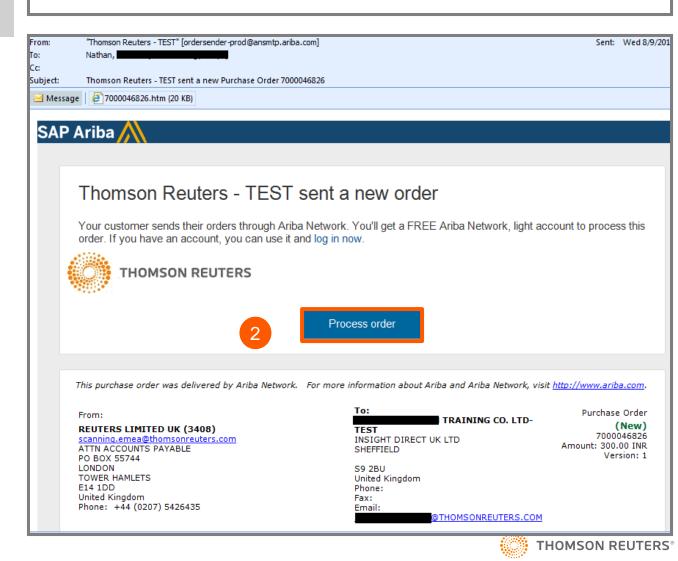
Locate and open the **Purchase Order** email notification.

Click **Process Order** from the body of the email.

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmtp.ariba.com] Sent: Tuesday, August 01, 2017 10:24 AM To: Thompson, Mark J (TR Technology & Ops) Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046748



You will be prompted to do either two of the following :

3

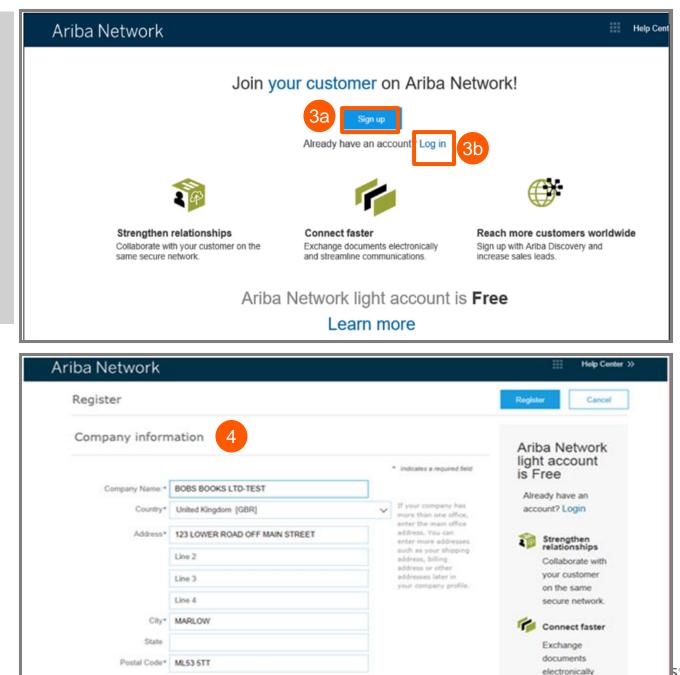
4

- a. If you don't have an account, click **Sign up** to start the registration
- b. If you have an **existing** Ariba Network account with another customer, click Log in to process and you will be connected to the Purchase Order Page to process an invoice

Once you click **Sign up, Review** the basic information about :

Company Information

- Company Name
- Country
- Address/ City/ State/ Postal Code



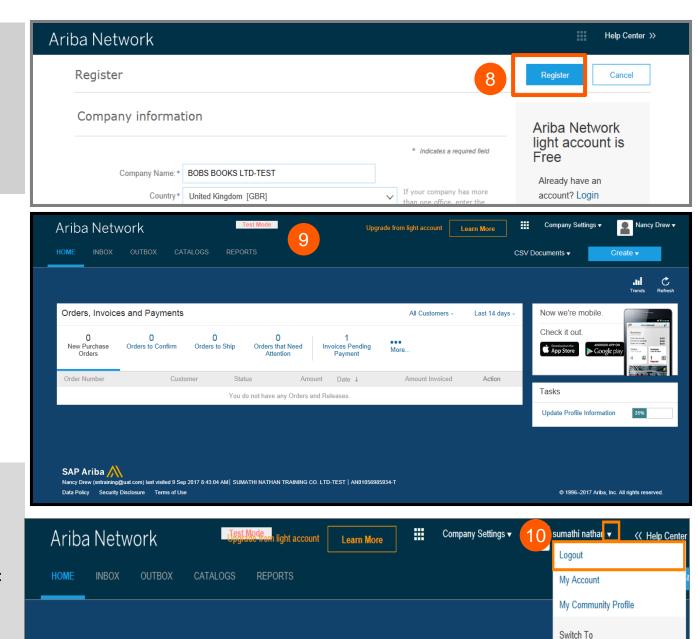
	Complete the following details	User account information 5				communications.	
5	Complete the following details under :				 Indicates a required field 	Reach more customers worldwide	
		Name.*	john	smith	Ariba Privacy Statement	Sign up with	
	User Account Information	Email	johnsmith@bb.com			Ariba Discovery	
	Name	C (Tradit.	for a starting of the	ANI .		and increase	
	Email Address		Use my ema	il as my username		sales leads.	
	• Username (needs to have an		johns@bb.com		Hust be in email format(e.p	Learn more	
	email address format)	Usemame.*			john@newco.com)		
	 Password 				Must contain a	After registration	
		Password.*			minimum 8 characters including letters and	download the SAP	
	Preferred language				numbers. ()	Ariba Supplier app	
	Email orders to					from the Apple App	
	(One email address or email				The language used	Store or Google Play	
	distribution list who needs to	1 annual	English		when Ariba sends you configurable	to your mobile device	
	be notified of new purchase	Language:	crittete		notifications. This is different than your	and manage	
	orders)				web b	customer orders on	
				21.22***	Customers may send	the go.	
		Email orders to: *	johnsmith@bb.c	om	you orders through Aniba Network, To		
					send orders to multiple contacts in your		
6	Click the arrow next to Tell us more about your business if you want to provide additional information to your customer and any potential customers. (Optional)	Tell us more about your business Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Anba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Anba and the computer systems on which the Anba services are hosted (located in various data centers globally), in accordance with the Anba Privacy Statement, the Terms of Use, and applicable law.					
7	Choose the check box at the bottom of the page to agree to the Terms of Use and the Ariba Privacy Statement	Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law. You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal within the Russian federation.					
Page	3						
. ~90	-					1478034 ⁷	

Click **Register** button.

8

9

10



sumathi nathan

bb@uat.com

Last 14

All Customers -

Once you activate your account, You are taken to the Ariba Light Account Portal.

To **Log out** from the Light Account Portal,

Go to **User Name** > Click dropdown arrow > Click **Logout**

Orders, Invoices and Payments

Ariba Light Account : Next Steps

If you wish to create an invoice :

- 1. Close any Ariba Network browser that is opened
- 2. Open the PO email notification > Click Process Order tab
- (PO against which you wish to create and submit an invoice) •
- Enter the Login details in the Supplier Login Page 3.
- 4. Purchase Order Page is displayed > Click Create Invoice tab

