



SAP Ariba Supplier Registration Guide

Registering Your Organisation on the Ariba Network and
Updating your Ariba Information, including Banking Details & Insurance Certificates

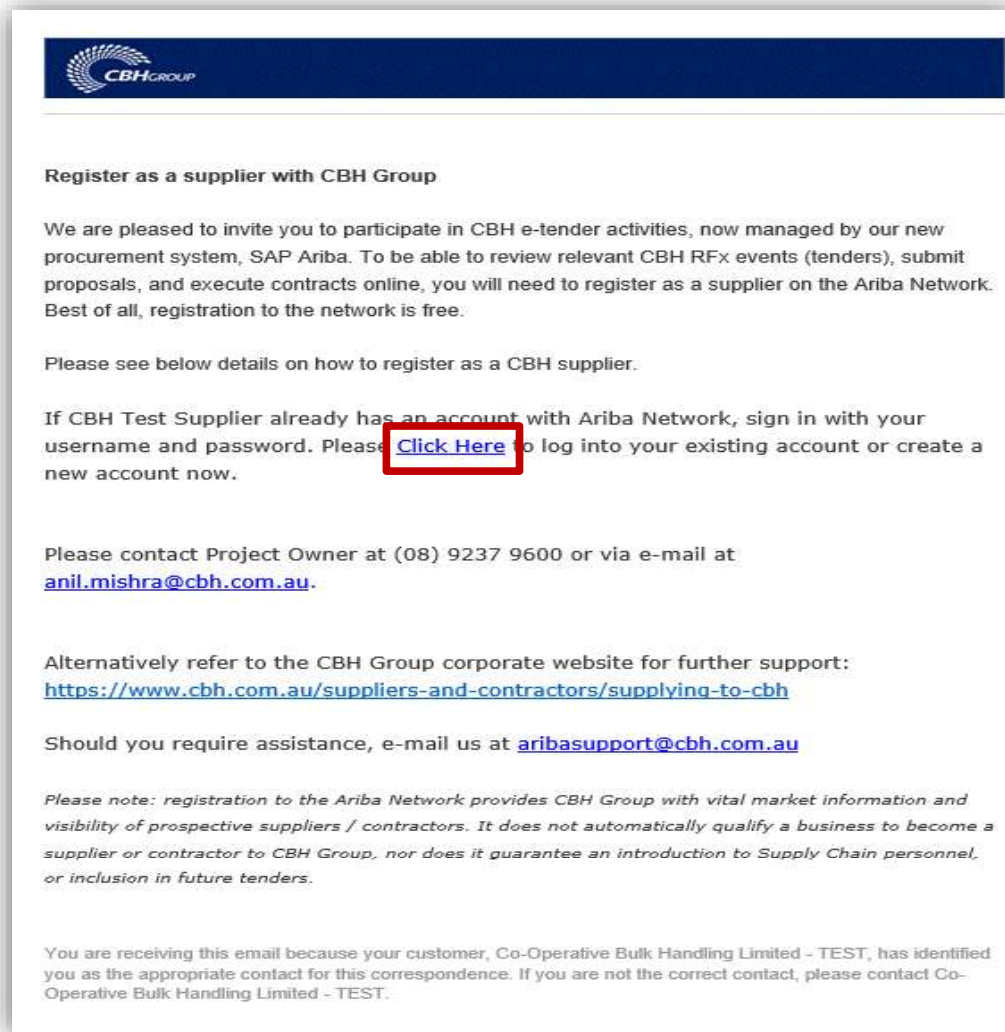
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This procedure will demonstrate the steps to register your organisation on the CBH Ariba Network site.

If you are not registered on the Ariba Network, then skip to Step 5.

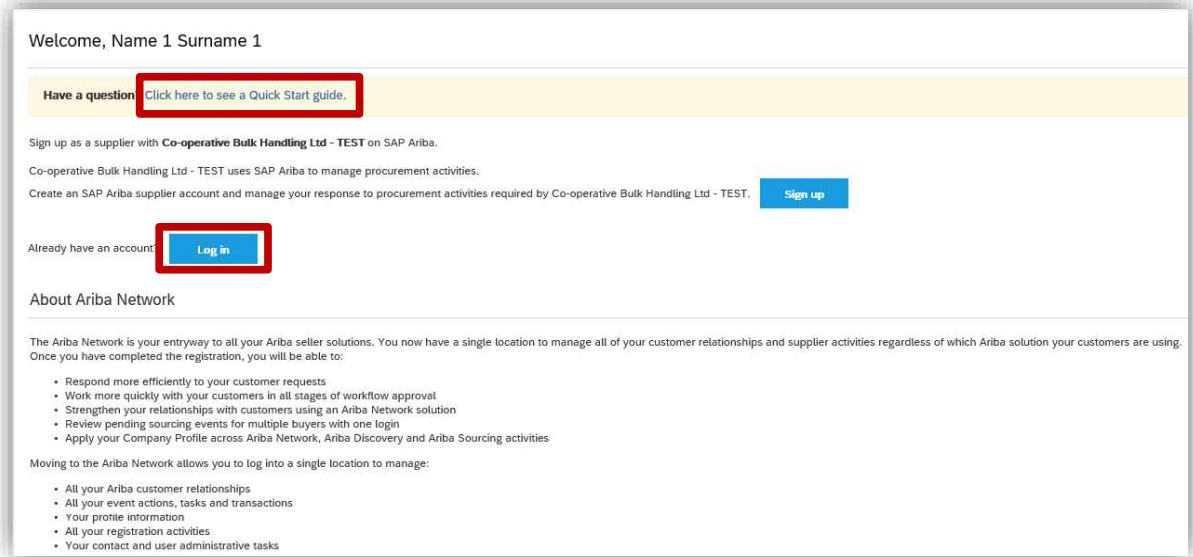
- (1) If CBH has invited you to register on the Ariba Network, then you will receive an email notification. The registration email will look similar to the email provided below. Click on the '**Click Here**' link to log into your account, or to create a new account.

Note: Please check your **Junk** mail folder if you are expecting a registration email and cannot find it.

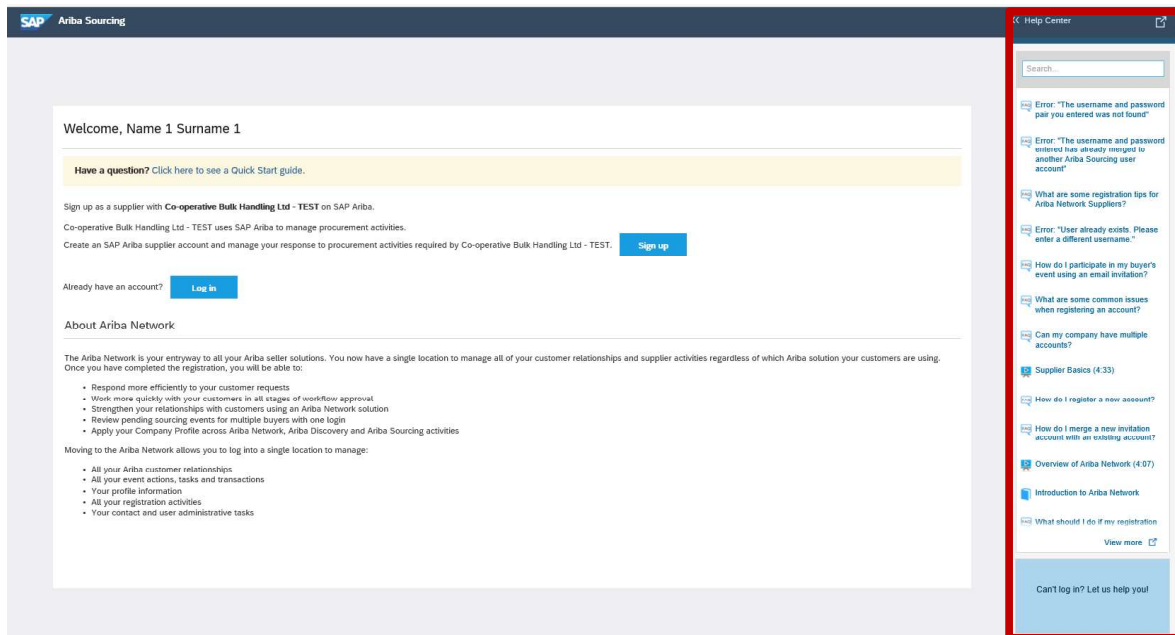


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- (2) If you would like additional details regarding the Ariba Network, click on the **Quick Start Guide**. Log in by clicking on the **Log in** button.



- (3) The **Help Centre** on the right-hand panel of the screen provides answers to common queries. This panel also includes **articles and e-learning modules** that answers most questions.



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- (4) Enter your **Username** and **Password**.

Then click **Continue**. Once logged in, you will be able to complete the CBH onboarding requirements. Skip to **Step 8**.

Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username: *

Password: *

[Forgot Username](#)
[Forgot Password](#)

- (5) For suppliers who are **NEW** to the Ariba Network, click on the **Sign up** button.

Welcome, Name 1 Surname 1

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Co-operative Bulk Handling Ltd - TEST** on SAP Ariba.

Co-operative Bulk Handling Ltd - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Co-operative Bulk Handling Ltd - TES

Already have an account?

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

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- (6) Enter your company name and address details.

Company information

Company Name: * CBH Test Supplier

Country: * Australia [AUS] ▼

Address: * St Georges Tce

Line 2

City: * Perth

State: WA

Postal Code: * 6000

PLEASE NOTE:
If your company has more than one office, enter the head office address

field

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.

- (7) Enter your desired user account details.
Note: The **Username** field must be in email format.

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language: ▼

Email orders to: *

* Indicates a required field

SAP Ariba Privacy Statement

DON'T FORGET:
Your password must be at least 8 characters long and contain letters and numbers

Must contain a minimum 8 characters including letters and numbers. ⓘ

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

Customers may send you 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.

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- (8) Click **Browse** to add relevant **Product and Service Categories** and **Ship-to or Service Locations**.

Tell us more about your business

Product and Service Categories: * Enter Product and Service Categories -or-

Water treatment and supply equ... X

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

Global X

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. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use

I have read and agree to the SAP Ariba Privacy Statement

- (9) Click the product and service category you want to add and click the **+** icon. Lower-level product and service categories are displayed after you click a product and service category. Click **OK** to save your changes.

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

Agricultural & Fishing Machinery >	Agricultural, Forestry and Landscaping Equipment >	Agricultural machinery for cleaning and sorting and grading >	Cleaning machines for seed or grain or dried leguminous vegetables >
Agricultural & Fishing Services >	Fishing & Aquaculture Equipment >	Agricultural machinery for harvesting >	Grading machines for seed or grain or dried leguminous vegetables >
Apparel, Luggage & Personal Care >		Agricultural machinery for planting and seeding >	Grinding mills ✓
Chemicals >		Agricultural machinery for soil preparation >	Hammer mills >
Cleaning Supplies >		Agricultural processing machinery and equipment >	Rice cleaning or hulling equipment >
Computer Hardware, Software & Telecom >		Disinfecting and sanitizing appliances for >	Sorting machines for seed or grain or dried leguminous vegetables >
Construction & Maintenance Services >			
Construction Materials >			

My Selections (1)

Grinding mills (View)

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- (10) Select the territories that your company serves. If your company offers global coverage, choose Global. Click **OK** to save your changes.

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

Global
 Select Ship-to or Service Locations

Click a country to add and click the + icon. States or provinces are displayed after you click a country. Click OK to save your changes.

Central America >	American Samoa	New South Wales
South America >	Australia >	Northern Territory
The Caribbean >	Christmas Island	Queensland
Northern Europe >	Cocos (Keeling) Islands	South Australia
Western Europe >	Cook Islands	Tasmania
Eastern Europe >	Fiji >	Victoria
Central Europe >	French Polynesia	Western Australia
	French Southern Territories	

My Selections (1)

Western Australia (Australia) Remove

Cancel OK

- (11) Review the **Terms of Use** and **Privacy Statement** and check the box if you agree. Then click on **Create account and continue**.

Tell us more about your business

Product and Service Categories: * Enter Product and Service Categories Add -or- Browse
Water treatment and supply equ... X

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

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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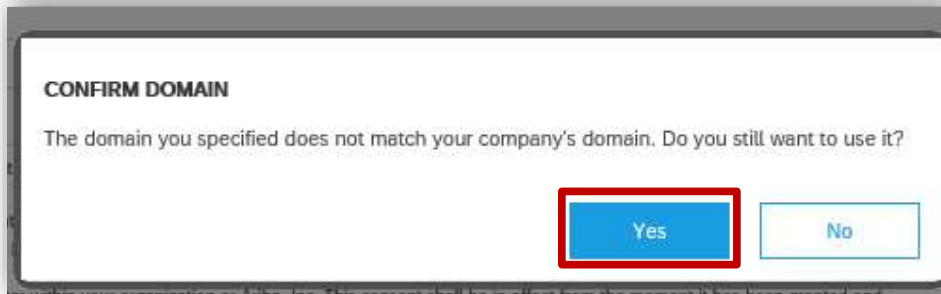
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use
 I have read and agree to the SAP Ariba Privacy Statement

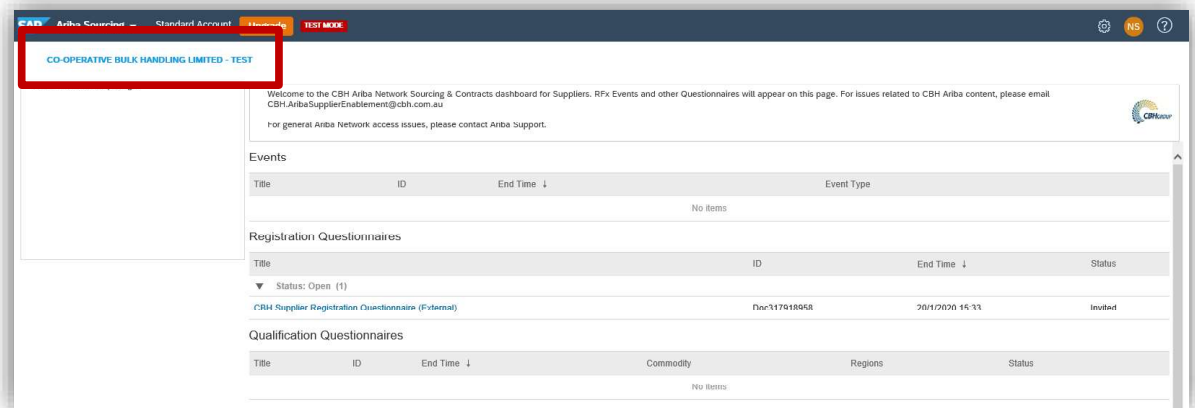
Create account and continue Cancel

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- (12) You may receive the **Confirm Domain** prompt if your email address does not match your business name. Click on the **Yes** button to proceed.



- (13) You will be directed to your company dashboard. Please click on the **CBH Account tab**.



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- (14) The **CBH Requested Profile** input screen is displayed. Please answer the **CBH Supplier Registration Questionnaire** provided.

The screenshot shows the 'CBH Supplier Registration Questionnaire' form. A callout box on the left contains a lightbulb icon and the text: 'TIP: Use the down arrow button to collapse a section once you have finished those questions.' Another callout box in the center contains a lightbulb icon and the text: 'TIP: Be sure to Save as Draft if you're leaving your computer for an extended period to ensure you do not lose information.' The form includes sections for Business Details, Company Details, Serviced Areas, and Arriba Network. At the bottom, there are buttons for 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'.

- (15) Once you have completed the initial accreditation requirements, click on **Submit Entire Response**.

This close-up view shows the bottom of the questionnaire form, specifically the '3.3.5 State' and '3.3.6 Postcode' fields. Below these fields is a grey bar with the text '(*) indicates a required field'. At the bottom, there are four buttons: 'Submit Entire Response' (highlighted with a red box), 'Save draft', 'Compose Message', and 'Excel Import'.

The system will issue a message that you have successfully submitted your profile to CBH.

The screenshot shows a browser window titled 'Doc317918958 - CBH Supplier Registration Questionnaire (Exte...'. A yellow message box is displayed, containing the text 'You have submitted a response to the questionnaire.' The message box is highlighted with a red box. Below the message box, there is a link for 'All Content' and a 'Closed' button in the top right corner.

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(16) Please note: At this stage, the profile request is still **Pending Approval**.

The screenshot shows the 'Registration Questionnaires' section of the SAP Ariba Supplier Registration dashboard. A table lists the registration questionnaires with columns for Title, ID, End Time, and Status. The status 'Pending Approval' is highlighted with a red box.

Title	ID	End Time ↓	Status
No items			
Registration Questionnaires			
▼ Status: Completed (1)			
CBH Supplier Registration Questionnaire (External)	Doc317918958	21/11/2019 16:08	Pending Approval

(17) Once approved by a CBH representative, the status of request will change to **Registered**.

The screenshot shows the 'Registration Questionnaires' section of the SAP Ariba Supplier Registration dashboard. A table lists the registration questionnaires with columns for Title, ID, End Time, and Status. The status 'Registered' is highlighted with a red box.

Title	ID	End Time ↓	Status
No items			
Registration Questionnaires			
▼ Status: Open (1)			
CBH Supplier Registration Questionnaire (External)	Doc317918958	20/11/2020 16:18	Registered

(18) If you are **invited to a Sourcing event (e.g. RFX, RFP, RFQ tender etc.)**, it will be displayed in the **Events** section.

The screenshot shows the SAP Ariba Supplier Registration dashboard with the 'Events' section highlighted by a red box. The dashboard includes a welcome message, a table for Events, a table for Registration Questionnaires, a table for Qualification Questionnaires, a table for Questionnaires, and a table for Certificates.

Welcome to the CBH Ariba Network Sourcing & Contracts dashboard for Suppliers. RFX Events and other Questionnaires will appear on this page. For issues related to CBH Ariba content, please email CBH.AribaSupplierEnablement@cbh.com.au
For general Ariba Network access issues, please contact Ariba Support.

Title	ID	End Time ↓	Event Type
No items			

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
CBH Supplier Registration Questionnaire (External)	Doc317918958	20/11/2020 16:18	Registered

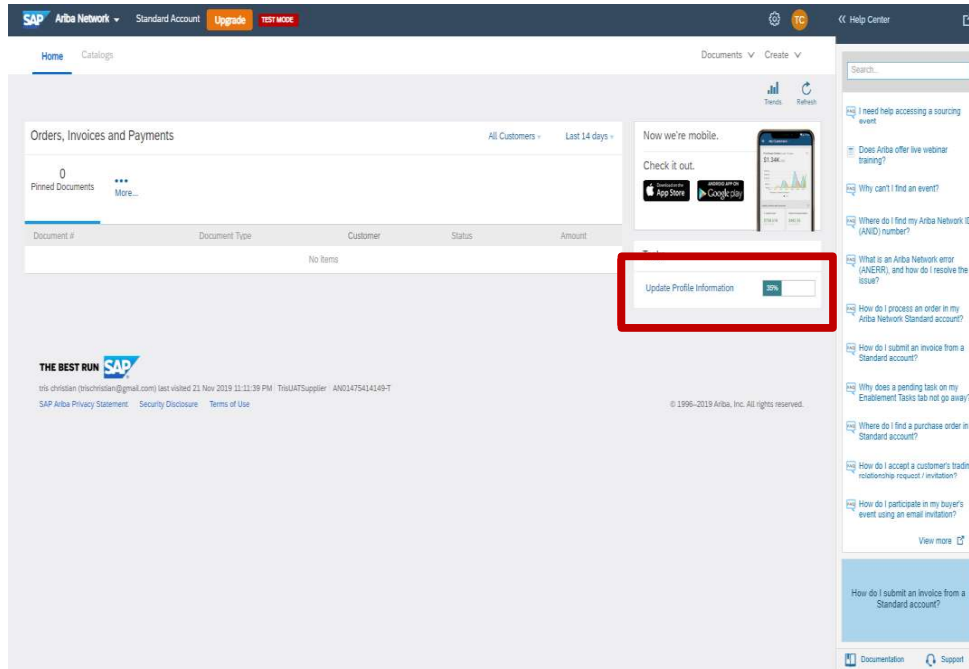
Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
CBH Questionnaire (Supplier Commercial Request)	Doc317971006	21/12/2019 16:23	(no value)	(no value)	NotResponded

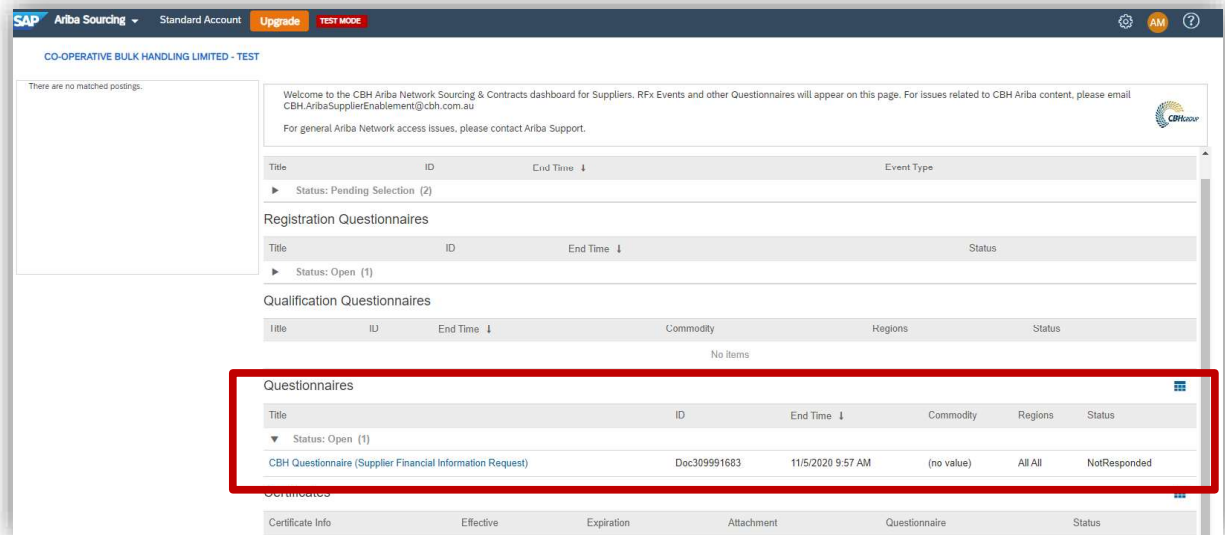
Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					

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(19) If you would like to update your profile information, click on the **Update Profile Information** link.



(20) If you are invited to complete the CBH Questionnaire (Supplier Financial Information Request), it will be displayed in the **Questionnaire** section.



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(21) Enter your company's **Bank Details** and click **Submit Entire Response**.

The screenshot shows a web form titled "Doc309991683 - CBH Questionnaire (Supplier Financial Informa...". The "Bank Details" section is highlighted with a red box. It contains the following fields:

Bank Details	
1.1 Account name	<input type="text" value="Test Supplier"/>
1.2 Country	<input type="text" value="AU"/>
1.3 BSB	<input type="text" value="066000"/>
1.4 Account Number	<input type="text" value="123456789"/>
1.5 Executive authorisation	<input type="button" value="Attach a file"/>

Below the form, the "Submit Entire Response" button is highlighted with a red box. Other buttons include "Reload Last Bid", "Save draft", "Compose Message", and "Excel Import". A note at the bottom of the form states: "(*) indicates a required field".

(22) Complete the Insurance requirements tab and upload a copy of all the applicable insurances by clicking **Details**.

The screenshot shows the same web form, but the "Insurance Requirements" section is expanded and highlighted with a red box. It contains the following fields:

Insurance Requirements	
2.1 Please provide details of your Professional Indemnity insurance	<input type="text" value="Yes"/> <input type="button" value="Details"/>
2.2 Please provide details of your Public Liability insurance	<input type="text" value="Yes"/> <input type="button" value="Details"/>
2.3 Please provide details of your Workers Compensation insurance	<input type="text" value="Yes"/> <input type="button" value="Details"/>

The "Details" button for the first insurance requirement is highlighted with a red box. A note at the bottom of the form states: "(*) indicates a required field".

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- (23) Then update the fields with your company's insurance details and attach copies of the Insurance Certificate(s) by clicking **Choose File**. Click **OK** to save the information.

2.1 Please provide details of your Professional Indemnity insurance

Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)

Certificate Type: Professional Indemnity Insurance

Issuer: * ABC

Year of publication: * 2019

Certificate Number: * PI123456789

Certificate Location: * Perth

Effective Date: * Sun, 1 Dec, 2019

Expiration Date: * Tue, 1 Dec, 2020

Attachment: * **Choose File** Insurance Certificate.docx

Or drop file here

Description:

Certificate of insurance for reference.....

OK Cancel

- (24) Submit the response by clicking **Submit Entire Response**.

All Content

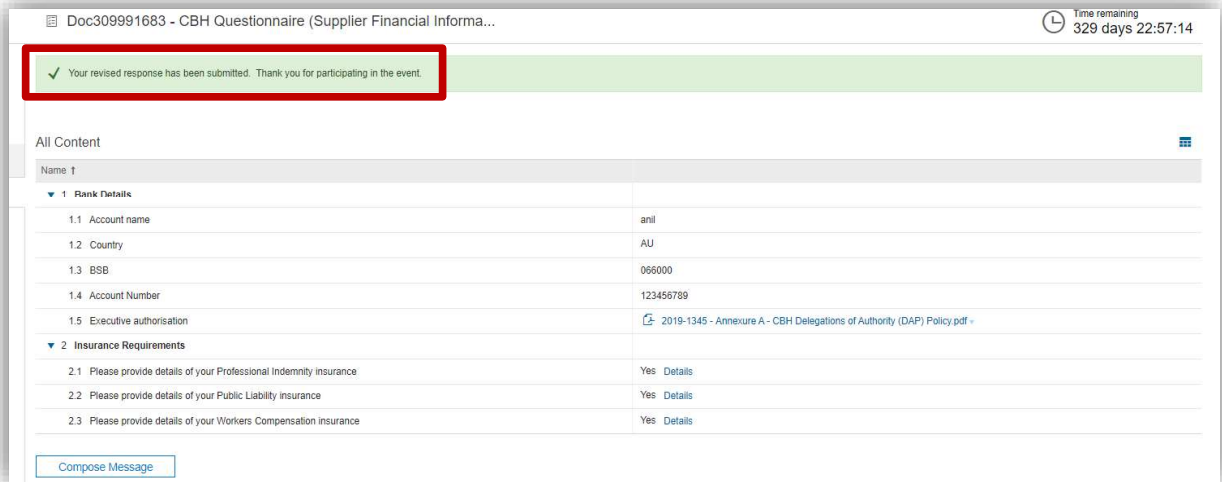
Name		
1 Bank Details		
2 Insurance Requirements		
2.1 Please provide details of your Professional Indemnity insurance	* Yes	Details
2.2 Please provide details of your Public Liability insurance	* Yes	Details
2.3 Please provide details of your Workers' Compensation insurance	* Yes	Details

(*) Indicates a required field

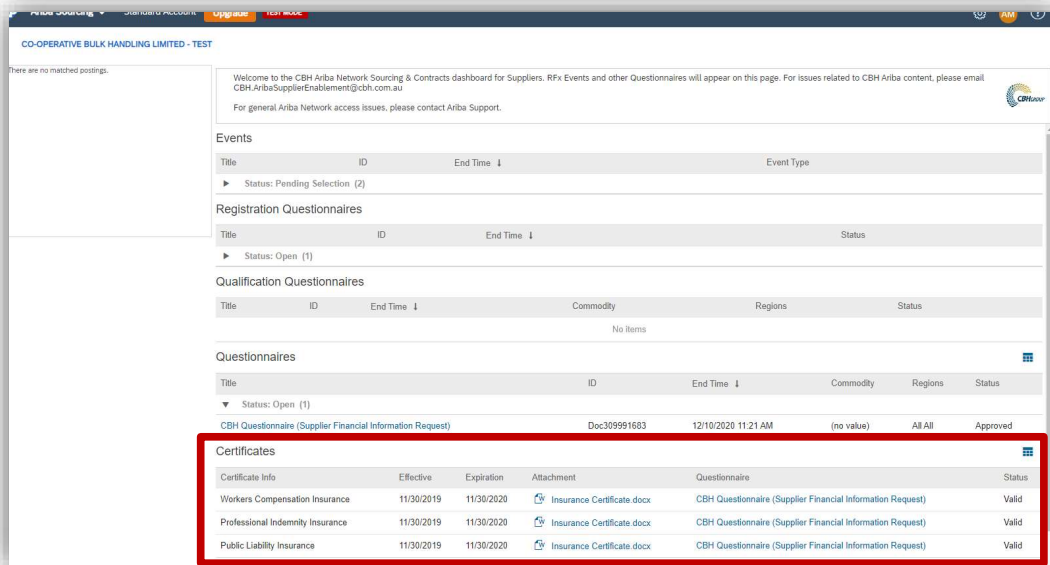
Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

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(25) A successful submission message will appear on the top left side of the screen.



(26) A Summary sheet of all the **Certificates** will be available on the dashboard.




Technical issues:

Please download the [Request a Call Back from Ariba](#) guide on how to request a call back from the Ariba Help Desk. This guide also goes through a number of common issues such as problems with your forgotten password, or if you need to reassign an Ariba Administrator access due to an employee leaving the company

Non-technical Issues:

For non-technical issues with SAP Ariba, then send an email to aribasupport@cbh.com.au.



- This completes the **Supplier Registration** process.