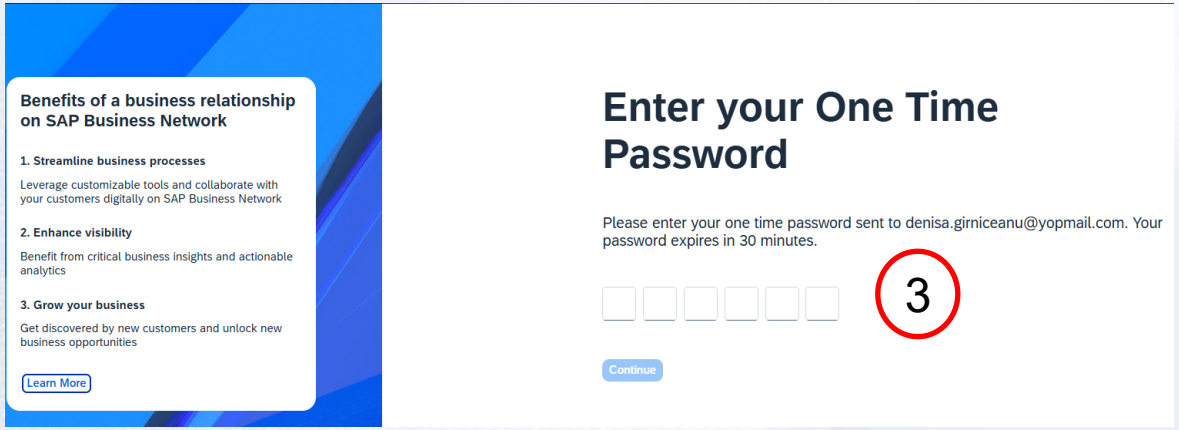


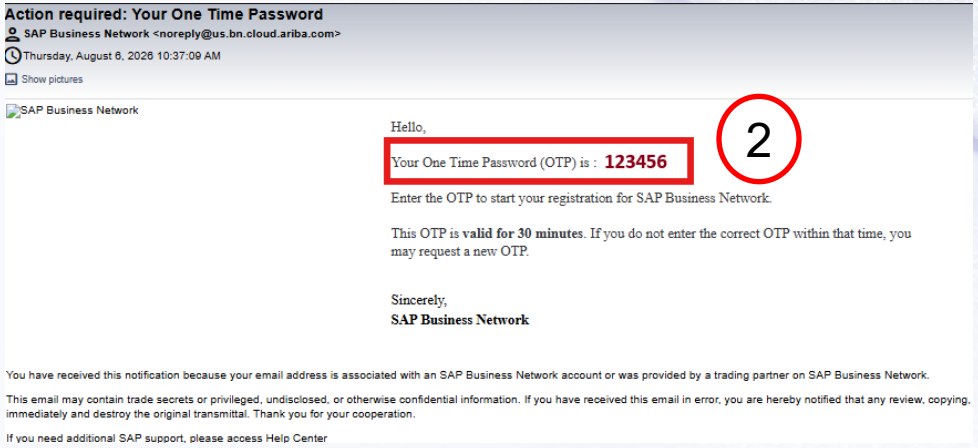


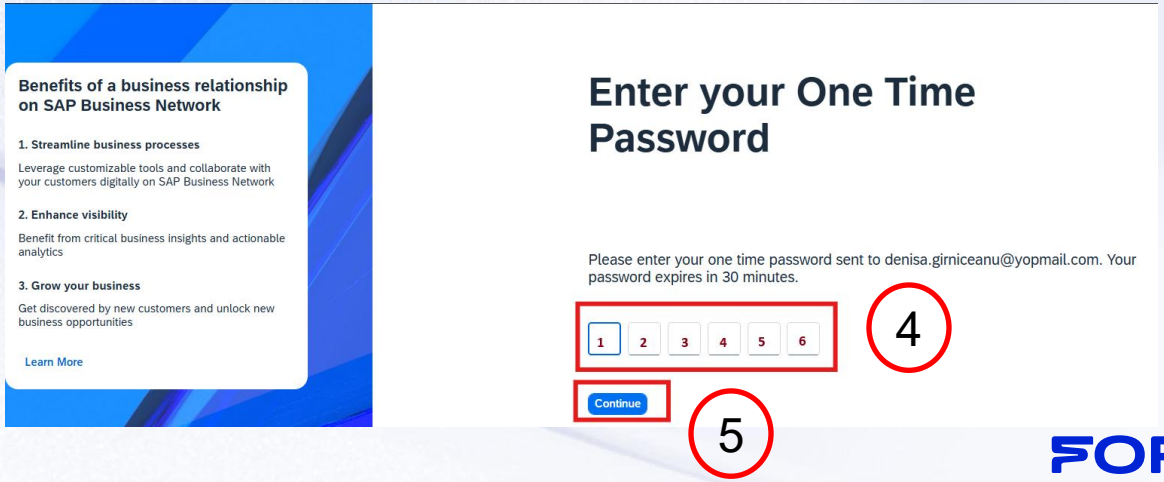
ONBOARDING PROCESS - ACCOUNT

Click on **Proceed** and you will receive an email to confirm your email address.
Check the email notification and add the *One-Time Password* number from the email in Ariba: (steps 2-4)
Click on **Continue** (step 5)

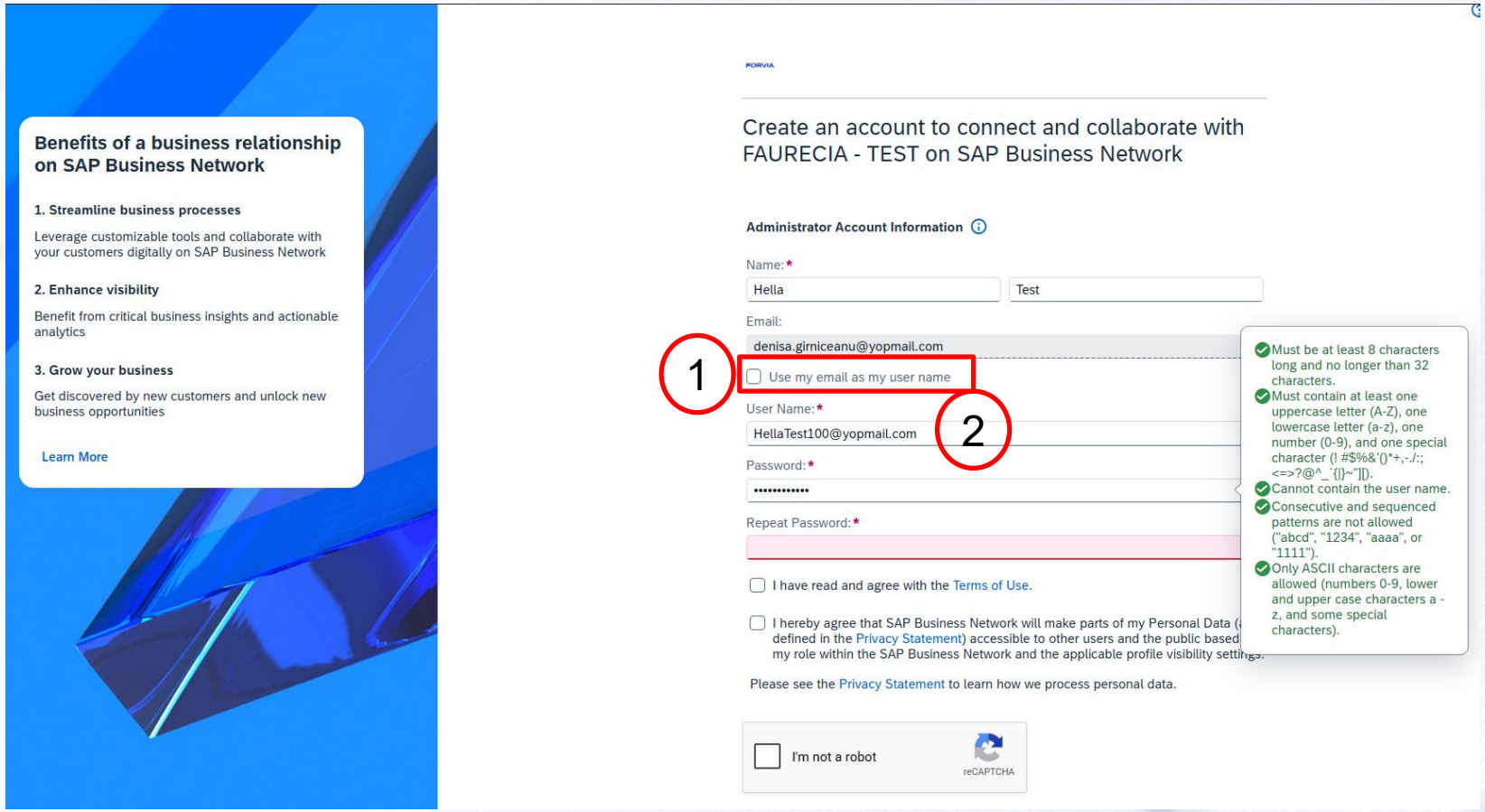








ONBOARDING PROCESS – ACCOUNT CREATION



Under **Administration account information** paragraph, you must add the mandatory information and take the below actions:

1. Please untick the box from **Use my email as my username**,
2. At **User name** you can enter your email address + text or number.

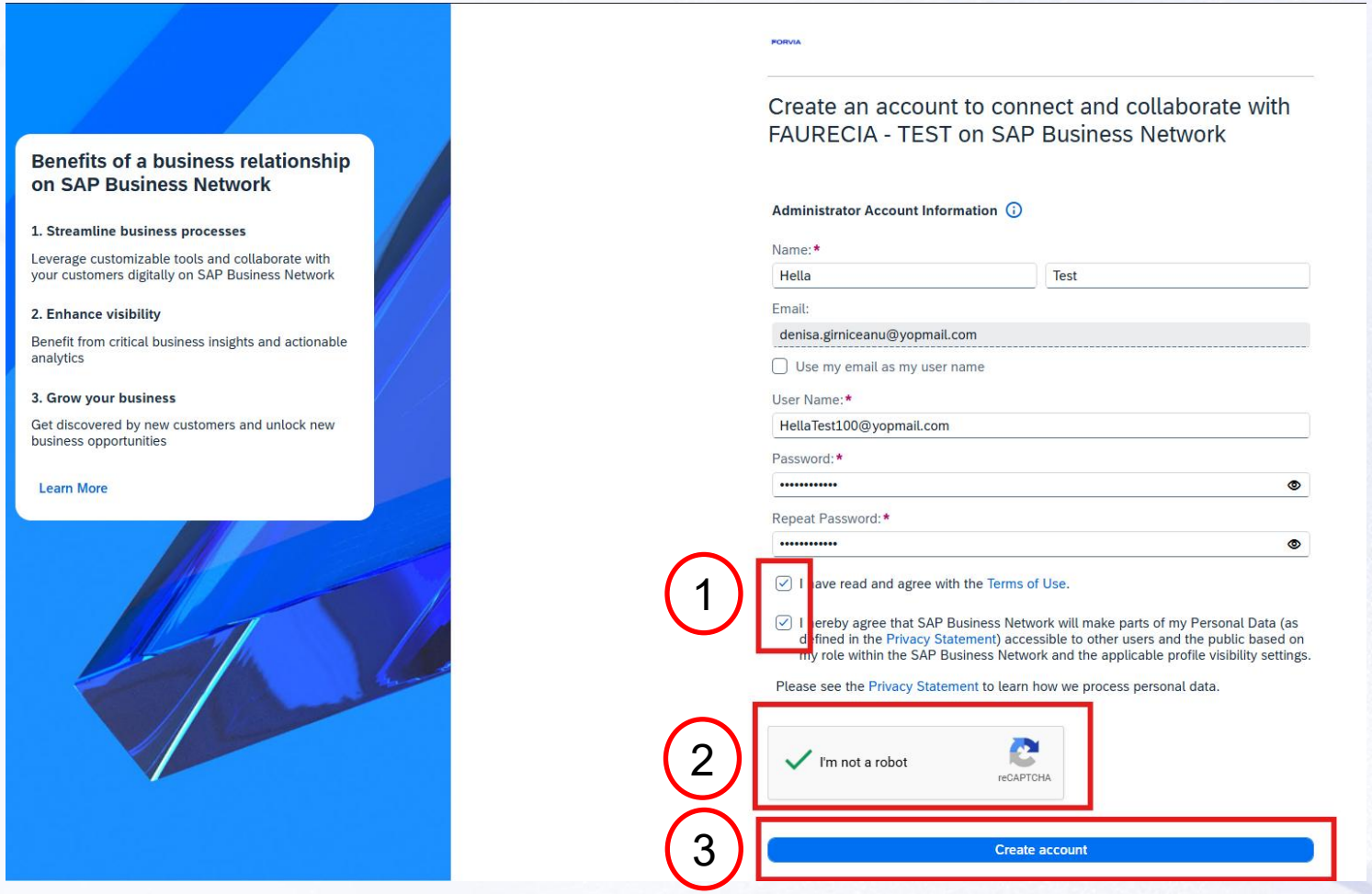
Example of username: *Hella123@forvia.com*; *forviahella1.user@forvia.com* ; *123user.example@forvia.com*

*The username must have an email format, but it does not have to be a real e-mail address, it is just used as **Username**.

Add a password according to the criteria showing on the right side (which turns green once you follow the guidelines).

! If you are the account Administrator, please create different accounts based on the site supplier in question.

ONBOARDING PROCESS - ACCOUNT



Tick the two boxes, after checking/reading them:

1. **Terms of Use;**
2. **Privacy Statement Agreement;**

Tick the '**I'm not a robot**' box and select 'Create Account':

03
SUPPLIER SUPPORT

SUPPLIER SUPPORT CHAIN



- For any technical support on ARIBA please contact - **Ariba Support**

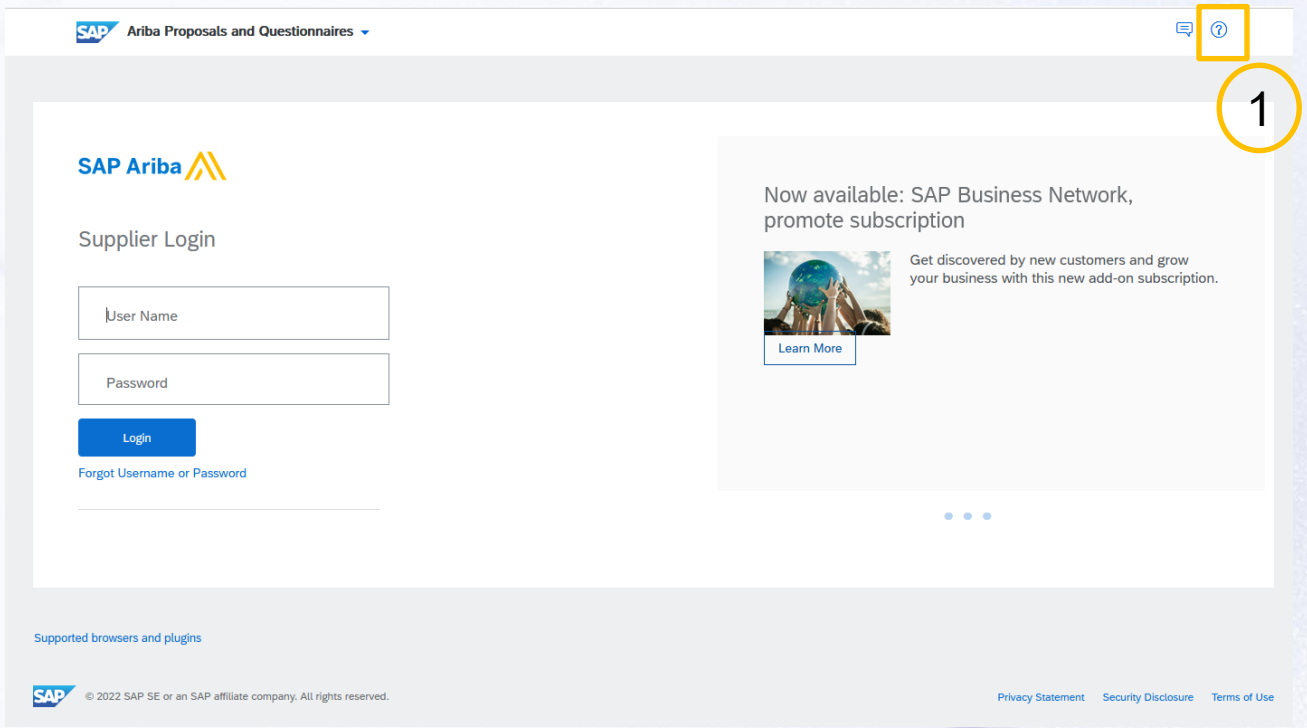


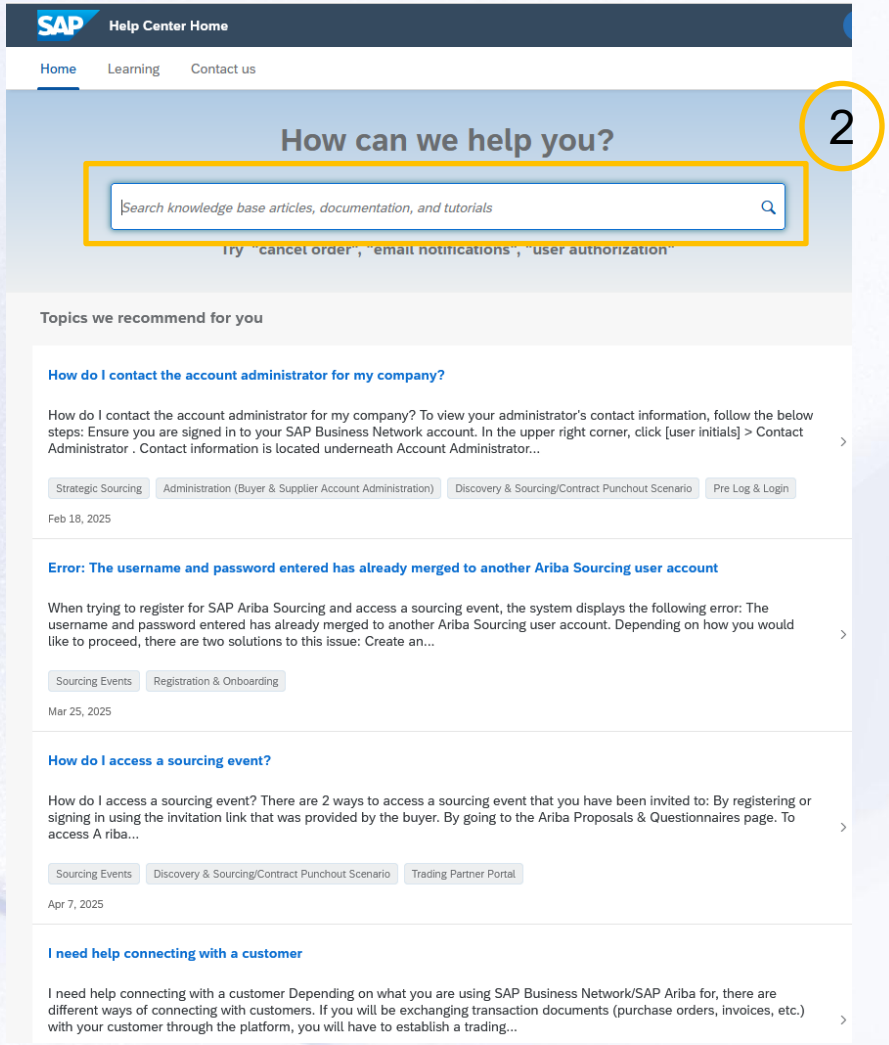
- For any questions on RFQ content, please contact – **FORVIA BUYER**

- **For any issues you encounter when trying to log into Ariba, please send an email to** supplier.onboarding.hella@forvia.com

SUPPLIER SUPPORT CHAIN

Ariba Support





Click on the Question Mark icon on the Ariba Login page and in the newly opened page search for your issue.


FORVIA
HELLA