MERGING DOCUMENTS FROM A TEMPORARY ACCOUNT TO AN EXISTING ACCOUNT

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.

You must have administrative permissions to your account to merge documents

MERGING DOCUMENTS FROM PO NOTIFICATION EMAIL

From the PO notification email, click on the ‘Process Order’ button to go to the Ariba Network.

Ariba will prompt you to use an existing account or create a new account. (Refer to the ‘Registering a New Account from the PO Notification Email’ Video or PDF for assistance creating a new account).
Click on **Use Existing Account**

Enter your Login Credentials. If you get an error when logging in, please contact Enablement@pnc.com for support with the error information.
MERGING DOCUMENTS FROM INVITATION NOTIFICATION

If the PO notification email is unavailable, contact enablement@pnc.com to request the invitation notification be sent to you. Suppliers will receive an email letting them know there are documents (purchase orders) pending in a temporary account.

Click the ‘Click to Continue’ link in the email

Disregard the ‘Potential Existing Account’ notification. Click the ‘X’ in the top right corner
Click the ‘Log In’ link and sign in

If you get an error when logging in, please contact Enablement@pnc.com for support with the error information.