


Supplier Fact Sheet


MyProcure / SAP Ariba Light Account



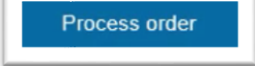
Getting started - How to respond to a sourcing/tender event

1. Select **Click Here** on the email invitation 
2. Either:
 - a. **Login to your SAP Ariba Light Account** if you have previously Registered
 - b. **If you haven't previously Registered**, click **Register** and enter your **Company** details. **Read and Accept** terms of use and click **Register**.

Note, only one registration is needed for each company, so please check if your business already has a SAP Ariba Light Account to avoid duplicate registrations.

3. Locate the sourcing/tender event by clicking on dial pad icon  at the top of the page and select **Go to my Proposals**.
4. See detailed instructions on responding here: <https://uex.ariba.com/auc/node/99965>

Getting started - View a purchase order or create an invoice

1. Click **Process Order** in the email 
2. Either:
 - a. **Login to your SAP Ariba Light Account** if you have previously **Registered**
 - b. **If you haven't previously Registered**, click **Register** and enter your **Company** details. **Read and Accept** terms of use and click **Register**

Note, only one registration is needed for each company, so please check if your business already has a SAP Ariba Light Account to avoid duplicate registrations.

- c. **You can also view the Purchase Order** by opening the attachment in the email if you prefer not to Register.
3. See detailed instructions on creating an invoice (or partial invoice) here: <https://uex.ariba.com/auc/node/79096>

Where to get help

1. The **Ariba Network Help Centre** is keyword responsive and filters answers to questions based on the activity you are operating in. <https://support.ariba.com/help>
2. The **Ariba User Community and Learning Centre** <https://uex.ariba.com/auc/front> have an array of tutorials and answers to FAQs for those already logged in.
3. **Supplier Information Portal** can be accessed in your SAP Ariba Light Account:
Company Settings > Customer Relationships > click on the Planning and Environment Supplier Information Portal link.
4. **For level one functional support** on the Ariba Network or **questions about Planning & Environment's purchasing and payment processes**, please email MyProcure@planning.nsw.gov.au or call 02 9274 6232 during business hours.
6. **For technical support** you can contact the Ariba Support Centre and they will call you back <https://uex.ariba.com/auc/support-center/email-webform?channel=callme>