Ariba Network Commerce Automation User Manual “Login” or “Sign-up”

Objective

The goal of this user manual is to:

- Understand the process of how to “Login” with your existing Ariba Network account or “Sign-up” for a new Ariba Network account
- Understand the process of viewing the Purchase Order

Target Audience:

Supplier User

Ariba Network Supplier “Login” or “Sign-up”

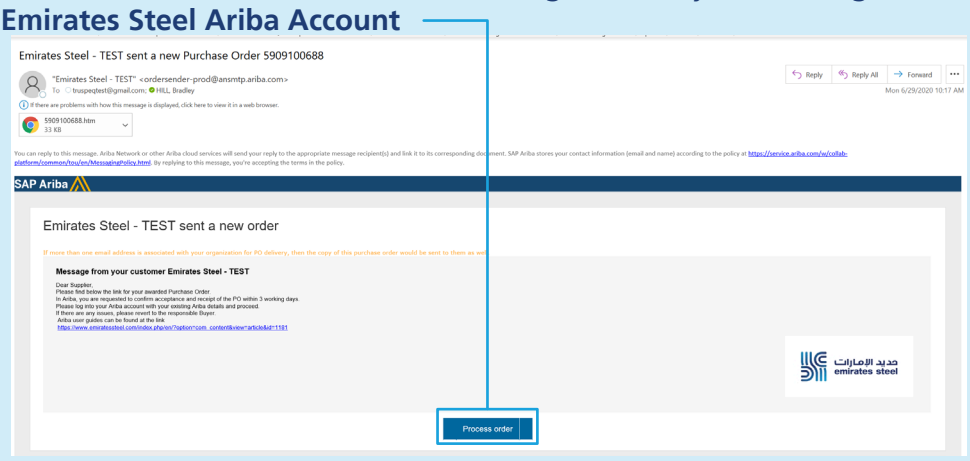
Order Confirmation Process

Receive PO on registered email → Click the **“Process Order”** button in the email → Click **“Login”** to use your existing account, or **“Sign Up”** to create a new account → **For login with existing account,** you will be prompted to enter your existing Ariba credentials

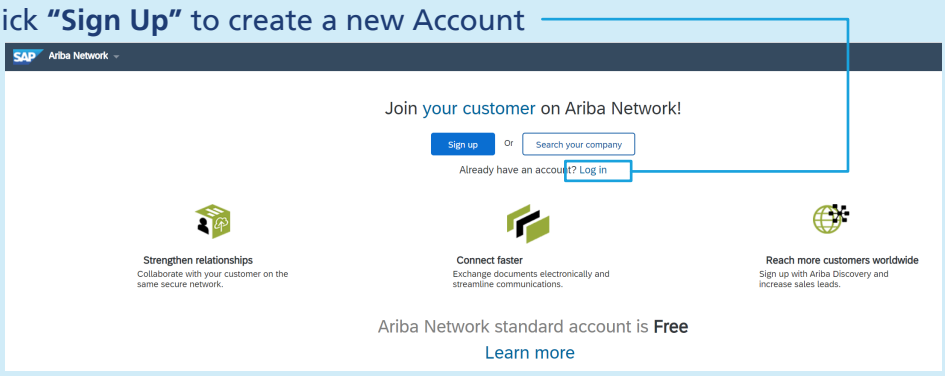
For new account creation, complete your company details and user info to register your company → You will be taken to the **Purchase Order on the Ariba Network** → Click the **“Create Order Confirmation”** button to confirm the order

You will receive an email notification of the PO on Ariba Network each time Emirates Steel sends you a PO

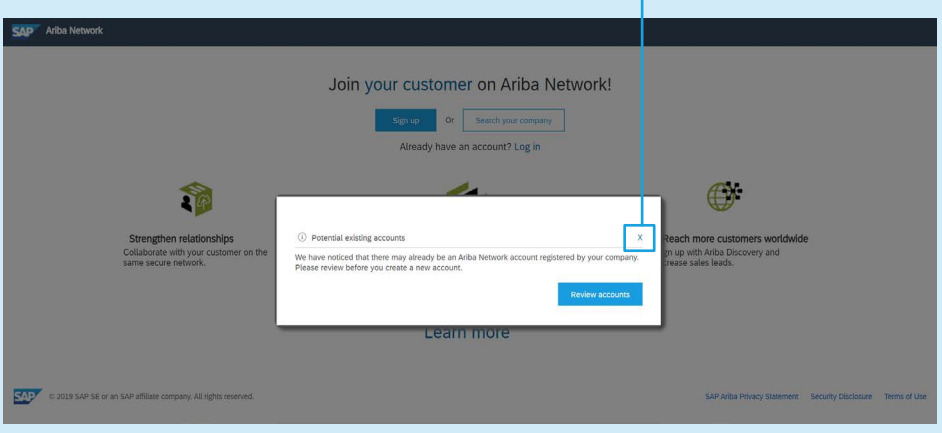
1. Click the **“Process Order”** button to sign in with your existing **Emirates Steel Ariba Account**



2. Click “Log in” to connect your existing Emirates Steel Ariba Account with Emirates Steel for transactions on Ariba Network or click **“Sign Up”** to create a new Account



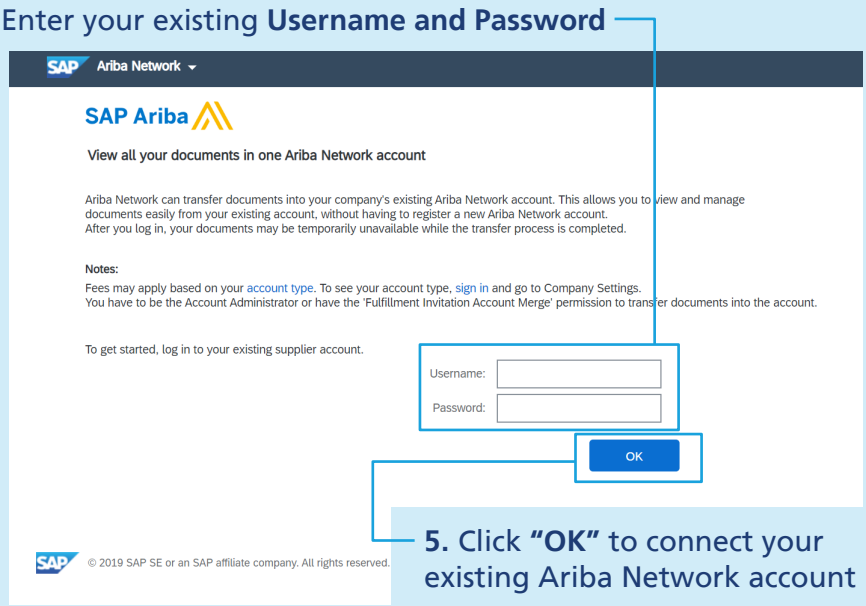
3. Ariba Network may detect if your account already exists on Ariba Network. **Click “X”** to skip this step and proceed to click **“Log in”** with your existing credentials



Ariba Network Commerce Automation User Manual
“Login” or “Sign-up”

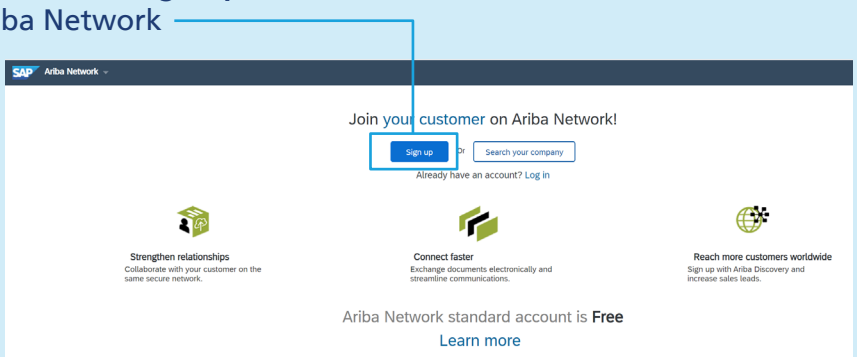
Ariba Network Supplier ”Sign-up” for new Account

4. Enter your existing **Username and Password**

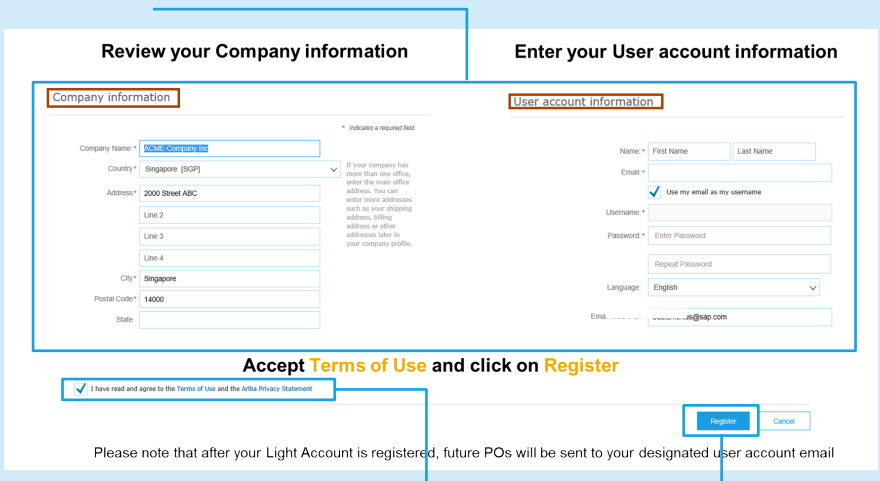


5. Click **“OK”** to connect your existing Ariba Network account

1. Click the “Sign Up” button to create a new Standard Account on Ariba Network



2. Fill in all the mandatory **Company Information** details and **User Account info**

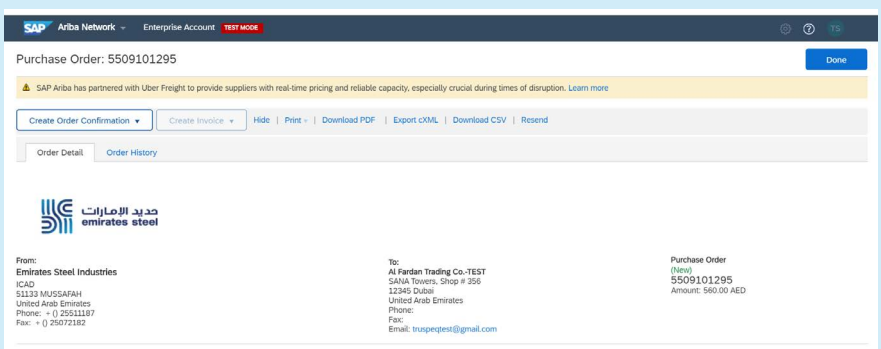


Please note that after your Light Account is registered, future POs will be sent to your designated user account email

3. Accept the General terms

4. Click **“Register”** to create a new account

5. Click on “Create Order Confirmation” to confirm the order



Click “Done” to go to your Ariba Network Account home page

Thank You