

Basic Information

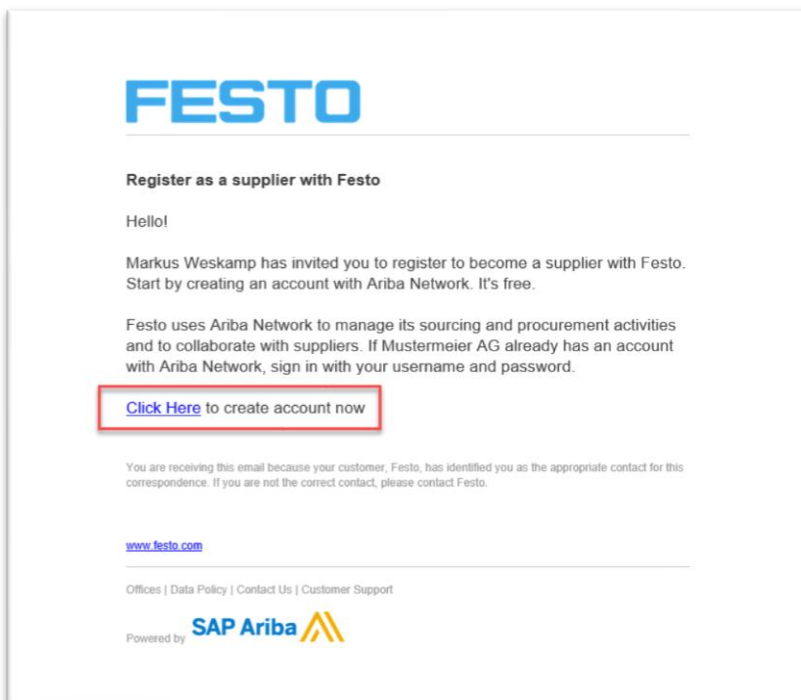
Prepare yourself:

- Festo will invite you as a supplier to a **registration and qualification process** via the Festo Supplier Ecosystem 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 registration and 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)

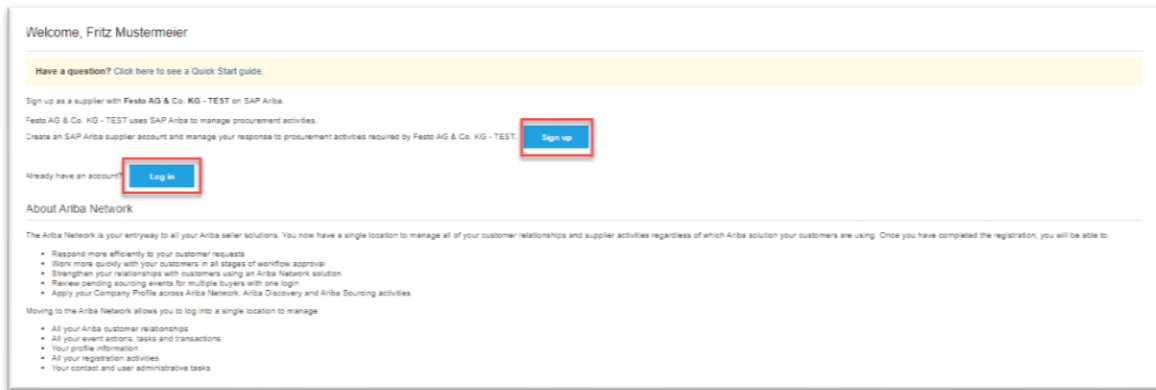
Supplier Registration

1. Creating Ariba account and filling out registration questionnaire

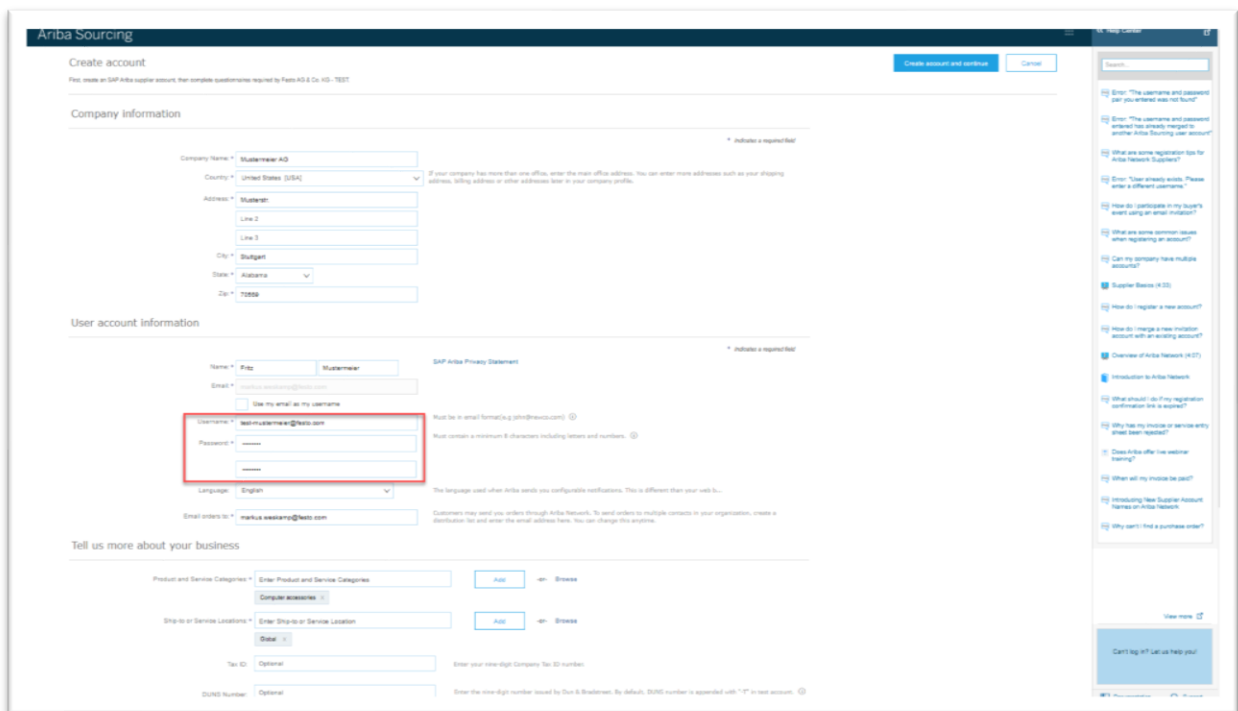
- You will receive an e-mail invitation to register on SAP Ariba
- Please click on the active link in the e-mail. Please note that due to security reasons this link will only work once!



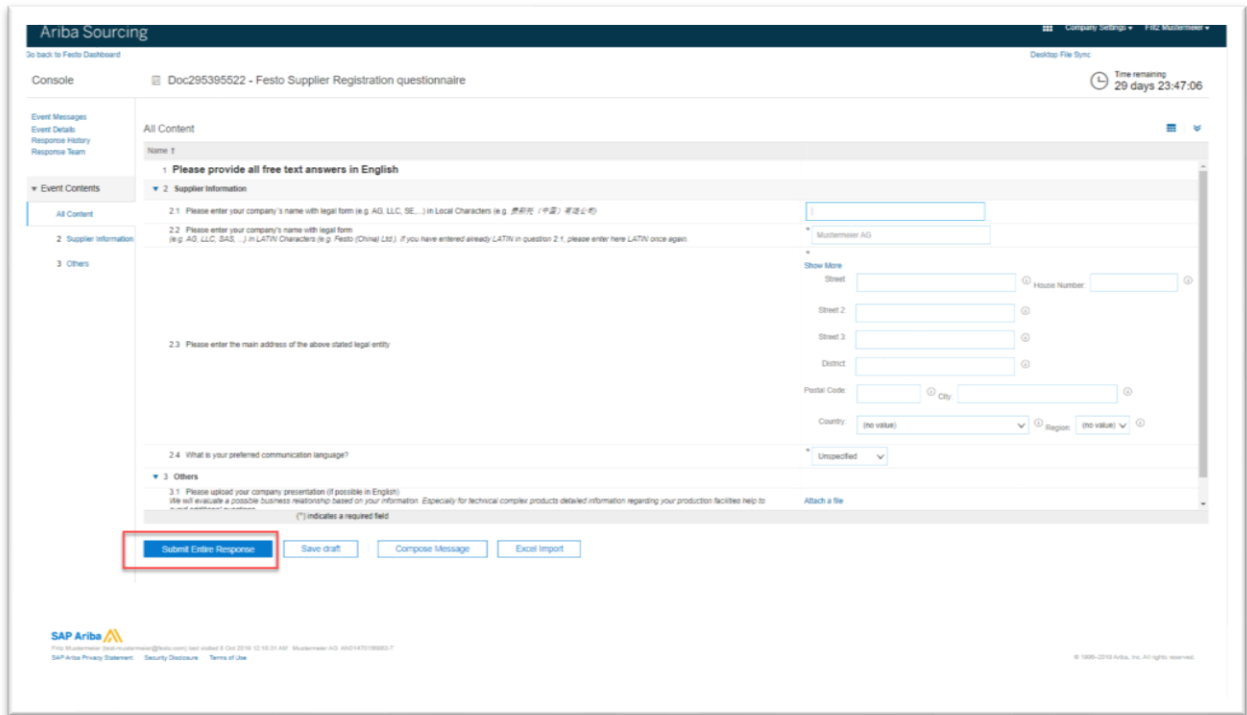
- Create a new user (user ID and password) by clicking on Sign up or Log in with an existing account if your company has one already



- Fill out basic company information and define a User ID and password. Please accept Ariba Terms of Use and click on **“Create Account”**

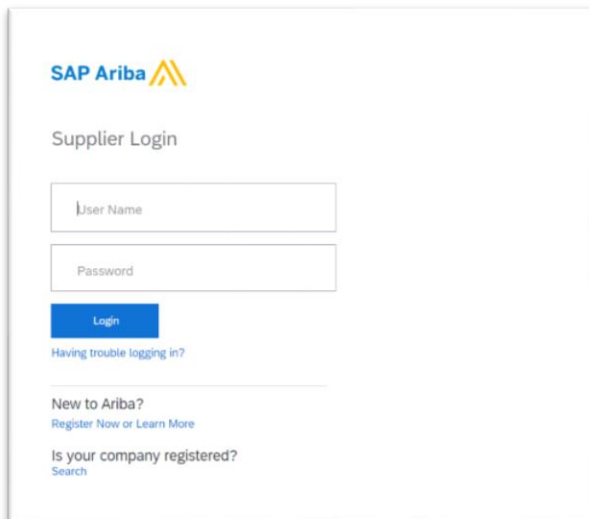


- You will be led directly to the Festo Registration questionnaire. Please answer at least all mandatory questions (marked with a star)
- After you filled out the questionnaire please send it by clicking on **“Submit Entire Response”**. Please note that clicking on **“Save draft”** will not submit your response to Festo.

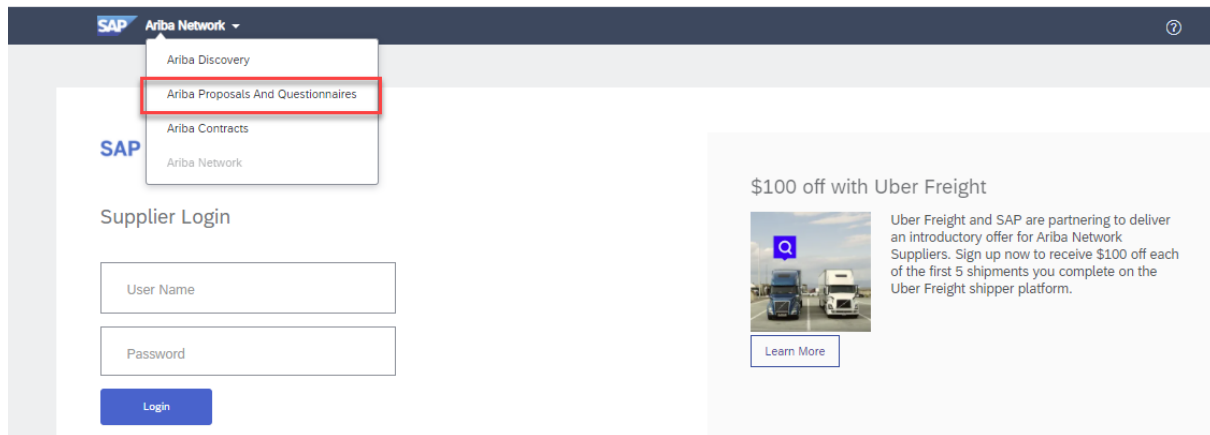


2. Ariba Log in and Dashboard

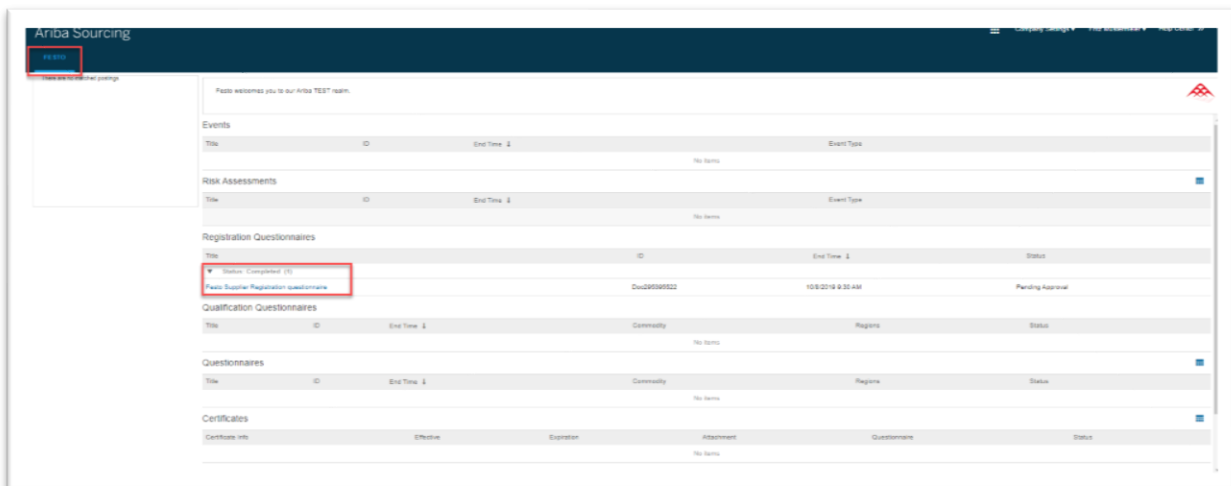
- You can access the Ariba Supplier page via web browser. The address is **supplier.ariba.com** (without www.)
- We suggest to set the Log in page as favourite



- 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 can also check the status of the questionnaires (e.g. in approval)



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 www.festo.com/sis or contact our support team in English: fse-supplier-support@festo.com