1. Account Registration
2. Account Access

SAP Ariba

NANYANG TECHNOLOGICAL UNIVERSITY

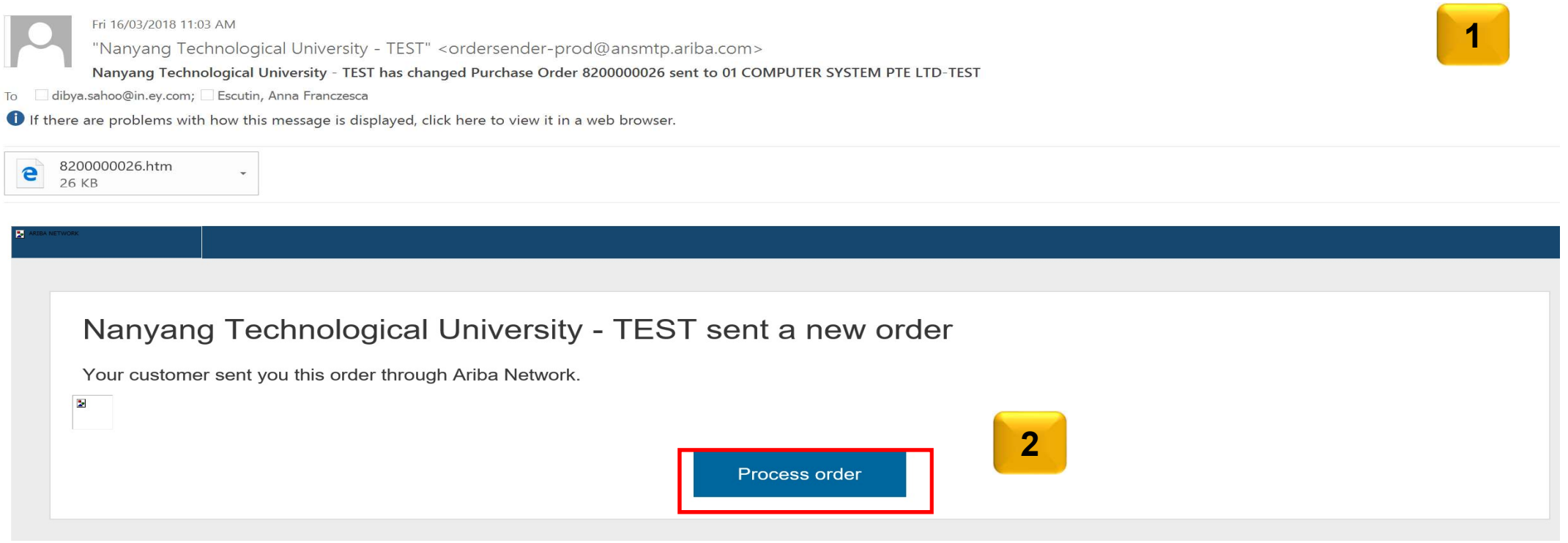
EY Building a better working world

Light Account Registration

To create an invoice using a Light Account purchase order:

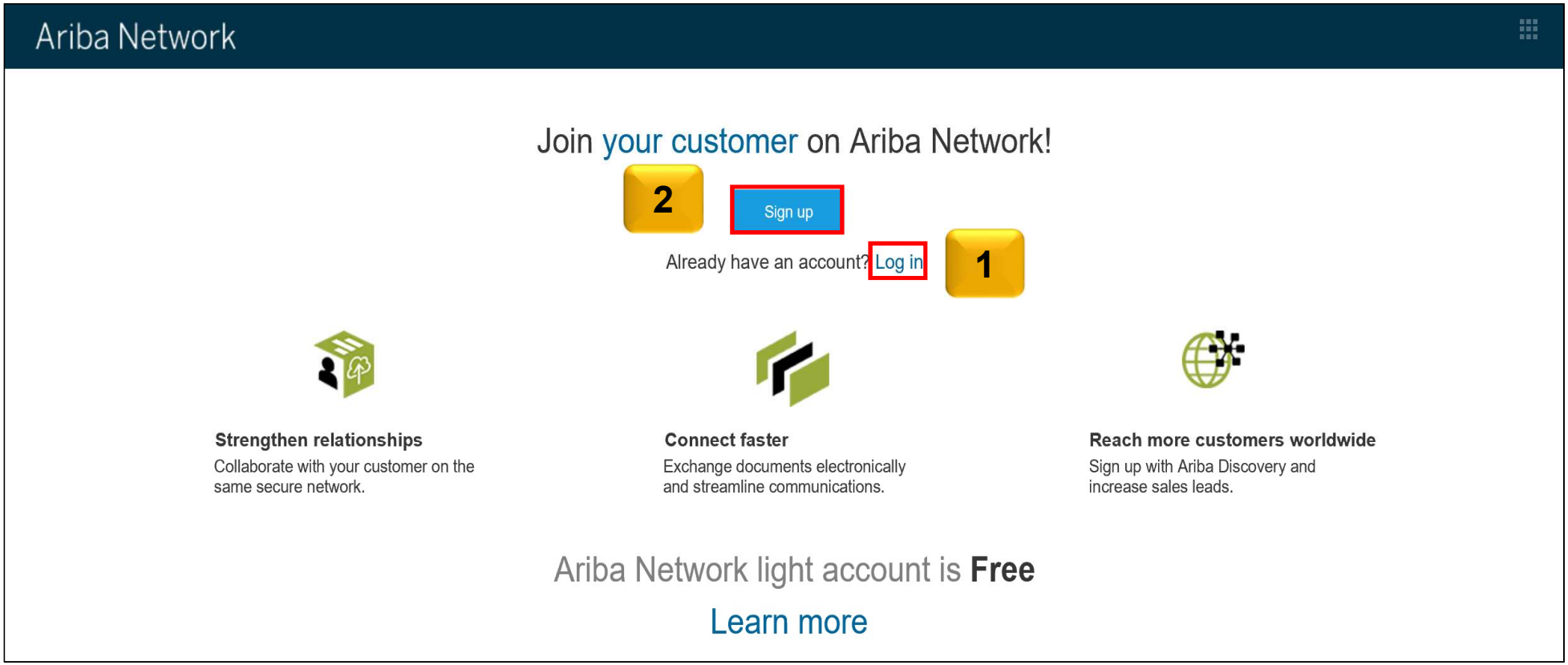
To process the purchase order sent via email:

1. Open the interactive email that contains the purchase order sent by NTU. The purchase order details will be displayed in the body of the email. Review the details of the purchase order.
2. Click the **Process order** button. The Ariba Network light account registration page will be displayed.

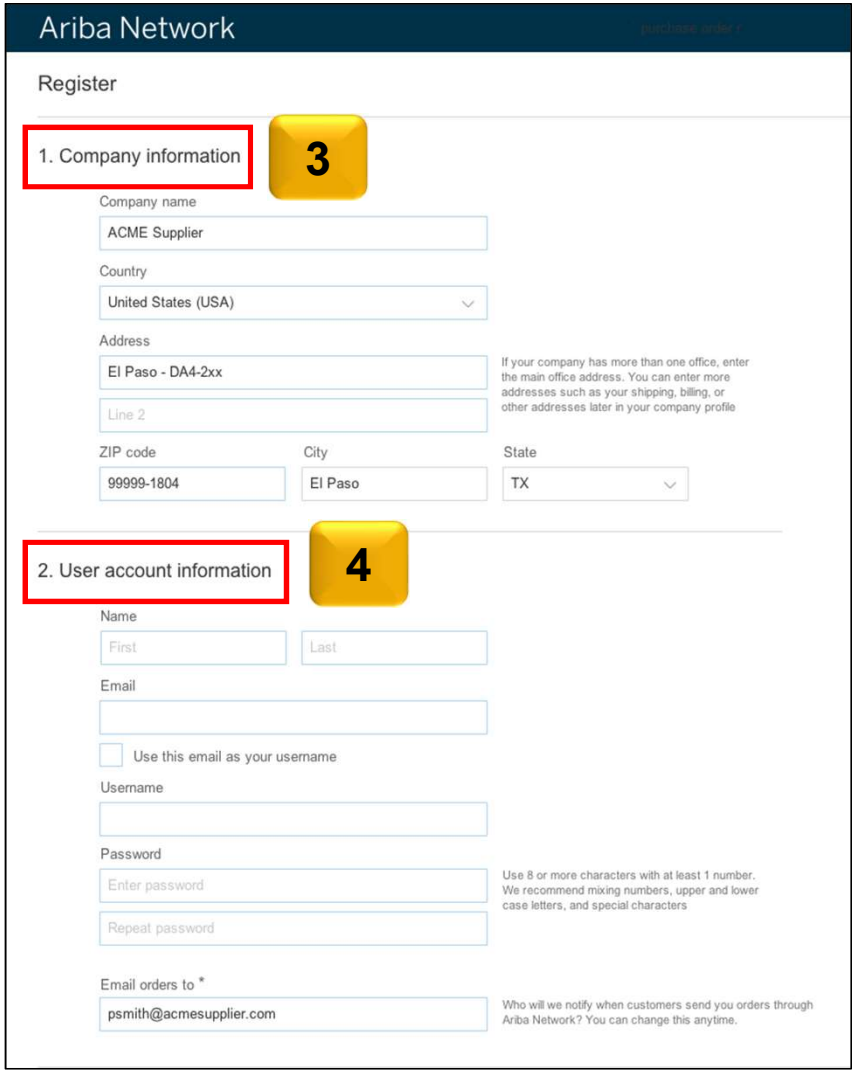


Light Account Registration

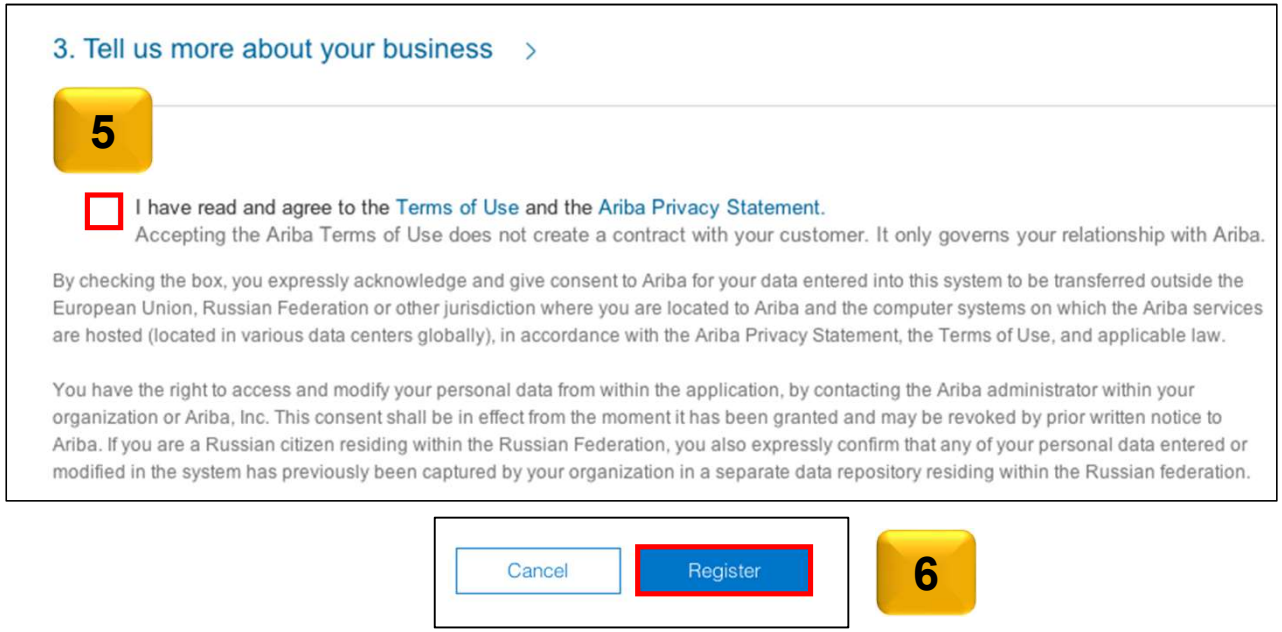
1. If you are an existing Light Account supplier (transacting with a different customer), click the **Log in** link. The **Ariba Network Login** page will be displayed.
2. If you are a new customer, click the **Sign up** button. The **Registration** page will be displayed.



Light Account Sign Up



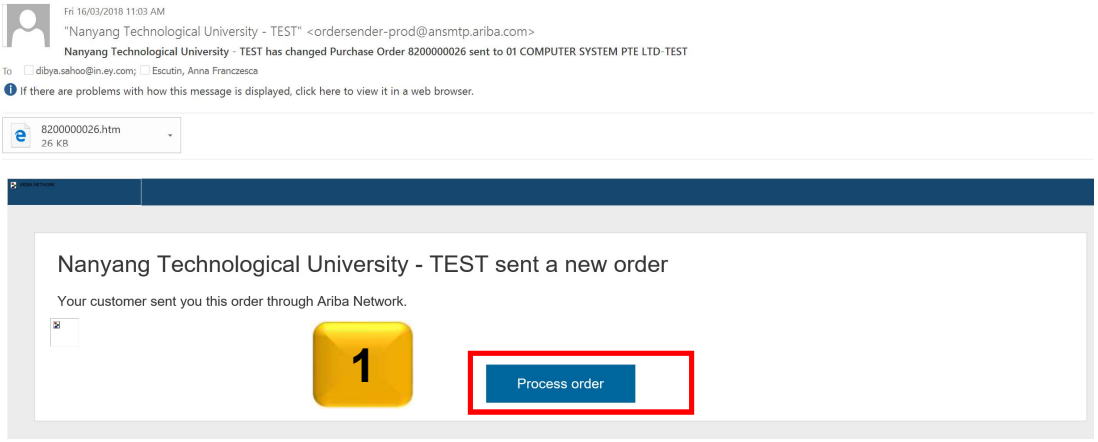
3. On the **Registration** page, the details in the **Company information** section will be auto-populated.
4. In the **User Account Information** section, enter the details in all the fields that are marked mandatory.
5. Select the **Terms of Use** check-box at the bottom of the page.
6. Click the **Register** button. The purchase order detail screen will be displayed.

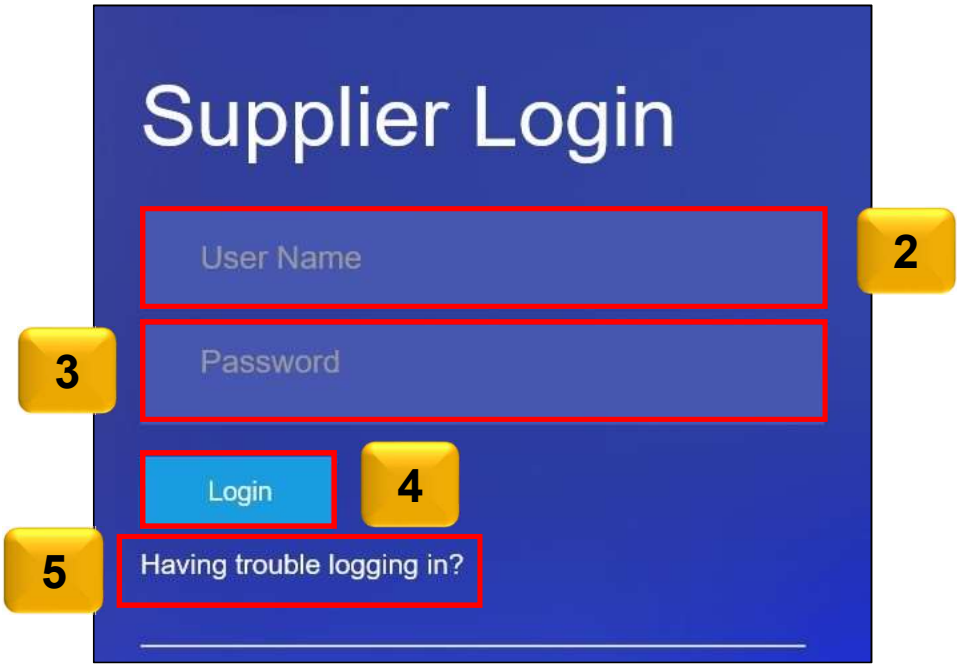


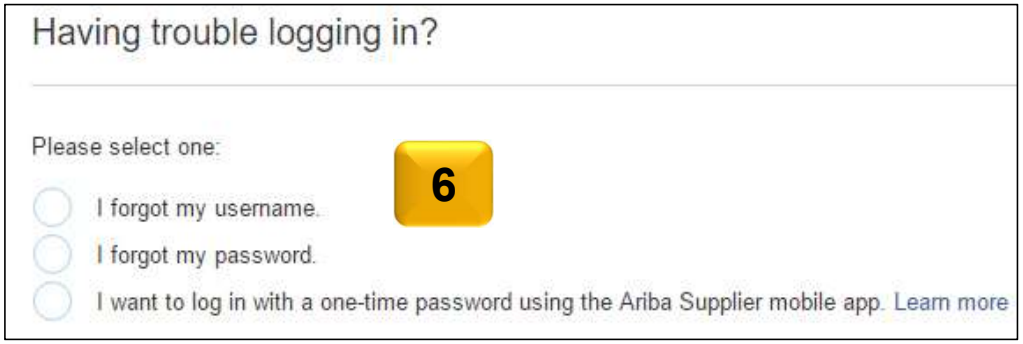
Light Account Login

For all future NTU that you receive from NTU via email:

1. Click the **Process Order** button.
2. The **Supplier Login** Page will be displayed.
3. Enter you **User Name** and **Password** in the respective fields.
4. Click the **Login** button.
5. If you have forgotten your password/username, click the **Having trouble logging in?** link.
6. You will be able to retrieve your username or reset your password by following the instructions on the **Having trouble logging in** page.

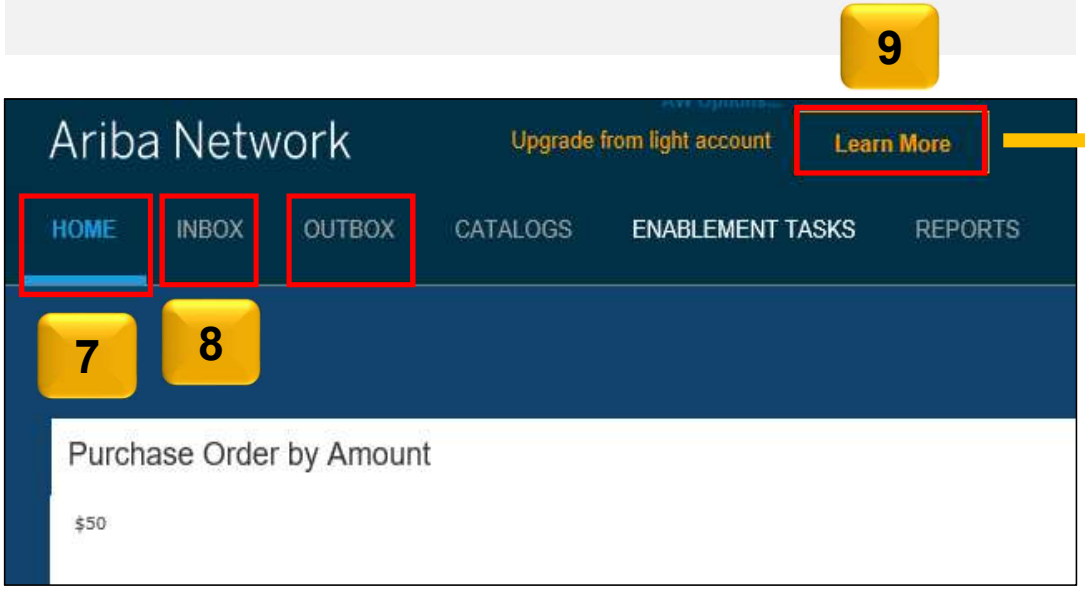






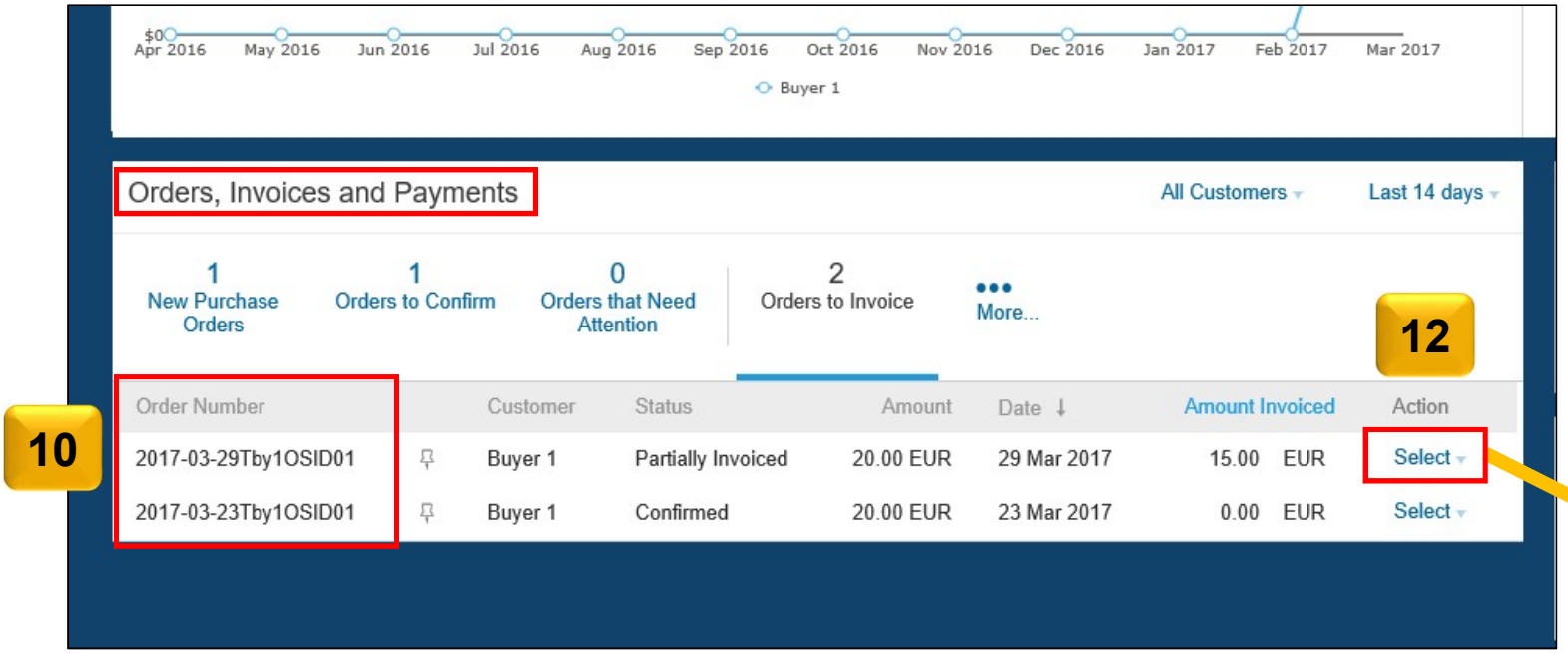
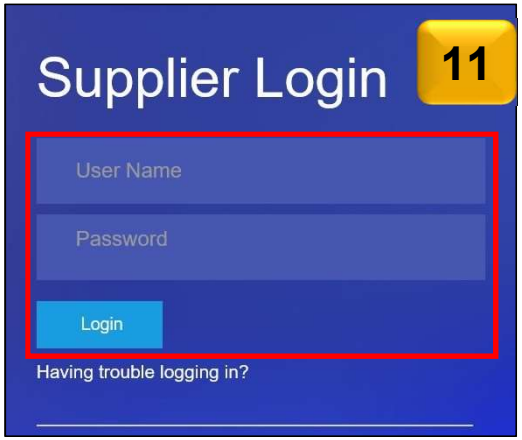
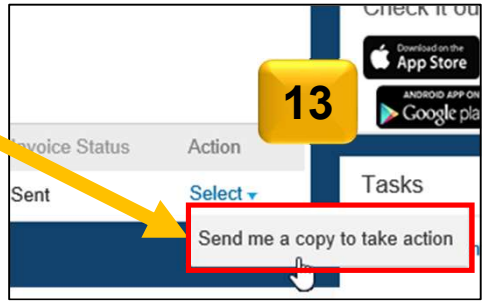
Account Interface

7. The home page will be displayed by default.
8. Click the **Inbox** tab to view the Purchase Orders.
9. The **Outbox** tab is grayed out for Light Account suppliers. If you would like to access the **Outbox**, you will have to upgrade to a full account. Know more about the benefits of upgrading by clicking the **Learn more to Upgrade to Full Account** button.



To be updated with the latest comparison table

FULFILLMENT	LIGHT ACCOUNT	FULL ACCOUN
Orders and invoices	✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices ✓ View up to 50 latest Purchase Order	✓ Skip the emails. Get and orders and invoices all or Network. ✓ Use CSV uploads to man documents.
Catalogs		✓ Publish catalogs that deta products and services
Integration		✓ Integrate with your backe through CXML or EDI
Legal Archive		✓ Access to long-term invoi archiving (regional restric apply)
Reporting		✓ Get reports to track trans and sales activities
Support	✓ Help Center	✓ Help Center, phone, chat form
Fees	✓ Free	✓ Based on usage
SELLING	By the way, you can use these with any account.	
Ariba Discovery	✓ Join our business matchmaking service to get high quality sales leads. Fees may apply	
Sourcing, Contract Management	✓ Attract potential customers with your profile and get invited to auctions and other events.	

Account Interface

10. As a Light Account Supplier you will be able to view only the last 50 transactions.
11. If you cannot find the Email to process the document, login to your account.
12. Click the **Select** drop-drown menu in the **Orders, Invoices and Payments** section on the **Home** page.
13. Select the **Send me a copy to take action** option. An email copy of the order will be sent to you.