

SAP Ariba Quick Reference Guide

SAP Ariba Supplier Registration Process

Supplier Process

**All screenshots provided are examples only*

Overview

This guide outlines the step-by-step process for a **new** or **existing** suppliers to register on the SAP Ariba Network and complete the External Registration Questionnaire. Following this guide will ensure a smooth and efficient onboarding process.

Not sure if you have an existing SAP Ariba account?

Please check with your Finance or Accounts department to verify whether your organisation already possesses an SAP Ariba account.

Instructions

Step 1

You will receive a registration invitation email from the TMR Supplier Enablement team, including a link to register for an **SAP Business Network Account**.

Invitation: Register to become a supplier with Department of Transport and Main Roads Queensland - TEST

MD [Redacted]

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello

[Redacted] 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 **Powerful Employees** 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?

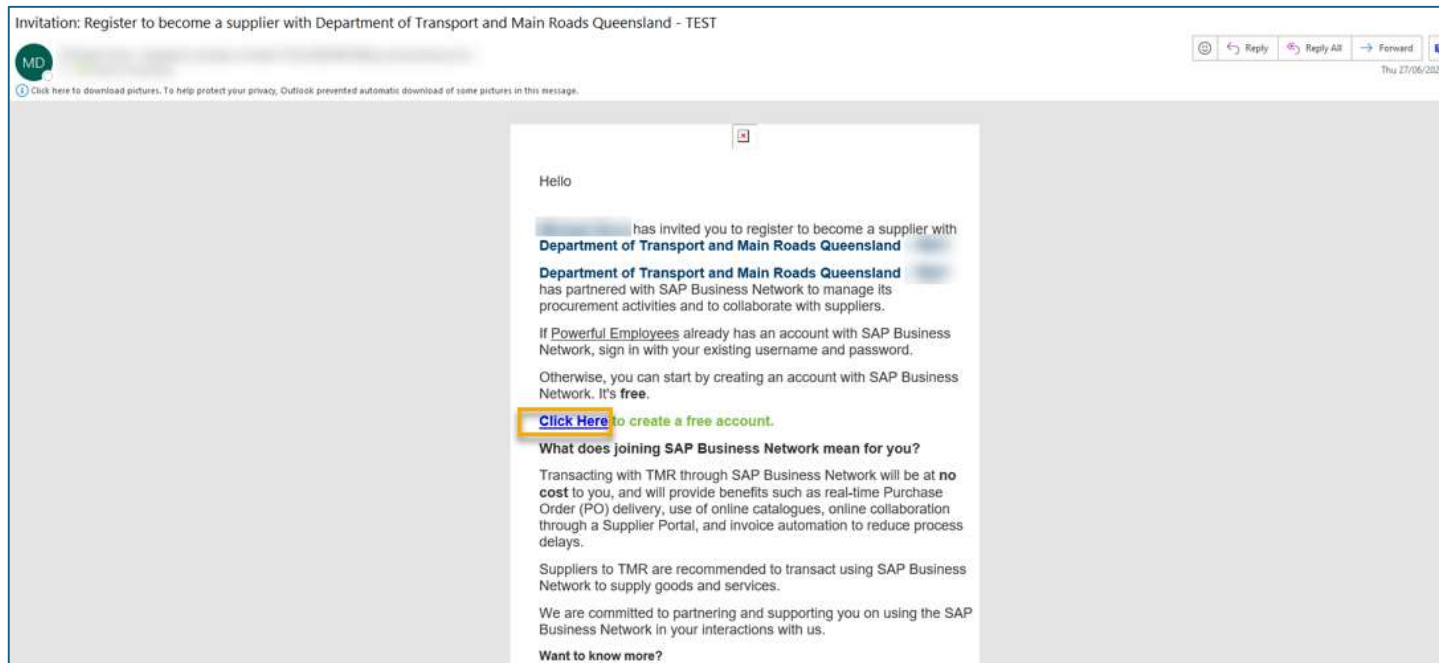
Thu 27/06/2024 10:51 AM

Important Note

If you have not received the expected email, please check your **Junk** or **Spam** folder. If you have not received the email, please contact supplier_enablement@tmr.qld.gov.au for assistance.

Step 2

Select '**Click Here**' Link to advance to the SAP Ariba registration regardless of if you are creating a new account or have pre-registered account with SAP Ariba.



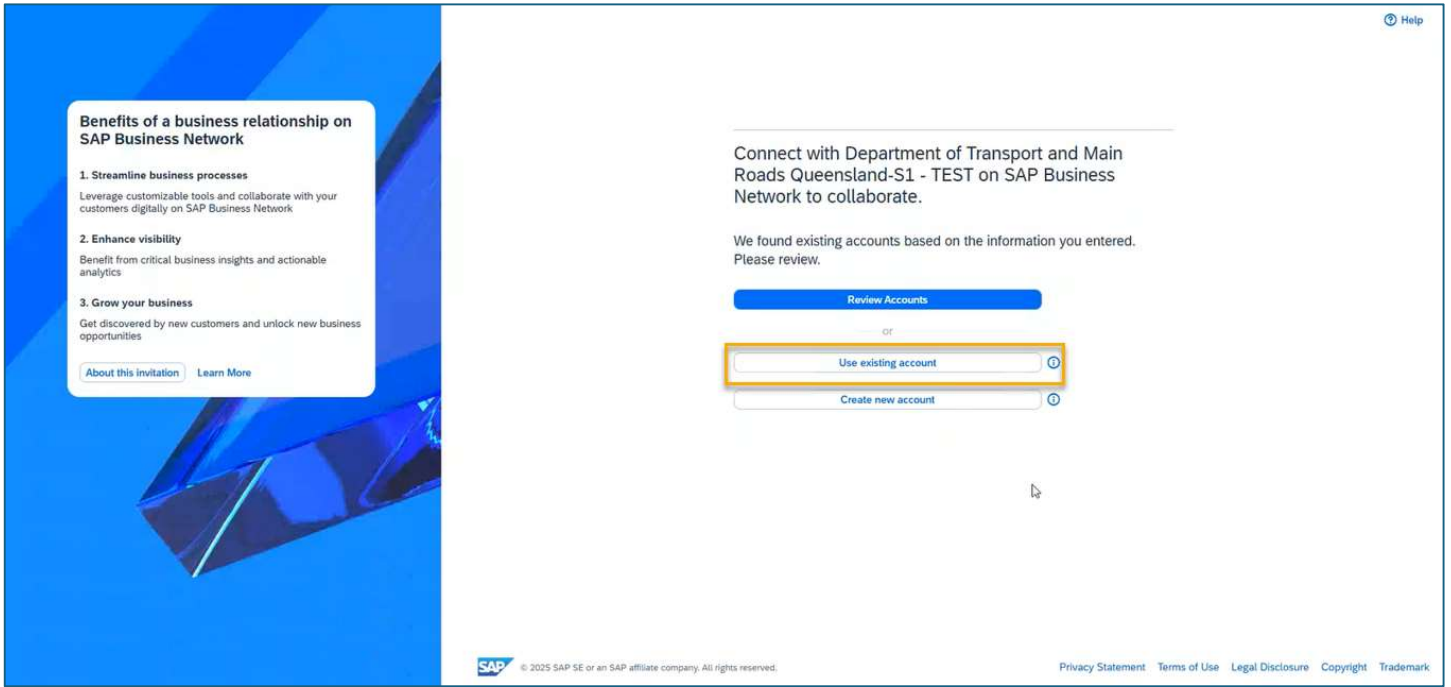
Step 3

Registration for Supplier with an existing Account.

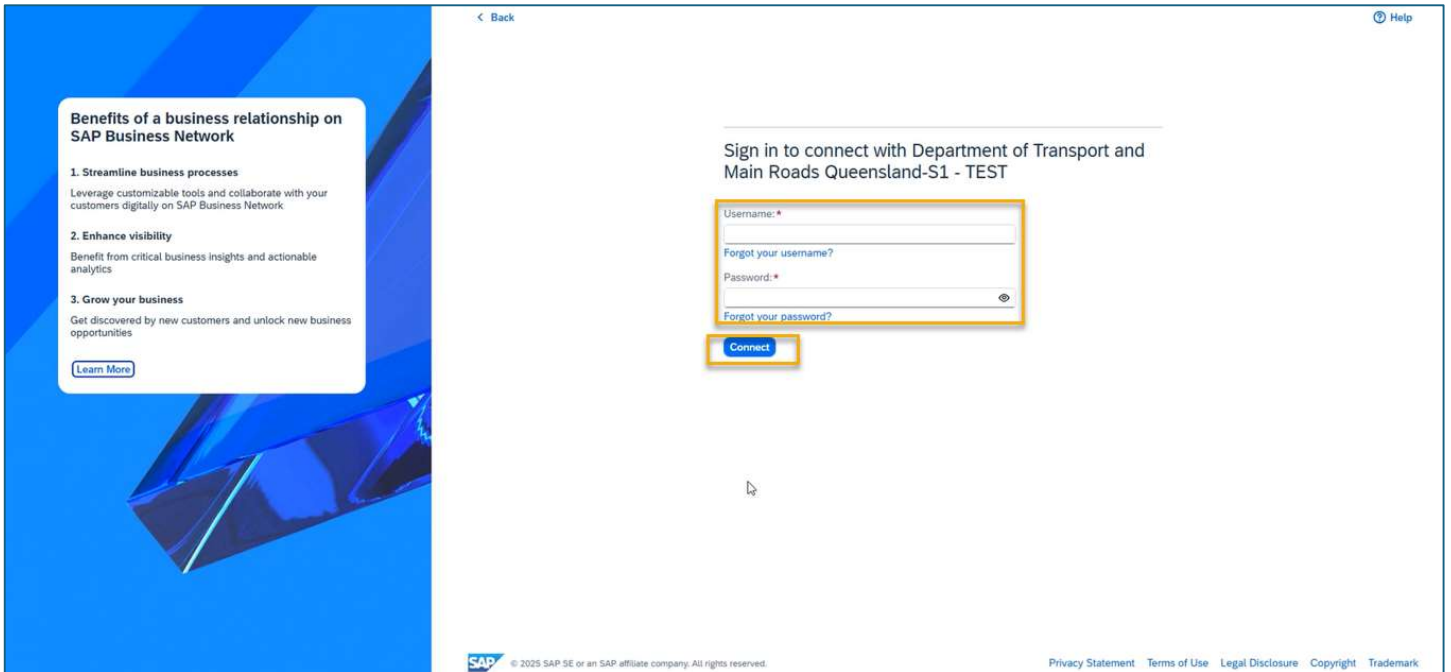
For those with an existing SAP Ariba account, select '**Use existing account**'.

Continue to sign in, using your username and password to sign in.

If you are unable to recall your username or password for your account, please use the 'How to Reset your Password' on the Business Network Guide for instructions on resetting your login details.



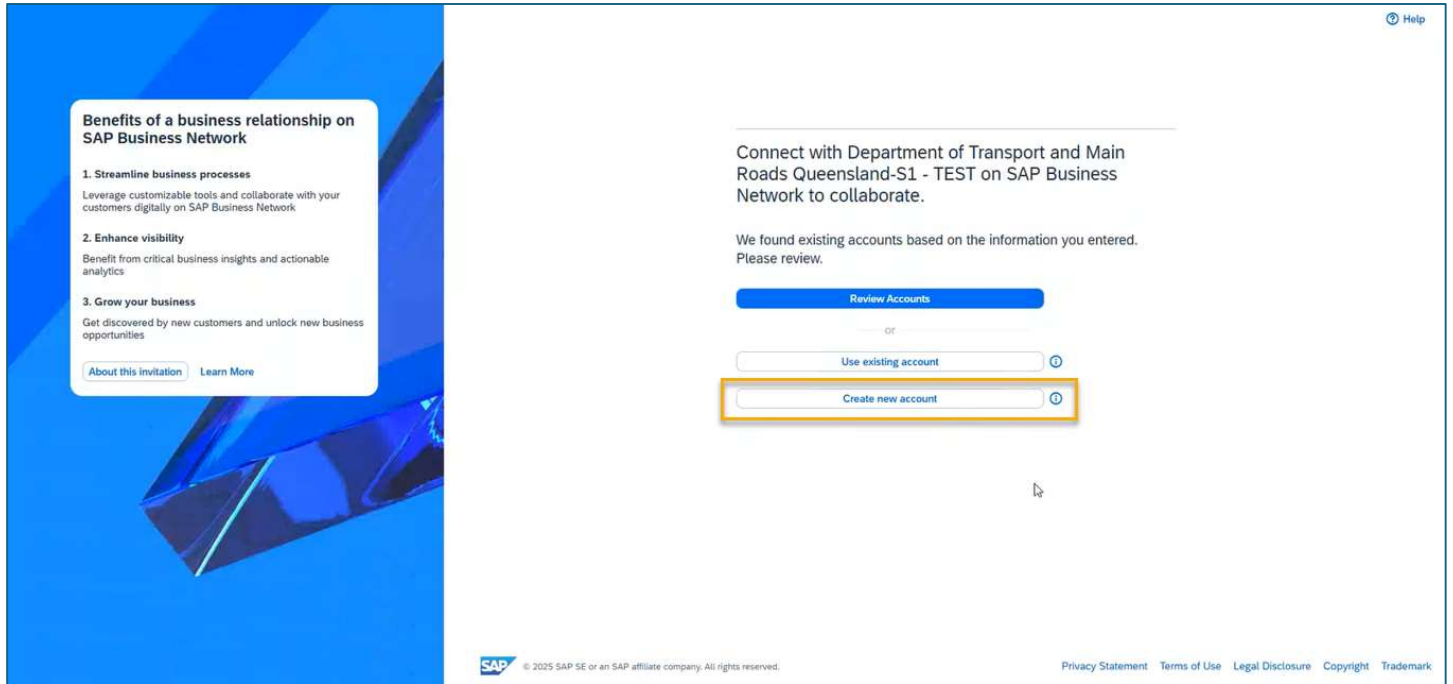
Enter existing account details then select 'Connect'



Step 4

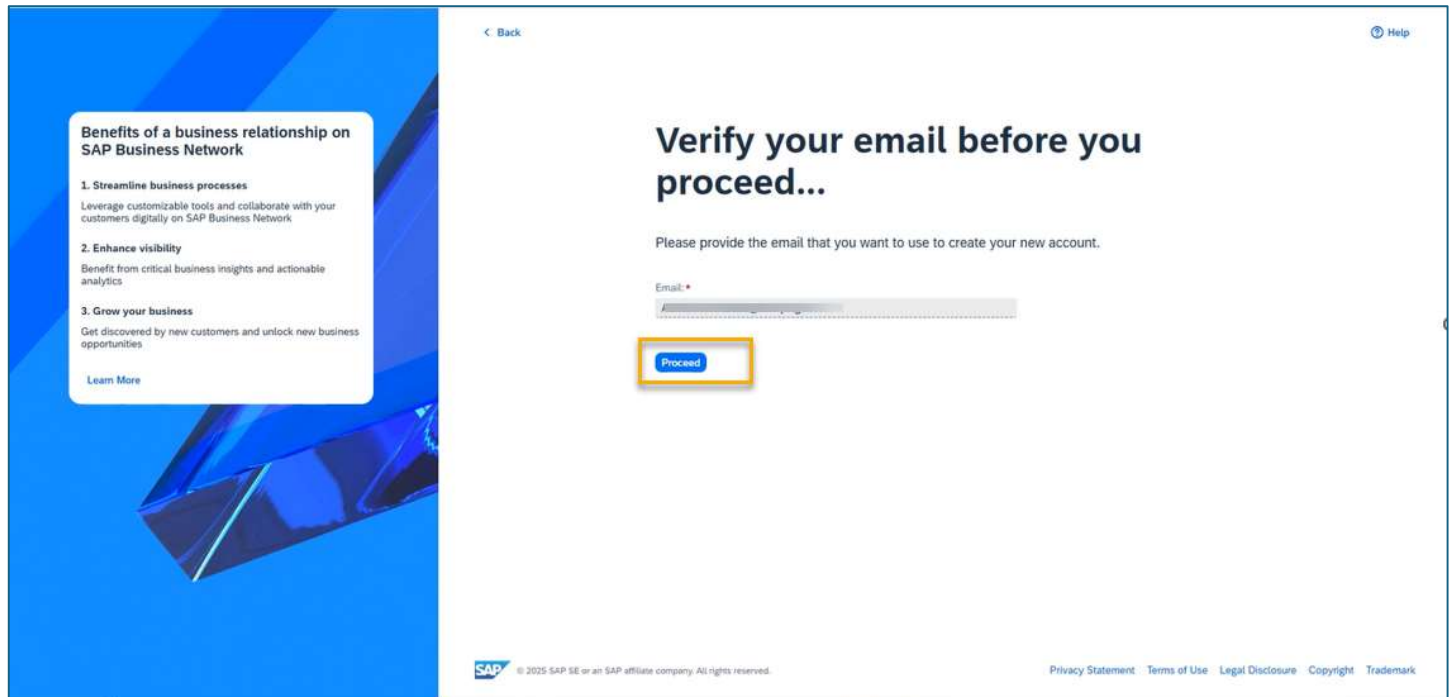
Registration for Supplier not on Ariba Network (New to Ariba)

Select **'Create new account'**.



The screenshot shows the registration interface. On the left, a sidebar lists the benefits of a business relationship on SAP Business Network, including streamlining processes, enhancing visibility, and growing the business. The main content area displays a message from the Department of Transport and Main Roads Queensland-S1 - TEST, followed by a 'Review Accounts' button and two radio button options: 'Use existing account' and 'Create new account'. The 'Create new account' option is highlighted with a yellow border. A 'Help' link is visible in the top right corner.

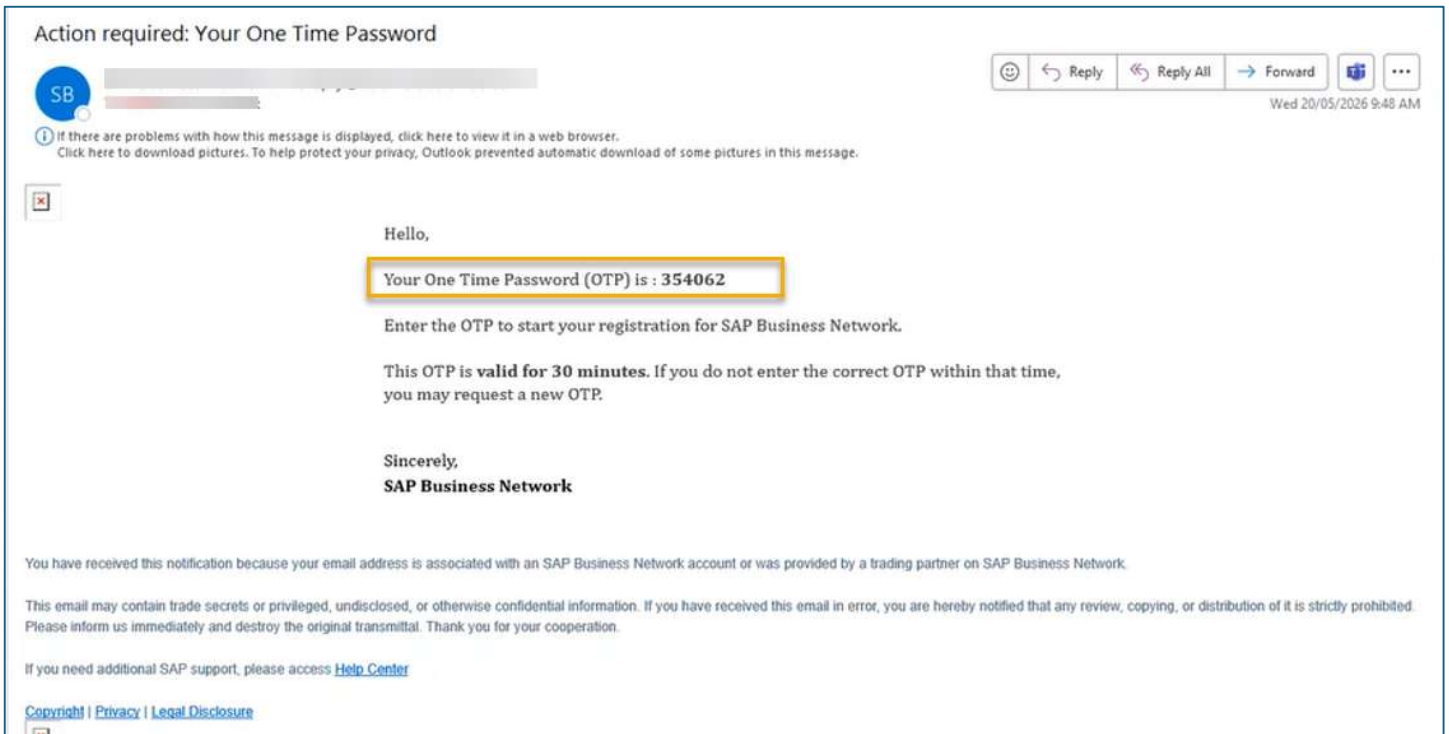
Verify the email to be used to create your account. (this email can be changed). If this is the email to be used Select **'Proceed'**



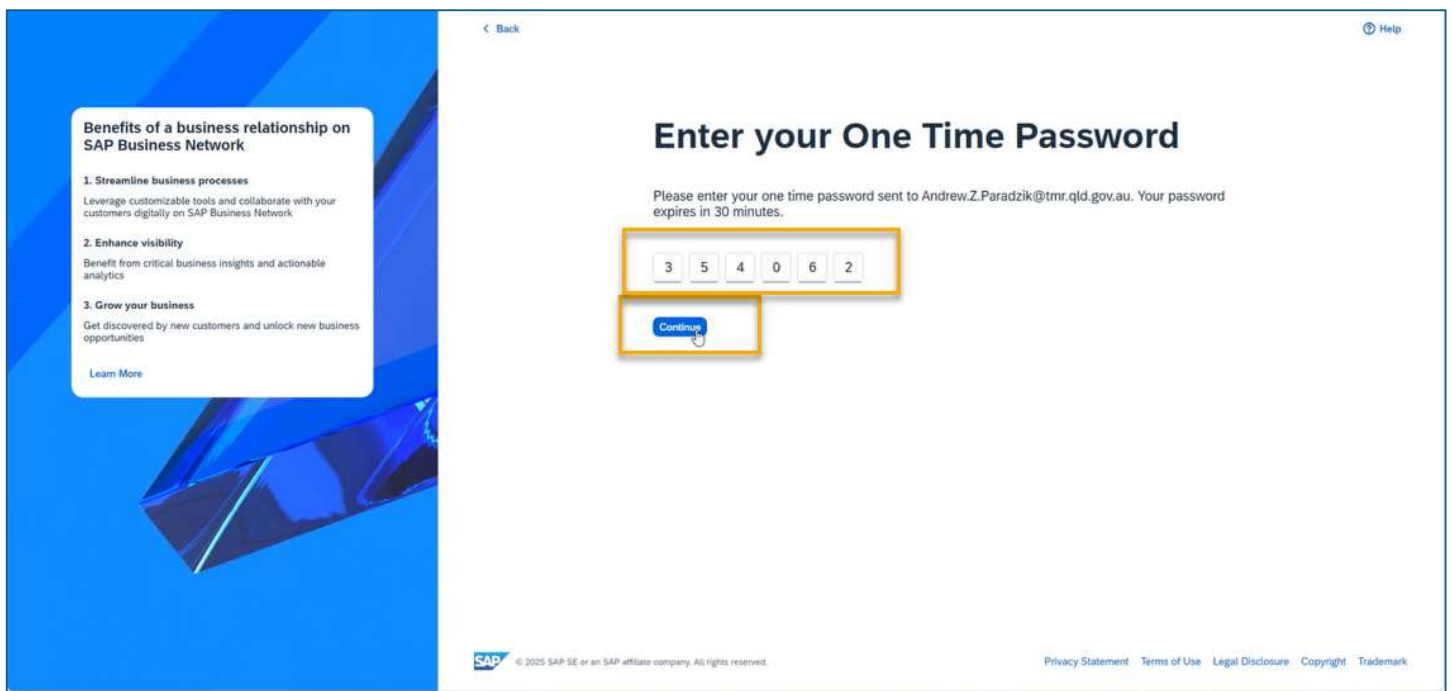
The screenshot shows the email verification step. A 'Back' link is in the top left, and a 'Help' link is in the top right. The main heading reads 'Verify your email before you proceed...'. Below this, a message asks the user to provide the email they want to use. An email input field is shown with a red asterisk indicating a required field. A 'Proceed' button is highlighted with a yellow border. The sidebar on the left remains the same as in the previous step.

Step 5

You will receive a **'One Time Password'** via your email.



Enter the 'One Time Password' then select 'Continue'



Step 6

Your details will auto populate.

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

Create an account to connect and collaborate with Department of Transport and Main Roads Queensland-S1 - TEST on SAP Business Network

Company Information

DUNS Number:

What is a DUNS number?

Company Legal Name: *

Country / Region: *

Address Line 1: *

Address Line 2:

City: *

State: *

Postal Code: *

Create a **'Password'**. Once you have read the **'Terms of Use'** and **'Privacy Statement'** tick the required boxes.

Tick **'I'm not a robot'** then select **'Create account'**

Benefits of a business relationship on SAP Business Network

- 1. Streamline business processes**
Leverage customizable tools and collaborate with your customers digitally on SAP Business Network
- 2. Enhance visibility**
Benefit from critical business insights and actionable analytics
- 3. Grow your business**
Get discovered by new customers and unlock new business opportunities

[Learn More](#)

City: *

State: *

Postal Code: *

Administrator Account Information

Name: *

Email:

Use my email as my user name


Password: *

Repeat Password: *

I have read and agree with the Terms of Use.

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the Privacy Statement) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the Privacy Statement to learn how we process personal data.

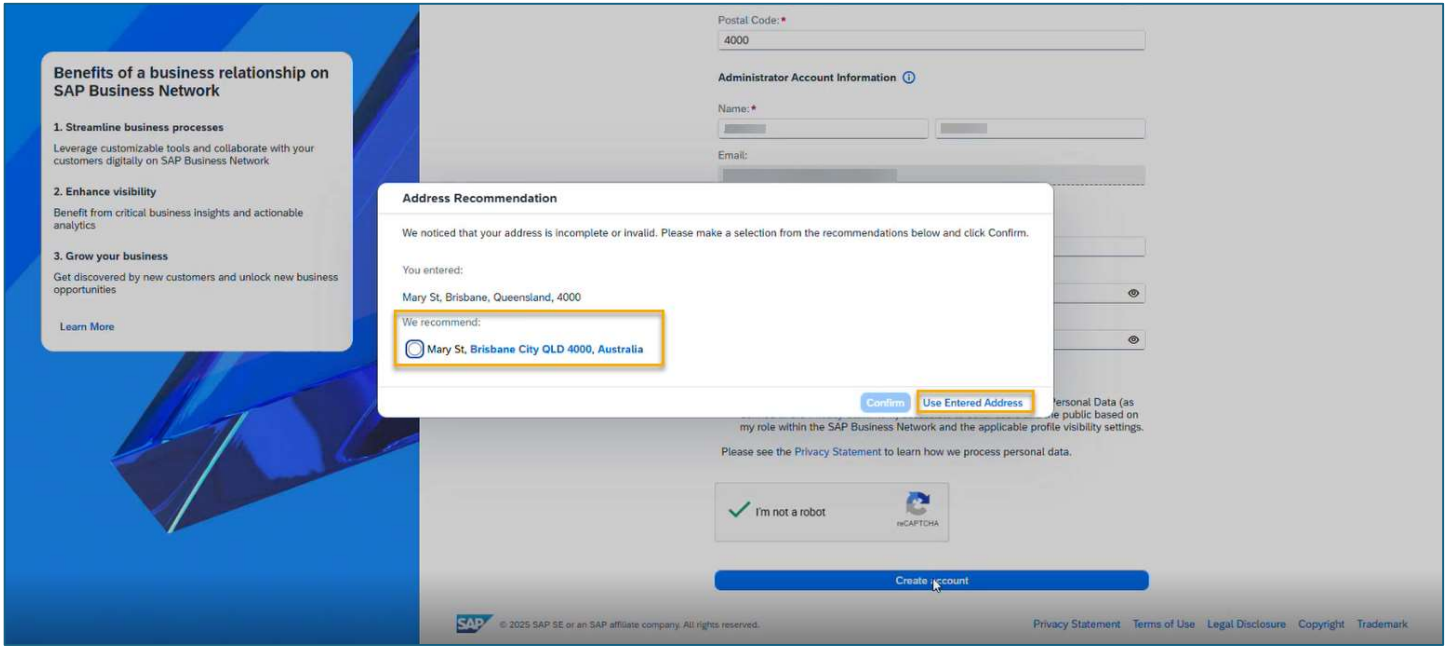
I'm not a robot 

[Create account](#)

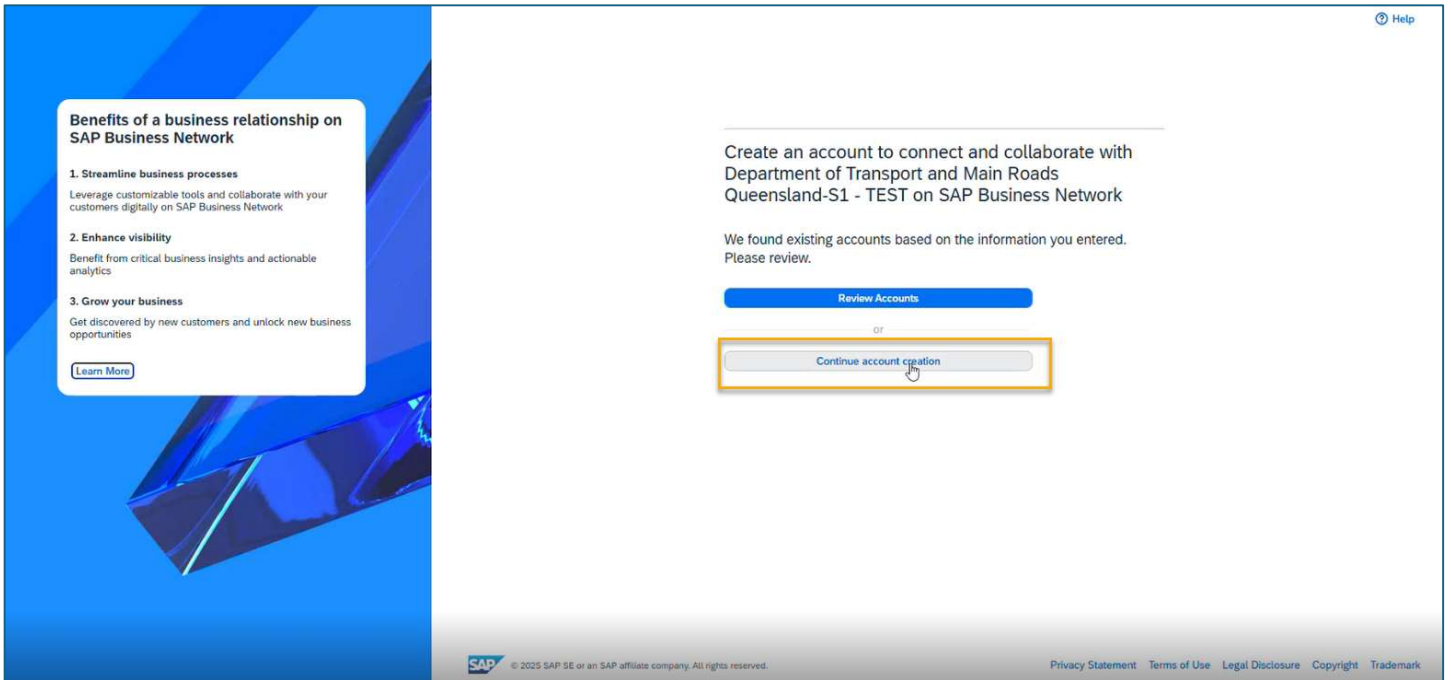
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[Terms of Use](#)
[Legal Disclosure](#)
[Copyright](#)
[Trademark](#)

If the address is correct under the Address Recommendation, select **'Use Entered Address'**. If address is incorrect this can be changed.



Select 'Continue account creation'



You are Almost done

You are almost done

You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete.



Important Note

Upon completing this next step, please note that the registration process is not yet concluded. You must proceed with the **External Registration Questionnaire** to finalise your registration and begin transactions with TMR.

Step 7:

Select 'External Registration'

Title	ID	End Time	Status
External Registration Questionnaire (Supplier Owned Data)	Doc100561491	19/6/2026 16:26	Invited

Once you have read the 'Queensland Government Supplier Code of Conduct'. Use the drop down on the right select 'Yes'

Ariba Sourcing

Go back to Department of Transport and Main Roads Queensland-S1 Dashboard

Console Doc100567826 - External Registration Questionnaire (Supplier...)

Desktop File Sync Time remaining 29 days 23:37:44

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Mandatory Requirements

1.1 Do you accept the Queensland Government Supplier Code of Conduct? Please click here. ⓘ

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Andrew Paradzik (andrew.vendor@tmr.qld.gov.au) last visited 19 May 2026 10:22:02 pm ANDREWS VENDOR AN11373924176-T
SAP Business Network Privacy Statement Security Disclosure Terms of Use

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SAP Paradzik Andrew (1779231242788_Andrew.Z.Paradzik@tmr.qld.gov.au) last visit 20/5/2026 10:22 | Department of Transport and Main Roads Queensland-S1 | C3_U4

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Step 8:

Review and complete all the mandatory fields from steps 2.2 to 4.6. Some fields will be auto populated

Ariba Sourcing

Go back to Department of Transport and Main Roads Queensland-S1 Dashboard

Console Doc100567826 - External Registration Questionnaire (Supplier...)

Desktop File Sync Time remaining 29 days 23:29:59

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Mandatory Requirements

2 General Supplier Inf...

3 Transaction Information

4 Bank Information

2.2 Legal Trading Name ⓘ ANDREWS VENDOR

2.3 Do you have a valid ABN? ⓘ Yes

Note: You can check ABN validity by visiting <https://abr.business.gov.au/> or phoning 13 72 26 24 hours a day, 7 days a week.

2.4 Please provide your ABN ⓘ 35588556016

2.7 Please provide your ACN (if applicable) ⓘ

Show More

Street: Mary St ⓘ House Number: 61 ⓘ

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Andrew Paradzik (andrew.vendor@tmr.qld.gov.au) last visited 19 May 2026 10:22:02 pm ANDREWS VENDOR AN11373924176-T
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Ariba Sourcing

Go back to Department of Transport and Main Roads Queensland-S1 Dashboard

Doc100561491 - External Registration Questionnaire (Supplier...)

Time remaining: 29 days 03:21:48

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Name: []

Country/Region: Australia (AU) State/Province/Region: Queensland (QLD)

2.9 Country code (main and mobile telephone numbers) [AU]

2.10 Main telephone number / Mobile number
Note: This will be used to contact your organisation. 0730662520

2.11 Secondary Phone Number or Mobile

2.12 Do you identify as an Indigenous owned business? [Unspecified]

2.13 Do you identify as a Social Enterprise? [Unspecified]

2.14 Are you a Small to Medium Enterprise? [Unspecified]

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Andrew Paradzik (Rail.Birk@trm.qld.gov.au) last visited 20 May 2026 8:03:49 pm Rail Line to Maroochyshore AN11376297075-T
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Please ensure at step '3.1 and 3.2' to enter the email address to received purchase orders and Remittance advice.

All Content

Name: []

2.15 Are you registered as a Small Business with the QLD Government? Register here [Yes]

3 Transaction Information

3.1 E-mail address for purchase orders []

3.2 Remittance email address []

Please take note of the required supporting documents needed to validate bank details

Console

Doc100567826 - External Registration Questionnaire (Supplier...)

29 days 23:24:55

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

4 Bank Information

4.2 Bank Country [AU]

4.3 BSB number: Follow 123-123 format please

4.4 Account Number: No spaces or symbols please.

4.5 Account Holder Name

4.6 Please provide one of the following supporting documents for the stated bank account details:

1) Copy of the most recent bank statement
2) Stamped, signed and dated bank correspondence on bank letterhead or
3) Signed and dated correspondence on the organisation's letterhead (must include name and title/position of signatory).

Note: the documents provided should be dated within the last 3 months.

(*) Indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Andrew Paradzik (andrews.vendor@trm.qld.gov.au) last visited 19 May 2026 10:22:02 pm ANDREWS VENDOR AN11377924176-T
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4 Bank Information

4.2 Bank Country

4.3 BSB number. Follow 123-123 format please

4.4 Account Number. No space or symbols please.

4.5 Account Holder Name

4.6
Please provide one of the following supporting documents for the stated bank account details:

- 1) Copy of the most recent bank statement
- 2) Stamped, signed and dated bank correspondence on bank letterhead or
- 3) Signed and dated correspondence on the organisation's letterhead (must include name and title/position of signatory)

Note: the documents provided should be dated within the last 3 months.

4.6 – Please provide ONE of the following supporting documents for the stated bank account details:

1. Copy of most recent bank account statement which includes bank name, address and logo as well as BSB, Account, Account Name and statement period (transaction details can be truncated) OR
2. Stamped, signed and dated bank correspondence on bank letterhead which provides BSB, Account and Account Name OR
3. Signed and dated correspondence on the organisation's letterhead (must include name and title/position of signatory) and contain BSB, Account and Account Name.

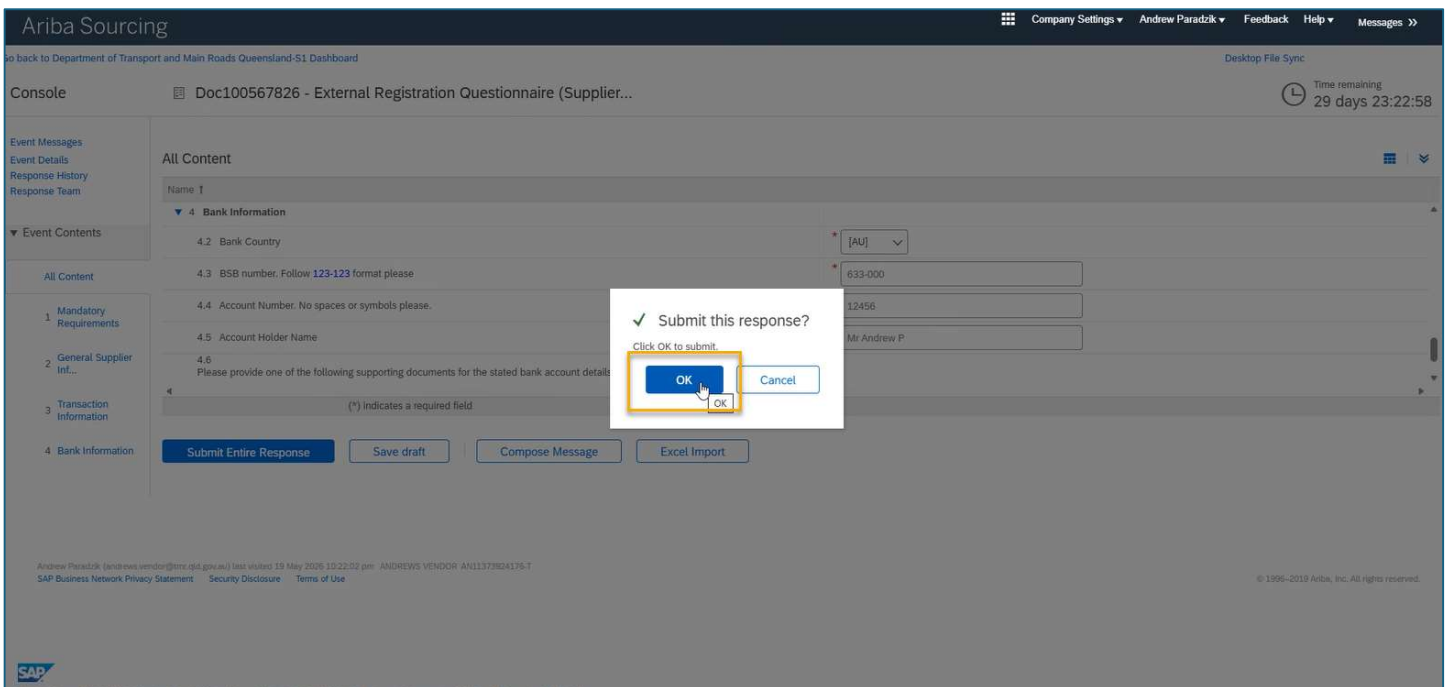
NOTE: The documents provided MUST be dated within the last 3 months.

When attaching supporting documentation, please note that SAP Ariba will only accept one attachment.

If more than one document is needed to provide sufficient evidence, suppliers should combine documents into **one** PDF or compress ZIP file

Step 9:

Once all required information has been entered select ‘**Submit Entire Response**’.
Select ‘**OK**’ to confirm submission.



External Registration Questionnaire has now been submitted

Ariba Sourcing

Go back to Department of Transport and Main Roads Queensland-S1 Dashboard

Company Settings Andrew Paradzik Feedback Help Messages

Doc100567826 - External Registration Questionnaire (Supplier...)

Pending Approval

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

Name 1

4 Bank Information	
4.2 Bank Country	[AU]
4.3 BSB number. Follow 123-123 format please	633-000
4.4 Account Number. No spaces or symbols please.	1245
4.5 Account Holder Name	Andrew Paradzik
4.6 Please provide one of the following supporting documents for the stated bank account details:	
1) Copy of the most recent bank statement.	

Compose Message

Andrew Paradzik (andrew.vendor@tmr.qld.gov.au) last visited 19 May 2026 10:40:14 pm ANDREWS VENDOR AN1137304176-T
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The status **'Pending Approval'** means you have successfully completed the registration process. Please wait for a response from TMR (via email) for either an approval or request for additional information.

Step 10:

SAP will send through a confirmation email.

Please ensure you keep this email in a safe place as it states important information.

Welcome to SAP Business Network

SAP Business Network <noreply@us.bn.cloud.ariba.com>
To Andrew Z Paradzik

Wed 20/05/2026 9:59 AM

Reply Reply All Forward

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Welcome to SAP Business Network

Dear todayiswednesday@tmr.qld.gov.au,

Please find your account information below:

- Company name TODAY IS WEDNESDAY
- User name todayiswednesday@tmr.qld.gov.au
- SAP Business Network ID AN11373727194-T
- Business Network ID BNO-100000174632827-T
- Administrator email Andrew.Z.Paradzik@tmr.qld.gov.au

Get Started

Follow these steps to set up your account:

- 1. Complete your company profile**
When you log in, you will see a customer-specific page with information they have requested.
- 2. Update your company profile**
Potential customers can search for and review profiles to discover business opportunities.
- 3. Explore SAP Business Network Discovery**
Find and participate in a variety of business opportunities.

Sincerely,
SAP Business Network

All folders are up to date. Connected to: Microsoft Exchange Display Settings

Step 11:

Await Review and Further Instructions from TMR

After submitting the questionnaire, you will receive a confirmation email acknowledging receipt of your registration and questionnaire.

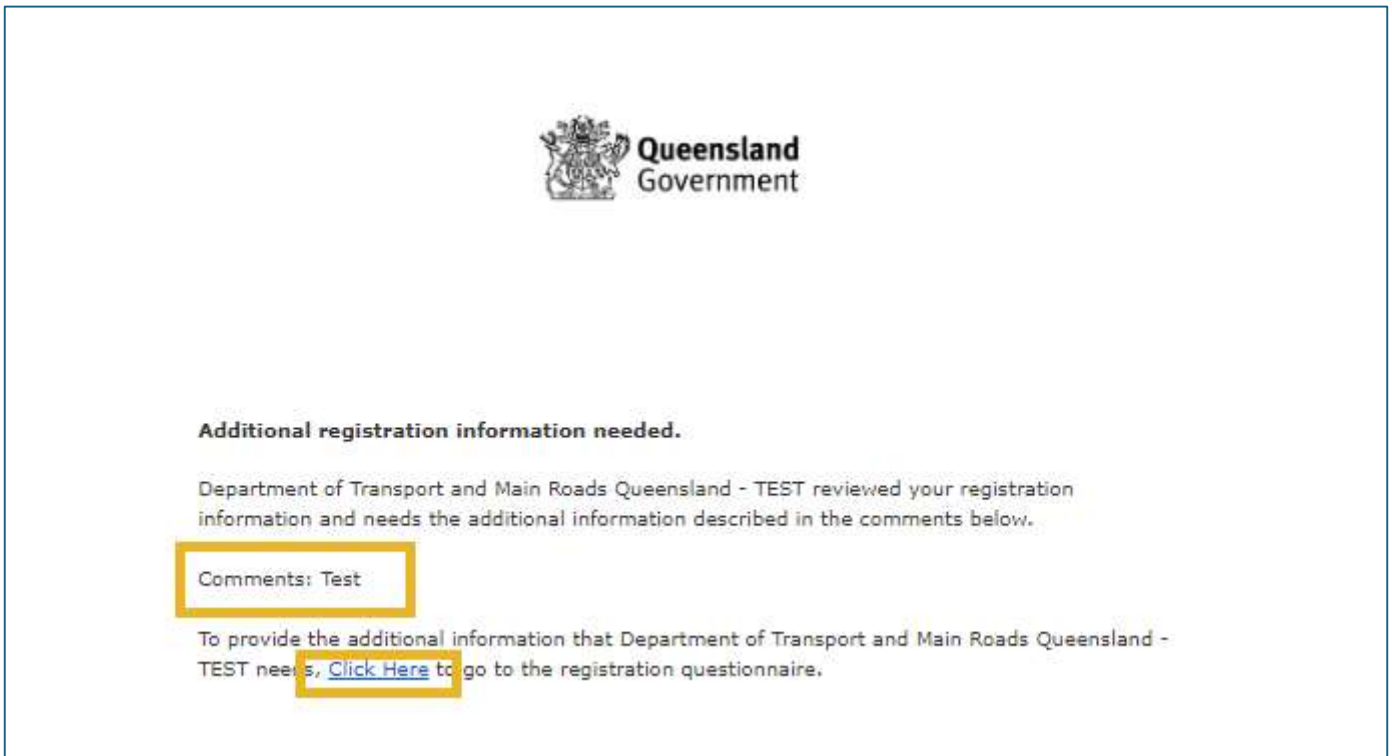
TMR will review your submission and may contact you for further information or clarification if needed.

If our Master Data Team require further information you will receive an email with comments to explain the information required.

Potential request for information could include:

- Inconsistencies with the supplier's details and contact information.
- The supporting documentation the supplier has provided is insufficient or does not match the details included on the external registration form.

If the form requires updating, Suppliers will receive an email notification from SAP Ariba requesting the required actions. (See *example below*).



Select '**Click here**'.

Log in to SAP Ariba.

Select '**Revise Response**'.

Ariba Sourcing

Go back to Department of Transport and Main Roads Queensland - TEST Dashboard

Company Settings Chloé Dummy Feedback Help Messages

Desktop File Sync

Time remaining: 29 days 23:50:21

Console Doc63084807 - External Registration Questionnaire (Supplier ...)

You have submitted a response for this event. Thank you for participating.

Submit Response

All Content

Name	
1. Mandatory Requirements	
1.1 Do you accept the Queensland Government Supplier Code of Conduct? Please click here.	Yes
2. General Supplier Information	
2.1. TMR has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include:	
- Automated invoice to Purchase Order matching reducing delays in invoice processing;	
- Real-time view of invoice and payment status;	
- Report against and archive your orders, invoices and other transactions;	
- Greater reach and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network. Please refer to the URL below for further details.	
https://www.ariba.com/ariba-network/ariba-network-for-supplier	
2.2 Legal Trading Name	Supplier Onboarding Demo
2.3 Do you have a valid ABN? Note: You can check ABN validity by visiting https://abr.business.gov.au or phoning 13 72 25 24 hours a day, 7 days a week.	Yes
2.4 Please provide your ABN.	0340823073
2.7 Please provide your ACN (if applicable)	
2.8 Main address (Please start with selecting country)	Show More Street: PO BOX 545 House Number: Street 2: Street 3: District: Postal Code: 4000 City: Brisbane Country/Region: Australia (AU) State/Province/Region: Queensland (QLD)
2.9 Country code (main and mobile telephone numbers)	AU
2.10 Main telephone number / Mobile number Note: This will be used to contact your organisation.	0428933333
2.11 Secondary Phone Number or Mobile	
2.12 Do you identify as an Indigenous owned business?	No

Complete the required information and select **‘Submit Entire Response’**.

The status will now show **Pending Approval**.

Important Note

If the update relates to the supporting documentation, SAP Ariba will only accept one attachment. If more than one document is needed suppliers should combine documents into one pdf or attach a zip file.

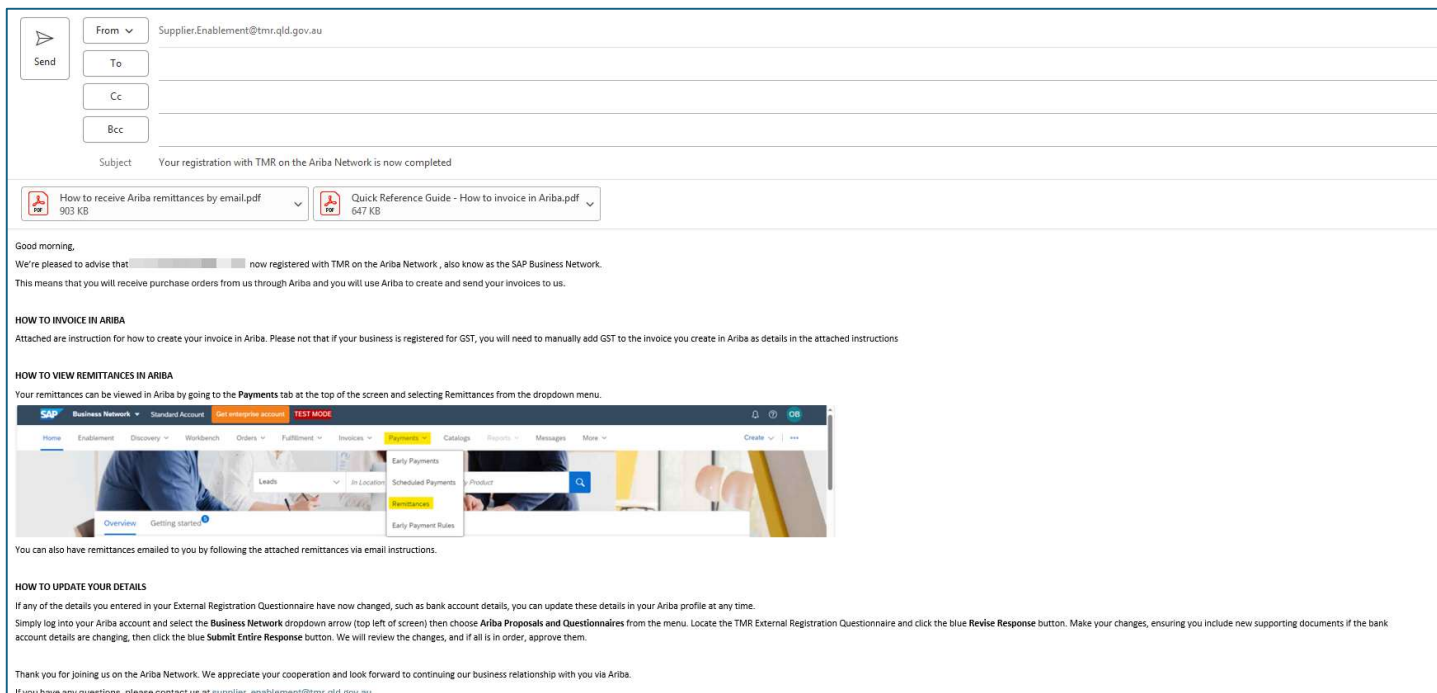
Step 12:

Upon successful review, you will receive an email confirming your **approval as a registered supplier** on the SAP Ariba Network.

You will be able to see the status of the External Registration as **‘Approved’**.



Once fully registered and approved, you will be able to access the SAP Ariba Network to view and respond to procurement opportunities, manage orders, and track payments.



If you require additional supporting using the SAP Ariba platform, please refer to the Quick Reference Guides, available within the SAP Supplier portal.

Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	22.05.26	Amendment	Vernessa Rhodes	Chloe Humphreys

Need further assistance?

For assistance with creating your SAP Business Network account contact the Supplier Enablement Team on supplier_enablement@tmr.qld.gov.au

For SAP Ariba purchase order, payment and invoicing queries 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