Ariba Light Account: How to Register

1. Locate and open the Purchase Order email notification.

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmp.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

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

3. You will be prompted to do either two of the following:
   a. 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.
   b. If you don’t have an account, click Sign up to start the registration.
4 Once you click **Sign up**, **Review** the basic information about:

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

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