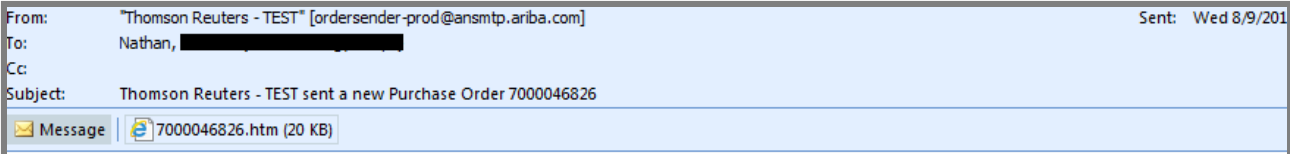
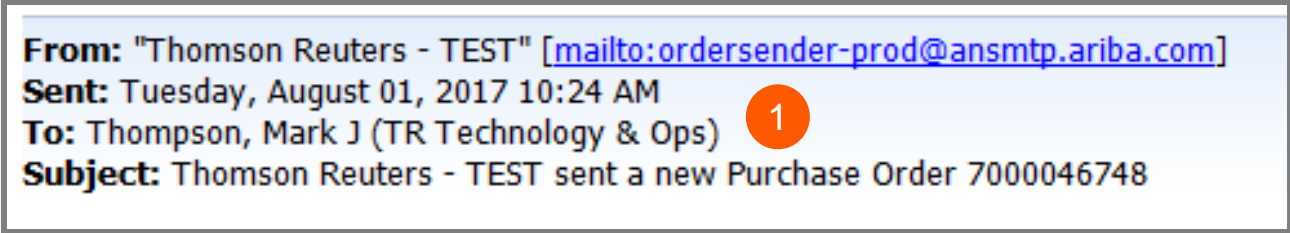


# Ariba Light Account : How to Register

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


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



**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**

**Process order**

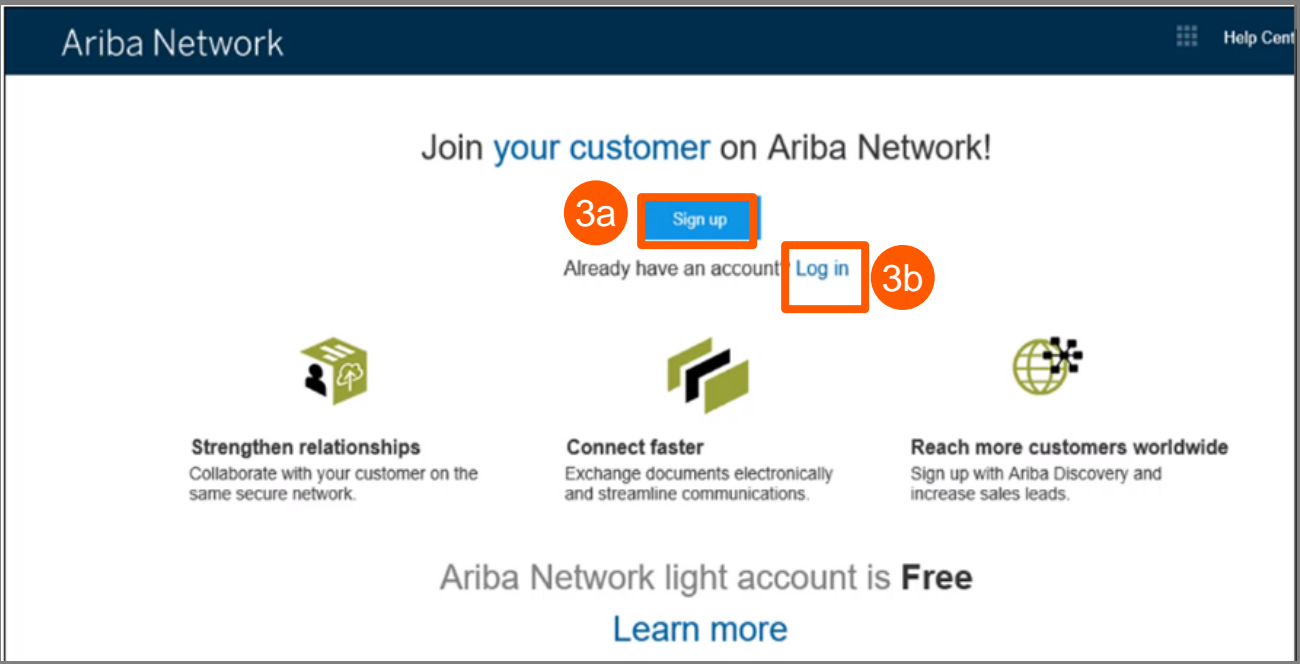
*This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.*

<b>From:</b> <b>REUTERS LIMITED UK (3408)</b> <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	<b>To:</b> [REDACTED] <b>TRAINING CO. LTD-</b> <b>TEST</b> INSIGHT DIRECT UK LTD SHEFFIELD  S9 2BU United Kingdom Phone: Fax: Email: [REDACTED]@THOMSONREUTERS.COM	<b>Purchase Order</b> <b>(New)</b> 7000046826 Amount: 300.00 INR Version: 1
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# Ariba Light Account : How to Register

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

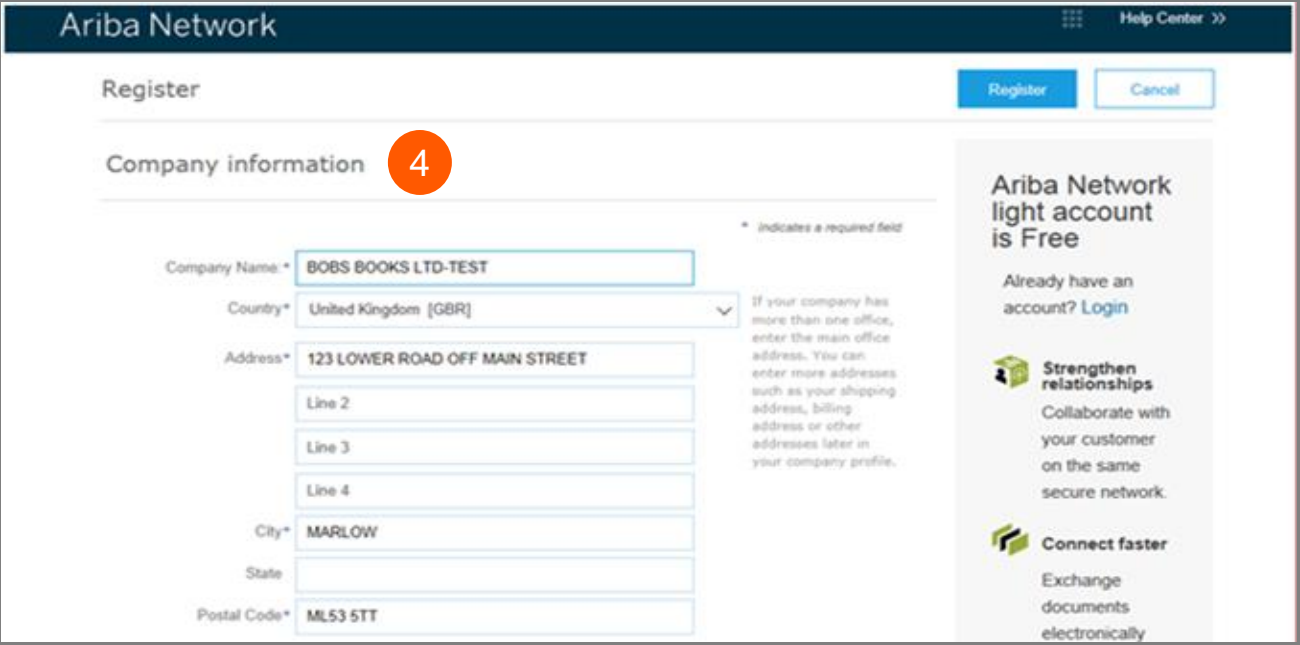
- a. If you don't have an account, click **Sign up** to start the registration
- b. If you have an **existing** Ariba Network account with another customer, click **Log in** to process and you will be connected to the Purchase Order Page to process an invoice



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

### Company Information

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



# Ariba Light Account : How to Register

5 Complete the following details under :

### User Account Information

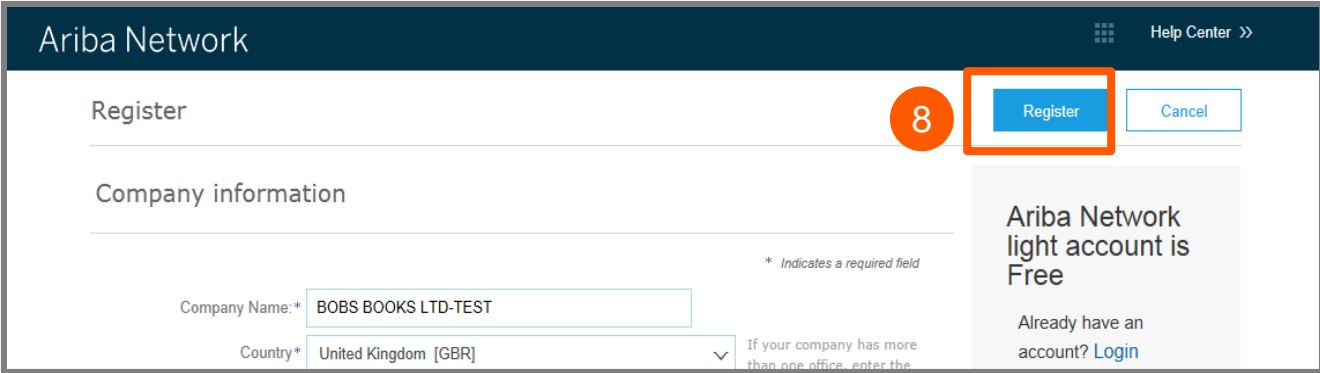
- Name
- Email Address
- Username (needs to have an email address format)
- Password
- Preferred language
- Email orders to (One email address or email distribution list who needs to be notified of new purchase orders)

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)

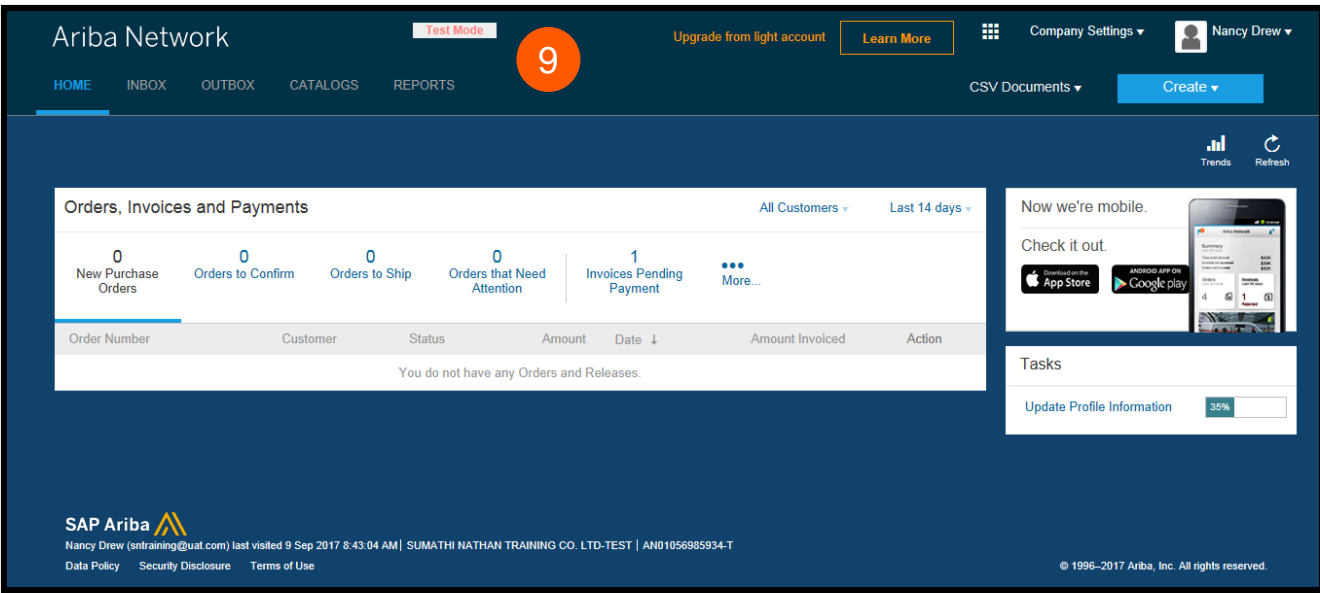
7 Choose the **check box** at the bottom of the page to agree to the **Terms of Use** and the **Ariba Privacy Statement**

# Ariba Light Account : How to Register

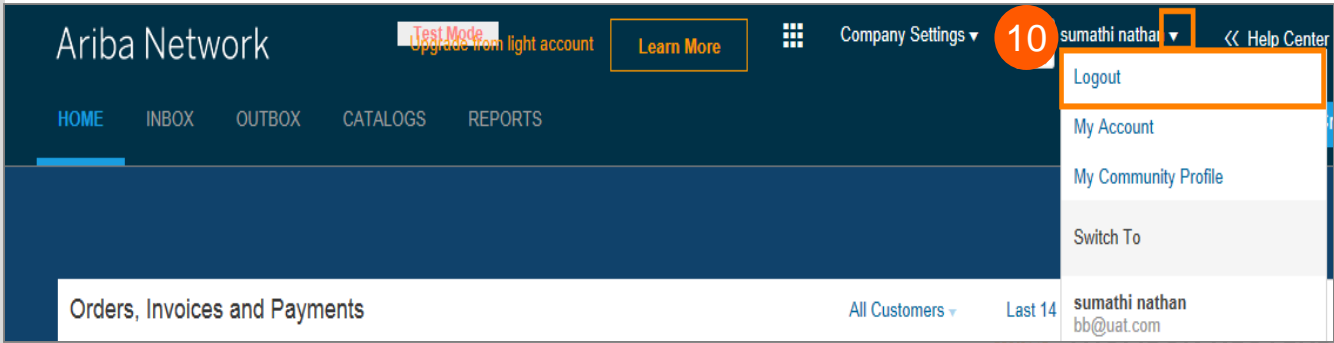
8 Click **Register** button.



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

