



Dedicated to a better Brisbane

Brisbane City Council SAP Ariba Proposals and Questionnaires Supplier Registration Guide

This document provides a step-by-step guide on how to register your interest in becoming, or respond to an invitation to become, a Supplier to Council.

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Introduction

Council has partnered with SAP Business Network to streamline how we work with our suppliers. Council uses the SAP Ariba Proposals and Questionnaires platform to manage supplier company details and upcoming business opportunities. This step-by-step guide provides detail on how to register your interest in becoming, or respond to an invitation to become, a Supplier to Council.

How to register your interest to become a supplier to Council

There are two ways to register your interest to become a supplier to Council.

Note: The contact email address used during this process will be the default email used to:

- administer your SAP Ariba account (for first time users), and
- manage potential tender requests/sourcing events.

To ensure you receive all emails, add @au.cloud.ariba.com to your email client as a safe sender. If you have not received an expected email, check your SPAM or junk mail folder.

The supplier self-registration request form

To become a potential supplier, you should initiate the process by completing the [supplier self-registration request form](#). Complete the mandatory fields (denoted with an asterisk) and submit.

Once Council has reviewed your request, you will receive an email from the Ariba system notifying you of the next steps. Allow two working days for Council to process your registration request.

Responding to a Council initiated invitation

A Council officer may directly invite your company to become a supplier by completing the registration process on your behalf. Once completed, you will receive an email from the Ariba system notifying you of next steps.

How to respond to an invitation to become a supplier to Council

When your self-registration request has been approved, or Council has initiated a request to onboard you as a supplier, an email will be sent to you nominated email address. This will require that you:

- either complete your SAP Business Network account registration or link your existing account,
- before completing Council's Supplier Registration Questionnaire.

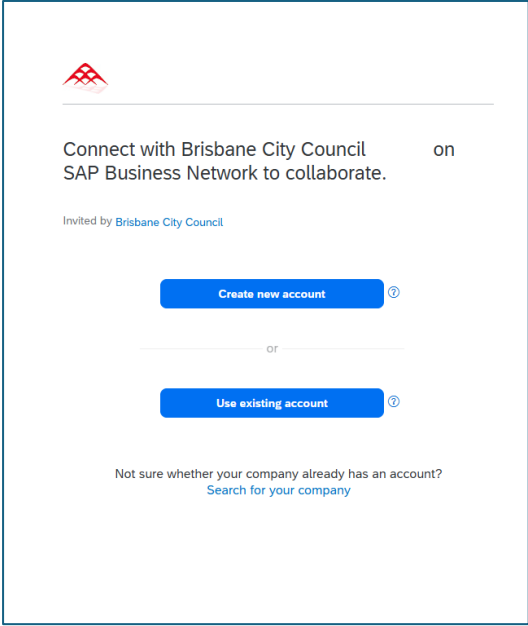
Do not reply to this email or forward this email to a colleague or another organisation, as the registration process is connected to the original contact email. If you need to update the contact email address, call Council's Business Hotline on 133 BNE (133 263).

Note: Registration is a two-step process and both steps must be completed.

The first step sets up a global account with SAP. This captures details relating to your company profile. The second step captures information specific to your Council relationship using the Supplier Registration Questionnaire.

Step 1. Register your SAP Business Network account.

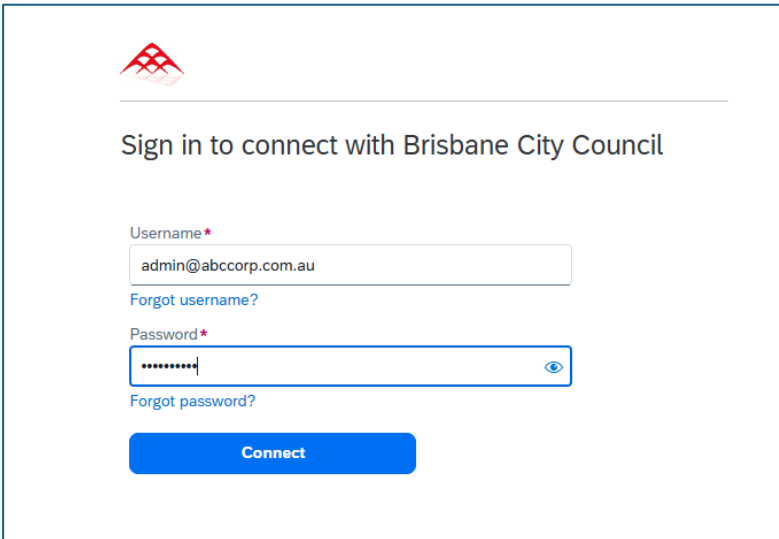
Proceed with the registration via the 'Click here' link in the invitation email. If you already have an SAP Business Network account, link your account by selecting 'Use existing account'. If you are a first-time user, select 'Create new account'.



The screenshot shows a registration page with the SAP logo at the top left. The main heading is "Connect with Brisbane City Council on SAP Business Network to collaborate." Below this, it says "Invited by Brisbane City Council". There are two blue buttons: "Create new account" and "Use existing account", each with a help icon. Between the buttons is the word "or". Below the buttons, there is a link: "Not sure whether your company already has an account? Search for your company".

Existing SAP Business Network account

If you select 'Use existing account' you will be taken to a login screen. Enter your existing SAP Business Network login details, username and password. Proceed to Step 2.




The screenshot shows a login page with the SAP logo at the top left. The main heading is "Sign in to connect with Brisbane City Council". There are two input fields: "Username" and "Password". The username field contains "admin@abccorp.com.au". Below the username field is a link "Forgot username?". Below the password field is a link "Forgot password?". There is a blue "Connect" button at the bottom.

Create New SAP Business Network account

Note: some information will default from the registration request form. Also note that this is a global account for your company profile, anything specific to Council will be specified later in the Supplier Registration Questionnaire.

Review and update your Company information.


- If you do not have a DUNS number, leave it blank



Create an account to connect and collaborate with Brisbane City Council on SAP Business Network

Company information

DUNS number




Don't know your DUNS number?

Company (legal) name *

Country/Region *

Australia [AUS]




Address line 1 *

Address line 2

City *

State *

Queensland [AU-QLD]



Postal code *

Review the administrator account information.

Administrator account information

First name *

Beatrice

Last name *


Olman

Email *


beatrice.olman@abccorp.com.au

☒ Use my email as my username

Password *



Repeat password *




☐ I have read and agree with the [Terms of Use](#).

☐ I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot

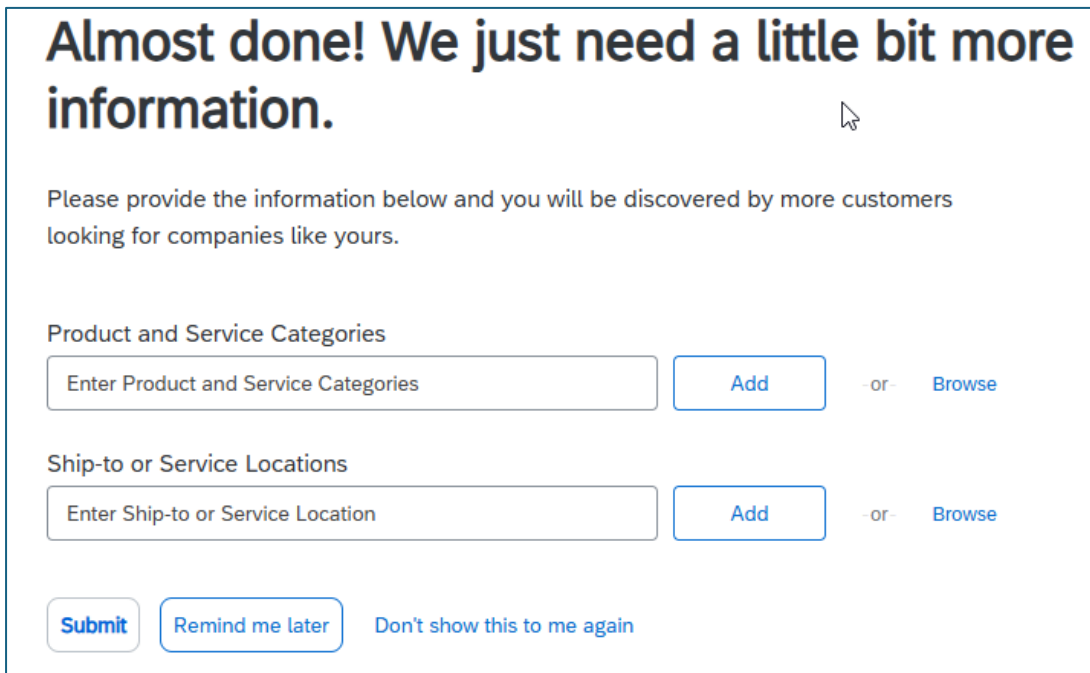

reCAPTCHA
[Privacy](#) - [Terms](#)

Create account

- The nominated user will be assigned as the SAP Business Network account Administrator (see [Administrator Role](#) for more information). The Administrator is responsible for account configuration and management.
- The account Administrator Role is transferrable. If you require the invitation to be transferred email vendormasterdata@brisbane.qld.gov.au with the new contact details, your company's ABN and company name.
- You will use your username to sign into the SAP Business Network account in the future. Deselecting the 'Use my email as my username' box allows you to create your own username. If you keep it selected your username will be the address you used to initially sign up. Your username must be in an email address format but does not need to be a valid email.
- Fill in the remaining fields and 'Create account'

Confirm your email address.

- After clicking the link to confirm your email address you will be prompted to provide Product and Service Categories and Ship-to or Service Locations. The Product and Service Categories selected for your SAP Business Network account helps customers find you by commodity in the SAP Business Network. It is recommended to select 'Remind me later' to proceed to the Supplier Registration Questionnaire and fill in these details later.



Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#) -or- [Browse](#)

Ship-to or Service Locations

[Add](#) -or- [Browse](#)

[Submit](#) [Remind me later](#) [Don't show this to me again](#)

You will receive a system generated email confirmation of your registration with SAP Business Network. This will be sent from Ariba Commerce Cloud with the subject "Welcome to the Ariba Commerce Cloud".

Take note of your ANID and username.

You have now successfully registered on the SAP Business Network; where you can engage in Sourcing, Contract Management, and Purchase to Pay activities with lots of customers around the world.

Step 2. Complete Council's Supplier Registration Questionnaire

Once you have created or linked your SAP Business Network account, you will automatically be directed to Brisbane City Council's dashboard under Ariba Proposals and Questionnaires where you are required to complete Council's Supplier Registration Questionnaire. If you are not directed to the Supplier Registration Questionnaire at this point, please follow information provided in 'Updating your details'.

Click on the link to the Supplier Registration Questionnaire under the 'Registration Questionnaires' section.

SAP Ariba Proposals and Questionnaires Standard Account [Get enterprise account](#) **TEST MODE**

BRISBANE CITY COUNCIL - TEST

Brisbane City Council - TEST Requested Profile
All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness
100%
Enter commodities to reach 35% >
There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

[Home](#)

Events

Title	ID	End Time	Event Type	Participated
No Items				

Risk Assessments

Title	ID	End Time	Event Type
No Items			

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc89841507	25/12/2025 12:54	Invited

Qualification Questionnaires

Title	ID	End Time	Commodity	Regions	Status
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The information provided in the Supplier Registration Questionnaire is specific to doing business with Council. Expand each of the sections and complete, at minimum, the mandatory questions (denoted with an asterisk).

Some fields will default with information previously supplied in the initial request form.

Note: time remaining on the top right-hand corner. You have 30 days to complete the questionnaire. If your questionnaire has expired, contact Council Business Hotline on 133 BNE (133 263) to have it re-issued.

When complete, tick the Declaration checkbox and Submit Entire Response.

Console Doc89841507 - Supplier Registration Questionnaire Time remaining: 29 days 21:05:21

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

3.4 Please attach official supporting documentation that supports the Social Procurement responses provided in questions 3.2 and 3.3 above [Attach a file](#)

3.5 Provide a UNSPSC (Products and Services) category code that aligns with the supply of goods and services you offer and/or want to tender for [\(select a value\)](#) [select](#)

4 More about your business

4.1 Does your entity have an annual consolidated revenue over \$100m AUD? [i](#) * [Unspecified](#)

4.2 Do you have a modern slavery policy? [i](#) * [Unspecified](#)

4.3 Do you have an Environment & Sustainability policy? [i](#) * [Unspecified](#)

4.4 Do you record and/or report Scope 1, 2, 3 emissions? [i](#) * [Unspecified](#)

5 Declaration * ☐ I hereby confirm that all information provided in this registration is true and correct and that I have the authority to provide this information on behalf of the business named in the registration.

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Notes and Tips for completing Council's Supplier Registration Questionnaire

If you require clarification on how to answer a question, please hover your mouse over the information bubble. This will open a clarifying bubble.

Section 1. General Supplier Information

- Terms and conditions must be accepted “Yes” to be able to submit the questionnaire. If you are unable to access these via the link, please email vendormasterdata@brisbane.qld.gov.au with your ABN, to request a copy of these.
- Review the ABN/Tax Number – this is the number that was entered during the request and cannot be edited. If this is incorrect, please email vendormasterdata@brisbane.qld.gov.au to advise
- If requested, please attach official supporting documents such as your Certificate of Incorporation or ABR record that supports the ABN information provided. Only one file is allowed, if you have multiple files, compress them into a folder or a PDF file.
- The address you enter must be your relevant local office in South East Queensland (SEQ), that will be directly involved in the provision of goods, services or works to Council. If you do not have a relevant local office in SEQ, please provide the place of business that will provide the goods, services or works to Council.

Section 2. Bank Information

Although this section is optional, it is recommended to complete this section now to ensure it is not overlooked later. Note that your bank details can be updated with Council at any time. Refer to Updating your details with Council below for further information.

- Attach supporting letterhead documentation as evidence of your bank details.
- If you are entering a domestic (Australian) account, note that the ‘Bank Key/ABA Routing Number’ will be your BSB. The BSB requires a hyphen in between the 3rd and 4th number e.g. 012-345.

Section 3. Company Information

During this step you are required to select the UNSPSC (Products and Services) category codes that align with the goods and services that your company offers. Whilst Council’s codes use the universal United Nations Standard Products and Services Code (UNSPSC) protocol, they have been modified to suit Council’s needs. This means they will not always align to the codes used in your SAP Business Network company profile.

It is critical that you select the correct codes as Council uses this information to identify your business to invite you to tender. If you select too many, you will receive an excessive number of email notifications. If you select too few, you may miss out on opportunities. Investing effort in this stage will ensure you maximise opportunity for your business.

It is important to note that the category codes are presented as a hierarchy and need to be drilled down into by selecting the blue chevron dropdowns or searching for key words. Please do not select any of the Level 0 or 1 categories (seen below) as this will lead to you receiving excess email notifications for tenders unrelated to your business.

Choose Values for Commodity

Add to Currently Selected

Name

<input checked="" type="checkbox"/>	Name ↑	ID
<input checked="" type="checkbox"/>	▼ All custom categories	All
<input checked="" type="checkbox"/>	▶ Construction & Operations	C&O
<input checked="" type="checkbox"/>	▶ Enterprise Services	ES
<input checked="" type="checkbox"/>	▶ Information & Communications Technology	ICT
<input checked="" type="checkbox"/>	▶ Transport & Utilities	T&U

The [UNSPSC – Products and Services Category Guide](#) has been designed to help you select the correct codes.

Section 4. More about your business

When complete, tick the Declaration checkbox and Submit Entire Response.

After completing and submitting the Supplier Registration Questionnaire, you will receive a notification that you have submitted your response, and an email from Ariba Administrator @au.cloud.ariba.com advising that your registration with Brisbane City Council has been approved.

The time remaining clock will also be updated to a 15 month expiration, at which time the questionnaire responses will need to be reviewed and a revised response submitted.

You are now registered with Brisbane City Council on the SAP Business Network and can participate in Council sourcing and tender events as well as update your company data in real time.

Managing your SAP Business Network account

Updating your company profile

Your SAP Business Network account allows you to collaborate with all your customers, not only with Council.

To update and complete setting up your profile and account with SAP Ariba, go through the options - Complete profile, Getting started, and your initials.

Note: These steps are not mandatory to work with Council but can help increase your exposure to other customers also registered on the SAP Business Network.

Check the SAP Ariba [website](#) for more supporting material.

Adding Users to your account

Only the account Administrator can manage users and roles. It is possible to [transfer the Account Administrator role](#) to another person in your organisation.

Navigate to your profile initials in the top right-hand corner of the screen and follow the menu: Settings > Users.

On the Manage Roles tab, you can set up multiple roles with different permissions, depending on which activities are performed in SAP Ariba.

On the Manage Users tab, you can create individuals and assign roles to them. You can also assign specific customers to individual users.

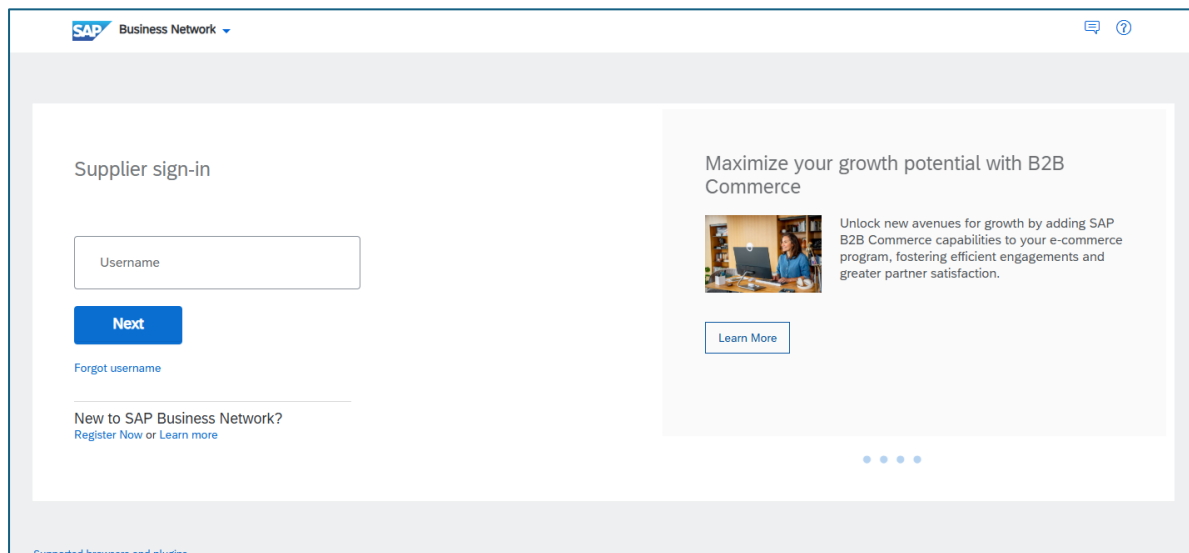
Refer to the SAP Support documentation for help [Managing Roles and Users](#).

It is also useful for each user to review and manage their [notifications](#), to control how emails are triggered and received.

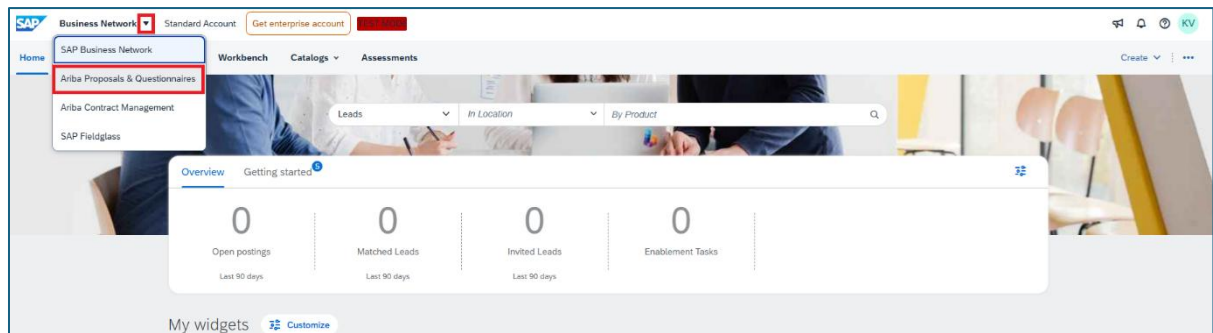
Alternatively, this can be accessed via the Getting Started option.

Updating your details with Council

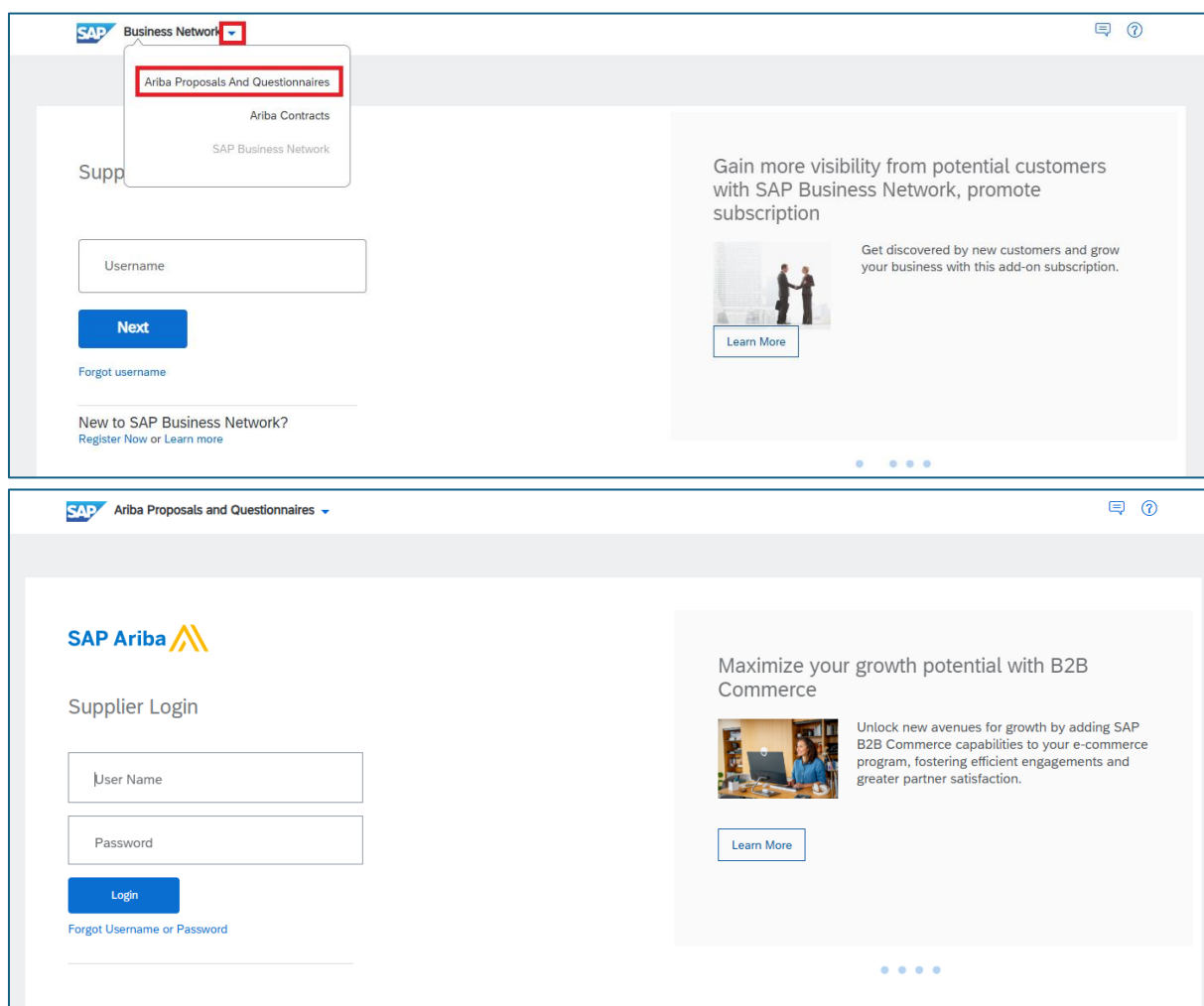
To update your details (e.g., bank account, contact details, questionnaire response) with Council, log into your SAP Business Network account (<https://supplier.ariba.com>):



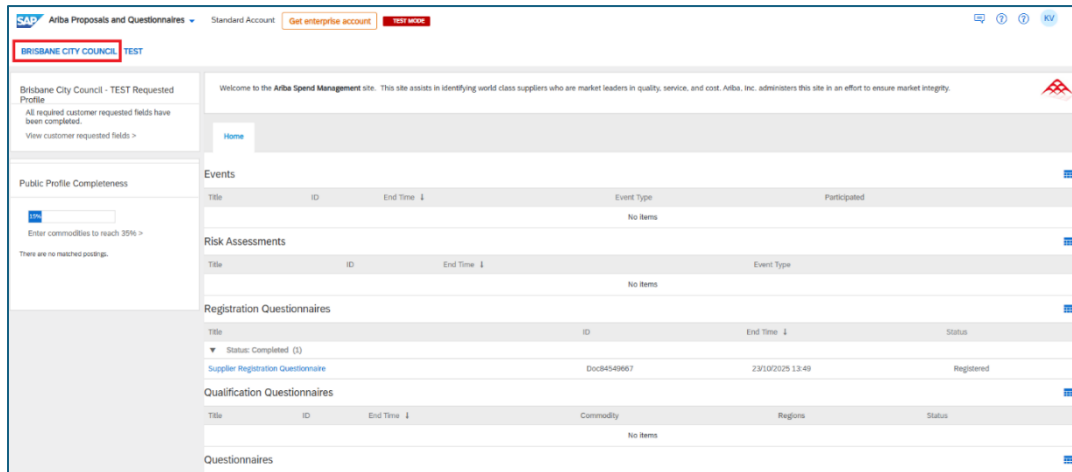
In the top left corner of the screen, toggle the menu option to Ariba Proposals & Questionnaires.



Alternatively, you can log directly into the Ariba Proposals and Questionnaires module by selecting it from the dropdown on the SAP Business Network log in page.



This will open the Ariba Proposals and Questionnaires module. Ensure you are on the BRISBANE CITY COUNCIL dashboard.



Locate and select Supplier Registration Questionnaire. Select Revise Response to make updates and Submit Entire Response.

Help and support

Error handling

When submitting the Council specific questionnaire, errors will be flagged across the top of the screen.

Toggle either Next or Previous to navigate and resolve each error.

More details will be displayed against each field that is flagged with an error.

System configurations

Refer to the following SAP support documentation to ensure your internet browser is set up correctly. This will ensure you can view and respond to potential tenders, or quote on services, on the SAP Business Network.

- [Supported Browsers](#)
- [Cookie Settings](#)

More information

SAP Ariba help can be found by accessing the [Help Centre](#) via the question mark symbol in the top righthand corner of your SAP Ariba screen.

Under the Home tab, enter a question and review the suggested answers.

If a suitable response cannot be found, select the Contact us link.

If you still cannot find a suitable response, Create a Case and complete the online form that will be sent to the SAP Ariba support team.

Companies with Enterprise accounts will see a Support link, which also offers phone support and live chat.

Useful Links:

- [Supplier account settings and profile configuration](#)
- [Quick start guide for Ariba Administrator](#)