


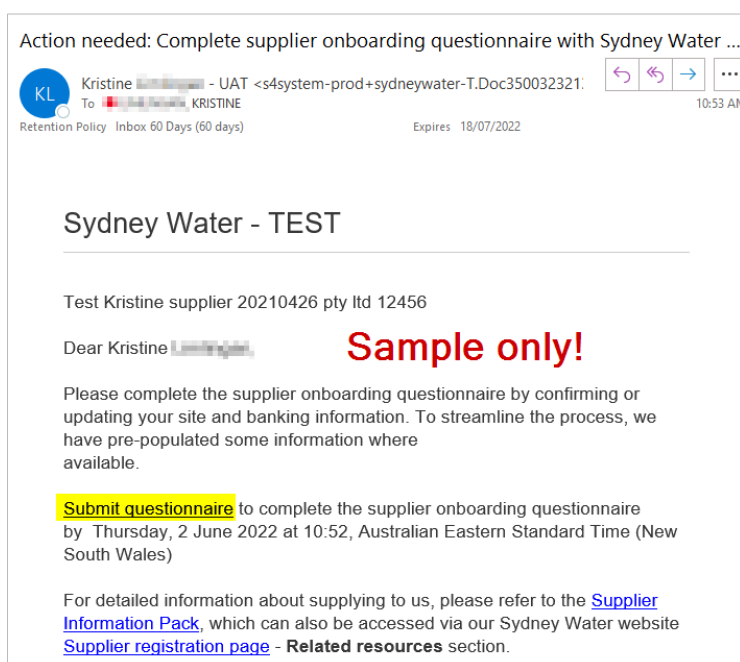
Completing our Onboarding Questionnaire

Suppliers who are successfully awarded work need to complete the Onboarding Questionnaire to confirm banking and transactional details.

	<p>As your organisation's nominated supplier contact, follow this guide to action the Onboarding Questionnaire <u>via invitation email</u>.</p> <p>Related Sydney Water guides:</p> <p>Accessing supplier questionnaires and sourcing opportunities - If you have submitted a response to a Sydney Water supplier questionnaire / sourcing opportunity in the past, you may follow this guide to access the prequalification questionnaire/s.</p> <p>Responding to supplier questionnaires and sourcing opportunities</p>
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1. Action the onboarding questionnaire invitation email

When we are ready to engage you as a supplier, for instance, you have been awarded work through a sourcing process or you are part of a supplier panel, you, as the nominated supplier contact will receive an Ariba-generated invitation email. Click the link **Submit questionnaire** and refer to [Logging in or signing up to SAP Ariba](#) on how to action the email.



2. Open the Onboarding Questionnaire

Under **Questionnaires**, click **Onboarding Questionnaire**.

SAPAriba Proposals and QuestionnairesStandard AccountGet enterprise accountTEST MODE

SYDNEY WATER - TEST

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
▶ Status: Completed (2)				
▶ Status: Open (2)				

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (3)					
Onboarding Questionnaire	Doc3731730809	27/11/6105 14:43	(no value)	(no value)	Approved
Prequalification Questionnaire Section 2 v2.0	Doc3731730793	15/11/2022 11:25	(no value)	(no value)	Not Responded
Prequalification Questionnaire Section 1 v2.0	Doc3731445564	15/11/2022 11:25	(no value)	(no value)	Not Responded

3. Respond to the Onboarding Questionnaire

To be able to transact with you as a supplier, we require your transactional and banking information.

Ariba SourcingHelp

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Response History
Response Team

▼ Event Contents

All Content

All Content

1 General Supplier Information

2 Transaction Information

3 Bank Information

Add Bank Information (1)

(*) indicates a required field

3.1 General Supplier Information

Provide appropriate responses.

Ariba Sourcing

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3 Bank Information

All Content

1 General Supplier Information

1.1

Sydney Water has moved to the Ariba Network for purchasing to help drive compliance, process efficiency and collaboration with our suppliers. As part of this initiative, we are encouraging our suppliers to send and receive transactional documents including POs and Invoices over the Ariba Network. Benefits for your organization include:

- Automated invoice to Purchase Order matching reducing delays in invoice processing.
- Real-time view of invoice and payment status.
- Report against and archive your orders, invoices and other transactions.
- Greater wallet and market share through use of online catalogs and potential new business opportunities through visibility to other buying organizations on the Ariba Network.

Please refer to the URL below for further details.
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

Where an attachment is requested, we can only accept one document per question. If you want to attach multiple documents, please consolidate them into one file. All file types are accepted except ".EXE".

1.2 Are you willing and able to transmit and receive traditional Procurement and Accounts Payables documents, such as Purchase Orders, Order Confirmations, Advance Shipment Notifications and Invoices, electronically via the Ariba Network?

1.3 Are you willing and able to provide electronic catalog content via the Ariba Network?

1.4 Are you open to transacting with us using Recipient Created Tax Invoices?

3.2 Transaction Information

For **Email address for purchase orders**, provide the recipient of Sydney Water purchase orders.

Recommendation:

- Provide a group email address
- Whitelist Ariba email address no-reply@eusmtp.ariba.com

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All Content

2 Transaction Information

2.1 E-mail address for purchase orders

2.2 E-mail address for accounts receivable

3 Bank Information

Add Bank Information (1)

3.3 Bank Information

Click **Add Bank Information** to enter banking details.

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All Content

1 General Supplier Information

2 Transaction Information

3 Bank Information

Add Bank Information (1)

(*) indicates a required field

Submit Entire Response | Reload Last Bid | Save draft | Compose Message | Excel Import

Refer below for detailed guide on how to complete this section:

Field	Guide
Bank Type	Domestic for Australian banks (Note: Foreign for non-Australian)
Country	Country where the bank is located
Name	This is the Bank Name, e.g., NAB, CBA, etc.
Bank Branch	Branch name of the bank, e.g., Parramatta Branch
Bank Address	Street, City, State/Province/Region, Postal Code of the bank
Account Holder Name	Name of the person / entity under the account is held
Bank Key/ABA Routing Number	This is the BSB. Must be provided in the format 123-456 (3digits-hyphen-3digits)
Account Number	Numbers only 123456789 (no spaces or special characters)
IBAN number SWIFT code	Leave blank if Bank Key and Bank Account Number are provided. Populate for foreign bank accounts.
Bank Account Type	Select the most appropriate option from the dropdown.
Attachment	Any official document that confirms the details provided: Bank Name / Account Name / Bank Address / Account Holder Name / Account Number. Example: <ul style="list-style-type: none"> bank statement (you can black out confidential information not included in the questions; signature not required) company letter bank letter
Bank Reference	This field can be used to direct Sydney Water to include a unique banking reference number so that you can easily identify our EFT payments made to you.

Save
Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (1)

Name ↑	Delete
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Bank Information #1 </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> * Bank Type: Domestic ▼ </div> <div style="margin-top: 5px;"> Country: Australia ▼ </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> Bank name Name: CBA </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> Bank branch Bank Branch: Parramatta Branch </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> Bank address <div style="border-left: 2px solid red; padding-left: 5px;"> Street: Parkes St City: Parramatta State/Province/Region: NSW Postal Code: 2150 </div> </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> Payee / Account Holder Name Account Holder Name: Kristine Ariba Support </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> BSB Bank Key/ABA Routing Number: 080-020 </div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> Bank account number Account Number: 12345689 </div> </div> <div style="margin-top: 5px;"> IBAN Number: <input style="width: 100%;" type="text"/> </div> <div style="margin-top: 5px;"> SWIFT Code: <input style="width: 100%;" type="text"/> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between;"> Bank Account Type: Savings ▼ </div> </div>

Bank account information

This adds a new set of banking details. Use this only if you want to submit more than 1 bank account

Please attach a bank reference or bank statement from the nominated bank account in the company letterhead and signed by your organisation's authorised representative.

Add an additional Bank Information

*

📎
test Part A.docx

▼ Update file Delete file

(*) indicates a required field

Guide for Australian bank accounts

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Save
Cancel

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

All Content > 3 Bank Information

Bank Information (1)
⌵ ⌶

Name ↑
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Bank Information #1 Delete Less... ⌵ </div> <div style="background-color: #fff9c4; padding: 5px; margin-top: 5px; font-size: 0.9em;"> <p>Note: For Australian Accounts Bank Key is BSB</p> <p>BSB has to be in the format 123-456 (3digits-3digits) no spaces allowed</p> <p>Account number has to be 4 to 9 digits without spaces</p> </div>
<div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> <p>Bank account information ⓘ</p> </div> <div style="flex: 2; border-left: 1px solid #ccc; padding-left: 10px;"> <div style="margin-bottom: 10px;"> <p style="font-size: 0.8em; margin: 0;">* Bank Type: No Choice ▼</p> <p style="font-size: 0.8em; margin: 0;">Country/Region: (no value) ▼</p> <p style="font-size: 0.8em; margin: 0;">Bank Name: </p> <p style="font-size: 0.8em; margin: 0;">Bank Branch: </p> <p style="font-size: 0.8em; margin: 0;">Street: </p> <p style="font-size: 0.8em; margin: 0;">City: </p> <p style="font-size: 0.8em; margin: 0;">State/Province/Region: </p> <p style="font-size: 0.8em; margin: 0;">Postal Code: </p> <p style="font-size: 0.8em; margin: 0;">Account Holder Name: </p> <p style="font-size: 0.8em; margin: 0;">Bank Key/ABA Routing Number: </p> <p style="font-size: 0.8em; margin: 0;">Account Number: </p> </div> <div style="flex: 1; border-left: 1px solid #ccc; padding-left: 10px; margin-left: 10px;"> <p style="font-size: 0.8em; margin: 0;">IBAN Number: </p> <p style="font-size: 0.8em; margin: 0;">SWIFT Code: </p> <p style="font-size: 0.8em; margin: 0;">Bank Control Key: No Choice ▼</p> </div> </div> <div style="margin-top: 10px; font-size: 0.8em;"> <p>Please attach a bank reference or bank statement from the nominated bank account in the company letterhead and signed by your organisation's authorised representative. ★ Attach a file</p> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1; padding-right: 10px;"> <p>Bank Reference (This field can be used to direct Sydney Water to include a unique banking reference number so that you can easily identify our EFT payments made to you.)</p> </div> <div style="flex: 1; border: 1px solid #ccc; height: 20px;"></div> </div> </div> </div>

Add an additional Bank Information
(*) indicates a required field

Click **Add an additional Bank Information** to add a new set of banking details **if required**. Ensure you do not put the same bank account twice.

Click **Save**. You will automatically be taken back to the main page of the Onboarding Questionnaire.

4. Submit response

Click **Save draft** to save your progress and proceed later.

Click **Submit Entire Response** to submit your responses for our review. You will be notified via an Ariba-generated email when your Onboarding Questionnaire response has been approved or if we require further information.

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import




5. Provide access to Onboarding Questionnaire

As access to supplier questionnaires / sourcing opportunities is provided at the supplier contact level, not organisation level, refer to [Responding to supplier questionnaires and sourcing opportunities](#) in section **Add a colleague as member of response team** to provide eligible colleagues access to the Onboarding Questionnaire.

6. Update Onboarding Questionnaire response



7. Support

	Did not find what you're looking for? Access all Sydney Water supplier support resources here .
	To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au .
	For SAP product documentation and supplier support, visit the SAP Help Centre .