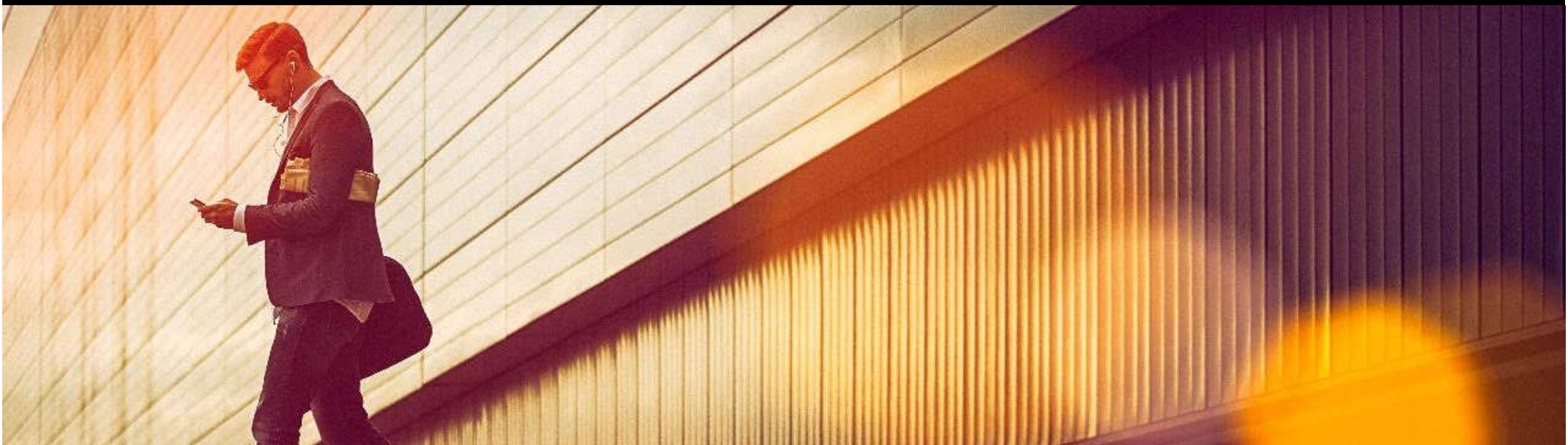
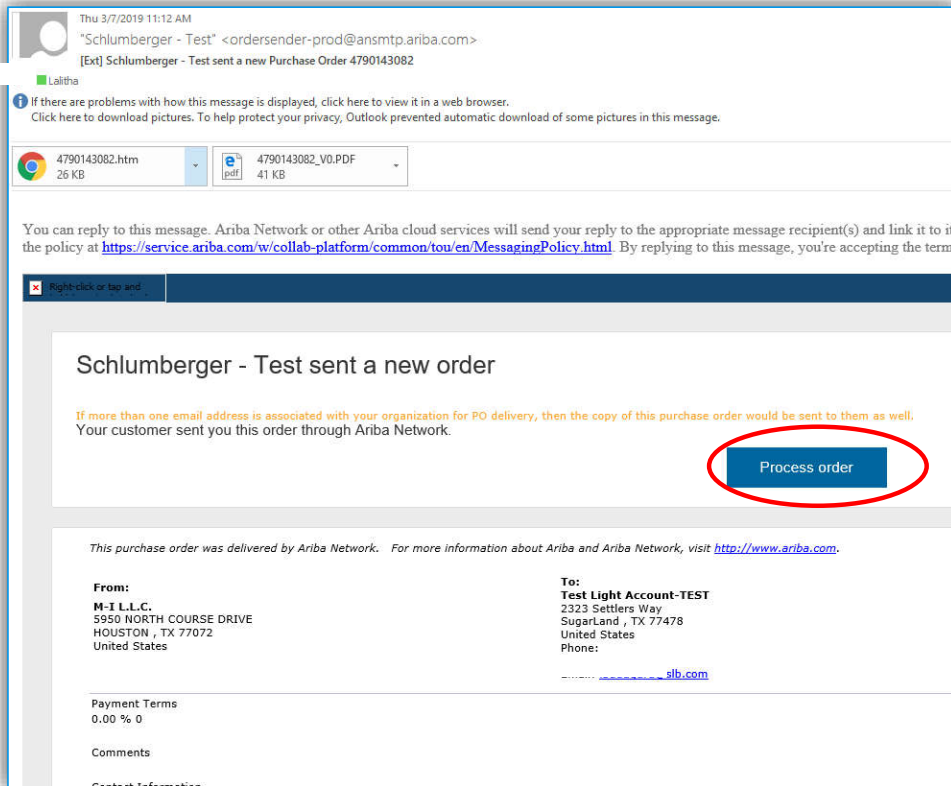


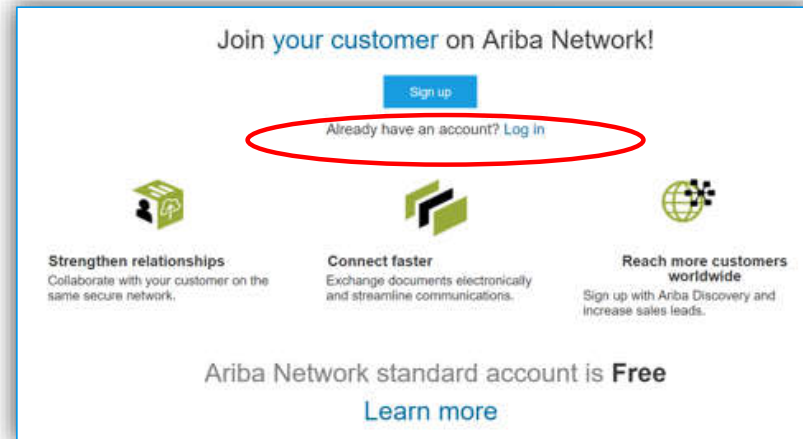
If you already have a **Standard Account**



1. Click the **Process order** button in the PO notification (interactive email)



2. Click the **Log in** button to enter your existing Standard Account access credentials



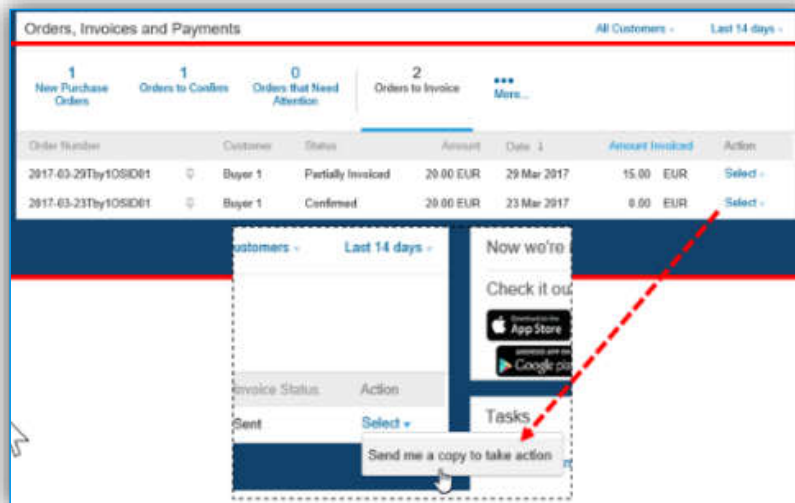
Remember! You can use the **Log in** option:

- If you are already transacting via Standard account with another SLB entity like MI Swaco;
- Before you starting using your existing account for transacting with SLB, please ensure you have checked that the account you have is the right fit for your organization.

If you do not want to use your existing Standard account, you need to select the **Sign up** option, and register for a new Standard account.

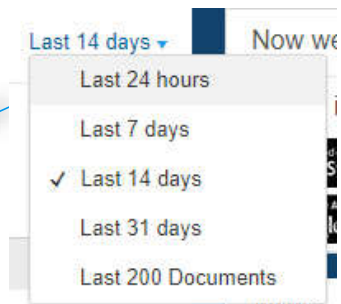
If you have already registered for a Standard account on Ariba Network, you can log in with existing administrator credentials (username and password). If you use the Log in option, any interactive email-orders SLB sends to the supplier will be merged with your existing Standard account.

Tip → After registering for a Standard account, if suppliers misplace an interactive email-order notification, they can resend the purchase order email to the configured email address from their home dashboard. **Note:** Up-to the last 200 documents or documents from 24 hours to last 31 days can be viewed through the dashboard on the Home page.



The screenshot displays the 'Orders, Invoices and Payments' dashboard. At the top, there are summary cards for 'New Purchase Orders' (1), 'Orders to Confirm' (1), 'Orders that Need Attention' (0), and 'Orders to Invoice' (2). Below this is a table with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. Two orders are listed: one for 20.00 EUR on 29 Mar 2017 (Partially Invoiced) and another for 20.00 EUR on 23 Mar 2017 (Confirmed). A modal window is open over the table, showing options to 'Send me a copy to take action' and 'Tasks'. A red dashed arrow points from the 'Send me a copy to take action' button to the 'Last 14 days' dropdown menu in the top right corner of the dashboard.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
2017-03-29Tby10SID01	Buyer 1	Partially Invoiced	20.00 EUR	29 Mar 2017	15.00 EUR	Select
2017-03-23Tby10SID01	Buyer 1	Confirmed	20.00 EUR	23 Mar 2017	0.00 EUR	Select

- 
- A dropdown menu is shown, listing various time-based filters for documents. The options are: 'Last 24 hours', 'Last 7 days', 'Last 14 days' (which is selected with a checkmark), 'Last 31 days', and 'Last 200 Documents'. A blue arrow points from the 'Last 14 days' dropdown in the dashboard to this menu.
- Last 24 hours
 - Last 7 days
 - ✓ Last 14 days
 - Last 31 days
 - Last 200 Documents