



# NAB SAP (Ariba) Business Network

## NAB - Supplier Registration Questionnaire

National Australia Bank Limited

v2.0 - March 2024



# Introduction

This guide provides **step-by-step instructions**, for the Onboarding process, as a National Australia Bank (NAB) supplier.

## Step 2

**Completing the NAB Registration Questionnaire.**

**This step must be completed** to allow you to participate in sourcing events, as a National Australia Bank (NAB) supplier.

# 01

**Create new SAP Ariba Account**

*This will allow you to collaborate and transact with NAB.*

# 02

**NAB Supplier Registration Questionnaire**

*This will allow you to participate in sourcing events, contract agreement renewals and amendments.*

**Follow the slides in order or hold ctrl and 'click' links below.**

- [Logging in and accessing the NAB Supplier registration questionnaire](#)
- [Section1 - General Information](#)
- [Section 2 - Financial Information](#)
- [Section 3 - Directors and Ownership](#)
- [Section 4 - Sustainability Principal](#)
- [Section 6 - Bank Information](#)
- [Revise Response](#)

# 03

**Procure to Pay Registration**

*This will allow you to receive Purchase Orders and undertake Invoicing.*

# Accessing your SAP Ariba Account

## NAB SAP Ariba **email invitation**



**IMPORTANT** If you already have a ANID you can **skip this step and go to next slide** to login to SAP Ariba and commence the NAB Supplier Questionnaire.

1

Hello,

We, NAB invite you to participate in a sourcing event Supplier registration questionnaire via Ariba Network.

To participate in or decline the event, you must either register your organisation onto the NAB Ariba network or log in using your existing Ariba account with your username and password via this event link [Click Here.](#)

2

NOTE: This link is only valid for 30 days. If you're new to Ariba, please make sure to register before the link expires. After you've registered you can no longer use this link.

For any enquires about the event, the registration process or to retrigger the event link, please contact Project Owner via email [supplieronboardingandsupport@nab.com.au](mailto:supplieronboardingandsupport@nab.com.au)

We look forward to working with you!

Thanks,

NAB

1. You will receive an **email invitation from SAP Ariba** to commence the NAB Supplier Registration Questionnaire.



**Important** - please check your **SPAM or Junk Folder** if you are unable to locate the invitation email.

2. Click on the link in the email message to commence.

### **i** IMPORTANT

- **Do not reply to this email** – direct your registration enquiries to [NAB Supplier Onboarding Team](#).
- **Do not forward this email** - it is linked to your email address only.
- **If you believe you should not be completing the NAB Supplier Questionnaire**, please provide an alternative email address to the [NAB Supplier Onboarding Team](#), who will re-send the email invitation to that person.

# Accessing your SAP Ariba Account



## Logging in directly from the NAB SAP Ariba email invitation

1. On the landing page, click **Log in**.

The screenshot shows the SAP Ariba landing page. At the top, it says 'SAP Ariba Proposals and Questionnaires'. Below that is a 'Welcome' section with a yellow banner that says 'Have a question? Click here to see a Quick Start guide.' There are two main options: 'Sign up as a supplier with NAB on SAP Ariba.' and 'Already have an account?'. The 'Log in' button is highlighted with a red box and a red circle containing the number 1. Below this is a section titled 'About SAP Business Network' with a list of bullet points.

2

3

The screenshot shows the 'Supplier Login' page. It has a header with the SAP Ariba logo. Below that is a 'Supplier Login' section with two input fields: 'User Name' and 'Password'. A blue 'Login' button is below the fields. At the bottom, there is a link that says 'Forgot Username or Password'. A red box highlights the 'User Name' and 'Password' fields, with a red circle containing the number 2 next to it. Another red box highlights the 'Forgot Username or Password' link, with a red circle containing the number 3 next to it.

2. From the Supplier Login page enter **your username** (from your welcome email) **and password** (you created when you set up your SAP Ariba Account)

The screenshot shows the 'Welcome to the Ariba Commerce Cloud' page. It says 'Your registration process on the Ariba Commerce Cloud for TPRM Grace Inc. is now complete.' Below that is a box containing the account ID: 'AN11049590995-T' and the username: 'adminteam@packaginglobalenterprises.com'. A red box highlights this information. Below the box, there is a warning: 'As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.' At the bottom, there is a note: 'If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and...'

3. If you forget your password, click on **Forgot Username or Password**

### **i** IMPORTANT

- To successfully login to your organisation's existing Ariba Account, ensure you have been added as a **user** to this account with **Proposals & Contracts Access** permission.
- For assistance on access permission, contact **your organisation's Ariba Account administrator**.
- **Username** is **case sensitive** and formatted like an email, but may **not** be your **actual email address**.

# NAB Supplier Registration Questionnaire



## Accessing the NAB Supplier registration questionnaire

### 1. Ensure that you are on the correct page

On the **upper-left** corner, it's showing **Ariba Proposals and Questionnaires**.

If not, select the drop down to switch to the correct page.

If you have multiple customers in your account, ensure **National Australia Bank Limited** is selected.

### TIP

You can check your **ANID (Ariba Network ID)** by clicking on your initials on the upper-right corner.

The screenshot shows the SAP Ariba interface. A red box labeled '1' highlights the top navigation bar with the text 'Ariba Proposals and Questionnaires' and a dropdown menu. Below this, another red box highlights the company selection area with 'NATIONAL AUSTRALIA BANK LIMITED' selected and 'COMPANY 1', 'COMPANY 2', and 'COMPANY 3' as options. A third red box labeled '2' highlights the 'Registration Questionnaires' section, which contains a table with one entry: 'Supplier registration questionnaire' with ID 'Doc3610241253' and status 'Registered'. A user profile dropdown menu is open in the top right corner, showing options like 'First, Last Name', 'My Account', 'Link User IDs', 'Contact Administrator', 'Supplier Inc.', 'Company Profile', 'Settings', and 'Logout'. The initials 'JD' are visible in the top right corner of the interface.

### 2. In the **Registration Questionnaires** section, you will find a link to the **Supplier registration questionnaire**.

- The information you have provided for each company that you interacting with on the Ariba Network, is not shared amongst the buyer companies.
- Therefore, you will need to complete the **Supplier Registration Questionnaire** for each company, to enable you to interact and participate in sourcing events with them.



# NAB Supplier Registration Questionnaire

## Completing the NAB Supplier registration questionnaire



### IMPORTANT

- This indicates how much time you have to **submit entire response**. Please ensure you complete and submit prior to the event close time.
- If additional time is required, contact [NAB Supplier Enablement Team](#)

1. To start, select **Section 1 – General Information**.

**Important – ‘Country/Region’ must be the same as the value selected for ‘1.3 Country of Incorporation’**

### 1.1. Supplier Full Legal Name *(mandatory field)*

- Where required, truncate words using industry standards: e.g. Pty. Pte. Ltd. or LLC.

### 1.2. Other names/also known or operating under *(mandatory field)*

- If multiple Trading Names, separate with a semicolon (;) in a continuous line
- **Do not** include website links in this field.
- **Do not** include spaces at the start or end of the name

### 1.3. Country of Incorporation *(mandatory field)*

- Must be the country in which your company is **registered**. **Country in which your Business / Company is licenced / registered.**

### 1.4. Corporate Address *(mandatory field)*

- Your physical building address.  
*This should be your registered address in the business license/registration.*

### Data Input Requirements

- Maximum number of characters: 35 (including spaces)
- Only English keyboard characters and numbers: A-Z, a-z and 0-9
- **Do not** include special characters: /-&.\*+Space?

# NAB Supplier Registration Questionnaire



## Completing the NAB Supplier registration questionnaire

### 1. Continue in **Section 1 – General Information.**

### 1.5. Country Code (Corporate Phone Number) (mandatory field)

- Select International dialling code from the dropdown menu.

### 1.6. Corporate Phone Number (mandatory field)

- Use international phone number format with no spaces.
- **Numeric only, maximum length: 13 numbers**
- **Do not start with zero**
- **Do not include the country code**

### 1.7. Organisation currently a NAB Banking customer? (mandatory field)

- Yes / No

### 1.8. Name of Company CEO (mandatory field)

- Provide the full name
- **Do not** use titles such as **Mr, Ms, Dr**
- **If multiple names**, separate using a semi-colon (;) in a continuous line.
- **If no CEO**, enter 'N/A'
- **Do not** provide links to websites in this field
- **Maximum number of characters: 254 (including spaces)**
- Only English keyboard characters and numbers only: **A-Z, a-z and 0-9**
- No special characters, for example: **# \$ % "' : ; \ ( )**

### 1.10. Stock Exchange (optional)

- If you are a public company, provide your stock exchange listing name.

### 1.11. Stock Symbol (optional)

- If you are a public company, provide your stock exchange listing symbol.

### 1.14. Most recent financial report (optional)

- Upload Word or PDF files only.

# NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

1. Continue in **Section 1 – General Information.**

Name ↑	
1.15 Certificate of Incorporation ⓘ	*  MessagingInAribaNetwork_1.pdf  Update file Delete file
1.16 Website (if any) ⓘ	* <input type="text" value="packglobalindustries.com"/>
1.17 Type of entity ⓘ	* <input type="text" value="Corporation"/>
1.18 Industry Type ⓘ	* <input type="text" value="Unspecified"/>

## 1.15. Certificate of Incorporation (mandatory field)

- You must provide evidence of your business registration from your local register.
- Upload Word or PDF files only.

## 1.16. Website (if any) (mandatory field)

- **Type** your website link details
- **Do not** cut and paste the link or;
- If you do not have a website – enter **'none'**.

## 1.17. Type of entity (mandatory field)

There can only be one type of legal business entity. Select answer from drop down list, for example:

- Individual
- Corporation

## 1.18. Industry Type (mandatory field)

- For lists of categories, refer to the UNSPSC categories.
- Provide one primary category only.



# NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

1. Continue in **Section 1 – General Information.**

## 1.19. Nature of business operations (mandatory field)

- **Example 1:** 'ABC' Company provides consulting services
- **Example 2:** The Company offers audit services

## 1.20. History of business operations (mandatory field)

**For example:** 'ABC Company' was formed in mid-19<sup>th</sup> century and 'ABC Australia' was founded in 1995

### Options to Include:

- When your company was founded
- What trading operations are included
- If the company was formed as a **new entity** or **from a previous entity** and if previous entity, when that previous entity was formed
- If your company took over the operations of another company

## 1.21. Select the NAB Location for which you are providing services to (mandatory field)

- Please select **NAB Australia** or **AUS**



# NAB Supplier Registration Questionnaire

Completing the NAB Supplier registration questionnaire

2. To continue, select and complete **Section 2 – Financial Information**.

Ariba Sourcing

< Go back to National Australia Bank Limited

Company Settings Feedback Help Messages

Console Supplier registration questionnaire Time remaining 29 days 23:14:41

All Content

Event Messages  
Event Details  
Response History  
Response Team

Event Contents

- All Content
- 1 General Information
- 2 Financial Information
- 3 Directors and Ownership
- 4 Sustainability Princ...
- 6 Consent to Provide B...

Name ↑	
2 Financial Information	
2.1 Australian Business Number (ABN)	12345676543
2.5 Please provide your Australian Company Number (ACN) if applicable	

## 2.2. Australian Business Number (ABN)

- If you do have an ABN please provide, otherwise please leave this **'blank'**.

# NAB Supplier Registration Questionnaire



Completing the NAB Supplier registration questionnaire

3. To continue, select and complete **Section 3 – Financial Information - Directors & Principal Officers**

### 3.1. Name of Directors (mandatory field)

- Provide the full name
- **If multiple Directors**, separate with semicolon (;) in one continuous line

### 3.2. Principal Officers (mandatory field)

Principal Officers are those at the highest level of the organisation and manage the day to day tasks of the organisation.

- Provide the full name or names
- **If multiple Principal Officers**, separate with semicolon (;) in one continuous line

### Data Input Requirements

- Maximum number of characters 254 - including spaces and semicolons(;
- Only English keyboard characters and numbers only: A-Z, a-z and 0-9
- No special characters, for example: # \$ % ' " ; ' \ ( )
- **Do not** use titles such as Mr, Ms, Dr
- Example: John Smith; Ha Ng; Michelle O'Reilly; Trevor Tang

# NAB Supplier Registration Questionnaire



## Completing the NAB Supplier registration questionnaire

### 3. To continue, select and complete **Section 3 – Financial Information - Ownership Structure & Ultimate Beneficial Owner(s)**

The screenshot shows the 'Supplier registration questionnaire' interface. The 'Directors and Ownership' section is highlighted with a red box and a red circle containing the number 3. The 'Ownership Structure' field (3.3) is also highlighted with a red box. The 'Ultimate Beneficial Owner(s)' field (3.4) is also highlighted with a red box. The interface shows a sidebar with navigation options, a top navigation bar with 'Ariba Sourcing' and 'Company Settings', and a main content area with a list of sections and a form for entering data.

### Data entry requirements

- Provide the full name(s), entity(s) or Trust(s) in one continuous line, using a semi-colon (;) to separate.
- Maximum number of characters 254 - including spaces and semicolons(;
- Only English keyboard characters and numbers only: A-Z, a-z and 0-9
- No special characters, for example: # \$ % " ' ; : \ ( )
- **Do not** use titles such as Mr, Ms, Dr.
- **Do not** provide links to websites in this field.
- Example: [William Smith](#); [Supplier Inc](#)

### 3.3. Ownership Structure (mandatory field)

#### Ownership structure could involve:

- Provide the names of the **Controlling Entities**, listed or unlisted.
- Provide the names of any entities with more than 25% control.
- Include **Parent Entity**, third parties and their intermediate shareholder entities.
- Provide the first and last names of the **Directors/Owners** that have above 25% share and are beneficial owners.
- Provide the names of any **Partnerships & Trusts**.
- Provide the name of the **Managing Director** if no one owns more than 25% of the company.

### 3.4. Ultimate Beneficial Owner(s) (mandatory field)

- **The Ultimate Beneficial Owner (UBO)** is individual(s) who ultimately own(s) or effectively control(s) the Company and have above 25% shareholding (if different to above).

**IMPORTANT** - If the UBO is the same as '3.3 Ownership Structure', please enter the same value.

- The ultimate beneficial owner's interest in an entity can be direct or indirect depending on the entity type and structure.
- In the case of indirect interest, the ultimate beneficial owner will not directly own 25% or more of the entity themselves, but they own an interest in another entity or multiple other entities, which in turn owns an interest in the entity



# NAB Supplier Registration Questionnaire

Completing the NAB Supplier registration questionnaire

4. To continue, select and complete **Section 4 – Sustainability Principles Information**

### 4.1. Do you sign up to NAB's Group Supplier Sustainability Principles (mandatory field)

- Yes/No

Please 'click' on the links for details on Sustainability Principles.

Refer to your NAB sourcing contact if you disagree



# NAB Supplier Registration Questionnaire



## Completing the NAB Supplier registration questionnaire

6. To continue, select **Section 6 – Consent to Provide Bank Information**

### 6.1. Bank Account and other details (mandatory field)

- Select **Yes or No** from dropdown.
- **Important:** If your organisation is approved for invoice transactional processing, NAB will require Bank Account and other details.

### 6.2. Email address for Payment Remittance (mandatory field)

- **Enter** the email address, where all **payment remittance notifications / confirmations** will be sent
- Maximum number of characters: 255

### 6.3. Email Address for Purchase Order (mandatory field)

- **Enter** the email address, where all **purchase order notifications / requests** will be sent
- Maximum number of characters: 255

**Important** - Using Gmail, Hotmail and Yahoo email addresses make you more vulnerable to fraudulent activity.

We recommend using a **shared mailbox** to ensure notifications and system access will be available to more than one person during periods of unexpected/extended leave or after exiting the company.

### 6.4. Number of Bank Accounts (mandatory field)

- You can **'select'** up to 5 Bank Accounts

# NAB Supplier Registration Questionnaire



## Completing the NAB Supplier registration questionnaire

6. To continue, complete **Section 6.5 – Bank Information**

**i** If you selected more than 1 Bank Account for the previous question 6.4 you will be asked to enter the banks details for each individual account.

### 6.5.1.1 Bank ID (optional)

- Select from dropdown

### 6.5.1.2 Bank Country (mandatory field)

- Please select – ‘Australia [AU]’

### 6.5.1.3 Bank Name (mandatory field)

- Maximum number of characters 40 - including spaces
- Only English keyboard characters : A-Z, a-z

### 6.5.1.4 Account/Beneficiary Name (mandatory field)

- This is the official name that you have registered with your beneficiary bank.
- Maximum number of characters 60 - including spaces
- Only English keyboard characters: A-Z, a-z

### 6.5.1.7 Enter SWIFT Code/BIC/ Sort Code (mandatory field)

- Do not include special characters: /-&.\*'+Space'
- Maximum number of characters: 11

### 6.5.1.13 IBAN (optional)

- Select from dropdown

### 6.5.1.14 Bank Account Number (mandatory field)

- Maximum number of characters 20 - including spaces
- Only English keyboard characters and numbers only: A-Z, a-z and 0-9

### 6.5.1.18 Payment Currency (mandatory field)

- Please select – ‘AUD’.

# NAB Supplier Registration Questionnaire



## Completing the NAB Supplier registration questionnaire

6. To continue, complete **Section 6.5.1 – Bank Information**

### IMPORTANT

- Please ensure you complete and submit prior to the event close time.
- If additional time is required, contact [NAB Supplier Onboarding Team](#)

### Submit Entire Response

- Once **all mandatory fields (\*)** have been completed and form is ready to submit, **click 'Submit Entire Response'**.



*Once your S2C registration is approved, you will receive a SAP Ariba email confirming the registration approval.*

**You can go back and view 'sections' of the questionnaire content** from the left navigation panel.

- You can complete each section in any order.
- Every mandatory field \* in each section needs to be completed before you can submit the questionnaire.

**Save draft:** Enables you to save your draft answers and return to the questionnaire later.

**Excel Import:** Enables you to import the spreadsheet containing your responses back into the questionnaire. Refer to [SAP Help Portal](#) for further information on this functionality.

# NAB SAP (Ariba) Business Network



**Step 2 – NAB Supplier Registration  
Questionnaire** is now complete.

National Australia Bank Limited

v1.0 – March 2024