



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

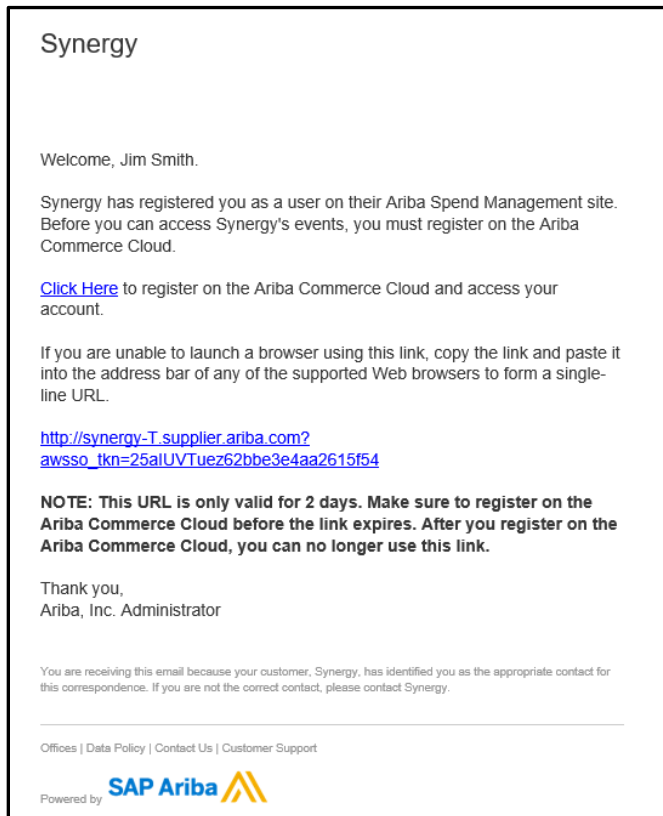
This procedure will demonstrate the steps to register your organisation on **Synergy's Ariba network site**. You will need to be registered and have a Synergy approved profile within Ariba prior to being able to supply goods or services to Synergy.

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.

Ariba Supplier Registration

(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 “**Sign Up**”.

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

Welcome to the Ariba Network. A password reset request was issued from **Electricity Generation and Retail Corporation trading as Synergy** site.

Electricity Generation and Retail Corporation trading as Synergy uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Electricity Generation and Retail Corporation trading as Synergy.

[Sign up](#)

Already have an account? [Log in](#)

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

- 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

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

Company information

Company Name: *

Country/Region: *

Address: *

City: *

State: *

Postal Code: *

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language: ▼

Email orders to: *

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.

(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: -or-

Ship-to or Service Locations: -or-

ABN Number: Enter your 11 digit Australian Business Number (

Ariba Supplier Registration

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

| | | | |
|---------------------------------------|--|---|---|
| Construction & Maintenance Services | Building Construction & Maintenance Services > | Building support services > | Air conditioning installation or maintenance or repair services |
| Construction Materials > | General Building Construction > | Exterior cleaning > | Boiler installation or adjustment or maintenance or repair services |
| Consumer Electronics & Appliances > | Maintenance Services | Grounds maintenance services > | Heating systems installation repair or maintenance |
| Creative Services > | | Pest control > | Plumbing system construction |
| Distribution & Conditioning Systems > | | Plumbing and heating and air conditioning | Plumbing system maintenance or repair |
| Drugs & Pharmaceuticals > | | | Pressure controller installation |
| Education & Training Services > | | | 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 ac

[Register](#)

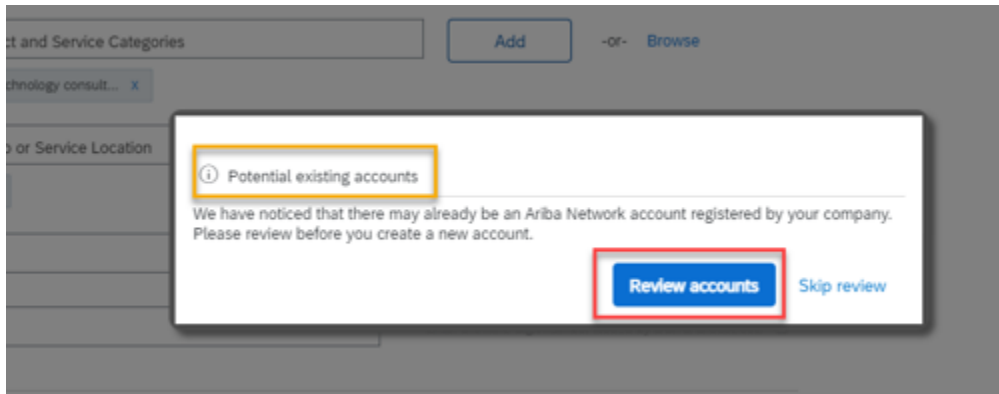
(6) You may receive the Confirm Domain prompt if your email address does not match your business name. Click on the Yes button to proceed.

CONFIRM DOMAIN

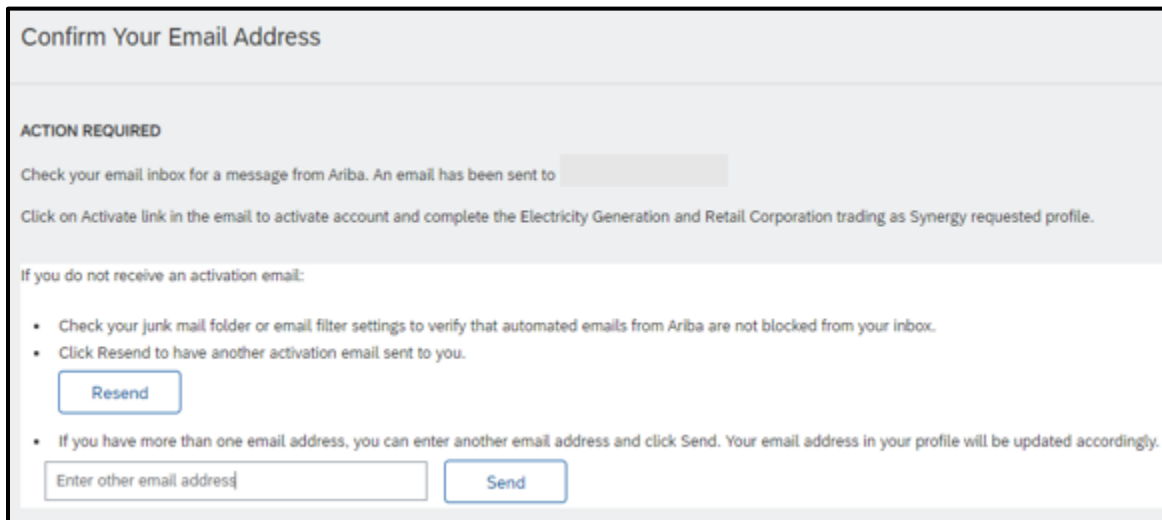
The domain you specified does not match your company's domain. Do you still want to use it?

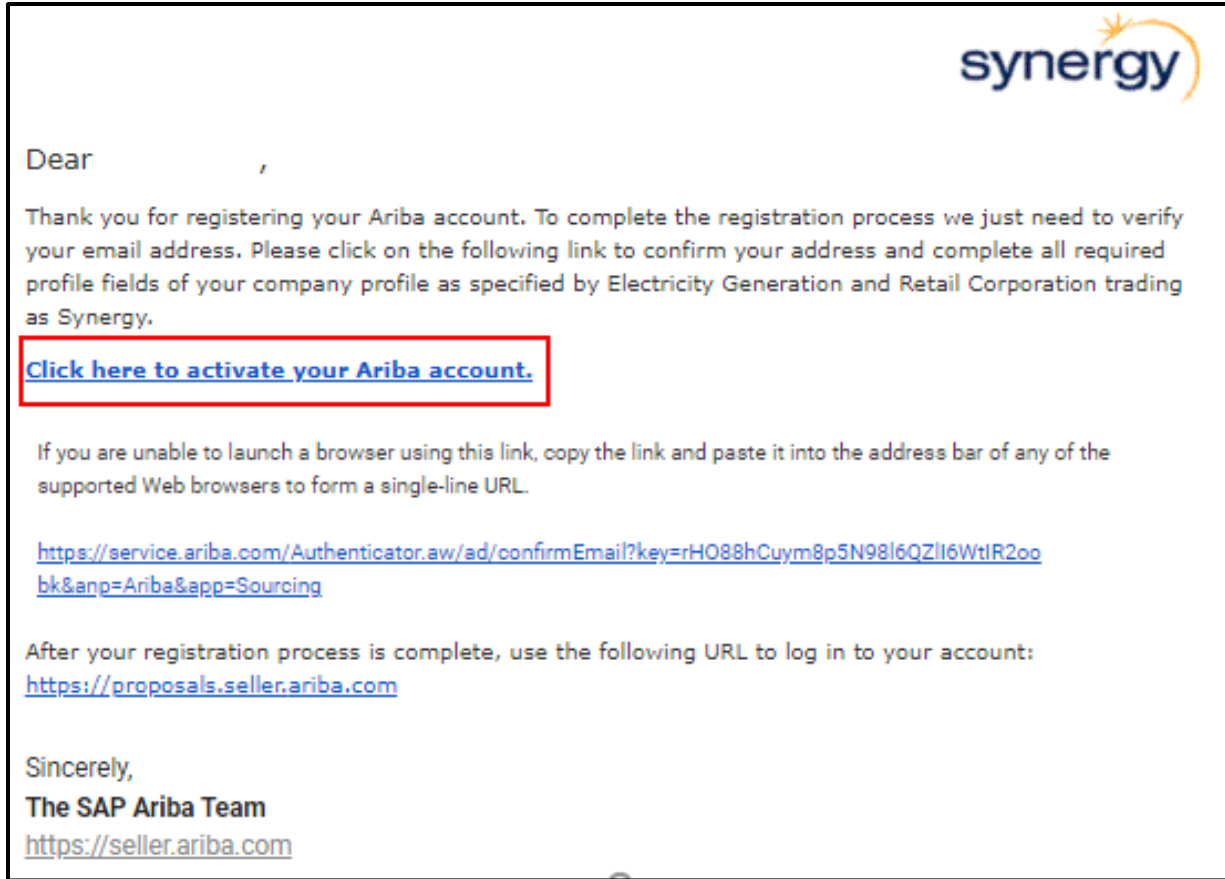
Potential Duplicate Account

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.

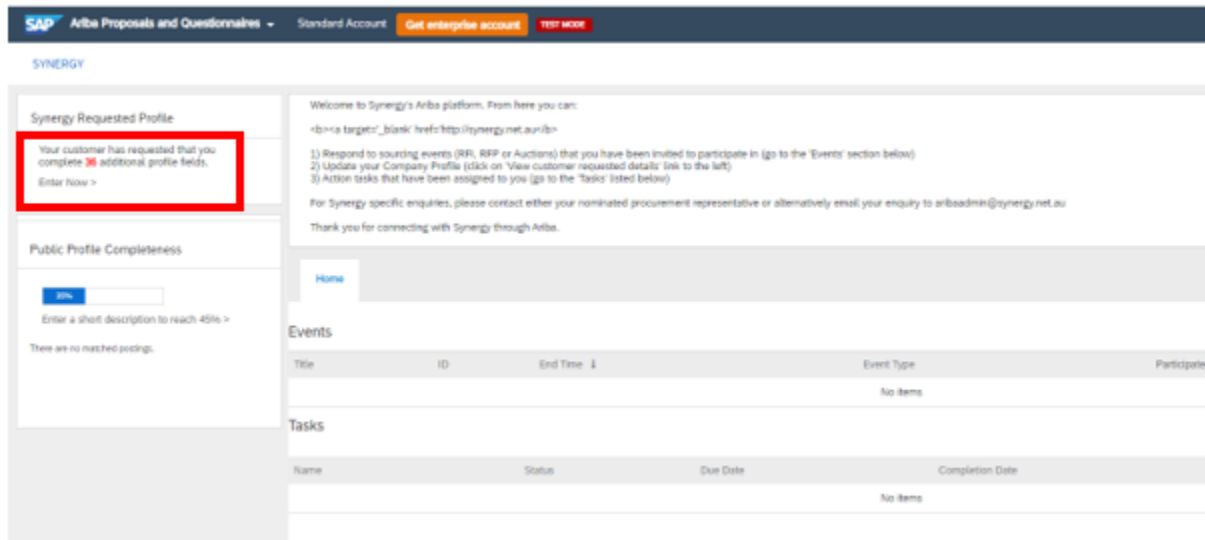


(7) You may also receive a notification to confirm your email address. Go to your email inbox and click on the hyperlink to activate your account.



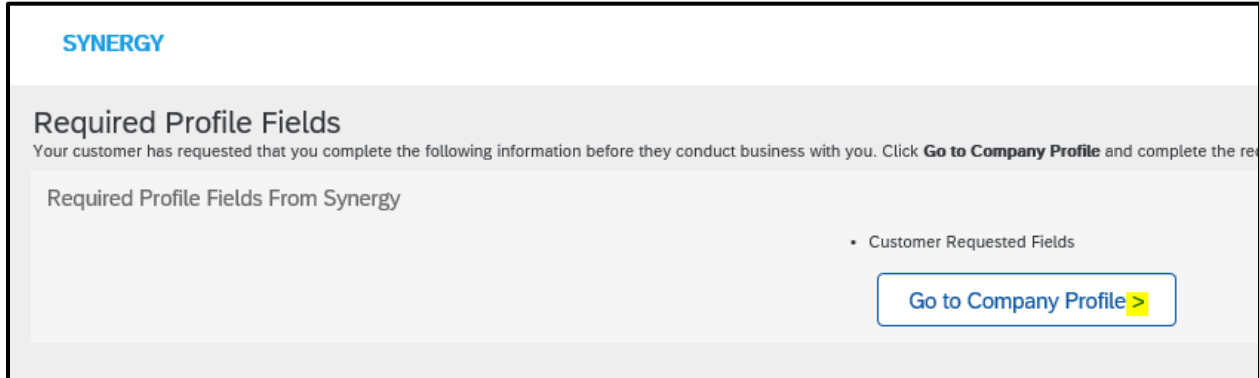


(8) once you have logged in you may be able to see any events (tenders) that you have been invited to respond to, or you may be directed to complete your company profile



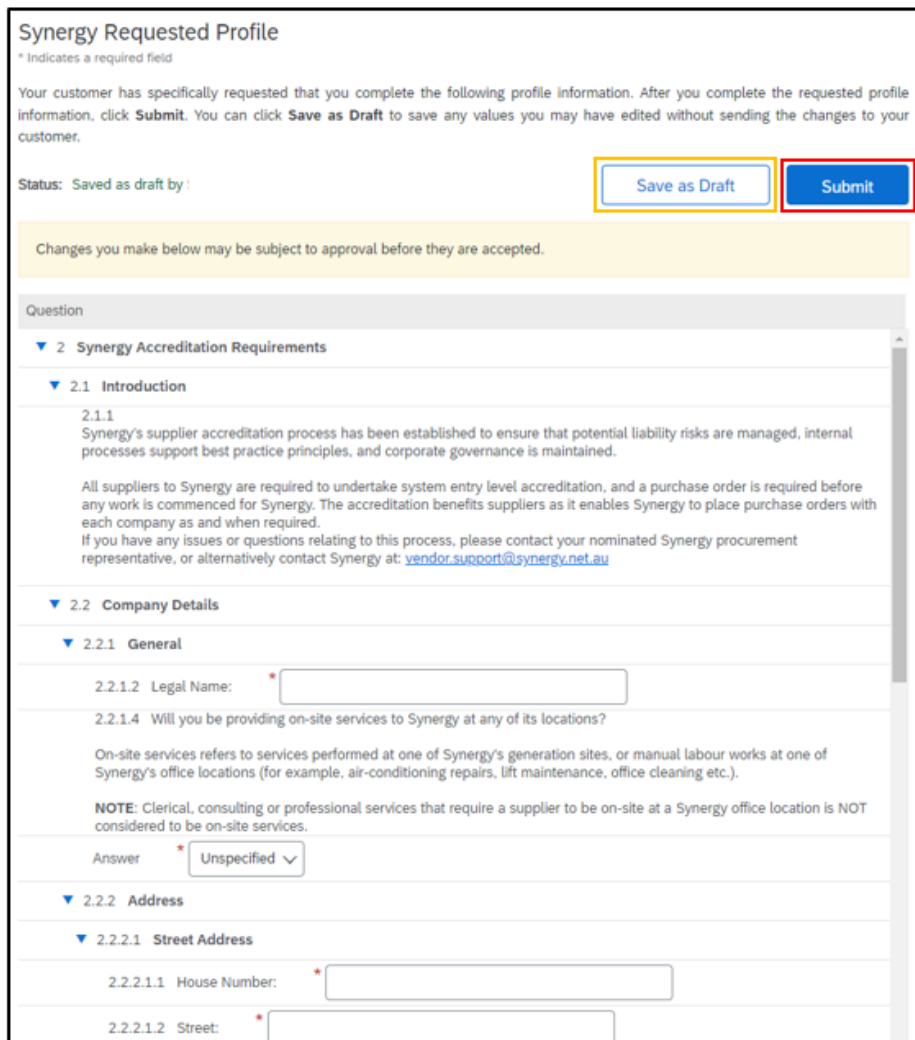
Ariba Supplier Registration

To complete your company profile you can either click on “Enter Now” as shown in screenshot above or click on “Go to Company Profile”.



The screenshot shows the Synergy logo at the top left. Below it is the heading "Required Profile Fields" with a sub-heading "Required Profile Fields From Synergy". A message states: "Your customer has requested that you complete the following information before they conduct business with you. Click **Go to Company Profile** and complete the re...". A bullet point indicates "Customer Requested Fields". A button labeled "Go to Company Profile" with a right-pointing arrow is located at the bottom right.

(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.



The screenshot displays the "Synergy Requested Profile" form. At the top, it includes a note: "* Indicates a required field". The main instruction reads: "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." Below this, the status is "Saved as draft by:" followed by two buttons: "Save as Draft" (highlighted with a yellow border) and "Submit" (highlighted with a red border). A yellow warning box states: "Changes you make below may be subject to approval before they are accepted." The form content is organized into sections: "Question", "2 Synergy Accreditation Requirements", "2.1 Introduction", "2.1.1 Introduction" (with text about accreditation), "2.2 Company Details", "2.2.1 General", "2.2.1.2 Legal Name:" (with a text input field), "2.2.1.4 Will you be providing on-site services to Synergy at any of its locations?" (with a dropdown menu set to "Unspecified"), "2.2.2 Address", and "2.2.2.1 Street Address", "2.2.2.1.1 House Number:" (with a text input field), and "2.2.2.1.2 Street:" (with a text input field).

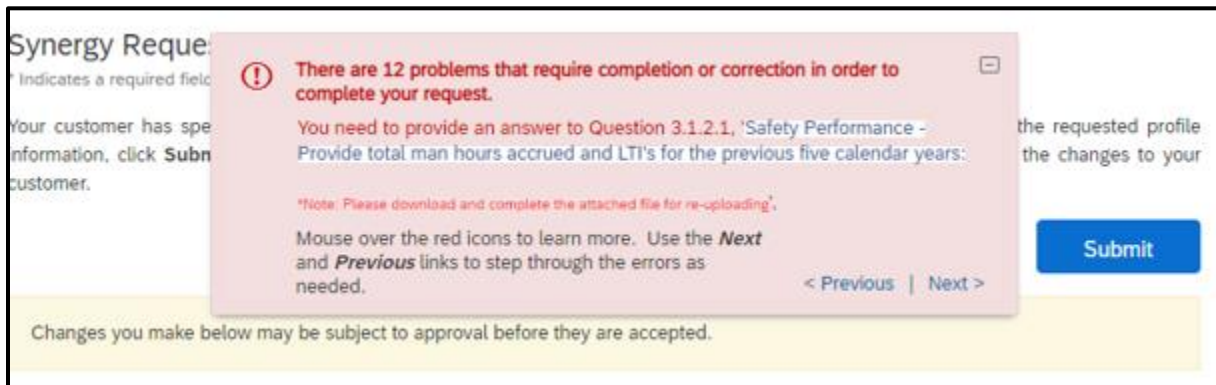


Use the blue arrow to collapse or expand the sections. Collapsing all the section will look like this. You can then work your way through each section.

- 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](#).



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 image shows two screenshots from the Ariba Supplier Registration interface. The top screenshot displays the 'SYNERGY' logo and a 'Synergy Requested Profile' section. A message states 'All required customer requested fields have been completed.' Below this message is a red-bordered button labeled 'View customer requested fields >'. To the right, a partial sidebar is visible with the text 'Welco', '<a', '1) Res', '2) Upd', '3) Acti', and 'For Sy'. The bottom screenshot shows the 'Company Profile' section with several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', 'Customer Requested', and 'Additional Documents'. The 'Customer Requested' tab is highlighted with a red border. Below the tabs, a note reads '* Indicates a required field'. Under the heading 'Sourcing Customer List', there is a table with two columns: 'Customer' and 'Customer Requested Profile Information'. The 'Synergy' entry in the 'Customer' column is highlighted with a red border, and its corresponding status in the 'Customer Requested Profile Information' column is 'Complete'.

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.