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# **Brisbane City Council SAP Ariba Proposals and Questionnaires Supplier Registration Guide**

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This guide explains how to register your interest in becoming a supplier to Council, or how to respond to an invitation to register as a supplier to Council.

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## Introduction

Council uses SAP Business Network to manage supplier details and business opportunities. This guide explains how to register your interest in becoming a supplier to Council, or how to respond to an invitation to register to become a Council Supplier.

### How to register your interest to become a supplier to Council

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

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

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

To help ensure you receive all emails, add [@au.cloud.ariba.com](mailto:@au.cloud.ariba.com) to your safe senders list. If you do not receive an expected email, check your spam or junk mail folder.

### The supplier self-registration request form

To become a potential supplier, complete the [supplier self-registration request form](#). Complete all mandatory fields, marked with an asterisk, and then submit the form.

After Council reviews your request, you will receive an email from the Ariba system with the next steps. Allow up to two working days for Council to process your registration request.

### Responding to a Council initiated invitation

A Council officer may invite your company to become a supplier by starting the registration process on your behalf. Once this has been done, you will receive an email from the Ariba system with the next steps.

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

When your self-registration request is approved, or Council starts your supplier onboarding, an email will be sent to your nominated email address. You will then need to:

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

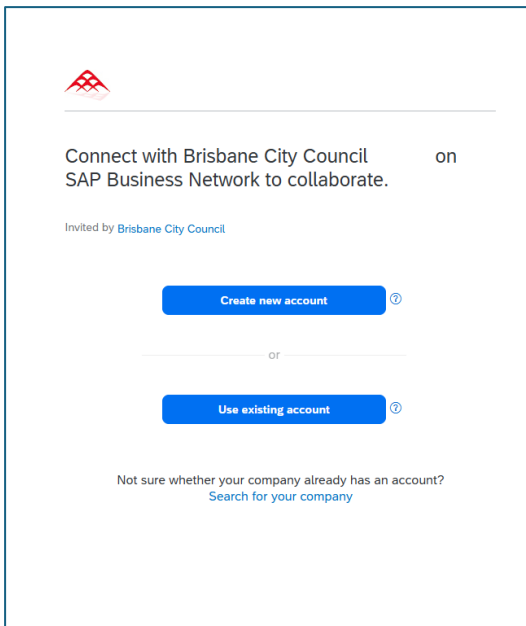
Do not reply to or forward this email to a colleague or another organisation, as the registration process is linked to the original contact email address. If you need to update the contact email address, call Council's Business Hotline on 133 BNE (133 263).

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

The first step sets up your global SAP Business Network account and captures your company profile details. The second step captures information specific to your relationship with Council through the Supplier Registration Questionnaire.

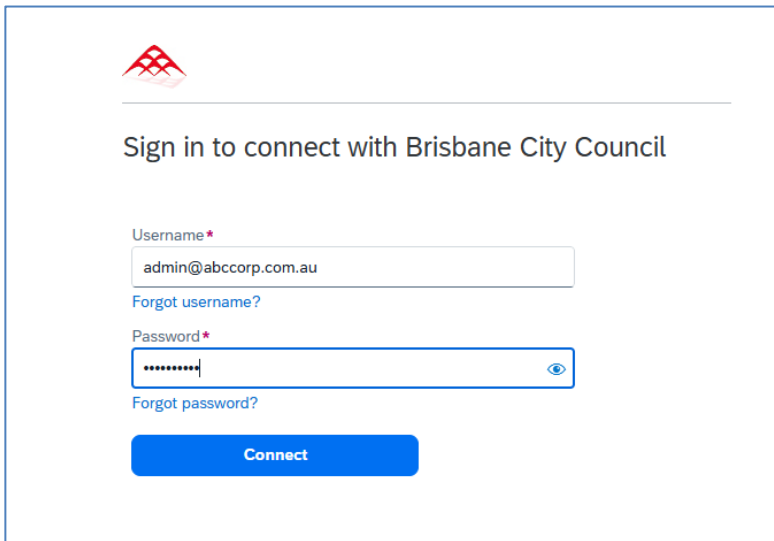
## 1. Register your SAP Business Network account.

In the invitation email, select 'Click here' to start registration. If you already have an SAP Business Network account, select 'Use existing account'. If you are a first-time user, select 'Create new account'. Some screens may look slightly different because Ariba is updating its website.



## Existing SAP Business Network account

If you select 'Use existing account', you will be taken to a sign-in screen. Enter your SAP Business Network username and password, then proceed to Step 2.



Sign in to connect with Brisbane City Council

Username\*

admin@abccorp.com.au

[Forgot username?](#)

Password\*

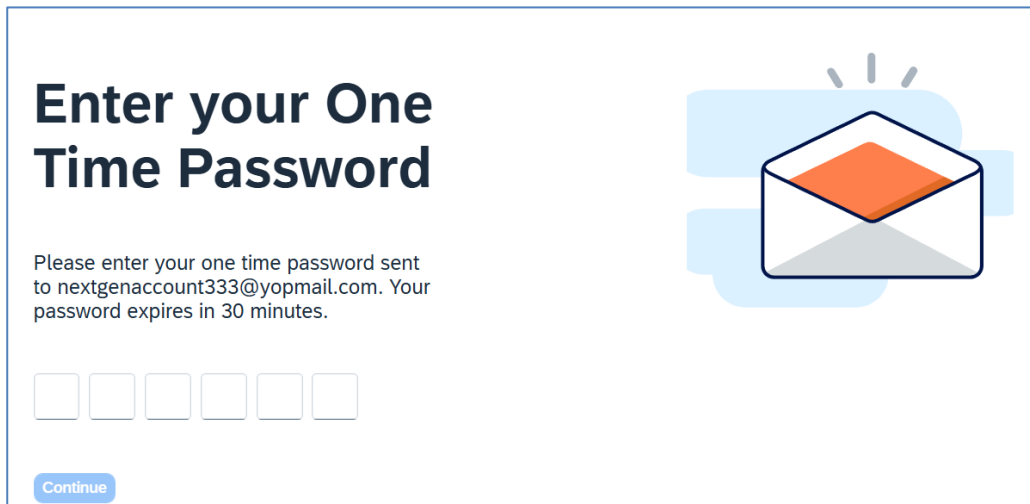
.....

[Forgot password?](#)

[Connect](#)

## Create New SAP Business Network account

If prompted, enter a one-time password. This feature may not yet be available on all accounts.



# Enter your One Time Password

Please enter your one time password sent to nextgenaccount333@yopmail.com. Your password expires in 30 minutes.

.....

[Continue](#)

**Note:** Some information will be pre-filled from the registration request form. This is a global company account, so information specific to Council will be captured later in the Supplier Registration Questionnaire.

Review and update your company information.

- If you do not have a DUNS number, leave this field 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 \*

 [v](#)

Address line 1 \*

Address line 2

City \*

State \*

 [v](#)

Postal code \*

Review the administrator account information.

### Administrator account information ?

First name \* Last name \*

Email \*

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 can be transferred. If you need the invitation transferred, email [vendormasterdata@brisbane.qld.gov.au](mailto:vendormasterdata@brisbane.qld.gov.au) with the new contact details, your company ABN and company name.
- You will use your username to sign in to SAP Business Network in future. If you clear the 'Use my email as my username' checkbox, you can create your own username. If you keep it selected, your username will be the email address you used to sign up. Your username must be in an email address format, but it does not need to be a valid email address.
- Complete the remaining fields, then select 'Create account'.

Confirm your email address.

- After you select the link to confirm your email address, you may be prompted to provide product and service categories and ship-to or service locations. These categories help customers find your business by commodity in SAP Business Network. To continue to the Supplier Registration Questionnaire, it is recommended that you select 'Remind me later' and complete 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**

- or - [Browse](#)

**Ship-to or Service Locations**

- or - [Browse](#)

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

You will receive a system-generated email confirming your registration with SAP Business Network.

This email will be sent from Ariba Commerce Cloud with the subject line 'Welcome to the Ariba Commerce Cloud'.

Keep a record of your ANID and username.

You have now successfully registered on SAP Business Network.

You can now take part in sourcing, contract management and purchase-to-pay activities with many customers around the world.

## 2. Complete Council's Supplier Registration Questionnaire

After you create or link your SAP Business Network account, you will be directed to Brisbane City Council's dashboard to complete Council's Supplier Registration Questionnaire. This step is required for your details to appear in Council's system. If you are not directed to the questionnaire, follow the instructions in 'Updating your details with Council'. Two versions of this screen are shown below. It does not matter which version you see. Select the Supplier Registration Questionnaire link.

### Version 1

**BRISBANE CITY COUNCIL - TEST**

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.

**Public Profile Completeness**  
15%  
Enter commodities to reach 35% >  
There are no matched postings.

**Registration Questionnaires**

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

### Version 2


**Business Network** | Test Mode | Standard | Upgrade

**Proposals and Contracts** | View Matched Leads (0) | Customer requested fields

**Customers (1)**  
Search: Brisbane City Council - TEST

**Registration Questionnaires**

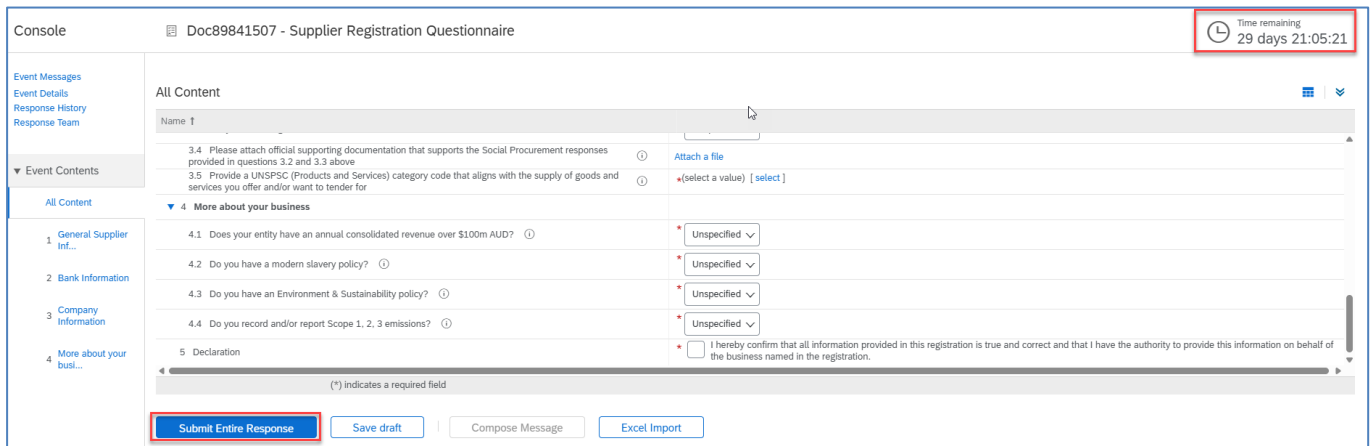
Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	Doc100268555	14/6/2026 04:23	Invited

The information in the Supplier Registration Questionnaire is specific to doing business with Council. Expand each section and complete, at a minimum, all mandatory questions marked with an asterisk. 

Some fields will be pre-filled with information from your initial request form.

**Note:** Check the time remaining in the top right-hand corner. You have 30 days to complete the questionnaire. If it expires, contact Council's Business Hotline on 133 BNE (133 263) and ask for it to be reissued.

When you have finished, select the Declaration checkbox and then select Submit Entire Response.



## Notes and Tips for completing Council's Supplier Registration Questionnaire

If you need help answering a question, hover over the information bubble to view additional guidance.

### Section 1. General Supplier Information

- You must accept the terms and conditions by selecting 'Yes' before you can submit the questionnaire. If you cannot access them through the link, email [vendormasterdata@brisbane.qld.gov.au](mailto:vendormasterdata@brisbane.qld.gov.au) with your ABN to request a copy.
- Check the ABN or tax number carefully. This number was entered during the request process and cannot be edited. If it is incorrect, email [vendormasterdata@brisbane.qld.gov.au](mailto:vendormasterdata@brisbane.qld.gov.au) to advise Council.
- If requested, attach official supporting documents, such as your Certificate of Incorporation or ABR record, to support the ABN information you provided. Only one file can be attached. If you have multiple files, combine them into a folder or a single PDF.
- The address you enter must be your relevant local office in South East Queensland (SEQ) that will be directly involved in providing goods, services or works to Council. If you do not have a relevant local office in SEQ, provide the business location that will deliver the goods, services or works to Council.

## Section 2. Bank Information

This section is optional, but it is recommended that you complete it now so it is not missed later. Your bank details can be updated with Council at any time. Refer to 'Updating your details with Council' below for more information.

- Attach supporting documentation on company letterhead as evidence of your bank details.
- If you are entering a domestic (Australian) account, the 'Bank Key/ABA Routing Number' is your BSB. Enter the BSB with a hyphen between the third and fourth digits, for example 012-345.

## Section 3. Company Information

In this section, you must select the UNSPSC product and service category codes that match the goods and services your company offers. Although Council uses the universal United Nations Standard Products and Services Code (UNSPSC) framework, the codes have been adapted to suit Council's needs. This means they may not always match the codes used in your SAP Business Network company profile.

It is important to select the correct codes because Council uses this information to identify businesses to invite to tender. If you select too many codes, you may receive too many email notifications. If you select too few, you may miss opportunities. Taking care at this stage will help your business receive more relevant opportunities.

The category codes are arranged in a hierarchy. Drill down by selecting the blue chevrons or search by keyword. Do not select any of the high level categories, shown below, as this may result in email notifications for tenders that are not relevant 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

Please select categories at the lowest (most specific) level of the hierarchy. If needed, choose multiple items rather than selecting a broader, higher level category.

Choose Values for Commodity

Add to Currently Selected

Name

<input type="checkbox"/> Name	ID
<input type="checkbox"/> All custom categories	All
<input type="checkbox"/> <b>Construction &amp; Operations</b>	C&O
<input type="checkbox"/> ▶ Bikeways & Footpaths (Major)	AACU0031
<input type="checkbox"/> ▶ Buildings & Facilities	AACU0001
<input type="checkbox"/> ▶ Construction & Building Materials	AACU0008
<input type="checkbox"/> ▶ Drainage & Waterways	AACU0004
<input type="checkbox"/> ▶ Mining Industrial & Manufacturing	AACU0007
<input type="checkbox"/> ▶ Parks Gardens & Open Space	AACU0003
<input type="checkbox"/> ▶ Roads & Bridges (Major)	AACU0030
<input type="checkbox"/> ▶ Specialised Trade Services	AACU0002
<input type="checkbox"/> <b>Traffic Control Network</b>	AACU0024
<input type="checkbox"/> <b>Public safety and control</b>	46160000
<input type="checkbox"/> Fixed traffic bollard	46161533
<input type="checkbox"/> Gate barrier systems	46161510
<input type="checkbox"/> Parking meters	46161505
<input type="checkbox"/> Pest Services 4	RESPS004
<input type="checkbox"/> Retracting or moveable traffic bollard	46161532
<input type="checkbox"/> Traffic cones or delineators	46161508
<input type="checkbox"/> <b>Traffic control</b>	<b>46161500</b>
<input type="checkbox"/> Traffic Controllers & Sign Vehicles	46169300
<input type="checkbox"/> Traffic Control Miscellaneous	46169400
<input type="checkbox"/> Traffic Counting & Movement Surveying	46169800
<input type="checkbox"/> Traffic Poles Posts & Mast Arms	46169700
<input type="checkbox"/> Traffic Safety Equipment	46169500
<input checked="" type="checkbox"/> <b>Traffic safety fence</b>	<b>46161513</b>
<input type="checkbox"/> Traffic Signal Hardware	46169600

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 you complete and submit the Supplier Registration Questionnaire, you will receive a notification confirming that your response has been submitted, 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 then update to a 15-month expiry period. When that period ends, you will need to review your questionnaire responses and submit a revised response.

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

## Managing your SAP Business Network account

### Updating your company profile

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

To update and complete your profile and account setup in SAP Ariba, go through options - Complete profile, Getting started and your profile initials.

**Note:** These steps are not required to work with Council, but they may help increase your visibility to other customers using SAP Business Network.

See 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.

Go to your profile initials in the top right-hand corner of the screen, then follow: Settings > Users.

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

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

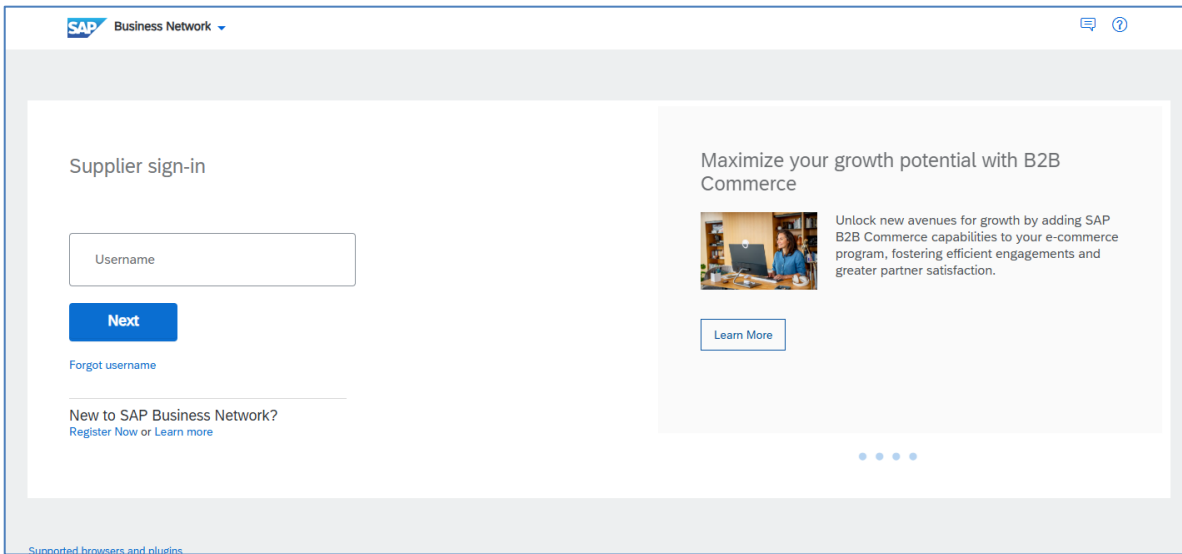
Refer to the SAP Support documentation for help [Managing Roles and Users](#).

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

You can also access this through the Getting Started option.

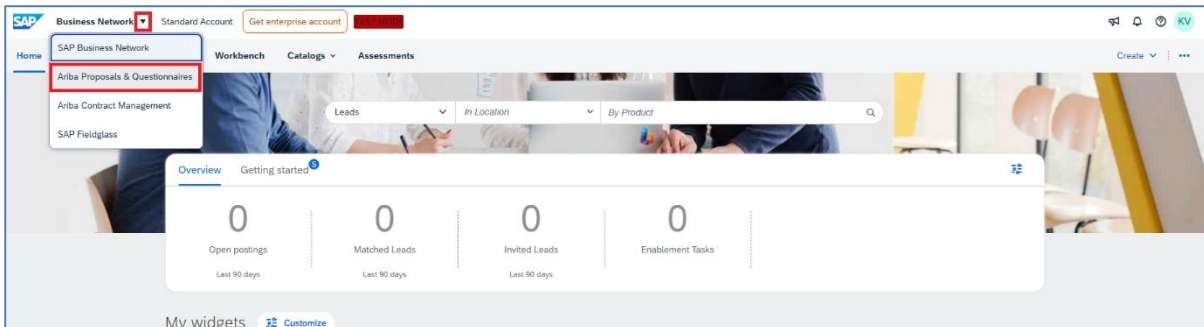
## Updating your details with Council

To update your details with Council, such as bank details, contact details or your questionnaire response, sign in to your SAP Business Network account (<https://supplier.ariba.com>):

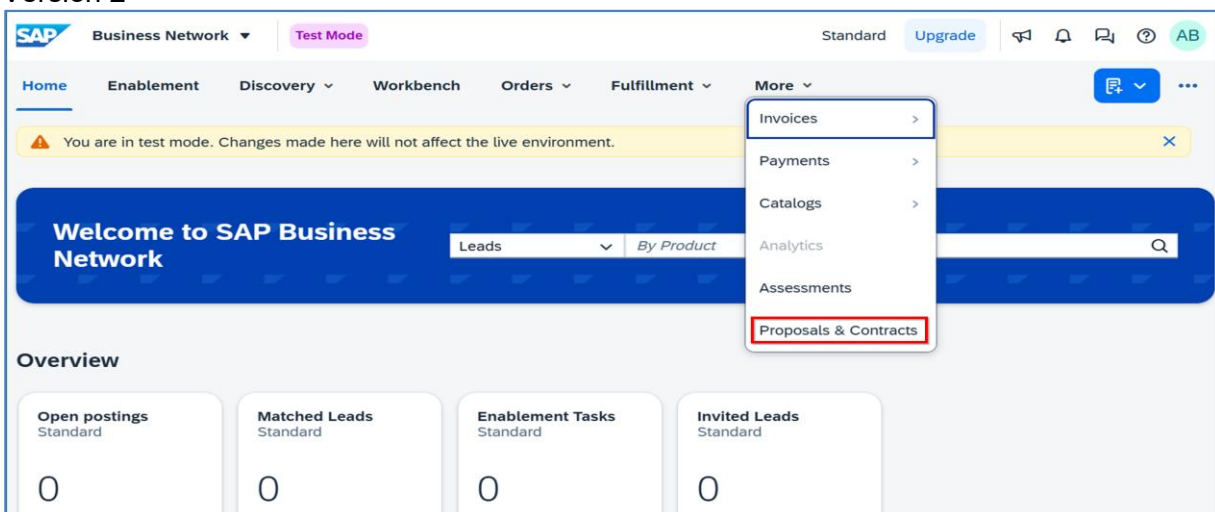


You may see one of two versions of the SAP Business Network home page because Ariba is updating its website. Both versions of the screen are shown below. Go to Ariba Proposals and Questionnaires or Proposals and Contracts, as shown.

### Version 1



### Version 2



This will open the Proposals and Questionnaires or Proposals and Contracts module. Two versions of this screen are shown below. Make sure you are on the BRISBANE CITY COUNCIL dashboard.

Version 1

**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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Version 2

**Business Network** | Test Mode | Standard | Upgrade

Home | Enablement | Discovery | Workbench | Orders | Fulfillment | More

**Proposals and Contracts** | View Matched Leads (0) | Customer requests

**Customers (1)**

Search  
Brisbane City Council - TEST

null

Proposals and Questionnaires | Contracts

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	Doc100268555	14/8/2027 04:40	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
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Select Supplier Registration Questionnaire, then select Revise Response to update your details. When you have finished, select Submit Entire Response.

## Help and support

### Error handling

When you submit the Council-specific questionnaire, any errors will be flagged across the top of the screen.

Select Next or Previous to move through and resolve each error.

More detail will be shown against each field with an error.

### System configurations

Refer to the SAP support documents below to make sure your internet browser is set up correctly. This will help you view and respond to tenders or submit quotes for services through SAP Business Network.

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

### More information

SAP Ariba help is available through the [Help Centre](#) (1800 081 923), which you can access from the question mark symbol in the top right-hand corner of your SAP Ariba screen.

On the Home tab, enter your question and review the suggested answers.

If you cannot find a suitable answer, select the Contact us link.

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

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

### Useful links

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