

How do I register a new account?

Question

How do I register a new account? How do I create an account?

Answer

Your company may register an account on the SAP Ariba Network by visiting our website <http://supplier.ariba.com> and clicking **Register Now**.

You will then be taken through the 3 steps registration process as follows:

1. Enter your **Company Information**. Please note only fields marked with an asterisk (*) are required.
2. Enter the **Administrator account information**. Please note only fields marked with an asterisk (*) are required.
3. Review the information on the page, check the box **I have read and agree with the Terms of Use** at the bottom of the page, click on the checkbox **I am not a Robot** and click on **Create account**.

You will be taken to a page that says: **Thank you for registering on SAP Ariba Network** and receive an activation e-mail once you have successfully registered your account.

Registration through an email:

If you received an email invitation from a buying organization, click the link in the email message. When Ariba Network shows the welcome page, do one of the following:

- If you already have an account, click **Login**.
- If you don't have an account yet, click on **Register Now**.
- If you received a purchase order welcome letter that contains a temporary ID and secure code, you can use a web browser to go to the web address contained in the welcome letter. Enter your temporary ID and secure code to activate the account. After you activate your account, the temporary ID becomes your username.
- If you received a purchase order or other first-time document from your customer, click the action button in the email, such as **Process order**. From the landing page, choose **Register Now** to register a free, light account, or choose **Login** to add the document to your existing Ariba Network account.