

# Ariba Network Standard Account **Supplier Registration**



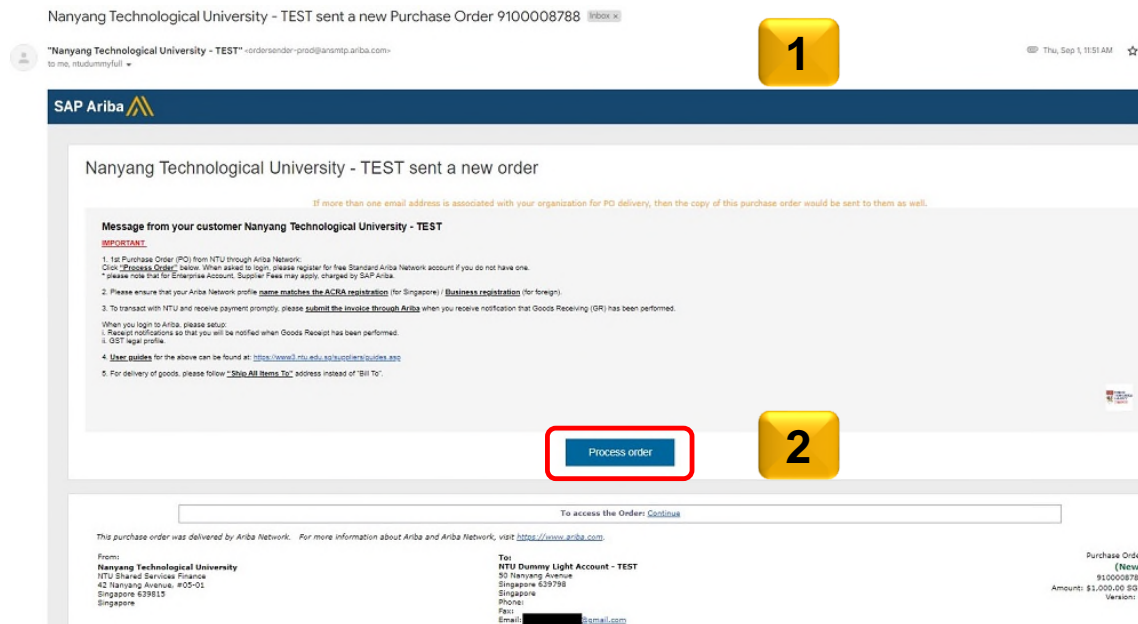
# Standard Account Registration

How to register for an Ariba Standard Account, use either one of 2 options:

## (Option 1) Using the first Purchase Order sent by NTU

1. Open the interactive email that contains the purchase order sent by NTU. The purchase order details will be displayed in the body of the email. Review the details of the purchase order.
2. Click the **Process order** button. The Ariba Network Standard account registration page will be displayed.

(Option 2) Go to [Ariba supplier login page](#) and click on "Register Now" button. The Ariba Network Standard account registration page will be displayed.



## Supplier Login

[Forgot Username or Password](#)

New to SAP Business Network?

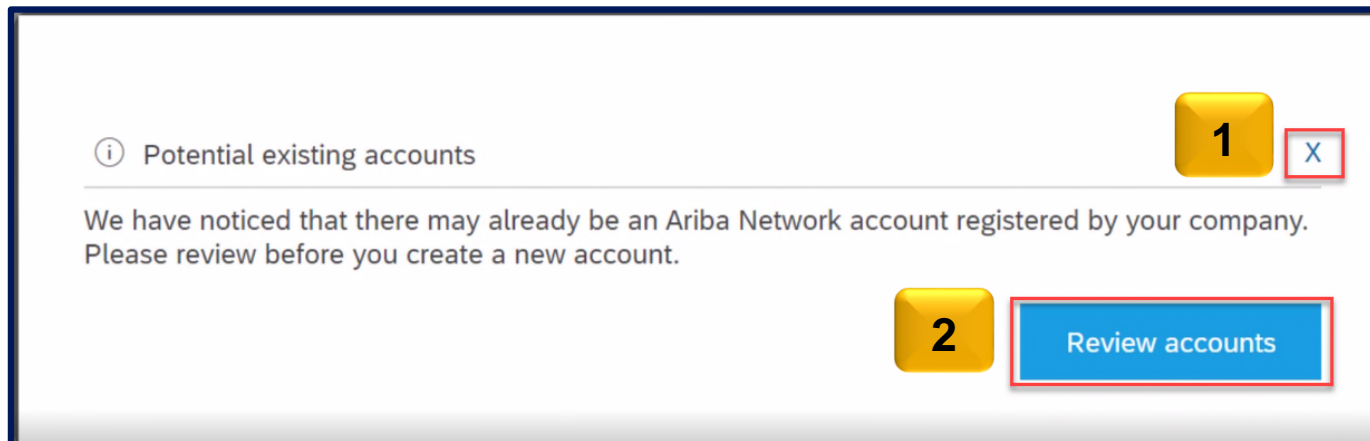
[Register Now](#) or [Learn More](#)

# Review Matched Accounts

## Review Matched Account

- There is a possibility that Potential existing account screen will appear after clicking Process Order. If the system identifies that your company may already have an account.

1. Click x icon if you would like to skip this step.
2. Click Review accounts to view the list of accounts.



# Review Matched Accounts

List of accounts will display.

3. Click the ... to view profile and contact the administrator in order to request access.

Note : If none of the accounts listed matched, you can still sign up for new account or Log in for Existing 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				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	

**3**

[View profile](#)  
Please view profile and contact admin if you need to.


# Standard Account Registration


1. If you are an existing Standard Account supplier (transacting with a different customer), click the **Log in** link. The **Ariba Network Login** page will be displayed.
2. If you are a new customer, click the **Sign up** button. The **Registration** page will be displayed.


Join your customer on Ariba Network!

2 [Sign up](#) Or [Search your company](#)

Already have an account? [Log in](#) 1

  
**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](#)

# Standard Account Sign Up

Register

**1. Company information** **1**

Company name  
ACME Supplier

Country  
United States (USA)

Address  
El Paso - DA4-2xx  
Line 2

ZIP code 99999-1804 City El Paso State TX

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**2. User account information** **2**

Name  
First Last

Email  
 Use this email as your username

Username

Password  
Enter password Repeat password  
Use 8 or more characters with at least 1 number. We recommend mixing numbers, upper and lower case letters, and special characters

Email orders to \*  
psmith@acmesupplier.com  
Who will we notify when customers send you orders through Ariba Network? You can change this anytime.

1. On the **Registration** page, the details in the **Company information** section will be auto-populated.
2. In the **User Account Information** section, enter the details in all the fields that are marked mandatory.
3. Select the **Terms of Use** and **SAP Ariba Privacy Statement** check-box at the bottom of the page.
4. Click the **Register** button. The purchase order detail screen will be displayed.

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 **3**

I have read and agree to the SAP Ariba Privacy Statement

**4** **Register** Cancel

# Standard Account Login

For all future NTU that you receive from NTU via email:

1. Click the **Process Order** button.
2. The **Supplier Login Page** will be displayed.
3. Enter your **User Name** and **Password** in the respective fields.
4. Click the **Login** button.
5. If you have forgotten your password/username, click the **Forgot Username or Password?** link.
6. You will be able to retrieve your username or reset your password by entering your email address and click **Submit**.

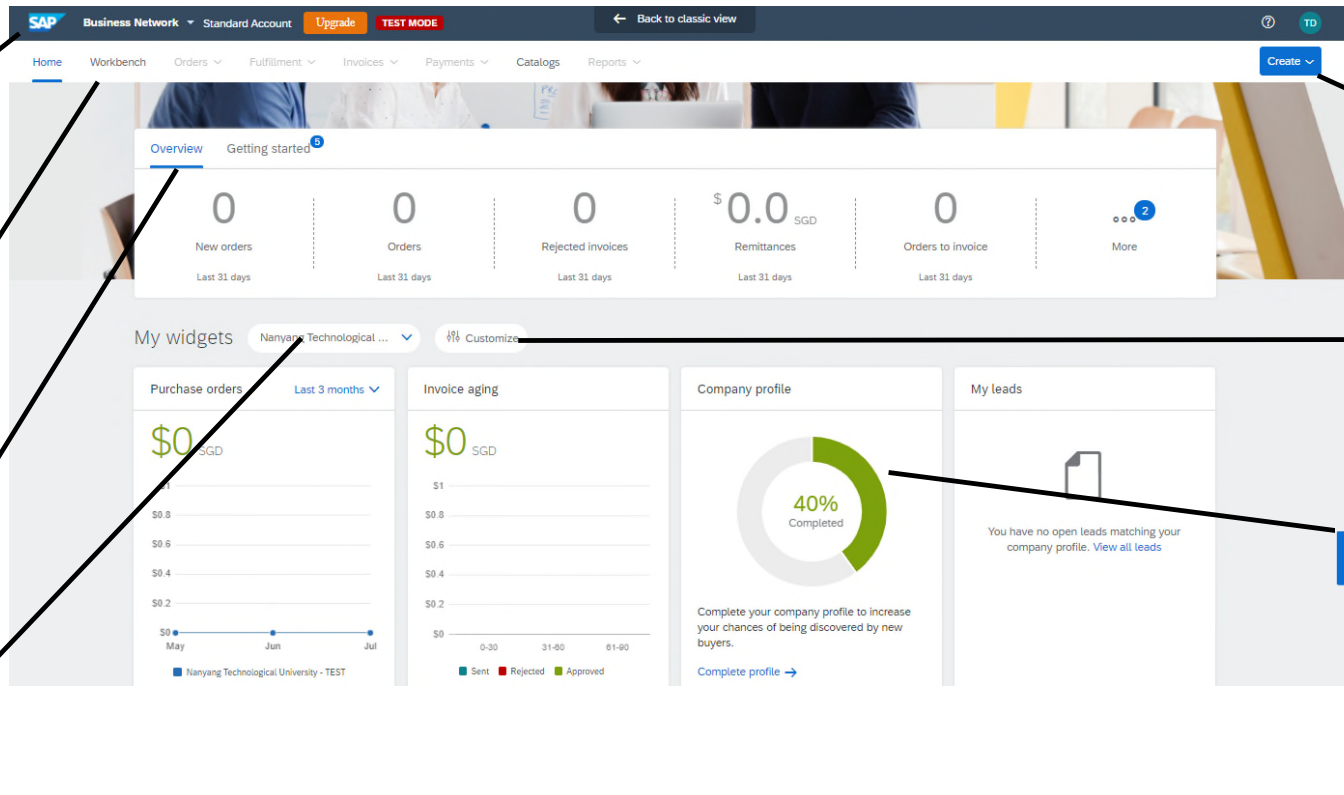
The screenshot shows the SAP Business Network Supplier Login page. A yellow callout '2' points to the 'Supplier Login' header. A yellow callout '3' points to the 'User Name' and 'Password' input fields. A yellow callout '4' points to the 'Login' button. A yellow callout '5' points to the 'Forgot Username or Password?' link. Below the login fields, there is a link for 'New to SAP Business Network? Register Now or Learn More'.

The screenshot shows the 'Recover your username' form. It contains the text 'Recover your username' and 'Enter the email address you used to register with SAP Business Network.' Below this is an 'Email address' input field. At the bottom, there are 'Submit' and 'Cancel' buttons. A yellow callout '6' points to the 'Submit' button.

The screenshot shows the 'Reset your password' form. It contains the text 'Reset your password' and 'Enter the email address you used to register with SAP Business Network.' Below this is an 'Email address' input field. At the bottom, there are 'Submit' and 'Cancel' buttons. A yellow callout '6' points to the 'Submit' button.

The screenshot shows an email from Nanyang Technological University. The subject is 'Nanyang Technological University - TEST' and the sender is 'ordersender-prod@ansmtp.ariba.com'. The email content includes a message from the customer and a 'Process order' button at the bottom right. A yellow callout '1' points to the 'Process order' button.

# Supplier Homepage



**Uniform shell bar**  
New settings and help icon, uniform within SAP, and solution name changed to SAP Business Network

**New Menu bar**  
Removed inbox/outbox, moved menu items under Orders, Invoice and Fulfillment, added new workbench.

**Tile bar, Getting started**  
Displays user preferred Tiles, lists Getting started tasks.

**Customer chooser**  
Displays widget information based on selected customers.

**New Create**  
Create: Non-PO invoice and Contract Invoice

**Customize (My Widgets)**  
User can configure which widgets to display and where, selecting from a constantly growing list.

**Widgets**  
Show network status, trends, events, opportunities, insights

**Feedback**  
Share feedback with Ariba

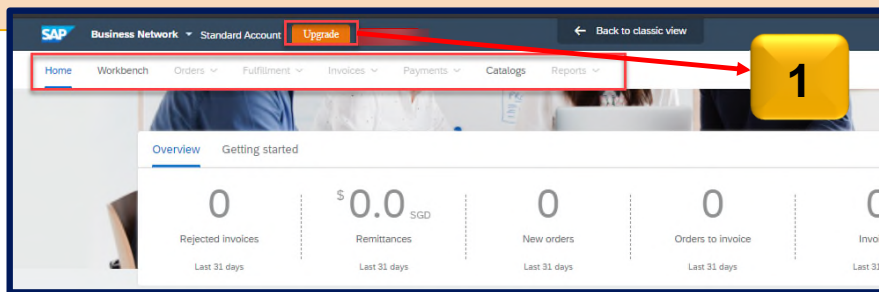


# Upgrade to Enterprise Account

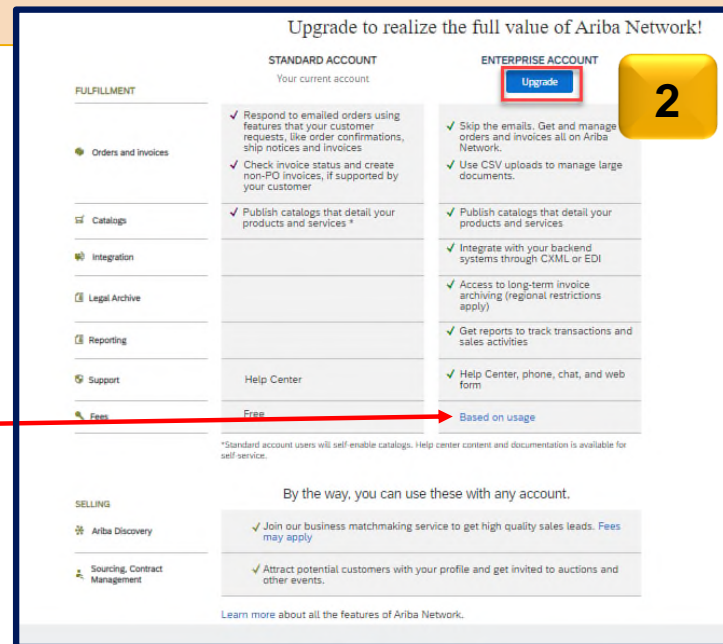
Note : Notice that Orders, Fulfillment, Invoices, Payments and Reports tab are greyed out. If you wish to use or realize the full value of Ariba Network, you may upgrade your account.

## How to Upgrade to Enterprise Account

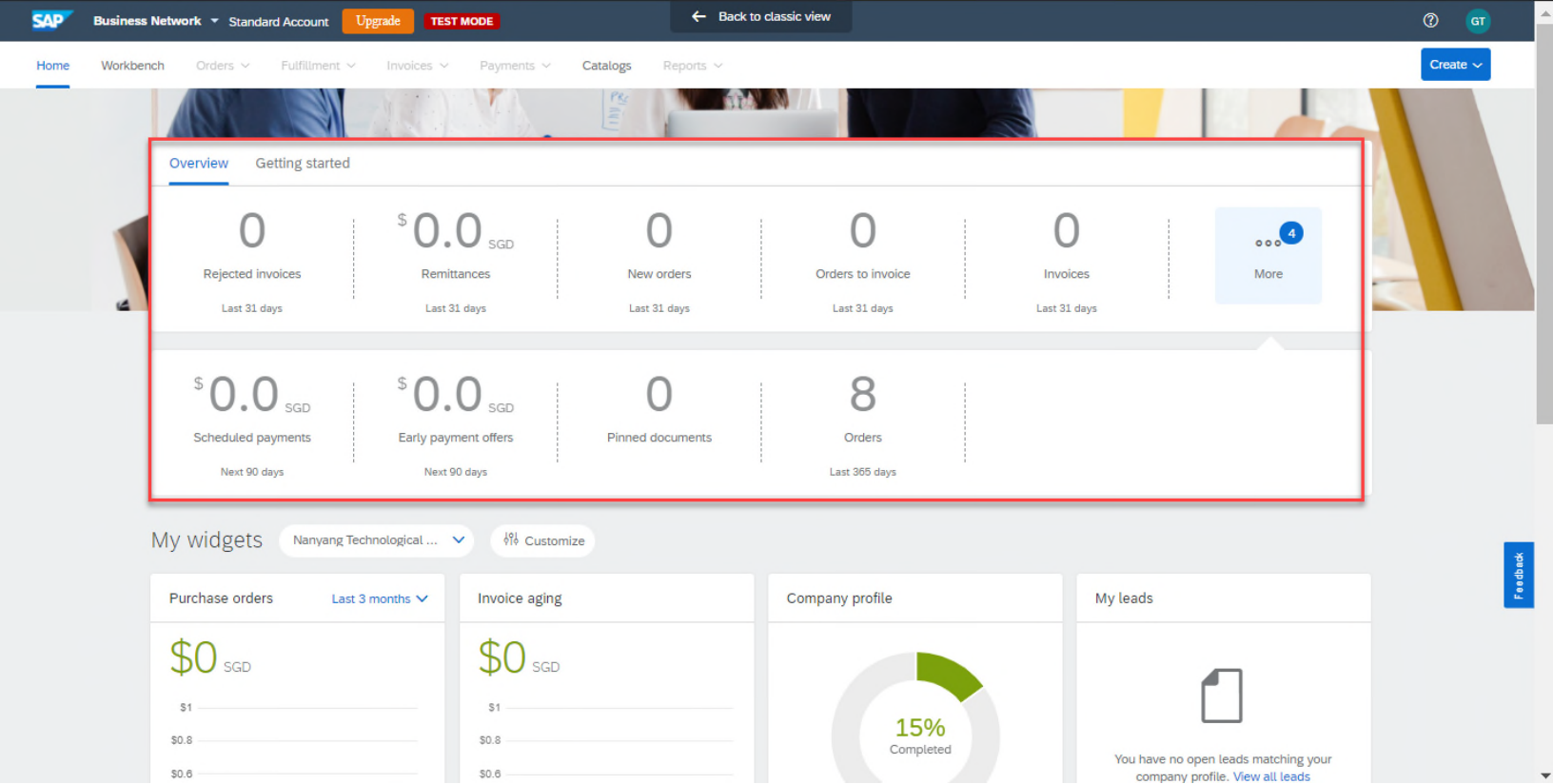
1. Click **Upgrade** icon.
2. Side by side comparison of Standard account and Enterprise account will display. Review the fulfillment and if you would like to utilize some feature of Enterprise account, click **Upgrade** Button.



**Note:** Enterprise Account has chargeable fees based on usage. For more information, please refer to account fee model [here](#).



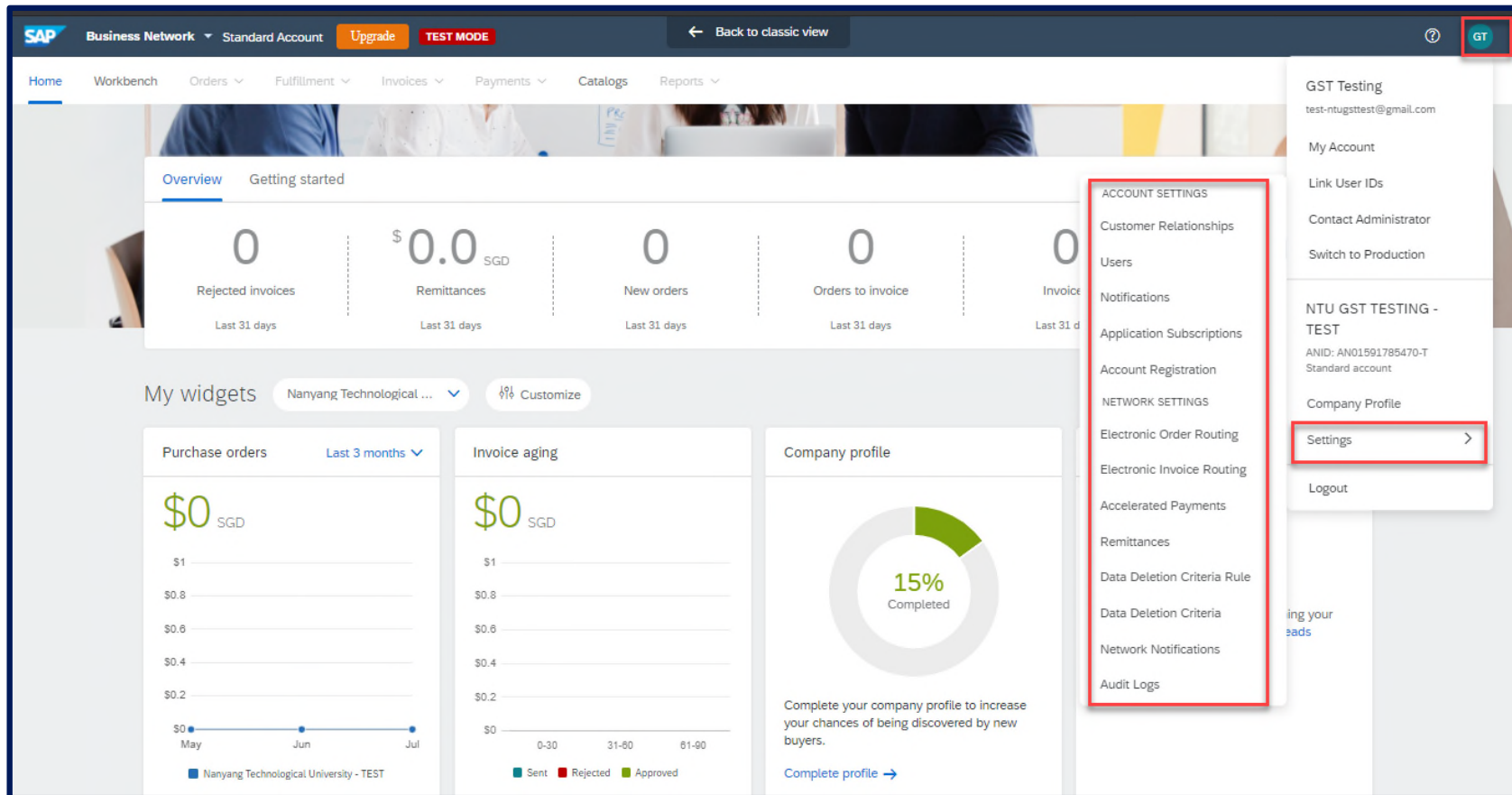
# Overview Tile



## Overview Tile Bar

The overview tile bar will show a list of your preferred tiles. Each tile shows you a count or value of your relevant documents. You can configure your tiles in the workbench.

# Account Settings



The screenshot shows the SAP Business Network interface. At the top right, a user profile icon with the initials 'GT' is highlighted with a red box. A dropdown menu is open, showing various settings options. A red box highlights the 'ACCOUNT SETTINGS' section, which includes: Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, NETWORK SETTINGS (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Data Deletion Criteria Rule, Data Deletion Criteria, Network Notifications, Audit Logs), Company Profile, and Settings. The 'Settings' option is also highlighted with a red box. Below the menu, the main dashboard displays key metrics: Rejected invoices (\$0.0 SGD), Remittances (\$0.0 SGD), New orders (0), Orders to invoice (0), and Invoice (0), all for the last 31 days. The 'My widgets' section includes Purchase orders, Invoice aging, and Company profile (15% Completed).

## Settings

The icon with your user initials is where you can find user settings, company settings, network and account settings.