

# Supplier Portal Guide – Supplier Registration

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## About supplier registration using the CSIRO Supplier Portal, hosted by SAP Ariba Business Network

This guide is for new suppliers or existing suppliers who we transacted with after July 2021.

- We will set up a record for you upon receipt of an internal CSIRO new supplier request.
- You will receive an email invitation from CSIRO via ariba.com to **create a SAP Ariba account** and complete a **CSIRO registration questionnaire**.
- You must complete **both** parts within seven days.
- You are then fully registered and can view purchase orders, submit invoice details, and manage your own data through the supplier portal.

## How to prepare to join the CSIRO Supplier Portal

**Important:** CSIRO only requires suppliers to create a **free standard SAP Ariba Business Network account**, irrespective of the size of your business. *SAP Enterprise Accounts* incur transactions fees with SAP which are not recoverable from CSIRO. You can learn more about SAP Ariba Business Network Standard account [here](#).

Please do not attempt to complete the registration on a phone or tablet device. Instead, a Desktop or laptop computer is preferred for easier selection of dropdown responses.

1. **Please clarify with** your internal business accounts team prior to creating a new Ariba login, and confirm the following:
  - 1.1 Does your business entity already have a presence with SAP Ariba and other customers?
    - If yes, who is your business' official Ariba Administrator (they'll have the login details and should complete the CSIRO Questionnaire) and know your Ariba ID Number. The registration invitation email can be forwarded to this person for completing on behalf of the business.
    - If no, please confirm with the business accounts team if you are the right person to complete the registration and questionnaire on behalf of your business
  - 1.2 Clarify the official preferred purchase order (PO) and remittance email addresses for entering in Part B CSIRO Questionnaire. Whether you have multiple departments, or a history of PO's being sent directly to multiple individuals, on registering with us there must be one primary PO and remittance email to start with CSIRO. Within your company profile you will be able to add other users and roles so they can receive copies etc/
2. **Complete Part A: Ariba account login or creation of new account** by the official nominated Administrator on behalf of the business, per instructions in the email invite.
3. **Complete Part B. CSIRO Questionnaire completion (All content sections 1 -7): Attachments required**
  - (i) **Mandatory:** You will need a bank statement, or screenshot, as proof of your account payment details removing any visible balance or transactions to maintain your privacy.
  - (ii) **Optional:** Australian ABN holders, may wish to upload a copy or screenshot of the ABN registration. Our team crosscheck this as part of the review process.

## How long will it take to complete the sign-up?

4. **For you:** Allow 30 minutes to prepare and complete the 2-part registration, depending on your previous experience with SAP Ariba Business Network
5. **For CSIRO:** your submitted CSIRO Questionnaire is scheduled for review by a member of our team within 1-3 business days of submission, based on volumes. You will receive a notification once it has been reviewed. If approved, your business name will be visible to our CSIRO people within 3 hours of the approval, pending synchronisation. They will then be able to do business with you. Should our team require more information they will reach out to you directly.

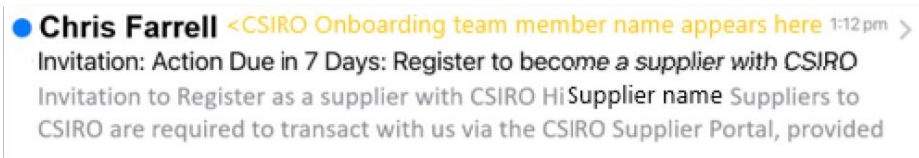
Let's begin.

## Review and click the link in the registration invitation email.

Step	Action
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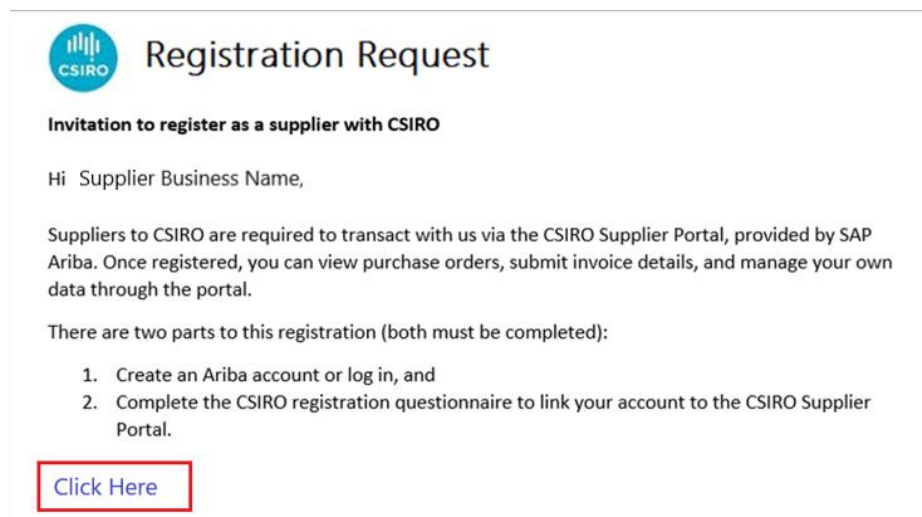
- 1 Review the email

You may need to check your spam mail folders. The email will be from one of our team members and will look similar to this in your inbox:



It will have the email address [s4system-prodau+csiro.DocXXXXXX@au.cloud.ariba.com](mailto:s4system-prodau+csiro.DocXXXXXX@au.cloud.ariba.com)

- 2 Select the **CLICK HERE** link in the email to get started.

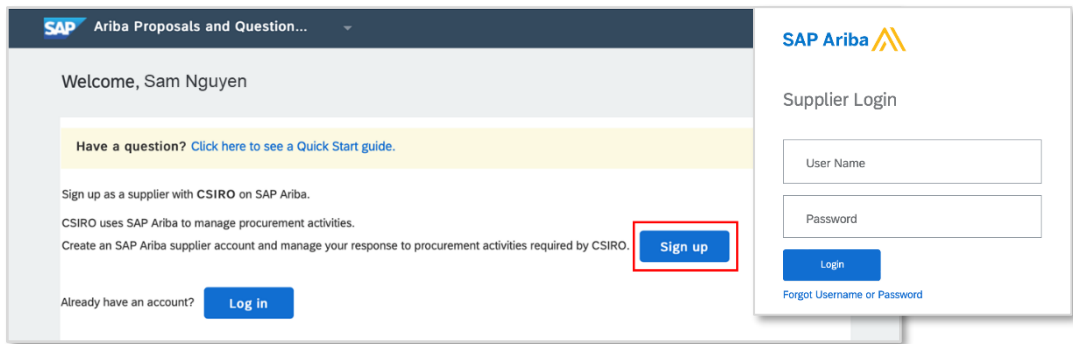


This link is valid for seven days, for your security.

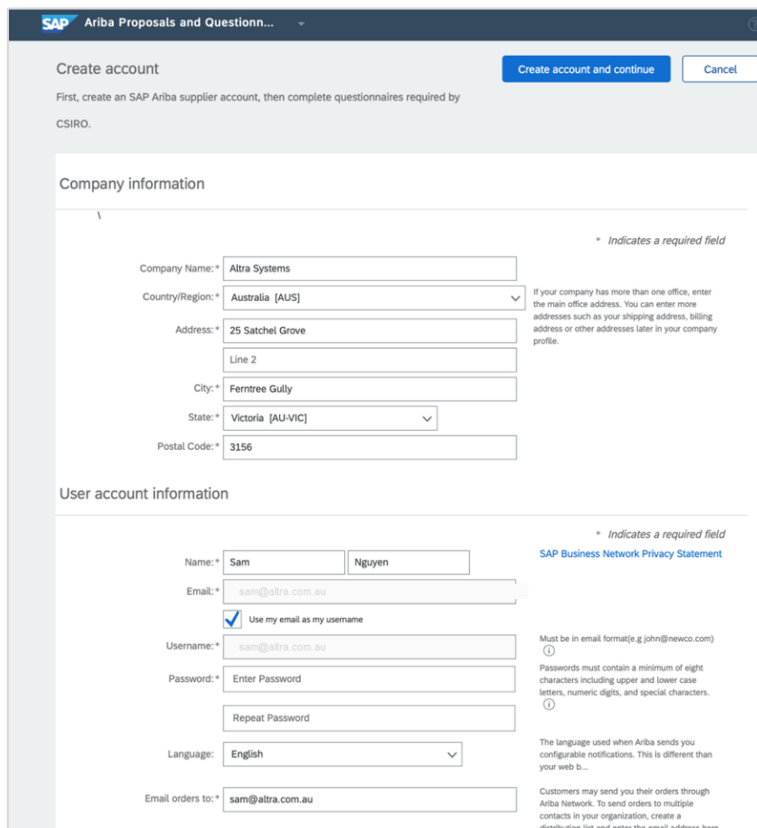
You can come back and select the link to continue with the registration process, during the seven days.

## Complete Part A. SAP Ariba Account

Step	Action
1	<p>You will be presented with one of the following screens</p> <p>Select the <b>Sign up</b> button to create a SAP Ariba account, if:</p> <ul style="list-style-type: none"> <li>• you have never created a SAP Ariba account, or</li> <li>• you have an account but have not completed a registration questionnaire with another business (you will know this if you can view purchase orders and submit invoice details but cannot manage and edit your own details).</li> </ul> <p>Select the <b>Log in</b> button to access your existing Ariba account, if:</p> <ul style="list-style-type: none"> <li>• you have responded to a tender event via SAP Ariba, or</li> <li>• you have completed a registration questionnaire with another business (you will know this if you can manage and edit your own details in your account).</li> </ul>



## 2 Complete your details on the **Create account** screen



**Create account** [Create account and continue] [Cancel]

First, create an SAP Ariba supplier account, then complete questionnaires required by CSIRO.

**Company information**

\* Indicates a required field

Company Name:

Country/Region:

Address:

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:

Repeat Password:

Language:

Email orders to:

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

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

The language used when Ariba sends you configurable notifications. This is different than your web b...

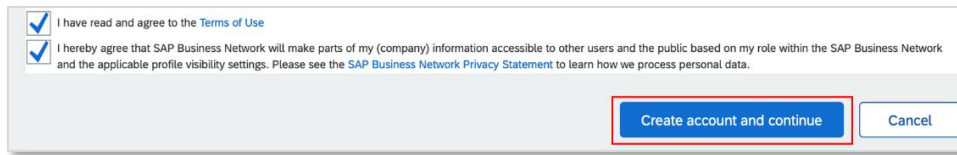
Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here.

[SAP Business Network Privacy Statement](#)

Mandatory fields are marked with an asterisk \*

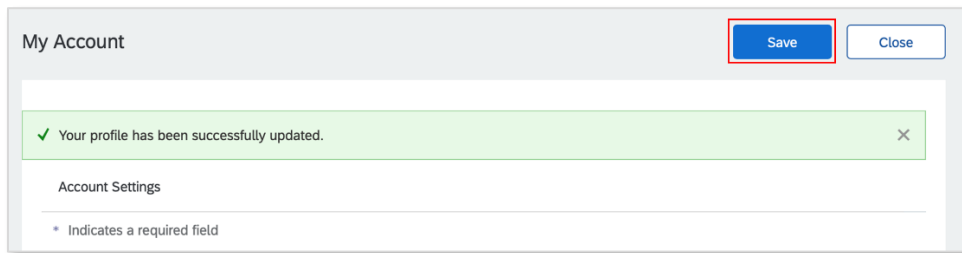
Step	Action
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3 Once you have completed your details, select the **Create account and continue** button



A screenshot of a registration form. At the top, there are 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." Below the checkboxes, there are two buttons: "Create account and continue" (highlighted with a red box) and "Cancel".

4 Select the **Save** button

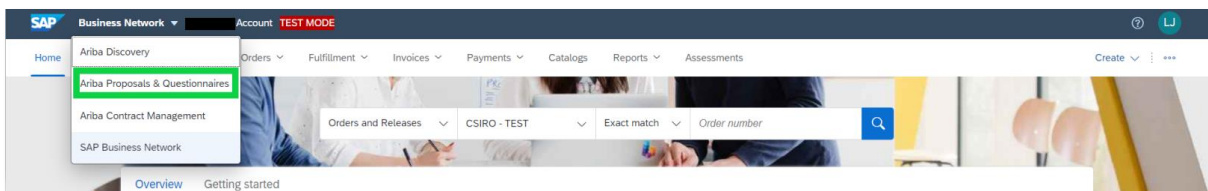


A screenshot of the "My Account" page. At the top right, there are two buttons: "Save" (highlighted with a red box) and "Close". Below the buttons, there is a green success message: "Your profile has been successfully updated." Below the message, there is a section titled "Account Settings" and a note: "\* Indicates a required field".

**IMPORTANT: Your Registration is not complete until you continue and complete Part B. CSIRO Registration Questionnaire as the final step to link you to the CSIRO Supplier Portal**

### Forgot to complete Part B?

If you mistakenly exit the SAP Ariba system prior to completing Part B - CSIRO questionnaire, please go to our CSIRO Ariba invitation email. Use the link to Log-In with your username and password. This will open up the SAP Ariba Business Network homepage. You should select "Proposals and Questionnaire" option under Business Network, continue completing the Registration Questionnaire and then submit.

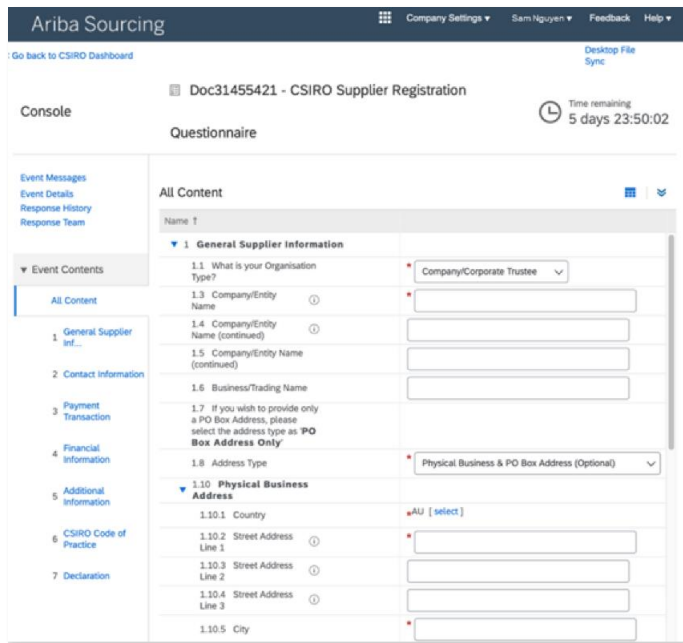


**Continue to the next page to view Part B. of this Supplier Guide.**

## Complete Part B. CSIRO registration questionnaire

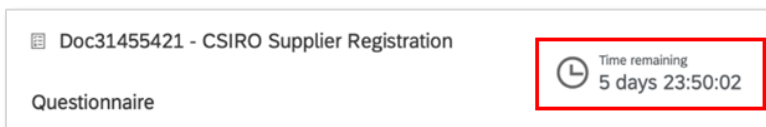
Step	Action
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- |   |   |
|---|---|
| 1 | <p>Once you have set up your Ariba account, you will be presented with the <b>CSIRO Supplier Registration Questionnaire</b> screen.</p> <p>Please complete content sections 1 through 7 with your details. Some fields will be pre-filled with information from when you set up your Ariba account.</p> |
|---|---|

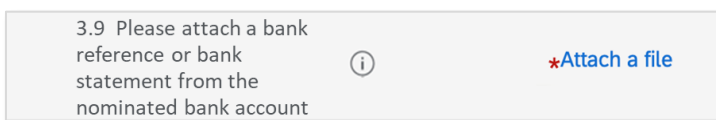


Mandatory fields are marked with an asterisk \*

The clock in the top right shows how much time you have left to complete your registration.

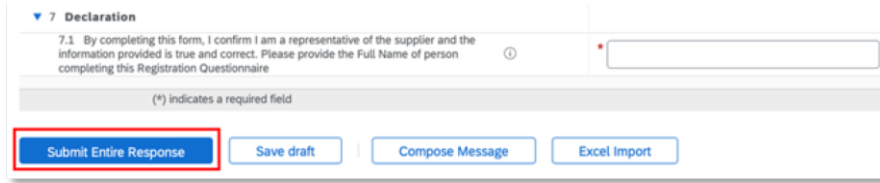


- |   |  |
|---|--|
| 2 | <p>Under Question 4 Financial Information you will be asked to:</p> <ul style="list-style-type: none"> <li> <p>● <b>Accurately enter your bank details.</b><br/>           Australian BSB's require a dash between the first three and the last three numbers i.e., BSB 123-456. An error will occur otherwise.<br/>           International bank account holders please view the information button and any example attachments to ensure you are entering your foreign bank details accurately for your country of operation to reduce errors in the form submission or contact us if you require assistance.</p> </li> <li> <p>● <b>Attach evidence of your bank details</b> – this can be a screenshot from your online banking showing your account name, BSB and account number (you do not need to share your balance or other details) or a bank statement. Please do not include balance or transaction details for your privacy. Tip: If taking a photo of your document these can be cropped out.</p> </li> </ul> |
|---|--|



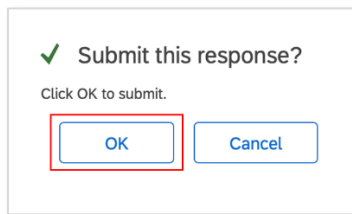
Step	Action
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3 Once you have completed the Declaration and entered your details, select the **Submit Entire Response** button



You can also select the **Save draft** button and complete at another time, by selecting the link in your registration invitation

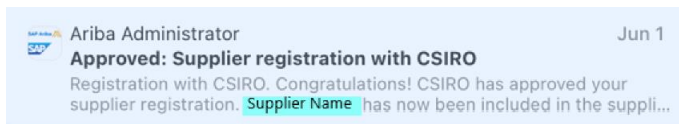
4 Select **OK** to submit your response



You will be presented with a notification that your registration is **Pending Approval**



Once approved by CSIRO, you will receive an email notification.



You can now log in to the supplier portal at any time to view purchase orders, submit invoice details and manage your own data.

**Tip:** Bookmark or save the Supplier Portal to your favourites <https://supplier.ariba.com>

**Next steps:**

- Look out for any future purchase order notification in your inbox (or spam folder) or in the supplier portal
- Submit your applicable invoice details in the supplier portal
- Maintain your contact information, including adding other users, within the portal

**Need help? Contact us**

For queries relating to your purchase orders and goods receipts, please contact the relevant CSIRO business unit. All invoices are created by the Supplier online within the CSIRO Supplier Dashboard.

For help with the supplier portal, registration or payments, please contact our Payment Support Centre via email [procuretopay@csiro.au](mailto:procuretopay@csiro.au) or phone **1300 503 418 International**. +61 3 9545 8962 between 9am – 5pm Melbourne AEDT or access more Supplier Guides and FAQs via [CSIRO Supplier Portal Information - CSIRO](#)