

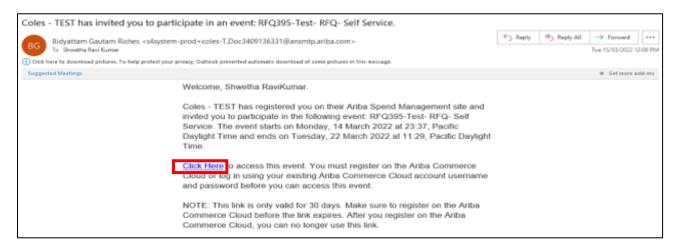
Supplier Risk Questionnaire: Access and Sharing

Version 1. April 2023

Coles Group Limited ACN 004 089 936

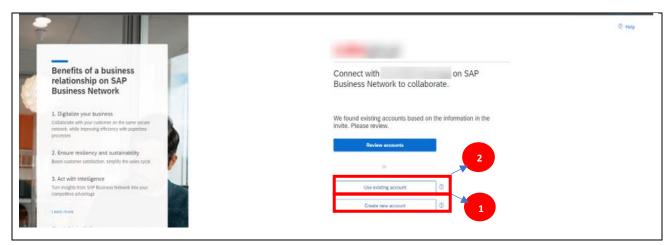
1. How to access risk questionnaire

Risk questionnaire will be sent to the supplier in an interactive email. To login to Ariba Network/register, suppliers should click on the <u>Click here</u> 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 C	ommerce Cloud. Enter your existing Ariba Comr	nerce 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	our Ariba Sourcing supplier test account profile	
Your company has already connected with this buyer company using a different account company and request that they create you as a new user under ANID AN011002159637-	and Ariba Network ID (ANID) than the one you are trying to T. For more information on registering for SAP Ariba Sourcing	pg into. To connect with this buyer company, you need to log into the already connected account. Please contact the account administrator of your , please copy and paste the following URL https://gateway.on24.com/wcc/gateway/elitesaparibacustsupport/1391535 in your browser and select the
Sourcing Registration Quick Tip video.		
Username:*	bautestau35@coles.com.au	
Contrainte.	Budiesta Boolg Colesticonta d	
	[]	
Password:*	•••••	
		3
	Forgot Username	
	Forgot Password	
		Continue Cancel

4. Then click on <u>Create new account</u>, once it redirects back to previous page

- /		Ф Нигр
Benefits of a business relationship on SAP Business Network	Connect with on SAP Business Network to collaborate.	
Digitalize your business Collaborate with your customer on the same secure network, while improving efficiency with pupeltess processes	We found existing accounts based on the information in the invite. Please review.	
2. Ensure resiliency and sustainability Boost cummer satisfaction, simplify the sales cycle	Review accounts	
3. Act with Intelligence Turn insights from SAP Business Network into your competitive advantage	Use existing account	
Lean nue	Greate new account 5 4	

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

Create account			Create account and continue	Cancel
First, create an SAP Ariba supplier accour	nt, then complete questionnaires required by CS HTOO Too	ronga.		
		* Indicates a required field		
Name:*	BAU 1	SAP Business Network Privacy Statement		
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) (i)		
Password:*		Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. $\widehat{(1)}$		
	•••••			
Language:	English V	The language used when Ariba sends you configurable notifications. This is different than your web b		
I have read and agree to the Terms of Use				
I hereby agree that SAP Business Network will settings. Please see the SAP Business Network	l make parts of my (company) information accessible to other users and the k Privacy Statement to learn how we process personal data.	public based on my role within the SAP Business Network and the applicable profile visibility		
			Create account and continue	Cancel

6. If you receive below notification, click on **<u>Skip review</u>**

ed by you	ur c'eny.
n ts S	ikip review

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

Ariba Proposals and Question	Inaires - Enterprise Account TEST MODE				₽ 0 0
COLES - TEST					
here are no matched postings.	Welcome to the Ariba Spend Management s market integrity.	site. This site assists in identifying world class supp	iiers who are market leaders in qualit	y, service, and cost. Ariba, Inc. administers th	is site in an effort to ensure
	Events				
	Title ID	End Time 4	Event Type	Participated	
	 Status: Completed (52) 				
	Status: Open (1)				
	 Status: Pending Selection (59) 				
	Risk Assessments				
	Title ID	End Time 4		Event Type	
			No items		
	Registration Questionnaires				
	Title	ID		End Time ↓	Status
	 Status: Completed (1) 				
	Supplier registration questionnaire	Doc27	24135815	11/12/2021 10:07	Registered
	Qualification Questionnaires				
	Title ID End Tir	me↓ Com	modity	Regions	Status
			No items		
	0				_

All the questionnaires with status closed and open will reflect under questionnaire, click on specific questionnaire to submit the form.

NATIONAL PARKING CONSULTANTS						
Questionnaires						
Title	ID	End Time 🌵	Commodity	Regions	Status	
▼ Status: Open (1)						
Financial Viability	Doc2860306411	14/4/2022 11:59	(no value)	(no value)	Not Responded	

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

< Go back to Coles - TEST Dashb	cerd	Desktop File Sync
Console	Doc2860306411 - Financial Viability	C Time remaining 29 days 02:07:43
Event Messages Event Details Response History	All Content	=
Response Team	Name 1	
	1 Have your entities financial statements been independently audited in the past 6-12 months? Please provide details.	* Unspecified ∨ ♥
▼ Event Contents	(*) indicates a required field	
ALC 7	Submit Entire Response Save draft Compose Message Excel Import	
BAU Supplier (GNFRsupplier © 1996–2019 Ariba, Inc. All rights	u pongeni genies com auj lass visited 15 Mar 2022 9:19:21 PM BAU AU Suppler 1 ANO1600194371-T 7 REGRIVED.	SAP Business Network Privacy Statement Security Disclosure Terms of Use

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 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

							Click ł	nere 💊 💊	
Ariba Proposals and Questionnaires 🗸	Standard Account	Get enterprise account	TEST MODE						cu
COLES - TEST								Conc. IV cogram	Π
There are no matched postings.	Welcome to the #	Ariba Spend Management sit	e. This site assis	s in identifying world class suppl	ers who are market leaders in quality, service, and o	ost. Ariba, Inc. administ	ers this site in an effort to ensure market int	My Account	>
	Home							Contact Administrat	
	Events							Coles BAU test 16 Up ANID: AN111405344 6-T	 m
	Title	ID	End Time 🕴		Event Type		ACCOUNT SETTINGS	Company Profi	
					No items		Users	Settings	>
	Risk Assessmen	its					Notifications	Logout	
	Title	ID		End Time 👃		Event Typ			
					No items		SOURCING & CONTRACTS SETTINGS		
	Registration Que	estionnaires					Sourcing & Contracts Notifications		
	Title				ID	End Time ↓		Status	
	▼ Status: Open ((1)							
	Supplier registration	questionnaire			Doc3704462335	10/13/2023 3:	16 PM	Registered	
	Qualification Qu	estionnaires							
	Titlo	ID	End Time 🕴		Commodity	Re	gons	Status	
					No items				
	Questionnaires								
	Title			ID	End Time ↓	Commodity	Regions S	Status	
	▼ Status: Open ((3)							
	Supplier purchasing	questionnaire		Doc3705856553	11/6/6105 6:04 PM	(no value)	(no value)	Approved	
	Insurance and Certifi	icates		Doc3708300608	11/4/2022 3:55 PM	(no value)	(no value)	Not Responded	
	Financial Viability - S	upplier 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 'Mange Roles'-> Create New Role

SAP Ariba Proposals and Questionnaires - Standa	and Account Get enterprise account TEST MODE	0	0 🔍
Account Settings		Save	Close
Customer Relationships Users Notifications A	Application Subscriptions Account Registration		
Manage Roles Manage Users Manage User Au	uthentication Revoked Users More		
Roles (2) Create and manage roles for your account. You can edit the	e role and add users to a role. The Administrator role can be viewed, but cannot be modified.		
Filters			
Permission		Create Role	•
Select permission assigned V			-] =
Role Name	Users Assigned	Actions	_
Administrator	Coles SP upgrade		
ResponseTeam	aribauser aribauser		
		Save	Close

SAP	Ariba Proposals and Questionnaires	- Standard Account Get enterprise account TEST NOCE	0 0 😳
Create	Role		Save Cancel
* Indicate	s a required field Enter	Role Name	Click Save
			Click Save
New Ro	le Information		
	N S Descrip	tion: * 2Hespone frame	
Permiss	ions Select Permis	sion	
	st have at least one permission. Ariba Network, standard account to an enterprise acco		
1	Permission 1	Description 1	
	Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual user can view or participate in events or contract tasks	s must be approved by Ariba Sourcing buyers before they
	Catalog Management	Set up and manage catalog-related activities	
	Company Information	Review and update company profile information	
	Contact Administration	Maintain information for account contact personnel	
	Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery	
	cXML Configuration	Configure account for cXML transactions	
	ID Registration Access	Register unique identifiers, like email domains	
	Payment Profile	Configure your payment profile	
	Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery	
	Trading Invitation Account Merge	Allows the assigned user to merge a trading related invitation into this Ariba Network Account.	
	Transaction Configuration	Configure account for electronic transactions	
Assign	Jsers (0)		

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.

Ariba Proposals and Questionnaires - Standard Account Get enter	prise account TEST MOD	9					0 0 🔍
Account Settings						Save	Close
Customer Relationships Users Notifications Application Subscriptions	Incount Registration						
Manage Roles Manage Users Manage User Authentication Revok	ed Users Morev						
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 V Enter username	+				Create	User	
Apply Reset							
						+	•
Username Email Address	First Name Last N	ame Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
suppc2@coles.com.au colessaparibasupport@coles.com.au	aribauser aribau	ser No	ResponseTeam		All(0)	Yes	Actions 🔻
bauspupgrade@coles.com.au sapna.patil@coles.com.au	Coles SP upgrad	de No	SOURCING_SUPPLIER_BASE, +5		All(0)	Yes	
Add to Contact List Remove from Contact List							
						Save	Close
						Save	Close

Ariba Proposals and Questionnaires - Stan	ndard Account Get enterprise account Instrucce (2)	
Create User	Done	Cancel
Create a new user account and assign a role and if needed assig assignments at any time.	gn 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 modifi	y role
New User Information		
	Username:*1 © Enter user details	
	Email Address:*	
	First Name*	
	Last Name:* Do not allow the user to resend invoices to the buyer's account,	
Role Assignment	This user is the Adba Discovery Contact Limited access Office Phone: USA 1	
Name	Description	
ResponseTeam		
OResponseTeam		
Customer Assignment		
	Assign to Customer: Assign to Customers Select Customers	
By entering this personal data, you acknowledge that you have a company and Ariba, and applicable law, and, if applicable, that a	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 be any personal data from Russian followed by our organization in a separate data repository residing within the Russian federation.	etween your
	Dane	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 Sourci	ng	👯 Company Settings 🖌 Coles SP upgrade 🖌 Feedback Help 🕶		
< Go back to Coles - TEST Dashbo	oard	Desktop File Sync		
Console	Doc3707963194 - Financial Viability - Supplier RCA	D Time remaining 20 days 22:38:11		
Event Messages Event Details Response History	All Content	=		
Response Team	Name †			
	▼ 1 Financial Viability	Less		
▼ Event Contents	Your answers to the following questions will help us to mitigate risk and realise the value from our engagements with third parties.			
All Content	1.1 Is your company operating as a going concern i.e. able imeet debts as and when they become due and payable?	* Yes 🗸 🛸		
1 Financial Viability	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 → =		
The set of the second se	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 V		
	(*) indicates a required field			
	Submit Entire Response Save draft. Compose Message Excel Import			
Cules 5P upgrade (beuspupg © 1996–2019 Aribe, Inc. All rights	And Ground Low-adj Jane vision of 13 Oct 2022 11:01:33 PM. Codes BAU Inst 20 Upgredie: AN111A055M206 T Temporat.	SAP Business Tennork Privacy Statement Security Disclosure Terms of Use		
<u>colocarou in</u>				

Ariba Sourci	ng	Company Settings ← Coles SP upgrade Feedback Help
< Go back to Coles - TEST Dashbo	oard	Desktop File Sync
Console	Doc3707963194 - Financial Viability - Supplier RCA	D Time remaining 20 days 22:38:11
Event Messages Event Details Response History	All Content	-
Response Team	Name t	
	▼ 1 Financial Viability	Less
▼ Event Contents	Your answers to the following questions will help us to mitigate risk and realise the value from our engagements with third parties.	
All Content	1.1 Is your company operating as a going concern i.e. able if meet debts as and when they become due and payable?	* Yes 🗸 🗣
1 Financial Viability	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 V
	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 5P uppsde (beapung e 1996–2019 Arba, Inc. All rights	ningfordina.com/adj last visited 13 Ont 2022 11.01.23 PM Coles BNU Int 26 Upgewirk ANTI140034626 1 Intercent	SAP Business Network Privacy Sostement 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 -		ок	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 4	Email Address					
Supplier adminuser						
Add 🚽 🔤 📼	Add Team Members					
Coles SP upgmde (bleuspupgmde)großes.com m/ ker visned 13 Oct 2022 11:19:55 PM Coles BAU test 26 Upg	V Name 1 Email Address Image: strate		ок	Cancel		

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.

Ariba Proposals and Questionnaires 🚽	Standard Account	Cet enlagefue account the second		
COLES - TEST There are no matched postngs.	Your company Cloud account with	or year account does not exist on Coles - TEST's alle. Coles - TEST may have disabled the automatic synchronization of additional cases from your organization, or there may have been an error when syn Coles - TEST's size.	testsupplier testsup eigtupp1@coies.com.au My Account Link User IDs	
			Contact Administrator BAU CIG Upgrade ANID: ANI1115700179-T Settings Logout	>
10 2022 SAP SE or an SAP attitute company. All ngo	th faundaut	SAM Business Friends Princey Steer	writ Security Disclosure	Terms of Use

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.

	Ariba Proposals and Questionnaires 👻	Standard Account Get enterprise account	TEST MODE		
	COLES - TEST				
	There are no matched postings.				
		Your company or user account does not. Cloud account with Coles - TEST's site.	xist 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 synchron	zing your Ariba Cor	nmerce
E	€ 2022 SAP SE or an SAP attises company. All right	ti reserved.	SAP Business Network Privacy Statement	Security Disclosure	Terms of Use