## **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)
  - o 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
  - o 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

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	Qualification questionnaire to become a qualified supplier with Festo	
	Hello!	
	Now that Castingtec GmbH is registered as a supplier with Festo, you're invited to fill out a questionnaire to become qualified for business in the following categories: Casting in Germany	
	Click Here to fill out the questionnaire.	¥

- 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

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• 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

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• 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

SAP Ariba 洲	
Supplier Login	
User Name	
Password	
Login	
New to Ariba?	
Register Now or Learn More	
Is your company registered?	

- 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"

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	Ariba Proposals And Questionnaires
CAD	Ariba Contracts
SAP	Ariba Network
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	Login

- 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)

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# **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 log-in page) or contact Ariba Support directly
- For Festo specific questions you can check our website <u>www.festo.com/sis</u> or contact our support team in English: <u>fse-supplier-support@festo.com</u>