



# Gold Fields Ariba System - Supplier Registration Process

## SAP Ariba User Guide





# Gold Fields Ariba System - Supplier Registration Process

## Process Overview:

This simulation will take you (the Supplier) through the steps required for registering as a Supplier on the Gold Fields Ariba system.

## Who will use this transaction?

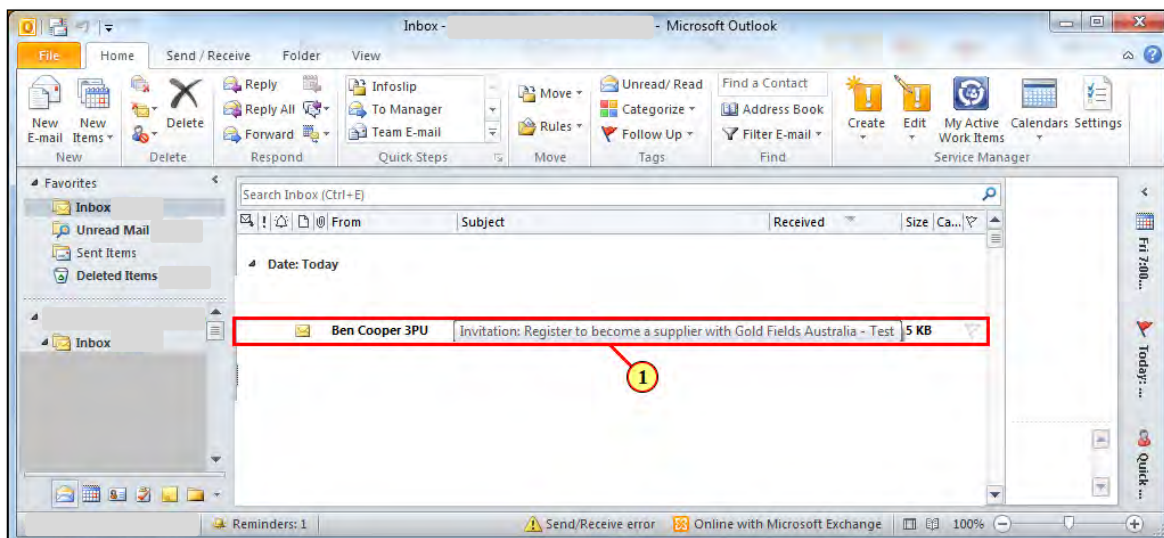
- Suppliers

## Instructions

1. Gold Fields Australia now uses **Ariba** to manage its Sourcing and Procurement activities and to collaborate with suppliers.

In order for you to be a registered supplier with Gold Fields Australia you must register an **Ariba Account**. Follow the instructions in this user guide to assist you with creating your account.

Firstly, you will receive an email message inviting you to register to the **Ariba Network for Suppliers**.




Double-click to open the email.

**Note** - If the email message has not appeared in your Inbox, please check your **Junk Inbox**.



2. To begin the **Registration Process**, click on the [Click Here](#) link in the email message. The **Ariba Sourcing** page is then displayed.

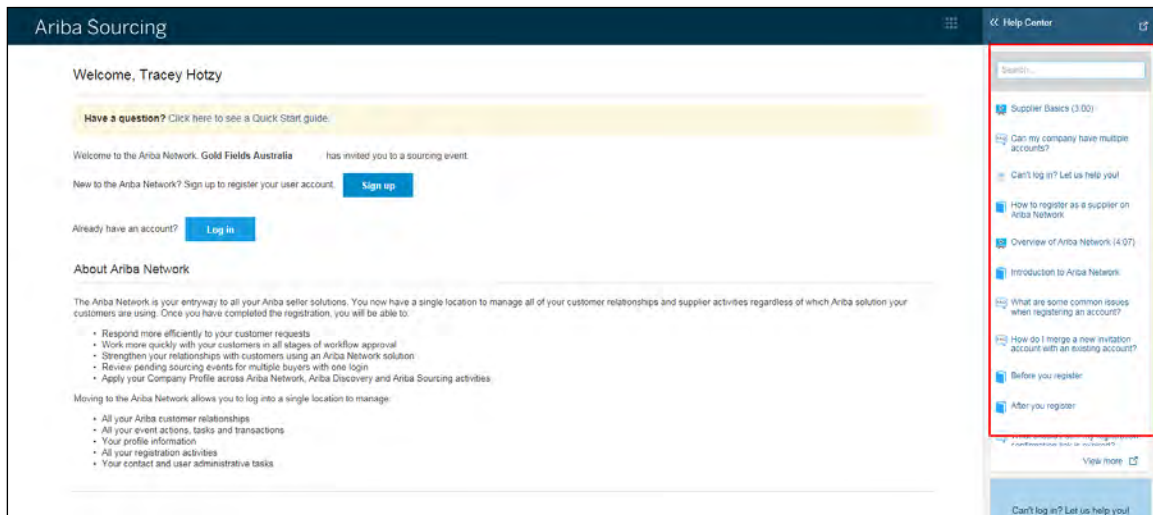


If you have an existing Ariba Network account, select **Log in**. Please use the **Forgot Password** link if you cannot remember your password.

If your organisation has not used the Ariba Network before, select **Sign up**.

**Note** – No fees are incurred by you (the Supplier) for registering to the Ariba Network and participating in online sourcing events.

For additional support, please refer to the **Ariba Help Center** which is located to the right corner of any page.



3. If you have not used Ariba before, click on **Sign up** [Sign up](#). The initial registration page will then be displayed.



## Gold Fields Australia – Ariba Sourcing



Ensure your **Company** information is correct. Please update as required.



In the **User Account Information** section, enter a **Username** and **Password**.

- **Username** - the system will generate a username however, this can be overwritten.
- Select the checkbox if you want to use your current email address as your username.  Use my email as my username
- Alternatively, enter in a new username, however it **must** be in email format.  
Username: \* tkelley137@gmail.com
- Enter in a **Password** (must be 8 characters including letters and numbers).



**Company information**

Company Name\* Example Supplier ABC

Country\* Australia [AUS]

Address\* COLIN ST

Line 2

City\* PERTH

State\* WA

Postal Code\* 6000

**User account information**

Name\* Tracey Hotzy

Email\*

Use my email as my username

Username\* test-tracey\_hotzy@goldfields.com

Password\* [masked]

Language: English

Email orders to\* tracey.hotzy@goldfields.com

**Ariba Network light account is Free**

Already have an account? Login

- Strengthen relationships**  
Collaborate with your customer on the same secure network.
- Connect faster**  
Exchange documents electronically and streamline communications.
- Reach more customers worldwide**  
Sign up with Ariba Discovery and increase sales leads. Learn more

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

**Help Center**

Supplier Basics (3:00)

Can my company have multiple accounts?

Can't log in? Let us help you!

How to register as a supplier on Ariba Network

Overview of Ariba Network (4:07)

Introduction to Ariba Network

What are some common issues when registering an account?

How do I merge a new invitation account with an existing account?

Before you register

After you register

What should I do if my registration is rejected?

View more

Can't log in? Let us help you!

Once you have read the **Terms of Use** and **Ariba Privacy Statement**, select the  **Confirmation checkbox**.

Language: English

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

Email orders to\* tracey.hotzy@goldfields.com

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

to your mobile device and manage customer orders on the go.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Submit button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

Submit Cancel

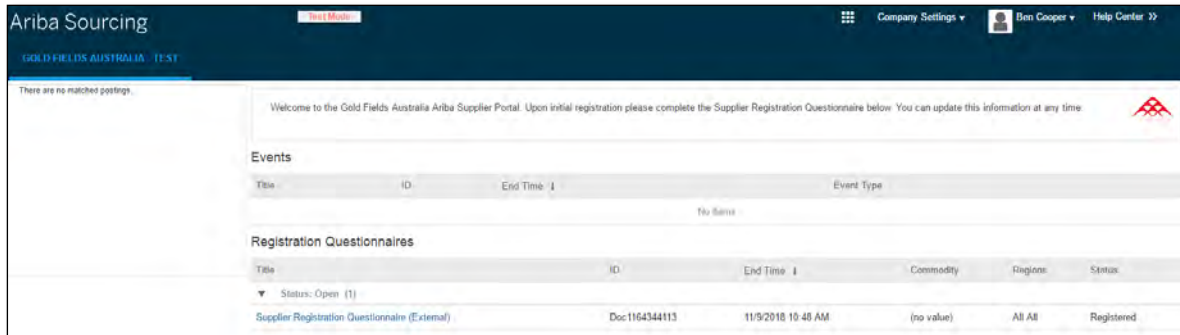
4. Click on **Submit**




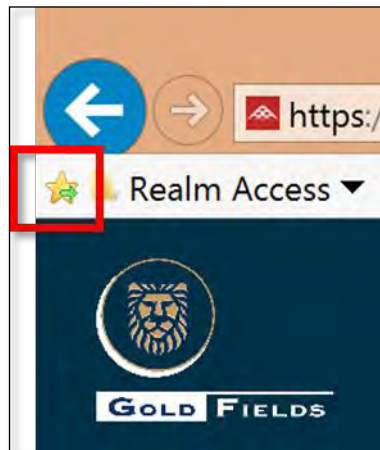
5. If the following pop-up window is displayed, click on **Yes** .


	<p><b>Result:</b> You have successfully created an account on the Gold Fields Australia Ariba system.</p> <p>The <b>Ariba Homepage</b> is now displayed.</p> <p><b>Handy Hint:</b> You can now save the URL to your <b>Favourites</b> so you can easily access the <b>Ariba Login</b> page in future.</p>
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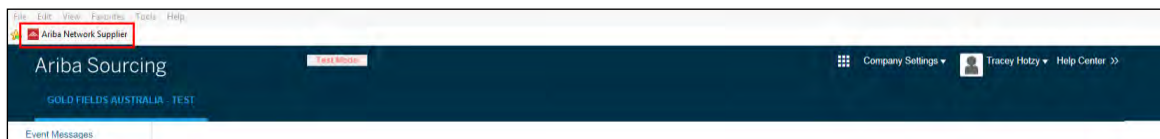




6. To add the Ariba Supplier Portal to your browser Favourites (if using Internet Explorer), click the  button on the top left of the browser.

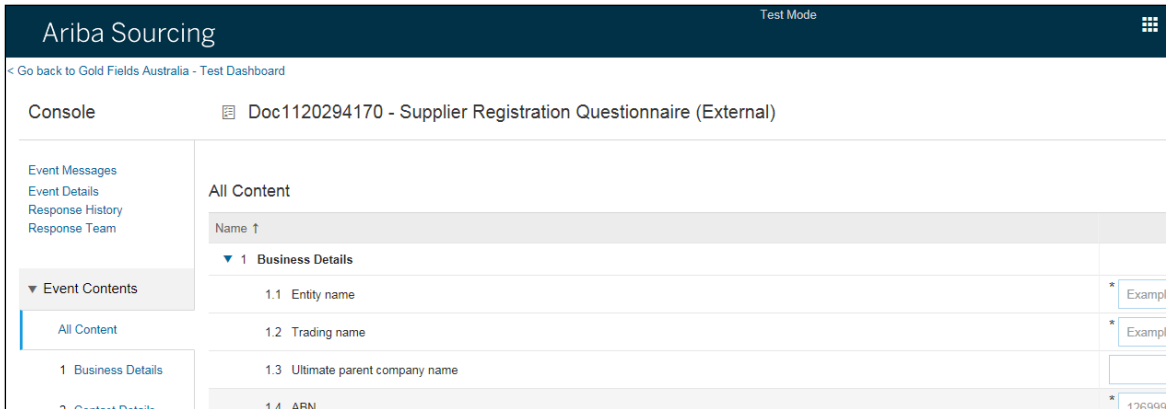




 **Result** - You have now saved the **Ariba URL** to your Favourites so you can easily access the Ariba Login homepage.





7. Next, you will need to complete the **Supplier Registration Questionnaire** by answering the questions.

Ensure you answer all the mandatory questions marked with an **asterisks (\*)**.

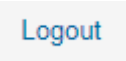


 At any stage you can save your answers by clicking on the  **Save** button located at the bottom of the screen.


Once you have finished answering all the questions, click on the  **Submit Entire Response** button.

 **Result** - Once you have finished entering in your company details and have selected the **Submit Entire Response** button your information will be sent to a Gold Fields Representative to review.

**Congratulations**, you have completed the Gold Fields Australia Supplier Registration Process.

8. To log off the Ariba system, click on **Logout** .



 This completes the training guide for the **Supplier Registration Process**.