QRG – INTERACTIVE PO

Honeywell

In this Quick Reference Guide: **WE EXPLORE HOW TO START ENABLEMENT PROCESS THROUGH AN INTERACTIVE PO**

REGISTER FOR A STANDARD ACCOUNT

1. Receive Interactive Email PO sent by **ordersender-prod@ansmtp.ariba.com**
2. Click the Process Order Button
   - **Note**: Before you click the process order button, align internally and Designate administrator
3. Sign Up or Login
   - **A. Review Accounts**: Click here if you want to check for an existing account for your company
   - **B. Use existing account**: Log in to use your existing account.
   - **C. Create new account**: Sign up to create a new Standard account
4. Configure your account:
   - Review your company information
   - Enter your administrator account information
   - Accept Terms of use and Privacy Statement
   - Click on "Create Account" or "Register"
5. If after registering you are prompted to a section to review existing accounts again, click on "Continue Account Creation" to continue.
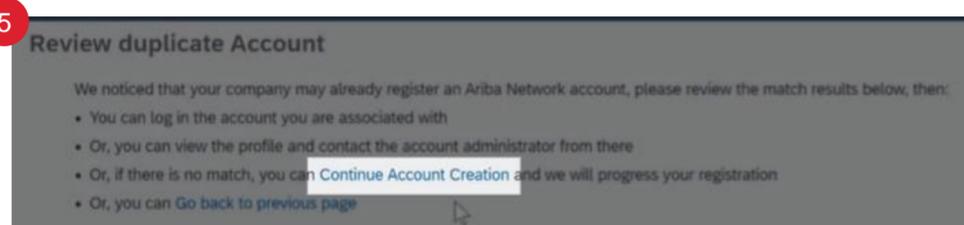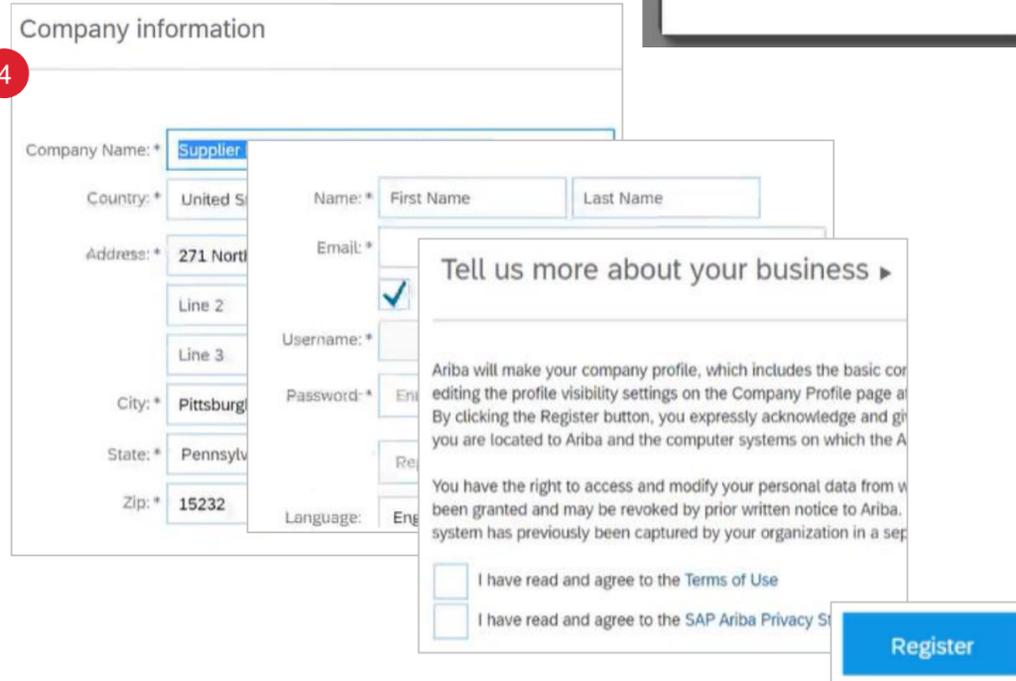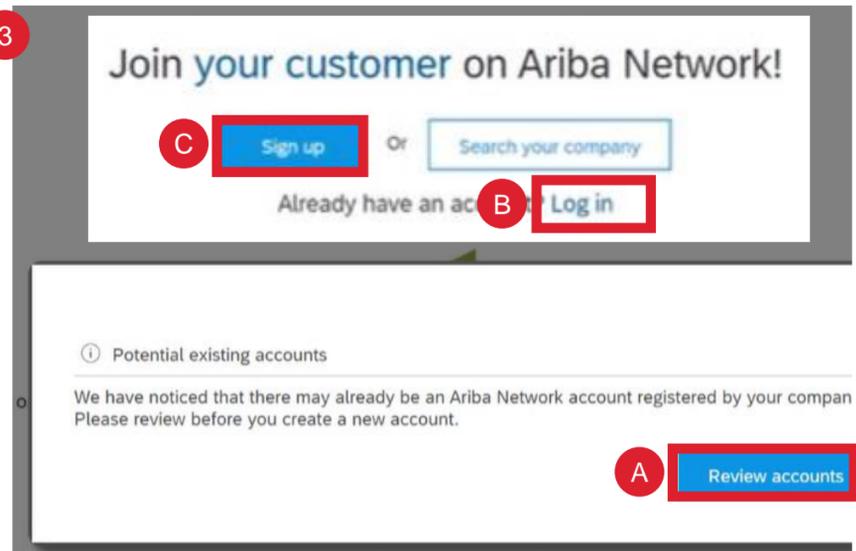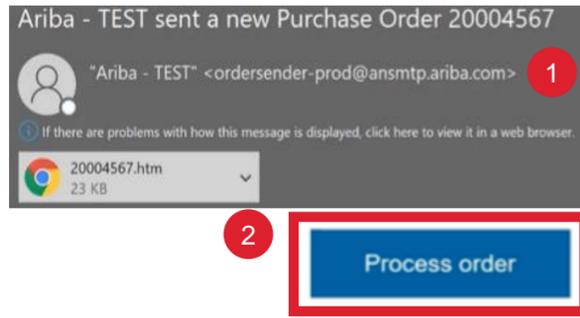
Note: If the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing enterprise account (if applicable).
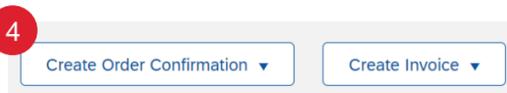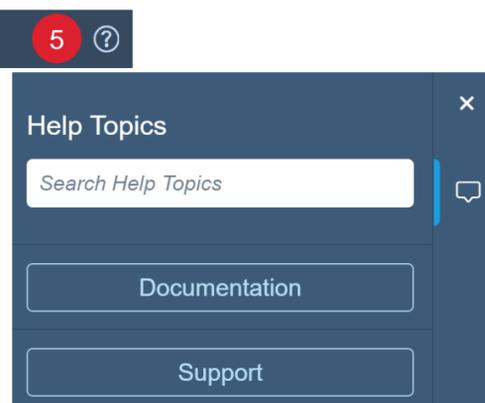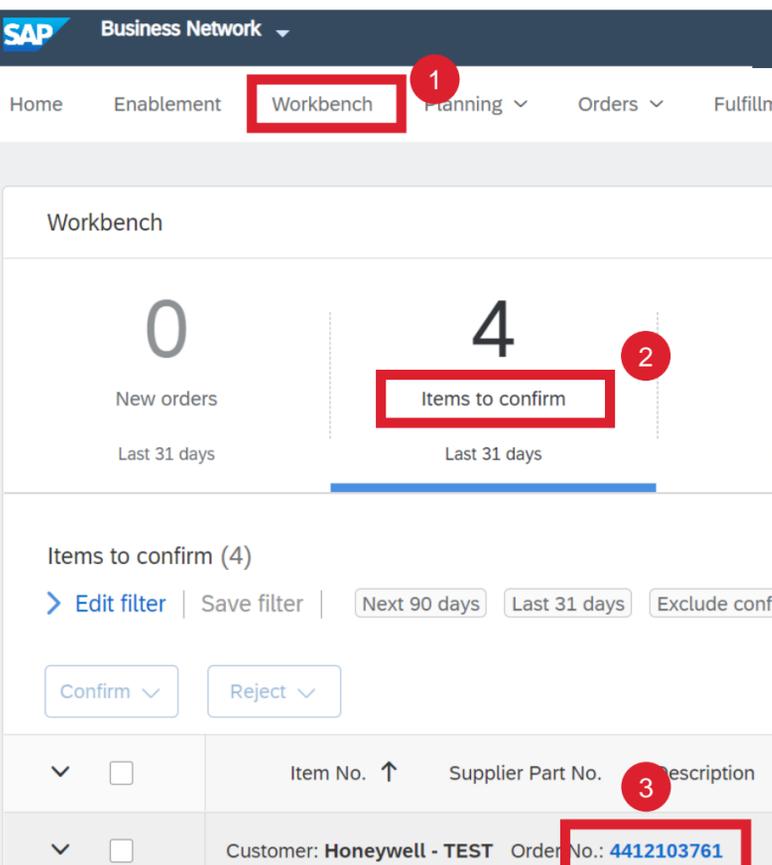
PROCESS THE FIRST PO

After you log in at supplier.ariba.com you:

1. Click on Workbench tab to access to all your received and sent document in your SAP business Network
2. Click on Items to confirm
3. Click on the PO
4. Click on one of the buttons shown at the top of the page to trigger an action to get started
5. If you need assistance click on "?" at the top-right corner of your Ariba portal.

Note: Changes into an order are not allowed. Please reach out to your Buyer for review.