

A wide-angle photograph of a winding asphalt road in a mountainous region during the 'golden hour' of sunset. The road curves through a landscape of evergreen and some autumn-colored trees. In the foreground, a red sports car is driving away from the viewer. Further up the road, two other vehicles are visible. The background features steep, forested mountains under a bright, hazy sky where the sun is setting.

ARIBA SUPPLIER ACCOUNT CREATION STEPS

Supplier Guide

July, 2025

FORVIA
·faurecia

AGENDA

- 01 Benefits for Supplier
- 02 Onboarding Process
- 03 Supplier Support

01 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 (Certificates, NDA, CBD, LON, contracts)
- One single source of documents
- One single purchasing channel with Forvia

02 ONBOARDING PROCESS

ONBOARDING PROCESS - ACCOUNT

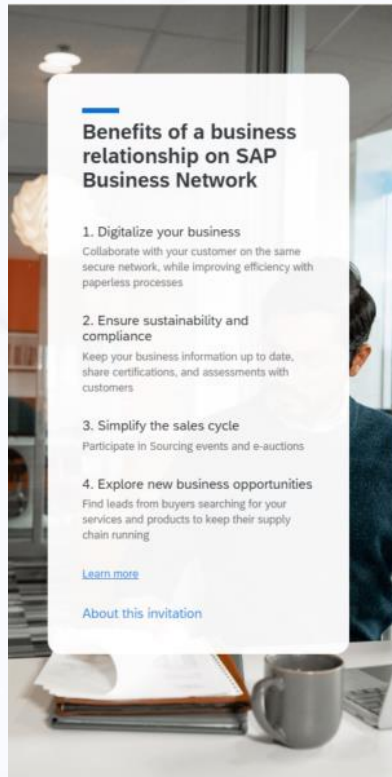


No Ariba account

- **Create an Ariba account using the link in the received via the email invitation**

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

HOW TO CREATE A NEW PROFILE



Invited by **FORVIA - TEST**

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

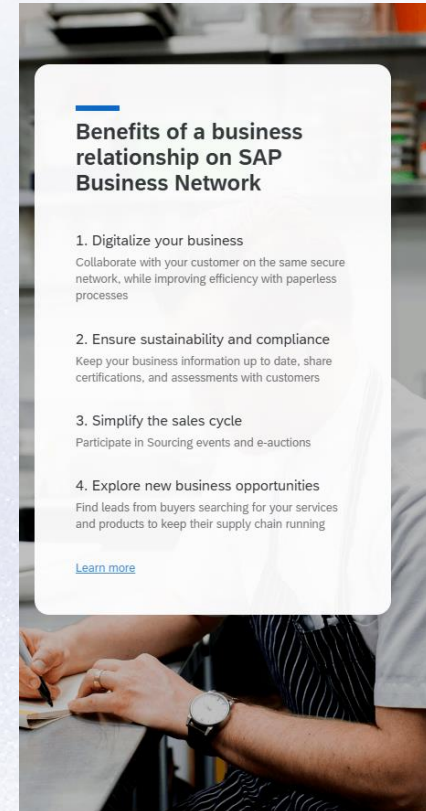
or

[Use existing account](#)

[Create new account](#)

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2

Company information

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Test Supplier API

Country/Region *

Germany [DEU]

Address line 1 *

Borkumweg

Address line 2

Postal code *

49082

City *

Osnabrueck

State

Hamburg [DE-HH]

Once you received the invitation link, click on **Create New Account** and fill out the mandatory information marked with an asterisk in the new page that opens.

! Even if you already have an existing account created with Hella, you will need to create a new one due to the recent update in the SAP Ariba tool.

HOW TO CREATE A NEW PROFILE

1 Administrator account information ⓘ

First name * Last name *


Email *

☐ Use my email as my username

2 Username *

Password * Repeat password *

3 ☒ 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.

4 ☐ I'm not a robot  **5**

Create account

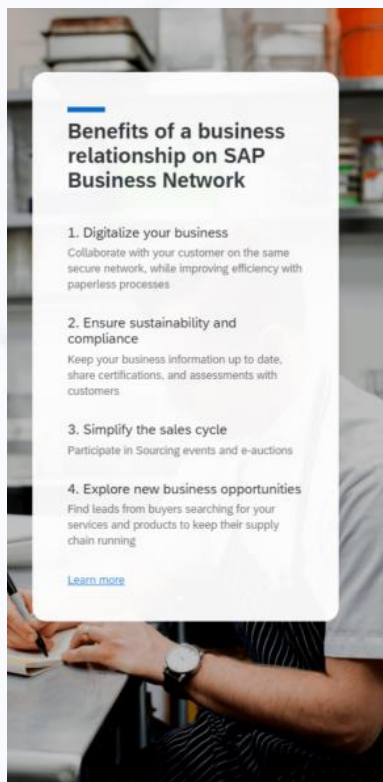
When scrolling down on the same page **Under Administration account information** field you must add the mandatory information and take the below actions:

1. Please untick the box from **Use my email as my username**,
2. At **Username** 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**.**

HOW TO CREATE A NEW PROFILE



Help

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

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Please confirm your email address

Check your email at elenadenisa.girniceanu@forvia.com and follow the steps in the email to confirm your email address in the next 72 hours.

[> If you did not receive the email:](#)



Click on **Continue Account Creation** and you will receive an email to confirm your address.

In case you do not receive the email, you have the option to resend it (step 2).

HOW TO CREATE A NEW PROFILE

Action Required: Confirm your email



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To: ● GIRNICEANU Elena Denisa (HELLA)

ⓘ 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.

[EXTERNAL EMAIL] This email originated from outside of the organization. Do not click links, QR codes or

✖ The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Confirm your email

Hello,

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: Monday, Apr 07, 2025, 12:30 AM PDT

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=KigJE3hHsD1Ydqxl3K0AIT3lqMvAQmz&anp=Ariba&app=Sourcing>

Sincerely,
SAP Business Network team

In the email notification click on **Confirm Email**, which will open the next page in Ariba.

You have the option to select and add the **Products and Service Categories** as well as the **Ship-to or Service Location**, but if you want to skip this step, you may click on **Remind Me Later** or **Don't show this to me again**.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Enter Product and Service Categories

Add

or Browse

Ship-to or Service Locations

Enter Ship-to or Service Location

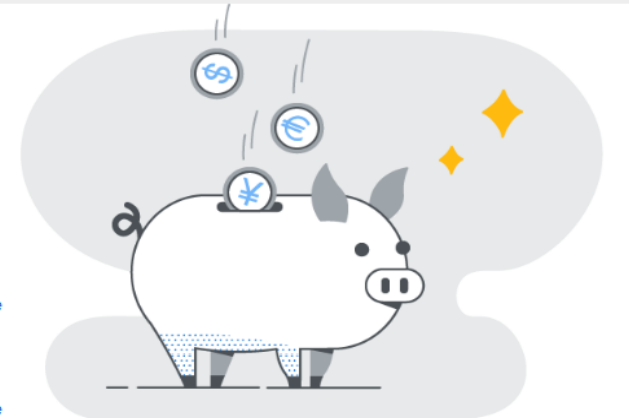
Add

or Browse

Submit

Remind me later

Don't show this to me again



03 SUPPLIER SUPPORT

SUPPLIER SUPPORT CHAIN

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



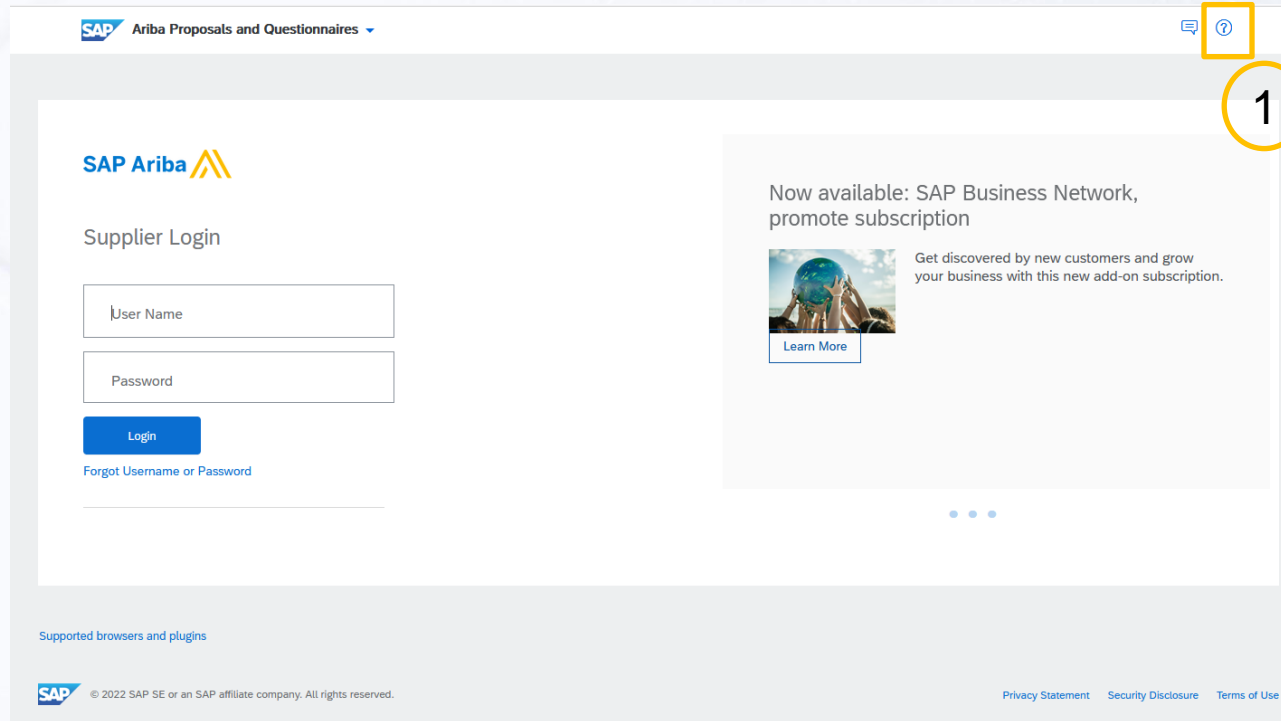
► For any technical support on ARIBA please contact - **Ariba Support**



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

SUPPLIER SUPPORT CHAIN

Ariba Support



SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

Now available: SAP Business Network, promote subscription

Get discovered by new customers and grow your business with this new add-on subscription.

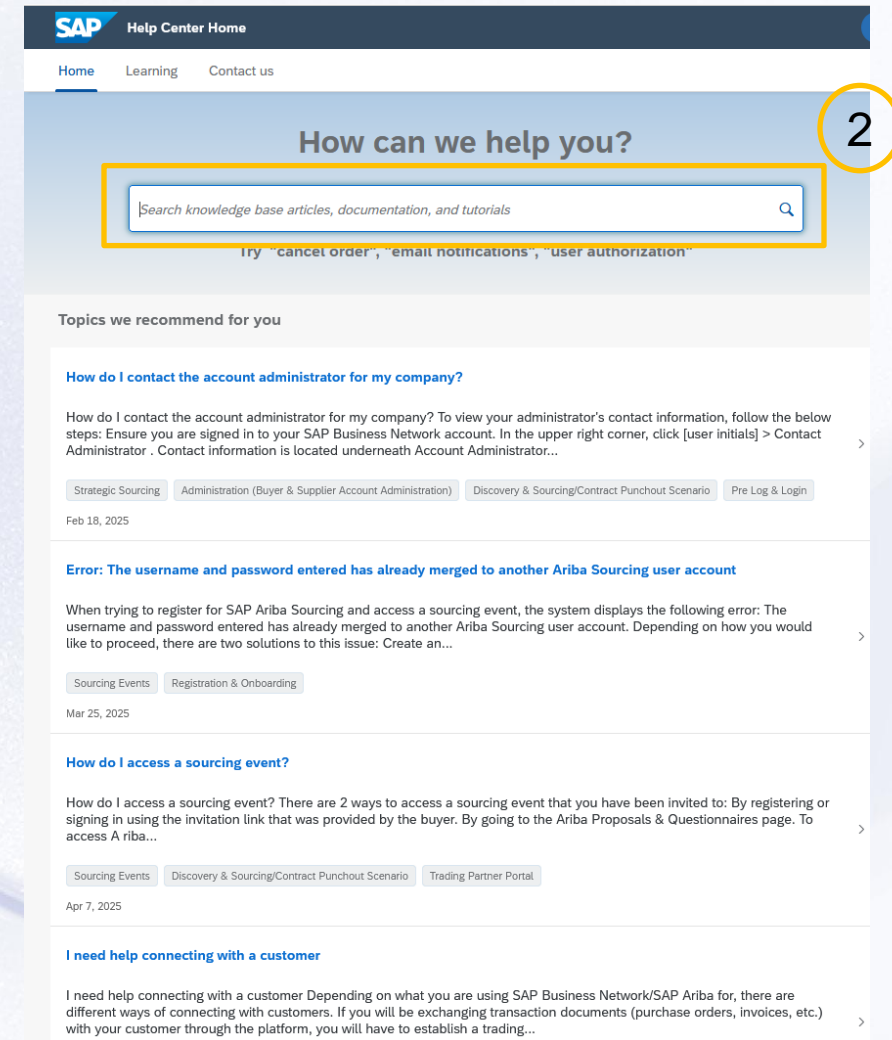
[Learn More](#)

Supported browsers and plugins

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



SAP Help Center Home

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

How do I contact the account administrator for my company?

How do I contact the account administrator for my company? To view your administrator's contact information, follow the below steps: Ensure you are signed in to your SAP Business Network account. In the upper right corner, click [user initials] > Contact Administrator. Contact information is located underneath Account Administrator...

Strategic Sourcing Administration (Buyer & Supplier Account Administration) Discovery & Sourcing/Contract Punchout Scenario Pre Log & Login

Feb 18, 2025

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...

Sourcing Events Registration & Onboarding

Mar 25, 2025

How do I access a sourcing event?

How do I access a sourcing event? There are 2 ways to access a sourcing event that you have been invited to: By registering or signing in using the invitation link that was provided by the buyer. By going to the Ariba Proposals & Questionnaires page. To access Ariba...

Sourcing Events Discovery & Sourcing/Contract Punchout Scenario Trading Partner Portal

Apr 7, 2025

I need help connecting with a customer

I need help connecting with a customer Depending on what you are using SAP Business Network/SAP Ariba for, there are different ways of connecting with customers. If you will be exchanging transaction documents (purchase orders, invoices, etc.) with your customer through the platform, you will have to establish a trading...

The background of the image is a light blue, stylized representation of a car's body panels, including the hood, roof, and rear section, with smooth curves and subtle gradients.

FORVIA
Inspiring mobility