SAP Ariba Quick Reference Guide

Supplier Onboarding Guide by TMR (R2AS)

Supplier process

All screenshots provided are examples only

Overview

The Road 2 All Spend (R2AS) project is onboarding TMR Suppliers onto the SAP Business Network. SAP and the B2B Solutions Support Team will work closely with each Supplier to support them in this transition. This document outlines common questions, guidance and provides visual examples of the communications a Supplier can expect.

Suppliers can sign up for a new SAP Business Network account, or, log in to an existing account.

Important Note: The SAP Outreach team will be contacting Suppliers individually via phone to assist with the registration process. This support will include guidance on account setup, troubleshooting access issues, and ensuring the registration questionnaire is completed correctly. Please also monitor your inbox for communications from SAP and TMR following your invitation.

Contents

1) What you (the Supplier) will receive in the first email? What would it look like?
2) What to select within the registration invitation email if you (the Supplier) <u>have</u> an existing SAP Business Network Account (also known as Ariba Network Account ID - ANID).
3) What to select within the registration invitation email if you (the Supplier) <u>does not</u> have a SAP Business Network Account (also known as Ariba Network Account ID - ANID).
4) What to do if you're unsure if your business has an existing SAP Business Network Account?
5) Supplier SAP Business Network Account Creation.
6) Filling out the External Registration Questionnaire.

Section

1   What you (the Supplier) will receive in the first email? What would it look like?

You will receive a registration invitation email from TMR, which includes a link to begin the registration process for your SAP Business Network account.
Please see sample email below for reference.

Subject: FW: Invitation: Register to become a supplier with Department of Transport and Main Roads Queensland **#VENDOR NUMBER, SUPPLIER BUSINESS NAME**

SAP & / OR QLD GOVT
LOGO IMAGES

Hello

TMR STAFF NAME has invited you to register to become a supplier with **Department of Transport and Main Roads Queensland**.

Department of Transport and Main Roads Queensland has partnered with SAP Business Network to manage its procurement activities and to collaborate with suppliers.

If **SUPPLIER BUSINESS NAME** already has an account with SAP Business Network, sign in with your existing username and password.

Otherwise, you can start by creating an account with SAP Business Network. It's **free**.

Click Here to create a free account.

What does joining SAP Business Network mean for you?

Transacting with TMR through SAP Business Network will be at **no cost** to you, and will provide benefits such as real-time Purchase Order (PO) delivery, use of online catalogues, online collaboration through a Supplier Portal, and invoice automation to reduce process delays.

Suppliers to TMR are recommended to transact using SAP Business Network to supply goods and services.

We are committed to partnering and supporting you on using the SAP Business Network in your interactions with us.

Want to know more?

- Check out our Frequently Asked Questions (FAQs)
- Learn more about how to use SAP Business Network via our training resources.
- If you have any further questions, please send an email to: supplier.enablement@tmr.qld.gov.au

Join us, as we streamline the procurement process and improve how we do business with you.

email:supplier.enablement@tmr.qld.gov.au
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
Data Policy | Contact Us | Customer Support

2 What to select within the registration invitation email if you (the Supplier) <u>have</u> an existing SAP Business Network Account, (also known as Ariba Network Account ID - ANID).
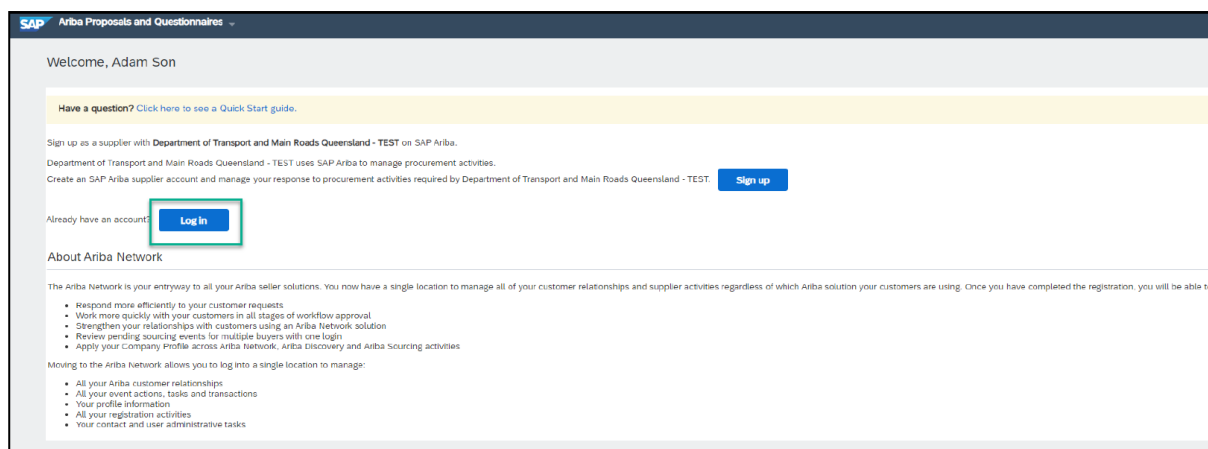
If you already have an SAP Business Network account, click the **Click Here** link in the invitation email to proceed.
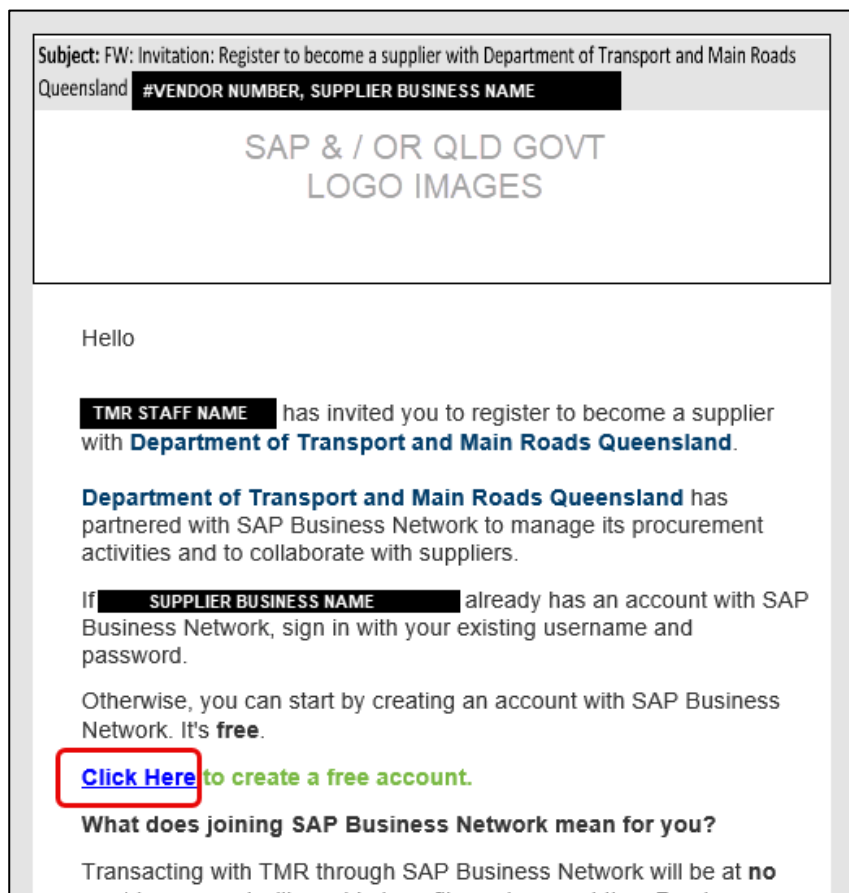
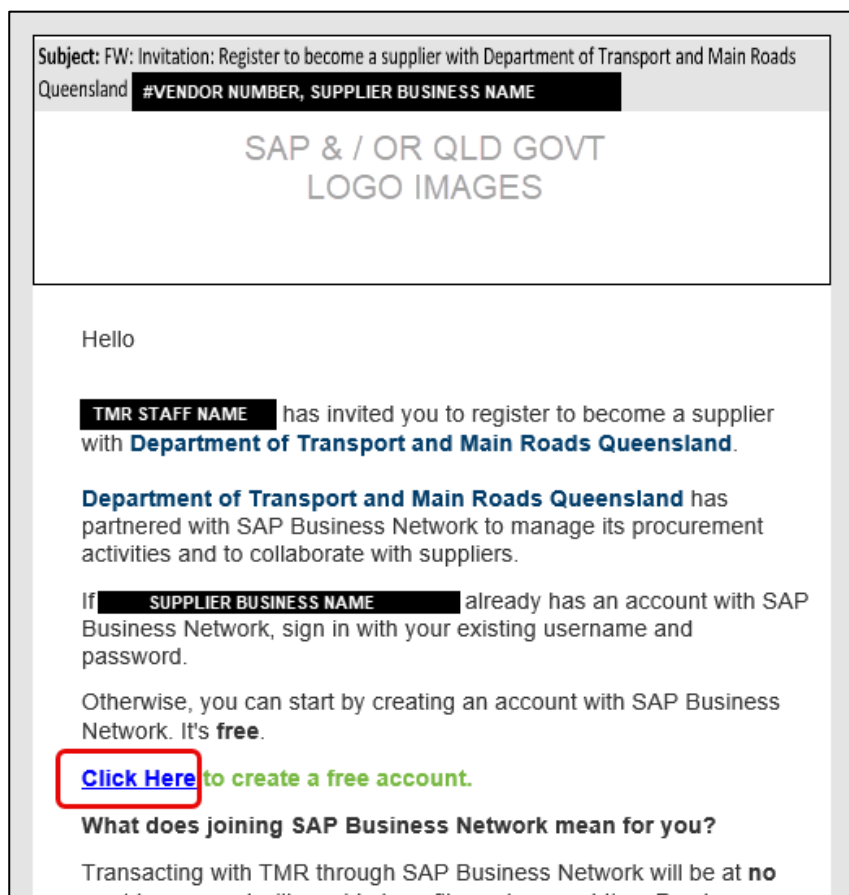Select **Log-in** as shown in the image below.

Once logged in with your existing Ariba Network Account ID (ANID), you will be directed to complete and submit the **External Registration Questionnaire**.
(For guidance on completing the questionnaire, refer to **Section 6 Filling out the External Registration Questionnaire**).
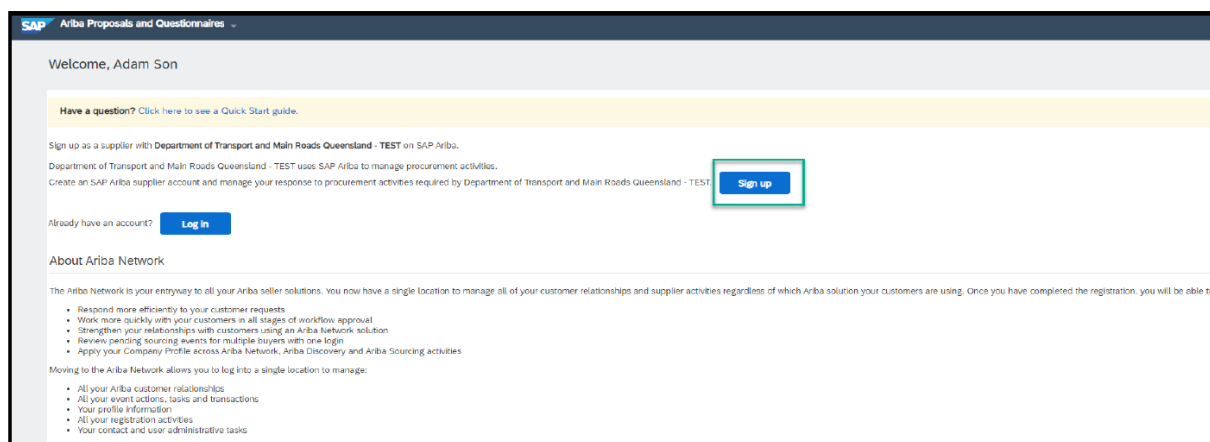

3 What to select within the registration invitation email if the supplier <u>does not</u> have a SAP Business Network Account, (also known as Ariba Network Account ID - ANID).

If you do not yet have an SAP Business Network account, select the **Click Here** link in the invitation email to begin registration.

Select **Sign up** as shown in the image below.

You will then be taken to Section 5 below.

4   What to do if you're unsure whether you (the Supplier) have an existing SAP Business Network Account, (also known as Ariba Network Account ID - ANID).

If you're unsure whether your company already has an account, please contact the B2B Solutions Support team at: **supplier.enablement@tmr.qld.gov.au**

5   Supplier SAP Business Network Account Creation

Complete the account creation form by entering values in the required fields as shown below.

- **Username**: Must be in email format but does not need to be a valid email address. Example: EmployeeofSupplier@email.com.

- **Product and Service Categories**: Select the closest applicable value. This is a mandatory field used to segment suppliers on the network.

- **Ship-to or Service Locations**: Choose the nearest capital city or state.

Please read and agree to the **Terms of Use** and **Privacy Statement** by ticking both checkboxes.

If you receive a message indicating a potential existing account, it's a prompt to check internally.
If you're confident this is your company's first registration, select **Skip Review**.

# 6   Filling out the External Registration Questionnaire

To complete your onboarding, fill out and submit the **External Registration Questionnaire (Supplier Owned Data)**.

Note that the Questionnaire does have a timeout period; however you are able to save a draft and return to the questionnaire at a later time.
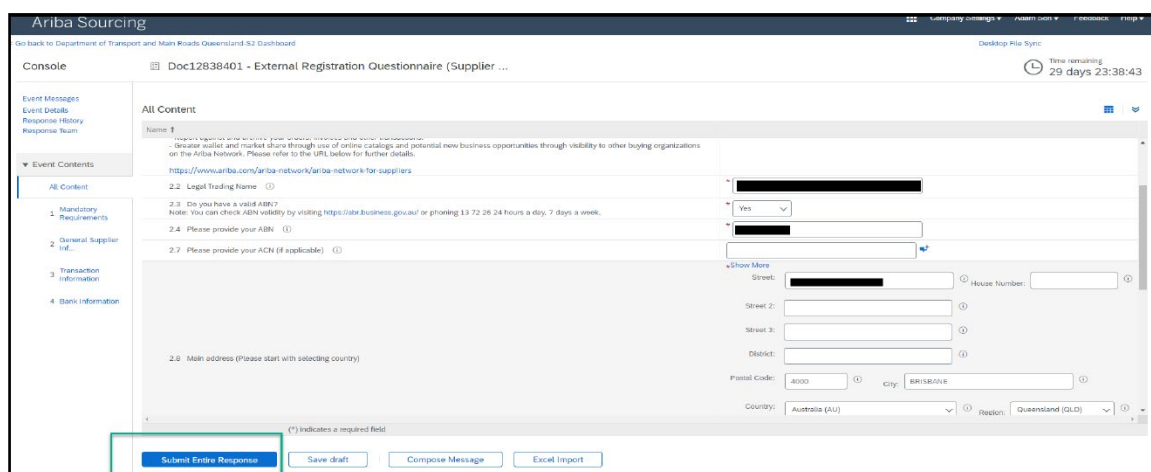
Please select **Ariba Proposals and Questionnaires** from the dropdown in the upper left corner.

Then select **External Registration Questionnaire (Supplier Owned Data)**.
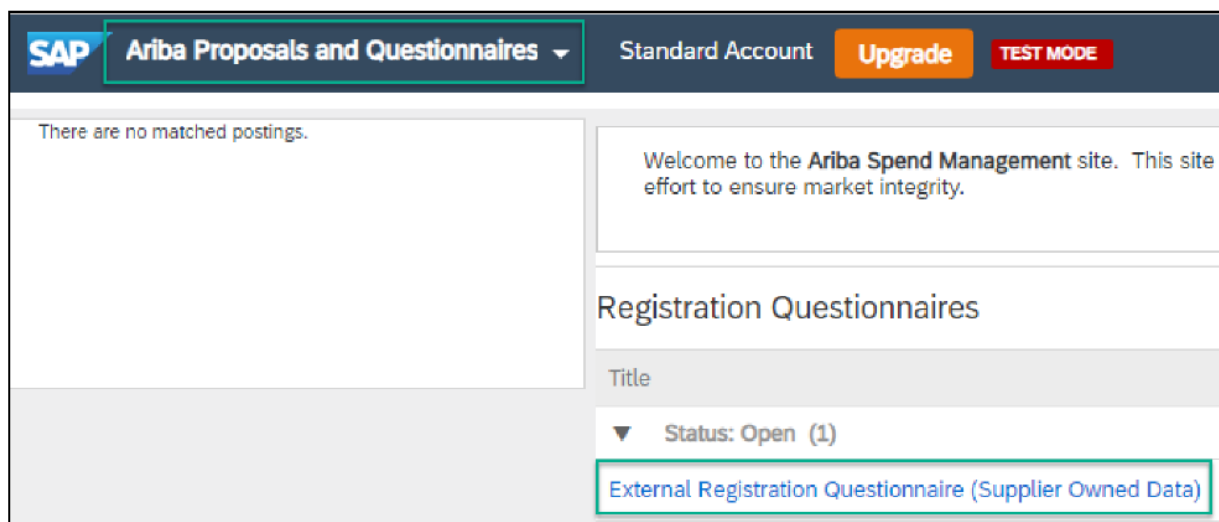
- Acceptance of the **QLD Government Supplier Code of Conduct** is mandatory. You must accept it to proceed.
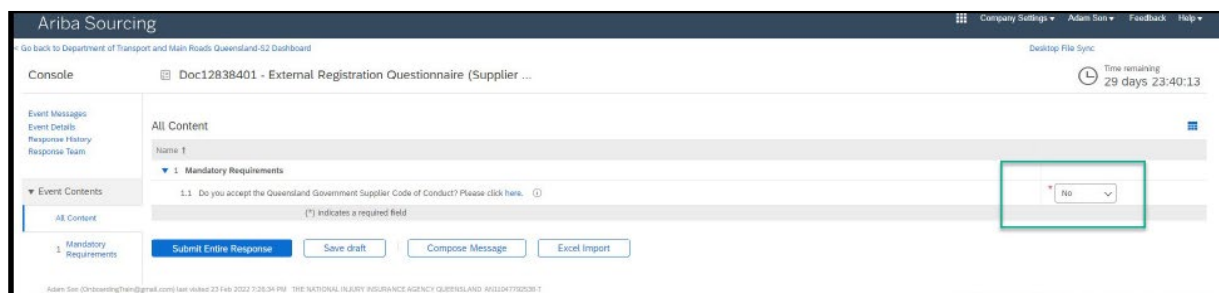
- Please answer all questions marked with a red asterisk (*) and click **Submit Entire Response**.

Important – Banking Information (Part 4 of the Questionnaire):
To ensure your registration is processed without delay, please upload **ONE** of the following supporting documents for the bank account details you provide:

1. A **copy of your most recent bank statement** (dated within the last 3 months and an original paper version) or

2. **Stamped, signed, and dated bank correspondence** on official bank letterhead (dated within the last 3 months) or

3. **Signed and dated correspondence** on your organisation's letterhead (dated within the last 3 months) – Must include the **name and title/position** of the signatory

To finalise your Questionnaire, please double check your information, then select **Submit Entire Response**.

After submission, return to the **TMR Dashboard**.

Once your status shows **Pending Approval**, your registration has been successfully submitted.
If your status does not indicate this, return to edit your Questionnaire, attend to any errors and or ensure you Submit.

Please await further communication from TMR via email regarding approval or any requests for additional information.

Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on Ariba_Support@tmr.qld.gov.au

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on Fieldglass_CentralPMO@tmr.qld.gov.au

Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	06/08/25	Creation	Kevin Shires	Shane Ravenswood