

TAFE NSW Ariba Network Certificate Management

Complete Certificate Questionnaire



February 2024

TAFE NSW acknowledges the Aboriginal people as the Traditional Custodians of the lands on which our campuses are located and where we live, learn and work. We pay our respects to past, present, and emerging Elders, and we are committed to honouring Australian Aboriginal and Torres Strait Islander Peoples' unique cultural and spiritual relationships to the land, waters, and seas, as well as their rich contribution to society.

Certificate Management Audience & Background

Торіс	
Audience	TAFE NSW Suppliers
Background	A request will be sent to suppliers via the Ariba Network to complete a Certificate Questionnaire and upload the relevant certificates. The certificates will be stored in the Ariba Management system and will be visible by TAFE NSW. Reminders to the supplier will automatically trigger 90 days from the certificate expiry date and the supplier will receive an Ariba generated notification to request expired certificates are replaced with valid certificates.

A Notification to request completion of the Certificate Questionnaire will be sent via email to the supplier's email address, as nominated by the TAFE NSW Business Contract Manager.

From: TAFE NSW Contact To: TAFE NSW Contact Subject: [External]Action needed: Complete questionnaire from TAFE NSW Checkout Date: Thursday, 8 February 2024 1:38:37 PM	
CAUTION: This email originated from outside of TAFE NSW. Do not click links or open attachments unless you recognise the sender and know the content is safe.	
Hello Supplier Name TAFE NSW has invited you to complete a questionnaire. This is required so the Supplier can do business with TAFE NSW. Ouestionnaire Overview	
Questionnaire name: Information Security Certification Respond by: 9 Feb 2024 Update Request Comments: Submit questionnaire Best,	
SAP Ariba team	

In the email you will be able to **'Log In'** to your Ariba Network account using your existing account details. If you are unable to log in, you can **'Sign Up'** and create a user generated account to manage the certificates. New accounts will not be linked to the main Ariba Network account that is used between TAFE NSW and the supplier to transact with.

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About SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities reg. • Respond more efficiently to your customers in all stages of workflow approval • Strengthen your relationships with customers using an SAP Business Network solution • Apply your Company Profile across SAP Business Network. SAP Business Network Discovery and Ariba Sourcing activities to the SAP Business Network allows you to log into a single location to manage. • All your Ariba customer relationships • All your Ariba customer relationships • All your Ariba customer relationships • Your contact and user administrative tasks
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Once logged in, the **'Ariba Proposals and Questionnaires'** screen will display. Select the relevant Questionnaire hyperlink to commence the questionnaire. The questionnaire will remain open for a full year after you receive it, allowing you to revise your response or add additional certificates as required.



Click the drop down to select **'Yes'** or **'No'** to advise if the certificate is relevant. If yes is selected, the **'Details'** icon will populate, and you will be required to click into this field to complete the Questionnaire.

Name †				Investigation of
2 SOC 2 Type Audit (i)				Yes
a PCIDSS ()				No
	(*) indicates a required field			Unspecified
Submit Entire Response	Save draft Compose Mete	ana Escal Import	_	
and 1				
1 ISO 27001 (i)			* Yes	✓ Details



You will be required to work through and complete the details for each certificate you are required to provide to TAFE NSW. Additional commentary relevant to the certificate can be added by selecting the below icon.

'Submit Entire Response' once you have answered Yes/No and completed the details as necessary. Select **'OK'** to the pop up.

All Content		
Name 1		>
1 ISO 27001 (i)		* Yes 🗸 Details 👎
2 SOC 2 Type Audit (i)		* No 🗸 🕈
3 PCI DSS (i)		* No v
	(*) indicates a required field	
		✓ Submit this response? Click OK to submit. OK Cancel

You will be required to submit responses for each of the Questionnaires Received. A reminder notification will be sent 90 days before a certificate is nearing expiration. A valid certificate will need to be uploaded and the questionnaire re-completed.

From: Ariba Administrator: To: Supplier: Subject: [External]Your ISO14001 with TAFE Checkout Supplemental 2 expires on 9 Feb 2024 Date: Thursday, 8 February 2024 1:55:08 PM CAUTION: This email originated from outside of TAFE NSW. Do not click links or open attachments unless you recognise the sender and know the content is safe. Image: Hello Supplier, Hello Supplier, Click Here to upload the certificate in Management System Certification. Best, SAP Ariba team	From: Subjet: To: Subjet: Subjet: [External]Your IS014001 with TAFE Checkout Supplemental 2 expires on 9 Feb 2024 Date: Thursday, 8 February 2024 1:55:08 PM CAUTION: This email originated from outside of TAFE NSW. Do not click links or open attachments unless you recognise the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content is safe. Image: Provide the sender and know the content certificate expires on 9 Feb 2024. Image: Provide the sender and know the content sender and know the conte	From: To: Subject:	Ariba Administrator
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		Best,	team

Further Assistance

F	or help with:	Contact
In	voicing TAFE NSW	 Call 1300 823 343 Press Option 2 for 'Finance' Press Option 3 for 'Supplier Accounts – Unpaid Invoices'
H fr	elp with SAP Ariba om TAFE NSW	 Call 1300 823 343 Press Option 2 for 'Finance' Press Option 2 for 'Help with SAP Ariba'
H fr	elp with SAP Ariba om SAP Ariba	 Select 'Help Center' from the top right on the login page OR Select 'Help Center' within the Ariba Sourcing site Select 'Contact Us' within the Help Center
T/ Re W	AFE NSW Supplier esources Hub /ebsite	 Click the following link to visit the <u>Supplier Resources –</u> <u>Hub TAFE NSW</u> and select the <u>'Access Ariba Support'</u> reference guide.



Thank you

Registered Training Organisation 90003 CRICOS Provider Number 00591E Higher Education Provider PRV12049

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