



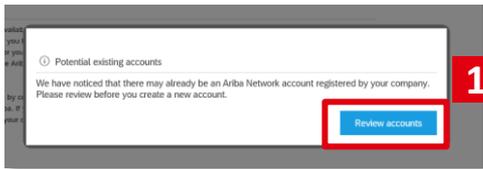
HOW CAN SUPPLIER CONTACT THEIR ARIBA ADMIN?

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▶ CONTACT YOUR ARIBA ADMIN EXISTING ARIBA NETWORK ACCOUNT

After filling out the Ariba Network Account registration form, the tool will notify you if there are potential accounts that are already existing for your company. If yes, you must contact your Admin by following these steps:



20 search results found | Search More

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Test Demo	PHL	-	-	AN01023617522	0	...

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

Supplier profile

Last Updated: 15 Jul 2015

Test Demo
PH Philippines

Overall: ★★★★★
RATING 1: ★★★★★
RATING 2: ★★★★★
RATING 3: ★★★★★
RATING 4: ★★★★★

Basic Information | References (0)

Year Founded: Not Specified
Employees: Not Specified
Revenue: Not Specified
Stock Ticker: Not Specified
Legal Name: Not Specified
Type of Organization:
State of Incorporation: Not Specified

4

1. Click **“Review accounts”** to check if your company already has a potential existing Ariba account.
2. Click this icon  under the column **“Actions”**.
3. Click **“View Profile”**.
4. Click **“Contact Admin”** button.

▶ CONTACT YOUR Ariba ADMIN EXISTING Ariba NETWORK ACCOUNT

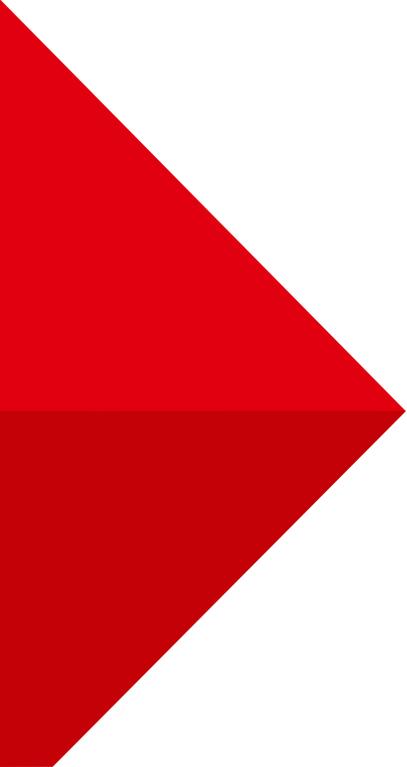
Contact Your Account Administrator

Review the following information and make edits as necessary. Click Send Email to send this message to the account administrator. * Indicates a required field

The screenshot shows a web form titled 'Contact Your Account Administrator'. At the top, there is a red arrow pointing to the right. Below the title, a red box labeled '5' encloses the input fields for 'Your Name:*' (Test Test), 'Your Company Name:*' (Test), 'Your Email Address:*' (test@test.com), and 'Your Phone Number:' (PHL 63 followed by two empty boxes). Below these fields is a text area labeled 'Your Message:*' containing the text: 'Hello, I recently attempted to register an account on Ariba Network. During registration, SAP Ariba searched and returned your account as a match. Please contact me to determine if I should be using this account. Thank you.' At the bottom of the form, there are two buttons: 'Cancel' and 'Send Email'. A red box labeled '6' encloses the 'Send Email' button.

5. Fill-out the mandatory fields.
6. Click on **“Send Email”** button to send the email to

Note: *The message content is already pre-filled out by the tool. You can edit and update the content if needed.*

A large red arrow graphic pointing to the right, starting from the left edge of the slide and pointing towards the text.

THANK YOU!