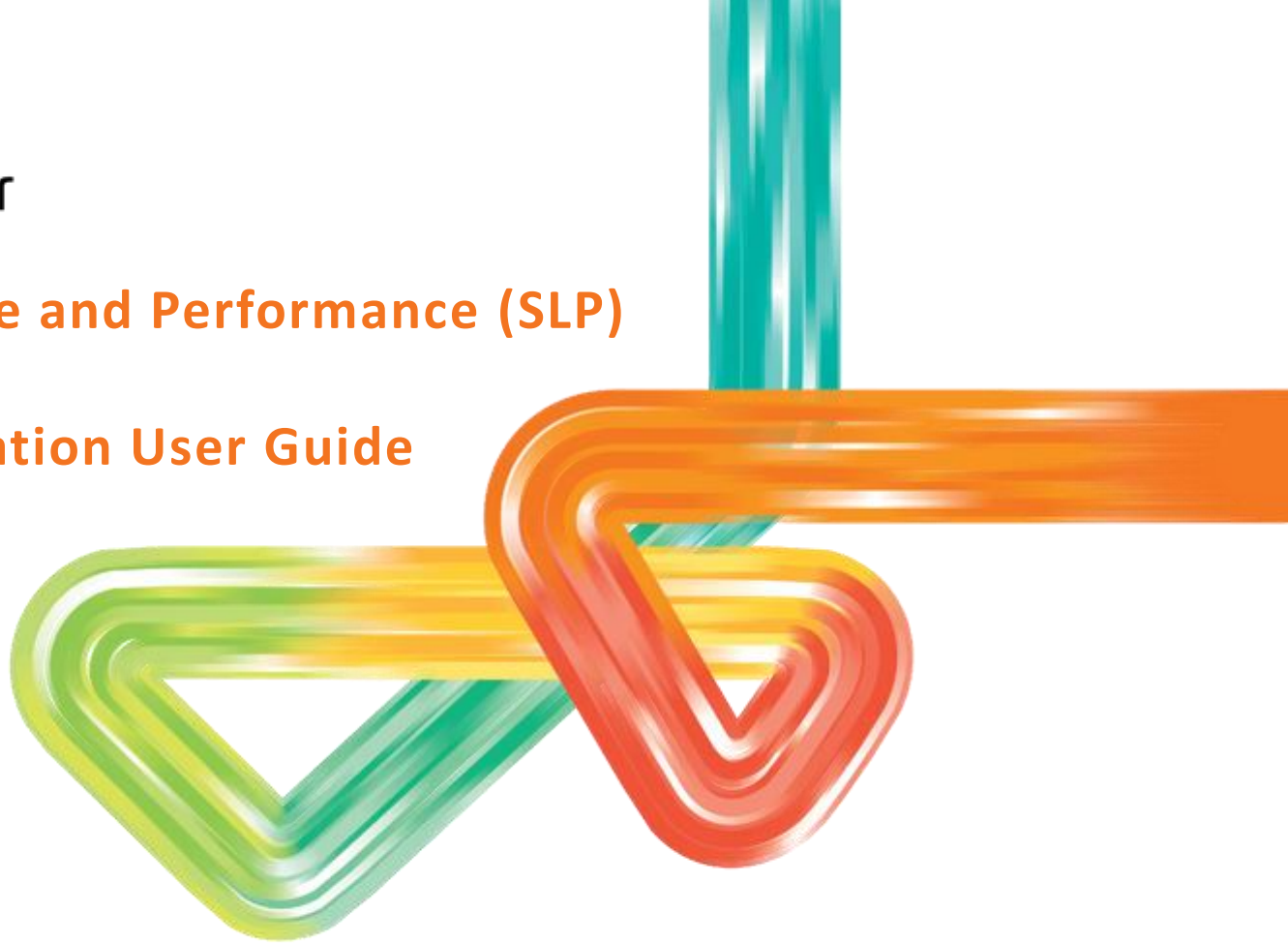
Supplier Lifecycle and Performance (SLP)

Supplier Registration User Guide



Introduction

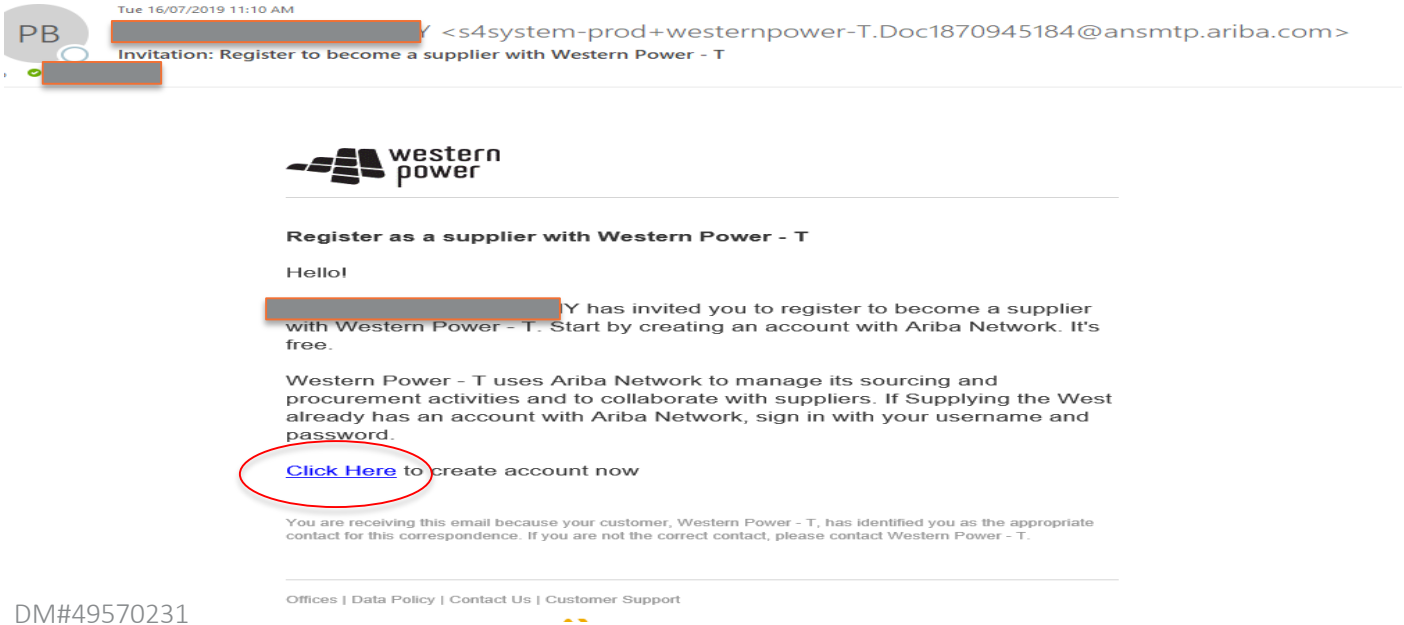
This user guide will provide an overview of the ‘Supplier Registration Process’.

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:-



Tue 16/07/2019 11:10 AM

PB [redacted] <s4system-prod+westernpower-T.Doc1870945184@ansmtp.ariba.com>

Invitation: Register to become a supplier with Western Power - T

[redacted]

western power

Register as a supplier with Western Power - T

Hello!

[redacted]Y 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.

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Supplier Registration

New Users

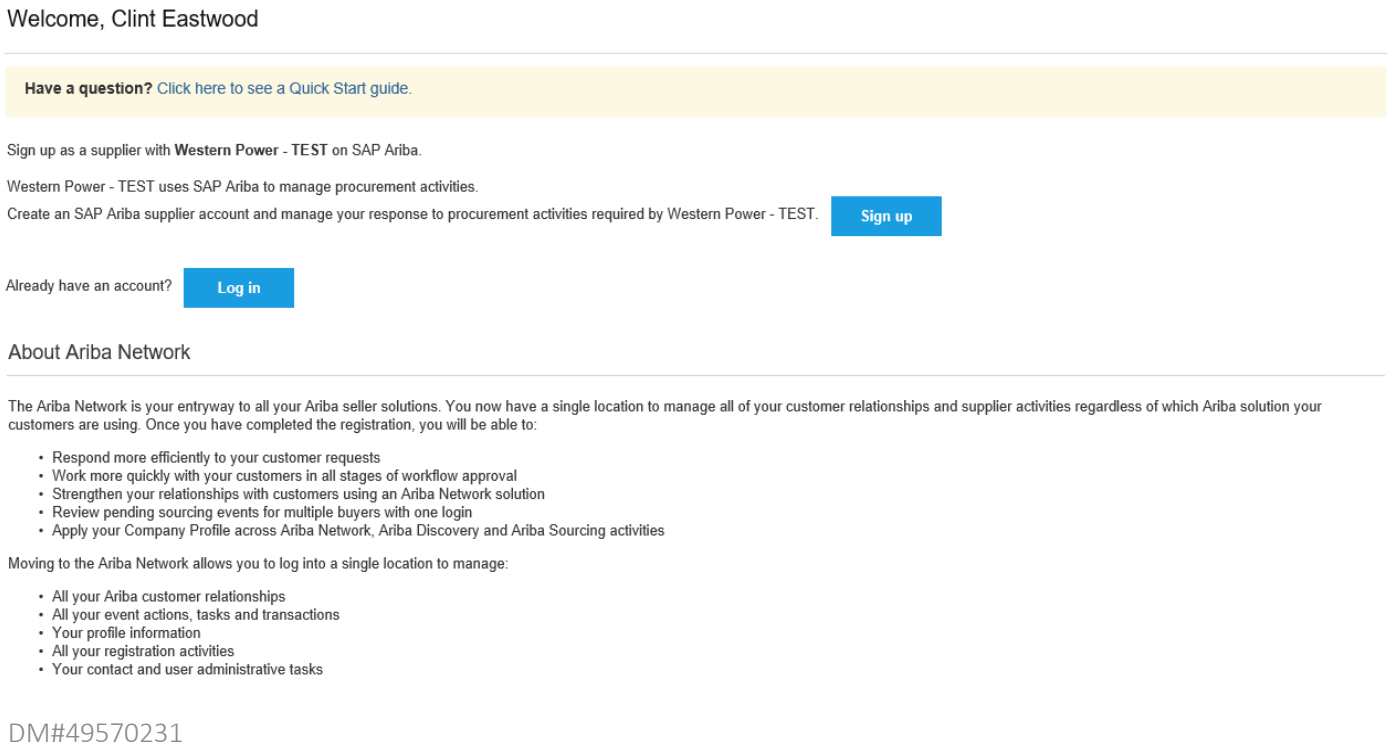
Please click on the link within the email if you have not previously registered for an Ariba Network Account.

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 directed to the screen below:-



Supplier Registration

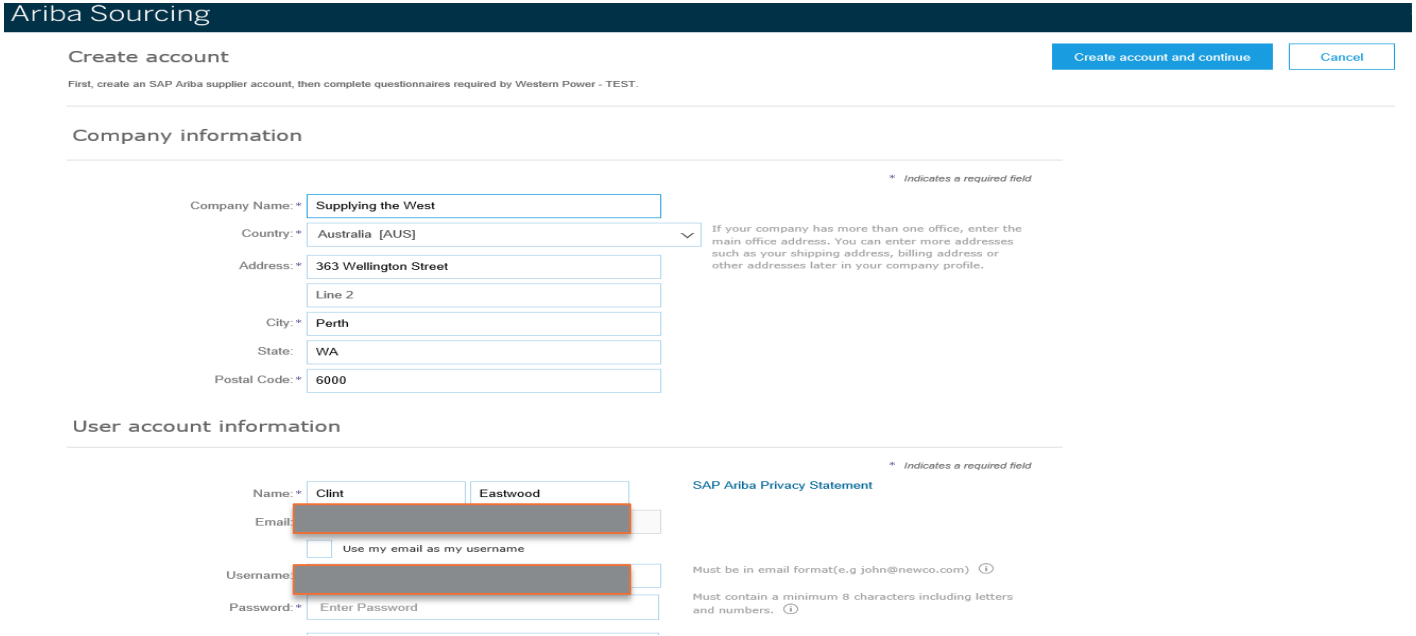
Please select the appropriate option.

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.

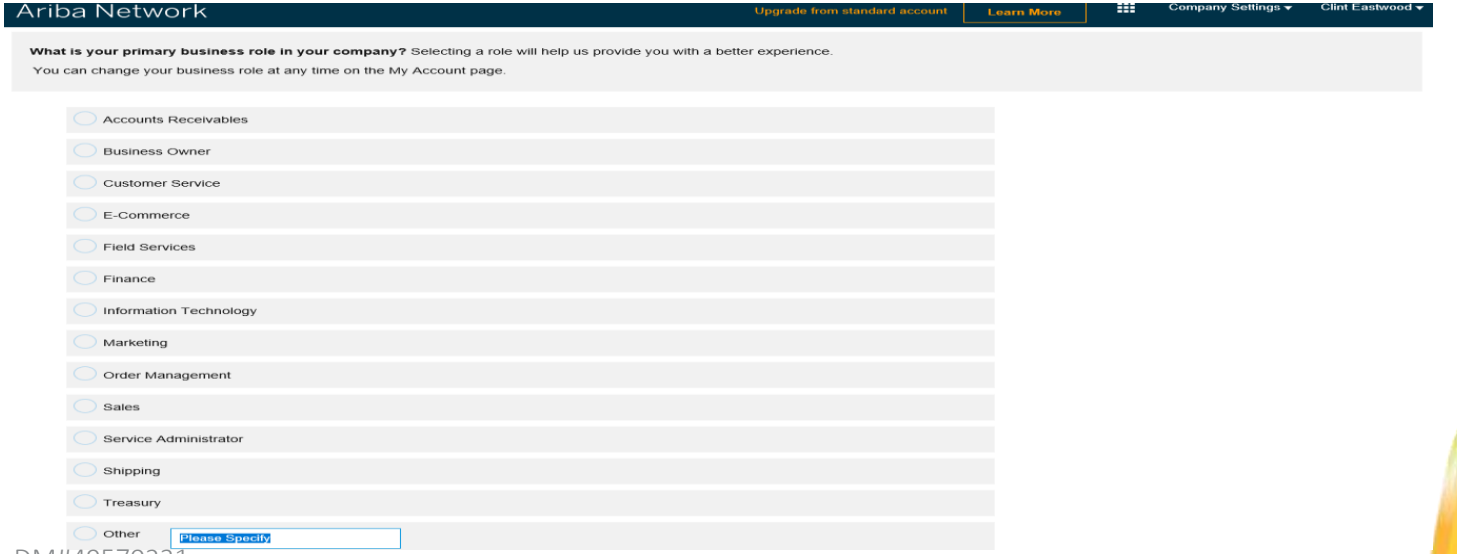
Supplier Registration

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



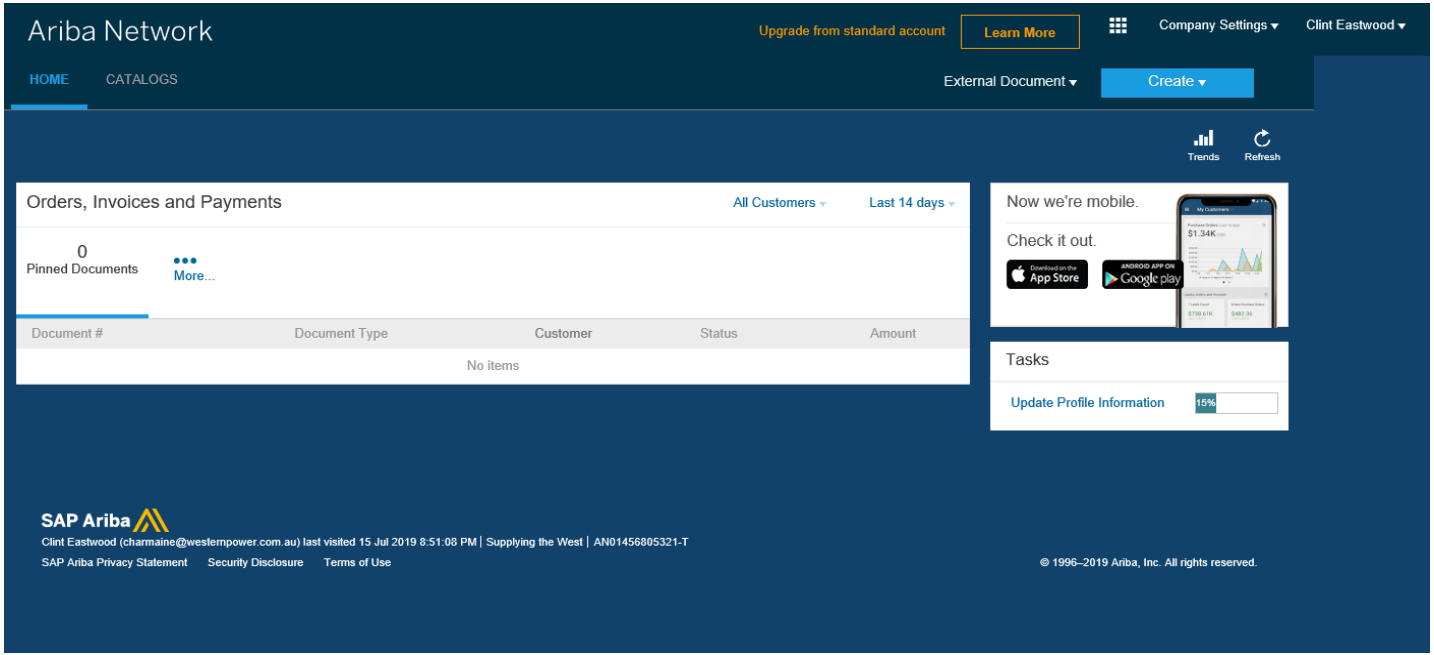
Supplier Registration

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:-



Supplier Registration

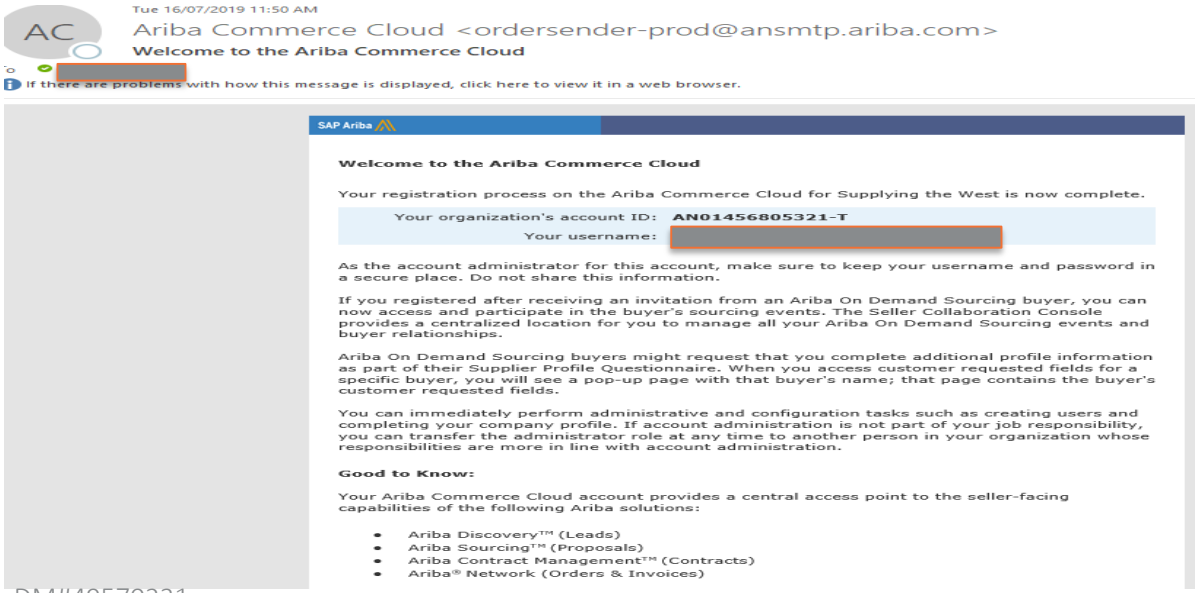
Choose appropriate role as per above and select ‘Continue to the Ariba Network’. This completes the new user process. The following screen will then display:-



Supplier Registration

Please Note

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



Tue 16/07/2019 11:50 AM

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

Welcome to the Ariba Commerce Cloud

If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Supplying the West is now complete.

Your organization's account ID: **AN01456805321-T**

Your username: [redacted]

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

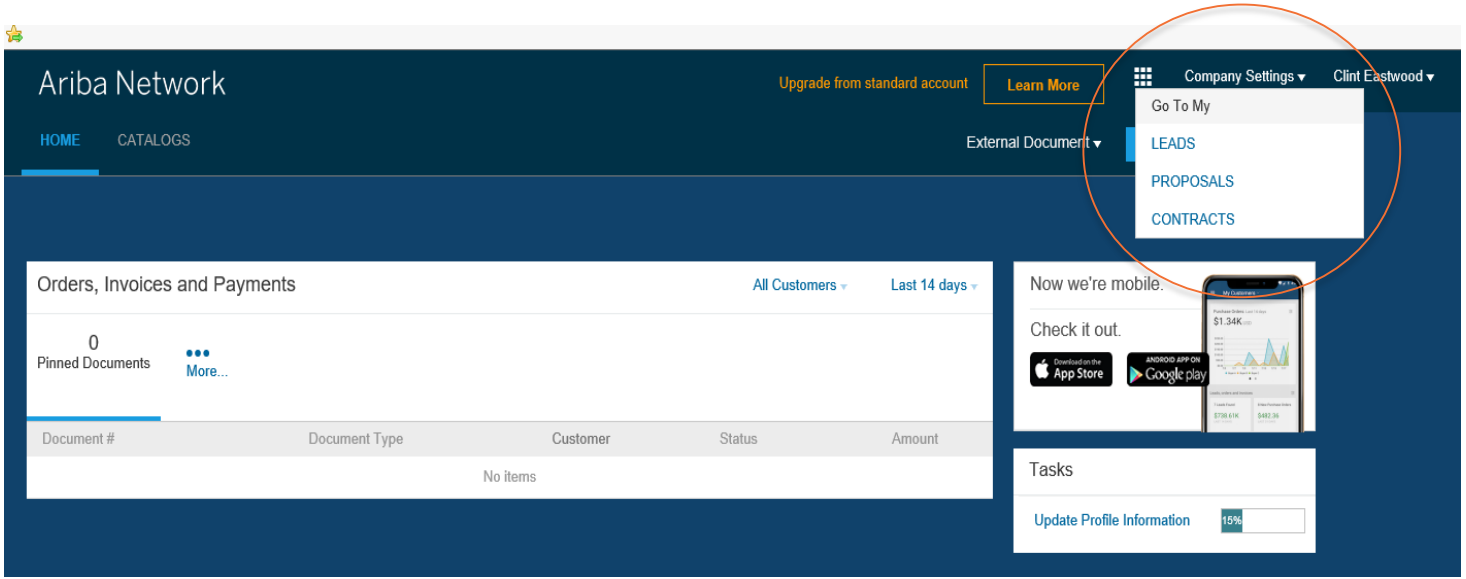
Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

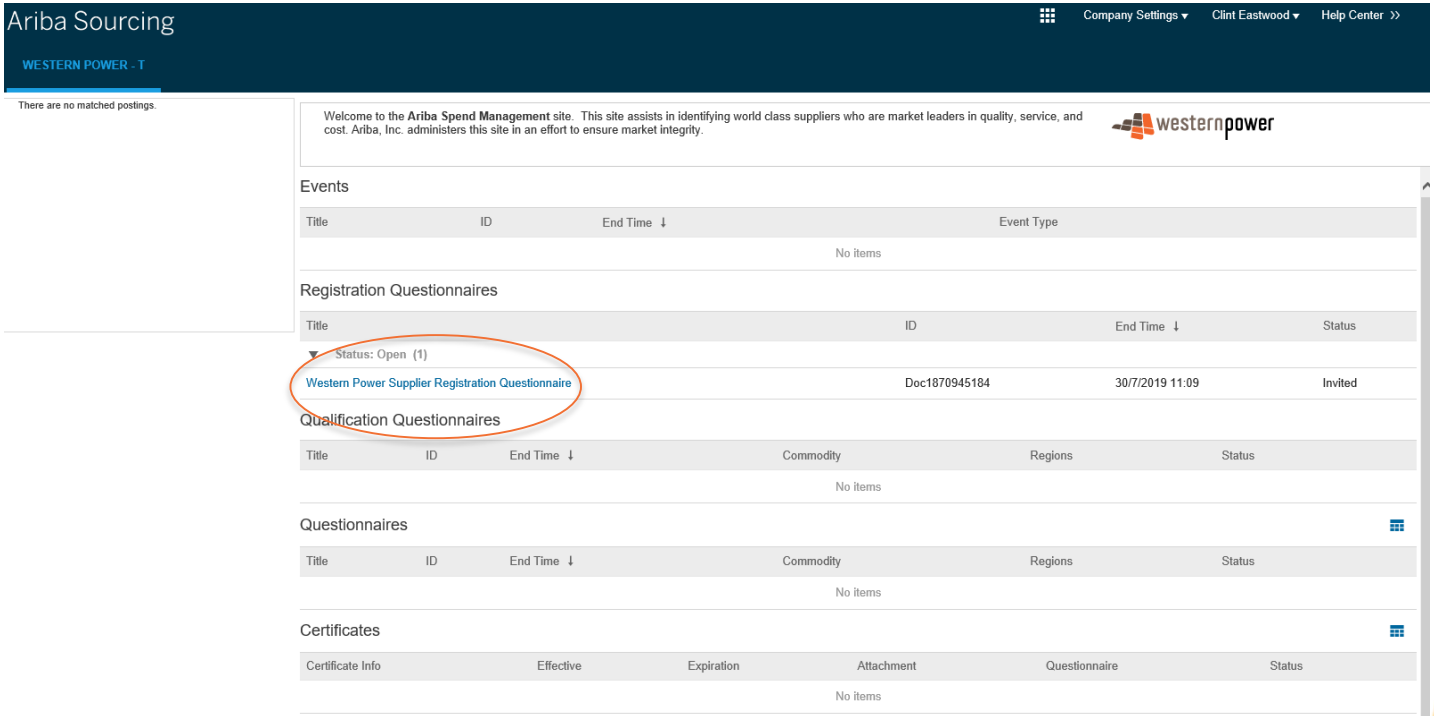
Supplier Registration

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



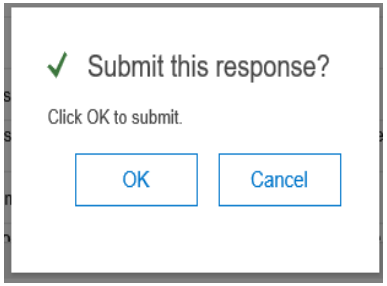
Supplier Registration

The following screen will display:



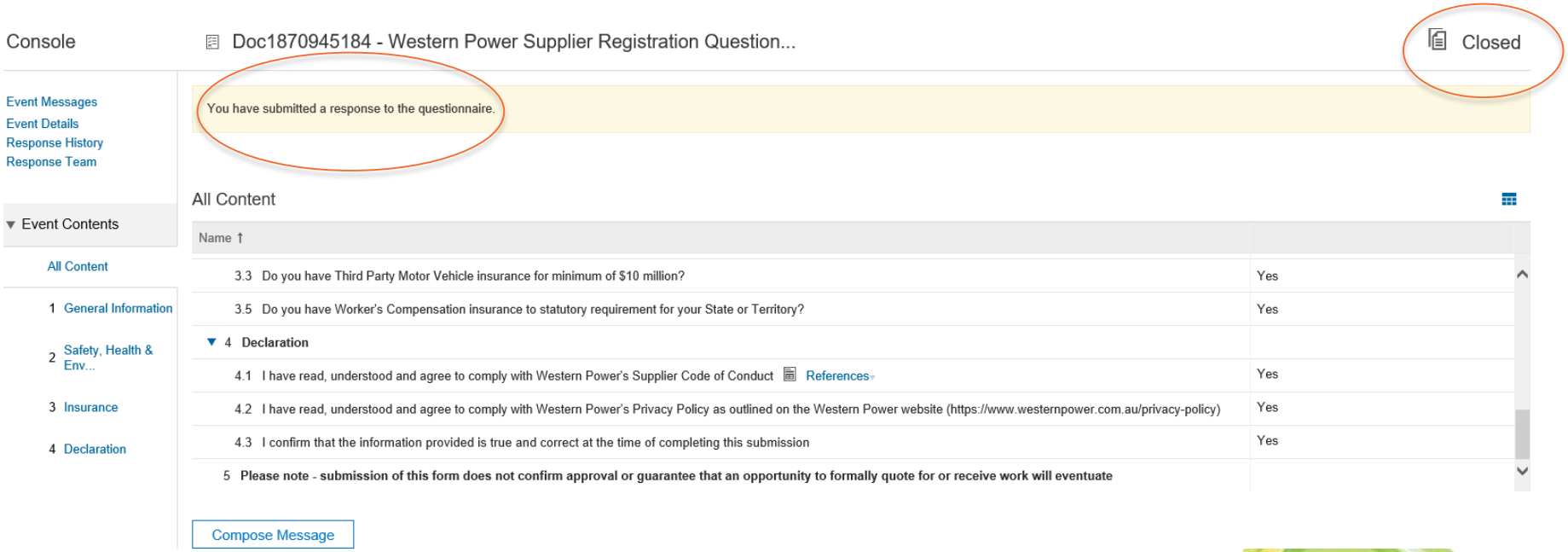
Supplier Registration

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:-



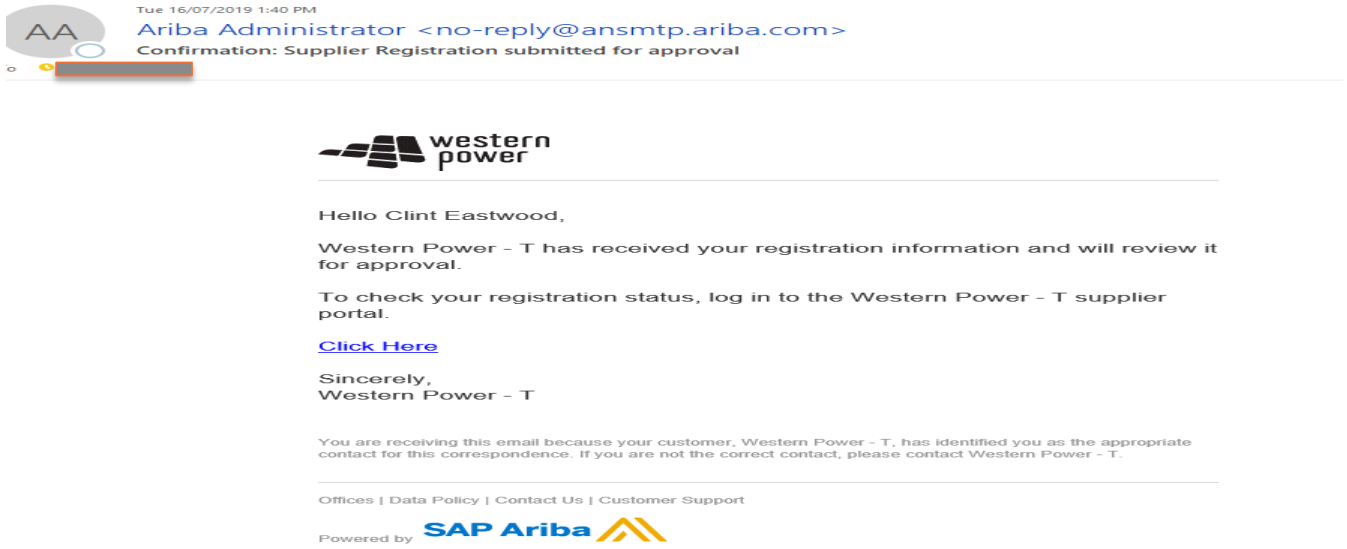
Select ‘OK’. You will then see the following screen :-

Supplier Registration



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

western power

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.

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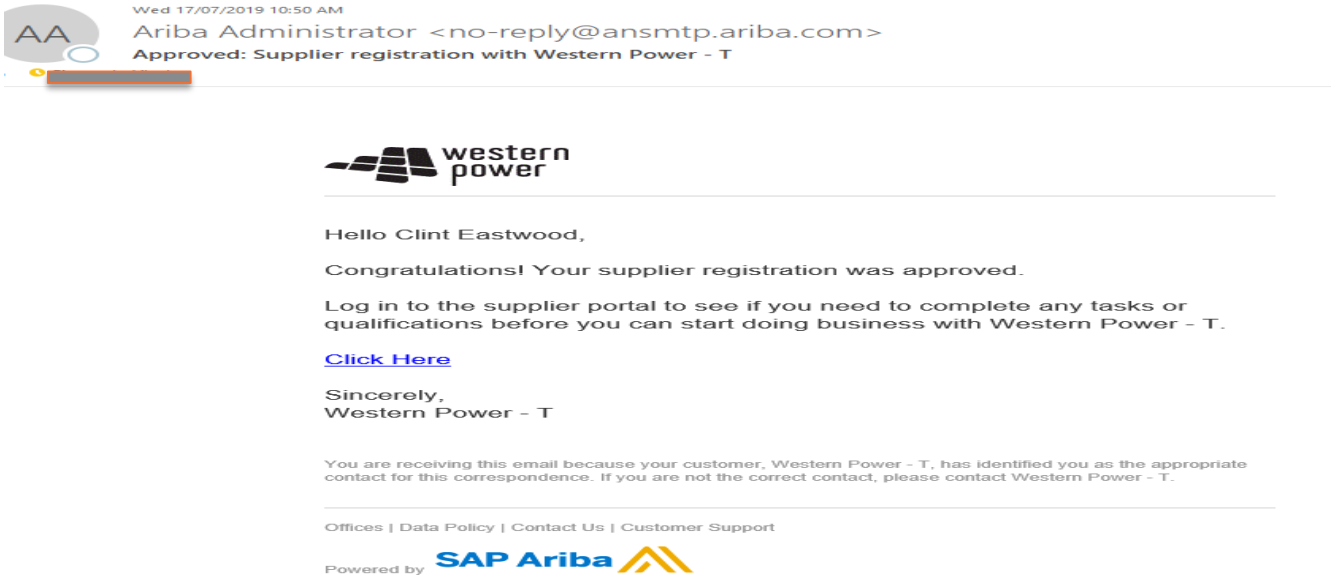
Supplier Registration

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



Wed 17/07/2019 10:50 AM

Ariba Administrator <no-reply@ansmtp.ariba.com>

Approved: Supplier registration with Western Power - T

western power

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.

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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.

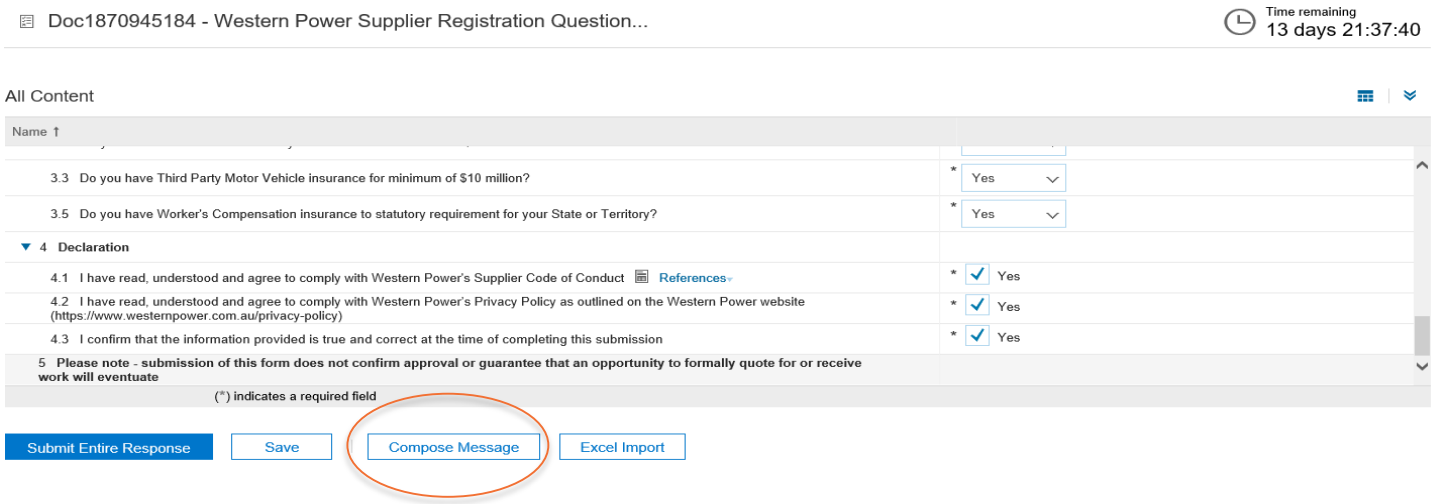
Please note - submission of this form does not confirm approval or guarantee that an opportunity to formally quote for or receive work will eventuate.

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.

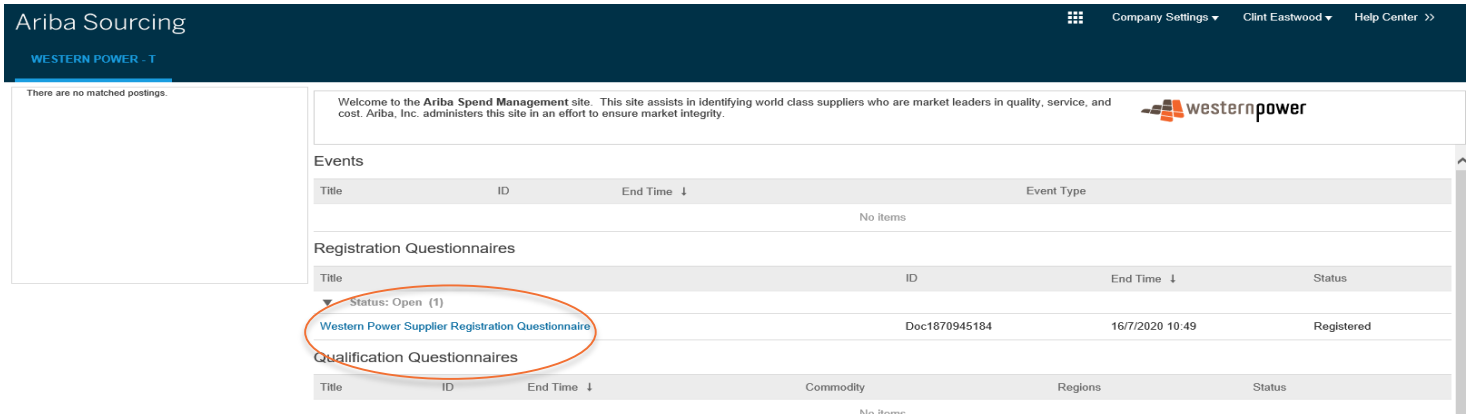
Additional Information

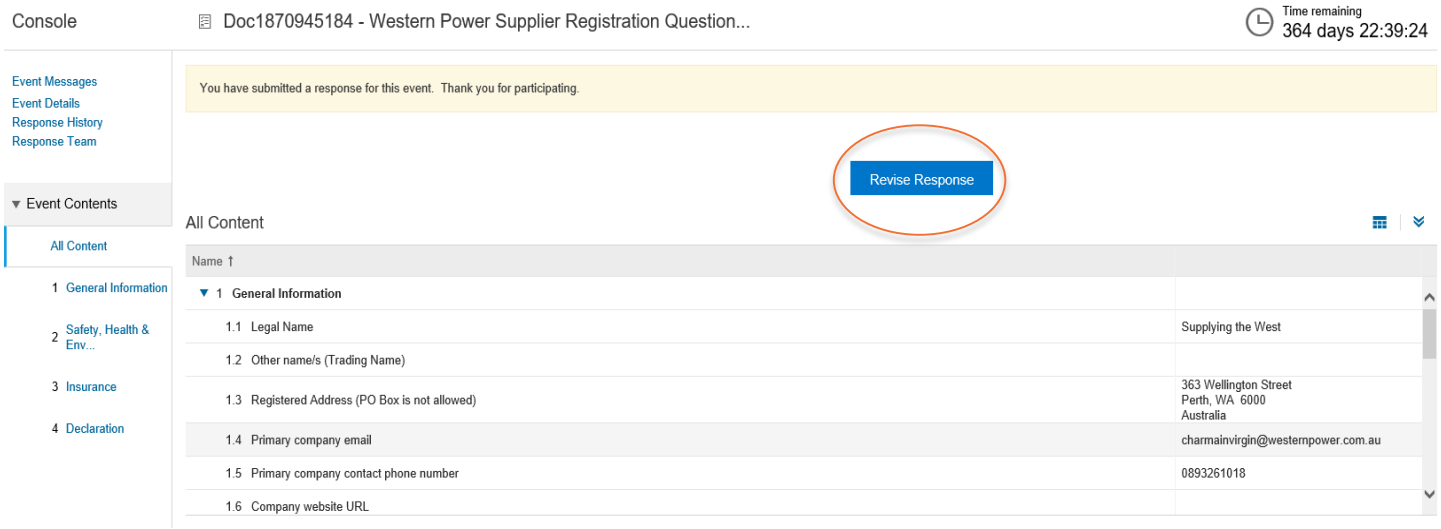
- There is a ‘Compose Message’ button available that will allow you to send an email to Western Power if a question requires clarification. See below:-



Additional Information

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



Additional Information

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