

“A Ariba utilizará o idioma definido no seu navegador. Todas as capturas de tela neste documento de treinamento serão exibidas em inglês e deverão ser utilizadas como um guia para o layout e localização dos campos e botões de ação”

Conta Light da Ariba: Como cadastrar-se

- 1 Localize e abra a notificação de e-mail da **ordem de compra**.

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)
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046748

- 2 Clique em **Processar ordem** no corpo do e-mail.

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmtp.ariba.com]
To: Nathan, [REDACTED]
Cc:
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046826
[Message](#) | [7000046826.htm \(20 KB\)](#)
Sent: Wed 8/9/201

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](#).

 THOMSON REUTERS

2 [Process order](#)

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

From: Reuters Limited UK (3408) scanning.emea@thomsonreuters.com ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON TOWER HAMLETS E14 1DD United Kingdom Phone: +44 (0207) 5426435	To: [REDACTED] TRAINING CO. LTD-TEST INSIGHT DIRECT UK LTD SHEFFIELD S9 2BU United Kingdom Phone: Fax: Email: [REDACTED]@THOMSONREUTERS.COM	Purchase Order (New) 7000046826 Amount: 300.00 INR Version: 1
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Conta Light da Ariba: Como cadastrar-se

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Será solicitado que você faça duas das seguintes opções:

- Se tiver uma conta **existente** da Ariba Network com outro cliente, clique em **Conectar-se** para processar e você estará conectado à página de ordens de compras para processar uma fatura
- Se você não possui uma conta, clique em **Cadastrar-se** para iniciar o cadastramento

Ariba Network

Join your customer on Ariba Network!

3b [Sign up](#)

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

Depois de clicar em **Cadastrar-se**, revise as informações básicas sobre:

Dados da empresa

- Nome da empresa
- País
- Endereço/Cidade/Estado/Código postal

Ariba Network

Register

Company information 4

Company Name* BOBS BOOKS LTD-TEST

Country* United Kingdom [GBR]

Address* 123 LOWER ROAD OFF MAIN STREET

Line 2

Line 3

Line 4

City* MARLOW

State

Postal Code* ML53 5TT

* indicates a required field

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.

Ariba Network light account is Free

Already have an account? [Login](#)

 Strengthen relationships
Collaborate with your customer on the same secure network.

 Connect faster
Exchange documents electronically

Conta Light da Ariba: Como cadastrar-se

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Insira os seguintes detalhes:

Dados da conta de usuário

- Nome
- Endereço de e-mail
- Nome de usuário (*precisa ter um formato de endereço de e-mail*)
- Senha
- Idioma preferencial
- Enviar ordens para (*endereço de e-mail ou lista de distribuição de e-mails que precisem ser notificados para novas ordens de compra*)

User account information

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Name: * john smith

Email: * johnsmith@bb.com

Use my email as my username.

Username: * johns@bb.com

Must be in email format(e.g. john@inewco.com)

Password: *

Must contain a minimum 8 characters including letters and numbers.

Language: English

Email orders to: * johnsmith@bb.com

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, click here.

communications.

Reach more customers worldwide. Sign up with Ariba Discovery and increase sales leads.

Learn more

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

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Clique na seta ao lado de **Fale-nos mais sobre sua empresa** se desejar fornecer informações adicionais ao seus clientes e a qualquer cliente em potencial.

(*Opcional*)

Tell us more about your business ▶

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Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, 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.

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Marque a **caixa de seleção** na parte inferior da página para concordar com os **Termos de Uso** e **Declaração de Privacidade da Ariba**

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, 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.

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

Conta Light da Ariba: Como cadastrar-se

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Clique no botão **Cadastro**.

Ariba Network

Help Center >

Register

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Company information

* Indicates a required field

Company Name: * BOBS BOOKS LTD-TEST

Country: United Kingdom [GBR]

If your company has more than one office, enter the

Ariba Network light account is Free

Already have an account? [Login](#)

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Depois de ativar sua conta, você será direcionado ao Portal da conta Light da Ariba.

Ariba Network

Test Mode

Upgrade from light account Learn More

Company Settings Nancy Drew

CSV Documents Create

Trends Refresh

Orders, Invoices and Payments All Customers Last 14 days

0 New Purchase Orders 0 Orders to Confirm 0 Orders to Ship 0 Orders that Need Attention 1 Invoices Pending Payment ... More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
You do not have any Orders and Releases.						

Now we're mobile. Check it out. ANDROID APP ON Google play

Tasks Update Profile Information 35%

SAP Ariba Nancy Drew (ntrainning@uat.com) last visited 9 Sep 2017 8:43:04 AM | SUMATHI NATHAN TRAINING CO. LTD-TEST | AND1056985934-T Data Policy Security Disclosure Terms of Use

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Para **Sair** do Portal da conta Light da Ariba,
vá até **Nome de Usuário** >
Clique na seta suspensa > Clique em **Sair**

Ariba Network

Test Mode Upgrade from light account Learn More

Company Settings sumathi nathan Help Center

My Account

My Community Profile

Switch To

sumathi nathan bb@uat.com

Orders, Invoices and Payments All Customers Last 14

Conta Light da Ariba: Próximos passos

Se você deseja criar uma fatura:

1. Feche qualquer navegador aberto da Ariba Network
2. Abra a notificação de e-mail da ordem de compra > Clique na aba Processar ordem
• (*ordem de compra para a qual você deseja criar e enviar uma fatura*)
3. Insira os detalhes de login na página de login do fornecedor
4. A página da ordem de compra é exibida > Clique na aba Criar fatura

