

The supplier creates the test account the first time he/she switches over to it from his/her production account. Only the account administrator can create the test account.

**To create a test account:**

1. Log in to your production account.
2. Click Name/Company Name in the upper right corner of your account.
3. Select Switch To Test ID > Click OK.
4. Enter and confirm the new username and password for your test account.
5. Click OK.

**Additional Information**

You can switch back to your production account by clicking Company Settings > Switch to Production. Keep in mind that you can't switch to your production account if you logged in directly to your test account.

The account administrator needs to create additional users in the test account manually. Creating a user in the production account does not automatically generate a user account in test.

If you aren't the administrator, you access your test account in the same way that you log in to your production account. Unlike the account administrator, non-administrator users do not have a Switch to Test ID option.

Once the trading relationship gets established the supplier will get an email confirmation as the one below,

Dear **Supplier name in here**

You now have an active trading relationship with *Boston Scientific - TEST*.

**Signing in**

[To sign in](#) to your account, use the username and password that you created when you registered.

**Things you can do**

When you sign in to Ariba Network, you can:

- Respond to emailed orders.
- View recent orders on the home page and resend them by email.
- Access features that your buyer supports, like order confirmations and ship notices.
- Check invoice status or create non-PO invoices, if your buyer supports them.
- Set up your company profile to attract potential customers.

Contact Boston Scientific - TEST if you have questions about the relationship.

Thank you for using Ariba Network.

Sincerely,

**The Ariba Network Team**

<https://discovery.ariba.com>