

A Supplier Onboarding Reference Guide



17 March 2025

Introduction

Welcome to the Synergy's Ariba Supplier Onboarding Reference Guide.

This guide will take you through 3 primary phases in becoming a registered supplier with Synergy and how to maintain your information in Ariba SLP and get support

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How to connect with Synergy



С	SAP Ariba connectio	n			synergy	
	Synergy	2. Connect	2 1. Digitalize your business clubandae with your customer on the same secure	1	Connect with Electricity Generation ar Corporation trading as Synergy - TES Business Network to collaborate.	nd Retail T on SAP
	Register as a supplier with Synergy		network, while improving efficiency with papertess processes	Invited by Synergy		
	Hello!		2. Ensure sustainability and compliance Keep your business information up to date, share certifications, and assessments with customers			
	Danni Test has invited you to register to become a supplier with Synergy. Start by creating an account with Ariba Network. It's free.		3. Simplify the sales cycle Participate in Sourcing events and e-auctions			_
	Synergy uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Chase Mckay Ptv Ltd already has an		4. Explore new business opportunities	a a	Create new account	0
	password.		Learn.more			
	<u>Click Here</u> to create account now		About this invitation		or	
	e appropriate contact for this correct contact, please contact Synergy.	Option A: Creat	te New Account			
		When to Use: Sele	ect this ontion if your		Use existing account	0
	Offices Data Policy Contact Us Customer Support	husiness does not	already have an			
		Ariba account.	h h	Option B: Use	e Existing Account	
	1. Click on link			When to Use: S	elect this option if yo	u

Synergy will initiate a registration invite to establish a connection and commence the onboarding process

For first time users the first person who accepts the invitation will become by default the System Administrator for your Ariba account **Synergy Connection additional note:** where Synergy has already established a connection with your business (identified by a unique Ariba Network Identifier number (ANID), **Option A** can be used only on a Synergy invite link. This will add you as a new user to your existing Ariba account. **Note** that your System Administrator will still need to approve you as a new user and ensure you have the suitable permissions assigned to your role.

user login credentials.

already have an existing Ariba account and

How to connect with Synergy



○ SAP Ariba creating a new account

3. Complete User	Registration Information		Administrator account info	ormation [®]
			First name *	Last name *
			Danny	Tester
3	Synergy Create an account to connect and collaborate with Electricity Generation and Retail Corporation trading as Synergy - TEST on SAP Business Network Company information DUNS number DUNS number Don't know your DUNS number? Company (legal) name * Country/Region * Address line 1 *	Note: If the check box is checked, your email will be used as your username by default	Email * danni79tester@gmail.com Use my email as my username Password * I have read and agree with the Data (as defined in the Privacy public based on my role within profile visibility settings. Please see the Privacy Statement to	Repeat password * Repeat password * Ferms of Use. Statement) accessible to other users and the Statement) accessible to other users and the state SAP Business Network and the applicable learn how we process personal data.
	Cliu	ck Create Account	l'm not a robot	reCAPTCHA Privacy - Terms

How to connect with Synergy



○ SAP Ariba creating a new account



Please confirm your email address

Check your email at talsoto137@gmail.com and follow the steps in the email to confirm your email address in the next 72 hours.

> If you did not receive the email:



Action Required: Confirm your email Inbox ×

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com> to me \checkmark



Confirm your email

Dear Danny,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Confirm email

Link expires: Saturday, Mar 08, 2025, 03:43 PM PST

If the link expired, login to proposals.seller.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser: <u>https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=</u> <u>sz8JZqGqJ9pVEHAdGELCCdWgFLk28fFS&anp=Ariba&app=Sourcing</u>

Sincerely, SAP Business Network team

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Your Connection Details



------- SAP Business Network Email Confirmation

Email ANID confirmation

SAP will send a confirmation of your account details, including your status if you are the account administrator. The ANID (Ariba Network ID) in Ariba SLP is used as a unique account identifier and can be used to verify a connection between buyer and seller.

Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name: Riverside Riggers Response Test Username: tonitester605@gmail.com Business Network ID: AN11225051098-T Administrator email: tonitester605@gmail.com





В

Another way to check your ANID is through your account's user initial menu, which is always featured in the top right corner of your screen, even when you switch between Ariba sites. This menu displays the initials of your name. By clicking on it, you'll see various options, including a view of your ANID number.

₩ ₽ ® Ⅲ
Toni Tester1 tonitester605@gmail.com
My Account
Link User IDs
Contact Administrator
Riverside Riggers Response Test
ANID: AN11225051098-T Standard account
Company Profile
Settings >
Logout



Supplier Registration Questionnaire

SAP Ariba Propos	als and Questionnaires 👻	
SYNERGY		
Synergy Requested Profile All required customer requested fields have been completed. View customer requested fields >	Welcome to Synergy's Arba platform. From here you can: -db> <a hef-http:="" lsynergy.net.au<="" p="" targets'_blank=""> 1) Respond to sourcing events (RRI, RFP or Auction) bitly on bave been invited to participate in (go to the "Events' section below) 2) Update your Company Profile (icko in Weiv cashmer requested detail: link to the left) 3) Actor tasks that have been assigned to you (go to the "Taixit Ented below) For Synergy specific enquiries, please contact either your rominated procurement representative or alternatively email your enquiry to arbaadmin@synergy.net.au Thank you for connecting with Synergy intugit-Arbaa.	synergy
Public Profile Completeness	Home	
Enter commodilies to reach 35% > There are no matched positings.	Registration Questionnaires	
	Title	Status
1	▼ Status: Open (1)	
	Supplier Registration Questionnaire	Invited
Click link		

Now that you are connected with Synergy and completed the initial user registration; you will then be directed to the Ariba Proposals and Questionnaires site. This section within the Ariba modules contains questionnaires for supplier onboarding, certificate management and if applicable, Health & Safety questionnaire and other sourcingrelated activities



Supplier Registration Questionnaire

2	Doc5055563190 - Supplier Registration Questionnaire	D Time remaining 363 days 23:51:48	Complete the registration questionnaire, ensuring all
nt Messages nt Details iponse History	All Content	≣ ¥	mandatory fields marked with an asterisk (*) are filled
Event Contents All Content 2 Company Details 3 Bank Information	1. Supplier Registration Introduction Al Synergy we always endewort to work with suppliers who thare our values, our committent to uncompromising quality and our passion for customer additation. Synergy we guider registration and accreditation process helps to ensure that we only engage with suppliers that meet our minimum expectations. Our process requires publics to be transported about the builds and to engage study in our publics with meets build strong relationships and our process. Helps build strong relationships in our suppliers and we work with them to ensure that our standards are continually manifolds. All suppliers Songravy are equipted to understate system relative to any sense and to engage active frames that the build strong relationships. We public the supplying any goods or services. The accreditation process benefits suppliers, as I enables Synergy to publics ender frames benefits suppliers, as I enables Synergy to publics ender the system and we not support the sequence of the supplying any goods or services. The accreditation process benefits suppliers, as I enables Synergy procurement representative, or alternative mail vendor, support(Bynergy, net, au. ✓ 2 Company Details ✓ 21 General	Î	out. Include any required supporting documentation Scroll down the questionnaire to add bank information
Submit	Entire Response Save draft Compose Message Exc plier Acceptance ating your acceptance, the supplier agrees to the following: ate company and business information has been provided: 2	* Unspecified V	
If any of 2.7.2 S Synergy Please a (refer to	f the company and business information contained here changes, I will update the information in Ariba in a timely manner. Supplier Code of Conduct 's Supplier Code of Conduct sets our minimum expectations of suppliers providing goods and services to Synergy. acknowledge that you have read and agree to adhere to the standards and principles set out in Synergy's Supplier Code of Conduct attached Reference Document).	* Unspecified V	<i>Note:</i> Bank Information (0) indicates the number of accounts added. In this example, no accounts have been added yet
Ban	ferences V Add Bank Infor	rmation (0)	Click on Link



Supplier Registration Questionnaire

Adding New Bank Account(s)

3

Bank	Information (0)		
Name	t		
	Add Bank Informa	tion	
Clic	k Button		
3	Save	Cancel	

Complete bank information details

				2	Save Car
Clicking Save will only save your Repeatable Section answers. To submit your response, you	will need to click Save and then click Submit Entire Response on the main screen.				
L Content > 3 Bank Information					
Name †					
Bank Information #1			+Attach a file		
Please provide details of all bank accounts you wish to have recorded, on a company let	tterhead that is signed by a director, accountant, or other authorised person. The letter must include:		*		
Bank Branch BSB Number Account Number Account Name		. L	+Attach a		
If you are providing multiple bank accounts, all invoices to Symergy must clearly state whi	ch bank account is to be utilised for payment.				
Bank Account Currency			* Unsper fied ∨		Λ
Please enter your Australian Bank details in the fields below. If you wish to maintain mut	tiple bank accounts, please enter your primary bank details in the fields below. Your additional bank details will be en	tered by Synergy from your letterne	rad		
Add an additional Bar	nk Information	(*) indicates a re-	Country Ba	my/Region: (no vatue)	v
Add an additional Bar	nk Information	(*) indicates a re-	rquined field	try/Region: (no valuet)	~
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-------Supplier Registration Questionnaire

Doc5055563190 - Supplier Registration Questionnaire	
All Content Name 1 2.3.4 Resident Status 2.3.5 Tax Exemptions (if applicable): If the supplier has been granted an exemption by the Australian Taxation Office for the purposes of withholding tax, please attach evidence of the exemption. V 2.4 Contact Details 2.4.1 Primary Contact Details 2.4.1.1 Contact Name 2.4.1.2 Contact Phone 2.4.1.3 Mobile Number 2.4.1.4 Contact Email 1.2 Suppliers' Ariba Administrator Contact Details	7 Submit this response? * Resident ∨ Attach a file ♥ Click OK to submit. OK Cancel Click OK Cancel Click OK Cancel Click OK
Submit Entire Response Save draft Compose Messag	Excel Import Registration Questionnaire Complete
Click Submit Once your bank account is added as the last step you can submit when	<i>Synergy will review the submitted information for approval or request for additional information</i>

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ready.

Completing Insurance Questionnaires

O^{.....} Insurance Certificate Questionnaire

You will receive an email invitation for insurances Synergy require. Click on the invite link, login, and complete each insurance request. Attach the required certificate document, and then click "Submit Entire Response" followed by "OK" to finalise your submission.

				Anda Pr	oposau		es 🗸					
Click on link				SYNERGY			DOE			Q	() DT)
				SYNERGY			-					
Synergy				Synergy Requested Profile		Welcome to Synergy's Ariba platform. From <a href="http://synergy.p</td><td>n here you can:
net.au</td><td></td><td></td><td></td><td></td><td>_</td></tr><tr><td>Hello Toni Tester1,</td><td></td><td></td><td></td><td>All required customer requested fiel
been completed.
View customer requested fields ></td><td>ds have</td><td>1) Respond to sourcing events (RFI, RFP or
2) Update your Company Profile (click on V
3) Action tasks that have been assigned to j</td><td>r Auctions) that you have been invited to partic
View customer requested details" lef<br="" link="" target="_blank" the="" to="">you (go to the 'Tasks' listed below)	ipate in (go to the 'Events' section below) t)		S	nerg	JY)	
Please fill out the listed questionnaires and ret These questionnaires are necessary to comple process. Thank you for taking the time to respo	urn them by the ete the Certifica and to each one	e specified dates. tes Process Flow e.		Public Profile Completeness	Qu	estionnaiı	res				٦	
Process Overview Process: Certificates				Enter commodities to reach 35% > There are no matched postings.	Titl	e				Status		
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1	<u></u>	<u> </u>		Subr	nit Entir	e Response		Insurance Qu	lestionna	lire(s) Comp	olet	te

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Insurance Requirements



Minimum Insurance Requirements

To become an accredited supplier to Synergy you must maintain and provide evidence of insurance cover for the following minimum insurance types:

1. **Public and Products Liability** Insurance covering liability for loss of or damage to property and death of or injury to any person in an amount of not less than \$20,000,000 in respect of each and every claim (or \$20,000,000 in the aggregate for Products Liability). This policy must provide for liability arising out of the use of unregistered vehicles, covering liability for loss of or damage to property and death of or injury to any person (other than liability required to be insured under workers compensation insurance).

2. Workers Compensation Insurance (including industrial disease) as required by law with a common law limit of \$50 million in respect of any number of persons and arising out of the one event (or Employer's Liability Insurance as required by law if applicable for Eastern States suppliers only).

In addition to and subject to providing professional services or advice and/or services to any of Synergy's operational sites:

3. **Motor Vehicle** Insurance covering all vehicles, plant and equipment (whether owned, hired or leased) used in connection with the services for third party liability of not less than \$20,000,000 in respect of each and every claim. All motor vehicles where required by Legislative Requirements must carry compulsory third party insurance.

4. **Professional Indemnity** insurance covering liability arising from any act, error or omission arising out of or in connection with the professional activities and duties, with a limit of liability of not less than \$5,000,000 per claim and in the aggregate. Evidence to be provided must be in the form of a Certificate of Currency from your insurer or appointed insurance broker. It is the responsibility of all suppliers to provide current Certificates of Currency to Synergy.

Maintaining Your Information



O How to Update Your Information in Ariba SLP

To update any aspect of your company information i.e contacts, address or insurances ,simply login to your Ariba account via <u>https://service.ariba.com/</u>. It's best not to refer to old invite link Synergy may have sent previously as these are only designed to be used once. You can save the login address to your favourites for quick reference in the future.



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Getting Support

Support Options

Within your account you can find different Ariba support resources using the Help Center feature, via the 'question mark' symbol. **Guides and Tutorials:** Step-by-step instructions on how to use different features of the Ariba Network

FAQs: Answers to common questions

Submit a Support Request: If you need personalised assistance, you can submit a support request directly through the Help Center. Provide detailed information about your issue to get the most accurate help

Website support: SAP Ariba Help Center <u>https://support.ariba.com/help</u>

Phone Support:

https://support.sap.com/en/contact-us/phone.html

Synergy profile assistance – Vendor Support Team <u>Vendor.support@synergy.net.au</u>



