



The following Transport Agencies manage business transactions via the **Ariba Network** with some vendors:

- Transport for NSW
- Roads and Maritime Services
- NSW TrainLink
- Sydney Trains

What is the Ariba Network?

The Ariba Network is a cloud-based platform that connects buyers with suppliers, enables internet-speed transactions and integrates with the SAP financial management system (Transport Equip) that all Transport agencies use.

Doing business via the Ariba Network

If you supply goods or services to one or more of the Transport agencies, the following table provides an overview of the processes required for purchase order transactions, invoicing and receipting.

Purchase orders and invoices

- All purchase orders and invoices are processed via the Ariba Network.
- Any open purchase orders from legacy systems (i.e. purchase orders that have outstanding invoices or deliveries of goods and/or services by the Ariba Network activation date) have been transferred to the Ariba Network.
 - For open **goods purchase orders**, both goods receipt and invoice history will be visible in the Ariba Network.
 - For open **service purchase orders**, invoice history will be visible in the Ariba Network.
- You are required to submit an invoice via the Ariba Network for any goods and/or services provided against a Transport agency purchase order that is on the Ariba Network.

Payment claims in relation to SOPA

- For any payment claims in relation to the Security of Payment Act (SOPA) or progress claims for construction-related services against a contract rather than a purchase order, it is necessary to follow the current process of submitting paper based claims and supporting statements to the relevant Transport agency representative stated in the contract.

Ariba ID numbers

- Your Ariba Network Customer ID is unique to your organisation.
- The same Ariba Buyer ID is used for all Transport agencies.

Terms and Conditions

- All purchases made through the Ariba Network are governed by the relevant Sydney Trains, Transport for NSW, NSW TrainLink and Roads and Maritime Services terms and conditions.

Professional Services Contractors (*Only applicable to [Sydney Trains](#)*)

- Sydney Trains require personal information (as defined in the Privacy Act 1988 (Cth)) for suppliers whose employees or contractors require access to Sydney Trains systems in order to perform their contracted roles.
- The personal information required may include, without limitation, full name, date of birth, gender, address and contact number.

Transaction Fees

- You won't incur any transaction fees when supplying Transport agencies via the Ariba Network.

Learning guides and tools

Getting started

Access guides and demonstrations which cover how to get started on Ariba Network by:

1. Clicking the **HELP** link from your Ariba Network account
2. Visiting the [Ariba Supplier Information Portal](#) and viewing the **introductory video** on how to get the most value from your Ariba Commerce Cloud account on the Ariba Network.

Ariba Information Supplier Portal

The [Ariba Supplier Information Portal](#) is available for all Transport vendors and is accessible from the link provided or within your account page when you are logged into the Ariba Network. This portal is your quick access point to tutorials, how to guides and support contact details.

Supplier training

The [Ariba Supplier Information Portal](#) has a range of tutorials and demonstrations available which cover processes in the Ariba Network.

Support

Ariba Supplier Enablement Team

If you have any questions regarding your Ariba Network Customer ID, Ariba Buyer ID or the business processes in Ariba Network, please contact us on:

Phone: 1800 766 694

Email: Transport_NSW_SE_Ariba@sap.com

For suppliers using EDI or cXML to transact with Transport agencies on Ariba Network, please email: AskAribaTech@ariba.com. (Please include **TfNSW** in the *subject* field of the email.)

Transport for NSW | Procurement Service Desk

For any questions regarding invoices, purchase orders or other business related questions, please call or email:

Phone: 1300 132 136

Email: tss.procurement@transport.nsw.gov.au