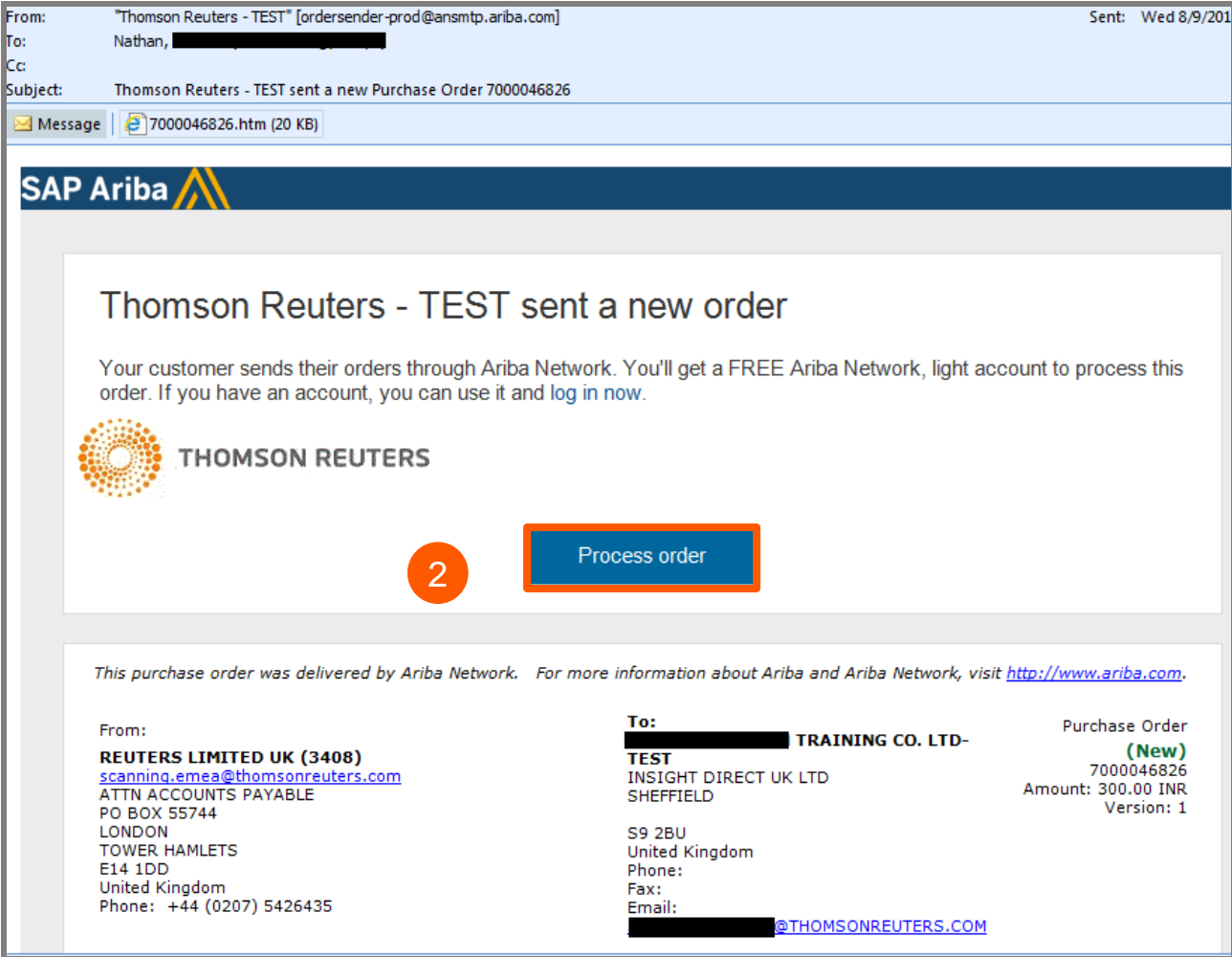
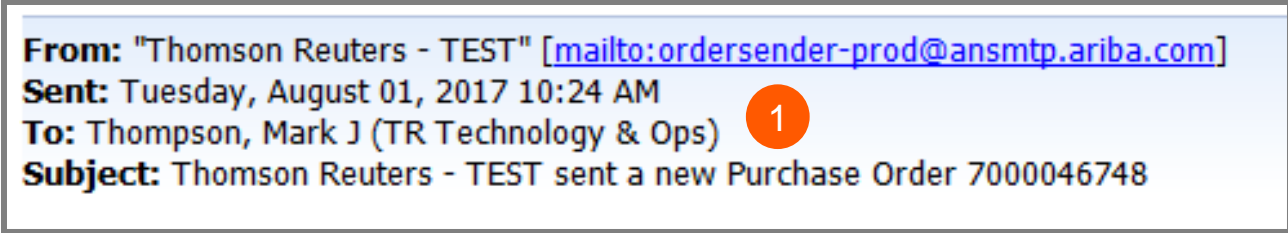


“Ariba se presentará en el idioma del buscador que haya seleccionado. Todas las capturas de pantalla de este documento de capacitación se muestran en inglés y deberán usarse como guía para el formato y ubicación de los campos y botones de acción”.

# Cuenta simple de Ariba: Cómo registrarse

1 Ubique y abra el correo electrónico de notificación del **pedido de compra**.

2 Haga clic en **Procesar pedido** en el cuerpo del correo electrónico.



# Cuenta simple de Ariba: Cómo registrarse

3

Se le solicitará que haga alguna de las siguientes tareas:

- Si **ya tiene** una cuenta la red de Ariba con otro cliente, haga clic en **Inicio de sesión** para procesarla y se conectará con la Página de pedidos de compra para procesar una factura
- Si no tiene una cuenta, haga clic en **Ingresar** para comenzar el registro

The screenshot shows the Ariba Network homepage. At the top, it says "Ariba Network" and "Help Cent". The main heading is "Join your customer on Ariba Network!". Below this, there are three options: "Sign up" (highlighted with a blue box and labeled 3b), "Log in" (highlighted with a blue box and labeled 3a), and "Already have an account" (labeled 3b). Below these are three icons representing different benefits: "Strengthen relationships", "Connect faster", and "Reach more customers worldwide". At the bottom, it says "Ariba Network light account is Free" and "Learn more".

4

Luego de hacer clic en **Ingresar**, **revise** la información básica sobre:

## Información de la compañía

- Nombre de la compañía
- País
- Domicilio/ciudad/estado/código o postal

The screenshot shows the "Register" form on the Ariba Network. The form is titled "Company information" and has a "4" in a blue circle next to it. The form fields are: "Company Name\*" (BOBS BOOKS LTD-TEST), "Country\*" (United Kingdom [GBR]), "Address\*" (123 LOWER ROAD OFF MAIN STREET), "Line 2", "Line 3", "Line 4", "City\*" (MARLOW), "State", and "Postal Code\*" (ML53 5TT). There is a "Register" button and a "Cancel" button. On the right side, there is a sidebar with the text "Ariba Network light account is Free" and "Already have an account? Login". Below this are two icons representing different benefits: "Strengthen relationships" and "Connect faster".

# Cuenta simple de Ariba: Cómo registrarse

5 Complete los siguientes datos en:

## Información de la cuenta del usuario

- Nombre
- Dirección de correo electrónico
- Nombre de usuario (*debe tener un formato de dirección de correo electrónico*)
- Contraseña
- Idioma preferido
- Enviar los pedidos por correo electrónico a  
(*Una dirección de correo electrónico o lista de distribución de correo electrónico que deba recibir una notificación de los pedidos de compra nuevos*)

User account information 5

Name \* john smith

Email \* johnsmith@bb.com

Use my email as my username

Username \* johns@bb.com

Password \* \*\*\*\*\*

Language: English

Email orders to \* johnsmith@bb.com

\* indicates a required field

[Ariba Privacy Statement](#)

Must be in email format (e.g. john@newco.com)

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your

communications.

**Reach more customers worldwide**  
Sign up with Ariba Discovery and increase sales leads.  
[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

Tell us more about your business 6

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

6 Haga clic en la flecha junto a **Cuéntenos más sobre su negocio** si desea ofrecer información adicional a su cliente y posibles clientes. **(Opcional)**

7 Marque el **casillero de verificación** en la parte inferior de la página para aceptar los **Términos de uso y la Declaración de privacidad de Ariba**

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

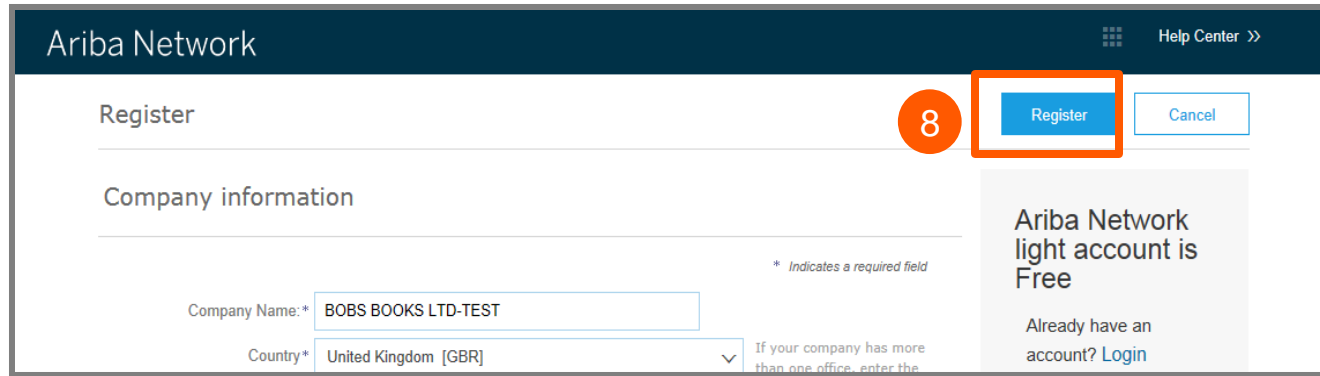
By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

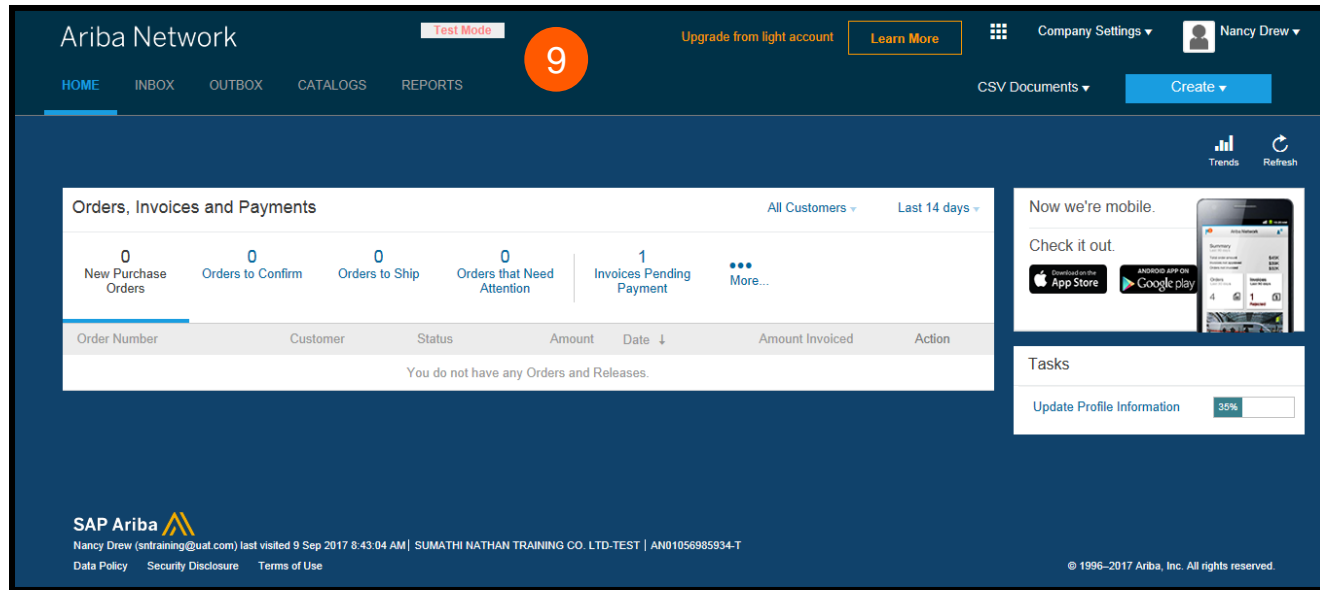
I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

# Cuenta simple de Ariba: Cómo registrarse

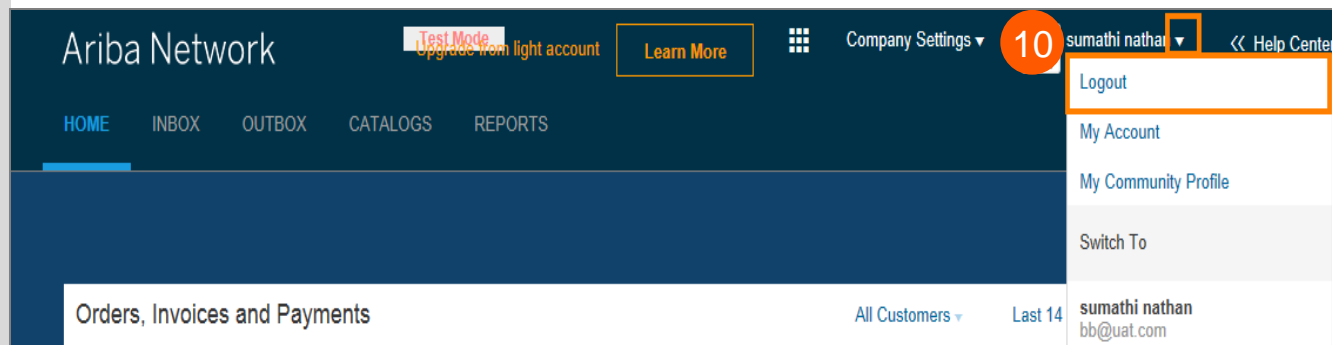
8 Haga clic en el botón **Registrarse**.



9 Una vez que se active su cuenta, se le dirigirá al Portal de cuentas simples de Ariba.



10 Para **Cerrar sesión** en el Portal de cuentas simples, vaya a **Nombre de usuario** > Haga clic en la flecha hacia abajo > Haga clic en **Cerrar sesión**



# Cuenta simple de Ariba: Próximos pasos

## Si desea crear una factura:

1. Cierre los buscadores de la red de Ariba que estén abiertos
2. Abra la notificación por correo electrónico del PO > Haga clic en la pestaña **Procesar pedido**
  - (PO del cual desea crear y enviar una factura)
3. Ingrese los datos para **Iniciar sesión** en la Página de inicio de sesión de proveedores
4. Se mostrará la Página de pedidos de compra > Haga clic en la pestaña **Crear factura**

