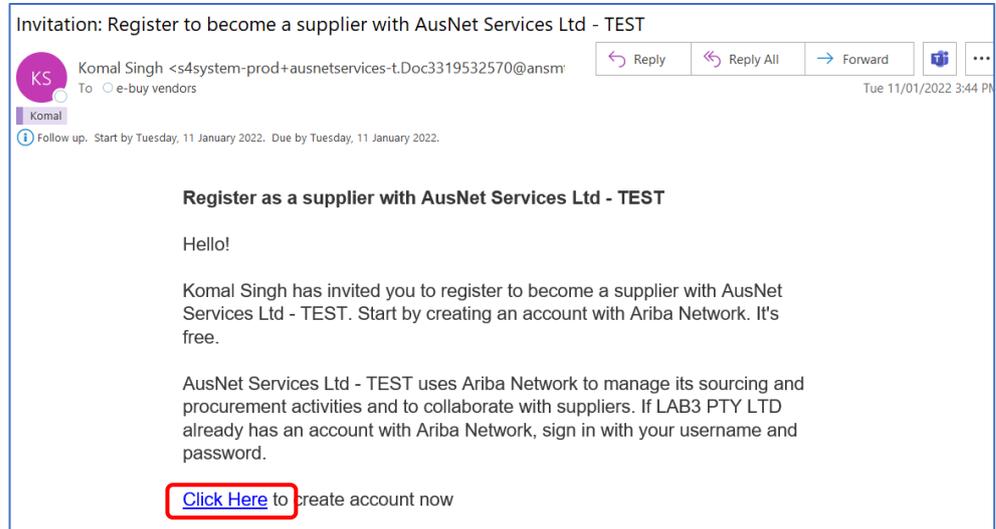# Table of Contents

## 1. Purpose

This is a quick reference guide (QRG) to be used by the suppliers for registration with AusNet for describing how to:

- Submit the registration form.
- Submit the insurance questionnaire.
- Make changes in existing registration form.

## 2. How to submit the registration form.

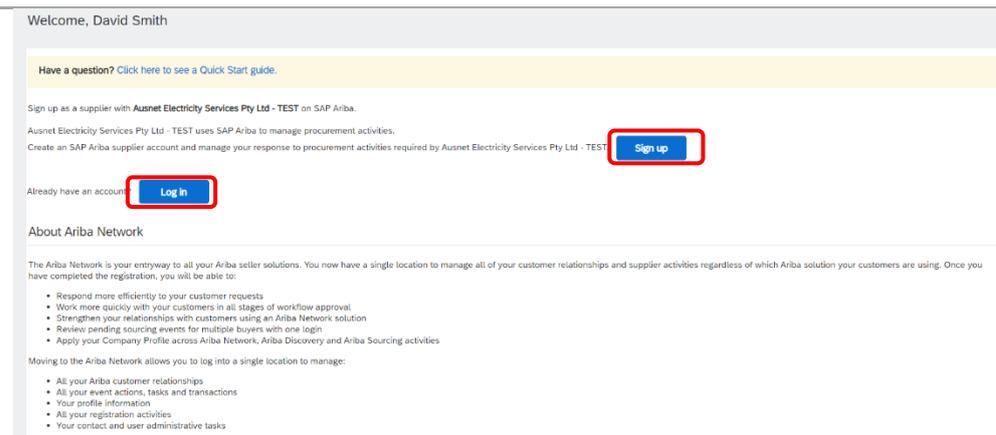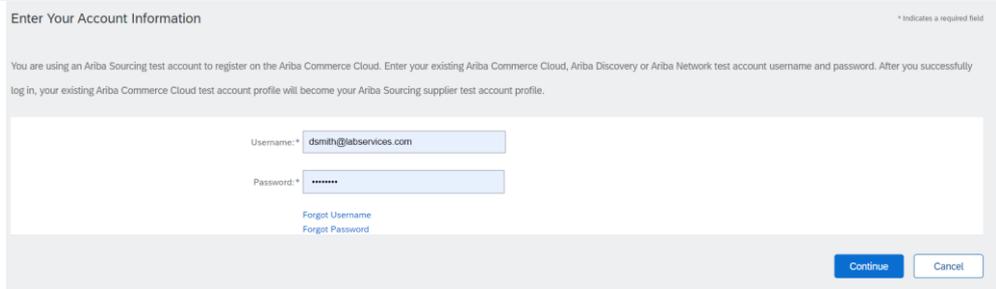| | |
|---|---|
| You will be receiving an email notification from Ariba to register with AusNet.<br><br>1. From your email inbox, open this email to register yourself as a supplier with AusNet.<br><br>2. Scroll down further until the end of the email body.<br><br>3. Click the **Click here** tab. | **Invitation: Register to become a supplier with AusNet Services Ltd - TEST**<br><br>Komal Singh <s4system-prod+ausnetservices-t.Doc3319532570@ansm<br>To ○ e-buy vendors<br>Komal<br>Reply / Reply All / Forward<br>Tue 11/01/2022 3:44 PM<br>ⓘ Follow up. Start by Tuesday, 11 January 2022. Due by Tuesday, 11 January 2022.<br><br>**Register as a supplier with AusNet Services Ltd - TEST**<br><br>Hello!<br><br>Komal Singh has invited you to register to become a supplier with AusNet Services Ltd - TEST. Start by creating an account with Ariba Network. It's free.<br><br>AusNet Services Ltd - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If LAB3 PTY LTD already has an account with Ariba Network, sign in with your username and password.<br><br>Click Here to create account now |
| 4. Click the **Sign up** to create a new account. Go to point 5. | Welcome, David Smith<br><br>Have a question? Click here to see a Quick Start guide.<br><br>Sign up as a supplier with **Ausnet Electricity Services Pty Ltd - TEST** on SAP Ariba.<br><br>Ausnet Electricity Services Pty Ltd - TEST uses SAP Ariba to manage procurement activities.<br><br>Create an SAP Ariba supplier account and manage your response to procurement activities required by Ausnet Electricity Services Pty Ltd - TEST.   **Sign up**<br><br>Already have an account   **Log in**<br><br>**About Ariba Network**<br><br>The Ariba 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:<br><br>• Respond more efficiently to your customer requests<br>• Work more quickly with your customers in all stages of workflow approval<br>• Strengthen your relationships with customers using an Ariba Network solution<br>• Review pending sourcing events for multiple buyers with one login<br>• Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities<br><br>Moving to the Ariba Network allows you to log into a single location to manage:<br><br>• All your Ariba customer relationships<br>• All your event actions, tasks and transactions<br>• Your profile information<br>• All your registration activities<br>• Your contact and user administrative tasks |
| 5. If you already have an account (Ariba Network account), click on **Log in** and use your existing username and password to continue. Skip and go to point 26. | Enter Your Account Information                                     * Indicates a required field<br><br>You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ariba Discovery or Ariba Network test account username and password. After you successfully log in, your existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.<br><br>Username:* dsmith@labservices.com<br><br>Password:* ●●●●●●●●<br><br>Forgot Username<br>Forgot Password<br><br>Continue   Cancel |

**Provide company information.**

6. Enter **Company Name** (Should be full legal company name, which you will be using for trading with AusNet).

7. Enter **County/Region** Use the drop-down menu to select the Country -  .

8. Enter **Complete Address** (Use the drop-down menu to select the State -  )
(Must enter the trading address for transaction purposes with AusNet)
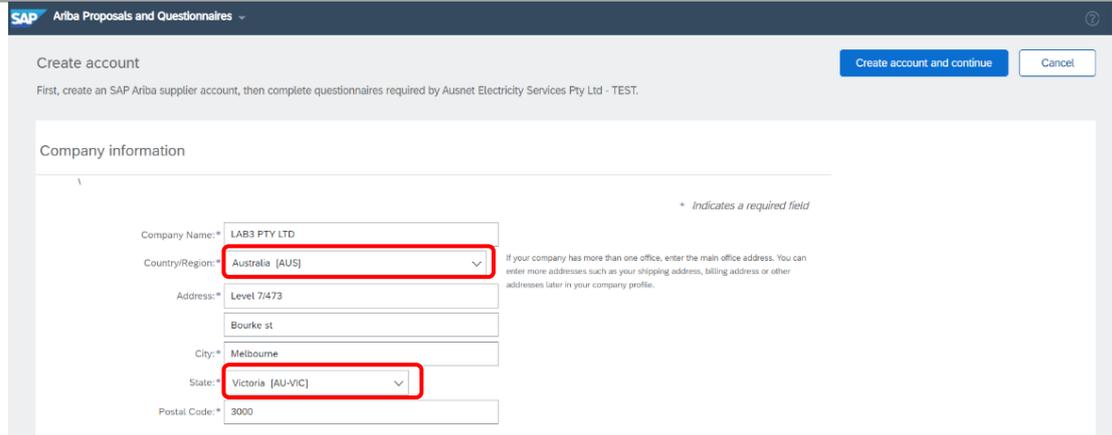


**SAP** Ariba Proposals and Questionnaires

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Ausnet Electricity Services Pty Ltd - TEST.

Create account and continue    Cancel

Company information

* Indicates a required field

Company Name:* LAB3 PTY LTD
Country/Region:* Australia [AUS]
Address:* Level 7/473
Bourke st
City:* Melbourne
State:* Victoria [AU-VIC]
Postal Code:* 3000

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.

---

**Provide User account information.**

9. Enter **First** and **Last Name.**

10. Read the information ⓘ provided on right hand side carefully to create the Username and Password.

**Note**: You will be using this Username and Password for all the future transaction with AusNet. Save them for your reference.

11. Select the **Language** by clicking on the drop-down menu  .
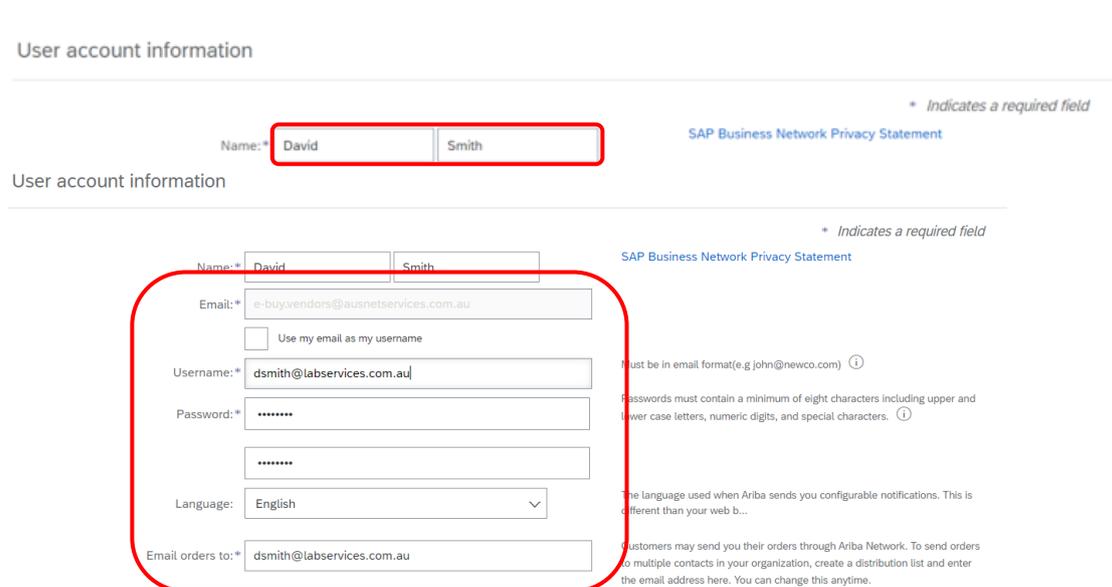
User account information

* Indicates a required field

SAP Business Network Privacy Statement

Name:* David    Smith

User account information

* Indicates a required field

SAP Business Network Privacy Statement

Name:* David    Smith

Email:* e-buy.vendors@ausnetservices.com.au
☐ Use my email as my username
Username:* dsmith@labservices.com.au

Must be in email format(e.g john@newco.com) ⓘ

Password:* ••••••••
••••••••

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:* dsmith@labservices.com.au

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

| | |
|---|---|
| 12. Enter **email orders to** – to receive all the future notification related to purchase order from AusNet. | |
| **Provide more details about your business.**<br><br>13. Click on **Browse** to search the relevant **Product and Service categories**. Try to enter the closest match, which you will be using to deal with Ausnet. You can also type the partial name of the product or service; all the matching names will be displayed in drop-down. | Tell us more about your business<br><br>Product and Service Categories:* Enter Product and Service Categories     Add   -or-   Browse |
| 14. Select the product/services and click to see the further options, again select the relevant match, and click. | Product and Service Category Selection<br>Search   Browse<br>Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.<br>Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*<br><br>Agricultural & Fishing Machinery >   Additives >   No items   No items<br>Agricultural & Fishing Services >   Colorants ><br>Apparel, Luggage & Personal Care >   Compounds & Mixtures ><br>Chemicals >   Elements & Gases ><br>Cleaning Supplies >   Explosive Materials ><br>Computer Hardware, Software & Telecom >   Solvents ><br>Construction & Maintenance Services >   Waxes & Oils ><br>Construction Materials ><br><br>My Selections (0)<br>No items<br>Remove<br>Cancel   OK |
| 15. Select the closest match and click on ⊕ to add the product in "My selections" below.<br><br>16. You can add multiple products & services if needed by following the same process as above.<br><br>17. Click **Ok**. | Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*<br><br>Agricultural & Fishing Machinery >   Additives >   Alkali metals >  ⊕   Ammonia  ⊕<br>Agricultural & Fishing Services >   Colorants >   Earth metals >  ⊕   Carbon dioxide gas CO2  ⊕<br>Apparel, Luggage & Personal Care >   Compounds & Mixtures >   Industrial use gases >  ✓   Chlorinated mixed gases  ⊕<br>Chemicals >   Elements & Gases >   Isotopes >  ⊕   Hydrogen compound gases  ⊕<br>Cleaning Supplies >   Explosive Materials >   Noble gases >  ⊕   Industrial air  ✓<br>Computer Hardware, Software & Telecom >   Solvents >   Non metals and pure and elemental gases >  ⊕   Inert gas mixtures  ✓<br>Construction & Maintenance Services >   Waxes & Oils >   Rare earth metals >  ⊕<br><br>My Selections (3)<br>☑ Industrial use gases  (View)<br>☑ Industrial air  (View)<br>☑ Inert gas mixtures  (View)<br>Remove<br>Cancel   OK |

| | |
|---|---|
| You can see all the selected products in blue coloured boxes below the search bar. | Product and Service Categories:* [ | ]   [ Add ]  -or-  Browse<br><br>Industrial use gases  X    Inert gas mixtures  X    Industrial air  X |
| 18. Enter **Ship-to location** –select Melbourne – Victoria by default. | Ship-to or Service Locations:* [ Enter Ship-to or Service Location ]   [ Add ]  -or-  Browse |
| **Note**: you can select multiple Product & Service Categories and Ship to location by clicking on Browse and adding as same as we followed to select the product & services. | Ship-to or Service Location Selection<br>Select the territories that your company serves. If your company offers global coverage, choose Global.<br><br>○ Global<br>● Select Ship-to or Service Locations<br>Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.<br><br>Northern Asia >    American Samoa    New South Wales<br>Oceania/Australasia >    Australia >    Northern Territory<br>Northern Africa >    Christmas Island    Queensland<br>Eastern Africa >    Cocos (Keeling) Islands    South Australia<br>Western Africa >    Cook Islands    Tasmania<br>Middle Africa >    Fiji >    Victoria<br>Southern Africa >    French Polynesia    Western Australia<br><br>My Selections (1)<br>📍 Melbourne - Victoria (Australia)    Remove<br><br>[ Cancel ]  [ OK ] |
| 19. You can also simply search by typing the location name and it will appear below the search bar to select. | Ship-to or Service Locations:* [ Melbourne - Victoria ]   [ Add ]  -or-  Browse<br><br>Melbourne - Victoria  X |
| 20. ABN and DUNS Number (Not mandatory to enter at this stage). | ABN Number: [ Optional ]    Enter your 11 digit Australian Business Number (ABN).<br><br>DUNS Number: [ Optional ]    Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ |

| | |
|---|---|
| 21. Accept the terms & conditions at bottom of the page. (These are Ariba's terms & conditions not AusNet's terms & conditions). | ☑ I have read and agree to the Terms of Use<br>☑ I hereby agree that SAP Business Network will make parts of my (company) information 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 SAP Business Network Privacy Statement to learn how we process personal data.<br><br>Create account and continue   Cancel |
| 22. Click **Create account and continue.** | Create account and continue   Cancel |
| 23. **Review** the account you created to avoid duplicate accounts and then come back to the previous page to continue or continue with account creation.<br><br>24. OR **Skip review** if you're sure about a new account. | ⓘ Potential existing accounts<br>We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.<br><br>Review accounts   Skip review<br><br>**Review duplicate Account**<br>We noticed that your company may already register an Ariba Network account, please review the match results below, then:<br>• You can log in the account you are associated with<br>• Or, you can view the profile and contact the account administrator from there<br>• Or, if there is no match, you can Continue Account Creation and we will progress your registration<br>• Or, you can Go back to previous page |
| **Notes:**<br><br>• If someone in your company created an account, you might use that or if you prefer to create a new account you can ignore and proceed with new account creation.<br><br>• This page will show you the existing duplicate accounts and percentage match. The higher the percentage, the possibility of the | Suppliers that might match your request<br>Suppliers matched for: Supplier Trading Name:Rebate vendor test,etc...<br><br>| NAME | ADDRESS | TAX ID | VENDOR ID | ANID | MATCH SCORE |<br>|---|---|---|---|---|---|<br>| REBATE VENDOR TESTING REBATE VENDOR TESTING | | | S36852183 | | 59.59 (WEAK) |<br><br>Cancel request   Ignore and submit request |

account being a duplicate is more.

- If percentage match is high, check the supplier details if it is the same.

- You could end up registering the same supplier's name with a different entity as well E.g., the Name would be the same for different countries.

- Just make sure the supplier's name is different and continue with the Registration.

- You've successfully created a new account in Ariba Network. You can proceed to complete the supplier registration form and submit.

25. This is the registration form sent to you by the AusNet. Enter your company name. (Full legal name which will be used for trading with AusNet).

**Ariba Sourcing**

Company Settings ▾    David Smith ▾
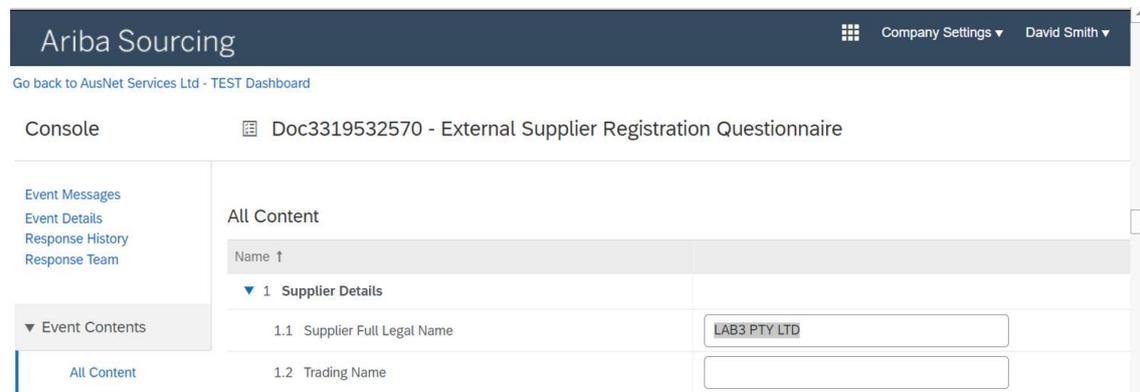
Go back to AusNet Services Ltd - TEST Dashboard

Console       ▤ Doc3319532570 - External Supplier Registration Questionnaire

Event Messages
Event Details
Response History
Response Team

All Content

| Name ↑ | |
|---|---|
| ▼ 1 Supplier Details | |
| 1.1 Supplier Full Legal Name | LAB3 PTY LTD |
| 1.2 Trading Name | |

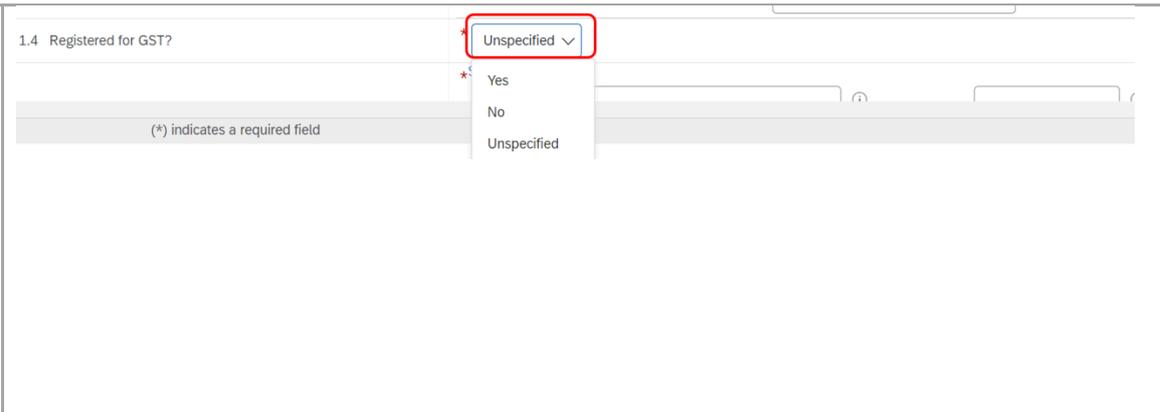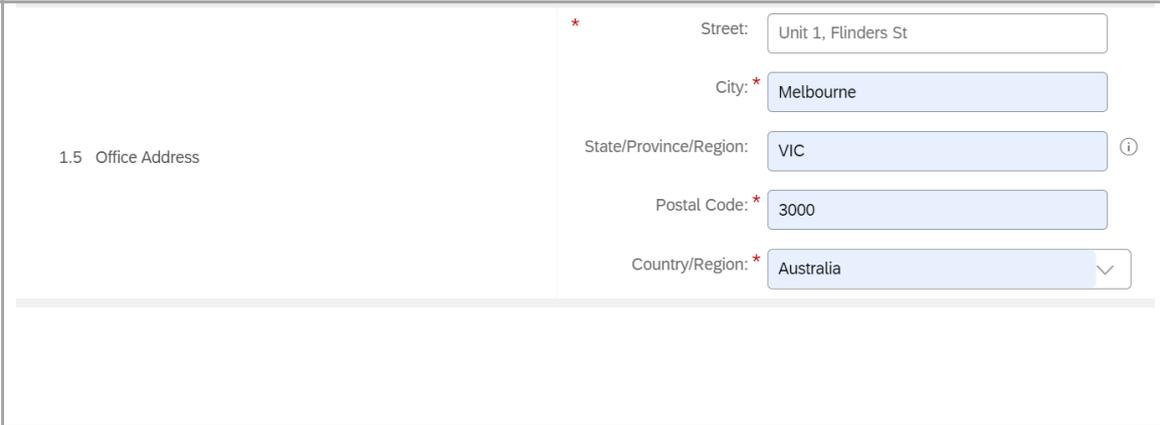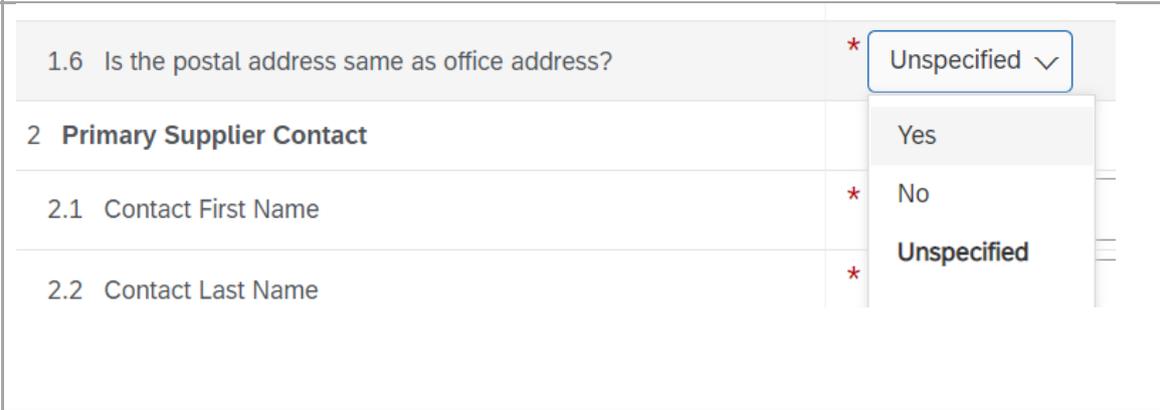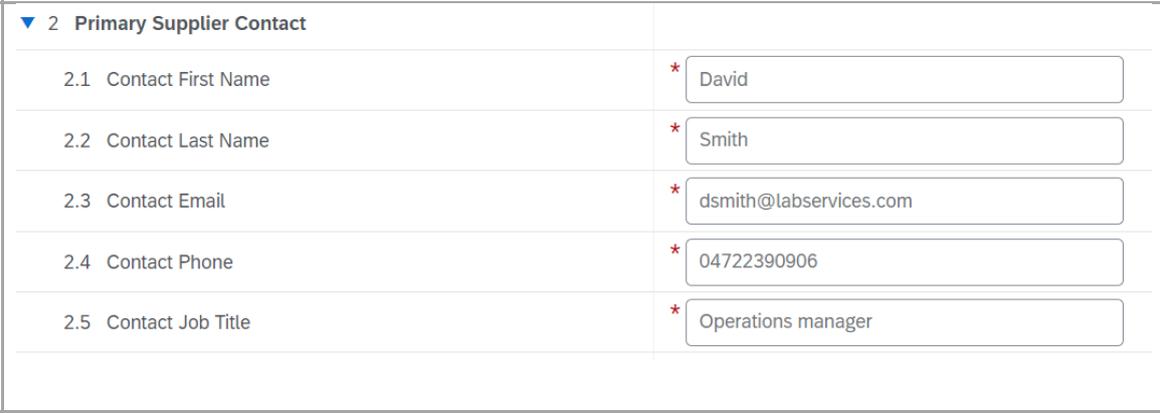▼ Event Contents

All Content

26. Select the **Country** by clicking on the drop-down menu ⌄ .

**Note**: ABN is mandatory if the country selected is Australia.

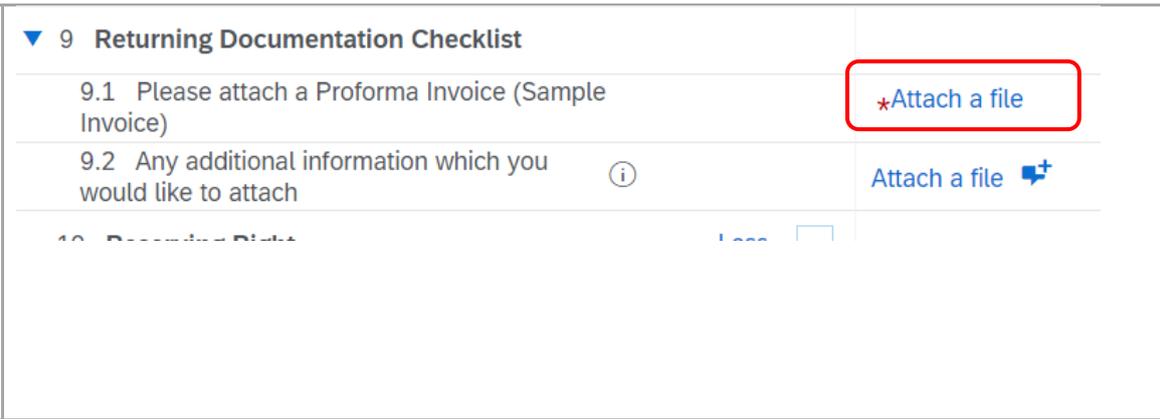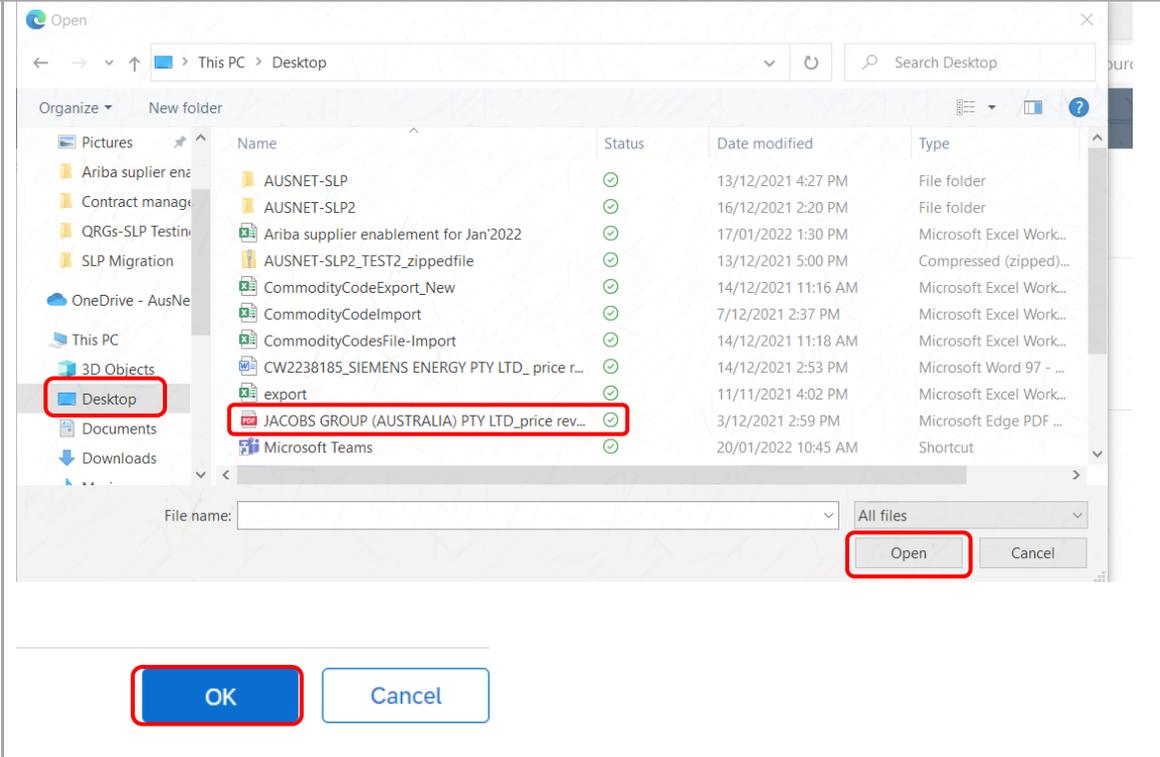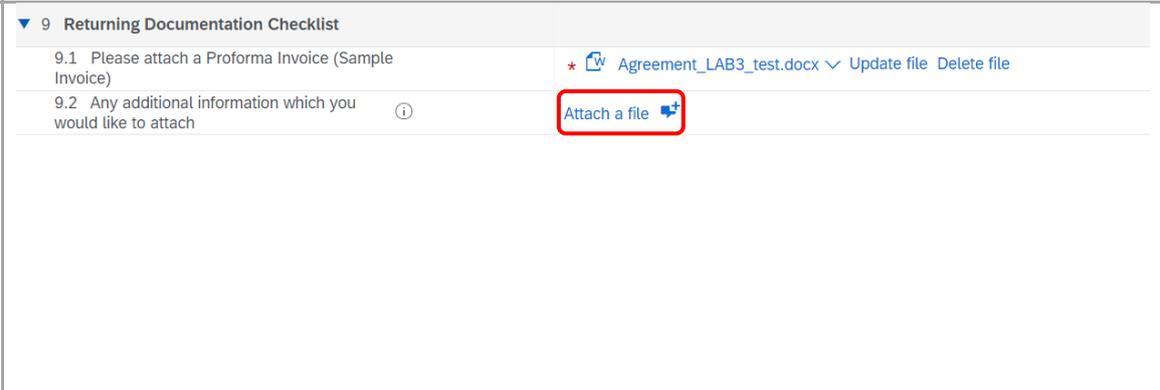1.3  ABN or Tax ID of the invoicing entity  ⓘ

Country:   Australia (AU)   ⌄   ⓘ

| Tax Name | TaxType | Tax Number |
|---|---|---|
| ABN Australian Business Number | Organization | 47158805121 |

| | |
|---|---|
| 27. Specify if you're registered for GST by clicking on the drop-down menu Unspecified ⌄. <br><br> **Note**: You cannot select "Yes" for registered for GST if the country selected is not Australia. | 1.4 Registered for GST?    * Unspecified ⌄ <br>    Yes <br>    No <br>    Unspecified <br><br> (*) indicates a required field |
| 28. Enter full company address. | 1.5 Office Address <br> * Street: Unit 1, Flinders St <br> City: * Melbourne <br> State/Province/Region: VIC ⓘ <br> Postal Code: * 3000 <br> Country/Region: * Australia ⌄ |
| 29. Give information about postal address. If it is different to office address specify the postal address. | 1.6 Is the postal address same as office address?   * Unspecified ⌄ <br>    Yes <br>    No <br>    Unspecified <br><br> 2 **Primary Supplier Contact** <br> 2.1 Contact First Name   * <br> 2.2 Contact Last Name   * |
| **Provide Primary Supplier Contact details.** <br><br> 30. Enter First and Last Name. <br><br> 31. Enter email address <br><br> 32. Enter contact phone number and Job Title. | ▼ 2 **Primary Supplier Contact** <br> 2.1 Contact First Name   * David <br> 2.2 Contact Last Name   * Smith <br> 2.3 Contact Email   * dsmith@labservices.com <br> 2.4 Contact Phone   * 04722390906 <br> 2.5 Contact Job Title   * Operations manager |

| | |
|---|---|
| 33. Enter **Sales Department Contact details.**<br><br>**Note**: Your sales department contact details will be used for all future transaction purposes by AusNet. If it is different from the primary contact specify the sales department contact. | ▼ 3  **Sales Department Contact**<br><br>3.1   Is it the same as primary contact details?  * Yes ⌄<br><br>3.7   Is mail address same as Section 1 - Postal Address?  * Yes ⌄ |
| 34. Enter **Accounts Receivable Contact details** (This is the email address to which the remittance advise will be sent). | ▼ 4  **Accounts Receivable Contact**<br><br>4.1   Is it the same as primary contact details?  * Yes ⌄<br><br>4.7   Is mail address same as Section 1 - Postal Address?  * Yes ⌄ |
| 35. Enter the bank information.<br><br>Select Bank Type and Country from the drop-down menu. | * Bank Type: Domestic ⌄<br>Country: Australia ⌄<br>Bank Name: ANZ<br>Bank Branch: SOUTHBANK<br>Street: BOURKE |
| 36. Scroll down further to enter the bank account details. | 5  Bank Information<br><br>City: MELBOURNE<br>State/Province/Region: VIC<br>Postal Code: 3006<br>Account Holder Name: David Smith<br>Bank Key/ABA Routing Number: xxxxx<br><br>Account Number: 0000xxxx<br>IBAN Number:<br>SWIFT Code:<br>Bank Control Key: No Choice ⌄ |

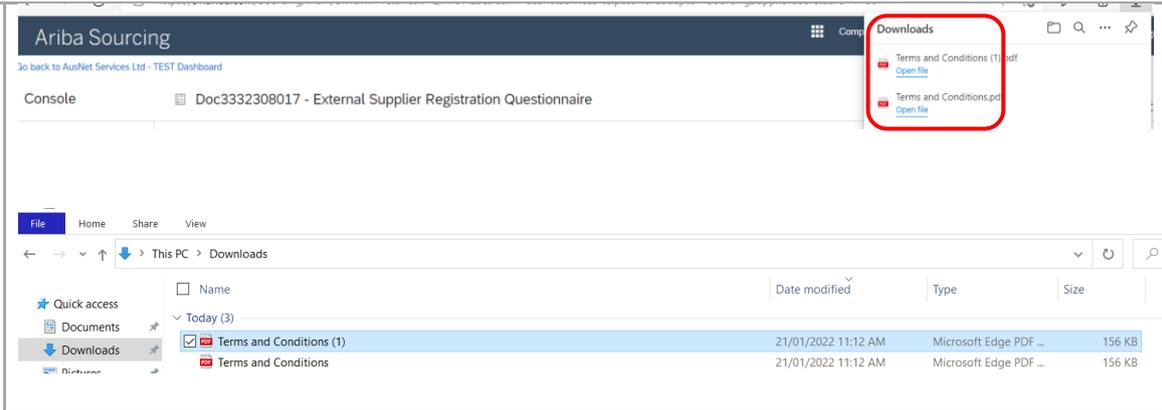| | |
|---|---|
| 37. Give information about your **Ariba Network Accounts** if there is more than one.<br><br>38. **Email address** for receiving electronic purchase order, specify the email address for sending purchase orders here. | ▼ 6  **Ariba Network**<br><br>6.1   Ariba is now the standard method AusNet Services uses to transact with vendors.<br>AusNet Services' suppliers require an Ariba - Standard Account in order to transact electronically via Purchase Orders & Invoices.  An Ariba Standard Account is a free service available to all vendors.<br>You are already registered in Ariba Network in order to access this registration form.<br>Following the submission of this form, you will be contacted by our supplier enablement team<br>to guide you through the next steps. Further guidance is available via the<br>AusNet Services – Ariba team, who can be contacted via email<br>at Ariba.servicedesk@ausnetservices.com.au for assistance with Ariba account registration.<br><br>6.2   Do you have multiple Ariba Network Accounts?  \* [ No ⌄ ]<br><br>6.3   Email address for receiving electronic purchase orders  \* [ dsmith@labservices.com ] |
| 39. Read through the section 7 and 8 carefully as these are the additional requirements for the onboarding process. | ▼ 7  **Earlytrade Platform**<br><br>7.1   As a trusted supplier of AusNet Services and our subsidiaries including Mondo Power Pty Ltd., you have access to the Earlytrade supplier portal. Earlytrade offers a simple, secure, and affordable working capital facility that you may confidentially use to shorten contracted payment times on approved invoices as and if your business needs in exchange for a discount nominated by you. You can learn more at ausnetservices.earlytrade.com or mondo.earlytrade.com where you will find additional information including testimonials, FAQs and contact details for the dedicated support team<br><br>▼ 8  **Modern Slavery Self-Assessment Questionnaire**<br><br>8.1   In support of obligations within the Modern Slavery Act 2018 (Cth), AusNet Services requires all vendors proceeding through the onboarding process to complete a Modern Slavery Self-Assessment Questionnaire (SAQ).<br><br>Please complete the form which you will receive in the email from the Modern Slavery Compliance team. |

| 40. | Click on **Attach a file** to provide the required documentation. Do not provide any insurance document here. You will be sent a different invite for insurance details. | ▼ 9  **Returning Documentation Checklist**<br><br>9.1  Please attach a Proforma Invoice (Sample Invoice)  ★Attach a file<br><br>9.2  Any additional information which you would like to attach  ⓘ  Attach a file 💬⁺ |
|---|---|---|
| 41. | Click on **Choose File**. | Add Attachment  OK  Cancel<br><br>Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.<br><br>Attachment: Choose File  o file chosen<br>Or drop file |
| 42. | Select the document from your PC (where it is saved among Desktop, Documents, and Downloads) and click Open.<br><br>43. Click **Ok.** | Open<br>This PC > Desktop<br>Name / Status / Date modified / Type<br>AUSNET-SLP  13/12/2021 4:27 PM  File folder<br>AUSNET-SLP2  16/12/2021 2:20 PM  File folder<br>Ariba supplier enablement for Jan'2022  17/01/2022 1:30 PM  Microsoft Excel Work...<br>AUSNET-SLP2_TEST2_zippedfile  13/12/2021 5:00 PM  Compressed (zipped)...<br>CommodityCodeExport_New  14/12/2021 11:16 AM  Microsoft Excel Work...<br>CommodityCodeImport  7/12/2021 2:37 PM  Microsoft Excel Work...<br>CommodityCodesFile-Import  14/12/2021 11:18 AM  Microsoft Excel Work...<br>CW2238185_SIEMENS ENERGY PTY LTD_ price r...  14/12/2021 2:53 PM  Microsoft Word 97 - ...<br>export  11/11/2021 4:02 PM  Microsoft Excel Work...<br>JACOBS GROUP (AUSTRALIA) PTY LTD_price rev...  3/12/2021 2:59 PM  Microsoft Edge PDF...<br>Microsoft Teams  20/01/2022 10:45 AM  Shortcut<br>File name:  All files<br>Open  Cancel<br><br>OK  Cancel |
| 44. | You can add additional information as well if needed.<br><br>**Note**: Do not attach any insurance documents, you'll be receiving another email to submit insurance related documents. | ▼ 9  **Returning Documentation Checklist**<br><br>9.1  Please attach a Proforma Invoice (Sample Invoice)  ★ 📄 Agreement_LAB3_test.docx ⌄ Update file  Delete file<br><br>9.2  Any additional information which you would like to attach  ⓘ  Attach a file 💬⁺ |

| | |
|---|---|
| 45. Please carefully read the Reserving Right section as it pertains to timely payment of invoice. | **10 Reserving Right**     Less... ⊟<br><br>**AusNet Services reserves the right to make changes as necessary to the way we transact with our vendors.**<br><br>To facilitate timely payment of invoices, please note the following guidelines:<br><br>• ensure timely provision of a valid tax invoice once goods/services have been delivered<br>• note our 'No PO, No Pay' policy as Invoices without a valid PO number will be returned without processing<br>• clearly reference an AusNet Services provided Purchase Order number on your invoice<br>• AusNet Services' standard payment terms are 30 days from the end of the month<br>• Payment term will be calculated based on the date of invoice submission in Ariba<br>• for full details of terms and conditions, please see the separate Terms and Conditions. |
| 46. Click on drop down menu for declaration.<br><br>Select **Yes** to accept the Terms and Conditions. | ▼ 11 **Declaration**<br><br>11.1   I represent the supplier and accept the Terms and Conditions as attached   🖾 References⌄    \* [ Unspecified ⌄ ]<br>        Yes<br><br>(\*) indicates a required field     No<br>        **Unspecified**<br><br>[ Submit Entire Response ]   [ Save draft ]   Compo...   [ Excel Import ] |
| 47. If you have a separate contract with AusNet select "**Yes**", if not than select "**No**". | ▼ 11   **Declaration**<br><br>11.1   I represent the supplier and accept the Terms and Conditions as attached   🖾 References⌄     \* [ No ⌄ ]<br><br>11.2   I represent the supplier and Acknowledge that there is a separately agreed contract     \* [ Unspecified ⌄ ]<br><br>(\*) indicates a required field |
| 48. If you select "No" in both 11.1 & 11.2, then provide the justification for why you have selected "No" for both. | ▼ 11   **Declaration**<br><br>11.1   I represent the supplier and accept the Terms and Conditions as attached   🖾 References⌄     \* [ No ⌄ ]<br><br>11.2   I represent the supplier and Acknowledge that there is a separately agreed contract     \* [ No ⌄ ]<br><br>11.3   Please provide justification reason     \* [            ] |
| 49. Click on **references** to view and download the Terms &Conditions. | ▼ 11   **Declaration**<br><br>11.1   I represent the supplier and accept the Terms and Conditions as attached   🖾 References⌄     [ Yes ⌄ ]<br><br>         Reference Documents<br>(\*) indicates a required field<br><br>         📄 Terms and Conditions.pdf<br>[ Submit Entire Response ]   [ Save draft ]   Compose Mes...   Download all attachments |

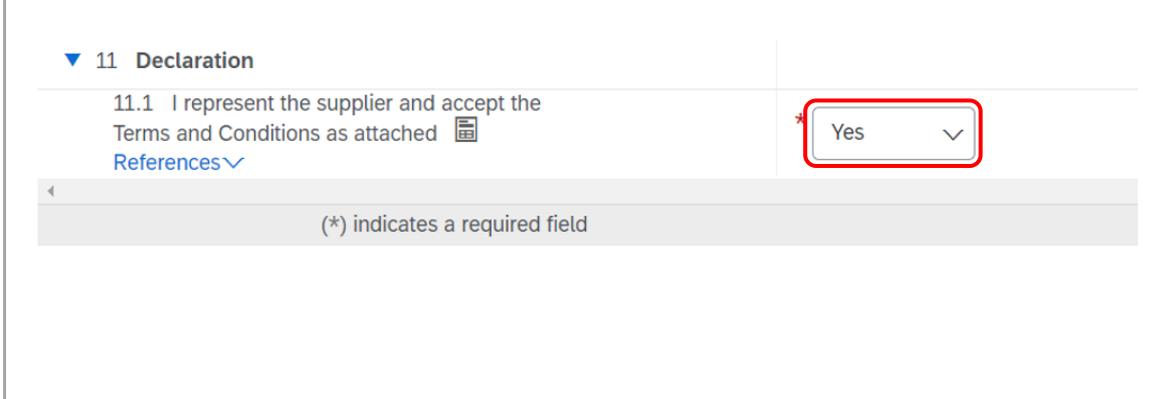| 50. Open file from the Ariba page itself.

Or

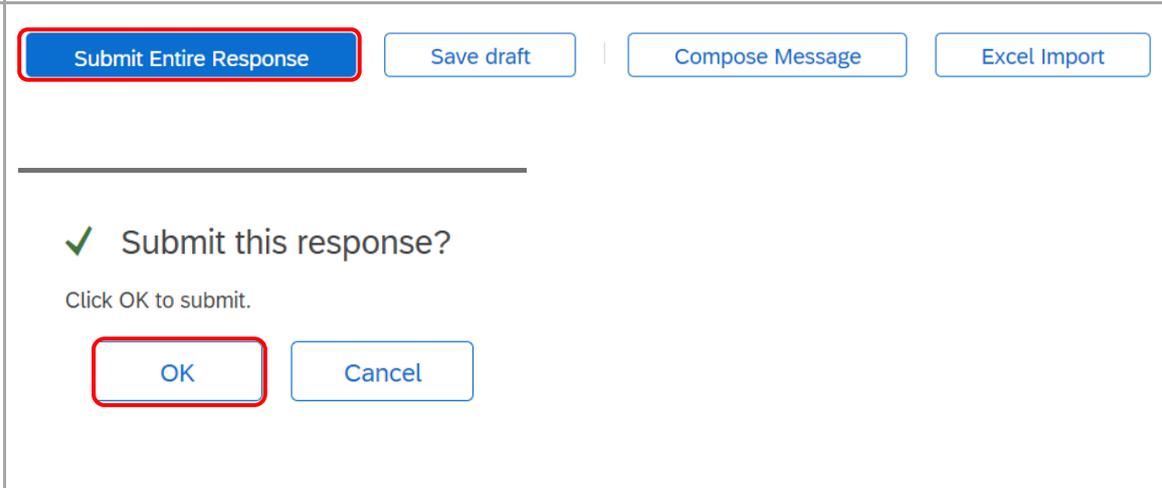Go to the download folder in your PC to open the Terms & Conditions pdf and read it carefully. |  |

| 51. Select "**Yes**".

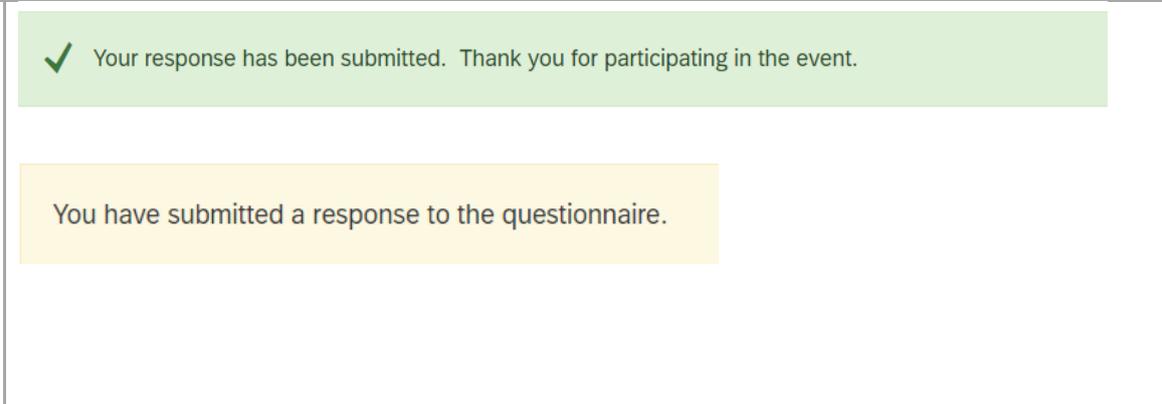**Note**: By selecting **Yes** here means you are abiding by AusNet's Terms & Conditions. | ▼ 11 **Declaration**

11.1 I represent the supplier and accept the Terms and Conditions as attached 📇
References ⌄

＊ Yes ⌄

(*) indicates a required field |

| 52. Click **Submit Entire Response**.

53. Select **OK** to submit the response. | **Submit Entire Response**   Save draft   Compose Message   Excel Import

✓ Submit this response?
Click OK to submit.

OK   Cancel |

| You have now successfully submitted the registration form.

**Note:** You will receive further questionnaires for insurances, check the next section for how to submit it. | ✓ Your response has been submitted.  Thank you for participating in the event.

You have submitted a response to the questionnaire. |

You will receive an email notification from AusNet once your registration is approved.

**Note**: You will need to be qualified in order to transact with AusNet. Approval of registration does not mean that you're qualified. It only means that you have moved to the qualification phase in AusNet onboarding process.

Approved: Supplier registration with AusNet Services Ltd - TEST

Ariba Administrator <no-reply@ansmtp.ariba.com>
To ○ e-buy vendors

↩ Reply    ⤺ Reply All    → Forward

Fri 21/01/2022 11:35 AM

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## AusNet Services Ltd - TEST

Hello Marie Stuart,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with AusNet Services Ltd - TEST.

Click Here

Sincerely,
AusNet Services Ltd - TEST

## 3. How to submit the insurance questionnaire.

| | |
|---|---|
| You will receive another email notification from AusNet once your registration is approved.<br><br>**How to Submit the questionnaire?**<br><br>1. Click on Submit questionnaire link provided in an email. | **Action needed: Complete questionnaire from AusNet Services Ltd - TEST**<br><br>KS Komal Singh <s4system-prod+ausnetservices-t.Doc3347422262@ansmtp.arib<br>To ● Komal Singh<br>Reply ‹ Reply All → Forward ···<br>Mon 31/01/2022 3:45 PM<br>ⓘ Follow up. Start by Monday, 31 January 2022. Due by Monday, 31 January 2022.<br><br>Hello Komal Singh,<br><br>AusNet Services Ltd - TEST has invited you to complete a questionnaire. This is required so EA TESTING 05 can do business with AusNet Services Ltd - TEST.<br><br>**Questionnaire Overview**<br>Questionnaire name: Questionnaire<br>Respond by: Tue, 01 Mar, 2022<br><br>Submit questionnaire<br><br>Best,<br><br>SAP Ariba team |
| 2. Login using your existing **username** and **password.** | **SAP** Ariba Proposals and Questionnaires ▾<br><br>**SAP Ariba** /\\\<br><br>Supplier Login<br><br>DSC-komal.singh@ausnetservices.com.au<br><br>Password<br><br>**Login**<br><br>Forgot Username or Password<br><br>Keep your business growing and on track<br><br>SAP Supplier Financing can address your working capital needs. With up to 100% in payment upon approval, it's simplifies the borrowing process. Available now on your supplier portal and for companies based in USA.<br><br>Learn More |
| **Provide details for Insurance Documents.**<br><br>3. Enter insurance Type.<br><br>4. Click on [📅] to select the insurance start and expiry date. | Ariba Sourcing ⋮⋮ Company Settings ▾ Komal Singh ▾ Feedback Help ▾ Messages ›<br>‹ Go back to AusNet Services Ltd - TEST Dashboard Desktop File Sync<br>Console ▤ Doc3347422262 - Questionnaire ⏱ Time remaining 28 days 03:49:13<br><br>Event Messages<br>Event Details All Content ▦<br>Response History<br>Response Team Name ↑<br><br>▼ Event Contents ▼ 1 Insurance Documents<br>All Content 1.1 Insurance Type ⓘ *[ ]<br>1 Insurance 1.2 Insurance start date *[ ][📅]<br>Documents 1.3 Insurance expiry date *[ ][📅]<br>2 Other Insurance 1.4 Attach Insurance Document ↓Attach a file<br>docu... ▼ 2 Other Insurance documents<br>2.1 Insurance Type [ ]<br>2.2 Insurance start date [ ][📅]<br>2.3 Insurance expiry date [ ][📅]<br>2.4 Attach Insurance document Attach a file ↶<br>(*) indicates a required field<br><br>**Submit Entire Response** Save draft ⋮ Compose Message Excel Import |
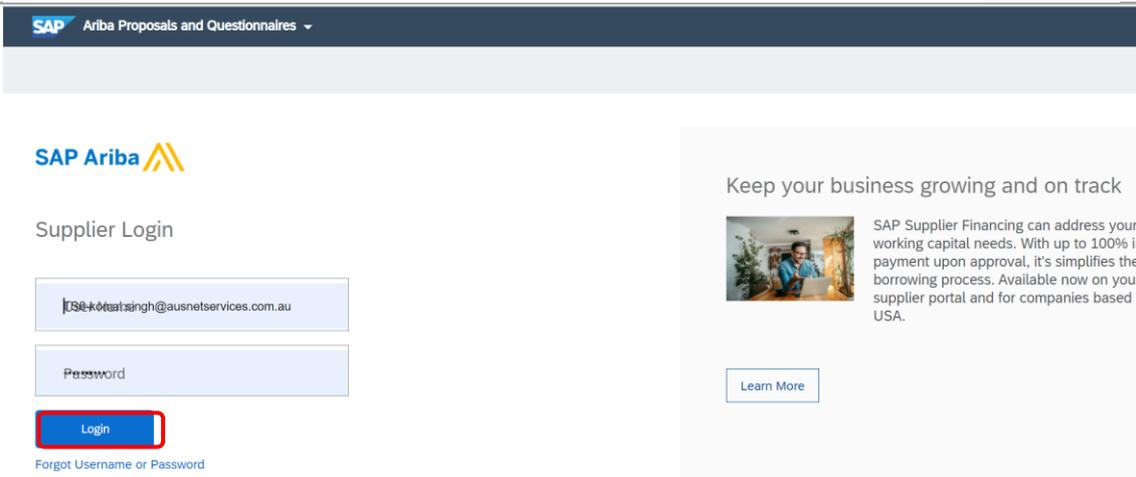
16

**5.** Click on **Attach a file** to attach the insurance document.

| | Doc3347422262 - Questionnaire | | Time remaining 28 days 03:44:01 |
|---|---|---|---|

All Content

| Name ↑ | |
|---|---|
| ▼ 1  **Insurance Documents** | |
| 1.1  Insurance Type  ⓘ | Business |
| 1.2  Insurance start date | Wed, 2 Feb, 2022 |
| 1.3  Insurance expiry date | Wed, 31 Aug, 2022 |
| 1.4  Attach Insurance Document | Attach a file |
| ▼ 2  **Other Insurance documents** | |
| 2.1  Insurance Type | |
| 2.2  Insurance start date | |

(*) indicates a required field

**6.** Click on **Choose file**.

Add Attachment                                    OK    Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: Choose File  No file chosen
Or drop file here

OK    Cancel

Komal Singh (TSE-komal.singh@ausnetservices.com.au) last visited 30 Jan 2022 8:25:59 PM  EA TESTING 05  AN11034985993-T
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**7.** Select the document from your PC (where it is saved among Desktop, Documents, and Downloads) and click Open.

| 8. | Click **Ok.** |  |
|---|---|---|
| **9.** | Provide details of other insurance related documents (if required) else click on **Submit Entire Response**. |  |
| 10. | Click **Ok** to Submit**.** |  |

You have now successfully submitted the **Qualification form**.

📋 Doc3347422262 - Questionnaire

✓ Your response has been submitted.  Thank you for participating in the event.