



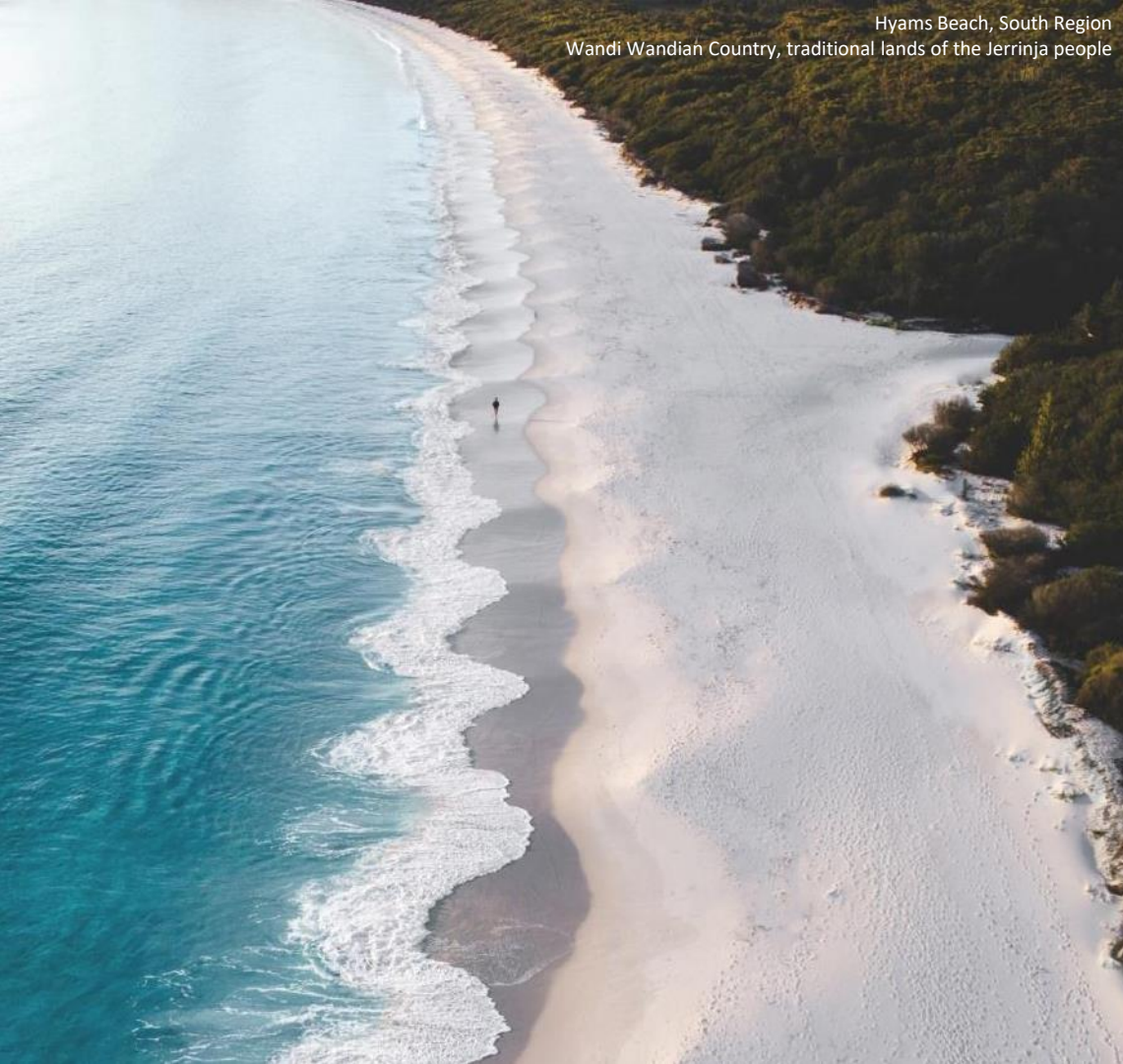
# TAFE NSW SAP Business Network (formerly Ariba Network) Supplier Training

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How to upgrade a Standard Business Network account to an Enterprise account

June 2025

Hyams Beach, South Region  
Wandi Wandian Country, traditional lands of the Jerrinja people



TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

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# Topic

## Audience

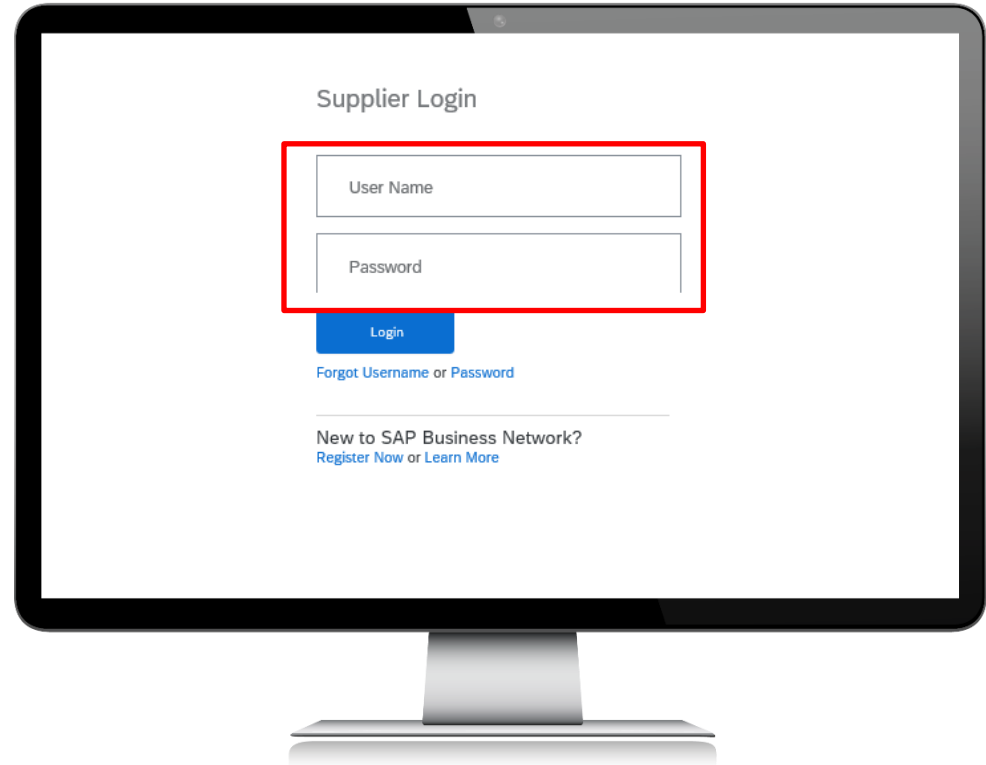
## Background

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Topic	<b>This Quick Reference Guide (QRG) addresses how to upgrade from a Standard Business Network account to an Enterprise Business Network account</b>
Audience	Suppliers that have a contract with TAFE NSW and require an Enterprise Business Network account due to the requirement to invoice directly against their contract via the Business Network.
Background	<p>Most suppliers transacting with TAFE NSW over the Business Network only need a standard Business Network account.</p> <p>However, contracted suppliers that will be invoicing directly against their contract with TAFE NSW will require an Enterprise account.</p> <p>This QRG explains how to upgrade an existing Standard account to an Enterprise account.</p> <p>TAFE NSW pays the fees for our suppliers to have Enterprise accounts, but other customers may not. Suppliers should consider whether they want to upgrade an existing account or create a new Enterprise account just for TAFE NSW.</p>

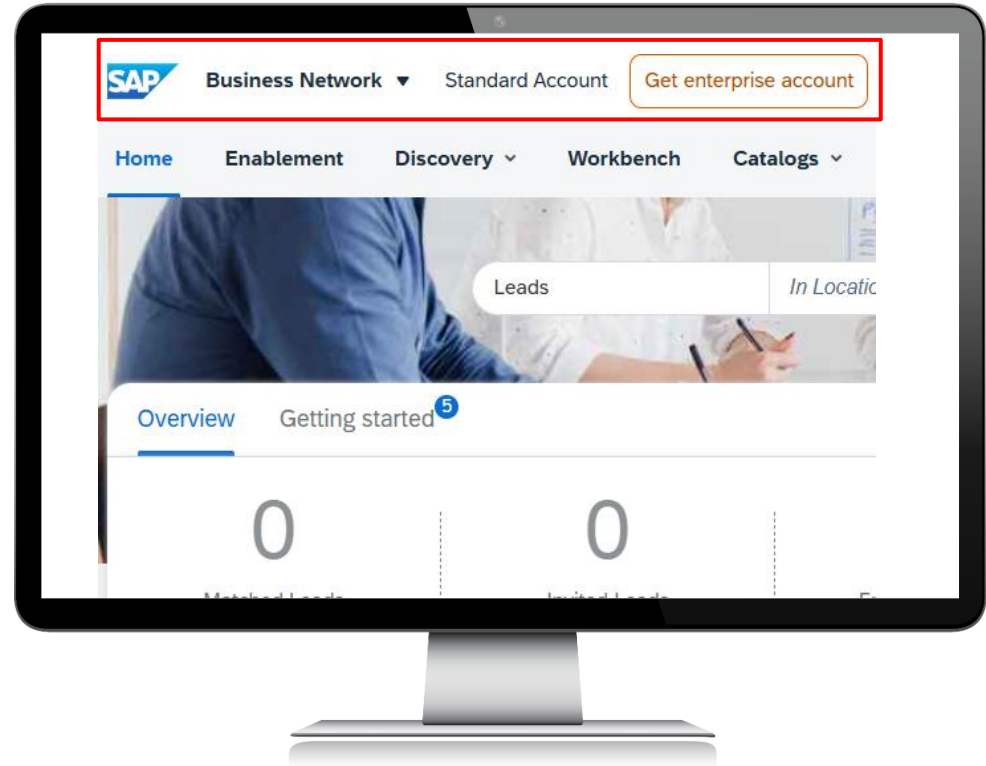
Navigate to [supplier.ariba.com](https://supplier.ariba.com) and log in using your  
***'Username'*** and ***'Password'***.

# Step 1



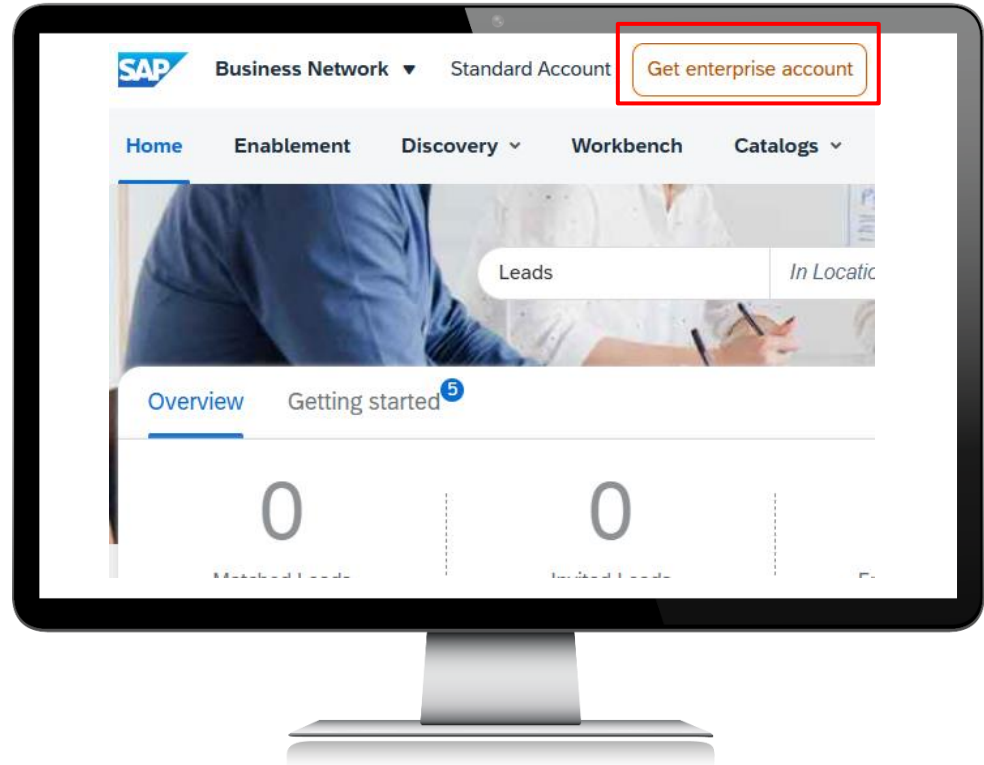
## Step 2

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If you have a '**Standard Account**' and require an '**Enterprise Account**,' your screen will display as a Standard Account with the option to '**Get enterprise account**.'



Select the '*Get enterprise account*' icon.

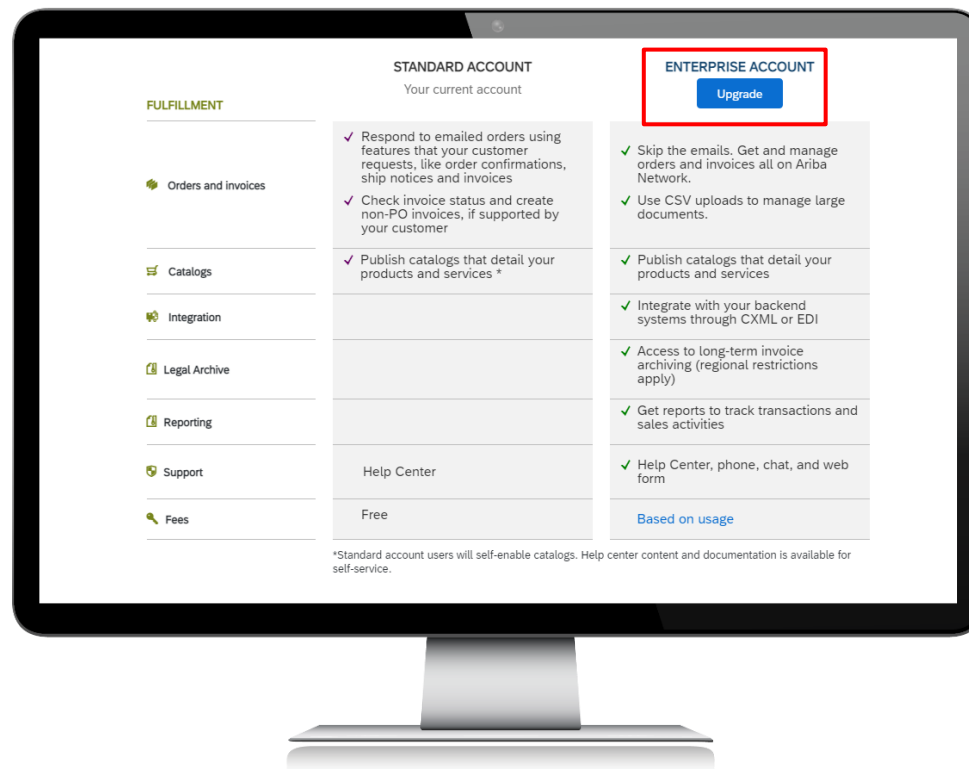
## Step 3



## Step 4

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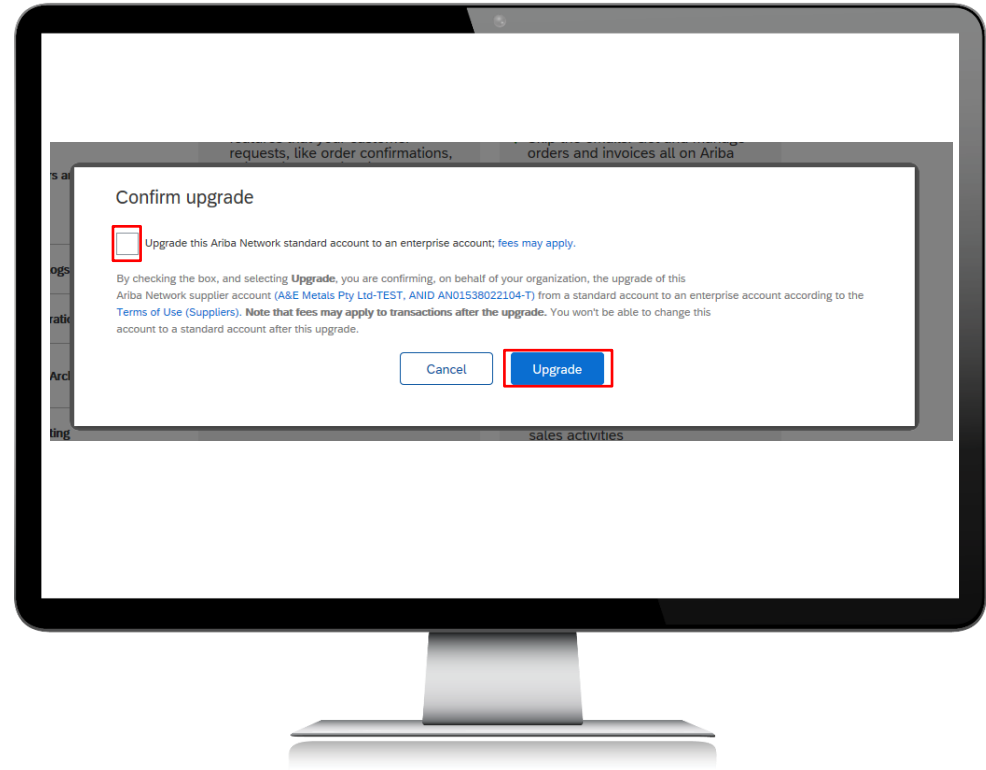
A screen will display, advising of the difference between a '**Standard Account**' and an '**Enterprise Account**.' Please select '**Upgrade**'. There are no fees associated with transacting with TAFE NSW over the Business Network using an Enterprise account. However, you may incur fees for transactions with other customers when you have an Enterprise account. If this is the case for you, you may prefer to create a separate Enterprise Account to transact with TAFE NSW over the Business Network.



## Step 5

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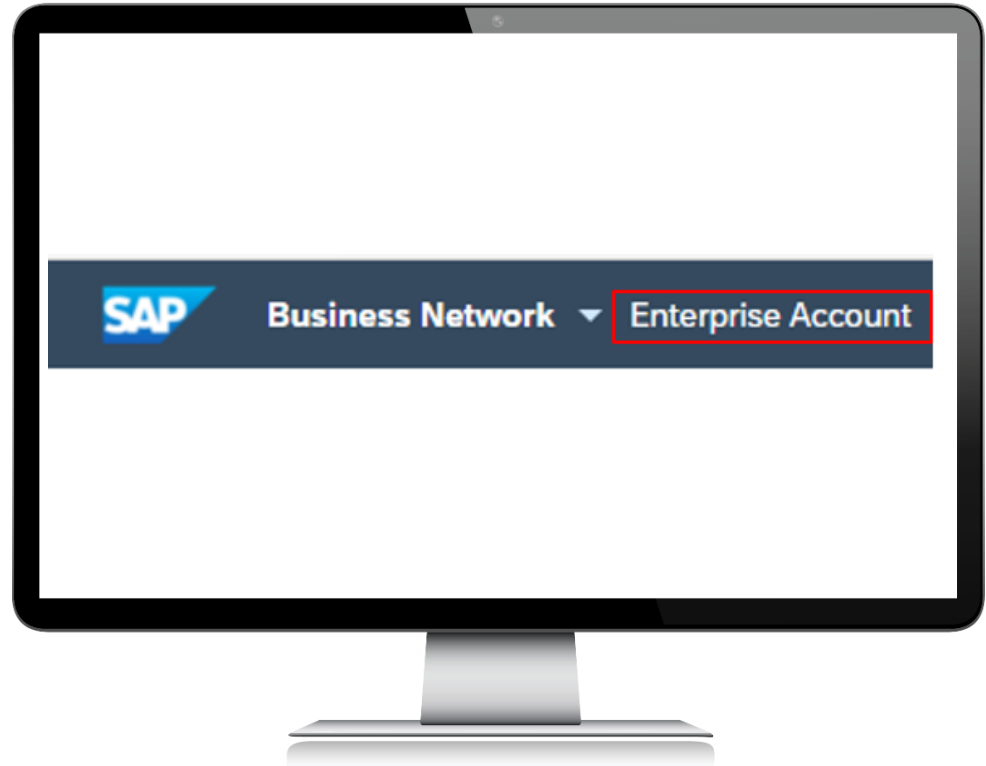
You will be asked to confirm that you do want to upgrade your account. Tick the box to '**Upgrade this Ariba Network standard account to an Enterprise Account.**' Then click '**Upgrade.**'





Your account will now have changed to an ***Enterprise Account***.

## Step 6



# Further assistance

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For help with:	Contact
Invoicing TAFE NSW	<ul style="list-style-type: none"> <li>▪ Call 1300 823 343</li> <li>▪ Press Option 2 for 'Accounts Payable'</li> <li>▪ Press Option 3 for 'Supplier Accounts – Unpaid Invoices'</li> </ul>
Help with SAP Ariba from TAFE NSW	<ul style="list-style-type: none"> <li>▪ Call 1300 823 343</li> <li>▪ Press Option 2 for 'Accounts Payable'</li> <li>▪ Press Option 2 for 'Help with SAP Ariba'</li> </ul>
Help with SAP Ariba from SAP Ariba	<ul style="list-style-type: none"> <li>▪ Call 1800 766 694</li> <li>▪ Press Option 2 for help with registering for proposals, sourcing events, tenders, contract workspaces/how to set up/submit.</li> <li>▪ Press Option 3 for help with invoices/purchase orders, catalogues/payments, subscription fees, registration or anything else.</li> <li>▪ Press Option 4 for log in/username or password.</li> </ul>
TAFE NSW Supplier Resources Hub Website	<ul style="list-style-type: none"> <li>▪ Click the following link to visit the <a href="#">Supplier Resources – Hub TAFE NSW</a>.</li> </ul>

# Thank you