



Supplier Portal Guide – Purchasing

About purchasing with SAP Ariba

- When we create a purchase order in SAP Ariba, you will receive an email notification
- Log in to the CSIRO Supplier Portal, by selecting the blue 'Process order' button in the email, to:
 - ensure correct linkage of your account to your purchase order
 - view your purchase order and any special instructions
 - create and submit your invoice details (when you are ready).
- For your first purchase order, you may need to create a new SAP Ariba account to access the CSIRO Supplier Portal
- For subsequent orders you will log in using your existing account details

Log on via your purchase order notification

| Step | Action |
|------|---------------------------------------------|
| 1 | Find your purchase order email notification |

You may need to check your spam mail folders. The email will look similar to this in your inbox:

It will have the email address orderssender-prod@ansmtp.ariba.com

| | |
|---|-----------------------------------------------------|
| 2 | Select the Process Order button in the email |
|---|-----------------------------------------------------|

Step Action

- 3 You will be presented with one of the following screens
- A. **Log in / Use existing account** using the same username and password from when you previously created your account for CSIRO (via a previous purchase order or completing a CSIRO registration)
 - B. **OR Create new account** if you do not already have one for CSIRO

The left screenshot shows the SAP Ariba Supplier Login page. It features the SAP Ariba logo at the top, followed by the text 'Supplier Login'. Below this are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. A red box labeled 'A' highlights the 'User Name' and 'Password' fields. At the bottom of the form, there is a link that says 'Forgot Username or Password'.

The right screenshot shows the CSIRO account connection screen. It has the CSIRO logo at the top left. The main heading is 'Connect with CSIRO on SAP Business Network to collaborate.' Below this, it says 'We found existing accounts based on the information in the invite. Please review.' There is a blue 'Review accounts' button. Below that, there is an 'or' separator. At the bottom, there are two radio button options: 'A Use existing account' and 'B Create new account', each with a help icon.

It is important you do not create a new account if you already have one for CSIRO, as the linkage to the purchase order and your history will be affected

If you do create a new account, ensure you complete all mandatory fields marked with an asterisk *

If you have forgotten your password select **Forgot Username or Password**. Password reset links are sent to your nominated email address by SAP Ariba. We cannot assist with password resets.

You may see the following error if you log in with the incorrect login details. Select the **OK** button and log out. Try again by selecting the **Process order** button in your email and using correct login details for CSIRO.

The screenshot shows a 'System Message' dialog box. It has a title bar with the text 'System Message' and an 'OK' button. The main content area contains the text: 'System Message: Security Access Violation. You are not authorized to view this document'.

Tip: Whilst it is best to log in via your purchase order to maintain the correct linkage, you can log on via <https://supplier.ariba.com> and find your purchase order in the portal

View and check your purchase order


Step Action

- 1 You will be presented with your **Purchase Order**
- A. Check the details, such as description, quantity and price are correct
 - B. View any comments or special instructions

Purchase Order: 4600xxxxxx Done

[Create Order Confirmation](#) |
 [Create Ship Notice](#) |
 [Create Invoice](#)

Order Detail | Order History



From:
CSIRO Payment Support Centre
 Private Bag 10
 Clayton VIC 3168
 Australia
 Email: procuretopay@csiro.au

To:
Altra Systems
 25 Satchel Grove
 Ferntree Gully Victoria 3156
 Australia
 Phone:
 Fax:
 Email: Sam@altra.com.au

Purchase Order
 (New)
4600XXXXXX
 Amount: \$1.00 AUD
 Version: 1

[Track Order](#)

Payment Terms Routing Status: Sent
 NET 14

Comments
 Comment Type: General
 Comment Body:
 Attention: Supplier - CSIRO has recently introduced SAP Ariba and every invoice must have a corresponding purchase order to enable reconciliation and payment within our CSIRO Supplier Portal hence why you ... [View more >](#)

Other Information
 Requester Phone No: +61 26276XXXX
 Company Code: 1000
 Invoicing Terms and Conditions of Purchase: [Please send any enquiries to CSIRO Payment Support Centre: procuretopay@csiro.au](#)

Ship All Items To

CSIRO, Finance
 Gate 3, Normanby Road
 Clayton VIC 3168
 Australia
 Ship To Code: 6040-0000208747
 Email: REQUESTERFIRST.LAST@CSIRO.AU

Bill To

CSIRO Payment Support Centre
 Private Bag 10
 Clayton VIC 3168
 Australia
 Email: procuretopay@csiro.au

Deliver To

Requester Name
 CSIRO, Finance

Line Items [Show Item Details](#)

| Line # | No. Schedule Lines | Part # / Description | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal | Tax | |
|--------|--------------------|----------------------|-------------------------------|--------|------------|------------|------------|------------|------------|-------------------------|
| 1 | | Lab supplies | Material Amount-Based Line | | 1 (EA) | 9 Jun 2023 | \$1.00 AUD | \$1.00 AUD | \$0.10 AUD | Details |

We do not require you to Create Order Confirmation or Create Ship Notice. These actions are entirely optional.

Next steps:

- Create and submit your invoice details in the CSIRO Supplier Portal (you can do this from your purchase order, see our Invoicing guide)

Need help?

For queries relating to purchase orders and goods receipts, contact the relevant CSIRO business unit.
 For help with the supplier portal or payments, please contact our Payment Support Centre via email procuretopay@csiro.au or phone **1300 503 418**.