



NAB SAP (Ariba) Business Network

NAB - Supplier Registration Questionnaire

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 2

Completing the NAB Registration Questionnaire.

This step must be completed to allow you to participate in sourcing events, as a National Australia Bank (NAB) supplier.

01

Create new SAP Ariba Account

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.

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

- [Logging in and accessing the NAB Supplier registration questionnaire](#)
- [Section 1 - General Information](#)
- [Section 2 - Financial Information](#)
- [Section 3 - Directors and Ownership](#)
- [Section 4 - Sustainability Principal](#)
- [Section 6 - Bank Information](#)
- [Revise Response](#)

03

Procure to Pay Registration

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

Accessing your SAP Ariba Account

NAB SAP Ariba **email invitation**



IMPORTANT If you already have a ANID you can **skip this step and go to next slide** to login to SAP Ariba and commence the NAB Supplier Questionnaire.

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

1. You will receive an **email invitation from SAP Ariba** to commence the NAB Supplier Registration Questionnaire.



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 to commence.

i IMPORTANT

- **Do not reply to this email** – direct your registration enquiries to [NAB Supplier Onboarding Team](#).
- **Do not forward this email** - it is linked to your email address only.
- **If you believe you should not be completing the NAB Supplier Questionnaire**, please provide an alternative email address to the [NAB Supplier Onboarding Team](#), who will re-send the email invitation to that person.

Accessing your SAP Ariba Account



Logging in directly from the NAB SAP Ariba email invitation

1. On the landing page, click **Log in**.

2. From the Supplier Login page enter **your username** (from your welcome email) **and password** (you created when you set up your SAP Ariba Account)

3. If you forget your password, click on **Forgot Username or Password**

i IMPORTANT

- To successfully login to your organisation's existing Ariba Account, ensure you have been added as a **user** to this account with **Proposals & Contracts Access** permission.
- For assistance on access permission, contact **your organisation's Ariba Account administrator**.
- **Username** is **case sensitive** and formatted like an email, but may **not** be your **actual email address**.

NAB Supplier Registration Questionnaire



Accessing the NAB Supplier registration questionnaire

1. Ensure that you are on the correct page

On the **upper-left** corner, it's showing **Ariba Proposals and Questionnaires**.

If not, select the drop down to switch to the correct page.

If you have multiple customers in your account, ensure **National Australia Bank Limited** is selected.

TIP

You can check your **ANID (Ariba Network ID)** by clicking on your initials on the upper-right corner.

The screenshot shows the SAP Ariba interface. Step 1 points to the top navigation bar where 'Ariba Proposals and Questionnaires' is selected. Step 2 points to the 'Registration Questionnaires' table. A user profile dropdown menu is also visible, showing the user's name and ANID.

Title	ID	End Time ↓	Status
Status: Open (1)			
Supplier registration questionnaire	Doc3610241253	15/7/6105 15:33	Registered

2. In the **Registration Questionnaires** section, you will find a link to the **Supplier registration questionnaire**.

- The information you have provided for each company that you interacting with on the Ariba Network, is not shared amongst the buyer companies.
- Therefore, you will need to complete the **Supplier Registration Questionnaire** for each company, to enable you to interact and participate in sourcing events with them.

NAB Supplier Registration Questionnaire

Completing the NAB Supplier registration questionnaire



i IMPORTANT

- This indicates how much time you have to **submit entire response**. Please ensure you complete and submit prior to the event close time.
- If additional time is required, contact [NAB Supplier Enablement Team](#)

1. To start, select **Section 1 – General Information**.

1.1. Supplier Full Legal Name *(mandatory field)*

- Where required, truncate words using industry standards: e.g. Pty. Pte. Ltd. or LLC.

1.2. Other names/also known or operating under *(mandatory field)*

- If multiple Trading Names, separate with a semicolon (;) in a continuous line
- **Do not** include website links in this field.
- **Do not** include spaces at the start or end of the name

1.3. Country of Incorporation *(mandatory field)*

- Must be the country in which your company is **registered**. **Country in which your Business / Company is licenced / registered.**

1.4. Corporate Address *(mandatory field)*

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

Data Input Requirements

- Maximum number of characters: 35 (including spaces)
- Only English keyboard characters and numbers: A-Z, a-z and 0-9
- **Do not** include special characters: /-&.*'+Space?

Important - 'Country/Region' must be the same as the value selected for '1.3 Country of Incorporation'

NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

1. Continue in **Section 1 – General Information.**

1.5. Country Code (Corporate Phone Number) (mandatory field)

- Select International dialling code from the dropdown menu.

1.6. Corporate Phone Number (mandatory field)

- Use international phone number format with no spaces.
- **Numeric only, maximum length: 13 numbers**
- **Do not** start with zero
- **Do not** include the country code

1.7. Organisation currently a NAB Banking customer? (mandatory field)

- Yes / No

1.8. Name of Company CEO (mandatory field)

- Provide the full name
- **Do not** use titles such as Mr, Ms, Dr
- **If multiple names**, separate using a semi-colon (;) in a continuous line.
- **If no CEO**, enter 'N/A'
- **Do not** provide links to websites in this field
- **Maximum number of characters: 254 (including spaces)**
- Only English keyboard characters and numbers only: A-Z, a-z and 0-9
- No special characters, for example: # \$ % "' : ; \ ()

1.10. Stock Exchange (optional)

- If you are a public company, provide your stock exchange listing name.

1.11. Stock Symbol (optional)

- If you are a public company, provide your stock exchange listing symbol.

1.14. Most recent financial report (optional)

- Upload Word or PDF files only.

NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

1. Continue in **Section 1 – General Information.**

Ariba Sourcing

< Go back to National Australia Bank Limited

Company Settings Feedback Help Messages

Time remaining 29 days 23:14:41

Console Supplier registration questionnaire

All Content

Name ↑

1.15 Certificate of Incorporation ⓘ	* <input type="file" value="MessagingInAribaNetwork_1.pdf"/> Update file Delete file
1.16 Website (if any) ⓘ	* <input type="text" value="packglobalindustries.com"/>
1.17 Type of entity ⓘ	* <input type="text" value="Corporation"/>
1.18 Industry Type ⓘ	* <input type="text" value="Unspecified"/>

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Information**
- 2 Financial Information
- 3 Directors and Ownership
- 4 Sustainability Princ...
- 6 Consent to Provide B...

1.15. Certificate of Incorporation (mandatory field)

- You must provide evidence of your business registration from your local register.
- Upload Word or PDF files only.

1.16. Website (if any) (mandatory field)

- **Type** your website link details
- **Do not** cut and paste the link or;
- If you do not have a website – enter **'none'**.

1.17. Type of entity (mandatory field)

There can only be one type of legal business entity. Select answer from drop down list, for example:

- Individual
- Corporation

1.18. Industry Type (mandatory field)

- For lists of categories, refer to the UNSPSC categories.
- Provide one primary category only.

NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

1. Continue in **Section 1 – General Information**.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The top navigation bar includes 'Ariba Sourcing', 'Company Settings', 'Feedback', 'Help', and 'Messages'. Below the navigation bar, there is a breadcrumb trail: '< Go back to National Australia Bank Limited'. The main content area is titled 'Supplier registration questionnaire' and shows a 'Time remaining' of '29 days 23:14:41'. The left sidebar contains 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. Under 'Event Contents', there is a list of sections: 'All Content', '1 General Information', '2 Financial Information', '3 Directors and Ownership', '4 Sustainability Princ...', and '6 Consent to Provide B...'. A red circle with the number '1' is placed over the '1 General Information' link. The main content area shows three sections: '1.19 Nature of your business operations' with a text input field containing 'Packglobal Industries is Transport and Delivery Management business operations.', '1.20 History of business operations' with a text input field containing 'Packglobal Industries is established in 1987', and '1.21 Select the NAB Location for which you are providing services to' with a dropdown menu showing 'AUS [select]'.

1.19. Nature of business operations (mandatory field)

- **Example 1:** 'ABC' Company provides consulting services
- **Example 2:** The Company offers audit services

1.20. History of business operations (mandatory field)

For example: 'ABC Company' was formed in mid-19th century and 'ABC Australia' was founded in 1995

Options to Include:

- When your company was founded
- What trading operations are included
- If the company was formed as a **new entity** or **from a previous entity** and if previous entity, when that previous entity was formed
- If your company took over the operations of another company

1.21. Select the NAB Location for which you are providing services to (mandatory field)

- Please select **NAB Australia** or **AUS**



NAB Supplier Registration Questionnaire

Completing the NAB Supplier registration questionnaire

2. To continue, select and complete **Section 2 – Financial Information.**

Ariba Sourcing

< Go back to National Australia Bank Limited

Company Settings Feedback Help Messages

Time remaining 29 days 23:14:41

Console Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

- All Content
- 1 General Information
- 2 Financial Information**
- 3 Directors and Ownership
- 4 Sustainability Princ...
- 6 Consent to Provide B...

All Content

Name ↑	
2 Financial Information	
2.1 Australian Business Number (ABN)	12345676543
2.5 Please provide your Australian Company Number (ACN) if applicable	

2.2. Australian Business Number (ABN)

- If you do have an ABN please provide, otherwise please leave this **'blank'**.

NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

3. To continue, select and complete **Section 3 – Financial Information - Directors & Principal Officers**

Ariba Sourcing

< Go back to National Australia Bank Limited

Console Supplier registration questionnaire

Time remaining 29 days 23:14:41

All Content

3 Directors and Ownership

3.1 Name of Directors (mandatory field) John Smith, Joanne Jones

3.2 Principal Officers (mandatory field) Joanne Jones

3.3 Ownership Structure Provide details of your ownership structure (e.g. listed or unlisted etc.) and the ultimate beneficial owners of unlisted/private entities (including trusts and partnerships). For unlisted companies please provide ownership diagrams, confirmation if no-one owns/controls 25% (or more), registry documentation etc. John Smith

3.4 Ultimate Beneficial Owner(s) (i.e. individual(s) who ultimately own(s) or effectively control(s) the Company and have above 25% shareholding (if different to above)) John Smith

3.1. Name of Directors (mandatory field)

- Provide the full name
- **If multiple Directors**, separate with semicolon (;) in one continuous line

3.2. Principal Officers (mandatory field)

Principal Officers are those at the highest level of the organisation and manage the day to day tasks of the organisation.

- Provide the full name or names
- **If multiple Principal Officers**, separate with semicolon (;) in one continuous line

Data Input Requirements

- Maximum number of characters 254 - including spaces and semicolons(;))
- Only English keyboard characters and numbers only: A-Z, a-z and 0-9
- No special characters, for example: # \$ % "' : ; \ ()
- **Do not** use titles such as Mr, Ms, Dr
- Example: John Smith; Ha Ng; Michelle O'Reilly; Trevor Tang

NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

3. To continue, select and complete **Section 3 – Financial Information - Ownership Structure & Ultimate Beneficial Owner(s)**

The screenshot shows the 'Supplier registration questionnaire' interface. The 'Directors and Ownership' section is highlighted with a red box and a red circle containing the number 3. The 'Ownership Structure' field (3.3) is also highlighted with a red box. The 'Ultimate Beneficial Owner(s)' field (3.4) is also highlighted with a red box. The interface shows a sidebar with navigation options, a main content area with a list of questions, and a text input field for each question.

Data entry requirements

- Provide the full name(s), entity(s) or Trust(s) in one continuous line, using a semi-colon (;) to separate.
- Maximum number of characters 254 - including spaces and semicolons(;
- Only English keyboard characters and numbers only: A-Z, a-z and 0-9
- No special characters, for example: # \$ % " ' ; : \ ()
- **Do not** use titles such as Mr, Ms, Dr.
- **Do not** provide links to websites in this field.
- Example: [William Smith](#); [Supplier Inc](#)

3.3. Ownership Structure (mandatory field)

Ownership structure could involve:

- Provide the names of the **Controlling Entities**, listed or unlisted.
- Provide the names of any entities with more than 25% control.
- Include **Parent Entity**, third parties and their intermediate shareholder entities.
- Provide the first and last names of the **Directors/Owners** that have above 25% share and are beneficial owners.
- Provide the names of any **Partnerships & Trusts**.
- Provide the name of the **Managing Director** if no one owns more than 25% of the company.

3.4. Ultimate Beneficial Owner(s) (mandatory field)

- **The Ultimate Beneficial Owner (UBO)** is individual(s) who ultimately own(s) or effectively control(s) the Company and have above 25% shareholding (if different to above).

IMPORTANT - If the UBO is the same as '3.3 Ownership Structure', please enter the same value.

- The ultimate beneficial owner's interest in an entity can be direct or indirect depending on the entity type and structure.
- In the case of indirect interest, the ultimate beneficial owner will not directly own 25% or more of the entity themselves, but they own an interest in another entity or multiple other entities, which in turn owns an interest in the entity



NAB Supplier Registration Questionnaire

Completing the NAB Supplier registration questionnaire

4. To continue, select and complete **Section 4 – Sustainability Principles Information**

Ariba Sourcing

< Go back to National Australia Bank Limited

Console Supplier registration questionnaire

Time remaining 29 days 23:14:41

All Content

Name ↑

4 Sustainability Principle Less...

Please find details on Sustainability using the below links

<https://www.nab.com.au/content/dam/nabrwd/About-Us/corporate-responsibility/Environment/documents/gssp-final.pdf>

<https://www.nab.com.au/about-us/corporate-responsibility/shareholders/supply-chain-management>

4.1 Do you sign up to NAB's Group Supplier Sustainability Principles

Note: "Yes - equivalent" to be negotiated and agreed by Enterprise Sustainability team

Yes

4

4.1. Do you sign up to NAB's Group Supplier Sustainability Principles (mandatory field)

- Yes/No

Please 'click' on the links for details on Sustainability Principles.

Refer to your NAB sourcing contact if you disagree

NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

6. To continue, select **Section 6 – Consent to Provide Bank Information**

6.1. Bank Account and other details (mandatory field)

- Select **Yes or No** from dropdown.
- **Important:** If your organisation is approved for invoice transactional processing, NAB will require Bank Account and other details.

6.2. Email address for Payment Remittance (mandatory field)

- **Enter** the email address, where all **payment remittance notifications / confirmations** will be sent
- Maximum number of characters: 255

6.3. Email Address for Purchase Order (mandatory field)

- **Enter** the email address, where all **purchase order notifications / requests** will be sent
- Maximum number of characters: 255

Important - Using Gmail, Hotmail and Yahoo email addresses make you more vulnerable to fraudulent activity.

We recommend using a **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.

6.4. Number of Bank Accounts (mandatory field)

- You can **'select'** up to 5 Bank Accounts

NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

6. To continue, complete **Section 6.5 – Bank Information**

i If you selected more than 1 Bank Account for the previous question 6.4 you will be asked to enter the banks details for each individual account.

6.5.1.1 Bank ID (optional)

- Select from dropdown

6.5.1.2 Bank Country (mandatory field)

- Please select – ‘Australia [AU]’

6.5.1.3 Bank Name (mandatory field)

- Maximum number of characters 40 - including spaces
- Only English keyboard characters : A-Z, a-z

6.5.1.4 Account/Beneficiary Name (mandatory field)

- This is the official name that you have registered with your beneficiary bank.
- Maximum number of characters 60 - including spaces
- Only English keyboard characters: A-Z, a-z

6.5.1.7 Enter SWIFT Code/BIC/ Sort Code (mandatory field)

- Do not include special characters: /-&.*'+Space'
- Maximum number of characters: 11

6.5.1.13 IBAN (optional)

- Select from dropdown

6.5.1.14 Bank Account Number (mandatory field)

- Maximum number of characters 20 - including spaces
- Only English keyboard characters and numbers only: A-Z, a-z and 0-9

6.5.1.18 Payment Currency (mandatory field)

- Please select – ‘AUD’.

NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

6. To continue, complete **Section 6.5.1 – Bank Information**

IMPORTANT

- Please ensure you complete and submit prior to the event close time.
- If additional time is required, contact [NAB Supplier Onboarding Team](#)

Submit Entire Response

- Once **all mandatory fields (*)** have been completed and form is ready to submit, **click 'Submit Entire Response'**.



Once your S2C registration is approved, you will receive a SAP Ariba email confirming the registration approval.

You can go back and view 'sections' of the questionnaire content from the left navigation panel.

- You can complete each section in any order.
- Every mandatory field * in each section needs to be completed before you can submit the questionnaire.

Save draft: Enables you to save your draft answers and return to the questionnaire later.

Excel Import: Enables you to import the spreadsheet containing your responses back into the questionnaire. Refer to [SAP Help Portal](#) for further information on this functionality.

NAB SAP (Ariba) Business Network



**Step 2 – NAB Supplier Registration
Questionnaire** is now complete.

National Australia Bank Limited

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