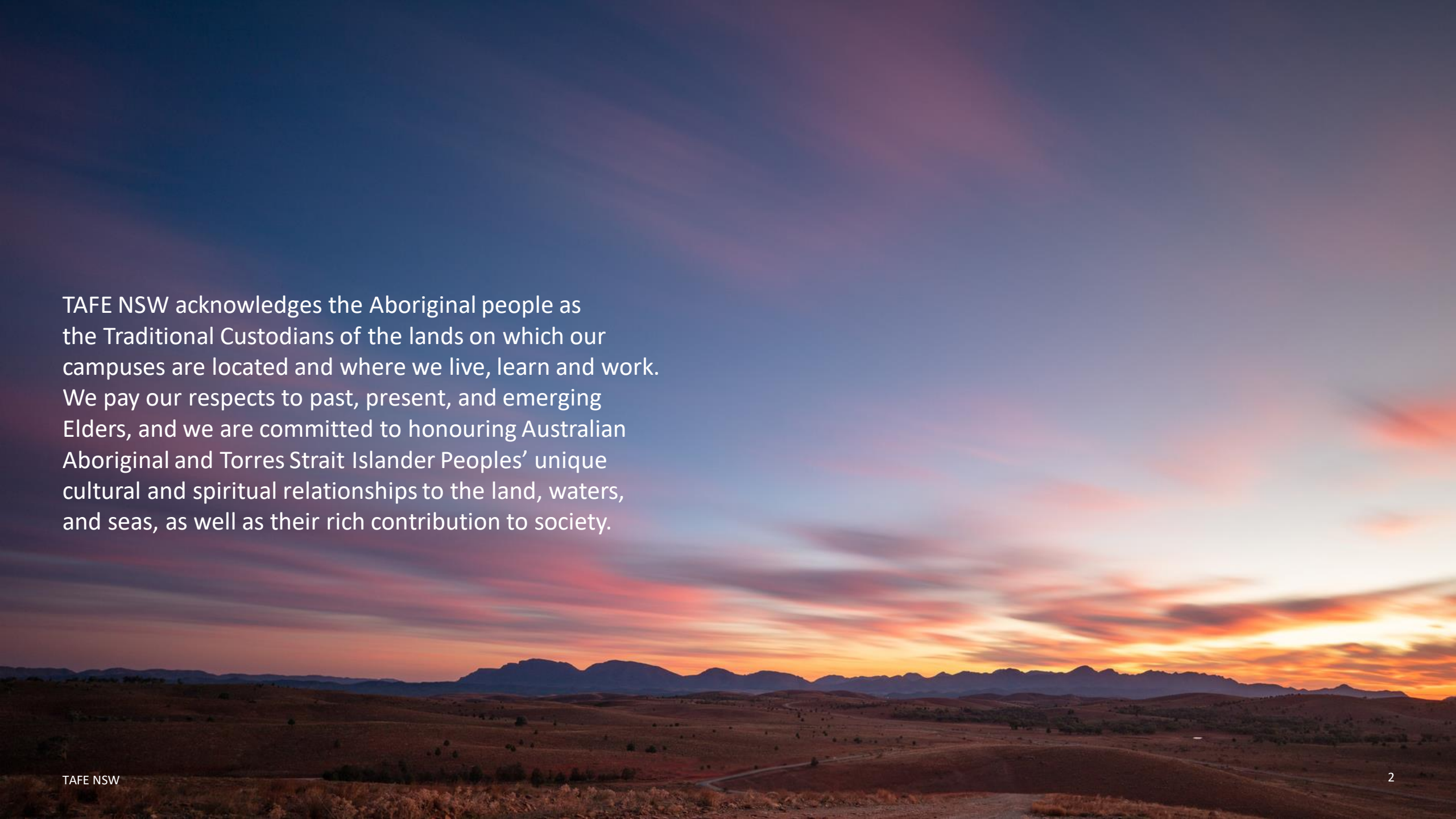


TAFE NSW Ariba Network Certificate Management

Complete Certificate Questionnaire

February 2024





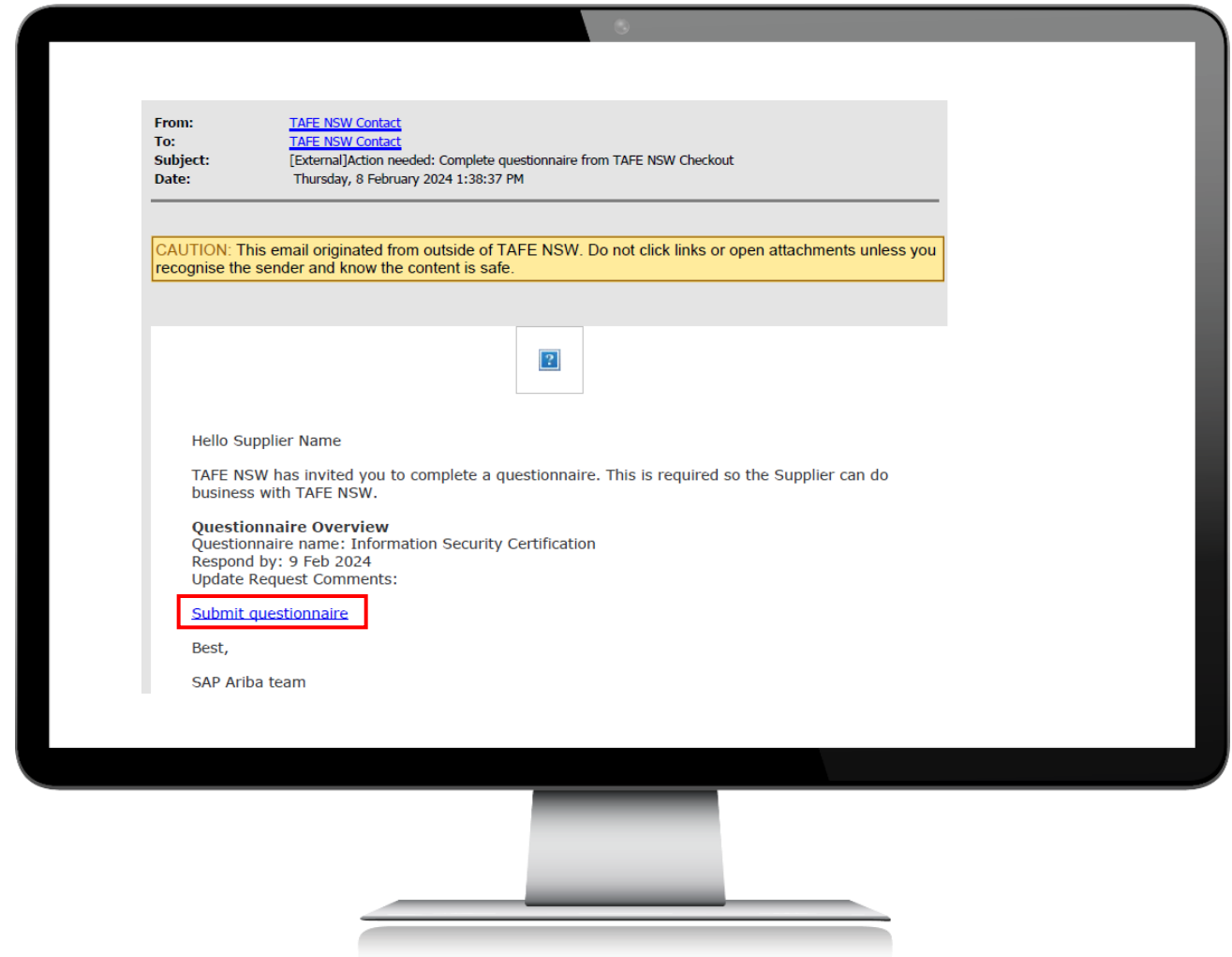
TAFE NSW acknowledges the Aboriginal people as the Traditional Custodians of the lands on which our campuses are located and where we live, learn and work. We pay our respects to past, present, and emerging Elders, and we are committed to honouring Australian Aboriginal and Torres Strait Islander Peoples' unique cultural and spiritual relationships to the land, waters, and seas, as well as their rich contribution to society.

Certificate Management Audience & Background

Topic	
Audience	TAFE NSW Suppliers
Background	A request will be sent to suppliers via the Ariba Network to complete a Certificate Questionnaire and upload the relevant certificates. The certificates will be stored in the Ariba Management system and will be visible by TAFE NSW. Reminders to the supplier will automatically trigger 90 days from the certificate expiry date and the supplier will receive an Ariba generated notification to request expired certificates are replaced with valid certificates.

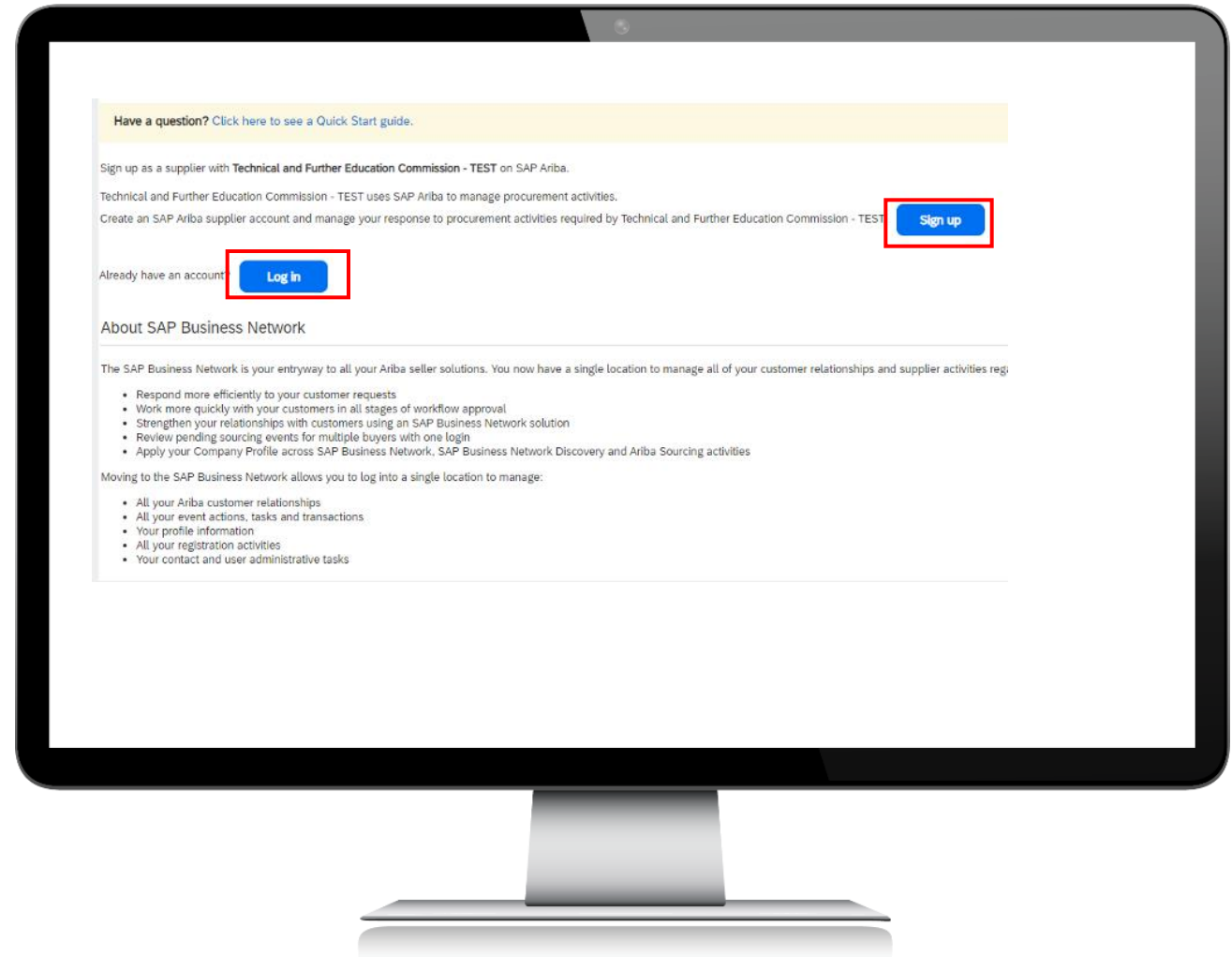
Step 1

A Notification to request completion of the Certificate Questionnaire will be sent via email to the supplier's email address, as nominated by the TAFE NSW Business Contract Manager.



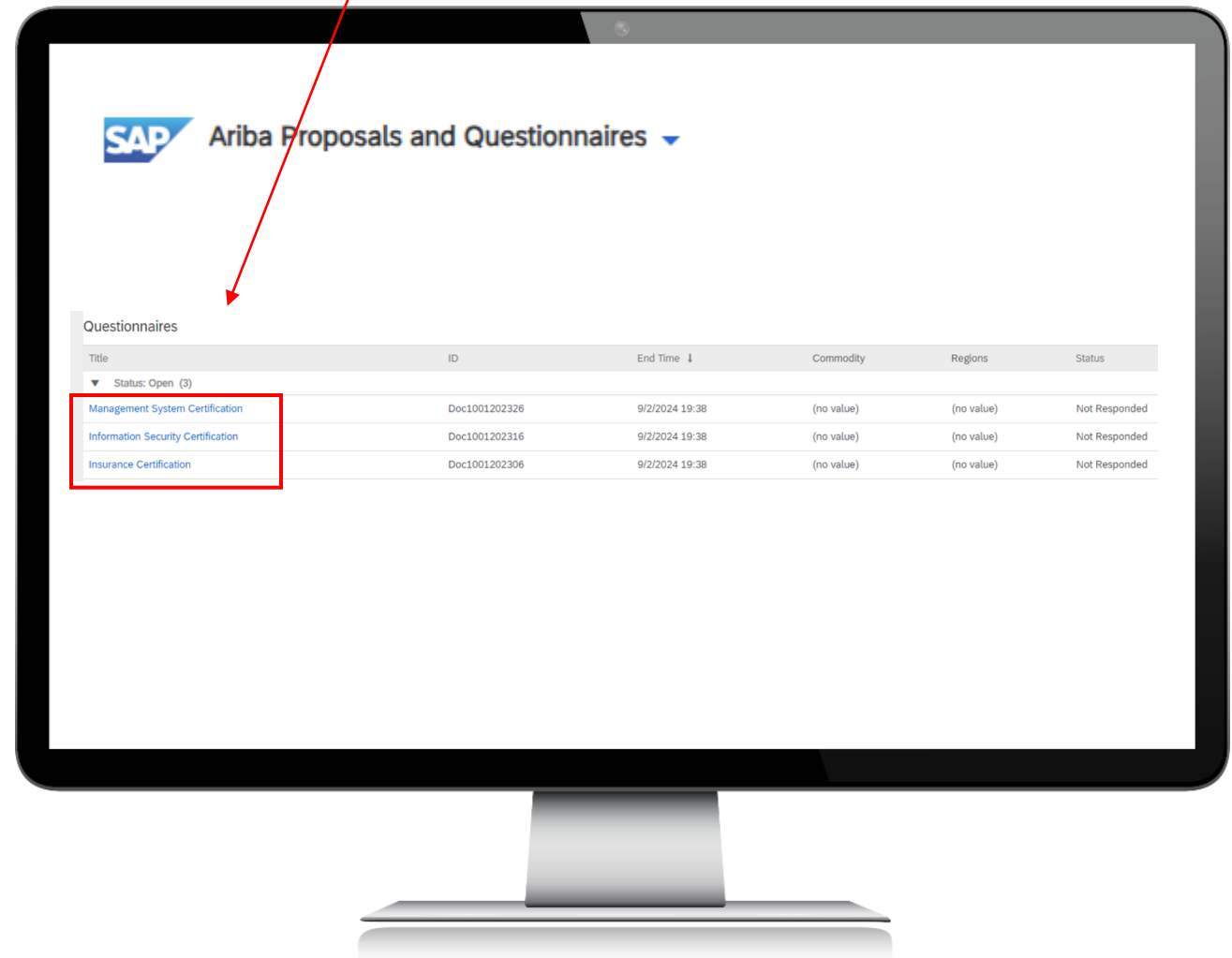
Step 2

In the email you will be able to **'Log In'** to your Ariba Network account using your existing account details. If you are unable to log in, you can **'Sign Up'** and create a user generated account to manage the certificates. New accounts will not be linked to the main Ariba Network account that is used between TAFE NSW and the supplier to transact with.



Step 3

Once logged in, the **'Ariba Proposals and Questionnaires'** screen will display. Select the relevant Questionnaire hyperlink to commence the questionnaire. The questionnaire will remain open for a full year after you receive it, allowing you to revise your response or add additional certificates as required.



Step 4

Click the drop down to select 'Yes' or 'No' to advise if the certificate is relevant. If yes is selected, the 'Details' icon will populate, and you will be required to click into this field to complete the Questionnaire.

The screenshot displays a web application interface for a questionnaire. The interface includes a table with the following content:

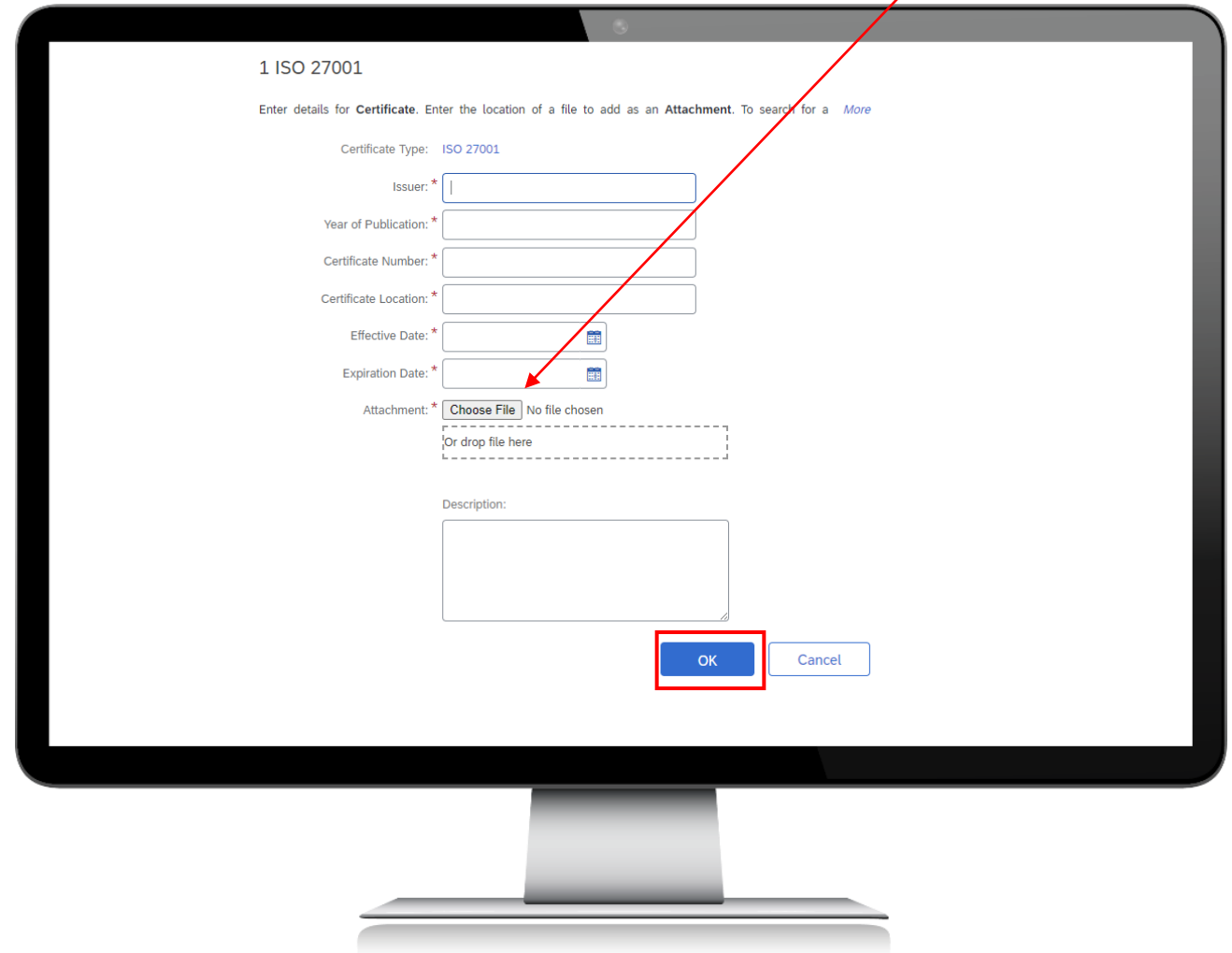
All Content	
Name	
1 ISO 27001 ⓘ	Unspecified ▼
2 SOC 2 Type Audit ⓘ	Yes
3 PCI DSS ⓘ	No
	Unspecified

Below the table, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

At the bottom of the interface, there is a section for "Details" for the first item, "1 ISO 27001 ⓘ". It shows a dropdown menu with "Yes" selected and a "Details" icon (a blue square with a white plus sign) next to it. A red box highlights the "Details" icon, and a red arrow points from the text box above to this icon.

Step 5

Complete the mandatory fields marked with the * and attach the Certificate. Select 'OK'.



The screenshot shows a web form titled "1 ISO 27001". Below the title, it says "Enter details for **Certificate**. Enter the location of a file to add as an **Attachment**. To search for a [More](#)".

The form contains the following fields:

- Certificate Type: ISO 27001
- Issuer: * (text input)
- Year of Publication: * (text input)
- Certificate Number: * (text input)
- Certificate Location: * (text input)
- Effective Date: * (date picker)
- Expiration Date: * (date picker)
- Attachment: * (file upload section with "Choose File" button, "No file chosen" text, and a dashed box for dropping a file)
- Description: (text area)

At the bottom right of the form are two buttons: "OK" (highlighted with a red box) and "Cancel". A red arrow points from the instruction text above to the "Expiration Date" field.

Step 6

You will be required to work through and complete the details for each certificate you are required to provide to TAFE NSW. Additional commentary relevant to the certificate can be added by selecting the below icon.

'Submit Entire Response' once you have answered Yes/No and completed the details as necessary. Select **'OK'** to the pop up.

The screenshot displays a web application interface for TAFE NSW Ariba Supplier Training. It features a table titled 'All Content' with columns for 'Name' and 'Details'. The table lists three items: '1 ISO 27001', '2 SOC 2 Type Audit', and '3 PCI DSS'. Each item has a 'Details' link and a dropdown menu for 'Yes' or 'No'. A red box highlights the 'Details' link for the first item, and a red arrow points from the text above to this link. Below the table, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The 'Submit Entire Response' button is highlighted with a red box. At the bottom right, a confirmation dialog box is visible with the text 'Submit this response?' and 'Click OK to submit.' The 'OK' button in this dialog is also highlighted with a red box.

Name	Details
1 ISO 27001	Yes
2 SOC 2 Type Audit	No
3 PCI DSS	No

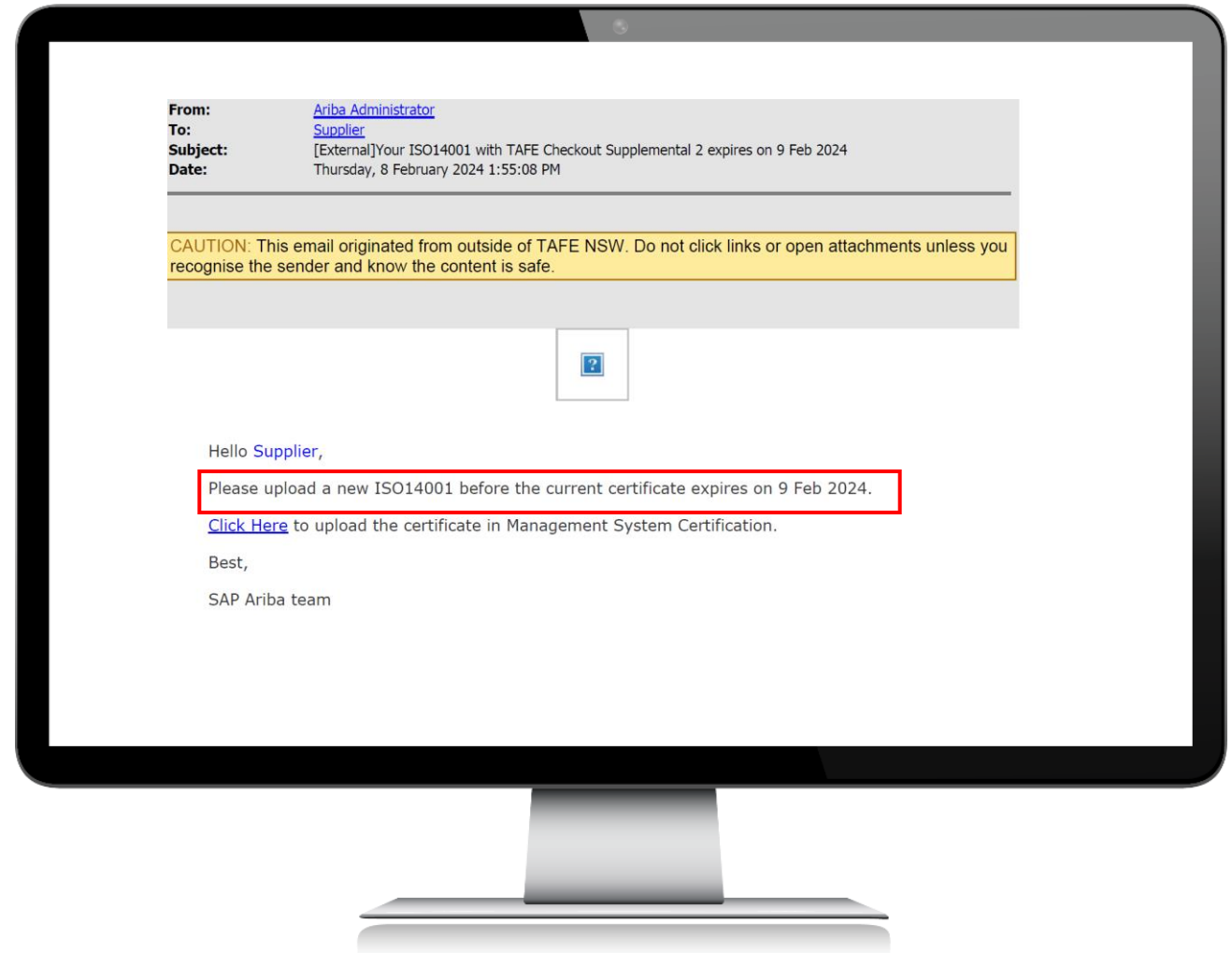
(*) indicates a required field

Submit Entire Response | Save draft | Compose Message | Excel Import

✓ Submit this response?
Click OK to submit.
OK | Cancel

Step 7

You will be required to submit responses for each of the Questionnaires Received. A reminder notification will be sent 90 days before a certificate is nearing expiration. A valid certificate will need to be uploaded and the questionnaire re-completed.



Further Assistance

For help with:	Contact
Invoicing TAFE NSW	▪ Call 1300 823 343 ▪ Press Option 2 for 'Finance' ▪ Press Option 3 for 'Supplier Accounts – Unpaid Invoices'
Help with SAP Ariba from TAFE NSW	▪ Call 1300 823 343 ▪ Press Option 2 for 'Finance' ▪ Press Option 2 for 'Help with SAP Ariba'
Help with SAP Ariba from SAP Ariba	▪ Select 'Help Center' from the top right on the login page OR ▪ Select 'Help Center' within the Ariba Sourcing site ▪ Select 'Contact Us' within the Help Center
TAFE NSW Supplier Resources Hub Website	▪ Click the following link to visit the Supplier Resources – Hub TAFE NSW and select the 'Access Ariba Support' reference guide.

Thank you