

Supplier Onboarding at Western Power

Process Overview



Introduction

- This presentation details the supplier onboarding process at Western Power, with a focus on Ariba system-based interactions. For additional information please refer to the following links:
- **New or Existing suppliers** – <https://www.westernpower.com.au/suppliers/e-procurement/>
- **For prospective suppliers** – <https://www.westernpower.com.au/suppliers/becoming-a-supplier/>
- **To register your interest for a specific tender** – <https://www.westernpower.com.au/suppliers/tenders-and-registrations-of-interest/>

Introduction to Supplier Onboarding

- Western Power uses the cloud-based system Ariba to provide our suppliers the ability to self-manage information provided to Western Power, including:
 - Banking information
 - Company addresses (e.g. registered, postal, physical)
 - Company contacts details (e.g. contact names, email addresses, etc)
 - Insurance details (including uploading certificates of currency)
 - Other relevant information (financial, safety)
- Managing this information is done via responding to and maintaining a series of questionnaires in Ariba.



Using Ariba to submit and maintain supplier information

- All suppliers will be required to use Ariba to maintain their own supplier data.
- **Prospective** suppliers will be required to register their details via Ariba in order to be considered for future tender events.
- **New or Existing** suppliers will be required to complete an initial set of onboarding questionnaires, which can then be updated as/when required going forward.



Prospective Suppliers

- Please complete a Supplier Self-Registration Request to register your interest in becoming a Western Power supplier. Please see link below:-

<https://westernpower.sourcing.ariba.com/ad/selfRegistration>

- Once the Request is approved, Western Power may send further questionnaires (see slides 7 and 8) to continue the onboarding process, however this is not guaranteed: registering your interest for future opportunities to work with Western Power via submission of the Request form does not confirm approval of the Request will be granted, or guarantee that an opportunity to formally quote or receive work will eventuate.

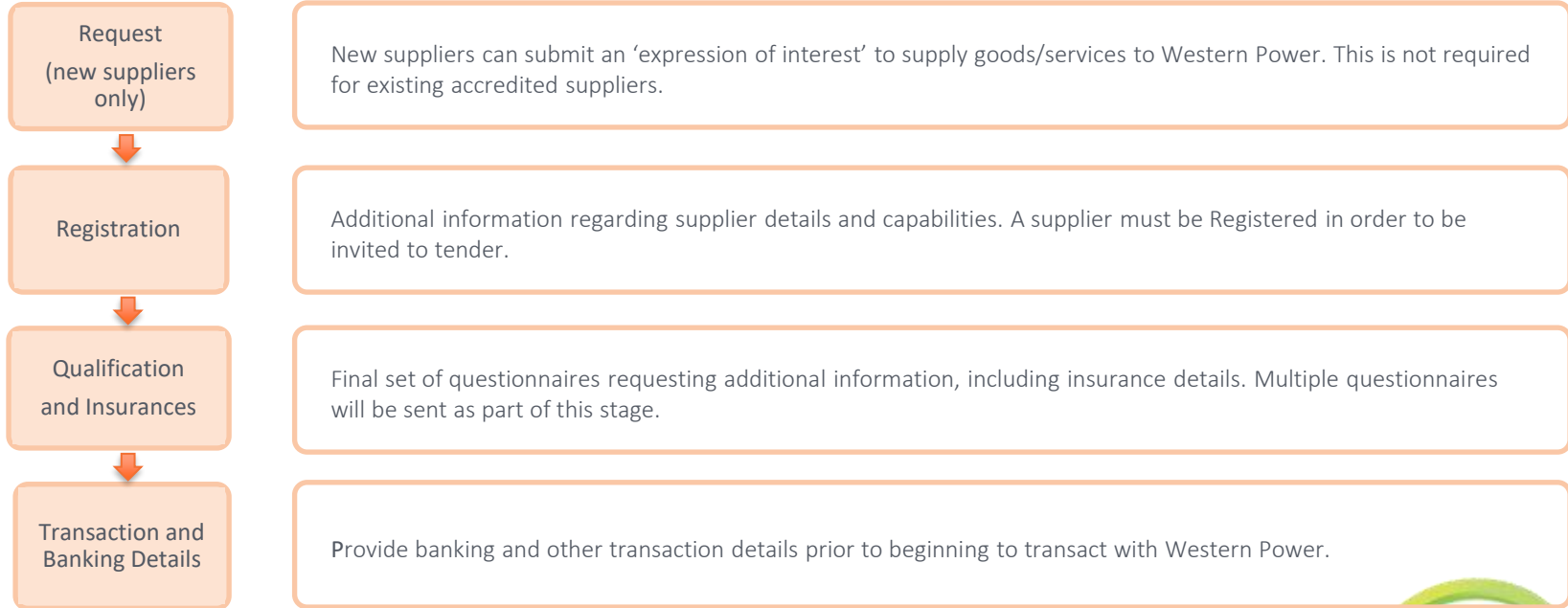


New or Existing Suppliers

- Will be required to complete an initial setup of onboarding questionnaires to support their new or existing relationship with Western Power (see following slides).
- Once questionnaires have been submitted existing suppliers will maintain their 'Qualified' status.
- Up to date insurance certificates of currency must be maintained in Ariba to support ordering going forward. If required up-to-date insurance certificates are not provided, Western Power may cease ordering from your company until certificates are provided.



Supplier Onboarding Questionnaires



SLP Questionnaire content



Key things to know

- All suppliers responding to a tender in Ariba will be required to set up an Ariba account in order to respond to the tender, if they do not already have one. It is free of charge to set up an Ariba account to respond to tenders and supplier onboarding questionnaires.
- Please note it is a requirement of transacting with Western Power that your company uses the Ariba Network to receive orders and submit invoices. There are both free and fee-paying options to use the Ariba Network for transacting (orders and invoices) – please see <https://www.westernpower.com.au/media/5957/transacting-with-western-power-20220131.pdf> for further information about account options.
- Request, Registration, Qualification and Transaction Details questionnaires require an initial submission and can then be updated when changes arise. Insurances must be maintained as per expiry dates.

Support

- For general queries about becoming a Western Power supplier please contact suppliers@westernpower.com.au
- Please use the “Compose Message” feature within individual SLP questionnaires to ask questions specific to that questionnaire
- For system or technical issues please contact Ariba directly. The following link provides information on how to raise a service call with Ariba:
<https://www.westernpower.com.au/media/5085/raising-an-ariba-service-call-supplier-guide-20210723.pdf>

