1. Account Registration
2. Account Access
Light Account Registration

To create an invoice using a Light Account purchase order:

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.

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.

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3. Tell us more about your business

- I have read and agree to the Terms of Use and the Ariba Privacy Statement.

   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.
**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.

To be updated with the latest comparison table

<table>
<thead>
<tr>
<th>FULFILLMENT</th>
<th>LIGHT ACCOUNT</th>
<th>FULL ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orders and invoices</td>
<td>✓ Respond to emailed orders using features that your customer requests, order confirmations, ship notices and invoices</td>
<td>✓ Use CSV uploads to manage documents.</td>
</tr>
<tr>
<td></td>
<td>✓ View up to 50 latest Purchase Order</td>
<td>✓ Integrate with your back-end systems to handle inventory and invoice processes.</td>
</tr>
<tr>
<td>Catalogs</td>
<td></td>
<td>✓ Access to long-term invoice archival (optional add-on).</td>
</tr>
<tr>
<td>Integration</td>
<td></td>
<td>✓ Get reports to track transactions and sales activities.</td>
</tr>
<tr>
<td>Legal Archive</td>
<td></td>
<td>✓ Help with sales and marketing activities.</td>
</tr>
<tr>
<td>Reporting</td>
<td></td>
<td>✓ Based on usage.</td>
</tr>
<tr>
<td></td>
<td>✓ Help Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Free</td>
<td></td>
</tr>
</tbody>
</table>

SELLING

- **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-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.