

Basic Information

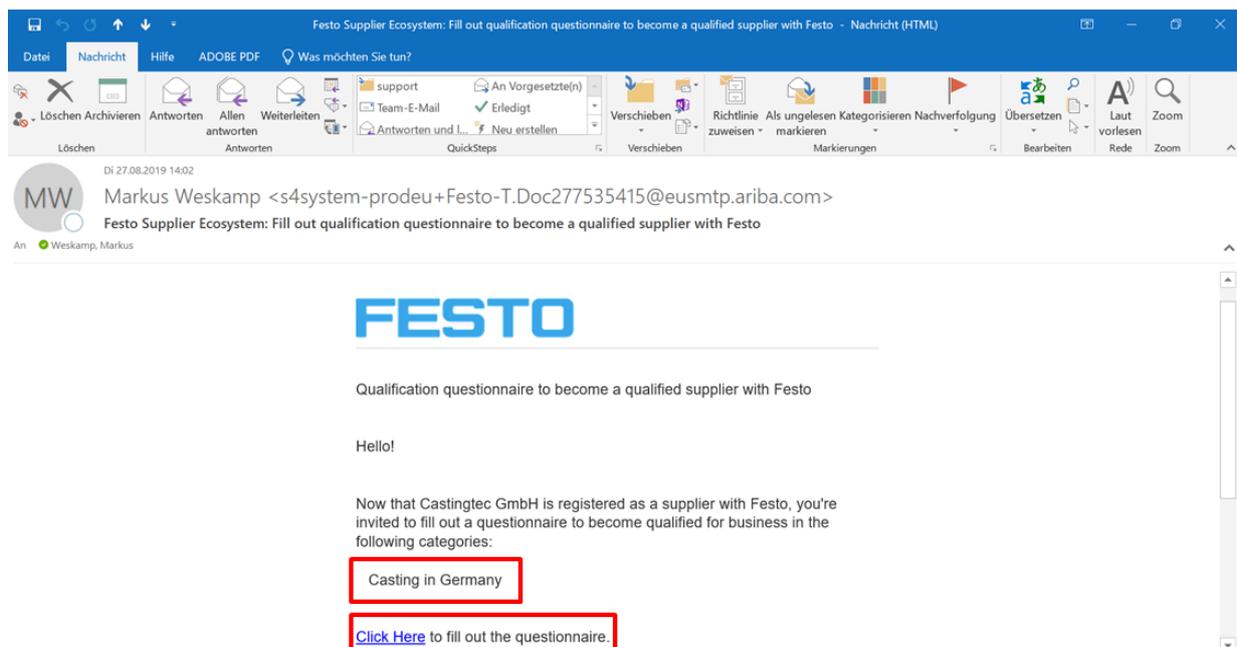
Prepare yourself:

- After being registered Festo will invite you as a supplier to **qualification process** via the Festo Supplier Ecosystem (FSE) based on SAP Ariba
- Festo will use the platform to gather information on their suppliers as well as to perform sourcing events (requests for proposals – RfP)
- The following information will be needed during the qualification process:
 - Company data (e.g. name, address, DUNS no.)
 - Contact data (CEO, Sales, Quality claims, Sampling)
 - Finance information like banking data
- The following documents will be needed as an upload:
 - Own Code of Conduct (only if you do not accept Festo Code of Conduct)
 - Product liability insurance
 - Certificates (e.g. DIN ISO 9001, DIN ISO 14001)
- Please make sure that the information you give is complete and correct, as the data will be used in our ERP systems (e.g. for payment)

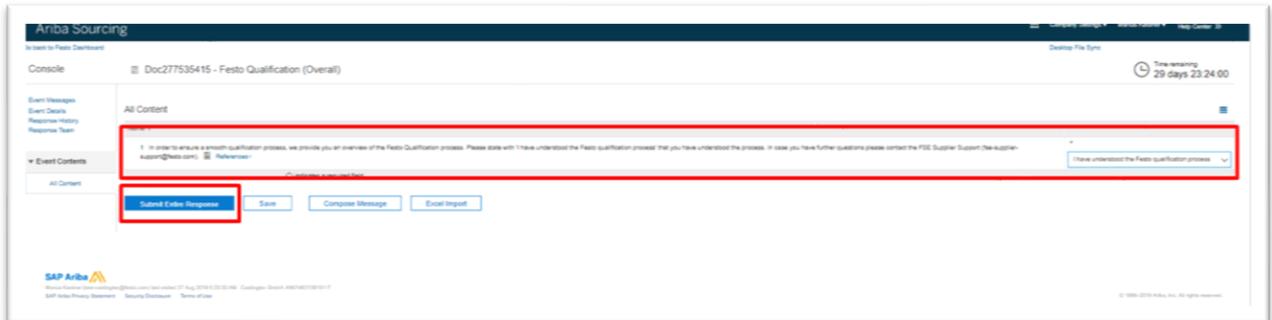
Supplier Qualification

1. Starting Qualification via eMail link

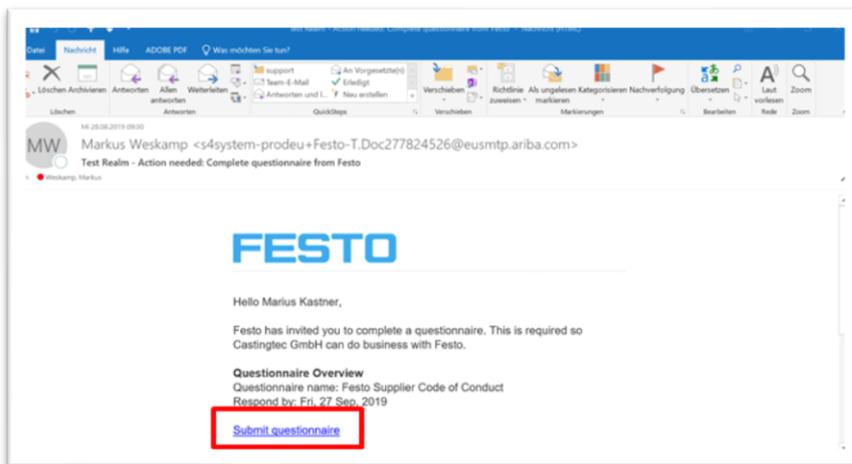
- You will receive an e-mail invitation to being qualified via SAP Ariba
- The qualification will take part on material group (commodity) and region level
- You can use the direct link in the eMail to get to your Login



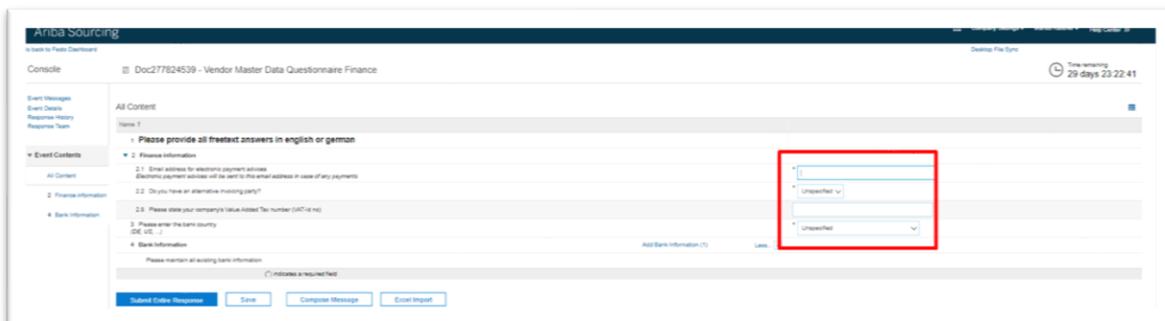
- Using the direct link will lead you directly to the qualification questionnaire (after logging in)
- The process description explains which further questionnaires you will receive, and which information will be needed
- Please read and accept the process description in the Qualification questionnaire



- After a while you will receive an eMail to fill out the described questionnaire



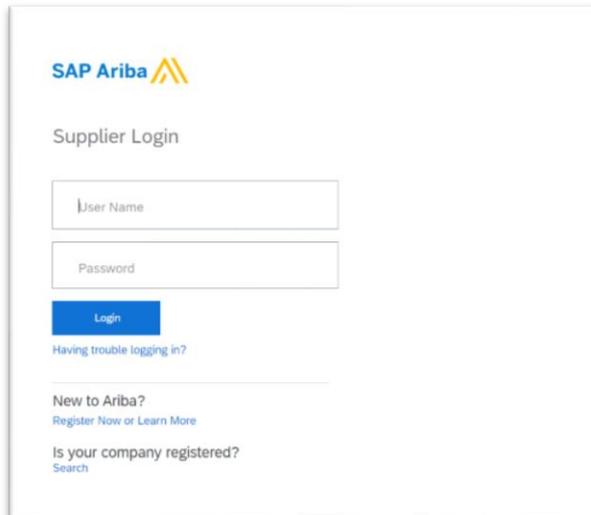
- The quick link leads you directly to the questionnaire
- Please fill it out and submit your answer



- After you filled out the questionnaire please send it by clicking on “Submit Entire Response”. Please note that clicking on “Save draft” will not submit your response to Festo.

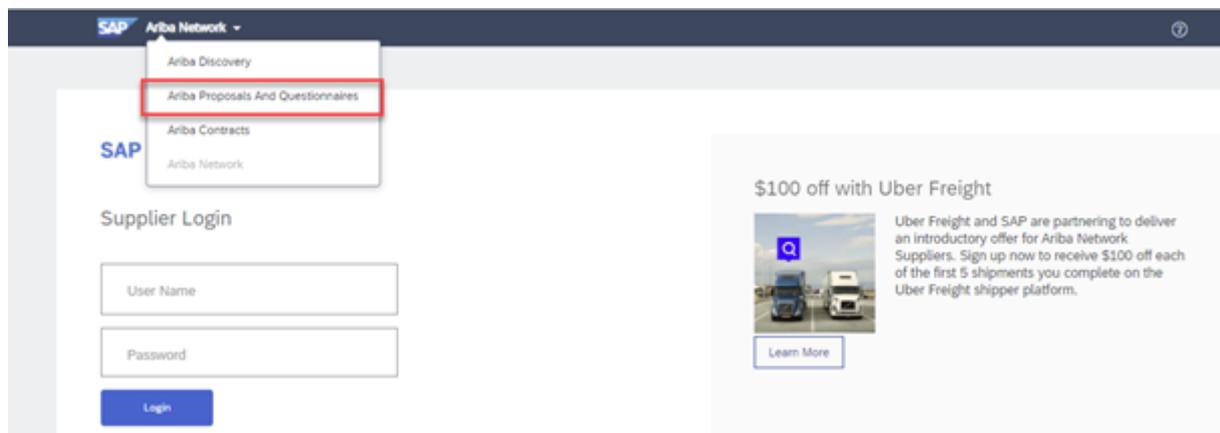
2. Ariba Log in and Dashboard

- You can access the Ariba Supplier page via web browser. The address is **supplier.ariba.com** (without www.)
- We suggest to set the Log in page as favourite



The screenshot shows the SAP Ariba Supplier Login page. At the top left is the SAP Ariba logo. Below it is the text "Supplier Login". There are two input fields: "User Name" and "Password". Below these fields is a blue "Login" button. Underneath the button is a link: "Having trouble logging in?". At the bottom of the page, there is a section "New to Ariba?" with links "Register Now" and "Learn More". Below that is a section "Is your company registered?" with a "Search" link.

- Logging in leads you to the Ariba main dashboard.
- You will find the Festo questionnaires by clicking on "Ariba Network" in the header line and then clicking on "**Ariba Proposals and Questionnaires**"



- In the dashboard you will find all Festo related topics (e.g. questionnaires, sourcing events)
- If you are connected to multiple customers you can see their logos in the header line
- You will find an overview of all questionnaires as well as their current status (e.g. in approval)

The screenshot displays the SAP Ariba interface with several sections: Risk Assessments, Registration Questionnaires, Qualification Questionnaires, and Questionnaires. A red box highlights the 'Questionnaires' section, which contains the following data:

Title	ID	End Time	Comments	Region	Status
Supplier Questionnaire	Qs0277524495	9/27/2018 9:30 AM		(No value)	(No value)
Vendor Master Data Questionnaire Finance	Qs0277524495	9/27/2018 9:30 AM		(No value)	(No value)
Vendor Master Data Questionnaire Purchasing	Qs0277524495	9/27/2018 9:30 AM		(No value)	(No value)
Vendor Master Data Questionnaire Purchasing	Qs0277524495	9/27/2018 9:30 AM		(No value)	(No value)

Additional Remarks

- Ariba distinguished between the public Ariba Network Account and Customer Specific Information (Registration, Qualification and Sourcing Events)
- Festo is only able to support Festo specific topics, not general Ariba topics
- For general Ariba topics like account administration, maintenance of public profile or other non-Festo related topics please check the Ariba Help Center (upper right corner of Ariba login page) or contact Ariba Support directly
- For Festo specific questions you can check our website www.festo.com/sis or contact our support team in English: fse-supplier-support@festo.com