

# Onboarding and Account Creation

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How to Create an Account via Trading Relationship Request (TRR) in the SAP Business Network



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


*“I have received a trading relationship request from Rio Tinto, so I create an SAP Business Network account to transact with Rio on the network”*

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Version Number

1.0

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

# Create an SBN Account via TRR

You will receive an email with a Trading Relationship Request from Rio Tinto. To accept the trading relationship request:

1. Click **Get Started** on the email. Sign in via an **Existing Account** or **Create New Account**
2. From the SBN Home Page navigate to your *supplier initials*
3. Click **Settings**, then, select **Customer Relationships** under Account Settings
4. Click the **Pending** tab
5. Review any pending customer relationships, then, click Approve



**Note:** Only the account administrator can accept trading relationships in the SAP Business Network.

**Note:** The email with the Trading Relationship request will come from ordersenderprod@ansmtp.ariba.com and may go to your spam or junk folder

The screenshot displays the SAP Business Network interface. At the top, a 'Supplier sign-in' box (1) contains a 'Username' field and a 'Next' button. Below it is a 'Forgot username?' link and a 'Register Now' button (2) for new users. To the right, a banner for 'SAP Business Network for suppliers webinars' includes a 'Learn More' button. The main dashboard shows a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A search bar is set to 'Orders and Releases' for 'Rio Tinto - TEST' with an 'Exact match' filter. A summary card displays: 28 New orders, 100 Orders, 11 Rejected invoices, and \$0.0 AUD Remittances. A 'Customer Relationships' sidebar (3) is open, showing 'Settings' (4) with a 'Pending' tab (5) selected. The 'Settings' page shows options for 'Current Relationships' and 'Potential Relationships', with a preference for 'Automatically accept all relationship requests'. A table at the bottom shows a 'Pending' relationship with an 'Approve' button (5) and a 'Reject' button.

# 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.