This Quick Reference Guide (QRG) addresses how to accept a Trading Relationship Request for an Enterprise Account to trade with TAFE NSW on the Ariba Network.

Suppliers

Since 1 June 2020, TAFE NSW is using SAP Ariba as its preferred Procurement Solution. From this date, suppliers are required to receive Purchase Orders and contracts from SAP Ariba, and submit their invoices electronically through the Ariba Network. Some suppliers may be required to register for an Enterprise Account to:

1) Submit Invoices against a Contract
2) Integrate with TAFE NSW Ariba Network

Note: You will need to first register for an account on the Ariba Network before following the process outlined in this QRG. For details on how to register, please see the associated QRG.

Step 1

You will receive an email with a Trading Relationship Request from TAFE NSW.

Select the link to log-in to your Ariba Network account and accept the Trading Relationship.

Note: The email with the Trading Relationship request will come from ordersender-prod@anssmtp.ariba.com and may go to your spam or junk folder, so please keep an eye on your folders.
Step 2
Log in using your Ariba Network User Name and Password. Select Login.

Step 3
Next, navigate to Customer Relationships.

Step 4
Review and Approve the Pending Customer TAFE NSW.

Note: If your preference is set to Automatically accept all relationship requests you will not need to approve any of these requests moving forward.
Step 5
Next, you need to review and update your User Profile. Select **Update Profile Information**.

Step 6
Update the relevant information in your Company Profile including:
- Basic Information
- Business
- Marketing
- Contacts

Step 7
Next, navigate to **Electronic Order Routing** under Network Settings.

Step 8
Review and validate your preferred Electronic Order Routing and email addresses.

**Note:** The routing method should be set to **Email**, and you can include up to 5 email recipients.

Select **Electronic Invoice Routing**.
Step 9
Review and validate your preferred Electronic Invoice Routing and email addresses.

Note: The routing method should be set to Online. This means that you will send invoices via the Ariba Network. Select Save. You have completed your enterprise registration.

Step 9
The SAP Ariba team will get in touch with a welcome note to the Ariba Network.

Step 10
You will be notified when you have received your first Purchase Order from TAFE NSW.

FURTHER ASSISTANCE
TAFE Finance Shared Services Please contact the TAFE Finance Shared Services Contact Centre on 1300 TAFE HELP (1300 823 343).