

# 1.1. How to register

# 1. To register

Each time you receive a PO from Proximus, the PO is in attach and you're invited to process order.  
Thanks to this option, you can register and confirm the AN ID of Ariba Network used to establish the relationship between you and us (Proximus).

- 1 Click on "process order"

Proximus S.A. de droit public - TEST a envoyé un nouveau bon de commande #500024817.

"Proximus S.A. de droit public - TEST" <ordersender-prod@ansmtp.ariba.com>  
To: [REDACTED] (FIN/PRO)

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[REDACTED].htm  
86 KB

Right-click or tap and hold here to download pictures. To help...

Proximus S.A. de droit public - a envoyé une nouvelle commande.

Si plusieurs adresses e-mail sont associées à votre organisation pour l'envoi des bons de commande, des copies de ces derniers seront également envoyées à ces adresses.  
Votre client envoie ses commandes via Ariba Network. Vous pouvez bénéficier GRATUITEMENT d'un compte Standard Ariba Network pour traiter cette commande. Si vous disposez déjà d'un compte, utilisez-le pour vous connecter maintenant.

1 Traiter la commande

2 When you get this pop up message, please close it to sign up. Otherwise, you can not confirm the account ID used by Proximus to establish the relationship with you.

→ If you clicked on “review account”, click on “continue to configure the account”

The screenshot shows a sign-up page for Ariba Network. At the top, it says "Join your customer on Ariba Network!" with a "Sign up" button. Below that, it says "Already have an account? Log in". A central pop-up message is displayed, titled "Potential existing accounts" with a red '2' and a close 'X' button. The message text reads: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." Below the message is a "Review accounts" button, which is crossed out with a red 'X'. A red arrow points from the instruction text above to the "Review accounts" button. The background of the page includes a "Strengthen relationships" section on the left and a "Reach more customers worldwide" section on the right. At the bottom, it says "Ariba Network standard account is Free" and "Learn more".

# Join your customer on Ariba Network!

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Sign up

~~Already have an account? Log in~~

## Register

### Company information

4

\* Indicates a required field

Company Name:\*

Country/Region:\*

Address:\*

Postal Code:\*

City:\*

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

## User account information

5

Name: \*

Email: \*

Use my email as my username

Username: \*

Password: \*

Language:  ▼

Email orders to: \*

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

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

Passwords must contain a minimum of  
eight characters including upper and  
lower case letters, numeric digits, and  
special characters. i

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

Customers may send you their orders  
through Ariba Network. To send orders to  
multiple contacts in your organization,  
create a distribution list and enter the  
email address here. You can change this  
anytime.

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

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7

Register

Cancel

## ADDRESS RECOMMENDATION

We noticed that your address is not valid or incomplete. Please review the recommendation below and decide to accept or reject it before you proceed.

You entered:

XXXXXXXXXX  
XXXXXXXXXX  
1991, 1994

We recommend:

XXXXXXXXXX  
XXXXXXXXXX  
1991, 1994

Use this

8

Accept

## Confirm Your Email Address

### ACTION REQUIRED 9

Check your email inbox for a message from Ariba. Click the link in the activation email sent to [XXXXXXXXXX@XXXXXXXXXX.com](#)

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

Resend

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

[XXXXXXXXXX@XXXXXXXXXX.com](#)

Send

## Fwd: Action requise : Activer votre compte



Sarah ...

To: Ariba Commerce (FIN/PRO)



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**De :** Ariba Commerce Cloud <[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)>

**Envoyé :** vendredi 11 septembre 2020 à 14:29

**À :** [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)

**Objet :** Action requise : Activer votre compte

Right-click or tap and hold here to download

À l'attention de **Ariba Commerce**.

Merci de votre inscription sur Ariba. Pour compléter le processus d'inscription, nous devons vérifier votre adresse e-mail. Veuillez cliquer sur le lien suivant pour valider votre adresse. Ce lien vous permet d'accéder directement à votre compte, où vous pourrez commencer à utiliser Ariba Network.

[Cliquez ici pour activer votre compte Ariba](#)

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Si vous ne parvenez pas à lancer un navigateur en cliquant sur ce lien, copiez ce dernier et collez-le dans la barre d'adresse de n'importe quel navigateur Web pris en charge afin qu'il forme une URL sur une seule ligne.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=Uoz4Y9mBBNooB4h1BwyDK8GKIb2TbqDK&anp=Ariba&app=Supplier>

Une fois le processus d'inscription terminé, connectez-vous à votre compte à l'aide de l'URL suivante :

<http://supplier.ariba.com>