

# 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

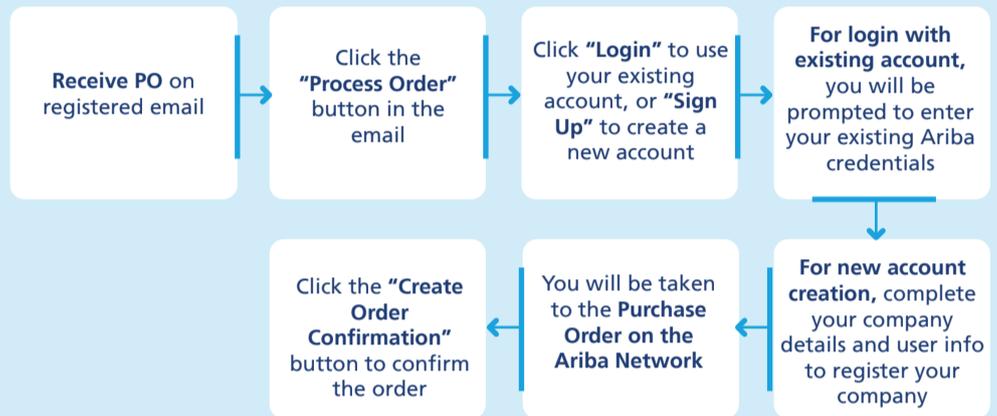
### Target Audience:

Supplier User



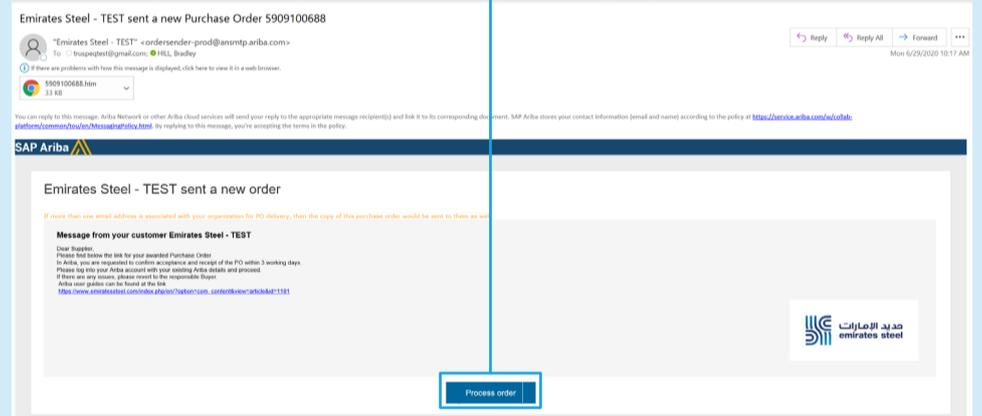
### Ariba Network Supplier “Login” or “Sign-up”

### Order Confirmation Process

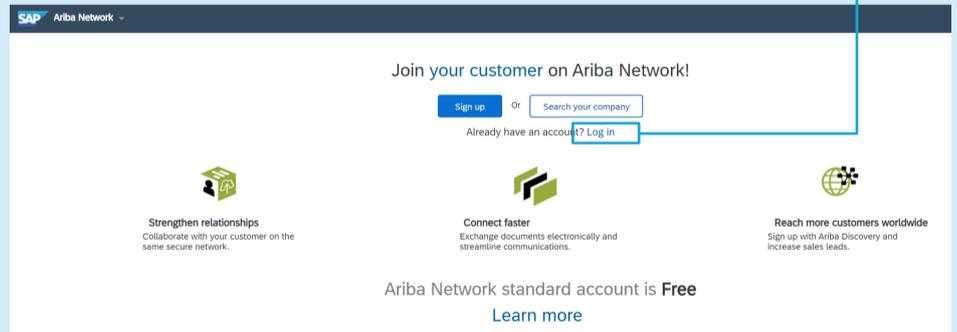


You will receive an email notification of the PO on Ariba Network each time Emirates Steel sends you a PO

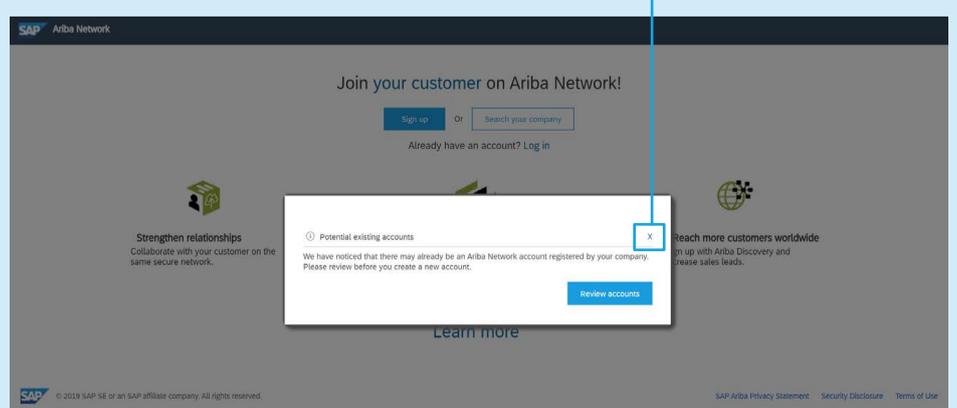
### 1. Click the “Process Order” button to sign in with your existing Emirates Steel Ariba Account



### 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



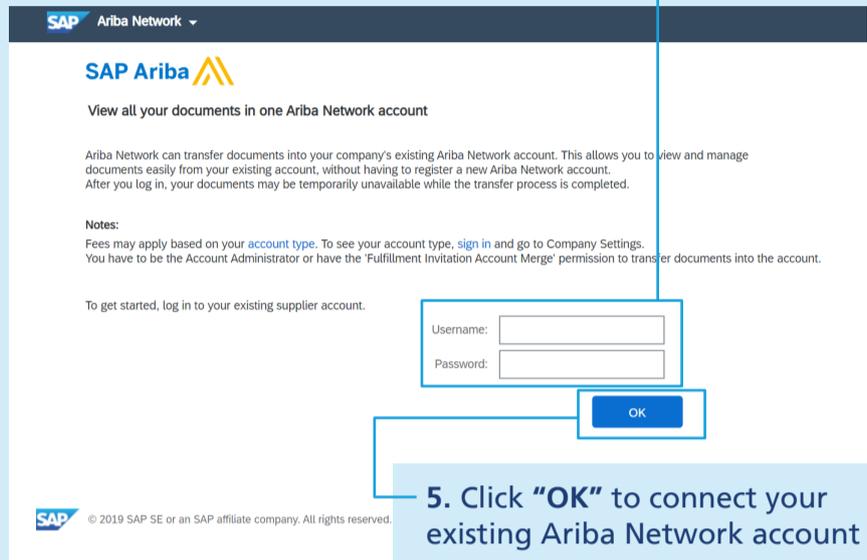
### 3. Ariba Network may detect if your account already exists on Ariba Network. Click “X” to skip this step and proceed to click “Log in” with your existing credentials



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

Ariba Network Supplier “Sign-up” for new Account

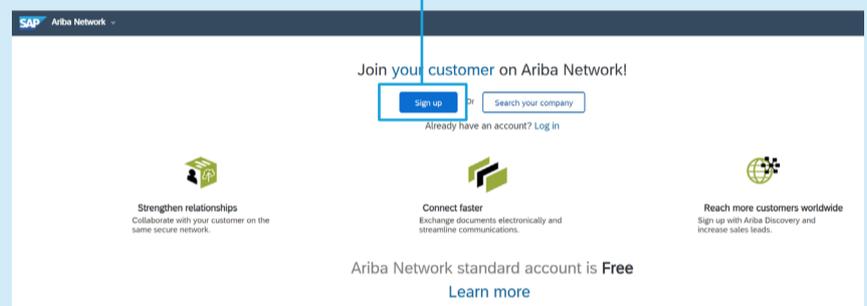
## 4. Enter your existing Username and Password



The screenshot shows the SAP Ariba Network login interface. At the top, it says 'SAP Ariba Network' and 'View all your documents in one Ariba Network account'. Below this, there is a 'Notes' section and a 'To get started, log in to your existing supplier account.' section. The login form consists of two input fields: 'Username:' and 'Password:'. Below these fields is a blue 'OK' button. A red box highlights the 'OK' button, with a line pointing to the instruction '5. Click “OK” to connect your existing Ariba Network account'.

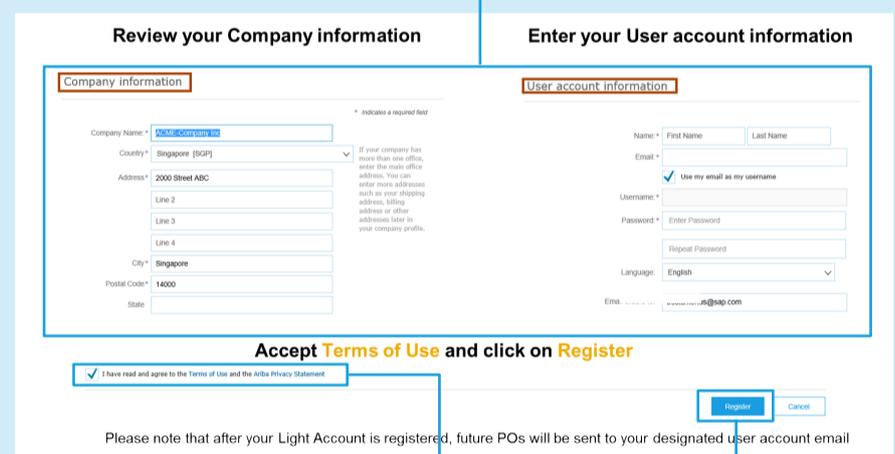
## 5. Click “OK” to connect your existing Ariba Network account

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



The screenshot shows the SAP Ariba Network sign-up page. At the top, it says 'Join your customer on Ariba Network!'. Below this, there is a 'Sign up' button and a 'Search your company' input field. There is also a link for 'Already have an account? Log in'. Below the sign-up button, there are three icons representing different benefits: 'Strengthen relationships', 'Connect faster', and 'Reach more customers worldwide'. At the bottom, it says 'Ariba Network standard account is Free' and 'Learn more'.

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

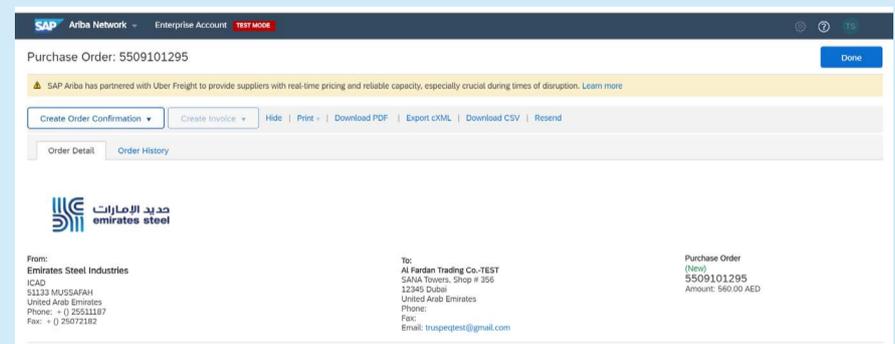


The screenshot shows the SAP Ariba Network registration form. It is divided into two main sections: 'Review your Company information' and 'Enter your User account information'. The 'Company information' section includes fields for 'Company Name', 'Country', 'Address' (with multiple lines), 'City', 'Postal Code', and 'State'. The 'User account information' section includes fields for 'Name' (First Name, Last Name), 'Email', 'Username', 'Password', 'Repeat Password', 'Language', and 'Email'. Below the form, there is a checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' and a 'Register' button. A red box highlights the 'Register' button, with a line pointing to the instruction '4. Click “Register” to create a new account'.

## 3. Accept the General terms

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

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



The screenshot shows the SAP Ariba Network purchase order confirmation page. At the top, it says 'Purchase Order: 5509101295'. Below this, there is a 'Create Order Confirmation' button and a 'Create Invoice' button. There are also links for 'Hide', 'Print', 'Download PDF', 'Export XML', 'Download CSV', and 'Resend'. Below the buttons, there is a section for 'Order Detail' and 'Order History'. At the bottom, there is a section for 'From: Emirates Steel Industries' and 'To: Al Fardan Trading Co.-TEST'. A red box highlights the 'Done' button, with a line pointing to the instruction 'Click “Done” to go to your Ariba Network Account home page'.

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