

SAP Ariba Registration of Company Profile

Ariba is a cloud-based system that is being used by Queensland Rail to connect and collaborate with current and potential suppliers. It provides suppliers wishing to undertake business with Queensland Rail, the ability to register their company by completing a Queensland Rail questionnaire.

The information that can be provided by suppliers 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 can access and update all information immediately if any changes occur. Queensland Rail may then utilise this information by searching and reviewing this supplier database when considering future purchasing requirements and tendering events.

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.

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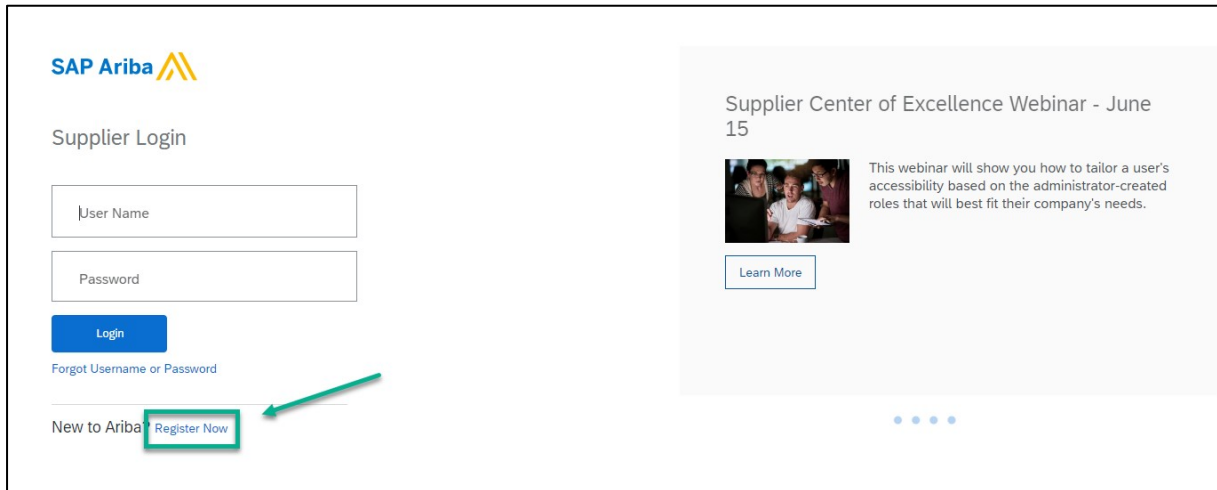
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Registration Process

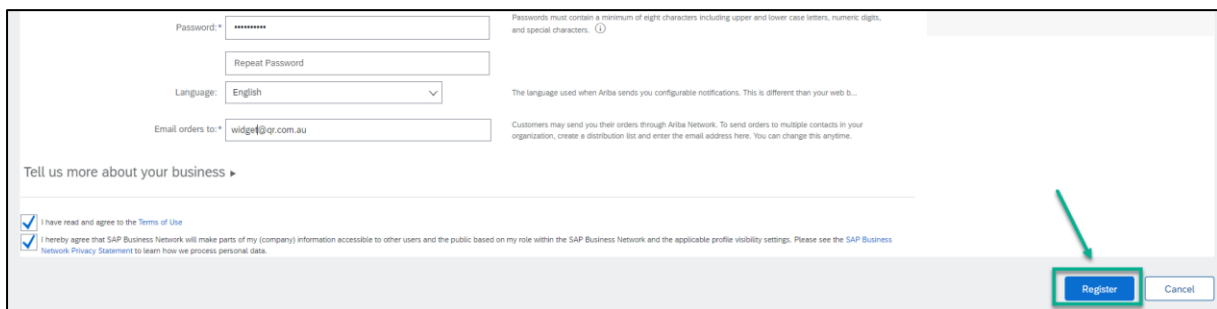
PART A

Create a new Ariba Commerce account and register to do business with Queensland Rail

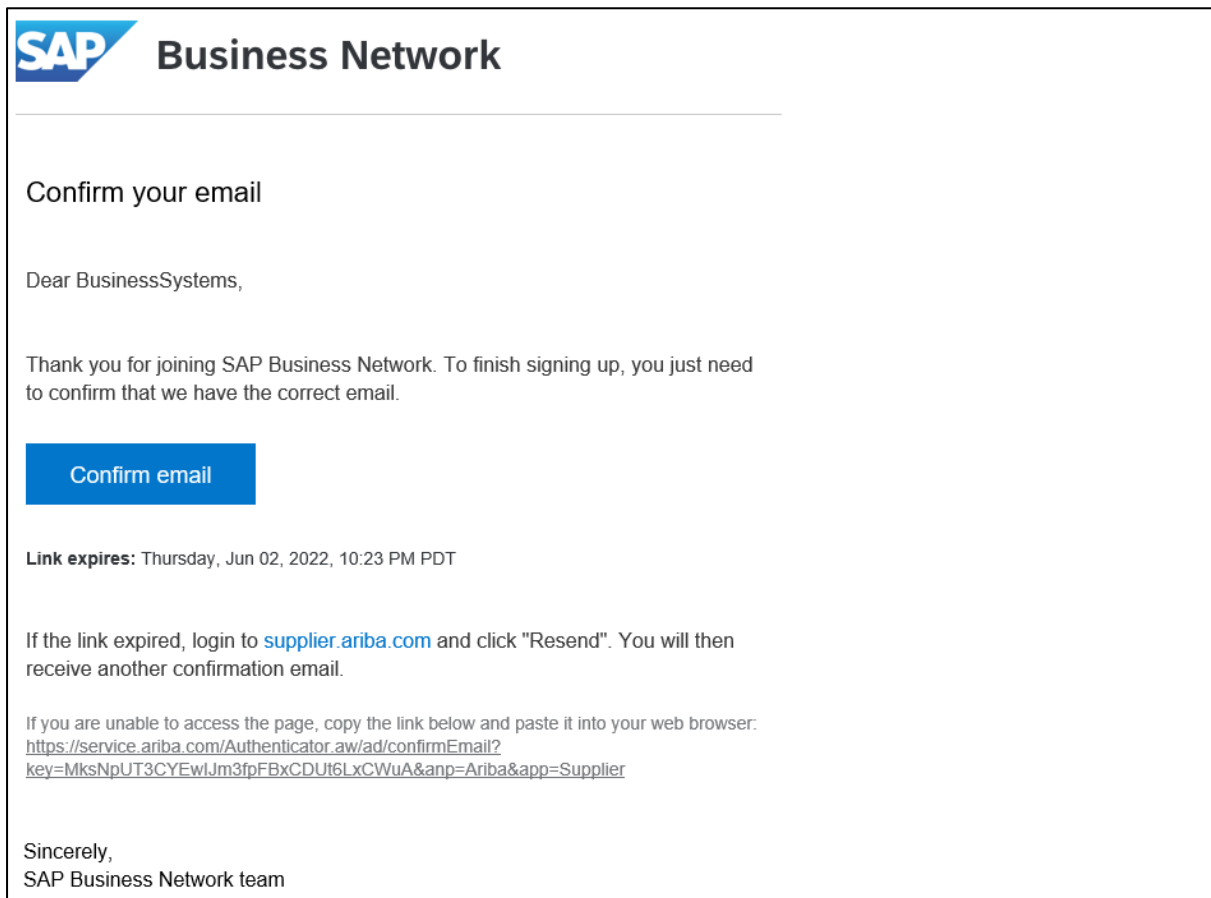
1. Visit the [SAP Ariba website](#)
2. Click **Register Now**



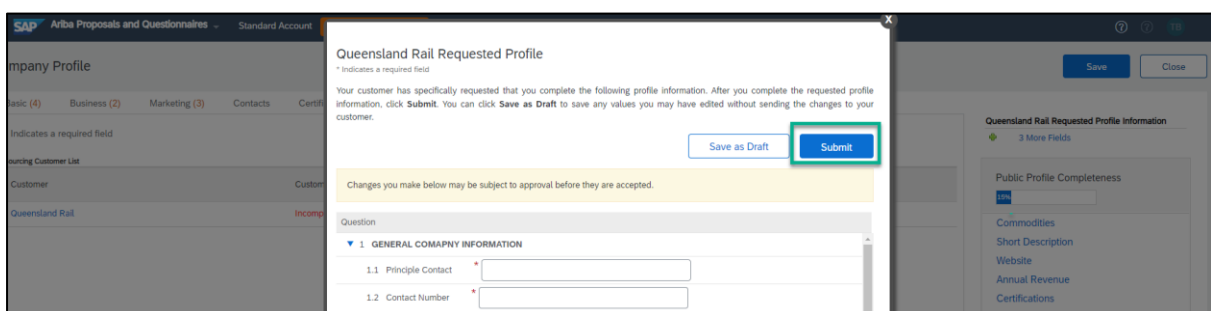
3. Complete the basic company and user account information
4. Read and accept the *Terms of Use* and *SAP Network Privacy Statement*
5. Click **Register**



- An email confirmation will be sent to your registered email address requesting you to activate the account



- Once your account is activated you will be prompted to complete the Queensland Rail Profile questionnaire. On completion, click **Submit**

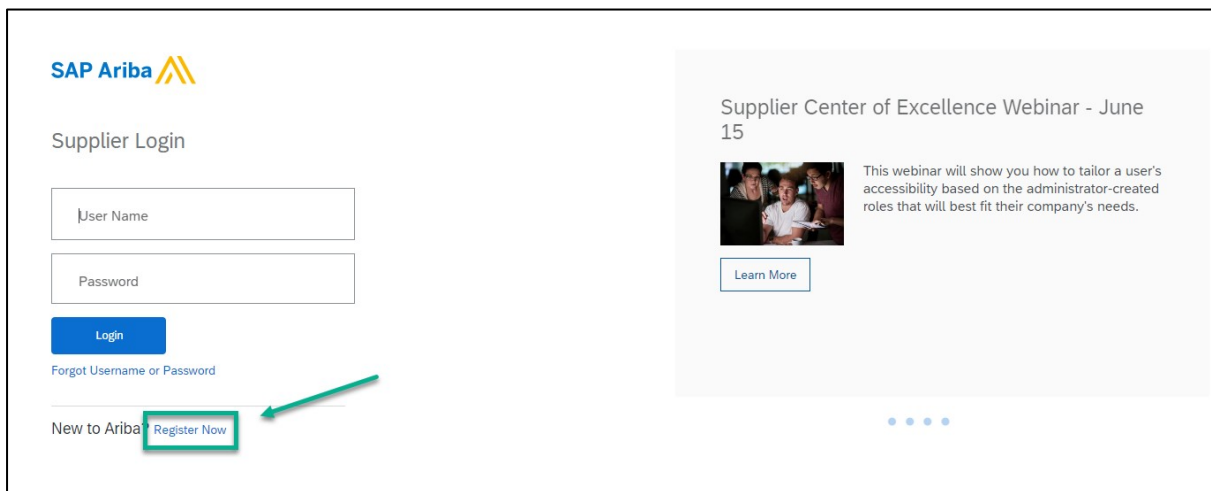


PART B

Register your existing Ariba Commerce account to do business with Queensland Rail

If your company has an existing Ariba Commerce Account (Ariba Network ID), your Ariba Account holder (Administrator) will need to follow the below instructions to register to do business with Queensland Rail.

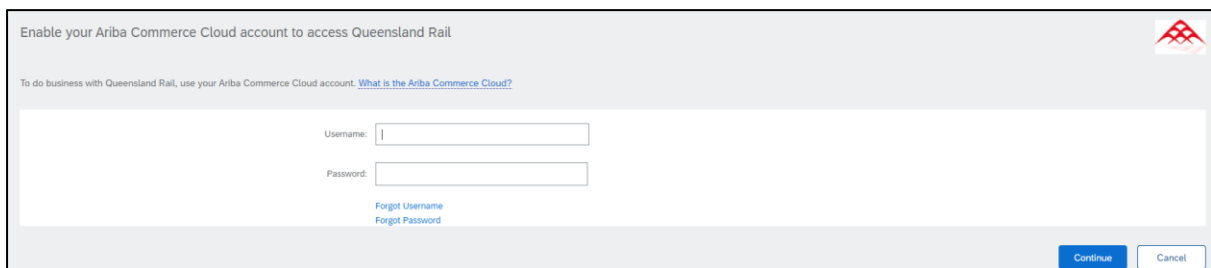
1. Visit the [SAP Ariba website](#)
2. Click on **Register Now**



3. Click **Login**



4. Enter your company Ariba Commerce credentials and click **Continue**



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