



SUPPLIER QUICK REFERENCE GUIDE

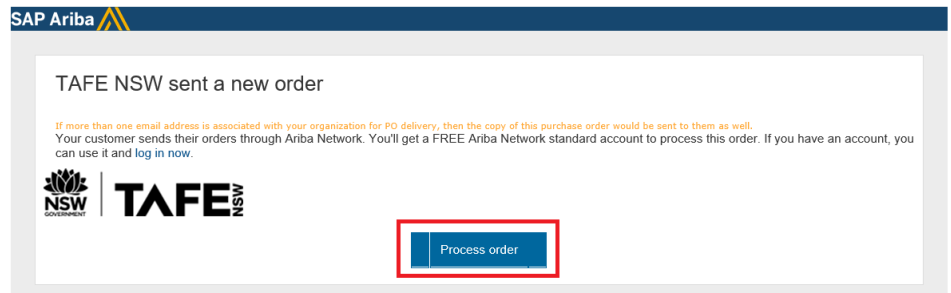
REGISTER FOR A STANDARD ARIBA ACCOUNT FROM YOUR FIRST PO

QRG Topic	This Quick Reference Guide (QRG) addresses how to create a standard Ariba account from your first Purchase Order.
Audience	Suppliers
Background	<p>TAFE NSW is using SAP Ariba as its preferred Procurement Solution. From this date, suppliers are required to receive Purchase Orders from SAP Ariba, and submit their invoices electronically through the Ariba Network. When a Purchase Order has been sent to a supplier, the supplier will receive an e-mail notification requiring them to:</p> <ol style="list-style-type: none"> 1) Log-in to SAP Ariba to view the Purchase Order (If already registered) 2) Register on SAP Ariba and log-in to view the Purchase Order (Registration is covered in a separate QRG) <p>After the Supplier has viewed and fulfilled the Purchase Order, they are able to convert the Purchase Order directly into an invoice for a successful 3-way match. Note that standard payment terms apply.</p>

Step 1

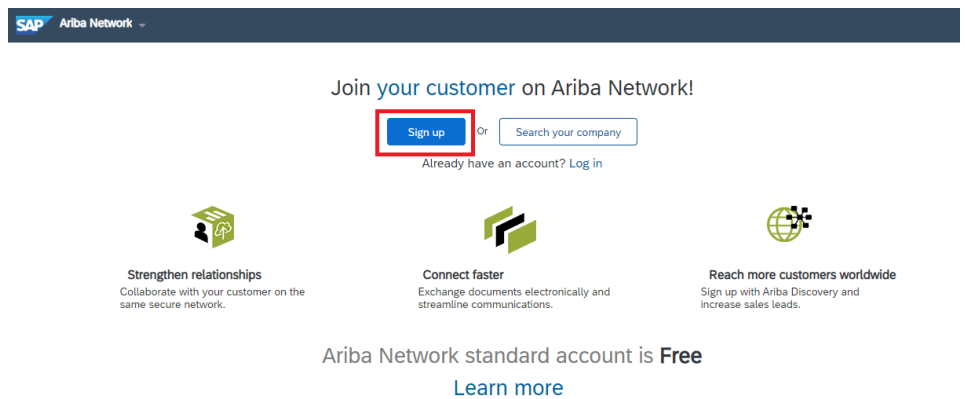
When you receive your first Purchase Order from Ariba, click on **Process Order**

Note: 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 2

If you don't have an account, click **Sign up** to start the registration process



Step 3

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

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 who needs to be notified of new Purchase Orders

User account information

* Indicates a required field

Name:* Jane Smith

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

Use my email as my username

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

Password:*

Language: English

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

[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: Optional

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.

Note: It is useful to enter your ABN Number as this reference is also used in other TAFE NSW systems.

Tell us more about your business ▾

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

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

ABN Number: 12 123 123 123 Enter your 11 digit Australian Business Number (ABN).

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

Step 6

Choose the check box at the bottom of the page to agree to the terms of use.

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

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

Step 7

Click **Register**

[Register](#)

FURTHER ASSISTANCE

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