

Register on Ariba

Purpose

Use this task to create an account in Ariba and to connect with Energy Queensland by registering as a supplier.

Prerequisites

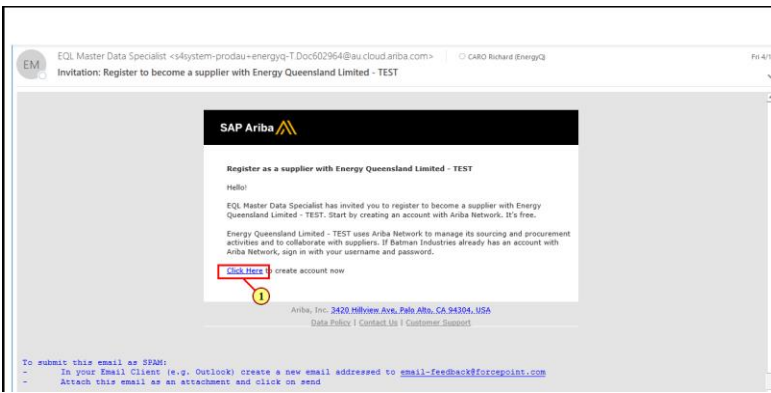
An Energy Queensland procurement specialist must have sent an invitation to the supplier to register.


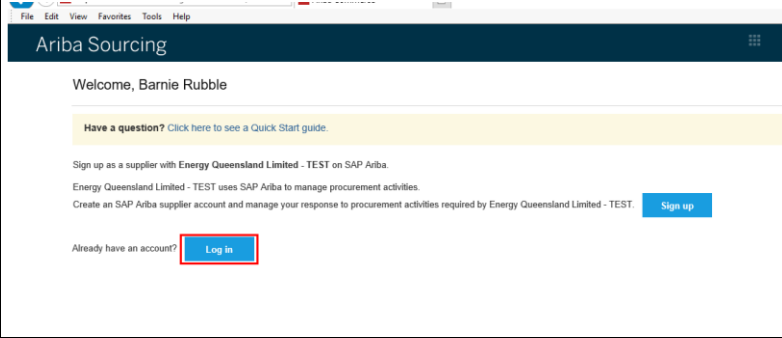
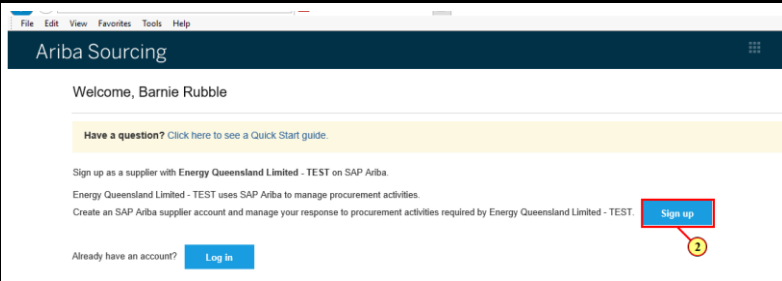

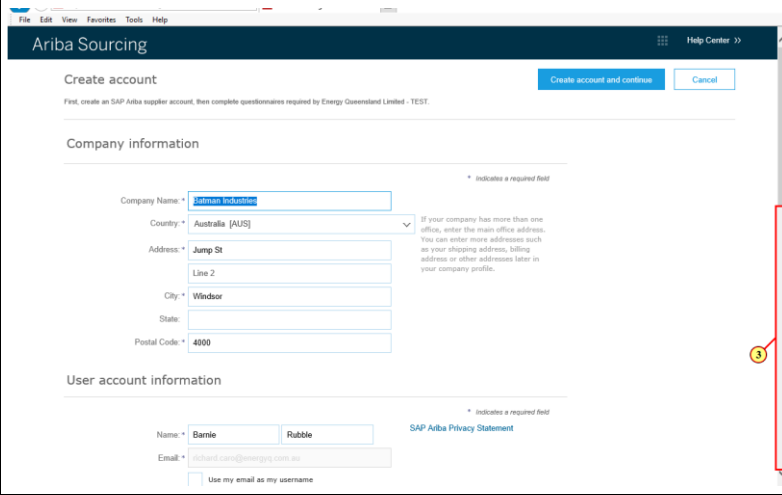
Business rules



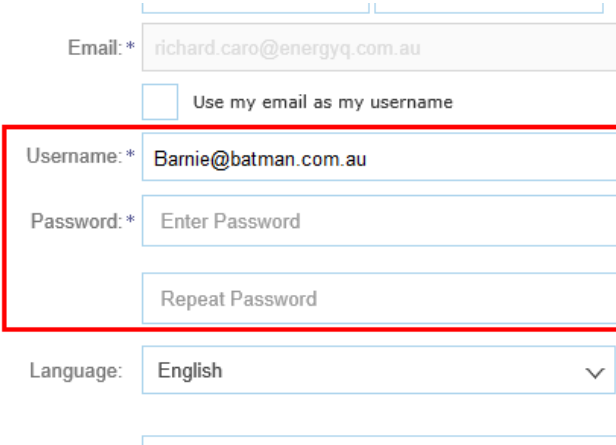

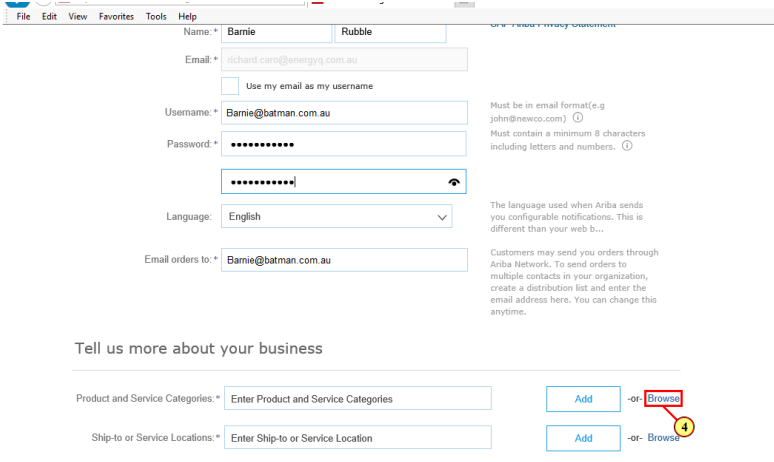
- You must click on the link to register in the email invitation to register within 24 hours and submit your registration within 5 days.
- All mandatory fields must be completed.
- Terms and Conditions and the Privacy Statement must be agreed to.

Getting started

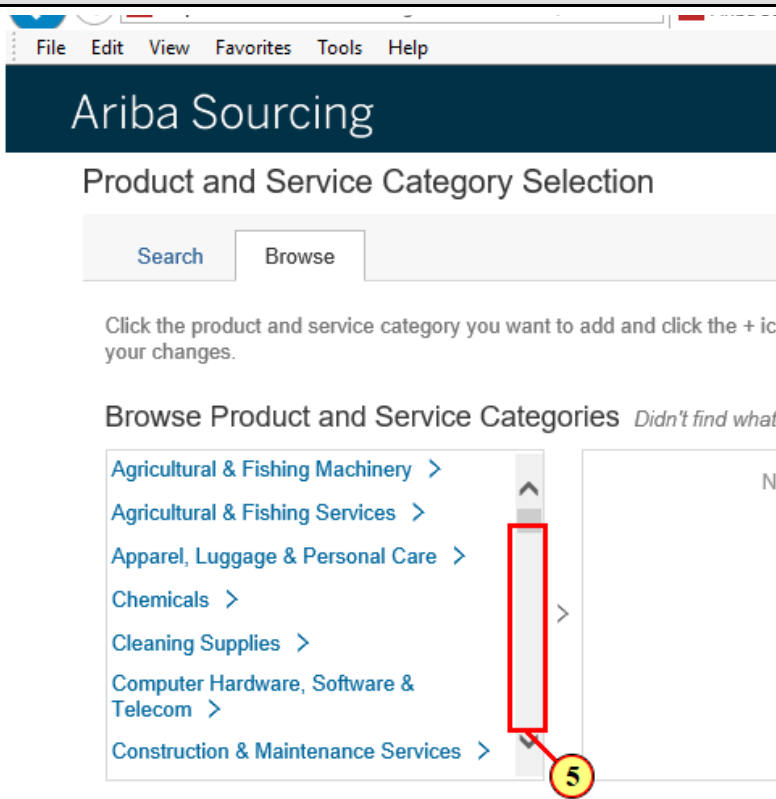

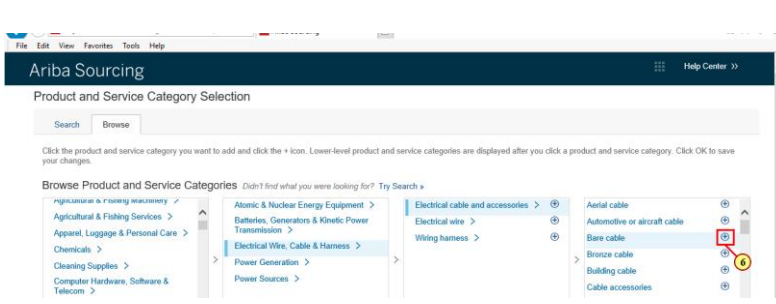
You must receive an email inviting you to register.

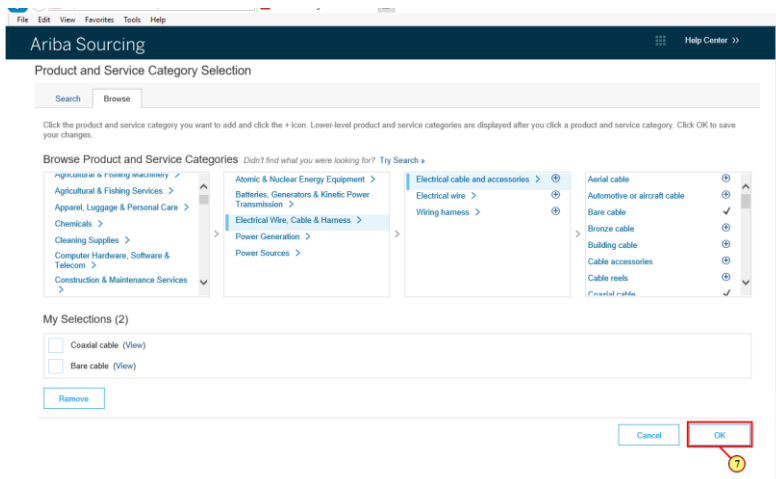
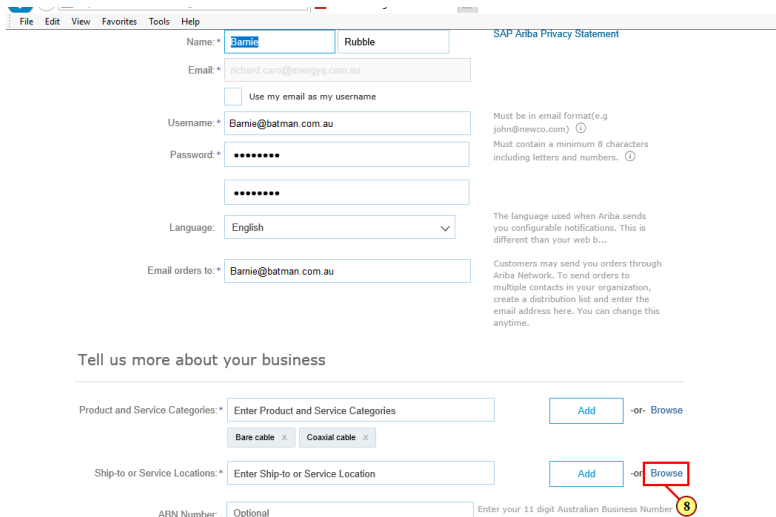
Explanation	Screenshot
Supplier Ariba Registration Invitation	
<p>When Energy Queensland invites you to connect with them in Ariba, you will receive an email similar to this.</p> <p>1. Click Click Here</p>	 <p>The screenshot shows an email from 'EQIL Master Data Specialist' with the subject 'Invitation: Register to become a supplier with Energy Queensland Limited - TEST'. The email body includes the SAP Ariba logo and a 'Click Here' link to create an account now. The footer contains contact information for Ariba, Inc. and a note about submitting the email as SPAM.</p>
Ariba Registration Login or Signup	

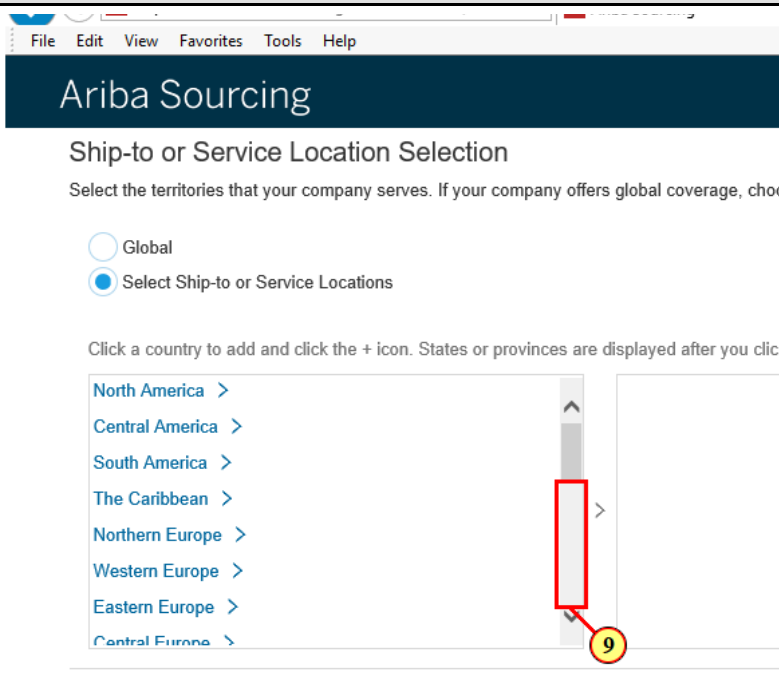

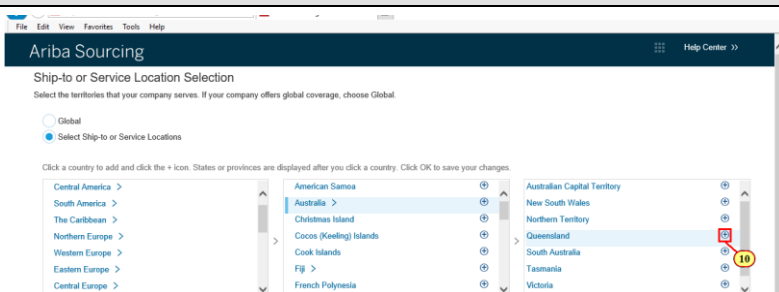
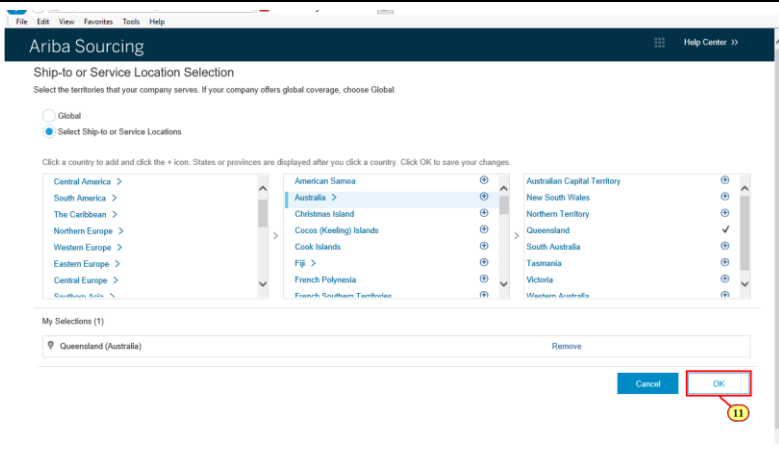
Explanation	Screenshot
<p></p> <p>If you already have an Ariba Network account, you can just Log in, complete the details and Submit Energy Queensland's registration form.</p> <p>In this example you are new to Ariba, so will create your Ariba account first.</p>	
Ariba Registration Login or Signup	
<p>2. Click Sign up</p>	
Create Account Page	
<p></p> <p>The information Energy Queensland has about your company is already completed. Add additional information, or make corrections as required.</p> <p>3. Click the Scroll Bar to scroll down the form.</p>	
Create Username and Password	

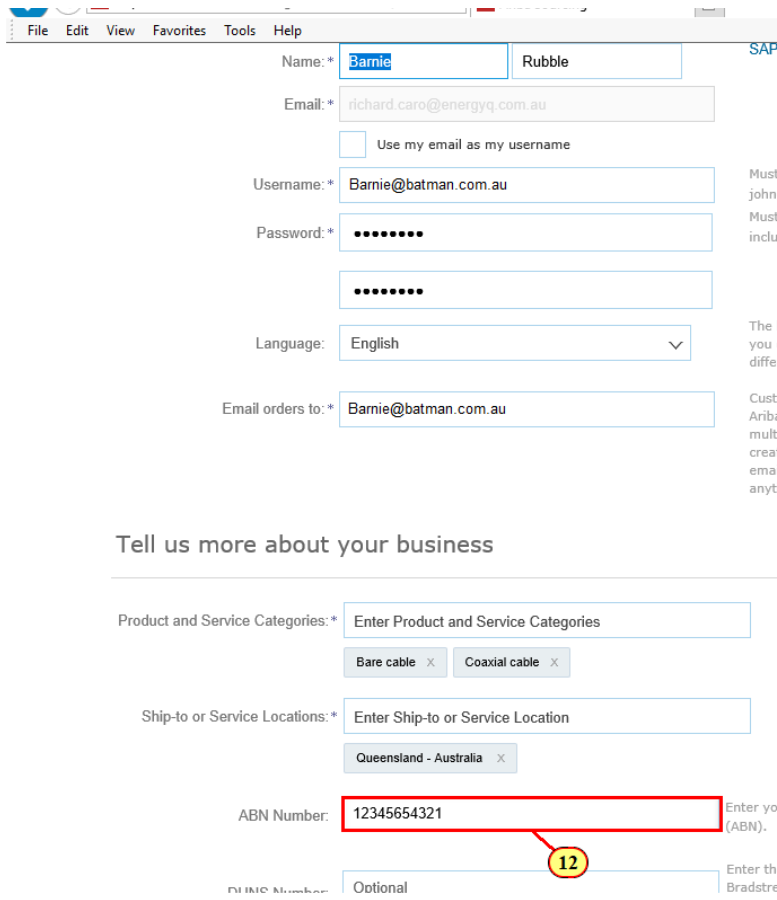
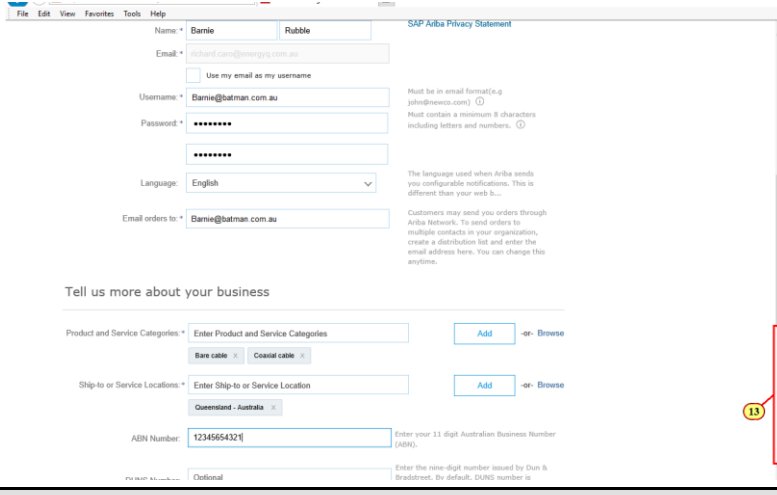
Explanation	Screenshot
<p> The contact details have defaulted as the contact that Energy Queensland put into Ariba. You can change this.</p> <p>It is very important to realise that this contact must be someone authorised to manage sensitive information for your company such as the bank details. The person that you put here will manage your company's Ariba account. So this person doesn't have to be the person that has the most contact with Energy Qld, but it must be someone that your business trusts with sensitive information.</p> <p> Your Username should be your email address. You can change this email address if required. Make sure you choose a secure password. You will need your password to log in to Ariba in the future to respond to tenders, questionnaires and update your details.</p>	
Select Product and Service Types	
<p> You need to specify the types of goods and/or services that your company will supply. In Ariba, these are based on United Nations Standard Products and Services Codes (USNPC).</p> <p>4. Click Browse</p>	



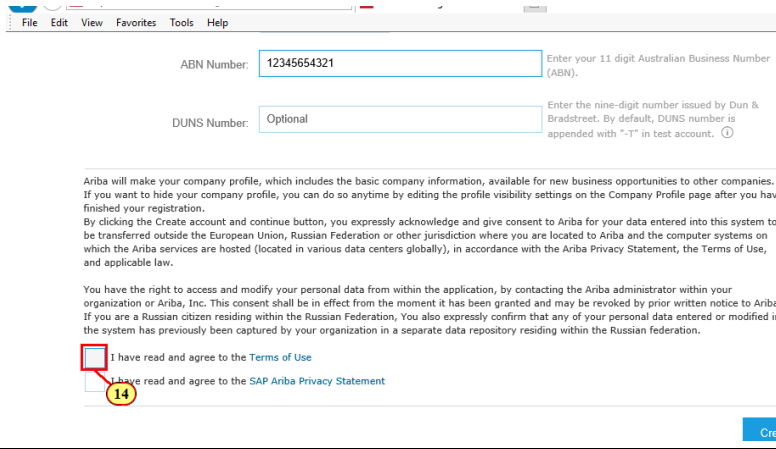

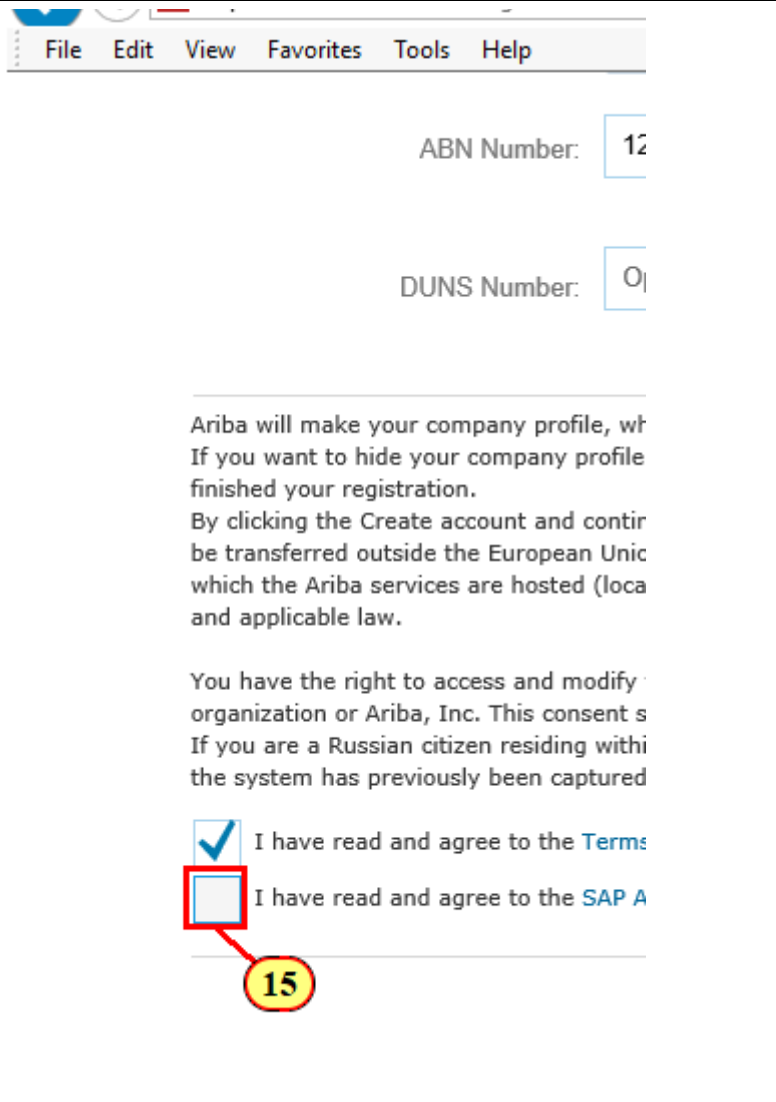
Register on Ariba – Work Instruction

Explanation	Screenshot
Select Product and Service Types	
<p>Search for the category your company's goods or services align to.</p> <p>5. Click the scroll bar to scroll down to the required category.</p>	
Select Product and Service Types	
<p>Expand the categories as required until you find the appropriate one. Click the + button to the right of required category. You can select multiple categories.</p> <p>6. Click </p>	
Select Product and Service Types	

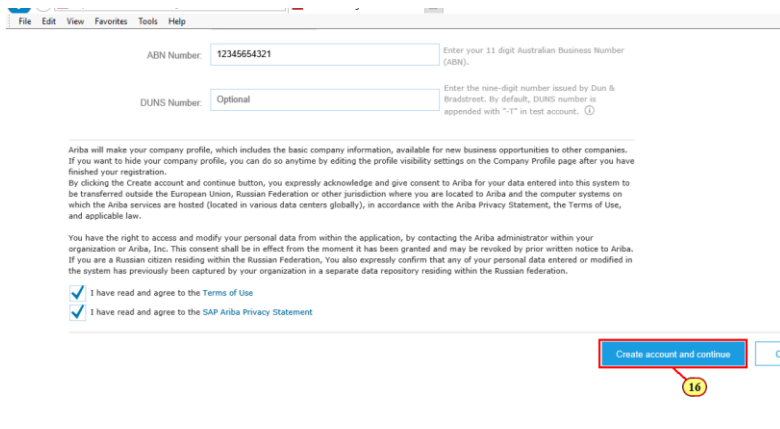
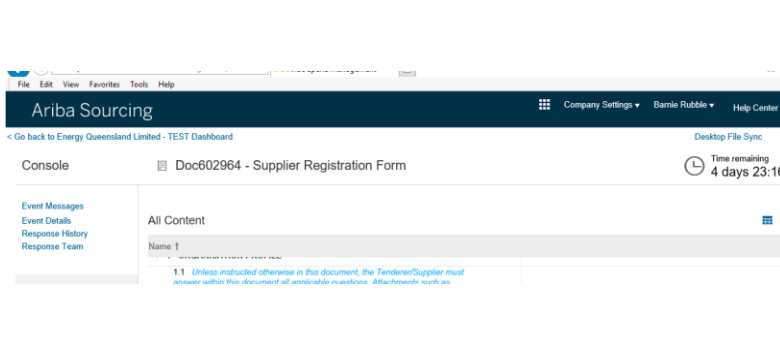
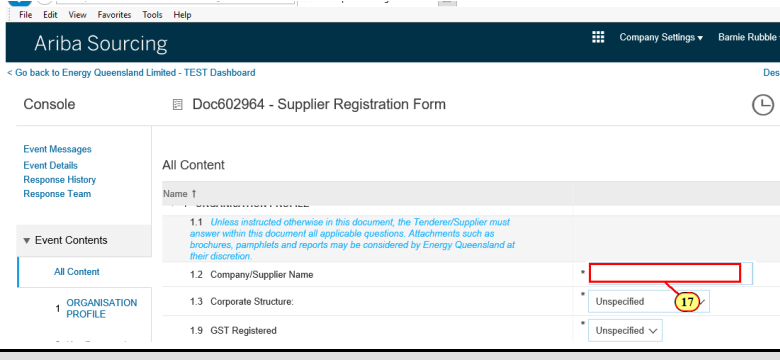
Explanation	Screenshot
7. Click OK	
Select Ship-to or Service Locations	
<p>Specify which locations your company will provide goods and/or services to.</p> <p>8. Click Browse</p>	
Select Ship-to or Service Locations	

Explanation	Screenshot
9. Click the scroll bar to show more locations.	
Select Ship-to or Service Locations	
<p>Expand the locations, as required. You can select multiple locations.</p> <p>10. Click </p>	
Select Ship-to or Service Locations	
11. Click OK	
Enter ABN	

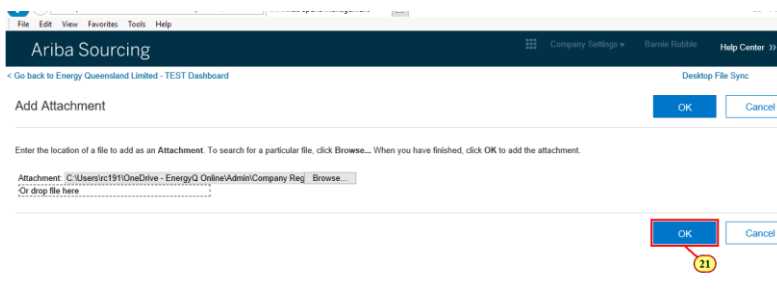
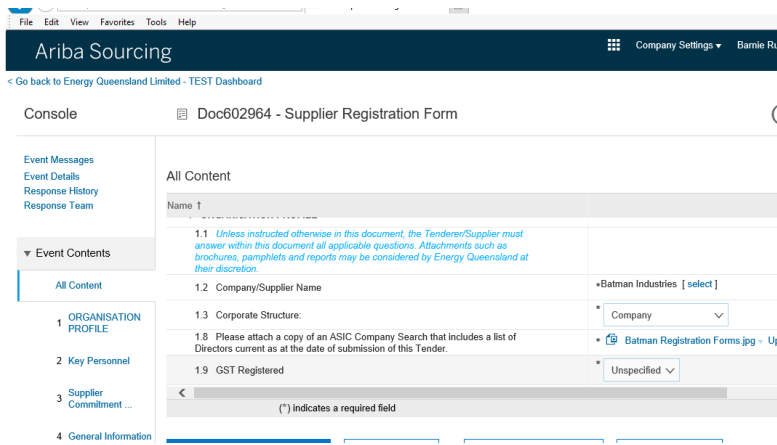
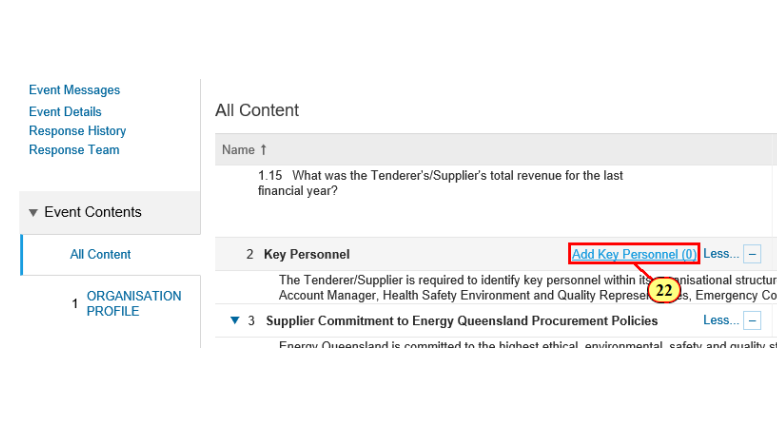
Explanation	Screenshot
12. The ABN Number: field is filled out.	
Create Ariba Account	
13. Click Scroll Bar to scroll down	
Accept Terms and Privacy Statement	

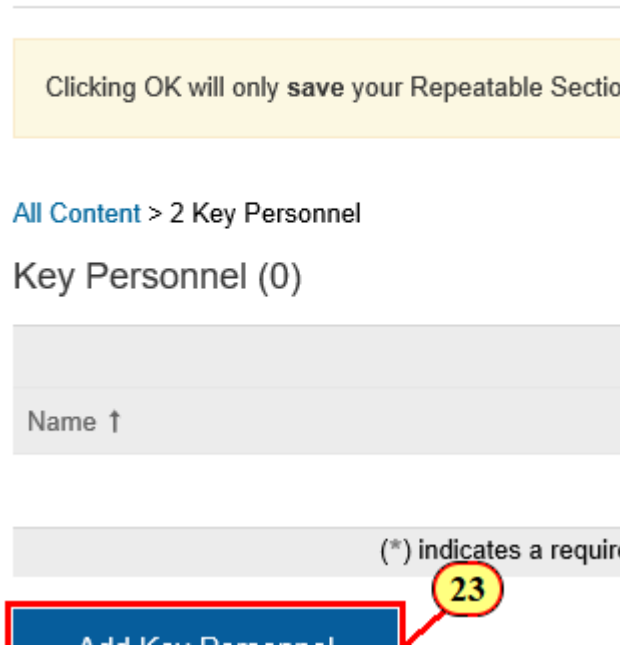

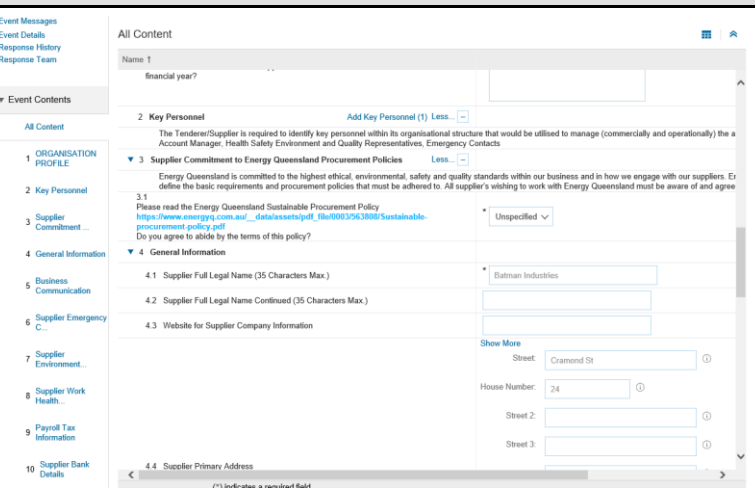
Explanation	Screenshot
<p></p> <p>You must read and agree to Ariba's Terms of Use and Privacy statement. Click the appropriate link to open each. Click the check box to acknowledge they have been read and agreed to.</p> <p>14. Click </p>	
Accept Terms and Privacy Statement	
<p>15. Click </p>	
Create Ariba Account	


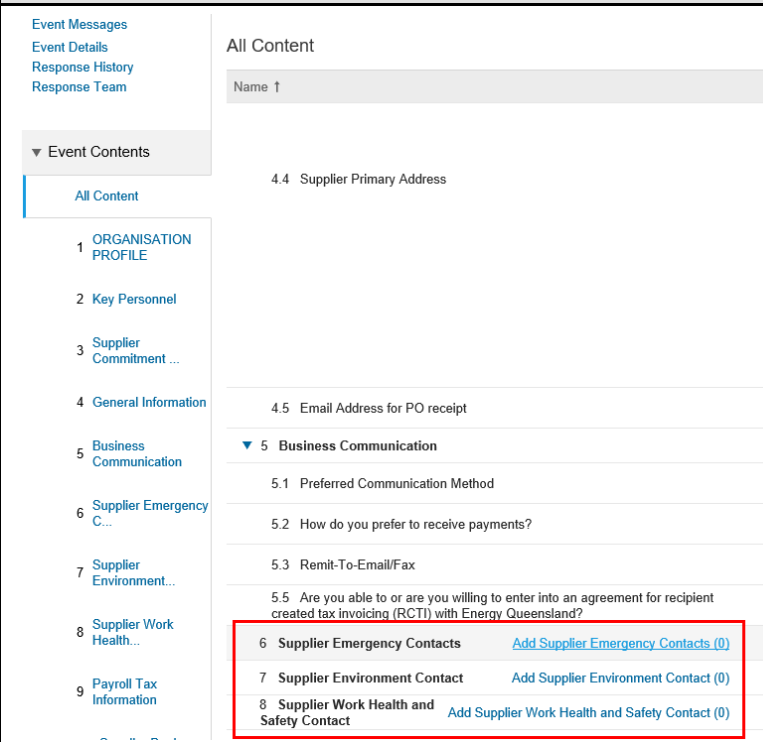

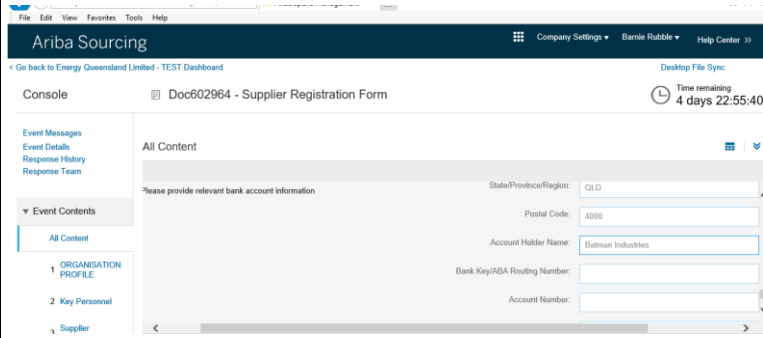
Register on Ariba – Work Instruction



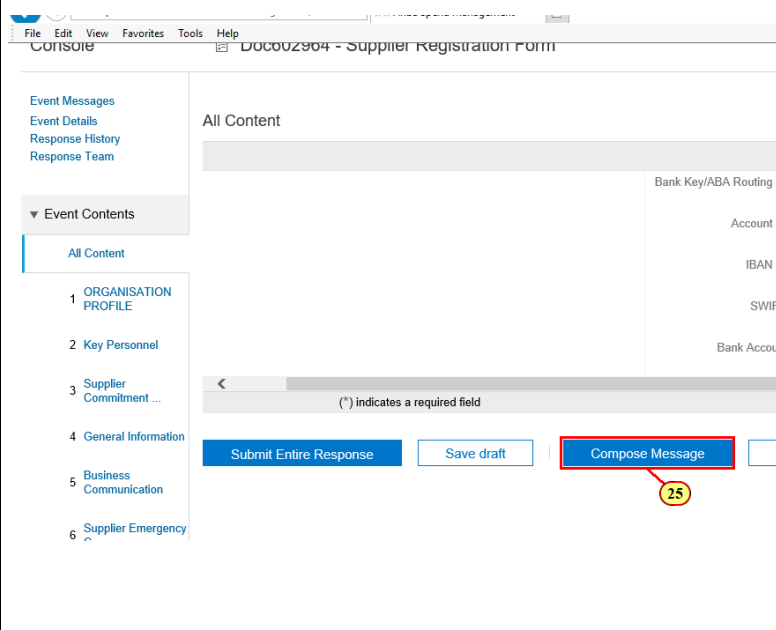

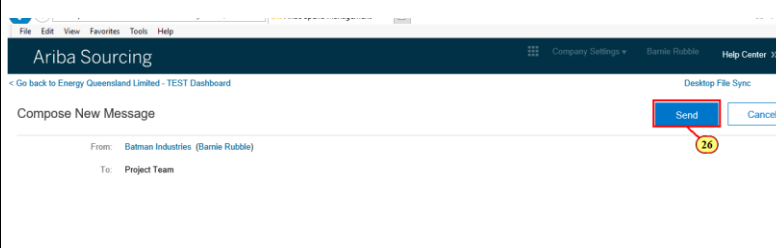
Explanation	Screenshot
16. Click Create account and continue	
Complete Ariba EQL Registration Form	
<p>You have now completed creating your Ariba account. Next you need to complete Energy Queensland's registration form in order to connect with us. You will have up to 5 days to complete and submit your registration. All fields marked with an asterisk (*) are mandatory.</p>	
Complete Ariba EQL Registration Form	
<p>The first thing that you need to do is enter your company's name.</p> <p>In this example, your company is Batman Industries.</p> <p>17. The Company/Supplier Name field is filled out.</p>	
Complete Ariba EQL Registration Form	


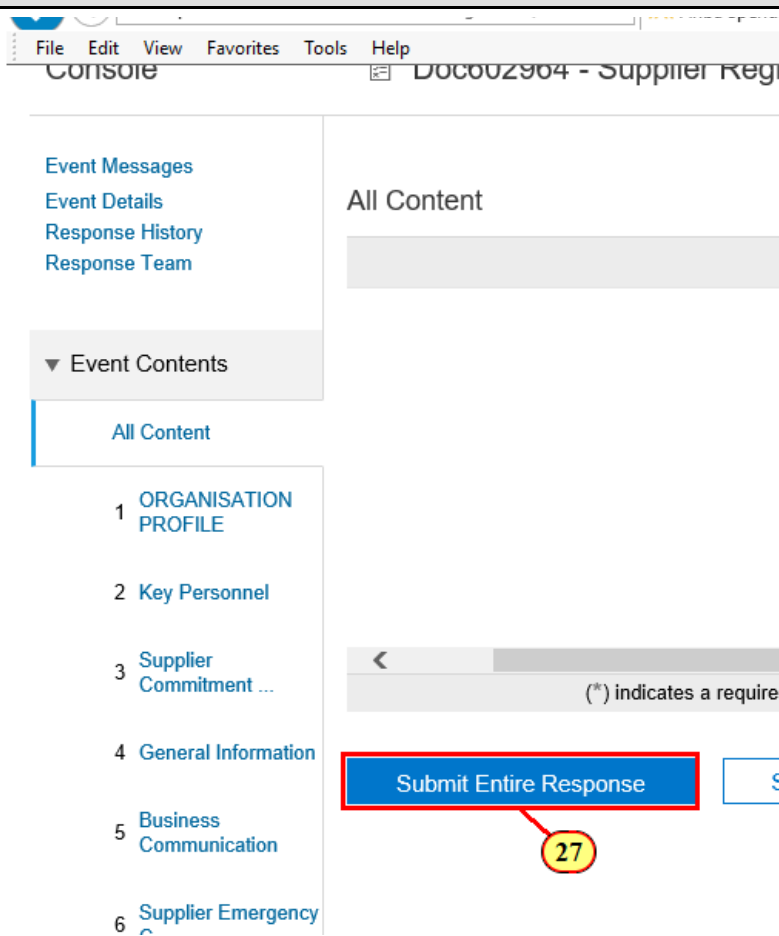

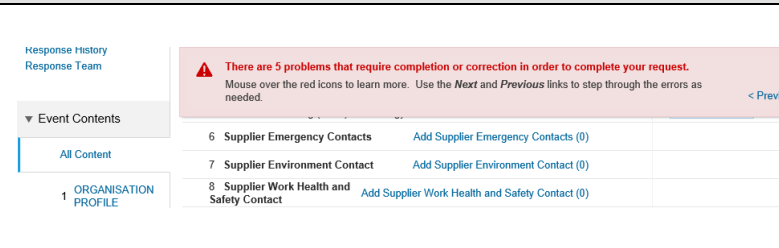
Explanation	Screenshot
18. Click the 1.3 Corporate Structure: dropdown	
Complete Ariba EQL Registration Form	
19. Select the business entity that relates to your company Example: Select Company	
Complete Ariba EQL Registration Form	
<p>The registration form is dynamic. This means that it will change depending on what information is entered in fields. In this example, a requirement has been added to attach a file as supporting information due to specifying that the corporate structure is a company.</p> <p>20. Click Attach a file.</p>	
Complete Ariba EQL Registration Form	

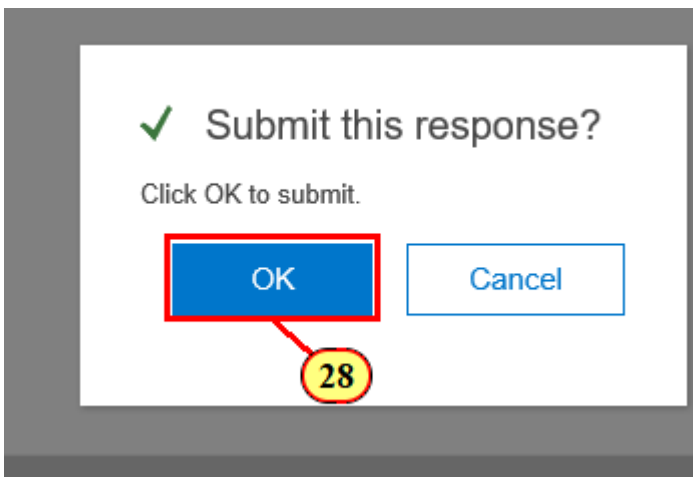
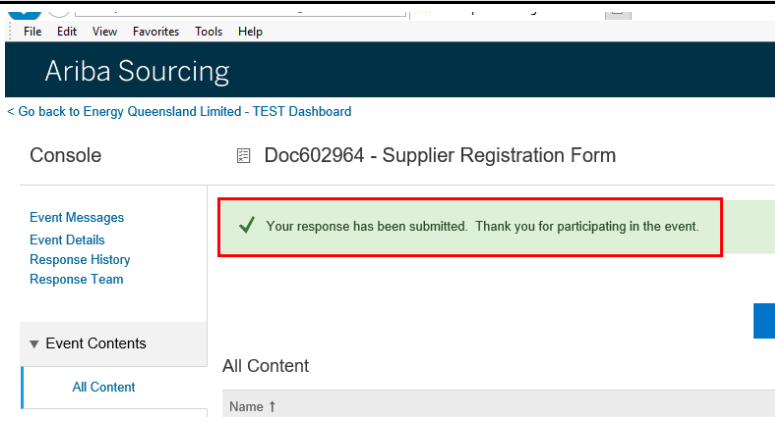
Explanation	Screenshot
<p>Where you need to add a file, you can browse for it or drag and drop it to the appropriate screen area, then click OK.</p> <p>21. Click OK</p>	
Complete Ariba EQL Registration Form	
<p>Continue working through the registration form and completing all mandatory (*) fields. You can also complete the non-mandatory fields.</p> <p>Let's just touch on a few of the key fields.</p>	
Complete Ariba EQL Registration Form	
<p>You must enter details of at least one key person in your company. This can be the same contact you entered earlier. It may not look like it is stamped as mandatory, but you won't be able to submit your registration without completing these contact details.</p> <p>22. Click Add Key Personnel (0)</p>	
Complete Ariba EQL Registration Form	


Explanation	Screenshot
23. Click Add Key Personnel .	 <p>Clicking OK will only save your Repeatable Section</p> <p>All Content > 2 Key Personnel</p> <p>Key Personnel (0)</p> <p>Name ↑</p> <p>(*) indicates a required field</p>
Complete Ariba EQL Registration Form	
<p>Enter details in all of the required fields.</p> <p>24. Click OK .</p>	 <p>Clicking OK will only save your Repeatable Section answers. To submit your response, you will need to click OK and then click Submit Entire Response on the main screen.</p> <p>All Content > 2 Key Personnel</p>
Complete Ariba EQL Registration Form	
<p>You must read and agree to our Sustainable Procurement Policy.</p> <p>Continue completing the mandatory fields.</p>	 <p>Event Messages Event Details Response History Response Team</p> <p>Event Contents</p> <p>All Content</p> <p>1 ORGANISATION PROFILE</p> <p>2 Key Personnel</p> <p>3 Supplier Commitment ...</p> <p>4 General Information</p> <p>5 Business Communication</p> <p>6 Supplier Emergency C...</p> <p>7 Supplier Environment...</p> <p>8 Supplier Work Health...</p> <p>9 Payroll Tax Information</p> <p>10 Supplier Bank Details</p> <p>All Content</p> <p>Name 1</p> <p>financial year?</p> <p>2 Key Personnel</p> <p>The Tenderer/Supplier is required to identify key personnel within its organisational structure that would be utilised to manage (commercially and operationally) the a Account Manager, Health Safety Environment and Quality Representatives, Emergency Contacts</p> <p>3 Supplier Commitment to Energy Queensland Procurement Policies</p> <p>Energy Queensland is committed to the highest ethical, environmental, safety and quality standards within our business and in how we engage with our suppliers. Ex define the basic requirements and procurement policies that must be adhered to. All supplier's wishing to work with Energy Queensland must be aware of and agree</p> <p>3.1 Please read the Energy Queensland Sustainable Procurement Policy https://www.energyq.com.au/_static/assets/pdf_040003563096/Sustainable-procurement-policy.pdf</p> <p>Do you agree to abide by the terms of this policy?</p> <p>4 General Information</p> <p>4.1 Supplier Full Legal Name (35 Characters Max)</p> <p>4.2 Supplier Full Legal Name Continued (35 Characters Max)</p> <p>4.3 Website for Supplier Company Information</p> <p>4.4 Supplier Primary Address</p>
Complete Ariba EQL Registration Form	

Explanation	Screenshot
<p> Your Emergency Contacts and Work Health and Safety Contact details are also mandatory.</p>	
Complete Ariba EQL Registration Form	
<p> Your bank details need to be entered so we can pay you in the future.</p> <p>Please note the below before submitting your response:</p> <ul style="list-style-type: none"> Bank ID: 0001 Bank Key/ABA Routing Number: is your bank BSB number include hyphen in the middle Bank Account Number: no spaces or hyphens IBAN Number and Swift Code fields will only be displayed where your bank account country is not Australia <p>You may add details for up to three bank accounts by selecting Yes for "10.1.10 Do you need to add another Bank Account?"</p>	
Compose Message to EQL	

Explanation	Screenshot
<p> You can save your registration form at any stage and come back into Ariba to complete it later on if you need to. Remember that you have 5 days in total to complete and submit the form.</p> <p> During the registration process, you can communicate with the Energy Queensland person managing your registration, by clicking the Compose Message button. This will send an email directly to the relevant person, who will respond to your query as soon as possible.</p> <p>25. Click Compose Message</p>	
Compose Message to EQL	
<p> Enter a meaningful subject for your message as well as the appropriate content. You can also add attachments up to 20MB if required.</p> <p>26. Click Send</p>	
Submit Ariba EQL Registration Form	

Explanation	Screenshot
<div></div> <p>Once all the information has been completed in the required fields, you can submit your registration form to Energy Queensland. You will receive a notification once your registration has been approved.</p> <p>27. Click Submit Entire Response</p>	
Ariba EQL Registration Form - Error Messages	
<div></div> <p>If you have missed any mandatory fields or done anything wrong in completing this form the system will tell you with a message like this.</p>	
Submit Ariba EQL Registration Form	

Explanation	Screenshot
28. Click OK	
Ariba Registration - Successful Submission	
<p>The system displays a message confirming that your registration has successfully been submitted for approval.</p>	
Ariba Registration - Successful Submission Email	

Explanation	Screenshot
<p></p> <p>You will receive an email from Ariba, like this, confirming that your registration has been completed.</p>	