**SUPPLIER QUICK REFERENCE GUIDE**

**REGISTER FOR A STANDARD ARIBA ACCOUNT FROM YOUR FIRST PO**

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<th>QRG Topic</th>
<th>This Quick Reference Guide (QRG) addresses how to create a standard Ariba account from your first Purchase Order.</th>
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| Background | 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:  
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)  
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. |

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**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.

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**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.

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

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.

Step 6

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

Step 7

Click Register

FURTHER ASSISTANCE

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