

SAP Business Network (SBN)

How to **Review** and **Update** your supplier master data with Rio Tinto on SBN



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

“Our details have changed recently, and we are wanting to make sure all our current details is updated with Rio Tinto ”

Version Number	1.0
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Review and Update supplier master data

Logging in to supplier portal:

1. Go to the **SAP Supplier login site**. Enter in your User Name and Password that was created on registration.
2. Click **Login** to access your questionnaire.



Note: If you have misplaced your login details use the **Forget Username or Password** link and follow the process to reset these.

SAP Ariba

Supplier Login

1

User Name

Password

2

Login

[Forgot Username or Password](#)

SAP Business Network for suppliers webinars

Register or access on-demand webinars specifically designed for suppliers to support them on their journey. These cover a range of topics, across the various regions, and are relevant to both Enterprise and Standard accounts.

[Learn More](#)

Review and Update supplier master data

Reviewing and updating questionnaire

3. All previously provided details will be reflecting. Review these to make sure they are current.
4. If changes are required, click **Revise Response**.
5. Click OK to allow for edits.



Note: On initial registration main supplier details will be locked and will not be able to be edited through this process. Queries on this 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 | Feedback | Help | Messages

Go back to Rio Tinto Services Ltd. - T Dashboard Desktop File Sync

Console

Event Messages

Response History
Response Team

Event Contents

All Content

1 Supplier Registration Questionnaire

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?	Yes
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)	

Revise Response

Compose Message

Revise Response

All Content

1 Supplier Registration Questionnaire

Please view the Rio Tinto - SBN Supplier M...

1.1 General Supplier Information

1.1.1 Do you accept the Rio Tinto Code of B...	Yes
1.1.2 Link: Code of Business Conduct and D...	
1.1.3 Registered Company Name / Individua...	Test Vendor Pty Ltd
1.1.4 Trading Name / Doing Business As (if anv)	

Revise Response?

You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

Compose Message

Review and Update supplier master data

Reviewing and updating questionnaire

6. Make the relevant changes that are required. If bank detail changes are being made, then new support documentation must be provided in the Bank information attachments.
7. Once updated click **Submit Entire Response** to submit the changes to Rio Tinto.
8. Once successfully submitted, click **OK**.
9. Your revised submission will show as successfully submitted and will now be reviewed internally within Rio Tinto, prior to updating.

Note: Click **Save draft** to save the questionnaire at any point.

Note: On initial registration main supplier details will be locked and will not be able to be edited through this process. Queries on this can be raised through the **Event Messages** or via the contact details on the [Rio Tinto - Supplier Portals - SBN Supplier Master Data Management site](#)

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< Go back to Rio Tinto Services Ltd. - T Dashboard Desktop File Sync

Console

Event Messages

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Event Contents

Content

Supplier Registratio...

1.2 Transaction Information

1.2.1 E-mail address for purchase orders * Purchasing@testvendortytd.com

1.2.2 E-mail address for accounts receivable * AR@testvendortytd.com

1.2.3 Name of Authorized Finance Manager * Joe Brown

1.2.4 Contact Number of Finance Manager * 0405784521

1.3 Bank Information More... +

1.3.1 Bank Information Add Bank Information (1)

(*) Indicates a required field

Submit Entire Response Reload Last Bid Save draft Compose Message Excel Import

Submit this response?

OK to submit.

OK Cancel

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< Go back to Rio Tinto Services Ltd. - T Dashboard Desktop File Sync

Console

Event Messages

Event Details

Response History

Response Team

Event Contents

✓ Your revised response has been submitted. Thank you for participating in the event.

Revise Response

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](#).