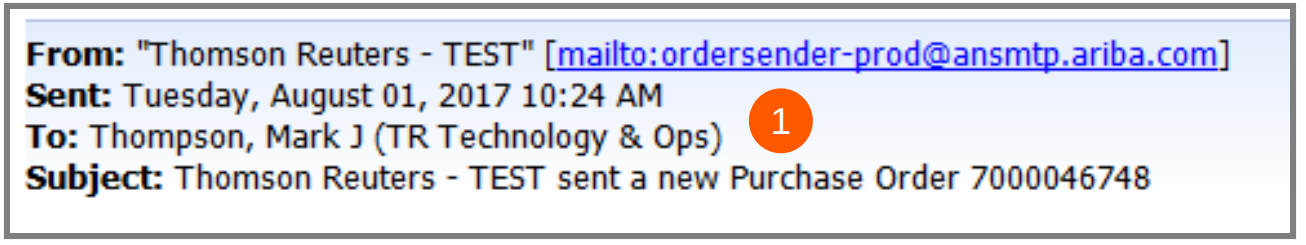
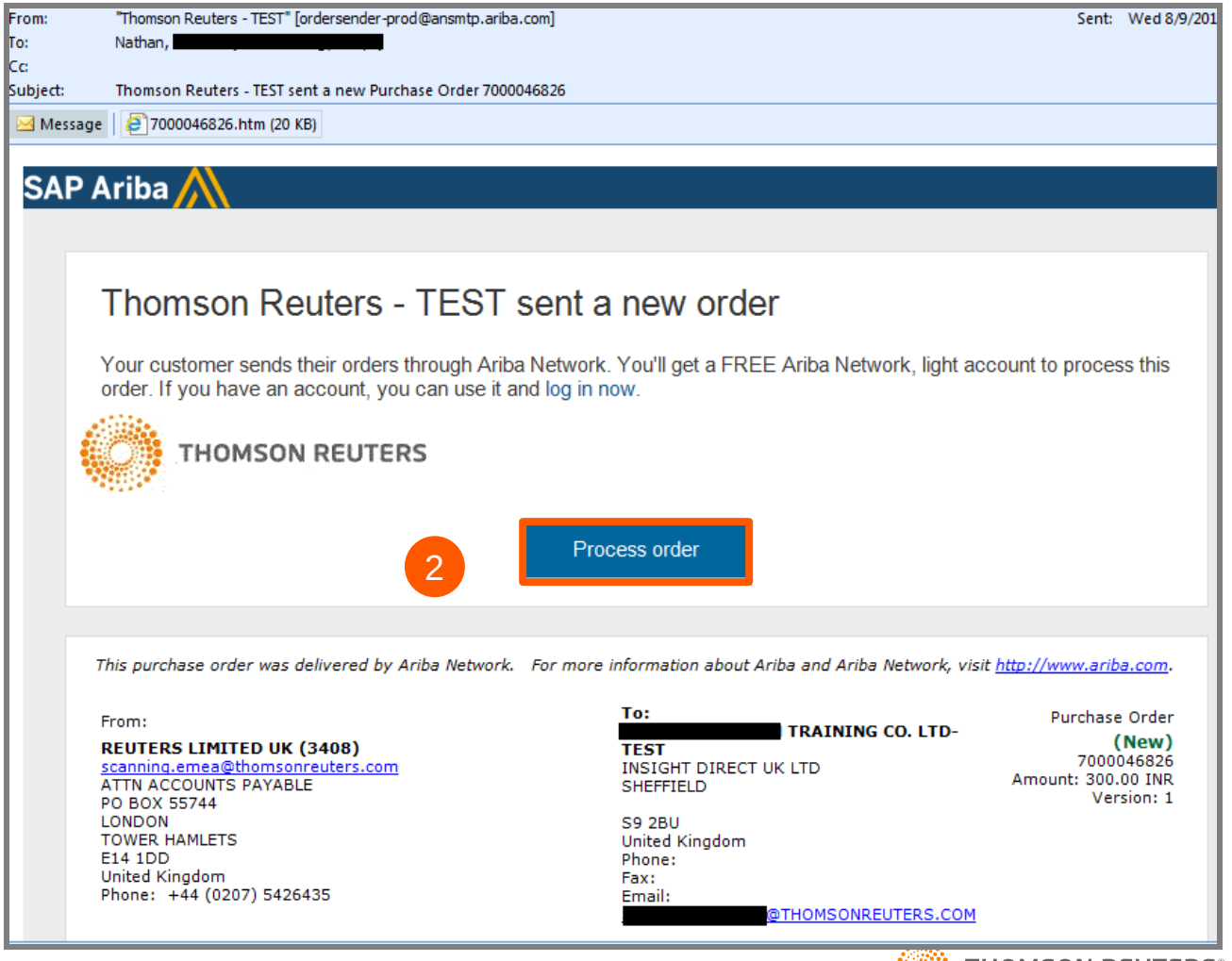
Ariba Light Account : How to Register

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



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



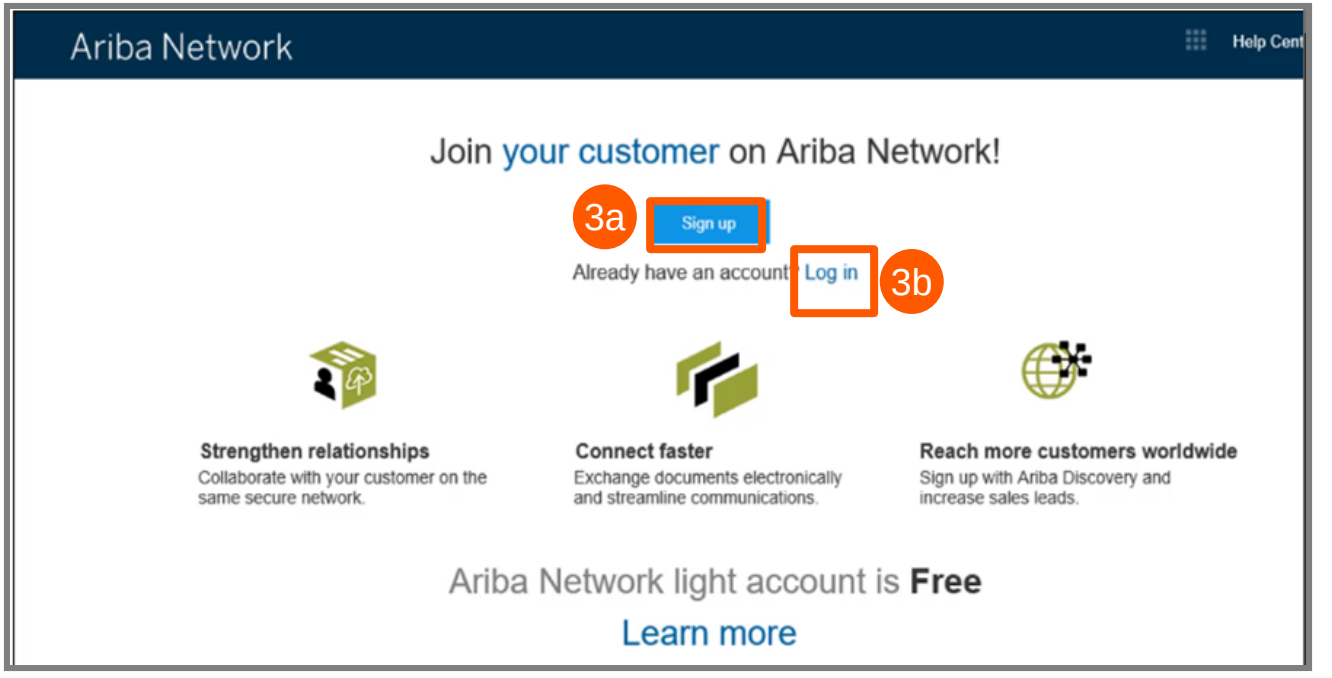
Ariba Light Account : How to Register

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

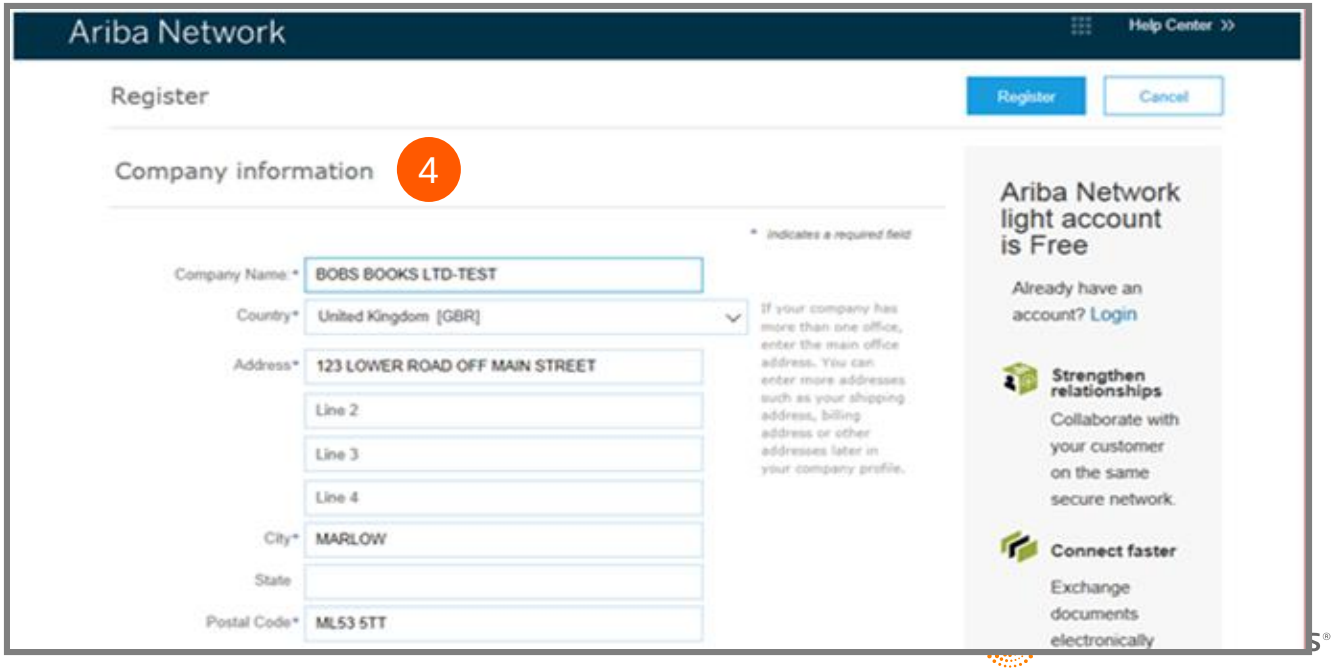


4

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

Company Information

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

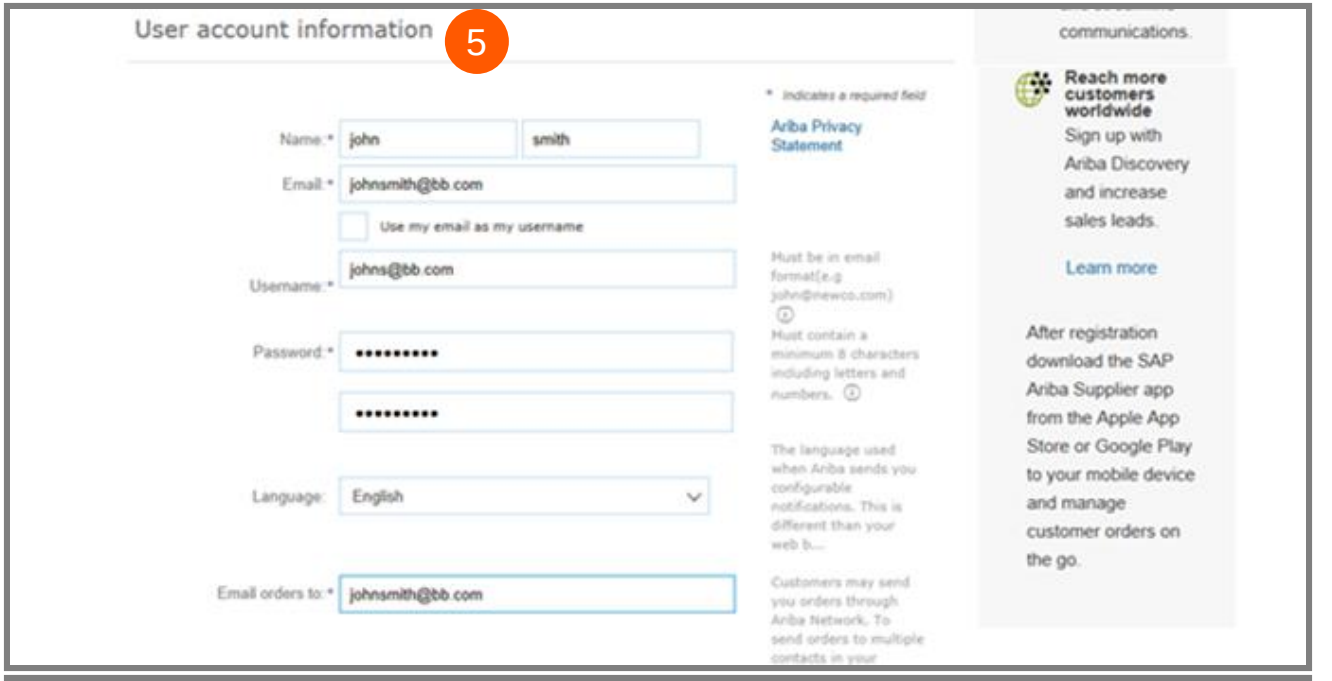


Ariba Light Account : How to Register

5 Complete the following details under :

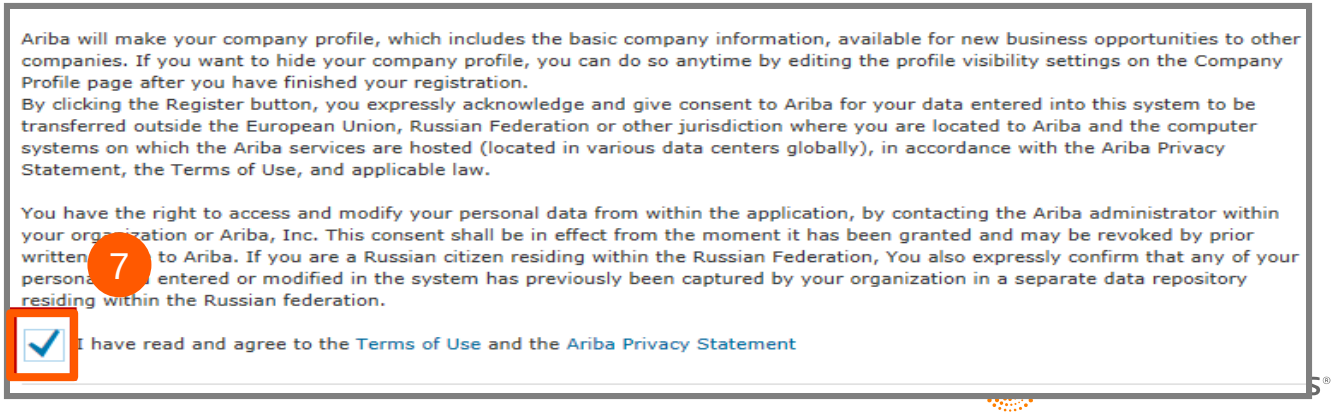
User Account Information

- 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)



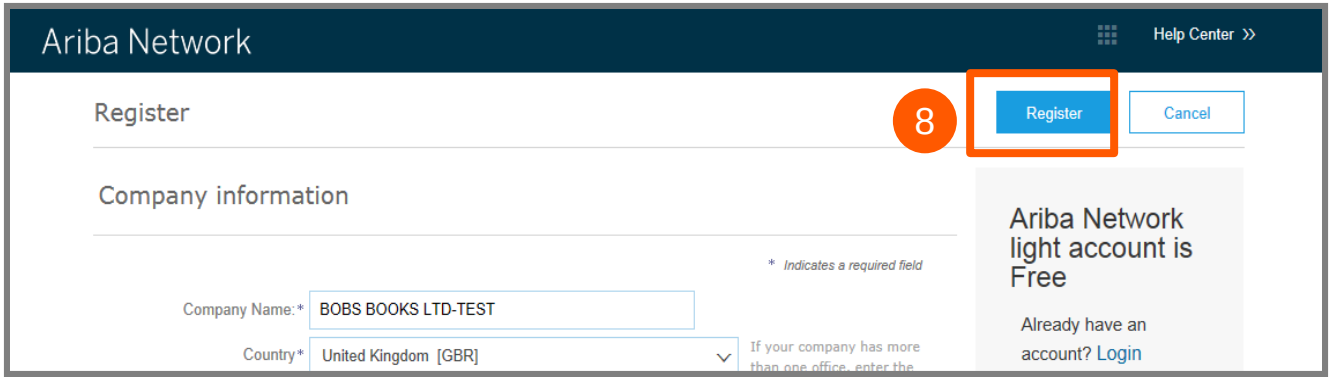
6 Click the arrow next to **Tell us more about your business** if you want to provide additional information to your customer and any potential customers. ***(Optional)***

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

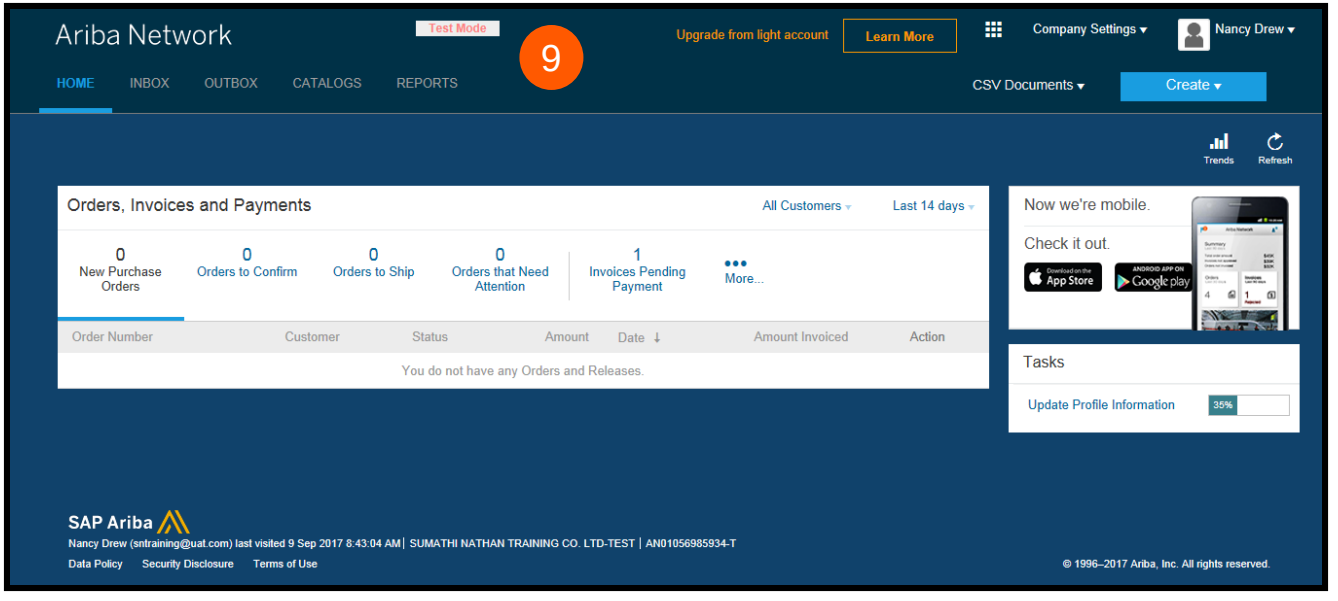


Ariba Light Account : How to Register

8 Click **Register** button.

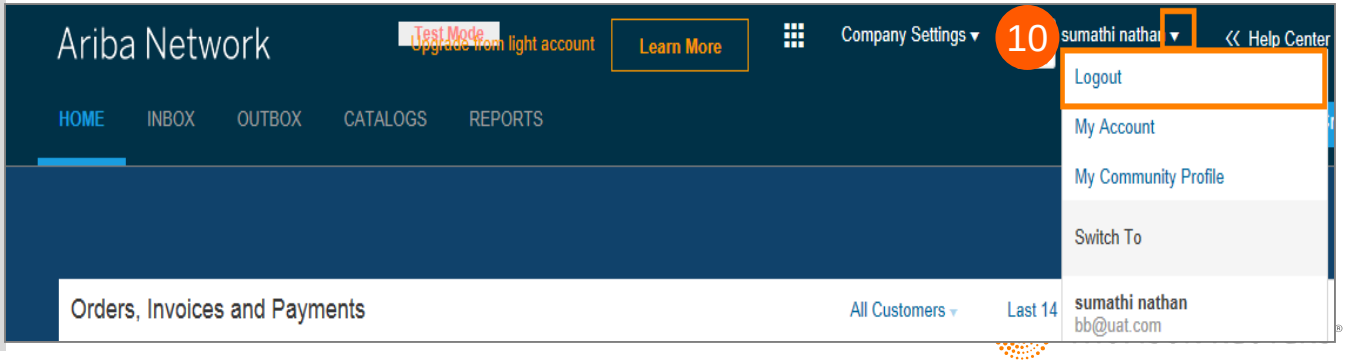


9 Once you activate your account, You are taken to the Ariba Light Account Portal.

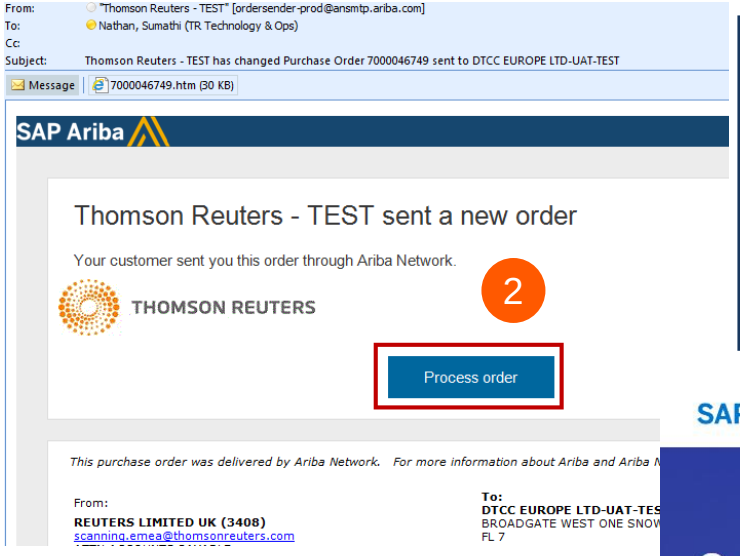
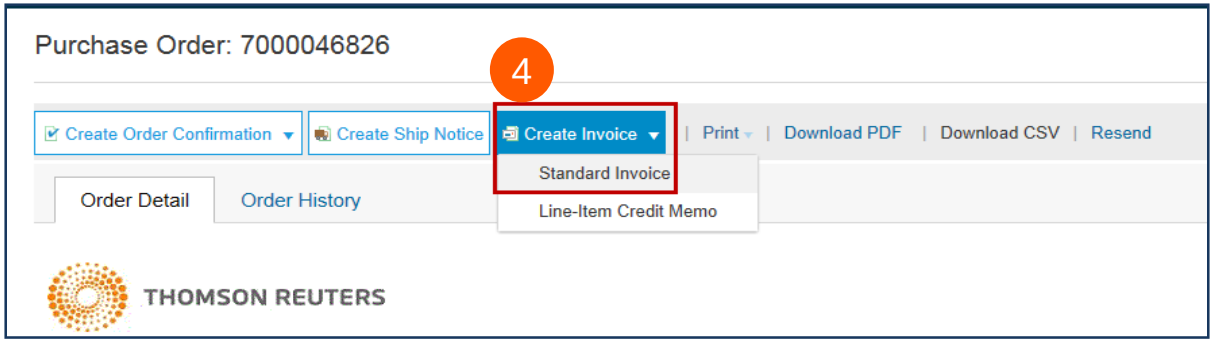
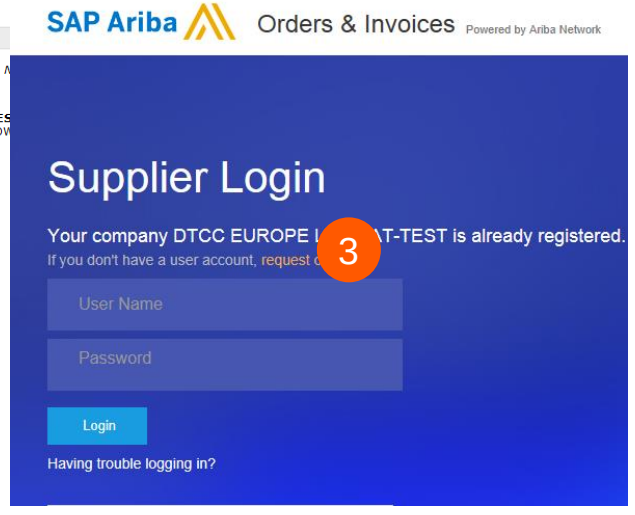


10 To **Log out** from the Light Account Portal,

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