

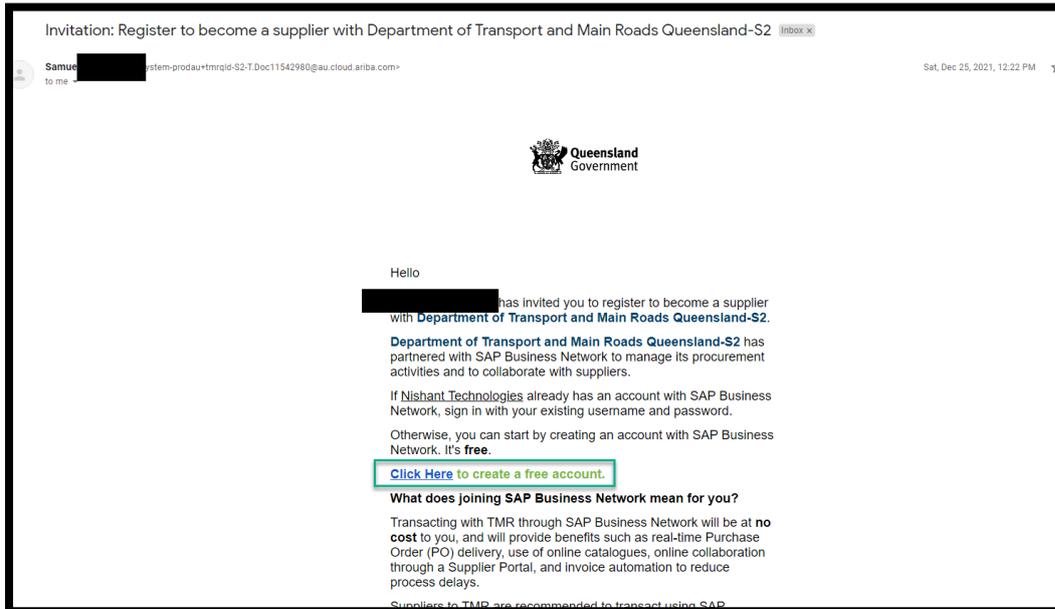
TMR Supplier Onboarding Guide

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.

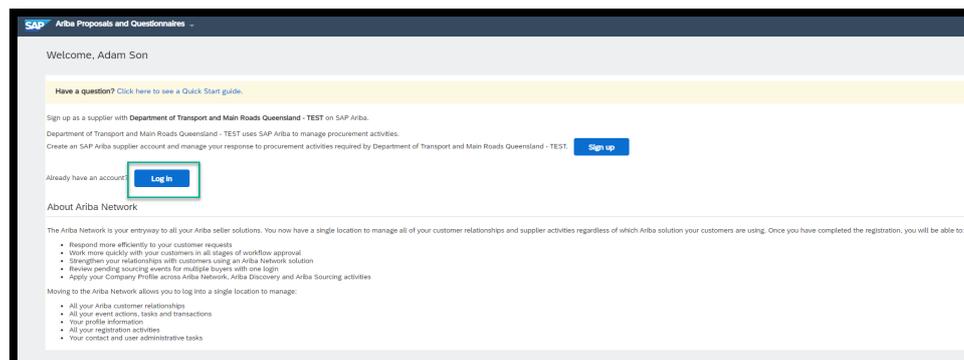


1.2 What to select within the registration invitation email if the supplier has an existing SAP Business Network Account?

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.

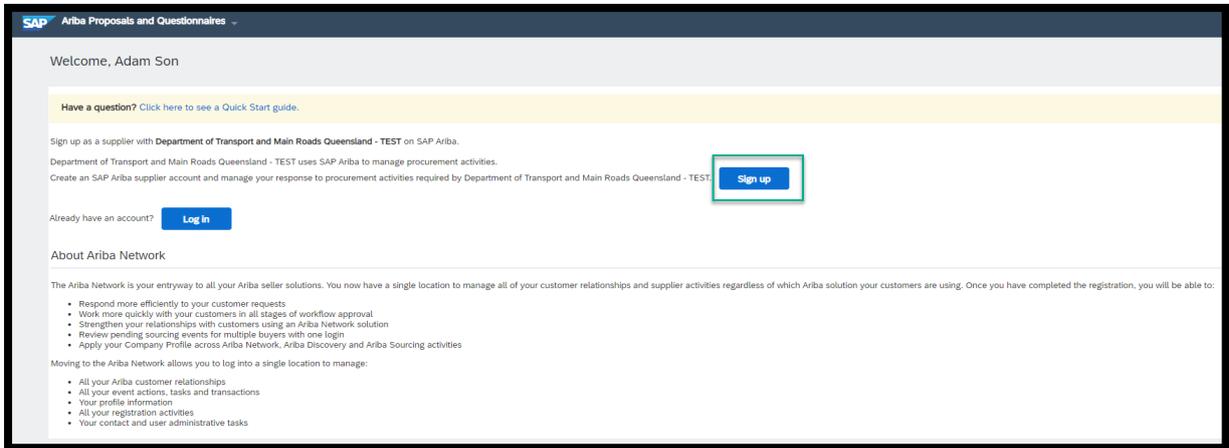
Once you have logged-in with your existing Ariba Network Account ID, the system will direct you to complete and submit the "External Registration Questionnaire". (On how to complete the External Registration Questionnaire, refer to "[2 Filling out the registration questionnaire](#)" within this document).



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.

Create account

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

Company information

* Indicates a required field

Company Name: Training Supplier

Country/Region: Australia [AUS]

Address: Test WILLIAM ST

Line 2

City: BRISBANE

State: Queensland [AU-QLD]

Postal Code: 4000

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

Name: Adam Son

Email: atsupplierdemo@gmail.com

Use my email as my username

Username: test-atsupplierdemo@gmail.com

Password: Enter Password

Repeat Password

Language: English

Email orders to: atsupplierdemo@gmail.com

SAP Business Network Privacy Statement

Must be in email format(e.g.john@newco.com)

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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 -or- Browse

Ship-to or Service Locations:* Enter Ship-to or Service Location -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.

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 -or- Browse

Ship-to or Service Locations:* Enter Ship-to or Service Location -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. ⓘ

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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

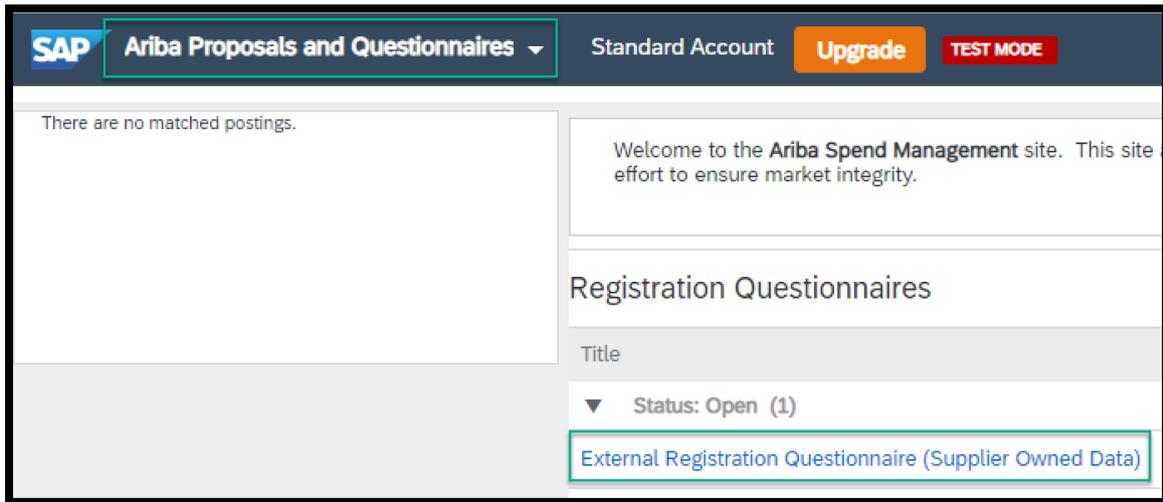
We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

2 Filling out the Registration Questionnaire

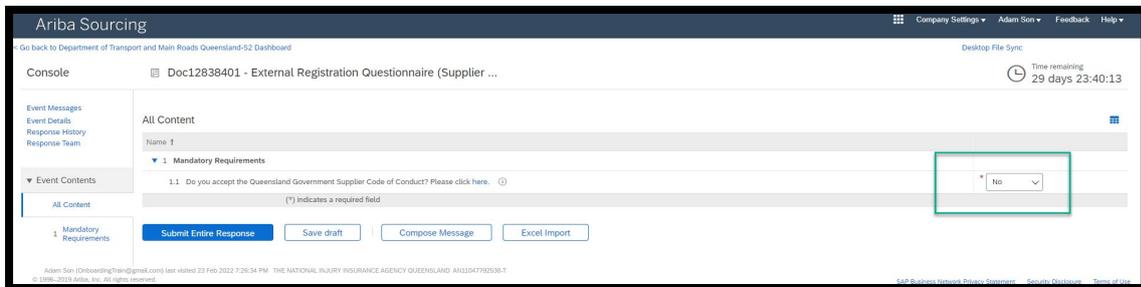
Fill out and submit the “External Registration Questionnaire (Supplier Owned Data)” to enroll your SAP Business Network Account with TMR.

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".

The screenshot shows the Ariba Sourcing interface for an external registration questionnaire. The form is titled "Doc12838401 - External Registration Questionnaire (Supplier ...)". The "All Content" section is expanded, showing questions 2.2 through 2.8. Question 2.2 asks for the "Legal Trading Name" and is marked with a red asterisk. Question 2.3 asks "Do you have a valid ABN?" with a "Yes" dropdown. Question 2.4 asks for the "ABN" and is marked with a red asterisk. Question 2.7 asks for the "ACN" and is marked with a red asterisk. Question 2.8 asks for the "Main address". The form includes fields for Street, Street 2, Street 3, District, Postal Code, City, Country, and Region. The "Submit Entire Response" button is highlighted with a red box.

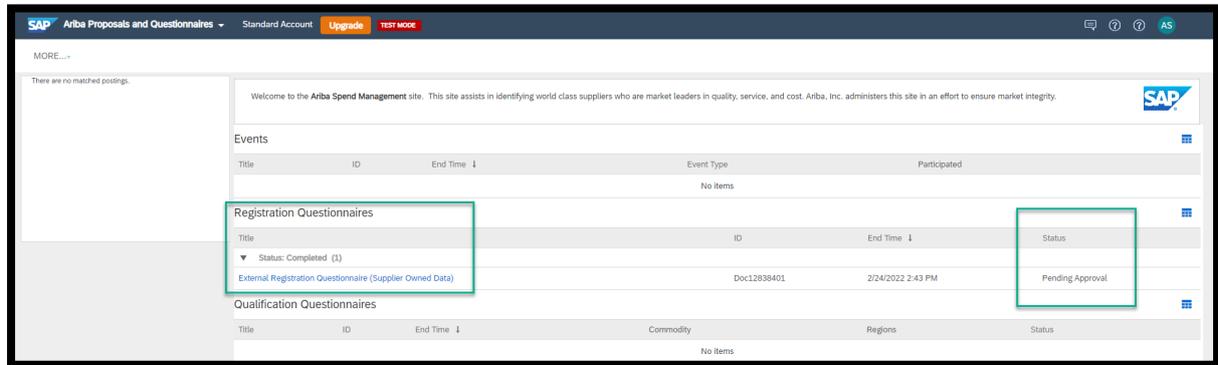
The screenshot shows the Ariba Sourcing interface with a confirmation dialog box overlaid. The dialog box contains a green checkmark and the text "Submit this response?" followed by "Click OK to submit." and "OK" and "Cancel" buttons. The background form is dimmed, showing questions 2.9 through 2.13 and sections 3 and 4. The "Submit Entire Response" button is visible at the bottom.

After submitting, go back to the TMR Dashboard.

The screenshot shows the Ariba Sourcing dashboard. The "Go back to Department of Transport and Main Roads Queensland-S2 Dashboard" link is highlighted with a red box. The "Console" section shows "Doc12838401 - External Registration Questionnaire (Supplier ...)". A green confirmation message is displayed: "Your response has been submitted. Thank you for participating in the event." The left sidebar contains links for "Event Messages", "Event Details", "Response History", and "Response Team".

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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