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 PO 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. It will direct to a page asking to login with existing Ariba account or create new account.
3. Click on **Create new account** button.

**(Option 2)** Go to [Ariba supplier login page](http://example.com) and click on “Register Now” button.
Standard Account Sign Up

1. On the Registration page, please key in the company information details for the mandatory fields labeled with an asterisk (*).

2. In the Administrator account information section, enter the details in all the mandatory fields marked with an asterisk (*).

3. Select the Terms of Use and SAP Ariba Privacy Statement check-box at the bottom of the page.

4. Click the Create account button.
5. If you see the page below, click on “Continue account creation” button. A message will inform you to check on your email address inbox for account confirmation.

6. The account confirmation email will be sent to your registered email address as receipt.
Standard Account Login

To sign in to your newly created Ariba account:

Either:

a. Click the **Process Order** button in the PO email you received and login to your account.

Or

b. Go to the [Ariba supplier login page](#) to login to your account.

1. Enter your **User Name** and click the Next button.
2. Enter your **Password** in the respective field and click Sign in.
3. If you have forgotten your password/username, click the **Forgot Username** or **Password** button.
4. You will be able to retrieve your username or reset your password by entering your registered email address and click Submit. An email with the instructions will be sent to you.
**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.
Standard Account and Enterprise Account

Standard Account features are sufficient for your daily transactions with your customers in SAP Ariba. If you would like to use the full potential that Ariba can offer, Enterprise Account may be suitable for your needs. Please be aware that Enterprise Account is chargeable based on usage and subscription.

For comparison between Standard and Enterprise Account features, please refer to this chart [here](#). For Enterprise Account fee model, please refer [here](#).

![Enterprise Account Upgrade](#)

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

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