TAFE NSW Ariba Network Supplier Training

Quick Reference Guide:

How to access a TAFE NSW Sourcing Opportunity in SAP Ariba

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

QRG Topic	**This Quick Reference Guide (QRG) provides suppliers with important information on how to access invitations to TAFE NSW Sourcing Events on the Ariba Network.**
Audience	Suppliers that have been invited to a TAFE NSW sourcing opportunity.
Background	When TAFE NSW creates a Sourcing Event in the Ariba Network, invitations will be sent to nominated suppliers. If you have been invited to the event as a supplier, you will receive an email outlining some key details about the event. Regardless of whether you are an existing TAFE NSW supplier or not, you will still receive an email. This QRG explains how to log in and access the event on the Ariba Network, whether you are an **existing TAFE NSW supplier** or a **new Supplier**.

QRG Contents

There are four parts to this QRG:

1. How to access the sourcing opportunity if your organisation has an existing Ariba Network account.

2. How to access the sourcing opportunity if your organisations does not have an existing Ariba account.

3. How to find and respond to the sourcing opportunity via the Ariba Network.

4. How to log back into your organisation's Ariba Network Account and re-locate the sourcing event and your response.

Part 1: How to access the sourcing opportunity if your organisation has an existing Ariba Network account

Step 1

You will receive an email like the example shown.
Use the '***Click Here***' link shown within the email to access the event.
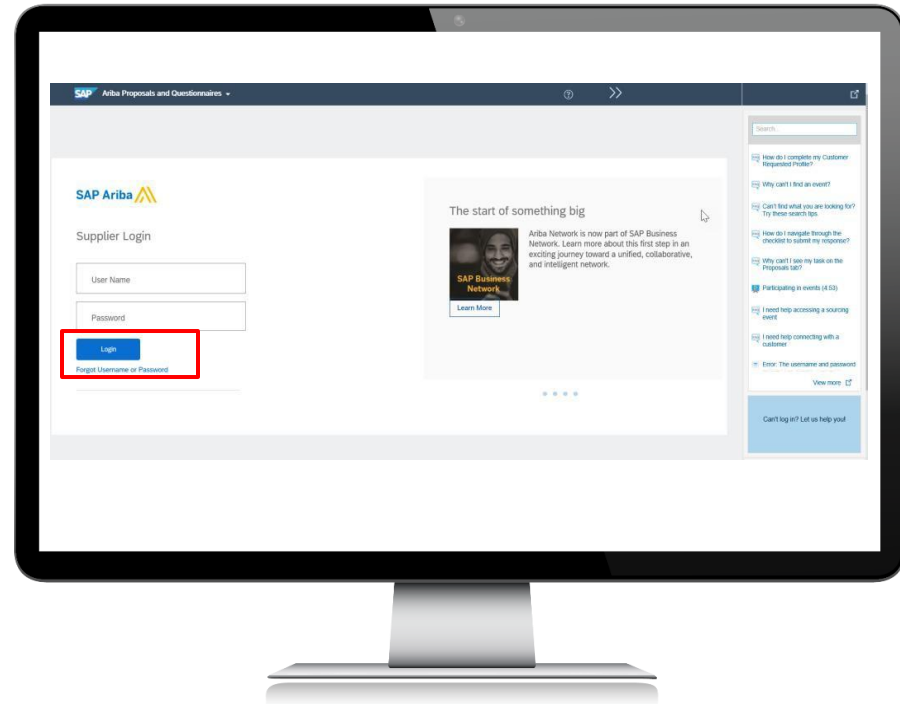
Step 2

Once you click the link, the following screen will appear.
Enter your username and password.
If you have forgotten your login details, click the '**Forgot Username'** or **'Forgot Password'** link below the '**Login**' button. If you don't have access to your organisation's Ariba Network account, you will need to request this from your Ariba Account Administrator.

Step 3

**Please note the following things to be aware of when creating a new account or trying to log into an existing account:**

- If you try to create a new account, and there is an existing Ariba account with the same email address/username that you are using to create a new account, you will receive an error message that the email address is already associated with an Ariba Network account. In that case you can use a different email address to create a new account.

- If your email address/username is associated with an existing Ariba account for your organisation, but you have forgotten your password, you can type '***supplier.ariba.com***' into your browser and then click on '***Forgot Password***' to create a new password for your existing account.

- If you are unable to access the sourcing opportunity or your Ariba Network Account for any reason, please email the TAFE NSW contact person identified in the sourcing opportunity invitation email **IMMEDIATELY**. A TAFE NSW staff member will contact you to assist.

Part 2: How to access the sourcing opportunity if your organisation does not have an existing Ariba Network account
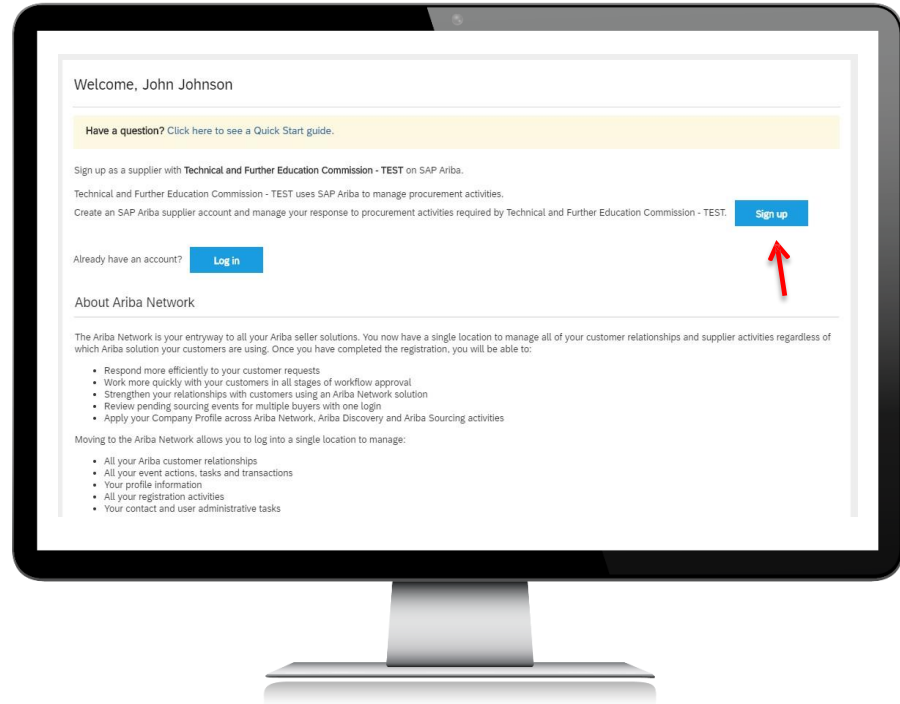
Step 1

You will receive an email like the example shown.
Use the '***Click Here***' link shown within the email to access the event.
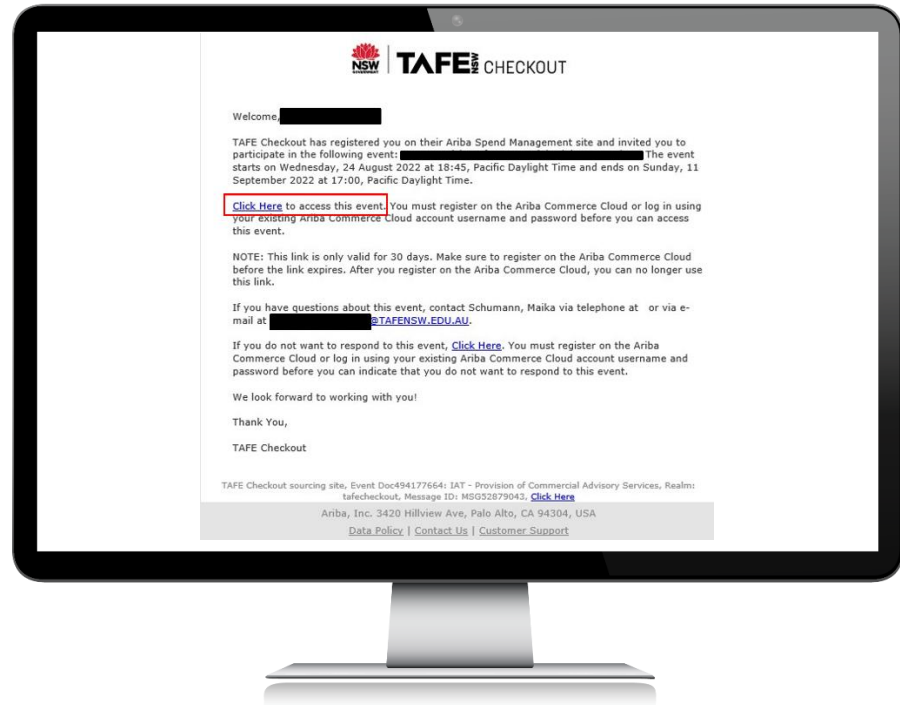
Step 2

The link will re-direct you to the sign-up screen on the Ariba network where you can sign up as a new supplier.

Step 4

After clicking '*Sign up*,' you will see a registration form.
Complete all the mandatory fields.
Once you have completed the form, tick the '*Terms of Use*' and '*SAP Ariba Privacy Statement*' boxes and click '*Create account and continue*.'

Step 3

Please note the following things to be aware of when creating a new account or trying to log into an existing account:

- If you try to create a new account, and there is an existing Ariba account with the same email address/username that you are using to create a new account, you will receive an error message that the email address is already associated with an Ariba Network account. In that case you can use a different email address to create a new account.

- If your email address/username is associated with an existing Ariba account for your organisation, but you have forgotten your password, you can type '***supplier.ariba.com***' into your browser and then click on '***Forgot Password***' to create a new password for your existing account.

- If you are unable to access the sourcing opportunity or your Ariba Network Account for any reason, please email the TAFE NSW contact person identified in the sourcing opportunity invitation email **IMMEDIATELY**. A TAFE NSW staff member will contact you to assist.

Part 3: How to find and respond to the sourcing opportunity via the Ariba Network

Step 1

Once you have clicked on the link to access the sourcing event through the invitation email and connected with TAFE NSW by either creating a new account or logging in with an existing Ariba Account, you will be taken directly to the '***Events***' page. Select the Event you wish to view. Be sure you are in the '***Ariba Proposals and Questionnaires***' section of the Network.

Step 2
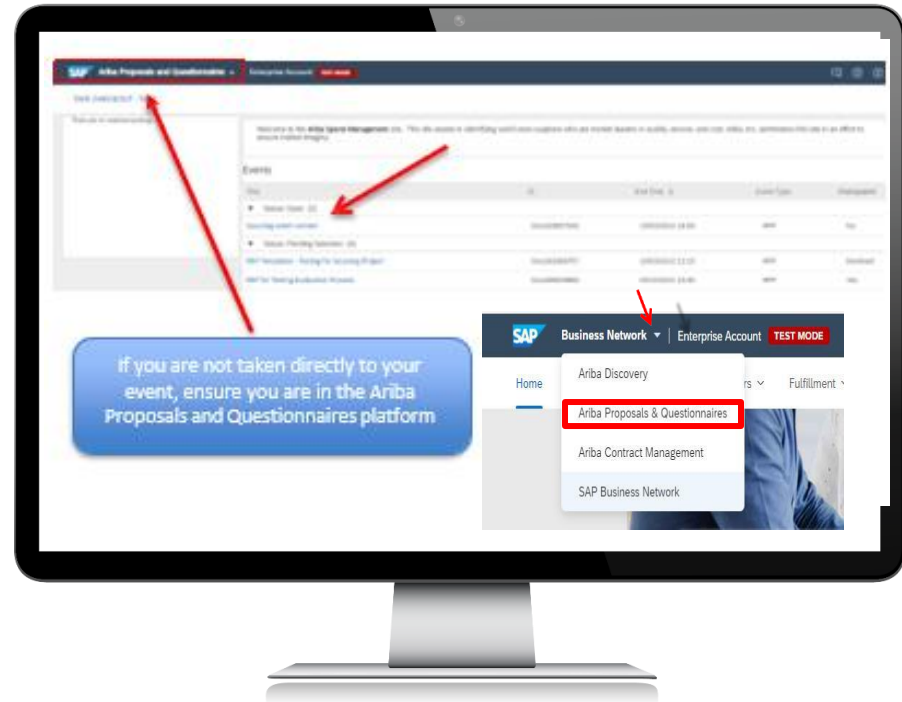
Work through all the sections in the '**Checklist**' menu on the left-hand side of the screen.
You will need to review and accept the '**Prerequisites**' to ensure you receive all notifications including '**Addenda**' related to the sourcing event that occur while the event is open.
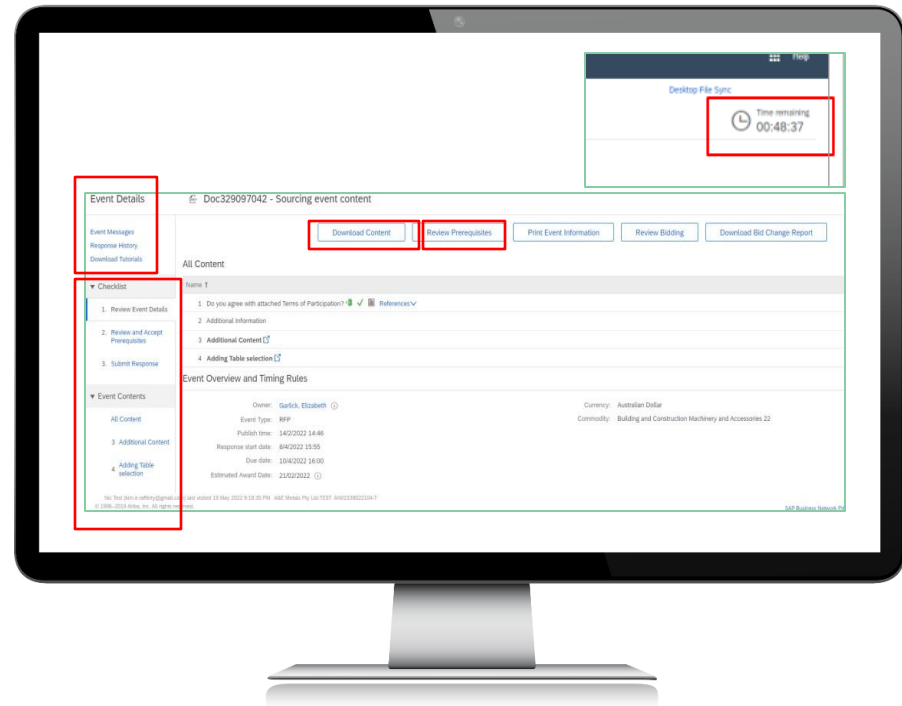
Step 3

You can send and receive '***Event Messages***' from the link in the Event Details section. The timer in the top right-hand corner of the 'Review Event Details' screen displays the remaining time to submit your bid.
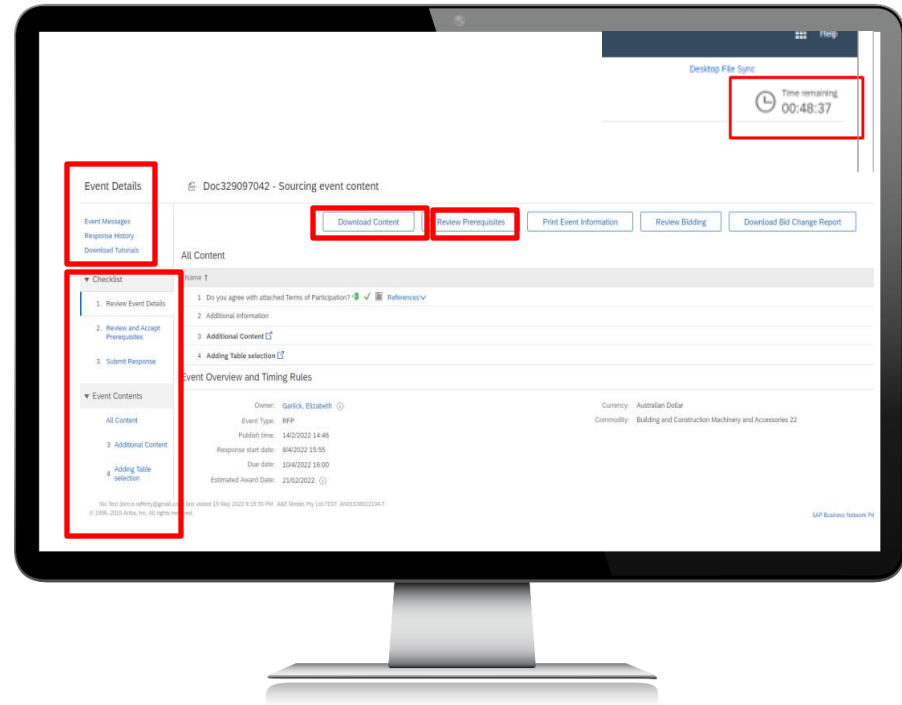
Step 4

Depending on how the event has been structured, you may need to provide all bid information within the Ariba platform, or you may need to download documents, complete them, and then upload them.
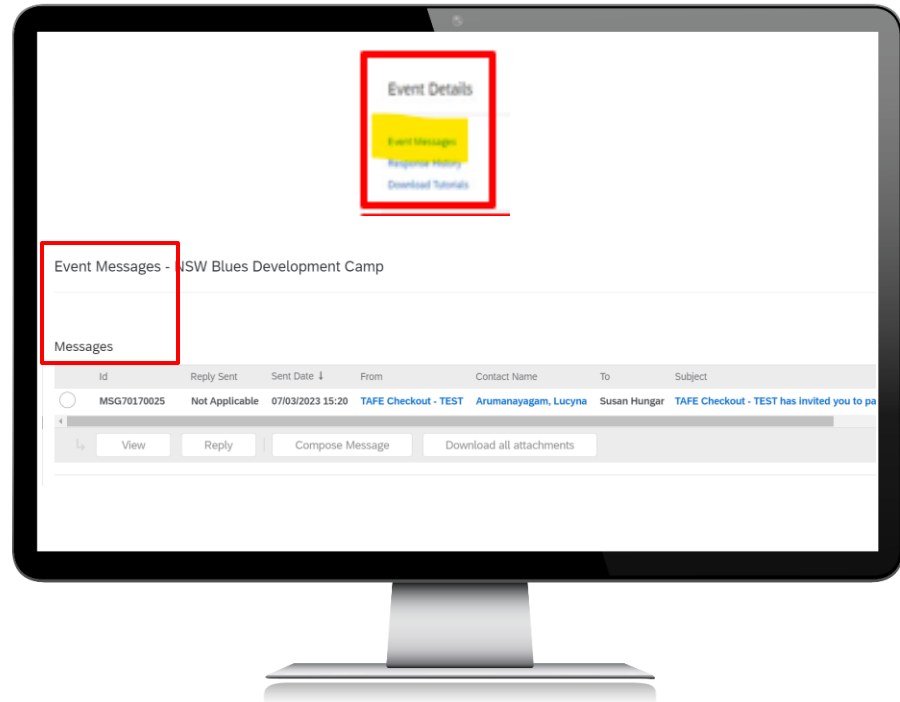
Step 5

If you have any questions about how to respond to the event, use the '***Event Message***' function to communicate with the Event Manager. You should also check this area regularly for any addenda or messages from the Event Manager.
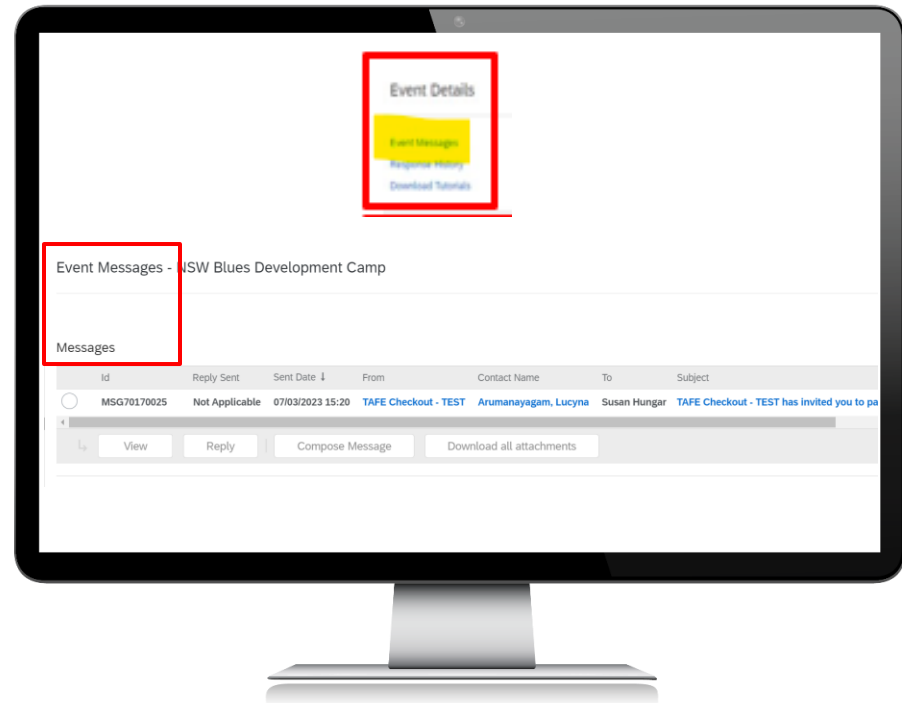
Step 6

When you have completed and checked all the required response information, you can submit your response. You will be notified of the outcome once the selection process has been finalised.
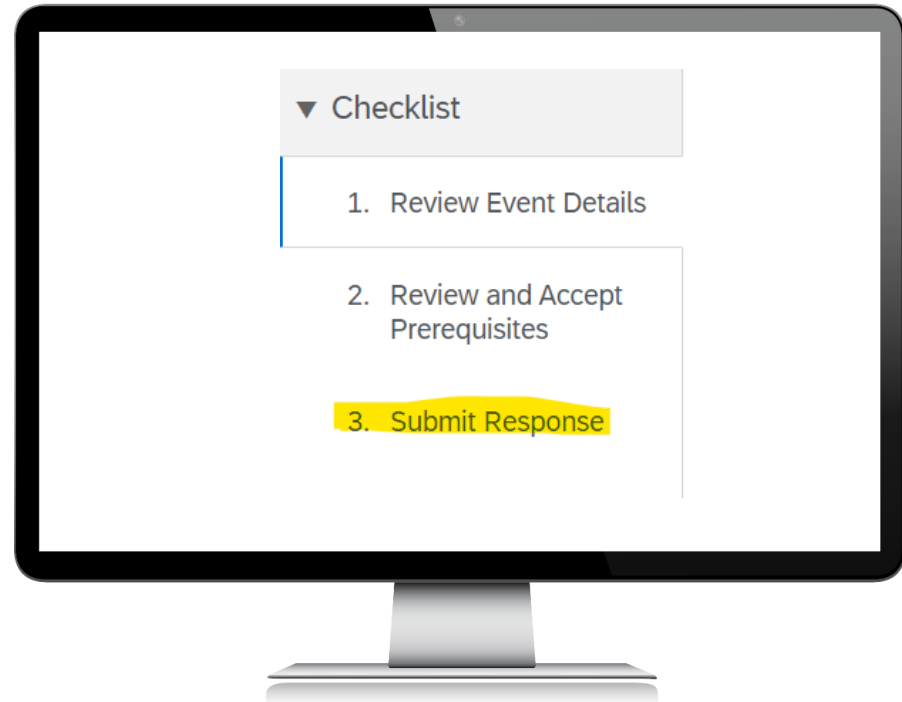
Part 4: How to log back into your Ariba Network Account and re-locate the event
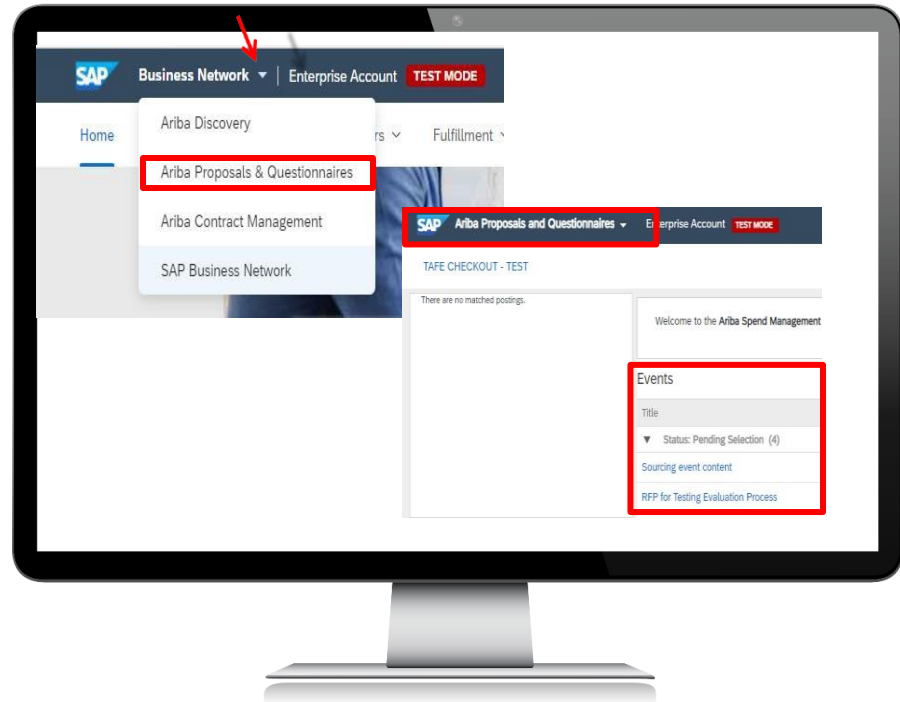
Step 1

To log back into your account after successfully connecting with TAFE NSW, you will need to navigate to the **SAP Ariba Sourcing Supplier** login page and enter your login details.

Step 2
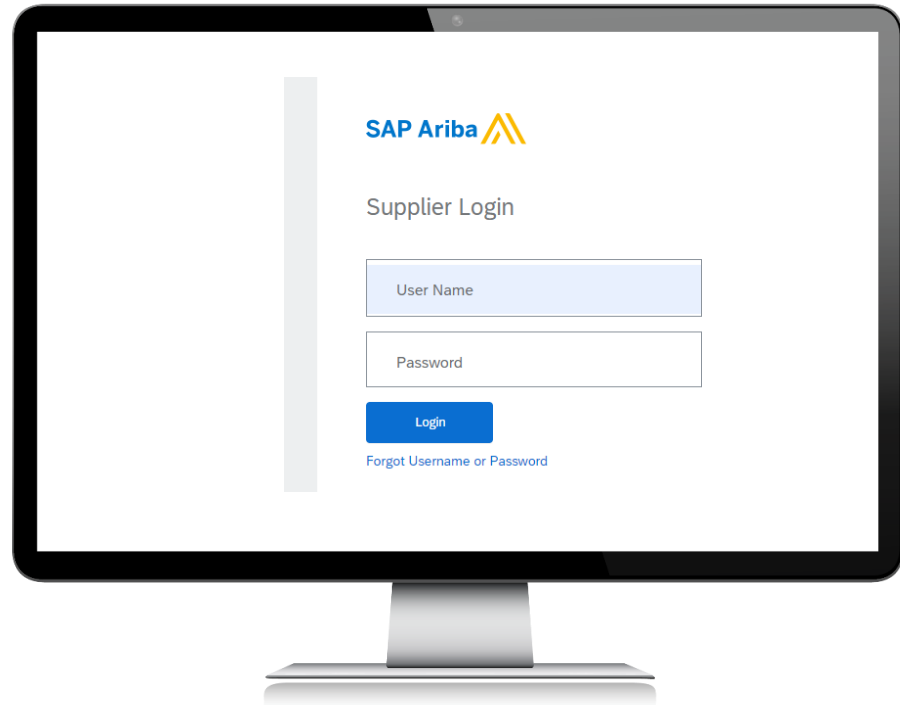
To view your events, ensure you select the '***Ariba Proposals & Questionnaires***' from the dropdown at the top left of the screen. You will then see the '***Events***' list where you will find the event and your response. If the event is still open, you can review and re-submit your bid.

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