

Register on Ariba - Major Release

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 you to register as a supplier for us.

Business rules

- You must click on the link to register in the email invitation to register within 24 hours
- You must 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 will receive an email inviting you to register, click on the link within the email. It is possible that the registration email may get directed to your Junk mailbox.

Explanation	Screenshot
 When Energy Queensland invites you to connect with them in Ariba, you will receive an email similar to this. Click on the link in the email to open Ariba in your Internet Browser. Click Click Here 	Invitation: Register to become a supplier with Energy Queensland Limited SAP Ariba Register as a supplier with EQL Register as a supplier with EQL Heliol Lawrie Cusack has invited you to register to become a supplier with EQL. Start by creating an account with Ariba Network. It's free. EQL uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Widget Industries Pty. Ltd. already has an account with Ariba Network, in with you commande and password. Click Here to create account now. I o submit this email as SPAH! - In your Email Client (e.g. Outlook) create a new email addressed to email-feedback@forcepoint.com Attach this email as SPAH! - Attach this email as SPAH!
If you already have an Ariba Network account, you can just Log in , complete the details required in Energy Queensland's registration form, then submit it. <u>Click here to go to that part of this topic.</u> In this example you are new to Ariba, so will need to create your Ariba account first. 2. Click	Average the expression of



Explanation	Screenshot						
	Ariba Proposals and Question	onnaires 🚽					Ŷ
	Create account					Create acc	count and continue
i	First, create an SAP Ariba supplie	er account, then com	plete questionnaires required by E	nergy Qu	eensland Ltd - TEST.		
	Company information						
The information Energy	1				 Indicat 	es a required field	
Queensland has already	Company Name:	* Widget Industries	Pty. Ltd.			eo o reguirea nela	
entered about your	Country/Region:	* Australia [AUS]		~	If your company has more than main office address. You can en such as your shipping address,	ter more addresses	-
company is displayed. Add additional	Address:	* River Rd			other addresses later in your co		
information, or make	City	Line 2]		
corrections as required.	State:		-QLD] V				
	Postal Code:	* 4000]		
Click the Scroll Bar to scroll down the form.	User account information	on					3
Solon down the form.						es a required field	
	Name:		Jones		SAP Business Network	Privacy Statement	
	Email:	* richcaro1973@gr					
	llearnsma	* tost richesro1073			Must be in email format(e.g	john@newco.com)	Ļ
The contact details have defaulted as entered by Energy Queensland. You can change this as required. It is very important to							
understand that this	User account i	informatio	ſ				
contact must be someone authorised to manage	_						* Indicates a required fie
sensitive information for		Name:*	Jenny	Jone	S		SAP Business Network Privacy Stateme
your company such as the		Email:*	1973@gmail.com				
bank details. The person			Use my email as my user	name			
that you put here will manage your company's		Username:*	testaribaregistration@gma	ail.com			Must be in email format(e.g john@newco.com)
Ariba account. This person		Password:*	Enter Password				Passwords must contain a minimum of eight characters including upper and lower case lette numeric digits, and special characters. (i)
may not be the person that has the most contact with			Repeat Password				namene aigita, una apecial enaractera.
Energy Qld, but it must be someone that your		Language:	English		\sim		The language used when Ariba sends you configurable notifications. This is different than your web b
business trusts with	En	nail orders to:*	1973@gmail.com				Customers may send you their orders through Ariba Network. To send orders to multiple
sensitive information.	L		_				contacts in your organization, create a distributi list and enter the email address here. You can
(i)							change this anytime.
	Tell us more a	bout your	business				
Your Username defaults as the email address that the resgistration email							
was sent to. You can							
change this if you want.							
You need to enter and then repeat a secure							



Explanation	Screenshot
password. You need your password to log in to Ariba in the future to respond to tenders, questionnaires and update your details. If you sign up for Ariba Commerce Automation (ACA) you will also be able to see your Purchase Orders (POs) and access other functions.	
In this example a password has been entered and repeated for you. A different email address may be entered for your POs to be directed to. Where you do agree to use Ariba Commerce Automation your POs will be available in your Ariba Portal instead of sent to the email address. You will still receive notification emails letting you know that a new PO is available in your Ariba Portal.	User account information Name:* Jenny Jones S Email:* ichcaro1973@gmail.com M Username:* testaribaregistration@gmail.com M Password:* Image: English M Email orders to:* mycompanyorders@gmail.com M Tell us more about your business Tell us more about your business

Explanation	Screenshot	
	User account information	
You need to specify the types of products and/or services that your company can supply. In Ariba, these are based on United Nations Standard Products and Services Codes (USNSPC). 4. Click Browse .	Indicates a required field Name: Jones Name: Jones Email: richcaro1973@gmail.com Use my email as my username Must be in email format(e.g.john@jnewco.com) Username: testaribaregistration@gmail.com Password: Must be in email format(e.g.john@jnewco.com)	
	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	
The product and service categories are sorted into a hierarchy, with the highest level to the left. You can browse through the high level categories to display lower level categories to the right. You can select categories	Ariba Proposals and Questionnaires Product and Service Category Selection Search Browse Click the social and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service categories. Didn't find what you were looking for? Try Search >	category. Click
at any level in the hierarchy and you can select multiple categories. You can also enter a search term to help you find categories, which you	Agricultural & Fishing Machinery > Agricultural & Fishing Services > Agricultural & Fishing Services > No items Apparel, Luggage & Personal Care > > Chemicals > > Cleaning Supplies > > Computer Hardware, Software & Telecom > > Construction & Maintenance Services > >	No items
will now do in this example.5. Click Search .	My Selections (0)	



Explanation	Screenshot
Enter a search term to help you find an appropriate category for the type of products or services that you can provide to Energy Queensland.	Ariba Proposals and Questionnaires 🚽
	Browse Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Adv
In this example "utilities" has been entered. 6. Click Search	Keyword: utilities Browse the Categ (e.g., Cleaning Services, Cardboard, 15121502, etc.)



Explanation	Screenshot
	Ariba Proposals and Questionnai
	Product and Service Category
	Search Browse
	Enter a keyword or search phrase and click S
(i)	Keyword: utilities
Select one or more checkboxes next to the	(e.g., Cleaning Services, Cardb
category that you can provide. In this example Electric utilities has been selected. 7. Click	Search Results
	Mining & Drilling Machinery > Minin
	Electrical Systems & Lighting > Elec
Add	Vehicles > Motor Vehicles > Passen
	Public Sector Services > Utilities > I
	Construction Materials > Permanen
	Public Sector Services > Utilities > (
	Add
	7 My Selections (0)

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Explanation	Screenshot
You can continue to search for and add more categories as required. 8. Click	SQP Atba Proposals and Questionnaires Product and Service Category Selection Search Browse Enter a keyword or search phrase and click Search. Click the product and service category you want to add and click Add. Click OK to save your changes. Keyword: will bliefs (w) of the categories a Search (w) of the categories a
Specify which locations your company can provide goods and/or services to. You could use the browse functionality, or you could start typing in the Ship-to or Service Location fields to see a list of matches. In this example you will enter Queensland meaning that you can provide to all of Queensland. Matches will be displayed as you type.	Language: English Customers me Ariba Network. Customers me Ariba Network. contacts in you list and enter th change this ary Tell us more about your business Product and Service Categories:* Enter Product and Service Categories Product and Service Locations:* ueensland ABN Number: Optional
You can select multiple locations if required. 9. Enter queensland in the text field.	(ABN).



Explanation	Screenshot
	Language: English configurable notifications. This is different than your web b Email orders to:* mycompanyorders@gmail.com 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 email address here. You can change this anytime.
10. Click Queensland - Australia .	Tell us more about your business Product and Service Categories:* Enter Product and Service Categories Add -or- Browse
	Ship-to or Service Locations: * queensland Add -or- Browse Queensland - Australia Suggestors amber ABN Number: Brisbane - Queensland for the suggestors Gold Coast-Tweed Heads - Queensland, New South Wates n & ded with ". DUNS Number: Sunshine Coast - Queensland ded with ".
	Language: English configurable notifications. This is different than your web b Email orders to:* mycompanyorders@gmail.com Customers may send you their orders through Aribe Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime. Tell us more about your business Tell us more about your business
Enter your company's Australian Business Number (ABN) in the appropriate field. If you have a DUNS number also enter it. You then need to select	Product and Service Categories:* Enter Product and Service Categories Add -or- Browse Electric utilities X Ship-to or Service Locations:* Enter Ship-to or Service Location Add -or- Browse Queensland - Australia X ABN Number: ABN
both checkboxes agreeing to the terms and conditions.	DUNS Number: Optional Enter the nine-digit number is appended w Image: Comparison of the second



Explanation	Screenshot						
		English V	configurable notifications. This is different than your web b Customers may send you their orders through Aribo Network. To send orders to multiple contacts in your organization, create a distribu- list and enter the email address here. You can change this snytime.	ion			
	Tell us more about your	Tell us more about your business					
11. Click	Product and Service Categories	* Enter Product and Service Categories Electric utilities ×	Add -or- Brows	e			
Create account and continue	Ship-to or Service Locations	* Enter Ship-to or Service Location Queensland - Australia X	Add -or- Brows	e			
	ABN Number	82010102388	Enter your 11 digit Australian Business Numl (ABN).	ber			
	DUNS Number	Optional	Enter the nine-digit number issued by Dun 8 Bradstreet. By default, DUNS number is appended T' in test account. (j)				
		Use work will make parts of my (company) information accessible to other uners an tings. Please see the SAP Business Network Privacy Statement to learn how w	e process personal data.	Network account and continue Ca			
You have now completed creating your Ariba account. Next you need to complete Energy Queensland's registration form in order to connect	Ariba Sourcing < Go back to EQL - SIT Dashboard Console I Doc13	326609 - Supplier Registration Form	🗰 Company Settings 🕶 Jenny	Jones + Foedback Help + Desktop File Sync Time remaining 4 days 01:01:53			
with us. You will have up to 5 days to complete and submit your registration.	Event Messages Event Details All Content Response Fisam Name 1			. •			
There is a deadline countdown in the top right	▼ 1 ORGAN ▼ Event Contents such as b	SATION PROFILE ss instructed otherwise in this document, the Tenderer/Supplier wer within this document all applicable questions. Attachments rochures, pamphiets and reports may be considered by Energy nd at their discrition.		Â			
corner. All fields marked with an	1 ORGANISATION PROFILE 1.3 Corp	pany/Supplier Name orate Structure	* Unspecified (QLD) - Queensland				
asterisk (*) are mandatory. You need to work through the form and enter details in all of	5 Business Communication	iou business registered?	(ACI) - Goernsand (ACI) - Aust Capital Terr (NSV) - New South Wales (NT) - Northern Territory (SA) - South Australia (TAS) - Tasmania (ATT) - Vietovia				
the required fields. You may also need to attach some supporting documentation.	6 Contact Information 7 Supplier Emergency C 8 Supplier 8 Environment	(*) indicates a required field tire Response Save draft Compose Me	ssage Excel Import				
The first thing you need to do is enter you company name.							



Explanation	Screenshot		
Explanation			
	Ariba Sourcing	3	Company Settings Jenny Jones
	< Go back to EQL - SIT Dashboard		Desktop
	Console	Doc13326609 - Supplier Registration Form	⊡ ^{Time} 4 d
12. Click the dropdown arrow for the Corporate	Response History	All Content	
Structure field to select	Response Team	1 ORGANISATION PROFILE	
from the available options.	▼ Event Contents	 1 ORGANISATION PROFILE 1.1 Unless instructed otherwise in this document, the Tenderer/Supplier must answer within this document all applicable questions. Attachments such as brochures, pamphilets and reports may be considered by Energy 	
	All Content	Queensland at their discretion.	*
	1 ORGANISATION PROFILE	1.2 Company/Supplier Name 1.3 Corporate Structure	Widget Industries Pty. Ltd. Unspecified
	2 Key Personnel		* (QLD) - Queensland 12
	3 Supplier		(ACT) - Aust Capital Terr (NSW) - New South Wales
	Ariba Sourci	ng	Company Settings 🕶
		<u> </u>	
	< Go back to EQL - SIT Dashboard	Doc13326609 - Supplier Registration Form	
(i)	Event Messages Event Details	All Content	
Select the oppropriate	Response History Response Team	Name †	
Select the appropriate structure for your		I ORGANISATION PROFILE	
business. In this example	▼ Event Contents	1.1 Unless instructed otherwise in this document, the Tenderer/Supplier must answer within this document all applicable questions. Attachments such as brochures, pamphlets and reports may be considered by Energy	
select Company.	All Content	Queensland at their discretion. 1.2 Company/Supplier Name	* Widget Industries Pty. Ltd.
13. Select Company	1 ORGANISATION PROFILE	1.3 Corporate Structure	* Unspecified V
	2 Key Personnel		* Unspecified
	3 Supplier Commitment		Sole Trader Individual ^S
	4 General Information	1.9 ① Where is you business registered?	Company Overse 13 Partnership
	⁵ Communication	4	Trust
	1		
(i)	Ariba Sourci	ng	🗰 Company Settings 🕶 Jenny Jones 🕶 F
You may notice the item	< Go back to EQL - SIT Dashboard		
numbering is not always sequential. that is	Console	Doc13326609 - Supplier Registration Form	
because the registration form is dynamic. This	Event Messages Event Details	All Content	
means that it will change	Response History Response Team	Name †	
depending on what	response ream	▼ 1 ORGANISATION PROFILE	
information is entered in certain fields. In this	▼ Event Contents	1.1 Unless instructed otherwise in this document, the Tenderer/Supplier must answer within this document all applicable questions. Attachments such as brochures, pamphlets and reports may be considered by Energy	
example it goes from item	All Content	Queensland at their discretion.	*
1.3 to item 1.8. That is	ORGANISATION	1.2 Company/Supplier Name	Widget Industries Pty. Ltd.
because items 1.4-1.7 are		1.3 Corporate Structure	* Company V
hidden and would only	2 Key Personnel	1.8 Please attach a copy of an ASIC Company Search that includes a list of Directors current as at the date of submission of this Tender.	
display if you had	3 Supplier		* (14) Queensland
selected a different	Commitment		(ACT) - Aust Capital Terr
Corporate Structure.			



Explanation	Screenshot	
In this example, a requirement (1.3) has been added to attach a file as supporting information due to specifying that the corporate structure is a company. 14. Click Attach a file.		
15. Click Choose File.	Ariba Sourcing < Go back to EQL - SIT Dashboard Add Attachment	
	Enter the location of a file to add as an Attachment . Attachment Choose File No file chosen Or drop file here	



Explanation	Screenshot	
	Ariba Sourcing	🗱 Company Settings 🕶 Jenny Jones
Search for and select any files that you are required to upload. 16. Click Open .	Add Attachm Add Attachm Crganize Vew folder Enter the location of Quick access Attachment: Choc Destop # Downloads # Downloads # Dif diog file bere Jerry Jones (t Dif diog file bere Dif diog file	× v ⊘ Search Company Info Italia v III ? Type Size
17. Click	Com C	puny Settings Jenny Jones Help Messages Desktop File Sync OK Cancel 17
18. Click Scroll Bar to scroll down	Ariba Sourcing 🗰 Company Settings 🗸 .	enny Jones v Feedback Help v Messages >>
	< Go back to EQL - SIT Dashboard Console Doc13326609 - Supplier Registration Form	Desktop File Sync Time remaining 4 days 00:54:27
Continue working through the registration form and completing all mandatory (*) fields and checkboxes. You can also complete the non-mandatory fields.	Event Messages Event Details Response History Response History Response Team	tries Pty. Ltd. → ompany Info.pdf → Update file Delete file
In this example most of the fields will be completed without comment, as they are fairly intuitive, but we will touch on a few of the key things.	A by Parsulation of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Tender. Of Directors current as at the date of submission of this Te	
You can expand the Content screen area to make it a bit easier to see and navigate by clicking on the chevrons toward	< Go back to EQL - SIT Dashboard	enny Jones Feedback Help Messages Desktop File Sync Time remaining 4 days 00:53:55 outh Australia



Explanation	Screenshot					
the top right of the screen.						
19. Click Ў.						
i You can now see more	Event Messages Event Details Response History Response Team Event Contents All Content ORGANISATION PROFILE	All Content Name † 1.9 Where is you	u business registered?	(SA) - South Aut (TAS) - Tasmani (VIC) - Victoria (WA) - Western (OTH) - Other		
items on the screen.	2 Key Penonnel 3 Suppler 3 Commitment 4 General Information 5 Dusiness 6 Contact Information 6 Contact Information 7 Suppler Emergency 7 C	1.10 GST Registered 1.12 Head Office Address		* Yes Street: City: State/Province/Region: Postal Code: Country/Region: Street:	100 River Rd Brisbane Old 4000 Australia	
scroll down	C 9 Suppler Environment 9 Suppler Work Health 10 Payroll Tax Information 11 Suppler Bank 11 Suppler Bank	1.13 Office:	s in Australia (*) indicates a required field	City: State/Province/Region: Postal Code: Country/Region:	(no value)	
Some of the fields may require further explanation. Where there	Event Messages Event Details Response History Response Team	,	All Content Name †	'Suppliar's total rave	nue for the last	
is an i icon next to a field it means there is some more information and you can click on that icon to display it.	▼ Event Conter All Conter 1 ORGAI	nt	financial year? 1.17 Number of Employees 1.18 Does your business ident Strait Islander business?	umber of Employees oes your business identify as an Aboriginal or Torres		
21. Click 🛈.	2 Key Pe				Add Key F 21 el (0) Less – v personnel within its organisational stu- nt and Quality Representatives, Emer,	



Explanation	Screenshot	
22. Click anywhere on the screen to hide the additional information popup.	Event Messages Event Details Response History Response Team Event Contents All Content ORGANISATION PROFILE 2 Key Personnel 3 Supplier Commitment 4 General Information 5 Business Communication 6 Contact Information	All Content Name 1 1.16 What was the Tenderer's/Supplier's total revenue for the last financial year? 1.17 Number of Employees 1.17 Number of Employees 1.18 Does your business identify as an Aboriginal or Torres Image: A count Manager, Health Safe 2 Key Personnel The Tenderer/Supplier is required guidelines. 9 Supplier Commitment to Energy of Energy of Energy Ouensland is committed guidelines. 3.1 Please read the Energy Queensland fis committed thtps://www.energy.com.au/data/asse procurement%20Pol/202019/s020916/9202019 All General Information
You must enter details of at least one key person in your company. This can be the same contact you entered earlier. It doesn't look like it is mandatory until you expand this section, but it is. You won't be able to submit your registration without completing these contact details. This is the same for the Emergency Contact item	Event Messages Event Details Response History Response Team V Event Contents All Content 1 ORGANISATIC 2 Key Personne	1.19 Does your business identify as a Social Enterprise? (i)
further down in the form. 23. Click Add Key Personnel .	3 Supplier Commitment	



Explanation	Screenshot
24. Click Add Key Personnel	Ariba Sourcing < Go back to EQL - SIT Dashboard Clicking Save will only save your Repeatable Section All Content > 2 Key Personnel Key Personnel (0) Name ↑ Add Key Personnel 24
You can now see that the	Company Settings Company Settings Company Settings Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click Submit Entire Response (
fields related to the Key Personnel are mandatory (*). Complete all of these required fields.	All Content > 2 Key Personnel Key Personnel (1) Name † V Key Personnel #1 Delete Name: Position: *



Explanation	Screenshot			
Only click the Add an Additional Key Personnel button if you want to add the details of more than one key person. You need to click the	Ariba Sourcing < Go back to EQL - SIT Dashboard Clicking Save will only save your Repe All Content > 2 Key Personnel Key Personnel (1) Name 1 Key Personnel #1 Name:	estable Section answers. To submit your response, Delete	you will need to click Save and then click Submit Entire Response	Janny Jones Help Messages >> Desktop File Sync Save Cancel 25 on the main screen.
Save button to return to the main registration form.	Position: Address:		* Senior Account Manager * 100 River Rd Brisbane, 4000, Old Australia	
25. Click Save	Telephone:	nnel	* 0733334444 (*) indicates a required field	d
i	Event Messages Event Details Response History Response Team	All Content		
Some items have links to documents for you to read or refer to. These are displayed in blue. Simply click on the blue writing to download a copy. The way that you open downloaded documents depends on the type of Internet Browser that you use.	▼ Event Contents All Content	financial year? 1.17 Number of Employees 1.18 Does your business ident	Supplier's total revenue for the last ify as an Aboriginal or Torres	* 4500000 * 14 * No v
	1 ORGANISATION PROFILE 2 Key Personnel	Strait Islander business? 1.19 Does your business ident 2 Key Personnel	ify as a Social Enterprise? ① Add Key Personnel (1) Less	* No v
	3 Supplier The Tenderer/Supplier is required to identify key personnel within its organisational structure th e.g. Account Manager, Health Safety Environment and Quality Representatives, Emergency Col 3 Commitment Image: Supplier Commitment to Energy Queensland Procurement Policies 4 General Information Energy Queensland is committed to the highest ethical, environmental, safety and quality stance guidelines define the basic requirements and procurement policies that must be adhered to. All			rgency Contacts
	5 Business Communication 6 Contact Information	procurement-policy.pdf Do you agree to abide by the term	tta/assets/pdf_file/0003/563808/Sustainable-	* Unspecified V
	7 Supplier Emergency C	4 General Information 4.1 Supplier Full Legal Name ((35 Characters Max.)	* Widget Industries Ptv. I td



Explanation	Screenshot				
	Event Messages Event Details Response History Response Team	All Content Name †			
		1.16 What was the Tenderer's/Supplier's total revenue for the last financial year?	* 4500000		•
	▼ Event Contents	1.17 Number of Employees	* 14		
	All Content	1.18 Does your business identify as an Aboriginal or Torres Strait Islander business?	* No N	-	
	1 ORGANISATION PROFILE	1.19 Does your business identify as a Social Enterprise? ①	* No N		
	2 Key Personnel	2 Key Personnel (1) Less			
Continue working through	3 Supplier	The Tenderer/Supplier is required to identify key personnel within its organisational e.g. Account Manager, Health Safety Environment and Quality Representatives, Em-	structure that would ergency Contacts	be utilised to manage (commercially and	operationally) the
the registration form and	3 Commitment	 3 Supplier Commitment to Energy Queensland Procurement Policies Less – Energy Queensland is committed to the highest ethical, environmental, safety and q 	uality standards with	nin our business and in how we engage v	vith our suppliers. I
completing all required	4 General Information	guidelines define the basic requirements and procurement policies that must be adt guidelines. 3.1	nered to. All supplier	's wishing to work with Energy Queenslar	nd must be aware (
fields.	5 Business Communication	Please read the Energy Queensland Sustainable Procurement Policy https://www.energyq.com.au/data/assets/pdf_file/0003/563808/Sustainable-	* Yes \	~	
26. Click Scroll Bar to	6 Contact Information	procurement-policy.pdf Do you agree to abide by the terms of this policy?			- 11
scroll down	7 Supplier Emergency C	4 General Information	*	the Brook of	
SCIOII dowin		4.1 Supplier Full Legal Name (35 Characters Max.)	Widget Indus	tries Pty. Lta.	
	8 Supplier Environment	4.2 Supplier Full Legal Name Continued (35 Characters Max.) 4.3 Website for Supplier Company Information	widgetsrus.con		
	9 Supplier Work Health	+.3 Website for Supplier Company mornation	Show More	n.au/mo	
	Deveel Tex		Street:	River Rd	0 26
	10 Payroll Tax Information	4	House Number:	100 0	
	11 Supplier Bank Details	(*) indicates a required field			
complete the registration process EQL may contact you about signing up to	Event Messages Event Details Response History	All Content			■ *
Ariba Commerce	Response Team	Name †	Snow More		•
Automation (ACA).	▼ Event Contents		Street:	River Rd	0
	All Content		House Number:	100 (i)	
Where you agree to use	ORGANISATION		Street 2:		0
ACA, you will be able to	1 PROFILE	4.4 Supplier Primary Address	Street 3:		0
transact digitally with	2 Key Personnel		District:		0
Energy Qld on Purchase	3 Supplier Commitment		Postal Code:	4000 i City(Suburb)	Brisbane City
orders and related	4 General Information			City/suburb:	
invoicing (e-Commerce).	5 Business		Country:	Australia (AU)	✓ ⁽ⁱ⁾ _{Re}
You will no longer receive	5 Communication	4.5 Email Address for PO receipt	* widgetPOs@	widgets.com.au	
PDF versions of Purchase	6 Contact Information	4.6 Supplier ABN (If applicable)	82010102388		
orders and will no longer need to send invoice	7 Supplier Emergency C	▼ 5 Business Communication	+		
documents to Energy Qld	8 Supplier Environment	5.1 Preferred Communication Method	Email - (INT)		
via email.		5.2 How do you prefer to receive payments?	Electronic V		
	9 Supplier Work Health	 5.3 Remit-To-Email/Fax 5.5 Are you able to or are you willing to enter into an agreement for 	* Yes	widgets.com.au	<u> </u>
All order processing and	10 Payroll Tax Information	recipient created tax invoicing (RCTI) with Energy Queensland? 5.6 Please review the attached guidelines regarding RCTI. Are you	* Hosposified		
invoicing will be facilitated over the Ariba Network	11 Supplier Bank Details	(*) indicates a required field			•
27. Click Scroll Bar to scroll down					



Explanation	Screenshot				
Please take note of these questions about entering into an agreement to allow recipient created tax invoicing (RCTI) with EQL. This means that EQL can create/process invoices on your business' behalf after you have provided your goods or services to us. Agreeing to RCTI can speed up payments to your business. Click on References to download the document further explaining RCTI or connect with your contact at EQL for more information. 28. Click References .	Event Messages Event Details Response History Response Team V Event Contents 5.5 Are you able to or are you willing to enter into an agreement for recipient created tax involcing (RCT) with Energy Queensland? All Content 5.6 Prease review the attached dudelines regarding RCTI. Are you able to comply with said guidelines? 1 ORGANISATION V 6 Contact Information 28 V 6.1 Purchasing Contact				
	Event Messages Event Details Response History Response Team	Name †			
29. Select	▼ Event Contents	5.5 Are you able to or are you willing to enter into a created tax invoicing (RCTI) with Energy Queensland			
🕑 RCTI Guidelines.docx	All Content	5.6 Please review the attached guidelines regarding comply with said guidelines?	RCTI. Are you able to		
to download it.	ORGANISATION	▼ 6 Contact Information Reference Doc	cuments		
	¹ PROFILE	▼ 6.1 Purchasing Contact	RCTI Guidelines.docx		
	2 Key Personnel	6.1.1 Contact First Name Download al	l attachments		
	3 Supplier Commitment	6.1.2 Contact Last Name			

Explanation	Screenshot		
Event Messages Event Details Response History		All Content	
	Response Team	Name † 5.3 remik-io-Emaily-ax	wagetr-Us(g)wagets.com.au
	▼ Event Contents	5.5 Are you able to or are you willing to enter into an agreement for recipient created tax involcing (RCTI) with Energy Queensland?	* Yes v
	All Content	5.6 Please review the attached guidelines regarding RCTI. Are you able to comply with said guidelines? I References V	* Yes V
i	1 ORGANISATION 1 PROFILE	▼ 6 Contact Information	
		▼ 6.1 Purchasing Contact	*
Continue working through	2 Key Personnel	6.1.1 Contact First Name	*
he registration form and	3 Supplier Commitment	6.1.2 Contact Last Name	* Jones
completing all required	4 General Information	6.1.3 Function	(0001) - Order Contact * Street: 100 Philor Pd
ields.	_ Business		
	5 Communication		City: * Brisbane
30. Click Scroll Bar to	6 Contact Information	6.1.4 Workplace Address	State/Province/Region: QLD ()
scroll down	7 Supplier Emergency C		Postal Code: * 4000
	_ Supplier		Country/Region: * Australia
	8 Supplier Environment	6.1.5 Email Address	* jennyjones@widgets.com.au
	9 Supplier Work Health		rennyjones@wiogets.com.au
	10 Payroll Tax	6.1.6 Telephone (+61 x xxxx xxxx)	30 ×
	10 Information	6.1.7 Mobile (+61.4 xxxx xxxx)	* 0444555666 · · ·
	11 Supplier Bank Dotails	(*) indicates a required field	
i	Event Messages		
~	Event Details	All Original	
	Response History	All Content	■ ≈
	Response History Response Team	All Content Name †	*
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	Response Team ▼ Event Contents	Name †	
he registration form and	Response Team	Name 1 6.1.6 Telephone (+61 x xxxx xxxx)	* 733334444 * 0444555666
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he registration form and completing all required	Response Team Event Contents All Content ORGANISATION PROFILE	Name 1 6.1.6 Telephone (+61 x xxxx xxxx) 6.1.7 Mobile (+61 4 xxxx xxxx) ▼ 6.2 Payment Contact	* 733334444 * 0444555666
he registration form and completing all required	Response Team	Name 1 6.1.6 Telephone (+61 x xxxx xxxx) 6.1.7 Mobile (+61 4 xxxx xxxx) • 6.2 Payment Contact 6.2.1 Contact First Name	* 733334444 * 0444555666 * Paul
he registration form and completing all required ields.	Response Team Event Contents All Content ORGANISATION PROFILE	Name 1 6.1.6 Telephone (+61 x xxxx xxxx) 6.1.7 Mobile (+61 4 xxx xxxx) • 6.2 Payment Contact • 6.2 Contact First Name • 6.2.1 Contact First Name • 6.2.2 Contact List Name	* 73333444 * 0444555666 * Paul * Smith
he registration form and completing all required ields.	Response Team	Name 1 6.1.6 Telephone (+61 x xxxx xxxx) 6.1.7 Mobile (+61 4 xxx xxxx) • 6.2 Payment Contact • 6.2 Contact First Name • 6.2.1 Contact First Name • 6.2.2 Contact List Name	* 73333444 * 0444555666 * Paul * Smith (0002) - Payment Contact
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the registration form and completing all required ields. (ou must enter an Emergency Contact . This is done in the same	Response Team VEvent Contents All Content OrGANISATION PROFILE Very Personnel Suppler Commitment General Information Susiness Communication	Name 1 6.1.6 Telephone (+61 x xxxx xxxx) 6.1.7 Mobile (+61 4 xxx xxxx) • 6.2 Payment Contact • 6.2 Contact First Name • 6.2.1 Contact First Name • 6.2.2 Contact List Name	* 733334444 * 0444555666 * Paul * Smith ((0002) - Psyment Contact * Street: 100 River Rd City:* Brisbane StateProvince/Region: QLD ©
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he registration form and completing all required ields. Vou must enter an Emergency Contact. This is done in the same way as adding the Key Person's details that was covered earlier in this	Response Team V Event Contents All Content 1 ORGANISATION PROFILE 2 Key Personnel 3 Supplier 4 General Information 5 Business 6 Contract Information 7 Supplier Emergency Communication 8 Supplier 8 Supplier	Name 1 6.1.6 Telephone (+61 x xxxx xxxx) 6.1.7 Mobile (+61 4 xxxx xxxx) • 6.2 Payment Contact • 6.2.1 Contact First Name • 6.2.2 Contact Last Name • 6.2.3 Function • 6.2.4 Workplace Address	
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Continue working through the registration form and completing all required ields. You must enter an Emergency Contact. This is done in the same way as adding the Key Person's details that was covered earlier in this opic. B1. Click Scroll Bar to scroll down	Response Team V Event Contents All Content 1 ORGANISATION PROFILE 2 Key Personnel 3 Supplier 4 General Information 5 Business 6 Contract Information 7 Supplier Emergency Communication 8 Supplier 8 Supplier	Name 1 6.1.6 Telephone (+61 x xxxx xxxx) 6.1.7 Mobile (+61 4 xxxx xxxx) • 6.2 Payment Contact • 6.1 Contact First Name • 6.2.1 Contact List Name • 6.2.2 Contact Last Name • 6.2.3 Function • 6.2.4 Workplace Address • 6.2.5 Email Address • 6.2.6 Telephone (+61 x xxxx xxxx)	* 73334444 * 0444555666 * Paul * Smith (0002) - Payment Contact * Street: 100 River Rd (0002) - Payment Contact * Street: 100 River Rd (01) * Brisbane StateProvinceRegion: 0LD 0 Postal Code:* 4000 Country/Region: * Australia * pauL.smith@vidgets.com.au * pauL.smith@vidgets.com.au * 73334545





Explanation	Screenshot				
Your bank details need to be entered so we can pay you in the future. Note that you are required	Event Messages Event Details Response History Response Team	All Content Name † 6.2.7 Mobile (+61 4 xxxx xxxx)	* 0444111222		
to attach evidence of your bank account by attaching a bank statement or letter from your bank.	All Content 1 ORGANISATION 2 Key Personnel 3 Supplier 3 Commitment	7 Supplier Emergency Contacts Add Supplier Emergency Contacts (1) 8 Supplier Environment Contact Add Supplier Environment Contact (0) 9 Supplier Work Health and Safety Contact Add Supplier Work Health and Safety Contact (1) 10 Payroll Tax Information 10.1 10.1 Type of business activity 11 11 Supplier Bank Details	* Goods v		
IBAN Number and Swift Code fields will only be displayed where your bank account country is not Australia. You may add details for up to three bank accounts by selecting Yes for "11.1.11 Do you need to add another Bank Account Information?"	 4 General Information 5 Econsultation 6 Contact Information 7 Supplier Emergency 8 Environment 9 Supplier Work 10 Payroll Tax Information 11 Supplier Bank Datable 	11.1 Please provide relevant bank account information 11.1.1 Bank Type 11.1.3 Country 11.1.4 Account Holder Name 11.1.5 Account BSB/ Bank Key 11.1.7 Account Number 11.1.8 IBAN Number 11.1.8 IBAN Number 11.1.9 SWIFT Code 11.1.10 Please attach evidence of your bank account details (e.g. current bank statement, signed letter from bank) 11.1.1 Do you need to add another Bank Account Information? * (*) Indicates a required field	No Cholce v * Unspecified v * * * * Attach a file * Unspecified v		
32. Click Scroll Bar to scroll down	Event Messages Event Dealis Response Team	All Content Name 1 6.2.5 Email Address 6.2.6 Telephone (+61 x xxxx xxxx) 6.2.7 Mobile (+61 4 xxxx xxxx) 7 Supplier Emergency Contacts Add Supplier Emergency Contacts (1) 8 Supplier Environment Contact Add Supplier Environment Contact (1) 9 Supplier Work Health and Add Supplier Environment Contact (2) • 10 Payroll Tax Information 10.1 Type of business activity • 11.1 Please provide relevant bank account information 11.1.1 Bank Type 11.1.2 Country 11.1.4 Account Holder Name 11.1.7 Account SB/Bank Key 11.1.9 Flease attach evidence of your bank account information? *			



Explanation	Screenshot		
You can save your registration form after you have entered your bank details and come back into Ariba to complete it later on if you need to. You must have entered bank details to be able to save the form. Remember that you have 5 days in total to complete and submit the form. During the registration process, you can communicate with the Energy Queensland	Screenshot	7 Supplier Emergency Contacts Add Supplier Emergency Contacts (1) 8 Supplier Environment Contact Add Supplier Environment Contact (0) 9 Supplier Work Health and Safety Contact Add Supplier Work Health and Safety Contact (1) • 10 Payroll Tax Information 10.1 Type of business activity • 11.1 Please provide relevant bank account information 11.1.1 Bank Type 11.1.2 Country 11.1.4 Account Holder Name 11.1.7 Account Number 11.1.10 Please attache evidence of your bank account details (e.g. contacted balts ferme bank)	* Goods ✓ Domestic ✓ * (AU) - Australia Widget Industries * 744212 * 123456789 ✓ ✓ Widget Compare
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. 33. Click Compose Message	10 Payroll Tax Information 11 Supplier Bank Details Jenny Jones (testaribaregistration@ © 1996–2019 Ariba, Inc. All rights reserv	current bank statement, signed letter from bank) 11.1.11 Do you need to add another Bank Account information? (*) indicates a required field Submit Entire Response Save draft Compose Me parali.com) last visited 14 Mar 2022 6:19:24 PM Widget Industries Pty. Ltd. AN11054168301-T	* Unspecified ~
Enter a meaningful subject for your message as well as the appropriate content, then click the Send button to send it to EQL. You can also add attachments up to 20MB if required.	Ariba Sourcing < Go back to EOL - SIT Dashboard Compose New Message From: Widget Industries Pty. Ltd. (To: Project Team Subject: Occl 3326609 Supplier R Attachments: Attach a file Mathematics: Attach a file B J U E E - size - Y - feet	(Jenny Jones)	Help • Messages >> Desktop File Sync Send Cancel
We will respond to your message as soon as possible.			



Explanation	Screenshot					
i						
Once all the information has been completed in the required fields, you can submit your	8 Supplier Environment				count BSB/ Bank Key	
registration form to Energy Queensland.		pplier Work		11.1.7 Account Number		r evidence of you
If you have missed any mandatory fields, or entered invalid		Payroll Tax	cur	rent bank	statement,	signed letter from add another B
information the system will display an error message and guide you		upplier Bank	4		(*) indi	cates a requirec
to where the issue is.		etails				
34. Click Submit Entire Response			Submi	t Entire	Response	-34)
In this example we missed the very last item. The system will automatically place your cursor in the field requiring action.	ORGANISATION ORGANISATION PROFILE Key Personnel Supplier General Information Business Communication General Information Supplier Emergency C Supplier Emergency C Supplier Work Health Payroll Tax Information Supplier Bank Details	There is 1 problem that requires Supplier Environment Contact Safety Contact In Supplier Work Health and Ad Safety Contact In 10 Payroll Tax Information In 10.1 Type of business activity In 11 Supplier Bank Details In 11 Please provide relevant b In 11 Please provide relevant b In 11.1 Bank Type In 1.3 Country In 1.4 Account Holder Name In 1.6 Account BSB/ Bank Key In 1.7 Account Number In 1.10 Please attach evidence In 1.10 Please attach evidence In 1.11 De you need to add ar (*) Indicates a In 1.12 Proceeding a second	Add Supplier Environn id Supplier Work Health and Sa nank account information ank account information ank account details (letter from bank) other Bank Account informatio required field	rent Contact (0) fety Contact (1)	* Goods > Domestic > * (AU) - Australia (Widget Industries * 744212 * 123456789	nto.pdf V Update file Delete file
35. Click Submit Entire Response after fixing any issues.	Supplier Environment Supplier Work Health Payroll Tax Information Information Supplier Bank Details	11.1.7 Account Number 11.1.10 Please attach e account details (e.g. curre signed letter from bank) 11.1.11 Do you need to Account information?	vidence of your bank ent bank statement, add another Bank ates a required field Save draft	* 123456789	ompany Info.pdf 🗸 Upr	late file Delete file Excel Import



Explanation	Screenshot
36. Click OK	House Number: 100 Submit this response? Click OK to submit. OK Cancel 36 Cancel 4000
(i) The system may take a few moments to process your registration form. Please be patient.	Primary Ac Processing request
The system displays a message confirming that your registration has successfully been submitted for approval.	Ariba Sourcing Image: Company Settings • Jenny Jones • Feedback He < Go back to EQL - SIT Dashboard



Explanation	Screenshot
You will receive an email from Ariba, similar to this, confirming that your registration has been completed.	Screensnot
	You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator to a any time to another person in your organization whose responsibilities are more in line with account administration.