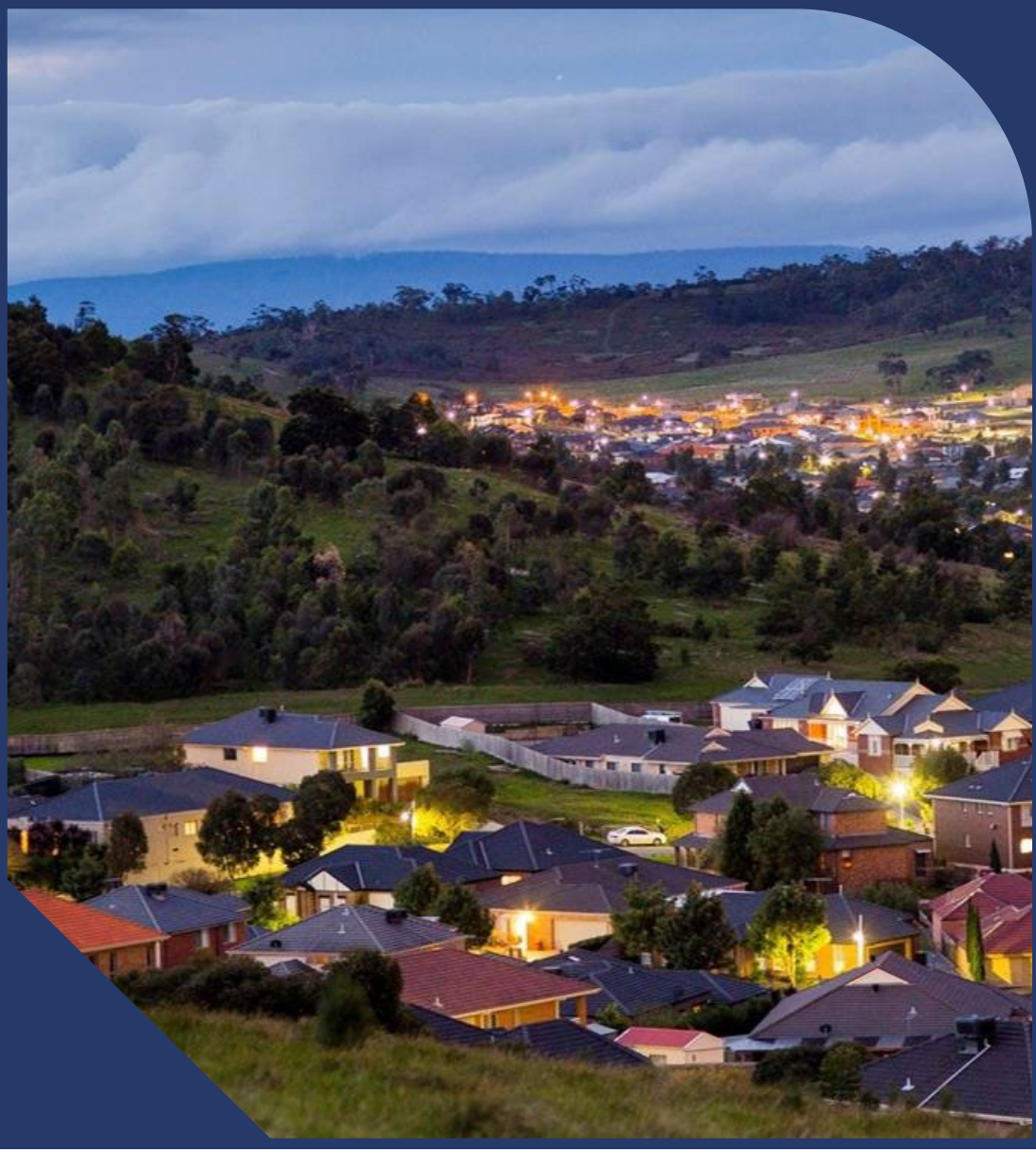
AusNet

User guide to be used by the suppliers for registration with AusNet

Ariba Supplier Lifecycle Management

PTP 32-17 v1.1



CONFIDENTIAL

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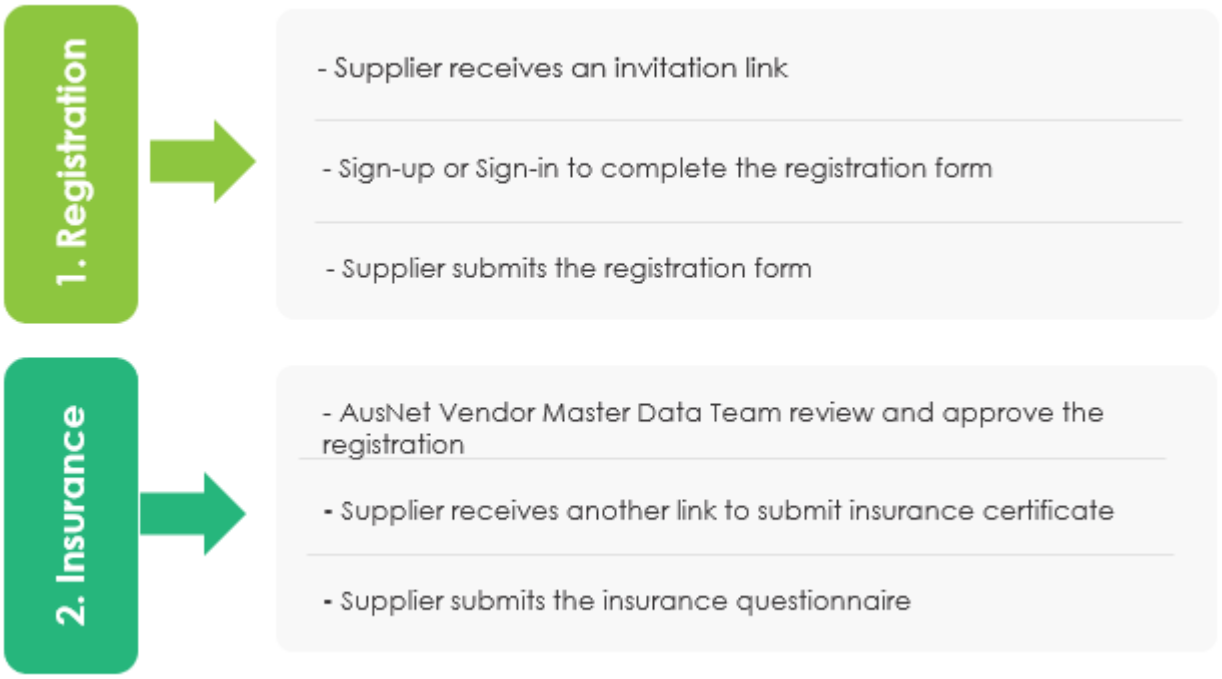
Introduction

The objective of this document is to explain to users how to submit the registration form.

You will be receiving an email notification from Ariba to register with AusNet.

The new supplier registration has 2 phases, each phase has its own tasks/activities to be completed before proceeding to the next phase. This document provides details of the steps within each phase for the user to understand the status of the registration along its onboarding journey.

The diagram below shows the activities completed in each phase. You can check the status of your supplier request at all stages of onboarding.



1. How to submit the registration form.

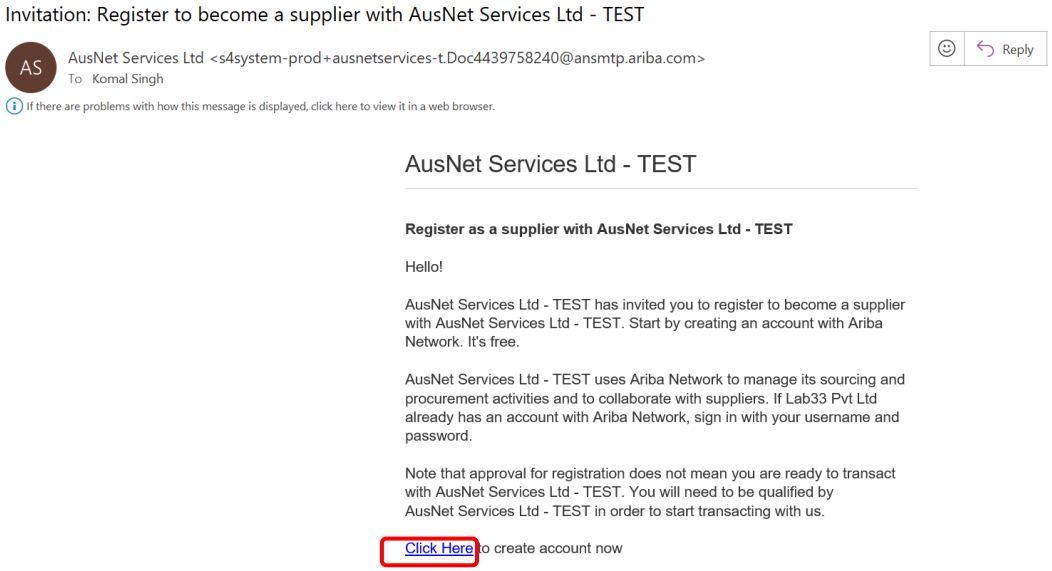
The steps below show the user how to sign up for the new account or log-in to use the existing Ariba account and submit the registration form.

You will be receiving an email notification from Ariba to register with AusNet.

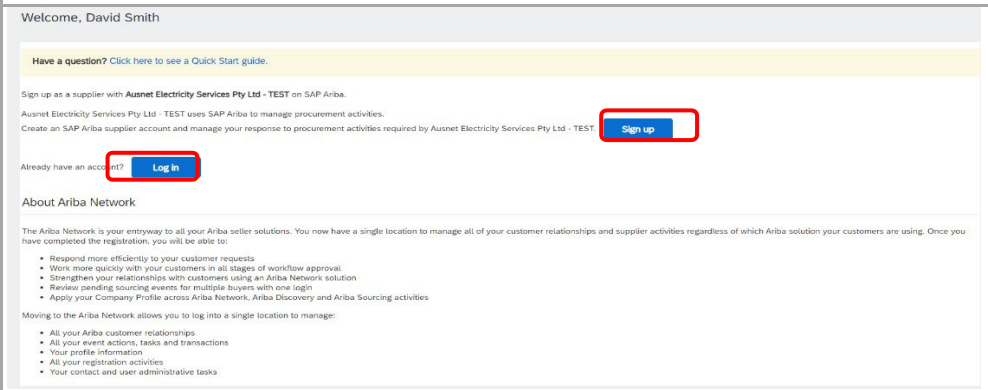
1. From your email inbox, open this email to register yourself as a supplier with AusNet.

2. Scroll down further until the end of the email body.

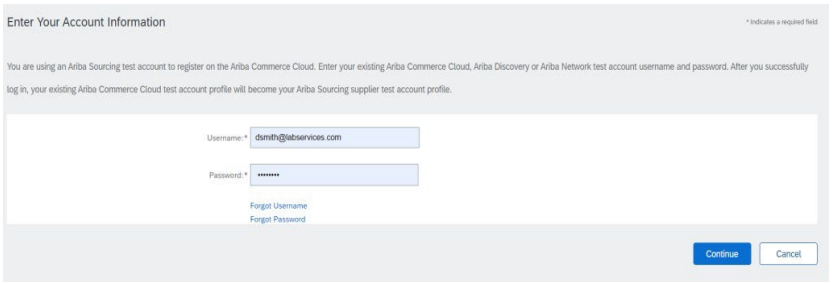
3. Click the **Click here** tab.



4. Click the **Sign up** to create a new account. Go to point 5.



5. If you already have an account (Ariba Network account), click on **Log in** and use your existing username and password to continue. Skip and go to point 26.

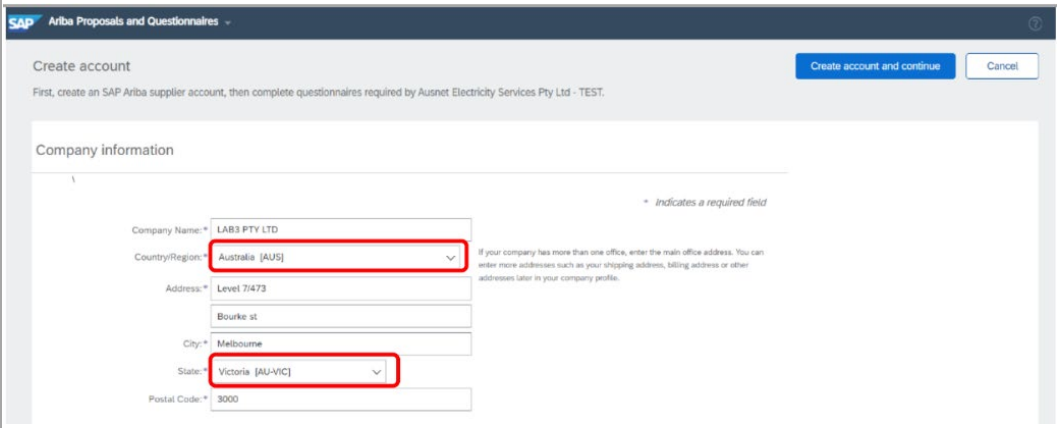


Provide company information.

6. Enter **Company Name** (Should be full legal company name, which you will be using for trading with AusNet).

7. Enter **County/Region** Use the drop-down menu to select the Country - .

8. Enter **Complete Address** (Use the drop-down menu to select the State -)
    a. (Must enter the trading address for transaction purposes with AusNet)



Provide User account information.

9. Enter **First** and **Last Name.**

10. Read the information ⓘ provided on right hand side carefully to create the Username and Password.

Note: You will be using this Username and Password for all the future transactions with AusNet. Save them for your reference.

11. Select the Language by clicking on the drop-down menu.

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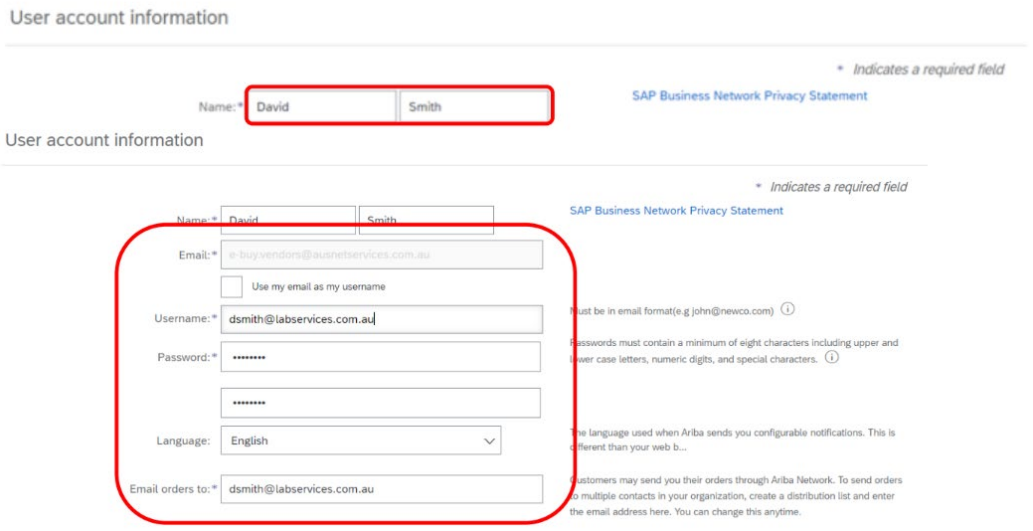
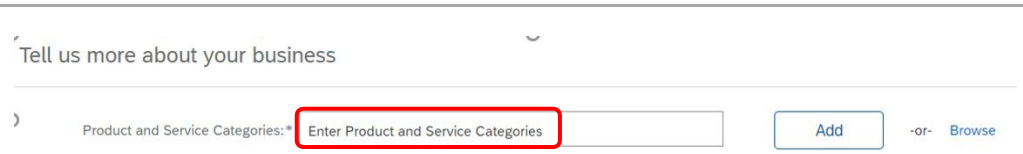


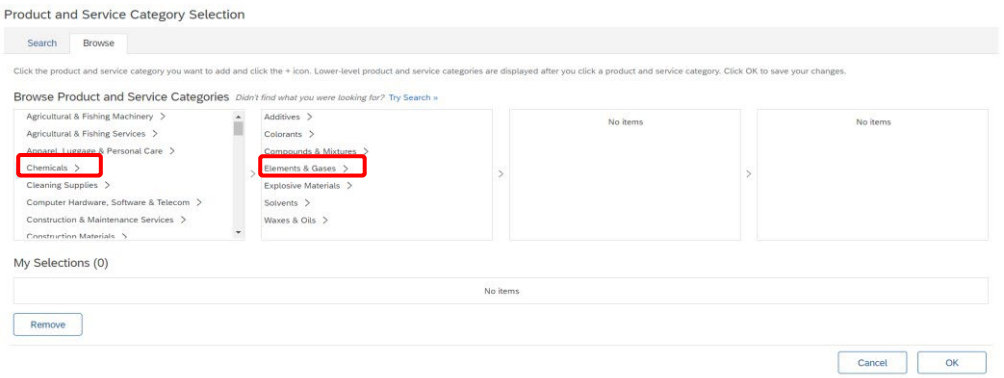
12. Enter **email orders to**– to receive all the future notification related to purchase order from AusNet.

Provide more details about your business.

13. Click on **Browse** to search the relevant **Product and Service categories**. Try to enter the closest match, which you will be using to deal with AusNet. You can also type the partial name of the product or service; all the matching names will be displayed in drop-down.



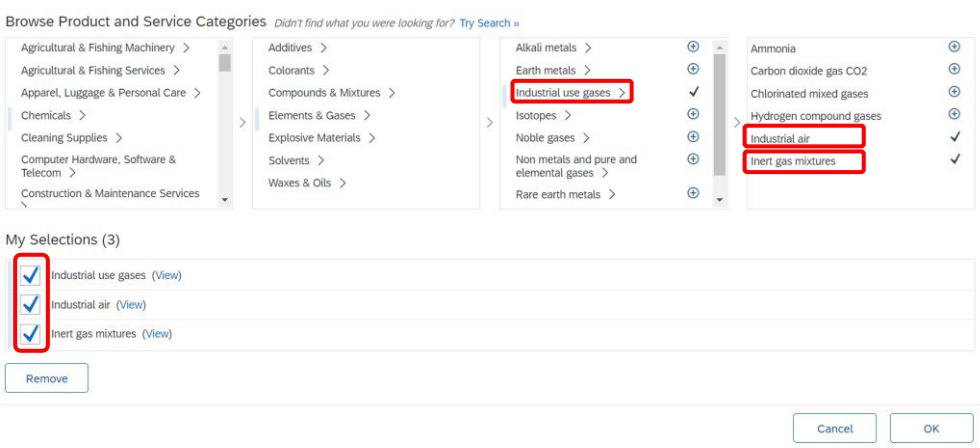
14. Select the product/services and click to see the further options, again select the relevant match, and click.



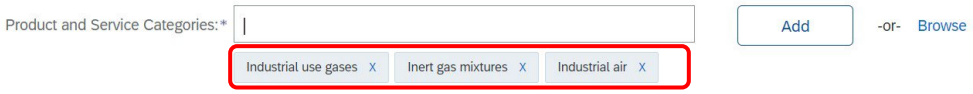
15. Select the closest match and click on ⊕ to add the product in "My selections" below.

16. You can add multiple products & services if needed by following the same process as above.

17. Click **Ok**.

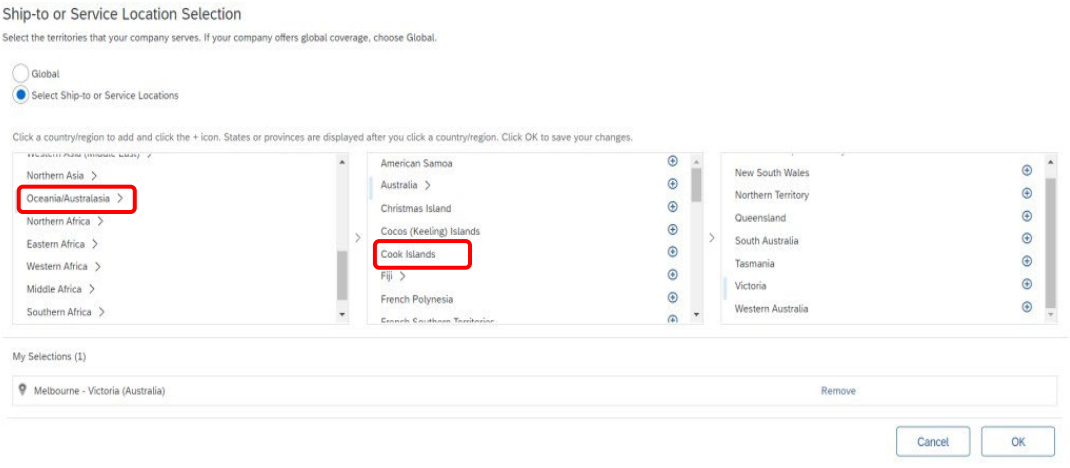


You can see all the selected products in blue colored boxes below the search bar.



18. Enter Ship-to location –select Melbourne – Victoria by default.

Note: you can select multiple Product & Service Categories and Ship to location by clicking on Browse and adding as same as we followed to select the product & services.

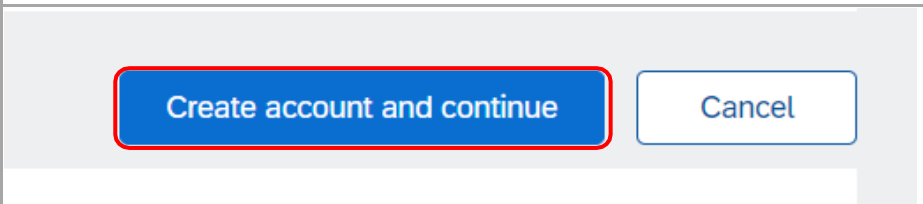


19. You can also simply search by typing the location name and it will appear below the search bar to select.

20. ABN and DUNS Number (Not mandatory to enter at this stage).

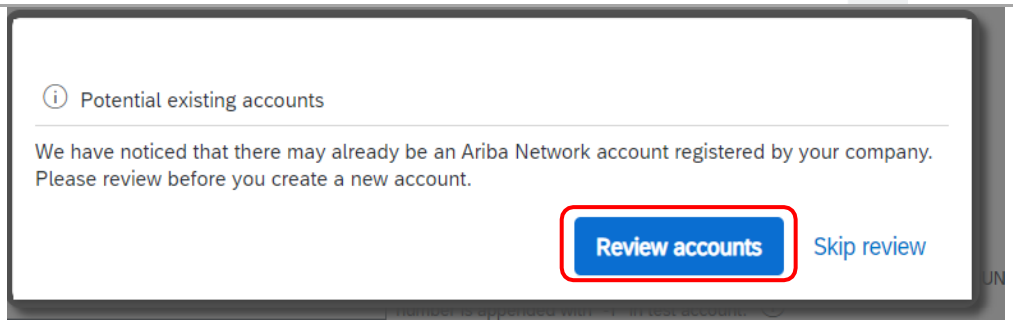
21. Accept the terms & conditions at bottom of the page. (These are Ariba's terms & conditions not AusNet's terms & conditions).

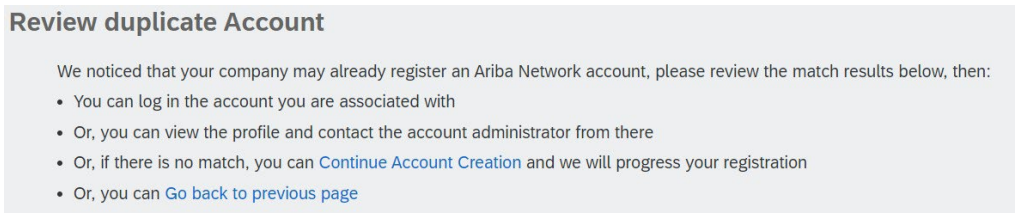
22. Click **Create account and continue.**



23. **Review** the account you created to avoid duplicate accounts and then come back to the previous page to continue or continue with account creation.

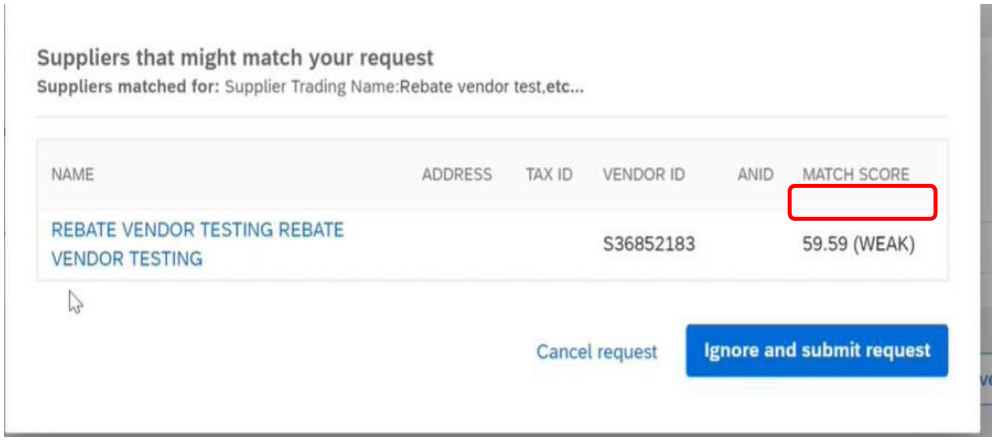
24. OR **Skip review** if you're sure about a new account.





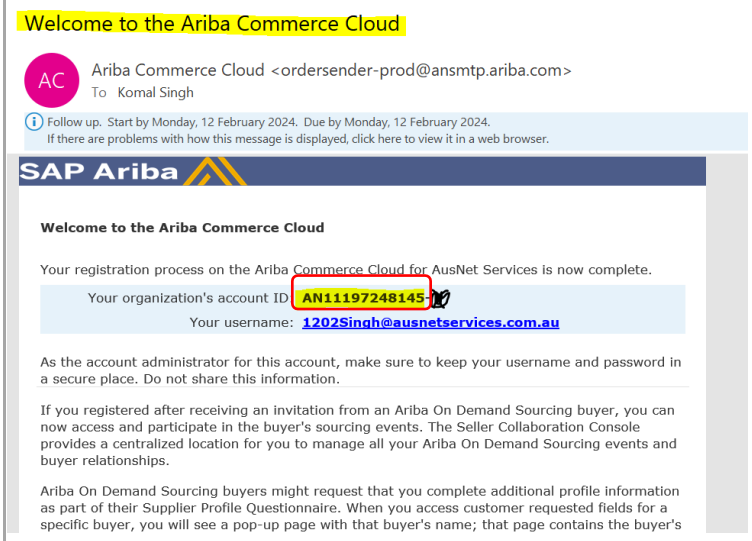
Notes:

- If someone in your company created an account, you might use that or if you prefer to create a new account you can ignore and proceed with new account creation.
- This page will show you the existing duplicate accounts and percentage match. The higher the percentage, the possibility of the account being a duplicate is more.
- If the percentage match is high, check the supplier details if it is the same.
- You could end up registering the same supplier's name with a different entity as well E.g., the Name would be the same for different countries.
- Just make sure the supplier's name is different and continue with the Registration.
- You've successfully created a new account on the Ariba Network. You can proceed to complete the supplier registration form and submit.



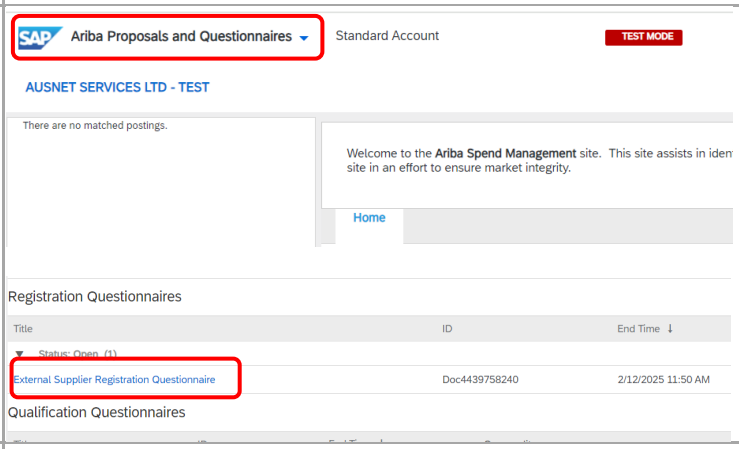
Note: You'll get an email notification regarding your Ariba account, which will include your username (used during registration) and your unique 11-digit Ariba account ID, AN11197248145.

Retain this email as you will be required to provide this information when you contact us or Ariba for support

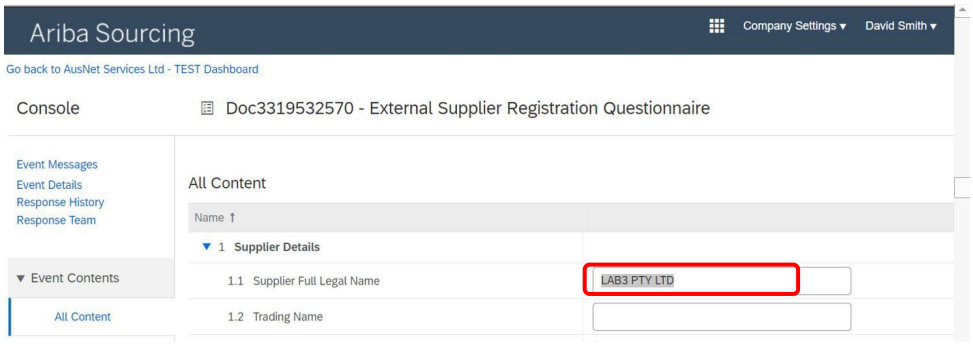


25. Select Ariba Proposals and Questionnaire.

26. Click on External Supplier Registration Questionnaire



27. This is the registration form sent to you by AusNet. Enter your company name. (Full legal name which will be used for trading with AusNet).



28. Select the **Country** by clicking on the drop-down menu .

Note: ABN is mandatory if the country selected is Australia.

27. Specify if you're registered for GST by clicking on the drop-down menu

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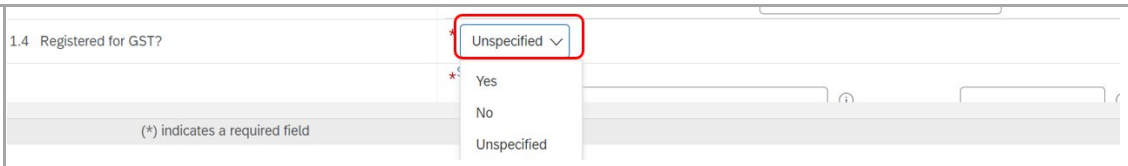
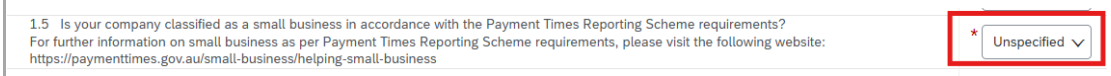
Note: You cannot select "Yes" for registered for GST if the country selected is not Australia.

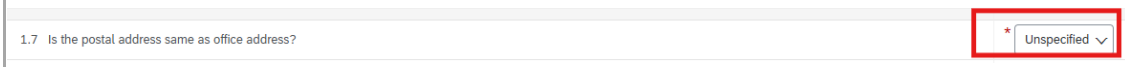


28. Please indicate whether your company is classified as a small business under the Payment Times Reporting Scheme requirements.



29. Enter full company address.

28. Give information about postal address. If it is different to the office address specify the postal address.



Provide Primary Supplier Contact details.

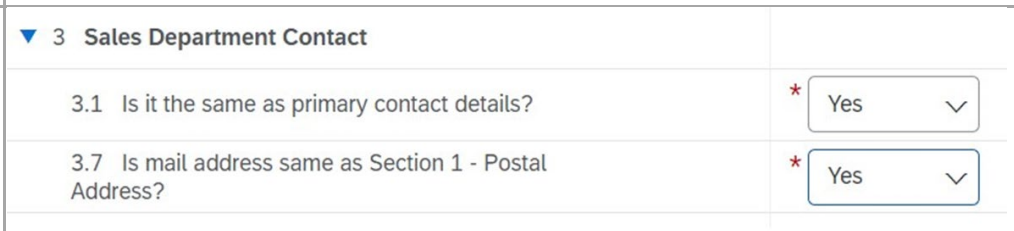
29. Enter First and Last Name.

30. Enter email address.

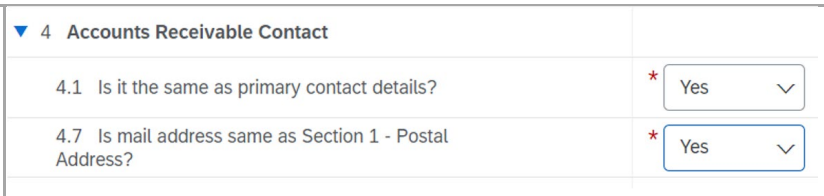
31. Enter contact phone number and Job Title.

32. Enter **Sales Department Contact details.**

Note: Your sales department contact details will be used for all future transaction purposes by AusNet. If it is different from the primary contact specify the sales department contact.

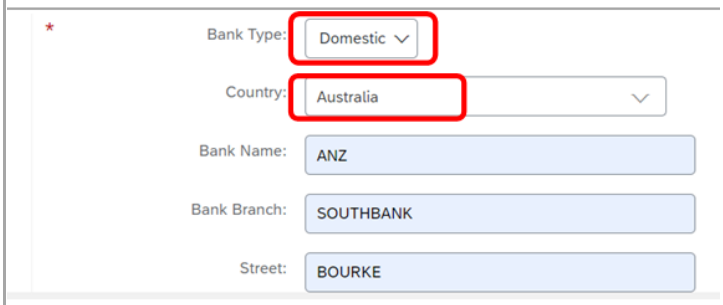


33. Enter **Accounts Receivable Contact details** (This is the email address to which the remittance advise will be sent).

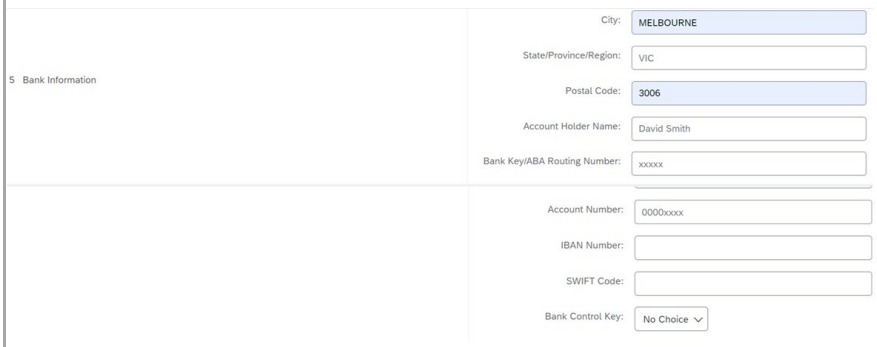


34. Enter the bank information.

    Select Bank Type and Country from the drop- down menu.

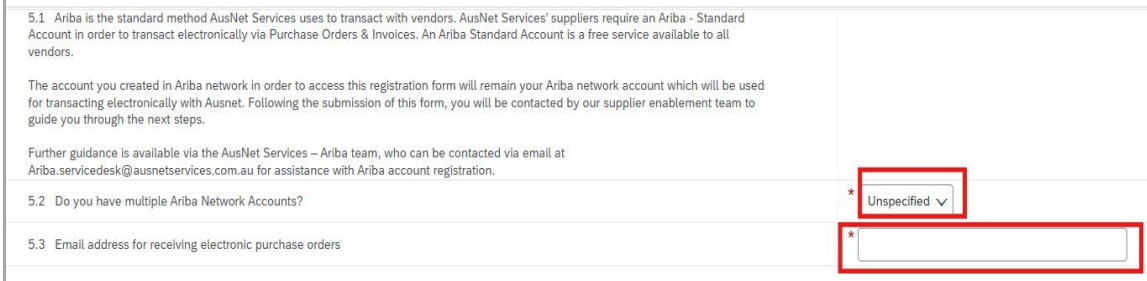


35. Scroll down further to enter the bank account details.

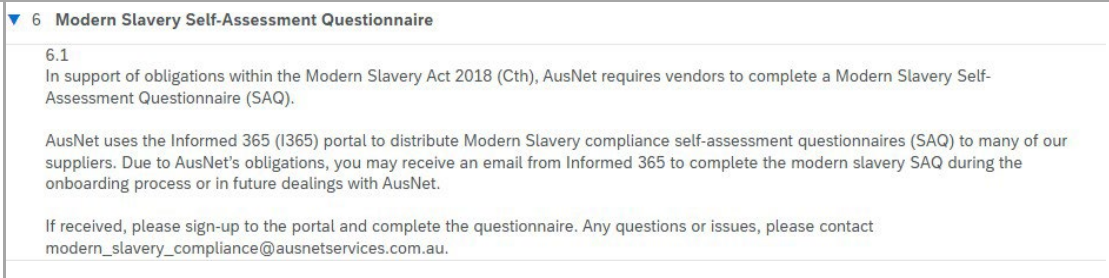


36. Give information about your Ariba Network Accounts if there is more than one.

37. Email address for receiving electronic purchase order, specify the email address for sending purchase orders here.



38. Read through section 7 carefully as this is the additional requirement for the onboarding process.

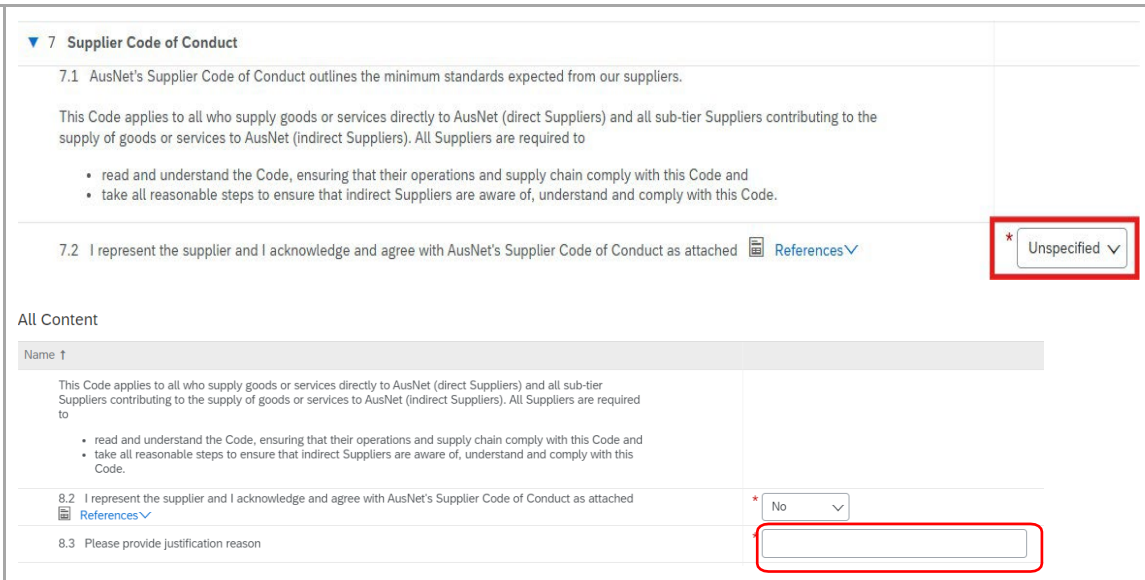


39. Please review the Supplier Code of Conduct (attached) and choose your response.

40. To access the Supplier Code of Conduct document, click on references.

    If you do not agree to abide by Ausnet's supplier code of conduct, you will be required to provide justification reason.

Note: If you do not agree to our Supplier Code of Conduct, this can potentially extend the time it takes to onboard you as our registered supplier

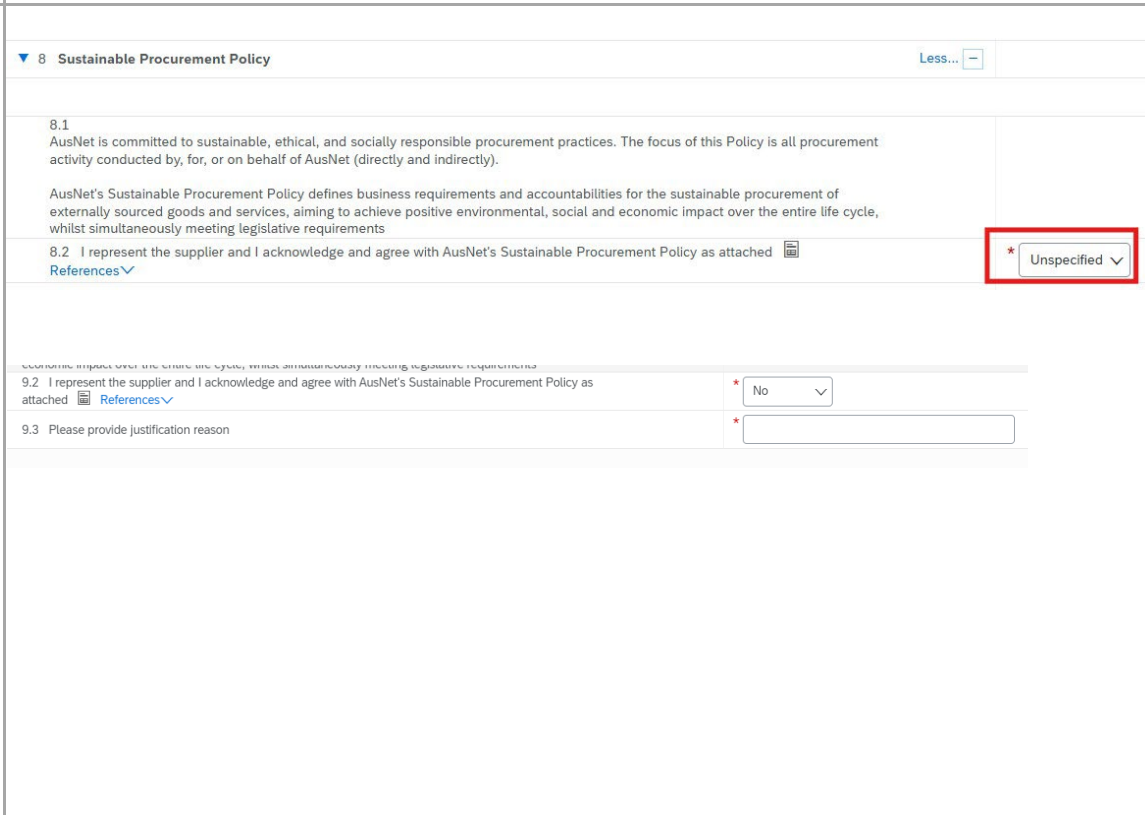


41. Please review the Sustainable Procurement Policy and choose your response.

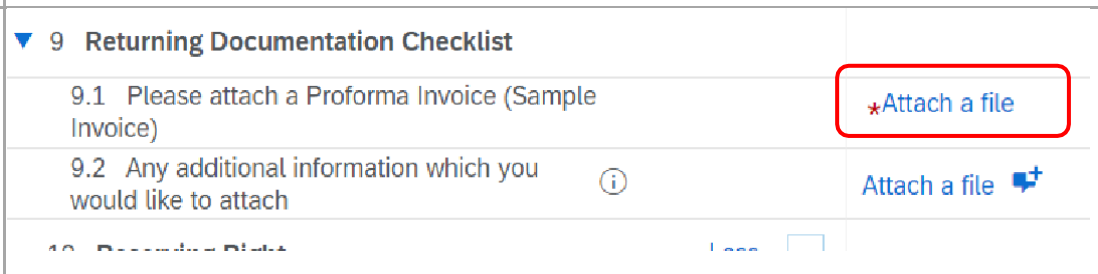
42. To access the Sustainable Procurement Policy document, click on references.

43. If you do not agree to abide by Ausnet's Sustainable Procurement Policy, you will be required to provide justification reason.

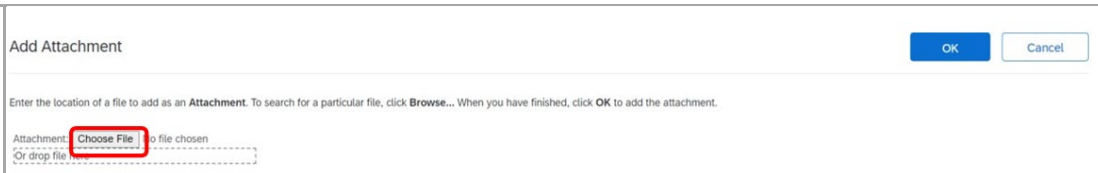
Note: If you do not agree to our Supplier Code of Conduct, this can potentially extend the time it takes to onboard you as our registered supplier



44. Click on **Attach a file** to provide the required documentation.

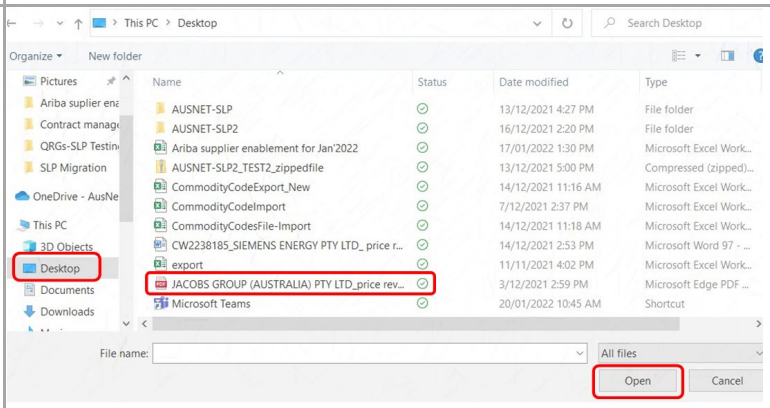


45. Click on **Choose File**.



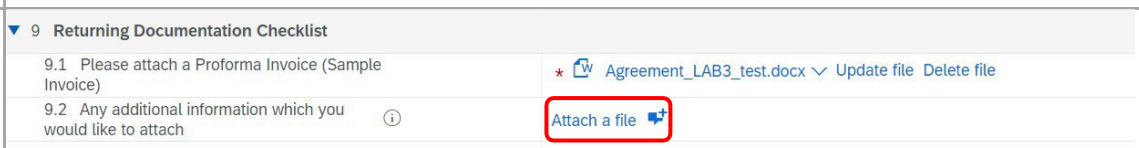
46. Select the document from your PC (where it is saved among Desktop, Documents, and Downloads) and click Open.

47. Click **Ok.**

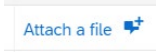


48. You can add additional information as well if needed.

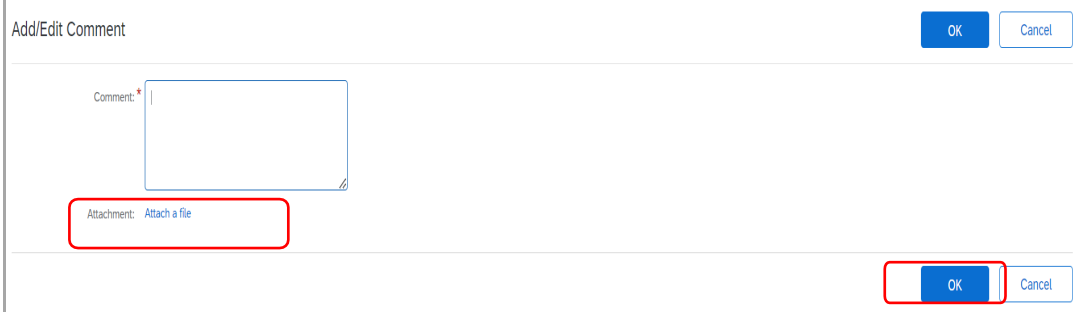
Note: Do not attach any insurance documents, you'll be receiving another email to submit insurance related documents.



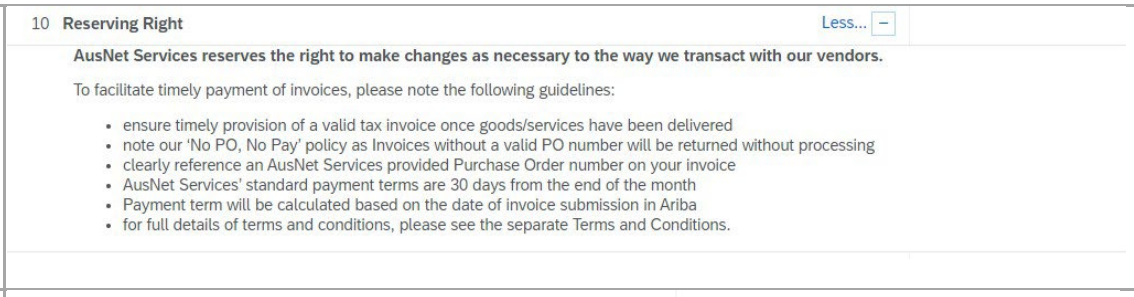
49. (If necessary) you can add multiple documents by clicking on little + sign



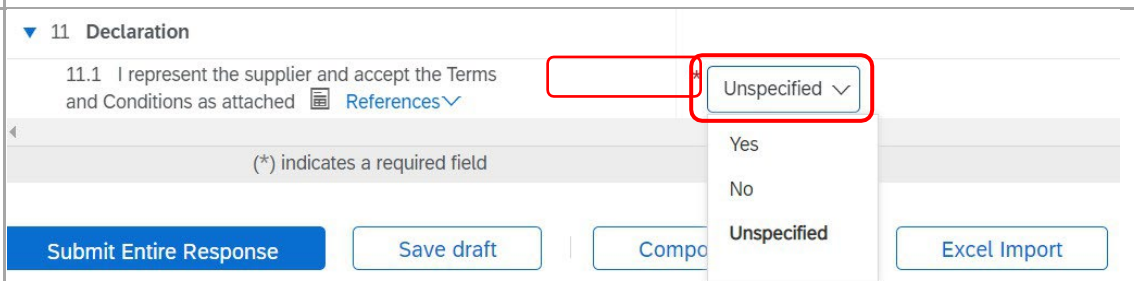
50. Click on **Attach a file** to select the additional document, provide your comments and Click OK.



51. Please carefully read the Reserving Right section as it pertains to timely payment of invoice.

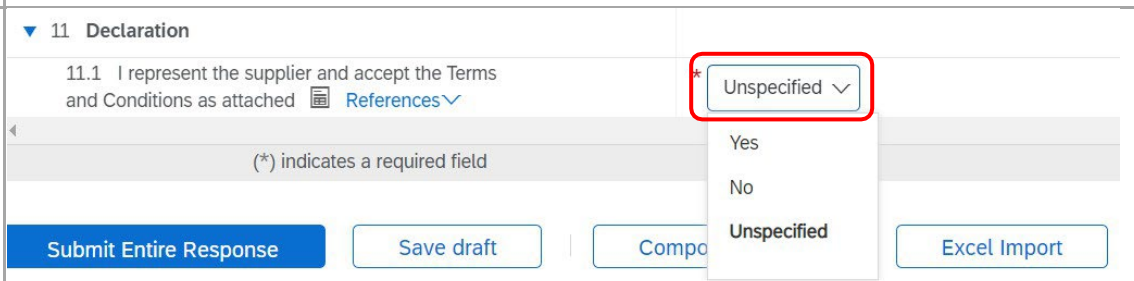


52. Click on references to view and download the Terms & Conditions. Read through the information carefully and take appropriate action.

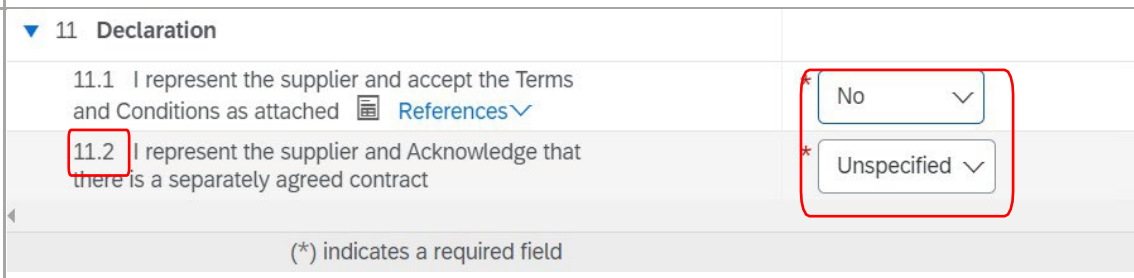


53. Click on drop down menu for declaration.

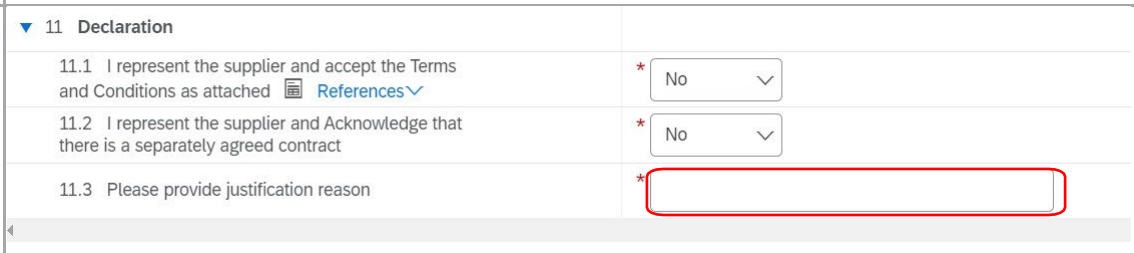
Choose "**Yes**" to agree to the Terms and Conditions. If you opt for "**No**," an alternative declaration will be presented for you to respond to question **11.2.**



54. If you have a separate contract with AusNet select "Yes", if not then select "No".

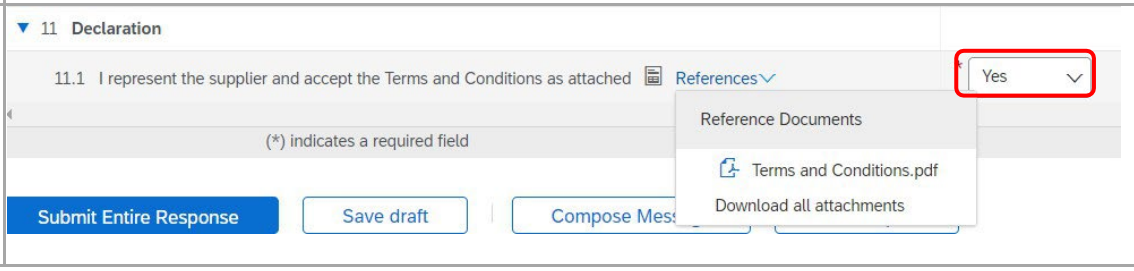


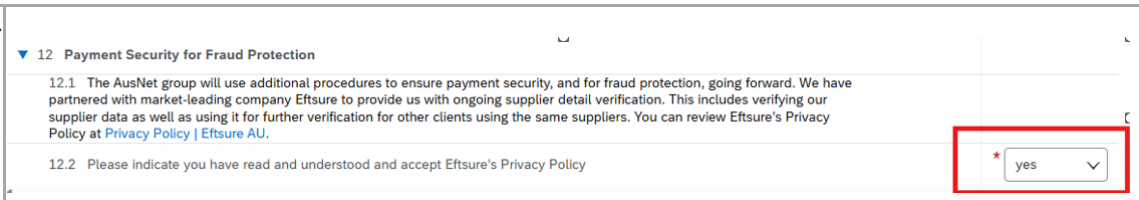
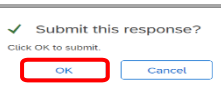
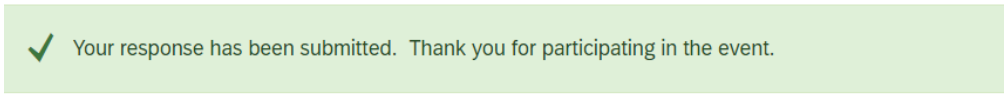
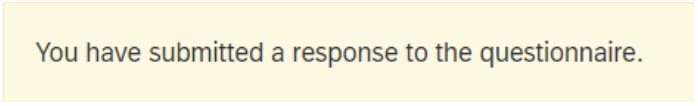
55. If you select "No" in both **11.1** & **11.2,** then provide the justification for why you have selected "No" for both.



56. . Select "**Yes**".

Note: By selecting **Yes** here means you are abiding by AusNet's Terms & Conditions.



57. Read through section **12**. As part of our enhanced payment security and fraud prevention measures, we have implemented the **Eftsure Policy**. Please review and accept the policy to complete the onboarding process.	
58. Click Submit Entire Response	
59. Select **OK** to submit the response	
You have now successfully submitted the registration form. Note: You will receive further questionnaires for insurances, check the next section for how to submit it.	 

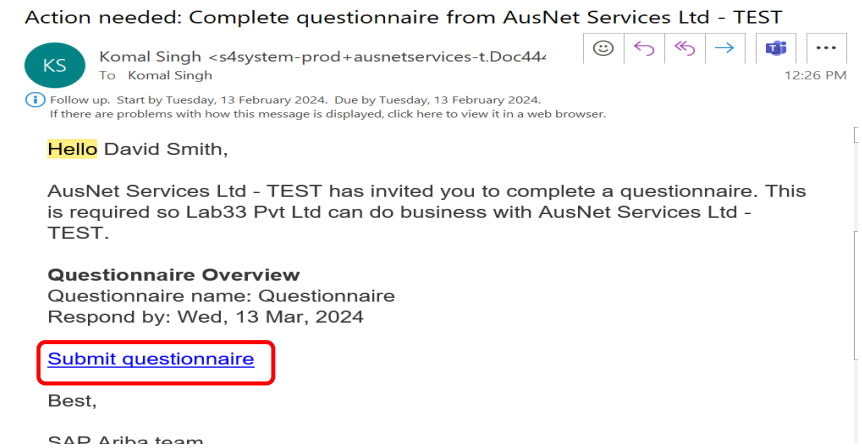
2. How to submit the insurance questionnaire.

This section shows how to submit the insurance questionnaire after receiving another email invitation from AusNet.

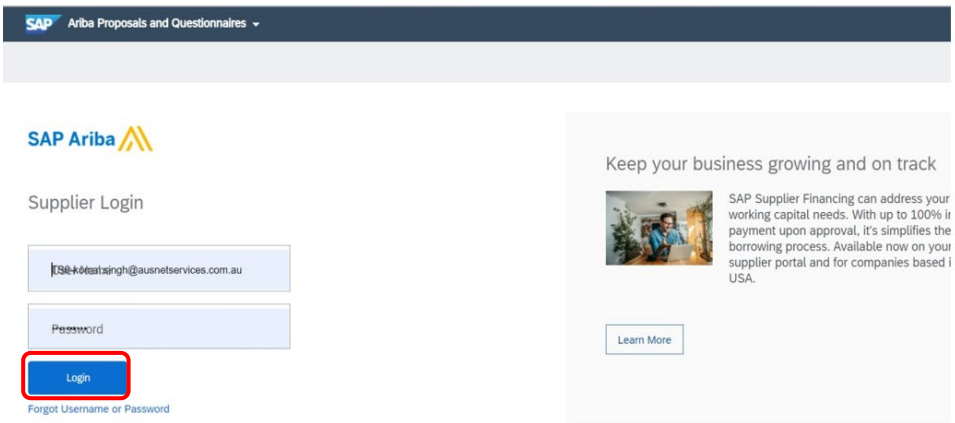
You will receive another email notification from AusNet once your registration is approved.

How to Submit the questionnaire?

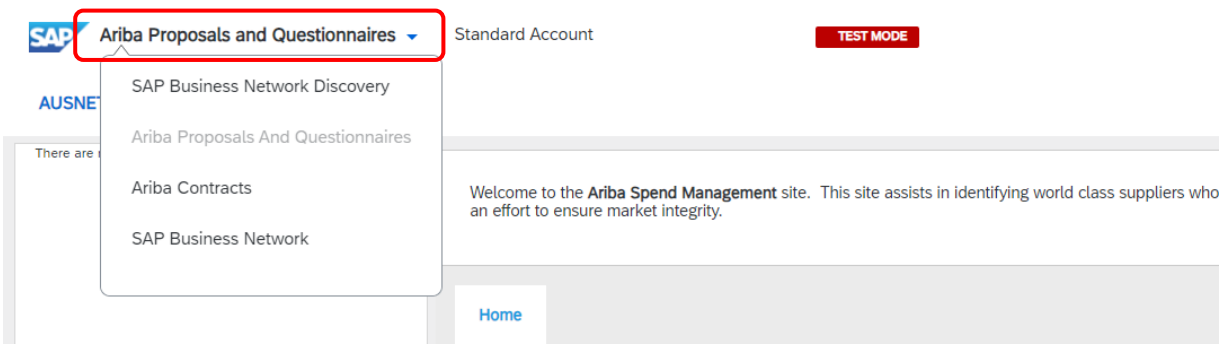
1. Click on Submit questionnaire link provided in an email.



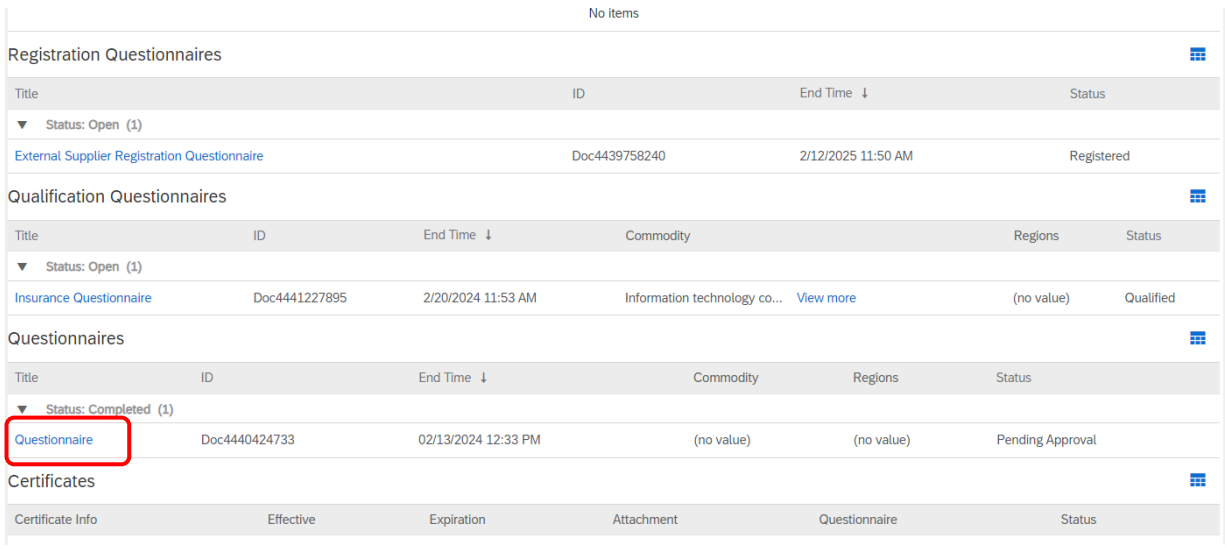
2. Login using your existing username and password.



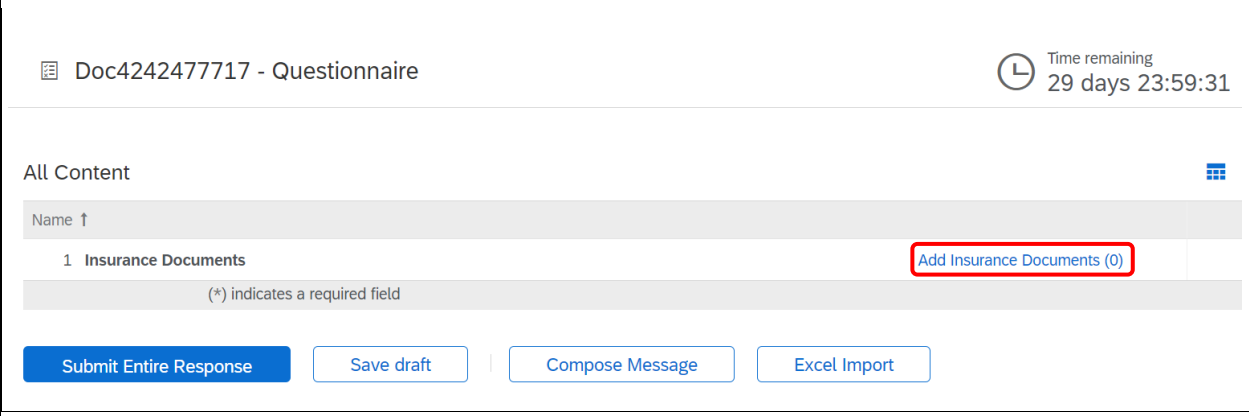
3. Select **Ariba Proposals and Questionnaires**.



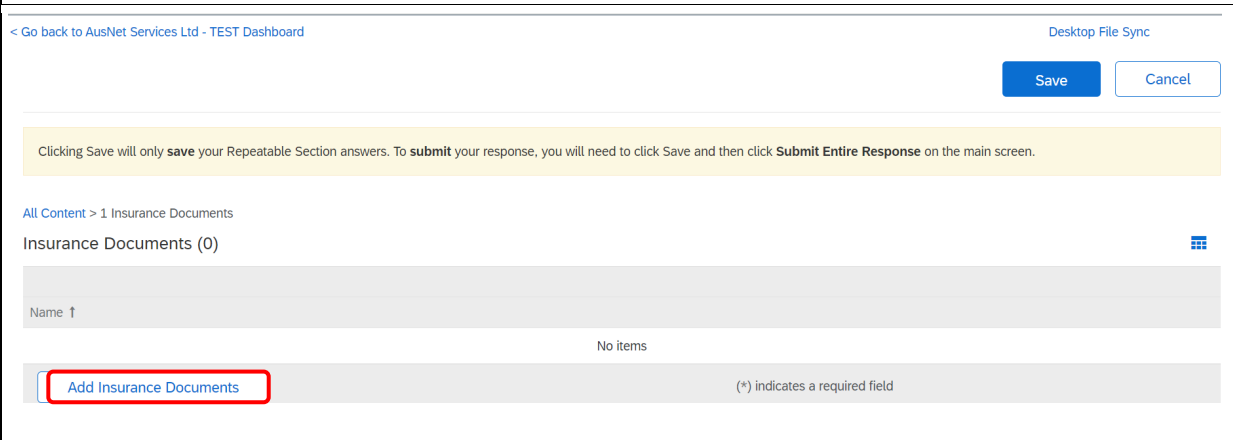
4. Click on the Questionnaire.



5. Click on Add Insurance Documents.

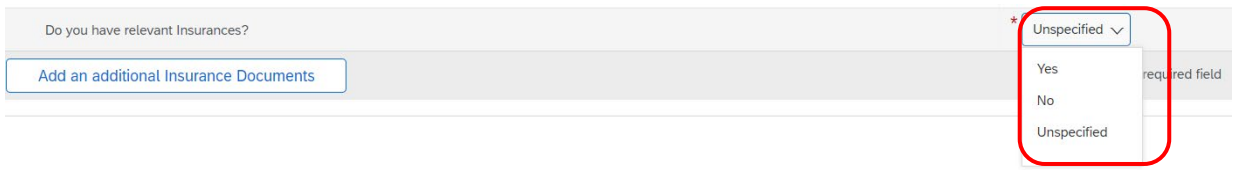


6. To add the insurance documents, click on Add Insurance tab.



7. Select your answer from the drop-down options

.

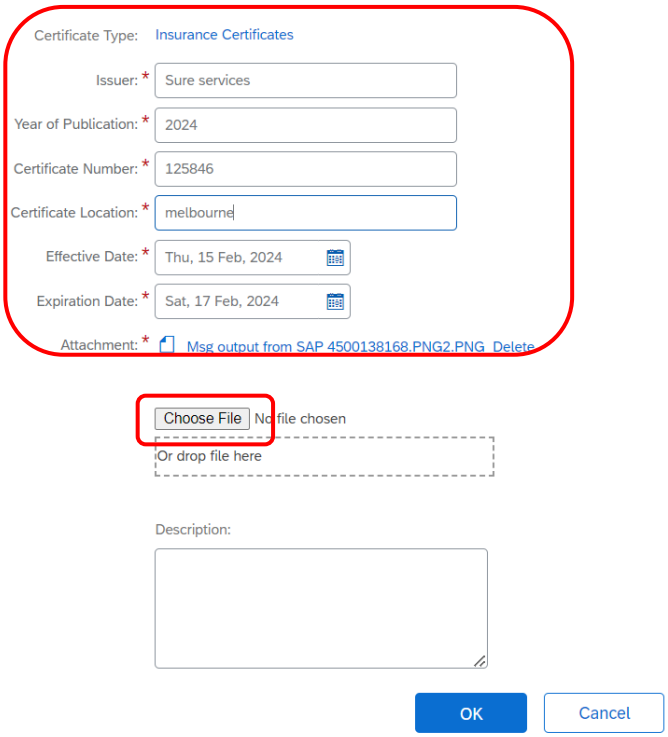


Provide details for Insurance Documents.

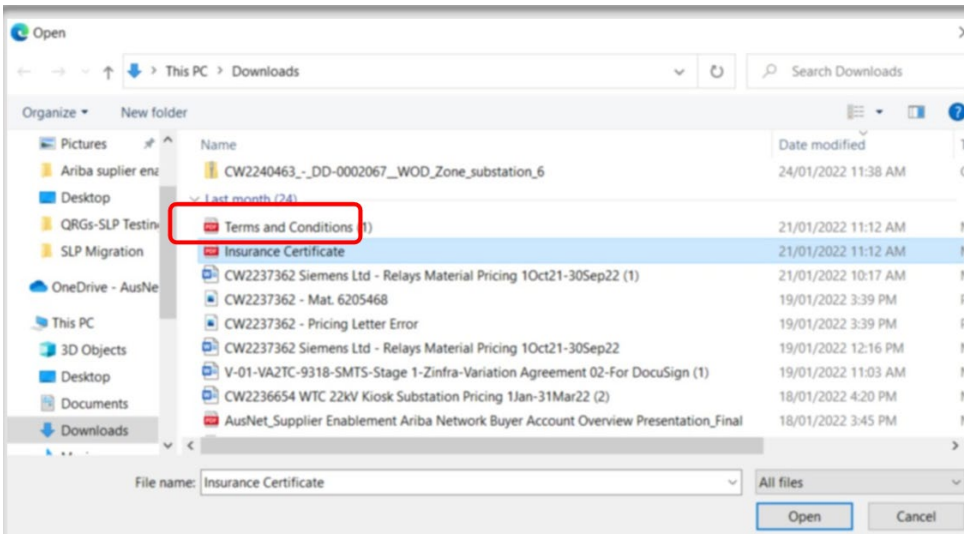
8. Enter insurance Type.

9. Click on the calendar icon to select the insurance start and expiry date.

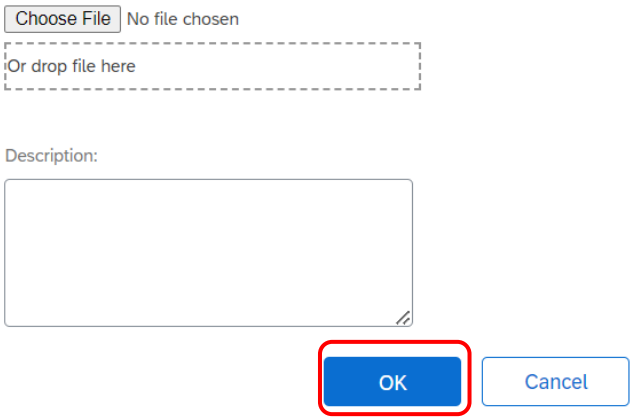
10. Click on Choose File to add the attachment.



11. Select the document from your PC (where it is saved among Desktop, Documents, and Downloads) and click Open.



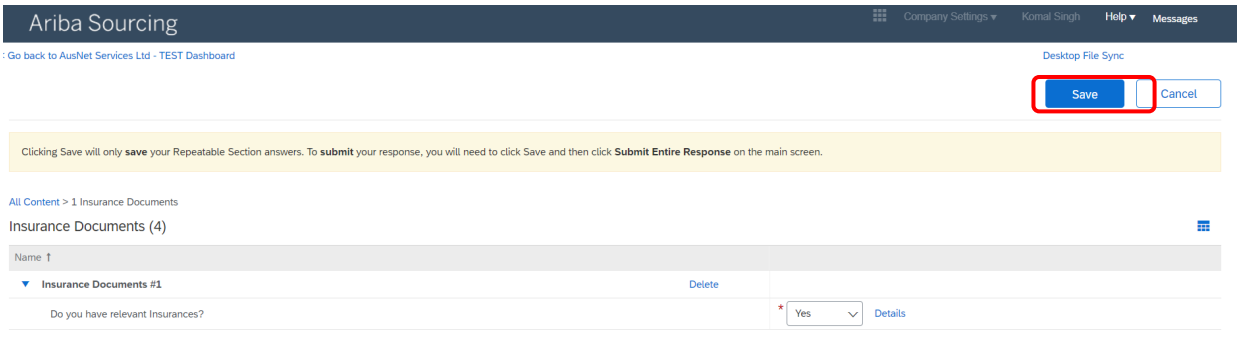
12. Click Ok to Submit.



13. Provide details of **other insurance related documents** (if required) else click on Submit Entire Response.

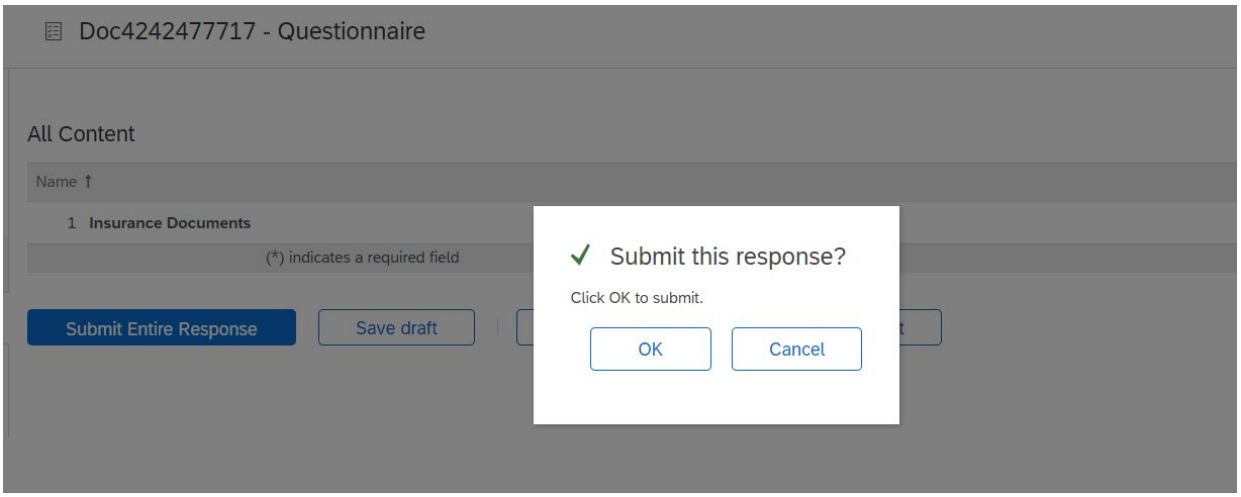
14. you can add multiple documents ((If necessary) by clicking on "Add an additional document" and repeating the above steps

15. Click **Save**.

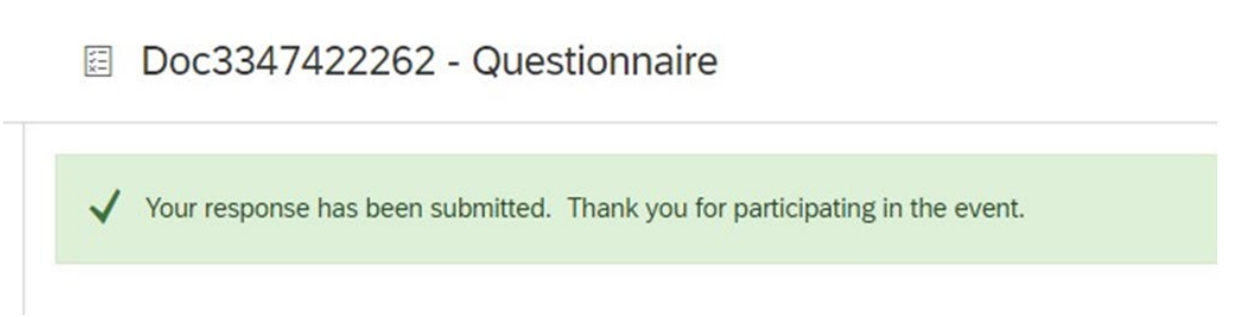


16. Click on **Submit Entire Response**.

17. Click OK



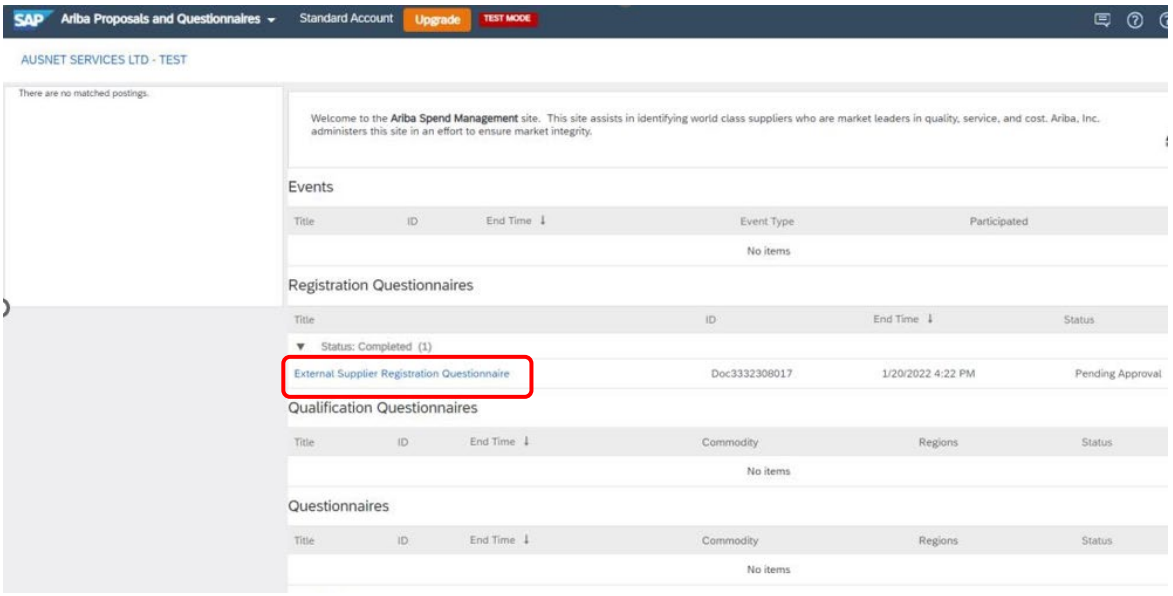
You have now successfully submitted the Qualification form.



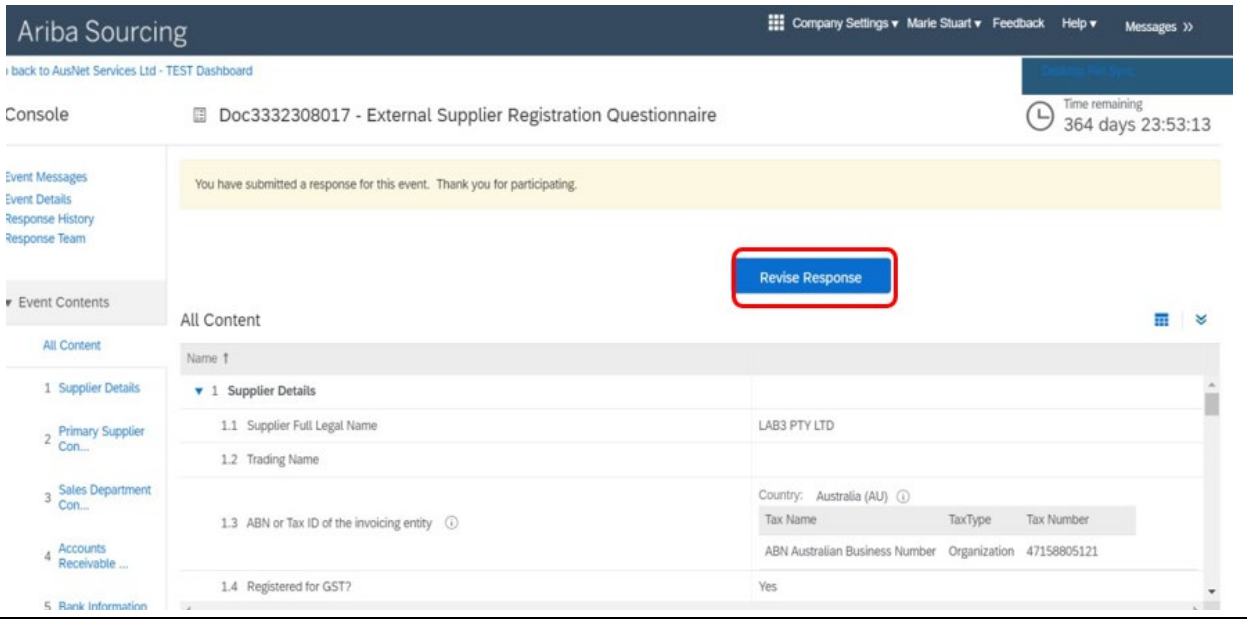
3. How to make changes in existing registration form.

1. If you want to amend any information in your registration form, you can do it at any time by using your existing username & password to log-in to your account.

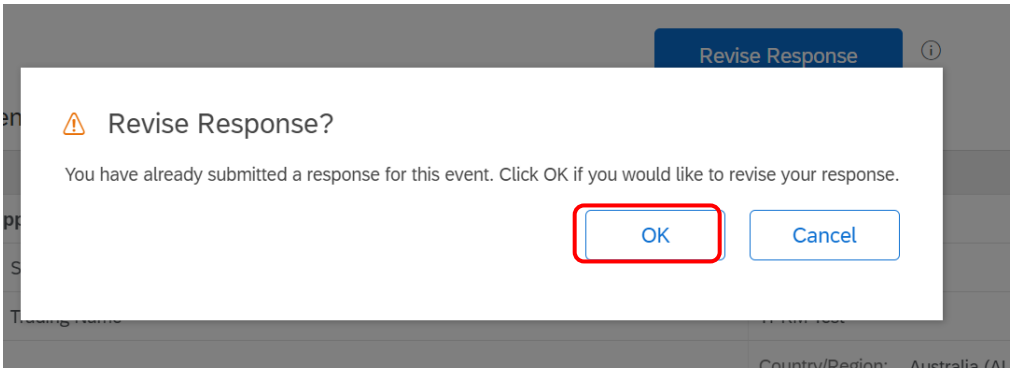
2. Click on External Supplier Registration Questionnaire.



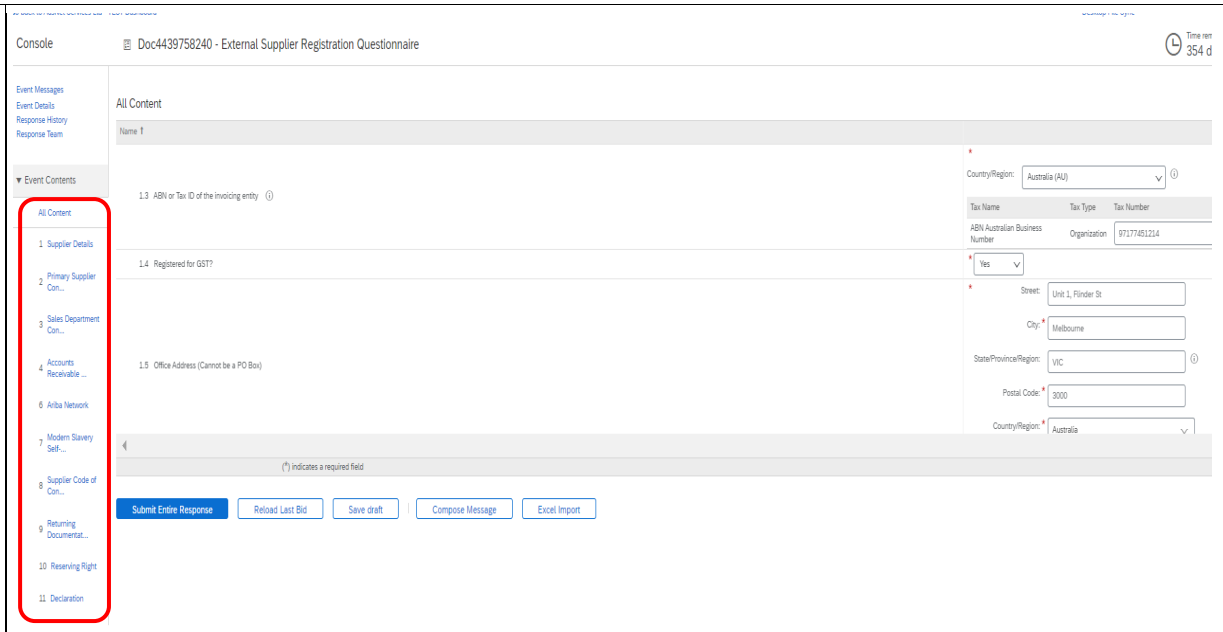
3. Click Revise Response and make the required changes.



4. Click OK

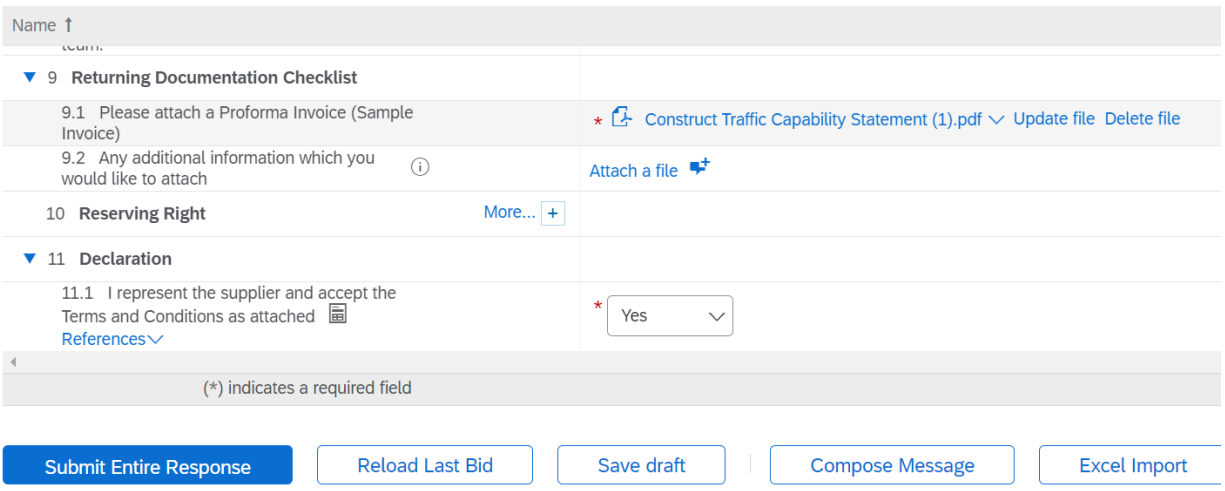


5. Make the necessary changes to the existing registration form.

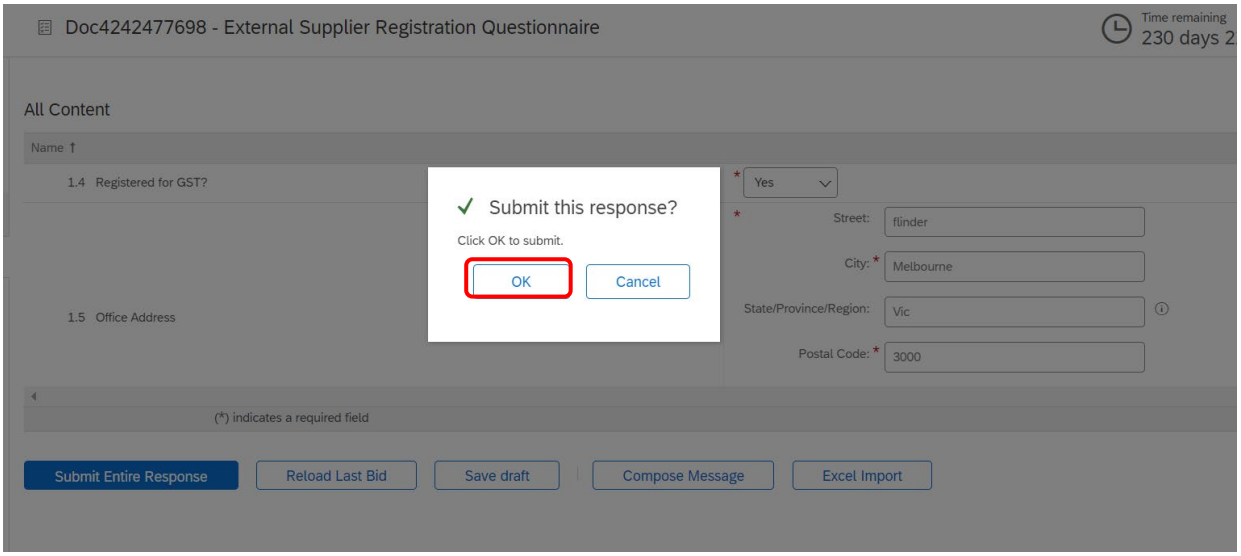


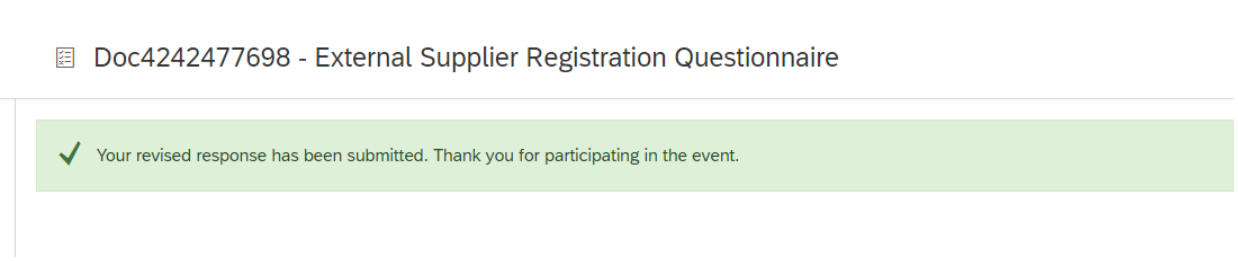
Once you make the necessary changes, scroll down to submit the revised response.

6. Click on **Submit Entire Response**



7. Click OK.



You have now successfully re-submitted the registration form.	

4. Schedule of revisions

ISSUE	DATE	AUTHOR	DETAILS OF CHANGE
1	28/02/2022	Komal Singh	Initial version
2	09/02/2024	Komal Singh	• Update to screenshots due to removal of Earlytrade information and acceptance of Supplier Code of Conduct and Sustainable Procurement Policy. • Creation of an official document number for upload into ECM.
3	09/07/2024	Komal Singh	• Update to screenshots to reflect the addition of an extra step for accepting the EFTSure Policy. • Update to the process sequence.

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