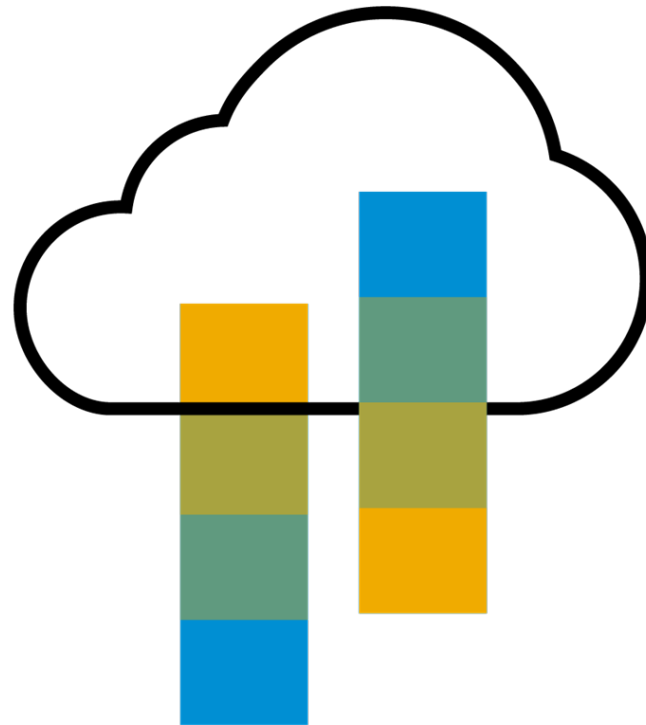


Light Account

Next **steps**



Next Steps- Sign-up for Light Account from order

Click on on **Process Order** button in the PO notification letter



Mon 7/3/2017 11:26 AM

"Lexicorp LAC" <ordersender-dev8@ariba.com>

--- Ariba Internal Testing ---Lexicorp LAC sent a new Purchase Order 2017-07-03BeataK1OSID01

To Kortus, Beata

If there are problems with how this message is displayed, click here to view it in a web browser.

2017-07-03BeataK1OSI...
21 KB

The linked image cannot

Lexicorp LAC 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

The l

Next Steps- Sign-up for Light Account from order

Select the [Sign up](#) option to create your Light Account and exchange documents free of charge on Ariba or use your existing account by clicking on [Log In](#) link

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 Steps- Sign-up for Light Account from order

Review your *Company information*

Enter your *User account information*

Company information

User account 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*

City*

Postal Code*

State

Name:*

Email:*
 Use my email as my username

Username:*

Password:*

Language: ▼

Email orders to:*

Accept *Terms of Use* and click on *Register*

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Next Steps- Create an Invoice

Click on [Create Invoice button](#) to start working on the invoice. If you need assistance please refer to the articles in help section (right hand side).

We recommend [How to create a PO-based invoice](#) video

Purchase Order: 0170102_MEG_PO1 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | **[Create Invoice](#)** | [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

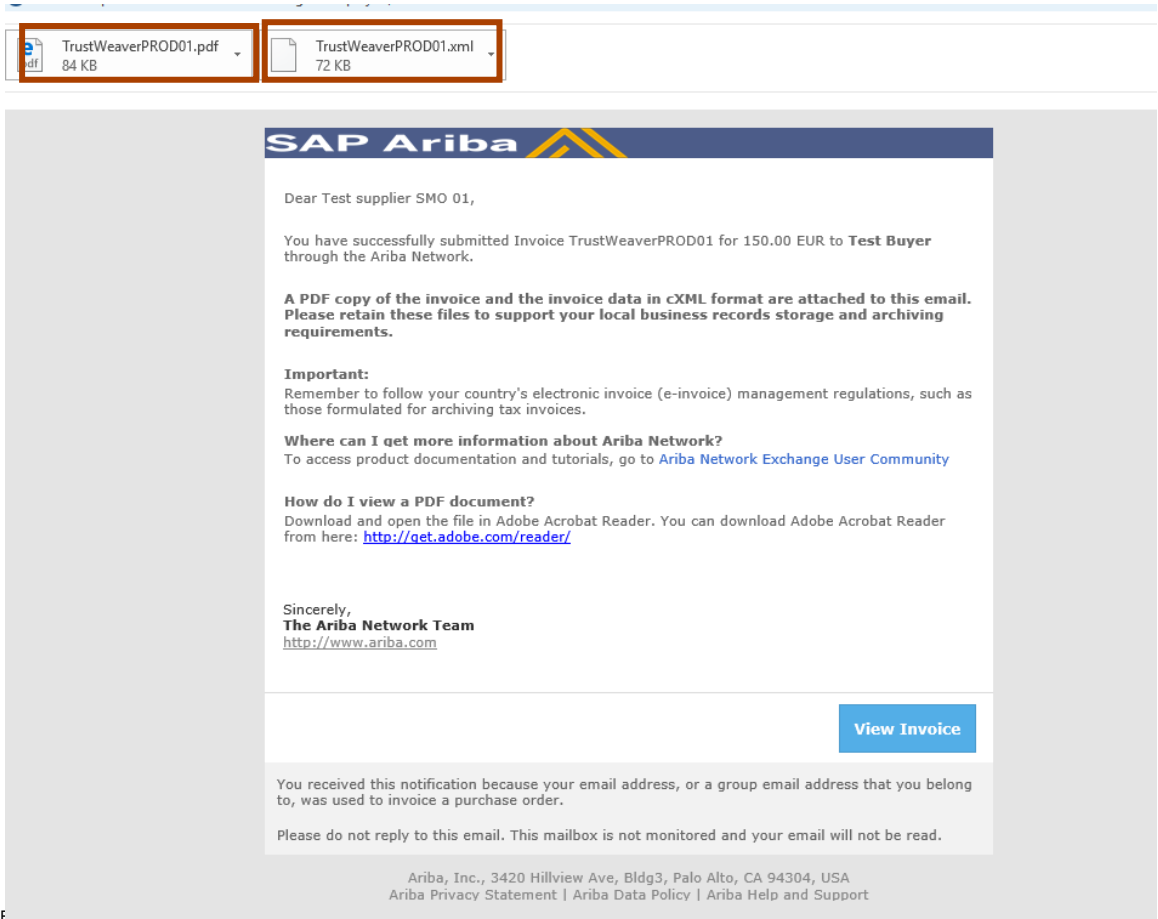
Po invoice

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?](#)

Next Steps- Archive an Invoice

After you submit the invoice, you will receive an e-mail notification that contains **cXML** and **PDF** copy of the invoice. Make sure that you store both documents for legal purposes.



How do I access history?

As a light account supplier you do not have access to Inbox/Outbox functionality but you can see the overview of the **last 50** documents in the dashboard view. You can use the **Select** option to resend documents to your mailbox.

The screenshot displays a SAP dashboard with several key components:

- Purchase Order by Amount:** A line chart showing the amount of purchase orders over the last 12 months. The y-axis ranges from \$0 to \$50. The x-axis shows months from April 2016 to March 2017. A single data point is visible for February 2017, reaching approximately \$50.
- Orders, Invoices and Payments:** A summary section with four cards: 1 New Purchase Order, 1 Orders to Confirm, 0 Orders that Need Attention, and 2 Orders to Invoice. Below this is a table of orders.
- Table of Orders:**

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
2017-03-29Tby1OSID01	Buyer 1	Partially Invoiced	20.00 EUR	29 Mar 2017	15.00 EUR	Select
2017-03-23Tby1OSID01	Buyer 1	Confirmed				Select
- Mobile App Promotion:** A section titled "Now we're mobile" with "Check it out" and download buttons for the App Store and Google Play.
- Tasks:** A section titled "Tasks" with a "More..." button and a notification that "1 Enablement Tasks are pending".
- Document Management:** A dropdown menu is open, showing options for "Last 24 hours", "Last 7 days", "Last 14 days" (selected), "Last 31 days", and "Last 50 Documents".
- Action Menu:** A "Select" button in the table has a dropdown menu open, showing "Send me a copy to take action".

Account Settings

Company Settings

- You can update the profile of your company
- Order routing: add up to 5 e-mail address as PO receivers
- Remittances: setup remittance address + bank account details

The screenshot shows the 'Company Settings' menu for 'ACME-VNT01 Inc' (ANID: AN02000736633, Light account). The menu items are: Company Profile, Service Subscriptions, Account Settings, Customer Relationships, Users, Notifications, Account Hierarchy, View All, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, and View All. A hand cursor is pointing to the 'Company Settings' header.

The 'Company Profile' page shows fields for Company Name (ACME-VNT01 Inc), Other names, NetworkId (AN02000736633), Short Description, and Website. A 'Public Profile' URL is also visible. A 'Public Profile Completeness' indicator shows 100%.

The 'Network Settings' page shows 'Electronic Order Routing' and 'Electronic Invoice Routing' tabs. It includes a 'Capabilities Preferences' section with a checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. Below is a table for 'New Orders' with columns for Document Type, Routing Method, and Options.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: o.schrader@sap.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".
Catalog Orders with Attachments	EDI	without attachments Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders	without attachments	without attachments Current Routing method for new orders: Email

The 'Settlement' tab in 'Network Settings' shows 'EFT/Check Remittances' with an 'Address' field (City, State) and 'Edit', 'Delete', and 'Create' buttons.

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