



# Supplier guidelines

Participation in RFI's & RFP's on the SAP Ariba platform

# Table of content



# Introduction

*SAP Ariba Sourcing helps buyers **create and run events** in which they **exchange business information** with companies like yours. Depending on the type of information buyers want to collect, they create different types of events using SAP Ariba Sourcing.*

## Request for information (RFI)

A request for information (RFI) usually precedes a request for proposal (RFP) or an auction. Umicore use RFI's to gather data or comments from suppliers so they can qualify participants for a follow-up event.

## Request for proposal (RFP)

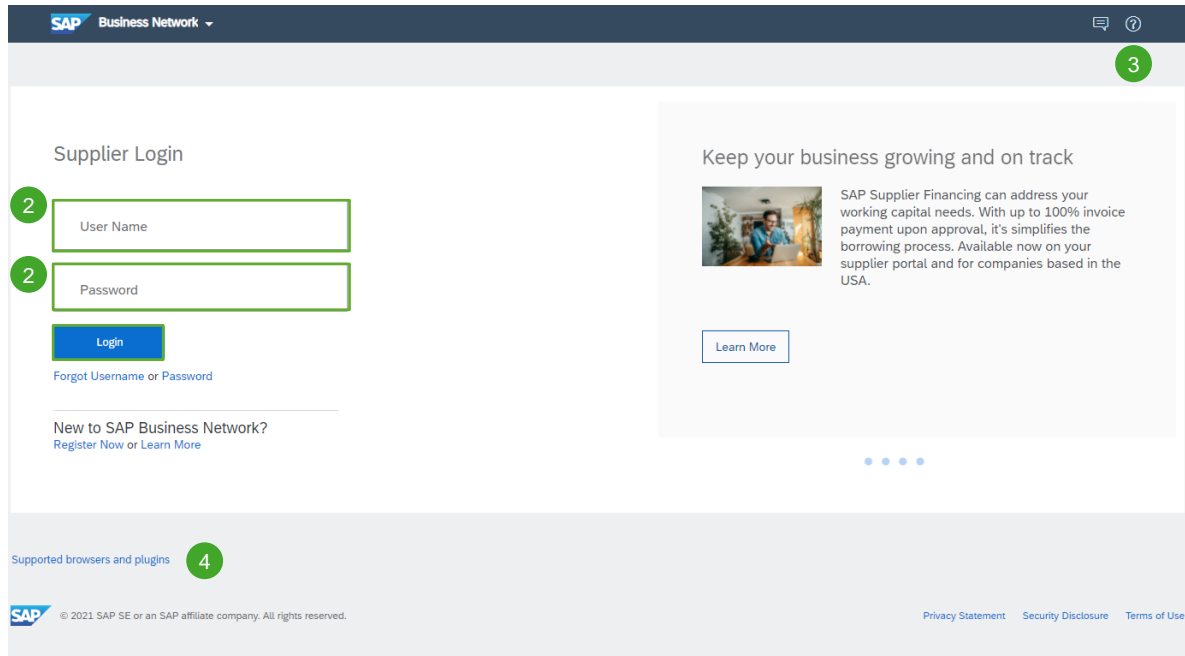
The request for proposal (RFP) is a key step in our sourcing process. Umicore usually explains their business needs and ask how you can address them. Umicore wants details about the goods and/or services you offer, your production capacity, and your prices. Umicore can use this information to set up an auction, determine which lots to invite you to, and intelligently set up your ceiling prices. Typically, you have a week to respond to an RFP.

## Free of charge

Suppliers are **not charged** when **participating in an RFI or RFP** event, initiated by Umicore via the SAP Ariba platform.



# Log in on the SAP Ariba Network



- 1 Browse to <http://supplier.ariba.com>.
- 2 After completing **User Name** and **Password**, click on the **Login** button.

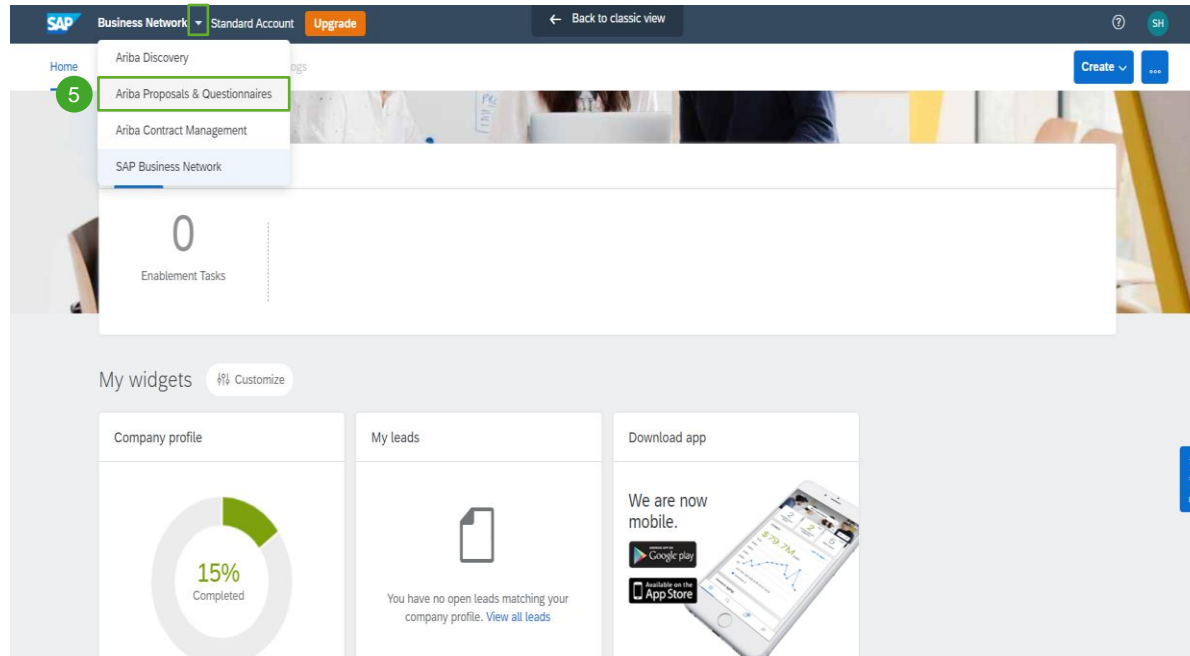
Please refer to our **Registration guideline**, in case your company doesn't have an SAP Ariba account yet.

## Login difficulties

- 3 In case of technical issues or problems with the login procedure, please contact the SAP Ariba Helpdesk by clicking on the **question mark** at the top right corner.
- 4 Click on **Supported browsers and plugins**, to check your compatibility.



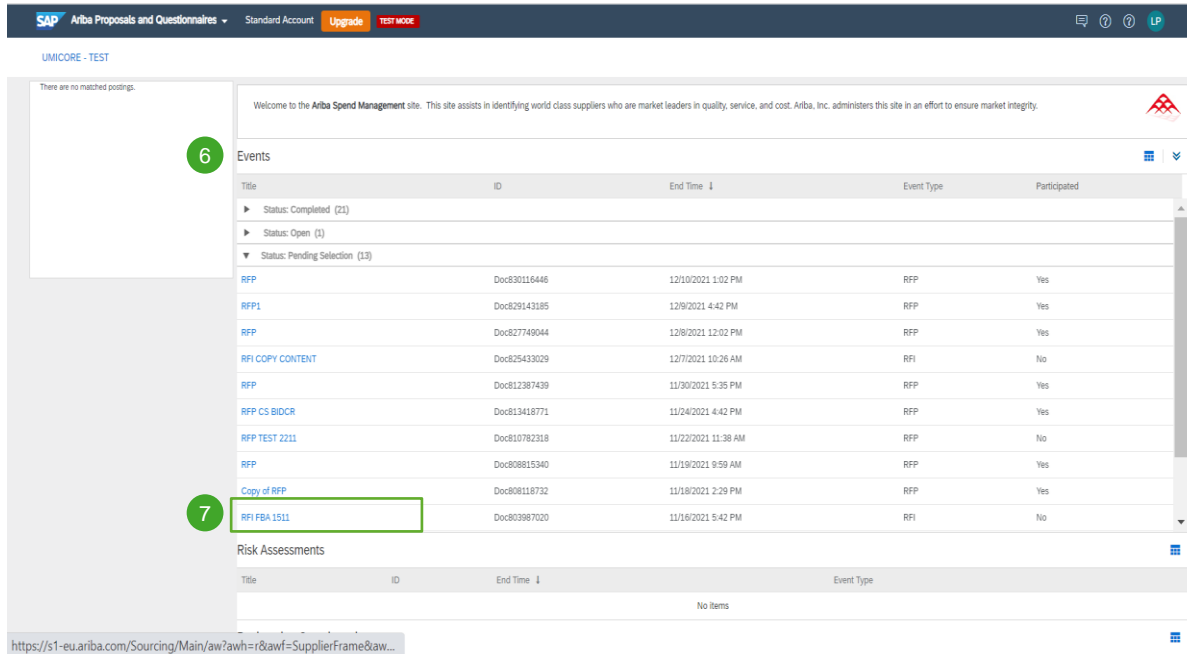
# Navigate to proposals



- 5 After logging in, click on the small triangle next to Business Network and select **Ariba Proposals And Questionnaires** to be redirected to the page of events for which your company has been invited to.



# Select event



UMICORE - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

### 6 Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (21)				
▶ Status: Open (1)				
▼ Status: Pending Selection (13)				
RFP	Doc830116446	12/10/2021 1:02 PM	RFP	Yes
RFP1	Doc829143185	12/9/2021 4:42 PM	RFP	Yes
RFP	Doc827749044	12/8/2021 12:02 PM	RFP	Yes
RFI COPY CONTENT	Doc825433029	12/7/2021 10:26 AM	RFI	No
RFP	Doc812387439	11/30/2021 5:35 PM	RFP	Yes
RFP CS BIDCR	Doc813418771	11/24/2021 4:42 PM	RFP	Yes
RFP TEST 2211	Doc810782318	11/22/2021 11:38 AM	RFP	No
RFP	Doc808815340	11/19/2021 9:59 AM	RFP	Yes
Copy of RFP	Doc808118732	11/18/2021 2:29 PM	RFP	Yes
RFI FBA 1511	Doc803987020	11/16/2021 5:42 PM	RFI	No

### 7 Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

<https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awf=SupplierFrame&aw...>

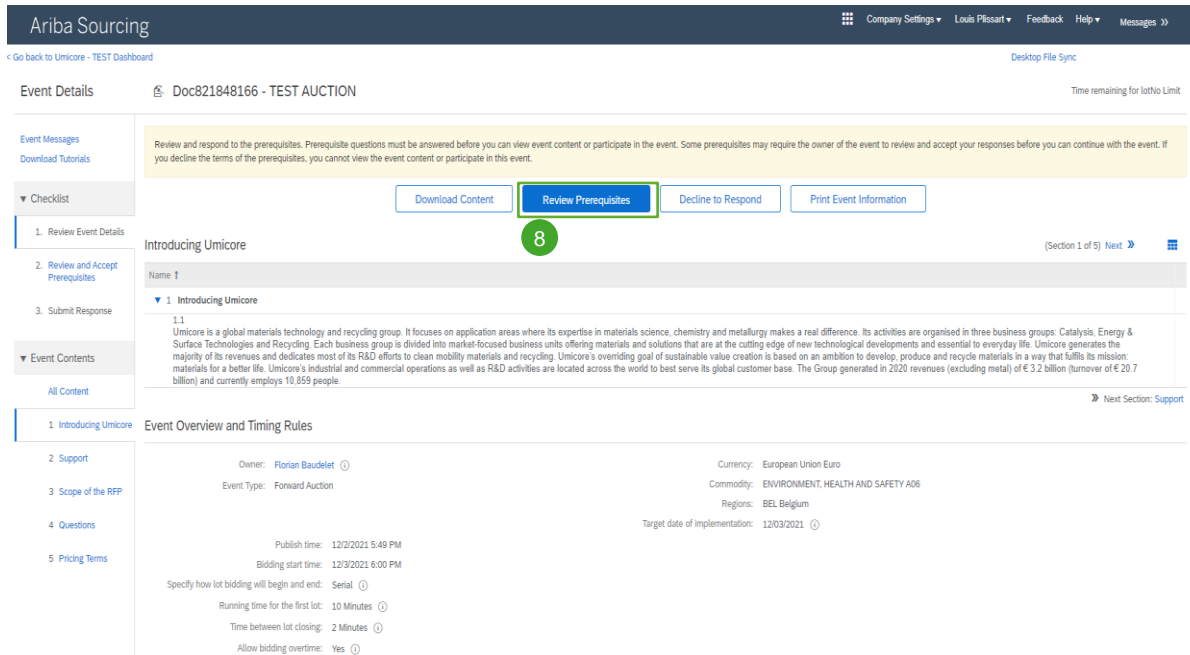
6 The **Events** section contains all RFI's, RFP's and e-Auctions that are created by Umicore and where you've been invited to. An event can have three statuses:

- **Completed:** the RFX is completed and awarded, closed or cancelled;
- **Open:** the RFX is currently ongoing;
- **Pending Selection:** the due time of the RFX has been reached and supplier quotes (and proposals) to the RFX are being analyzed before awarding.

7 Click on the **event title** to go to the dedicated event page to gain more details on the specific event.



# Review and respond to prerequisites



The screenshot shows the Ariba Sourcing interface for an event titled 'Doc821848166 - TEST AUCTION'. The 'Review Prerequisites' button is highlighted with a green box and a circled '8'. The interface includes a navigation menu on the left with options like 'Event Messages', 'Checklist', and 'Event Contents'. The main content area displays the event details, including the event name, owner (Florian Baudelet), event type (Forward Auction), and various timing rules such as publish time, bidding start time, and running time for the first lot.

8 In order to participate in an event, you will need to review and accept the prerequisites. Do this by clicking on **Review Prerequisites**.

## Additional information:

i In case your company doesn't want to participate, please click on **Decline** to notify Umicore.



# Review and respond to prerequisites

Ariba Sourcing

< Go back to Umicore - TEST Dashboard Desktop File Sync

Prerequisites Doc821848166 - TEST AUCTION

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event (Sponsor) on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):

1. **Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. **Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. **Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. **Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. **Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. **Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. **Export Control.** All parties who use this Site hosted by Ariba, Inc. agree to comply with all applicable export control and sanctions laws, including the laws of the US, EU and Germany.
8. **Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

....  
BA v1.1 19Aug05

9  I accept the terms of this agreement.  
 I do not accept the terms of this agreement.

10 OK Cancel

- 9 Accept the terms and conditions on the page by selecting the option **I agree the terms of this agreement**. Not agreeing will prevent you from participating in the event.
- 10 Continue to the next page by clicking on **OK**.
- 11 Confirm the pop-up screen, by clicking **OK** again.

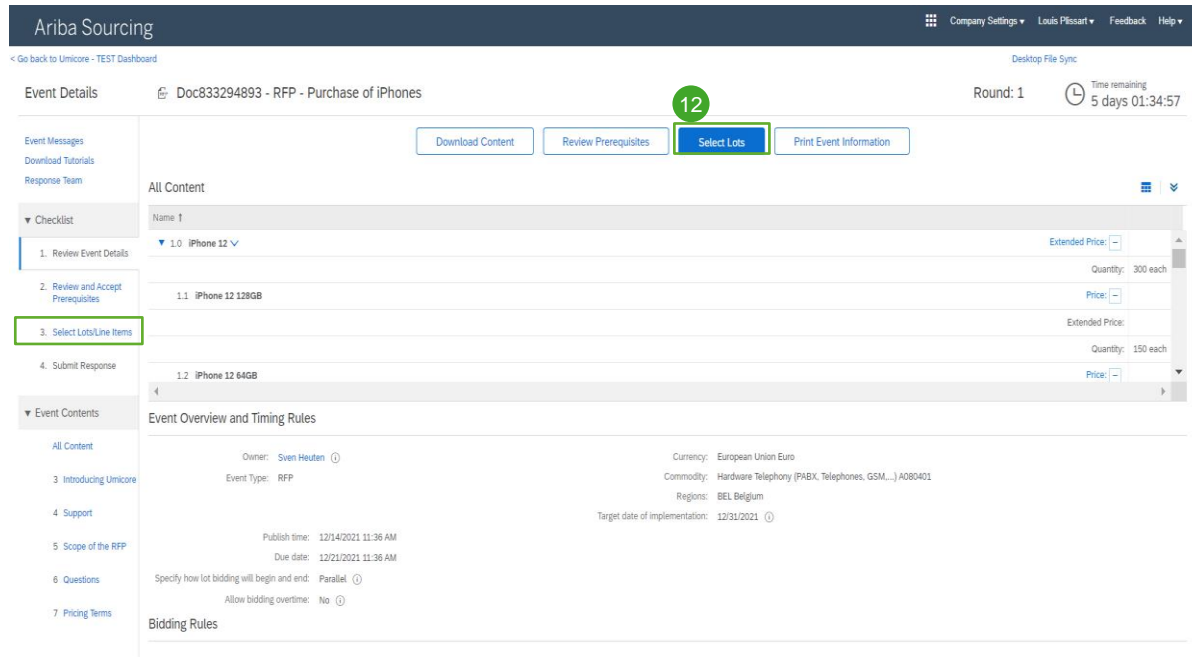
✓ Submit this agreement?  
Click OK to submit.

11 OK Cancel





# Select lots



The screenshot shows the Ariba Sourcing interface for an RFP titled "Doc833294893 - RFP - Purchase of iPhones". At the top, there are navigation links for "Company Settings", "Louis Plassart", "Feedback", and "Help". Below this, the "Event Details" section shows "Round: 1" and "Time remaining: 5 days 01:34:57". A "Desktop File Sync" button is also visible. In the center, there are four buttons: "Download Content", "Review Prerequisites", "Select Lots" (highlighted in blue and circled with a green '12'), and "Print Event Information". Below these buttons is a table of "All Content" with three items:

Name	Extended Price	Quantity
1.0 iPhone 12		300 each
1.1 iPhone 12 128GB		
1.2 iPhone 12 64GB		150 each

On the left side, there is a "Checklist" with seven items. Item 3, "Select Lots/Line Items", is highlighted with a green box and a green '12' next to it. Below the checklist is the "Event Contents" section, which includes "Event Overview and Timing Rules" and "Bidding Rules".

In most events, the request is split in lots. Lots refer to product items Umicore is requesting pricing information of. As a supplier, you have the option to select the items/lots for which you would like to provide a quote.

**12** Click on the blue button **Select lots** at the top of your page or click in the left navigation panel on **select lots/line items**.

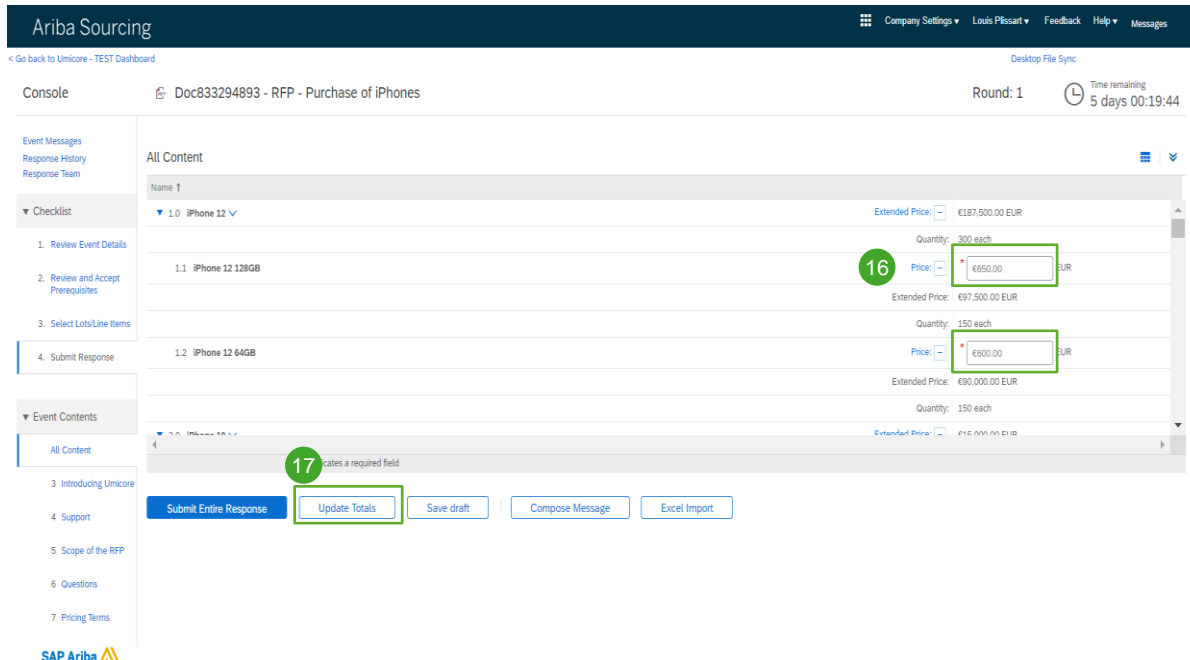


# Select lots

- 13 Use the checkboxes in front of the lots / items to select them.
- 14 Submit your answer by clicking on **Confirm Selected Lots/Line Items**.
- 15 In case you didn't select all the lots, you will receive an additional pop-up message to make sure that you do not want to participate in one or more lots. Click on **Use Selected Lots** to continue.



# Provide answers



The screenshot shows the SAP Ariba Sourcing interface for an RFP titled "Purchase of iPhones". The main content area displays a table of items with columns for Name, Quantity, Price, and Extended Price. The table contains three rows of data for iPhone 12 models. The price input fields for the first two rows are highlighted with red boxes and labeled with a red circle containing the number 16. The "Update Totals" button in the bottom toolbar is highlighted with a red box and labeled with a red circle containing the number 17. The interface also includes a navigation menu on the left, a top navigation bar, and a bottom toolbar with buttons for "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import".

RFX events are usually split in different sections. Supplier responses will be collected by using multiple SAP Ariba answer capturing functionalities. In the next slides, we will touch upon the different input functionalities: pricing information, predefined answers, open questions and attachments.

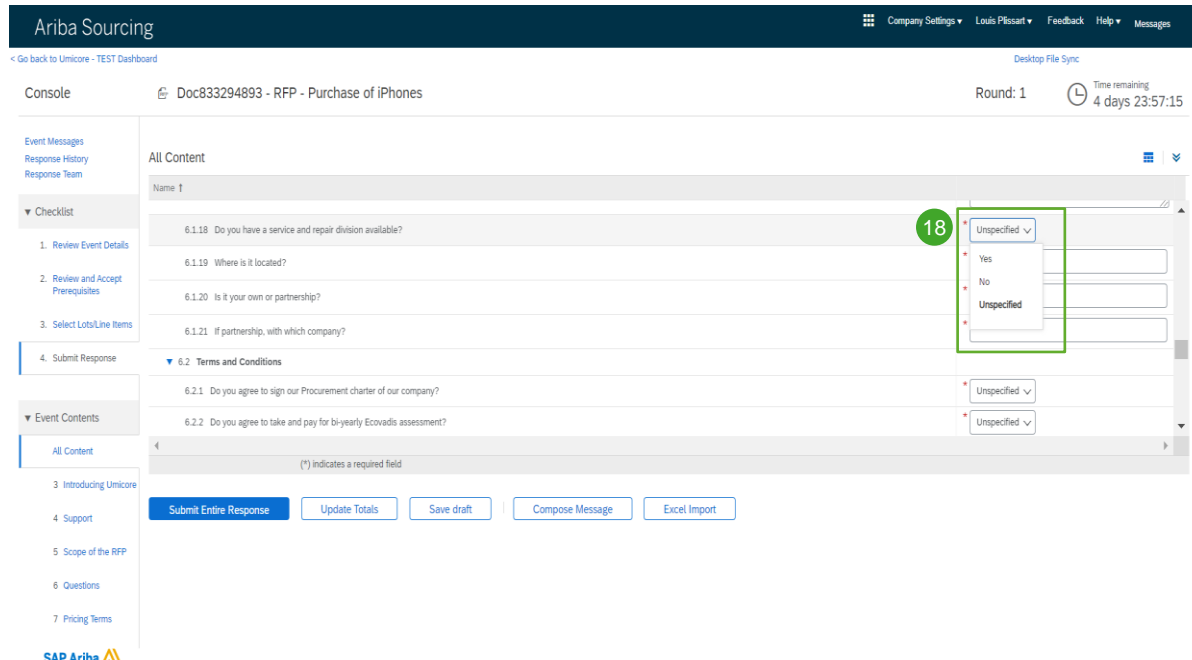
Questions marked with an **asterisk “\*”**, are mandatory.

## Provide pricing information

- 16 Provide pricing information in the input boxes.
- 17 Use the **Update Totals** button to make sure that your prices are formatted correctly. This feature will also automatically calculate the total prices for all items and lots combined.



# Provide answers



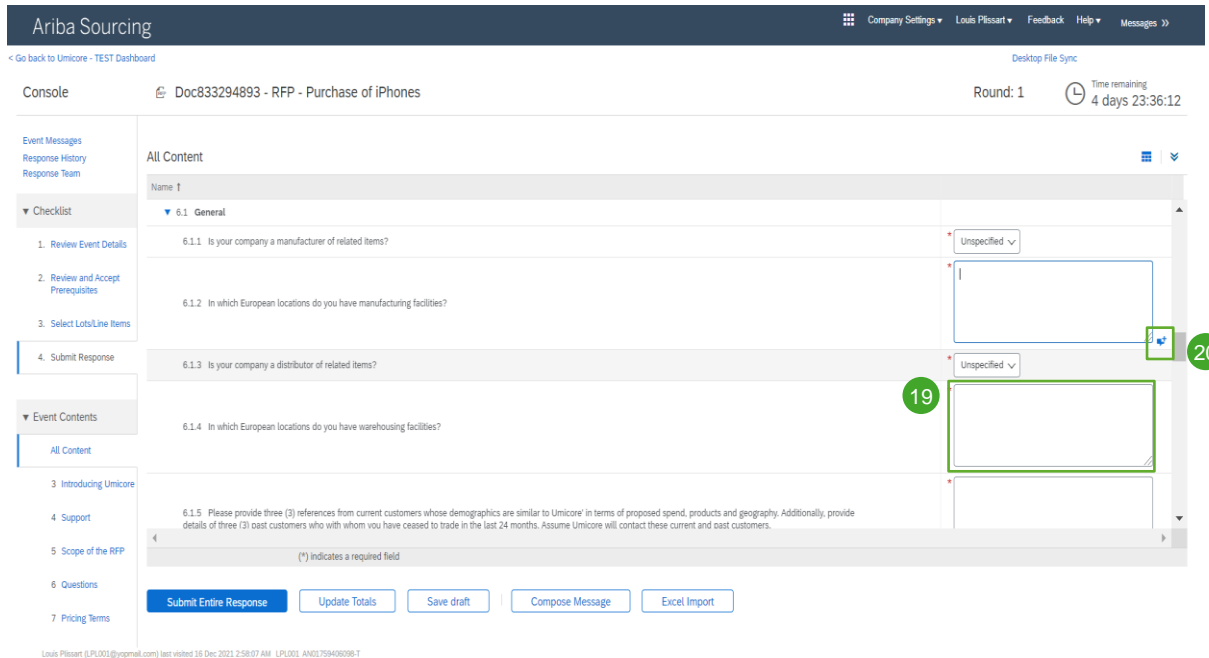
The screenshot shows the SAP Ariba Sourcing interface. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Louis Plessart', 'Feedback', 'Help', and 'Messages'. The main header displays 'Doc833294893 - RFP - Purchase of iPhones', 'Round: 1', and 'Time remaining: 4 days 23:57:15'. A left sidebar contains a 'Checklist' with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, 3. Select Lots/Line Items, and 4. Submit Response. Below the checklist are 'Event Contents' and a list of sections: 3. Introducing Umicore, 4. Support, 5. Scope of the RFP, 6. Questions, and 7. Pricing Terms. The main content area shows a list of questions under 'All Content'. Question 6.1.18, 'Do you have a service and repair division available?', is highlighted with a green circle containing the number 18. A dropdown menu is open for this question, showing options: 'Unspecified', 'Yes', 'No', and 'Unspecified'. Below the questions are buttons for 'Submit Entire Response', 'Update Totals', 'Save draft', 'Compose Message', and 'Excel Import'. The SAP Ariba logo is at the bottom left.

## Predefined answers

- 18 Predefined answers makes use of a dropdown functionality. You will only be able to answer with one of the available options in the dropdown list.



# Provide answers



The screenshot shows the Ariba Sourcing interface for a purchase of iPhones. The main content area displays a checklist of questions:

- 6.1.1 Is your company a manufacturer of related items? (Unspecified dropdown)
- 6.1.2 In which European locations do you have manufacturing facilities? (Free text field)
- 6.1.3 Is your company a distributor of related items? (Unspecified dropdown)
- 6.1.4 In which European locations do you have warehousing facilities? (Free text field)
- 6.1.5 Please provide three (3) references from current customers whose demographics are similar to Umicore in terms of proposed spend, products and geography. Additionally, provide details of three (3) past customers who with whom you have ceased to trade in the last 24 months. Assume Umicore will contact these current and past customers. (Free text field)

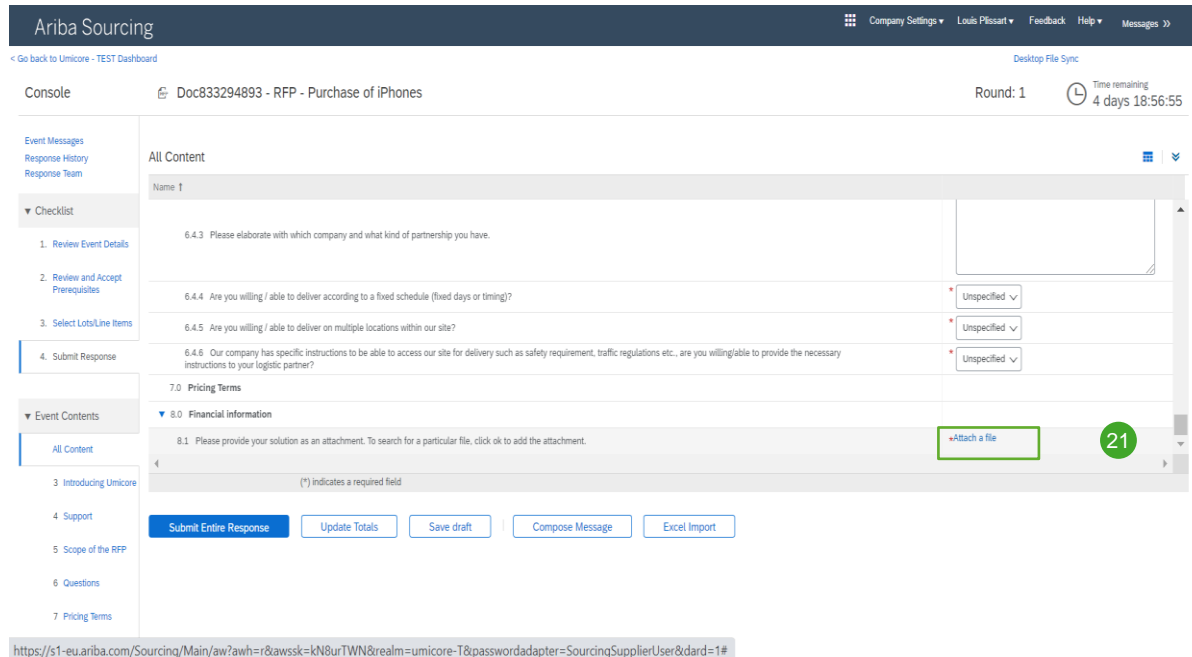
Annotations in the image include a blue text balloon icon next to question 6.1.3 and a green text balloon icon next to question 6.1.4. The interface also features a navigation menu on the left, a top bar with user information, and a bottom bar with action buttons.

## Open questions

- 19 Open questions can be answered by providing your input in the free text field (can include numbers, special characters etc.).
- 20 In some situations, Umicore will allow you to include attachments for a specific open question. If this is the case, it will be highlighted by the blue text balloon icon.



# Provide answers



Ariba Sourcing

Company Settings | Louis Plassart | Feedback | Help | Messages

Go back to Umicore - TEST Dashboard | Desktop File Sync

Console | Doc833294893 - RFP - Purchase of iPhones | Round: 1 | Time remaining: 4 days 18:56:55

Event Messages | Response History | Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

▼ Event Contents

All Content

3 Introducing Umicore

4 Support

5 Scope of the RFP

6 Questions

7 Pricing Terms

All Content

6.4.3 Please elaborate with which company and what kind of partnership you have.

6.4.4 Are you willing / able to deliver according to a fixed schedule (fixed days or timing)? \* Unspecified

6.4.5 Are you willing / able to deliver on multiple locations within our site? \* Unspecified

6.4.6 Our company has specific instructions to be able to access our site for delivery such as safety requirement, traffic regulations etc.. are you willing/able to provide the necessary instructions to your logistic partner? \* Unspecified

7.0 Pricing Terms

▼ 8.0 Financial Information

8.1 Please provide your solution as an attachment. To search for a particular file, click ok to add the attachment. +Attach a file 21

(\*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

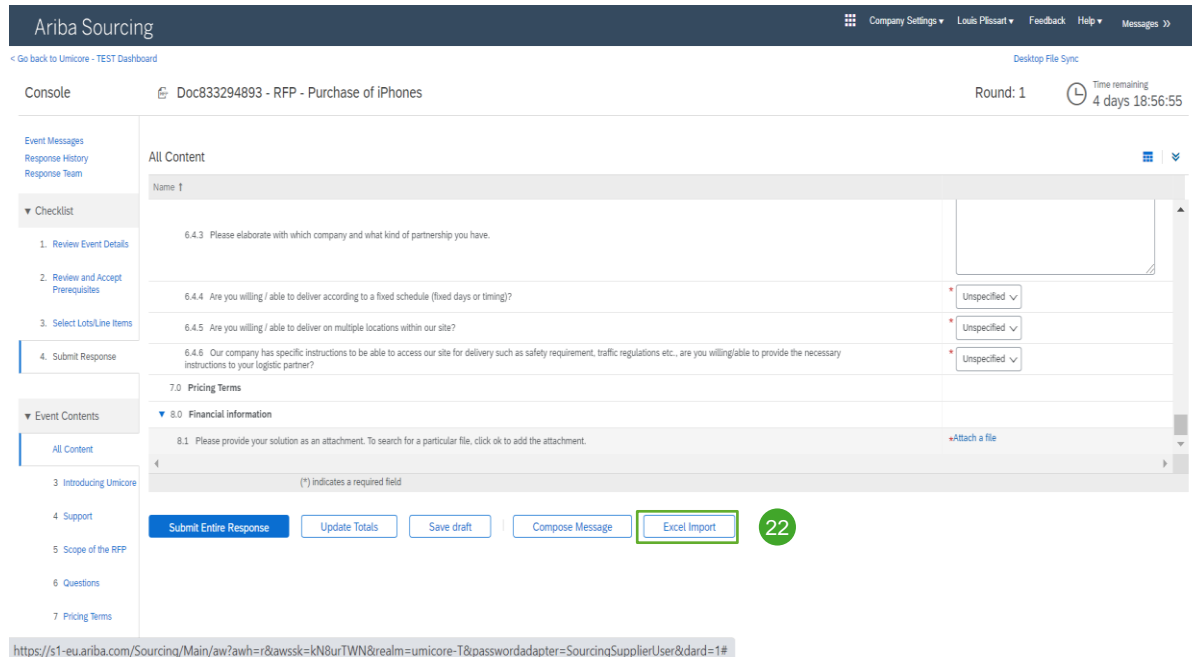
https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=kN8urTWN&realm=umicore-T&passwordadapter=SourcingSupplierUser&dard=1#

## Attachments

- 21 Some questions will only require you to upload an attachment. Click on **Attach a file** and select the document you would like to upload.



# Provide answers



The screenshot shows the Ariba Sourcing interface for a procurement event titled "Doc833294893 - RFP - Purchase of iPhones". The interface includes a navigation menu on the left with sections like "Checklist" and "Event Contents". The main area displays a form with various questions and input fields. At the bottom of the form, there are several action buttons: "Submit Entire Response", "Update Totals", "Save draft", "Compose Message", and "Excel Import". The "Excel Import" button is highlighted with a green border and a green circle containing the number 22. The URL at the bottom of the page is: <https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=kN8urTWN&realm=umicore-T&passwordadapter=SourcingSupplierUser&dard=1#>

## Excel import

- 22 If you prefer working in Excel, you can download the content of an RFX to a spreadsheet. You can then provide your answers in the spreadsheet and re-upload the content to the Ariba event. In order to use this feature, click on the **Excel Import button**.



# Provide answers

**Ariba Sourcing**

< Go back to Umicore - TEST Dashboard Desktop File Sync

### Import Response from Excel Done

This page allows you to export and import event content and submit bids. It is not intended to add attachments. To add attachments, return to the previous page and click the link to browse for an attachment.

**Step 1.** Click "Download Content" to download and review your event in an Excel Spreadsheet.  
*Skip this step if you wish to import a previously downloaded file. If you want to start over, click "Download Original Excel Bid Sheets".*

**23** Download Content

**Step 2.** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.

**Step 3.** Locate the saved Excel file on your computer using the Browse button.

**25** Bestand kiezen Geen bestand gekozen  
or drop file here

**Step 4.** Click **Upload** to import the contents of the Excel file to your event.  
*Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.*

**26** Upload

Louis Plassart (LP1001@ypmail.com) last visited 24-Jan-2022 6:49:09 AM LP1001 AM  
© 1996–2019 Ariba, Inc. All rights reserved.

**Submit the answers to the questions.**

**Instructions:** Fill out each worksheet using the tabs at the bottom of the window and fill out the required information. When complete, save the file to your computer, reupload and upload to the application.

**General Guidelines and Cell Legend**

Some of the cells in the following sheets require that you enter data, some can optionally be edited, and some are read-only. This is indicated in the color and border:

- Header and System ID information. Do not modify this cell or the report may fail.
- Help information. Do not modify this cell or the report may fail.
- Bidding data. These cells are required. The color mapping for these cells also has an asterisk (\*) in it.
- Capture data.

Not for print: This report contains confidential information. It is not to be distributed outside of your organization. For more information, see the SAP Ariba Help Center. If you need to print this report, you must first change the print settings to "Print without headers and footers" in the SAP Ariba Help Center.

## Excel import

- 23** Click **Download Content** to download and review your event in an Excel Spreadsheet. Skip this step if you wish to import a previously downloaded file.
- 24** Declare your intention to respond and enter your response in the Excel spreadsheet and save the file to your computer.
- 25** Locate the saved Excel file on your computer using the **Choose file** button.
- 26** Click **Upload** to import the contents of the Excel file to your event.
- i** Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.
- i** Note: It is not intended to add attachments in the Excel. To add attachments, return to the previous page and click the link to browse for an attachment.





# Provide answers

Ariba Sourcing

Company Settings | Louis Plassart | Feedback | Help | Messages

< Go back to Umicore - TEST Dashboard | Desktop File Sync

Console | Doc833294893 - RFP - Purchase of iPhones | Round: 1 | Time remaining: 4 days 18:56:55

Event Messages | Response History | Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

All Content

Name 1

6.4.3 Please elaborate with which company and what kind of partnership you have.

6.4.4 Are you willing / able to deliver according to a fixed schedule (fixed days or timing)? \* Unspecified

6.4.5 Are you willing / able to deliver on multiple locations within our site? \* Unspecified

6.4.6 Our company has specific instructions to be able to access our site for delivery such as safety requirement, traffic regulations etc., are you willing/able to provide the necessary instructions to your logistic partner? \* Unspecified

7.0 Pricing Terms

▼ 8.0 Financial Information

8.1 Please provide your solution as an attachment. To search for a particular file, click ok to add the attachment.

(\*) indicates a required field

Submit Entire Response | Update Totals | Save draft | Compose Message | Excel Import

Submit this response?  
Click OK to submit.

OK | Cancel

https://s1-eu.ariba.com/Sourcing/Main/aw?awh=r&awssk=kN8urTWN&realm=umicore-T&passwordadapter=SourcingSupplierUser&dard=1#

## Submitting your response

27 Once you have provided your responses, click on the **Submit Entire Response** button.

Do remember that all questions marked with an **asterisk “\*”** are mandatory

28 Click on OK to confirm that you would like to submit your responses.

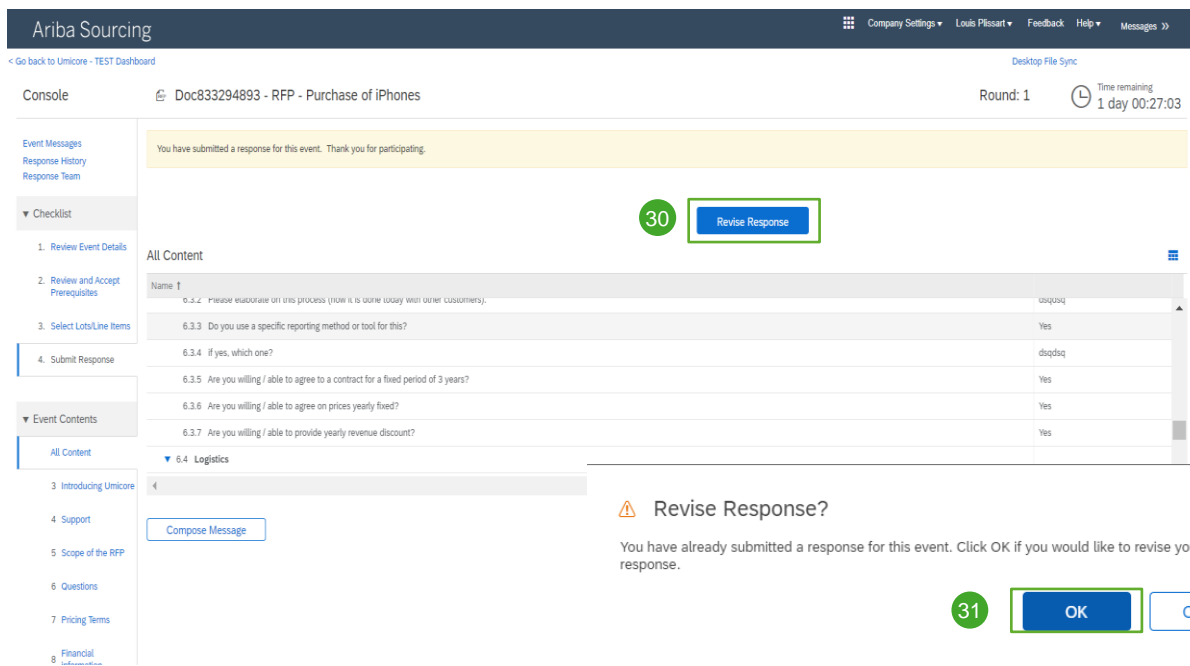
29 You will receive a confirmation note, highlighted in green, once the responses have been submitted successfully.

29

✓ Your response has been submitted. Thank you for participating in the event.



# Provide answers



The screenshot shows the Ariba Sourcing interface for a procurement event. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Louis Pilsart', 'Feedback', 'Help', and 'Messages'. The main header displays 'Doc833294893 - RFP - Purchase of iPhones', 'Round: 1', and 'Time remaining: 1 day 00:27:03'. A yellow confirmation message states: 'You have submitted a response for this event. Thank you for participating.' Below this, a '30' in a green circle highlights a blue 'Revise Response' button. The main content area shows a table of questions with answers:

Name	Answer
6.3.2 Please elaborate on the process (how it is done today with other customers).	dsqdsq
6.3.3 Do you use a specific reporting method or tool for this?	Yes
6.3.4 If yes, which one?	dsqdsq
6.3.5 Are you willing / able to agree to a contract for a fixed period of 3 years?	Yes
6.3.6 Are you willing / able to agree on prices yearly fixed?	Yes
6.3.7 Are you willing / able to provide yearly revenue discount?	Yes

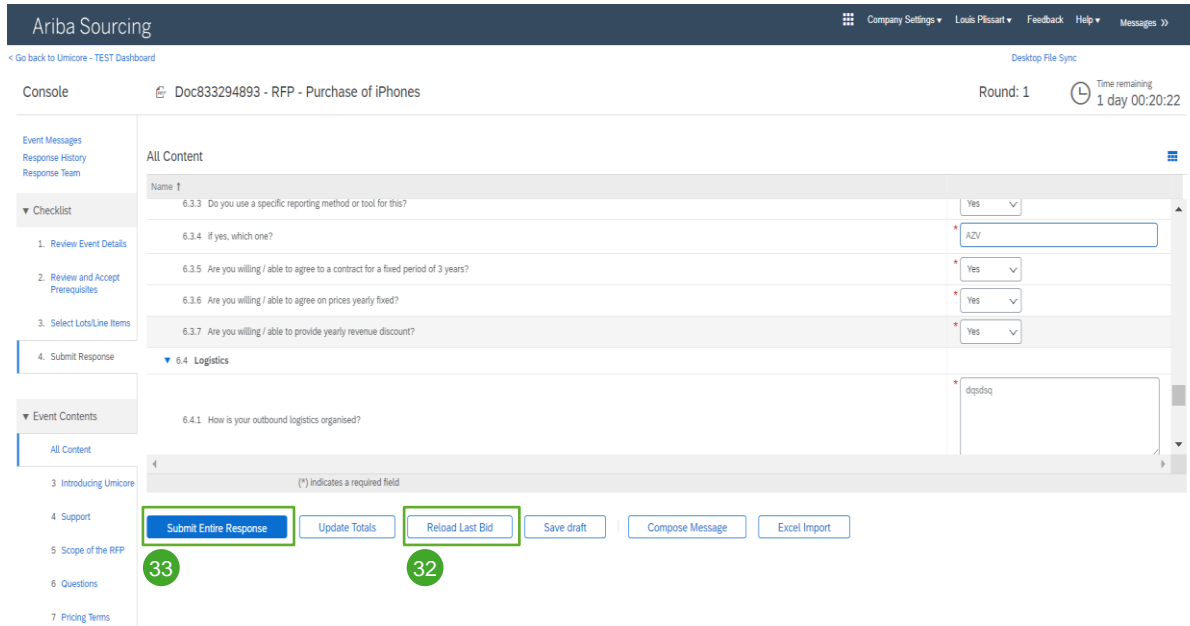
A '31' in a green circle highlights a 'Revise Response?' pop-up dialog. The dialog contains the text: 'Revise Response? You have already submitted a response for this event. Click OK if you would like to revise your response.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

## Revising your response

- 30 You can change your response until the status of the event changes to Pending Selection (in the main Proposals & Questionnaires menu). Click on **Revise Response**, to update your answers.
- 31 Confirm your intent for revision by clicking **OK** on the pop-up screen.



# Provide answers



## Revising your response

- 32 *Optional* - In case you would like to undo your changes and reset to the answers from the latest submitted bid, click on **Reload Last Bid**.
- 33 Once you have adjusted your response, click on **Submit Entire Response**.
- 34 You will get a notification that your bid has been resubmitted successfully.

34

✓ Your revised response has been submitted. Thank you for participating in the event.



# Event communication

**Ariba Sourcing** Company Settings Louis Plassart Feedback Help Messages

< Go back to Umicore - TEST Dashboard Desktop File Sync

Event Details Doc833294893 - RFP - Purchase of iPhones Round: 1 Time remaining: 1 day 00:09:43

**35** **Event Messages** Download Content Review Prerequisites Select Lots Print Event Information Download Bid Change Report

Response History  
Download Tutorials  
Response Team

**▼ Checklist**

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots/Line Items
4. Submit Response

**▼ Event Contents**

All Content

Name	Extended Price	Quantity
1.0 iPhone 12	€167,500.00 EUR	300 each
1.1 iPhone 12 128GB	€650.00 EUR	Extended Price: €97,500.00 EUR
1.2 iPhone 12 64GB	€600.00 EUR	Quantity: 150 each

**Event Overview and Timing Rules**

Owner: [Sven Heuten](#)  
Event Type: RFP  
Currency: European Union Euro  
Commodity: Hardware Telephony (PABX, Telephones, GSM,...) A080401  
Regions: BEL Belgium  
Target date of implementation: 12/31/2021

Publish time: 12/14/2021 11:36 AM  
Due date: 12/21/2021 11:36 AM  
Specify how lot bidding will begin and end: Parallel  
Allow bidding overtime: No

## Event messages

- 35** Instead of communication via email, SAP Ariba supports sending direct messages over the platform via Event messages. Event messages can be viewed and composed by clicking in the left navigation pane on **Event Messages**



# Event communication

Ariba Sourcing interface showing event messages for 'RFP - Purchase of iPhones'. The interface includes a navigation bar with 'Company Settings', 'Louis Plissart', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a 'Back to Console' button and a 'Time remaining' indicator showing 21:53:07. The main content area displays a list of messages with columns for 'Id', 'Reply Sent', 'Sent Date', 'From', 'Contact Name', 'To', and 'Subject'. The messages are as follows:

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG76188952	Not Applicable	12/20/2021 11:20 AM	LPL001	Louis Plissart	Sven Heuten	Response [ID=ID906571417] in event RFP - Purchase of iPhones has been submitted.
MSG76188951	Not Applicable	12/20/2021 11:06 AM	LPL001	Louis Plissart	Sven Heuten	Response [ID=ID906571416] in event RFP - Purchase of iPhones has been submitted.
MSG75436270	No	12/16/2021 04:36 PM	Umicore - TEST	Sven Heuten	Louis Plissart	Event RFP - Purchase of iPhones has changed.
MSG75436269	No	12/16/2021 04:18 PM	Umicore - TEST	Sven Heuten	Louis Plissart	Event RFP - Purchase of iPhones has changed.
MSG75436227	No	12/16/2021 11:57 AM	Umicore - TEST	Sven Heuten	Louis Plissart	Event RFP - Purchase of iPhones has changed.
MSG75436054	Not Applicable	12/14/2021 11:36 AM	Umicore - TEST	Sven Heuten	Louis Plissart	Umicore - TEST has invited you to participate in an event: RFP - Purchase of iPhones.

At the bottom of the message list, there are buttons for 'View', 'Reply', 'Compose Message' (highlighted with a green box), and 'Download all attachments'. A green circle with the number '36' is positioned below the 'Compose Message' button. The interface also includes a 'Back to Console' button at the bottom right and a footer with copyright information and SAP Business Network links.

## Event messages

36 If you have any type of questions or need clarification for this specific event from your buyer, please click on the **Compose Message** button and submit your question.

Once the respective buyer has answered, his/her reply will show up in the event messages sections.



For additional information:

- Please consult our [SAP Ariba supplier zone](#)
- Reach out to your Umicore contact person
- Send an email to our [Ariba support team](#)

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