

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


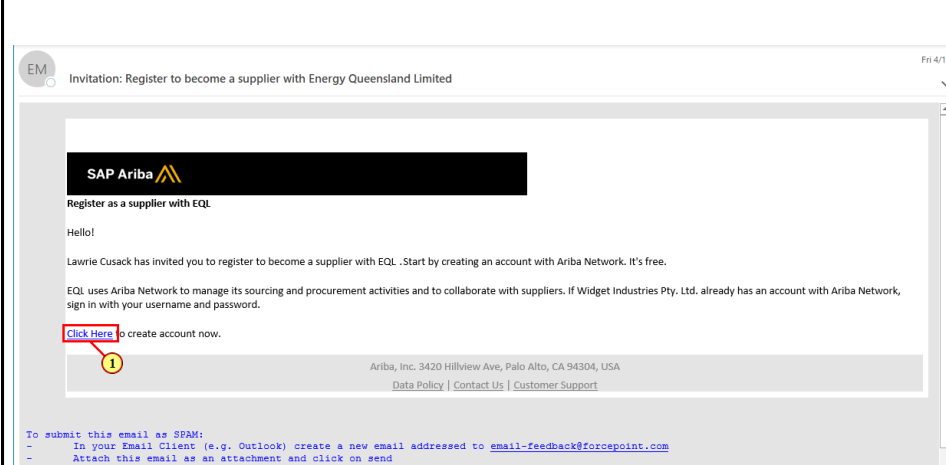


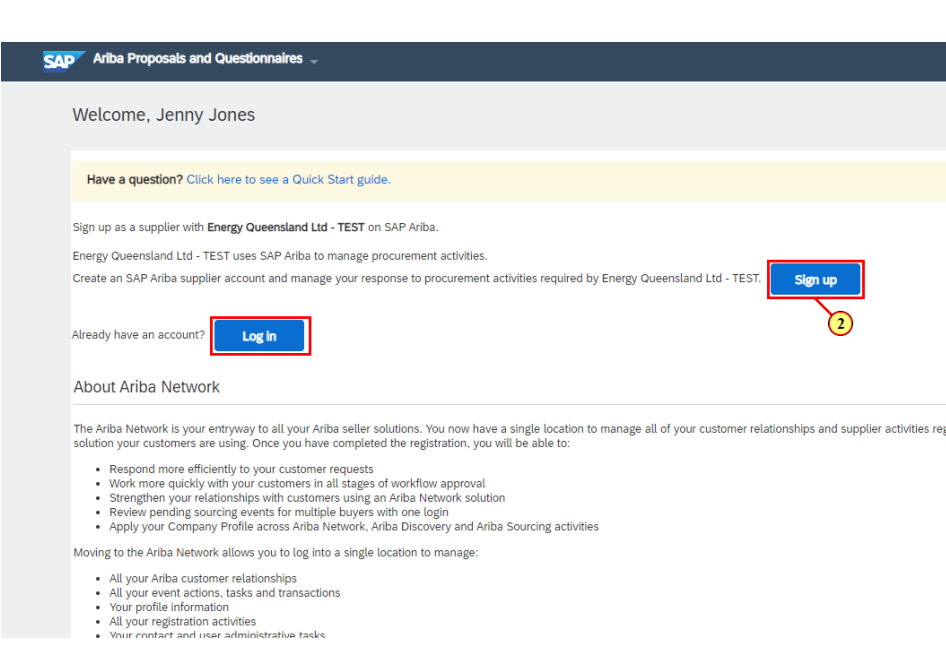
An Energy Queensland procurement specialist must have sent an invitation to the you to register as a supplier for us.


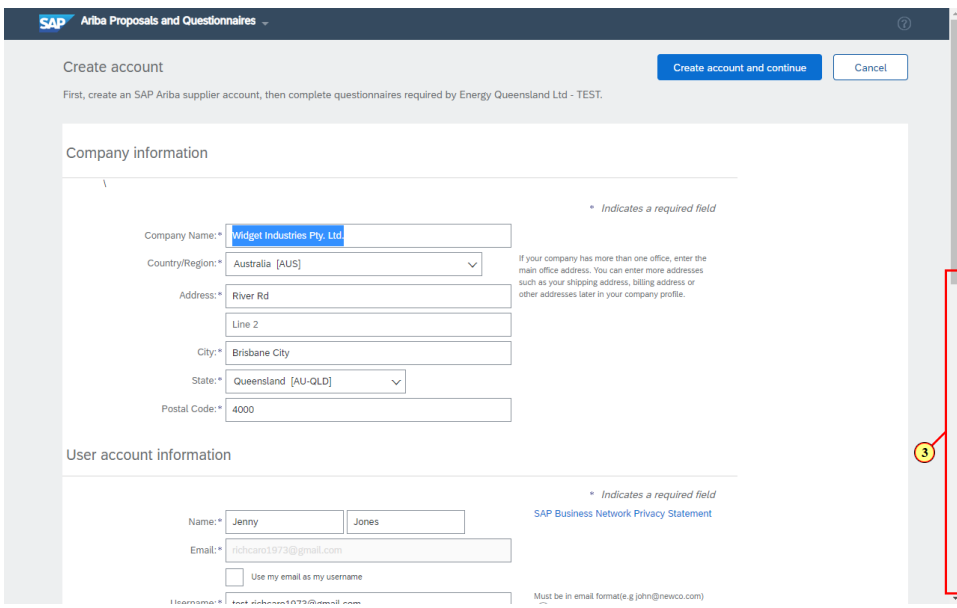


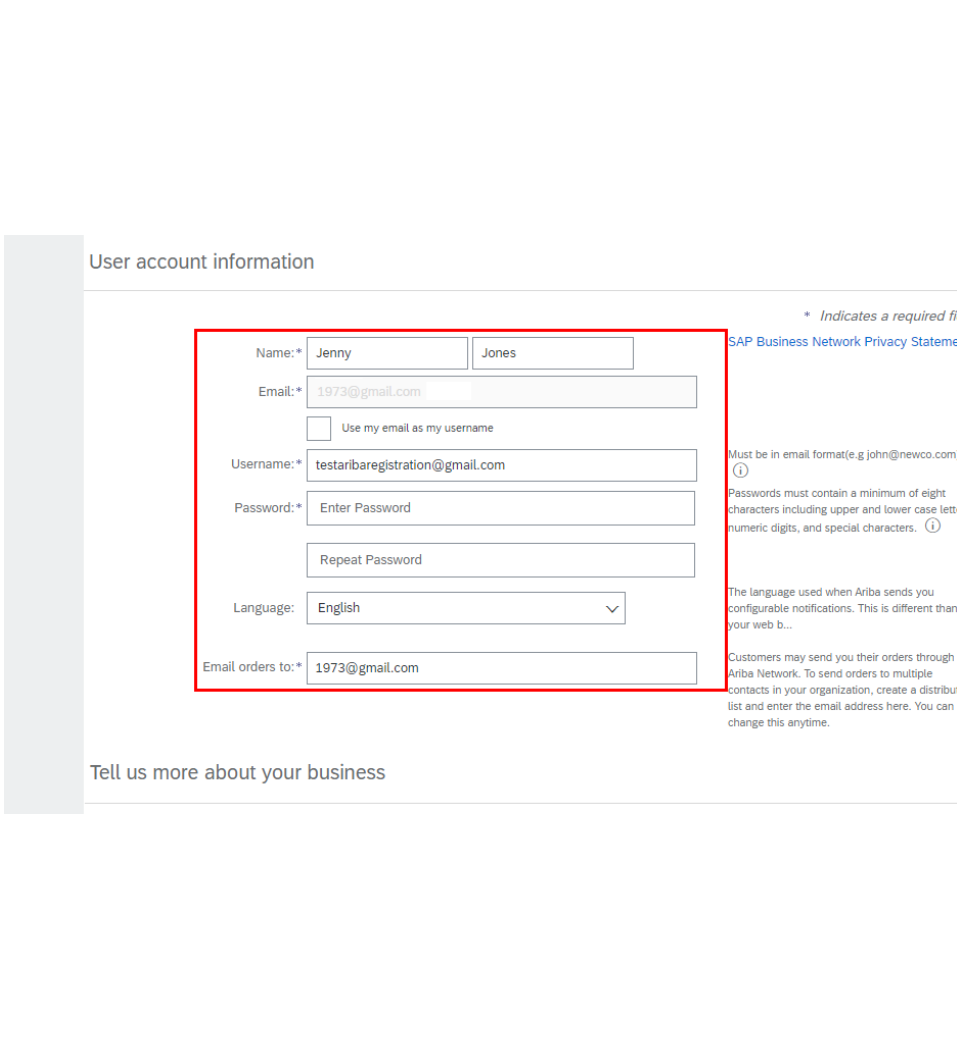
Business rules


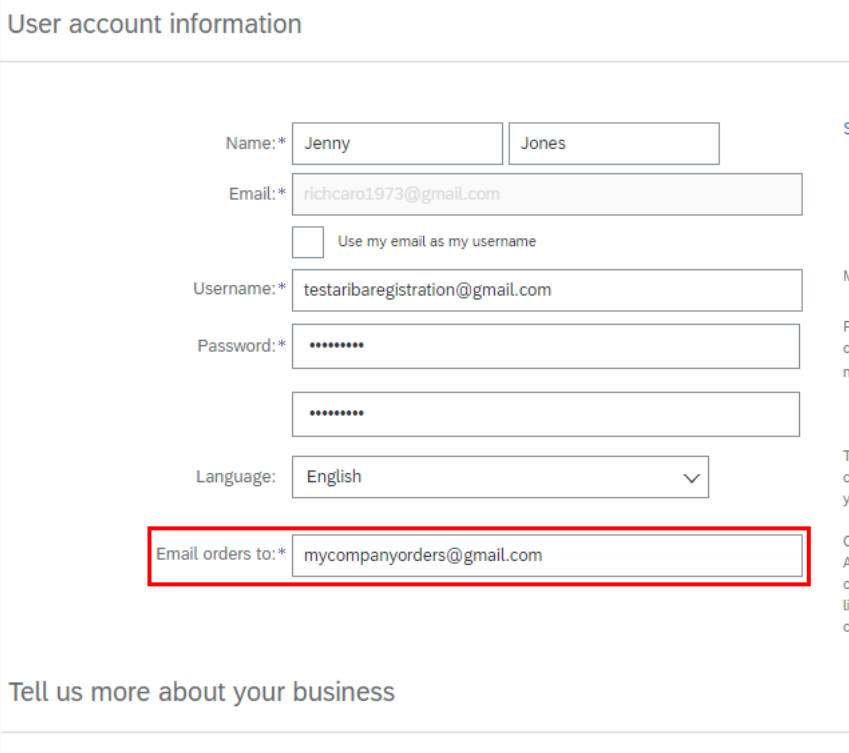
- You must click on the link to register in the email invitation to register within 24 hours
- You must submit your registration within 5 days
- All mandatory fields must be completed
- Terms and Conditions and the Privacy Statement must be agreed to.


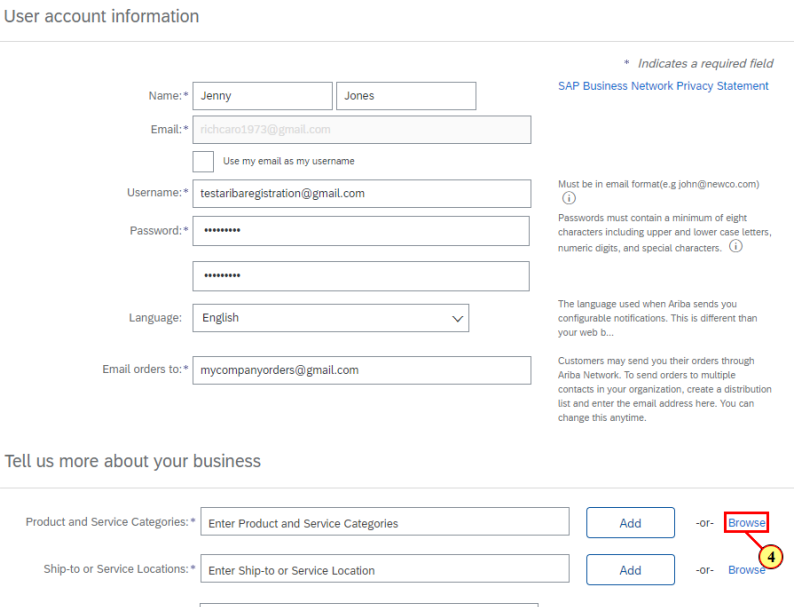

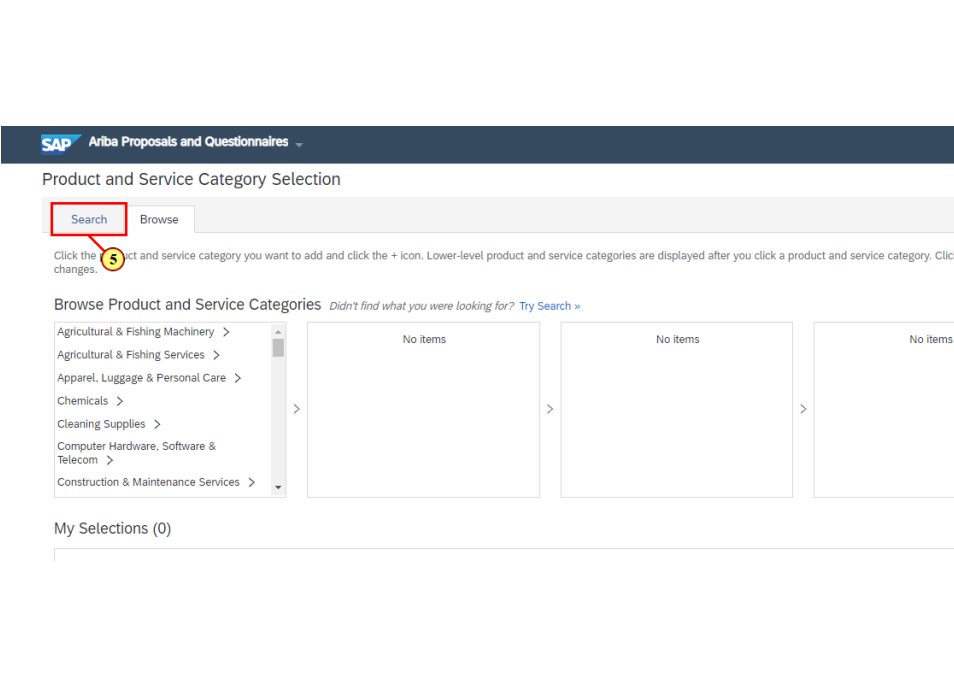
Getting started



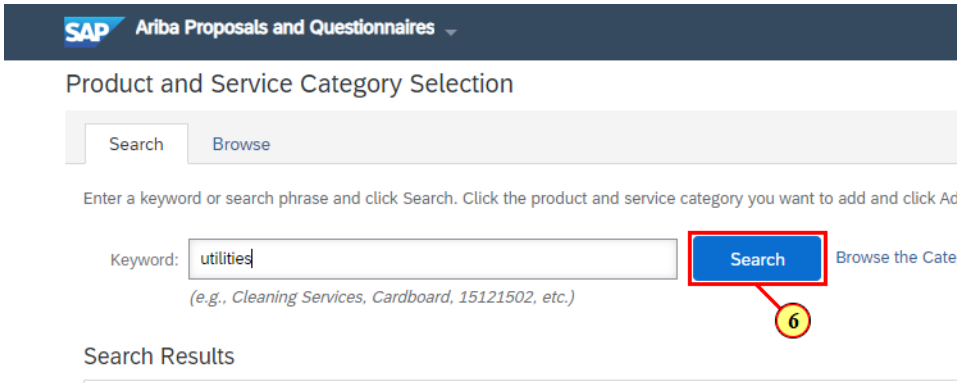
You will receive an email inviting you to register, click on the link within the email. It is possible that the registration email may get directed to your Junk mailbox.


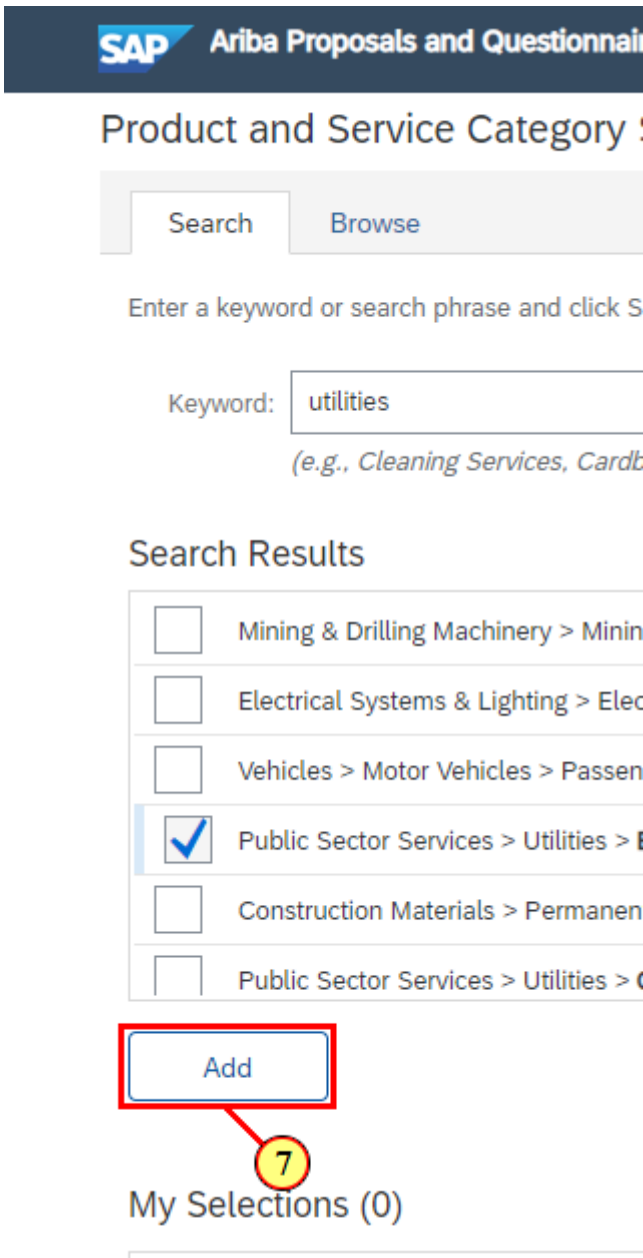
Explanation	Screenshot
<p></p> <p>When Energy Queensland invites you to connect with them in Ariba, you will receive an email similar to this.</p> <p>Click on the link in the email to open Ariba in your Internet Browser.</p> <p>1. Click Click Here</p>	
<p></p> <p>If you already have an Ariba Network 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></p> <p>In this example you are new to Ariba, so will need to create your Ariba account first.</p> <p>2. Click</p> <p></p>	


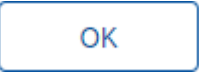
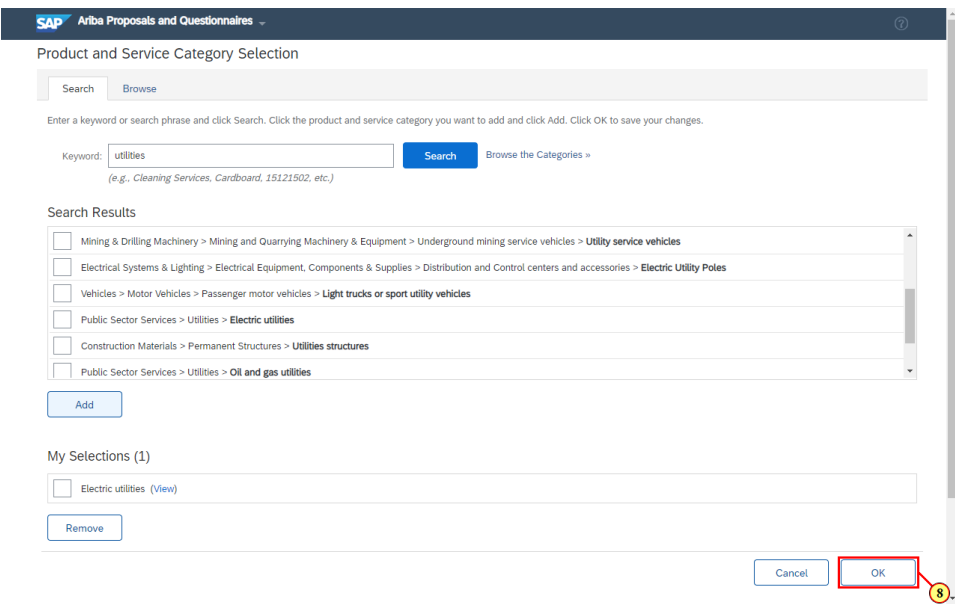

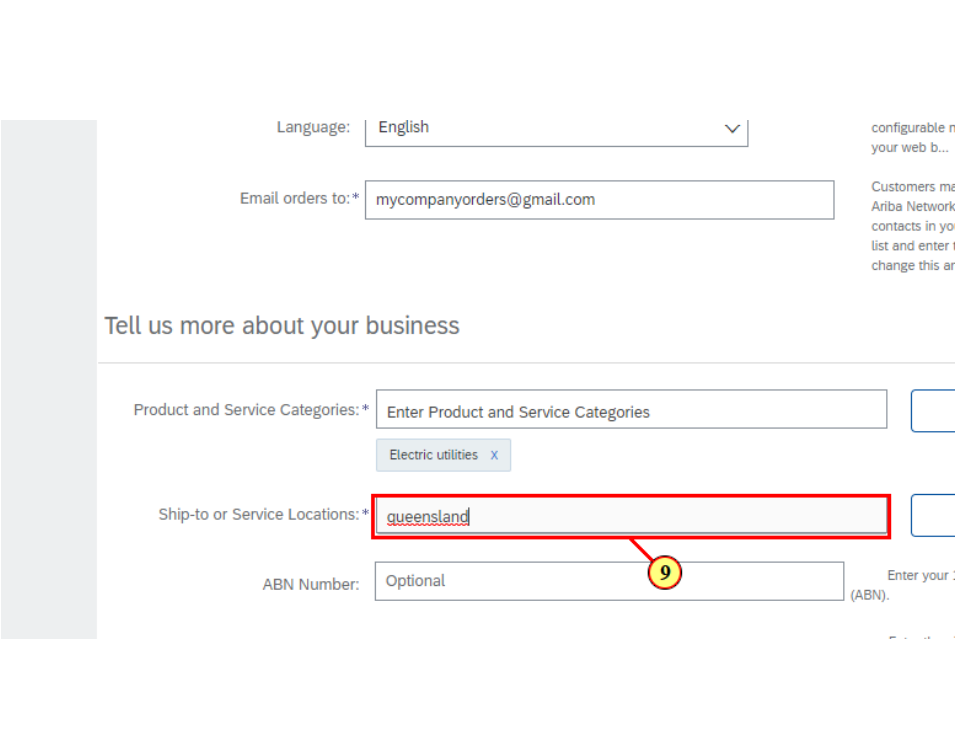
Explanation	Screenshot
<p></p> <p>The information Energy Queensland has already entered about your company is displayed. Add additional information, or make corrections as required.</p> <p>3. Click the Scroll Bar to scroll down the form.</p>	
<p></p> <p>The contact details have defaulted as entered by Energy Queensland. You can change this as required.</p> <p>It is very important to understand 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. This person may not 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></p> <p>Your Username defaults as the email address that the registration email was sent to. You can change this if you want.</p> <p>You need to enter and then repeat a secure</p>	

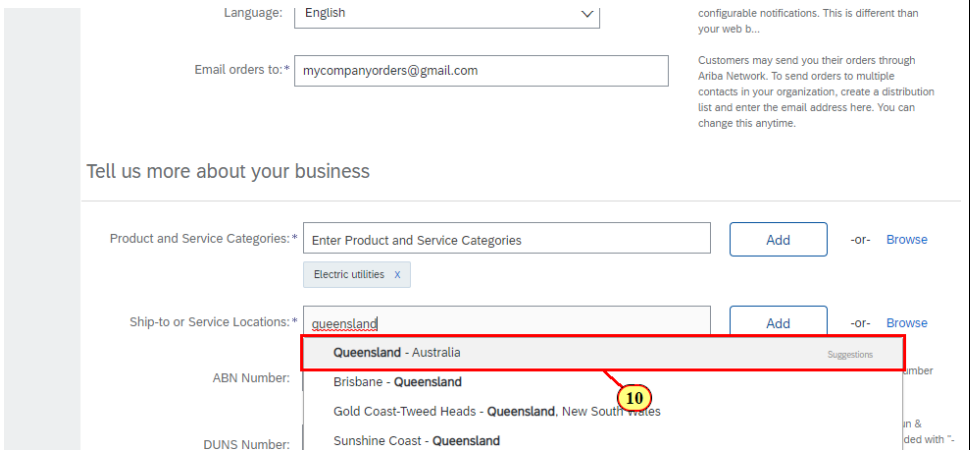

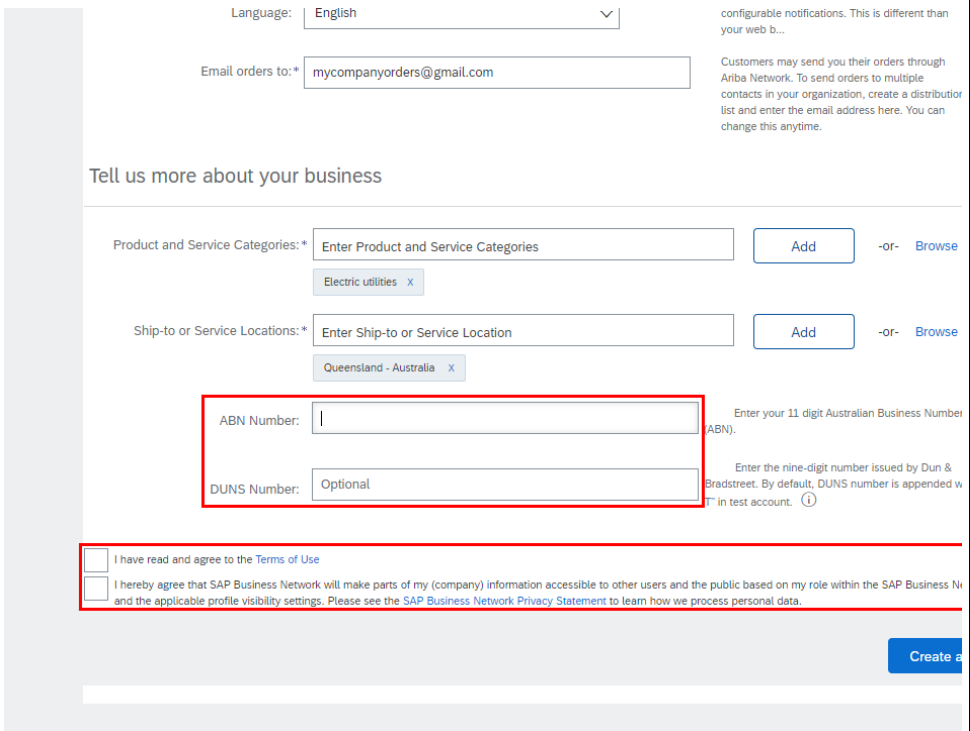
Explanation	Screenshot
<p>password. You need your password to log in to Ariba in the future to respond to tenders, questionnaires and update your details. If you sign up for Ariba Commerce Automation (ACA) you will also be able to see your Purchase Orders (POs) and access other functions.</p>	
<p> In this example a password has been entered and repeated for you.</p> <p>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.</p>	

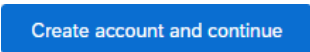
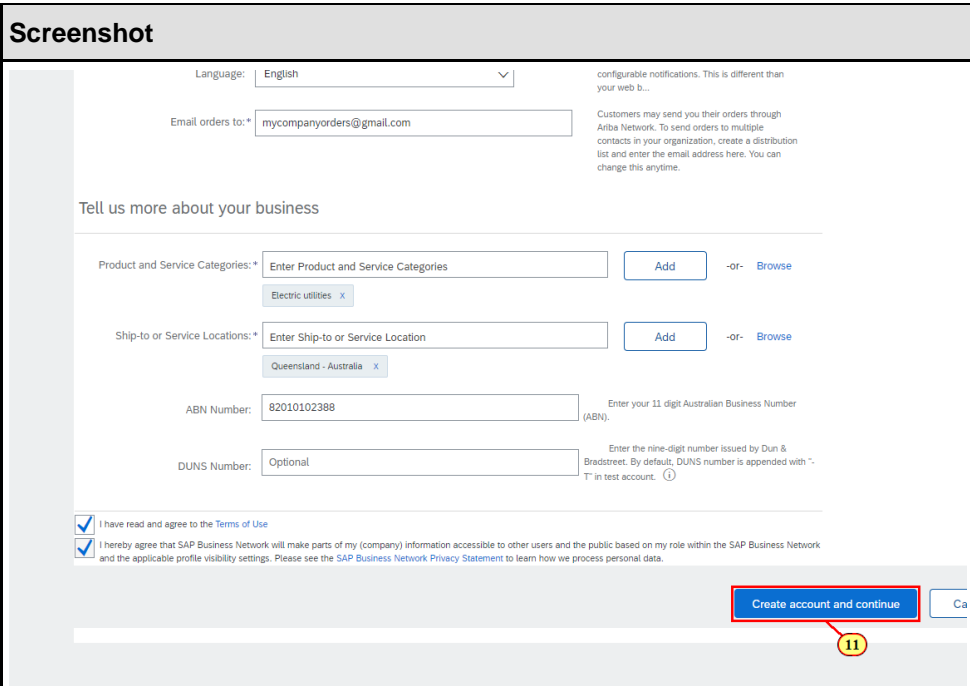

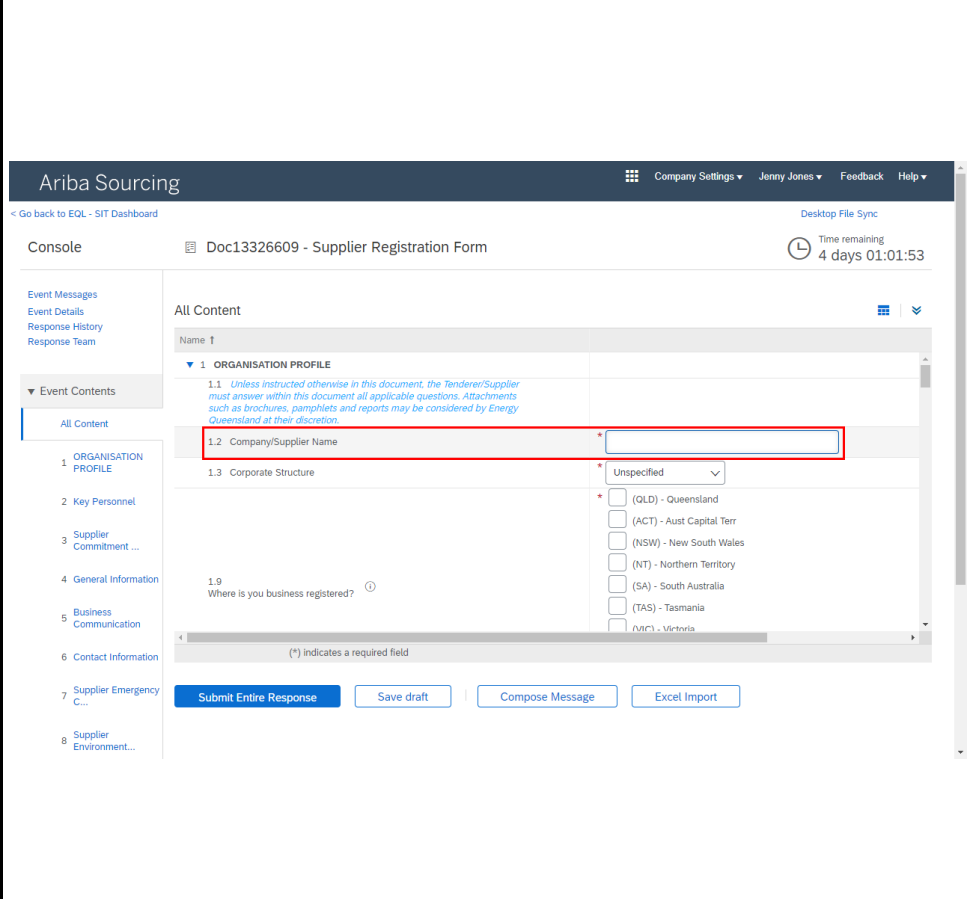
Explanation	Screenshot
<p></p> <p>You need to specify the types of products and/or services that your company can supply. In Ariba, these are based on United Nations Standard Products and Services Codes (USNSPC).</p> <p>4. Click Browse .</p>	 <p>User account information</p> <p>* Indicates a required field SAP Business Network Privacy Statement</p> <p>Name: Jenny Jones</p> <p>Email: richcaro1973@gmail.com</p> <p><input type="checkbox"/> Use my email as my username</p> <p>Username: testaribaregistration@gmail.com</p> <p>Password: *****</p> <p>Language: English</p> <p>Email orders to: mycompanyorders@gmail.com</p> <p>Tell us more about your business</p> <p>Product and Service Categories: Enter Product and Service Categories Add -or- Browse</p> <p>Ship-to or Service Locations: Enter Ship-to or Service Location Add -or- Browse</p>
<p></p> <p>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 at any level in the hierarchy and you can select multiple categories.</p> <p>You can also enter a search term to help you find categories, which you will now do in this example.</p> <p>5. Click Search .</p>	 <p>SAP Ariba Proposals and Questionnaires</p> <p>Product and Service Category Selection</p> <p>Search Browse</p> <p>Click the icon 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 category. Click changes.</p> <p>Browse Product and Service Categories Didn't find what you were looking for? Try Search »</p> <p>Agricultural & Fishing Machinery ></p> <p>Agricultural & Fishing Services ></p> <p>Apparel, Luggage & Personal Care ></p> <p>Chemicals ></p> <p>Cleaning Supplies ></p> <p>Computer Hardware, Software & Telecom ></p> <p>Construction & Maintenance Services ></p> <p>My Selections (0)</p>

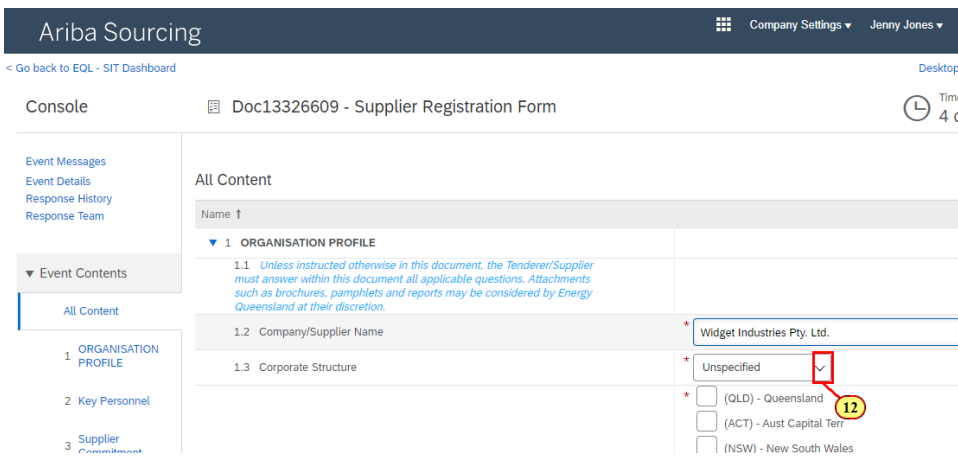
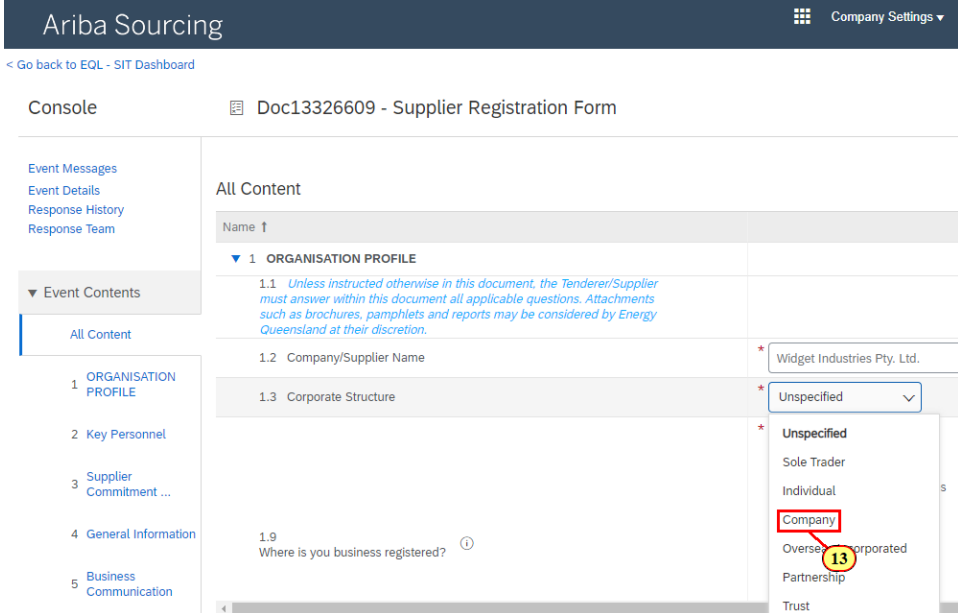
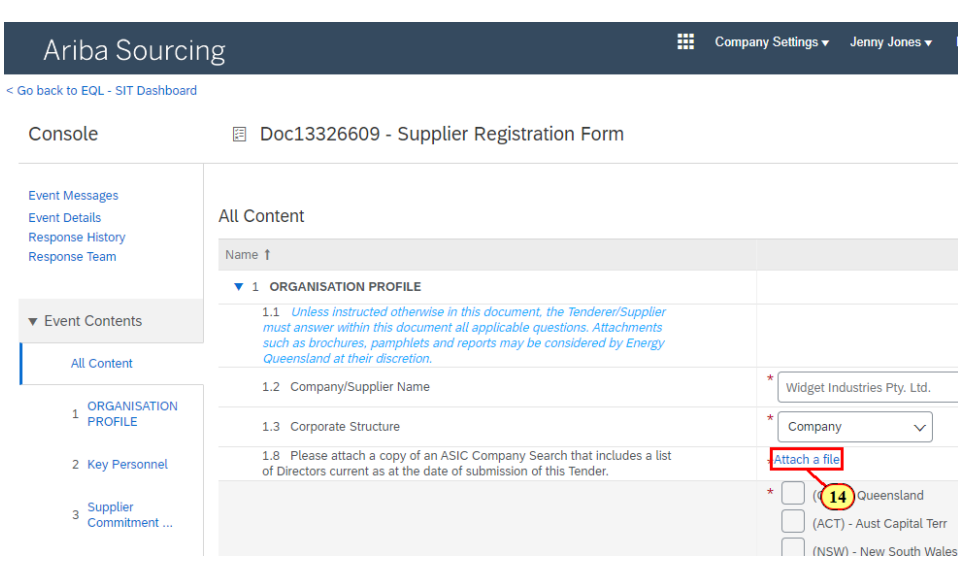
Explanation	Screenshot
<p></p> <p>Enter a search term to help you find an appropriate category for the type of products or services that you can provide to Energy Queensland.</p> <p>In this example "utilities" has been entered.</p> <p>6. Click</p> 	

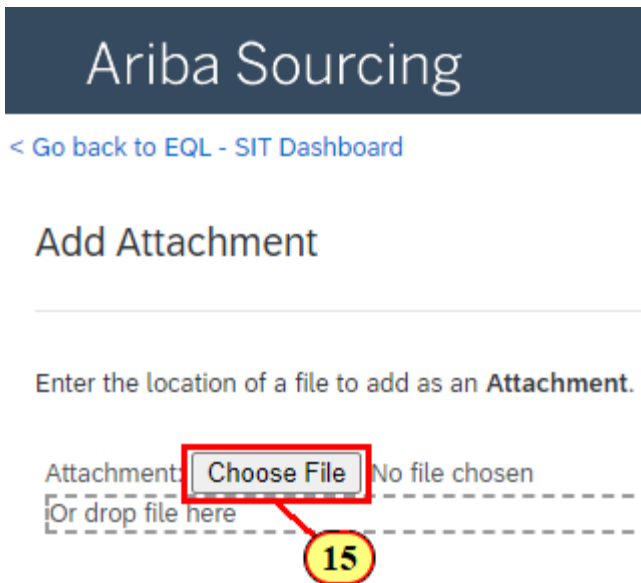
Explanation	Screenshot
<p> Select one or more checkboxes next to the category that you can provide.</p> <p>In this example Electric utilities has been selected.</p> <p>7. Click</p> <div><div>Add</div></div>	 <p>The screenshot shows the SAP Ariba 'Proposals and Questionnaire' interface. Under the 'Product and Service Category' section, there are 'Search' and 'Browse' buttons. Below them is a text input field with the keyword 'utilities'. A list of search results is displayed, including 'Mining & Drilling Machinery > Minin', 'Electrical Systems & Lighting > Elec', 'Vehicles > Motor Vehicles > Passen', 'Public Sector Services > Utilities > I' (which is selected with a blue checkmark), 'Construction Materials > Permanen', and 'Public Sector Services > Utilities > C'. At the bottom of the results list is an 'Add' button, which is highlighted with a red rectangle and a yellow circle containing the number 7. Below the 'Add' button is a section titled 'My Selections (0)'.</p>

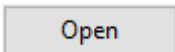
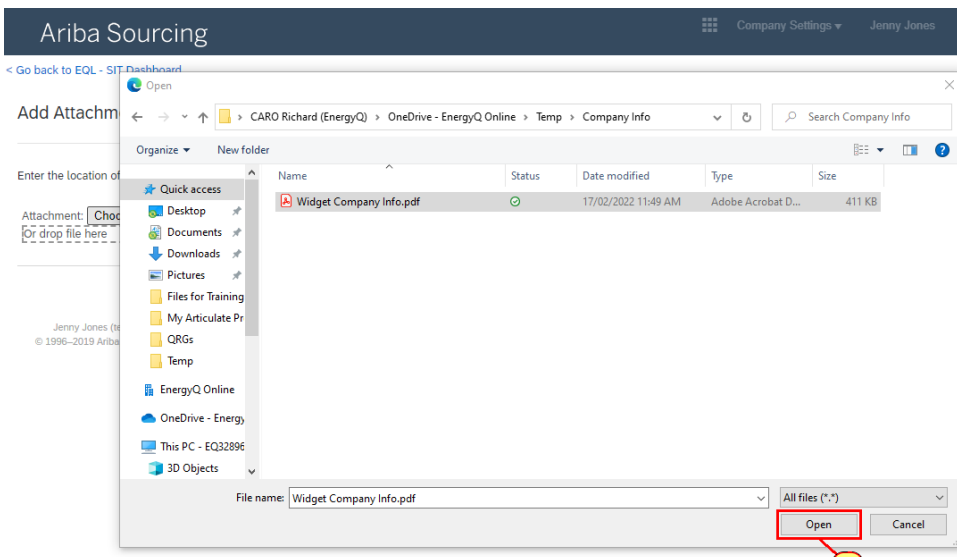
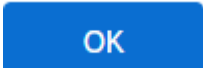
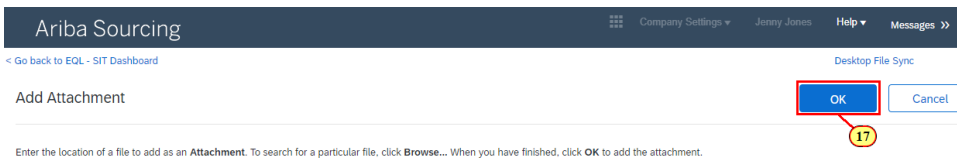
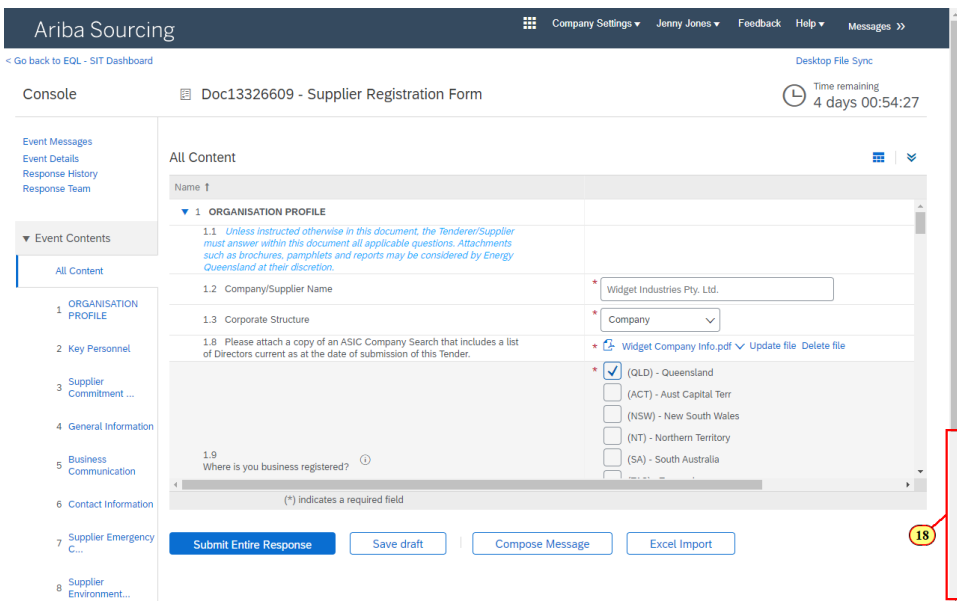
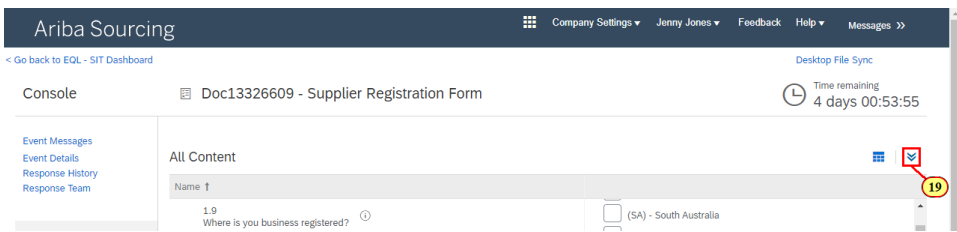
Explanation	Screenshot
<p> You can continue to search for and add more categories as required.</p> <p>8. Click</p> 	
<p> Specify which locations your company can provide goods and/or services to. You could use the browse functionality, or you could start typing in the Ship-to or Service Location fields to see a list of matches.</p> <p>In this example you will enter Queensland meaning that you can provide to all of Queensland. Matches will be displayed as you type. You can select multiple locations if required.</p> <p>9. Enter queensland in the text field.</p>	



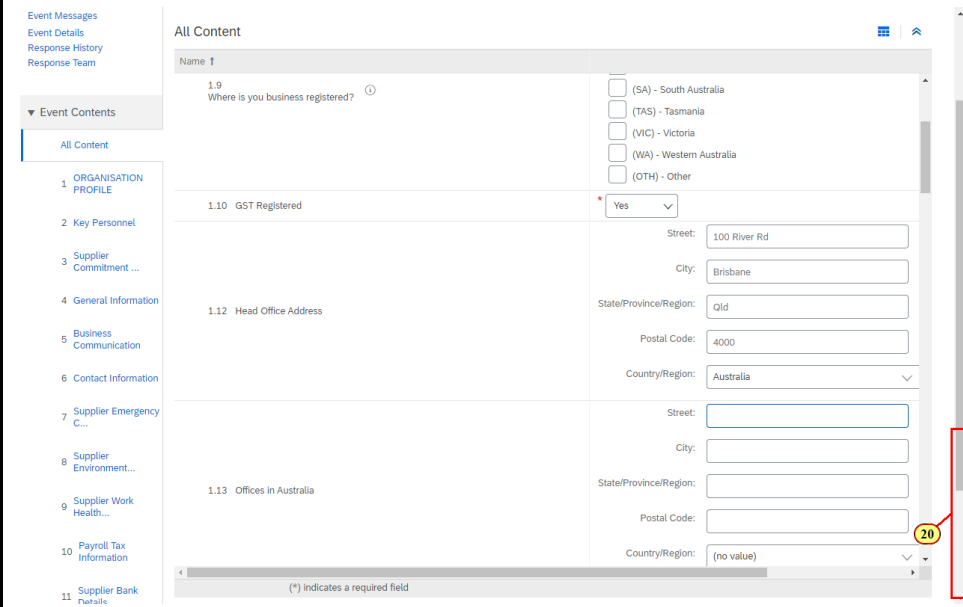



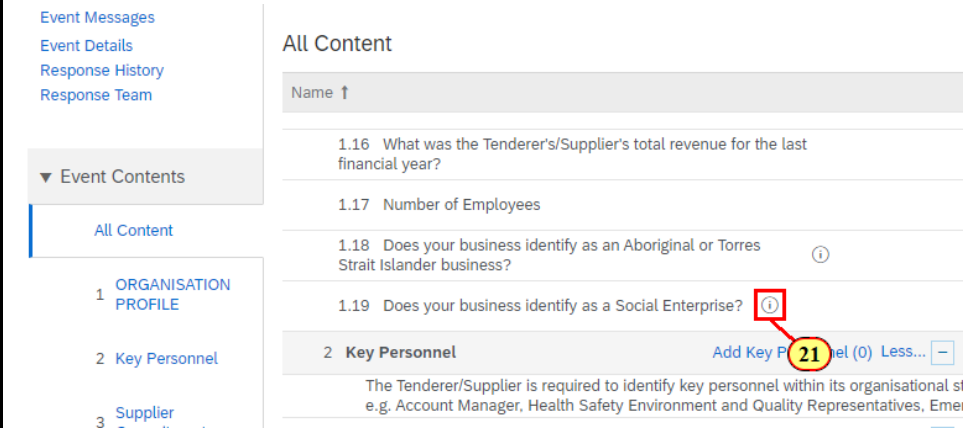
Explanation	Screenshot
<p>10. Click Queensland - Australia .</p>	
<p> Enter your company's Australian Business Number (ABN) in the appropriate field. If you have a DUNS number also enter it.</p> <p>You then need to select both checkboxes agreeing to the terms and conditions.</p>	

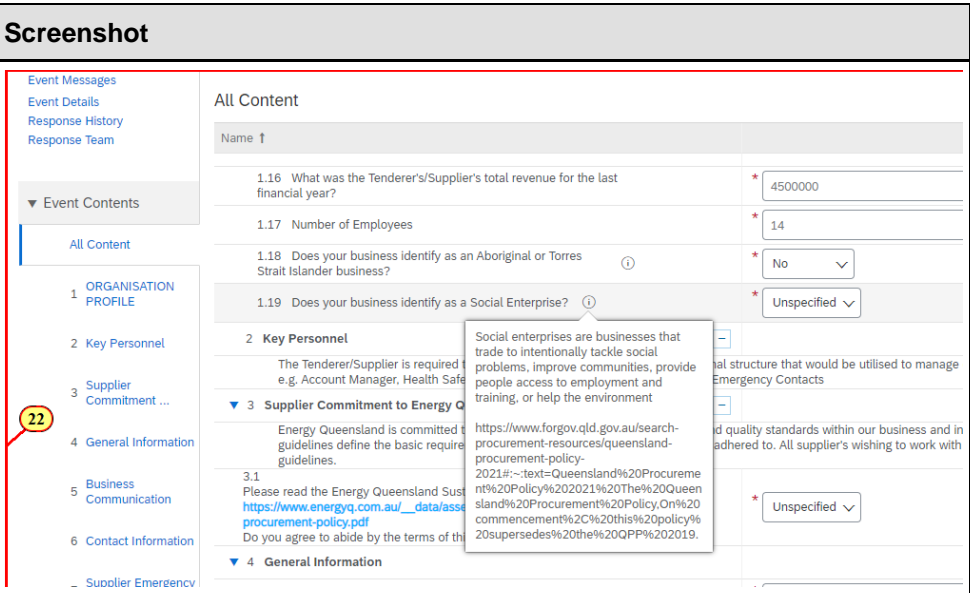

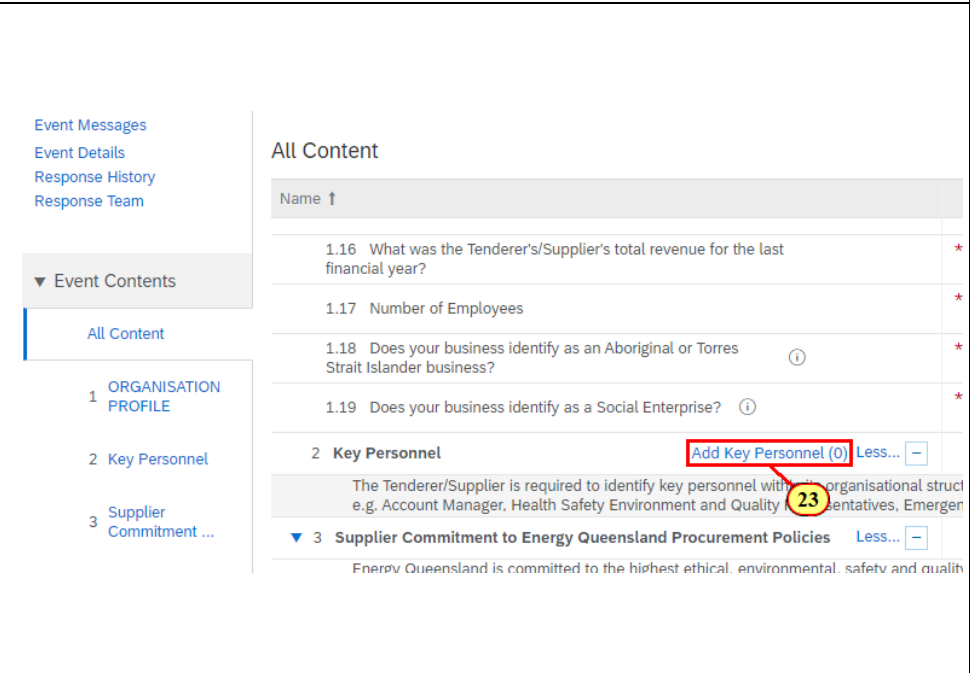
Explanation	Screenshot
<p>11. Click</p> 	
<p></p> <p>You have now completed creating your Ariba account. Next you need to complete Energy Queensland's registration form in order to connect with us. You will have up to 5 days to complete and submit your registration. There is a deadline countdown in the top right corner.</p> <p>All fields marked with an asterisk (*) are mandatory. You need to work through the form and enter details in all of the required fields. You may also need to attach some supporting documentation.</p> <p>The first thing you need to do is enter your company name.</p>	

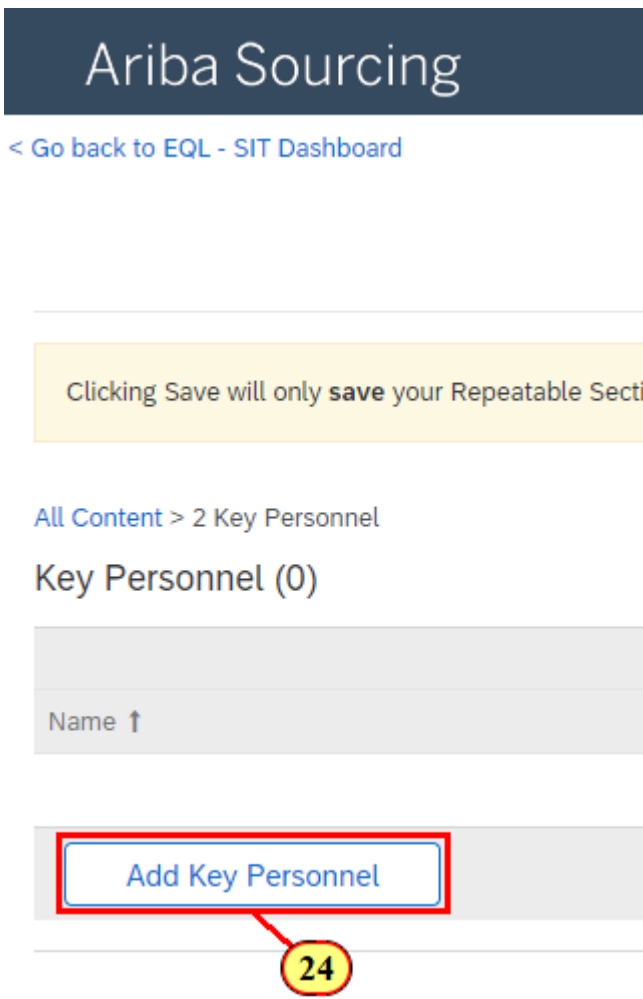

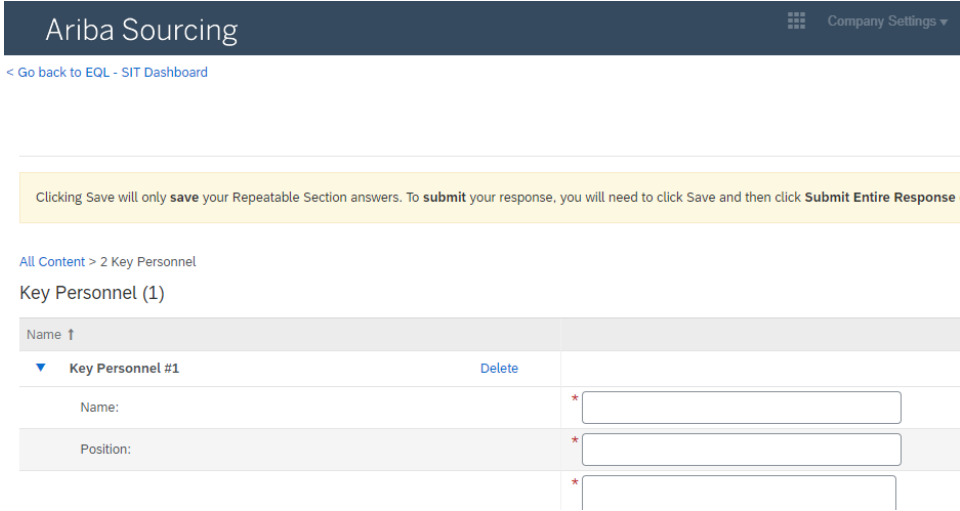
Explanation	Screenshot
12. Click the dropdown arrow for the Corporate Structure field to select from the available options.	
<p>Select the appropriate structure for your business. In this example select Company.</p> <p>13. Select Company.</p>	
<p>You may notice the item numbering is not always sequential. that is because the registration form is dynamic. This means that it will change depending on what information is entered in certain fields. In this example it goes from item 1.3 to item 1.8. That is because items 1.4-1.7 are hidden and would only display if you had selected a different Corporate Structure.</p>	


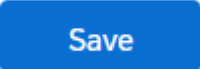
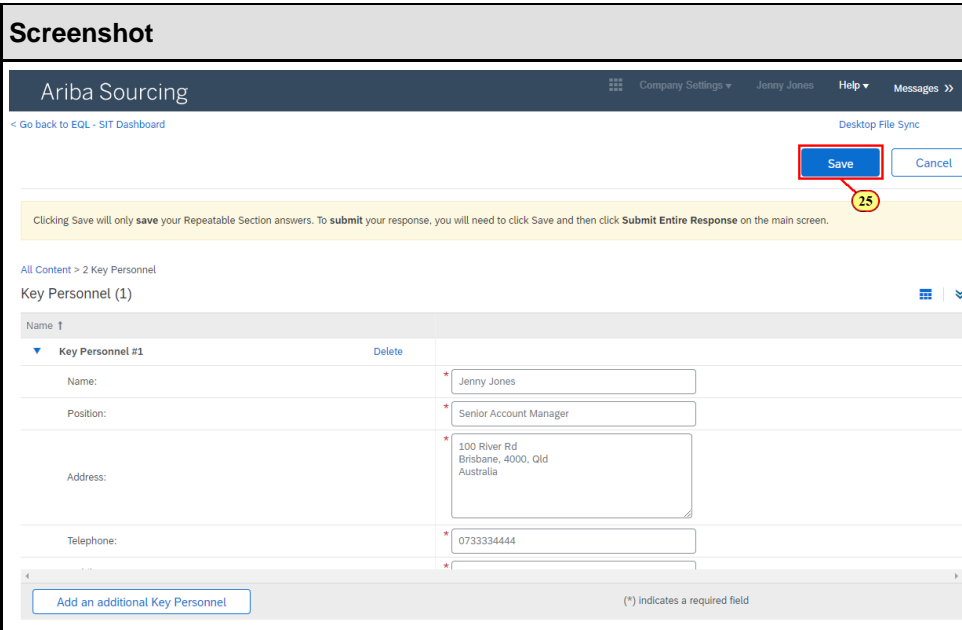

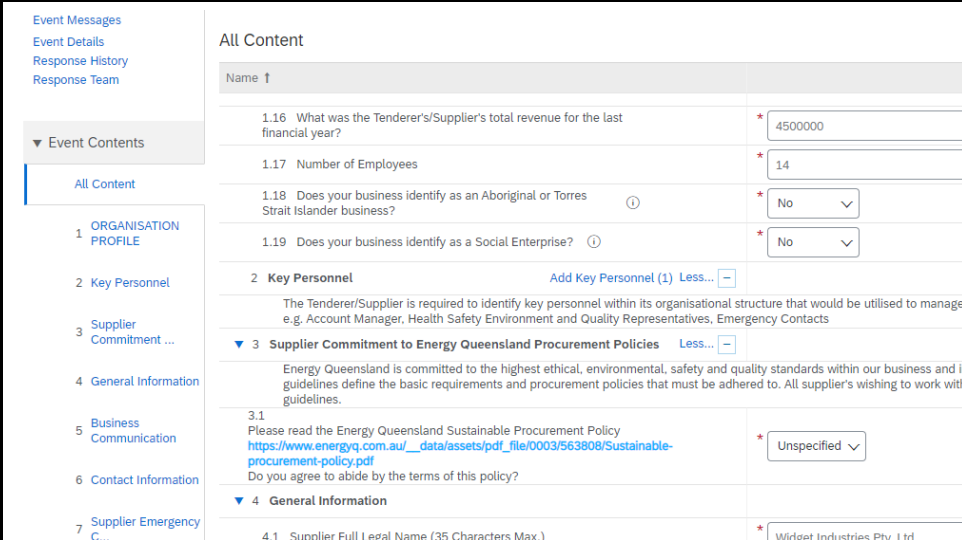
Explanation	Screenshot
<p>In this example, a requirement (1.3) has been added to attach a file as supporting information due to specifying that the corporate structure is a company.</p> <p>14. Click Attach a file.</p>	
<p>15. Click Choose File.</p>	


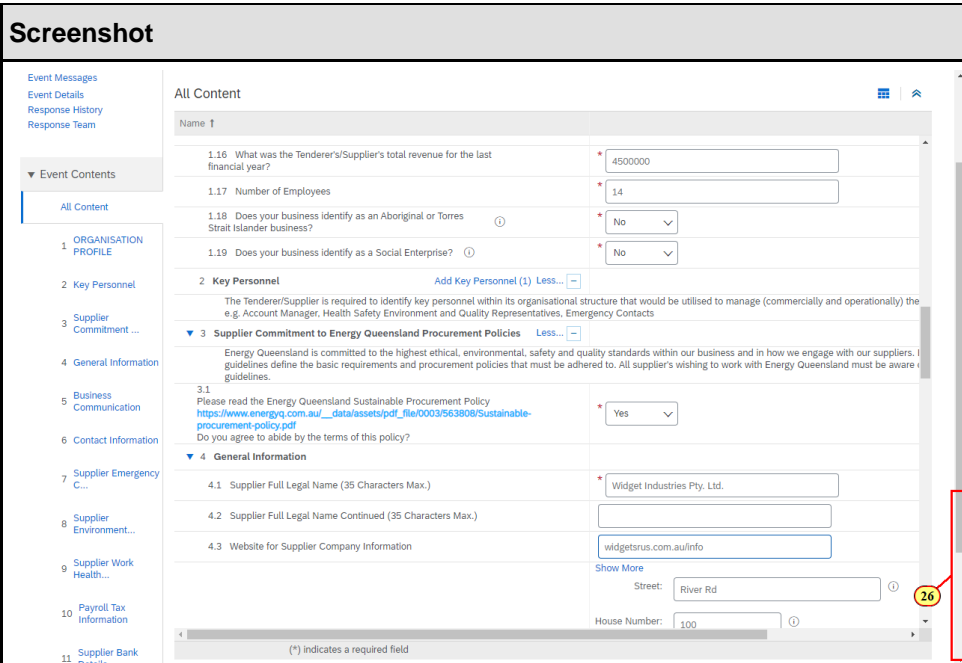

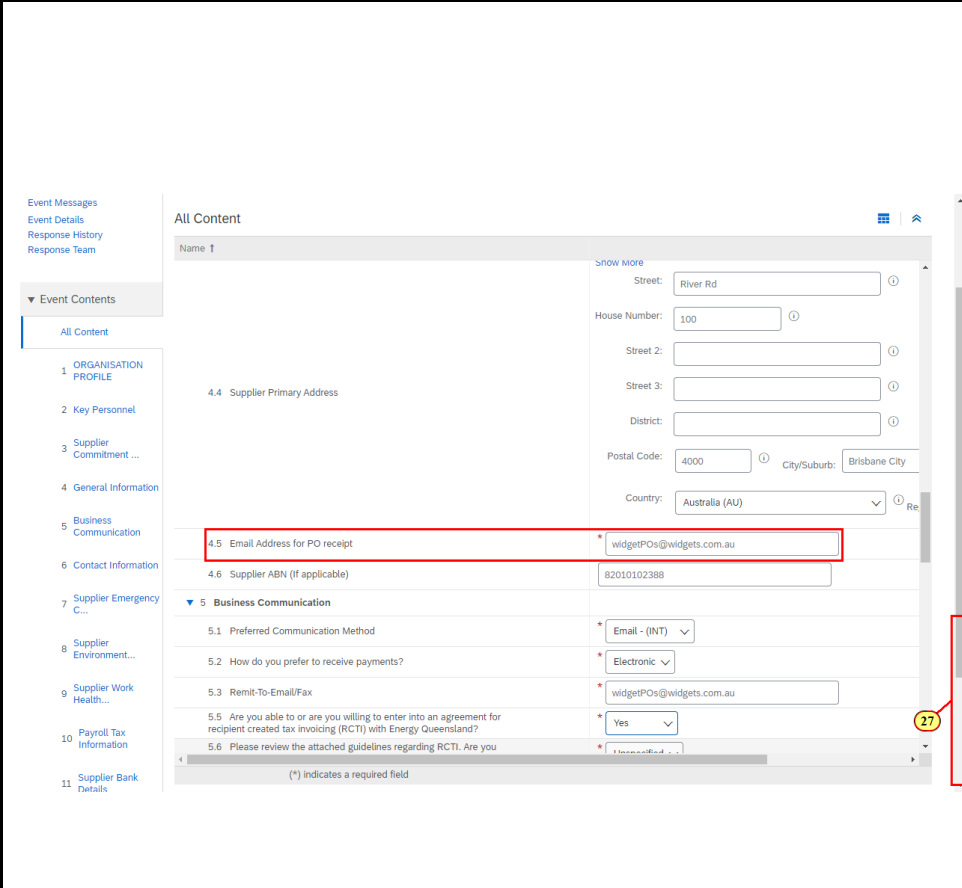
Explanation	Screenshot
<p>Search for and select any files that you are required to upload.</p> <p>16. Click .</p>	
<p>17. Click .</p>	
<p>18. Click Scroll Bar to scroll down</p> <p>Continue working through the registration form and completing all mandatory (*) fields and checkboxes. You can also complete the non-mandatory fields.</p> <p>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.</p>	
<p>You can expand the Content screen area to make it a bit easier to see and navigate by clicking on the chevrons toward</p>	




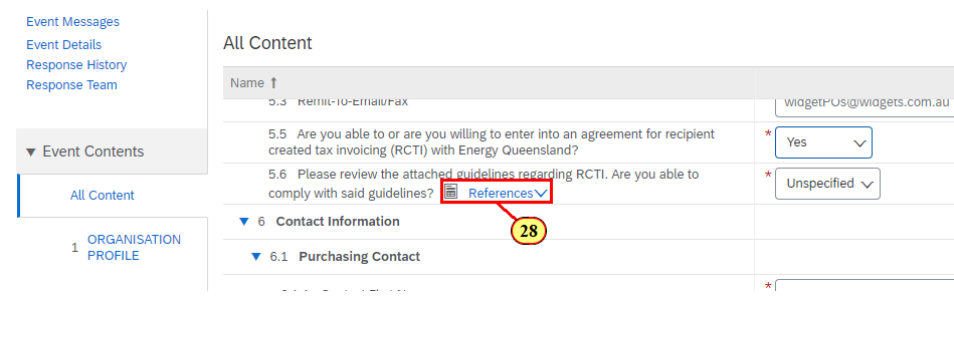

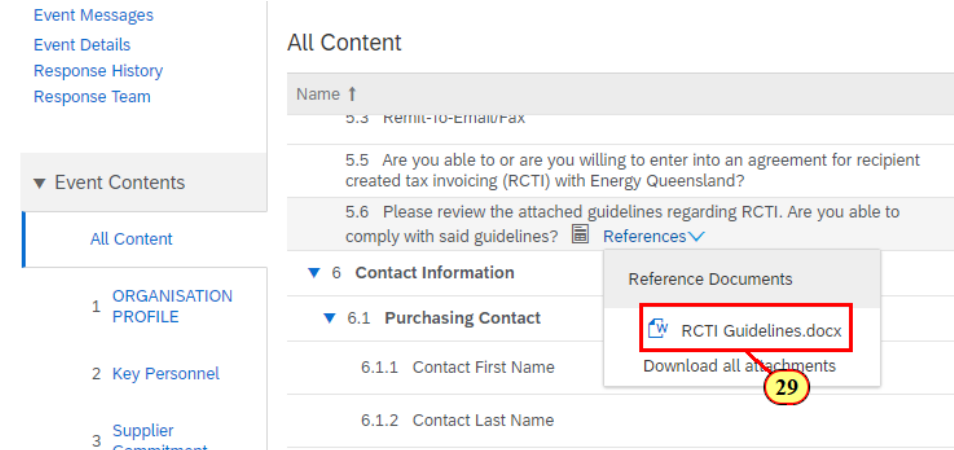
Explanation	Screenshot
the top right of the screen. 19. Click  .	
 You can now see more items on the screen. Continue working through the registration form and completing all mandatory (*) fields and checkboxes. 20. Click Scroll Bar to scroll down	
 Some of the fields may require further explanation. Where there is an  icon next to a field it means there is some more information and you can click on that icon to display it. 21. Click  .	

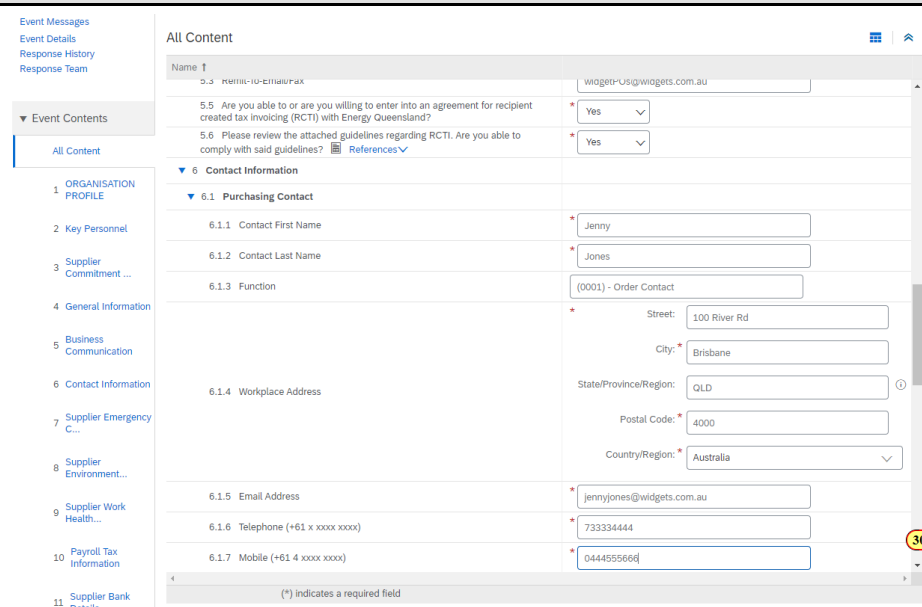
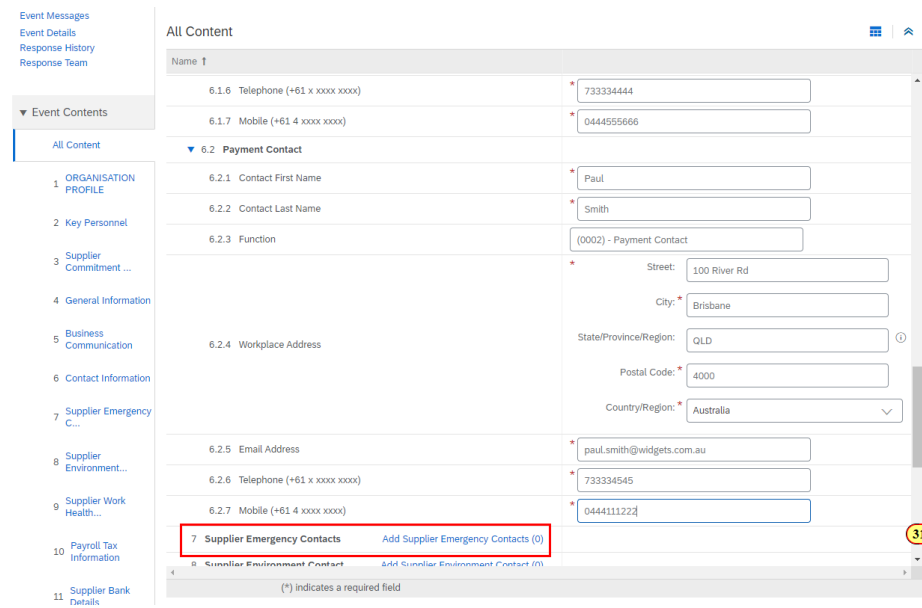
Explanation	Screenshot
<p>22. Click anywhere on the screen to hide the additional information popup.</p>	
<p> You must enter details of at least one key person in your company. This can be the same contact you entered earlier.</p> <p>It doesn't look like it is mandatory until you expand this section, 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 further down in the form.</p> <p>23. Click Add Key Personnel.</p>	


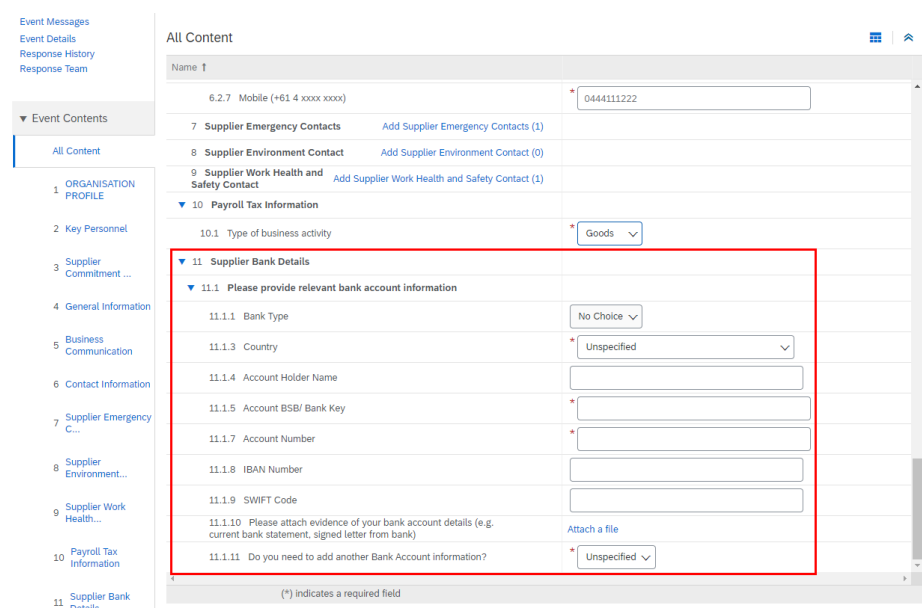
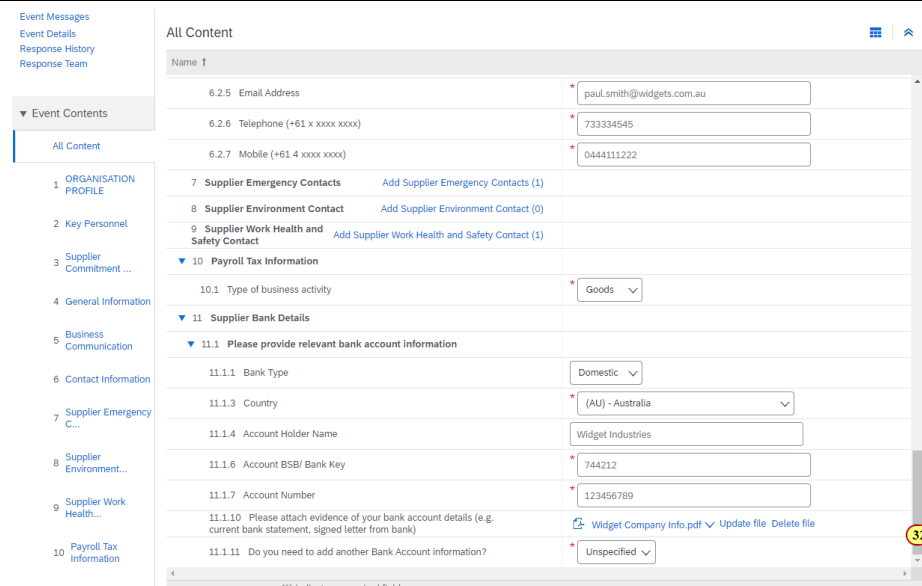
Explanation	Screenshot
<p>24. Click</p> <p>Add Key Personnel</p>	
<p> You can now see that the fields related to the Key Personnel are mandatory (*). Complete all of these required fields.</p>	




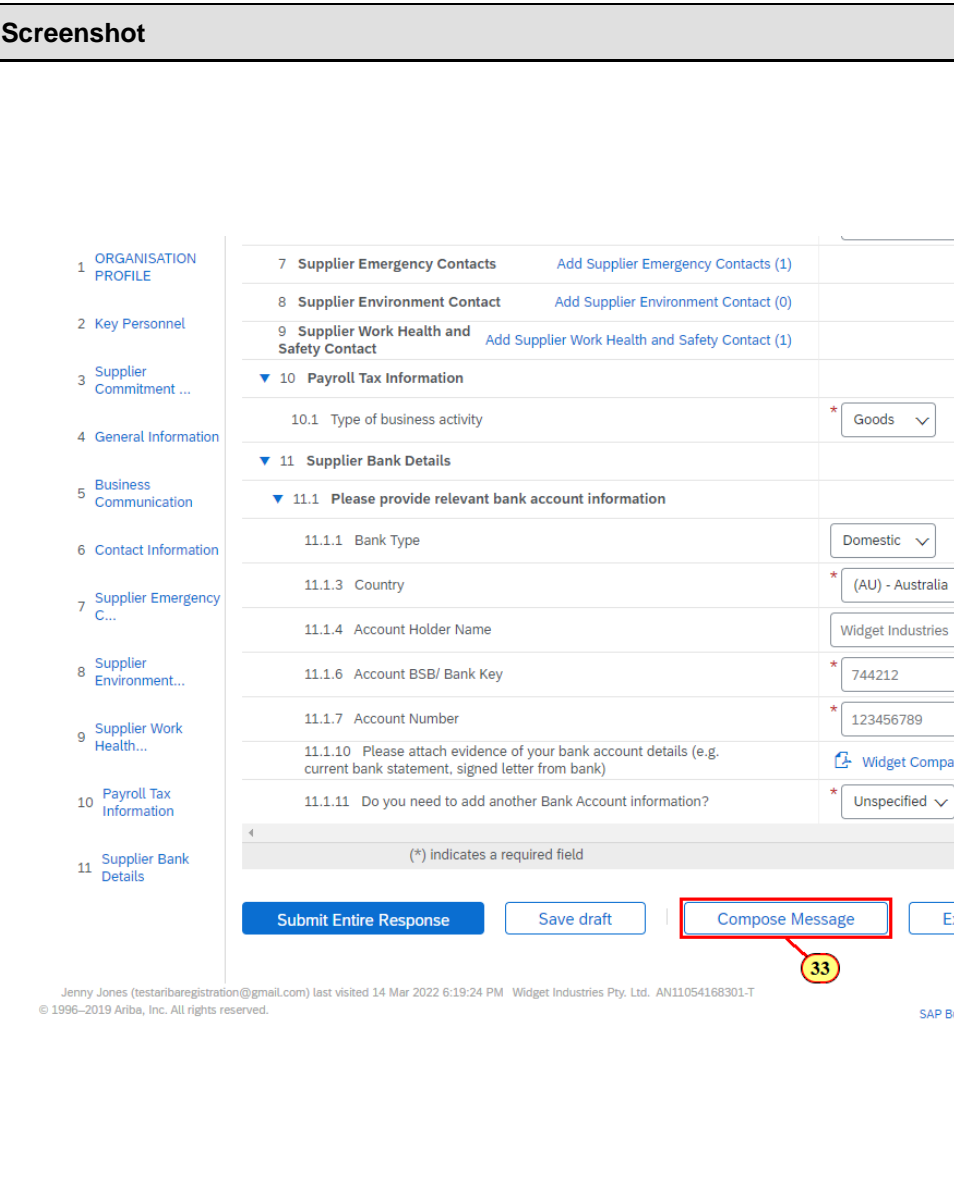

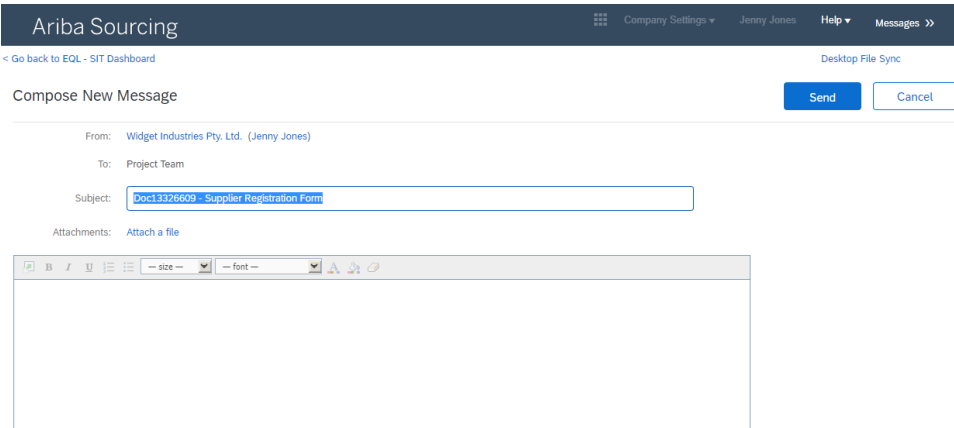
Explanation	Screenshot
<p></p> <p>Only click the Add an Additional Key Personnel button if you want to add the details of more than one key person.</p> <p>You need to click the Save button to return to the main registration form.</p> <p>25. Click</p> 	 <p>The screenshot shows the 'Ariba Sourcing' interface. At the top, there's a navigation bar with 'Company Settings', 'Jenny Jones', 'Help', and 'Messages'. Below it, a 'Desktop File Sync' button is visible. A yellow banner states: '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 on the main screen.' The main content area is titled 'All Content > 2 Key Personnel' and 'Key Personnel (1)'. It shows a table with one entry for 'Key Personnel #1' with fields for Name (Jenny Jones), Position (Senior Account Manager), Address (100 River Rd, Brisbane, 4000, Old Australia), and Telephone (0733334444). A red box highlights the 'Save' button, and a yellow circle with the number '25' points to it. At the bottom, there's a button 'Add an additional Key Personnel' and a note '(*) Indicates a required field'.</p>
<p></p> <p>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.</p> <p>The way that you open downloaded documents depends on the type of Internet Browser that you use.</p>	 <p>The screenshot shows the 'All Content' page in Ariba Sourcing. On the left, there's a sidebar with links: 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. Under 'Event Contents', 'All Content' is selected. The main content area shows a list of items: '1.16 What was the Tenderer's/Supplier's total revenue for the last financial year?' (4500000), '1.17 Number of Employees' (14), '1.18 Does your business identify as an Aboriginal or Torres Strait Islander business?' (No), and '1.19 Does your business identify as a Social Enterprise?' (No). Below these, there's a section for '2 Key Personnel' with a link 'Add Key Personnel (1) Less...'. Then, '3 Supplier Commitment to Energy Queensland Procurement Policies' with a link 'Less...'. Under this, there's a section for '3.1 Please read the Energy Queensland Sustainable Procurement Policy' with a link to a PDF file. Finally, '4 General Information' with a field for '4.1 Supplier Full Legal Name (35 Characters Max.)' containing 'Wired Industries Pty Ltd'.</p>

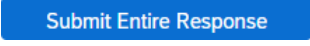
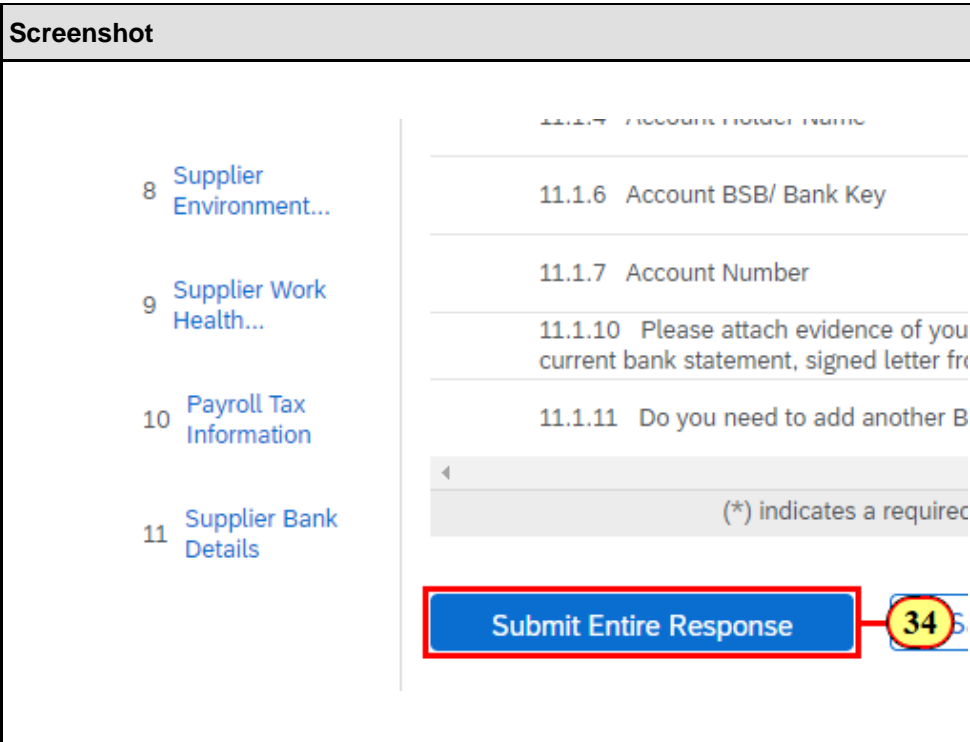
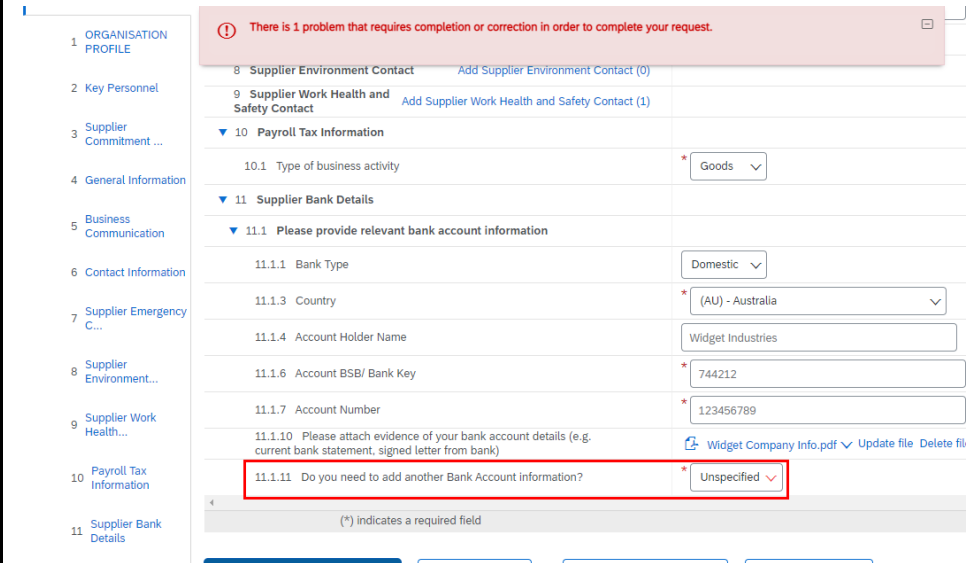

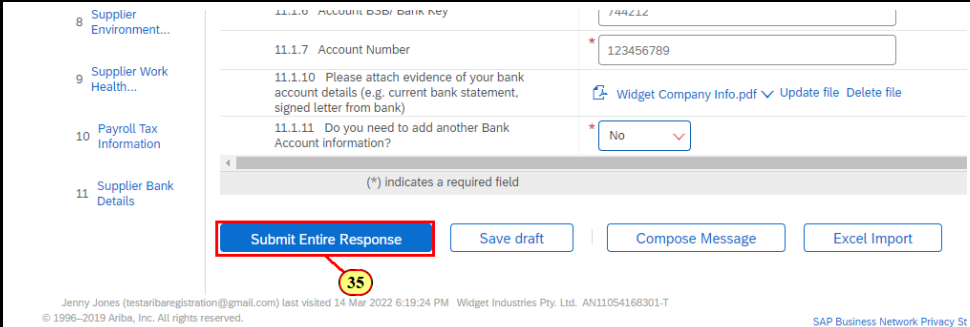
Explanation	Screenshot
<p></p> <p>Continue working through the registration form and completing all required fields.</p> <p>26. Click Scroll Bar to scroll down</p>	
<p></p> <p>Enter the best email address for POs to be sent to. After you complete the registration process EQL may contact you about signing up to Ariba Commerce Automation (ACA).</p> <p>Where you agree to use ACA, you will be able to transact digitally with Energy Qld on Purchase orders and related invoicing (e-Commerce). You will no longer receive PDF versions of Purchase orders and will no longer need to send invoice documents to Energy Qld via email.</p> <p>All order processing and invoicing will be facilitated over the Ariba Network</p> <p>27. Click Scroll Bar to scroll down</p>	

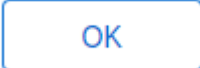
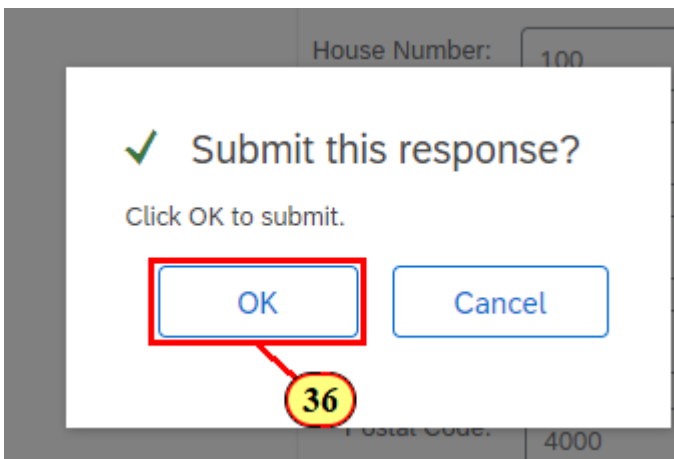

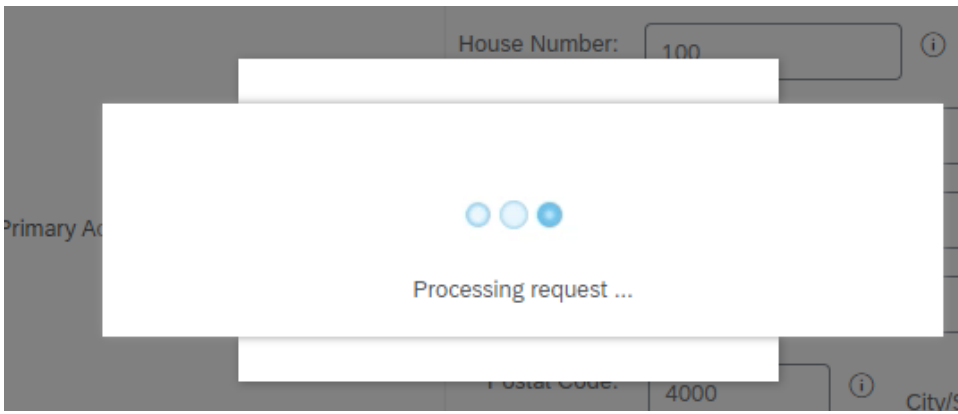

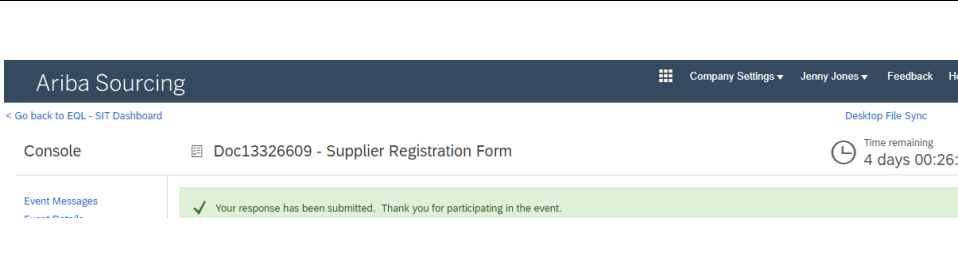
Explanation	Screenshot
<p></p> <p>Please take note of these questions about entering into an agreement to allow recipient created tax invoicing (RCTI) with EQL. This means that EQL can create/process invoices on your business' behalf after you have provided your goods or services to us.</p> <p>Agreeing 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.</p> <p>28. Click  References.</p>	 <p>The screenshot shows the 'All Content' page with a sidebar on the left containing 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. Under 'Event Contents', 'All Content' is selected, showing a list with '1 ORGANISATION PROFILE'. The main content area shows a form with questions 5.5 and 5.6. Question 5.6 has a 'References' link highlighted with a red box and a yellow circle labeled 28.</p>
<p>29. Select  RCTI Guidelines.docx to download it.</p>	 <p>The screenshot shows the 'All Content' page with the same sidebar. Under 'Event Contents', 'All Content' is selected, showing a list with '1 ORGANISATION PROFILE', '2 Key Personnel', and '3 Supplier Commitment ...'. The main content area shows the '6 Contact Information' section, with '6.1 Purchasing Contact' expanded. A 'Reference Documents' dropdown menu is open, showing 'RCTI Guidelines.docx' highlighted with a red box and a yellow circle labeled 29.</p>


Explanation	Screenshot
<p>Continue working through the registration form and completing all required fields.</p> <p>30. Click Scroll Bar to scroll down</p>	
<p>Continue working through the registration form and completing all required fields.</p> <p>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 topic.</p> <p>31. Click Scroll Bar to scroll down</p>	

Explanation	Screenshot
<p></p> <p>Your bank details need to be entered so we can pay you in the future.</p> <p>Note that you are required to attach evidence of your bank account by attaching a bank statement or letter from your bank.</p> <p>IBAN Number and Swift Code fields will only be displayed where your bank account country is not Australia.</p> <p>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?"</p>	
<p>32. Click Scroll Bar to scroll down</p>	

Explanation	Screenshot
<p></p> <p>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.</p> <p>Remember that you have 5 days in total to complete and submit the form.</p> <p></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>33. Click</p> <p></p>	 <p>Jenny Jones (testaribaregistration@gmail.com) last visited 14 Mar 2022 6:19:24 PM Widget Industries Pty. Ltd. AN11054168301-T © 1996–2019 Ariba, Inc. All rights reserved. SAP Bu</p>
<p></p> <p>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.</p> <p>We will respond to your message as soon as possible.</p>	

Explanation	Screenshot
<p>Once all the information has been completed in the required fields, you can submit your registration form to Energy Queensland.</p> <p>If you have missed any mandatory fields, or entered invalid information the system will display an error message and guide you to where the issue is.</p> <p>34. Click</p> 	
<p>In this example we missed the very last item. The system will automatically place your cursor in the field requiring action.</p>	
<p>35. Click</p>  <p>after fixing any issues.</p>	

Explanation	Screenshot
<p>36. Click</p> 	
<p> The system may take a few moments to process your registration form. Please be patient.</p>	
<p> The system displays a message confirming that your registration has successfully been submitted for approval.</p>	

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