

# HOW TO UPGRADE TO AN ENTERPRISE ACCOUNT



1 Click on the **Process order** link that you find on the Purchase order interactive email and access the platform using your credentials.

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 PO from the 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>.

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

2 Click on the **Upgrade** menu button.

SAP Ariba Network Standard Account **Upgrade** **2**

Purchase Order: PO8243

Create Order Confirmation  Create Ship Notice  Create Invoice | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

3 Click on **Upgrade Enterprise Account**.

SAP Standard Account **Upgrade** TEST MODE

Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	<b>3</b> ENTERPRISE ACCOUNT <a href="#">Upgrade</a>
<b>FULFILLMENT</b>		
Orders and Invoices	<ul style="list-style-type: none"> <li>Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li> <li>Check invoice status and create non-PO invoices, if supported by your customer</li> </ul>	<ul style="list-style-type: none"> <li>Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>Use CSV uploads to manage large documents.</li> </ul>
Catalogs		<ul style="list-style-type: none"> <li>Publish catalogs that detail your products and services</li> </ul>
Integration		<ul style="list-style-type: none"> <li>Integrate with your backend systems through CXML or EDI</li> </ul>
Legal Archive		<ul style="list-style-type: none"> <li>Access to long-term invoice archiving (regional restrictions apply)</li> </ul>
Reporting		<ul style="list-style-type: none"> <li>Get reports to track transactions and sales activities</li> </ul>
Support	Help Center	<ul style="list-style-type: none"> <li>Help Center, phone, chat, and web form</li> </ul>
Fees	Free	Based on usage
<b>SELLING</b>		
Ariba Discovery		<ul style="list-style-type: none"> <li>Join our business matchmaking service to get high quality sales leads. Fees may apply</li> </ul>
Sourcing, Contract Management		<ul style="list-style-type: none"> <li>Attract potential customers with your profile and get invited to auctions and other events.</li> </ul>

By the way, you can use these with any account.

Learn more about all the features of Ariba Network.