

HOW TO LOG IN, WHEN YOU ALREADY HAVE AN SAP Ariba ACCOUNT



1 Click on the **log in now** 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**.

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

Payment Terms
 NET 30

2 Insert your username and password. And then click **Login**

User Name

Password

Login

3.a Click on **Account settings (SS)** (upper right corner).

SAP Ariba Network Enterprise Account TEST MODE

Home Inbox Outbox Catalogs Reports

Orders and Releases All Customers Order Number

Orders, Invoices and Payments

10 New Purchase Orders 11 Orders to Confirm 0 Orders that Need Attention 18 Invoices

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4513484003	Solvay Group - TEST	New	500.00 EUR	18 Aug 2020	0.00 EUR	Select
4503961071	Solvay Group - TEST	New	500.00 EUR	18 Aug 2020	0.00 EUR	Select
4503961049	Solvay Group - TEST	New	500.00 EUR	13 Aug 2020	0.00 EUR	Select
4513483940	Solvay Group - TEST	New	400.00 EUR	6 Aug 2020	0.00 EUR	Select
4513483939	Solvay Group - TEST	New	2,802.86 EUR	6 Aug 2020	0.00 EUR	Select
4513483938	Solvay Group - TEST	New	1,405.00 EUR	6 Aug 2020	0.00 EUR	Select
4513483937	Solvay Group - TEST	New	1,400.00 EUR	6 Aug 2020	0.00 EUR	Select
4513483934	Solvay Group - TEST	New	1,420.00 EUR	5 Aug 2020	0.00 EUR	Select
4513483933	Solvay Group - TEST	New	1,420.00 EUR	5 Aug 2020	0.00 EUR	Select
4513483932	Solvay Group - TEST	New	1,420.00 EUR	5 Aug 2020	0.00 EUR	Select

ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration
- NETWORK SETTINGS
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs

Solvay SA
 test-Christian.gillet1@solway.com
 My Account
 Link User IDs
 Contact Administrator
 TEST-Supplier-51272 ...
 ANID: AN01055568267-T
 Company Profile

Settings

3.b Select **Settings**.

3.c And then, select **Customer Relationships**.

4 Click on **Current Relationships**.

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Current Pending (0) Rejected (0)

Pending Customers

Customer	Network ID	Relationship Type	Requested Date
No items			

5 Select **Pending**.

6 And accept the relationship to link the account.