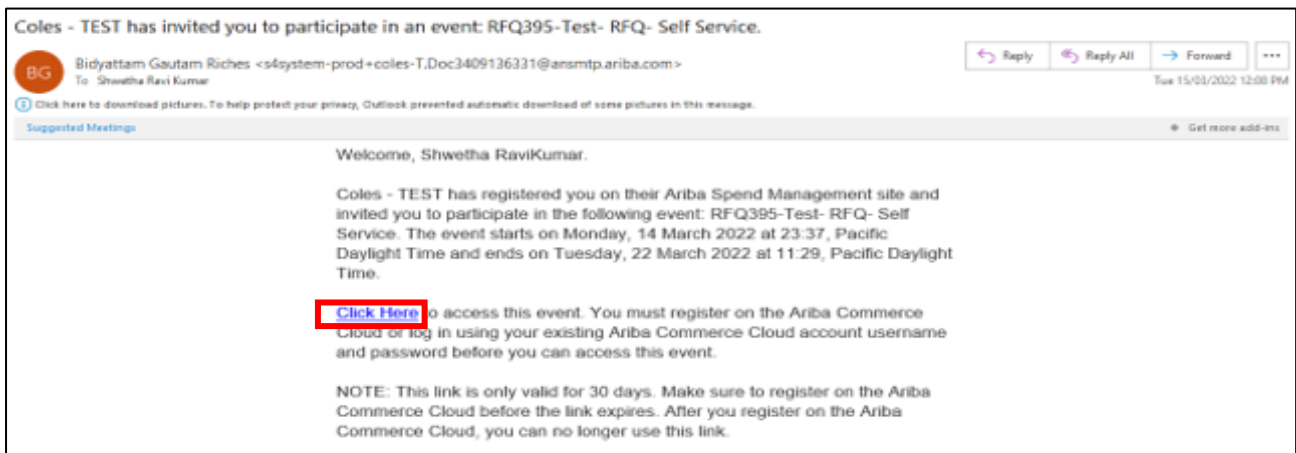


Supplier Risk Questionnaire: Access and Sharing

Version 1. April 2023

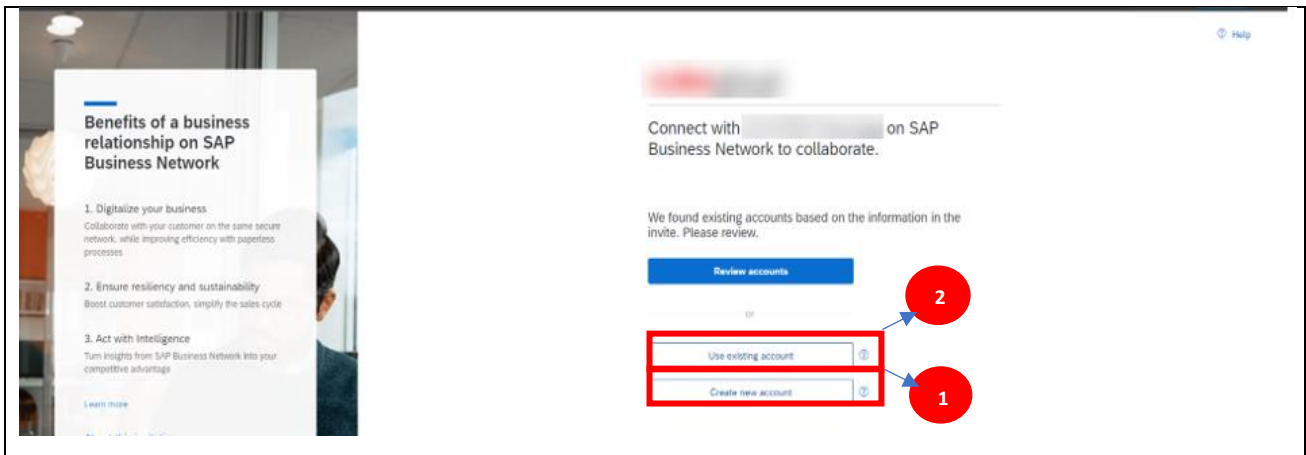
1. How to access risk questionnaire

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/#!/teseparibacussupport/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

Benefits of a business relationship on SAP Business Network

- Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- Act with intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

Connect with [redacted] on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) Create new account **4**

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

Create account [Create account and continue](#) [Cancel](#)

First, create an SAP Ariba supplier account, then complete questionnaires required by CS HTOO Tooronga.

* Indicates a required field

SAP Business Network Privacy Statement

Name:* BAU 1

Email:* Shwetha.ravikumar@coles.com.au

☐ Use my email as my username

Username:* GNFRsuppliersupport@coles.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

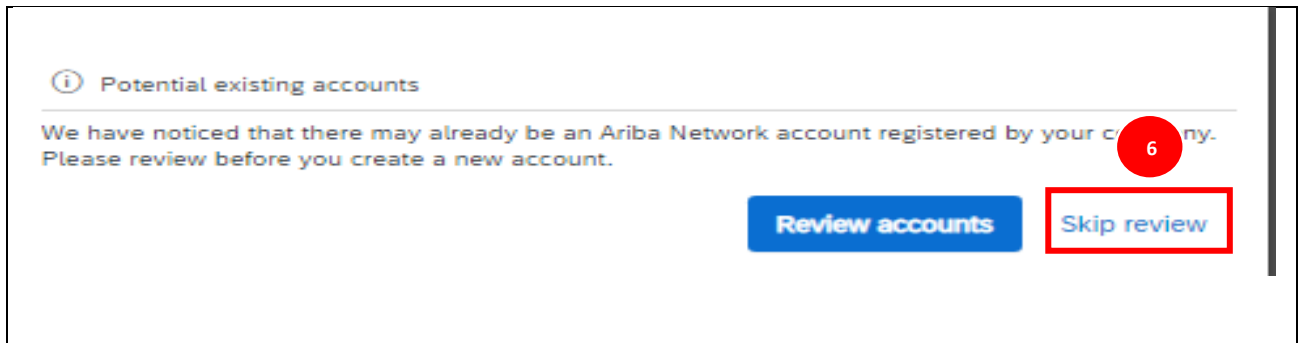
☒ I have read and agree to the [Terms of Use](#)

☒ 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.

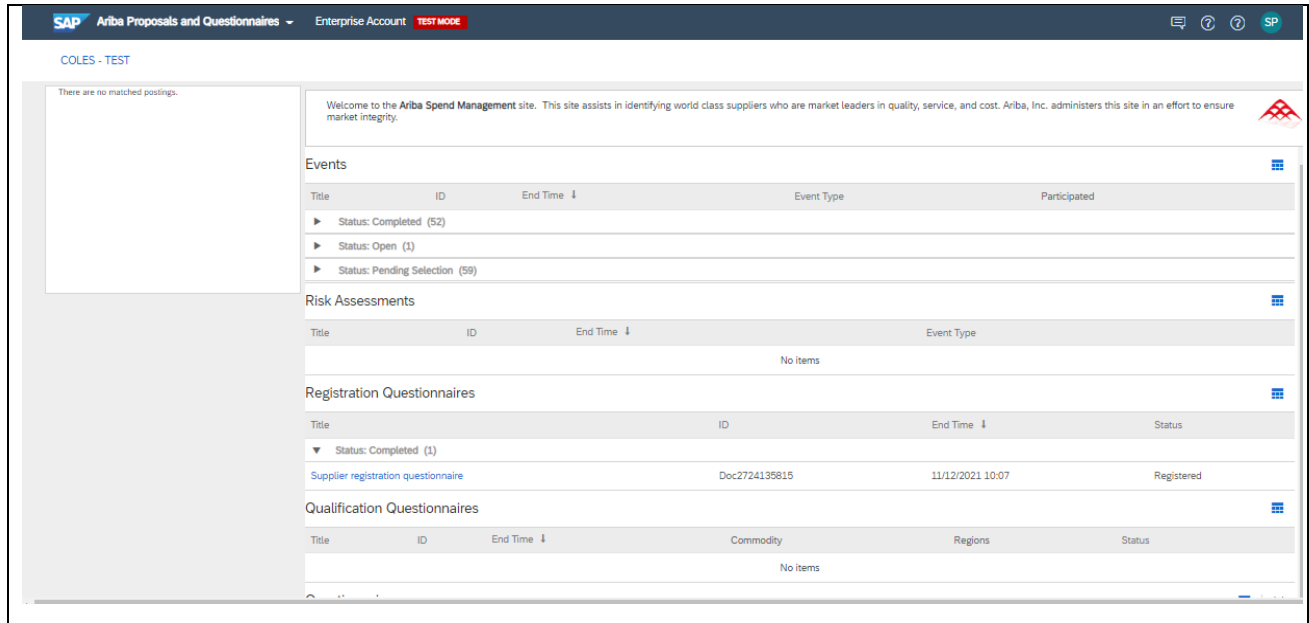
The language used when Ariba sends you configurable notifications. This is different than your web b...

[Create account and continue](#) [Cancel](#)

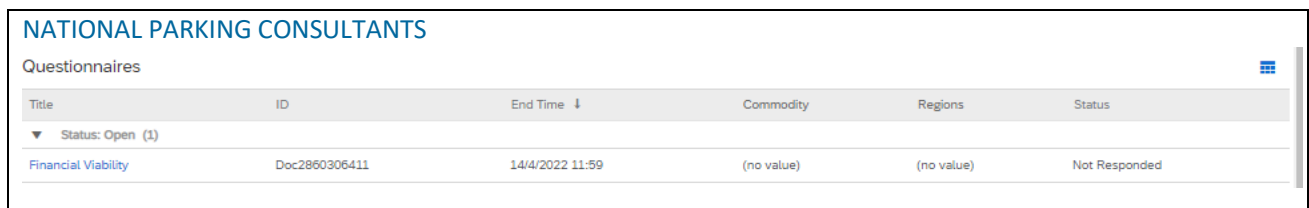
6. If you receive below notification, click on **Skip review**



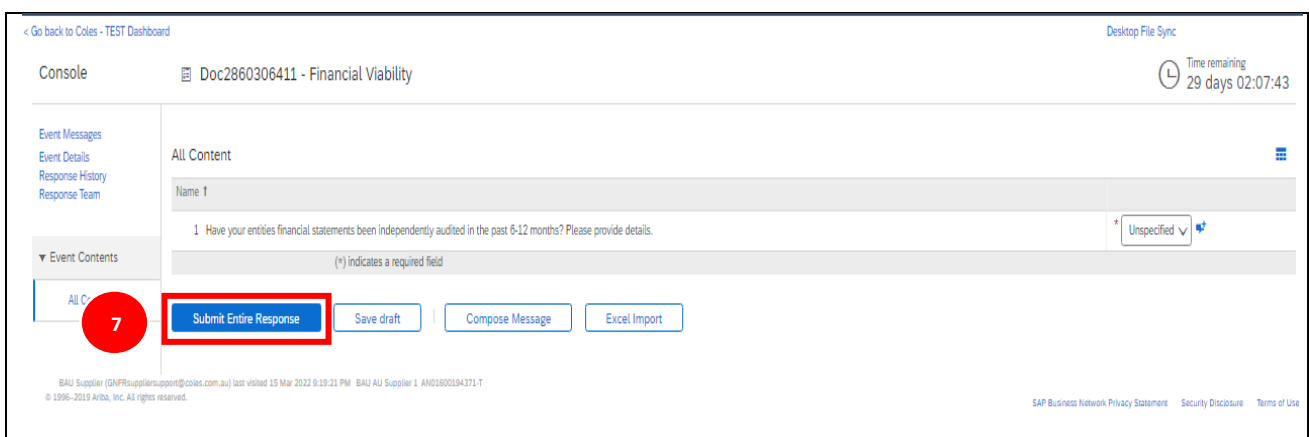
Once Ariba page is loaded as below, scroll down to locate questionnaire option:



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 active Ariba profile for the customer/buyer account.

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

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

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

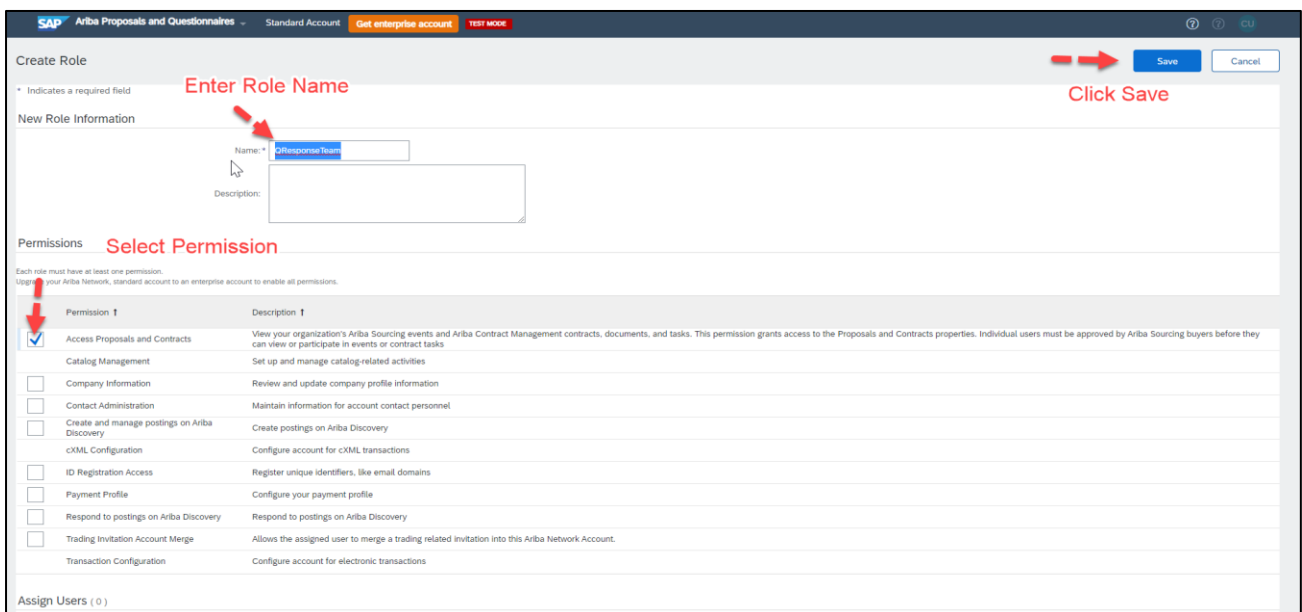
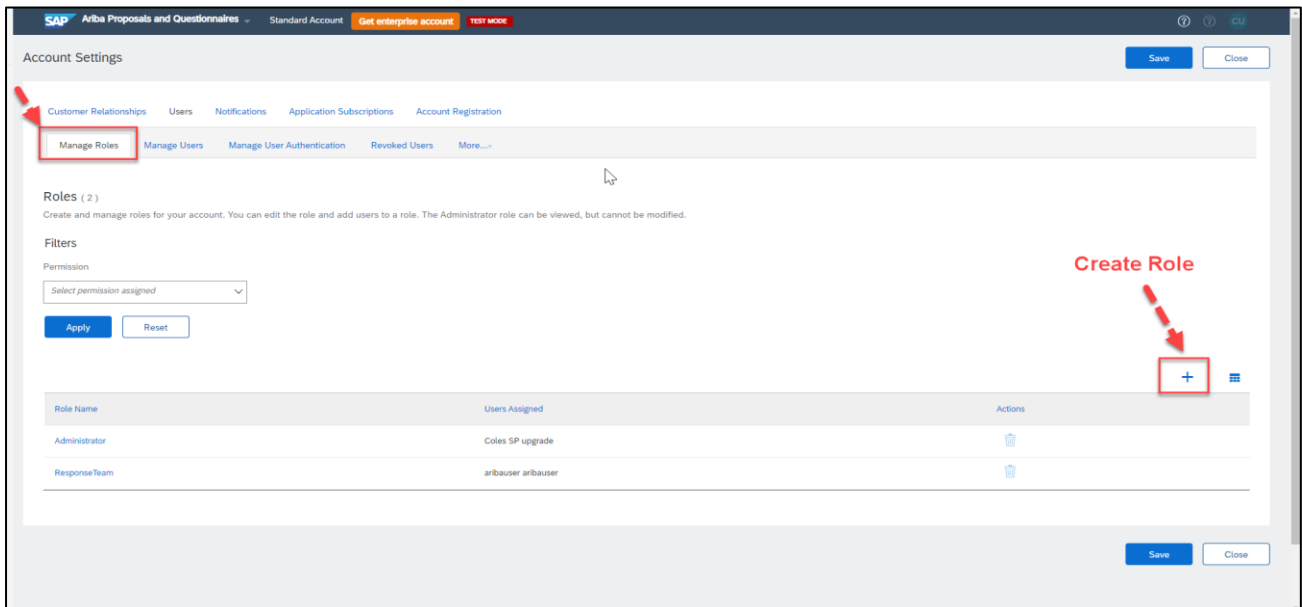
If you are unable to view below options, it implies you have limited access, please contact your account admin to add user by following below steps

The screenshot shows the SAP Ariba Spend Management interface. At the top right, there is a 'CU' button with a red arrow pointing to it and the text 'Click here'. Below this, a dropdown menu is open, showing options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Coles BAU test 6 Up...', 'ANID: AN11140534-15-T', 'Company Profile', 'Settings', and 'Logout'. The 'Settings' option is highlighted with a red box. To the left of the 'Settings' dropdown, there is an 'ACCOUNT SETTINGS' dropdown menu, which is also open, showing options: 'Users', 'Notifications', 'SOURCING & CONTRACTS SETTINGS', and 'Sourcing & Contracts Notifications'. The 'Users' option is highlighted with a red box. The main content area of the interface shows various sections: 'Events', 'Risk Assessments', 'Registration Questionnaires', 'Qualification Questionnaires', and 'Questionnaires'. The 'Questionnaires' section is expanded, showing a table of questionnaires.

Title	ID	End Time	Commodity	Regions	Status
▼ Status: Open (3)					
Supplier purchasing questionnaire	Doc3705656553	11/6/105 6:04 PM	(no value)	(no value)	Approved
Insurance and Certificates	Doc3708300608	11/4/2022 3:55 PM	(no value)	(no value)	Not Responded
Financial Viability - Supplier RCA	Doc3707963194	11/4/2022 3:54 PM	(no value)	(no value)	Pending Submission

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

Under 'Manage 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.

SAP Ariba Proposals and Questionnaires - Standard Account **Get enterprise account** **TEST MODE**

Account Settings Save Close

Customer Relationships **Users** Notifications Application Subscriptions Account Registration

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Users (2)

☐ Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter
Users (You can only search on one attribute at a time)

Username Enter username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	suppc2@coles.com.au	colessapribasupport@coles.com.au	aribauser	aribauser	No	ResponseTeam		All(0)	Yes	Actions
<input type="checkbox"/>	baupgrade@coles.com.au	sapna.patil@coles.com.au	Coles SP	upgrade	No	SOURCING_SUPPLIER_BASE_+5		All(0)	Yes	

+ + +

Add to Contact List Remove from Contact List

Save Close

Create User

SAP Ariba Proposals and Questionnaires - Standard Account **Get enterprise account** **TEST MODE**

Create User Done Cancel

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: ⓘ **Enter user details**

Email Address:

First Name:

Last Name:

☐ Do not allow the user to resend invoices to the buyer's account. ⓘ

☐ This user is the Ariba Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country Area Number

Role Assignment

Name	Description
<input type="checkbox"/> ResponseTeam	
<input type="checkbox"/> QResponseTeam	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Business Network Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored in a separate data repository residing within the Russian federation.

Done Cancel

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'.

Ariba Sourcing Company Settings Coles SP upgrade Feedback Help

Go back to Coles - TEST Dashboard Desktop File Sync Time remaining 20 days 22:38:11

Console Doc3707963194 - Financial Viability - Supplier RCA

Event Messages
Event Details
Response History
Response Team

All Content

Name ⓘ Less...

1 Financial Viability

Your answers to the following questions will help us to mitigate risk and realise the value from our engagements with third parties.

1.1 Is your company operating as a going concern i.e. able to meet debts as and when they become due and payable?	<input type="text"/> Yes
1.3 Is the annual turnover of your business reliant on one or two major customers including Coles Group Limited? What is the current annual turnover related to these customers?	<input type="text"/> Unspecified
1.5 Has the company been in operation for more than two years?	<input type="text"/> Unspecified
1.6 Has your company experienced a reduction of >25% in sales or profit in the last year?	<input type="text"/> Unspecified

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Coles SP upgrade (baupgrade@coles.com.au) last visited 13 Oct 2022 11:01:33 PM Coles BAU test 26 Upgrade AN1114053436-T © 1996-2019 Ariba, Inc. All rights reserved. [SAP Business Network Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Ariba Sourcing Company Settings Coles SP upgrade Feedback Help

[Go back to Coles - TEST Dashboard](#) Desktop File Sync Time remaining: 20 days 22:38:11

Console Doc3707963194 - Financial Viability - Supplier RCA

Event Messages
[Event Details](#)
[Response History](#)
[Response Team](#)

Event Contents
[All Content](#)
 1. Financial Viability

All Content

1 Financial Viability

Your answers to the following questions will help us to mitigate risk and realise the value from our engagements with third parties.

1.1 Is your company operating as a going concern (i.e. able to meet debts as and when they become due and payable)? Yes

1.3 Is the annual turnover of your business reliant on one or two major customers including Coles Group Limited? What is the current annual turnover related to these customers? Unspecified

1.5 Has the company been in operation for more than two years? Unspecified

1.6 Has your company experienced a reduction of >25% in sales or profit in the last year? Unspecified

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) [Compose Message](#) [Excel Import](#)

Coles SP upgrade (beuspgrade@coles.com.au) last visited 13 Oct 2022 11:01:33 PM Coles BAU test 26 Upgrade AN11140534636.T © 1999–2019 Ariba, Inc. All rights reserved. [SAP Business Network Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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

Ariba Sourcing Company Settings Coles SP upgrade Help Messages

[Go back to Coles - TEST Dashboard](#) Desktop File Sync

Response Team OK Cancel

Review the list of members from your organization who can participate in this event with you. You may add team members to this list as needed.

Name **Email Address**

Supplier administrator

[Add](#)

Add Team Members

☒ **Name** **Email Address**

☒ arbauser arbauser

OK Cancel

Coles SP upgrade (beuspgrade@coles.com.au) last visited 13 Oct 2022 11:19:55 PM Coles BAU test 26 Upg

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.

SAP Ariba Proposals and Questionnaires Standard Account Get enterprise account TEST MODE

COLES - TEST

There are no matched proposals.

Your company or user account does not exist on Coles - TEST's site. Coles - TEST may have disabled the automatic synchronization of additional users from your organization, or there may have been an error when syn Cloud account with Coles - TEST's site.

testsupplier testsup...
 testsupplier@coles.com.au
 My Account
 Link User IDs
 Contact Administrator
 BAU CIG Upgrade
 AN11140534636.T
 Settings
 Logout

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Scenario 2: New user has an active Ariba profile 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.

