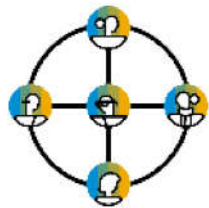


Before You Get **Started**



Prior to clicking Process order for the first time we suggest...

1) ALIGN INTERNALLY within your organization and ensure all parties are aware of the new process for receiving orders from SLB.



WHY?

There is a possibility of multiple accounts being created if multiple contacts within your company receive IE POs from SLBs. The person who receives the interactive email-order can forward the notification to another person in their company. If the person who forwarded the email already registered a Standard account, that person becomes the account Administrator.

Your organization might already have a Standard account set up for SAP Ariba modules such as Sourcing, SLP, SIM, or SIPM that you might prefer to use for transacting as well.

2) CREATE AN EMAIL FOLDER to store and manage your interactive emails (IE) from SLB in outlook.

DO NOT DELETE YOUR INTERACTIVE EMAILS!



WHY?

Standard account suppliers do not have access to the **Inbox** to view purchase orders and other incoming documents. They can process these documents only from the interactive email notifications.

- With a Standard account, Invoice creation is driven directly from the IE PO.
- The interactive email is needed when sending multiple invoices for the same purchase order.