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.

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

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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.
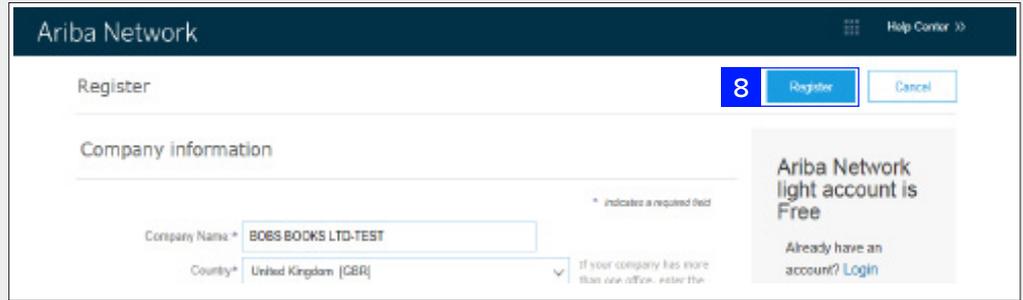
9   Once you activate your account, You are taken to the Ariba Light Account Portal.
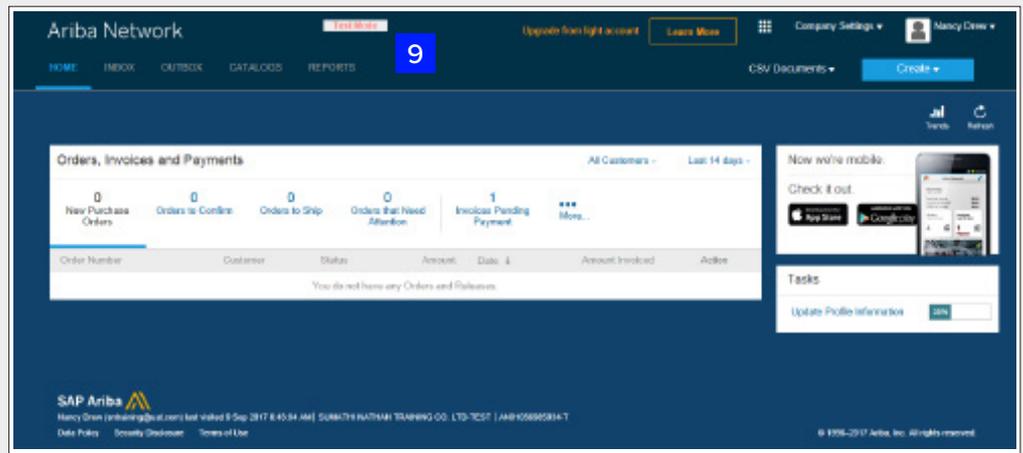
10 To **Log out** from the Light Account Portal,

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

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