

SAP Business Network (SBN)

How to register supplier master data with Rio Tinto on SBN



If you see this light bulb, it is a note or additional reminder.

“We are wanting to manage our supplier data ourselves through SBN and have received an email invitation from Rio Tinto to register ”

We strongly recommend that all supplier's representatives register themselves by Multi-Factor Authentication (MFA), which will provide additional layer of security to protect user account and linked data. Click [here](#) for instructions on setting up MFA.

Version Number	1.0
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Register supplier master data

The Invitation to Register:

1. On receipt of the “Invitation – Supplier Registration with Rio Tinto” email from Rio Tinto; select “Click here” link to start the registration process.

Note: If you have any additional concerns regarding this invitation and registration, please visit the Rio Tinto website (www.riotinto.com). Follow these steps:

1. Click on “About”.
2. Select “Suppliers”.
3. Navigate to the section on “Supplier Portals”.
4. There, you’ll find detailed information about the SAP Business Network (SBN)



[External] Subject: Action Required - Invitation - Supplier Registration with Rio Tinto



Register supplier master data

Registering as an existing SBN user:

2. If your company already has an account with SAP Business Network; click **Log in**.
3. Enter in your SAP Business Network (SBN) **Username**. This being either the ANID number or SBN ID.
4. Enter in your **Password**.
5. Click **Continue** to register.

Note: If you are unsure if your company already has an SAP Business Network account, please check internally with the relevant team managing customer invoices. Signing up again will create a completely new account which is not recommended.

Note: Rio Tinto strongly recommends that all supplier's representatives register themselves by Multi-Factor Authentication (MFA), which will provide an additional layer of security to protect user account and linked data. Click [here](#) for instructions on setting up MFA.



SAP Ariba Proposals and Questionnaires

Welcome, Laura Roberts

Sign up as a supplier with Rio Tinto Services Ltd on SAP Ariba.

Rio Tinto Services Ltd uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Rio Tinto Services Ltd **Sign up**

Already have an account? **2** **Log In**

SAP Ariba Proposals and Questionnaires

Enter Your Account Information * Indicates a required field

You are using an Ariba Sourcing account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, SAP Business Network Discovery or SAP Business Network account username and password. After you successfully log in, your existing Ariba Commerce Cloud account profile will become your Ariba Sourcing supplier account profile.

3 Username:*

4 Password:*

[Forgot Username](#)
[Forgot Password](#)

5 **Continue** Cancel

Register supplier master data

Registering as a new SBN user:

6. If your company has not got an account with SAP Business Network (SBN); click **Sign up**.
7. Your **Company Name** will be pre-populated. If this is incorrect, please amend accordingly.
8. Enter in your Company's **Country/Region**.
9. Enter in your Company's **Address**. If your company has multiple locations; please enter your main office address.

Note: If you are unsure if your company already has an SAP Ariba account, please check internally with the relevant team managing customer invoices. Signing up again will create a completely new account which is not recommended.

Note: Rio Tinto strongly recommends that all supplier's representatives register themselves by Multi-Factor Authentication (MFA), which will provide additional layer of security to protect user account and linked data. Click [here](#) for instructions on setting up MFA.



SAP Ariba Proposals and Questionnaires

Welcome, Laura Roberts

Sign up as a supplier with Rio Tinto Services Ltd on SAP Ariba.

Rio Tinto Services Ltd uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Rio Tinto Services Ltd

Already have an account? **Log In**

6 **Sign up**

Company information

* Indicates a required field

Company Name: Test Vendor Pty Ltd **7**

Country/Region: Australia [AUS] **8**

Address: *
Line 1 **9**
Line 2

City: *

State: * Western Australia [AU-WA]

Postal Code: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Register supplier master data

Registering as a new SBN user:

10. Your name will be automatically populated. Edit this accordingly if this is not correct.
11. Your **Email** Address will be automatically populated in line with the email address that received the invitation.
12. Tick **Use my email as my username** if this is your preference or create your unique **Username** as per the email format requirements.
13. Create your **Password**, aligning this to the character requirements.
14. If required; select the **language** for future notifications.
15. Enter in the email address that receives purchase orders within your company.



Note: Additional users can be added once the account has been set up.

* Indicates a required field

SAP Business Network Privacy Statement

Name: John Smith

Email: John.Smith@testvendorptyltd.com

Use my email as my username

Username:*

Password: Enter Password

Repeat Password

Language: English

Email orders to:*

Must be in email format(e.g john@newco.com) ⓘ

Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution

Register supplier master data

Registering as a new SBN user:

- 16. Enter information on your company's **Products and Services**, along with your company's **Ship-to or Service Locations**. Use the **Add** or **Browse** functionality if required.
- 17. Based on your country it is recommended you provide your **Tax ID**.
- 18. Prior to account creation please review the terms and statements and tick accordingly to proceed.
- 19. Once completed click on **Create account and continue**.

Tell us more about your business

16 Product and Service Categories: -or-

Ship-to or Service Locations:* -or-

17 ABN Number: Enter your 11 digit Australian Business Number (ABN).

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account. ⓘ

18 I have read and agree to the [Terms of Use](#)

I hereby agree that SAP Business Network will make parts of my (company) information 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

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Note: Additional users can be added once the account has been set up.

Register supplier master data

The Supplier Registration Questionnaire:

20. Review the Rio Tinto Policies and select your acceptance.
21. The **Registered Company Name** will be automatically populated, amend accordingly if incorrect. Enter your company's **Trading Name** if applicable.
22. Complete all Company **telephone** contact details. These would be the main head office details where possible.

Note: All mandatory fields are marked with *

Note: Click **Save draft** to save the questionnaire at any point and if you have further questions, these can be raised through the **Event Messages** or via the contact details on the [Rio Tinto - Supplier Portals - SBN Supplier Master Data Management site](#)



Ariba Sourcing

Company Settings | John Smith

Go back to Rio Tinto Services Ltd. - T Dashboard

Console | Doc4496467548 - Supplier registration questionnaire

Event Messages
Event Details
Response History
Response Team

Event Contents

All Content

1 Supplier Registratio...

All Content

1 Supplier Registratio...

Name ↑

1 Supplier Registration Questionnaire Less...

Please view the [Rio Tinto - SBN Supplier Master Data site](#) for support material

1.1 General Supplier Information

1.1.1 Do you accept the Rio Tinto Code of Business Conduct and Data Privacy Policy? * Unspecified

1.1.2 Link: [Code of Business Conduct and Data Privacy Policy](#)

1.1.3 Registered Company Name / Individual * Test Vendor Pty Ltd

1.1.4 Trading Name / Doing Business As (if any) *

1.1.5 Country code (main and mobile telephone numbers) * AU

1.1.6 Main telephone number *

1.1.7 Mobile telephone number *

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

Lightbulb icons are placed next to fields 1.1.4, 1.1.5, 1.1.6, 1.1.7, and the Save draft button.



Register supplier master data

The Supplier Registration Questionnaire:

- 23. Complete all relevant fields for your Company's main address.
- 24. Enter in the **Internet homepage address**, if applicable.
- 25. Enter the company email address that should be receiving Purchase Orders from Rio Tinto along with the email address for the Accounts Receivable team that should be receiving Remittance Advice and invoice queries. (If supplier is not transacting with SBN).
- 26. Enter the Company's Finance Manager and contact details.

All Content

Name ↑

1.1.8 Main address

23

Street line 1: ⓘ

Street line 2: ⓘ

Street line 3: ⓘ

Postal Code: ⓘ City: ⓘ

Country: (no value) ▾ ⓘ Region: (no value) ▾ ⓘ

Time Zone: ⓘ

PO Box: ⓘ

Company Postal Code: ⓘ

All Content

Name ↑

1.1.9 Internet homepage address

24

1.2 Transaction Information

25

1.2.1 E-mail address for purchase orders

1.2.2 E-mail address for accounts receivable

26

1.2.3 Name of Authorized Finance Manager

1.2.4 Contact Number of Finance Manager



Note: If you have multiple locations use the Head office location.

Note: It is recommended that shared mailboxes are provided instead of individual's mailboxes where possible.

Register supplier master data

The Supplier Registration Questionnaire:

27. Click on **Add Bank Information** in the Bank Information section.

28. A new screen will open. Click on **Add Bank Information**.

This screenshot shows the 'All Content' page in a web application. The 'Bank Information' section is expanded, showing a message: 'Rio Tinto allows only one Bank account per currency and existing bank details will be replaced'. Below this message is a button labeled 'Add Bank Information (0)'. A red dashed line with a lightbulb icon points to the 'Add Bank Information (0)' button, and a red circle with the number '27' is placed next to it.

This screenshot shows the 'Ariba Sourcing' page. The breadcrumb trail is 'All Content > 1.3.1 Bank Information'. The main heading is 'Bank Information (0)'. Below the heading is a table with a 'Name' column and an upward arrow. The table is empty, with the text 'No items' centered below it. A red circle with the number '28' is placed over the 'Add Bank Information' button at the bottom left of the table area.



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

Register supplier master data

The Supplier Registration Questionnaire:

29. Select the **Bank Type** depending on if the account is a Domestic or Foreign account.
30. Complete the Bank and Branch details.
31. Enter in the **Account Holder Name**.
32. Accurately complete the company's **bank details**. These will be further validated prior to transacting.
33. If your bank account's region has additional categorization requirements, these options will be reflecting in the **Bank Control Key**. Select from the drop-down options where applicable.

Note: If the bank account currency is not that of your company's country, then select "Foreign".

Note: The Account Holder name is the name the account is with, which does not always align to Account Name.

Note: The Bank Account field requirements will differ depending on the country of the supplier.

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

Bank Information (1)

Name ↑

Bank Information #1 Delete

* Bank Type: No Choice ▾

Country/Region: (no value) ▾

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Bank account information

Bank Information (1)

Name ↑

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Register supplier master data

The Supplier Registration Questionnaire:

- 34. Enter the **Payment currency**, which is the currency the bank account is set up in.
- 35. If this bank account has an **Intermediary Bank**, complete the details here.
- 36. If your company has other bank accounts in different currencies, click on **Add an additional Bank Information** and follow steps 29-35 for the additional banks.
- 37. Once completed, click **Save** to add the bank details entered; and go back to the main questionnaire.
- 38. Confirm if you have a registered **Pay ID** and enter in the ID if applicable in the Pay ID field on selection of "Yes".



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

Note: Example of a Pay ID is a UPI in India or a BPAY in Australia.

The screenshot shows the Ariba Sourcing interface for 'Rio Tinto Services Ltd. - T Dashboard'. The page title is 'Ariba Sourcing' and the user is 'Laura Roberts'. The main heading is 'Bank Information (1)'. The form contains several fields: 'Payment Currency' (with callout 34), 'Remarks: Please update intermediary Bank Details (If required).', 'Corresponding / Intermediary Bank Country' (with callout 35 and a dropdown menu showing 'Unspecified'), 'Corresponding / Intermediary Bank Key', and 'Corresponding / Intermediary Bank SWIFT Code'. A button labeled 'Add an additional Bank Information' (with callout 36) is located at the bottom of the form. A yellow banner at the top right contains a 'Save' button (with callout 37) and a 'Cancel' button. A lightbulb icon (with callout 38) is positioned near the 'Add an additional Bank Information' button. Below the form, the 'All Content' section shows a tree view with '1.3 Bank Information' expanded, showing '1.3.1 Bank Information' and '1.3.2 Do you have registered Pay ID?'. A lightbulb icon (with callout 38) is also present near the '1.3.2 Do you have registered Pay ID?' section.

Register supplier master data

The Supplier Registration Questionnaire:

- 39. Click on **Add Tax Information** to provide your company's tax details.
- 40. A new screen will open. Click on **Add Tax Information**.
- 41. Enter the Tax **Country/Region** which will drive the Tax information field requirement for that Country.
- 42. Enter in the Tax ID reference.
- 43. Click **Save** to add the tax details entered; and go back to the main questionnaire.



Note: The Tax field requirements will differ depending on the country of the supplier.

The screenshot shows the 'Add Tax Information' form in Ariba Sourcing. It is divided into two parts: the initial selection screen and the data entry screen.

Top Section (Initial Selection):

- Header: 'Ariba Sourcing' with navigation links for 'Company Settings', 'John Smith', 'Help', and 'Messages'.
- Breadcrumb: '< Go back to Rio Tinto Services Ltd. - T Dashboard'.
- Buttons: 'Save' and 'Cancel'.
- Message: '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.'
- Section: '1.4 Tax Information' with a sub-section 'Add Tax Information (0)'. Callout 39 points to this button.
- Table: A table with a 'Name ↑' header and 'No items' content. Callout 40 points to the 'Add Tax Information' button below the table.
- Text: '(*) indicates a required field'.
- Buttons: 'Save' and 'Cancel'. Callout 43 points to the 'Save' button.
- Message: '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.'

Bottom Section (Data Entry):

- Section: 'Tax Information (1)'. Callout 41 points to the 'Country/Region' dropdown menu, which is set to 'Australia (AU)'.
- Table: A table with columns 'Tax Name', 'Tax Type', and 'Tax Number'. Callout 42 points to the 'Tax Number' input fields for 'Australia : ABN' and 'Australia : ACN'.
- Buttons: 'Add an additional Tax Information' and 'Delete'.
- Text: '(*) indicates a required field'.

A red dashed line with a lightbulb icon at the end connects the 'Tax Number' input fields to the 'Note' section on the left.

Register supplier master data

The Supplier Registration Questionnaire:

- 44. Rio Tinto requires all suppliers upon registration to attach one of the mandatory documents.
- 45. Click **Attach a file** and locate the mandatory document on your system.
- 46. If there is a preference to add further documents, select "Yes" to open the functionality to add more.
- 47. For countries that have tax supporting documentation, Click **Attach a file**, and locate the supporting document on your system.
- 48. If there is a preference to add further documents, select "Yes" to open the functionality to add more.
- 49. If there are any additional comments to support this registration, enter these in the **Comments** field.

Note: If attaching Bank account details mentioned on letterhead, make sure this is a PDF file to support the non-editable document requirement.

Note: Example of documents to verify Tax details would be the W-8 form in the United states. The Tax document is **not** a mandatory requirement.



All Content

Name ↑

1.5 Please provide supporting documents to verify Bank Account details Less... -

Please attach ONE of the following mandatory documents to your response with this filled form in order for us to verify the bank account details

- a) Bank account details mentioned on a non-editable company letterhead
- b) A copy of a cancelled cheque
- c) Letter issued by bank confirming bank details
- d) Official bank statement

Please upload supporting document in Non - Editable Format Only.
Example : .PDF, .JPG, .TIFF, .JPEG, .PNG

1.5.1 Supporting documents for bank account details Attach a file

1.5.2 Need to attach more documents for bank information? Unspecified ▾

44

45

46

All Content

Name ↑

1.6 Please provide supporting documents to verify Tax details Less... -

Please attach official supporting documentation that supports the tax information provided
Please upload supporting document in Non - Editable Format Only
Example : .PDF, .JPG, .TIFF, .JPEG, .PNG

1.6.1 Supporting documents for tax details Attach a file

1.6.2 Need to attach more documents for tax information? Unspecified ▾

1.7 Comments (if any)

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Register supplier master data

The Supplier Registration Questionnaire:

- 50. Review the Declaration Statement and select "Yes" from the drop-down for each statement line agreement.
- 51. Review the full questionnaire and click **Submit Entire Response** once confirmed correct.
- 52. If any fields or attachments have been missed, an error box will appear. This will advise what amendments are required. Make these corrections to be able to submit.



Note: If further information is required on the declaration; please contact the master Data team as per contacts located on the [Rio Tinto – Supplier Portals – Supplier Master Data Management site](#).

All Content

Name ↑

▼ 1.8 Declaration Statement:

1.8.1 I am an authorized representative of my organization and am authorized to provide the following declaration on its behalf. Do you agree? 50 * Unspecified ▾

1.8.2 We hereby confirm that the information provided in the above Supplier Registration Form is true, complete and accurate. Do you agree? * Unspecified ▾

1.8.3 We acknowledge that Rio Tinto utilises the SAP Business Network for transactional processing and that the registration as a Rio Tinto supplier is conditional upon our acceptance of the trading relationship request that will be shared as part the registration process. Do you agree? * Unspecified ▾

1.8.4 As part of supplier registration process and when using the SAP Business Network going forward, we agree to use a multi-factor authentication process to reduce the risk of a security breach. We also acknowledge and agree that we are responsible for ensuring security of our account and that we will accept any responsibility for our failure to ensure the same. Do you agree? * Unspecified ▾

(*) indicates a required field

51 Submit Entire Response Save draft Compose Message Excel Import

Ariba Sourcing 52 There are 2 problems that require completion or correction in order to complete your request. Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed.

Go back to Rio Tinto Services Ltd. - T Dashboard

Console Doc4496467548 - Supplier registration questionnaire

Register supplier master data

The Supplier Registration Questionnaire:

53. Once successfully submitted, click **OK**.

54. Your submission will show as successfully submitted and will now be reviewed internally within Rio Tinto, prior to updating.

As a reminder, Rio Tinto strongly recommends that all supplier's representatives register themselves by Multi-Factor Authentication (MFA), which will provide an additional layer of security to protect user account and linked data. Click [here](#) for instructions on setting up MFA.

Note: Updates to the data submitted can be amended as any time. Go to the [Rio Tinto - Supplier Portals - SBN Supplier Master Data Management site](#) for training material.

Note: If you have further questions, these can be raised through the **Event Messages** or via the contact details on the [Rio Tinto - Supplier Portals - SBN Supplier Master Data Management site](#)



Need more help?

Further information on SAP Business Network can be found on the [Rio Tinto - Supplier Portals site](#).

If you have any further questions regarding managing your supplier master data on the SAP Business Network, please find contact details on [Rio Tinto - Supplier Portals - SBN Supplier Master Data Management site](#).