

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

Торіс	 This Quick Reference Guide (QRG) provides information of the following topics: How to accept a Trading Relationship Request to trad 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.				

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.

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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.



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.

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



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



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



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

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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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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.

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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.'



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.'



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.'

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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.'

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Each role m	at have at least one permission.		Page [
in the	Permission	Description	
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H	Archive Access	View and search archived barrs	
- E	Catalog Account Executive	Access to manage price Re upload and customer specific cetalog-upload	
	Catalog Contert Manager	Access to manage master carterit upload, price file upload and customer spe-	c canalig upload
	Catalog Management	Set up and manage catalog-related activities	
	Company Data Deletion Configuration	Access to company data config	
	Company Information	Review and update company politie information	
	Component planning collaboration	Permission to view Component planning callaboration Tile in Workberch	
	Contact Administration	Maintain information for account contact personnel.	
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Assign	Users (0)		

Step 15

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.

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TAFE NSW Ariba Supplier Training

Step 16

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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 <u>suppliers@tafensw.edu.au</u>.
TAFE NSW Supplier Resources Hub Website	 Click the following link to visit the <u>Supplier Resources</u> – <u>Hub TAFE NSW</u>.

Thank you

