

# How to Merge Your Mary Kay PO into Your Existing Ariba Network Account

If you have received a Standard Account Purchase Order email from Mary Kay, the **admin** on your Ariba Network account can merge this PO document into an Existing Ariba Network account.

## Steps:

1. Locate Mary Kay PO email in your email Inbox and click on **Process Order**.
  - **Note:** If you are not the Ariba Network admin, you can forward the email to your admin to action.
2. If the pop-up for **Potential Existing Accounts** appears, click on the **x** in the top right corner to close.
3. Click on **Already have an account? Log In**.
4. Enter in your account admin's **Username** and **Password** and then click on **OK**.
  - **Note:** Once confirmed, Mary Kay trading relationship will be established in your account and any existing Mary Kay POs will be merged over into your account.

## Note:

- Please be aware that if the Standard Account is registered from the Standard Account PO invitation then the PO can no longer be merged into an existing account.
- PO email notifications will come from [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com).

If more than one email address is associated with your organization for PO delivery, please ensure all relevant email addresses be sent to them as well.  
Your customer sent you this order through Ariba Network.

1 Process order

2 Potential existing accounts  
We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.  
Review accounts

Join your customer on Ariba Network!  
Sign up Or Search your company  
3 Already have an account? Log in

SAP Ariba

View all your documents in one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:  
Fees may apply based on your account type. To see your account type, sign in and go to Company Settings. You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

4 Username: |  
Password:  
OK