

Light Account Process Step by Step Guide

DISCLAIMER:

This training material is created by Carrier Corporation to help its suppliers register for Light Account and navigate the dashboard.

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What is Light Account?

Light Account is also known as “Interactive Email” which is a no-cost channel for suppliers with customers procuring via SAP ®Ariba®. This Ariba P2P functionality will deliver purchase orders (PO) via a system generated email with easy invoice submission, enhanced PO email layout and the ability for suppliers to view all of their PO’s, invoices and payment status in a single portal. This system generated PO email is sent via the Ariba Network to suppliers without the need to establish a full Ariba Network trading relationship with Ariba. Light Account is a free-of-charge option that provides these capabilities:

- Review all orders, invoices and payments in one portal
- Send order confirmations
- Create invoices and submit against orders
- Receive invoice and payment status
- Resend PO copy to your email account for invoice processing

The only prerequisite is an internet connection and a web browser to be able to generate the Order Confirmation and Invoice submission.

You will be required to register for Light Account when you access the first order.

Light Account setup criteria

All new suppliers who are not fully enabled on the Ariba Network will be set up for Light Account by default.

You are free to upgrade to a full Ariba Network Account at any time should you decide you need additional functionality that the Light Account is not able to provide you.

Overview of the Light Account Process

1. Ariba P2P order is created
2. Ariba P2P systematically generates an email with PO details and sends to the supplier email address on file with Carrier Corporation
3. Supplier receives system generated email with the PO
4. **[Optional]** Supplier may confirm receipt of the PO (Order Confirmation) through Light Account
5. **[Optional]** Supplier may submit the Ship To notice through Light Account when they ship the goods to the receiver
6. Supplier submits the invoice through Light Account

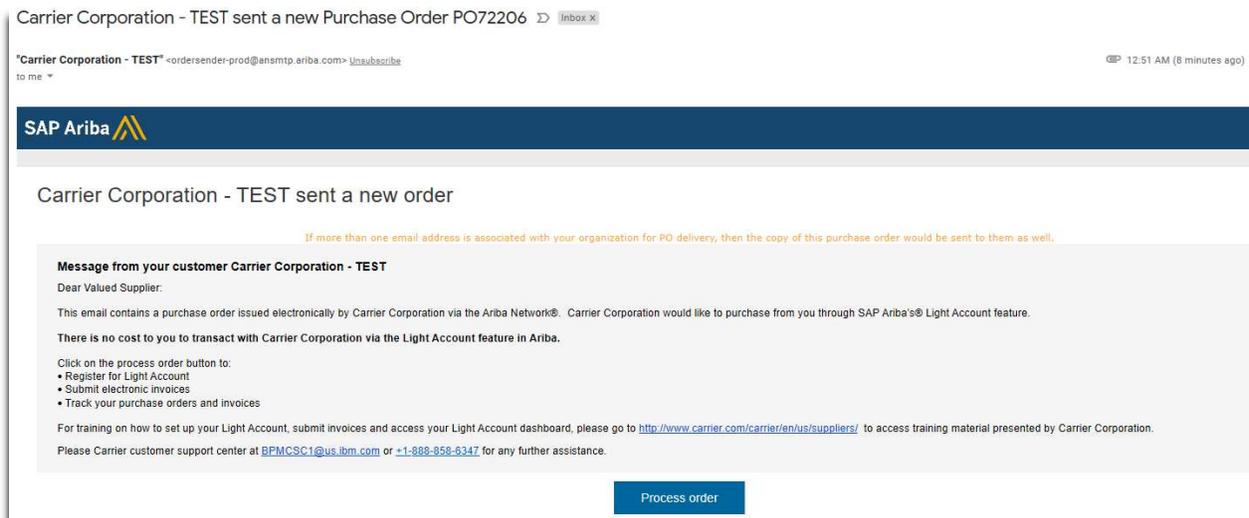
Note: Below conditions should be met to enable supplier for Light Account. (Carrier takes the responsibility of below)

- a. Preferred Order Method (POM) must be set for email
- b. Valid Supplier email address must be present in the supplier's vendor master record

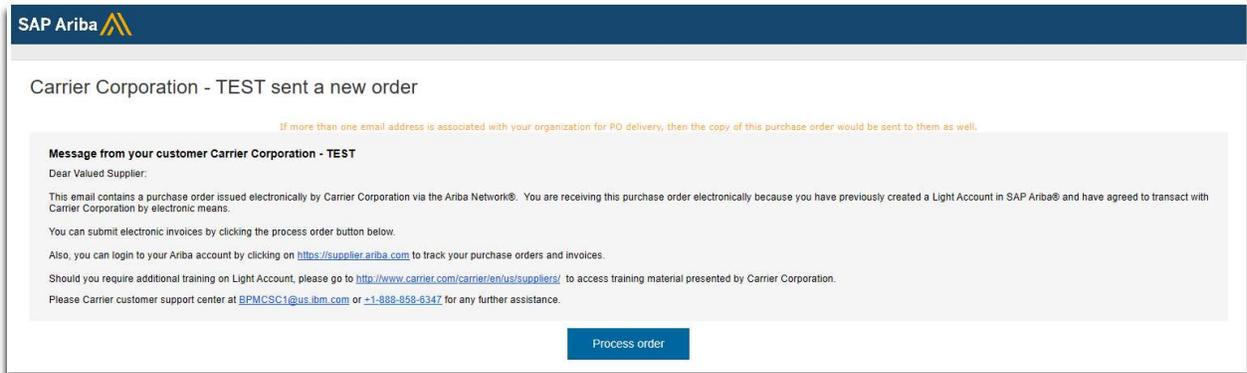
Let's Get Started!

1) Receive the PO from Carrier

Supplier receives an email when Carrier issues the PO through Light Account. Supplier can review all the PO information from this email notification:



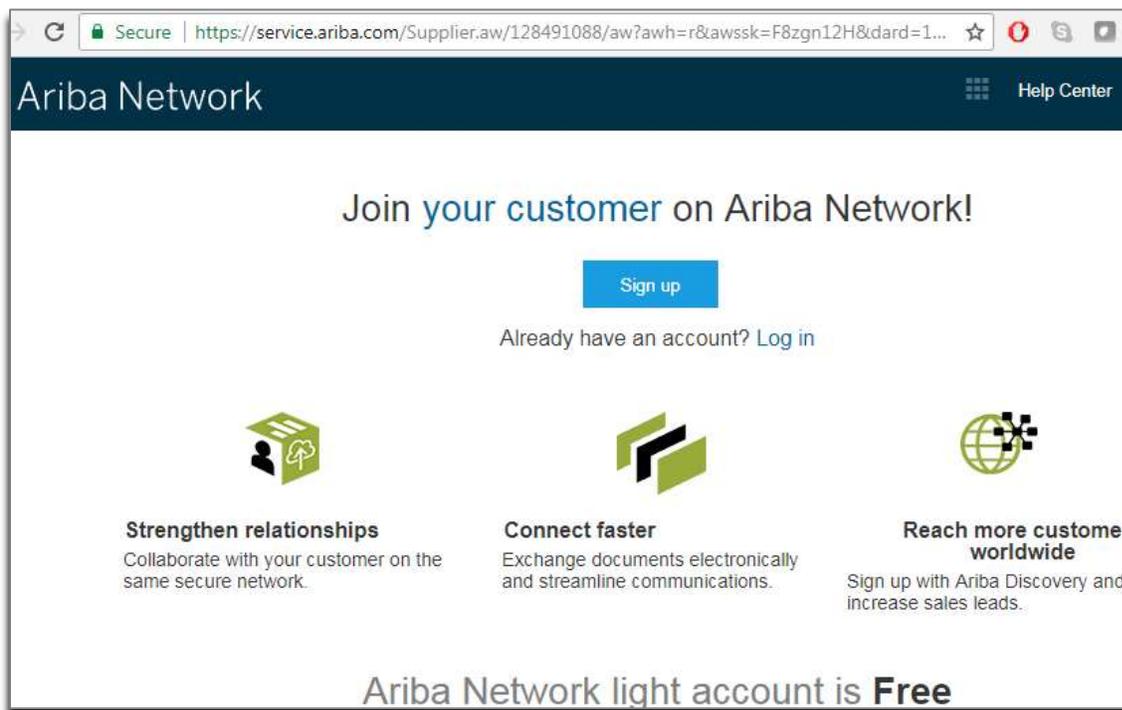
For all subsequent orders, supplier receives email like below:



2) Registration

This is applicable only when supplier receives the first PO through Light Account. This page will not appear if you have already registered for Light Account.

- Click on **Process Order** button in the email. Your default browser will be opened and redirect you to below screen.



- Click on **Sign up** Button. It will redirect you to the *Register* page. Most of the data is already defaulted from Carrier's vendor master. (Note: If you have already registered on Light Account before, you can click the log in link and log in with your existing credentials).

Register

Company information

Company Name*:

Country*: ▼

Address*:

City*:

State*: ▼

Zip*:

If your office, you can enter shipping address

- c. Verify your organization information. If it is incorrect or needs to be updated, you must first contact Customer Assistance Center at BPMCSC1@us.ibm.com or +1-888-858-6347 to get your information updated in Carrier's vendor master before you update your Light Account.
- d. Scroll down to the "User account information":
 - i. Enter first and last name
 - ii. Enter your email address
 - iii. Select the box next to "Use my email as my username" if you want to use your email as your user name (Recommended)
 - iv. Choose your password and reenter the password
 - v. Leave the language as English
 - vi. Enter your email ID again in "Email orders to" field

User account information

* Indicates a required field

Name:*

Email:*

Use my email as my username

Username:*

Password:*

Language: ▼

Email orders to:*

[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 may be different than your web browser's language.

 Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list.

- e. Scroll down, accept the terms and conditions by checking the box, and click the **Register** button.

Tell us more about your business ▶

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

You will receive an email with a Registration Confirmation:

Ariba Network Registration Confirmation Inbox x

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾

SAP Ariba

Welcome to Ariba Network Light Account
Thank you for registering for an Ariba Network light account. Here are some info to get you started

Your Account Information

Company name	Light Account Services-TEST
Administrator email	[REDACTED]
Ariba Network ID	AN01056919306-T
Username	[REDACTED]

Signing in
To sign in to your account, go to [Ariba.com](https://ariba.com) .
Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.)

Things you can do
When you sign in to Ariba Network, you can:

- Respond to any number of emailed orders.
- View up to 20 orders on the home page.
- Get limited access to features that your buyer supports, like order confirmations and ship notices.
- Check invoice status
- Set up your company profile to attract potential customers.
- Submit technical questions online.
- Create user accounts.

Mobile
[Download the Ariba Supplier Mobile app](#) to your mobile device and manage customer orders and invoices on the go.

Upgrading
Upgrade anytime get full access to features. [Learn More](#) .

2b) Light Account registration without PO email

- i) Open the URL <https://supplier.ariba.com> in your browser and click **Register Now**.

Secure | <https://service.ariba.com/Supplier.aw/128500088/aw?awh=r&awssk=sYx5h7MK&dard=1>

SAP Ariba  Orders & Invoices Powered by Ariba Network

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

- ii) Enter the company information and user (Administrator) information and click the **Register** button. Please note the company information will not be defaulted automatically here. All the mandatory fields should be filled manually:

The screenshot displays the registration form for Ariba Network. It is divided into two main sections: "Company information" and "User account information".

Company information: This section includes fields for "Company Name", "Country" (set to "United States [USA]"), "Address" (with sub-fields for "Line 1", "Line 2", and "Line 3"), "City", "State" (set to "Alabama"), and "Zip". A red box highlights these fields, and a red arrow points from the "I agree" checkbox in the "User account information" section to the "Register" button.

User account information: This section includes fields for "Name" (with sub-fields for "First Name" and "Last Name"), "Email", "Username", "Password", "Repeat Password", "Language" (set to "English"), and "Email orders to". A red box highlights these fields. A "Use my email as my username" checkbox is checked. A link for "Ariba Privacy Statement" is also present.

Legal and Terms: Below the "User account information" section, there is a "Tell us more about your business" link and a paragraph of legal text. At the bottom left, a red box highlights the "I agree" checkbox, with a red arrow pointing to the "Register" button.

Right Sidebar: The sidebar contains the text "Ariba Network light account is Free", a "Login" link for existing accounts, and three promotional sections: "Strengthen relationships", "Connect faster", and "Reach more customers worldwide". At the bottom of the sidebar, it mentions downloading the SAP Ariba Supplier app from the App Store or Google Play.

- iii) You will receive email notification when the registration is complete.
- iv) When you receive PO from Carrier, you can click the **Process Order** button and use these credentials to login and process the PO.

3) Process the PO

(If you have already registered for Light Account, you will be redirected to this page when you login. If you are the first-time user, you will be redirected to this page when registration is complete)

a. Submit order confirmation (Optional):

You can review the PO information and Click on **Create Order Confirmation** button to confirm the order.

- i. Click on: **Create Order Confirmation** → **Confirm Entire Order**.

The screenshot displays the Ariba Network interface for a Purchase Order (PO71256). The header includes the Ariba Network logo, a 'Test Mode' indicator, and an 'Upgrade from light account' button. The main content area shows the PO number and a toolbar with options: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The 'Create Order Confirmation' dropdown menu is open, showing 'Confirm Entire Order' as the selected option. Below the toolbar, the 'From' and 'To' fields are visible, containing contact information for Carrier Corporation and Light Account Services-TEST. The 'Payment Terms' section shows 'NET 75' and a comment 'Comment Type: Terms and Conditions'.

- ii. The following fields are optional. If you have additional information you can enter it below, otherwise simply click on **Next** button:

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #: PO72206

Customer: Carrier Corporation - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:  Est. Shipp

Est. Delivery Date:  Est. 1

Comments:

Line Items

Line #	Part # / Description	Qty (Unit)
1	Not Available	7
	Cleaning	
	Current Order Status:	
	7 Confirmed As Is	

- iii. Click on **Submit** button to send order confirmation to customer. You will receive email confirmation upon submitting the order confirmation:

Confirmation Update

Confirmation #: Untitled 08/13/2017

Supplier Reference:

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	Not Available	1	\$10,000.00 USD	\$10,000.00 USD
	Test item 1			
	Current Order Status: 1 Confirmed			

b. Submit Invoice:

When you are ready to submit the invoice, you can access the PO email, click on **Process Order** button, login with your credentials and follow below steps:

- i. Click on: **Create Invoice → Standard Invoice.**

The screenshot shows the Ariba Network interface for Purchase Order PO71256. At the top, there are navigation options: 'Test Mode', 'Upgrade from light account', and 'Learn More'. Below the header, the purchase order details are displayed. A menu bar contains 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The 'Create Invoice' dropdown is open, showing 'Standard Invoice' as the selected option. Below the menu, there are tabs for 'Order Detail', 'Order History', and 'Line-Item Credit Memo'. The main content area shows 'From:' information for Carrier Corporation, 'To:' information for Light Account Services-TEST, and 'Purchase Order (Confirmed) PO71256' details.

- ii. Fill in all the mandatory fields (which are indicated with “*”)

Header: Enter invoice number and invoice date (Today’s date will be defaulted in Invoice Date field). The invoice date cannot be older than five (5) days

The screenshot shows the 'Create Invoice' form. At the top right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section is expanded, showing a summary of the purchase order. The 'Invoice #' field is highlighted with a red box and contains an asterisk, indicating it is a mandatory field. The 'Invoice Date' field is set to '13 Aug 2017' and also has an asterisk. The 'Supplier Tax ID' field is empty. The summary section shows the following details: Purchase Order: PO71256, Subtotal: \$10,000.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$10,000.00 USD, Total Net Amount: \$10,000.00 USD, and Amount Due: \$10,000.00 USD. There is a 'View/Edit Addresses' link next to the summary. The 'Remit To' information is for Light Account Services-TEST, and the 'Bill To' information is for Carrier Corporation, c/o IBM Corporation.

Update the remittance Information: Remittance information must match exactly with what you provided to Carrier Corporation during the initial vendor set-up process. You cannot have a different remit to address in your Light Account than what Carrier has in its vendor master. If you need to change your remit to address with Carrier, contact Customer Assistance Center at BPMSC1@us.ibm.com or +1-888-858-6347. (Please note that this step is applicable only when you submit the invoice for the first time through Light Account. If you have already updated remittance information and have previously submitted invoices, you can proceed to Tax section).

Summary

Purchase Order:	PO71256	Subtotal:	\$10,000.00 USD	View/E
Invoice #:	<input type="text" value="invoice123"/>	Total Tax:	\$0.00 USD	
Invoice Date:	<input type="text" value="13 Aug 2017"/>	Total Gross Amount:	\$10,000.00 USD	
Supplier Tax ID:	<input type="text"/>	Total Net Amount:	\$10,000.00 USD	
Remit To:	Light Account Services-TEST Click View/Edit Addresses to enter Remit To id on this invoice only or enter and save it in your remittance information			
	CUTLER BAY, FL United States			
Bill To:	Carrier Corporation, c/o IBM Corporation			
	Endicott, NY United States			

Click on **Create** button:

Network Settings Save

Payment Profile

EFT/Check Remittances

Address ↑	City	State	Country	Default
No items				
↳	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Create"/>	

Save

Enter your **Remittance Address** then check the box “Make this address default” for all invoices. Enter your **Remittance ID** (note: if you have other Ariba accounts be sure to select United Technologies Corporation) and click **Save** then click **OK**. DO NOT FILL IN ANY OTHER INFORMATION SUCH AS BANKING INFO. THE PAYMENT METHOD IS DEFAULTED FROM CARRIER VENDOR MASTER AND CANNOT BE CHANGED IN THE LIGHT ACCOUNT SET UP.

Create Remittance Address / Payment Info OK

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1: PO BOX 6292

Address 2:

Address 3:

City: CAROL STREAM

State: Illinois [US-IL]

Zip: 60197-6292

Country/Region: United States [USA]

Contact: Select contact

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer ↑

Carrier Corporation - TEST

Remittance ID: 0040013107

Include Bank Account Information in invoices.

If you do not know your remittance ID, contact Customer Assistance Center to obtain it.

BPMSC1@us.ibm.com or

888-858-6347

Click on the **Save** button:

Network Settings Save Close

Payment Profile

EFT/Check Remittances

Address ↑	City	State	Country	Default
8973 SW 212TH LANE	CUTLER BAY	FL	United States	Yes

↳ Edit Delete Create

Click on the **Close** button after displaying confirmation message:

Network Settings Save Close

✓ Your profile has been successfully updated. ×

Payment Profile

EFT/Check Remittances

Address ↑	City	State	Country	Default
<input type="radio"/> 8973 SW 212TH LANE	CUTLER BAY	FL	United States	Yes

↳

Select the appropriate remittance address from the drop-down menu:

Summary

Purchase Order: PO71256

Invoice #: *

Invoice Date: *

Supplier Tax ID:

Remit To: ▾

CUTLER BAY, FL
United States

Bill To: Carrier Corporation, c/o IBM Corporation

Endicott, NY
United States

Subtotal: **\$10,000.00 USD**
 Total Tax: \$0.00 USD
 Total Gross Amount: \$10,000.00 USD
 Total Net Amount: \$10,000.00 USD
 Amount Due: **\$10,000.00 USD**

Add Tax:

Scroll down to Tax section and enter the tax percentage OR tax amount. Note: Input "0" if it is nontaxable.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * ▾

Location:

Description:

Regime:

Taxable Amount: Remove

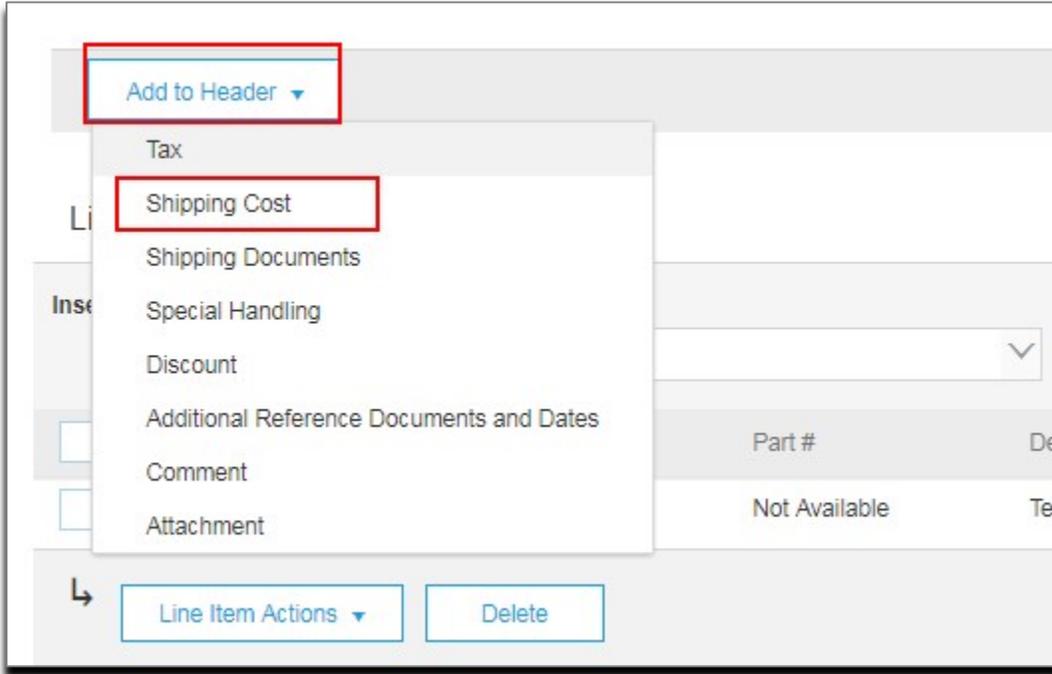
Tax Rate Type:

Rate(%):

Tax Amount:

Shipping Charge (Optional):

If there is a shipping charge on your invoice, scroll down and click on the **Add to Header** button, then click on **Shipping Cost**. If there is no shipping charge on the invoice, go directly to Line Items.

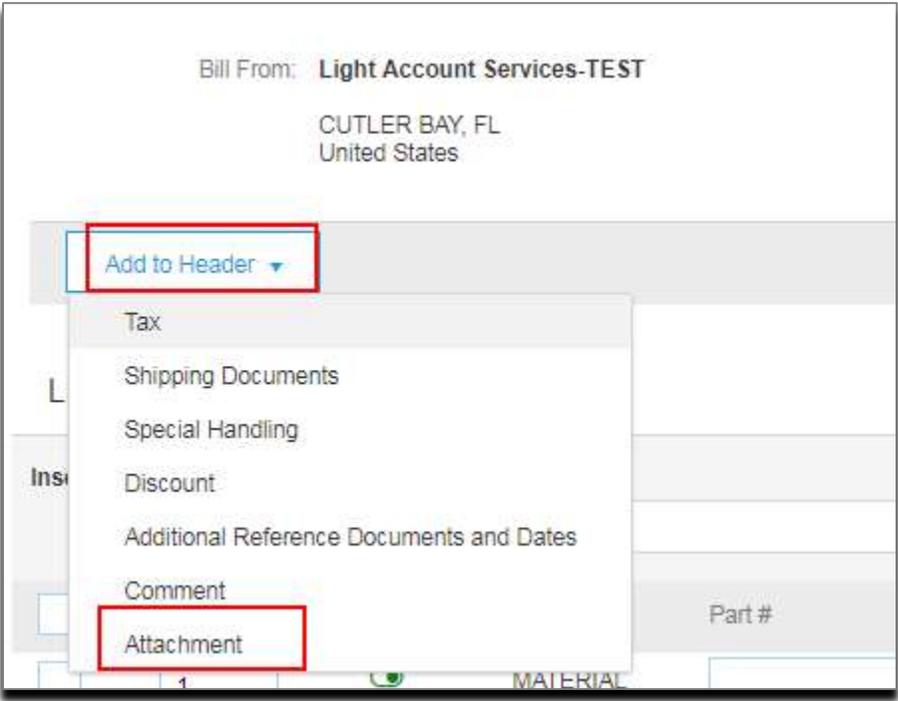


Add the shipping amount and shipping date:

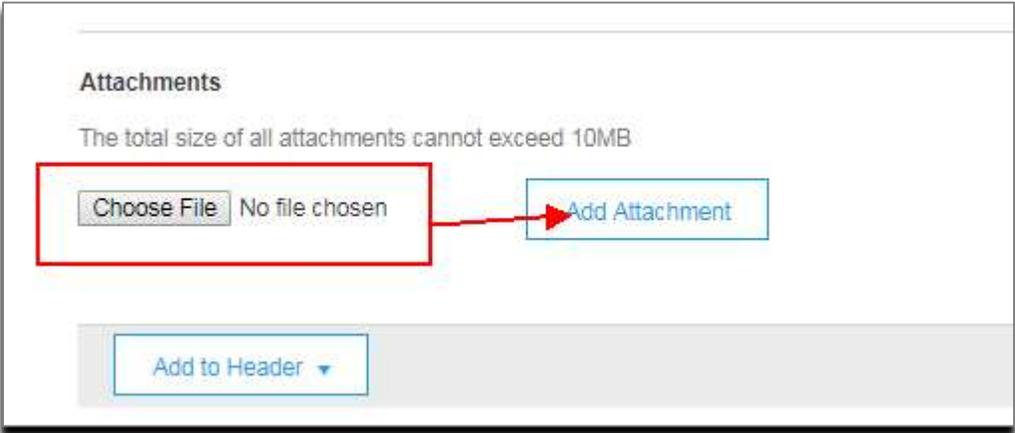
A screenshot of a 'Shipping Cost' form. The 'Shipping Amount' field contains '\$10.00'. The 'Shipping Date' field is empty. Below this is the 'Payment Term' section with 'Net Term(days): 60'. The 'Additional Fields' section includes a checkbox for 'Information Only' (unchecked) and several input fields for 'Supplier Account ID', 'Customer Reference', 'Supplier Reference', and 'Payment Note'. There are also date pickers for 'Service Start Date' and 'Service End Date'. At the bottom, there are sections for 'Supplier: WEST GROUP-TEST' and 'Customer: Carrier Corporation - TEST', each with address and email information. A red arrow points from the 'Add to Header' button at the bottom left to the 'Shipping Amount' field.

Attach the soft copy of your invoice (Optional):

Click on **Add to Header** button and click on **Attachment** in the drop down menu:



Choose the file and click **Add Attachment** button:



Update amount on Line items (Invoice amount):

Scroll down to line items and update the amount in each line item you want to invoice. If it is a partial invoice, you can update the partial amount, otherwise enter full PO amount and then click **Next** button.

You can create multiple invoices on the same PO until the PO amount is fully invoiced. To submit additional partial invoices against the same PO simply return to the PO email, click the **Process Order** button and follow the same process as above.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options
 Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item 1		1			\$10,000.00 USD

Line Item Actions

Review the information and Submit:

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States.
 If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice #: invoice123 Invoice Date: Sunday 13 Aug 2017 10:11 PM GMT-04:00 Original Purchase Order: PO71256	Subtotal : \$100.00 USD Total Tax : \$0.00 USD Total Shipping : \$10.00 USD Total Gross Amount : \$110.00 USD Total Net Amount : \$110.00 USD Amount Due : \$110.00 USD
--	--

REMIT TO: Light Account Services-TEST Postal Address: 8973 SW 212TH LANE CUTLER BAY, FL 33189 United States Remit To ID: 0040002591	BILL TO: Carrier Corporation, c/o IBM Corporation Postal Address (default): PO Box 9007 Endicott, NY 13761-9007 United States Address ID: 1000-BillTo	SUPPLIER: Light Account Services-TEST Postal Address: 8973 SW 212TH LANE CUTLER BAY, FL 33189-3859 United States
--	--	--

After invoice submission confirmation, click on **Exit** button and then **Done** button.



You will receive email notification with the confirmation:

ordersender-prod@ansmtp.ariba.com

to me



Dear WEST GROUP-TEST,

You have successfully submitted Invoice Test_12 for \$3,610.00 USD to **Carrier Corporation - TEST** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:

Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?

To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

How do I view a PDF document?

Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <http://get.adobe.com/reader/>

Sincerely,

The Ariba Network Team

<http://www.ariba.com>

[View Invoice](#)

You will receive another email notification when Customer (Carrier A/P) receives your invoice:

Sent - Invoice ScreenInv1 - to Carrier Corporation - TEST (ANID: AN01035428151-T) - Notification from Ariba Network Inbox X

network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com> 2:00 AM (7 minutes ago) ☆

to me

SAP Ariba

Your customer Carrier Corporation - TEST updated your invoice on Ariba Network. Click [View Invoice](#) to log into your Ariba Network account (ANID: AN01559924042-T).

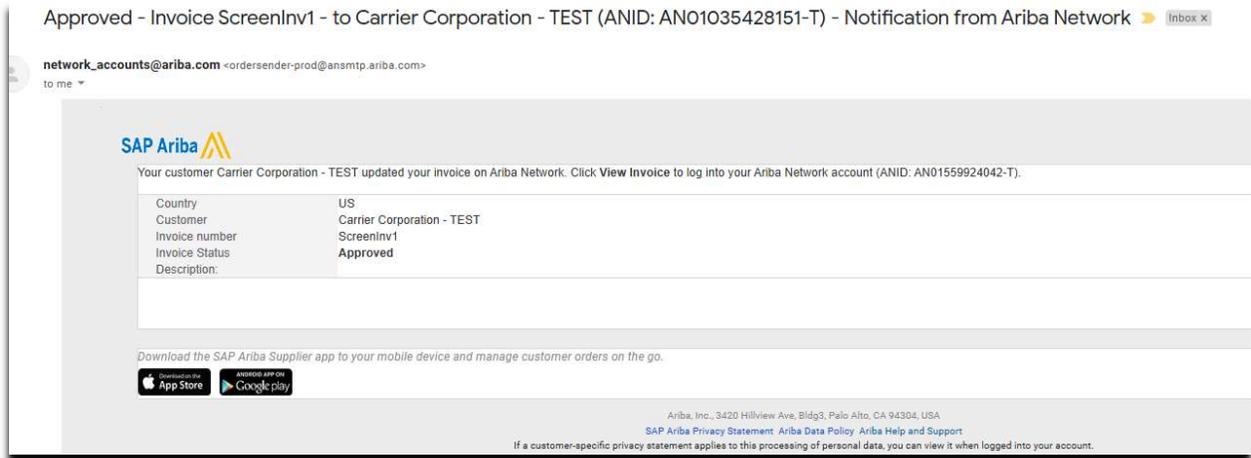
Country	US
Customer	Carrier Corporation - TEST
Invoice number	ScreenInv1
Invoice Status	Sent
Description	Route document to end point Ariba of system id child1 of org AN01035428151-T

[View Invoice](#)

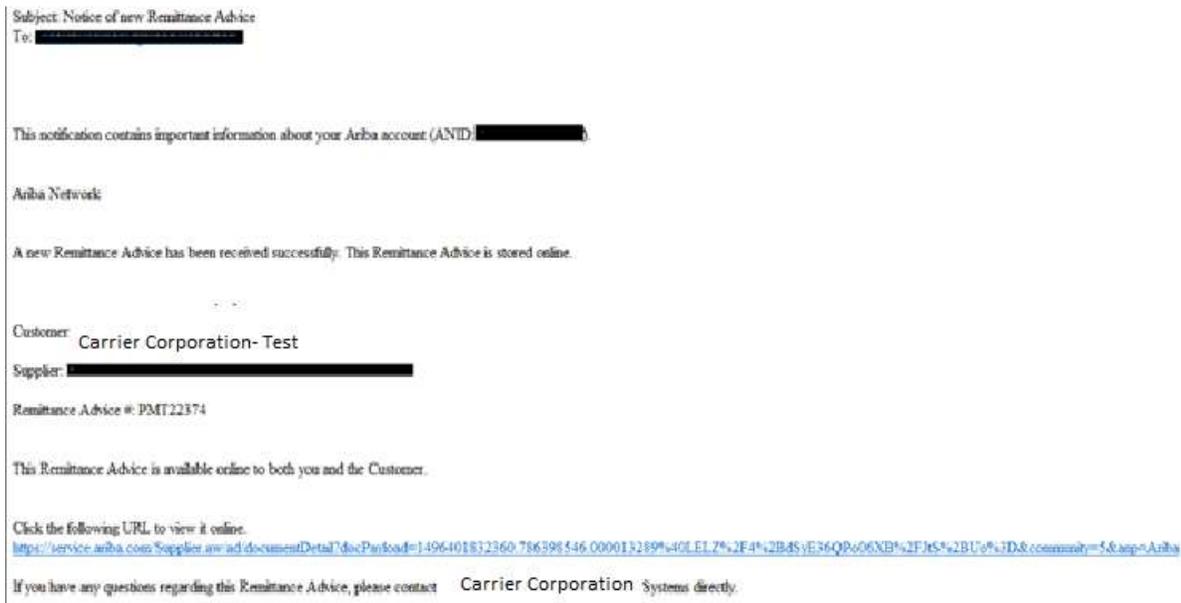
Download the SAP Ariba Supplier app to your mobile device and manage customer orders on the go.

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement Ariba Data Policy Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

When invoice is approved for payment, you will receive below email notification:

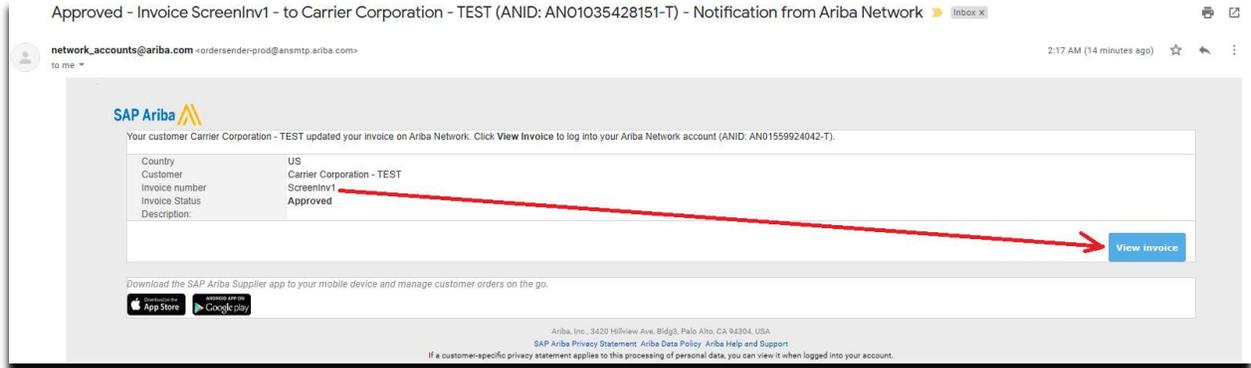


You will receive another email notification when payment is made against the submitted invoice:

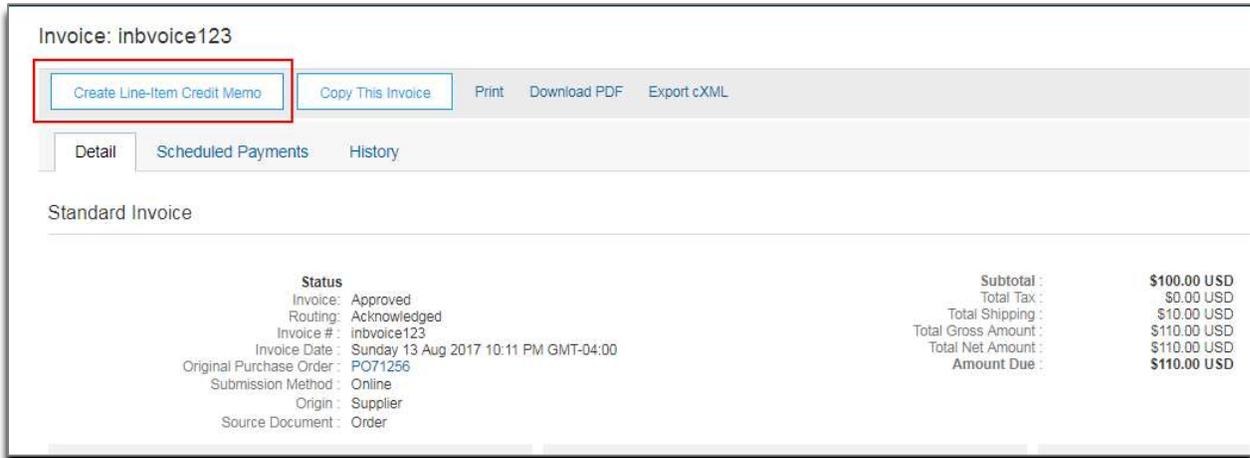


How to submit the credit memo for an Invoice:

Open the Approved invoice email and click on **View invoice** button and login with your credentials:



Click on **Create Line Item Credit Memo** button:



Enter the **Credit Memo #** and date, and then attach the credit memo copy if available:

Create Line-Item Credit Memo

▼ Invoice Header

Summary

Credit Memo #:	INVCR12	Subtotal:	\$-100.00 USD
Credit Memo Date:	22 Aug 2017	Total Tax:	\$0.00 USD
Original Invoice No:	invoice123	Total Shipping:	\$-10.00 USD
Original Invoice Date:	13 Aug 2017	Total Gross Amount:	\$-110.00 USD
Supplier Tax ID:		Total Net Amount:	\$-110.00 USD
Remit To:	8973 SW 212TH LANE	Amount Due:	\$-110.00 USD

CUTLER BAY, FL
United States

Bill To: Carrier Corporation, c/o IBM Corporation

Endicott, NY
United States

Update the tax information (note: put "0" if the original invoice was nontaxable):

Tax

Header level tax Line level tax

Category:	Sales Tax	Taxable Amount:	\$-100.00 USD
Location:		Tax Rate Type:	
Description:		Rate(%)	0
Regime:		Tax Amount:	\$0.00 USD

Scroll down and enter the **Reason for Credit Memo**:

Comment

Reason for Credit Memo: * Over paid on POXXXXX

Default Credit Memo Comment Text:

[Add to Header](#)

Scroll down to Line Items, verify the credit amount is negative and click **Next** button:

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test item 1		-1			\$-100.00 USD

[Line Item Actions](#) [Delete](#)

[Update](#) [Exit](#) [Next](#)

Verify the information then click the **Submit** button to submit the credit memo:

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Surender Business

Create Line-Item Credit Memo [Previous](#) [Submit](#) [Exit](#)

Confirm and submit the line-item credit memo. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: invoice123)

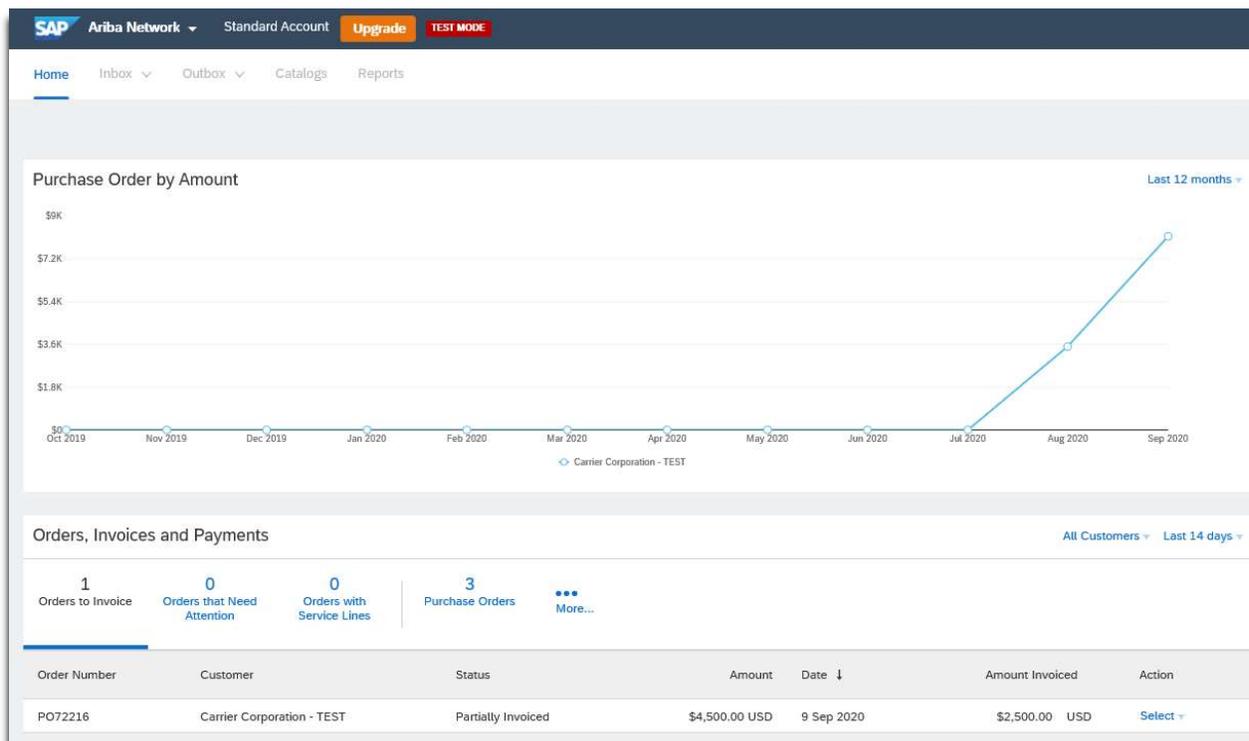
Credit Memo #: INVCR12	Subtotal: \$-100.00 USD
Credit Memo Date: Tuesday 22 Aug 2017 6:00 PM GMT-04:00	Total Tax: \$-1.00 USD
Original Invoice No: invoice123	Total Shipping: \$-10.00 USD
Original Invoice Date: Sunday 13 Aug 2017 10:11 PM GMT-04:00	Total Gross Amount: \$-111.00 USD
Original Purchase Order: PO71256	Total Net Amount: \$-111.00 USD
	Amount Due: \$-111.00 USD

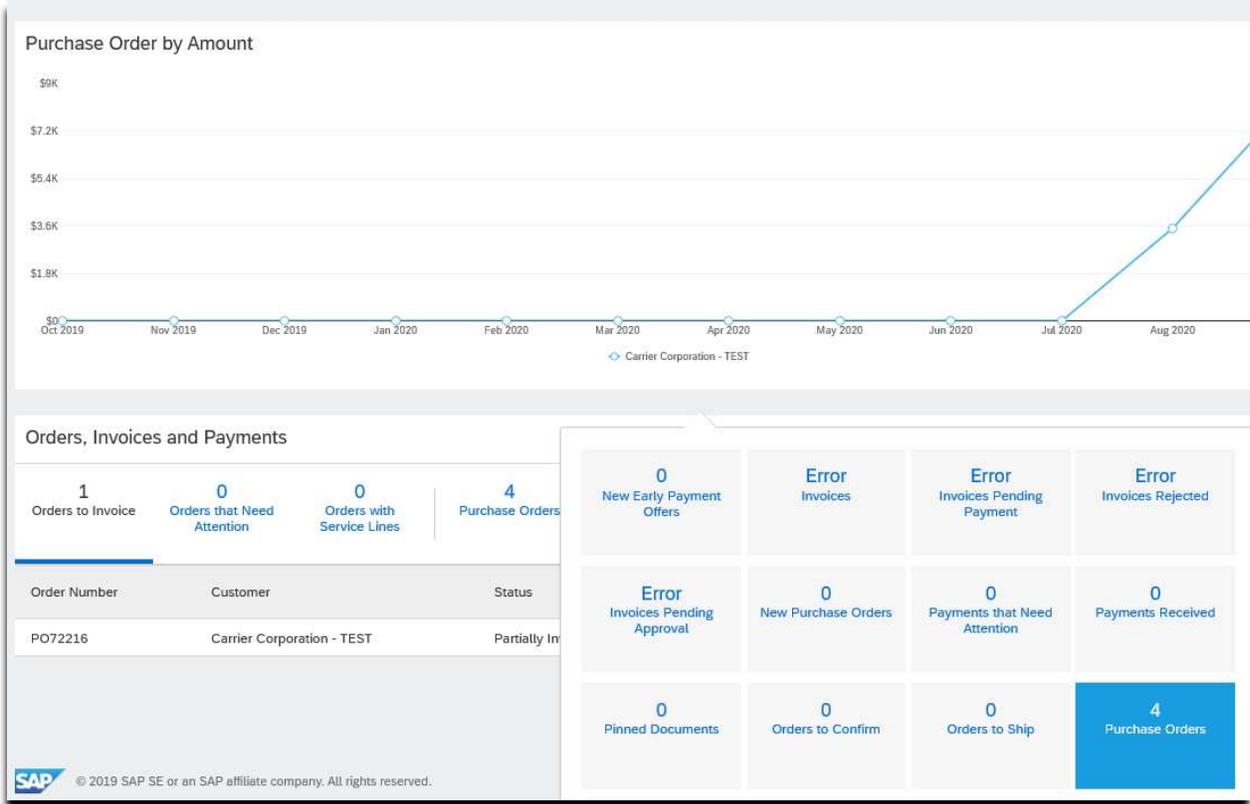
REMIT TO: Light Account Services-TEST Postal Address: 8973 SW 212TH LANE CUTLER BAY, FL 33189	BILL TO: Carrier Corporation, c/o IBM Corporation Postal Address (default): PO Box 0007	SUPPLIER: Light Account Services-TEST Postal Address: 8973 SW 212TH LANE CUTLER BAY, FL 33189 2360
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4) How to view PO's, invoices, payments in Ariba Network Light Account.

Go to <https://supplier.ariba.com> and enter your login ID (your email address) and password.

On the *Home* tab you will find tiles with different document types, click on the respective tile to view:





If you want to submit an invoice on a PO, but you deleted or lost the original email, simply click on the *Orders to Invoice* tile. Next, search for the PO under “Action”, click **Select** button, and then click the **Send me a copy to take action** button:

Orders, Invoices and Payments

Summary tiles: 1 Orders to Invoice, 0 Orders that Need Attention, 0 Orders with Service Lines, 4 Purchase Orders, More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO72216	Carrier Corporation - TEST	Partially Invoiced	\$4,500.00 USD	9 Sep 2020	\$2,500.00 USD	Select

Send me a copy to take action

You will receive an email with PO copy. Click on the **Process Order** button to create the invoice.

If you don't find the PO in the list, change the date filter and try again:

Orders, Invoices and Payments All Customers Last 31 days

1 Orders to Invoice 0 Orders that Need Attention 0 Orders with Service Lines 4 Purchase Orders ... More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO72216	Carrier Corporation - TEST	Partially Invoiced	\$4,500.00 USD	9 Sep 2020	\$2,500.00 USD	Select

5) How to upgrade to Full Ariba Network account

Note: Ariba charges fees to subscribe to the full Ariba Network account. Should you choose to upgrade to a full Ariba Network account, associated fees are at the cost of the supplier and WILL NOT be reimbursed by Carrier Corporation.

Click on **Learn More** on your Light Account home page:

Used for Test Site Only

Review the terms and conditions and fee structure and click on **Upgrade** button.