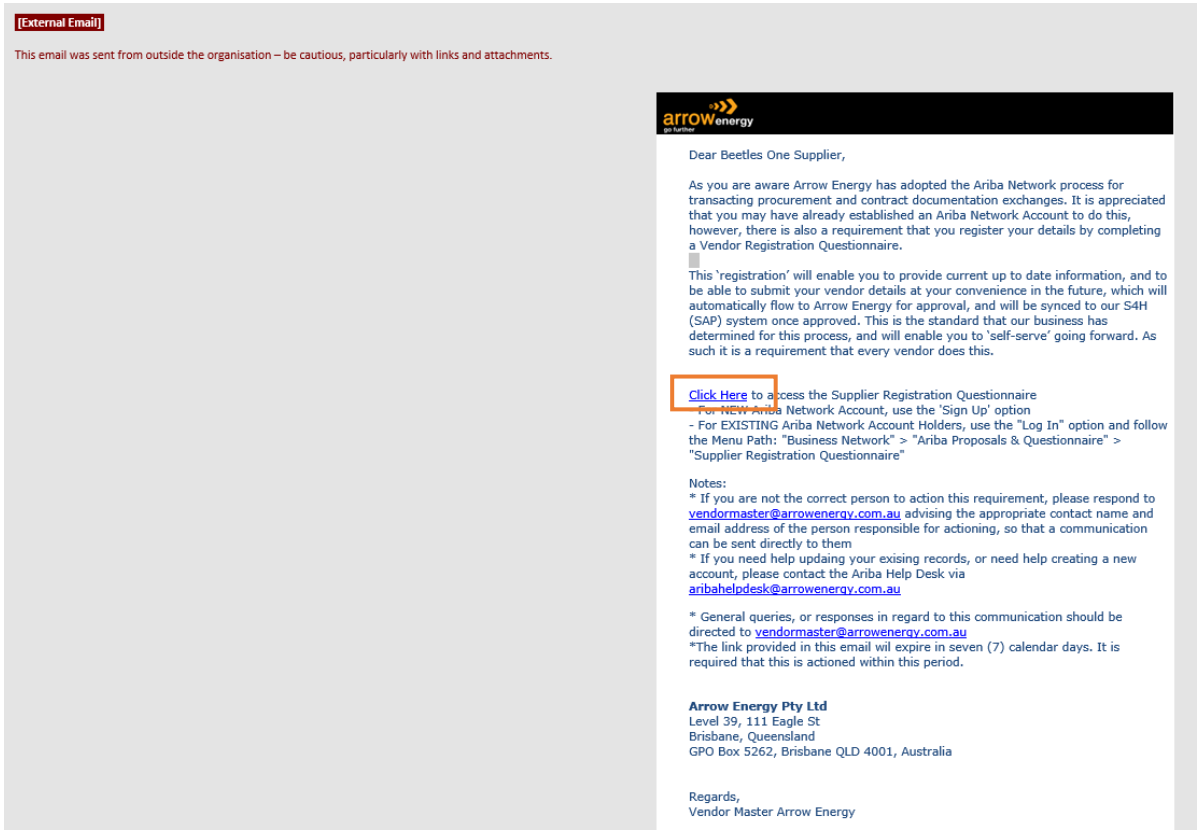
Supplier Registration with Arrow Energy

Quick Reference Guide

Overview of the process:

Invitation Email from Arrow → **Click to access the Supplier Registration Questionnaire** → **Complete the Questionnaire** → **Receive the Confirmation Email**

Step-1: The registration process for Ariba Network is initiated when you receive an invitation email to complete the Supplier Registration Questionnaire from Arrow Energy. Open the email and click on 'Click Here':



[External Email]

This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Dear Beetles One Supplier,

As you are aware Arrow Energy has adopted the Ariba Network process for transacting procurement and contract documentation exchanges. It is appreciated that you may have already established an Ariba Network Account to do this, however, there is also a requirement that you register your details by completing a Vendor Registration Questionnaire.

This 'registration' will enable you to provide current up to date information, and to be able to submit your vendor details at your convenience in the future, which will automatically flow to Arrow Energy for approval, and will be synced to our S4H (SAP) system once approved. This is the standard that our business has determined for this process, and will enable you to 'self-serve' going forward. As such it is a requirement that every vendor does this.

Click Here to access the Supplier Registration Questionnaire
- For NEW Ariba Network Account, use the 'Sign Up' option
- For EXISTING Ariba Network Account Holders, use the "Log In" option and follow the Menu Path: "Business Network" > "Ariba Proposals & Questionnaire" > "Supplier Registration Questionnaire"

Notes:
* If you are not the correct person to action this requirement, please respond to vendormaster@arrowenergy.com.au advising the appropriate contact name and email address of the person responsible for actioning, so that a communication can be sent directly to them
* If you need help updaing your exising records, or need help creating a new account, please contact the Ariba Help Desk via aribahelpdesk@arrowenergy.com.au

* General queries, or responses in regard to this communication should be directed to vendormaster@arrowenergy.com.au
*The link provided in this email wil expire in seven (7) calendar days. It is required that this is actioned within this period.

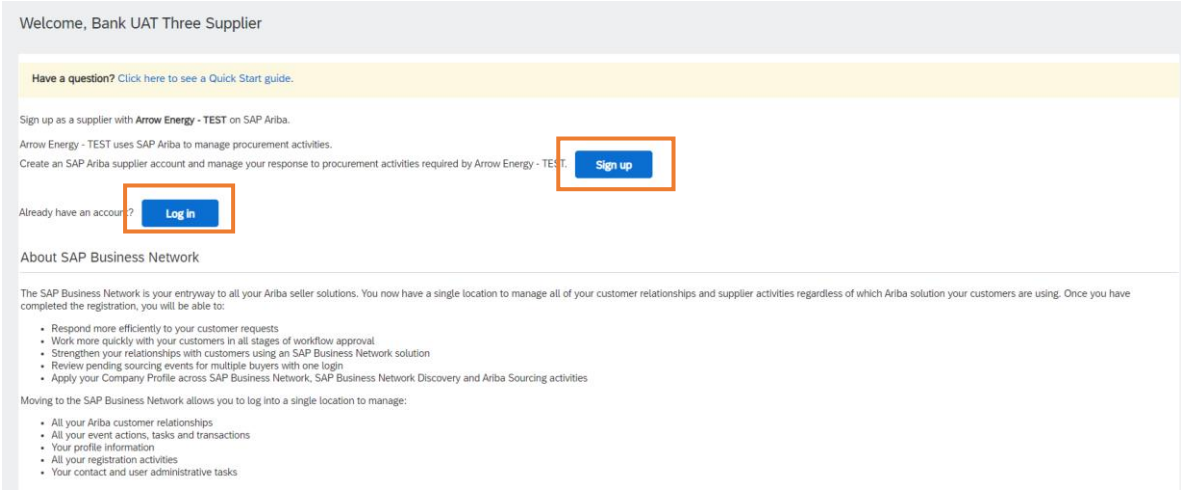
Arrow Energy Pty Ltd
Level 39, 111 Eagle St
Brisbane, Queensland
GPO Box 5262, Brisbane QLD 4001, Australia

Regards,
Vendor Master Arrow Energy

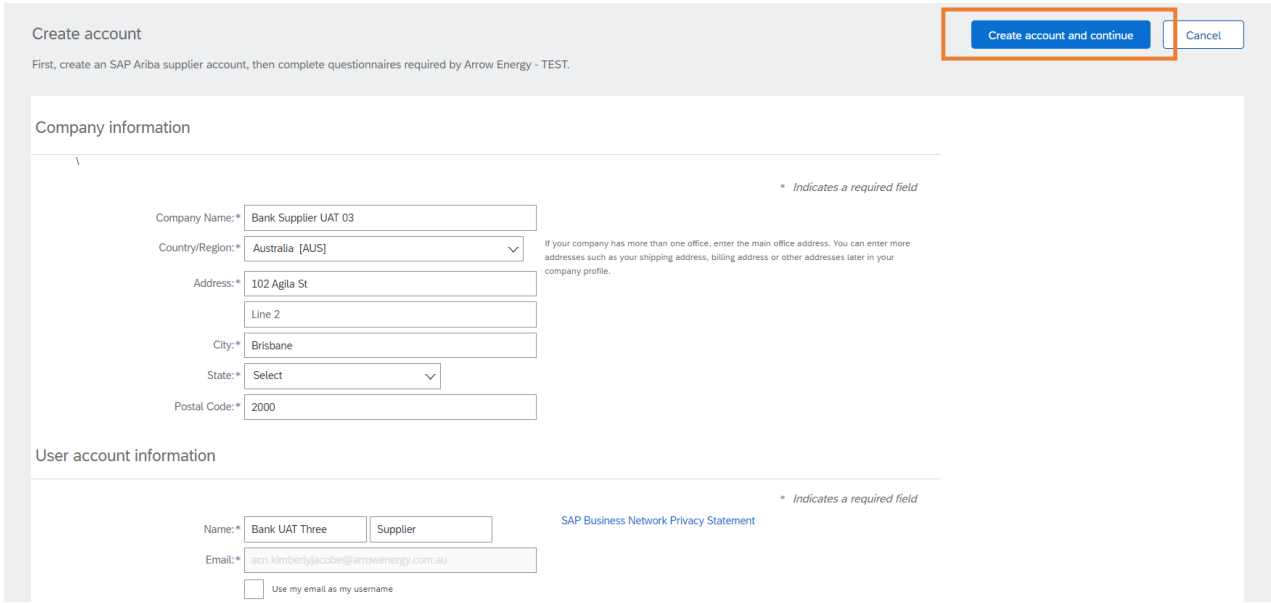
Safe Work. Strong Business.

Step-2: The page will redirect to the Ariba login portal, if you already have an account with Ariba Network, click 'Log in' and provide your credentials and you will be redirect directly to the questionnaire (skip to step 4). For new user, click 'Sign up':

Note: If you have issue to log in, please email the Ariba Helpdesk: aribahelpdesk@arrowenergy.com.au and provide your ANID which can be found at your supplier portal -> user profile.



Step-3: (New user sign up) Complete the company information and click 'Create account and continue':



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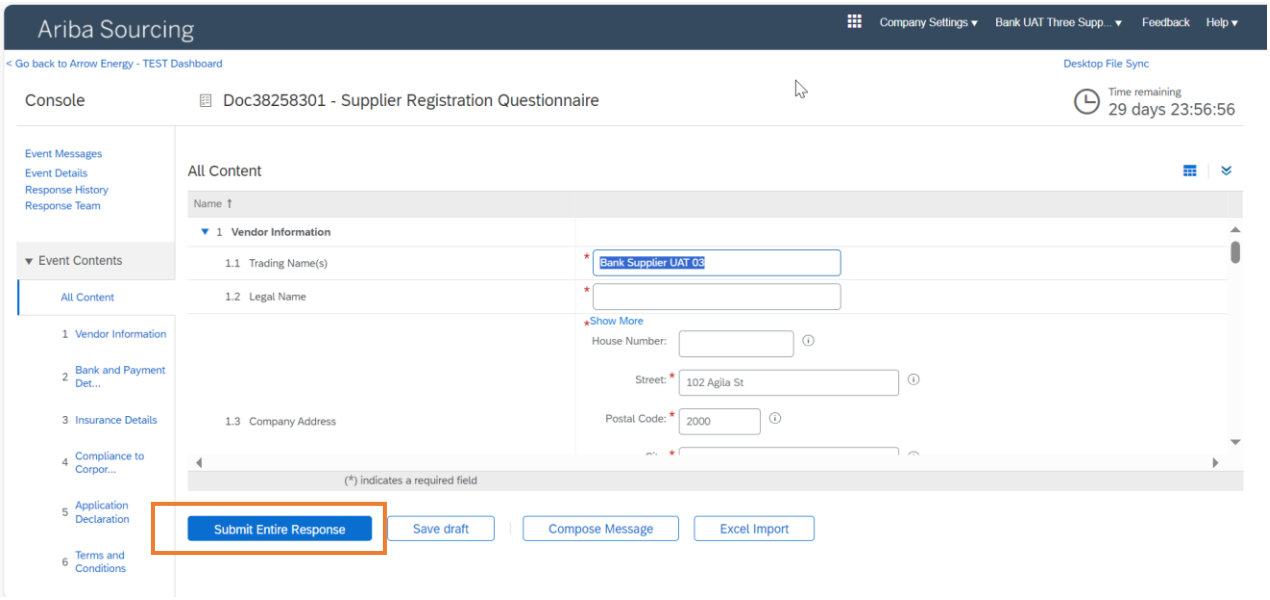
Step-4: Enter the required information and click 'Submit Entire Response':



Step-4: Click 'OK' to confirm:

You will receive an email to confirm Arrow has received your response, and the status is changed to 'Closed' while the questionnaire is routed for approval. At this stage, you won't be able to revise your response. After the registration is approved, you will receive a confirmation email and the questionnaire will open again to allow updates. See **QRG - Managing Supplier Details – Revise Registration Questionnaire** for more information.