

A.N. E-Invoicing

My first clicks in Ariba Network - Direct Suppliers

February 2020



Summary

1

Company Settings Menu

2

Ariba Network Supplier Support Center

3

Complete your supplier account data

First clicks to install you in your new E-Invoicing experience



1. Company Settings Menu

- Inside your A.N. Account, you can find the “Company Settings” menu:

- Find all Ariba Network support material to get-start your account configuration and E-Invoicing process:

Go to “Customer Relationships”
- Click in Supplier Information Portal”:

The screenshot displays the Ariba Network interface. At the top, the 'Company Settings' dropdown menu is open, showing options like 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'View All'. The 'Customer Relationships' option is highlighted with a green box. Below the menu, the 'Customer Relationships' section is visible, showing a table with columns for 'Customer', 'Relationship Type', 'Approved Date', and 'Routing Type'. A row for 'FAURECIA' is shown with a 'Trading' relationship type and an 'Approved Date' of '10 Jul 2018'. A green box highlights the 'Supplier Information Portal' link in the 'Actions' column of this row.

1. Company Settings Menu

- You will be relocated to “Supplier Information Portal of FAURECIA SERVICES GROUP”
 - Reference Documents: You can find all A.N. Support documentation:
 - Work instruction and E-learning videos:
 - A.N. account set-up;
 - Invoice creation;
 - Get start doc's:
 - [Supplier Information Portal](#)
 - [Faurecia Master Guide 2019 EN BF](#)
 - E-learning start videos:
<https://knowledge.ariba.com/item/view/157586>
 - Transaction Rules: You can see all E-Invoicing Business Rules applied to your A.N. invoices;



A. N. Supplier Support Center

■ If you need assistance after having successfully submitted your first electronic transaction, please contact Ariba Support!

1. Click on Support at the bottom of the Help Center.

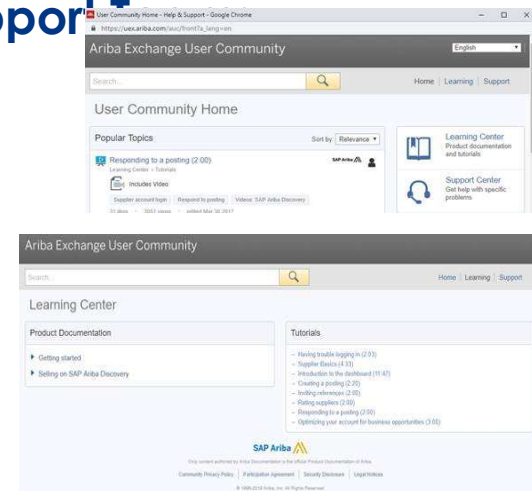
2. Search for any topic you would like to know more about, or click on Get help by phone if you need immediate help.

3. If none of the articles answers your query, click on Create Online Service Request button.

4. Completely fill out the web form and submit.

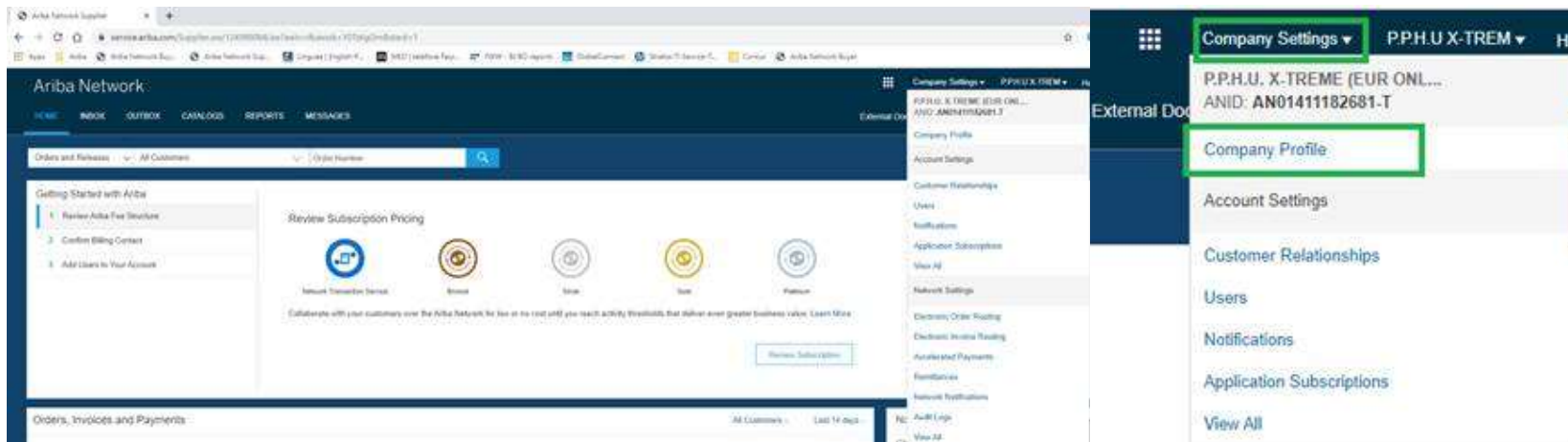
Note: For more information's about A.N. Support Center, please check Ariba FAQ available in Faurecia Website:

<https://www.faurecia.com/en/fournisseurs/ariba-support>



Complete your supplier account data

- Before you start your A.N. E-Invoicing process, please complete your supplier account data:



Note: During both processes, PO management and Invoice creation, some fields can only be automatic populated, if your account have the necessary information by default. Other wise, fields must be added manually based on PO data.

Please consult A.N. Work Instructions: slide 4 – “1. Company Settings Menu”

Let's make procurement smarter together!



For more information about Faurecia E-invoicing process, please access Faurecia website: <https://www.faurecia.com/en/fournisseurs/ariba-support>

Faurecia Supplier Enablement team
ariba.supplier.invportal@faurecia.com