

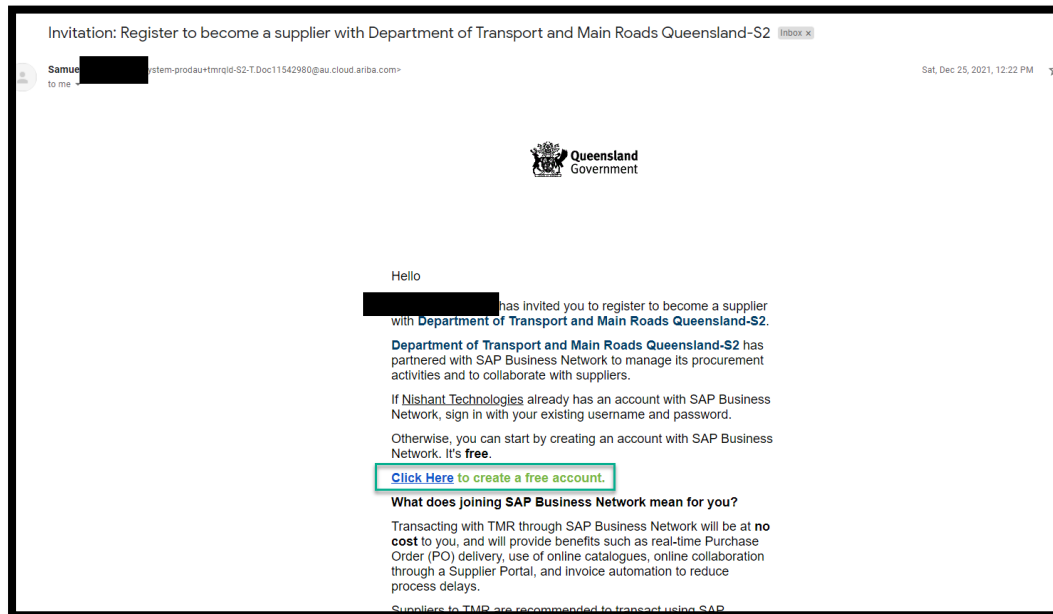
# TMR Supplier Onboarding Guide

## 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.

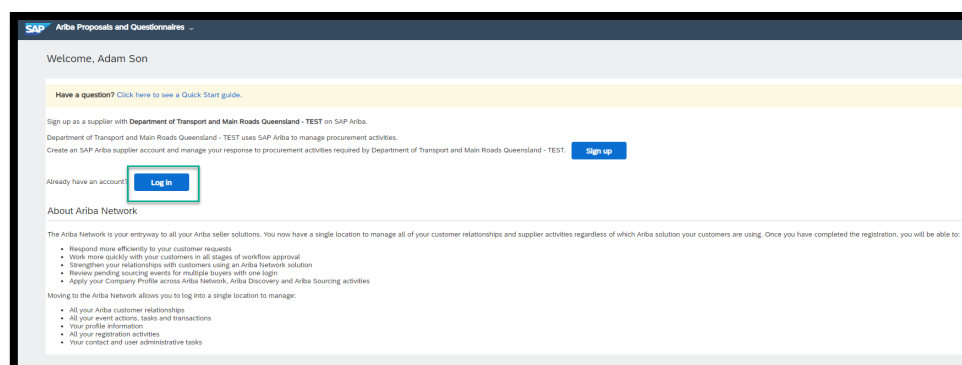


### 1.2 What to select within the registration invitation email if the supplier has an existing SAP Business Network Account?

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.

WELCOME, Adam Son

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with Department of Transport and Main Roads Queensland - TEST on SAP Ariba.  
Department of Transport and Main Roads Queensland - TEST uses SAP Ariba to manage procurement activities.  
Create an SAP Ariba supplier account and manage your response to procurement activities required by Department of Transport and Main Roads Queensland - TEST.

Already have an account? **Log In**

**Sign up**

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

If are not sure, please contact the team at [supplier.enablement@tmr.qld.gov.au](mailto: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.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Department of Transport and Main Roads Queensland - TEST.

Company information

Company Name: \* Training Supplier

Country/Region: \* Australia [AUS]

Address: \* Test WILLIAM ST

City: \* BRISBANE

State: \* Queensland [AU-QLD]

Postal Code: \* 4000

User account information

Name: \* Adam Son

Email: \* atsupplierdemo@gmail.com

Username: \* test-atsupplierdemo@gmail.com

Password: \* Enter Password

Repeat Password

Language: \* English

Email orders to: \* atsupplierdemo@gmail.com

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.

Tell us more about your business

Product and Service Categories:\* Enter Product and Service Categories Add -or- Browse

Ship-to or Service Locations:\* Enter Ship-to or Service Location Add -or- Browse

ABN Number: Optional Enter your 11 digit Australian Business Number (ABN).

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account. ⓘ

☐ I have read and agree to the [Terms of Use](#)

☐ I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

Create account and continue Cancel

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.

Tell us more about your business

Product and Service Categories:\* Enter Product and Service Categories Add -or- Browse

Ship-to or Service Locations:\* Enter Ship-to or Service Location Add -or- Browse

ABN Number: Optional Enter your 11 digit Australian Business Number (ABN).

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Create account and continue Cancel

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”.

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

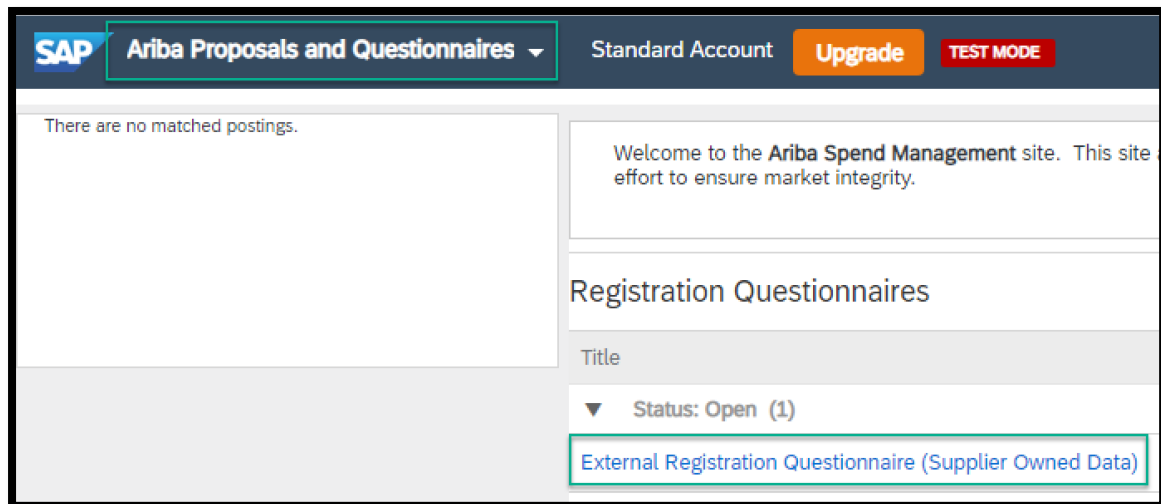
Review accounts Skip review

## 2 Filling out the Registration Questionnaire

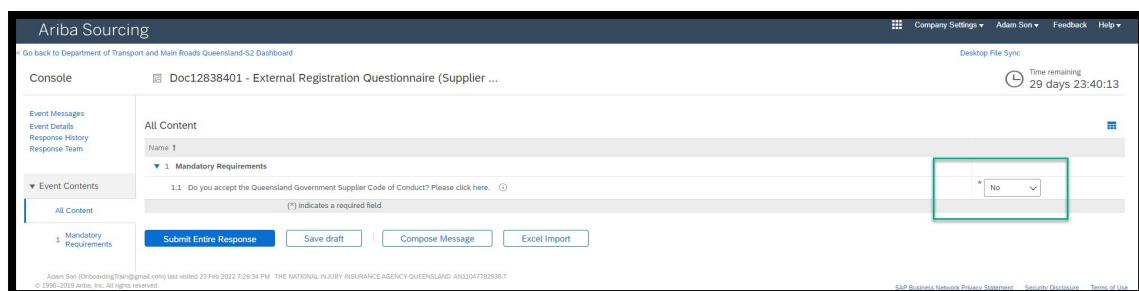
Fill out and submit the “External Registration Questionnaire (Supplier Owned Data)” to enroll your SAP Business Network Account with TMR.

### 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”.

Ariba Sourcing

Go back to Department of Transport and Main Roads Queensland-S2 Dashboard

Console

Doc12838401 - External Registration Questionnaire (Supplier ...)

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

All Content

2.1 Country code (main and mobile telephone numbers)

2.2 Legal Trading Name

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 26 24 hours a day, 7 days a week.

2.4 Please provide your ABN

2.7 Please provide your ACN (if applicable)

2.8 Main address (Please start with selecting country)

2.9 Country code (main and mobile telephone numbers)

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

2.11 Do you identify as an Indigenous owned business?

2.12 Do you identify as a Social Enterprise?

2.13 Are you a Small to Medium Enterprise?

3 Transaction Information

3.1 E-mail address for purchase orders

4 Bank Information

4.2 Bank Country

4.3 BSB number. Follow 123-123 format please

4.4 Account Number

(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

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(\*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

Submit this response?  
Click OK to submit.

OK

Cancel

After submitting, go back to the TMR Dashboard.

Ariba Sourcing

Go back to Department of Transport and Main Roads Queensland-S2 Dashboard

Console

Doc12838401 - External Registration Questionnaire (Supplier ...)

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Save draft

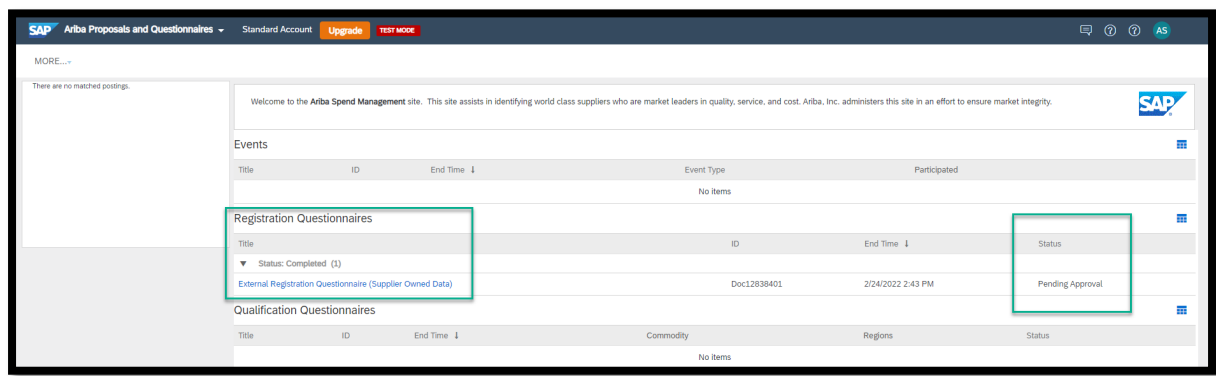
Compose Message

Excel Import

Your response has been submitted. Thank you for participating in the event.

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.

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