

# Ariba Light Account: How to Register

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

**From:** "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmtp.ariba.com]  
**Sent:** Tuesday, August 01, 2017 10:24 AM  
**To:** Thompson, Mark J (TR Technology & Ops) **1**  
**Subject:** Thomson Reuters - TEST sent a new Purchase Order 7000046748

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

**From:** "Thomson Reuters - TEST" [ordersender-prod@ansmtp.ariba.com] Sent: Wed 8/9/2017  
**To:** Nathan [REDACTED]  
**Cc:**  
**Subject:** Thomson Reuters - TEST sent a new Purchase Order 7000046826

Message | 7000046826.htm (20 KB)

**SAP Ariba**

### Thomson Reuters - TEST sent a new order

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and [log in now](#).

**Process order** **2**

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

<b>From:</b> REUTERS LIMITED UK (3408) <a href="mailto:scanning_email@thomsonreuters.com">scanning_email@thomsonreuters.com</a> ATTN: ACCOUNTS PAYABLE PO BOX 55744 LONDON TOWER HAMLETS E14 1DD United Kingdom Phone: +44 (0)207 5429435	<b>To:</b> [REDACTED] TRAINING CO. LTD- TEST INSIGHT DIRECT UK LTD SHEPHERD S9 2BU United Kingdom Phone: Fax: Email: [REDACTED]@THOMSONREUTERS.COM	<b>Purchase Order</b> <b>(New)</b> 7000046826 Amount: 300.00 INR Version: 1
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- 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

**Ariba Network** Help Cent

## Join your customer on Ariba Network!

**Sign up** **3b**  
Already have an account? **Log in** **3a**

**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](#)

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 :

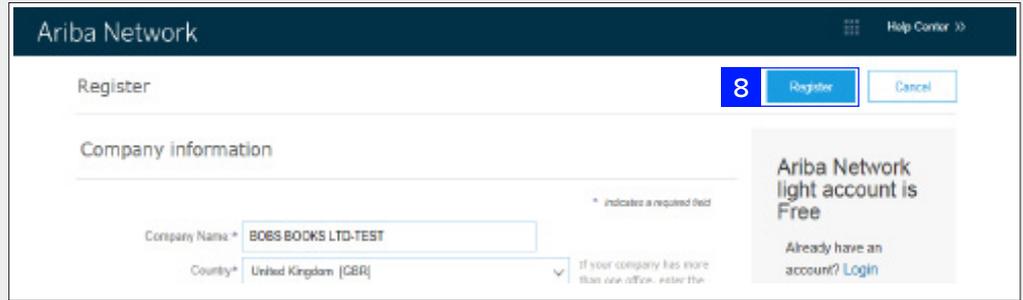
**User Account Information**

- 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)*

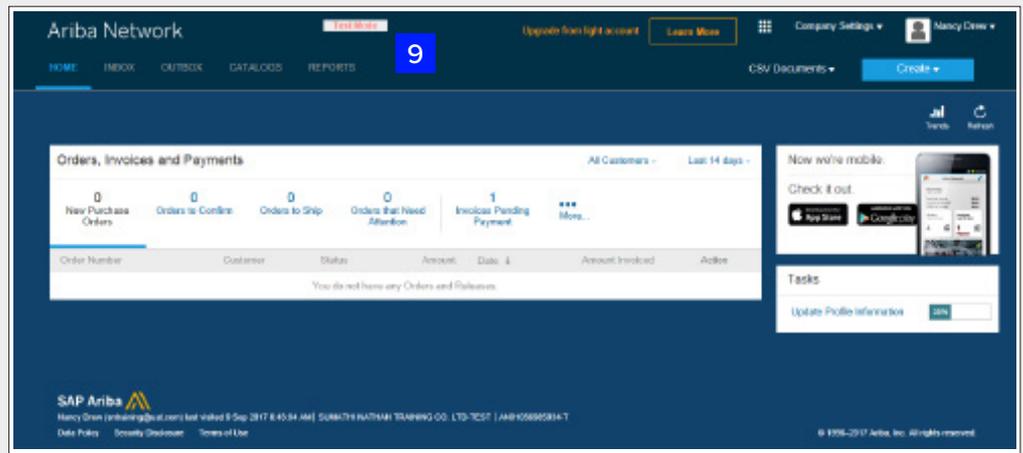
6 Click the arrow next to **Tell us more about your business** if you want to provide additional information to your customer and any potential customers. *(Optional)*

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**.

