

SAP Ariba 

# Supplier Info Pack

## Light Account

PUBLIC

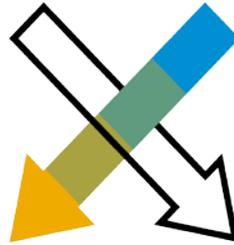
 Run Simple

Rev. 07/20/2017

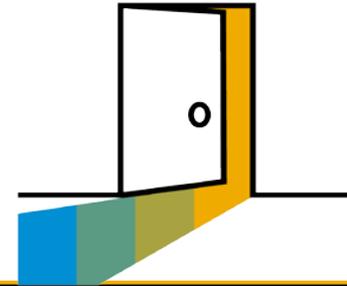
# Learn About Ariba Network, light account



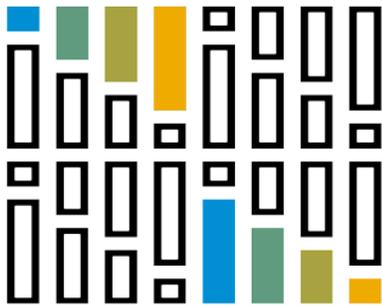
**What is a light account?**



**What do I do next?**



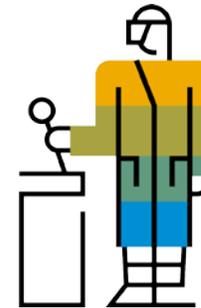
**How does a light account benefit me?**



**Can I upgrade my light account?**

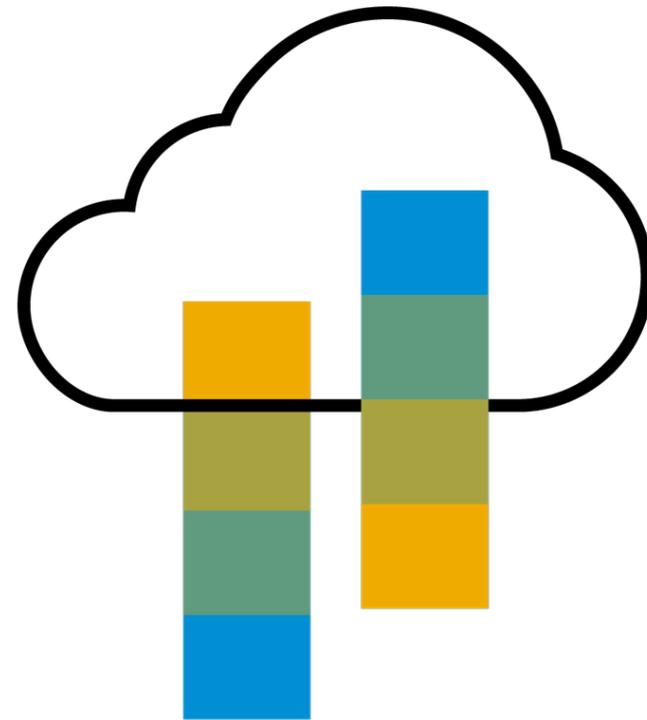


**Where do I go for help?**



**FAQ**

# Overview **light account**



# Introduction to Ariba Network, light account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba®** and implementing **Ariba Network, light account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

## ➤ What is light account?

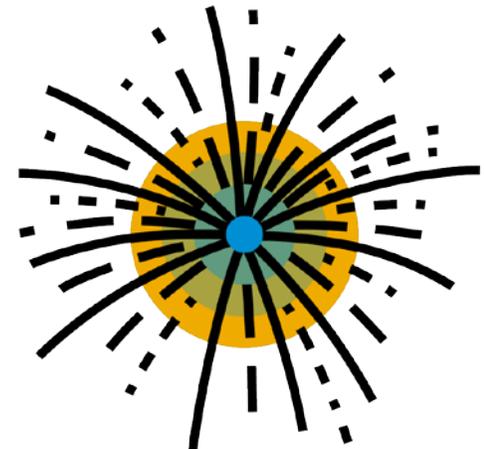
Light account on Ariba Network gives you a fast, FREE way to do business with your customer via interactive emails.

## ➤ What does this mean for you?

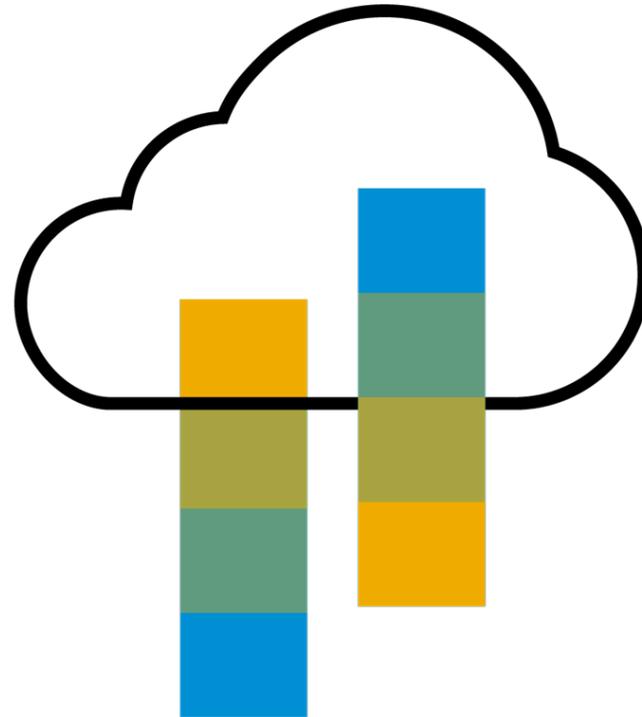
Transacting on Ariba Network via a FREE light account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

## ➤ What are the benefits?

[Light account](#) provides access to quickly transact with SAP Ariba customers for FREE, improve customer retention, and get paid faster.



# Next steps

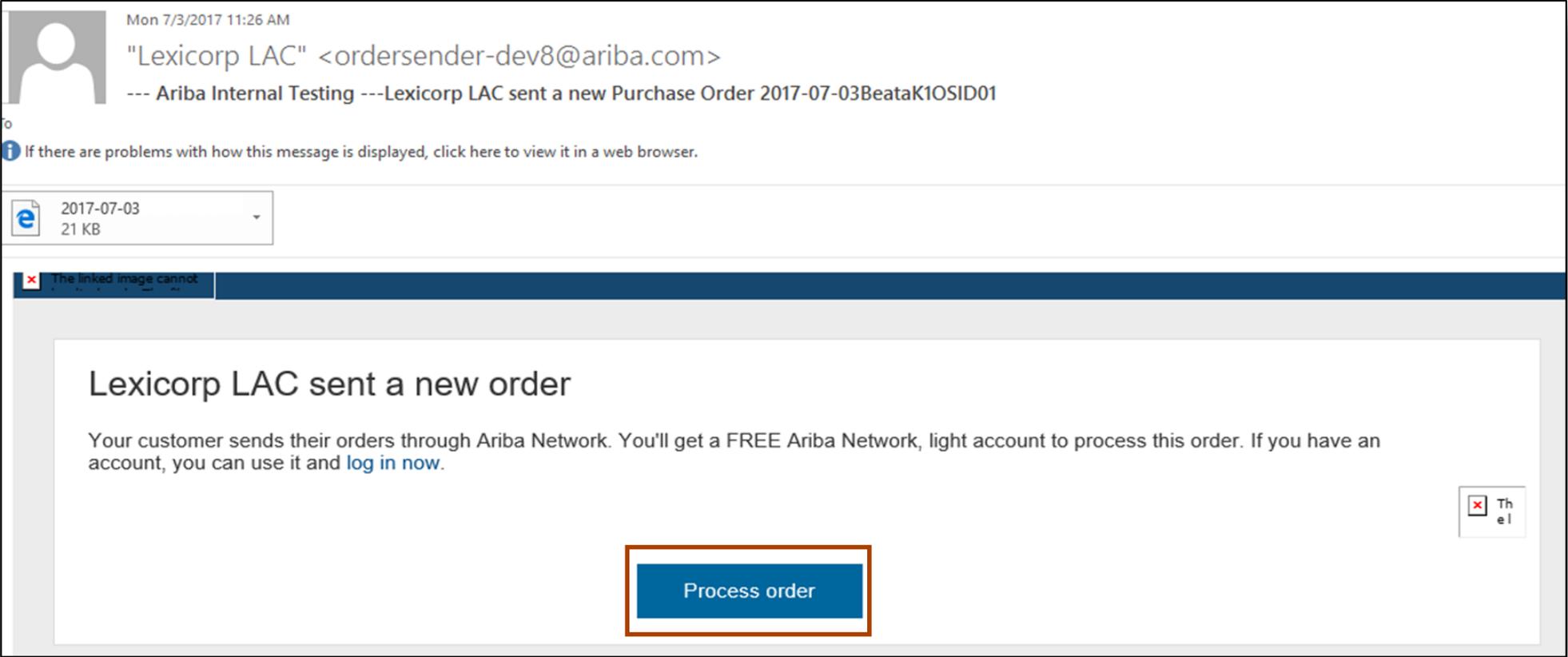


# Next Steps



# 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](#)

[Next step](#)

# Configure Account, Accept Terms of Use, and Register

**1 Review your Company information**

**Company information**

\* Indicates a required field

Company Name: \*

Country: \*  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.

Address: \*

Line 2

Line 3

Line 4

City: \*

Postal Code: \*

State

**2 Enter your User account information**

**User account information**

Name: \*

Email: \*

Use my email as my username

Username: \*

Password: \*

Language:  English

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](#)

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).

Purchase Order: 0170102\_MEG\_PO1 Done

1

Create Order Confirmation  Create Ship Notice  Create Invoice 2

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

From: Customer BuyerA USA  
Jebenstrasse 7  
10623 Berlin

To: Test supplier SMO 01-TEST  
Radlicka 14  
150 00 Prague

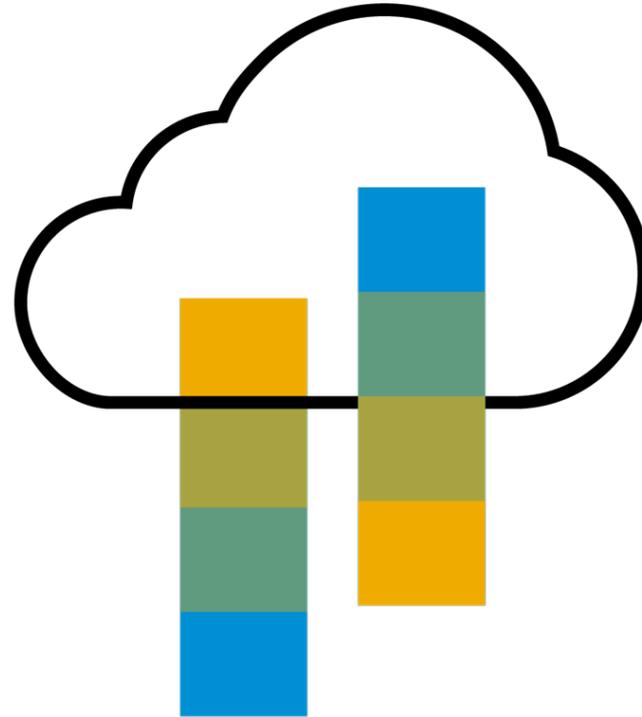
Purchase Order (New)  
0170102\_MEG\_PO1  
Amount: \$400.00 USD

Po invoice

Results for Po invoice

- 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?

# Benefits





# Ariba Discovery

## Matching Suppliers to Buyers Ready to Buy



### Receive leads

Complete five-minute registration to start receiving leads in your in-box



### Save time

Get in front of buyers ready to buy



### Sell effectively

Give sellers access to thousands of dollars in new business every month



### Win new business

Tap into \$5 billion of new opportunities posted annually



### Increase interactivity

Communicate with buyers and prospects in real time

# SAP Ariba Supplier Mobile App

## Business Insights

- PO Trending
- Invoice Aging
- PO and Invoices by customer

## Work on-the-go

- Confirm PO
- Pin important documents for later



## Real-time Alerts

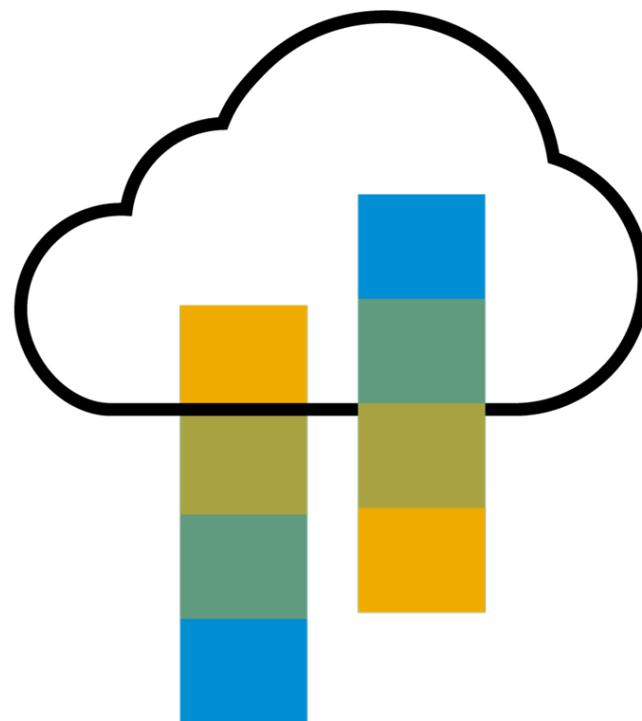
- View network activity
- Receive push alerts for business critical events

## Monitor Key Activity

- View PO and Invoice information
- Search for PO and Invoices using HANA

[Apple iTunes App Store](#) or [Google Play](#)

# Upgrade



# Light Account vs. Full-use Account on Ariba Network

Features	Light Account	Full-use Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>
Ariba Support	Online Help Center	<ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul>
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.
Fees	FREE	Fees may apply, <a href="#">See complete details</a> .



[More](#)

# Home Page – Upgrade to Realize the Full Value of Ariba Network

**Ariba Network** Light account - access more features [Learn more](#) Company Settings Paul Smith Help Center

HOME INBOX OUTBOX CATALOGS **ENABLEMENT TASKS** REPORTS DOCUMENT ARCHIVE CSV Documents Create

Purchase orders Last 31 days

7	1	1	3
Orders to invoice	Orders to confirm	Invoices rejected	Invoices pending approval

Tasks

- 1 Enablement tasks (Pending)
- Update profile information 70%

Now we're mobile. Check it out.

Type	Order number	Ver	Customer	Ship to address	Amount	Date	Order status	Settlement	Amount invoice	Actions
Order	PO14995	1	US1Int	New York Sales...	\$5,108.33 USD	8 Nov 2016	New	Invoice	\$100.00 USD	Resend
Order	PO15679	1	US1Int	New York Sales...	\$300.33 USD	3 Nov 2016	New	Invoice	\$1,200.09 USD	Resend
Order	PO13861	1	US1Int	New York Sales...	\$9,760.31 USD	2 Oct 2016	New	Invoice	\$300.00 USD	Resend
Order	PO16700	1	US1Int	New York Sales...	\$1,390.00 USD	6 Sep 2016	New	Invoice	\$120.89 USD	Resend
Order	PO32905	1	US1Int	New York Sales...	\$1,100.06 USD	2 Sep 2016	New	Invoice	\$9,698.23 USD	Resend
Order	PO14234	1	US1Int	New York Sales...	\$189.93 USD	8 Aug 2016	New	Invoice	\$130.43 USD	Resend
Order	PO18900	1	US1Int	New York Sales...	\$1,100.71 USD	1 Aug 2016	New	Invoice	\$670.00 USD	Resend

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Paul Smith (psmith) last visited 12/27/2016 11:45 PM | Supplier Organization | AN100001064  
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**Upgrade** Close

Upgrade to realize the full value of Ariba Network

**LIGHT ACCOUNT** Your current account

**FULL-USE ACCOUNT** Upgrade

**FULFILLMENT**

- Orders and invoices**
  - Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices
  - Check invoice status and create non-PO invoices, if supported by your customer
- Catalogs**
  - Publish catalogs that detail your products and services
- Integration**
  - Integrate with your backend systems through CXML, EDI or CSV
- Legal Archive**
  - Access to long-term invoice archiving (regional restrictions apply)
- Reporting**
  - Get reports to track transactions and sales activities
- Support**
  - Help Center
- Fees**
  - Free

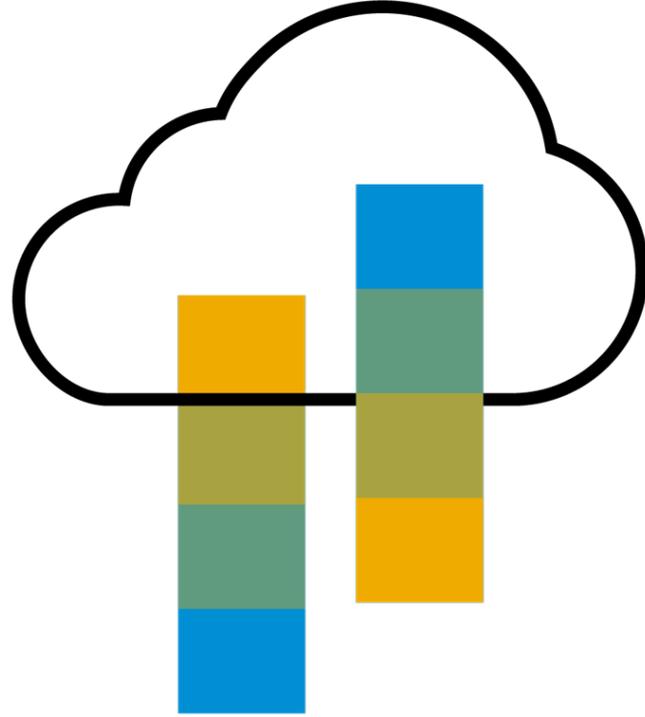
**SELLING**

- 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.

By the way, you can use these with any account.

[Learn more](#) about all the features of Ariba Network.

# Help



# Supplier Help Resources



## The Help Center will provide assistance while using your Light Account:

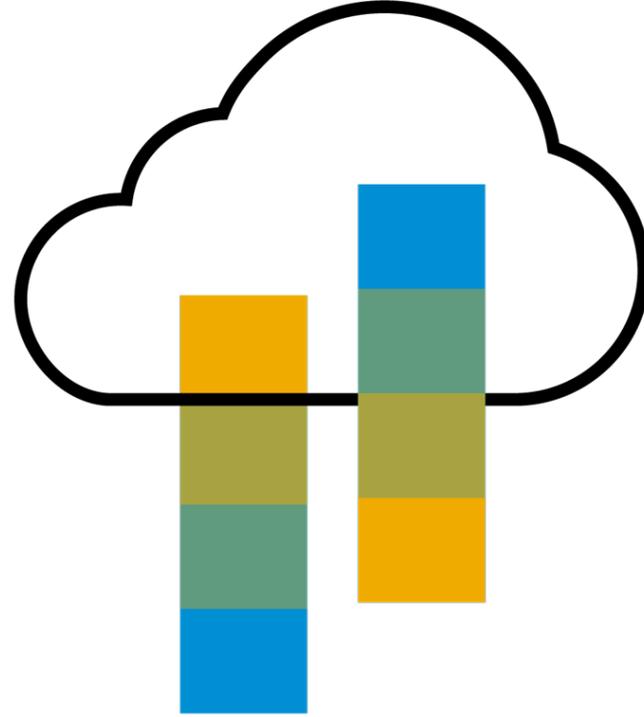
- Click the Help Center link at the bottom of your interactive email
- When logged into your light account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics



## The [Ariba Network, light account support page](#) will provide access to:

- A summary of light account features
- A quick tutorial on how to replay and respond to your customer
- Side-by-side comparison of light account and full-use account
- The Supplier Success Session Portal to register for an upcoming live demo
- A pre-recorded overview and demo of light account

# FAQ



# FAQ

## **Q: What is Light Account capability on Ariba Network?**

A: Ariba Network, light account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access

## **Q: How can I access this new capability?**

A: Your customer must send you a light account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register and will be started at the Ariba Network, light account capability level. In the latter case you will not exchange orders and invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

## **Q: What document types are supported for this free account?**

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

## **Q: What if I have already signed up for Ariba Network? Can I switch to Light Account?**

A: If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (full-use account) to a light account.

## **Q: Am I required to register on Ariba Network to use Light Account?**

A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free light account. This free account is not the same as a full-use Ariba Network account. You only need to upgrade to a full-use account on Ariba Network when you determine that you desire the additional functionality.

[More FAQ](#)

# FAQ

## Q: How do I invoice a purchase order if I lose the email notification?

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [Ariba Network](#) light account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice.

## Q: How do I create documents against purchase orders from my customer?

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your Ariba Network light account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

## Q: How do I add purchase orders to my existing Ariba Network Account?

A: If you've previously registered a light account or full-use account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

1. In the purchase order email notification, click *Process order* and then click *Log in* on the light account landing page.
2. Log in with the administrator username and password for the existing account.

## Q: What should I do if my registration confirmation link is expired?

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier-2.ariba.com>

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.