



TAFE NSW Ariba Network Supplier Training

How to register for a new Ariba Network
Account from a TAFE NSW Purchase Order

September 2023



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

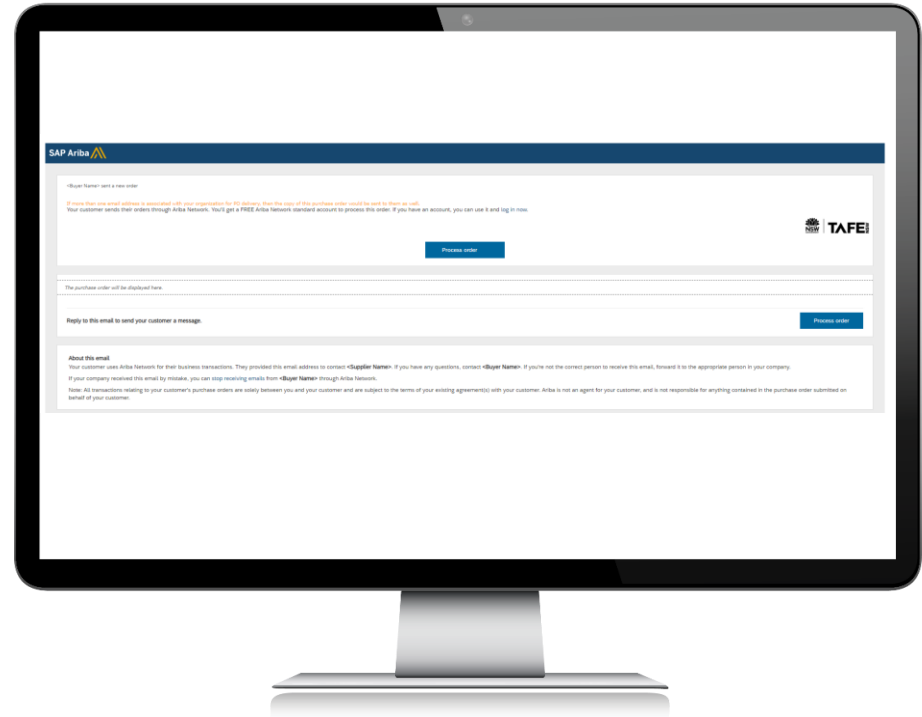
TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

Topic Audience Background

Topic	This Quick Reference Guide (QRG) addresses how to create a new Ariba Network account from your first or subsequent Purchase Order sent to you by someone at TAFE NSW.
Audience	Suppliers that do not have an Ariba Network Account.
Background	<p>TAFE NSW uses SAP Ariba as its preferred Procurement Solution. All TAFE NSW purchase orders will be sent to suppliers over the Ariba Network. Suppliers are required to receive Purchase Orders from SAP Ariba and submit their invoices electronically through the Ariba Network.</p> <p>When a Purchase Order has been sent to a supplier, the supplier will receive an e-mail notification that an order has been sent. The supplier will need to follow the instructions in the Purchase Order to register for a new account on the Ariba Network, access the Purchase Order and raise an invoice in Ariba.</p>

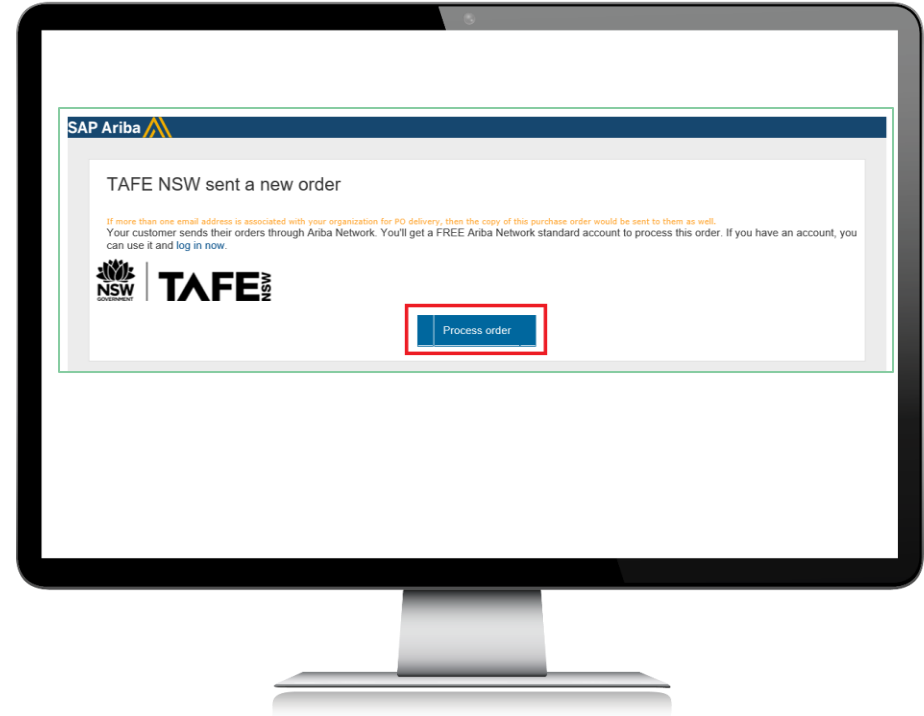
If you have not yet created a new Ariba Network Account to transact with TAFE NSW, when you receive a Purchase Order from TAFE NSW, it will come via an email that looks like the email below. The email will come from **ordersender-prod@ansmtp.ariba.com** and may go to your spam or junk folder, so please keep an eye on your folders.

Step 1



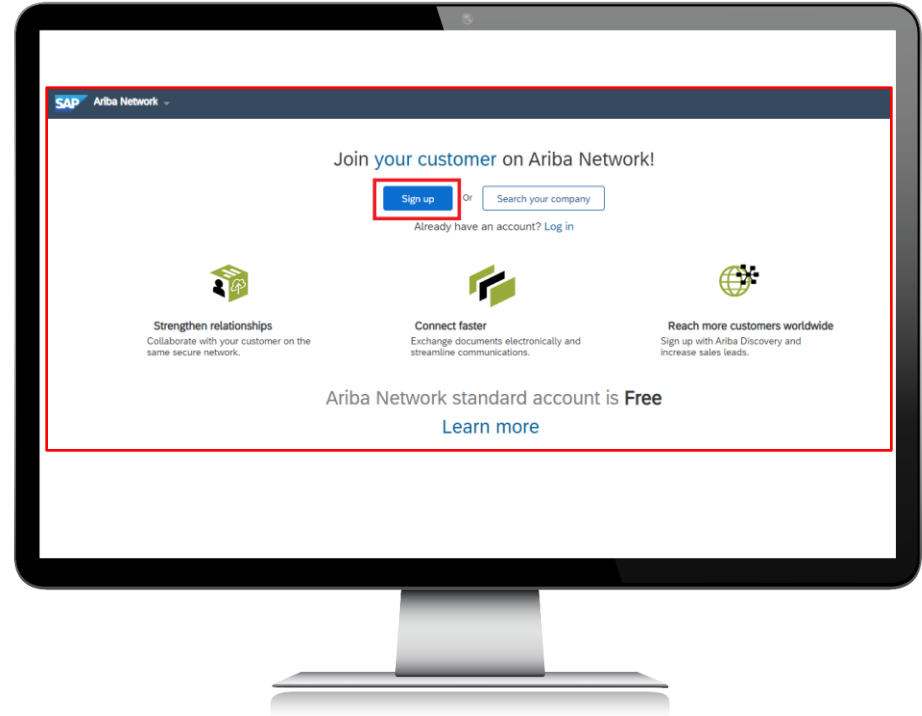
Step 1

When you open the email, click on **'Process Order.'**



Step 2

If your organisation doesn't already have an account, click '**Sign up**' to start the registration process. If your organisation does already have an account, you will need to find out who the Account Administrator is and ask them to set you up with a login.



Review the basic information about your business, such as your company name and address. An asterisk (*) indicates a required field.

Step 3

Company information

* Indicates a required field

Company Name: * Example Business Pty Ltd

Country: * Australia [AUS]

Address: * 68 Smith Street

Line 2

City: * Sydney

State: * New South Wales [AU-NSW]

Postal Code: * 2000

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Network standard account is Free

Already have an account?
[Login](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Step 4

Enter the following information:

- Your name
- Your email address
- Your desired username (needs to have an email address format)
- Your desired password
- Your preferred language
- One email address or email distribution list for who needs to be notified of new Purchase Orders

User account information

Name: * Jane Smith

Email: * jane.smith@examplebusiness.com.au

Use my email as my username

Username: * jane.smith@examplebusiness.com.au

Password: * [Redacted]

Language: English

Email orders to: * jane.smith@examplebusiness.com.au

Indicates a required field

[SAP Ariba Privacy Statement](#)

Must be in email format (e.g. john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

ⓘ The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the

Connect faster

Exchange documents electronically and streamline communications

Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device

Step 5

Click the arrow next to 'Tell us more about your business' if you want to provide additional information to your customer and any potential customers. Be sure to enter your ABN as this reference is also used in other TAFE NSW systems.

Tell us more about your business ▾

Product and Service Categories: -or- [Browse](#)

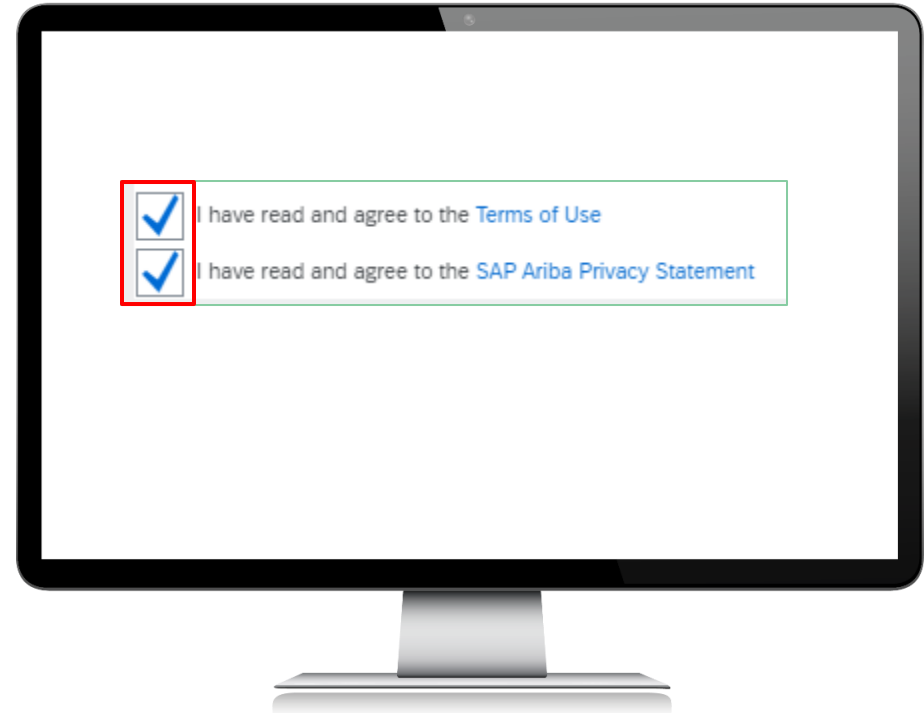
Ship-to or Service Locations: -or- [Browse](#)

ABN Number: Enter your 11 digit Australian Business Number (ABN).

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

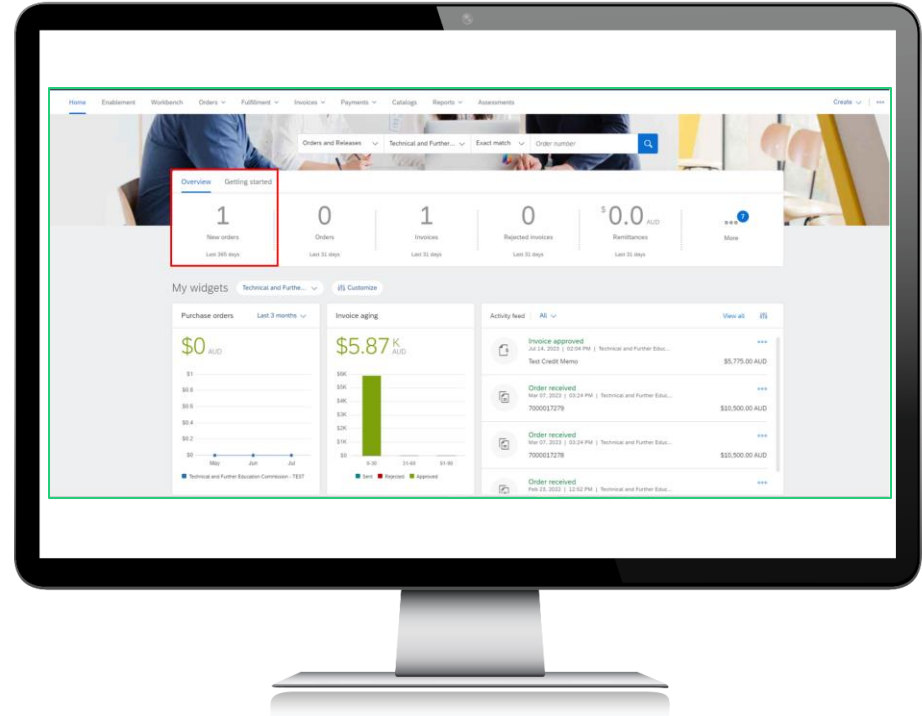
Step 6

Tick the check boxes at the bottom of the page to agree to the '*Terms of Use*' and '*SAP Ariba Privacy Statement*.'



Once you have completed all the required steps to set up your account, you will come to the Home Page of your new Ariba Network Account. From the home page, you can look at your purchase orders, future invoices, and configure your account in various ways. If you need assistance with configuring your account, adding users, and other activities, request assistance via the methods listed on the next page.

Step 7



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
