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.
Ariba Light Account: How to Register

3. 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

4. Ariba Network light account is **Free**

   Learn more

Ariba Network Light Account is **Free**

Login

Already have an account? Login

- 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 Light Account: How to Register

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)*

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)*

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