

“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**.

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

**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


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](#).

 **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>.*

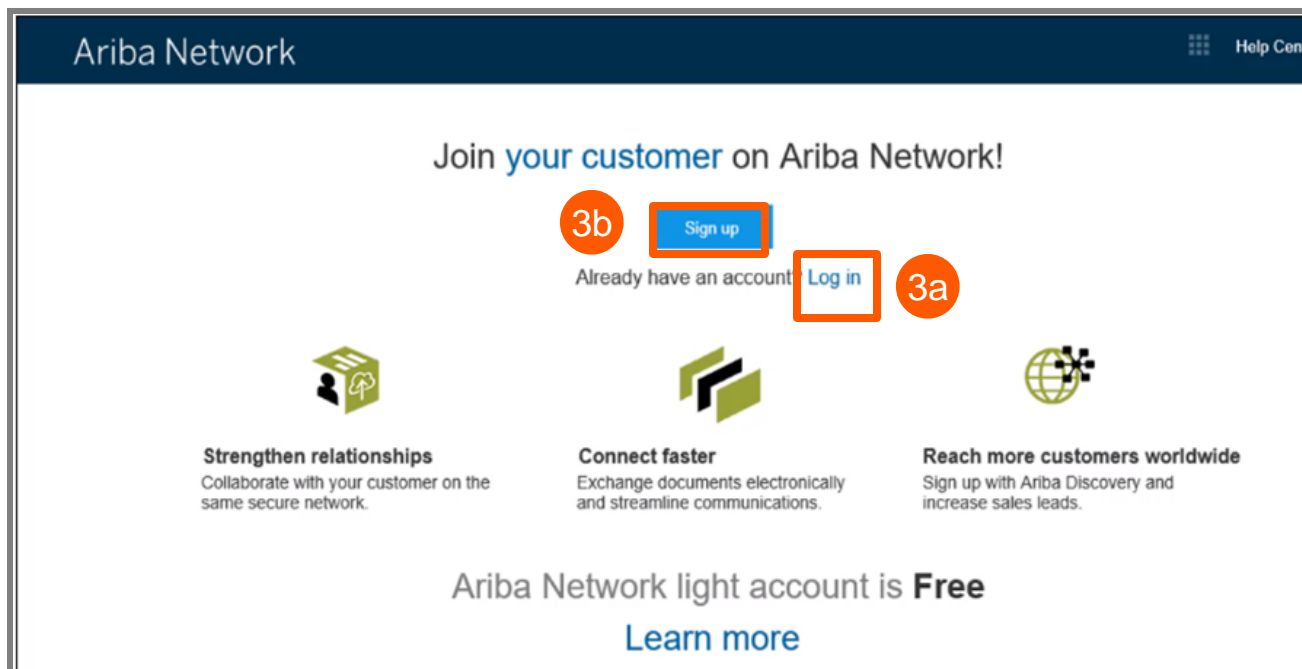
<b>From:</b> <b>REUTERS LIMITED UK (3408)</b> <a href="mailto:scanning.emea@thomsonreuters.com">scanning.emea@thomsonreuters.com</a> ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON TOWER HAMLETS E14 1DD United Kingdom Phone: +44 (0207) 5426435	<b>To:</b> [REDACTED] <b>TRAINING CO. LTD-</b> <b>TEST</b> INSIGHT DIRECT UK LTD SHEFFIELD  S9 2BU United Kingdom Phone: Fax: Email: [REDACTED]@THOMSONREUTERS.COM	<b>Purchase Order</b> <b>(New)</b> 7000046826 Amount: 300.00 INR Version: 1
--	---	---

# Conta Light da Ariba: Como cadastrar-se

3

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



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

5 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 precisam ser notificados para novas ordens de compra*)

User account information 5

Name \* john smith

Email \* johnsmith@bb.com

Use my email as my username

Username \* johns@bb.com

Password \* \*\*\*\*\*

Language: English

Email orders to \* johnsmith@bb.com

\* Indicates a required field

[Ariba Privacy Statement](#)

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

Must contain a minimum 8 characters including letters and numbers.

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

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your

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.

6 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 6

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.

7 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.

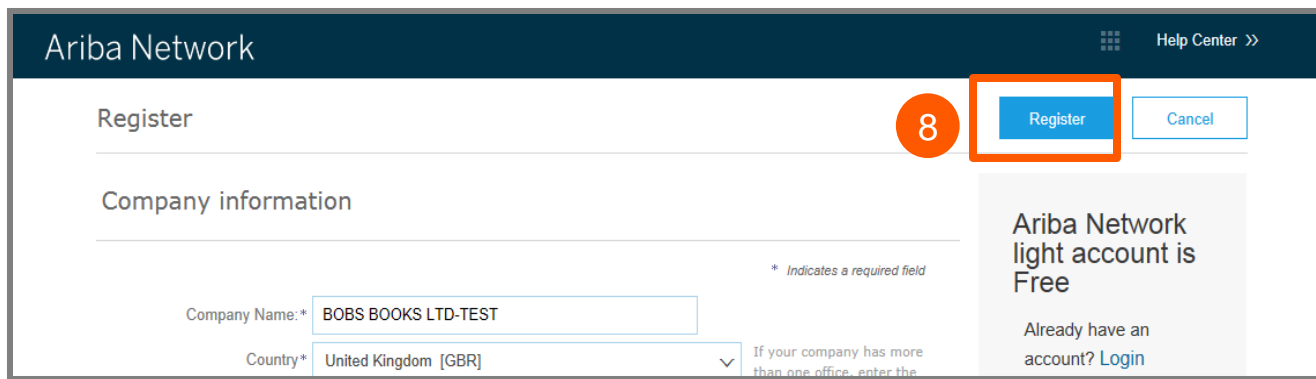
By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (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.

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

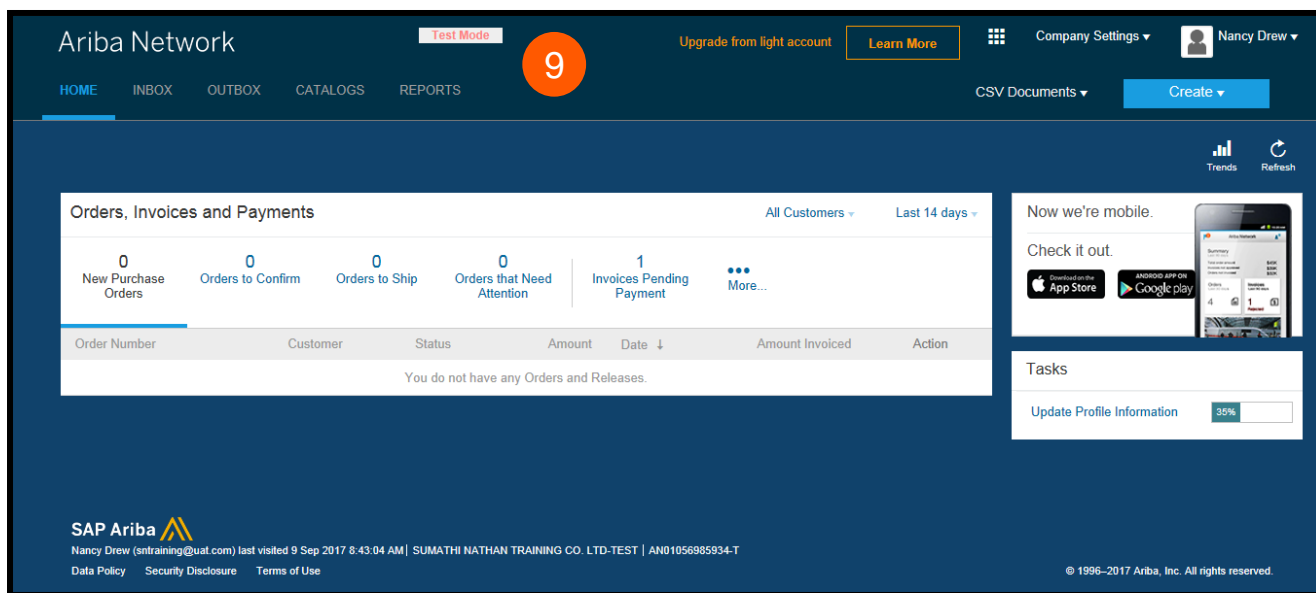
# Conta Light da Ariba: Como cadastrar-se

8 Clique no botão **Cadastro**.



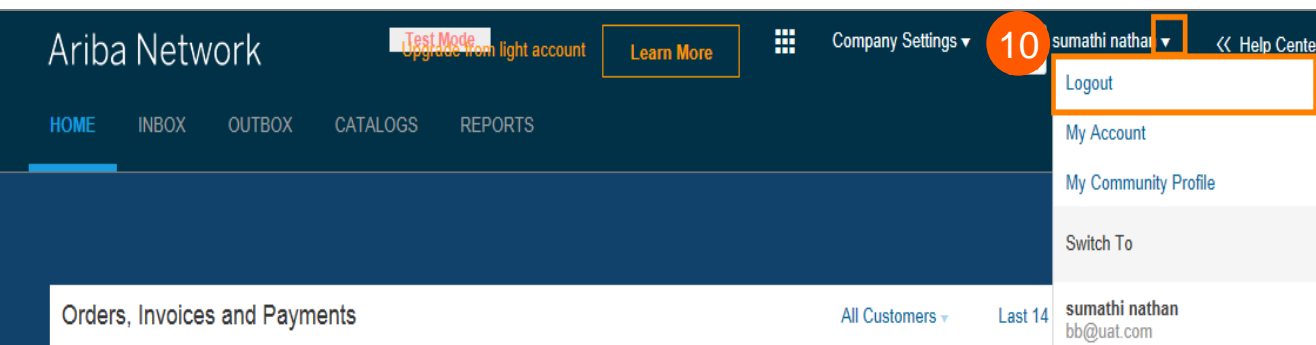
The screenshot shows the 'Ariba Network' registration page. At the top right, there is a 'Help Center' link. Below the header, the word 'Register' is displayed. A red circle with the number '8' highlights a blue 'Register' button. Below this, the 'Company information' section contains a form with 'Company Name' (BOBS BOOKS LTD-TEST) and 'Country' (United Kingdom [GBR]). A red box highlights the 'Register' button. A sidebar on the right states 'Ariba Network light account is Free' and includes a 'Login' link for existing users.

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



The screenshot shows the Ariba Network dashboard after login. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. A red circle with the number '9' highlights the 'Create' button. The main content area displays 'Orders, Invoices and Payments' with a summary of 0 new purchase orders, 0 orders to confirm, 0 orders to ship, 0 orders needing attention, and 1 invoice pending payment. A table below shows columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. A sidebar on the right includes links to 'Now we're mobile' (App Store, Google Play) and 'Tasks' (Update Profile Information). The footer contains SAP Ariba branding and copyright information.

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



The screenshot shows the Ariba Network dashboard with the user menu open. A red circle with the number '10' highlights the user name 'sumathi nathan' in the top right corner. A dropdown menu is visible, containing options: 'Logout', 'My Account', 'My Community Profile', 'Switch To', and 'sumathi nathan bb@uat.com'. The 'Logout' option is highlighted with a red box.

# 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

