SAP Ariba onboarding process for standard accounts

1. Invitation (informative email)

You receive an email from Solvay presenting the SAP Ariba Network.

Example of PNL (Project Notification Letter): [Standard account](#)

2. Purchase order reception

You receive your next Purchase Order via email, with a link to the SAP Ariba Platform.

3. Creation of your SAP Ariba account

You click on the link and create your account on the platform.

4. Manage your account

You can either:

- Register as New User on SAP Ariba or,
- Login into your existing SAP Ariba account to merge it with Solvay's account

5. Complete your company details

Please complete all your company details.

Once done, you are ready to start using SAP Ariba for all your Purchase Orders and Invoices exchanges with Solvay.

6. Use SAP Ariba

Once you are registered on SAP Ariba Platform, all exchanges are done through the platform: receive your Purchase orders, acknowledge your Purchase Orders and submit your Invoices.

7. Need help?

Please refer to the [Help & Tutorial](#) section and the [Frequently Asked Questions](#).