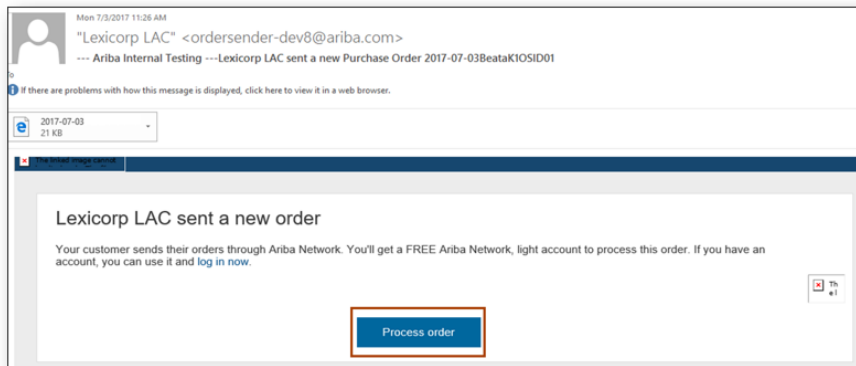


- 1) Click on the "Process Order" button in the PO notification received.

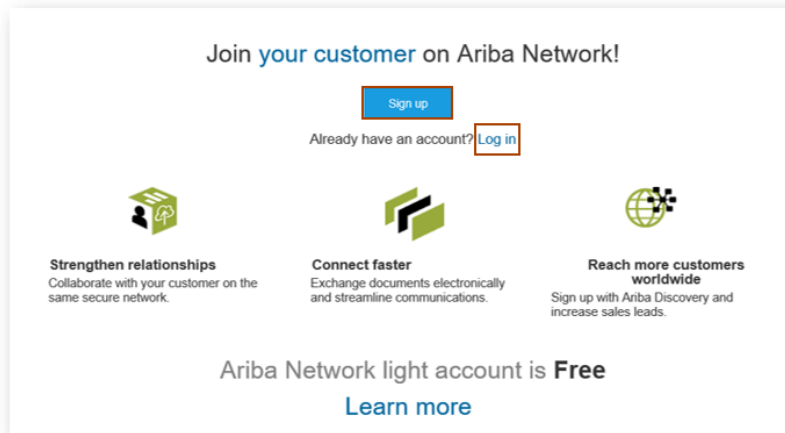
Receive Interactive Email Order from Customer

Click the **Process Order** button in the PO notification (interactive email)



- 2) You can "Sign up" to create a new account or "Log in" using an existing account. If using an existing account, this process will need to be completed by the Account Administrator or someone with admin credentials to establish a relationship with Grace. If uncertain whether you already have an Ariba account, please check with your AP group first to avoid creating multiple accounts.

Select the **Sign up** option to create a new light account
-OR- use your existing light account by clicking on **Log in**



- 3) Configure Account, Accept Terms of Use, and Register.

*Orders submitted through Ariba must be invoiced in Ariba. Please note that Grace requires indirect orders to be confirmed and receipt posted before invoice can be submitted.