Creating A Test Account

We request your cooperation in creating your TEST account in order to upload catalogues

Please log into your account, and then create your test account. To create a test account follow these steps, once logged in:

Ariba Network								Ecompany Settings - Maria Cardille K Help		
HOME INBOX	OUTBOX C	ATALOGS ENABLE	EMENT TASKS	REPORTS MESSA	GES		External Docur	nent ▼ CSV Documents ▼	Create My Account My Community Profile	
Orders and Releases	s 🗸 All Customer	s	✓ Order Nur	nber	Q			Cu Gui	Switch To	
Orders, Invoices and Payments						All Customers 🗸	Last 14 days _▼	Now we're mobile.	Maria Cardillo maria cardillo@sap.com	
0 New Purchase Orders	0 Orders that Need Attention	0 Invoices Rejected	0 Payments Received	0 Pinned Documents	More			Check it out.	Link User IDs Contact Administrator	
Order Number		Customer	Status	Am	nount Date 🖡	Amount Invoiced	Action	Taaka	cus	
			You do	not have any Orders and	Releases.			Update Profile Information	ह्य Wh she	

Changing Account Mode	OK Cancel
UWARNING: You are about to switch to Test Mode.	
When you switch, Ariba Network logs you off of your Production Mode. Any unsaved changes will be lost.	
To stay in Production Mode and save changes, click Cancel. To switch to Test Mode, click OK.	
	Cancel

- 1. Click on your name in the top right.
- 2. Click "Switch to Test ID"
- 3. Click "OK" to acknowledge the action.
- 4. It will then ask you to setup a password which is only for the test account.
- Once this is done you will be logged into the test account and can upload the catalogue file.

You can check if you are in the TEST account by looking at the ANID and seeing if TEST is displayed in the home screen.