Ariba Light Account: How to Register

1. Locate and open the Purchase Order email notification.

2. Click Process Order from the body of the email.
You will be prompted to do either two of the following:

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 under:

**User Account Information**
- Name
- Email Address
- Username *(needs to have an email address format)*
- Password
- Preferred language
- Email orders to *(One email address or email distribution list who needs to be notified of new purchase orders)*

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)*

Choose the check box at the bottom of the page to agree to the **Terms of Use** and the **Ariba Privacy Statement**
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8. Click **Register** button.

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

10. To **Log out** from the Light Account Portal, go to User Name > Click dropdown arrow > Click **Logout**
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)*
3. Enter the Login details in the Supplier Login Page
4. Purchase Order Page is displayed > Click Create Invoice tab