Setting Up a New Ariba Network Account

This guide provides the steps to create a new network account within Ariba. If you already have an Ariba Network account, choose Existing Account and log in with your Ariba user ID and password.

- **Account:** You need a basic Enterprise Level account to do business with the UW.
- **Resources:**
  - For any questions about these steps, contact pcs@uw.edu
  - Guidance from Ariba on setting up an account: https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

1. From the link in your email, click “Get started” at the bottom.

2. Click on “Create New Account.” If you have questions about anything listed in “Review Accounts” please contact pcs@uw.edu.
3. Under “Company Information,” enter: Legal company name, country, address

4. Enter **Administrator Account Information**, including: name, email password and business role. Don’t forget to check the box for “Terms of Use.”

5. Click “Create account”
6. The next step is optional information to provide. This is not required.
7. Skip this next section.

Once you have entered the Ariba Business Network, you will see a welcome message on the dashboard.

8. Click “Get Started” to finish setting up your account.
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On the “Getting Started” tab you will see some steps to complete.

9. Let’s start by clicking on “Set up order routing”

10. Click on “Electronic Order Routing”
11. In the “New Orders” section, establish order routing in the “Catalog Orders without Attachments” area. Make sure routing method says “Email.” Then under “Options,” select the method you want any attachments accompanying the purchase order to be sent to your organization.

12. Check all boxes as shown below and add appropriate email address.

13. Don’t forget to click “Save”
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Electronic invoice routing:

Next you will head to the “Electronic Invoice Routing” tab.

14. It is strongly recommended to check the “Invoice Failure” box and add appropriate email. Other checkboxes are optional.

15. Make sure the answer to the question below is “Yes.”
16. Click “Save.”
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Settlements

Then finish in the Settlements tab.

14. Click “Create”

17. Add address under “Remittance Address”

18. Click “Ok”
19. Click “Save” again, you will see a green line saying, “your profile has been successfully updated.”

The required steps for set up are done. What is left?

- The remaining “purchase order” task is done by UW after PO sent.
- The last “invoice” task is done when you, the supplier, get the PO and submit an invoice for payment.

It will take 2-3 business days from the time these steps are completed until a UW department can begin creating a purchase order. Once an order is approved by UW, it will be transmitted based on the way electronic order routing has been set up in the steps above.

**Invoicing:**

For instructions on invoicing in Ariba, please see the “Invoicing Reference Guides” found here: [https://finance.uw.edu/ps/AribaBlanketPurchaseOrders/bporeceivingsuppliers](https://finance.uw.edu/ps/AribaBlanketPurchaseOrders/bporeceivingsuppliers)