

## Supplier Registration with Arrow Energy

### Quick Reference Guide

Overview of the process:

Invitation  
Email from  
Arrow

Click to access the  
Supplier Registration  
Questionnaire

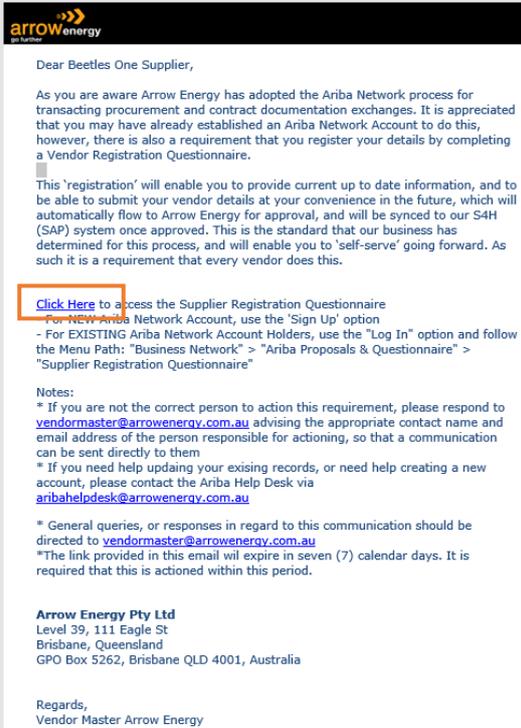
Complete the  
Questionnaire

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.



arrowenergy  
go further

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:

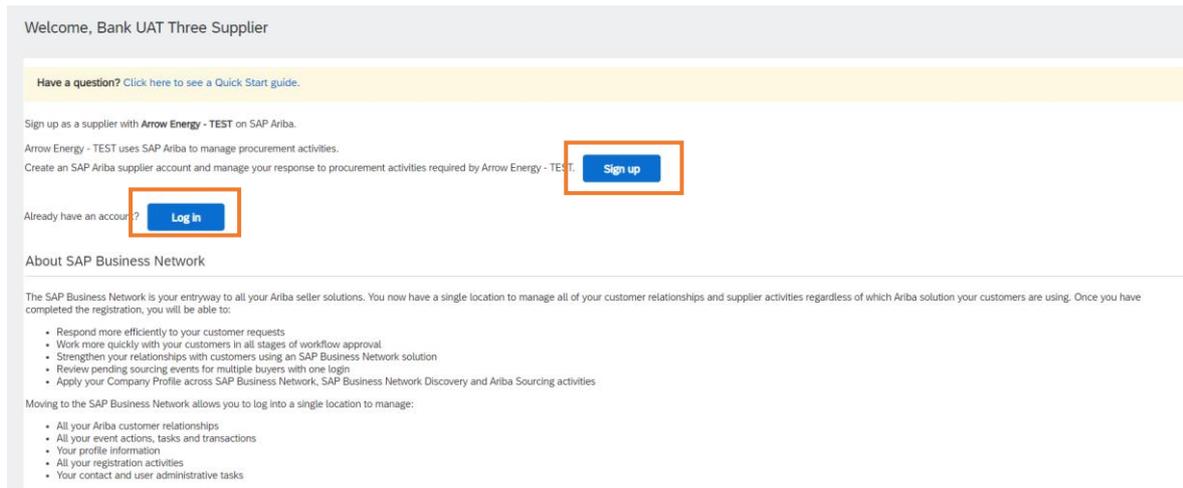
- \* If you are not the correct person to action this requirement, please respond to [vendormaster@arrowenergy.com.au](mailto:vendormaster@arrowenergy.com.au) advising the appropriate contact name and email address of the person responsible for actioning, so that a communication can be sent directly to them
- \* If you need help updating your existing records, or need help creating a new account, please contact the Ariba Help Desk via [aribahelpdesk@arrowenergy.com.au](mailto:aribahelpdesk@arrowenergy.com.au)
- \* General queries, or responses in regard to this communication should be directed to [vendormaster@arrowenergy.com.au](mailto:vendormaster@arrowenergy.com.au)
- \* The link provided in this email will 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

**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](mailto:aribahelpdesk@arrowenergy.com.au) and provide your ANID which can be found at your supplier portal -> user profile.



Welcome, Bank UAT Three Supplier

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Arrow Energy - TEST** on SAP Ariba.

Arrow Energy - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Arrow Energy - TEST. **Sign up**

Already have an account? **Log in**

**About SAP Business Network**

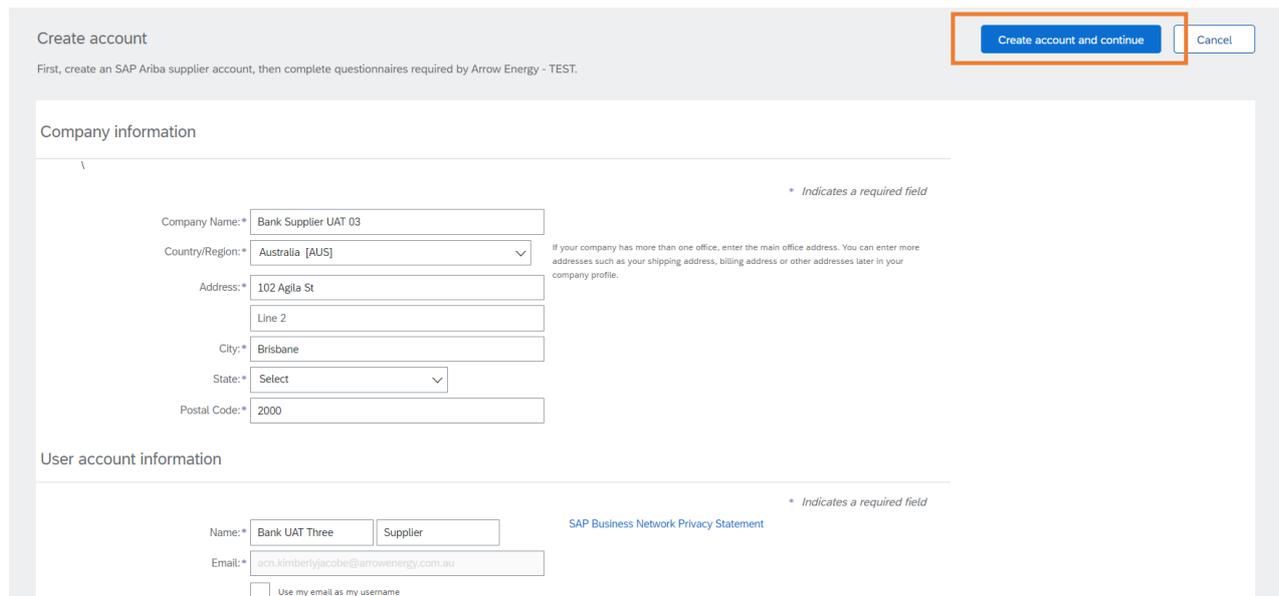
The SAP Business Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an SAP Business Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across SAP Business Network, SAP Business Network Discovery and Ariba Sourcing activities

Moving to the SAP Business Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

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



Create account **Create account and continue** Cancel

First, create an SAP Ariba supplier account, then complete questionnaires required by Arrow Energy - TEST.

**Company information**

Company Name: Bank Supplier UAT 03

Country/Region: Australia [AUS]

Address: 102 Agila St  
Line 2

City: Brisbane

State: Select

Postal Code: 2000

\* Indicates a required field

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**

Name: Bank UAT Three Supplier SAP Business Network Privacy Statement

Email: acn.kimberlyjacobe@arrowenergy.com.au

Use my email as my username

\* Indicates a required field

**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.

