TAFE NSW Ariba Network Supplier Training

How to register for a new Ariba Network account from a TAFE NSW Trading Relationship Request

September 2023

TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

Topic
Audience
Background

| Topic	This Quick Reference Guide (QRG) provides information on the following topics: • **How to accept a Trading Relationship Request to trade with TAFE NSW on the Ariba Network.** • **How to set up your Account once you have accepted the TRR.**
Audience	Suppliers that **do not already** have an Ariba Network Account and have received a Trading Relationship Request (TRR) from TAFE NSW to transact over the SAP Ariba Network.
Background	TAFE NSW requires all suppliers that transact with us to have an Ariba Network Account. This account can be either a Standard account or an Enterprise account. This QRG provides information on how to accept TAFE NSW's TRR. Note that Standard Ariba Network Accounts are free. Enterprise accounts attract fees, but TAFE NSW pays all fees for supplier transactions with TAFE NSW. However, suppliers may be charged for Enterprise account transactions with other customers that transact using the Ariba Network.

Step 1

You will receive an email like the below samples with a **Trading Relationship Request (TRR)** from TAFE NSW. The email with the TRR will come from this email address: **ordersender-prod@ansmtp.ariba.com.**
It may go to your spam or junk folder, so please keep an eye on these folders.
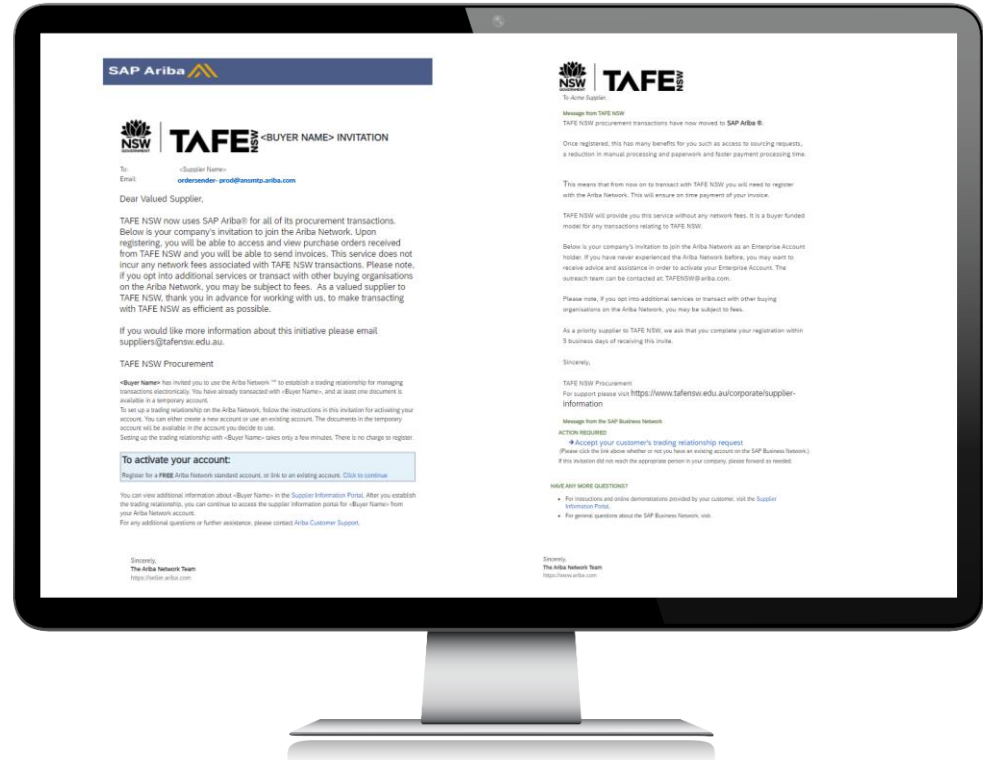
Step 2

Click on the link in the email to activate your account and accept the Trading Relationship to register on the Ariba Network for your new Ariba Network account.
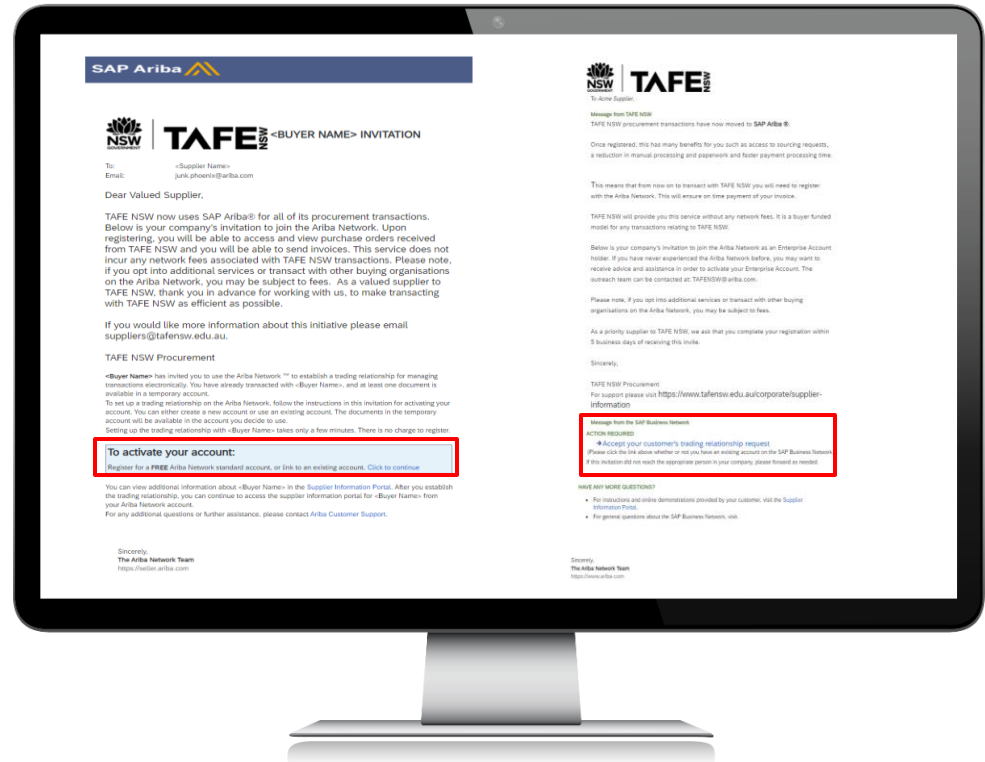
Step 3

Since your organisation does not already have an Ariba Network account, click on the '**Sign up'** button. Once you have clicked on the link, you will be taken to a page looking something like this.

Step 4
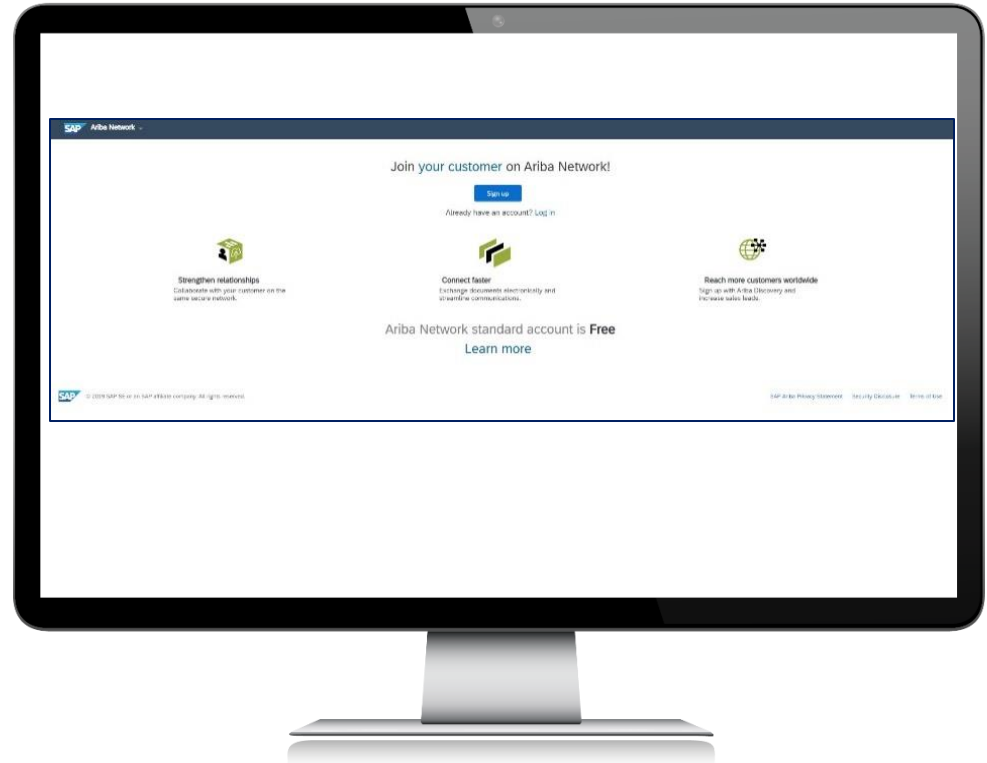
From there, you will come to a screen with information that you will need to complete about your organisation. The mandatory fields are marked with an asterisk*.
When you have filled in all the mandatory fields, click 'Register.' If you have any difficulties with this process, refer to the options for requesting assistance at the end of this document.
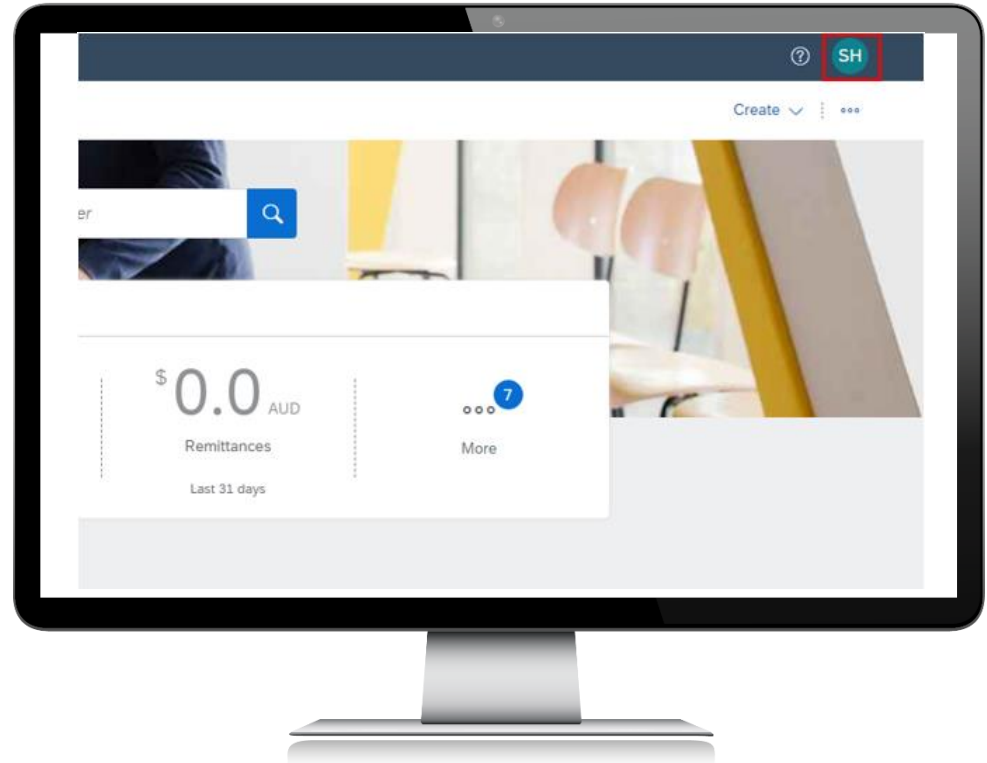
Step 5

You should then be taken to your account dashboard, which should look something like this.
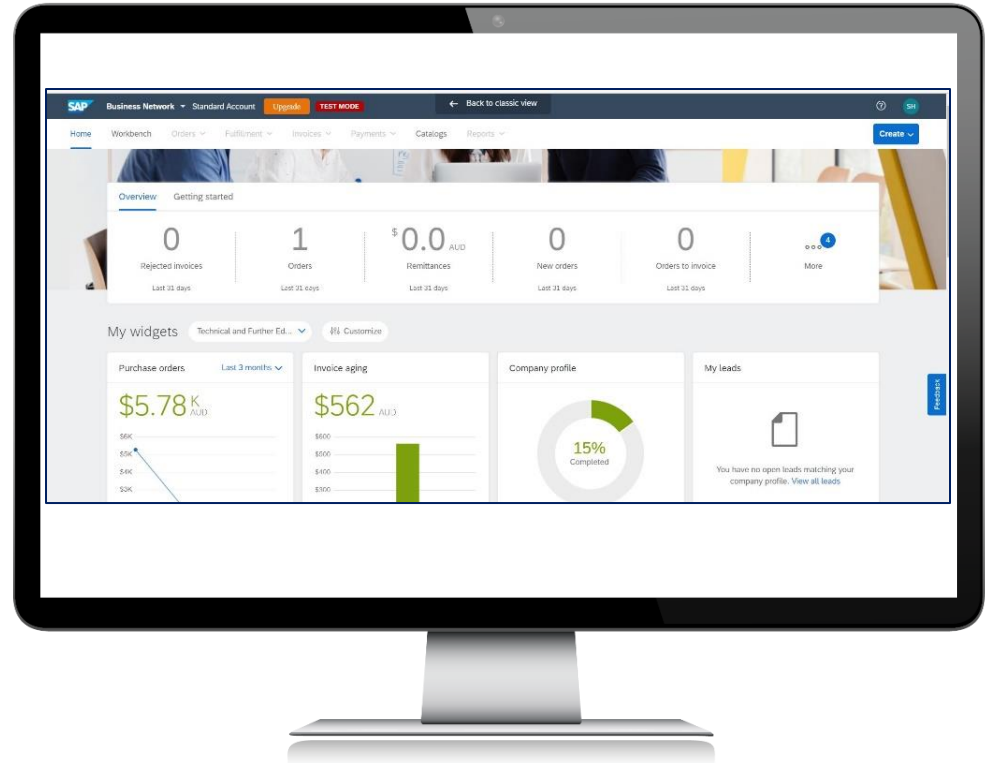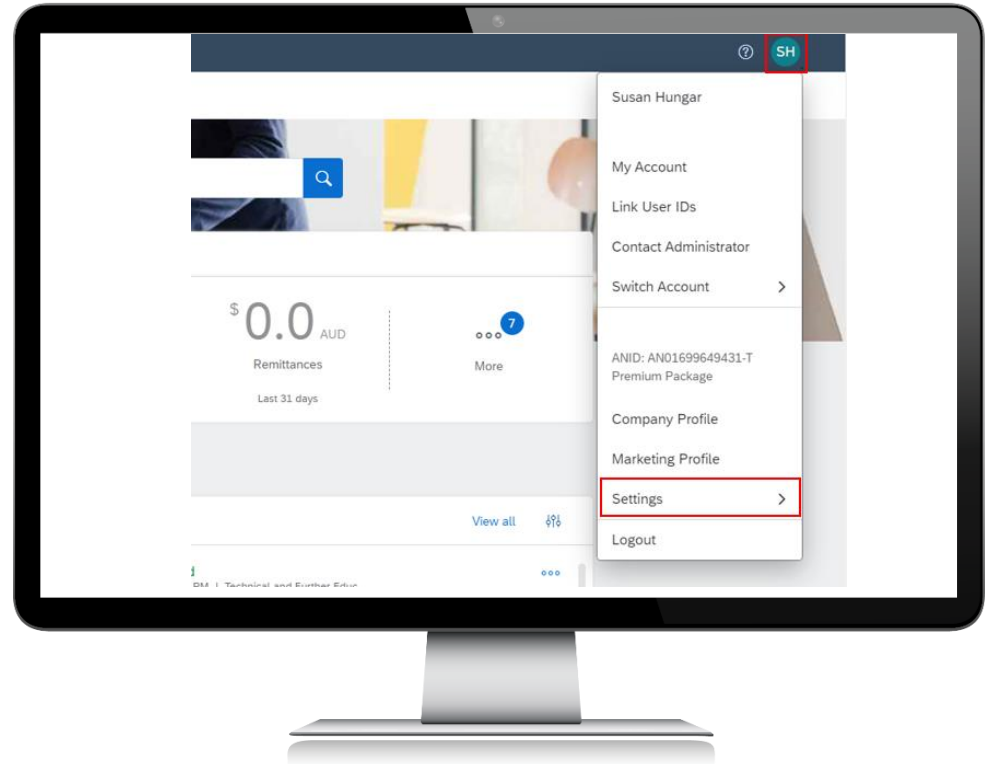
Step 6

You now need to set up Electronic Order Routing to specify which email address/es you want to receive purchase orders or notifications.
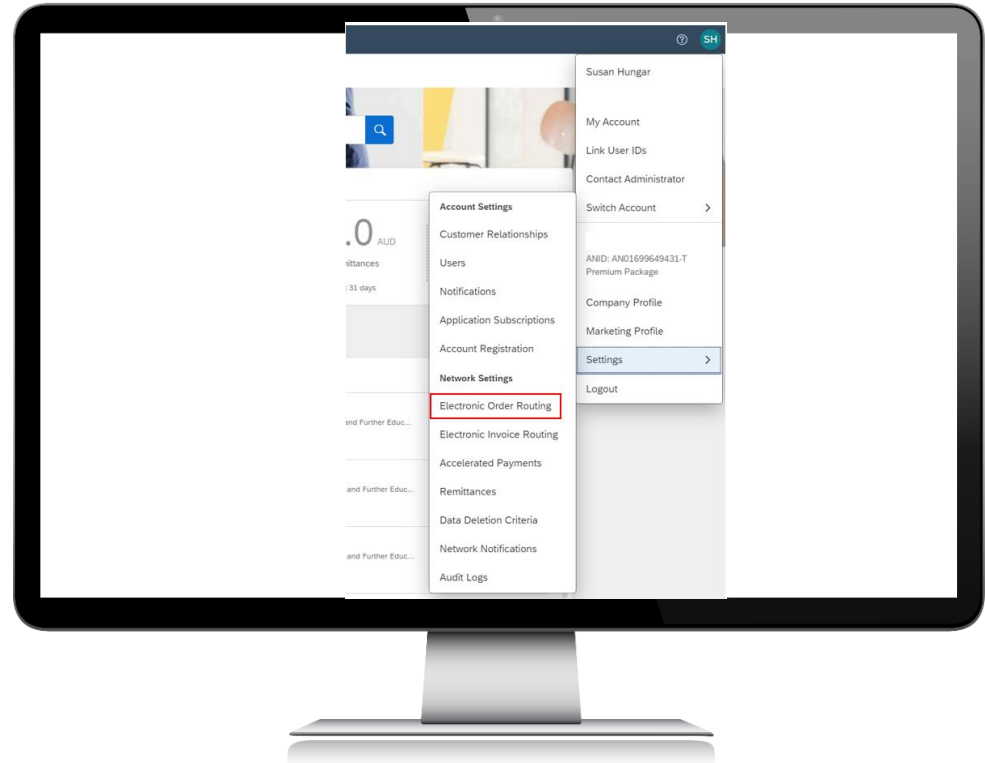On the Dashboard screen click on your initials in the top right-hand corner.
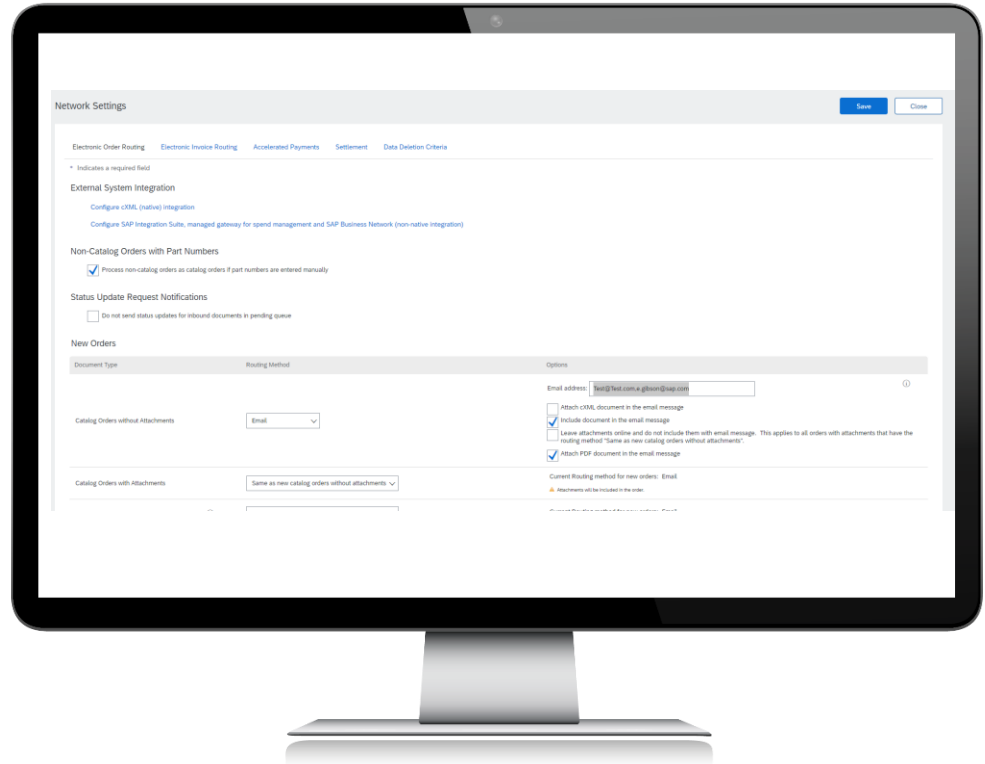
Step 7

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Step 8

Select '*Electronic Order Routing*' from the '*Settings*' dropdown menu:

Step 9

You will come to a page that looks like the screen below.

Step 10

Put in the email address you want to receive purchase orders and other notifications in the relevant fields. You can add up to five additional email addresses by putting a comma (no spaces) between each address. Be sure to also tick the two boxes below the email address field to ensure you also receive copies of the purchase orders attached to the message.

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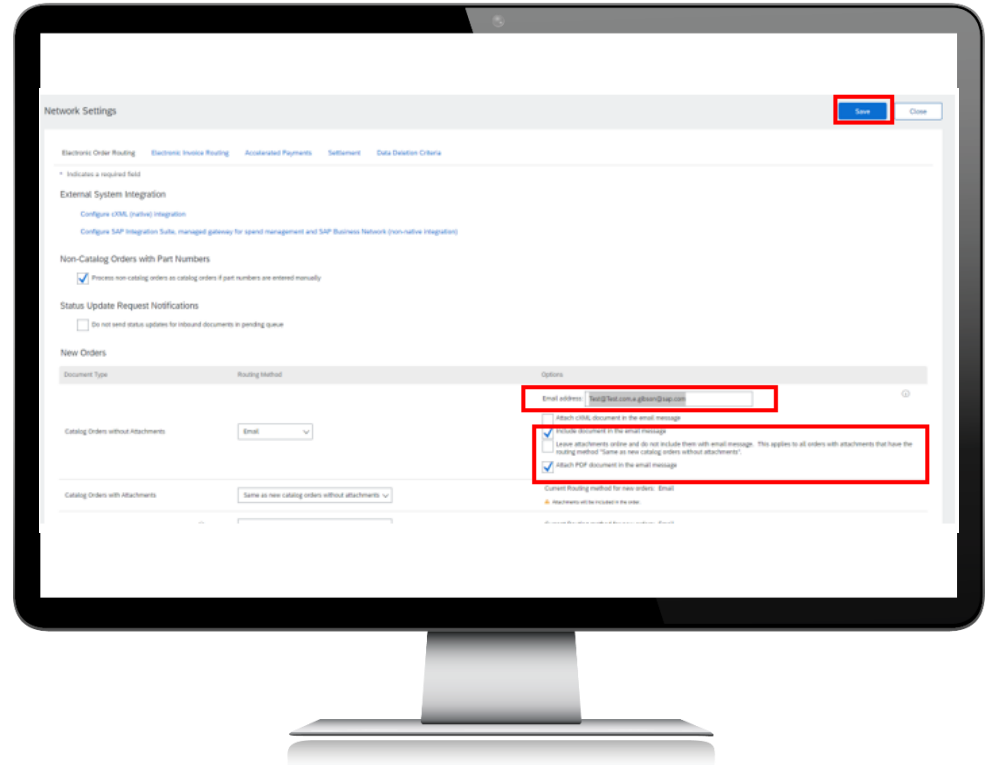
Step 11

Continue scrolling down the page and add in the relevant email address/es in all the fields. When you have finished, click '*Save*' in the top right-hand corner of the page.
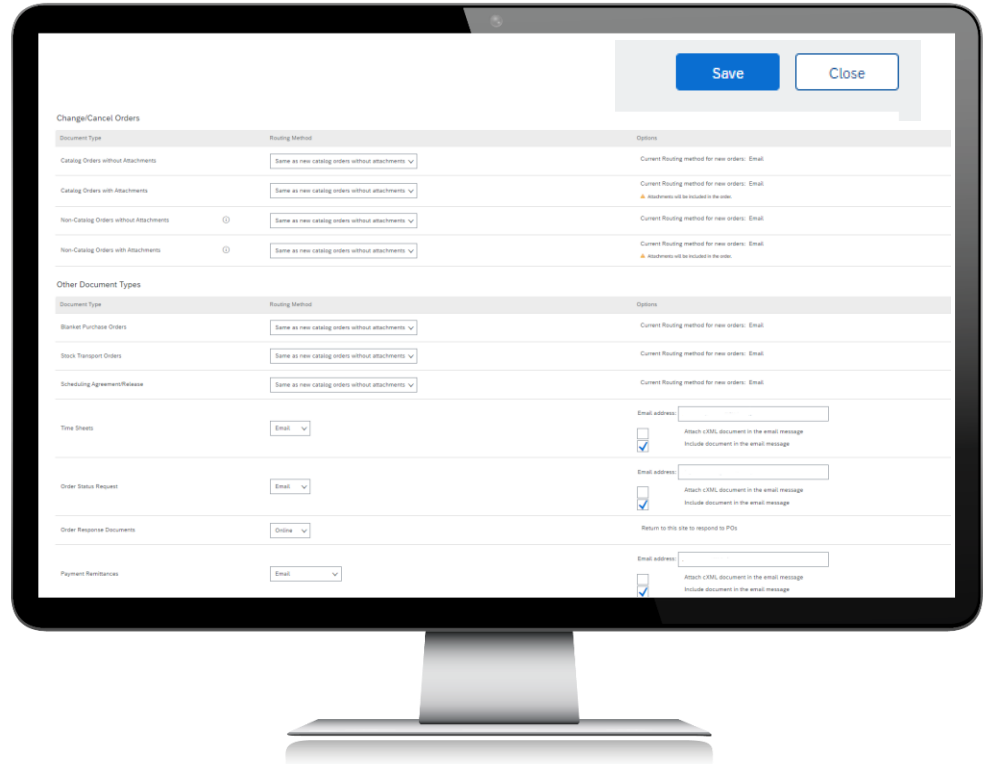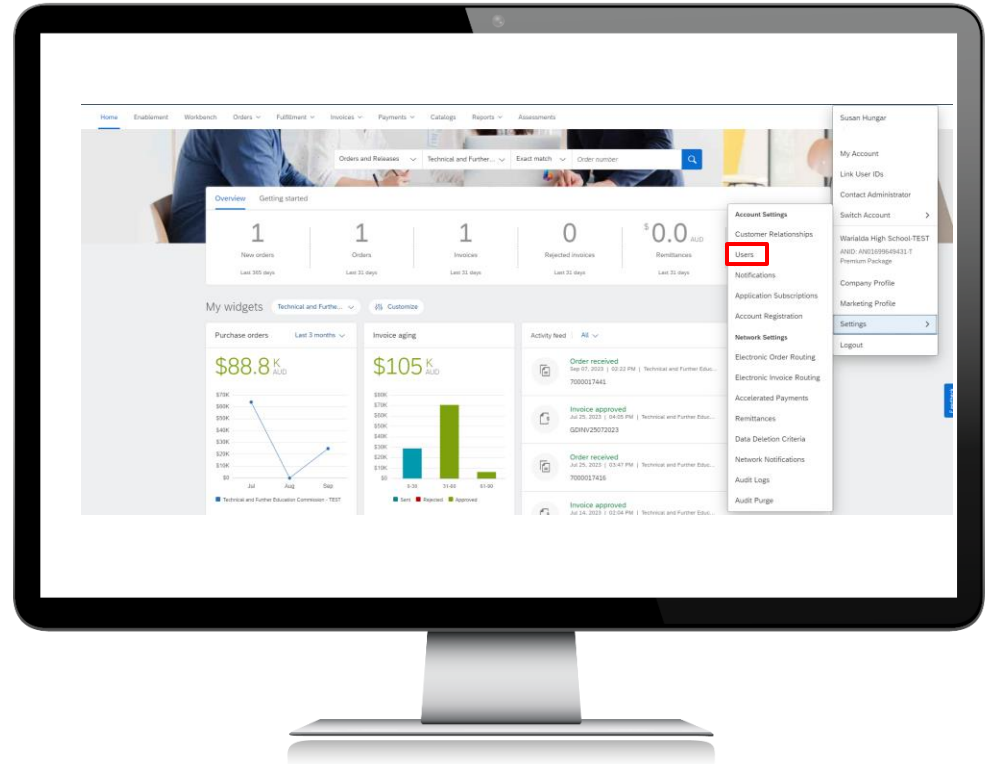
Step 12

If you need to add other users from your organisation to be able to access the account, you can go back to the 'Settings' area under your initials and select 'Users.'
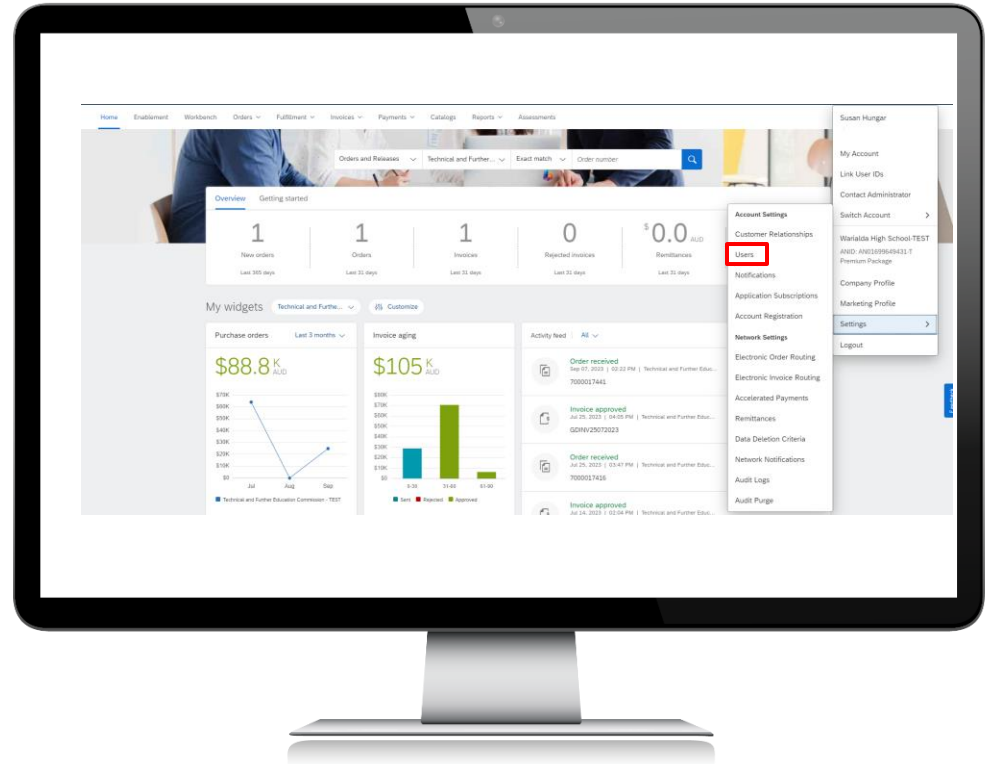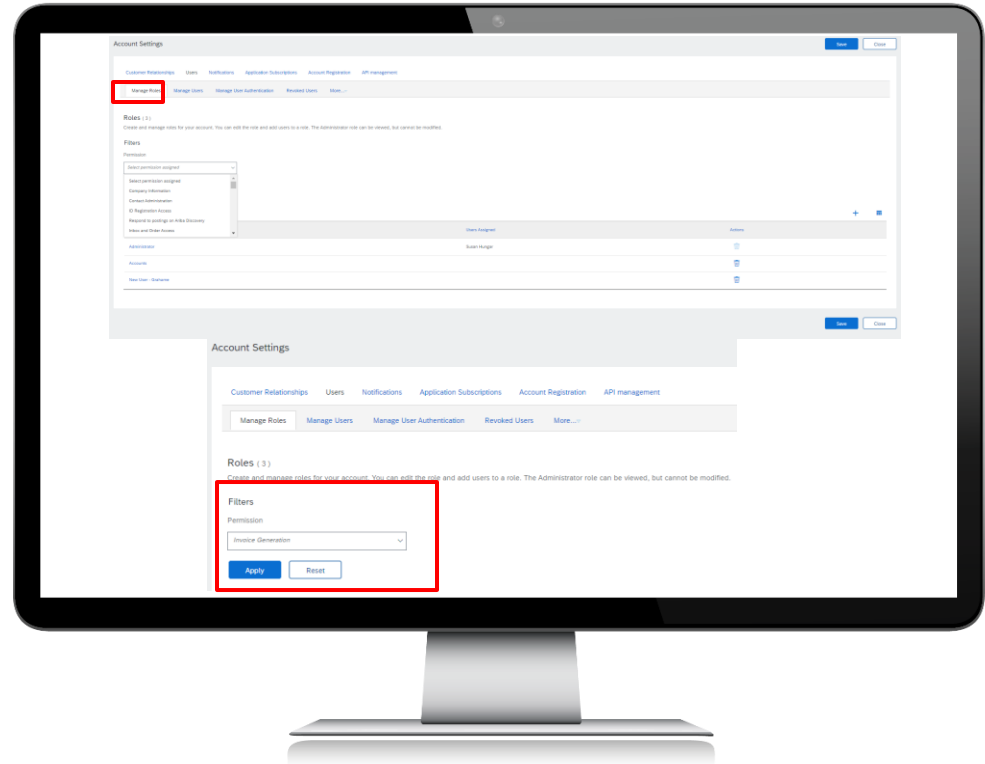
Step 13

If you need to add other users from your organisation to be able to access the account, you can go back to the 'Settings' area under your initials and select 'Users.'
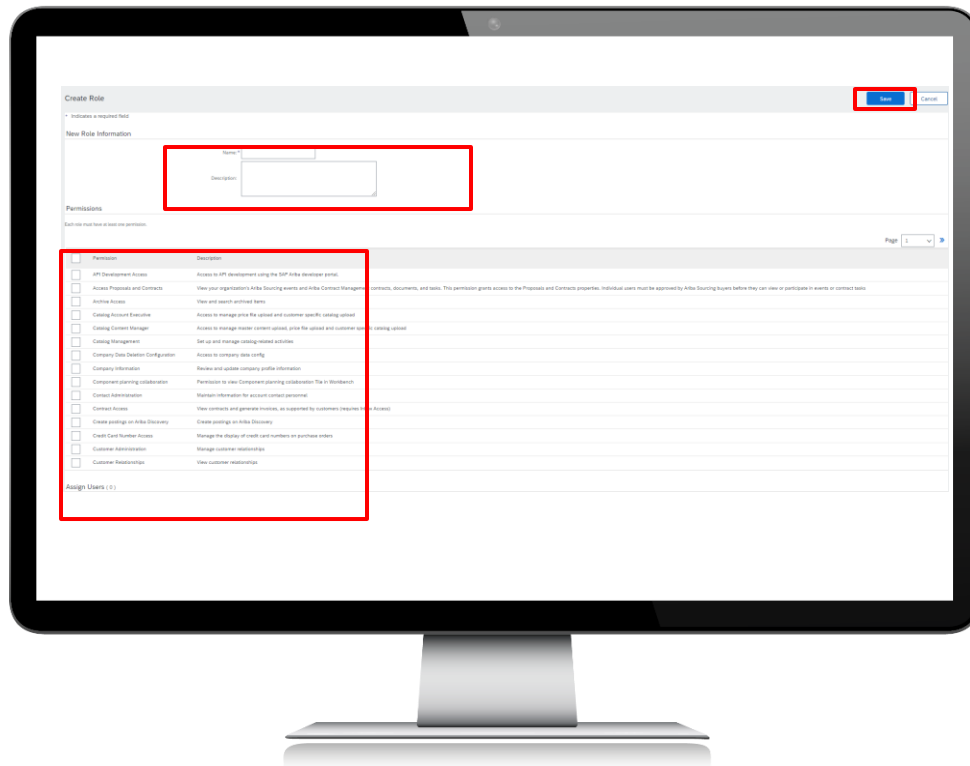
Step 14

You will come to the '**Account Settings**' screen with the '**Manage Roles**' tab open. First you will need to create a role for the additional users, by selecting the relevant permissions, and clicking 'Apply.'
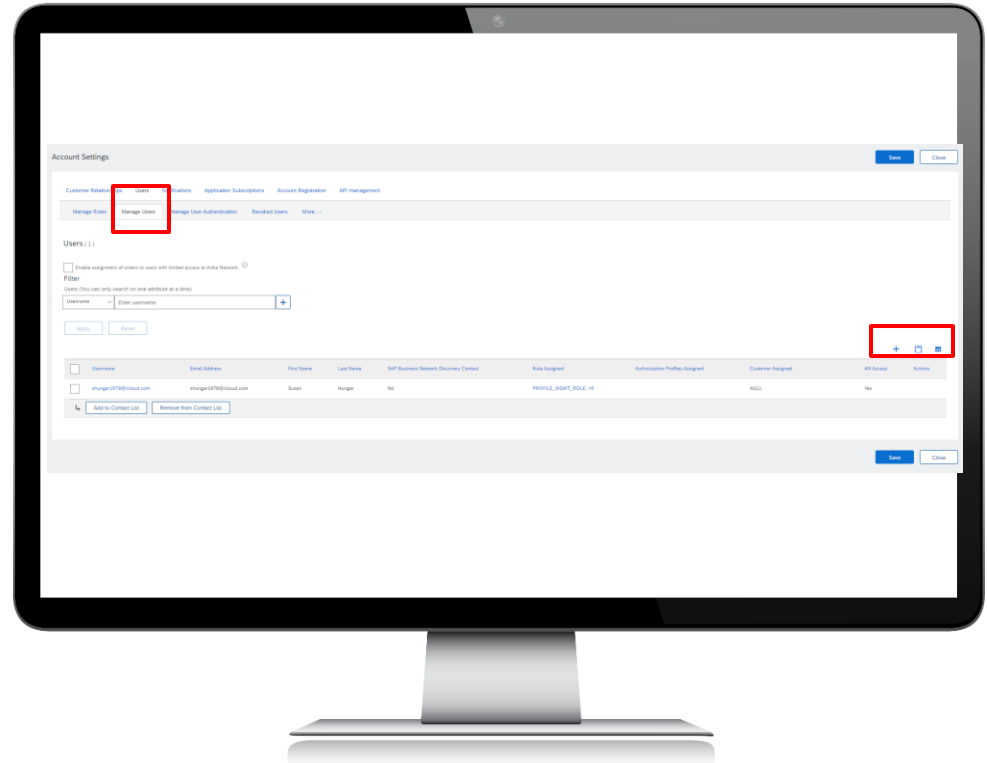
Step 15

The screen below will open where you can name the role and select the relevant permissions for the role. Once you have done that, click 'Save.'

Step 16

Once you have created the role, click on the '**Manage Users**' tab to be able to add users to the role. Click on the 'Plus' sign on the right-hand side of the screen to add a new user.

Step 17

The below screen will display. Complete the relevant fields and then click '**Save**.'

Further assistance

For help with:	Contact
Invoicing TAFE NSW	- Call 1300 823 343 - Press Option 2 for 'Finance' - Press Option 3 for 'Accounts Payable and Supplier Accounts – Unpaid Invoices'
Help with SAP Ariba from TAFE NSW	- Call 1300 823 343 - Press Option 2 for 'Finance' - Then Press Option 2 for 'Help with SAP Ariba' - Alternatively, you can email suppliers@tafensw.edu.au.
TAFE NSW Supplier Resources Hub Website	Click the following link to visit the Supplier Resources – Hub TAFE NSW.

Thank you