



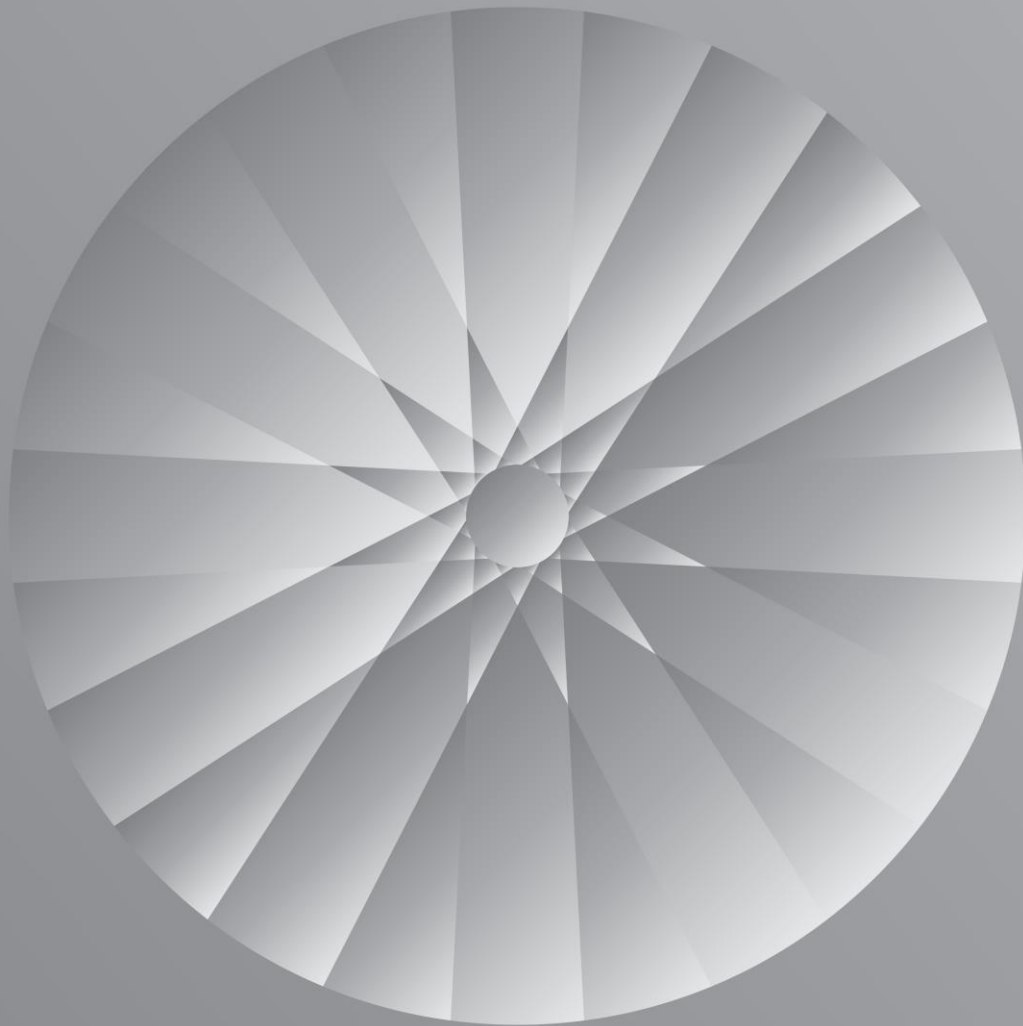
GFG ALLIANCE

Supplier Registration

SAP Ariba Supplier Quick Reference Guide

As of November 2019

gfgalliance.com





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Introduction to SAP Ariba with GFG Alliance



GFG Alliance now uses SAP Ariba to conduct a variety of Source to Contract activities.

As a current or potential supplier of GFG Alliance, you will now be required to engage with us via SAP Ariba to **participate in an Request for Event (RFX) including:**

- Request for Information (RFI)
- Request for Proposal (RFP)
- Request for Tender (RFT)
- and more...

This guide will explain how you will be able to register for an SAP Ariba account if requested of you by GFG Alliance.

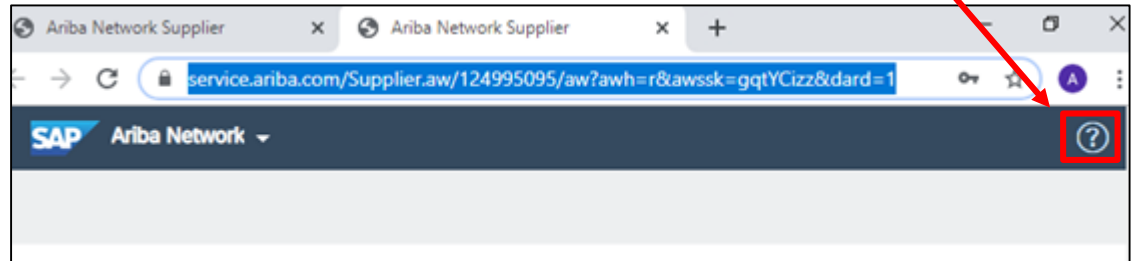
Need support?

The **Help Center** is available whenever you visit or login to **Ariba Network**.

Access it via the **panel on the right-side of your screen** when you first open the Ariba Network page.



Ariba Help Center



1. Getting Started



1. Open the invitation.

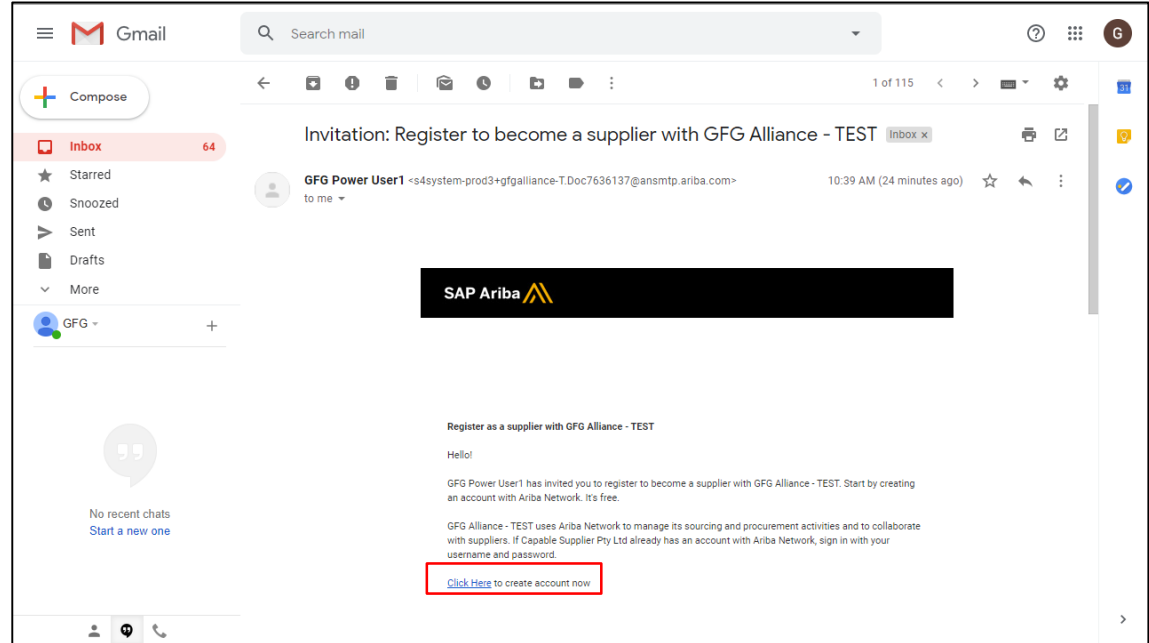
- You will receive an email invitation for a scheduled event.
- Please check the junk / spam folder if you cannot see the invitation.

2. Access the event.

- Click, [Click Here] to access the event and/or register for an SAP Ariba Account.

Tip: Internet Browser

For the best experience, use Google Chrome.
For information about all supported browsers,
[click here](#).



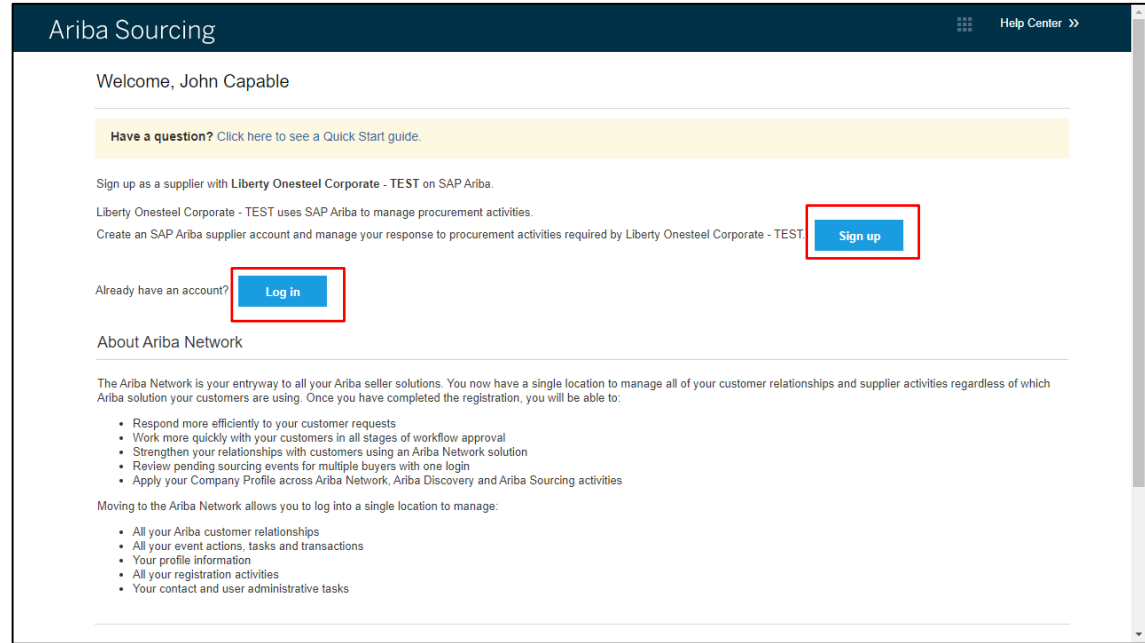
2. Create an SAP Ariba Account



Once you click on the link in the email, you will be taken to the Ariba login page.

1. You have two options:

- Click [Log In] to log in with an **existing Ariba account**. Please go to Login to an SAP Ariba Account in page 7.
- Click [Sign Up] to create a **new Ariba Account**. Please only create a new account if there are no existing Ariba account from your company.
- If you want to check registration status go to [Supplier Login](#) page, click the dropdown menu in the top left of the screen and select [Ariba Sourcing] and select the supplier registration questionnaire.



2. Create an SAP Ariba Account



1. Complete the company information.
2. Create your personal user account.
3. Check the 'terms of use' and 'privacy statement' boxes.
4. Select [Create account and continue].

Tip: Error message

Make sure to complete all fields marked with an asterisk (*). You will see a error message saying 'Please correct the above errors and resubmit' if you have not.

Tip: Ariba Help Centre

Did you notice the Help Centre on the top right hand side? SAP Ariba has articles and e-learning modules available to answer most questions.

Ariba Sourcing

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Liberty Onesteel Corporate - TEST.

Company information

* Indicates a required field

Company Name: * Capable Supplier Pty Ltd

Country: * Australia [AUS]

Address: * 200 Elizabeth St

City: * Sydney

State: NSW

Postal Code: * 2000

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: * John Capable

Email: * ariba.g2000@gmail.com

SAP Ariba Privacy Statement

Create account and continue Cancel

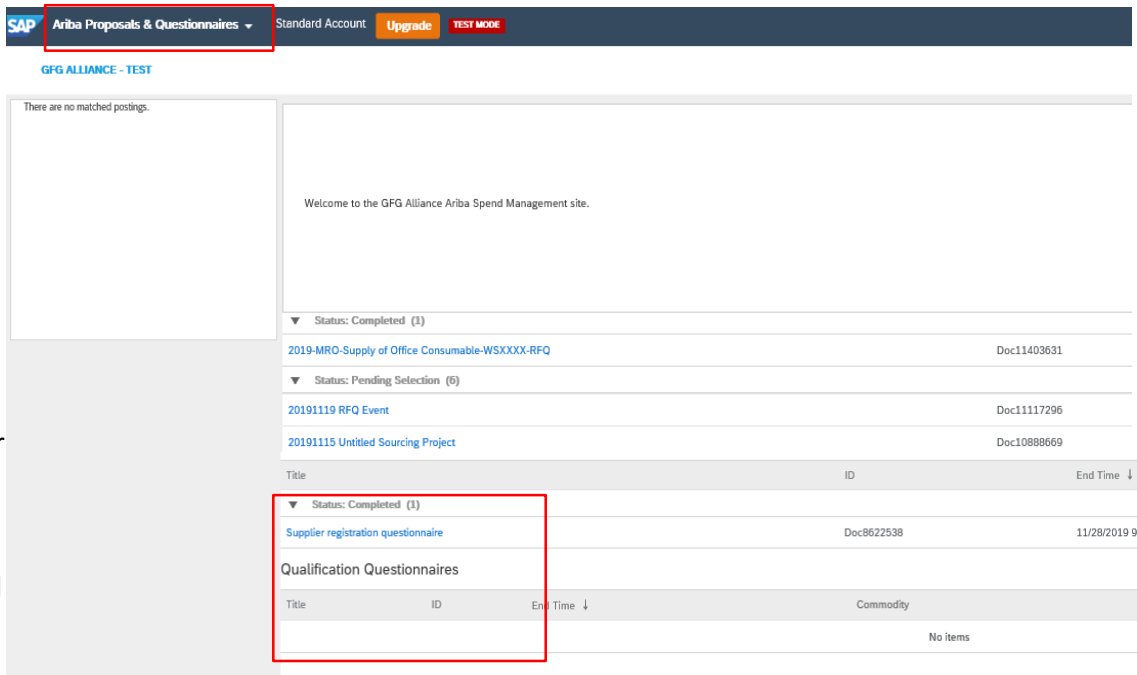
2. Login to an SAP Ariba Account

Access the Ariba Questionnaires

1. Click the dropdown menu in the top left of the screen and check that [Ariba Proposal & Questionnaires] has been selected. If not, select it.

Access the Registration Questionnaires

2. All supplier registration questionnaires that you have been invited to will appear on your Ariba Proposal & Questionnaires. Click on the open questionnaires that you have been invited to.



The screenshot shows the SAP Ariba Spend Management interface. At the top, there is a navigation bar with the SAP logo, a dropdown menu labeled 'Ariba Proposals & Questionnaires', and buttons for 'Standard Account', 'Upgrade', and 'TEST MODE'. Below the navigation bar, the text 'GFG ALLIANCE - TEST' is visible. The main content area displays a welcome message and a list of questionnaires. A red box highlights the 'Ariba Proposals & Questionnaires' dropdown menu and the 'Supplier registration questionnaire' link in the list.

Title	ID	End Time
▼ Status: Completed (1)		
2019-MRO-Supply of Office Consumable-WSXXX-RFQ	Doc11403631	
▼ Status: Pending Selection (6)		
20191119 RFQ Event	Doc11117296	
20191115 Untitled Sourcing Project	Doc10888669	
▼ Status: Completed (1)		
Supplier registration questionnaire	Doc8622538	11/28/2019 9:
Qualification Questionnaires		
Title	ID	End Time
Commodity		
No items		

3. Complete the Supplier Registration Questionnaire



1. **Complete the Supplier registration questionnaire.**
 - Your answers to certain questions, will determine what, if any, other questions appear.
2. **Select [Submit Entire Response] when you have completed all questions.**
 - Select [OK] from the pop up box.

Ariba Sourcing

< Go back to GFG Alliance - TEST Dashboard

Company Settings John Capable Help Center >>

Desktop File Sync

Time remaining 29 days 23:17:39

Console Doc7636137 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 General Information

All Content

1.1 Supplier Full Legal Name

1.2 Trading name

1.3 Has your organisation previously worked with a GFG Alliance or Liberty Onesteel business? * Unspecified

1.5 Do you have an Australian Business Number (ABN)? * Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

SAP Ariba

John Capable (john@capable.com.au) last visited 8 Oct 2019 5:20:57 PM Capable Supplier Pty Ltd AN01470299502-T

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4. Confirm the Supplier Registration Status



1. Click [<Go back to GFG Alliance – Dashboard>] in the top left hand corner.
2. On your dashboard your Registration Questionnaire will say status Pending Approval, and a notification will have been sent to the GFG Alliance Category Manager.
3. The status will change when the Category Manager approves the registration.

Tip: Participating in an RFX

For guidance on how to participate in an event, please refer to the GFG Tender Participation Guide.

The screenshot shows the Ariba Sourcing interface. At the top, there's a navigation bar with 'Ariba Sourcing' and links for 'Company Settings', 'John Capable', and 'Help Center'. Below this, a red box highlights the link '< Go back to GFG Alliance - TEST Dashboard'. The main content area is titled 'Doc7636137 - Supplier registration questionnaire' and shows a 'Time remaining' of '29 days 23:17:39'. On the left, there's a sidebar with 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area has a section 'All Content' with a 'Name' field and a 'General Information' section. Under 'General Information', there's a field '1.1 Supplier Full Legal Name' with an empty input box.

The screenshot shows the 'Events' section of the Ariba Sourcing interface. It contains a table with columns 'Title', 'ID', 'End Time', and 'Event Type'. Below this, there's a section 'Registration Questionnaires' with a table that includes a 'Status' column. The status 'Pending Approval' is highlighted with a red box. Below this, there's a section 'Qualification Questionnaires' with a table that includes a 'Status' column.

Title	ID	End Time	Event Type
No Items			

Title	ID	End Time	Status
Status: Completed (1)			
Supplier registration questionnaire	Doc7636137	9/10/2019 11:23	Pending Approval

Title	ID	End Time	Commodity	Regions	Status
No Items					

5. Update your Company Profile (optional)



1. **Review your Company Profile from your dashboard.**
 - Click Company Settings and select [Company Profile].
2. **The Company Profile is divided into seven tabs.**
3. **Complete the mandatory information**
4. **Click [Save].**

Tip: Saving each tab

Remember to click [Save] if you make changes on a tab.

The screenshot shows the Ariba Sourcing dashboard for 'Capable Supplier Pty Ltd' (ANID: AN0147029502-T). The 'Company Settings' dropdown menu is open, and 'Company Profile' is highlighted with a red box. Other options in the menu include Account Settings, Users, Notifications, Sourcing & Contracts Settings, and Sourcing & Contracts Notifications. The dashboard also displays a welcome message, a table of Events (currently empty), a table of Registration Questionnaires (showing one entry: 'Supplier registration questionnaire' with status 'Pending Approval'), and a table of Qualification Questionnaires (currently empty).

Title	ID	End Time	Status
Supplier registration questionnaire	Doc7636137	9/10/2019 11:23	Pending Approval