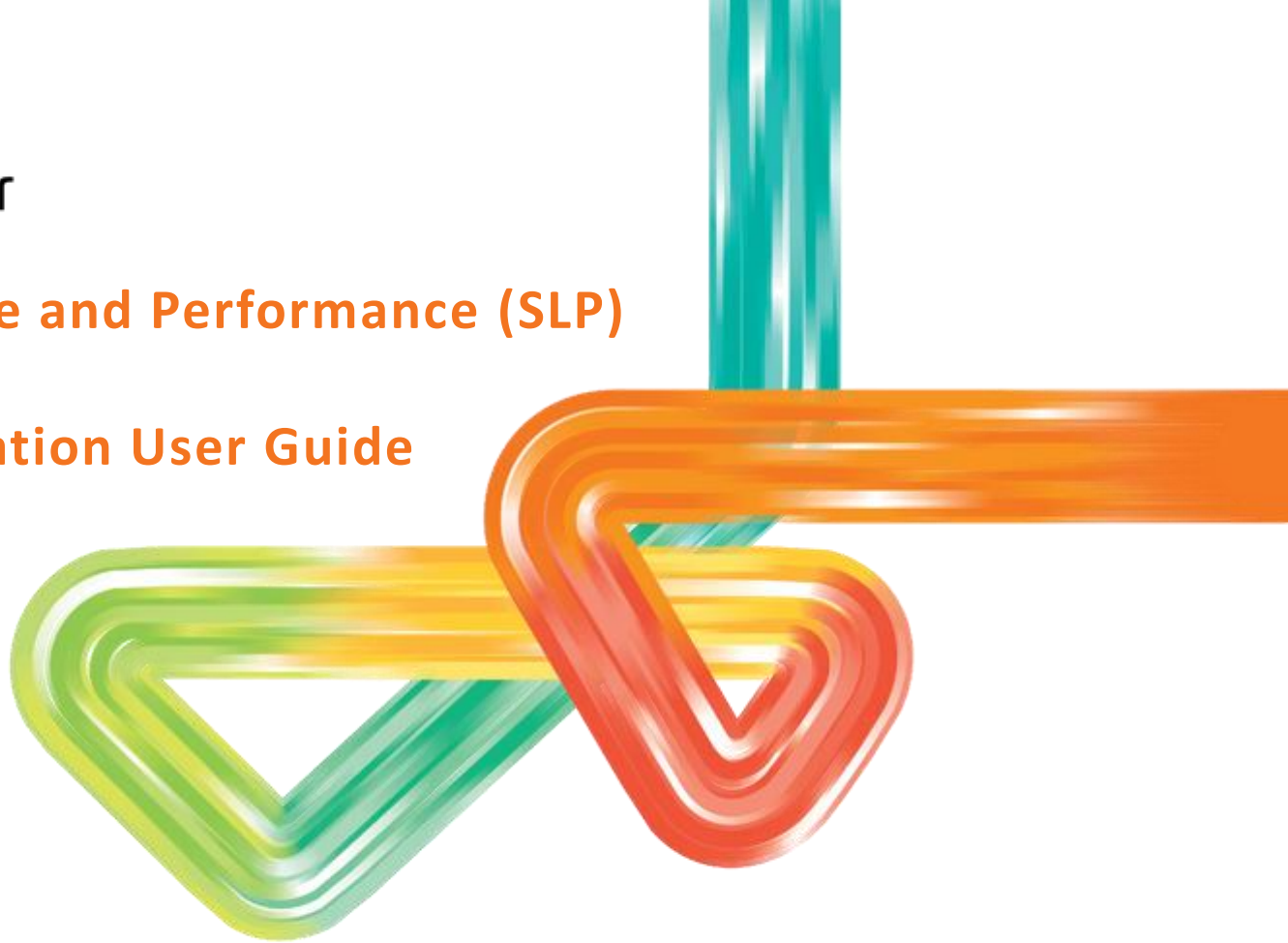


Supplier Lifecycle and Performance (SLP)

Supplier Registration User Guide



Introduction

This user guide will provide an overview of the ‘Supplier Registration Process’.

Your company will receive a system generated email that invites you to complete the Western Power Supplier Registration Questionnaire.

All suppliers will need to be registered on the Ariba Network before filling out the registration questionnaire. You can either create a new Ariba Network account or sign in with existing Ariba Network credentials.



Supplier Registration

Your business will receive an email that will be sent to the email address nominated from the completion of your Supplier Request form. Please see below for email content:-



Register as a supplier with Western Power - T

Hello!

[Redacted] has invited you to register to become a supplier with Western Power - T. Start by creating an account with Ariba Network. It's free.

Western Power - T uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If Supplying the West already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, Western Power - T, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Western Power - T.



Supplier Registration

New Users

Please click on the link within the email if you have not previously registered for an Ariba Network Account.

Existing Users

If you have already registered for an Ariba Network Account click on the link and sign in with your username and password.



Supplier Registration

Once the link has been selected you will be directed to the screen below:-

Welcome, Clint Eastwood

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

Sign up as a supplier with **Western Power - TEST** on SAP Ariba.

Western Power - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Western Power - TEST.

[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 solution your customers are using. Once you have completed the registration, you will be able to:

- 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



Supplier Registration

Please select the appropriate option.

When 'Sign up' is the option chosen you will at this point be creating an Ariba Network Standard Account (fee free). Once registered this will assist you in fully utilising the Ariba Network including online Purchase Orders and invoicing. You do have the option to upgrade to an Enterprise Account (fees payable) – please see <https://westernpower.com.au/industry/suppliers-materials/transacting-with-western-power/> for more information.

The details to follow are created as a new user to the Ariba Network Account. The questionnaire detail is the same for both new and existing users.



Supplier Registration

Click on 'Sign up' link in email. You will be directed to the following screen to sign up as a new user:-

Ariba Sourcing

Create account
Create account and continue
Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Western Power - TEST.

Company information

* Indicates a required field

Company Name: *

Country: * ▼

Address: *

Line 2

City: *

State:

Postal Code: *

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.

User account information

* Indicates a required field

Name: *

Email: *

Use my email as my username

Username: *

Password: *

[SAP Ariba Privacy Statement](#)

Must be in email format(e.g john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ



Supplier Registration

Review and amend detail if required, at this point you will be prompted to enter a password for the account, and complete mandatory fields. Select 'Create account and continue'. You will then be directed to the following screen:-

Ariba Network Upgrade from standard account Learn More Company Settings Clint Eastwood

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.
You can change your business role at any time on the My Account page.

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other



Supplier Registration

Choose appropriate role as per above and select 'Continue to the Ariba Network'. This completes the new user process. The following screen will then display:-

The screenshot displays the SAP Ariba Network interface. At the top, the user is identified as 'Clint Eastwood' with options for 'Company Settings' and 'Upgrade from standard account'. The main navigation includes 'HOME' and 'CATALOGS'. The primary data section is titled 'Orders, Invoices and Payments' and shows '0 Pinned Documents'. Below this is a table with columns for Document #, Document Type, Customer, Status, and Amount, which is currently empty. To the right, there is a mobile app promotion and a 'Tasks' section with a progress indicator for 'Update Profile Information' at 15%.

Document #	Document Type	Customer	Status	Amount
No items				

Supplier Registration

Please Note

You will also receive the following system generated email advising your Ariba Network Account has been successfully registered.



Supplier Registration

Click on the 3x3 grid at the top of the screen and select 'Proposals'.

The screenshot shows the Ariba Network user interface. At the top left, the text 'Ariba Network' is displayed. To its right, there is a link 'Upgrade from standard account' and a 'Learn More' button. Further right, a 3x3 grid icon is highlighted with a red circle, and a dropdown menu is open, showing 'Go To My' with sub-items 'LEADS', 'PROPOSALS', and 'CONTRACTS'. The 'PROPOSALS' option is highlighted in blue. Below the navigation bar, there are sections for 'Orders, Invoices and Payments', 'Pinned Documents' (showing 0 items), and a table with columns 'Document #', 'Document Type', 'Customer', 'Status', and 'Amount'. A 'Tasks' section at the bottom right shows 'Update Profile Information' with a progress bar at 15%. A mobile app promotion is also visible.



Supplier Registration


The following screen will display:

Ariba Sourcing

WESTERN POWER - T

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



Company Settings ▾ Clint Eastwood ▾ Help Center >>

Events

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
Status: Open (1)			
Western Power Supplier Registration Questionnaire	Doc1870945184	30/7/2019 11:09	Invited

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

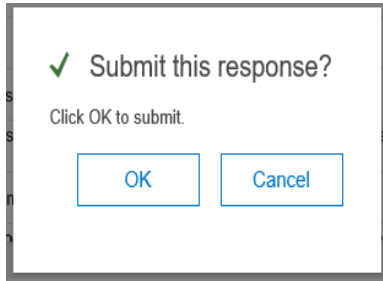
Certificates

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
No items					



Supplier Registration

Select 'Western Power Supplier Registration Questionnaire'. Some fields are prepopulated from your Supplier Request Form submission. As a minimum complete all mandatory fields. Once questions completed select 'Submit Entire Response'. The following dialogue box will appear:-



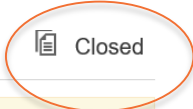
Select 'OK'. You will then see the following screen :-



Supplier Registration

Console

Doc1870945184 - Western Power Supplier Registration Question...



You have submitted a response to the questionnaire.

- Event Messages
- Event Details
- Response History
- Response Team

Event Contents

- All Content
- 1 General Information
- 2 Safety, Health & Env...
- 3 Insurance
- 4 Declaration

All Content


Name ↑		
3.3 Do you have Third Party Motor Vehicle insurance for minimum of \$10 million?	Yes	↑
3.5 Do you have Worker's Compensation insurance to statutory requirement for your State or Territory?	Yes	
▼ 4 Declaration		
4.1 I have read, understood and agree to comply with Western Power's Supplier Code of Conduct References	Yes	
4.2 I have read, understood and agree to comply with Western Power's Privacy Policy as outlined on the Western Power website (https://www.westernpower.com.au/privacy-policy)	Yes	
4.3 I confirm that the information provided is true and correct at the time of completing this submission	Yes	
5 Please note - submission of this form does not confirm approval or guarantee that an opportunity to formally quote for or receive work will eventuate		↓

Compose Message



Supplier Registration

The questionnaire has now been submitted to Western Power for review and approval. You will receive a system generated email as per below:-

 Tue 16/07/2019 1:40 PM
Ariba Administrator <no-reply@ansmtp.ariba.com>
Confirmation: Supplier Registration submitted for approval



Hello Clint Eastwood,

Western Power - T has received your registration information and will review it for approval.

To check your registration status, log in to the Western Power - T supplier portal.

[Click Here](#)

Sincerely,
Western Power - T

You are receiving this email because your customer, Western Power - T, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Western Power - T.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Powered by  SAP Ariba



Supplier Registration

Once reviewed and approved by Western Power, you will receive a system generated email advising approved, see below:-



Hello Clint Eastwood,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with Western Power - T.

[Click Here](#)

Sincerely,
Western Power - T

You are receiving this email because your customer, Western Power - T, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Western Power - T.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

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Supplier Registration

Once you have received the email advising your registration has been approved you may be invited to the Qualification Process.

The Supplier Qualification Questionnaire allows Western Power to qualify a supplier based on a specific commodity. The Qualification Questionnaire gathers detailed information about the supplier to ensure that the supplier meets requirements prior to being invited to tender/issuing a Purchase Order.

Please note - submission of this form does not confirm approval or guarantee that an opportunity to formally quote for or receive work will eventuate.



Additional Information

- Additional questions may appear dependant upon answers to previous questions.
- You are able to 'Save' questionnaire and return at a later date to complete.
- The Supplier Registration Questionnaire is open for 14 days for Suppliers to complete. If the link is appearing as expired, please reach out to your Western Power representative. They will be able to reinvite you to register.



Additional Information

- There is a 'Compose Message' button available that will allow you to send an email to Western Power if a question requires clarification. See below:-

Doc1870945184 - Western Power Supplier Registration Question...

Time remaining
13 days 21:37:40

All Content

Name 1	
3.3 Do you have Third Party Motor Vehicle insurance for minimum of \$10 million?	* Yes
3.5 Do you have Worker's Compensation insurance to statutory requirement for your State or Territory?	* Yes
4 Declaration	
4.1 I have read, understood and agree to comply with Western Power's Supplier Code of Conduct References	* <input checked="" type="checkbox"/> Yes
4.2 I have read, understood and agree to comply with Western Power's Privacy Policy as outlined on the Western Power website (https://www.westernpower.com.au/privacy-policy)	* <input checked="" type="checkbox"/> Yes
4.3 I confirm that the information provided is true and correct at the time of completing this submission	* <input checked="" type="checkbox"/> Yes
5 Please note - submission of this form does not confirm approval or guarantee that an opportunity to formally quote for or receive work will eventuate	

(*) indicates a required field

Submit Entire Response

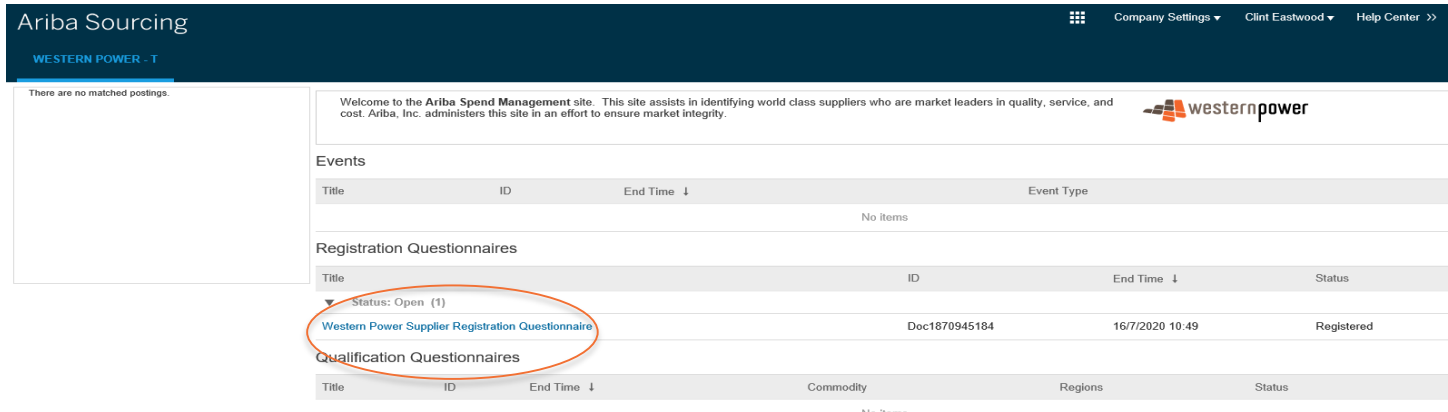
Save

Compose Message

Excel Import

Additional Information

- You are able to update your registration details at any time by selecting the questionnaire in your Ariba Network Account as below:-



The screenshot displays the Ariba Sourcing interface for a user named WESTERN POWER. The page shows a navigation bar with 'Company Settings', 'Client Eastwood', and 'Help Center'. Below the navigation bar, there is a message: 'There are no matched postings.' The main content area is titled 'Registration Questionnaires' and contains a table with the following data:

Title	ID	End Time ↓	Status
Status: Open (1)			
Western Power Supplier Registration Questionnaire	Doc1870945184	16/7/2020 10:49	Registered

The 'Western Power Supplier Registration Questionnaire' link is circled in red. Below this section, there is a 'Qualification Questionnaires' section with a table that is currently empty.

Additional Information

You will then see the following screen where you will be able to select 'Revise Response' and amend details as required.

Console Doc1870945184 - Western Power Supplier Registration Question... Time remaining 364 days 22:39:24

Event Messages
Event Details
Response History
Response Team

You have submitted a response for this event. Thank you for participating.

[Revise Response](#)

▼ Event Contents

All Content

Name ↑	
▼ 1 General Information	
1.1 Legal Name	Supplying the West
1.2 Other name/s (Trading Name)	
1.3 Registered Address (PO Box is not allowed)	363 Wellington Street Perth, WA 6000 Australia
1.4 Primary company email	charmainvirgin@westernpower.com.au
1.5 Primary company contact phone number	0893261018
1.6 Company website URL	