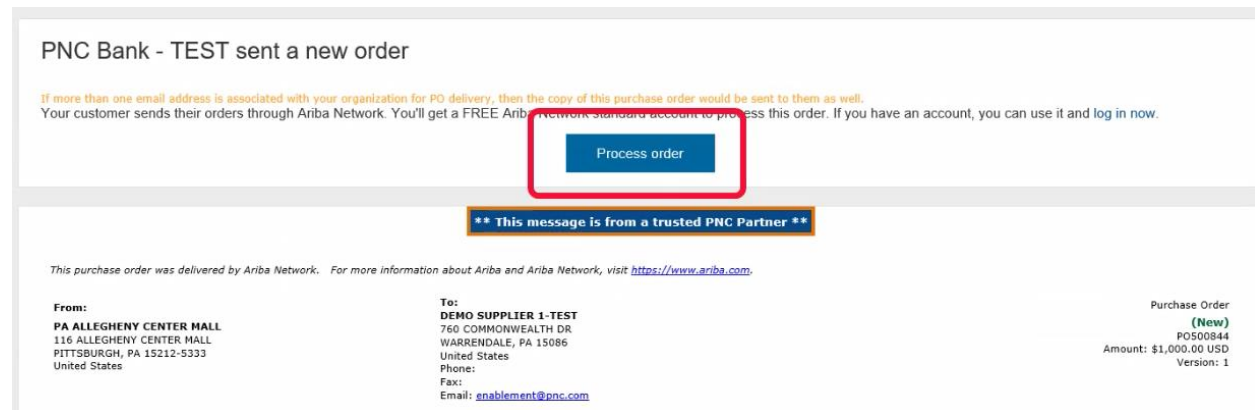# REGISTERING A NEW ARIBA ACCOUNT FROM THE PO NOTIFICATION EMAIL

If PNC does not have a Trading Relationship with a supplier via the Ariba Network when a PO is issued, the PO will be delivered through an interactive PO notification email. The process will create a Temporary, Private account for the supplier on the Ariba Network.

A supplier can then choose to **register a new account** or use an existing account to transact with PNC electronically.

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From the PO notification email, you can view all the order detail including attachments, comments, and line items. You will initiate your invoice by clicking on the **Process Order** button at the top or bottom of the email.

SAP will automatically check their directory for any existing accounts for your organization to prevent unintended duplicate accounts. You can click on **Review Accounts** to view any existing accounts that Ariba identified as a potential match.

If your organization does have an existing account that you want to use, please refer to the **'Merging Documents from a Temporary Private Account to an Existing Account'** Video or PDF.

Click on **'Create New Account'** to begin the account registration.

Your **Company Information** will pre-populate with information from the Purchase Order. Make any necessary changes now.

Next, you will enter the **Account Administrator** information. You can use your email as your username - or change the username to something else as long as it is in the form of an email. The administrator can be updated later.

Once the registration is successful. You will be taken directly into the Purchase Order where you can begin your invoice creation or click done to go to your Ariba dashboard.