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 how to advise if you do not wish to participate.

**Audience**
Existing TAFE NSW Suppliers or New Suppliers on the Ariba Network.

**Background**
When TAFE NSW creates 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. This QRG explains how to log in and access the event whether you are an existing TAFE NSW supplier or a new Supplier on Ariba.

**Note:** Refer to the QRG on How to access your Ariba Account on the Ariba Supplier Information Portal for TAFE NSW to access information on how to accessing the Ariba Support Centre.

### 1. EXISTING SUPPLIERS ON THE ARIA NETWORK- 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.

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You have been invited to participate in the following event: Doc:2334867115 RFP Templates.

The event will begin on Monday, June 28, 2021 at 2:11 PM, Australian Eastern Standard Time (New South Wales) and you can access the event by using the following [Click Here](#). The event includes an information describing our:

- Terms of Participation (for agreement)
- Scope of Works and response questions, and
- Proposed contractual terms and conditions

To respond you must either register as a new supplier on the Ariba Commerce Cloud or log in using your existing Ariba account username and password. If you have forgotten your username or password and are unable to log in, [Click Here](#).

If you do not want to respond to this event, [Click Here](#).
2. NEW SUPPLIERS REGISTRATION

Step 1
- Use the link within the email to register for TAFE NSW events.

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.

Step 2
- Once you click on the link you will be redirected to the Supplier Login.
  Enter your user name and password.
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.

FURTHER ASSISTANCE

| SAP Ariba Help Centre          | Supplier.ariba.com (no https or www in front) |
| TAFE NSW Supplier Education Materials Portal | https://support.ariba.com/item/view/185112. |