

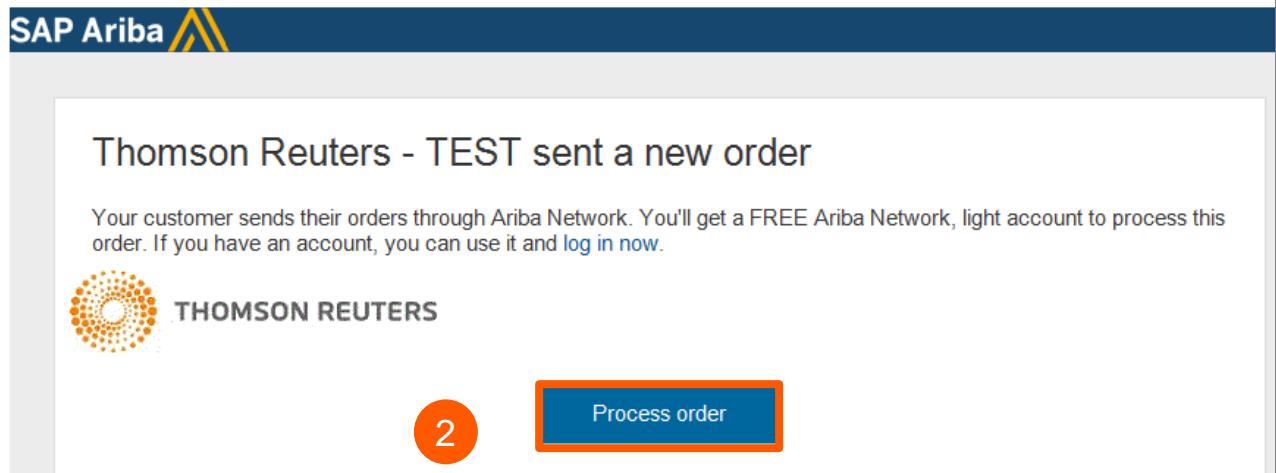
# Ariba Light Account : How to Register

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

**From:** "Thomson Reuters - TEST" [mailto:[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)]  
**Sent:** Tuesday, August 01, 2017 10:24 AM  
**To:** Thompson, Mark J (TR Technology & Ops) 1  
**Subject:** Thomson Reuters - TEST sent a new Purchase Order 7000046748

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

From: "Thomson Reuters - TEST" [mailto:[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)]  
To: Nathan, [REDACTED] Sent: Wed 8/9/2017  
Cc:  
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046826  
[Message](#) | [7000046826.htm \(20 KB\)](#)



This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:	To:	Purchase Order
REUTERS LIMITED UK (3408) <a href="mailto:scanning.emea@thomsonreuters.com">scanning.emea@thomsonreuters.com</a> ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON TOWER HAMLETS E14 1DD United Kingdom Phone: +44 (0207) 5426435	TEST INSIGHT DIRECT UK LTD SHEFFIELD S9 2BU United Kingdom Phone: Fax: Email: [REDACTED]@THOMSONREUTERS.COM	(New) 7000046826 Amount: 300.00 INR Version: 1

# Ariba Light Account : How to Register

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

- If you don't have an account, click **Sign up** to start the registration
- 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

Ariba Network Help Cent

Join **your customer** on Ariba Network!

**3a** **Sign up** **3b** **Log in**

Already have an account **Log in**

 **Strengthen relationships**  
Collaborate with your customer on the same secure network.

 **Connect faster**  
Exchange documents electronically and streamline communications.

 **Reach more customers worldwide**  
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**  
[Learn more](#)

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

## **Company Information**

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

Ariba Network Help Center >>

**Register** **Cancel**

**Company information** **4**

\* indicates a required field

Company Name\* **BOBS BOOKS LTD-TEST**

Country\* **United Kingdom [GBR]**

Address\* **123 LOWER ROAD OFF MAIN STREET**  
Line 2  
Line 3  
Line 4

City\* **MARLOW**

State

Postal Code\* **ML53 5TT**

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Network light account is **Free**

Already have an account? **Login**

 **Strengthen relationships**  
Collaborate with your customer on the same secure network.

 **Connect faster**  
Exchange documents electronically

# Ariba Light Account : How to Register

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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*)

User account information 5

communications.

Reach more customers worldwide. Sign up with Ariba Discovery and increase sales leads. Learn more

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

\* Indicates a required field

**Ariba Privacy Statement**

Name: \*

Email: \*

Use my email as my username

Username:

Must be in email format(e.g. john@newco.com)

Password: \*

Must contain a minimum 8 characters including letters and numbers.

Language:

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Email orders to: \*

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your

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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 6

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.

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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 notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.



I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

# Ariba Light Account : How to Register

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Click **Register** button.

Ariba Network

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Register

Company information

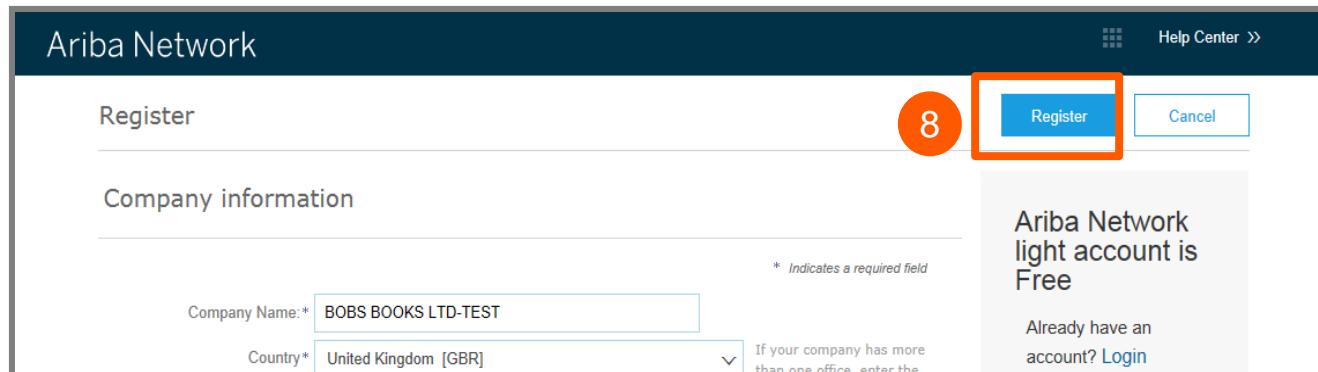
Company Name: \* BOBS BOOKS LTD-TEST

Country: \* United Kingdom [GBR]

If your company has more than one office, enter the

Ariba Network light account is Free

Already have an account? [Login](#)



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

Ariba Network

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Test Mode

Upgrade from light account [Learn More](#)

Company Settings Nancy Drew

CSV Documents Create

Orders, Invoices and Payments

All Customers Last 14 days

New Purchase Orders	Orders to Confirm	Orders to Ship	Orders that Need Attention	Invoices Pending Payment	More...	
Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
You do not have any Orders and Releases.						

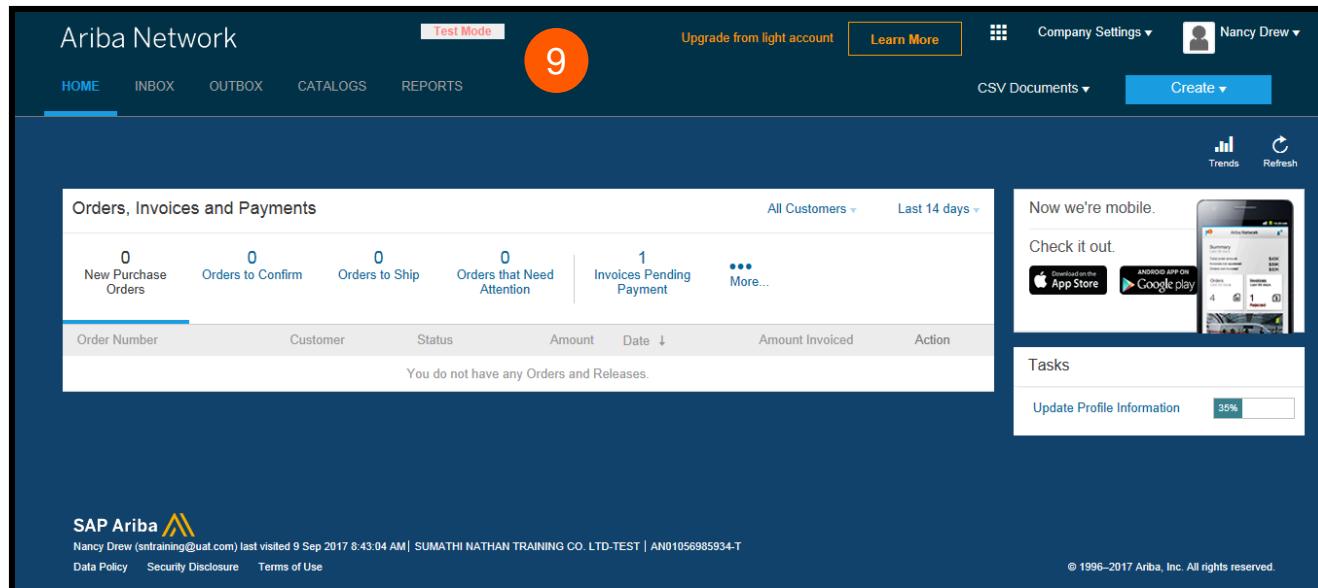
SAP Ariba Nancy Drew (ntrainning@uat.com) last visited 9 Sep 2017 8:43:04 AM | SUMATHI NATHAN TRAINING CO. LTD-TEST | AND1056985934-T

Data Policy Security Disclosure Terms of Use

Now we're mobile. Check it out.  

Tasks

Update Profile Information 35%



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

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

Ariba Network

Test Mode

Upgrade from light account [Learn More](#)

Company Settings sumathi nathan Help Center

Logout

My Account

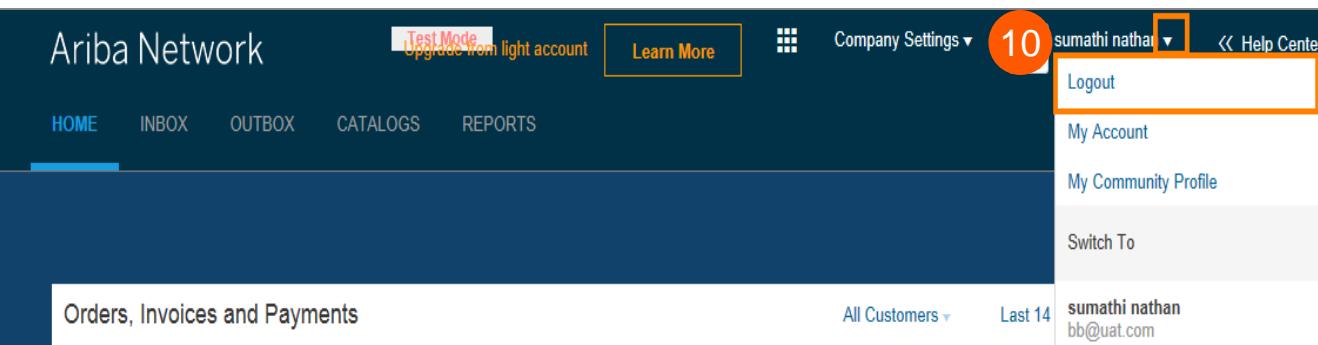
My Community Profile

Switch To

sumathi nathan  
bb@uat.com

Orders, Invoices and Payments

All Customers Last 14



# 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

