NAB SAP (Ariba) Business Network

Create new SAP Ariba Account

National Australia Bank Limited

v2.0 – March 2024

Introduction

This guide provides **step-by-step instructions,** for the Onboarding process, as a National Australia Bank (NAB) supplier.

Step 1

Creating a new SAP Ariba Account.

This step must be completed first *to onboard to the SAP Ariba Network, as a National Australia Bank (NAB) supplier*.

01

Create new SAP Ariba Account

Follow the slides in order or hold ctrl and 'click' links below.

- SAP Ariba invitation and Sign up
- Step1 Company Information
- Step 2 User Account Information
- Step 3 Tell us more about your business
- Registration Confirmation

This will allow you to collaborate and transact with NAB.

02

NAB Supplier Registration Questionnaire

This will allow you to participate in sourcing events, contract agreement renewals and amendments.

03

Procure to Pay Registration

This will allow you to receive Purchase Orders and undertake Invoicing.

Creating a new SAP Ariba Account

NAB SAP Ariba email invitation

1. You will receive an **email invitation from Ariba** to commence the Supplier Onboarding process.

Important - please check your **SPAM or Junk Folder** if you are unable to locate the invitation email.

2. Click on the link in the email message.

1

Hello,

We, NAB invite you to participate in a sourcing event Supplier registration questionnaire via Ariba Network.

To participate in or decline the event, you must either register your organisation onto the NAB Ariba network or log in using your existing Ariba account with your username and password via this event link Click Here. 2

NOTE: This link is only valid for 30 days. If you're new to Ariba, please make sure to register before the link expires. After you've registered you can no longer use this link.

For any enquires about the event, the registration process or to retrigger the event link, please contact Project Owner via email supplieronboardingandsupport@nab.com.au

We look forward to working with you!

Thanks,

NAB

IMPORTANT

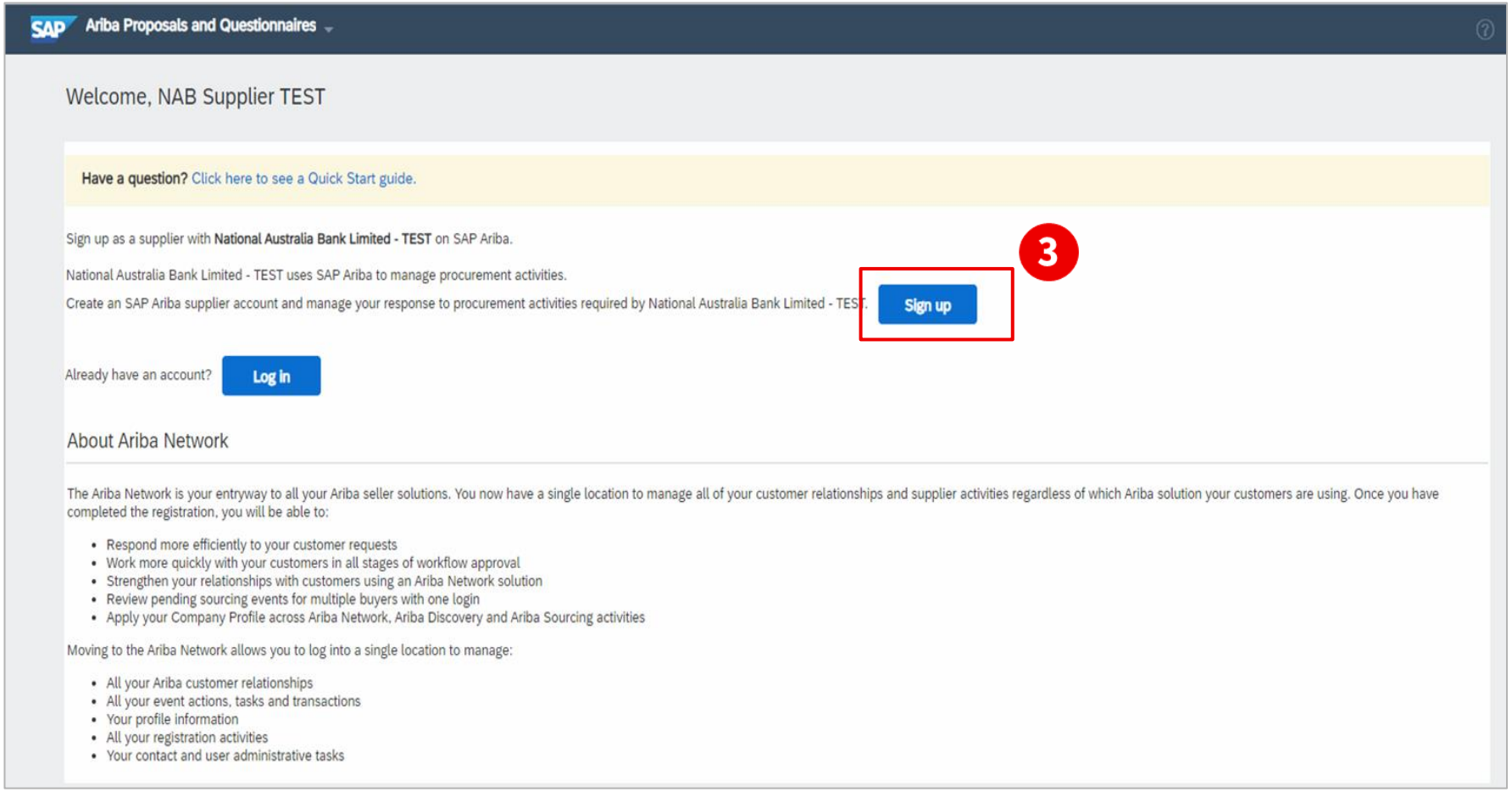
- NAB requires that the **same Ariba Account**, identified by the Ariba Network ID (ANID), is used **for NAB Supplier Registration** (i.e. same account to be used to respond to sourcing events and to receive PO and invoicing).
- Please check if your company already has an **existing** Ariba Account.
- Please, confirm with your **Accounts Receivable**, **Finance** or **Administration** teams. Refer to SAP Ariba Help Center – How do I search for other existing accounts and administrators my company has?
- **Do not forward this email** - it is linked to your email address only.
- **Do not reply to this email –** direct your registration enquiries to NAB Supplier Onboarding Team.
- **If you believe you should not be completing the supplier onboarding process**, please provide an alternative email address to the NAB Supplier Onboarding Team, who will re-send the email invitation to that person.
- We recommend using a **group email address / shared mailbox** to ensure notifications and system access will be available to more than one person during periods of unexpected/extended leave or after exiting the company.

For further information, refer to SAP Ariba FAQ – What are some common issues when registering an account?

Creating a new SAP Ariba Account

Signing up

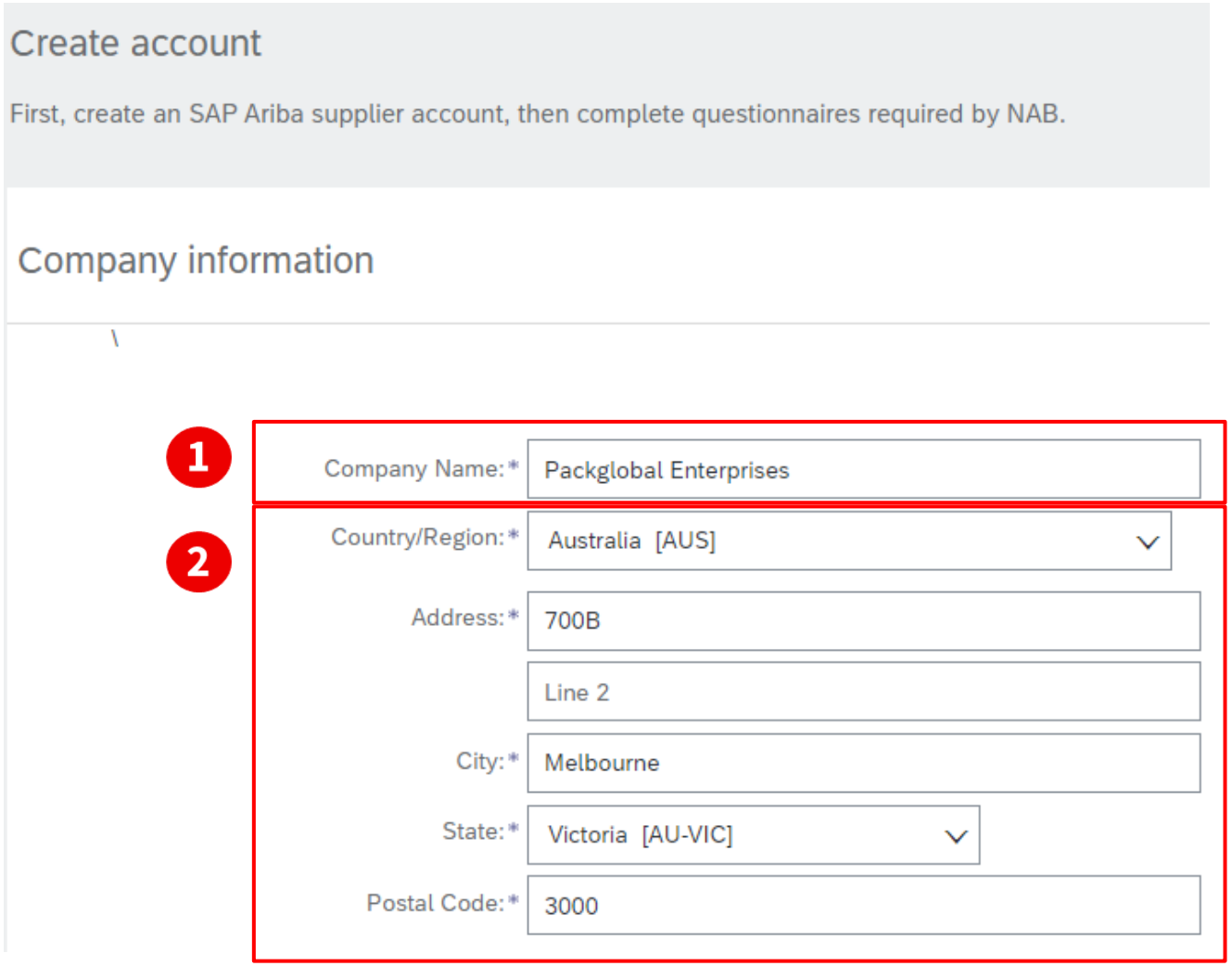
3. On the landing page, click **Sign up**, if your organisation is new to the Ariba Network.



Creating a new SAP Ariba Account

Account Registration - **Company Information**

To start the **onboarding to the SAP Ariba network**, please complete your **Company information** details.



1. Company Name

- No website links
- Shorten words using industry standards, for example: Pty. Pte. Ltd. or LLC
- No more than 35 characters, including spaces

2. Address information

- Your physical building address.
  This should be your registered address in the business license/registration.

Data Input Requirements

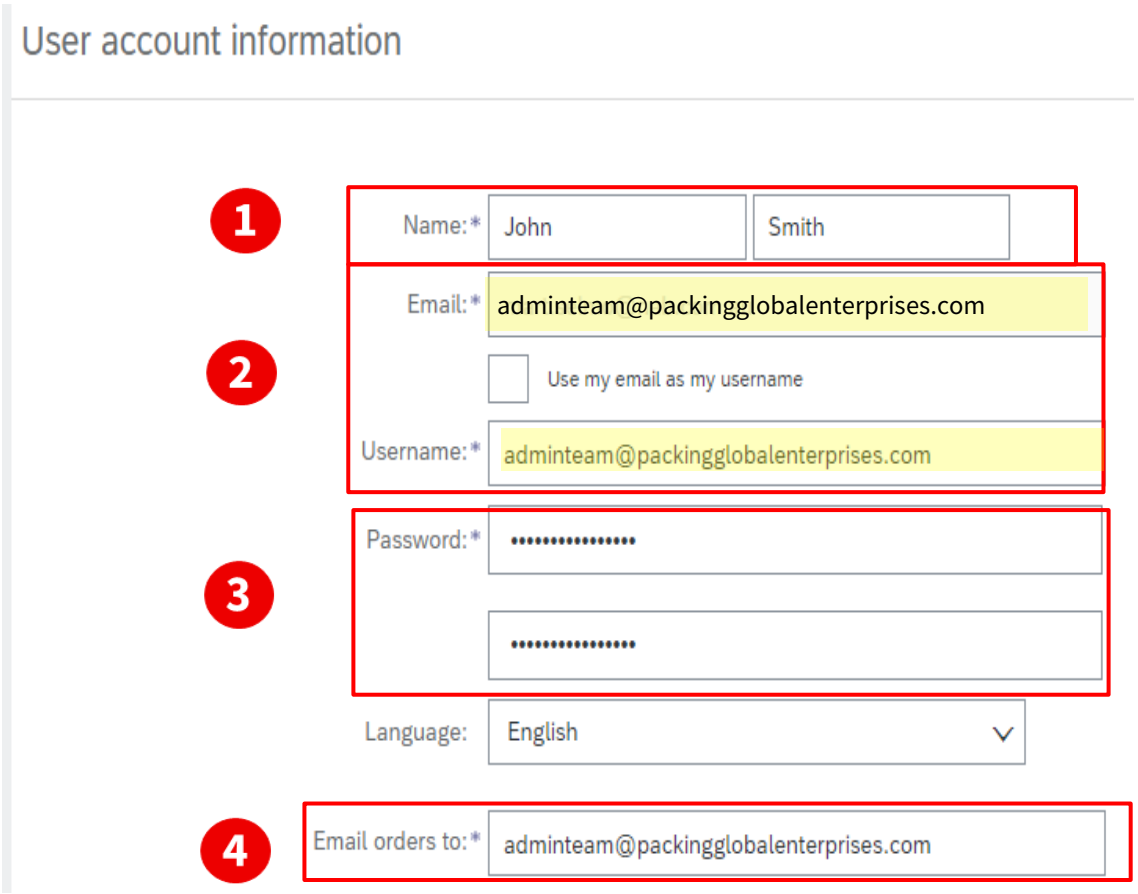
- English keyboard characters and numbers only: A-Z, a-z and 0-9
- No special characters, for example: # $ % "",:'\()

Creating a new SAP Ariba Account

Account Registration - **User Account Information (con't)**

User Account Information

By default, you will be assigned as the Ariba **Account administrator**. The role can be transferred to another user at later date.



1. Name

- Maximum number of characters: 254 (including spaces and semicolons)
- Do not use titles such as Mr, Ms, Dr
- First name then Last name

2. Email

IMPPORTANT - Using Gmail, Hotmail and Yahoo email addresses make you more vulnerable to fraudulent activity, including identification fraud. Suppliers should provide only their company registered email address.

- We recommend using a **group email address / shared mailbox** to ensure notifications and system access will be available to more than one person during periods of unexpected/extended leave or after exiting the company.
- Your username can be different to your email address. If so, untick **Use my email as my username**.

3. Password

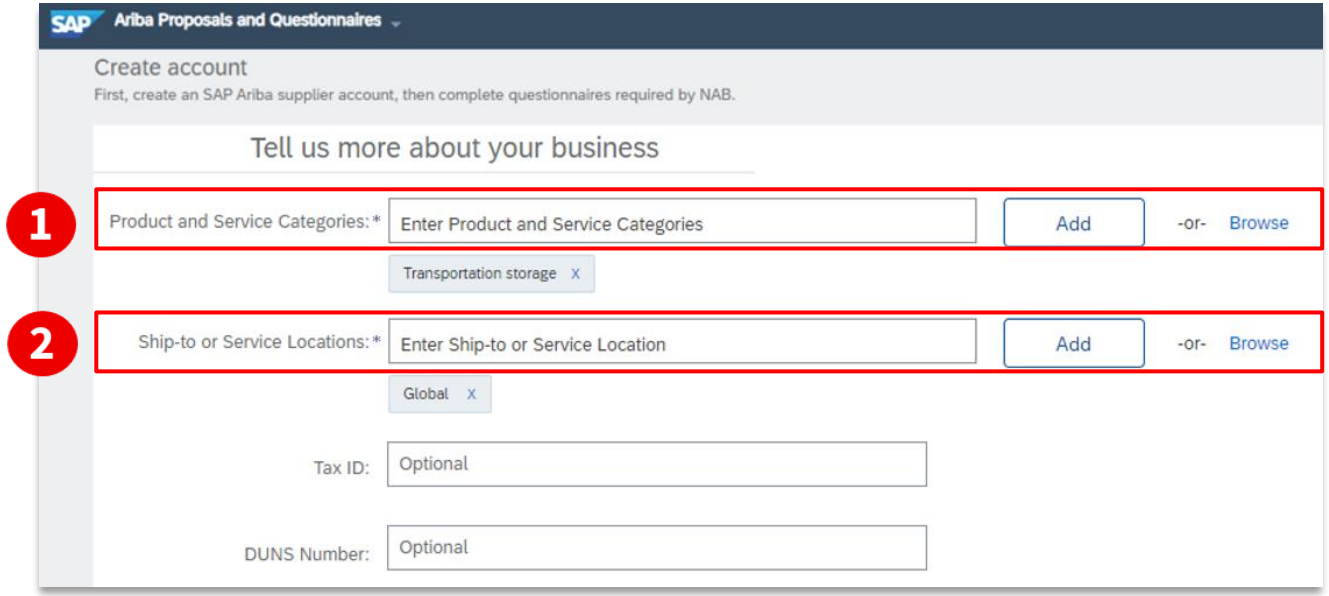
- Must contain a minimum of eight characters including upper case letter, numeric digits, and special characters.

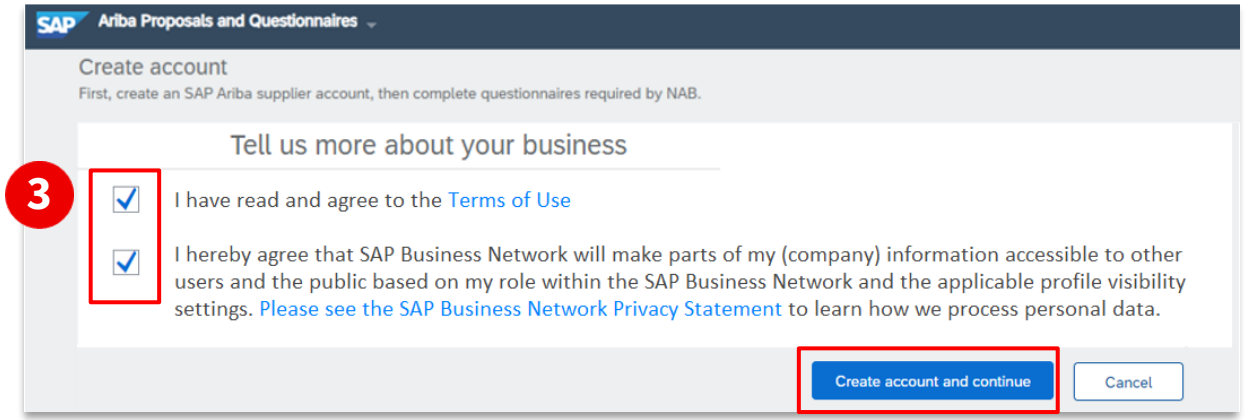
4. Email orders to

- Enter the email address where orders will be sent, you can change this at any time.
- To allow multiple contacts within your organisation to receive customer orders, you can enter a **group/central email address or nominate a distribution list email address**.

Creating a new SAP Ariba Account

Account Registration - **Tell us about your business**





1. Product and Service Categories

- Start typing your Product and/or Service Categories and click '**Add**' or select '**Browse**'
- Maximum number of characters: 254 (including spaces and semicolons)

TIP

Picking the best Product and Service Categories helps customers find you in Ariba Network.

2. Ship-to or Service Locations

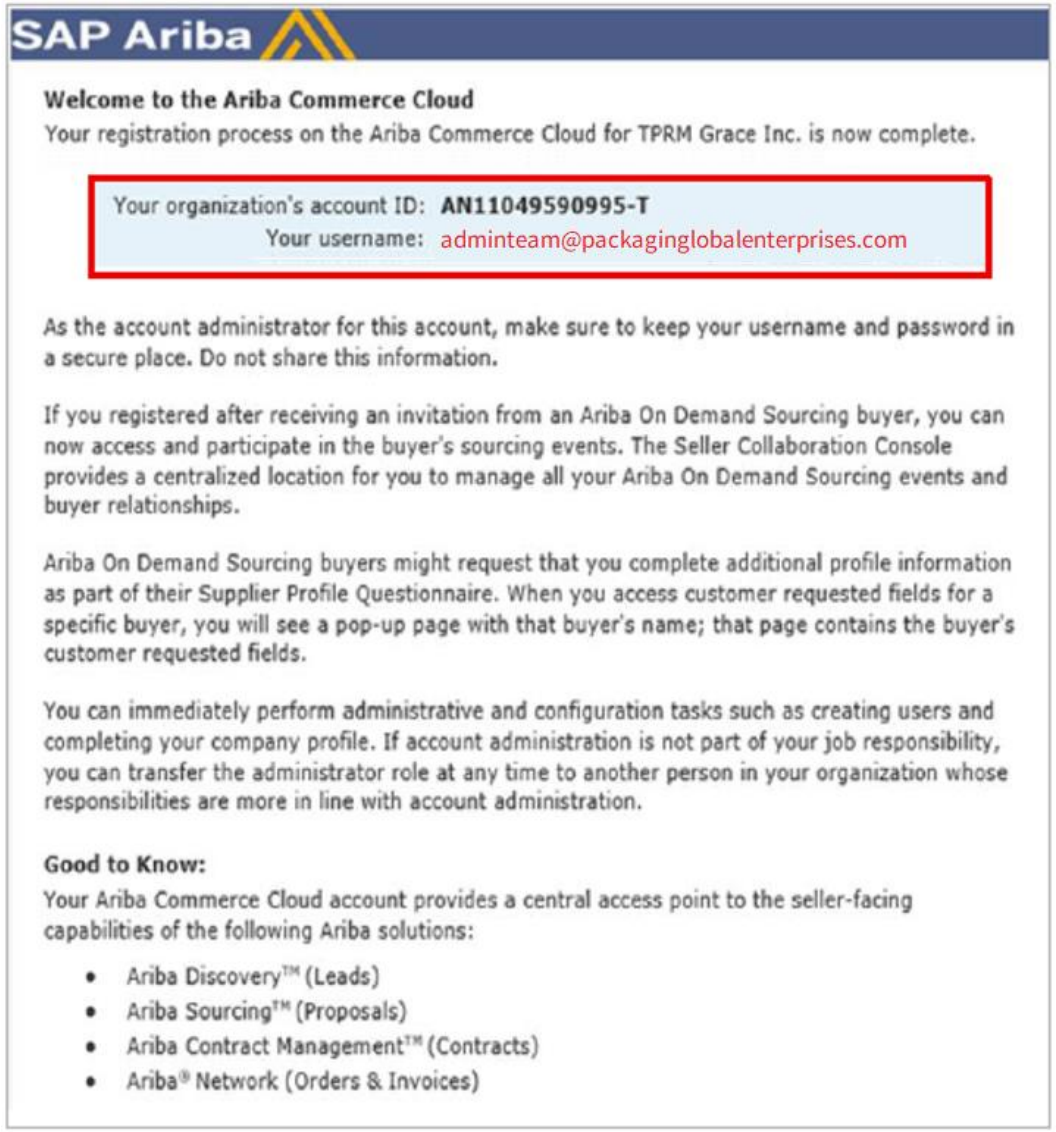
- Click '**Browse**' to select from the location options provided.

3. Terms of Use and SAP Business Network Privacy Statement

- Once you have completed all the **mandatory fields** (*) and acknowledge acceptance of **Terms of Use** and **SAP Business Network Privacy Statement**, click on **Create account and continue**.
- Once the Ariba account is successfully created, you will receive a notification email '**Welcome to the Ariba Commerce Cloud**'.

Creating a new SAP Ariba Account

New Ariba Account **registration confirmation**



SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TPRM Grace Inc. is now complete.

Your organization's account ID: **AN11049590995-T**
Your username: adminteam@packaginglobalenterprises.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

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 role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

Once your Ariba Account is successfully created, you will receive a notification email '**Welcome to the Ariba Commerce Cloud**' (see left)

Please check your **SPAM or Junk Folder** if you are unable to locate the welcome email.

IMPORTANT

Please note for your reference:

- Your organisation's Account ID (also called ANID)
- Your Username (this is the Ariba Administrator username)

You can now access Ariba Network at supplier.ariba.com

NAB SAP (Ariba) Business Network

Step 1 – Create new SAP Ariba Account is now complete.

Please continue the registration process and complete

Step 2 – NAB Supplier Registration Questionnaire

National Australia Bank Limited

v2.0 – March 2024