Quick Reference Guide

Standard Supplier – How to Register a Standard Account

Audience: City of Ottawa – Standard Account Suppliers

Date: July 24, 2020

Process Flow

Open PO through Email → Create new account → Input Account Information → Review Potential Duplicates → Select Primary Business Role
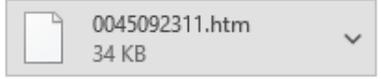
0045092311.htm
34 KB

From: "City of Ottawa - TEST" <ordersender-prod@ansmtp.ariba.com>
Sent: June 10, 2020 11:32 AM
To: Dunlop, Shalane <Shalane.Dunlop@ottawa.ca>
Subject: City of Ottawa - TEST sent a new Purchase Order 0045092311

SAP Ariba

City of Ottawa - 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 sent you this order through Ariba Network.

TEST Ottawa

Process order

To access the Order: Continue

① From the Email containing the PO details select: Process order

Step 2: Review Duplicate Accounts

1 This screen may pop up if some of the information on the PO matches a company already in the network. Click to see the list of registered companies.

Step 2: Review Duplicate Accounts

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, you can Go back to previous page

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Supplier Education Team – Standard-TEST	evan.koser@sap.com			271 North Shore Dr. Pittsburgh PA, United States 15232

20 search results found | Search More

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Koser Corp	USA	PA	-	AN01047375979	0	
Koser Conglomerate	USA	PA	-	AN01047377091	0	

View profile
Please view profile and contact admin if you need to.

1 If you find the account you are looking for, you can contact the account's administrator to request access

Join your customer on Ariba Network!

1 [Sign up] Or [Search your company]
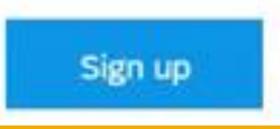
Already have an account? Log in

1 Create your account using the "Sign up" button

Connect faster
Exchange documents electronically and streamline communications.

Ariba Network standard account is **Free**

Learn more

Step 4: Input your Account's Information

1 Company information   User account information

Company Name: * Supplier Education Team – Standard-TEST

Country: * United States [USA]

Address: * 271 North Shore Dr.

Line 2

Line 3

City: * Pittsburgh

State: * Pennsylvania [US-PA]

Zip: * 15232

Name: * SET   Admin

Email: * set.admin@sap.com

2 ✓ Use my email as my username

Username: * set.admin@sap.com

Password: * ●●●●●●●●●●●●

Repeat Password

Language: English

Email orders to: * evan.koser@sap.com

1 Input your basic company and user information

Note: Some fields might have been automatically filled in, check this for inaccuracies

2 If this box is checked, your username will default to your email. If you wish to chose a different username, uncheck this box and type in a username in email format. This does not need to be a valid email

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Step 4: Input your Account's Information

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.

1 ☐ I have read and agree to the Terms of Use
☐ I have read and agree to the SAP Ariba Privacy Statement

2 [Register] [Cancel]

1 After you have read the Terms of Use and SAP Ariba Privacy Statement, check these boxes

2 Click Register

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Step 5: Final Review of Duplicates

ⓘ Potential existing accounts

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

1 Review accounts

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, **2** can Continue Account Creation and we will progress your registration
- Or, you can Go back to previous page

1 You may see this notice once again. If so, click "Review accounts"

2 If you are confident that there is no match for existing accounts, click "Continue Account Creation"

Step 6: Identify Primary Business Role

(1)

- ○ E-Commerce
- ○ Field Services
- ○ Finance
- ○ Information Technology
- ○ Marketing
- ○ Order Management
- ○ Sales
- ○ Service Administrator
- ○ Shipping
- ○ Treasury
- ○ Other   [Please Specify]

! Please specify the Other business role

(2) [Continue to the Ariba Network]

(1) Select from the list of options your primary business role in the company

(2) Click here to finish registration