



SAP Business Network (SBN)

Supplier Onboarding and Supplier Master Data
Management Reference Guide



Register Supplier Master Data

1. The invitation to register with Woodside will initiate a registration to establish a connection to commence the onboarding process.

Note: The screen shots are provided for illustration purposes only. They have been generated within a test environment and will reference multiple Woodside entities.

If you have any questions about your invitation or registration, contact suppliermaintenance@woodside.com for assistance.

For first time users, the first person who accepts the invitation will become by default the System Administrator for your Ariba Account.



Register as a supplier with WoodsideEnergy-TEST

Hello!

[REDACTED] has invited you to register to become a supplier with WoodsideEnergy-TEST. Start by creating an account with Ariba Network. It's free.

WoodsideEnergy-TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If [REDACTED] already has an account with Ariba Network, sign in with your username and password.

1 [Click Here](#) to create account now

How to Connect with Woodside

2. Creating a new SAP Business Network:

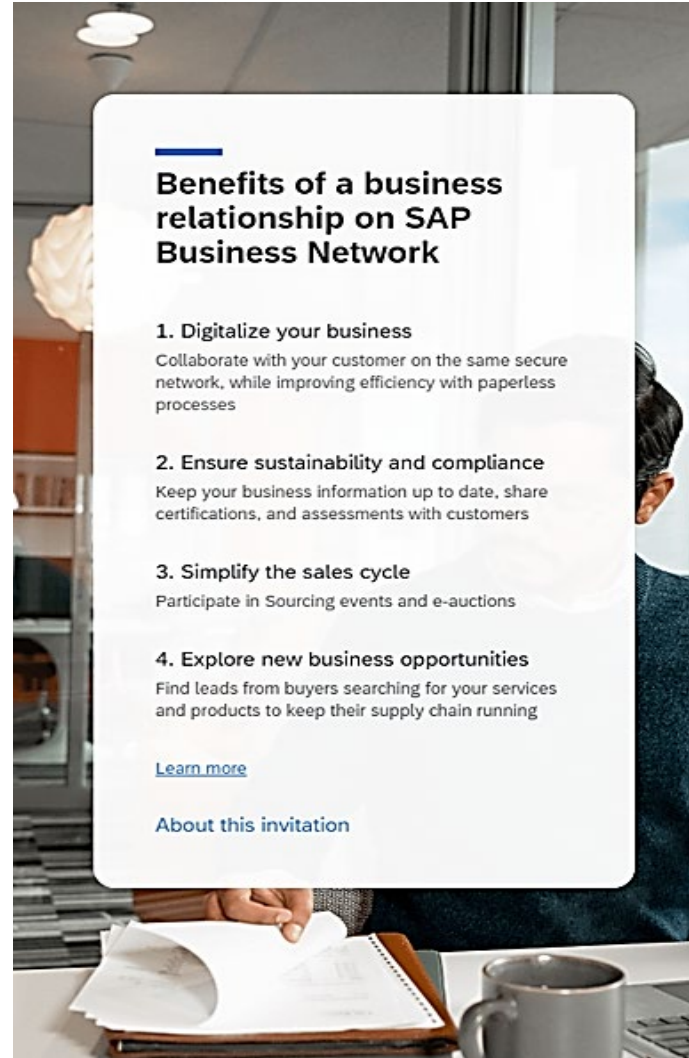
If your organisation is new to the SAP Business Network.

- Click 'Create new account'.

3. Registering as an existing SAP Business Network:

If your organisation already maintains a SAP Business Network Account, log in using your existing credentials.

- Click 'Use existing account'.
- Enter your Username and Password.
- Click Continue to register.



Connect with WEG - TEST on SAP Business Network to collaborate.


Invited by WoodsideEnergy-TEST

2 [Create new account](#)

or

3 [Use existing account](#)

Not sure whether your company already has an account?
[Search for your company](#)

Powered by 


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Creating New Account

When your organisation is creating a new SAP Business Network account:

4. Your company information will be auto-populated. Update any details that are incorrect.
5. Your email address will be automatically populated based on the email that received the invitation.
 - Tick 'Use my email as my username' if this is your preference or create your unique Username as per the email format requirements.
 - Create your password, using the character requirements.
 - Click 'Create account'.

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 Woodside Energy

Create an account to connect and collaborate with WEG - TEST on SAP Business Network

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

City *

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Administrator account information ⓘ

First name * Last name *

Email *


Use my email as my username


Password * Repeat password *

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

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SAP Ariba Account Connection

- An email notification will be sent to confirm your email address.
 - Click on 'Confirm email'

Once confirmed you will receive an email notification 'Welcome to SAP Business Network'. This email will contain your account details, including your unique Ariba Network ID (ANID). In SAP Business Network this is used as a unique identifier and can be used to verify account.

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AC

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

To: You

 Business Network

Confirm your email

Hello,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

[Confirm email](#)

 Business Network

Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name: WOODSIDE ENERGY HOLDINGS PTY LTD

Username:

Business Network ID: AN11247750007-T

Administrator email:



Completing the Registration

Supplier Registration Questionnaire:

Once you have completed the initial registration you will be directed into the Ariba Proposals and Questionnaire page.

There are two questionnaires that need to be completed for **Onboarding**:

7. Supplier Registration Questionnaire

8. Supplier Due-Diligence Questionnaire

Note: Use the Supplier Registration Questionnaire for all supplier onboarding and Supplier Master Data updates.

SAP Ariba Proposals and Questionnaires - Standard Account [Get enterprise account](#) TEST MODE

WOODSIDEENERGY-TEST

WoodsideEnergy-TEST Requested Profile

All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness

25%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers

[Home](#)

Events

| Title | ID | End Time ↓ |
|-------|----|------------|
|-------|----|------------|

Registration Questionnaires

| Title |
|---|
| ▼ Status: Open (1) |
| Supplier Registration Questionnaire |

Qualification Questionnaires

| Title | ID | End Time ↓ |
|-------|----|------------|
|-------|----|------------|

Questionnaires

| Title |
|--|
| ▼ Status: Open (1) |
| Supplier Due-Diligence Questionnaire |

Supplier Registration Questionnaire

9. Review the Pre-Populated Details

Confirm the registered company name that has been automatically populated in the form. Ensure the name matches your legally registered entity exactly.

Validating Registered/Trading Name

Ensure both the Registered Name/Legal Entity Name and Trading Name are entered correctly and consistently.

Correct Any Inaccuracies

If the registered company name is incorrect, update the field to reflect the accurate legal entity name as recognised by your official business registration records.

- Click 'Save draft' to save the questionnaire at any point.

Note: Please use 'Capitals' when filling in mandatory fields.

The screenshot shows the Ariba Sourcing interface for a supplier registration questionnaire. The header includes the Ariba Sourcing logo, navigation links for Company Settings, Feedback, Help, and Messages, and a Desktop File Sync button. The main content area displays the questionnaire title 'Doc92087508 - Supplier Registration Questionnaire' and a timer showing 15 days 14:18:33 remaining. A sidebar on the left lists navigation options: Event Messages, Event Details, Response History, Response Team, Event Contents, All Content, General Supplier Inf..., Bank Information, Tax Information, and Attachment Section. The 'All Content' section is expanded, showing a list of questions. A red circle with the number '9' highlights the first question, '1.1 Supplier Name (Registered Name/Legal Entity Name)'. The form fields are empty, and the interface includes a table of contents and a list of questions with input fields.

| All Content | |
|---|--------------------------------|
| Name ↑ | |
| ▼ 1 General Supplier Information | |
| 1.1 Supplier Name (Registered Name/Legal Entity Name) | <input type="text"/> |
| 1.2 Supplier Name (Registered Name/Legal Entity Name - Continued) | <input type="text"/> |
| 1.3 Supplier Name (Trading Name) <i>Note: Add Registered name if trading name does not exist</i> | <input type="text"/> |
| 1.4 Supplier Name (Trading Name - Continued) | <input type="text"/> |
| 1.5 Country code (main and mobile telephone numbers) | <input type="text" value="v"/> |
| 1.6 Main telephone number | <input type="text"/> |
| 1.7 Mobile telephone number | <input type="text"/> |

Banking Information

10. Click on 'Add Bank Information' in the bank information screen.
11. A new screen will open. Click on 'Add Bank Information'.

▼ Event Contents

Country/Region: Australia (AU) ▼

| | | |
|---------------------------|---|----------------------------------|
| All Content | 1.9 E-mail address for purchase orders * | <input type="text"/> |
| 1 General Supplier Inf... | 1.10 E-mail address for accounts receivable * | <input type="text"/> |
| 2 Bank Information | 2 Bank Information Add Bank Information (0) | |
| 3 Tax Information | 3 Tax Information Add Tax Information (0) | |
| 4 Attachment Section | ▼ 4 Attachment Section | |
| Supplier Code of | 4.1 W8 Form for all suppliers outside of the USA conducting work inside the USA | Attach a file 📎+ |
| | 4.2 Any other supporting document that you would like to share with Woodside ? | Attach a file 📎+ |

Ariba Sourcing Company Settings ▼ Help ▼

< [Go back to WoodsideEnergy-TEST Dashboard](#) [Desktop File Sync](#)

[Save](#) [Cancel](#)

Clicking Save will only **save** your Repeatable Section answers. To **submit** your response, you will need to click Save and then click **Submit Entire Response** on the main screen.

[All Content](#) > [2 Bank Information](#)

Bank Information (0)

Name ↑

No items

11 [Add Bank Information](#) (*) indicates a required field

Banking Information

12. Complete banking information, including all mandatory fields.
13. Once all fields are populated, attach Business Letterhead or Bank Letter 'Add Attachment'.
 - Click 'OK', the system will return you to the Supplier Registration Questionnaire.

Bank Information (1)

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Name ↑

Bank Information #1 Delete Less...

(Note: Multiple bank accounts can be added but only one bank account per currency is permitted.)

What is the currency of the bank account ? * Unspecified

Bank Type: * No Choice

Country/Region: (no value)

Bank Name:

Bank Branch:

Street:

City:

Bank account information
<reference document for help/information> PDF [References](#)

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Ariba Sourcing

[Go back to WoodsideEnergy-TEST Dashboard](#)

[Desktop File Sync](#)

Add Attachment

OK

Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment: No file chosen

Or drop file here

OK

Cancel

Note: Multiple bank accounts can be added but only one bank account per account currency.

Tax Information

14. Click on 'Add Tax Information' to provide your company's tax details. New screen will open Click on 'Add Tax Information'.

15. Enter the Tax Country/Region which will drive the Tax information field requirement for that Country.

16. Enter in the Tax ID reference.

- Click 'Save' to save the tax details entered, and you will be taken back to the main questionnaire.

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The screenshot shows a sidebar menu titled 'Event Contents' with three items: 'All Content', '1 General Supplier Inf...', and '2 Bank Information'. The '2 Bank Information' item is highlighted in blue. To the right of the menu is a form with a 'Country/Region:' dropdown menu set to 'Australia (AU)'. Below the dropdown are two rows of input fields, each with a red asterisk. The first row is labeled '1.9 E-mail address for purchase orders' and the second row is labeled '1.10 E-mail address for accounts receivable'. Below these are two more rows: '2 Bank Information Add Bank Information (0)' and '3 Tax Information Add Tax Information (0)'. The '3 Tax Information' row is highlighted in blue.

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The screenshot shows the 'Tax Information (1)' form. At the top, it says 'All Content > 3 Tax Information' and 'Tax Information (1)'. Below that is a header 'Name 1' with 'Delete' and 'Less...' buttons. The main section is titled 'Tax Information #1' and contains a note: '(Note: For US based suppliers please attach W9 form as supporting document)'. There are two input fields: 'Is your Organisation registered for Tax?' with a dropdown menu set to 'Yes', and 'Provide the Tax Registration number based on the registered country'. Below these is a 'Tax Registration Number' field. To the right of the 'Tax Registration Number' field is a 'Country/Region:' dropdown menu set to 'United States (US)'. Below the dropdown is a table with columns 'Tax Name', 'Tax Type', and 'Tax Number'. The table has one row: 'USA: Employer ID Number Organization' with a red asterisk. At the bottom right, there are links: 'Seco bank details.pdf', 'Update file', and 'Delete file'.

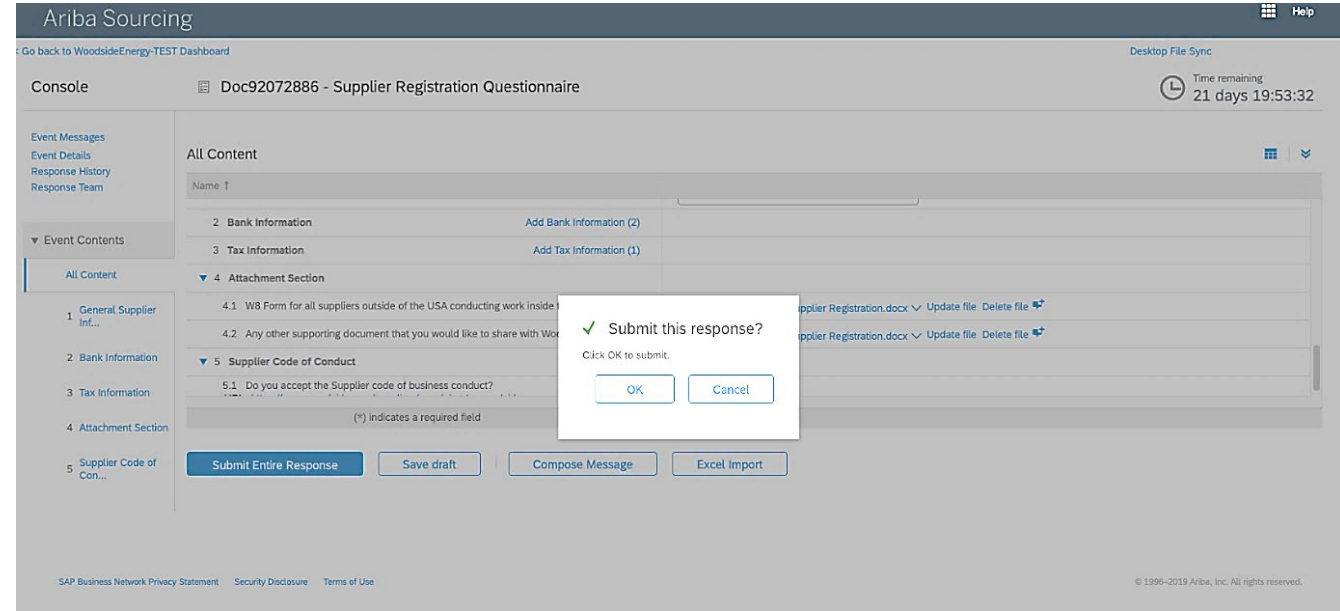
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Supplier Registration Questionnaire

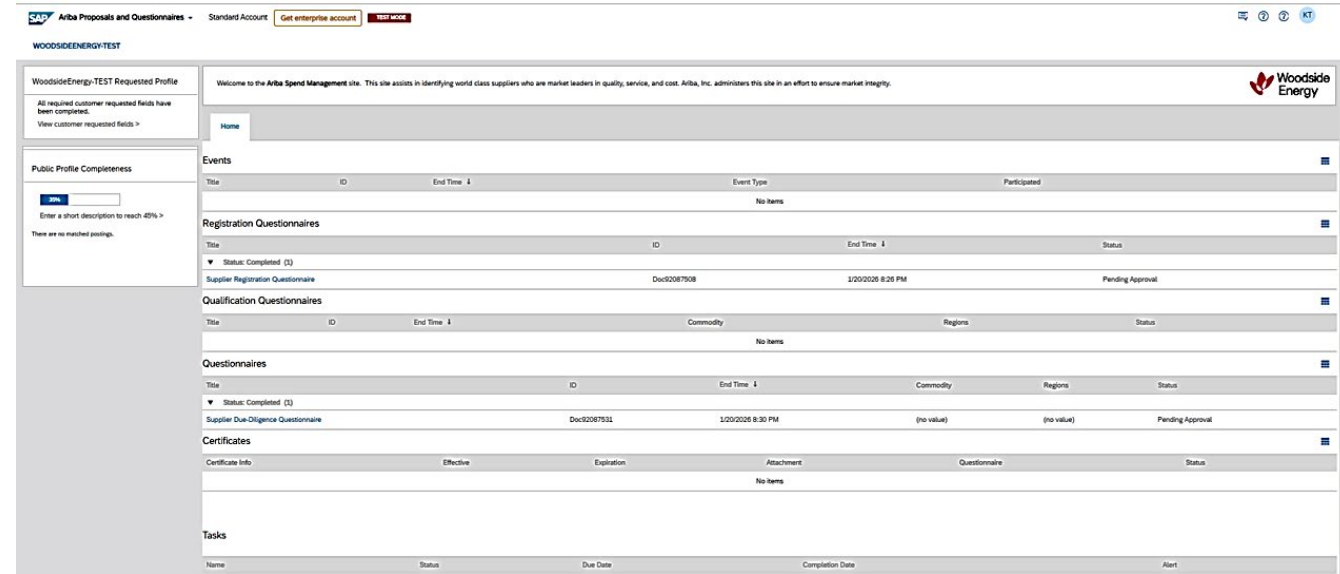
17. Review the full questionnaire once you have confirmed all information is correct, click 'Submit Entire Response'. A pop-up box 'Submit the response' will appear, click 'OK' to complete Supplier Registration.
18. Once complete this will show you the current status of 'Pending Approval'.

Note: If any mandatory fields or required attachments are incomplete, an error will appear which will need to be actioned.

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Supplier Due-Diligence Questionnaire

19. Click the 'Supplier Due-Diligence Questionnaire' to continue.
20. Once completed questionnaire click on 'Submit Entire Response'.
 - A pop-up box 'Submit Entire Response' will appear. Click 'OK' to submit Supplier Due-Diligence Questionnaire.

This finalises the completion of both required questionnaires

Note: Supplier Due-Diligence Questionnaire is only required for Onboarding.

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The screenshot shows the SAP Ariba Proposals and Questionnaires interface for a user named 'WOODSIDEENERGY-TEST'. The page displays a 'Public Profile Completeness' section with a progress bar at 50%. Below this, there are several tables listing various questionnaires and certificates. The 'Supplier Due-Diligence Questionnaire' is listed with a status of 'Pending Approval' and a completion date of 1/20/2026 8:30 PM. Other tables include 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates', all showing 'No items' or 'Pending Approval' status.

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The screenshot shows the Ariba Sourcing interface for a user named 'Doc92087531 - Supplier Due-Diligence Questionnaire'. A pop-up dialog box is displayed in the center, asking 'Submit this response?' with a green checkmark icon. The dialog box contains the text 'Click OK to submit.' and two buttons: 'OK' and 'Cancel'. The background interface shows a sidebar with 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area displays 'All Content' and a list of event contents including '1 Due Diligence', '2 Ownership', and '3 Conflict of Interest'. The top right corner shows 'Company Settings', 'Feedback', and 'Help' options, along with a 'Time remaining' indicator of 15 days 13:51:10.