



Training Guide for Light Account Suppliers

Infinite solutions

Ariba Interactive Emails



Light Account Suppliers

Training Guide



Contents

About Light Account - Interactive Emails.....	2
Interactive Email – Workflow	3
Creating an Ariba Light Account Profile	4
Processing and Managing the Purchase Order.....	7
Re-sending a Copy of the Purchase Order	11
Processing the Invoice	12
Further Documentation and Information	14

Light Account Suppliers

Training Guide



About Light Account - Interactive Emails

The Ariba Account Network feature is applicable to all Broadspectrum (Pty Ltd) Suppliers who do not wish to register for Full Enablement on the Ariba Network and/or which is best suited for with low Purchase Order (PO) volumes. Light Account on the Ariba Network and is Broadspectrum's prescribed method of Procure to Pay (P2P) transmission outside of Full Enablement.

Previously, Broadspectrum Suppliers have received Purchase Orders in a variety of formats and on some occasions only through a verbal confirmation of the Purchase Order Number. This has led to significant delays in invoice processing due to inconsistencies with the content of the PO and to the services/goods invoiced.

After registering on the Ariba Network with a Light Account Supplier will receive:

- Interactive Emails to ensure suppliers receive, confirm and invoice purchase orders directly
- Invoice status updates from Broadspectrum, sent as email notifications from the Ariba Network.
- A PDF copy of the invoice with the invoice confirmation email, which Suppliers can retain to support their local business records storage and archiving requirements.

Suppliers can forward Interactive Email Purchase Orders to another person in their company or create additional User IDs within their account. For example, a supplier receives an Interactive Email Purchase Order from a buyer and forwards it to another person within their company. The second supplier user then creates an order confirmation or invoice and the Ariba Network notifies both supplier user 1 and supplier user 2.

Suppliers can also send multiple invoices for a purchase order where partial quantities or split deliveries are applicable.

With Light Account access, Suppliers have the ability to upgrade to an Ariba Network Account where they may benefit from additional services, including, but not limited to:

- Electronic integration
- Catalogue creation
- Other document type exchanges such as Advanced Shipment Notification
- Access to Ariba Customer Support
- Ariba Discovery

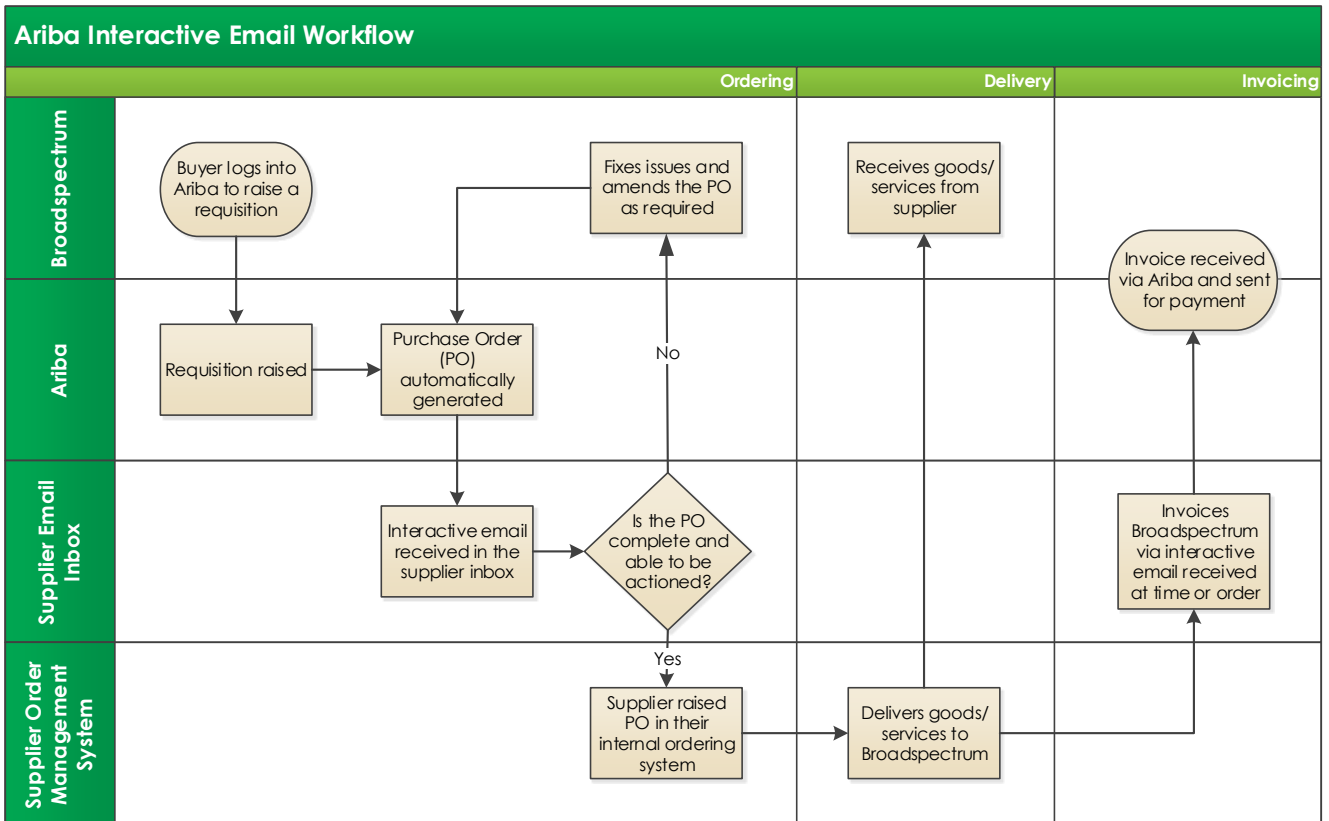
For more information, please refer to <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>.

Light Account Suppliers

Training Guide



Interactive Email – Workflow



Light Account Suppliers

Training Guide



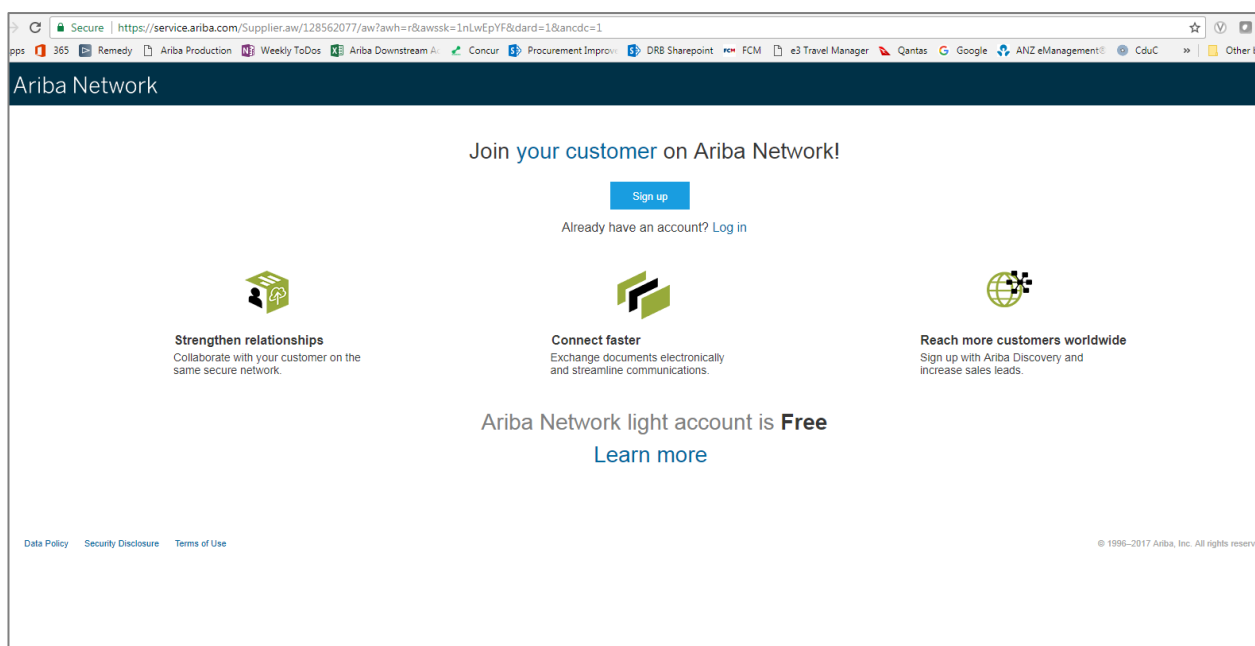
Creating an Ariba Light Account Profile

After being activated as a Light Account Supplier, all Purchase Orders will be transmitted via Ariba's Interactive email. It's **important** to note that all subsequent actions (eg Order Response and Invoicing) relating to the Purchase Order must be conducted from this email.

Purchase Order Response and Invoicing cannot be actioned from the Light Account portal, but the option of re-sending the Purchase Order Email is available, from where these actions can take place.

To be able to access this functionality centrally from the Light Account portal, Suppliers can upgrade to an Ariba Network account, however this will attract registration and transactional fees. (Please see [Ariba's website](#) for further details).

When responding to your first Purchase Order after being switched to Light Account, you'll be prompted with a Light Account registration page...



Unless you are an existing Light Enablement/Account supplier with other customers, you will need to 'Sign Up' for a new account.

Please note: this is separate from the Ariba Commerce Cloud registration you may have completed upon receiving the 'Go-Live' communication from Broadspectrum, which requires you to complete the Supplier Profile Questionnaire.

Light Account Suppliers

Training Guide



Registration Process:

After clicking the Sign-Up option on the above email, you will need to enter your User Details to create a Username and Password, before clicking 'Register'.

A screenshot of the Ariba Network registration page. The page is titled "Ariba Network" and "Register". It contains two main sections: "Company information" and "User account information". The "Company information" section includes fields for Company Name (Light Account Test Vendor-TEST), Country (Australia [AUS]), Address (111 Pacific Highway), Line 2, City (North Sydney), State (NSW), and Postal Code (2000). The "User account information" section includes fields for Name (Joe Smith), Email (justin.hopkins@broadspectrum.com), Username (justin.hopkins@broadspectrum.com), Password (two fields), Language (English), and Email alerts to (Justin.Hopkins@broadspectrum.com). A "Register" button is located at the top right, with an orange arrow pointing to it. A sidebar on the right contains a "Free" offer and several benefits: "Strengthen relationships", "Connect faster", and "Reach more customers worldwide".

Note: The option is available in Light Account to create additional users from the Company Account Settings within the Portal.

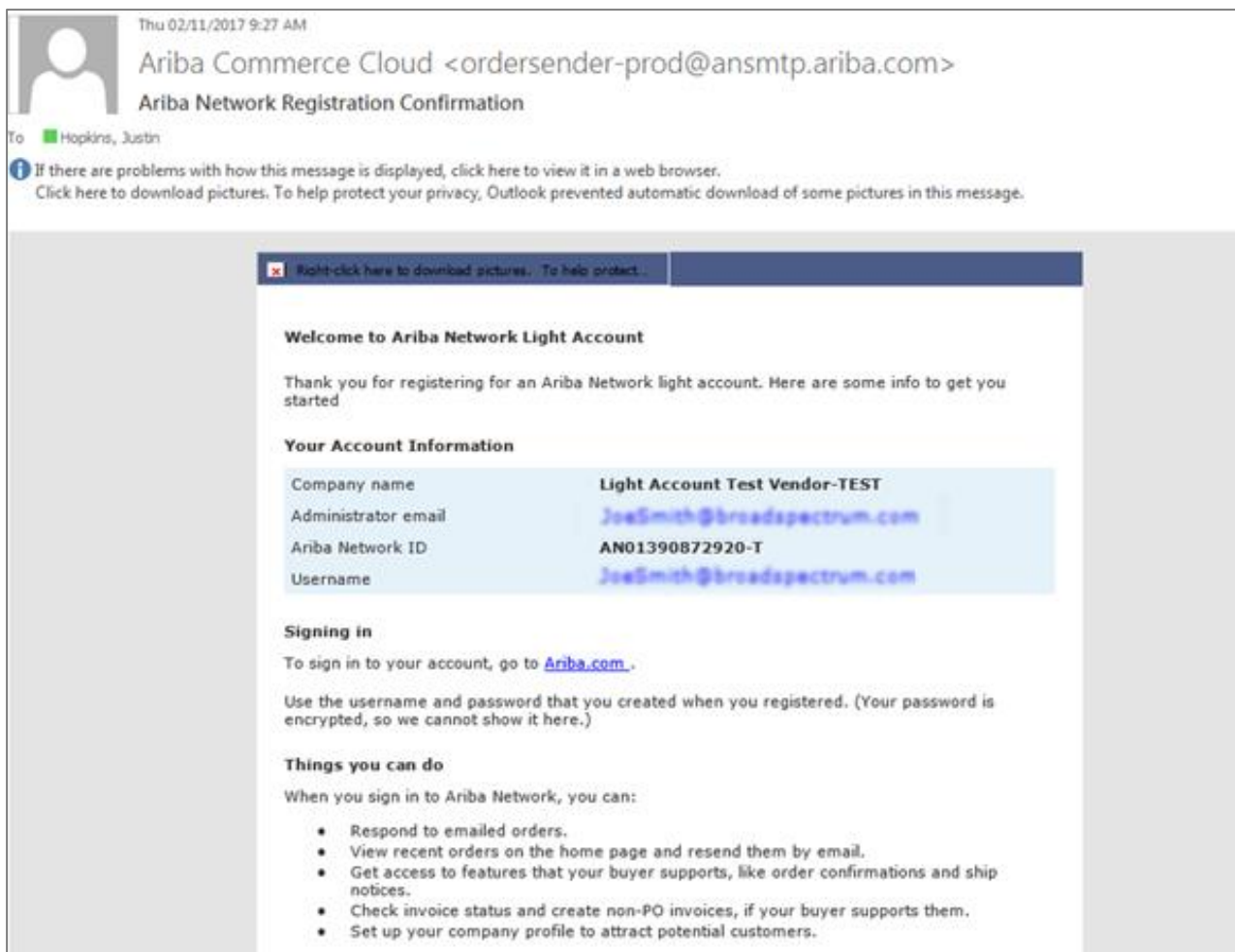
A screenshot of the Ariba Network user interface. The top navigation bar includes "HOME", "INBOX", "OUTBOX", "CATALOGS", and "REPORTS". The main content area shows "Orders, Invoices and Payments" with a summary of 1 Order to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 0 Pinned Documents. A "Company Settings" dropdown menu is open, showing options like "Light Account Test Vendor...", "Company Profile", "Account Settings", "Customer Relationships", "Users" (highlighted with an orange circle), "Notifications", "Application Subscriptions", and "View All".

Light Account Suppliers

Training Guide



After Registration is complete you will receive a confirmation email with your account details....



Upon completing the registration process, you will be directed to the Light Account Purchase Order from where you can respond or submit your invoice. Refer to [Processing and Managing the Purchase Order](#).

Light Account Suppliers

Training Guide




Processing and Managing the Purchase Order


Once a Purchase Order has been created by Broadspectrum, Suppliers will immediately receive an Interactive Email from Ariba. The supplier then has the ability to review the email contents, which contain the Purchase Order details and then respond by clicking 'Process Order'.


Please note **all Broadspectrum Purchase Orders will exclude Tax**. Please refer to [Processing the Invoice](#) to see how to apply tax on your invoice.


Thu 02/11/2017 9:16 AM

 "Broadspectrum Limited - TEST" <ordersender-prod@ansmtp.ariba.com>
Broadspectrum Limited - TEST sent a new Purchase Order 4700000883

To Joe Smith



 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Message  4700000883.htm (21 KB)

 Right-click here to

Broadspectrum Limited - 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](#).

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-TEST 111 Pacific Highway North Sydney NSW 2060 Australia Phone: +61 (02) 55550000 Fax: +61 (02) 55550000	Purchase Order (New) 4700000883 Amount: \$50.00 AUD Version: 1
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Light Account Suppliers

Training Guide



Important:

Review PO details carefully and ensure all details are correct. Your payment will be based on the information contained within this document.

Purchase Order: 4700000883

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

To: Light Account Test Vendor-TEST
111 Pacific Highway
North Sydney NSW 2060
Australia
Phone: +61 (02) 95550000
Fax: +61 (02) 95590000
Email: josh.hodgins@broadpectrum.com

Purchase Order (Invoice): 4700000883
Amount: \$50.00 AUD
Version: 1

Payment Terms: NET 31

Line Items:

Line #	Part # / Description	Type	Qty (Est)	Need By	Price	Subtotal	Details
1	Not Available	Material	1 (EA)	9 Nov 2017	\$50.00 AUD	\$50.00 AUD	Details

Sub-total: \$50.00 AUD
Total Invoice: \$50.00 AUD

If correct: Place the PO in your internal ordering system according to your usual Business-As-Usual process.

Light Account Suppliers

Training Guide



If Incorrect: Please contact the BroadSpectrum 'Contact' referenced on your Purchase Order to make the necessary updates prior to invoicing.

Alternatively, if the Contact is not known or contactable, you can Reject the Purchase Order through the Order Confirmations options on the PO....

- o Click 'Create Order Confirmation' -> 'Reject Entire Order'

A screenshot of a web application interface for a Purchase Order. At the top, it says "Purchase Order: 4700000883". Below this is a navigation bar with buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice", along with "Print", "Download PDF", and "Download". A dropdown menu is open under "Create Order Confirmation", showing options: "Confirm Entire Order", "Update Line Items", and "Reject Entire Order". The "Reject Entire Order" option is circled in orange. The BroadSpectrum logo is visible at the bottom left of the interface.

- o Enter reason for Rejection

A screenshot of a form titled "REJECT ENTIRE ORDER". It contains the following fields:

- "Order Confirmation Number:" with a sub-label "Confirmation #:" and a text input field containing the number "1".
- "Rejection Reason:" with a dropdown menu currently showing "Incorrect Price".
- "Comments:" with a text area containing the text: "Sorry, the price on line item 4 should be \$56.35. Please re-send order with corrections."

At the bottom of the form are two buttons: "Reject Order" (in blue) and "Cancel" (in white with a blue border).

- o Click 'Reject Order'

Light Account Suppliers

Training Guide



The BroadSpectrum purchaser will then receive the notification and update the Purchase Order accordingly. Once the BroadSpectrum purchaser has updated the PO you will receive an updated order. The changed PO email will be titled "BroadSpectrum has changed Purchase Order 47xxxxx" and outline all of the changes made to the PO.

Mon 13/11/2017 9:27 AM

Broadspectrum Limited <ordersender-prod@ansmtp.ariba.com>
Broadspectrum Limited has changed Purchase Order 4700000894 sent to Light Account Test Vendor

To: Hopkins, Justin

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

Message 4700000894.htm (23 KB)

SAP Ariba

Broadspectrum Limited sent a new order

Your customer sent you this order through Ariba Network.

[Process order](#)

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
(+Changed)
4700000894
Amount: \$125.00 AUD
~~Amount: \$ 25.00 AUD~~
Version: 2

Within your Light Account portal the Purchase Order will reflect a 'Changed' Status

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

2 Orders to Invoice | 1 Orders that Need Attention | 0 Invoices Rejected | 0 Pinned Documents | ⋮ More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4700000894	Broadspectrum Limited - TEST	Changed	\$125.00 AUD	13 Nov 2017	\$0.00 AUD	Select ▾
4700000887	Broadspectrum Limited - TEST	New	\$20.00 AUD	2 Nov 2017	\$0.00 AUD	Select ▾

Light Account Suppliers

Training Guide



Re-sending a Copy of the Purchase Order

As a Light Account Supplier, invoicing and responding to the Purchase Order can only be done from the Interactive Email that it was transmitted on.

On occasion, this email may be misplaced, deleted or the contact details may have changed, in which case a copy of the email will need to be sent in order to submit an invoice.

This can be done by logging into your Ariba Light Account with the link:

<https://service.ariba.com/Supplier.aw/128481093/aw?awh=r&awssk=.eO69Ue1&dard=1>

- Search for the relevant Purchase Order in the Home tab
- Click on 'Select' from the 'Action' column, then 'Send me a copy to take action'

A screenshot of the Ariba Network user interface. The top navigation bar includes 'Ariba Network', 'Test Mode', 'Upgrade from light account', 'Learn More', 'Company Settings', and 'Jane Smith'. Below the navigation bar, there are tabs for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The main content area is titled 'Orders, Invoices and Payments' and shows a summary of 1 Order to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 0 Pinned Documents. A table below this summary lists order details. The table has columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. The first row shows Order Number 4700000887, Customer Broadspectrum Limited - TEST, Status New, Amount \$20.00 AUD, Date 2 Nov 2017, and Amount Invoiced \$0.00 AUD. An orange arrow points to the 'Action' column for this row, which contains a 'Select' dropdown menu. A callout box highlights the option 'Send me a copy to take action' within this dropdown menu. On the right side of the interface, there are sections for 'Now we're mobile' with app download links for the App Store and Google Play, and a 'Tasks' section with a progress indicator at 15%.

Retrieve email from designated mailbox and process as per [Processing and Managing the Purchase Order](#).

Light Account Suppliers

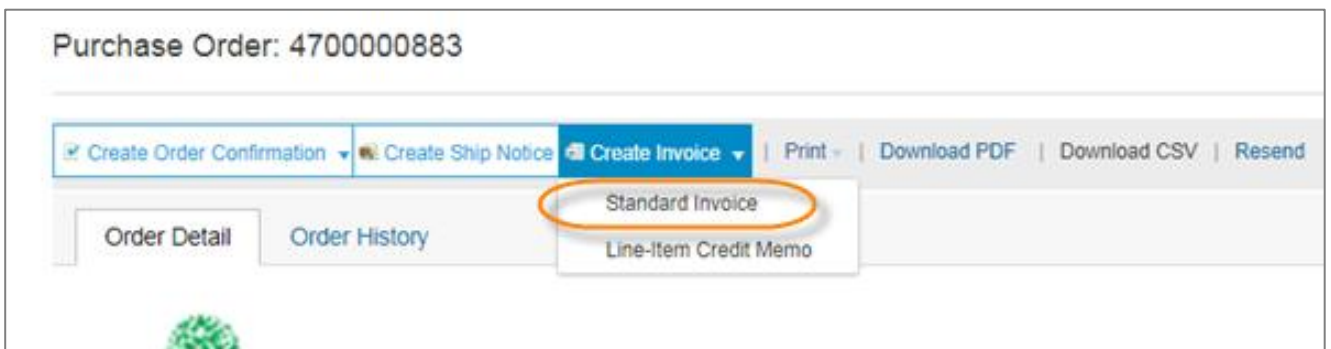
Training Guide



Processing the Invoice

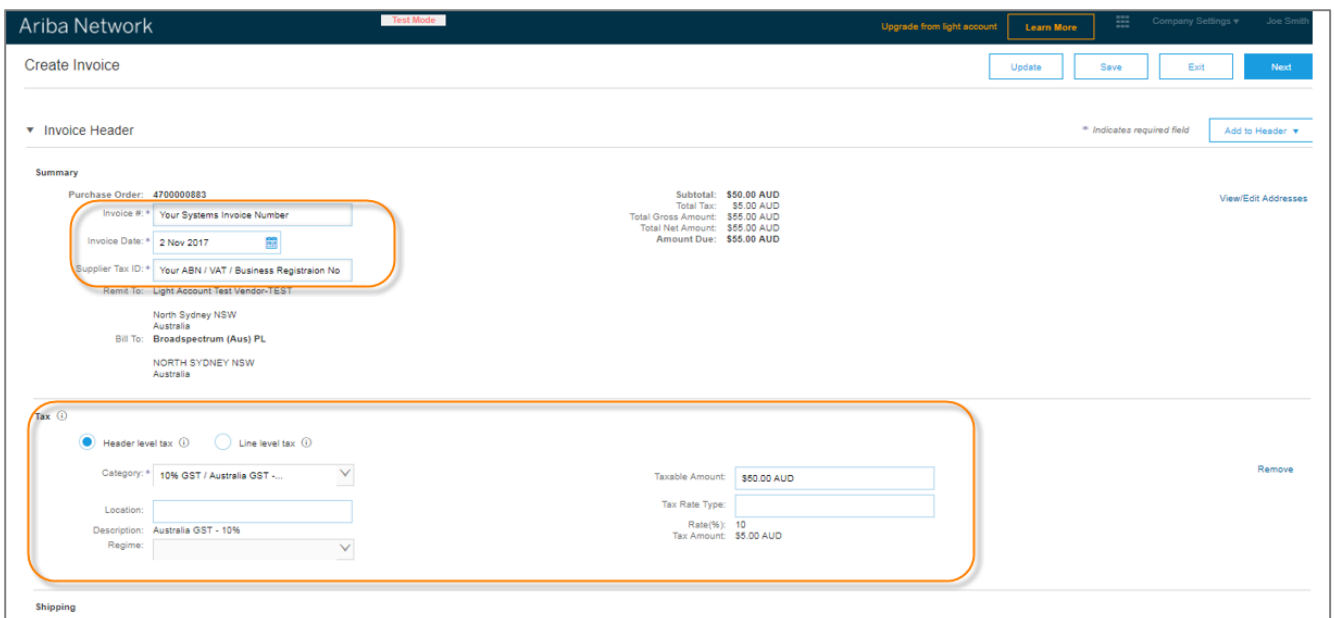
If the Purchase Order is correct and upon providing the Goods or Services, you are now ready to submit your invoice for payment:

- Within the Interactive Email, click the ['Process Order'](#) button
- ['Log In'](#) to your Light Account profile
- Select 'Create Invoice' => 'Standard Invoice'



On the Create Invoice screen:

- Enter the 'Invoice number' generated from your Accounting software
- Confirm/Enter your 'Supplier Tax ID' (Australian ABN / NZ IRD Number)
- Confirm the tax applicable



Light Account Suppliers

Training Guide



- Confirm the Quantity
 - Line quantities can be amended to reflect a partial invoice where applicable. Additional invoices can be raised using the same process at a later stage.
 - For some Purchase Orders the Quantity may reflect the estimated dollar value of the services provided with the Unit Price of \$1. In these instances, the quantity can be changed to match the value of your invoice.
- Confirm the Price
 - Broadspectrum does not allow the Unit Price to be increased at the time of invoicing. If the PO price is incorrect, please contact the Broadspectrum 'Contact' referenced on your Purchase Order to correct or Reject the Purchase Order as per [above](#).
 - Invoices can be submitted with a lower Unit Price by changing the Unit Price during this step.
- Click 'Next'

The screenshot shows the Broadspectrum invoice creation interface. At the top, it displays the Supplier: Light Account Test Vendor-TEST (North Sydney NSW, Australia) and the Customer: Broadspectrum Limited - TEST (North Sydney, Australia). Below this, there are fields for 'Add to Header' and 'Line Items'. The 'Line Items' section shows a table with one item: No. 1, Include checked, Type MATERIAL, Part # Not Available, Description Test Line Item Short Description, Customer Part #, Quantity 1, Unit EA, Unit Price \$50.00 AUD, and Subtotal \$50.00 AUD. An orange circle highlights the first row of the table, and an orange arrow points from the 'Unit Price' field to the 'Next' button at the bottom right. The 'Next' button is highlighted in blue.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Line Item Short Description		1	EA	\$50.00 AUD	\$50.00 AUD

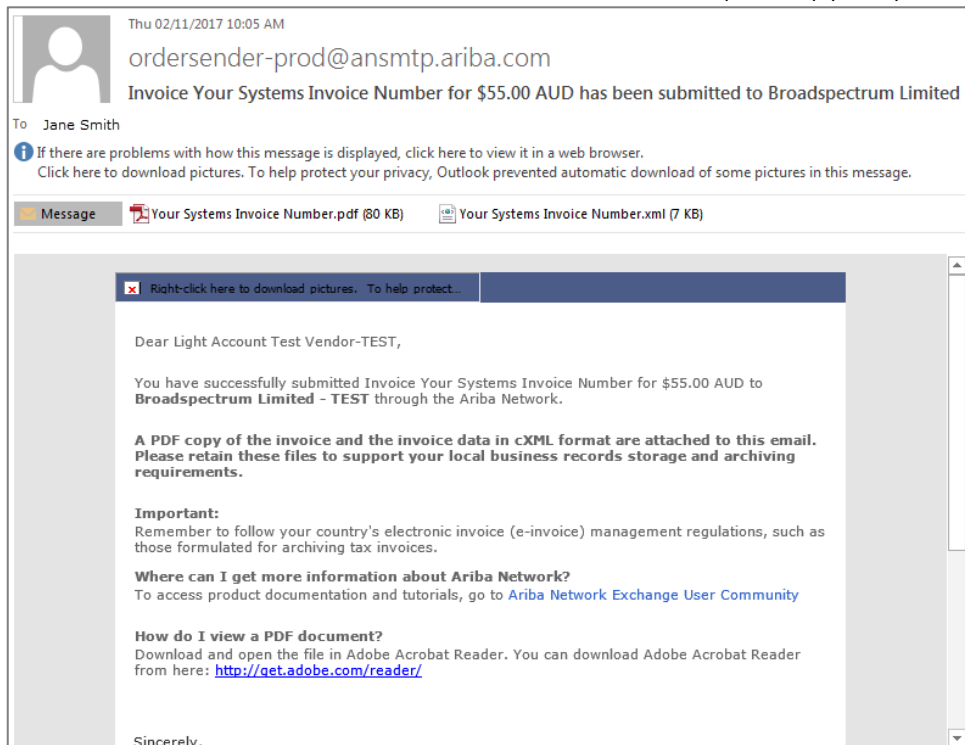
- Review Invoice details being created, then click 'Submit'

Light Account Suppliers

Training Guide



Ariba will send a confirmation email of the invoice submitted and a pdf copy for your records.



Further Documentation and Information

Additional training references:

https://support.ariba.com/interactive_email

Ariba Light Enablement Support:

Or, if you have questions, please see the [Frequently Asked Questions](#) on Ariba or email our Supplier Enablement Team at aribavendors@broadspectrum.com.