



TAFE NSW Ariba Network Supplier Training

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

September 2023



Hyams Beach, South Region
Wandi Wandian Country, traditional lands of the Jerrinja people

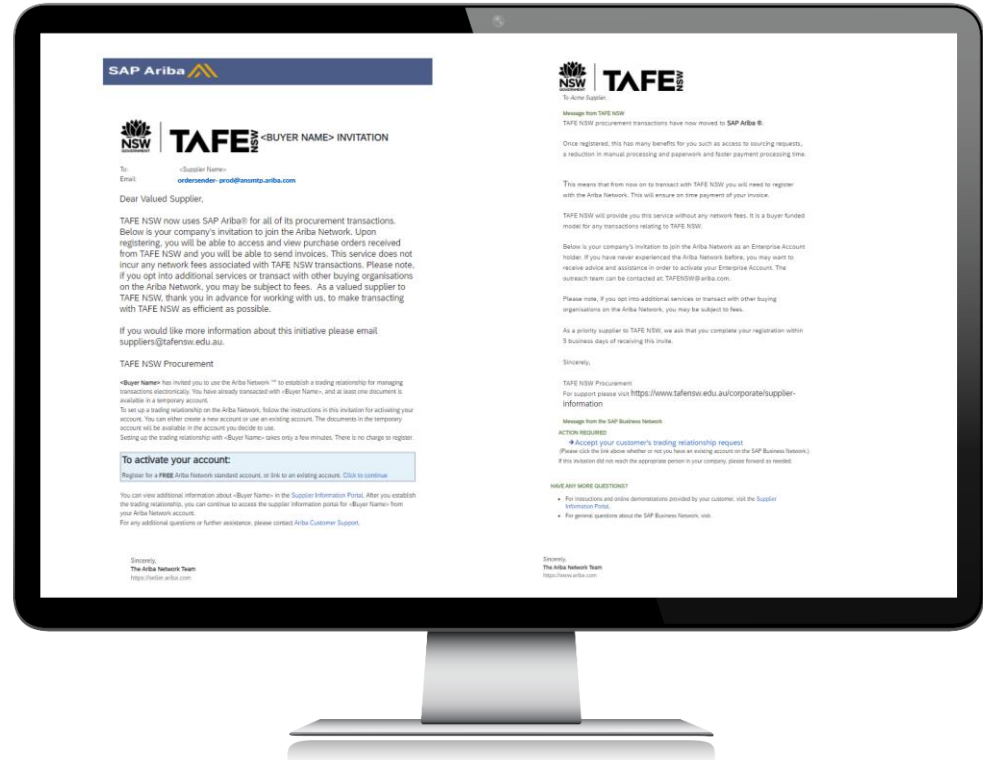
TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

Topic Audience Background

Topic	<p>This Quick Reference Guide (QRG) provides information on the following topics:</p> <ul style="list-style-type: none">• 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	<p>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.</p> <p>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.</p>

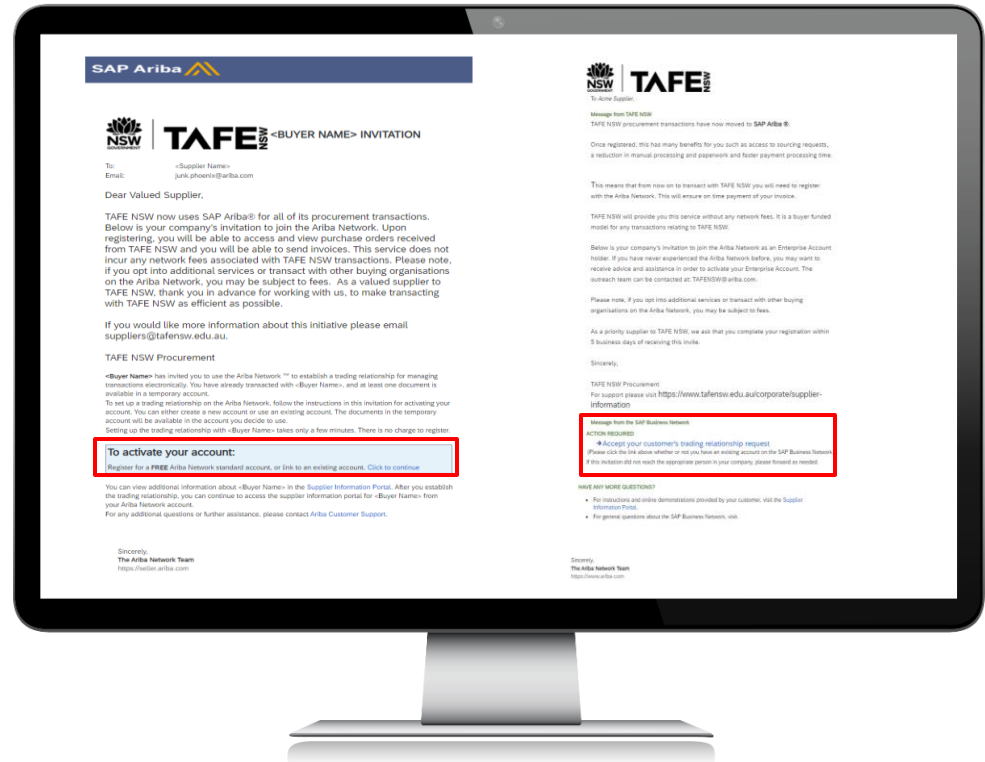
Step 1

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.



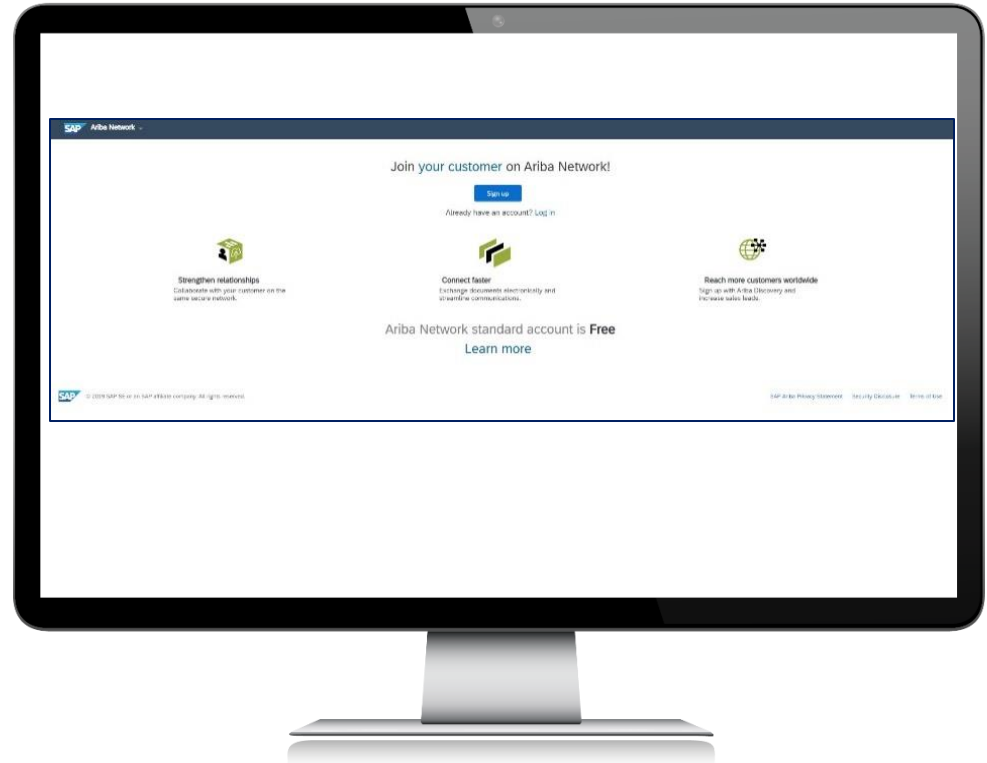
Click on the link in the email to activate your account and accept the Trading Relationship to register on the Ariba Network for your new Ariba Network account.

Step 2



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.



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 4

The screenshot shows the SAP Ariba Network registration page. The 'Register' button is highlighted with a red box. The form contains the following fields:

- Company Information:**
 - Company Name: * (Mandatory) [Example: The High School, NSW]
 - Country/Region: Australia (AUS) [Dropdown]
 - Address: * (Mandatory) [Example: Puckett Street]
 - City: * (Mandatory) [Example: WEE WEE]
 - State: * (Mandatory) [Example: NSW]
 - Postal Code: * (Mandatory) [Example: 2388]
- User account information:**
 - Name: * (Mandatory) [First Name, Last Name]
 - Email: * (Mandatory) [Example: user@domain.com]
 - Username: * (Mandatory) [Example: user@domain.com]
 - Password: * (Mandatory) [Example: Password123!]

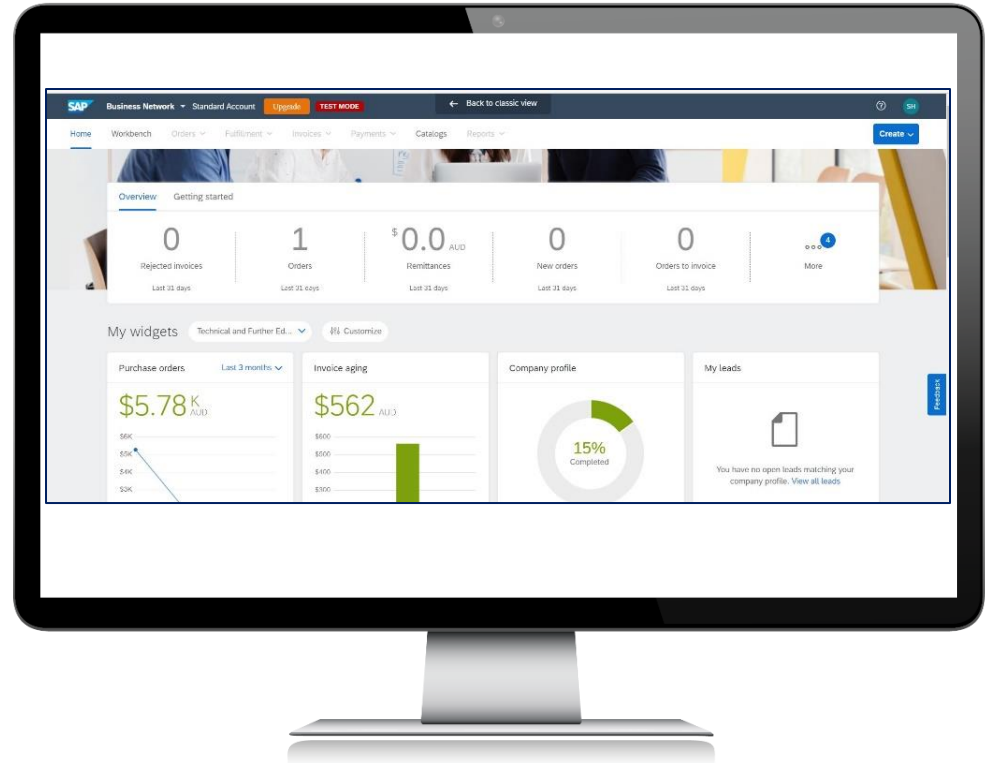
On the right sidebar, there is a section titled 'Ariba Network standard account is Free' with the following content:

- Already have an account? [Login](#)
- Strengthen relationships**
Collaborate with your customers on the same secure network.
- Connect faster**
Exchange documents electronically and streamline communications.
- Reach more customers worldwide**
Sign up with Ariba Discovery and increase sales leads.
- [Learn more](#)

At the bottom of the sidebar, it says: 'After registration, download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.'

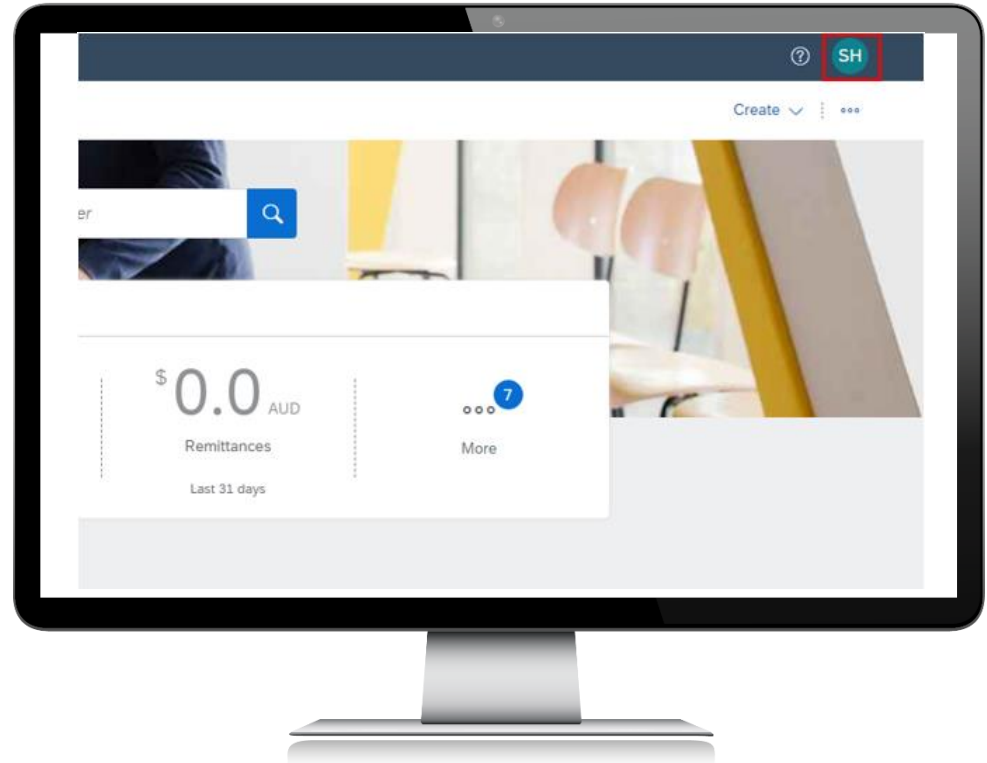
You should then be taken to your account dashboard, which should look something like this.

Step 5



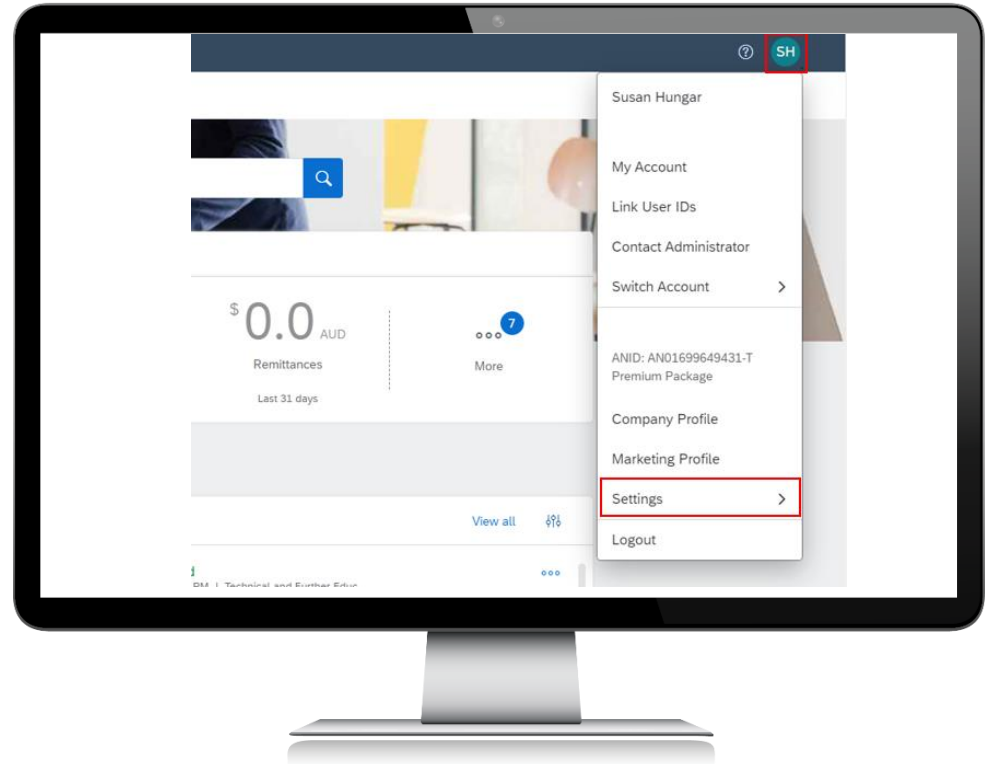
You now need to set up Electronic Order Routing to specify which email address/es you want to receive purchase orders or notifications.
On the Dashboard screen click on your initials in the top right-hand corner.

Step 6



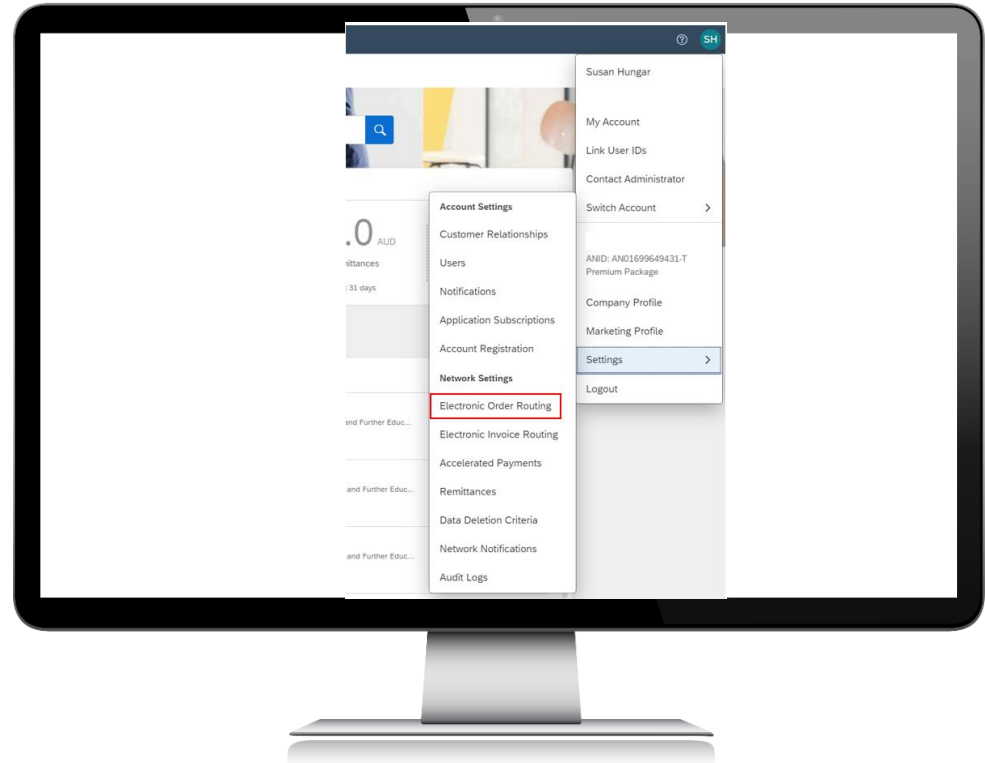
Step 7

Select '**Settings**' from the dropdown menu.



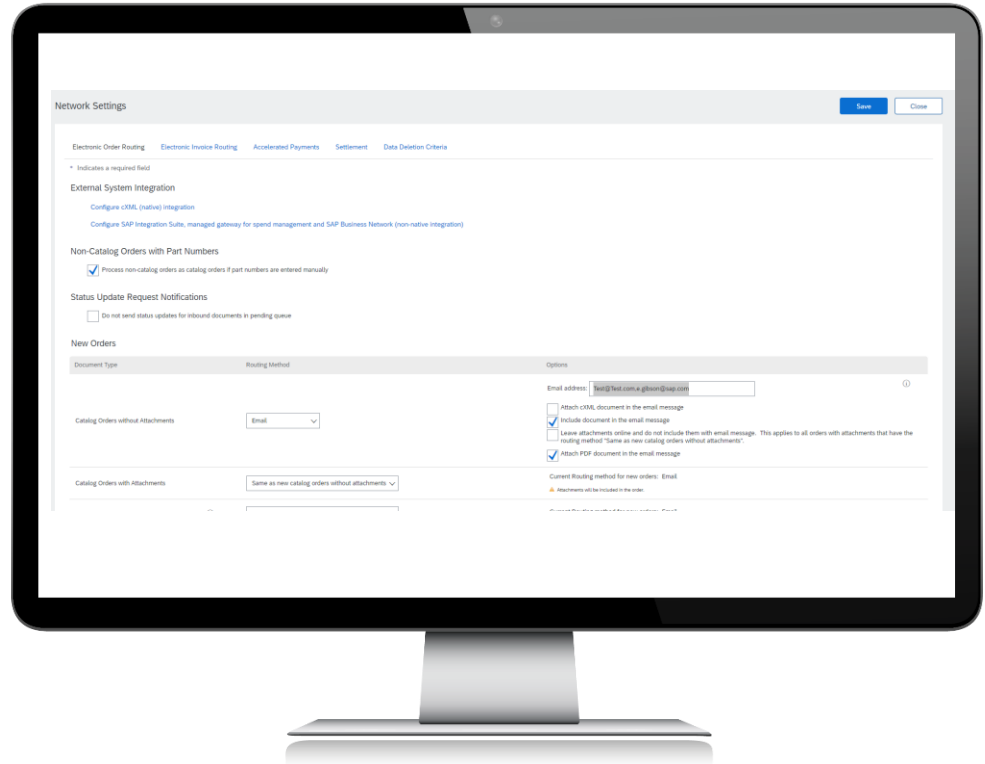
Step 8

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



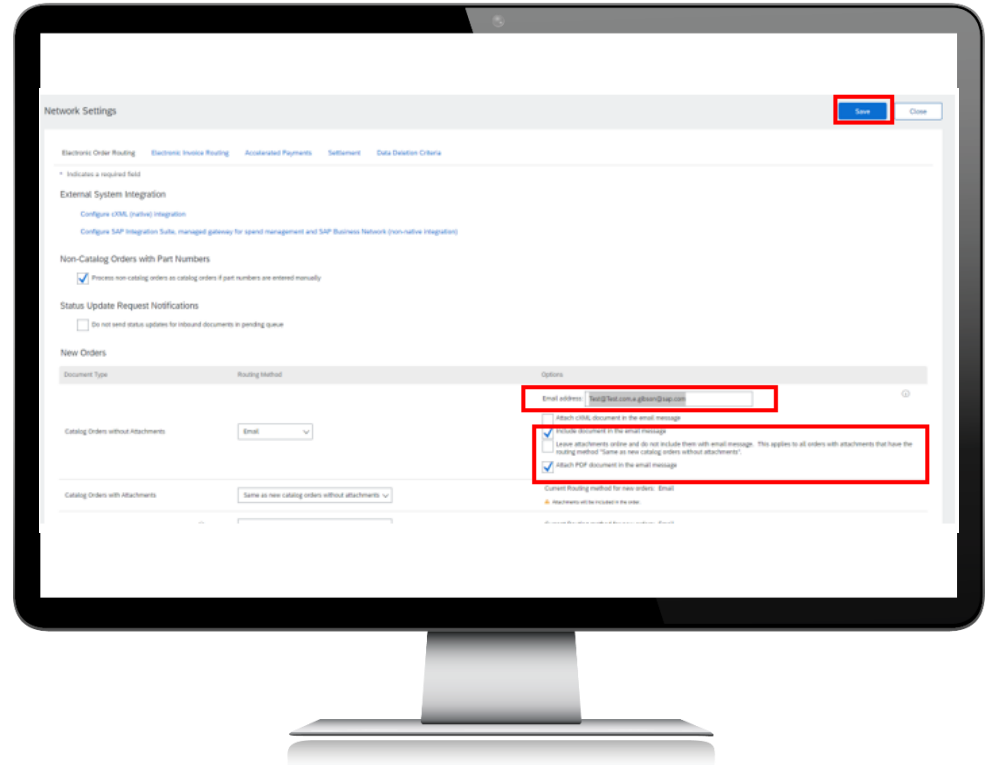
Step 9

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



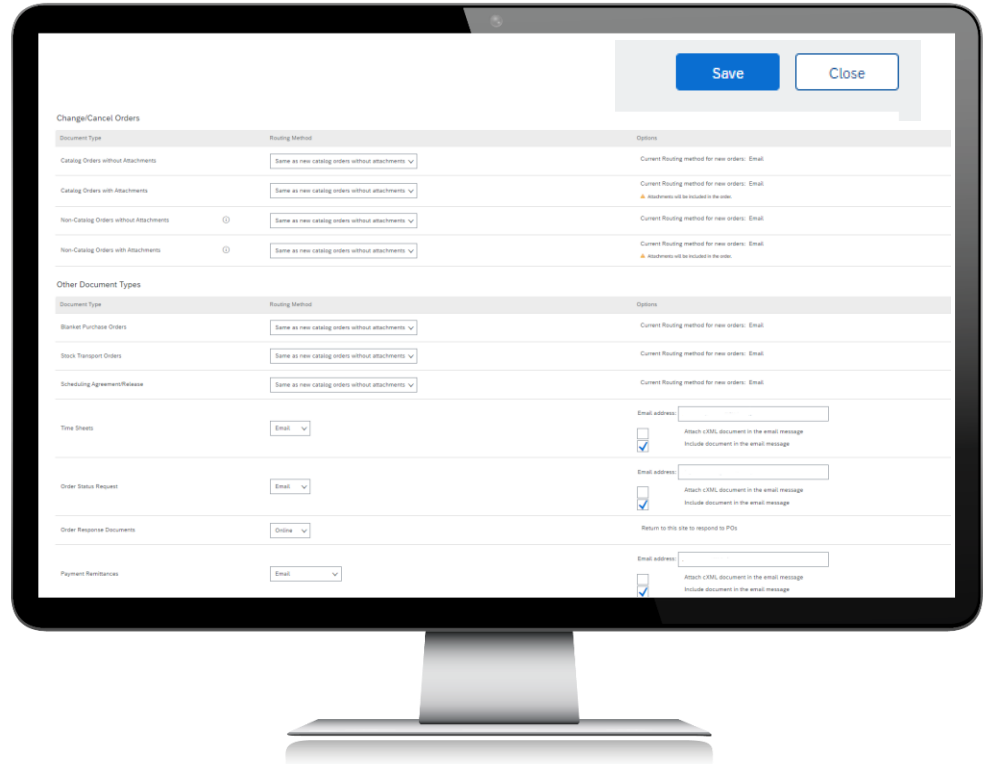
Put in the email address you want to receive purchase orders and other notifications in the relevant fields. You can add up to five additional email addresses by putting a comma (no spaces) between each address. Be sure to also tick the two boxes below the email address field to ensure you also receive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

Step 10



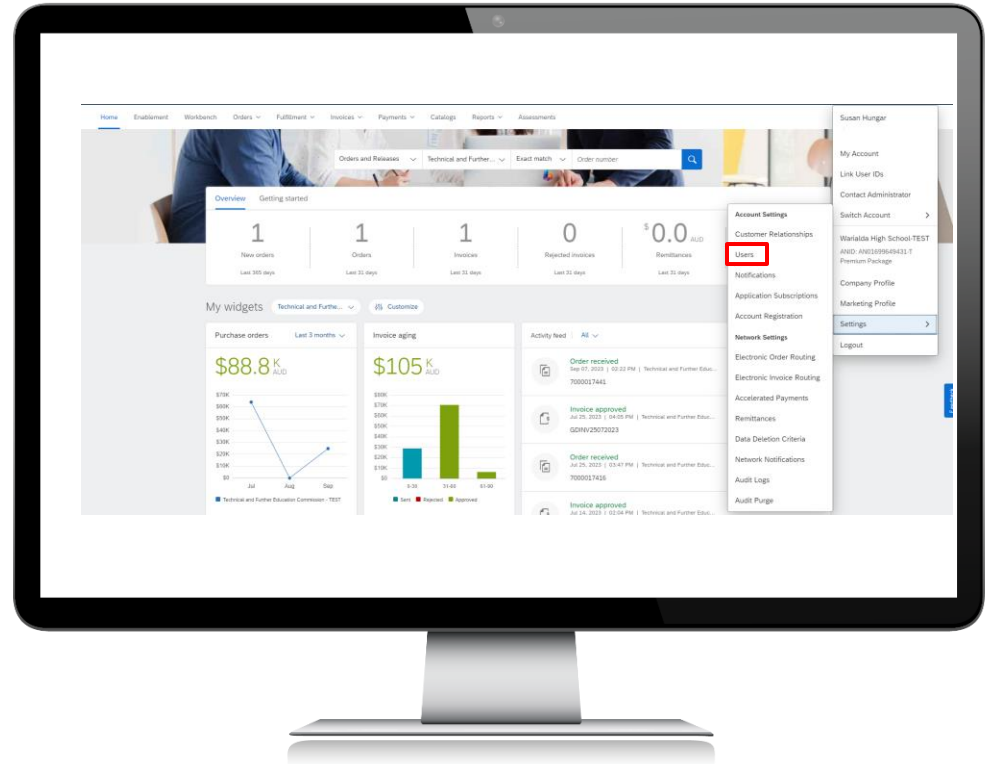
Continue scrolling down the page and add in the relevant email address/es in all the fields. When you have finished, click 'Save' in the top right-hand corner of the page.

Step 11



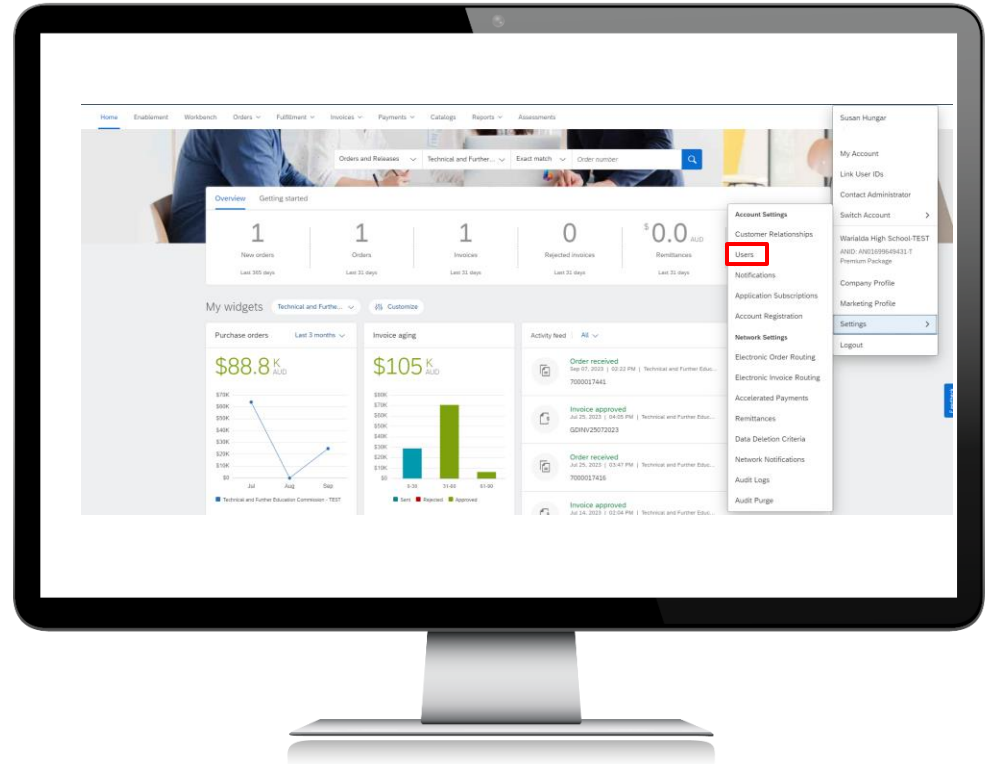
Step 12

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.'



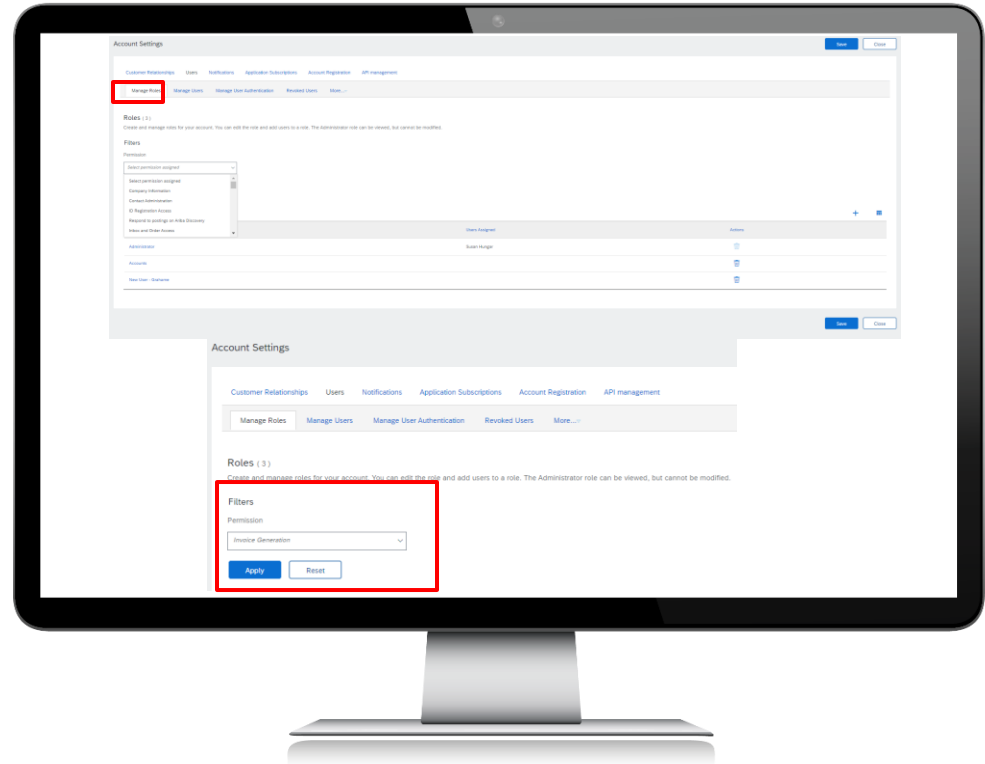
Step 13

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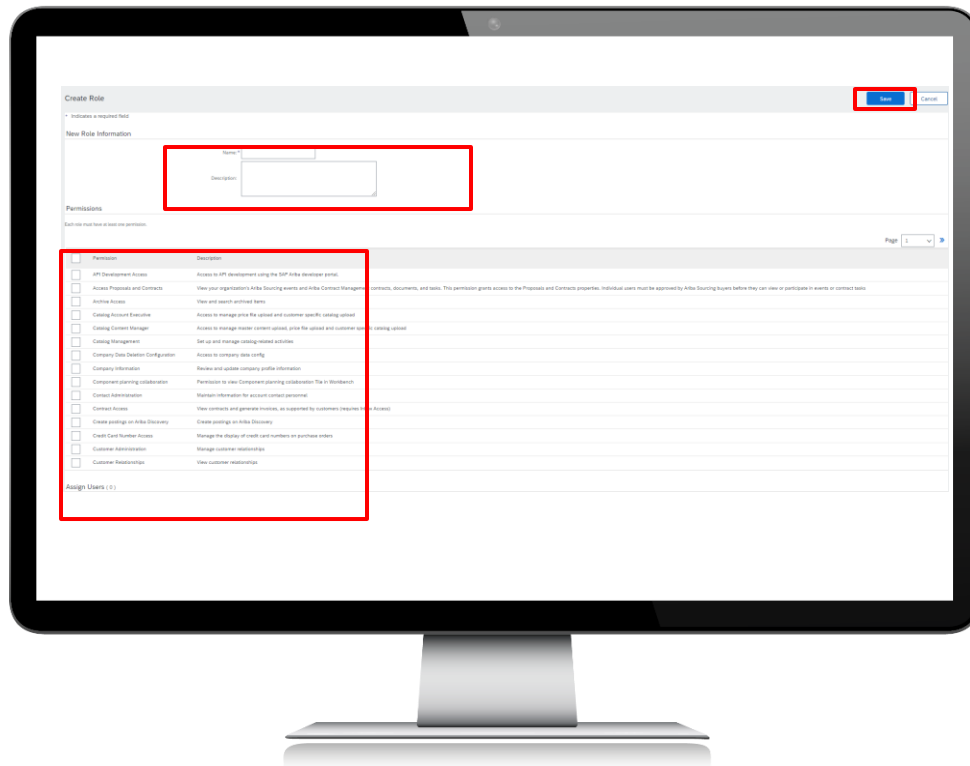
Step 14

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.'



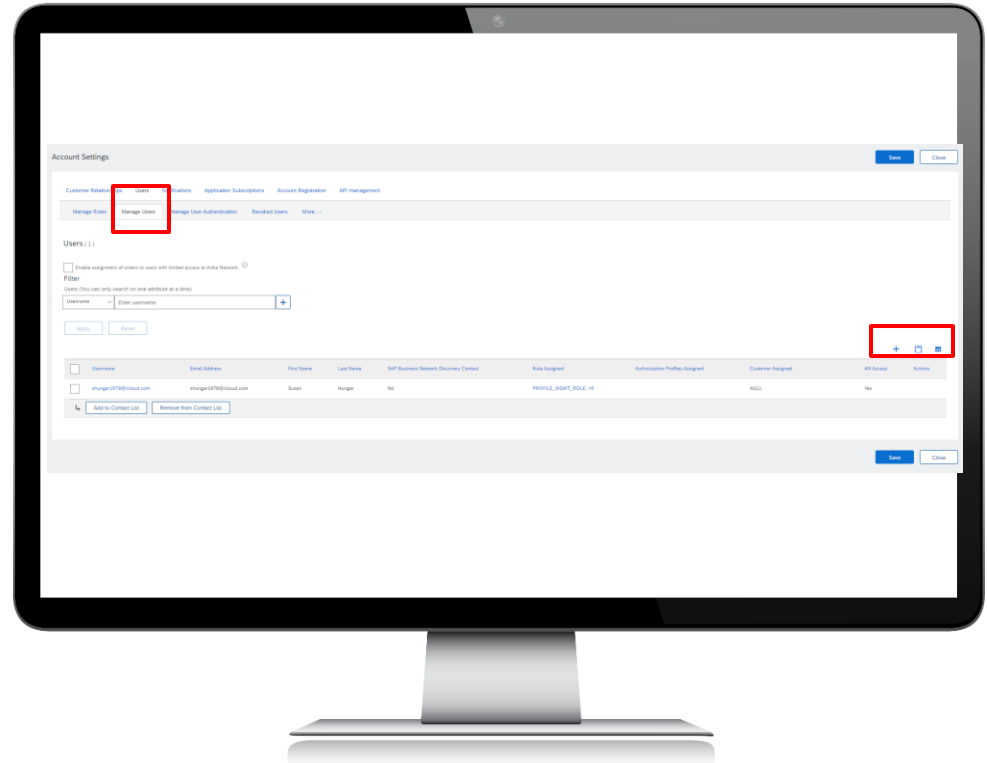
The screen below will open where you can name the role and select the relevant permissions for the role. Once you have done that, click 'Save.'

Step 15



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.'

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username *

Email Address *

First Name *

Last Name *

Do not allow this user to search records in the Super namespace

This user is the SAP Business Network Discovery Contact

Linked address

Office Phone:

Role Assignment

Name

Accounts People who can see the purchase orders

Customer Assignment

Assign to Customer

No Customers

Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian Federation.

Save Cancel

Further assistance

For help with:	Contact
Invoicing TAFE NSW	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ Click the following link to visit the Supplier Resources – Hub TAFE NSW.

Thank you
