

Ariba Registration of Company Profile

Queensland Rail has adopted the Ariba Contract Management System to improve contract management and supplier management capability. Ariba is a cloud based system that is being used by Queensland Rail to connect and collaborate with current and potential suppliers. Another exciting initiative of the Ariba system is that it provides any potential supplier wishing to undertake business with Queensland Rail the ability to register their company or organisation by completing a specific questionnaire.

The information that can be provided by potential suppliers also includes company identification, contact details, commodity, product, service and accreditation documents. Fliers, company profiles and regularly used documentation such as insurance certificates, Safety Management Systems and Quality System information can all be uploaded and saved against your own company profile.

Suppliers maintain their own profiles and are able to access and update all information immediately any change occurs. Queensland Rail may then utilise this information by searching and reviewing this supplier database when considering future purchasing requirements and tendering events.

New

Ariba Commerce clients should use **Part A** of the attached process beginning at page 2.

Existing

Ariba Commerce clients should use **Part B** of the attached process beginning at page 6.

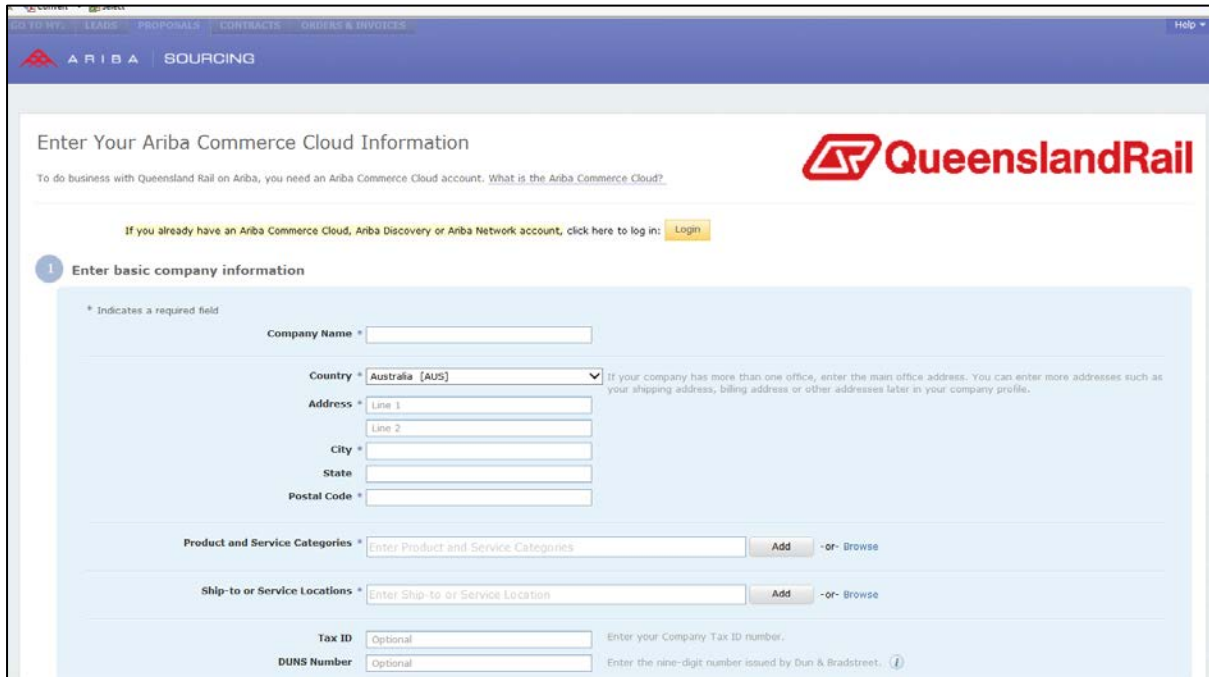
Please note that the completion of this registration does not guarantee any inclusion in a tender process or that your company will receive any future orders as a result of providing this information.

Part A

Registration Process Steps for new Ariba Commerce Clients

You are able to update your profile information by coming back to this site at any time in the future.

1. Complete the basic company and user account information.



Enter Your Ariba Commerce Cloud Information

To do business with Queensland Rail on Ariba, you need an Ariba Commerce Cloud account. [What is the Ariba Commerce Cloud?](#)

If you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account, click here to log in: [Login](#)

1 Enter basic company information

* Indicates a required field

Company Name *

Country * Australia [AUS] 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.

Address *
Line 1
Line 2

City *

State *

Postal Code *

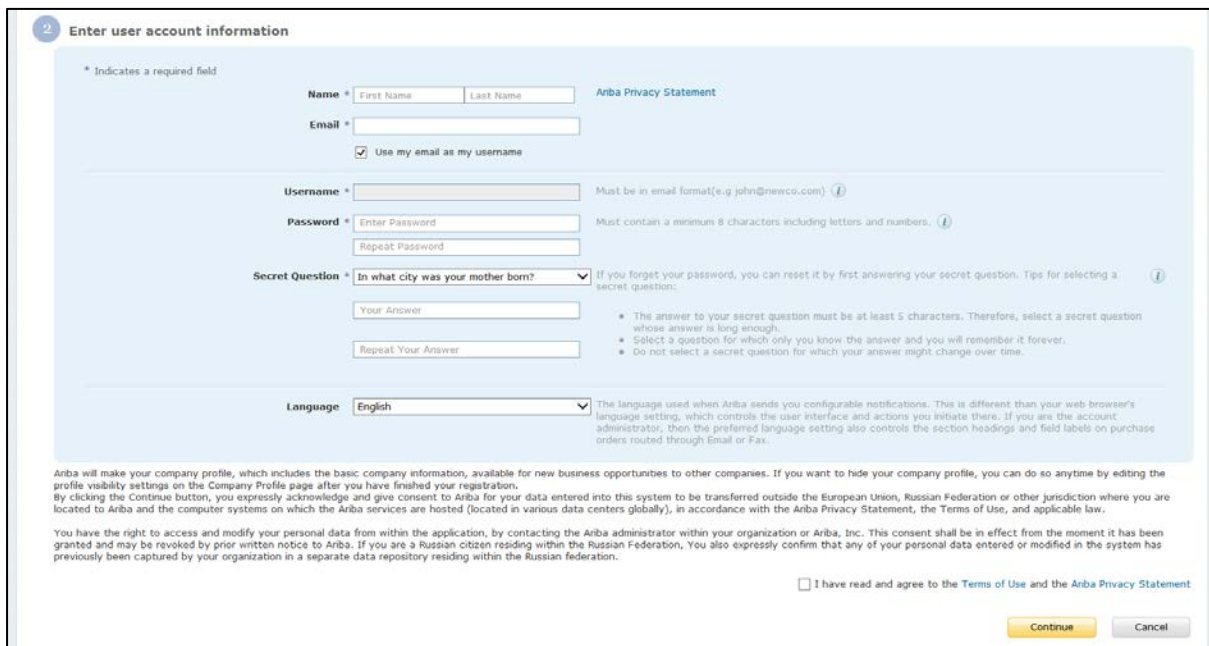
Product and Service Categories * Enter Product and Service Categories -or- Browse

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

Tax ID Optional Enter your Company Tax ID number.

DUNS Number Optional Enter the nine-digit number issued by Dun & Bradstreet. [?](#)

2. Read and accept the terms of use and click on Continue.



2 Enter user account information

* Indicates a required field

Name * First Name Last Name [Ariba Privacy Statement](#)

Email *

Use my email as my username

Username * Must be in email format(e.g john@newco.com) [?](#)

Password * Enter Password Must contain a minimum 8 characters including letters and numbers. [?](#)
 Repeat Password

Secret Question * In what city was your mother born? If you forget your password, you can reset it by first answering your secret question. Tips for selecting a secret question: [?](#)

Your Answer • The answer to your secret question must be at least 5 characters. Therefore, select a secret question whose answer is long enough.
 Repeat Your Answer • Select a question for which only you know the answer and you will remember it forever.
• Do not select a secret question for which your answer might change over time.

Language English The language used when Ariba sends you configurable notifications. This is different than your web browser's language setting, which controls the user interface and actions you initiate there. If you are the account administrator, then the preferred language setting also controls the section headings and field labels on purchase orders routed through Email or Fax.


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 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 and the Ariba Privacy Statement

- You will receive an email confirming your account registration and asking you to complete the activation process.

Action Required: Check your email inbox for a message from Ariba




Click the link in the activation email sent to Testuser@bigpond.com

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.

- You will find a message in your email similar to below.


ARIBA

Dear [Testuser](#),

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Discovery.

Click here to activate your Ariba account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

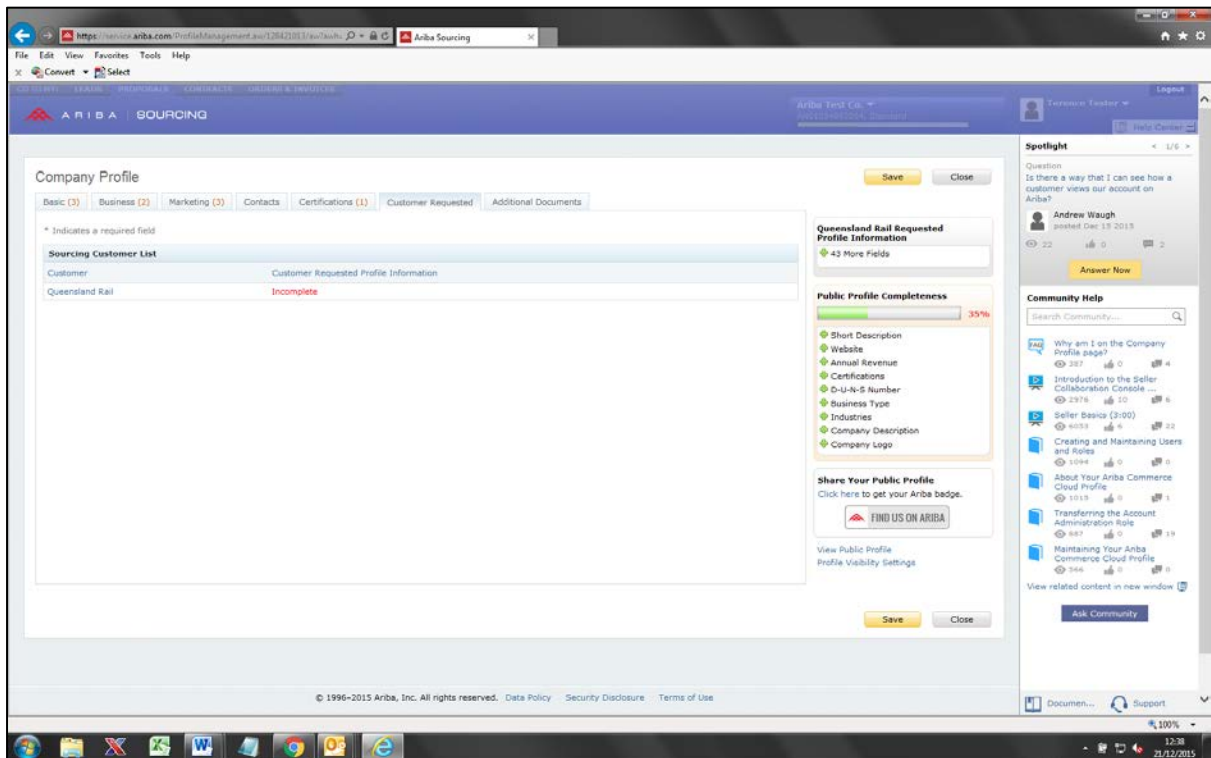
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=Ogc8h11Wa4DKIS1TVkqNeNFYDMHJZq7V&app=Ariba&app=Discovery>

After your registration process is complete, use the following URL to log in to your account:
<http://discovery.ariba.com>

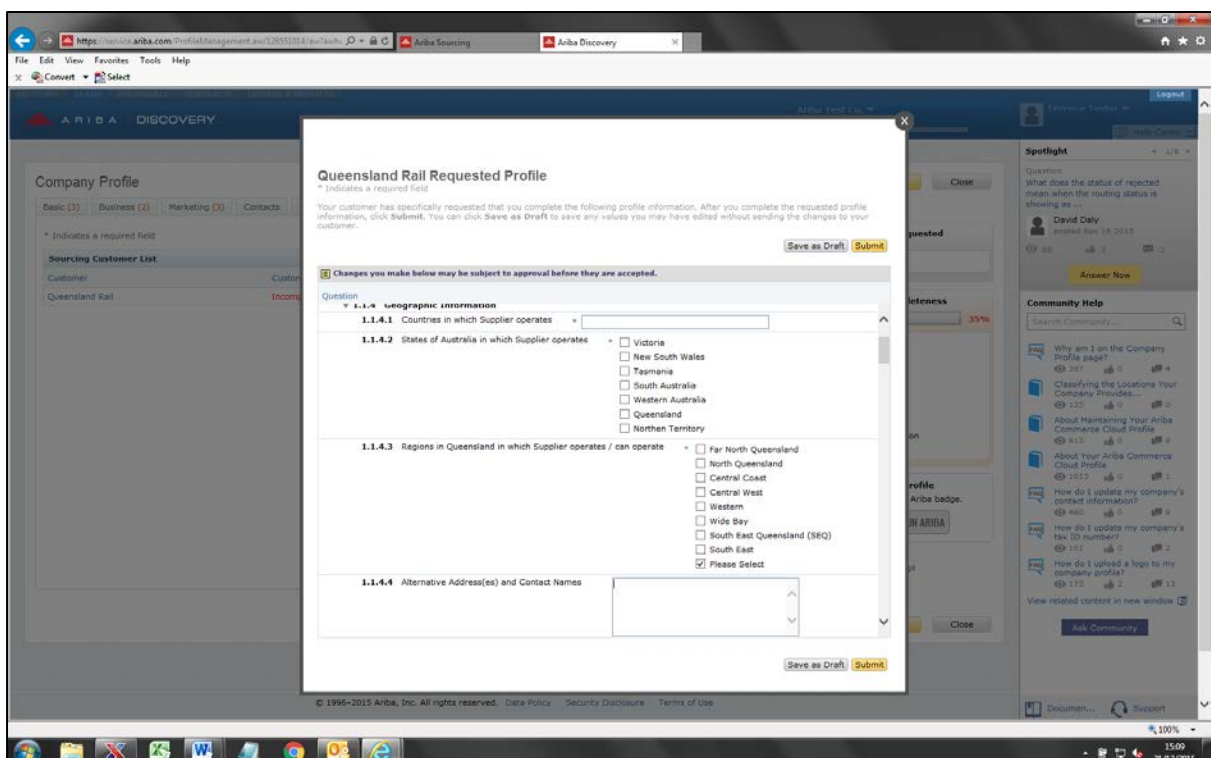
Sincerely,
The Ariba Team
<https://discovery.ariba.com>

Ariba, Inc., 910 Hermosa Court, Sunnyvale, CA 94085, USA
[Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)

- Once your account is activated you will automatically be taken to the following page. Click on “Queensland Rail” to open a profile questionnaire.



- Please complete the questionnaire providing Queensland Rail with an overview of your company's service offering and general capability.



You are also able to upload documents such as:

- company profiles
- product profiles
- insurance documents
- safety management system documents
- accreditations and licenses

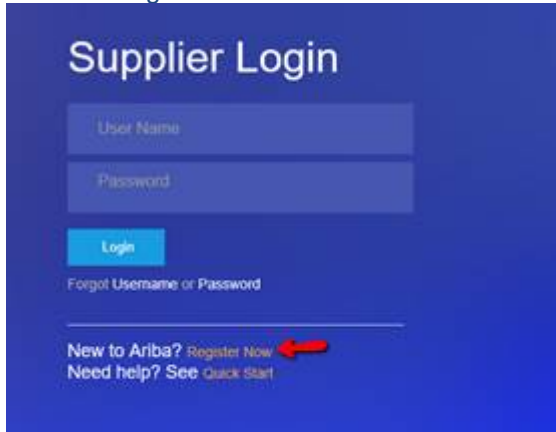
7. Once completed, click "Submit" to update the information.

Part B

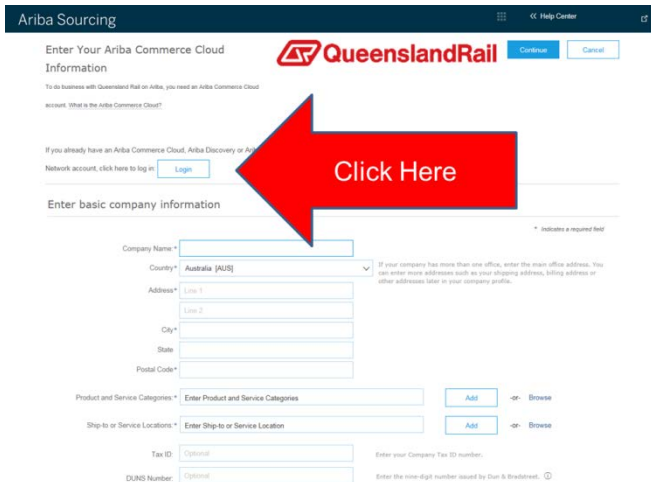
Registration Process Steps for existing Ariba Commerce Clients

If your company has already registered with Ariba Commerce, please follow the instructions below to link your existing Ariba Commerce registration to QLD Rail.

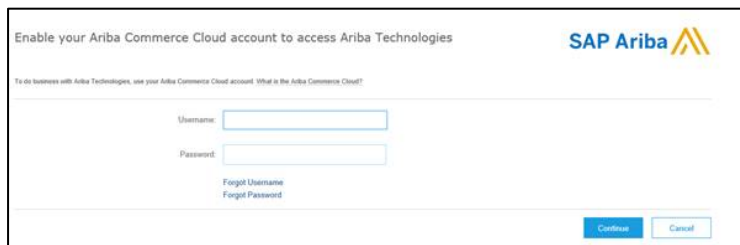
- 1) Click on the link <http://queenslandrail.supplier.ariba.com>
- 2) Click on Register Now



- 3) Click on the below link



- 4) Enter your company Ariba Commerce credentials and click on Continue.



- 5) Please complete the questionnaire providing Queensland Rail with an overview of your company's service offering and general capability.