

4.3. Account administration

(possible if you have the login & password)

Supplier Login 1

User Name
Password
Login

- 1 Go to Ariba Network – log in
- 2 Account settings
- 3 My Account
- 4 Adapt your “username”
- 5 Email address = username
- 6 First/last name
- 7 Save
- 8 This change is pending until you confirm via the email sent by Ariba.

My Account 3

Account Settings

* Indicates a required field

Account Information

4 Username: * [input field] ⓘ

5 Email Address: * [input field]

8 Updating your email address to [input field]@hotmail.com is pending confirmation. To confirm, see the email sent to you.

6 First Name: * [input field]

Middle Name: [input field]

Last Name: * [input field]

7 Save Close