Create Ariba Network Account / Link Existing Account with Arrow Energy
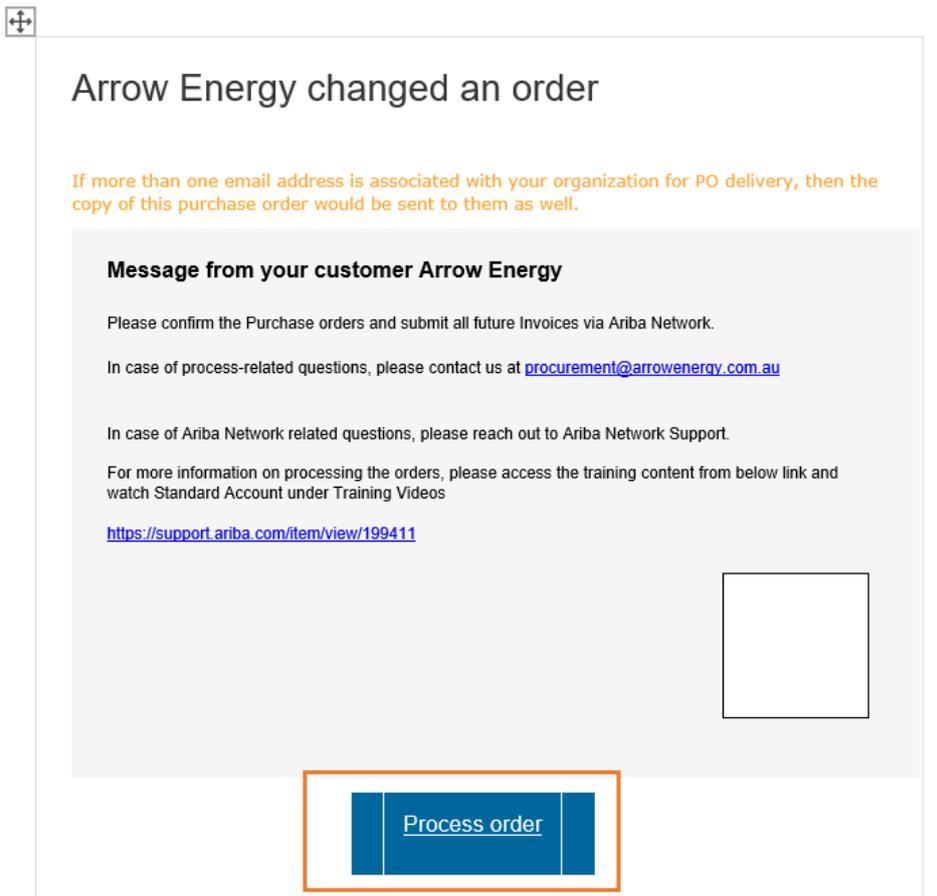
Quick Reference Guide

When Arrow creates a new purchase order, an email will be generated and sent to the suppliers automatically. Please follow this QRG to link your existing Ariba account with Arrow. The sign-up process is also covered if you don't have any account prior.
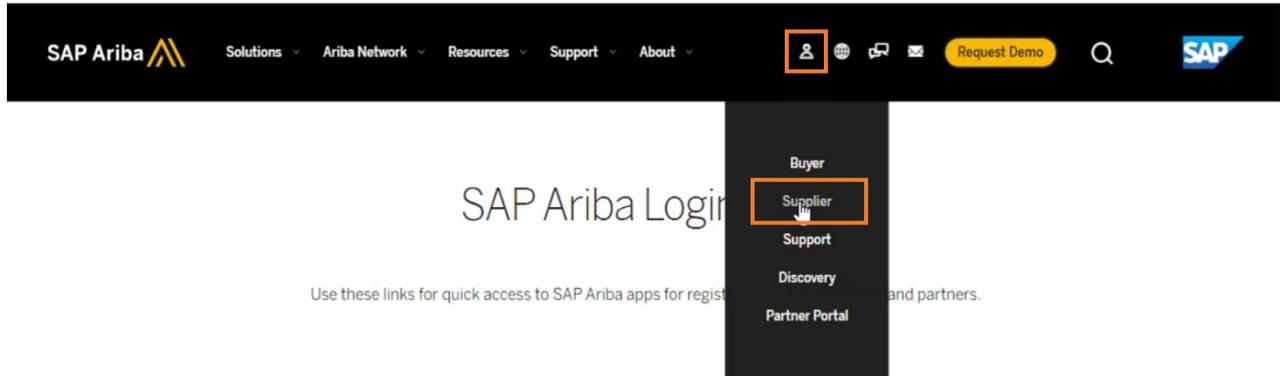
Note:

1. Arrow provides upgrading your supplier portal to enterprise account option, and only the transactions with Arrow will be billed direct to Arrow. If you agreed to upgrade to enterprise account, please confirm there is no other buyer in your Ariba Supplier portal to avoid unexpected cost.
2. If you believe that you are not receiving a PO because your email address is not maintained correctly in our system, please reach out to vendormaster@arrowenergy.com.au.
3. For the end-to end supplier registration process, please visit: QRG – Supplier Registration.

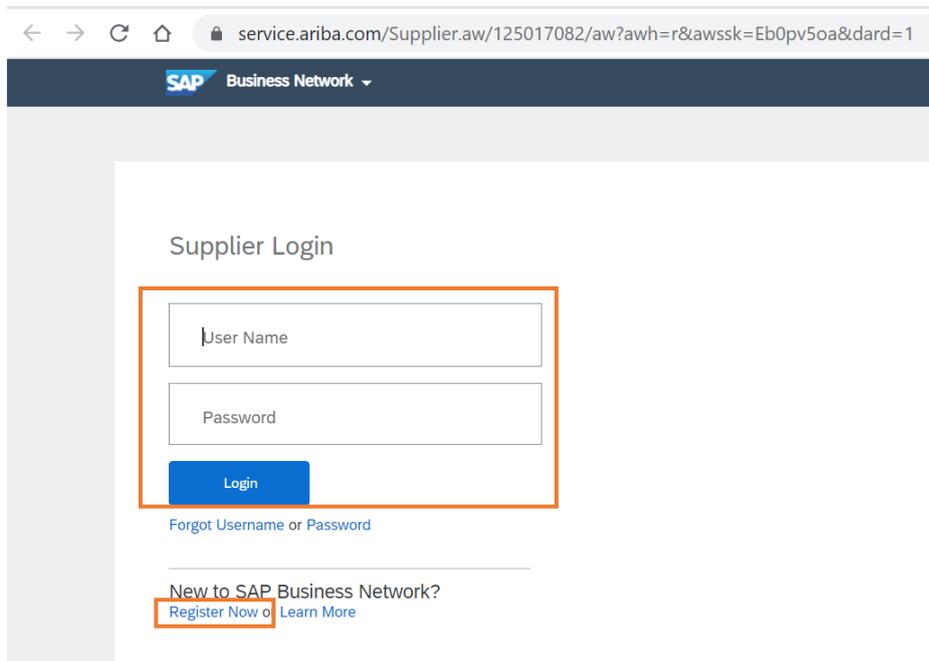**Step-1:** Open the email and click on 'Process order':

Arrow Energy changed an order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Arrow Energy

Please confirm the Purchase orders and submit all future Invoices via Ariba Network.

In case of process-related questions, please contact us at procurement@arrowenergy.com.au

In case of Ariba Network related questions, please reach out to Ariba Network Support.

For more information on processing the orders, please access the training content from below link and watch Standard Account under Training Videos

https://support.ariba.com/item/view/199411

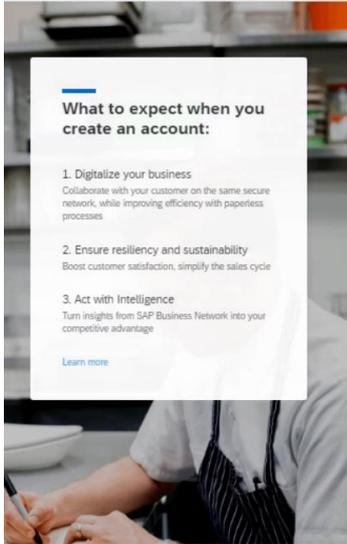[Process order]

target zero
Safe Work. Strong Business.

Step-2: The page will redirect to the Ariba login portal, click on the profile icon, and select 'Supplier':

Step-3: Enter your Ariba login credentials and click 'Login'. The Ariba Network home page will open (Please skip to step 6). If you don't have an account, click 'Register Now' to create one:

Step-4: (Register Process) Complete the required fields and click 'Create account':

Step-5: The page will redirect to the login again, enter the email address you enter during the registration as User Name, enter password and click 'Login':

Step-6: Now the Ariba Business Network is open, click 'Workbench', all the orders from Arrow Energy will display: