



## SUPPLIER QUICK REFERENCE GUIDE

# REGISTERING FOR A TAFE NSW SOURCING EVENT

The TAFE NSW Checkout is the new portal for staff to buy, receipt and pay for Supplier goods and services.

<b>QRG Topic</b>	This Quick Reference Guide (QRG) provides Suppliers with important information on how to access invitations to TAFE NSW Sourcing Events on the Ariba Network, and to advise if you intend to participate.
<b>Audience</b>	Existing TAFE NSW Supplier or new Supplier on Ariba
<b>Background</b>	When TAFE NSW create 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 a registered TAFE NSW Supplier or not, you will still receive an email in the Ariba Network. This QRG explains how to log in and access the event whether you are an <b>existing TAFE NSW Supplier</b> or a <b>new Supplier on Ariba</b> .

## 1. EXISTING SUPPLIERS ON ARIBA: LOG IN

### Step 1

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

**Note:** You will need to sign in with your existing Ariba Network account.

If you have forgotten your login details, click the link in the email to reset your password.

### Step 2

- Once you click on the link you will be redirected to the **Supplier Login**.
- Enter your user name and password.



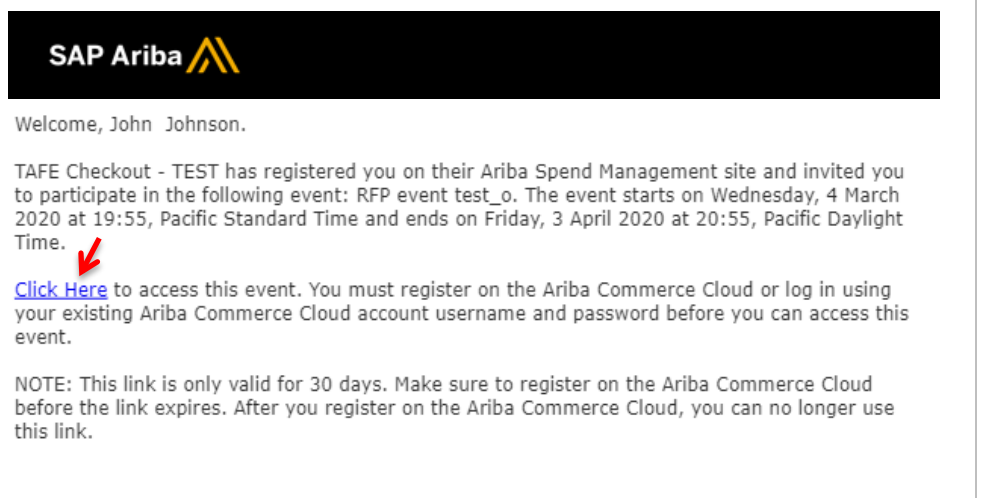
### Supplier Login

[Forgot Username or Password](#)

## 2. NEW SUPPLIERS ON ARIBA: SIGN UP

### Step 1

- Use the link within the email to register for TAFE NSW events.



**SAP Ariba**

Welcome, John Johnson.

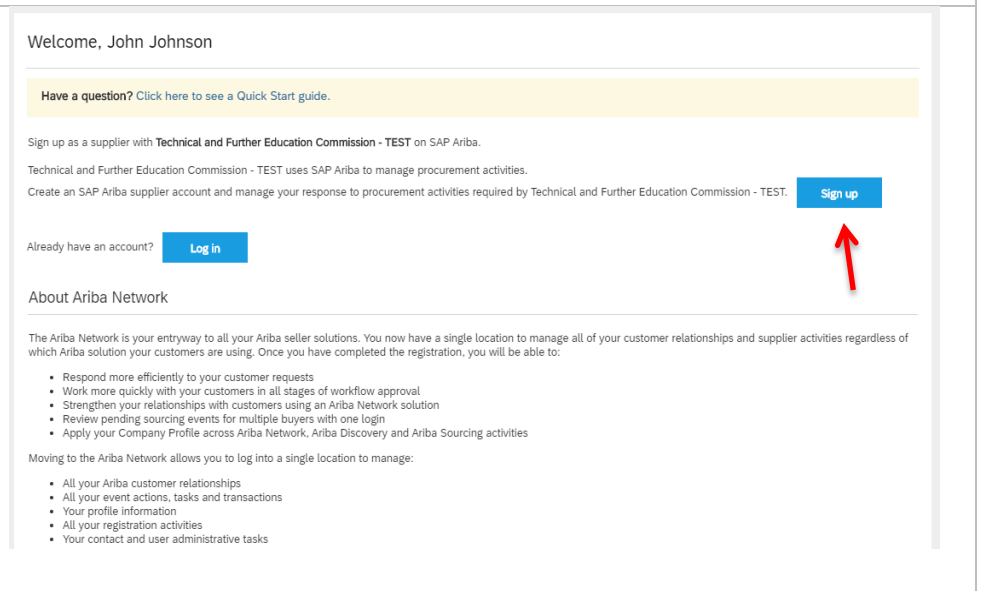
TAFE Checkout - TEST has registered you on their Ariba Spend Management site and invited you to participate in the following event: RFP event test\_o. The event starts on Wednesday, 4 March 2020 at 19:55, Pacific Standard Time and ends on Friday, 3 April 2020 at 20:55, Pacific Daylight Time.

[Click Here](#) to access this event. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can access this event.

NOTE: This link is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

### Step 2

- The link will redirect you to the sign-up screen on the Ariba network where you can sign-up as a new Supplier or log in as an existing Supplier.
- If you are not a registered click **Sign Up**.



Welcome, John Johnson

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Technical and Further Education Commission - TEST** on SAP Ariba.

Technical and Further Education Commission - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Technical and Further Education Commission - TEST. **Sign up**

Already have an account? **Log in**

#### About Ariba Network

The Ariba 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 regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

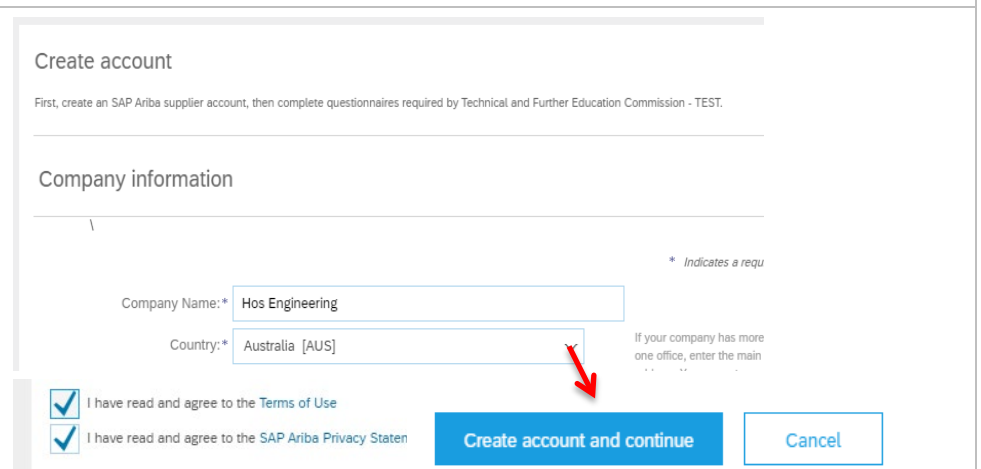
Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

### Step 3

After clicking sign up, complete the following registration form filling in all necessary details.

Once you have filled out all details, tick the Terms of Use and SAP Ariba Privacy Statement boxes and click **Create account and continue**.



**Create account**

First, create an SAP Ariba supplier account, then complete questionnaires required by Technical and Further Education Commission - TEST.

#### Company information

Company Name:\* Hos Engineering

Country:\* Australia [AUS]

\* Indicates a requ

If your company has more one office, enter the main

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Stater](#)

**Create account and continue** **Cancel**

### 3. VIEWING THE SOURCING EVENT DETAILS

#### Step 1

- Once you are logged in, you will be redirected to the TAFE NSW Sourcing Event and the **Review Event Details** screen.

**Note:** You can view event details and respond to the event from this page

#### Step 2

- Click **Review the Prerequisites** to view the prerequisite questions that must be answered as part of this event. This will indicate to TAFE NSW that you **plan to participate** in the bidding.
- If you don't plan to participate in the bidding, click '**Decline to Respond**'.

#### Step 3

- Once you are ready to respond to the Sourcing Event and have answered all the prerequisite questions go to the **Submit Response** screen and select **Submit Entire Response**.

#### Step 1 (Alternative)

Alternatively, from the home screen of the Ariba Sourcing page, click on the drop down menu in the top left of the screen and click **Ariba Proposals & Questionnaires**.

## Step 2 (Alternative)

This will take you to a list of events that you, as a Supplier contact have been invited.

You can click the event and you will be redirected to the page in **Step 1**.

**Note:** This page also lists things like questionnaires and certificates.

### Events

Title	ID	End Time ↓	Event Type
▼ Status: Open (1)			
<a href="#">RFP event test_o</a>	Doc25893751	4/4/2020 2:55 PM	RFP



## FURTHER ASSISTANCE

Supplier Support

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