NAB SAP Business Network (Ariba)

Supplier Registration Guide

National Australia Bank Limited

v2.0 - October 2022

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Introduction



This Guide provides a step-by-step guide on how you, as a National Australia Bank supplier, can onboard to the SAP Ariba Network.

Click on the **number heading** below to go directly to the relevant section.



Note 1: Sourcing Event (RFx) via SAP Ariba

- You may receive the Invitation email as part of invitation to participate in NAB Sourcing Event.
- · For more information on RFX process in SAP ARIBA, refer to The NAB Ariba Network RFx Response Guide.

Note 2: NAB Third Party Assessments

- You may receive a request to complete 'Third Party Assessments' in **Archer Engage** platform, following your S2C Registration or as a periodic review of NAB Third Party Assessment. This is a separate system and requires different login details.
- For more information on this assessment, go to <u>www.nab.com.au/tprm</u>.

Domestic vs International Suppliers



NAB currently transacts differently depending if you are a Domestic and International Supplier:

- Most Domestic Suppliers, will complete both Source to Contract (S2C) and Procure to Pay (P2P) registration in SAP Ariba. A very
 small number may only complete S2C, NAB will advise you as you are being onboarded and we will provide you with further
 instructions on how to submit invoices for payment via our other procurement platforms.
- If you are an **International Supplier**, only complete the Source to Contract (S2C) registration and advise your NAB Sourcing representative. We will provide you with further instructions on how to submit invoices for payment via our other procurement platforms.

Definitions

Domestic Supplier

ALL payments are:

- In Australian dollar (\$AUD); and
- To an Australian bank account.

International Supplier

ANY payments are:

- In a **foreign currency** (i.e. other than \$AUD); **or**
- To a non-Australian bank account.



Accessing your SAP Ariba account

This will enable you to collaborate and transact with NAB via the SAP Ariba platform

1.

Accessing your SAP Ariba account



NAB SAP Ariba email invitation

You will receive an **email invitation from <u>Ariba</u>** to complete the Supplier Registration Questionnaire for NAB. Ensure you have checked your SPAM or Junk Folder if you are unable to locate the invite.

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Click on the link in the email message.

IMPORTANT

- Please check if your company already has an **existing** Ariba account.*
- NAB requires that the same Ariba account, identified by the Ariba Network ID (ANID), is used for S2C and P2P registration (i.e. same account to be used to respond to sourcing events and to receive PO and invoicing). Therefore, confirm with your Accounts Receivable, Finance or Administration teams.
- **Do not forward this email** it is linked to your email address only.
- NAB recommends you use a generic email address / shared mailbox accessible by more than one person to prevent loss of data / logon access when a staff member leaves the company.
- If you believe another person in your organisation should be the one completing the supplier registration and respond to RFx, provide their contact details to <u>NAB Supplier Enablement Team</u>, who can re-send the email invitation to the correct contact person.
- Do not reply to this email direct your registration enquiries to
- NAB Supplier Enablement Team.

You can use the highlighted **keywords** to find the email in your inbox.

[Action required] Register as a supplier with National Australia Bank Limited

<s4system-prod+sourceline-T.Doc3502114485@ansmtp.ariba.com>

Hello NAB Supplier

We, National Australia Bank Limited invite you to participate in a sourcing event Supplier registration questionnaire via Ariba Network. The event starts on Thursday, 19 May 2022 at 18:04, Pacific Daylight Time and ends on Monday, 18 July 2022 at 18:04, Pacific Daylight Time.

To participate in or decline the event, you must either register your organisation onto the National Australia Bank Limited Ariba network or log in using your existing Ariba account with your username and password via this event link <u>Click Here</u>.

NOTE: This link is only valid for 30 days. If you're new to Ariba, please make sure to register before the link expires. After you've registered you can no longer use this link.

For any enquires about the event, the registration process or to retrigger the event link, please contact Project Owner via e-mail

We look forward to working with you!

Thanks, National Australia Bank Limited

* For further information, refer to SAP Ariba Help Center – How do I search for other existing accounts and administrators my company has?

Accessing your SAP Ariba account



NAB SAP Ariba email invitation

- On the landing page
- Click **Log in**, if your organisation has an existing Ariba account.
- Click Sign up, if your organisation is new to the Ariba Network.*

(i) TIPS

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If you forget your username or password, you can click on Log In, and then on **Supplier Login** page (as below), click on **Forgot Username or Password**

Ariba Proposals and Questionnaires 🖉
Welcome, NAB Supplier TEST
Have a question? Click here to see a Quick Start guide.
Sign up as a supplier with National Australia Bank Limited - TEST on SAP Ariba.
National Australia Bank Limited - TEST uses SAP Ariba to manage procurement activities.
Create an SAP Ariba supplier account and manage your response to procurement activities required by National Australia Bank Limited - TEST.
Already have an account?
About Ariba Network
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:
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 Ariba Network solution Review pending sourcing events for multiple buyers with one login Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities
Moving to the Ariba Network allows you to log into a single location to manage:
All your Arlba customer relationships All your event actions, tasks and transactions Your profile information All your registration activities Your contact and user administrative tasks

SAP Ariba Proposals and Questionnaires -			早 ⑦
SAP Ariba 📉	Dow	wnload the s	SAP Business Network Supplier
Supplier Login	Mob	bile App	Stay connected with your customers and manage key documents wherever you are. With
User Name			the power of SAP Business Network in your pocket, you can flip POs, create documents, respond to leads, and more. Get the app today!
Password	Lear	arn More	
Forgot Username or Password			• • • • •

i) IMPORTANT

- To successfully login to your organisation's existing Ariba account, ensure you have been added as a **user** to this account with **Proposals & Contracts Access** permission.
- For assistance on access permission, contact **your organisation's** Ariba account **administrator**.
- Username is case sensitive and formatted like an email, but may not be your actual email address.

Continue to next slide if you need to create a new account. Otherwise, skip to <u>S2C registration - Questionnaire</u>.

Creating new Ariba account



New Ariba account registration

If you choose the **Sign up** option, you will be taken through the 3-step Ariba account registration process:

Company Information

If your company has more than one office, enter the head office location.

User account information

- By default, you will be assigned as the Ariba account administrator. The role can be transferred to another user at later date.
- Your username can be different to your email address. If so, untick **Use my email as my username**.
- In the **Email orders to** field, nominate a central email address where orders will be sent to.
- Use a group email address / shared mailbox to prevent loss of data / logon access when a staff member leaves the company.

Tell us more about your business

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• Picking the best Product and Service Categories helps customers find you in Ariba Network.

Once you have completed all the **mandatory fields** (*) and acknowledge acceptance of **Terms of Use** and **SAP Business Network Privacy Statement**, click on **Create account and continue**.

Create account			Create account and continue Ca
Hirst, create an SAP Ariba supplier account, i	then complete questionnaires required by National Australia	Bank Limited - TEST.	
Company information			
I		Indicates a required field	
Company Name:*	NAB Test Supplier Inc.		
Country/Region:*	Australia (AUS)	If your company has more than one office, enter the main office address. You can enter more addresses such as your shinning address billing address or other addresses later in your company profile.	
Address:*	1 Queen St	ann an Ioni, nubhrið nanistrar ninnið nenistra o ninsi nenistrara mins u Joni onuhnuð blauist	
	Line 2		
City:*	Melbourne		
State:*	Victoria [AU-VIC]		
Postal Code:*	3000		
User account information			
Newsystem		 Indicates a required field SAP Business Network Privacy Statement 	
Fmail:*	Jane Doe		
	Use my email as my username		
Username:*	test_nab.com.au	Must be in email format(e.g.john@newco.com)	
Password:*	Enter Password	Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.	
	Repeat Password		
Language:	English V	The language used when Ariba sends you configurable notifications. This is different than your web	
5 5		D	
Email orders to:*	test_test@nab.com.au	your organization, create a distribution list and enter the email address here. You can change this anytime.	
Tell us more about your busine	255		
,			
Product and Service Categorie	Enter Product and Service Categories	Add -or- Browse	
Ship-to or Service Location	Enter Ship-to or Service Location	Add -or- Browse	
ABN Numb	er: Optional	Enter your 11 digit Australian Business Number (ABN).	
DUNS Numbe	ar: Optional	Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. \widehat{O}	
I have read and agree to the Terms of Use	ke parts of my (company) information accessible to other users and the public	ic based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the	

Creating new Ariba account



New Ariba account registration



If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery[™] (Leads)
- Ariba Sourcing[™] (Proposals)
- Ariba Contract Management[™] (Contracts)
- Ariba[®] Network (Orders & Invoices)

Once the Ariba account is successfully created, you will receive a notification email '**Welcome to the Ariba Commerce Cloud**'

(i) IMPORTANT

Please note for your reference:

- Your organisation's Account ID (also called ANID)
- Your Username (this is the Ariba Administrator username)

You can now access Ariba Network at supplier.ariba.com



S2C Registration

The Source to Contract (S2C) module will allow you to participate in

- sourcing events
- contract agreement renewals, amendments



Accessing the Supplier Registration Questionnaire

Prerequisites:

- You have Proposals & Contracts Access permission for the Ariba account.
- Your organisation has received NAB SAP Ariba email invitation, which has been actioned.
- You are on **Ariba Proposals and Questionnaires** (also called Ariba Sourcing) Supplier Login page. If not, click on the drop down▼ to switch to the correct page.



If you are logging in directly from the NAB SAP Ariba email invitation, skip to <u>S2C Registration - Questionnaire</u>.



Accessing the Supplier Registration Questionnaire



Ensure that you are on the correct page:

• On the **upper-left** corner, it's showing **Ariba Proposals and Questionnaires.** If not, click on the drop down▼ to switch to the correct page.

$\mathbf{SAP}^{\mathbf{F}}$ Ariba Proposals and Questionnaires \mathbf{J}	Standard Account Get enterprise account TEST MODE		E ? ? 🤊
NATIONAL AUSTRALIA BANK LIMITED	COMPANY 1 COMPANY 2	COMPANY 3	Jane Doe @nab.com.au
There are no matched postings.	Welcome to the Ariba Spend Management site. This site assists in cost. Ariba, Inc. administers this site in an effort to ensure market in	identifying world class suppliers who are market leade ttegrity.	ers My Account Link User IDs Contact Administrator
	Events	Event Turen De	NAB Test Supplier Inc. ANID: AN 12345678912
		No items	Settings >
	Risk Assessments		Logout
	Title ID End Time ↓	Event Type	
Г	Registration Questionnaires	No lens	
	Title Status: Open (1)	ID End Time ↓	Status
	Supplier registration questionnaire	Doc3610241253 15/7/6105 15:	33 Registered
-	Qualification Questionnaires		



TIPS You can check your ANID (Ariba Network ID) by clicking on your initials on the upper-right corner.

In the Registration Questionnaires section, you will find the Supplier registration questionnaire.

- SAP Ariba will not share any information you provide to NAB in this questionnaire to other buyer companies in your Ariba account.
 - Therefore, you need to complete this registration questionnaire for each company that you are interacting with in the Ariba Network.

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If you are invited to an RFx event, you will also see a RFx questionnaire under the Events section.



Supplier Registration Questionnaire – Key requirements

General Information

•

- Supplier Full Legal Entity Name & Other names/also known for operating under: Max. 35 characters; if the name is over the character limitation:
 - abbreviations are acceptable;
 - Pty. Ltd. can be removed; and
 - Australia is to be abbreviated to Aust.
- Do not use any special characters, including bullet points.
- **Corporate Address:** Ensure address is the same as the remittance address on the invoices.
- **Document(s) required:** Certificate of Incorporation.
 - For Domestic[^] sole trader or partnership, provide a PDF of Australian Business Register (ABR) record.
 - For International[^] sole trader or partnership, provide a PDF from your local register.

Financial information

- Do you have an Australian Business Number (ABN)
 - For Domestic Supplier[^], answer Yes and provide ABN (mandatory for Domestic supplier)
 - For International Supplier[^], answer No and provide Other Regional Tax Number (mandatory for International supplier)

Directors and Ownership

- Do not use non-standard characters (i.e. anything that cannot be typed using an English keyboard, e.g. bullet points)
- Avoid copy and paste from other sources as it often causes error.



iNOTES

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- Fields with red asterisk (*) are mandatory and will need to be completed before you can **Submit Entire Response**.
- ^ For NAB definition of Domestic and International supplier, refer to <u>Domestic vs International supplier</u>.

Corporate Social Responsibilities

Consent to Provide Bank Information

- Would you like to provide your Bank Account and other details?
 - For **Domestic** Supplier[^], answer **Yes** and provide details.
 - For International Supplier[^], answer No.
- Bank Name: Max. 60 characters.
- Account/Beneficiary Name: Max. 40 characters.
- **BSB Number:** 6-digit BSB Code without spaces or hyphens.
- Bank Account Number: No hyphens or spaces.
- Payment Method: Electronic/Wire
- Document(s) required: Evidence of bank account ownership; for example, bank statement, bank letter or Finance / Accounts Payable team attestation.

This information is used by NAB for invoice payment.

Ensure the information provided is accurate and consistent with the <u>Remittance Details in your Ariba account</u>.

Completing the Supplier Registration Questionnaire

If you are logging in directly from the NAB SAP Ariba email invitation, you will be directed to this screen.

4

	Ariba Sourcir	Ŋġ		👥 Company Settings 🕶 Jane Doe 🕶 Feedback Help 🕶
ou can view the	Go back to National Australia Ban	k Limited - TEST Dashboard		Desktop File Sync
uestionnaire	Console	Doc3547328768 - Supplier registration questionnaire		D ^{Time remaining} 58 days 05:45:55
ontent from the	Event Messages Event Details	All Content		
	Response Team	Name 1		
nd complete the		▼ 1 General Information		
ctions in any	▼ Event Contents	1.1 Supplier Full Legal Entity Name	* NAB Test Supplier Inc.	
der 👘 👩	All Content	1.2 Other names/also known or operating under		
4	1 General Information		*Show More Street: 1 Queen St	U House Number:
	2 Financial Information		Street 2:	0
	3 Directors and Ownership	1.3. Corrorate Address	Street 3:	•
	4 Sustainability Princ		District:	(i)
5 Corporate Social Res		(*) indicates a required field		•
	6 Consent to Provide B	Submit Entire Response Save draft Compose Mess	age Excel Import	





If additional time is equired, contact <u>NAB</u> upplier Enablement eam

i) TIPS

lue grid enables you to xport (Excel) a record of his information.

- Submit Entire Response: Registration Questionnaire has had all mandatory fields (*) completed and form is ready to submit.
- Save draft: Enables you to save your draft answers and return to the questionnaire later.
- Excel Import: Enables you to import the spreadsheet containing your responses back into the questionnaire. Refer to SAP Help Portal for further information on this functionality.
- Ensure you have met all the key requirements and click **Submit Entire Response** prior to the event close time.
- If you need to revise your response after submission, go to <u>Amending Supplier Registration Questionnaire Response</u>.
- Once your S2C registration is approved, you will receive a SAP Ariba email confirming the registration approval.



Amending Supplier Registration Questionnaire response

Once you have submitted your initial response and your registration is approved, or NAB has requested additional information, you can revise your response. To do this:



Access your Supplier Registration Questionnaire:

- Login to your Ariba account Ariba Sourcing
- Go to Ariba Proposals and Questionnaires.
- Under the **Registration Questionnaire** section, find the Supplier Registration Questionnaire.



If you have inadvertently answered **Yes** to the question '**Would you like to provide your Bank Account and other details?'** and submitted the questionnaire, you will no longer able to change the answer to **No**.

Replace your **bank account details** with the following **dummy details**:

6.5.1.1 Bank ID	: [0001] Bank 1
6.5.1.2 Account Type	: Domestic
6.5.1.3 Bank Country	: Australia [AU]
6.5.1.5 Bank Name	: Australian dummy banking
6.5.1.6 Account/Beneficiary Name	: National Australia Bank Ltd
6.5.1.7 BSB Number	: 083045
6.5.1.9 Bank Account Number	: 567660579
6.5.1.11 Please provide copy of bank statemer	it for reference: Attach document
6.5.1.12 Payment Method	: Electronic/Wire [E]
6.5.1.13 Payment Currency	: AUD

* For 6.5.1.11: as it is a mandatory field, you are required to attach a dummy document to enable the form to be submitted.

Ariba Sourcin	g	Company Settings ▼ Jane Doe ▼ Feedback Help ▼ Messages
< Go back to National Australia Bank	Limited - TEST Dashboard	Desktop File Sync
Console		
Event Messages Event Details	You have submitted a response for this event. Thank you for participating.	Click on Revise Response
Response History Response Team	2	Revise Response 0
▼ Event Contents	All Content	
All Content	Name †	
1 General Information	▼ 1 General Information	A
2 Financial	1.1 Supplier Full Legal Entity Name	NAB Test Supplier Inc.
Information	1.2 Other names/also known or operating under	Test Registration Questionnaire
3 Directors and		Show More
Ownership		Street: 1 Queen (i) House Number: (i)
4 Sustainability Princ		St.
1 HIGH		Street 2: (i)
5 Corporate Social Res	10 Commente Address	Sucet 5. (1) →
6 Consent to Provide B	Compose Message	



International* suppliers and a very small number of Domestic* suppliers will not need to complete this step – the NAB Supplier Enablement Team will advise you

P2P Registration

The Procure to Pay (P2P) module will allow you to

- receive purchase orders
- submit invoices and receive payments

Accepting Trading Relationship Request

Prerequisites:

- You have completed the <u>S2C Registration for NAB</u>.
- You are the Administrator of the Ariba account you used for <u>S2C Registration</u>.
- You will receive a **customer's trading relationship request** from <u>Ariba</u> (ordersender-prod@ansmtp.ariba.com) to complete the P2P Registration on <u>Enterprise account</u>.
 - Ensure you have also checked your SPAM or Junk Folder.
 - Click on the link in the email message.
 - Login to your Ariba account.

i note

NAB has chosen to cover Ariba Network **Enterprise** account fees for your transactions with us. This will allow you to use Ariba Network in connection with NAB at no extra cost.

If you chose to be registered on a Standard account, contact <u>NAB P2P Helpdesk</u> and refer to <u>Supplier Standard Account Information Pack & FAQs</u> for onboarding instructions.

* Fees may apply if a supplier opt for extra services or transact with other buying organisations other than NAB on the Ariba Network.



SAP Ariba /



To COMPANY NAME,

Message from National Australia Bank Limited

NAB have partnered with SAP Ariba to streamline our procurement processes. In the future, all RFx and tender documentation, PO (Purchase Orders) and INV (Invoices) will be transmitted via the Ariba Network.

Below is your company's invitation to join the Ariba Network and participate in this initiative. You'll get access to the Ariba Network **without** any fees associated with NAB transactions.

We value your relationship as a key supplier to our business and thank you in advance for complying with this request and ask if you could action within 5 days of receiving this invitation. Important details regarding Ariba Network continue below.

Sincerely,

NAB Supplier Enablement Team

Message from the Ariba Network

ACTION REQUIRED

→ Accept your customer's trading relationship request

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

HAVE ANY MORE QUESTIONS?

- For instructions and online demonstrations provided by your customer, visit the Supplier Information Portal.
- For general questions about the Ariba Network, visit <u>SAP Ariba Supplier Support</u>.

Sincerely, The Ariba Network Team https://www.ariba.com



Navigating Enablement Tasks

Prerequisites:

- You have received the Trading Relationship Request for NAB.
- You are the **Administrator** of the Ariba account.
- On the **upper-left** corner, it is showing **Ariba Network** (also called Business Network). If not, click on the drop down **v** to switch to the correct page.
- If you have multiple customers in your account, ensure National Australia Bank Limited is selected.



* To change your account configuration, click on your initials on the upper-right corner > Settings > Customer Relationships.

Configure Purchase Order and Invoice routing methods and notifications

Go through each of the sections and select your preferred **routing method** and **system notifications**.

- Ensure you select the option to receive notifications for undeliverable **order** and **invoice**.
- Provide an **email address** in each of the required fields.
- Click on **Save** once you finish updating each section.

Electronic Order Routing



(i) TIPS

- Setup a distribution list such as orders@yourcompany.com for email routings.
- You can also access these **Network Settings** by clicking on your initials on the upper-right corner, and then **Settings**.

etwork Settings			2	Sav 2	Electronic In	voice Routing			
Electronic Order Routing	nic Invoice Routing Settlement Data Deletion Crite	ria	Electronic Order Routing	ectronic Invoice	5ettlement Data Deletion Criteria				
Non-Catalog Orders with Part	Numbers		General Tax Invoic Capabilities & Preference	Routing					
Process non-catalog orders a	s catalog orders if part numbers are entered manually		Sending Method						
Status Update Request Notific	cations		Document Type	Routing Method	Option	ns			
Do not send status updates for	or inbound documents in pending queue		Invoices	Online 🧹	Retu	m to this site to create invoices		C	• / D • ···· ! •• • • •
New Orders			Customer Invoices	Online 🗸	Save	e in my online inbox	- 3	Settlemen	t / Remittand
Document Type	Routing Method	Options							
		Email address:	Notifications			Electronic Order Routing Electronic Invol	Deletion Criteria		
		Attach cXML document	Туре	Send notif	ications when	* Indicates a required field	Settlement		
Catalog Orders without Attachments	Email 🗸	Include document in the	Invoice	Send	a notification when invoices are received or updated.	Set up early payments auto-acceptance rul			
		all orders with attachme		Send	a notification when invoices are undeliverable or rejected.	EFT/Check Remittances			
		Attach PDF document in	Invoice Failure	•		Address †	City State	CountryiRegion	Default
			Invoice Status Change	Send	a notification when invoice statuses change.			No items	
Notifications						Le Edit Delete	Create		
Type	Send notifications when	To	email addresses (one require	d)		Natifications			
	Send a notification when orders a	e undeliverable.		-/		Noulications			
Order	V					Туре	Send notifications when		To email addresses (one required)
	Send a notification when a new co existing order is received.	llaboration request against an				Payment Profile	Send a notification when remittance addresse	and payment profiles are changed.	
	Send notification for new purc	hase orders to suppliers.				Payment Remittance	Send a notification when payment remittances	are undeliverable or their statuses changed.	
							Send a notification when payment remittances	or payment plans are received.	
	Send notification to suppliers	when purchase orders are changed.				Payment Remittance for Virtual Card	send a notification when payment remittances	with virtual calfd are received.	-
	Send a notification when purchas	e order inquiries are received.				Payment Remittance Status Updates	Send a notification only when a payment remi	tance status changes to paid.	-
Purchase Order Inquiry	Send a notification when purchase undeliverable.	* order inquiries are					Send a notification only when a payment remain	sence sterus changes to failed.	
	Send a notification when time she	ets are undeliverable.	1						

Continue to next slide to configure your Bank Account Details

Configure Payment Method and Bank Account details



i TIPS

 You can also access the Settlement settings, by clicking on your initials on the upper-right corner > Settings > Network Settings > Remittance

Network Settings				Save	se
Electronic Order Routing Electronic View Routing Electronic View Revealed Set up early payments auto-accept EFT/Check Remittances	tance rule	nt Data Deletion Criteria			On the Settlement page under EFT/Check Remittances section:
Address 1	City	State	Country/Region	Default	company remittance information;
Edit Delete	e Create		No items		 Or Click Edit if you need to change or add to existing information.

Create Remittance Address / Paym	ent Info OK Cancel
Add a remittance address. Indicate your preferred pay information carefully, since customers use it to send y	ment method for the new address. Then, enter information for customers about payment methods you support. Review yo you payments.
> Do not enter personal bank account information	I. Enter only corporate bank details.
* Indicates a required field	
Remittance Address	
Address 1:*	
Address 2:	
City:*	
State:*	Select V
	! Required field
Postal Code:*	
Country/Region:*	Australia [AUS]
Contact:	Select contact V
	Make this address default
	Factoring Service (i)

If creating a **new** remittance information:

- **Remittance Address:** Complete all the required fields (*). Select a default remittance address that will pre-populate on your invoices.
- Ensure this is the same as the address you provided in <u>Supplier</u> <u>Registration Questionnaire</u>.
- **Contact:** The contact information provided will replace your company's name in the Remit-to address on invoices.

Configure Payment Method and Bank Account details

Remittance ID Assignment	
Customer 1	Remittance ID
National Australia Bank Limited - TEST	
Include Bank Account Information in invoices.	
Payment Methods	
Preferred Payment Method: View View View View View View View View	



- Remittance ID Assignment: If you have more than one bank account, contact <u>P2P Helpdesk</u> to obtain Remittance ID. Otherwise, you can leave it blank.
- Include Bank Account Information in invoices: Yes, required for invoices to NAB.
- **Preferred Payment Method:** Select **Direct Deposit** from the drop-down options.

Provide bank details information under **ACH** or **Wire Transfer**.

- Account Name: Enter account name.
- Account Number: No hyphens or spaces.
- **Bank ID:** Select 'ABA Routing Number' and enter your 6-digit **BSB Code** without spaces or hyphens.
- ABA (US Bank Only): For Australian bank, enter your 6-digit BSB Code without spaces or hyphens.
- Bank Name: Enter bank name.
- **Country/Regions:** Select Australia [AUS]. Ensure this is completed to avoid system error.
- **Bank Phone:** Ensure this is completed to avoid system error.

This information will appear on your invoice.

Ensure the information provided is accurate and consistent with the <u>Supplier Registration Questionnaire</u>.

eneficiary Bank			Corresponding Bank	
Account Name:			Account Name:	
Account #:			Account #:	
Confirm Account #:			Confirm Account #:	
Account Type:	Select account type \checkmark		Account Type:	Select account type \checkmark
Select bank id \checkmark :			Select bank id \checkmark :	
Select bank id			Confirm Bank Id:	
ABA Routing Number]	Bank Name:	
SWIFT Code			Branch Name:	
Address 1:			Address 1:	
Address 2:			Address 2:	
City:			City:	
State:	Select ~		State:	Select 🗸
Postal Code:			Postal Code:	
Country/Region:	Australia [AUS]	\sim	Country/Region:	Australia [AUS]
Bank Phone:	Country Area Number		Bank Phone:	Country Area Number



Updating Bank Account details

There are times when you may need to update your bank details. To do this:



2

3

Update the Bank Information in <u>Supplier Registration Questionnaire (within the Ariba Proposals and Questionnaire)</u> – This is the information that NAB will use for payment.

Notify P2P Helpdesk – Notification is required **prior** to invoicing with a new bank account.

Update the Bank Details in your Ariba Business Network profile – This is the information that will appear on your invoice.

You are now ready to transact with NAB via SAP Ariba Network. To learn more about PO and invoicing, refer to <u>National Australia Bank – Supplier Guide.</u>

Help and Support



	QUERY	SOURCE
National Australia Bank	 Introduction to the Ariba Network Standard Account Information Training Guides/Videos 	<u>National Australia Bank (NAB) Ariba Network - Supplier</u> Information Portal
	 Support required for orders or paying invoices Invoice payment queries Purchase order queries 	P2P Helpdesk Email: p2p@acctpay.nab.com.au Telephone: 1300 880 359 International: +61 3 7035 7577
	 Queries/issues regarding supplier registration process Source to Contract and Procure to Pay registration process User access issues relating to registration questionnaires 	NAB Supplier Enablement Team Email: <u>supplier.enablement.team@nab.com.au</u>
SAP Ariba	Call Centre	Australia: 1800 081 923 (toll-free) Australia, New Zealand & Asia: +65 6311 4745
	Set up your accountRespond to an RFP/RFI	<u>Ariba Network for Suppliers: Smart Selling and</u> <u>Fulfillment SAP Ariba</u>
	Ariba Supplier Enablement Inquiry	<u>National Australia Bank Limited - Enablement Inquiry</u> (ariba.com)
	Supplier training recording	Ariba Network Supplier Training for National Australia Bank Suppliers





What is SAP Ariba?



NAB has chosen to partner with SAP Ariba, a global leader in the procurement industry, to manage its sourcing and procurement and to collaborate with its suppliers.

SAP Ariba is a cloud based digital global marketplace that connects more than 6 million companies around the world. It allows buyers and sellers to collaborate and transact electronically, delivering greater efficiencies.



Key benefits for suppliers using SAP Ariba

Transparency	All related purchasing documents will be in one place, making it easier to monitor orders, invoices and payments	
Security	Exchange of documents occurs in a secure environment.	
Efficiency	All collaboration occurs via the Ariba Network providing a streamlined process and quicker response times.	
Integration	The Ariba Network enables seamless integration for high transaction suppliers.	
Unlock Opportunities	Suppliers can gain access to a global marketplace.	

SAP Business Network Accounts

Enterprise vs Standard



SAP Ariba offers two types of SAP Business Network accounts for suppliers and NAB has chosen to cover SAP Business Network **Enterprise** account fees.

This will allow you to use Ariba Network in connection with NAB at no extra cost*.

* Fees may apply if a supplier opt for extra services or transact with other buying organisations other than NAB on the Ariba Network. For more information, visit <u>SAP Business Network Accounts and Pricing</u>.

	STANDARD ACCOUNT	ENTERPRISE ACCOUNT	
FULFILLMENT			
Orders and invoices	 Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices Check invoice status and create non-PO invoices, if supported by your customer 	 ✓ Skip the emails. Get and manage orders and invoices all on Ariba Network. ✓ Use CSV uploads to manage large documents. 	
≓ Catalogs	 Publish catalogs that detail your products and services * 	✓ Publish catalogs that detail your products and services	
Notegration		✓ Integrate with your backend systems through CXML or EDI	
Legal Archive		 ✓ Access to long-term invoice archiving (regional restrictions apply) 	
Reporting		✓ Get reports to track transactions and sales activities	
Support	Help Center	✓ Help Center, phone, chat, and web form	
Fees	Free	Based on usage	
	*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.		
SELLING	By the way, you can use these with any account.		
* Ariba Discovery	 Join our business matchmaking service to get high quality sales leads. Fees may apply 		
Sourcing, Contract Management	 Attract potential customers with your profile and get invited to auctions and other events. 		