

# **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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## **Registration Process**

### PART A

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

- 1. Visit the <u>SAP Ariba website</u>
- 2. Click **Register Now**

SAP Ariba 📉	
Supplier Login	Supplier Center of Excellence Webinar - June 15
User Name	This webinar will show you how to tailor a user's accessibility based on the administrator-created roles that will best fit their company's needs.
Password	Learn More
Login Forgot Username or Password	
New to Ariba 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

Password:*		Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. $\hat{\Omega}$	
	Repeat Password		
Language:	English $\vee$	The language used when Ariba sends you configurable notifications. This is different than your web b	
Email orders to:*	widget@qr.com.au	Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.	
Tell us more about your business	۶.		
I have read and agree to the Terms of Use     I hereby agree that SAP Business Network will make p     Network Privacy Statement to learn how we process p	arts of my (company) information accessible to other users and the public based ersonal data.	on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business	$\langle \rangle$
			Register



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



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

SAP Ariba Proposals and Questionnaires - Standar	rd Account	X	<b>0</b> (?) 💼
mpany Profile		Queensland Rail Requested Profile * Indicates a required field	Save
lasic (4) Businesa (2) Marketing (3) Contacts Indicates a required field	s Certifi	Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click <b>Submit</b> . You can click <b>Save as Draft</b> to save any values you may have effect without sending the changes to your customer.  Save as Draft Submit	Outensiand Rail Requested Profile Information
Customer	Custom	Changes you make below may be subject to approval before they are accepted.	Public Profile Completeness
Queensland Rel	Incomp	Question         *           1 GENERAL COMAPNY INFORMATION         *           1.1 Principle Contact         *           1.2 Contact Number         *	Commodities Short Description Website Annual Revenue Certifications



### 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 <u>SAP Ariba website</u>
- 2. Click on **Register Now**

SAP Ariba 📉	
Supplier Login	15
User Name	This webinar will show you how to tailor a user's accessibility based on the administrator-created roles that will best fit their company's needs.
Password	Learn More
Login	
Forgot Username or Password	
New to Ariba Register Now	

#### 3. Click Login

Register	Register Cancel
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	
Company information	Ariba Network
Indicates a required field	standard account is Free Already have an account?
Company Name:*	Login

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

Enable your Ariba Commerce Cloud account to access Queensland Rail	
To do business with Queensland Rail, use your Ariba Commerce Cloud account. What is the Ariba Commerce Cloud?	
Username:	
Password:	
Forget Username Forget Password	
	Continue

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