

Quick Reference Guide

Registration via the Ariba Network

The following is a basic step-by-step guide for AT&T suppliers to register as a new Ariba Supplier Network supplier.

Beginning registration:

- Go to <http://supplier.ariba.com>.
- Click the **Register as a New Supplier** hyperlink.

On the New Account Registration page:

- Enter your company information: Company Name, Address, City, State, Zip, Country, Company Email, and Company Phone.
- Click the **Continue** button.
- If a list of registered suppliers appears, click the **Continue Registration** button (or select and contact one of the company representatives).
- Enter user information: First Name, Last Name, Phone, Email Address, Username, Password, Confirm Password, Secret Question, Secret Answer, Preferred Language, Preferred Time Zone, and Default Currency. The person whose name is entered becomes the account administrator.
- Click the **Continue** button.
- Review the Terms of Use Agreement and click the check box if you agree to the terms.
- Click the **Save** button.

On the Configure Account Information page:

- Select the **Electronic Order Routing** button.
- Under *Capabilities & Preferences*, select the desired **Routing Method** and **Options** for each Document Type.
- Under *Notifications*, check any desired **Notification** type(s) and enter **Email Addresses** to receive notifications.
- Click the **Save** button.
- Select the **Email Notifications** button.
- Under *Alerts & Notifications*, check any desired **Notification** type(s) and enter the **Email Addresses** to receive notifications.
- Click the **Save** button.
- Click the **Done** button.

On the Home page:

- Note your assigned Ariba Network ID (**ANID**) displayed on the masthead (the upper right of the home page). At this point, you may log out by clicking the **Logout** button.

Provide your ANID to your AT&T contact to continue the onboarding process. You will soon after receive an email invitation to have an e-commerce partnership with AT&T on the Ariba Network.

Logging in:

- Go to <http://supplier.ariba.com>.
- Enter Username and Password, then click the **Log In** button.
- Click on the **Administration** tab.

On the Customer Relationships page:

- In the *Pending* panel, search for Customer "AT&T".
- Check "AT&T" and click the **Approve** button.

You are now registered as an AT&T Supplier on the Ariba Supplier Network.