



Ariba Supplier Registration Guide

This guide will show you how to:

- Register your organisation on Ariba Network
- Update your company information in Ariba

1. Supplier Registration

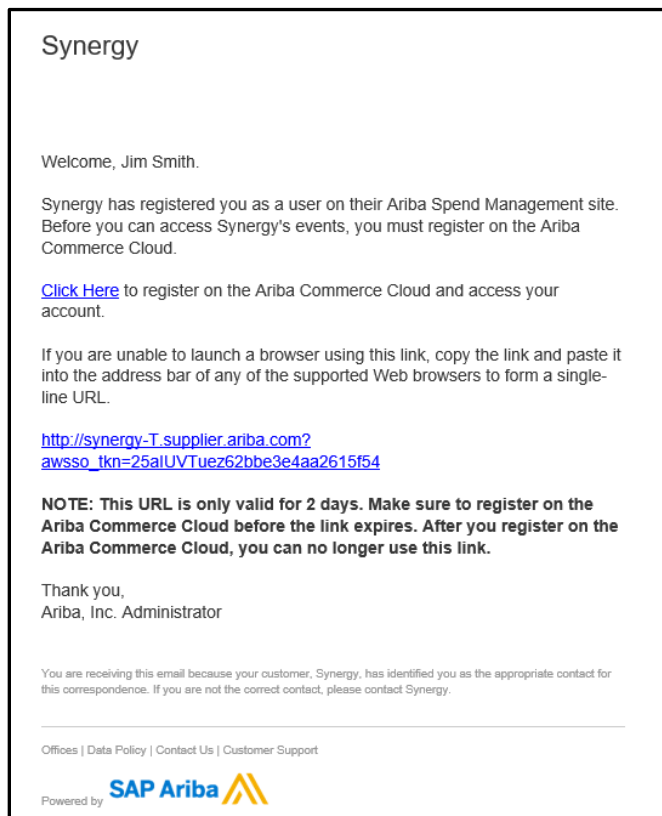
This procedure will demonstrate the steps to register your organisation on **Synergy's Ariba network site**. You will need to be registered and have a Synergy approved profile within Ariba prior to being able to supply goods or services to Synergy.

If you have any questions or issues regarding this process please email vendor.support@synergy.net.au.

(1) If Synergy has invited you to register in Ariba, you will receive an **email notification** that will look similar to the email provided below.

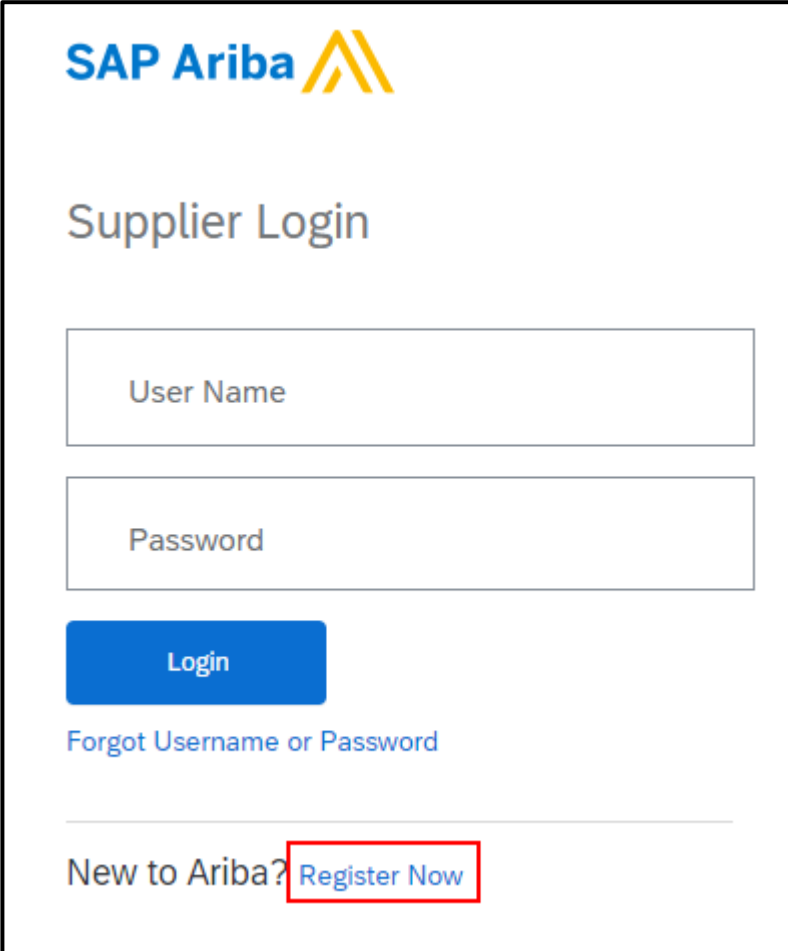
Note: please check your **Junk/Spam** mail folder if you are expecting a registration email and cannot find it.

The URL is valid for **2 days**. Please ensure that you complete your log in before this expires. If you require a new link please contact vendor.support@synergy.net.au.



(2) Click on “[Click Here](#)” on your welcome email which will take you to the account log in page.

(3) **Important** - If you have an existing Ariba Network account, log in using your existing user name and password. If you are new to Ariba, click on "[Register Now](#)".



The image shows a screenshot of the SAP Ariba Supplier Login page. At the top left is the SAP Ariba logo. Below it is the heading "Supplier Login". There are two input fields: "User Name" and "Password". Below the password field is a blue "Login" button. Under the button is a link "Forgot Username or Password". At the bottom, there is a horizontal line, and below it, the text "New to Ariba?" followed by a red-bordered link "Register Now".

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)

(3) If you are registering a new account you will be required to complete some company and account information.

Company information

Company Name: *

ABC Enterprises

Country/Region: *

Australia [AUS] ▼

Address: *

123 St

Line 2

City: *

Perth

State: *

Western Australia [AU-WA] ▼

Postal Code: *

6000

User account information

Name: *

Joe

Bloggs

Email: *

jo.bloggs@abcenterprises.com.au

☒

Use my email as my username

Username: *

jo.bloggs@abcenterprises.com.au

Password: *

Enter Password

Repeat Password

Language:

English ▼

Email orders to: *

test@abc.com.au

Note: Your Username must be in email format. Your User Name will default as your email address unless you unselect the “use my email as my username” box.

Ariba Supplier Registration

(4) You will also need to select the relevant product/service categories that your company supplies as well as the “**ship to**” locations.

Either select “Browse” to search for the relevant categories or start typing directly in the box and select from the available fields.

Tell us more about your business ▼

Product and Service Categories:

Enter Product and Service Categories

Add

-or- Browse

Ship-to or Service Locations:

perth

Add

-or- Browse

ABN Number:

Optional

Enter your 11 digit Australian Business Number (

Browse Product and Service Categories

Didn't find what you were looking for? Try Search »

Construction & Maintenance Services >

Construction Materials >

Consumer Electronics & Appliances >

Creative Services >

Distribution & Conditioning Systems >

Drugs & Pharmaceuticals >

Education & Training Services >

Building Construction & Maintenance Services >

General Building Construction >

Maintenance Services >

Building support services >

Exterior cleaning >

Grounds maintenance services >

Pest control >

Plumbing and heating and air conditioning >

Air conditioning installation or maintenance or repair services ✓

Boiler installation or adjustment or maintenance or repair services

Heating systems installation repair or maintenance

Plumbing system construction

Plumbing system maintenance or repair

Pressure controller installation

Pressure controller maintenance or repair or operation

My Selections (1)

☐

Air conditioning installation or maintenance or repair services (View)

(5) Agree to the Ariba Terms of Use and privacy policy and then select “**Register**”.

☐

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

☐

I hereby agree that SAP Business Network will make parts of my (company) information available to SAP Business Network

Register

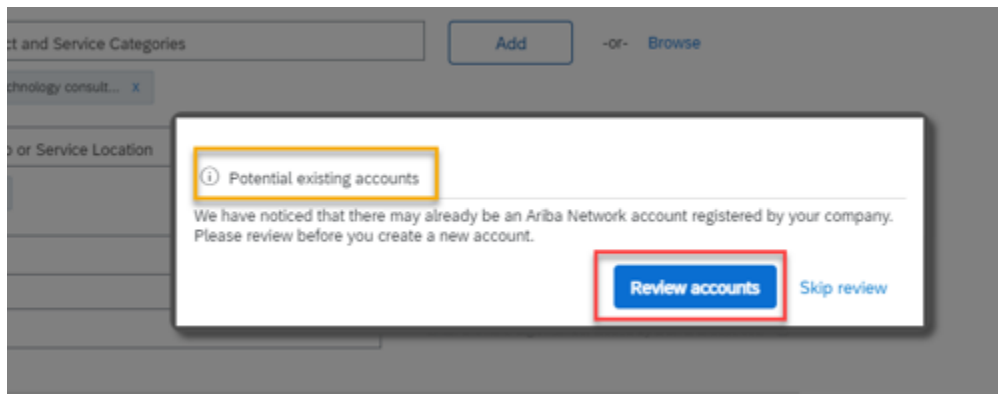
(6) You may receive the Confirm Domain prompt if your email address does not match your business name. Click on the Yes button to proceed.

CONFIRM DOMAIN

The domain you specified does not match your company's domain. Do you still want to use it?

Potential Duplicate Account

If you receive the below warning message then you may already have an existing Ariba account. Ariba uses your company details and email address to determine whether there is a potential existing account. If you have an existing account it is important that you do not create a new account. Please log into Ariba using your existing User Name and password.



(7) You may also receive a notification to confirm your email address. Go to your email inbox and click on the hyperlink to activate your account.

Confirm Your Email Address

ACTION REQUIRED

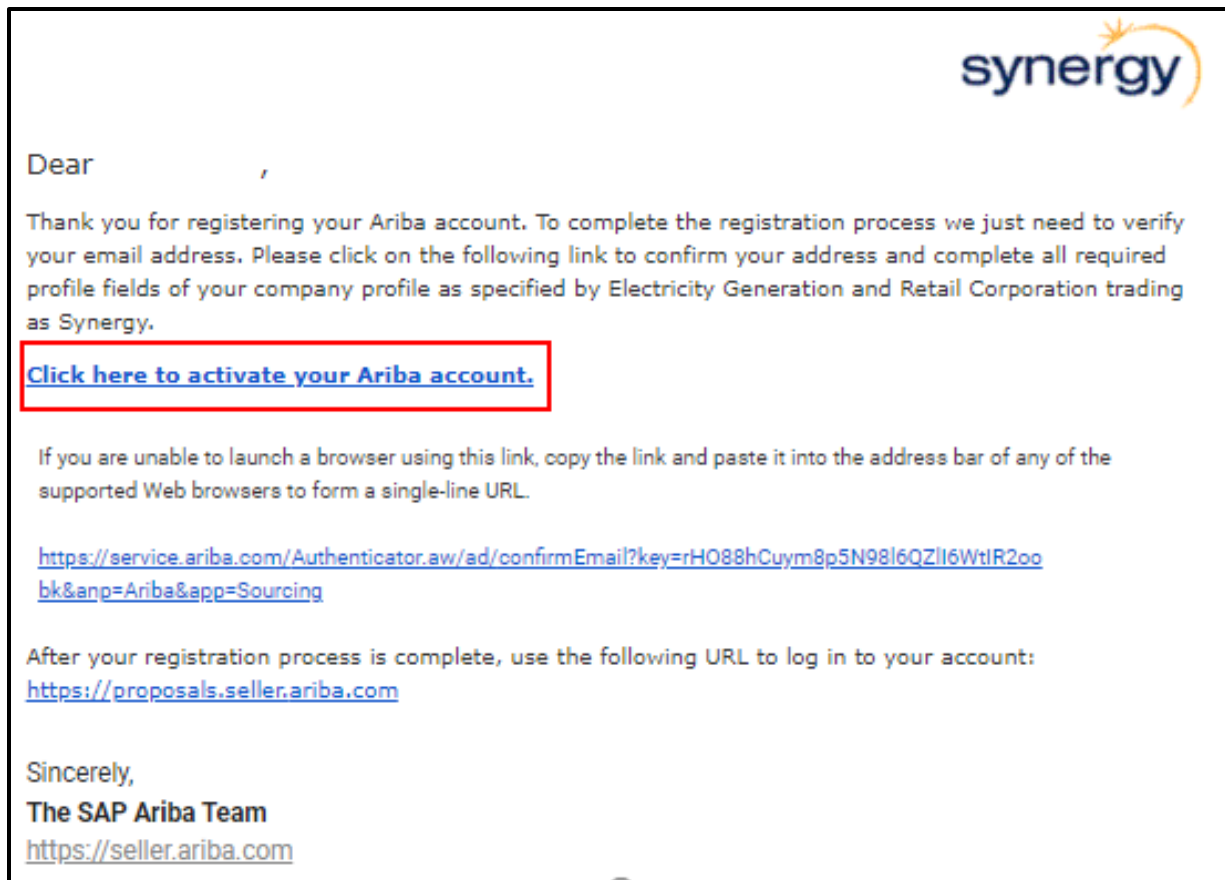
Check your email inbox for a message from Ariba. An email has been sent to

Click on Activate link in the email to activate account and complete the Electricity Generation and Retail Corporation trading as Synergy requested profile.

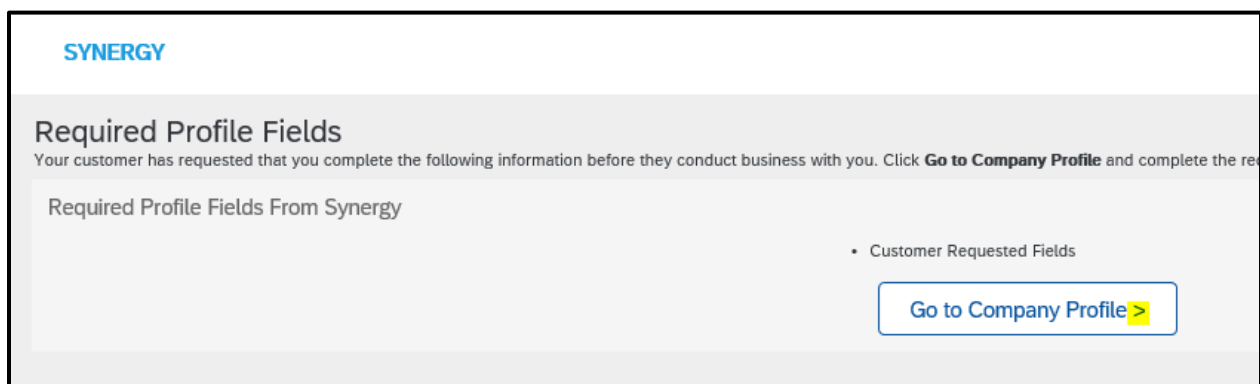
If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.



(8) Once you are logged into your account, click on “Go to Company Profile”.



Ariba Supplier Registration

(9) The [Synergy Requested Profile](#) input screen is displayed. This is the Synergy specific questionnaire that you are required to complete in order to be onboarded as a Synergy supplier. Please answer the questions provided.

Synergy Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Status: Saved as draft by :

Save as DraftSubmit

Changes you make below may be subject to approval before they are accepted.

Question

▼ 2 Synergy Accreditation Requirements

▼ 2.1 Introduction

2.1.1

Synergy's supplier accreditation process has been established to ensure that potential liability risks are managed, internal processes support best practice principles, and corporate governance is maintained.

All suppliers to Synergy are required to undertake system entry level accreditation, and a purchase order is required before any work is commenced for Synergy. The accreditation benefits suppliers as it enables Synergy to place purchase orders with each company as and when required.

If you have any issues or questions relating to this process, please contact your nominated Synergy procurement representative, or alternatively contact Synergy at: vendor.support@synergy.net.au

▼ 2.2 Company Details

▼ 2.2.1 General

2.2.1.2 Legal Name: *

2.2.1.4 Will you be providing on-site services to Synergy at any of its locations?

On-site services refers to services performed at one of Synergy's generation sites, or manual labour works at one of Synergy's office locations (for example, air-conditioning repairs, lift maintenance, office cleaning etc.).

NOTE: Clerical, consulting or professional services that require a supplier to be on-site at a Synergy office location is NOT considered to be on-site services.

Answer *

Unspecified ▼

▼ 2.2.2 Address

▼ 2.2.2.1 Street Address

2.2.2.1.1 House Number: *

2.2.2.1.2 Street: *

Page 8 of 11



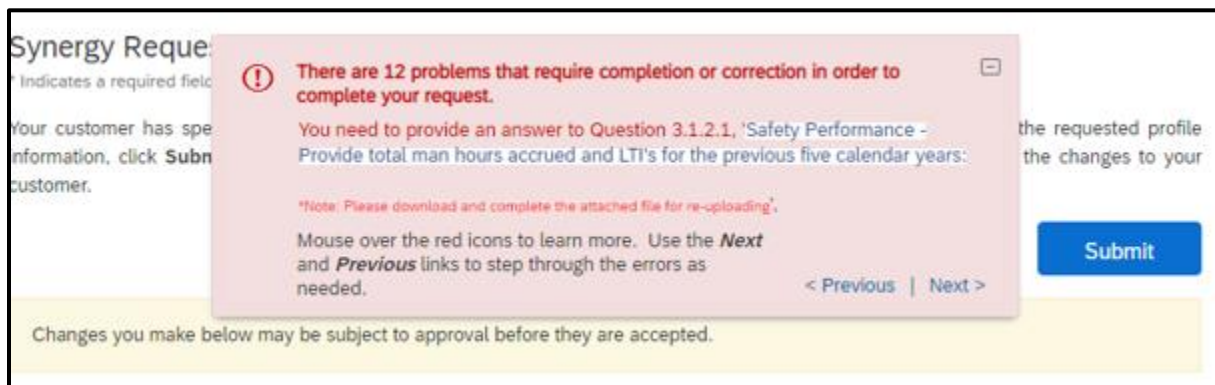
Use the blue arrow to collapse or expand the sections. Collapsing all the section will look like this. You can then work your way through each section.

Question

- ▶ 2 Synergy Accreditation Requirements
- ▶ 3 Synergy Prequalification Details
- ▶ 4 Supplier Acceptance
- ▶ 8 Aboriginal Owned Business

Be sure to [Save as Draft](#) if you are leaving your computer for an extended period to ensure you do not lose information.


If you have missed any question you will receive an error that shows you which question(s) are incomplete




(10) Once you have completed the initial accreditation requirements, click on [Submit](#).

Submit

Ariba Supplier Registration



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

 **You have successfully submitted changes to your customer.**

(11) Click on the **Close 'X'** button to close the Profile screen.

(12) NOTE: at this stage, the profile request is still incomplete. You must click on the **Save** button to complete the request.

Company Profile

Save

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Synergy	Incomplete

Public Profile Completeness

90%

[Short Description](#)
[Website](#)
[Annual Revenue](#)
[Certifications](#)
[D-U-N-S Number](#)
[Business Type](#)
[Industries](#)

 **Your profile has been successfully updated.**

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Synergy	Complete

(12) Your profile is now complete and updated. Click on **Close**.

2. Updating company profile information

From time to time you may be required to update your company profile information (for example of if your insurance certificates need to be renewed).

To do this, log into your Ariba account and select “[View customer requested fields](#)”, then click on the “[Customer Requested](#)” tab and select “[Synergy](#)”.

The screenshot shows the Synergy Customer Requested Profile page. The main heading is "SYNERGY". Below it, the "Synergy Requested Profile" section states: "All required customer requested fields have been completed." and includes a button labeled "View customer requested fields >". To the right, there is a sidebar with a "Welcome" message and a list of items: "1) Res", "2) Upd", and "3) Acti". Below the main content, the "Company Profile" section is visible, featuring a tabbed interface with "Basic (3)", "Business (2)", "Marketing (3)", "Contacts", "Certifications (1)", "Customer Requested", and "Additional Documents". The "Customer Requested" tab is selected and highlighted with a red box. Below the tabs, a table lists customers under the heading "Sourcing Customer List". The table has two columns: "Customer" and "Customer Requested Profile Information". The first row shows "Synergy" in the "Customer" column (highlighted with a red box) and "Complete" in the "Customer Requested Profile Information" column.

Update the relevant section of the questionnaire and then select submit.

For Ariba related issues you can contact Synergy at vendor.support@synergy.net.au.