



Sigma Healthcare

Supplier Onboarding Guide Indirect/Non-stock Suppliers

June 2025

How to join the SAP Ariba Network (contd)

Overview

Sigma Healthcare systems

We've transformed our supply chain to improve the way we do business with our suppliers.

In 2021 Sigma Healthcare implemented its SAP ERP system which included the use of SAP Ariba network to onboard suppliers. This guide provides new indirect (non-stock) suppliers with information on how to register with Sigma.

What you need to do?



Onboarding through SAP Ariba Network

SAP Ariba is a global B2B platform and cloud-based supply chain solution.

For indirect (non-stock) suppliers, the SAP Ariba network is used for the registration and onboarding of **new indirect (non-stock) suppliers** onto Sigma's SAP platform. Once registered in SAP Ariba, you will be able to make changes directly to your data such as your bank account details, contact names, address, etc.

How to join the SAP Ariba Network

There are two primary steps to onboarding via the SAP Ariba Network:

- A. Create a profile for your organisation on the SAP Ariba Network, or if you are an existing user, log on using your relevant credentials; then
- B. Complete the Sigma Registration Form and submit.

How to join the SAP Ariba Network (contd)

Further detailed guidance

Step 1:

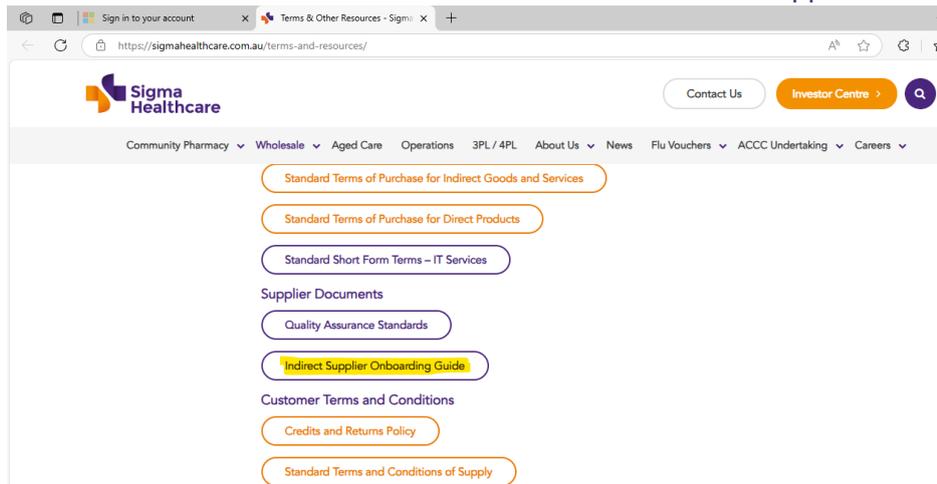
You will receive an email from Ariba to register with Sigma Healthcare.

**Note: Please monitor your email, including your Spam folder, to locate this invitation.*



Select the first [Click Here](#) link above - even if you have an existing account on SAP Ariba (refer to Step 2).

Click on the second [Click Here](#) link to access the Indirect Supplier Onboarding guide.

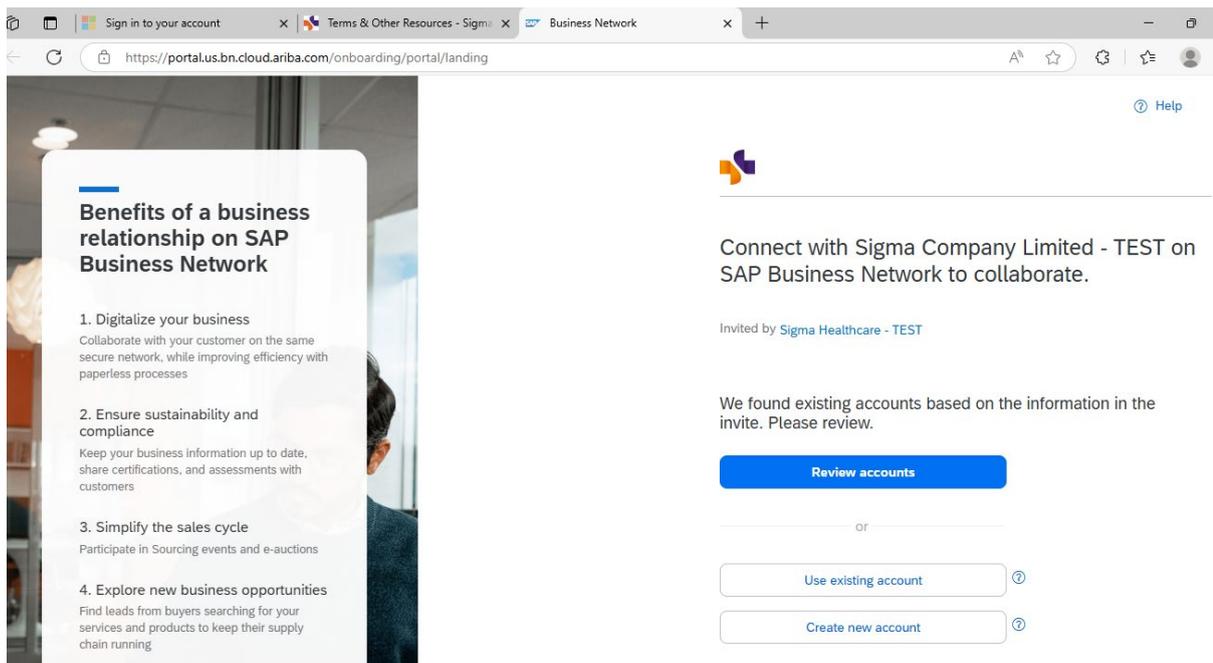


Step 2:

You will be prompted to register on the SAP Ariba registration page.

How to join the SAP Ariba Network (contd)

- If you are **new** to the SAP Ariba Network then you will need to register your business details on the Ariba Network by clicking on Create new account.
- If you are an **existing user** of the SAP Ariba Network please use your existing Ariba Network login credentials. However please ensure you still access Ariba using the registration link provided in the invitation email as this will take you to Sigma's Registration Form.



Step 3 (new to SAP Ariba Network):

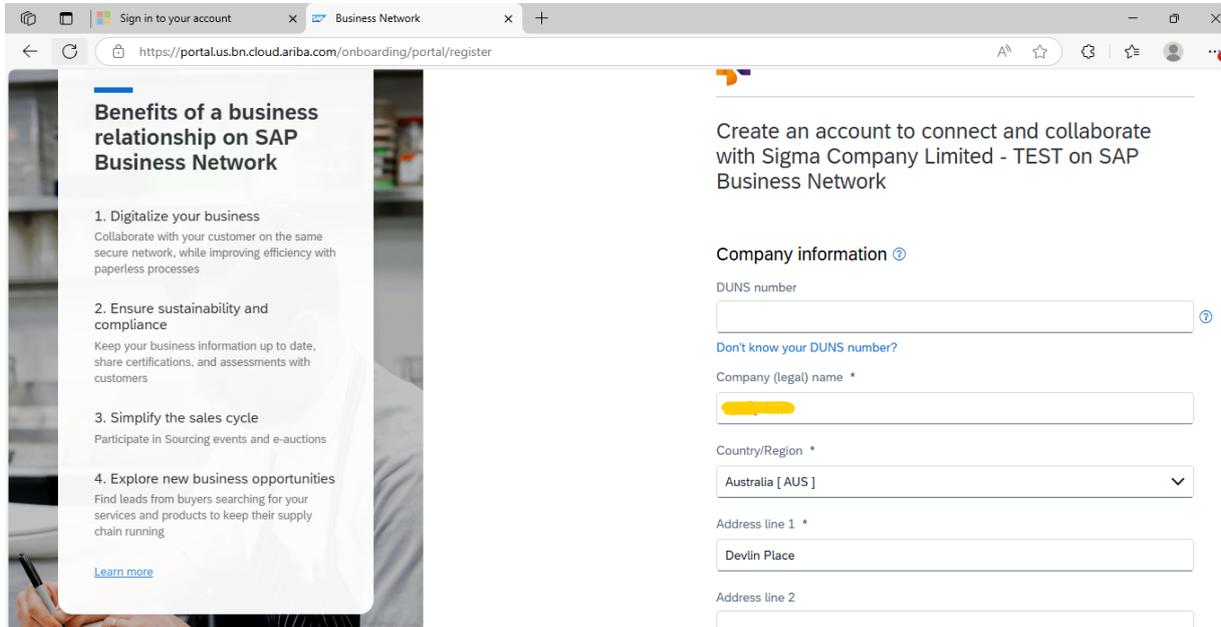
If you are an **existing SAP Ariba Network** user you can skip to Step 4.

If you are a **new user** to the SAP Ariba Network complete the SAP Ariba registration before completing the Sigma registration. There is **no charge** for this registration and your organisation will be established on the SAP Ariba Network.

Company Information.

Firstly, complete the required fields under section "Company Information". Where shown, review the pre-populated information to ensure its accuracy.

How to join the SAP Ariba Network (contd)



Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure sustainability and compliance**
Keep your business information up to date, share certifications, and assessments with customers
- 3. Simplify the sales cycle**
Participate in Sourcing events and e-auctions
- 4. Explore new business opportunities**
Find leads from buyers searching for your services and products to keep their supply chain running

[Learn more](#)

Create an account to connect and collaborate with Sigma Company Limited - TEST on SAP Business Network

Company information

DUNS number

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

Company (legal) name *

Country/Region *
 Australia [AUS]

Address line 1 *
 Devlin Place

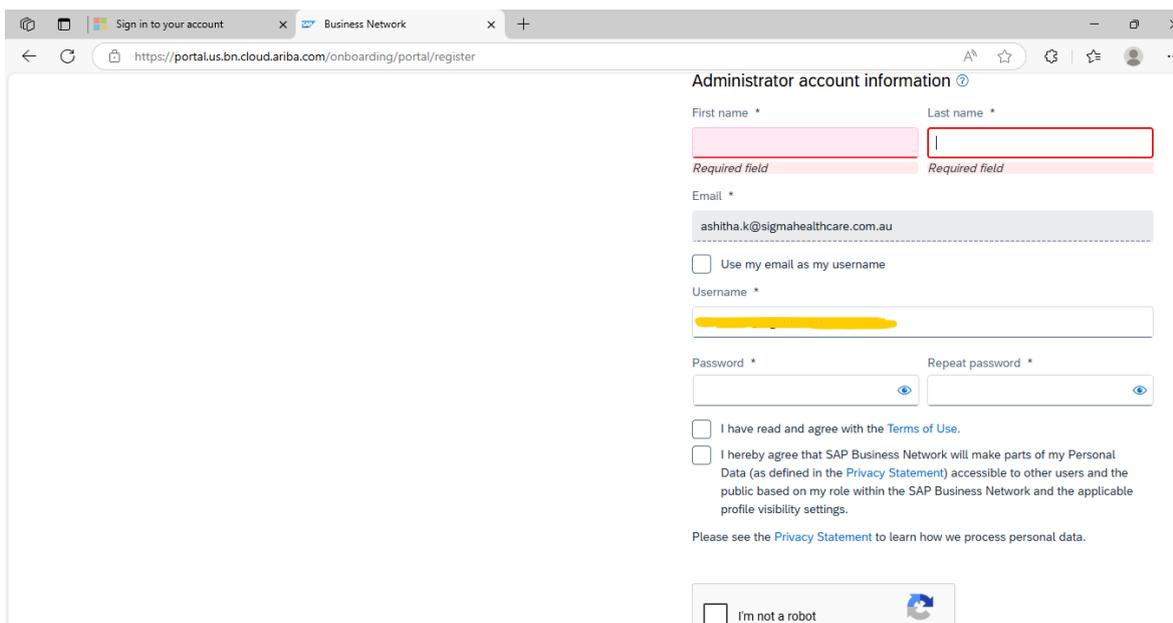
Address line 2

User Account information.

In this section, please provide a user account name and password for logging into your Ariba Network account.

Note: The username needs to be in the format of an email address. Eg : xxxxx@gmail.com

Accept the terms and conditions, verify the captcha and click on “Create Account”.



Administrator account information

First name *

Last name *

Required field

Email *
 ashitha.k@sigmahealthcare.com.au

Use my email as my username

Username *

Password *

Repeat password *

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

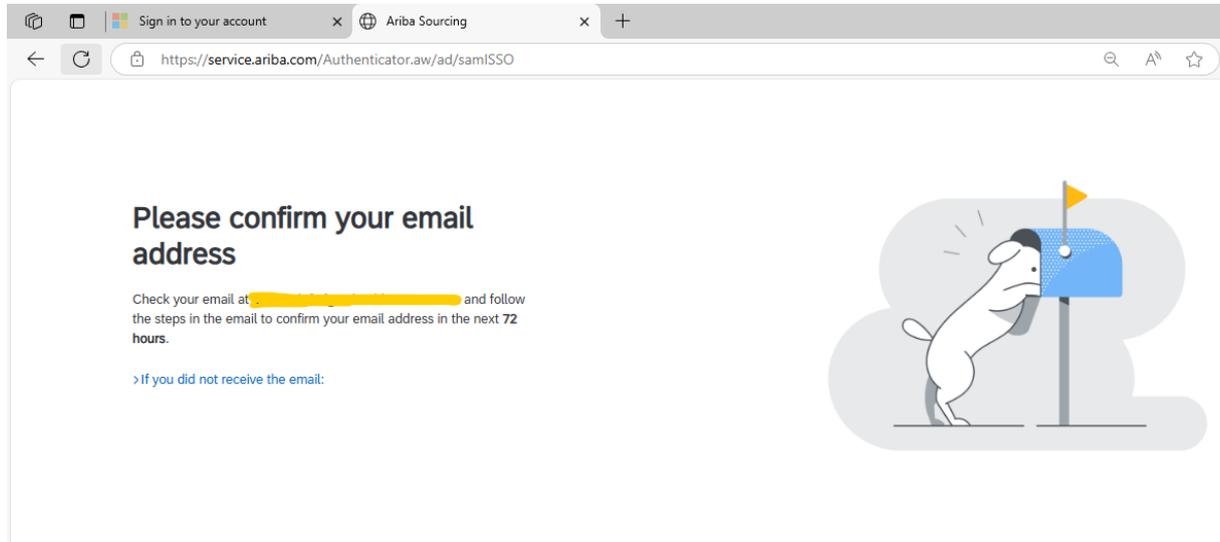
I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

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

I'm not a robot 

How to join the SAP Ariba Network (contd)

You will be prompted to confirm your email address.



You will receive an email notification similar to below from Ariba. Click on **Confirm email**.

Action Required: Confirm your email



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
To [redacted]



Sun 15-06-2025 21:24

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Confirm your email

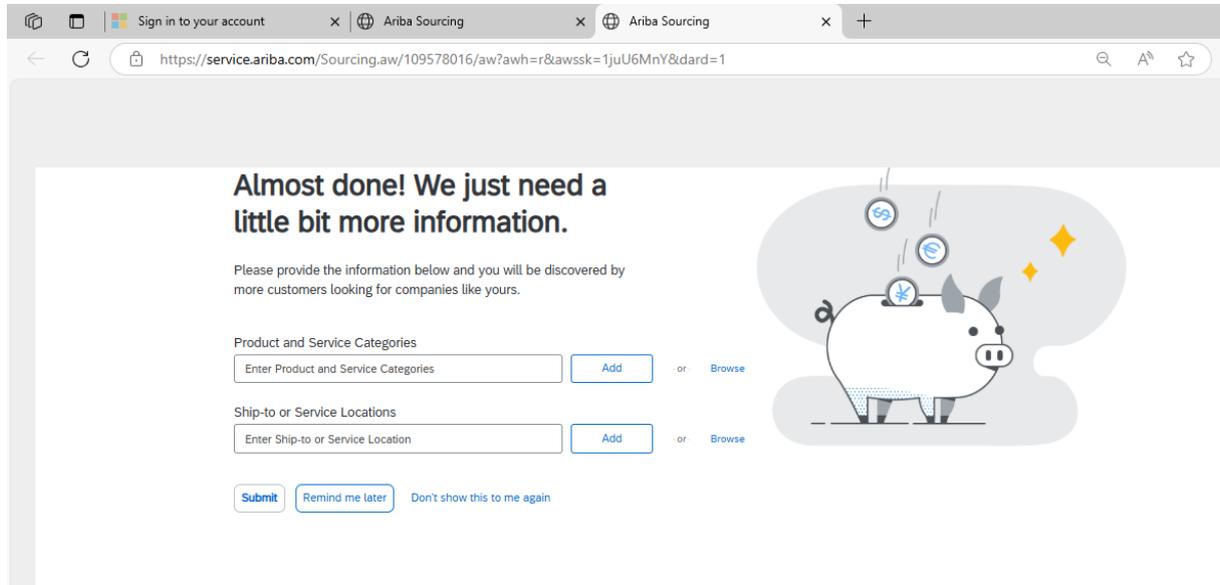
Hello,

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

[Confirm email](#)

How to join the SAP Ariba Network (contd)

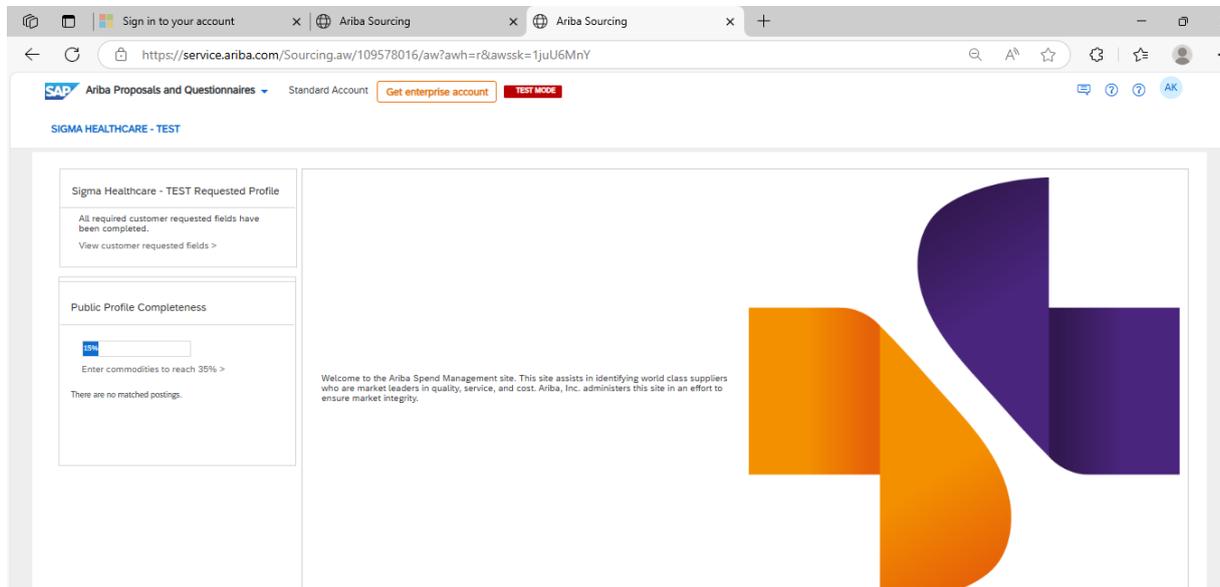
Select your **“Product Category”** that best describes the goods or services your organisation provides, a **“Ship-to Service Location”** and click on Submit.



The screenshot shows a web browser window with the URL <https://service.ariba.com/Sourcing.aw/109578016/aw?awh=r&awssk=1juU6MnY&dard=1>. The page content includes:

- Header:** "Almost done! We just need a little bit more information."
- Text:** "Please provide the information below and you will be discovered by more customers looking for companies like yours."
- Form Fields:**
 - Product and Service Categories:** A text input field with the placeholder "Enter Product and Service Categories", an "Add" button, and a "Browse" link.
 - Ship-to or Service Locations:** A text input field with the placeholder "Enter Ship-to or Service Location", an "Add" button, and a "Browse" link.
- Buttons:** "Submit", "Remind me later", and "Don't show this to me again".
- Illustration:** A piggy bank with coins and a star above it.

If you are directed to the below page, please log out by clicking on your user initials on the top right corner to access the login page.



The screenshot shows a web browser window with the URL <https://service.ariba.com/Sourcing.aw/109578016/aw?awh=r&awssk=1juU6MnY>. The page content includes:

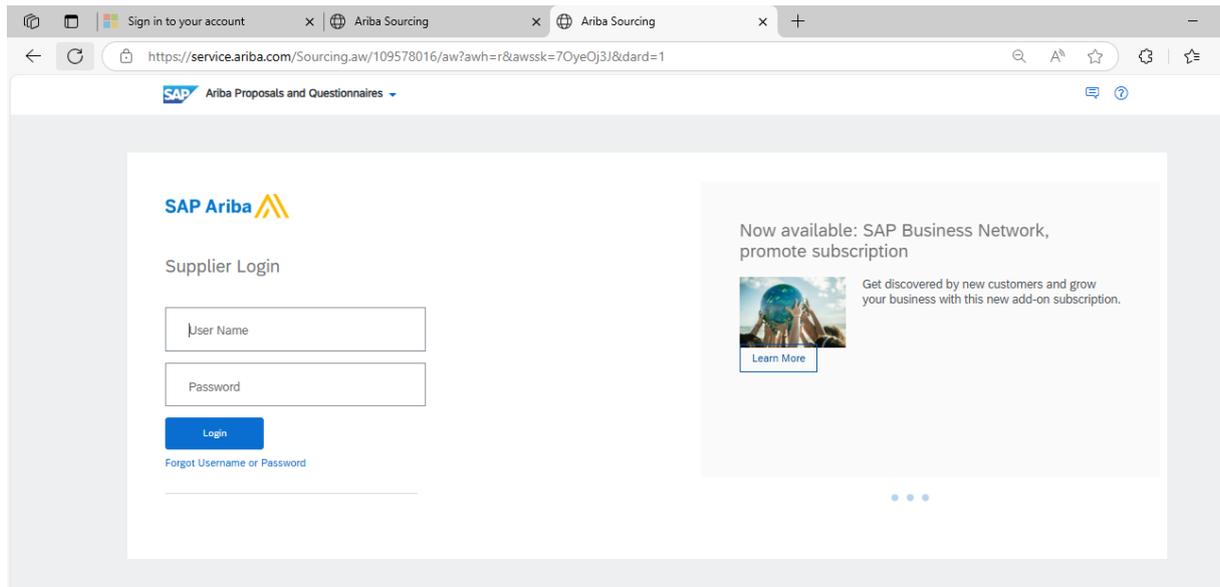
- Header:** "SAP Ariba Proposals and Questionnaires", "Standard Account", "Get enterprise account", and "TEST MODE".
- Page Title:** "SIGMA HEALTHCARE - TEST".
- Left Panel:**
 - Sigma Healthcare - TEST Requested Profile:** "All required customer requested fields have been completed. View customer requested fields >".
 - Public Profile Completeness:** A progress bar showing 35% completion. Below it, a text input field with the placeholder "Enter commodities to reach 35% >". Below that, it says "There are no matched postings."
- Main Content Area:** A large graphic of the Ariba logo (a stylized 'A' in orange and purple) and a welcome message: "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."
- Right Panel:** User initials "AK" and a notification icon.

How to join the SAP Ariba Network (contd)

How to complete the Sigma Registration Questionnaire

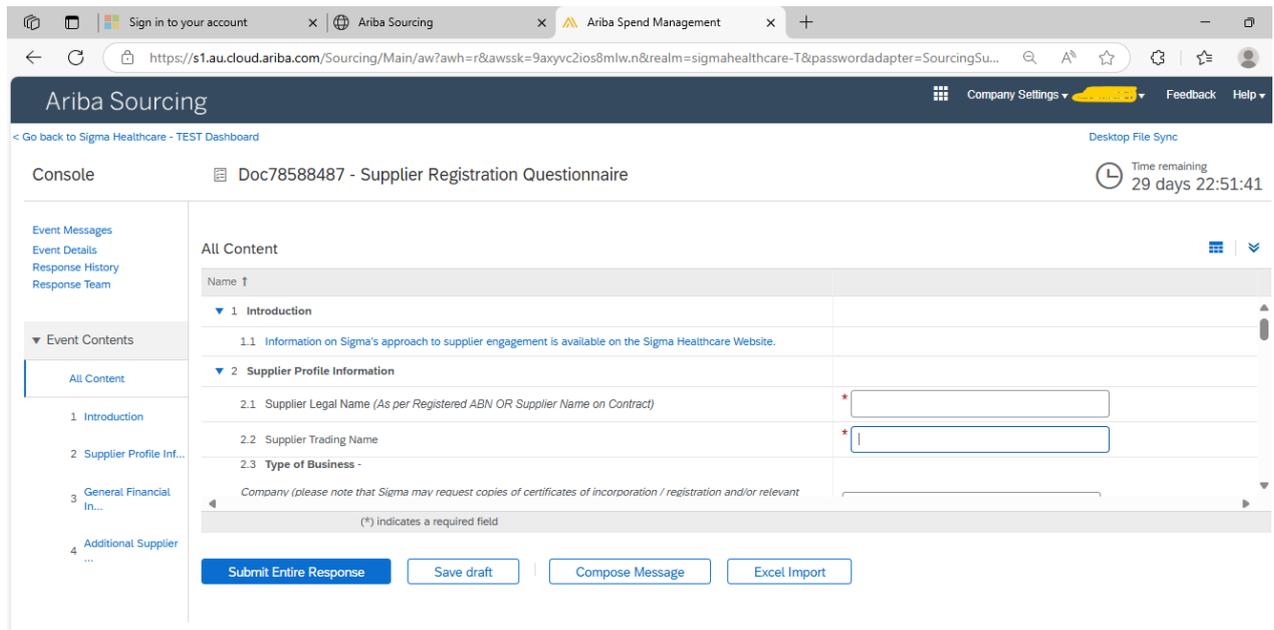
Step 4:

Once registered in the SAP Ariba Network, or if you have an existing SAP Ariba profile, use the link provided in the **email invitation** to login to the SAP Ariba Network account and access Sigma's supplier registration questionnaire.



The screenshot shows a web browser window with the URL <https://service.ariba.com/Sourcing.aw/109578016/aw?awh=r&awssk=7OyeOj3l&dard=1>. The page title is "SAP Ariba Proposals and Questionnaires". The main content area features the "SAP Ariba" logo and a "Supplier Login" section. This section includes a "User Name" input field, a "Password" input field, a blue "Login" button, and a link for "Forgot Username or Password". To the right of the login form is a promotional banner for "SAP Business Network, promote subscription" with a "Learn More" button. The browser's address bar and tabs are visible at the top.

Logging in will take you to the supplier registration questionnaire as shown below.



*Note : This questionnaire is valid for **30 days** from the date of creation. Time remaining displayed in the top right corner shows the number of days left to fill in the registration form.*

Some of the fields in the registration form may be pre-populated. Please review these details and make changes if required.

Section 1 Introduction

Click on the link if you wish to read information on Sigma's approach to supplier enablement.



Section 2 Supplier Profile Information

Enter the Supplier Legal Name, Supplier Trading Name and Type of Business.

All Content



Section 3 Supplier Address

Check or complete address details. For Australia, please enter Suburb in the City field.

All Content



Name ↑	
<p>2.4 Supplier Address <i>(Legal Registered)</i></p> <p>(For Australia, please enter Suburb in City Field)</p>	<p>Street: <input type="text"/></p> <p>City: * <input type="text"/></p> <p>State/Province/Region: <input type="text"/> ⓘ</p> <p>Postal Code: * <input type="text"/></p> <p>Country/Region: * (no value) ▼</p>

Section 4 Supplier Website

Enter the address for your website.

2.5 Website Address ⓘ	<input type="text"/>
-----------------------	----------------------

Section 5 General Financial Information

Please select Yes / No for whether you are an Australian based organisation. If Australian then enter your ABN number, otherwise enter your applicable country's tax number (eg UK VAT). Please check this is in the correct format for your country.

3 General Financial Information	
<p>3.1 Please indicate if any are applicable:</p> <p>-Business making taxable supply in Australia?</p> <p>-Company incorporated in Australia?</p> <p>-Company registered in Australia?</p>	<p>* Yes ▼</p>

Section 6 Bank Details *important*

Choose the bank type Domestic/Foreign.
Select the Country/Region.

<p>3.3 Bank Details</p> <p>Please complete the following fields: Bank Type, Country, Bank Key and Bank Account Number.</p> <p>For Australia, the Bank Key (BSB) format should be XXX-XXX (e.g. 012-204).</p> <p>For Australia, please enter BSB number in Bank Key/ABA Routing Number field.</p>	<p>* Bank Type: No Choice ▼</p> <p>Country/Region: (no value) ▼</p> <p>Account Holder Name: <input type="text"/></p> <p>SWIFT Code: <input type="text"/></p> <p>Bank Control Key: No Choice ▼</p>
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For Australian banks, please enter the following mandatory fields:

- Account Holder name (should match your Bank Statement).
- Bank Key/ABA Routing Number (*NOTE: this is the BSB for Australian Accounts); and
- Account Number

3.3 Bank Details

Please complete the following fields: Bank Type, Country, Bank Key and Bank Account Number.

For Australia, the Bank Key (BSB) format should be XXX-XXX (e.g. 012-204).

Bank Type: Domestic

Country/Region: Australia

Account Holder Name:

Bank Key/ABA Routing Number: *

Account Number: *

SWIFT Code:

Note: SWIFT is only applicable for non-Australian Bank accounts.

For Non-Australian banks, please enter Account Holder Name, IBAN Number and Swift Code

3.3 Bank Details

Please complete the following fields: Bank Type, Country, Bank Key and Bank Account Number.

For Australia, the Bank Key (BSB) format should be XXX-XXX (e.g. 012-204).

Country/Region: United Kingdom

Account Holder Name:

Bank Key/ABA Routing Number:

Account Number:

IBAN Number:

SWIFT Code:

***Important Note:** please do not populate the Bank Key/ABA Routing Number or Account Number field if populating the IBAN Number field. This will create errors and delays with onboarding to Sigma's SAP system.

Attach supporting documents to validate the bank details.

3.4 Please note Sigma requires supporting documents to validate the bank details. Please attach either a copy of bank statement, a copy of bank deposit slip or a letter from the bank showing your bank account details. Transaction values and/or balances may be redacted from your bank statement if necessary.

[★ Attach a file](#)

***Important Note:** as an anti-fraud control, supporting evidence must be external to your organisation e.g. copy of a bank statement. A letter on your own letterhead is not sufficient.

Section 7 Additional Contact Details

Enter the email addresses in the fields shown.

3.5 Email Address for Purchase Orders *

3.6 Email Address for Remittance Advice *

3.7 Email Address for Claim Advice ⓘ

3.8 Email Address for Rebate Advice ⓘ

Note : Email Address for Claim Advice is not required for Indirect / Non-Stock suppliers.



Enter your organisation's postal address for receipt of Purchase Orders.

Note: In Australia, place your Suburb in the City field.

3.9 Postal Address for Purchase Orders (If different to Postal Address)	Street:	<input type="text"/>
	City:	<input type="text"/>
	State/Province/Region:	<input type="text"/>
	Postal Code:	<input type="text"/>
	Country/Region:	(no value) <input type="button" value="v"/>

Enter a contact phone number for your Accounts department

3.10 Please provide your Accounts Receivable Contact Number	*	<input type="text"/>
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Section 8 Additional Personnel Details

Add any additional personnel information if required.

4 Additional Supplier Personnel Information	Add Additional Supplier Personnel Information (0)
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Step 5

Once all the fields are updated, click on "Submit Entire Response Button".

All Content [Grid Icon] [Dropdown Arrow]

Name ↑	
3.9 Postal Address for Purchase Orders (If different to Postal Address)	State/Province/Region: <input type="text"/> Postal Code: <input type="text"/> Country/Region: (no value) <input type="button" value="v"/>
3.10 Please provide your Accounts Receivable Contact Number	* <input type="text"/>
4 Additional Supplier Personnel Information	Add Additional Supplier Personnel Information (0)

(*) indicates a required field

Submit Entire Response
Save draft
Compose Message
Excel Import

Once the questionnaire is submitted, it routes to Sigma for approval and the registration status shows as "Pending Approval". This changes to Approved once Sigma has approved the registration, and you should be able to commence transacting with Sigma.

Go back to Sigma Healthcare - TEST Dashboard Desktop File Sync

Console
Doc60696426 - Supplier Registration Questionnaire
Pending Approval

Event Messages
Event Details
Response History
Response Team

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

Event Contents

Name ↑	
--------	--



How to update your information

In some cases, Sigma may request for additional information after you have submitted your registration. You will receive email notification of this:

Action needed: Provide additional registration information to Sigma Healthcare - TEST



Ariba Administrator <no-reply@au.cloud.ariba.com>
To [redacted]



Sun 15-06-2025 22:03

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Additional registration information needed.

Sigma Healthcare - TEST reviewed your registration information and needs the additional information described in the comments below.

Comments: Attach Bank statement

To provide the additional information that Sigma Healthcare - TEST needs, [Click Here](#) to go to the registration questionnaire.

Step 1

Click on the link in the email to open the registration questionnaire. To update the requested details, click on “Revise Response” button.

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

[Revise Response](#)

All Content ☰

Name ↑	
2.4 Supplier Address (Legal Registered) <small>(For Australia, please enter Suburb in City Field)</small>	Devlin Place Menai, AU-NSW 2234 Australia
2.5 Website Address ⓘ	
▼ 3 General Financial Information	
3.1 Please indicate if any are applicable: -Business making taxable supply in Australia? -Company incorporated in Australia? -Company registered in Australia?	Yes
3.2 Tax ID/ABN	Country/Region: Australia (AU) ⓘ

Step 2

Click on OK to confirm.



Revise Response?

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



The fields are now editable. Comments from Sigma requesting additional details is displayed on top.



Latest comment [8/6/2024]: Bank Details

All Content

Name 1

2 - Supplier Profile Information

2.1 Supplier Legal Name (As per Registered ABN OR Supplier Name on Contract)

2.2 Supplier Trading Name

2.3 Type of Business -

Company (please note that Sigma may request copies of certificates of incorporation / registration and/or relevant jurisdiction registration extract e.g. ASIC)

Other (please note that Sigma may request supporting evidence of business registration or other formation documents such as Partnership)

(*) Indicates a required field

Step 3

Make the required changes and click on “Submit Entire Response” button.

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

Step 4

Click “OK ” to submit.

✓ Submit this response?

Click OK to submit.

OK | Cancel

Registration Questionnaire is now in “Pending Approval” status.

TEST Dashboard

Desktop File Sync

Doc60696426 - Supplier Registration Questionnaire

Pending Approval

You have submitted a response to the questionnaire.

All Content

Name 1

Bank Control Key: No Choice

3.4 Please note Sigma requires supporting documents to validate the bank details. Please attach either a copy of bank statement, a copy of bank deposit slip or a letter from the bank showing your bank account details. Transaction values and/or balances may be redacted from your bank statement if necessary.

3.5 Email Address for Purchase Orders ashitha.k@sigmahealthcare.com.au

3.6 Email Address for Remittance Advice ashitha.k@sigmahealthcare.com.au

3.7 Email Address for Claim Advice

3.8 Email Address for Rebate Advice

3.9 Postal Address for Purchase Orders (if different to Postal Address)

Note: You can only submit or update, if the questionnaire is in Open or Pending Resubmit status. If your questionnaire is Closed it means you have missed the submission deadline. Please contact directly your Sigma Representative to request to reopen it.

Note: If the status is Pending Approval your Sigma Representative must approve or request more information in your previous submission before you can submit an update.

Note: If the status is Registration Denied, it means that your Sigma Representative has denied your registration. Please contact your Sigma Representative.

What else you need to know:

How we work with indirect suppliers



Accounts Payable email address

Invoices must be in PDF format and sent to our accounts payable email address:
accountspayableinvoices@sigmahealthcare.com.au

All queries on invoices and payment thereof should be addressed to:
accpay@sigmahealthcare.com.au.

If used, account statements should also be sent to the accpay@sigmahealthcare.com.au email address.

What do you need to do?

Please ensure invoices are sent to the above email address. Sending invoices to other addresses (such as your Sigma Healthcare Representative) can result in processing and payment delays.

Please **include your Purchase Order number** and the name and email address of the Sigma Healthcare Representative who placed the order with you on your invoices.

Note: This does not currently apply to our subsidiary business MPS. Please contact your MPS representative for invoicing information.



No PO, No Pay policy

For most suppliers, Sigma operates on a **'No PO, No Pay'** policy. This means that a Purchase Order must be obtained from Sigma to support all transactions.

This policy ensures accuracy and efficiency when you transact with us and assists in processing invoices and payments on time.

What you need to know:

For transactions with Sigma Healthcare you will require a Purchase Order which will detail the goods and/or services requested.

What do you need to do?

Prior to delivering your goods or services, you will need to receive a Purchase Order from Sigma Healthcare and check that the information on that Purchase Order accurately reflects the goods / services being ordered.

You will also need to ensure all your invoices include:

1. The Purchase Order Number, and
2. The email address of the Sigma Healthcare Representative that ordered the goods and services



Purchase Orders

Purchase Orders are required for most transactions* - see example below:

Purchase Order Number:

The PO Number must be included on your invoice to ensure payment per our 'No PO, No Pay' policy.

Vendor Number

Your Vendor Number will appear here.

Instructions:

Any special delivery or booking instructions you need to follow appear here.



Sigma Company Limited
 ABN 66 004 132 925
 Myer Place
 Ruseville
 VIC, 3178
 Tel. No. (03) 5015 9215
 Fax. No. (03) 5015 9185

PURCHASE ORDER
 PO No. 4100000262
 PO Date: 01/04/2021
 Page 1 of 1

Supplier:
 EXAMPLE SUPPLIER - 8888888888
 1234 SMITH ROAD
 MELBOURNE
 VIC, 3000
 Tel. No. (03) 1234 5678
 Fax. No. (03) 1234 5678

Buyer's Information
 Contact: John
 Tel No.:
 Fax No.:
 E-Mail: john@example.com
 Delivery By: 03/05/2021
 Terms:
 Conditions: **UMP - Payment of Price**

John Smith
 03 9123 1234
 03 9123 1234
 john.smith@example.com

Delivery To:
 3 Myer Place
 Ruseville
 VIC, 3178

Account: 55777800043 accounts payableinvoices@sigmahealthcare.com.au

Banking Instructions: **CONTACT SIGMA HEALTHCARE (SIGMA) BUYERS AT 03 501 592 15 TO ARRANGE A TIME ALL DELIVERIES MUST HAVE THE ORDER NUMBER AND SUPPLIER NAME PLEASE ENQUIRE GOODS ARRIVE AT 03:00PM DC BY AIRCRAFT.**

Special Instructions: (Accepted Delivery)

Item	Quantity	Description	Unit	Amount (Ex. GST)	SubTotal (Ex. GST)
00010	1.000	EXAMPLE PRODUCT	EA	1,000.00	1,000.00

This is the total due to the DIRECT PURCHASE ORDER

Subtotal: 1,000.00
Less Discounts: 0.00
Total: 1,000.00

For Purchase Order Terms & Conditions, please visit [http://www.sigmahealthcare.com.au/terms-and-conditions](#)
 This is a computer-generated document. No signature is required. PO Ref: 4100000262 PO Date: 01/04/2021

* You will be advised by your Sigma Healthcare representative if Purchase Orders do not apply for your transactions. This only applies to a few exceptions.

4. FAQs

Questions?

Do I need to register for the SAP Ariba Network?

Only if you are a new supplier to Sigma.

How do I manage my business information via the SAP Ariba Network?

If you have registered via the SAP Ariba network, the network provides a user- friendly online portal for you to make changes to your business information such as changing your address or updating your banking information. If you need to make changes to your existing business information, please inform your Sigma Healthcare Representative who will assist you in registering on the SAP Ariba Network.

Are there any costs to register for the Ariba Network?

There are no network fees to register for the SAP Ariba network with Sigma Healthcare or to make changes to your business information once registered.

Does this apply to MPS?

No, these changes currently only apply to the Sigma Healthcare and Sigma Healthcare Logistics business.

Who do I contact for any questions?

If you have questions on the information in this Guide, please contact your Sigma Healthcare Representative or send an email to: SupplierEnablement@sigmahealthcare.com.au

