ACCEPTING A TRADING RELATIONSHIP REQUEST

This guide will explain how to accept a Trading Relationship Request on the SAP Business Network. A Trading Relationship enables your organization to exchange electronic documents with PNC such as Purchase Order and Invoices.

ACCEPTING A TRADING RELATIONSHIP REQUEST

If your account setting is set to automatically accept all relationship requests, you will receive an email notification that your organization is not connected with PNC for electronic transacting. The notification recipients are managed in your Ariba notification settings.

If your account setting is set to manually review all relationship requests, you will need to log into Ariba and accept the trading relationship sent my PNC.

You will receive an email notification stating PNC Bank has requested a trading relationship with your company. You can use the link in the email to go to SAP Business Network and log in.

PNC Partner: PNC Bank, NA Has Requested a Relationship with You o...

N   network_accounts@ansmtp.ariba.com <ordersender-pro

To   ○ PNC Supplier Enablement   7:35 AM

Retention Policy   PNC Inbox Policy Tag (90 days)   Expires   7/19/2023

SAP Business Network

PNC Bank, NA Has Requested a Relationship with You on the SAP Business Network

This notification contains important information about your SAP Business Network account (ANID: AN11176362054).

PNC Bank, NA has reviewed your company profile on SAP Business Network and has requested a trading relationship with your company.

Please review the customer's profile and accept the trading relationship by accessing your Supplier account at
https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba

To accept the trading relationship request:
1. Click your company name in the top right corner of any page to expand the Administration Navigator.
2. Click Customer Relationships.
3. Select PNC Bank, NA in the Pending section and click Accept.

If you are not authorized to accept trading relationship requests, please forward this notification to your SAP Business Network account administrator.

Until you accept the trading relationship request, you will not be able to conduct business with PNC Bank, NA on the SAP Business Network, and any purchase orders they submit to your company via the SAP Business Network will be rejected.

For questions regarding your trading relationship, please contact PNC Bank, NA directly.

Sincerely,
SAP Business Network team

Enter your login credentials

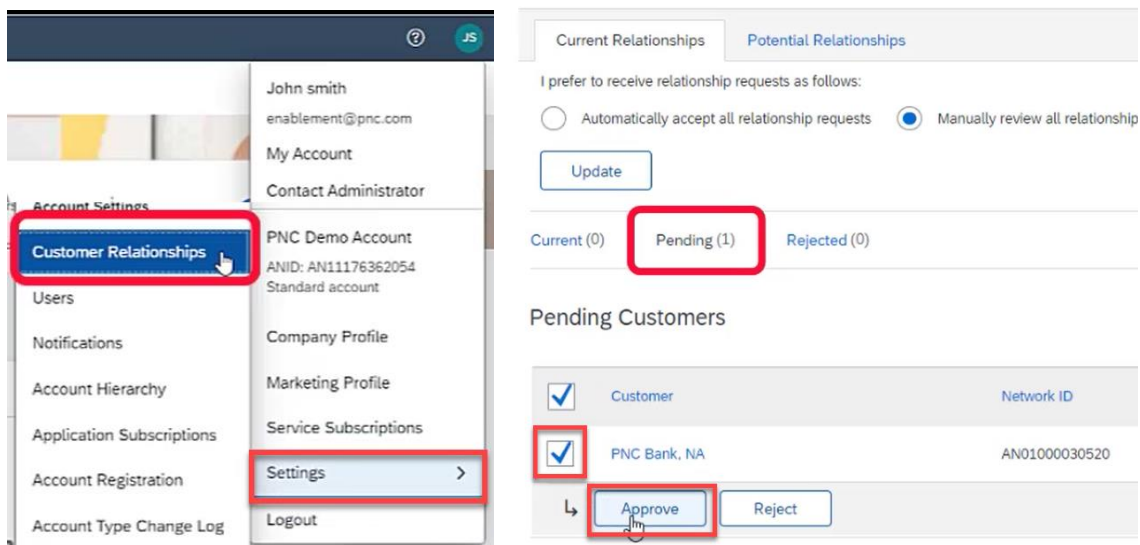To accept the trading relationship request:

1. Click your company name or initials in the top right corner of any page to expand the Administration Navigator.

2. Click on Settings and Customer Relationships.

3. Select PNC Bank, NA in the Pending section and click Accept.

The Trading Relationship has now been accepted