SAP ARIBA
Instruction for Suppliers:
Ariba Sourcing
Supplier Management

MAHLE internal (CL2)

SAP ARIBA Instruction for Suppliers

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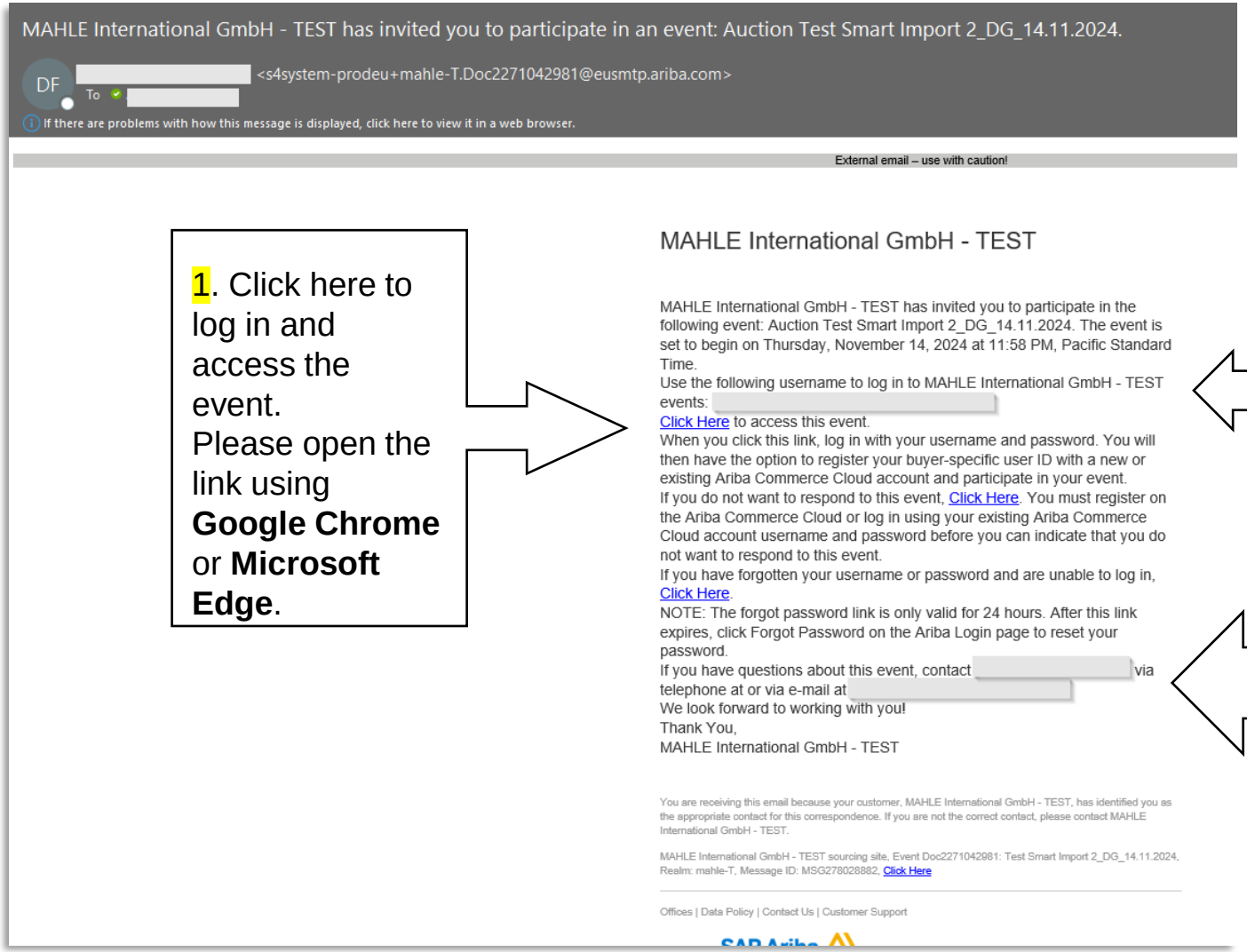
MAHLE internal (CL2)

01a Invitation for eAuction

Invitation for eAuction if Supplier already has SAP Business Network account.

In case you **already have** SAP Business Network account, in the eAuction invitation ARIBA will **suggest** what **login** to use.



1. Click here to log in and access the event.
Please open the link using **Google Chrome** or **Microsoft Edge**.

2. Use the following username to log in.

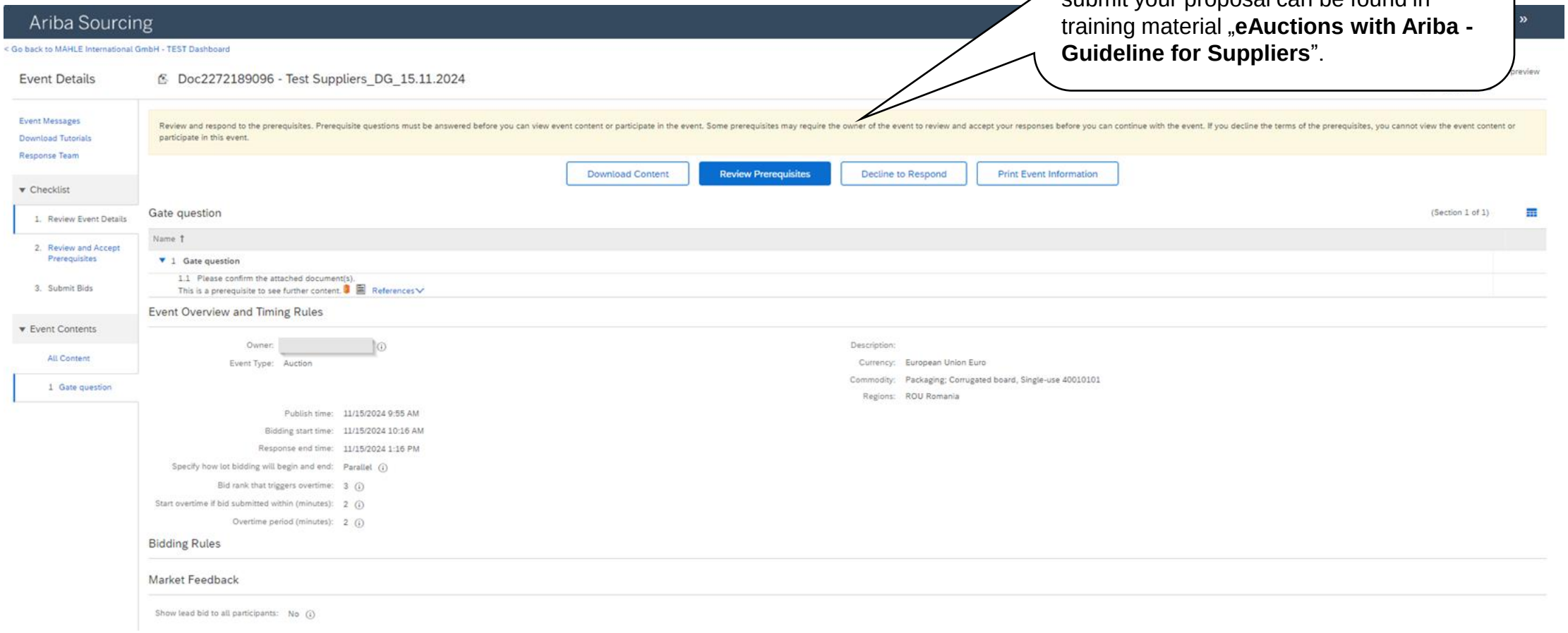
Here you can find name of Mahle employee, who has invited you to participate in the event.

MAHLE internal (CL2)

01a Invitation for eAuction

Invitation for eAuction if Supplier already has SAP Business Network account.

As soon as you log in, you are able to review the content and prerequisites of the eAuction. Detailed instruction how to submit your proposal can be found in training material „**eAuctions with Ariba - Guideline for Suppliers**".

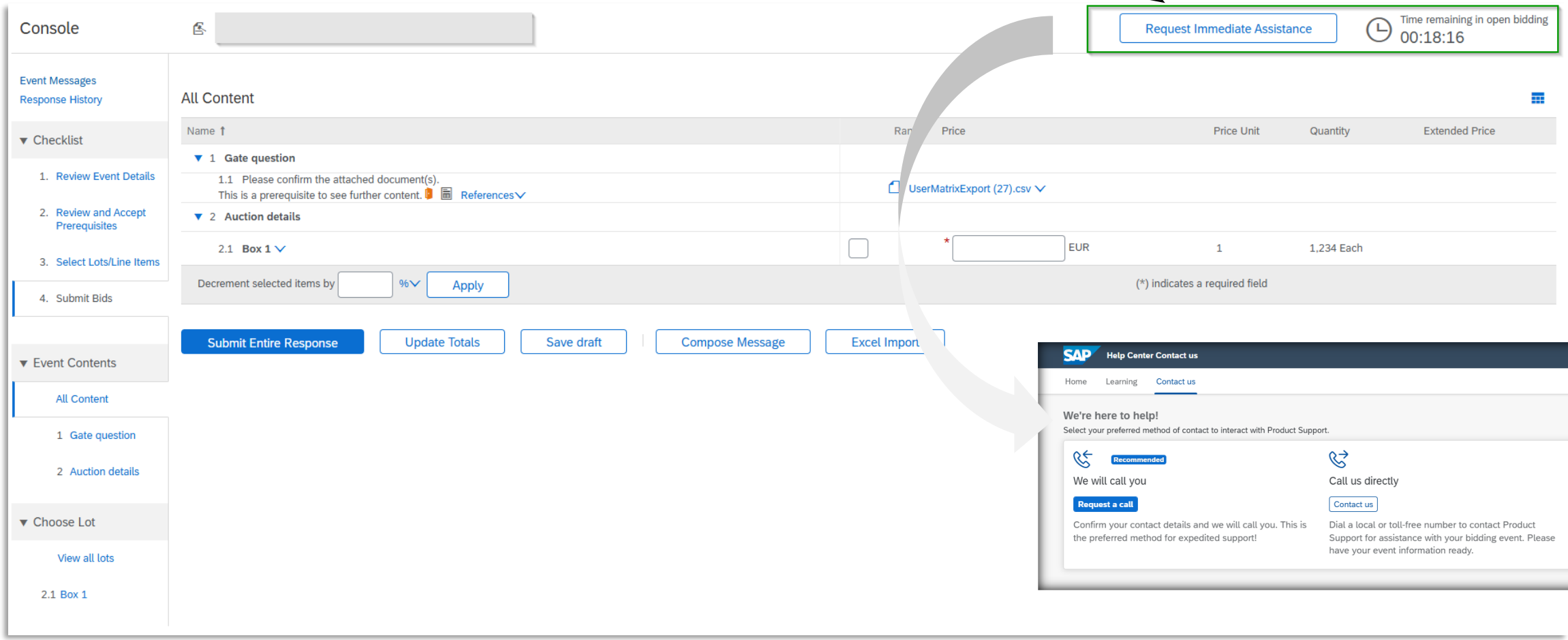


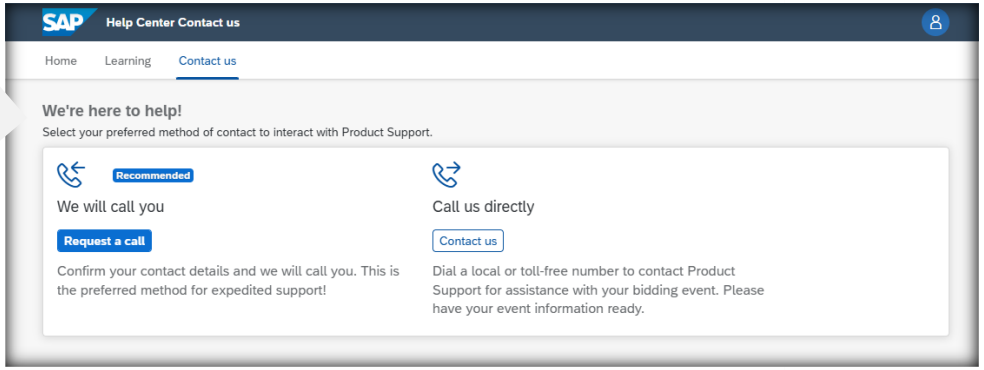
MAHLE internal (CL2)

01a Invitation for eAuction

Invitation for eAuction if Supplier already has SAP Business Network account.

During the auction, Ariba also allows you to request immediate assistance. **Request Immediate Assistance** button will be visible if the bidding time is still open.





MAHLE internal (CL2)

01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

SAP Business Network is a cloud-based collaboration offering that modernizes how procurement and supply chain processes are connected across organizations. It helps to build stronger supply chains, deliver on the customer promise, gain visibility into your supply chain, increase operational efficiency, and ensure compliance.

Procurement collaboration is the practice of partnering with suppliers, vendors, and other stakeholders to streamline and optimize the procurement process. Working closely with key partners helps to enhance transparency, drive cost savings, improve the overall quality of goods and services acquired, strengthen supply chains, minimize risks, and foster mutually beneficial relationships.

More information about SAP Business Network can be found here:

SAP Business Network | Overview

More information about the Ariba Network and MAHLE's approach can be found on the MAHLE website here:

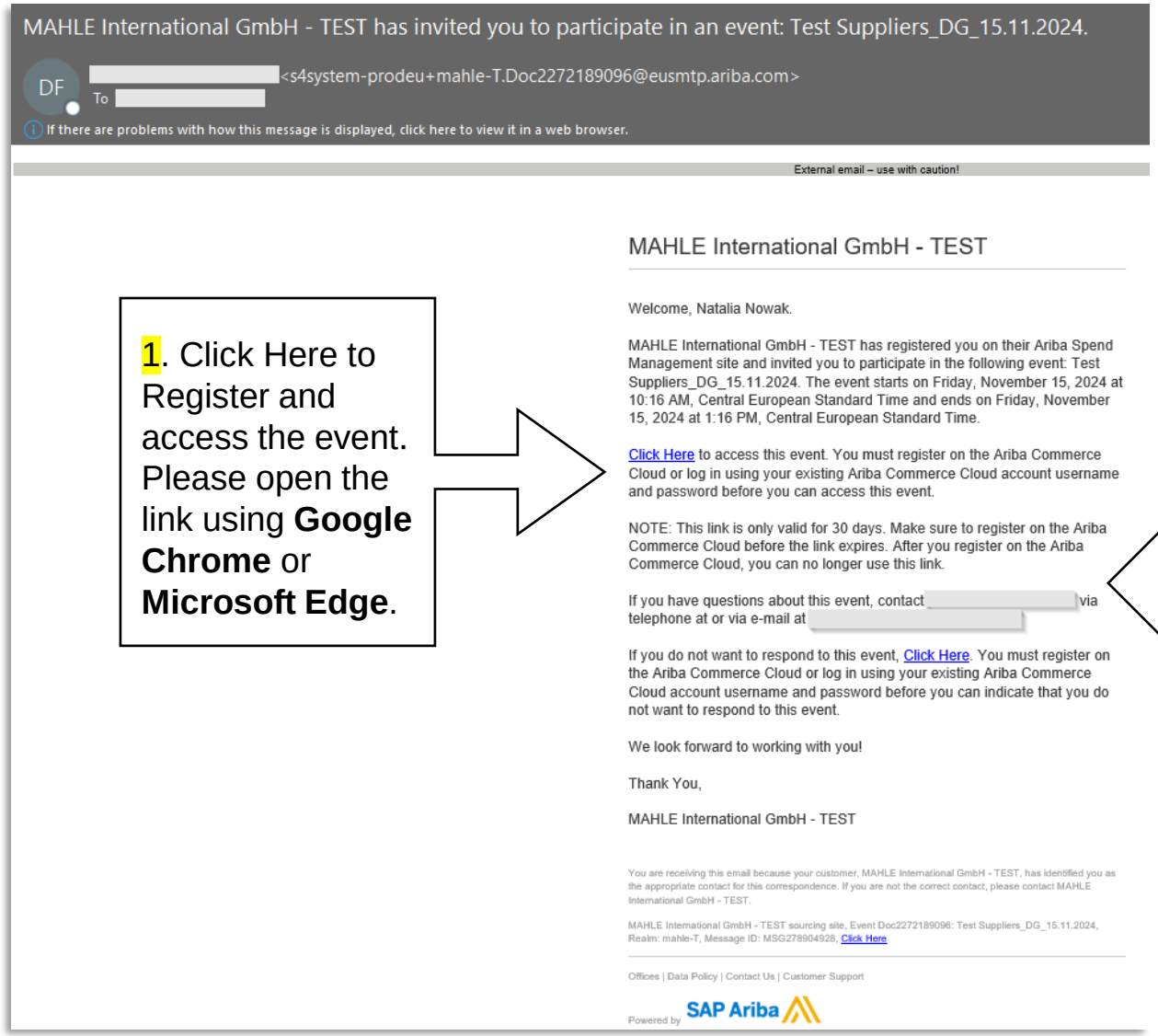
Non-Production material / Indirect Purchasing - MAHLE Group

MAHLE internal (CL2)

01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

In the received email invitation, you can find a link to start the process of account creation.



1. Click Here to Register and access the event. Please open the link using **Google Chrome** or **Microsoft Edge**.

Here you can find name of Mahle employee, who has invited you to participate in the event.

MAHLE internal (CL2)

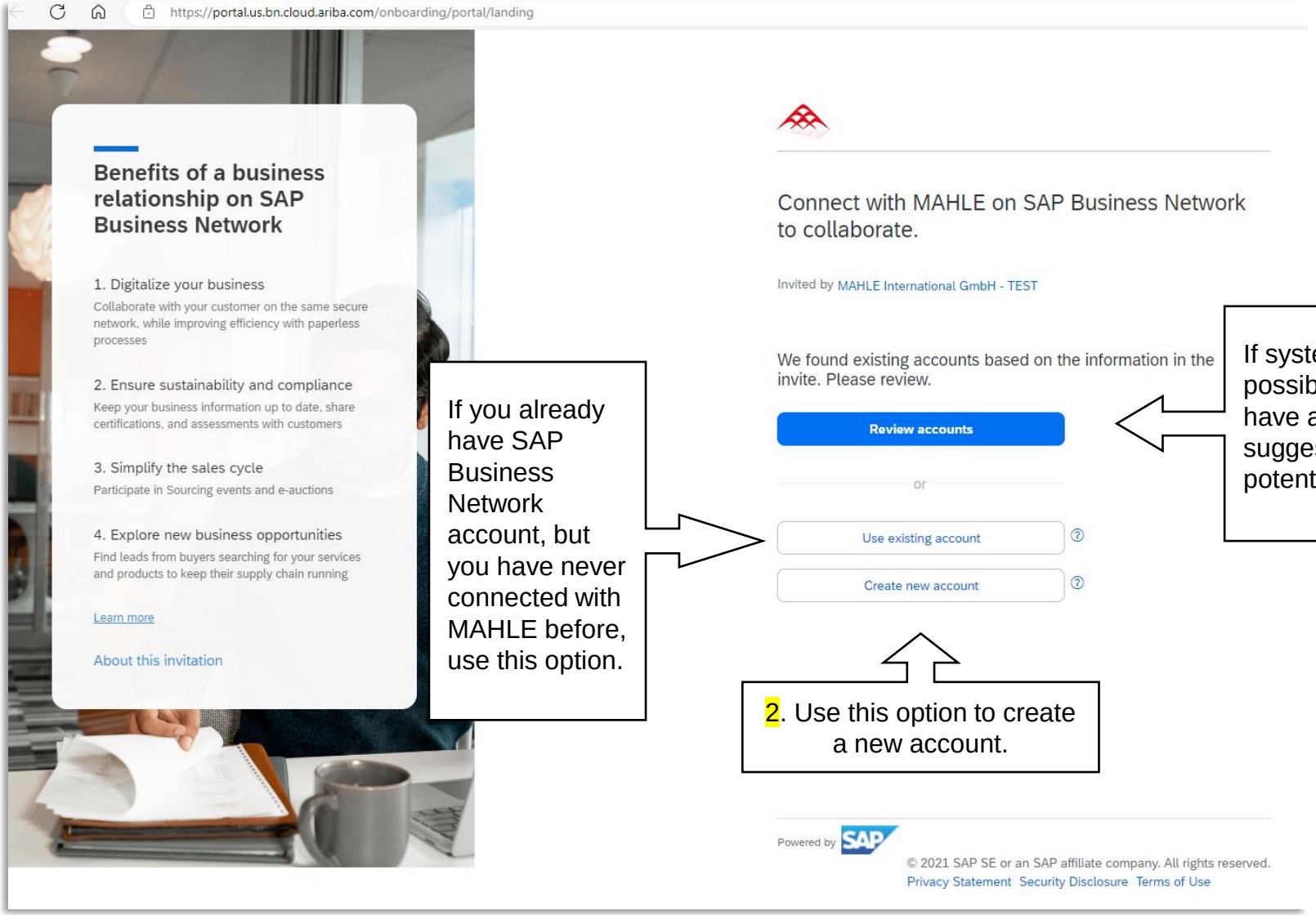
01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

Depending on your situation ARIBA will ask you to review accounts that might be already used in your organization, log in using existing account or create a new account.

In this Instruction you will see how to **create totally new account**.

! If your organization already has ARIBA account, it is recommended to only create additional User and assign it to existing ARIBA account. Otherwise you will create new account with unique AN ID number. Merging multiple accounts is not possible.



If you already have SAP Business Network account, but you have never connected with MAHLE before, use this option.

If system recognizes a possibility that you already have an account, it will suggest to review potential accounts.

2. Use this option to create a new account.

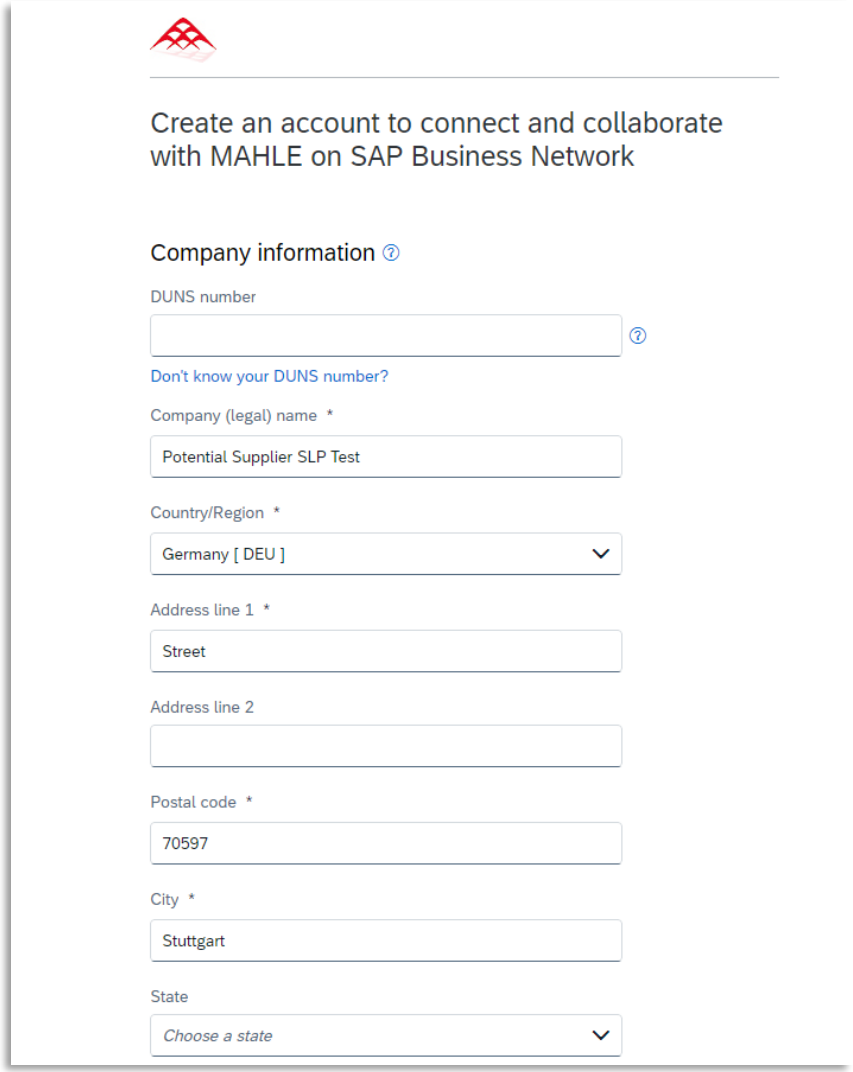
MAHLE internal (CL2)

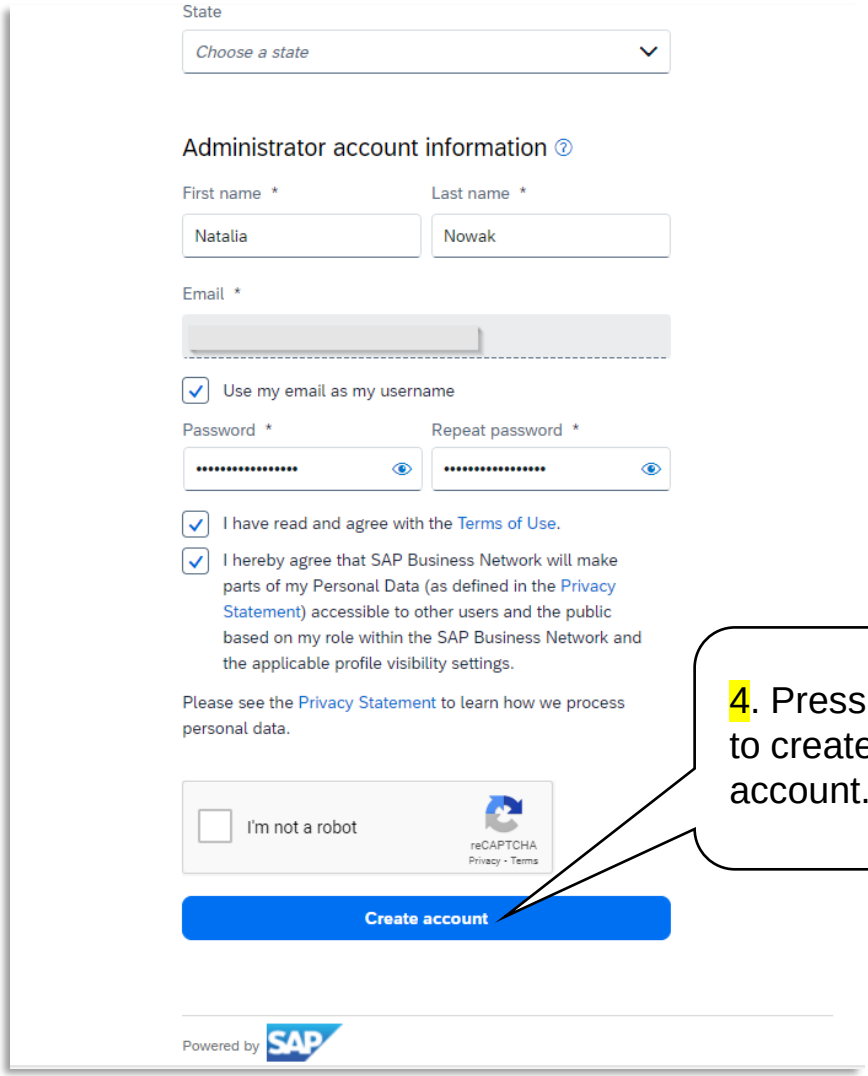
01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

Information about your organization are prefilled.

3.Please review and if needed correct them. Only information's marked with asterisk (*) are mandatory to filled in.





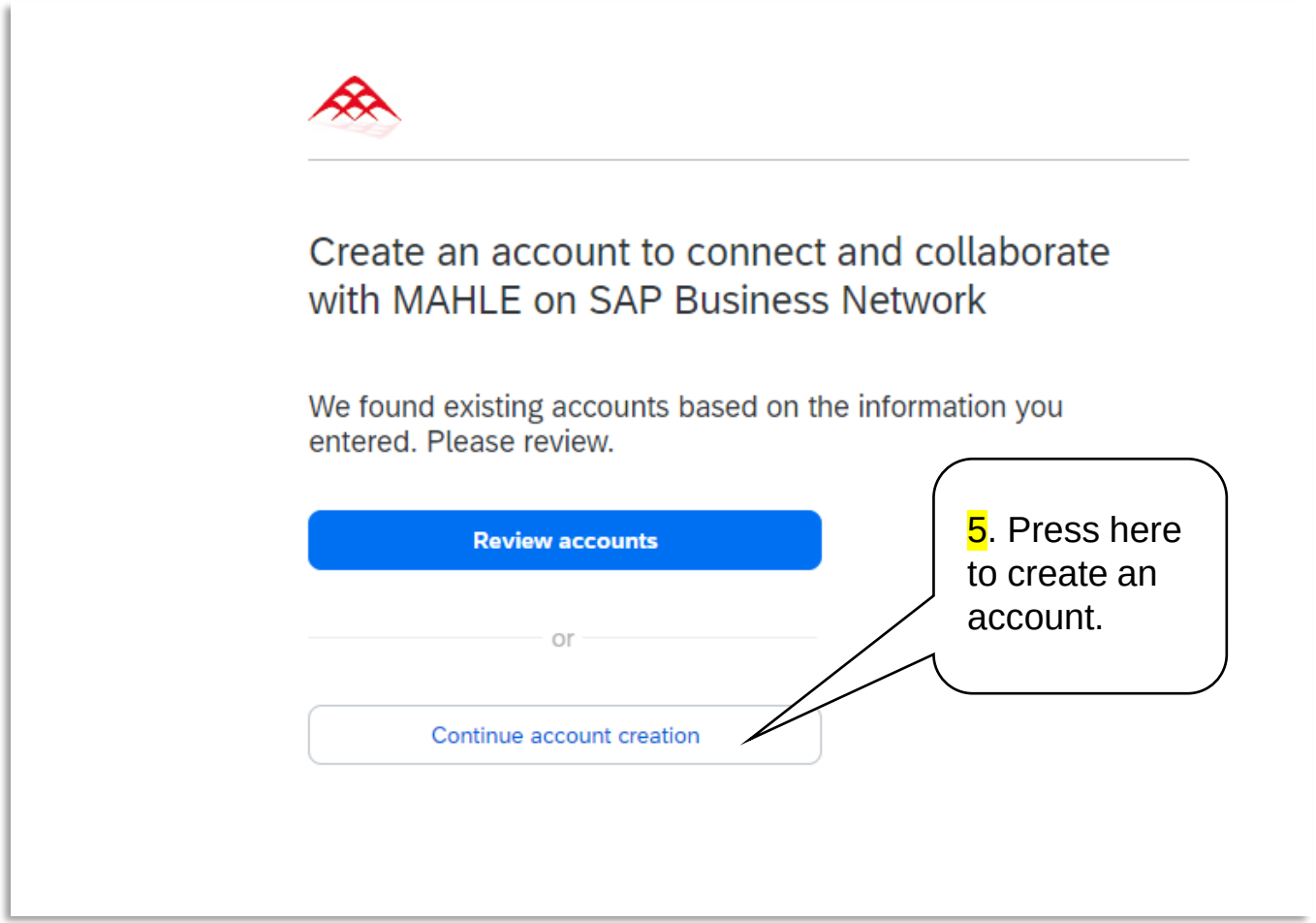
4. Press here to create an account.

MAHLE internal (CL2)

01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

System will ask you again to verify already existing accounts. If you are sure you want to create one. Click „Continue account creation”.



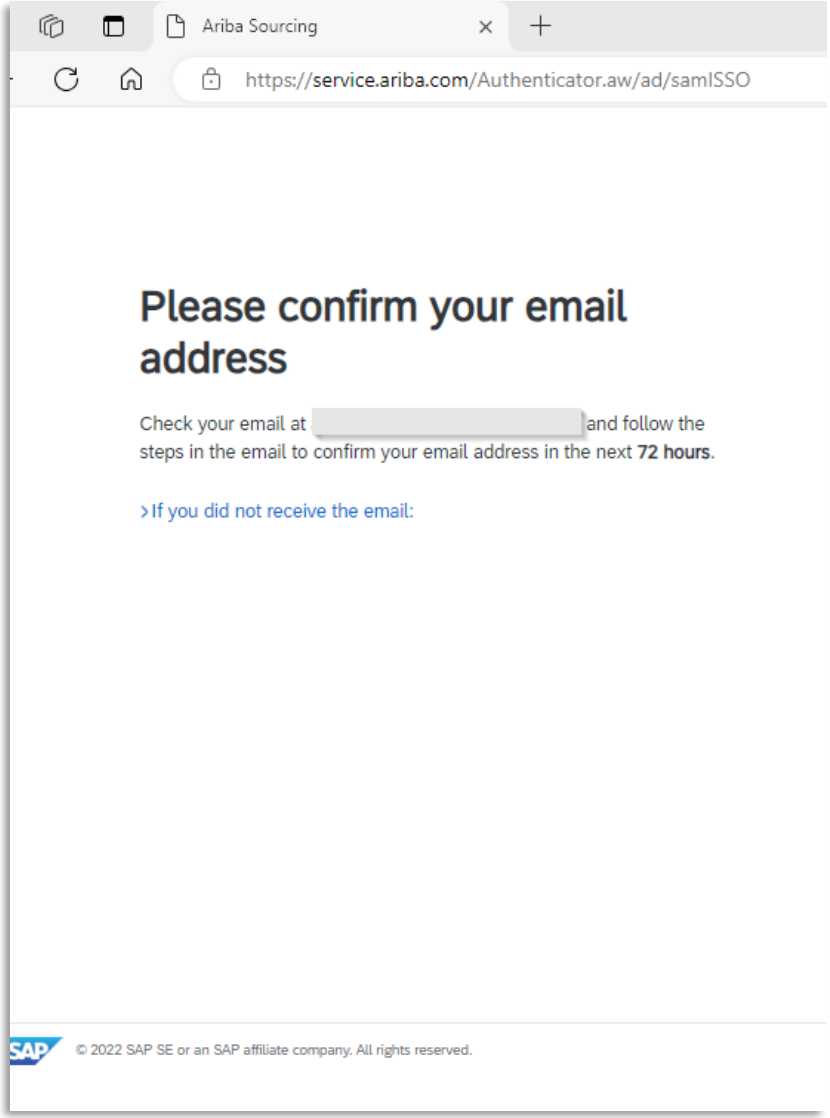
MAHLE internal (CL2)

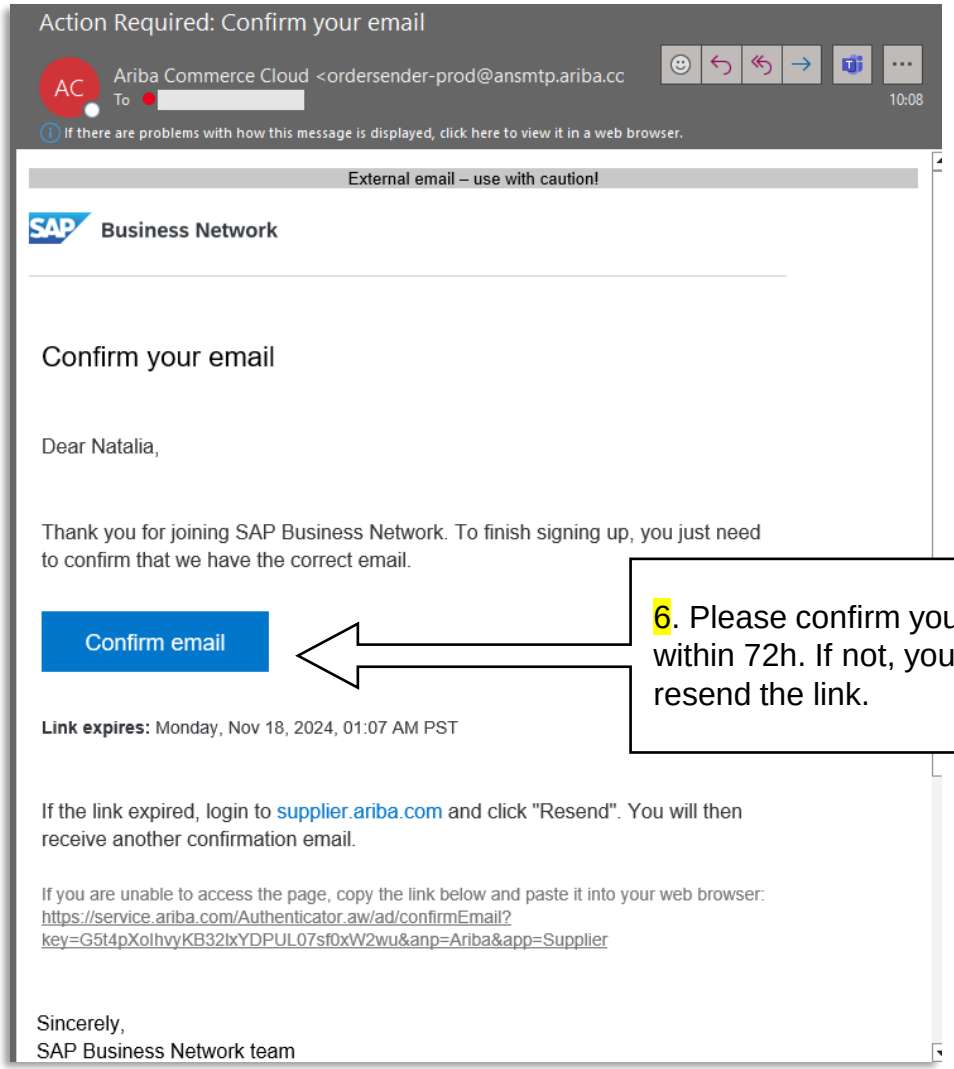
01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

SAP ARIBA has sent request to confirm your email address.

Please click on the link from the e-mail.





6. Please confirm your email within 72h. If not, you need to resend the link.

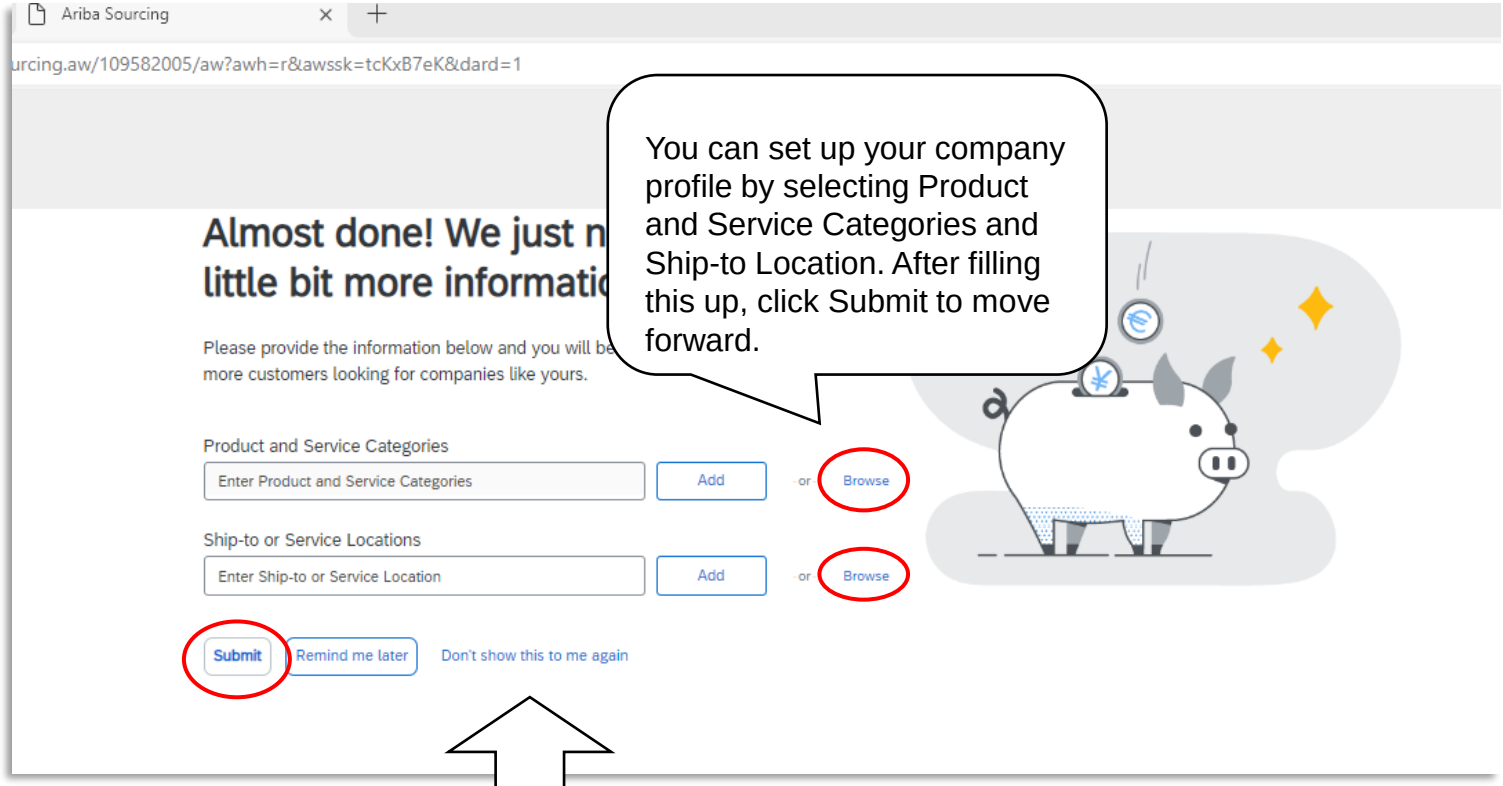
MAHLE internal (CL2)

01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

As a next step you might specify your business profile details. Based on that ARIBA can suggest you potential customers.

You can also skip that part.



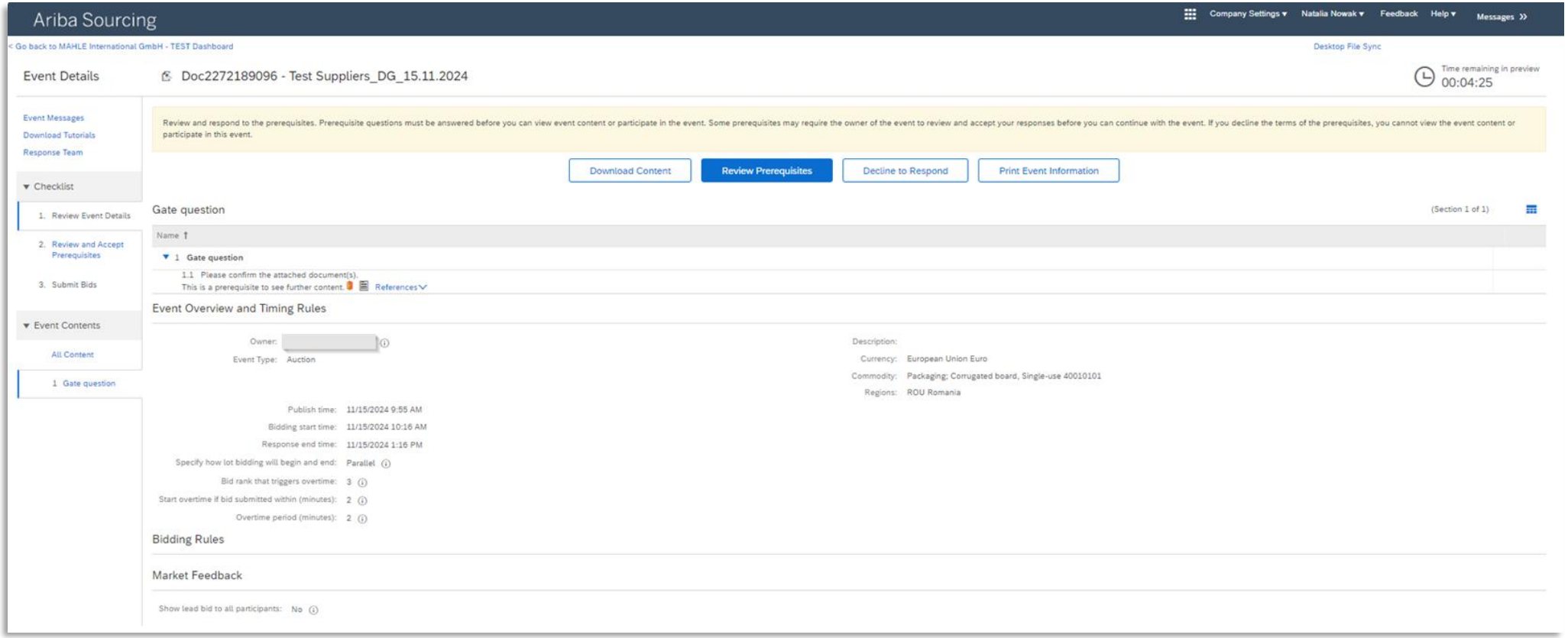
MAHLE internal (CL2)

01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

Account Creation process is now completed !

Please review the content and prerequisites of the eAuction. Detailed instruction how to submit your proposal can be found in training material „**eAuctions with Ariba - Guideline for Suppliers**”.

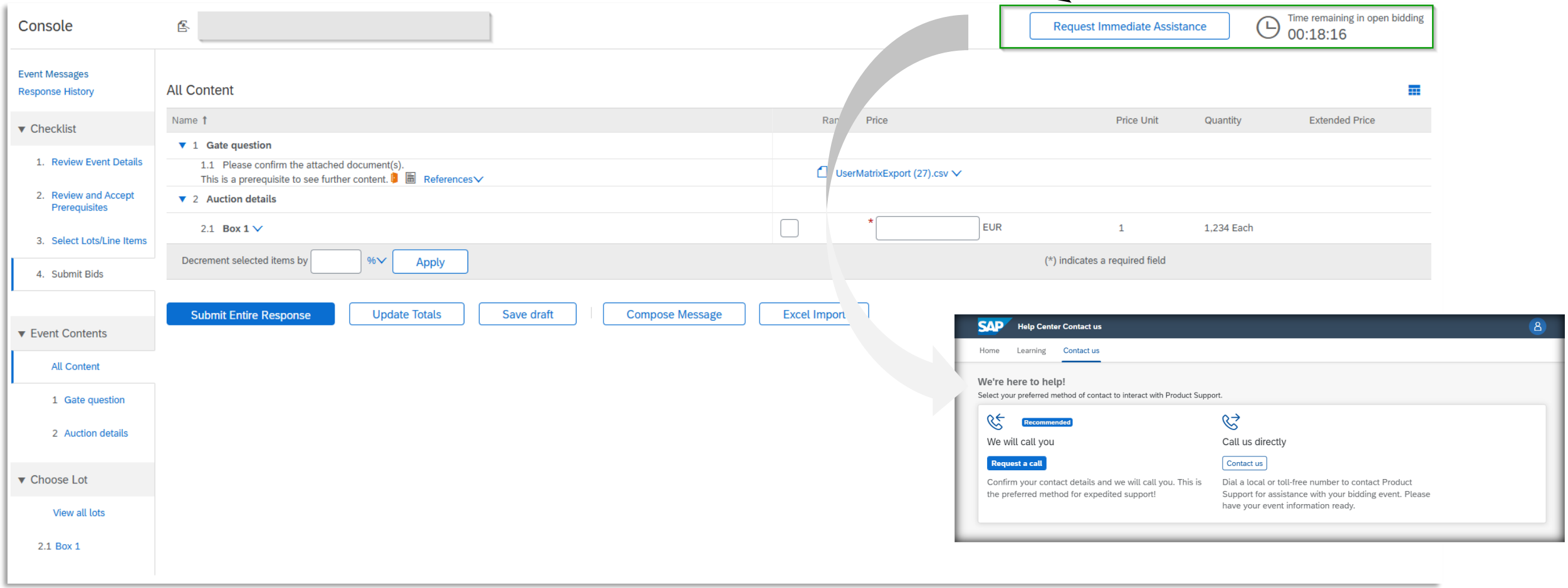


MAHLE internal (CL2)

01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

During the auction, Ariba also allows you to request immediate assistance. **Request Immediate Assistance** button will be visible if the bidding time is still open.



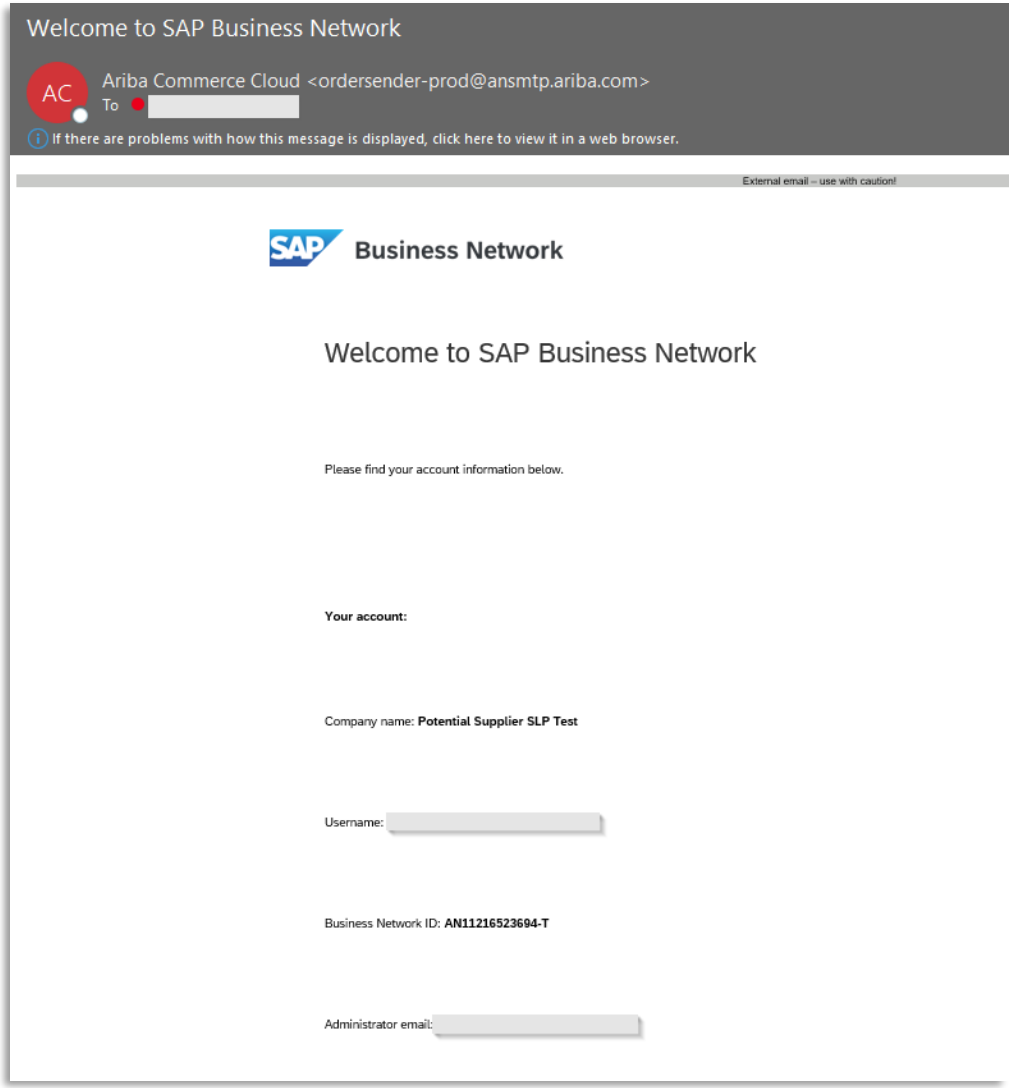
MAHLE internal (CL2)

01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

When you complete the account creation (registration) process, ARIBA will send you an email with summary regarding your credentials and your unique AN ID number.

Do not delete this email. You might find it useful in case you forget your Username.



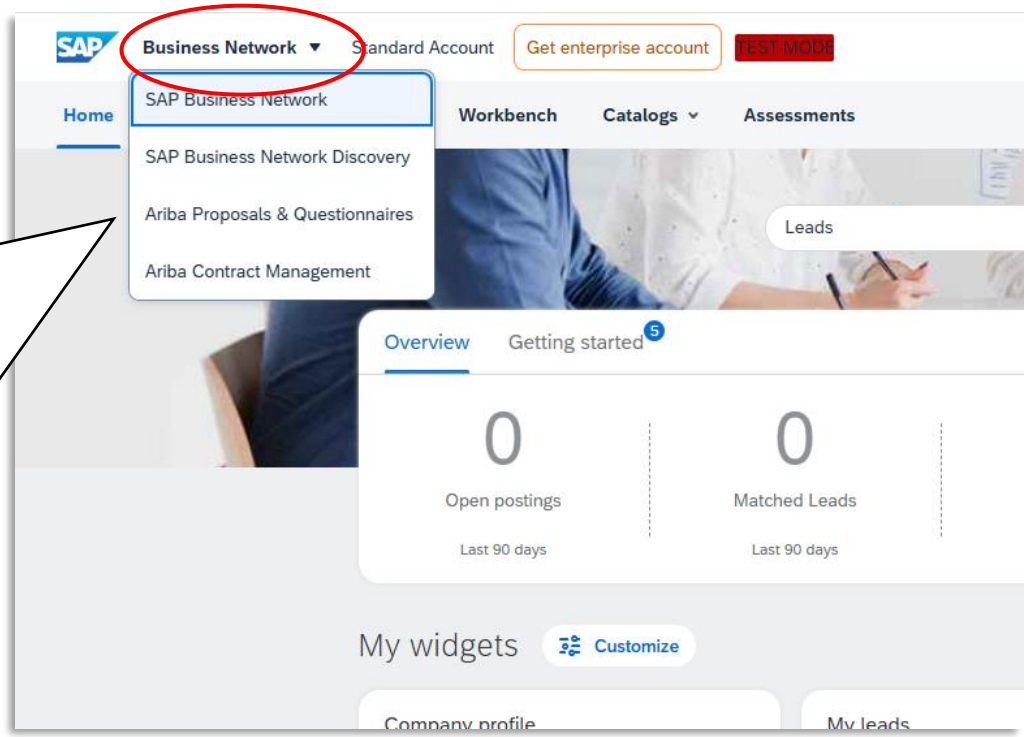
MAHLE internal (CL2)

01b Invitation for eAuction

Invitation for eAuction if Supplier is new to SAP Business Network.

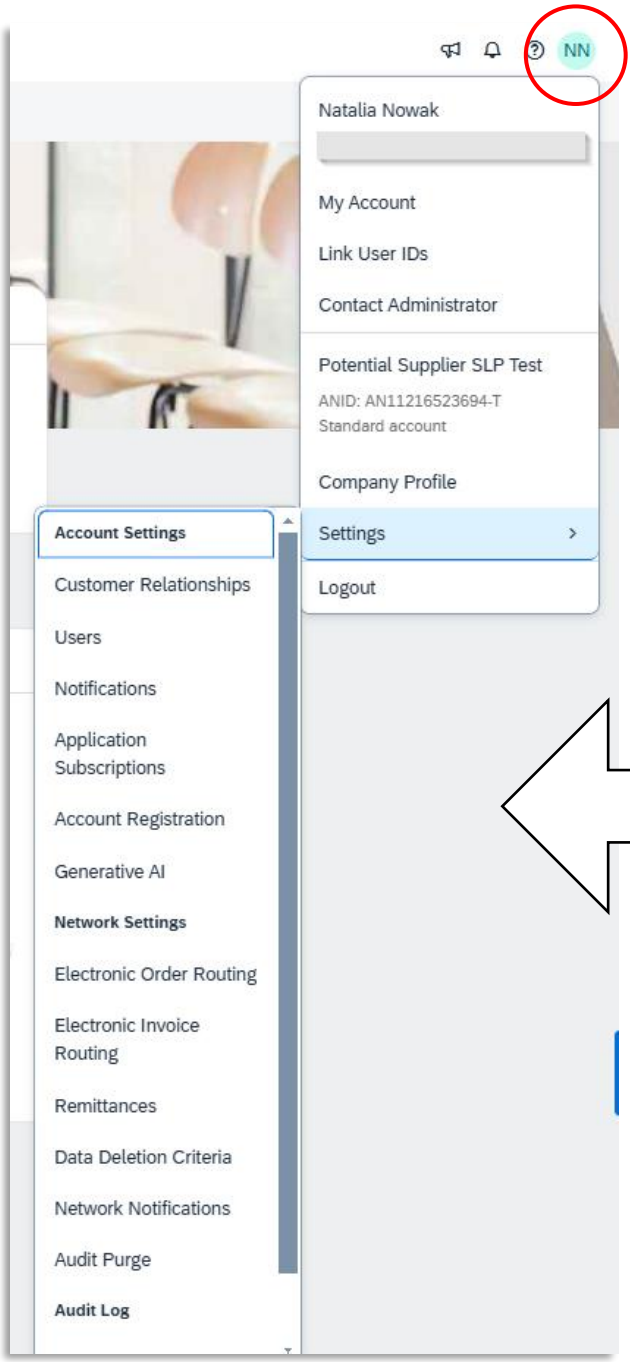
You can always log in into your account via page **supplier.ariba.com,** even when you are not invited to any event.

It is recommended to simply explore the page and also set up your preferences.



By opening the Business Network tab, you can move seamlessly between sectors.

In the **Ariba Proposals and Questionnaires** section you will find all the events to which you have been invited. Not only by MAHLE but also by other partners.



By clicking on your initials, you can set company profile, add new users, set up relationship preferences etc.

MAHLE internal (CL2)

02 Invitation to Registration – Supplier Lifecycle and Performance (SLP)

MAHLE group is using SAP Ariba Supplier Lifecycle and Performance (SLP) only for the registration and qualification of NPM suppliers.

The supplier qualification process with MAHLE is done in 2 steps:

1) Supplier Registration - where Registration Questionnaire needs to be answered
2) Supplier Qualification – where General Qualification Questionnaire, Specific Questionnaire/s (if applicable) and Certificate Questionnaire needs to be answered

What is SAP Ariba?
SAP Ariba is a cloud-based innovative solution that allows suppliers and buyers to connect and do business on a single platform. It improves over all vendor management system of an organization by providing less costly ways of procurement and making business simple. Ariba acts as supply chain, procurement service to do business globally. SAP Ariba digitally transforms supply chain, procurement and contract management process.

More information can be found here:

SAP Ariba Supplier Lifecycle and Performance | Supplier Management

MAHLE internal (CL2)

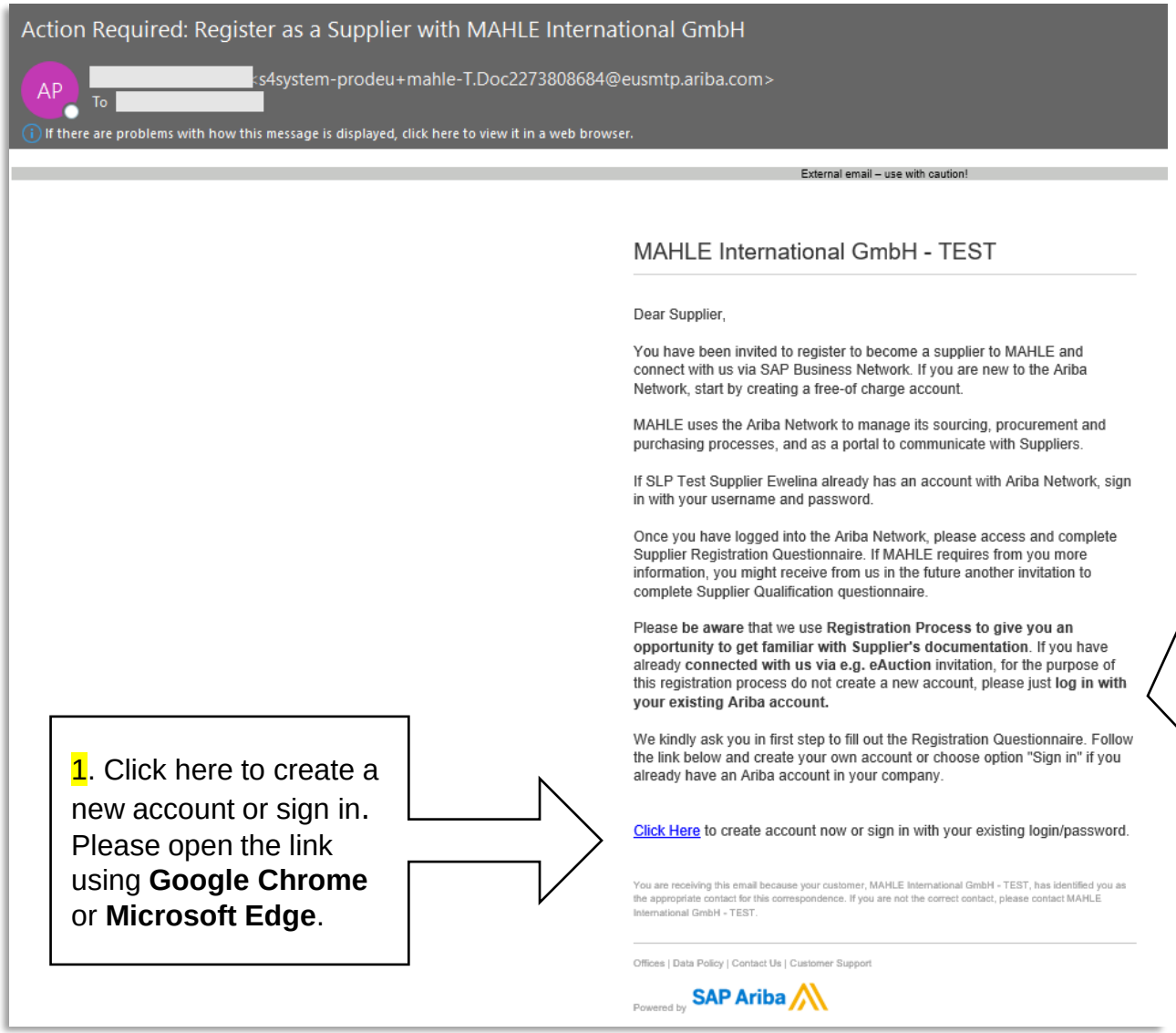
02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

As soon as MAHLE initiate the process of Supplier Registration you will receive an email with invitation to Create a new account or sign in with existing credentials.

Standard account is free of charge.

Please get familiar with the invitation and Click Here to start the process.



1. Click here to create a new account or sign in. Please open the link using **Google Chrome** or **Microsoft Edge**.

Please be aware that in the Registration process we kindly ask you to get familiar with supplier's documentation and provide basic information about your company. The name „Registration" might be misleading.
Registration process can be completed even when you already have SAP Business Account.
Just simply log in using your existing credentials and connect with us using your existing ARIBA.

MAHLE internal (CL2)

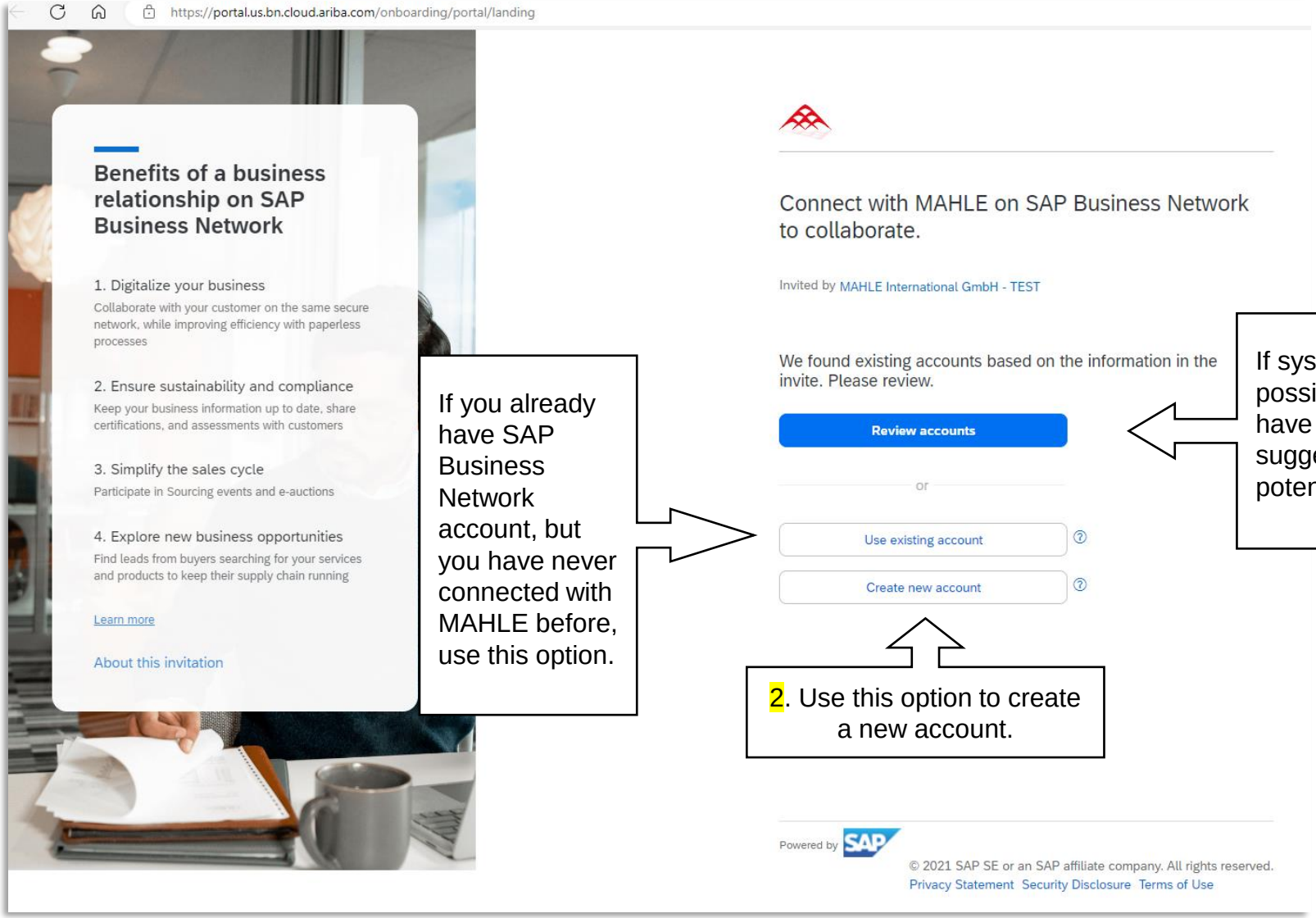
02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

Depending on your situation ARIBA will ask you to review accounts that might be already used in your organization, log in using existing account or create a new account.

In this Instruction you will see how to **create new account**.

! If your organization already have ARIBA account, it is recommended to only create additional User and assign it to existing ARIBA account. Otherwise you will create new account with unique AN ID number. Merging multiple accounts is not possible.



If you already have SAP Business Network account, but you have never connected with MAHLE before, use this option.

If system recognize a possibility that you already have an account, it will suggest to review potential accounts.

2. Use this option to create a new account.

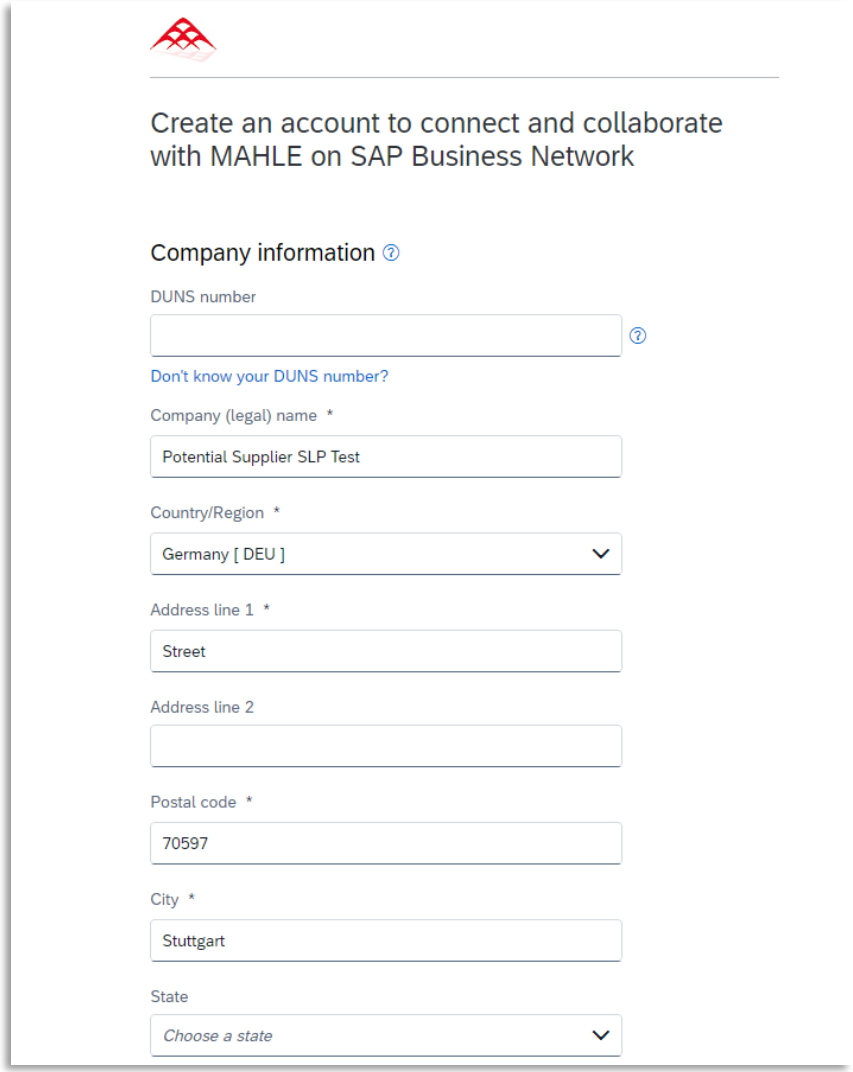
MAHLE internal (CL2)

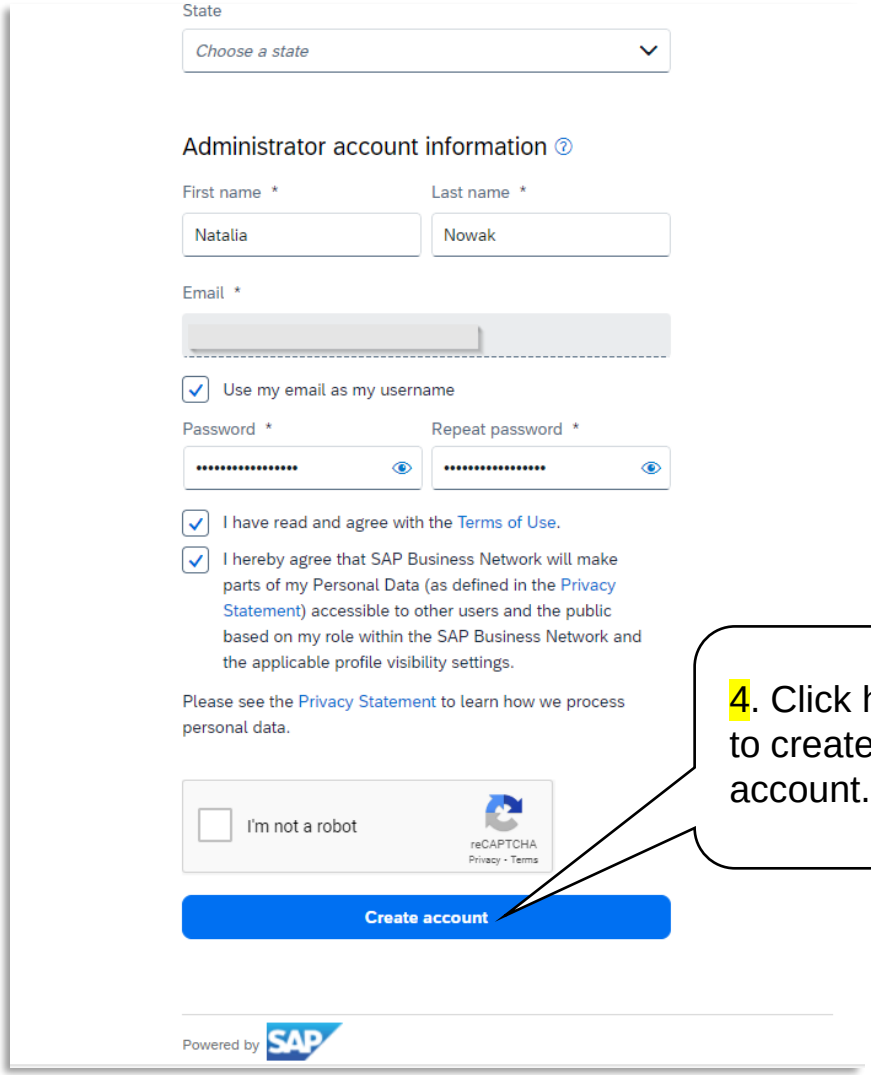
02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

Information about your organization are prefilled.

3.Please review and if needed correct them. Only information's marked with asterisk (*) are mandatory to filled in.





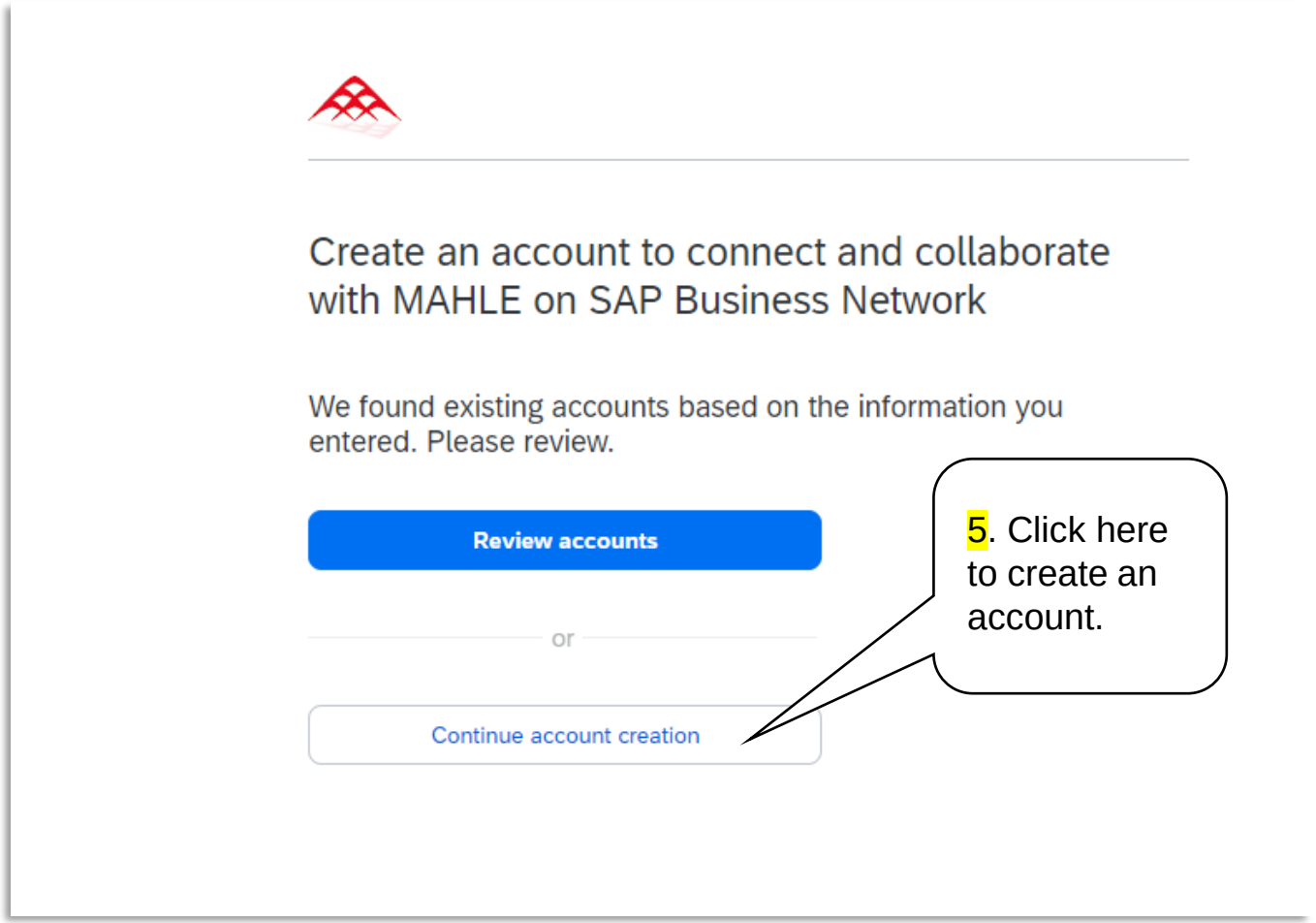
4. Click here to create an account.

MAHLE internal (CL2)

02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

System will again ask you to verify already existing accounts. If you are sure you want to create one. Click „Continue account creation".



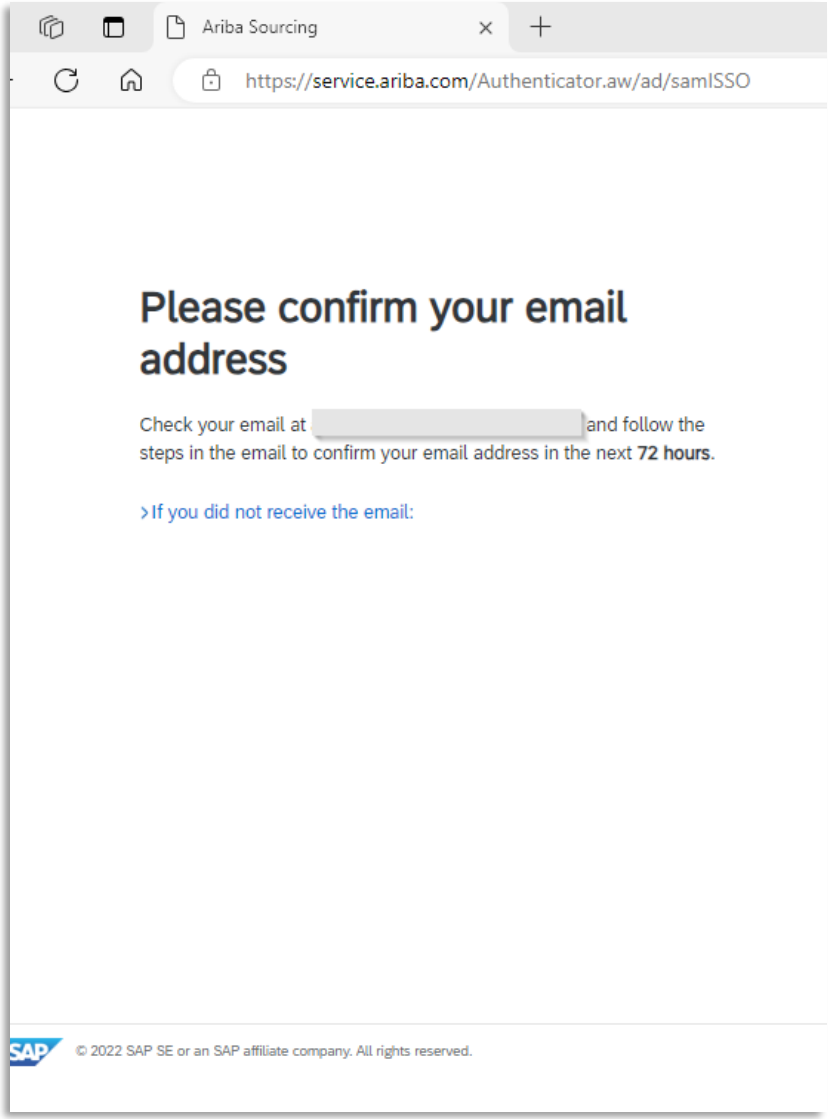
MAHLE internal (CL2)

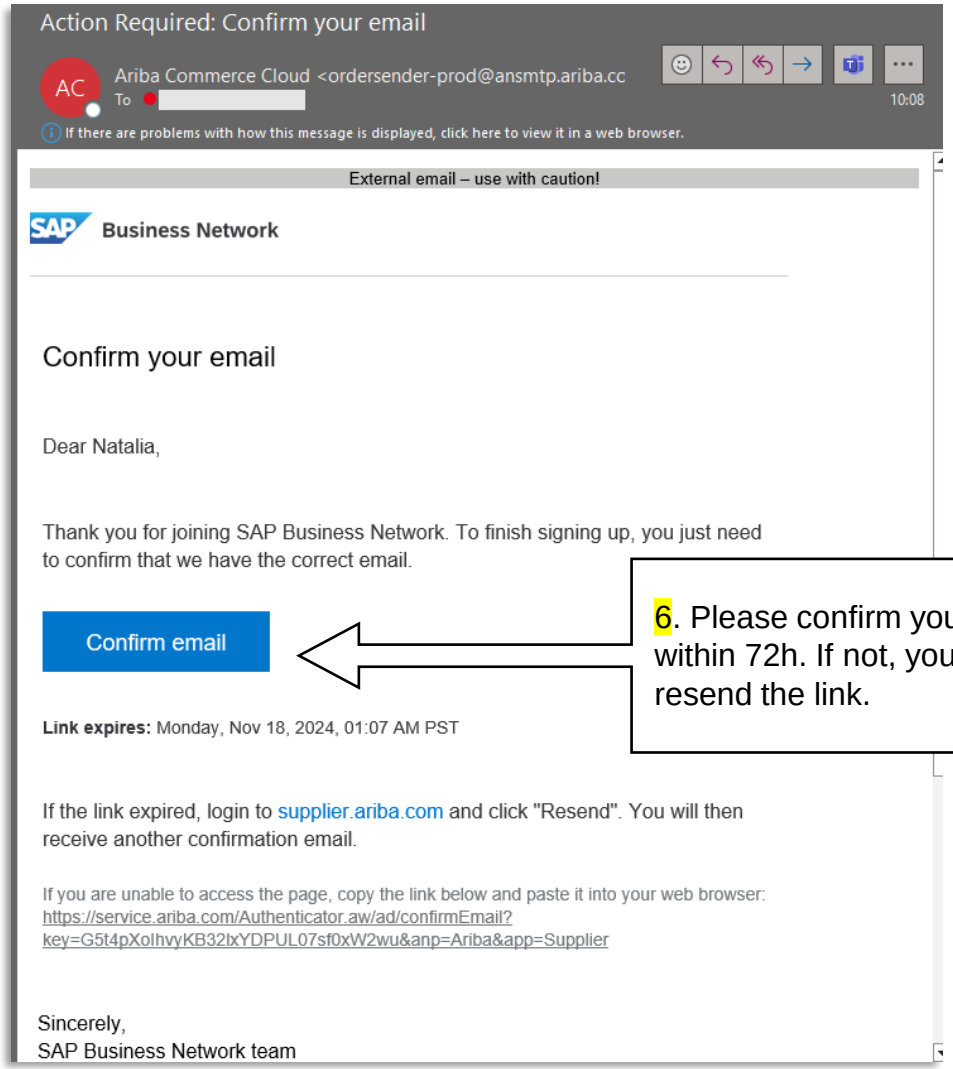
02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

SAP ARIBA has sent request to confirm your email address.

Please click on the link from the e-mail.





6. Please confirm your email within 72h. If not, you need to resend the link.

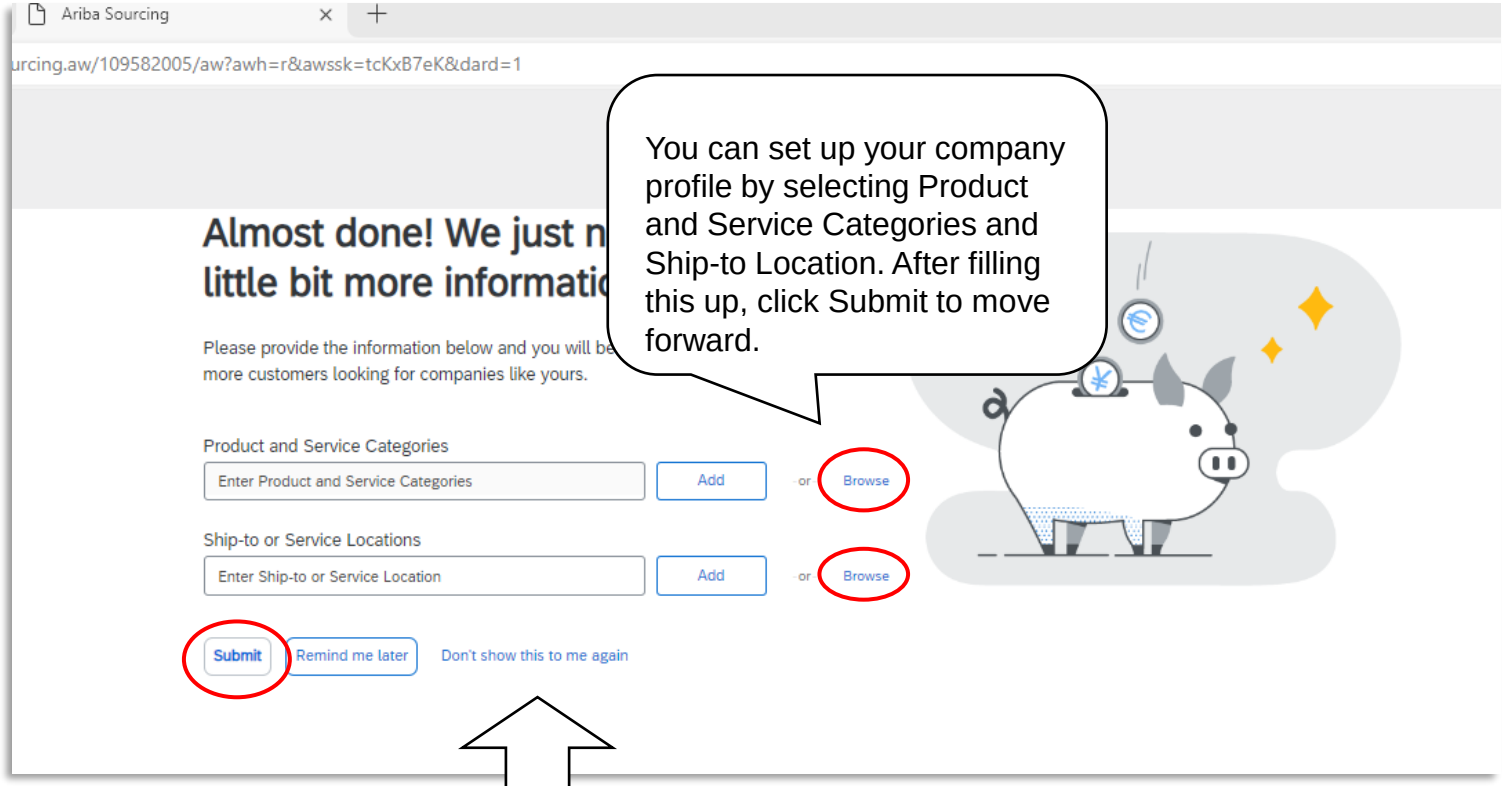
MAHLE internal (CL2)

02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

As a next step you might specify your business profile details. Based on that ARIBA cant suggest you potential customers.

You can also skip that part.



MAHLE internal (CL2)

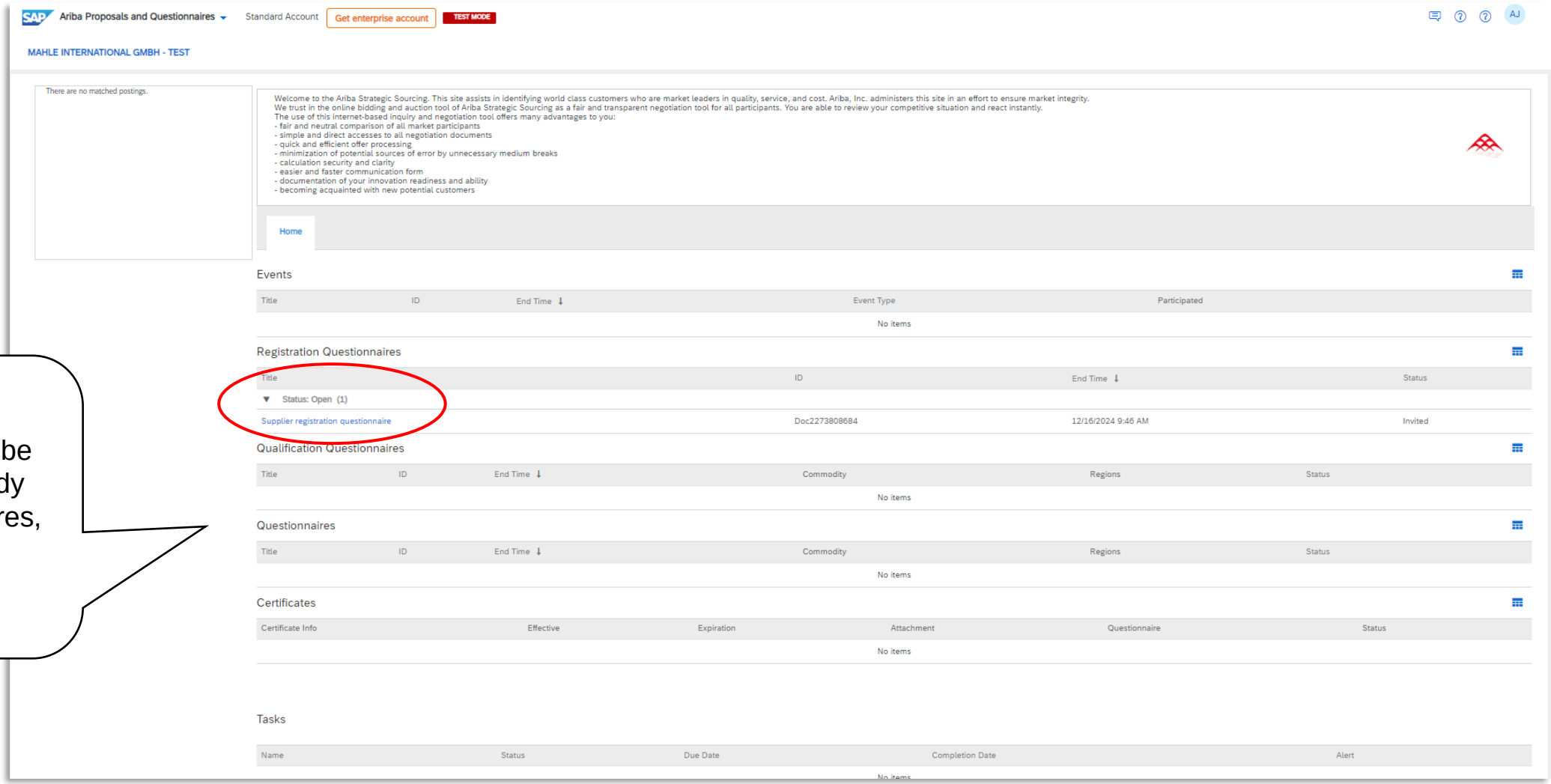
02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

Account Creation Process is now completed !

You can now submit Registration Questionnaire.

As our cooperation develops, you will also be able to view your already completed questionnaires, certificates, tasks and qualifications.



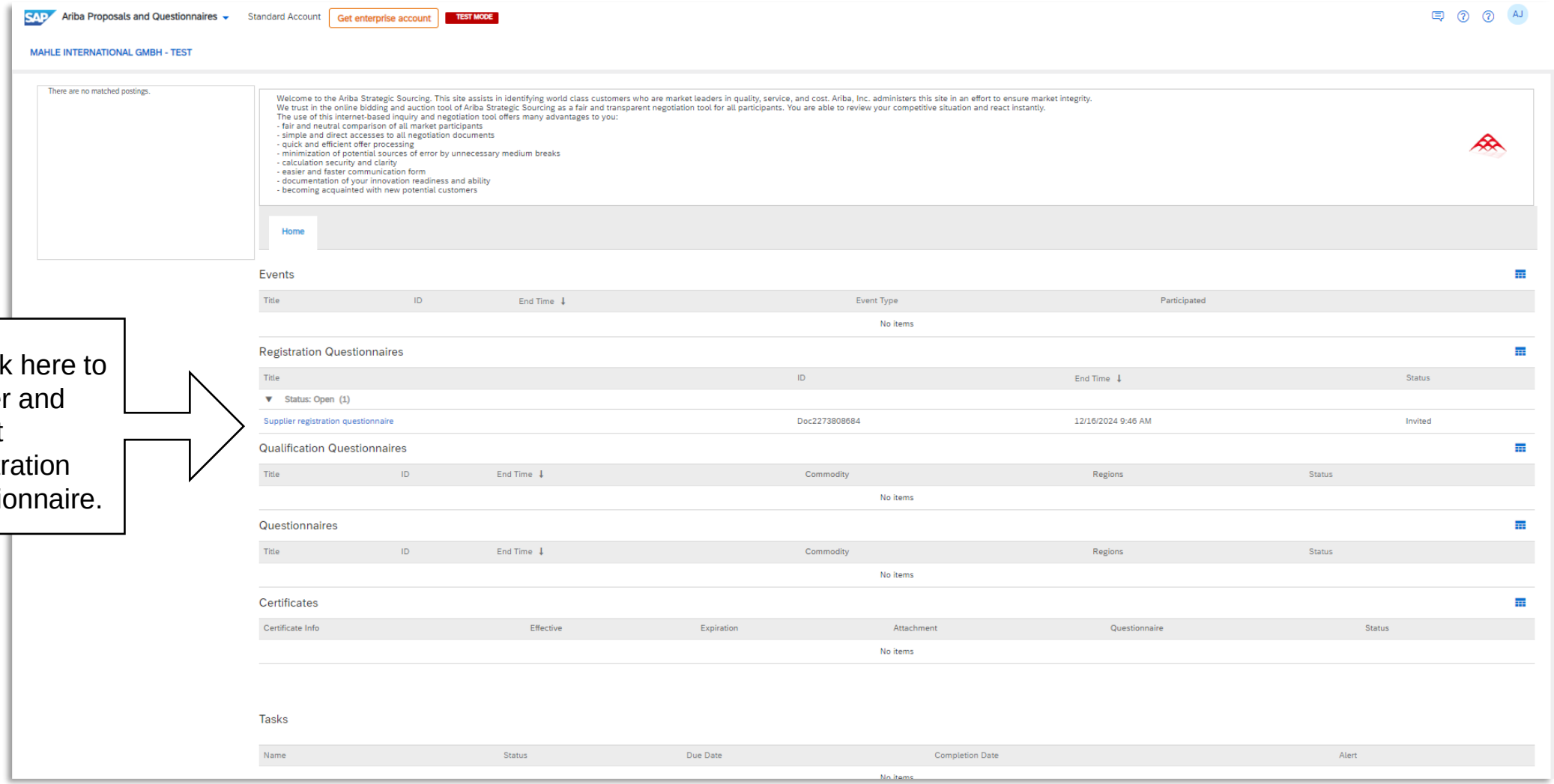
MAHLE internal (CL2)

02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

In next steps you will see how to complete Registration process.

8. Click here to answer and submit Registration Questionnaire.

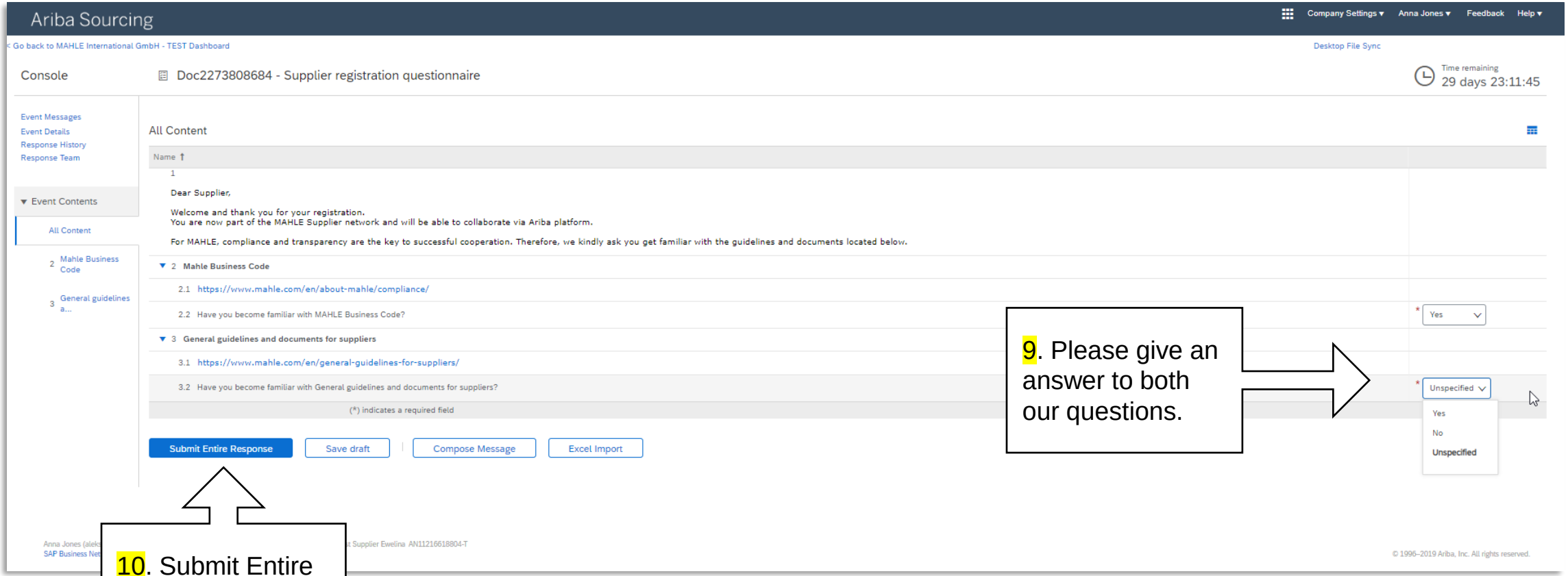


MAHLE internal (CL2)

02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

In our Registration Questionnaire we would like to welcome you and kindly ask you to get familiar with the Supplier Documentation, that can be also found in our official webpage. As soon as you complete those steps, Registration process is completed!

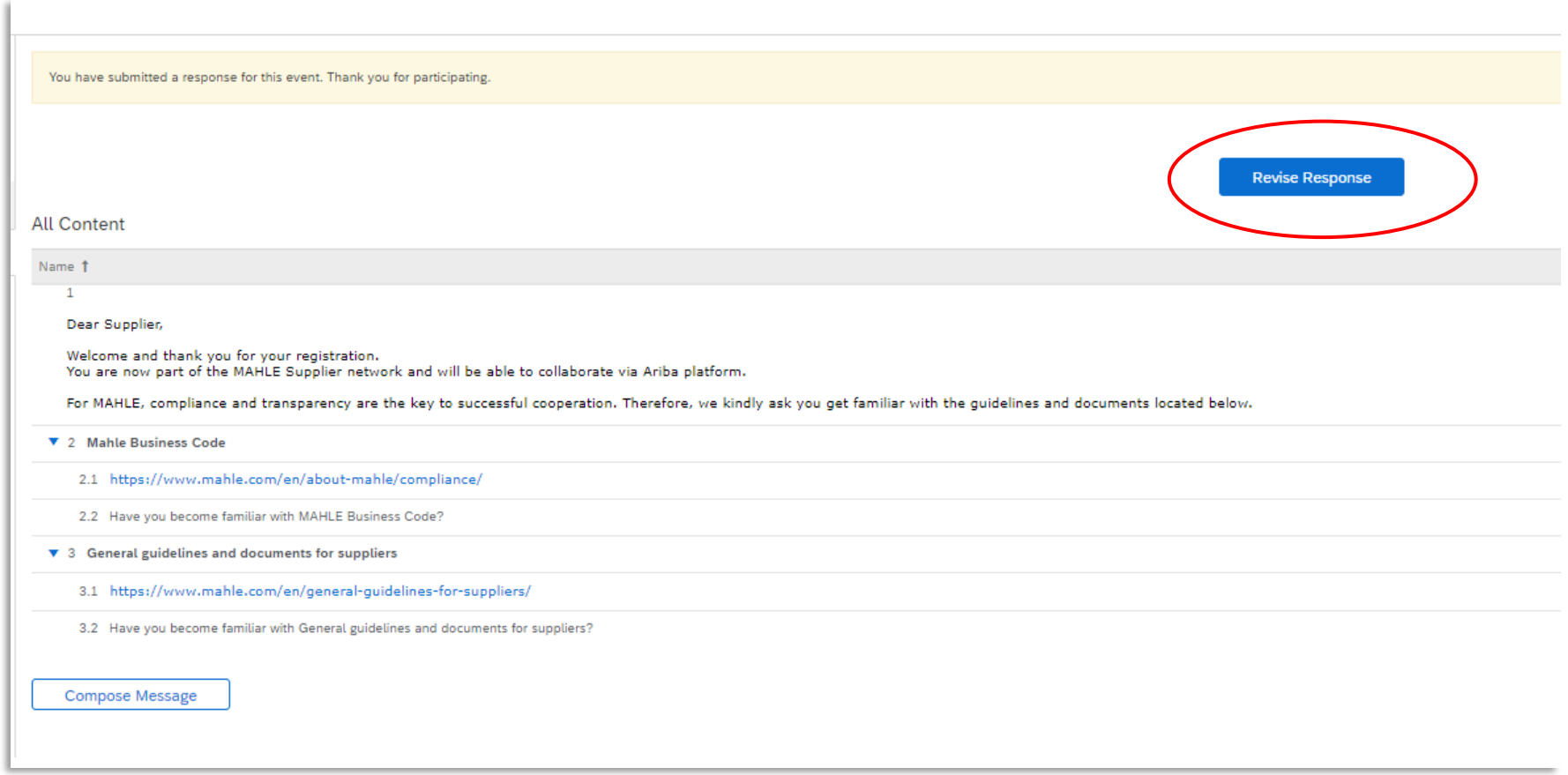


MAHLE internal (CL2)

02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

If you would like to change your answers, you can do it within limit of the time by clicking on Revise Response button.



MAHLE internal (CL2)

02a Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – new account creation.

When you complete the Account Creation process, ARIBA will send you an email with summary regarding your credentials and your unique AN ID number.

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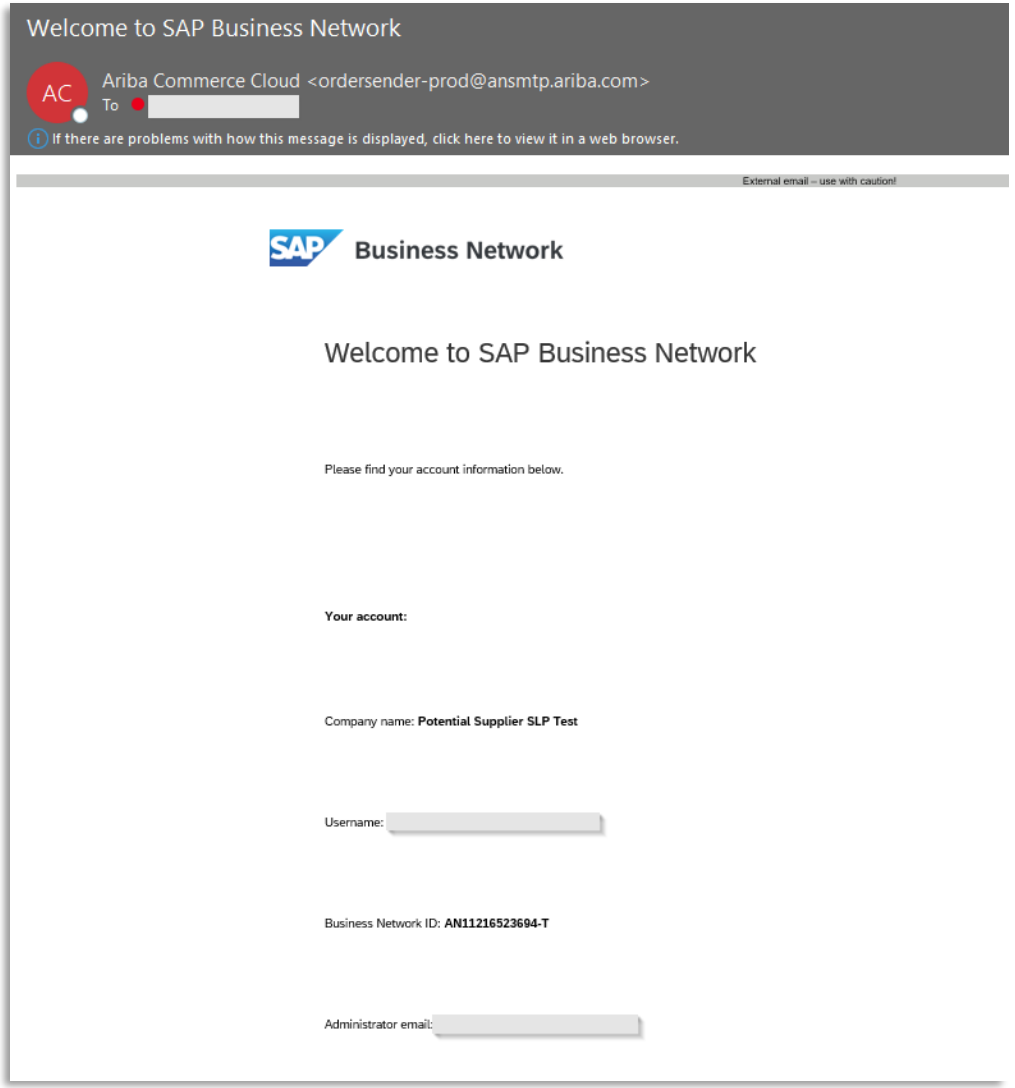

Welcome to SAP Business Network

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

To

If there are problems with how this message is displayed, click here to view it in a web browser.

External email – use with caution!

SAP Business Network

Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name: **Potential Supplier SLP Test**

Username:

Business Network ID: **AN11216523694-T**

Administrator email:

MAHLE internal (CL2)

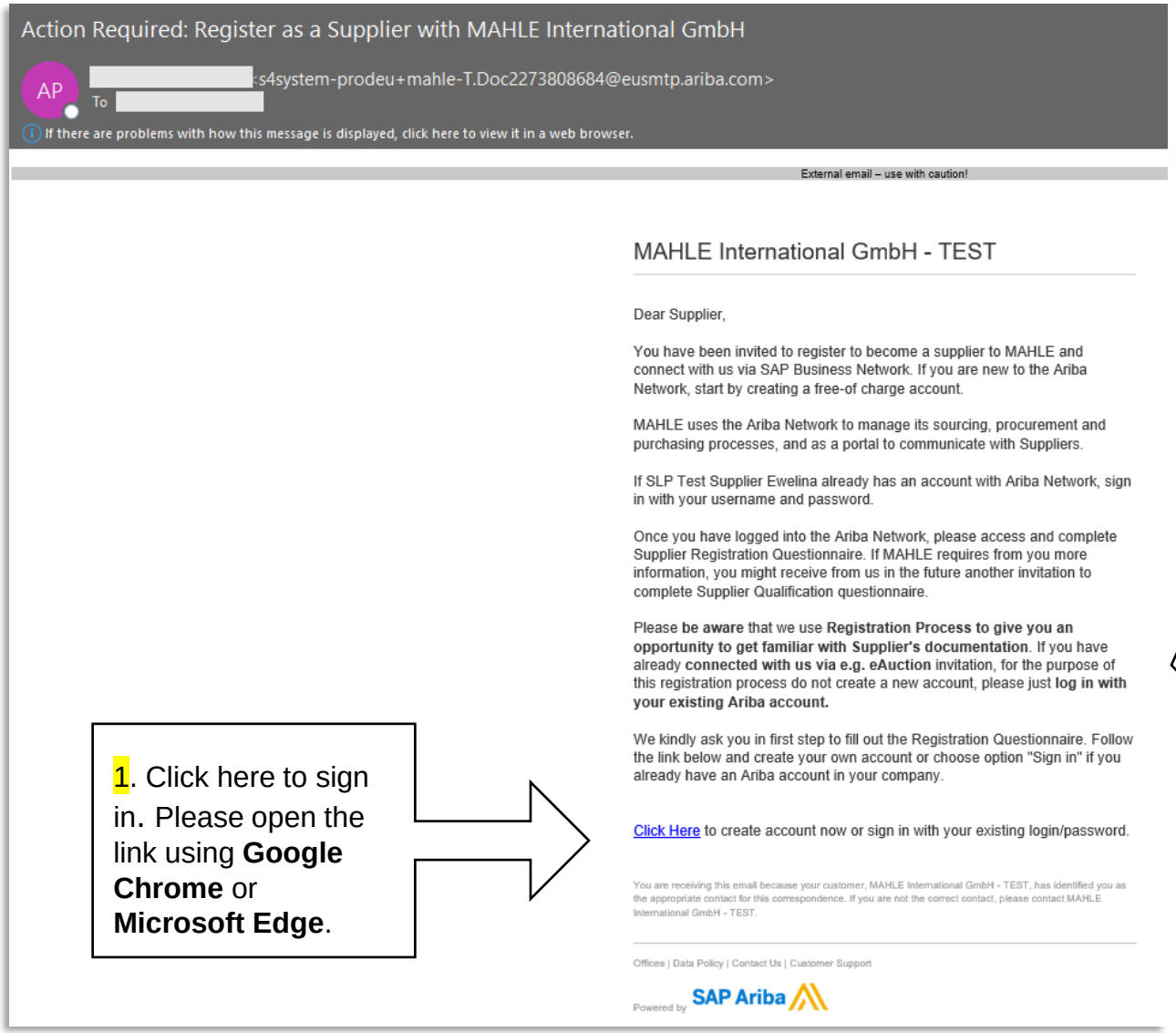
02b Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – signing in to existing account.

As soon as MAHLE initiate the process of Supplier Registration you will receive an email with invitation to Create a new account or sign in with existing credentials.

Standard account is free of charge.

Please get familiar with the invitation and Click Here to start the process.



1. Click here to sign in. Please open the link using **Google Chrome** or **Microsoft Edge**.

Please be aware that in the Registration process we kindly ask you to get familiar with supplier's documentation and provide basic information about your company. The name „Registration" might be misleading. **Registration process can be completed even when you already have SAP Business Account**. Just simply log in using your existing credentials and connect with us using your existing ARIBA.

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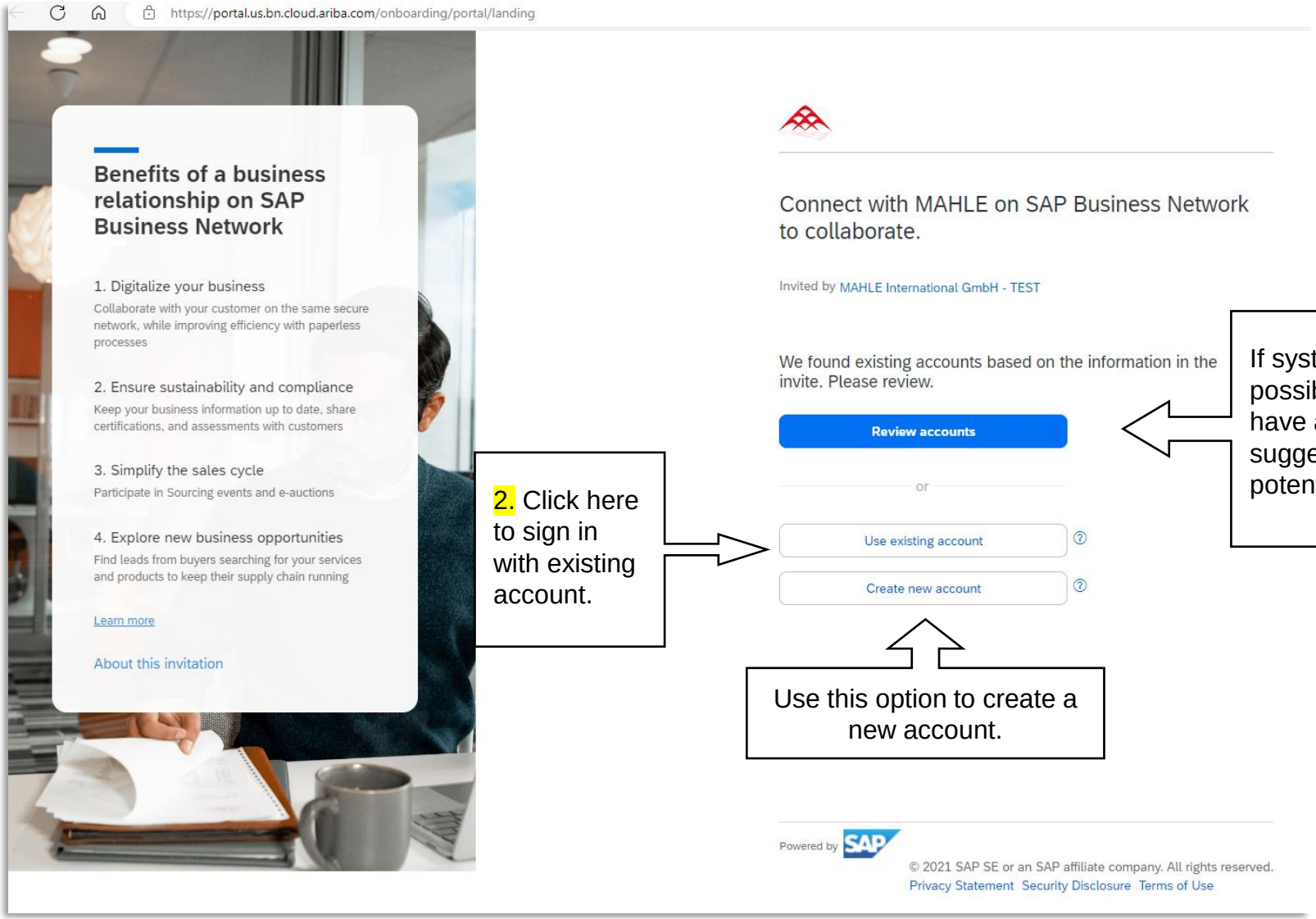
02b Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – signing in to existing account.

Depending on your situation ARIBA will ask you to review accounts that might be already used in your organization, log in using existing account or create a new account.

In this Instruction you will see how to **sign in to existing account**.

! If your organization already have ARIBA account, it is recommended to only create additional User and assign it to existing ARIBA account. Otherwise you will create new account with unique AN ID number. Merging multiple accounts is not possible.



2. Click here to sign in with existing account.

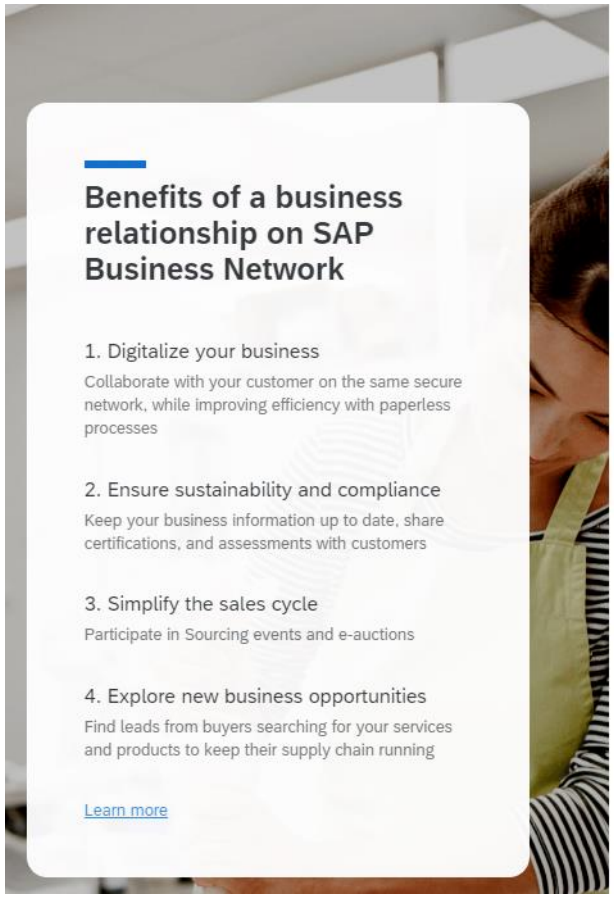
If system recognize a possibility that you already have an account, it will suggest to review potential accounts.

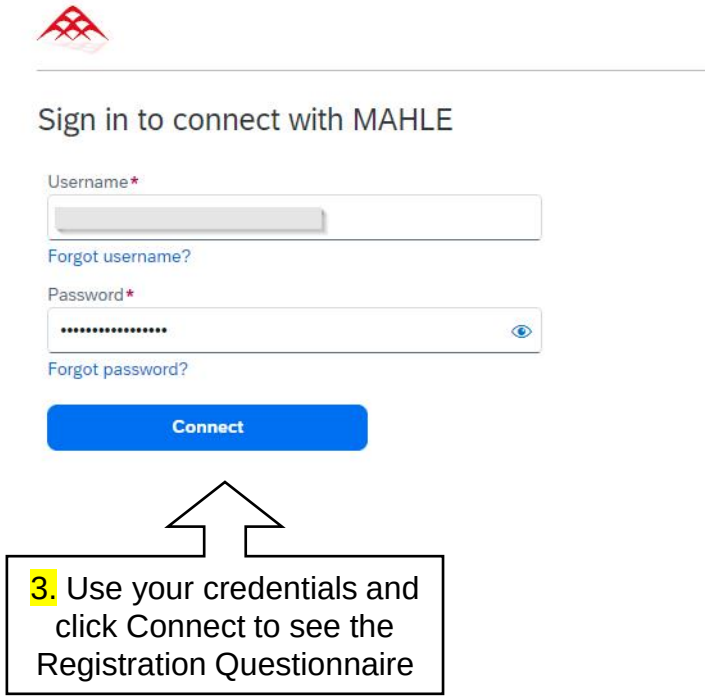
Use this option to create a new account.

MAHLE internal (CL2)

02b Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – signing in to existing account.





3. Use your credentials and click Connect to see the Registration Questionnaire

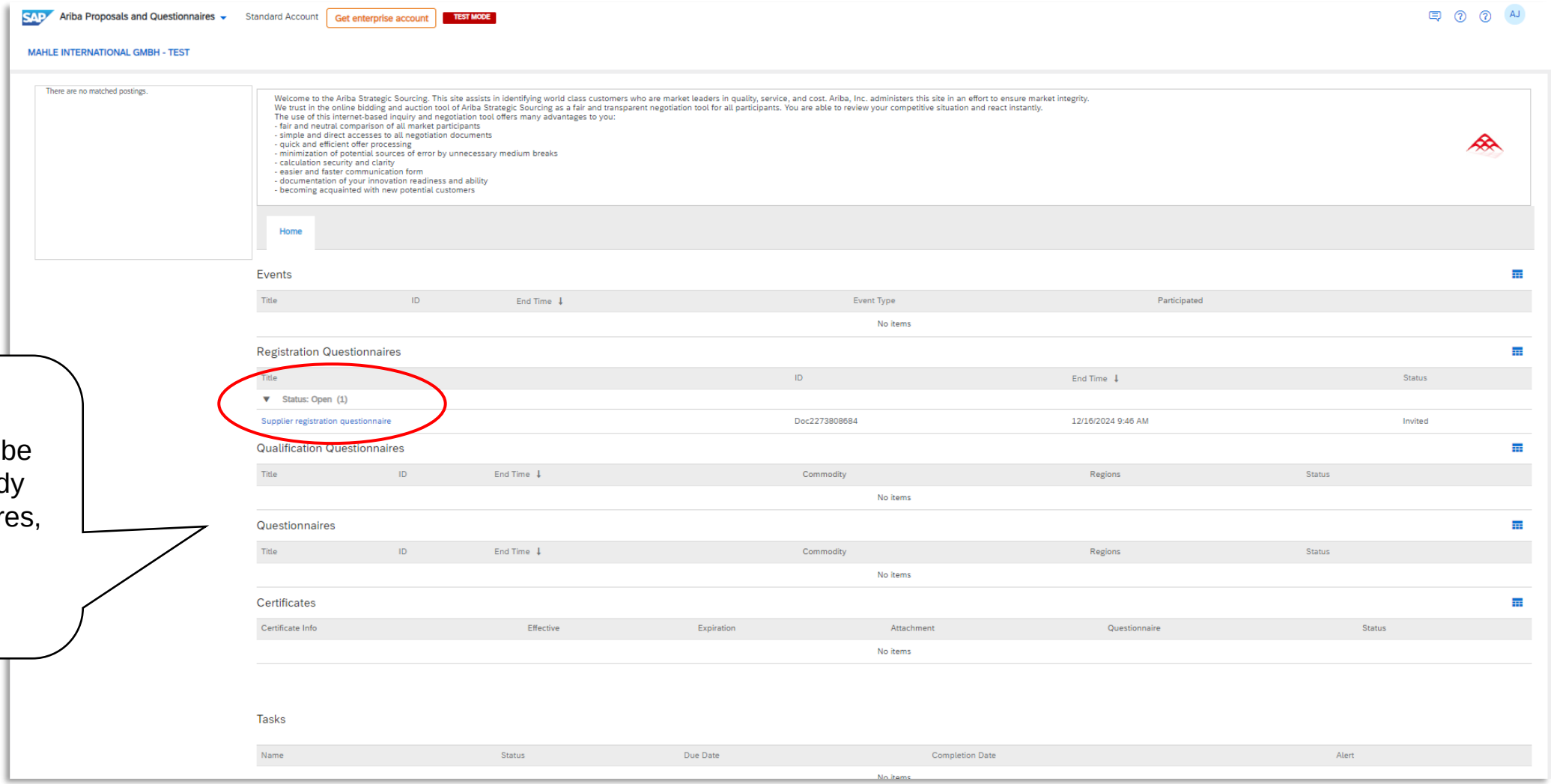
MAHLE internal (CL2)

02b Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – signing in to existing account.

You can now submit Registration Questionnaire.

As our cooperation develops, you will also be able to view your already completed questionnaires, certificates, tasks and qualifications.



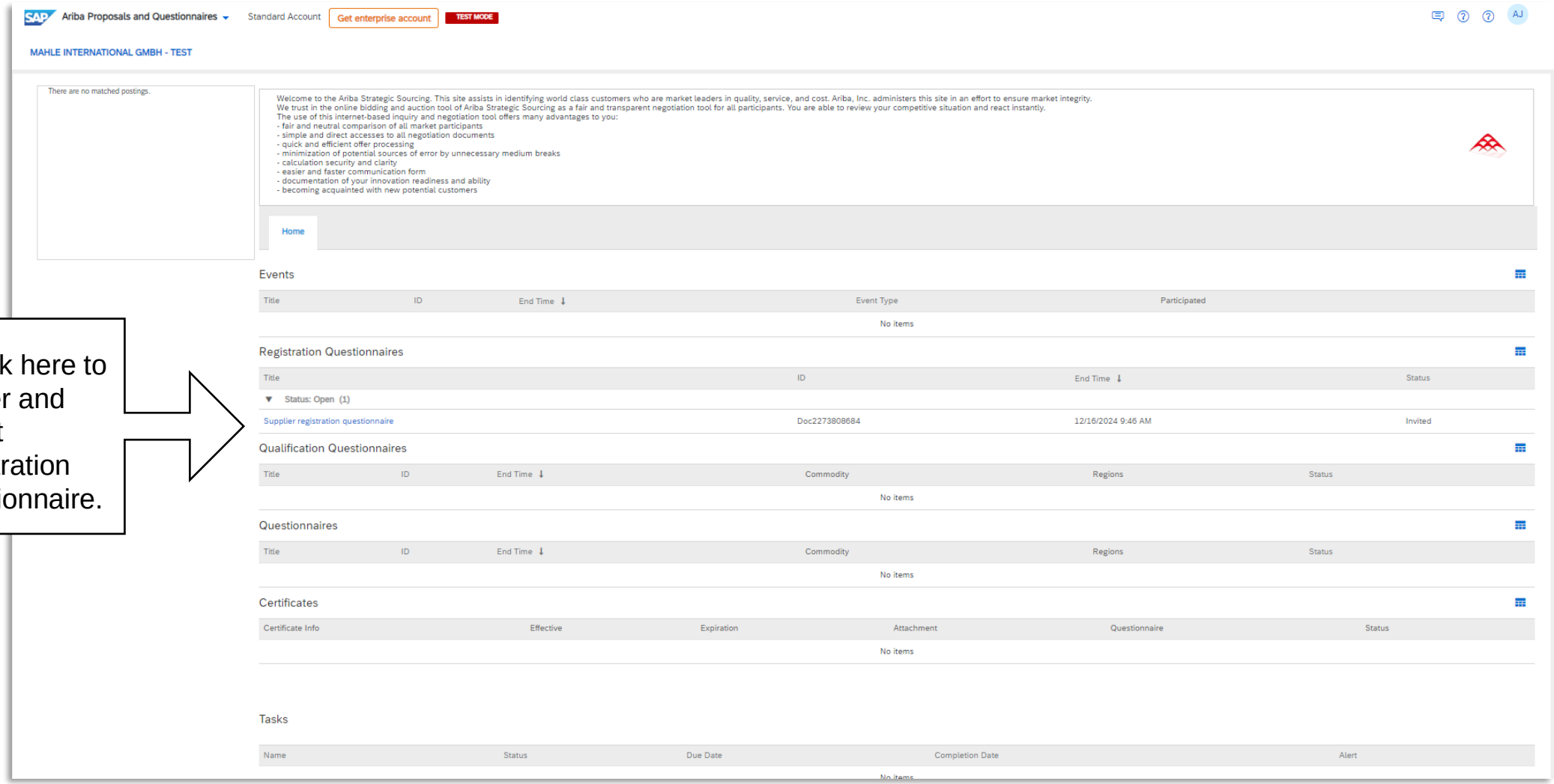
MAHLE internal (CL2)

02b Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – signing in to existing account.

You can now submit Registration Questionnaire.

4. Click here to answer and submit Registration Questionnaire.

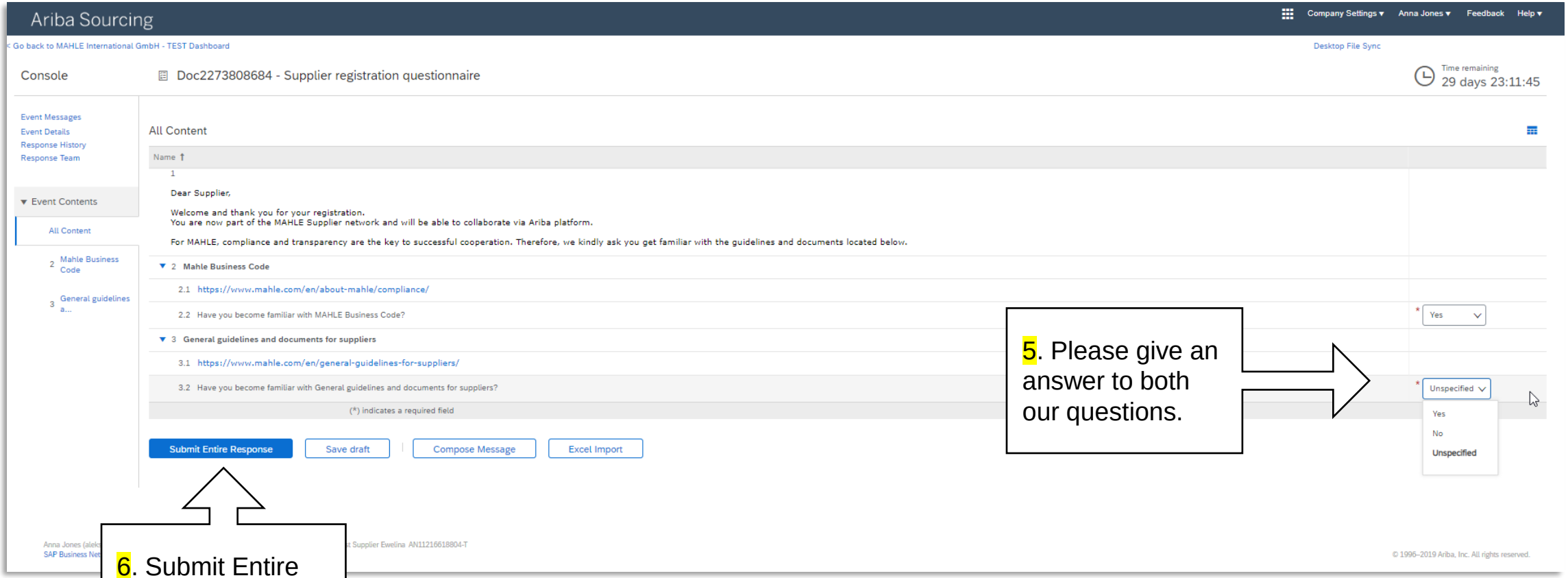


MAHLE internal (CL2)

02b Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – signing in to existing account.

In our Registration Questionnaire we would like to welcome you and kindly ask you to get familiar with the Supplier Documentation, that can be also found in our official webpage. As soon as you complete those steps, Registration process is completed!

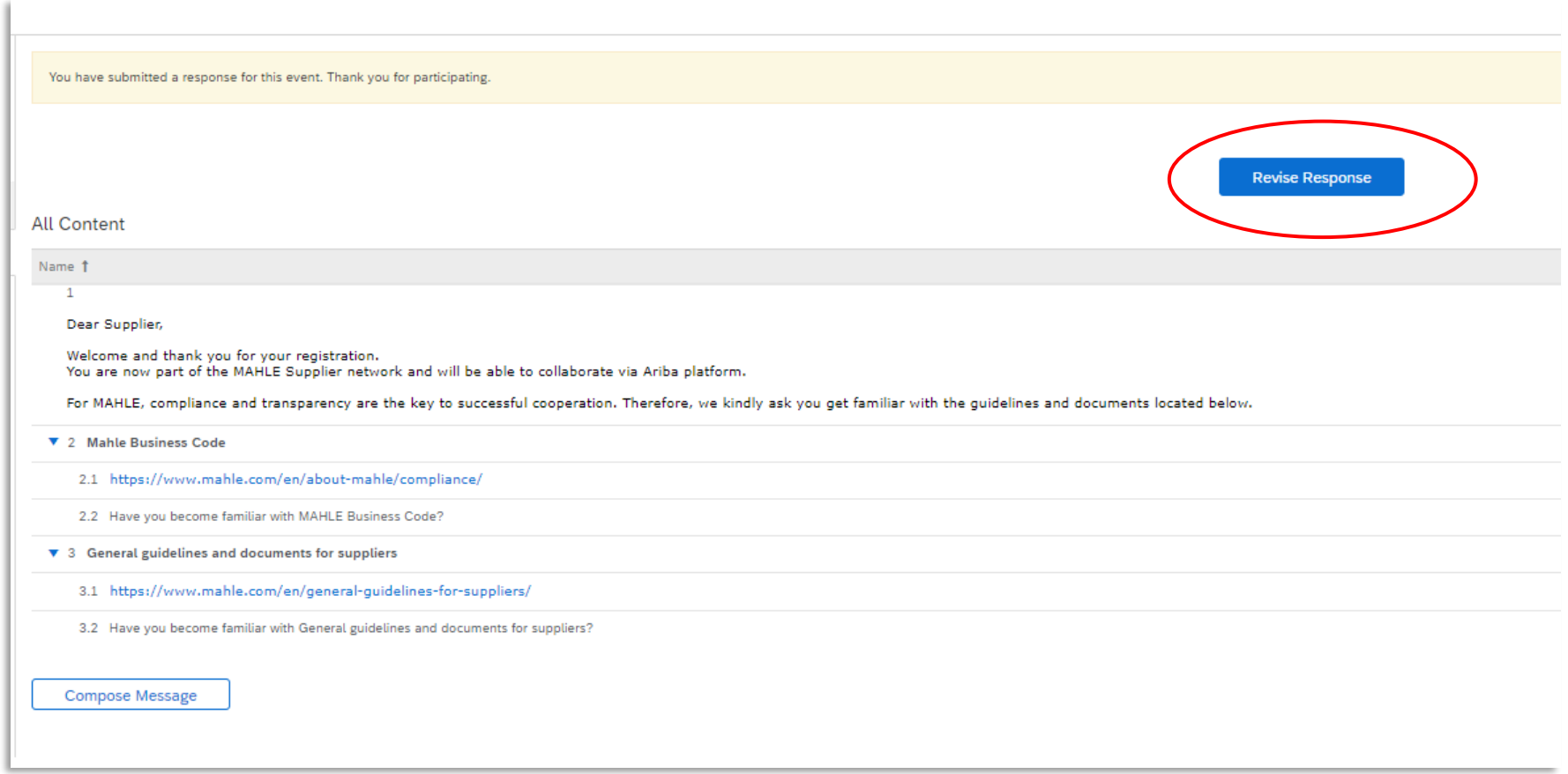


MAHLE internal (CL2)

02b Invitation to Registration – Supplier Lifecycle and Performance (SLP)

Register to become a supplier to MAHLE and connect with us via SAP Business Network – signing in to existing account.

If you would like to change your answers, you can do it within limit of the time by clicking on Revise Response button.

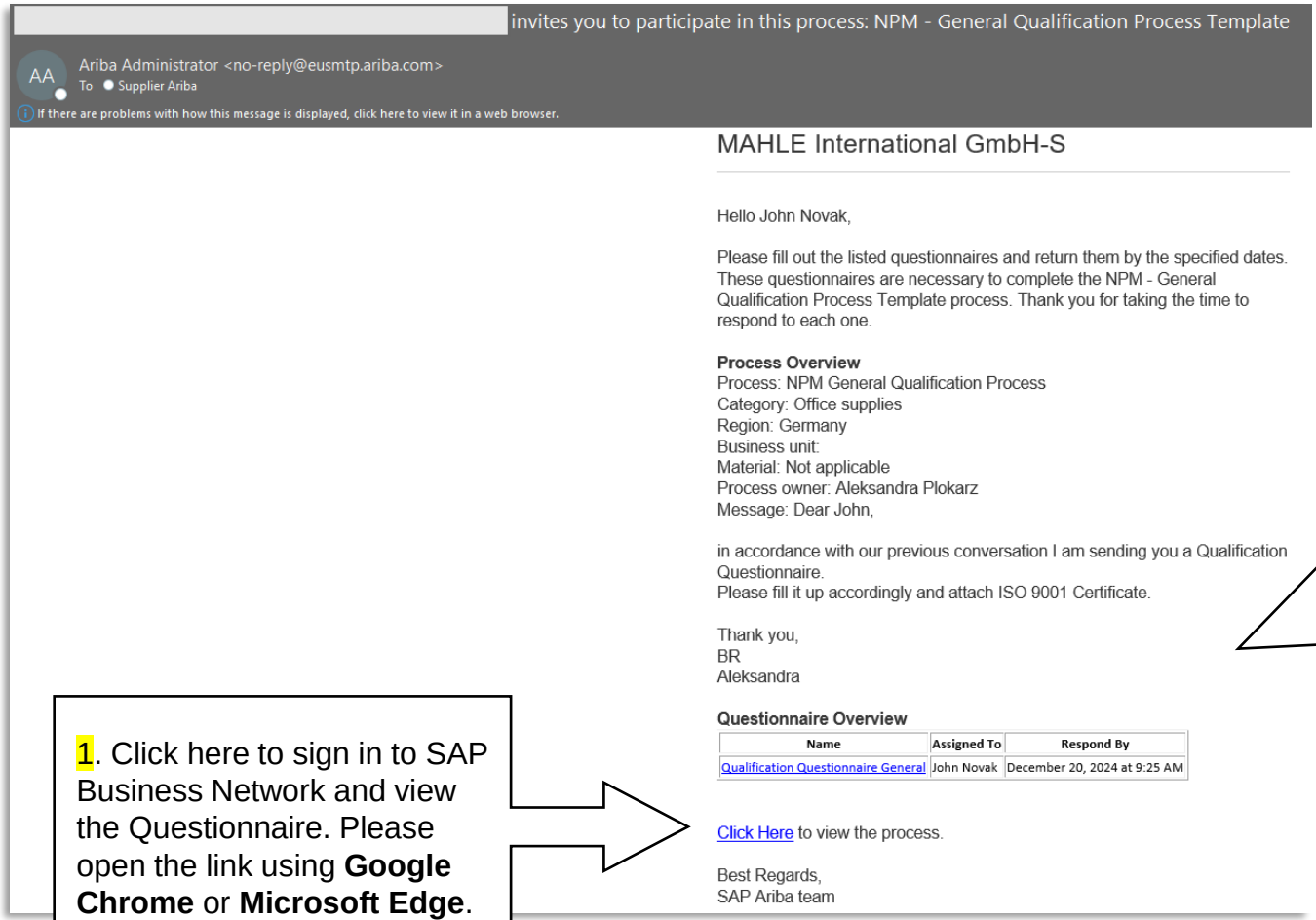


MAHLE internal (CL2)

03 Invitation for Qualification – Supplier Lifecycle and Performance (SLP)

MAHLE uses SAP Ariba Supplier Lifecycle and Performance solution to onboard, qualify, segment, and manage suppliers. Our goal is to automate and streamline supplier management and align closely with procurement on consistent supplier data. Therefore selected by our Buyers suppliers might receive an invitation to take part in the Qualification process.

In this instruction we would like to show you steps how to complete the Qualification process in SAP Business Network.



[redacted] invites you to participate in this process: NPM - General Qualification Process Template

AA Ariba Administrator <no-reply@eusmtp.ariba.com>
To Supplier Ariba

If there are problems with how this message is displayed, click here to view it in a web browser.

MAHLE International GmbH-S

Hello John Novak,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the NPM - General Qualification Process Template process. Thank you for taking the time to respond to each one.

Process Overview
Process: NPM General Qualification Process
Category: Office supplies
Region: Germany
Business unit:
Material: Not applicable
Process owner: Aleksandra Plokarz
Message: Dear John,

in accordance with our previous conversation I am sending you a Qualification Questionnaire.
Please fill it up accordingly and attach ISO 9001 Certificate.

Thank you,
BR
Aleksandra

Questionnaire Overview

Name	Assigned To	Respond By
Qualification Questionnaire General	John Novak	December 20, 2024 at 9:25 AM

Click Here to view the process.

Best Regards,
SAP Ariba team

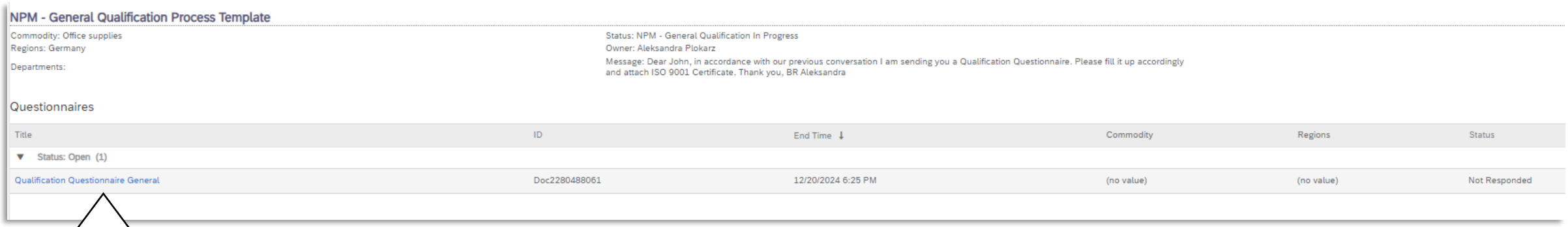
Depending on our internal requirement we might ask you to fill up General Questionnaire or commodity/region specific one. In this case we asked our supplier to provide us certificate and reply to General Questionnaire.

1. Click here to sign in to SAP Business Network and view the Questionnaire. Please open the link using **Google Chrome** or **Microsoft Edge**.

MAHLE internal (CL2)

03 Invitation for Qualification – Supplier Lifecycle and Performance (SLP)

In the next step you will see list of one or many questionnaires to submit. Please remember to **answer to every** Questionnaire.

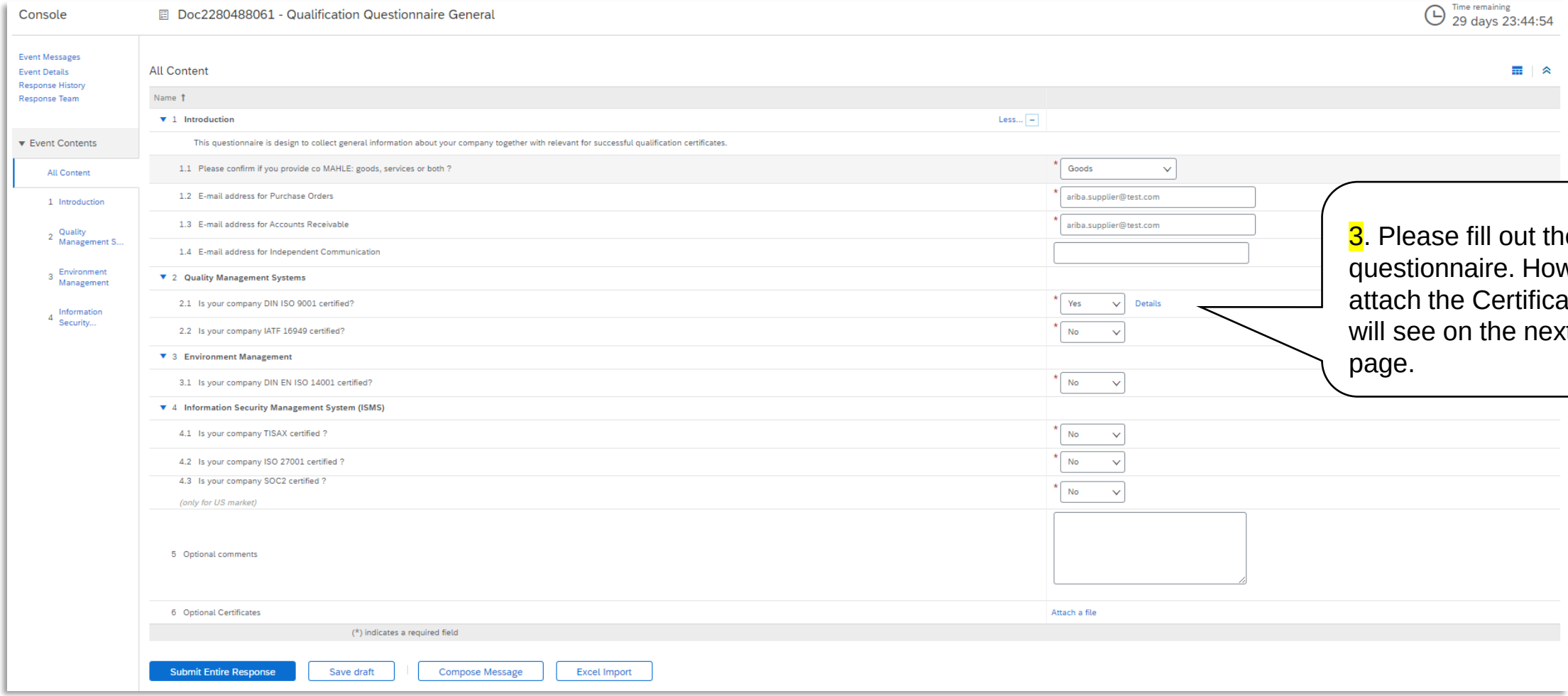


2. Click here to see the details.

MAHLE internal (CL2)

03 Invitation for Qualification – Supplier Lifecycle and Performance (SLP)

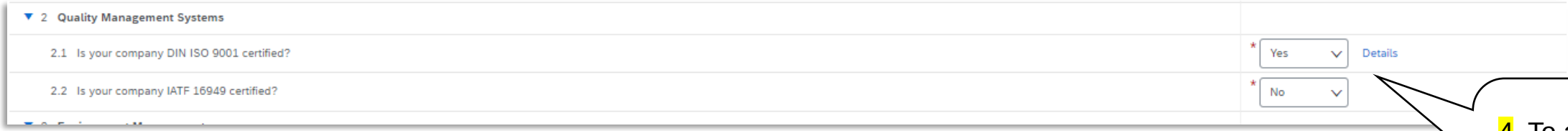
In the next step you will see list of one or many questionnaires to submit. Please remember to **answer to every** Questionnaire.



MAHLE internal (CL2)

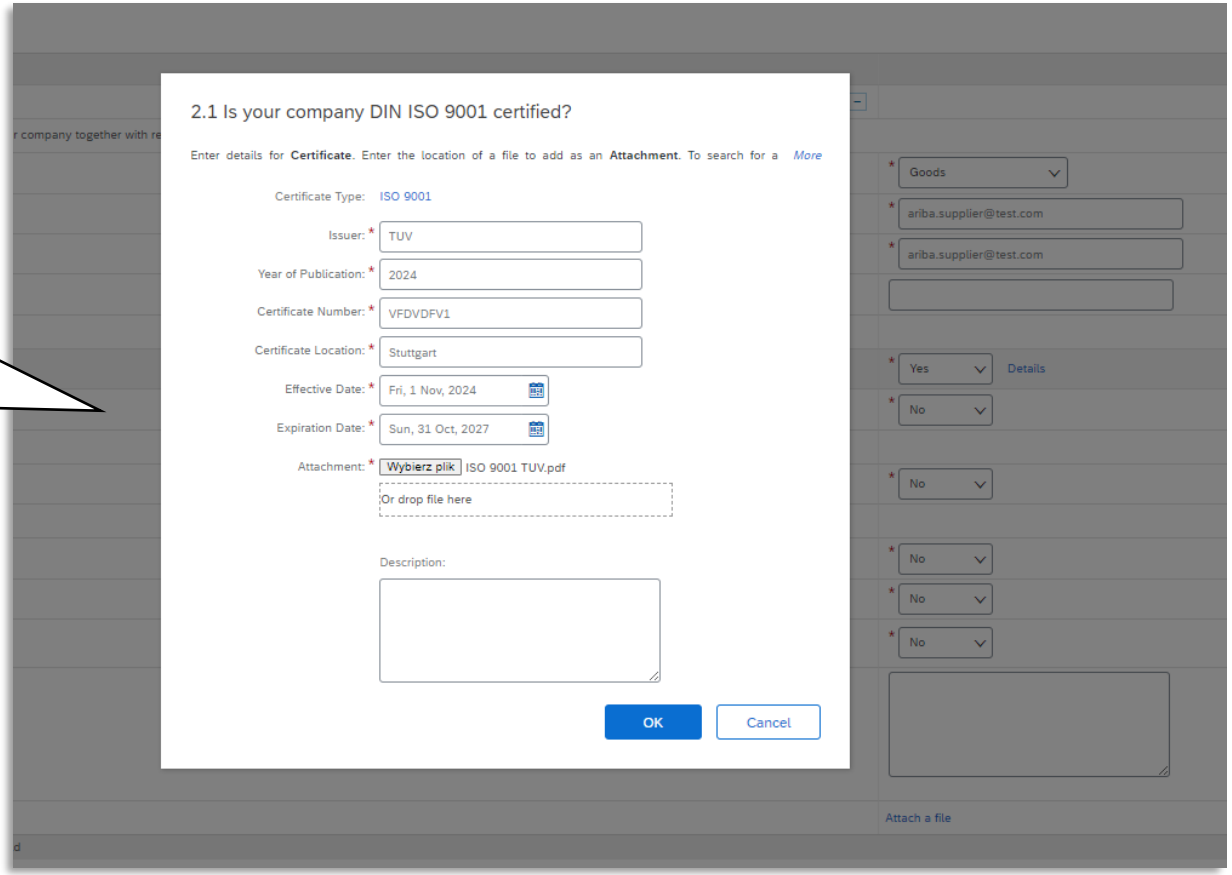
03 Invitation for Qualification – Supplier Lifecycle and Performance (SLP)

In the next step you will see list of one or many questionnaires to submit. Please remember to **answer to every** Questionnaire.



4. To attach a certificate, please select "Yes" and click "Details".

5. After clicking "Details" a window with details will open. Please fill it in according to the information on your certificate and click OK.



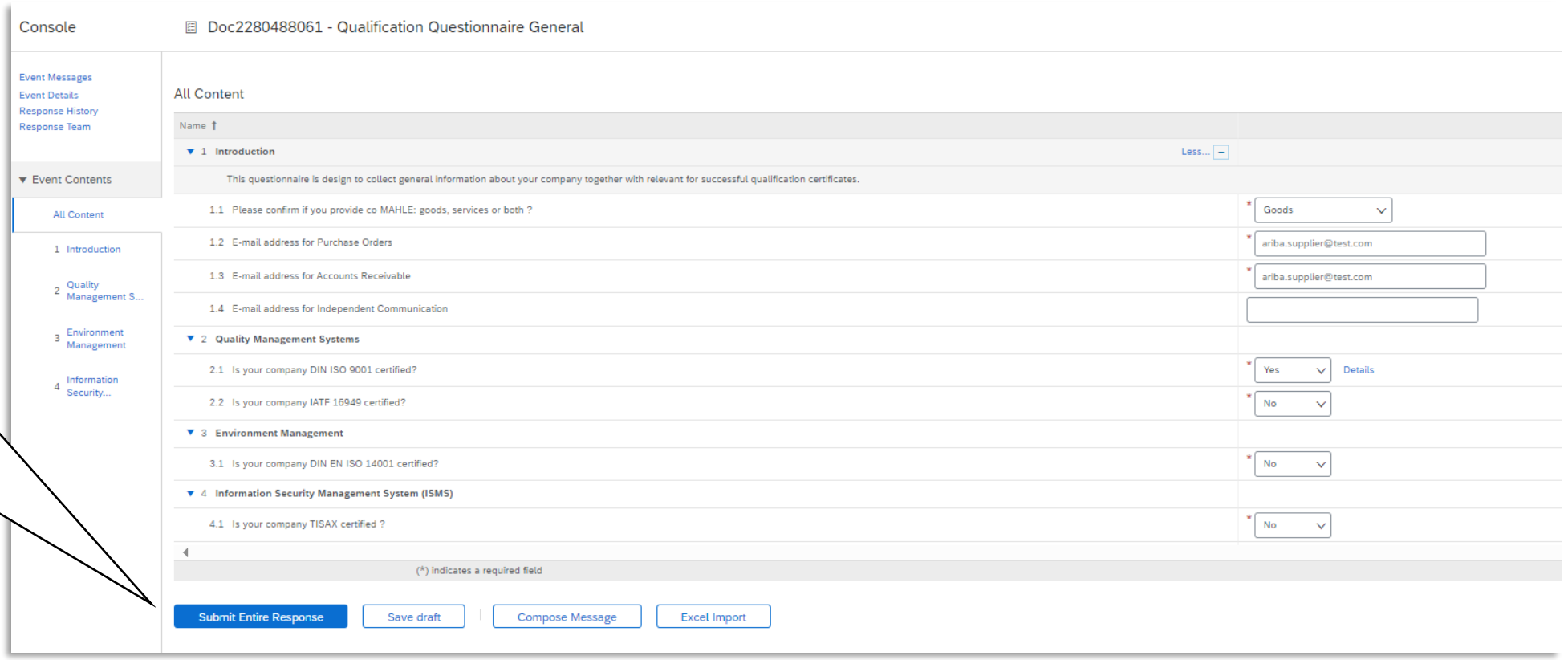
MAHLE internal (CL2)

03 Invitation for Qualification – Supplier Lifecycle and Performance (SLP)

In the next step you will see list of one or many questionnaires to submit. Please remember to **answer to every** Questionnaire.

6. Once you have filled in all the required fields, press Submit Entire Response.

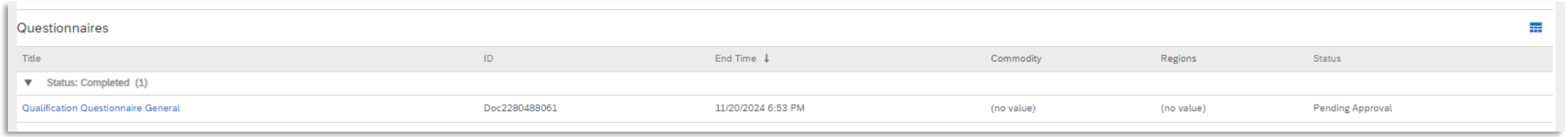
If you have **more than one Questionnaire** to fill up, please **repeat** the same steps for each Questionnaire.



MAHLE internal (CL2)

03 Invitation for Qualification – Supplier Lifecycle and Performance (SLP)

Status of the Questionnaire changed to **Pending Approval**. Now MAHLE Buyer has to review your questionnaire and approve it or request from you more information.



On the next page you will see a sample email with information that the questionnaire has been accepted by the buyer.

You will also see how your Dashboard in SAP Business Network looks when the qualification process has been completed.

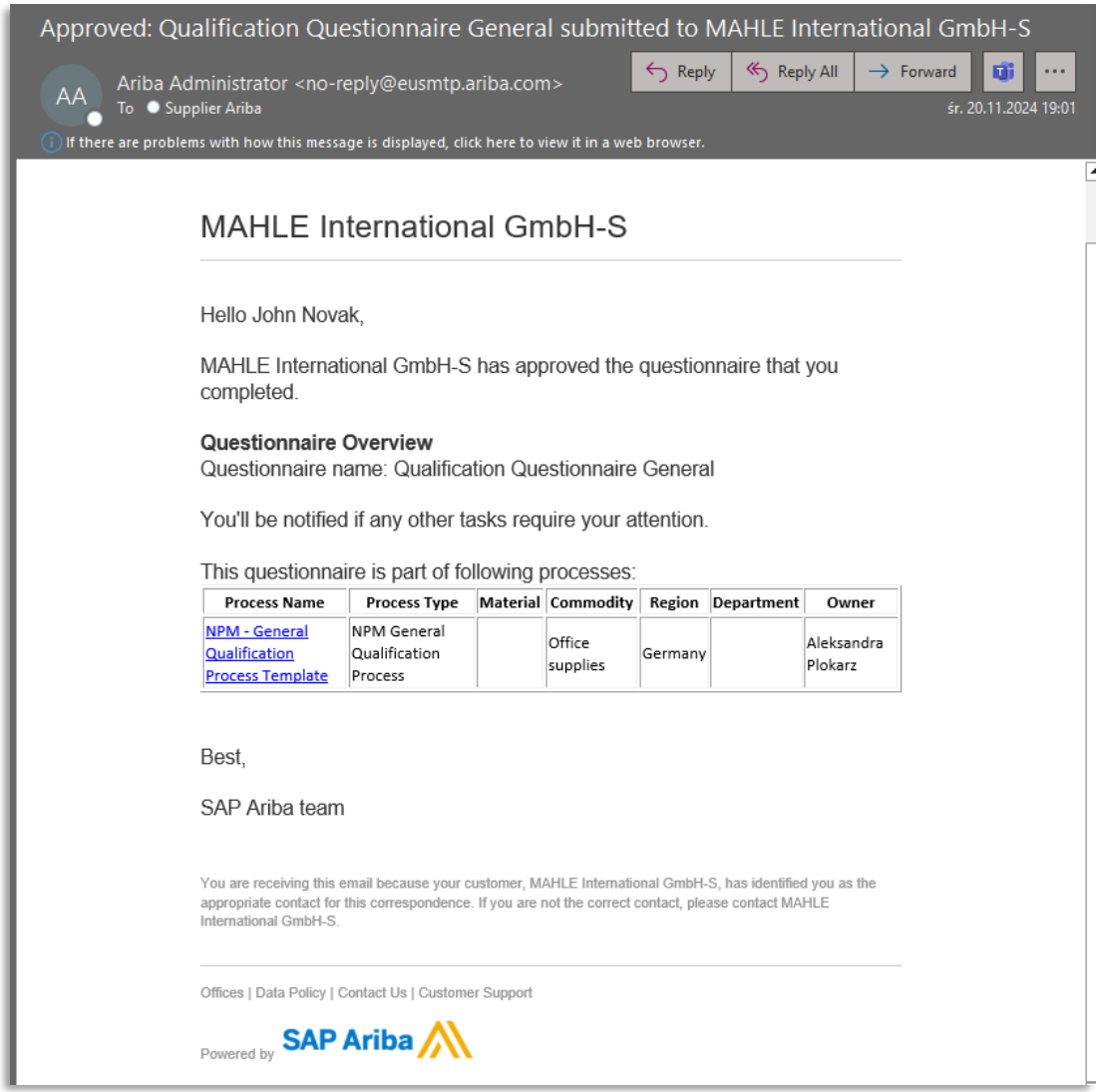
MAHLE internal (CL2)

03 Invitation for Qualification – Supplier Lifecycle and Performance (SLP)

As soon as the Buyer approves your questionnaire, you will receive a notification from Ariba.

However, if we need more information from you, such a request will also come to you by email.

For the purpose of this Instruction we do not request more information and process of Qualification is now completed!



Approved: Qualification Questionnaire General submitted to MAHLE International GmbH-S

AA Ariba Administrator <no-reply@eusmtp.ariba.com>
To Supplier Ariba

Reply | Reply All | Forward

śr. 20.11.2024 19:01

If there are problems with how this message is displayed, click here to view it in a web browser.

MAHLE International GmbH-S

Hello John Novak,

MAHLE International GmbH-S has approved the questionnaire that you completed.

Questionnaire Overview
Questionnaire name: Qualification Questionnaire General

You'll be notified if any other tasks require your attention.

This questionnaire is part of following processes:

Process Name	Process Type	Material	Commodity	Region	Department	Owner
NPM - General Qualification Process Template	NPM General Qualification Process		Office supplies	Germany		Aleksandra Plokarz

Best,

SAP Ariba team

You are receiving this email because your customer, MAHLE International GmbH-S, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact MAHLE International GmbH-S.

Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

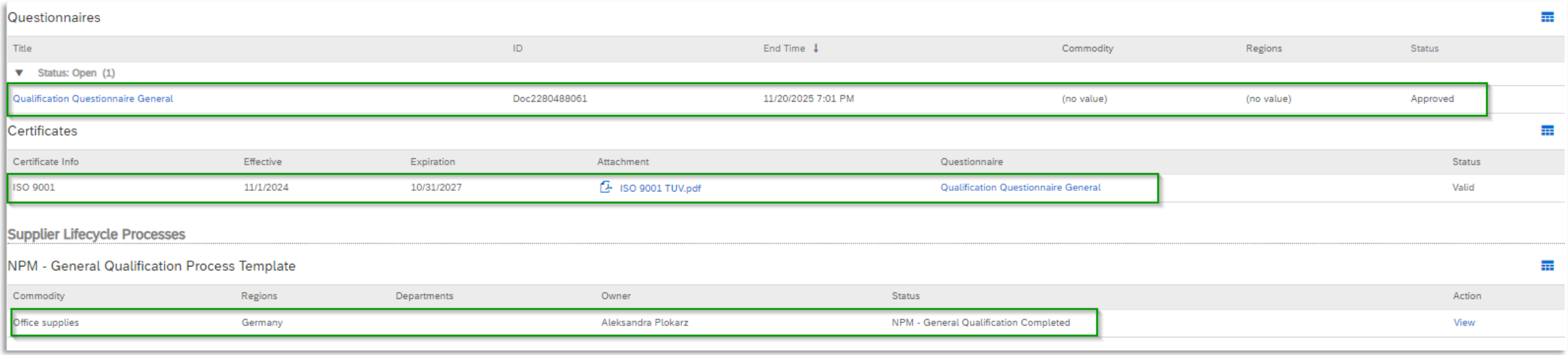
MAHLE internal (CL2)

03 Invitation for Qualification – Supplier Lifecycle and Performance (SLP)

The information in your account has also changed. The questionnaire has been accepted, your certificate has appeared on the list of certificates and in the Supplier Lifecycle Process section you can see for which material groups you have passed the qualification process.

The questionnaire is open for some time, it can be a year or more. During this time you can always initiate a change yourself and e.g. add a new certificate. The MAHLE buyer will receive information about this by e-mail.

To update the questionnaire, simply click on it and press Revise Response and submit it again.



Questionnaires

Title	ID	End Time	Commodity	Regions	Status
Status: Open (1)					
Qualification Questionnaire General	Doc2280488061	11/20/2025 7:01 PM	(no value)	(no value)	Approved

Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
ISO 9001	11/1/2024	10/31/2027	ISO 9001 TUV.pdf	Qualification Questionnaire General	Valid

Supplier Lifecycle Processes

NPM - General Qualification Process Template

Commodity	Regions	Departments	Owner	Status	Action
Office supplies	Germany		Aleksandra Plokarz	NPM - General Qualification Completed	View

MAHLE internal (CL2)

04 Supplier help for Ariba Strategic Solution

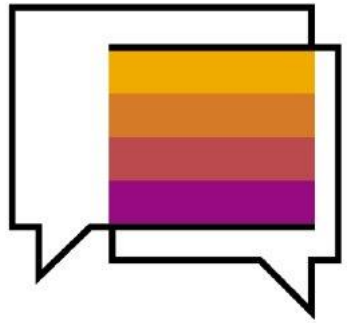
How can suppliers contact SAP Ariba Customer Support?

Help Center
Get fast answers.

Support provided to all customers via Help Center. Simply search what it is you need assistance with to access FAQs, Product Documentation and Tutorials in 24 languages.

Phone Support
Time is precious to us.

SAP Ariba Phone Support is available by submitting a request for a call, allowing the convenience of receiving a call back instead of waiting on hold. The first available specialist will return the call.



Live Chat
Smart support for your suppliers.

Suppliers can chat in various languages and is also accessible through the Help Center.

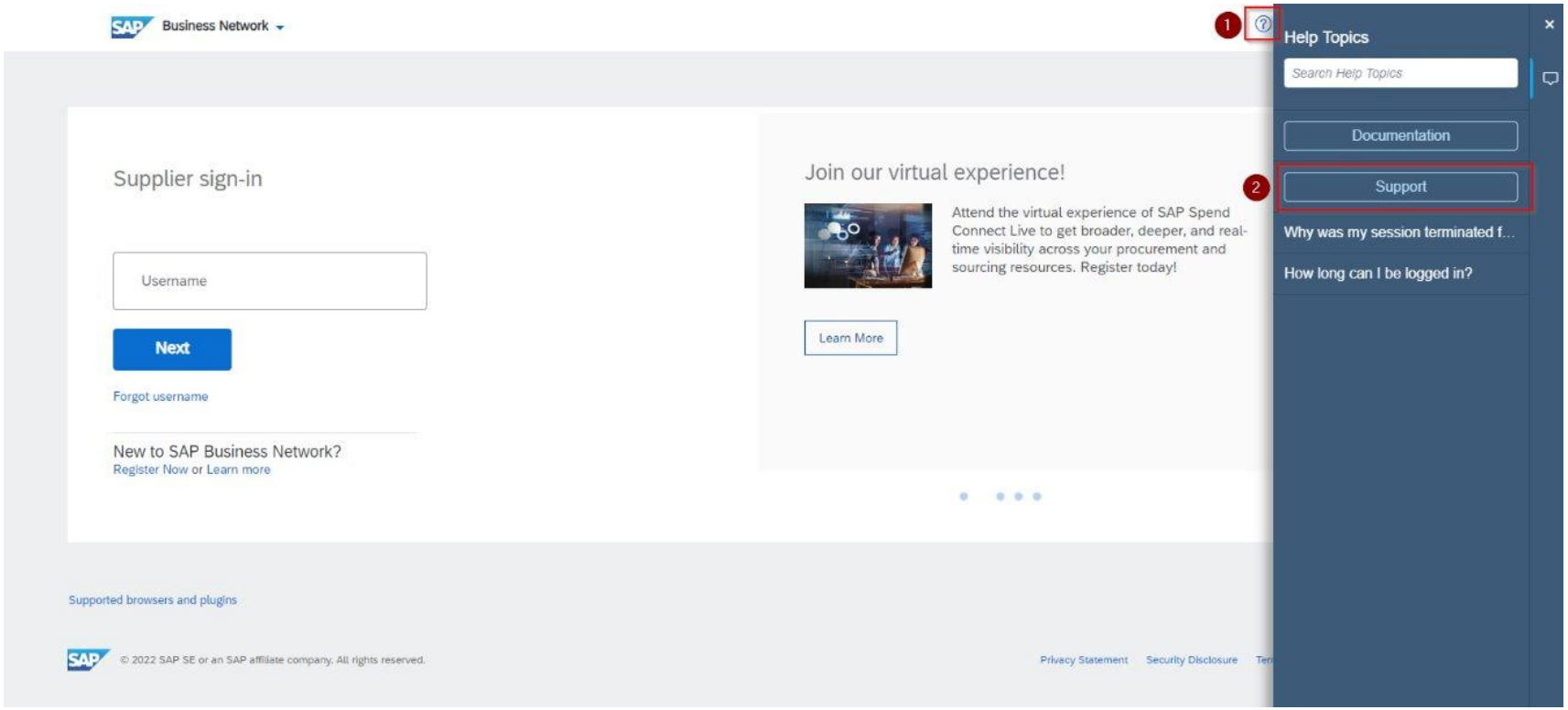
MAHLE internal (CL2)

04 Supplier help for Ariba Strategic Solution

Ariba Support

If you have logging in problems and you cannot access your Ariba Network account, you can contact Ariba by following the next steps:

Click the help icon in the upper-right corner of the application -> click “Support” button

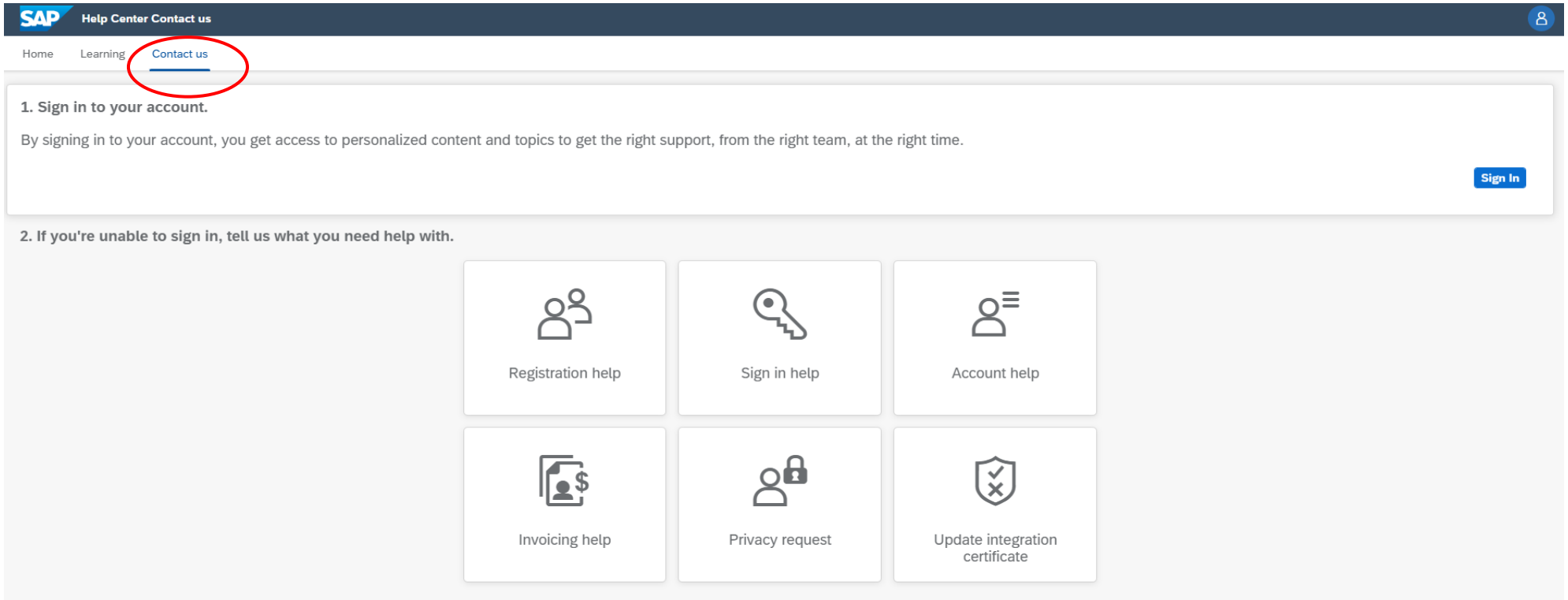


MAHLE internal (CL2)

04 Supplier help for Ariba Strategic Solution

Ariba Support

After clicking on “Support” button -> the SAP Help Center will open -> click on “Contact Us” -> in the new opened page click on one of the tiles, e.g. “Sign in help”

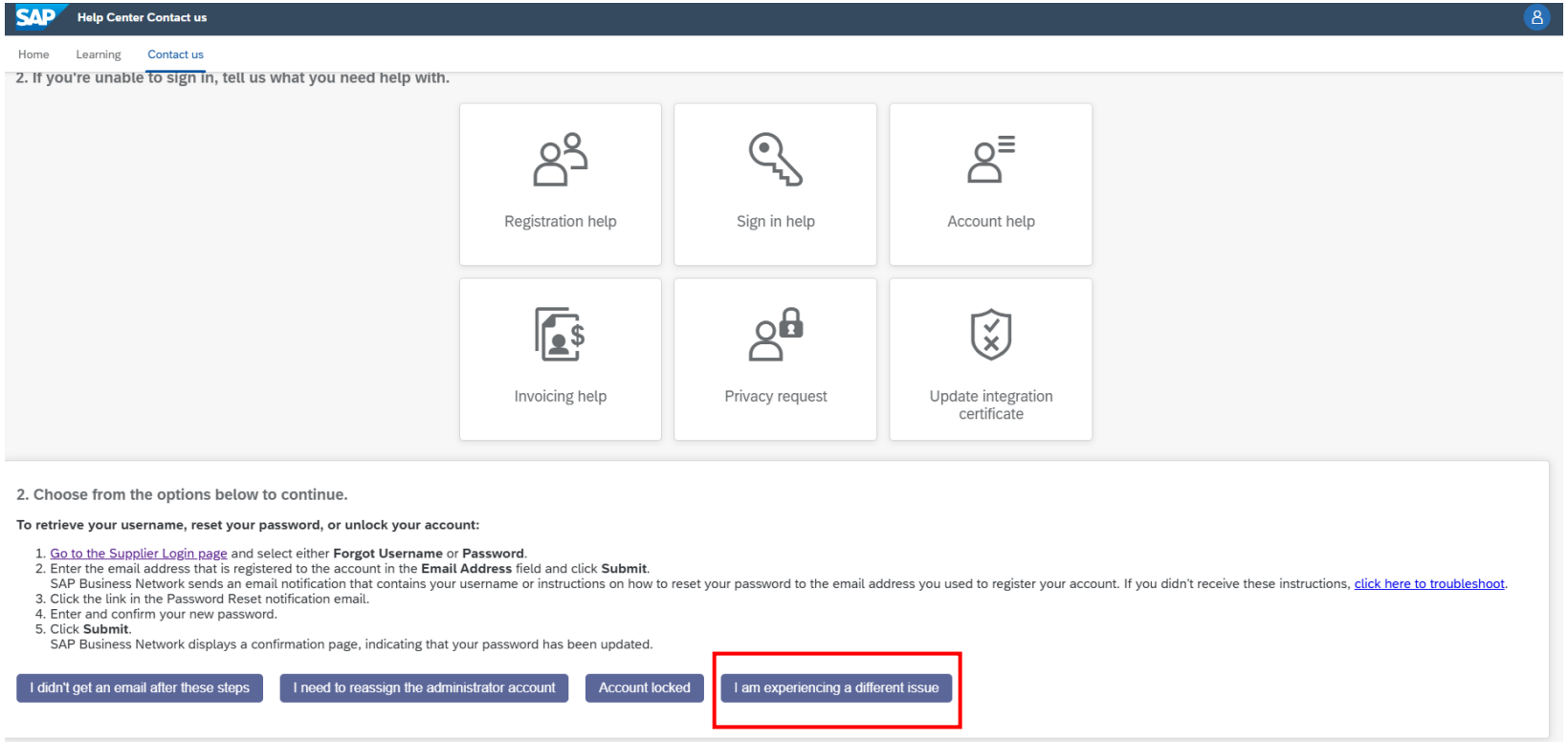


MAHLE internal (CL2)

04 Supplier help for Ariba Strategic Solution

Ariba Support

Depending on your need you can follow the steps how to retrieve your username, reset the password or unlock your account. If that is not the case, you can click on „**I am experiencing a different issue**”.



MAHLE internal (CL2)

Thank you for connecting with us using SAP Business Network.

MAHLE internal (CL2)