

Aurizon SAP Ariba Business Network Guide

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Aurizon SAP Ariba Business Network Guide

1. Description

This document provides guidance on how to navigate the SAP Business Network as a supplier to Aurizon.

2. How to Register your account on the SAP Business Network

If you are a new supplier contact that has been added to your supplier account with Aurizon, OR an existing supplier who has not yet activated your account on the SAP Business Network Portal, you will need to follow these initial steps before being able to access your supplier account.

IMPORTANT! You have a 10-day period in which to complete the registration process. After this time, the request to onboard as a supplier of Aurizon will be cancelled. Please note, payment cannot be made to any supplier who has not completed the SAP Business Network onboarding process.



Register as a supplier with Aurizon Operations Limited

Hello Gale Thompson,

Welcome to the SAP Business Network.

Aurizon Operations Limited has requested that GG PLUMBING be added to the network as a supplier they would like to collaborate with. We appreciate you taking the time to participate in our registration process.

If you already have an account with SAP Business Network, sign in with your username and password. If not,

Next steps:

1. Start by creating an account with the SAP Business Network. It's free.

[Click Here](#) to create your account now.

You will need to verify your email address.

2. Complete the Aurizon Supplier Registration Questionnaire and submit. Select Compose Message to ask any question regarding the registration.

3. You will receive a separate email requesting completion of the Aurizon Certificates of Currency (CoC) Questionnaire which can be completed at the same time as registering (preferred).

Important:

Completion of both are required for onboarding. This request will be rescinded in 10 days. If not completed within this timeframe, the request will be cancelled.

Note: While this registration is required for potential business opportunities with Aurizon, it does not guarantee any future business.

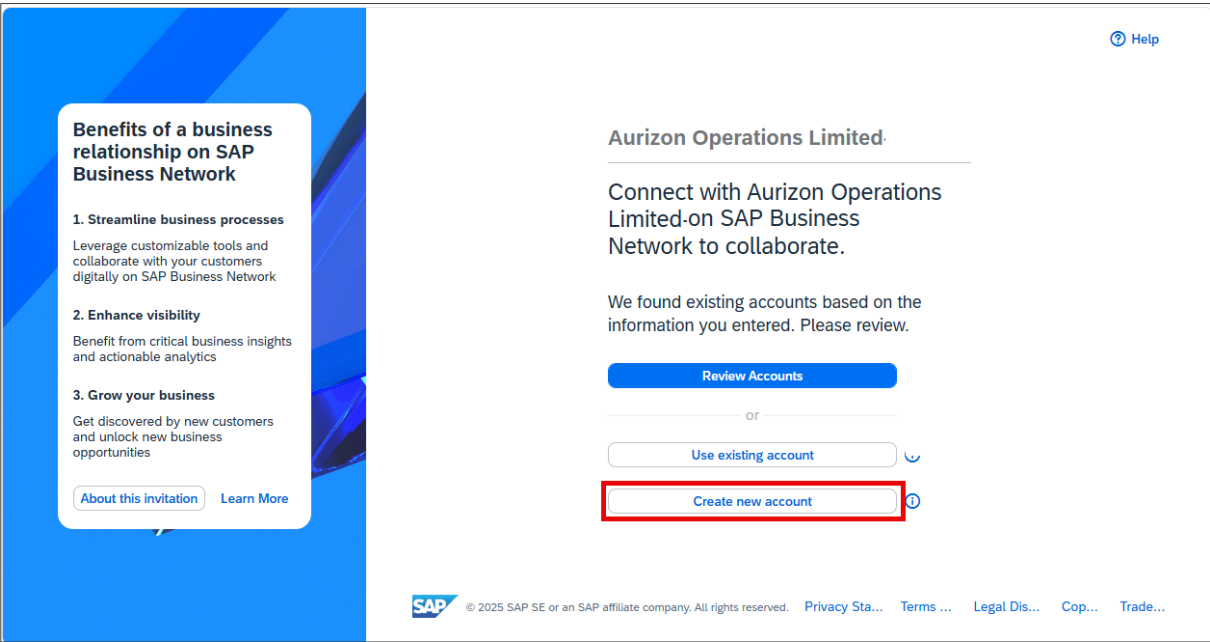
Should you have any questions throughout the process, please refer to the attached Supplier Onboarding Guide in the first instance, otherwise please contact us via the email address below.

Once you have been successfully onboarded, you are required to keep your profile updated with any changes including contacts, insurance documents and bank account details.

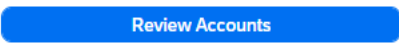
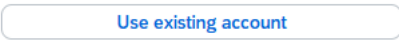
Kind regards,

Vendor Master Data team

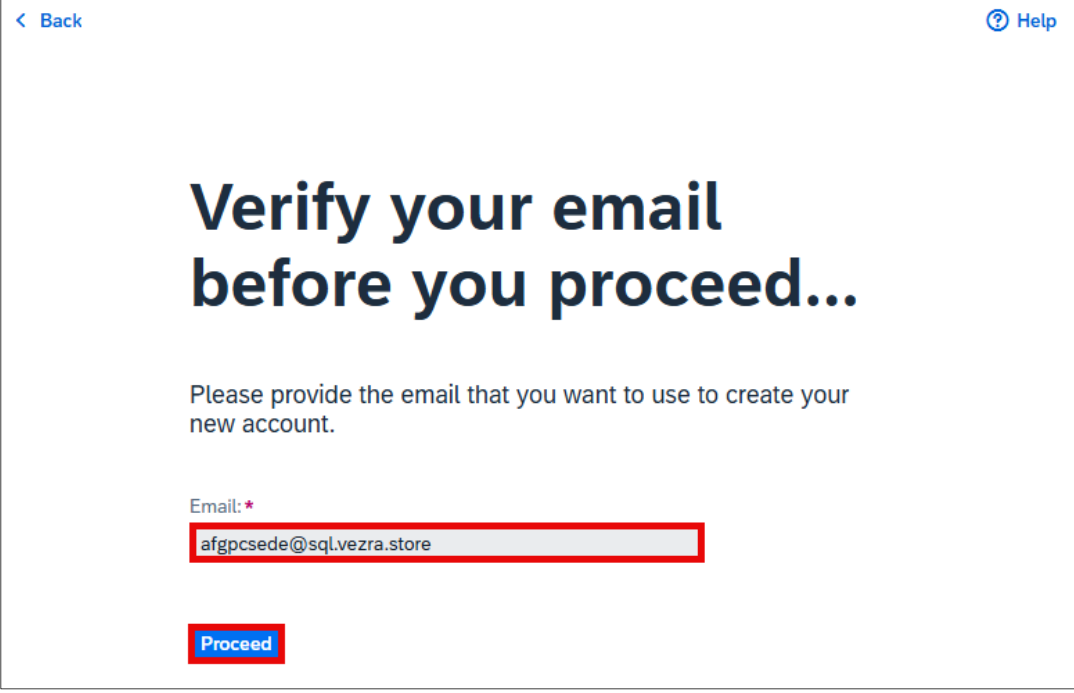
1. Click the **Click Here** link to create an account now.



2. The **SAP Business Network** home page is displayed.

If	Then
You have previously held an account on the SAP Business Network	Click  and select the relevant account.
You have an existing account on the SAP Business Network	Click  and enter your username and password.
You have not had an account on the SAP Business Network	Click  and complete the registration.

3. Click the **Create new account** button.



< Back Help

Verify your email before you proceed...

Please provide the email that you want to use to create your new account.

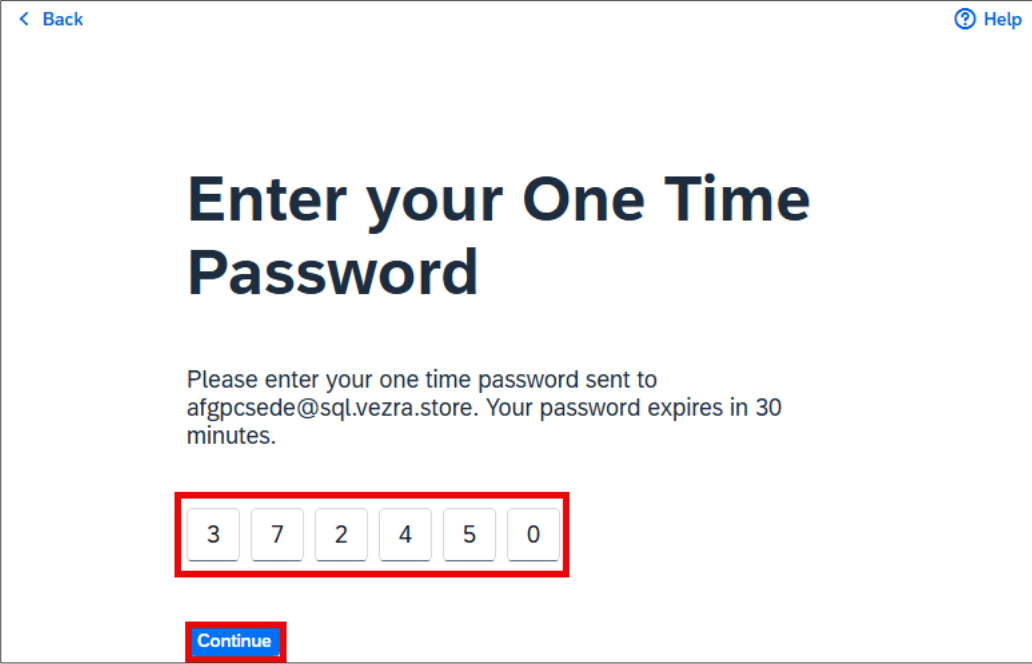
Email: *

afgpcse@sql.vezra.store

Proceed

4. Confirm the email address that you want to use to create your account is correct.
5. Click **Proceed** to continue.

Note: A one-time password (OTP) will be emailed to the registered email address. The OTP can only be used once and will expire after 30 minutes. There is an option to 'resend' if the time lapses.



< Back Help

Enter your One Time Password

Please enter your one time password sent to afgpcse@sql.vezra.store. Your password expires in 30 minutes.

3 7 2 4 5 0

Continue

6. Enter the **one-time password** that was sent to your email address.
7. Click **Continue**.

Create an account to connect and collaborate with Aurizon Operations Limited on SAP Business Network

Company Information

DUNS Number:

What is a DUNS number?

Company Legal Name: *

i

GG PLUMBING

Country / Region: *

Australia [AUS]

Address Line 1: *

i

Borris Street

Address Line 2:City: *

BRISBANE

State: *

Queensland [AU-QLD]

Postal Code: *

4000

8. Review and update your company information if required.

Effective 11/08/2026

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Administrator Account Information ⓘ

Name: *

Gale Thompson

Email:

afgpcse@sql.vezra.store

☒ Use my email as my user name

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 

Create account

9. Ensure the name and the email address of the contact person is correct as the email address will be the Username to log into the SAP Business Network once you have created your account.
10. Define a password for your account.

Password criteria:

- Must be at least 8 characters long and no longer than 32 characters.
- Must contain at least one uppercase letter (A-Z), one lowercase letter (a-z), one number (0-9), and one special character (!#\$%&'()*+,-./:;<=>?@^_`{|}~"[]).
- Cannot contain the username.
- Cons and sequenced patterns are not allowed ("abcd", "1234", "aaaa", or "1111").
- Only ASCII characters are allowed (numbers 0-9, lower- and upper-case characters a - z, and some special characters).

SAP Business Network ▼

Standard Upgrade ⓘ

Home Enablement Discovery ▼ Workbench Orders ▼ Fulfillment ▼ Invoices ▼ Payments ▼ Catalogs ▼ Analytics Assessments **More ▼**

Proposals-Questionnaires & Contracts

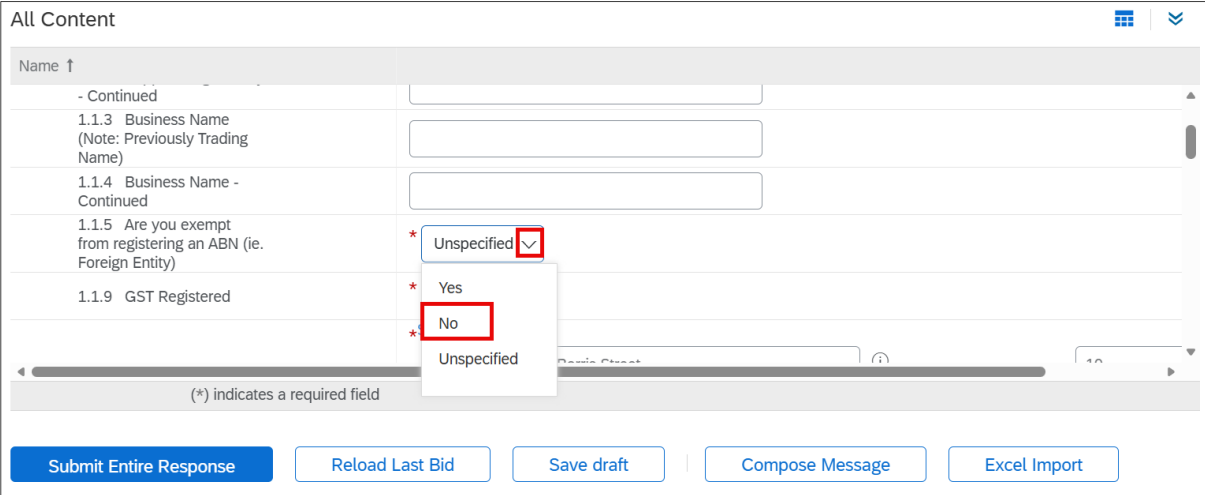
⚠ You are in test mode. Changes made here will not affect the live environment.

11. Once you are logged in, click **More**.
12. Select **Proposals-Questionnaires and Contracts**.

13. Click the **Aurizon Supplier Registration Questionnaire** link.

Note: You have 10 days from the date of the invitation email to complete and submit the Aurizon Supplier Registration Questionnaire

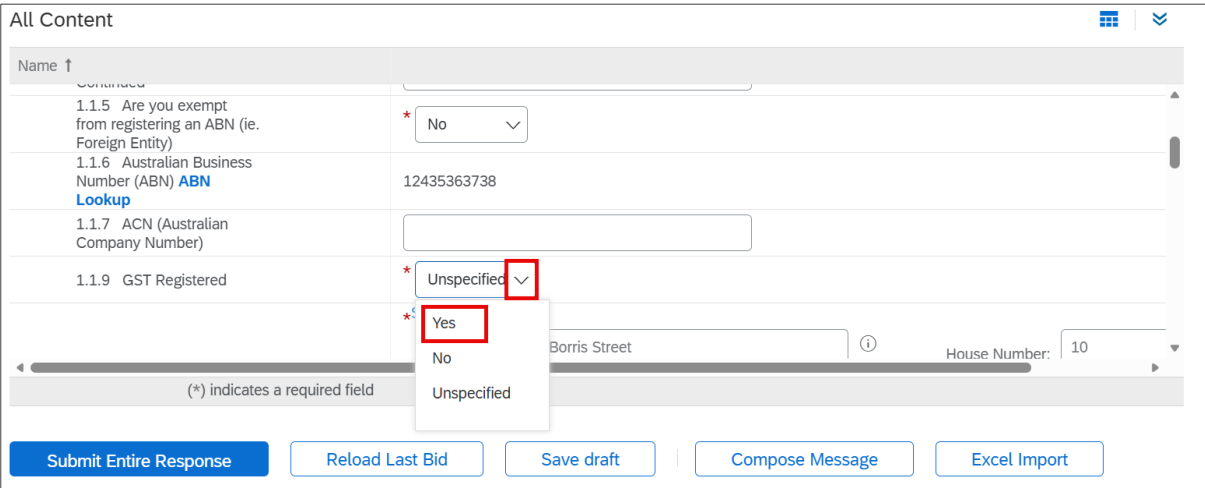
14. Ensure your **Legal Entity Name** is correct.



The screenshot shows a form titled 'All Content' with a table of fields. The field '1.1.5 Are you exempt from registering an ABN (ie. Foreign Entity)' has a dropdown menu open, showing options: 'Unspecified', 'Yes', 'No', and 'Unspecified'. The 'No' option is highlighted with a red box. Below the table, there are buttons: 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states: '(*) indicates a required field'.

15. Click the **Are you exempt from registration an ABN (i.e., Foreign Entity)** drop-down menu and select the relevant response. In this example, select **No**.

Note: If you are not a foreign entity and are not registered for GST, or if your ABN is not provided, please complete and attach a [Statement by a Supplier](#) form to enable Aurizon to make payment without withholding tax.



The screenshot shows the same 'All Content' form, but now the field '1.1.9 GST Registered' has a dropdown menu open, showing options: 'Unspecified', 'Yes', 'No', and 'Unspecified'. The 'Yes' option is highlighted with a red box. The field '1.1.6 Australian Business Number (ABN)' now contains the value '12435363738'. Below the table, there are buttons: 'Submit Entire Response', 'Reload Last Bid', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom states: '(*) indicates a required field'.

16. Click the **GST Registered** drop-down menu and select the relevant response.

All Content	
Name ↑	
1.1.12 Please attach proof of Company/Business physical address	Attach a file
▼ 1.2 Transaction Information	
1.2.1 Remittance Email Address	*
1.2.2 PO Email Address	*
1.2.3 Enter your preferred Currency code for transacting (3-character code)	*

(*) indicates a required field

17. Click the **Attached** a file link to upload proof of your company/business physical address.

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: Choose File No file chosen		
Or drop file here		
OK Cancel		

18. Click the **Choose File** button and upload the document from your computer. You can also drag and drop the document from your computer.

Update 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. More		
Attachment: Choose File GG Plumbing.docx		
Or drop file here		
OK Cancel		
Gale Thompson (afgpcside@sql.vezra.store) last visited 23 Jul 2026 5:49:26 pm GG PLUMBING AN11441218577-T SAP Business Network Privacy Statement Security Disclosure Terms of Use © 1996–2019 Ariba, Inc. All rights reserved.		

19. Click **OK**.

All Content

Name ↑	
1.1.12 Please attach proof of Company/Business physical address	 GG Plumbing.docx Update file Delete file
▼ 1.2 Transaction Information	
1.2.1 Remittance Email Address	* afgpcse@sql.vezra.store
1.2.2 PO Email Address	* afgpcse@sql.vezra.store
1.2.3 Enter your preferred Currency code for transacting (3-character code)	* AUD

(*) indicates a required field

[Submit Entire Response](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)

20. Enter the recipient email address for the Remittance.

21. Enter the recipient email address for the PO.

22. Enter your preferred currency code for purchase orders, for example, AUD.

All Content

Name ↑	
▼ 2 Bank Information Less...	
Note: Aurizon utilises Eftsure to provide assurance to Aurizon and its supplier's that payment is remitted to the correct bank account. All supplier's must provide Eftsure before final onboarding. You may be contacted by Eftsure or Aurizon as part of the verification process to confirm your bank account.	
2.1 Bank Information	Add Bank Information (0)
▼ 3 Insurance Details	
3.1 Supplier Registration Insurances Information.	
Insurances will be requested via a separate "Aurizon Insurance Certificate of	

(*) indicates a required field

[Submit Entire Response](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)

23. Click the **Add Bank Information** to enter your banking details.

[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](#) > 2.1 Bank Information

Bank Information (0)

Name ↑
No items

[Add Bank Information](#)

(*) indicates a required field

24. Click the **Add Bank Information** button.

All Content > 2.1 Bank Information

Bank Information (1)

Name ↑

Bank Information #1	Delete

Bank Type: No Choice ▾

Country/Region: No Choice ▾

Bank Name: Foreign

Bank Branch:

Add an additional Bank Information

(*) indicates a required field

25. Click the **Bank Type** drop-down menu and select the relevant option, for example Domestic.

All Content > 2.1 Bank Information

Bank Information (1)

Name ↑

Bank Information #1	Delete

Bank Type: Domestic ▾

Country/Region: ▾

Bank Name: Search more

Bank Branch:

Add an additional Bank Information

(*) indicates a required field

26. Click the **Country/Region** drop-down menu and select **Search more**.

Choose Value for Country/Region

Name AUSTRALIA Search

Name ↑

Afghanistan	Select
Aland Islands	Select
Albania	Select
Algeria	Select
American Samoa	Select

27. Enter the **Name of the country**, for example, Australia.

Choose Value for Country/Region

Name

Name ↑

Australia

28. Click the **Select** button.

29. Click the **Done** button.

* Bank Type:

Country/Region:

Bank Name:

Bank Branch:

Street:

City:

State/Province/Region:

Postal Code:

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

Bank Control Key:

30. Enter your **Banking** details.

31. Click the **Attach a file** link and attach proof of your bank account details.

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 > 2.1 Bank Information

Bank Information (1)

Name ↑

Bank Account Information

Street:10 Bond Street

City:Brisbane

State/Province/Region:QLD

Postal Code:4000

Account Holder Name:GG PLUMBING PTY LTD

Bank Key/ABA Routing Number:013160

Account Number:53426257

IBAN Number:

SWIFT Code:

Bank Control Key:No Choice

Please attach proof of bank account details

GG Plumbing Bank Details.docx

Update file

Delete file

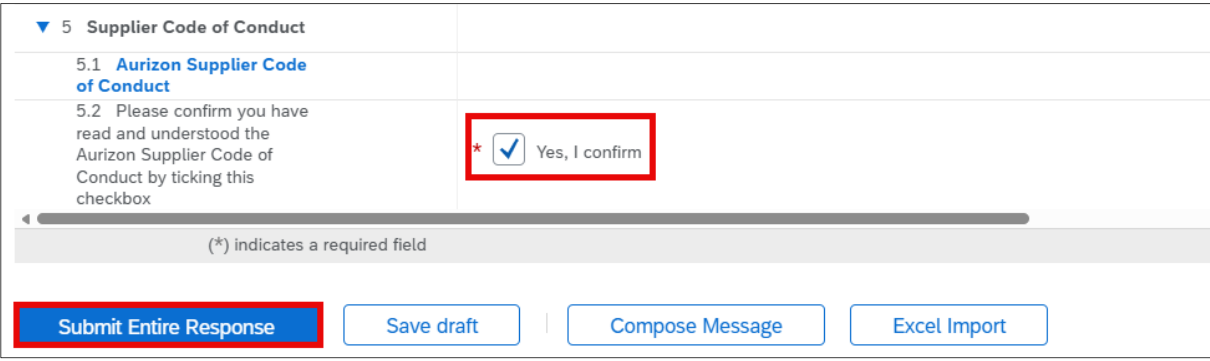
Add an additional Bank Information

(*) indicates a required field

32. Click the **Save** button.

▼ 4 Chain of Responsibility 4.1 Based on the nature of goods and/or services that you supply to Aurizon, are you aware of your obligations under the Heavy Vehicle Law (or equivalent law in WA)? Please refer to the National Heavy Vehicles Regulator website for COR obligations. Link: National Heavy vehicles Regulator website	* Yes ▼
4.2 Does your company have safety systems and controls to identify, assess and manage risk as they relate to delivery of goods and/or services with respect to ALL of the Principles of CoR: Fatigue Management, Speed Management, Mass, Loading and Dimension Management, Vehicle Standards and Maintenance Management. Please refer to the National Heavy Vehicles Regulator website	* Yes ▼

33. Select the relevant responses for the Chain of Responsibility questions.



▼ 5 Supplier Code of Conduct

5.1 **Aurizon Supplier Code of Conduct**

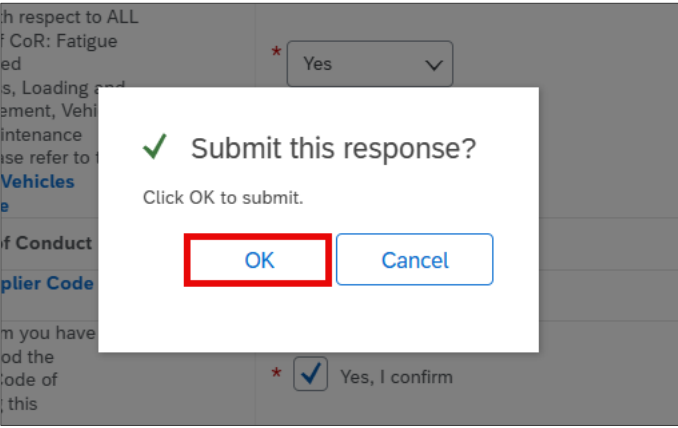
5.2 Please confirm you have read and understood the Aurizon Supplier Code of Conduct by ticking this checkbox

* ☒ Yes, I confirm

(*) Indicates a required field

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

34. Tick the **Yes, I confirm** checkbox, confirming you have read and understood the Aurizon Supplier Code of Conduct.
35. Click the **Submit Entire Response** button to submit your response.

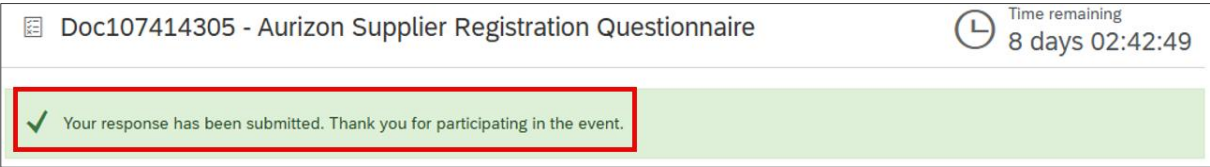


✓ Submit this response?

Click OK to submit.

OK | Cancel

36. Click the **OK** button.

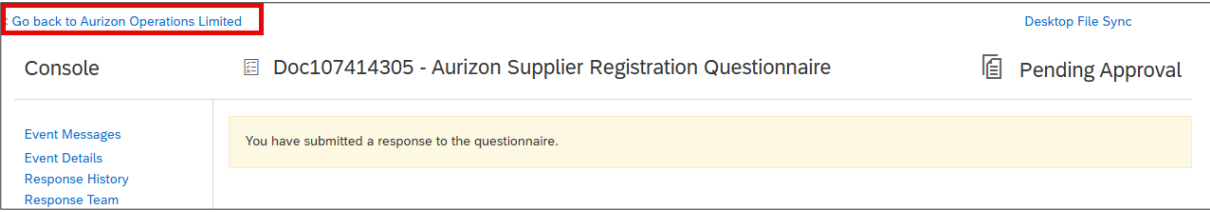


Doc107414305 - Aurizon Supplier Registration Questionnaire

Time remaining 8 days 02:42:49

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

37. The message confirms that the questionnaire has been submitted.



Go back to Aurizon Operations Limited

Desktop File Sync

Console | Doc107414305 - Aurizon Supplier Registration Questionnaire | Pending Approval

Event Messages | Event Details | Response History | Response Team

You have submitted a response to the questionnaire.

38. The Aurizon Vendor Master Data team will review your responses.
39. Click the **Aurizon Operations Limited** link to go back to the home page.
40. End of process.

3. How to Submit your Certificate of Currency (CoC)



Hello Gale Thompson,

Aurizon Operations Limited has invited you to complete a questionnaire. This is required so GG PLUMBING can do business with Aurizon Operations Limited

Questionnaire Overview

Questionnaire name: Aurizon Certificate of Currency (CoC) Questionnaire

Respond by: Mon, 03 Aug, 2026

Update Request Comments:

[Submit questionnaire](#)

1. Click the **Submit questionnaire** link.

IMPORTANT! You have 10 days from the date of the invitation email to complete and submit the Aurizon Supplier Registration Questionnaire.

Doc107785513 - Aurizon Certificate of Currency (CoC) Questio...

Time remaining
9 days 23:09:34

All Content

Name ↑	
▼ 1 Public Liability Insurance	
1.1 Do you have a Public Liability Insurance?	Unspecified ▼
▼ 2 Professional Indemnity Insurance	
2.1 Do you have Professional Indemnity Insurance?	Yes
	No
	Unspecified
▼ 3 Workers Compensation Insurance	
3.1 Do you have Workers Compensation Insurance?	Unspecified ▼
▼ 4 Motor Vehicle Insurance	
4.1 Do you have Motor Vehicle Insurance?	Unspecified ▼

(*) indicates a required field

Submit Entire Response

Save draft

Compose Message

Excel Import

2. Click the **Do you have Public Liability Insurance** question drop-down and select the relevant response. In this example, select **Yes**.

All Content

Name ↑

▼ 1 Public Liability Insurance

1.1 Do you have a Public Liability Insurance? * Yes ▼

▼ 1.2 Public Liability Insurance Details

1.2.1 Certificate Number * 1256379

1.2.2 Issuer EML Insurance

1.2.3 Expiration Date * Wed, 11 Aug, 2027

1.2.4 Insurance Cover Amount * \$20,000,000.00 AUD

1.2.5 Region *(select a value) [select]

1.2.6 Copy of Certificate *Attach a file

1.2.7 Description/Comments

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

3. Enter your **Public Liability Insurance** details.

Note: At a minimum, Aurizon recommends that you maintain AUD \$20 million in Public Liability Insurance coverage.

All Content

Name ↑

▼ 1 Public Liability Insurance

1.1 Do you have a Public Liability Insurance? * Yes ▼

▼ 1.2 Public Liability Insurance Details

1.2.1 Certificate Number * 1256379

1.2.2 Issuer EML Insurance

1.2.3 Expiration Date * Wed, 11 Aug, 2027

1.2.4 Insurance Cover Amount * \$20,000,000.00 AUD

1.2.5 Region *(select a value) [select]

1.2.6 Copy of Certificate *Attach a file

1.2.7 Description/Comments

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

4. Click the **select** link to select the region(s) covered by your insurance.

Choose Values for Region

Add to Currently Selected

Region

☐	Description ↑	Region
☐	▼ All	All
☐	▼ Australia	AUS
☐	Australian Capital Territory	ACT
☒	New South Wales	NSW
☐	Northern Territory	NT
☒	Queensland	QLD
☐	South Australia	SA
☒	Tasmania	TAS
☒	Victoria	VIC
☐	Western Australia	WA

Currently Selected

☐ Description ↑ Region

No items

◀ ▶

5. Select the **region(s)** covered by your insurance if relevant or select All.
6. Click the **Done** button.

All Content

Name ↑

▼ 1 Public Liability Insurance

1.1 Do you have a Public Liability Insurance? * Yes ▼

▼ 1.2 Public Liability Insurance Details

1.2.1 Certificate Number * 1256379

1.2.2 Issuer EML Insurance

1.2.3 Expiration Date * Wed, 11 Aug, 2027

1.2.4 Insurance Cover Amount * \$20,000,000.00 AUD

1.2.5 Region * NSW, QLD, TAS, VIC [select]

1.2.6 Copy of Certificate

1.2.7 Description/Comments

(*) Indicates a required field

7. Click the **Attach a file** link to upload a copy of your insurance.

All Content

Name ↑	
1.2.2 Issuer	EML Insurance
1.2.3 Expiration Date	* Wed, 11 Aug, 2027
1.2.4 Insurance Cover Amount	* \$20,000,000.00 AUD
1.2.5 Region	* NSW, QLD, TAS, VIC [select]
1.2.6 Copy of Certificate	* PI Insurance.docx Update file Delete file
1.2.7 Description/Comments	
▼ 2 Professional Indemnity Insurance	
2.1 Do you have Professional Indemnity Insurance?	* Unspecified ▼
▼ 3 Workers Compensation Insurance	
3.1 Do you have Workers Compensation Insurance?	* Yes
▼ 4 Motor Vehicle Insurance	
4.1 Do you have Motor Vehicle Insurance?	* Unspecified ▼

(*) indicates a required field

[Submit Entire Response](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)

8. Click the do you have **Professional Indemnity Insurance** drop-down menu and select the relevant response. In this example, select **Yes**.

Professional Indemnity Insurance (Section 2 of 4) [Prev.](#) [Next](#)

Name ↑	
▼ 2 Professional Indemnity Insurance	
2.1 Do you have Professional Indemnity Insurance?	* Yes ▼
▼ 2.2 Professional Indemnity Insurance Details	
2.2.1 Certificate Number	* 1256356
2.2.2 Issuer	EML Insurance
2.2.3 Expiration Date	* Wed, 7 Jul, 2027
2.2.4 Insurance Cover Amount	* 5000000 AUD
2.2.5 Region	* (select a value) [select]
2.2.6 Copy of Certificate	* Attach a file
2.2.7 Description/Comments	

(*) indicates a required field

[Submit Entire Response](#)
[Save draft](#)
[Compose Message](#)
[Excel Import](#)

9. Enter your **Professional Indemnity Insurance** details.

Note: If you provide services that require Professional Indemnity Insurance, Aurizon recommends that you maintain AUD \$5 million.

Professional Indemnity Insurance (Section 2 of 4) [Prev.](#) [Next](#) 

Name ↑

▼ 2 Professional Indemnity Insurance

2.1 Do you have Professional Indemnity Insurance?

▼ 2.2 Professional Indemnity Insurance Details

2.2.1 Certificate Number

2.2.2 Issuer

2.2.3 Expiration Date 

2.2.4 Insurance Cover Amount AUD

2.2.5 Region [select](#)

2.2.6 Copy of Certificate [Attach a file](#)

2.2.7 Description/Comments

(*) Indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

10. Click the **select** link to select the region(s) covered by your insurance.

Choose Values for Region

Add to Currently Selected

Region [Search](#)

☐	Description ↑	Region
☐	▼ All	All
☐	▼ Australia	AUS
☐	Australian Capital Territory	ACT
☒	New South Wales	NSW
☐	Northern Territory	NT
☒	Queensland	QLD
☐	South Australia	SA
☒	Tasmania	TAS
☒	Victoria	VIC
☐	Western Australia	WA

Currently Selected

☐ Description ↑ Region

No items

[Done](#)

11. Select the **region(s)** covered by your insurance.

12. Click the **Done** button.

Professional Indemnity Insurance (Section 2 of 4) [Prev.](#) | [Next](#) 

Name ↑

▼ 2 Professional Indemnity Insurance

2.1 Do you have Professional Indemnity Insurance? * Yes ▾

▼ 2.2 Professional Indemnity Insurance Details

2.2.1 Certificate Number * 1256356

2.2.2 Issuer * EML Insurance

2.2.3 Expiration Date * Wed, 7 Jul, 2027 

2.2.4 Insurance Cover Amount * \$5,000,000.00 AUD

2.2.5 Region * NSW, QLD, TAS, VIC [select]

2.2.6 Copy of Certificate * **Attach a file**

2.2.7 Description/Comments

(*) Indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

13. Click the **Attach a file** link to upload a copy of your insurance.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

[All Content](#)

1 Public Liability Ins...

2 Professional Indemnity...

3 Workers Compensation...

4 Motor Vehicle Insurance

Professional Indemnity Insurance (Section 2 of 4)

Name ↑

▼ 2 Professional Indemnity Insurance

2.1 Do you have Professional Indemnity Insurance? * Yes ▾

▼ 2.2 Professional Indemnity Insurance Details

2.2.1 Certificate Number * 1256356

2.2.2 Issuer * EML Insurance

2.2.3 Expiration Date * Wed, 7 Jul, 2027 

2.2.4 Insurance Cover Amount * \$5,000,000.00 AUD

2.2.5 Region * NSW, QLD, TAS, VIC [select]

2.2.6 Copy of Certificate *  Insurance.docx ▾ Update file Delete file

2.2.7 Description/Comments

(*) Indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

14. Click the **Workers Compensation** button tab on the left-hand menu.

Workers Compensation Insurance (Section 3 of 4) [Prev.](#) | [Next](#) 

Name ↑

▼ 3 Workers Compensation Insurance

3.1 Do you have Workers Compensation Insurance? * Unspecified ▾

(*) indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

Yes
No
Unspecified

15. Click the **Do you have Workers Compensation Insurance** drop-down menu and select the relevant response. In this example, select **Yes**.

Workers Compensation Insurance (Section 3 of 4) [Prev.](#) | [Next](#) 

Name ↑

▼ 3 Workers Compensation Insurance

3.1 Do you have Workers Compensation Insurance? * Yes ▾

▼ 3.2 Workers Compensation Insurance Details

3.2.1 Certificate Number * 1256358

3.2.2 Issuer Express Insurance

3.2.3 Expiration Date * Wed, 7 Jul, 2027 

3.2.4 Insurance cover Amount 200000 AUD

3.2.5 Region * (select a value) [select]

3.2.6 Copy of Certificate * [Attach a file](#)

3.2.7 Description/Comments

(*) Indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

16. Enter your **Workers Compensation Insurance** details.

Workers Compensation Insurance (Section 3 of 4) [Prev.](#) | [Next](#) 

Name ↑

▼ 3 Workers Compensation Insurance

3.1 Do you have Workers Compensation Insurance? * Yes ▾

▼ 3.2 Workers Compensation Insurance Details

3.2.1 Certificate Number * 1256358

3.2.2 Issuer Express Insurance

3.2.3 Expiration Date * Wed, 7 Jul, 2027 

3.2.4 Insurance cover Amount 200000 AUD

3.2.5 Region * (select a value) [select]

3.2.6 Copy of Certificate * [Attach a file](#)

3.2.7 Description/Comments

(*) Indicates a required field

[Submit Entire Response](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

17. Click the **select** link to select the region(s) covered by your insurance.

Choose Values for Region

Add to Currently Selected

Currently Selected

Region

☐ Description ↑ Region

No items

☐	Description ↑	Region
☐	▼ All	All
☐	▼ Australia	AUS
☐	Australian Capital Territory	ACT
☒	New South Wales	NSW
☐	Northern Territory	NT
☒	Queensland	QLD
☐	South Australia	SA
☒	Tasmania	TAS
☒	Victoria	VIC
☐	Western Australia	WA

18. Select the **region(s)** covered by your insurance.

19. Click the **Done** button.

Workers Compensation Insurance

(Section 3 of 4) [Prev.](#) | [Next](#) 

Name ↑

▼ 3 Workers Compensation Insurance

3.1 Do you have Workers Compensation Insurance? * Yes

▼ 3.2 Workers Compensation Insurance Details

3.2.1 Certificate Number * 1256358

3.2.2 Issuer Express Insurance

3.2.3 Expiration Date * Wed, 7 Jul, 2027 

3.2.4 Insurance cover Amount \$200,000.00 AUD

3.2.5 Region * NSW, QLD, TAS, VIC

3.2.6 Copy of Certificate

3.2.7 Description/Comments

(*) indicates a required field

20. Click the **Attach a file** link to upload a copy of your insurance.

Note: If you have multiple Workers Compensation Insurance Policies, select Additional Insurance? → Yes, I confirm. This will open an additional Insurance Details form for you to complete. Repeat this process for each additional insurance policy that applies.

Event Messages
Event Details
Response History
Response Team

▼ Event Contents

All Content

1 Public Liability Ins...

2 Professional Indemni...

3 Workers Compensation...

4 **Motor Vehicle Insurance**

Workers Compensation Insurance

(Section 3 of 4) < Prev. | Next >

Name 1

3.1 Do you have Workers Compensation Insurance? Yes

▼ 3.2 Workers Compensation Insurance Details

3.2.1 Certificate Number * 1256358

3.2.2 Issuer Express Insurance

3.2.3 Expiration Date * Wed, 7 Jul, 2027

3.2.4 Insurance cover Amount \$200,000.00 AUD

3.2.5 Region NSW, QLD, TAS, VIC [select]

3.2.6 Copy of Certificate * [Workers Comp CoC.docx](#) Update file Delete file

3.2.7 Description/Comments

3.3 Additional Insurance? ☐ Yes, I confirm

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

21. Click the **Motor Vehicle Insurance** tab on the left-hand menu and complete the steps.

Note: At a minimum, Aurizon recommends that you maintain AUD \$20 million + CTP for Motor Vehicle Insurance coverage

Motor Vehicle Insurance

(Section 4 of 4) < Prev.

Name 1

▼ 4 Motor Vehicle Insurance

4.1 Do you have Motor Vehicle Insurance? * Yes

▼ 4.2 Motor Vehicle Insurance Details

4.2.1 Certificate Number * 126378

4.2.2 Issuer RCAV

4.2.3 Expiration Date * Thu, 22 Jul, 2027

4.2.4 Insurance cover Amount \$2,500.00 AUD

4.2.5 Region * AUS [select]

4.2.6 Copy of Certificate * [Vehicle Insurance CoC.docx](#) Update file Delete file

4.2.7 Description/Comments

4.3 Additional Insurance? ☐ Yes, I confirm

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

22. Click the **Submit Entire Response** button.

✓ Submit this response?

Click OK to submit.

OK Cancel

23. Click the **OK** button.

Doc107785513 - Aurizon Certificate of Currency (CoC) Questio...

Time remaining

9 days 22:02:02

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

Motor Vehicle Insurance

(Section 4 of 4) [Prev.](#)

Name ↑

▼ 4 Motor Vehicle Insurance

4.1 Do you have Motor Vehicle Insurance?

Yes

▼ 4.2 Motor Vehicle Insurance Details

4.2.1 Certificate Number

126378

4.2.2 Issuer

RCAV

4.2.3 Expiration Date

Thu, 22 Jul, 2027

4.2.4 Insurance cover Amount

\$2,500.00 AUD

4.2.5 Region

AUS

4.2.6 Copy of Certificate

Vehicle Insurance CoC.docx

4.2.7 Description/Comments

4.3 Additional Insurance?

Compose Message

24. The message confirms that your response has been submitted.

Note: Aurizon will review your submissions and will confirm successful onboarding to your email address. Do not submit an invoice to Aurizon until you have received this confirmation and have been issued a Purchase Order.

25. End of process.

4. How to Update your Details

You can update your details such as basic company profile information, address information, contact information, remittance, and banking details via your SAP Business Network. In this example, we will update the bank details and the Remittance/PO email addresses.

4.1 Update your Bank Details

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Title	ID	End Time ↓	Event Type	Participated
No items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Aurizon Supplier Registration Questionnaire	Doc107414305	6/8/2026 09:11	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

1. Click the **Aurizon Supplier Registration** link.

Doc107414305 - Aurizon Supplier Registration Questionnaire

Time remaining 9 days 20:48:10

You have submitted a response for this event. Thank you for participating.

Revise Response ⓘ

All Content

Name ↑	
▼ 1 Company	
▼ 1.1 Company Details	
1.1.1 Supplier Legal Entity Name	GG PLUMBING
1.1.2 Supplier Legal Entity - Continued	
1.1.3 Business Name (Note: Previously Trading Name)	

2. Click the **Revise Response** button.

Note: Revise Response is only available after your initial submission has been approved and the status is Registered.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 Company

2 Bank Information

3 Insurance Details

4 Chain of Responsibility

5 Supplier Code of Con...

All Content

1 Company

▼ 1.1 Company Details

1.1.1 Supplier Legal Entity Name

GG PLUMBING

1.1.2 Supplier Legal Entity - Continued

1.1.3 Business Name (Note: Previously Trading Name)

1.1.4 Business Name - Continued

(*) Indicates a required field

Submit Entire Response

Reload Last Bid

Save draft

Compose Message

Excel Import

3. Click the **Bank Information** tab on the left-hand menu.

Event Messages

Event Details

Response History

Response Team

▼ Event Contents

All Content

1 Company

2 Bank Information

3 Insurance Details

4 Chain of Responsibility

5 Supplier Code of Con...

Bank Information

(Section 2 of 5) < Prev. | Next >

Name ↑

▼ 2 Bank Information

2.1 Bank Information

Add Bank Information (1)

(*) Indicates a required field

Submit Entire Response

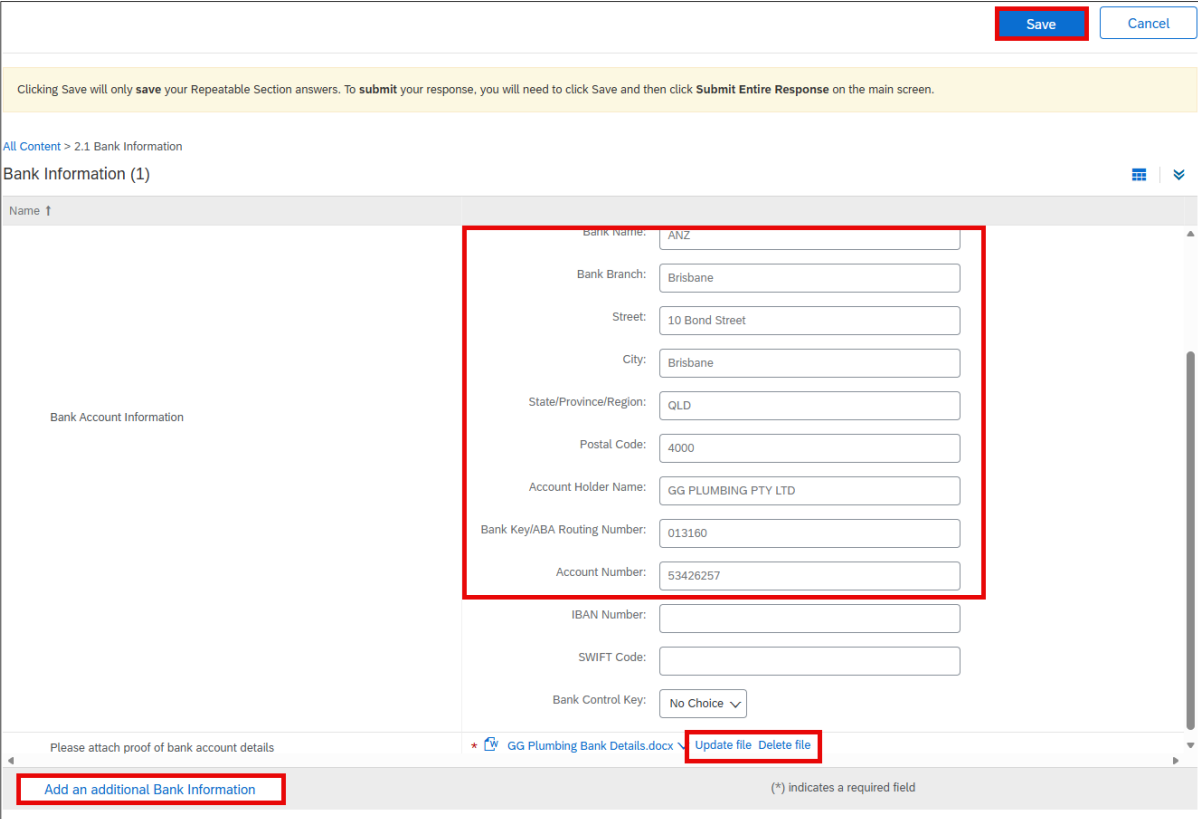
Reload Last Bid

Save draft

Compose Message

Excel Import

4. Click **Add Bank Information**.



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 > 2.1 Bank Information

Bank Information (1)

Name ↑

Bank Account Information

Bank Name: ANZ

Bank Branch: Brisbane

Street: 10 Bond Street

City: Brisbane

State/Province/Region: QLD

Postal Code: 4000

Account Holder Name: GG PLUMBING PTY LTD

Bank Key/ABA Routing Number: 013160

Account Number: 53426257

IBAN Number:

SWIFT Code:

Bank Control Key: No Choice ▾

Please attach proof of bank account details

GG Plumbing Bank Details.docx Update file Delete file

Add an additional Bank Information

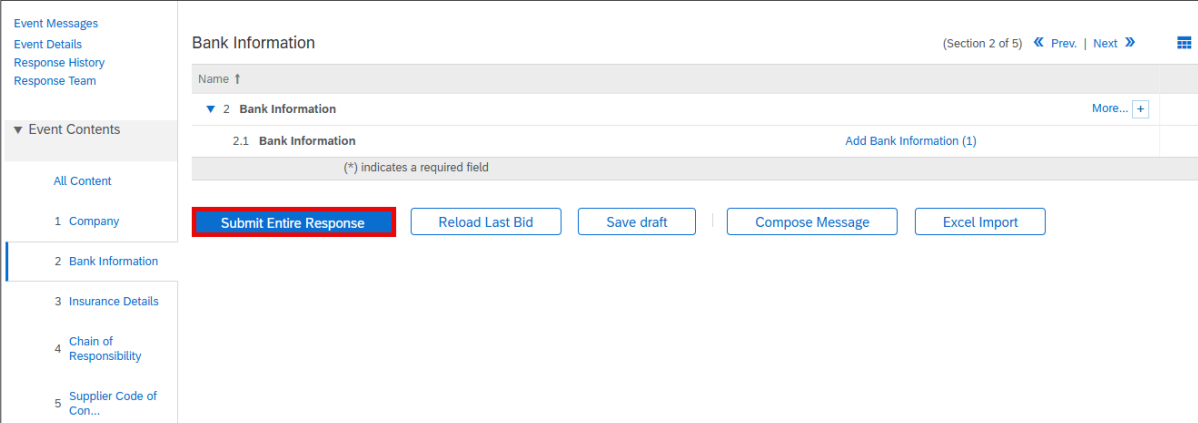
(*) indicates a required field

5. Update your banking details as required.

Note: You can also add additional bank details by clicking the **Add an additional Bank Information** button.

6. Click **Update file** to upload proof of the new banking details.

7. Click the **Save** button to save the details.



Event Messages
Event Details
Response History
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▼ Event Contents

All Content

1 Company

2 Bank Information

3 Insurance Details

4 Chain of Responsibility

5 Supplier Code of Con...

Bank Information

(Section 2 of 5) Prev. | Next

Name ↑

2 Bank Information More... +

2.1 Bank Information Add Bank Information (1)

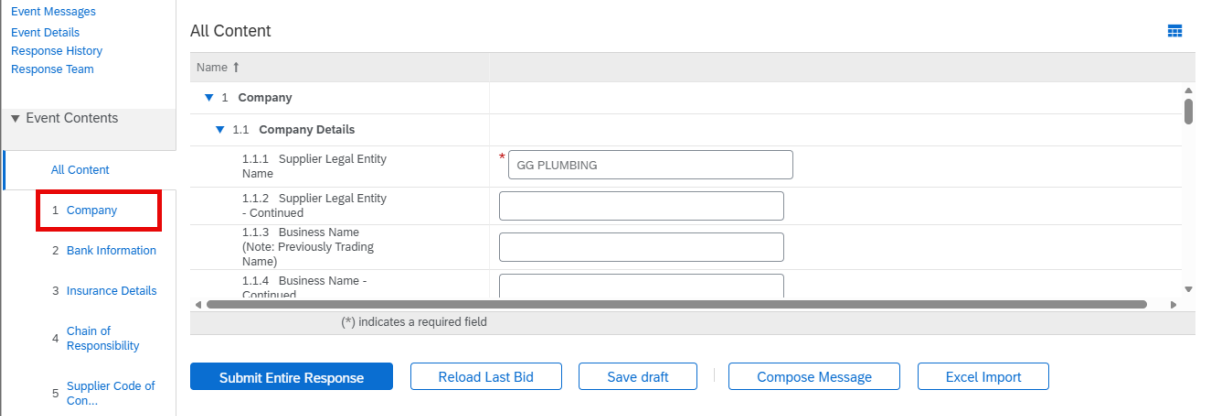
(*) indicates a required field

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

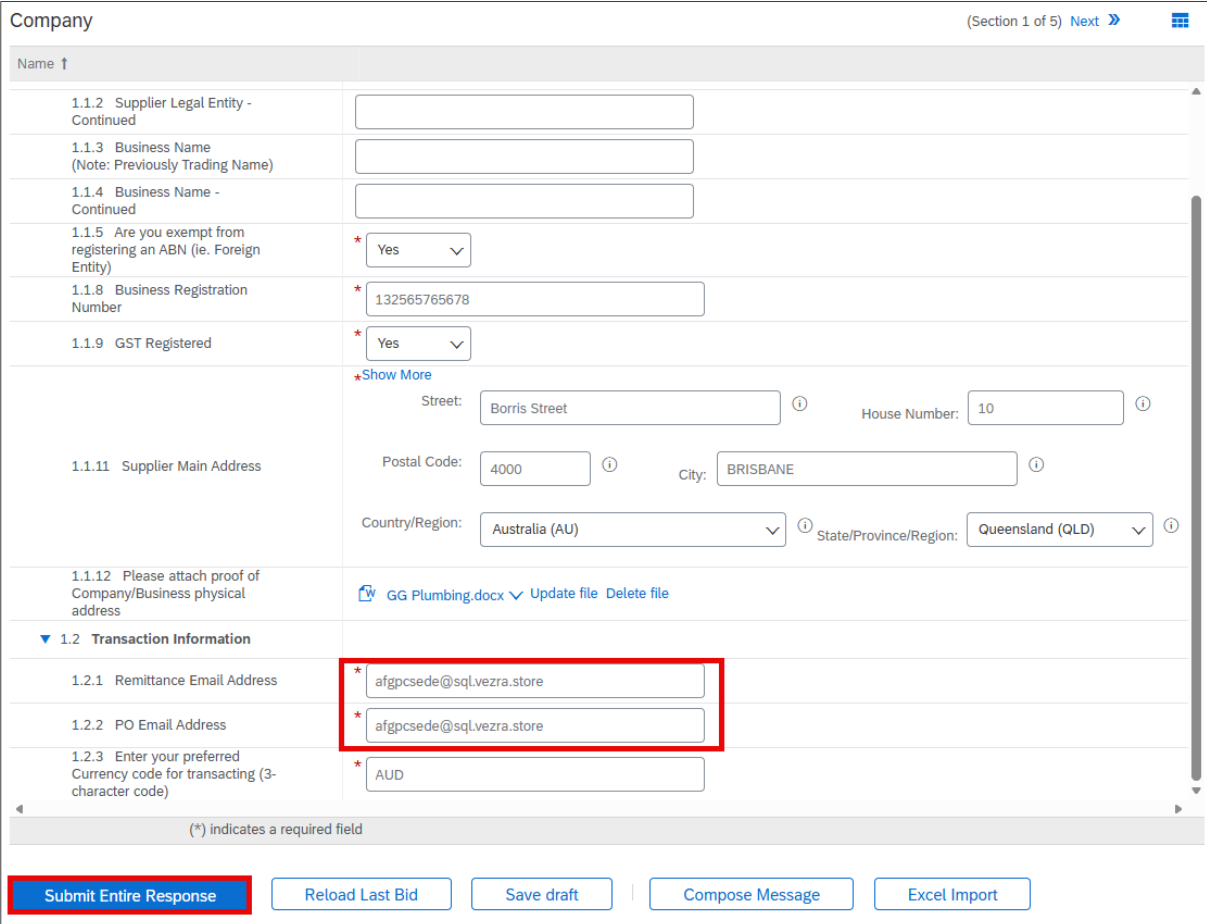
8. Click the **Submit Entire Response** button to submit the updates to Aurizon.

9. End of process.

4.2 Update your Remittance/PO Email Address



1. Click the **Company** tab on the left-hand menu.



2. Update the relevant email address as required.
3. Click the **Submit Entire Response** button.
4. End of process.

5. How to Execute Contracts

Aurizon uses Adobe Sign for contract e-signing. Once the contract signing process has been initiated, you will receive an email from Adobe Sign containing a link to review and sign the document.

For help with signing an agreement, refer to the Adobe Sign Guide – [Sign an agreement sent to you.](#)

6. Support

If you need any assistance, please refer to the Aurizon Vendor Master Data Team vendormasterdata@aurizon.com.au