



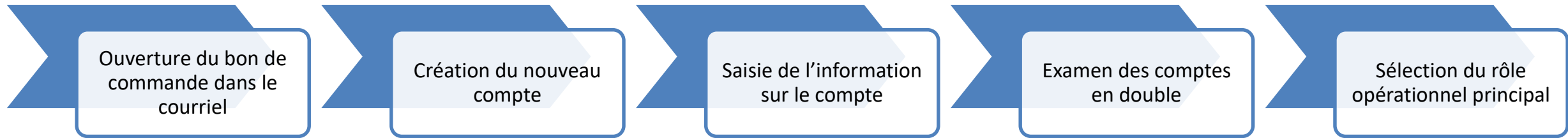
Guide de consultation rapide

Fournisseur standard – Pour enregistrer un compte standard

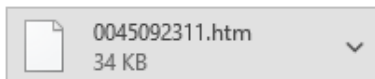
Public cible : Fournisseurs du compte standard – Ville d'Ottawa

Date : Le 24 juillet 2020

Déroulement du processus



Étape 1 : Ouverture du nouveau bon de commande de la facture



From: "City of Ottawa - TEST" <ordersender-prod@ansmtp.ariba.com>

Sent: June 10, 2020 11:32 AM

To: Dunlop, Shalane <Shalane.Dunlop@ottawa.ca>

Subject: City of Ottawa - TEST sent a new Purchase Order 0045092311



City of Ottawa - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.



1

Process order

To access the Order: [Continue](#)

1

Dans le courriel qui comprend les détails du bon de commande, cliquez sur :

« Process order » (Traiter la commande).

Join your customer on Ariba Network!

[Sign up](#) Or [Search your company](#)

Already have an account? [Log in](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

more customers worldwide
with Ariba Discovery and sales leads.

Potential existing accounts X

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

1 [Review accounts](#)

[Learn more](#)

1

Cet écran peut s'afficher instantanément si certains renseignements du bon de commande correspondent à une entreprise déjà enregistrée dans le réseau. Cliquez sur cet écran pour afficher la liste des entreprises enregistrées.

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Supplier Education Team – Standard-TEST	evan.koser@sap.com			271 North Shore Dr. Pittsburgh PA, United States 15232

20 search results found | [Search More](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Koser Corp	USA	PA	-	AN01047375979	0	
Koser Conglomerate	USA	PA	-	AN01047377091	0	

1

[View profile](#)
Please view profile
and contact admin if
you need to.

1

Si vous trouvez le compte que vous recherchez, vous pouvez communiquer avec l'administrateur du compte pour demander d'y avoir accès.



Join your customer on Ariba Network!

1

Sign up

Or

Search your company

Already have an account? [Log in](#)



Connect faster

Exchange documents electronically and streamline communications.

Ariba Network standard account is **Free**

[Learn more](#)

1

Créez votre compte en cliquant sur le bouton « Sign up »
(Se connecter).

1

Company information

User account information

Company Name: *

Country: *

Address: *

Line 2

Line 3

City: *

State: *

Zip: *

Name: *

Email: *

☒ Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

1

Saisissez l'information de base sur l'entreprise et l'utilisateur.

Remarque : Le système pourrait remplir automatiquement certains champs; vérifiez les données pour s'assurer qu'elles sont exactes.

2

Si cette case est cochée, votre nom d'utilisateur devient par défaut votre adresse de courriel. Si vous souhaitez choisir un nom d'utilisateur différent, décochez cette case et tapez un nom d'utilisateur dans le format d'une adresse de courriel. Il n'est pas nécessaire qu'il s'agisse d'une adresse de courriel valide.

Tell us more about your business ►

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.

1

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

2

Register

Cancel

1

Après avoir pris connaissance des Conditions d'utilisation et de la Déclaration de confidentialité de SAP Ariba, cochez ces cases.

2

Cliquez sur « Register » (S'enregistrer).



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.

1[Review accounts](#)**1**

Il se pourrait que cet avis s'affiche de nouveau à l'écran. Dans ce cas, cliquez sur « Review accounts » (Revoir les comptes).

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, **2** [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

2

Si vous avez la certitude qu'il n'y a aucune concordance entre des comptes existants, cliquez sur « Continue Account Creation » (Continuer de créer des comptes).

Étape 6 : Sélection du rôle opérationnel principal

1

☐ E-Commerce

☐ Field Services

☐ Finance

☐ Information Technology

☐ Marketing

☐ Order Management

☐ Sales

☐ Service Administrator

☐ Shipping

☐ Treasury

☐ Other

! Please specify the Other business role

2

Continue to the Ariba Network

1 Sélectionnez, dans la liste des options, votre rôle opérationnel principal dans l'entreprise.

2 Cliquez sur cette case pour finir de vous enregistrer.