

# Onboarding and Account Creation

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How to **Action an Interactive PO** in the SAP Business Network .

For Suppliers connecting for the first time.



If you see this light bulb, it is a note or additional reminder.

*“I’m wanting to transact with Rio Tinto through SBN and have received an email to review the first Purchase Order through SAP Business Network (SBN)”*


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**Version Number**

1.0

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[Click here for further context on the Onboarding and Account Creation Process](#)



# Action an Interactive PO

You will receive an email from an ansmtp.ariba.com address with the subject "Rio Tinto sent a new Purchase order".

To review and confirm the order you will be required to register or log in to your current SAP Business Network (SBN) account:

1. Click the **Process Order** button to start the registration or login process.



**Note:** Make sure you are aware of any SBN account your company already has set up, as it is recommended to use an existing account, where possible.

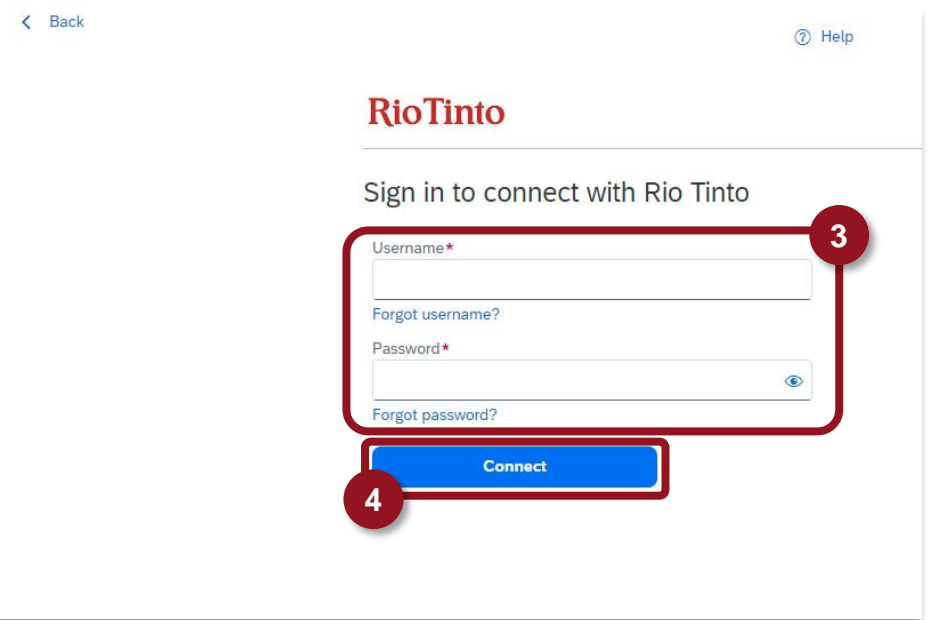
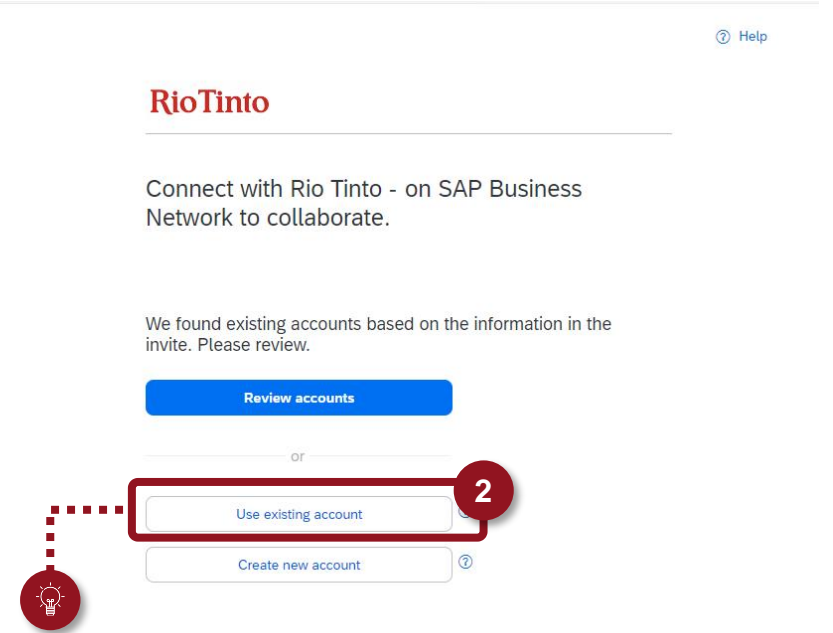
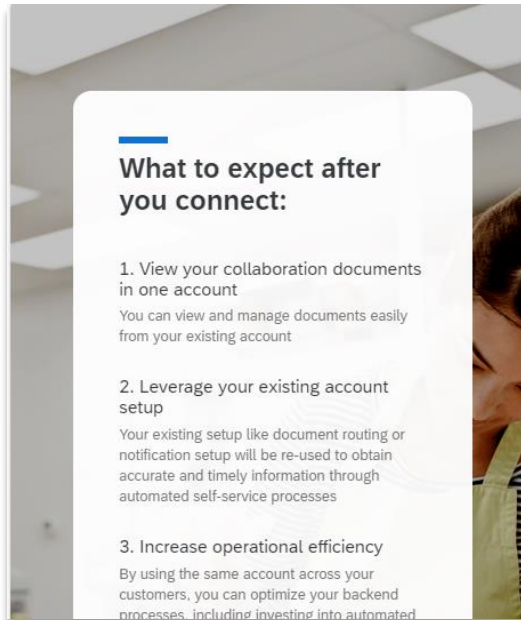
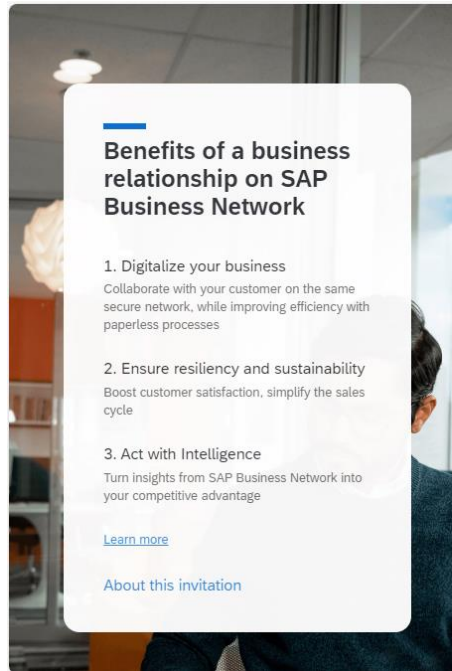
The screenshot displays the SAP Ariba user interface. At the top, the SAP Ariba logo is visible. The main heading reads "Rio Tinto - sent a new order". Below this, a yellow warning message states: "If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well." The central part of the screen shows a blurred "Message from your customer Rio Tinto". At the bottom right, a blue "Process Order" button is highlighted with a red rectangular border and a red circle containing the number "1".

# Action an Interactive PO

2. If you already have an account, click **Use existing account**
3. Enter in your **Username** and **Password**
4. Click **Connect**. Your purchase order will be merged to your existing account and be available to review and confirm. For further instructions on how to review and confirm a purchase order in SBN please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#)



**Note:** For suppliers who have already registered their master data with Rio Tinto through SBN, it is recommended that you click **Use existing account** and use the same log in detail.



# Action an Interactive PO

5. If you are not aware of your existing account details, click the **Review accounts** to gain these details.
6. A list of matching SBN accounts will be reflected. Click on **Contact administrator** to send a message to the administrator within your company to confirm if this account should be used.
7. If none of the listed accounts are relevant, click **back** to take you back to the login screen.



**Note:** For suppliers who have already registered their master data with Rio Tinto through SBN, it is recommended that the same log in details are used.

**Benefits of a business relationship on SAP Business Network**

1. Digitalize your business  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
2. Ensure resiliency and sustainability  
Boost customer satisfaction, simplify the sales cycle
3. Act with Intelligence  
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

**RioTinto**

Connect with Rio Tinto - on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

**Review accounts** 5

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

**< Back** 7

### Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria | [Edit](#)

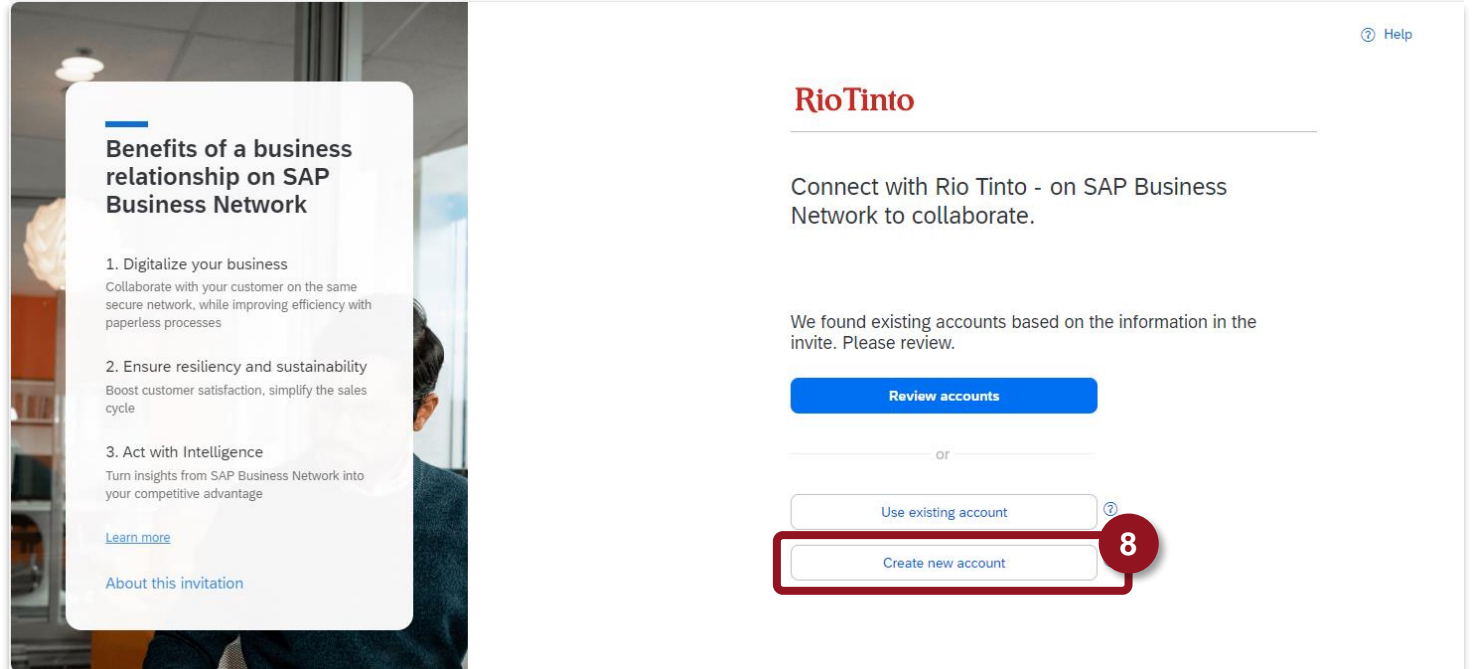
Company Name	E-mail address	Country
Test Vendor Pty Ltd	Purchasing@TV Ptyltd.com	AUS

Search results | **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action ⓘ
Test Vendor Pty Ltd	Yes	<b>Australia</b>	NSW		<b>Contact administrator</b> 6

# Action an Interactive PO

8. If you do not already have an account or would prefer to manage transactions through a new SBN account, click **Create new account**



The screenshot displays the SAP Business Network interface for connecting with Rio Tinto. On the left, a white card titled "Benefits of a business relationship on SAP Business Network" lists three points: 1. Digitalize your business, 2. Ensure resiliency and sustainability, and 3. Act with Intelligence. Below the card are links for "Learn more" and "About this invitation". On the right, the "RioTinto" header is followed by the text "Connect with Rio Tinto - on SAP Business Network to collaborate." Below this, a message states "We found existing accounts based on the information in the invite. Please review." A blue button labeled "Review accounts" is present. Below the button, the word "or" is centered. Two buttons are shown: "Use existing account" with a question mark icon, and "Create new account" which is highlighted with a red box and a red circle containing the number 8. A "Help" link is visible in the top right corner.



**Note:** For suppliers who have already registered their master data with Rio Tinto through SBN, it is recommended that you click **Use existing account** and use the same log in detail.

# Action an Interactive PO

Review or complete all mandatory fields marked with an \*

9. Review your **Company (legal) name**. Update if required.
10. Enter in your Company's main address details



**Note:** The DUNS number is your nine-digit number issued by Dun & Bradstreet. This is not a mandatory field, but if available it is recommended to help other companies to quickly and accurately find information about your company, including credit information.

**Note:** If the Company (legal) Name that is initially reflecting in this field is completely incorrect please contact P2P.concierge@riotinto.com.

## RioTinto

Create an account to connect and collaborate with Rio Tinto - on SAP Business Network

### Company information [?](#)

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name \*

Test Vendor Pty Ltd

Country/Region \*

Australia [ AUS ]

Address line 1 \*

UNIT 2

Address line 2

City \*

MELBOURNE

State \*

Queensland [ AU-QLD ]

Postal code \*

1234



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# Action an Interactive PO

11. Enter in the **first and last name** of the person who will be the administrator on this account.
12. Review the **Email** address. Update if required.
13. Create your login **Password**
14. Select your **Business role** from the dropdown list
15. Make sure you read and agree to the **Terms of Use**
16. Check the box to confirm you are not a robot
17. Once all mandatory fields are completed, click on **Create account**.



**Note:** If the **Use my email as my username** is checked then the email address entered will be your Username at login. Untick this and enter a preferred Username if a unique one is required. It must be in the form of an email address (XXXXX@XXXX.com)

**Note:** It is highly recommended to use a strong and unique password.

Administrator account information ?

11 First name \* Last name \*

12 Email \* Purchasing@TVPtyltd.com

13  Use my email as my username

13 Password \* Repeat password \*

14 Business role \* Choose your primary business role

15  I have read and agree with the [Terms of Use](#).  
 I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

16  I'm not a robot reCAPTCHA Privacy - Terms

17 Create account

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[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

# Action an Interactive PO

18. To complete the account creation and review the purchase order, click **Continue account creation**.
19. The Purchase Order will be available to review and confirmation. For further instructions on how to review and confirm a purchase order in SBN please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#)



**Note:** The Review accounts button will be visible again if your company already has SBN accounts that may be relevant to use.

**What to expect when you create an account:**

1. Digitalize your business  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
2. Ensure resiliency and sustainability  
Boost customer satisfaction, simplify the sales cycle
3. Act with Intelligence  
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

**RioTinto**

Create an account to connect and collaborate with Rio Tinto - on SAP Business Network

We found existing accounts based on the information you entered. Please review.

**Review accounts**

or

**Continue account creation** **18**

**SAP Business Network** Standard Account

Purchase Order: 3029032951 **Done**

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

**RioTinto**

**From:**  
Pilbara Iron Co Serv P/L  
152 St Georges Terrace  
Perth WA 6000  
Australia

**To:**

**Purchase Order (New)**  
3029032951  
Amount: \$1,000.00 AUD  
Version: 1

**Track Order**

**Payment Terms** 45 Days after end of Accumulation Period

**Comments** Goods and Services Tax

Routing Status: Sent

# Need more help?

Complete training documentation can be found on the [Rio Tinto - Supplier Portals – SAP Business Network site](#).

If you have any further questions regarding transacting on the SAP Business Network, please visit the [Rio Tinto - Supplier Portals – SAP Business Network site](#) for dedicated support teams.