

## 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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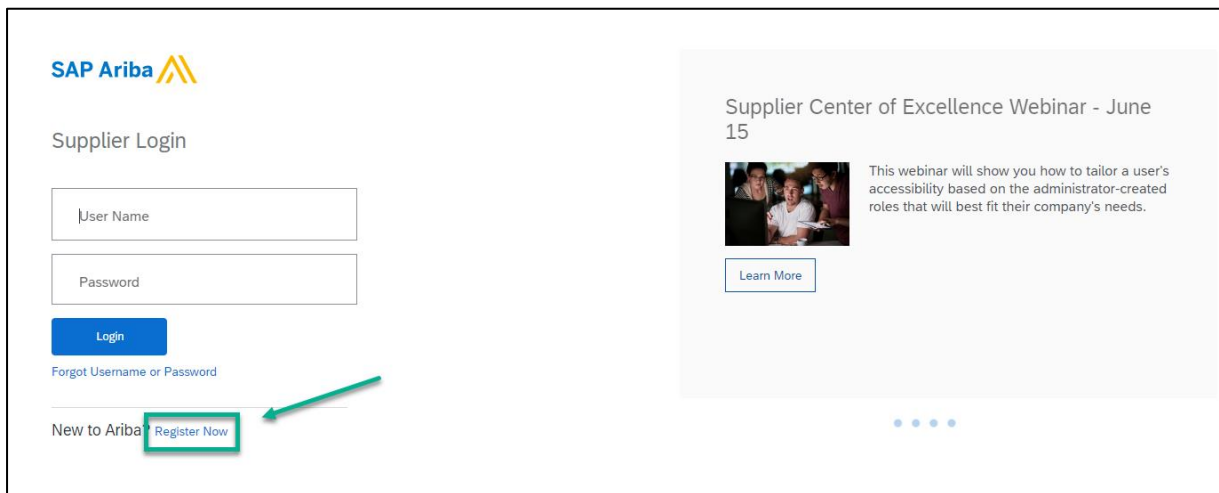
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# Registration Process

## PART A

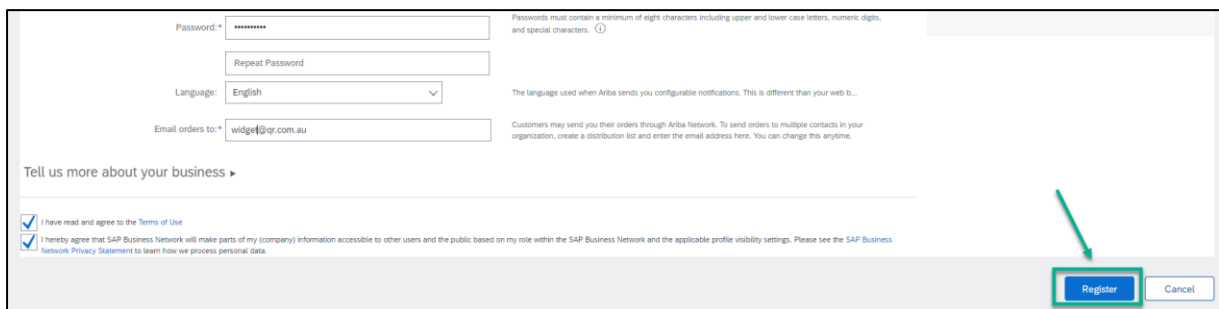
Create a new Ariba Commerce account and register to do business with Queensland Rail

1. Click link <http://queenslandrail.supplier.ariba.com>
2. Click **Register Now**



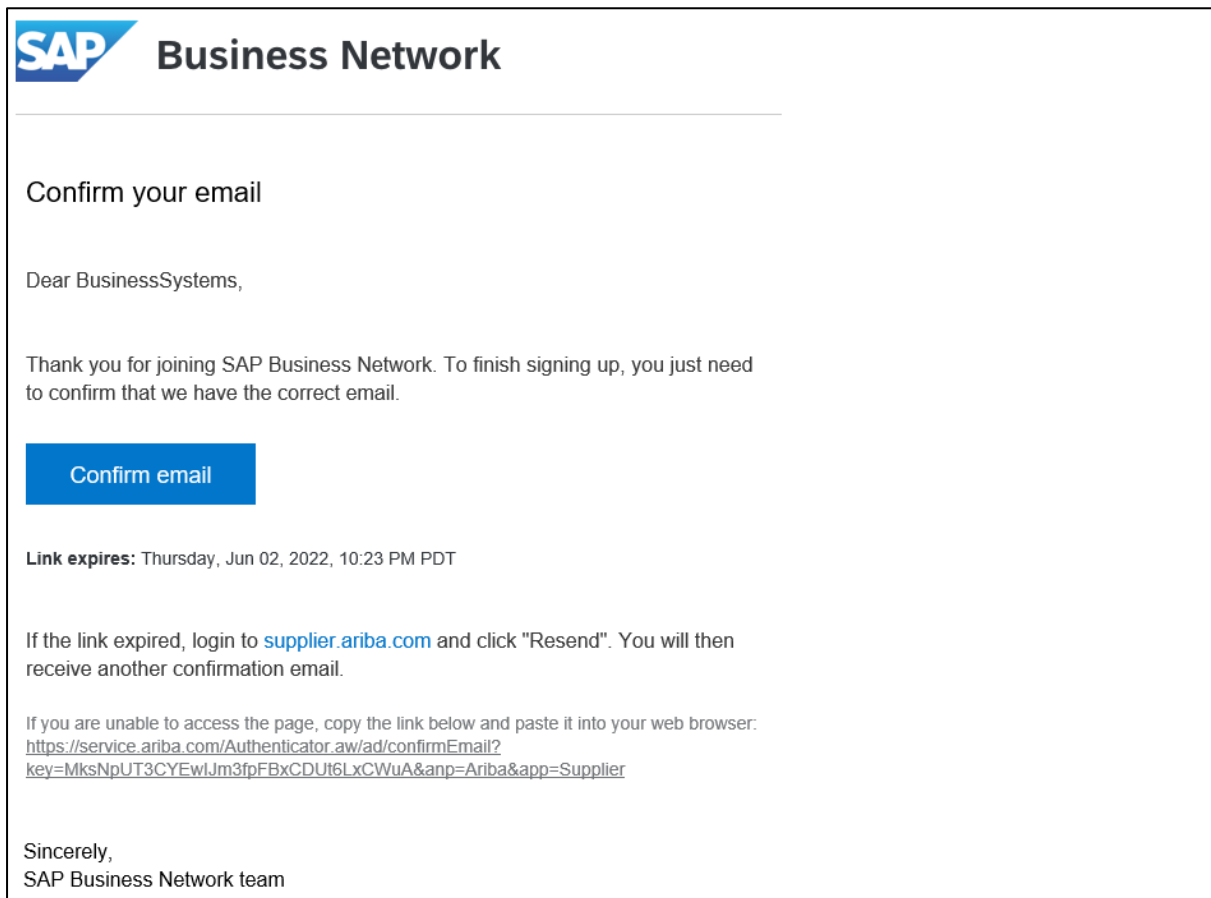
The screenshot shows the SAP Ariba Supplier Login page. On the left, there is a 'Supplier Login' section with input fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password'. Below this is a 'New to Ariba' section with a 'Register Now' button highlighted by a red box and a red arrow. On the right, there is a promotional banner for a 'Supplier Center of Excellence Webinar - June 15' with a 'Learn More' button.

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**

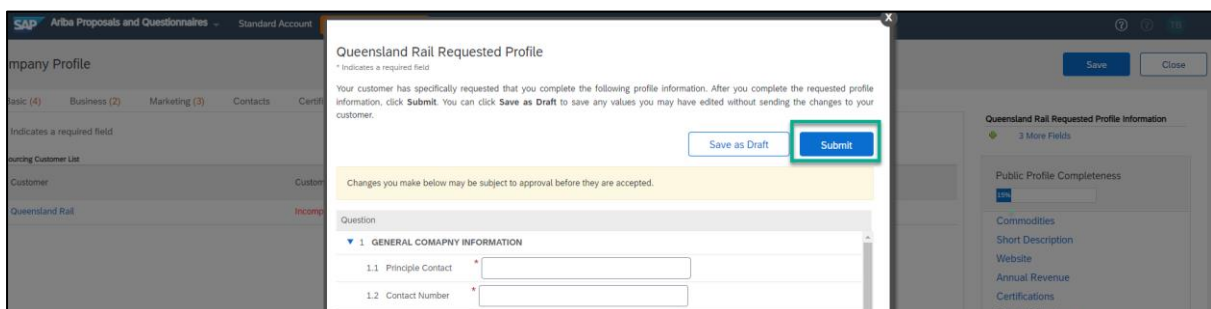


The screenshot shows the registration form. It includes fields for 'Password' (with a strength indicator), 'Repeat Password', 'Language' (set to English), and 'Email orders to' (set to widgej@qr.com.au). Below these fields is a section titled 'Tell us more about your business' with two checked checkboxes: 'I have read and agree to the Terms of Use' and 'I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.' At the bottom right, there is a 'Register' button highlighted by a red box and a red arrow, and a 'Cancel' button.

- 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**

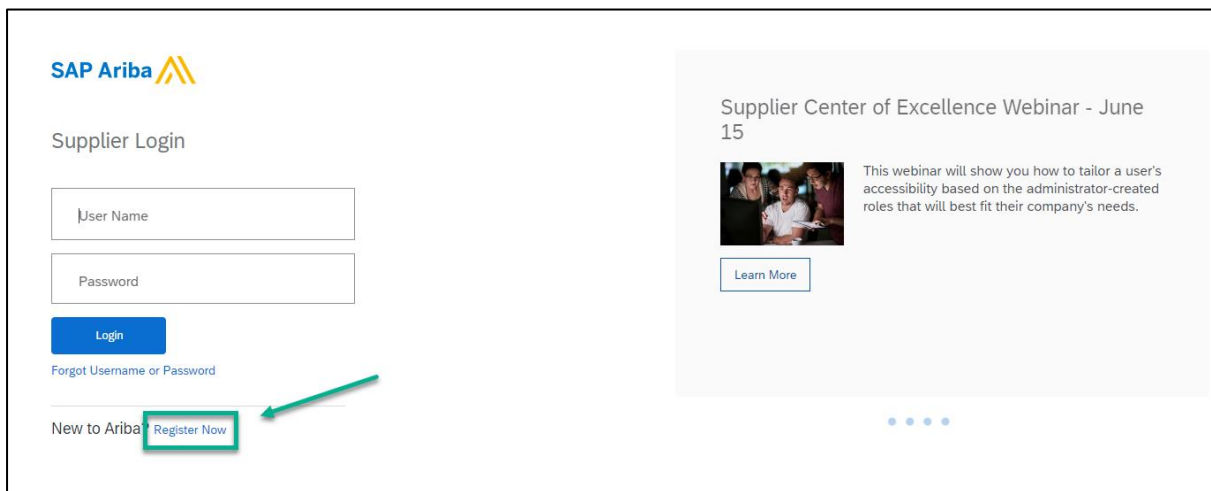


## PART B

### 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. Click on link <http://queenslandrail.supplier.ariba.com>
2. Click on **Register Now**



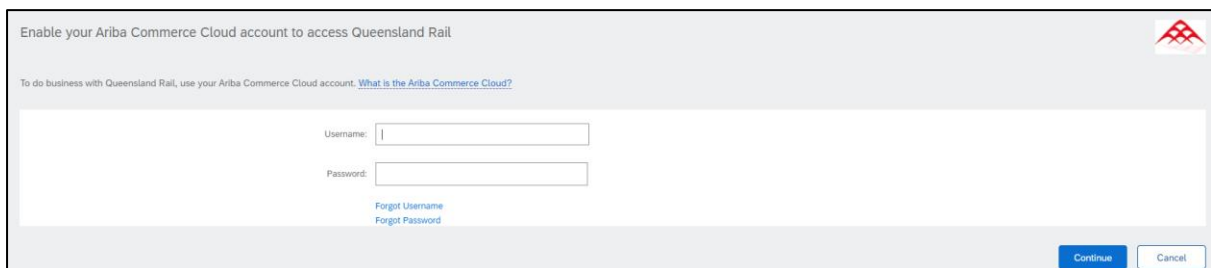
The screenshot shows the SAP Ariba Supplier Login page. On the left, there is a login form with fields for 'User Name' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password'. Below the login form is a 'New to Ariba' section with a 'Register Now' button highlighted by a green box and a green arrow pointing to it. On the right, there is a promotional banner for a 'Supplier Center of Excellence Webinar - June 15' with a 'Learn More' button.

3. Click **Login**



The screenshot shows the Ariba Register page. At the top right, there are 'Register' and 'Cancel' buttons. Below the header, there is a 'Login' button highlighted by a green box and a green arrow pointing to it. The main section is titled 'Company information' and contains a 'Company Name' field with an asterisk indicating it is required, and a 'Country/Region' dropdown menu set to 'Australia (AUS)'. A note below the dropdown says 'If your company has more than one office, enter the main office address. You can enter more addresses such as your'. On the right side, there is a box that says 'Ariba Network standard account is Free' and 'Already have an account? Login'.

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



The screenshot shows the Ariba 'Enable your Ariba Commerce Cloud account to access Queensland Rail' page. It features a 'Username' field and a 'Password' field. Below these fields are links for 'Forgot Username' and 'Forgot Password'. At the bottom right, there are 'Continue' and 'Cancel' buttons.

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