

Ariba Light Account Fact Sheet



Benefits

Ariba Light Account provides you with:

- increased visibility of your Broadspectrum Purchase Orders (PO's)
- direct contact details of the Broadspectrum Buyer issuing the Purchase Order
- simplified the invoicing process,
- real-time Purchase Order and Invoice status, including email notifications updates
- ability to update/maintain your own contact details
- reduced Accounts Receivable demands in chasing outstanding payments

These changes will result in better communication between our businesses, eliminate unnecessary account receivable demands and deliver on-time payments for your invoices.

For more information, please refer to the [following video](#).

Registration - for suppliers not already Light Enabled

The registration process is quick and easy – simply click on the link in the Ariba Interactive email (from which you initially received the PO details) and follow the instructions on the registration page. For more information, please refer

<http://www.broadspectrum.com/pdf/Supplier-Light-Account-Training-Guide-010518.pdf>.

Registration is free and will ensure you are transacting efficiently with Broadspectrum.

Purchase Order Distribution

Ariba Interactive Emails can only be sent to the one email address associated with your Light Account. If the Purchase Order needs to be re-directed to an alternative supply location/branch, this will either need to be done manually or by setting up [automatic Outlook email rules](#) to accommodate. Ariba Light Account allows for multiple users to be created, so that these locations can review the status of their Purchase Orders and Invoices.

Broadspectrum Purchase Orders will contain a **Supplier Branch reference** in the Header of the Purchase Order and a **'Ship To' address and code** in the body of the Purchase Order, which can be used to set up branch routing rules in Outlook.

See below screenshot:

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



From:
Broadspectrum (Aus) PL
 111 Pacific Hwy
 NORTH SYDNEY NSW 2060
 Australia

To:
Light Account Test Vendor #2-TEST
 151 South Terrace
 Adelaide SA 5000
 Australia
 Phone: +61 (08) 55550000
 Fax: +61 (08) 55550000
 Email: justin.hopkins@broadspectrum.com

Purchase Order
(New)
 4700000933
 Amount: \$50.00 AUD
 Version: 1

Payment Terms

receivingCompanyID:11093114553

SHIP ALL ITEMS TO

Broadspectrum (Aus) PL
 151 South Terrace
 ADELAIDE SA 5000
 Australia
 Ship To Code: 7020_153085
 Phone: +61 (08) 84094142
 Fax: +61 (08) 84094142

BILL TO

Broadspectrum (Aus) PL
 111 Pacific Hwy
 NORTH SYDNEY NSW 2060
 Australia

DELIVER TO

Broadspectrum (Aus) PL

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	Not Available Test Item Short Text	Material	1 (EA)	21 Dec 2017	\$50.00 AUD	\$50.00 AUD

Other Information

Short Name:	Test Item Short Text
Req. Line No.:	1
Requester:	Justin Hopkins
PR No.:	PR4083
service:	material

Order submitted on: Monday 27 Nov 2017 3:17 PM GMT+11:00
 Received by Ariba Network on: Monday 27 Nov 2017 3:17 PM GMT+11:00
 This Purchase Order was sent by Broadspectrum Limited - TEST AN01044111254-T and delivered by Ariba Network.

Sub-total: \$ 50.00 AUD



Purchase Orders and Invoices

	Purchase Orders	Invoices
ARIBA	<p>All new ARIBA Purchase Order numbers start with 47xxxx.</p> <p>Ariba purchase orders are sent via a secure, interactive email. If the details on the Purchase Order are incorrect, it's important to contact the issuer to have it corrected before invoicing.</p> <p>Refer to the Ariba Light Account Training guide at http://www.broadspectrum.com/supplier-terms for more information.</p>	<p>All Purchase Orders from ARIBA must be invoiced through that same secure, Interactive email. This will submit the PO end an invoice through Ariba to Broadspectrum and ensure on-time payment.</p> <p>Any existing ERS agreement does not apply to Ariba Network based Purchase Orders.</p> <p>Invoices (for Ariba POs) sent to Accounts Payable will be rejected with a friendly reminder of the correct process.</p> <p>For more information on invoicing you can watch this video. <i>(Please note slight Interactive Email format change with Light Account emails)</i></p>
SAP	<p>All existing SAP Purchase Order numbers start with 48xxxx.</p> <p>Purchase Orders generated from SAP will still be active however this activity should drop off significantly now that Ariba is live across Broadspectrum (excluding Orders generated through the High Volume Services Mobility App, which will continue as normal).</p>	<p>Any Purchase Orders with 48xxxx will still need to be invoiced through the existing Broadspectrum Accounts Payable process.</p> <p>If your company has an ERS agreement with Broadspectrum, Broadspectrum will continue to create invoices on your behalf for these Purchase Orders.</p>