Standard Account Registration

How to register using the first Standard Account 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.
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.

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

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<table>
<thead>
<tr>
<th>Match Based On</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
</tr>
<tr>
<td>Supplier Education Team -- Standard-TEST</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>20 search results found</th>
<th>Search More</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLIER NAME</td>
<td>COUNTRY</td>
</tr>
<tr>
<td>Koser Corp</td>
<td>USA</td>
</tr>
<tr>
<td>Koser Conglomerate</td>
<td>USA</td>
</tr>
</tbody>
</table>
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!

- **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

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.
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 clicking Submit.
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.
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.