

HOW TO CREATE AN SAP Ariba STANDARD ACCOUNT



1 Click on the **Process order** link that you find on the purchase order interactive email.

SAP Ariba

Ariba Inc - Excellence Programs - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

1 **Process order**

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Headquarters 1450 Global Parkway Sacramento , CA 95802 United States Phone: +1 (916) 4657890 Fax: +1 (916) 4657699	To: Standard Account Demo-TEST 271 North Shore Drive Pittsburgh , PA 15212 United States Phone: +1 (111) 1111111 Fax: Email:	Purchase Order (New) PO16 Amount: \$100.00 USD Version: 1
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Payment Terms
NET 30

2 You can check if your company has more branches already registered in the SAP Ariba platform, by clicking on **Search your company**.

SAP Ariba Network

Join your customer on Ariba Network!

Sign up Or **Search your company** 2

Already have an account? Log in

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**
[Learn more](#)

3 This pop-up window might show up. Click on the "X" to close it unless you would like to review any existing account.

Potential existing accounts X

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

4 Click **Sign up**.

SAP Ariba Network

Join your customer on Ariba Network!

4 **Sign up** Or **Search your company**

Already have an account? Log in

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5 Complete your profile account by filling in the mandatory fields (*) regarding **Company, Financial and Tax** information. And then, click **Register**.

SAP Ariba Network

Register

Register **Cancel**

Company information

* Indicates a required field

Company Name: *

Country: *

Address: *

City: *

State: *

Zip: *

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.

User account information

Name: *

Email: *

☒ Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

SAP Ariba Privacy Statement

Must be in email format(e.g john@newco.com) ⓘ
Must contain a minimum 8 characters including letters and numbers. ⓘ

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

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Ariba Network standard account is Free

Already have an account? [Login](#)

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After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

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

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

5 **Register** **Cancel**