# TMR Supplier Onboarding Guide

1 Registering for a SAP Business Network Account

You can sign-up for a brand-new account or log-in to an existing SAP Business Network Account.

1.1 What will the supplier receive in their email? What would it look like?

You will receive a registration invitation email from your TMR contact with a link to register for a SAP Business Network Account, see sample email below.
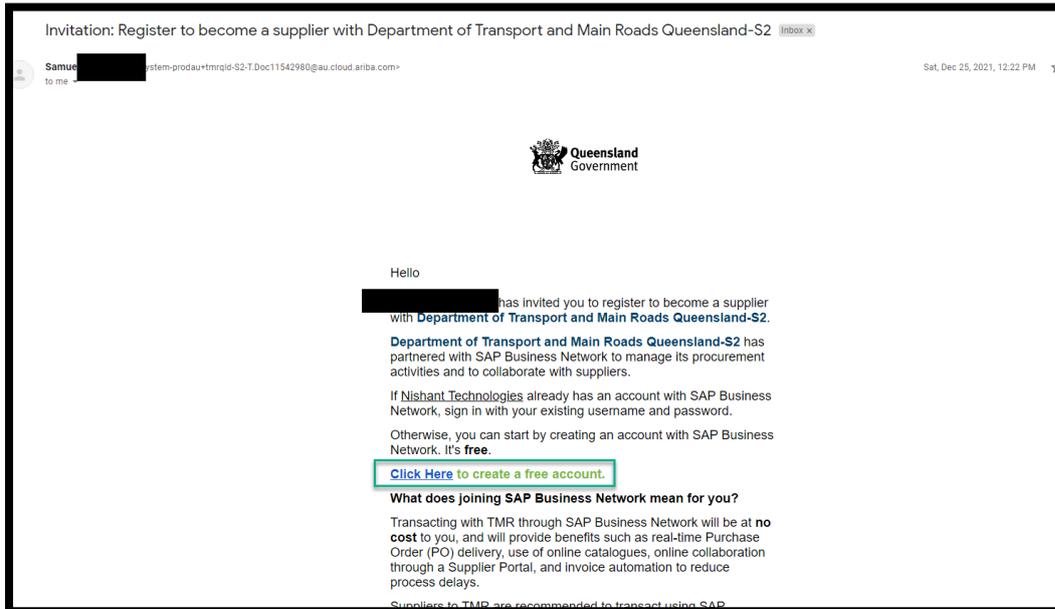

1.2 What to select within the registration invitation email if the supplier has an existing SAP Business Network Account?

In the registration invitation email, please click on the **Click Here** link to proceed with your registration using your existing SAP Business Network Account.

Select **Log-in** as per image below.

Once you have logged-in with your existing Ariba Network Account ID, the system will direct you to complete and submit the "External Registration Questionnaire". (On how to complete the External Registration Questionnaire, refer to "2 Filling out the registration questionnaire" within this document).
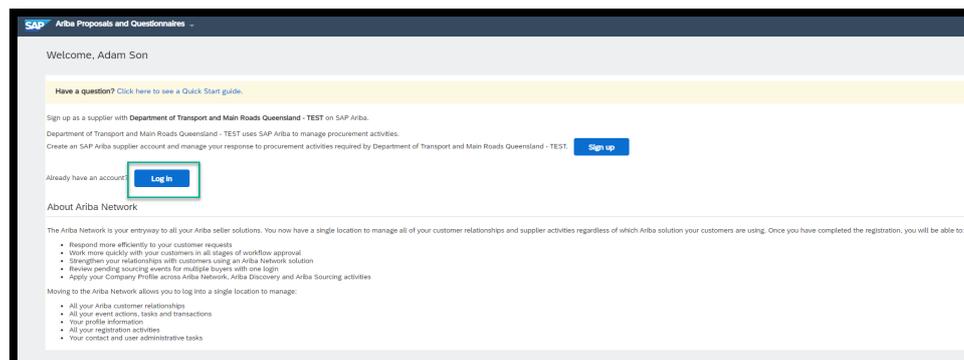
1.3 What to select within the registration invitation email if the supplier does not have a SAP Business Network Account?

In the registration invitation email, please click on the **Click Here** link to proceed with your registration.

If you are registering for the first time in the Ariba Network. Select **Sign up** as per image below.
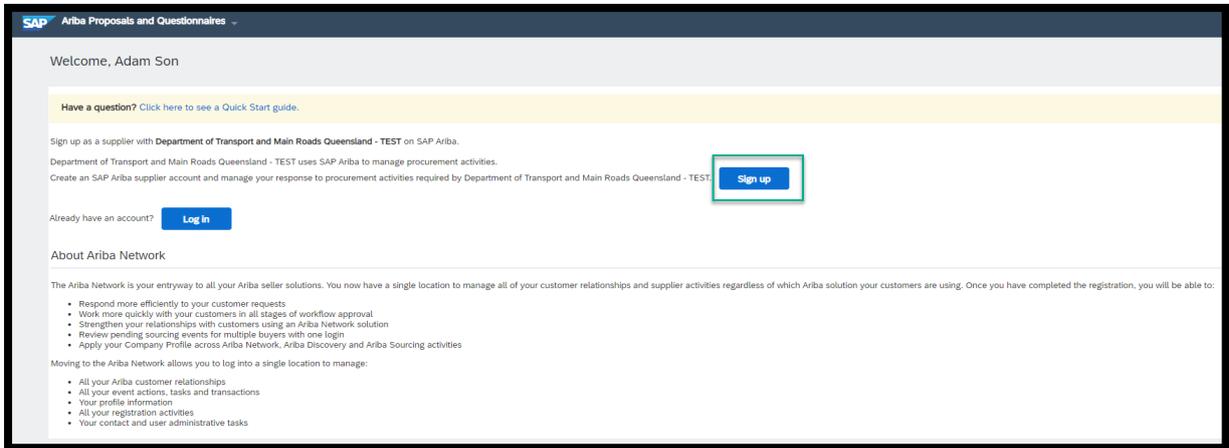
If are not sure, please contact the team at supplier.enablement@tmr.qld.gov.au.

1.3.1 Supplier SAP Business Network Account creation

Complete the Supplier SAP Business Network Account creation form by entering values in the required fields as shown below.

Note: The Username only needs to be in email format, not necessarily a working email. "EmployeeofSupplier@email.com" will work and should be kept personal to the supplier contact.

For the "Product and Service Categories", the closest value can be selected. It is only a mandatory field to assist in segmenting the suppliers on the network.

For the "Ship-to or Service Locations", the value would be the closest capital city or state. Please read the Terms of Use and Privacy Statement and agree to it by clicking both checkboxes.

If you get the below message, it is just a warning for you to check internally if your company already has an existing Ariba Network account.

If you are confident that this is your company's first time registering for an Ariba Network account, select "Skip Review".

2   Filling out the Registration Questionnaire

Fill out and submit the "External Registration Questionnaire (Supplier Owned Data)" to enroll your SAP Business Network Account with TMR.

2.1   Complete and submit the "External Registration Questionnaire"

Make sure the "Ariba Proposals and Questionnaires" is selected from the upper left hand dropdown selection. Then select "External Registration Questionnaire (Supplier Owned Data)".
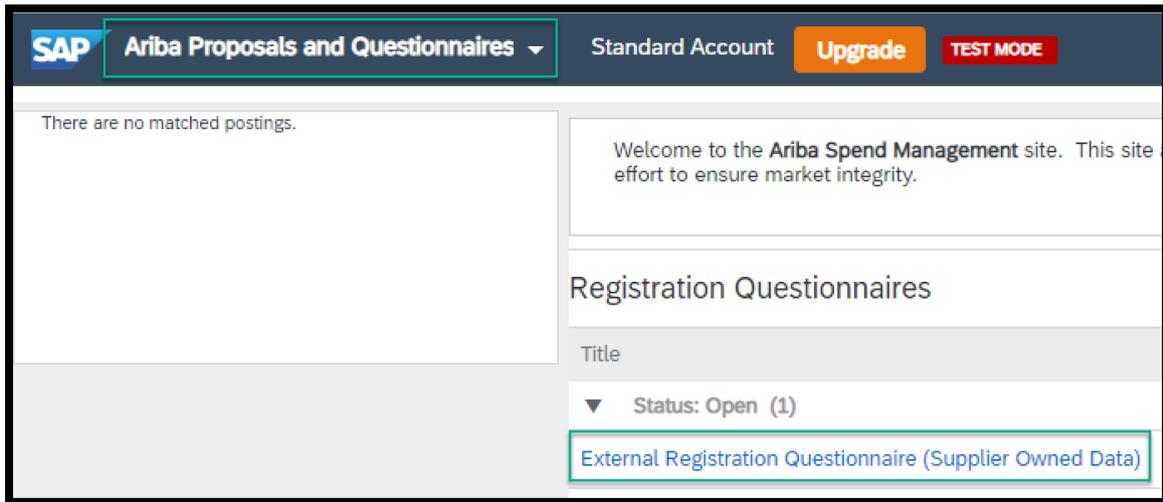
The acceptance of the QLD Government Supplier Code of Conduct is mandatory and must be accepted, otherwise you would not be able to proceed.
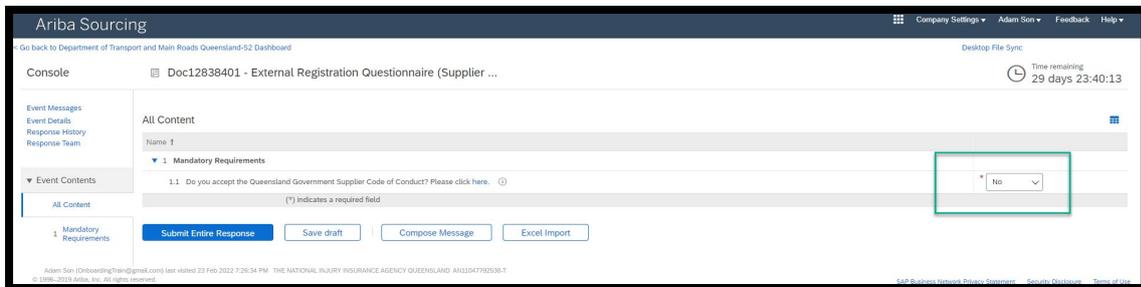
Answer all the questions with a red asterisk (*) and click "Submit Entire Response".

After submitting, go back to the TMR Dashboard.

When you get the status of "Pending Approval", it 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.

Thank you.