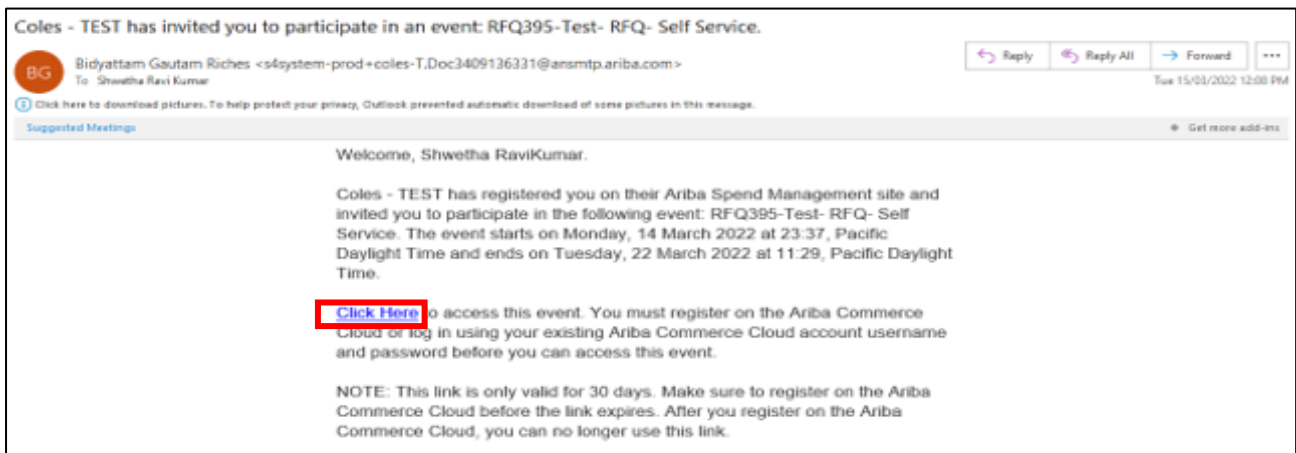# Supplier Risk Questionnaire:
# Access and Sharing

Version 1. April 2023

1. How to access risk questionnaire

Risk questionnaire will be sent to the supplier in an interactive email. To login to Ariba Network/register, suppliers should click on the **Click here** hyper link from email.

If the supplier is submitting questionnaire for the 1st time, once the supplier chooses to click on the hyperlink, supplier will be asked to register on the Ariba Network before being able to submit questionnaire.

1. If you are new user, click on **Create new account** to register new Ariba account
2. Already have existing Ariba account, click on login to **Use existing account** with existing account
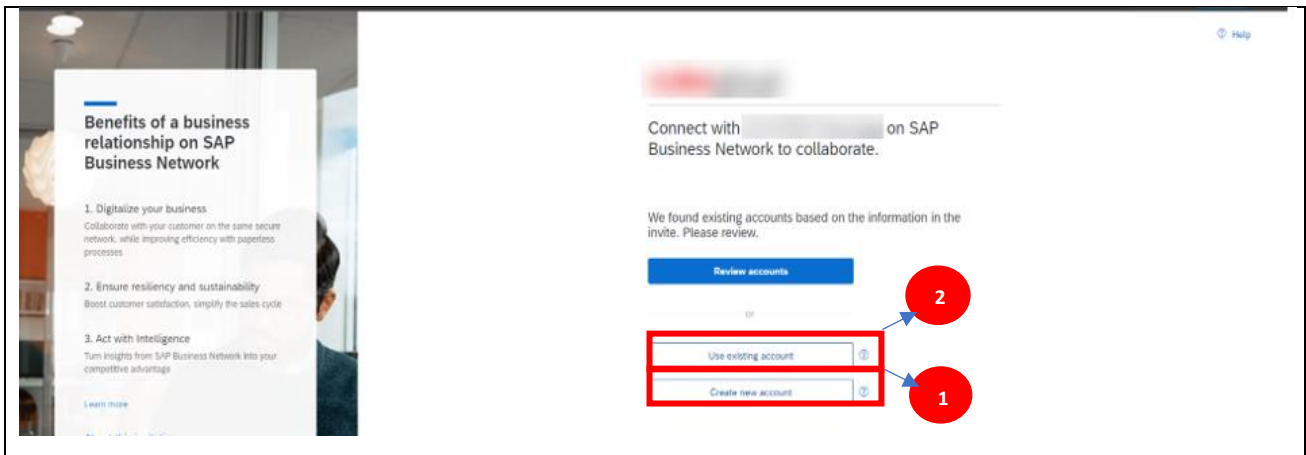
When you login with existing account and receive the below error, it means a different Ariba account exist with Coles

3. Click on **Cancel** to add you as a user under existing account

Enter Your Account Information * Indicates a required field

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.

! Your company has already connected with this buyer company using a different account and Ariba Network ID (ANID) than the one you are trying to log into. To connect with this buyer company, you need to log into the already connected account. Please contact the account administrator of your company and request that they create you as a new user under ANID AN011002159637-T. For more information on registering for SAP Ariba Sourcing, please copy and paste the following URL https://gateway.on24.com/wcc/gateway/elitesapariba cust support/1391535 in your browser and select the Sourcing Registration Quick Tip video.

Username:* bautestau35@coles.com.au

Password:* ••••••••••••

Forgot Username
Forgot Password

3

Continue | Cancel

4. Then click on **Create new account**, once it redirects back to previous page

5. Fill all the details with "*" and click on **create account and continue** to setup new Ariba login for Coles
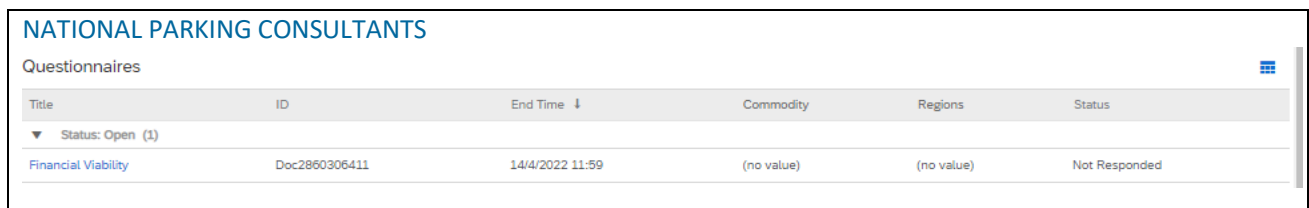

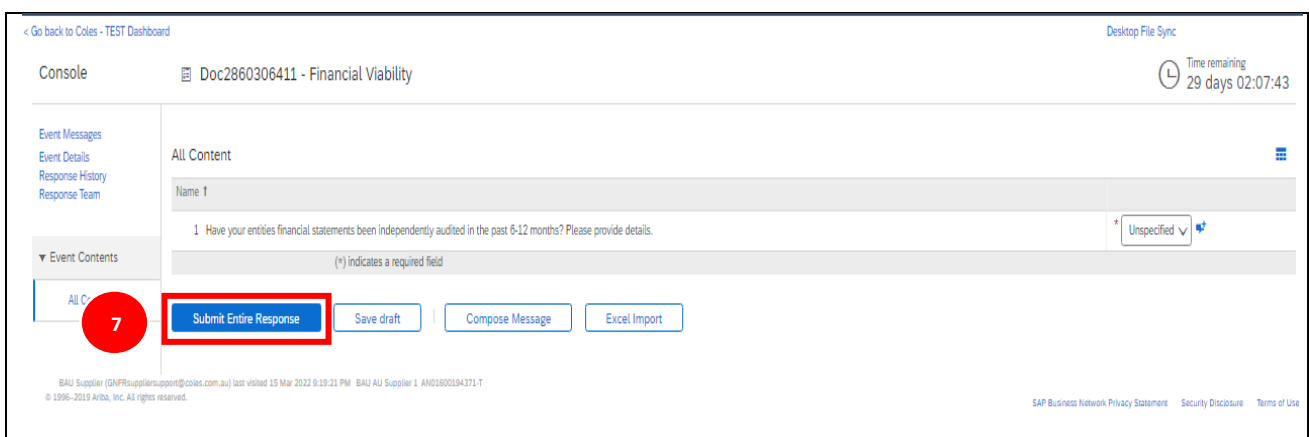6. If you receive below notification, click on **Skip review**
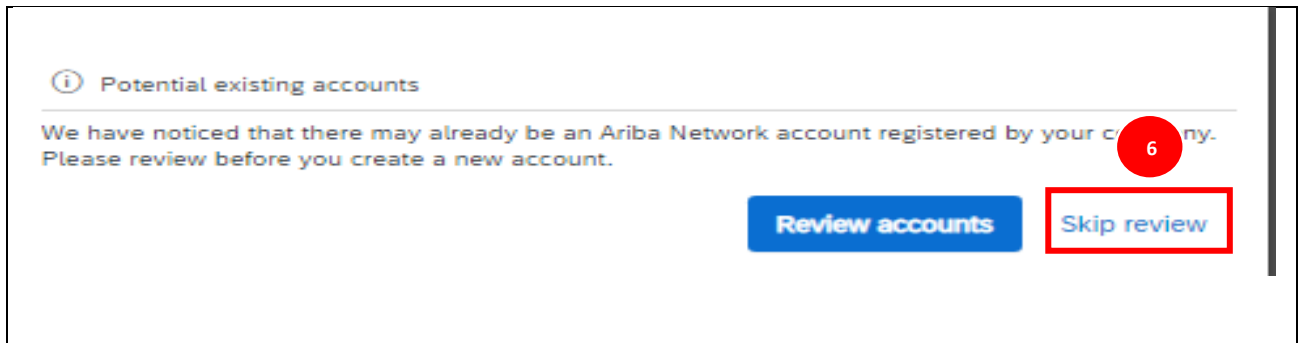
Once Ariba page is loaded as below, scroll down to locate questionnaire option:
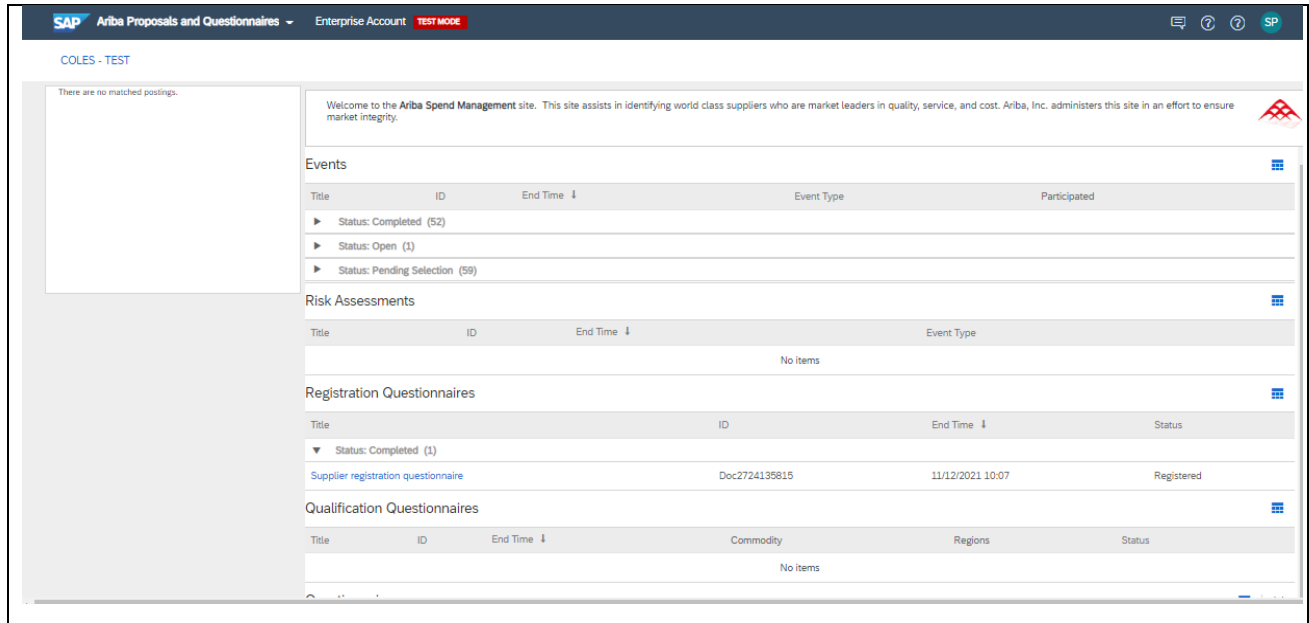
All the questionnaires with status closed and open will reflect under questionnaire, click on specific questionnaire to submit the form.

7. Update all the fields "*" and **submit entire response**

2. How to add additional users to access risk questionnaire

Adding additional user to questionnaires in Ariba network

Supplier contact is needed to provide access for additional team members to submit responses to questionnaires.

There are **2 scenarios** for the above situation.

1. The intended new user has no Ariba profile for the customer/buyer account.

2. The intended new user has an <u>active Ariba profile</u> for the customer/buyer account.

Scenario 1: New user <u>has no Ariba profile</u> for the customer/buyer account.

Step1: Navigate to admin/user to create new user contact.

Go to -> User Profile -> Settings-> Users

If you are unable to view below options, it implies you have limited access, please contact your account admin to add user by following below steps

Note: In order to provision new user, roles should be created as a prerequisite.

Under 'Mange Roles'-> Create New Role
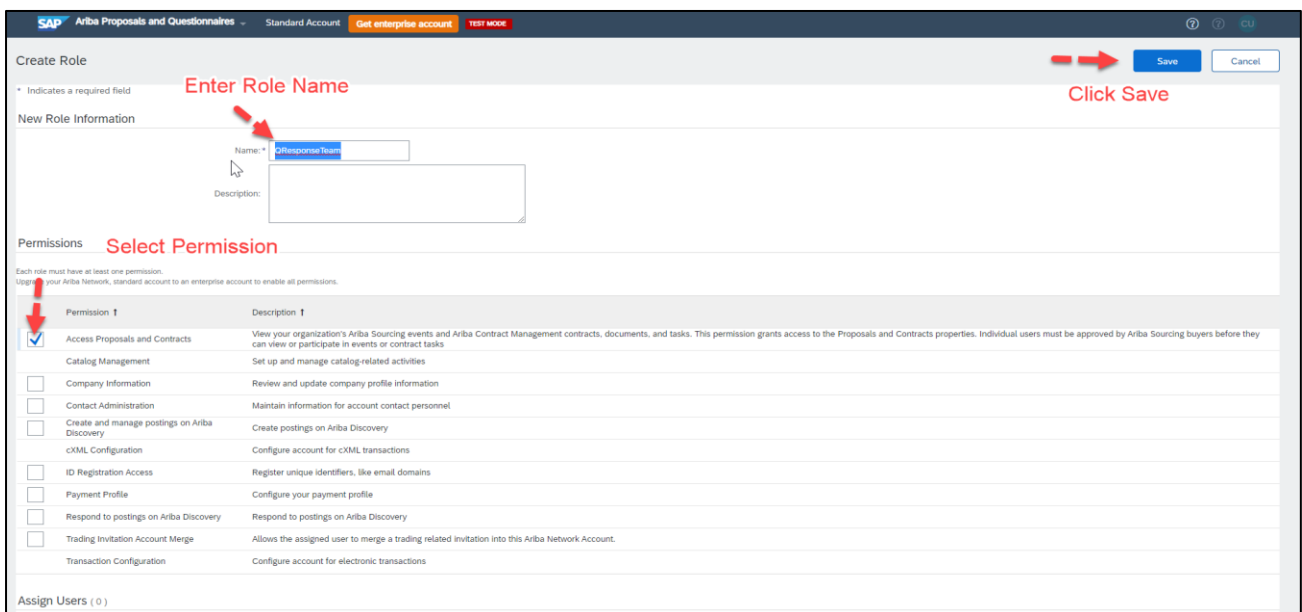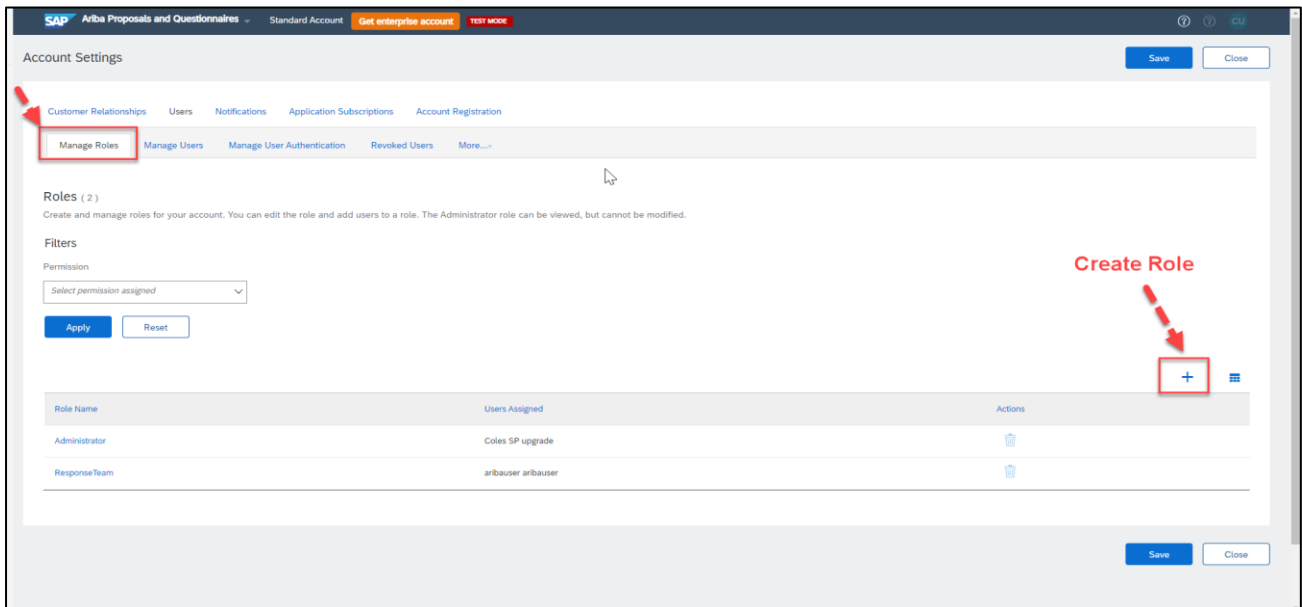
Step 2: Create new user contact under 'Users' tab. Follow steps as above to create new user contact and assign role or assign previously created role to the new user from above steps.

New user will be sent 2 emails one with user ID and one with password to logon to Ariba.

Step 3: Assign Questionnaire to the new supplier contact.

Open the Questionnaire from your dashboard-> Click on 'Response Team'.

Click on Add-> Select Team Member -> Click on Ok.

The new contact can now logon to their Ariba account and be able to submit responses to the questions.

Note: If supplier user gets the below error when trying to logon to their account, please contact helpdesk (GNFRsupliersupport@coles.com.au)for assistance.

Scenario 2: New user has an <u>active Ariba profile</u> for the customer/buyer account.

Follow step 3 from use case 1 to add additional users to respond to the questionnaire.

If you cannot find user, please follow step 1 and 2 to create new user contact.