

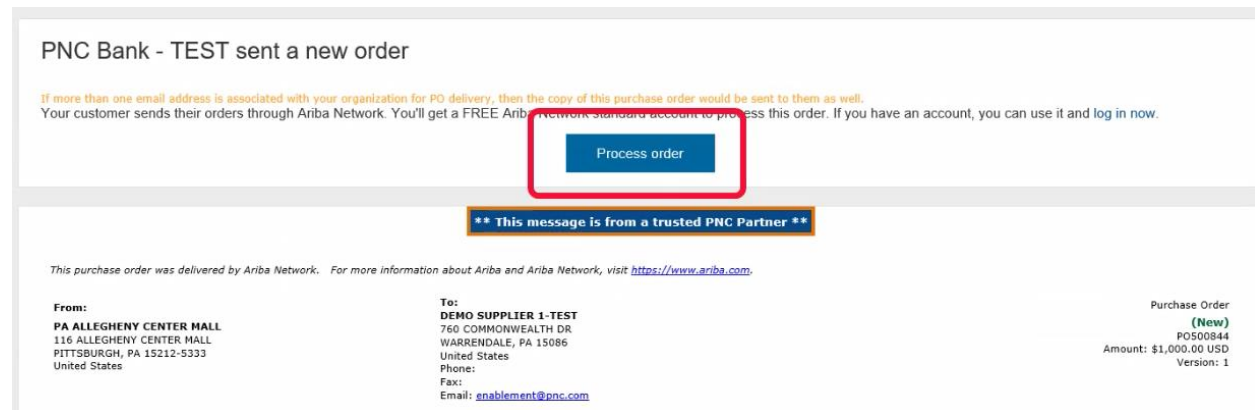
REGISTERING A NEW ARIBA ACCOUNT FROM THE PO NOTIFICATION EMAIL

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.

REGISTERING A NEW ARIBA ACCOUNT FROM THE PO NOTIFICATION EMAIL

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.



The screenshot shows an email interface with the following elements:

- Header: "PNC Bank - TEST sent a new order"
- Text: "If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network Standard account to process this order. If you have an account, you can use it and log in now."
- Button: A blue "Process order" button is highlighted with a red rectangular box.
- Trust indicator: A blue banner with white text reads "** This message is from a trusted PNC Partner **".
- Footer: "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>."
- Metadata (left):
 - From: PA ALLEGHENY CENTER MALL, 116 ALLEGHENY CENTER MALL, PITTSBURGH, PA 15212-5333, United States
 - To: DEMO SUPPLIER 1-TEST, 760 COMMONWEALTH DR, WARRENDALE, PA 15086, United States, Phone: , Fax: , Email: enablement@pnc.com
- Metadata (right):
 - Purchase Order (New)
 - PO500844
 - Amount: \$1,000.00 USD
 - Version: 1

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.

PNC Bank - TEST

Connect with PNC Bank - TEST on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

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.

PNC Bank - TEST

Create an account to connect and collaborate with PNC Bank - TEST on SAP Business Network

Company information ⓘ

Company (legal) name *
DEMO SUPPLIER 1-TEST

Country/Region *
United States [USA]

Address line 1 *
249 5th Ave

Address line 2

Address line 3

City *
Pittsburgh

State *
Pennsylvania [US-PA]

Zip *
15222-2707

Administrator account information ⓘ

First name *
Last name *

Email *
enablement@pnc.com

Use my email as my username

Password *
Repeat password *

Business role *
Choose your primary business role

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot

[Create account](#)

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.