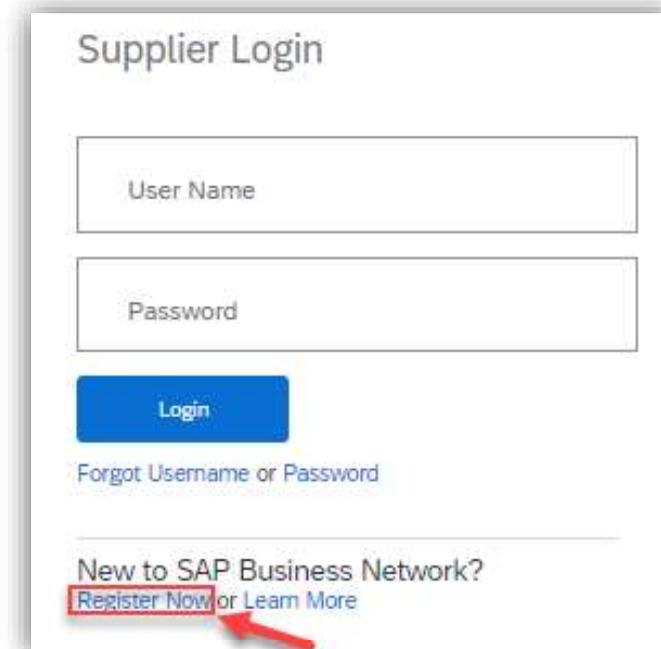


Types of Ariba account

- There are two account types available on Ariba Network which suppliers can choose from:
- [STANDARD SAP Ariba Account](#)
- [STANDARD X ENTERPRISE SAP Ariba Account types comparison](#)
- [STANDARD X ENTERPRISE SAP Ariba Account types comparison with details](#)
- **Standard account:** this account type is completely free of charge regardless of the volume of transactions. The POs are sent per E-Mail and the invoices submitted via Ariba Network online
- **Enterprise account:** this account type offers additional means of integration (EDI, CSV, XML). The fees are calculated based on the transaction volumes
- It is completely up to the supplier, which account type they choose. Novartis cannot make any modifications on behalf of supplier to their Ariba account.
- Suppliers can upgrade to the Enterprise version at any time directly from their Standard account or request the downgrade to the Standard account via ticket to [Ariba customer support](#).

Account set-up on Ariba

- [Ariba Standard account registration](#) - click on register now and complete the registration.
- Once the registration is done, send us your **ANID** – Ariba account number to contact.elink@novartis.com so that we can request the connection and start sending the POs electronically. The orders will be sent via an e-mail with pdf attached. For invoicing, see [slide 24](#)



Supplier Login

User Name

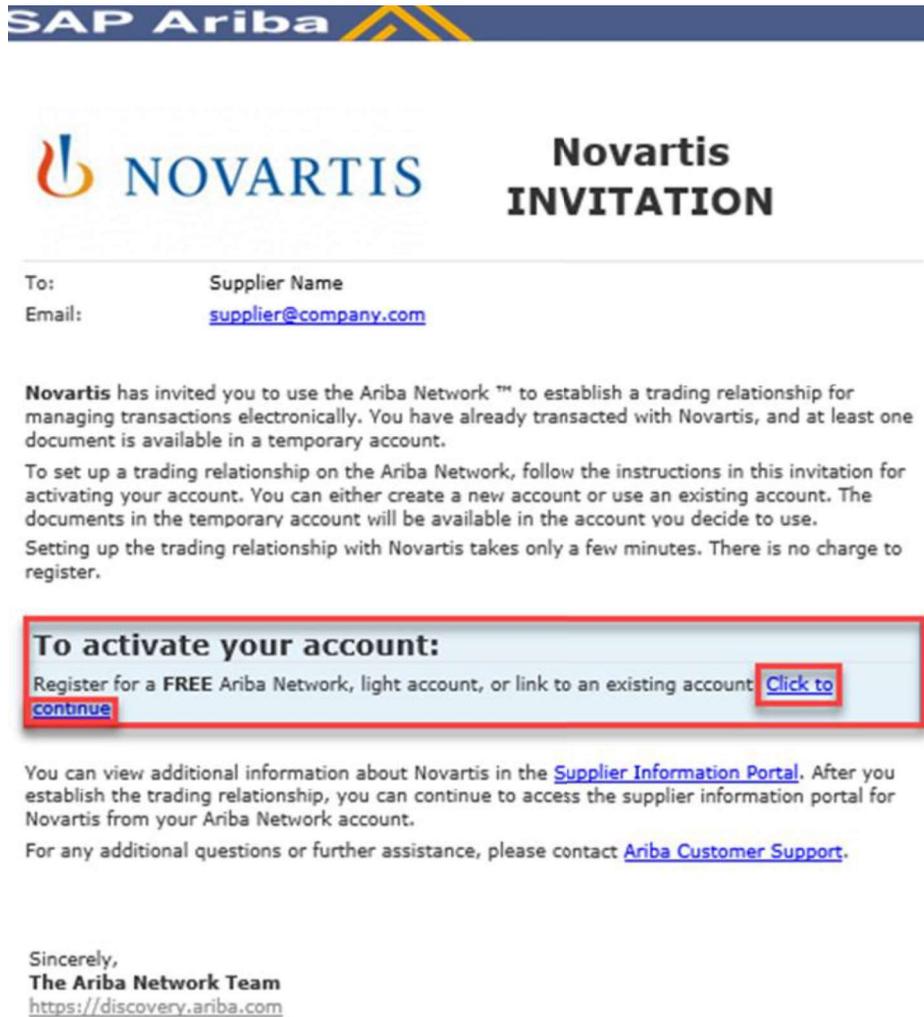
Password

Login

[Forgot Username or Password](#)

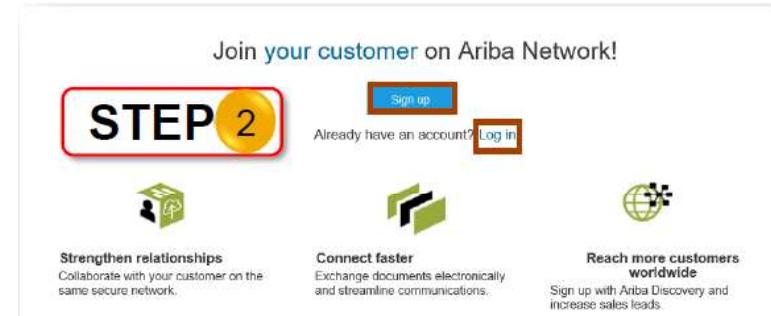
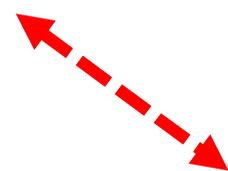
New to SAP Business Network?
[Register Now](#) or [Learn More](#)

How to accept the invitation received via email sent by Novartis

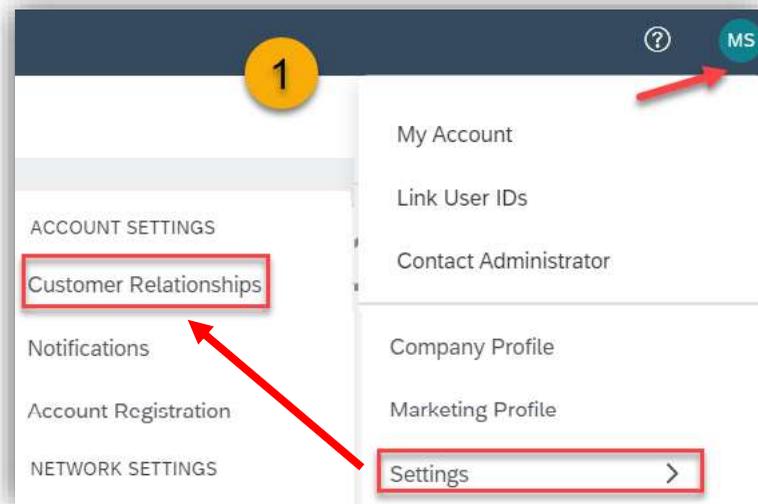


1) Locate the Email you have recently received from: **ordersender-prod@ansmtp.ariba.com** (Reach out to contact.elink@novartis.com if you cannot locate this email). Within the Email, select **Click to Continue**.

2) Accept Novartis Trading Relationship Request by **Signing up OR Login** as an existing user with your credentials.



How to accept the invitation sent by Novartis on your existing account



To accept an invitation (TRR - Trading Relationship Request) please follow these steps:

1) Click on your **Initials, Settings** and select **Customer relationships**.

2) Click on **Pending** requests.

You can also choose if you would like to review incoming invitations, or if these will be accepted automatically.

