Light Enablement and Ariba Network, Light Account Capability

Supplier FAQ

What is light account capability of Ariba Network?

Ariba Network, light account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access.

How can I access this new capability?

Your customer must send you a light account invitation to transact with them using this methodology. Or if you self register on Ariba Network, SAP Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register and will be started at the Ariba Network, light account capability level. In the latter case you will not exchange orders and invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

What document types are supported for this free account?

Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

What if I have already signed up for Ariba Network? Can I switch to Light Account?

If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (full-use account) to a light account. You would need to abandon your current account relationship, then ask your buyer customer to re-enable you using light account. Any relationship information you would have with this buyer would not be carried over to the new light account and you would start over again with an entirely new relationship.

If you are using catalogs, integrations or value the inbox/outbox functionality provided by the supplier portal on Ariba Network you should carefully compare functionality before abandoning your existing account. However, you may choose to use light account for any new buyer relationships that have specified this method of transacting with you.

Am I required to register on Ariba Network to use light account?

Yes. You will be sent an interactive email from your buyer. To respond you must register for a free light account. This free account is not the same as a full-use Ariba Network account. You only need to upgrade to a full-use account on Ariba Network when you determine that you desire the additional functionality.

Can I have a light account for one customer but a full-use Ariba Network account for another?

Yes.

If I have multiple buyers invite me to use a light account, can I consolidate these into one account?

Yes, at the time of responding for the first time to a new buyer light account invite (interactive email).

Are there Help links for suppliers inside the light account to explain how to use/complete confirmations and invoices?

Yes. There are links to video tutorials, FAQs and Help within light account to review registration, order and invoice creation and other processes. You get access from the interactive emails and from online through in context content provided by the Ariba® Exchange User Community.