

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.

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


From: "Thomson Reuters - TEST" [ordersender-prod@ansmtp.ariba.com] Sent: Wed 8/9/2017
To: Nathan, [REDACTED]
Cc:
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046826

Message 7000046826.htm (20 KB)

SAP Ariba

Thomson Reuters - TEST sent a new order

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and [log in now](#).

**THOMSON REUTERS**

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Process order

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

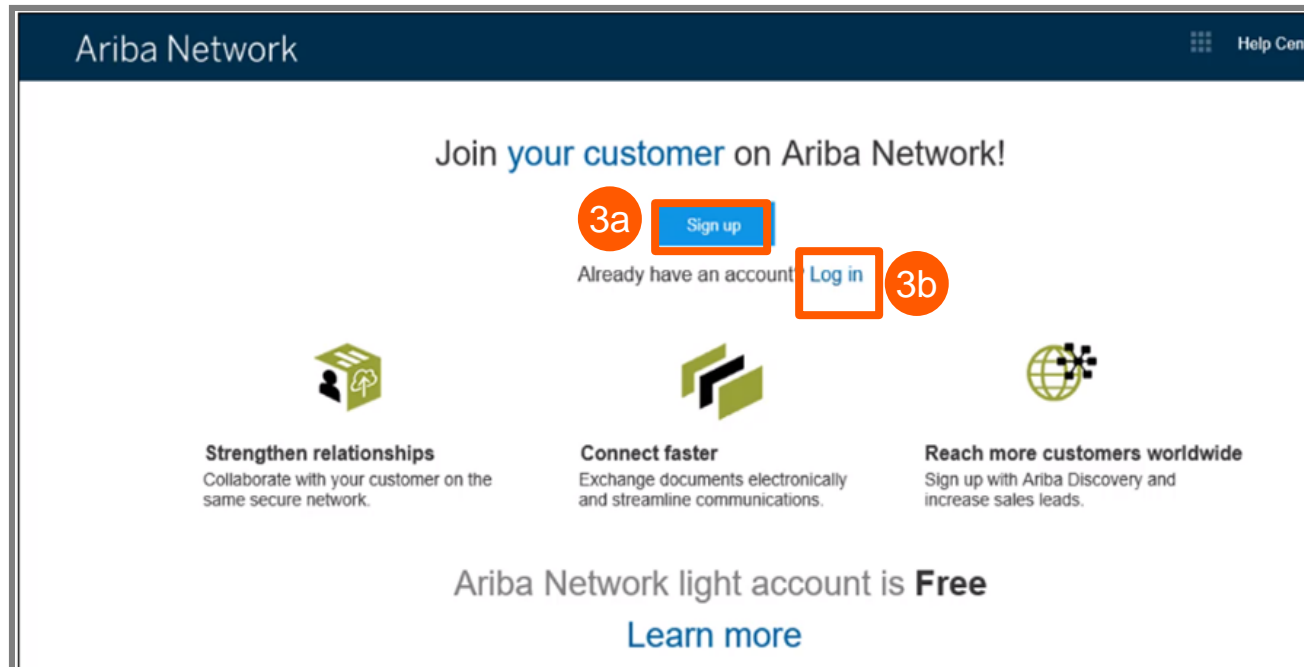
From: REUTERS LIMITED UK (3408) scanning.emea@thomsonreuters.com ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON TOWER HAMLETS E14 1DD United Kingdom Phone: +44 (0207) 5426435	To: [REDACTED] TRAINING CO. LTD-TEST INSIGHT DIRECT UK LTD SHEFFIELD S9 2BU United Kingdom Phone: Fax: Email: [REDACTED]@THOMSONREUTERS.COM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



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

Company Information

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

A screenshot of the Ariba Network registration form. The form is titled "Ariba Network" and "Help Center >>". The main heading is "Register". Below this, there are two buttons: "Register" and "Cancel". The "Register" button is highlighted with an orange box. The form is divided into sections: "Company information" (labeled 4), "Strengthen relationships", and "Connect faster". The "Company information" section contains fields for "Company Name", "Country", "Address", "City", "State", and "Postal Code". The "Strengthen relationships" section contains a description of the benefit. The "Connect faster" section contains a description of the benefit. The form is labeled with an orange circle containing the number 4.

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5 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)*

The screenshot shows the 'User account information' section of the registration form. It includes fields for Name (first and last name), Email, Username, Password (with a strength indicator), Language (a dropdown menu), and Email orders to. A sidebar on the right contains a 'Reach more customers worldwide' section with a 'Sign up with Ariba Discovery' button and a 'Learn more' link. A 'communications.' section is also visible at the top right.

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)**

This section is titled 'Tell us more about your business' and includes a right-pointing arrow. The text below explains that Ariba will make the company profile available for new business opportunities and that users can edit visibility settings later. It also states that by clicking the Register button, users give consent to Ariba for data transfer and hosting.

7 Choose the **check box** at the bottom of the page to agree to the **Terms of Use** and the **Ariba Privacy Statement**

This section contains the legal disclaimer and a checkbox for agreement. The text states that Ariba will make the company profile available for new business opportunities and that users can edit visibility settings later. It also states that by clicking the Register button, users give consent to Ariba for data transfer and hosting. At the bottom, there is a checkbox with a checkmark and the text 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'.

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8 Click **Register** button.

Ariba Network

Register

Company information

Company Name:* BOBS BOOKS LTD-TEST

Country* United Kingdom [GBR]

* Indicates a required field

If your company has more than one office, enter the

Ariba Network light account is Free

Already have an account? [Login](#)

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

Ariba Network

Test Mode

Upgrade from light account

Learn More

Company Settings

Nancy Drew

HOME INBOX OUTBOX CATALOGS REPORTS

CSV Documents

Create

Trends Refresh

Orders, Invoices and Payments

All Customers

Last 14 days

0 New Purchase Orders

0 Orders to Confirm

0 Orders to Ship

0 Orders that Need Attention

1 Invoices Pending Payment

More...

Order Number Customer Status Amount Date Amount Invoiced Action

You do not have any Orders and Releases.

Now we're mobile. Check it out.

Download on the App Store

ANDROID APP ON Google play

Tasks

Update Profile Information 35%

SAP Ariba

Nancy Drew (sntraining@uat.com) last visited 9 Sep 2017 8:43:04 AM | SUMATHI NATHAN TRAINING CO. LTD-TEST | AN01056985934-T

Data Policy Security Disclosure Terms of Use

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10 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

HOME INBOX OUTBOX CATALOGS REPORTS

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

