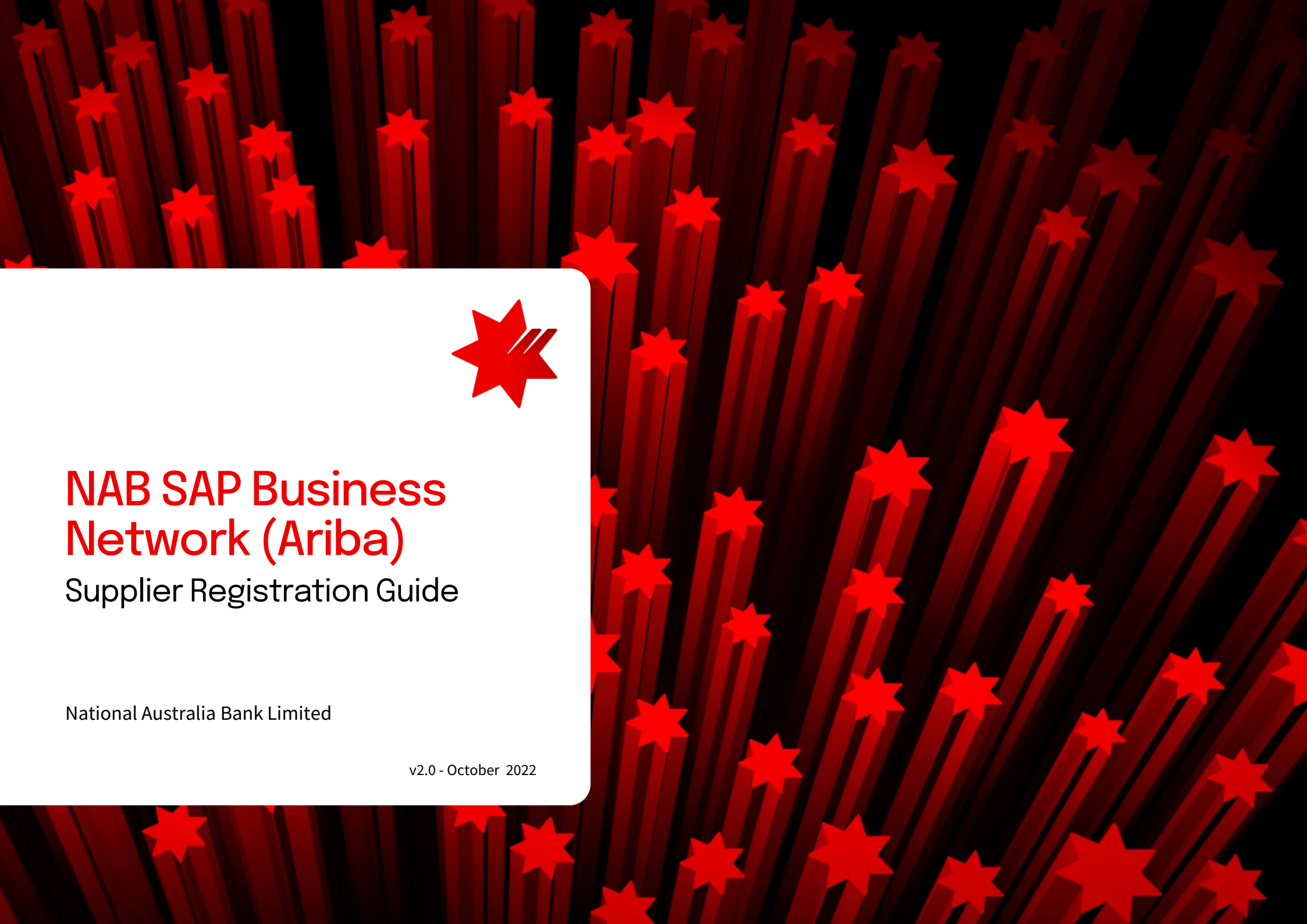


NAB SAP Business Network (Ariba)

Supplier Registration Guide

National Australia Bank Limited

v2.0 - October 2022

Contents

Introduction

Domestic vs International Suppliers

01 Accessing your SAP Ariba account

- NAB SAP Ariba email invitation
- New Ariba account registration

02 S2C Registration

- Accessing the Supplier Registration Questionnaire
- Completing the Supplier Registration Questionnaire
- Supplier Registration Questionnaire – Key requirements
- Amending Supplier Registration Questionnaire response

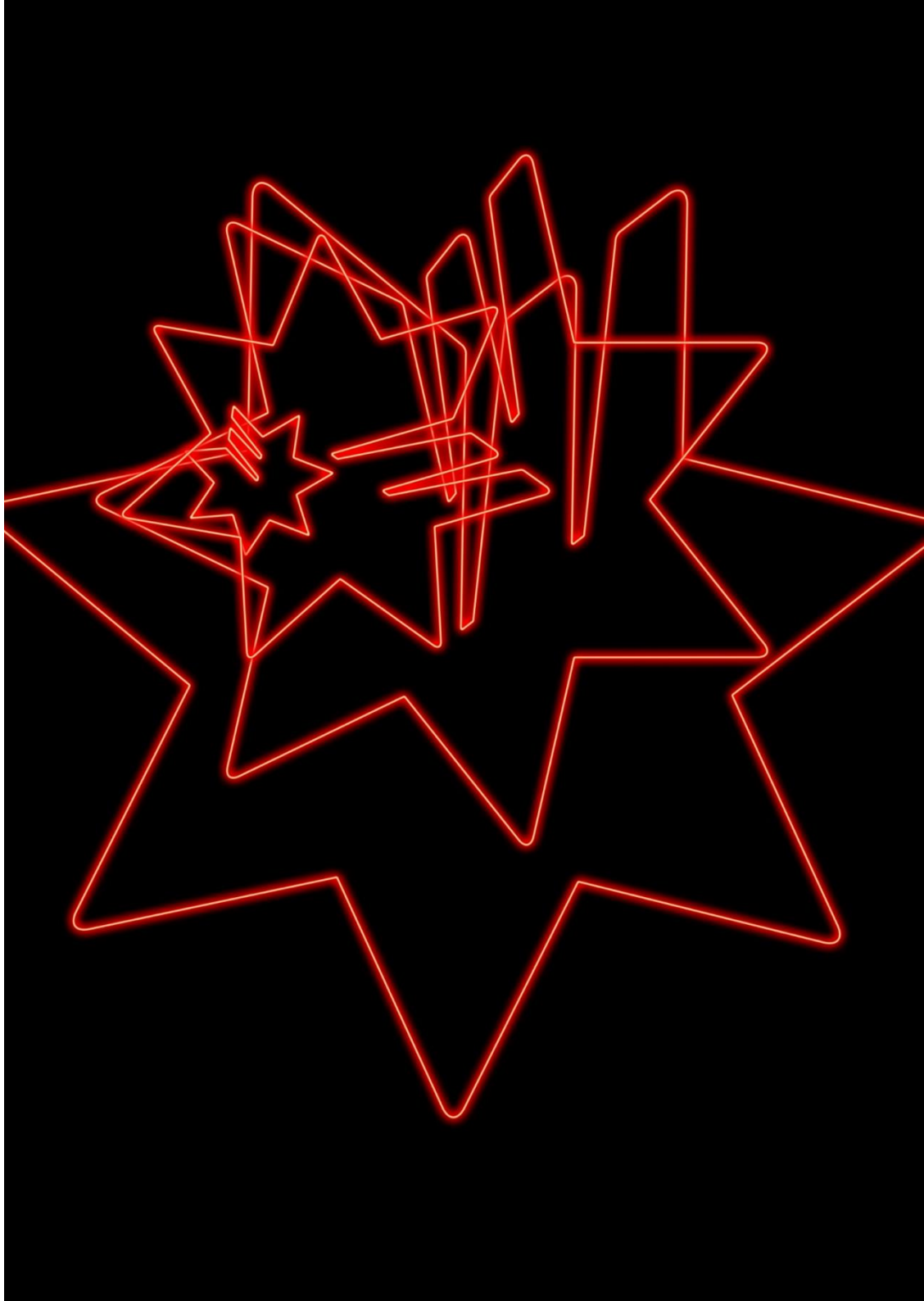
03 P2P Registration

- Accepting Trading Relationship Request
- Navigating Enablement Tasks
- Configure PO and Invoice routing methods and notifications
- Configure Payment Method and Bank Account details
- Updating Bank Account details

Help and support

Appendix

- What is SAP Ariba?
- SAP Business Network Accounts



Introduction

This Guide provides a step-by-step guide on how you, as a National Australia Bank supplier, can onboard to the SAP Ariba Network.

Click on the **number heading** below to go directly to the relevant section.

01 Accessing your SAP Ariba account

02 Source to Contract (S2C) Registration

03 Procure to Pay (P2P) Registration

NAB SAP Ariba Email Invitation → **Ariba Trading Relationship Request** → **Trading Relationship Established**

Note 1: Sourcing Event (RFx) via SAP Ariba
- You may receive the Invitation email as part of invitation to participate in NAB Sourcing Event.
- For more information on RFX process in SAP ARIBA, refer to The NAB Ariba Network RFx Response Guide.

Note 2: NAB Third Party Assessments
- You may receive a request to complete 'Third Party Assessments' in **Archer Engage** platform, following your S2C Registration or as a periodic review of NAB Third Party Assessment. This is a separate system and requires different login details.
- For more information on this assessment, go to www.nab.com.au/tprm.

Domestic vs International Suppliers

NAB currently transacts differently depending if you are a Domestic and International Supplier:

- Most **Domestic Suppliers**, will complete **both** Source to Contract (S2C) and Procure to Pay (P2P) registration in SAP Ariba. A very small number may only complete S2C, NAB will advise you as you are being onboarded and we will provide you with further instructions on how to submit invoices for payment via our other procurement platforms.

- If you are an **International Supplier**, only complete the Source to Contract (S2C) registration and advise your NAB Sourcing representative. We will provide you with further instructions on how to submit invoices for payment via our other procurement platforms.

Definitions

Domestic Supplier	International Supplier
ALL payments are: • In Australian dollar (**$AUD**); **and** • To an **Australian bank** account.	**ANY** payments are: • In a **foreign currency** (i.e. other than $AUD); **or** • To a **non-Australian bank account.**

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

Accessing your SAP Ariba account

This will enable you to collaborate and transact with NAB via the SAP Ariba platform

1.

Accessing your SAP Ariba account

NAB SAP Ariba email invitation

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

1. You will receive an **email invitation from Ariba** to complete the Supplier Registration Questionnaire for NAB.
   Ensure you have checked your SPAM or Junk Folder if you are unable to locate the invite.

2. Click on the link in the email message.

You can use the highlighted **keywords** to find the email in your inbox.

IMPORTANT

- Please check if your company already has an **existing** Ariba account.*
- NAB requires that the **same Ariba account**, identified by the Ariba Network ID (ANID), is used **for S2C and P2P registration** (i.e. same account to be used to respond to sourcing events and to receive PO and invoicing). Therefore, confirm with your **Accounts Receivable**, **Finance** or **Administration** teams.

- **Do not forward this email** - it is linked to your email address only.
- NAB recommends you use a **generic email address / shared mailbox** accessible by more than one person to prevent loss of data / logon access when a staff member leaves the company.
- If you believe another person in your organisation should be the one completing the supplier registration and respond to RFx, provide their contact details to NAB Supplier Enablement Team, who can re-send the email invitation to the correct contact person.

- **Do not reply to this email –** direct your registration enquiries to
- NAB Supplier Enablement Team.

[Action required] Register as a supplier with National Australia Bank Limited

<s4system-prod+sourceline-T.Doc3502114485@ansmtp.ariba.com>

Hello NAB Supplier

We, National Australia Bank Limited invite you to participate in a sourcing event Supplier registration questionnaire via Ariba Network. The event starts on Thursday, 19 May 2022 at 18:04, Pacific Daylight Time and ends on Monday, 18 July 2022 at 18:04, Pacific Daylight Time.

To participate in or decline the event, you must either register your organisation onto the National Australia Bank Limited Ariba network or log in using your existing Ariba account with your username and password via this event link Click Here.

NOTE: This link is only valid for 30 days. If you're new to Ariba, please make sure to register before the link expires. After you've registered you can no longer use this link.

For any enquires about the event, the registration process or to retrigger the event link, please contact Project Owner via e-mail

We look forward to working with you!

Thanks,
National Australia Bank Limited

* For further information, refer to SAP Ariba Help Center – How do I search for other existing accounts and administrators my company has?

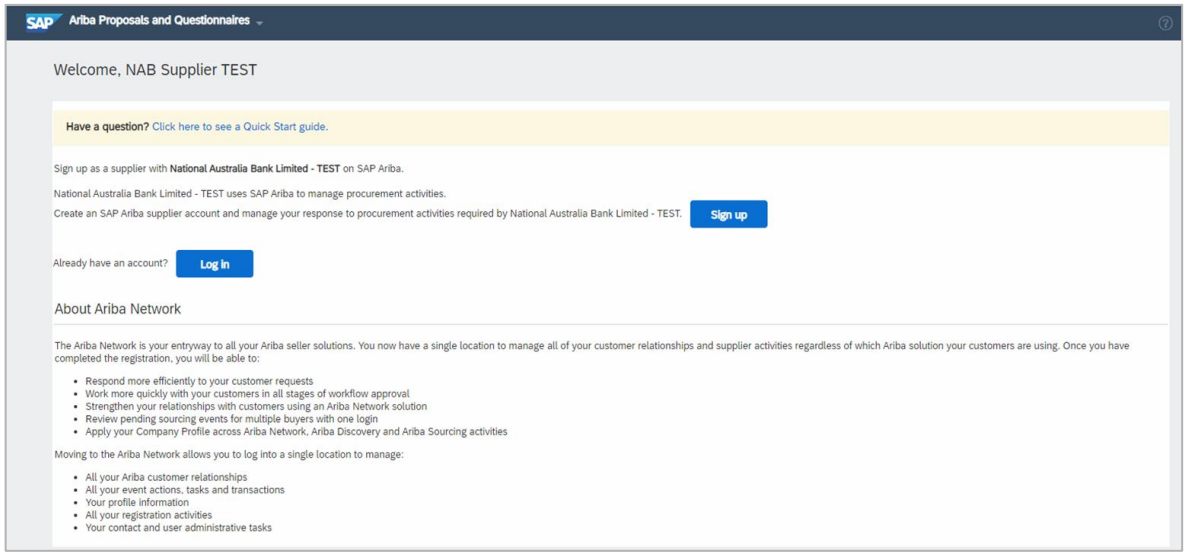
Accessing your SAP Ariba account

NAB SAP Ariba email invitation

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

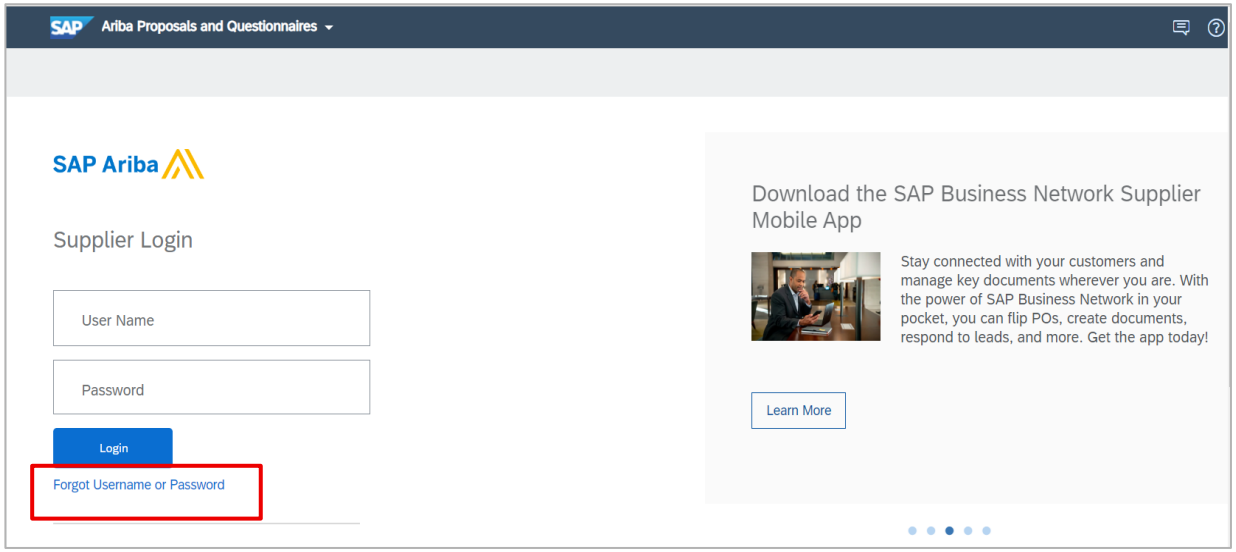
3 On the landing page

- Click **Log in**, if your organisation has an existing Ariba account.
- Click **Sign up**, if your organisation is new to the Ariba Network.*



TIPS

If you forget your username or password, you can click on **Log In**, and then on **Supplier Login** page (as below), click on **Forgot Username or Password**



IMPORTANT

- To successfully login to your organisation's existing Ariba account, ensure you have been added as a **user** to this account with **Proposals & Contracts Access** permission.
- For assistance on access permission, contact **your organisation's** Ariba account **administrator**.
- **Username** is **case sensitive** and formatted like an email, but may **not** be your **actual email address.**

Continue to next slide if you need to create a new account.
Otherwise, skip to S2C registration - Questionnaire.

* For further information, refer to SAP Ariba FAQ – What are some common issues when registering an account?

Creating new Ariba account

New Ariba account registration

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

If you choose the **Sign up** option, you will be taken through the 3-step Ariba account registration process:

1

Company Information

- If your company has more than one office, enter the head office location.

2

User account information

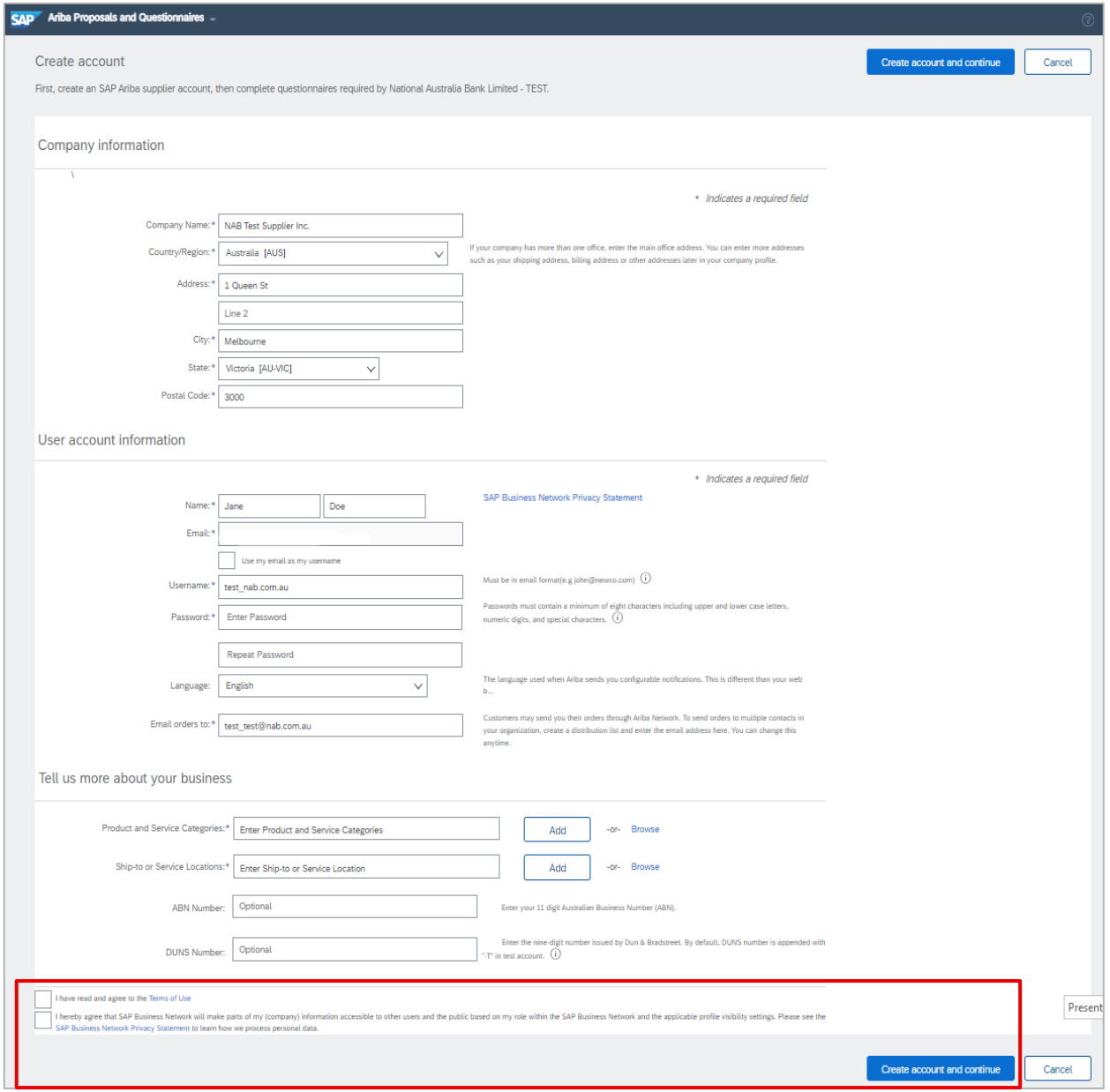
- By default, you will be assigned as the Ariba account administrator. The role can be transferred to another user at later date.
- Your username can be different to your email address. If so, untick **Use my email as my username**.
- In the **Email orders to** field, nominate a central email address where orders will be sent to.
- Use a **group email address / shared mailbox** to prevent loss of data / logon access when a staff member leaves the company.

3

Tell us more about your business

- Picking the best Product and Service Categories helps customers find you in Ariba Network.

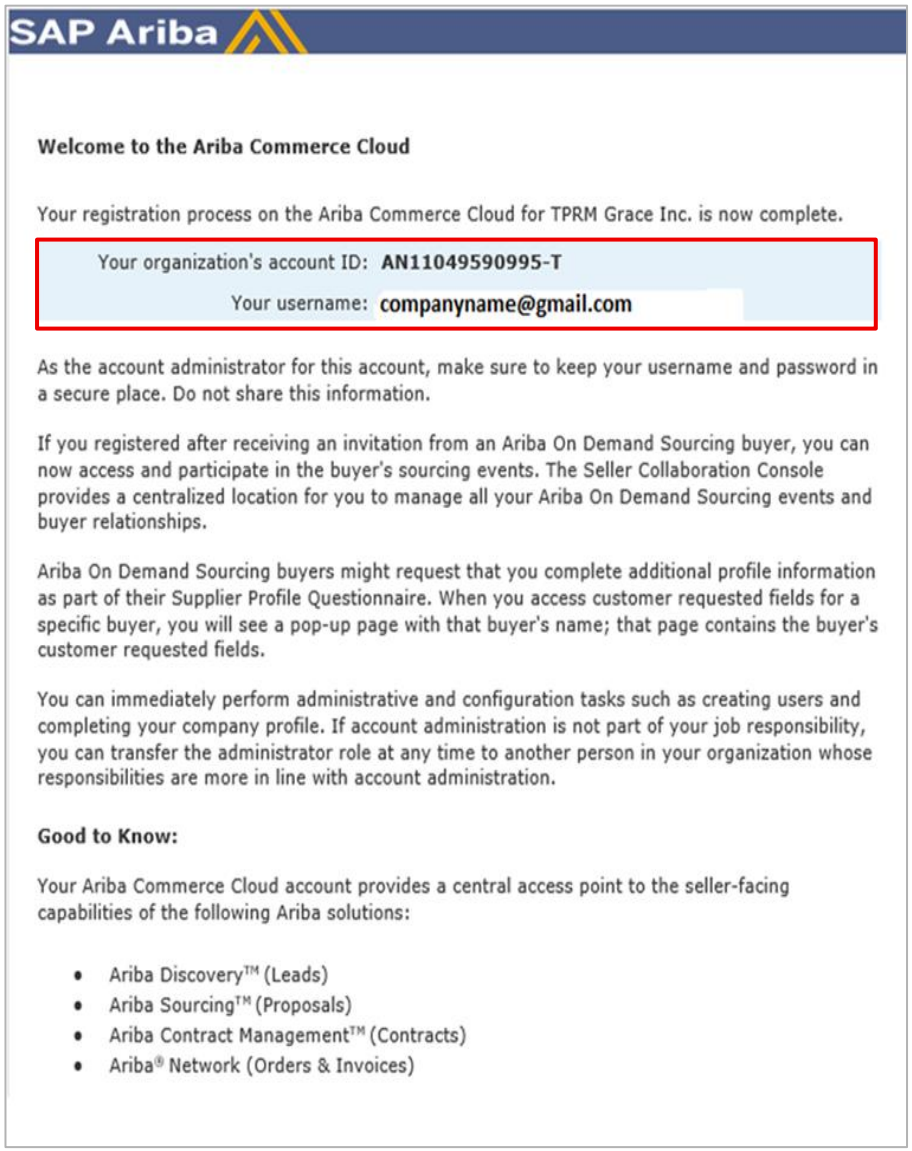
Once you have completed all the **mandatory fields** (*) and acknowledge acceptance of **Terms of Use** and **SAP Business Network Privacy Statement**, click on **Create account and continue**.



Creating new Ariba account

New Ariba account registration

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request



SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for TPRM Grace Inc. is now complete.

Your organization's account ID: **AN11049590995-T**

Your username: **companyname@gmail.com**

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)

Once the Ariba account is successfully created, you will receive a notification email '**Welcome to the Ariba Commerce Cloud**'

IMPORTANT

Please note for your reference:

- Your organisation's Account ID (also called ANID)
- Your Username (this is the Ariba Administrator username)

You can now access Ariba Network at supplier.ariba.com

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

S2C Registration

The Source to Contract (S2C) module will allow you to participate in

- sourcing events
- contract agreement renewals, amendments

2.

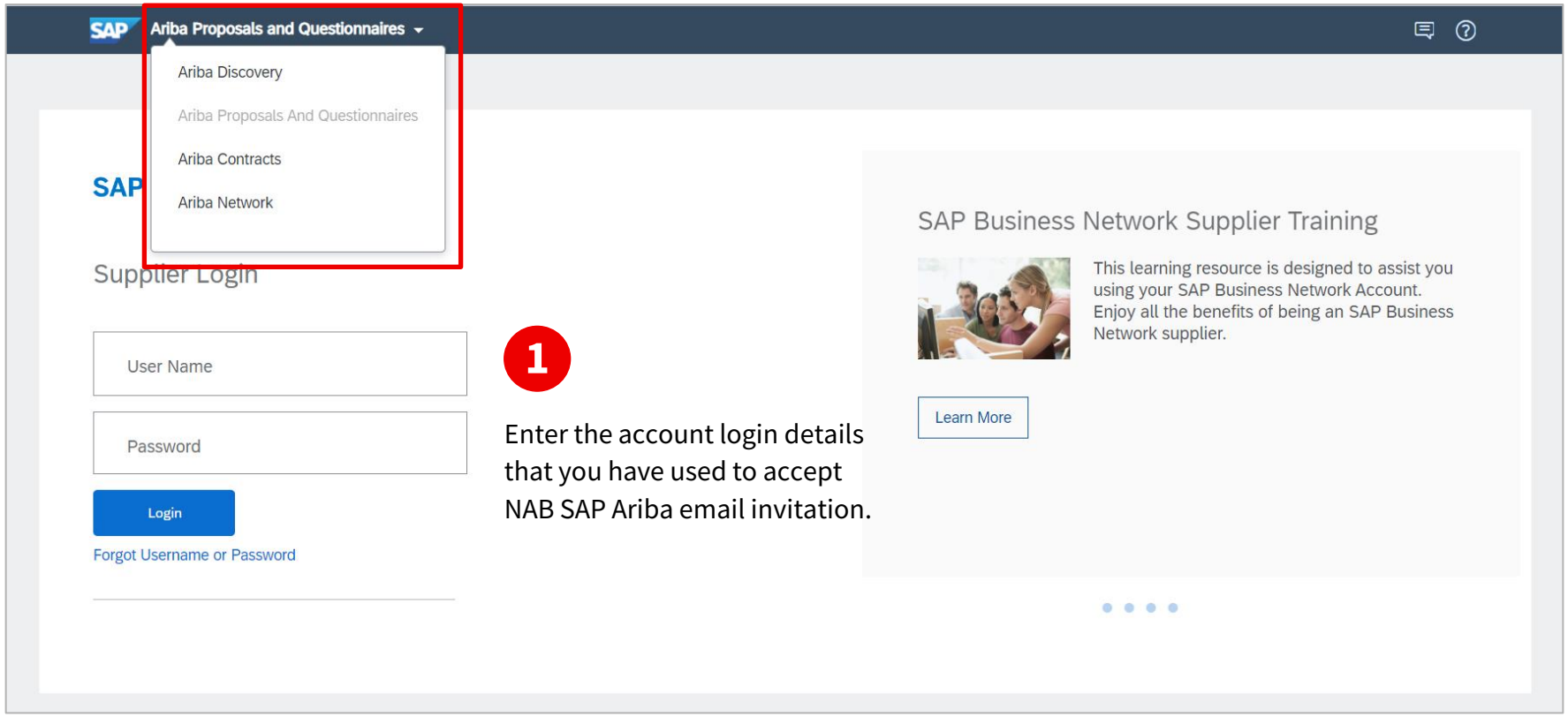
Source to Contract Registration

Accessing the Supplier Registration Questionnaire

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

Prerequisites:

- You have **Proposals & Contracts Access** permission for the Ariba account.
- Your organisation has received NAB SAP Ariba email invitation, which has been actioned.
- You are on **Ariba Proposals and Questionnaires** (also called Ariba Sourcing) Supplier Login page. If not, click on the drop down▼ to switch to the correct page.



1

Enter the account login details that you have used to accept NAB SAP Ariba email invitation.

If you are logging in directly from the NAB SAP Ariba email invitation, skip to S2C Registration - Questionnaire.

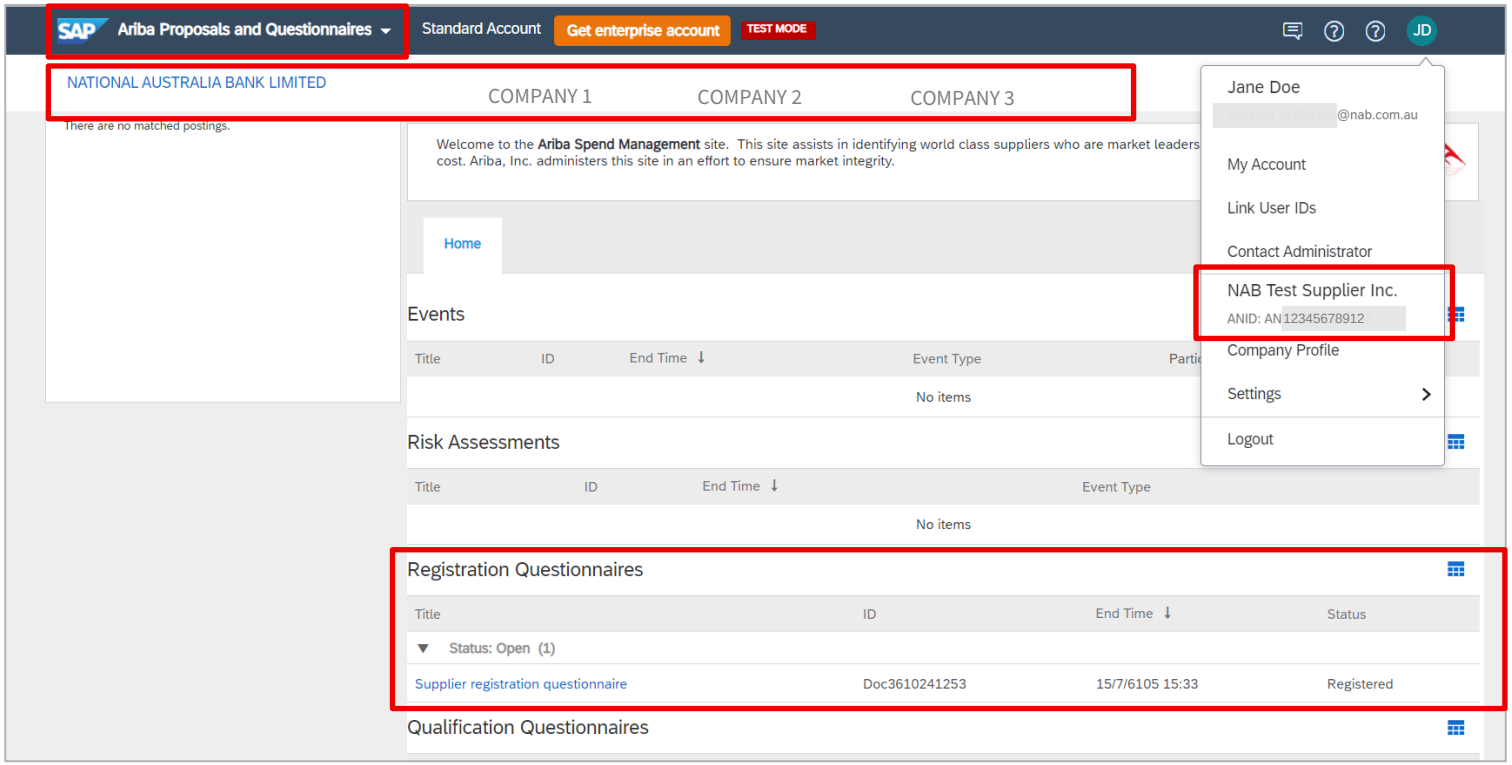
Source to Contract Registration

Accessing the Supplier Registration Questionnaire

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

1 Ensure that you are on the correct page:

- On the **upper-left** corner, it's showing **Ariba Proposals and Questionnaires.** If not, click on the drop down ▼ to switch to the correct page.



TIPS

You can check your **ANID (Ariba Network ID)** by clicking on your initials on the upper-right corner.

2 In the **Registration Questionnaires** section, you will find the **Supplier registration questionnaire.**

- SAP Ariba will not share any information you provide to NAB in this questionnaire to other buyer companies in your Ariba account.
- Therefore, you need to complete this registration questionnaire for each company that you are interacting with in the Ariba Network.

NOTE

If you are invited to an **RFx event**, you will also see a **RFx questionnaire** under the **Events** section.

Source to Contract Registration

Supplier Registration Questionnaire – Key requirements

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

1 General Information

- **Supplier Full Legal Entity Name & Other names/also known for operating under:** Max. 35 characters; if the name is over the character limitation:
  - abbreviations are acceptable;
  - Pty. Ltd. can be removed; and
  - Australia is to be abbreviated to Aust.
- **Do not** use any special characters, including bullet points.
- **Corporate Address:** Ensure address is the same as the remittance address on the invoices.
- **Document(s) required:** Certificate of Incorporation.
  - For **Domestic**^ **sole trader** or **partnership**, provide a PDF of Australian Business Register (ABR) record.
  - For **International**^ **sole trader** or **partnership**, provide a PDF from your local register.

2 Financial information

- **Do you have an Australian Business Number (ABN)**
  - For **Domestic** Supplier^, answer **Yes** and provide ABN (mandatory for Domestic supplier)
  - For **International** Supplier^, answer **No** and provide **Other Regional Tax Number** (mandatory for International supplier)

3 Directors and Ownership

- Do not use non-standard characters (i.e. anything that cannot be typed using an English keyboard, e.g. bullet points)
- Avoid copy and paste from other sources as it often causes error.

4 Sustainability Principle

NOTES

- Fields with red asterisk (*) are mandatory and will need to be completed before you can **Submit Entire Response**.
- ^ For NAB definition of Domestic and International supplier, refer to Domestic vs International supplier.

5 Corporate Social Responsibilities

6 Consent to Provide Bank Information

- **Would you like to provide your Bank Account and other details?**
  - For **Domestic** Supplier^, answer **Yes** and provide details.
  - For **International** Supplier^, answer **No**.
- **Bank Name:** Max. 60 characters.
- **Account/Beneficiary Name:** Max. 40 characters.
- **BSB Number:** 6-digit BSB Code without spaces or hyphens.
- **Bank Account Number:** No hyphens or spaces.
- **Payment Method:** Electronic/Wire
- **Document(s) required:** Evidence of bank account ownership; for example, bank statement, bank letter or Finance / Accounts Payable team attestation.

This information is used by NAB for invoice payment.

Ensure the information provided is accurate and consistent with the Remittance Details in your Ariba account.

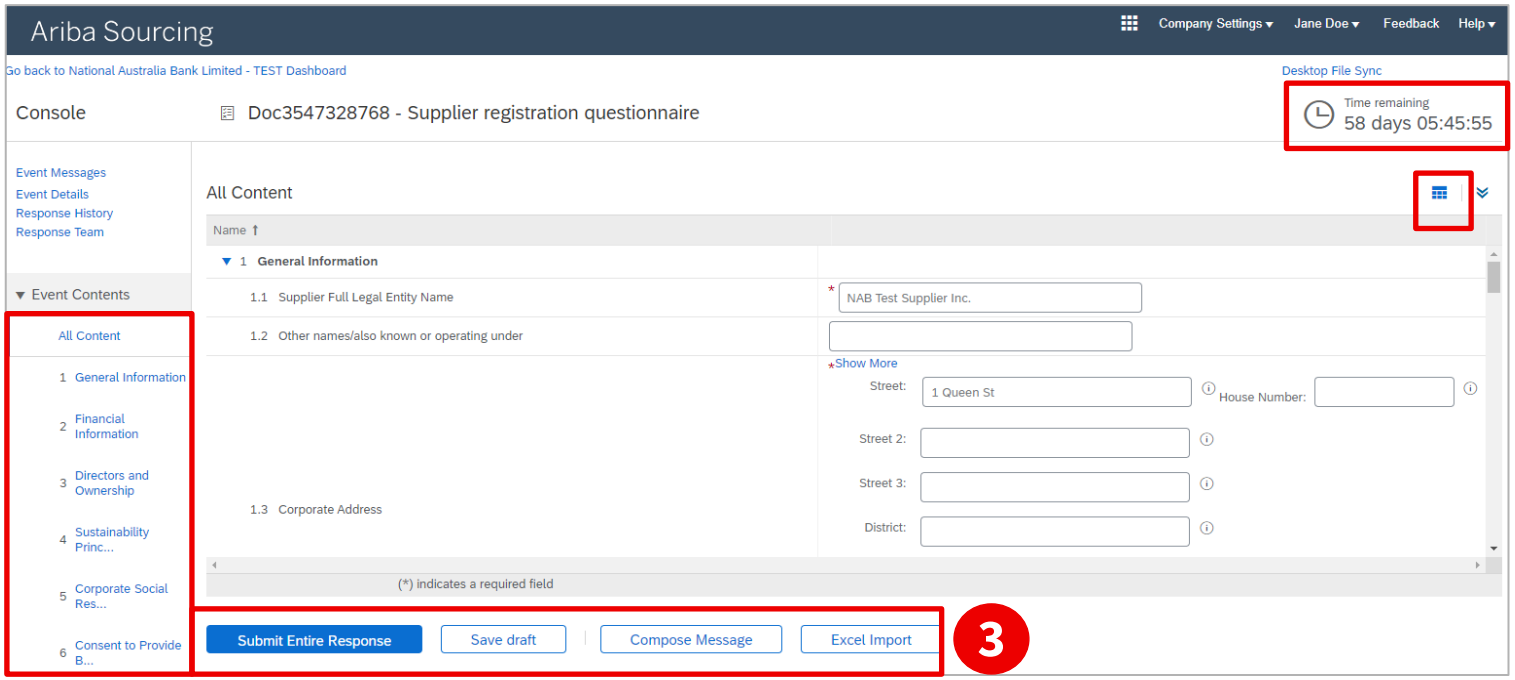
Source to Contract Registration

Completing the Supplier Registration Questionnaire

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration

If you are logging in directly from the NAB SAP Ariba email invitation, you will be directed to this screen.

You can view the **questionnaire content** from the left navigation panel and complete the sections in any order



1 This indicates how much time you have to **submit entire response**. If additional time is required, contact NAB Supplier Enablement Team

TIPS

Blue grid enables you to export (Excel) a record of this information.

- **Submit Entire Response**: Registration Questionnaire has had **all mandatory fields (*)** completed and form is ready to submit.
- **Save draft:** Enables you to save your draft answers and return to the questionnaire later.
- **Excel Import:** Enables you to import the spreadsheet containing your responses back into the questionnaire. Refer to SAP Help Portal for further information on this functionality.

4

- Ensure you have met all the key requirements and click **Submit Entire Response** prior to the event close time.
- If you need to revise your response after submission, go to Amending Supplier Registration Questionnaire Response.
- Once your S2C registration is approved, you will receive a SAP Ariba email confirming the registration approval.

Source to Contract Registration

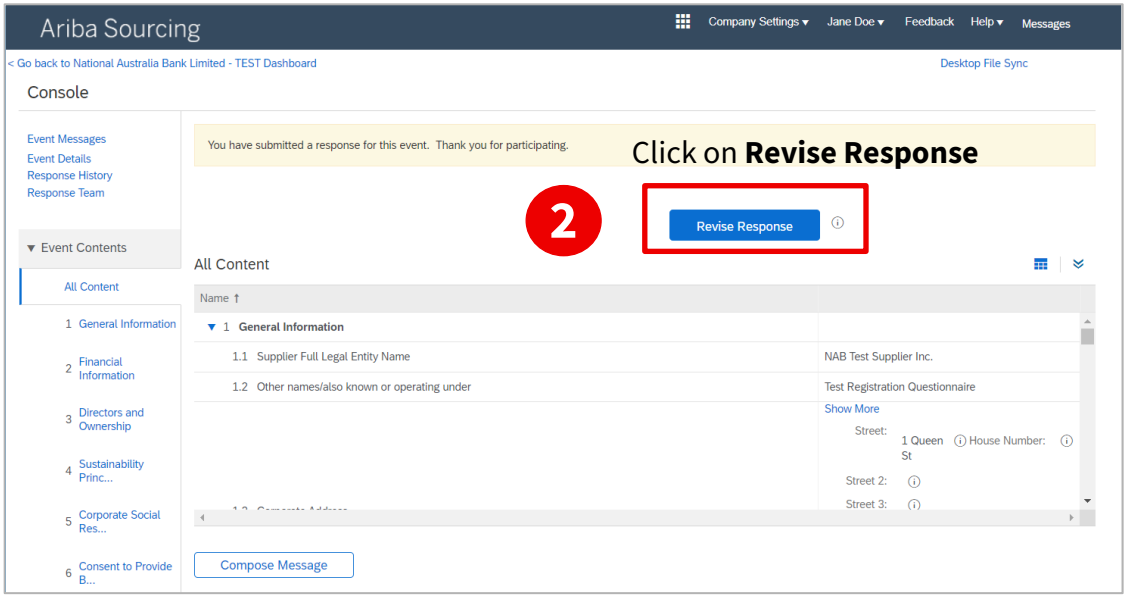
Amending Supplier Registration Questionnaire response

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

Once you have submitted your initial response and your registration is approved, or NAB has requested additional information, you can revise your response. To do this:

1 Access your Supplier Registration Questionnaire:

- Login to your Ariba account - Ariba Sourcing
- Go to **Ariba Proposals and Questionnaires**.
- Under the **Registration Questionnaire** section, find the Supplier Registration Questionnaire.



IMPORTANT – For International Suppliers

If you have inadvertently answered **Yes** to the question '**Would you like to provide your Bank Account and other details?'** and submitted the questionnaire, you will no longer able to change the answer to **No**.

Replace your **bank account details** with the following **dummy details**:

6.5.1.1 Bank ID	: [0001] Bank 1
6.5.1.2 Account Type	: Domestic
6.5.1.3 Bank Country	: Australia [AU]
6.5.1.5 Bank Name	: Australian dummy banking
6.5.1.6 Account/Beneficiary Name	: National Australia Bank Ltd
6.5.1.7 BSB Number	: 083045
6.5.1.9 Bank Account Number	: 567660579
6.5.1.11 Please provide copy of bank statement for reference: Attach document	
6.5.1.12 Payment Method	: Electronic/Wire [E]
6.5.1.13 Payment Currency	: AUD

* For 6.5.1.11: as it is a mandatory field, you are required to attach a dummy document to enable the form to be submitted.

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

International* suppliers and a very small number of Domestic* suppliers will not need to complete this step – the NAB Supplier Enablement Team will advise you

P2P Registration

The Procure to Pay (P2P) module will allow you to

- receive purchase orders
- submit invoices and receive payments

3.

* For NAB definition of Domestic and International supplier, refer to Domestic vs International supplier.

Procure to Pay Registration

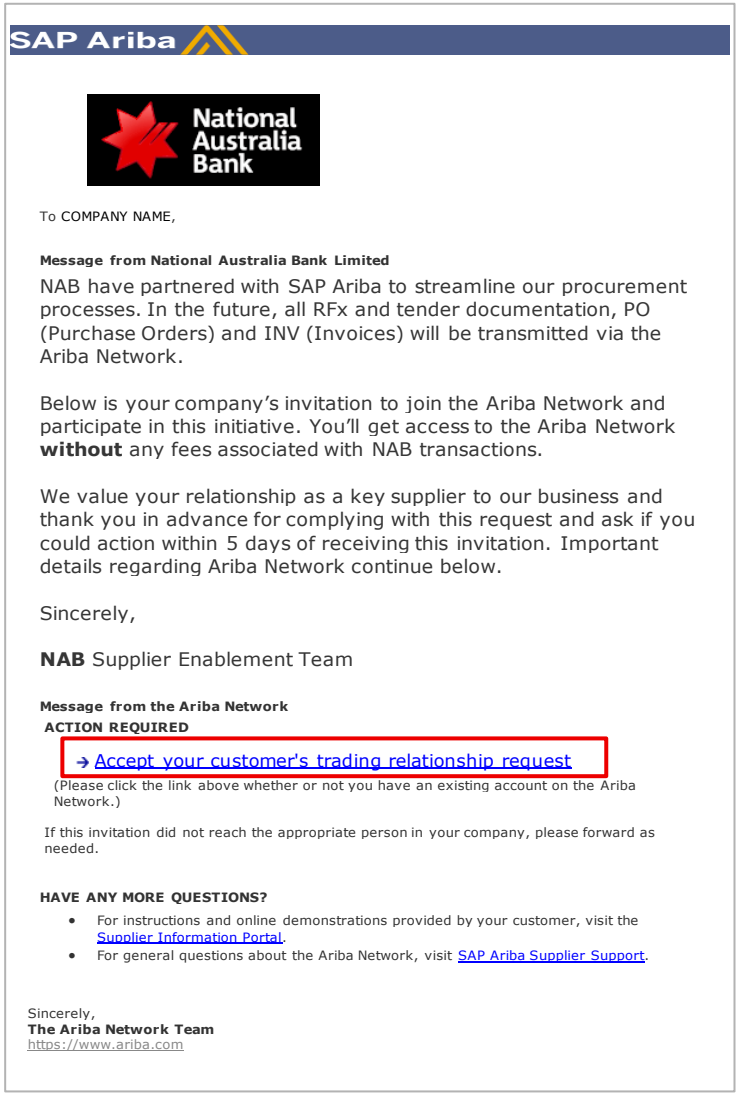
Accepting Trading Relationship Request

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

Prerequisites:

- You have completed the S2C Registration for NAB.
- You are the **Administrator** of the Ariba account you used for S2C Registration.

1. You will receive a **customer's trading relationship request** from **Ariba** (ordersender-prod@ansmtp.ariba.com) to complete the P2P Registration on **Enterprise** account.
   - Ensure you have also checked your SPAM or Junk Folder.
2. Click on the link in the email message.
3. Login to your Ariba account.



SAP Ariba

National Australia Bank

To COMPANY NAME,

Message from National Australia Bank Limited

NAB have partnered with SAP Ariba to streamline our procurement processes. In the future, all RFx and tender documentation, PO (Purchase Orders) and INV (Invoices) will be transmitted via the Ariba Network.

Below is your company's invitation to join the Ariba Network and participate in this initiative. You'll get access to the Ariba Network **without** any fees associated with NAB transactions.

We value your relationship as a key supplier to our business and thank you in advance for complying with this request and ask if you could action within 5 days of receiving this invitation. Important details regarding Ariba Network continue below.

Sincerely,

NAB Supplier Enablement Team

Message from the Ariba Network

ACTION REQUIRED

→ Accept your customer's trading relationship request

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

HAVE ANY MORE QUESTIONS?

- For instructions and online demonstrations provided by your customer, visit the Supplier Information Portal.
- For general questions about the Ariba Network, visit SAP Ariba Supplier Support.

Sincerely,
The Ariba Network Team
https://www.ariba.com

NOTE

NAB has chosen to cover Ariba Network **Enterprise** account fees for your transactions with us. This will allow you to use Ariba Network in connection with NAB at no extra cost.

If you chose to be registered on a Standard account, contact NAB P2P Helpdesk and refer to Supplier Standard Account Information Pack & FAQs for onboarding instructions.

* Fees may apply if a supplier opt for extra services or transact with other buying organisations other than NAB on the Ariba Network.

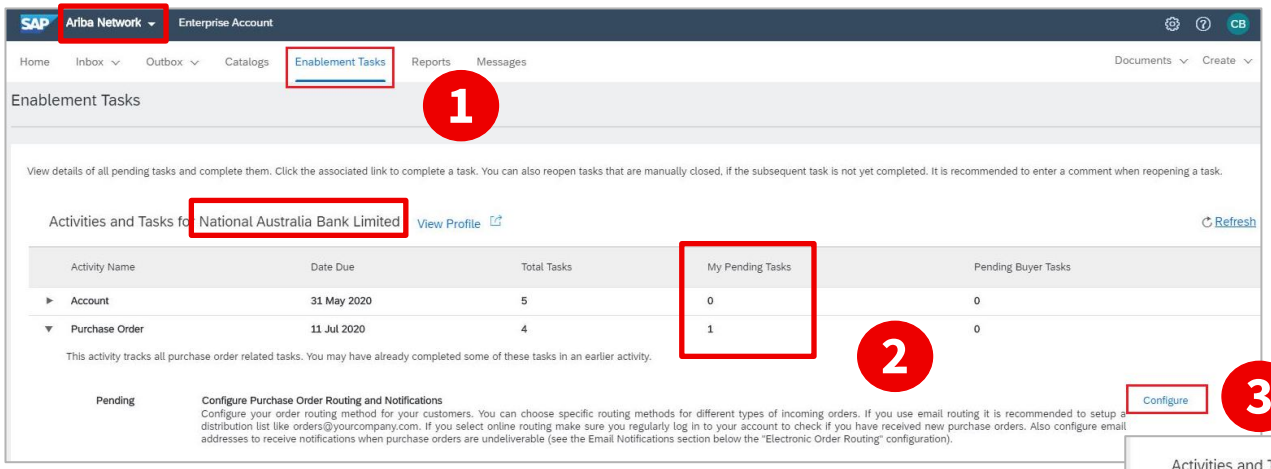
Procure to Pay Registration

Navigating Enablement Tasks

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

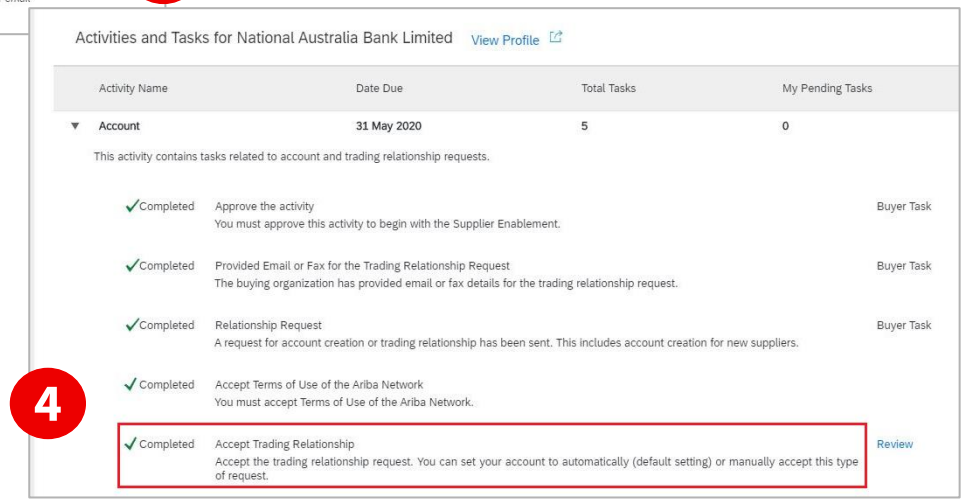
Prerequisites:

- You have received the Trading Relationship Request for NAB.
- You are the **Administrator** of the Ariba account.
- On the **upper-left** corner, it is showing **Ariba Network** (also called Business Network). If not, click on the drop down ▼ to switch to the correct page.
- If you have multiple customers in your account, ensure **National Australia Bank Limited** is selected.



1. Go to the **Enablement Tasks** tab.
2. Review and action task under **My Pending Tasks**.
3. Click on **Configure** to go directly to the **Electronic Order Routing** in **Network Setting**.

Depending on your Ariba account configuration*, you may need to manually accept the trading relationship. Review the **Account** section and confirm the **Accept Trading Relationship** is completed.



* To change your account configuration, click on your initials on the upper-right corner > Settings > Customer Relationships.

Procure to Pay Registration

Configure Purchase Order and Invoice routing methods and notifications

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

Go through each of the sections and select your preferred **routing method** and **system notifications**.

- Ensure you select the option to receive notifications for undeliverable **order** and **invoice**.
- Provide an **email address** in each of the required fields.
- Click on **Save** once you finish updating each section.

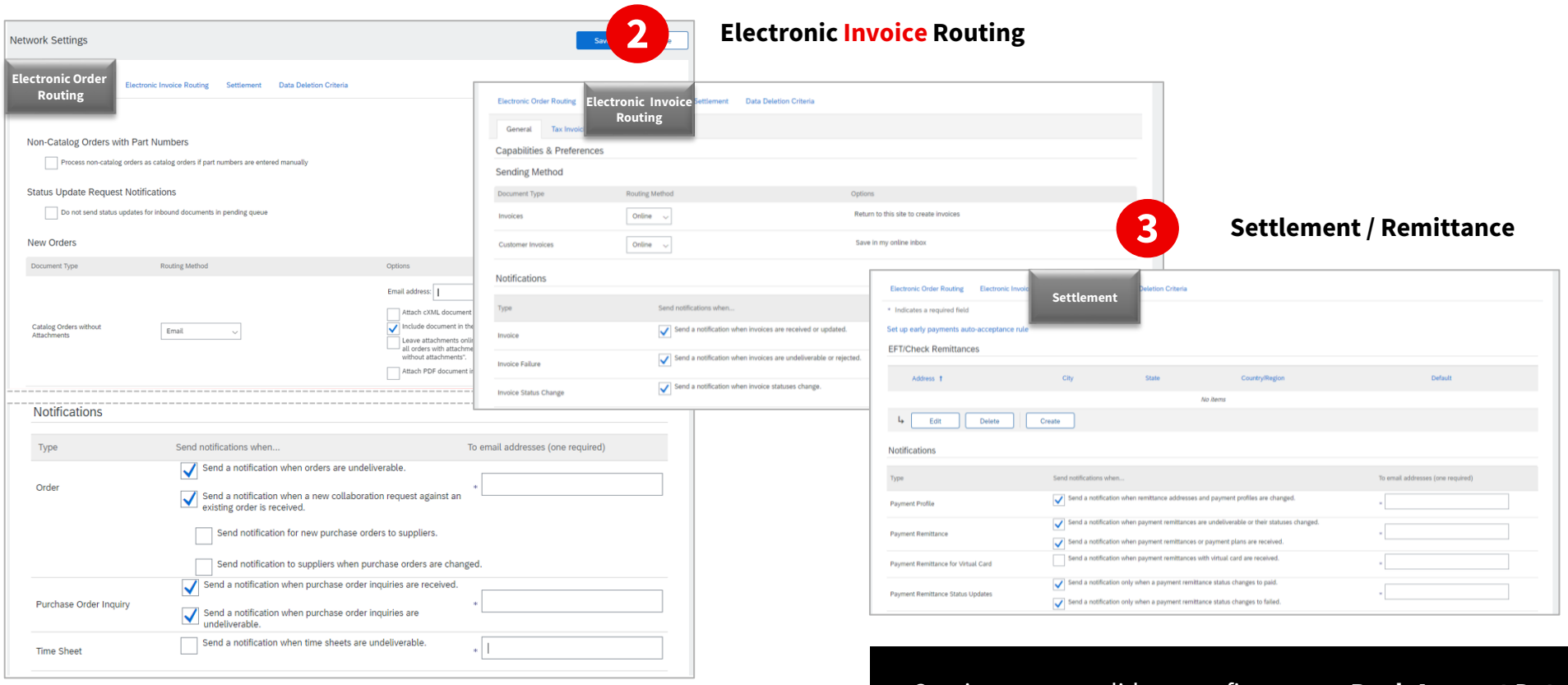
TIPS

- Setup a distribution list such as orders@yourcompany.com for email routings.
- You can also access these **Network Settings** by clicking on your initials on the upper-right corner, and then **Settings**.

1 Electronic Order Routing

2 Electronic Invoice Routing

3 Settlement / Remittance



Continue to next slide to configure your **Bank Account Details**

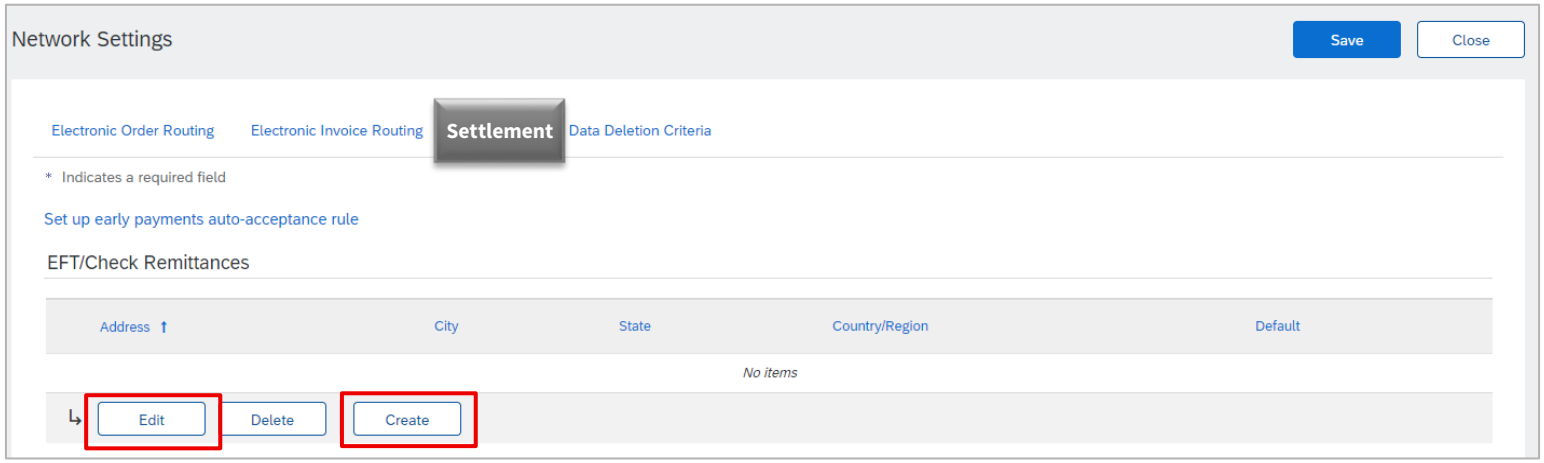
Procure to Pay Registration

Configure Payment Method and Bank Account details

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

TIPS

- You can also access the **Settlement** settings, by clicking on your initials on the upper-right corner > **Settings** > **Network Settings** > **Remittance**



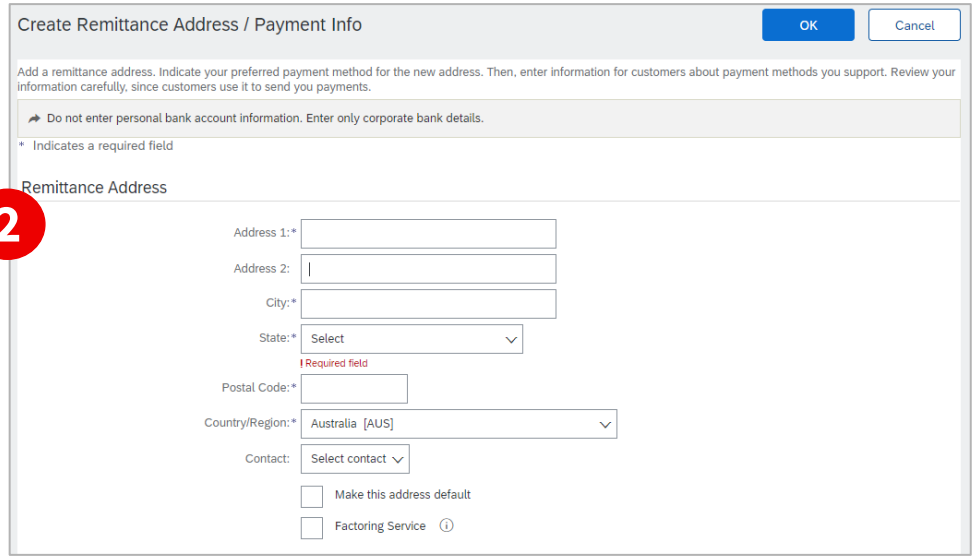
1

On the **Settlement** page under **EFT/Check Remittances** section:

- Click **Create** to create new company remittance information; or
- Click **Edit** if you need to change or add to existing information.

If creating a **new** remittance information:

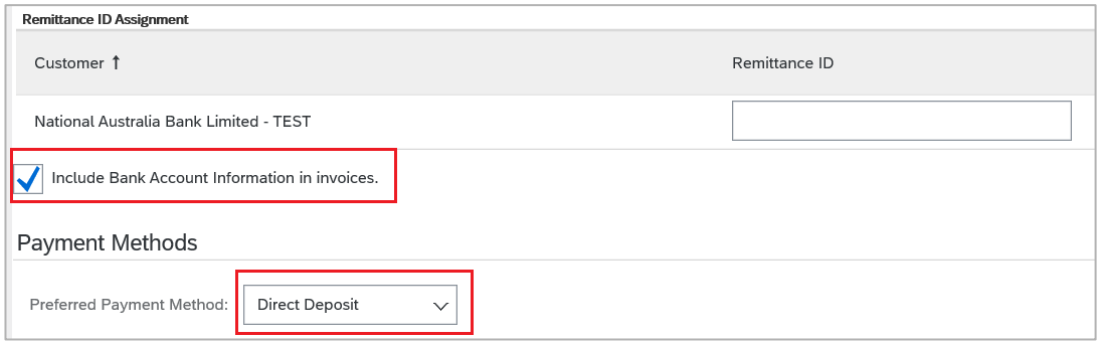
- **Remittance Address:** Complete all the required fields (*). Select a default remittance address that will pre-populate on your invoices.
- Ensure this is the same as the address you provided in Supplier Registration Questionnaire.
- **Contact:** The contact information provided will replace your company's name in the Remit-to address on invoices.



Procure to Pay Registration

Configure Payment Method and Bank Account details

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request



3

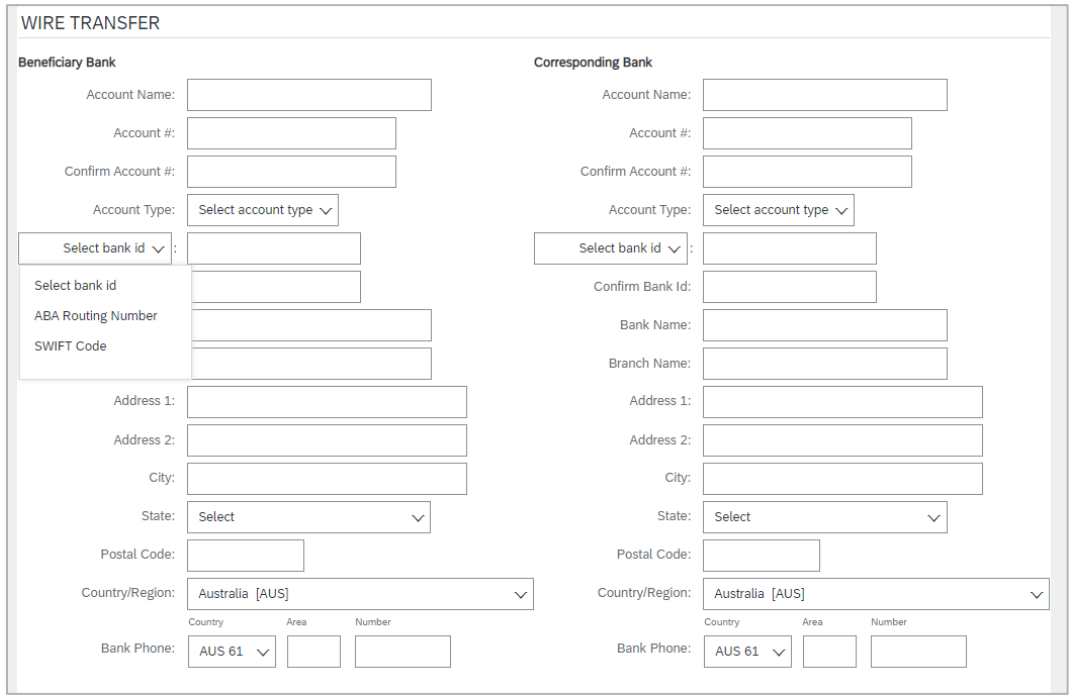
- **Remittance ID Assignment:** If you have more than one bank account, contact P2P Helpdesk to obtain Remittance ID. Otherwise, you can leave it blank.
- **Include Bank Account Information in invoices:** Yes, required for invoices to NAB.
- **Preferred Payment Method:** Select **Direct Deposit** from the drop-down options.

4 Provide bank details information under **ACH** or **Wire Transfer**.

- **Account Name:** Enter account name.
- **Account Number:** No hyphens or spaces.
- **Bank ID:** Select 'ABA Routing Number' and enter your 6-digit **BSB Code** without spaces or hyphens.
- **ABA (US Bank Only):** For **Australian bank**, enter your 6-digit **BSB Code** without spaces or hyphens.
- **Bank Name:** Enter bank name.
- **Country/Regions:** Select Australia [AUS]. Ensure this is completed to avoid system error.
- **Bank Phone:** Ensure this is completed to avoid system error.

This information will appear on your invoice.

Ensure the information provided is accurate and consistent with the Supplier Registration Questionnaire.



Procure to Pay Registration

Updating Bank Account details

There are times when you may need to update your bank details. To do this:

1. **Update the Bank Information in Supplier Registration Questionnaire (within the Ariba Proposals and Questionnaire)** – This is the information that NAB will use for payment.

2. **Notify P2P Helpdesk** – Notification is required **prior** to invoicing with a new bank account.

3. **Update the Bank Details in your Ariba Business Network profile** – This is the information that will appear on your invoice.

You are now ready to transact with NAB via SAP Ariba Network.
To learn more about PO and invoicing, refer to National Australia Bank – Supplier Guide.

Help and Support

Click here to return to:
01 02 03
Accessing your SAP Ariba account
Source to Contract (S2C) Registration
Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

	QUERY	SOURCE
National Australia Bank	• Introduction to the Ariba Network • Standard Account Information • Training Guides/Videos	National Australia Bank (NAB) Ariba Network - Supplier Information Portal
	Support required for orders or paying invoices • Invoice payment queries • Purchase order queries	**P2P Helpdesk** Email: p2p@acctpay.nab.com.au Telephone: 1300 880 359 International: +61 3 7035 7577
	Queries/issues regarding supplier registration process • Source to Contract and Procure to Pay registration process • User access issues relating to registration questionnaires	**NAB Supplier Enablement Team** Email: supplier.enablement.team@nab.com.au
SAP Ariba	Call Centre	**Australia**: 1800 081 923 (toll-free) **Australia, New Zealand & Asia**: +65 6311 4745
	• Set up your account • Respond to an RFP/RFI	Ariba Network for Suppliers: Smart Selling and Fulfillment | SAP Ariba
	Ariba Supplier Enablement Inquiry	National Australia Bank Limited - Enablement Inquiry (ariba.com)
	Supplier training recording	Ariba Network Supplier Training for National Australia Bank Suppliers

Help us improve

Send your feedback and suggestions to
supplier.enablement.team@nab.com.au

What is SAP Ariba?

Click here to return to:
01 Accessing your SAP Ariba account
02 Source to Contract (S2C) Registration
03 Procure to Pay (P2P) Registration
NAB SAP Ariba Email invitation
Ariba Trading Relationship Request

NAB has chosen to partner with SAP Ariba, a global leader in the procurement industry, to manage its sourcing and procurement and to collaborate with its suppliers.

SAP Ariba is a cloud based digital global marketplace that connects more than 6 million companies around the world. It allows buyers and sellers to collaborate and transact electronically, delivering greater efficiencies.

Key benefits for suppliers using SAP Ariba

Transparency	All related purchasing documents will be in one place, making it easier to monitor orders, invoices and payments.
Security	Exchange of documents occurs in a secure environment.
Efficiency	All collaboration occurs via the Ariba Network providing a streamlined process and quicker response times.
Integration	The Ariba Network enables seamless integration for high transaction suppliers.
Unlock Opportunities	Suppliers can gain access to a global marketplace.

SAP Business Network Accounts

Enterprise vs Standard

SAP Ariba offers two types of SAP Business Network accounts for suppliers and NAB has chosen to cover SAP Business Network **Enterprise** account fees.

This will allow you to use Ariba Network in connection with NAB at no extra cost*.

* Fees may apply if a supplier opt for extra services or transact with other buying organisations other than NAB on the Ariba Network. For more information, visit SAP Business Network Accounts and Pricing.

	STANDARD ACCOUNT	ENTERPRISE ACCOUNT
FULFILLMENT		
Orders and invoices	✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices ✓ Check invoice status and create non-PO invoices, if supported by your customer	✓ Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents.
Catalogs	✓ Publish catalogs that detail your products and services *	✓ Publish catalogs that detail your products and services
Integration		✓ Integrate with your backend systems through CXML or EDI
Legal Archive		✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		✓ Get reports to track transactions and sales activities
Support	Help Center	✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage

*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.

By the way, you can use these with any account.

SELLING	
Ariba Discovery	✓ Join our business matchmaking service to get high quality sales leads. Fees may apply
Sourcing, Contract Management	✓ Attract potential customers with your profile and get invited to auctions and other events.