



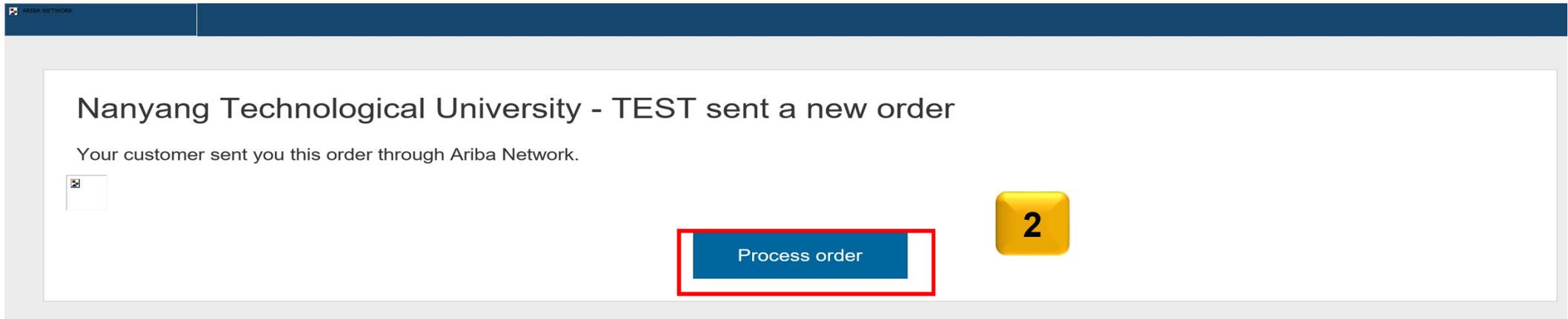
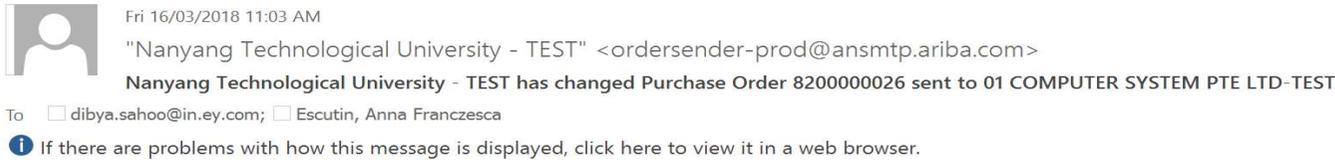
1. Account Registration
2. Account Access

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.

Ariba Network

Join your customer on Ariba Network!

2 [Sign up](#) [Log in](#) 1

Already have an account?

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](#)

Light Account Sign Up

Ariba Network

Register

1. Company information **3**

Company name
ACME Supplier

Country
United States (USA)

Address
El Paso - DA4-2xx
Line 2

ZIP code
99999-1804

City
El Paso

State
TX

2. User account information **4**

Name
First Last

Email
 Use this email as your username

Username

Password
Enter password
Repeat password

Email orders to *
psmith@acmesupplier.com

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

Use 8 or more characters with at least 1 number. We recommend mixing numbers, upper and lower case letters, and special characters.

Who will we notify when customers send you orders through Ariba Network? You can change this anytime.

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

3. Tell us more about your business >

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I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#).
Accepting the Ariba Terms of Use does not create a contract with your customer. It only governs your relationship with Ariba.

By checking the box, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, you also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

Cancel

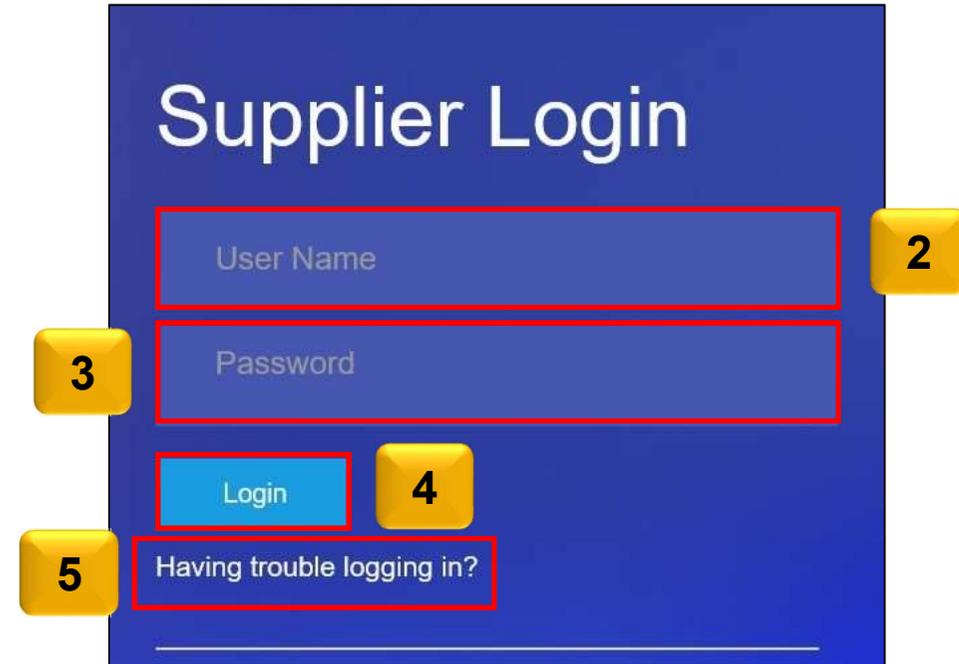
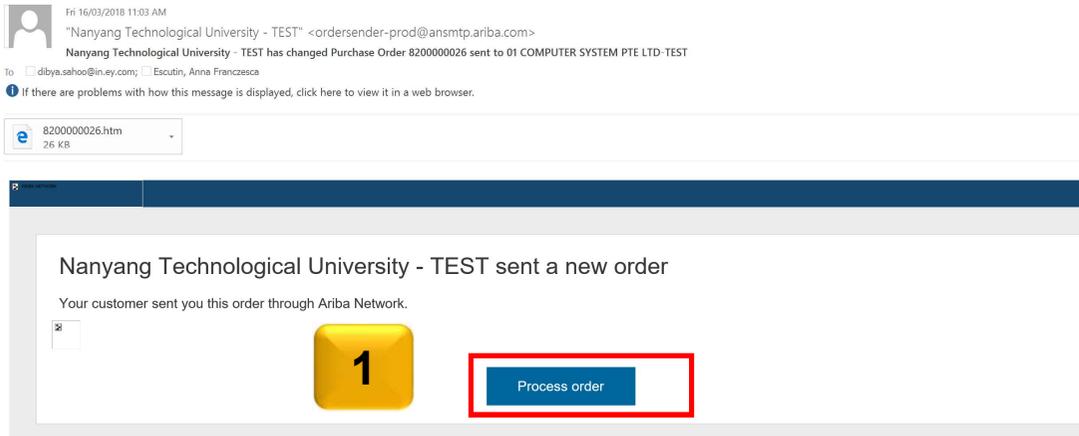
Register

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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 your **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.

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Ariba Network

Upgrade from light account [Learn More](#)

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

7 8

Purchase Order by Amount

\$50

To be updated with the latest comparison table

	LIGHT ACCOUNT	FULL ACCOUNT
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none">✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices✓ View up to 50 latest Purchase Order	<ul style="list-style-type: none">✓ Skip the emails. Get and orders and invoices all on Network.✓ Use CSV uploads to manage documents.
Catalogs		<ul style="list-style-type: none">✓ Publish catalogs that detail products and services
Integration		<ul style="list-style-type: none">✓ Integrate with your backends through CXML or EDI
Legal Archive		<ul style="list-style-type: none">✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none">✓ Get reports to track transactions and sales activities
Support	<ul style="list-style-type: none">✓ Help Center	<ul style="list-style-type: none">✓ Help Center, phone, chat form
Fees	<ul style="list-style-type: none">✓ Free	<ul style="list-style-type: none">✓ Based on usage
By the way, you can use these with any account.		
SELLING		
Ariba Discovery	<ul style="list-style-type: none">✓ Join our business matchmaking service to get high quality sales leads. Fees may apply	
Sourcing, Contract Management	<ul style="list-style-type: none">✓ 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-down 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.

The screenshot shows a timeline from April 2016 to March 2017. Below the timeline, there is a section titled "Orders, Invoices and Payments" with filters for "All Customers" and "Last 14 days". A summary bar shows: 1 New Purchase Orders, 1 Orders to Confirm, 0 Orders that Need Attention, and 2 Orders to Invoice. A table below lists orders with columns: Order Number, Customer, Status, Amount, Date, and Amount Invoiced. The first row is highlighted with a red box and a yellow callout '10'. The 'Action' column for the first row has a 'Select' dropdown menu highlighted with a red box and a yellow callout '12'.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced
2017-03-29Tby1OSID01	Buyer 1	Partially Invoiced	20.00 EUR	29 Mar 2017	15.00 EUR
2017-03-23Tby1OSID01	Buyer 1	Confirmed	20.00 EUR	23 Mar 2017	0.00 EUR

The screenshot shows a "Supplier Login" form with fields for "User Name" and "Password", and a "Login" button. A yellow callout '11' is positioned in the top right corner of the form.

This is a close-up of the 'Action' dropdown menu from the table in the previous screenshot. It shows the option "Send me a copy to take action" highlighted with a red box and a yellow callout '13'. An arrow points from the 'Select' dropdown in the table to this option.