

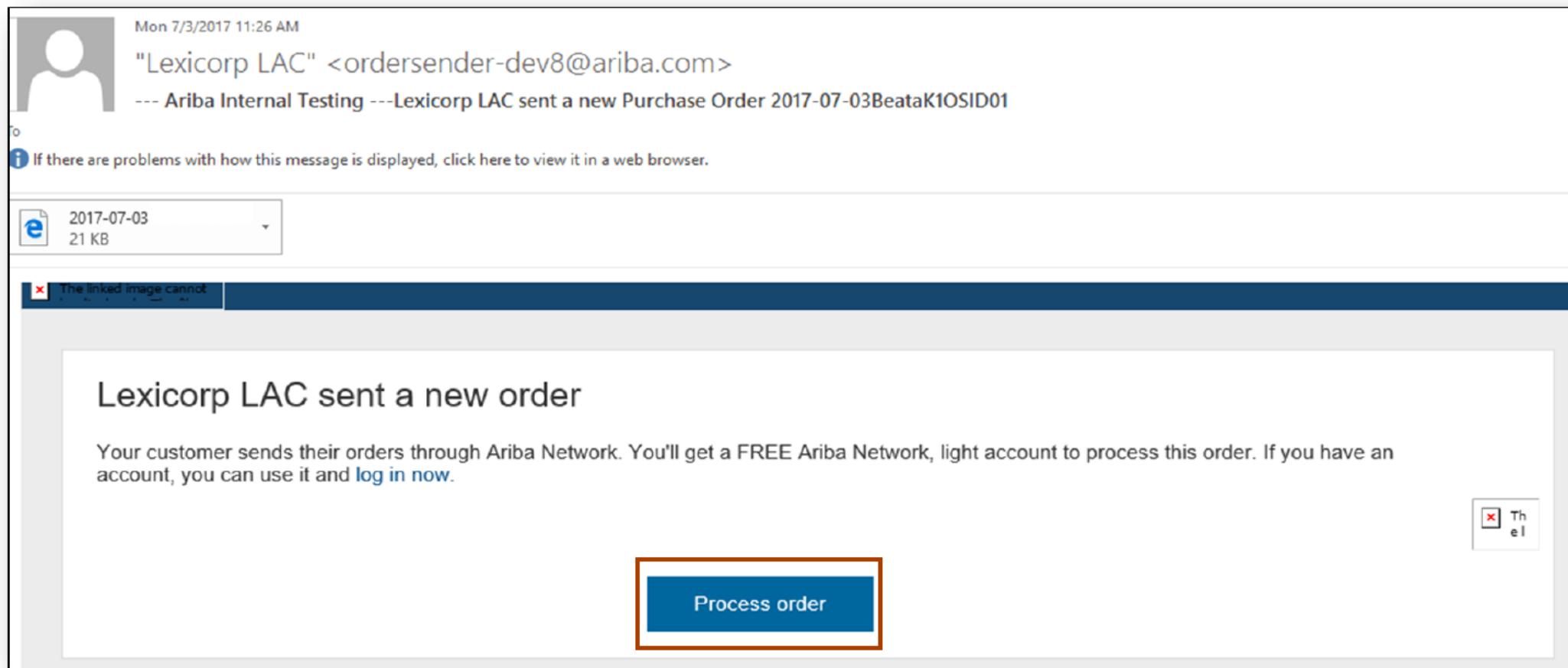
SAP Ariba 

# Register Your Ariba Network Light Account



# Receive Interactive Email Order from Customer

Click the **Process Order** button in the PO notification (interactive email)



# Sign Up for light account

Select the **Sign up** option to create a new light account  
-OR- use your existing light account by clicking on **Log in**

Join **your customer** on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



## 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 Network light account is **Free**

[Learn more](#)

# Configure Account, Accept Terms of Use, and Register

## 1 Review your Company information

### Company information

Company Name\*:

Country\*:

Address\*:

Line 2

Line 3

Line 4

City\*:

Postal Code\*:

State

\* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

## 2 Enter your User account information

### User account information

Name\*:

Email\*:

Use my email as my username

Username\*:

Password\*:

Repeat Password

Language:

Email:

## 3 Accept Terms of Use and click on Register



I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

**Register**

**Cancel**

Please note that after your Light Account is registered, future POs will be sent to your designated user account email

# Transact with customer using light account

- 1 Click on *Create Order Confirmation*, *Create Ship Notice*, or *Create Invoice* to get started.
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side).

The screenshot shows a Purchase Order screen with the following details:

- Purchase Order:** 0170102\_MEG\_PO1
- Header Buttons:** Create Order Confirmation (highlighted with a yellow circle), Create Ship Notice, Create Invoice (with a dropdown arrow), Hide, Print, Download PDF, Export cXML, Download CSV, and Resend.
- Footer Buttons:** Done, Back arrow, and a search bar containing "Po invoice".
- Help Center:** A sidebar titled "Results for Po invoice" with the following articles:
  - About PO-based invoices
  - How to create a PO-based invoice
  - How do I add a new customer?
  - How do I add an attachment to my invoice?
- Order Details:** From: Customer BuyerA USA, Jebenstrasse 7, 10623 Berlin; To: Test supplier SMO 01-TEST, Radlicka 14, 150 00 Prague; Purchase Order (New) 0170102\_MEG\_PO1, Amount: \$400.00 USD.