How do I register a free Standard Account from an email invitation?

Question:

How do I register a free Standard Account from an email invitation?

Answer:

When you receive your first document from Norfolk Southern, you are prompted to register a Standard account on Ariba Network.

To register your Standard account:

1. Take one of the following actions:
   - In a purchase order notification, click **Process Order**.
2. Click **X** on the top right of the window if you receive a Duplicate Account warning.
3. Do one of the following:
   - If you have an existing SAP Business Network account with another customer, click **Log in** to add the new order to your existing account.
   - If you don't have an account, click **Sign up** to start the registration process.
4. Review the basic information about your business, such as your company name and address. An asterisk (*) indicates a required field.
5. Enter the following information:
   - Your name
   - Your email address
   - Your desired unique username (needs to have an email address format)
   - Your desired password
   - Your preferred language
   - One email address or email distribution list who needs to be notified of new purchase orders
6. Choose the check box at the bottom of the page to agree to the terms of use.
7. Click **Register.**

Result: You are taken either to the purchase order page or invoice details page and can begin to process the purchase order as needed.

For future purchase orders email notifications, when you click **Process order**, you'll be prompted to log in to your account to create new order confirmations, ship notices, or invoices.